



# ASSESSMENT TECHNOLOGY INCORPORATED

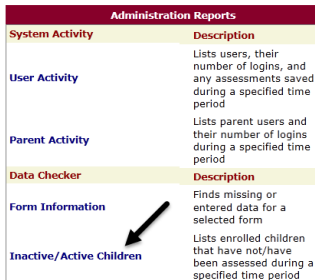
## TIP SHEET: Using Galileo® Pre-K Online Inactive/Active Children Report for Monitoring Compliance for the 2016-2017 fiscal year

### 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.

**Agency:** 
  
**Center:** 
  
**Class:** 
  
**Scale:** 
  
**From:** 
  
**To:**

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.

Children that were assessed from 8/1/2014 to 7/30/2015 (3-5 years: G3 Approaches to Learning). Total: 19

Name	Birth Date	Center	Class	Enrollment Date
Anda_Amy	2/1/2010	Cranberry Center	Preschool Class - 3 to 5 years	11/23/2015
Calix_Gae	2/15/2011	Cranberry Center	Preschool Class - 3 to 5 years	11/14/2015
Fallbrook_Franco	1/3/2011	Cranberry Center	Preschool Class - 3 to 5 years	10/27/2014
Heald_Sara	1/18/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Hogan_Hillary	4/18/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Illum_Nicole	5/23/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Jackson_Seanne	5/1/2002	Cranberry Center	Preschool Class - 3 to 5 years	10/16/2015
Jumper_Tom	8/3/2009	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Kah_Zachae	3/15/2011	Cranberry Center	Preschool Class - 3 to 5 years	11/14/2014
Sanabria_Kelly	8/9/2009	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Stevens_Rue	1/1/2011	Cranberry Center	Preschool Class - 3 to 5 years	10/10/2014
Wambler_Laura	5/21/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Wickham_Ryanne	10/20/2009	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Wolowick_Della	11/1/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Wyle_Olivia	4/23/2011	Cranberry Center	Preschool Class - 3 to 5 years	10/09/2014
Zanaboni_Eliane	6/4/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Zwickel_Dustin	5/9/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/29/2012
Zimmer_Della	9/9/2011	Cranberry Center	Preschool Class - 3 to 5 years	10/23/2014
Zumbach_Tam	1/1/2010	Cranberry Center	Preschool Class - 3 to 5 years	10/15/2014

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

**Assessment History**

Settings | Help | Forum | Tech Sup

**Center:**  [Assessment History Report](#)
  
**Class:** 
  
**Child:** 
  
**Scale:** 
  
**Date enrolled in class:** 7/29/2012

Observation Date	Last Saved On (MST)	DL Score	Capabilities Learned
3/16/2015	3/16/2015 1:25:50 PM	594	26
1/14/2015	1/14/2015 3:16:08 PM	579	24
5/10/2013	10/29/2013 2:49:43 PM	572	23
4/5/2013	10/29/2013 2:20:34 PM	530	16