

WELCOME TO EDSBY

How to sign in to your parent account already set up

If you already have an Edsby account set up, goto <https://yrdsb.edsby.com> and input your email address we have on file for you and the password that you used to create the account. You may choose to download the Edsby app onto your smartphone or tablet.

How your parent account is set up and how to attach multiple children to your account

If you are new to the school and do not have an Edsby account, you will be receiving an email from the school, to set up your account and/or attach an existing account to each child.

You only need one Edsby parent account but, will receive a separate email invitation from each school your children attend. Click the link(s) in the email(s) you were sent, and a browser will send you to a screen like the one below on the left:

The image displays two sequential screenshots of the Edsby parent account registration process. The left screenshot shows the initial registration screen with the Edsby logo and a blue robot icon. Below the logo, it says "Edsby account registration for parent of Rhianna White. Please select one of the choices below. If this is not your child, please click here". There are two main buttons: "Login to your existing Edsby parent account" and "I don't have an Edsby parent account". A red dashed arrow points from the "I don't have an Edsby parent account" button to the right screenshot. The right screenshot shows the account creation form with the Edsby logo and a blue robot icon. It has a text input field for "EMAIL (THIS WILL BE YOUR USERNAME)" with the value "egoddard_edsby@mailinator.com". Below that are two text input fields for "CHOOSE YOUR PASSWORD *" and "RETYPE PASSWORD *". At the bottom, there is a blue button labeled "Create Edsby Account" and a "Back" link.

If you need to create an account

If you don't already have an Edsby parent account, click the **I don't have an Edsby account** button in the email. You'll then be prompted on a second screen to enter and confirm a password. Your email address and your username will already be entered. Click Create Edsby Account. You'll be logged into your Edsby Account and a "Welcome to Edsby" message will be sent to your email address. The information for at least one of your children will be immediately visible to you.

Add additional children to an existing Edsby account

Find Edsby invitation email(s) for your addition children(s). Click the link in the email, and then choose the **Login to your existing Edsby account** button in the screen above. Enter your Edsby username and password. Your existing Edsby account will now include an additional child.

Did you know that you can now receive school news through your Edsby account?

To stay up-to-date on all of our current school news and receive a notification each time we post something new on the Edsby News River, please follow the steps below...

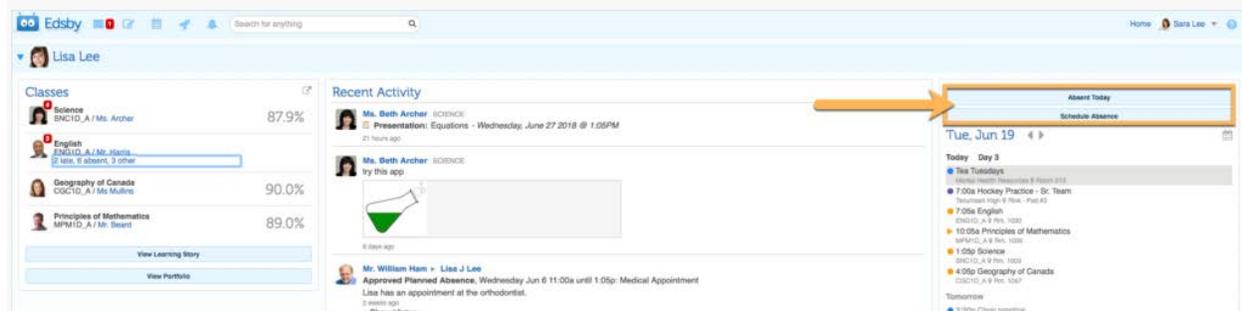
1. Sign into your Edsby account at <https://yrdsb.edsby.com>
2. Go to your account settings
3. Select "Notifications"
4. Choose "Windham Ridge Public School"
5. Check the box "News Item Posted"
6. Select "Notify Activity Via" and choose how you would like to be notified – email, Edsby and/or push
7. Save

Did you know that you can now report a child's absence through your Edsby account?

Parent Planned Absences

Edsby enables parents to inform their child's school of an absence quickly and easily.

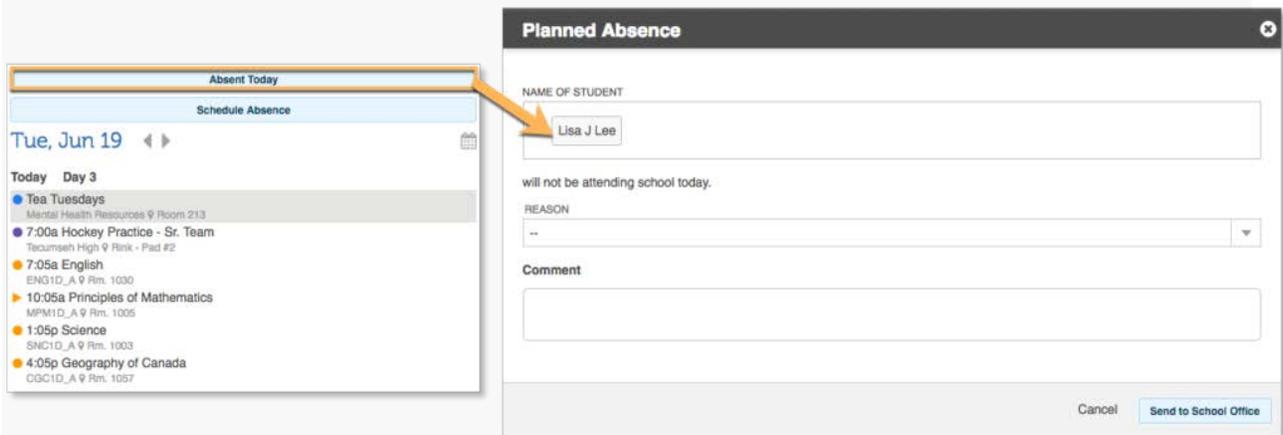
To submit a parent planned absence, log into Edsby. Scroll to the child that the absence will be submitted on behalf of. The parent has two options when scheduling absences: Absent Today and Schedule Absence.



The screenshot displays the Edsby parent portal interface for Lisa Lee. The top navigation bar includes the Edsby logo, a search bar, and user information (Home, Sara Lee). The main content area is divided into three sections: 'Classes', 'Recent Activity', and 'Absences Today'. The 'Classes' section lists subjects like Science (87.9%), English (90.0%), and Principles of Mathematics (89.0%). The 'Recent Activity' section shows a presentation on Equations and a medical appointment for Lisa Lee. The 'Absences Today' section is highlighted with an orange arrow and contains two buttons: 'Absent Today' and 'Schedule Absence'. The right sidebar shows a calendar for Tuesday, June 19, with a list of activities for the day, including Tika Tutorials, Hockey Practice, and various classes.

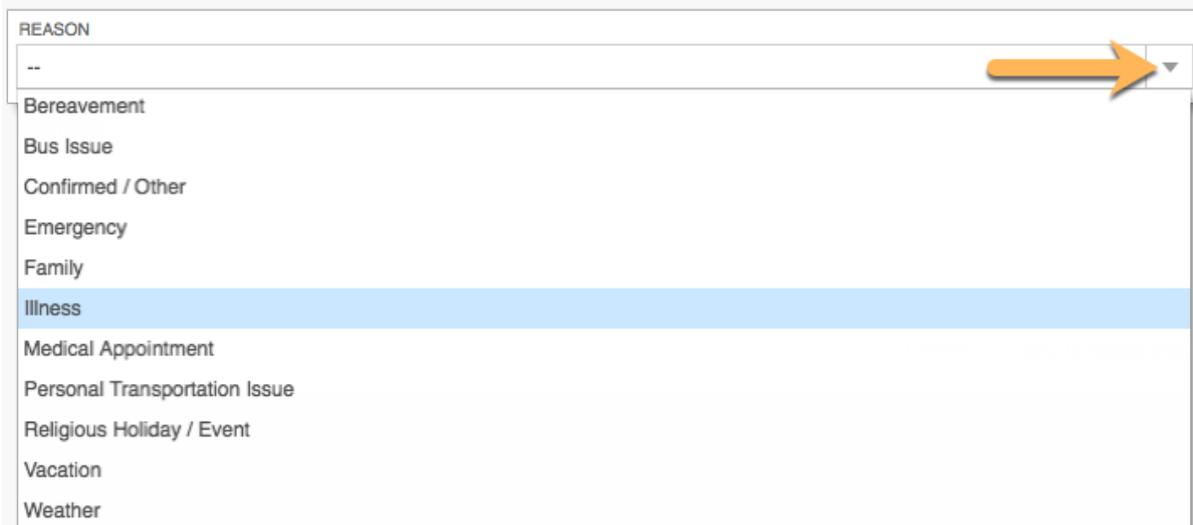
Absent Today

If the child is going to be away for the whole day, click Absent Today to open the Planned Absence form. The name of the child will automatically be filled in the form.



The image shows a 'Planned Absence' form window. On the left, a smaller window titled 'Absent Today' shows a 'Schedule Absence' button. An orange arrow points from this button to the 'NAME OF STUDENT' field in the 'Planned Absence' form, which contains the name 'Lisa J Lee'. Below the name field, the text 'will not be attending school today.' is displayed. The 'REASON' field is a drop-down menu currently showing '--'. Below that is a 'Comment' text area. At the bottom right of the form are 'Cancel' and 'Send to School Office' buttons.

Select a reason for the absence from the drop-down menu.



The image shows a close-up of the 'REASON' drop-down menu. The menu is open, displaying a list of reasons: Bereavement, Bus Issue, Confirmed / Other, Emergency, Family, Illness (highlighted in blue), Medical Appointment, Personal Transportation Issue, Religious Holiday / Event, Vacation, and Weather. An orange arrow points to the small downward-pointing triangle on the right side of the menu header, which is used to toggle the menu open and closed.

The comment is optional. When the form is complete, click Send to School Office. The Office will review and approve the planned absence.

Planned Absence ✕

NAME OF STUDENT

- Lisa J Lee

will not be attending school today.

REASON

Illness ▼

Comment

Lisa has come down with the flu and will not be in school today.

Send to School Office

Schedule Absence

Parents can also report future absences, partial day absences, and multi-day absences through Edsby. To submit these kinds of absences, click Schedule Absence to open the Planned Absence form. The name of the child will automatically be filled in the form.

Absent Today

Schedule Absence

Tue, Jun 19 ◀ ▶

Today Day 3

- Tea Tuesdays
Mental Health Resources 9 Room 213
- 7:00a Hockey Practice - Sr. Team
Toucan High 9 Rink - Pad #2
- 7:05a English
ENG10_A 9 Rm. 1030
- 10:05a Principles of Mathematics
MPM1D_A 9 Rm. 1005
- ▶ 1:05p Science
SNC1D_A 9 Rm. 1003
- 4:05p Geography of Canada
COC1D_A 9 Rm. 1057

Planned Absence ✕

NAME OF STUDENT

- Lisa J Lee

will not be attending school

All Day

FROM UNTIL

Today 📅

1:05 PM 🕒

Today 📅

1:12 PM 🕒

REASON

-- ▼

Comment

Cancel
Send to School Office

Choose the date the child will be absent. Select the start time of the absence based on the time of day or based on the class schedule.

FROM

1 Today

2 1:05 PM

AM	PM	PERIOD
12:00	12:00	7:05a Period 1: ENG1D_A
1:00	1:00 :15 :30 :45	10:05a Period 2: MPM1D_A
2:00	2:00	1:05p Period 3: SNC1D_A
3:00	3:00	4:05p Period 4: CGC1D_A
4:00	4:00	
5:00	5:00	
6:00	6:00	
7:00	7:00	
8:00	8:00	
9:00	9:00	
10:00	10:00	
11:00	11:00	

Select an end time based on the time of day or the class schedule.

UNTIL

3 Today

4 4:05 PM

AM	PM	PERIOD
12:00	12:00	7:05a Period 1: ENG1D_A
1:00	1:00	10:05a Period 2: MPM1D_A
2:00	2:00	1:05p Period 3: SNC1D_A
3:00	3:00	4:05p Period 4: CGC1D_A
4:00	4:00 :15 :30 :45	
5:00	5:00	
6:00	6:00	
7:00	7:00	
8:00	8:00	
9:00	9:00	
10:00	10:00	
11:00	11:00	

If parents are submitting a multi-day absence for their child, they must choose a returning date. The returning date will automatically default to the child's first scheduled class but parents can change this if the child will be arriving later in the day.

FROM

Today

1:05 PM

UNTIL

2018-06-21

7:05 AM

Select a reason for the absence from the drop-down menu. The comment is optional. When the form is complete, click Send to School Office. The Office will review and approve the planned absence.

Planned Absence

NAME OF STUDENT

• Lisa J Lee

will not be attending school

All Day

FROM Today 1:05 PM UNTIL 2018-06-21 7:05 AM

REASON
Vacation

Comment

Send to School Office

Recent Activity

The Recent Activity associated with a parent's child lists all planned absences and whether they have been approved by the Office or not.

Lisa Lee

Classes

Science SNC1D_A / Ms. Archer	87.9%
English ENG1D_A / Mr. Harris 2 late, 6 absent, 3 other	
Geography of Canada CGCTD_A / Ms Mullins	90.0%
Principles of Mathematics MPM1D_A / Mr. Beard	89.0%

View Learning Story
View Portfolio

Recent Activity

- Mr. William Ham > Lisa J Lee
Approved Planned Absence, Tuesday Jun 19 12:00a until 11:59p: illness
Lisa has come down with the flu and will not be in school today.
11 seconds ago
Show History
- Ms. Sara Lee > Lisa J Lee
Requested Planned Absence, Tuesday Jun 19 1:05p until Thursday Jun 21 7:05a: Vacation
55 seconds ago
- Ms. Beth Archer SCIENCE
Presentation: Equations - Wednesday, June 27 2018 @ 1:05PM
23 hours ago
- Ms. Beth Archer SCIENCE
try this app

Attendance Totals

Attendance totals can be found under the name of the class in the Classes panel of a parent's child. Here, the parent can quickly see an overview of their child's attendance record in a given class.

▼ Lisa Lee

Classes

 Science SNC1D_A / Ms. Archer	87.9%
 English ENG1D_A / Mr. Harris <u>2 late, 6 absent, 3 other</u>	
 Geography of Canada CGC1D_A / Ms Mullins	90.0%
 Principles of Mathematics MPM1D_A / Mr. Beard	89.0%

Parents can click on the summary to open a detailed view of their child's attendance history.

Attendance History

Attendance history for Lisa Lee in English (ENG1D_A)

Attendance Summary

Type

All Absent Late Sanctioned

Unexcused

Reason

All Unknown / Unresolved Bus Issue

Family Illness

Personal Transportation Issue School Activity

Vacation

Status

All Confirmed Projected

2 late, 6 absent, 3 other

Tue, Jun 19 7:05a (Period 1) Planned
Unexcused: Excused
Total time missed: 2h, 55m (100%)
 Lisa has come down with the flu and will not be in school today.

Thu, May 31 7:05a (Period 1) Planned
Unexcused: Vacation
Total time missed: 2h, 55m (100%)

Fri, Apr 27 7:05a (Period 1) Planned
Unexcused: Bus Issue
Total time missed: 2h, 55m (100%)

Thu, Mar 1 7:05a (Period 1)
Late: Personal Transportation Issue
First arrived at: 9:16a. Total time missed: 2h, 11m, 21s (75%)
 Flat tire

Wed, Feb 28 7:05a (Period 1) Planned
Unexcused: Vacation
Total time missed: 2h, 55m (100%)

Tue, Feb 27 7:05a (Period 1)
Sanctioned: School Activity
Total time missed: 2h, 55m (100%)
 Public Speaking Contest

Fri, Feb 23 7:05a (Period 1)
Unexcused: Excused
Total time missed: 2h, 55m (100%)
 Sick with the Olympic Flu (Skating Version)

Mon, Jan 29 7:05a (Period 1)
Unexcused: Family
Total time missed: 2h, 55m (100%)

Fri, Jan 26 7:05a (Period 1) Planned
Unexcused: Family
Total time missed: 2h, 55m (100%)

Thu, Jan 11 7:05a (Period 1) Planned
Unexcused: Excused
Total time missed: 2h, 55m (100%)

Here, parents can use the filters on the left to view certain events regarding their child's attendance in a specific class.

Calendar

A parent can view the calendar specific to the given child at the right of the child's panel. Here, parents receive up-to-the-minute attendance information for the given day and can view whether their child has been marked late, present, or absent in each of their classes.

Tue, Jun 19 ◀ ▶

Today Day 3

- Tea Tuesdays
Mental Health Resources ♀ Room 213
- ▶ 12:00a Planned Absence
Lisa Lee
- 7:00a Hockey Practice - Sr. Team
Tecumseh High ♀ Rink - Pad #2
- 7:05a English
Absent ENG1D_A ♀ Rm. 1030
- 10:05a Principles of Mathematics
Late MPM1D_A ♀ Rm. 1005
- ▶ 1:05p Science
Present SNC1D_A ♀ Rm. 1003
- 4:05p Geography of Canada
CGC1D_A ♀ Rm. 1057

Parent-Teacher Interviews

When it's time for parents to schedule an interview with their children's teachers, they will receive a message in their Edsby mailbox. Click messages in the navigation bar across the top of the parent home screen.



Click on the message that says Parent-Teacher Interview Period. Click Book Parent-Teacher Interview.

The screenshot shows the Edsby interface. The 'Messages' section lists several messages, with the top one being 'June Interviews' (Parent-Teacher Interview Period) from 3 minutes ago. An orange arrow points from this message to a detailed view of the 'Parent-Teacher Interview Schedule: June Interviews' for Tecumseh High. This detailed view includes a 'Book Parent-Teacher Interview' button, which is also highlighted with an orange box. A text box next to the button says: 'If you would like to book a Parent-Teacher Interview, click the Book Parent-Teacher Interview button.'

The parent will see the child the interviews apply to and the available time slots for each of the children's teachers. If the interview period runs on more than one day, parents can select the day they would like to book an interview by selecting them from the tabs in the top left.

Parent-Teacher Interview Schedule: June Interviews

To schedule an interview with a teacher, click on any free slot. When you are finished, click done.

Monday, June 25 Tuesday, June 26

LISA LEE

	Ms. Archer SNCID_A	Mr. Beard MPMID_A	Mr. Harris ENID_A	Ms. Mullins COCID_A
9:00am UTC-4	available	available	available	available
9:20am UTC-4	available	available	available	available
9:40am UTC-4	available	available	available	available
10:00am UTC-4	available	available	available	available
10:20am UTC-4	available	available	available	available
10:40am UTC-4	available	available	available	available
11:00am UTC-4	available	available	available	available
11:20am UTC-4	available	available	available	available
11:40am UTC-4	available	available	available	available
4:00pm UTC-4	available	available	available	available
4:20pm UTC-4	available	available	available	available
4:40pm UTC-4	available	available	available	available
5:00pm UTC-4	available	available	available	available

Edsby enables parents to choose exact time slots they want and enables parents to know in real time if the slots are available. Slots that are already booked and unavailable will be blank. Slots available will be labeled Available.

5:40pm UTC-4	available	available	available
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To book an interview time, click on an available slot. Once a slot has been clicked, Edsby automatically blocks out any time slots that would conflict with the parent's booking.

11:20am UTC-4	change	available	available	available
11:40am UTC-4	change	available	available	available
4:00pm UTC-4	remove booking			
4:20pm UTC-4	change	available	available	available
4:40pm UTC-4	change	available	available	available
5:00pm UTC-4	change	available	available	available

To change an interview time, click Change on any of the slots that say Change.

Monday, June 25	Tuesday, June 26
	Ms. Archer SNCID_A
9:00am UTC-4	change
9:20am UTC-4	change
9:40am UTC-4	change
10:00am UTC-4	change
10:20am UTC-4	change
10:40am UTC-4	change
11:00am UTC-4	change
11:20am UTC-4	change
11:40am UTC-4	change
4:00pm UTC-4	remove booking
4:20pm UTC-4	change
4:40pm UTC-4	change
5:00pm UTC-4	change

To remove a booking, click Remove Booking. The time slot will change back to being available.

Monday, June 25	Tuesday, June 26
	Ms. Archer SNC1D_A
9:00am UTC-4	change
9:20am UTC-4	change
9:40am UTC-4	change
10:00am UTC-4	change
10:20am UTC-4	change
10:40am UTC-4	change
11:00am UTC-4	change
11:20am UTC-4	change
11:40am UTC-4	change
4:00pm UTC-4	remove booking
4:20pm UTC-4	change
4:40pm UTC-4	change
5:00pm UTC-4	change

When parents are finished booking their times, click Done. A summarized schedule will be provided for the parent regarding each of the parent's interview times.

Parent-Teacher Interview Schedule: June Interviews			
School: Mesa Elementary			
You have already booked your parent-teacher interview appointments. If you would like to modify your schedule, click the Make Changes button.			
Monday, June 25, 2018			
2:20pm UTC-4	Ms. Bryan	Mathematics_GR4_A	Room not yet set
2:40pm UTC-4	Ms. Bird	English_GR7_E	Room not yet set
3:00pm UTC-4	Mrs. Miller	Mathematics_GR7_E	Room not yet set
3:20pm UTC-4	Ms. Nelson	Health Education_GR7_E	Room not yet set
3:40pm UTC-4	Ms. Bryan	Mathematics_GR4_A	Room not yet set
4:20pm UTC-4	Ms. Bryan	Homeroom_GR4_A	Room not yet set
4:40pm UTC-4	Mr. Ore	French_GR7_E	Room not yet set
5:40pm UTC-4	Ms. Bryan	Science and Technology_GR4_A	Room not yet set
Make Changes			

If the interview period has not yet been closed for editing by an administrator, parents can make changes to their interview schedule by clicking Make Changes.

Booking Interviews for multiple children

Parents may have more than one child in the same school during an Interview Period. To book interviews for multiple children, click on the Interview Period message from the mailbox. All children the interviews apply to and each of their teachers will be included in the booking table.

Parent-Teacher Interview Schedule: June Interviews

To schedule an interview with a teacher, click on any free slot. When you are finished, click Done.

[Booking Done](#) Tuesday, June 26 Wednesday, June 27

	JOSEPH LEE					TEGAN LEE				
	Ms. Miller MATHEMATICS_GRP_8	Ms. Bird ENGLISH_GRP_8	Ms. Ore FRENCH_GRP_8	Ms. Nelson HEALTH EDUCATION_GRP_7	Ms. Stewart HOMEROOM_GRP_8	Ms. Bryan ENGLISH_GRP_4	Ms. Bryan HEALTH EDUCATION_GRP_4	Ms. Bryan HOMEROOM_GRP_4	Ms. Bryan MATHEMATICS_GRP_4	Ms. Bryan SCIENCE AND TECHNOLOGY_GRP_4
2:20pm UTC-4	available	available	available	available	available	change	available	available		
3:20pm UTC-4	available	available	available	available	available	available	available	available	available	change
4:20pm UTC-4	available	available	available	available	available	available	available	available	available	change
5:20pm UTC-4	available	available	available	available	available	available	available	available	available	change
6:20pm UTC-4	available	available	available	available	available	available	available	available	available	change
7:20pm UTC-4	available	available	available	available	available	available	available	available	available	change
8:20pm UTC-4	available	available	available	available	available	available	available	available	available	change
9:20pm UTC-4	available	available	available	available	available	available	available	available	available	change

Click on available time slots to book an interview with the desired teacher for the desired child. Once a slot has been clicked, Edsby automatically blocks out any time slots that would conflict with the parent's booking.

When parents are finished booking their times, click Done. A summarized schedule including all interviews for all of a parent's children will be provided for the parent regarding the interview times.

Parent-Teacher Interview Schedule: June Interviews

School: Mesa Elementary

You have already booked your parent-teacher interview appointments.
If you would like to modify your schedule, click the Make Changes button.

Monday, June 25, 2018

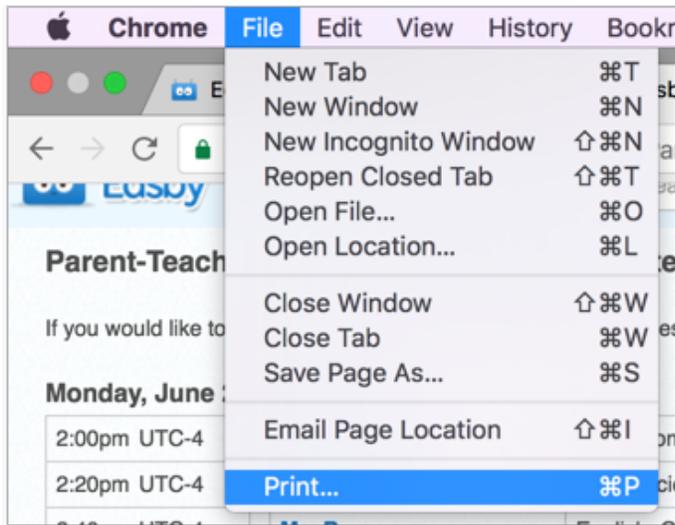
2:20pm UTC-4	Ms. Bryan	Mathematics_GRP4_A	Room not yet set
2:40pm UTC-4	Ms. Bird	English_GRP7_E	Room not yet set
3:00pm UTC-4	Mrs. Miller	Mathematics_GRP7_E	Room not yet set
3:20pm UTC-4	Ms. Nelson	Health Education_GRP7_E	Room not yet set
3:40pm UTC-4	Ms. Bryan	Mathematics_GRP4_A	Room not yet set
4:20pm UTC-4	Ms. Bryan	Homeroom_GRP4_A	Room not yet set
4:40pm UTC-4	Mr. Ore	French_GRP7_E	Room not yet set
5:40pm UTC-4	Ms. Bryan	Science and Technology_GRP4_A	Room not yet set

[Make Changes](#) 

If the interview period has not yet been closed for editing by an administrator, parents can make changes to their schedule by clicking Make Changes.

Printing the Schedule

Parents can print their interview schedules by clicking File and then Print or by typing Ctrl+P on their keyboard.



New Parents joining Edsby

If a parent activates an account during a Parent-Teacher Interview period, the parent will automatically be invited to book interviews if the interview period applies to one of their children.

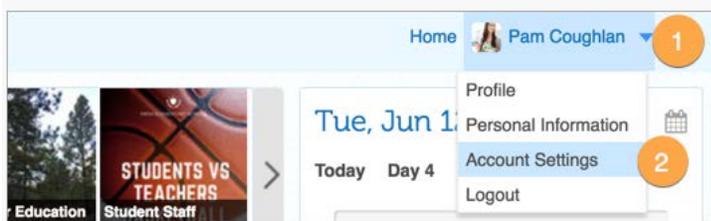
For example, if Sarah Lee activates her parent account after a Parent-Teacher Interview period for grade 4 students has been started, she will automatically receive a message in her Edsby mailbox to book interview times for her daughter Tegan who is in grade 4. If she did not have any children who were in grade 4, she would not receive the message.

Notifications for Parents

With so many things happening inside Edsby, it is important to stay organized and up-to-date. Edsby makes this easy by enabling various notifications to ensure parents using Edsby are notified of the important things happening within their calendars, groups, and the schools their children attend.

Changing Notification Settings

To update or alter Notification Settings, click on the drop-down menu located next to the name of the account holder in Edsby. Select Account Settings from the menu.



Next to the row labeled Notifications, click Change.

Account Settings	
Username	pcoughlan
Role/Title	Parent
Password	Updated 60 weeks ago
Notifications	Messages Change
Preferences	Change

This will provide a form to select and update both Email and Instant Notifications regarding the Personal Calendar, Organization, and Groups associated with a parent's Edsby account.

Notifications

Email

Email me at pcoughlan_edsby@mailinator.com when there are new: Messages

EMAIL ME A DIGEST OF ACTIVITY:

Daily

Instant Notifications

Personal Calendar		
Organization	Notify	Activity
Tecumseh High	Activity	
Group	Notify	Activity
All Students + All Parents		
Everyone!		
Extracurriculars		
grade 10 parents		
New Test Group		
Parents		
Planning Committee		
PLC Test Group Chrome, Father		
Volunteer Postings		

Cancel Save

Instant Notifications regarding a specific Organization or Group can also be altered by clicking the Bell icon directly from inside a school or group feed.

Email Notifications

Edsby enables the option for parents to receive email notifications when there are new Messages in their inbox.

Click the box to receive these notifications.

Email

Email me at pcoughlan_edsby@mailinator.com when there are new: Messages

EMAIL ME A DIGEST OF ACTIVITY:

Daily

Instant Notifications

Instant Notifications provide parents with notifications as soon as the selected event occurs. Parents can choose how they would like to receive their Instant Notifications (if at all). These choices include notifying by email, through Edsby itself, and through Push notifications.

Instant Notification

NOTIFY ACTIVITY VIA:

Edsby
email
push

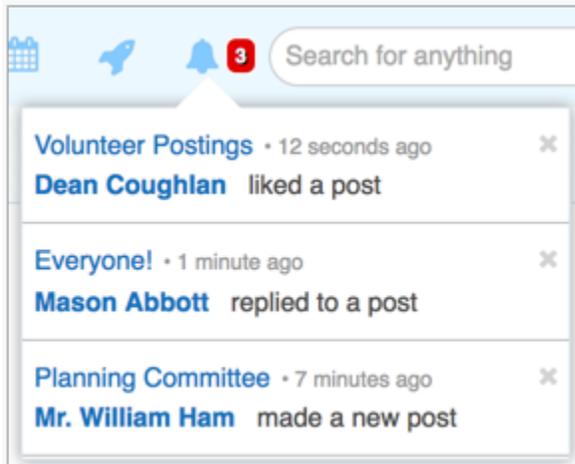
More than one mode of notifying can be used, if desired.

Edsby Notifications

Edsby Notifications are notifications that occur directly in the Edsby interface. New notifications are visible as a red bubble counter next to the bell icon in the Navigation bar in both the web browser and Edsby app.



Click the bell icon to reveal a list of new notifications specific to what the parent has chosen to be notified about.



Click the X next to each notification to remove it from the list. The number of new items on the page will also appear in the tab of the browser Edsby is being accessed on.



Email Notifications

Email notifications are notifications sent to the email associated with the parent's Edsby account. For more information on Email Notifications and receiving daily Digest emails, [click here](#).

Push Notifications

Push Notifications are notifications that are sent to mobile devices. These can be sent at any time and parents with these turned on do not need to be in the Edsby app or on their device to receive them. Ensure Push Notifications are enabled for the Edsby App by enabling them in Settings of the mobile devices that Edsby is being accessed on. Push Notifications can show up as:

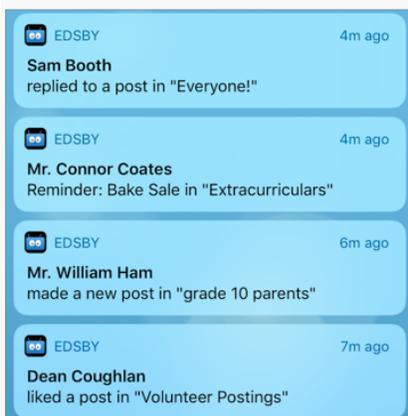
Red bubble counters next to the app on the device



Banners that show up along the top of the devices screen when the parent is currently using the device



Banners that are visible on the lock screen of the device when not in use and remain until the device is opened



Personal Calendar

Parents can be notified of reminders attached to events in their Personal Calendar. Click Personal Calendar from the Notifications overview in Account Settings.

Notifications

Email

Email me at pcoughlan_edsby@mailinator.com when there are new: Messages

EMAIL ME A DIGEST OF ACTIVITY:

Never

Instant Notifications

Personal Calendar	push	Calendar
Organization	Notify	Activity
Tecumseh High	Activity	
Group	Notify	Activity
All Students + All Parents	Edsby email push	Feed Reply Calendar
Everyone1	Edsby email push	Feed Reply Calendar
Extracurriculars	Edsby email push	Feed Reply Calendar
grade 10 parents	Edsby email push	Feed Reply Calendar
New Test Group	Edsby email push	Feed Reply Calendar
Parents	Edsby email push	Feed Reply Calendar
Planning Committee	Edsby email push	Feed Reply Calendar
Volunteer Postings	Edsby email push	Feed Reply Calendar

Cancel Save

Choose a mode of notification – email, Edsby, or push – by clicking the drop-down menu under Notify Activity Via. More than one mode can be used.

Notify: Pam Coughlan

Instant Notification

NOTIFY ACTIVITY VIA:

Edsby
email
push

Save

Click the box next to Personal Calendar Reminder.

Notify: Pam Coughlan

Instant Notification

NOTIFY ACTIVITY VIA:

push

push ✕

Notify me of these Activities

Personal calendar reminder

Save

In this example, Pam Coughlan would like to receive Push Notifications on her phone to remind her of events that she has entered into her Personal Calendar.