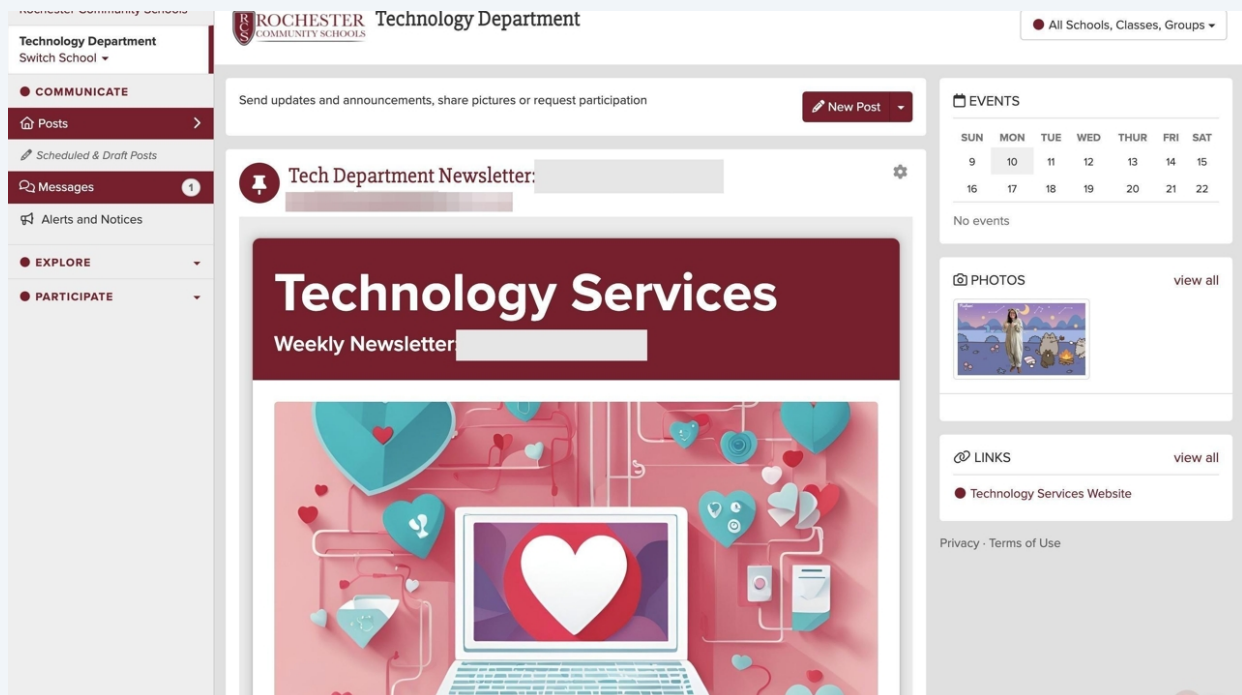


How to Send a Direct Message on ParentSquare

This guide provides a step-by-step method for sending direct messages on ParentSquare, ensuring that you can communicate efficiently with students, parents, and staff.

1 Navigate to <https://www.parentsquare.com>



2 Click "Messages"

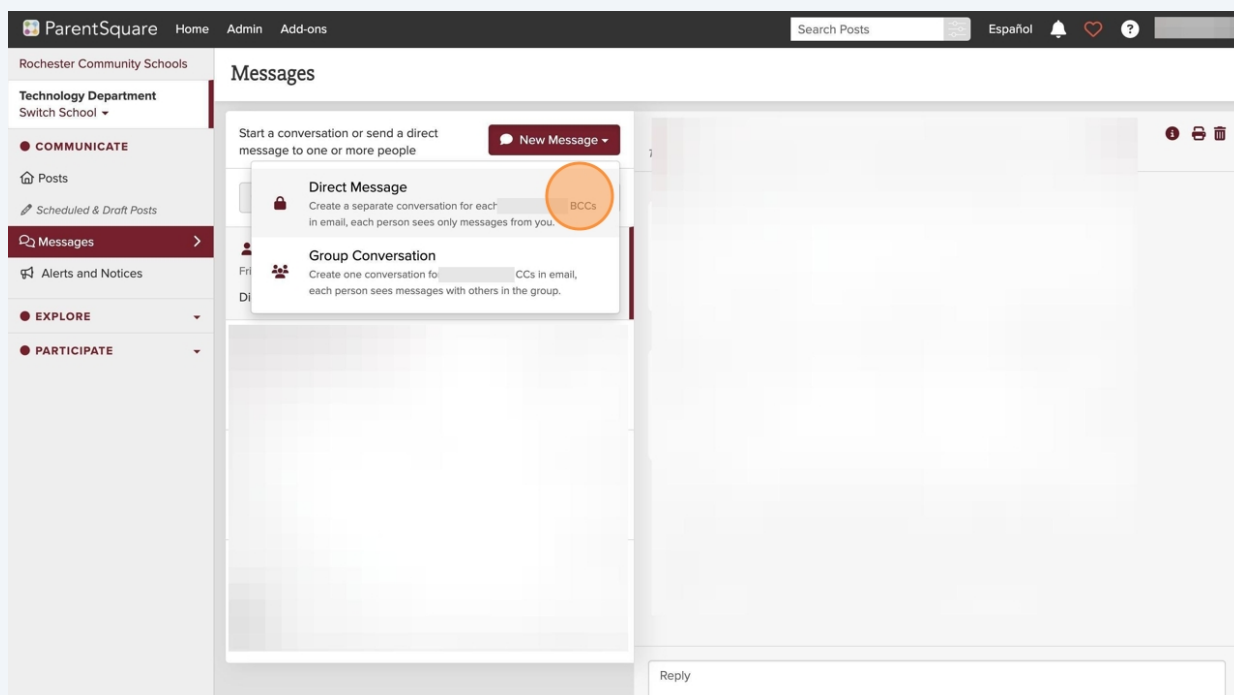
This screenshot shows the 'Technology Department' page on the Rochester Community Schools website. The left sidebar contains a navigation menu with sections: COMMUNICATE, EXPLORE, and PARTICIPATE. Under COMMUNICATE, there are links for Posts, Scheduled & Draft Posts, Messages (highlighted with an orange circle and a notification badge showing '1'), and Alerts and Notices. The main content area features the department's logo, a description 'Send updates and announcements, share pictures or request participation', and a 'Tech Department Newsletter' section with a large maroon banner that reads 'Technology Servi Weekly Newsletter'.

3 Click "New Message"

This screenshot shows the 'Messages' page within the ParentSquare application. The top navigation bar includes 'ParentSquare', 'Home', 'Admin', 'Add-ons', and a 'Search Posts' field. The left sidebar is identical to the previous screenshot, with the 'Messages' link highlighted by an orange circle. The main content area is titled 'Messages' and includes the instruction 'Start a conversation or send a direct message to one or more people'. A 'New Message' button with a speech bubble icon and a dropdown arrow is highlighted with an orange circle. Below this is a search bar with a magnifying glass icon and the text 'Search'.

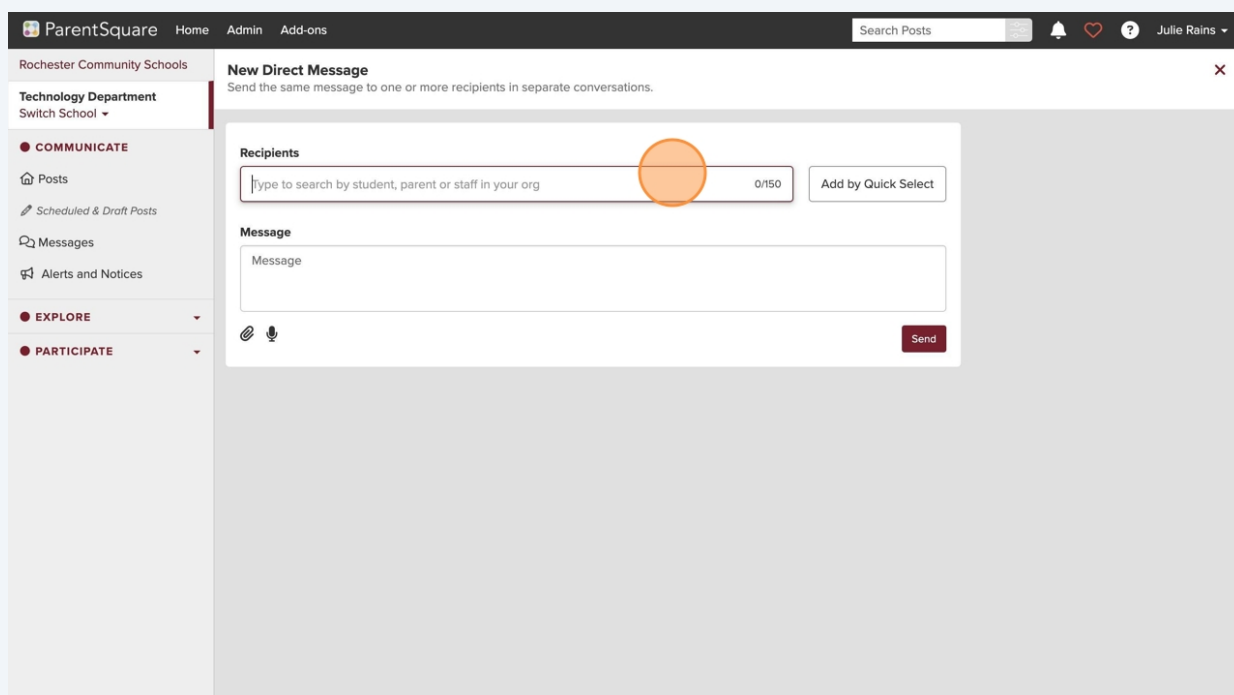
4

Click "Direct Message" to create a separate conversation for each recipient. Like BCCs in email, each person sees only messages from you.

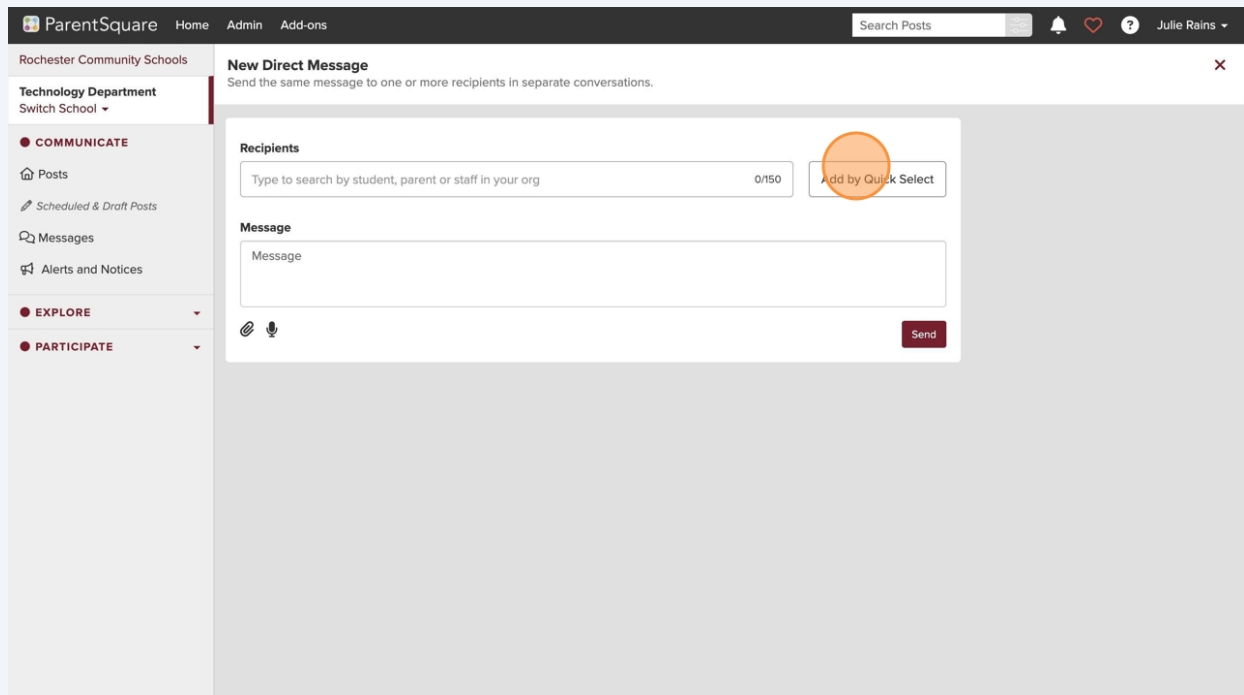


5

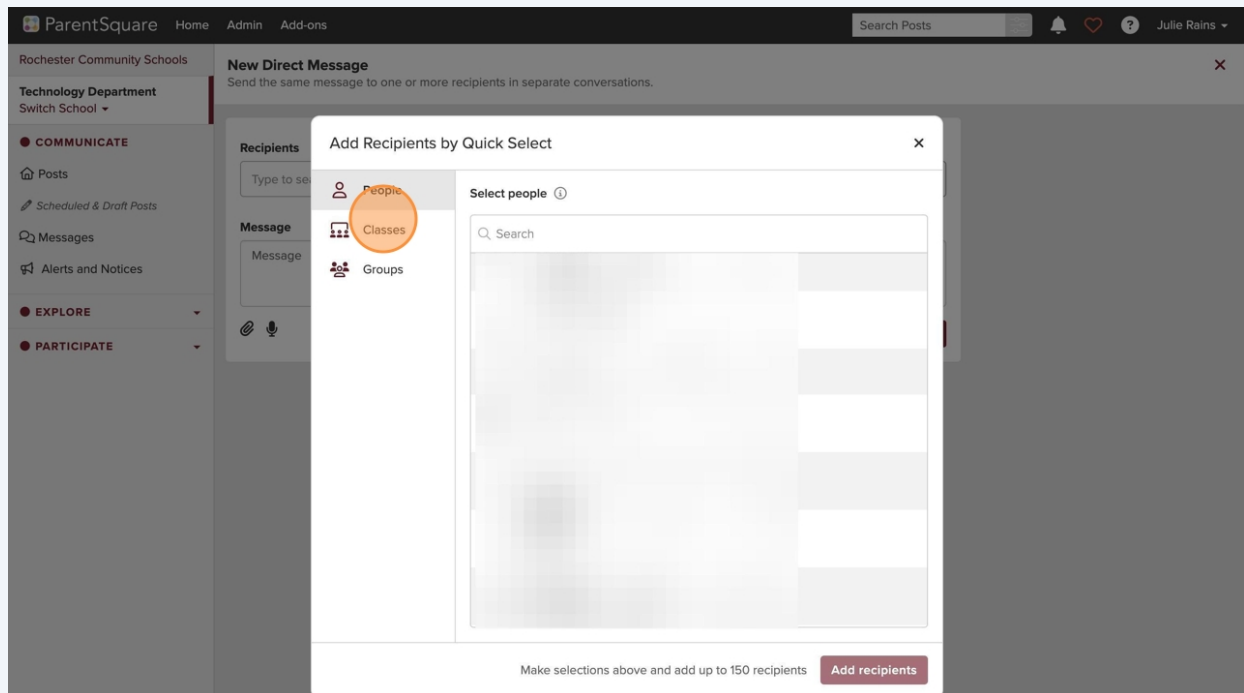
Enter your preferred recipients



6 You can also "Add by Quick Select"

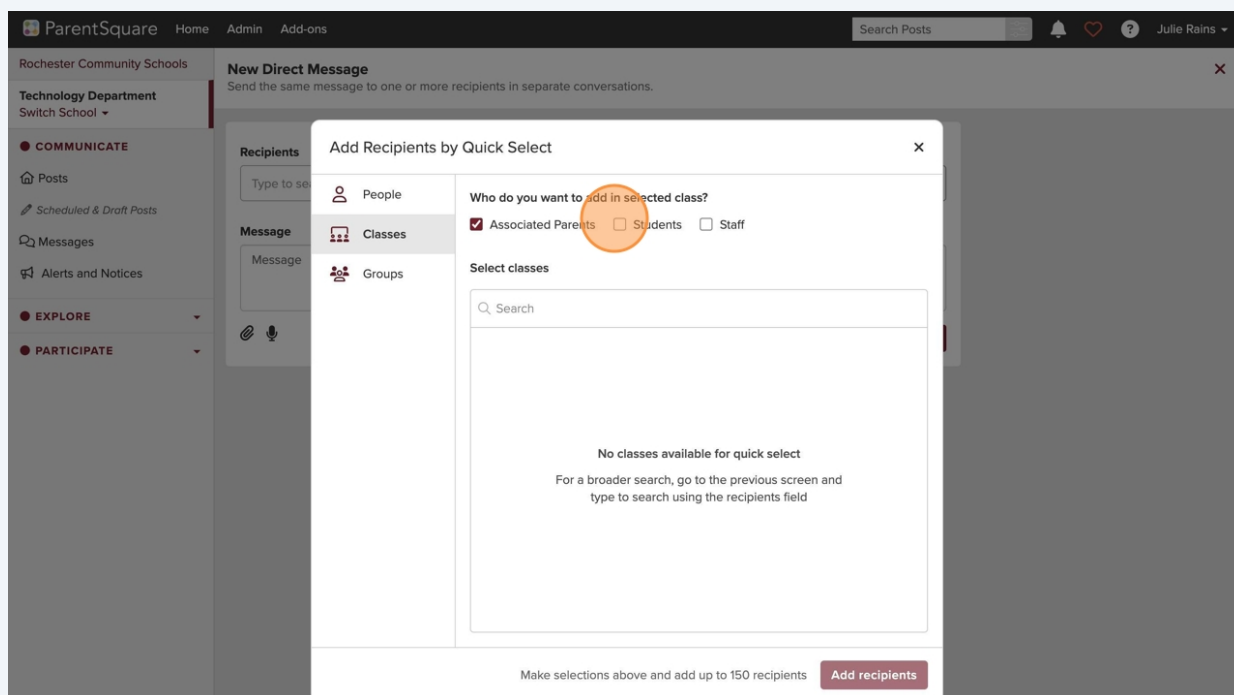


7 Quick Select allows you to toggle between "People," "Classes," and any "Groups" you have set up.



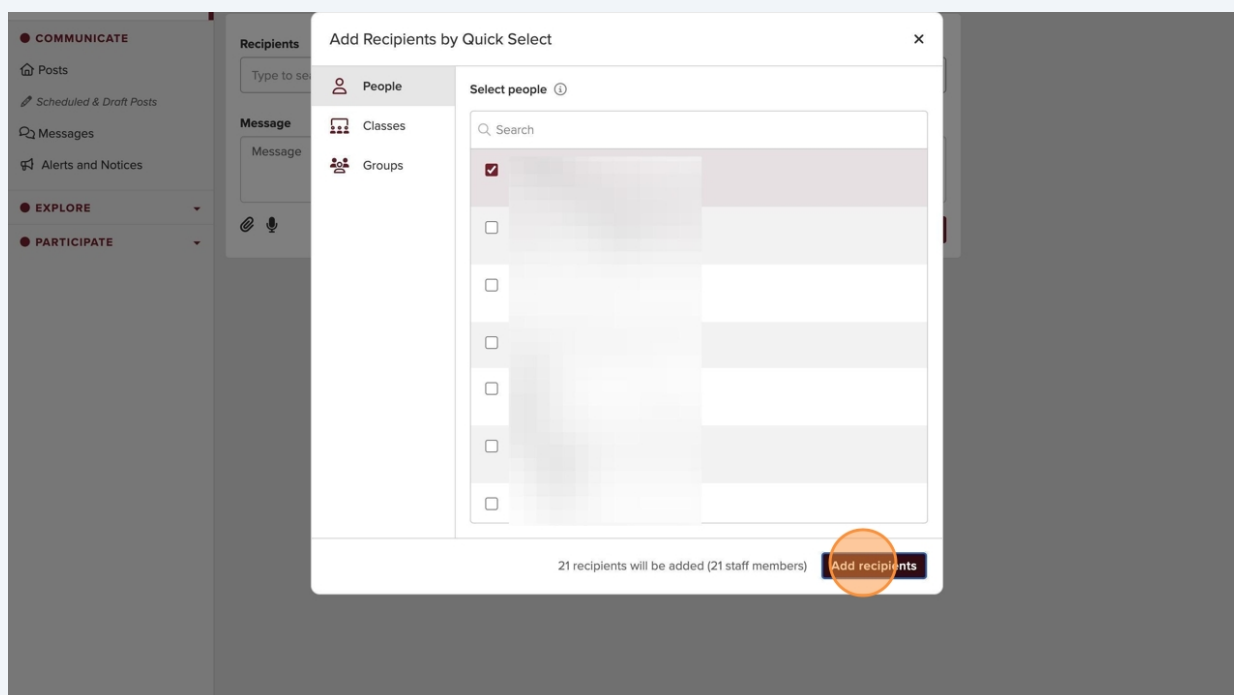
8

Both the "Classes" and "Groups" tabs give more specific recipient selection options. Select or deselect these options by clicking the checkboxes.



9

When you have selected all recipients, click "Add recipients"



10 Enter your desired message into the "Message" field.

The screenshot shows the ParentSquare interface for creating a new direct message. The left sidebar includes navigation options like 'Posts', 'Messages', and 'Alerts and Notices'. The main content area is titled 'New Direct Message' and includes a 'Recipients' field and a 'Message' field. The 'Message' field is highlighted with an orange circle, indicating where the user should enter their message. A 'Send' button is located at the bottom right of the message field.

11 You can also attach pictures or files and record audio messages.

The screenshot shows the ParentSquare interface for creating a new direct message. The left sidebar includes navigation options like 'Directory', 'Calendar', 'Photos, Videos, Files', and 'Links'. The main content area is titled 'New Direct Message' and includes a 'Recipients' field and a 'Message' field. The 'Message' field contains the text 'This is a practice message :)'. Below the message field, there are three icons for attaching media: a picture icon, a file icon, and an audio icon. These icons are highlighted with an orange circle, indicating where the user can attach pictures, files, or record audio messages. A 'Send' button is located at the bottom right of the message field.

12 When you have completed your message, click "Send."

ParentSquare

HomeAdminAdd-ons

Search Posts

Julie Rains

Rochester Community Schools

Technology Department

Switch School

COMMUNICATE

Posts

Scheduled & Draft Posts

Messages

Alerts and Notices

EXPLORE

Directory

Calendar

Photos, Videos, Files

Links

PARTICIPATE

New Direct Message

Send the same message to one or more recipients in separate conversations.

Recipients

1/150

Add by Quick Select

Message

This is a practice message :)

Send

✓ Screensho