

E-System Manual 2022

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Section 1: CHEQ Leaders

Prior to administering the CHEQ

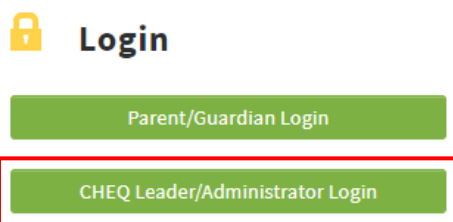
Set up login credentials

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.

Change password Logout

CHEQ HUMAN EARLY LEARNING PARTNERSHIP UBC

Welcome **CHEQ Test School**

Step 1: Add Students Step 2: Create Classrooms Step 3: Assign Students to Classrooms

You have students not assigned to classrooms

Please review the student list below to make sure all of the Kindergarten students in your school are included and that their information is accurate. You can **add new students** by clicking the "Add Students" button above. You can edit students by clicking the name of the student below. When it is possible, you can **create classrooms** by clicking the button above. Once classrooms have been created, you can **assign students to classrooms**. You can **edit** student information or **withdraw** a student by clicking on the student and selecting the "Edit" or "Withdraw" button.

Mincode	Address	City	Postcode	CHEQ Leaders
00001602	2205 East Mall 440	Vancouver	V6T1z3	Gioia Stokovac

Unassigned Students (5)

Child ID	Name	PEN	Gender	DOB
16-01602-2021-011	Child Childerson	999888777	Male	Oct. 4, 2015
16-01602-2021-013	Daisy Flower	222222233	Male	Oct. 30, 2015

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".

Change password Logout

CHEQ HUMAN EARLY LEARNING PARTNERSHIP UBC

Welcome **CHEQ Test School**

Step 1: Add Students Step 2: Create Classrooms Step 3: Assign Students to Classrooms

You have students not assigned to classrooms

New Child

Child PEN:

Child ID

First Name:

Last Name:

Date of Birth:

Gender:

Post code:

Aboriginal status:

Special needs designation:

English Language Learner?

English as a Second Dialect?

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".

Change password Logout

CHEQ HUMAN EARLY LEARNING PARTNERSHIP

Welcome

1
 Review Class List

2
 Print Logins

Reports

CHEQ Resources

CHEQ Test School / 999888777 [Edit](#) [Withdraw](#)

Click "Edit" if you need to update this student's information. Click "Withdraw" if the student needs to be withdrawn from the survey for any reason.

PEN	999888777
ChildID	16-01602-2021-011
Date of birth	Oct. 4, 2015
Gender	Male
Post code	A1B2C3
Aboriginal	
Designated Special Needs	
English Language Learner?	Unknown
English as a Second Dialect?	Unknown

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".

Change password Logout

CHEQ HUMAN EARLY LEARNING PARTNERSHIP UBC

Welcome

CHEQ Test School / 999888777 Edit Withdraw

Click "Edit" if you need to update this student's information. Click "Withdraw" if the student needs to be withdrawn from the survey for any reason.

PEN	999888777
ChildID	16-01602-2021-011
Date of birth	Oct. 4, 2015
Gender	Male
Post code	A1B2C3
Aboriginal	
Designated Special Needs	
English Language Learner?	Unknown
English as a Second Dialect?	Unknown

1 Welcome

2 Review Class List

3 Print Logins

4 Reports

CHEQ Resources

Change password Logout

CHEQ HUMAN EARLY LEARNING PARTNERSHIP UBC

Welcome

Withdraw Child

Warning! Deleting a partial or completed survey is permanent. A student can be re-added, but the data cannot be recovered.

Withdrawal Reason:
Please provide a reason for withdrawing the student from the questionnaire

None

Explanation:
If possible, please elaborate on your reason for withdrawing the child in the text box below:

Optional

Withdraw Student Cancel

1 Welcome

2 Review Class List

3 Print Logins

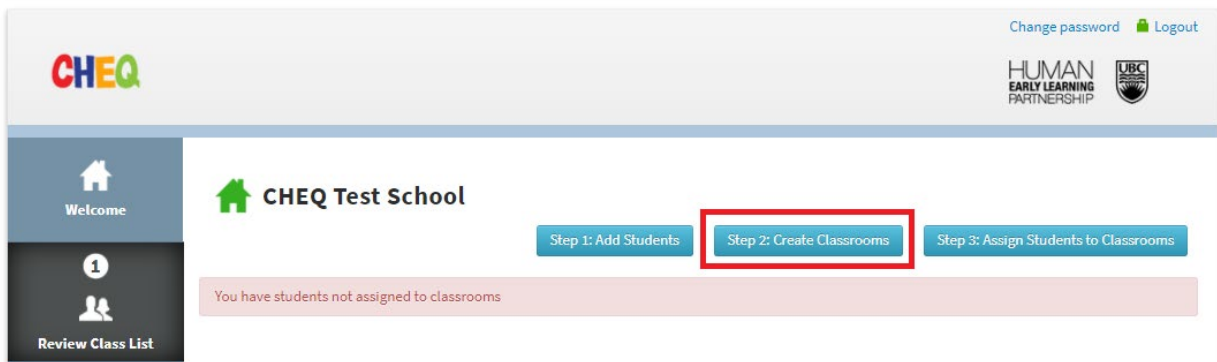
4 Reports

CHEQ Resources

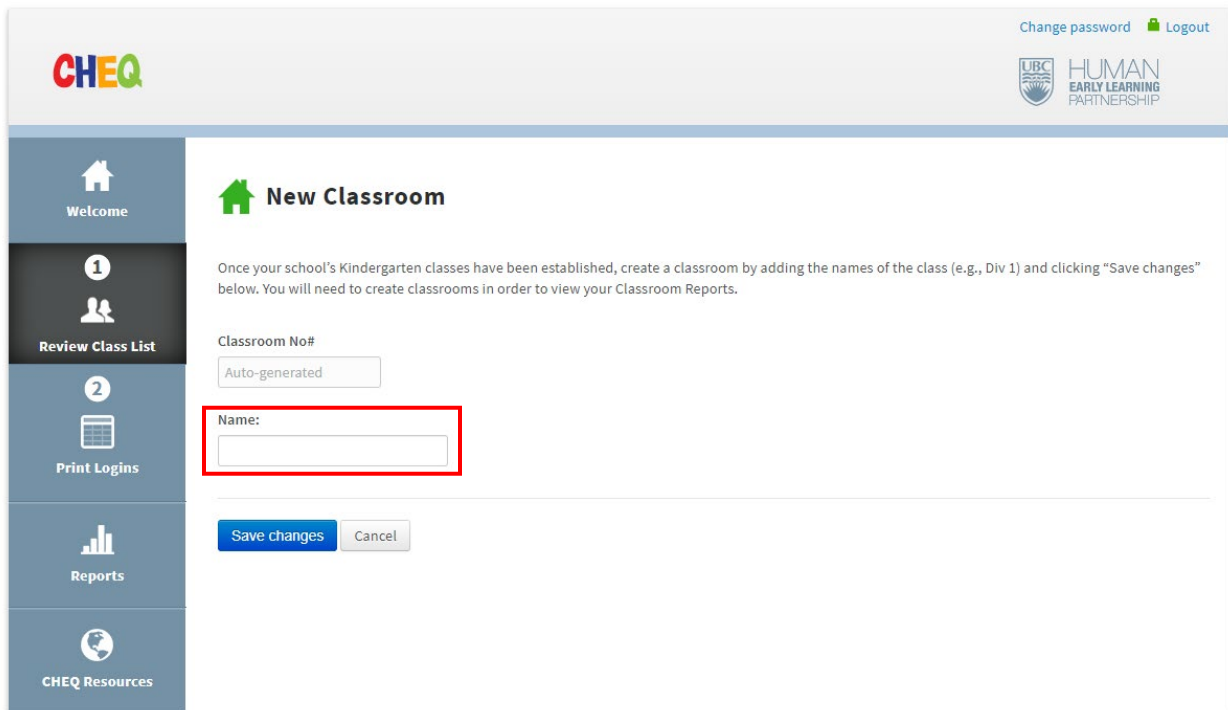
Create classrooms

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".



The screenshot shows the dashboard for 'CHEQ Test School'. At the top right, there are links for 'Change password' and 'Logout', along with logos for 'HUMAN EARLY LEARNING PARTNERSHIP' and 'UBC'. The left sidebar contains a 'Welcome' message and a 'Review Class List' button. The main content area displays 'CHEQ Test School' and three steps: 'Step 1: Add Students', 'Step 2: Create Classrooms' (highlighted with a red box), and 'Step 3: Assign Students to Classrooms'. A message below the steps states 'You have students not assigned to classrooms'.



The screenshot shows the 'New Classroom' form. At the top right, there are links for 'Change password' and 'Logout', along with logos for 'HUMAN EARLY LEARNING PARTNERSHIP' and 'UBC'. The left sidebar contains a 'Welcome' message and a 'Review Class List' button. The main content area displays 'New Classroom' and a message: 'Once your school's Kindergarten classes have been established, create a classroom by adding the names of the class (e.g., Div 1) and clicking "Save changes" below. You will need to create classrooms in order to view your Classroom Reports.' Below the message, there is a 'Classroom No#' field with 'Auto-generated' text. A 'Name:' field is highlighted with a red box. At the bottom, there are 'Save changes' and 'Cancel' buttons.

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".

The screenshot shows the top navigation bar with the CHEQ logo, 'Change password', and 'Logout'. Below the navigation bar is a sidebar with 'Welcome' and 'Review Class List' (indicated with a '1'). The main content area displays 'CHEQ Test School' and three buttons: 'Step 1: Add Students', 'Step 2: Create Classrooms', and 'Step 3: Assign Students to Classrooms' (highlighted with a red box). A pink notification bar below the buttons states 'You have students not assigned to classrooms'.

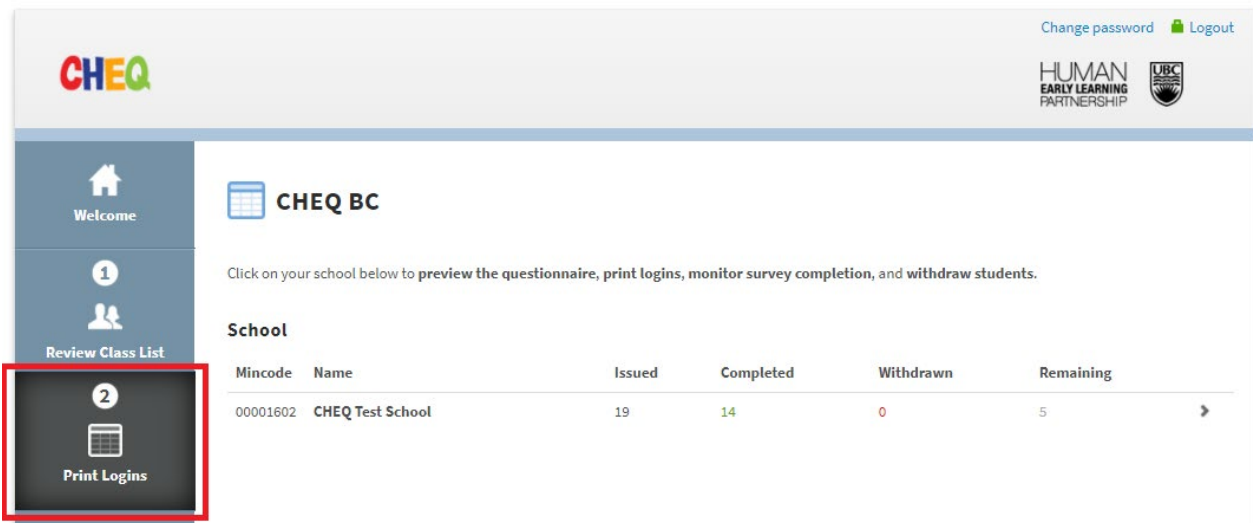
The screenshot shows the 'Student Classroom Assignment' page. The sidebar includes 'Welcome', 'Review Class List' (indicated with a '1'), 'Print Logins' (indicated with a '2'), and 'Reports'. The main content area has a 'Save changes' button and a 'Cancel' button. Below the buttons is a table of students with columns for Child ID, Name, PEN, Gender, and DOB. The 'Classroom' column contains dropdown menus, with the first one highlighted by a red box.

Child ID	Name	PEN	Gender	DOB	Classroom
16-01602-2021-011	Child Childerson	999888777	Male	Oct. 4, 2015	-----
16-01602-2021-013	Daisy Flower	222222233	Male	Oct. 30, 2015	-----

Print parent/caregivers logins

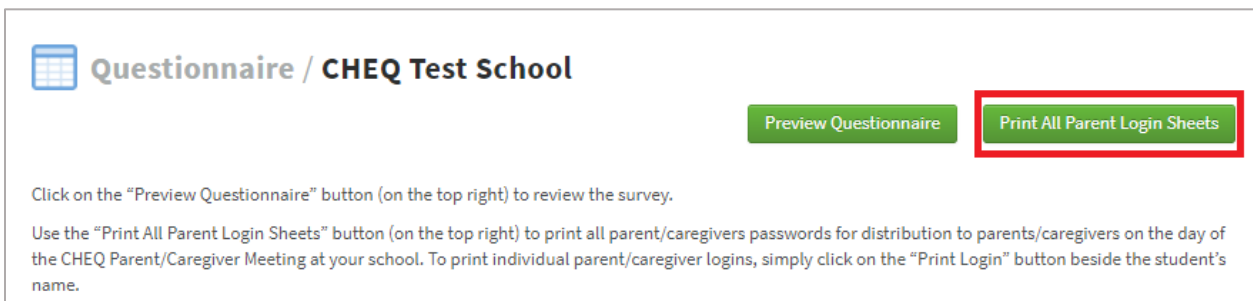
Before your CHEQ meeting or asking parents/caregivers to complete the CHEQ at home, you will need to print login information for each parent/caregiver.

- 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.



The screenshot shows the CHEQ BC dashboard. In the top right corner, there are links for "Change password" and "Logout", along with logos for "HUMAN EARLY LEARNING PARTNERSHIP" and "UBC". The left sidebar contains a "Welcome" section with a home icon, a "Review Class List" section with a list icon, and a "Print Logins" section with a calendar icon, which is highlighted with a red box and a "2" in a circle. The main content area shows a table of schools with columns for Mincode, Name, Issued, Completed, Withdrawn, and Remaining. The table contains one row for "CHEQ Test School" with values 19, 14, 0, and 5. A red box highlights the "Print Logins" button in the sidebar.

Mincode	Name	Issued	Completed	Withdrawn	Remaining
00001602	CHEQ Test School	19	14	0	5



The screenshot shows the "Questionnaire / CHEQ Test School" page. At the top right, there are two buttons: "Preview Questionnaire" and "Print All Parent Login Sheets", with the latter highlighted by a red box. Below the buttons, there is a paragraph of text: "Click on the 'Preview Questionnaire' button (on the top right) to review the survey. Use the 'Print All Parent Login Sheets' button (on the top right) to print all parent/caregivers passwords for distribution to parents/caregivers on the day of the CHEQ Parent/Caregiver Meeting at your school. To print individual parent/caregiver logins, simply click on the 'Print Login' button beside the student's name."

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.

The screenshot shows the CHEQ Resources page. The sidebar on the left has a red box around the 'CHEQ Resources' menu item. The main content area is titled 'CHEQ Resources' and contains the following text:

The following materials and videos are available to support you in your role as a CHEQ Leader. If you have any further questions about the CHEQ and/or your role, please contact the CHEQ Implementation Lead at 604-822-1836 or email cheq@help.ubc.ca.

Resources:

- Watch the **CHEQ How-To Video** by clicking [here](#). This brief training video was developed to support CHEQ Leaders administer the CHEQ.
- Watch or show the **CHEQ Parent Video** by clicking [here](#). This video was developed for parents/guardians to watch before completing the CHEQ and provides an overview of the questionnaire and information on how to complete it. Please note, the consent form will automatically appear when parents login to the system and they must review the form before beginning the questionnaire.
- To hear more about what people around the province are saying about their experience with the CHEQ, view the **CHEQ Value Video** [here](#).
- Click [here](#) to view the **CHEQ Meeting Prep Guide** which includes tips for preparing for the meeting, frequently asked questions, and a script to read at the beginning of the meeting.
- The Human Early Learning Partnership (HELP) staff value your feedback and will follow-up with you following administration.

Helpful websites:

- [Human Early Learning Partnership \(HELP\) - CHEQ](#)
- [CHEQ Administrator/Leader Blog](#)

Consent Letters

English
한국어
हिन्दी
简体中文
فارسی

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

The screenshot shows the CHEQ administrator dashboard. On the left is a sidebar with navigation options: Welcome, Review Class List, Print Logins, Reports, and CHEQ Resources. The main content area has a 'Welcome' header with instructions for administrators. Below this is a video player for 'CHEQ How-To Video'. Further down, there is a video player for 'CHEQ Parent Video', which is highlighted with a red rectangular box. Below the video player, there is a note: 'You can show the CHEQ Parent Video (below) to parents at the beginning of your CHEQ meeting to provide an overview of the project. Please note, the consent form will automatically appear when parents log in to the system and they must review the form before beginning the questionnaire.'

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”

The screenshot shows the footer of the CHEQ website. On the left is the CHEQ logo. On the right, there are links for 'Change password' and 'Logout'. The 'Logout' button is highlighted with a red rectangular box. Below the links are the logos for UBC and HUMAN EARLY LEARNING PARTNERSHIP.

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.

Change password Logout

CHEQ UBC HUMAN EARLY LEARNING PARTNERSHIP

Reports

School Report: Your School Reports will be available once parents complete the CHEQ. For a School Report to be generated, a minimum of five parents must complete the CHEQ. However, to ensure reports are representative, we recommend downloading your reports once the majority of parents complete the CHEQ. Please click the "View School Report" link to access.

Classroom Report(s) and Snapshot(s): You can view Classroom Reports and Snapshots by clicking on the name of your school or the "View Classrooms" button and then clicking either "View Classroom Report" or "View Classroom Snapshot". Please note that Classroom Reports will only be available as classrooms are created and these reports are also only available once a minimum of five parents complete the CHEQ.

Individual reports: You can view individual student reports by clicking on the name of your school or "View Classrooms" and clicking "View Individual Reports" for each classroom.

Schools

Name	Report
Fantastic Institute	View School Report View Classrooms >
Incredible School	View School Report View Classrooms >
Incredible School	Report Unavailable View Classrooms >
Mamquam Elementary	Report Unavailable View Classrooms >
Super School	Report Unavailable View Classrooms >

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.

The screenshot shows the CHEQ website interface. At the top right, there are links for "Change password" and "Logout". The CHEQ logo is on the left, and the "HUMAN EARLY LEARNING PARTNERSHIP" logo with the UBC crest is on the right. A left sidebar contains navigation options: "Welcome", "Review Class List", "Print Logins", "Reports" (highlighted), and "CHEQ Resources". The main content area is titled "Reports / CHEQ Test School" and features a "Share with Teacher" button highlighted with a red box. Below this, there are instructions for viewing Classroom Reports and Individual Reports. A table titled "Classrooms" lists Class 1 through Class 4, with links for "View Classroom Snapshot" and "View Individual Reports".

Name	Teachers	Snapshot	Report
Class 1		View Classroom Snapshot	Classroom Report Unavailable View Individual Reports ▶
Class 2		View Classroom Snapshot	Classroom Report Unavailable View Individual Reports ▶
Class 3		View Classroom Snapshot	View Classroom Report View Individual Reports ▶
Class 4		View Classroom Snapshot	Classroom Report Unavailable View Individual Reports ▶

[Unassigned Students](#) [View Individual Reports](#) ▶

Change password Logout

CHEQ HUMAN EARLY LEARNING PARTNERSHIP

Welcome

Review Class List

Print Logins

Reports

CHEQ Resources

Reports / CHEQ Test School / New Teacher

First Name:

Last Name:

Email:

Classroom:

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.

CHEQ

INTRODUCTION TO THE CHEQ

YOUR CHEQ DATA

- General Information
- Physical Health & Well-being
- Nutrition
- Sleep
- Motor Skills & Experiences
- Language & Cognition
- Social & Emotional Experiences
- Screen Time
- Early Learning & Care
- General Activities
- Neighbourhood Experiences
- Demographics
- COVID-19 Pandemic


USING YOUR CHEQ REPORTS

ABOUT HELP

REFERENCES

SUPPORT

Print PDF



HELP SCHOOL DISTRICT

THE CHILDHOOD EXPERIENCES QUESTIONNAIRE

SCHOOL DISTRICT REPORT

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*

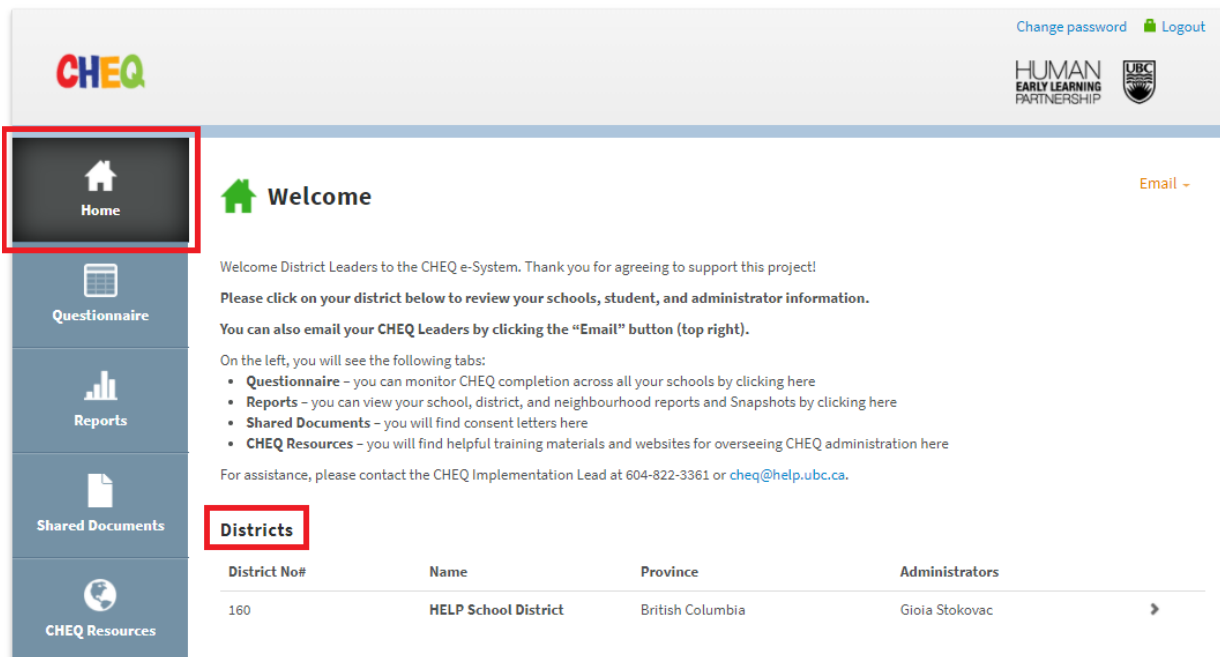
Login to E-System


- 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.

Login

Parent/Guardian Login

CHEQ Leader/Administrator Login



Change password  Logout

CHEQ HUMAN EARLY LEARNING PARTNERSHIP UBC

Home Welcome Email -

Welcome District Leaders to the CHEQ e-System. Thank you for agreeing to support this project!


Please click on your district below to review your schools, student, and administrator information.

You can also email your CHEQ Leaders by clicking the "Email" button (top right).

On the left, you will see the following tabs:

- **Questionnaire** – you can monitor CHEQ completion across all your schools by clicking here
- **Reports** – you can view your school, district, and neighbourhood reports and Snapshots by clicking here
- **Shared Documents** – you will find consent letters here
- **CHEQ Resources** – you will find helpful training materials and websites for overseeing CHEQ administration here

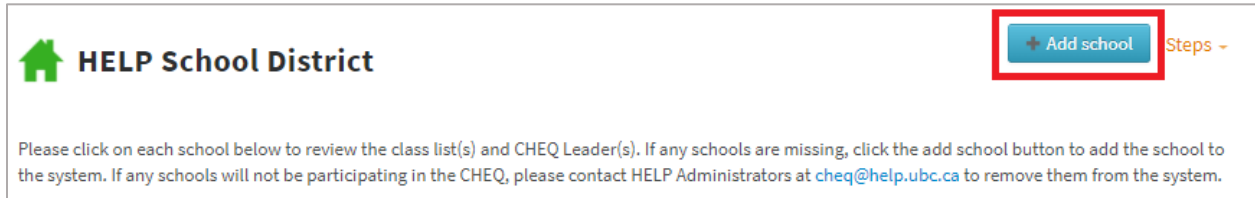
For assistance, please contact the CHEQ Implementation Lead at 604-822-3361 or cheq@help.ubc.ca.

District No#	Name	Province	Administrators
160	HELP School District	British Columbia	Gioia Stokovac 

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”

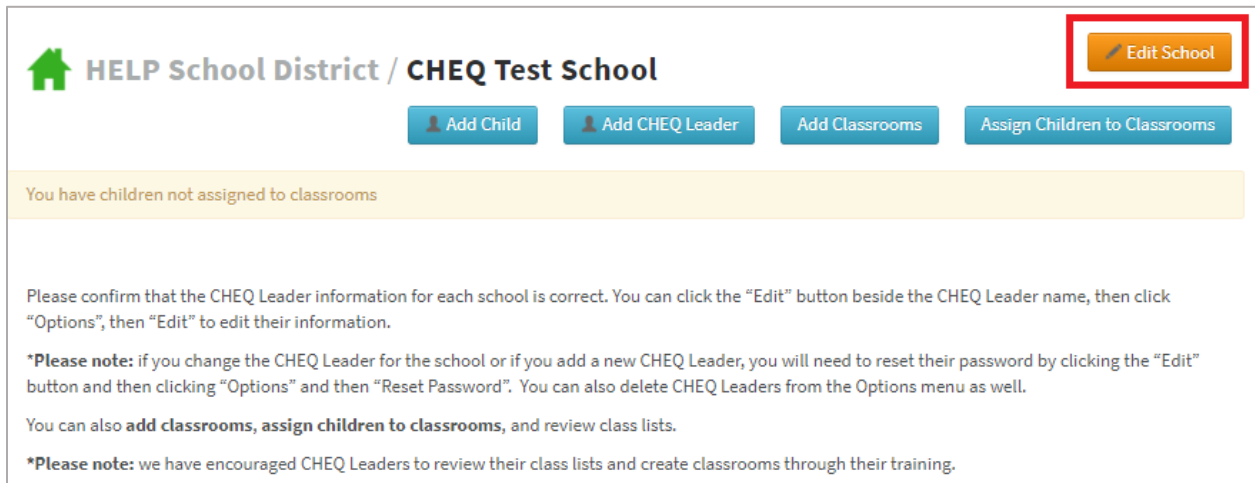


The screenshot shows the top navigation bar of the HELP School District system. On the left is the HELP School District logo. On the right, there is a blue button with a plus sign and the text "Add school", which is highlighted with a red rectangular box. To the right of this button is a "Steps" dropdown menu.

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”

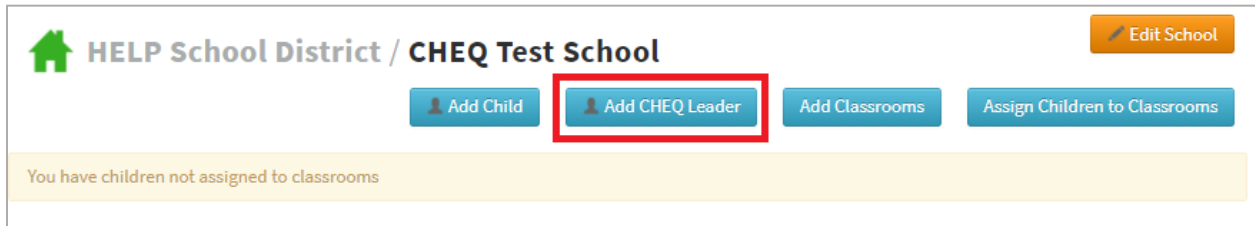


The screenshot shows the interface for editing a school. The top navigation bar includes the HELP School District logo and the school name "CHEQ Test School". On the right, an orange button with a pencil icon and the text "Edit School" is highlighted with a red rectangular box. Below the navigation bar are four blue buttons: "Add Child", "Add CHEQ Leader", "Add Classrooms", and "Assign Children to Classrooms". A yellow banner below these buttons reads "You have children not assigned to classrooms". The main content area contains instructions for confirming CHEQ Leader information and a note about resetting passwords.

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”.

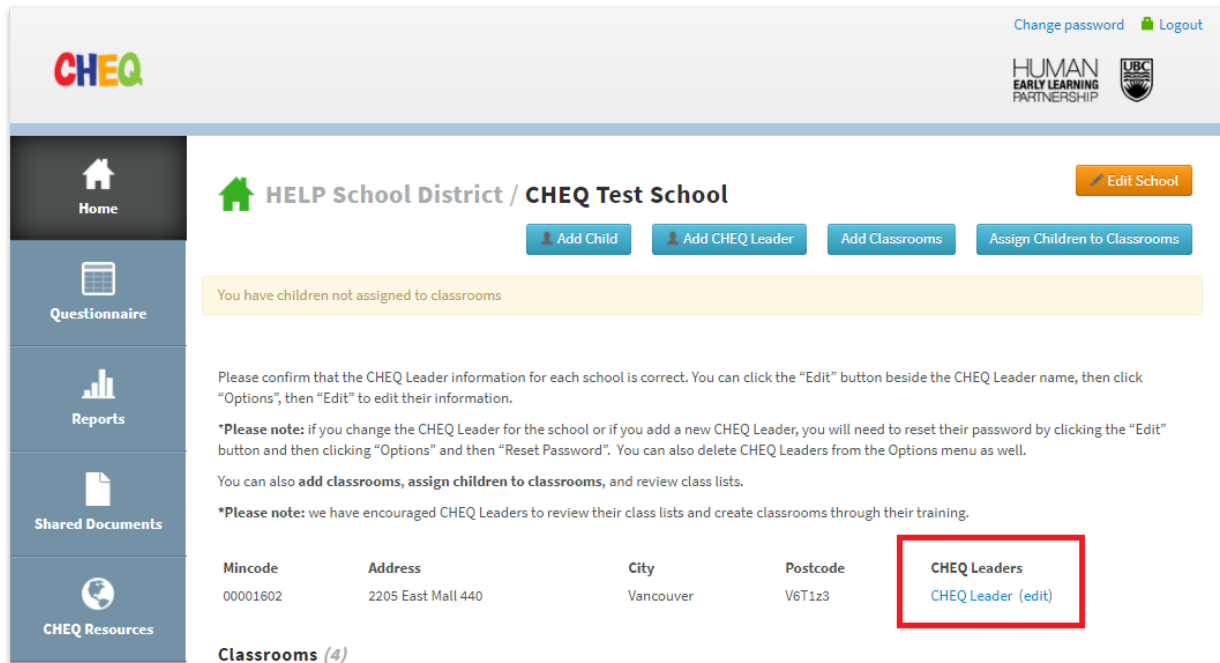


The screenshot shows the top navigation bar for the HELP School District / CHEQ Test School. It includes a home icon, the district name, and an 'Edit School' button. Below the navigation bar are four buttons: 'Add Child', 'Add CHEQ Leader' (highlighted with a red box), 'Add Classrooms', and 'Assign Children to Classrooms'. A yellow message bar below the buttons states 'You have children not assigned to classrooms'.

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”.



The screenshot shows the main dashboard for the HELP School District / CHEQ Test School. It includes a sidebar with navigation options: Home, Questionnaire, Reports, Shared Documents, and CHEQ Resources. The main content area displays the school name and navigation buttons. A yellow message bar states 'You have children not assigned to classrooms'. Below this, there is a confirmation message: 'Please confirm that the CHEQ Leader information for each school is correct. You can click the “Edit” button beside the CHEQ Leader name, then click “Options”, then “Edit” to edit their information.' A note follows: '*Please note: if you change the CHEQ Leader for the school or if you add a new CHEQ Leader, you will need to reset their password by clicking the “Edit” button and then clicking “Options” and then “Reset Password”. You can also delete CHEQ Leaders from the Options menu as well.' Another note states: 'You can also add classrooms, assign children to classrooms, and review class lists.' A final note says: '*Please note: we have encouraged CHEQ Leaders to review their class lists and create classrooms through their training.' Below the text is a table with columns: Mincode, Address, City, Postcode, and CHEQ Leaders. The 'CHEQ Leaders' column contains a link 'CHEQ Leader (edit)' which is highlighted with a red box. Below the table, it says 'Classrooms (4)'.

Mincode	Address	City	Postcode	CHEQ Leaders
00001602	2205 East Mall 440	Vancouver	V6T1Z3	CHEQ Leader (edit)

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.

The screenshot shows the CHEQ web application interface. At the top, there is a navigation bar with the CHEQ logo, a 'Change password' link, and a 'Logout' button. Below the navigation bar is a sidebar with menu items: Home, Questionnaire, Reports (highlighted with a red box), Shared Documents, and CHEQ Resources. The main content area is titled 'Reports' and includes a 'Year' dropdown menu set to '2020-21'. Below this, there is a section for 'Districts' with a message: 'Your School District Report and Snapshot, as well as Neighbourhood Report(s), will be available once CHEQ Administration closes. To view your School Reports, click on the name of your district or “View Schools”.' A table lists districts with columns for 'District #', 'Name', 'Snapshot', and 'Report'. The table contains one row for 'HELP School District' with a 'View District Snapshot' link. In the 'Report' column, there are two links: 'View District Report' and 'View Schools >', both highlighted with red boxes.

District #	Name	Snapshot	Report
160	HELP School District	View District Snapshot	View District Report View Schools >

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.



CHEQ

INTRODUCTION TO THE CHEQ

YOUR CHEQ DATA

- General Information
- Physical Health & Well-being
- Nutrition
- Sleep
- Motor Skills & Experiences
- Language & Cognition
- Social & Emotional Experiences
- Screen Time
- Early Learning & Care
- General Activities
- Neighbourhood Experiences
- Demographics
- COVID-19 Pandemic

USING YOUR CHEQ REPORTS

ABOUT HELP

REFERENCES

SUPPORT

Print PDF 

HELP SCHOOL DISTRICT

THE CHILDHOOD EXPERIENCES QUESTIONNAIRE

SCHOOL DISTRICT REPORT

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”



Login

Parent/Guardian Login

CHEQ Leader/Administrator Login

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.

Logout

CHEQ

HUMAN EARLY LEARNING PARTNERSHIP

Questionnaire

Parent Consent Letter

Please review the consent form below. If you wish to complete the questionnaire, click "I consent, begin the CHEQ" at the bottom of this page. If you wish to withdraw, please click the red button at the bottom of this page.

English فارسی 한국어 ਪੰਜਾਬੀ 简体中文

Childhood Experiences Questionnaire (CHEQ) Consent Form

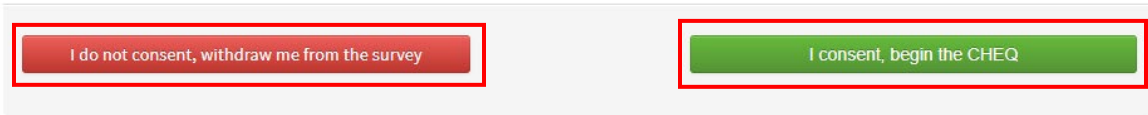
Human Early Learning Partnership (HELP)
University of British Columbia
440-2206 East Mall Vancouver
BC Canada V6T 1Z3
www.earlylearning.ubc.ca

UBC

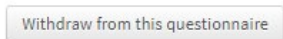
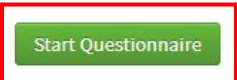
HUMAN EARLY LEARNING PARTNERSHIP

- 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.



- 6 Click "Start Questionnaire".
- 7 If you have changed your mind, you can click "Withdraw from this questionnaire".



Navigating survey

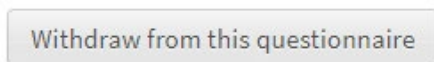
- 1 Click the green "Next" button to move to the next page. This button is at the top and bottom of every page.



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



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



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”.

The screenshot shows the 'Withdraw from Questionnaire' page. At the top left is the CHEQ logo. At the top right are links for 'Logout', 'HUMAN EARLY LEARNING PARTNERSHIP', and the UBC logo. A left sidebar contains 'Questionnaire' and 'Parent Consent Letter' options. The main content area is titled 'Withdraw from Questionnaire' and features a warning message: 'Warning! Deleting a partial or completed survey is permanent. A child can be re-added, but the data cannot be recovered.' Below this, the 'Withdrawal Reason:' section asks for a reason and includes a dropdown menu with 'None' selected. An 'Explanation:' section follows, with a text box for elaboration. At the bottom, there are two buttons: 'No' and 'Yes, I want to withdraw', with the latter highlighted by a red box.

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”

This screenshot shows the options available after completing the questionnaire. It includes the instruction: 'If you would like to go back to review, update or change any of your responses, click on **Previous**. If you are happy with the responses you've entered and are ready to submit your questionnaire, click on **Finish Questionnaire**.' Below this text are three buttons: 'Previous' (orange), 'Finish Questionnaire' (green, highlighted with a red box), and 'Withdraw from this questionnaire' (grey).

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

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

First Name:

cheq

Last Name:

leader (2019)

Email:

cheqleader2019@gmail.com

Options ▾

 Reset Password

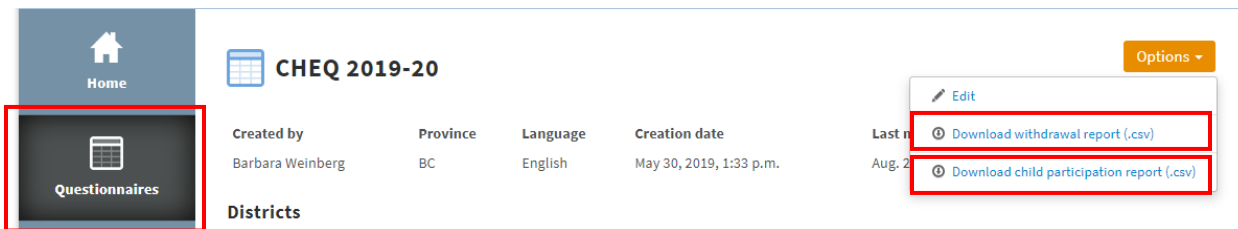
 Delete

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”.



The screenshot shows the 'CHEQ 2019-20' interface. On the left, a sidebar contains 'Home' and 'Questionnaires' (highlighted with a red box). The main content area displays metadata for a questionnaire: 'Created by: Barbara Weinberg', 'Province: BC', 'Language: English', and 'Creation date: May 30, 2019, 1:33 p.m.'. Below this is a table with the header 'Districts'. On the right, an 'Options' dropdown menu is open, showing 'Edit', 'Download withdrawal report (.csv)', and 'Download child participation report (.csv)' (both download options are highlighted with red boxes).