

E-System Manual 2025

Table of Contents

Section 1: CHEQ Leaders	3
Prior to administering the CHEQ.....	3
Set up login credentials.....	3
Login to E-System.....	3
Review class list.....	3
Add students	4
Edit students	5
Withdraw students	6
Create classrooms	8
Assign students to classrooms	9
Print parent/caregivers logins.....	10
Monitor CHEQ completion.....	11
Review resources	12
During CHEQ administration	12
Showing CHEQ Parent/Caregiver video	12
Ensure parents/caregivers are logged out.....	13
After administering the CHEQ.....	14
Accessing CHEQ reports	14
Sharing CHEQ Reports with Teachers	15
Printing/Sharing CHEQ reports	16
Section 2: District Admins	17
Prior to administering the CHEQ.....	17
Set up login credentials.....	17
Login to E-System.....	17
Add school.....	18
Edit school.....	18
Adding a CHEQ Leader	19

Reviewing/editing CHEQ Leader information	19
Add/edit student, create classroom, assign student to classroom	21
After administering the CHEQ.....	22
Accessing CHEQ reports.....	22
Printing/Sharing CHEQ reports	23
Section 3: Parents/Caregivers.....	24
Completing the CHEQ	24
Login to E-System.....	24
Start questionnaire	24
Navigating survey.....	25
Withdraw from questionnaire	25
Finish questionnaire.....	26
Section 4: HELP Admin	27
Uncomplete parent/caregiver questionnaire	27
Withdraw participant after completion.....	27
Reset password	27
Access completion report for schools.....	28
Access participation and withdraw reports for participants	28

Section 1: CHEQ Leaders

Prior to administering the CHEQ

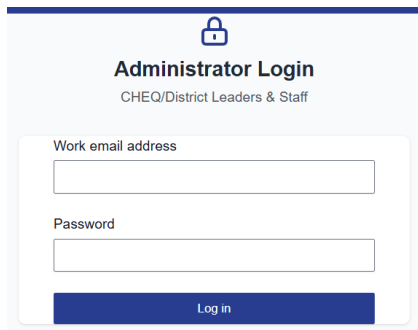
Set up login credentials

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 at <https://cheq.ubc.ca/accounts/admin-login/>.

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/accounts/admin-login/>.



- 2 Enter your institutional/work email address and password that you received to your email.
- 3 Click “Log in”.
- 4 A popup box will appear alerting you to the start and end dates for the CHEQ. Click “OK” to move past the popup.
- 5 View the [CHEQ Leader Training 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.

CHEQ Change password Logout

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.

Micode	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".


CHEQ Change password Logout



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









Welcome


1



Review Class List

2


Print Logins


Reports


CHEQ Resources



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](#)

Welcome

Review Class List

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](#)

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

[Change password](#) [Logout](#)

Welcome

1
Review Class List

2
Print Logins

Reports

CHEQ Resources

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

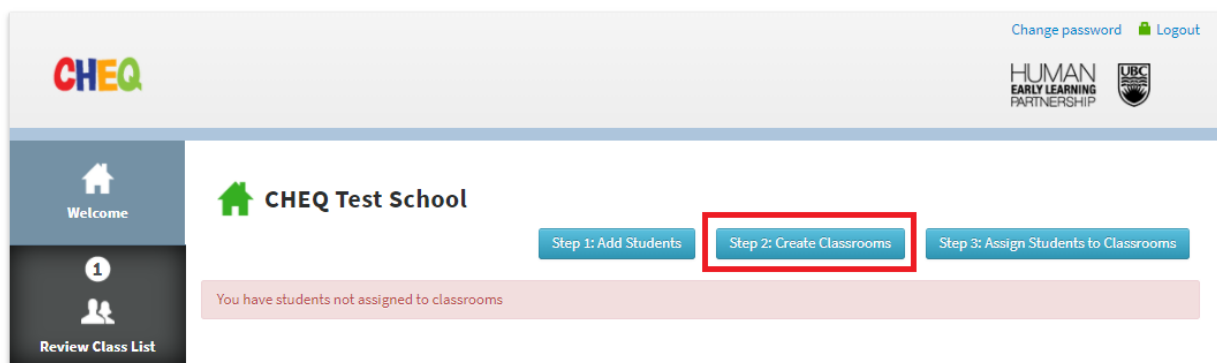
Withdraw Student

Cancel

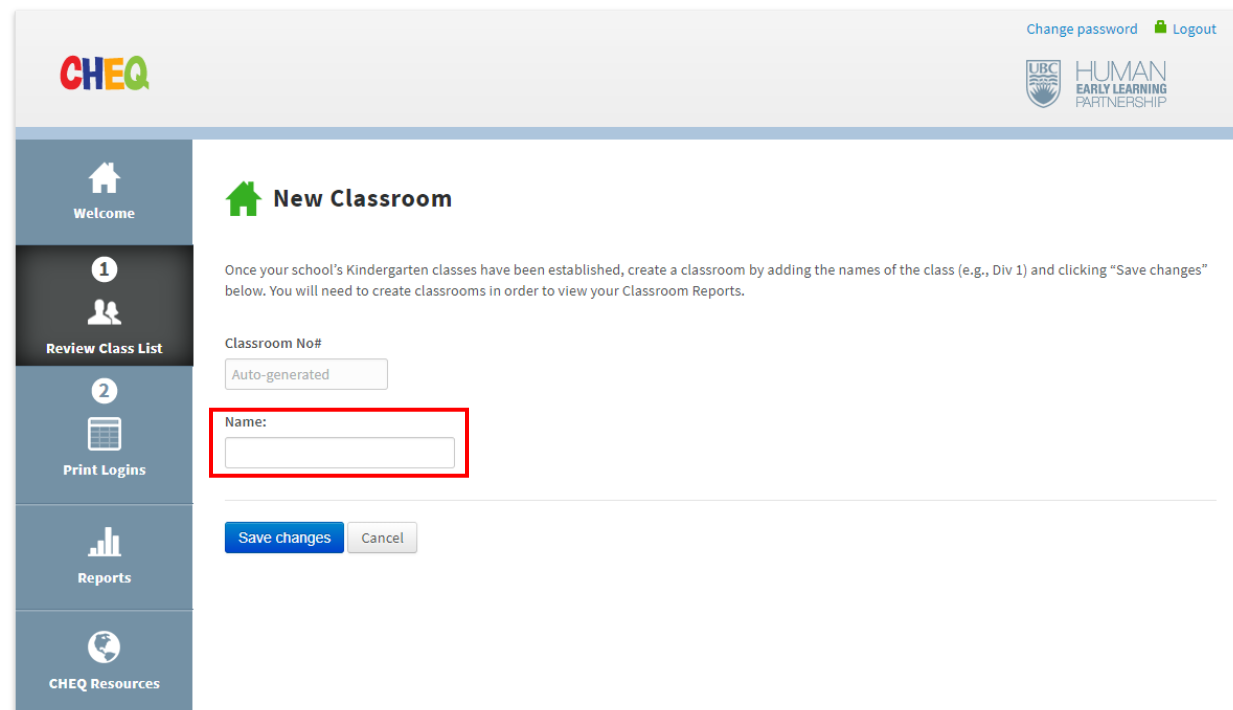
Create classrooms

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 CHEQ Test School dashboard. The top navigation bar includes the CHEQ logo, a 'Change password' link, and a 'Logout' button. The left sidebar contains a 'Welcome' button and a 'Review Class List' button. The main content area displays the school name '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'.

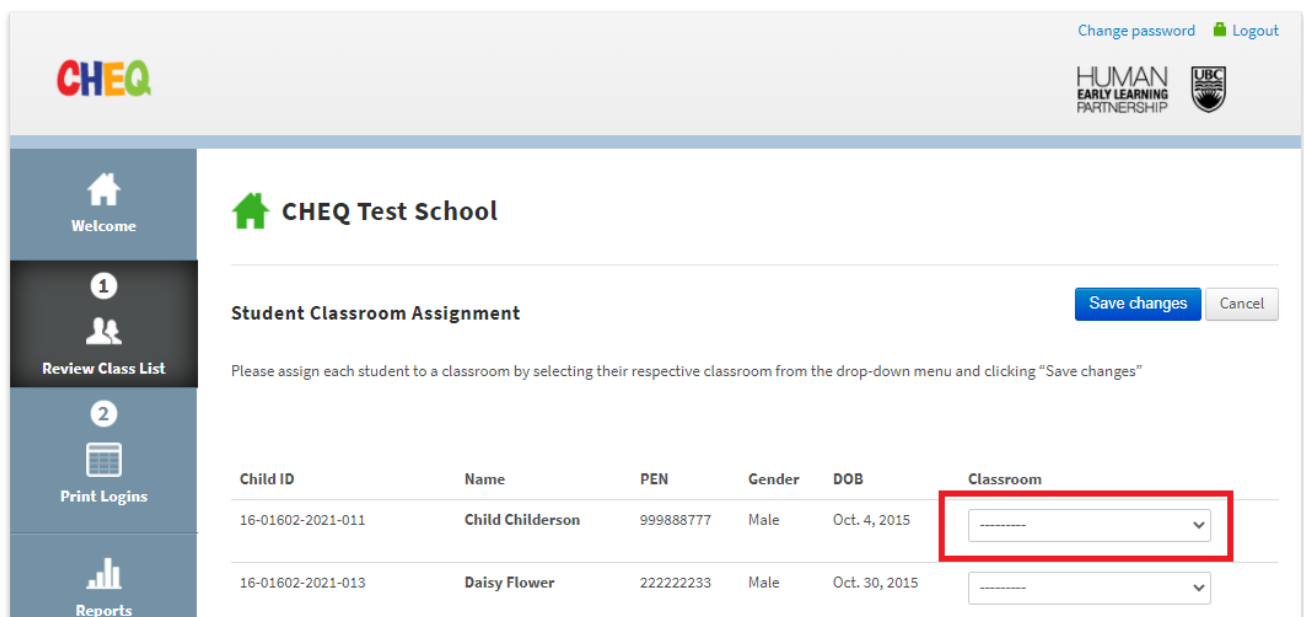
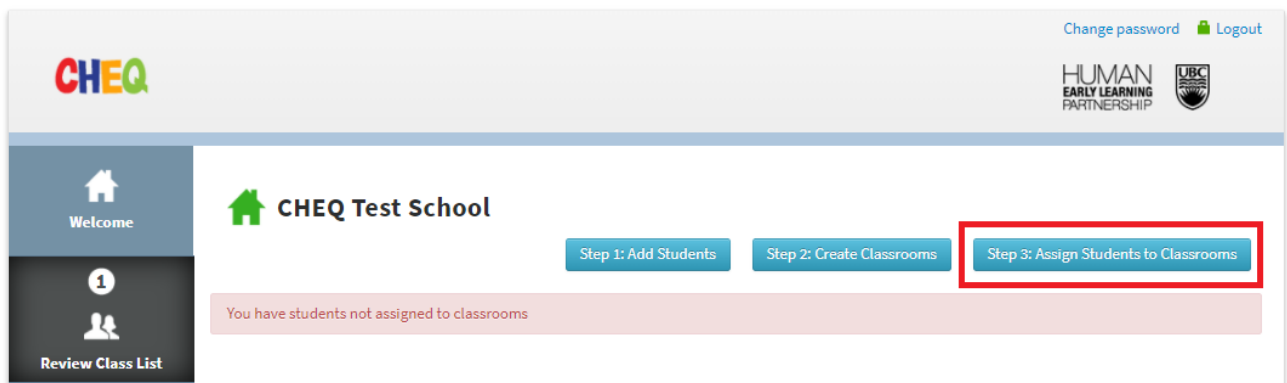


The screenshot shows the 'New Classroom' form. The top navigation bar includes the CHEQ logo, a 'Change password' link, and a 'Logout' button. The left sidebar contains a 'Welcome' button, a 'Review Class List' button, a 'Print Logins' button, a 'Reports' button, and a 'CHEQ Resources' button. The main content area displays the title 'New Classroom' and a description: '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 description are two input fields: 'Classroom No#' (with 'Auto-generated' text) and 'Name:' (highlighted with a red box). At the bottom 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

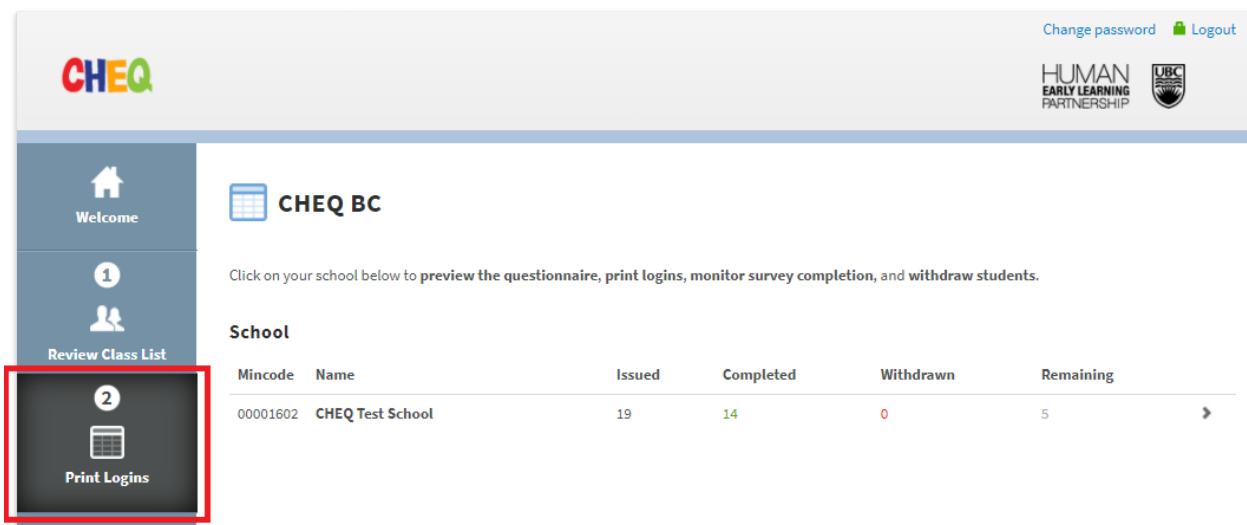
- 1 Click "Review Class List" in the left side menu.
- 2 Click on your school.
- 3 Click "Add Students to Classrooms" at the top of the page.
- 4 For each student, use the dropdown menu on the right side under "Classroom" and select the classroom you would like to place them in.
- 5 Click "Save changes".



Print parent/caregivers logins

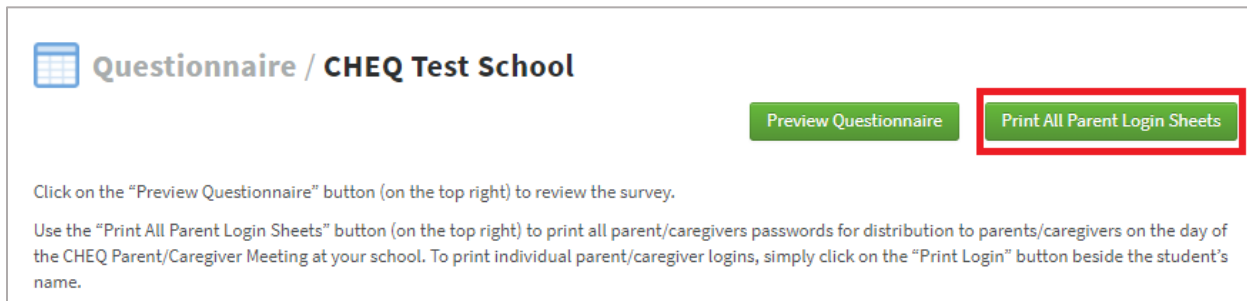
Before your CHEQ meeting or asking parents/caregivers to complete the CHEQ at home, you will need to print login information for each parent/caregiver.

- 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 and a "Review Class List" section. The "Print Logins" button, which is highlighted with a red box, is located in the sidebar. The main content area displays a table of schools with columns for Mincode, Name, Issued, Completed, Withdrawn, and Remaining. The table shows one school, CHEQ Test School, with 19 issued, 14 completed, 0 withdrawn, and 5 remaining. 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. It features a "Preview Questionnaire" button and a "Print All Parent Login Sheets" button, which is highlighted with a red box. Below the buttons, there is a paragraph of text explaining the purpose of the buttons. The text states: "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 various resources to support you in your role as CHEQ Leader.

- 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.

CHEQ [Change password](#) [Logout](#)

CHEQ Resources

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 604-822-3361 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.

Visit the **CHEQ e-System Tutorial** page for step-by-step guides on how to complete functions of your role.

Watch or show the **CHEQ Parent/Caregiver Video** by clicking [here](#). This video was developed for parents/caregivers 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 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.

Click [here](#) to view a copy of the **Childhood Experiences Questionnaire**.

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](#)

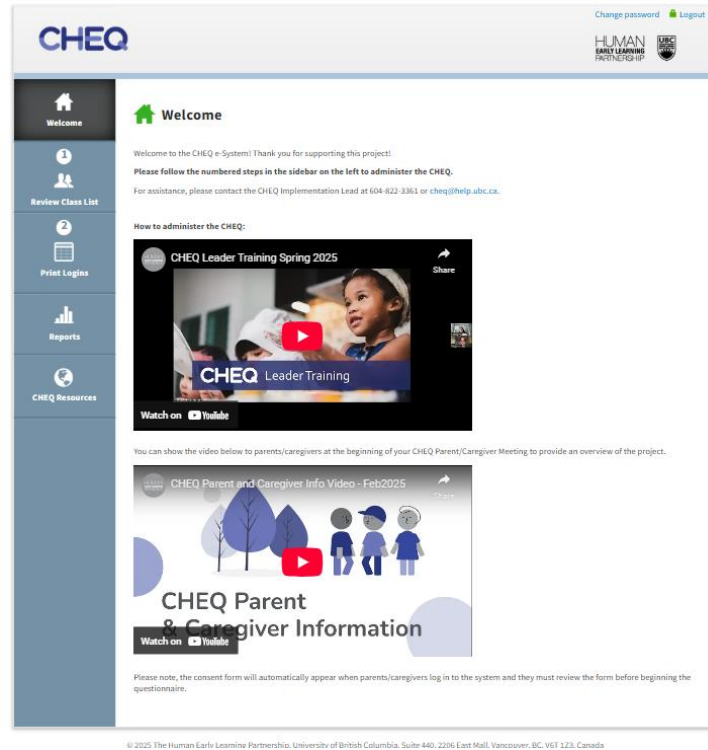
Name

CHEQ Leader e-System Manual

During CHEQ administration

Showing CHEQ Parent/Caregiver video

- 1 Go to <https://cheq.ubc.ca/accounts/admin-login/>
- 2 Enter your institutional/work email address and password that you received to your email
- 3 Click “Log in”
- 4 A popup box will appear alerting you to the start and end dates for the CHEQ. Click “OK” to move past the popup.
- 5 Scroll down the page until the CHEQ Parent/Caregiver Video comes into view.
- 6 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/accounts/admin-login/>
- 2 Enter your institutional/work email address and password that you received to your email
- 3 Click "Log in"
- 4 Click "Reports" in the left side menu.
- 5 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.

The screenshot displays the CHEQ admin interface. At the top, there's a header with the CHEQ logo, a 'Change password' link, and a 'Logout' button. Below the header is a sidebar with navigation options: 'Welcome', 'Review Class List', 'Print Logins', 'Reports' (highlighted with a red box), and 'CHEQ Resources'. The main content area is titled 'Reports' and contains three sections: 'School Report', 'Classroom Report(s) and Snapshot(s)', and 'Individual reports'. Below these sections is a table titled 'Schools' with columns for 'Name' and 'Report'. The table lists five schools: 'Fantastic Institute', 'Incredible School', 'Incredible School', 'Mamquam Elementary', and 'Super School'. For 'Fantastic Institute' and the first 'Incredible School', there are links for 'View School Report' and 'View Classrooms'. For the second 'Incredible School', 'Mamquam Elementary', and 'Super School', the 'Report' column shows 'Report Unavailable' and a 'View Classrooms' link. The 'View School Report' link for the first 'Incredible School' and the 'View Classrooms' link for the same school are highlighted with red boxes.

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/accounts/admin-login/>
- 2 Enter your institutional/work email address and password that you received to your email
- 3 Click "Log in"
- 4 Click "Reports" in the left side menu.
- 5 Click "View Classrooms"
- 6 On the top right corner click the button that says "Share with Teacher".
- 7 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.
- 8 Once the teacher is added they will receive an email to set up a password for the CHEQ website.
- 9 As soon as the teacher sets up a password they can log in and view their classroom reports.

Change password Logout

CHEQ

HUMAN EARLY LEARNING PARTNERSHIP UBC

Welcome

1 Review Class List

2 Print Logins

Reports

CHEQ Resources

Reports / CHEQ Test School

Share with Teacher

Classroom Report(s) and Snapshot(s): You can view Classroom Reports and Snapshots by clicking the appropriate button below. 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. If it says "Classroom Report Unavailable", you may need to create classrooms still.

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

Classrooms

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](#)

Welcome

1
Review Class List

2
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

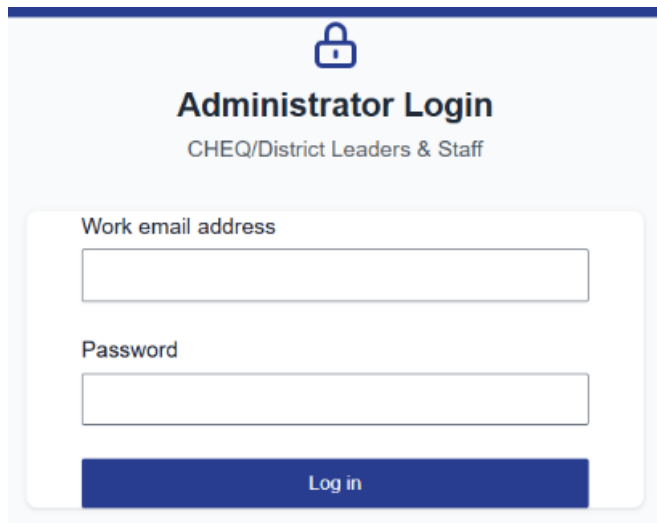
Set up login credentials

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/accounts/admin-login/>

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/accounts/admin-login/>
- 2 Enter your institutional/work email address and password that you received to your email
- 3 Click "Log in"
- 4 Select your district from the list.



The image shows a login form titled "Administrator Login" for "CHEQ/District Leaders & Staff". At the top is a blue padlock icon. Below the title are two input fields: "Work email address" and "Password". At the bottom is a blue "Log in" button.

Administrator Login
CHEQ/District Leaders & Staff

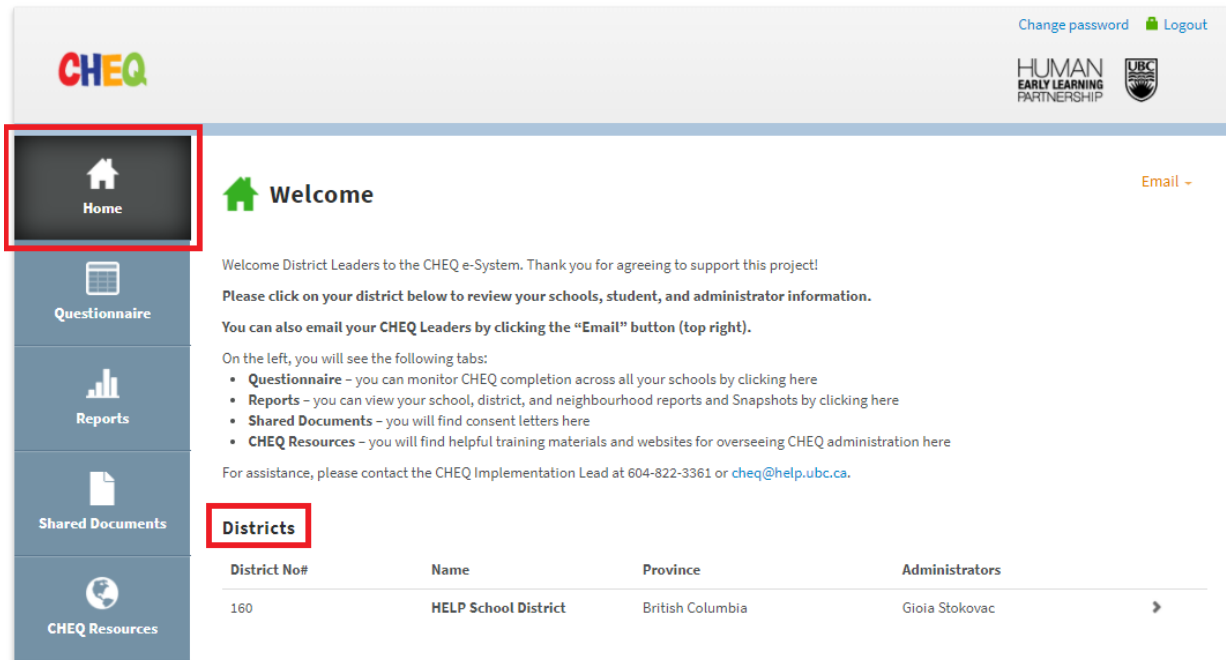
Work email address

Password

Log in

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.



CHEQ Change password Logout

HUMAN EARLY LEARNING PARTNERSHIP

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:

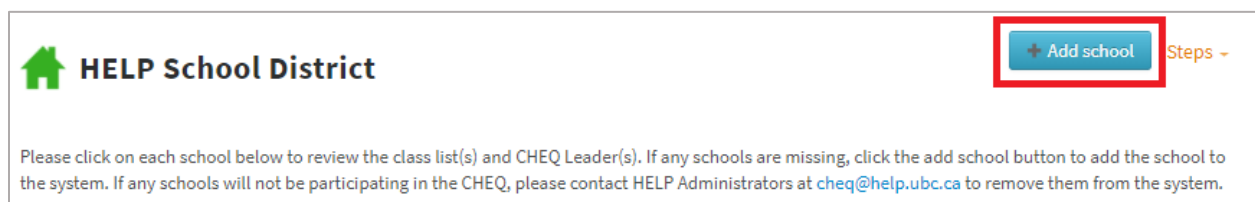
- **Questionnaire** – you can monitor CHEQ completion across all your schools by clicking here
- **Reports** – you can view your school, district, and neighbourhood reports and Snapshots by clicking here
- **Shared Documents** – you will find consent letters here
- **CHEQ Resources** – you will find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

Districts

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

- 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"



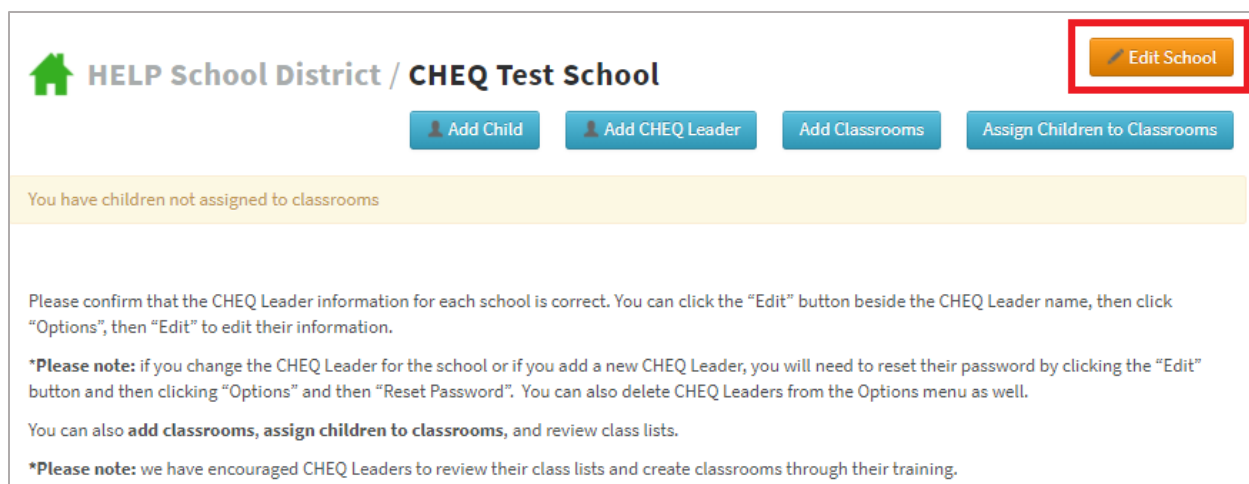
HELP School District Add school Steps ▾

Please click on each school below to review the class list(s) and CHEQ Leader(s). If any schools are missing, click the add school button to add the school to the system. If any schools will not be participating in the CHEQ, please contact HELP Administrators at cheq@help.ubc.ca to remove them from the system.

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"



HELP School District / CHEQ Test School

[Add Child](#) [Add CHEQ Leader](#) [Add Classrooms](#) [Assign Children to Classrooms](#) [Edit School](#)

You have children not assigned to classrooms

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.

***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.

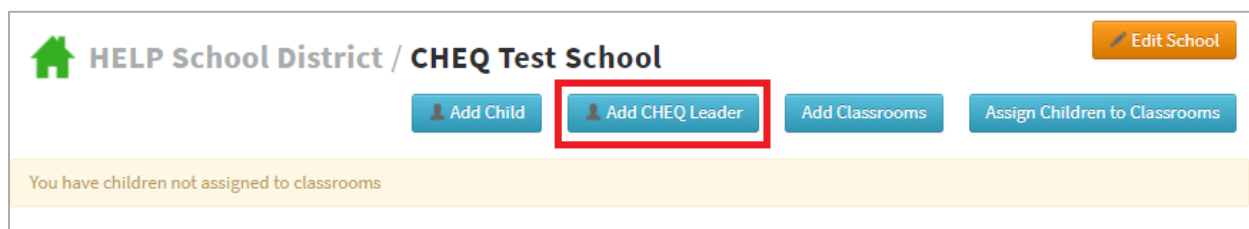
You can also **add classrooms**, **assign children to classrooms**, and review class lists.

***Please note:** we have encouraged CHEQ Leaders to review their class lists and create classrooms through their training.

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".



HELP School District / CHEQ Test School

[Add Child](#) [Add CHEQ Leader](#) [Add Classrooms](#) [Assign Children to Classrooms](#) [Edit School](#)

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".

[Change password](#)
 Logout

Home

Questionnaire

Reports

Shared Documents

CHEQ Resources

HELP School District / CHEQ Test School

Edit School

Add Child

Add CHEQ Leader

Add Classrooms

Assign Children to Classrooms

You have children not assigned to classrooms

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.

***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.

You can also **add classrooms**, **assign children to classrooms**, and review class lists.

***Please note:** we have encouraged CHEQ Leaders to review their class lists and create classrooms through their training.

Mincode	Address	City	Postcode	CHEQ Leaders
00001602	2205 East Mall 440	Vancouver	V6T1z3	<div>CHEQ Leader (edit)</div>

Classrooms (4)

[Change password](#)
 Logout

Home

Questionnaire

Reports

Shared Documents

CHEQ Resources

CHEQ Leader

Options

First Name:

Last Name:

Email:

Schools:

HELP School District - CHEQ Test School

Note: Option-click to select multiple schools

Save changes

Cancel

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/accounts/admin-login/>
- 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.

Change password Logout

CHEQ

HUMAN EARLY LEARNING PARTNERSHIP UBC

Home

Questionnaire

Reports

Shared Documents

CHEQ Resources

Reports

Year 2020-21

Districts

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".

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 Enter your parent/caregiver login and password provided to you by your CHEQ Leader. If you no longer have it, we can look it up for you.
- 3 Click “Log in”

Parent/Caregiver Login

Your Username

Enter your username as it appears on your sheet

Your Password

Enter your password as it appears on your sheet

Log in

If you are a teacher or administrator please [log in here](#)

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 on the right-side menu of the consent letter.

The Childhood Experiences Questionnaire (CHEQ)

Principal Investigator: Dr. Mariana Brussoni, Director, Human Early Learning Partnership, UBC, mariana.brussoni@ubc.ca
Primary Contact: Amanda Chao, CHEQ Project Lead, Human Early Learning Partnership, UBC, amanda.chao@ubc.ca, (604) 822-3361
Date: April 2025

Your school and the Human Early Learning Partnership (HELP) at the University of British Columbia (UBC) invite you to take part in the Childhood Experiences Questionnaire (CHEQ). The CHEQ is a questionnaire completed by parents/guardians at the start of the Kindergarten school year. The CHEQ collects information on experiences that are strongly linked to children's health and well-being, education and social outcomes. The Government of British Columbia (BC) sponsors the CHEQ project.

AT A GLANCE

- The CHEQ takes approximately 15 minutes to complete
- Participation is voluntary
- Information is summarized in individual, classroom, school and district reports
- If you would like to learn more about the CHEQ please visit <https://earlylearning.ubc.ca/monitoring-system/cheq/parent-caregiver-info/>

What is the purpose of this project?
 The purpose of this project is to better understand children's development before they start school. The CHEQ is used to help teachers, school administrators and community partners provide and improve targeted supports for children and families in British Columbia.

Participation is voluntary
 Participation in the CHEQ project is voluntary. If you complete the CHEQ, consent will be assumed unless you choose to withdraw. You can withdraw while completing the questionnaire. Once your questionnaire responses have been included in reports, they cannot be withdrawn. Your participation will not affect any services your family receives from the school or the school district.

- If you have read through the consent form and want to participate, select the “I agree, start Questionnaire” button.
- If you have read through the consent form and do not wish to participate, select the “Withdraw” button.
- Please remember that this questionnaire is voluntary.
- Please watch the CHEQ Parent/Caregiver Video.
- Click “I agree, start Questionnaire”.

Navigating survey

- Click the blue “Save and Continue” button to move to the next page. This button is at the bottom of every page.

- Click the “Previous” button to move back a page. This button is at the bottom of every page.

- Click the “Withdraw ” button at the top left corner of the page to withdraw.

CHEQ 

Withdraw from questionnaire

After clicking “Withdraw” you need to confirm your withdrawal.

- 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 is a dark blue header with the 'CHEQ' logo, 'Withdraw' and 'Help' links, and a 'Logout' button. The main heading is 'Withdraw from Questionnaire'. Below it, a 'Withdrawing' section explains that withdrawing erases answers but allows submitting previous ones. A yellow warning box states: 'Warning! Deleting a partial or completed survey is permanent. A child can be re-added, but the data cannot be recovered.' The 'Withdrawal Reason' section has a dropdown menu with 'None' selected, highlighted by a red box. Below is an 'Explanation' section with a text area labeled 'Optional'. At the bottom right are 'Cancel' and 'Yes, I want to withdraw' buttons. The footer includes logos for 'HUMAN EARLY LEARNING PARTNERSHIP' and 'UBC'.

Finish questionnaire

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

- 1 Click the “Finish Questionnaire” button.

The screenshot shows a navigation bar with two buttons: 'Previous' and 'Finish Questionnaire'. The 'Finish Questionnaire' button is highlighted with a red box.

Section 4: HELP Admin

Uncomplete parent/caregiver questionnaire

To uncomplete a parent/caregiver questionnaire:

- 1 Go to “Questionnaires” → CHEQ 2025-2026 → 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)

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 2025-26 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**

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

Districts

Options ▾

Edit

[Download withdrawal report \(.csv\)](#)

[Download child participation report \(.csv\)](#)