Entering Checkpoint Data

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"

How do I enter checkpoint levels for multiple children, for a single objective or dimension?

Checkpoint by Multiple Children is one of four options for entering checkpoint levels. Access this feature under the **checkpoint** tab. This screen is the starting point for entering (on a single screen) checkpoint levels for a single objective or dimension for every child in a class.

Select a Class
If you have more than one class, select a class from the list on the screen.

Current View
- **Period**
  If you go directly to the checkpoint tab after logging into *GOLD,* the period displayed will default to the current checkpoint period. If you were viewing a different checkpoint period on another screen and then navigate to the "Checkpoint by Multiple Children" screen, the "Checkpoint by Multiple Children screen will show the same checkpoint period as the other screen you were viewing. You can switch to another period by using the **Change View** menu.

- **Checkpoint Due Date**
  This is the date by which all levels should be entered and finalized for each child's knowledge, skills, and behaviors.

Viewing Checkpoint Progressions

Checkpoint by Multiple Children for Preschool Class

Current View
Period: Spring 2009/2010

The checkpoint due date is: July 31, 2010

⊞ **Social-Emotional** ⓘ

⊞ **Physical** ⓘ

    Objective 4: Demonstrates traveling skills ⓘ
    Objective 5: Demonstrates balancing skills ⓘ
    Objective 6: Demonstrates gross-motor manipulative skills ⓘ
    Objective 7: Demonstrates fine-motor strength and coordination ⓘ
        a. Uses fingers and hands ⓘ
        b. Uses writing and drawing tools ⓘ

Click the + symbol next to an area to see a list of the objectives and dimensions in that area. Click the objective or dimension to bring up its progression.
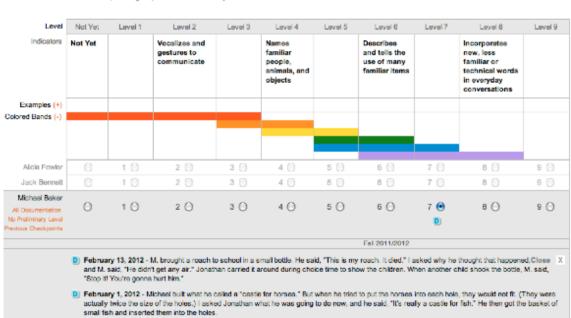
Child's Name: Checkpoint Level Selection

Checkpoints for Preschool Class

Area: Language ⓘ
Objective: 9 - Uses language to express thoughts and needs ⓘ
Dimension: a. Uses an expanding expressive vocabulary ⓘ

Period: Winter 2011/2012
The checkpoint due date is: March 1, 2012

Level	Not Yet	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9
Indicators	Not Yet		Vocalizes and gestures to communicate		Names familiar people, animals, and objects		Describes and tells the use of many familiar items		Incorporates new, less familiar or technical words in everyday conversations	
Examples (+) Colored Bands (-)										
Alicia Fowler	○	1 ○	2 ○	3 ○	4 ○	5 ○	6 ○	7 ○	8 ○	9 ○
Jack Bennett	○	1 ○	2 ○	3 ○	4 ○	5 ○	6 ○	7 ○	8 ○	9 ○
Michael Baker — All Documentation No Preliminary Level Previous Checkpoints	○	1 ○	2 ○	3 ○	4 ○	5 ○	6 ○	7 ⦿ D)	8 ○	9 ○

Fal 2011/2012

D) February 13, 2012 - M. brought a roach to school in a small bottle. He said, "This is my roach. It died." I asked why he thought that happened. Close [X] and M. said, "He didn't get any air." Jonathan carried it around during choice time to show the children. When another child shook the bottle, M. said, "Stop it! You're gonna hurt him."

D) February 1, 2012 - Michael built what he called a "castle for horses." But when he tried to put the horses into each hole, they would not fit. (They were actually twice the size of the holes.) I asked Jonathan what he was going to do now, and he said, "It's really a castle for fish." He then got the basket of small fish and inserted them into the holes.

Below the progression, you will see a list of all of the children in the class and rows of radio buttons. To begin selecting levels, click a child's name, a row, or a radio button. (Clicking a radio button directly also enters the level.) The row will expand, and several options may appear in the gray box below the child's name.

- **All Documentation**
  Click **All Documentation** to see all of the documentation associated with the objective or dimension. Documentation notes and any uploaded files will display in the gray box. If there is no documentation for the objective or dimension, there will not be an "All Documentation" option.

- **"D" Icon**
  If preliminary levels were entered with a piece of documentation, a "D" icon will display below the selected preliminary level. Click the icon to view only that documentation.

- **No Preliminary Level**
  Click **No Preliminary Level** to see only pieces of documentation for which no preliminary levels were identified. (There will not be a "No Preliminary Level" option if no documentation is associated with the objective/dimension or if a preliminary level was set for each piece of associated documentation.)

- **Previous Checkpoints**
  Click **Previous Checkpoints** to see the checkpoint levels set in previous periods. The periods and years will be displayed in the corresponding level columns. If no previous checkpoint levels were set, there will not be a "Previous Checkpoints" option.

Select a Checkpoint Level

To select a checkpoint level, click the corresponding radio button in the child's row. Click another name or row to continue entering levels for the knowledge and skills of other children in the class. Once a level has been entered, the child's name will appear in orange.

Previous/Next/Save and Close

When you are finished, click **Next Dimension** at the bottom of the progression screen to go to the next dimension. Alternatively, you can click **Previous Dimension** to go to the previous dimension. Click **Save and Close** to save your entry (or entries) and return to the initial checkpoint screen.

Save and Finalize

Once you have viewed all of the progression screens for an area, you can finalize your selections for any children for whom levels have been entered for *all* objectives and dimensions in that area. On the last progression screen for that area, you will see an option to "Save and Finalize" at the bottom of the screen. Click **Save and Finalize**. A pop-up window will list the a) children for whom levels will be finalized immediately and b) children for whom levels will not be finalized yet because levels were entered for some but not all objectives and dimensions in the area.

You will also see the "Finalize this Checkpoint" option at the bottom of the list of objectives and dimensions in the area. Click **Finalize This Checkpoint** to finalize your entries. You can later "unfinalize" your entries if you need to edit them after the checkpoint has been finalized. Click **Unfinalize This Checkpoint** at the bottom of the list of objectives and dimensions in the area.

> *Note.* Finalizing levels shows your administrator that the levels you entered are your best evaluation of the child's current knowledge, skills, and behaviors and that you have completed the evaluation process. Finalized levels are also used in some *GOLD* reports.

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 assign to that checkpoint. The due date is the date all levels be entered and finalized for each child.

How do I enter checkpoint levels on the progression screen?

Whether you use **Checkpoint by Area**, **Checkpoint by Objective**, **Checkpoint by Child**, or **Checkpoint by Multiple Children** you are led to progression screens. These are where you will enter your evaluation of each child's knowledge, skills, and behaviors in terms of each objective and dimension.

The top of a progression screen displays the child's name, checkpoint period, checkpoint due date, area, objective, and dimension. Click the blue "i" icons next to the area, objective, and dimension for information about related research, examples, and teaching strategies.

Level
The rating scale ("Not Yet" through level 9) assigns numerical values to the levels of children's knowledge, skills, and behaviors as they relate to the objective or dimension.

Indicators
Indicators are the knowledge, skills, or behaviors that children demonstrate at four levels of the progression.

Examples
Examples help you understand what children might say or do in relation to the indicator (what each indicator looks like "in action"). Click **Show** to display examples.

Colored Bands

Colored bands show the age or class/grade ranges of widely held expectations for children's development and learning. Click **Hide** if you do not want the colored bands to be displayed.

Previous Checkpoints

If a checkpoint level was set in a previous period, the period and year displays in the corresponding level column. Click **Hide** if you do not want to see levels at previous checkpoints.

Documentation

If preliminary levels were entered with a piece of documentation, an icon and date displays in the corresponding level column. Click the icon to view only that documentation in the gray box.

> *Note.* Viewing preliminary levels makes the checkpoint period more informative. Preliminary levels help establish a baseline from which you can track a child's development and learning over time.

Click **View All** to see all documentation associated with the objective or dimension. Documentation notes and any uploaded files will display in the gray box.

Click **No Preliminary Level** to see only pieces of documentation for which no preliminary levels were set. (There will not be a "No Preliminary Level" option if no documentation is associated with the objective/dimension or if a preliminary level was set for each piece of associated documentation.)

> *Note.* If no documentation was associated with this objective/dimension, no notes or supporting files will be displayed. If you do not see documentation that you entered, use the **Back to** tab at the top left of the screen to return to your initial checkpoint screen. Then use **Change View** to change to another checkpoint period.

Click **View [X] Form** to see the data entered on the "Alphabet Knowledge" form, "Spanish Alphabet Knowledge" form, "Numbers Concepts" form, or "Shapes" form.

Child's Name: Checkpoint Level Selection

In the row with the child's name, click the radio button to select the final checkpoint level. View documentation notes and any uploaded files to inform your decision about what level you should set for the child's knowledge, skills, and behaviors.

> *Note.* "Not Yet" is used when the earliest indicator is not a reasonable expectation for a child of a given age. "Not Observed" is used to indicate that the child has not had experiences or opportunities to demonstrate knowledge and skills related to an objective or dimension.

Previous/Next/Save and Close

When you are finished, click the **Next Dimension** button at the bottom of the screen to go to the next dimension. Alternatively, you can click the **Previous Dimension** button to go to the previous dimension. Click **Save and Close** to save your entry and return to your initial checkpoint screen.

How do I move data from one checkpoint to another?

If you have inadvertently added in checkpoint data to the wrong checkpoint period, you can move that data to the correct checkpoint.

From the Checkpoint by Multiple Child screen or Checkpoint by Child screen:

- Click the plus (+) sign next to an area to expand the area.
- At the end of the list of objectives dimensions, select the Move Checkpoint option.
      Note: To see the Move option, the checkpoint must first be unfinalized.
- When using the Checkpoint by Multiple Children option, from the list, select which children's ratings to move.
- Select the new period to which you want to move the data.
- Select OK.

Note: You cannot move ratings into a period that already has existing ratings in it. If this is the case, you will need to manually add the ratings to the new period.