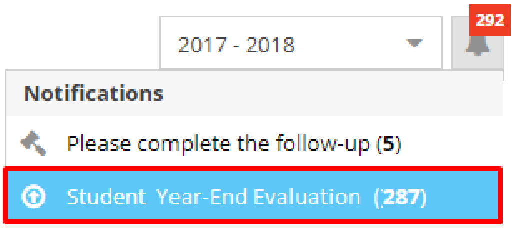
IMP Transition Help Document

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

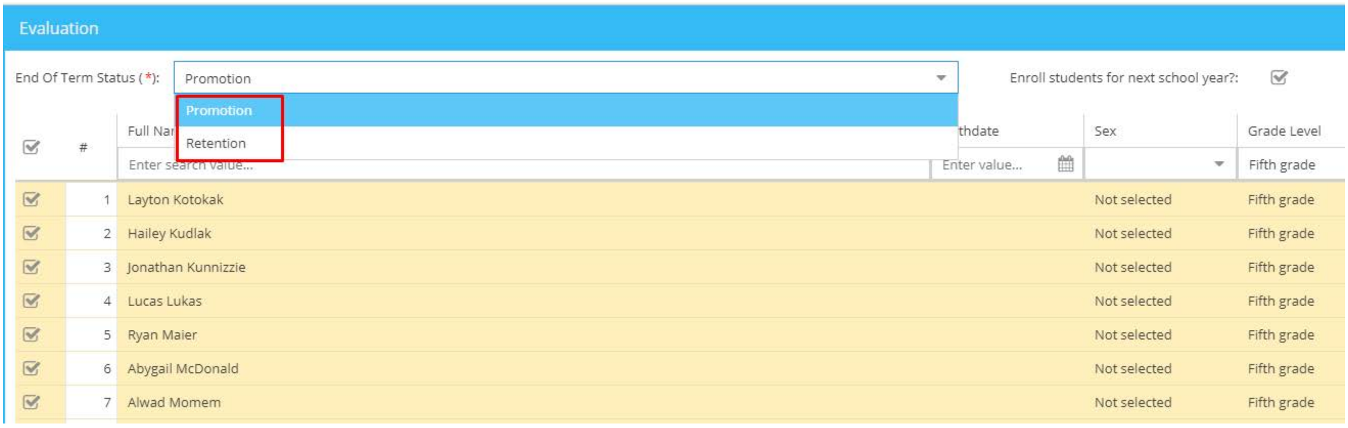
Step 1:

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.



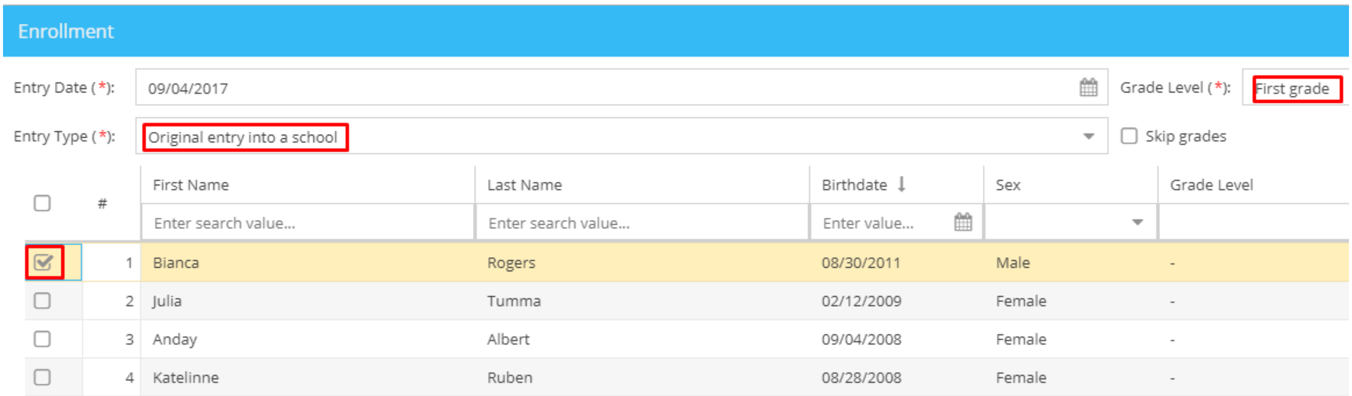
Note:

- 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.



3. Add new Incidents

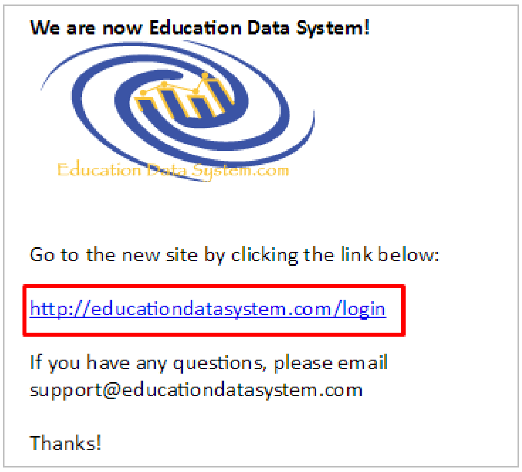
You will start the year by making incidents without Action Plans. This will be the easiest way to get familiar with the new program.

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.

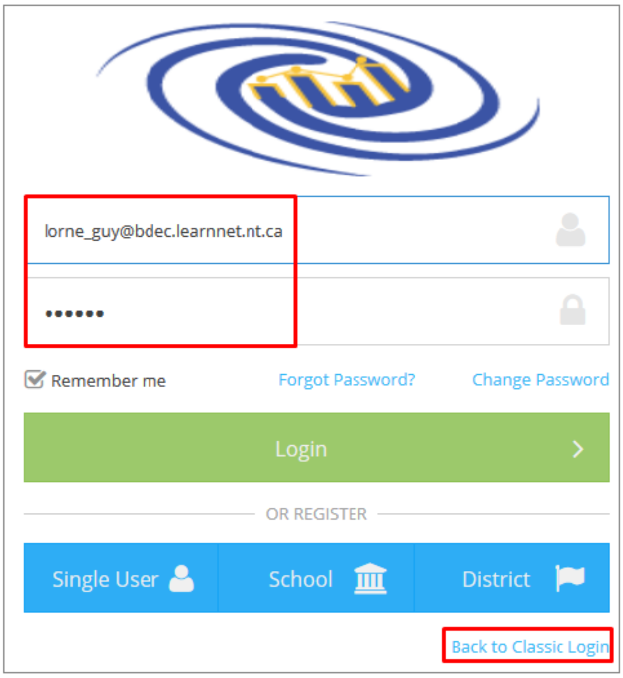
Alternatively, the old IMP Support Plan is available should you chose it. You simply need to go to the Action Plan menu and activate it. Start by double clicking the record, go to the Finish Tab and click the Active checkbox.

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



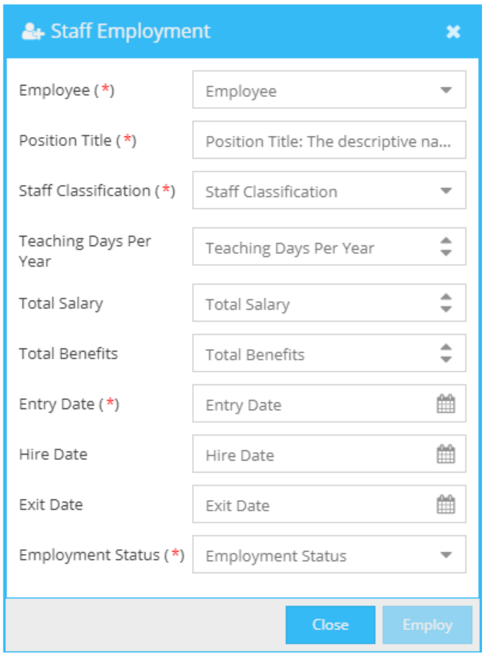
- The above link will lead you to one more website. To save time you may wish to book mark the following login directly: **https://login.educationdatasystem.com**
- Use the same account from last year (includes username and password).



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

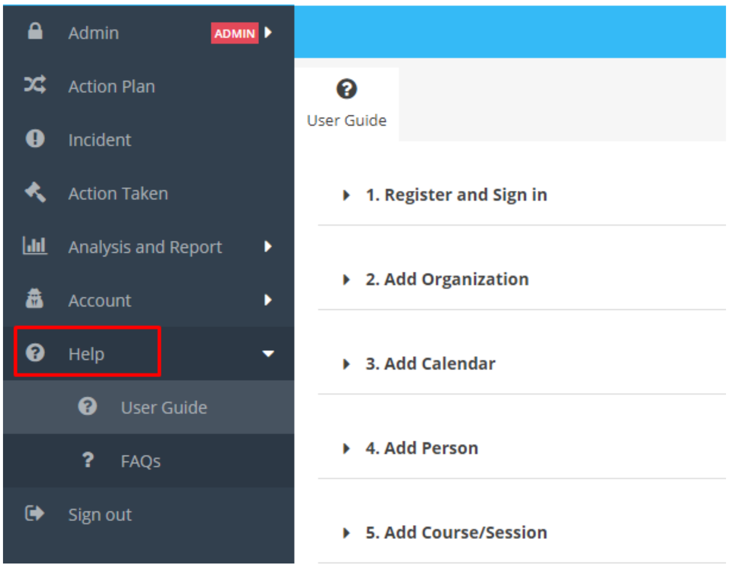
5. How add new staff

- **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.

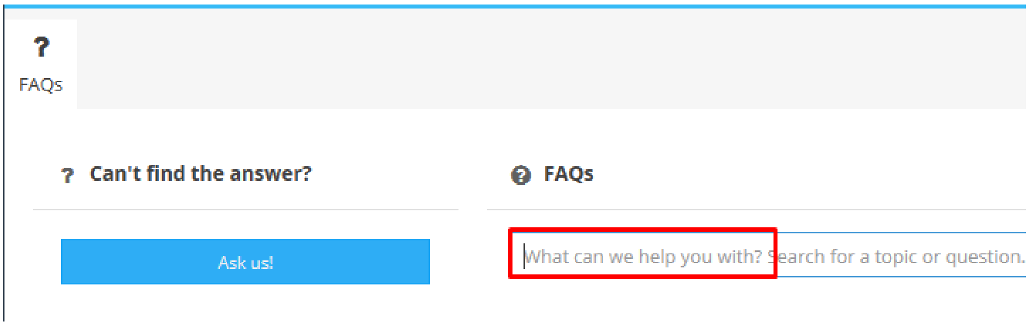


6. User Guide and FAQs pages

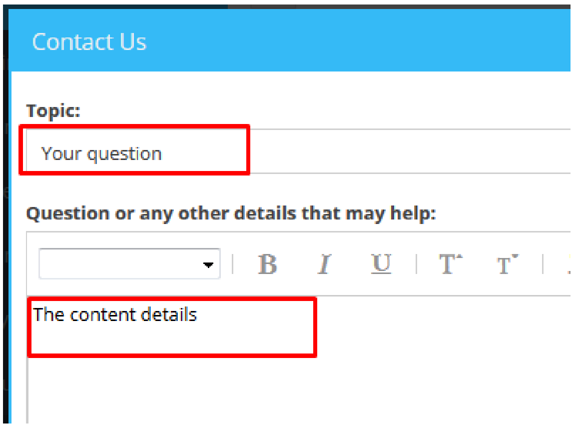
To better understand the program, please go to the Help menu. Open the User Guide page to view what information you may need.



Or go to the **FAQs** page to search for a topic or question. Note: this area still may be empty.



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 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)