

Newmarket High School

Interview Night – October 29, 2020

Advance Notice to Parents/Guardians

Interview Night will be held virtually on Thursday, October 29, 2020 from 6:00 p.m. to 8:00 p.m. This evening will give you an opportunity to meet your child’s subject teachers and discuss your child’s progress. Interviews will be scheduled at 5 minute intervals.

Edsby is a board platform where parents/guardians will electronically set appointments for interviews.

Interim report cards will be sent out electronically on Thursday, October 19, 2020. Interview appointments can be booked via Edsby beginning October 19, 2020 after 3:00 p.m.

Logging into your Edsby Account

October 14, 2020	New users will receive an e-mail request from Edsby.
October 14 – 19, 2020	New users set up their personalized account.
Monday, October 19, 2020	Interim Report Cards distributed electronically
Monday, October 19, 2020 after 3:00 p.m.	Edsby available to schedule interview appointments.
Thursday, October 29, 2020	Interview Night 6:00 p.m. to 8:00 p.m.

If you have already set up an account please login to Edsby via this link [Edsby](#)

If you have forgotten your password please login to Edsby and click “Can’t log in?” (see illustration below)



Setting up your Edsby Account for the first time

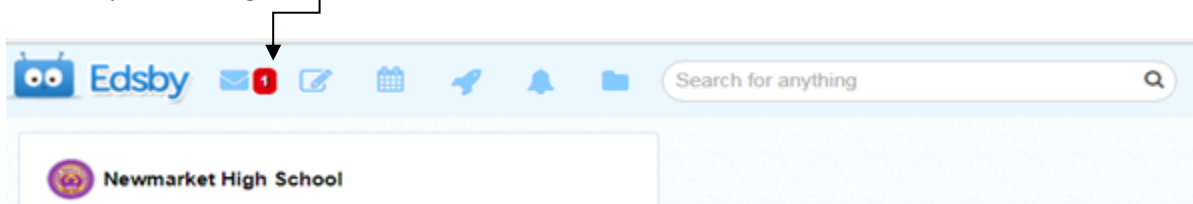
If you are a new user you will have received an e-mail invitation from Edsby today (October 14, 2020).

This is critical to activate your personalized Edsby account to set appointments for interviews. This is a one-time set up.

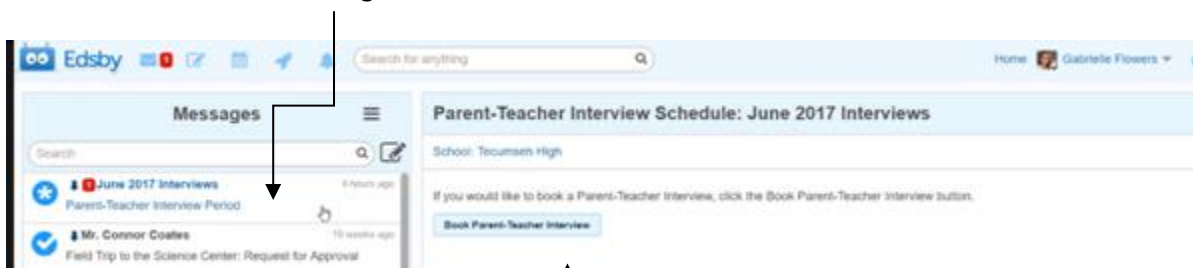
Once you have set up an account in Edsby, follow these instructions to book Interviews

1. Login to Edsby using your email and password

2. Go to your messages



3. Select Teacher Interview Night



4. Select Book Parent Teacher Interview



You will now have your schedule. To see your schedule again, or to make changes, you can access it through your messages.

5. Select the slots. When finished be sure to select Done.

6. Print/record a copy of this schedule and bring it with you on Interview Night.