

Documentation Status

The Documentation Status report will help you see, at a glance, where teachers may need more information to plan activities and observations. It shows how many times teachers associated the objective/dimension with documentation for individual children.

To create a Documentation Status report, access the Report area and select **GO** for the Documentation Status report. The report will automatically generate for the current checkpoint period for the highest level of your administrative access.

Report Results

When should I use the Documentation Status report?

This report can be generated on a weekly basis to help you assist teachers plan for activities and observations. This will help you and your teachers understand who and what has not been observed for specific objectives and dimensions. Encourage your teachers to use this report before the checkpoint is started to ensure that there is sufficient documentation to make the checkpoint decision.

MyTeachingStrategies™

Teach Assess Develop **Report** Family

Infants, Toddlers, and Twos MC

Documentation Status Assessment Status Class Profile Individual Child Development and Learning Report Card Snapshot Alignment Data Export

Report Filter

Print

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Documentation Status

Current View

General Documentation for All Teachers in Site *Marketing Demo Site*

Areas of Development:
Social-Emotional

Period: Winter 2016/2017

** Please note that the number in the **Documentation Count** column will often be less than the total of the items listed under dimensions. When a piece of documentation is tied to more than one dimension it will appear for each dimension, but will only be counted once under **Documentation Count**.*

Social-Emotional

Teacher	2c	Documentation Count
Kindergarten Ben Suttler	0	1
Kindergarten Caitlin Taylor	0	1
Kindergarten Carly Roszkowski	0	1
Kindergarten Courtney Beddia	0	1
Kindergarten Kate McNally	0	1
Infants, Toddlers, and Twos Megan Colburn	1	0
Kindergarten Megan Colburn	0	1
Kindergarten Rebecca Llorantop	0	1

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To customize your report, select **BACK TO DOCUMENTATION STATUS CRITERIA**.

Each area of development and learning is represented in its own table.

The final column provides a summary of total documentation collected for your organization(s), program(s), site(s), teacher(s), and class(es).

The first row of the table identifies the objective/dimension.

Report Criteria

The screenshot shows the 'Create a Documentation Status Report' interface in MyTeachingStrategies. The interface is divided into several sections: 'Select Children', 'Documentation Type', 'Checkpoint Period', 'Select objectives and dimensions', and a 'Documentation Report Summary' on the right. Numbered callouts (1-5) point to specific elements:

- 1** Use the **CLASS** drop-down menu to select a class, and choose which children to include in your report.
- 2** General documentation will be pre-selected for the **DOCUMENTATION TYPE**.
- 3** Select a **CHECKPOINT PERIOD**.
- 4** Select the objectives and dimensions to include in the report. All objectives and dimensions will be pre-selected. Click **DESELECT ALL** to clear all selections.
- 5** Click **SUBMIT** to view your report.