



Completing the Teacher Checklist

NOTE: The EIS will automatically time out after remaining open for 1 hour, without saving your progress. If this occurs, we are **not able to recover any unsaved checklist data. If you are unsure if you can review all of your students within that time frame, we strongly recommend only selecting one or two classes to complete at a time.**

Instructions:

1. **Login** to the EIS from your web browser.
2. From the Teacher Dashboard, click "**Begin**" to start your checklist for the current cycle.
3. Select the classes you would like to complete the checklist for. *Note: You will still need to complete your checklist for **all** of your assigned students, but have the option to modify the number of classes (i.e., number of total students) you complete at one time.*
4. Once you open your checklist, the **names** of all students from your prior selection will appear *along the left side* and a list of social, emotional, and behavioral **risk factors** will appear *across the top*.
5. Review each risk factor, one at a time, placing a ✓ in the box **only** if a student has exhibited the behavior **in the past month**. *Note: If you have not had a student in your classroom for a full month, consider the time that you have had them so far.*
6. Once you complete each section, click "**I am finished with this section**" and the next section should automatically open.
7. After completing all sections, review your selections, if needed, and click "**Submit Checklist**" to submit your responses. **NOTE: You will not be able to change your responses after submitting your checklist.**
8. To complete checklists for any remaining classes, return to the Teacher Dashboard, click "**Begin**" and repeat #'s 3-6 until all classes are completed.
9. When you have reviewed all of your assigned students, a confirmation message and green checkmark will display on your Teacher Dashboard. Congratulations, you have successfully completed your Teacher Checklist!

Thank you for your time and effort.

The information you provide about your students is invaluable!