



# How to use ParentEdge: Elementary Level

[www.schooledgemobile.com](http://www.schooledgemobile.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 selection box at the top right containing "26 November 2012, Monday, 2nd Grade". Below this is a question: "Is there a test or quiz that students need to study for tonight? (If no leave blank)". There are three radio button options: "Test", "Quiz", and "None". Below the radio buttons is a text input field with a character counter: "Character Counter: 0 (Max of 135 will fit in text message)". At the bottom of the form is a "Submit Day" button. A line points from the date box to the label "Date" on the right.

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 135 character text box.

This screenshot is similar to the previous one but highlights the radio button options. A box surrounds the question and the three radio buttons. A line points from this box to the text "Select if there is a test or quiz to study for. If not, select none." on the right.



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## Step 2:

Enter any information you would like into the 135 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.

## ***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.

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

Week : 11/25/2012 - 12/01/2012

**Save All** — Save information for entire week

**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.**

[support@schooledgemobile.com](mailto:support@schooledgemobile.com)