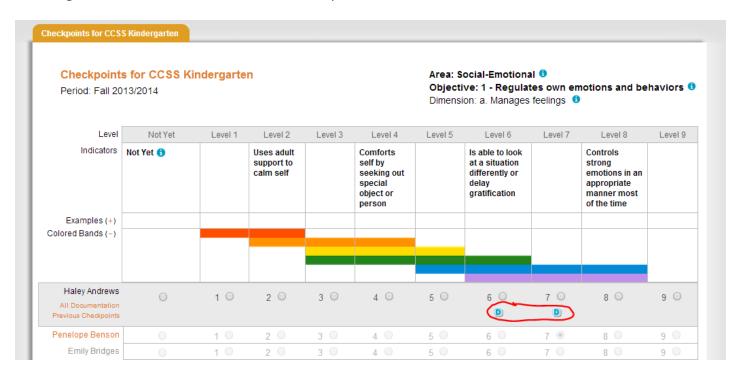
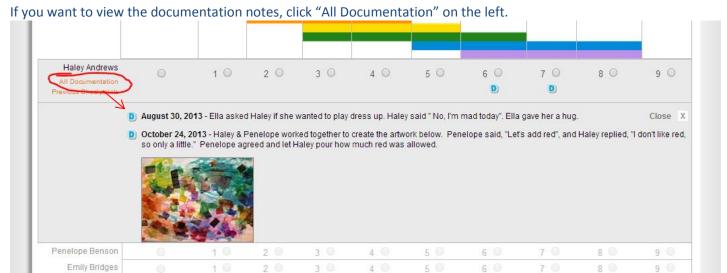
How to Complete Checkpoints

To complete your checkpoints, you start at the **Checkpoint Tab By Multiple Children**, and select the item to begin working with.

If you have entered Documentation and preliminary levels, you will be able to view that information to help guide your decisions for checkpoint ratings. To see the preliminary (documentation) levels, just click on the child (anywhere in the bar across the screen with the child's name) and you will see the blue icons indicating where you have rated the child's knowledge, skills, and abilities in the documentation you've entered.

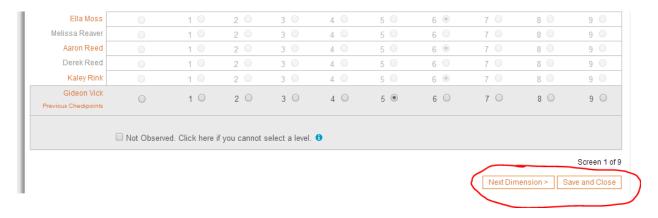




Then, select the radio button for the final checkpoint rating for this child, summarizing the child's knowledge, skills and abilities for this item.

Once you select a checkpoint level for a student, their name will turn GOLD, so you know which you've completed, and if you've missed any students (their names will still be listed in grey).

At the bottom, click "Next Dimension" to move on to the next item in that area, or if you're done working, select "Save and Close". When you get to the last item in an area, you will see "Save and Finalize" rather than "Save and Close".



If you forgot to finalize as you were going through each area, you can also finalize each area quickly from **Checkpoint Tab->Multiple Children** main screen.

Expand the area you would like to finalize and select **Finalize Checkpoints**.



TIP: You can run the Assessment Status Report (Under the Checkpoint Tab→Assessment Status Report), to view how complete you are with the checkpoints.

If you have any additional questions, please don't hesitate to contact us:

For *Teaching Strategies GOLD®* technical support please call **1-866-736 5913**, or e-mail **implementation@teachingstrategies.com**.

Hours: Monday through Thursday 8:00 a.m. to 7:00 p.m. ET, Friday 8:00 a.m. to 6:00 p.m. ET.

What is a preliminary level?

Whenever you capture a child's knowledge, skills and behaviors in a piece of documentation, you are given the option of setting a preliminary level. This gives you an idea of where the child's skillset is within a progression at that moment in time. You set preliminary levels when you enter documentation in the Documentation tab.

Do I have to set preliminary levels? How can setting preliminary levels help me later?

You do not have to set preliminary levels. However, doing so can help so that you don't have to re-read or view each piece of documentation at the end of the fall, winter, and spring checkpoint periods.

What is the difference between a preliminary level and a checkpoint level?

A preliminary level is set for objectives/dimensions when you choose to rate children on their knowledge, skills and behaviors for each piece of documentation. Preliminary levels are based on the information you captured in a piece of documentation, so they are entered as you add documentation in the Documentation tab. You can have multiple preliminary levels for each objective/dimension since you are collecting documentation and rating children's knowledge, skills and behaviors on an ongoing basis throughout the fall, winter and spring checkpoint periods.

Checkpoint levels are entered at the culmination of the fall, winter and spring checkpoint period and represent where a child's knowledge, skills and behaviors are based on all pieces of documentation you've collected for that child throughout the checkpoint period. It is best to start entering checkpoint levels 1-2 weeks before the end of the checkpoint period so that you have enough time to review and accurately assess all children on all of the items you are required to evaluate. Checkpoint levels are entered in the Checkpoint tab.