Change Student Grade Levels

The *Grade Level* field on the *Student Summary* tab can be increased or decreased by one grade level for **all** students at once. It is not possible to change the grade level by more than one grade at a time.

This can be done by any User ID with the *Student* permission *Clear Answers in Student User-defined Fields and Update Student Grades.*

1. Go to the **Students** (menu) > **Update Grade Levels**.
2. Select whether to **Increase Grade Levels by One** or **Decrease Grade Levels by One**.
3. Select a date **For Students Created Before**. Students that were added after this date will be ignored because it is assumed their grade level is correct for the coming year.
4. Click **Submit**.

If you opted to use Custom Grade Levels in your **Organization Default Settings - Student Settings**, you won't have the option to update the grade levels in mass. The Update Grade Levels option is only visible in the Students menu when the Custom Grade Level setting = **No** under the Gear (icon) > Settings > General > Organization Defaults (left menu) > Student Settings.