

# ParentSquare **Tips For Teachers**


## **1** Check Class Roster

Click 'Directory' and select your class from the drop down menu towards the top right to access your class.


## **3** Add Class Events

On the calendar page, click on the date or a date range for your field trip/event and add details.

## **5** Upload Photos

Click 'New Post'. Click the  icon on the left sidebar to select files or photos to add.

## **7** Ask for Supplies

Click 'New Post' and on the left sidebar, click the  icon to ask for classroom supplies.

## **9** Create a Group

Click 'Groups' in the left sidebar, then 'New Group'. Select the type of group you would like to create.


## **2** Create a Post

Click 'New Post' to create a post. Select classes or groups, fill in a short subject and description and click 'Post'.

## **4** Send Direct Message

Click on 'Messages' in the sidebar. Then 'New message'. Click to select students or type names to message.

## **6** Request Volunteers

Click 'New Post' and on the left sidebar, click the  icon to request volunteers.

## **8** Invite Add'l Parents

Visit 'Admin' > 'Users' from the top navigation bar. Add contact info under 'New parent'.

## **10** Parent Conferences

Visit 'Add-ons' > 'Conference Sign Ups'. Enter conference dates, times, and other details.