

> Back to **Report** table of contents

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.

Documentation Status

Current View

Report for All Children in Class *Preschool*

Areas of Development:

- Social-Emotional
- Physical
- Language
- Spanish Language
- Cognitive
- Literacy
- Spanish Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts
- English Language Acquisition

Period: Spring 2017/2018

Documentation Count By Area and Child

** 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

Child	1a	1b	1c	2a	2b	2c	2d	3a	3b	Documentation Count
Bella Fernandez	1	1	1
Jonathan Hurst	1	1	1

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

> Back to **Report** table of contents

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**.

MyTeachingStrategies™

Teach Assess Develop **Report** Family

Preschool SJ

Reports Reports Queue

Back to Reports

Report Filter

Print

Create a Documentation Status Report

Select Children

Class: Preschool

Children: ☒ Select All ☐ Deselect All

Bella Fernandez Jonathan Hurst
 Natasha Scorpino Nezie Madella
 Ruben Gutierrez Sam Erickson
 Shaute Samuels Tianna Cotes
 Troy Johnson Vivian Ponce

Checkpoint Period

Spring 2017/2018

Select a date range within the selected Checkpoint Period?

☐ Yes ☒ No

☐ Include Documentation Total

Select objectives and dimensions -

☒ Select All ☐ Deselect All

Social-Emotional **Social-Emotional** ⓘ ?
 Physical ☒ Select All ☐ Deselect All
 Language
 Spanish Language
 Cognitive
 Literacy
 Spanish Literacy

Objective 1 : Regulates own emotions and behaviors ⓘ
 1a. Manages feelings
 1b. Follows limits and expectations
 1c. Takes care of own needs appropriately

Documentation Report Summary

Class
 Preschool

Children
 Bella Fernandez
 Jonathan Hurst
 Natasha Scorpino
 Nezie Madella
 Ruben Gutierrez
 Sam Erickson
 Shaute Samuels
 Tianna Cotes
 Troy Johnson
 Vivian Ponce

Checkpoint Period
 Spring 2017/2018

Include Documentation Total
 No

Objectives / Dimensions
 All

Submit

- 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.

> Back to **Report** table of contents

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.

The screenshot shows the MyTeachingStrategies interface. At the top, there are navigation icons for Teach, Assess, Develop, Report (highlighted), and Family. The user is logged in as 'Preschool SJ'. The left sidebar shows 'Reports' and 'Reports Queue' tabs, with 'Back to Reports', 'Report Filter', and 'Print' options. The main content area displays the 'Period: Spring 2017/2018' and the 'Documentation Total By Child' report. A note explains that the 'Total Documentation' column may differ from the sum of the 'Documentation Count' column in the 'Documentation Count by Area and Child' table due to multiple tagging. Below the note is a table with two columns: 'Child' and 'Total Documentation'.

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