

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 ▼

