

## Teachers: How to download Parent Access Codes

Parents will need only a single access code to view all of their child’s Schoology activity. Many schools find it best to streamline the distribution of access codes by having the homeroom teacher, or another individual in a similar role, distribute the codes to parents. Multiple parents and/or guardians can use the same access code to set up individual parent accounts.

### How to download a list of Parent Access Codes for a course

1. Click **Members** in the left menu of the course.
2. On the right side of the screen, click **Parent Access Codes**.



3. Click **Download** to download the file to your device.



4. Open the spreadsheet to find each child’s Parent Access Code. Once parents sign up for Schoology using this code, their accounts will be automatically associated with their child’s account. Parents will be able to view all of their child’s Schoology activity, including courses, groups, calendars, updates, attendance, and grades created by other teachers. Depending on the settings in place at your school, parents may or may not see some of these areas.

C	D	E	F
Last Name	First Name	Middle Name	Parent Access Code
Smith	Abby	J	J8MS-5TPT-P9XJ