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.