Manage Grade Level

Update grade levels

If your district has an active demographics integration with your SIS, student grade will automatically update in SameGoal based on data from the SIS.

However, grade levels may be renamed manually in SameGoal.

Steps *To update grade levels:*

1. Navigate to **Settings** > **Grade Levels**.
2. Click on the grade you wish to update.
3. Change the name as necessary.
4. Click **Update**.

Tip Duplicate grades can also be merged.

Tip If changes are made in SameGoal but are not made in the SIS, changes will be overwritten by the nightly demographics integration.

Merge grade levels

If there are duplicate grade levels that should be combined, they can be merged. For example, **8**, **8th**, and **Eighth** might all be representative of the same grade.

Steps *To merge grade levels:*

1. Navigate to **Settings** > **Grade Levels**.
2. Select all grades you wish to merge.
3. Click the **Actions** dropdown and select **Merge**.
4. Select a grade to keep.
5. Click **Merge**.
    - The other grades will be deleted and all students in those grades will be reassigned to the selected grade.

Tip If changes are made in SameGoal but are not made in the SIS, changes will be overwritten by the nightly demographics integration.