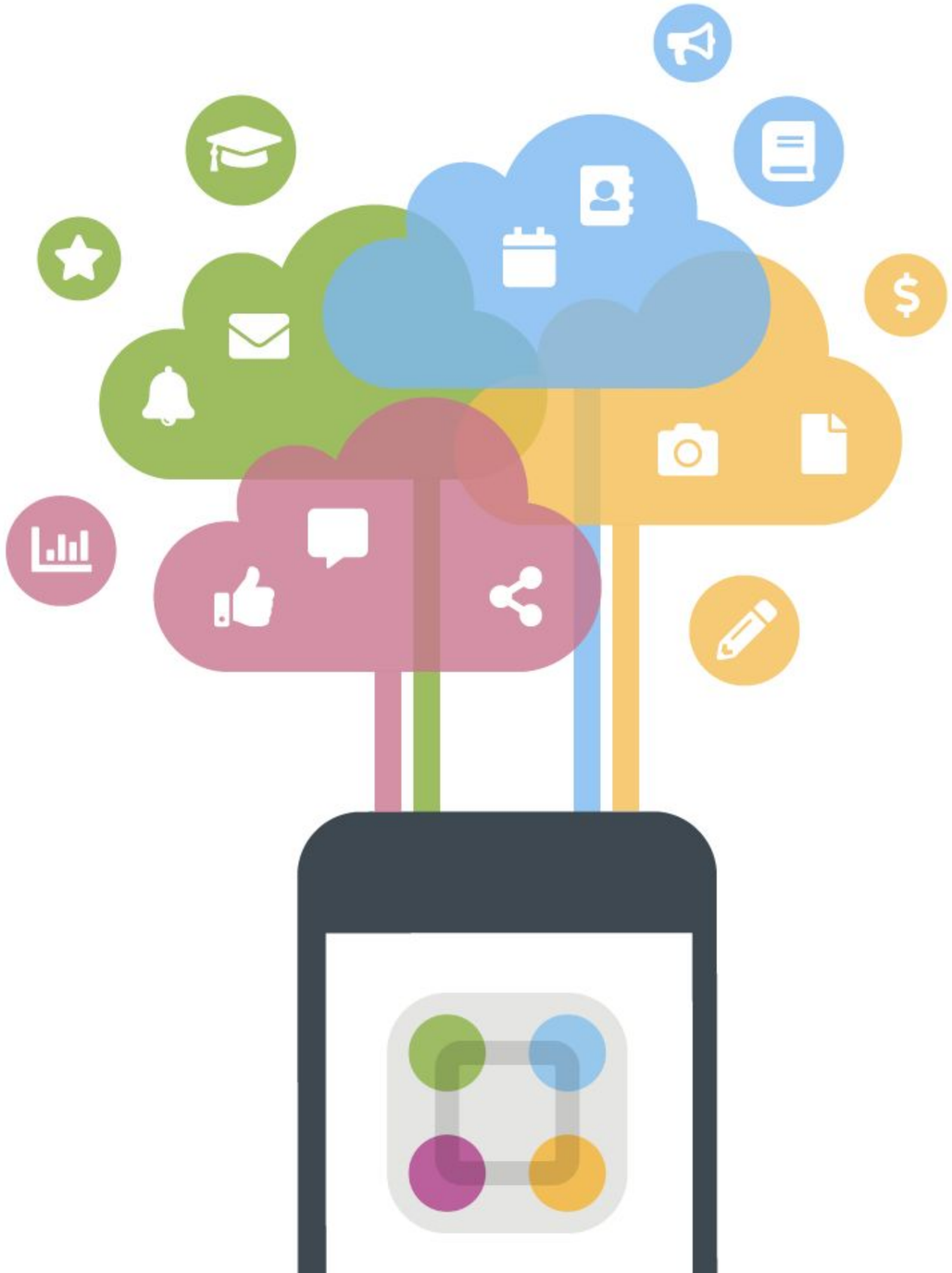
ParentSquare™

Unified Equitable Communications

Teacher Training



Training Agenda

ParentSquare Overview

General Navigation

- Activation & Login
- My Account Settings

2 Ways to Communicate in ParentSquare

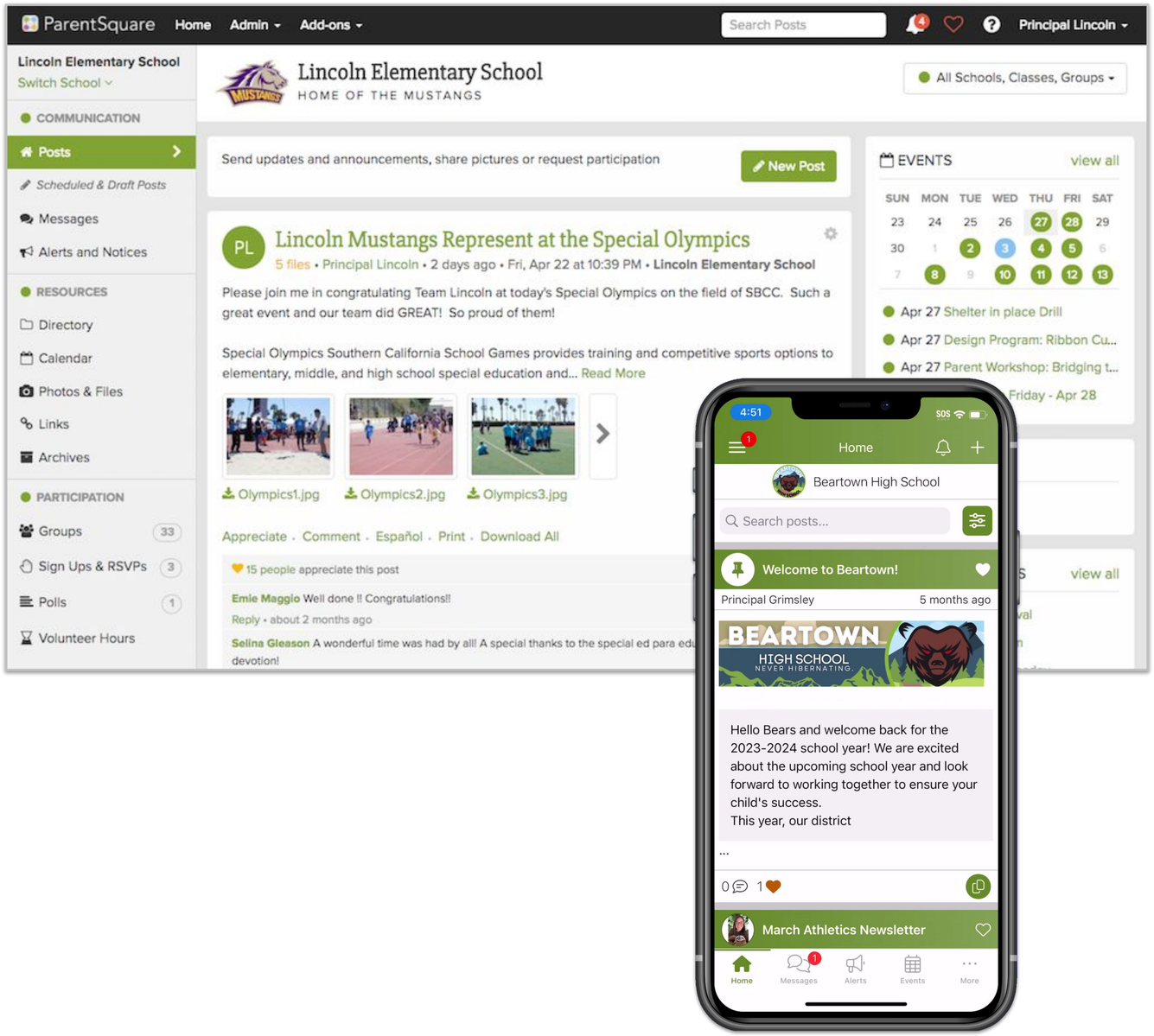
- Posts
- Direct Messages

Groups

Questions & Support

- Resources/Help/Training & Launch Kit

ParentSquare Overview



One Central Tool

Families know where to go to get their information and get in touch with key personnel.

Quick Translations

Reduce communication barriers and increase equity with automatic translations in over 100 languages.

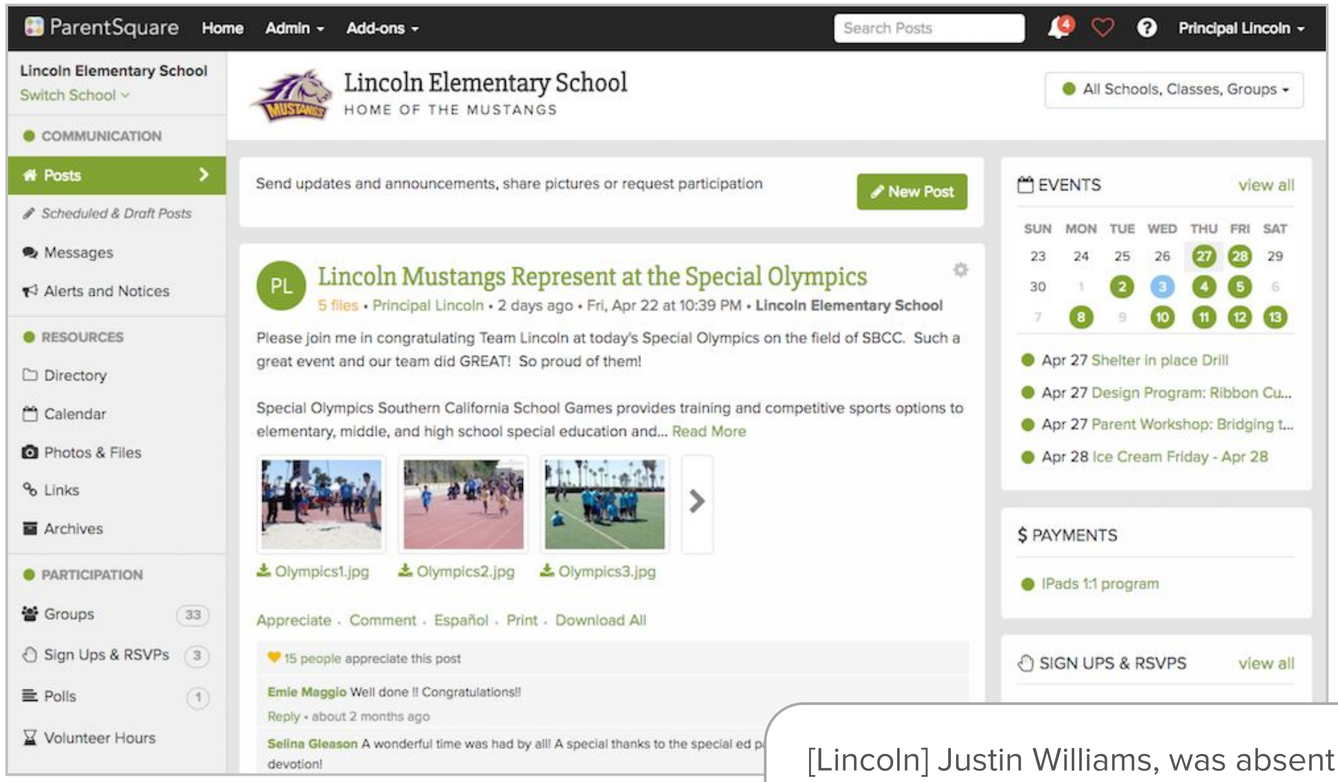
Two-Way Communication

Families will be up to date and engage with the content by completing forms, offering to volunteer and much more right from inside of ParentSquare!

Text, Email, App, Voice

Various ways to reach families to ensure they are up to date. Users can set notification preferences for communication.

Multiple Ways to Communicate with Families



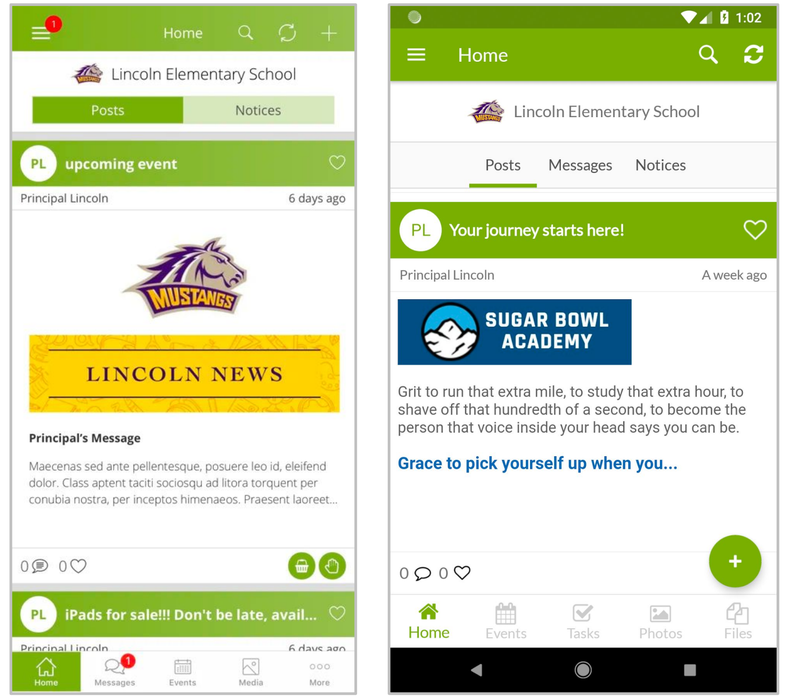
Mobile-Friendly and Familiar Website

Text Notifications

[Lincoln] First meeting this Friday
http://psqr.io/ANeCRTi6

[Lincoln] Justin Williams, was absent from 1st Period today, Oct 25.
Call 555-622-3634 x 1011 or click http://psqr.io/ZNeCYi2YH to excuse.

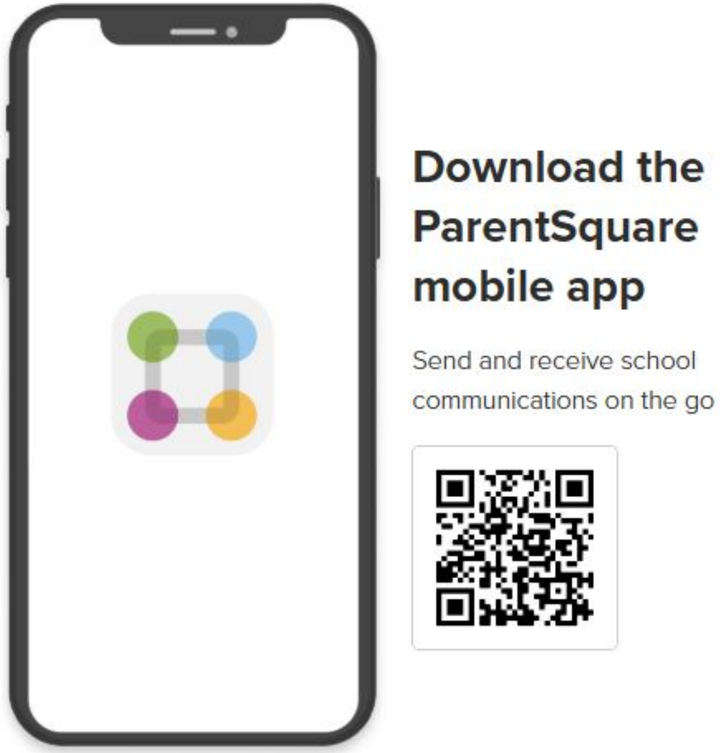
Email and Push Notifications



Native iOS and Android Apps

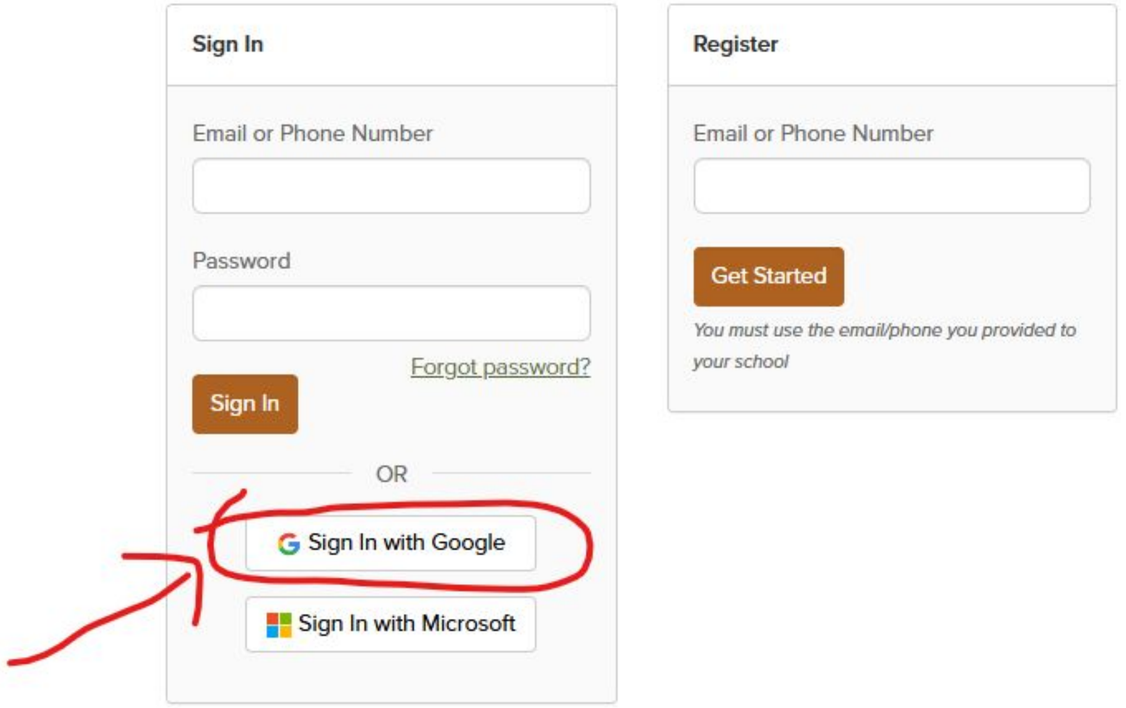
Activate Your Account

ParentSquare



Download the ParentSquare mobile app

Send and receive school communications on the go



Activate Your Account

Download the free mobile app for Android or iOS

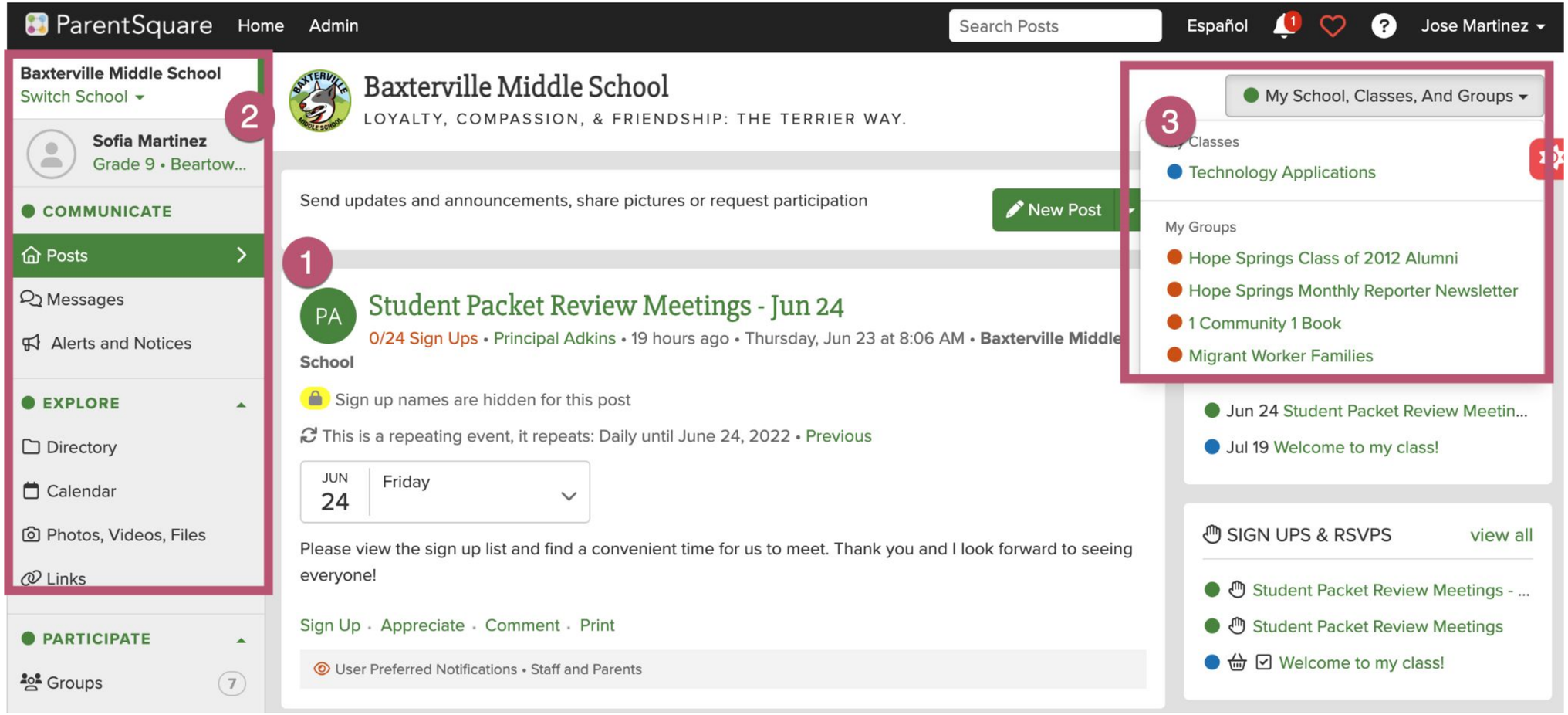
Use it from a computer at: **www.parentsquare.com**

Android

iOS

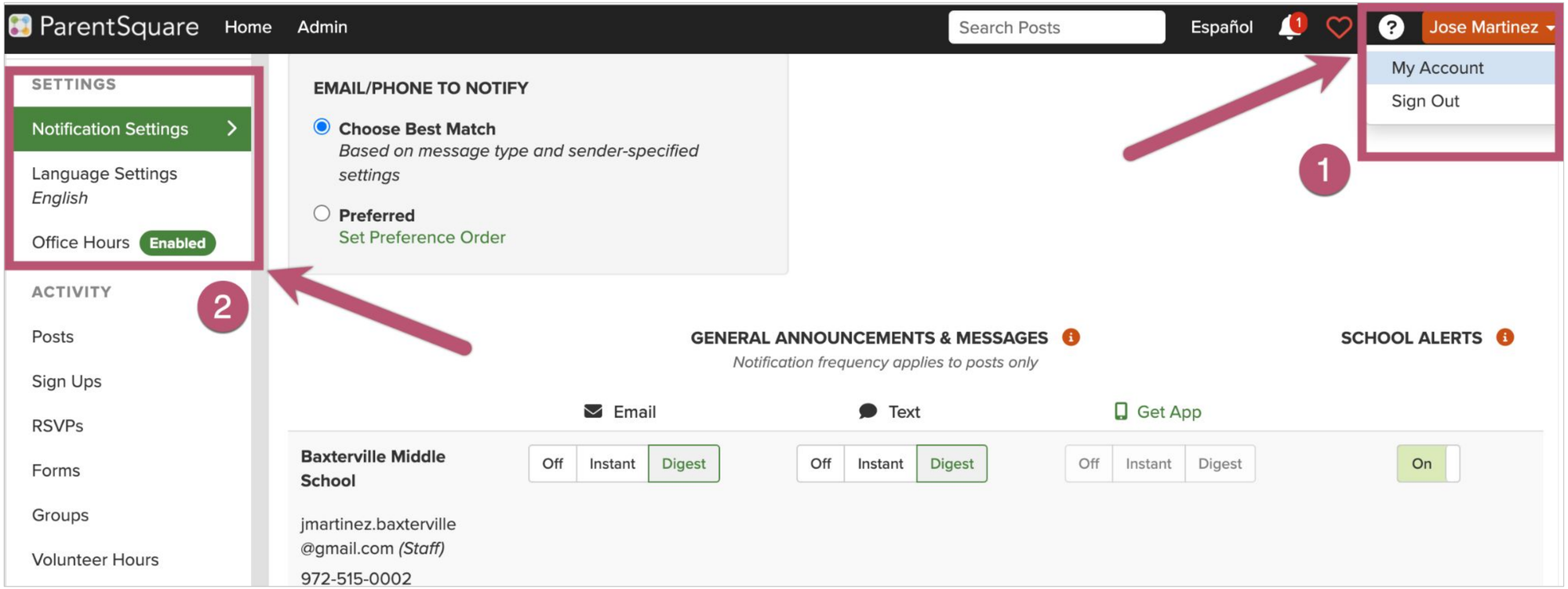
Website Overview

1. Main News Feed
2. Navigation
3. Toggle Views



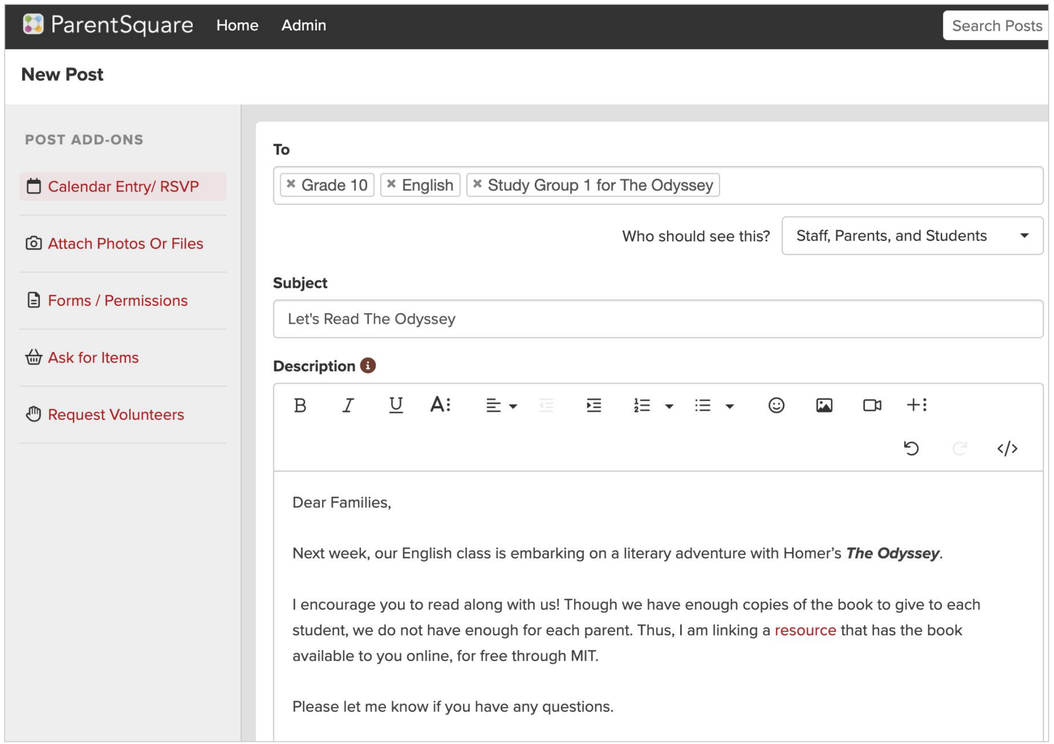
My Account Settings

1. My Account Settings
2. Notifications, Language, & Office Hours



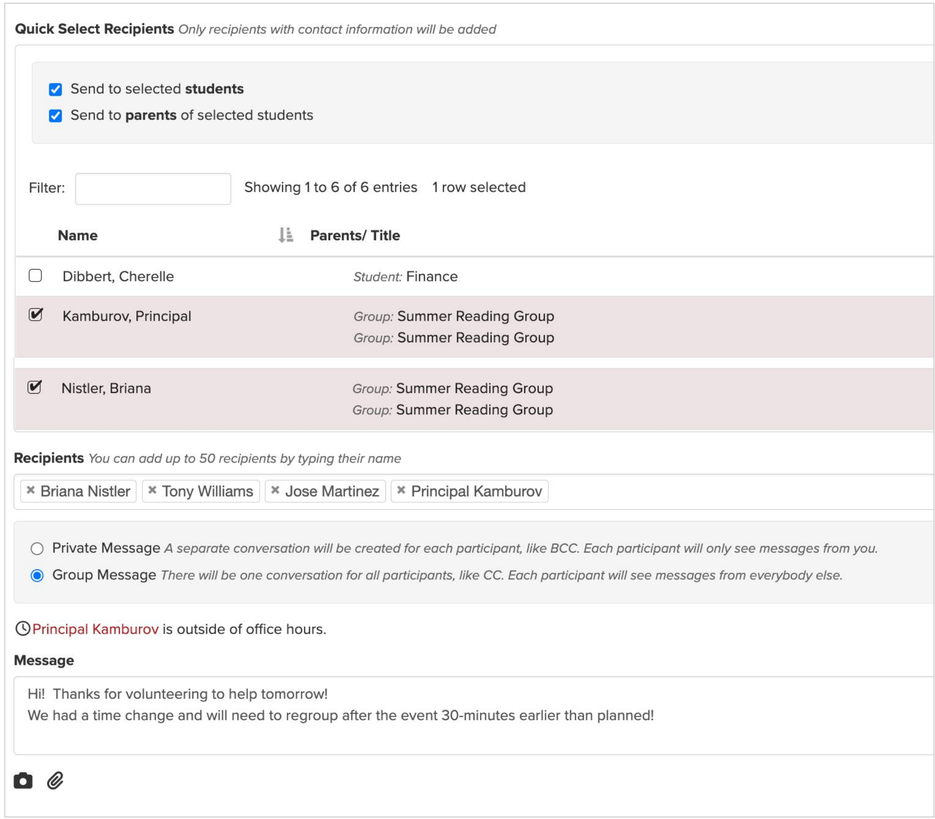
2 Ways to Communicate in ParentSquare

Posts



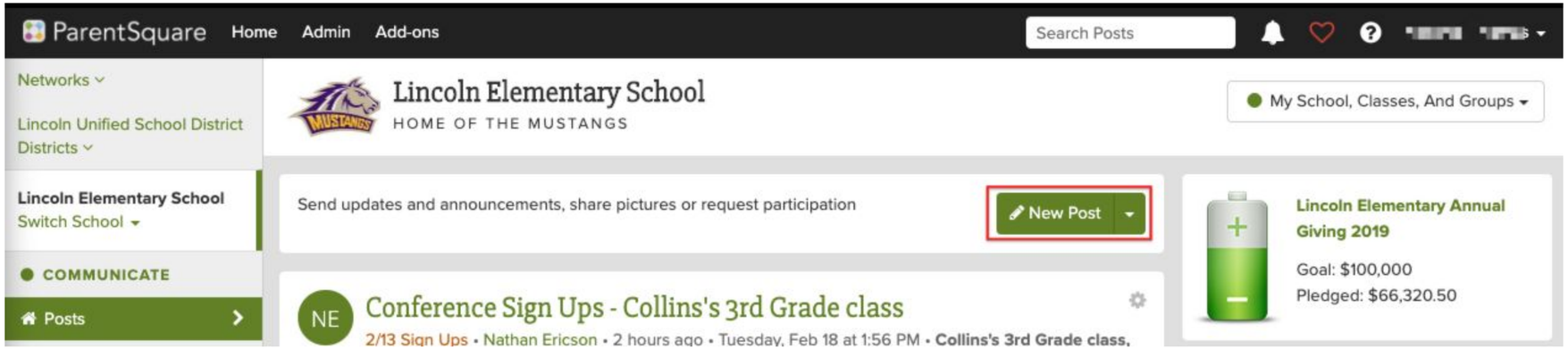
Good for Whole Class or Whole Group

Direct Messages



Good for one-on-one or small group communication

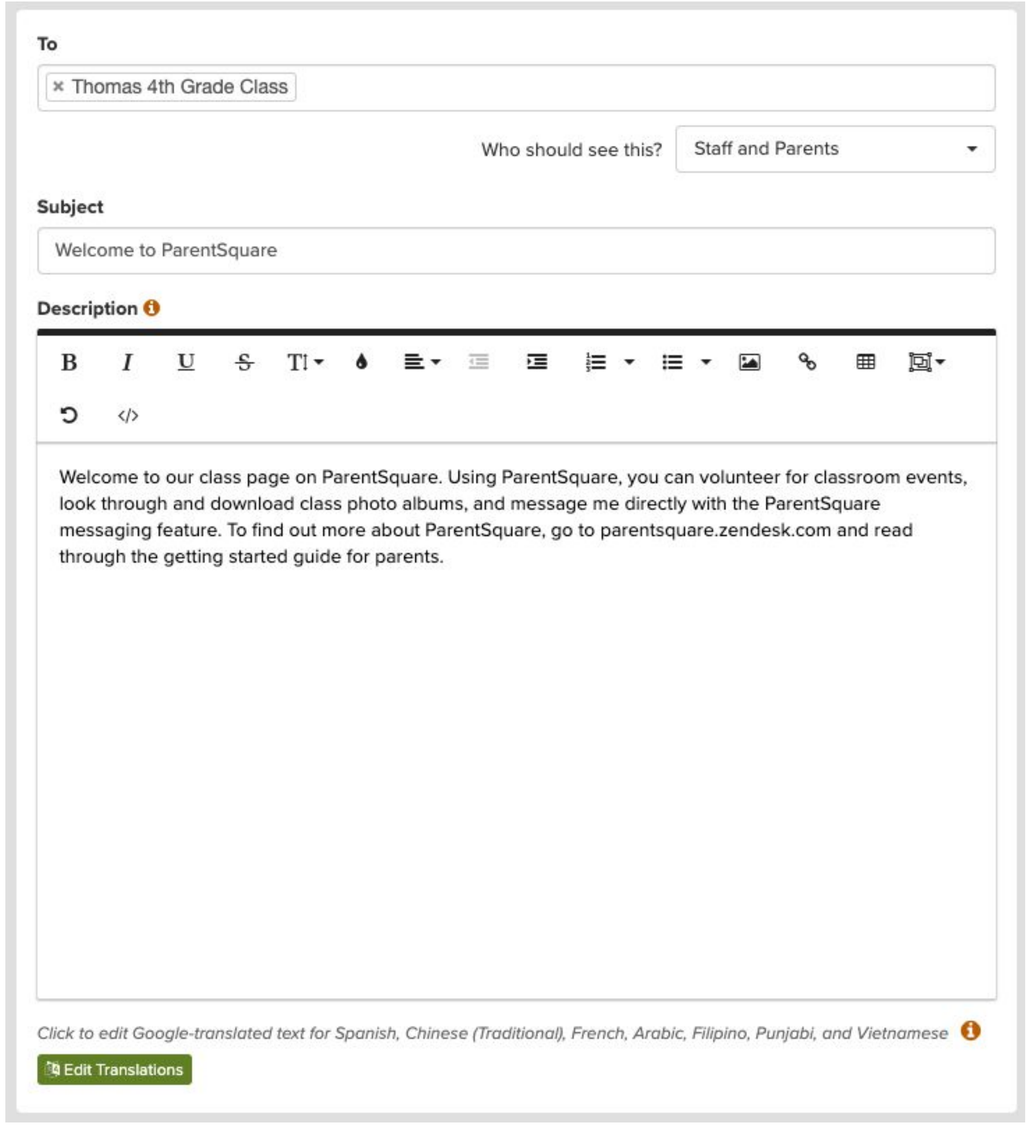
Posts



1. From **Home**, click **New Post**.
2. Click the **To** field.
   A drop-down list will appear with your class name at the top. If you don't see your class name, try entering the first few letters into the "To" field. Select your class name.

Posts

3. In **Subject**, enter an appropriate title.
4. In **Description**, enter your message.
   Your finished post should look something like this:

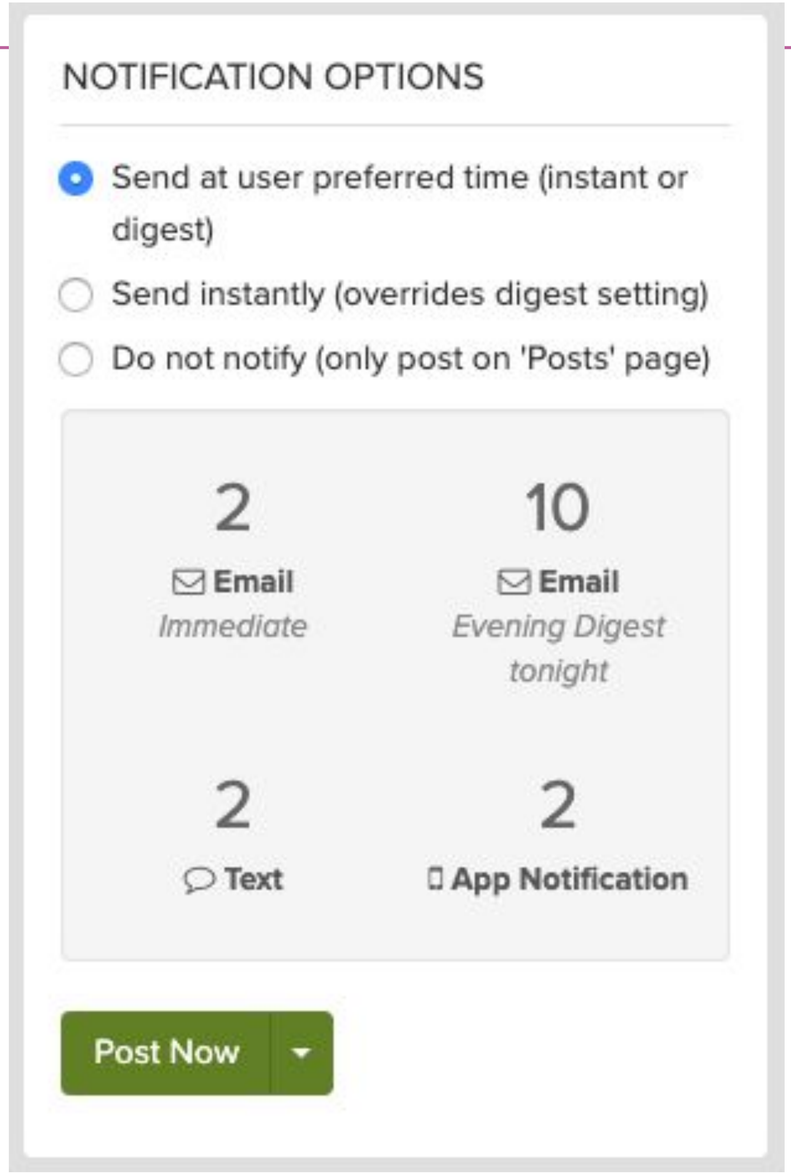


Posts

5. Adjust **Notification Options** if needed.

   Before sending your post, be sure to look over the **Notification Options** in upper right. If you want to notify parents immediately, click **Send instantly** (overrides digest setting - use only if necessary). Otherwise, leave the default option selected: **Send at user preferred time** (instant or digest).

   Click **Post Now.**

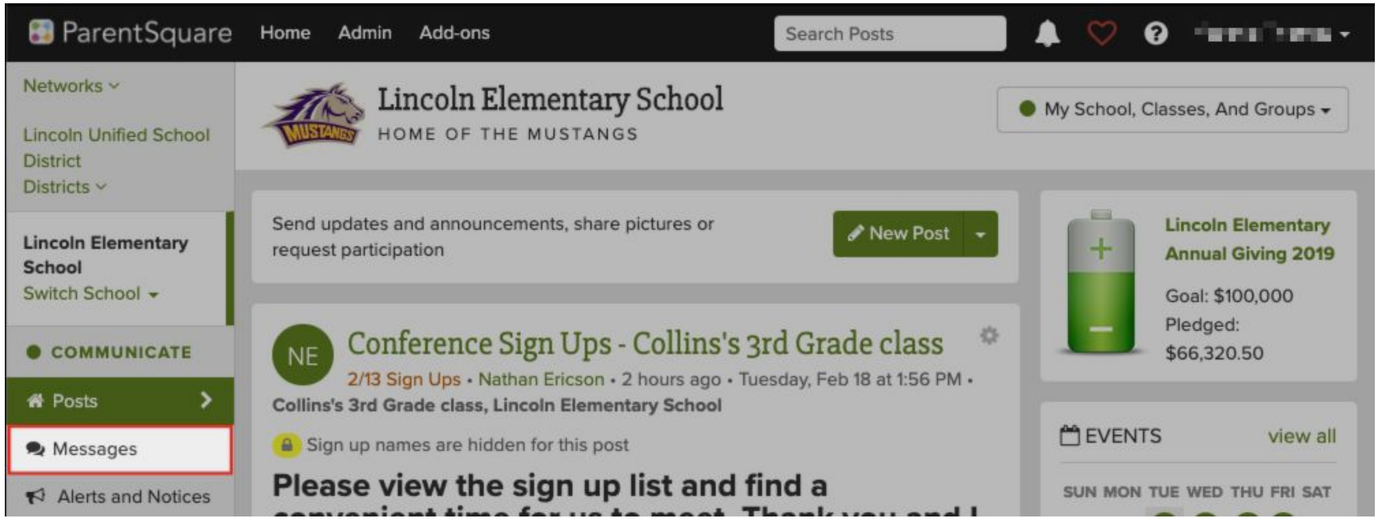


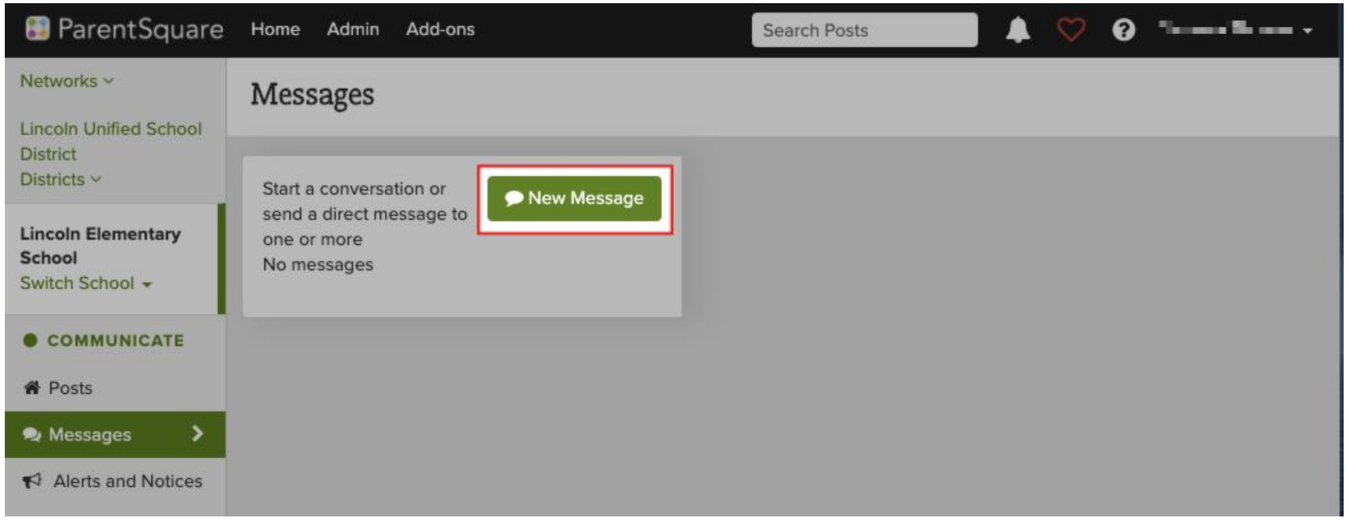
Direct Messages

How to Send a Direct Message

1. From **Home,** select **Messages** in left sidebar.

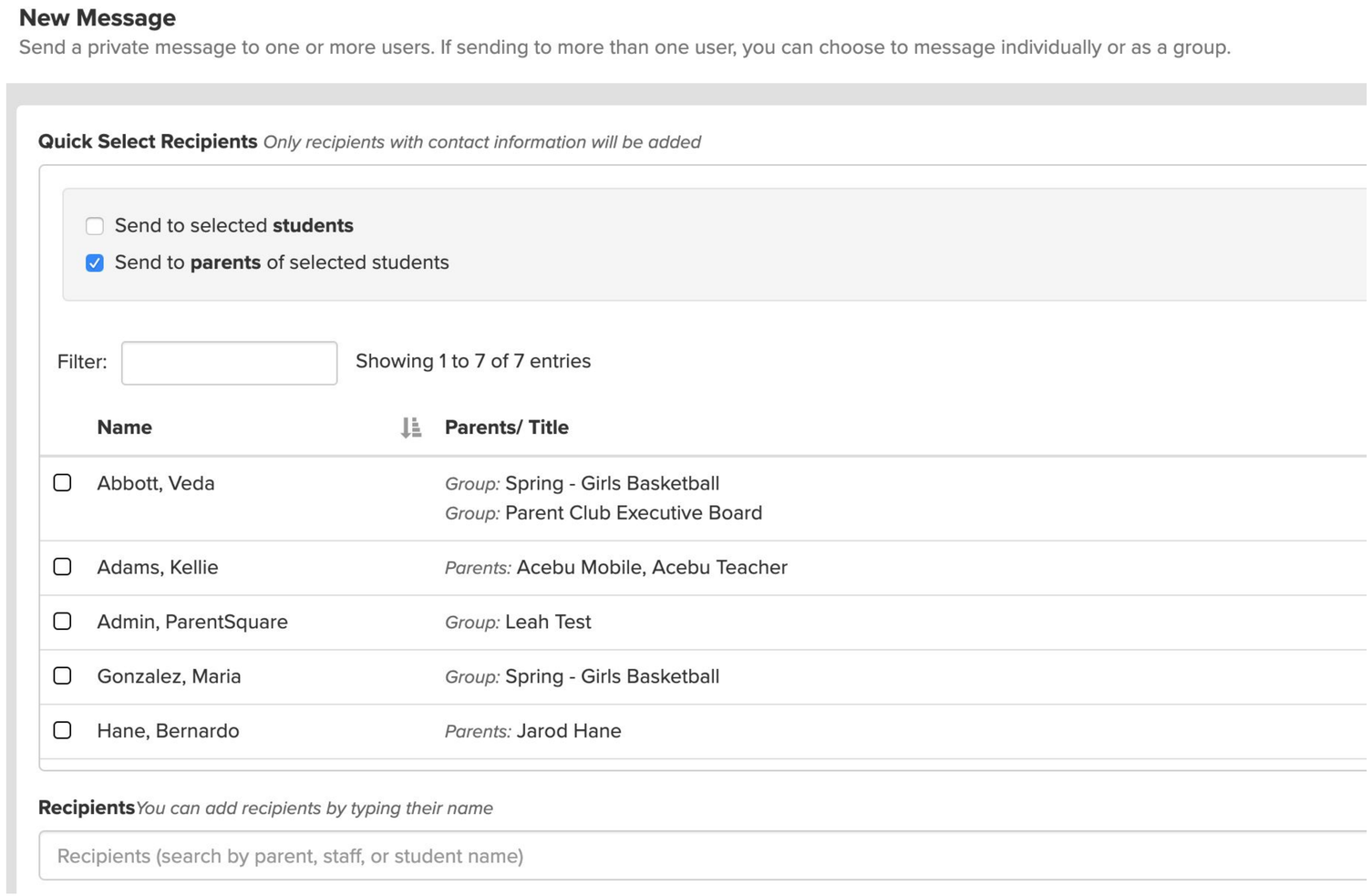
2. Select **New Message.**





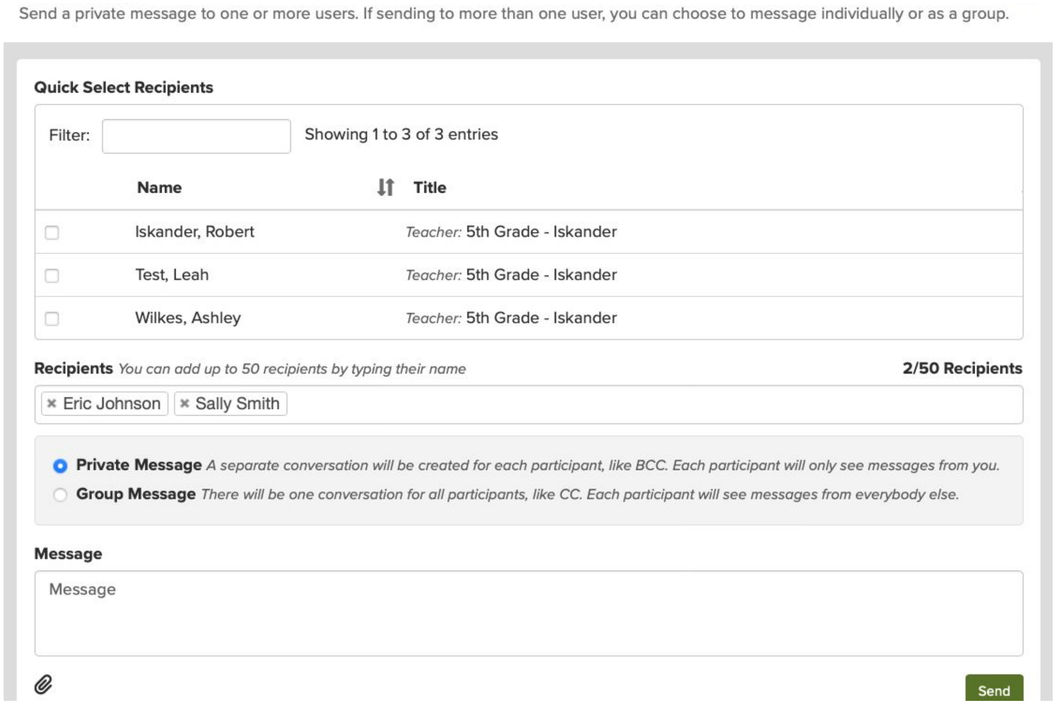
Direct Messages

3. Use **Quick Select Recipients** OR type in the name(s) of your recipient(s) in **Recipients.**



Direct Messages

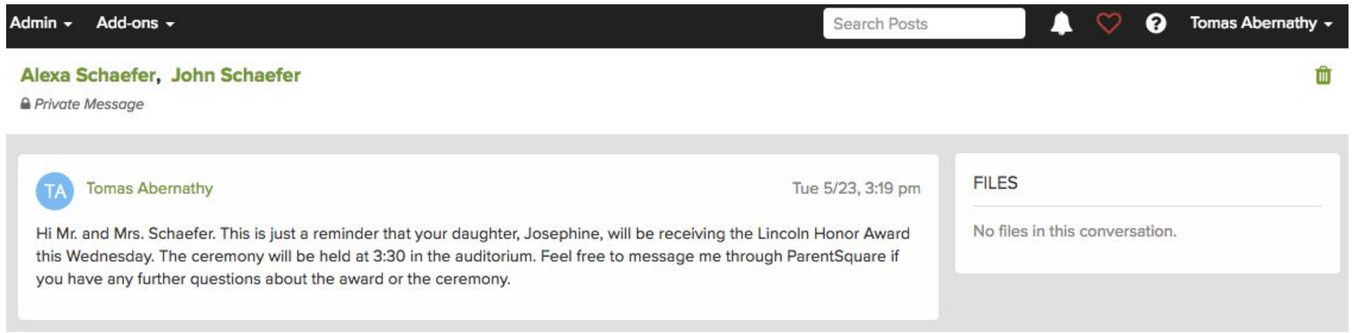
4. If you have two or more people in a direct message you will have the choice to send a **Private Message** or a **Group Message.**
   a. **Private Message (one-to-one):** a separate conversation will be created for each participant, like BCC. Each participant will only see messages from you.
   b. **Group Message:** there will be one conversation for all participants. Each participant will see messages from everybody else.
5. Complete the **Message** field.
6. *(Optional)* Add photos or files to your message. Click the **paperclip icon** in lower left.
7. When done, click **Send.**



Direct Messages - Translations

ParentSquare will automatically translate your message into the preferred languages of your recipients. When a recipient replies in their preferred language, it will translate into the language you've set.

Example of a direct message sent in English:



Example of a direct message received in Spanish:

Direct Messages - Notifications

The recipients will be notified that they've received a message via their preferred method: email, text, and/or app notification.

Example email notification:

Principal Lincoln sent you a message

Hi Anu,

I'm writing to let you know that Riti will be receiving an award at a small ceremony tomorrow morning in the auditorium at 11:25 (we should be done by 11:50). You are cordially invited to attend :)

Mr. Lincoln

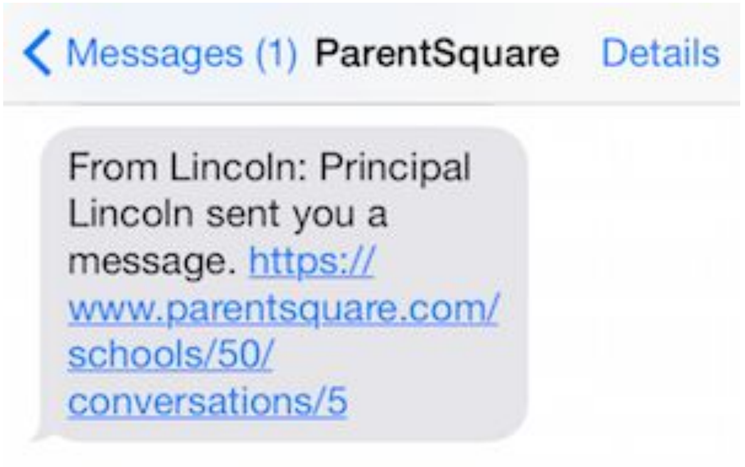
View or Reply

Message sent on Apr 21 at 11:00 PM to Anu Vaid

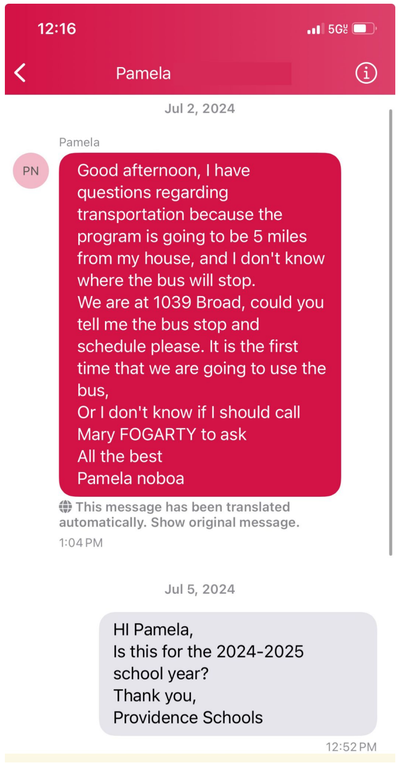
This message is intended for anu@parentsquare.com.
Unsubscribe.

ParentSquare Inc · 3721 Capri Dr · Santa Barbara, CA 93105

Example text notification:



Example app notification:

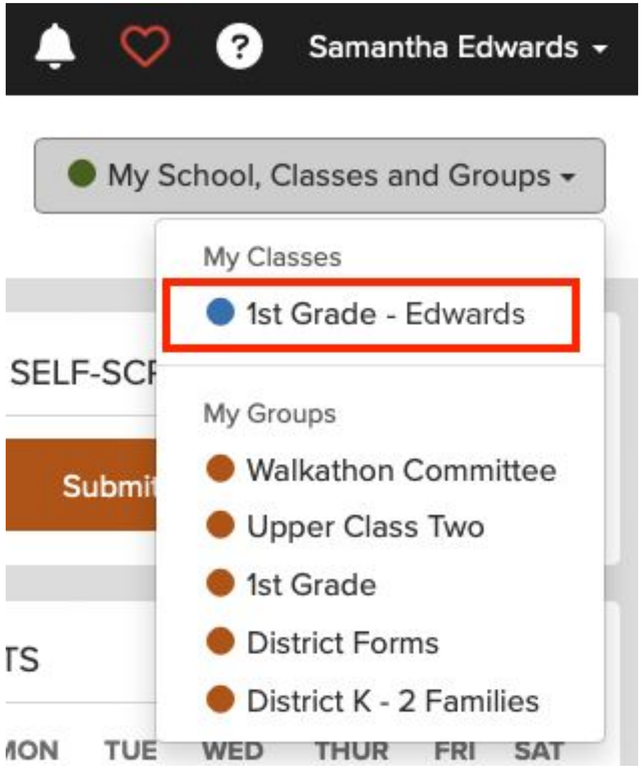


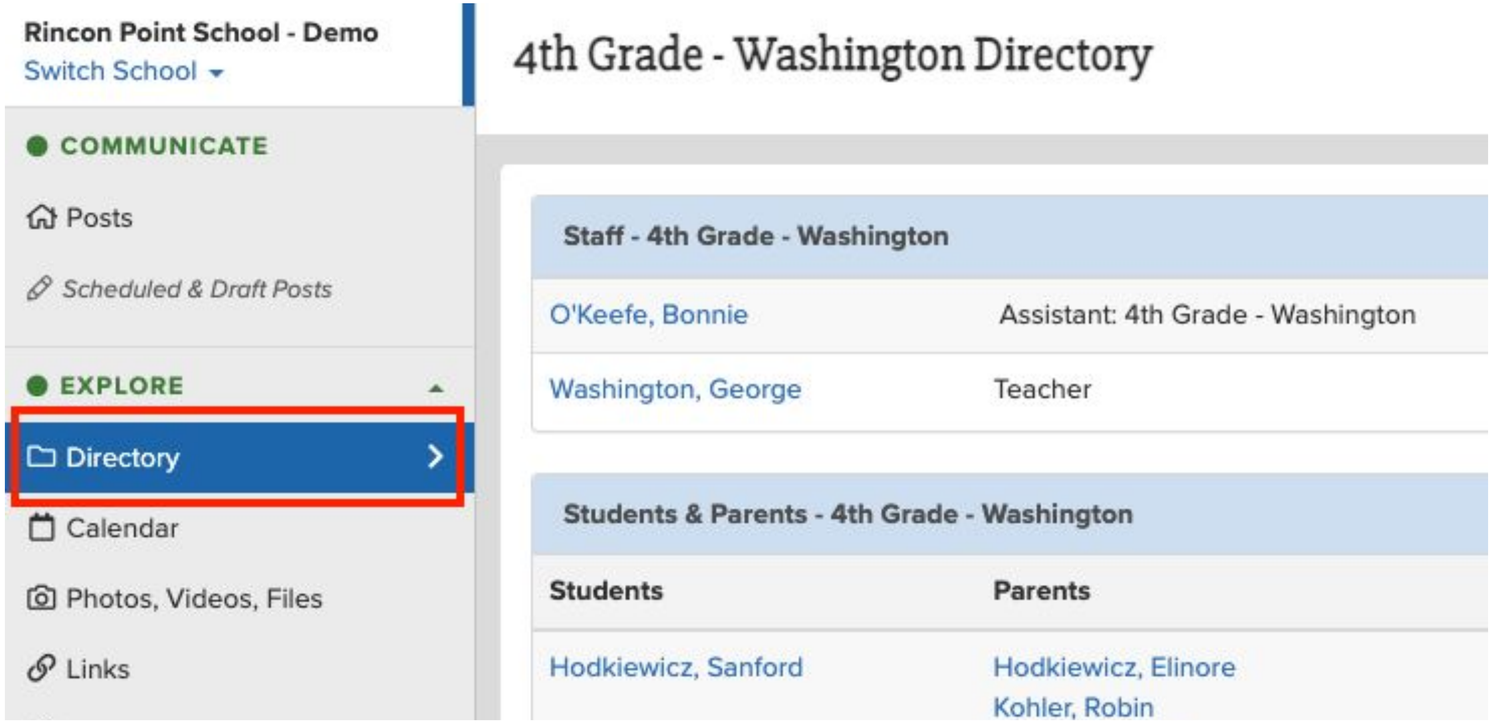
Users should not respond directly to the notification. Instead, click **View or Reply** in the email or click **the link** in the text message. This will open the message in ParentSquare where they can reply.

Users must be registered and signed into ParentSquare in order to reply.

Access your Class Directory

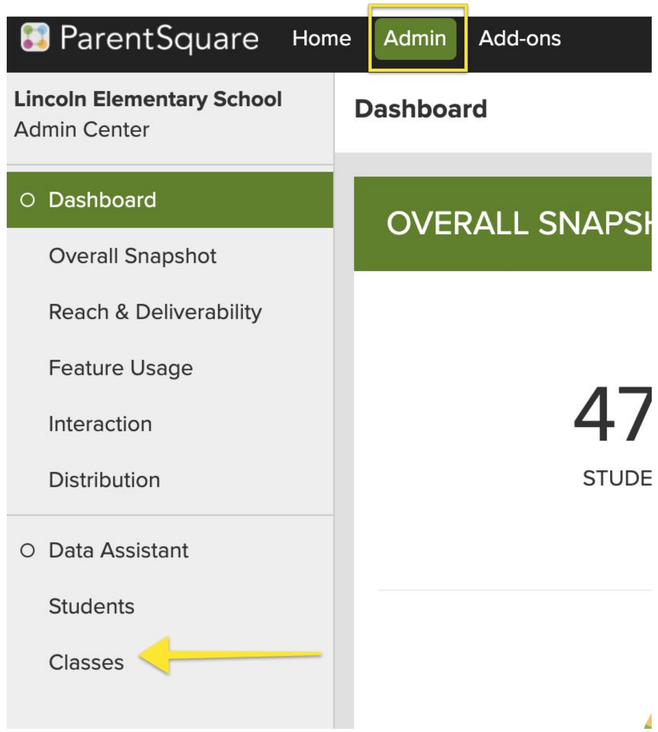
1. From **Home**, click the **drop-down menu** (filter) in the box in the upper right. From the drop-down menu, select your class. *Note: Default view shows "My School, Classes and Groups".*
2. In the left sidebar, select **Directory** in Explore section.

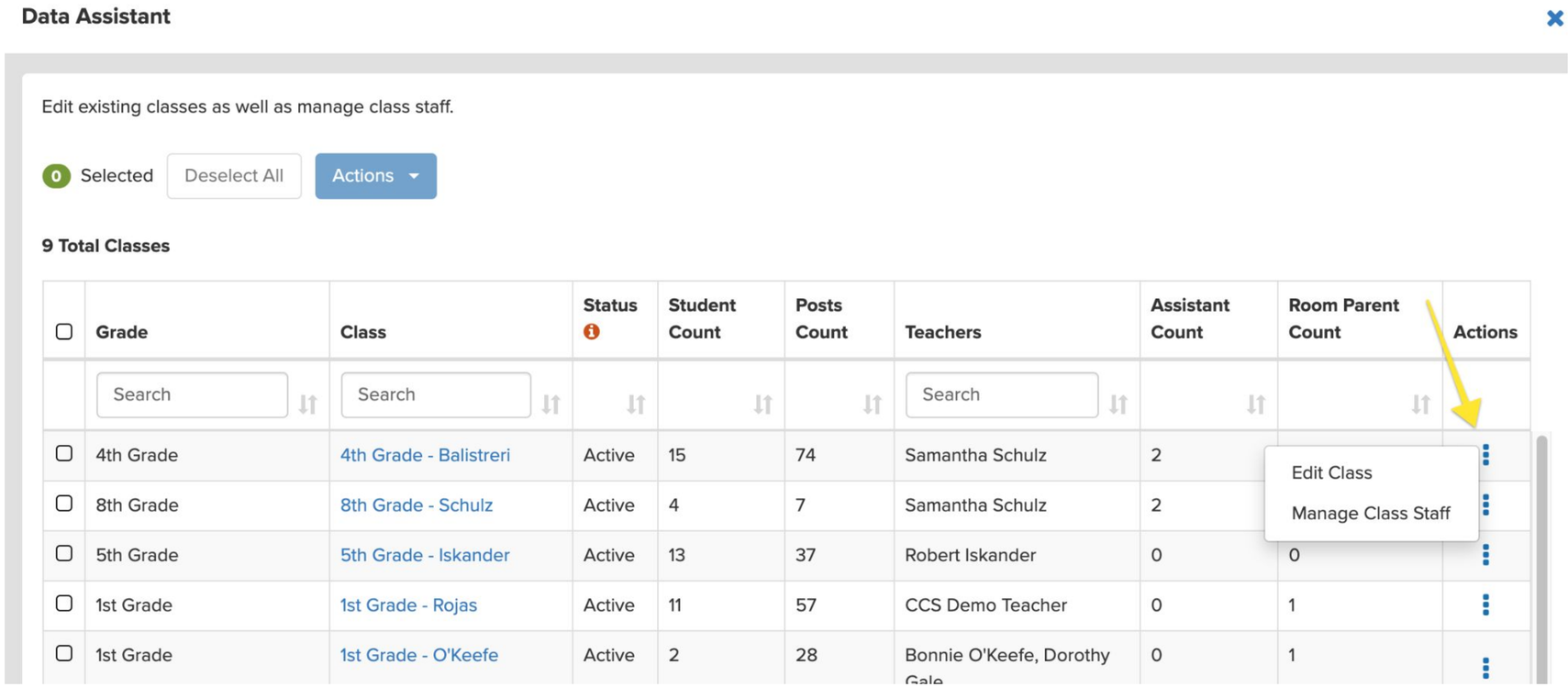




Add a Teacher Assistant to a Class

1. From **Admin,** select **Classes** under Data Assistant.

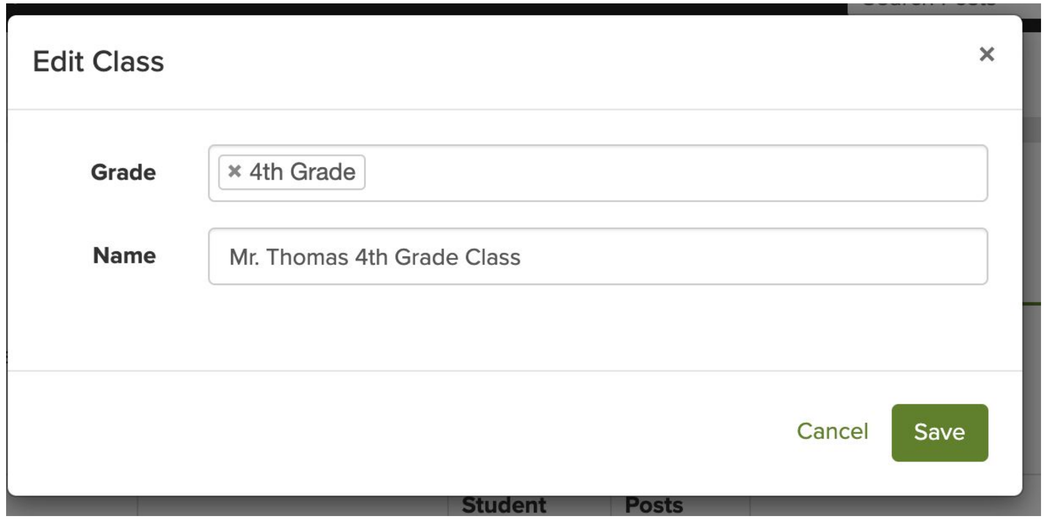




2. Click **action menu (three dots)** next to the class and choose **Edit Class** or **Manage Class Staff**.

Add a Teacher Assistant to a Class

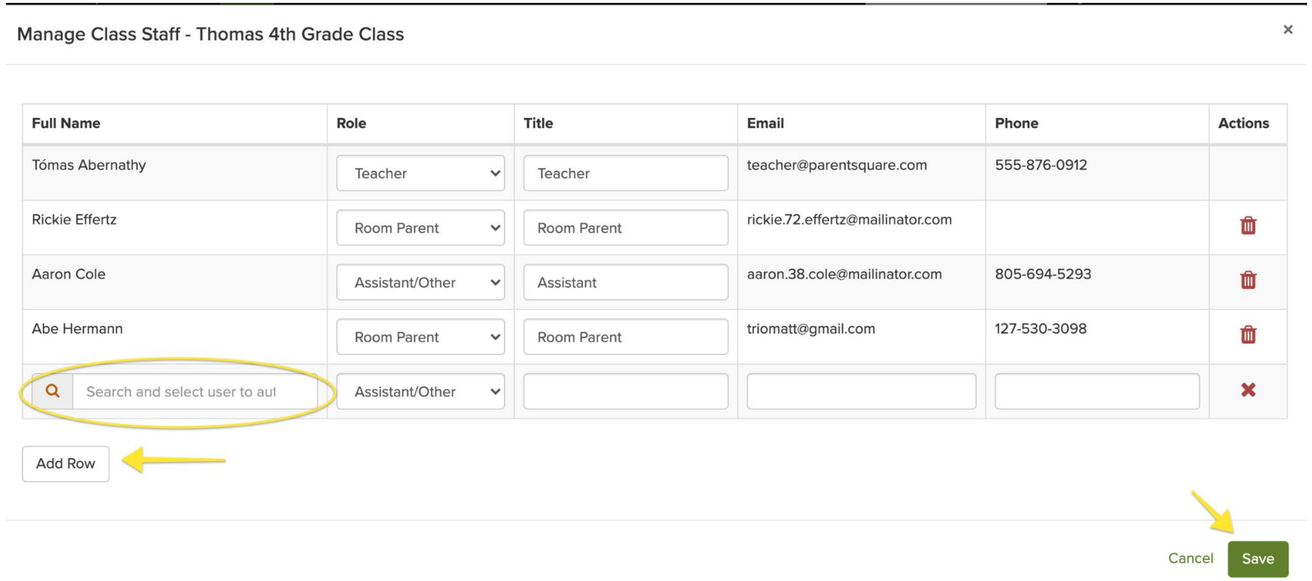
3. **Edit Class** gives you the option to edit the class **Name** and then **Save**.



4. **Manage Class Staff** allows you to add other Teachers, Room Parents, or Assistants. Click **Add Row**, fill out details and click **Save**.

   Note 1: The member must already be in the school directory.

   *Note 2: Class staff will only receive class posts that are sent to their user role. If you add a staff user as a co-teacher, don't forget to send all of your class posts to **Staff and Parents** so that both your co-teacher and families receive it.*



More resources

Find videos and tutorials at parentsquare.zendesk.com