

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT**Task: Entering Assessment Results into LAP: Birth to Kindergarten**

Task	Person Responsible	Time Frame
1. Open Microsoft Edge.	Teacher/ Teacher Assistant	Following each Assessment
2.	Teacher/ Teacher Assistant	Following each Assessment
3. Log-in by entering your assigned user name and password.	Teacher/ Teacher Assistant	Following each Assessment
4. Click on the underlined class name.	Teacher/ Teacher Assistant	Following each Assessment
5. Click on the child's name.	Teacher/ Teacher Assistant	Following each Assessment
6. Click on the <i>Assessment</i> tab on the left.	Teacher/ Teacher Assistant	Following each Assessment
7. Click <i>Create</i> .	Teacher/ Teacher Assistant	Following each Assessment
8. Choose which assessment you'd like to enter.	Teacher/ Teacher Assistant	Following each Assessment
9. Click <i>Add</i> .	Teacher/ Teacher Assistant	Following each Assessment
10. Enter the assessment date.	Teacher/ Teacher Assistant	Following each Assessment
11. Choose which domain(s) you'll be entering.	Teacher/ Teacher Assistant	Following each Assessment
12. Enter examiner's name or click on the icon to choose from the list.	Teacher/ Teacher Assistant	Following each Assessment
13. Click <i>Next</i> .	Teacher/ Teacher Assistant	Following each Assessment
14. Enter the results for each item. The program will automatically calculate basal and ceiling.	Teacher/ Teacher Assistant	Following each Assessment
15. Once the program notifies you that both the basal and ceiling have been reached, click <i>Done</i> .	Teacher/ Teacher Assistant	Following each Assessment

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16. Repeat steps 13-14 for each domain.	Teacher/ Teacher Assistant	Following each Assessment
17. Click on the Child tab on the left.	Teacher/ Teacher Assistant	Following each Assessment
18. Choose the next child to enter assessment data for.	Teacher/ Teacher Assistant	Following each Assessment
19. Repeat steps 8-18 for each child.	Teacher/ Teacher Assistant	Following each Assessment