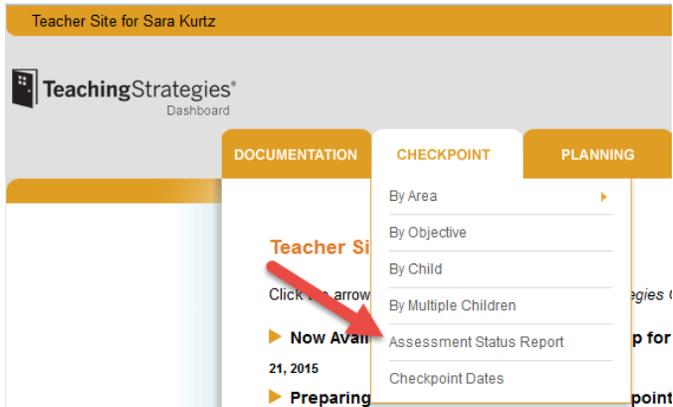


## GOLD<sup>®</sup>: Running a Monitoring Report

Use the Assessment Status Report in order to run a monitoring report, which will show both teachers and administrators the status of completion of data for each area within a checkpoint period.

### To Run the Report: Teachers

Teachers will access the Assessment Status Report from within their Checkpoint tab.



Once selected, they will be taken to the selection criteria page. From here, teachers can select the specific class and checkpoint period for which they would like to run the report.

#### Assessment Status Report

##### Class

Kurtz- PK

##### Period

Fall 2014/2015

##### Checkpoints

- Show only finalized checkpoints
- Show unfinalized and finalized checkpoints

##### Output

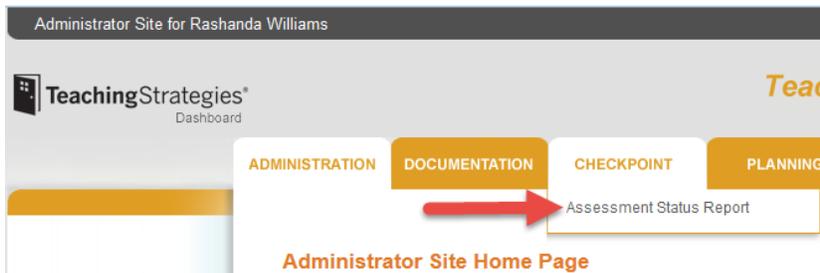
- HTML
- PDF
- Excel

**GENERATE REPORT**

From this page, teachers can also select whether to include only finalized checkpoints or both unfinalized and finalized. Please note that data must be finalized in order for it to be submitted to PELICAN. To view an example of a completed Assessment Status Report, please see the attached.

## To Run the Report: Administrators

Administrators will find their version of the Assessment Status Report under the Checkpoint tab in the Administrator Site.



Once this option is selected, Administrators will be taken to the criteria page, where they will have the option to run the report at any level for which they have access. For example, a district level administrator can opt to run this report over all the sites in their district at once, or can choose to do one site at a time. The criteria page screenshot below represents an organization level administrator, who oversees multiple programs with multiple sites.

Open Door / Assessment Status Report

### Open Door — Assessment Status Report

**1**

**Program**  
Four Pillars

**Site**  
-- All Sites --

**Teacher**  
-- Select Teacher --

**Class**  
-- Select Class --

**Children**  
--Select Program--

**2**

**Period**  
Spring 2014/2015

**3**

**Checkpoints**  
 Show only finalized checkpoints  
 Show unfinalized and finalized checkpoints

**4**

**Report Level**  
 Sites  
 Teachers  
 Hide Sites and Teachers without Children

**Output**  
 HTML  
 PDF  
 Excel

**GENERATE REPORT**

- 1. Program.** Here, administrators can select whether to focus on a specific site, teacher, or class, or whether they prefer to run the report over all accessible data.
- 2. Period.** Here, administrators select the checkpoint period for which they want to run the report.
- 3. Checkpoints.** Checkpoint level selection will determine whether administrators will be looking at data in progress (unfinalized and finalized) or simply looking to see if the data is finished (only finalized). As a reminder, data needs to be finalized in order to be submitted to PELICAN.
- 4. Report Level.** This option allows administrators to drill down further if the report is being run over a broad data set. For example, the report can be set to run on a whole program (under #1, “Program”) but then administrators can opt to drill down at the report level to see individual teacher data within that program.

For an example what the Assessment Status Report looks like for administrators, please see the attached.