



# Edsby Help for Students



## [Overview of Edsby](#)

### How do I log into Edsby?

Go to [publicboard.ca](http://publicboard.ca)

Click “Students” and then “Edsby”

Your username is your 8-digit student number

Your password is the same password you use to log into O365.

Once in, you will see your classes on the left. If you click on your class, it will bring up a page where the teacher has posted information.

**\*\*What if I don't remember my password? \*\***

You either have to call the board office at 519-255-3200, ext 7 and leave a message or contact your teacher or principal and they will call the helpdesk for a reset. Please see the [GECDSB Password Policy](#).

[How do I send a message to my teachers?](#)

[How do I submit an assignment on Edsby?](#)

[How do I use the Edsby App?](#)

[How can I set up notifications?](#)

[How do I submit an assignment using a mobile device?](#)

[How can I take a picture of my work and upload it?](#)

[What is a Learning Story?](#)

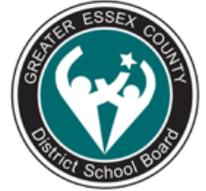
[Can I take a test on Edsby?](#)

[Edsby and browser compatibility](#)

[A complete list of all help files for students can be found here](#)



# How to Use Microsoft Teams with Edsby



## Why Microsoft Teams?

Teams is Microsoft’s cloud-based real-time team collaboration software that is part of its Office 365 suite of applications. The core capabilities in Microsoft Teams include voice calling, video meetings, typed chats, file sharing, shared whiteboarding and more. \

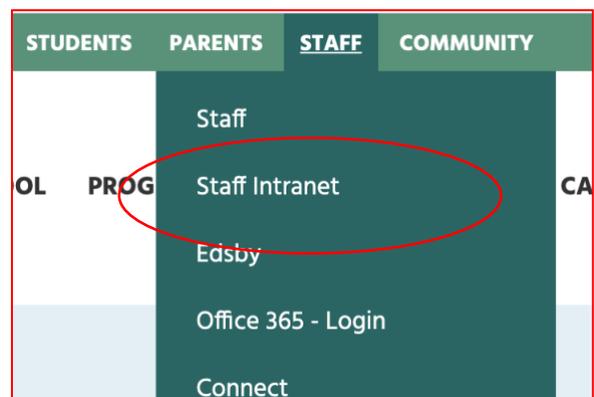
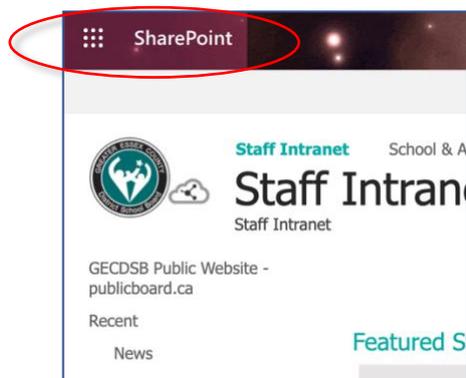
In a K-12 education setting, Teams can be useful for distance learning teaching applications, class voice and/or video conversations, screen sharing and more.

In Edsby, real-time Teams meeting rooms can be useful for:

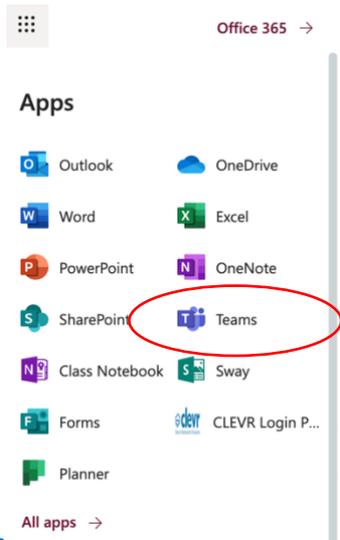
- Giving individual classes their own dedicated area for online instruction and face to face classroom discussions
- Cross-district professional learning communities or distance learning professional development
- Usable by anyone – if participants don't have Teams installed, a desktop or mobile browser can still work for joining and participating in meetings

## Accessing Teams

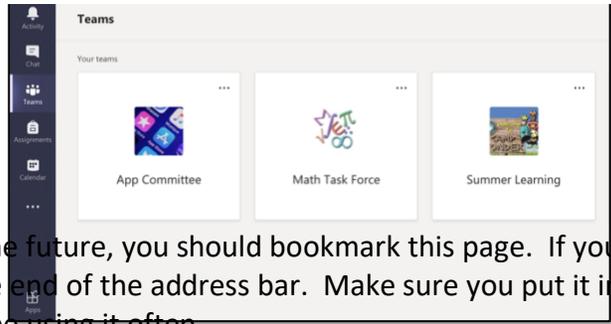
1. Go to [www.publicboard.ca](http://www.publicboard.ca) then Staff Intranet
2. Click the 3x3 grid in the upper left of your screen.



3. Click the “Teams” icon.



4. Microsoft Teams will now open up. You may be asked to download Teams. That will create an app on your computer. However, that is unnecessary as the app version is just fine. If you do wish to download Teams, you can find instructions here.

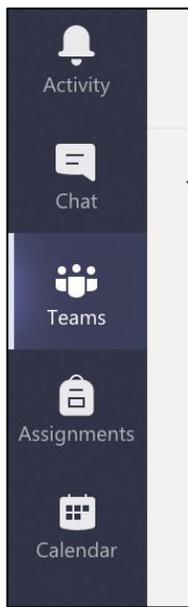


5.

As easier in the future, you should bookmark this page. If you have a star at the end of the address bar. Make sure you put it in there as you will be using it often.

## Navigating Teams

On the left you will see a bar with different icons to navigate using Teams.



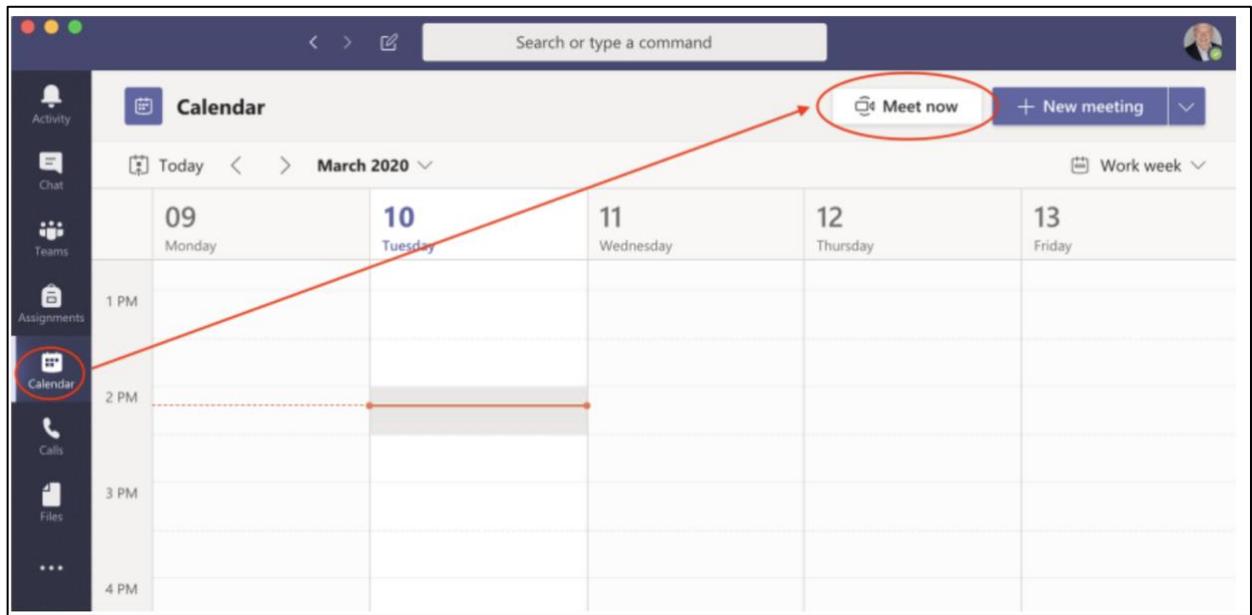
Any activity in any of your Teams will appear here.  
[You can learn more about it here.](#)

You can chat with anyone that is in any of your Teams.  
[More about Chat can be found here.](#)

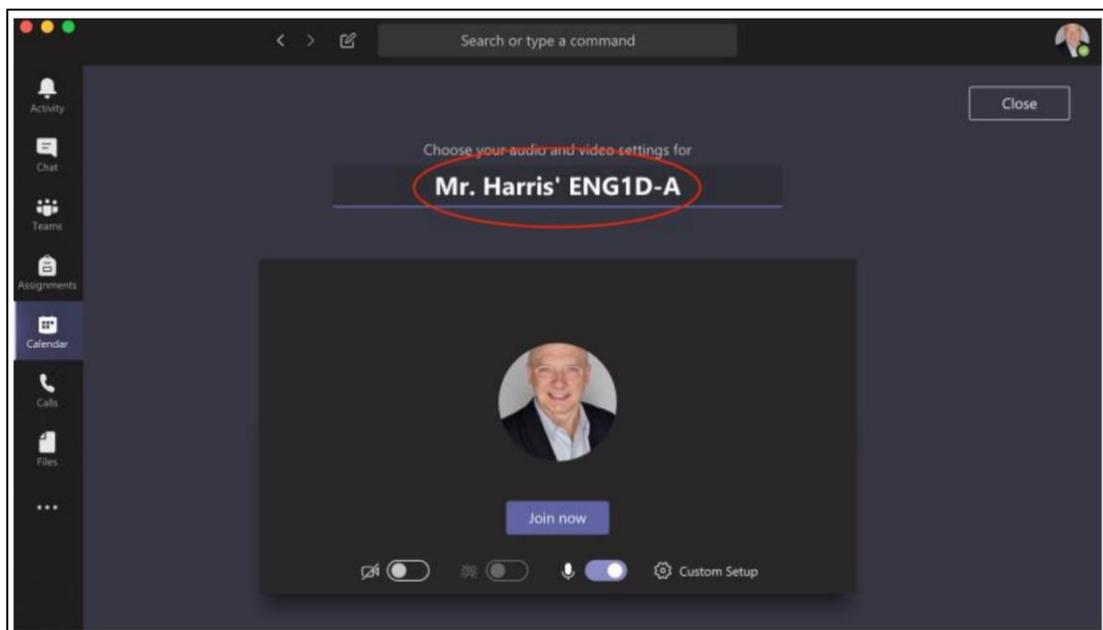
This Assignments are used if you are using Microsoft Teams for the classroom.  
[Read more about Assignments here.](#)

### To Set up a Virtual Session with your Class

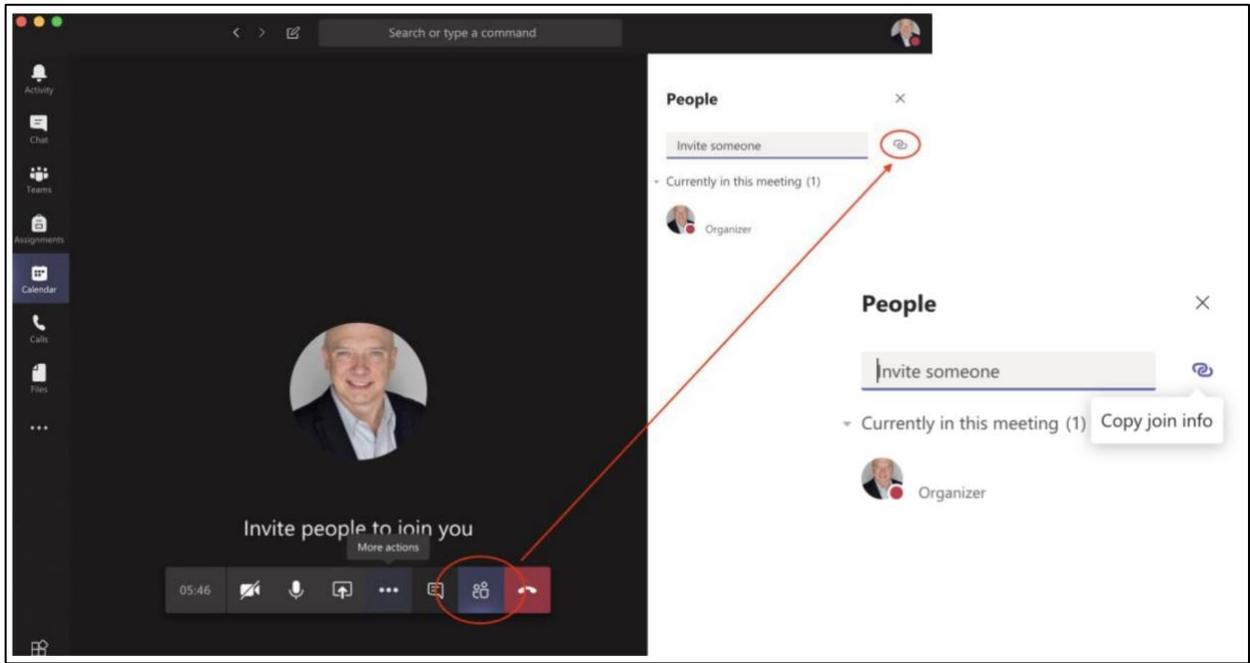
This is your calendar and it pulls all your calendar entries from  
1. Click O365.  
the screen to set up your meeting with your class.



2. Give your meeting a unique name at time of creation. This name will be shared with meeting participants when they join. If creating a meeting for a specific class, for instance, consider including the class code in the meeting name for clarity. Click Join now and enter your meeting. You will be the only one in here for now.



3. If not already displayed, display the participant list by clicking the participant list icon. Click the “Copy join info” icon in the participant list. The meeting’s join information, which contains a join info URL link embedded that you want, will copy to your clipboard.

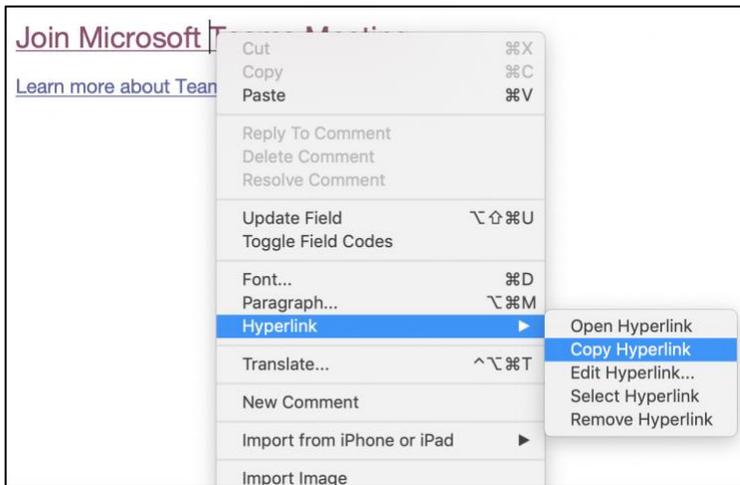


4. Paste the Teams join info from the previous step from your clipboard into Microsoft Word or an HTML editor. It will appear as:

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#)

Right click the “Join Microsoft Teams Meeting” link and **copy** the hyperlink to your clipboard



## Share Your Teams Meeting in Edsby

1. Navigate to where in Edsby you wish to make a Teams meeting available.

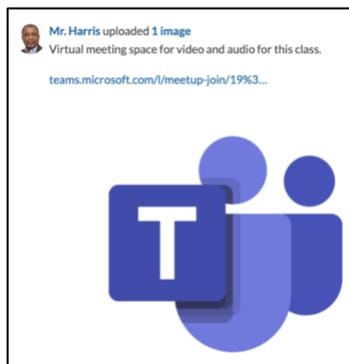
- If you want the meeting in a class, navigate to that class, logged in as a teacher that teaches that class
- If you want the meeting in a group, navigate to that group, logged in a moderator of that group

2. Create a new note or other post about what the Teams meeting is to be used for, e.g. “Virtual meeting space for video and audio for this class,” and paste the meeting’s join info URL.

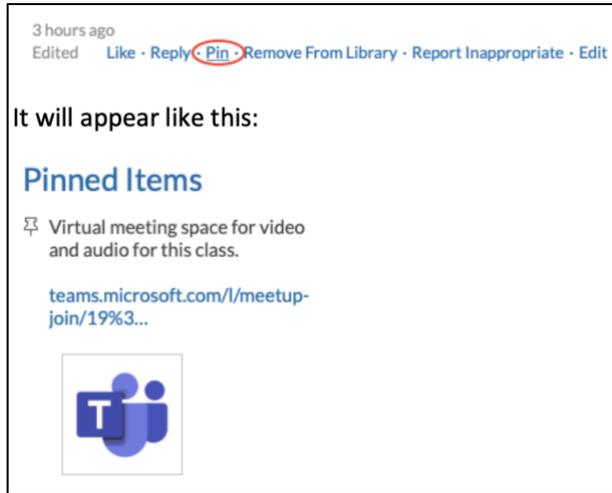
Consider adding a Microsoft Teams logo or other graphic as a file attachment so it will be clearer to your users what the link is at a glance.



When shared, it will look like this.



3. Consider “pinning” your post so that it appears at the top of the class or group by selecting “pin” under the item. Your meeting join link will always be top-of-mind and easily found by users.



4. Return to Microsoft Teams and wait for the students to enter. \*\*\*some students may appear as “guest” and you have to let them in. That is because they haven’t logged in properly through O365.