How to use ParentEdge:

Step by step instructions explaining how to use the ParentEdge application quickly and easily:
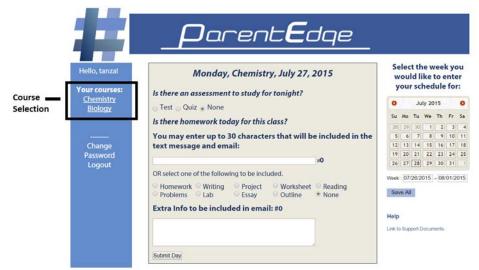
1. *Login into the ParentEdge application:*

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:*
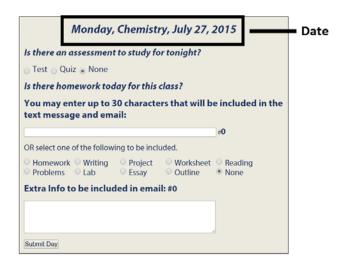
A. Select course

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.

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.
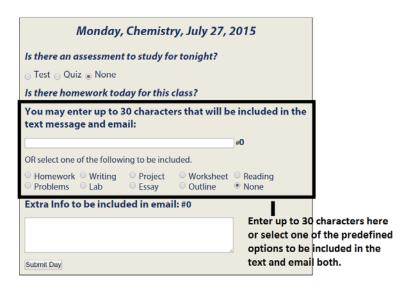
c. Enter homework/notification information

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

Select if there is a test or quiz to study for. If not, select 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 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.

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

Enter up to 30 characters here or select one of the predefined options to be included in the text and email both.

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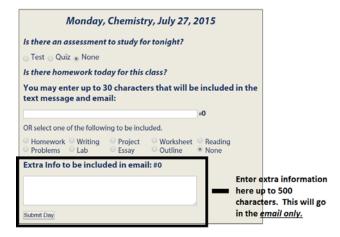
Third (Optional): You also have the option of entering something into the extra information box. This is information that will be included in the email that is sent out nightly to parents/students. The information will not go into the text message due to the length limit of texts however it will be fully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

[   ] #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

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:

❶		December 2012				❶
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