



# PROSPECT SCHOOL

## TECHNOLOGY HANDBOOK

### 2024-2025



Written By  
**Ms. Alyssa Tortora**

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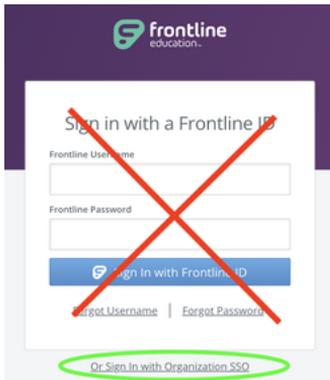
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# Important Reminders



- If the internet on your iPad is not working- please press Go Guardian. You may need to wait a few minutes. Wait for it to say Hurray and the internet should work.
- Pre-K Teachers if you need the photos on your iPad to be deleted from last year so you have enough room for golds photos this year put in a ticket with Mr. Singh.
- Please do not try to reset your own email password..... it will not work.
- For all technology issues put in a ticket for Mr. Singh to address. (Ms. Tortora will not address hardware)
- If you are in need of technology program assistance you can reach out to Ms. Tortora. When she is not in classes she can assist. Please give her 24 hours to respond.
- Frontline- MY Learning Plan, AESOP, and IEP direct- select sign in with organization SSO and you will be prompted to type in your email and password. (You will need to do this also if you have the frontline app)
- Log into Clever to access most programs.



## TSG CHECKPOINT DATES

Objectives graded can be found on TSG page

ech

This screen enables you to manage custom progress checkpoint periods for Infant, Toddlers, and Twos.

Period	Start Date	End Date	Checkpoint Due Date
Fall	09/01/2024	11/15/2024	11/15/2024
Winter	11/16/2024	01/24/2025	01/24/2025
Spring	01/25/2025	04/11/2025	04/11/2025
Summer	04/12/2025	06/06/2025	06/06/2025



# Prospect Technology Inquiries 24-25



## Issue/Inquiry

## Who to Contact:

### ASQ and TSG Issues

New student- Needs to be added to Dojo, (K and Pre-K) ASQ, Golds (Pre-K)  
 School email password reset TSG or ASQ Password reset

Email Ms. Tortora student's full name

See Ms. Tortora  
 Email Ms. Tortora

### New Staff Issues

New Staff - Need ID

Contact Human Resources  
 See Ms. Tortora in the media center

Need email credentials/added to PSSTAFF group  
 Create an AESOP Account

Email [crigalos@hempsteadschools.org](mailto:crigalos@hempsteadschools.org) to request an Aesop account

AESOP/Frontline Absence Management  
 Credentials

Email Ms. Rodriguez and Ms. Rivalos cc Dr. Gilmore and Ms. Adams  
 Faster response call human resources- 516-434-4000 [crigalos@hempsteadschools.org](mailto:crigalos@hempsteadschools.org)  
[jrodriguez@hempsteadschools.org](mailto:jrodriguez@hempsteadschools.org)  
[dgilmore@hempsteadschools.org](mailto:dgilmore@hempsteadschools.org)  
[yadams@hempsteadschools.org](mailto:yadams@hempsteadschools.org)

### Power Teacher Roster Concerns



Contact Mr. Green or Ms. Bennett

### Need Ink

Email Ms. Bennet or Ms. Meglio

### Password/Logins (Teacher) /Tech Issues

Internet/WIFI Computer issues My Learning Plan  
 Phones (call office first) Power Teacher problems  
 Promethean Board Software  
 Data/ Reports  
 Printer issues  
 Passwords/logins  
 Classroom iPads (make sure to write number)  
 Staff IDS- need building changed, need access to both doors/ not working  
 -Request a device

Put in a technology ticket for the technology department to address / Not Ms. Tortora

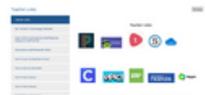


Go to the technology helpdesk icon on your computer or on the website under Teacher/Staff  
 -select other  
 -describe the issue  
 -type your room number and name  
 -submit  
 -be patient- issue is usually resolved in a few days (The technician may email you back or try to solve it remotely so check your email.)

### Help with Technology Programs

-ASQ  
 -Class DOJO  
 -TSG  
 -Onedrive  
 -Powerteacher

Email Ms. Tortora to schedule a time to assist  
 View the videos under the teacher/staff tab on the website  
 Refer to this technology handbook



As per the district technology team, please do not contact Mr. Noone directly.

# Technology Help Video- Quick Links

How to change your email password



How to change your email signature



How to print clever qr code badges



How to save a shared folder to your documents onedrive



How to organize files on onedrive



How to use PebbleGo



How to upload documentation to GOLDS



How to view student demographic info in powerschool



How to submit a technology ticket



How to view ASQ screening results and who completed



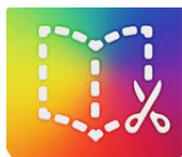
How to run reports on ASQ



How to create an IB Account



How to use book creator (publishing party)



Enable Go Guardian if the iPad internet is not working



Create a Microsoft Forms (committees)



# Technology Help Video- Quick Links

How to use the snipping tool on a desktop to take a screenshot



How to use the snipping tool on a MAC to take a screenshot



How to connect a device to the WIFI



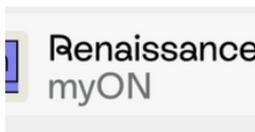
Simple Class Dojo class story/messages



How to post an assignment on dojo portfolio



How to use MY ON



How to use GoogleEarth



How to use Google Translate



How use the timer on the promethean board



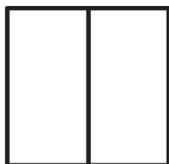
Exploring on Canva



How to use incognito mode



How to split your screen to work on 2 tabs/documents at a time



How to Bookmark a tab chrome



Reflecting on Toddle and adding learning experiences



Padlet (special area)



Create a Microsoft Bookings (conferences)



Edit Microsoft Bookings for conferences

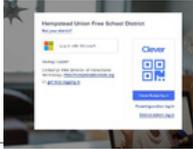
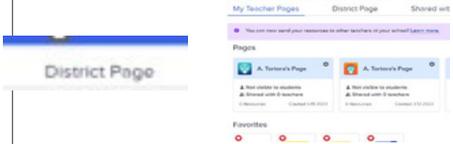




# Prospect School Database List 2024-2025



All Databases will be logged in through Clever by all staff.

<p>Log in to Clever from the school website or <a href="http://www.Clever.com">www.Clever.com</a> <b>(Log in with your Microsoft email)</b></p>	
<p>Click on the district page tab on top.</p>	
<p>Select the program you would like to log in to.</p>	

## BrainPop



BrainPOP  
DISTRICT



BrainPOP ELL  
DISTRICT



BrainPOP Jr.  
DISTRICT

## Research Databases

Discovery Education and World Book Online



Discovery Education  
DISTRICT



World Book Online  
DISTRICT

PebbleGo- Log on through the Teacher/staff tab on the website or Ms. Tortora's Clever Page/ not the district Clever page



PebbleGo  
DISTRICT

# How to Put in a Technology Ticket



**Please note it is staff responsibilities to put in their own tickets so it is tied to your name. Ms. Tortora cannot submit a ticket on behalf of staff.**

Look for the Technology Helpdesk Icon on your computer and click on it.



Hempstead Union Free School District

Sign in with



Or you can visit the Prospect Website/teacher/Staff tab Sign in

Sign in with your Microsoft Account.



Select New Ticket.



Select the category other.

(If you are having computer, printer,

promethean

board issues etc. select other).

You may then be asked to select an issue category/an issue/ or describe the issue.



Popular Device Categories

Laptops / Notebooks

Projectors

VIEW ALL CATEGORIES

When describing the issue be as specific as possible. Attach any pictures that can help describe the issue.

Add the location (room number)

and search your name to tag the ticket to you.

Press submit ticket.



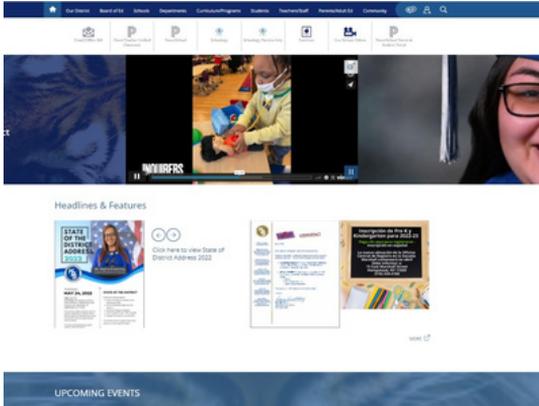
You can check the status of the ticket on the main page under my ticket.



# How To Log In To Office 365 /Microsoft Email



1. Go to [www.hempsteadschools.org](http://www.hempsteadschools.org)



2. Click on Email/Office 365
3. Type in your email and password



You can download the Microsoft app to access your email on your phone.

## Program Login Directions

Click on the icon for the videos.

### How to Log in To Saavas

-Go to the Prospect Website. -Click on the Teacher/Staff. - Click on Saavas/Realize. -Click on Saavas Easybridge Plus & Auto. -Search for the district - type in Hempstead (click go). - Click on Saavas Realize on the left side. -Select your program: MyView Literay - K and 1 Three Cheers for Pre-K - Pre-K



### How to Log In to Eureka Math

- 1. Go to the Prospect Website.
  - 2. Click on the Teacher/Staff tab.
  - 3. Log in with clever (click the clever button- do not log in with email)
  - 4. Search for the school - Prospect Elementary School
  - 5. It may ask for your email or it will take you right to the Eureka page.
- \*Make sure you select the correct grade level on top.



### How to Log In to Into Science

1. Go to the district website [www.hempsteadschools.org](http://www.hempsteadschools.org)
2. Click on the *students* tab
3. Click on *technology links*
4. Click on *Ed*

Once it logs you in you will find the materials under Discover. Make sure your drop down menu says *Into*

Science instead of Science Dimensions.



### How to Log In to Into PNW BOCES- SS/ELA

Go to the Prospect Website  
Click on Teacher/Staff Tab  
Click on SS/Boces  
You will log in or press forgot password.  
You will get an email about recreating your account every year



### How to Log In to ASQ/TSG

Go to the Prospect Website Click on Teacher/Staff Tab Click on the icon



My TeachingStrategies™





**Prospect School-  
PowerTeacher Attendance  
Directions**



**Pre-K and Kindergarten**

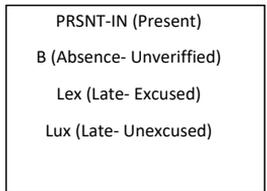
**Directions**

1. Go to where you usually take attendance on PowerTeacher. (Quick links- powerteacher portal home)
2. Go to the box next to each student and take attendance as you normally would. You will see these options. If the child is present you just need to click on the box for present in to come up.

<b>Present In</b>	Child is present in school
<b>B (Absence-Unverified)</b>	Child is absent- there is no letter or doctor's note sent.
<b>C (Absence-Verified)</b>	Child is absent- there is a letter or doctor's note sent.
<b>LEX (Late-Excused)</b>	Child is late (after 9:00) – there is a letter or doctor's note sent. Child is late (after 9:00)- there is no letter or doctors note sent.
<b>LUX (Late- Unexcused)</b>	Child is late (after 9:00)- there is no letter or doctors note sent.

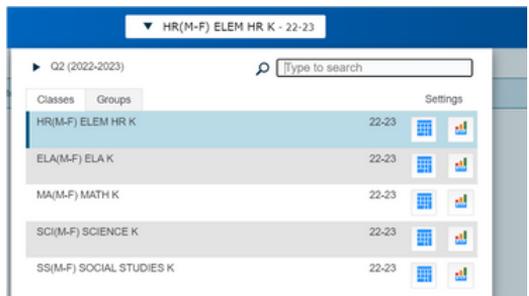
3. Take the attendance in homeroom and then press submit.

Each child must have a mark.



**Only kindergarten will have different subject areas to take attendance for.**

4. Go up to the top middle drop down to view the other subject areas. Take the attendance in all of the different subject areas every day. Press submit after each one.



# PowerTeacher Pro Report Card Directions



1. Log into your Power Teacher Unified classrooms account where you take attendance.

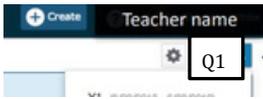


2. Click on the tab that says grading.

Find the area that says grades.  
Select standards.



3. Go to the top where it says quarter and make sure you are in the correct quarter



Press on the blue arrow to see other options and select standards.

STUDENT ID	NAME	ASSIGNMENT	SCORE
100001	John Doe	Math	85
100002	Jane Smith	Math	78
100003	Mike Johnson	Math	92
100004	Sarah Lee	Math	88
100005	David Kim	Math	75
100006	Emily White	Math	80
100007	Chris Brown	Math	82
100008	Alex Green	Math	79
100009	Mia Black	Math	86
100010	Noah Gray	Math	81
100011	Olivia Blue	Math	83
100012	Liam Red	Math	77
100013	Ava Purple	Math	84
100014	Ethan Yellow	Math	80
100015	Sophia Orange	Math	82
100016	Lucas Silver	Math	76
100017	Isabella Bronze	Math	81
100018	Mason Gold	Math	85
100019	Natalie Platinum	Math	79
100020	Logan Nickel	Math	83

5. (Now you should see your class roster on the side and across you will see the codes for the categories that are being assessed. )Click on the box where you are going to enter the grade and you will be able to see what you are assessing.



6. After you have finished typing in the grades for that subject area click save.

tr filling in scores on the "Homeroom" sheet (which shows Work Habits, So re to the sheets that contain other content area scores by clicking the drop-



7. On the top of the page you will find

a drop down menu with the subject areas. Select each subject area separately to type in the grades in that area. (Remember to save your grades in every area- K)



8. The comments are located in the homeroom area. Navigate to the homeroom tab and find the comments. Click on the chat box and add a comment from the comment bank.

**Tips:**

-When you click on the box to type in the grade, under the numbers there are arrows showing auto fill options for up and down and side to side.

-In the ELA area, the first 4 areas require an exact number/not a rubric score. (uppercase letters, lowercase letters, sounds, sight words) (K)

-The report card fits 2 comments for each student. Any more will be cut off. Select your comments and put the comments in English and Spanish. If you know the child/family is English dominant you can just put the comments in English.



Grades: Standards - T1  
P1(A) 1st Grade Homeroom

Class Grade: T1  
Grade State Type: (A - F)

STUDENT ID: T1

	T1	1.WHSS.M1.1	1.WHSS.M1.2	1.WHSS.M1.3	1.WHSS.M1.4
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Page 1 of 4 Columns/Page 5

Change pages to see the rest of the standards.

Double check that these show the appropriate trimester.

Hover over standard numbers to read full description of standard.

Click on these individual boxes to fill in scores.

Change how many columns per page to see more or less standards at a time.

Teacher name

Student name

1.WHSS.M1.1

E M P  
B

Use arrows to move from student to student.

Type or click buttons below to input scores in this box.

Press these arrows to move between standards. Hover over main page to see description.

Use backspace button or this to delete score.

Use this button to "fill" the empty scores in the column.

9.) When you click on the individual boxes, it will show the following menu on the right side. Use this menu to fill in scores for individual students OR the whole class (fill function).

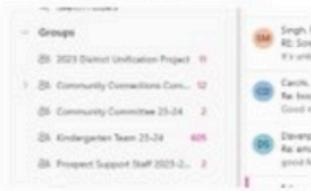
# How to Use Microsoft OneDrive



Log in to your email through the district website.

-In your inbox you will find your mail.

-To find your groups that you belong to scroll down to groups.

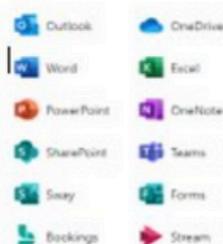


To go to other Microsoft Programs, click on the waffle in the corner.

You can access any of these programs in a Onedrive Online version.

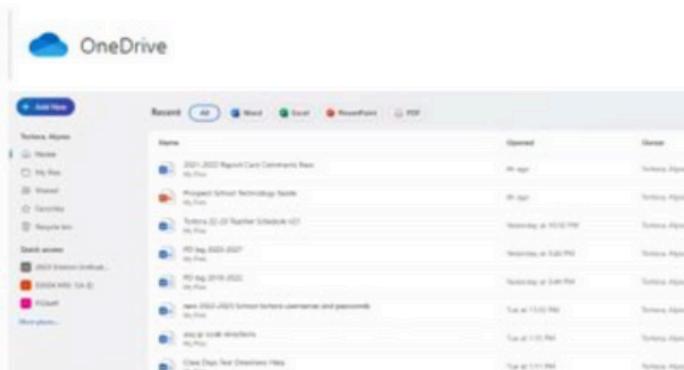


## Apps



[Explore all your Apps](#) ->

To access documents that are saved press Onedrive.



Home- Recent|documents you have worked on.

My files- Documents you have saved.

Shared- documents that have been shared with you.

To upload any document press new (organize as you would like)

+ Add New

- Folder
- Files upload
- Folder upload
- Word document
- Excel workbook

ve for the year press shared.

All Folder

n top

Click on Prospect IB World School 2023-2024

- Chung, Rhonda's Files
- Rodriguez class pick  
Rodriguez, Cristina's Files
- Prospect IB World School 2023-  
Chung, Rhonda's Files**
- Saxas Powerpoints  
Whitfield, April's Files
- Field Trip

**DOCUMENTS ON ONEDRIVE ARE LIVE DOCUMENTS. IF YOU EDIT THE DOCUMENT YOU EDIT THE DOCUMENT FOR EVERYONE. IF YOU ARE MAKING EDITS TO ANY DOCUMENTS PLEASE DOWNLOAD YOUR OWN VERSION.**

To do this- Open the document you would like to edit.

Press File/ Save as

Download a Copy

Then you can re upload

Download a Copy  
Download a copy to your computer.

# Microsoft Authenticator App

## Welcome To Hempstead Union Free School District

### Option1: Authenticator App Enrollment Steps:

1. Download the Microsoft Authenticator app onto your cell phone before registering.



**Microsoft Authenticator** (25)  
Protects your online identity  
Microsoft Corporation  
#3 in Productivity  
★★★★★ 4.8 • 260 (in Ratings)  
Free

2. Set up your account, click on the next button here.



3. Open Microsoft Authenticator App on your phone and scan the QR Code you see as on your screen. Click on the next button.



4. Once you scan the QR code on the screen When prompted on your cellphone, select "Allow Notifications".

### "Authenticator" Would Like to Send You Notifications

Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.

Don't Allow

Allow

# Microsoft Authenticator Text Message

## Welcome To Hempstead Union Free School District

5. After allowing Microsoft Authenticator will send notification number. Enter that number.



Microsoft Authenticator

Let's try it out

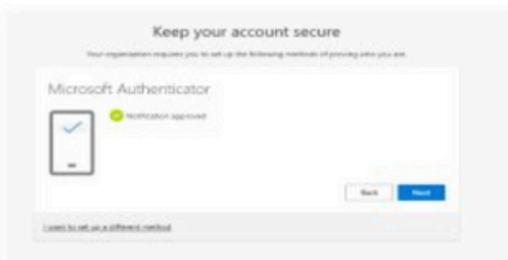
Approve the notification we're sending to your app by entering the number shown below.

**54**

[Back](#) [Next](#)

[Learn to set up a different method](#)

6. Your notification has been approved, click on next button.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

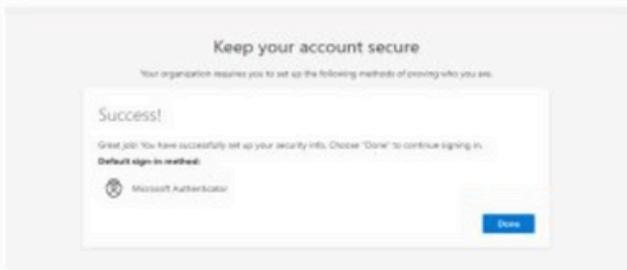
Microsoft Authenticator

  Notification approved

[Back](#) [Next](#)

[Learn to set up a different method](#)

7. You are all set to login on your account.



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue logging in.

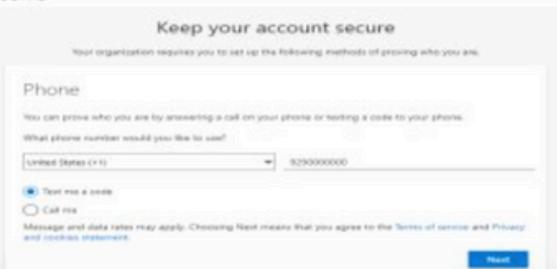
**Default sign-in method:**

 Microsoft Authenticator

[Done](#)

### Option 2: Phone to receive text or call.

1. Enter your number and select method you want to authenticate. And verify the code you will receive on the phone or text. Based on your selector



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)



## Class Dojo Cheat Sheet

Class Dojo will be used school wide for communication with parents! -Go to <https://www.classdojo.com> / or download app -Sign up if you do not have an account already

-If you do have an account you can log in



-add students -edit students -add co-teachers (teaching assistants/special areas/ENL) -change avatar

-updates can be sent out to the whole class - messages/pictures/videos -when sending a document it may be better to take a picture of it (in case word/powerpoint is not on the phone)

-direct messages to parents



(since parents need an email this may take some time) teachers and teaching assistants

2. Classes will be connected to administration so monthly calendars and such can be sent out

3. Classes will be connected to support staff, ENL, Special area teachers, Ms.Ms. Walker, Ms. Yoon

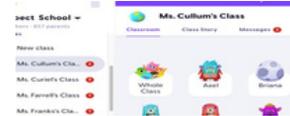
## Class Dojo Directions for Class Story (A Class story just goes to that specific class)

1. Log into your class dojo account.

(via the app or [www.classdojo.com](http://www.classdojo.com)- link is also On the teacher/staff tab.)

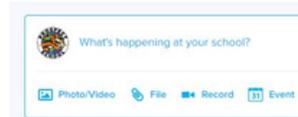


2. Select the class story on the top tab under your name.



3. Type the message in the box.

Press post.



I type it in English and use googletranslate to translate to Spanish below.(The app usually translates for parents but some androids have difficulty.)  
You can post text, pictures and pdfs. Pictures posted On the story will be used for the memory book.

## Class Dojo Directions for Messaging Specific Parent (A message only goes to that specific parent)

3. Select the messages tab on top and look for the student/parent. (it will say Genesis' mom)

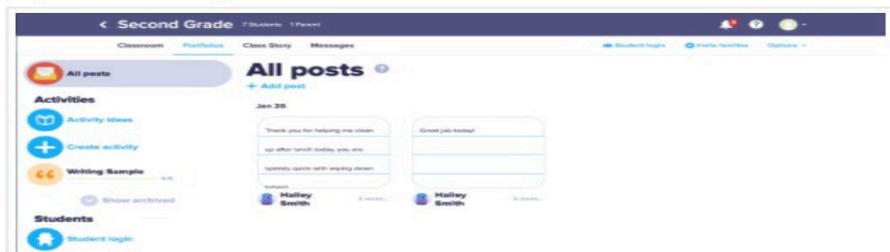


4. Type the message in the box.  
Press send. You can send text, or pictures.

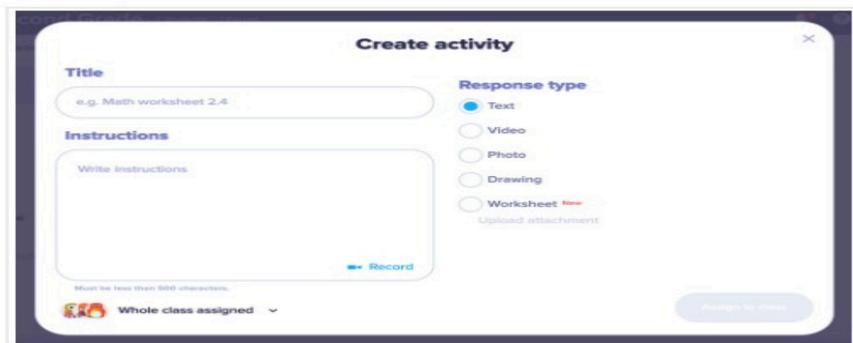
# Teacher Directions- Assign Activity On Class Dojo Portfolio

Activities are a wonderful way to assign classwork (or even homework) to your students, and to keep track of who's completed an Activity and who hasn't!

- ▶ To assign an activity to your students, log into your ClassDojo teacher account using a computer
- ▶ Choose your class
- ▶ Tap the "Portfolios" tab
- ▶ Tap "Create activity"



- ▶ Enter an Activity name, i.e. "Reading reflection"
- ▶ Enter Activity instructions, i.e. "Write five sentences about the 10 pages you read last night, and include a two-sentence description of your favorite character so far!"
- ▶ Select how you want students to respond to the Activity (i.e. Text entry, Video recording, Photo, or Drawing)
- ▶ Tap "Assign to class"



# ASQ Cheat Sheet



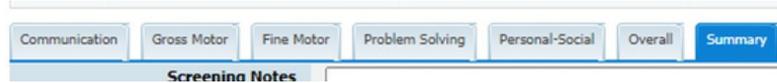
The Ages & Stages Questionnaire is a developmental screening tool that pinpoints developmental progress in children between the ages of one month to 5 ½ years.



-Basic information -How to videos	-Personal information -List of students	-School information	-Student (powerschool information)	-View completed screenings	-Generate group or whole class results in a spreadsheet	-School will monitor
--------------------------------------	--	---------------------	------------------------------------	----------------------------	---	----------------------

## Understanding the results – Screening Management

-Click on screening management and click on the questionnaire next to the child’s name for it to open.  
The summary report will automatically come up, to see the specific areas click on the tabs above.



**1. SCORING RESULTS:**

Area	Cutoff	Total Score	0	5	10	15	20	25	30	35	40	45	50	55	60
Communication	27.93	45.00	[Progress bar with star at 45]												
Gross Motor	30.68	40.00	[Progress bar with star at 40]												
Fine Motor	35.39	25.00	[Progress bar with star at 25]												
Problem Solving	16.71	30.00	[Progress bar with star at 30]												
Personal-Social	32.53	30.00	[Progress bar with star at 30]												

- YES = 10 points
- SOMETIMES = 5 points
- NOT YET = 0 points

**3. ASQ SCORE INTERPRETATION AND RECOMMENDATION FOR FOLLOW-UP:** You must consider total scores, overall responses, and other considerations, such as opportunities to practice skills, to determine appropriate follow-up.

If the child’s total score is in the [white] area, it is above the cutoff, and the child’s development appears to be on schedule.  
 If the child’s total score is in the [grey] area, it is close to the cutoff. Provide learning activities and monitor.  
 If the child’s total score is in the [black] area, it is below the cutoff. Further assessment with a professional may be needed.

## Intervention Activities

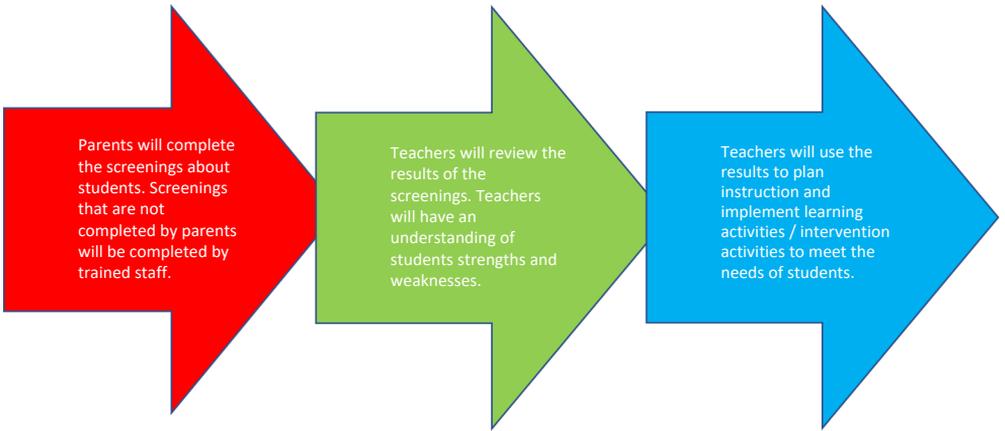
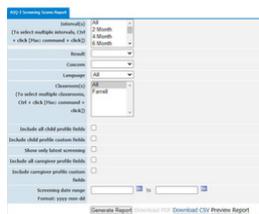


- Screening management
  - View/print document
- Search for intervention activities

## Reports

Click on reports

- Select the type of report (ASQ screening scores)
- Select the interval
- Press generate report
- Press download CSV or preview report



Paper ASQs and learning activities can be found on the website under the Pre-K tab.

# How to Reflect on Units on Toddle



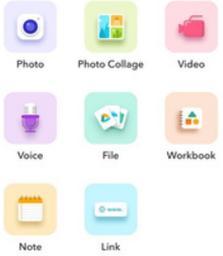
<p>1. Go to the Prospect Website/click on teacher/staff and select Toddle. (Login with Microsoft)</p> <p>2. Select the unit you would like to reflect on.</p>	
<p>3. Click <b>Reflecting</b> tab - Read reflection prompts and complete reflection for teacher, student, assessment, and notes. <b>Click Save and Exit</b></p>	

# How to add a learning experience on Toddle (through website)

<p>2. Select the unit you would like to add the learning experience to.</p>	
<p>3. Click on the text below the unit.</p> <p>4. Click on the blue tab (LE) at the side for learning experiences.</p>	
<p>5. Press new- create new</p>	
<p>Complete the information about the learning experience, add a title, upload an image, instruction, resources, templates, notes, learning goals.</p>	
<p>Click save and exit on the top corner to add the experience when you are finished.</p>	

# How to Add a Post on the Toddle Journal (Toddle App or website)



<p>1. Open the Toddle App 2. Sign in with Microsoft</p>	
<p>3. Click on the classroom tab and then journal</p>	
<p>4. Press the red plus sign to add a post.</p>	
<p>5. Select the type of post you would like to add- write a caption if necessary</p>	
<p>6. Tag learning goals, select all learning goals, the unit and learning experiences that are related.</p>	

As of this time students do not have individual portfolios, just one class portfolio.

## DESSA Mini Screener- Directions- Prospect School

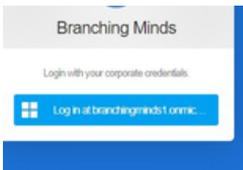
DESSA mini screener should be completed by the classroom teachers. It is 7 questions about each child. The child does not need to be next to you when completing the screener. Please follow the directions to complete.

### Logging in to Branching Minds

Go to the Prospect Website.  
Click on the Teacher/Staff Tab.  
Click on Branching Minds to log in.

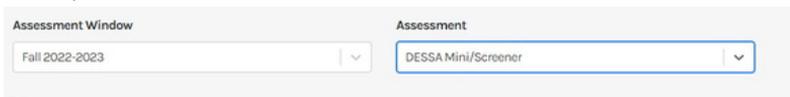


Select the blue box – Log in at branchingminds1.onmic and it should take you in.



### How to Administer the DESSA Screener

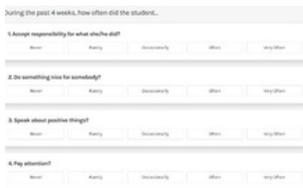
- Click on Action tab
- Select administer DESSA assessment
- Click on all of the students in your class (to check off the boxes next to their name)
- Assessment window- Fall 2023-2024 / Assessment DESSA Mini/Screener



Press start next to the child's name to begin the screener.

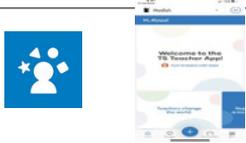


Complete all 7 questions and then press submit on the bottom. Complete for all students.



# Uploading Documentation to Teaching Strategies Teacher App



<p>Open up the My Teaching Strategies Teacher App and log in.</p>	
<p>Press the plus sign. You will see the option to add documentation or access the camera. Depending on where your data is/ select.</p>	
<p>Press use as documentation (if you choose to access the camera)</p> <p>Add the documentation.</p> <p>(picture/video) add a note about the observation.</p>	
<p>Tag the student(s) and press next.</p>	
<p>Tag the objective and dimensions.</p>	
<p>Tag the levels</p>	
<p>Press upload to golds</p>	

# Teaching Strategies Golds

## Objectives- Pre-K 2024-2025

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Below are the objectives being graded for the year.

### **SOCIAL EMOTIONAL**

ALL

### **GROSS MOTOR**

ALL

### **LANGUAGE**

ALL

### **LITERACY**

15. Demonstrates phonological awareness

a. Notices and discriminates rhyme

16. Demonstrates knowledge of the alphabet

a. Identifies and names letters

b. Uses letter–sound knowledge

17. Demonstrates knowledge of print and its uses

a. Uses and appreciates books

b. Uses print concepts

18. Comprehends and responds to books and other texts

a. Interacts during read-alouds and book conversations

b. Uses emergent reading skills

c. Retells stories

19. Demonstrates emergent writing skills

b. Writes to convey meaning

## Objectives for Development & Learning

### Birth Through Third Grade

#### Social-Emotional

1. Regulates own emotions and behaviors
  - a. Manages feelings
  - b. Follows limits and expectations
  - Takes care of own needs appropriately
2. Establishes and sustains positive relationships
  - a. Forms relationships with adults
  - b. Responds to emotional cues
  - c. Interacts with peers
  - d. Makes friends
3. Participates cooperatively and constructively in group situations
  - a. Balances needs and rights of self and others
  - b. Solves social problems

#### Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
  - a. Uses fingers and hands
  - b. Uses writing and drawing tools

#### Language

8. Listens to and understands increasingly complex language
  - a. Comprehends language
  - b. Follows directions
9. Uses language to express thoughts and needs
  - a. Uses an expanding expressive vocabulary
  - b. Speaks clearly
  - c. Uses conventional grammar
  - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
  - a. Engages in conversations
  - b. Uses social rules of language

#### Cognitive

11. Demonstrates positive approaches to learning
  - a. Attends and engages
  - b. Persists
  - c. Solves problems
  - d. Shows curiosity and motivation
  - e. Shows flexibility and inventiveness in thinking
12. Remembers and connects experiences
  - a. Recognizes and recalls
  - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
  - a. Thinks symbolically
  - b. Engages in sociodramatic play

#### Literacy

15. Demonstrates phonological awareness, phonics skills, and word recognition
  - a. Notices and discriminates rhyme
  - b. Notices and discriminates alliteration
  - c. Notices and discriminates discrete units of sound
  - d. Applies phonics concepts and knowledge of word structure to decode text
16. Demonstrates knowledge of the alphabet
  - a. Identifies and names letters
  - b. Identifies letter-sound correspondences
17. Demonstrates knowledge of print and its uses
  - a. Uses and appreciates books and other texts
  - b. Uses print concepts
18. Comprehends and responds to books and other texts
  - a. Interacts during reading experiences, book conversations, and text reflections
  - b. Uses emergent reading skills
  - c. Retells stories and recounts details from informational texts
  - d. Uses context clues to read and comprehend texts
  - e. Reads fluently
19. Demonstrates writing skills
  - a. Writes name
  - b. Writes to convey ideas and information
  - c. Writes using conventions

## Objectives for Development & Learning—Birth Through Third Grade, continued

### Mathematics

20. Uses number concepts and operations

- a. Counts b. Quantifies c. Connects numerals with their quantities d. Understands and uses place value and base ten e. Applies properties of mathematical operations

and relationships

- f. Applies number combinations and mental number strategies in mathematical operations

21. Explores and describes spatial relationships and shapes

- a. Understands spatial relationships
- b. Understands shapes

22. Compares and measures

- a. Measures objects
- b. Measures time and money
- c. Represents and analyzes data

23. Demonstrates knowledge of patterns

### Science and Technology

24. Uses scientific inquiry skills

25. Demonstrates knowledge of the characteristics of living things

26. Demonstrates knowledge of the physical properties of objects and materials

27. Demonstrates knowledge of Earth's environment

28. Uses tools and other technology to perform tasks

### Social Studies

29. Demonstrates knowledge about self

30. Shows basic understanding of people and how they live

31. Explores change related to familiar people or places

32. Demonstrates simple geographic knowledge

### The Arts

33. Explores the visual arts

34. Explores musical concepts and expression

35. Explores dance and movement concepts

36. Explores drama through actions and language

### English Language Acquisition

37. Demonstrates progress in listening to and understanding English

38. Demonstrates progress in speaking English



# Completing GOLDS End of Quarter Checkpoints

Log in to your Teaching Strategies Gold Account on the computer.(internet)

Go to the assess tab. While in the Assess area

(1), select Checkpoints in the top navigation menu (2).



**What you see:**

A plus sign -no checkpoint rating



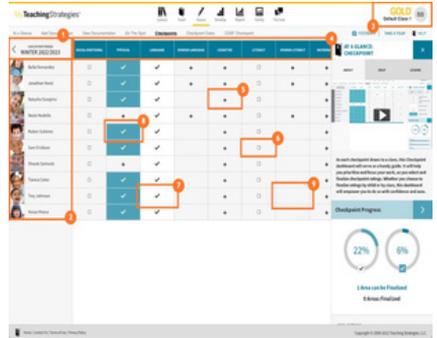
An empty square -there is at least one checkpoint rating



entered for an area, but not all objectives and dimensions in that area have entered checkpoint ratings.



A check mark with a white background -objectives and dimensions in that area have entered checkpoint ratings.



A check mark with a colored background- area is finalized



A blank cell - the area is not required for the child.



## Click on checkpoints

Selecting the domain on top.

TOOL	Add Documentation	View Documentation	On The Spot	Checkpoints	Checkpoint Dates
CHECKPOINT PERIOD	FALL 2022/2023				
	SOCIAL-EMOTIONAL	PHYSICAL	LANGUAGE		
Aaliyah Rios	<input type="checkbox"/>	<input type="checkbox"/>	+		
Aifan Hanifianur Moch	+	<input type="checkbox"/>	+		

Click on the objective

ASSESSMENT	Add Documentation	View Documentation	On The Spot	Checkpoints
23	Social-Emotional			
	SO	SE	SR	SR
ETHICS	+	+	+	+
EMOTIONAL	+	+	+	+

You will see a list of your students along with a number in a folder.



The number in the folder represents how many pieces of evidence you have for this objective.



Select one of these folders to view all of those

documentation items.

-If there is a documentation folder under a level you wish to select, click the box directly to the right of the folder (1).

-Enter your rating for students by clicking on each box of the level and going down through your class.

-To save your selections at any time, select the arrow (3) next to "Save and Continue", then select "Save" (4)

Press save and continue to complete objectives 1-10.

After each objective a button will come up to finalize all students. If you have data for all students press finalize.

## Finalizing GOLDS Checkpoints

Once all checkpoint ratings are entered for one or more children, you can finalize for just that child or multiple children at once. And if every child in your class has checkpoint ratings for an area, you can finalize that area.

### Finalize For One Child or Multiple Children (missing documentation- absent students)

-After selecting an area on the Checkpoints dashboard, if one or more children have checkpoint ratings entered for all objectives and dimensions in that area, select one of those children's names.



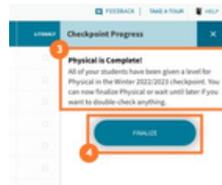
-Select the child or children you wish to finalize, or choose Select All to select all eligible children.



-Select Finalize Selected Children.

### Finalize For All Children

After selecting an area on the checkpoints dashboard (1), if all objectives and dimensions in that area have entered checkpoint ratings for all children in the class (2), you will be prompted to finalize that area (3).



Select FINALIZE (4).

**Use the checkpoint area on the bottom to check the checkpoint progress.**



The selected area is now finalized. If you need to unfinalize an area, you can do so by selecting the area again.

If a child does not have any documentation for an objective or dimension, then you can select "Not Observed" for that item instead of entering a checkpoint rating so that you can still finalize the objective or dimension's area. **Note:** You should use "Not Observed" with caution.

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# How to Use Microsoft Teams Cheat Sheet



## How To Download Teams

### ACCESS THROUGH BROWSER

- Log into email
- click on the waffle in the corner



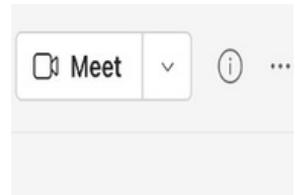
### DOWNLOAD APP

- Download Microsoft teams app to your device

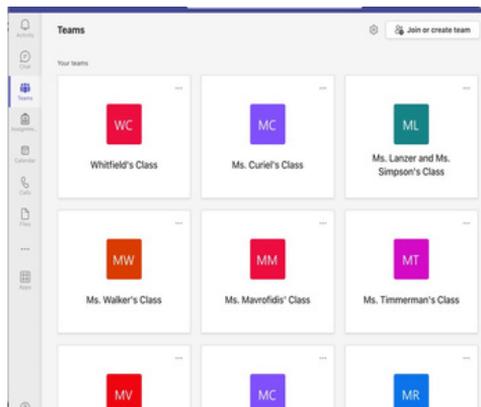
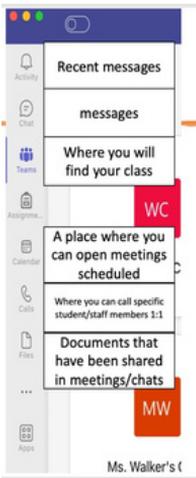
- log in with your school Email and password



## Tool bar



Find your class, press meet now



How to Schedule A Meeting -Click on Calendar -Press new meeting -Fill out the details of the meeting (date, time, under channel add your class) Then to find this meeting you can find it under calendar



## Teams In Meeting Controls

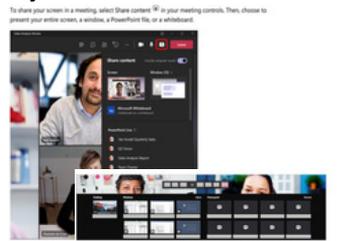


- Camera
- microphone
- Participants (you can mute microphones or mute all)



share      leave

To see all participants press view and large gallery view. You must have the most recent version of TEAMS.



How to Share Screen/annotate

- Press share screen
- Select the screen you would like to share
- You can also find the whiteboard here
- To annotate select start annotate
- To stop presenting press stop presenting

To include the sound when sharing the screen/ video



toddle

on include computer sound



Attendance Report- Press people/participants. Press the download report.

# AESOP- Creating Absence



To Log in to AESOP go to [www.hempsteadschools.org](http://www.hempsteadschools.org)

Select Schools/Prospect School

Select the Teacher/Staff tab on the top

Select Frontline AESOP Management

Log in with your credentials. If you do not have credentials email [crigalos@hempsteadschools.org](mailto:crigalos@hempsteadschools.org)



## Create an absence

1. Select the **Create an Absence** tab on the left
2. Enter the Start and End Dates (see below)
3. Choose the day(s) of the week
4. Choose the Absence Reason Type
5. Select if a substitute is required
6. Specify the Start and End Times (if available)
7. Click the **Next** button

Screen One

### Single Day or Sequential Multiple Day Absence

For an absence covering a single day or multiple days in a row, enter the Start & End Dates, but leave the days of the week boxes checked.

Absence every Monday for the next five weeks.

### Recurring Absence

For an absence recurring several weeks in a row, enter the Start & End Dates and click the day(s) of the week boxes. The example above shows how to create an absence for every Monday from 5/10/2010 to 6/18/2010.

\*Note: Only a single substitute can be assigned to a recurring absence created under one confirmation number. Substitutes can only accept the entire confirmation number and all absences contained within.

\*Indicates functions that might not be used by your school February 2011

Verify all information.

Enter any notes for substitutes in the **Notes to Substitute** box. Substitutes can view these notes before they accept an assignment.

Enter any notes for only the administrator to see in the **Notes to Administrator** box.

Finalize the absence.



## AESOP Absence Management Prospect School

If you are having trouble using the AESOP website please enter the absences by calling on the phone and following the directions.

Follow the voice menu to enter and manage the absences and other access features.

1. Call the number 18009423767
2. Type in your id number (phone number) and the #
3. Type in your pin and the #
4. Press 1 to create an absence. Follow the directions.

When entering an absence please wait until you receive a confirmation number before you end the phone call.



# Professional Development Teacher's Choice Directions for registration and available courses

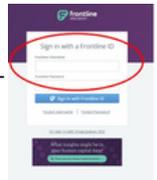
1. Click on the link

[https://login.frontlineeducation.com/login?  
signin=a25f4cf935e830c1330c8  
d2e54b33fa2&clientId=superSuit#/login](https://login.frontlineeducation.com/login?signin=a25f4cf935e830c1330c8d2e54b33fa2&clientId=superSuit#/login)

(Or log in to My Learning Plan on the Prospect Page/Teacher/Staff/ My Learning Plan)

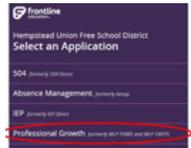
2. You will be directed to the website below to login in. Login in with your

Frontline Education Credentials. (This should be the same login as AESOP)- try your email.

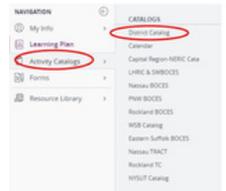


3. A new screen will pop up once you have logged in. Select

'Professional Growth.'

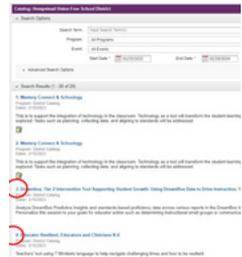


4. On the left side of the page, select 'Activity Catalogs', and then 'District catalog.'



5. You will then be able to access the courses that the district is offering for

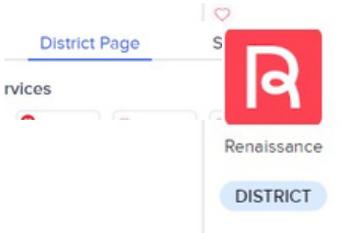
Professional Development. Select the course that you would like to register for.



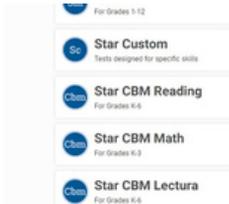
# Renaissance Progress Monitoring Directions



Log in to clever on the computer or ipad.



Click on the district page Select Renaissance



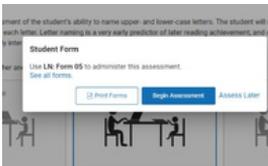
Click on Star CBM Reading Record book and assessment



Click on the probe (color) next to the child's name

Press start or print assessment

Select mixed format Select begin assessment

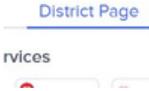


Open up the probe directed to you- have the student look on with the probe and you will mark on the iPad.

# How to Log into 7 Mindsets Platform



Log in to clever on the computer or iPad.



Click on the district page Select R7 Mindsets

7 Mindsets Platform



Press Elementary School Course -Course Preview



View full course



Select the unit to access the videos and lessons