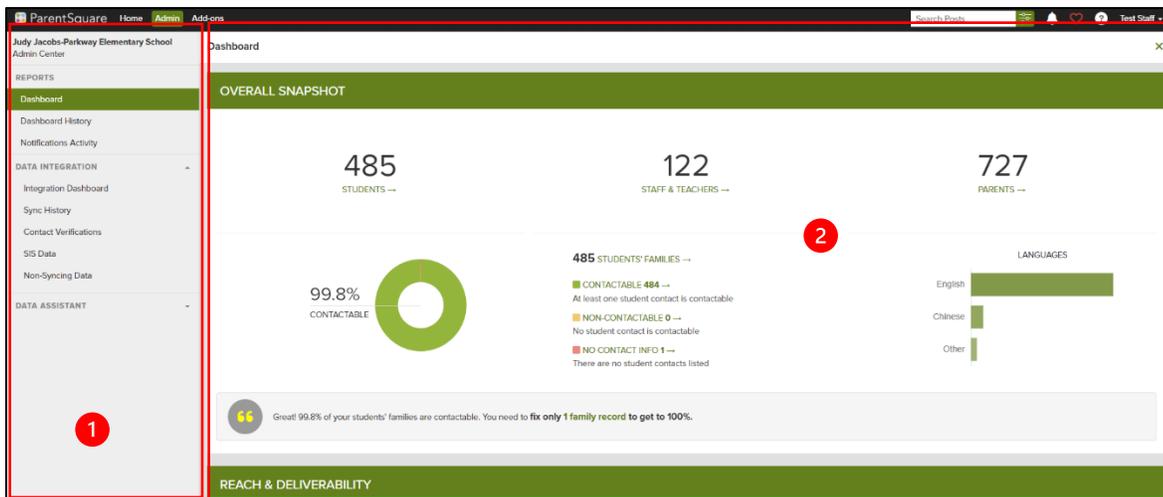




ParentSquare Quick Reference Guide | The Dashboard View Teacher Level

Dashboard View

Once you log into ParentSquare, located under the **Admin** menu option is the **Dashboard View** for your building.

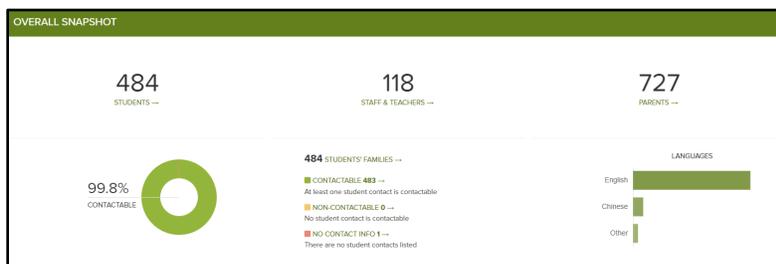


1. The **left** side bar is for navigating to the different sections of ParentSquare. This navigation section will change based on what menu option you choose to navigate to.
2. The **right** section, or center field, is used to display the overall school specific statistics.

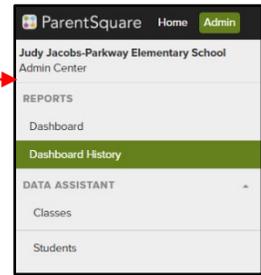
Understanding the Dashboard View

The dashboard view displays static information about your building.

1. How many students' families are contactable? Those families that are non-contactable or have no contact information assigned can be viewed.



2. Viewing the **Dashboard** will provide information about posts as well as **Reach and Deliverability**, **Usage**, **Interaction**, and **Distribution** statistics and information.
3. The left navigation bar will also contain additional information about the dashboard like **History**, **Classes**, and **Students** information.
4. You can view **Classes** and **Student** information for groups you are assigned to.
5. At any time you can choose **Home** from the top menu bar to return to the main stream view.



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.

