

# MyTeachingStrategies™

## Tools and Resources for Completing Your Checkpoint

**Tip #1: Use the Documentation Status report to review your documentation collected to date.**

The **Documentation Status** report shows, at a glance, how many pieces of documentation you have for each objective/dimension for each child in your class. You will be able to quickly identify any objective or dimension that doesn't have associated documentation collected for each child, so as the checkpoint approaches, you can use this to guide your observations and focus on those objectives and dimensions that have not yet been observed. This report helps you ensure that you have the evidence you need to make informed checkpoint decisions.

The screenshot shows the MyTeachingStrategies interface. At the top, there are navigation icons for Teach, Assess, Develop, Report, and Family. The 'Report' icon is highlighted. On the right, it says 'Preschool SJ' with a notification badge. Below the navigation bar, there are tabs for 'Reports' and 'Reports Queue'. The main content area displays a table of documentation counts for various children across different objectives.

**Language**

Child	8a	8b	9a	9b	9c	9d	10a	10b	Documentation Count
Bella Fernandez	--	1	1	2	2	--	2	2	5
Jonathan Hurst	--	1	4	--	2	1	--	--	6
Natasha Scorpino	--	1	1	--	--	--	--	--	2
Nezie Madella	--	1	1	1	--	1	--	--	3
Ruben Gutierrez	--	--	--	--	--	--	--	--	0
Sam Erickson	--	--	--	--	--	--	--	--	0
Shaute Samuels	1	--	1	--	--	--	--	--	1
Tianna Cotes	1	--	3	--	--	--	--	--	3
Troy Johnson	--	--	2	--	--	--	--	--	2
Vivian Ponce	--	--	1	--	--	--	--	--	1

**Cognitive**

Child	11a	11c	11d	11e	12a	12b	13	14a	14b	Documentation Count
Bella Fernandez	1	--	--	--	1	2	1	2	--	7
Jonathan Hurst	3	3	1	1	--	1	--	--	1	7
Natasha Scorpino	2	--	--	--	--	--	--	--	--	2
Nezie Madella	2	--	--	--	1	--	3	--	--	5
Ruben Gutierrez	2	--	--	--	--	--	--	--	--	2
Sam Erickson	2	--	--	--	--	--	--	1	--	3
Shaute Samuels	--	--	--	--	--	--	--	1	--	1

## Tip #2: Confirm your checkpoint period settings for the children in your class.

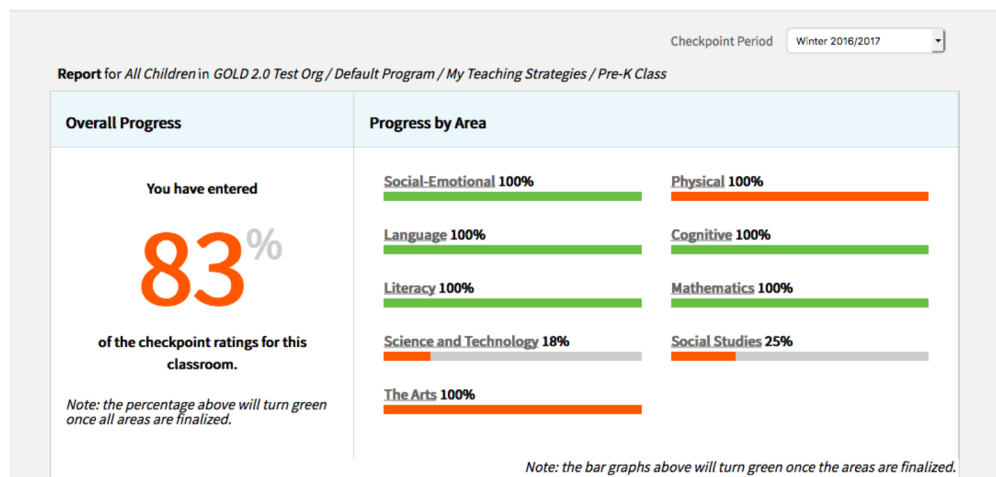
Within each child's profile you can modify their checkpoint period settings. This feature ensures you're assessing each child at the appropriate level, for the given checkpoint period. To access a child record, select **My Children** from the **Manage "Your Class Name Here"** sub-navigation, and select a child from the list. Within the child's record, expand the **Checkpoint Period Settings** area and click **Update** to make any changes.

*To adjust transferred children's checkpoint settings, please ensure the current teacher has entered in checkpoint ratings for the desired period.*

Checkpoint Period Settings -						
Checkpoint Period	Class Level	Spanish Language & Literacy	English Language Acquisition	Content Areas	Funding Sources	
Fall (first trimester) 2016/2017	Preschool 3 class/grade	No	Yes	No		<input type="button" value="Update"/>

## Tip #3: Review your progress with the Assessment Status report.

The **Assessment Status** report gives you an overall view of how far you have progressed in completing your checkpoint. You will be able to see, at a glance, which areas of development and learning do not have finalized checkpoint levels. You can also see which children are missing ratings and in which areas. To access the report, select **Assessment Status** from the **Report** area home page.



## Tip #4: Save time with Checkpoint by Class.

Using the **Checkpoint By Class** option to enter data can help save you valuable time. This option enables you to enter checkpoint levels for a single objective or dimension for all children in a class – all on one screen. You can select preliminary level folders to review all documentation that was tagged to preliminary rating for each child to help inform your checkpoint decision. In the coming weeks, you will see an additional folder appear next to each child's name that will allow you to view all pieces of documentation for that objective and child even if a preliminary level had not yet been set.

The screenshot shows the 'MyTeachingStrategies' interface for 'Checkpoint By Class' in the 'Mathematics' section, specifically for objective '20a. Counts'. The interface includes a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs. Below the navigation bar, there are options for 'Add Documentation', 'View Documentation', 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', 'Checkpoint Dates', and 'COSF Checkpoint'. The 'Checkpoint By Class' option is selected. The main area displays a grid for entering checkpoint levels for five children: Bella Fernandez, Jonathan Hunt, Nathalia Scarpino, Nevia Madella, and Ruben Gutierrez. The grid has columns for 'NOT YET' and levels 1 through 15. The 'Progression View' is selected, showing a color-coded bar for each child across the levels. The 'Level View' is also visible. The 'Checkpoint Period' is set to 'Fall 2017/2018'. There are 'Next' and 'Save & Close' buttons.

The screenshot shows the 'Documentation: Bella Fernandez' view in the 'MyTeachingStrategies' interface. The interface includes a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs. Below the navigation bar, there are options for 'Add Documentation', 'View Documentation', 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', 'Checkpoint Dates', and 'COSF Checkpoint'. The 'Checkpoint By Class' option is selected. The main area displays a list of documentation entries for Bella Fernandez. The first entry is dated 'September, 06 2017' and describes her counting and sorting activities. The second entry is dated 'September, 05 2017' and describes her stacking blocks. Both entries include a 'Preliminary Level: 3' tag. There is a 'Close' button at the bottom of the documentation view.

For more information about completing checkpoints in *MyTeachingStrategies*<sup>™</sup>, check-out these free resources:

- PDF: [MyTeachingStrategies<sup>™</sup>How-To Guide for Teachers - Checkpoints](#)
- PDF: [MyTeachingStrategies<sup>™</sup>How-To Guide for Teachers - Assessment Status Report](#)
- VIDEO: [Checkpoint by Class](#)
- VIDEO: [Checkpoint by Child](#)
- VIDEO: [Assessment Status Report](#)
- FREE LIVE WEBINARS:  
Support for Completing Your Checkpoint  
[Tuesday, October 24 at 2:00pm ET](#)  
[Thursday, October 26 at 4:00pm ET](#)

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## Questions?

The *MyTeachingStrategies*<sup>™</sup> team is available to answer your questions. Please call us Monday through Friday, 7 a.m. to 9 p.m. at 1-866-736-5913 or [submit your questions here](#).

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