



ParentSquare Quick Reference Guide | Groups Participation Parent & Guardian Access

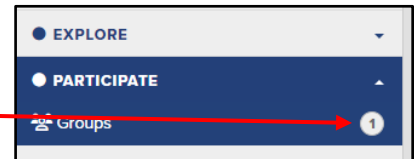
Groups

Utilizing groups is a good way to stay connected, organize, collaborate, and share information with students, teachers, buildings, the district, athletics, clubs, committees, or the PTA.

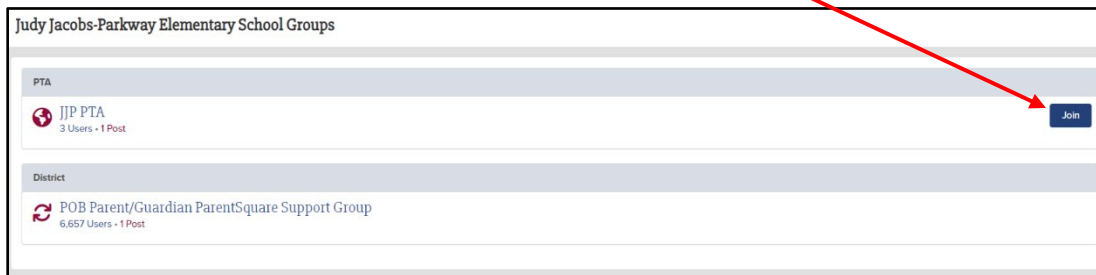
Groups are great for projects or team-based activities. Staying connected by discussing thoughts and sharing resources as well as collaborative classroom activities are some of the benefits of joining and utilizing groups.

Joining a Group

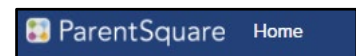
1. Choose your child's building if not already selected. If you have multiple students attending multiple buildings, select a specific student and building.
2. Under the left navigation bar, choose **Participate**.
3. You will now see all the groups you are a member of or may join. The number next to the groups indicates how many groups have been assigned to you or that you may join.



4. Click on **Groups**.
5. View each group and select **Join** to be included in that group's communication. If you don't see the word join, then you were already auto-joined "assigned" to that group.



6. Selecting the **Home** menu button, this brings you back to the main screen.



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.

