Documentation Tips & Tricks

Utilize the guidance below to develop an effective strategy for collecting and adding documentation that works for you! While there are multiple methods to collecting documentation, we do recommend that documentation is collected and added on a daily basis.

Collecting Documentation

Best Practice Information:
- o   When observing children, make sure to capture factual information. Include descriptions of gestures, facial expressions, and other actions, as well as direct quotations and descriptions of child(ren)'s work and creation. Avoid defining the child's intentions, using labels, such as "shy or creative", and avoid making any judgements or evaluations.
- o   Capture documentation in a variety of modes; observation notes, photographs of children, videos of children, photographs of child(ren)'s work, and audio recordings.
- o   One piece of documentation can be associated with multiple children, as long as all children's knowledge, skills, and abilities were observed in the documentation.

Tips & Tricks:
- o   Instead of writing in paragraph form, try capturing the observation using bullet points.
- o   Utilize the On-the-Spot Recording tool to capture documentation for the objectives/dimensions easily observed. Upload a photo as your documentation, instead of manually adding the information.
- o   Try varying your focus while capturing documentation. You can focus on particular children each day, narrow down to focus on a certain time of day, or even focus on collecting documentation for specific areas of development and learning.

Adding Documentation

Best Practice Information:
- o   When adding documentation, select all children who were observed, assign appropriate objectives and/or dimensions, and add preliminary levels. Completing these three steps will save you time when you complete your checkpoints.
- o   Typically, a high-quality piece of documentation can be associated with at least three objectives and/or dimensions. As you're reviewing documentation collected, reflect on which areas of development and learning were closely observed, and select all related objectives/dimensions.

Tips & Tricks:
- o   If you wrote an observation note, instead of re-typing the note into *MyTeachingStrategies®*, take a photo of the note to upload.
- o   When using an *Intentional Teaching* experience, log into *MyTeachingStrategies®*, access the experience, and toggle to "assess" to capture and add documentation in the moment.