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Checkpoints

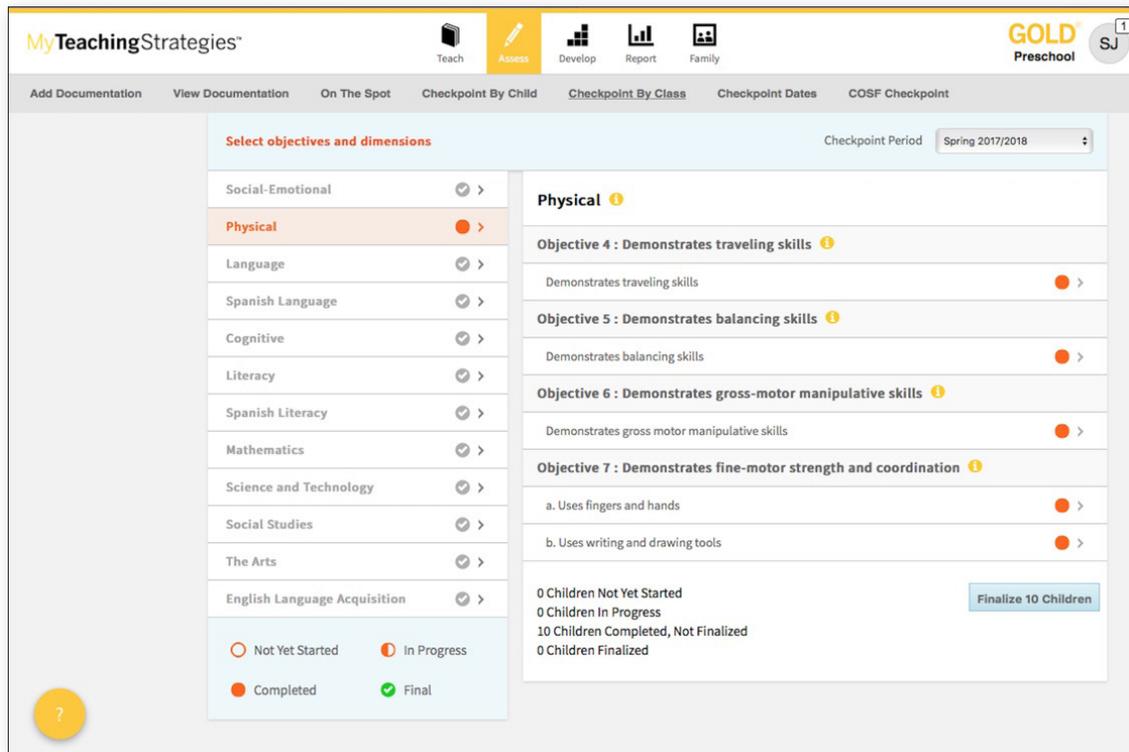
Within the Assess area, the Checkpoint By Child and Checkpoint By Class areas give you access to the tools you need to enter your assessment decisions at the end of each checkpoint period. This is where you will enter your final decisions about levels, as distinguished from the preliminary levels you selected in the **ADD DOCUMENTATION** area.

How do you approach your checkpoint decisions? Do you prefer to evaluate all data for one child at a time, or do you prefer to think about an entire area, like Cognitive, for the whole class? MyTeachingStrategies® is designed to support whichever way you like to work.

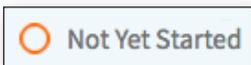
Entering checkpoint levels

There are two ways to enter your checkpoint information: Checkpoint By Child and Checkpoint By Class. Checkpoint by Child allows you to add checkpoint levels one child at a time, while Checkpoint By Class allows you to enter checkpoint levels for an entire class. No matter which option you choose you'll need to select the objectives/dimensions you would like to set levels for on the Objectives/Dimensions screen.

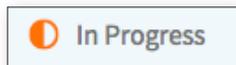
English language acquisition objectives and Spanish language and literacy objectives appear only if you have identified children to be assessed on them.



The circles to the right of each objective show your progress. The active area will show the circles in color. Other inactive areas are seen in gray.



An empty circle indicates the area is not yet started.



A half-filled orange circle indicates the area is in progress.



A filled-in orange circle indicates that you have completed assigning all checkpoint levels for the area.



A green circle with a checkmark indicates that you have finalized checkpoint levels for this area.

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Once you've chosen an objective/dimension, you'll be led to the progression screen. This is where you will make your assessment decisions for each objective/dimension for each child. Remember, the colored bands on each progression show age or class/grade ranges for widely held developmental and learning expectations.

Select **SHOW PREVIOUS CHECKPOINT** to see the checkpoint level(s) previously assigned for this objective/dimension.

If entering levels through Checkpoint By Child, you'll see only one child's name here. If entering levels through Checkpoint By Class, you'll see your full class list here.

Use the arrows or the progression slider to scroll left or right along the progression.

If you don't see documentation that you entered, be sure to verify that you are in the correct checkpoint period.

Select **SHOW** or **HIDE COLORED BANDS** and/or **SHOW** or **HIDE EXAMPLES** to customize your view.

Toggle between **PROGRESSION VIEW** and **LEVEL VIEW** to view an individual level only.

To assign a level, select the circle under the appropriate level. The selected level will now be green with a checkmark.

Preliminary levels entered while adding documentation will appear as a folder for the corresponding child at the level where the preliminary level was made. The number in the folder reflects the number of preliminary levels made at that level for that child. Select this folder to view the documentation associated with these preliminary levels.

A folder will appear to the right of a child's name when there is at least one available piece of documentation for that child. The number in the folder reflects the number of documentation tagged to this objective/dimension for that child, with or without preliminary levels. Select this folder to view all documentation associated with the objective/dimension you are viewing for that child.

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Documentation with preliminary levels will display a colored band icon with the selected level. Documentation without preliminary levels will display "Preliminary level not yet assigned."

The screenshot shows the 'MyTeachingStrategies' interface. At the top, there are navigation tabs: Teach, Assess (highlighted), Develop, Report, and Family. The user is logged in as 'GOLD Preschool SJ'. A modal window titled 'Documentation: Jonathan Hurst' is open, showing two entries for '20a. Counts':

- September, 27 2016: Preliminary Level: 5
- September, 16 2016: Jonathan counted bottle caps and put them with numerals. After the video clip ended, he had many bottle caps spread randomly around the graph (not in columns). I asked him, "What happened here?" Jonathan replied, "But I don't know how." The next day, Jonathan verbally counted to 8; recognized the numerals 1, 2, and 3; and counted bottle caps correctly up to 6 by moving the caps as he touched them (not on the graph). Preliminary Level: 2

Below the modal, a table of standards is visible:

	Verbally counts (not always in the correct order)	Verbally counts to 10; counts up to five objects accurately, using one number name for each object	Verbally counts to 20; counts 10-20 objects accurately; knows the last number states how many in all; tells what number (1-10) comes next in order by counting
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In Checkpoint by Class, for objectives/dimensions where children's skills, knowledge, and abilities are not yet expected in the widely held expectations according to the class' color band, a selection option will be available in the "Not Yet" level.

Select this option to auto-populate "Not Yet" for each child. Once selected, you can select different levels for specific children who may be demonstrating skills, knowledge, and abilities at a level other than "Not Yet."

The screenshot displays the 'Checkpoint By Class' interface for the objective '20f. Applies number combinations and mental number strategies in mathematical operations'. The interface includes a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' options. The main content area shows the objective title and a progression view table. The table has columns for 'Not Yet', '1', '2', '3', and '4'. A 'Mark All as Not Yet' button is visible. The table lists four children: Bella Fernandez, Jonathan Hurst, Natasha Scorpino, and Nezie Madella, each with a green checkmark in the 'Not Yet' column and radio buttons in the other columns.

	Not Yet	1	2	3	4
Bella Fernandez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Hurst	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natasha Scorpino	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nezie Madella	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When you are finished, select **NEXT** to continue to the next objective/dimension. Alternatively, you can click the **SAVE AND CLOSE** button to save your entry and return to your initial checkpoint screen.

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Science and Technology, Social Studies, and the Arts

Objectives for science and technology, social studies, and the arts may appear in a checklist format. MyTeachingStrategies® does not define progressions in these areas. If you are going to rate children's knowledge, skills, and abilities in these areas, base your decisions on the expectations identified by your program.

The screenshot shows the 'Assess' section of the MyTeachingStrategies interface. The main heading is 'Science and Technology' followed by objective '25. Demonstrates knowledge of the characteristics of living things'. Below this is a table with three columns: 'No Evidence Yet', 'Emerging', and 'Meets Program Expectations'. Each row represents a child's name, and each cell contains a radio button indicating the selected level. The 'Emerging' column has several checked radio buttons, while 'Meets Program Expectations' has a few checked ones. Navigation buttons like 'Previous', 'Next', and 'Save & Close' are visible at the top and bottom of the table area.

	No Evidence Yet	Emerging	Meets Program Expectations
Bella Fernandez	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jonathan Hurst	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natasha Scorpino	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nezie Madella	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ruben Gutierrez	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sam Erickson	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Shaute Samuels	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Tianna Cotes	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Troy Johnson	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Vivian Ponce	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Finalizing Checkpoint Data

Teachers can now finalize an area in Checkpoint By Class for one child, or multiple children, before all children have completed or finalized checkpoint levels.

To finalize an area for one child or multiple children with completed checkpoints, navigate to the ASSESS area. Select CHECKPOINT BY CLASS in the sub-navigation. Select an area of development on the left side of the screen. If there is at least one child with completed checkpoint levels, you will see a button that says, "Finalize 1 Child" or "Finalize # Children". This button indicates how many children's checkpoint levels can be finalized for that area. Select the FINALIZE 1 CHILD or FINALIZE # CHILDREN button to finalize checkpoint levels for all eligible children in that area. A list will appear showing the names of the children whose checkpoint levels will be finalized. Select FINALIZE to confirm. All eligible children's checkpoint levels are now finalized for that area.

In MyTeachingStrategies® the terms "unfinalized" and "finalized" refer to the checkpoint process. The term "Preliminary Level" refers to individual pieces of documentation. The preliminary level you select for one piece of documentation relates to your assessment of a particular child, but MyTeachingStrategies® will not preselect a checkpoint level for you. To complete an area, you must select a level for every objective/dimension and select Finalize.

The screenshot shows a 'Finalize' dialog box. It lists two objectives: 'Objective 6: Demonstrates gross-motor manipulative skills' and 'Objective 7: Demonstrates fine-motor strength and coordination'. Below these, it shows a summary: '0 Children Not Yet Started', '0 Children In Progress', '10 Children Completed, Not Finalized', and '0 Children Finalized'. A prominent blue button labeled 'Finalize 10 Children' is visible on the right side of the dialog.

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Viewing Checkpoint Dates

To see your checkpoint due dates, select **CHECKPOINT DATES** from the sub-navigation.

Use the drop-down menu to adjust the year viewed.

The screenshot shows a navigation bar with the following items: Add Documentation, View Documentation, On The Spot, Checkpoint By Child, Checkpoint By Class, KEA Survey, and Checkpoint Dates. Below the navigation bar, there is a 'Year' dropdown menu currently set to '2016/2017'. A blue line points from the instruction text to this dropdown menu. Below the dropdown menu, the text reads 'View Checkpoint Dates' and 'Below are the checkpoint dates for your organization. Use the filter above to change Year'. Underneath, the year '2016/2017' is displayed above a table with the following data:

Period	Start Date	Checkpoint Due Date
Fall	07/15/2016	10/29/2016
Winter	10/30/2016	02/14/2017
Spring	02/15/2017	05/31/2017
Summer	06/01/2017	08/14/2017