



Getting Started in Edsby

Pembina Trails School Division

How do I
get to
Edsby?



ool Portal...



ite Webmail Edsby



rtal

HOME
Announcements

Welcome Vincent Massey Students! Have a great day!

How do I
get to
Edsby?

2. From the website...

The screenshot shows the top navigation bar of the Pembina Trails School Division website. The navigation menu includes the following items: School Day 3, Questions, Translate, social media icons (Twitter, Facebook, Instagram, YouTube, LinkedIn), Search, and Sign In. The Sign In dropdown menu is open, showing options: Staff, Student, Parent, Substitute, and Site Admin. The Edsby link is highlighted in the main navigation menu, and an orange arrow points to it. Another orange arrow points to the Sign In dropdown menu, and a third orange arrow points to the Student option within the dropdown menu.

Pembina Trails School Division
Accomplish Anything

About Us Schools What We Offer Governance Employment Contact Us

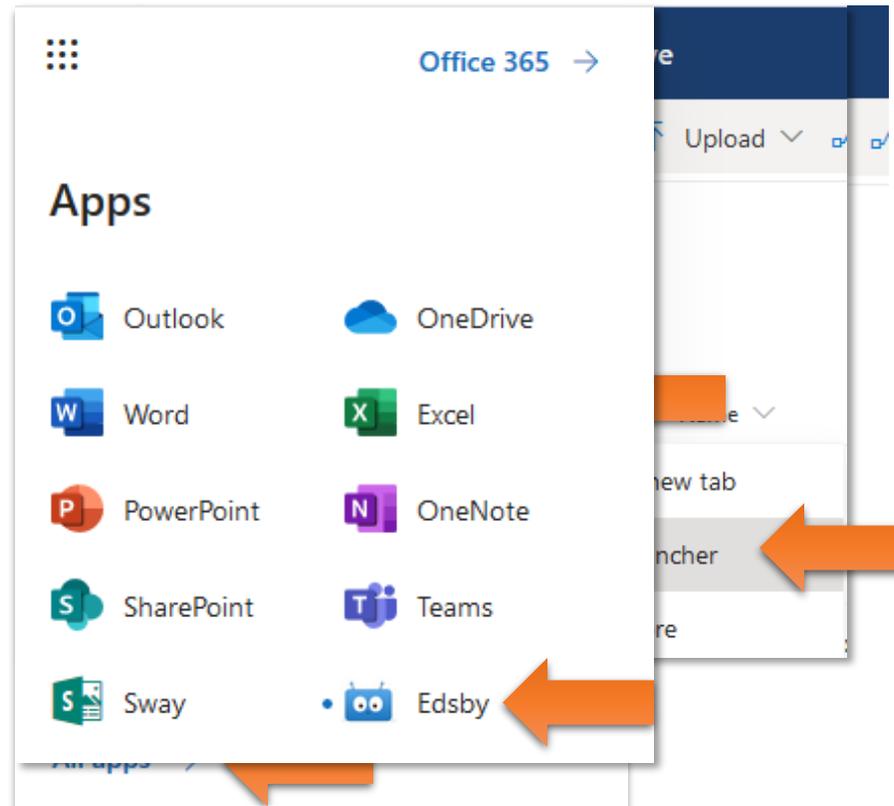
Edsby

OneDrive for Business
Webmail
Portals

Staff
Student
Parent
Substitute
Site Admin

How do I
get to
Edsby?

3. From the Office 365 Waffle...



Can I use
my phone?



apps

installed

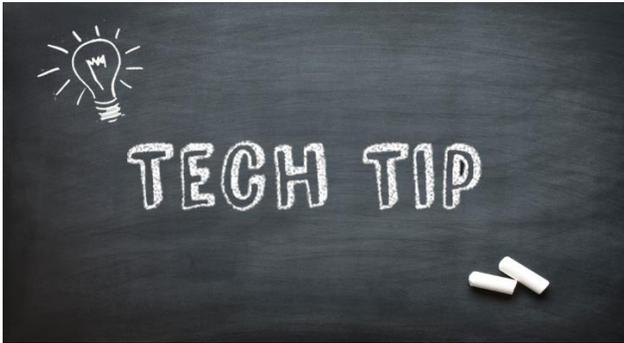
capture

LUCKY

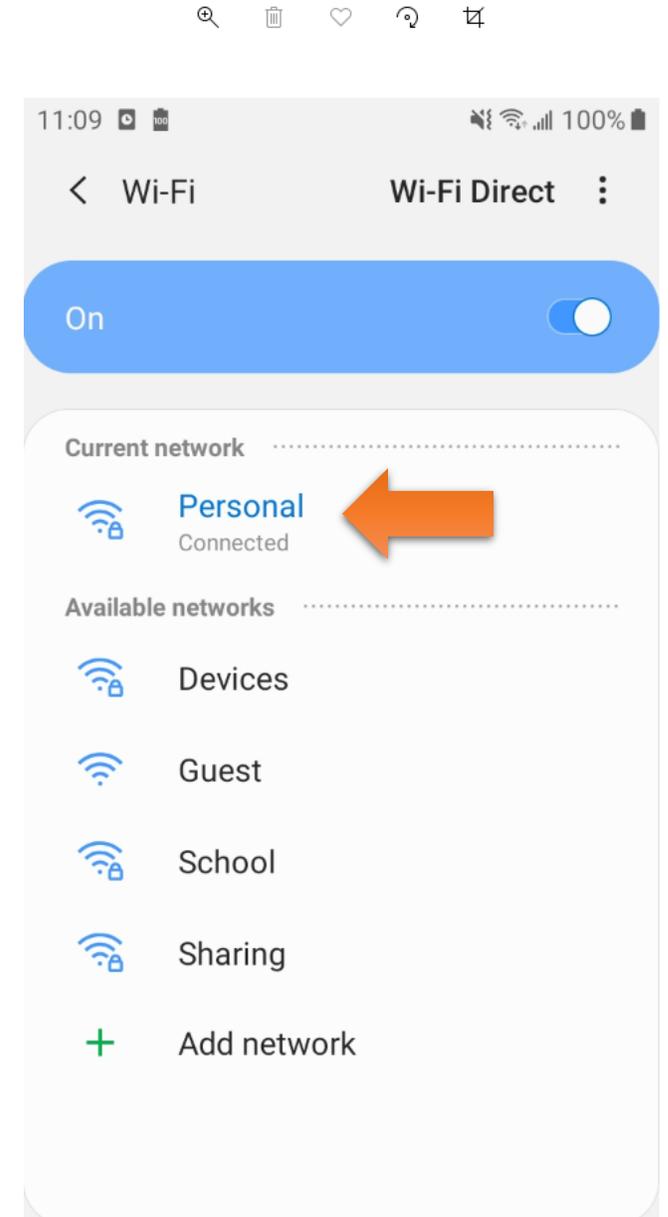
2.7★  Installed

Can I use
my phone?

2. Set your Wi-Fi to Personal



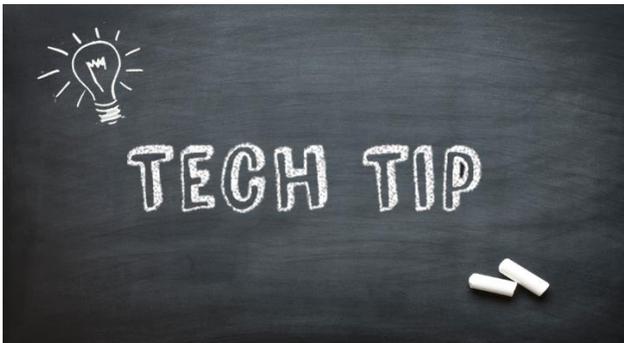
If you change your Pembina Trails password, you may have to go into Wi-Fi Settings, “Forget network” and then re-connect.



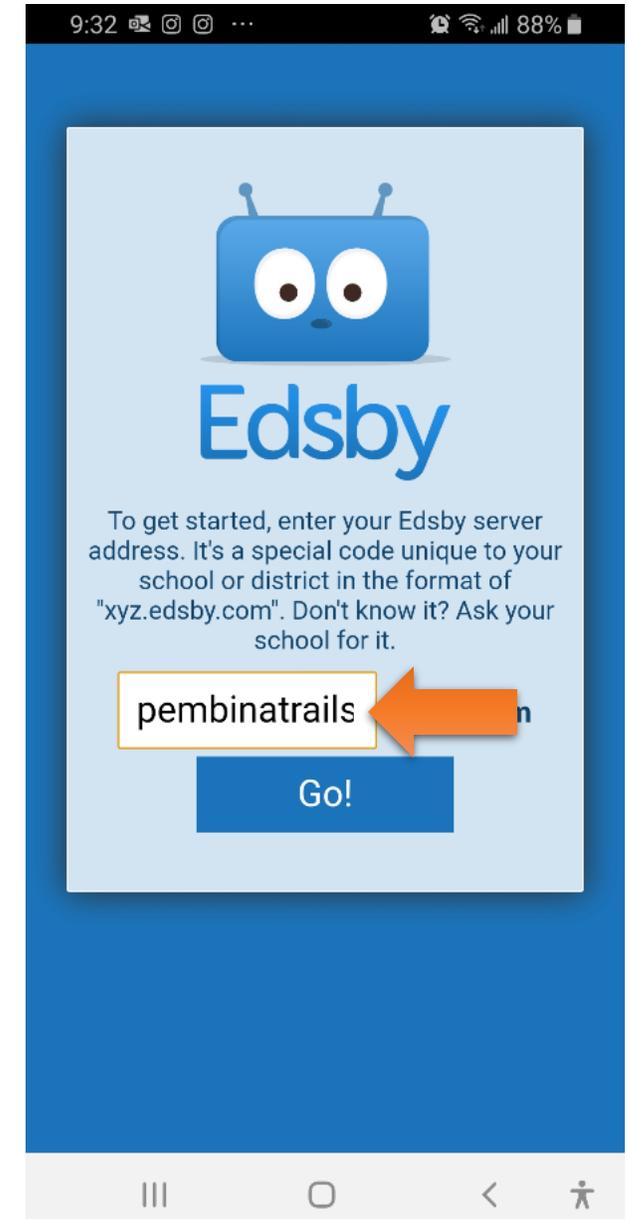
Can I use
my phone?

3. In the Edsby app,
set the server
address

- “pembinatrails”
- press **Go!**



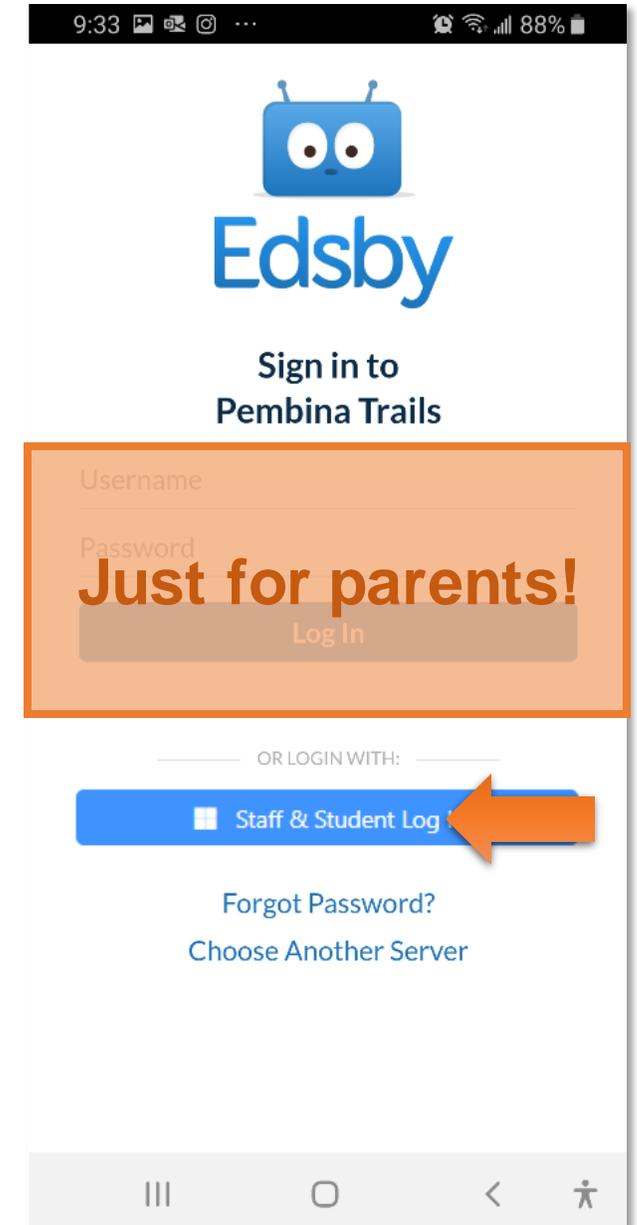
The server address “pembinatrails” should be lowercase and there should be no spaces before, within, or after.



Can I use
my phone?

4. In the Edsby app,
sign in

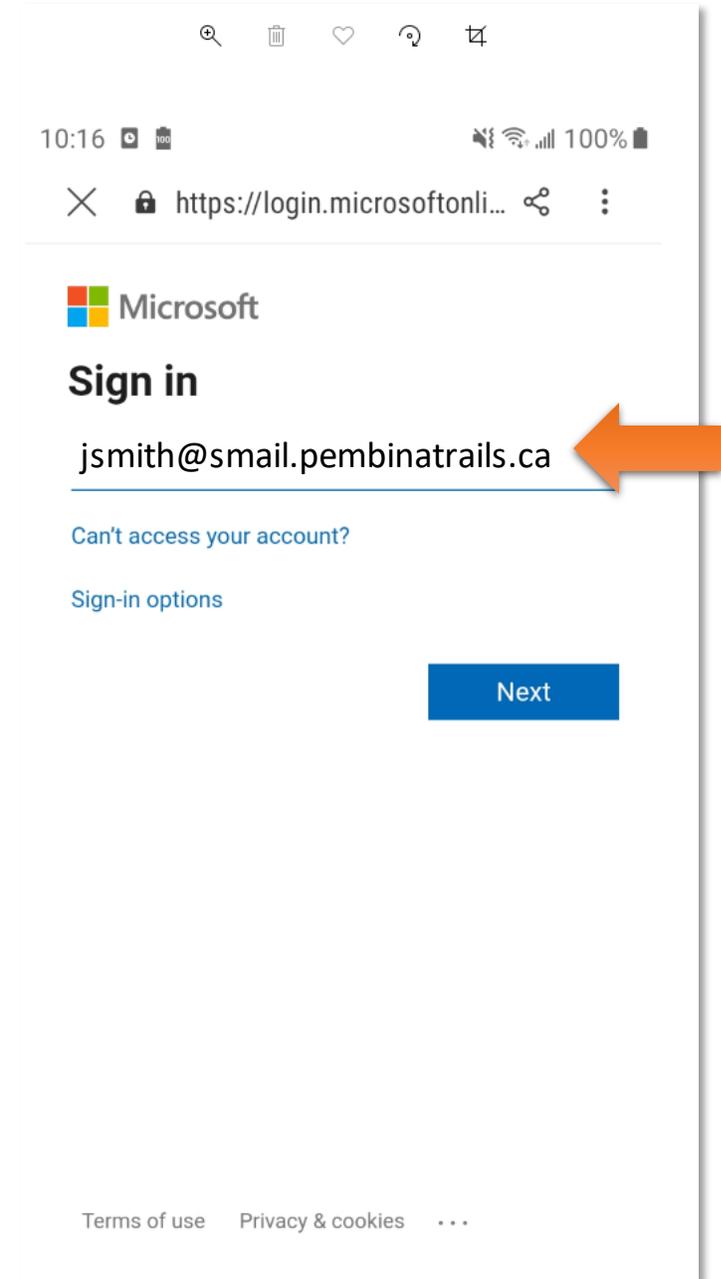
- Staff and students, just click the **Staff & Student Log In** button
- Top area is just for parents!



Can I use
my phone?

5. In the Edsby app,
sign in

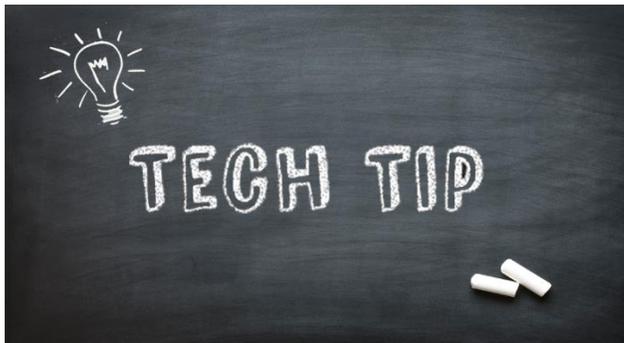
- enter your Pembina Trails email address
- click **Next**



Can I use my phone?

6. In the Edsby app, sign in

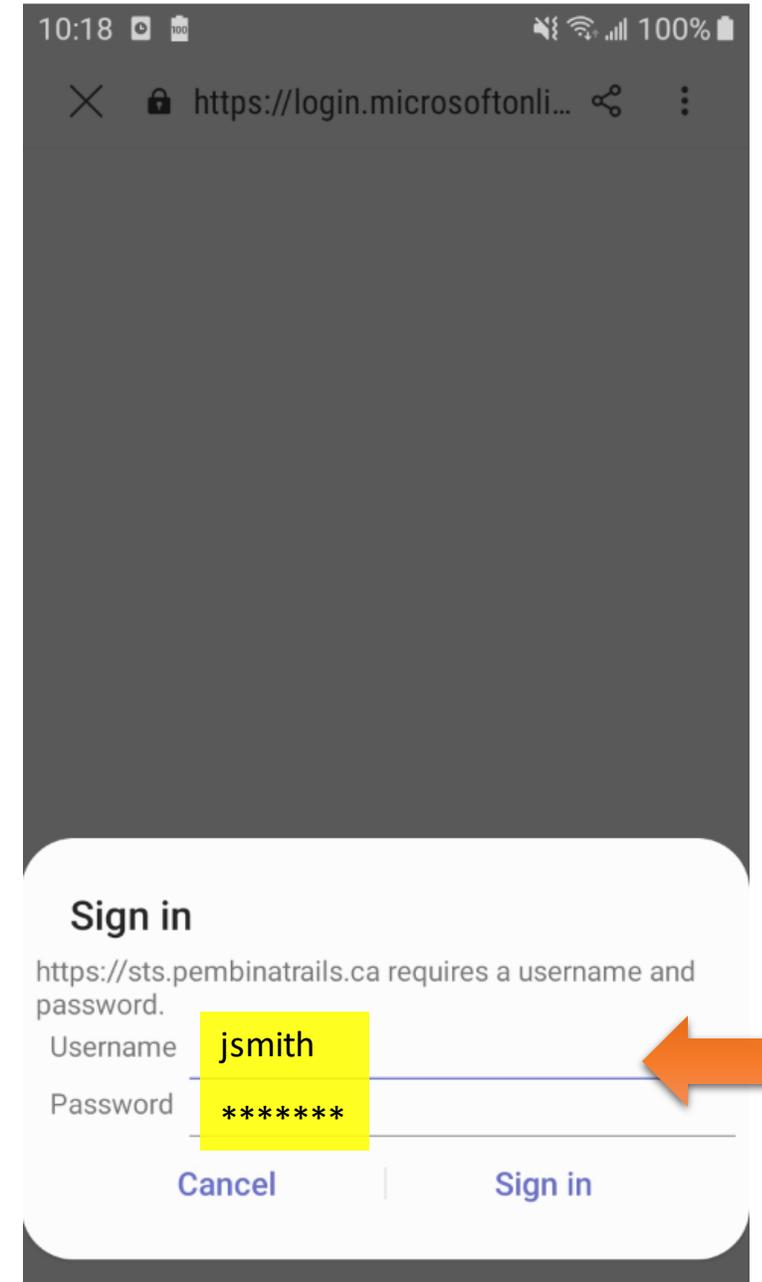
- enter your Pembina Trails username and password
- click **Sign In**
- wait



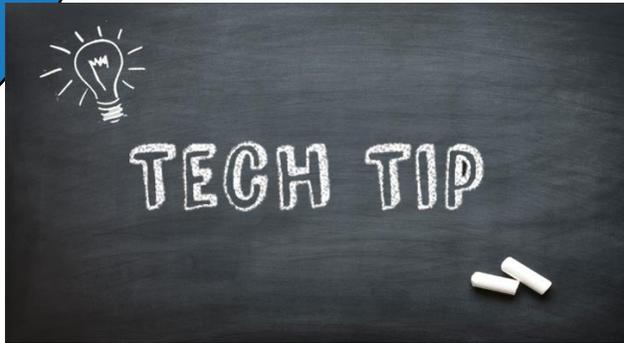
If using a *shared* device (eg. school iPad)

NEVER select any options to

~~“Remember Me” or “Keep me signed in”~~

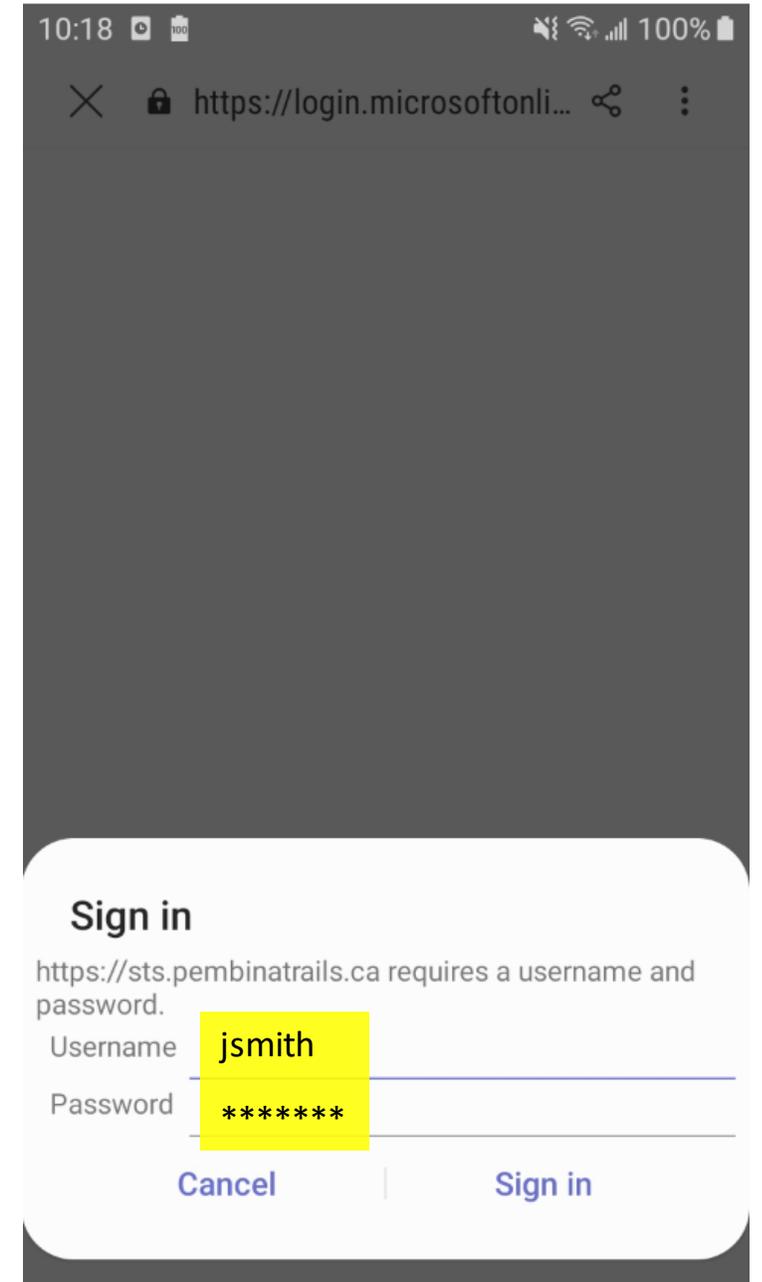


Can I use my phone?



If you get an error message on log in, try this:

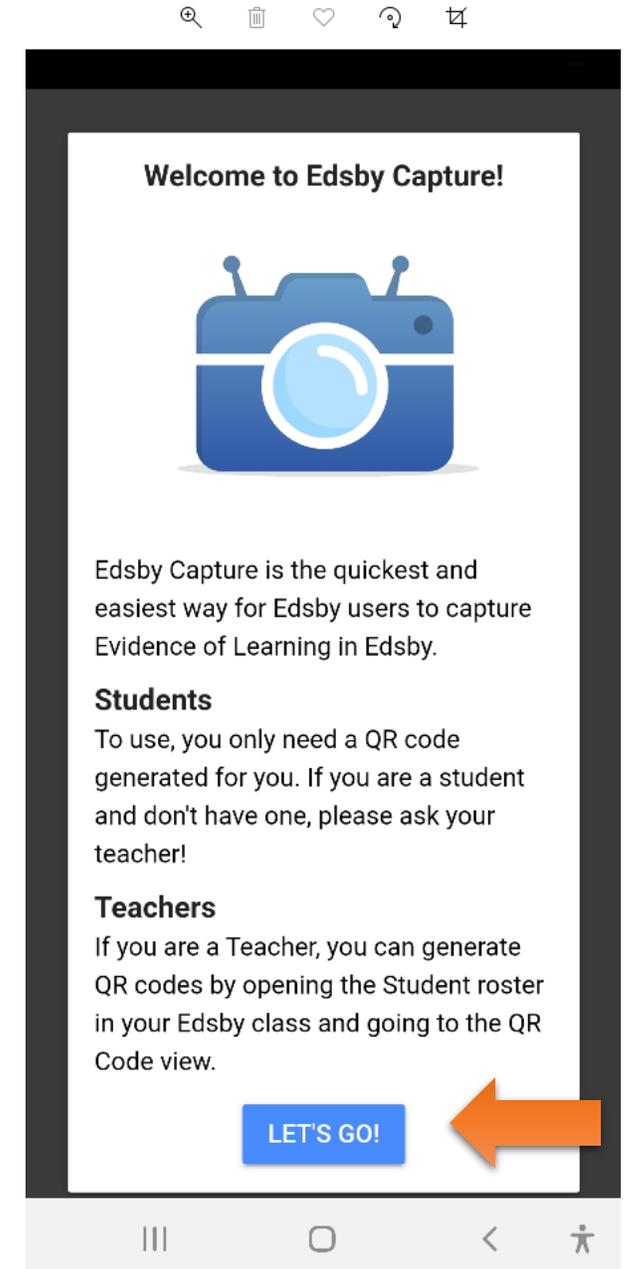
1. On your phone, go to one of the Office 365 apps (OneDrive, School Portal or Outlook)
2. Log in if prompted
3. Go back to Edsby and try to sign in again



Can I use
my phone?

7. In the Edsby Capture app

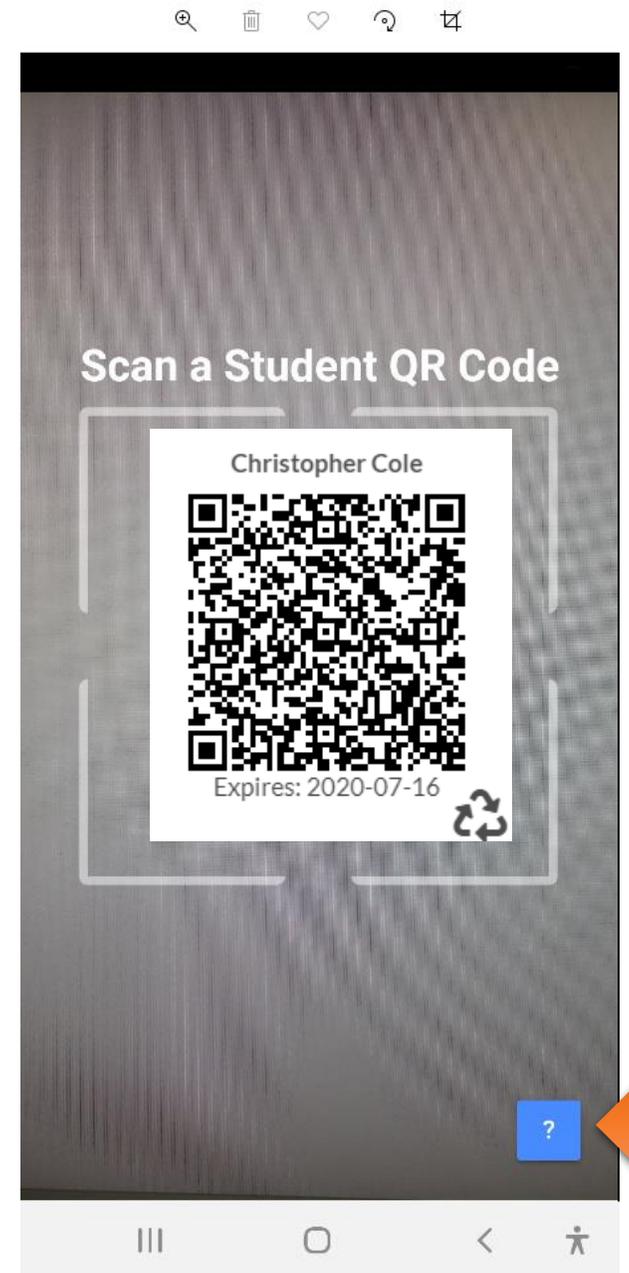
- Click **LET'S GO!**



Can I use
my phone?

8. In the Edsby Capture app

- Scan the QR code
(ask your teacher)
- Not working? Click
the ?

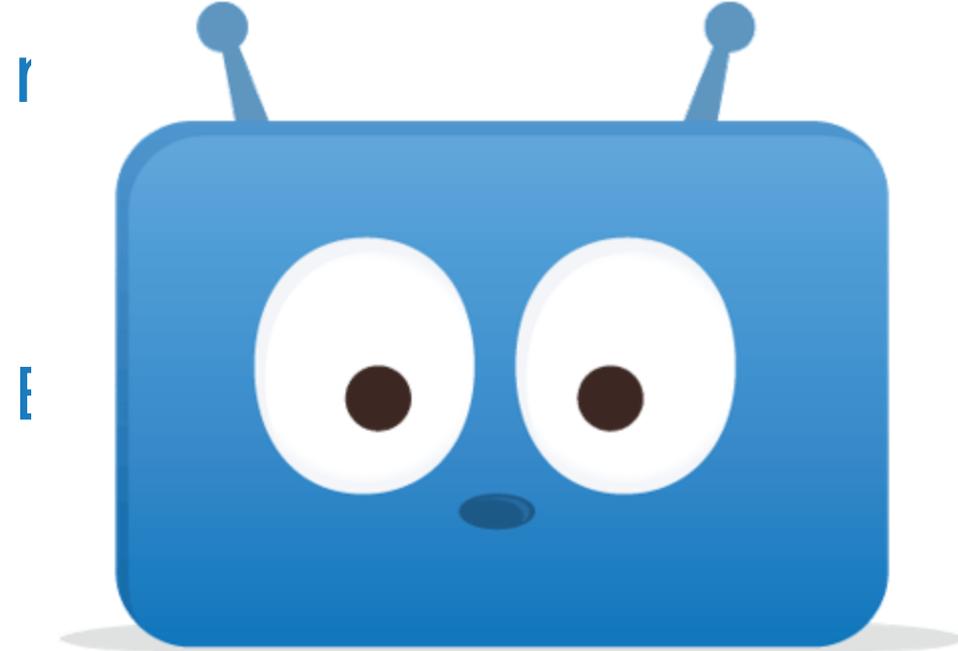


How do I set Notifications?

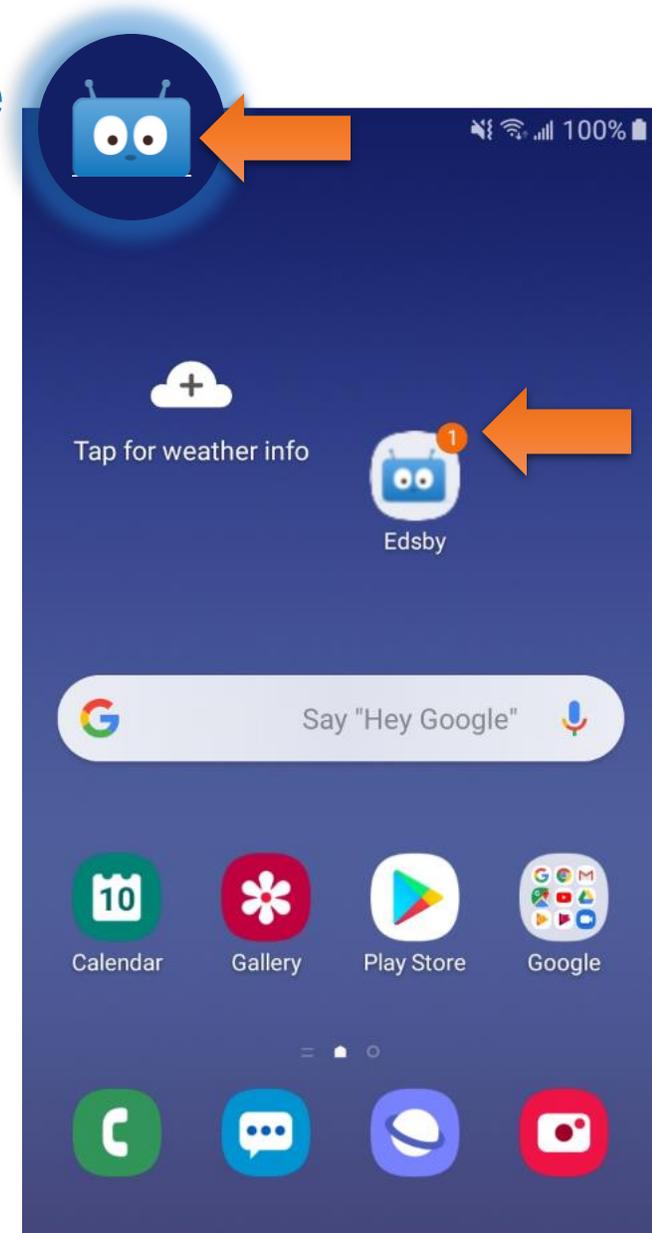
Email



There are 2 kinds of



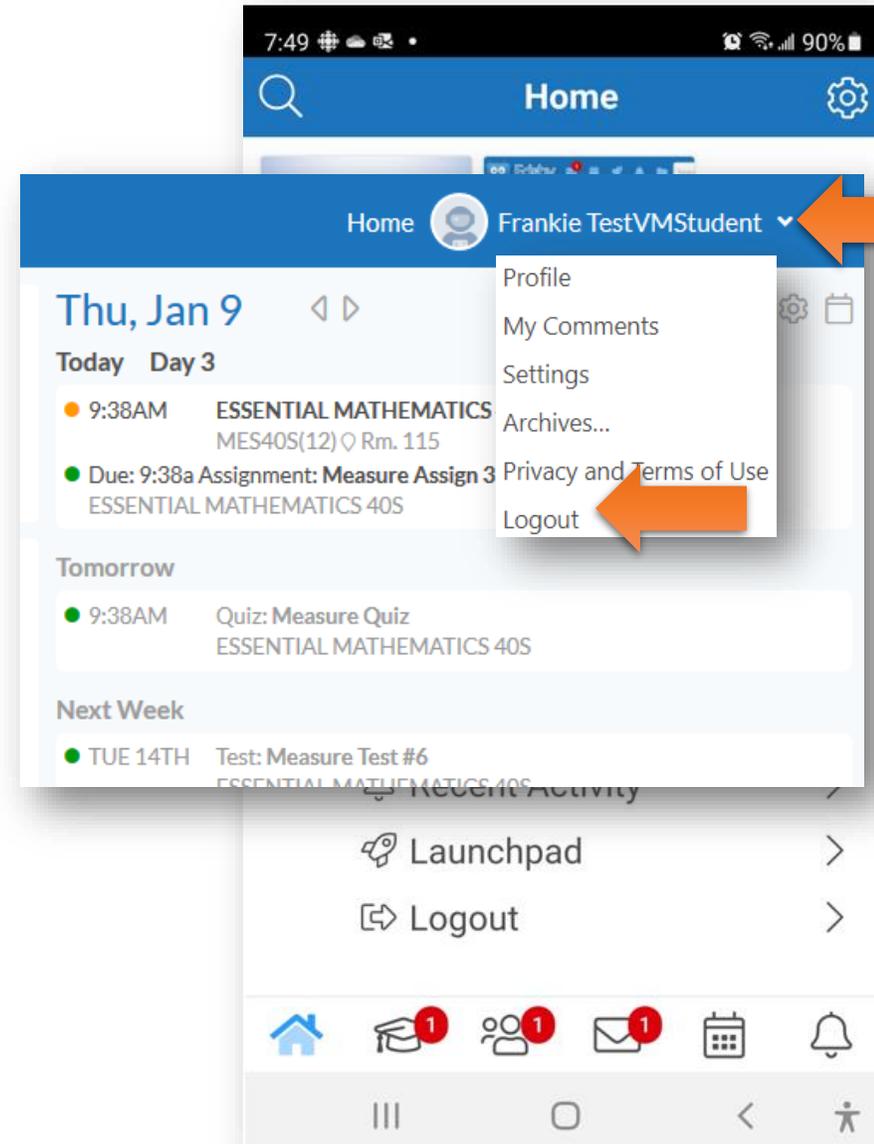
Mobile



How do I set Notifications?

1. Go to Settings

- In Edsby app, just click **Settings**
- In Edsby, click your name, and then **Settings**



How do I set Notifications?

2. Click **Notifications** on the left



How do I set Notifications?

3. Messages are emailed to you when the box is checked (keep it checked!)

Notifications

Edsby can notify you with Edsby, email, and/or the

- Messages**
- Activity Digest
- Personal Calendar

Organization

- Tecumseh High School

Class

- Canada In The Center
- English Language Arts *ELA10F_A*
- Mathematics *MATH10F_A*
- Science *SCI10F_A*

Group

- Block 1 - Yoga
- Bowling Team

Edit Notification Email Settings

Email

Email me at _____ when there are new: Messages

Email me a digest of activity:

Never

Cancel Save

	Notify	Activity
	Edsby, Mobile	Feed Reply Calendar

How do I set Notifications?

4. You will need to set Notifications for

- Personal Calendar
- Organizations
- Classes
- Groups

Notifications Close

Edsby can notify you when things change. Click any item below and choose notifications via the bell icon in Edsby, email, and/or the Edsby mobile app.

Messages

Activity Digest

Personal Calendar	Notify	Activity
Organization	Mobile, Edsby	News
Tecumseh High School	Notify	Activity
Class		
Canada In The Contemporary World <i>SSCCW10F_A</i>		
English Language Arts <i>ELA10F_A</i>		
Mathematics <i>MATH10F_A</i>		
Science <i>SCI10F_A</i>		
Group	Notify	Activity
Block 1 - Yoga		
Bowling Team	Edsby, Mobile	Feed Reply Calendar

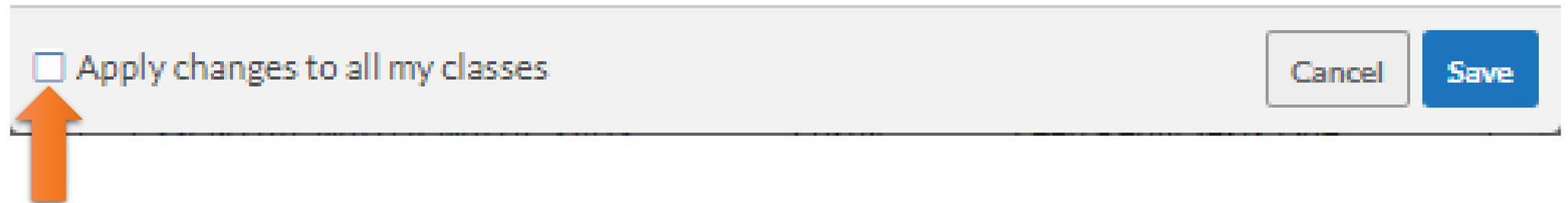
Click on the blue text to set a notification

How do I set Notifications?

For Classes and Groups, once you've set up a Notification, click

Apply changes to all my classes

(or groups) at the bottom to copy the settings to all of your classes (or groups)



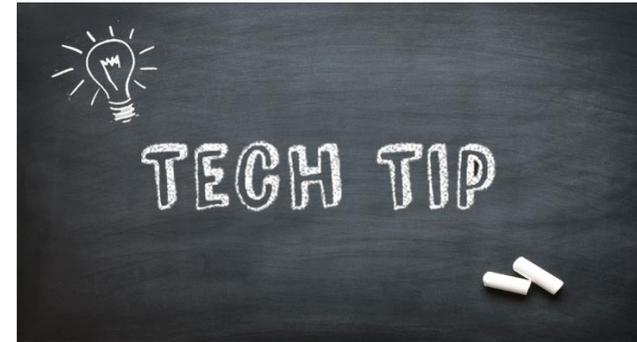
Apply changes to all my classes

Cancel Save

How do I set Notifications?



8. Check Edsby daily, whether you get a notification or not!



Sometimes it may take a day or two for Edsby Push notifications to kick in, so set up the notifications and then hold tight...

Go Edsby!

