



How to use ParentEdge: Elementary Level

www.parentedge.com

How to use ParentEdge:

Step by step instructions explaining how to use the ParentEdge application quickly and easily:

1. Login into the ParentEdge application:

Your username and password will be emailed to you by ParentEdge along with instructions telling you where to login. Contact your administrator if you do not receive the email, they also have all the logins for the application.

2. Entering homework/notification information for a day:

To enter homework/notification information select the box that corresponds to the correct date you would like to enter it for. The date for each box can be found at the top.

The screenshot shows a form with a date selector at the top: "Monday, 5th Grade, August 17, 2015". Below this is a question: "Is there an assessment to study for tonight?" with three radio button options: "Test", "Quiz", and "None". The "None" option is selected. Below the question is another question: "What homework do students have tonight?" followed by the instruction "In addition, enter any other reminders or information you would like sent out to parents." and a "Character Counter: 0 (Max of 155 will fit in text message)". There is a text input box and a "Submit Day" button at the bottom.

To enter homework/reminder/notification information for the day there are three easy steps.

Remember, the information you save should be what you want parents to see that night. It can be anything from study suggestions, homework that needs to be done that night, reminders for parents or anything else you can think of to include.

Step 1:

For your class each day, you have the option of indicating if there is an assessment to study for. If you would classify it as a test please check the "test" button. If you would classify it as a minor assessment like a quiz please check the "quiz" button. If there is not a test or a quiz then click the "none" button. You have the option of including more information about the assessment in the 155 character text box.

This screenshot is similar to the one above but includes a callout box pointing to the assessment options. The callout text says: "Select if there is a test or quiz to study for. If not, select none." The form itself shows the date "Monday, 5th Grade, August 17, 2015", the question "Is there an assessment to study for tonight?", and the radio button options "Test", "Quiz", and "None". The "None" option is selected. Below this is the question "What homework do students have tonight?" with the same instruction and character counter as the previous screenshot.



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Step 2:

Enter any information you would like into the 155 character text box. The information entered can be related to homework, study tips, projects, reminders, notifications or anything else the teacher thinks the parents/student should know.

Step 3:

Click "Submit Day". You will see a message appear below it that says "day saved". This

indicates the information you added is saved. The message only remains on screen for about a second so you might miss it. Be assured though your information is saved. If you need to see it, feel free to click "submit day" again. That's all you have to do.

Monday, 5th Grade, August 17, 2015

Is there an assessment to study for tonight?

☐ Test ☐ Quiz ☒ None

What homework do students have tonight?
In addition, enter any other reminders or information you would like sent out to parents.

Character Counter: 0 (Max of 155 will fit in text message)

Submit Day

Enter any information you would like to be included in the message. Click submit. Done.

If you want to change the week you are entering information for:

With ParentEdge you have the option of entering homework/notification information as far in advance as you want. You can select a date using the calendar to right of the homework information boxes. Simply click the highlighted week and it will be brought up for you to enter information into the daily homework boxes.

You also have the option of entering information for all of the days of the week and clicking the save all button directly below the calendar. That button will save the information currently entered for all the homework boxes for the current week selected.

Select the week you would like to enter your schedule for:

December 2012

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Week Selected

Week : 11/25/2012 – 12/01/2012

Save All

— Save information for entire week