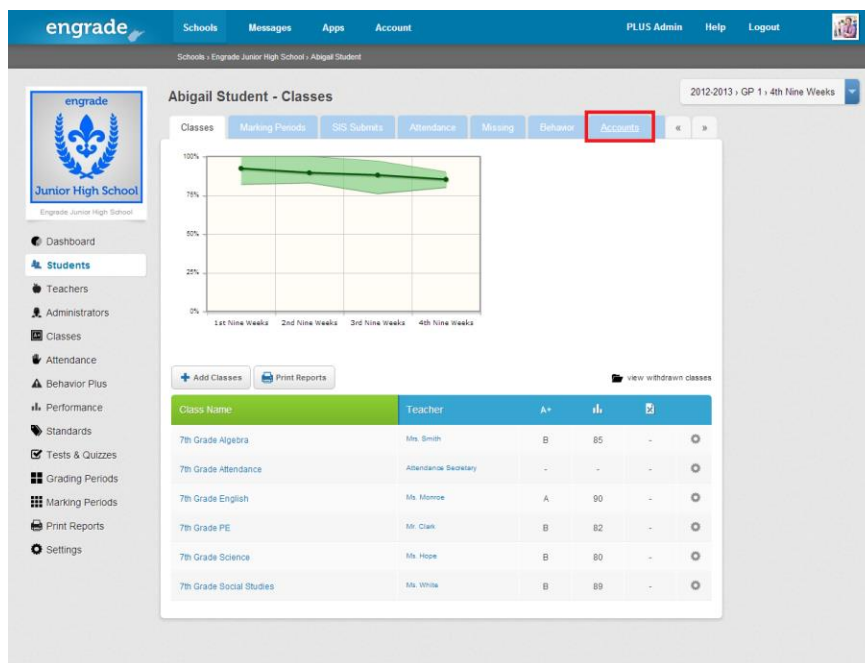


Creating Accounts for Specialists

To create accounts for those who need to track specific students (Special Ed case-load managers, counselors, etc.), you will need to create a “parent” account, and then add an access code for each student (up to 13 students per account).

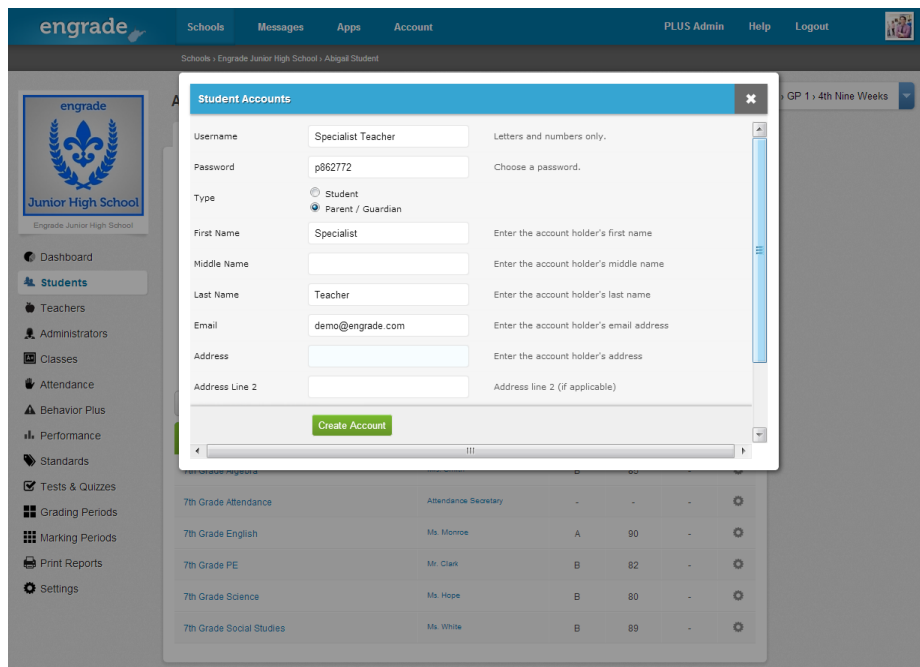
- 1) Select one student that should be in the account from the “Students” page, and click on the Accounts tab.



The screenshot shows the 'Abigail Student - Classes' page in the engrade system. The 'Accounts' tab is highlighted with a red box. Below the graph, there is a table of classes:

Class Name	Teacher	A+	A	B	C	D	F	G
7th Grade Algebra	Mrs. Smith			B	85	-	-	-
7th Grade Attendance	Attendance Secretary	-	-	-	-	-	-	-
7th Grade English	Ms. Monroe		A	90	-	-	-	-
7th Grade PE	Mr. Clark		B	82	-	-	-	-
7th Grade Science	Ms. Hope		B	80	-	-	-	-
7th Grade Social Studies	Ms. White		B	89	-	-	-	-

- 2) Click “Create New Account” and enter the Specialist’s name, email address, and other information. Make note of the username and password for this account so that you can log in. Choose the account type as “Parent/Guardian” and click “Create Account”.



The screenshot shows the 'Student Accounts' form in the engrade system. The 'Parent / Guardian' account type is selected. The form fields are as follows:

- Username: Specialist Teacher (Letters and numbers only.)
- Password: p862772 (Choose a password.)
- Type: Parent / Guardian
- First Name: Specialist (Enter the account holder's first name)
- Middle Name: (Enter the account holder's middle name)
- Last Name: Teacher (Enter the account holder's last name)
- Email: demo@engrade.com (Enter the account holder's email address)
- Address: (Enter the account holder's address)
- Address Line 2: (Address line 2 (if applicable))

A green 'Create Account' button is visible at the bottom of the form.

- 3) Select “Students” from the left side menu, hover over the “Options” button, and select “Print/Export Student Flyers”.

The screenshot shows the Engrade Junior High School Students page. The left sidebar includes a navigation menu with 'Students' selected. The main content area displays a list of students with columns for name, ID, and various metrics. An 'Options' dropdown menu is open, listing actions such as 'Set Custom Fields', 'Set Failing Percentage', 'Create Student Accounts', 'Create Parent Accounts', 'Print/Export Student Flyers', 'Print/Export Parent Flyers', 'Update Stats', 'Remove Students Without Classes', and 'View Archived Students'. The 'Print/Export Student Flyers' option is highlighted with a red rectangular box.

- 4) Make note of the access code for each student needed. Once you have gathered the codes, log into the Specialist’s account with the username and password you just created, and click on “Students and Classes” in the left side menu.

The screenshot shows the Engrade Specialist Teacher interface. The top navigation bar includes 'Classes', 'Messages', 'Account', 'Specialist Teacher', and 'Logout'. The main content area is titled 'Edit Student Access Codes' and features a form with a text input field labeled 'Access Code' and a green 'Add' button. The left sidebar contains a navigation menu with 'Students & Classes' selected.

- 5) Once you add and save the codes, on the Active Classes page in this account, there will be a drop-down menu that allows you to choose to view different students' grades from within the same account.

The screenshot shows the 'engrade' interface for 'Adriana's Active Classes'. The page title is 'Adriana's Active Classes' and the user is identified as 'Specialist Teacher'. A 'Change Student' button is highlighted in red, and a dropdown menu is open showing the following options: Adriana, Austin, Alex, and Caroline. The current student selected is Adriana. The table below lists the active classes and their corresponding teachers and grades.

Class	Teacher	Grade
7th Grade Algebra	Mrs. Smith	C (77%)
7th Grade Attendance	Attendance Secretary	-
7th Grade English	Ms. Monroe	A (89%)
7th Grade PE	Mr. Clark	A (93%)
7th Grade Science	Ms. Hope	C (79%)
7th Grade Social Studies	Ms. White	C (78%)