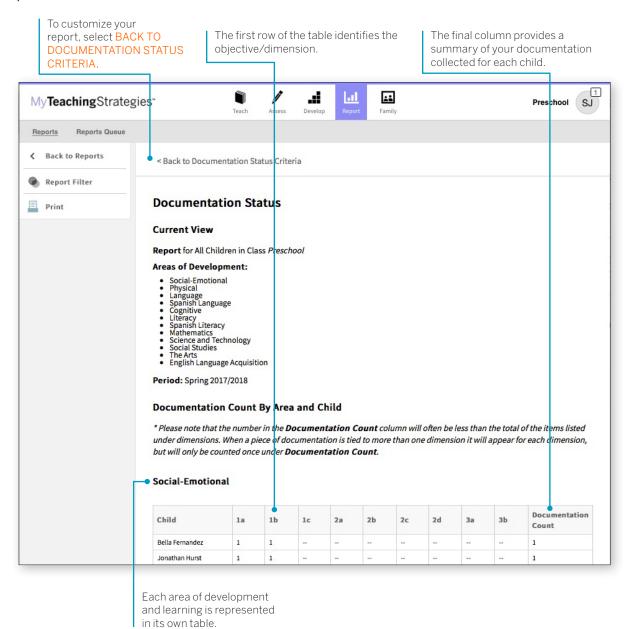# Documentation Status

The Documentation Status Report will help you see, at a glance, where you may need more information to plan activities and observations. It shows how many times you associated the objective/dimension with documentation for individual children. Teachers can also choose to include a breakdown of the total amount of documentation collected for a class or child.

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.

When should I use the Documentation Status Report?

This report can be generated on a weekly basis to help to plan for activities and observations. This will help you to know who you have not observed for specific objectives and dimensions. This report should be generated before the checkpoint is started to ensure that there is sufficient documentation for you to select your checkpoint levels.

Report Results

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

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

The final column provides a summary of your documentation collected for each child.

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

Report Criteria

1 Use the CLASS drop-down menu to select a class, and choose which children to include in your report.

2 Select a CHECKPOINT PERIOD.

3 Select the checkbox next to INCLUDE DOCUMENTATION TOTAL to include the total amount of documentation available for each child in the generated report.

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.

If INCLUDE DOCUMENTATION TOTAL is selected in the Report Filter, a Documentation Total table will generate above the Documentation Count table. This will include the total amount of documentation available in the selected checkpoint period for each child.

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● Report Filter

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Period: Spring 2017/2018

Documentation Total By Child

*Please note that the number in the **Total Documentation** column in the "Documentation Total by Child" table may differ from the sum of the numbers in the **Documentation Count** column in the "Documentation Count by Area and Child" table. When a piece of documentation is tagged to objectives/dimensions in more than one area, it will appear for each area but will only be counted once under **Total Documentation**.*

Child	Total Documentation
Bella Fernandez	3
Jonathan Hurst	1
Natasha Scorpino	3
Nezie Madella	2
Ruben Gutierez	1
Sam Erickson	1
Shaute Samuels	2
Tianna Cotes	1
Troy Johnson	2
Vivian Ponce	2