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

**Academic Monitoring**

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|  | I can use the [Students Zoom](#TheStudentsZoom) to find important student information. |
|  | I can print [Progress Reports](#PrintProgressReports) from the Students Zoom. |
|  | I can navigate to the [Student Report](#StudentReport). |
|  | I can view important student information in the [Panorama](#PanoramaBreakdown). |
|  | I can view a student’s [Attendance Summary Report](#AttendanceSummaryReport). |
|  | I can create and use [Monitor Groups](#MonitorGroupIntro). |
|  | I can use [Portfolios](#Portfolios) as a conversation starter and student engagement tool. |

**Collaboration with Students, Teachers, & Parents**

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|  | I can collaborate with other staff about at-risk students using [Monitor Groups](#CollabMonitorGroup). |
|  | I can post observations in a student’s [Panorama](#PanoramaObservations). |
|  | I can create [Edsby Groups](#EdsbyGroups) for school collaboration. |
|  | I can send Edsby [Messages](#Messages). |

**Communicating with the School & District Community**

|  |  |
| --- | --- |
|  | I can post an article to the [News River](#News). |
|  | I can add events to the [School Calendar](#Calendar). |
|  | I can create and use [Professional Development (PD) Groups](#PDGroup). |

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**Academic Monitoring**

Edsby enables you to monitor the academic progress of students in their school and identify if a student may be struggling. You can also view the Attendance History of students in the school if students are engaging with Edsby regularly.

The Students Zoom

The Students Zoom provides you with a list of all students in the school and information pertaining to them including their current Class, risk indicators, their current average, and their total number of absences and lates in the current term.

Risk indicators help you identify students who may be struggling at school. These include:

Graphical user interface, text, application

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1. Failing Classes
2. Receiving a low subjective performance indicator
3. Repetitive lates or absences.

The Students Zoom filters can be used to narrow down the students.

Graphical user interface, application

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1. You may be interested in filtering the list to students with a failing average or on the verge of failing.
2. Find students with high absenteeism by clicking on the Attendance column headers to sort.
3. You can also view when students and their parents were last active in Edsby.

[More information about the Students Zoom can be found here.](https://edsby.com/help/zooms/zoom-students/?locale=en)

Activity – Printing Progress Reports

Edsby enables you to view and print Progress Reports. These can be beneficial when setting up a meeting with students and their parents.

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Select which students to print Progress Reports for by clicking the gear and selecting the checkboxes.

Click the drop-down arrow and select Progress Report.

The Progress Report provides a printable report summarizing each student’s Classes as well as their average, attendance totals, and subjective performance indicator for each Class.

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[Additional information about printing Progress Reports can be found here.](https://edsby.com/help/gradebook-2-3/gradebooks-class-specific-progress-alerts/?locale=en)

Student Report

1. Once in the Students Zoom, you can navigate to the Student Report by clicking the link at the top. This provides you with valuable attendance data and information specific to each Class a student is enrolled in.
2. The data here can be exported by clicking the drop-down arrow and selecting *Export.*
3. The Student Report has two tabs: Classes and Groups.

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The default is the Classes Tab which generates a line for each student’s Classes, shown above. Important information here includes the student’s attendance totals and average specific to each Class.

The Groups Tab generates a line for each group each student is a member of and information pertaining to each.

The Panorama

The Panorama provides you with the information you need to plan for student success. It is a secure area, only available to teachers and administrators. Here, you can see everything Edsby knows about the student.

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1. View the Classes the student is enrolled in along with their current averages and subjective performance indicators in the Classes Panel.
2. View the student’s Progress Report and Learning Story from this panel as well. The Progress Report here provides a detailed breakdown of each of the student’s Classes.
3. At the bottom of the Classes Panel lists the student’s attendance totals. Click the totals to view the student’s Attendance Summary Report.
4. To understand a student’s current workload, review their schedule, assessments, and events located in the Calendar on the right side of their Panorama.

[More information about the Panorama can be found here.](https://edsby.com/help/panorama/?locale=en)

Activity – Viewing a Student’s Attendance Summary Report

View a student’s Attendance Summary Report by clicking their Attendance totals at the bottom of the Panorama Classes Panel. This report provides an overview of a student’s attendance history and includes a List View and Year Calendar View.

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List View displays all attendance incidents associated with the given student.

Timeline, calendar

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Year Calendar View displays the student’s attendance history for the past year. This view enables you to identify any attendance issues.

Monitor Groups

After utilizing the Students Zoom and Panorama and observing the academic and attendance habits of students at the school, you will likely have a list of students you want to monitor and guide towards success. Edsby enables you to do just this with Monitor Groups.

Monitor Groups are used to monitor a list of students. However, students and their parents never see they are a member of a Monitor Group. Monitor Groups provide you, teachers, and other administrators with access to the Students Zoom information for a particular group of students to monitor and identify at-risk students based on attendance incidents or grades.

Text

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Inside a Monitor Group are two views: Tabular and Feed. Tabular View provides the Students Zoom information for the students in the Group.

1. The filters on the left side of the Group can be used to narrow the list of students down.
2. You can click the drop-down arrow and select from a menu of options including to message the parents, create a Planned Absence, or invite to a Group.
3. Students can be removed from the Group by clicking the trashcan icon in their row.

Graphical user interface, text, application, email

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Feed View provides a classic group feed view. Here, moderators and other staff members in the Group can collaborate and discuss the students being monitored.

Monitor Group information can be exported for use in an external system through the Groups Tab of the Student Report as seen before by filtering to the Monitor Group and clicking Export.

**Note:** Teachers cannot create Monitor Groups – they can only be added. By default, teachers only have access to Classes Panel information of students they teach. However, if a teacher is added to a Monitor Group, they will have access to the information of the students in the Group, even if they don’t teach them.

Activity – Creating a Monitor Group

Create a Monitor Group by clicking *Find More* in your My Groups Panel and clicking Create.

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1. Set the group type to Monitor Group.
2. It is recommended to keep the group as Private because they are not intended to be seen by students or parents.
3. Set the membership to Closed so only those added by you can be in the Group.
4. Click *Create Group*.

Identify the students you wish to add by using the Students Zoom.

Graphical user interface, text

Description automatically generatedWhen you are ready, navigate to the Monitor Group and click *Add Students.* Type in the names of the students and click Add Student.

[Additional information on creating and using Monitor Groups can be found here.](https://edsby.com/help/guidance-office-quickstart/monitor-groups/?locale=en#:~:text=Edsby%20Monitor%20Groups%20are%20used,a%20member%20of%20the%20group.)

Portfolios

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 success. Each submission is posted to a board which makes it easy for you to quickly glance at the student’s proud moments.

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Access a student’s Portfolio by clicking the Portfolio link at the top of theirPanorama.

Portfolios make for a great conversation starter when having a meeting with students and their parents. They are also a great way to encourage students to participate in Edsby, showcase their learning, and display their proud moments. They are a beneficial tool for students to look back on and be reminded of the success they have experienced at both school and home.

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[More information on student Portfolios can be found here.](https://edsby.com/help/portfolio/?locale=en)

**Graphical user interface

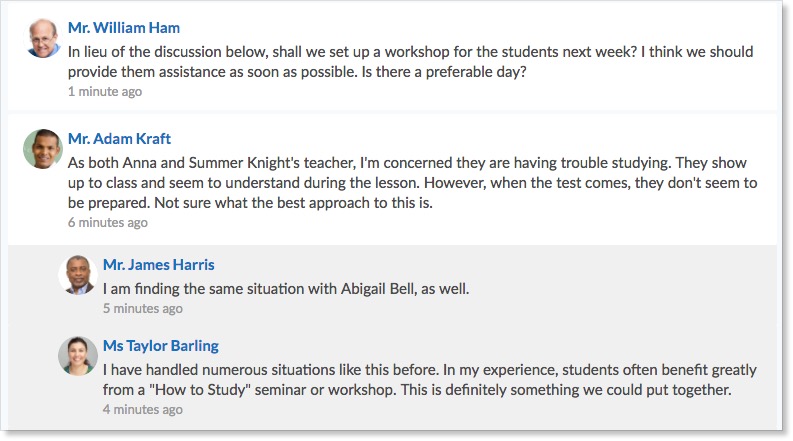
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**Collaboration**

Edsby enables you to collaborate with students, their teachers, and their parents on how to best support students to succeed academically, personally, and socially both at-home and in-school.

Monitor Groups

You’ve already been introduced to Monitor Groups so let’s expand on how you can use them for collaboration.



Monitor Groups enable you to collaborate with teachers on specific students of concern. Share tips, ideas, and best practices to help support at-risk students.

Parents and students can also be messaged from the group.

Panorama

You’ve also already been introduced to the Panorama.

Graphical user interface, application, email, Teams

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The Panorama enables you to post observations about a student and collaborate with other staff members.

These observations are visible to staff in the school but not students or parents.

Groups

In addition to Monitor Groups, you may consider creating other Groups in the school for collaboration between students, teachers, and parents.

Consider the following groups:

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| --- | --- |
| Icon  Description automatically generated | **A Student Success Group**  For all Guidance Staff in the district to collaborate on best practices for supporting their school community. |
| Icon  Description automatically generated | **A Career Opportunities Group**  For staff members to provide direction, guidance, and ideas for students pursuing a career following their education. |
| Icon  Description automatically generated | **A Studying & Exam Tips Group**  For students to collaborate with each other and share their best studying and exam-taking practices. |
|  | **A Parent Support Group**  For parents and staff to collaborate with each other on how to best support their children at home. |

[More information on creating and using Edsby Groups can be found here.](https://edsby.com/help/groups/?locale=en)

**Graphical user interface, application

Description automatically generated**Messages

If you wish to message parents or students individually or in groups, you can do so in your Edsby Mailbox.

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**Communication**

Edsby enables you to communicate with the broader school and district community through broadcasted news articles and community events posted on the School Calendar or through Professional Development courses that equip students and teachers with tools for academic and personal success.

News

In the News River, you may wish to promote school or district-wide anti-bullying campaigns, post sign-up forms for peer tutors, or share helpful studying tips for students.

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Activity – Posting a News Article to the News River

Graphical user interface, text, application, email

Description automatically generatedTo post an article to the school News River, navigate to the School Page and click Submit an Article at the top of the News Feed.

Fill out the form. Attachments are supported.

Once the Office Administration team approves the post, it will be posted to the News River of all students, parents, and staff at the school.

To post an article to the entire school district, contact a district administrator.

[Additional information on posting articles to the News River can be found here.](https://edsby.com/help/a-guide-for-teachers/news/?locale=en)

Graphical user interface, application, Teams

Description automatically generatedSchool Calendar

On the School Calendar, you may wish to remind members of the school community about the upcoming Student Success Seminar, PA Day, or Staff Appreciation week.

To add an event to the School Calendar, contact the Office Administration team.

Professional Development Groups

You can create and facilitate the use of Professional Development (PD) Groups in Edsby. These Groups have a Content Builder that members of the Group can work through as they would a Class.

Consider creating these PD Groups:

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| --- | --- |
| Icon  Description automatically generated | **A PD Group for Teachers**  To equip them for handling bullying situations that may arise between students in their Class. |
| Icon  Description automatically generated | **A PD Group for Students**  To equip them for applying to Colleges or Universities. |

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Activity – Creating PD Group Content

PD Groups contain a Content Builder. Only moderators of a Group can edit or add to the Content.

To edit or add to the Content as a moderator, click *Content* then *Edit* in the top of the left panel.

Add units, sections, assessments, pages, links, discussions, polls, and files to the Group by clicking the + next to an item of Content.

[More information on creating and using PD Groups can be found here.](https://edsby.com/help/professional-development-groups/?locale=en#:~:text=A%20Professional%20Development%20Group%20(PD,both%20school%20and%20district%2Dwide.)

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**Optional Applications**

Schools and districts using Edsby have the option to use various applications at an additional cost. These include the *Credit Recovery Application* and the *Community Service Tracker Application.*

Credit Recovery

Many high schools support a process known as Credit Recovery which focuses on students who did not achieve a passing grade in a course for credits. Credit Recovery typically identifies which failing students would be good candidates for a focused one-on-one teaching experience to help students improve their final grade enough to earn a credit in the course.

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Edsby enables a workflow for managing all aspects of the Credit Recovery process through the Credit Recovery application. Guidance Staff can partner with teachers on managing this process.

[Additional information on the Credit Recovery application can be found here.](https://edsby.com/help/guidance-office-quickstart/credit-recovery/?locale=en#:~:text=If%20a%20student%20has%20not,credit%20in%20the%20given%20course.)

Community Service Hours

The Community Service Tracker Application enables students to electronically submit details regarding their community service hours including an electronic copy of an approval form. This prevents the possibility of students losing the papers that contain all their community service hours.

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The Guidance Office can manage and approve these hours.

[Additional information on the Community Service Tracker application can be found here.](https://edsby.com/help/guidance-office-quickstart/community-service-tracker-application-2/?locale=en)

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

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**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.

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**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.

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**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

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**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.