

Managing the Checkpoint Process

How do I create an Assessment Status report?

This report enables you to see whether you have entered levels and finalized checkpoints by area. It enables you to determine where you are missing data.

Checkpoints

Select whether or not to include only finalized checkpoints for all children and areas.

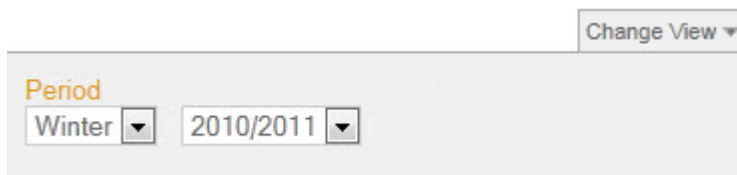
Report Output

In the report output, 0% means you have not identified levels that correspond with your “Checkpoints” choice for any objectives/dimensions in that area. 100% means you have identified levels that correspond with your “Checkpoints” choice for all objectives/dimensions in that area.

How do I change which Checkpoint Period I’m viewing?

To change the period from one to another, here are the steps:

- On the right side of the screen, click the grey drop-down "Change View" ([Change View](#) ▼) link
- Change the Period
- Change the Year (if necessary)
- Click "SUBMIT"



The screenshot shows a grey dropdown menu titled "Change View" with a downward arrow. Below the title, the word "Period" is displayed in orange. Underneath, there are two dropdown menus: the first is labeled "Winter" and the second is labeled "2010/2011".

How are checkpoint dates used in GOLD™?

Checkpoint dates define the checkpoint periods for your organization. At the end of each checkpoint period, you review the documentation you entered and use the information to determine each child’s levels for the objectives and dimensions you are considering. Documentation with the "Date Observed" between the start and end date of a period will be assigned to that period.

Note: Program administrators can set custom checkpoint periods under the **Administration** tab > **License Settings**.

On many screens, you can change the checkpoint period you are viewing by clicking **Change View** at the top right of the screen.

Note: The end date and due date for a checkpoint may be different. The end date of a checkpoint is the last day that documentation will be assigned to that checkpoint. The due date is the date all levels be entered and finalized for each child.





Where are Math and Literacy?

When viewing Checkpoints by Area, you can access Literacy and Math by selecting Content (Obj. 15-36) on the left navigation. If you have them enabled, you will also see Science and Technology, Social Studies, and The Arts in the Content menu.

If appropriate for at least one child in your class, you will also see left navigation options for English Language Acquisition (Obj. 37-38) and Spanish Language and Literacy (Obj. S8-S10 and S15-S19).

Where can I review the progress of my assessment?

Checkpoint by Area will give you visual feedback on which children have been assessed and which children still need to be assessed. The **Key** represents the level of completeness.

- The gray box () represents an area that has not been started.
- The gold box () represents an area that has been started, but not completed.
- The blue box () represents an area that has been completed, but not yet finalized.
- The blue box () with a checkmark represents an area that is complete and finalized. This data is ready to be used in reports by you or your administrator.

When reviewing **Checkpoint by Area**, make sure you select all areas that are enabled for your class using the menu on the left side of the screen. Each option you select on the left will show you a different list of areas. While the screen will default to the areas of development (Objectives 1 to 14) you need to select **Content (Obj. 15-36)** to see Math and Literacy (and Science and Technology, Social Studies, and The Arts if enabled for your license).



You can also review the status of your assessment by child. Select **By Child** and select the child you want to review. You can then expand each area to review the assessment status for each objective and dimension.