ASSESSMENT TECHNOLOGY INCORPORATED
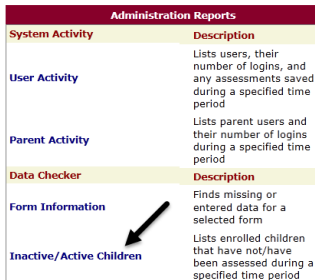
TIP SHEET: Using Galileo® Pre-K Online
Inactive/Active Children Report for Monitoring Compliance
for the 2016-2017 fiscal year

PURPOSE

This tool checks for entered and missing data on developmental scales. It can be used as a quality control device to see which children are missing data or as a compliance report to identify which children have data. The inactive/active children report may be run at the Agency-, Center-, and Class-level.

INACTIVE/ACTIVE CHILDREN

1. Click the **Reports** tab.

2. Click the Inactive/Active Children link, under **Data Checker** under the **Administration Report Library**

3. Use the drop-down menus to select the **Center** (or All Centers for program-wide data), and **Class** (or All Classes for center-wide data).

4. Select the **Scale**.

5. Enter the **From** and **To** dates of the assessment data you wish to view.

6. Click either the:

   a. **Find Inactive Children** button to list children who have not been assessed in the specified time period.

   b. **Find Active Children** button to list children who have been assessed in the specified time period.

7. A list of children will appear, along with the center and class of each child's enrollment. Click **Print Report** to download a PDF.

8. The names in the online report are also links to the **Assessment History** page displaying assessment details.