

## EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

### Task: Finalizing Checkpoints

Task:	Person(s) Responsible:	Time Frame:
<p>Log on to Teaching Strategies Gold (<a href="http://www.teachingstrategies.com">www.teachingstrategies.com</a>) and sign in.</p>	Teacher/Teacher Assistant	Three times per school year
<p>To finalize checkpoints for each child, click on the “Assess” tab at the top of the page.</p>		
<p>Click on “Checkpoint by Child” or “Checkpoint by Class” tab located on the gray horizontal bar.</p>		
<ul style="list-style-type: none"> <li>○ Use “Checkpoint by Child” if choosing to finalize each objective for one child at a time</li> <li>○ Use “Checkpoint by Class” if choosing to finalize each objective for the entire class</li> </ul>	Teacher/Teacher Assistant	Three times per school year
<p><b>CHECKPOINT BY CHILD:</b></p>		
<p>Choose a child.</p>		
<p>Choose and Area of Development; then choose an objective/dimension.</p>	Teacher/Teacher Assistant	Three times per school year
<p>On the progression screen, make assessment decision for each child and each objective/dimension.</p>		
<ul style="list-style-type: none"> <li>○ A folder will appear to the right of the child’s name; click on that to review previously entered documentation. Click on this to inform assessment decision.</li> </ul>		
<p>Save and close each objective/dimension.</p>		
<p>Click “Finalize” when all levels have been completed.</p>		

