

EDSBY 101

STAY CONNECTED TO YOUR CHILD'S LEARNING AND SCHOOL EVENTS!

What is Edsby?

- Edsby is a student information system. It is the main communication between home and school.
- Edsby is the keeper of student progress, attendance and information from the school and classroom teachers.
- Edsby can be accessed via the website or an app.

Where Do I Start?



Check your email for a message titled "Invitation from Edsby"

1. The school will send an Edsby invite to the email that you provided. For families with multiple children, you will receive separate invites. **Please sign up for EACH child!**
2. The first time you accept an invitation, select the "**I don't have an Edsby account**" option.
3. Your username will be the email you provided the school and you will be prompted to create a password. Click on "Create Edsby Account" when you are done.
4. If registering multiple children, you do not need to create an account again. Instead, select the option that states "**Login to your existing GSCS parent account**".
5. Once all children are connected, **Download** the **Edsby app** or use the web version, **gscs.edsby.com** and log in to your Edsby account to find all school-related information.

*Tip: When using the app it will ask for your school's server address. Type **gscs** and **click next**.*

Notifications



Setting your notifications is very important to stay up to date with school events

1. Click on the **three bars in the top left corner** of the app.
2. Click on "**Settings**".
3. Click on "**Notifications**".

There are 3 areas of notifications (general, organization and children). **In each area, you can choose how you want to receive notifications.** These notifications **can always be adjusted.**

Communication

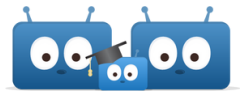


Updates on your child's learning, school wide events, and division wide events

From the office you can expect: Information about school-wide and division-wide activities and events.

From the teacher you can expect: Upcoming events in the classroom, broadcast messages to all parents, personal messages and updates on your child's learning progress through the learning story and/or gradebook.

Attendance



Parents are expected to enter in absences using Edsby

In the Edsby app or on the website, click on **Absent Today** or **Plan an Absence**.

Absent Today - Fill in a reason and an optional comment and click on "Send to School Office".

Planned Absence - Choose a date and time. You can choose "beginning of the day" or you can select specific times, again give a reason for absence and add comments and "Send to School Office".

Three-Way Conferences



Check your Edsby messages

During reporting time, **you will receive a message from the school when it is time to log on and schedule a three-way conference.** This is another reason why it is important to have your notifications set to receive message notifications.

Need more help? Check out <https://go.gscs.ca/c7dc6d5> for more information on Edsby in GSCS.