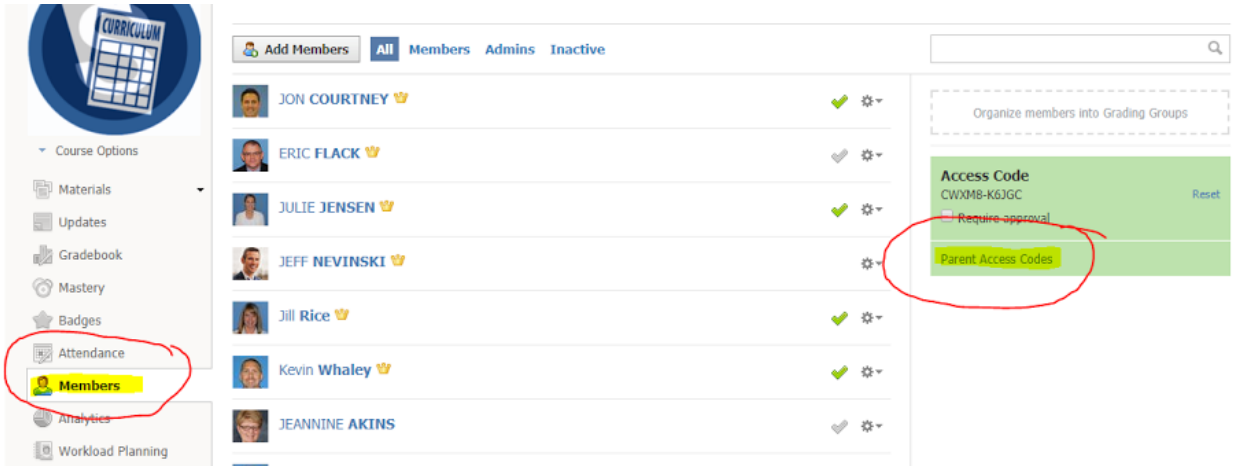


**As a teacher, here is how to gain the code for the parent:**

1. Within their Schoology Course, click **Members**
2. Click the **Parent Access Codes** (to download a CSV file of Parent Access Codes)



3. Within the CSV file, teachers can copy and paste those codes into a email. Teachers can obtain parent email address from PowerSchool/Grade.

A	B	C	D	E	F	
Schoology	Unique ID	Last Name	First Name	Middle	Parent Access Code	B
35112191	2_1700_us	Arnold	KATIE		B6FT-KFF2-GRJD	
35013517	2_36129	Barney	SARAH		QBWQ-BKK7-X56X	
35112435	2_40628	Calvin	LISA		Q5J4-K7V3-RSKD	
35112901	2_1858_us	Dennington	RICK		MKKX-Z6KH-PTQF	
35013545	2_564	Edwards	PAUL		TGV3-C3BX-4TZ3	

**\*\*Note:** Parent Access Codes are 12-digit vs 10-digit Join Code.