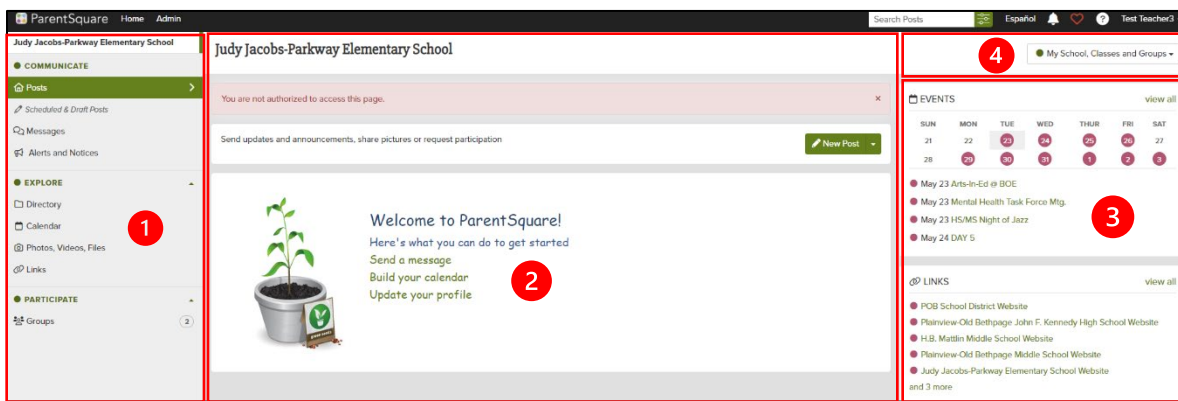




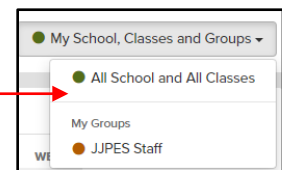
ParentSquare Quick Reference Guide | Navigation & Account Settings Teacher Level

Navigation Basics

Your **Posts** View, also known as your communication stream, will be displayed upon logging into ParentSquare. This view is based on your account setup and privileges.



1. The **left** side bar is to navigate to the different sections within ParentSquare. This section will change based on what menu option you choose to navigate to.
2. The **center** section is your feed, or stream of communications. Here posts and messages are displayed. Teachers don't have access to alerts and notices.
3. The **right** section is for quick access to calendars, events, links, or actionable items.
4. The **group** drop-down selector allows you to view schools, classes, and groups you are associated with. By using this selection, you will be able to see all posts across all groups or only those posts for a particular group. You can post and message to any group you are assigned to.



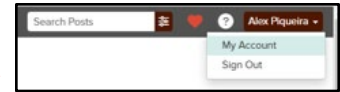
Note: The **Home** menu option (view) is your starting point. If you get lost in navigating ParentSquare, just click on **Home** to re-center yourself. The **Admin** menu option contains the dashboard view history, and data information based on your account access. It will also display **Classes** and **Students** information and allows you to invite students into the ParentSquare portal if unregistered.



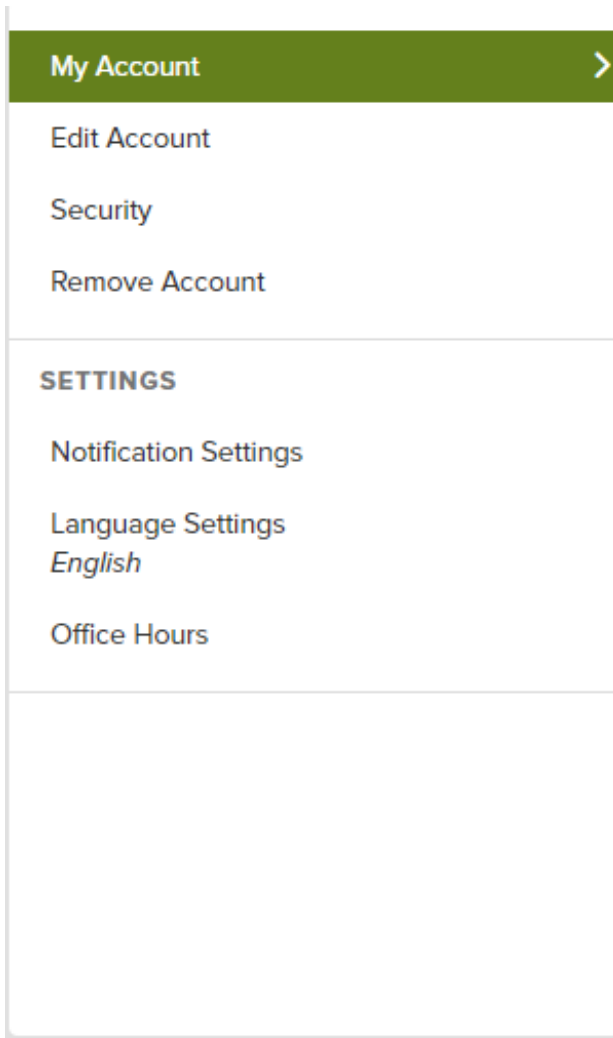
Account Settings

To edit information about you, your account, and how others see and communicate with you.

1. Click on your **Name** located towards the top-right of the screen and select **My Account**.



2. The left navigation side bar changes and now displays various account settings you can edit.
3. Features displayed below may or may not be visible to you based on your account access.



1. **My Account** displays buildings you are assigned to, contact information, and classes if appropriate. Make sure it is accurate.
2. **Edit Account** allows you to upload a picture of yourself and any additional information about you.
3. **Security** list all devices currently logged into your account like your desktop or mobile device.
4. **Notification Settings** determine how you receive Post notifications. Direct messages and alerts are received instantly.
 - a. **Off**-Turn off notification
 - b. **Instant**-Delivery of communication is instantly in real time.
 - c. **Digest-Default**-Receives all post around 6:00pm for the day in one single digest.

Note: Posts sent as immediate, as well as Direct Messages and Alerts, will all be delivered instantly to you.

5. **Language Settings** adjust how you want to receive a communication. In what language.
6. **Office Hours** let people know the best times they can reach you via **Direct Messaging**. Office Hours settings apply to all schools.

Help is always available by either contacting the Technology Office at 516.434.3090 or by opening a help desk ticket at <http://tickets.pobschools.org/>. Additionally, within ParentSquare, click the “?” question mark, located upper right to obtain additional training information from the vendor.

