

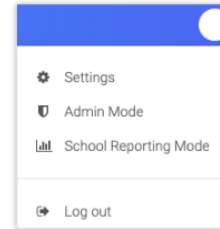


Gradient System Admin

End of Year Checklist

Complete the tasks below to wrap up 2022-2023 or watch the [Smart Session: End of Year Wrap Up](#).

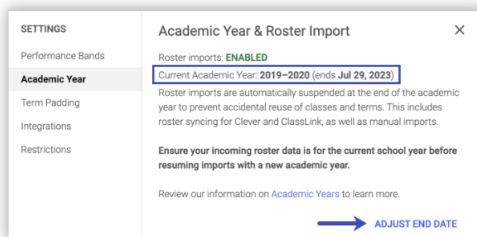
- The Gradient Leader(s) identified by the [contacts survey](#) as a System Admin has access to manage account settings below
- Any System Admin can [add another staff member](#) as a System Admin



Access Admin Mode

- Log in to Gradient: app.gradecam.com
- Open the Account Menu > Select **Admin Mode**

Verify or Adjust Academic Year (System Admin ONLY)



Assignment printing, scanning, online access, and grading with current rosters are only available until listed end date for the Academic Year (and term date).

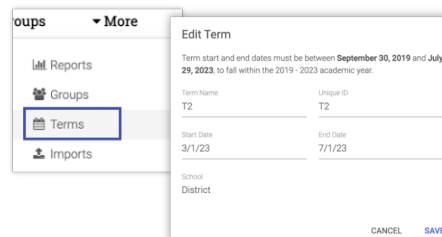
- Access Account Settings > Select **Academic Year**
- Verify or **Adjust End Date** to provide staff access to current rosters

TIP: Use [Term Padding](#) to provide days within current Academic year, but outside of the term window to allow extended access for grading at the end of the term if needed.

Edit Term Dates (System Admin or School Support)

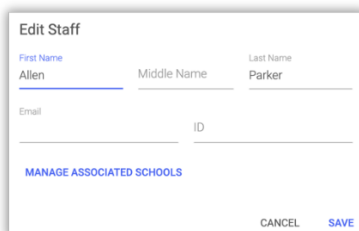
Terms must fit within the Academic Year. Add or edit terms (or correct in your sync source) to make rosters current for staff to print, scan, give online access, or grade.

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




▶ Learn more about [Editing Terms](#)

Manage Staff Access (System Admin or School Support)



For existing staff that have shifted positions, edit their access to Gradient by visiting the **Staff** tab.

- **Check the box** before the staff member > Select **Edit**
- **Manage Associated Schools** (un/check **Other Schools**)
- Or select **Deactivate**  to make **inactive** (remove access, but preserve assignments and data)

▶ Look for new changes to PLC Options, Student Groups, and Class Groups highlighted in the [Summer Product Release webinar](#).