August 26, 2016

Introducing **Edsby** for FFCA Parents

As part of our continued efforts to optimize home-school communication at FFCA, we are excited to inform you about a new tool we will be using for communication and collaboration this year. **Edsby** is the Learning Management Platform FFCA has decided to adopt as a jurisdiction across all our campuses beginning Fall 2016.

Parental involvement is a key part of our mission. Formerly, many of our teachers used a program called Edmodo which will <u>no longer be used</u>. We are switching to Edsby as it provides increased functionality for the school in a user-friendly platform.
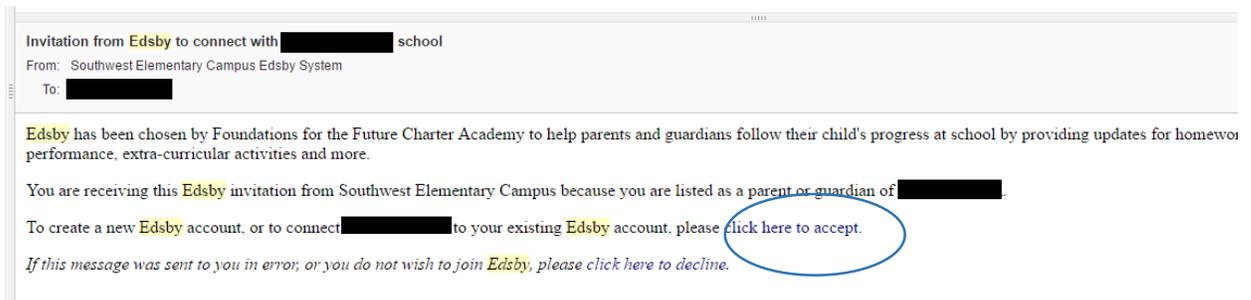
Edsby works well for parents with multiple children at FFCA, whether at the same campus or spread across multiple campuses. Sometime in the next few days you will receive one or more invitation emails to create an account within Edsby. You will just need to follow the link to create the account using your email address as the login. Specific instructions are provided at the end of this document.

Edsby is a secure system, and the only way to create an account is through an invitation from *FFCA Edsby* which will be sent to the current contact email(s) we have on record with your child's information. If you have a different email you which to use, please update the email address in FamilyLogin or contact the campus if necessary.

We are looking forward to an exciting year of learning with your child(ren) and are confident this new tool will assist in continuing to provide insight your into child(ren)'s education and their daily classroom activities!

Activating your parent Edsby account(s)

1. All authorized contacts for which we have an email on file (Mother, Father and/or Guardian) will receive separate invitations for each child. For instance, if we have email addresses for both the father and mother on file, both will receive one invitation for each child attending FFCA and both can create an Edsby account. The system is set up so each parent or guardian email address can be a separate Edsby account. However, if you wish, you may choose to only set up a single parent account using only one of the contact emails.

2. In an email invitation received, select "please click here to accept"

Invitation from **Edsby** to connect with ▮▮▮▮▮ school
From: Southwest Elementary Campus Edsby System
   To: ▮▮▮▮▮

Edsby has been chosen by Foundations for the Future Charter Academy to help parents and guardians follow their child's progress at school by providing updates for homework, performance, extra-curricular activities and more.

You are receiving this **Edsby** invitation from Southwest Elementary Campus because you are listed as a parent or guardian of ▮▮▮▮▮.

To create a new **Edsby** account, or to connect ▮▮▮▮▮ to your existing **Edsby** account, please click here to accept.

If this message was sent to you in error, or you do not wish to join Edsby, please click here to decline.

3. You will then be directed to https://ffca.edsby.com, where you will be prompted to either use an existing Edsby account or create a new account.

If this is your **first time logging in with this email**, you must **create a new account by selecting "I don't have an Edsby account"**.
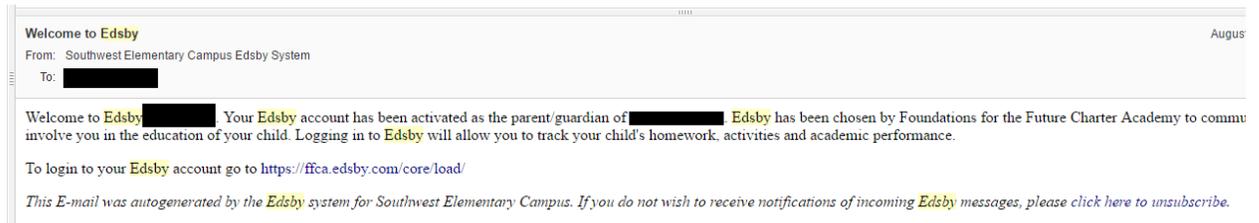
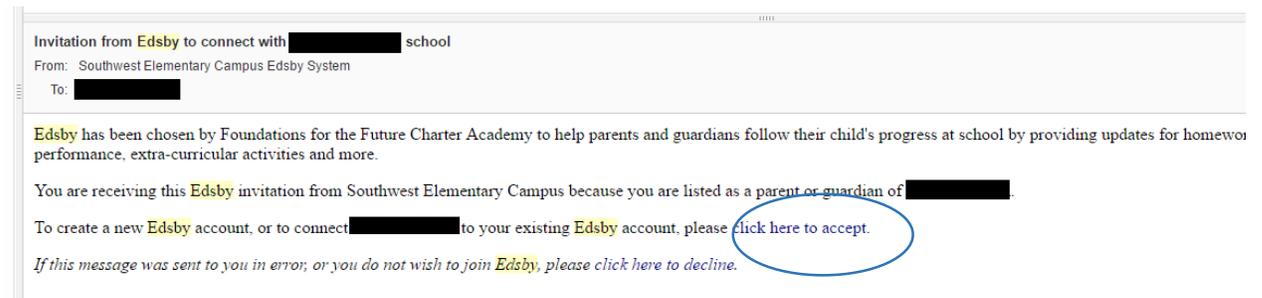In the box that opens up, please complete the required information and click *Create Edsby Account*.

*If you have more than one child at FFCA you will receive a separate invitation for each child. See below for instructions on adding your other children to your Edsby account.

4. Once your account is activated you will receive a confirmation email.

Welcome to Edsby
From: Southwest Elementary Campus Edsby System
To:

Welcome to Edsby [redacted]. Your Edsby account has been activated as the parent/guardian of [redacted]. Edsby has been chosen by Foundations for the Future Charter Academy to commu... involve you in the education of your child. Logging in to Edsby will allow you to track your child's homework, activities and academic performance.

To login to your Edsby account go to https://ffca.edsby.com/core/load/

This E-mail was autogenerated by the Edsby system for Southwest Elementary Campus. If you do not wish to receive notifications of incoming Edsby messages, please click here to unsubscribe.

5. To add an additional student, open the email invitation you received for <u>that</u> child and select "please click here to accept"

**Invitation from Edsby to connect with** [redacted] **school**
From: Southwest Elementary Campus Edsby System
To:

Edsby has been chosen by Foundations for the Future Charter Academy to help parents and guardians follow their child's progress at school by providing updates for homewo... performance, extra-curricular activities and more.

You are receiving this Edsby invitation from Southwest Elementary Campus because you are listed as a parent or guardian of [redacted].

To create a new Edsby account, or to connect [redacted] to your existing Edsby account, please click here to accept.

If this message was sent to you in error, or you do not wish to join Edsby, please click here to decline.

6. You will again be directed to https://ffca.edsby.com, where you will be prompted to either use an existing Edsby account or create a new account. This time, you should then select "**Use an existing Edsby account**".

This will open the Edsby login page.

Please login using the username (email address) and password you previously used to create your account.

Your additional child should now be showing up in your account.
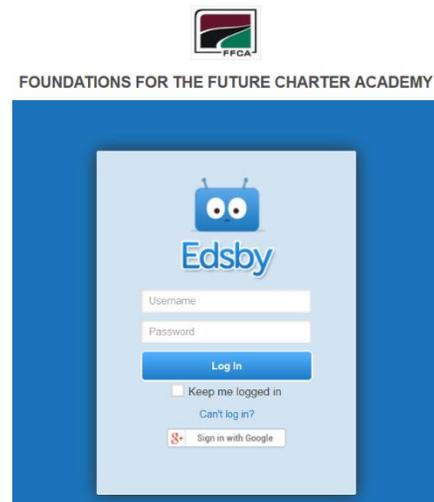
7. Repeat steps 5 & 6 for any additional children.

Once you have created your account and added all children from received invitations, you can log in and see information about all your children's classes.

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There is also an app available for iOS and Android

http://edsby.com/users/download-mobile-apps/
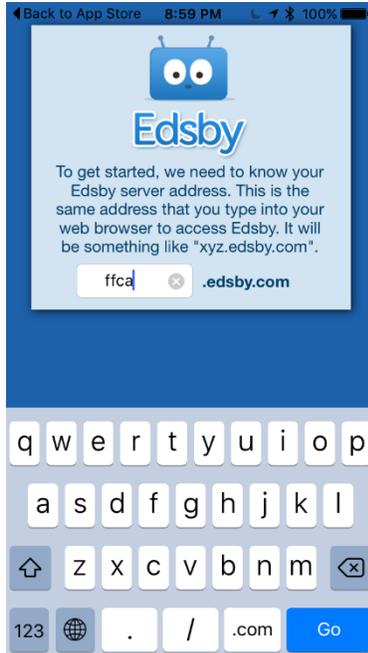
The first time you open the app a prompt will appear asking you for the Edsby server address. You should enter "ffca", as in the illustration to the left.

For additional help there are useful documents and videos on the Edsby web site. http://edsby.com/help/parents/