A picture containing text

Description automatically generated

A picture containing text

Description automatically generated

In this session, we’ll be covering the core Edsby skills for teachers. Click the hyperlinks to jump to the part of the document where each skill is discussed.

**Base Camp**

|  |  |
| --- | --- |
|  | I can navigate my [Home Screen.](#HomeScreen) |
|  | I can update my [Notifications](#Notifications) and Account Settings. |
|  | I can create a [Note](#Note) to introduce myself, post class announcements, and share other important info. |
|  | I can create [Journals](#Journal) to communicate what has been taught and what students are working on. |
|  | I can create Class Calendar [Events](#Event). |
|  | I can create [Polls](#Poll) to gather student feedback and gauge progress. |
|  | I can add important information to the [Pinned Items](#Pinned). |
|  | I can customize and print a [Class Roster](#Roster). |
|  | I can take [Attendance](#Attendance). |

**The Ascent**

|  |  |
| --- | --- |
|  | I can use the [Perspective’s Analyze](#Analyze) tool to analyze Evidence and Gradebook data. |
|  | I can navigate to the [Gradebook Setup](#GradebookSetting) menu. |
|  | I can create an [assessment](#Assessment). |
|  | I can enter and share grades and comments in the [Gradebook](#ExploreGradebook). |
|  | I can annotate student submissions using the [Grader](#Grader). |
|  | I can gather anecdotal [evidence](#GatherEvidence) of student learning. |
|  | I can integrate Gradebook & Evidence data into [Report Cards](#ReportCards) |

**Summit**

|  |  |
| --- | --- |
|  | I can create Class content in the [Content Builder](#ContentBuilder). |
|  | I can upload [Live Documents](#ContentBuilder) to the Content Builder. |
|  | I can create Question Sheets and Rubrics in my [Personal Folder](#PersonalFolder). |
|  | I can navigate to a student’s [Panorama](#Panorama) to view student information. |
|  | I can navigate to the [Class Setup menu](#StudentEngagement). |
|  | I can navigate to a student’s [Portfolio](#StudentEngagement). |
|  | I can teach my students about [Edsby Capture](#Capture). |
|  | I can monitor parent activity using the [My Parents Zoom](#MyParentsZoom), My Students Zoom, or the Mini-Profile. |
|  | I can share Evidence with students and parents in the [Learning Story](#LearningStory). |
|  | I can send messages through the [Edsby Mailbox.](#EdsbyMessages) |

A picture containing logo

Description automatically generatedGetting to Know Your Account and the Edsby Environment

Your Home Screen

The Home Screen is the hub of your teacher experience in Edsby. The Home Screen includes:

1. Navigation Bar with links to your Edsby Messages, Calendar, Launchpad, Notifications, and Personal Folder
2. Access to the District and School pages – here you can submit articles and view district and school information
3. Classes you are teaching based on those assigned in the SIS
4. Any applications associated with your account
5. News River – a feed of both district and school-level news
6. Groups you are a member of – find more Groups in your school or district by clicking the *Find More* link
7. Recent Activity regarding your students
8. Your Personal Calendar that merges all Events form your Classes, school, and Groups
9. A panel that links to your My Students Zoom, My Parents Zoom, Report Cards, and all Classes being taught at the school

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application, chat or text message

Description automatically generatedNotifications & Account Settings

With so many things happening inside Edsby, it is important to stay informed. Edsby makes this easy with notifications.

Access your Notification Settings by clicking the drop-down arrow next to your name in Edsby. Select *Settings* from the menu. Here you can update your Notification preferences as well as view and update your Personal Information, Login Information, and additional language or messaging settings. [Learn more here.](https://edsby.com/help/teachers/notifications-students-teachers/)

**Building Your Class Community**

Let’s get to the most important part of your Edsby experience - your Edsby Class! Your Edsby Class is the hub of your online community. Teachers and students share an Edsby Class and everyone sees the same content. Build your Class community and foster student engagement using Edsby’s wide array of classroom tools.

As we work through this training, start thinking about how you want to use your Edsby Class to build your class community. Here are some ideas to get you started:

Diagram

Description automatically generated

[Learn more about your Edsby Classroom here.](https://edsby.com/help/teachers/classes-3/)

Activity - Your Shared Class

We’ve provided some examples on how you may wish to use Edsby’s various tools found at the top of the Class. Try them for yourself and start building up your Class!

**Graphical user interface

Description automatically generated with medium confidenceNotes**

Post any classroom announcements. Consider introducing yourself, sharing the link to your help hours sign up, or providing information about the upcoming field trip.

Text, letter

Description automatically generated

**Journals**

Communicate what has been taught and what students are to be working on. Helps students and parents with time management. Parents can have deeper conversations with their children about what they are learning.

*Grades K-6:* Use your Homeroom Class to create a weekly summary of what is being taught and what students are working on. Include questions parents can ask or other suggestions for ways parents can extend learning at home.

*Grades 7-8*: Create Journals to outline units in each Class. Include what will be taught, learning goals, or any expectations. Use the Homeroom Class to list any homework for the week.

Graphical user interface, text, application, email

Description automatically generated**Sharing** **Events**

Post in your Class Calendar about upcoming events.

Share milestones for major assessments: outline due, rough draft due, submit for peer editing, or final copy due. Share Class events like field trips, show and tell, or a guest speaker.

Graphical user interface, application

Description automatically generated with medium confidence

**Polls**

Create Class Polls to gather student feedback and suggestions. Give students a voice in your Class.

Poll your students about how they want to spend their work period, where to go for a field trip, or to gauge their progress on a project.

Graphical user interface, text, application

Description automatically generated**Pinned Items**

Highlight important information at the top of the Class to avoid scrolling through the Class Feed.

Keep students and parents informed.

Pin important information like an online class meeting link, the syllabus, or a quote of the day.

Graphical user interface, application

Description automatically generated**Library**

A place to store class resources that aren’t necessarily linked to the curriculum for easy student access.

Store a welcome video, the class syllabus, or field trip forms in the Library for students to quickly access.

Graphical user interface, text

Description automatically generated**Class** **Rosters**

Customize and print a class list by clicking the student pop-out and selecting *Roster.*

Table

Description automatically generatedCreate a multi-column roster to keep track of permission forms, money, and parent volunteers for the upcoming field trip. [Learn more here.](https://edsby.com/help/classes-3/printing-a-student-list/)

Attendance

With just a couple of clicks, teachers can have their Attendance completed and sent to the office directly within Edsby.

Graphical user interface, table

Description automatically generated

1. Mark the absent (A) and late (L) students by clicking the appropriate box. Provide any comments if desired.
2. Click the Present column title to automatically mark the rest of the students as Present.
3. When finished, click *Share with Office* to send the Attendance sheet to your school’s attendance office. Once the Attendance has been shared, any future changes you make to the sheet will automatically be sent to the office.

[Learn more about Attendance here.](https://edsby.com/help/a-guide-for-teachers/attendance-2/)

Graphical user interface, application, Word

Description automatically generated

**Assessment & Reporting**

|  |  |
| --- | --- |
| Icon  Description automatically generated | **Analyze**  A powerful tool embedded in the Perspective that takes data from the Gradebook and Evidence and enables teachers to view the assessment data in multiple ways to spot trends or areas of concern in student progress.  [Learn more here.](https://edsby.com/help/classes-3/perspective-analyze/) |
| Icon  Description automatically generated | **Gradebook**  The Gradebook records marks. The Regular View presents the assessments in a grid format. The Details View enables teachers to focus on one assessment. Click on a student’s name to go directly to their Perspective.  [Learn more here.](https://edsby.com/help/gradebook-2-3/?locale=en) |
| Icon  Description automatically generated | **Learning Evidence**  Enables all teachers to gather, organize, and analyze Evidence of student learning. Students can capture their own Evidence for their teacher to review.  [Learn more here.](https://edsby.com/help/classes-3/evidence-of-learning/?locale=en) |
| Icon  Description automatically generated | **Learning Story**  Share student Evidence of learning with students and their parents by posting to the Learning Story.  [Learn more here.](https://edsby.com/help/classes-3/learning-stories-for-teachers/?locale=en) |

About the Perspective’s Analyze Tool

The Perspective’s Analyze tool takes data from the Gradebook and Evidence and enables teachers to look at all assessment data in multiple ways to spot trends or areas of concern and act on the information accordingly. This is the one place in Edsby where all assessment evaluations come together.

Graphical user interface, application

Description automatically generatedYou can choose to analyze the data by strands, standards, evidence tags, assessment types, units, weeks, or months. The results can be summarized in a variety of methods, and you can choose what to include in the data.

Clicking on the cell displays all assessments and evidence items contributing to the grade.

About the Gradebook

Now that you have an understanding of the powerful Analyze tool, you can begin thinking about how you would like to set up your Gradebook. Here are some prompts to help you get started:

Diagram

Description automatically generated

Think about your answers to the questions above as we walk through a demo of the Gradebook and its functionality.

The Gradebook records grades, calculates averages, and sets Subjective Performance Indicators.

The Gradebook has a Regular mode and a Details mode. The Regular mode lists all assessments in a grid and enables teachers to enter the grades for one or many assessments, while the Details mode enables teachers to focus on one assessment.

Table, calendar

Description automatically generated with medium confidence

1. Every time a teacher creates an assessment, a column is added to the Gradebook.
2. Any submissions made or questions asked by students will be visible in the feed on the right side in the Assessment Inbox column. Click an entry to view its information.
3. Navigate between the two modes by clicking the Details button at the bottom of the Gradebook, clicking the Esc key, or clicking the name of the assessment.
4. Teachers can jump to other Gradebooks by choosing the class from the Class Picker.

Activity - Setting up your Gradebook

It’s time to specify your Gradebook Settings. More than likely, your Gradebook Settings have been set up already by your district or school through modeling and there’s nothing more for you to do. However, let’s take a quick look in case anything needs to be updated.

Graphical user interface, text, application, chat or text message

Description automatically generatedClick the gear icon at the top right of the Gradebook and select *Gradebook Setup* from the menu. You’ll recall this is the same menu we saw previously when customizing the Class Setup.

This is where you will specify your default grade scheme used for displaying and creating assessments and where you can set up your Gradebook Summary Columns. These columns will be visible in the Regular Gradebook View and will summarize the assessment data however you specify (ex. The average of each outcome or strand).

For you, we recommend:

Weighting buckets are also set up in this menu. These buckets will inform the Gradebook how to perform its calculations and what final values you see displayed within your Gradebook.

For you, we recommend:

**Note:** Modifications to the weighting may impact the Report Card calculations.

Activity - Assessment Creation

Now that your Gradebook is set up and ready for information to be inputted, let’s create some assessments. Assessments can be created from multiple places within Edsby.

* The **Content Builder** can be used when planning out assessments for units at a time and is the most often recommended place to start for planning out Class content
* The **Planner** can be used to plan assessments by visualizing an exact calendar of class dates and information
* The **Gradebook** can be used to create assessments when visualizing the context of other assessments already created and perhaps graded
* The **Class Feed** can be used for quick assessment creation

Graphical user interface, text, application

Description automatically generatedLet’s start in the Gradebook for now. Open your Class and click on the Gradebook link in the upper right. Click *Add Assessment* at the top right corner to open the Assessment Form.

To create an assessment, Edsby needs to know:

* The name of the assessment
* What unit the assessment belongs to
* The date of the assessment
* The method of assessment

Create a few assessments with something in common - same strand, outcome, or type. This will give Analyze more to do so you can get more comfortable with its functionality.

Application

Description automatically generated with low confidenceIf you are creating an assessment and wish to attach a rubric, these are created within your Personal Folder. Under *Method of Assessment,* select Rubric. Click *Choose Existing* and select a Rubric from your Personal Folder.

Graphical user interface, text, application, chat or text message

Description automatically generatedIf you are creating an online test and wish to attach a question sheet, these can be created within the Content Builder of a Class or Group, or your Personal Folder. Under *Online Submission,* Click *Online Test.* Click *Choose Question Sheet* and select the sheet you wish to use.

If students are submitting digital work, ensure *File Upload* is selected.

A picture containing chart

Description automatically generatedActivity - Exploring the Gradebook

Once you have created an assessment, it will automatically be added as a column in the Gradebook. Let’s explore the Gradebook in some more detail.

1. To edit an assessment, click on its date and the Assessment Form will open.

Go ahead and enter grades, comments, and status indicators for your assessments.

1. Subjective Performance Indicators can also be added by clicking the box to the left of each student’s name in the list.

You can keep the Gradebook data to yourself only or share with students and parents.

1. To share grades and comments for an assessment, click Share at the bottom of the assessment’s column.

Here’s a quick breakdown of when Gradebook information is shared:

|  |  |  |
| --- | --- | --- |
| **What** | **Where the info is entered** | **When the info is visible in My Work** |
| **Assessment Grade** | Regular and Details modes | After the Share button is clicked |
| **Comments** | Details mode | After the Share button is clicked |
| **Assessment State** | Regular and Details modes | Immediately |

Activity - Exploring the Grader

The Gradebook includes a Grader that provides a tool for viewing and annotating submitted files and online tests. [Learn more here.](https://edsby.com/help/gradebook-2-3/annotating-student-submissions-with-the-gradebooks-grader/)

Graphical user interface, text, application, chat or text message

Description automatically generatedThe Grader can be accessed three different ways:

1. Double clicking the submission icon in the Gradebook cell
2. Choosing Grader from the Status Menu
3. Clicking the file name from the Gradebook’s Assessment Inbox

Graphical user interface, text, application

Description automatically generated

1. Try out the rectangle, pen, and highlighter tools to annotate and comment on a submission.
2. Annotations can be shared either student by student or with all students at once. To share an annotation with a selected student, click *Share Annotations* below their file name.
3. To privately share all annotations for each student in the Class at once, click the *Share* button at the top right of the grader. Students will only see their own annotations and grades visible in their My Work Report.
4. The student list at the left of the Grader provides you with an overview of submissions, questions, discussions, and shared annotations. Hover over the icon to display the help text.
5. Navigate to other assessments within the Grader using the drop-down arrow next to the assessment name.

Learning Evidence

Inside Edsby’s Learning Evidence system are purpose-built tools to capture, organize, and analyze student evidence of learning. Learning Evidence is formative – meant to assess student learning without assigning a numerical grade. The evidence captured can then be shared with parents to keep parents informed about their child’s learning. Evidence also feeds into the Perspective Analyze tool and Report Cards - we’ll take a closer look at these later.

Evidence can be captured on a mobile device, tablet, or computer. Click the Evidence link at the top of the Class and click New Evidence.



Select the student or students you are capturing evidence for to open the Evidence Form.

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application, chat or text message

Description automatically generatedActivity - Gather Evidence

Gather three pieces of evidence for one of your students. Evidence can be captured in various forms: a picture, video, audio recording, file, or link.

1. Add your observation of the student’s learning
2. Explore Frames and Expectations
3. Record Conversational Evidence the student spoke
4. Add a couple of tags
5. Score the Evidence and its outcomes/expectations
6. Share the Evidence with students and parents. Shared Evidence is posted to the student’s Learning Story and can be accessed by the student, their parents, and any teachers they have in the future. We’ll go over this shortly.

**Note:** Evidence feeds into the Perspective’s Analyze tool. You can analyze evidence based on count (# of evidence items collected) as well as any linked outcomes/expectations. We’ll revisit Analyze soon.

Now that you have some Evidence collected, you can organize and analyze it.

The Organize section enables teachers to focus on one student and review and analyze their Evidence.

1. Navigate to the Organize tab and explore the different ways to organize the Evidence you’ve collected.
2. Check out the Scrapbook View on the left side of the screen. Here you can manually move and sort the collected Evidence.
3. Arrows on the top right of an Evidence item indicate the Evidence has been shared in the student’s Learning Story.
4. Click the Learning Story tab to see what your students and their parents see when you share Evidence.

Graphical user interface, text

Description automatically generated

Edsby Capture

Edsby Capture gives students and parents the ability to easily capture photos and videos of student work as evidence of student learning. After a capture is uploaded, it will automatically flow into the teacher’s Evidence of Learning system within Edsby. [Learn more here.](https://edsby.com/help/teachers/edsby-capture-for-teachers/)

When students or parents open the Edsby Capture app, it will ask them to scan the student’s QR code. Each student has a unique QR code linked to their Edsby account. You can print your students’ QR codes for in-classroom use or you can share each student’s QR code with them for use at-home.

Graphical user interface, text, application

Description automatically generatedIn the All Evidence view of your Class Evidence, click *Print QR Codes for Students.*

1. Clicking *Print* will print a physical copy of the codes.
2. To enable students and parents to view their own QR code from home, select the box next to *Allow students and parents to print the QR codes*

Once shared, students and their parents can scan the QR code, capture evidence, and submit it directly to you. This evidence is found in the All Evidence tab where you can review, edit, and share the Evidence.

Diagram

Description automatically generated

Learning Stories

Once some learning evidence has been captured, you may wish to share it with the student and their parents. If you did not immediately share the evidence during creation, you can always go back and share it later.

Text

Description automatically generated

In the All Evidence tab, click the drop-down arrow of a piece of evidence and click Share.

Diagram

Description automatically generated

The evidence will be posted to the student’s Learning Story for them to view as well as their parents and any future teachers.

Students and parents can like and comment on shared evidence.

To view these, click the Learning Story tab and select a given student. Their Learning Story will be displayed exactly how it appears for students and parents with any likes or comments made on the evidence.

Analyze, Perspective, Evidence & Report Cards

Edsby facilitates the interaction between Analyze, the Perspective, Learning Evidence and Report Cards. This makes the task of communicating student learning in Report Cards faster and more effective.

Graphical user interface, text, application

Description automatically generated

1. Open your Report Card from the link at the top of the Class.
2. Use the menu at the bottom to use the Analyze tool directly within the Report Card, view the student’s Perspective graph, assessments, attendance data, and Learning Evidence that has been collected for the student.
3. Text from Learning Evidence can even be dragged directly into the Report Card comment box.

Activity - Revisiting Analyze

Graphical user interface, application

Description automatically generatedNow that you have both Gradebook and Evidence data collected, let’s revisit the Analyze tool so you can practice manipulating the data.

* Analyze by General Standard and Trend to view how your students are progressing in each standard
* Analyze by Evidence Tag and Count to see how many evidence items you have collected for various tags
* Analyze by Assessment Type and Mean to see how your students are performing on various types of assessments
* Analyze by General Standard, summarize using Count and include Evidence to see how many evidence items have been collected for the curriculum standards
* If your class is structured with units, Analyze by Unit to assess student performance in each
* Analyze by Month and Trend to view how your students overall performance is progressing throughout the year

**Note:** The Trend color scheme fits the students’ scores to Robert J. Marzano’s Power Law and uses the slope and correlation to determine the output. The formula puts more weight on recent assessments, so students are not penalized for low grades early in the school year when they were beginning to learn new concepts.

**Logo, company name

Description automatically generated**

**Building Content & Curriculum**

Now that you have an idea of how you want to use the Gradebook and Evidence of Learning, it’s time to build the content in your Class! With Edsby’s variety of purpose-built content creation tools, you can create new content, collaborate and share resources with other teachers, and reuse previous content.

|  |  |
| --- | --- |
| **Icon  Description automatically generated** | **Content Builder**  The Edsby Content Builder enables teachers to create rich course content with embedded Edsby objects in both Classes and Professional Development Groups. The use of the Content Builder can vary from a few pages added into the usual mix of assignments and lessons to full online learning courses complete with online testing and automated grading.  [Learn more here.](https://edsby.com/help/classes-3/content-builder/?locale=en) |
| Icon  Description automatically generated | **Personal Folder**  Found on the Navigation Bar, the Personal Folder stores question sheets for online testing, entire course plans, and rubrics. The content can then be copied and pasted into their Classes, or into PD Groups or LORs for sharing with other teachers. Content remains in the folder until deleted by the teacher.  [Learn more here.](https://edsby.com/help/personal-folder/?locale=en) |
| Icon  Description automatically generated | **Professional Development (PD) Groups**  PD Groups are classes for teachers, or anyone. These Groups contain a Content Builder and can be used to facilitate teacher training. Any Content in the Group can be copied and pasted into a Class a teacher teaches or their own Personal Folder for future use.  [Learn more here.](https://edsby.com/help/professional-development-groups/?locale=en#:~:text=A%20Professional%20Development%20Group%20) |
|  | **Professional Learning Communities (PLCs)**  PLCs are Groups where teachers can collaborate, share resources, and discuss best practices. This is where course development and collaboration can really take place. Once course development has taken place, the information can be stored in LORs within Edsby. |
|  | **Learning Object Repositories (LORs)**  A powerful Group for teachers and curriculum leads to store and categorize course content. Teachers can both contribute learning objects and copy learning objects from the LOR for use in their Classes. LORs are connected to the Edsby search engine so teachers can easily find content and use it in their own Classes.  [Learn more here.](https://edsby.com/help/learning-object-repository/?locale=en) |

Content Builder

The Content Builder is accessed by clicking the Course Content panel on the left side of the screen underneath the Students Panel in a class.

1. From here, the Content can be edited by clicking Edit in the top left.
2. Graphical user interface, text, application, chat or text message

   Description automatically generatedClicking the + next to an item in the Course Content provides you with a list of additional content items that can be added to the course underneath the selected item.
3. Integrate your existing content stored in Google Drive or Microsoft OneDrive by clicking *Google Drive Document, Microsoft OneDrive Document,* or *Live Document.* If any changes are made to the document in its original location, the updated content will automatically become available within Edsby.

Content Panel for students

Graphical user interface, text, application

Description automatically generatedWhen students first enter a class, the Content Panel is visible on the left side of the screen.

Each student has a progress bar tracking progression through the content.

Complete items are indicated by a green check mark.

Background pattern

Description automatically generated

If Class Setup has been enabled for automatic content completion, items will be marked complete as soon as a student views the item.

If Class Setup is enabled for manual content completion, students mark items complete by clicking *Mark Complete.*

**

A picture containing graphical user interface

Description automatically generated

Reveal new content items only once students have completed the previous item by enabling Smart Release. Otherwise, students can view all content items set as visible at once.

Graphical user interface, text, application

Description automatically generated

Students can also set their State of learning on a particular item of Content by clicking the emoji next to the full-screen icon and choosing a state from the list: I get it, This is confusing, or I already know this.

Personal Folder

Graphical user interface, application

Description automatically generated

1. The Personal Folder is found on the Navigation Bar.
2. To upload files, click Upload. Files can be added from a local drive, Microsoft OneDrive, or Google Drive. Live documents can also be uploaded.
3. Click New to create a folder for organization, a question sheet for online testing, or a rubric for attaching to an assessment.
4. To copy an item, hover over it and select the checkbox.
5. Click Copy.

Navigate to a Class and open the Content Builder. Click the drop-down arrow of the content you wish to paste the item under and click Paste.

\*The same process is followed for pasting items into a PD Group (if you are the moderator) or LOR. The reverse process is followed when pasting items from a Class, PD Group, or LOR into your Personal Folder for storage and future use.

**Intervention**

|  |  |
| --- | --- |
| **Icon  Description automatically generated** | **Panorama**  The Panorama gives faculty the ability to make observations about student learning progress, share important files, and view student information including their Classes, Calendar, and Alerts. Teachers can share information about a student with other teachers at the school.  [Learn more here.](https://edsby.com/help/panorama/?locale=en) |
| **Icon  Description automatically generated** | **My Students Zoom**  A database list of all students taught by a given teacher and information about each student including current class, attendance state, homeroom teacher, grade, risk indicators, and parent activity.  [Learn more here.](https://edsby.com/help/a-guide-for-teachers/my-students-zoom-3/?locale=en) |
| **Icon  Description automatically generated** | **My Parents Zoom**  A database list of all parents/guardians associated with the students taught by a given teacher and information about each parent including their children, contact information, and activity status.  [Learn more here.](https://edsby.com/help/a-guide-for-teachers/my-parents-zoom/?locale=en) |

Graphical user interface, application, Teams

Description automatically generatedPanorama

Observations can be made and replied to in the middle feed.

Text

Description automatically generated with low confidenceObservations are only visible to teachers and administrators.

Click on a student’s name anywhere in Edsby to access their Panorama or hover over the student’s photo to display their Mini Profile and click *View Panorama.*

Graphical user interface

Description automatically generated with medium confidenceMy Students Zoom

Access the My Students Zoom on your Home Screen below your Calendar. This is where all your teacher Zooms are found.

Consider any Risk Indicators for your students:

Graphical user interface, text, application

Description automatically generated

* A red circle around the number of Classes a student is failing
* A red square to indicate the number of Classes with an unsatisfactory SPI
* A calendar icon when a student has repetitive lates or absences

My Parents Zoom

Access the My Parents Zoom on your Home Screen below your Calendar.

1. Graphical user interface, text, application, chat or text message

   Description automatically generatedConsider the activity of your students’ parents by viewing the furthest right column. Here, it will display when the parent last logged into Edsby.
2. Message all your Edsby parents at once by clicking the drop-down arrow and selecting *Message Parents.*

**Diagram, text

Description automatically generatedWhere to begin?**

**Fostering Communication and Engagement**

Now that your class is set up and you know all about Edsby’s many tools, you likely want to foster open communication and encourage your students and their parents to be engaged in the class community. We’ve provided some ideas on how you can get started on engaging your students and parents.

Ideas for Student Engagement

|  |  |
| --- | --- |
| Icon  Description automatically generated | **Enable students to post in the Class Feed**  Navigate to your Class Setup menu*.* There are three student options. For highest engagement, select *Can enter class and participate.* This enables students to make their own posts in the Class Feed as well as Like and Reply to both your posts and those of their classmates. |
| Icon  Description automatically generated | **Encourage students to display their best work in their Portfolio**  Each student has their own Edsby Portfolio, similar to a personal blog. In the Portfolio, students can create posts about themselves and their academic or extracurricular successes. Each post is curated into a board. Consider asking your students to share a proud assignment, a career plan, an area of growth, or a success story. Edsby Portfolios are also a great tool for student-led conferences. |
| Icon  Description automatically generated | **Use Edsby Capture and Evidence of Learning in Your Class**  The Edsby Capture app provides a quick way for students to capture evidence of their learning both in the classroom and at home. This encourages students to take ownership of their learning and share what they have learned with you. It also opens the door for conversations with parents once you share the captured evidence with them. |

Ideas for Parent Engagement

|  |  |
| --- | --- |
| Icon  Description automatically generated | **Post a welcome message and other Class Notes**  Parents can view any Notes you make in your Class either in their Home Screen Recent Activity feed or in the Class itself if you enable them to enter. Parent Class options are set in the Class Setup menu. In both cases, parents can see your Notes. If you enable them to enter the class, they will also be able to see the Class Content posted by you, but never any posts made by students. |
| Icon  Description automatically generated | **Encourage parent participation**  Encourage parents to like any posts you make in the Class to let you know they are seeing the material you are posting. They can do this from both the Class Feed and Recent Activity feed depending on their Class access. |
| Icon  Description automatically generated | **Post Class Journals**  Parents can view the Journals you post in your Class by clicking the Class pop-out on their Home Screen. By reading your Journals, parents know what their child is learning at school which fosters deeper at-home conversations. |
| Icon  Description automatically generated | **Post Class Events**  Parents can help their children stay on top of important deadlines and be prepared for upcoming activities when you post Events to the Class Calendar. Parents will see these events on their child’s Calendar on their Home Screen. |
| Icon  Description automatically generated | **Inform parents to turn on Notifications**  When parents first login to Edsby, they will be prompted with the option to turn on notifications right away. Encourage them to do so! This will automatically notify them of any posts, events, or assessments you create in your Class as well as any attendance incidents recorded for their child. If parents do not turn them on right away, they can still be turned on at any time through their Account Settings. |
| Icon  Description automatically generated | **Monitor Parent Edsby Activity**  Want to know if your Edsby parents are checking Edsby and staying informed? Use the My Parents Zoom or My Students Zoom to view which parents have activated their Edsby accounts and when their most recent activity on Edsby is. Parent Activity is also displayed on a student’s Mini Profile, found by hovering over a student’s profile picture. |
| Icon  Description automatically generated | **Share Evidence in the Learning Story**  Parents love to know what their children are learning in school! Share any captured learning evidence for their child in the student’s Learning Story. Parents can view the Learning Story as well as like and comment on shared items. |
| Icon  Description automatically generated | **Share Assessment Grades & Comments**  Depending on your assessment practices, you may wish to share recorded assessment grades and comments for your students. When shared, both students and their parents can view this information in the student’s My Work Report. |
| Icon  Description automatically generated | **Communicate privately through** **Edsby Messages**  Sometimes you may wish to communicate privately with a parent. You can do this in your Edsby Messages, found by clicking the envelope icon in the Navigation Bar. |

We’ve covered it all! Review the checklist to make sure you feel comfortable completing all of the core Edsby skills for teachers.

**Base Camp**

|  |  |
| --- | --- |
|  | I can navigate my [Home Screen.](#HomeScreen) |
|  | I can update my [Notifications](#Notifications) and Account Settings. |
|  | I can create a [Note](#Note) to introduce myself, post class announcements, and share other important info. |
|  | I can create [Journals](#Journal) to communicate what has been taught and what students are working on. |
|  | I can create Class Calendar [Events](#Event). |
|  | I can create [Polls](#Poll) to gather student feedback and gauge progress. |
|  | I can add important information to the [Pinned Items](#Pinned). |
|  | I can customize and print a [Class Roster](#Roster). |
|  | I can take [Attendance](#Attendance). |

**The Ascent**

|  |  |
| --- | --- |
|  | I can use the [Perspective’s Analyze](#Analyze) tool to analyze Evidence and Gradebook data. |
|  | I can navigate to the [Gradebook Setup](#GradebookSetting) menu. |
|  | I can create an [assessment](#Assessment). |
|  | I can enter and share grades and comments in the [Gradebook](#ExploreGradebook). |
|  | I can annotate student submissions using the [Grader](#Grader). |
|  | I can gather anecdotal [evidence](#GatherEvidence) of student learning. |
|  | I can integrate Gradebook & Evidence data into [Report Cards](#ReportCards) |

**Summit**

|  |  |
| --- | --- |
|  | I can create Class content in the [Content Builder](#ContentBuilder). |
|  | I can upload [Live Documents](#ContentBuilder) to the Content Builder. |
|  | I can create Question Sheets and Rubrics in my [Personal Folder](#PersonalFolder). |
|  | I can navigate to a student’s [Panorama](#Panorama) to view student information. |
|  | I can navigate to the [Class Setup menu](#StudentEngagement). |
|  | I can navigate to a student’s [Portfolio](#StudentEngagement). |
|  | I can teach my students about [Edsby Capture](#Capture). |
|  | I can monitor parent activity using the [My Parents Zoom](#MyParentsZoom), My Students Zoom, or the Mini-Profile. |
|  | I can share Evidence with students and parents in the [Learning Story](#LearningStory). |
|  | I can send messages through the [Edsby Mailbox.](#EdsbyMessages) |

**Help and Support Resources**

There are many places where you can find support for any questions you may have about Edsby or to just learn more about the platform.

Graphical user interface, application

Description automatically generated

**Launchpad**

The Launchpad provides quick access to the support section of the Edsby website. Click *Edsby Help Files & Videos* for help using the Edsby platform.

Try adding your own links for quick access.

**Graphical user interface, text, application, chat or text message

Description automatically generated**

**Edsby Tours**

Click the question mark in the top right of any screen in Edsby to walk through a tour of the screen you are looking at. An optional overview video is provided as well.

**Edsby Feedback Groups**

Graphical user interface, text, application, Teams

Description automatically generatedEvery school or district is automatically enrolled in an Edsby Feedback Group. Both expert Edsby users and Edsby Customer Support Representatives monitor these groups to answer questions you may have. You may even be able to learn from other teachers in your school or district on how they like to use Edsby!

Graphical user interface, text, application, chat or text message

Description automatically generated

**Edsby Customer Support**

If you are unable to find the answer to your question through Edsby’s Help Files & Videos, you can click the question mark in the bottom right of any screen in Edsby to file a ticket with an Edsby Customer Support Representative.