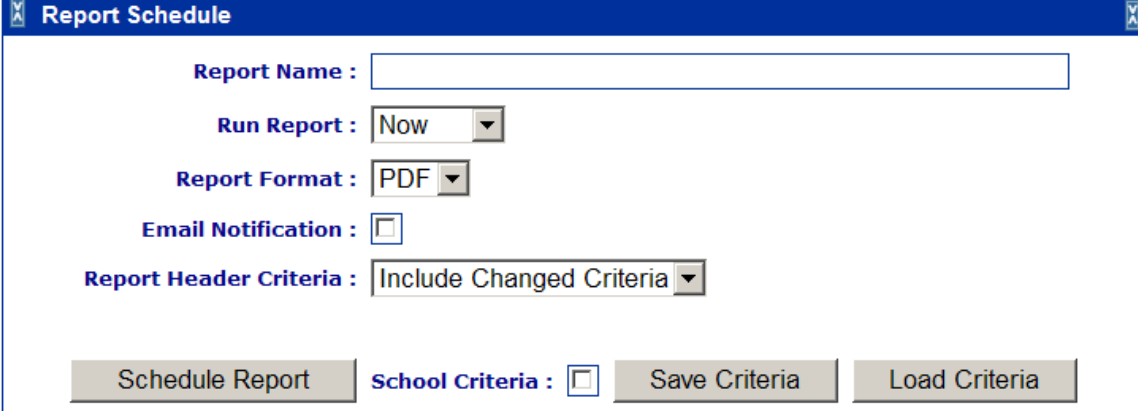# How to Load and Run the AEDI Background Data Report

This report may help teachers to complete the background information for the Australian Early Development Index (AEDI) checklist. The report will need to be run for each kindergarten class in your school, the report can be printed to PDF or exported in CSV format.

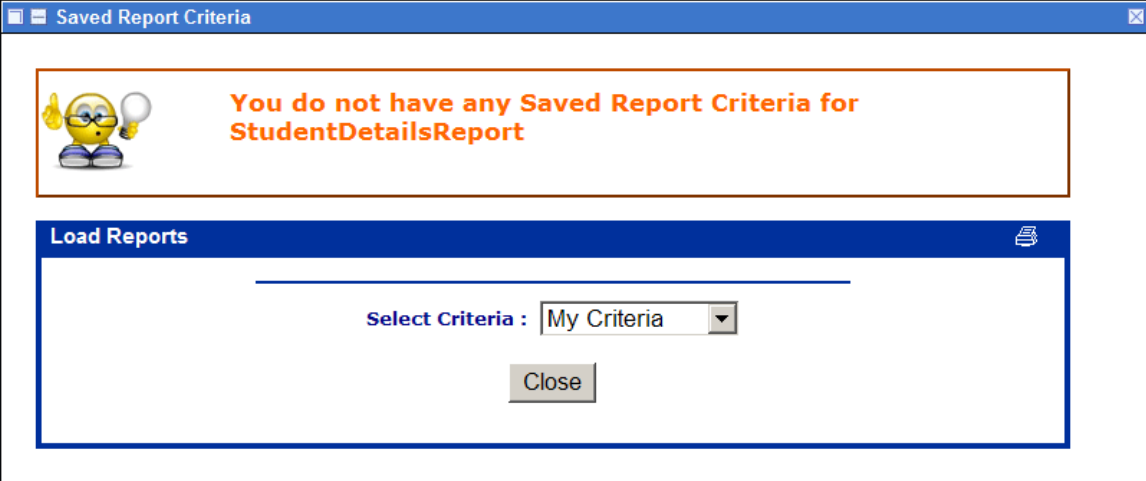From the ERN go to **Reports** tab→ **Student Details Report**
Scroll down to the **Report Schedule** section

Click the **Load Criteria** button

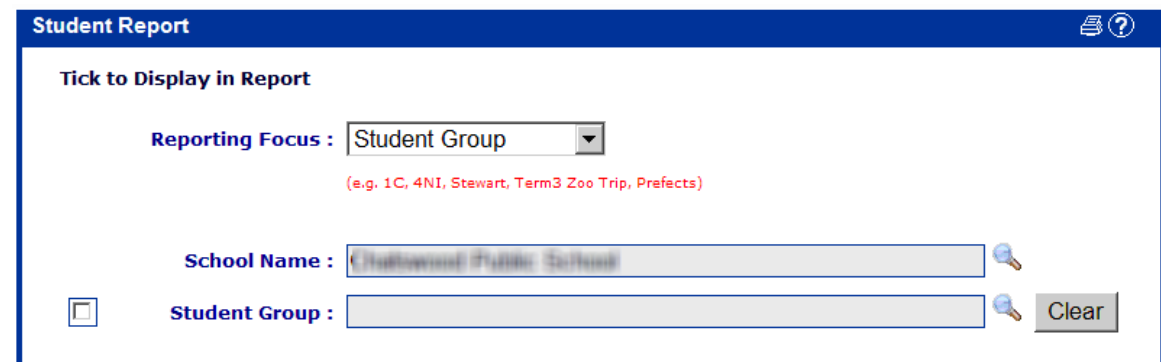**NOTE**: A list of criteria might come up if you have saved criteria previously.

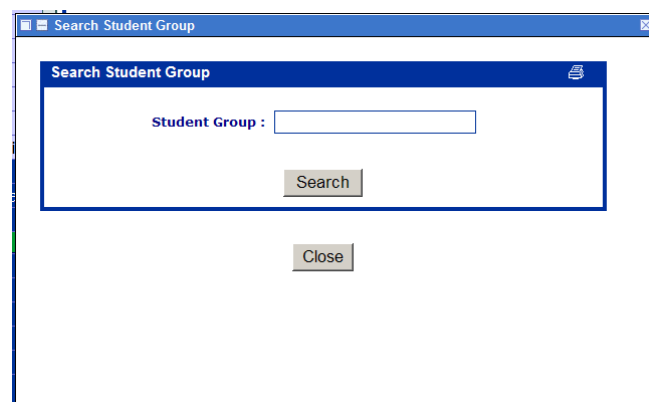Click the drop down list to select the **DET Criteria**.
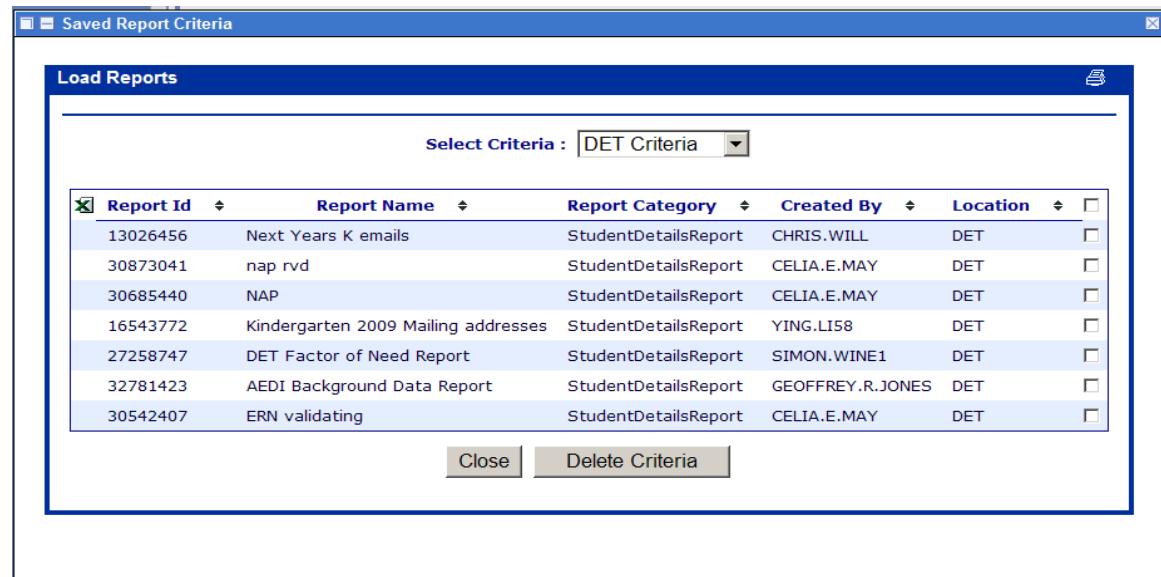
Click the **AEDI Background Data Report**

Select the roll class to print by clicking the 🔍 next to the **Student Group** field

Enter the roll class name and then click the **Search** button

Select the roll class you wish to run the report for from the list. In this example the roll class is 'KV'

The screen will return to the report main page with the roll class name appears in the **Student Group** field

Change the **Report Format** at the bottom of the page to '**CSV**' if required to export to a spreadsheet.

Click the **Schedule Report** button to run the report.

Collect the report from the '**My Reports**' Tab

Details relating to the data produced in the report and how they apply to the AEDI checklist can be found HERE