

Setting up Notifications in Edsby

Parents and caregivers are encouraged to set up notifications in Edsby to ensure they do not miss important information about the school, class and their child's progress.

Where do I want to receive notifications when new information is added?

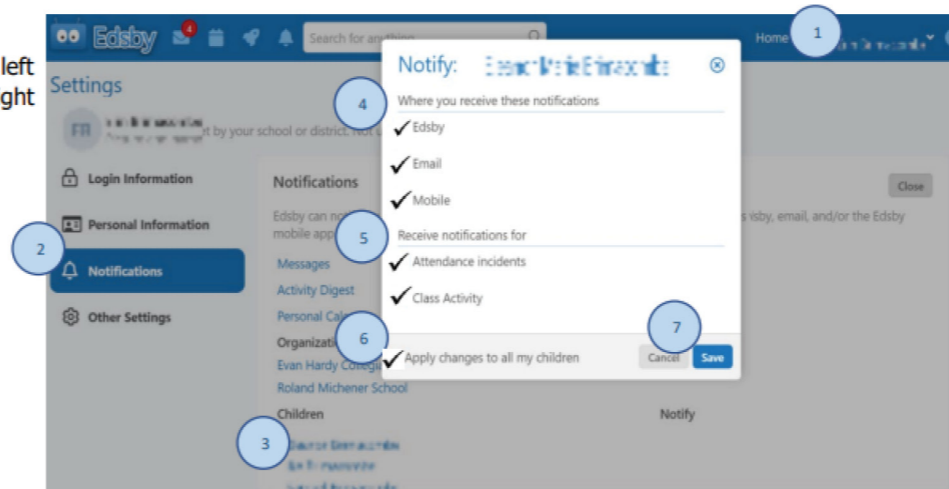
Edsby – Users need to open the app and look for red circles.

Email – Users will receive an email with a link to follow.

Mobile – Users will receive a mobile push notification (notification banner and Edsby symbol) on their mobile device that can be clicked to go directly to Edsby.

How-To Set Up Notifications

- 1) Click *Settings* through...
 - a. the app: Click on the three lines in the top left
 - b. a browser: Click on your name in the top right
- 2) Click *Notifications*
- 3) Click on child's name
- 4) Select boxes to choose the type of notifications
 - a. Recommended: Mobile and/or Email
- 5) Select boxes to choose your notifications
 - a. Recommended: Attendance Incidents and Class Activity
- 6) Select *Apply changes to all my children*
- 7) Click *Save*



*Repeat steps 4-7 to receive notifications for other areas of Edsby (ie. messages, school).

