THE e-EDI TEACHER'S MANUAL

EDI Implementation
2018/2019

McMaster University

Offord CENTRE FOR CHILD STUDIES

CONTENTS

GETTING STARTED

Before you Begin the Electronic EDI …

1. **Review the EDI questions** and ensure that you feel reasonably comfortable with the questions that will be asked about each student. If you feel unable to answer any specific questions on a child you may save your completed e-EDI work and gather any additional information needed to complete a child's questionnaire.

2. **Get your login and password**. You will be provided with a login name and password from your local coordinator.

3. **Have your class lists available**. Match Local ID's, gender, and birth dates to confirm that you are entering information for the correct student.

4. **Ensure that all the children in your class(es) have a local ID and are included on your list**. Missing students will need to be added.

5. **Review any background**, report cards, student file, Kindergarten Registration, the EDI Guide or other information that might help you to answer the questions for each student.

6. **If applicable, list students whose parents/guardians have declined permission** to participate. Letters will be sent to parents ahead of the scheduled time for EDI data entry and you can take the appropriate measures during your e-EDI data entry.

7. **Good luck and thank you**! Call or email if you have questions.

PART I – NAVIGATING THE e-EDI ON THE WEB

1. Logging on

- **STEP 1:** Open your web browser and go to www.e-EDI.ca. You will see the log-in screen pictured above
- **STEP 2:** Enter your login/email address, as well as your original password
- **STEP 3:** Ensure the correct language that you would like to complete the EDI in is selected
- **STEP 4:** Click login to sign on

NOTE:

You will automatically be restricted to your provincially specific questionnaire. You do not need to select which province you are in

After 15 minutes of inactivity you will be logged off. Remember to continuously save your work

2. Using the Main Teacher Menu

EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

English

Northwest Territories test teacher   **Friday, January 26, 2018 - 9:28:32 AM**

Home   Logout

Teacher Menu

My EDI
Username\Password
Teacher Participation Form
e-EDI Teacher Training Feedback Form

Documents
Review EDI Guide

EDI Questionnaires
EDI Questionnaires

Training
EDI Training Video

To add a new class, please send a message to the EDI Administrator: webmaster@e-edi.ca

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- Once you login, the Teacher Menu will appear. This is the starting point for the rest of your work
- The red subtitles are all links:
  o My EDI: Username and password can be changed, and teacher forms can be completed (more on that later)
  o Documents: Click here to view a copy of the EDI Guide
  o EDI Questionnaires: click here to start completing your questionnaires
- Click Logout to exit the system. You will have to log back in to continue

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3. Viewing Class Info

EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

English

| Northwest Territories test teacher | Friday, January 26, 2018 - 9:28:32 AM |

Home | Logout

Teacher Menu

My EDI
Username\Password
Teacher Participation Form
e-EDI Teacher Training Feedback Form

Documents
Review EDI Guide

EDI Questionnaires
EDI Questionnaires ← 1

Training
EDI Training Video

To add a new class, please send a message to the EDI Administrator: webmaster@e-edi.ca

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This screen does not require any work on your part but is a good way to review what you have completed and keep organized.

- **STEP 1:** From the Teacher Menu, click on EDI Questionnaires to take you to the EDI Questionnaires screen

Home > EDI Questionnaires

EDI Questionnaires

| Update | Exit |

Class Code : 99600101 ✓ 2 ✓
Teacher Name : Northwest Territories test teacher
Class Time : pm, every day
Language :
Email : NWTtest@email.com
Comments :

To add a new class, please send a message to the EDI Administrator: webmaster@e-edi.ca
If a student has been added in error, please send a message with the EDI Number to be deleted to the EDI Administrator: webmaster@e-edi.ca

3

996001012: Northwest Territories test school

EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
170699600101201	1	F	8-Mar-2010	A1A1A1		⇨ EDI
170699600101202	2	M	2-Sep-2010	A1A1A1		⇨ EDI
170699600101203	3	F	7-Apr-2010	A1A1A1		⇨ EDI
170699600101204	4	M	1-Oct-2010	A1A1A1		⇨ EDI
170699600101205	5	F	6-May-2010	A1A1A1		⇨ EDI
170699600101206			Add Student			

2

996001014: Northwest Territories test school

EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
170699600101401	6	M	5-Jun-2010	A1A1A1		⇨ EDI
170699600101402	7	F	10-Jan-2010	A1A1A1		⇨ EDI
170699600101403	8	M	4-Jul-2010	A1A1A1		⇨ EDI
170699600101404	9	F	9-Feb-2010	A1A1A1		⇨ EDI
170699600101405	10	M	3-Aug-2010	A1A1A1		⇨ EDI
170699600101406			Add Student			

- **STEP 2:** Basic class information is shown here. If you have multiple classes you should see both classes as illustrated above.
- **STEP 3:** Use the local ID received from your local coordinator to match the children's names and identify each student.

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NOTE:

The "Status" column shows the e-EDI completion for each child. In the picture above, one EDI is completed and locked. **The questionnaires can be partially or totally completed but a completion date will not show up in the Status column until the EDI has been "Checked for Completeness" and then "Submitted to McMaster".** See page 16 for "Checking for Completeness and Submitting e-EDI questionnaires"

Clicking on "EDI" will open the questionnaire for that student

Click Exit to return to the Teacher Menu

4. How to access the EDI Questionnaires

EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

English

Northwest Territories test teacher   Friday, January 26, 2018 - 9:28:32 AM

Home   Logout

Teacher Menu

My EDI   **Documents**
Username\Password   Review EDI Guide
Teacher Participation Form
e-EDI Teacher Training Feedback Form

EDI Questionnaires   ← 1   **Training**
EDI Questionnaires   EDI Training Video

To add a new class, please send a message to the EDI Administrator: webmaster@e-edi.ca

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- **STEP 1:** From the Teacher Menu, click on EDI Questionnaires to take you to the EDI Questionnaires screen

Home > **EDI Questionnaires**

EDI Questionnaires

| Update | Exit |

Class Code : `99600101` `2`

Teacher Name : Northwest Territories test teacher
Class Time : pm, every day
Language :
Email : NWTtest@email.com
Comments :

2

To add a new class, please send a message to the EDI Administrator: webmaster@e-edi.ca
If a student has been added in error, please send a message with the EDI Number to be deleted to the EDI Administrator: webmaster@e-edi.ca

996001012: Northwest Territories test school

EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
170699600101201	1	F	8-Mar-2010	A1A1A1		⇨ **EDI**
170699600101202	2	M	2-Sep-2010	A1A1A1		⇨ **EDI**
170699600101203	3	F	7-Apr-2010	A1A1A1		⇨ **EDI**
170699600101204	4	M	1-Oct-2010	A1A1A1		⇨ **EDI**
170699600101205	5	F	6-May-2010	A1A1A1		⇨ **EDI**
170699600101206			Add Student			

996001014: Northwest Territories test school

EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
170699600101401	6	M	5-Jun-2010	A1A1A1		⇨ **EDI**
170699600101402	7	F	10-Jan-2010	A1A1A1		⇨ **EDI**
170699600101403	8	M	4-Jul-2010	A1A1A1		⇨ **EDI**
170699600101404	9	F	9-Feb-2010	A1A1A1		⇨ **EDI**
170699600101405	10	M	3-Aug-2010	A1A1A1		⇨ **EDI**
170699600101406			Add Student			

- **STEP 2:** Clicking on the "EDI" with the flashing arrow will open the EDI Questionnaire for that student where you can begin the data entry.

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5. Navigating through the e-EDI

Each of the e-EDI screens are similar in layout. The top half of each screen shows basic information about the child. The bottom half of the screen lists the EDI questions for each section. The below list describes each of the features that are on every EDI page:

1. Guide: click to view an online EDI Guide
2. Red Section links: Click the red section links in the middle of the page (or bottom) to navigate between the sections for a particular student
3. Save EDI : Click to save your work
4. Check for Completeness: to be used when all 6 sections of the EDI are completed
5. Exit: Click to return to Teacher Menu, but save your work first

NOTE:

Continuously save as you work! After 15 minutes of inactivity you will be automatically logged off the system and all your changes will be lost.

You may partially complete any part of the questionnaire and Save EDI to return to your work at another time. Do this when you need to make additional observations or take a break. Any of your answers can be modified until you "Submit" the EDI. See section for instructions on how to check for completeness and submit the questionnaires.

PART II – COMPLETING THE EDI

Before you Begin Data Entry…

Ensure that you have confirmed student identities and added any new or missing students. You may then proceed to completing the actual EDI questionnaires.
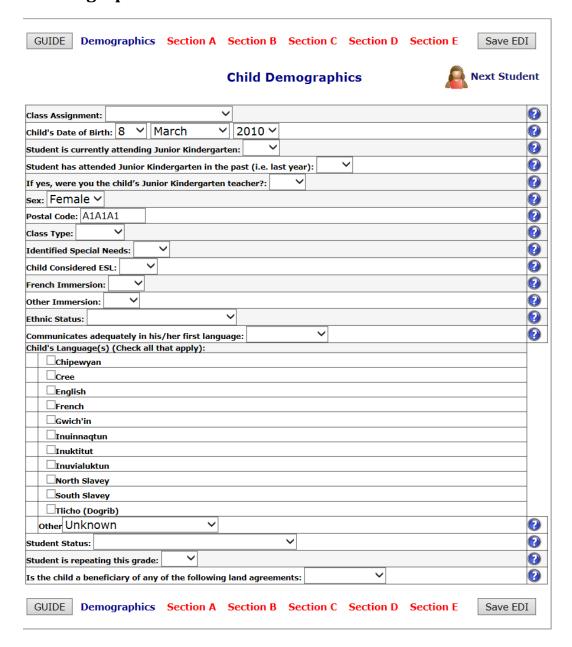
If you are entering your surveys over a period of several days… Remember that you can use the EDI Questionnaires screen to see an overview of which EDIs have been completed in each of your classes.

1. Child Demographics Section

The Child Demographics screen contains questions about the child's background.

- **STEP 1:** Double check the date of birth, gender, postal code, and any other pre-filled information. If this is an added student, you must complete the demographic information
- **STEP 2:** Complete every question
- **STEP 3:** Click "Save EDI" at the top or bottom of the screen to save your work as you go along
- **STEP 4:** Click Section A to go to the next section for this same student.

NOTE:

If a student is new to class, has moved, or consent has been declined…
Question 14 gives you an opportunity to note the circumstances in which it is inappropriate for you to continue with a student's EDI. When you have had a student less than a month, they have moved, or consent to participate has been declined, it will be noted here. You will then be prompted to stop completing the questionnaire and submit to McMaster.

2. Section A – Physical Health and Well-Being

| GUIDE | Demographics | Section A | Section B | Section C | Section D | Section E | Save EDI |

Section A - Physical Well-being — Next Student

1 About how many regular days (see Guide) has this child been absent since the beginning of school in the fall? [ ] . [ ]

Since the start of school in the fall, has this child sometimes (more than once) arrived:	yes	no	don't know
2 over- or underdressed for school-related activities	○	○	○
3 too tired/sick to do school work	○	○	○
4 late	○	○	○
5 hungry	○	○	○

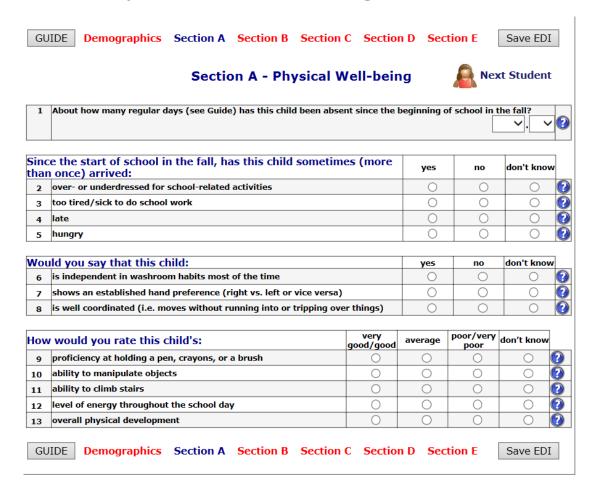| Would you say that this child:	yes	no	don't know
6 is independent in washroom habits most of the time	○	○	○
7 shows an established hand preference (right vs. left or vice versa)	○	○	○
8 is well coordinated (i.e. moves without running into or tripping over things)	○	○	○

How would you rate this child's:	very good/good	average	poor/very poor	don't know
9 proficiency at holding a pen, crayons, or a brush	○	○	○	○
10 ability to manipulate objects	○	○	○	○
11 ability to climb stairs	○	○	○	○
12 level of energy throughout the school day	○	○	○	○
13 overall physical development	○	○	○	○

| GUIDE | Demographics | Section A | Section B | Section C | Section D | Section E | Save EDI |

Section A has 13 questions about the child's physical well-being including the child's daily preparedness for school, physical abilities, and specific physical skills.
- **STEP 1:** Complete every question using your observations and the notes below. Trust your instincts!
- **STEP 2:** Click "Save EDI" at the top or bottom of the screen to save your work as you go along
- **STEP 3:** Click "Section B" to go to the next section for this same student

3. Section B – Language and Cognitive Skills

GUIDE Demographics Section A Section B Section C Section D Section E Save EDI

Previous Student **Section B - Language and Cognitive Skills** Next Student

How would you rate this child's	very good/good	average	poor/very poor	don't know
1) ability to use language effectively in English	○	○	○	○
2) ability to listen in English	○	○	○	○
3) ability to tell a story	○	○	○	○
4) ability to take part in imaginative play	○	○	○	○
5) ability to communicate own needs in a way understandable to adults and peers	○	○	○	○
6) ability to understand on first try what is being said to him/her	○	○	○	○
7) ability to articulate clearly, without sound substitutions	○	○	○	○

Would you say that this child:	yes	no	don't know
8) knows how to handle a book (e.g., turn a page)	○	○	○
9) is generally interested in books (pictures and print)	○	○	○
10) is interested in reading (inquisitive/curious about the meaning of printed material)	○	○	○
11) is able to identify at least 10 letters of the alphabet	○	○	○
12) is able to attach sounds to letters	○	○	○
13) is showing awareness of rhyming words	○	●	○
14) is able to participate in group reading activities	○	○	○
15) is able to read simple words	○	○	○
16) is able to read complex words	○	○	○
17) is able to read simple sentences	○	○	○
18) is experimenting with writing tools	○	○	○
19) is aware of writing directions in English (left to right, top to bottom)	○	○	○
20) is interested in writing voluntarily (and not only under the teacher's direction)	○	○	○
21) is able to write his/her own name in English	○	○	○

Section B asks 40 questions about the child's language and cognitive skills

- **STEP 1**: Complete each question. Take into consideration the child's acquisition and use of language, rather than correct grammar. Answer "yes" if the skill is developed or developing well. Answer "no" if the skill has not developed or is developing too slowly
- **STEP 2**: Click "Save EDI" at the top or bottom of the screen to save your work as you go along.
- **STEP 3:** Click to go to the next section for this same student.

NOTE:

To see the column headings as you scroll down through the questions, place your mouse over any of the radio buttons to see a label tag showing the heading.

4. Section C - Social and Emotional Development

| GUIDE | Demographics | Section A | Section B | Section C | Section D | Section E | | Save EDI |

Section C - Social and Emotional Development

Previous Student   Next Student

How would you rate this child's	very good/good	average	poor/very poor	don't know
1) overall social/emotional development	○	○	○	○
2) ability to get along with peers	○	○	○	○

Below is a list of statements that describe some of the feelings and behaviours of children. For each statement, please fill in the circle that best describes this child now or within the past six months.

Would you say that this child:	often or very true	sometimes or somewhat true	never or not true	don't know
3) plays and works cooperatively with other children at the level appropriate for his/her age	○	○	○	○
4) is able to play with various children	○	○	○	○
5) follows rules and instructions	○	○	○	○
6) respects the property of others	○	○	○	○
7) demonstrates self-control	○	○	○	○
8) shows self-confidence	○	○	○	○
9) demonstrates respect for adults	○	○	○	○
10) demonstrates respect for other children	○	○	○	○
11) accepts responsibility for actions	○	○	○	○
12) listens attentively	○	○	○	○
13) follows directions	○	○	○	○
14) completes work on time	○	○	○	○
15) works independently	○	○	○	○
16) takes care of school materials	○	○	○	○
17) works neatly and carefully	○	○	○	○
18) is curious about the world	○	○	○	○
19) is eager to play with a new toy	○	○	○	○
20) is eager to play a new game	○	○	○	○

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Section C asks 58 questions about the child's social and emotional development.

- **STEP 1:** Complete every question. Remember! To see the column headings as you scroll down through the questions, place your mouse over any of the radio buttons to see a label tag showing the heading
- **STEP 2**: Click "Save EDI" at the top or bottom of the screen to save your work as you go along
- **STEP 3**: Click "Section D" to go to the next section for this same student.

5. Section D - Special Concerns

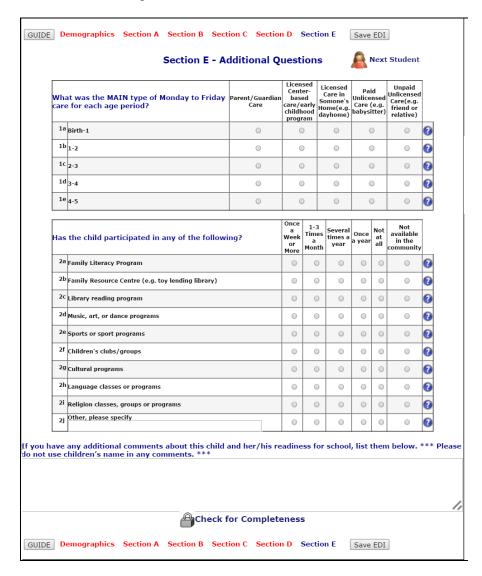Section D asks about special problems that apply to the child.

- In this section, SPECIAL refers both to the needs already noted on the cover page as SPECIAL NEEDS, and any other difficulties that the child is currently experiencing.

- Please base your answers on TEACHER OBSERVATION and/or MEDICAL DIAGNOSIS AND/OR PARENT/GUARDIAN INFORMATION

- Click "Section E" to go to the last section for this student.

6. Section E – Additional Questions

GUIDE Demographics Section A Section B Section C Section D Section E   Save EDI

Section E - Additional Questions   Next Student

What was the MAIN type of Monday to Friday care for each age period?	Parent/Guardian Care	Licensed Center-based care/early childhood program	Licensed Care in Somone's Home(e.g. dayhome)	Paid Unlicensed Care (e.g. babysitter)	Unpaid Unlicensed Care(e.g. friend or relative)	
1a Birth-1	○	○	○	○	○	?
1b 1-2	○	○	○	○	○	?
1c 2-3	○	○	○	○	○	?
1d 3-4	○	○	○	○	○	?
1e 4-5	○	○	○	○	○	?

Has the child participated in any of the following?	Once a Week or More	1-3 Times a Month	Several times a year	Once a year	Not at all	Not available in the community	
2a Family Literacy Program	○	○	○	○	○	○	?
2b Family Resource Centre (e.g. toy lending library)	○	○	○	○	○	○	?
2c Library reading program	○	○	○	○	○	○	?
2d Music, art, or dance programs	○	○	○	○	○	○	?
2e Sports or sport programs	○	○	○	○	○	○	?
2f Children's clubs/groups	○	○	○	○	○	○	?
2g Cultural programs	○	○	○	○	○	○	?
2h Language classes or programs	○	○	○	○	○	○	?
2i Religion classes, groups or programs	○	○	○	○	○	○	?
2j Other, please specify	○	○	○	○	○	○	?

If you have any additional comments about this child and her/his readiness for school, list them below. *** Please do not use children's name in any comments. ***

 Check for Completeness

GUIDE Demographics Section A Section B Section C Section D Section E   Save EDI

Section E asks questions about the child's preschool experiences. This information will be correlated with children's EDI scores to see if there are significant correlations between a child's preschool experiences and their readiness to learn. Answer these questions about the child preschool experiences to the best of your knowledge. Mark all selections that apply. In some school boards this information is available through the student's files, OSR, or Kindergarten Registration. Availability of this information will be reviewed for your board during teacher training sessions.

- **STEP 1:** Answer these questions to the best of your knowledge.   Use data from the students file if available.
- **STEP 2:** Use the space at the bottom of Section E for additional comments about the child, or feedback about the e-EDI process, layout, or question wording.

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- **STEP 3:** Click "Save EDI" at the top or bottom of the screen to save your work.
- **Step 4:** Once you have completed section E you are ready to check for completeness and submit the EDI to McMaster. See page 23 for instructions on checking for completeness and submitting the EDIs.

NOTE:

The system will not recognize it as complete until your answers are in agreement. For example, if you say "yes" to question 2 you will have to select "yes" for at least one of the types of childcare.

7. Checking for Completeness and Submitting e-EDI Questionnaires

Once you have completed all of the sections and are comfortable with your answers for a given child, you may go ahead and take the steps to lock the e-EDI for this child by following the directions below:

- **Step 1**: Click "Check for Completeness" once you are comfortable with your responses and have answered every question in all six sections.

e-EDI EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

NL Test Teacher 1	Friday, September 26, 2014 - 2:50:10 PM

Home > Teacher > Class > Student > EDI Questionnaire

EDI Questionnaire Lock(201499800101103)   Cancel

Status: Incomplete and Unlocked

🔒 **Finished/Submit to McMaster**

Demographics: Complete
Section A: Complete
Section B: Complete
Section C: Complete
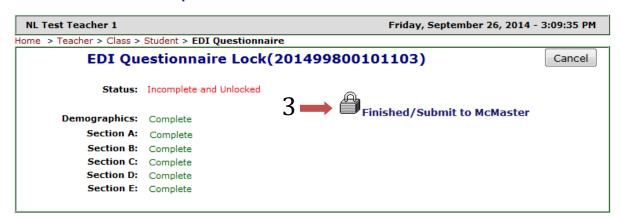Section D: Incomplete ⬅ **2**
Section E: Complete

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- **Step 2: If you have missed questions**, a screen will appear summarizing the status of each section of that child's e-EDI. In this example, all sections have been fully completed with the exception of Section D. **You will have to return to the incomplete sections and fill in any blanks.**

e-EDI EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

NL Test Teacher 1	Friday, September 26, 2014 - 3:09:35 PM

Home > Teacher > Class > Student > EDI Questionnaire

EDI Questionnaire Lock(201499800101103)   Cancel

Status: Incomplete and Unlocked

3 ➡ 🔒 **Finished/Submit to McMaster**

Demographics: Complete
Section A: Complete
Section B: Complete
Section C: Complete
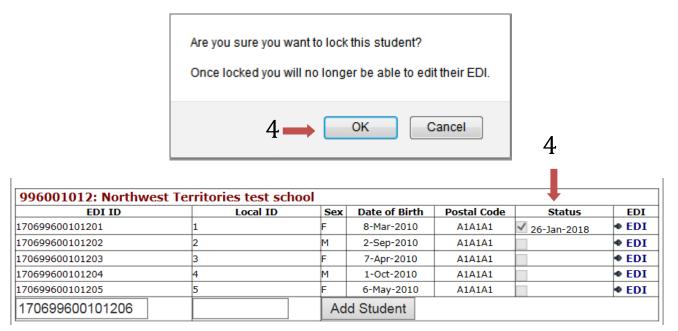Section D: Complete
Section E: Complete

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- **STEP 3**: Once you have completed all sections you can click: Finished/Submit to McMaster

Are you sure you want to lock this student?

Once locked you will no longer be able to edit their EDI.

4 ➡ [OK] [Cancel]

4

996001012: Northwest Territories test school

EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
170699600101201	1	F	8-Mar-2010	A1A1A1	✓ 26-Jan-2018	◆ EDI
170699600101202	2	M	2-Sep-2010	A1A1A1		◆ EDI
170699600101203	3	F	7-Apr-2010	A1A1A1		◆ EDI
170699600101204	4	M	1-Oct-2010	A1A1A1		◆ EDI
170699600101205	5	F	6-May-2010	A1A1A1		◆ EDI
170699600101206			Add Student			

- **STEP 4:** You will get a message asking if you are sure that you want to continue with locking the child. If so, click OK. You will be returned back to the EDI Questionnaires page and the date will appear in the Status column.

NOTE:

Once an e-EDI is submitted it may not be accessed or modified in any way. If you mistakenly submit a questionnaire, please contact the webmaster.

If you have a lot of "don't know" answers, put this child's e-EDI aside and observe the child for a few more days. Do not "test" the child, but rather watch him in his daily activities. Then return to the child's e-EDI to provide more detailed answers.

Make sure you Check for Completeness and Finish/Submit every questionnaire individually.

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PART III – ADDITIONAL INFORMATION

1. Adding New or Missing Students

If you find that when viewing your e-EDI class list that you have new or missing students you can add them in the following manner:

- **STEP 1:** From the Teacher Menu, click on EDI Questionnaires to take you to the EDI Questionnaires screen
- **STEP 2:** The e-EDI system automatically assigns the next EDI number in the sequence for your class. Enter the appropriate local ID number for the new student.
- **STEP 3:** Click on "Add Student". The new student's questionnaire will automatically open and you can begin data entry

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NOTE:

To report a student who has moved or is no longer in the class, use the instructions listed on page 10 under the heading "IF a student is new to class, has moved, or consent has been declined…"

2. Deleting a student

- The e-EDI system will not allow you to delete any student from your class list
- In order to delete a student, please contact the EDI Coordinator at the OCCS (see contact information)
- Only students who have never been in your class should be deleted from your class list
- If a child has moved away, you should select either "moved out of class" or "moved out of school" in the student status question of the demographics section. You will then be prompted to lock and submit the questionnaire to McMaster.

3. Logging out

EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

English

Northwest Territories test teacher   Friday, January 26, 2018 - 9:28:32 AM

Home   Logout

Teacher Menu

My EDI
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Documents
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EDI Questionnaires
  EDI Questionnaires

Training
  EDI Training Video

To add a new class, please send a message to the EDI Administrator: webmaster@e-edi.ca

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Tel.(905)525-9140 27051

- From the Teacher Menu click "Logout" to exit the system. You will have to log back in to continue.
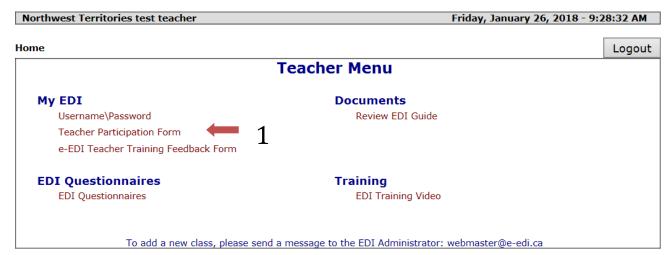
PART IV – TEACHER FEEDBACK

1. Completing the Teacher Participation Form

This section, which asks about previous experience with the EDI, feedback on the EDI teacher guide and individual demographics, teaching experience and background information, is completed once by each teacher. This information is highly confidential and is not analyzed in conjunction with student data. It simply helps to understand the general characteristics of the population of teachers. It also helps keep things organized! Completion of this page is optional, but important.

- **STEP 1:** From the Teacher Menu click on Teacher Participation Form to take you to the teacher participation screen.

EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

NL Test Teacher 1   Monday, September 29, 2014 - 11:28:48 AM

Home > Teacher Participation Form

Teacher Participation Form

5 ➡ Save   Exit ⬅ 6

Teacher Code : 99800101 ▾
2 ➡ **Teacher Name :** NL Test Teacher 1
Fax :
Email : NLteacher01@email.com

3 ➡ **Teacher Participation Questions :**

1) Is this your first time completing the EDI	○ Yes, go to question 5 ○ No
2) How many times previously have you completed the EDI?	▾
3) Did you attend a Teacher Training Session previously?	○ Yes, go to question 4 ○ No
4) If yes, how many times?	▾
5) Did you receive Teacher Training for this implementation?	○ Yes, go to question 6 ○ No
6) If yes, how useful was it?	▾

EDI Teacher Guide Feedback (Please mark all that apply) :

☐ Yes, I used the Guide and found it helpful   ☐ No, I didn't use the Guide, I didn't find it helpful
☐ Yes, I used the Guide but didn't find it helpful   ☐ No, I didn't use the Guide, I didn't have one
☐ Other   ☐ No, I didn't use the Guide, I didn't have enough time
                                                      ☐ No, I didn't use the Guide, I'm already familiar with it

- **STEP 2**: You will see some of your information in the first section. Complete and correct this section as needed.
- **STEP 3:** Complete the next two sections about your previous experience with the EDI and your feedback on the EDI Guide.

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Demographics :

4 ➡

Total Number of Students :	00 ▾
Teacher Gender :	▾
Age :	▾

Experience (How long have you been) :

a) a teacher	0 ▾ Yrs 0 ▾ Mths
b) a teacher at this school	0 ▾ Yrs 0 ▾ Mths
c) a teacher of this grade	0 ▾ Yrs 0 ▾ Mths
d) a teacher of this class	
998001011	0 ▾ Yrs 0 ▾ Mths
998001012	0 ▾ Yrs 0 ▾ Mths

Completed levels of education(Check one or more if applicable) :

a) some coursework towards a Bachelor's degree	○ Yes ○ No
b) a teaching certificate, diploma, or license	○ Yes ○ No
c) a Bachelor's degree	○ Yes ○ No
d) a Bachelor of Education degree	○ Yes ○ No
e) some post-baccalaureate coursework	○ Yes ○ No
f) a post-baccalaureate diploma or certificate	○ Yes ○ No
g) some coursework towards a Master's degree	○ Yes ○ No
h) a Master's degree	○ Yes ○ No
i) some coursework towards a Doctorate	○ Yes ○ No
j) a Doctorate	○ Yes ○ No
k) Other	○ Yes ○ No

Class ID	Language	Size	Completed
998001011	Unknown	5	1
998001012	Unknown	5	

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- **STEP 4:** Complete the remaining sections about your demographics, teaching experience and educational background
- **STEP 5:** Click Save as you go along and when you are finished the page to save changes. Without updating your information will be lost
- **STEP 6:** After completing and saving your work using the Save button, click Exit to return to the Teacher Menu.

2. Completing the e-EDI Teacher Training Feedback Form

EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

English

Northwest Territories test teacher   Friday, January 26, 2018 - 9:28:32 AM

Home   Logout

Teacher Menu

My EDI
Username\Password
Teacher Participation Form
e-EDI Teacher Training Feedback Form ⬅ 1

Documents
Review EDI Guide

EDI Questionnaires
EDI Questionnaires

Training
EDI Training Video

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This section, which asks for teacher feedback on the training session, is also completed once by each teacher. This information helps us figure out what's happening in the training sessions, and what is working best. Completion of this page is optional, but important.

- **STEP 1**: From the Teacher Menu, click on e-EDI Teacher Training Feedback Form to take you to the form.

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e-EDI
EARLY DEVELOPMENT INSTRUMENT
A Population-Based Measure for Communities

NL Test Teacher 1	Monday, September 29, 2014 - 1:46:25 PM

Home > e-Edi Teacher Training Feedback Form

e-Edi Teacher Training Feedback Form   [Save] [Exit]

Teacher Code :   99800101 ▾

Please take the time to complete the following Teacher Training Feedback Form. The information gathered from this form will help us to ensure high quality teacher training practices. :

1a)	Is this your first time completing the EDI?	○ Yes, go to question 2 ○ No
1b)	Have you completed the paper version of the EDI?	○ Yes ○ No, go to question 2
1c)	Which version did you prefer?	○ Electronic (e-EDI) ○ Paper

		yes	no
2)	Is this your first time receiving EDI teacher training?	○	○

Were the following materials used/covered in today's teacher training session?		yes	no
3a)	EDI Video	○	○
3b)	Guest Speaker	○	○
3c)	History/Description of the EDI Instrument	○	○
3d)	Past EDI Results	○	○
3e)	Training in a computer lab	○	○
3f)	Time to start questionnaires	○	○
3g)	Power Point Presentation	○	○
3h)	Other If yes, please specify:	○	○

Please circle the number you feel most appropriately describes the following:

CONTENT		Excellent	Good	Average	Poor	Very Poor
4a)	How relevant was the content?	○	○	○	○	○
4b)	Quality of Presentations	○	○	○	○	○
4c)	How clearly was the material presented?	○	○	○	○	○

- **STEP 2**: Complete the sections with information on your teacher training session.
- **STEP 3**: Click Save as you go along and when you are finished the page to **save changes.** Without updating your information will be lost.
- **STEP 4**: After completing and saving your work using the Save button, click Exit to return to the Teacher Menu.

When you have submitted the e-EDIs for each of your students and completed your teacher feedback questionnaires, you are done.

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CONGRATULATIONS!

You have completed the EDI! Your completed surveys will be automatically collected by the e-EDI administrators and will be joined together with the EDI surveys completed by your colleagues. Thank you for your hard work and the contribution you have made to improving children's developmental health at school entry.

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PART V – QUICK E-EDI TIPS FOR TEACHERS

1. 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

2. Teachers are unable to:

- Add or change Local ID after it is entered
  - If you forget the Local ID when adding a student, don't add another student – complete the EDI, and tell the administrator what Local ID to add
- Delete a student
  - 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 if you added an extra questionnaire in error, or if the child never existed 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
- Unlock a questionnaire
  - 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)

3. Avoid changing your username/password

- This ensures that the Offord Centre and your local coordinator have your log-in information recorded
- If you change your username to something that is NOT a properly formatted email address (e.g., person@email.com), it won't work!
-

4. When you're done, make sure every questionnaire in your class is LOCKED

- Don't forget to "Check for Completeness" & "Finish/Submit" every questionnaire!
- 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

5. Make sure to save continuously as you work

- After 15 minutes of inactivity, you will be logged off

6. There is no "Send" button for the Teacher Participation form

- If you hit the "Update" button, the information will automatically get sent to McMaster.

PART VI - CONTACT

If you have any questions, comments, or feedback regarding the electronic EDI, please contact McMaster at: **rasope@mcmaster.ca**