ParentSquare

SCHOOL OFFICE STAFF TRAINING

EVERETT PUBLIC SCHOOLS

Training Agenda

ParentSquare Overview

- General Navigation
- Activation & Login
- My Account Settings

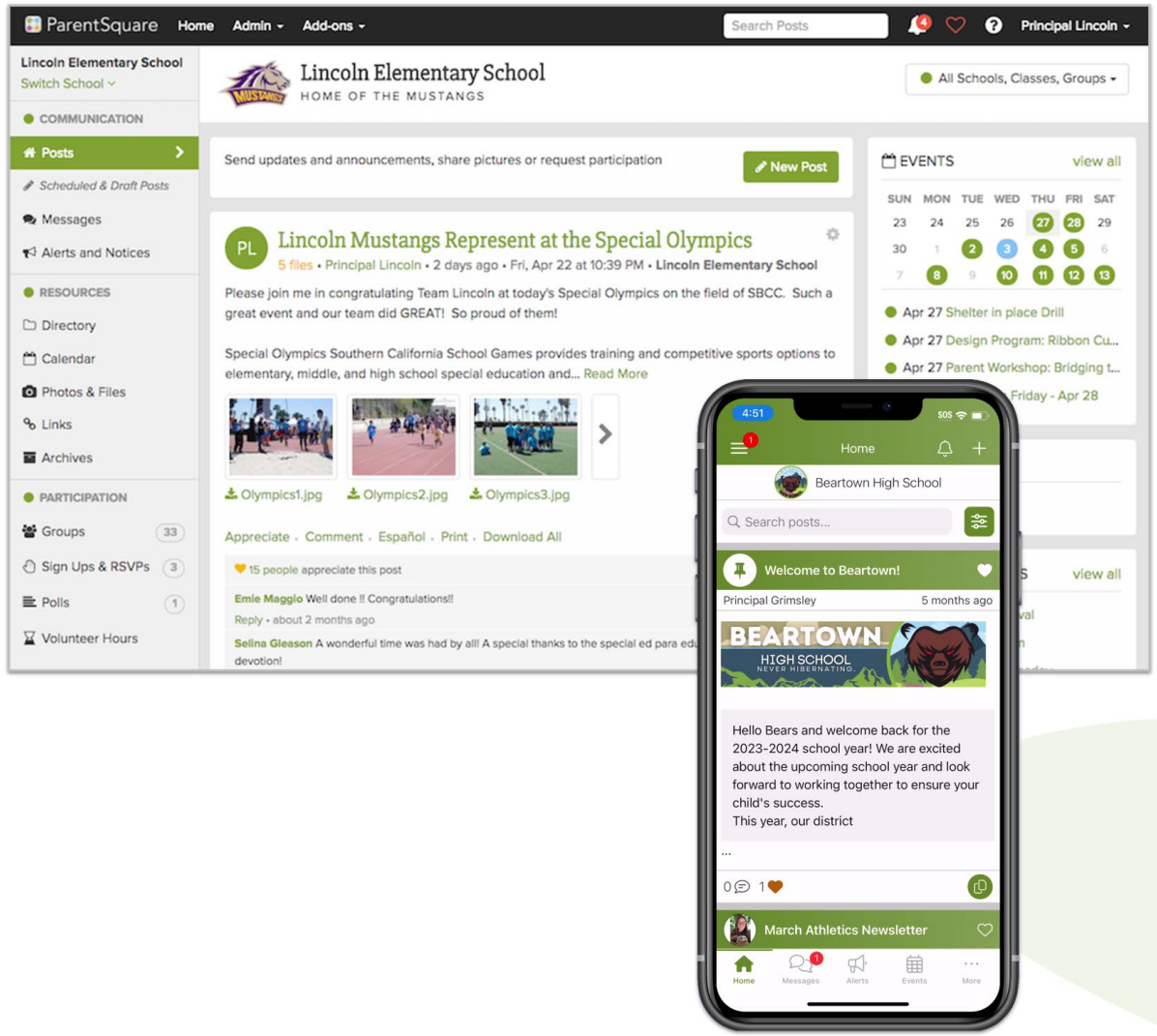
Ways to Communicate in ParentSquare

- Posts/Newsletters (SMORE or Studio Editor)
- Messages - Teachers and Coaches
- Alerts - Admin/District Office only
- Attendance Notices

Questions & Support

- Resources/Help/Training & Launch Kit

ParentSquare Overview



One Central Tool

Families know where to go to get their information and get in touch with key personnel.

Quick Translations

Reduce communication barriers and increase equity with automatic translations in over 100 languages.

Two-Way Communication

Families will be up to date and engage with the content by completing forms, offering to volunteer and much more right from inside of ParentSquare!

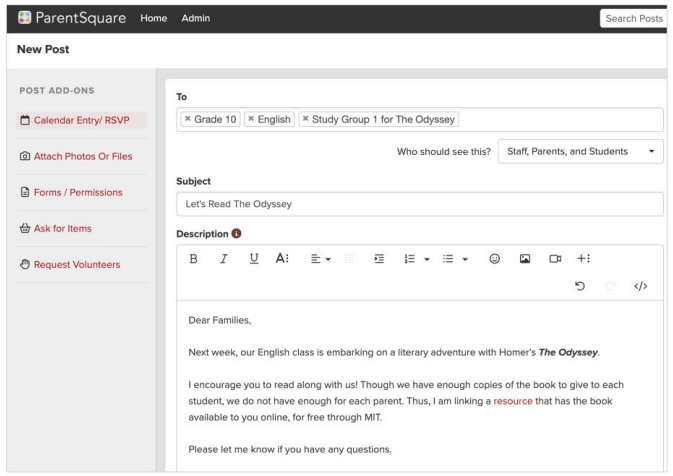
Text, Email, App, Voice

Various ways to reach families to ensure they are up to date. Users can set notification preferences for communication.

3 Ways to Communicate in ParentSquare

Two-way
District, School, Grade level, Class or Groups

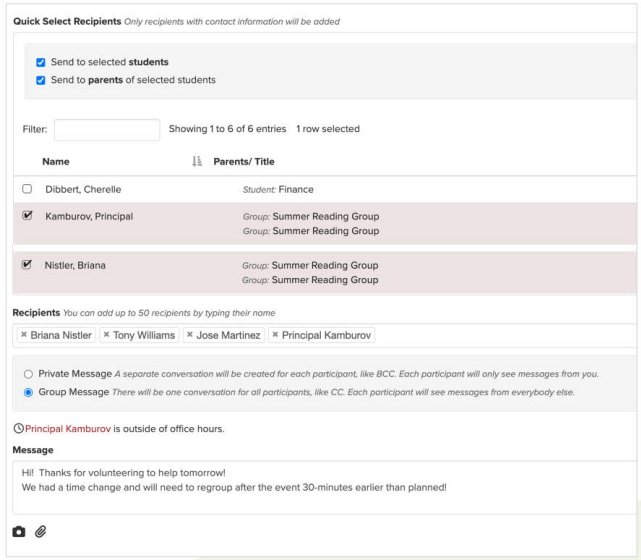
Posts



Good for Whole School, Entire Grade Level or Group

1:1 or One:Few
Simple, quick messages to individuals or small groups

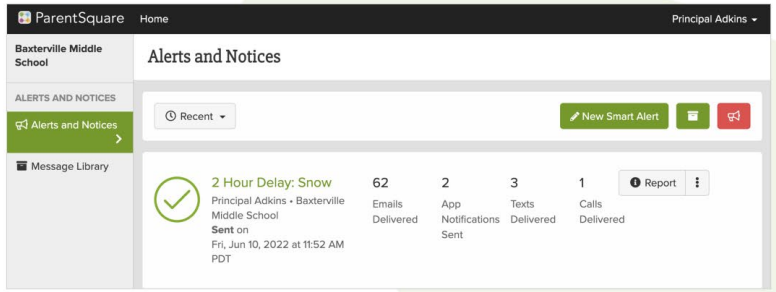
Direct Messages



Good for one-on-one or small group communication

Admin/District Office Only
One-way

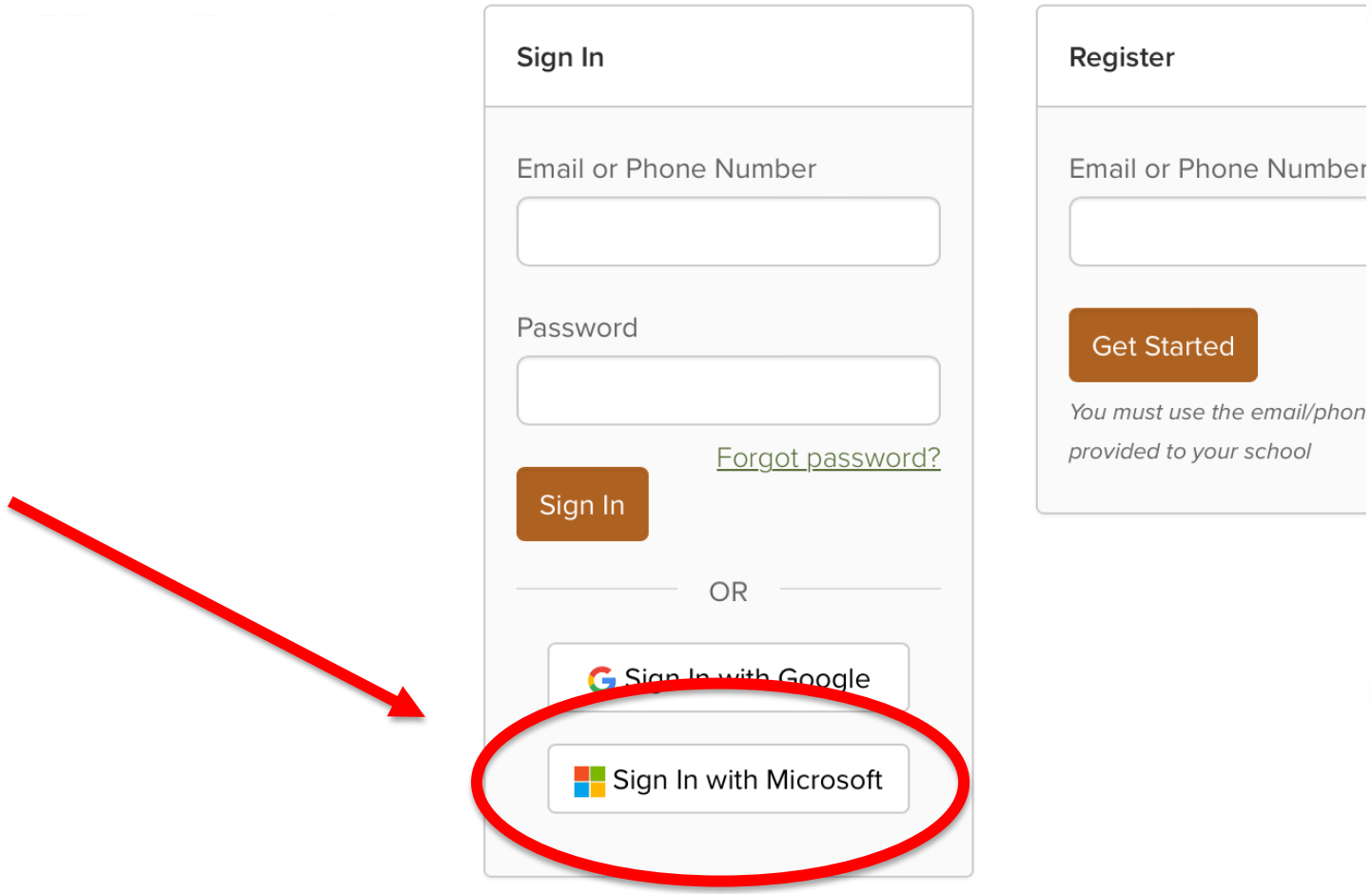
Alerts



Good for broadcasting time-sensitive information

Open your computers...it's time to activate

1. Go to www.parentsquare.com (it will be a managed bookmark)
2. Sign in with Microsoft



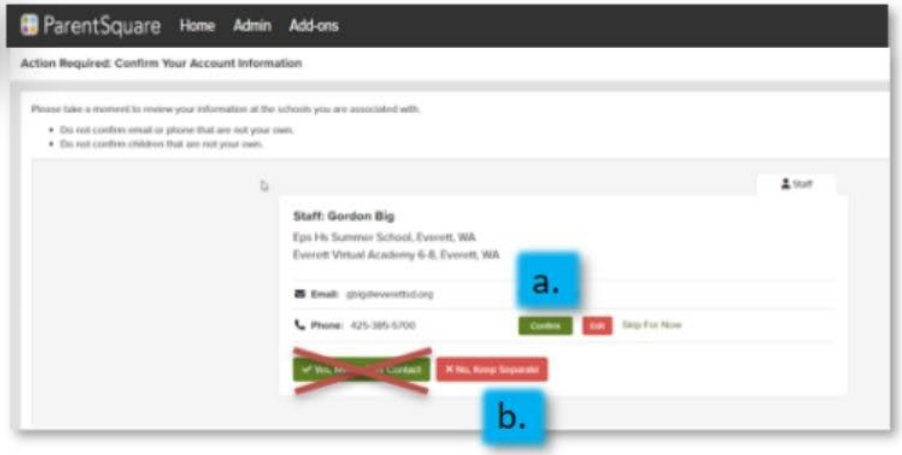
Activation & Login

Please note if you are a parent in the district

a) Confirm contact information

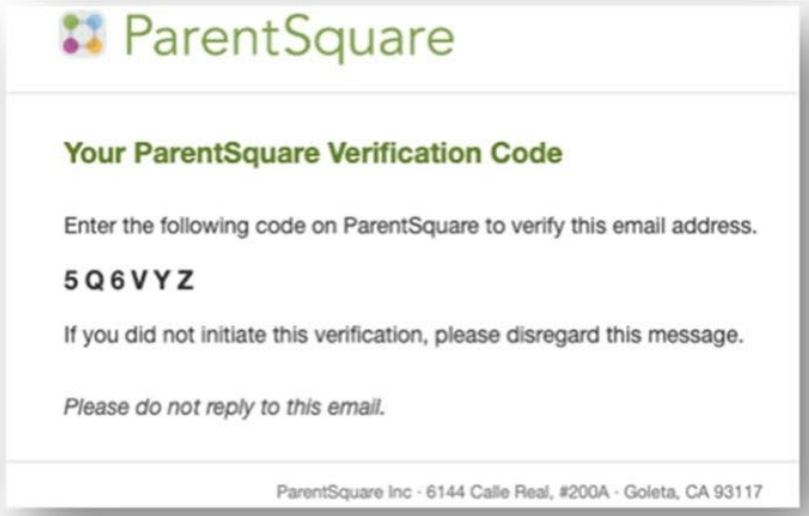
b) Parents: Do NOT merge contact

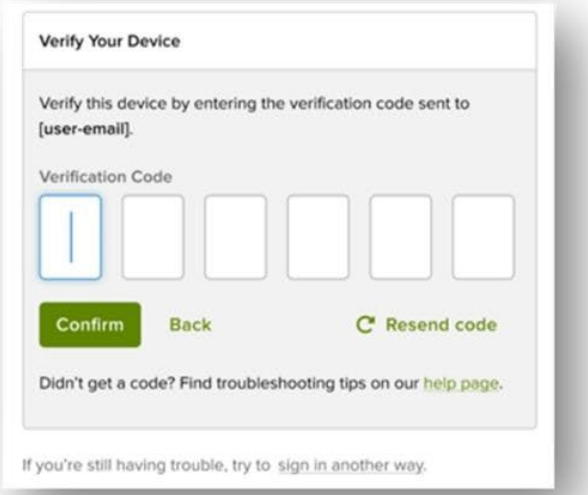
- Click ✕ No, Keep Separate



Something to keep in mind

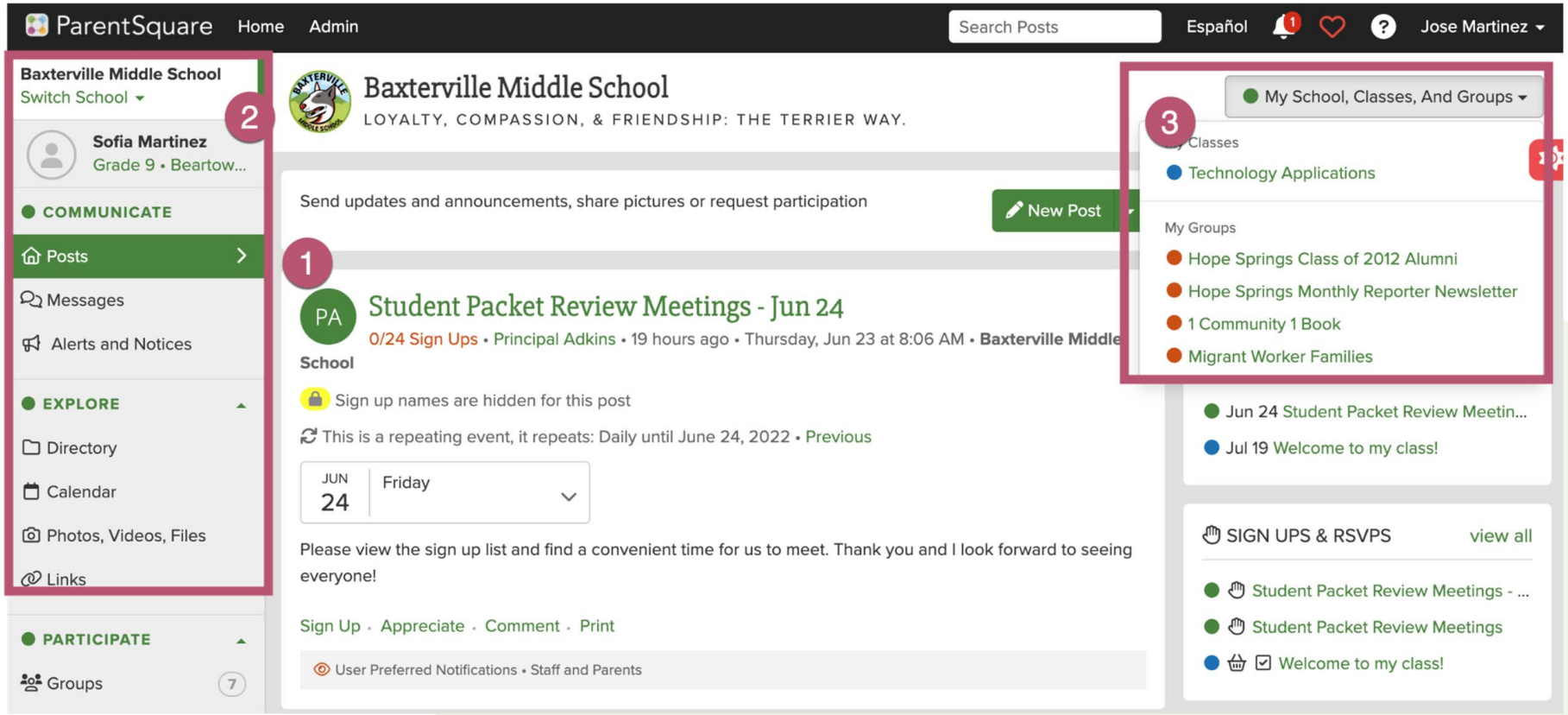
- Likely happening this fall: Multi-factor authentication
- When this happens, you will receive a verification code in your district email once per device every 6 months
- Return to ParentSquare to enter the 6-digit verification code and click confirm





Website Overview

1. Main News Feed
2. Navigation
3. Toggle Views

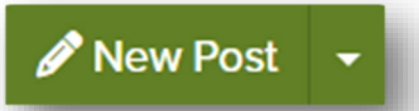


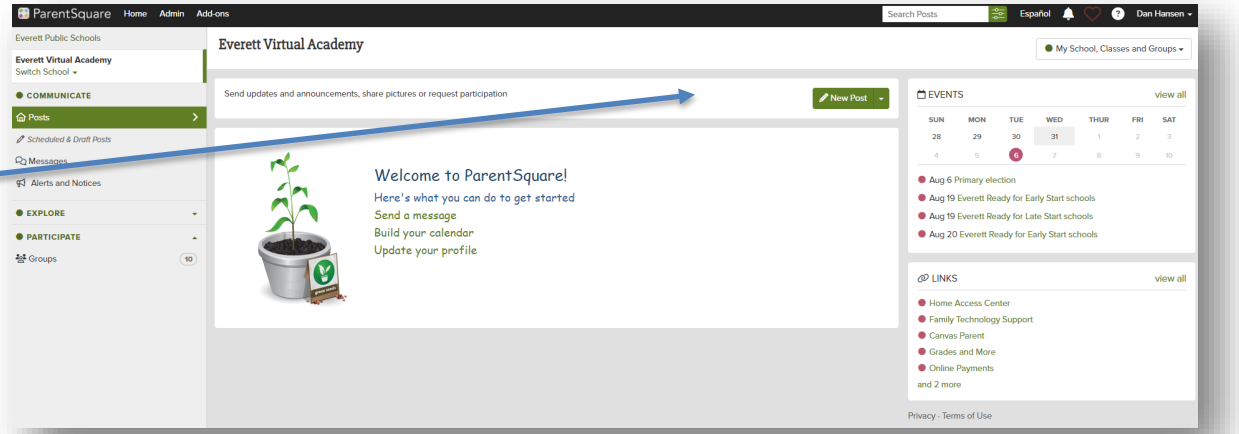
POSTS/NEWSLETTERS

- DISTRICT, SCHOOL, GRADE LEVEL, CLASS, OR GROUPS
- STAYS IN THE MAIN NEWS FEED ALL YEAR FOR PARENTS TO REFER BACK TO

Model Creating a Post

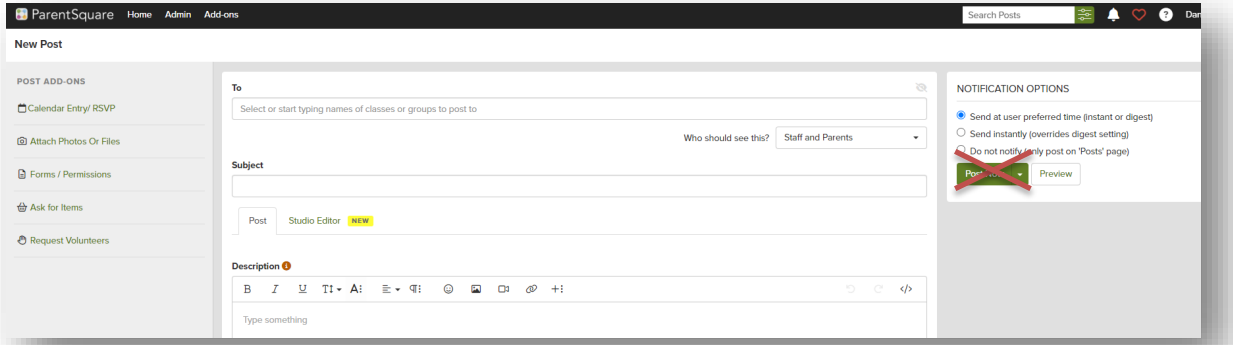
Step 1: Click on Post in left navigation





Step 2: Click "New Post“

Step 3: Draft your post or use Studio Editor (DO NOT SEND)

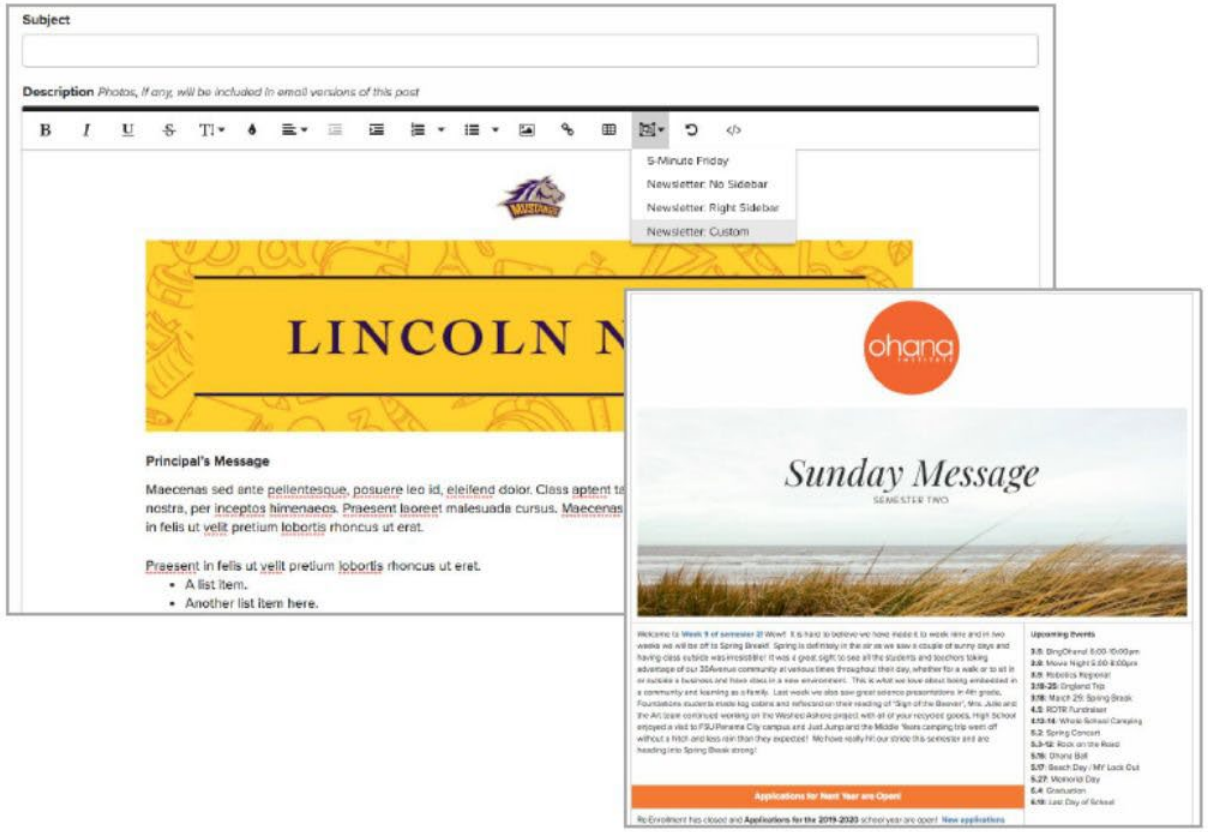


Sending a Post

Here is a video tutorial for sending a post:

https://player.vimeo.com/video/181844662?h=f53ac47d42

Newsletter Templates



Pre-defined Templates

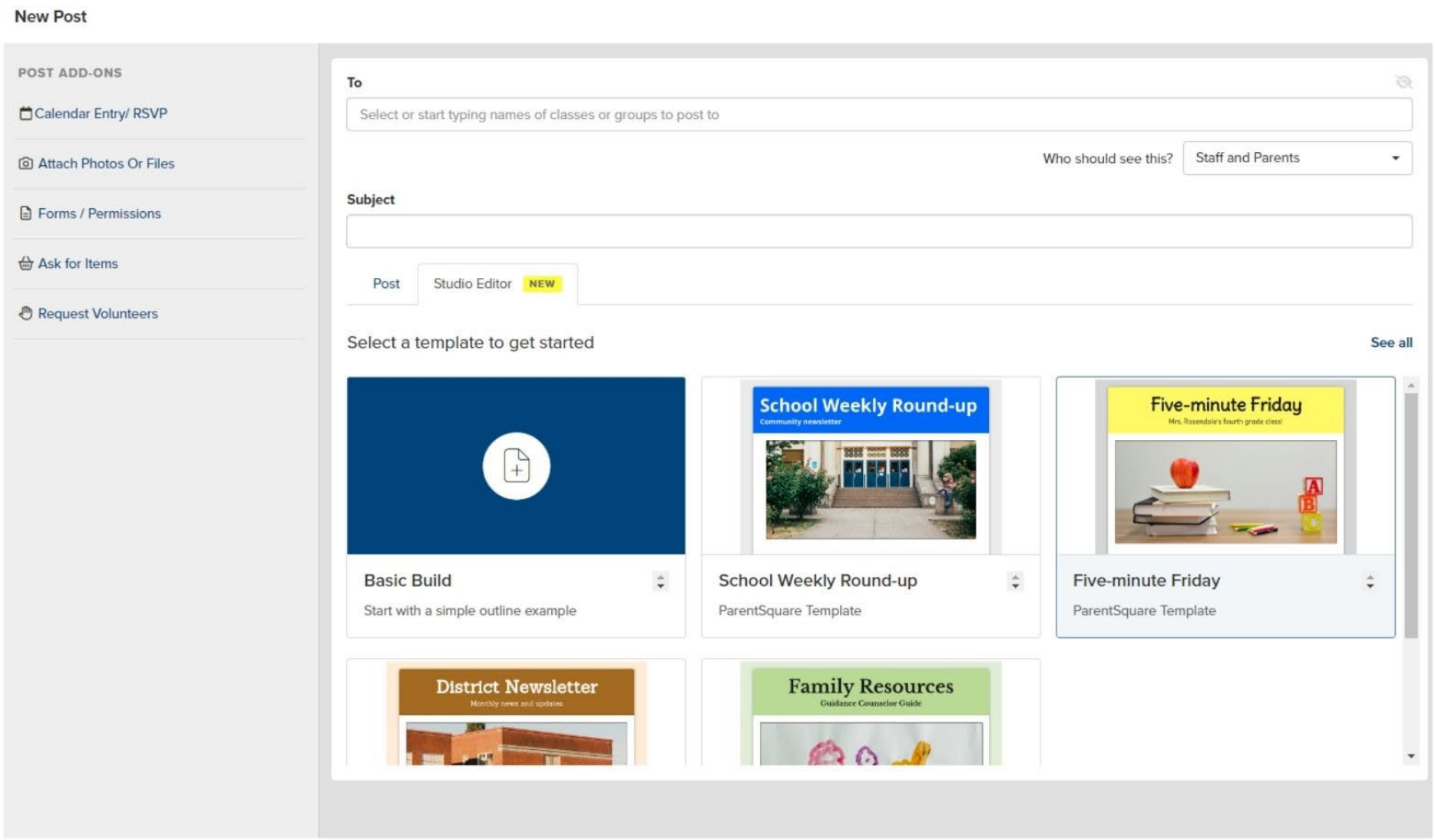
Use a template provided by ParentSquare - quick & easy!

Or Create Your Own

Customize your own templates for your school or district to help with branding

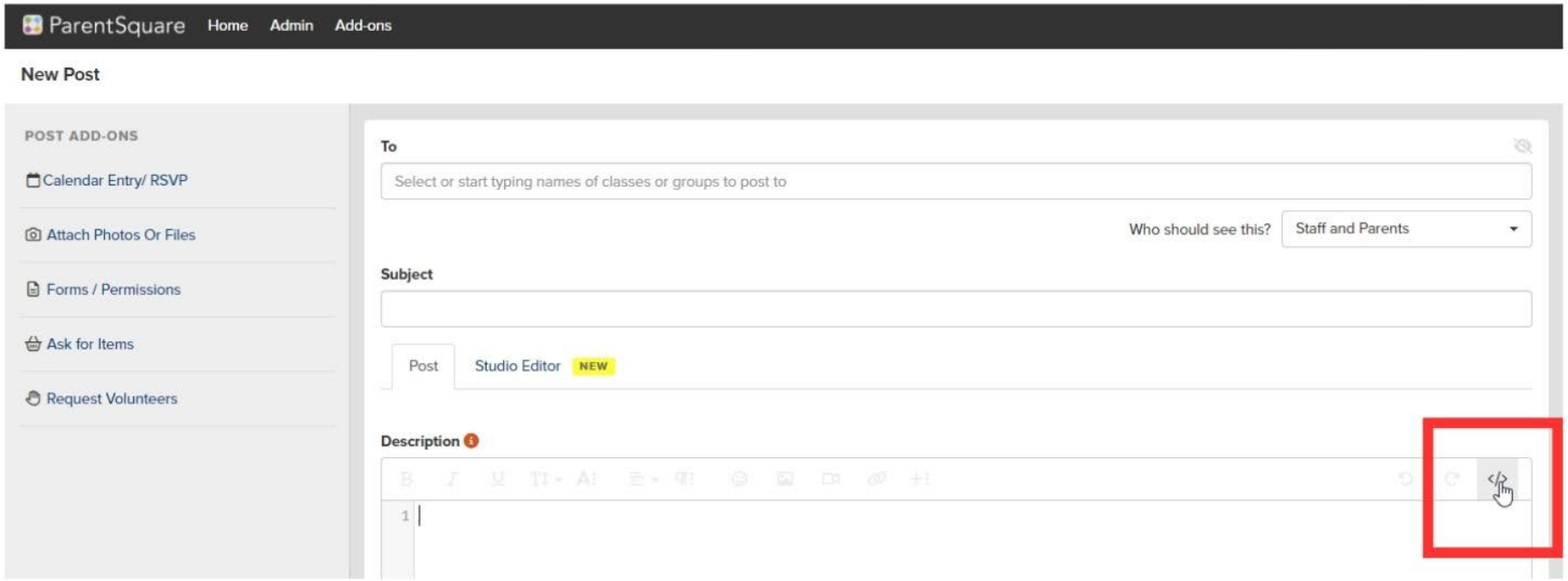
Option to use instead of SMORE

Studio Editor



Embedding a SMORE newsletter

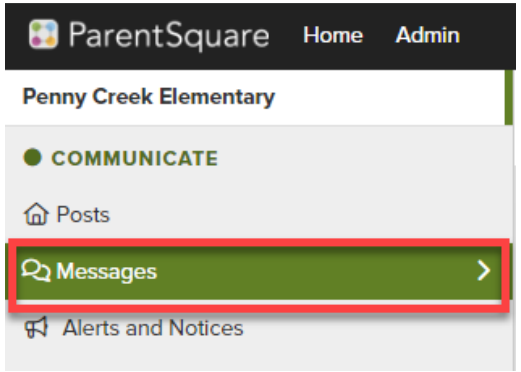
- Click on Posts and then “New Post”
- Click on </> in the tool bar, far right - “Code View”
- Paste the SMORE code into the box and then click on the </> icon again to see the embedded newsletter



DIRECT MESSAGES

- SIMPLE QUICK MESSAGES
- TO INDIVIDUALS OR SMALL GROUP
- 1:1 OR 1:FEW
- USED MOSTLY BY TEACHERS & COACHES

Model Direct Message



Step 1: Select “Messages” from the left navigation

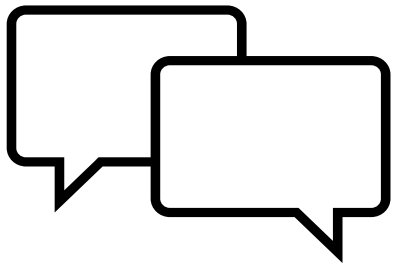
Step 2: Click "New Message"

Step 3: Draft your message (DO NOT SEND)

Sending Direct Messages

Here is a video tutorial for sending direct messages:

https://player.vimeo.com/video/924981392?h=6e58cba2b1

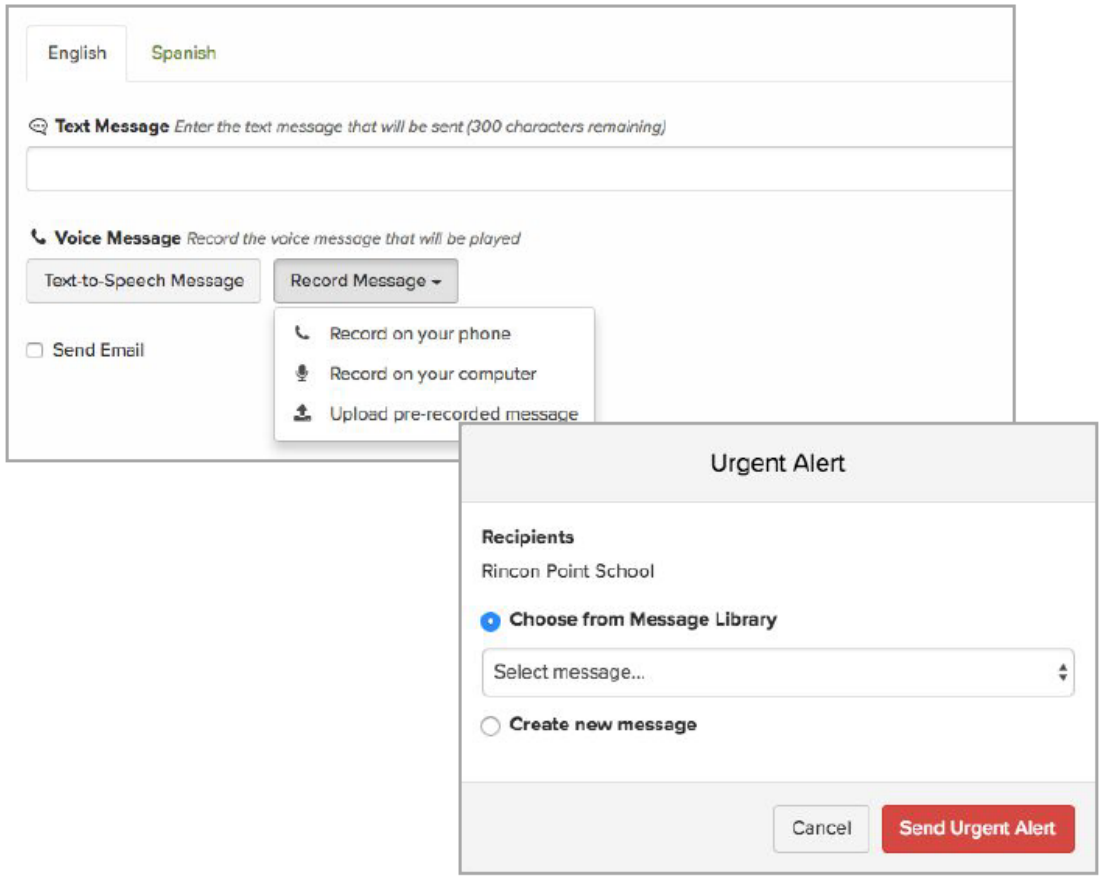


SMART ALERTS

- ONE WAY
- DISTRICT AND/OR BUILDING ADMIN ONLY
- DISAPPEAR FROM NEWS FEED AFTER 3 WEEKS

School & District-Wide Alerts

Early release today, Jan 14. Please remember to pick your child up at noon.



Text Message, App, Social

Your text message goes out as app notification and on Twitter and Facebook as well.

Voice Call

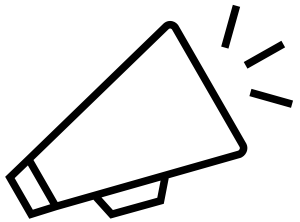
Most people prefer receiving a text message. Smart Alerts lets you deliver voice calls only when a text fails.

Email

You can choose to notify via text, voice, email or any combination.

Flexible Recipient List

Send to unlimited groups including auto creation of ELL, FRL and language groups for your District.



Model Smart Alerts

Step 1: Select “Alerts and Notices” from the left navigation

Step 2: Click "Manage Alerts" on the right

Step 3: Click "New Smart Alert"

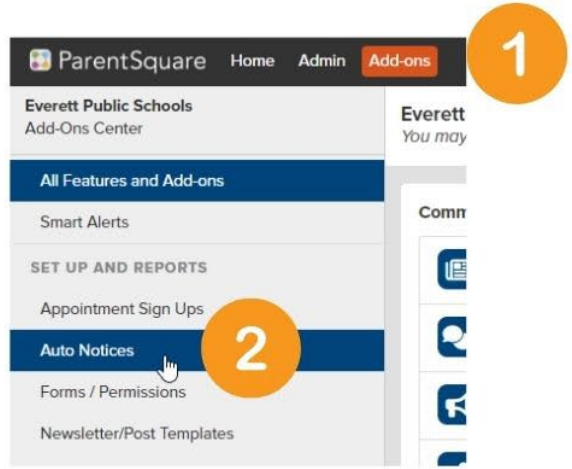
Step 4: Select your recipients and delivery method(s), and click Next. Review alert but DO NOT Notify.

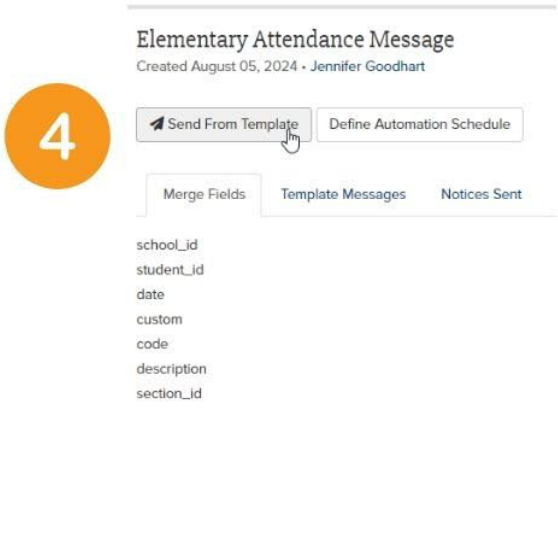
ATTENDANCE NOTICE

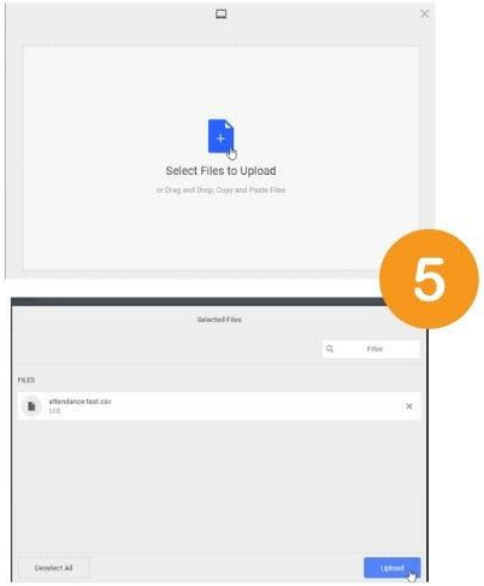
- UNDER AUTO NOTICE

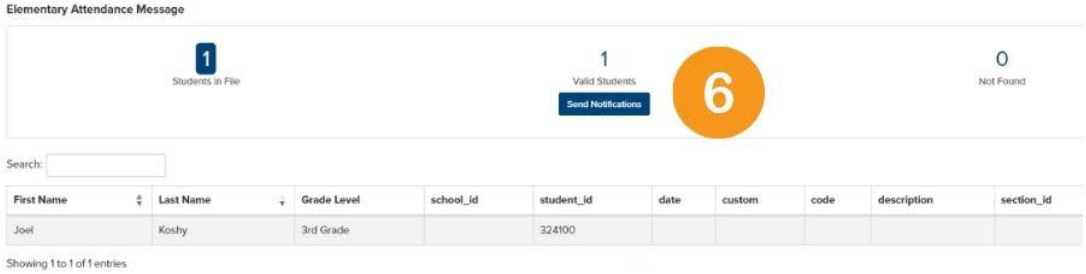
Attendance Notices

1. Click Add-ons
2. Click on Auto Notices
3. Click on title of notice you'd like to send
4. Click on Send from Template
5. Select Files to Upload, select CVC file and then Upload
6. Then review and click Send Notification





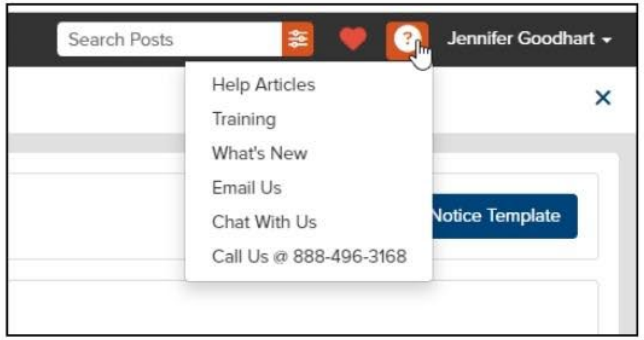




One thing to note is that the system will send a Text, and if it goes through, it will not send a voicemail. But if the text does not go through, it will send a voicemail.

Questions & Support

Help articles & Training within the platform

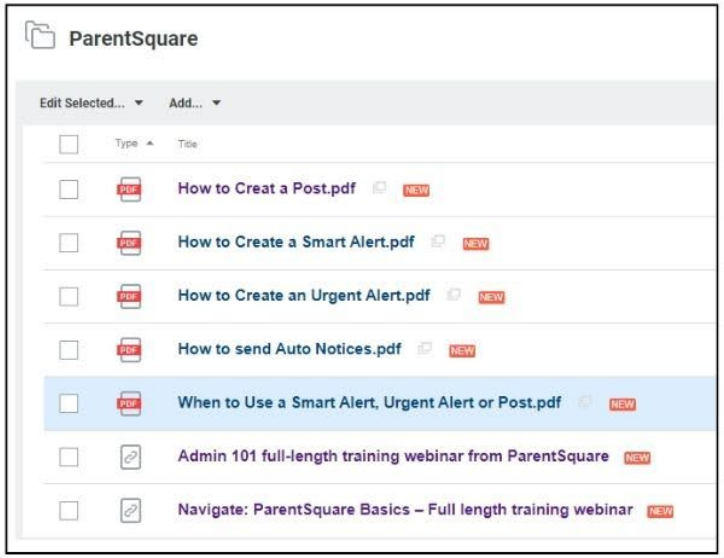


Resources

•Step-by-step how-to's in Docushare
https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-20328/Document-141858

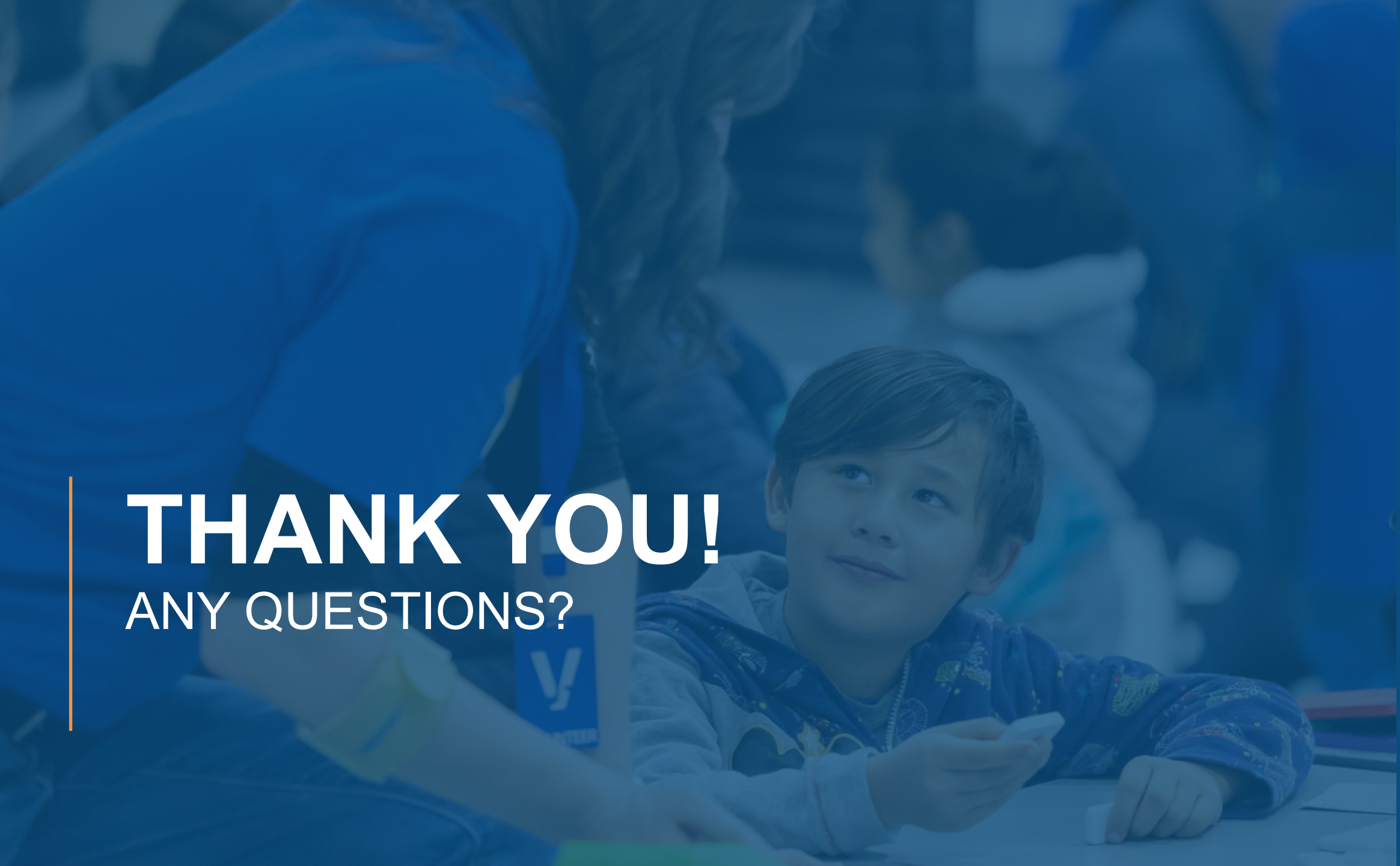
Helpful Training Videos

•Navigating ParentSquare Basics -
https://player.vimeo.com/video/823512457?h=a7876959e2
•Admin 101 Webinar -
https://player.vimeo.com/video/427748575
•Studio Editor Overview -
https://vimeo.com/985276883/2feaa004d9?share=copy



Launch Kit Resources

•https://www.parentsquare.com/launch/



THANK YOU!

ANY QUESTIONS?