

Create a Static Group in ParentSquare



This guide offers a straightforward, step-by-step approach to creating a Static Group in ParentSquare. Static Group includes members you add or is a self enrollment group. You will build your group by selecting students or users, entering contacts, uploading a CSV, or by allowing self-enrollment as in a public group.

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

The screenshot displays the ParentSquare web interface. The top navigation bar includes 'ParentSquare', 'Home', 'Admin', and 'Add-ons', along with a search bar, language selector ('Español'), and notification icons. The left sidebar shows the 'Rochester Community Schools' logo and a 'Technology Department' section with options to 'Switch School' and 'Communicate'. The main content area features a post titled 'KnowBe4 Fix is being Deployed' by Trevor Sheldon, a TD Staff member. The post text describes a Microsoft update to authentication on Exchange Servers and includes a link to a phish alert. The post has 14 notifications and 4 appreciations. The right sidebar contains an 'EVENTS' calendar, a 'PHOTOS' gallery, and a 'LINKS' section with a 'Technology Services Website' link. The bottom of the page includes a 'Privacy - Terms of Use' link.

ParentSquare Home Admin Add-ons Search Posts Español

Rochester Community Schools Technology Department

Send updates and announcements, share pictures or request participation New Post

KnowBe4 Fix is being Deployed
Trevor Sheldon • TD Staff

Hi Team -

The fix for KnowBe4 is now being deployed.

The original issue arose due to a Microsoft update to authentication being rolled out to Exchange Servers overnight without warning. This caused issues with certain web apps used in Outlook, namely KnowBe4's Phish Alert.

The issue presented itself with an error stating:

"Error: Your mail server needs a valid authentication token for the Phish Alert..." [Read More](#)

Appreciate · Comment · Print

14 Notified · User Preferred Notifications · Staff

4 people appreciate this post

Asma Joja Thanks Man. Really appreciate it.
· Reply · about

Trevor Sheldon As of the software has been successfully deployed to 1200 staff devices.
· Reply · about

Comment...

EVENTS

SUN	MON	TUE	WED	THUR
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17

No events

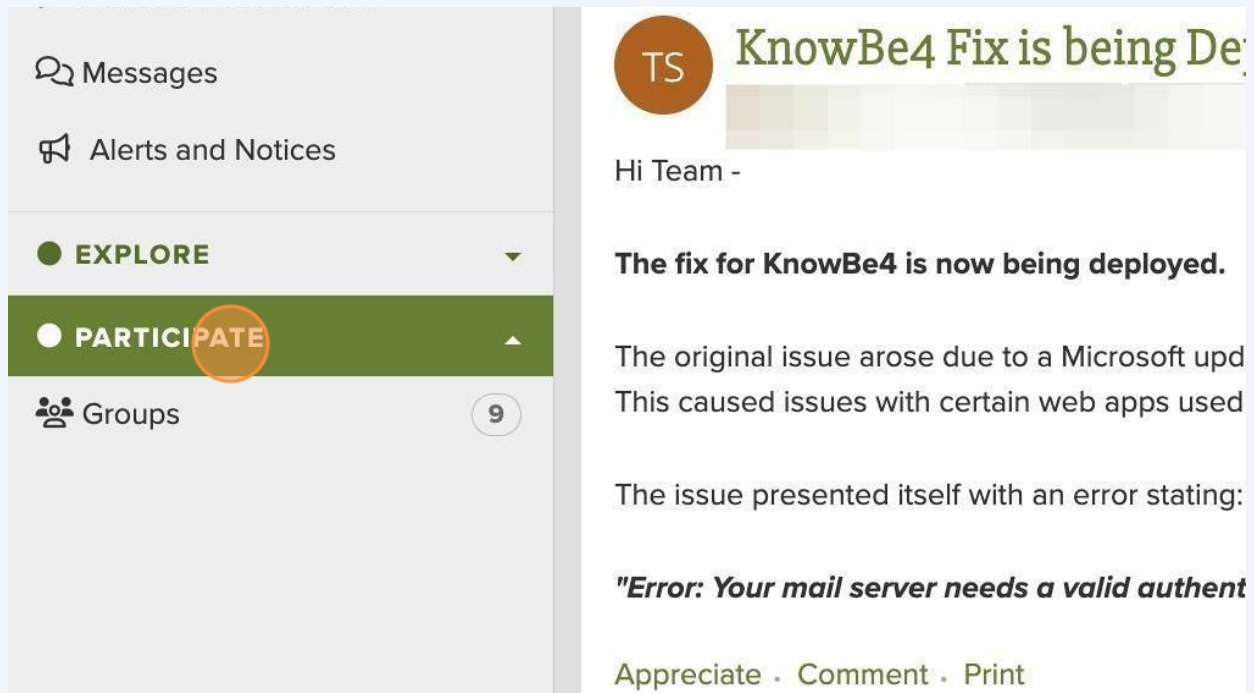
PHOTOS

LINKS

Technology Services Website

Privacy · Terms of Use

- 2 Hover over the "Participate" section to reveal "Groups" option



Messages

Alerts and Notices

EXPLORE

PARTICIPATE

Groups 9

TS KnowBe4 Fix is being Deployed

Hi Team -

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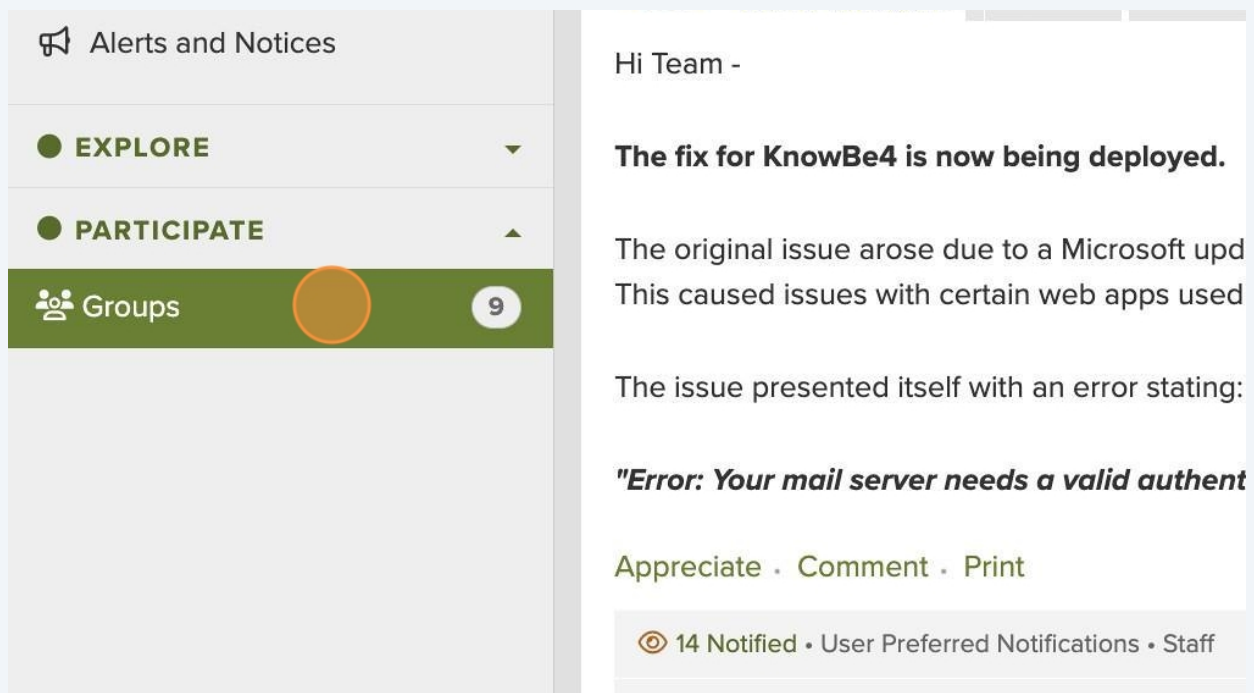
The original issue arose due to a Microsoft update. This caused issues with certain web apps used for authentication.

The issue presented itself with an error stating:

"Error: Your mail server needs a valid authentication"

Appreciate · Comment · Print

- 3 Click "Groups"



Alerts and Notices

EXPLORE

PARTICIPATE

Groups 9

Hi Team -

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The original issue arose due to a Microsoft update. This caused issues with certain web apps used for authentication.

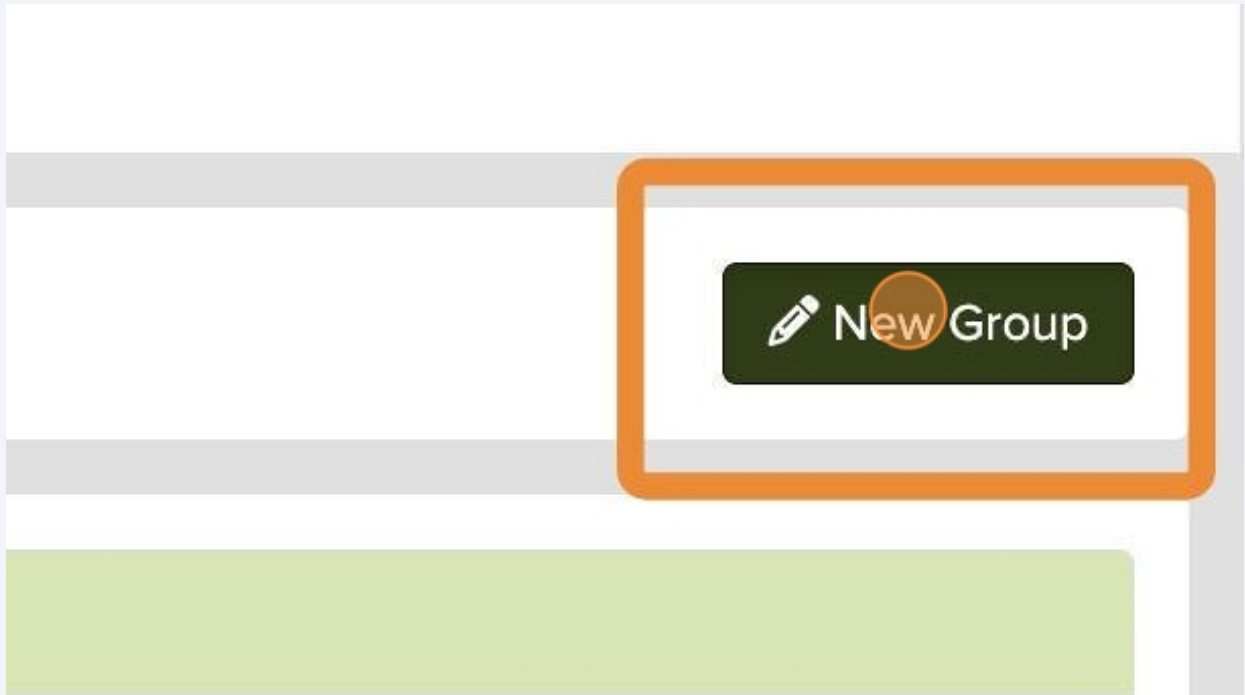
The issue presented itself with an error stating:

"Error: Your mail server needs a valid authentication"

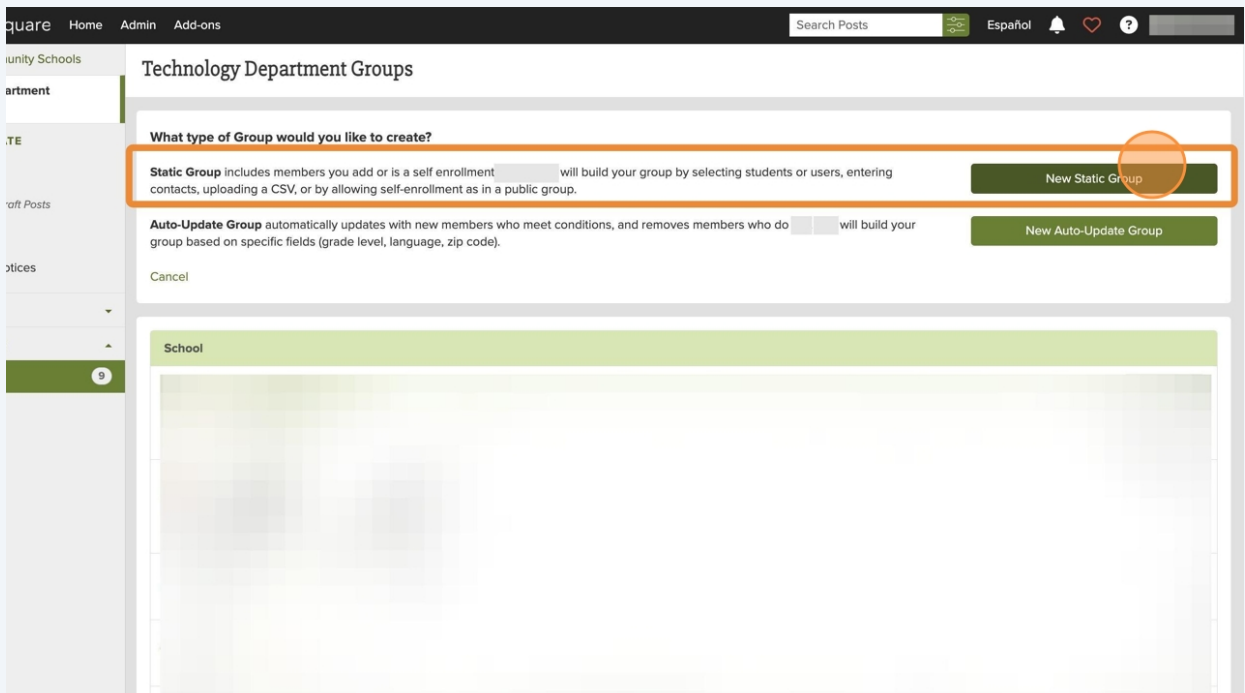
Appreciate · Comment · Print

14 Notified · User Preferred Notifications · Staff

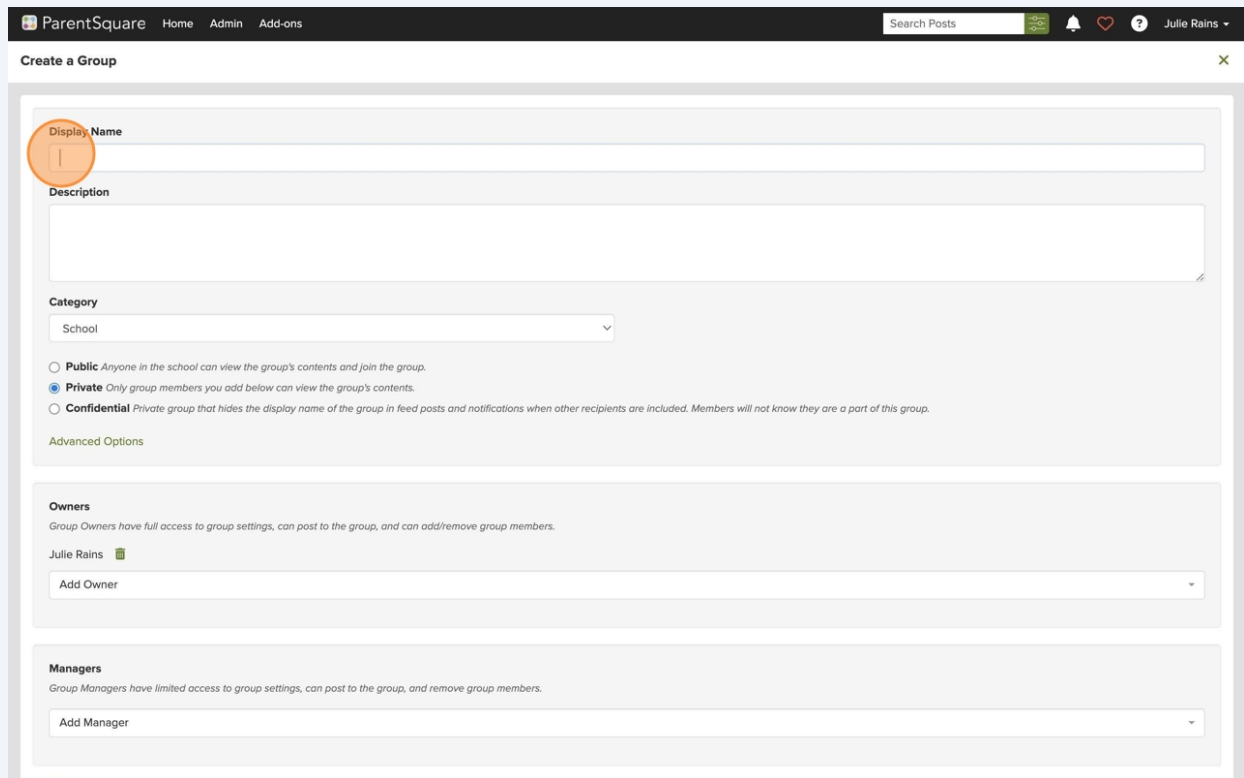
4 Click "New Group"



5 Click "New Static Group"



6 Click the "Display Name" field to name your group



ParentSquare Home Admin Add-ons Search Posts Julie Rains

Create a Group

Display Name

Description

Category

School

☐ **Public** Anyone in the school can view the group's contents and join the group.

☒ **Private** Only group members you add below can view the group's contents.

☐ **Confidential** Private group that hides the display name of the group in feed posts and notifications when other recipients are included. Members will not know they are a part of this group.

[Advanced Options](#)

Owners

Group Owners have full access to group settings, can post to the group, and can add/remove group members.

Julie Rains

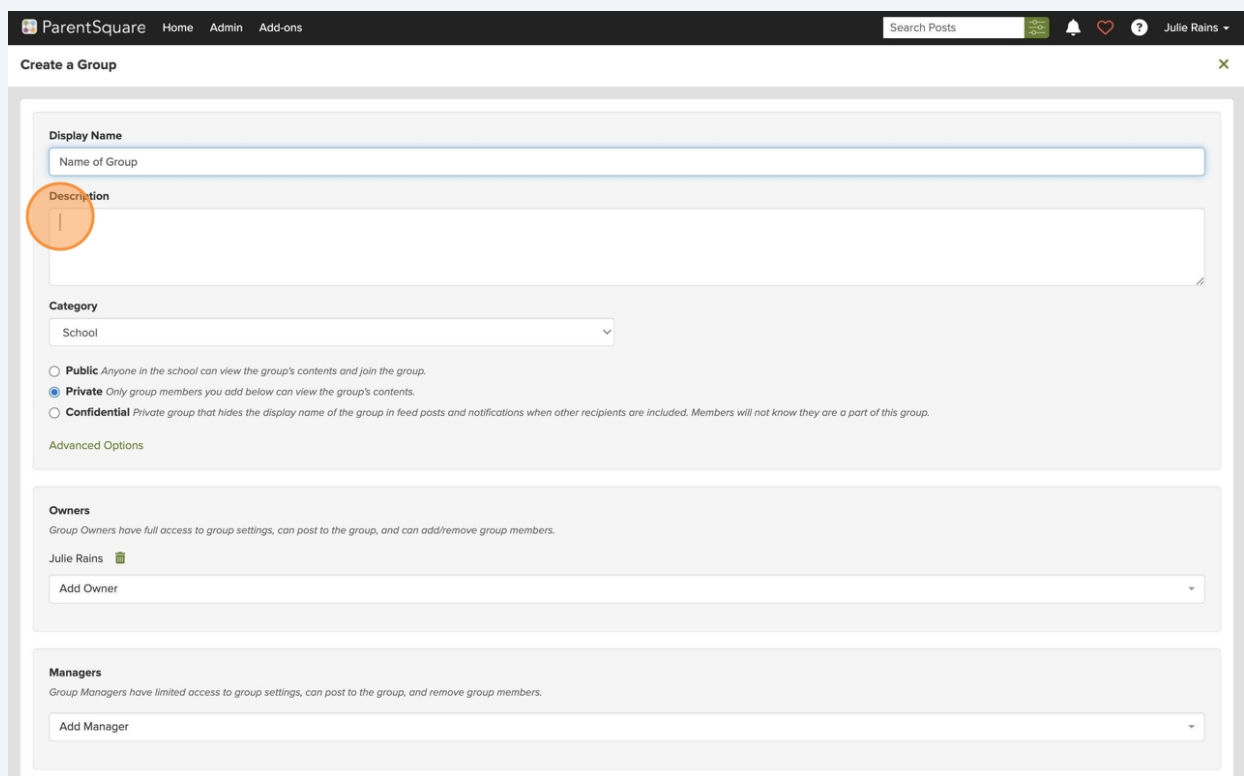
Add Owner

Managers

Group Managers have limited access to group settings, can post to the group, and remove group members.

Add Manager

7 Click the "Description" field to explain the purpose of your group



ParentSquare Home Admin Add-ons Search Posts Julie Rains

Create a Group

Display Name

Name of Group

Description

Category

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[Advanced Options](#)

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Julie Rains

Add Owner

Managers

Group Managers have limited access to group settings, can post to the group, and remove group members.

Add Manager

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Select the category of your group from the dropdown menu (the default is school).

ParentSquare Home Admin Add-ons Search Posts

reate a Group

Display Name
Name of Group

Description
Explain what the group is for

Category
School

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Advanced Options

Owners
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Julie Rains

Add Owner

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Decide if your group will be "Public, Private or Confidential" and select that option

Description
Explain what the group is for

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Advanced Options

Owners
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Julie Rains

Add Owner

Managers
Group Managers have limited access to group settings, can post to the group, and remove group members.

Add Manager

10

Click "Add Owner" to add any additional people you want to have owner rights and permissions in your group

Owners

Group Owners have full access to group settings, can post to the group, and can add/remove group members.

Add Owner

Please enter 3 or more characters

Managers

Group Managers have limited access to group settings, can post to the group, and remove group members.

Add Manager

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Click "Add Manager" to add any additional people you want to have manager rights and permissions in your group

Explain what the group is for

Category

School

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Advanced Options

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Julie Rains

Add Owner

Managers

Group Managers have limited access to group settings, can post to the group, and remove group members.

Add Manager

Please enter 3 or more characters

Save Save and Add People Cancel

12 Click "Save and Add People" to begin adding group members

Explain what the group is for

Category

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Advanced Options

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Julie Rains

Add Owner

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Group Managers have limited access to group settings, can post to the group, and remove group members.

Add Manager

Save

Save and Add People

Cancel

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There are multiple ways to add group members, including generating a joining link and QR code

ParentSquare Home Admin Add-ons Search Posts Julie Rains

Add People

TEST - Name of Group

Group Invitation Link
Share a link with the people you want to join the group.
Generate Link

+ Add members by selecting students (Note: There is no student communication. Selecting students will add all associated parents to the group) 0 students selected

+ Add members by name or role 0 users selected

+ Enter guest members (Add users not in your student information system) 0 guests

+ Add members by uploading CSV

Save Cancel

14

Select the members you wish to add by clicking the + button next to each option and following the prompts

TD Teachers

Group Invitation Link
Share a link with the people you want to join the group.
Generate Link

+ Add members by selecting students (Note: There is no student communication. Selecting students will add all associated parents to the group) 0 students selected

Search:

Grade	Student Name	Parents
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

+ Add members by name or role 0 users selected

+ Enter guest members (Add users not in your student information system) 0 guests

+ Add members by uploading CSV

Save Cancel

15 When you're done adding group members, click "Save"



Group Invitation Link
Share a link with the people you want to join the group.

[Copy Link](#) [Download QR Code](#)

☒ Require approval to join the group

+ Add members by selecting students (Note: There is no student communication. Selecting students will add all associated parents to the group) 0 students

+ Add members by name or role 1 user

+ Enter guest members (Add users not in your student information system)

+ Add members by uploading CSV

Save Cancel