

ENGRADE HELP GUIDE

Go To: [Engrade.com](https://www.engage.com)

Setting up a Parent Account

IF YOU ALREADY HAVE ONE FROM PAST YEARS YOU DO NOT NEED TO CREATE A NEW ONE

Engrade is a free and easy way for your student's teacher to post grades, attendance, and upcoming assignments online. To see your student's grades, do the following:

1. Get Your Access Code

The access code is attached. This code tells Engrade which grades belong to your student. Your codes should look similar to school-xxxxx-yyyy. If you do not have a code that looks like this you will not be able to see your student's grades.

2. Sign Up

Once you have your codes, you will need to sign up for an Engrade account. Signing up lets you create a username and password that you can use to quickly log in and see all of your student's grades when you return to Engrade.

3. Log In

Whenever you want to check your student's grades, just log in here and you'll see up-to-the-minute grades and assignment scores.

What Is My Access Code?

ONLY YOUR TEACHER CAN TELL YOU YOUR ACCESS CODE.

Attached is your access code in the format *teacher-xxxxx-yyyy*. If you have a code in any other format - such as 1234 - it is incorrect and will NOT work. If you have a code in the correct format, but Engrade gives you an invalid code message, it is most likely because you entered a typo.

Sending a Message to my Teacher

1. Log into your student account.
2. Click on the class of the teacher you wish to message.
3. Click on the **Message** tab.
4. Click on the name of the teacher.
5. That will take you to the messaging page where you can send a message to that teacher.