Working with Engrade

1. Log into: www.engrade.com

2. Use the Username and password provided.

3. You will see your individual Schools: Your Program & Gen Ed

4. To add your faculty; you can add them individually or as a group
   (Prior to starting you will want a list of your faculty and their emails.)
   a. Select “Teachers” under the correct School (i.e. “MA” or “GenEd”)
   b. You will then Select “Create New Teachers”
c. You will then be able to Bulk add each of your faculty

d. Verify using the CAPTCHA code and submit.

5. Adding Students. Again you will be able to add a Bulk list of Students. But, this time you will be uploading a CSV file. I will supply each of you with your first document at a later date.
   a. On the Left side you will select “Students” and be taken to the correct page.
   b. Hover over “Add Students” and click “Upload Roster CSV”

c. This will take you to the screen for you to upload the file.

d. You will be able to add each new cohort in the same way. ONLY add the new students, do Not re-upload old students.
Creating a new class

(You will want to become diligent in how you name your courses since you will eventually have the same course over and over again.)

a. You can create each class one at a time or create multiple.

b. Hover over “Create New Class” you may select “Create One Class” or “Create Multiple Classes”

c. When creating a class it is important to
   i. Select the correct “school year”
   ii. Add a Grading period. This will allow for separation when the same course is taught more than once in a year.
   iii. Add a Primary Teacher
   iv. DO NOT ADD STUDENTS USING THIS PAGE
d. When creating multiple classes you will be able to do all of these at one time.

Other helpful links: There are a lot more than these on the website.