

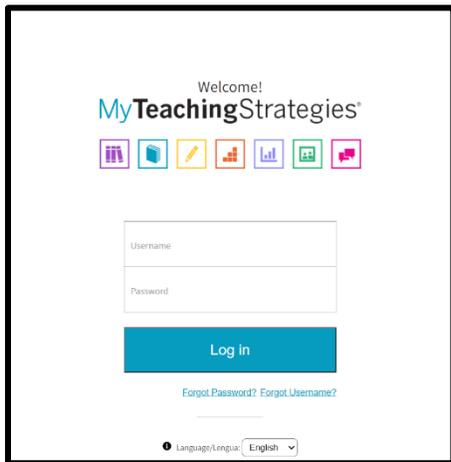


# Guide to Viewing a Documentation Status Report

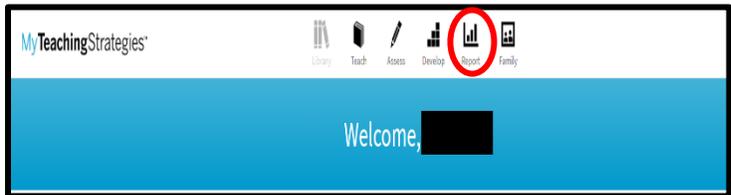
Using

**MyTeachingStrategies™**

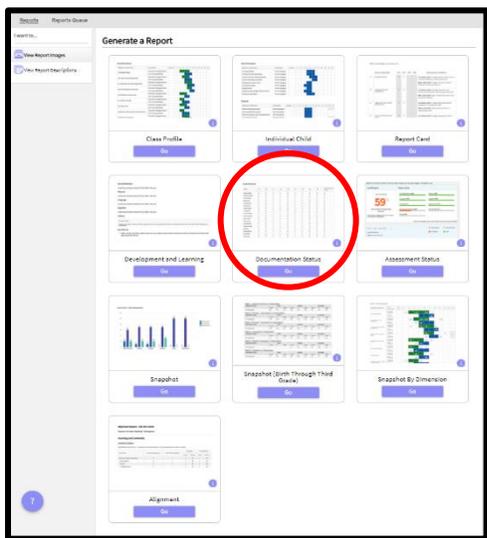
*Christina Cortese*  
*Education Specialist*  
*Central Region*



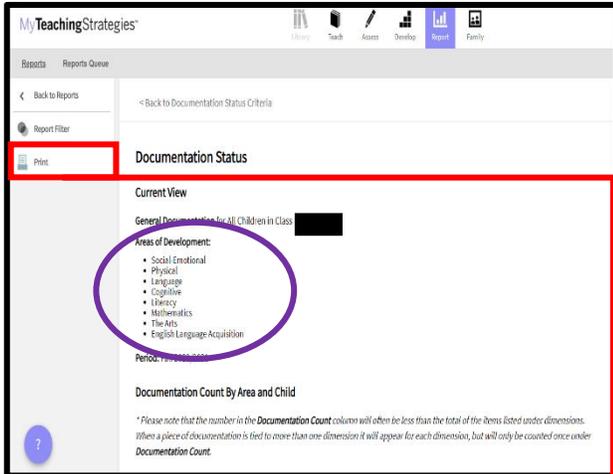
Sign into  
<https://my.teachingstrategies.com/>



Once you are logged in, you will be brought to the “Welcome” screen. You will then click on **REPORT**, found on the on the top white banner.



The next screen will show the types of reports that can be generated. You will select, “**DOCUMENTATION STATUS**”.



The first thing you will see when you enter the **Documentation Status Report** are the **Areas of Development** (Social Emotional, Physical, Language, Spanish Language, Cognitive, Literacy, Spanish Literacy, Mathematics, Science, Social Studies, The Arts, English Language Acquisition). Only the Areas that you have anecdotes will appear on the report. If an area is not present, that means there haven't been any anecdotes written in yet, for any of the children. The **Period** should say the current checkpoint period you are working on.

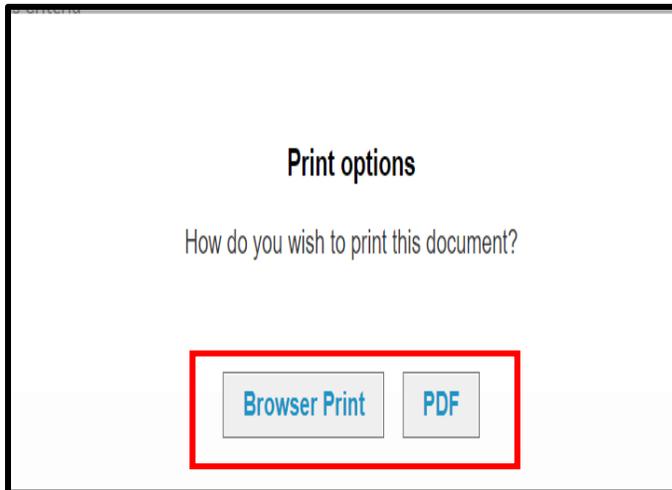
| Child      | 1a | 1b | 1c | 2a | 2b | 2c | 2d | 3a | 3b | Documentation Count |
|------------|----|----|----|----|----|----|----|----|----|---------------------|
| [Redacted] | 2  | 1  | 1  | 1  | 1  | 2  | 1  | 1  | -  | 5                   |
| [Redacted] | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | -  | 4                   |
| [Redacted] | 3  | 1  | 1  | 1  | 1  | 3  | 1  | 1  | -  | 6                   |
| [Redacted] | 2  | 1  | 1  | 2  | 1  | 1  | 1  | 1  | -  | 5                   |
| [Redacted] | 1  | 2  | 1  | 1  | 1  | 2  | 1  | 1  | -  | 6                   |
| [Redacted] | 2  | 1  | 1  | 2  | 1  | 1  | 1  | 1  | -  | 6                   |
| [Redacted] | 2  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | -  | 5                   |
| [Redacted] | 1  | 1  | 1  | 1  | 1  | 2  | 1  | 2  | -  | 5                   |
| [Redacted] | 1  | 1  | 1  | 1  | 1  | 1  | 1  | 1  | -  | 4                   |
| [Redacted] | 1  | 1  | 1  | 2  | 1  | 2  | 1  | 1  | -  | 6                   |
| [Redacted] | 1  | 1  | 1  | 1  | 1  | 2  | 1  | 2  | -  | 6                   |
| [Redacted] | 1  | 1  | 1  | 3  | 1  | 1  | 1  | 1  | -  | 6                   |
| [Redacted] | 2  | 1  | 1  | 1  | 1  | 2  | 1  | 1  | -  | 5                   |

As you scroll down, you will see the **Documentation Status Report** chart which will have each of the domains that you have written anecdotes in. There will be a list of your students on the left-hand side. You can see that each objective is on the top of the chart and underneath, there is a number; this represents how many anecdotes have been written for that objective/dimension for each child. If you see a dash (-), that means there is no anecdote for that Objective/Dimension, for that child. Remember, you should have **AT LEAST ONE** anecdote per objective/dimension. The second photo shows what it will look like if and when you have all anecdotes entered in for each objective/dimension. You can print the report to help keep better track of what is missing and what still needs to be entered. Click the left-hand side on the report where it says **PRINT**.

| Child      | 8a | 8b | 9a | 9b | 9c | 9d | 10a | 10b | Documentation Count |
|------------|----|----|----|----|----|----|-----|-----|---------------------|
| [Redacted] | 3  | 2  | 1  | 1  | 1  | 2  | 2   | 1   | 5                   |
| [Redacted] | 2  | 2  | 1  | 2  | 1  | 1  | 1   | 1   | 5                   |
| [Redacted] | 3  | 3  | 1  | 2  | 1  | 1  | 2   | 1   | 6                   |
| [Redacted] | 4  | 2  | 2  | 2  | 1  | 1  | 1   | 1   | 6                   |
| [Redacted] | 2  | 3  | 1  | 1  | 1  | 1  | 2   | 1   | 6                   |
| [Redacted] | 3  | 2  | 1  | 1  | 1  | 1  | 1   | 1   | 5                   |
| [Redacted] | 3  | 1  | 1  | 1  | 1  | 1  | 1   | 1   | 4                   |
| [Redacted] | 2  | 2  | 1  | 1  | 1  | 1  | 1   | 1   | 4                   |
| [Redacted] | 2  | 2  | 1  | 1  | 1  | 1  | 3   | 1   | 6                   |
| [Redacted] | 3  | 2  | 1  | 1  | 1  | 1  | 2   | 1   | 6                   |
| [Redacted] | 4  | 2  | 1  | 1  | 1  | 1  | 3   | 1   | 6                   |
| [Redacted] | 2  | 2  | 1  | 1  | 1  | 1  | 2   | 1   | 5                   |

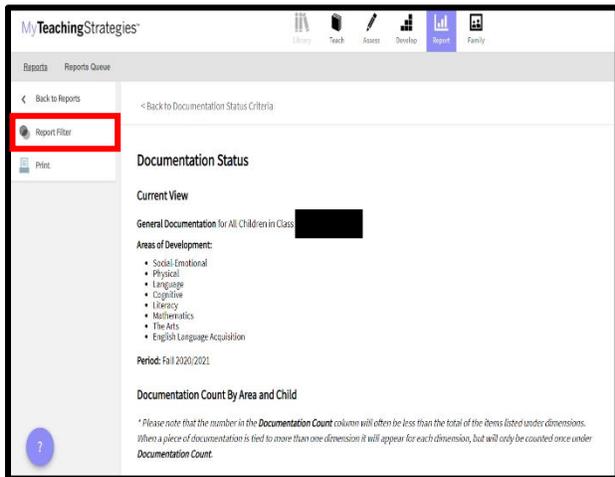
**Keep in mind:**

- If you haven't entered any anecdotes for a child in any given objective/dimension, that child and/or objective/dimension **will not** appear on the status report. It is important to go through and keep track of what is missing.
- If you are choosing "Not Yet" or "Not Observed" for a child, you should see the dash (-), as there hasn't been an evidence yet; but if there is evidence, it needs to be entered in as an anecdote.

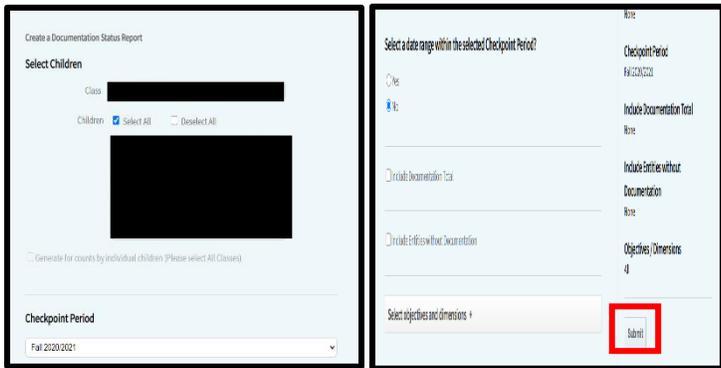


Choose which option you would prefer to print.

**Suggestion:** Once you print out the report, highlight the dashes to make the areas that are missing stand out and cross them out as you complete them



If you would like to see the **Documentation Status Report** for a specific child, domain/objective, or checkpoint period, you can simply click on the left where it says **REPORT FILTER.**



You will then be taken to this screen. Here is where you can choose to see a specific student(s) or domain(s)/objective(s). Make sure that the checkpoint period selected is the one you are currently working on. Once you've chosen all the filters, click **SUBMIT**, and the filtered report will generate.