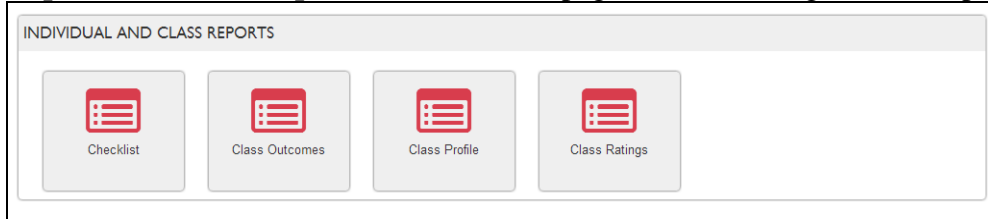


As a Teacher, what reports do I need to run and when?

The following Exports and/or displays are available for Teachers. Select **Manage Reports/Generate Reports** from the homepage. The following will be displayed:



- **Checklist Report**

Usage: The Print Checklist option creates a PDF that shows each child's final (and optionally preliminary) ratings for each performance indicator for each of the collection periods.

Recommendation: Run this report if the individual Checklists must be saved outside of the system for a permanent record.
- **Class Outcomes**

Usage: A Class Outcomes Report is an aggregate report of Class performance or progress based on data recorded from the Checklists. Outcomes Reports may be grouped by demographics. Each domain, functional component, or performance indicator can be displayed with a demographic breakdown (by gender, language, age, ethnicity, or the child's IEP/IFSP status).

Recommendation: Run this report on a regular basis to identify Class trends during the current period.
- **Class Profile**

Usage: The Class Profile shows a composite of a Class's progress by displaying children's names under the assigned rating for each performance indicator. Use the profile's specific indicators to review and plan curriculum for a Class.

Recommendation: Run this report on a regular basis to determine progress for each domain, area, and indicators for each Student in the Class.
- **Class Ratings**

Usage: The Class Ratings Report summarizes ratings for each indicator for each of the collection periods. This report can be used to review individual progress (by looking across the chart) or group progress (by reviewing the ratings totals at the bottom of each column).

Recommendation: Run this report as your permanent record for each Student in the Class.

- **Manage Checklists**

Usage: This section provides a list of all of the Checklists entered for a particular Student in your Class.

Recommendation: View this list to monitor the Checklist completion percentage for each Student in the Class. Checklists should be finalized prior to each collection period.