

## for Teachers

### Our school is using ParentSquare!

ParentSquare is a parent engagement tool that helps teachers and staff easily communicate and collaborate with parents. Already set up for your classrooms via the information in Q, you can start using ParentSquare right away to send messages to your families, share pictures and request participation.

[Click here to watch a training video for teachers.](#)

### Accessing ParentSquare

Check your inbox for an email from ParentSquare and click the link in the email to activate your account.

You can use ParentSquare on any device. You can download the free mobile app for iOS or Android and you can also use it from a computer at [parentsquare.com](http://parentsquare.com).



Higher Teacher-Parent Interaction  
= Student Success

### Tips for Using ParentSquare

- With customized scheduling, add multiple conference days and as many time slots as you wish. You can also customize the amount of time you would like to take for each conference and include a break between conferences.
- Allow parents to sign and submit electronic permission slips directly through the event post/form - saving paper and the hassle of rounding up paper base permission slips.
- Newsletters are easier than ever. Use a template provided by ParentSquare or customize your own templates for your school or district to help with branding.
- Start by clicking 'New Post' button to send any message on your class/grade. Send plain messages, events, volunteer requests or share pictures and files.
- On 'New Post' page, use the language translation option to automatically send messages in two languages to parents: English and their home language.
- Click '# Notified' next to the eye at the bottom of the post to make sure your post reached every single student family in your class. If a parent does not have an email address, they are automatically sent a text. Parents can also download the app.
- Have questions? Click the question mark in the top right corner of the desktop version or the Help tab on the app (tap the triple bar icon at the top left), and select 'Help Articles' to find answers to most of your questions.

**For questions or information about available trainings, contact our team:**

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