

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 no longer be used. We are switching to Edsby as it provides increased functionality for the school in a user-friendly platform.

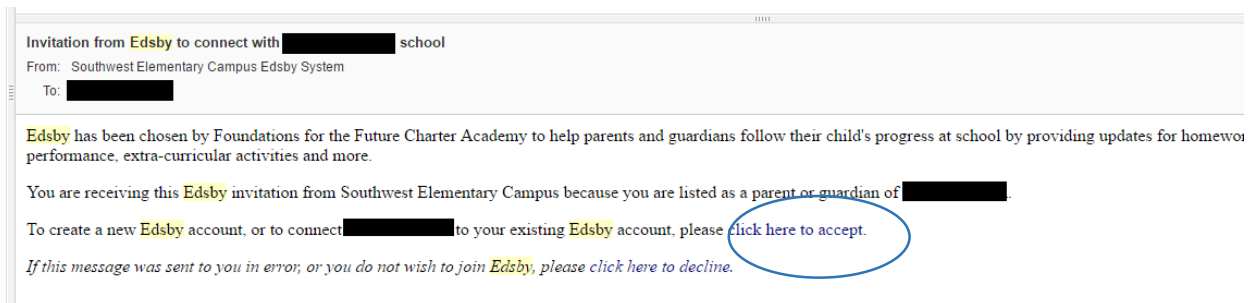
Edsby works well for parents with multiple children at FFCA, whether at the same campus or spread across multiple campuses. Sometime in the next few days you will receive one or more invitation emails to create an account within Edsby. You will just need to follow the link to create the account using 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 wish 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"



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"**.

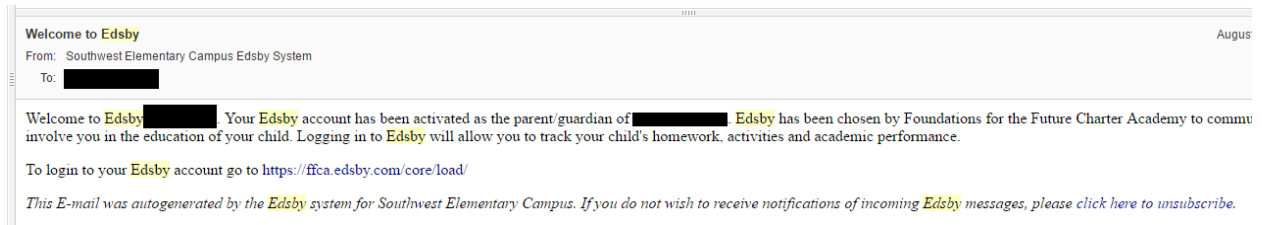
In the box that opens up, please complete the required information and click *Create Edsby Account*.

The screenshot shows the Edsby account registration interface. On the left, there is a box with the Edsby logo and the text "Edsby account registration for your child Tom Barnes. Please select one of the choices below. If this is not your child, please click here". There are two buttons: "Login to your existing Edsby account" and "I don't have an Edsby account". An orange arrow points from the "I don't have an Edsby account" button to the registration form on the right. The registration form includes fields for "FIRST NAME \*" (Frazer), "LAST NAME \*" (Barnes), "EMAIL (THIS WILL BE YOUR USERNAME)" (fbarnes\_edsby@mailinator.com), "CHOOSE YOUR PASSWORD \*" (masked with three asterisks), and "RETYPE PASSWORD \*" (masked with three asterisks). There is a "Create Edsby Account" button and a "Back" link.

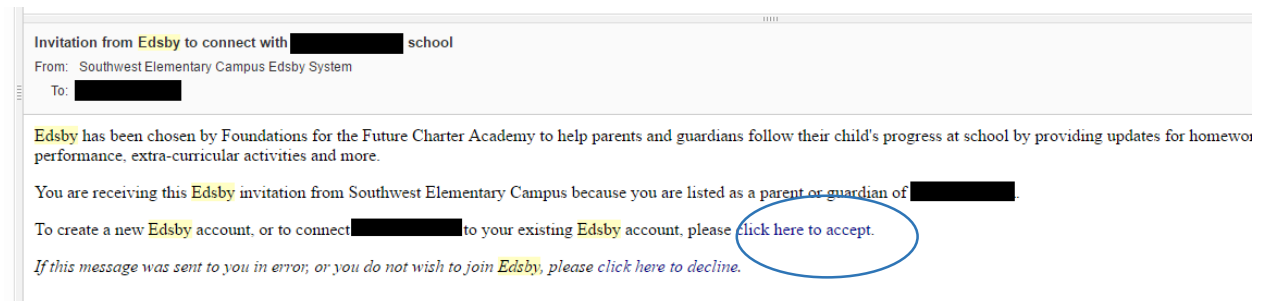
\*If you have more than one child at FFCA you will receive a separate invitation for each child. See below for instructions on adding your other children to your Edsby account.

August 26, 2016

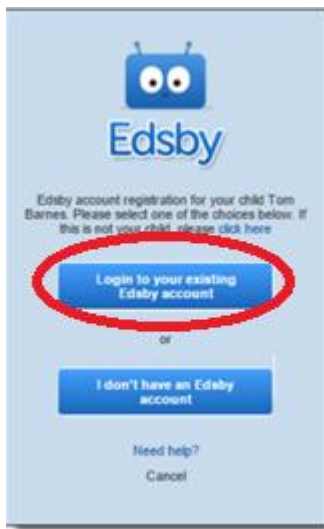
4. Once your account is activated you will receive a confirmation email.



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



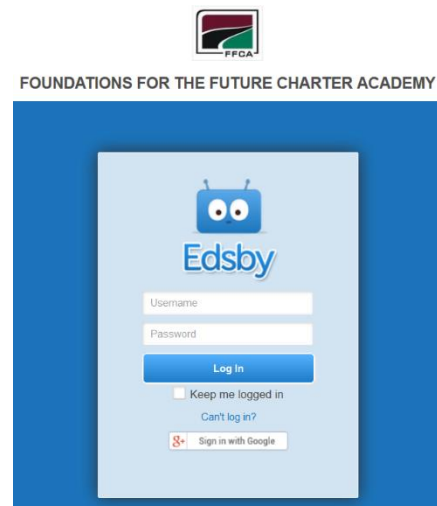
6. You will again be directed to <https://ffca.edsby.com>, where you will be prompted to either use an existing Edsby account or create a new account. This time, you should then select "Use an existing Edsby account".



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.



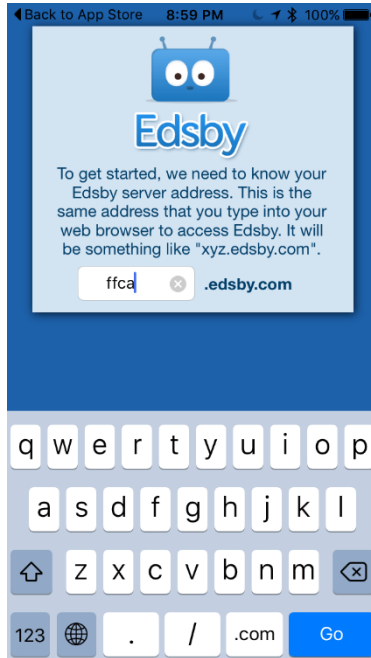
7. Repeat steps 5 & 6 for any additional children.

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.

August 26, 2016

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/>