

# Instruction Sheet for EDI Teacher Portal

**Step 1:** Log-in url: <https://usedi.ucla.edu>  
Username: Your E-mail address, as assigned by school  
Password: usedi2017

**Step 2:** Agree to Consent Form

**Step 3:** Create Permanent/Confidential Password

**Step 4:** Check Student List (Make sure you have the correct class)

## To add a student

**Step 4.1a:** Click on add child button

**Step 4.2a:** A Blank child record will appear

**Step 4.3a:** Click on the EDI button for the added child

**Step 4.4a:** Open up the blank child record and fill in the details

**Step 4.5a:** Save and Exit to return to the class list

## To exclude a student

**Step 4.1b:** Click on the child's EDI button

**Step 4.2b:** Fill in the details

**Step 4.3b:** When you get to question 14, select any of these options, the system will alert you that the questionnaire for that child is complete. You will stop at this point.

To delete a student (*only use if child was never in your class or if you accidentally clicked the "Add Child" button and you need to get rid of the blank record*)

**Step 4.1c:** Click on delete student button (  )

**Step 4.2c:** New section will appear called "Deleted Children". If you delete the wrong child, click the blue circle and the student will return to the active list.

**Step 5:** Complete each child record

**Step 5.1:** When you are done entering all the data for a child, select the "check for completeness" tool to make sure you have successfully completed the EDI.

**Step 5.2:** If you have not completely finished a questionnaire, the system will alert you.

**Step 5.3:** To investigate, all you need to do is select the incomplete hyperlink

**Step 6:** Fill out Teacher Feedback Form

