

GOLD® Online Assessment Monthly Job Targets for Administrators

Job Target	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Update child records. Archive children who are not returning and add new children to the appropriate class.	x										x	
<i>For preschool classrooms:</i> Update colored bands for returning children (preschool 3s and 4s) at the beginning of the program year. If a child is going to kindergarten next year, they should be in the blue colored band. If a child is two years out from kindergarten, they should be in the green colored band.	x											
Clean up user accounts. Disable the accounts of any teacher or team member who no longer works for your organization. Do not delete!	x	x	x	x	x	x	x	x	x	x	x	x
Use the Professional Development Course Report and Interrater Reliability Report to monitor staff completion of Basic Courses/IRR.	x		x			x			x			
Use the Manage Children feature to monitor for appropriate class assignment, birth date, colored band, home language survey, school district, and funding source associated with each child (change view as needed to add/remove columns)	x	x	x	x	x	x	x	x	x	x	x	x
Use the Add/Edit Funding Source Feature to ensure all children in your program have the appropriate funding source attached to them and to make sure no children are missing a funding source(s).	x	x	x	x	x	x	x	x	x	x	x	x
Use the Documentation Report (Admin Site) or the Documentation by Objective and Dimension report (Teacher Site) to ensure teachers are entering evidence, assigning objectives and selecting preliminary ratings.	x	x	x	x	x	x	x	x	x	x	x	x
Use the View Documentation Feature under the Documentation Tab to analyze the type and quality of evidence teachers are entering.		x	x	x	x	x	x	x	x	x	x	x
Pull the Assessment Status Report under the checkpoint tab to ensure teachers are on track toward finalizing checkpoint ratings in			x			x				x		

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all areas.												
Generate the Classroom Profile Report (Teacher Site) to use when you are reviewing teacher lesson plans to ensure they are planning intentional, appropriate activities for children.	x	x	x	x	x	x	x	x	x	x	x	x
Generate fall child outcomes reports: Snapshot, Comparative.				x								
Analyze fall child outcomes reports. Data analysis and interpretation should include steps for continuous program improvement.				x								
Share fall outcomes analysis with stakeholders.					x							
Generate winter child outcomes reports: Comparative, Growth. You can also create an alignment report using the option under the Snapshot report.							x					
Analyze winter outcomes reports. Data analysis and interpretation should include steps for continuous program improvement.							x					
Share winter outcomes analysis with stakeholders.								x				
Generate spring child outcomes reports: Comparative, Growth. You can also create an alignment report using the option under the Snapshot report.										x		
Analyze spring outcomes reports. Create an analysis that includes a report out on school readiness for those children leaving for kindergarten.										x		
Share spring analysis with Stakeholders.											x	
<i>For programs serving preschoolers with disabilities</i>												
Use OSEP Entry Status Report to monitor OSEP entry information	x	x	x	x	x	x	x	x	x	x	x	x

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Use OSEP Exit Status Form at the class level to complete exits for children exiting preschool special education (Deadline = July 15)	x	x	x	x	x	x	x	x	x	x	x	x
Use OSEP Federally Mandated and Exit Status reports to monitor OSEP exits <i>See OSEP Exit Step-by-Step Guidance for a more detailed walkthrough</i>				x				x			x	