EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Entering and Moving Children into OnlineLAP

Task	Person Responsible	Time Frame
1. Open Internet Explorer (Do Not Use another browser). 2. Go to http://lap.kaplanco.com/onlinelap/ - Click "Log-In". 3. Log-in by entering your assigned user name and password. 4. Before entering any date you must add each child to your classroom. Click the "Manage" tab at the top of the page. 5. Click "Add Student" 6. Enter First and Last name, birth date, enrollment date. 7. Respond to Hispanic/Latino question by clicking on "Yes" or "No". 8. Choose the child's race. 9. Use the drop down box to choose the child's home language. (Must match what is in ChildPlus). 10. Free/Reduced lunch, Click "Yes". 11. DLL- Click "Yes" if child speaks another language besides English that is documented in ChildPlus, otherwise click "No". 12. IFSP/IEP- Click "Yes" if child has an IEP, otherwise click "No". 13. Click "Save/Add" to add the next child and repeat steps 6-13. 14. Once finished adding the last child click "Save". 15. Click the assessment tab at the top of the page. You should see every child on the left hand side of the screen. 16. Verify that the Checkpoint is set to the correct choice, Beginning, Mid, or End. 17. Starting with the first child click the box labeled "GM" at the top. 18. Enter the starting date as prompted. 19. Enter the results for each item by clicking "+" or "-". The program will automatically calculate basal and ceiling. 20. Once the program notifies you that both the basal and ceiling have been reached, click "Okay". 21. Then click "Finish". The program will automatically return you to the assessment page with all the children listed. 22. Continue to click each consecutive box for the given child until all domains are complete. (You will know they are done because the box will be green. If the box is not green there is an error or that domain is not complete.) 23. When done start with the next child's assessment. If you are doing any assessment except the first you will need to verify that the checkpoint is set to the correct choice. 24. Click the first domain box (GM). 25. Repeat steps 19-24 until all children have assessment data entered.	Teacher	September