Quick e-EDI Tips for Teachers

When Contacting the e-EDI Administrator . . .	The best way for us to find you in the e-EDI system is with a child's EDI ID or your original password (teacher's EDI ID). You could also give us your site, school name, and teacher name

*Teachers are **unable** to:*
 	
   1) Add or change Local ID after it is entered
   2) Delete a student
   3) Unlock a questionnaire)
 	
. . . but the EDI administrator (webmaster@e-edi.ca) can do all of these on request
	1) If you forget the Local ID when adding a student, <u>don't add another student</u> – complete the EDI, and tell the administrator what Local ID to add
	
	2) As soon as you hit "Add Student" the student will appear at the end of your class list (EDI ID is automatically generated). The only reason you would need to *delete* a student is <u>if you added an extra questionnaire in error</u>, or if the <u>child never existed</u> in your school. If they were ever in your class and you are not completing the EDI for them, you have to mark the appropriate response in the "Student Status" field in Demographics
	
	3) Ensure you are ready before you "Finish/Submit to McMaster" – once it's locked, you can't make any changes (though you can still request that an administrator unlock it)

Avoid changing your username/password. . .	This ensures that the Offord Centre and your local coordinator have your log-in information recorded * Also, if you change your username to something that is NOT a properly formatted email address (e.g., person@email.com), it won't work!
When you're done, make sure every questionnaire in your class is <u>LOCKED</u>. . .	Don't forget to "Check for Completeness" & "Finish/Submit" <u>every questionnaire</u>! * If a child: is no longer in your class/school, has no consent (if consent is required), etc, choose the appropriate answer for Student Status (in Demographics), then Finish/Submit
*Make sure to **<u>save continuously</u>** as you work. . .*	After 15 minutes of inactivity, you will be logged off
There is no "Send" button for the Teacher Participation form. . .	If you hit the "Update" button, we automatically get all the information