

Monitoring for Checkpoint Completion

Why am I (or the teachers in my program) not at 100% completion for this GOLD checkpoint?

When you run a Checkpoint Status Report, you may see 100% completion in most areas, but less than 100% in others. Why is that? You thought you (or your teachers) finished everything!

There are three main reasons you may not be 100% complete. They are:

1. A new child was added to your class six weeks or less before the checkpoint.
2. You (or your teachers) forgot to click “finalize this checkpoint” for one or more sections of a child’s checkpoint.
3. The checkpoint was skipped by accident or not completed.

In the case of #1, there is nothing you need to do for the current checkpoint.

In the case of #2, which is the most prevalent, there is a process to follow.

If you have checked your finalized completion status report, and you see a teacher who is at 100% in every category except one or two, then there is an easy fix, especially if you’ve run a preliminary and finalized report and the teacher was at 100% in everything.

On the administrator side, run your Checkpoint – Assessment Status Report.



Make sure you:

- Set your period to the current checkpoint
- Mark the checkpoint option to “show only finalized checkpoints”
- Select output as HTML.

(view example on next page)

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Assessment Status Report

Program
Adams County Head Start ▾

Site
- All Sites - ▾

Teacher
- Select Program - ▾

Class
- Select Program - ▾

Children
--Select Program First--

Period
Fall ▾ 2011/2012 ▾

Checkpoints
 Show only finalized checkpoints
 Show unfinalized and finalized checkpoints

Output
 HTML
 PDF
 Excel

SHOW REPORT

View your teachers and check for completion.

If you see a row like this:

brales	32	100%	100%	97%	100%	100%	97%	75%
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Click on the teacher's name (in orange)

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You will be able to see a by class, by child report on what is missing:

	Social-Emotional	Physical	Language	Cognitive	Literacy	Mathematics	Science and Technology	Social Studies	The Arts	English L
	100%	100%	100%	100%	100%	100%	100%	100%	100%	
rtinez	100%	100%	100%	100%	100%	100%	100%	100%	100%	
	100%	100%	100%	100%	100%	0%	0%	0%	0%	
	100%	100%	100%	100%	100%	100%	100%	0%	100%	
	100%	100%	100%	100%	100%	100%	0%	0%	100%	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	
	100%	100%	100%	100%	100%	100%	0%	100%	100%	
	100%	100%	100%	100%	100%	100%	100%	100%	0%	
	100%	100%	100%	100%	100%	100%	100%	0%	100%	
	100%	100%	100%	100%	100%	100%	100%	0%	0%	
	100%	100%	100%	100%	100%	100%	0%	100%	100%	
	100%	100%	100%	100%	100%	100%	100%	100%	100%	
cado	100%	100%	0%	100%	100%	100%	100%	100%	100%	
	100%	100%	100%	100%	100%	100%	100%	0%	100%	

Where you see a zero is where in the child's checkpoint, the teacher probably skipped clicking the finalize button. What they (or you going in as the teacher) can do is go to Checkpoint by Child and see whether the section at 0% has no information or whether it was missed during the finalization process.

For example, this teacher had a child (BL) with a 0% in Mathematics. I went into the teacher's class as the teacher, which you can do as an administrator.

I chose Checkpoint by Child:



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I clicked on AM class, found BL and clicked on his name. I changed the view to Fall (since the fall checkpoint had passed and I was now in Winter) and clicked Submit.

Checkpoint for B

Current View
Child: B in C AM
Period: Winter 2011/2012

The checkpoint due date is: February 10, 2012

- Social-Emotional
- Physical
- Language
- Cognitive

Change View

Period:

Child:

SUBMIT

Now I am going to check under Mathematics:

Period: Fall 2011/2012
Color Band at Fall 2011/2012: Pre-K 4 class/grade (Blue) [Edit](#)
Spanish Language and Literacy Objectives: Off [Edit](#)
English Language Acquisition Objectives: Off [Edit](#)
The checkpoint due date is: November 4, 2011

- Social-Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics**

Objective 20: Uses number concepts and operations

Dimension	Level	Documentation
a. Counts	Level 4	<input type="checkbox"/> D
b. Quantities	Level 4	<input type="checkbox"/> D
c. Connects numerals with their quantities	Level 4	<input type="checkbox"/> D

Objective 21: Explores and describes spatial relationships and shapes

Dimension	Level	Documentation
a. Understands spatial relationships	Level 5	<input type="checkbox"/> D
b. Understands shapes	Level 5	<input type="checkbox"/> D <input type="checkbox"/> D

Objective 22: Compares and measures

Dimension	Level	Documentation
Compares and measures	Level 4	<input type="checkbox"/> D

Objective 23: Demonstrates knowledge of patterns

Dimension	Level	Documentation
Demonstrates knowledge of patterns	Level 4	<input type="checkbox"/> D

[Finalize This Checkpoint](#) | [Move This Checkpoint Data](#) | [Delete This Checkpoint](#)

Sure enough, this checkpoint was scored but not finalized. I will click Finalize This Checkpoint and that will move the completion to 100% for that child in that category.

Then I'd look for the next child with a 0% and check her by doing the same process.

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3. If a teacher has skipped checkpoints by accident:

Teacher	Number of Children	Social-Emotional	Physical	Language	Cognitive	Literacy	Mathematics
Teachers at A. Elementary Preschool	25	100%	100%	100%	100%	0%	0%

This is most common for the Literacy and Mathematics sections, but it can happen with Science and Technology, Social Studies, and the Arts, which are required this year. Ask teachers to do their Checkpoints by Child to complete this information as soon as possible.

If a teacher did not complete a checkpoint, that may lead to more serious conversations. Please let your CPP consultant know ASAP.