Information Available Through Gradelink for Students/Parents

Gradelink provides parents with a means to stay up to date on their child's current academic progress and attendance. Parents may also view grades from past terms, and set up email alerts.

To get started using Gradelink, you will need our school's ID number, your username, and your password. These items will be emailed to you today or tomorrow. If you forget them in the future, or your account is locked, just contact the school office, as we manage all the accounts for school.

To log into Gradelink go to www.gradelink.com and click on the Login button at the top right part of the page. This will take you to the login page. Enter your school ID, username, and password (found in the email we send you), and then click on the Login button.

Gradelink works well on current versions of Internet Explorer, Safari, Firefox and Google Chrome. Gradelink also has an app for your mobile phones.

Below is a description of the different parts of the parent interface for your computers and laptops:

Grades

When you first log into the parent interface, the 'Current Grades' page will appear. This page lists the classes or subjects in which your child is enrolled, and the grade he or she is currently earning. The page also shows what your child is currently averaging in all of their classes based on what the teacher has currently entered in the grade book part of Gradelink. GPA is also displayed.

Top Center Drop-down list

In Gradelink, at times a drop-down list will appear in the top center part of the screen. Whatever class is displayed in this list determines what classes you are viewing assignments, attendance, or alerts for. Checking the check box to the right of the list allows you to view past concluded classes from previous terms. Classes from terms that ended up to 400 days ago will available, but classes concluded before 10/10/2005 will not be available as this feature was not in place before then.

Assignments

The 'Assignments' page lists assignments for the particular class that show up in the drop-down list near the top center part of the page. If you change the class in the drop-down list then the assignments will change to display the assignments for the currently selected class. If you want to get more details of a particular assignment, click on the underlined assignment title and it will show more information such as an assignment description *if a teacher entered one in*. Assignments in white represent upcoming assignments that are due in the future.

Attendance

We will not be using this page at Heritage Christian School.

Transcript

The 'Transcript' page allows you to view final grades from past terms. Only grades from terms since your school started using Gradelink will be displayed. GPA and Units are also displayed from this page.

Alerts

The 'Email Alerts' page allows you to set alerts based on grades and attendance. You can set up different alerts for each class, so when you set up alerts you are setting them up for the current class that is listed in the top center drop-down list. If you want to set up alerts for all the classes at once be sure to check the 'Apply these settings to all classes' checkbox. To set an alert click on the checkbox next to the alert you want to set and set the appropriate letter grade threshold for the alert. Any time you set alerts, you must always click the 'Submit Changes' buttons after you have set all the alerts on the page.

There are two common alerts that are set. The first one under the 'Negative Alerts' section is 'Email me when my student is averaging a Grade of 'x' or Lower in this class.' If you had this alert set for C-, then whenever the student's average grade falls from above a C- to a C- or lower, an email alert will be sent. Keep in mind that an alert is only sent when the threshold grade (C-) is crossed, so if you set the alert to a high value like A- and the student never averaged a grade higher than an A- then an alert will never get sent because the threshold was never crossed.

The next popular alert is 'Email me when a Grade of 'x' or Lower is entered for this class.' This alert will send out an email alert whenever a grade (regardless of whether it was a test, quiz, or homework grade) is entered in the grade book that is equal to or lower than the letter grade threshold set. Alerts will be sent to the emails listed below; you can add or edit emails by clicking the 'Edit Emails' button.

My Account

This page allows you to change your password. You must enter your current password first and then your new password twice for verification.

Log out

Clicking the Log out tab will log you out of Gradelink.