Childhood Experiences Questionnaire

# E-System Manual 2022

## Table of Contents

# Section 1: CHEQ Leaders

## Prior to administering the CHEQ

### Set up login credentials

You will receive an email from cheq@help.ubc.ca with a link that you can follow to create a new password and login to the CHEQ E-System https://cheq.ubc.ca/.

Note: If you have not received an email to create your own password you can click "Forgotten your password?" on the CHEQ/District Leader or Administrator login and type in your institutional/work email to be sent new login information, or we can reset it for you now.

### Login to E-System

1   Go to https://cheq.ubc.ca/.
2   Click "CHEQ/District Leader or Administrator".
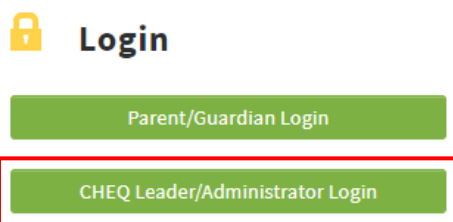


3   Enter your institutional/work email address and password that you received to your email.
4   Click "Log in".
5   A popup box will appear alerting you to the start and end dates for the CHEQ. Click "OK" to move past the popup.
6   View the CHEQ How-To Video for an overview on administering the CHEQ.

### Review class list

1   Click "Review Class List" in the left side menu.
2   Click on your school.
3   If students have not yet been assigned to classrooms yet, there will be a red box near the top of the page alerting you to this. These students will also appear under "Unassigned Students" and you will be able to see the first and last name, PEN, gender, and date of birth for each unassigned student. Please note, you can hold off on creating classrooms and assigning students until your school has established its Kindergarten classrooms for the school year. Students can be assigned to classrooms any time before the end of September.
4   If students have already been assigned to classrooms, they will appear under their respective classroom. Under the list of Unassigned Students is the Classrooms list. Click the classroom you wish to review the class list for. You will now be able to see the first and last name, PEN, gender, and date of birth for each assigned student.

## Add students

If you notice any students are missing, you will need to add them to the E-System manually.

**1** Click "Review Class List" in the left side menu.

**2** Click on your school.

**3** Click "Add Students" at the top of the page.

**4** Enter the information for the student (PEN, first and last name, date of birth, gender, postal code (no space), Aboriginal status (optional), Special needs designation (optional), English Language Learner (optional), and English as a Second Dialect (optional).

**5** Click "Save changes".

## Edit students

If you notice any incorrect student information, you will need to edit it in the E-System manually.

1. Click "Review Class List" in the left side menu.
2. Click on your school.
3. If the student is assigned to a classroom, you will need to click on their classroom.
4. To edit information for an individual student, click on their name.
5. Click the orange "Edit" button in the top right.
6. Edit any information that needs to be changed.
7. Click "Save changes".

## Withdraw students

A student can be withdrawn at any time. Parents/caregivers can withdraw at any point during the questionnaire. You can also withdraw students.

1. Click "Review Class List" in the left side menu.
2. Click on your school.
3. If the student is assigned to a classroom, you will need to click on their classroom.
4. To withdraw an individual student, click on their name.
5. Click the red "Withdraw" button in the top right.
6. Select a reason in the drop down menu and provide a brief explanation.
7. Click "Withdraw Student".

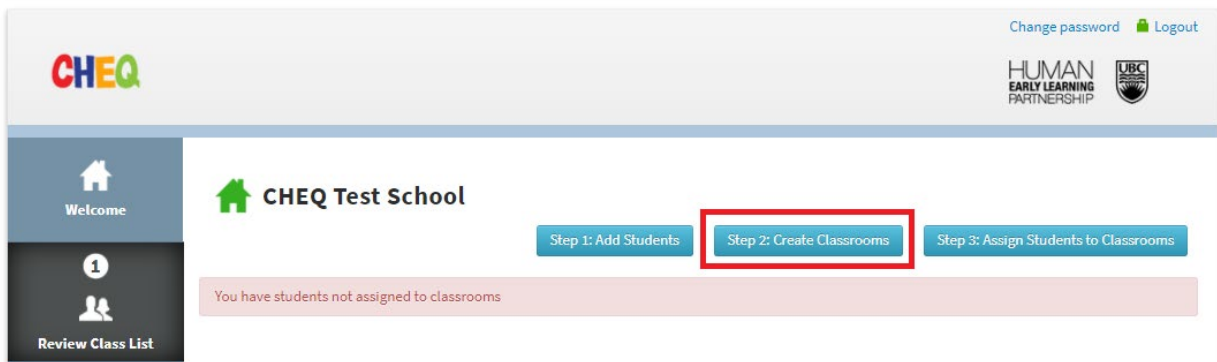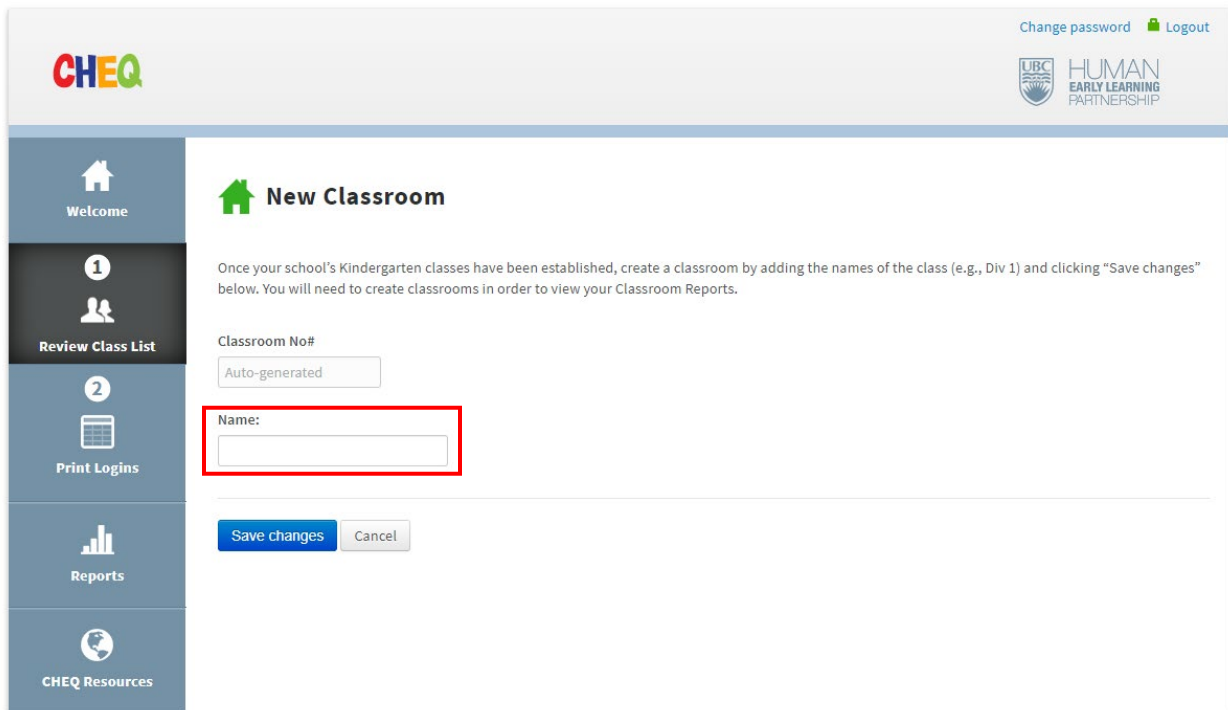## Create classrooms

If classrooms have not yet been created or you need to add additional classrooms, you can create them by following the steps below. Please note, you can hold off on creating classrooms and assigning students until your school has established its Kindergarten classrooms for the school year. Student can be assigned to classrooms any time before the end of October.

**1** Click "Review Class List" in the left side menu.
**2** Click on your school.
**3** Click "Create Classrooms" at the top of the page.
**4** Enter the name for the classroom, for example, "Div 1".
**5** Click "Save changes".
**6** If you need to edit a classroom, click on the "Options" dropdown bar in the upper right-hand corner of the screen and select "Edit".

## Assign students to classrooms

If you have students that are currently not assigned to classrooms, you can assign them to classrooms once classrooms have been established for your school

1. Click "Review Class List" in the left side menu.
2. Click on your school.
3. Click "Add Students to Classrooms" at the top of the page.
4. For each student, use the dropdown menu on the right side under "Classroom" and select the classroom you would like to place them in.
5. Click "Save changes".

## Print parent/caregivers logins

Before your CHEQ meeting or asking parents/caregivers to complete the CHEQ at home, you will need to print login information for each parent/caregiver.

1. Click "Print Logins" in the left side menu.
2. Click on your school.
3. Click the green "Print All Parent Login Sheets" button in the top right corner. This will open the login sheets in a new tab.
4. Click the green "Print" button in the top right corner.
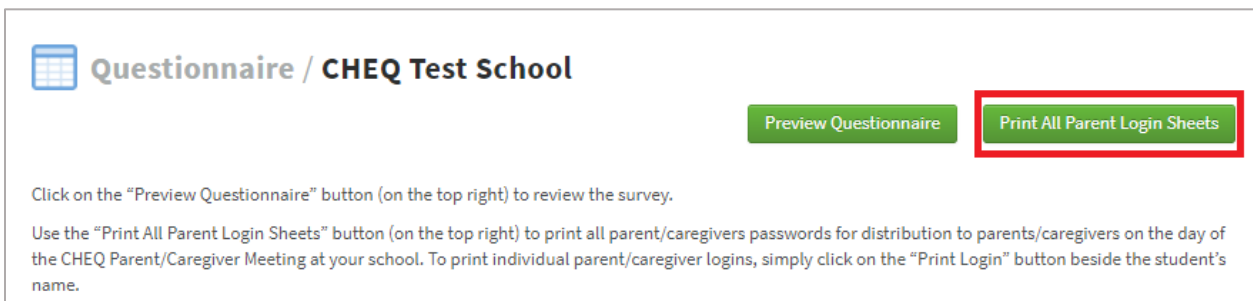5. Alternatively, if you need to print an individual login sheet, you can click the green "Print Login" button beside an individual student's information. If this button is greyed out, it is because the parent has already completed or withdrawn from the questionnaire. If the parent/caregiver wants to re-enter the questionnaire, please contact HELP and we can 'uncomplete' them so that they can use their login information again.

## Monitor CHEQ completion

You may find it helpful to monitor which parents/caregivers have not yet completed the CHEQ.

**1** Click "Print Logins" in the left side menu.

**2** Click on your school.

**3** Under the third column, "Status", you will see either "Issued", "Complete", "Started", or "Withdrawn". Those marked as Issued or Started are those that we have not yet received a completed response for. We would recommend following up with these parents/caregivers and encouraging them to complete the CHEQ at home.

| ChildID | Name | Status | Answered | Remaining | Last updated | Duration | | |
|---------|------|--------|----------|-----------|--------------|----------|---|---|
| 11-78923-1920-003 | **Bert Banana** | Complete | 3 (2%) | 121 | Aug. 13, 2019, 1:54 p.m. | 28 mins | Withdraw | Print Login |
| 11-78923-1920-002 | **Carly Carrot** | Issued | 0 (0%) | 0 | Aug. 16, 2019, 1:18 p.m. | 0 mins | Withdraw | Print Login |

| ChildID | Name | Status | Answered | Remaining | Last updated | Duration | | |
|---------|------|--------|----------|-----------|--------------|----------|---|---|
| 11-78923-1920-003 | **Bert Banana** | Complete | 3 (2%) | 121 | Aug. 13, 2019, 1:54 p.m. | 28 mins | Withdraw | Print Login |
| 11-78923-1920-002 | **Carly Carrot** | Issued | 0 (0%) | 0 | Aug. 16, 2019, 1:18 p.m. | 0 mins | Withdraw | Print Login |

## Review resources

In the E-System, you can access the How-To video, the CHEQ Parent/Caregiver video, the CHEQ Value video, a CHEQ Meeting Prep Guide, links to our website and the administration website, and the CHEQ consent letter in 12 languages.

**1** Click "CHEQ Resources" in the left side menu.

**2** Everything is hyperlinked and will direct you to the resource you are trying to access when you click on it.

## During CHEQ administration

### Showing CHEQ Parent/Caregiver video

**1** Go to https://cheq.ubc.ca/.

**2** Click "CHEQ/District Leader or Administrator"

**3** Enter your institutional/work email address and password that you received to your email

**4** Click "Log in"

**5** A popup box will appear alerting you to the start and end dates for the CHEQ. Click "OK" to move past the popup.

**6** Scroll down the page until the CHEQ Parent/Caregiver Video comes into view.

**7** Click the "Play" button on the CHEQ Parent/Caregiver Video to give parents/caregivers some background information on the CHEQ



### Ensure parents/caregivers are logged out

After parents/caregivers complete the CHEQ, ensure they are logged out of their account by checking that they are back at the login screen.

**1** If parents/caregivers are not back at the login screen, go to the top right corner and click "Logout"

## After administering the CHEQ

## Accessing CHEQ reports

You will be able to access your School Report, Classroom Reports and Snapshots, and Individual Reports for your school. These reports are available on the E-System once parents/caregivers complete the CHEQ. School reports require a minimum of five parents/caregivers completing the CHEQ to be produced and Classroom Reports and Snapshots are only created once you have created classrooms and assigned students to these classrooms. We recommend waiting until the majority of CHEQs are completed for your students before downloading these reports.

**1** Go to https://cheq.ubc.ca/.

**2** Click "CHEQ/District Leader or Administrator"

**3** Enter your institutional/work email address and password that you received to your email

**4** Click "Log in"

**5** Click "Reports" in the left side menu.

**6** From the main page, you can access your School Report, or you can click "View Classrooms" to see Classroom Reports and Snapshots as well as Individual Reports.

## Sharing CHEQ Reports with Teachers

**1** Go to https://cheq.ubc.ca/.

**2** Click "CHEQ/District Leader or Administrator"

**3** Enter your institutional/work email address and password that you received to your email

**4** Click "Log in"

**5** Click "Reports" in the left side menu.

**6** Click "View Classrooms"

**7** On the top right corner click the button that says "Share with Teacher".

**8** This button will lead you to a form where you can fill in a teacher's: first and last name, email address and which classroom you would like them to access reports.

**9** Once the teacher is added they will receive an email to set up a password for the CHEQ website.

**10** As soon as the teacher sets up a password they can log in and view their classroom reports.

## Printing/Sharing CHEQ reports

Select the report you would like to print or share and it will generate in a separate window with the option to print/save on the bottom of the left navigation menu. These reports can inform classroom planning, identify areas for school programming to build additional experiences for students and can be looked at together with EDI data to give insight into vulnerability rates. We recommend waiting until the majority of CHEQs are completed or until the CHEQ E-System closes.

# Section 2: District Admins

## Prior to administering the CHEQ

### Set up login credentials

You will receive an email from cheq@help.ubc.ca with a link that you can follow to create a new password and login to the CHEQ E-System https://cheq.ubc.ca/

Note: If you haven't received an email to create your own password you can click "Forgotten your password?" on the CHEQ/District Leader or Administrator login and type in your institutional/work email to be sent new login information, or we can reset it for you now. *See Section 4: Reset password*

### Login to E-System

1. Go to https://cheq.ubc.ca/.
2. Click "CHEQ/District Leader or Administrator"
3. Enter your institutional/work email address and password that you received to your email
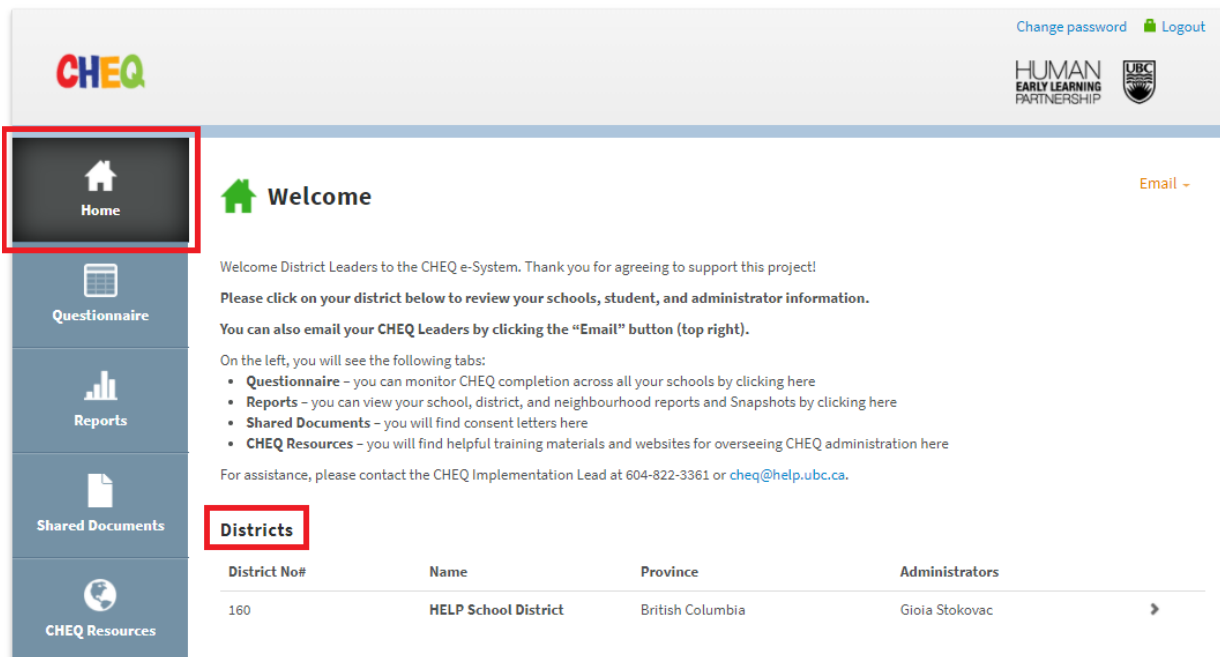4. Click "Log in"
5. Select your district from the list.

## Add school

If, after the MyED/manual upload you find that a school in your district is missing, you will need to manually input it into the system.

**1**   Select your district from the list.
**2**   Click the blue "Add school" button in the top right.
**3**   Fill in the school details (mincode, name, address, city, postal code (no spaces)) and select the CHEQ Leader from a list (optional).
**4**   Click "Save changes"
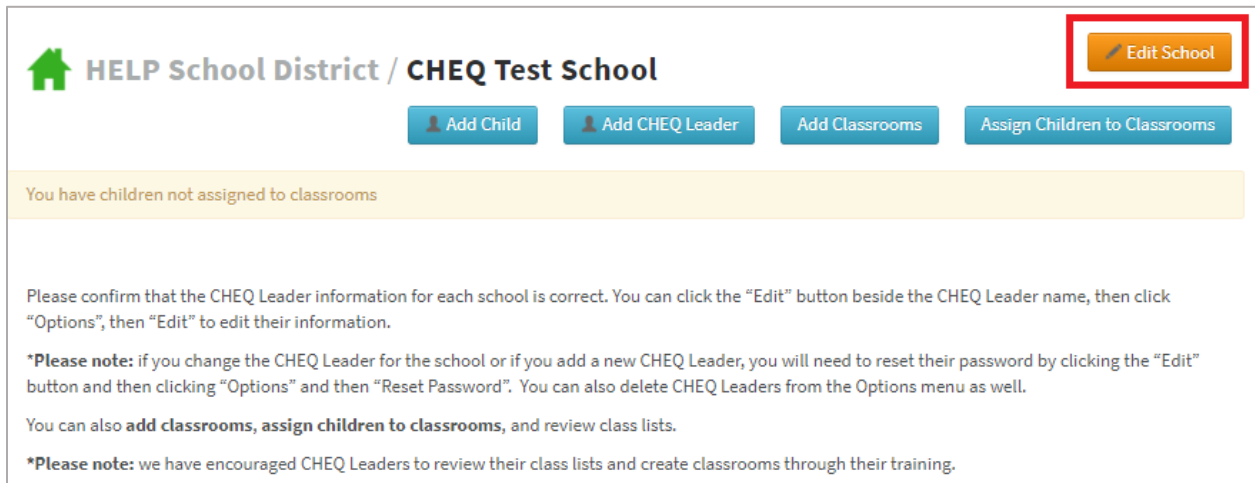


## Edit school

If, after the MyED/manual upload you find that a school in your district needs to be edited, you will need to manually input it into the system.

**1**   Select your district from the list.
**2**   Select the school that needs to be edited.
**3**   Click the orange "Edit School" button in the top right.
**4**   Change the relevant details.
**5**   Click "Save changes"
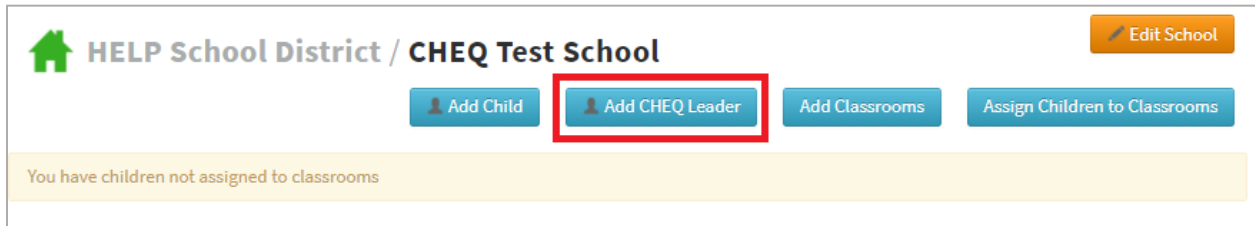
## Adding a CHEQ Leader

To add a CHEQ Leader for a school, you can input them manually into the system.

1   Select your district from the list.
2   Select the school that needs a CHEQ Leader added.
3   Click the blue "Add CHEQ Leader" button.
4   Fill in the details ensuring that the appropriate school(s) are selected for the new CHEQ Leader.
5   Click "Save changes".
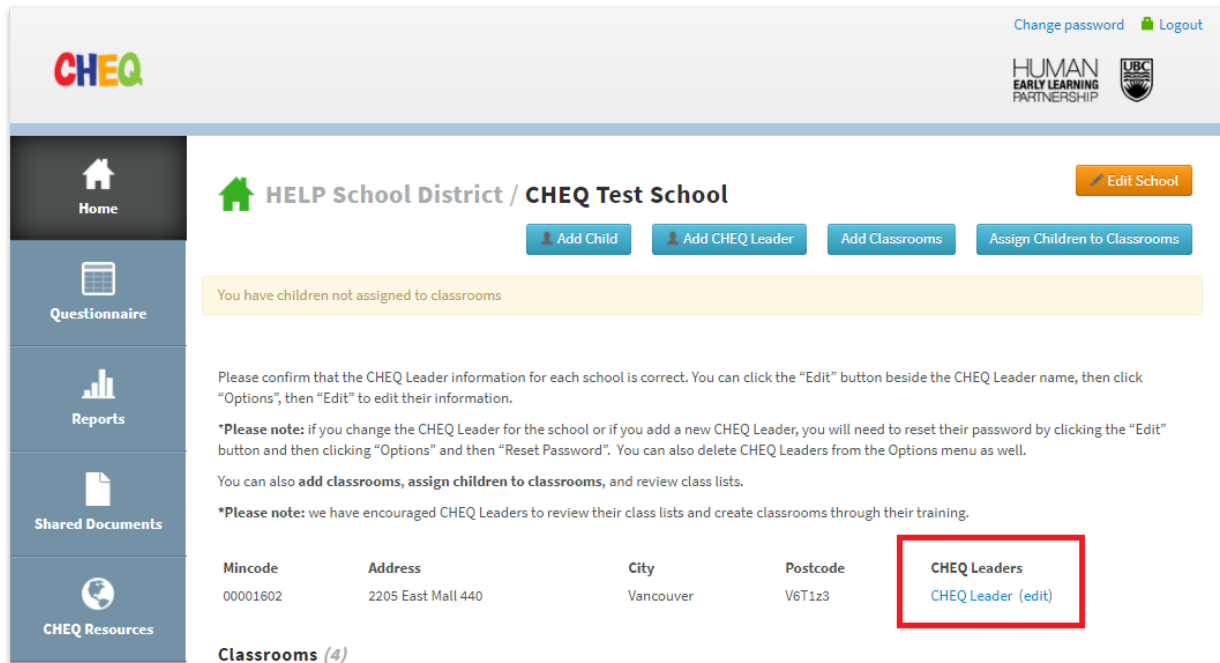


## Reviewing/editing CHEQ Leader information

If you need to edit information for a CHEQ Leader, you can do so manually in the system.

1   Select your district from the list.
2   Select the school whose CHEQ Leader needs to be edited.
3   Click "Edit" underneath "CHEQ Leaders".
4   Change the relevant details.
5   Click "Save changes".

## Add/edit student, create classroom, assign student to classroom

*See instructions for CHEQ Leader.*

## Viewing and updating Missing Data

In some cases, the MyEducationBC extract that we received could be incomplete. As a District Lead, you are able to review what is missing and edit this information in the e-System.

To review and edit Missing Data:

1    Select your district from the list.
2    Select the "Steps" dropdown list in the top right-corner of the screen.
3    Click "View Missing Data".
4    On the next page you will see missing data related to your schools, CHEQ Leaders, and Children. In each case, it will note what field or information is missing.
5    To edit, select the item from the list.
6    Add/edit the missing information.
7    Click "Save changes".

## After administering the CHEQ

## Accessing CHEQ reports

You will be able to access your District, School, Classroom and Snapshot Reports for your district. District and Neighbourhood reports are released once administration closes. School and Classroom reports are available on the E-System once parents/caregivers complete the CHEQ. School reports require a minimum of five completed questionnaires.

**1** Go to https://cheq.ubc.ca/.
**2** Click "CHEQ/District Leader or Administrator"
**3** Enter your institutional/work email address and password that you received to your email
**4** Click "Log in"
**5** Click "Reports" in the left side menu.
**6** From the main page, you can access your District Report, or you can click "View Schools" to see School Reports and Snapshots.

## Printing/Sharing CHEQ reports

Select the report you would like to print or share and it will generate in a separate window with the option to print/save in the bottom left hand corner of the navigation menu. These reports can inform classroom planning, identify areas for school programming to build additional experiences for students and can be looked at together with EDI data to give insight into vulnerability rates. We recommend waiting until the majority of CHEQs are completed or when the CHEQ E-System closes.

# Section 3: Parents/Caregivers
## Completing the CHEQ
### Login to E-System

1.  Go to https://cheq.ubc.ca/.
2.  Click "Parent/Guardian Login"
3.  Enter your parent/caregiver login and password provided to you by your CHEQ Leader. If you no longer have it, I can look it up for you.
4.  Click "Log in"



### Start questionnaire

Before you can begin the questionnaire, you need to agree to participate.

1.  Please read through the consent form. If you would like to view it in a language other than English, select the corresponding tab from the top of the consent popup.



2.  If you have read through the consent form and want to participate, select the green "I consent, begin the CHEQ" button.
3.  If you have read through the consent form and do not wish to participate, select the red "I do not consent, withdraw me from the survey" button.

4    Please remember that this questionnaire is voluntary.

5    Please watch the CHEQ Parent/Caregiver Video.

| I do not consent, withdraw me from the survey | I consent, begin the CHEQ |
|---|---|
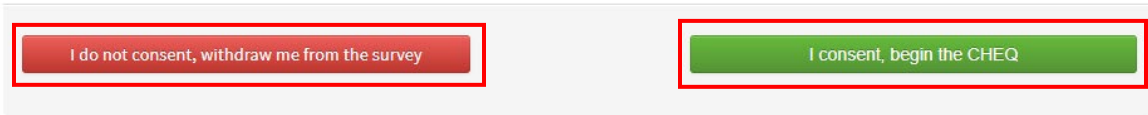
6    Click "Start Questionnaire".

7    If you have changed your mind, you can click "Withdraw from this questionnaire".



Start Questionnaire

Withdraw from this questionnaire
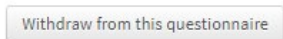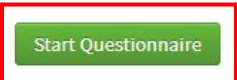
## Navigating survey

1    Click the green "Next" button to move to the next page. This button is at the top and bottom of every page.

Next ›

2    Click the orange "Previous" button to move back a page. This button is at the top and bottom of every page.

‹ Previous

3    Click the grey "Withdraw from this questionnaire" button at the bottom of the page to withdraw.

Withdraw from this questionnaire
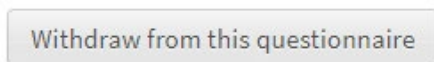
## Withdraw from questionnaire

After clicking "Withdraw from this questionnaire" you need to confirm your withdrawal.

**1** Please provide a reason for withdrawal in the drop down menu.
**2** If possible, please elaborate on your reason for withdrawing.
**3** Click "Yes, I want to withdraw".



## Finish questionnaire

When you have completed the CHEQ, you need to submit your responses.

**1** Click the green "Finish Questionnaire" button.
**2** Click "Log out"

# Section 4: HELP Admin

## Uncomplete parent/caregiver questionnaire

To uncomplete a parent/caregiver questionnaire:

1. Go to "Questionnaires" → CHEQ 2019-20 → DISTRICT → SCHOOL
2. Find the child whose questionnaire needs to be uncompleted.
3. Click the orange "Uncomplete" button

| ChildID | Status | Answered | Remaining | Last updated | Duration | | | |
|---------|--------|----------|-----------|--------------|----------|---|---|---|
| 11-78923-1920-003 | Complete | 3 (2%) | 121 | Aug. 13, 2019, 1:54 p.m. | 28 mins | Withdraw | Print Login | Uncomplete |
| 11-78923-1920-002 | Issued | 0 (0%) | 0 | Aug. 16, 2019, 1:18 p.m. | 0 mins | Withdraw | Print Login | |

## Withdraw participant after completion

1. Go to "Questionnaires" → CHEQ 2019-20 → DISTRICT → SCHOOL
2. Find the child whose questionnaire needs to be uncompleted.
3. Click the "Withdraw" button

| ChildID | Status | Answered | Remaining | Last updated | Duration | | | |
|---------|--------|----------|-----------|--------------|----------|---|---|---|
| 11-78923-1920-003 | Complete | 3 (2%) | 121 | Aug. 13, 2019, 1:54 p.m. | 28 mins | Withdraw | Print Login | Uncomplete |
| 11-78923-1920-002 | Issued | 0 (0%) | 0 | Aug. 16, 2019, 1:18 p.m. | 0 mins | Withdraw | Print Login | |

## Reset password

1. Go to "Home" → DISTRICT → SCHOOL
2. Click on "edit" beside the CHEQ Leader's name
3. Select the orange "Options" drop down menu
4. Click "Reset Password"

**2019 Test District / Incredible School**

Options ▾

Step 1: Add Classrooms    Step 2: Assign Children to Classrooms

You have children not assigned to classrooms

| Mincode | Address | City | Postcode | CHEQ Leaders |
|---------|---------|------|----------|--------------|
| 54678923 | 2205 East Mall 440 | Vancouver | V6T1Z3 | cheq leader (2019) (edit) |

**cheq leader (2019)**

Options ▾

⟳ Reset Password

🗑 Delete

**First Name:**

cheq

**Last Name:**
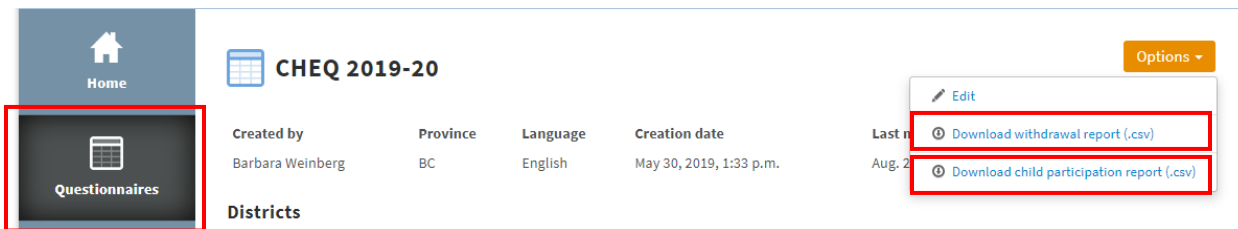
leader (2019)

**Email:**

cheqleader2019@gmail.com

## Access completion report for schools

**1** Go to "System Reports" → Completion Report → Export CSV

## Access participation and withdraw reports for participants

**1** Go to "Questionnaires" → CHEQ 2023-24 BC

**2** Click the orange "Options" button in top right.

**3** Select "Download withdrawal report" or "Download child participation report".



🏠 Home

▦ Questionnaires

▦ **CHEQ 2019-20**

Options ▾

✎ Edit

ⓘ Download withdrawal report (.csv)

ⓘ Download child participation report (.csv)

| Created by | Province | Language | Creation date | Last |
|---|---|---|---|---|
| Barbara Weinberg | BC | English | May 30, 2019, 1:33 p.m. | Aug. 2 |

**Districts**