

## **PSESD Early Learning Center Directors PLC—January 22, 2015**

**Creating a Snapshot Report** to view your program's Fall 2014 GOLD data by Site and Area

- 1) Log into [www.teachingstrategies.com](http://www.teachingstrategies.com) for your Head Start, ECEAP, and/or Early Head Start program (you may have different usernames and passwords for the two different accounts: Head Start/EHS or ECEAP)
- 2) Click on the **GOLD** icon on the upper left side of your screen
- 3) Click on the **REPORTS** tab
- 4) Select the **Snapshot** report
- 5) Click the + next to **Standards and Measures** to expand
  - 6) Click the + next to **GOLD Areas, Objectives, and Dimensions** to expand
  - 7) Click the + next to **GOLD Areas of Development and Learning** to expand
  - 8) Click to *select* the following Areas: Social-Emotional, Physical-Gross Motor, Physical-Fine Motor, Language, Cognitive, Literacy, Mathematics (*deselect* all others)
- 9) Keep the default settings for **Children and Demographics** (no action required)
- 10) Click the + next to **Checkpoint Period** to expand
  - 11) Select "Fall 2014-15" from the drop-down menu
  - 12) Click to select "Only Finalized Checkpoint Levels"
- 11) Click the + next to **Format** to expand
  - 12) Under "Overview", select "Profile of Children Included in the Report"
  - 13) Uncheck both options for "Appendix"
- 14) Keep the default setting for **Charts and Graphs**
- 15) Click **VIEW AS PDF** and then **PRINT**