

> Back to **Assess** table of contents

On The Spot Recording Tool

The On The Spot Recording Tool is a checklist that you can use to collect information quickly, either for one child or a group of children.

Information about a child’s behavior as it occurs during the course of play or planned small-group times contributes to the total picture of a child’s development. Documenting children’s learning means recording and preserving your observations throughout the day. Documentation takes many forms: observation notes, photographs, video or audio clips, checklists or samples of children’s work.

To access this tool, select **ON THE SPOT** from the sub-navigation.

How can you use the On The Spot Recording Tool?

- Focus your observations on the particular objectives included.
- Find the indicator and level that best describes a child’s skills and abilities. Write the date that you observed these skills or abilities. If you used a particular *Assessment Opportunity Card™* to gather the information, note this.
- At progress checkpoints, refer to both the On The Spot Observation Recording Tool and other documentation before making your final ratings.

Creating a customized On-the-Spot Recording Tool

- 1 Click here to select the children you would like to include.
- 2 To show the colored bands, select **COLOR** under **SELECT OUTPUT**.
- 3 Expand the **SELECT OBJECTIVES AND DIMENSIONS** drop-down menu by clicking the + icon to customize the objectives/ dimensions shown.

The screenshot shows the 'On The Spot' tool interface. At the top, there are navigation tabs: 'Teach', 'Assess' (highlighted), 'Develop', 'Report', and 'Family'. The user is logged in as 'GOLD MC' for 'Infants, Toddlers, and Twos'. The main navigation bar includes 'Add Documentation', 'View Documentation', 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', and 'Checkpoint Dates'. The 'On The Spot' section is active, showing three main configuration areas:

- Select Children:** A list of children's names (Alden Sheen, Alicia Jacobson, Dylan Mattison, Harjit Harrin, Lauren Leland, Lucy Bea, Mee Young, Raul Lopez, Sandy McNeill, Todd Sampson) with checkboxes. A callout '1' points to this section.
- Select Output:** Radio buttons for 'Color' (selected) and 'Black and White'. A callout '2' points to this section.
- Select objectives and dimensions:** A dropdown menu is expanded to show 'Physical' selected. Under 'Physical', there are several objectives with checkboxes: 'Objective 4: Demonstrates traveling skills', 'Objective 5: Demonstrates balancing skills', 'Objective 6: Demonstrates gross-motor manipulative skills', and 'Objective 7: Demonstrates fine-motor strength and coordination'. A callout '3' points to this section.

On the right side, there is a sidebar with sections: 'Children' (listing names), 'Select Output' (Color), 'Objectives / Dimensions' (All), and 'Include instructions' (Yes). A 'Next' button is at the bottom of the sidebar.