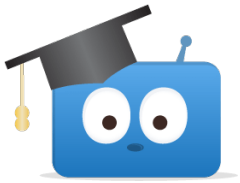
Welcome to Edsby!

Parent Guide 2026-27



Edsby is our learning management system. It's the main electronic platform for all our courses, where you'll find lesson materials, assignments, grades, announcements, and more. Edsby is also an easy way to communicate with teachers.

There are detailed descriptions of how to use Edsby here: https://edsby.com/help/students/
To get you started with using Edsby, here are a few frequently asked questions!

A general tip: Most features in Edsby are designed for access on a computer. Over the years, Edsby has been continually adding functionality to their app version for phones, but generally speaking, most parents and students have found that they prefer to use Edsby on a computer.

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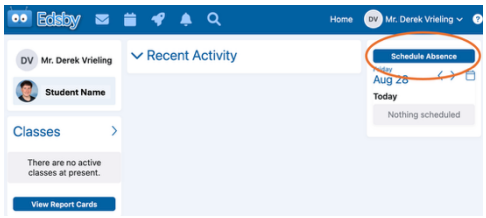
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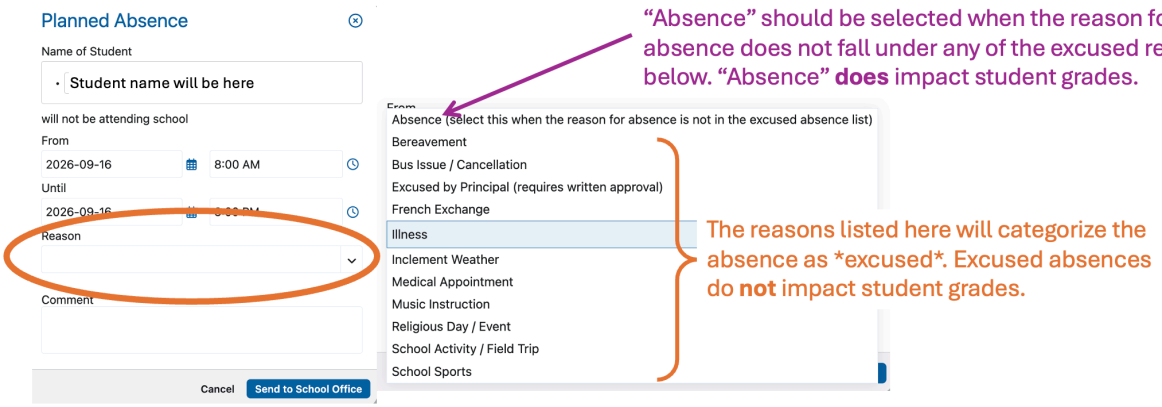
How do I schedule an absence if my child will be away?

It is the parent/guardian's responsibility to schedule all absences in Edsby prior to 8:30 a.m. and to correctly *indicate the reason for an absence in Edsby*. Exception: If the absence is for a TDChristian event (e.g., school sports, school field trip, etc.), then the main office staff will schedule the excused absence.



Here's how to schedule an absence:

1. Click on your child's name in the left panel in Edsby
2. Then, click "Schedule Absence"
3. Select the date and timing of the absence
4. Click the dropdown menu under "Reason" and select the reason for the absence:



5. Click "Send to School Office"

Note: The Ministry of Education requires attendance be included in student grades. In order for grades to be correct, **it is essential for parents to correctly select the reason for the absence**.

The following selected reasons will automatically categorize the absence as excused: *Bereavement, Bus Issue/Cancellation, Excused by Principal, French Exchange, Illness, Inclement Weather, Medical Appointment, Music Instruction, Religious Day/Event, School Activity/Field Trip, and School Sports*. Excused absences do not impact student grades.

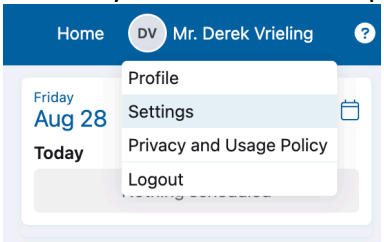
Parents/guardians may select the reason "Excused by Principal (requires written approval)" if they have submitted an Excused Absence Request Form to dykxhoorn@tdchristian.ca a minimum of 24 hours prior to the absence, and also received a response email with written approval from Mr. Dykxhoorn. You may download the Excused Absence Request Form from the TDChristian Splash page here: https://tdchristian.ca/splash/forms-info-sheets/

If the reason for the absence is not in the excused list, parents should select "Absence (select this when the reason for absence is not in the excused absence list)". This is an unexcused absence, and it **does** impact student grades. If no reason for the absence is selected, then the absence will be recorded as unexcused, which will impact student grades.

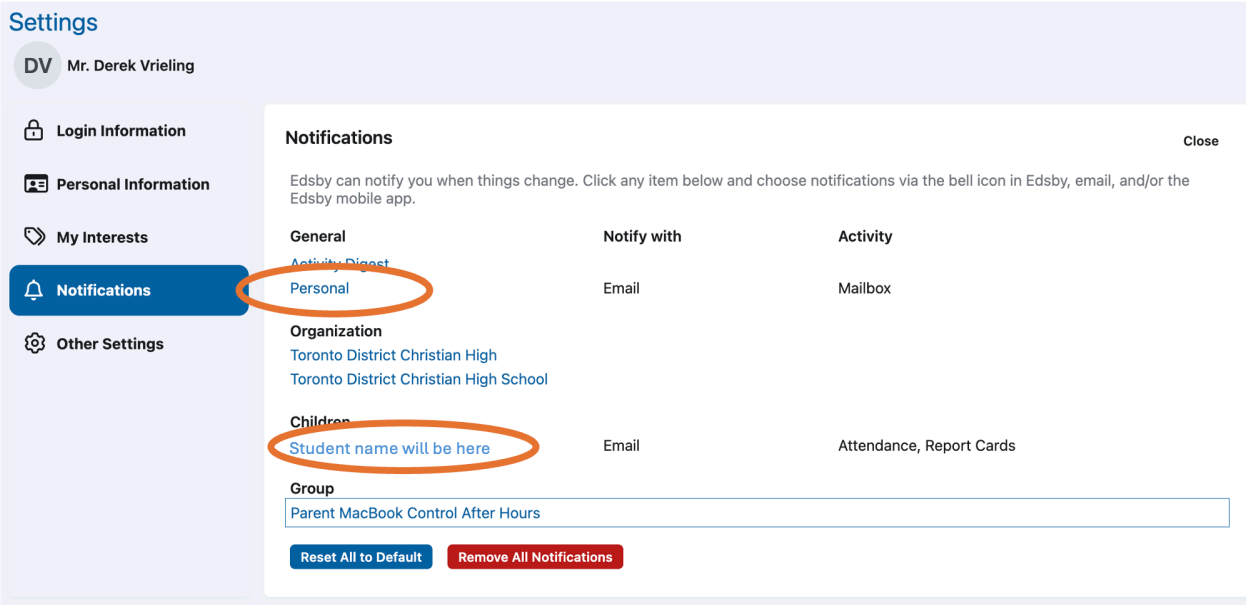
How do I change my Edsby notification settings?

It is important to set up notifications well so that you only get the messages you really need, without getting swamped by too much information. Please read these instructions closely.

1. Click on your name in the top right corner, and select “Settings”



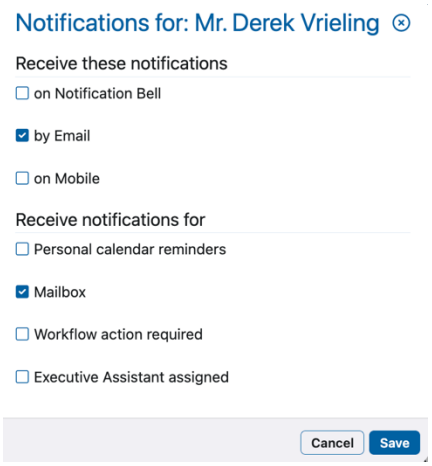
2. Select “Notifications” on the left panel



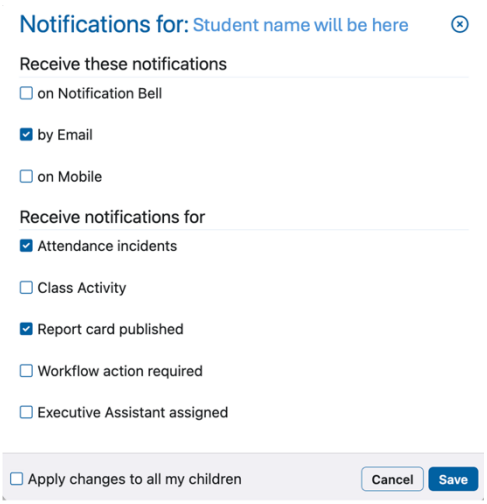
3. Click on “Personal”.
   → We highly recommend that you click the checkbox beside “Mailbox” and then select either “by Email” or “on Mobile”.

   Why is this important? The mailbox is where you will receive specific messages about your child from teachers or administration, and you don’t want to miss these messages!

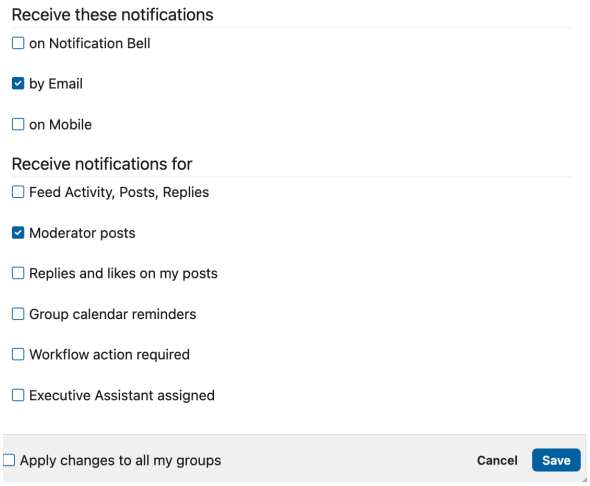
   Then click “Save”



4. Also under “Notifications”, click on your child’s name. We recommend selecting notifications for “Attendance incidents” and “Report card published” set to “By Email” or “On Mobile”.

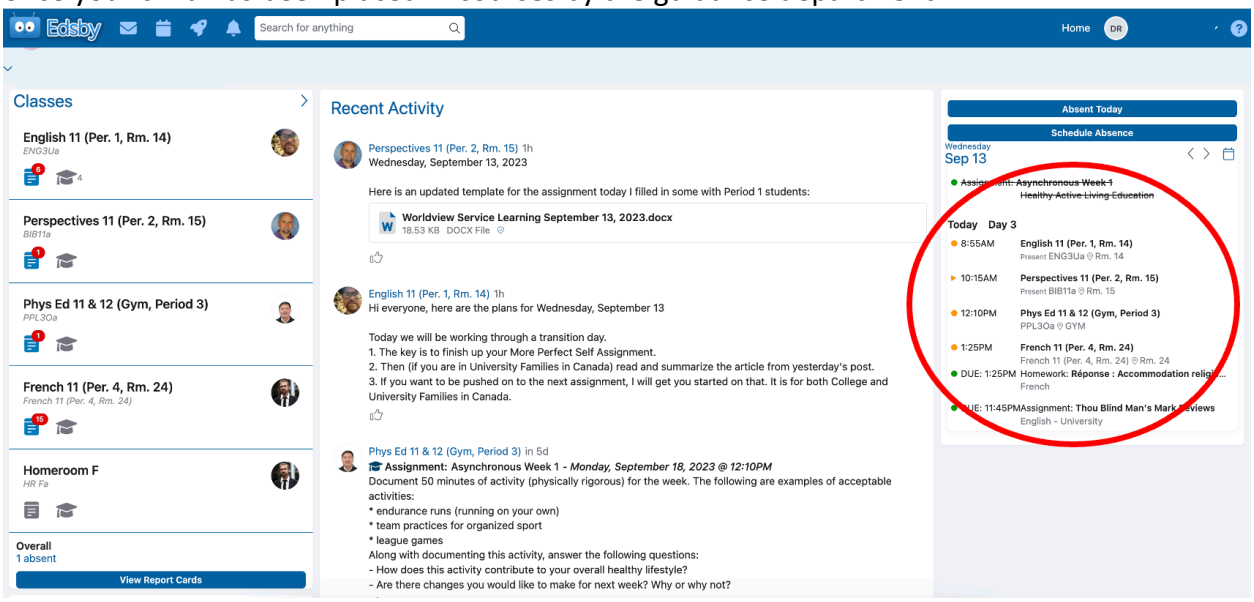


5. You may also request notifications from you’re the Groups you are in. For example, you may wish to receive email notifications from messages posted in your Bus Group. These notifications can be updated under “Group”.



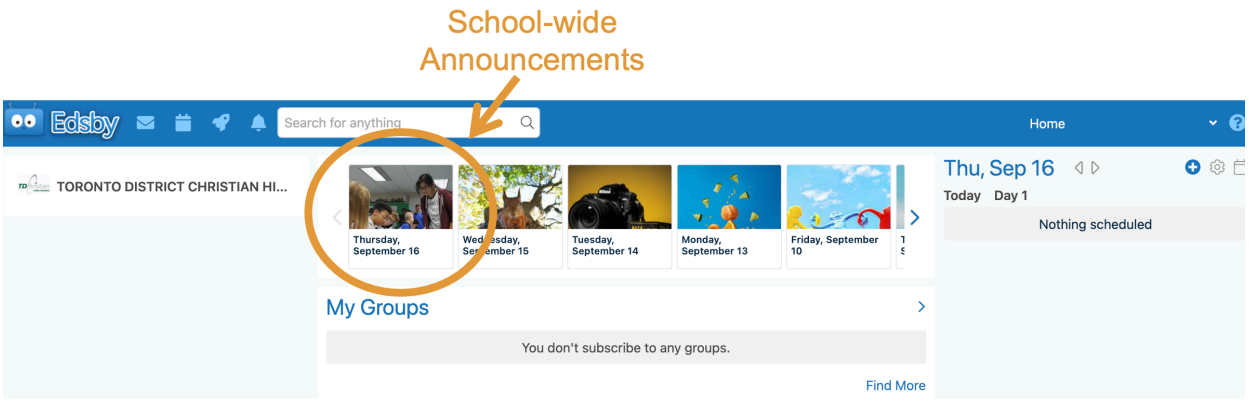
Where do I find my child's schedule of classes?

On your Edsby homepage, you'll see your schedule on the right side panel. This will only appear once your child has been placed in courses by the guidance department.



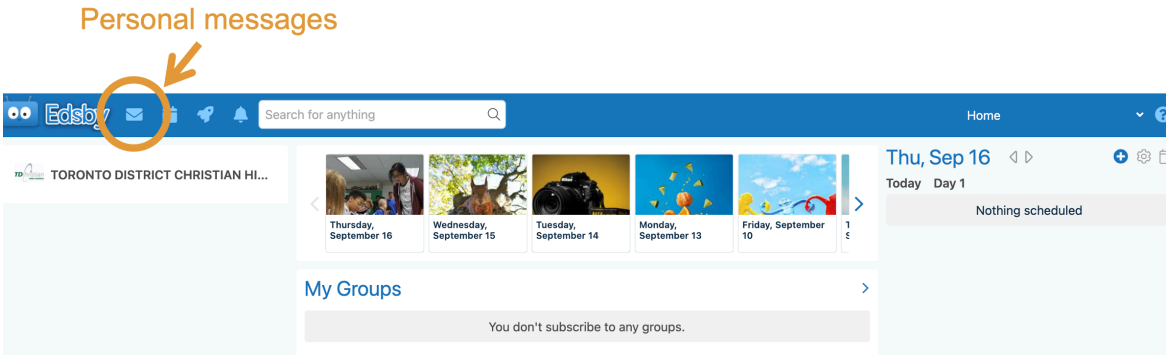
Where do I find the daily announcements?

Click on today's date in the announcements banner at the top of Edsby's homepage.

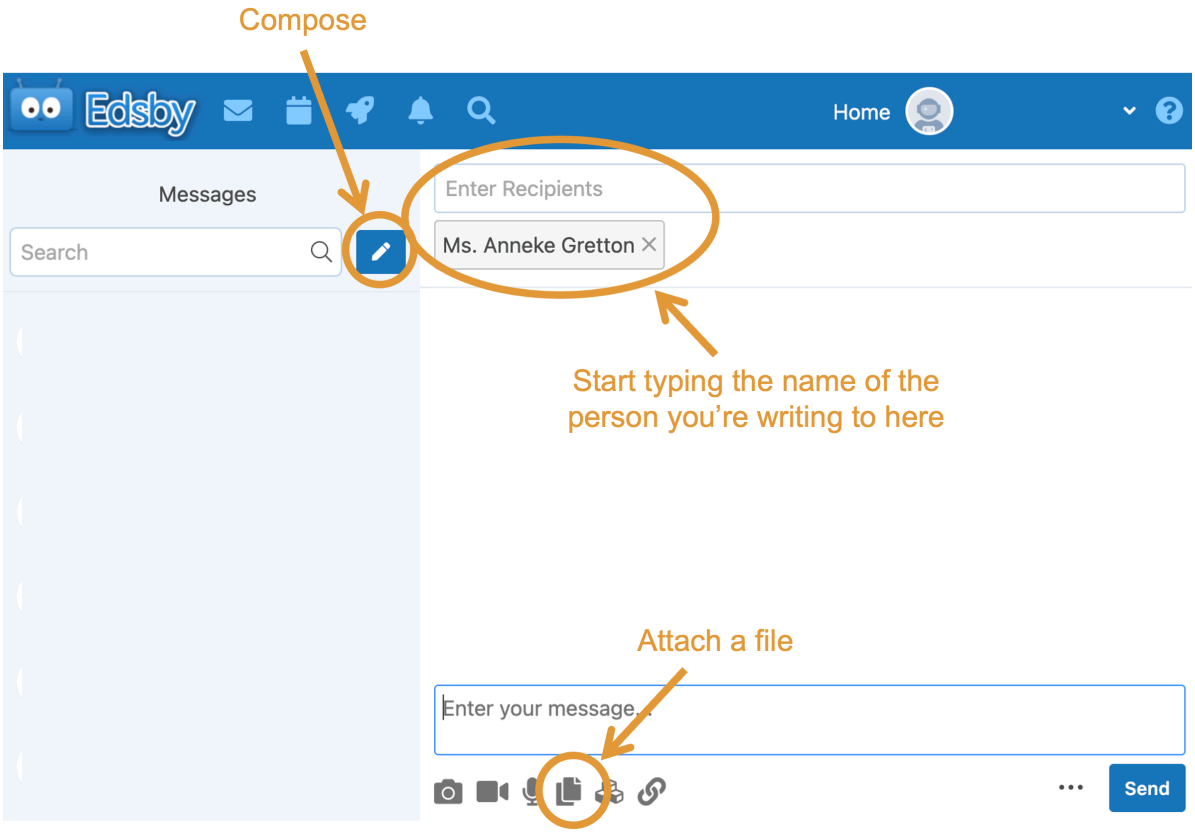


How do I message a teacher?

Click on the mail icon in the top bar of Edsby's homepage.

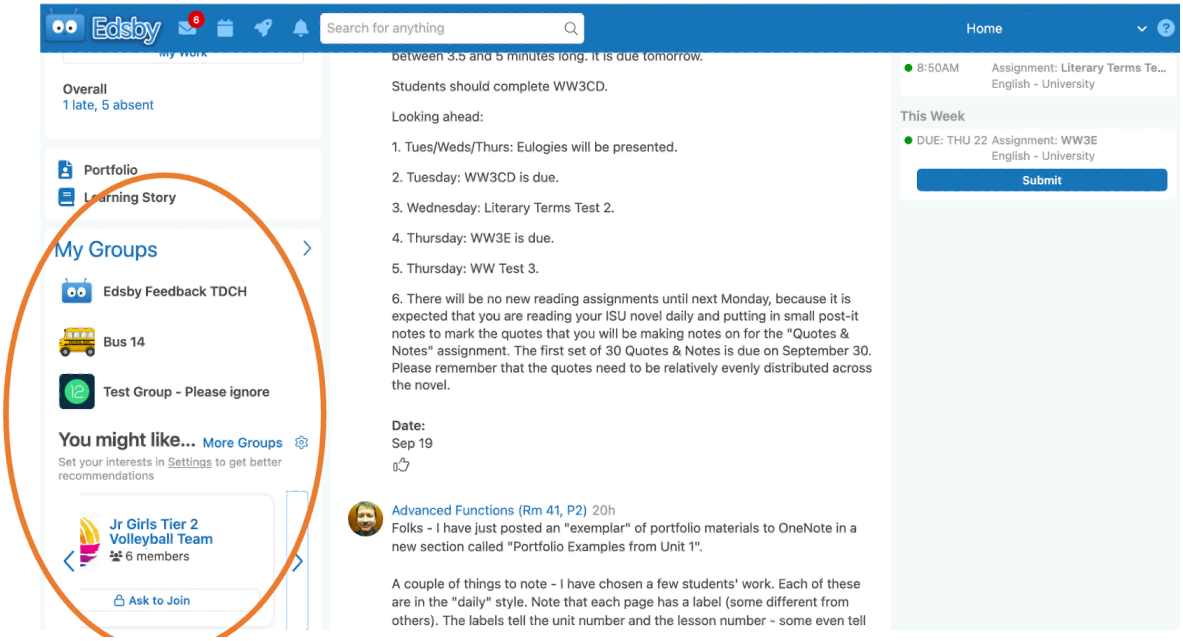


Next, select the writing tool to compose a message. Begin typing the name of the person you would like to write to, and Edsby will auto-fill the rest of the recipient's name. Then type your message and click send. You can also attach files to Edsby messages. When the teacher writes you back, you'll see their response here, and the conversation thread will be saved.



Where do I find the Edsby groups for bus updates, clubs, sports, etc?

When you are on the Edsby homepage, scroll down a little bit. Groups are on the left side panel. You will be in some groups automatically, but most groups you will choose to join. Click "More Groups" to search for a specific group or scroll through the "You might like…" section.



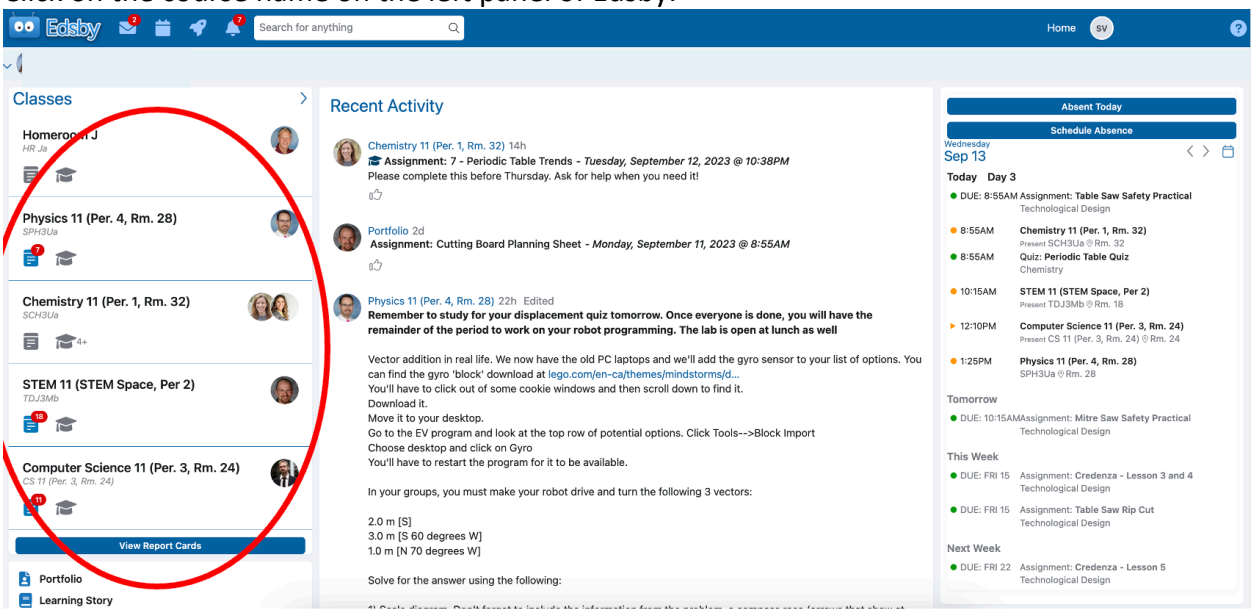
You will be automatically invited to an Edsby bus group for your bus route.

Edsby bus groups are a helpful place to connect with other parents who live along your bus route, who may be able to work together for coordinating rides from after-school extracurriculars.

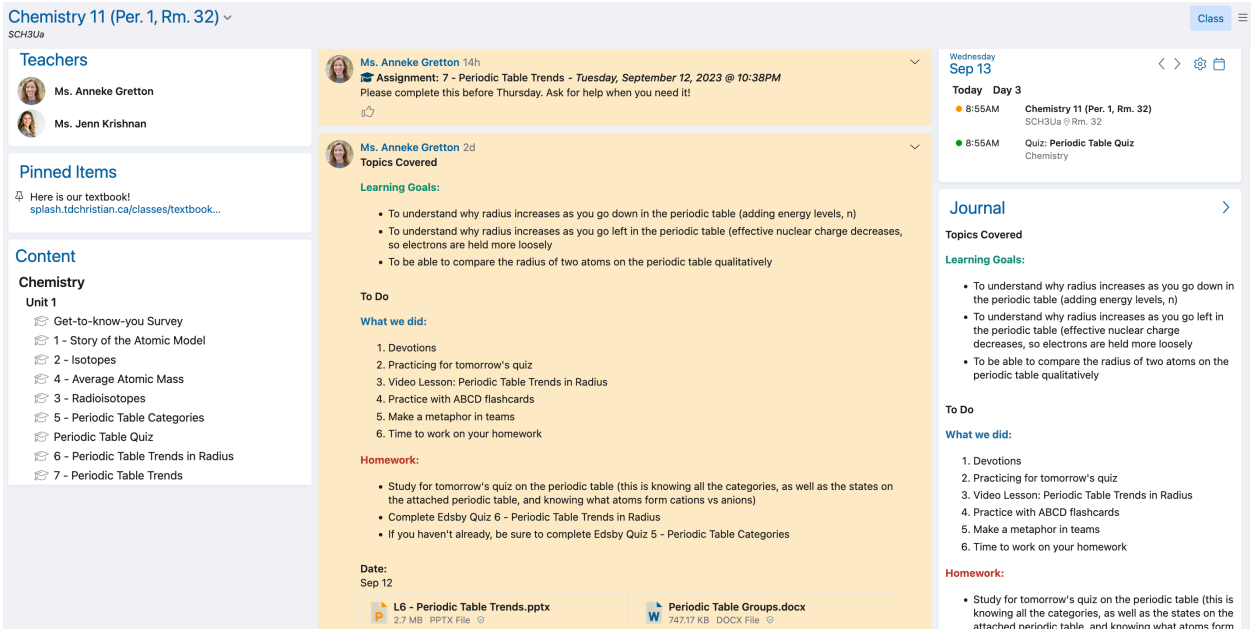
General bus information, such as updated pickup times, will also be posted to your Edsby bus group.

Where do I find my child's classwork?

Click on the course name on the left panel of Edsby.

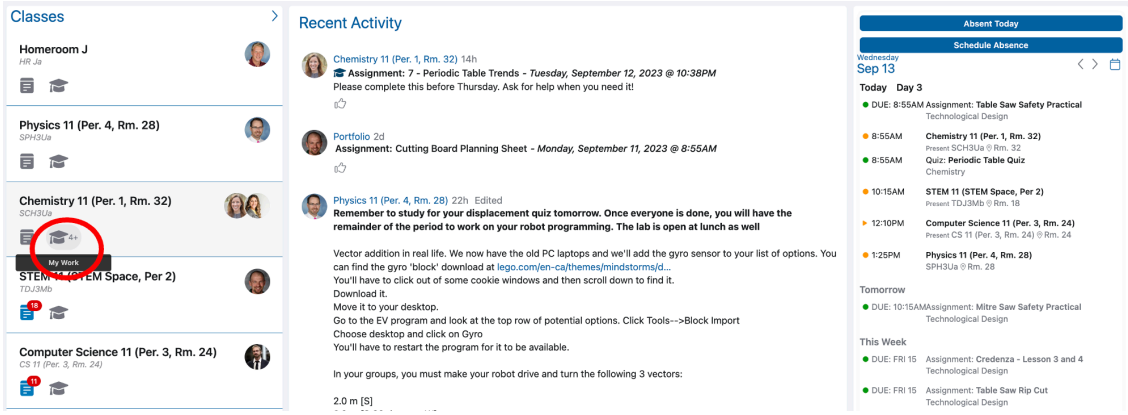


Clicking on the name of the class will bring you to the class page. Each day, your teachers will share a summary of the lesson and any resources that students need within their class page.



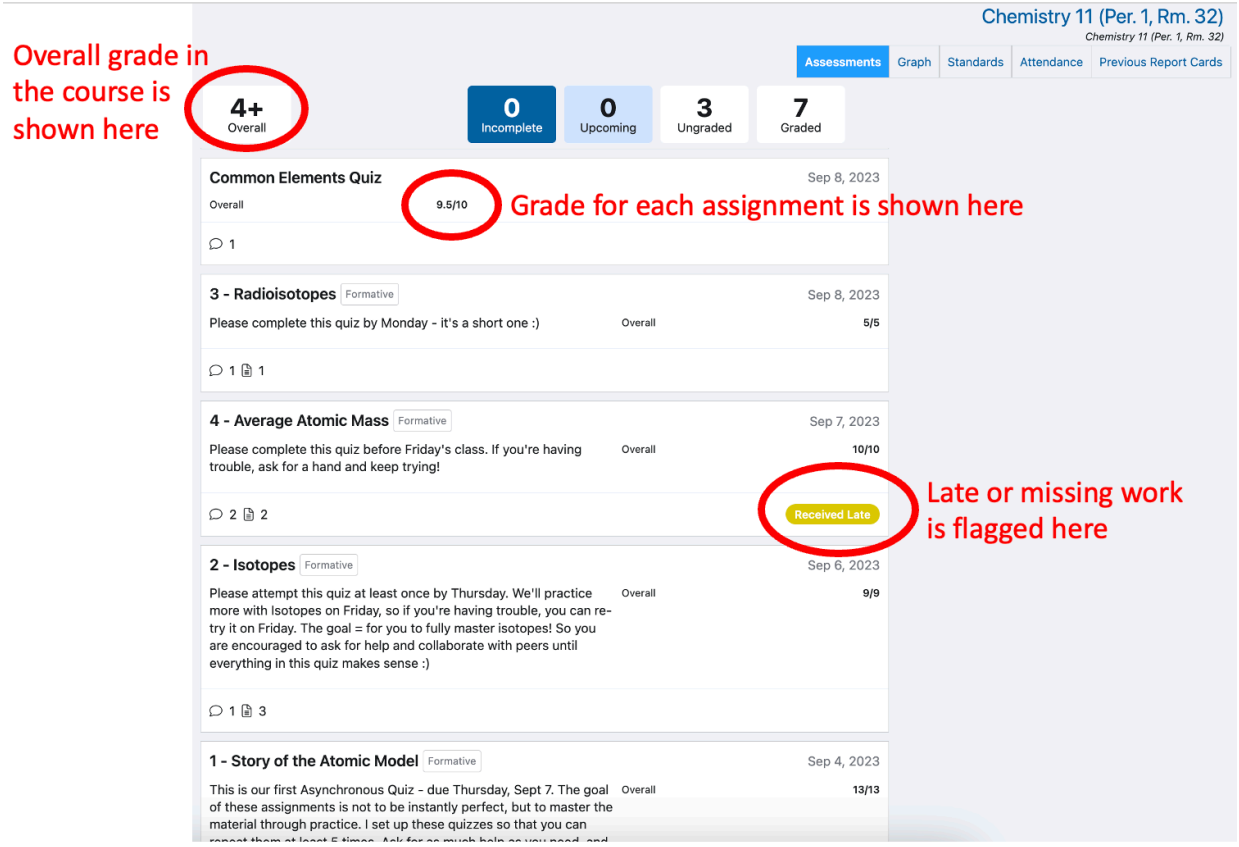
Where do I find my child's grades throughout the semester?

Go to the home page. Under the course name on the left side panel, you'll see a graduation hat which is called "my work" when you hover your cursor over it. Click on the "my work" hat.



This will take you to a detailed list of all assessments. Overdue assessments will be flagged in red, and assessments that were submitted late will have a yellow flag. You'll be able to see the grade on each individual assessment as well as the student's grade in the course overall. For the first half of the semester, grades will be displayed as levels.

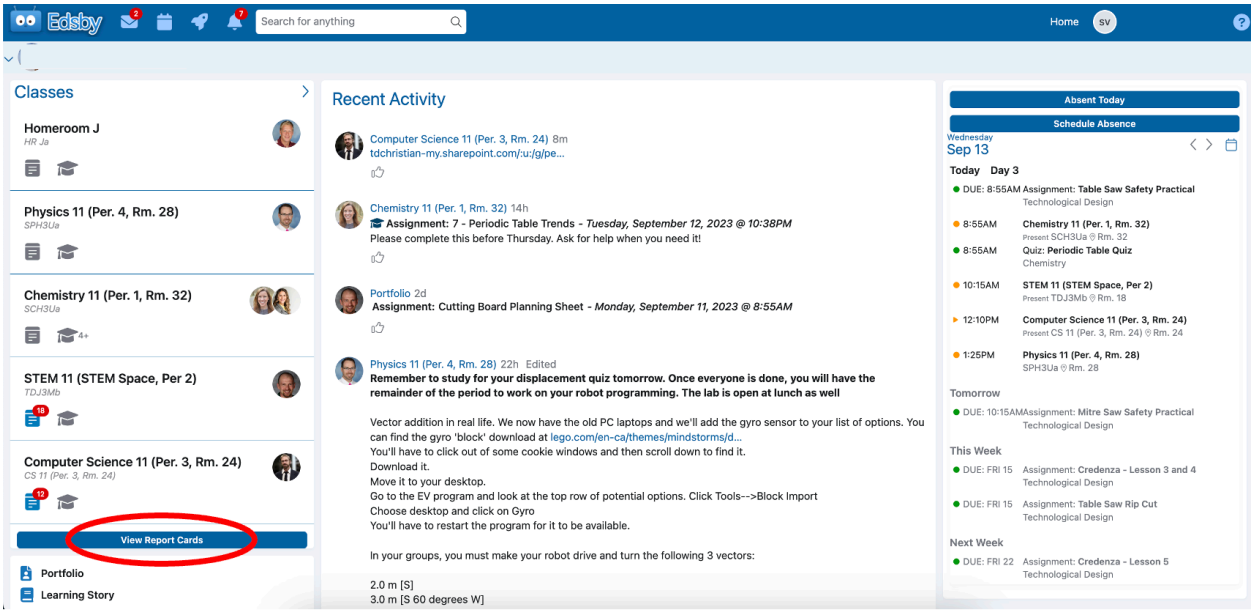
Level 1 = 50-60%, Level 2 = 60-70%, Level 3 = 70-80%, Level 4 = 80-100%



Where do I find Learning Reports?

Note that the Learning Reports are best viewed on a computer – not in the Edsby phone app.

1. On the left side panel, scroll down a bit. Click on the button “view report cards”.



2. After selecting “view report cards”, you will be able to choose which report card to view, including all midterms and quarter reports. The most recent report card will be at the top. Click “View” beside the report you wish to read.

