Early Development Instrument

Procedures for Coordinators

Northwest Territories
2021/2022

EDi
EARLY DEVELOPMENT INSTRUMENT
a population-based measure for communities

Offord CENTRE FOR CHILD STUDIES

e-EDI Data Collection – Procedures for Site Coordinators

1. Preparation of Raw Data Files

Fill out the data file template that will be sent to you in Excel. Save the file with the children's names and keep it for future reference. From this file, create another file (name it differently) and delete the children's names. Sort it by school and teacher name. Send *this* file to Offord.

It is important that you include a Local Identification Number (Child's Local ID) for each child. This number will be linked to the EDI Identification number (EDI ID) created by Offord which will help the teachers identify children when they administer the EDI.

2. Sending Raw Data Files

Excel files will be shared with the e-EDI administrator via the Secure File Transfer Protocol (FTP) System. Please see the document entitled "File Transfer Protocol (FTP) System Directions" for further instructions. Your login information will be sent separately.

Template Fields

A template on kindergarten children will be sent to you. This file will contain the following variables in this order.

    I. **School Board**
    II. **Coordinator**
    III. **Coordinator email**
    IV. **School name** *(if there are schools with the same name, please also specify city)*
    V. **Teacher first name**
    VI. **Teacher last name**
    VII. **Teacher email**
    VIII. ***Child's first name*** *(keep on Coordinators file but remove from file sent to McMaster)*
    IX. ***Child's last name*** *(keep on Coordinators file but remove from file sent to McMaster)*
    X. **Local ID**
    XI. **Class time**
    XII. **Class Assignment**
    XIII. **Child's gender**
    XIV. **Child's date of birth** *(in 3 columns in the following format: dd – mm- yyyy)*
    XV. **Child's postal code** *(no spaces please)*

Explanation of variables:

Local Student Number–This number will be linked to the EDI ID at a later date so that teachers can identify the child when the EDI is administered.

Class time – Should be coded as follows:

- 1 – am (morning half day; every day)
- 2 – pm (afternoon half day; every day)
- 0 – alternating full day (starting with Mon.)
- 3 – alternating full day (starting with Tues.)
- 4 – full day every day
- 5 – half day alternating days (am; Mon, Wed, Fri)
- 6 – half day alternating days (am; Tues, Thurs, Fri)
- 7 - half day alternating days (pm; Mon, Wed, Fri)
- 8 - half day alternating days (pm; Tues, Thurs, Fri)
- 9 – other

Child gender – code as follows: M – male; F – female

Child's date of birth –The preferred format is in 3 columns: use dd/mm/yyyy (15/02/1999) format. Note: dates <u>must</u> be formatted uniformly throughout the file.

Child's postal code – must be the postal code of where the child <u>resides</u>. Please use format 'A1B2C3' (without a space in the middle). For zero use the *number* "0", not the *letter* "O".

Please note that questionnaires will be administered in English for French Immersion schools. However, if you have Francophone schools where the children's first language is French and the language of instruction is French, please let us know. We will provide all materials in French for these schools.

3. e-EDI log in, passwords and e-EDI Guides

Once the completed e-EDI database template is returned to the Offord Centre, the data will be uploaded into the system and passwords will be generated. Coordinators will receive a master list of log-ins (email addresses) and passwords for each of the teachers in their site, along with the EDI ID numbers for the children. The e-EDI system can also send out password reminders to all the teachers, please advise the Offord Centre of the date you'd like these reminders sent.

From the master list which Offord provides, coordinators need to prepare a class list for *each* teacher containing: children's names, Local Student Number, school name, teacher name, teacher email, teacher e-EDI password, children's gender and date of birth. The teachers will need to use this list to identify children when completing the EDI questionnaires. Please make sure that all teachers receive this list prior to administering the EDI.

The Offord Centre will also provide the following materials to the local coordinator for distribution at the training sessions.

1. e-EDI Manuals - 1 per teacher
2. EDI Guides - 1 per teacher

4. Parent Consent

EDI data is not reported at an individual level, only at group level (site, neighbourhood, or school level). The child's name is not included in the database. The EDI is not a diagnostic assessment and results are not part of the child's school record.

Therefore, parent consent is not required. However, **parents must be informed that this research is taking place** and that they may contact the school board (or the Offord Centre) if they have questions. A template of a parent information letter from the school boards is available from the Offord Centre for Child Studies for your use.

File Transfer Protocol (FTP) System Directions

- To access the FTP Login page, go to https://secure.edi.offordcentre.com/
- Enter your **login** and password to access the EDI FTP Homepage.
   - Your login and password will be sent directly to you from the EDI Administrator

- Select the Provincial folder for the current implementation on the left side of the Home page.
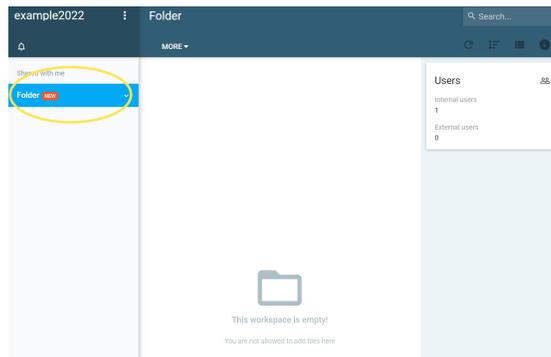
- Once you are in the Provincial Folder Workspace, select the orange "NEW" dropdown menu at the top of the screen, and select Upload. Alternatively, you can drag and drop your files that you want to share with the Offord Centre, into the Workspace.
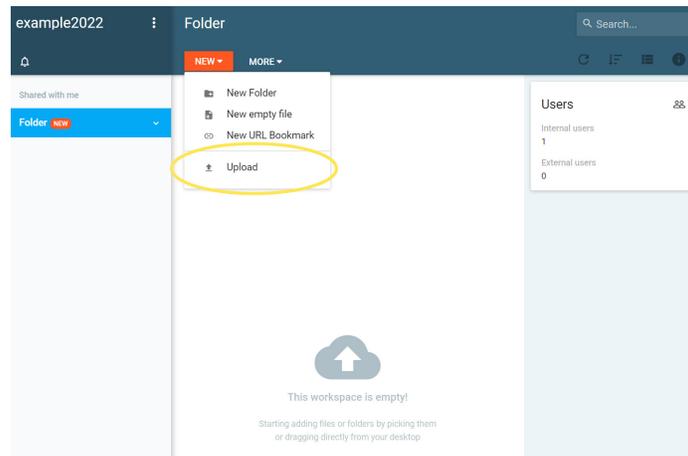
- From the upload menu, select the file you wish to share with the Offord Centre.
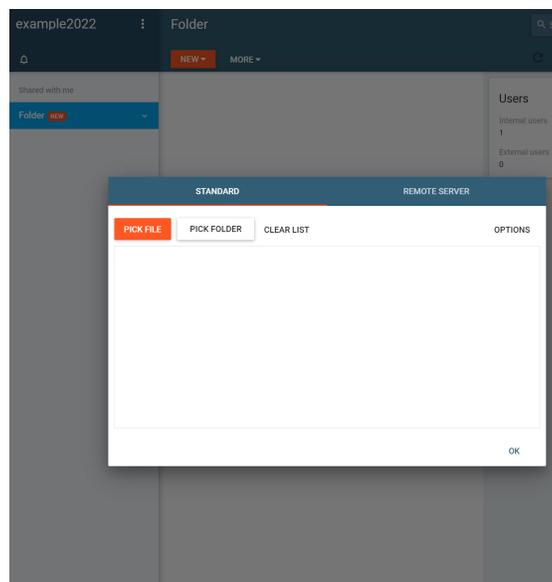
- When the file is successfully uploaded, it will appear in your Workplace. The file is now accessible to the Offord Centre.
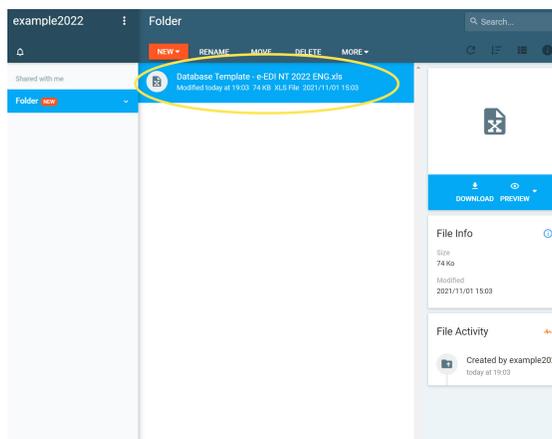
- Be sure to log out of the FTP system when you are finished. To do this, click on the 3 vertical dots beside your username in the top left hand corner and select **Log out** from the drop down menu.