



# **Teacher Instructions**

## **2018-2019**

### **Table of Contents**

- General Information
- Getting Started (what you will need)
- How to Navigate the EDI online system (e-EDI)
- How to Add or Remove Students from the e-EDI
- Teacher Quick Tips (answers to commonly asked questions)



## 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-edi.ca   |  |  |  |
| <b>Teacher's Name:</b> Ellen Degeneres        |  |  |  |
| <b>e-EDI log-in:</b> Edegeneres@good.com      |  |  |  |
| <b>e-EDI password:</b> 90009999               |  |  |  |
| <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 |
| ADELINE            | GEGEN             | 180210000109026 | 201899990026 |
| LUCAS              | HALVORSKY         | 180210000109027 | 201899990027 |
| NATHALIE           | HENRY             | 180210000109028 | 201899990028 |
| ALEXA              | LEYBYUK           | 180210000109029 | 201899990029 |
|                    |                   |                 | 201899990042 |
|                    |                   |                 | 201899990043 |
|                    |                   |                 | 201899990044 |

**Teacher e-EDI log-in**

**Teacher e-EDI password**

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

**"Blank" rows with Local ID numbers for new students, or students missing from you 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)

© Offord Centre for Child Studies  
McMaster University & Hamilton Health Sciences, Hamilton ON, Canada  
Tel.(905)525-9140 27051

## 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



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

**Enter the e-EDI**

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

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

© Offord Centre for Child Studies  
McMaster University & Hamilton Health Sciences, Hamilton, ON  
Tel.(905)521-2100, ext.74377

Issues? Call the OCCS number at bottom of page

The screenshot shows the Offord Centre for Child Studies login page. It features the Offord logo, the text 'CENTRE FOR CHILD STUDIES', and 'EARLY DEVELOPMENT INSTRUMENT'. Below this is the French translation 'INSTRUMENT DE MESURE DU DÉVELOPPEMENT À LA'. The login form includes an email field with 'ahmed@mcmaster.ca', a password field with masked characters, and radio buttons for 'English' (selected) and 'French'. A 'Login' button is present. A 'Save my settings' checkbox is also visible. The footer contains copyright information and contact details for the Offord Centre for Child Studies at McMaster University & Hamilton Health Sciences.

### 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 screenshot shows the 'Teacher Menu' screen. At the top, it says 'The "Teacher Menu" Screen'. Below this is the EDI logo and 'EARLY DEVELOPMENT INSTRUMENT A Population-Based Measure for Children'. The user is logged in as 'MB test teacher' on 'Monday, January 28, 2019 - 2:36:10 PM'. The menu includes sections for 'My EDI' (Teacher Participation Form, e-EDI Teacher Training Feedback Form, EDI Questionnaires), 'Documents' (Review EDI Guide), and 'Training' (EDI Training Video). A 'Logout' button is in the top right. The footer contains copyright information and contact details for the Offord Centre for Child Studies at McMaster University & Hamilton Health Sciences.

## The "EDI Questionnaires" Screen

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

Class Code: 99001302 | 1

Teacher Name: Test Teacher 2

Class Time: am, every day

Language:

Email: teacher002@e-edl.ca

Comments:

To add a new class, please send a message to the EDI Administrator: webmaster@e-edl.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-edl.ca

| 990013021: Test School 1 - am, every day |          |     |               |             |                          |     |               |
|--|----------|-----|---------------|-------------|--------------------------|-----|---------------|
| 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        | M   | 14-Dec-2004   | B3L1B2      | <input type="checkbox"/> | EDI |               |
| 99001302110                              | 10       | M   | 30-Apr-2004   | B3L1B2      | <input type="checkbox"/> | EDI |               |
| 99001302111                              |          |     |               |             |                          |     | [Add Student] |

| 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] |

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

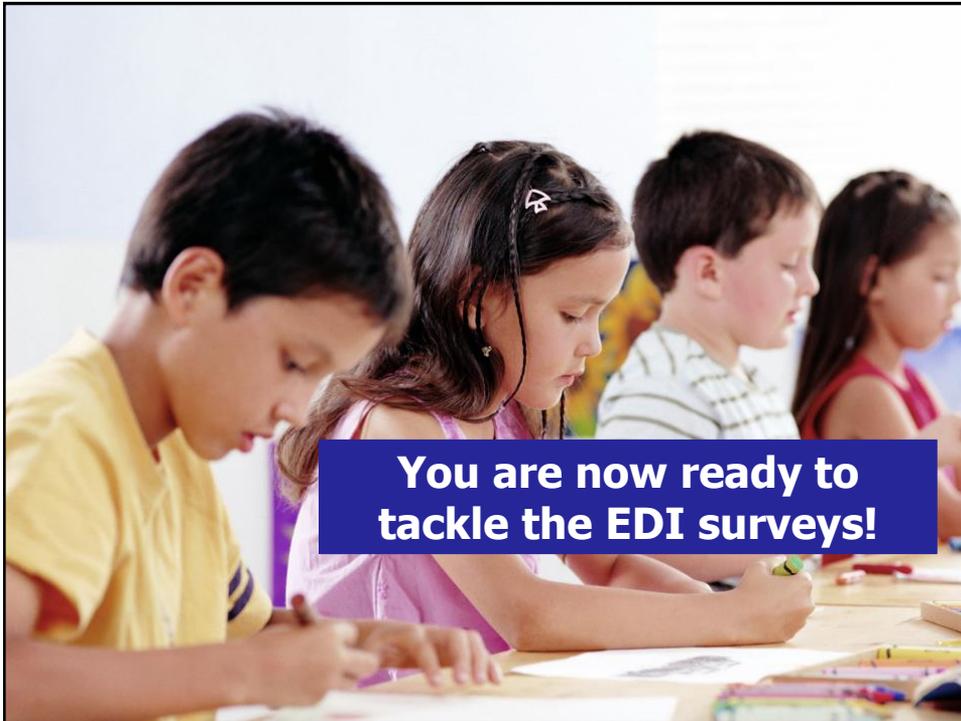
Next, match the Local ID with your Local Class List (which contains children's names), to ensure you are completing the survey for the correct child.

| 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                              |          |     |               |             |                          |     |

| 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)

**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

**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!

**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:

**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**

The page at <https://www.e-edi.ca> says:

Are you sure you want to lock this student?

Once locked you will no longer be able to edit their EDI.

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"/> | EDI |
| 18101001114 | 190000534 | Male | 17-Sep-2003 | S4V0G7 | <input type="checkbox"/>            | EDI |
| 18101001115 | 190000536 | Male | 1-Nov-2003  | S4V0I3 | <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.

The screenshot shows the 'Child Demographics' form in the e-EDI system. At the top, there are navigation tabs: 'GUIDE', 'Demographics', 'Section A', 'Section B', 'Section C', 'Section D', and 'Section E'. The 'Save EDI' button is circled in red. Below the tabs, there are fields for 'Previous Student' and 'Next Student'. The main form contains several fields: '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?', and 'English/French as an additional Language'. Each field has a help icon to its right.

**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.

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

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.

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   |             |
| 98000101208 | 140      | Male   | 16-Jun-2002   | L8S3R4      |
| 98000101209 | 141      | Female | 16-Jun-2002   |             |
| 98000101210 | 142      | Male   | 14-Dec-2002   |             |
| 98000101211 |          |        |               |             |

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?

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...
  - in class for more than one month
 

If you select "in class for more than one month" the survey will continue
  - less than one month
  - moved out of class
  - moved out of school
  - 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

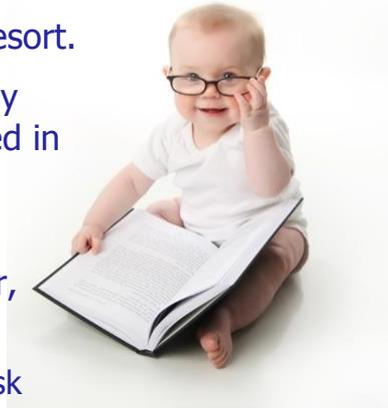
- The EDI is based on your perception of the child's development; the child does not need to be present as you complete your questionnaires.
- Answers should always be based on the child's abilities / behaviours alone, NOT in relation to the group averages.

## 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>

