

ParentSquare Tips for Teachers

1 Check Class Roster

Click 'Directory' and select your class from the drop down menu towards the top right to access your class.

2 Create a Post

Click 'New Post' to create a post. Select classes or groups, fill in a short subject and description and click 'Post'.


3 Add Class Events

On the calendar page, click on the date or a date range for your field trip/event and add details.


4 Send Direct Message

Click on 'Messages' in the sidebar. Then 'New message'. Click to select students or type names to message.


5 Upload Photos

Click 'New Post'. Click the  icon on the left sidebar to select files or photos to add.

6 Request Volunteers

Click 'New Post' and on the left sidebar, click the  icon to request volunteers.

7 Ask for Supplies

Click 'New Post' and on the left sidebar, click the  icon to ask for classroom supplies.

8 Invite Add'l Parents

Visit 'Admin' > 'Users' from the top navigation bar. Add contact info under 'New parent'.

9 Create a Group

Click 'Groups' in the left sidebar, then 'New Group'. Select the type of group you would like to create.

10 Parent Conferences

Visit 'Add-ons' > 'Appointment Sign Ups'. Enter conference dates, times, and other details.