



Step by Step

Guide to Viewing an Assessment Status Report

Using

My**Teaching**Strategies™

Christina Cortese

Education Specialist

Central Region

When should you use the

Assessment Status Report?

The Assessment Status Report gives you an overall view of how far you progressed in completing your checkpoint. You'll be able to see, at a glance, which areas of development and learning do not have finalized checkpoint levels. You can also see which children are missing ratings and in which area.

This report should be generated on a regular basis starting two weeks before the checkpoint due date. This will allow you to monitor your progress as you complete the checkpoint. By the checkpoint Due Date, the report must show 100% complete and finalized (green circles).

The following 2 pages provide you with step-by-step instructions on how to generate an Assessment Status Report.



Sign into

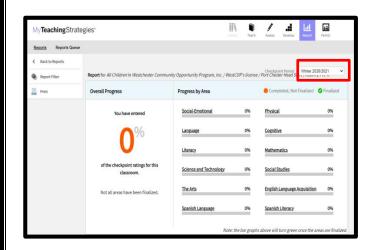
https://my.teachingstrategies.com/



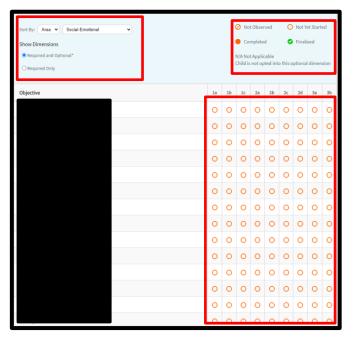
Once you are logged in, you will be brought to the "Welcome" screen. You will then click on **REPORT**, found on the top white banner



The next screen will show the types of reports that can be generated. You will select, "ASSESSMENT STATUS".

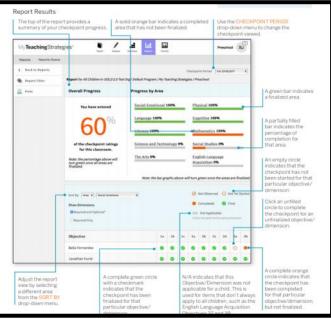


The first thing you will see when you enter the **Assessment Status Report**, is your overall progress and progress by area. Make sure the proper checkpoint period is chosen.



As you scroll down, you will see drop down menus that give you options of how you would like to sort the information and which domain you want to view; click the down arrows and select. The area where you see the black box is where you will see the children's names; it has been hidden for confidentiality purposes.

If you notice, all of the circles are open and orange. The legend shows that if they appear that way, it means checkpoints have not yet been started. As you work on completing them, the report will update. By the checkpoint due date, the progress area should read "100%" and all of the circles should be closed and green with checkmarks.



Here is a sample of what an **ASSESSMENT STATUS REPORT** will look like as you are completing your checkpoints.

It also provides a description for each area on the report.