

Edsby Parent Guide

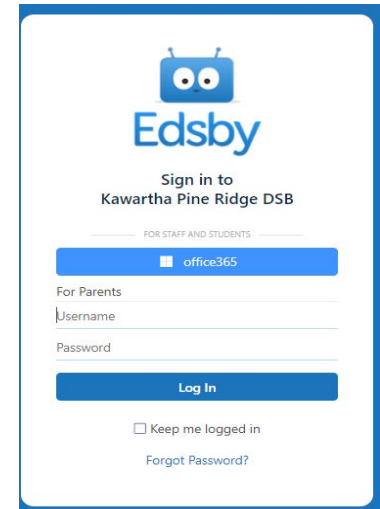
How to Register an Edsby Account

Upon receipt of your invitation from the school
Open an Internet Browser and navigate to **kpr.edsby.com**

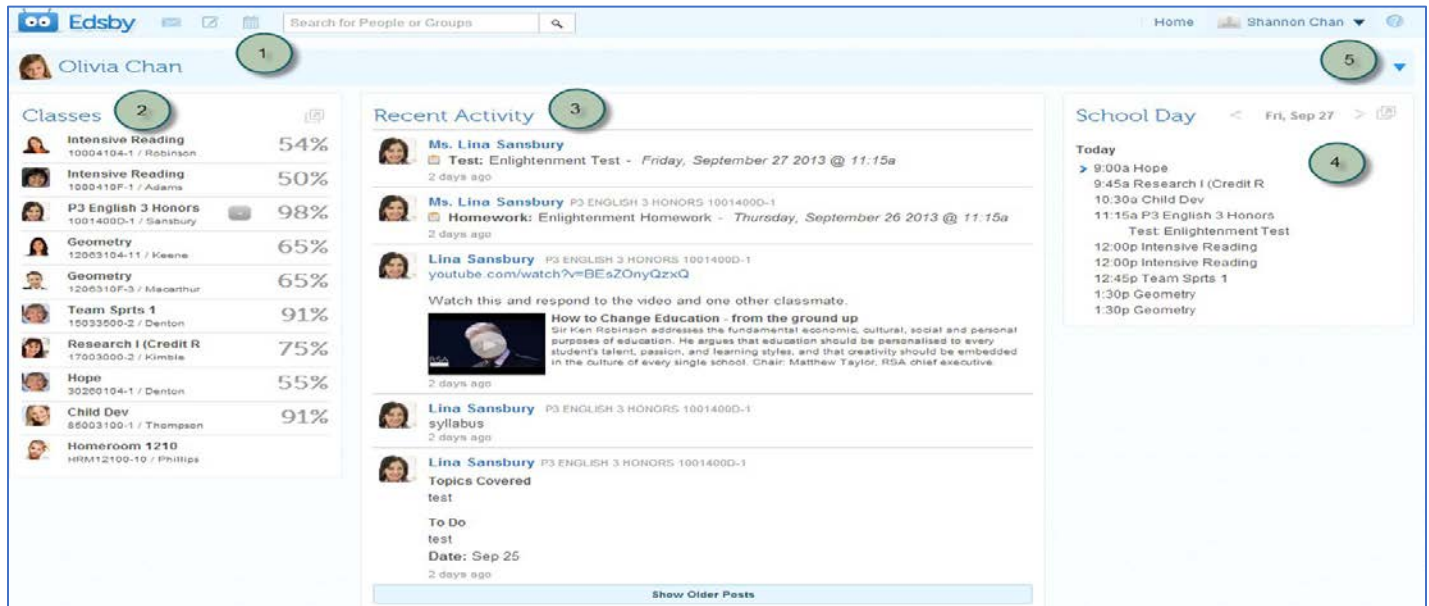
Username is your email account on file in office
Password is created first time you log-in

Forgot Your Password?

If you have an existing account and cannot remember your password
Please contact your school's secretary for a password re-set.



Edsby Parent Homepage Tour



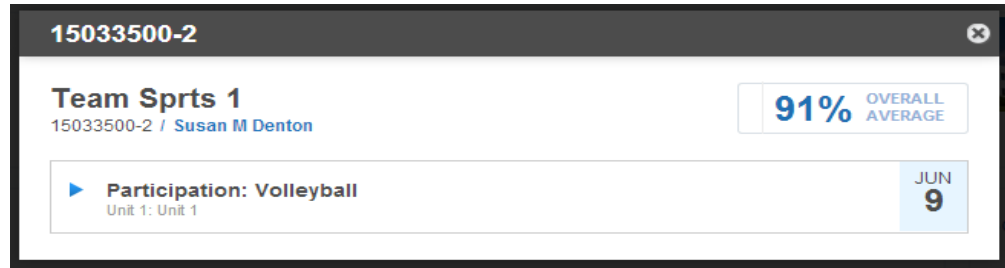
1. **Edsby Banner** - From here the message inbox, new message, and calendar can be accessed. Also, the “Edsby” logo will take you back to the parent homepage
2. **Classes** - Here you see a list of your child’s classes. More details about specific assignments are also available here by clicking My Work
3. **Activity Feed** - The activity feed is a running list of everything going on in your child’s classes. Assignments, Tests, Reminders, Video or Reading Links and other pertinent information will display here throughout the year
4. **School Day** - The School Day below the student name provides your child’s schedule. Clicking the pop-out opens a larger calendar that displays all of their assignments, reminders and events
5. **Parent Dropdown** - By dropping down this menu, parents can change their profile information and logout of Edsby

How to Access Student Assignments

1. Left side of screen – student's classes are listed
2. Hover over Class Name, Click My Work button
List of assignments will display for selected class



More details for each assignment, such as teacher's comments, can be found by clicking the blue triangle



How to Keep up with What is Going on in Each Class

There are two places that provide information about what is going on in your child's class.

Activity Feed The activity feed provides a running record of assignments, tests, events, and other important class information for your child's classes. The feed stays in chronological order with the newest post at the top.

School Day / Calendar Pop-out

The School day view provides a student schedule as well as any overdue assignments. By clicking the pop-out button on School Day, a larger calendar opens and displays events and assignments.

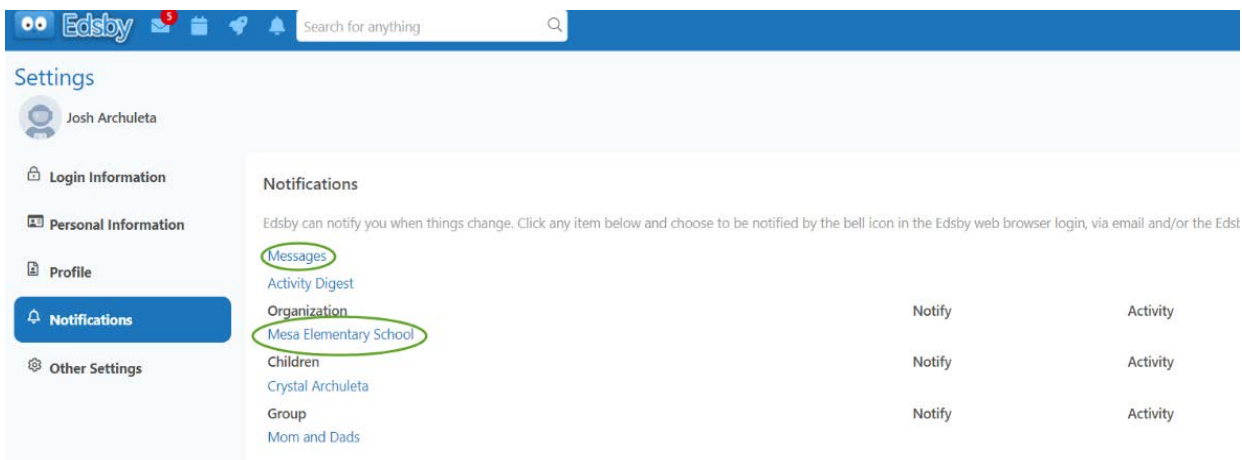
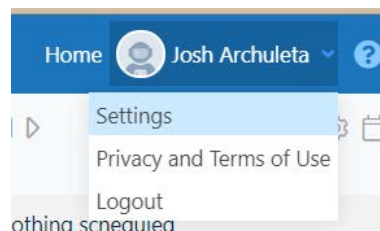
How to Message a Teacher

1. Click View My Messages icon
2. Click Compose Message icon
New Message Screen displays
3. Type the teacher(s) name(s) that you wish to message in the "To" field
4. In the box below "Message" type the message to the teacher
5. Click "Add File" to add attachments to the message
6. Click "Send" to send the message to the teacher(s)



How to Set-up Email Notifications

1. Login to Edsby – <https://kpr.edsby.com>
2. Click down arrow beside your Name
3. Select Settings
4. Select Notifications
Click Messages to setup email address
Click the link in the heading section. to setup notifications and type for specific areas of Edsby



5. Click close when all notifications have been setup

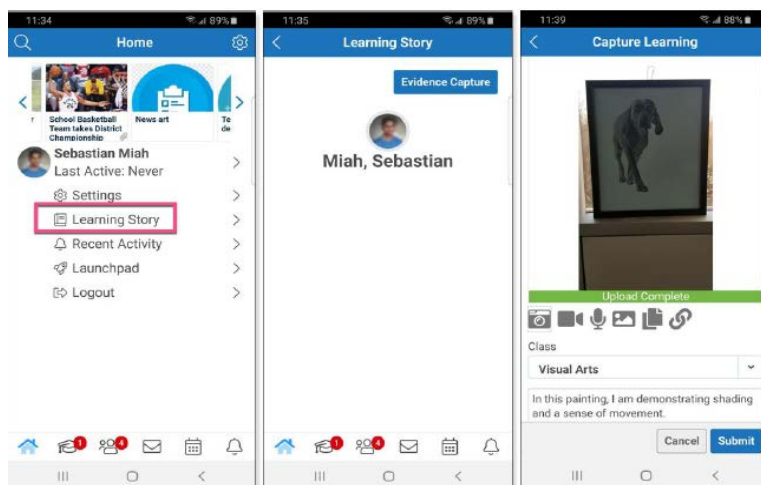
Submitting Evidence of Learning

There are two methods for students and parents to submit evidence of learning to teachers. Method One is by using Edsby and Method Two is by using the Edsby Capture app.

Method One

1. Open Edsby on mobile device
2. Click Evidence Capture
3. Select class evidence applies to
Student records, photographs, links or uploads learning evidence

Note: If the teacher has not enabled submission of learning evidence, the student or parent will not be able upload evidence.

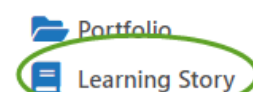


Method Two Using Edsby Capture

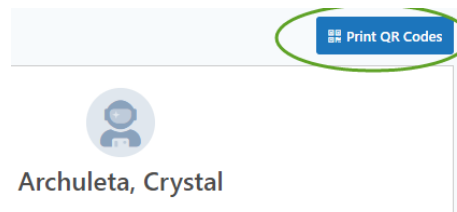
1. Open app on phone or tablet
Scan a Child's QR Code screen displays
2. Scan child's QR Code (from printed sheet or screen)
3. Take picture of evidence to be captured
The photo will upload to specific student
Upload Completed will display when evidence is successfully uploaded

To Access QR Code

1. Open Edsby
2. Open Learning Story (bottom of child's list of classes)



3. Click Print QR Codes
QR Codes display
You can print or scan the appropriate subject



Viewing Report Cards

Parents can view their child's report card within Edsby. Please note, parents can only access the report cards via a laptop/computer. Report cards are not available on mobile devices.

1. Login to Edsby – <https://kpr.edsby.com>
2. Locate Classes section
3. Select View Report Cards
4. Child's report card will display

Note: The below images show a grade 9-12 report card, but the process is the same for all grade levels.

Report Cards

Lisa J Lee

Term 1 Mid Term

Ontario Ministry of Education

Provincial Report Card, Grades 9-12

STUDENT: Lisa Lee DEN: Grade: 9 Homeroom: Principal: Ms. Lee

Address: 24 Fox Lane Highland Hills ON M5T 1T4 School Council Chair:


SCHOOL: Younkers High School Telephone: 416-212-4556 BOARD: High Prairie School District Email/Website:


Address: 851 Mount Pleasant Rd. Toronto ON M4P 2L5 Fax: 2475 Kennedy Street Highland Hills, Pa. 15004

Courses	Reporting Period	Percentage Mark	Teacher Mark	Learning Skills and Work Habits						Comments Strengths/Next Steps for Improvement	Attendance	
				Responsible	Organization	Independent Work	Collaboration	Initiative	Self-Regulation		Days Absent	Tardy
Course Title: Science Course Code: SNC1D Teacher: Archer, B. <input type="checkbox"/> ES/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSL	First	96	93	E	G	E	E	E	E	Lisa independently monitors, assesses, and revises plans to complete tasks and meet goals. She also uses class time very efficiently to complete tasks assigned. Lisa shows a good understanding of Biology and the anatomy of living things as seen in her dissection of the frog. When Lisa completes her work, she is encouraged to move on to the next task or assignment independently.	0	0
Course Title: Geography of Canada Course Code: CGC1D Teacher: Mullins, E. <input type="checkbox"/> ES/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSL	First	94	92	E	E	E	E	E	E	Lisa is determined to complete all assignments and homework on time. She also responds to challenges with a positive attitude. She has also shown her creative ideas to solve problems when working on her map of Canada's provinces and regions. In future courses Lisa is encouraged to attempt to solve problems on her own and ask classmates before asking the teacher for help.	0	0
Course Title: Principles of Mathematics Course Code: MP1D Teacher: Beard, R. <input type="checkbox"/> ES/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSL	First	96	93	E	E	G	G	G	E	Lisa searches for new ideas and opportunities related to learning. She consistently sets attainable goals for academic success. Lisa demonstrates the capacity for innovation and a willingness to take risks and approach new tasks with a positive attitude. She also takes responsibility for and manages own behavior. Lisa is encouraged to develop a timeline of check list when completing a long-term project.	2	2

- Child's Report Card will display (you may need to toggle between reporting periods)

Report Cards

 Lisa J Lee

 **Provincial Report Card, Grades 9-12**

Semester: Reporting Period: **Term 1 Mid Term (Tecumseh High School)**

STUDENT: Lee, Lisa OEN: Grade: 9 Homeroom: Principal: Ham, W.
 Address: 24 Fox Lane Highland Hills ON M5T 1T4 School Council Chair:
 SCHOOL: Tecumseh High School Telephone: 416-212-4566 BOARD: High Prairie School District Email/Website:
 Address: 651 Mount Pleasant Rd. Toronto ON M4P 2L5 Fax: Address: 2475 Kennedy Street Highland Hills, PA 15004


Courses	Reporting Period	Percentage Mark	Course Median	Credit Earned	Learning Skills and Work Habits							Comments Strengths/Next Steps for Improvement	Attendance	
					Responsibility	Organization	Independent Work	Collaboration	Initiative	Self-Regulation	Courses Missed Total Classes		Times Late	
Course Title: Science Course Code: SNC1D Teacher: Archer, B. <input type="checkbox"/> ESL/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSM	First	96	83	m	G	m	m	m	m	Lisa independently monitors, assesses, and revises plans to complete tasks and meet goals. She also uses class time very efficiently to complete tasks assigned. Lisa shows a good understanding of Biology and the anatomy of living things as seen in her dissection of the frog. When Lisa completes her work, she is encouraged to move on to the next task or assignment independently.	0	0		
	Final													





Teacher requests an interview ☐

How to Post on the Class Activity Feed

Parents can only like a teacher's post in Edsby, however, children can post information to the class activity feed.

- Open Edsby
- Open Class to post information
- Click in Note area
 Type message
 Using selection add a picture; video; audio file; saved file or website link
 Click Share

 Note

Edsby App for Mobile

- Open Edsby app (phone or tablet)
- Login in

If login screen does not display: Sign in to Kawartha Pine Ridge DSB:
 Select Choose Another Server
 Enter kpr as the server name
 Select Go