

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Entering Assessment Results into Red-e Set Grow

Task	Person Responsible	Time Frame
<ol style="list-style-type: none"> 1. Open Internet Explorer (Do Not Use Another Browser) 2. Go to http://lap.redesetgrow.com/highlandrim/ <ul style="list-style-type: none"> - If the log-in screen does not pop-up you must ensure you have "pop-ups" enabled. If pop-ups are blocked you should receive an error message at the bottom of the window. Click this and choose to always allow pop-ups from this site. 3. Log-in by entering your assigned user name and password 4. Click on the underlined class name 5. Click on the child's name 6. Click on the <i>Assessment</i> tab on the left 7. Click <i>Create</i> 8. Choose which assessment you'd like to enter 9. Click <i>Add</i> 10. Enter the assessment date 11. Choose which domain/domains you'll be entering 12. Enter examiner's name or click on the icon to choose from the list 13. Click <i>Next</i> 14. Enter the results for each item. The program will automatically calculate basal and ceiling 15. Once the program notifies you that both the basal and ceiling have been reached click <i>Done</i> 16. Repeat steps 13-14 for each domain 17. Click on the Child tab on the left 18. Choose the next child to enter assessment data for 19. Repeat steps 8-18 for each child 	Teacher	Following each assessment