

Student Material Retrieval Guide for Parents

June 2020

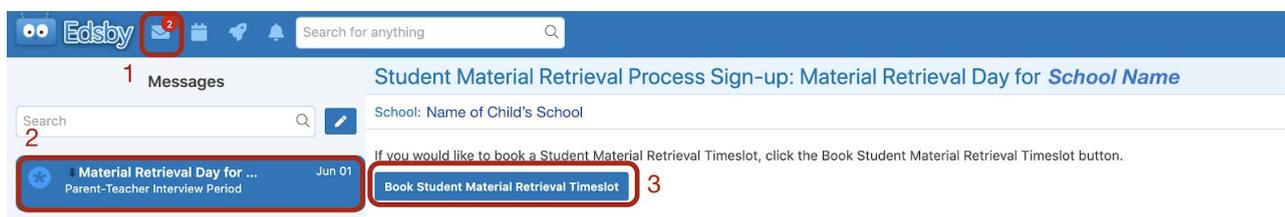
Students and families can now arrange to safely pick up items they left at school and return items that belong to the YRDSB starting the week of June 15th, completing by Friday June 19th. Families will use the EDSBY application (similar to Parent Teacher Interview sign up) for booking a timeslot. (Go to the [Edsby](#) login page on a laptop or computer or use the App on a mobile device).

(NOTE: if you have not created an Edsby account, please reference [Creating an Edsby Account](#) guide).

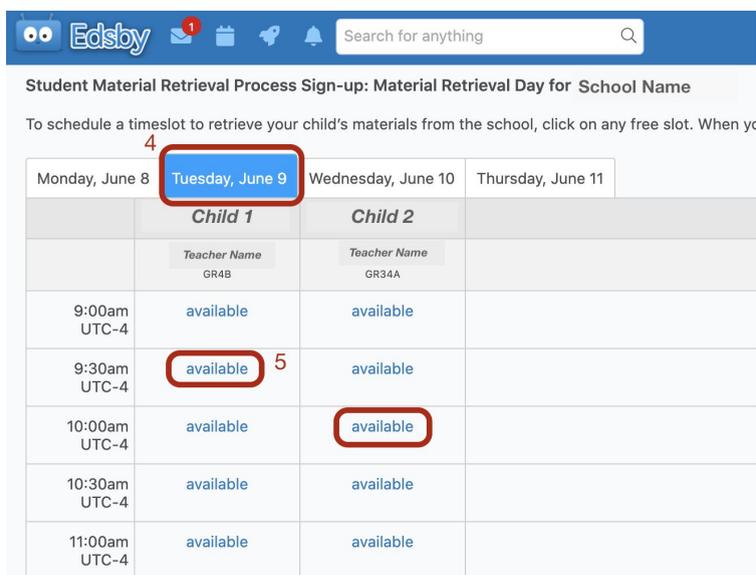
The following steps will show you how to book time to retrieve your student's personal belongings from your school using the Edsby platform:

Booking Pickup Time

1. Sign in to Edsby. Go into your Messages on the navigation bar at the top left.
2. In your Messages box, Select the "Material Retrieval Day" message.
3. Select the blue *Book Student Material Retrieval Timeslot* Button to choose your time slot.



4. To select a time, first choose the date you are available from the top menu.
5. Click on any available slot. If you have multiple students in the school, you can book a separate time slot for each child.



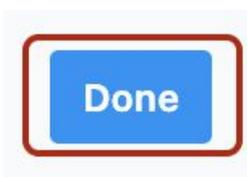
Note: Families with multiple children attending the same school **cannot** book the same time slot for multiple homerooms.

6. To cancel an appointment click Remove Booking.
7. To change an appointment first remove the existing booking and then select a new available slot.

9:45am UTC-4		
10:00am UTC-4	remove booking	
10:15am UTC-4		remove booking
10:30am UTC-4		
10:45am UTC-4		

9:45am UTC-4	available	
10:00am UTC-4	available	
10:15am UTC-4		remove booking
10:30am UTC-4	available	
10:45am UTC-4	available	

8. Select 'Done' from the top right of the screen to view a summary of the schedule.



9. If you need to make a change to the schedule, you will be able to click the Make Changes button until the schedule closes.

Student Material Retrieval Process Sign-up: Material Retrieval Day for *School Name*.

If you would like to change the schedule, click the Make Changes button.

Tuesday, June 9, 2020

9:30am UTC-4	<i>Teacher Name</i>	GR4B	<i>Room 224</i>
10:00am UTC-4	<i>Teacher Name</i>	GR34A	<i>Room 104</i>

Make Changes

If you have any questions or need assistance filling out the schedule, please email your local school. Email addresses can be found on the home page of your school's website. Visit our website www.yrdsb.ca and click on the Schools tab at the top to find your local school.