

School Admins: How to download Parent Access Codes

Parents will need only a single access code to view all of their child's Schoolology activity. Multiple parents and/or guardians can use the same access code to set up individual parent accounts tied to the same student.

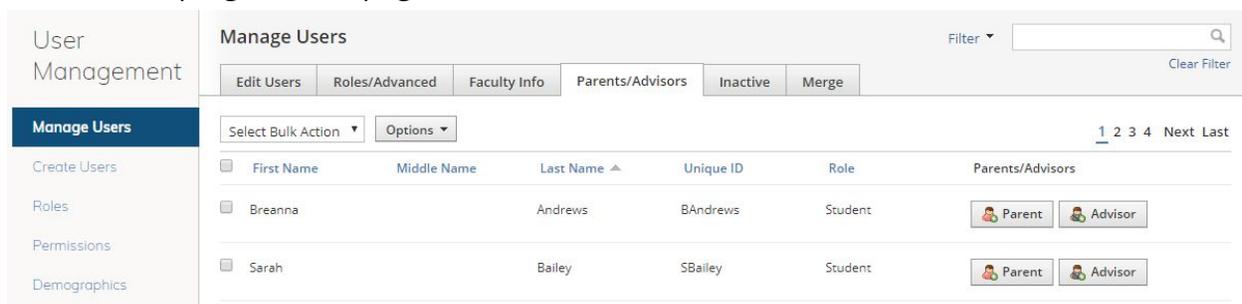
Many schools find it best to streamline the distribution of access codes by having the homeroom teacher, or another individual in a similar role, distribute the codes to parents. Alternately, a System Administrator can download Parent Access Codes for all students in the school at the system-level.

How to download a list of Parent Access Codes at the system level

1. Click **Tools** at the top of your Schoolology page.
2. Select **User Management** from the drop-down menu.



3. Once in the **Manage Users** area, click into the **Parents/Advisors** tab.
4. To download parent access codes for a specific group of students, use the filter at the top right of the page.



5. Click the **Options** menu, then select **Download All** under Parent Access Codes.
6. When prompted, choose Student from the **Select Role** field, then click **Download**.
7. Open the spreadsheet to find each child's Parent Access Code. Once parents sign up for Schoolology 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 Schoolology 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.

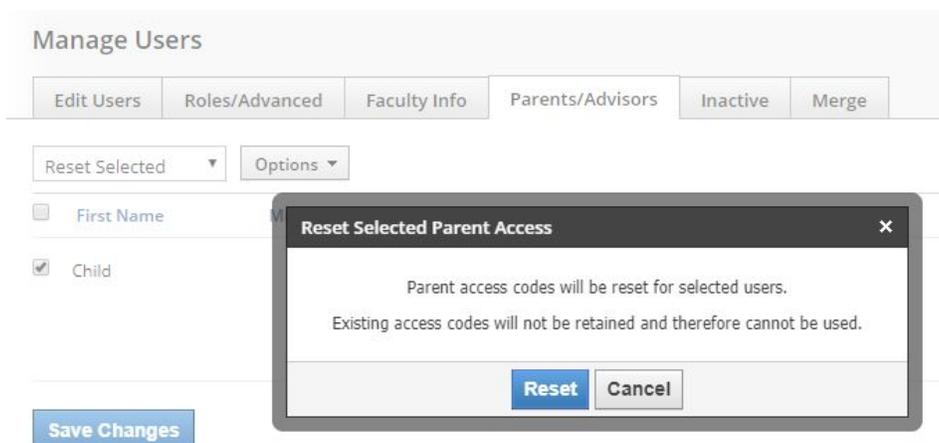
C	D	E	F
Last Name	First Name	Middle Name	Parent Access Code
Smith	Abby	J	J8MS-5TPT-P9XJ

Resetting Parent Access Codes

If you accidentally provide a student's Parent Access Code to the wrong parent, or if there has been some other mishap in the distribution of the Parent Access Codes, it is important that you reset Parent Access Code to prevent unauthorized access to student information. You can reset an individual student's Parent Access Code, or you can reset all of the Parent Access Codes at once.

To reset a specific student's Parent Access Code:

1. From the **Manage Users** area, click the **Parents/Advisors** tab along the top.
2. Check the box to the left of the student's name.
3. Click the **Select Bulk Action** drop-down menu at the top of the page.
4. Select **Reset Selected** under Parent Access Codes.
5. Click **Reset** to complete.



The screenshot shows the 'Manage Users' interface with the 'Parents/Advisors' tab selected. A 'Reset Selected' dropdown menu is open, and a confirmation dialog box titled 'Reset Selected Parent Access' is displayed. The dialog contains the text: 'Parent access codes will be reset for selected users. Existing access codes will not be retained and therefore cannot be used.' Below the text are 'Reset' and 'Cancel' buttons. A 'Save Changes' button is visible at the bottom left of the interface.

To reset all students' Parent Access Codes:

1. From the **Manage Users** area, click the **Parents/Advisors** tab along the top.
2. Click **Options**.
3. Select **Reset All** from the drop-down menu.
4. Click **Reset** to complete.

