

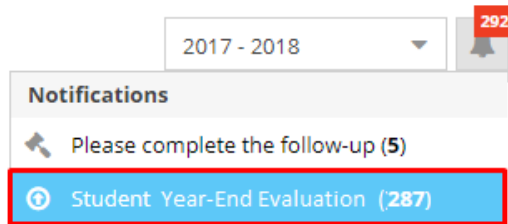
IMP Transition Help Document



1. Evaluate Students (normally done at year-end)

Step 1:

Click on the **Bell** icon on the top right of the screen to open the Notification list, then click the item of 'Student Year-End Evaluation' to evaluate the students. The evaluation should be done before **June 30** yearly, if not the administrators will receive the alert after **June 1**.



Step 2:

On **Evaluation** form, select a value for **End of Term Status** and the students, then click on the **Evaluate** button.

Evaluation						
End Of Term Status (*): Promotion				Enroll students for next school year?: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	#	Full Name	Birthdate	Sex	Grade Level	
<input checked="" type="checkbox"/>	1	Layton Kotokak		Not selected	Fifth grade	
<input checked="" type="checkbox"/>	2	Hailey Kudlak		Not selected	Fifth grade	
<input checked="" type="checkbox"/>	3	Jonathan Kunnizzie		Not selected	Fifth grade	
<input checked="" type="checkbox"/>	4	Lucas Lukas		Not selected	Fifth grade	
<input checked="" type="checkbox"/>	5	Ryan Maier		Not selected	Fifth grade	
<input checked="" type="checkbox"/>	6	Abygail McDonald		Not selected	Fifth grade	
<input checked="" type="checkbox"/>	7	Alwad Momem		Not selected	Fifth grade	

Note:

- If 'Enroll students for next school year' is checked then the evaluated students will be enrolled automatically in the year of 2017 – 2018. It means they will appear in the Student list for the new year. Else, if the checkbox is **NOT** checked then the user will have to enroll students manually.
- Users can change **Page Size** to show more students per page.

2. Enroll Students manually

2.1. Enroll new Students

- Step 1: If the person does not exist in the system then the user will have to add the person first. Else, go to Step 2.
 - Open the **Person** menu, click on (👤) and enter a value for the required fields of First Name, Last Name, Birthdate, Sex and Country then click Ok to add.
 - Turn off the Edit icon (✎) then double click on the record if you wish to add additional Person details.
- Step 2: Open the **Student** menu, click the icon (👤) to see the **Enrollment** form. Select a **Grade**, **Entry Type** and the Student(s) then click on the **Enroll** button at the end of the form.

Enrollment

Entry Date (*): 09/04/2017 Grade Level (*): First grade

Entry Type (*): Original entry into a school Skip grades

	#	First Name	Last Name	Birthdate ↓	Sex	Grade Level
<input type="checkbox"/>		Enter search value...	Enter search value...	Enter value...		
<input checked="" type="checkbox"/>	1	Bianca	Rogers	08/30/2011	Male	-
<input type="checkbox"/>	2	Julia	Tumma	02/12/2009	Female	-
<input type="checkbox"/>	3	Anday	Albert	09/04/2008	Female	-
<input type="checkbox"/>	4	Katelinne	Ruben	08/28/2008	Female	-

3. Add new Incidents

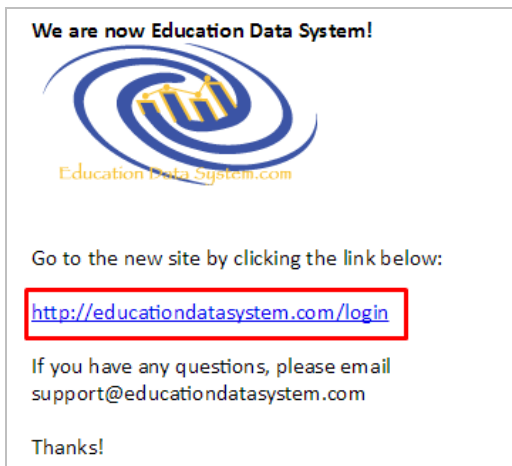
You will start the year by making incidents without Action Plans. This will be the easiest way to get familiar with the new program.

Once you are comfortable, then you can create your own Support Plans. Click on the Action Plan menu on the left-hand side of the screen.

Alternatively, the old [IMP Support Plan](#) is available should you chose it. You simply need to go to the Action Plan menu and activate it. Start by double clicking the record, go to the Finish Tab and click the **Active** checkbox.

4. How staff access the program




- If a staff member opens the old link of <http://www.theimp.ca/main.html>
- They will see the new website link: <https://educationdatasystem.com/login>



- The above link will lead you to one more website. To save time you may wish to bookmark the following login directly: <https://login.educationdatasystem.com>
- Use the same account from last year (includes username and password).

Note: If it is not familiar then click on 'Back to Classic Login' to view the old screen.

5. How add new staff

- **Step 1:** If a staff member does not yet exist in the system then the administrator first needs to add the person. Else, go to **Step 2**.
 - Open the **Person** menu, click on () and enter a value for the required fields of First Name, Last Name, Birthdate, Sex and Country then click Ok to add.
 - Turn off the Edit icon () then double click on the record to add the person details.
- **Step 2:** Open the **Staff** menu, click the icon () to see the **Employment** form. Enter a value for the required fields of Employee, Position Title, Entry Date and Employment Status then click on the **Employ** button.

Staff Employment

Employee (*) Employee

Position Title (*) Position Title: The descriptive na...

Staff Classification (*) Staff Classification

Teaching Days Per Year Teaching Days Per Year

Total Salary Total Salary

Total Benefits Total Benefits

Entry Date (*) Entry Date

Hire Date Hire Date

Exit Date Exit Date

Employment Status (*) Employment Status

Close Employ

6. User Guide and FAQs pages

To better understand the program, please go to the [Help](#) menu. Open the [User Guide](#) page to view what information you may need.

Admin ADMIN

Action Plan

Incident

Action Taken

Analysis and Report

Account

Help

User Guide

FAQs

Sign out

User Guide

- 1. Register and Sign in
- 2. Add Organization
- 3. Add Calendar
- 4. Add Person
- 5. Add Course/Session

Or go to the [FAQs](#) page to search for a topic or question. Note: this area still may be empty.

The screenshot shows a user interface for the FAQs page. At the top left, there is a question mark icon and the text 'FAQs'. Below this, there are two columns. The left column has a question mark icon and the text 'Can't find the answer?' above a blue button labeled 'Ask us!'. The right column has a question mark icon and the text 'FAQs' above a search bar. The search bar contains the placeholder text 'What can we help you with?' and 'Search for a topic or question.'.

If you still cannot find the answer, click on the **'Ask us!'** button. Please also feel free to send us any comments or report any bugs.

The screenshot shows a 'Contact Us' form. The form has a blue header with the text 'Contact Us'. Below the header, there is a 'Topic:' label followed by a text input field containing 'Your question'. Below this, there is a 'Question or any other details that may help:' label followed by a text area containing 'The content details'. The text area has a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Text Color (T), and Background Color (T).

The EDS team will support you as soon as possible. You will receive an email answering your question or concern.

We are continuously developing and we will update the program with any new features as they become available. We hope you are happy with the new version!

EDS Team

Education Data System (formerly the Incident Management Program)