



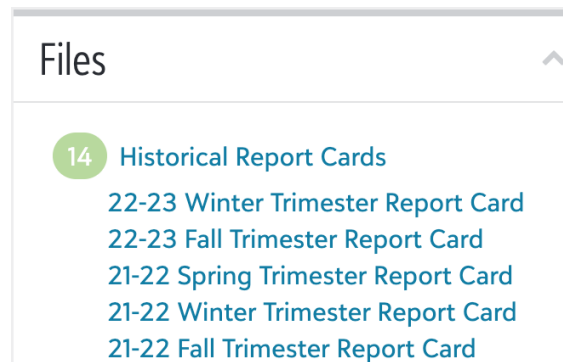
May 30, 2023

Dear Families,

We are excited to announce the implementation of Blackbaud, a new Parent Portal / School Management System that will take the place of Rediker Software, which has served us well since 2017. We have long been interested in offering a better overall portal experience for our community, and we are confident that Blackbaud can deliver that.

Today, you should have received an invitation to the new Blackbaud system via email. Once you gain access to the Blackbaud system, you will be able to download report cards from that system, including the 22-23 Spring Trimester Report Cards for Lower and Middle School, using these steps:

1. After logging into Blackbaud, click your student's name at the top left of the home screen.
2. At the bottom left of the student screen is a Files section. Click on one of the hyperlinks to download a report, as per the screenshot below:



In addition to accessing report cards, Blackbaud also has a powerful online directory, accessible from the Directories icon on the top menu bar. In the interest of community building, we highly encourage parents/guardians to keep the default setting and display their information in the online directory. However, if you do not wish to display your information in the directory, you can change that setting as per the below instructions:

1. In Blackbaud, click your name at the top right of the screen and select Settings.
2. On the next screen, click Privacy on the left:

Account Settings

Login Settings

Notifications

Privacy

3. At the bottom of the Privacy page is Directory Settings, with the following 3 options:

Directory Settings

- Do not include my name or any information about me in the directory.
- Include my name but do not include any other information about me. ⓘ
- Include my name and use my General settings for what other people should see about me.

Again, we encourage parents/guardians to keep the default setting as shown, and display their information in the directory. The directory is not public; rather, only members of the GSL community with a login to Blackbaud can access it.

We will send more information about Blackbaud as we grow closer to the start of the 2023-24 school year. In the interim, if you have any questions about the transition, please [email](#) Director of Information Systems Jay Sansing.

Best regards,

GSL Administration

Grace-St. Luke's Episcopal School | gslschool.org

