

# Classroom Communication Using Edsby:

## Getting Started with Edsby:

1. Open the Edsby App on your phone and Log into Your Parent Account for your student.



*\* (If you have not already set up your account please use the following instructions to set up your account.)*

### Instructions on setting up your Edsby account:

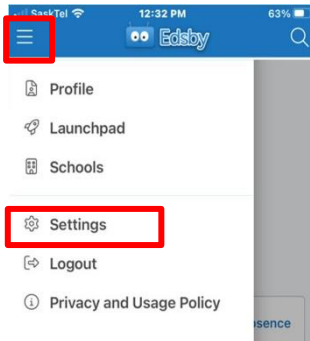
1. An invitation will be sent to the email you have provided to your school.
2. The first time you accept an invitation, you will need to select the "I don't have an Edsby account" option.
3. Edsby will create an account for you, with your username being your **email address** and it will prompt you to choose a password. Click the "Create Edsby Account" button when you are done.
4. **Congratulations**, your account is now created!
5. For any other invitations you receive, for students at this or other schools in Prairie Spirit School Division, you can now select the "Login to your existing Edsby account" option and the new student will be added to your account.

NOTE: if the app asks you to "enter your school or district's server address" please enter "**prairiespirit**"

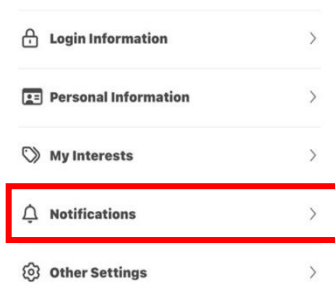
## Edsby Settings – Ensuring your NOTIFICATIONS are set up to receive information:

**\*Important\*** - To ensure you are receiving school correspondence please Turn ON your notifications in the settings for Edsby. See below for Instructions.

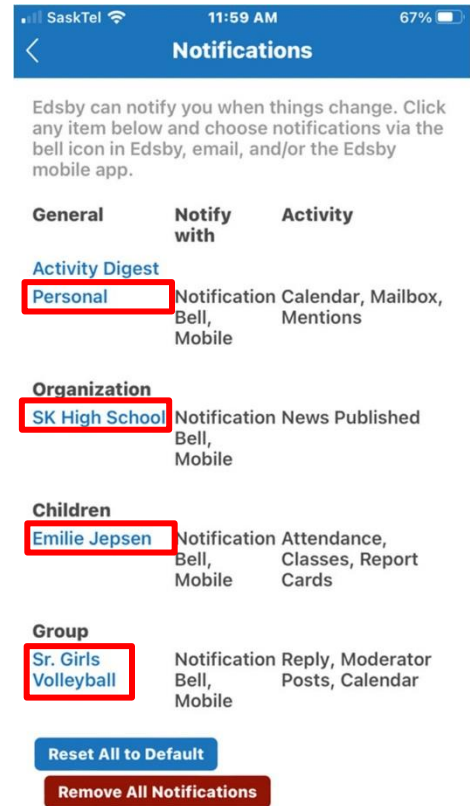
Click on the three bars on the top left of your app and select "Settings".



Then, click on "Notifications".



Now you can see the different sources of Edsby notifications. In this example, the parent has personal notifications, notifications from the high school, notifications for one child and notifications for the group she is a part of (Sr. Girls Volleyball). Depending on what each family dynamic is, your menu will be shown specific to that.



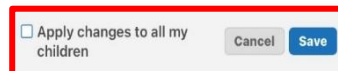
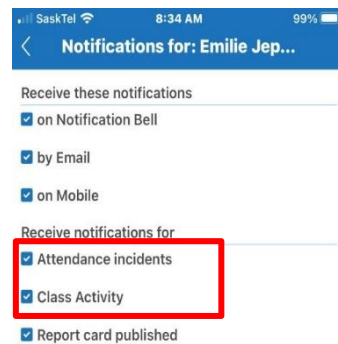
*\*Instructions: \**

Going into each section will allow you to select how you wish to be notified – CLICK ON THE BLUE WRITING TO GO INTO EACH OF THE SECTIONS. (ie: by email, by having a notification appear by the “bell” in the app, or by getting a notification on your cell phone on the app).

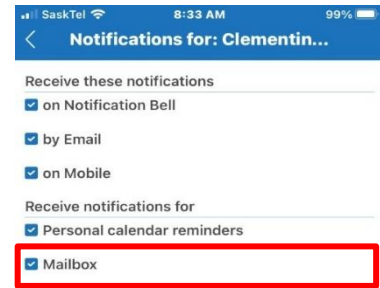
We **strongly recommend** ensuring you have the following boxes checked to ensure you are getting important information from the school. Click on each box to check or uncheck your choice of notifications.

The first critical notification is the “**Attendance incidents**” check box which can be found for each of your children. This will allow you to receive a notification if your child is missing from class. You will be able to respond to this notification, allowing you to clear the absence without having to contact the office. These notifications are an integral part of our attendance procedures.

**While on this screen, consider checking the “Apply changes to all my children” box before you click “Save”.**



The second critical notification is the “**Mailbox**” checkbox found under your “Personal” notifications. This will allow you to get a notification if a teacher or administrator is trying to communicate with you through the messages feature of Edsby. Teacher is encouraged to send general Broadcasts to the whole class or personal communication with parents through Edsby messages so having this box checked is very important.



Once you have checked off your notification preferences remember to hit “**SAVE**”.



### **Edsby Messages/School Communications:**

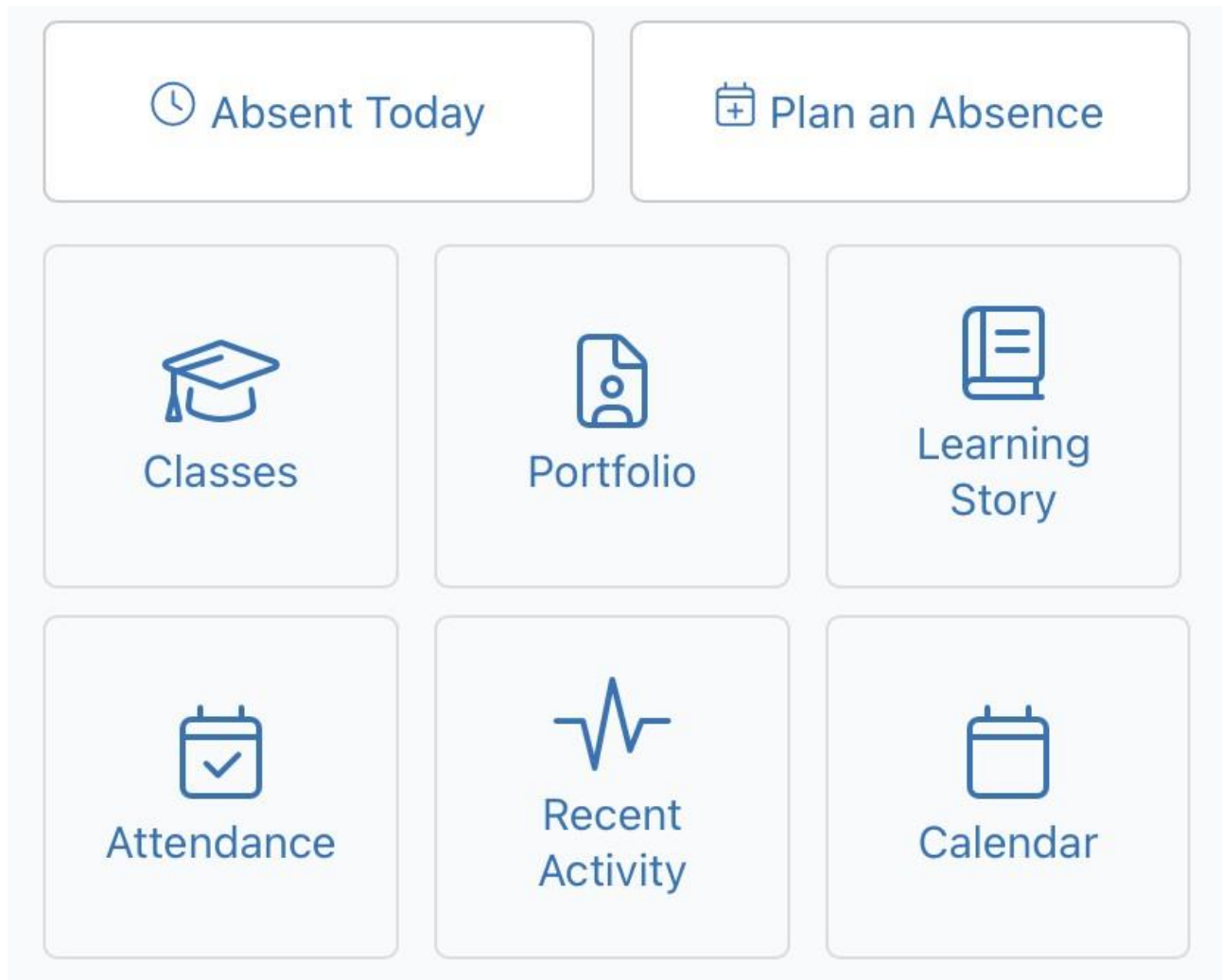
While on the main menu in your Edsby App you will see the following icons on the bottom of your screen. By clicking on the **Messages Icon** you will be able to see any email message that is sent out from the school or your student’s teacher.



By clicking on the **Notifications Icon** you will be able to see any communication that is posted on a classroom page by the teacher or posted to a group page. This information includes quick notes, shared classroom information that will help families stay informed of events happening in classrooms and around the school.



Parents are also encouraged to use the icons on the main menu for connection with their classroom teacher and the school. See the icons below – each icon is clickable and will display information that is useful for parents as described by their headings.



Additionally, we want to remind families that the school will post reminders, bulletins, newsletters, and important communication on the following:

- EWES website <https://blogs.spiritsd.ca/wes/>
- EWES Facebook page
- Edsby “river” – available to view on the top of your Edsby app once logged in.

If you have any additional questions please do not hesitate to reach out to your classroom teacher at anytime.