

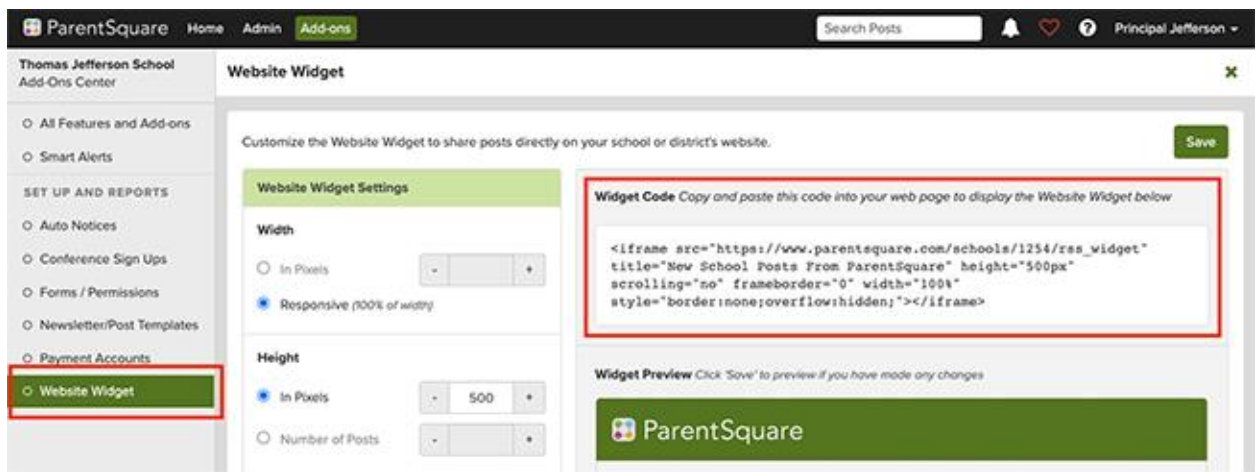


## MCPS Content Management System (Episerver) Training

### *How to Add a ParentSquare Widget*

#### Step 1: Get the ParentSquare Embed Code

1. Sign in to ParentSquare, go to **Add-ons** and select **Website Widget** in left sidebar.



2. You can use the default settings or use **Website Widget Settings** to customize your widget to match your school site aesthetics.
3. To customize, select 'Responsive' for **Width**. Adjust **Height**, **Colors**, and **Widget Header**.

Customize the Website Widget to share posts directly on your school or district's website. Save

**Website Widget Settings**

**Width**

In Pixels

Responsive (100% of width)

**Height**

In Pixels

Number of Posts

**Colors**

Border Color

Theme Color

**Widget Header**

Display Header


Display Logo

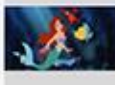
Add Custom CSS


**Widget Code** Copy and paste this code into your web page to display the Website Widget below


```
<iframe src="https://www.parentsquare.com/schools/1254/rss_widget"
title="New School Posts From ParentSquare" height="500px"
scrolling="no" frameborder="0" width="100%"
style="border:none;overflow:hidden;"></iframe>
```

**Widget Preview** Click 'Save' to preview if you have made any changes

 **ParentSquare**

 **Drama Club- The Little Mermaid**  
Come watch our students perform a wonderful musical number -The Little Mermaid!It will be Januar...  
Tuesday, Dec 31 2019

 **Friday Field Trips**  
Each Friday in November, our 4th grade students have the opportunity to attend after school activ...  
Monday, Oct 07 2019

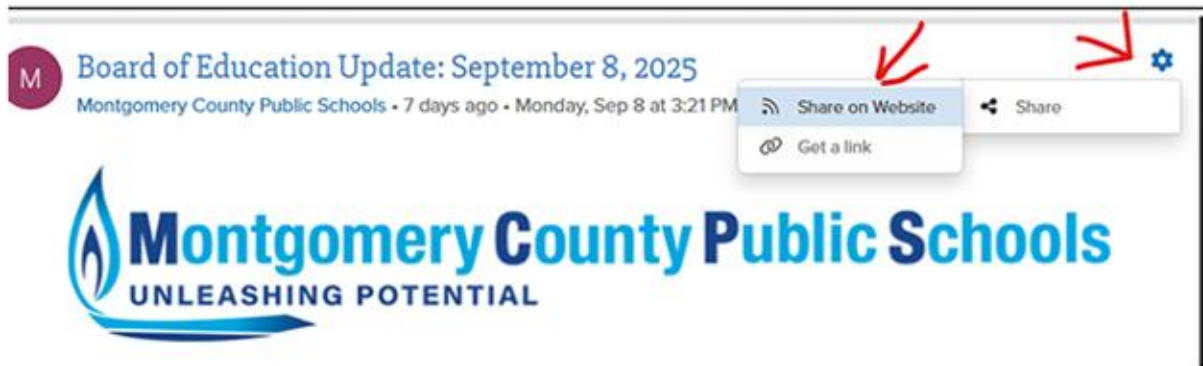
 **LCAP Meeting - May 30th@6:00 pm**

4. Click **Save** to preview your widget.
5. Copy everything in the **Widget Code** box to embed on your school website.

**Tip:** You must share a ParentSquare post to the website before the post will appear in your widget.

### **Step 2: Share a ParentSquare Post to the Website Feed**

1. Create a post and send it.
2. From your home feed, go to the post. Click the **gear icon** and select **Share**. (Or, go to the post detail page and click Share.)
3. Click **Share on Website**.



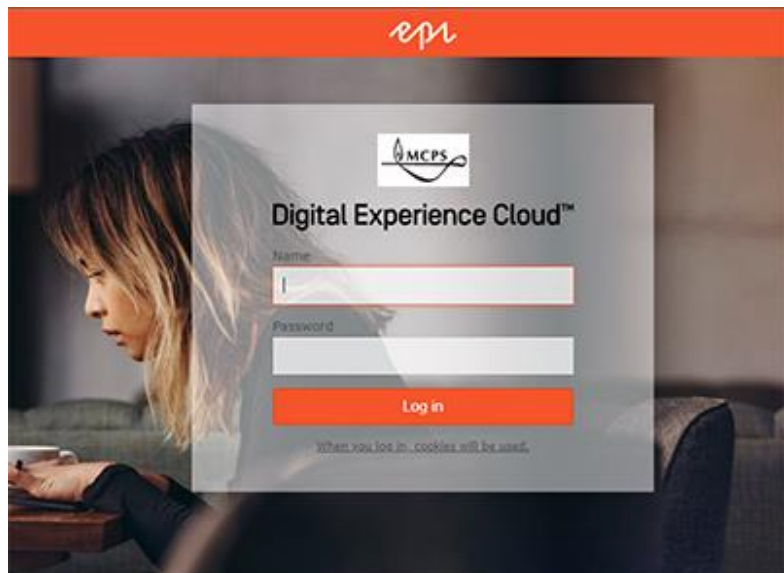
### **Unshare a ParentSquare Post from the Website Feed**

To unshare a shared post to the website feed:

1. Click the **gear icon** in the upper right corner of the post.
2. Hover over **Share**, and choose **Make Post Private**. This will remove the post from the website widget.

### **Step 3: Add the Widget to Your School Homepage in Episerver**

1. Go to the Login page:  
<https://www.montgomeryschoolsmd.org/Episerver/cms>
2. Enter your user name and password
3. Click **Log In**



### **Locate Your School's Homepage**

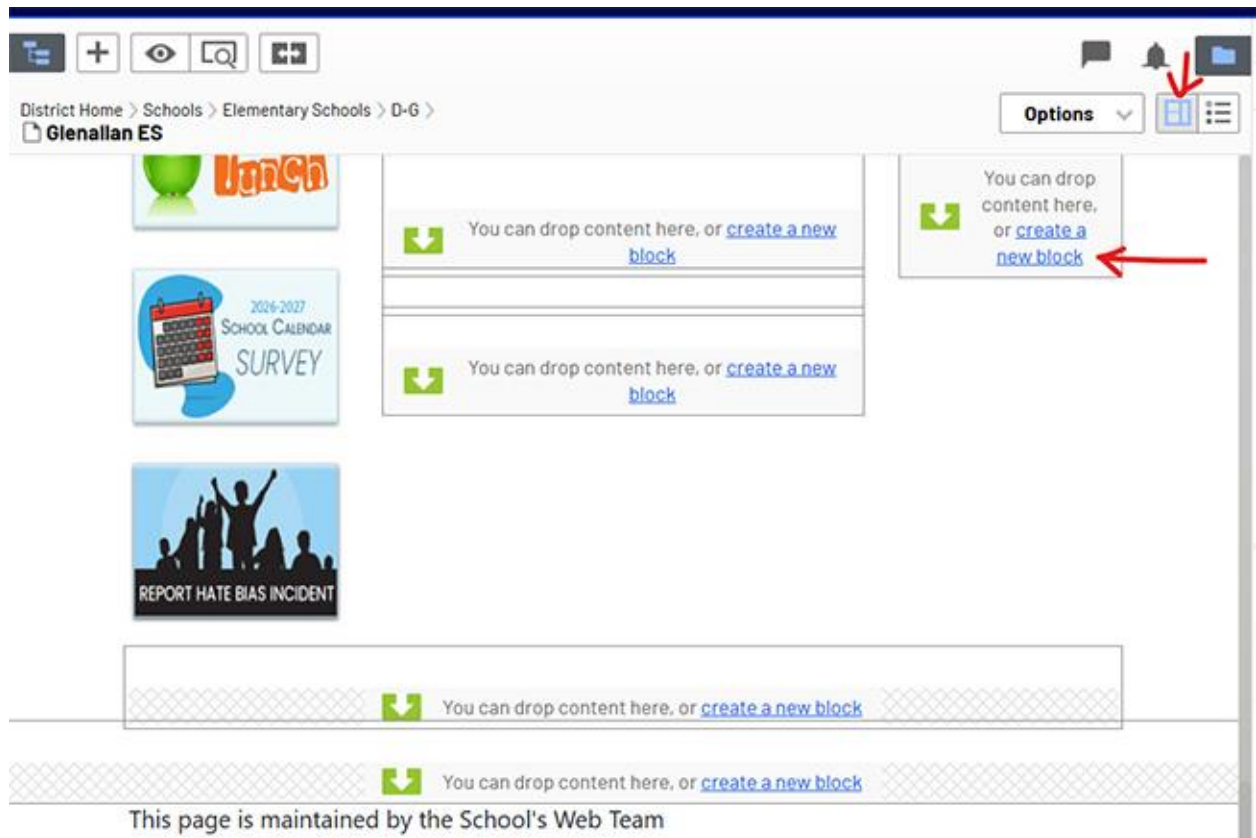
1. Open a separate browser window and go to your school's homepage.
2. Click the orange **epi** button at the top-right corner and select **CMS Edit**.



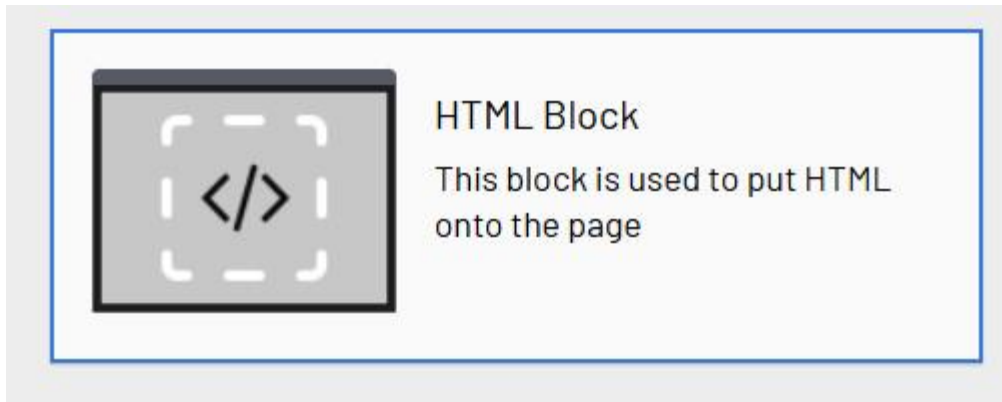
3. Select the button for **On-Page Editing**.



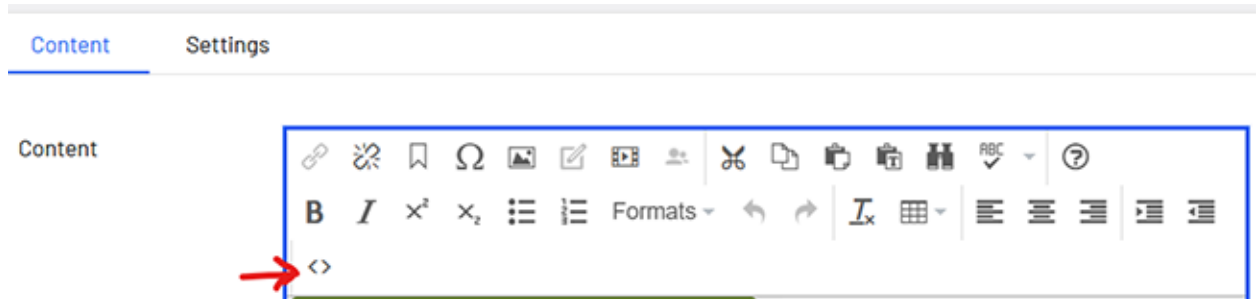
4. Go to the homepage area where you want the feed to appear and click **Create a New Block**.



5. Choose **HTML Block** and enter a Name. Example: "ParentSquare"  
 Note: The name is only for the editor.



6. The Epi editor should appear. Click the <> icon from the menu as shown below to switch to code view.



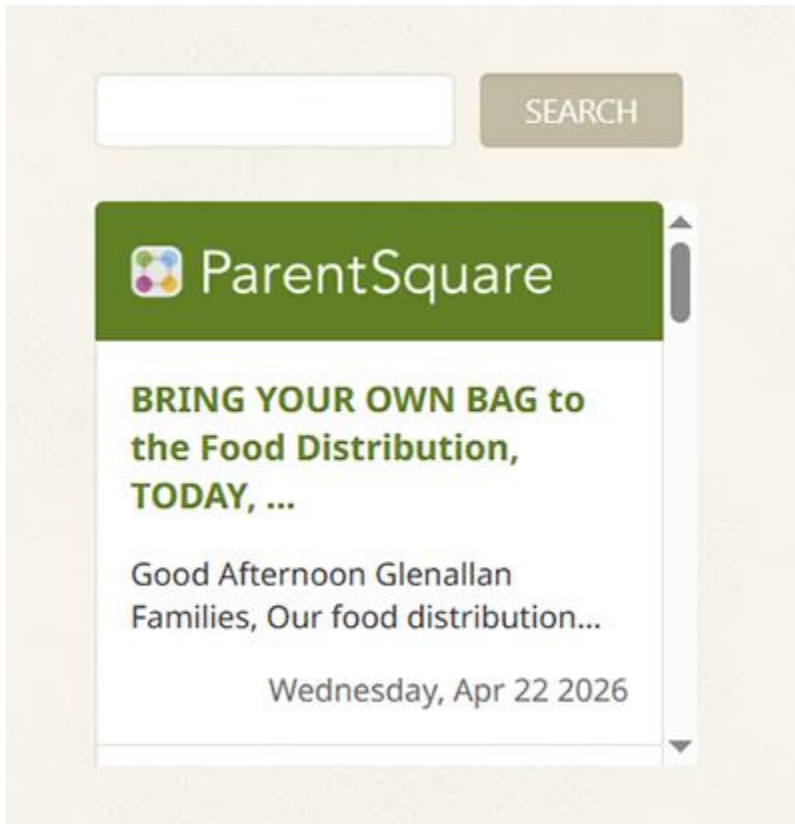
7. Once in code view, paste the ParentSquare embed code you copied in Step 1.



8. Click **OK**.
9. Click **Publish** to publish the HTML block.
10. On the homepage, click **Publish** to publish the homepage.

**Examples of ParentSquare feed live on School Websites**

*Example A: Widget added to right column*



*Example B:* Widget added to center/main column

# ANNOUNCEMENTS



## Gibbs Gator News Week of April 20 - 24

Gibbs Gator News Principal's Weekly Newsletter April 20, 2026 Here are a few important updates and reminders fo...

Sunday, Apr 19 2026



## Reminder: Cell Phone and Personal Mobile Devices

Cell Phone and Mobile Device Use in MCPS April 13, 2026 Cell Phone and Personal Mobile Device Regulation We ar...

Monday, Apr 13 2026



## Gibbs Gator News Week of April 13 - 17

Gibbs Gator News Principal's Weekly Newsletter April 13, 2026 Here are a few important updates and reminders fo...

Sunday, Apr 12 2026