



At LivingTree, we know that communication is key for successful student and parent engagement. In this spirit, we put together a list of best practices to help you fully

utilize LivingTree in driving engagement and awareness. Below you will find a list of recommended actions that will help you and your class easily transition into using LivingTree as your main tool for effective coordination and communication. These helpful hints will allow you to quickly understand and experience how LivingTree has revolutionized engagement between parents, students and teachers.

Jumpstart your LivingTree experience!

- To invite a co-teacher or assistant to your class, click on 'My Network' (use your left navigation where your classes are listed to filter on a particular class). This will allow your team teachers to share with your class and drive full transparency and communication flexibility.
- You can personalize your classes anytime in 'My Network'. Click on the pencil icon to rename a class and add a class profile picture.
- Add a profile picture! You can customize your profile and other account preferences in 'Edit Profile & Preferences'.
- Utilize 'Directory' to see the parents and students connected to each of your classes.
- Download the mobile app (iPhone or Android) and encourage your parents to do the same.

Set an engaging example.

- Post a welcome message to your class so they can see this immediately upon logging in for the first time. When parents & students first log into a populated account—complete with events, pictures, and a friendly "Welcome to LivingTree" message, it will help make cyber-space seem a lot less...spacey.
- Fill in your calendar with upcoming class events and important dates (tests, homework, field trips, etc.). This will help your class understand how the calendar works and what to expect for the coming year.
- Post photos and/or a fun image into your class Conversations. When your class first logs into LivingTree, they will have an immediate visual connection with the content in their Conversations stream.
- Share homework or flyers as 'file posts' to save paper!
- Try to set up a cadence of communication with your class. Posting photos, assignments, "what we did today" type information will help everyone feel involved in the classroom, drive transparency, and allow richer conversations between parents and students.
- Use your calendar to schedule any volunteer needs or parent/teacher conference dates.



Create healthy habits for your class to follow!

- Use LivingTree to communicate, share, schedule, plan and coordinate with parents & students from day one and throughout the school year. Using LivingTree for all communication, scheduling, collaboration, planning and sharing, ensures maximum engagement with LivingTree. This allows you, parents and students to find and share all class and school-related information in ONE place.
- When your community first launches LivingTree, start posting immediately with “notify recipients” on all posts; this will help your class create the habit of checking LivingTree for information.
- Later in the year, only “alert all” on time-sensitive posts, or when you want to get the message out right away.
- Go “paperless”—use LivingTree to post forms, documents, etc., and encourage parents and students to do the same.
- Add new students and parents as quickly as possible throughout the year. If you need help with this, email us: support@livingtree.com.
- Think about posting recommended reading, community events, etc. into LivingTree to help parents better engage with their children.
- Utilize LivingTree as much as possible so that your parents and students will do the same!

If you find you have a question, or need some guidance using any of LivingTree’s applications, go to our FAQ and Support Guides page by clicking ‘Help’ under your profile. If that does not suffice, don’t hesitate to email us at support@livingtree.com. We love to lend a helping hand (or two).

Happy sharing and engaging!

The LivingTree Team



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