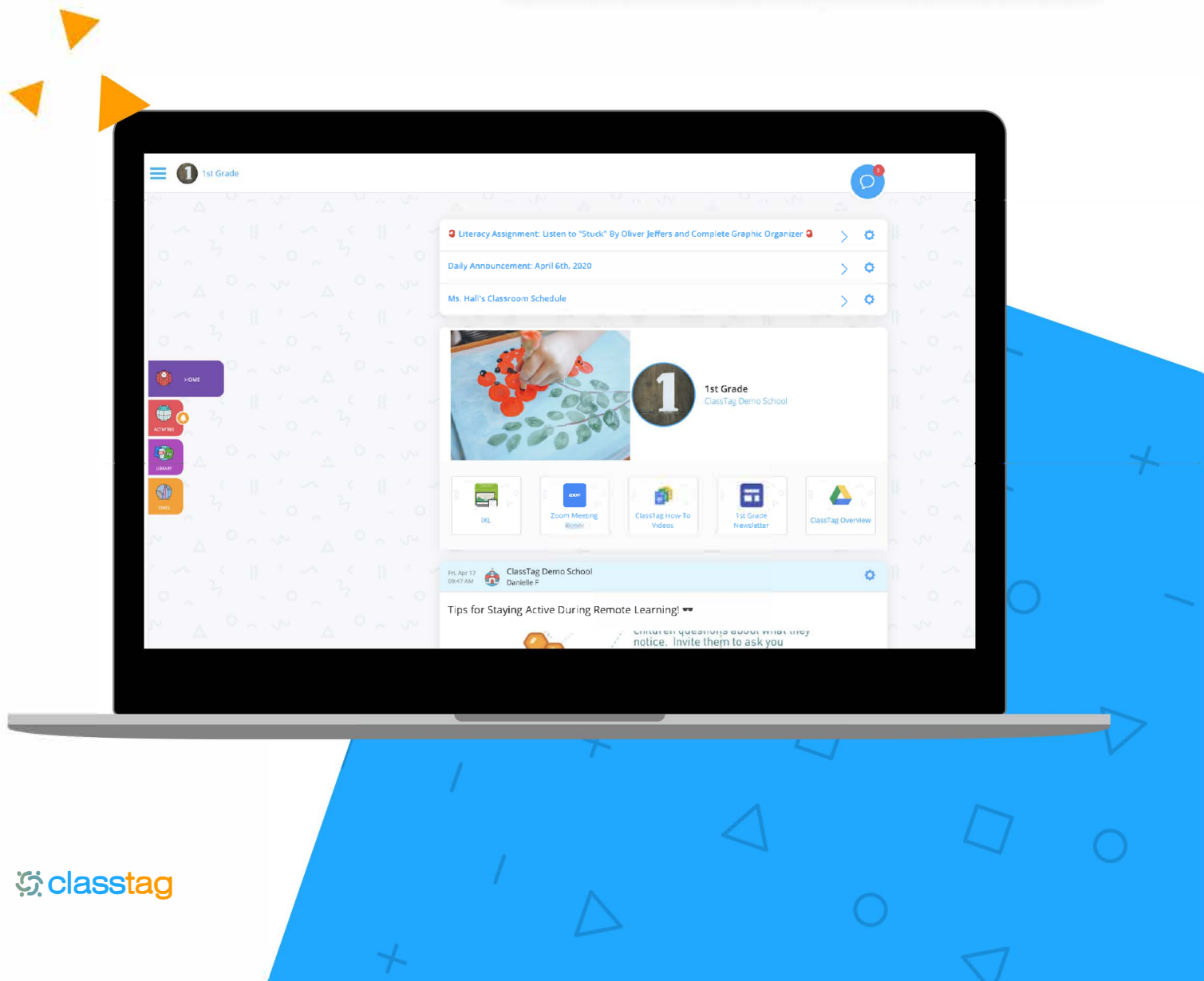


# Parent View and Settings

Once parents are signed up for ClassTag, it's helpful for them to know how to navigate their ClassTag account and where to access account settings. If they modify just a few settings to match their needs, they are likely to use ClassTag more frequently, and be more up to date on communication and activities happening in their child's classroom / extracurricular activities.

## Parents can

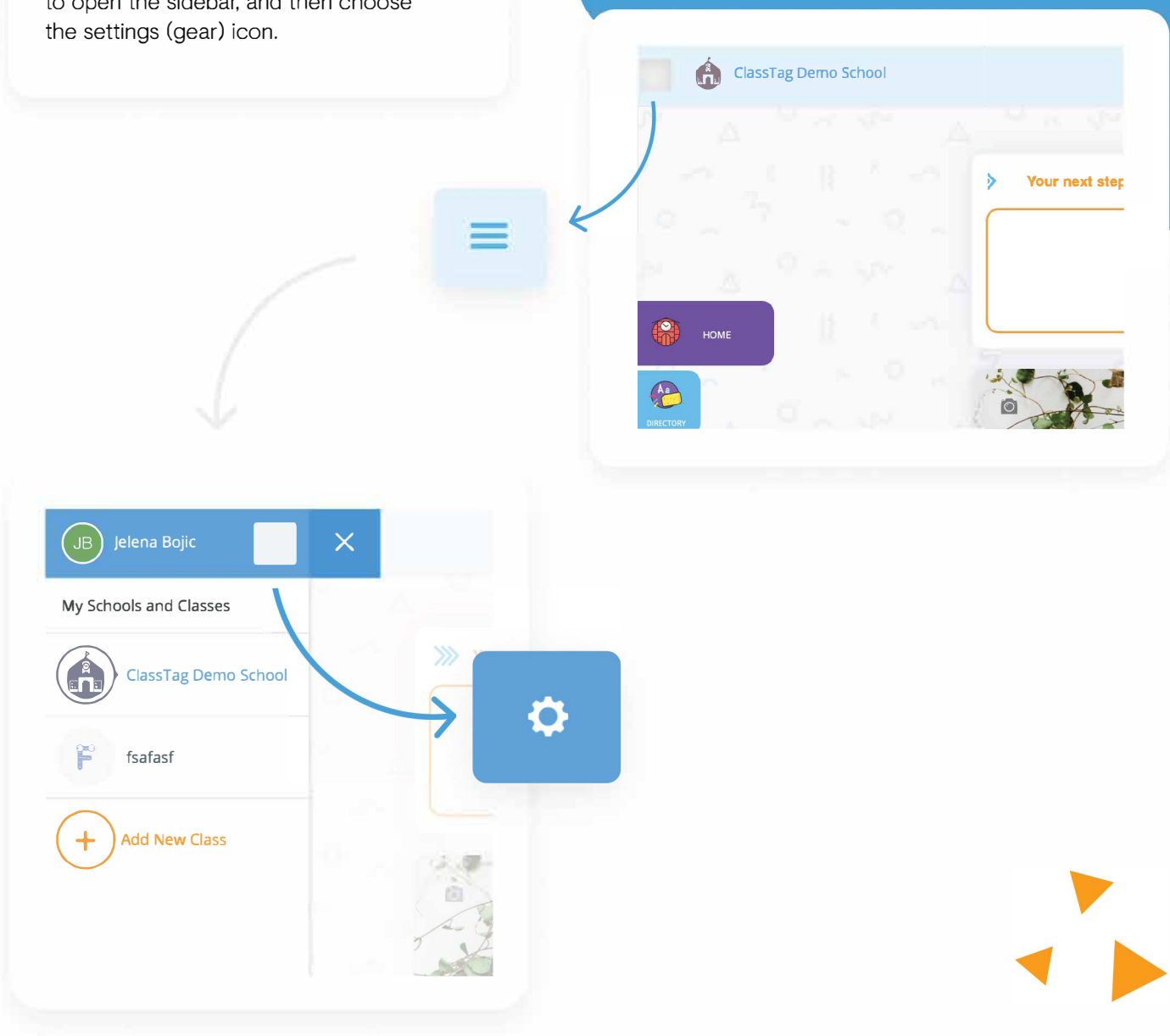
- Edit account & communication settings
- Message their teacher(s)
- View classroom announcements
- View upcoming events in "Activities"
- Access commonly used links & pinned announcements
- View their own engagement stats
- Access and view documents, photos and videos by clicking the Library tab



# Parent Setting Options:

Parents can access their settings and preferences by selecting "Profile Settings" at the top left hand side of the parent's ClassTag page.

To find this option, click the three lines to open the sidebar, and then choose the settings (gear) icon.





### Under “My Profile” parents can:

- a. Add and edit their first and last name
- b. Add a profile picture
- c. Create a classroom if they are a teacher or claim a school if they are a school leader



My Profile

### Profile Settings



First Name

Jelena

Last Name

Bojic

Bio

Save Changes



### Under “My Family” parents can:

- a. See all connected children on ClassTag
- b. See Co-parents

Parent / Guardian information can be changed through the Aspen Parent / Student Portal by completing an emergency card update.



My Family

### Profile Settings



My Profile



My Classes

#### My children



Axel

ClassTag Demo School  
1st Grade  
1st grade



#### Co-parents



Jack L

danielle+parent6@classtag.com



Invite a co-parent by entering email or mobile phone number

Parent of:

☐ Axel

English ▾

Cancel

Enter

If parents want to edit their communication settings, start by clicking the three lines at the top left hand corner of their ClassTag page.

They will then select “Account Settings.” There are two tabs to edit, “Account Information” and “Communication.”

1

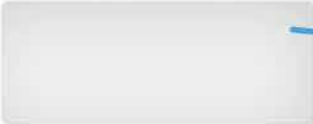
**Under “Account Information,” parents can:**


- a. Edit their sign in and communication preferences
- b. Home language information is dictated by what is listed in Aspen.




Account Information

## Account Settings



 Shipping Information

 Communications

**Email**

**Mobile phone**

**Password**

**Home phone number (optional)**

**Language**  

English

2

**Under “Communications”  
parents can:**

- a. Decide their preferred notification preference
- b. Decide on their frequency of communication
- c. Enable or disable the ClassTag Support Messenger button

This option gives them direct access to a ClassTag support team member.



Communications

**Account Settings**



Account Information



Shipping Information

**Notification method**

Email

Send Me:

☒ Activity Reminders

☒ Daily Summaries

☐ Only commitments ☒ Everything

☒ Weekly Summaries

☒ Signup Notifications

☒ Announcements and Messages

☒ Comment Notifications

☒ Only followed ☐ All Comments

Choose your preferred  
communication method,  
email, app, sms or none.