



# ParentEdge Secondary Teacher Support Documentation

www.ParentEdge.com

support@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:

#### A. Select course

First, select which class you would like to enter information for. You only need to do it once per course taught. For example, if you teach 3 sections of chemistry, you only need to enter information once and it will be linked to all 3 sections. The course selection options can be

found on the left side of the screen. Click the one you would like to enter information for. The top course is selected automatically by default.

The screenshot shows the ParentEdge application interface. On the left, there is a sidebar with a blue background and a white hashtag icon. Below the icon, it says "Hello, tanza!". Underneath, there is a section titled "Your courses:" with two options: "Chemistry" (selected) and "Biology". Below this, there are links for "Change Password" and "Logout". A label "Course Selection" points to the "Your courses:" section. The main content area has a blue header with the ParentEdge logo. Below the header, it says "Monday, Chemistry, July 27, 2015". There are two questions: "Is there an assessment to study for tonight?" with radio buttons for "Test", "Quiz", and "None"; and "Is there homework today for this class?" with a text input field and a "#0" label. Below these, there is a section "OR select one of the following to be included." with radio buttons for "Homework", "Writing", "Project", "Worksheet", "Reading", "Problems", "Lab", "Essay", "Outline", and "None". There is also a section "Extra Info to be included in email: #0" with a text input field and a "#0" label. At the bottom, there is a "Submit Day" button. On the right side, there is a calendar for July 2015 with a "Save All" button and a "Help" link.

#### B. Select the Date

To enter homework/notification information find 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 the ParentEdge application interface, focusing on the date selection. The date "Monday, Chemistry, July 27, 2015" is highlighted with a black box, and a label "Date" points to it. The rest of the interface is the same as in the previous screenshot, showing the homework entry options.



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## C. Enter homework/notification information

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.

**First:** 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.

Monday, Chemistry, July 27, 2015

Is there an assessment to study for tonight?  
 Test  Quiz  None

Is there homework today for this class?  
You may enter up to 30 characters that will be included in the text message and email:  
#0

OR select one of the following to be included.  
 Homework  Writing  Project  Worksheet  Reading  
 Problems  Lab  Essay  Outline  None

Extra Info to be included in email: #0

Submit Day

**Second:** You have the option of entering 30 characters that explain the homework in your class for the day. In reality, you can enter any information you would like. It can be homework information, an announcement, or anything you want the parent/student to know. Simply type in what you want but remember that it is limited to 30 characters. There are also several buttons below that are there to save you time when entering

Monday, Chemistry, July 27, 2015

Is there an assessment to study for tonight?  
 Test  Quiz  None

Is there homework today for this class?  
You may enter up to 30 characters that will be included in the text message and email:  
#0

OR select one of the following to be included.  
 Homework  Writing  Project  Worksheet  Reading  
 Problems  Lab  Essay  Outline  None

Extra Info to be included in email: #0

Submit Day

information into ParentEdge. If one of the options conveys the information you would like to send home simply select it. It will be included in the 30 character portion of the message for that course instead of requiring you to type anything.

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.



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**Third (Optional):** You also have the option of entering something into the extra information box. This is information that will be included in the email that is sent out nightly to parents/students. The information will not go into the text message due to the length limit of texts however it will be fully included in the email. The character limit is 500 for this portion.

Monday, Chemistry, July 27, 2015

Is there an assessment to study for tonight?  
 Test  Quiz  None

Is there homework today for this class?  
You may enter up to 30 characters that will be included in the text message and email:

OR select one of the following to be included.  
 Homework  Writing  Project  Worksheet  Reading  
 Problems  Lab  Essay  Outline  None

Extra info to be included in email: #0

Submit Day

Enter extra information here up to 500 characters. This will go in the **email only**.

**Fourth:** Click “submit day”. You will see a message appear below it that says “day saved”. If you teach more than one course, select the other course and repeat the process. All together it should take about 20-30 seconds per course.

## D. 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 left 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 : 11/25/2012 - 12/01/2012

Save All — Save information for entire week