



Moving from Remind to ParentSquare

Getting Started for Teachers

Personal Account Settings

The first thing you should do is customize your account settings to determine your notification preferences and language settings.

- Overview: [My Account: Information, Settings, and Activity](#) (contains video)
 - [How to Update Your Profile in My Account](#) (contains video)
 - [How to Set Office Hours for Messages](#)
 - [How to Switch Between Accounts](#) (e.g. Teacher + Parent)
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Messaging

In Remind, you click on “New Message” and then determine your audience and the kind of message you want. In ParentSquare, you must decide which message type to use first.

- [Direct Messages](#) - For one-on-one or small group conversations. They replace individual chats and group messages.
- [Posts](#) - These will become your primary tool for one-to-many communications, replacing announcements. Recipients can comment on Posts but don’t send replies directly to you.

Learn more about [ParentSquare Communication Tools](#).

Groups

Teachers’ classes will be synced automatically from your student information system— **no class setup required!** Manually created classes are called Groups in ParentSquare. Teachers with active classes can create groups for sports teams, clubs, special events, PTA/PTO, programs, committees, and anything else they need.

- [How to Create Groups](#)
 - [Add Group Members](#) - There are several ways to add people to groups.
 - [Moving Groups](#) - from Remind to ParentSquare.
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Resources

- **Training-**
 - Self-Paced - [LMS](#)
 - Synchronous - [Live Webinars](#)
 - Asynchronous - [Pre-recorded Webinars](#)
- [Teacher Checklist](#) - Make a copy to get step-by-step instructions for using ParentSquare.
- [Parents– Remind Smooth Transition](#) - One-Pager
- [Getting Started - Parents and Guardians](#) - Resources to share with parents/guardians.

Note: You must be signed into your ParentSquare account to access these linked resources.