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)

		Add Members All Members Admins Inactive				Q		
		JON COURTNEY 9		₩.~		Organize members into Grading Groups		
	 Course Options 	ERIC FLACK 🤎	Ś	☆ -		Access Code		
	Materials • Updates	JULIE JENSEN 🕊		\$.≁			eset	
	👘 Gradebook	JEFF NEVINSKI 🤎		*-		Parent Access Codes		
	Badges	Jill Rice 😢		¦‡≁				
(Attendance	Kevin Whaley 🕊	~	\$∗				
	Analytics Workload Planning	JEANNINE AKINS	Ś	\$-				

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

Α	В	С	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.