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.

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.

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.

Adjust the report view by selecting a different area from the SORT BY drop-down menu.

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.