

# Early Development Instrument **Teacher's** Manual

Northwest Territories 2020/2021

Cofford CENTRE FOR CHILD STUDIES

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# **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

EDi		
	Email address:	

- 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 password
- Step 3: 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 Dashboard and Menu Options

Dashboard	Teacher Dashboard: NWT test		
Profile	CHILDREN 10		
Class List			
	EDI Questionnaires	10 Total Questionnaires	News Feed
Resources	Not Started	100%	
Links	In Progress	0%	
FAQ	Complete	0%	
News	Teacher Drofile Status		

• Once you login, the Dashboard will appear. This is the starting point for the rest of your work

- On the Dashboard you will see:
  - Number of questionnaires: total, in progress, and completed
  - News: updates or important information
- The menu options on the left hand side are all links:
  - Profile: Teacher profile is completed here
  - Class list: click here to review your list of students and start completing your questionnaires
  - Links: Click here to view a copy of the EDI Guide
  - FAQs
  - Resources
- Click the Logout button in the top right hand corner to exit the system. You will have to log back in to continue

## 3. Viewing Class Info

Dashboard	Teacher Dashboard: NWT test		
Profile	CHILDREN 10		
Class List	EDI Questionnaires	10 Total Questionnaires	News Feed
) Resources	Not Started	100%	
Links	In Progress	0%	
FAQ	Complete	0%	
News	Teacher Profile Status		
	Teacher Profile		

0

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 Dashboard, click on Class List to take you to the Class List screen

Class Management									
				Drag a column header here	to group its column				
🕇 Add 🖋 Edit 📲	🗎 Delete 🛛 Excel Ex	port						Search	Q
↑ EDI_ID :	Child's Local ID	i Year i	Teacher :	Gender :	Date of Birth	Postal/Zip :	Status	% Complete	
210699600101401	1	2021	NWT test teacher	Male	2015-06-05	A1A1A1	New	0.%	edi 🗢 .
210699600101402	2	2021	NWT test teacher	Female	2015-01-10	A1A1A1	New	0.%	edi 🗢 .
210699600101403	3	2021	NWT test teacher	Male	2015-07-04	A1A1A1	New	0.%	edi 🗢 .
210699600101404	4	2021	NWT test teacher	Female	2015-02-09	A1A1A1	New	0.%	edi 🗢 .
210699600101405	5	2021	NWT test teacher	Male	2015-08-03	A1A1A1	New	0.%	edi 🗢 .
210699600101406	6	2021	NWT test teacher	Female	2015-03-08	A1A1A1	New	0.%	edi 🗢 .
210699600101407	7	2021	NWT test teacher	Male	2015-09-02	A1A1A1	New	0.%	edi 🗢 .
210699600101408	8	2021	NWT test teacher	Female	2015-04-07	A1A1A1	New	0.%	edi 🗢 .
210699600101409	9	2021	NWT test teacher	Male	2015-10-01	A1A1A1	New	0.%	edi 🗢 .
210699600101410	10	2021	NWT test teacher	Female	2015-05-06	A1A1A1	New	0.%	edi 🗢 .
< < 1 > ») 2	20 🔹 Items per p	bage						1 of	1 pages (10 items)

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

#### NOTE:

The "Status" column shows the e-EDI completion for each child. In the picture above, zero EDIs are locked and 2 EDIs are In Progress. The questionnaires can be partially or totally completed but the word "Locked" will only appear in the Status column once the questionnaire has been Locked. See section titled "Checking for Completeness and Locking 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

• Step 1: From the Teacher Dashboard, click on Class List on the left hand side of your screen to take you to the EDI Questionnaires.

Class	Management										
					Drag a column	header here to group its column					
+	Add 🖋 Edit	Delete 🛛 Excel Export							Search	Q	
Ť	EDI_ID :	Child's Local ID	Year :	Teacher	Gender	E Date of Birth	E Postal/Zip	: Status	% Complete	$\frown$	
	210699600101401	1	2021	NWT test teacher	Male	2015-06-05	A1A1A1	New	0.%	edi 🗢	
	210699600101402	2	2021	NWT test teacher	Female	2015-01-10	A1A1A1	New	0.%	e)edi 🐎 .	Ι
	210699600101403	3	2021	NWT test teacher	Male	2015-07-04	A1A1A1	New	0.%	e)edi 🐎	
	210699600101404	4	2021	NWT test teacher	Female	2015-02-09	A1A1A1	New	0.%	e) EDI 🗇	
	210699600101405	5	2021	NWT test teacher	Male	2015-08-03	A1A1A1	New	0.%	e) EDI 🗇	
	210699600101406	6	2021	NWT test teacher	Female	2015-03-08	A1A1A1	New	0.%	e) EDI 🗇	
	210699600101407	7	2021	NWT test teacher	Male	2015-09-02	A1A1A1	New	0 %	e) EDI 🗇	
	210699600101408	8	2021	NWT test teacher	Female	2015-04-07	A1A1A1	New	0 %	e) EDI 🗇	
	210699600101409	9	2021	NWT test teacher	Male	2015-10-01	A1A1A1	New	0 %	e) EDI 🗇	/
	210699600101410	10	2021	NWT test teacher	Female	2015-05-06	A1A1A1	New	0 %	<> EDI <>	1
«	< 1 > »	20 • Items per page	9							1 of 1 pages (10 items)	

• 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.

## 5. Navigating through the e-EDI

ED Ear	ly Development Instrument ulation-Based Measure for Communities		B Save & Class List
Questionnaires	Child Demographics		210699600101401 - 2015-06-05
Demographics	<	Q Check Completeness	2 SectionA >
Section A 2			
Section B	Student Status		
Section C	Child in class less than 1 month		
Section D	Moved out of this class Moved out of school Other		
Section E			

- 1. Help: click Help to view the online EDI Guide explanation.
- 2. Section links: Click the section links on the left-hand side, or at the top of the current section, to navigate between the sections for a particular student
- 3. Save : Click to save your work
- 4. Class List: Click to return to the Class List page, 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 "Lock" 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 Class List screen to see an overview of which EDIs have been completed in each of your classes.

## Child Demographics Section

Earl A Pop	y Development Instrument ulation-Based Measure for Communities	3 🗟 Save 🛛 😂 Class Li
uestionnaires	Child Demographics	210699600101401 - 2015-06-05
Demographics	<	Q Check Completeness 4 SectionA >
Section A		
Section B	Student Status	
Section C	Child in class more than 1 month     Child in class less than 1 month	(®) Нер
Section D	Moved out of this class     Moved out of school     Qther	
Section E	registered non-attender	
ptions:		
English	Class Assignment:	(O) Labo
Labels-Off		() Help
	Child's Date of Birth:	
Validation-Off	2015-06-05	<b>⊘ Неір</b>
nt Size: 1 💌	Student has attended Junies Kindowester	the west (i = lest (cen)

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" 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 1 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 and Lock the questionnaire.

## 2. Section A - Physical Health and Well-Being

ires Section A - Physical We	all-being					2106996001014
phics C Demographics	Q Check	Completene	955			
About how n	nany regular days (see Guide) has this child been abse	nt since t	the beg	ginning of schoo	l in the fall?	
	3					() Help
Since the st	art of school in the fall, has this child sometimes (mor	e than o	nce) ar	rived:		
Since the st	tart of school in the fall, has this child sometimes (mor	e than o <sub>Yes</sub>	nce) ar ∾	<b>rived:</b> Don't Know		
S:	tart of school in the fall, has this child sometimes (mor	e than of Yes O	nce) ar №	Don't Know	() Help	
S:	tart of school in the fall, has this child sometimes (mor ver- or underdressed for school-related activities to tired/sick to do school work	e than of Yes O	nce) ar	rived: Don't Know	() Help () Help	
S:	tart of school in the fall, has this child sometimes (mor ver- or underdressed for school-related activities so tired/sick to do school work te	Yes O O O	No O	rived: Don't Know	<ul><li>⊘ Help</li><li>⊙ Help</li><li>⊙ Help</li></ul>	

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

Questionnaires	Section B - Language and Cognitive Skills						210699600101401 - 2015-06-05	
Demographics	✓ SectionA	Q Check Completen	ess				SectionC >	
Section A								
Section B	How would you rate this child's							
Section C		Very Good/Good	Average	Poor/Very Poor	Don't Know			
Section D	ability to use language effectively in English	Very Good/Good	<ul> <li>Average</li> </ul>	O Poor/Very Poor	O Don't Know	() Help		
Section E	ability to listen in English	O Very Good/Good	<ul> <li>Average</li> </ul>	Poor/Very Poor	O Don't Know	() Help		
Options:	ability to tell a story	O Very Good/Good	<ul> <li>Average</li> </ul>	O Poor/Very Poor	O Don't Know	() Help		
e English	ability to take part in imaginative play	Very Good/Good	<ul> <li>Average</li> </ul>	O Poor/Very Poor	O Don't Know	() Help		
Labels-On	ability to communicate own needs in a way understandable to adults an peers	d O Very Good/Good	<ul> <li>Average</li> </ul>	O Poor/Very Poor	O Don't Know	() Help		
Validation-Off	ability to understand on first try what is being said to him/her	Very Good/Good	<ul> <li>Average</li> </ul>	O Poor/Very Poor	O Don't Know	() Help		
Font Size: 1 🗸	ability to articulate clearly, without sound substitutions	O Very Good/Good	<ul> <li>Average</li> </ul>	Poor/Very Poor	O Don't Know	() Help		

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 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, click the **Labels** toggle to "on" on the left-hand side of your screen.

## 4. Section C - Social and Emotional Development

Questionnaires	Section C - Social and Emotional Development						210699600101401
Demographics	< SectionB	٩	Check Comple	teness			
Section A							
Section B	How would you rate this child's						
Section C		Very Good/Good	Average	Poor/Very Poor	Don't Know	,	
Section D	overall social/emotional development					() Help	
Section E	ability to get along with peers					() Help	
Options:							
English							
Labels-Off	Below is a list of statements that descril For each statement, please select the re Would you say that this child:	be some of the feeling eponse that best desc	is and bel ribes this	naviours of child child now or wi	dren. thin the pa	ast six months.	
Validation-Off			Often or Very True	Sometimes or Somewhat True	Never or Not True	Don't Know	
Font Size: 1 🗸	plays and works cooperatively with other chi	ildren at the level appropriate for	• •			O () Help	

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, click the Labels toggle to "on" on the left-hand side of your screen to show you the headings
- 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

Questionnaires	Section D - Special Concerns				210699600	101403 - 2015-07-0
Demographics	< SectionC					Section
Section A						
Section B	Does the student have a pro (based on parent informatio	blem that influ	uences his/her ability to gnosis, and/or teacher o	do school work in a regubservation)	ılar classroom?	
Section C	Yes	No	Don't Know			
Section D	0	0	0	⑦ Help		
Onting						
Options:	If YES above, please mark al	l that apply.	rvation or medical diag	osis and/or parent/qua	rdian information.	
english		Yes	s Observed Yes Parent Info/M	ledical Diagnosis Both		
Labels-UT	physical disability	0	0	0	⑦ Help	
Validation-Off	- dan al farm - han an k	-	~	~		

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

Section E - Additio	onal Que	stions									
< SectionD											
What wa	is the	MAIN type o	f Monday to Friday	y car	e for each a	ge perio	d?				
		Parent/Guardia Care	Licensed Center-based care/early childhood program	1	Licensed Care i Somone's Home dayhome)	n e(e.g.	Paid Un Care (e. babysitt	licensed g. ter)	Unpaid U Care(e.g. relative)	nlicensed friend or	
	Birth -1										(?) Help
	1-2										() Help
	2-3										(?) Help
	3-4										() Help
			Licensed Center-based	Licen	sed Care in	Paid Unli	ensed	Unpaid Unli	censed		
		Parent/Guardian Care	care/early childhood program	Somo	one's Home(e.g. ome)	Care (e.g babysitte	er)	Care(e.g. fri relative)	iend or	Junior Kindergarten	

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's 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, 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.
- Step 3: Click "Save EDI" at the top of the screen to save your work.
- Step 4: Once you have completed section E you are ready to check for completeness and Lock the EDI.

## 7. Checking for completeness and Locking 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: Check your EDI for Completeness by reviewing the Section Headings on the left-hand side to ensure all sections of the questionnaire are complete as indicated by a green check mark.

E D Ear	Iy Dev	<b>Velopmer</b> Based Measure	<b>It Instru</b> for Commu	ument nities						Save 🕞 Class	s List
Questionnaires	Se	ction E - Add	itional Que	estions						210699600101403 - 2015-07-0	4
Demographics	< Sec	ctionD									
Section A											
Section B		What w	vas the	MAIN type o	of Monday to Fr	iday care for e	each age pe	eriod?			
Section C				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)			
Section E			Birth- 1	۲	0	0	0	0	⑦ Help		
			1-2	0	۲	0	0	0	@ Help		

• Step 2: If you have missed questions, a red box will appear beside that section. 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.

ED Ear APop	Iy Dev	r <b>elopmen</b> ased Measure f	t Instru or Commu	ument nities						🖬 Save 🕞 Clas	ss List
Questionnaires	Sec	tion E - Addit	tional Que	estions						210699600101403 - 2015-07-	04
Demographics	< Sec	tionD									>
Section A											
Section B		What w	as the	e MAIN type o	f Monday to Fr	iday care for e	each age pe	eriod?			
Section C				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)			
Section E			Birth- 1	۲	0	0	0	0	(?) Help		
			1-2	0	۲	0	0	0	(?) Help		

• Step 3: Once you have completed all sections you can click Lock Child at the bottom of Section E.





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

	🕇 Add 🖋 Edit 🛙	Delete 🛛 Excel Expor	t							Search	Q
↑	EDI_ID :	Child's Local ID	Year :	Teacher :	Gender	Date of Birth	E Postal/Zip	:	Status	% Complete	
	210699600101401	1	2021	NWT test teacher	Male	2015-06-05	A1A1A1		Locked		
	210699600101402	2	2021	NWT test teacher	Female	2015-01-10	A1A1A1		New	0 %	EDI 🕬 .
	210699600101403	3	2021	NWT test teacher	Male	2015-07-04	A1A1A1		New	0 %	EDI 🕬 .
	210699600101404	4	2021	NWT test teacher	Female	2015-02-09	A1A1A1		New	0 %	EDI 🕬

#### NOTE:

Once an e-EDI is locked it may not be accessed or modified in any way. If you mistakenly lock 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 them in their daily activities. Then return to the child's e-EDI to provide more detailed answers.

Make sure you Lock every questionnaire individually.

# Part III - Additional Information

## Adding New or Missing Students

								l	Drag a column header here	to group its column					
C	+ Add	Edit		Delete 🛛 Excel Export										Search	Q
		EDI_ID	i c	child's Local ID	Year	:	Teacher	: (	Gender :	Date of Birth	Post	tal/Zip :	Status	% Complete	
	210	69960010140	1	1	2021		NWT test teacher		Male	2015-06-05	A1/	A1A1	Locked		
	210	69960010140	2	2	2021		NWT test teacher		Female	2015-01-10	A1/	A1A1	New	0 %	EDI .
	210	69960010140	3	3	2021		NWT test teacher		Male	2015-07-04	A1/	A1A1	New	0.%	EDI 🕬 .

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 Class List page, click + Add in the top toolbar.
- Step 2: The e-EDI system automatically assigns the next EDI number in the sequence for your class. Enter the appropriate local ID, date of birth, postal code, and gender for the new student.
- Step 3: Click on Submit. A green dialogue box indicating success will appear. The new student's questionnaire will automatically appear at the bottom of your class list

New Child		
EDI ID:	210699600101911	
Local ID:	1065895	
Date of Birth <b>*</b> :	25/10/2015	
Postal / Zip:	L9C 2C6	
Gender¥:	Female	~
Site:	996	~
School:	NWT test school	~
Teacher:	NWT test teacher	~
	0.001	

#### NOTE:

To report a student who has moved or is no longer in the class, use the instructions under the heading "If a student is new to class, has moved, or consent has been declined..."

## **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 the questionnaire.

Logging Out



• To exit the system, click the "Logout" button located in the top right hand corner. You will have to log back in to continue.

# Part IV - Teacher Profile

## **Completing the Teacher Profile Form**

EDT = Early Develor A Population-Based	opment Instrument I Measure for Communities	. E	nglish mockteacher@email.com 🕩
Mashboard	Teacher Dashboard: NWT test		
Profile	CHILDREN 10		
R Class List			
P Paraurrar	EDI Questionnaires	10 Total Questionnaires	News Feed

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 Dashboard click on Teacher Profile to take you to the Teacher Profile Form screen.

✓ Dashboard	Teacher Profile	test teach
Profile	Profile Information:	
	Is this your first time completing the EDI?	
Class List	○ Yes ○ No	
Resources	How many times previously have you completed the EDI?	
2	# of Times V A	
Links	Did you attend a teacher training session previously?	
FAQ	How many times have you attended a teacher training session previously?	
News		
	Did you receive teacher training this year?	
	O Yes O No	
	How useful was it?	
	Somewhat	
	Did you use the guide and find it helpful?	

• Step 2: Complete this section by selecting the correct response option.

	Save
<u> </u>	

- Step 4: Click Save at the bottom of the Teacher Profile to save changes. Without saving your information will be lost
- Step 6: After completing and saving your work using the Save button, click Dashboard . You will see a green check mark appear beside the Teacher Profile Status on the Dashboard.

#### EDI Teacher's Manual

PI FAQ	Complete	17%
EE News	Teacher Profile Status Teacher Profile Teacher Profile	

When you have submitted the e-EDIs for each of your students and completed your Teacher Profile, you are done.

#### 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.

# 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 "Lock Child" once it's locked, you can't make any changes (though you can still request that an administrator unlock it)

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

- Don't forget to **Lock** 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 Lock,

#### 4. Make sure to save continuously as you work

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

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

• If you hit the "Save" 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.