

Edsby Parent Orientation and Sign-up

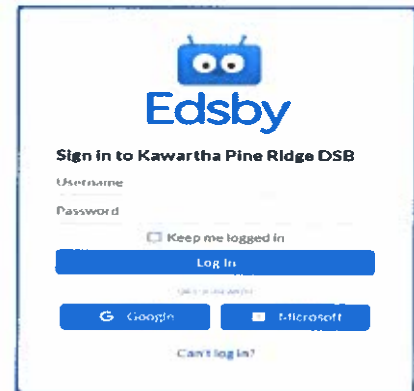
How to Register an Edsby Account

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

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

Forgot Your Password?

If you have an existing account and cannot remember your password
Click Can't log in and you will be able to re-set your password

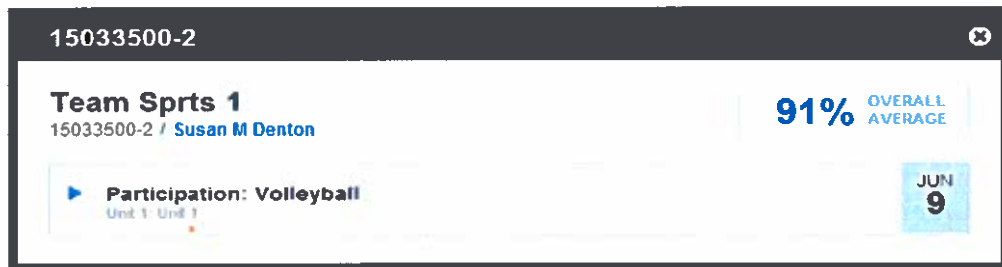
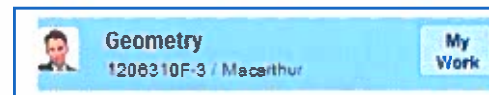


Edsby Parent Homepage Tour

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. 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 Create New Message icon
New Message Screen displays
2. Type the teacher(s) name(s) that you wish to message in the “To” field
3. In the box below “Message” type the message to the teacher
4. Click “Add File” to add attachments to the message
5. Click “Send” to send the message to the teacher(s).



Edsby App for Mobile

Server is 'kpr'.

<https://edsby.com/help/parents/navigating-the-edsby-app-2/>

Can't log in?

Please contact School Office to verify required information for log in to Edsby

Visit <https://edsby.com/>