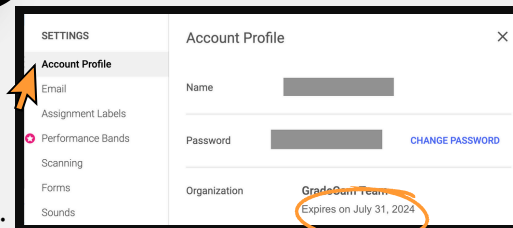




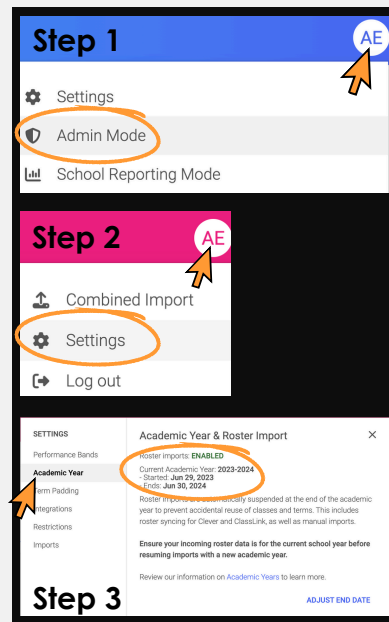
IS YOUR ACCOUNT RENEWED YET?

- ▶ Check your school account's expiration date by clicking on your **initials** > select **Settings** > select **Account Profile**
- ▶ Complete Gradient's [contact survey](#) to start your renewal process. Subscription questions? Email renewals@gradecam.com.



CHECK THE ACADEMIC YEAR END DATE

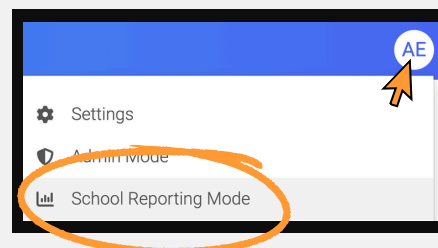
- ▶ Verify that the [Academic Year](#) end date is correct.
 - Click **initials** > select [Admin Mode](#)
 - In Admin Mode, click **initials** again > select **Settings** > select **Academic Year**
- ▶ If needed, click **Adjust End Date**. Make sure all [Term Dates](#) fit within the Academic Year end date.



Hosting summer school? Extend your Academic Year and Term Dates to continue using Gradient!
Learn more [here](#).

VIEW DATA IN SCHOOL REPORTING MODE

- ▶ Use [School Reporting Mode](#) to view school-wide data.
 - Click **initials** > select **School Reporting Mode** to view all data tied to assignments given across the school.
- ▶ Compare multiple assignments, export reports, and so much more!



SHARE THE LOAD OF DATA MANAGEMENT

- ▶ Make Gradient and data management a team effort with [Access Groups](#)!
 - [Manage Access Groups](#) by clicking your **initials** > select **Admin Mode** > click the **Access Groups** tab
- ▶ Determine [levels of data visibility](#), create [PLC Groups](#), and more!

NEED MORE SUPPORT?
support@gradecam.com