



ParentSquare Quick Reference Guide | Posts Teacher Level

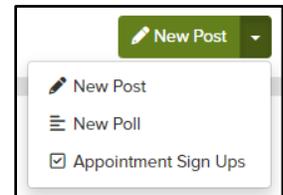
Posting

There are multiple ways to communicate with staff, families, and students. Using the **Post** method is just one way and the most common and best method of communicating with your attended audience. It is best used for groups of people and not for communicating with an individual person. Posts allow recipients to comment on them, but only you, the author of the Post can view the comments if available. Posts also allow users to appreciate (heart) them. Those users/recipients who are members of the group can see posts for that group.

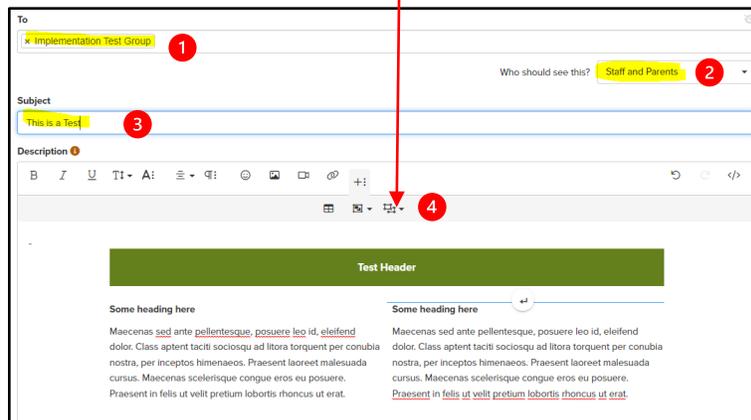
Post are the most often used method of communication within ParentSquare. It allows notifications to be created for the whole school, an entire grade, or to an individual group or class, or any combination.

How to Post

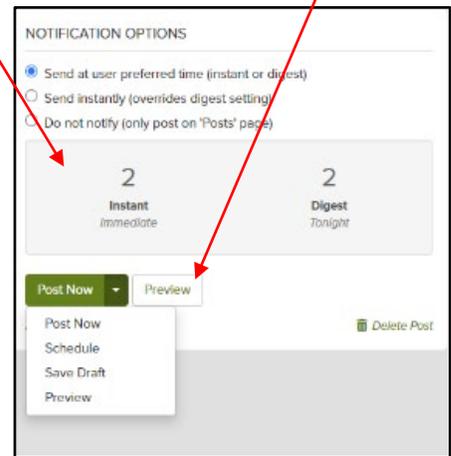
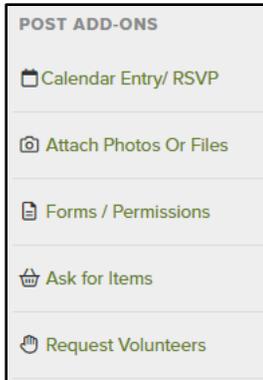
1. Choose your building if not already selected.
2. Select **Post** from the left navigation bar. You may notice that previous post are displayed on the screen.
3. Click **New Post**. Other Post options are also available if you click and hold the Post button.
4. Click the **To** field. Here is where you select the groups you want to send a communication to. You will see the group and classes your are assigned. **1**
5. Select **who should see this post**. (Staff, Parents, Students) **2**
6. Enter your **Subject**. **3**
7. Enter your **Description** or message. Use the formatting tools provided to enhance your notifications by forming your message, adding graphics, videos and links for example.
8. You can use preformatted design blocks and templates to further enhance your communication. **4**



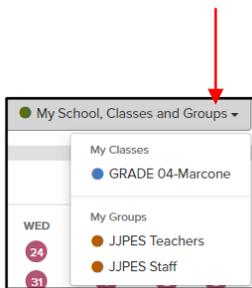
For Example:



9. Choose when you want your message sent. **Post Now**, **Schedule it**, **Save Draft** for later, or **Preview** it now.
10. Notice the **counts** based on who you are sending this communication to based on the groups and options you selected previously.
11. Use Post **Add-Ons**, located on the left navigation bar, to add additional enhancements to your communication.
 - a. Such as **Calendar** or **RSVP** entries.
 - b. Attaching additional **Photos** or **other files**.
 - c. Creating **Forms** or **Permission Forms**,
 - d. and other add-ons as they become available.



12. If you **saved** a post you can access it later and any other **draft posts** by selecting the **Scheduled and Draft Post** option located within the left navigational bar once you select the **Home** menu option.
13. Clicking on the **Group**, upper top right, will show you the groups you are assigned to. You can select any one of these groups to view and post to.



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.

