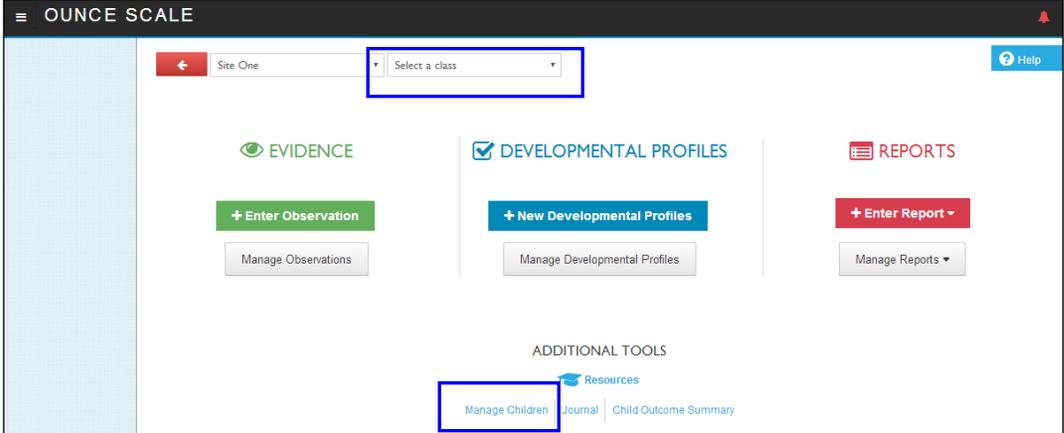
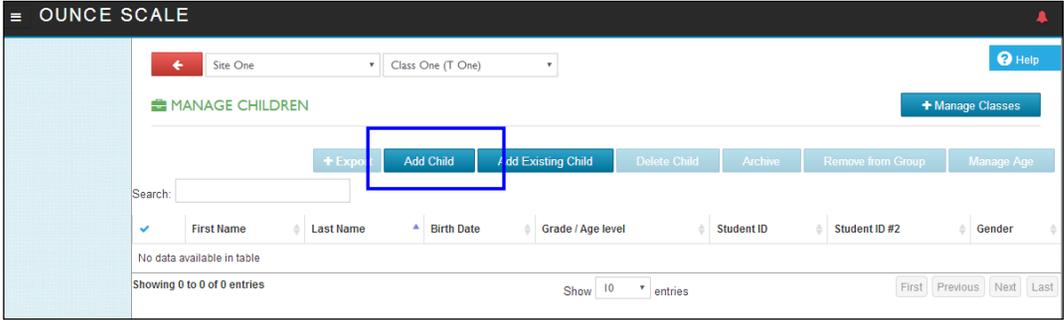
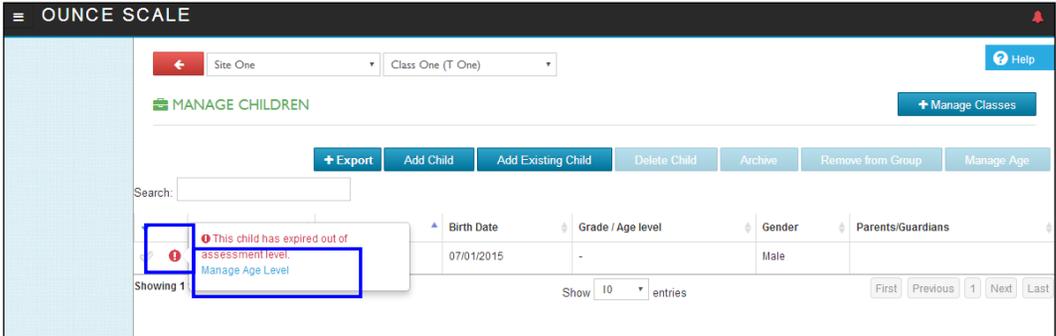
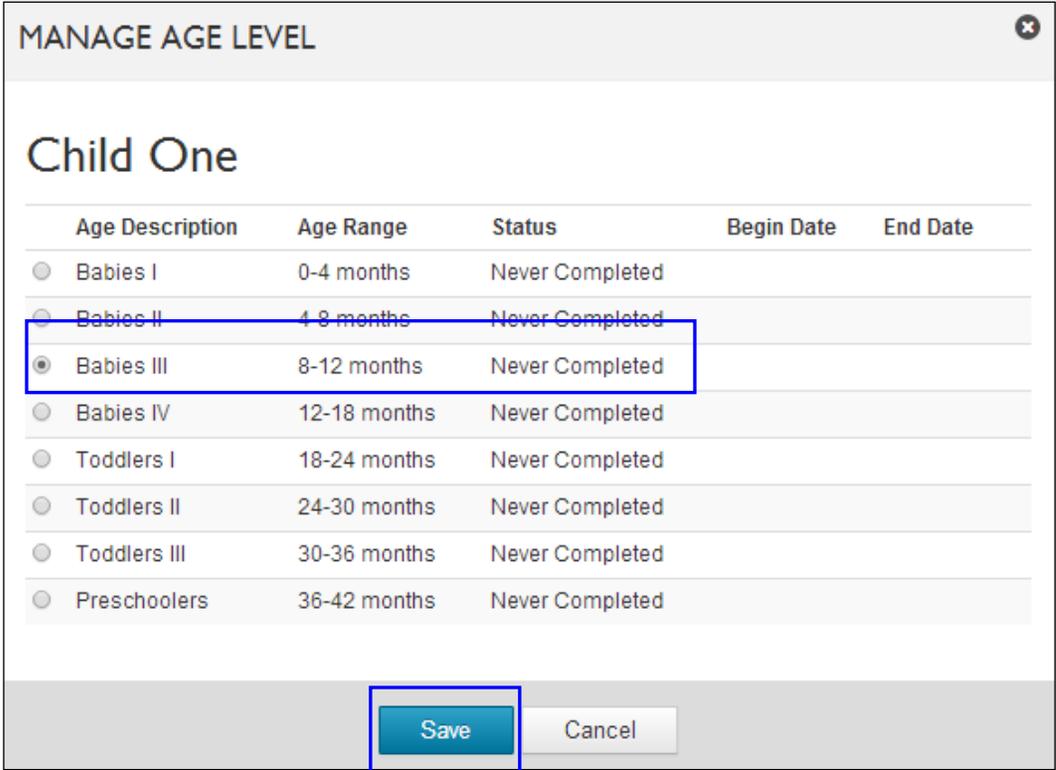


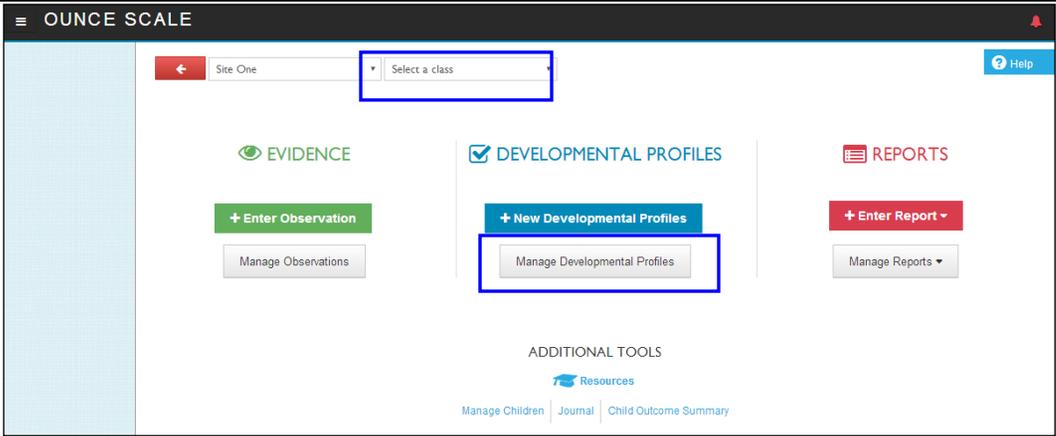
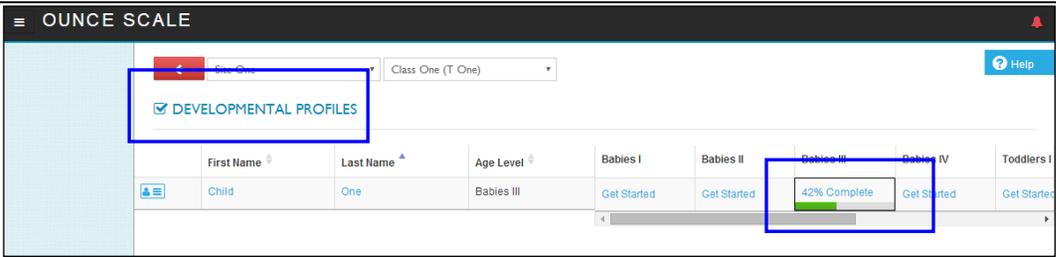
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Step	Description	Screen Shots
<p>If you are a Teacher:</p>		
<p>1. As a Teacher, how do I Add Children and assign them to my Class?</p>		
<p>1</p>	<p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Children.</p>	 <p>The screenshot shows the Ounce Scale interface. At the top, there are dropdown menus for 'Site One' and 'Select a class'. Below this are three main sections: 'EVIDENCE' with a '+ Enter Observation' button, 'DEVELOPMENTAL PROFILES' with a '+ New Developmental Profiles' button, and 'REPORTS' with a '+ Enter Report' button. At the bottom, under 'ADDITIONAL TOOLS', the 'Manage Children' link is highlighted with a blue box.</p>
<p>2</p>	<p>Click Add Child.</p>	 <p>The screenshot shows the 'MANAGE CHILDREN' page. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below this is a '+ Manage Classes' button. A row of action buttons includes '+ Export', 'Add Child', 'Add Existing Child', 'Delete Child', 'Archive', 'Remove from Group', and 'Manage Age'. The 'Add Child' button is highlighted with a blue box. Below the buttons is a search field and a table with columns for First Name, Last Name, Birth Date, Grade / Age level, Student ID, Student ID #2, and Gender. The table is currently empty, showing 'No data available in table'.</p>

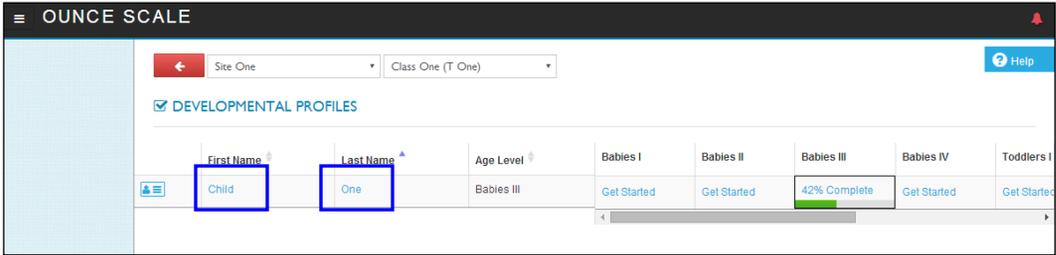
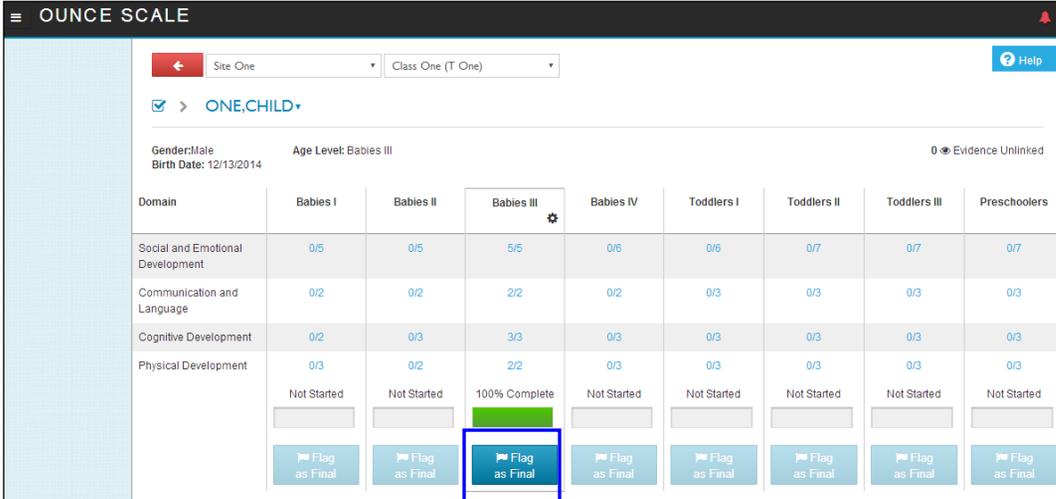
Step	Description	Screen Shots
3	<p>Enter the Child's First and Last Name.</p> <p>Enter all required fields.</p> <p><i>Note.</i> ▶ indicates a required field.</p> <p>Click Save.</p> <p>The Student is now assigned to your Class.</p> <p><i>Note.</i> Some licenses may contain the following fields. They are no longer used.</p> <ul style="list-style-type: none"> • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID 	<p>The screenshot shows the 'ADD CHILD' form with the following fields and options:</p> <ul style="list-style-type: none"> First Name: (Required field, highlighted with a blue box) Middle: Last Name: Gender: (Select one) Grade: (Select one) Birth Date: (Year, Month, Date) IEP/IFSP: (checkbox) Language: (Select one) Ethnicity: (Select one) State funded Pre-K Counts: (Select one) Preschool Early Intervention: (Select one) Head Start: (Select one) Child Care Star 3: (Select one) Child Care Star 4: (Select one) PA Secure ID: (Text input) UUID: (Text input) Parents/Guardians' Email Addresses (optional): (Four email address input fields) <p>At the bottom, there is a Save button (highlighted with a blue box) and a Cancel button.</p>

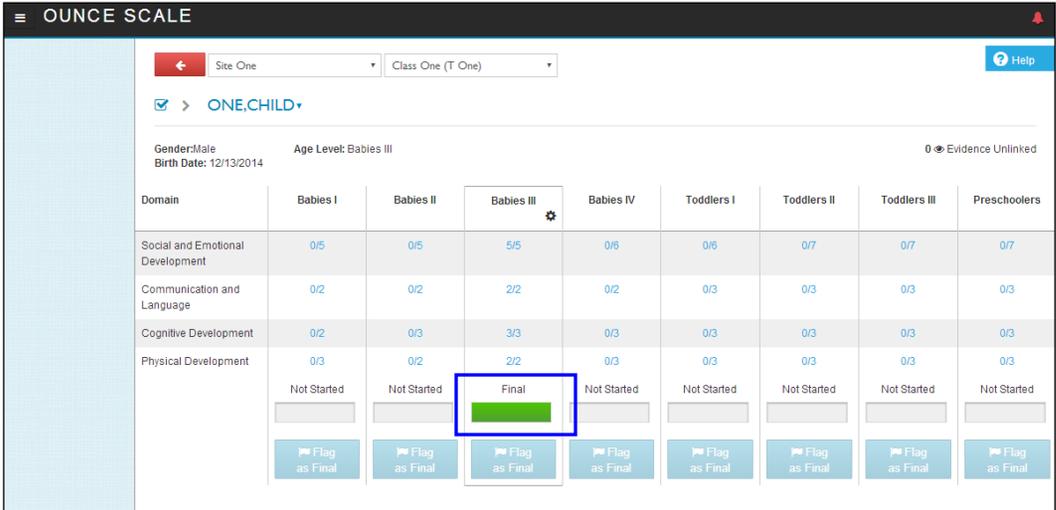
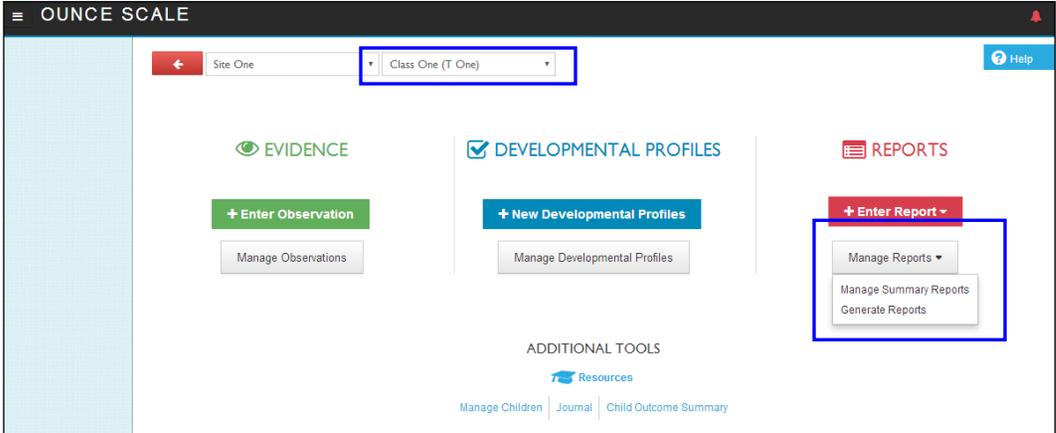
Step	Description	Screen Shots																																													
4	<p>The Manage Children screen displays.</p> <p>Click  and select Manage Age Level to select the Grade/Age Level.</p>																																														
5	<p>Verify the default Age Description and Age Range.</p> <p>Make any necessary changes.</p> <p>Click Save.</p> <p>The Child is now assigned to your Class.</p>	 <table border="1" data-bbox="762 850 1766 1263"> <thead> <tr> <th>Age Description</th> <th>Age Range</th> <th>Status</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Babies I</td> <td>0-4 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> Babies II</td> <td>4-8 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="radio"/> Babies III</td> <td>8-12 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> Babies IV</td> <td>12-18 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> Toddlers I</td> <td>18-24 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> Toddlers II</td> <td>24-30 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> Toddlers III</td> <td>30-36 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> <tr> <td><input type="radio"/> Preschoolers</td> <td>36-42 months</td> <td>Never Completed</td> <td></td> <td></td> </tr> </tbody> </table>	Age Description	Age Range	Status	Begin Date	End Date	<input type="radio"/> Babies I	0-4 months	Never Completed			<input type="radio"/> Babies II	4-8 months	Never Completed			<input checked="" type="radio"/> Babies III	8-12 months	Never Completed			<input type="radio"/> Babies IV	12-18 months	Never Completed			<input type="radio"/> Toddlers I	18-24 months	Never Completed			<input type="radio"/> Toddlers II	24-30 months	Never Completed			<input type="radio"/> Toddlers III	30-36 months	Never Completed			<input type="radio"/> Preschoolers	36-42 months	Never Completed		
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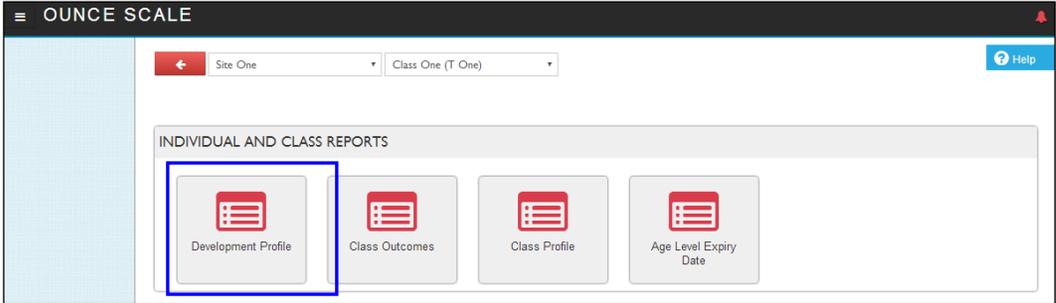
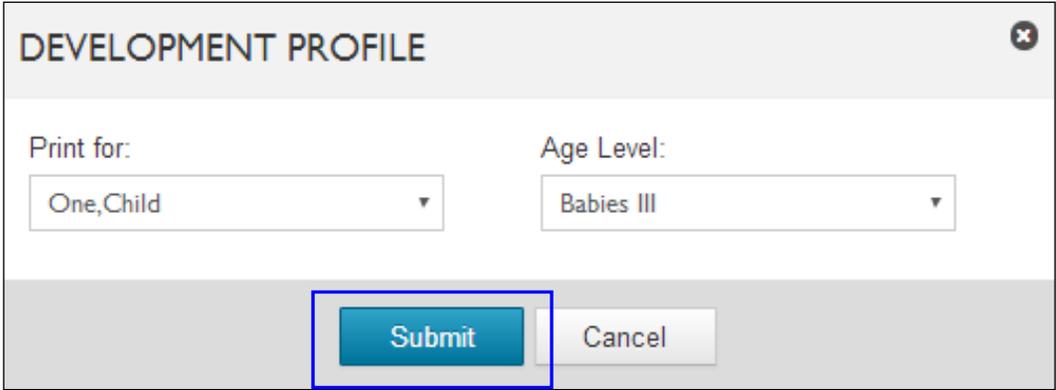
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<p>2. As a Teacher, what reports should I use to monitor and verify finalized Developmental Profile data?</p> <p>Ounce Online provides four options to monitor and verify finalized Developmental Profile data:</p> <ul style="list-style-type: none"> Option 1: Manage Development Profile Display Option 2: Development Profile Option 3: Class Outcomes Report Option 4: Class Profile Report 		
<p>1</p>	<p>Option 1: Manage Development Profile Display</p> <p>From the Teacher homepage, select a Class from the drop down.</p> <p>Select Manage Developmental Profiles.</p>	
<p>2</p>	<p>The Developmental Profiles status screen displays.</p> <p>Verify that each Child in the Class has a finalized Developmental Profile.</p>	

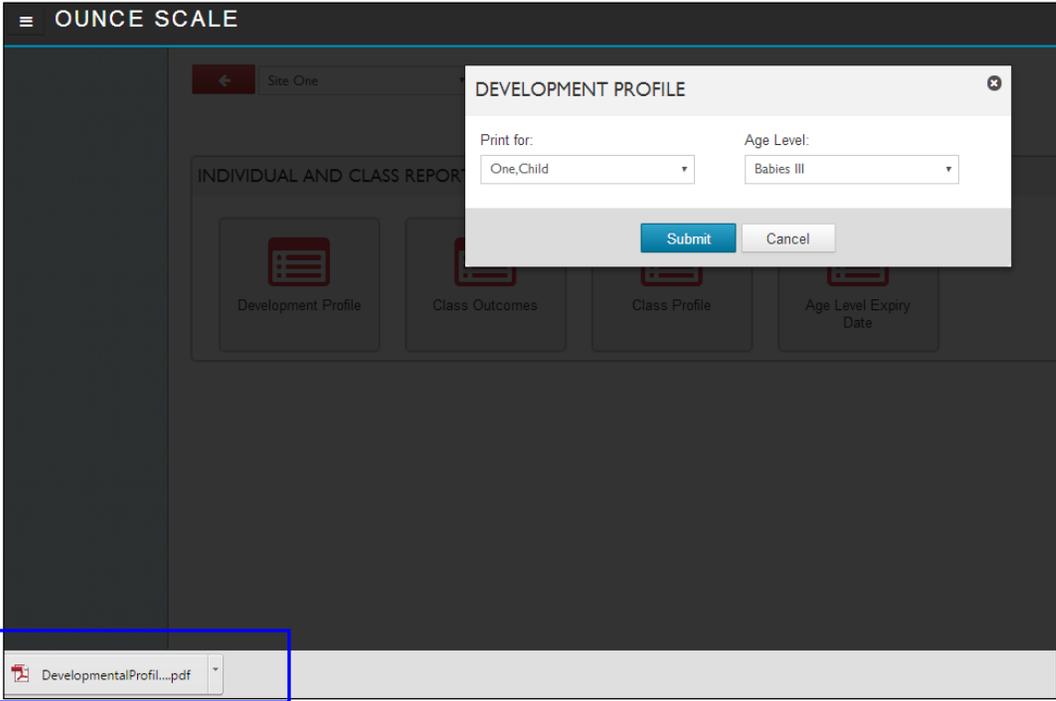
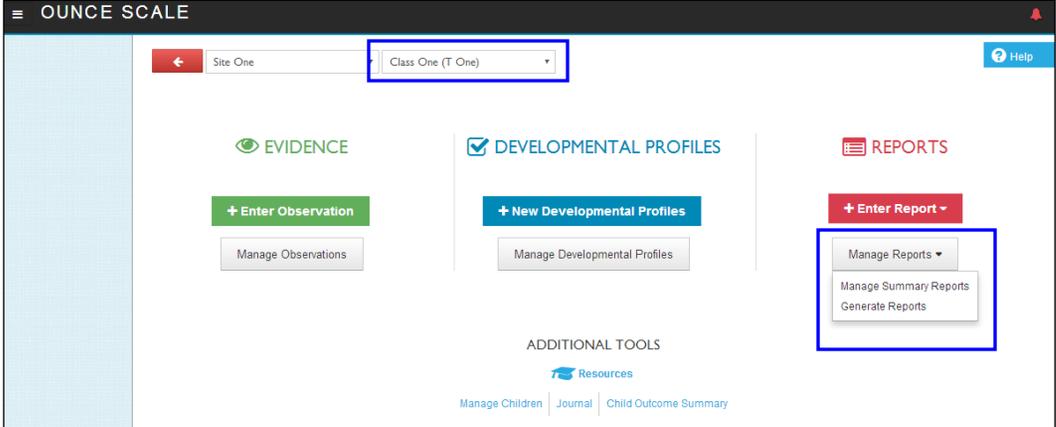
The Ounce Scale®

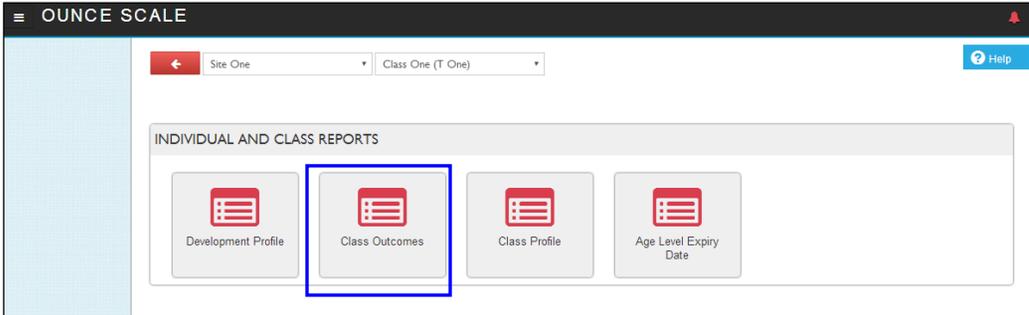
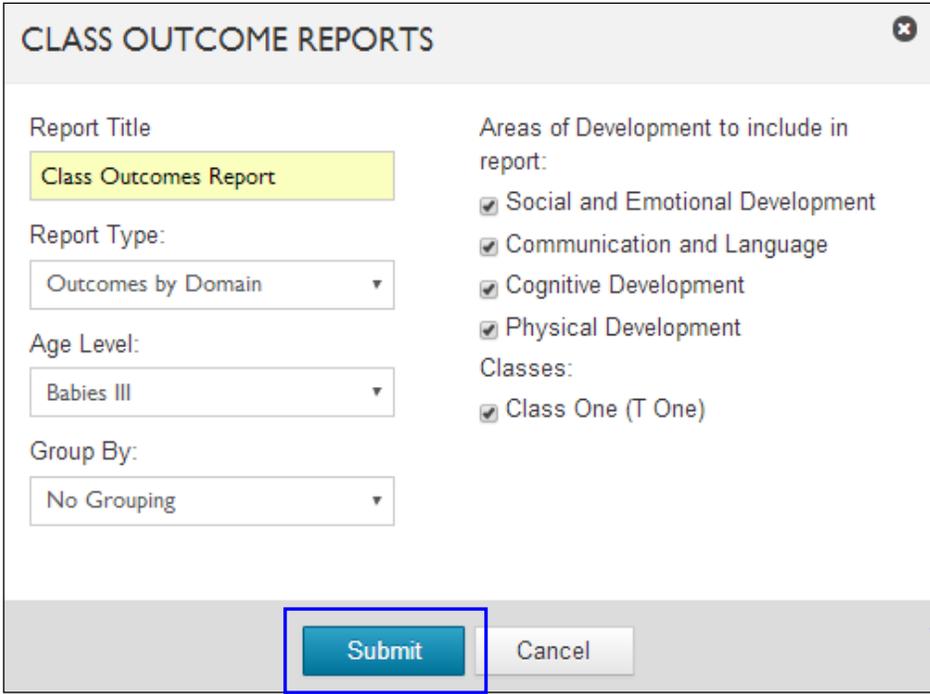
Tips for Pennsylvania License Managers, Administrators, and Teachers (2017-2018 Academic Year)

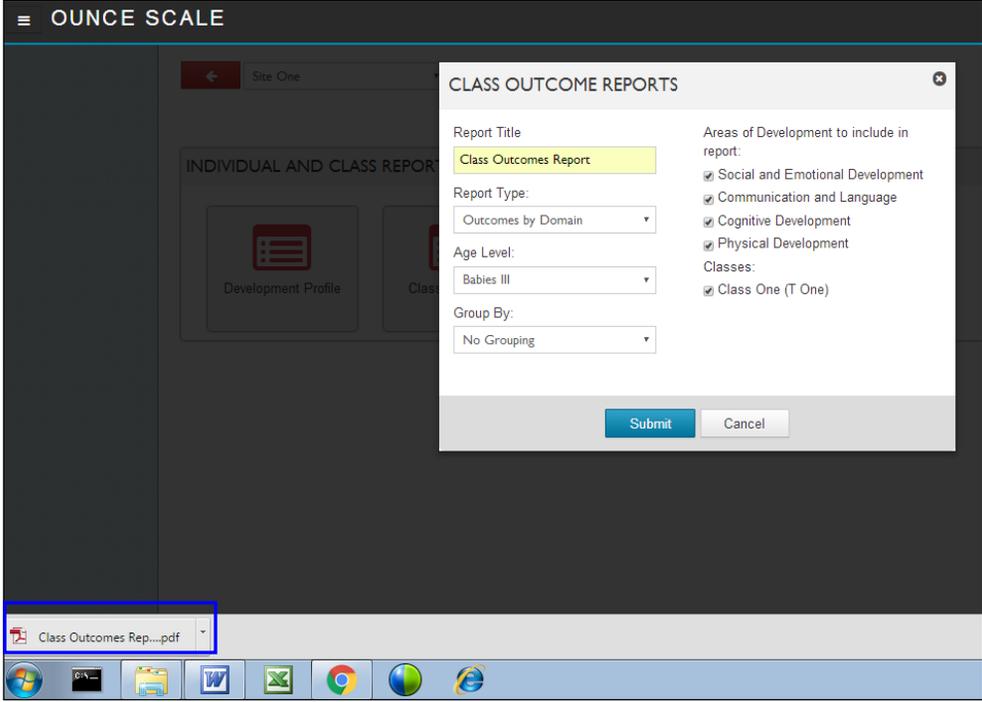
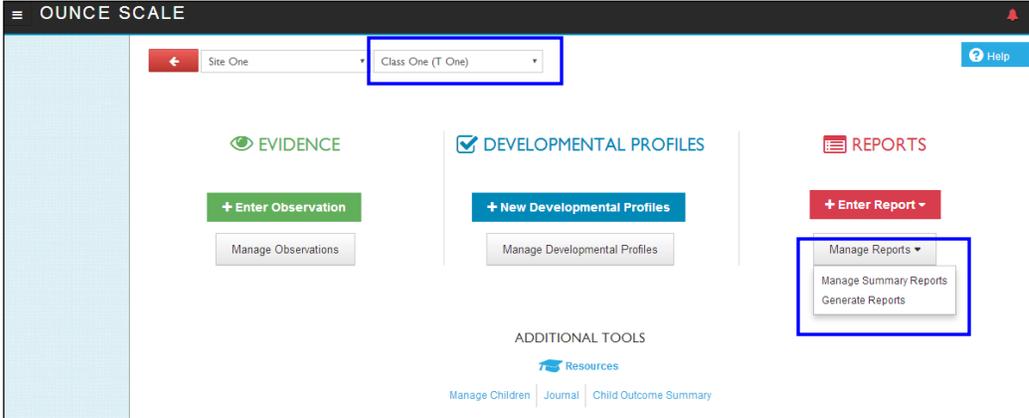
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3	To complete any Developmental Profiles, click the Child's First or Last Name to complete his or her Developmental Profile data.	 <p>The screenshot shows the 'OUNCE SCALE' interface. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below that, a section titled 'DEVELOPMENTAL PROFILES' contains a table with columns for 'First Name', 'Last Name', 'Age Level', and various developmental stages (Babies I-IV, Toddlers I). The 'Child' and 'One' entries under 'First Name' and 'Last Name' are highlighted with blue boxes.</p>																																																															
4	<p>Complete the Developmental Profile data.</p> <p>Click Flag as Final when complete.</p>	 <p>The screenshot shows a detailed view of a child's developmental profile. The child's name is 'ONE,CHILD'. The interface displays a table of developmental domains and their completion status across different age levels. The 'Babies III' domain is highlighted with a blue box, and the 'Flag as Final' button for this domain is also highlighted with a blue box.</p> <table border="1" data-bbox="869 748 1793 1060"> <thead> <tr> <th>Domain</th> <th>Babies I</th> <th>Babies II</th> <th>Babies III</th> <th>Babies IV</th> <th>Toddlers I</th> <th>Toddlers II</th> <th>Toddlers III</th> <th>Preschoolers</th> </tr> </thead> <tbody> <tr> <td>Social and Emotional Development</td> <td>0/5</td> <td>0/5</td> <td>5/5</td> <td>0/6</td> <td>0/6</td> <td>0/7</td> <td>0/7</td> <td>0/7</td> </tr> <tr> <td>Communication and Language</td> <td>0/2</td> <td>0/2</td> <td>2/2</td> <td>0/2</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> </tr> <tr> <td>Cognitive Development</td> <td>0/2</td> <td>0/3</td> <td>3/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> </tr> <tr> <td>Physical Development</td> <td>0/3</td> <td>0/2</td> <td>2/2</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> </tr> <tr> <td></td> <td>Not Started</td> <td>Not Started</td> <td>100% Complete</td> <td>Not Started</td> <td>Not Started</td> <td>Not Started</td> <td>Not Started</td> <td>Not Started</td> </tr> <tr> <td></td> <td>Flag as Final</td> </tr> </tbody> </table>	Domain	Babies I	Babies II	Babies III	Babies IV	Toddlers I	Toddlers II	Toddlers III	Preschoolers	Social and Emotional Development	0/5	0/5	5/5	0/6	0/6	0/7	0/7	0/7	Communication and Language	0/2	0/2	2/2	0/2	0/3	0/3	0/3	0/3	Cognitive Development	0/2	0/3	3/3	0/3	0/3	0/3	0/3	0/3	Physical Development	0/3	0/2	2/2	0/3	0/3	0/3	0/3	0/3		Not Started	Not Started	100% Complete	Not Started		Flag as Final											
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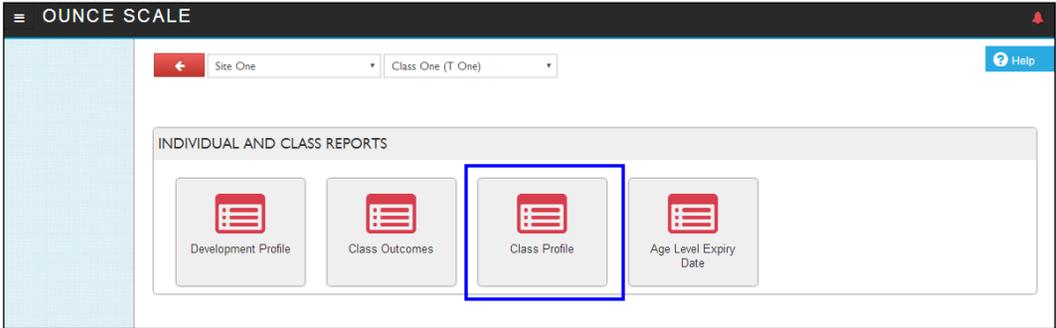
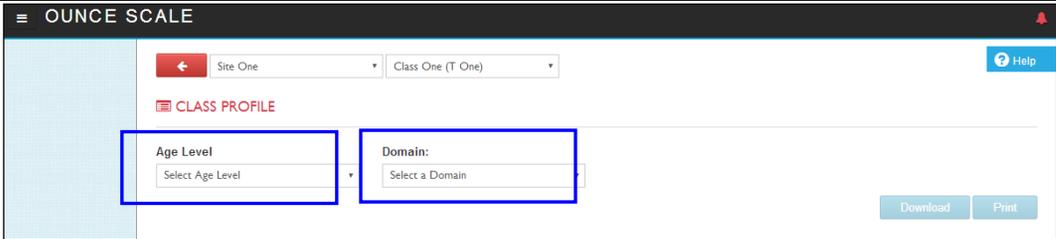
Step	Description	Screen Shots																																																						
5	<p>100% Complete is replaced with Final</p>	 <p>The screenshot shows the Ounce Scale interface for a child named ONE.CHILD. The child's gender is Male and birth date is 12/13/2014. The age level is Babies III. A table displays scores for various domains across different levels. The 'Babies III' column for 'Social and Emotional Development' is highlighted with a green box and labeled 'Final'.</p> <table border="1"> <thead> <tr> <th>Domain</th> <th>Babies I</th> <th>Babies II</th> <th>Babies III</th> <th>Babies IV</th> <th>Toddlers I</th> <th>Toddlers II</th> <th>Toddlers III</th> <th>Preschoolers</th> </tr> </thead> <tbody> <tr> <td>Social and Emotional Development</td> <td>0/5</td> <td>0/5</td> <td>5/5</td> <td>0/6</td> <td>0/6</td> <td>0/7</td> <td>0/7</td> <td>0/7</td> </tr> <tr> <td>Communication and Language</td> <td>0/2</td> <td>0/2</td> <td>2/2</td> <td>0/2</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> </tr> <tr> <td>Cognitive Development</td> <td>0/2</td> <td>0/3</td> <td>3/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> </tr> <tr> <td>Physical Development</td> <td>0/3</td> <td>0/2</td> <td>2/2</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> <td>0/3</td> </tr> <tr> <td></td> <td>Not Started</td> <td>Not Started</td> <td>Final</td> <td>Not Started</td> <td>Not Started</td> <td>Not Started</td> <td>Not Started</td> <td>Not Started</td> </tr> </tbody> </table>	Domain	Babies I	Babies II	Babies III	Babies IV	Toddlers I	Toddlers II	Toddlers III	Preschoolers	Social and Emotional Development	0/5	0/5	5/5	0/6	0/6	0/7	0/7	0/7	Communication and Language	0/2	0/2	2/2	0/2	0/3	0/3	0/3	0/3	Cognitive Development	0/2	0/3	3/3	0/3	0/3	0/3	0/3	0/3	Physical Development	0/3	0/2	2/2	0/3	0/3	0/3	0/3	0/3		Not Started	Not Started	Final	Not Started				
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5	<p>Option 2: Development Profile</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Reports, then select Generate Reports.</p>	 <p>The screenshot shows the Ounce Scale Teacher homepage. The 'Class One (T One)' dropdown menu is highlighted with a blue box. The 'Reports' section is also highlighted with a blue box, showing a dropdown menu with options: 'Manage Reports', 'Manage Summary Reports', and 'Generate Reports'.</p>																																																						

Step	Description	Screen Shots
6	<p>Select Development Profile.</p>	 <p>The screenshot shows the Ounce Scale web application. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below these is a section titled 'INDIVIDUAL AND CLASS REPORTS' containing four buttons: 'Development Profile', 'Class Outcomes', 'Class Profile', and 'Age Level Expiry Date'. The 'Development Profile' button is highlighted with a blue rectangular box.</p>
7	<p>Select the Child from the drop down.</p> <p>The Age Level is automatically selected in the drop down, based on the selected Child.</p> <p>Click Submit.</p>	 <p>The screenshot shows a dialog box titled 'DEVELOPMENT PROFILE'. It has two dropdown menus: 'Print for:' with 'One, Child' selected, and 'Age Level:' with 'Babies III' selected. At the bottom of the dialog, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a blue rectangular box.</p>

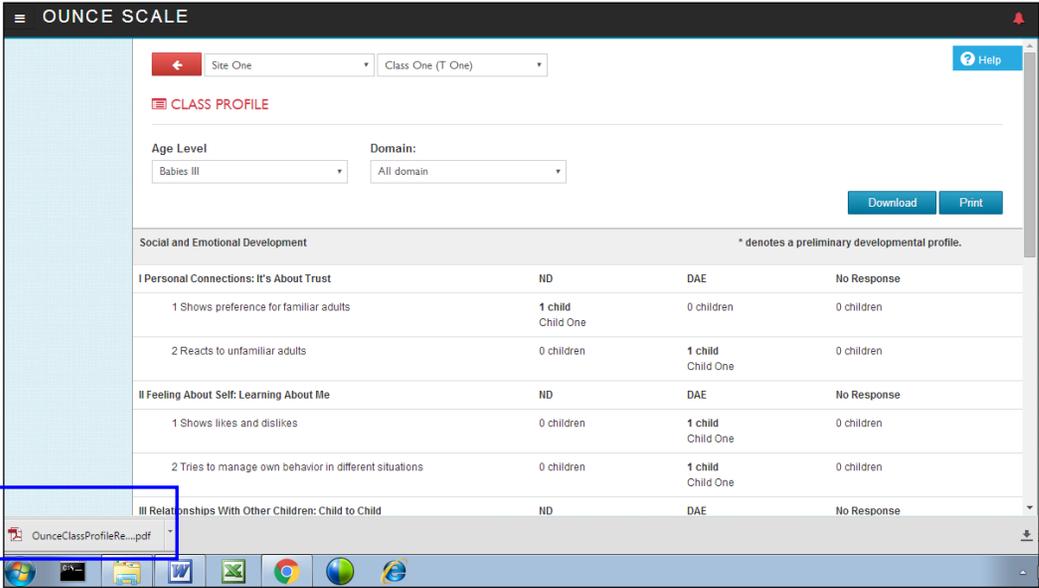
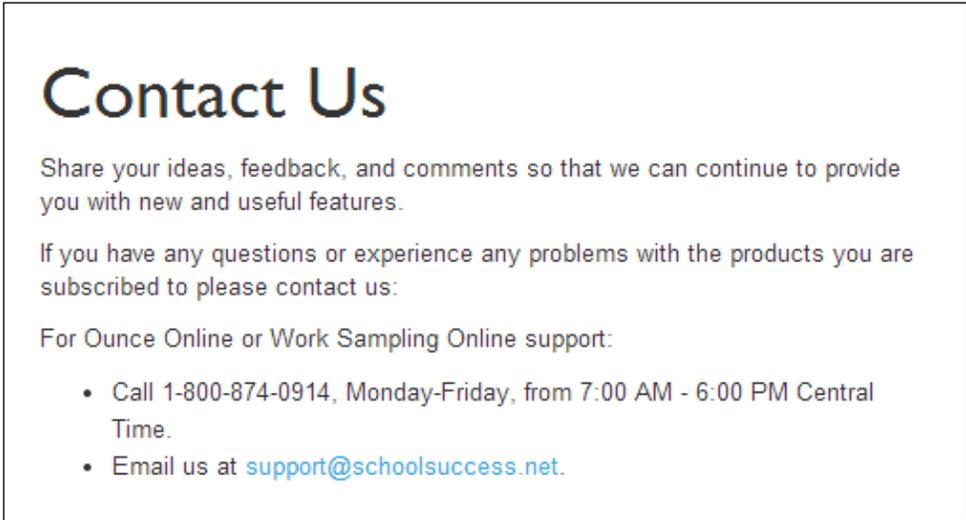
Step	Description	Screen Shots
8	<p>The report generates and displays at the bottom of the screen as a PDF.</p>	
9	<p>Option 3: Class Outcomes Report</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Reports, then select Generate Reports.</p>	

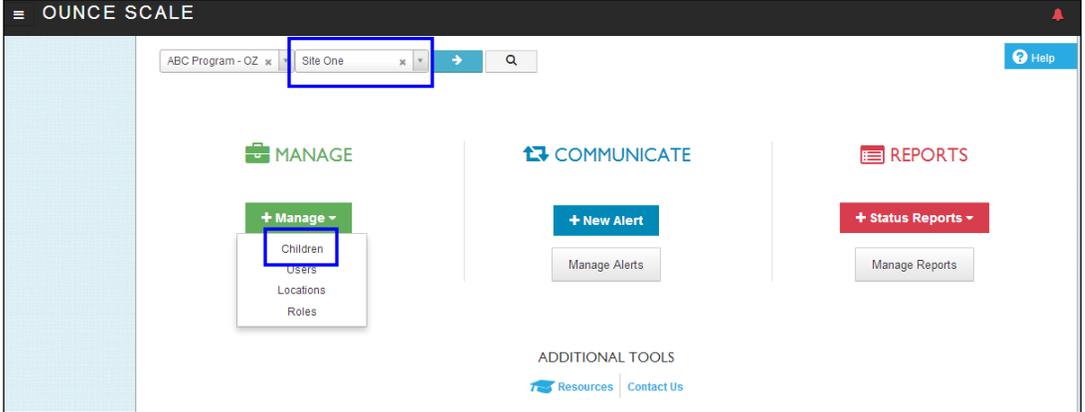
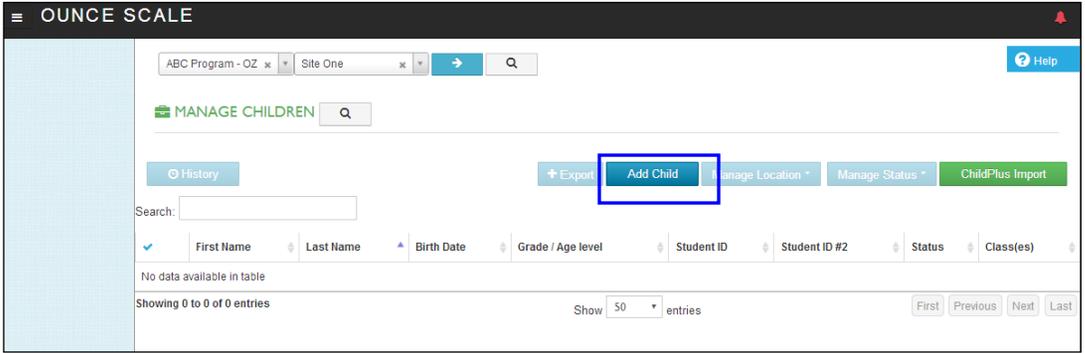
Step	Description	Screen Shots
10	Select Class Outcomes .	 <p>The screenshot shows the Ounce Scale web application. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below these is a section titled 'INDIVIDUAL AND CLASS REPORTS' containing four buttons: 'Development Profile', 'Class Outcomes', 'Class Profile', and 'Age Level Expiry Date'. The 'Class Outcomes' button is highlighted with a blue rectangular box.</p>
11	<p>Enter a Report Title.</p> <p>Select the Report Type from the drop down.</p> <p>Select the Age Level from the drop down.</p> <p>Confirm the following:</p> <ul style="list-style-type: none"> • Applicable selections in the Group By drop down. • Areas of Development to include in report. • Classes to include (if you have more than one Class). <p>Click Submit.</p>	 <p>The screenshot shows the 'CLASS OUTCOME REPORTS' form. It includes fields for 'Report Title' (with 'Class Outcomes Report' selected), 'Report Type' (set to 'Outcomes by Domain'), 'Age Level' (set to 'Babies III'), and 'Group By' (set to 'No Grouping'). On the right, there are checkboxes for 'Areas of Development to include in report': Social and Emotional Development, Communication and Language, Cognitive Development, and Physical Development, all of which are checked. At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a blue box.</p> <p>Note. Children must have a Finalized Developmental Profile in order to appear in the Class Outcomes Report.</p>

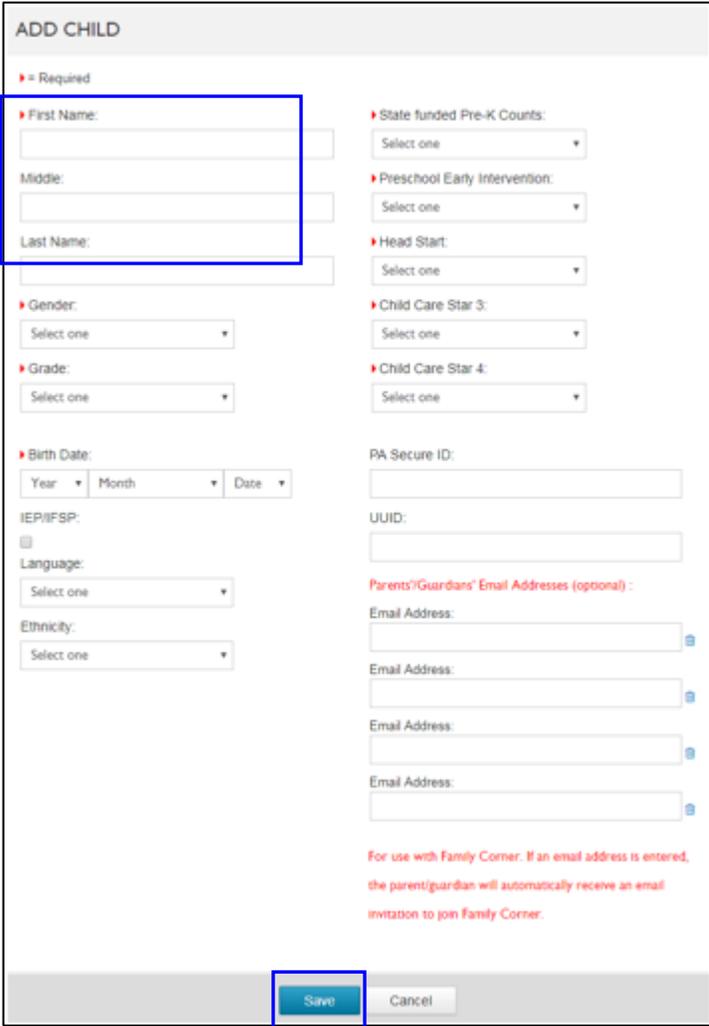
Step	Description	Screen Shots
12	<p>The report generates and displays at the bottom of the screen as a PDF.</p>	
13	<p>Option 4: Class Profile Report</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Reports, then select Generate Reports.</p>	

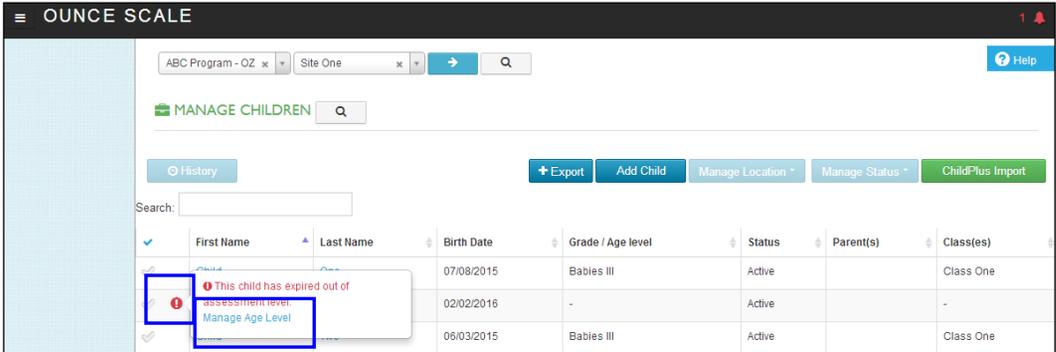
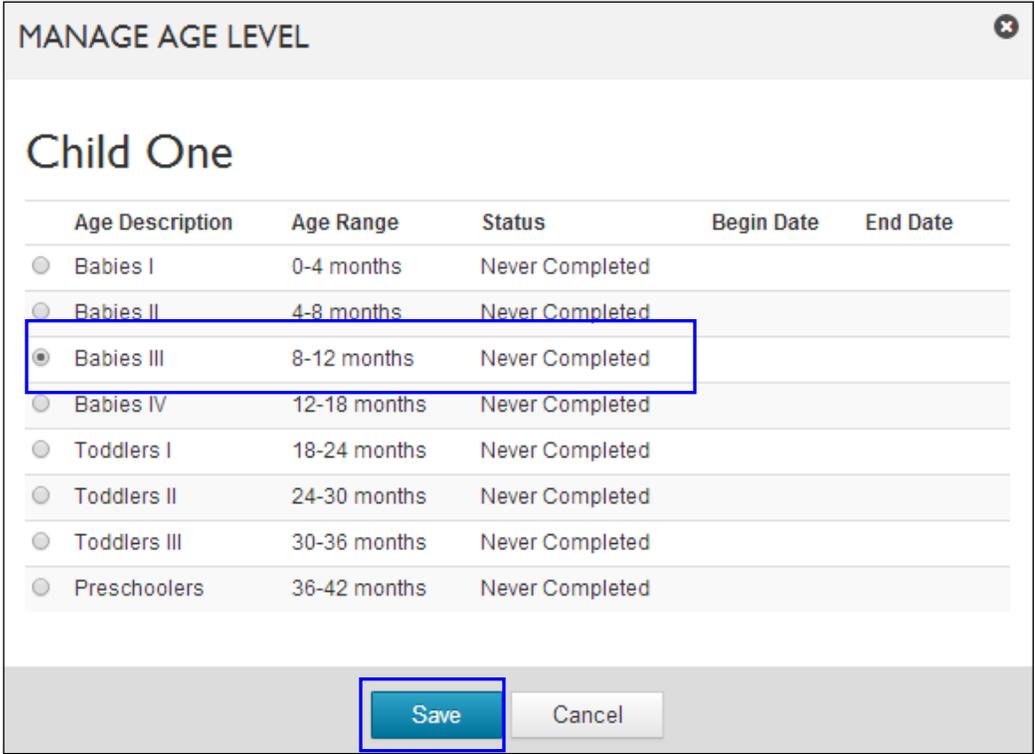
Step	Description	Screen Shots
14	Select Class Profile .	 <p>The screenshot shows the OUNCE SCALE application interface. At the top, there are navigation menus for 'Site One' and 'Class One (T One)'. Below this, a section titled 'INDIVIDUAL AND CLASS REPORTS' contains four icons: 'Development Profile', 'Class Outcomes', 'Class Profile', and 'Age Level Expiry Date'. The 'Class Profile' icon is highlighted with a blue rectangular box.</p>
15	Select the Age Level from the drop down Select Domains to include from the drop down.	 <p>The screenshot shows the 'CLASS PROFILE' page in the OUNCE SCALE application. It features two dropdown menus: 'Age Level' with the text 'Select Age Level' and 'Domain:' with the text 'Select a Domain'. Both dropdown menus are highlighted with blue rectangular boxes. At the bottom right, there are 'Download' and 'Print' buttons.</p>

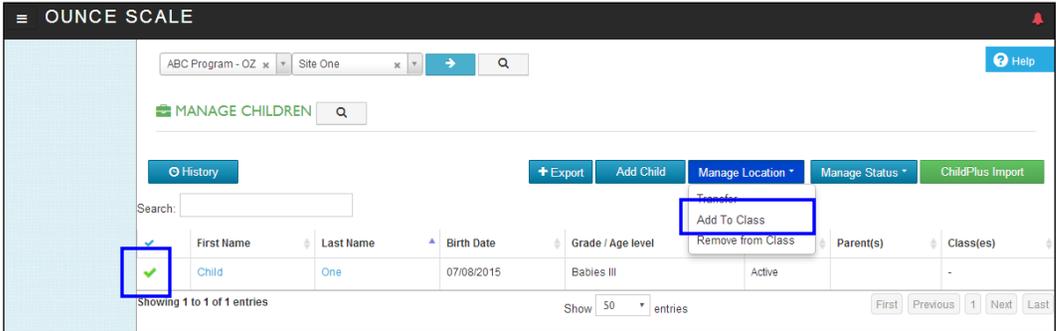
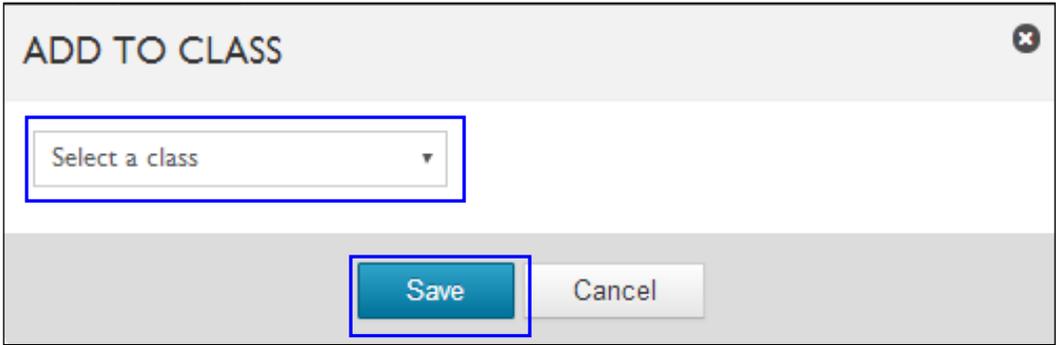
Step	Description	Screen Shots																																				
16	<p>The Class Profile Report displays.</p> <p>Print the report or select Download to create a PDF.</p>	<p>OUNCE SCALE</p> <p>Age Level: Babies III Domain: All domain</p> <p>CLASS PROFILE</p> <p>Download Print</p> <p>Social and Emotional Development * denotes a preliminary developmental profile.</p> <table border="1"> <thead> <tr> <th></th> <th>ND</th> <th>DAE</th> <th>No Response</th> </tr> </thead> <tbody> <tr> <td>I Personal Connections: It's About Trust</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 Shows preference for familiar adults</td> <td>1 child Child One</td> <td>0 children</td> <td>0 children</td> </tr> <tr> <td>2 Reacts to unfamiliar adults</td> <td>0 children</td> <td>1 child Child One</td> <td>0 children</td> </tr> <tr> <td>II Feeling About Self: Learning About Me</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 Shows likes and dislikes</td> <td>0 children</td> <td>1 child Child One</td> <td>0 children</td> </tr> <tr> <td>2 Tries to manage own behavior in different situations</td> <td>0 children</td> <td>1 child Child One</td> <td>0 children</td> </tr> <tr> <td>III Relationships With Other Children: Child to Child</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1 Demonstrates awareness of other children</td> <td>0 children</td> <td>1 child</td> <td>0 children</td> </tr> </tbody> </table>		ND	DAE	No Response	I Personal Connections: It's About Trust				1 Shows preference for familiar adults	1 child Child One	0 children	0 children	2 Reacts to unfamiliar adults	0 children	1 child Child One	0 children	II Feeling About Self: Learning About Me				1 Shows likes and dislikes	0 children	1 child Child One	0 children	2 Tries to manage own behavior in different situations	0 children	1 child Child One	0 children	III Relationships With Other Children: Child to Child				1 Demonstrates awareness of other children	0 children	1 child	0 children
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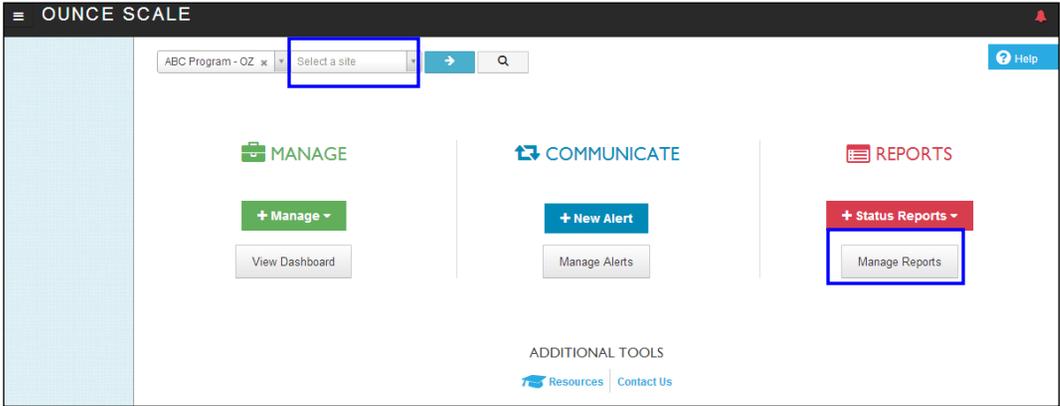
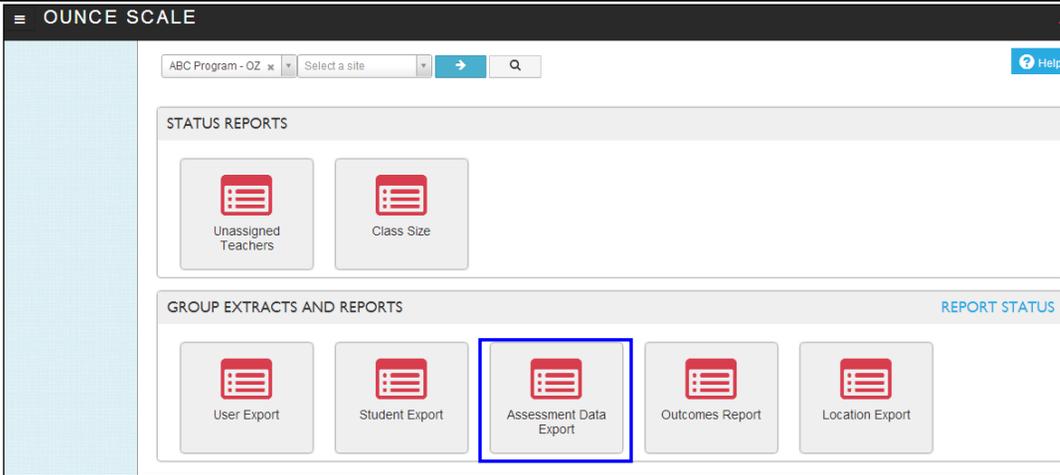
Step	Description	Screen Shots																																								
17	The report prints or downloads and displays at the bottom of the screen as a PDF.	 <p>The screenshot shows the Ounce Scale software interface. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below these is a 'CLASS PROFILE' section with 'Age Level' set to 'Babies III' and 'Domain' set to 'All domain'. There are 'Download' and 'Print' buttons. The main content is a table of developmental profiles under the heading 'Social and Emotional Development'. A blue box highlights the 'Download' and 'Print' buttons.</p> <table border="1"> <thead> <tr> <th colspan="4">Social and Emotional Development</th> </tr> </thead> <tbody> <tr> <td colspan="4">* denotes a preliminary developmental profile.</td> </tr> <tr> <td colspan="4">I Personal Connections: It's About Trust</td> </tr> <tr> <td>1 Shows preference for familiar adults</td> <td>ND 1 child Child One</td> <td>DAE 0 children</td> <td>No Response 0 children</td> </tr> <tr> <td>2 Reacts to unfamiliar adults</td> <td>0 children</td> <td>1 child Child One</td> <td>0 children</td> </tr> <tr> <td colspan="4">II Feeling About Self: Learning About Me</td> </tr> <tr> <td>1 Shows likes and dislikes</td> <td>0 children</td> <td>1 child Child One</td> <td>0 children</td> </tr> <tr> <td>2 Tries to manage own behavior in different situations</td> <td>0 children</td> <td>1 child Child One</td> <td>0 children</td> </tr> <tr> <td colspan="4">III Relationships With Other Children: Child to Child</td> </tr> <tr> <td></td> <td>ND</td> <td>DAE</td> <td>No Response</td> </tr> </tbody> </table>	Social and Emotional Development				* denotes a preliminary developmental profile.				I Personal Connections: It's About Trust				1 Shows preference for familiar adults	ND 1 child Child One	DAE 0 children	No Response 0 children	2 Reacts to unfamiliar adults	0 children	1 child Child One	0 children	II Feeling About Self: Learning About Me				1 Shows likes and dislikes	0 children	1 child Child One	0 children	2 Tries to manage own behavior in different situations	0 children	1 child Child One	0 children	III Relationships With Other Children: Child to Child					ND	DAE	No Response
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18	3. Contact Pearson Technical Support or contact your Administrator.	 <p>The screenshot shows a 'Contact Us' page. It includes the heading 'Contact Us' and a paragraph: 'Share your ideas, feedback, and comments so that we can continue to provide you with new and useful features.' Below this is another paragraph: 'If you have any questions or experience any problems with the products you are subscribed to please contact us:'. Then, it says 'For Ounce Online or Work Sampling Online support:' followed by a bulleted list: 'Call 1-800-874-0914, Monday-Friday, from 7:00 AM - 6:00 PM Central Time.' and 'Email us at support@schoolsuccess.net.'</p>																																								

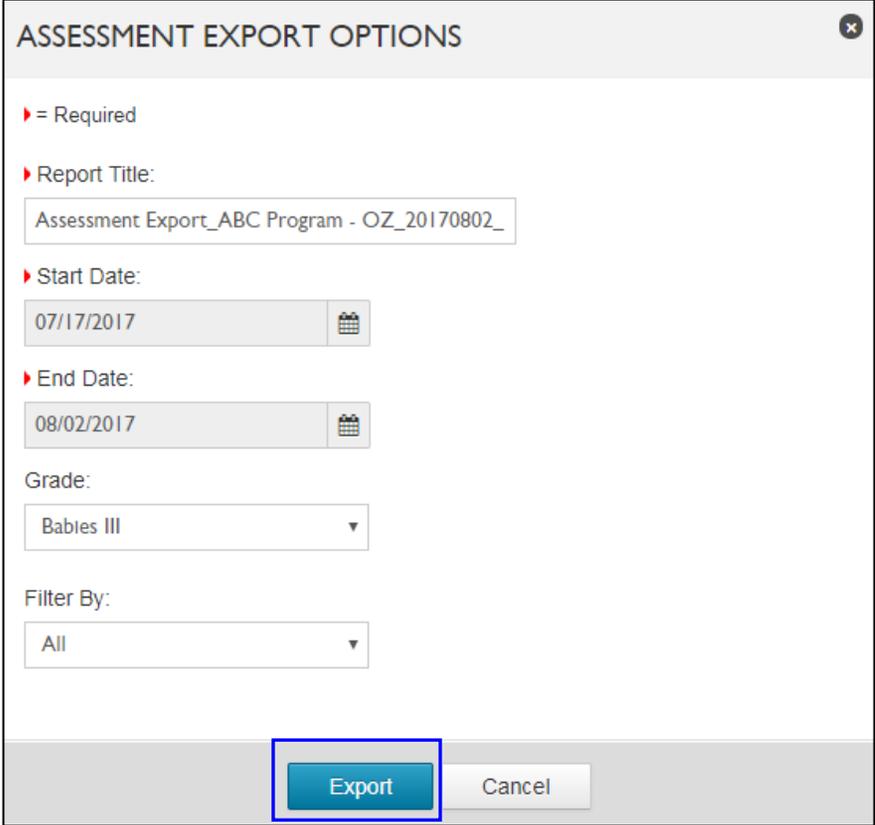
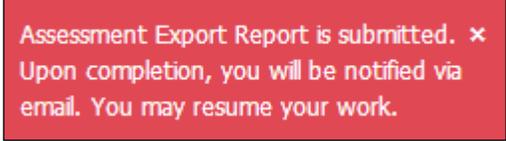
Step	Description	Screen Shots
<p>If you are a License Manager or Administrator:</p>		
<p>1. As a License Manager or Administrator, how do I Add Children and assign them to a Class?</p>		
<p>1</p>	<p>From the Admin homepage, select the Class from the drop down.</p> <p>Select Manage Children.</p>	
<p>2</p>	<p>Click Add Child.</p>	

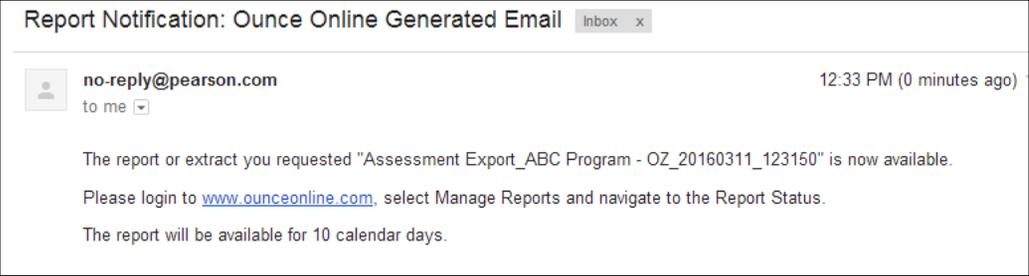
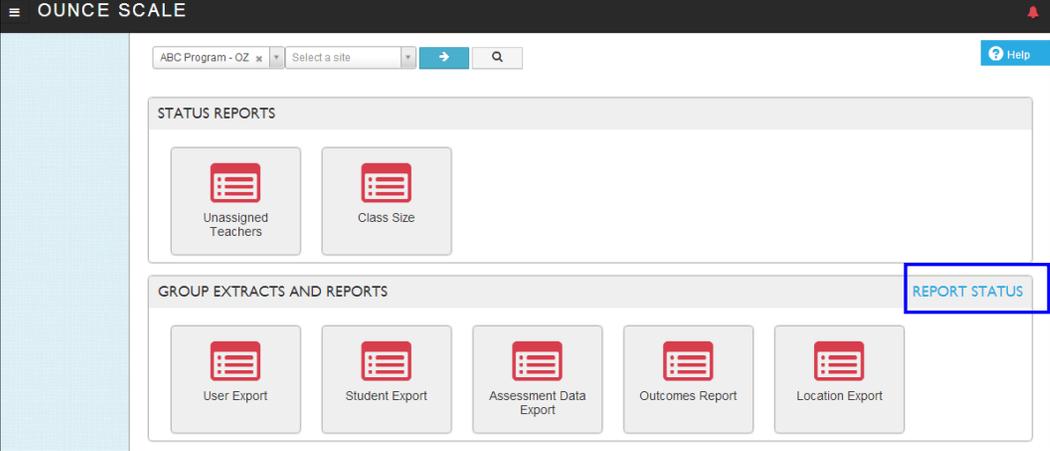
Step	Description	Screen Shots
3	<p>Enter the Child's First and Last Name.</p> <p>Enter all required fields.</p> <p><i>Note.</i> ▶ indicates a required field.</p> <p>Click Save.</p> <p>The Student is now assigned to your Class.</p> <p><i>Note.</i> Some licenses may contain the following fields. They are no longer used.</p> <ul style="list-style-type: none"> • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID 	 <p>The screenshot shows the 'ADD CHILD' form. The 'First Name', 'Middle', and 'Last Name' fields are highlighted with a blue box. The 'Save' button at the bottom is also highlighted with a blue box. The form includes various dropdown menus and text input fields for child information and program selections.</p>

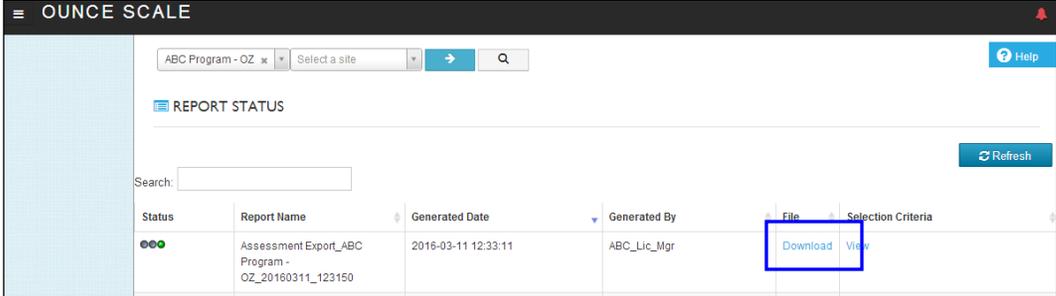
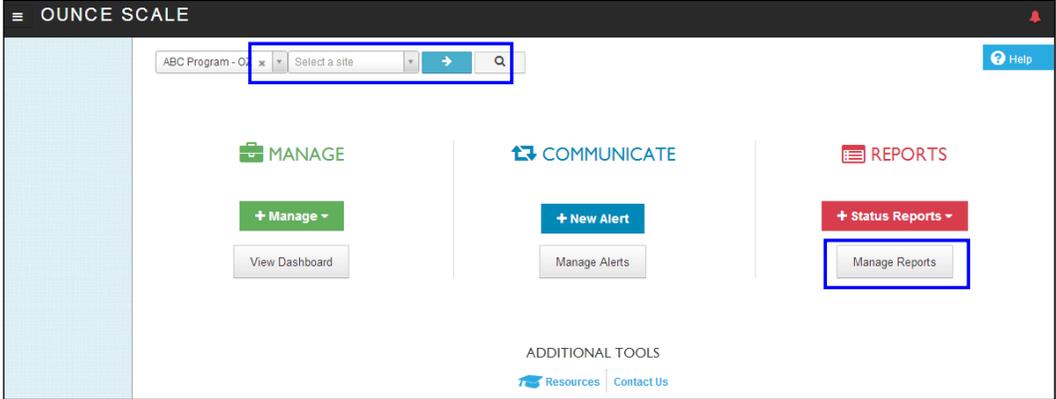
Step	Description	Screen Shots
4	<p>The Manage Children screen displays.</p> <p>Click  and select Manage Age Level to select the Grade/Age Level.</p>	
5	<p>Verify the default Age Description and Age Range.</p> <p>Make any necessary changes.</p> <p>Click Save.</p>	

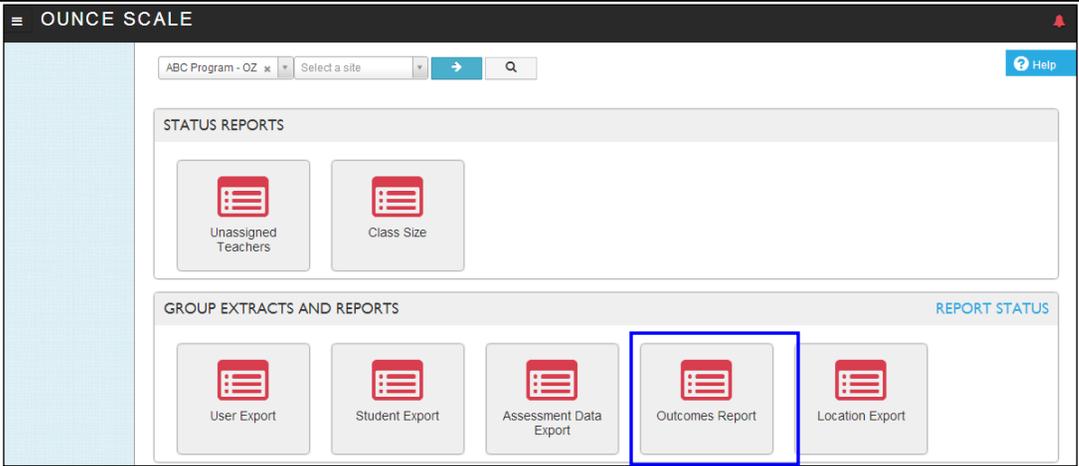
Step	Description	Screen Shots
6	<p>Assign the Child to a Class.</p> <p>Click the check box in front of the Child's name.</p> <p>Select Manage Location, then select Add To Class.</p>	
7	<p>Select the Class from the drop down.</p> <p>Click Save.</p>	

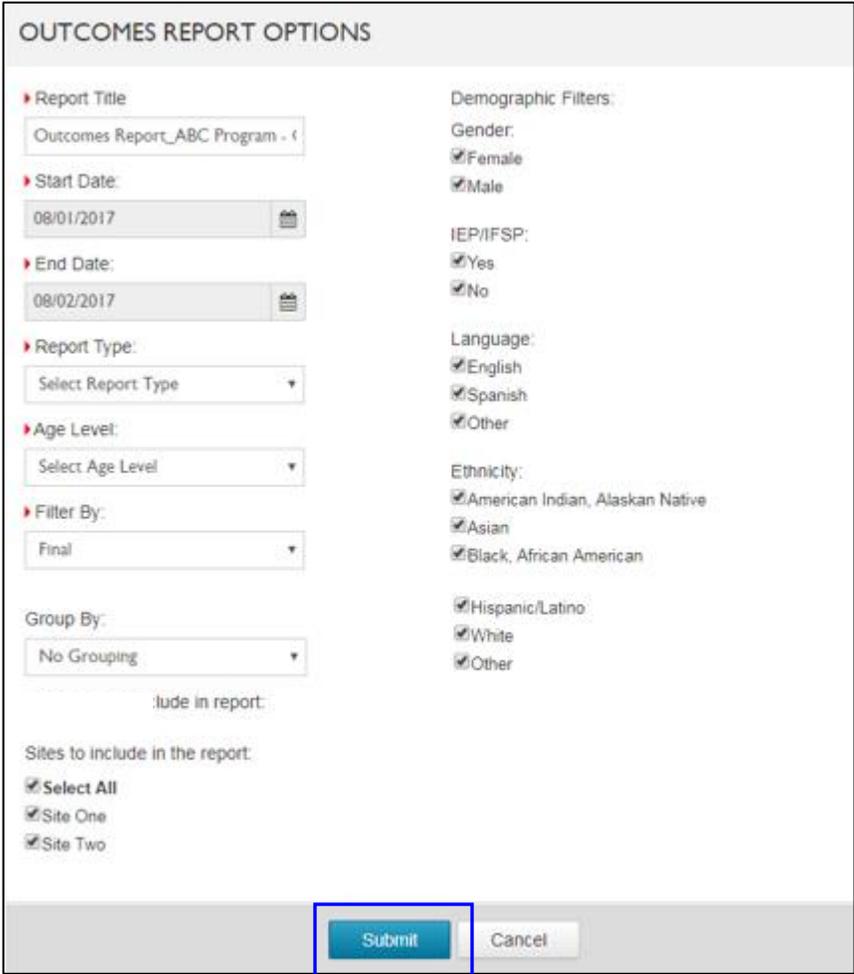
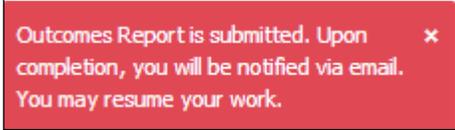
Step	Description	Screen Shots
2.	<p>As a License Manager or Administrator, what reports should I use to monitor and verify finalized Developmental Profile data?</p> <p>Ounce Online provides two options to monitor and verify finalized Developmental Profile data: Option 1: Assessment Data Export Option 2: Outcomes Report</p>	
1	<p>Option 1: Assessment Data Export</p> <p>From the Admin homepage, select the location in the drop down, if applicable.</p> <p>Select Manage Reports.</p>	 <p>The screenshot shows the Ounce Scale Admin homepage. At the top, there is a navigation bar with a search bar and a 'Select a site' dropdown menu. Below the navigation bar, there are three main sections: 'MANAGE', 'COMMUNICATE', and 'REPORTS'. The 'REPORTS' section contains a '+ Status Reports' dropdown menu, and the 'Manage Reports' button is highlighted with a blue box.</p>
2	<p>Select Assessment Data Export.</p>	 <p>The screenshot shows the Ounce Scale Admin 'Status Reports' section. It features two main categories: 'STATUS REPORTS' and 'GROUP EXTRACTS AND REPORTS'. Under 'STATUS REPORTS', there are buttons for 'Unassigned Teachers' and 'Class Size'. Under 'GROUP EXTRACTS AND REPORTS', there are buttons for 'User Export', 'Student Export', 'Assessment Data Export', 'Outcomes Report', and 'Location Export'. The 'Assessment Data Export' button is highlighted with a blue box.</p>

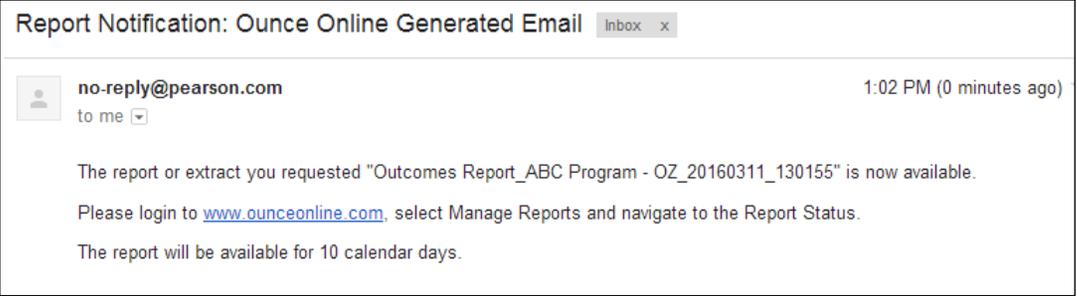
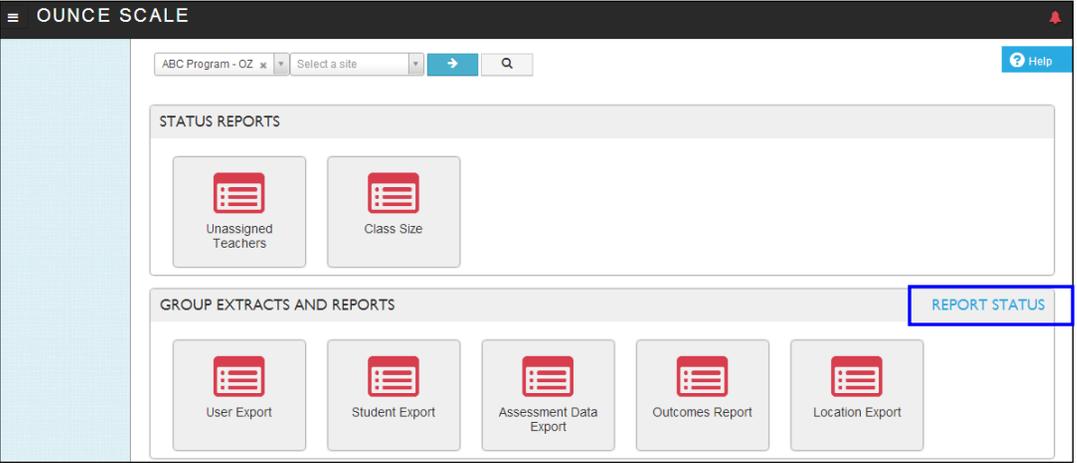
Step	Description	Screen Shots
3	<p>a. Update the Report Title, if applicable.</p> <p>b. Select the Start Date and End Date.</p> <p>c. Select the Grade from the drop down.</p> <p>d. Select Final, Preliminary, or All from the Filter By drop down.</p> <p>e. Click Export.</p>	
4	<p>A confirmation message displays.</p>	

Step	Description	Screen Shots
5	The submitter receives an email notification when the report is complete.	 <p>Report Notification: Ounce Online Generated Email Inbox x</p> <p>no-reply@pearson.com 12:33 PM (0 minutes ago) to me ▾</p> <p>The report or extract you requested "Assessment Export_ABC Program - OZ_20160311_123150" is now available.</p> <p>Please login to www.ounceonline.com, select Manage Reports and navigate to the Report Status.</p> <p>The report will be available for 10 calendar days.</p>
6	To retrieve the report, from the Admin homepage, select Manage Reports , then select Report Status .	 <p>OUNCE SCALE</p> <p>ABC Program - OZ x Select a site → 🔍 Help</p> <p>STATUS REPORTS</p> <p>Unassigned Teachers Class Size</p> <p>GROUP EXTRACTS AND REPORTS REPORT STATUS</p> <p>User Export Student Export Assessment Data Export Outcomes Report Location Export</p>
7	<p>The Report Status screen displays.</p> <p>Click Download to view and/or save the report.</p>	<p>Report Status Display</p> <p>Green: Report is complete and Data was found</p> <p>Yellow: Report is in process</p> <p>Red: Report is complete but no Data was found for the selected report type</p> <p>Note. Children must have either a Finalized or Preliminary Developmental Profile in order to appear in the Assessment Data Export report.</p>

Step	Description	Screen Shots
		<p style="text-align: center;">Screen Shots</p>  <p>The report is automatically deleted in 10 calendar days.</p>
8	<p>Option 2: Outcomes Report</p> <p>From the Admin homepage, select the location in the drop down, if applicable.</p> <p>Select Manage Reports.</p>	

Step	Description	Screen Shots
9	Select Outcomes Report .	 <p>The screenshot shows the Ounce Scale dashboard. At the top, there is a navigation bar with the text 'OUNCE SCALE' and a search bar containing 'ABC Program - OZ'. Below the navigation bar, there are two main sections: 'STATUS REPORTS' and 'GROUP EXTRACTS AND REPORTS'. The 'STATUS REPORTS' section contains two buttons: 'Unassigned Teachers' and 'Class Size'. The 'GROUP EXTRACTS AND REPORTS' section contains five buttons: 'User Export', 'Student Export', 'Assessment Data Export', 'Outcomes Report', and 'Location Export'. The 'Outcomes Report' button is highlighted with a blue rectangular box. A 'REPORT STATUS' link is visible in the top right corner of the 'GROUP EXTRACTS AND REPORTS' section.</p>

Step	Description	Screen Shots
10	<p>Complete the entries.</p> <p>Click Submit.</p> <p><i>Note.</i> Some Ounce Online licenses may have the following fields. These fields are no longer used.</p> <ul style="list-style-type: none"> • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID 	
11	<p>A confirmation message displays.</p>	

Step	Description	Screen Shots
12	The submitter receives an email notification when the report is complete.	
13	To retrieve the report, from the Admin homepage, select Manage Reports , then select Report Status .	
14	<p>The Report Status screen displays.</p> <p>Click Download to view and/or save the report.</p>	<p>Report Status Display</p> <p>Green: Report is complete and Data was found</p> <p>Yellow: Report is in process</p> <p>Red: Report is complete but no Data was found for the selected report type</p>

Step	Description	Screen Shots												
		<div data-bbox="737 269 1822 561" style="border: 1px solid black; padding: 5px;"> <p>REPORT STATUS</p> <p>Search: <input type="text"/></p> <p style="text-align: right;">Refresh</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Report Name</th> <th>Generated Date</th> <th>Generated By</th> <th>File</th> <th>Selection Criteria</th> </tr> </thead> <tbody> <tr> <td>●●●</td> <td>Outcomes Report_Sunnyside School_20160225_160252</td> <td>2016-02-25 16:03:08</td> <td>nrawerts</td> <td>Download</td> <td>View</td> </tr> </tbody> </table> </div> <p data-bbox="737 565 1822 630">Note. Children must have a Finalized Developmental Profile data in order to appear in the Outcomes Report.</p> <p data-bbox="737 662 1822 699">The report is automatically deleted in 10 calendar days.</p>	Status	Report Name	Generated Date	Generated By	File	Selection Criteria	●●●	Outcomes Report_Sunnyside School_20160225_160252	2016-02-25 16:03:08	nrawerts	Download	View
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●●●	Outcomes Report_Sunnyside School_20160225_160252	2016-02-25 16:03:08	nrawerts	Download	View									
15	<p>3. Contact Pearson Technical Support for assistance.</p>	<div data-bbox="737 737 1751 1295" style="border: 1px solid black; padding: 10px;"> <h2 style="text-align: center;">Contact Us</h2> <p>Share your ideas, feedback, and comments so that we can continue to provide you with new and useful features.</p> <p>If you have any questions or experience any problems with the products you are subscribed to please contact us:</p> <p>For Ounce Online or Work Sampling Online support:</p> <ul style="list-style-type: none"> • Call 1-800-874-0914, Monday-Friday, from 7:00 AM - 6:00 PM Central Time. • Email us at support@schoolsucces.net. </div>												