

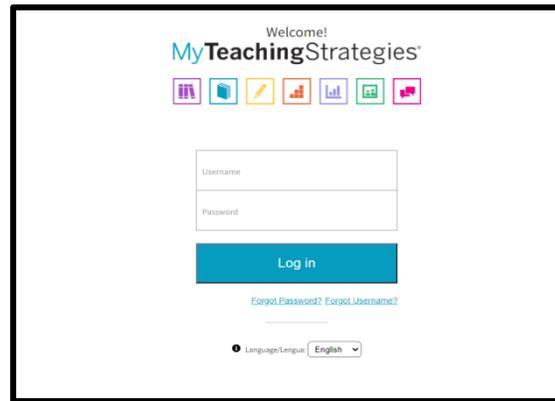


**Step by Step Guide to
Completing Checkpoints Using
MyTeachingStrategies™**

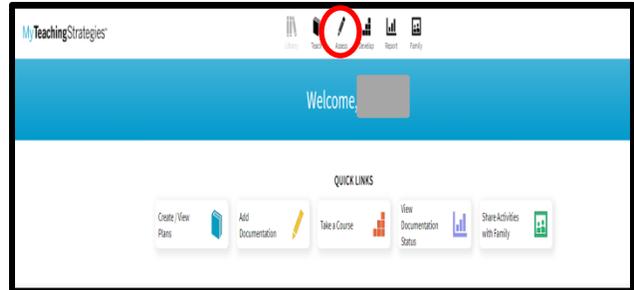
**Christina Cortese
Education Specialist
Port Chester Head Start**

Sign into your account

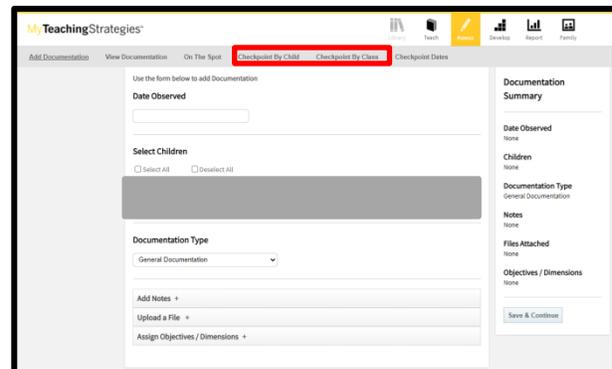
<https://my.teachingstrategies.com/>



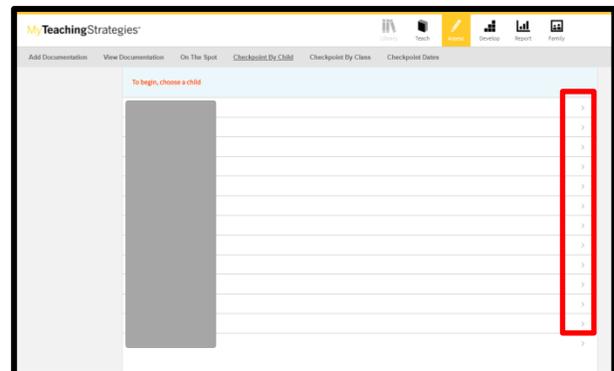
Locate **Assess** on the top banner; click on it.



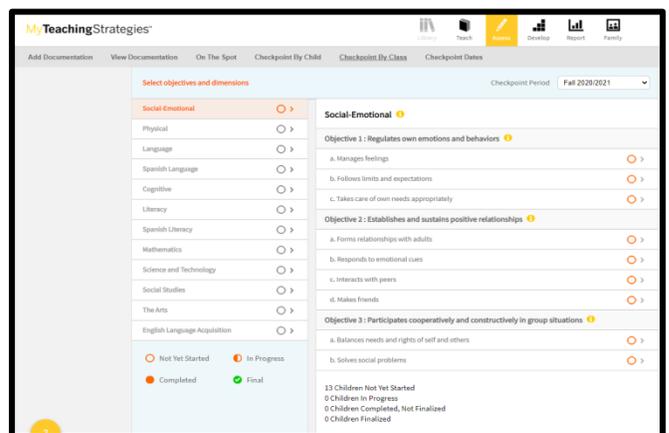
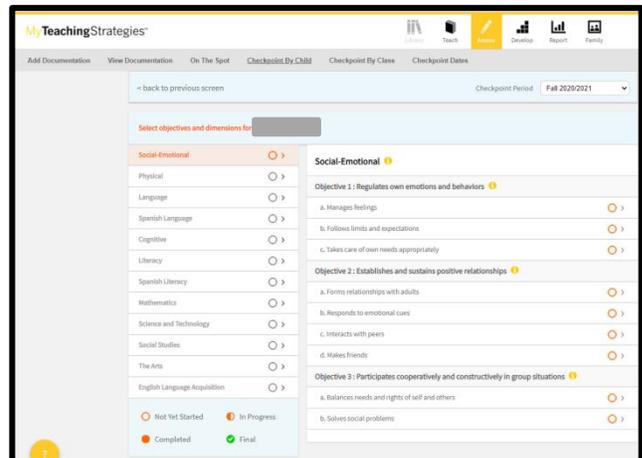
Choose an option in which you would like to complete the check points; by child or by class.



If you choose **"Checkpoint by Child"** a list like this will appear with all the children's name on it (where gray box is shown). You will click each carrot arrow (>) and it will take you through all the domains and objectives; child by child.

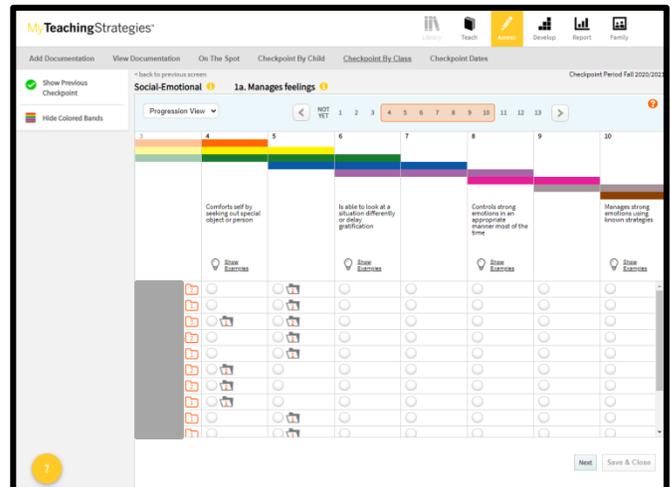


- Once you click on the carrot arrow (>), this screen will appear.
- Go through each domain for the child and choose the level for each objective. Keep in mind that when choosing the level for the child, be accurate.
 - If the child is just beginning to show progress in that area, they should be on the lower end for their age group.
 - If they are consistent with their progress in an area, then they should be in the level for their age group.
 - Infants/Toddlers are Birth to 3 years and are colors red, orange, & yellow.
 - Preschoolers are ages 3 to 5, represented by the colors green (3s) and blue (4s).
 - If they are showing increased progress or older than 4 years old, they may surpass those age levels and move up to purple, pink, grey, or brown.
 - If a child is a certain age, but is performing higher for their age, they can be at a higher level, the information above is for the norms.



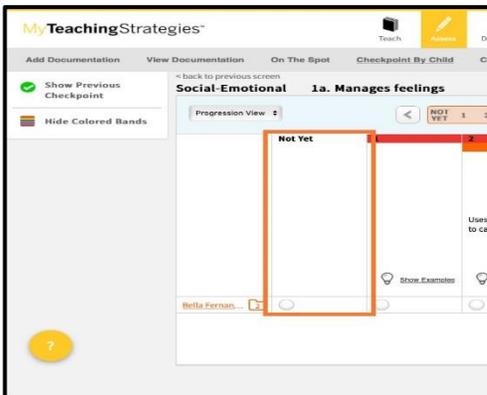
If you choose **“Checkpoint by Class”** it will look similar to the one above; but with this option, you will go through each domain and it will show the entire class as shown in the 2nd picture (gray box is covering for confidentiality purposes). Notice the legend on the bottom.

- An open orange circle means the checkpoint is **“Not Started Yet”**
- A half orange circle means it is **“In Progress”**
- A closed orange circle means it has been **“Completed”**
- The green circles with the white check mark means the checkpoints for that domain have been **“Finalized”**. In order for checkpoints to be submitted fully by the due date, you must finalize.
- Once all have been finalized, all the circles should appear green.



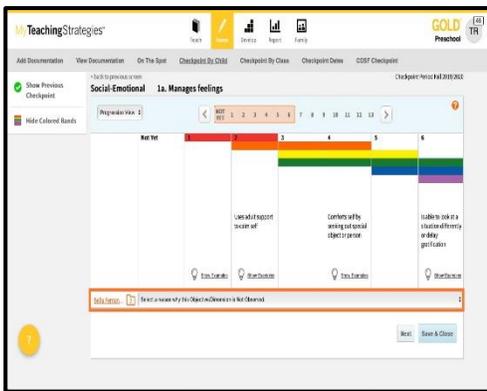
As you are completing the checkpoints, you will click **“NEXT”** to go through each domain. Once you get to the end, you will see **“SAVE AND CONTINUE”**; click that and it will take you the next domain. Once you have fully completed each domain for every child, you need to click **“FINALIZE”**; without clicking **“FINALIZE”** your checkpoints won't be officially submitted.

The file folders next to each child's name is to show you if and how many anecdotes have been written for that objective, for that child. Our goal is to have at least one anecdotal for every child for each objective, but in the case that there is no anecdotal, you will choose **"NOT YET" or "NOT OBSERVED"**, because there is no evidence to support a level at this time. For the file folders next to the circles, which mean a "preliminary" checkpoint had been done when the anecdotal was entered, but it still requires you to choose a level as the level you chose when writing the anecdotal, may be different due to a child's progress or regression since then.



Not Yet

Selecting the "Not Yet" level as a preliminary level or checkpoint rating indicates that a child is not yet demonstrating the knowledge, skills, and abilities for a particular objective/dimension. "Not Yet" is a level along each progression, and any checkpoint ratings of "Not Yet" will factor into a child's outcomes reporting.



Not Observed

Selecting "Not Observed" while completing checkpoint ratings indicates that a child was not in your classroom long enough during the checkpoint period to accurately assess their knowledge, skills, and abilities for a particular objective/dimension.

Note: You should only use "Not Observed" in rare circumstances. For instance, a child may have been in the program for only a few weeks or has had significant absences during the checkpoint period. Selecting "Not Observed" for too many objectives/dimensions for a child record will prevent that child record from appearing in outcomes reports such as the Snapshot Report, the Snapshot (Birth Through Third Grade) Report, the Comparative Report, and the Growth (Birth Through Third Grade) Report.

****If you notice on the left side in the last picture above, it says **"SHOW PREVIOUS CHECKPOINT"**. This will show you the level that was chosen for the last checkpoint period to help guide you in seeing if the child has progresses/regressed since then. If the child is a first-year student; there will be no previous checkpoint to compare to until the 2nd checkpoint period where you will be able to compare to the 1st. ****