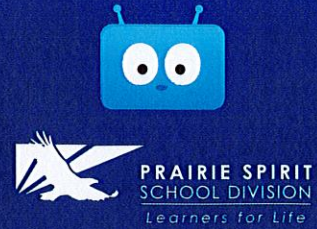


GETTING STARTED WITH EDSBY IN PRAIRIE SPIRIT SCHOOL DIVISION



WHAT IS EDSBY?

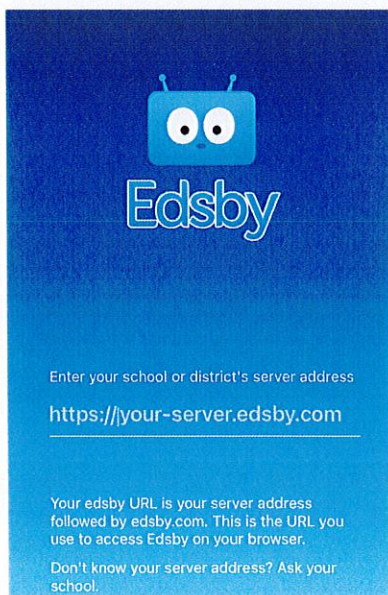
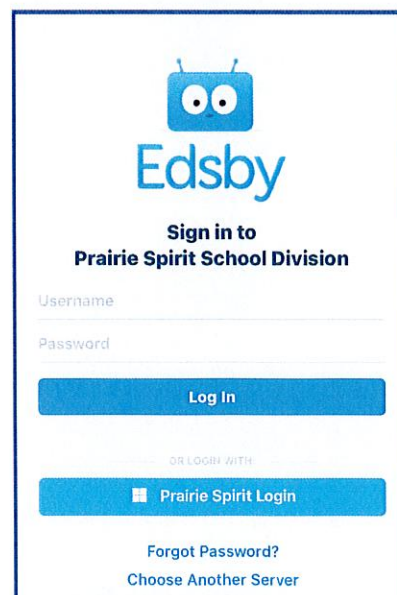
Edsby is a student information system used by most school divisions in Saskatchewan. It is used to communicate between the school and home about activities happening at school as well as student attendance and progress. Edsby can be accessed via an app or website.

GETTING STARTED

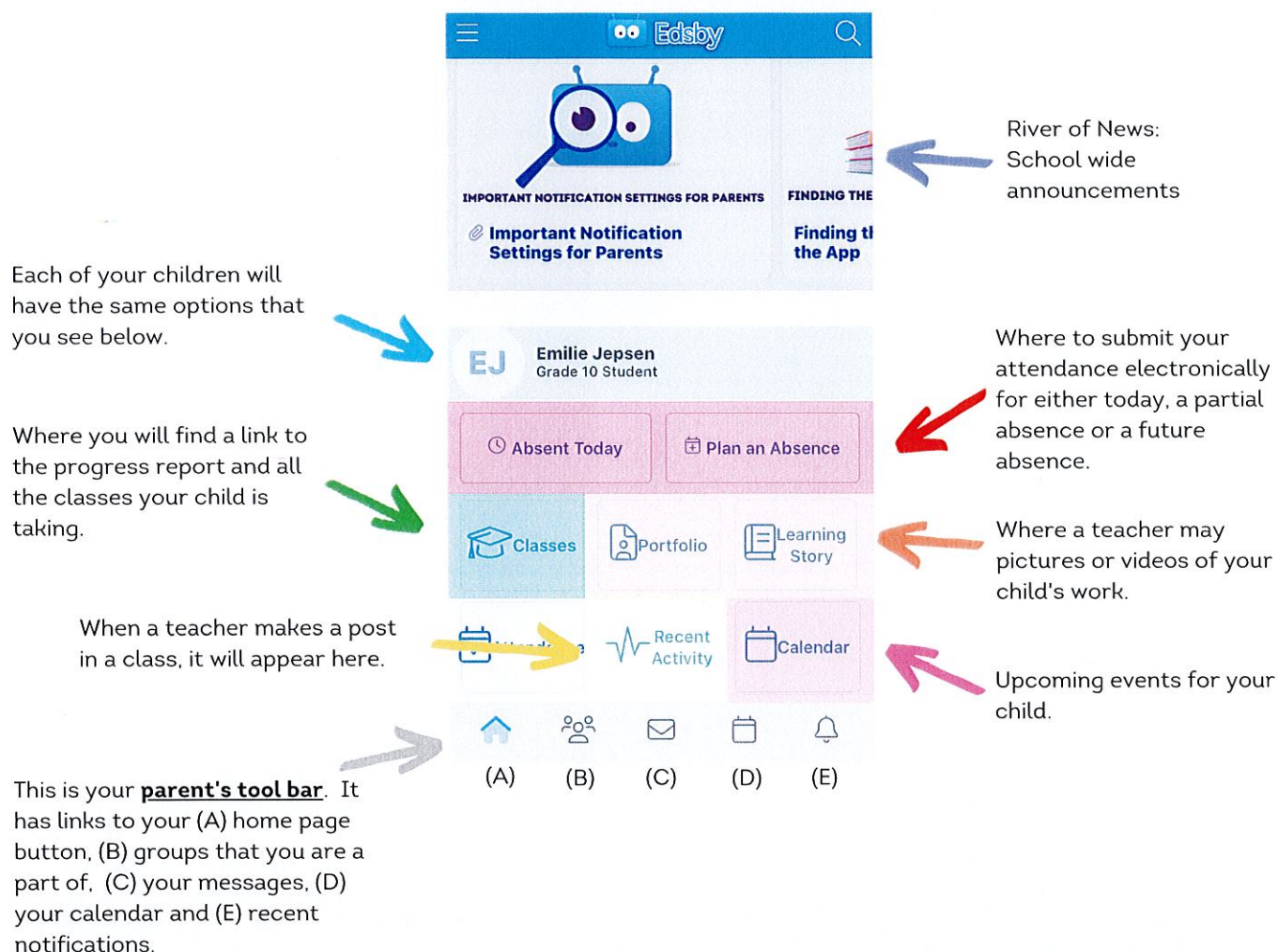
- The admin team at your school will send an Edsby invite to the email that you provided them.
- You will receive a separate invitation for each student that you are registering with the school.
- The first time you accept an invitation, select the "I don't have an Edsby account" option.
- Edsby will 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.

The image shows the Edsby app setup screen. It has a blue background with the Edsby logo at the top. Below the logo, there is a text input field with the placeholder "Enter your school or district's server address". Below this field, the URL "https://your-server.edsby.com" is displayed. At the bottom, there is a small text block that reads: "Your edsby URL is your server address followed by edsby.com. This is the URL you use to access Edsby on your browser. Don't know your server address? Ask your school."The image shows the Edsby login screen. It has a white background with the Edsby logo at the top. Below the logo, the text "Sign in to Prairie Spirit School Division" is displayed. There are two input fields: "Username" and "Password". Below these fields is a blue "Log In" button. Below the button is a link that says "OR LOGIN WITH". Below that is a blue button with a small icon and the text "Prairie Spirit Login". At the bottom, there are two links: "Forgot Password?" and "Choose Another Server".

NAVIGATING THE APP



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**.