

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Entering Assessment Results into LAP-3

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.kaplanco.com/onlinelap/<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 password4. Click on the underlined class name5. Click on the child’s name6. Click on the <i>Assessment</i> tab on the left7. Click <i>Create</i>8. Choose which assessment you’d like to enter9. Click <i>Add</i>10. Enter the assessment date11. Choose which domain/domains you’ll be entering12. Enter examiner’s name or click on the icon to choose from the list13. Click <i>Next</i>14. Enter the results for each item. The program will automatically calculate basal and ceiling15. 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 domain17. Click on the Child tab on the left18. Choose the next child to enter assessment data for19. Repeat steps 8-18 for each child	Teacher	Following each assessment