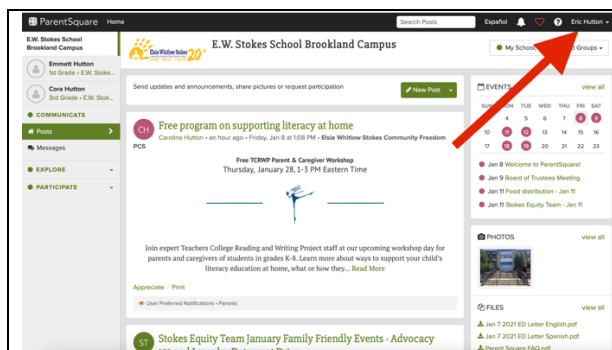


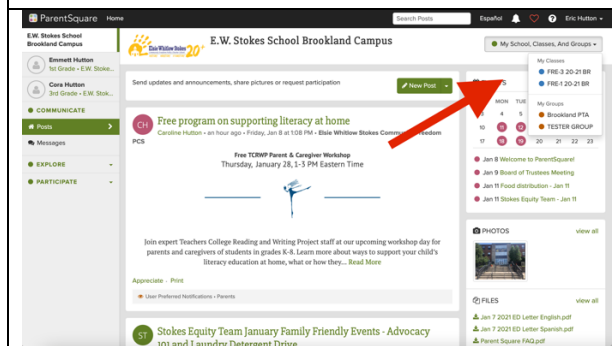
Navigating ParentSquare

- ➔ Visit www.parentsquare.com or click on the invitation link or other notification in your email.
- ➔ If you have trouble logging in or your link has expired, please contact Caroline Hutton CarolineH@ewstokes.org or Ana Maria Donado AnaD@ewstokes.org to receive a new invitation.



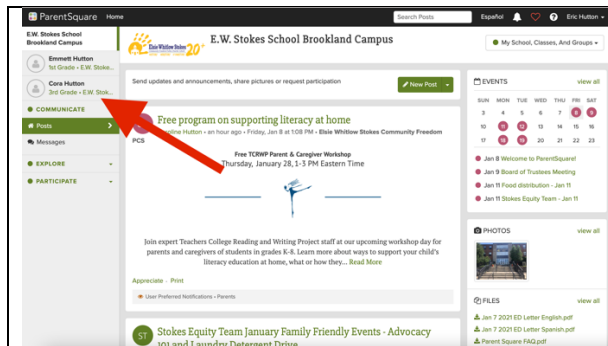
Click on your name.

- View contact information. Click to make it visible to others or hide. Click EDIT to make updates. *Notification of your update will be sent so that we can update records.*
- View your children and their classes.
- View groups that you are part of.
- Click “Notification Settings” to adjust how you receive updates. Via email (instant or digest), text, or app. ***If you choose to receive digest, you will still receive time-sensitive updates promptly.***



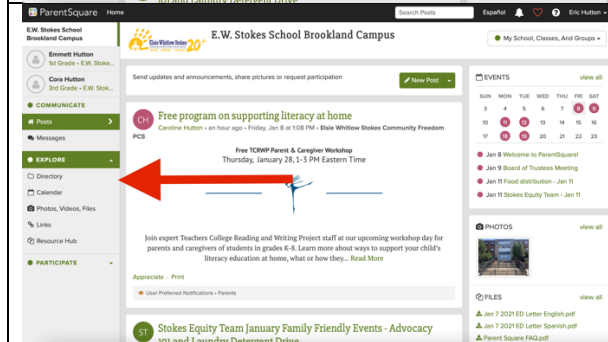
On the home page, click “My school, classes, and groups”

- Teachers will not be using ParentSquare at this time, however parents can post and communicate with each other.
- In the left bar, you can view the class roster and other resources.
- In groups, you can view the group directory and any posts.
- *Unfortunately, due to global ParentSquare settings, users cannot join the Equity Team, which is a group for families of both campuses. Please contact the Equity Team directly to be added to the group!*
StokesEquityTeam@gmail.com.



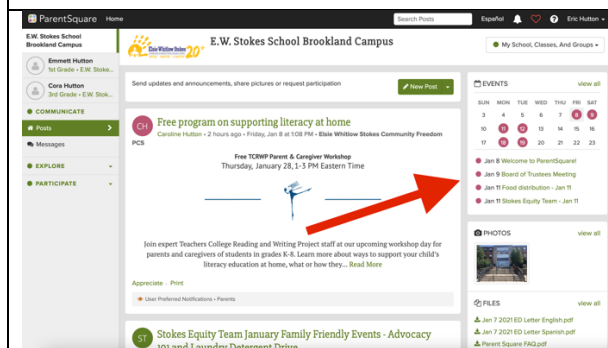
On the home page, click on your students.

- View student information and associated adults (parents/guardians).
- View their teachers. You can send a direct message *although we recommend continuing to send email if possible.*



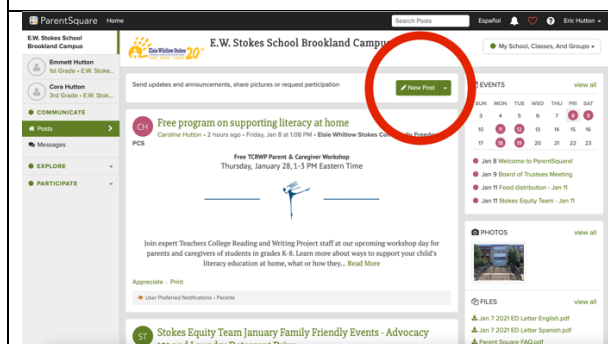
On the home page, on the left bar, expand the “Explore” tab.

- View other class directories.
- View all-school calendar, photos, files, and links.
- Under files, view frequently used items and an archive of documents: Letters from the Executive Director, PS resources, and general information.



On the home page, the right bar is a quick access to frequent resources.

- The calendar is filled in with major school events, and other events will be added as they come up. Click on the event title for information and Zoom links (when applicable).
- Click on “view all” for a month view and options to subscribe to the calendar. *We will continue to maintain the existing Google school calendar, but for security reasons, we will not add Zoom links there.*



From the home page, create a post.

- The post creator looks and functions like a web-based form or email.
- Users cannot post to the whole school.
- Users can post to their class group and other groups they elect to join.