



Engrade Pro Parent Quick Start Guide

Congratulations! Your student's school is now part of the fast growing online education platform and learning management system. Engrade is used worldwide by more than 8,000,000 students and parents to keep up with class grades and homework.

To view your student's grades and homework, you will need the student or parent username and password. Your student's teacher will provide you with a slip of paper similar to the one below:

Name	ID	Access Code	Username	Password
Student, Your	12345	yourschooledu-12345-2972	yourstudent	p630349

Logging into Engrade

1. Go to www.engagepro.com.
2. Enter your username and password.
3. You will see a list of your child's classes, teacher names and current grades. Please note that you can adjust the marking period (at the top of the list of classes) to view previous grades and classes.

The screenshot shows the Engrade Pro Parent interface. At the top, there is a navigation bar with the Engrade Pro logo, 'Classes', 'Messages' (with a red notification bubble), and a user profile for 'Adam Student' with a 'Logout' button. Below the navigation bar, the page title is 'Sample Elementary School > My Classes'. The main content area is titled 'My Classes' and features a table with columns for 'Class', 'Teacher', and a dropdown menu for marking periods. The table lists several classes: '13-14-400103-101: READING 2' (Teacher: Pro Trainer), 'PE & Health 2-263' (Teacher: Teacher Demo 65), 'Science 1-390' (Teacher: Teacher Demo 9), and 'Social Studies 4-174' (Teacher: Teacher Demo 75). The marking period dropdown is open, showing a list of options: '2013-2014 GP 1 4th 9 Weeks', '2013-2014 GP 1 3rd 9 Weeks', '2013-2014 GP 1 2nd 9 Weeks', '2013-2014 GP 1 Full Year', and '2013-2014 GP 1 1st 9 Weeks'. On the left side of the page, there is a sidebar with a user profile for 'Adam Student' and a list of class management options: 'Active Classes', 'Archived Classes', 'Class Resources', and 'Add/Edit Classes'.

View Homework and Grade Details

1. Select the name of any class to get more details.
2. You will see a list of Assignments by due date. The most recent assignments are listed at the top.

Assignment	Due			My Score
Assignment 5	Tue, Sep 04	0	Closed	70/100
Sample Assignment	Fri, Aug 17	0	Turn In	-
Assignment 3	Sat, Aug 11	0	Closed	82/100
Marketing Quiz (SC.BII.01.01)	Mon, Aug 06	0	Closed	4/4
Marketing Quiz (SC.BII.01)	Mon, Aug 06	0	Closed	1/4
Assignment 1	Thu, Aug 02	0	Closed	99/100
Assignment 3	Fri, Jul 20	0	Turn In	82/100
Standards Demo	Thu, Jul 19	0	Closed	10/10
Assignment 2	Wed, Jul 18	0	Turn In	98/100
Assignment 6	Sat, Jul 14	0	Closed	84/100

3. Some Assignments may be available for online “Turn-In.” If so, your student may click “Turn-In” to upload a document. Note: Only students can turn in assignments on Engrade (not parents).
4. Select “Grade Details” in the left hand menu to see all student assignments and current scores in the class. Note the grading scale and key at the bottom of the list.

Average Grade: C (75.1%)**
(counts as 64% of overall grade)

Formal (83.1% avg.) ** (counts as 64% of overall grade)	Date	Score	Comment
Marketing Quiz (SC.BII.01.01)	Mon, Aug 06	4 / 4	
Marketing Quiz (SC.BII.01)	Mon, Aug 06	1 / 4	
Standards Demo	Thu, Jul 19	10 / 10	
Assignment 2	Wed, Jul 18	98 / 100	
Assignment 12	Thu, Jul 12	70 / 100	
Homework 12	Tue, Apr 24	10 / 10	

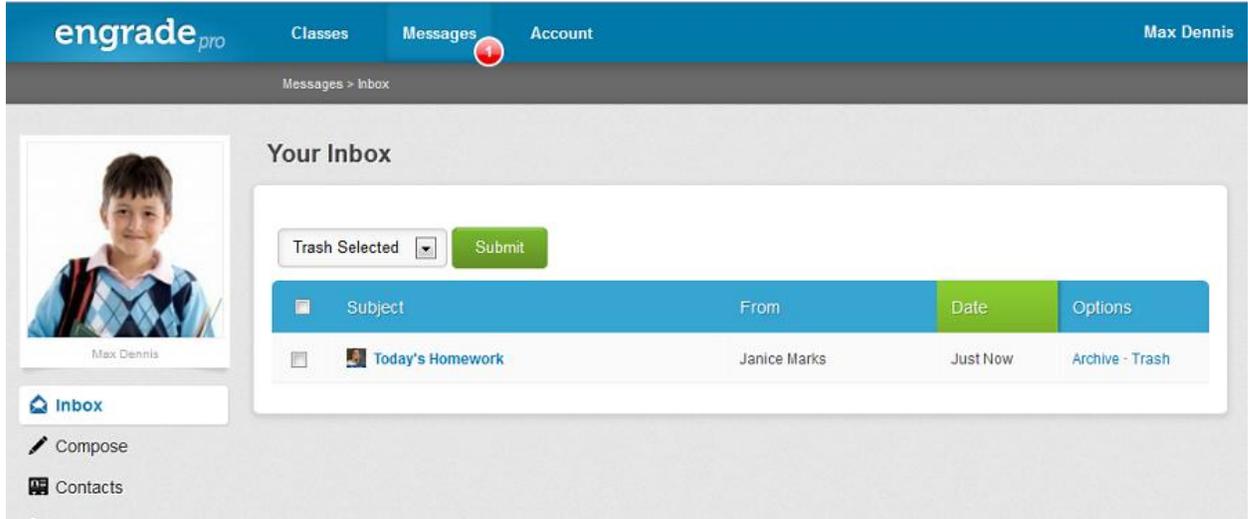
Informal (63.8% avg.) **
(counts as 16% of overall grade)

Informal (63.8% avg.) ** (counts as 16% of overall grade)	Date	Score	Comment
Sample Assignment	Fri, Aug 17	- / 100	
Assignment 1	Thu, Aug 02	99 / 100	
Assignment 3	Fri, Jul 20	82 / 100	

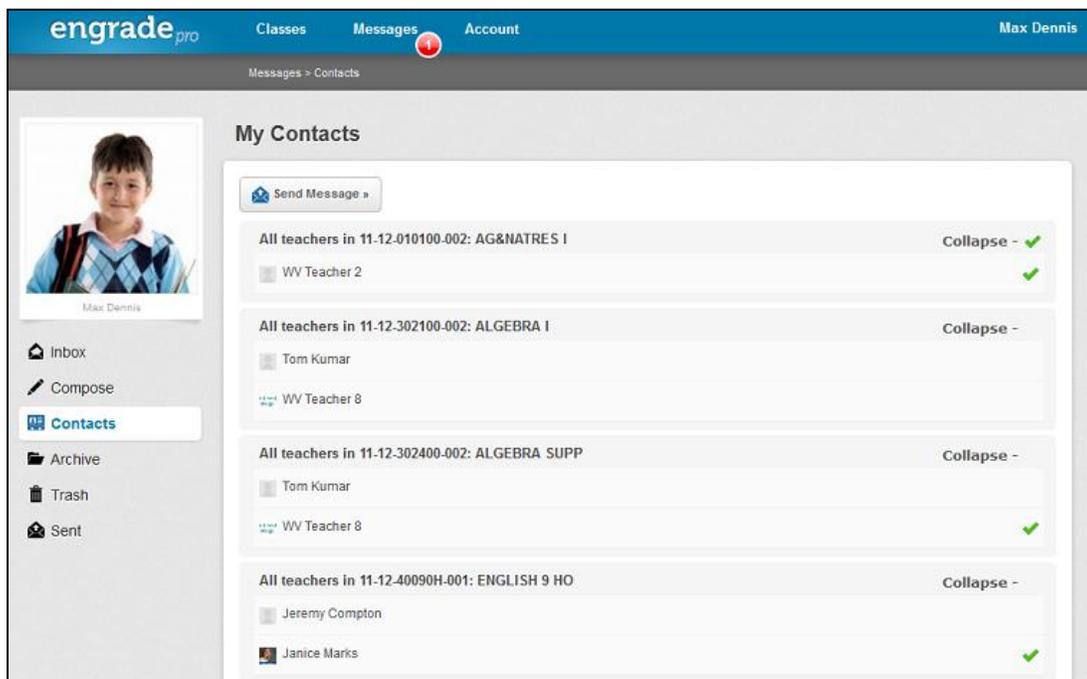
Messaging Teachers

If your student's teacher has enabled the option, you may message them directly within Engrade.

1. Log into Engrade.
2. Select "Messages" in the top menu bar. This will take you to your Inbox.



3. Select "Contacts" on the left hand side to see a list of all of your student's classes. You can expand and collapse each class to view teachers who have enabled messaging.



4. Select the name of any teacher you want to message. A checkmark will appear next to his/her name.

5. Select the “Send Message” button.
6. Enter your message just like an email and click the “Send Message” button.

The screenshot displays the 'engrade Pro' interface for composing a message. The top navigation bar includes 'Classes', 'Messages', and 'Account' tabs, with 'Messages' selected. The user's name, 'Max Dennis', is visible in the top right. The main content area is titled 'Send Message' and features a sidebar with navigation options: 'Inbox', 'Compose', 'Contacts', 'Archive', 'Trash', and 'Sent'. The 'Compose' section includes a 'To' field with recipients 'wteacher2, wteacher8, zteacher', a 'Subject' field with 'Help After School', and an 'Attach' section with a dropdown menu and a 'Browse...' button. The message body contains the text: 'Dear teachers, Could I stay after school tomorrow to get some help? I would like to prepare for the big test next week. Thank you, Max'. A green 'Send Message >' button is located at the bottom of the message composition area.

More help is available at: http://support.engage.com/role/parent/?post_type=support_article