

Guardian Share 2024

*Increased Guardian Share
July 19, 2024*

We have increased the number of guardians that a document can be shared with from two to four. This helps to make collaboration with parents easier and is more inclusive to students who have more than two guardians.

Steps To share a document with a parent:

1. Visit the document you wish to share with a parent. Click the **Share** tab.
2. Click the **Share with Parent/Guardian** button under **Add Collaborator**.
3. Enter the required fields:
 - **First name:** Parent/guardian first name.
 - **Last name:** Parent/guardian last name.
 - **Email:** Parent/guardian email address.
 - If the parent/guardian email is listed on the student's **Details** tab, you will be able to select the email from a dropdown.
 - **Permission:** Select whether the parent should have Can View & Sign or Can View access.
4. Click the **Send** button. The parent will be emailed document access and added to the **Collaborative Team** on the **Share** tab.

Collaborative Team		
Parent One, Example (guardian)	<input type="checkbox"/> Re-share	Can View & Sign ▼
Parent Two, Example (guardian)	<input type="checkbox"/> Re-share	Can View & Sign ▼
Parent Three, Example (guardian)	<input type="checkbox"/> Re-share	Can View & Sign ▼
Parent Four, Example (guardian)	<input type="checkbox"/> Re-share	Can View & Sign ▼
Gray, Emma		Is Owner ▼

