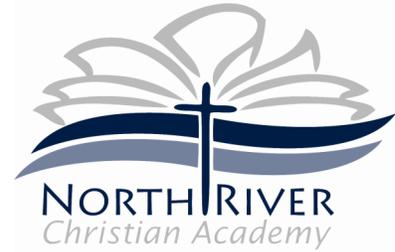


Gradelink Instructions



Getting Started

Accessing Gradelink allows you to stay updated with your child's academic progress. The school office should provide you with a login information sheet that details the steps that are required to access the system.

Logging In

For any login related issues click on the "Help With Login" link that is located next to the "Log in Button" on the Gradelink homepage.

1. Go to www.gradelink.com
2. Click the "Log In" button
3. Enter your school ID, username, and password
4. Click "Submit"

Once you have logged onto www.gradelink.com, you will see a row of tabs that are located down the left side of the page. You can click on these tabs to access the various functions within the website.

Grades

The "Grades" tab will give you an overview of your child's current grades and GPA.

Assignments

The "Assignments Tab" displays assignment information for each class. The teacher name and "Class Drop Down" box will appear at the top of the page.

1. Click on the "Class Drop Down" box and select a class to view assignments.
2. For more information on a specific assignment, click on the underlined title of the assignment.

Transcript

The "Transcript Tab" will allow you to view final grades from previous terms. You will only be able to view final grades starting from the time NRCA implemented the Gradelink system to the present time.

Alerts

Email alerts will notify you of updates to your child's grades. To set an alert:

1. Click on the specific checkbox that corresponds to the subject
2. Select the threshold for the alert from the "drop down box" to the right
3. Once your alerts are set up click on the "submit changes" button to apply the settings
4. "Edit Emails" button allows alerts to be sent to various email addresses of your choosing

Change Password

To change your password:

1. Click on "Change Pswd" tab
2. Enter your current password first
3. Then enter your new password twice to verify