Early Development Instrument

Teacher's Manual

Northwest Territories
2021/2022

EDi
EARLY DEVELOPMENT INSTRUMENT
a population-based measure for communities

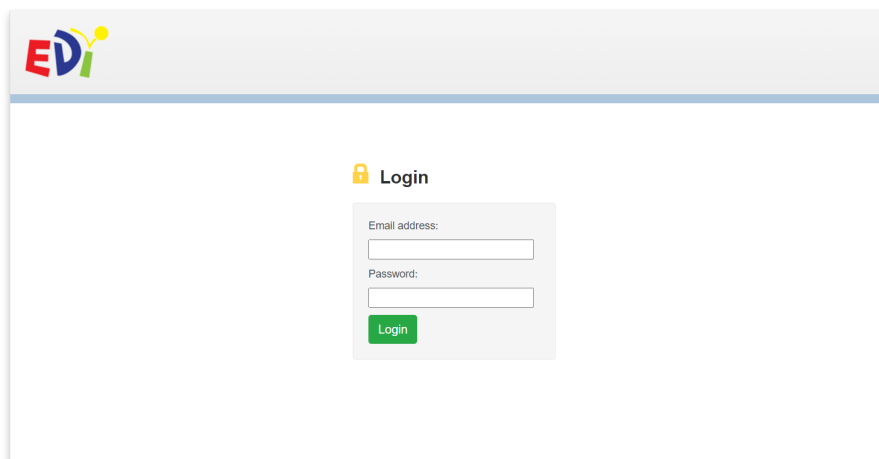Offord CENTRE FOR CHILD STUDIES

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

- Open your web browser and go to www.e-EDI.ca. You will see the log-in screen pictured below
- Enter your login/email address, as well as your password
- 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

- 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 feed: updates or important information
- The menu options on the left hand side are all links:
  - Teacher Profile: Teacher profile and questionnaire is completed here
  - Class list: click here to review your list of students and start completing your questionnaires
  - Resources: Click here to view a copy of the EDI Guide
  - FAQs
  - Contact Us
- Click the Logout button in the top right hand corner to exit the system. You will have to log back in to continue
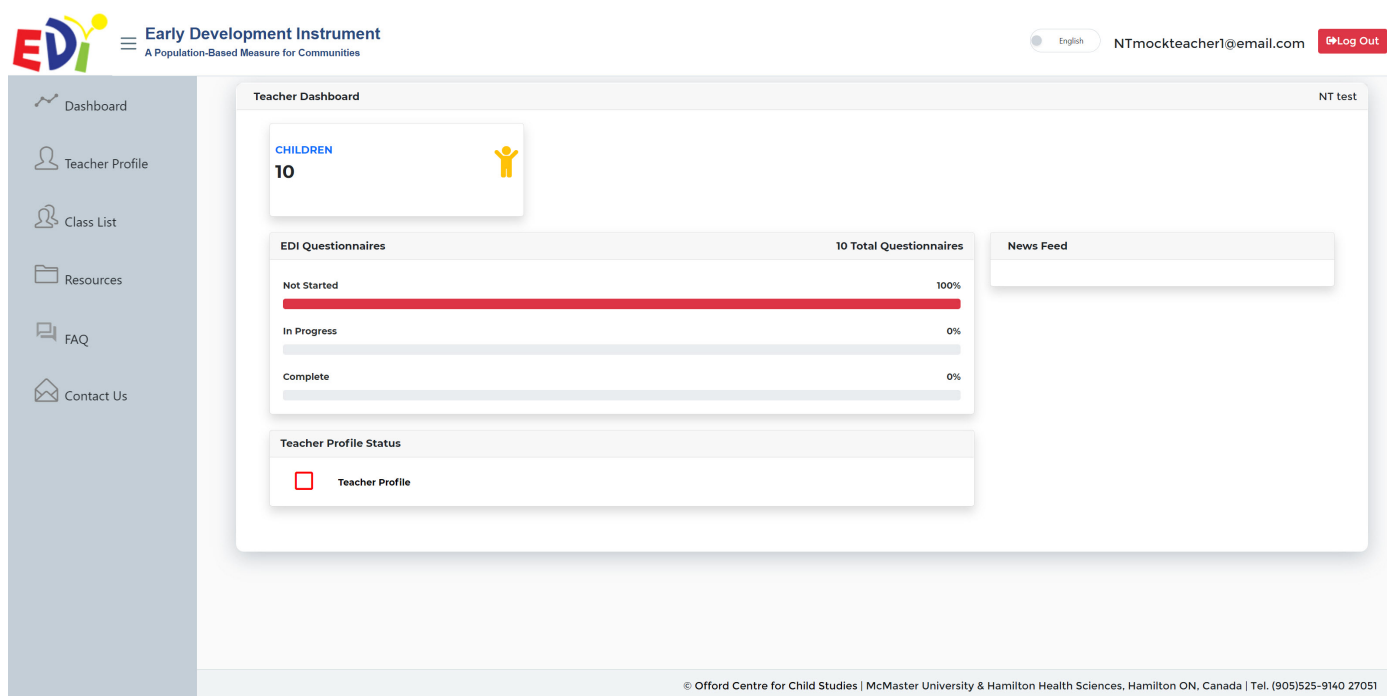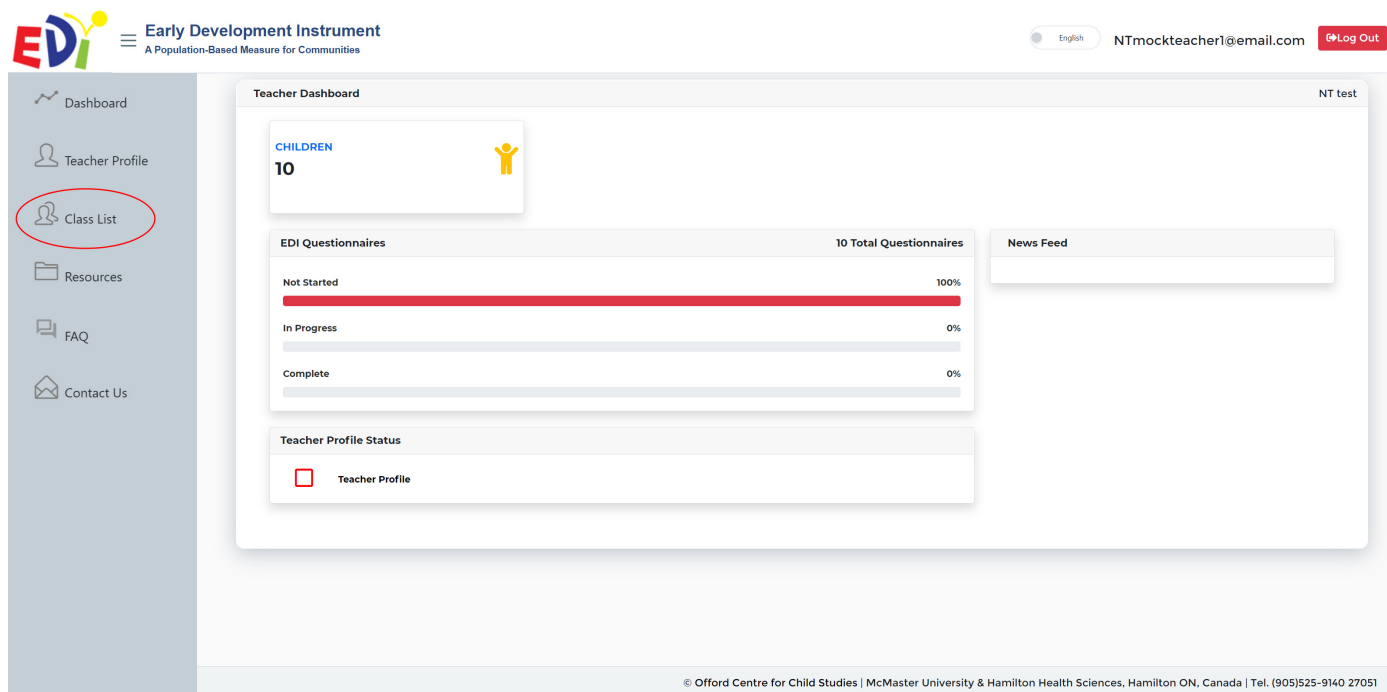
3. Viewing Class Info

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

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

- Basic class information is shown here. If you have multiple classes you should see both classes.
- 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, all the EDIs are new and have 0% complete. **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

4. How to access the EDI Questionnaires

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

- **Help**: click **Help** to view the online EDI Guide explanation.
- **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
- **Save**: Click to save your work
- **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 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 III - Additional Information

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:

- From the Class List page, click **+ Add** in the top toolbar.
- 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.
- 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

- 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.
- 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

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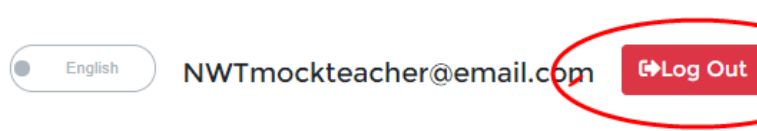
- To exit the system, click the "Logout" button located in the top right hand corner. You will have to log back in to continue.

Part IV - Teacher Profile

Completing the Teacher Profile

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.

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

- Complete this section by selecting the correct response option.

- Click Save at the bottom of the Teacher Profile to save changes. Without saving your information will be lost

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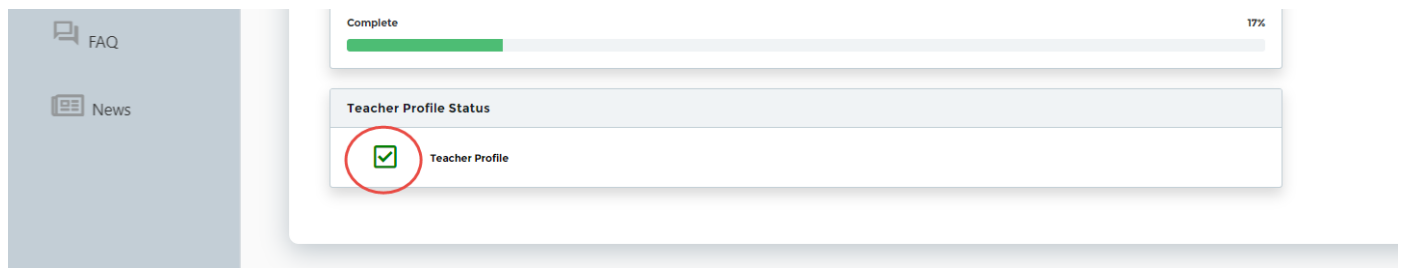
When you have submitted the e-EDIs for each of your students and completed your Teacher Profile, you are done.

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:
aofford@mcmaster.ca.