



EDI e-System TEACHER'S MANUAL

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

Important Dates

Parent/Guardian Informed Consent **December, before the Winter Break**
Letters sent home (Before the
Winter Break)

Survey administration in schools **February 1 – March 10**

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/>

CHECKLIST

General Preparation - Prior to completing your EDI questionnaires

Page 3-8

- 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

Page 9-13

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

Good luck and thank you!

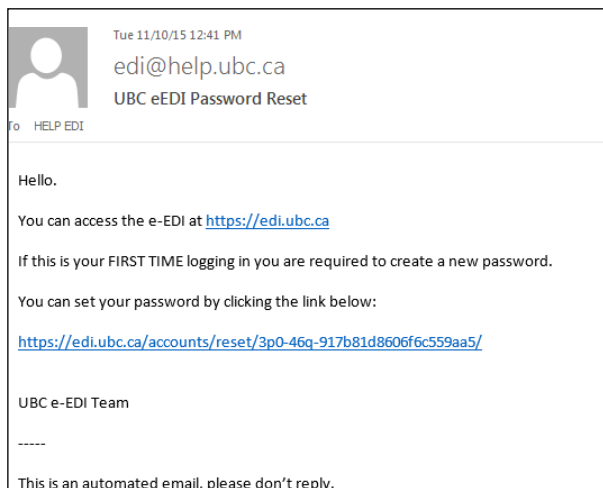
Contact the EDI Implementation Lead if you have questions at edi@help.ubc.ca, or by phone at 604-827-5504

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.



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).

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.

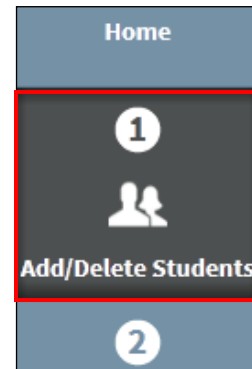
Select the “Add/Delete Students” button on the sidebar to:

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.

 **Class list**

[Add student](#)
[Email ▾](#)

Steps to reviewing your class list:






1. Are there any students missing from your class? If you are missing a student that has been in your class for more than 30 days, please click the "Add Student" button in the top right-hand corner of the page.
2. Are there any students that should be removed? A student would be removed if they have moved away, if their parents/guardians have withdrawn them from the study, or if the student has not been in your class for more than 30 days. You can remove the student by clicking on them below and then clicking the "Withdraw" button in the top right-hand corner of the page. If possible, please provide a reason for the withdrawal of a student.


District	School	Classroom No#
Test District	Super School	1

Students

Name	PEN	Gender	DOB	
Aubrey Apple	112345677	Female	Jan. 6, 2014	➤
Arlo Avocado	223456788	Male	May 26, 2014	➤

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.

 Home
 Add/Delete Students
 Complete your EDIs
 Complete your profile
 Resources

 **New Student**

Student PEN:

Student ID:

First name:

Last name:

Date of birth:

Gender:

Post code:

Aboriginal status:

Special needs designation:

Is Considered ELL:
☐


Is Considered ESD:
☐

French Immersion:
☐

Enter birth date as:
(M/D/YYYY)

To **edit** a student...

1. Select the student you would like to edit.

 **Class list**
Add student
Email ▾

Steps to reviewing your class list:



1. Are there any students missing from your class? If you are missing a student that has been in your class for more than 30 days, please click the "Add Student" button in the top right-hand corner of the page.
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District	School	Classroom No#
Test District	Super School	1

Students



Name	PEN	Gender	DOB	
Aubrey Apple	112345677	Female	Jan. 6, 2014	➤
Arlo Avocado	223456788	Male	May 26, 2014	➤
Kai Kiwi	667891233	Male	Oct. 30, 2014	➤
Kade Kumquat	556789122	Male	April 10, 2014	➤
Maerin Mango	334567899	Female	Nov. 18, 2013	➤
Theo Tomato	445678911	Male	Aug. 20, 2014	➤



2. Click the blue "Edit" button.

 Home
  **Students / Kai Kiwi**
Edit
Withdraw

Name	Kai Kiwi
PEN	667891233
StudentID	99-67891-1920-01-1-06
Date of birth	Oct. 30, 2014
Gender	Male
Post code	V6K4S9
Aboriginal Status	
Special Needs Designation	
Is Considered ELL	No
Is Considered ESD	No
French Immersion	No

3. Change the necessary information and click "Save changes".

 Home
  **Kai Kiwi**

 Add/Delete Students
  Complete your EDIs


Student PEN:

Student ID

First name:

To delete a student...

4. Select the student you would like to delete.

 **Class list**
Add student
Email ▾

Steps to reviewing your class list:



1. Are there any students missing from your class? If you are missing a student that has been in your class for more than 30 days, please click the "Add Student" button in the top right-hand corner of the page.
2. Are there any students that should be removed? A student would be removed if they have moved away, if their parents/guardians have withdrawn them from the study, or if the student has not been in your class for more than 30 days. You can remove the student by clicking on them below and then clicking the "Withdraw" button in the top right-hand corner of the page. If possible, please provide a reason for the withdrawal of a student.

District	School	Classroom No#
Test District	Super School	1

Students



Name	PEN	Gender	DOB	
Aubrey Apple	112345677	Female	Jan. 6, 2014	▸
Arlo Avocado	223456788	Male	May 26, 2014	▸
Kai Kiwi	667891233	Male	Oct. 30, 2014	▸
Kade Kumquat	556789122	Male	April 10, 2014	▸
Maerin Mango	334567899	Female	Nov. 18, 2013	▸
Theo Tomato	445678911	Male	Aug. 20, 2014	▸

5. Click the red "Withdraw" button.

 Home
  **Students / Kai Kiwi**
Edit
Withdraw

Name	Kai Kiwi
PEN	667891233
StudentID	99-67891-1920-01-1-06
Date of birth	Oct. 30, 2014
Gender	Male
Post code	V6K4S9
Aboriginal Status	
Special Needs Designation	
Is Considered ELL	No
Is Considered ESD	No
French Immersion	No

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

 Home
  **Delete student**

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






Withdrawal Reason:

Prefer not to answer
 Other
 Student has not been in the classroom for the last 30 days
 Parent had concerns about privacy & confidentiality
 Parent/Guardian Letters were not sent home
 Child moved to another school
 Parent did not provide a reason

Delete student
Cancel

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.

 Home	 Profile
1  Add/Delete Students	1. Profile Information The following information is important for HELP to have, however, it is optional
2  Complete your profile	Is this your first time completing the EDI? <input type="button" value="Yes"/> ▾
3  Complete your EDIs	If not your first time, how many times have you completed the EDI previously? <input type="button" value="-----"/> ▾
	Did you attend a teacher training session previously? <input type="button" value="Yes"/> ▾

Step 5: Complete your EDIs between February 1-March 10, 2024

1. Select the “Complete your EDIs” button on the sidebar, and click on “EDI 2023-24”.

Complete Your EDIs

To begin completing the EDI questionnaire, please click “EDI 2019-20” below.

If you have any questions about a particular item on the EDI questionnaire, click on the green question mark beside each question to see further explanation. If you are still unsure about how to answer, skip the question or contact the EDI Implementation team at edi@help.ubc.ca or 604-822-3361.

Name

EDI

2. Select a student from your class list.

Complete EDI

You can track your progress here. When you move through the survey, a pop-up will alert you if you have left any questions blank. Check the Survey Section Progress to see if you have missed any questions.

You may revisit your EDI questionnaires any time during February. At the end of February, all of your responses will be automatically submitted.

Students

Name	PEN	Percent Complete	Last updated
Aubrey Apple	112345677	0% (0/0)	Dec. 12, 2019, 8:55 a.m.
Arlo Avocado	223456788	0% (0/0)	Dec. 12, 2019, 8:56 a.m.
Kai Kiwi	667891233	0% (0/0)	Dec. 12, 2019, 9:06 a.m.
Kade Kumquat	556789122	0% (0/0)	Dec. 12, 2019, 8:58 a.m.
Maerin Mango	334567899	0% (0/0)	Dec. 12, 2019, 8:56 a.m.
Theo Tomato	445678911	0% (0/0)	Dec. 12, 2019, 8:57 a.m.

[Email](#)

☒ I have completed my EDIs

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

Survey

Please click on “**Start Survey**” to begin filling out EDI questionnaires on your students.

For additional support with a question, click on the green question mark icon beside each question.

The “**Resources**” section on the menu to the left contains answers to Frequently Asked Questions.

If you need further assistance, please contact 604-822-3361 or edi@help.ubc.ca.

Start Survey

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

0 of 0 answered (0%)
[Show Survey Progress](#)

Introduction

Aubrey Apple

[Section A >](#)

[Arlo Avocado >](#)

[< Previous](#)

[Save & Continue >](#)

Demographics

1. Class Assignment: K

2. Child's Date of Birth: 6 January 2014

3. Sex: F M

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.

[< Previous](#)

[Save & Continue >](#)


Section A- Physical Well-Being

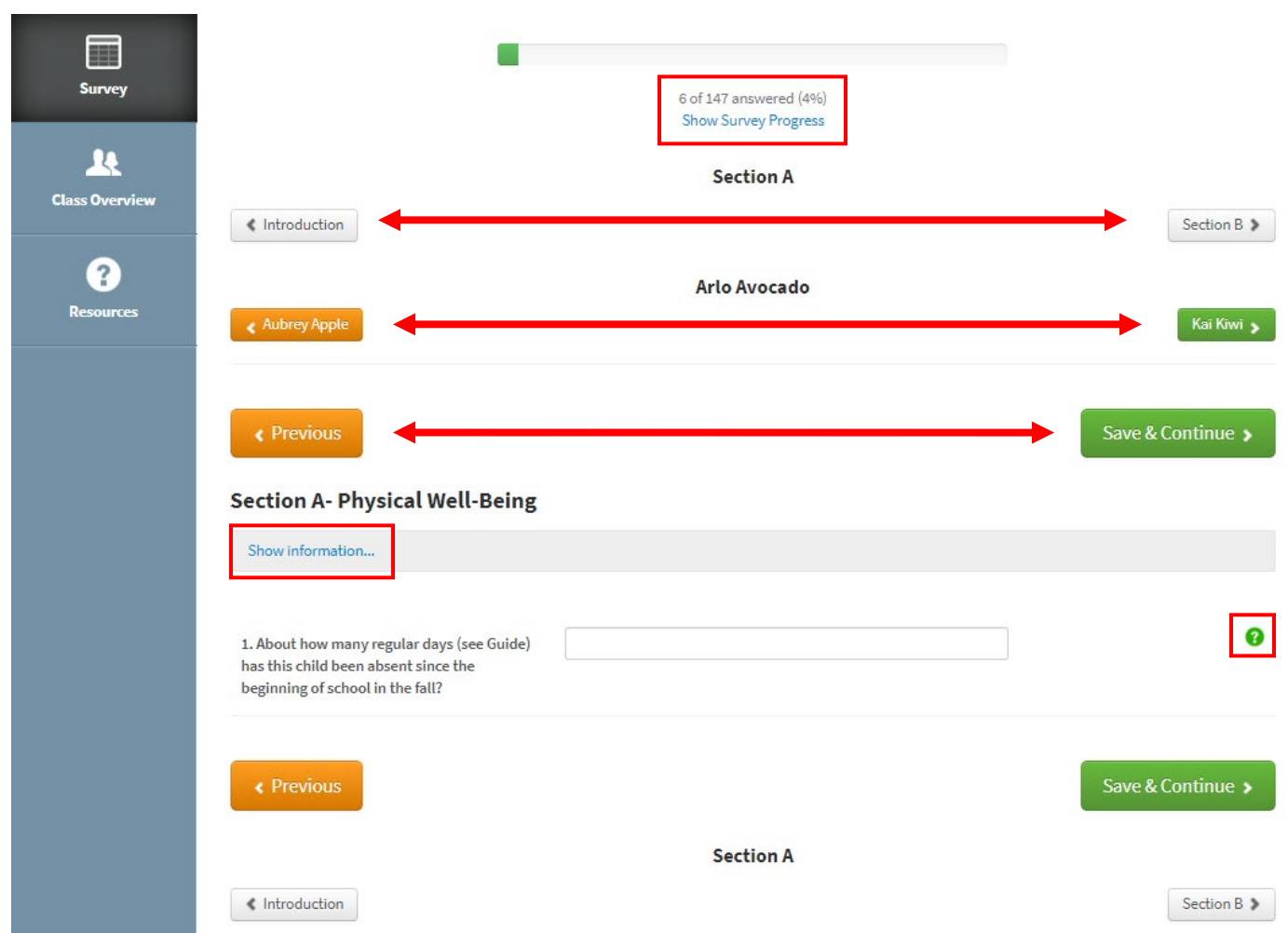
[Show information...](#)

1. About how many regular days (see Guide) has this child been absent since the beginning of school in the fall?

3

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.



The screenshot displays the survey interface with a sidebar on the left containing three main sections: **Survey** (with a calendar icon), **Class Overview** (with a group of people icon), and **Resources** (with a question mark icon). The main content area is divided into several sections:

- Progress Bar:** A green bar at the top indicates progress. A red box highlights the text "6 of 147 answered (4%) Show Survey Progress".
- Section A:** A section header with navigation buttons: "Introduction" (left arrow), "Section B" (right arrow), and "Arlo Avocado" (center).
- Student Selection:** Below the section header, there are buttons for "Aubrey Apple" (left arrow), "Kai Kiwi" (right arrow), and "Arlo Avocado" (center).
- Navigation:** At the bottom of the student selection area, there are buttons for "Previous" (left arrow) and "Save & Continue" (right arrow).
- Section A- Physical Well-Being:** A section header with a red box highlighting the text "Show information...".
- Question 1:** A question titled "1. About how many regular days (see Guide) has this child been absent since the beginning of school in the fall?". The question text is followed by a text input field. A red box highlights a green question icon (a question mark inside a circle) to the right of the input field.
- Bottom Navigation:** At the bottom of the page, there are buttons for "Previous" (left arrow) and "Save & Continue" (right arrow).
- Section A:** A section header with navigation buttons: "Introduction" (left arrow) and "Section B" (right arrow).

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.

Survey Section Progress	
Introduction	Complete (16 / 16)
Section A	Complete (13 / 13)
Section B	Complete (40 / 40)
Section C	Incomplete (0 / 58)
Section D	Incomplete (0 / 4)
Section E	Incomplete (0 / 4)
◀ Back to Survey	

- 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.

Home

1 Add/Delete Students

2 Complete your EDIs

3 Complete your profile

Resources

Complete EDI

Email ▾

You can track your progress here. When you move through the survey, a pop-up will alert you if you have left any questions blank. Check the Survey Section Progress to see if you have missed any questions.

You may revisit your EDI questionnaires any time during February. At the end of February, all of your responses will be automatically submitted.

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Kai Kiwi	667891233	0% (0/0)	Dec. 12, 2019, 9:06 a.m.	➔
Kade Kumquat	556789122	0% (0/0)	Dec. 12, 2019, 8:58 a.m.	➔
Maerin Mango	334567899	0% (0/0)	Dec. 12, 2019, 8:56 a.m.	➔
Theo Tomato	445678911	0% (0/0)	Dec. 12, 2019, 8:57 a.m.	➔

I have completed my EDIs

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 | 604-827-5504