

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: usedi2018

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

