Using *GOLD®* as a Louisiana Teacher: 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. Depending upon your school or center, you may be using one of the following sets of *GOLD®* objectives/dimensions to complete each checkpoint:

- 70% set of *GOLD®* objectives/dimensions
- Abbreviated set of *GOLD®* objectives/dimensions (AB1 or AB2)
- Comprehensive set of *GOLD®* objectives/dimensions

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

To complete a checkpoint:

- Navigate to the Assess area (1).
- Select the **CHECKPOINT BY CLASS** sub-navigation option (2).
- Verify that you are in the correct checkpoint period (3).
- Review the checkpoint status symbols (4).
- Select an area of development and learning that is **NOT YET STARTED** or **IN PROGRESS** (5).
- The objectives/dimensions you see will be the 70% set. Select an objective/dimension that is **NOT YET STARTED** or **IN PROGRESS** (6).
- The progression for the selected objective/dimension will appear with the children in the class below (1).
- You can scroll through your class list in order to keep the progression in view (2).
- If you’ve tagged the objective/dimension you are viewing to documentation, you’ll see a folder icon with a number that represents the number of times you’ve observed that objective/dimension for each child (3). Select that folder to see those pieces of documentation.
- If you set any preliminary levels within a piece of documentation, you’ll see a folder icon with a number that represents the number of times you’ve observed that preliminary level for each child. Select that folder to see those pieces of documentation (4).
• Select the levels (1) that best reflect the skills, knowledge, and abilities the children demonstrated in the available documentation.
• Select NEXT to save and move to the next objective/dimension in the selected area of development and learning (2).
- Once all available objectives/dimensions in an area of development and learning are **COMPLETED** for at least one child (1), you will see how many children are eligible to have their checkpoints finalized (2). You will be able to finalize for just those children, or for all children, if all children have completed checkpoints for an area.
- Select **FINALIZE CHILDREN** (3) to finalize that area for all children.

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

Verify with your site administrator whether you will be completing the checkpoint using the 2017-18 abbreviated item set using **NOT OBSERVED** to mark items that are not required in the item set, or whether you will be leaving items blank. Items left blank in the walkthroughs are not required in the abbreviated item set. Use these documents as a reference:

- **AB1 Abbreviated Item Set for Infants, Toddlers, and Twos Walkthrough**
- **AB2 Abbreviated Item Set for Preschool Walkthrough**
To complete a checkpoint:
- Navigate to the Assess area (1).
- Select the CHECKPOINT BY CLASS sub-navigation option (2).
- Verify that you are in the correct checkpoint period (3).
- Review the checkpoint status symbols (4).
- Select an area of development and learning that is NOT YET STARTED or IN PROGRESS (5).
- The objectives/dimensions you see will be the 70% set. Select an objective/dimension that is NOT YET STARTED or IN PROGRESS (6).
• The progression for the selected objective/dimension will appear with the children in the class below (1).
• You can scroll through your class list in order to keep the progression in view (2).
• If you’ve tagged the objective/dimension you are viewing to documentation, you’ll see a folder icon with a number that represents the number of times you’ve observed that objective/dimension for each child (3). Select that folder to see those pieces of documentation.
• If you set any preliminary levels within a piece of documentation, you’ll see a folder icon with a number that represents the number of times you’ve observed that preliminary level for each child. Select that folder to see those pieces of documentation (4).
• Select the levels (1) that best reflect the skills, knowledge, and abilities the children demonstrated in the available documentation.
• Select NEXT to save and move to the next objective/dimension in the selected area of development and learning (2).
• For each objective/dimension that is not included in the abbreviated set, follow the guidance given by your site administrator and either:
  o do not select a level (1), or
  o select NOT OBSERVED for each child by selecting the child’s name (2), then
  o select OTHER as the reason for it not being observed, and enter the reason code as NOT REQUIRED (3).
If you left any objectives/dimensions blank, you will have completed entering checkpoints for that area of development and learning once all abbreviated item set objectives/dimensions show as COMPLETED (1).
If you used the **NOT OBSERVED** selection, then once all objectives/dimensions in an area of development and learning show as **COMPLETED** for at least one child (1),

Then you will see how many children are eligible to have their checkpoints finalized (2).

You will be able to finalize for just those children, or if all children have completed checkpoints for an area (3),

Then select **FINALIZE** (4) to finalize that area for all children.

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**Using the Comprehensive Set of **GOLD®** Objectives/Dimensions**

Before entering any checkpoint data, you will opt-into the additional objectives/dimensions that make up the comprehensive set of objectives/dimensions.
- Select **MANAGE MY PROFILE** from the profile dropdown (1).

- Select **OPTIONAL SETTINGS** (1).
- Select all unchecked objectives/dimensions (2).
- Select **SAVE** (3).
To complete a checkpoint:

- Navigate to the Assess area (1).
- Select the CHECKPOINT BY CLASS sub-navigation option (2).
- Verify that you are in the correct checkpoint period (3).
- Review the checkpoint status symbols (4).
- Select an area of development and learning that is NOT YET STARTED or IN PROGRESS (5).
- The objectives/dimensions you see will be the comprehensive set. Select an objective/dimension that is NOT YET STARTED or IN PROGRESS (6).
• The progression for the selected objective/dimension will appear with the children in the class below (1).
• You can scroll through your class list in order to keep the progression in view (2).
• If you’ve tagged the objective/dimension you are viewing to documentation, you’ll see a folder icon with a number that represents the number of times you’ve observed that objective/dimension for each child (3). Select that folder to see those pieces of documentation.
• If you set any preliminary levels within a piece of documentation, you’ll see a folder icon with a number that represents the number of times you’ve observed that preliminary level for each child. Select that folder to see those pieces of documentation (4).
• Select the levels (1) that best reflect the skills, knowledge, and abilities the children demonstrated in the available documentation.
• Select NEXT to save and move to the next objective/dimension in the selected area of development and learning, or select SAVE & CLOSE to save and go back to the objective/dimension selection page (2).
- Once all available objectives/dimensions in an area of development and learning are **COMPLETED** for at least one child (1),
- You will then see how many children are eligible to have their checkpoints finalized (2).
- You will be able to finalize for just those children, or if all children have completed checkpoints for an area (3),
- You can select **FINALIZE** (4) to finalize that area for all children.

For more information, locate a copy of the *abbreviated item set*, provided by the Louisiana Department of Education to use as a guideline for which items are not required at checkpoint.