Directions: Share this Google Sheet with your campus ParentSquare Team | Check off items in each section as you go!

Teacher Checklist | Quick Start Guide for ParentSquare

If you only have 10 minutes...start here!

FALSE	**Register your ParentSquare account at parentsquare.com/signin** using your staff email address or click on the link in your invitation email.
FALSE	Send a **welcome message post to your class** and view **your post's delivery stats** to see who is receiving your communication along with who is viewing the message**.** (Your class will automatically be created at the start of school.)
FALSE	Send a **direct message to a parent**.
FALSE	Review the best practice help article: **When to Use a Post or a DM**.
FALSE	**Set up your Virtual Phone**. *(If it's available in your school/district).*

Next Steps: Customize Your Account

Estimated Time: 20 min

Teacher Checklist | Customize Your Account

FALSE	**Check out this 8-min video** for an overview of navigating ParentSquare.
FALSE	**Add a photo** to your ParentSquare profile and your bio to "Edit Account > About You" to introduce yourself to families.
FALSE	Set **your preferences** for receiving Posts and Alert notifications.
FALSE	Set **your Office Hours** for direct messages and access **your class directory**.
FALSE	Install the ParentSquare app (**iOS** or **Android**) on your own device (optional but recommended).

Next Steps: Take Your Family Engagement to The Next Level

Teacher Checklist | Taking Family Engagement to the Next Level

Estimated Time: 40 min

FALSE	Add **events to your class calendar**.
FALSE	Post **photos** and **upload files.**
FALSE	Create **a form or permission slip**.
FALSE	Create **a parent-teacher appointment sign up**.
FALSE	Create **a classroom wishlist**.
FALSE	Create **a volunteeer sign up post**.
FALSE	Create **an after school group**.
FALSE	Check out **Canva graphics for ParentSquare posts**.
FALSE	Schedule time to view the live or recorded training(s): **Navigate - PSQ Basics** (45 min) & **Skill Up** (60 min)

Looking for more inspiration? **Join the ParentSquare Educator User Group on Facebook for more tips and tricks!**

Teacher Checklist | Virtual Phone Set Up

Estimated Time: 15 min

FALSE	What is Virtual Phone? Learn more in this **2-page overview** & **help article**.
FALSE	Ensure you have **verified your cell phone number** in ParentSquare. You'll receive a virtual number to mask your caller ID. *If you do not have your cell phone number within ParentSquare, contact your school admin about getting this added.*
FALSE	Set your **Office Hours**. Calls to your virtual phone number that are placed outside of your office hours will go to voicemail.
FALSE	Set up your **voicemail message**.
FALSE	Learn how to **make a call with virtual phone** from the web or mobile app.
FALSE	**Block any phone numbers**, if needed. (Since the virtual phone number is a live number, spam calls may occur.)
FALSE	Share your Virtual phone number with parents through a class post, conference/open house night, etc. That way parents can save the virtual phone number in their phone and know it's not spam.

Any other questions? Check out our Virtual Phone FAQ page !