GOLD® Online Assessment Monthly Job Targets for Teachers

Job Target	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
(Any new staff) Complete Basic Course orientation modules – before interrater reliability certification, by middle of teacher's first checkpoint at the latest.	x	x	x									
(New teachers) Complete interrater reliability certification – after completing Basic Courses, by the time teacher begins finalizing any checkpoint at the latest.	x	x	x									
Archive children who are not returning to the new program year.	x										x	
Add new children and complete the home language survey. (Home language survey to be completed for 3-5 year-old children. Not meant to be done for 0-3.)	x											
Update the home language survey. *For preschool classrooms:* Update returning children's colored bands. 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	x										
Observation: collect evidence of learning through documentation. Create a schedule of who you will observe and when.	x	x	x	x	x	x	x	x	x	x	x	x
Upload documentation, tag children/objectives, and select preliminary levels.	x	x	x	x	x	x	x	x	x	x	x	x
Use the Documentation by Objective/Dimension report (Documentation tab). This report will help you see at a glance where you may need to plan experiences and focus observations.	x	x	x	x	x	x	x	x	x	x	x	x
Use the Class Profile Report (Reports tab) to inform and support your planning for small and large group activities as well as activities for individual children.	x	x	x	x	x	x	x	x	x	x	x	x

updated 6/3/16

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Finalize assessment data (Checkpoint tab). You have several options although Checkpoint by Multiple Children is often the fastest.			x				x			x		
Generate a Snapshot or Class Profile report (Reports tab). Use the information to inform planning, needed changes in the environment or schedule.				x			x			x		
Generate a Development and Learning Report (Reports tab), Family Communication Form (Communication tab), and/or Individual Learning Plan (Communication tab) to use for parent teacher conferences and other family communication.				x			x			x		
Generate an Individual Child Report (Reports tab) for individualization. Also useful for informing an IEP as well as a cumulative file for transition to kindergarten.				x			x			x		
For teachers who serve preschoolers with disabilities: Request OSEP Exits for children exiting preschool special education.				x			x			x		