

## Student/Parent Guide to MyGradebook

1. Go to <http://www.mygradebook.com>
2. Enter the "Classword" from any of your REACH classes for Username. Enter your password.

MyGradeBook™

Making life easier for teachers, parents, and students.

MyGradeBook has been providing an easy to use, full featured, and secure grade book service for schools and individual teachers since 1999. MyGradeBook allows teachers to grade assignments, print out reports, email parents, and much more from wherever they've got an Internet connection.

[Free school trial](#)  
[Free teacher trial](#)

Click to see MyGradeBook featured in the news!

Log in

Username:   
(Email/Classword/Primary login ID)

Password:  [Submit](#)

[Need help logging in?](#)

Don't have a MyGradeBook Teacher account yet? It only takes a minute to [sign up for a free 30 day trial account](#). We will not ask for your credit card. If you decide to pay, the cost is less than \$2.50 a month. Save even more money by starting a [group account](#).

All of your classes are linked together. If you enter the Classword from any of your REACH classes it will take you to a screen showing all of your REACH classes.

3. You will be taken to a page that looks similar to the one below. You will find all your current classes listed.

MyGradeBook™

[Print](#) [My Account](#) [Help](#) [Logoff](#)

[Home](#) [Assignments](#) [Attendance](#) [Calendar](#) [Comments](#) [Reports](#)

Active Classes  All Classes  - Your currently selected class is always shown.

[redisplay](#)

Grading Summary For: *suppressed by teacher* Class: Test Science Teacher: Cheryl Taylor  
Grading Period: 08/23/2016 - 12/15/2016: fall 2016

Grade: (66.66%) Total Assignments: 3 Assignments due & missing: 0 Assignments due & unscored: 0

[redisplay](#)

Grading Summary For: *suppressed by teacher* Class: Test Teacher: Jo Lindberg  
Grading Period: 08/23/2016 - 12/15/2016: fall 2016

Grade: A- (88.40%) Total Assignments: 5 Assignments due & missing: 0 Assignments due & unscored: 0

[redisplay](#)

4. Clicking the "Assignments" tab will show your current grades. Select the class you want to look at by selecting from the pull down menu called "Linked Class."



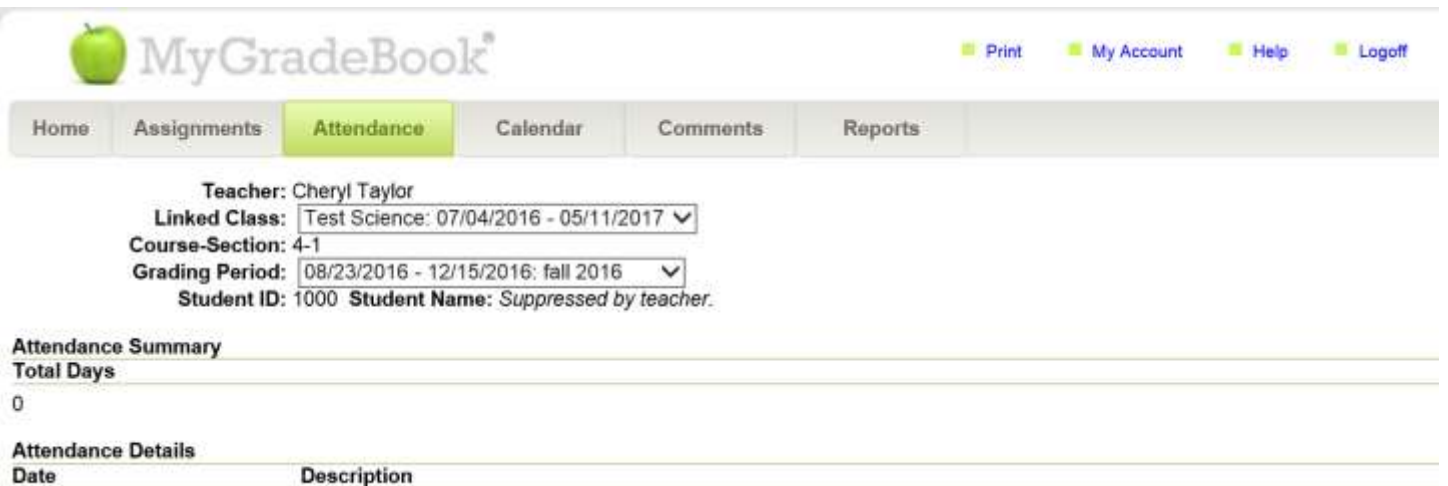
The screenshot shows the MyGradeBook interface with the 'Assignments' tab selected. A red arrow points to the 'Linked Class' dropdown menu. The page displays the following information:

Teacher: Cheryl Taylor  
Linked Class: Test Science: 07/04/2016 - 05/11/2017  
Course-Section: 4-1  
Grading Period: 08/23/2016 - 12/15/2016: fall 2016  
Student ID: 1000 Student Name: Suppressed by teacher.

**Grading Summary**  
Grade: (66.66%) Total Assignments: 3 Assignments due & missing: 0 Assignments due & unscored: 0

Date Due	Date Assigned	Assignment Name	Max Points	Points Earned**	Percent	Comment
08/23/2016	08/23/2016	<a href="#">HW - 2</a>	100.00	0.00	0.00%	Missing Work
08/23/2016	08/23/2016	<a href="#">HW - 3</a>	100.00	100.00	100.00%	
08/23/2016	08/23/2016	<a href="#">HW 1</a>	100.00	100.00	100.00%	

5. Clicking the attendance tab will bring up a list of any days you have been absent or late to class.



The screenshot shows the MyGradeBook interface with the 'Attendance' tab selected. The page displays the following information:

Teacher: Cheryl Taylor  
Linked Class: Test Science: 07/04/2016 - 05/11/2017  
Course-Section: 4-1  
Grading Period: 08/23/2016 - 12/15/2016: fall 2016  
Student ID: 1000 Student Name: Suppressed by teacher.

**Attendance Summary**  
Total Days  
0

**Attendance Details**

Date	Description
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6. Teachers will be able to send a message to the class every time grades are updated. But, in order to receive those messages you will have to enter your email address(es). To do that, click "My Account."

Then click "update email."

MyGradeBook

Print My Account Help Logoff

Home Assignments Attendance Calendar Comments Reports

Teacher: Cheryl Taylor  
Linked Class: Test Science: 07/04/2016 - 05/11/2017  
Course-Section: 4-1  
Grading Period: 08/23/2016 - 12/15/2016; fall 2016  
Student ID: 1000 Student Name: Suppressed by teacher.

update email

Student's Email: Messages enabled.  
Father's Email: Messages enabled.  
Mother's Email: Messages enabled.

update email

7. Enter email address. Be sure "Messages enabled" is selected so you will receive the "grades updated" emails.

MyGradeBook

Print My Account Help Logoff

Home Assignments Attendance Calendar Comments Reports

Teacher: Cheryl Taylor  
Linked Class: Test Science: 07/04/2016 - 05/11/2017  
Course-Section: 4-1  
Grading Period: 08/23/2016 - 12/15/2016; fall 2016  
Student ID: 1000 Student Name: Suppressed by teacher.

save email information cancel

Student's Email:   
 Messages enabled  Messages disabled

Father's Email:   
 Messages enabled  Messages disabled