

Frequently Asked Questions for Teachers

***Note:** All features may not be available at your school/district.*

I am both a staff member and a parent in the district. How can I add my child to my staff account?

It is likely that you have two separate accounts: a parent account with a personal email and a staff account with your school email. We can merge your staff and parent account so that you have access to your children and school under one single account.

Can I add a room parent or classroom assistant to my class?

If you want to add a room parent to your class, please visit Admin>Classes. From this page, click "add user" and type in the name of the individual you would like to add. Click on their name to highlight it and select the role you would like them to have: room parent or assistant/other. [Here is a help article on assigning a room parent to a class.](#)

I am in charge of a club or sport, can I communicate with just those parents even if their children are not in my class?

Teachers have the ability to create groups with students who are not in their class. Please visit Groups>New group>New Static Group. From here you can create the group and choose a name and description for it, as well as edit settings to public or private. At the bottom, you can add your members by searching for them and checking the box next to the name of the individuals you would like to add. When you are finished, click "save" at the bottom. [Here is a help article on creating a group.](#)

Is it possible to contact a few of my students' parents privately?

If you want to contact a few of your parents without posting to the entire class, please use our messaging feature. Select "Messaging" from the left sidebar on the homepage. Here, you can select a single parent, or multiple parents to message. Type their name in the recipient field, and they will appear as an option. If you select more than one

recipient, you can decide to have a private message or a group message. A private message creates individual threads for each recipient, whereas a group message creates one thread where all recipients can communicate. [Here is a help article on direct messaging.](#)

I am doing a project in my class and I need parent volunteers and items for our project. Can I ask for these on ParentSquare?

ParentSquare offers the capability to ask for both parent volunteers and items. Please go to "New Post" and create a post about your class project. In the left sidebar, you can select both "Ask for Items" and "Request Volunteers." Next, input the items and amount you need, as well as how many volunteers you need and what activities they will be doing. Click "Post Now" and watch people sign up. [Here is a help article on creating sign ups and volunteer lists.](#)

Can I manually add a parent to a specific sign up?

Yes, if you have parents who have contacted you about a sign up but have not signed up in ParentSquare, you can manually add those users. Please login to ParentSquare and go to the signup post you would like to add the parent to. On the sign up post, click "add someone" above the sign up button next to the time slot or item they are to bring. Finally, search for the user, highlight their name and click save!

How do I create conference sign ups for multiple classes and/or groups?

Go to Add-Ons>Conference Sign Ups and on the first page of the conference sign up, select any class to start. Go through and input the information according to your preferences, deleting any time slots that don't work for you. Finally, on the third page, you can delete the original class you chose and select the classes and groups you would like to hold the conferences. [Here is a help article on conference sign ups.](#)