EARLY DEVELOPMENT INSTRUMENT
a population-based measure for communities

EDI e-System TEACHER'S MANUAL

Electronic EDI website: https://edi.ubc.ca/

Important Dates	
Parent/Guardian Informed Consent Letters sent home (Before the Winter Break)	**December, before the Winter Break**
Survey administration in schools	**February 1 – March 7**
Contacts	
School District contact	
EDI Project Team	edi@help.ubc.ca | 604 827-5504

The **Early Development Instrument (EDI)** is a questionnaire that measures five core areas of early child development that are known to be good predictors of adult health, education and social outcomes. EDI questionnaires are completed by kindergarten teachers from across British Columbia for all children in their classes. They are filled out in February, after teachers have had the chance to get to know their students. This ensures that teachers are able to answer the questions knowledgeably.

For more detailed information regarding the survey, visit our website: http://earlylearning.ubc.ca/edi/

HUMAN EARLY LEARNING PARTNERSHIP

a place of mind UBC

Offord CENTRE FOR CHILD STUDIES

CHECKLIST

General Preparation - Prior to completing your EDI questionnaires

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- Familiarize yourself with the EDI e-System Teacher's Manual and create a password
- Log in to the EDI e-System website
- Review the e-EDI questions
- Have your class list information available (e.g., attendance sheets, kindergarten registration)
- Review your class list: Add, edit, or withdraw students
- Complete your Teacher Profile (optional)

EDI Questionnaire Completion

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- Log in to edi.ubc.ca to fill out your surveys

Good luck and thank you!

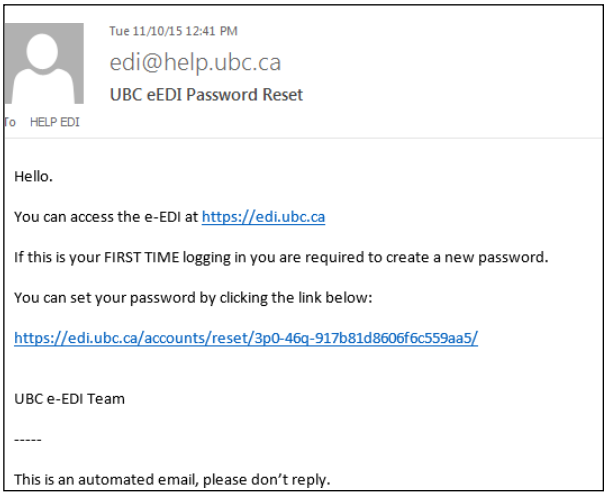
Contact the EDI Implementation Lead if you have questions at edi@help.ubc.ca, or by phone at 604-827-5504

General Preparation - Prior to completing your EDI questionnaires

Step 1: Check your school district email

You will receive an email from "edi@help.ubc.ca" with a link that you can follow to create your own password and log on to the EDI e-System. If the password link has expired, you will be taken to the EDI e-System website and the note will read that you have been sent a new password reset link to your email.

Didn't receive an email to create your password? Contact the EDI Implementation Lead edi@help.ubc.ca.



Tue 11/10/15 12:41 PM
edi@help.ubc.ca
UBC eEDI Password Reset
To HELP EDI

Hello.

You can access the e-EDI at https://edi.ubc.ca

If this is your FIRST TIME logging in you are required to create a new password.

You can set your password by clicking the link below:

https://edi.ubc.ca/accounts/reset/3p0-46q-917b81d8606f6c559aa5/

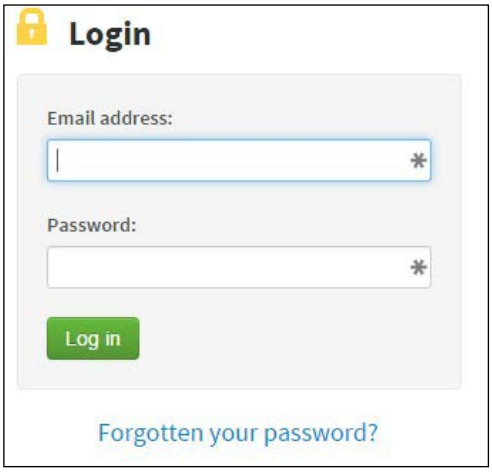
UBC e-EDI Team

This is an automated email, please don't reply.

Step 2: Log in to the EDI e-System

Visit edi.ubc.ca. Please log in using your school district email address and the password that you created in Step 1.

TIP: If your school district email address isn't working, check if you have any "alias" email addresses through the school district that may work instead (e.g., t.teacher@sd99.bc.ca and ted.teacher@sd99.bc.ca).



Login

Email address:

Password:

Log in

Forgotten your password?

Click the "Forgotten your password?" link to send yourself an email with a link to create a new password.

Step 3: Review your class list

Review your class list and add any students who are missing from the list, but have been part of your class for more than 30 days (and had a parent/guardian information letter sent home). Remove any students who are not in your class anymore, or whose parents requested they withdraw. Please track parent withdrawal forms to identify those students who are not participating.

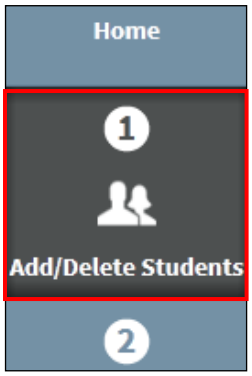
Select the “Add/Delete Students” button on the sidebar to:

Review your class list

Add students to your class list →

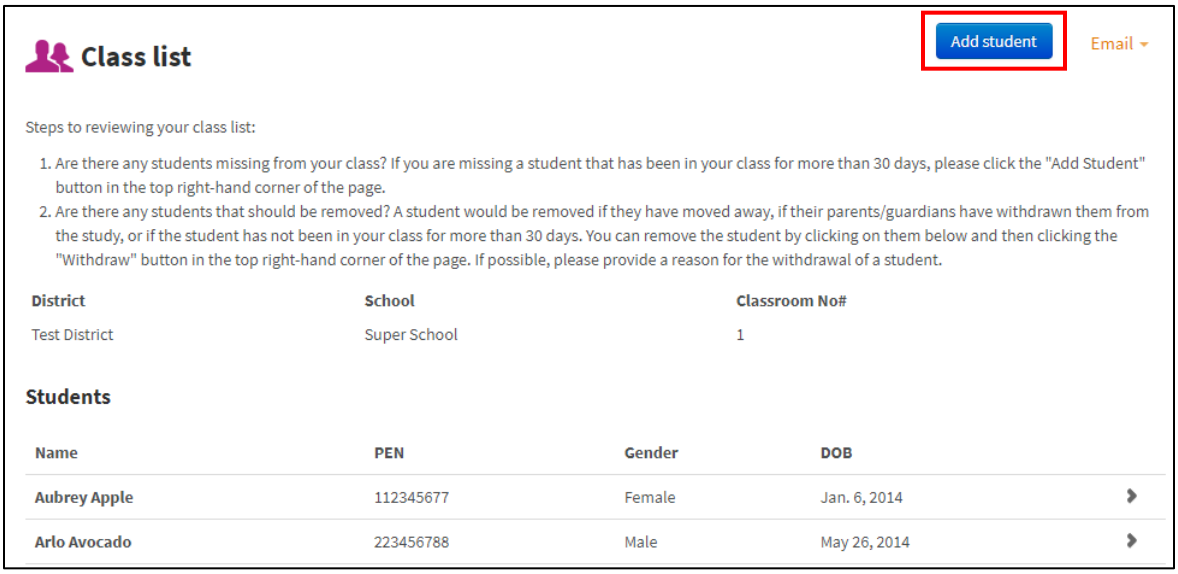
Edit student information

Delete students from your class list

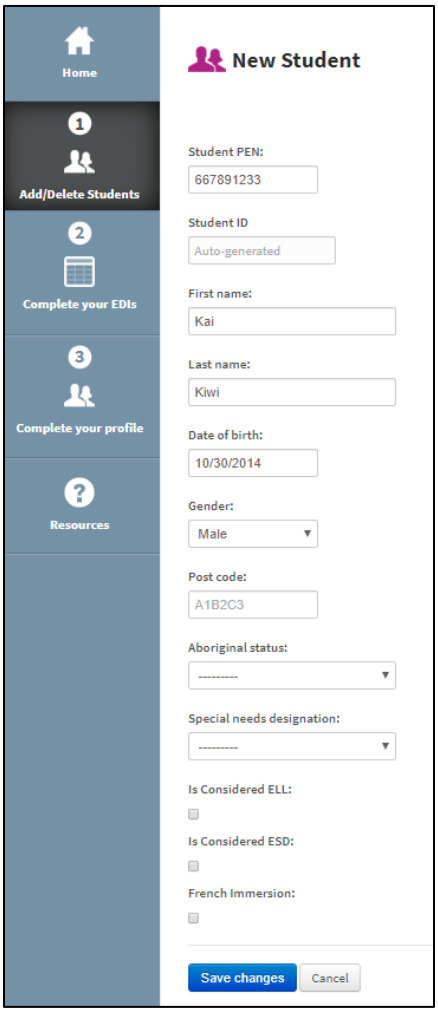


To **add** a student….

1. Click the blue "Add Student" button.



2. Add student's PEN number, name, birth date, gender and home postal code and click "Save changes". PENs must be accurate. The system will not accept a duplicate PEN number.

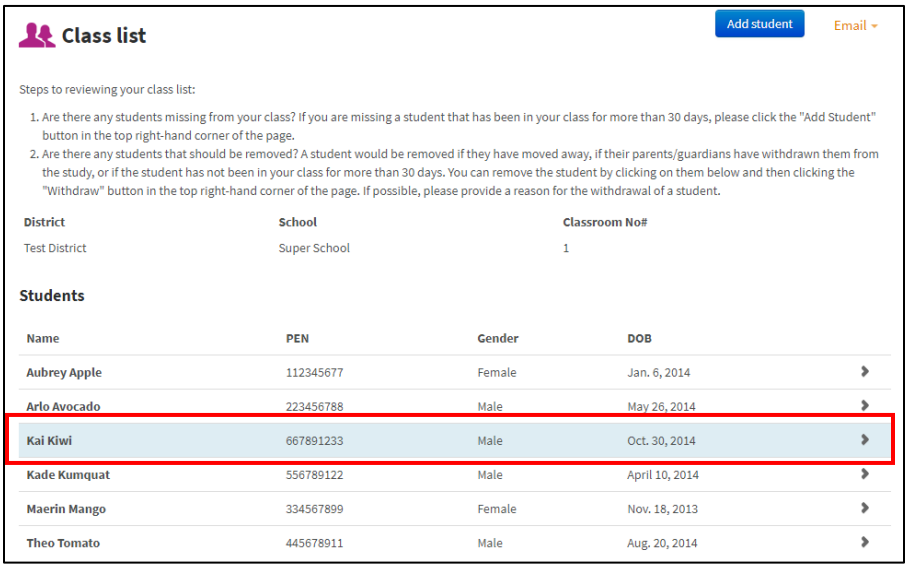


Enter birth date as:

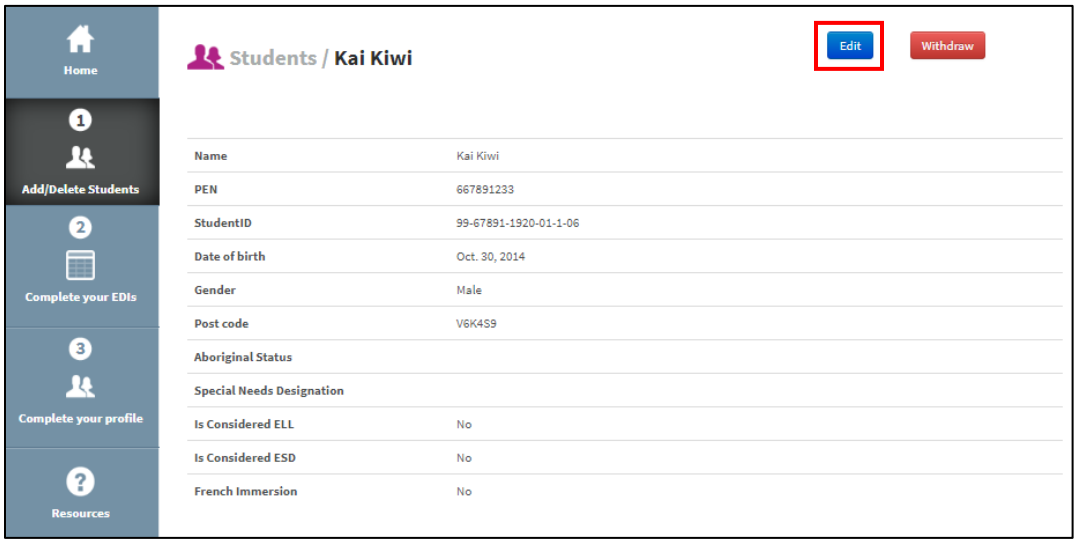
(M/D/YYYY)

To **edit** a student…

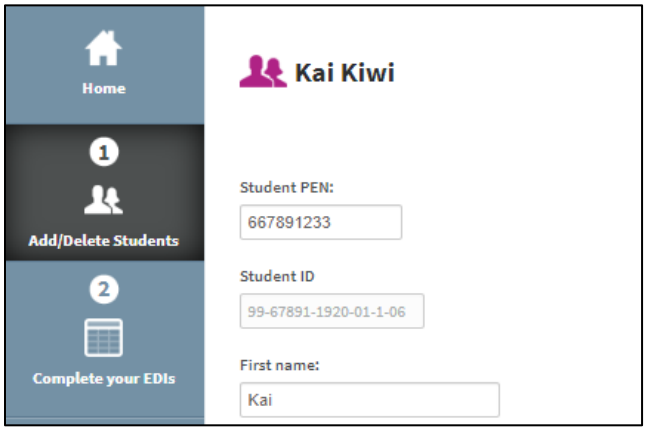
1. Select the student you would like to edit.



2. Click the blue "Edit" button.

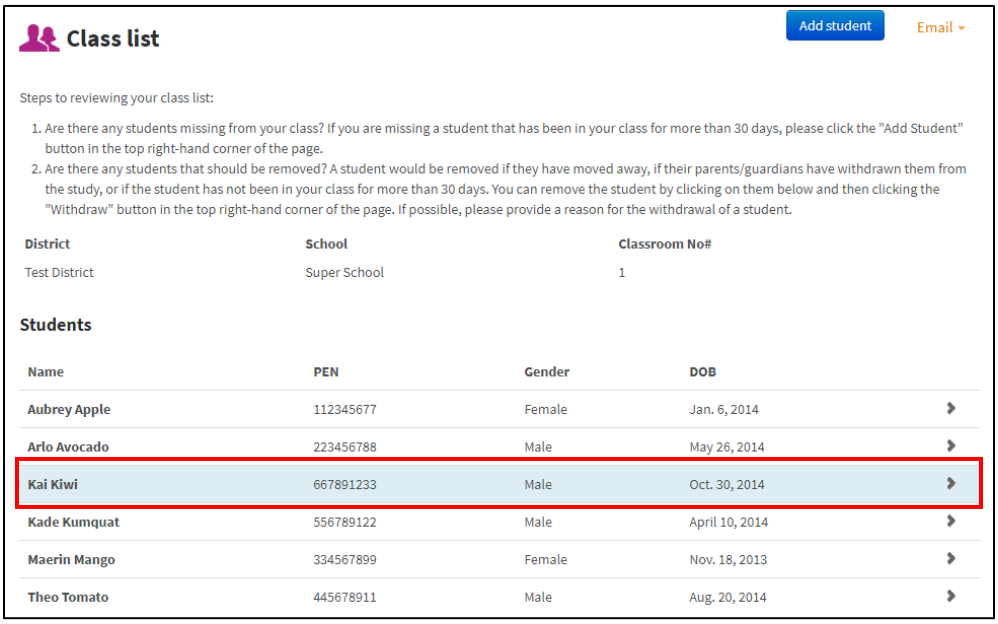


3. Change the necessary information and click “Save changes”.

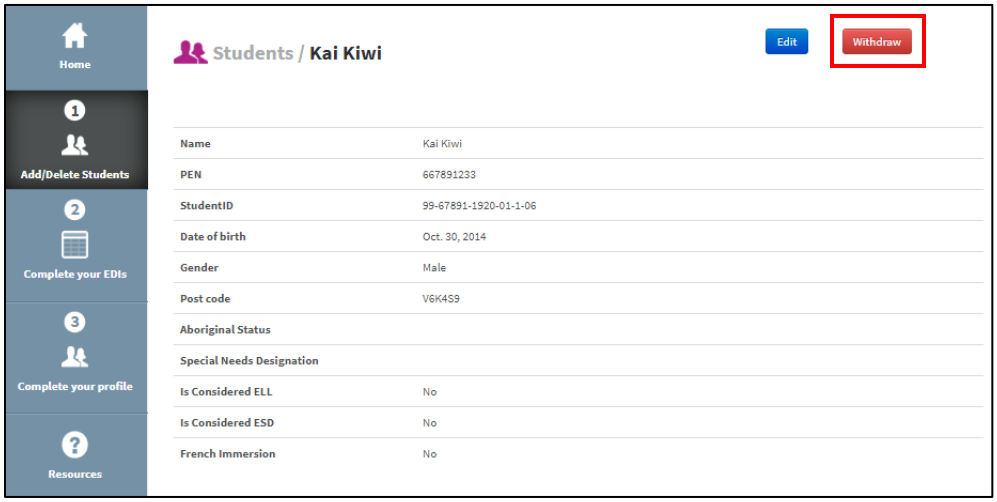


To **delete** a student…

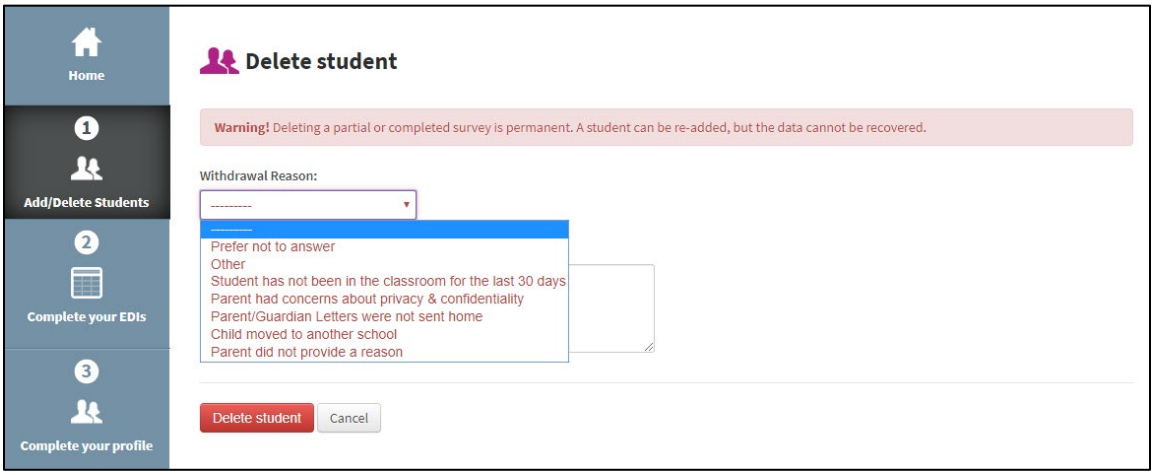
4. Select the student you would like to delete.



5. Click the red "Withdraw" button.

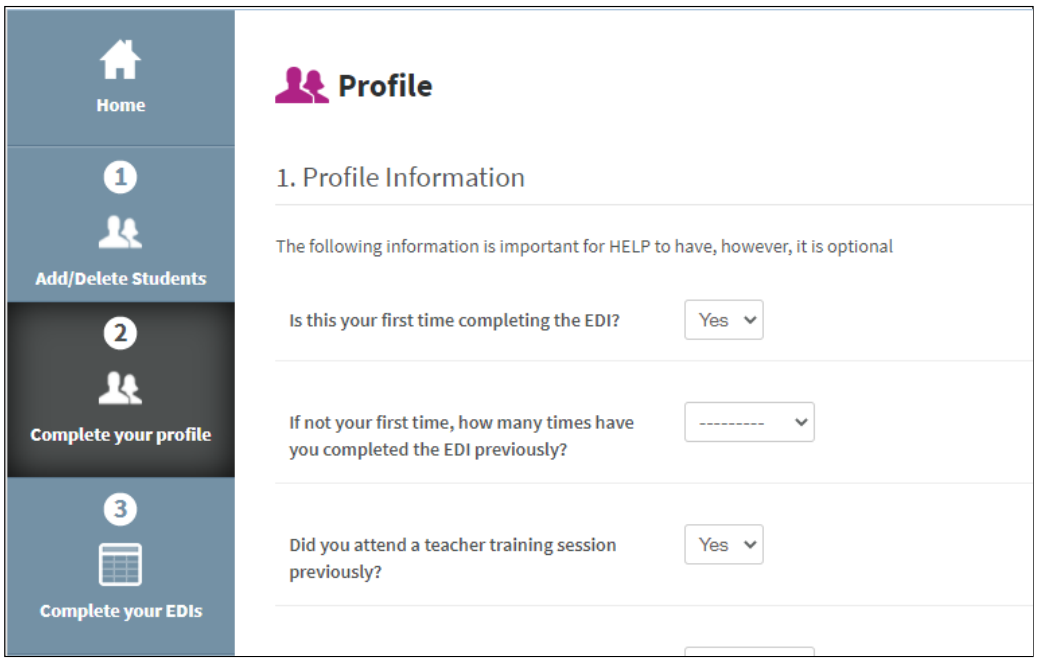


6. Select the reason for withdrawal from the drop down menu, add any additional comments, and click “Delete student”



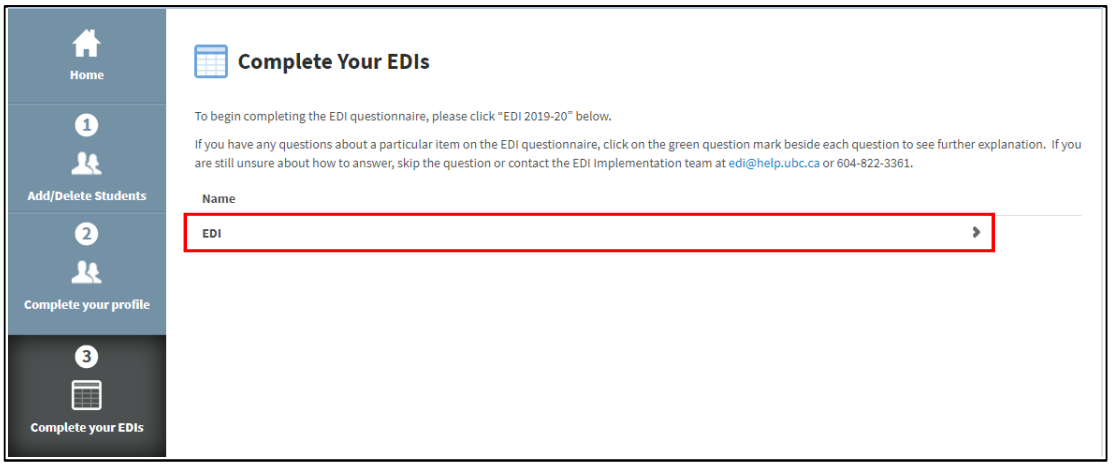
Step 4: Complete your Teacher Profile (optional)

You can complete your teacher profile before completing your EDI questionnaires. The Teacher Profile helps HELP understand EDI findings and to know something about the teachers working with those students. The teacher profile is used to better understand the data as well as to revise teacher training. No teacher is ever identified and completion of this page is optional.

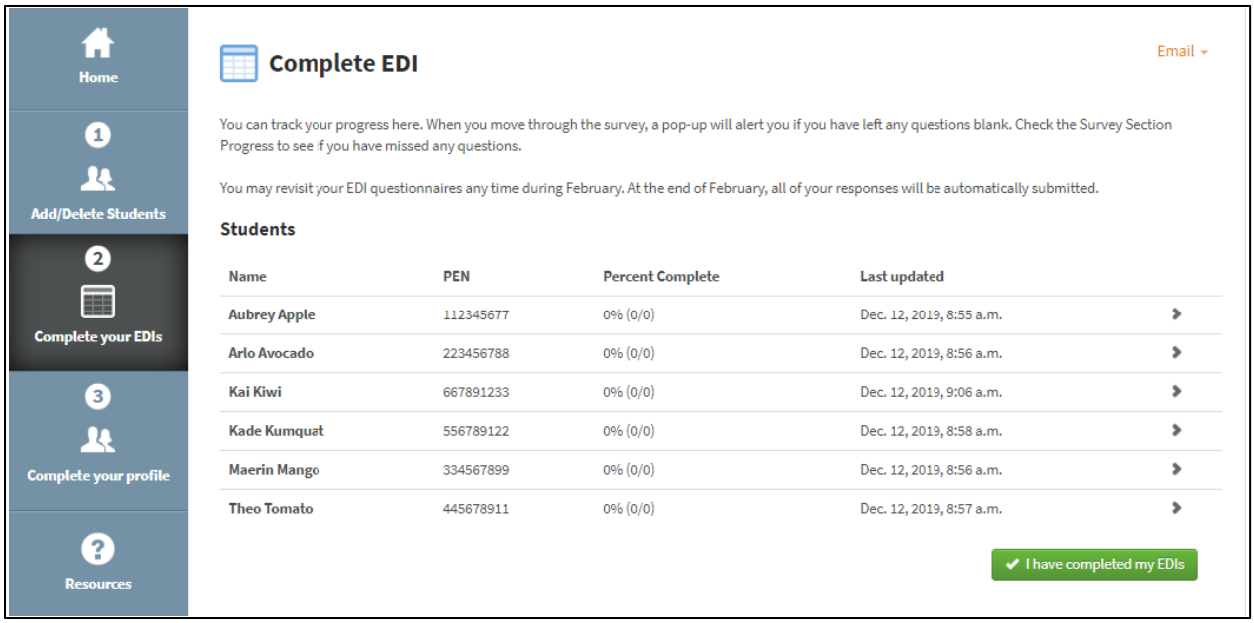


Step 5: Complete your EDIs between February 1-28, 2022

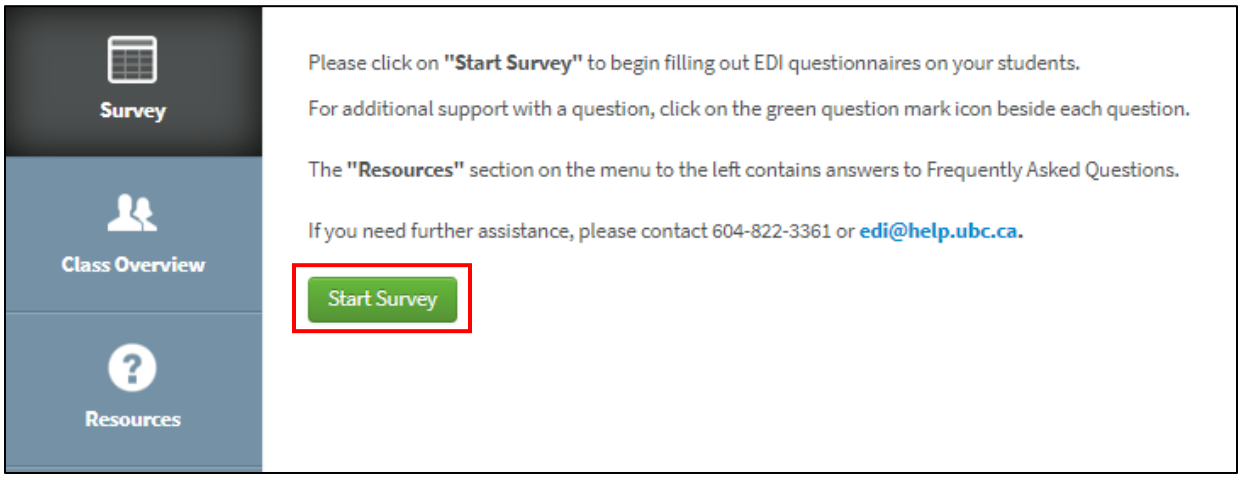
1. Select the “Complete your EDIs” button on the sidebar, and click on “EDI 2021-22”.



2. Select a student from your class list.

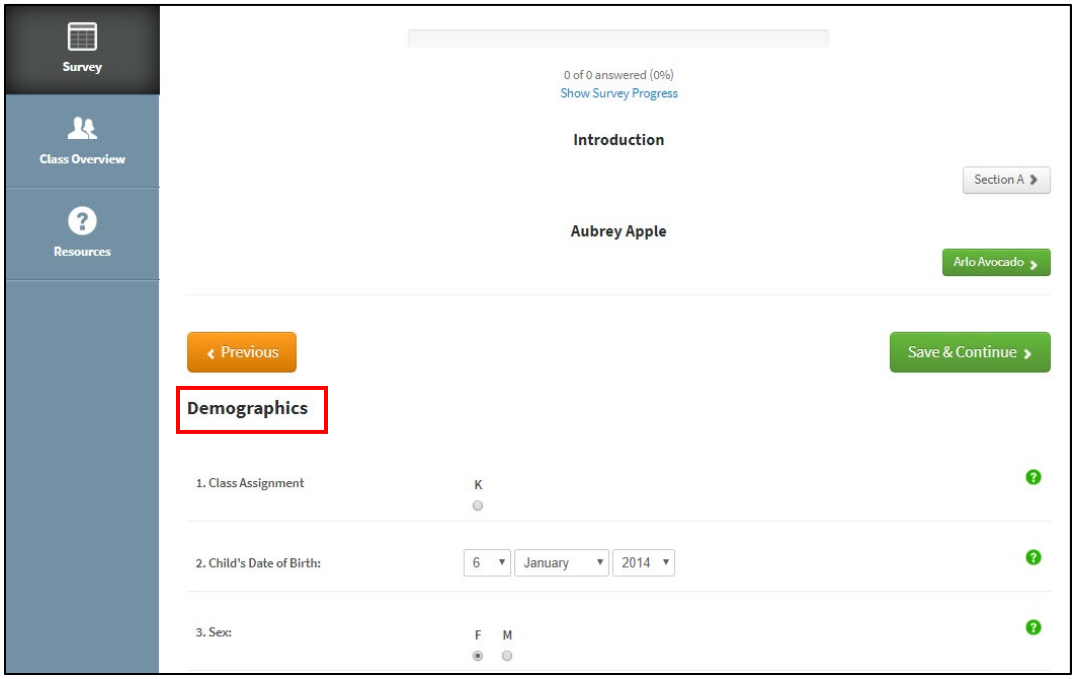


3. Click “Start Survey” to begin filling out the EDI questionnaires.



The first part of the survey is the Demographics section. Some of the fields have been imported from the school district's database. Please only make changes if you know the information is incorrect and you have received direct communication from this child's parent(s)/caregiver(s).

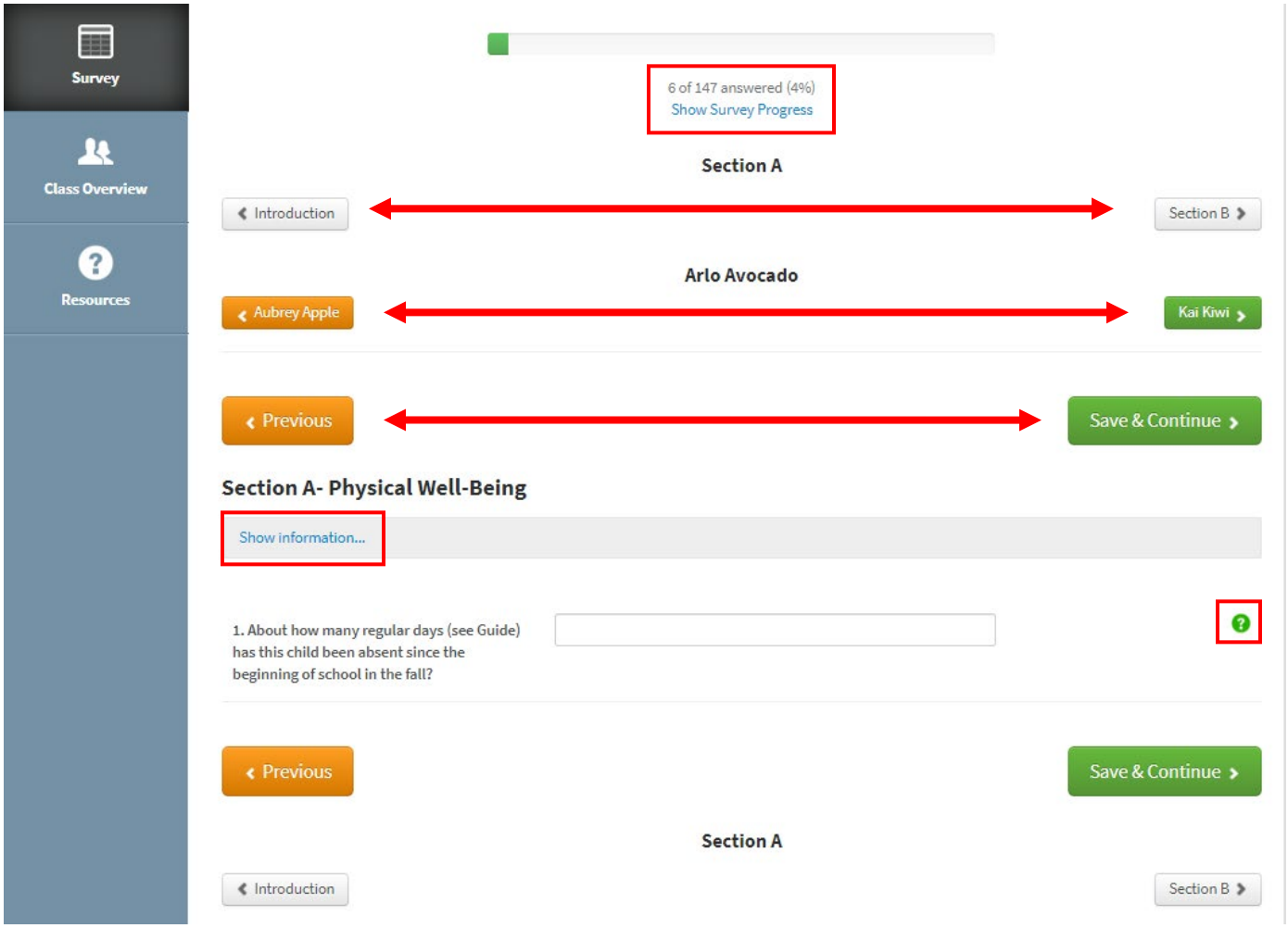
There are 5 sections that make up the EDI:
Section A - Physical Well-Being
Section B - Language and Cognitive Skills
Section C - Social and Emotional Development
Section D - Special Concerns
Section E - Additional Questions



For **Section A** it will be useful to have your *attendance sheet* handy to report how many days this student has been absent since the beginning of school.

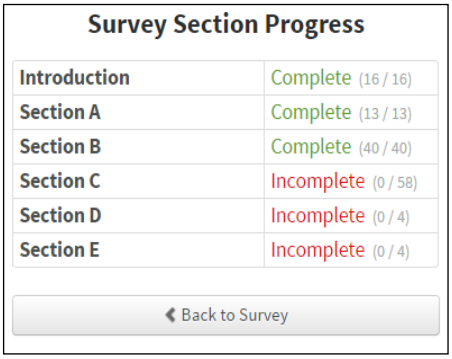
Survey navigation

- You can refer to the EDI Guide while administering the survey if you are uncertain about any of the questions.
- You can get additional information for some questions by clicking the green question icons.
- For more information about how to answer the questions in the section, click on "Show information…" at the top of that section.
- You can move from page to page, section to section, or student to student by clicking the "Save & Continue", Student Name or Section buttons, respectively.
- If you leave any questions blank, a pop-up box will alert you before you move to the next page.



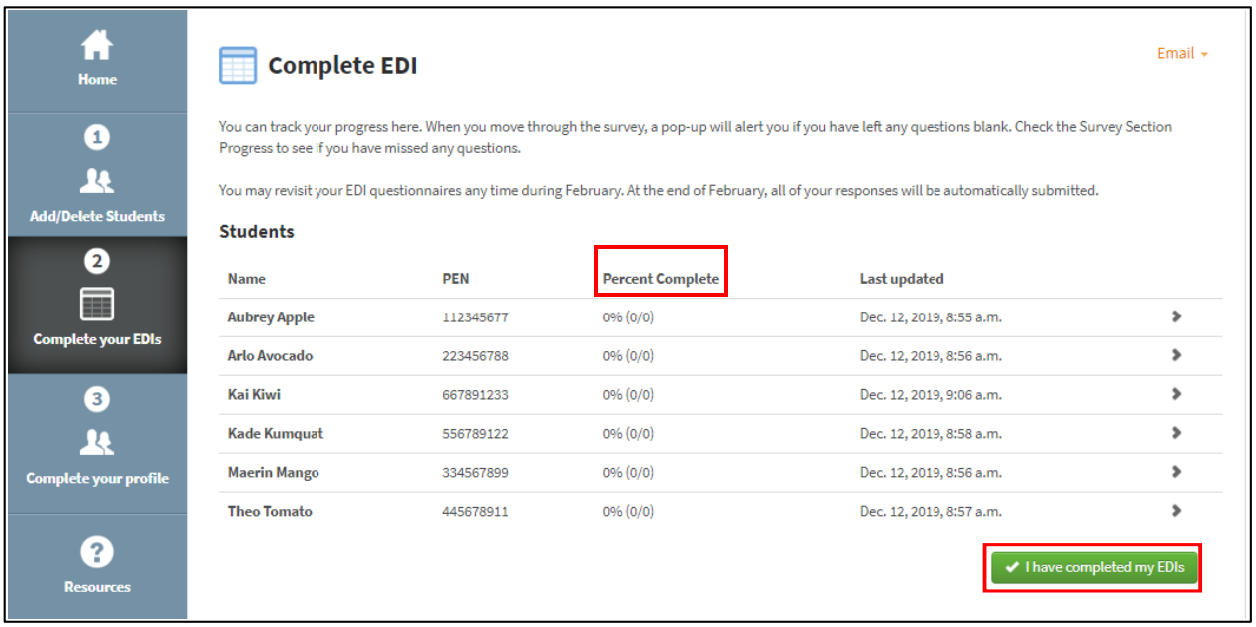
Survey progress

- You can check your survey progress by clicking the "Show Survey Progress" link which will show you how far along you are and if you have missed questions in any of these sections.



- You can track your progress completing your EDI questionnaires. Your progress is displayed under the "Complete your EDI's" section. The EDIs are automatically saved and submitted at the end of February.

- You can complete the EDI questionnaires over multiple sessions throughout the month of February. When you have completed all of your EDI questionnaires, click the green "I have completed my EDIs" button.



Thank you for your participation in this initiative!

For questions regarding the EDI e-System website and the EDI questionnaire, or if you have additional feedback or comments, please contact the EDI Implementation Lead at edi@help.ubc.ca | 604-822-3361