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Assessment Status

The Assessment Status Report will tell you how far you have progressed in completing the assessment for a checkpoint. Continue to generate this report throughout your checkpoint period until all status bars are colored green. This report will also show which children are missing a rating by objective and dimension.

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

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 progress as you complete the checkpoint. A few days before the checkpoint due date, the report should show 100% completion and finalization.

Report Results

The top of the report provides a summary of your checkpoint progress. A solid orange bar indicates a completed area that has not been finalized. Use the **CHECKPOINT PERIOD** drop-down menu to change the checkpoint viewed.

A green bar indicates a finalized area. A partially filled bar indicates the percentage of completion for that area. An empty circle indicates that the checkpoint has not been started for that particular objective/dimension. Click an unfilled circle to complete the checkpoint for an unfinalized objective/dimension.

Adjust the report view by selecting a different area from the **SORT BY** drop-down menu. A complete green circle with a checkmark indicates that the checkpoint has been finalized for that particular objective/dimension. N/A indicates that this Objective/Dimension was not applicable for a child. This is used for items that don't always apply to all children, such as the English Language Acquisition Objectives 37 and 38. A complete orange circle indicates that the checkpoint has been completed for that particular objective/dimension, but not finalized.

Objective	1a	1b	1c	2a	2b	2c	2d	3a	3b
Bella Fernandez	✓	✓	✓	✓	✓	✓	✓	○	●
Jonathan Hurst	✓	✓	✓	✓	✓	✓	✓	✓	✓