

## 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.

ParentSquare Home Admin Adm	d-ons		Search Posts 🛜 🛕 🔿 🍙 Test Staff 🔹	
Judy Jacobs-Parkway Elementary School Admin Center	Dashboard		×	
REPORTS				
Dashboard	OVERALL SNAPSHOT			
Dashboard History				
Notifications Activity				
DATA INTEGRATION	485	122	727	
Integration Dashboard	STUDENTS $\rightarrow$	STAFF & TEACHERS $\rightarrow$	PARENTS →	
Sync History				
Contact Verifications		2		
SIS Data		485 STUDENTS' FAMILIES →	LANGUAGES	
Non-Syncing Data	99.8%	■ CONTACTABLE 484 → At least one student contact is contactable	English	
DATA ASSISTANT -	CONTACTABLE	NON-CONTACTABLE 0 No student contact is contactable	Chinese	
		■ NO CONTACT INFO 1 → There are no student contacts listed	Other	
1	Great 99.8% of your students' families are contactable. You need to <b>fix only 1 family record to get to 100%.</b>			
	REACH & DELIVERABILITY			

- 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 statical 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.

484 STUDENTS ->	118 Staff & TEACHERS	727 Parents →
	484 STUDENTS' FAMILIES →	LANGUAGE
99.8%	CONTACTABLE 483 At least one student contact is contactable	English
CONTACTABLE	NON-CONTACTABLE 0 → No student contact is contactable	Chinese
	■ NO CONTACT INFO 1 → There are no student contacts listed	Other

2.	Viewing the Dashboard will provide information about posts as well as Read	h and Deli	verability,
	Usage, Interaction, and Distribution statistics and information.	ParentSquare	Home Admin

2	The left neurination her will also contain additional information chaut the	
J.	The left havigation par will also contain additional information about the	Judy Jacobs-Parkway Elementary School
	dashboard like History Classes and Students information	Admin Center
	dashboard into mistory, orasses, and oradents information.	REPORTS
4.	You can view <b>Classes</b> and <b>Student</b> information for groups you are	Dashboard
	assigned to.	Dashboard History
5.	At any time you can choose <b>Home</b> from the top menu bar to return to the	DATA ASSISTANT
	main stream view.	Classes
		Students

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

