Using **GOLD®** as a Louisiana Administrator: 2018-2019 School Year

All users in Louisiana will be under one **GOLD®** license and will have one set of login credentials for the 2018-2019 school year.

The default **GOLD®** objectives/dimensions set that all users will see in 2018-2019 will be 70% of the complete list of **GOLD®** objectives/dimensions. While this 70% of items set will be the default, users will be given flexibility in the following ways:

- If sites want to continue using the abbreviated item sets from AB1 or AB2, they will only respond to items included in AB1 or AB2, leaving all other items blank or marked as **NOT OBSERVED**. The Louisiana Department of Education and Teaching Strategies will provide step-by-step guidance on how to complete a checkpoint using AB1 or AB2.
- If sites want to assess with **more than 70%** of items, the Department and Teaching Strategies will provide step-by-step guidance on how to add additional objectives to their checkpoint.
- The decision of which item set to use must be made at the site-level. Specifically, teachers may not use less than the default item set without prior approval from the site administrator.

**Using the 70% Item Set of **GOLD®** Objectives/Dimensions**

If you are planning on using the default item set in the license (the 70% that shows automatically in the tool) then no action is required. You do not need to update the site identifier field, and you already have all the items showing in the system without needing to add additional items.

**Using an Abbreviated Set of **GOLD®** Objectives/Dimensions (AB1 or AB2)**

If you want a site to use the AB1 or AB2 set of objectives/dimensions for the 2018/2019 school year, you will want to advise all teachers in that site that they will need to leave objectives/dimensions that are not part of AB1 or AB2 blank when completing checkpoints. Refer to the teacher guide for more information.
Using the Comprehensive Set of GOLD® Objectives/Dimensions

If you are using the comprehensive set of objectives/dimensions, you will want to enable the additional objectives/dimensions at the site level:

- Select the PROFILE ICON to expand the profile menu and select ADMINISTRATION (1).

   ![Image](image1.png)

- From the sub-navigation, select SITES (1).
- Select the site you wish to require additional items (2).

![Image](image2.png)
• Scroll down to view and select **OPTIONAL ITEMS MANAGEMENT** (1).
• Here you will check off all the items you want to include in each area (2). We strongly recommend selecting all items for an area if you choose to use this feature. Otherwise, follow the guidance in the 70% rule resource for KEA customers.
• After you’ve selected items, select **SAVE** (3). All users within the program will now be required to complete all objectives and dimensions selected.

What Will Teachers See After Additional Items are Required?

Teachers for the affected class will now be required to assess on each of the objectives/dimensions you have required for each child.

• Teachers will see the additional objectives/dimensions in the **Teach** area while creating weekly plans.
• Teachers will see the additional objectives/dimensions in the **Assess** area while adding documentation, viewing documentation, entering checkpoint data in Checkpoint By Child, Checkpoint By Class, and KEA Survey.
• Teachers will see the additional objectives/dimensions in the **Report** area while generating any report.
• Teachers will see the additional objectives/dimensions in the **Family** area while creating a Family Conference Form.
• Teachers will see the additional objectives/dimensions in the mobile app.

**Completing a Checkpoint with the Default 70% Item Set**

Standard guidance for using the Assessment Status Report applies. The Assessment Status Report will tell you how far your teachers have progressed in completing assessments for a checkpoint period. Continue to generate this report throughout the checkpoint period until all status bars are colored green. This report will also show which programs are missing ratings by area.

To generate an Assessment Status Report:
• In the Report area (1), select **GO** for Assessment Status (2).
- The report will generate for the current checkpoint period for the highest level of your administrative access. The PROGRESS BY AREA table will show you the overall percentage of checkpoints finalized by area (1).
- The BREAKDOWN BY PROGRAM table includes the percentage of checkpoints finalized by area for each program within your administrative access (2).
- Selecting a program (3) will filter down to a list of sites within that program.
- Please note that the data in this view of the report is refreshed every few hours (4), so if a teacher just finalized her checkpoints, you may not see that represented in the report right away.
- You can toggle to a different checkpoint period to view previous checkpoint completions (5).
- Select PRINT to print the report (6).
• Using the REPORT FILTER option provides a few additional ways to view the Assessment Status Report (1).
• You can drill down to specific programs, sites, primary teachers, classes, and children (2).
• You can change the selected checkpoint period (3).
• You can pick and choose the areas of development and learning included in the report (4).
• Selecting SUBMIT will generate the report with the new criteria (5).
If you filter down to the class or children level, the Assessment Status Report chart will show up-to-date information, so any recent finalized checkpoints will be reflected in this view.

The **OVERALL PROGRESS** table will include the **total** percentage of unfinalized and finalized checkpoints for the selected class (1).

The bottom portion of the report will show checkpoint completion statuses per child per objective/dimension. You can toggle between each area of development and learning (2).

Use the checkpoint completion key (3) while reviewing the checkpoint completions for each child in the selected class (4).
Completing a Checkpoint with the Abbreviated Item Sets (AB1 and AB2)

Refer to the appropriate item set for the classroom provided by the Louisiana Department of Education. You will have the choice between allowing your teachers to either leave items left out of the abbreviated item set as blank, or mark NOT OBSERVED. It will be up to the site administrator to communicate to providers which method of checkpoint completion to follow. Also note that using either abbreviated item set from the 2017-18 School year will result in the snapshot report malfunctioning. This is not an option for Head Start Programs. To view guidance for how to instruct teachers to complete a checkpoint, refer to the teacher guide.

Choosing to Mark Items as Not Observed
If you opt to require your teachers to mark NOT OBSERVED, your teachers will be able to finalize a checkpoint (the finalize button will appear and they will be able to select it). You may use the Documentation Status Report to ensure that teachers are adding documentation to the correct item set, and use the Assessment Status Report to verify checkpoint finalization across the site. See the above guidance for checkpoint completion with the default item set.

Choosing to Leave Items Blank
If you opt to allow your teachers to leave items blank, it will take your teachers less time to complete a checkpoint. However, teachers will be able to complete a checkpoint, but not finalize. Therefore to verify checkpoint completion, you will need to look for completed, not finalized ratings, and need to filter down into the class level reports to verify item set fidelity.

The Assessment Status Report will tell you how far your teachers have progressed in completing assessments for a checkpoint period. Continue to generate this report throughout the checkpoint period until all status bars are colored orange. They will not turn green, because you will not be able to finalize. This report will also show which programs are missing ratings by area, and also verify that teachers are using the appropriate item set.
To generate an Assessment Status Report:

- In the Report area (1), select **GO** for Assessment Status (2).
- The report will generate for the current checkpoint period for the highest level of your administrative access. The **PROGRESS BY AREA** table will show you the overall percentage of checkpoints completed and finalized by area (1).
- The **BREAKDOWN BY PROGRAM** table includes the percentage of checkpoints finalized by area for each program within your administrative access (2).
- Selecting a program (3) will filter down to a list of sites within that program.
- Please note that the data in this view of the report is refreshed every few hours (4), so if a teacher just finalized her checkpoints, you may not see that represented in the report right away.
- You can toggle to a different checkpoint period to view previous checkpoint completions (5).
- Select **PRINT** to print the report (6).
• Using the **REPORT FILTER** option provides a few additional ways to view the Assessment Status Report (1).
• You can filter down to specific programs, sites, primary teachers, classes, and children (2). You will need to filter down to the class level to get the information you need.
• You can change the selected checkpoint period (3).
• You can pick and choose the areas of development and learning included in the report (4).
• Selecting **SUBMIT** will generate the report with the new criteria (5).
• If you filter down to the class or child level, the Assessment Status Report chart will show up-to-date information, so any recent finalized checkpoints will be reflected in this view.
• The OVERALL PROGRESS table will include the total percentage of unfinalized and finalized checkpoints for the selected class (1). Note that you should not see any finalized ratings by completing checkpoint in this method.
• The bottom portion of the report will show checkpoint completion statuses per child per objective/dimension. You can toggle between each area of development and learning (2).
• Use the checkpoint completion key (3) while reviewing the checkpoint completions for each child in the selected class (4).