



# **Teacher Instructions**

## **2018-2019**

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## General Information

### General Information

- All Kindergarten teachers are to complete an Early Development Instrument online survey for each of their students.
- Teachers are asked to complete the EDI surveys between February and March.
- Each survey takes approximately 15 minutes per survey on average to complete.
- The deadline for teachers to complete all EDI surveys is: March 31 (or earlier).

## General Information

- The information is collected under the legislative authority of The Healthy Child Manitoba Act:  
<https://www.gov.mb.ca/healthychild/about/hcmact.html>
- Results will always be grouped (e.g. by school / school division).
- Results will never be reported about individual students or teachers.

## General Information Important!

### **The Skills and Abilities of Kindergarten Teachers ARE NOT being assessed**

- A child's development begins *prenatally*.
- There is an enormous amount of developmental impact that happens before a child even enters Kindergarten (for better or worse)
- It is very important that teachers answer the survey questions honestly.



## Getting Started (What you will need)

### Getting Started What you will need:

1. **EDI Teacher Instructions** (this document!)
2. **Local Class List**

This document includes the Teacher Login and Password necessary to enter the EDI online system ([e-EDI](#)). It also has the EDI-IDs and Local IDs necessary to match Student Names with the correct EDI survey. (No names are visible online, only ID numbers.) More information below.

3. **EDI Guide**

The EDI Guide answers most of the questions that typically arise. Teachers are asked to access this document digitally from *within the e-EDI*. See how to do this in one of two ways in just a couple more slides.

## Getting Started

### Have your Local Class List available

Each Kindergarten teacher must have their own Local Class List.  
Please contact your EDI Local Coordinator if you do not have this.

<b>EDI online survey site:</b> www.e-edl.ca			
<b>Teacher's Name:</b> Ellen Degeneres			
<b>e-EDI log-in:</b> Edegeneres@good.com		<b>Teacher e-EDI log-in</b>	
<b>e-EDI password:</b> 90009999		<b>Teacher e-EDI password</b>	
<b>School:</b> 9999 Good School			
<b>School Division:</b> Grand School Division			

Child's First Name	Child's Last Name	EDI ID	Local ID
DONTE	ANDERSON	180210000109021	201899990021
SERENITY	BEARDIE	180210000109022	201899990022
MELODEE	COOK	180210000109023	201899990023
MICHEAL	DETTANIK	180210000109024	201899990024
HENRY	DUKE	180210000109025	201899990025
ADELIN	GEGEN	180210000109026	201899990026
LUCAS	HALVORSKY	180210000109027	201899990027
NATHALIE	HENRY	180210000109028	201899990028
ALEXA	LEYBYUK	180210000109029	201899990029
			201899990042
			201899990043
			201899990044

**Student ID numbers (EDI-ID and Local ID)**

**"Blank" rows with Local ID numbers for new students, or students missing from your Class List.**

## Getting Started

### Have your Local Class List available

- Review your Class List, and ensure all the students in your class are included.
- A student must be currently in your class for at least one month to complete a survey.
- There will be circumstances where you will need to Add or Remove a Student from your Class List / the survey process. For more information, please refer to the section: "How to Add or Remove Students from the e-EDI."

## Getting Started

### Access the EDI Guide Online – 1<sup>st</sup> WAY

**EDI** EARLY DEVELOPMENT INSTRUMENT  
A Population-Based Measure for Communities

MB test teacher

Home

### Teacher Menu

**My EDI**  
Teacher Participation Form  
e-EDI Teacher Training Feedback Form

**EDI Questionnaires**  
EDI Questionnaires

**Documents**  
Review EDI Guide

To add a new class, please send a message to the EDI Administrator: [webmaster@e-edi.ca](mailto:webmaster@e-edi.ca)

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McMaster University & Hamilton Health Sciences, Hamilton ON, Canada  
Tel.(905)525-9140 27051

Once you are logged into the e-EDI system you can access the EDI Guide from the main menu.

Click to download the EDI Guide

## Getting Started

### Access the EDI Guide online – 2<sup>nd</sup> WAY

GUIDE Demographics Section A Section B Section C Section D Section E

### Child Demographics

Next Student

Class Assignment: K

Child's Date of Birth: 8 March 2013

Sex: Female

Postal Code: R0B0J0

Has this student immigrated to Canada within the last 2 years?: Yes

Class Type: Kindergarten

Does the child have identified special need?: No

English/French as an additional Language: No

French Immersion: No

Other Immersion: No

Indigenous: Yes

Child's First Language(s): English Cree

Communicates adequately in his/her first language: No

Student Status: Moved out of school

GUIDE Demographics Section A Section B Section C Section D Section E

You can also access the EDI Guide by clicking on this Question Mark symbol

The EDI Guide text (for that particular question) will pop up.



## **How to Navigate the online system (e-EDI)**

**Enter the e-EDI**

**Click or type in  
your internet  
browser:**

**[www.e-ed.ca](http://www.e-ed.ca)**



**1. Refer to your Local Class List**

**2. Type Teacher Login / email here**

**3. Type Teacher password**

**4. Check language preference**

**5. Click the Login button**

Please do **not** "save settings" on public computers.

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McMaster University & Hamilton Health Sciences, Hamilton  
Tel.(905)521-2100, ext.74377

Issues? Call the OCCS number at bottom of page

## The "Teacher Menu" Screen

**Click "EDI Questionnaires" to start completing the EDI surveys.**

**Click Logout when you want to exit the e-EDI**

**Please do not change your e-EDI Username/Password**



## The "EDI Questionnaires" Screen

**EDI Questionnaires** [Update] [Exit]

Class Code: 99001302 [1] [v]  
 Teacher Name: Test Teacher 2  
 Class Time: am, every day  
 Language:  
 Email: teacher002@e-ed.ca  
 Comments:

To add a new class, please send a message to the EDI Administrator: webmaster@e-ed.ca  
 If a student has been added in error, please send a message with the EDI Number to be deleted to the EDI Administrator: webmaster@e-ed.ca

EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
99001302101	1	M	6-Nov-2005	B3L1B2	<input type="checkbox"/>	EDI
99001302102	2	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302103	3	M	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302104	4	F	14-Dec-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302105	5	M	30-Apr-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302106	6	M	6-Nov-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302107	7	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302108	8	M	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302109	9	F	14-Dec-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302110	10	M	30-Apr-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302111						

[Add Student]

EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
99001302201	1	M	6-Nov-2005	B3L1B2	<input type="checkbox"/>	EDI
99001302202	2	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302203	3	M	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302204	4	F	14-Dec-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302205	5	M	30-Apr-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302206	6	M	6-Nov-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302207	7	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302208	8	M	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302209	9	F	14-Dec-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302210	10	M	30-Apr-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302211						

[Add Student]

If you have more than one class, they will appear on the same page, one under the other.

1st Class 2nd Class

If the Class Time description is incorrect, do not worry, as this will not impact the data.

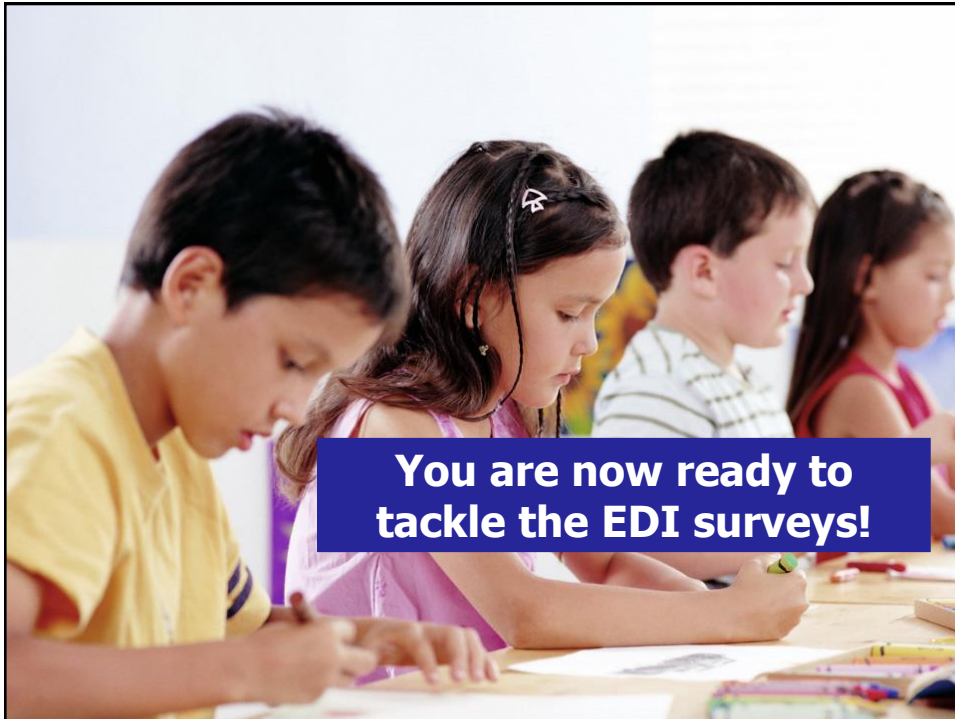
## Identify the Child

Next, match the Local ID with your Local Class List (which contains children's names), to ensure you are completing the survey for the correct child.

990013022: Test School 1 - pm, every day						
EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
99001302201	1	M	6-Nov-2005	B3L1B2	<input type="checkbox"/>	EDI
99001302202	2	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302203	3	M	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302204	4	F	14-Dec-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302205	5	M	30-Apr-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302206	6	M	6-Nov-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302207	7	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI

Child's First Name	Child's Last Name	EDI ID	Local ID
Bob	Scott	990013002201	1

Bob's Scott survey is Local ID #1.



## Enter a Survey

To enter a survey, select one of the flashing blue EDIs on the right of the screen.

990013022: Test School 1 - pm, every day						
EDI ID	Local ID	Sex	Date of Birth	Postal Code	Status	EDI
99001302201	1	M	6-Nov-2005	B3L1B2	<input type="checkbox"/>	EDI
99001302202	2	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302203	3	M	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302204	4	F	14-Dec-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302205	5	M	30-Apr-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302206	6	M	6-Nov-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302207	7	F	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302208	8	M	16-Jun-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302209	9	F	14-Dec-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302210	10	M	30-Apr-2004	B3L1B2	<input type="checkbox"/>	EDI
99001302211						

Add Student

Child's First Name	Child's Last Name	EDI ID	Local ID
Bob	Scott	990013002201	1

In the previous example, Bob Scott's survey would be the first (Local ID #1).

## Questionnaire Sections (Demographics, Sections A, B, C, D, E)

GUIDE **Demographics** Section A Section B Section C Section D Section E

**Child Demographics**

Class Assignment: K

Child's Date of Birth: 8 March 2013

Sex: Female

Postal Code: R0B0J0

Has this student immigrated to Canada within the last 2 years?: Yes

Class Type: Kindergarten

Does the child have identified special need?: No

English/French as an additional Language: No

French Immersion: No

Other Immersion: No

Indigenous: Yes

Child's First Language(s): English Cree

Communicates adequately in his/her first language: No

Student Status: Moved out of school


GUIDE **Demographics** Section A Section B Section C Section D Section E

You are now in "Bob Scott's" survey, and any prefilled demographic information should reflect this.

To access a different section of the survey, click on one of the sections listed in red near the top or bottom of your screen.

## Identified Special Needs Cannot be left blank!

GUIDE **Demographics** Section A Section B Section C Section D Section E

Previous Student  **Child Demographics** Next Student

Class Assignment: K

Child's Date of Birth: 10 January 2013

Sex: Female

Postal Code: A1A1A1

Has this student immigrated to Canada within the last 2 years?:

Class Type:

Does the child have identified special need?:

English/French as an additional Language:

French Immersion:

Other Immersion:

Indigenous:

Child's First Language(s):

Communicates adequately in his/her first language:

Student Status:

GUIDE **Demographics** Section A Section B Section C Section D Section E Save EDI

**IMPORTANT:**  
Identified Special Needs CANNOT be left blank!  
Your survey will not be counted if this question is not answered.

**Reminder:**  
You can click on the Question Mark symbol for more details about a survey question



## Identified Special Needs Cannot be left blank!

"YES" if child has been identified as needing special assistance

Yes	No
<p>Child identified already as needing special assistance due to chronic medical, physical, or mental disabling conditions, e.g., autism, fetal alcohol syndrome, Down syndrome</p> <p>Child requires special assistance in the classroom</p>	<p><b>** Gifted or talented **</b></p> <p>Please mark, instead, their special talents in Section B, questions 34-39</p> <p>If you only suspect that the child may be suffering from a disabling condition, or the condition is not severe enough for the child to be classified as "special needs." (Please indicate the problem in Section D of the questionnaire.)</p>

"NO" if you suspect that a child is needing special assistance but is not receiving any. Section D allows you to elaborate.

## Section D (Special Concerns)

Previous Student  **Section D - Special Concerns**  Next Student

	yes	no	don't know
1 ) Does the student have a problem that influences his/her ability to do school work in a regular classroom? (based on parent information, medical diagnosis, and/or teacher observation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>If YES above, please mark all that apply. Please base your answers on teacher observation or medical diagnosis and/or parent/guardian information.</b>			
2a ) physical disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b ) visual impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c ) hearing impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2d ) speech impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2e ) learning disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2f ) emotional problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2g ) behavioural problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2h ) home environment/problems at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2i ) chronic medical/health problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2j ) unaddressed dental needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2k ) other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please specify: _____			

In Section D, if you respond "Yes" in Q1...("Does the student have a problem that influences his/her ability to do school work...")


You must have at least one "Yes" in Q2.

If your answers in Q1 and Q2 are inconsistent, the system will not allow you to submit your survey.



## Finished/Submit to McMaster

Click here

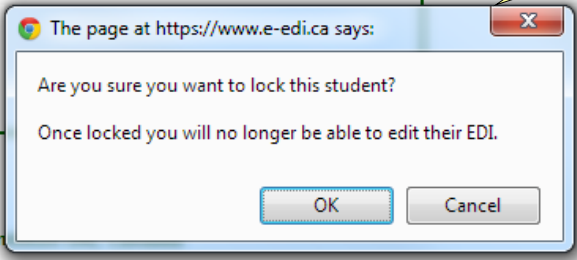
 Finished/Submit to McMaster

Next: A message will pop up:  
"Are you sure you want to lock this student?"

Once locked you will no longer be able to edit this student's survey.

If you are sure you are completely finished, click "OK."

Next, you will be redirected to the "EDI Questionnaires" Screen Information page where you can select another EDI questionnaire to complete.



## Finished/Submit to McMaster: Did it work?

The survey completion date will appear **ONLY** beside a properly submitted survey.

18101001111	190000531	Male	17-Jun-2003	S4V0J5	<input type="checkbox"/>	EDI
18101001112	190000532	Male	17-Jun-2003	S4V0J5	<input type="checkbox"/>	EDI
18101001113	190000533	Male	21-Sep-2003	S4V3E9	<input checked="" type="checkbox"/> 5-Feb-2009	EDI
18101001114	190000534	Male	17-Sep-2003	S4V0G7	<input type="checkbox"/>	EDI
18101001115	190000536	Male	1-Nov-2003	S4V0N3	<input type="checkbox"/>	EDI

If you do not see a date, this means that the survey has not been submitted properly, and you must go back to Section E and check again for any "Incomplete" sections.

When the survey is submitted properly, the blue EDI symbol will also stop flashing.

## Tip

**Continuously save as you work!**  
**After 15 minutes of inactivity, you will automatically be logged off the system and your unsaved changes will be lost.**

GUIDE Demographics Section A Section B Section C Section D Section E Save EDI

Previous Student Child Demographics Next Student

Class Assignment: K

Child's Date of Birth: 10 January 2013

Sex: Female

Postal Code: A1A1A1

Has this student immigrated to Canada within the last 2 years?:

Class Type:

Does the child have identified special need?:

English/French as an additional Language:

**SAVE YOUR WORK!**



## How to Add or Remove Students from the e-EDI

## How to Add students

1. To add a new or missing student, please first refer to your Local Class List.

**EDI online survey site:** [www.e-edl.ca](http://www.e-edl.ca)  
**Teacher's Name:** Ellen Degeneres  
**e-EDI log-in:** Edegeneres@good.com  
**e-EDI password:** 90009999  
**School:** 9999 Good School  
**School Division:** Grand School Division

2. You should see a few blank student rows at the bottom of each class. Write the new student name(s) in the blank space(s) provided.

Child's First Name	Child's Last Name	Local ID
DONTE	ANDERSON	201899990021
SERENITY	BEARDIE	201899990022
MELODEE	COOK	201899990023
MICHEAL	DETTANIK	201899990024
HENRY	DUKE	201899990025
ADELINE	GEGEN	201899990026
LUCAS	HALVORSKY	201899990027
NATHALIE	HENRY	201899990028
ALEXA	LEYBANK	201899990029
		201899990042
		201899990043
		201899990044

3. Take note of the new student Local ID.

## How to Add students

4. Next, in the e-EDI, Open the "EDI Questionnaire" Screen.

**980001012: Test School - pm, every day**

EDI ID	Local ID	Sex	Date of Birth	Postal Code
98000101201	133	Male	6-Nov-2002	L8S3R4
98000101202	134	Female	16-Jun-2002	
98000101203	135	Male	16-Jun-2002	
98000101204	136	Female	14-Dec-2002	
98000101205	137	Male	30-Apr-2002	
98000101206	138	Male	30-Apr-2002	
98000101207	139	Female	16-Jun-2002	L8S3R4
98000101208	140	Male	16-Jun-2002	L8S3R4
98000101209	141	Female	16-Jun-2002	
98000101210	142	Male	14-Dec-2002	
98000101211				

Add Student

5. Type in the new student's Local ID. Note: The EDI ID will be generated automatically.

6. Click "Add Student"

That is it!  
Just Remember to fill in the Demographic Information



## How to Remove students

How to remove a student from the e-EDI?

GUIDE Demographics Section A Section B Section C Section D Section E Save EDI

Previous Student Child Demographics Next Student

Class Assignment: K  
 Child's Date of Birth: 10 January 2013  
 Sex: Female  
 Postal Code: A1A1A1  
 Has this student immigrated to Canada within the last 2 years?:  
 Class Type:  
 Does the child have identified special need?:  
 English/French as an additional Language:  
 French Immersion:  
 Other Immersion:  
 Indigenous:  
 Child's First Language(s):  
 Communicates adequately in his/her first language:  
 Student Status:

GUIDE Demographics Section A Section B Section C Section D Section E Save EDI

The Student Status question gives you the opportunity to discontinue the survey (or, remove students from the process)...

## How to Remove students (Student Status Question):

- If the student has been...

1. in class for more than one month

If you select "in class for more than one month" the survey will continue

2. less than one month

3. moved out of class

4. moved out of school

5. other (e.g. parent opted out)

If you select any other option (2-5) the survey will end (after giving a warning).

Reminder: Students must currently be in your class for at least one month to complete a survey.

## **EDI Teacher Training Video**

If you would like more details on how to navigate the e-EDI, you may choose to watch this video

Please Note: Manitoba's "EDI package" is different from that expressed in the video.

*English:*

**[http://manitoba.ca/healthychild/editraining\\_en.html](http://manitoba.ca/healthychild/editraining_en.html)**

*French:*

**[http://manitoba.ca/healthychild/editraining\\_fr.html](http://manitoba.ca/healthychild/editraining_fr.html)**



## **Teacher Quick Tips (answers to some commonly asked questions)**

## Teacher Quick Tips

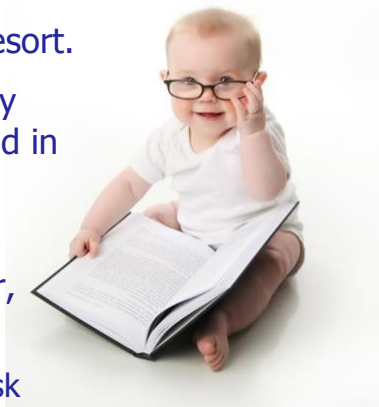
- The EDI is based on your perception of the child's development; the child does not need to be present as you complete your questionnaires.
- Answers should always be based on the child's abilities / behaviours alone, NOT in relation to the group averages.

## Teacher Quick Tips

- Answers should be based on your observations of the student's **current** developmental status.
- There is one exception to this rule:  
In Section C (Social and Emotional Development), responses should be based on observations of the student **now**, but use the time since the beginning of the school year as your frame of reference.

## Teacher Quick Tips

- Use “Don’t know” as a last resort.
- Questionnaires with too many “Don’t knows” cannot be used in the analyses.
- If you have not seen a child exhibit a particular behaviour, select **Never** or **Not True**
- Teachers are not required to ask parents for information.



## Teacher Quick Tips

### Do you consider the Child to be English as an Additional Language (EAL)?

- This question is pertinent only to Anglophone schools; i.e., the main language of the school is English.
- EAL refers to a child for whom English is **not** his/her first language and who needs additional instruction in English.
  - A child is **not** considered EAL if his/her first language is English.
  - A child is also **not** considered EAL if his/her first language is **not** English but can speak English fluently.

## Teacher Quick Tips

### For French and Other Immersion Teachers in Anglophone Schools:

- Respond to the EDI questions based on your observations of a child's ability in English.
- If you have not had the opportunity to observe a child's behaviour in English, use your best judgment.
  - *The questions on the EDI reflect transferable skills and abilities therefore if the child has mastered these skills in French (e.g.) they have most likely also achieved this in English as well.*

## Tip

Due to the "learning curve", it is more efficient to complete all the questionnaires **in one sitting**\*.

\* One sitting may involve 2 or 3 consecutive days, depending on the number of students you have.

## For additional **EDI** resources:

Offord Centre for Child Studies (OCCS)

<https://edi.offordcentre.com/>

OCCS Video:

Short summary about the EDI and why it is important:

<https://offordcentre.com/edi-early-years/>

Healthy Child Manitoba Office (and EDI Reports)

<https://www.gov.mb.ca/healthychild/edi/index.html>

