

## Education and Early Childhood Development

### Task: Printing Development and Learning Reports from TSG

Task	Person Responsible	Date to be Completed
<p>1. Log on to Teaching Strategies Gold (<a href="http://www.teachingstrategies.com">www.teachingstrategies.com</a>) and sign in.</p>	Teacher/Teacher Assistants	Times a year for parent/teacher conferences
<p>2. To print the Development and Learning report for each child, <b>after the checkpoint has been finalized</b>, click on the “Report” tab at the top of the home page.</p>	Teacher/Teacher Assistants	Times a year for parent/teacher conferences
<p>3. Scroll down to “Development and Learning”, click on “Go”.</p> <ul style="list-style-type: none"> <li>• To print report for one child at a time:           <ul style="list-style-type: none"> <li>○ Under “<b>Select children</b>”, click on arrow and choose the appropriate classroom.</li> <li>○ Click “Deselect all”</li> <li>○ Click on an individual child and select one child in the classroom.</li> </ul> </li> <li>• To print report for the entire class:           <ul style="list-style-type: none"> <li>○ Under “<b>Select children</b>”, click on arrow and choose the appropriate classroom.</li> <li>○ Click “Select All” (All children will be highlighted).</li> </ul> </li> </ul>	Teacher/Teacher Assistants	Times a year for parent/teacher conferences
<p>4. Next steps apply regardless if printing for one child or a group of children:</p> <ul style="list-style-type: none"> <li>• Under “<b>Checkpoint Period</b>”, select the most recent finalized checkpoint.</li> <li>• Under “<b>Areas of Development and Learning</b>”, leave all areas of development checked. *If there are no children being assessed for “English Language Acquisition”, this check can be removed.</li> <li>• Under “<b>Include</b>”, click on “Finalized Checkpoint Level”.</li> <li>• Under “<b>Show</b>”, leave “Objective and Dimension numbers” unchecked.</li> <li>• Under “<b>Language</b>”, select English* *Select Spanish if applicable to the family</li> <li>• On right side of page, click on “Generate Report”.</li> <li>• On left side of page, click on “Print” for one child at a time or “Print All” for more than one child.</li> <li>• Present and explain to parents at parent/teacher conference.</li> </ul>	Teacher/Teacher Assistants	Times a year for parent/teacher conferences