

## EngradePRO 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 3,500,000 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:

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

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### Logging into Engrade

1. Go to [www.engagepro.com](http://www.engagepro.com).
2. Enter your username and password.
3. You will see a list of all classes your student is enrolled in and current grade.

The screenshot shows the EngradePRO Parent interface. At the top, there is a blue navigation bar with the 'engrade' logo and links for 'Classes', 'Messages', 'Account', 'Mr. Parent', and 'Logout'. Below the navigation bar, there is a user profile section on the left with a placeholder image of a person and buttons for 'Active', 'Archive', and 'Add/Edit'. A yellow box at the bottom left of the profile section says 'Check Engrade on your smart phone: m.engagepro.com'. The main content area shows 'Your School' and a green message box: 'Welcome to Engrade. Your account has been created. Click on a class below to get started.' Below the message, it displays '2011-2012 > GP1' and a class entry: 'P1 - History' by 'Mrs. Teacher' with a grade of 'B (80%)'.

### View Homework and Grade Details

1. Click 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.

engrade Classes Messages Account Mr. Parent Logout

Class Apps

Assignments

Grade Details

Calendar

Attendance

Send Message

More

Classes > P1 - History > Assignments

### Assignments

Due	Assignment	Score	Turn In	Score
Fri Sep 09	Homework #1	0	TURN IN	70/50
Thu Sep 08	Essay #1	0	TURN IN	90/100
Tue Sep 06	Math Worksheet #2	0	closed	95/100
Fri Sep 02	Math Worksheet #1	0	TURN IN	e/50

- 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.
- Click “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.

engrade Classes Messages Account Demo Student

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**Grade Details**

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Classes > P1 - History > Grade Details

### Grade: B 80%

Print

Homework: 90%	Score	Possible	Comments
Homework #1	70	50	
Math Worksheet #2	95	100	
History HW #1	40	50	
Essays: 90%	Score	Possible	Comments
Essay #1	90	100	Great analysis!
Quizzes:	Score	Possible	Comments
Math Worksheet #1	e	50	

**Scoring**  
 E = Excused, does not affect your grade  
 M = Missing, counts as zero  
 EC = Extra Credit

**Assignment Categories**  
 Homework count as 25% of your grade.  
 Essays count as 50% of your grade.  
 Quizzes count as 25% of your grade.

**Rounding**  
 Your class percentage will be rounded to the nearest whole number.

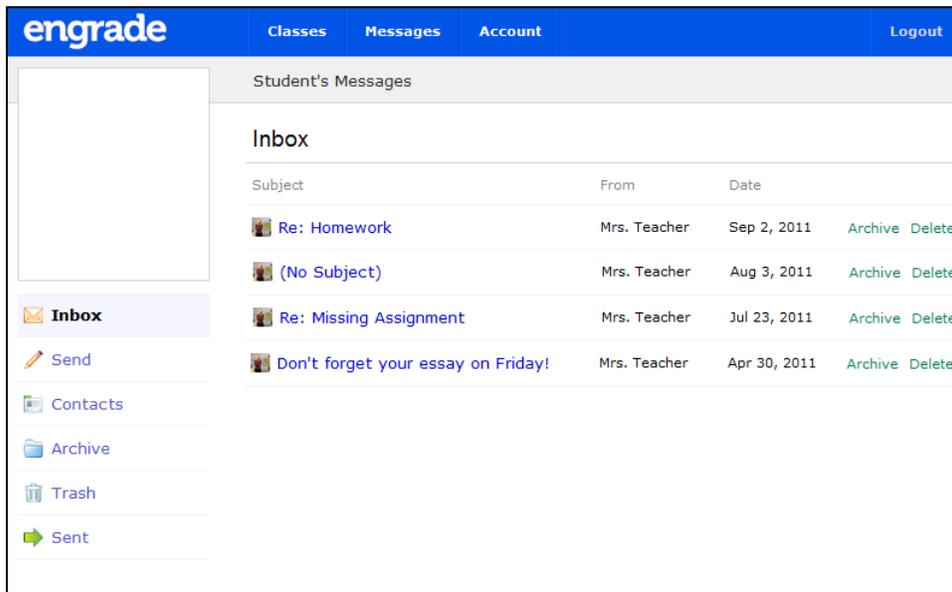
**Grading Scale**  
 A: 90%-100%  
 B: 80%-89%  
 C: 79%-70%  
 D: 60%-69%  
 F: 0%-59%

## Messaging Teachers

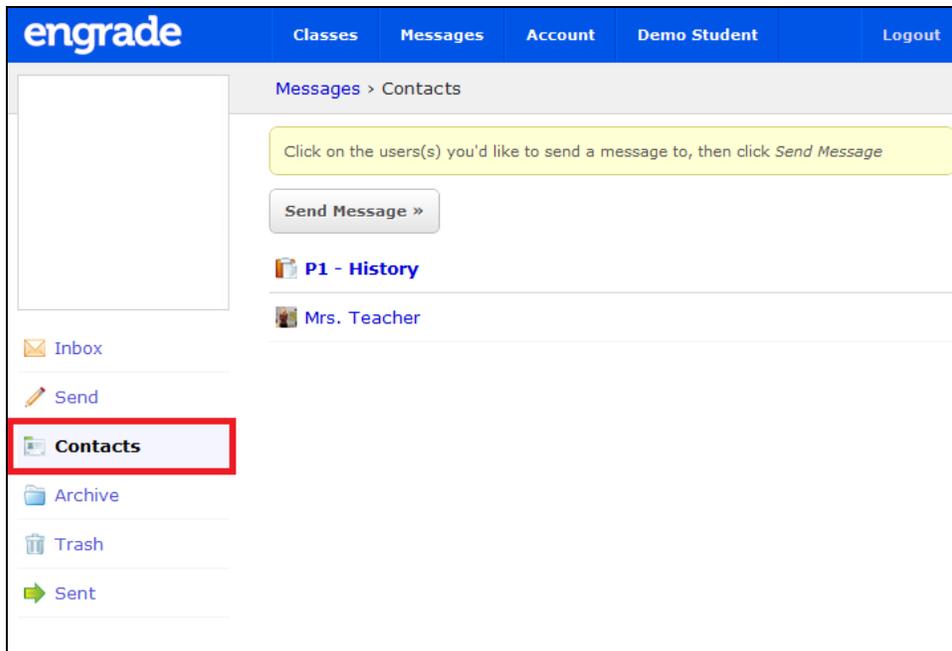
If your student’s teacher has enabled the option, you may message them directly within Engrade.

# engrade

1. Log into Engrade.
2. Click “Messages” in the top menu bar. This will take you to your Inbox.



3. Click “Contacts” on the left hand side to see a list of all of your student’s teachers who have enabled messaging.



4. Click on the name of any teacher you want to message. A checkmark will appear next to his/her name.
5. Click the “Send Message” button.
6. Enter your message just like an email and click the “Send Message” button.

engrade

Classes Messages(1) Apps Account Schools Logout

Messages > Send

### Send Message

To

Subject

Attach

Message

Hello Ms. Teacher,  
Could you please resend today's homework assignment?  
Thanks,  
Mr. Parent

More help is available at: <http://wikis.engagepro.com/help/students>