



ParentSquare Quick Reference Guide | Direct Messages Parent & Guardian Access




Direct Messages

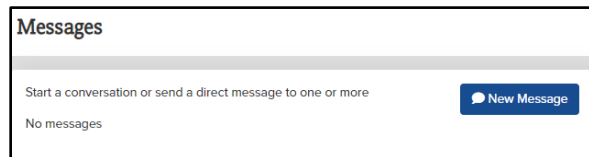
Direct Messages are used for one-to-one or small group communications, a few people at most. For instance, you want to communicate with your child's teacher directly or vice versa. Not recommended for large group communications. The post option is used for any larger group communications. You can only view Posts. You can create a **Direct Message**.

Direct Messages Features

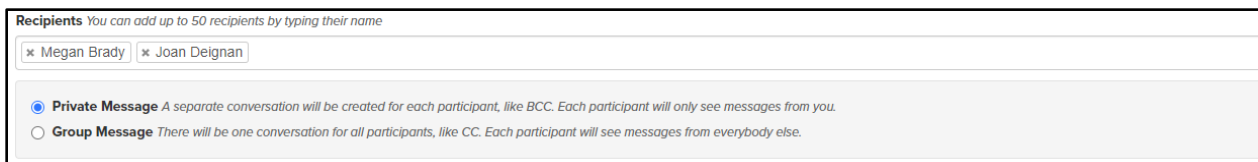
- Used for simple messaging. Think of them like text messaging.
- They are great for sending quick messages.
- You can attach pictures, files or even scan a document using your camera on your phone.
- You can initiate a message and respond to messages sent to you.
- You can create private messages and send a private thread to more than 2 receivers.

How to Create a Direct Message to a User or Groups of Users

1. Choose your child's building if not already selected.
2. Select **Messages** from the left navigation bar. You may notice that previous messages may be displayed on the screen.
3. Click **New Message**. 
4. Choose your recipients from the **Quick Select Recipients** section or type in the recipient name in the **Recipient Field** section. 
5. Type your **Message**. 
6. Attach a file if desired by clicking on the **paperclip** icon.
7. Click **Send**.



Note: If you select two recipients, you will be presented with options for sending as a **private message** or as a **group message**.



Private Messages: Is a separate conversation between two or more recipients. A separate conversation will be created for each user. Any message replies will be seen only by you and not by the other recipients. This is like a BCC (Blind Carbon Copy) used within email clients.

Group Messages: One conversation among all recipients. Each recipient will see all replies among the group.

New Message Example:

New Message
Send a private message to a teacher, staff member or parent coordinator at your school.

Quick Select Recipients
Filter: Showing 1 to 8 of 8 entries

<input type="checkbox"/>	Name	Title
<input type="checkbox"/>	Brady, Megan	Teacher: PRINCIPLES of ART Gr2-Brady Teacher: PRINCIPLES OF ART GrK-Brady
<input type="checkbox"/>	Deignan, Joan	Teacher: PHYSICAL EDUCATION GRK-Deignan
<input type="checkbox"/>	Dennis, Beth	Teacher: LIBRARY Gr2-Dennis Teacher: LIBRARY GrK-Dennis
<input type="checkbox"/>	Gargiulo, Angelica	Teacher: PHYSICAL EDUCATION GR2-Gargiulo
<input type="checkbox"/>	Kane, Melissa	Teacher: CLINICAL Gr2-Kane

Recipients You can add up to 50 recipients by typing their name 0/50 Recipients
Recipients (search by parent, staff, or student name)

Message
Message

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.

