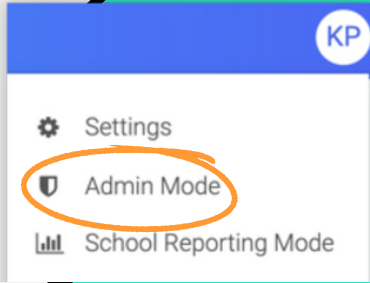




# BACK TO SCHOOL CHECKLIST for Gradient System Administrators



## ACCESSING ADMIN MODE

- ▶ Login to Gradient and access [Admin Mode](#) to manage the school subscription by clicking on your initials.
- ▶ **NEW** Gradient Admin - Find [invite email](#) from hello@gradecam.com to log in for the first time
- ▶ **RETURNING** - Login at [app.gradecam.com](http://app.gradecam.com)

### Quick Tip:

Editing expired terms will remove the "clutter" from the Classes and Students tabs. If you sync rosters, terms should be edited at their source (Clever, ClassLink, or within your SIS).

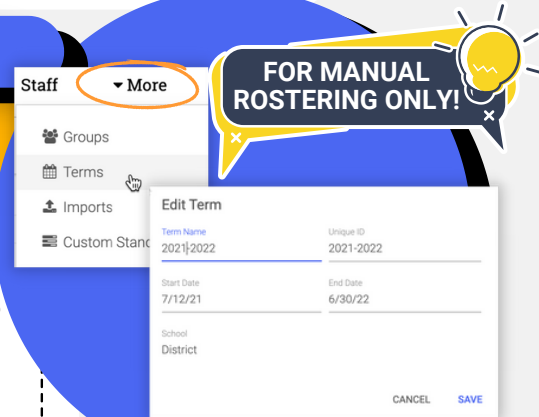
**Creating terms in Gradient is only required for manual rostering.**

## EDIT TERMS

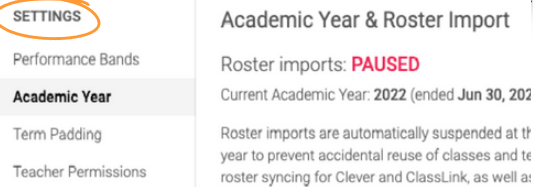
- ▶ Be sure that old terms have end dates that do not overlap with current terms, so that the "Current" filter works as expected.

- Choose **More** tab > Select **Terms**
- **Check the box** before the term and select **Edit**
- Edit the **End Date**, then **Save**

- ▶ For more support, read [Edit Terms](#)



## START A NEW ACADEMIC YEAR



START NEW YEAR

- ▶ Within the Account Menu in **Admin Mode**, choose **Settings**, then select **Academic Year**.

- Select **Start a New Year** > enter an end date for the new year
- To learn more, review the [Academic Year](#) article
- **If you import rosters manually without a sync**, follow [these steps](#)

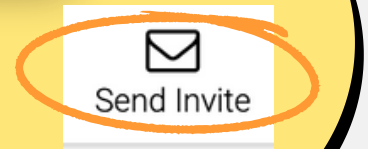
## STAFF MANAGEMENT

### Quick Tip:

If teachers and rosters are managed using Clever/ClassLink, staff that is no longer included in the sync will automatically be **deactivated**.

- ▶ After rostering and starting the new Academic Year, [send login invites](#) to NEW staff and refresh users with our comprehensive [Training Hub](#).

- ▶ Some staff may also need expanded access and permissions via [Access Groups](#) or [PLC Groups](#).



### NEED MORE SUPPORT?

support@gradecam.com

888.699.2142