



Laveen
SCHOOL DISTRICT

Parent Square Teacher's Guide

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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, you can start using ParentSquare right away to send messages to your families, share pictures and request participation.

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

Add Teacher, Room Parent or Teacher Assistant to a Class

Do you have a co-teacher, room parent, or teacher assistant that you want to add to your class? Adding class staff will allow them to post to your class and receive notifications of class posts. Follow the step-by-step directions below to add a room parent or teacher assistant.

How to Manage Class Staff

The screenshot shows the ParentSquare Admin interface for Lincoln Elementary School. The top navigation bar includes 'ParentSquare', 'Home', 'Admin' (highlighted with a yellow box), and 'Add-ons'. The left sidebar menu is divided into two sections: 'Dashboard' and 'Data Assistant'. Under 'Dashboard', there are options for 'Overall Snapshot', 'Reach & Deliverability', 'Feature Usage', 'Interaction', and 'Distribution'. Under 'Data Assistant', there are options for 'Students' and 'Classes', with a yellow arrow pointing to 'Classes'. The main content area displays 'Dashboard' and 'OVERALL SNAPSHOT' with a large number '47' and the text 'STUDE' below it.

From **Admin**, select **Classes** under Data Assistant.

How to Manage Class Staff

Data Assistant



Edit existing classes as well as manage class staff.

0 Selected

9 Total Classes

<input type="checkbox"/>	Grade	Class	Status	Student Count	Posts Count	Teachers	Assistant Count	Room Parent Count	Actions
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4th Grade	4th Grade - Balistreri	Active	15	74	Samantha Schulz	2		
<input type="checkbox"/>	8th Grade	8th Grade - Schulz	Active	4	7	Samantha Schulz	2		
<input type="checkbox"/>	5th Grade	5th Grade - Iskander	Active	13	37	Robert Iskander	0	0	
<input type="checkbox"/>	1st Grade	1st Grade - Rojas	Active	11	57	CCS Demo Teacher	0	1	
<input type="checkbox"/>	1st Grade	1st Grade - O'Keefe	Active	2	28	Bonnie O'Keefe, Dorothy Gale	0	1	

Click **action menu (three dots)** next to the class and choose **Edit Class** or **Manage Class Staff**.

Edit Class gives you the option to edit the class **Name** and then **Save**.

How to Manage Class Staff

Manage Class Staff - Thomas 4th Grade Class

×

Full Name	Role	Title	Email	Phone	Actions
Tómas Abernathy	Teacher	Teacher	teacher@parentsquare.com	555-876-0912	
Rickie Effertz	Room Parent	Room Parent	rickie.72.effertz@mailinator.com		
Aaron Cole	Assistant/Other	Assistant	aaron.38.cole@mailinator.com	805-694-5293	
Abe Hermann	Room Parent	Room Parent	triomatt@gmail.com	127-530-3098	
 Search and select user to aut	Assistant/Other				

Add Row

Cancel

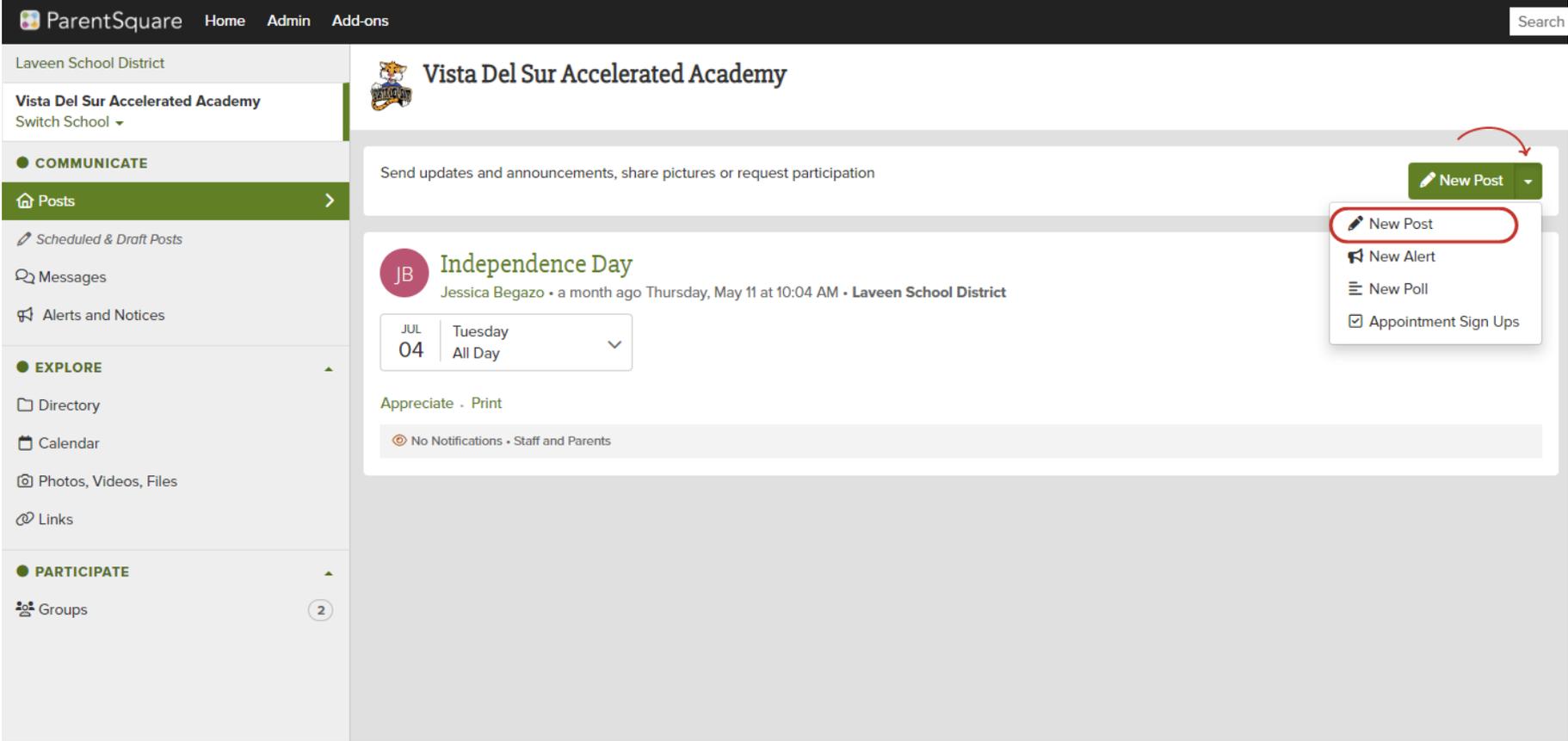
Save

Manage Class Staff allows you to add other Teachers, Room Parents, or Assistants. Click **Add Row**, fill out details and click **Save**.

Note: The member must already be in the school directory.

Note: Class staff will only receive class posts that are sent to their user role. If you add a staff user as a co-teacher, don't forget to send all of your class posts to **Staff and Parents** so that both your co-teacher and families receive it.

Send a Welcome Post



From Home,
click **New Post**.

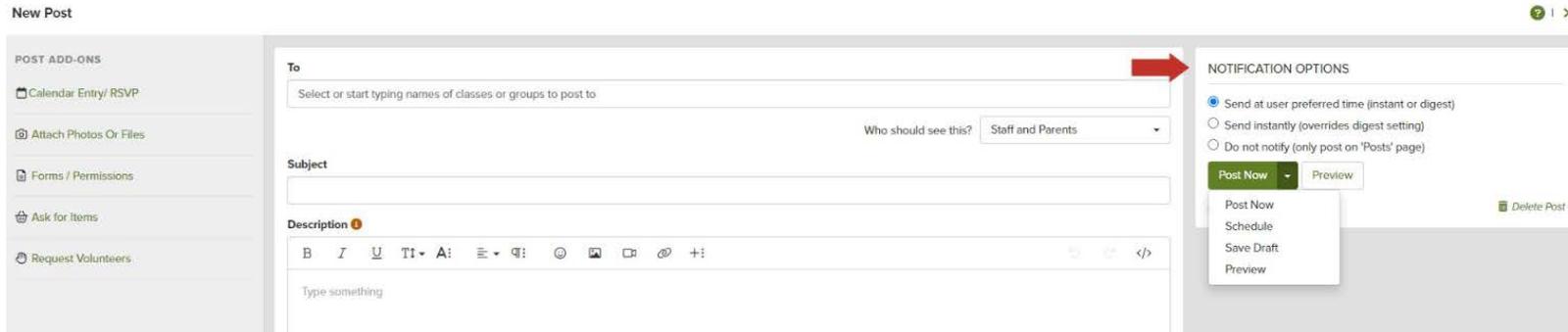
Send a Welcome Post

The screenshot shows the ParentSquare 'New Post' interface. At the top, there is a navigation bar with 'ParentSquare', 'Home', 'Admin', and 'Add-ons'. A search bar for 'Search Posts' and a user profile for 'Jessica Begoza' are also visible. The main content area is titled 'New Post' and features a sidebar on the left with 'POST ADD-ONS' including 'Calendar Entry/ RSVP', 'Attach Photos Or Files', 'Forms / Permissions', 'Ask for Items', and 'Request Volunteers'. The central 'To' field is a dropdown menu with the following options: 'Cheatham Elementary', 'Kindergarten', '1st Grade', '2nd Grade' (highlighted in green), '3rd Grade', '4th Grade', '5th Grade', and '6th Grade'. Below the dropdown is a text input area with the placeholder 'Type something'. At the bottom left of the form, there is a link to 'Click to edit Google-translated text for Spanish' and a button for 'Exit Translation'. On the right side, the 'NOTIFICATION OPTIONS' section includes three radio buttons: 'Send at user preferred time (instant or digest)' (selected), 'Send instantly (overrides digest setting)', and 'Do not notify (only post on "Posts" page)'. Below these options are 'Post Now' and 'Preview' buttons.

Click the **To** field.

A drop-down list will appear with your class name at the top. If you don't see your class name, try entering the first few letters into the "To" field. Select your class name.

Send a Welcome Post



Adjust **Notification Options** if needed.

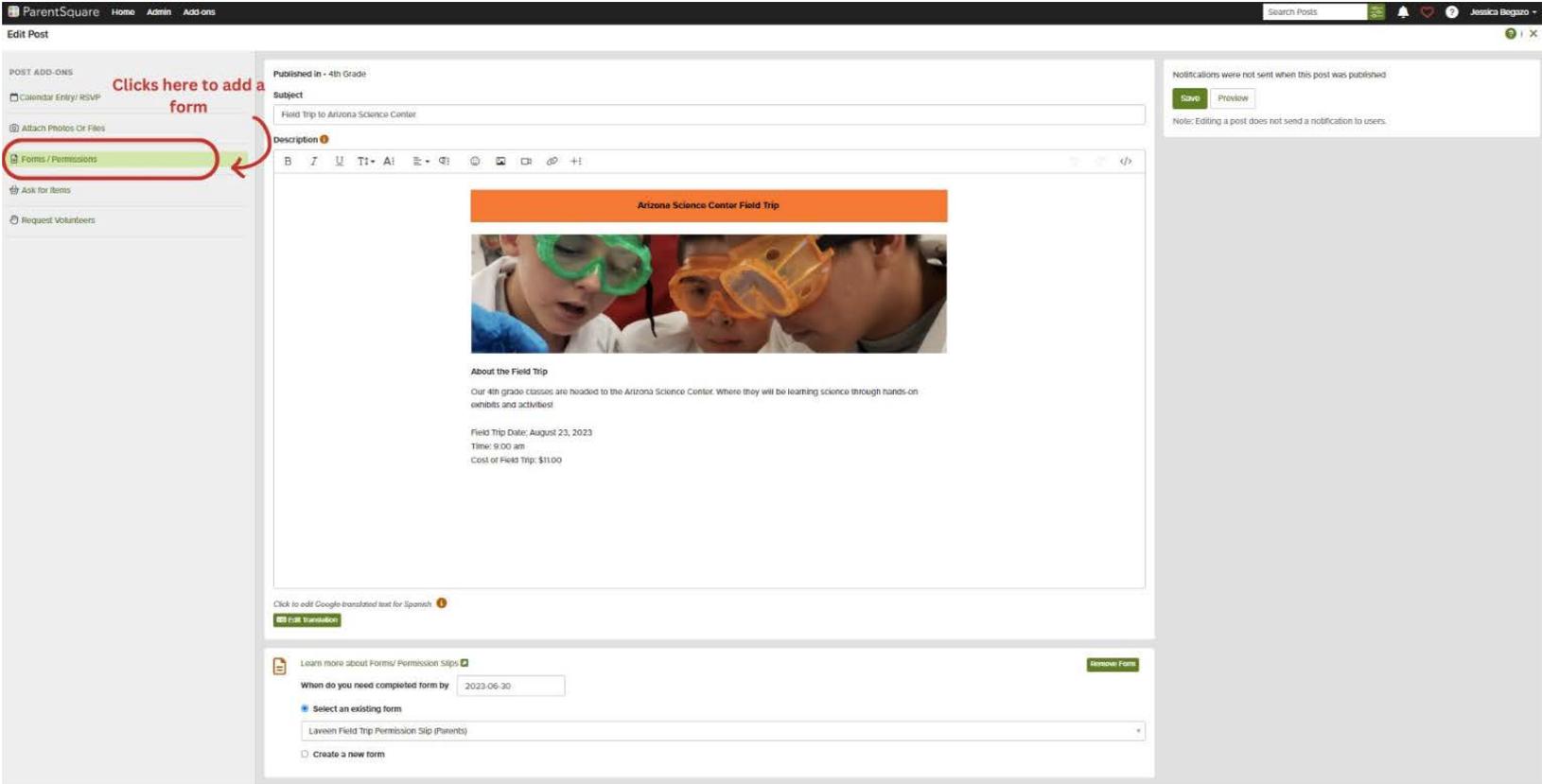
Before sending your post, be sure to look over the **Notification Options** in upper right.

If you want to notify parents immediately, click **Send instantly** (overrides digest setting - use only if necessary).

Otherwise, leave the default option selected: **Send at user preferred time** (instant or digest).

Click **Post Now**.

Adding Forms



Once you have created your post, you will see the post Add-Ons in the left sidebar.

Select **Forms/Permissions**.

Adding Forms

Click to edit Google-translated text for Spanish ⓘ

Edit Translation

Select Form

Field Trip Permission Slip

- Laveen Field Trip Permission Slip (Parents)
- Laveen Field Trip Permission Slip (Parents)

Click here for already created forms

Create a new form

Fill out the date you need the completed form by, then choose **Select an existing form** or **Create a new form**.

Note: The set date will act as a "cut off" time for form completion - parents will not be able to fill the form out after this date! For example, if the date selected is December 31, the form will be cut off after 11:59PM local time on December 31 and parents will no longer be able to complete the form.

Send a Direct Message

For teachers, direct messages are a quick and easy way to communicate with a parent/guardian or a small group of parents.

Read below to send your first direct message today!

How to Send a Direct Message

ParentSquare Home Admin Add-ons Search Posts Español Jessica Begazo

Laveen School District

Cheatham Elementary

Send updates and announcements, share pictures or request participation

New Post

Field Trip to Arizona Science Center
1 form • Jessica Begazo • 4 days ago Thursday, Jun 22 at 10:15 AM • 4th Grade

Arizona Science Center Field Trip

About the Field Trip
Our 4th grade classes are headed to the Arizona Science Center. Where they will be learning science through hands-on exhibits and activities!

EVENTS view all

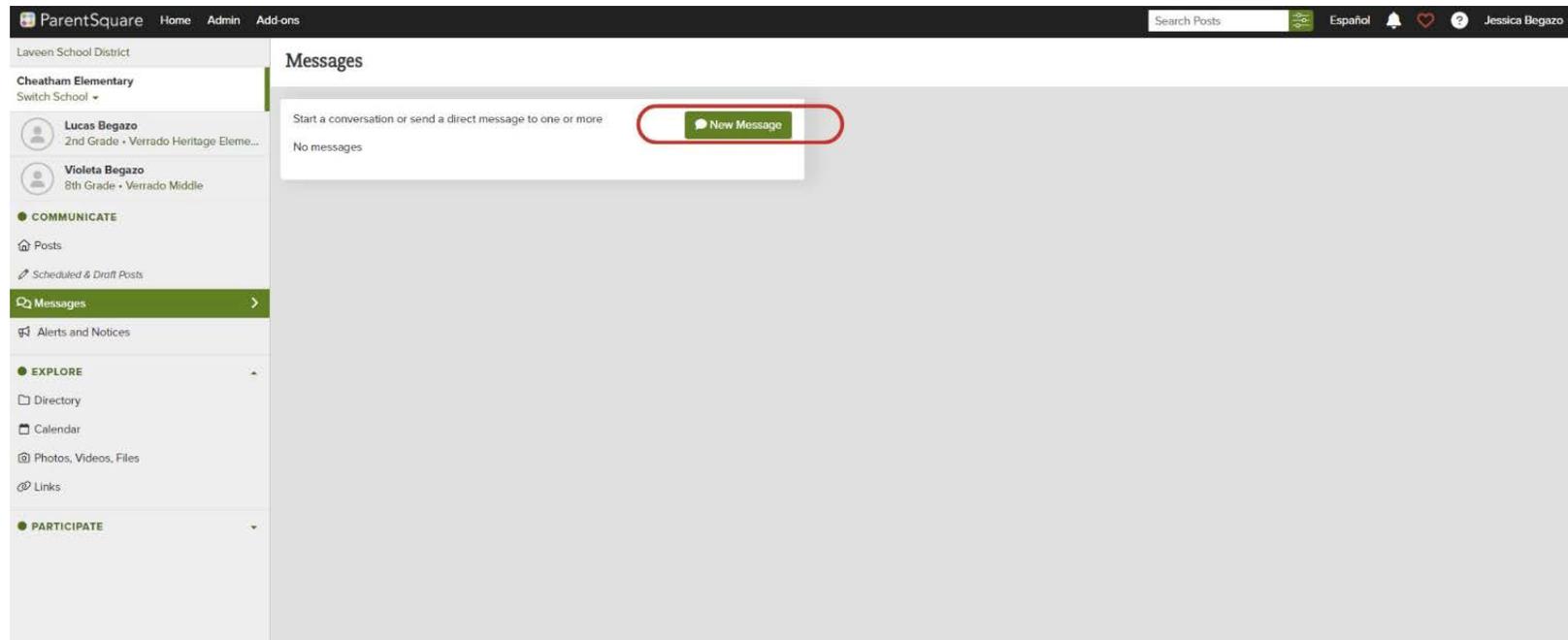
SUN	MON	TUE	WED	THUR	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8

- Jul 4 Independence Day
- Jul 24 New Teacher In-service
- Aug 7 First day of Classes

Privacy - Terms of Use

From **Home**, select **Messages** in left sidebar.

How to Send a Direct Message



Select **New Message**.

How to Send a Direct Message

New Message

Send a private message to one or more users. If sending to more than one user, you can choose to message individually or as a group.

Use **Quick Select Recipients** OR type in the name(s) of your recipient(s) in **Recipients**.

Quick Select Recipients *Only recipients with contact information will be added*

Send to selected **students**
 Send to **parents** of selected students

Quick Selection

Filter: Showing 1 to 7 of 7 entries

<input type="checkbox"/>	Name	Parents/ Title
<input type="checkbox"/>	Abbott, Veda	Group: Spring - Girls Basketball Group: Parent Club Executive Board
<input type="checkbox"/>	Adams, Kellie	Parents: Acebu Mobile, Acebu Teacher
<input type="checkbox"/>	Admin, ParentSquare	Group: Leah Test
<input type="checkbox"/>	Gonzalez, Maria	Group: Spring - Girls Basketball
<input type="checkbox"/>	Hane, Bernardo	Parents: Jarod Hane

Recipients You can add recipients by typing their name  **Type in name here**

Recipients (search by parent, staff, or student name)

How to Send a Direct Message

New Message

Send a private message to one or more users. If sending to more than one user, you can choose to message individually or as a group. ✕

Quick Select Recipients

Filter: Showing 1 to 3 of 3 entries

	Name	Title
<input type="checkbox"/>	Iskander, Robert	Teacher: 5th Grade - Iskander
<input type="checkbox"/>	Test, Leah	Teacher: 5th Grade - Iskander
<input type="checkbox"/>	Wilkes, Ashley	Teacher: 5th Grade - Iskander

Recipients You can add up to 50 recipients by typing their name 2/50 Recipients

Eric Johnson Sally Smith

Private Message A separate conversation will be created for each participant, like BCC. Each participant will only see messages from you.

Group Message There will be one conversation for all participants, like CC. Each participant will see messages from everybody else.

Message

Message

 Send

Choose between group message or private

If you have two or more people in a direct message you will have the choice to send a **Private Message** or a **Group Message**.

- 1. Private Message (one-to-one):** a separate conversation will be created for each participant, like BCC. Each participant will only see messages from you.
- 2. Group Message:** there will be one conversation for all participants. Each participant will see messages from everybody else.

Complete the **Message** field.
(Optional) Add photos or files to your message.
Click the **paperclip icon** in lower left.

When done, click **Send**.

Translations

Example of a direct message sent in English:

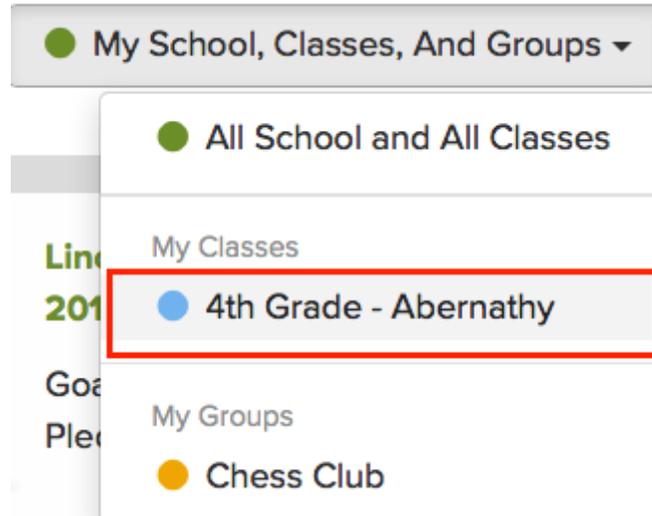
The screenshot shows a dark navigation bar at the top with 'Admin' and 'Add-ons' on the left, a 'Search Posts' input field, and notification icons (bell, heart, question mark) followed by the user name 'Tomas Abernathy'. Below the bar, the recipient is identified as 'Alexa Schaefer, John Schaefer' with a lock icon and 'Private Message' below it. The message content is from 'Tomas Abernathy' (TA) and is dated 'Tue 5/23, 3:19 pm'. The text of the message reads: 'Hi Mr. and Mrs. Schaefer. This is just a reminder that your daughter, Josephine, will be receiving the Lincoln Honor Award this Wednesday. The ceremony will be held at 3:30 in the auditorium. Feel free to message me through ParentSquare if you have any further questions about the award or the ceremony.' To the right of the message is a 'FILES' section with the text 'No files in this conversation.'

Type your message in the language you have set for ParentSquare. ParentSquare will automatically translate your message into the preferred languages of your recipients. When a recipient replies in their preferred language, it will translate into the language you've set.

Example of a direct message received in Spanish:

The screenshot shows a dark navigation bar at the top with 'Búsqueda de Noticias' in the center, notification icons (bell, heart, question mark), and the user name 'Alexa Schaefer'. Below the bar, the page title is 'Mensajes'. There is a white box with the text 'Iniciar una conversación o enviar un mensaje privado a una o más' and a green 'Nuevo Mensaje' button. To the right is a blue informational box: 'El mensaje que escribe se envía a cada usuario individualmente. También puede crear un mensaje de grupo para comunicación en grupo.' The message content is from 'Tomas Abernathy' and is dated 'mar 5/23, 3:19 pm'. The text of the message reads: 'Hola, Sr. y Sra. Schaefer. Esto es sólo un recordatorio de que su hija, Josephine, recibirá el Lincoln Honor Award este miércoles. La ceremonia se llevará a cabo a las 3:30 en el auditorio. Siéntase libre de enviarme un mensaje a través de ParentSquare si tiene alguna pregunta sobre el premio o la ceremonia.' Below the message text is a green icon and the text: 'Este mensaje fue traducido automáticamente. Ver mensaje original.'

Add Events to Your Class Calendar



From Calendar

From **Home**, click on the filter in the top right under your name. From the drop-down menu, click on your class.

Add Events to Your Class Calendar

Rincon Point School
Switch School ▾

Sage O'Keefe
1st Grade • Linco...

Johnny O'Keefe
2nd Grade • Mo...

Bonnie O'Keefe
4th Grade • Rinc...

COMMUNICATE

Posts ▶

Scheduled & Draft Posts

Messages

EXPLORE ▲

Directory

Calendar

Photos & Files

Links

Rincon Point School
NURTURING FUTURE LEADERS

Send updates and announcements, share pictures & participation

PR **Bake sale - Feb 05**
1 RSVP • 1/21 Items • 0/14 Sign Ups • 1 file •
8:07 AM • Rincon Point School

This is a repeating event, it repeats: Monthly until
Previous

FEB 05 | Wednesday 7:00 PM - 9:00 PM ▼

RSVP

Yes, I will attend

No, I cannot attend

Hello Parents!
Bake sales will now be held on the 5th of every mor
Please consider donating your time and talent just c
goodies- all other items (ie. register, tables, etc) will

In the left sidebar, click **Calendar** in the Explore section.

Add Events to Your Class Calendar

4th Grade - Balistreri Calendar

Click on a date or date range to create. You can also display events from a [Google Calendar](#) or [ICS Calendar](#). New Event

< > today February 2020 month week day Subscribe Download Print

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

You will see a monthly calendar page for your class. To see upcoming months, click the **>** (arrow) button above the calendar.

Add a Calendar Entry ×

Note: No post will be created on posts page and no email will go out.

Event For

Event title

Event time All Day
 [Remove end time](#)

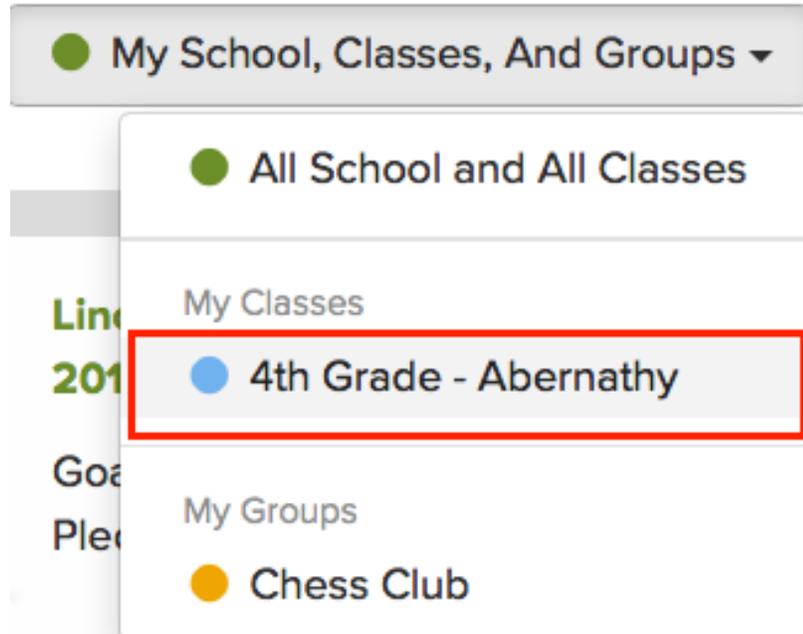
Submit Cancel

To add events to the calendar, click on a desired day or click and drag your cursor across multiple days.

Then, in the pop-up window, enter a title in **Event Title** field. In the field, **Event For**, enter the name of your class.

Click **Submit**.

Add Events to Your Class Calendar

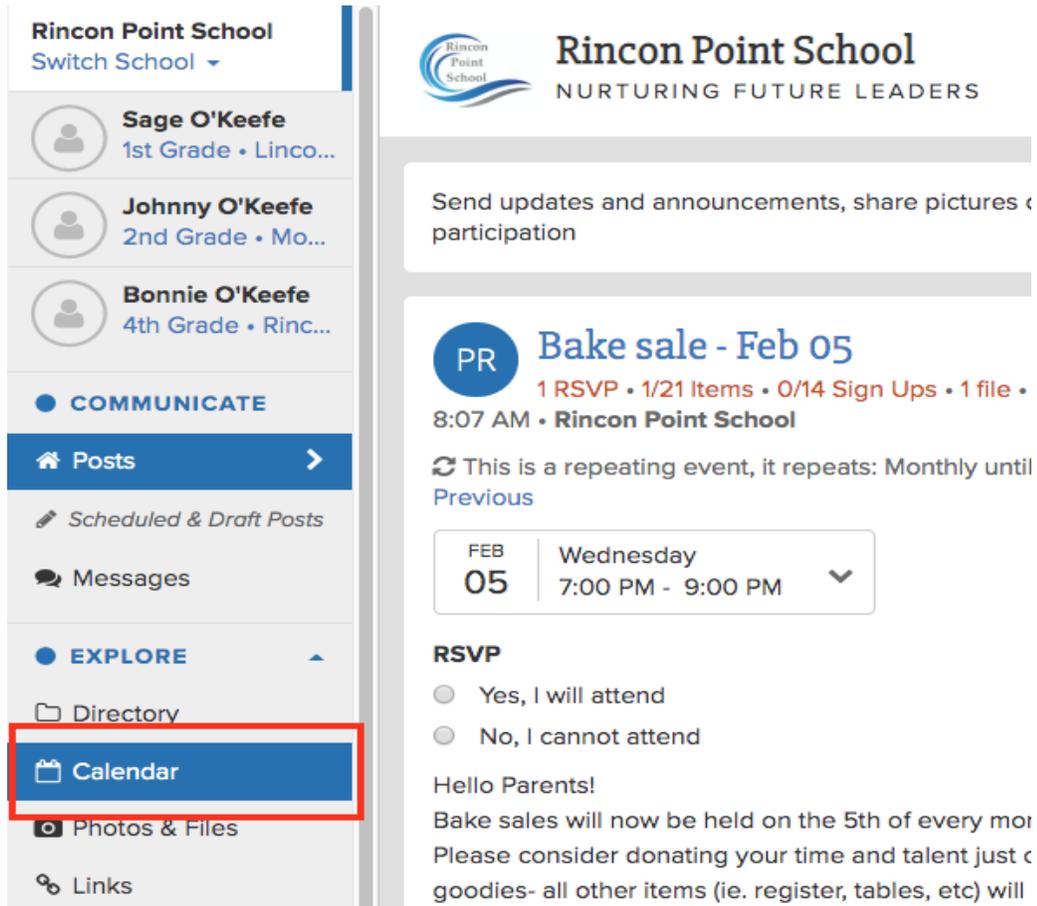


From Posts

Unlike the above method, **creating an event with posts WILL send out a notification.** The event will also appear on the Posts page for your class.

From Home, click on the filter in the top right under your name. From the drop-down menu, click on your class.

Add Events to Your Class Calendar



The screenshot shows the Rincon Point School class page. On the left sidebar, the 'Calendar' option is highlighted with a red box. The main content area displays a post for a 'Bake sale - Feb 05' event, including details like '1 RSVP', '1/21 Items', and '0/14 Sign Ups'. The event is scheduled for Wednesday, February 5th, from 7:00 PM to 9:00 PM. Below the event details, there are RSVP options: 'Yes, I will attend' and 'No, I cannot attend'. The post text reads: 'Hello Parents! Bake sales will now be held on the 5th of every month. Please consider donating your time and talent just as goodies- all other items (ie. register, tables, etc) will'.

In the left sidebar, click **Calendar** in the Explore section.

You will be taken to a monthly calendar page for your class.

Click **New Event** in upper right.

Add Events to Your Class Calendar

To

× 4th Grade - Abernathy

Subject

National Parent Engagement Week

Description

Bold *Italic* Underline Small      

To celebrate National Parent Engagement Week, our class will be hanging posters around the school. Click on the link below to get a printable version of the posters.
<http://parentsquare.com/sectios/00/files/poster.png>

* You can use Google™ Translate to translate from English to user's language 



2017-01-16 **All Day**

2017-01-20 [Remove end time](#)

Send Reminder (Click to send event reminder notification)

Request RSVP (Click if you want users to RSVP for this event)

NOTIFICATION OPTIONS

Include students

Send at user preferred time (instant or digest)

Send instantly (overrides digest setting)

Email (Immediate) 4

Email (Digest at 6 PM today) 1

Text (Immediate) 2

App Notification (Immediate) 3

Post Now ▾

A "New Post" page will open with the "To" field filled out for your class and "Calendar Entry" included.

- Subject:** Enter the name of your event.
- Date:** Select a start date for the event. If the event will take place over several days, click **Add end time** below the first date.

Click **Post Now**.

Upload Files

The screenshot shows the ParentSquare interface for Rincon Point School. The top navigation bar includes 'ParentSquare', 'Home', 'Admin', and 'Add-ons'. The left sidebar has sections for 'COMMUNICATE' (Posts, Messages, Alerts) and 'EXPLORE' (Directory, Calendar, Photos & Files, Links, Archives). The 'Photos & Files' section is highlighted. The main content area shows 'Rincon Point School Files' with a 'Files' tab selected. A list of files is displayed, including folders like 'Astronomy Day', 'Parent Handbook', 'Student Handbook', and 'Lunch Menus'. A '+ Add Files' button is circled in red, and a gear icon next to it is also circled in red, with a dropdown menu showing 'Edit/Add Files', 'Delete', and 'Get a link'.

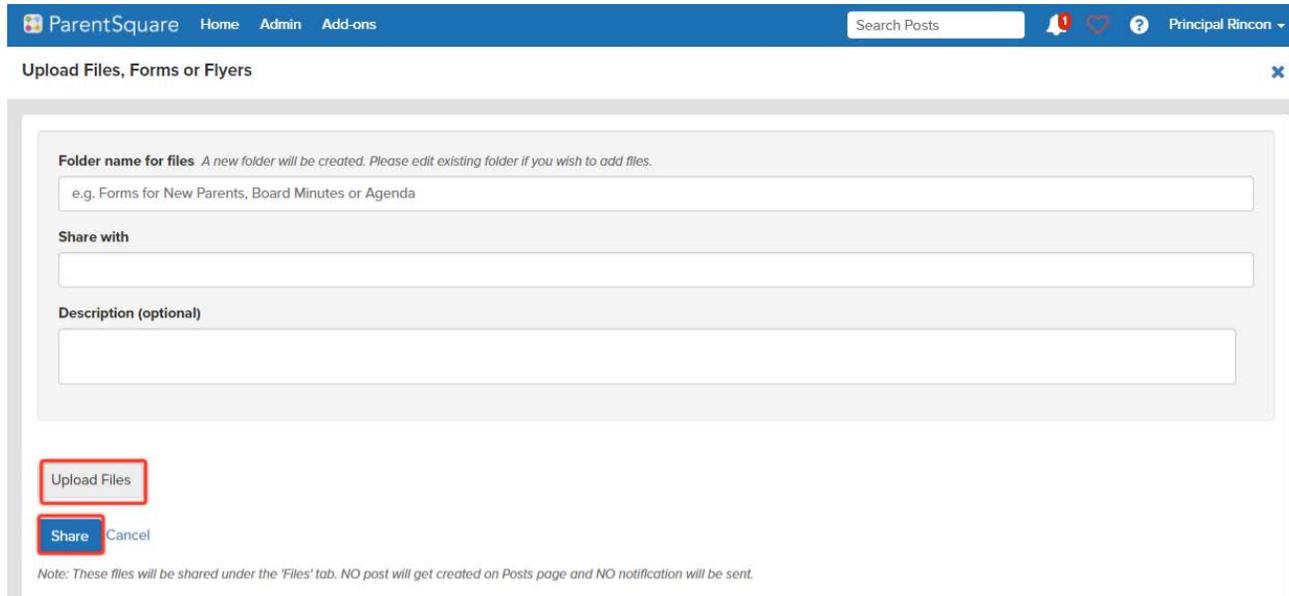
Upload Files without Notifications

Files will be shared under the "Files" tab. NO Post will be created on the Posts page and NO notification will be sent. To turn these handouts into a post, follow the tutorial [below](#).

1. From **Home**, select **Photos & Files** on the left navigation bar in the Explore section.
2. Select the **Files** tab.
3. There are two ways to add files:

- Click **+ Add Files**: to create a new folder and add files in it.
- Click **options (gear) icon**: to add a file(s) to an existing folder. Select **Edit/Add Files** and follow the prompts.

Upload Files



ParentSquare Home Admin Add-ons Search Posts Principal Rincon

Upload Files, Forms or Flyers

Folder name for files A new folder will be created. Please edit existing folder if you wish to add files.

e.g. Forms for New Parents, Board Minutes or Agenda

Share with

Description (optional)

Upload Files

Share Cancel

Note: These files will be shared under the 'Files' tab. NO post will get created on Posts page and NO notification will be sent.

Enter a **Folder name for files**: enter appropriate folder name.

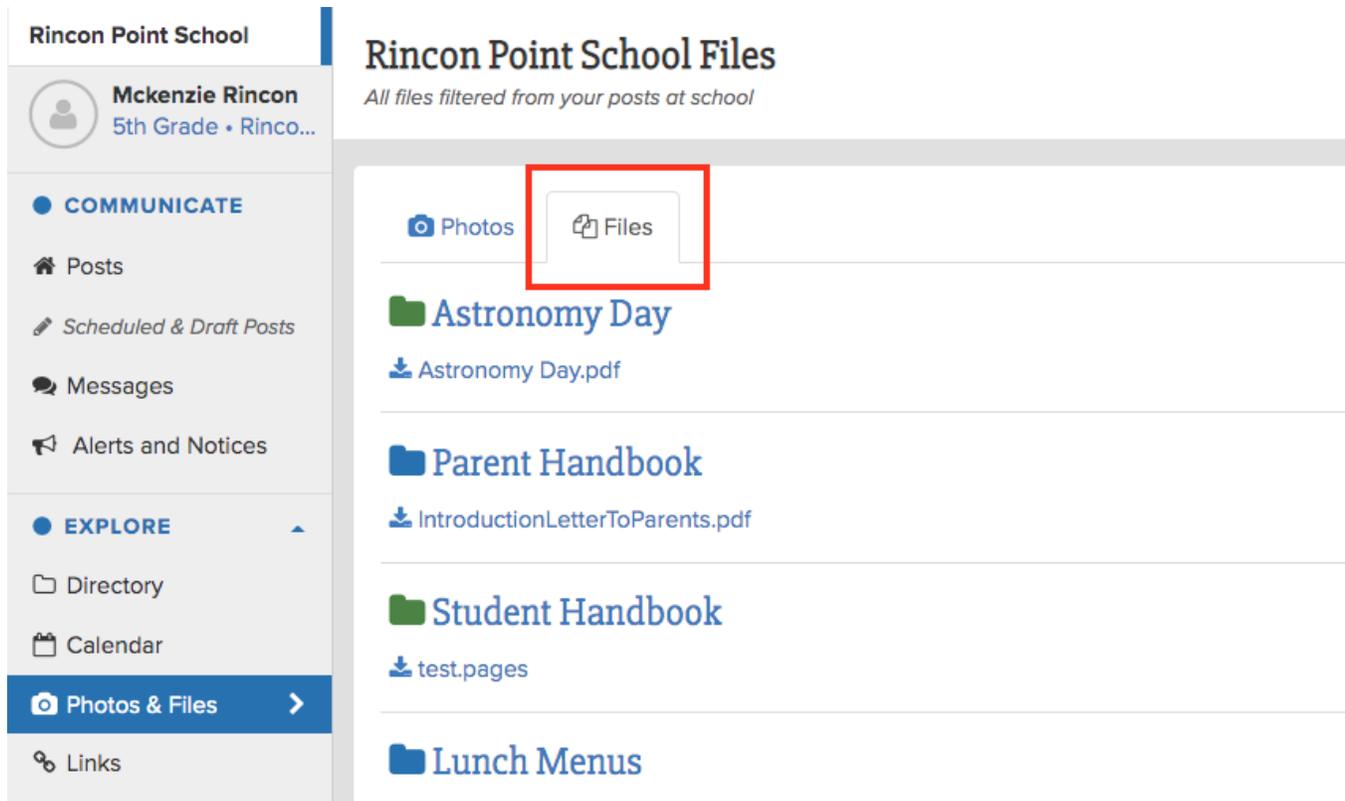
Select who to **Share with**: enter the name of your school or group.

Provide a **Description** (optional): enter description of folder.

Click **Upload Files** and follow the prompts.

Click **Share**.

Upload Files



Rincon Point School

Mckenzie Rincon
5th Grade • Rinco...

COMMUNICATE

- Posts
- Scheduled & Draft Posts
- Messages
- Alerts and Notices

EXPLORE

- Directory
- Calendar
- Photos & Files**
- Links

Rincon Point School Files

All files filtered from your posts at school

Photos Files

Astronomy Day

Astronomy Day.pdf

Parent Handbook

IntroductionLetterToParents.pdf

Student Handbook

test.pages

Lunch Menus

Send Notifications for Uploaded Files

Send a post with files. Choose from notifications options to notify or not to notify.

From **Home**, select **Photos & Files** in left sidebar. Click **Files** tab near the top of page.

Upload Files

The screenshot displays the 'Rincon Point School Files' interface. At the top, there is a header with the school name and a filter dropdown set to 'All Schools, Classes, Groups'. Below the header, there are tabs for 'Photos' and 'Files', and a '+ Add Files' button. The main content area shows a list of files. The first file is 'Astronomy Day', which has a gear icon to its right. The second file is 'Parent Handbook', which also has a gear icon. A context menu is open over the 'Parent Handbook' file, showing four options: 'Post and Notify' (highlighted), 'Edit/ Add Files', 'Delete', and 'Get a link'. The third file, 'Student Handbook', is partially visible at the bottom.

Click **options (gear) icon** to the right of your uploaded files. From the drop-down menu, select **Post and Notify**.

A new post page will be generated with the files attached.

Click **Post and Notify Options** on the right side of page.

Access Your Class Directory

Rincon Point School - Demo
Switch School ▾

COMMUNICATE

- Posts
- Scheduled & Draft Posts

EXPLORE

- Directory**
- Calendar
- Photos, Videos, Files
- Links
- Resource Hub

PARTICIPATE

ARCHIVES

4th Grade - Washington Directory

Staff - 4th Grade - Washington	
O'Keefe, Bonnie	Assistant: 4th Grade - Washington
Washington, George	Teacher

Students & Parents - 4th Grade - Washington	
Students	Parents
Hodkiewicz, Sanford	Hodkiewicz, Elinore Kohler, Robin Mitchell, Emilie
Jacobs, Shanel	Jacobs, Shyann
Kihn, Celestino	Buckridge, Janelle Kihn, Miller
Koelpin, Leilani	Koelpin, Elian
Kuhic, Dalton	Kuhic, Rubie

Directories list the staff members, students, and their parents/guardians. Directories may be hidden from parents/guardians, depending on your school settings. Admin will always be able to view directories. Teachers will always be able to view their classroom directories.

1. From **Home**, click the **drop-down menu** (filter) in the box in the upper right. From the drop-down menu, select your class. *Note: Default view shows "My School, Classes and Groups".*

1. In the left sidebar, select **Directory** in Explore section.

How to Create a Volunteer Sign Up Post

New Post

POST ADD-ONS

- Calendar Entry/ RSVP
- Attach Photos Or Files
- Forms / Permissions
- Ask for Items
- Request Volunteers**
- Request Payment

To

Select or start typing names of classes or groups to post to

Post as Principal Rincon

Who should see this? Staff and Parents

Subject

Description

B I U

Type something

NOTIFICATION OPTIONS

- Send at user preferred time (instant or digest)
- Send instantly (overrides digest setting)
- Do not notify (only post on 'Posts' page)

Post Now Preview

Create a Volunteer Sign Up Post

Volunteer Sign Ups makes it easy to recruit help for your class or school.

This page will take you through the steps to create a volunteer sign up post. See left sidebar for more information on volunteer and wish list sign ups.

1. From **Home**, click **New Post**. Fill out **To** and **Subject** fields and **Description** (optional).

2. On the left, you will see **Post Add-ons**.

3. Click **Request Volunteers**.

How to Create a Volunteer Sign Up Post

Learn more about Volunteer Lists [?](#)

When do you want people to volunteer/ sign up? (optional) [Remove Date](#) [Remove All](#)

What do you want people to do?	Task Time (optional)		Needed	
Make sure parents sign in	06:45 PM	09:00 PM	2	X
Pass out flyers	06:45 PM	09:00 PM	3	X

[Add Task](#) [Repeat](#)

[Add Another Day](#)

- In the Volunteer section, fill in:
 - **Date to volunteer** (optional)
 - **Description of task** (e.g., chaperone)
 - **Task Time** (optional) - start and end times
 - **Needed** (the number of volunteers needed)
 - To add additional tasks, click **Add Task** and fill in the newly created fields.

If the event lasts multiple days, click **Add Another Day**. If the event is recurring (e.g., weekly), click **Repeat**.

When ready, click **Post Now**

How to Create Wish List Sign Up Post

Learn more about Volunteer Lists [🔗](#)

When do you want people to volunteer/ sign up? (optional) [Remove Date](#) [Remove All](#)

What do you want people to do?	Task Time (optional)		Needed	
Make sure parents sign in	06:45 PM	09:00 PM	2	X
Pass out flyers	06:45 PM	09:00 PM	3	X

[Add Task](#) [Repeat](#)

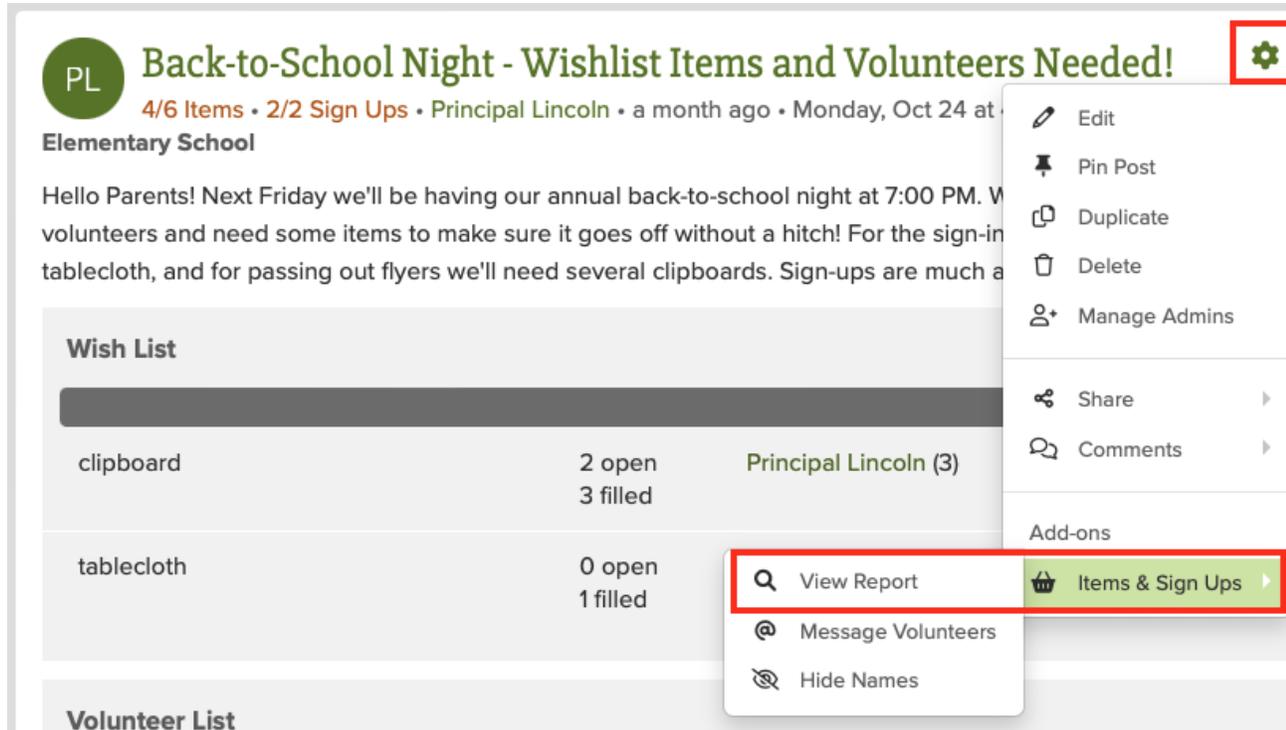
[Add Another Day](#)

- In the Ask for Items section, fill in:
 - date the items are needed** (optional).
 - description of what to bring** (e.g., paper plates).
 - quantity** needed (number of sign up slots).
- To request additional items, click **Add Item** and fill in the newly created fields.

To request items for an additional date, click on **Add Another Day**.

When ready, click **Post Now**

View Report for Sign Ups/Wish List



The screenshot shows a ParentSquare post titled "Back-to-School Night - Wishlist Items and Volunteers Needed!" from "Principal Lincoln" at "Elementary School". The post includes a "Wish List" section with two items: "clipboard" (2 open, 3 filled) and "tablecloth" (0 open, 1 filled). A menu is open over the post, with "View Report" and "Items & Sign Ups" highlighted in red. The "View Report" option is located in a sub-menu that also includes "Message Volunteers" and "Hide Names".

Item	Status	Assigned To
clipboard	2 open 3 filled	Principal Lincoln (3)
tablecloth	0 open 1 filled	

How to Access Report

There are two ways to access the sign up report.

From your ParentSquare Feed on Home:

1. Click the **Options** menu (gear) in upper right of a post and select **Items & Sign Ups > View Report**.

Creating an Appointment Sign up Post

The screenshot shows the ParentSquare interface for Thomas Jefferson School. The top navigation bar includes 'ParentSquare', 'Home', 'Admin', 'Add-ons', a search bar, 'Español', a notification bell, a heart icon, a help icon, and the user name 'Principal Jefferson'. The left sidebar has sections for 'COMMUNICATE' (Posts, Messages, Alerts and Notices) and 'EXPLORE' (Participate). The main content area shows a post titled 'Conference Sign Ups - 1st Grade' by Principal Jefferson, dated Thursday, Feb 18. A 'New Post' dropdown menu is open, showing options for 'New Post', 'New Poll', and 'Appointment Sign Ups', with the latter highlighted by a red box. The right sidebar contains an 'EVENTS' calendar, 'SIGN UPS & RSVPS', and 'PHOTOS' sections.

From **Home**, click the **New Post** drop-down menu and select **Appointment Sign Ups**.

Creating an Appointment Sign up Post

Pick appointment dates and times to generate a post with sign ups.
You can delete extra appointment slots on the next page.

Date

Tuesday, 03/08/2022	Remove
Wednesday, 03/09/2022	Remove

[Add Another Day](#)

Start Time *Time when first appointment starts e.g. 12:30 PM*

End Time *Time when last appointment ends e.g. 4:00 PM*

Recess *For two sets of appointments in one day*

Appointment Duration *e.g. 20 minutes*

 minutes

Break between Appointments *e.g. 5 minutes*

 minutes

Hide names of users who sign up

Limit to 1 appointment per user across all time slots

Next

Date	Select the first date. If appointments will be held on multiple days, click Add Another Day under the Date box.
Start time and End time	Enter the earliest start time for the first appointment and latest end time for the last. <i>Time slots can be removed on the next page as needed to fit your schedule.</i>
Recess	Select box if you will hold two sets of appointments in one day.
Appointment Duration	Enter the duration of each appointment in minutes.
Break between Appointments	Enter the amount of time (in minutes) between appointments. <i>Enter "0" if you do not want breaks in between.</i>
Hide names of parents who sign up	Select box to hide the names from other parents/guardians.
Limit to 1 appointment per user across all time slots	Select box to prevent parents/guardians from signing up for more than one time slot.

Creating an Appointment Sign up Post

Generate Appointment Sign Ups

The 'Next' button allows you to specify recipients, subject and description for your sign up post.

Sign up slot title *For each sign up slot e.g. Conference Time Slot, Vaccine Appointment, Chromebook Pick up*

Available spots in appointment slot *Number of people who can sign up for each slot*

Monday, 10/18/2021	Tuesday, 10/19/2021	Wednesday, 10/20/2021
03:30 PM - 03:55 PM 	03:30 PM - 03:55 PM 	03:30 PM - 03:55 PM 
04:00 PM - 04:25 PM 	04:00 PM - 04:25 PM 	04:00 PM - 04:25 PM 
04:30 PM - 04:55 PM 	04:30 PM - 04:55 PM 	04:30 PM - 04:55 PM 
05:00 PM - 05:25 PM 	05:00 PM - 05:25 PM 	05:00 PM - 05:25 PM 
05:30 PM - 05:55 PM 	05:30 PM - 05:55 PM 	05:30 PM - 05:55 PM 
06:00 PM - 06:25 PM  	06:00 PM - 06:25 PM 	06:00 PM - 06:25 PM 

[« Start Over](#) [Next](#)

You will see a list of appointment dates and times. Edit as needed.

Sign up slot title: (optional) edit title, e.g. Conference Time Slot, Vaccine Appointment, Chromebook Pick up.

Available spots in appointment slot: (optional) allow multiple people to sign up for each time slot.

Remove time slots that do not fit your schedule: click the **trash can** to the right of the time.

Creating an Appointment Sign up Post

To

x 4th Grade

Who should see this? Parents

Post as Hide

Principal Lincoln

Subject

Appointment Sign Ups - Lincoln's 4th Grade Class

Description ⓘ

B I U A: [List Icons] [Smiley] [Image] [Video] [+]

Hello Parents!

Please view the sign up list and find a convenient time for us to meet. Thank you and I look forward to seeing everyone!

NOTIFICATION OPTIONS

- Send at user preferred time (instant or digest)
- Send instantly (overrides digest setting)
- Do not notify (only post on 'Posts' page)

47	32
Instant	Digest
Immediate	Tonight

Post Now Preview

Now you can complete your post to recipients. Click **To** field to add a class or group.

Edit the **Subject** and **Description** of the post or use the template provided.