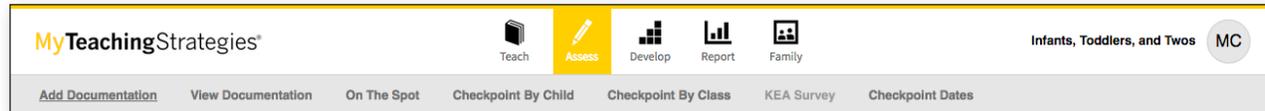


Documentation

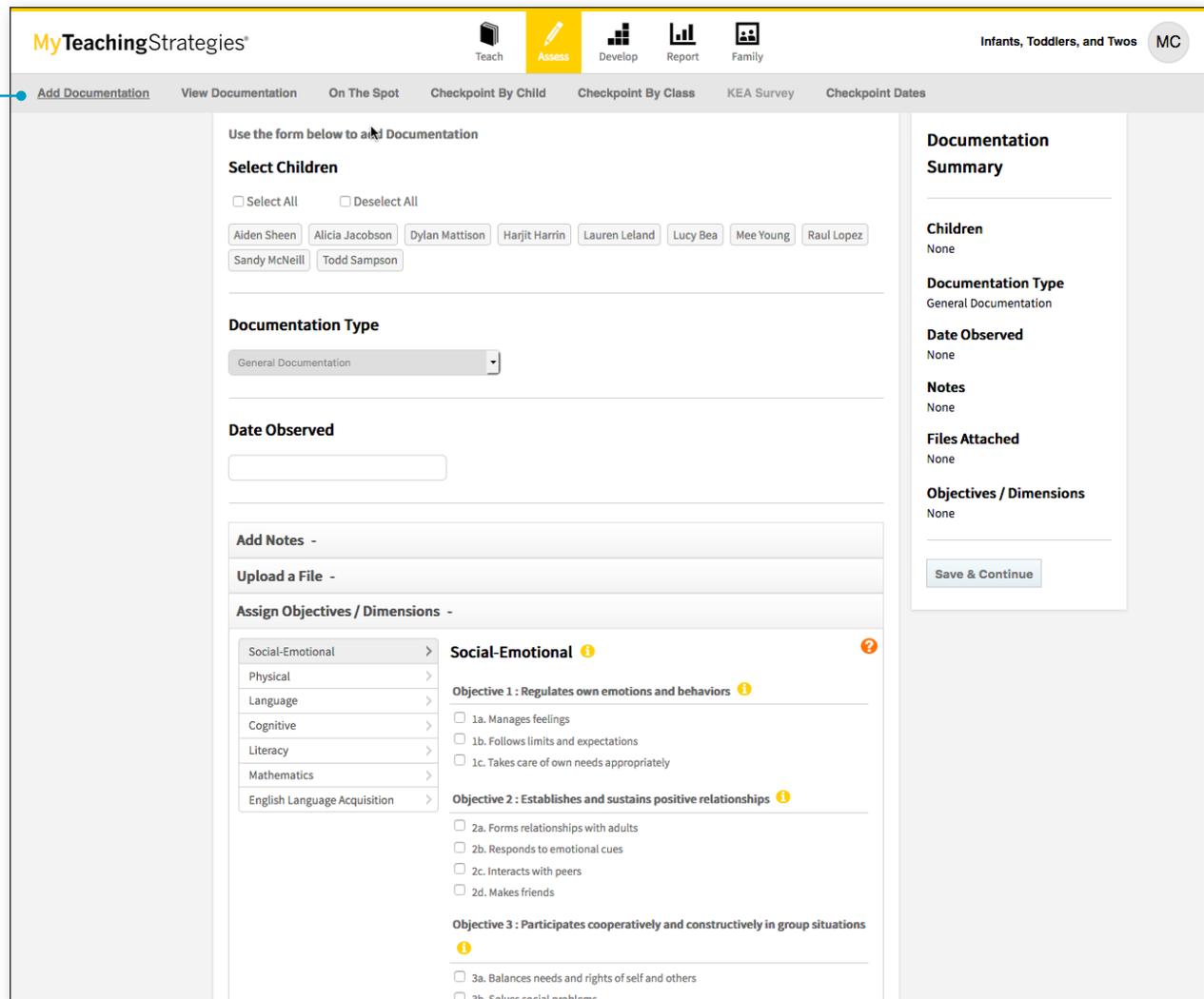
In the Assess area you'll find everything you need to enter assessment information for the children in your classroom. Here you can view and add documentation, and input your checkpoint data.

Within the Assess sub-navigation bar you'll find six options: Add Documentation, View Documentation, On The Spot, Checkpoint By Child, Checkpoint By Class, KEA Survey (if applicable), and Checkpoint Dates.



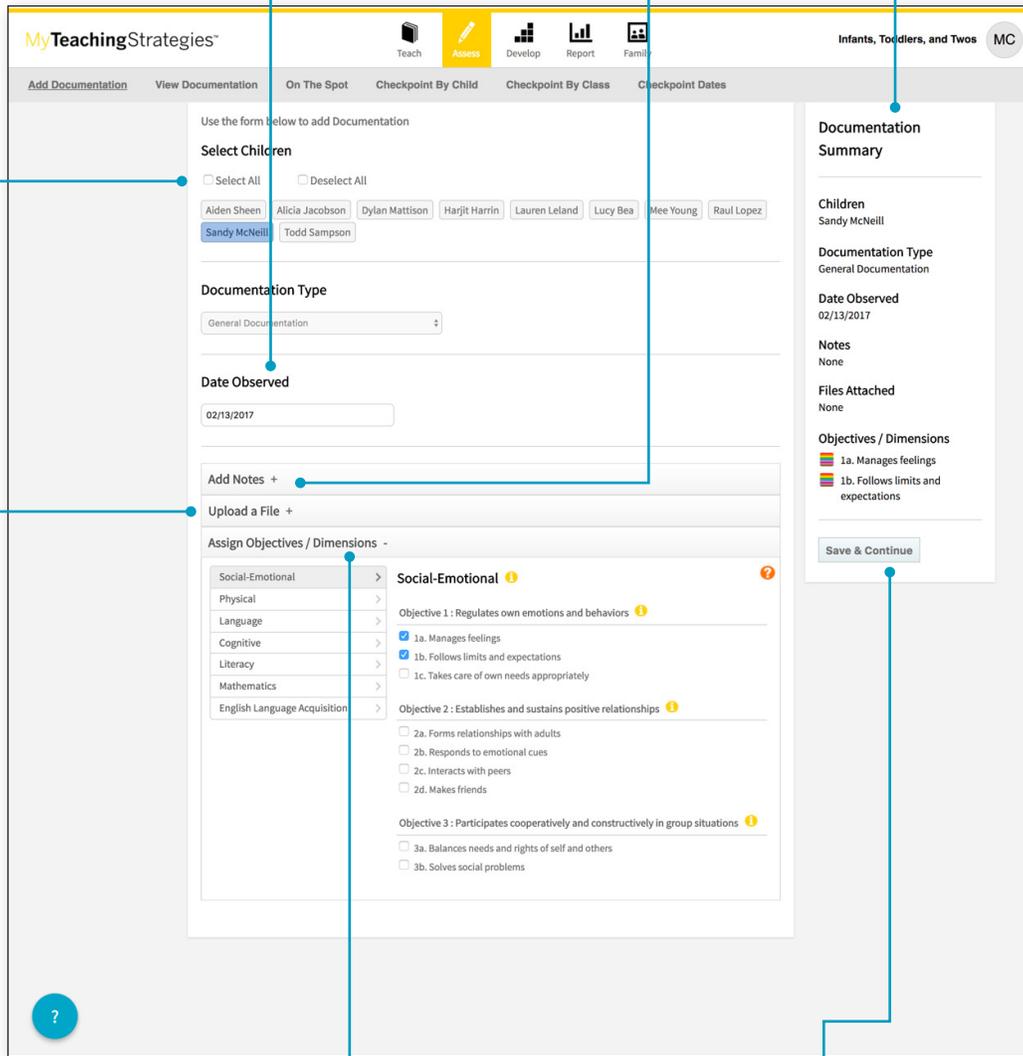
Adding Documentation

To create digital portfolios for the children in your class, select **ADD DOCUMENTATION** from the sub-navigation.



- 1 Select the children in your class you'd like to add documentation for. Choose **SELECT ALL** to choose all children in your classroom.
- 2 Input the documentation date in the **DATE OBSERVED** field. Note: This is the date that you collected the documentation, not the day you entered the documentation into the tool.
- 3 Add notes to your documentation by clicking the + symbol to the right of **ADD NOTES** and adding text within the text box.

The **DOCUMENTATION SUMMARY** will provide a summary of the information you've provided for your documentation.



- 4 Upload pictures, videos, or other files to your documentation by clicking the + symbol next to **UPLOAD A FILE** and selecting the **ADD FILE** button.
- 5 Tag relevant objectives/dimensions to the documentation by clicking the + symbol to the right of **ASSIGN OBJECTIVES/DIMENSIONS**. Select the appropriate dimension from the list on the left, and select all appropriate objectives.
- 6 Select **SAVE & CONTINUE** to save your documentation.

A single observation note can relate to more than one objective or dimension, so teachers can assign documentation to multiple objectives and/or dimensions. Select the appropriate area from the list on the left, and select all appropriate objectives/dimensions.

File Sizes and File Types
 Maximum file sizes are 100MB for videos and 5MB for other files. Allowed file types are JPG, GIF, MP3, MPEG, AVI, TIFF, Microsoft® Word, PDF, WAV, QuickTime Movie, AIFF, MP4, and Windows® Media.

Selecting a Preliminary Level

You may choose to assign preliminary levels for the objectives/dimensions you related to a particular piece of documentation. These are not final checkpoint decisions; you will make those at the end of the checkpoint period after reviewing all the documentation under the checkpoint tab. Follow the steps below to set preliminary levels on the next screen.

Click here to hide or show the colored bands. Point to **HIDE COLORED BANDS** button.

Click **SHOW EXAMPLES** to see examples of abilities at each developmental level.

Use the arrows or the progression slider to scroll left or right along the progression.

Social-Emotional 1b. Follows limits and expectations

Hide Colored Bands | Show Examples

Progression View | Level View

Child	1	2	3	4
Aiden Sheen	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alicia Jacobson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dylan Mattison	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harjit Harrin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Lauren Leland	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lucy Bea	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mee Young	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Raul Lopez	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Documentation Summary

Children
Aiden Sheen
Alicia Jacobson
Dylan Mattison
Harjit Harrin
Lauren Leland
Lucy Bea
Mee Young
Raul Lopez
Sandy McNeill
Todd Sampson

Documentation Type
General Documentation

Date Observed
01/26/2017

Notes
None

Files Attached
None

Objectives / Dimensions
1b. Follows limits and expectations

Click the circle under the appropriate level to assign a preliminary level on the basis of this particular piece of documentation.

Use the MyTeachingStrategies™ app to easily capture documentation using a mobile device. Download the app onto your Apple mobile devices from the App Store, or onto your Android mobile devices from the GooglePlay™ Store or Amazon Appstore for Android.

The colored bands on the progressions indicate the age and class/grade for widely held developmental and learning expectations. While there is a typical progression for each objective, it is not rigid; development and learning are uneven, overlapping, and interrelated. More information is available in the Objectives for Development and Learning course under My Courses in the Develop area.

View Documentation

To view documentation you have previously added, select **VIEW DOCUMENTATION** from the sub-navigation. Here you'll see all documentation you've collected, sorted by date of observation with the newest pieces of documentation listed first.

Select **FILTER DOCUMENTATION** to find documentation for specific keywords, checkpoint periods, children, dates, file types, authors, or objectives/dimensions.

Use the **SORT BY** drop-down menu to sort by Date of Observation or Date Added.

The screenshot displays the 'View Documentation' page in the MyTeachingStrategies application. At the top, the navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' icons, with 'Assess' highlighted. The sub-navigation bar contains 'Add Documentation', 'View Documentation' (selected), 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', 'KEA Survey', and 'Checkpoint Dates'. The user profile 'Infants, Toddlers, and Twos MC' is visible in the top right.

On the left, a sidebar offers actions: 'Filter Documentation', 'Edit Documentation', 'Delete Documentation', 'Individualize Documentation', and 'Share Documentation'. The main content area features a 'Sort By' dropdown menu set to 'Date of Observation' and a pagination control for 'Page 1 of 4'. Below these are eight documentation items arranged in a 2x4 grid:

- Lucy Bea and 9 more...** (Thumbnail: Document icon)
January 26, 2017
General Documentation
- Mee Young** (Thumbnail: Children playing)
October 27, 2016
General Documentation
- Mee Young** (Thumbnail: Child eating)
October 27, 2016
General Documentation
- Mee Young** (Thumbnail: Child playing with blocks)
October 26, 2016
General Documentation
- Mee Young** (Thumbnail: Document icon)
October 24, 2016
General Documentation
- Mee Young** (Thumbnail: Document icon)
October 24, 2016
General Documentation
- Mee Young** (Thumbnail: Document icon)
October 22, 2016
General Documentation
- Lucy Bea** (Thumbnail: Document icon)
October 21, 2016
On-the-Spot

Modifying or Deleting Documentation

From the View Documentation screen, select the piece of documentation to edit or delete.

To edit the documentation, select **EDIT DOCUMENTATION**.

To delete the documentation, select **DELETE DOCUMENTATION**.

The screenshot displays the 'View Documentation' screen for a child named Mee Young. The interface includes a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs. Below the navigation bar are options for 'Add Documentation', 'View Documentation', 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', and 'Checkpoint Dates'. A sidebar on the left contains 'Filter Documentation', 'Edit Documentation', 'Delete Documentation', 'Individualize Documentation', and 'Share Documentation'. The main content area shows a photo of children playing with Legos, followed by the child's name 'Mee Young', the date 'October 27, 2016', and 'General Documentation'. Below this is a list of 'Objectives / Dimensions' with checkboxes. A right-hand panel titled 'Documentation Summary' contains fields for 'Children', 'Documentation Type', 'Date Observed', 'Notes', 'Caption', and 'Files Attached'.

Individualizing Documentation

When viewing documentation with more than one child associated with it, you can individualize that documentation so that a copy of that documentation appears in each child's individual portfolio. You can then access each child's unique piece of documentation to edit and add more notes or objectives/dimensions that are specific to each child.