

GETTING STARTED WITH EDSBY IN PRAIRIE SPIRIT SCHOOL DIVISION



PRAIRIE SPIRIT
SCHOOL DIVISION
Learners for Life

WHAT IS EDSBY?

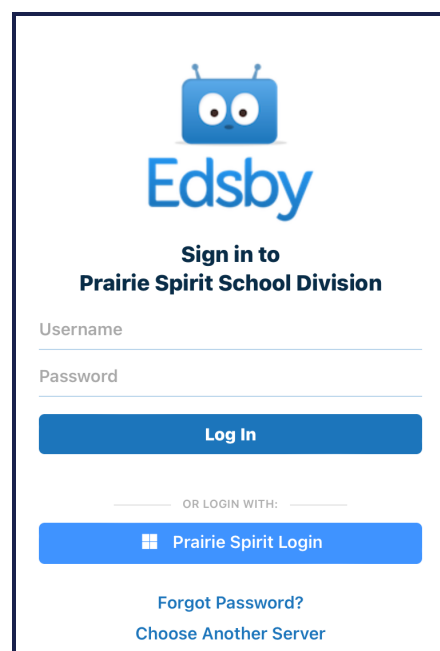
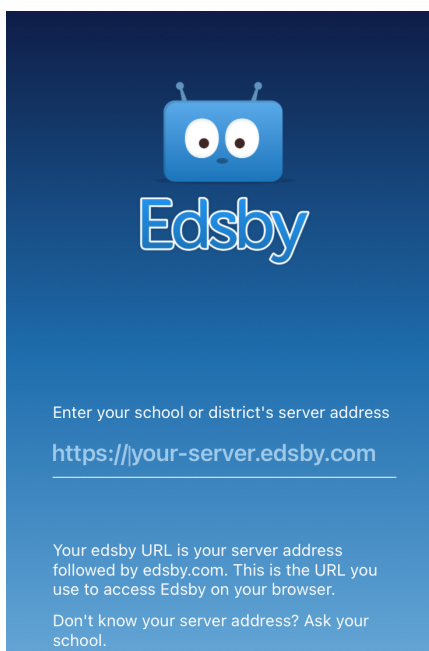
Edsby is a student information system used by most school divisions in Saskatchewan. It is used to communicate between the school and home about activities happening at school as well as student attendance and progress. Edsby can be accessed via an app or website.

GETTING STARTED

- The admin team at your school will send an Edsby invite to the email that you provided them.
- You will receive a separate invitation for each student that you are registering with the school.
- The first time you accept an invitation, select the "I don't have an Edsby account" option.
- Edsby will create an account for you with your **username being your email address** and it will prompt you to choose a password. Click the "Create Edsby Account" button when you are done.
- For any other invitations you receive for students in a PSSD school, you can now select "Login to your existing Edsby account" option and the new student will be added to your account.

LOGGING IN

- Download the Edsby app or navigate to **prairiespirit.edsby.com** on a web browser.
- When using the app, the first screen you will be taken to will ask you for "your school or district's server address". Type **prairiespirit** and click on "Next".
- The next screen will ask for your username and password. Enter your email as your username and the password that you chose when accepting the invitation to Edsby.



NAVIGATING THE APP

Each of your children will have the same options that you see below.

Where you will find a link to the progress report and all the classes your child is taking.

When a teacher makes a post in a class, it will appear here.

This is your **parent's tool bar**. It has links to your (A) home page button, (B) groups that you are a part of, (C) your messages, (D) your calendar and (E) recent notifications.

River of News: School wide announcements

Where to submit your attendance electronically for either today, a partial absence or a future absence.

Where a teacher may post pictures or videos of your child's work.

Upcoming events for your child.

The screenshot shows the Edsby app interface for a parent. At the top, there is a blue header with the Edsby logo and a search icon. Below the header, there are two purple tiles: 'Important Notification Settings for Parents' and 'Finding the App'. A blue arrow points to the 'River of News' section on the right, which contains school-wide announcements. Below this is a light blue tile for the student 'Emilie Jepsen, Grade 10 Student'. Underneath are two red tiles: 'Absent Today' and 'Plan an Absence'. A red arrow points to these tiles, explaining they are used for submitting attendance. Below these are three tiles: 'Classes' (green), 'Portfolio' (orange), and 'Learning Story' (orange). A green arrow points to the 'Classes' tile, explaining it links to progress reports and classes. Below these are three more tiles: 'Messages' (white), 'Recent Activity' (yellow), and 'Calendar' (pink). A yellow arrow points to the 'Messages' tile, explaining it shows posts from teachers. A pink arrow points to the 'Calendar' tile, explaining it shows upcoming events. At the bottom is a grey 'parent's tool bar' with five icons labeled (A) through (E): a home icon, a group of people icon, an envelope icon, a calendar icon, and a bell icon. A grey arrow points to this bar, explaining its functions.

COMMUNICATION FROM THE SCHOOL

There are different ways that the school and/or classroom teacher may communicate within Edsby.

- 1) The school calendar will have important division-wide and school-wide dates. You can access this from your parent tool bar.
- 2) Your child's classroom teacher may also put things in the calendar (upcoming events like field trips, assessments or assignments etc.) These can be found by clicking on your child's calendar.
- 3) Announcements like a class newsletter may be shared on the class homepage. The easiest way to access this is through the **recent activity** button. You can also get to the class homepage through the **classes** button.
- 4) Classroom teachers, admin assistants or administrators may communicate through a personal message or broadcast to the class. These can be found in your **messages** on your parent tool bar.
- 5) The **learning story** is a place where the teacher can post pictures or videos of what your child was doing at school today.
- 6) Progress reports will be published on Edsby and can be found under the **classes** button.

SETTING YOUR NOTIFICATIONS

Setting your notifications is extremely important to keep the line of communication open between school, teacher and parent. There are ways that you can customize your notification settings.

Step 1: Click on the three bars on the top left corner of the app.



Step 2: Click on "Settings".

Step 3: Click on "Notifications".

You now have different areas where you can set your notifications (personal, organization, and children). In each area you can choose **how** you want to receive notifications (through the notification bell on the app, via an email to your personal email, or a banner notification on your phone [if you are logged into the app]) and **type of event** you want notifications for (messages, attendance incidents, class activity, report card publishing etc). These notifications can always be adjusted if you find you are receiving notifications that you are not interested in. In this case, you can always set up your **activity digest** to send you a daily summary of your notifications.

Your school will notify you via Edsby if your child is missing from class. We strongly recommend that you choose to receive **attendance incidents notifications. These can be enabled from the children section of your notifications.**

DOING ATTENDANCE

If your child is going to be missing school, you can quickly and easily mark them absent for the day. Click on "Absent Today" or "Plan an Absence" (for a partial or future absence).

Absent Today

Fill in a reason for the absence and an optional comment and then click on "Send to School Office". This creates an absence for the entire day.

Plan an Absence

Choose the date and time for the absence. You can choose "beginning of the day" or "end of day" if you are unsure when the school day begins or ends. Again, give a reason for the absence and add an optional comment before you click on "Send to School Office".

You may receive a message from the school admin assistant if there are errors in your absence (wrong dates or times). They will provide you with the reason and give you feedback on what to do differently next time.

PARENT-TEACHER CONFERENCES/ HOME VISIT SCHEDULER

You will receive a message in Edsby from the school when it is time to log in and schedule a parent-teacher conference or home visit (for Kindergarten parents). This is another reason why it is important to have your notifications set to receive **message notifications**.

Simply click on the message and then you can click on "Make Changes" to select a day and time for your conference. If you have multiple children to book conferences for, it will show all of the classes for all your children and it will not let you double-book yourself.

If you ever need to go back and make changes, you can access the scheduler **through your messages**.