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.

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.

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.