Assessment Status

The Assessment Status report will tell you how far your programs have progressed in completing assessments for this checkpoint. Continue to generate this report throughout the checkpoint period until all status bars are colored green. This report will also show which programs are missing ratings by area.

To create an Assessment Status report, access the Report area and then select GO for the Assessment Status report. The report will automatically generate for the current checkpoint period.

Report Results

To customize your report, select REPORT FILTER.

The top of the report provides a summary of your programs' checkpoint progress.

A green bar indicates a finalized area.

A solid orange bar indicates a completed area that has not been finalized. A partially filled bar indicates the percentage of completion for that area.

The bottom of the report shows the checkpoint percentage of completion for each area by program. Use the Report Filters to show data at the site or class level.

Use the CHECKPOINT PERIOD drop-down menu to change the checkpoint viewed.

When should I use the Assessment Status report?

This report should be generated on a regular basis starting two weeks before the checkpoint due date. This will allow you to monitor your programs' progress as they complete the checkpoint. A few days before the checkpoint due date, the report should show 100% finalization for each area.
Report Criteria

Use the ORGANIZATION, PROGRAM, SITE, TEACHER, and CLASS drop-down menus to customize your report, and select which children to include.

Select an ASSESSMENT AREAS.

Select a CHECKPOINT PERIOD.

Click SUBMIT to view your report.
You can also review the report by teacher or class, which will provide information on whether checkpoint levels are not yet started, in progress, completed, or final.

The bottom of the report shows your checkpoint status for each objective/dimension for each class or child.