Monitoring for *GOLD*® Checkpoint Completion

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

When you run an Assessment 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:

1. A new child was added to your class with fewer than six weeks before the checkpoint.

2. You (or your teachers) forgot to click "Finalize" for one or more areas of a child's checkpoint.
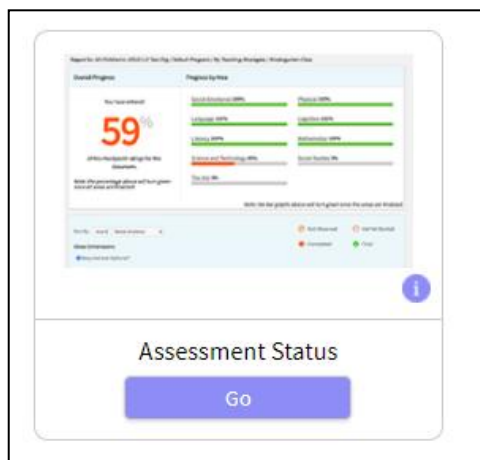
3. The checkpoint was skipped by accident or not completed.

Reason #1 – There is nothing you need to do for the current checkpoint.

The Assessment Status Report does not discriminate between children who had more than or fewer than six weeks remaining in the checkpoint when added to your class.

Reason #2 (more common) – Follow this process:

If you have checked your assessment status report and you see a class/teacher who is at 100% in every area except one or two, it may have been because the teacher simply forgot to click "Finalize." The solution is straightforward.

On the administrator side, run your Assessment Status Report (Reports area).

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Select the correct Checkpoint Period. You may need to toggle back to the previous period if the checkpoint due date has passed.
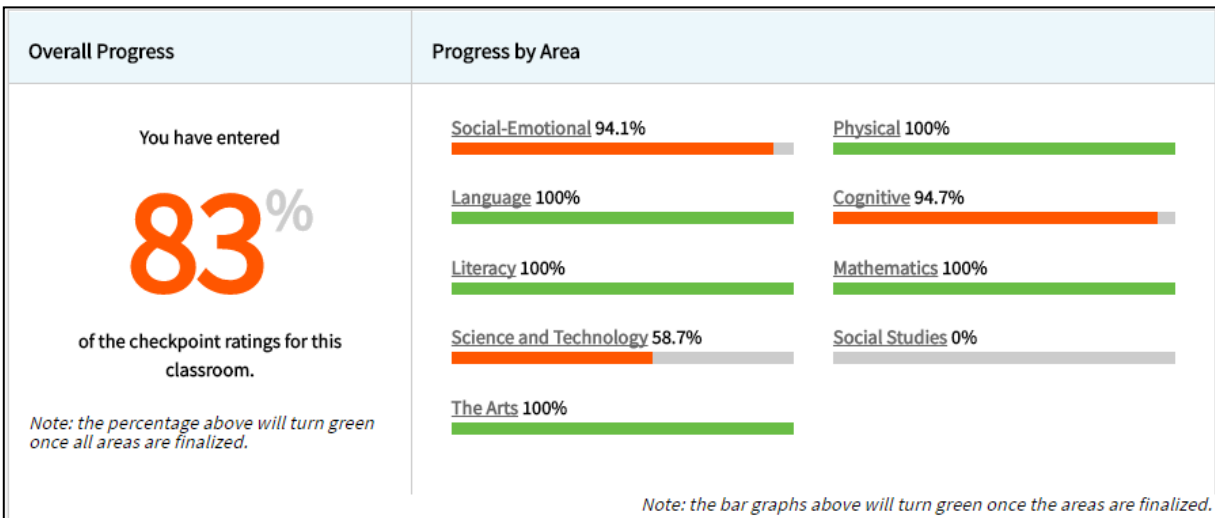
Use the Report Filter to drill down to an individual site, teacher, or class. Viewing data at the class level will show finalization status by individual children and objectives.

Note: progress bars will turn green only when all children with active portfolios have finalized data at whatever level (class/site/program) you are viewing.

Try drilling down to a particular site in order to view a list of completion rates by class. If you see a row like this:

| Faria Kindergarten - Sandra K Faria | 11.8% | 94.1% | 94.1% | 0% | 94.1% | 94.1% | 0% | 0% | 94.1% | 10(|

Click on that row. You will see an overall summary for that class:

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Further down the page, you will see details by child and objective to help you identify which objectives are either missing a rating, unfinalized, or finalized (use the legend of colored circles at the top):

Orange-filled circles ● represent unfinalized ratings. Orange-outlined circles with no fill ○ represent items with no level selected. The teacher (or you, emulating the teacher) should use Checkpoint by Child to complete the rating(s).

If rating levels were selected but not finalized, simply click the "Finalized" button under the Checkpoint by Child view:

Repeat this process for other classes using the Assessment Status Report.

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Reason #3 – A teacher skipped checkpoint ratings by accident:

Infants, Toddlers, and Twos - Breeyn Mack	100%	100%	100%	100%	100%	100%	0%	0%	0%	0%

This is most common for the Literacy and Mathematics sections. However, it can happen with other area, too. Ask teachers to finalize ratings in the required areas as soon as possible.

Again, missing ratings are represented by the orange circle with no fill in the class-level assessment status report. ◯

If a teacher did not complete a checkpoint, that may lead to more serious conversations. Please let your CPP/Results Matter regional support specialist know as soon as possible.