ParentSquare™

Teacher Training Video
Preparation

Pre-Training

1) Activate ParentSquare Account

Teachers should activate their account before the training. Here's how to invite Teachers: Click Admin > Data Assistant. Click the Invite button on the Staff tab.

2) Check Teacher Group

Click the Groups tab on the left side of the Home page. Click on the Teacher group name and click the Directory tab on the left. Look through the group and make sure everyone is there who should be there. If you need to add or remove anyone from a group click **here**.

3) Assign Staff Permissions

You may have some staff or teachers who are not assigned to a specific class, but may need to post messages on ParentSquare (music teacher, art teacher, resource teacher). **Click here** to read how to assign User Permissions.

4) Ask to Bring Laptops

Teachers should bring their laptop so they can login and do a test post during the training.

Training Day

1) Login

Teachers should open a browser and go to **www.parentsquare.com** and click Sign In. They will enter their email and password and sign into your school ParentSquare portal. If anyone forgets their password they can click 'Forgot Password' on the sign in page to get a reset email.

2) Pause & Practice

The video will ask you to pause in 3 places. Having teachers post a message during the training is the most important step of the training.
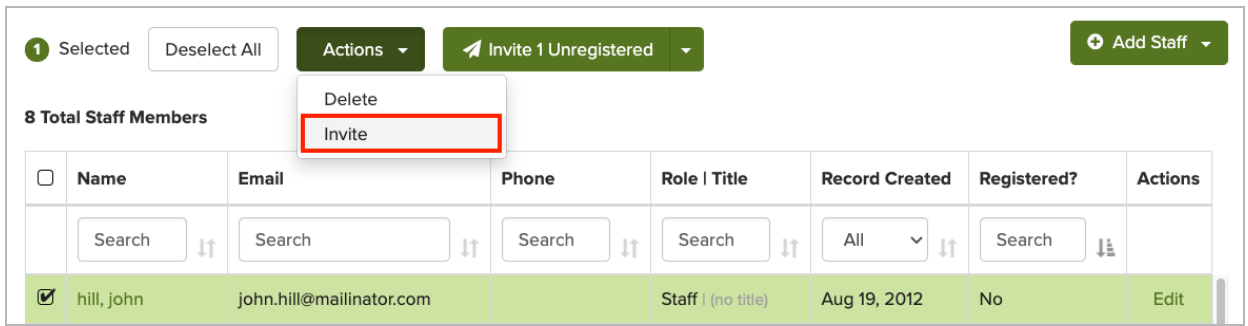
a) Post a test message to the Teacher Group.

b) Enter their cell phone # so they can receive emergency alerts. Parents cannot see any phone numbers!

c) View their class page, directory, calendar, photos/files and links.

Troubleshooting

1) I did not get my activation email?

a) Go to Admin > Staff > Click box next to the name of the teacher, and click Actions > Invite.

b) The activation email may be in the teacher's junk/spam email box.

c) The email is incorrect. Click on the teacher's name and click Edit. Enter in the correct email and click Save. Click Invite box to send activation email to the correct email (If we are synced with your SIS system, please also correct the teacher email in your SIS system). Help page **here**.

2) I do not see the Admin or Add-Ons tabs?

a) This indicates you may have a teacher or staff member who is not assigned to a specific class. You will need to give that user a user permission. Go to Admin > User Permission > Assign > Search for the user in the search box and click their name then assign their role (usually Admin or Data Admin) and then click Assign. Help page **here**.

3) I do not see the Teacher Practice Group when I go to post?

a) You can add them to the teacher group. Click on the Group tab and run your mouse next to the Teacher Group > click on the gear icon and then under Add User by Name or Role. Search for the user and click the box next to their name to highlight them and click Save. Help page **here**.

4) I do not see the Teacher Practice Group when I go to post?

a) Click the **?** in the top right to search our help pages for the answers or jump on live chat during business hours.

b) Email **support@parentsquare.com** any questions that came out of the training.