Getting Connected with ParentSquare
A Family Learning Session

Office of Family and Community Partnerships
December 2, 2021
Spanish Interpretation Instructions

FOR ZOOM WEBINARS: TO LISTEN TO SPANISH INTERPRETATION AUDIO CHANNEL/PARA ESCUCHAR CANAL DE AUDIO DE INTERPRETACIÓN EN ESPAÑOL:

● Haga clic en el enlace de Zoom que se le envió por correo electrónico en la última hora.
● Utilizaremos la función de Interpretación de Zoom para proporcionar interpretación en español en este seminario web.
● Cuando ingrese al seminario web de Zoom, mire hacia el lado derecho de la barra de menú en la parte inferior de la pantalla.
● Haga clic en el botón que contiene una imagen de un globo terráqueo y seleccione ESPAÑOL para escuchar la traducción al español.
● También puede volver a hacer clic en el icono del globo terráqueo y seleccionar, “Mute original audio channel ” si no desea escuchar el audio en inglés en lo absoluto.
ParentSquare Basics

- A communication tool designed to keep families informed and involved with their child’s school community.
- How does it work?
  - Teachers and staff share school related news on Parent Square
  - Families receive, respond and sign up to get reminders!
  - Everyone has easy access to all interactions in one place
- You can:
  - Receive all school, classroom, and group communications by text, email or the app.
  - Send direct messages to school staff (example: FCSSPs) and teachers
  - RSVP for events
  - Appreciate those who post messages!
Download the app!

Simply scan the correct QR code with your phone camera
Other ways to use the platform

- Web browser: www.parentsquare.com
- Activate via email
- Activate via text

Principal Rincon invites you to join ParentSquare at Rincon Point School

Register: http://psqr.io/Zm47Fj2CE
Opt-out: http://psqr.io/PEF7Q3dDE
Logging on

- You have the option of logging on with Google or using your phone number.
- Families are set up with their contact information:
  - email
  - phone number
Make sure you stay connected

✓ Activate your account and log in
✓ Make sure your school has the correct email address and phone number to contact you
✓ Set your notification preferences in Parent Square
What do we share?

- **Resources**
  - Food pantry
  - Social Services help
  - Community Partners news
- **Events**
  - District Events
  - School Events
  - Community Partner Events
- **Calendar on Parent Square**
- **Links to schools websites**
- **Newsletter**
- **Health and Safety**
  - reminders
  - vaccination clinics
  - COVID related information
Notification and Language preferences: Web browser

- Navigate to the top right hand side of the screen
- Click on your name (Viviana Alvarado)
- Click on “My account”
- This will take you to you account and you will see your information
- To the right side of this screen you will see two boxes:
  - Notification settings
    - click on customize your settings
    - make the desired changes
  - Language settings
    - click on change this
    - make the desired changes
Notification preferences: App

- Log on the app and find the “burger” icon on the left hand side upper corner of the screen
- Scroll down to Notifications
Notification preferences: App

- Set up the notifications by clicking on the button next to school alerts. This will ensure that you are getting notifications.
- You can choose whether you want to get them in real time or in a “digest”.
  - The digest feature will send you all notifications at once at the end of the day.
Viewing and sending messages on Parent Square: Web browser

- To view a message:
  - Log on to Parent Square
  - Navigate to the left hand side of the screen
  - Locate the messages button and click on it
  - You will be able to see the messages received
  - Click on the specific message to view the entire conversation

- To send a message:
  - Log on to Parent Square
  - Navigate to the left hand side of the screen
  - Locate the messages button and click on it
  - To start a new conversation click message
  - Select the recipient of the message and type your message
  - Click send
COVID Case 12/2/21

Good afternoon Noah Webster Families,

Attached is a letter to families about two positive COVID cases in our school. The cases originated outside the building and did not require additional quarantines for students or staff. We will continue to follow our safety procedures to keep our in-person students and staff safe. Please reach out to the school at (860) 695-5380 with any questions. Have a good... Read More

Noah Webster_COVID Case Letter_12022021.docx

Appreciate · Comment · Print · Download File

TONIGHT: Join Us for a Virtual Learning Session about ParentSquare, our New Family-School Communications Platform

DON'T MISS IT! A FREE Virtual Session for all Hartford Public Schools Families: GET CONNECTED with ParentSquare.

THURSDAY, DECEMBER 2, 2021: 5:30 PM – 6:15 PM
New Message
Send a private message to a teacher, staff member or parent coordinator at your school.

Quick Select Recipients
Filter:  
Showing 1 to 7 of 7 entries

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
</table>
| Cariddi, Kyle | Teacher: Grade 3 Art - ART(A-E) - Cariddi  
Teacher: Grade 3 Art - ART(A-E) - Cariddi |
| Cohen, Jennifer | Teacher: Grade 3 Media Literacy - MED(A-E) - Cohen  
Teacher: Grade 3 Media Literacy - MED(A-E) - Cohen |
| McKenzie, Makayla | Teacher: Grade 3 Literacy - LIT(A-E) - McKenzie  
Teacher: Grade 3 Mathematics - MAT(A-E) - McKenzie  
Teacher: Homeroom Gr 3 - Noah Webster - HR(A-E) - McKenzie  
Teacher: Grade 3 Science - SCI(A-E) - McKenzie |

Recipients: You can add recipients by typing their name

Recipients (search by parent, staff, or student name)

Message

Message

Send
Viewing messages on Parent Square: Phone App

- When you open the app, you will look at the bottom of the screen and will locate the messages icon.
- Click on that icon and it will take you to the messages page
- Click on the new message to view it and reply
Viewing messages on Parent Square: Phone App
Sending messages on Parent Square: Phone App

- When you open the app you will see at the right hand upper corner a “plus” icon.
- Click on it to start a new message
Sending messages on Parent Square: Phone App

- Scroll down to message and click on “message”.
Sending messages on Parent Square: Phone App

- Type your message in New Message field.
- Tap the paper clip to attach photos or files.
- Tap Send.
  - Message will be sent immediately via the recipient’s preferred notification method.
Questions?