Fundamentals of Galileo®: Reports

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Fundamentals of Galileo: Reports

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A LITTLE ABOUT GALILEO REPORTS

Galileo (or Galileo Plus with Merlin) allows you to generate a variety of reports that are intended to give you valuable information about children, learning, teaching and progress. These reports are designed to provide varying levels of aggregation. It is possible to aggregate data for an entire agency. One can also generate reports for individual sites and classes within a center or school. In addition, it is possible to generate individual reports for one or more children.

These reports help to connect all the stakeholders in early childhood education because:

- Teachers are more closely connected to their children by printing reports that clearly articulate what progress students have made.
- Galileo reports also help open dialogues between teachers. It is recommended that teachers print reports regularly and discuss these reports with fellow staff members and supervisors to get advice and feedback on the trends that they see.
- There are reports in Galileo that are ideal for use in parent-teacher conferences, which will help open the lines of communication between the school and the home.
- Galileo provides reports that help connect educators working in the “trenches” with policymakers.

PARENT REPORTS

Communicating with the child’s parents about how the child is progressing through your program can benefit you, the parent, and the child. Galileo provides reports, as well as the Pre-K Parent Center, that can help you with the lines of communication. The following reports include a parental signature line and/or parent comments box:

- Individual Development Profile (page 37)
- Individual Knowledge Area Proficiency Profile (page 44)
- Individual Development Milestones (page 34)
- Individual Child Development Plan (page 28)
- Individual Observation Record\(^1\) (page 48)

\(^1\) This report does not contain a parental signature line/box. This report is accessed via the Pre-K Parent Center.
Of course, you may generate any of the individual reports from Galileo (or Galileo Plus with Merlin) for a parent following the guidelines of your agency.

**WHO GENERATES AND PRINTS GALILEO REPORTS?**

Any user with Galileo password may print reports in Galileo. However, individual job responsibilities determine, in large part, the types of reports you will be generating and printing.

In Galileo a person’s user level determines the level of report aggregation he or she has access to. Report aggregation corresponds to user level in the following way:

<table>
<thead>
<tr>
<th>User Level</th>
<th>Report Aggregation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class-Level User</td>
<td>• Individual report</td>
</tr>
<tr>
<td></td>
<td>• Class-level report</td>
</tr>
<tr>
<td>Center-Level User</td>
<td>• Individual report</td>
</tr>
<tr>
<td></td>
<td>• Class-level report</td>
</tr>
<tr>
<td></td>
<td>• Multi-class report</td>
</tr>
<tr>
<td></td>
<td>• Center-level report</td>
</tr>
<tr>
<td>Agency-Level User</td>
<td>• Individual report</td>
</tr>
<tr>
<td></td>
<td>• Class-level report</td>
</tr>
<tr>
<td></td>
<td>• Multi-class report</td>
</tr>
<tr>
<td></td>
<td>• Center-level report</td>
</tr>
<tr>
<td></td>
<td>• Multi-center report</td>
</tr>
<tr>
<td></td>
<td>• Agency-level report</td>
</tr>
</tbody>
</table>

**TEACHERS AND TEACHER AIDES**

There are a number of different types of reports that teachers can print for various reasons. Teachers have access to information about their children and their class. To protect teacher’s information, only certain designated people have direct access to this information. These people may include co-teachers, teachers’ aides and appropriate supervisors and directors.

**SUPERVISORS AND DIRECTORS**

In Galileo Online, supervisors and directors can print a number of reports. Just as teachers can, Center- and Agency-level users may generate individual and class reports. In addition to these reports, supervisors and directors may also generate reports at center and agency levels. A Center-level report will show information about all of the classes and children at a particular center. An Agency-level report will show information about all of the centers in an agency, all the classes in each center, and individual children.

**REPORTS SETTINGS**

You have the option of selecting the format of your reports. You may select the usual Adobe PDF format, the Microsoft Excel format, or Rich Text Format (RTF) format. The RTF format allows you to save these reports in another format such as Word. The output you select will affect all reports, including Lesson Plans, Rosters, and Notes. Please note: You may change the setting at any time, depending on the type of report you wish to view. Also, when viewing the report in Excel format, you
may need to manually change the width of the cells to see all the data the report contains.

1. Regardless of where you are in Galileo, you always have access to the Settings option.

   ![Galileo Pre-K Online Settings](image)

2. Click the Settings link.

3. Click the Report Format tab.

   ![Report Format Options](image)

   **Use this page to specify the default settings you want each time you log-in to Galileo.**

   - **PDF**: Report will be generated in Adobe Reader format.
   - **Excel**: Report will be generated in Microsoft Excel format.
   - **RTF**: Report will be generated in Rich Text Format, e.g., word processing, format.

   Please note, there are reports that can only be generated using the PDF format.

4. Click in the radio button of the report format for which you’d like to default.
   - **PDF**: Report will be generated in Adobe Reader format.
   - **Excel**: Report will be generated in Microsoft Excel format.
   - **RTF**: Report will be generated in Rich Text Format, e.g., word processing, format.

   Please note, there are reports that can only be generated using the PDF format.

5. Click the Save Report Format button.
REPORT CATEGORIES

Reports in Galileo are grouped into several categories.

1. **Observation Reports**: Observation reports use assessment data entered on the Galileo G3 Assessment Scales to provide information regarding child progress.

2. **Administration Reports**: Administration reports are those which are often run by program or agency administrators to track data unrelated to child developmental progress. This includes reports related to Galileo user activity, data entry, parent center activity, PIR and more.

3. **Child Reports**: Child reports provide information related to data entered on child forms.

4. **Family Reports**: Family reports provide information related to data entered on family forms.

5. **Attendance Reports**: Attendance reports can be printed to show child, staff or volunteer attendance.

6. **Agency, Center & Class Information Reports**: Agency, Center and Class Information Reports can be printed from information available on agency, center or class forms.

7. **Staff Reports**: Staff reports are generated using data entered on staff forms.

8. **Volunteer Reports**: Volunteer reports are generated using data entered on volunteer forms.
TIPS ON GENERATING REPORTS

SCHOOL READINESS REPORTING SCALES

PURPOSE
Research shows that the social, physical, and cognitive environments that a child is exposed to in the first years of life have a lasting impact on how a child develops. The capabilities that children acquire during their formative preschool years have a profound effect on their successful transition to school as well as maintaining success while attending school. One of the fundamental goals of Assessment Technology, Incorporated (ATI) is to assist programs in meeting the school readiness needs of children. To help programs target these valued educational goals, ATI has created the Galileo School Readiness Scales.

The Galileo School Readiness Scale is a developmental scale that consists of capabilities from the essential areas of learning and development reflected in the G3 Assessment Scales. There is one School Readiness Scale for each age range reflected in the G3 Assessment Scales. There is a Galileo School Readiness Scale for:

- 00-08 months,
- 08-18 months,
- 18-24 months,
- 2-3 years,
- 3-5 years.

The capabilities on these scales reflect valued school readiness goals, which programs may use to benchmark the progress their children are making in getting ready for successful entry into kindergarten.

The Galileo School Readiness Scales should be used for reporting purposes. As a teacher documents a child’s learning on the Galileo G3 Assessment Scales, the like-capabilities on the Galileo School Readiness Scale will also be updated as learned, meaning no additional work for the teacher.

Users may select the age range appropriate School Readiness Scale when running reports. This may be very useful for planning and reporting purposes.

(Image on next page.)
### Optional Filters and Settings

#### Purpose
Filters will allow you to produce more effective and concise reports. By utilizing filters a user can generate a report which only includes children who fit the selected parameters (e.g., children whose primary language is Spanish). Basic filter options include gender, age, and Form Filters.

#### Apply Gender and/or Age Range Filter
1. Access the desired report.
2. In the *optional Filters and Settings* are the filtering options.
3. Select the **Gender** for which you would like to view the report. By leaving both boxes checked you will see a report for all male and female children.
4. Using the down arrow select the **Age Range** which you would like to include in your report.
   a. When the age range is set to zero, the children’s of all ages who has a documented observation are included in your report.
   b. To produce a report targeting children who will be age appropriate for Kindergarten next year: Filter children between the ages of 4 years 0 months and 5 years 0 months as of the beginning of the current school year. This will produce a report showing the children who will be 5 years old next year and therefore, may be transitioning to Kindergarten.
5. Click the **Run Report** button.
6. The selected report generates with the selected filters.

FORM FILTERS

PURPOSE
Form filters allow you to produce targeted reports based on selected variables included in form data, such as dual language learners. Recall that when a child is entered into Galileo Online, the user may decide to populate information within a form, (e.g., Galileo School Readiness Child Demographics Form). When a report is generated, you have the opportunity to generate the report using a filter for the variables within this form.

APPLY FORM FILTERS
1. Select the desired report.
2. Use the down arrow on the Child Form drop-down menu to select the form which includes the variables you would like to use to filter.
3. Using the checkboxes select the **variables** which you would like to include in your report.

![Child Form](image)

4. Click the **Run Report** button.

5. The selected report generates with the selected filters.

![Observation Period: 7/16/2011 to 6/10/2012](image)

To learn more about utilizing forms within your program, please contact your Galileo Administrator or feel free to contact your ATI Field Services Coordinator at 800.367.4762.

### ASSESSMENT HISTORY

**Purpose**
The Assessment History feature allows you to see how many observations have been entered for a child and also provides you the ability to remove or delete an unwanted observation. You can see when the observation occurred, when the entry was last saved, the child’s DL score on that date, and total number of capabilities learned as of that date. Only observations that you’re certain are incorrect should ever be deleted; data cannot be retrieved once deleted.
Agency-, Center-, and Class-level users may run this report.

**How Can I Use This?**
This report can be used by agency and center level users to confirm when and how often observations are being saved for children in their program. Teachers can use this report to confirm that observations have been saved for a child, and to double check their data entry. In addition, this report can be used to track a child’s DL score over time.

**Generate Report**
This report can be run from the Assessment or Reports tab. When generating from the Assessment tab, you have the ability to delete an observation. There is a link to the History Report, thus the Reports tab, where you can select multiple scales.

1. Click either:
   a. Assessment>View Information>History.
   b. Reports>Assessment History.

(Image on next page.)
c. **Assessment>View Information>History.**

d. **Assessment History Report** link from the **Assessment History** page.

2. If you are an Agency- or Center-level user, use the down arrow on the **Center** drop-down menu to select the center.

3. Use the down arrow on the **Class** drop-down menu to select the class.

4. Use the down arrow on the **Child** drop-down menu to select the child. When generating from the **Reports** area, [All children in class] can be selected.

5. When generating from the **Reports** area, enter **From** and **To** dates or use the calendar for which you wish to see a child’s assessment history.

6. Select the **Scale(s)** for which you wish to see the child’s assessment history by either using the drop-down menu or clicking on the box for the desired scale.

7. When generating from the **Reports** area, click on **Run Report** button.
**DELETE AN OBSERVATION**

8. When generating from the **Assessment tab** and you wish to delete an erroneous observation, Click the **trashcan** next to the observation you wish to delete. Answer the warning message.

<table>
<thead>
<tr>
<th>Observation Date</th>
<th>Last Saved On (MST)</th>
<th>DL Score</th>
<th>Capabilities Learned</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/26/2014</td>
<td>8/26/2014 12:00:38 AM</td>
<td>523</td>
<td>18</td>
</tr>
<tr>
<td>7/9/2014</td>
<td>7/9/2014 9:02:01 AM</td>
<td>510</td>
<td>15</td>
</tr>
</tbody>
</table>

**CLASS OBSERVATION RECORDS**

Refer to the Observation Records section’s **Class Observation Records** section, page 49, for instructions on generating the **Class Observation Records** report.

**DATA CHECKER TOOL**

**PURPOSE**

There are two **Data Checker** tools:

1. Form Information – Allows you to query child forms and see who does or does not have completed information.

2. Inactive/Active Children – Allows you to find children without (or with) observations documents.

**TIP**

*Agency-, Center-, and Class-level users may run this report.*

**HOW CAN I USE THIS?**

The **Data Checker-Form Information** report can be used as a quality check measure to ensure that data has been correctly entered in Galileo forms. The **Data-Checker Active/Inactive Child** tool can provide a quality check to ensure that observations are being entered for all children.

**FORM INFORMATION REPORT**

You should be aware of how the different fields operate:

- **A Checkbox.** A checkbox will provide you with a count.

- **An Option.** An option field consisting of a drop-down menu with several choices, will provide you with a count.

- **A Number box.** A number box will provide you with a count for that field.

Please note: Because of the vast number of different responses that can be filled into the date, text, and memo fields, this data cannot be aggregated.
1. Click Reports>Form Information.

2. Using the drop-down menu, select the desired Form Type.

3. If you are an Agency- or Center-level user, use the down arrows on the Center drop-down menu to select the center.

4. Use the down arrow on Class drop-down menu to select class for which you wish to generate a report. Please note, Agency-, Center-level with users or Class-level users with access to more one class may select the [All classes] option.

5. Using the drop-down menu select the desired Form you would like to check for data.

6. When running on child forms, select the enrollment of children you would like included in the report.

7. (optional) Determine whether you would like the data checker to treat checkbox items under the same heading as a single item, and whether you would like to break out option choices into separate items. This latter option allows you to use the data checker results as a summary report when "Find entered data" is selected, replacing the previous information summary reports.

(Image on next page.)
8. Select the “Find missing data” or “Find entered data” option.

9. (optional) To narrow the timeframe in which you would like to check data, enter the desired date in the As of This Date field or use the calendar.

10. Click the Find Data button.

11. A list of form fields and the number of children possessing data in those fields will appear. You now have the option of a) running a report with this information, or b) getting more details about the missing/entered data for each field.

   a. To run the report, click the Print Report link.

   Data for Cora's p.m. (form: Child Demographic Info)

   ![Print Report]

<table>
<thead>
<tr>
<th>Form Field</th>
<th># Without Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language/Financial/Ethnicity</td>
<td>6</td>
</tr>
<tr>
<td>Primary Language</td>
<td>5</td>
</tr>
<tr>
<td>Financial Need</td>
<td>5</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>5</td>
</tr>
<tr>
<td>Special Needs</td>
<td>5</td>
</tr>
<tr>
<td>Auditory Impairment</td>
<td>6</td>
</tr>
</tbody>
</table>

   b. To view more details about missing/entered form information, click the binoculars icon.

   You will see a list of those people or entities missing/possessing data for the selected field, the date that field was last modified, and by whom. The names are links to the form on the applicable page for you to review or edit.

   (Image on next page.)
c. To run the report, Click the Print Report link.

**INACTIVE/ACTIVE CHILDREN REPORT**

1. Click Reports > Inactive/Active Children.

2. Use the down arrow on **Agency** drop-down menu to select the agency.

3. If you are an Agency-level user or a Center-level user with access to more than one center, select the **Center** for which you wish to generate a report. Please note, Agency-level users may select the [All centers] option.

4. Use the down arrow on **Class** drop-down menu to select class for which you wish to generate a report. Please note, Agency-, Center-level with users or Class-level users with access to more one class may select the [All classes] option.

5. Using the drop-down menus, select the **Scale**, as well as the **timeframe** for which you wish to view data.

   *(Image on next page.)*
6. Click either the:

   a. *Find Inactive Children* button to list children who have not been assessed in the specified time period.
   
   b. *Find Active Children* button to list children who have been assessed in the specified time period.

7. A list of children will appear, along with the center and class in which that child is enrolled.

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth Date</th>
<th>Center</th>
<th>Class</th>
<th>Enrollment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairman, Judith</td>
<td>01/01/2003</td>
<td>Kerri's Creative Preschool</td>
<td>Meesha's Class</td>
<td>05/08/2007</td>
</tr>
<tr>
<td>Kinzer, Deborah</td>
<td>01/01/2003</td>
<td>Kerri's Creative Preschool</td>
<td>Meesha's Class</td>
<td>05/08/2007</td>
</tr>
<tr>
<td>Mayhew, Craig</td>
<td>01/01/2003</td>
<td>Kerri's Creative Preschool</td>
<td>Meesha's Class</td>
<td>05/08/2007</td>
</tr>
<tr>
<td>Reyna, Baron</td>
<td>01/01/2003</td>
<td>Kerri's Creative Preschool</td>
<td>Meesha's Class</td>
<td>05/08/2007</td>
</tr>
</tbody>
</table>

8. Clicking on the child’s name may take you to the *Assessment History* page, provided there has been observations documented for that child.

9. To print this report, click the *Print Report* link.
DEVELOPMENT PROFILES AND MILESTONES

**PURPOSE**
The Development Profiles & Milestones report shows how many children have acquired capabilities in a scale for a given developmental area. When running the report as a:

- **Profile**, all of the capabilities are listed.
- **Milestone**, you select specific capabilities on which to report. Milestones may be saved by defining a Milestone Set to provide easy reporting on the same milestones throughout the program year.

Whether running a Profile or a Milestone report, you will see the number or percentage of children who have learned capabilities and who are ready now, will be ready soon, or will be ready later to learn capabilities that make-up a scale.

Saved milestone sets created by Agency-level users will be available to Center and Class-level users. Milestone sets created by Center-level users will be available to Class-level users.

Either the Profile or the Milestone report may be generated as an aggregate report.

**TIP** Agency-, Center-, and Class-level users may run these reports.

**HOW CAN I USE THIS?**
The Development Profiles and Milestones reports are often used by teachers to inform lesson planning as it shows the children’s readiness levels for each capability. Milestones allow the user to print a targeted report for including only selected goals on a scale. Some programs select to use the save milestones, the Milestone Set, feature in Galileo to track specific capabilities selected as program goals for school readiness.

*(Image on next page.)*
1. Click **Reports > Development Profiles & Milestones**.

<table>
<thead>
<tr>
<th>Observation Report Library</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Profiles &amp; Milestones</td>
<td>Shows the count of children at each readiness level for all or selected goals in a selected scale</td>
</tr>
<tr>
<td>Individual Development Profile</td>
<td>Shows the readiness level, data sources and a parent signature line for selected children for each goal in selected scales</td>
</tr>
<tr>
<td>Individual Development Milestones</td>
<td>Shows the readiness level, data sources and a parent signature line for selected children for selected goals in a selected scale</td>
</tr>
</tbody>
</table>
2. If you are an Agency-level user or a Center-level user with access to more than one center, select the **Center and Class** for which you wish to generate a report.

3. Use the down arrows on the **Period Ending** drop-down menu to select the date for which you wish to generate a report.

4. If you wish to print the scale name and level, leave the default choice under **Report Heading**. If you wish to print the scale name without the level, click in the radio button next to this choice.

5. Select **Output format**. If you select:
   
   a. **Percentage** you will see the percentage of children at each readiness level.
   
   b. **Count** you will see the actual number of children at each readiness level.

6. Select the **Scale** you would like to include on this report.

7. To make this a Milestone report (i.e., only display selected goals on the resulting report instead of all of them):
   
   a. Click the **Define Milestones** button and click in the desired goals.
b. Click in the checkboxes next to the goals you wish to include on your report.

**NUMBER AND OPERATIONS - COUNTING**
1) ☑ Uses one-to-one correspondence when counting objects.
2) ☑ Counts to find how many are in a group up to 5.
3) ☑ Counts forward from a number > 1 to find how many are in a group.
4) ☐ Counts to find how many are in a group up to 10.
5) ☐ Counts to find out how many are in a group greater than 10.
6) ☐ Counts backward to find how many are left.

**NUMBER AND OPERATIONS - BEGINNING ADDITION**
7) ☑ Adds one to a small group, when asked.
8) ☐ Indicates that a small group has more after some have been added.

8. *(optional)* Instead of selecting milestones for this report, you may select to filter using a saved Milestone Set by selecting from the dropdown menu. Milestone sets may be edited by clicking the View/Edit Milestones link. For more information on defining a milestone set see Defining a Milestone Set section, page 20.

```
Optional: Filter by milestone set
```

```
Milestone: Counting
```

```
Run Report
```

9. *(optional)* Select any **optional Filters and Settings**. Refer to the Optional Filters and Settings section, page 6, for instructions on using these filters.

10. *(optional)* Select the **Form** and **variable** which includes the information to filter. Refer to the Form Filters section, page 7, for instructions on using the forms.

```
Optional Filters and Settings
```

```
<table>
<thead>
<tr>
<th>Gender</th>
<th>Age Range (keep years and months at 0 if you do not want to filter by age)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Male</td>
<td>0 ▼ Years 0 ▼ Months to 0 ▼ Years 0 ▼ Months as of June ▼ 18 ▼ 2018 ▼</td>
</tr>
<tr>
<td>☑ Female</td>
<td></td>
</tr>
</tbody>
</table>

```
Child Form
```

[Select a form]

11. Click the **Run Report** button.
DEFINING A MILESTONE SET

A Milestone Set can be saved for use when printing future reports. Once saved the milestone set will appear in the optional: Filter by milestone set drop-down menu when generating a milestone report.

A milestone set saved by an Agency-level user may be visible to Center and Class-level users. A milestone set saved by a Center-level user may be visible for Class-level users at the same center. This may be useful for defining specific program goals, such as those for School Readiness.

1. Click Reports>Development Profiles & Milestones.

2. If you are an Agency-level user or a Center-level user with access to more than one center, select the Center and Class for which you wish to generate a report.

3. Use the down arrows on the Period Ending drop-down menu to select the date for which you wish to generate a report.

4. If you wish to print the scale name and level, leave the default choice under Report Heading. If you wish to print the scale name without the level, click in the radio button next to this choice.

5. Select Output format. If you select:
   a. Percentage you will see the percentage of children at each readiness level.
   b. Count you will see the actual number of children at each readiness level.

6. Select the Scale you would like to include on this report.
7. Click the **Create New Milestones** link.

   ![Optional: Filter by milestone set](image)

   **Milestone:** [All Goals]  
   [Create New Milestones]

   ![Run Report](image)

8. Create a **Milestone Name** which will appear in the **Milestone** dropdown menu when generating future reports.

   ![Scale](image)
   ![Milestone Name](image)

9. Click the checkboxes next to the desired **goals**.

   ![NUMBER AND OPERATIONS - COUNTING](image)
   - 1) **✓** Uses one-to-one correspondence when counting objects.
   - 2) **✓** Counts to find how many are in a group up to 5.
   - 3) **✓** Counts forward from a number >1 to find how many are in a group.
   - 4) **☐** Counts to find how many are in a group up to 10.
   - 5) **☐** Counts to find out how many are in a group greater than 10.
   - 6) **☐** Counts backward to find how many are left.

   ![NUMBER AND OPERATIONS - BEGINNING ADDITION](image)
   - 7) **✓** Adds one to a small group, when asked.
   - 8) **☐** Indicates that a small group has more after some have been added.
   - 9) **☐** Adds two small groups by combining the groups and counting all the objects.

10. Click the **Save** button.

## DEVELOPMENT SUMMARIES

### PURPOSE

The *Development Summaries* reports gives a series of four scores that summarize a child’s development. Three of the scores are norm-referenced scores, which are widely used in educational programs while one of them is a path-referenced score.

Norm-referenced scores have been widely used in accountability programs. However, they are not used in this way in the Galileo System. In Galileo, the Developmental Level Score, which is described below, is generally used for accountability purposes. The Developmental Level Score is particularly useful in those cases in which the goal of assessment is to determine the proportion of children who have met a certain standard.
**TIP**

Agency-, Center-, and Class-level users may run this report.

**HOW CAN I USE THIS?**

Although the Development Summaries reports are most widely used by directors and supervisors, they do have some practical uses for teachers. The norm-referenced scores may be useful in those instances in which decisions must be made based on where a child stands in a norm group. For example, knowing the position of the child in relation to the norm group may be helpful in arriving at a decision to refer the child for diagnostic testing. In some cases, norm-referenced scores may be used to assist in planning learning opportunities. For example, a teacher may wish to know the extent to which a child has made progress relative to his or her peers. A norm-referenced score can provide this information. Not only are the norm-referenced scores helpful to teachers, but so are the Developmental Level Scores. The Developmental Level Score can be used to assist in the planning of learning opportunities and in documenting learning outcomes. For example, the Developmental Level Score is used along with other information to compute the probability that a child will be able to perform each of the capabilities in a developmental scale. These show up as the readiness/planning levels that you see in the observation screen and in Developmental Profiles and Milestone reports. This score corresponds to the readiness levels and can thus be used to guide the planning of learning opportunities for children.

Development summaries can be used only with those scales that have been validated. For example, a teacher-made scale in Galileo would not fall into the category of validated scales. To review validated scales please refer to The Galileo System for the Electronic Management of Learning in the Publications section at the ATI website ([www.ati-online.com](http://www.ati-online.com)) in the Galileo Pre-K Online tab.

*(Image on next page.)*
Development Summary

Agency: A Preview Agency
Center: Preview Center II
Class: Explorers Full Day
Teacher: Minnow, Mary
Number of Children: 7

<table>
<thead>
<tr>
<th>Scale</th>
<th>Developmental Level</th>
<th>Percentile</th>
<th>Standard Score</th>
<th>Normal Curve Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 years: G3 Early Math</td>
<td>495</td>
<td>48.61</td>
<td>-0.04</td>
<td>49.20</td>
</tr>
</tbody>
</table>

OR

Individual Development Summary

Agency: A Preview Agency
Center: Preview Center II
Class: Explorers Full Day

Report Date: 3/4/2013

<table>
<thead>
<tr>
<th>Child &amp; Scale</th>
<th>Observation Date (Age)</th>
<th>DL Score</th>
<th>Percentile</th>
<th>Standard Score</th>
<th>Norm Curve Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gomez, Juan (DOB: 1/1/2009)</td>
<td>11/10/2012 (3 yr 10 mo)</td>
<td>437</td>
<td>0.11</td>
<td>-1.21</td>
<td>24.52</td>
</tr>
</tbody>
</table>

A. DEVELOPMENTAL LEVEL SCORE
This is a path-referenced score. This score indicates the child’s position in a path of development comprised of a series of ordered capabilities outlining a developmental progression for a given developmental area. The developmental level score provides the foundation for setting achievement levels defining standards of performance used in accountability programs.

B. PERCENTILE RANK
This is a norm-referenced score. The easiest to interpret is the percentile rank, which indicates the percentage of persons in the norm group at or below a particular score.

The median is 50. A score of 86.5 for a group indicates that the group is performing higher than 85 percent of others assessed with this instrument for that selected scale.
**C. STANDARD SCORE**
This is a norm-referenced score. This score gives the child’s position in the norm group when the mean is set to zero, the standard deviation is set at one and the distribution of scores in the population for the norm group is assumed to be normal.

A range is +1 to -1, with the mean being 0. If the population has a -3, this indicates that they are very below the mean.

**D. NORMAL CURVE EQUIVALENT SCORE**
This is a norm-referenced score. This is a normalized standard score with a mean of 50 and a standard deviation of 21.06. This score specifies the position of the individual in the norm group when the distribution of scores in the norm group is assumed to be normal.
The median is 50. An average range is 30 to 70 for the selected scale.

**DEVELOPMENT SUMMARIES**

1. Click **Reports>Development Summaries**.

<table>
<thead>
<tr>
<th>Development Summaries</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Summaries</td>
<td>Aggregates the series of four scores that summarize child development</td>
</tr>
<tr>
<td>Individual Development Summary</td>
<td>Provides a series of four scores that summarize the child’s development</td>
</tr>
</tbody>
</table>

2. If you are an Agency-level user or a Center-level user with access to more than one center, select the **Center** for which you wish to generate a report. Please note, Agency-level users may generate an agency-level aggregate report by selecting the [All centers] option.

3. Use the down arrow on **Class** drop-down menu to select class for which you wish to generate a report. Please note, Agency-, Center-level with users or Class-level users with access to more one class may select the [All classes] option.

4. Enter the **Period Ending** date or use the calendar to select the date for which you wish to generate a report.

   The development summary report requires data from a standardization sample. If no standardization sample exists for a scale, it will not be available for this report.

   - **Center**: Happy Hearts Preschool
   - **Class**: Melinda's a.m.
   - **Period Ending**: 2/23/2012

5. Select the **Scales** you would like to include on this report.

   - 3-5 years: G3 Approaches to Learning
   - 3-5 years: G3 Creative Arts
   - 3-5 years: G3 Early Math
   - 3-5 years: G3 English Language Acquisition
   - 3-5 years: G3 Language
   - 3-5 years: G3 Literacy
   - 3-5 years: G3 Logic and Reasoning
   - 3-5 years: G3 Nature and Science
   - 3-5 years: G3 Physical Development & Health
   - 3-5 years: G3 Social and Emotional Development
   - 3-5 years: G3 Social Studies
   - 3-5 years: G3 Science Readiness

6. If you wish to print the scale name and level, leave the default choice under **Report Heading**. If you wish to print the scale name without the level, click in the radio button next to this choice.

   *(Image on next page.)*
7. *(optional)* Select any *optional Filters and Settings*. Refer to the *Optional Filters and Settings* section, page 6, for instructions on using these filters.

8. *(optional)* Select the *Form* and *variable* which includes the information to filter. Refer to the *Form Filters* section, page 7, for instructions on using the forms.

9. Click the *Run Report* button.

**INDIVIDUAL DEVELOPMENT SUMMARY**

1. Click *Reports>*Individual Development Summary.*

2. If you are an Agency- or Center-level user, use the down arrows on the *Center* drop-down menu to select the center on which you wish to generate a report.

3. Use the down arrow on the *Class* drop-down menu to select the class for which you wish to generate a report.

4. Enter the *Period Ending* date or use the calendar to select the date for which you wish to generate a report.
5. Place a checkmark by the **scales** you would like to include in the report.

![Select Scales](image)

6. Click the children you wish to include in your report in the **Select Children** box. If you wish to include all the children, Click the **Select All** link.

![Select Children](image)

7. If you wish to print the scale name and level, leave the default choice under **Report Headings**. If you wish to print the scale name without the level, click in the radio button next to this choice.

![Report Headings](image)

8. Click the **Run Report** button.

---

**FORM INFORMATION**

Refer to the Data Checker Tool section’s Form Information Report section, page 11, for instructions on generating the **Form Information** report.

---

**INACTIVE/ACTIVE CHILDREN**

Refer to the Data Checker Tool section’s Inactive/Active Children Report section, page 14, for instructions on generating the **Inactive/Active Children** report.
INDIVIDUAL CHILD DEVELOPMENT PLAN

PURPOSE
The Individual Child Development Plan is designed to be used in family-teacher conferences to promote teacher-family communication and shared goal-setting for the child. As you will see, there is a place for the teacher to include her/his goals, another for families to include their input, and fields for both to include signatures.

TIP Agency-, Center-, and Class-level users may run this report.

HOW CAN I USE THIS?
This report helps you document that the families have been consulted in planning for their child’s progress in your class by providing a worksheet for teachers to use to communicate with families. This report can be used as a focused observation record for both teachers and families, where date and data source for the focus items can be documented. As with the other reports you will have a choice to print the scale name and level and to choose which readiness levels you will display.

Individual Child Development Plan

Users can select which readiness levels to include in this report.

Space is provided for families to write their short and long-term goals.

Space is provided for teachers or families to document the capabilities the child demonstrates.

This plan is jointly developed by the classroom teacher and the parent/guardian of the child and is updated with the parent's input and consent.

Parent’s Signature ___________ Date ___________ Teacher’s Signature ___________

Parent’s Signature ___________ Date ___________ Teacher’s Signature ___________

Parent’s Signature ___________ Date ___________ Teacher’s Signature ___________
1. Click Reports>Individual Child Development Plan.

<table>
<thead>
<tr>
<th>Miscellaneous Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acuscreen Report</td>
<td>Shows the Acuscreen information and readiness level for each child for each goal in the Acuscreen scale</td>
</tr>
<tr>
<td>Individual Child Development Plan</td>
<td>Worksheet for recording the data source the observations are based on for an individual child for selected goals in a scale</td>
</tr>
<tr>
<td>Anecdotal Notes</td>
<td>Shows the anecdotal notes for every child for each selected scale</td>
</tr>
<tr>
<td>Assessment History</td>
<td>Shows a child’s assessment history</td>
</tr>
</tbody>
</table>

2. If you are an Agency- or Center-level user, use the down arrows on the Center drop-down menu to select the center on which you wish to generate a report.

3. Use the down arrow on the Class drop-down menu to select the class for which you wish to generate a report.

4. Use the down arrows on the Period Ending drop-down menu to select the date for which you wish to generate a report.

5. If selecting a period ending date in the past, Click the Refresh Class Roster link. The list of children will now include any children who have since been dropped from your class.

6. Double-Click the children you wish to include in your report in the box labeled Class Roster. If you prefer, click once on the child and then Click the >> button. The selected children’s names will move to the box labeled Child Selections.

7. The default settings under Filters include all readiness levels. Click in the checkboxes by them to deselect them. Click in them again to select them. A checkmark will appear by the selected readiness level.
8. If you wish to print the scale name and level, leave the default choice under **Report Headings**. If you wish to print the scale name without level, click in the radio button next to this choice.

   ![Optional Filters and Settings]

9. Use the down arrow on the **Scales** drop-down menu to select the scale for which you wish to generate a report.

10. *(optional)* Click the **Define Milestones** button. A list of knowledge areas and their capabilities for that selected scale will appear.

   ![Scale]

11. To include your chosen capabilities in the report, click in the checkbox by them. A checkmark will appear.

   **NUMBER AND OPERATIONS - COUNTING**
   1) **✓** Uses one-to-one correspondence when counting objects.
   2) **✓** Counts to find how many are in a group up to 5.
   3) **✓** Counts forward from a number > 1 to find how many are in a group.
   4) **☐** Counts to find how many are in a group up to 10.
   5) **✓** Counts to find out how many are in a group greater than 10.
   6) **☐** Counts backward to find how many are left.

   **NUMBER AND OPERATIONS - BEGINNING ADDITION**
   7) **☐** Adds one to a small group, when asked.
   8) **☐** Indicates that a small group has more after some have been added.

12. Click the **Run Report** button.

---

**INDIVIDUAL CHILD INFORMATION SUMMARY**

**Purpose**
The *Child Information Summary* report is linked to child forms. This report is linked to both the forms you have created and the ATI-provided forms. This report allows you to see the data on individual forms. This report will query on all fields that were
filled in, which may include checkboxes, dates, text boxes, memo boxes, number fields, and option fields.

**Tip**  
*Agency-, Center-, and Class-level users may run this report.*

**How Can I Use This?**
This report is often printed to create a “hard copy” of all child data saved in Galileo which can be placed in a child’s file or used as a quality check to ensure all data has been entered correctly into Galileo forms.

**Access**
1. Click one of the following:
   a. **Reports>Individual Child Information Summary**.

   **Child Report Library**
   
<table>
<thead>
<tr>
<th>Child Information Summaries</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Child Information Summary</td>
<td>Reports on available child forms for each child</td>
</tr>
<tr>
<td>Center Child Ranking Report</td>
<td>Generates priority lists based on the data entered into child ranking forms</td>
</tr>
</tbody>
</table>

   b. **Child/Family>Records>Child**.

   c. **Merlin>Child>Demographics**.

   *(Image on next page.)*
d. **Child Demographics page>Options>Individual Child Information Summary.**

2. If you are an Agency- or Center-level user, use the down arrows on the **Center** drop-down menu to select the center on which you wish to generate a report.

3. Use the **Class** drop-down menu to select the class.

4. Use the **Child** drop-down menu to select the child that you would like to run a report on.

5. Use the **Form** drop-down menu to select the form that contains the information you wish to report.

6. Enter the date in the **As of** field or use the calendar to select the date for which you would like to generate a report.

<< Back to reports

Select Child and a Form. Once a form is selected, you can choose items within the form.

- **Center:** Happy Hearts Preschool
- **Class:** Delinda’s a.m.
- **Child:** Anderson, Pamela A.
- **Form:** Child Demographic Info
- **As of:** 2/23/2012
7. *(optional)* Select the layout options for your report by clicking in the desired checkboxes.

```
<table>
<thead>
<tr>
<th>Layout Options</th>
<th>Use numbering on items</th>
<th>Hide non-recurring instruction items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Show last date saved for each item</td>
<td>Hide recurring instruction items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Limit recurring records per heading to:</td>
</tr>
</tbody>
</table>
```

8. A menu of data items will appear. All will be checked by default. If there are some you would like to exclude from your report, click in the checkbox to remove the checkmark. You may use the Select All and/or the Deselect All links.

9. *(optional)* If you selected a recurring form, you may:
   a. Select **whole headings** at a time to include in the report by checking (or unchecking) the box in the heading row of the section.
   b. Sort the heading in the report by the latest save date or any of the fields included in the heading by using the drop-down menu and placing a checkmark in the **Sort in** field.

*(Image on next page.)*
10. Click the Run Report button.

**INDIVIDUAL DEVELOPMENT MILESTONES**

**PURPOSE**
The *Individual Development Milestones* report displays the individual child’s readiness level (Learned, Ready Now, Ready Soon, Ready Later) for the capabilities.

**HOW CAN I USE THIS?**

*Individual Development Milestones*

- **Center:** Preview Center II
- **Class:** Explorers Full Day
- **Teacher:** Minnow, Mary
- **Observation Period:** 8/1/2011 to 3/4/2013

| Child: | Juan Gomez |
| Scale: | 3-5 years: G3 Early Math |

<table>
<thead>
<tr>
<th>Readiness</th>
<th>Data Source</th>
<th>Capability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learned</td>
<td>Baseline</td>
<td>1) Uses one-to-one correspondence when counting objects.</td>
</tr>
<tr>
<td>Ready Now</td>
<td>Baseline</td>
<td>5) Counts to find out how many are in a group greater than 10.</td>
</tr>
<tr>
<td>Ready Later</td>
<td>Baseline</td>
<td>7) Writes numerals to indicate 6 or less objects.</td>
</tr>
<tr>
<td>Ready Later</td>
<td>Baseline</td>
<td>10) Answers questions about two sets of objects, e.g., more, less, or the same number.</td>
</tr>
</tbody>
</table>

- The user selected capabilities will be listed.
- The child’s readiness level for each capability will be listed, with the associated data.
- When printing this report, the user can select to include a teacher and/or parent signature line and comment.

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**GENERATE REPORT**

1. Click **Reports>Individual Development Milestones**.

<table>
<thead>
<tr>
<th>Observation Report Library</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Profiles &amp; Milestones</td>
<td>Shows the count of children at each readiness level for all or selected goals in a selected scale</td>
</tr>
<tr>
<td>Development Profiles &amp; Milestones</td>
<td>Shows the readiness level, data sources and a parent signature line for selected children for each goal in selected scales</td>
</tr>
<tr>
<td>Individual Development Profile</td>
<td>Shows the readiness level, data sources and a parent signature line for selected children for selected goals in a selected scale</td>
</tr>
</tbody>
</table>

2. If you are an Agency- or Center-level user, use the down arrows on the **Center** drop-down menu to select the center on which you wish to generate a report.

3. Use the drop-down menus to select the **Class** for which you wish to run the report.

4. Enter the **Period Ending** date or Click the calendar and select the date to select the date for which you wish to generate a report.

5. Double-click the children you wish to include in your report in the **Class Roster** box (or click to highlight a name and use the >> button) to move them into the **Selected Children** box. The children's names will move to the **Child Selections** box. If you change your mind, simply double-click on a child's name in the **Selected Children** box (or click to highlight a name and use the << button) and it will move back to the **Class Roster** box. If you wish to include all the children, Click the **All>** button.

6. Use the **Scale** drop-down to select the scale for which you wish to generate a Milestone report. The desired scale will display. Click in the checkboxes next to the **goals** you wish to include on your report.

*(Image on next page.)*
7. Select the **Readiness Levels** you wish to include in the report. You may include as many readiness levels as you wish. Click in the checkboxes to deselect them. Click in them again to select them. The selected readiness level will be checked.

Sometimes it is beneficial just to know what a child has learned, or what a child is ready now to learn. Galileo gives you flexibility in the reports you print.

8. Select the **Show Data Sources** checkbox if you would like to display data sources on the report.

9. Select the **Teacher Signature, Teacher Comment, Parent Signature** and/or **Parent Comment** checkboxes.

(Image on next page.)
10. If you wish to print scale name and level, leave the default choice under **Report Headings**. If you wish to print scale name without the level, click in the radio button next to this choice.

11. Click the **Run Report** button.

**INDIVIDUAL DEVELOPMENT PROFILE**

**PURPOSE**
The *Individual Development Profile* report displays the individual child’s readiness level (Learned, Ready Now, Ready Soon, Ready Later) for all the capabilities in a scale.

**TIP**
Agency-, Center-, and Class-level users may run these reports.

**HOW CAN I USE THIS?**
The *Individual Development Profile* report is helpful for individualized lesson planning and is commonly shared with families. This report can be used to illustrate for families what their child has learned and is ready to learn next. When printing this report for families many programs choose to include only the capabilities the child has learned and is ready to learn next. This report can also be accessed by families through the *Galileo Pre-K Parent Center*, for more information see the *Galileo Pre-K Parent Center* section, page 79.

*(Image on next page.)*
1. Click Reports>Individual Development Profile.

2. If you are an Agency- or Center-level user, use the down arrows on the Center drop-down menu to select the center on which you wish to generate a report.
3. Use the down arrows on the **Class** drop-down menu to select the class on which you wish to generate a report.

4. Enter the **Period Ending** date or Click the calendar and select the date to select the date for which you wish to generate a report.

5. Click the checkmark box next to the desired **Select Scales**.

![Select Scales](image)

6. Click the checkmark box next to the desired **children**. You may use the **Select All** and the **Deselect All** links.

![Class Roster](image)

7. Select the **Readiness Levels** you wish to include in the report. You may include as many readiness levels as you wish. Click in the checkboxes to deselect them. Click in them again to select them. The selected readiness level will be checked.

![Optional Filters and Settings](image)

Sometimes it is beneficial just to know what a child has learned, or what a child is ready now to learn. Galileo gives you flexibility in the reports you print.
8. Select the **Show Data Sources** checkbox if you would like to display data sources on the report.

9. Select **Show Observation Dates for Learned Goals** if you would like to display the date on the report.

10. Select the **Teacher Signature, Teacher Comment, Parent Signature** and/or **Parent Comment** checkboxes.

11. If you wish to print the scale name and level, leave the default choice under **Report Headings**. If you wish to print the scale name without the level, click in the radio button next to this choice.

12. Click the **Run Report** button.

## INDIVIDUAL DEVELOPMENT SUMMARY

Refer to the Development Summaries section’s Individual Development Summary section, page 26, for instructions on generating the *Individual Development Summary* report.

## INDIVIDUAL KNOWLEDGE AREA PROFICIENCY PROFILE

Refer to the Knowledge Area Proficient Profiles section’s Individual Knowledge Area Proficiency Profile section, page 44, for instructions on generating the *Individual Knowledge Area Proficiency Profile* report.
INDIVIDUAL OBSERVATION RECORDS

Refer to the Observation Records section’s Individual Observation Records section, page 48, for instructions on generating the Individual Observation Records report.

INDIVIDUAL PROGRESS REPORT

Refer to the Progress Reports section’s Individual Progress Report section, page 70, for instructions on generating the Individual Progress Report.

KNOWLEDGE AREA PROFICIENT PROFILES

PURPOSE
The Knowledge Area Proficiency Profile or KAPP is a report that lists each knowledge area of a scale, the number of goals per knowledge area, and the percent of goals attained by the child or children.

The percentage is determined by the following formula:

\[(\text{children}) \times (\text{goals in knowledge area}) = A\]
\[(\text{Children in the “learned” column})/A = %\]

This report is beneficial as it can:

- Show children’s development overtime.
- Allows the user to view up to 12 scales at one time for a child, thus showing the development of the whole child.
- Shows a summary at the child’s development.

Agency-, Center-, and Class-level users may run these reports.

The KAPP report can be generated as an aggregate report or for an individual child.

HOW CAN I USE THIS?
This report can be printed at multiple times throughout the program year to show an overview of the developmental progression of an individual child or a class by illustrating development in each knowledge area.

(Image on next page.)
### Knowledge Area Proficiency Profile

**Agency:** A Preview Agency  
**Center:** Preview Center II  
**Class:** Explorers Full Day  
**Scale:** 3-5 years: G3 Literacy  
**Observation Period:** 8/1/2011 to 3/4/2013  
**Teacher:** Minnow, Mary  
**Number of Children:** 7

<table>
<thead>
<tr>
<th>Knowledge Area</th>
<th>Number of Goals</th>
<th>Percentage of Goals Learned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Recognizing Sounds - Phonological Awareness</td>
<td>9</td>
<td>15.87%</td>
</tr>
<tr>
<td>2) Increasing Book Knowledge and Appreciation</td>
<td>3</td>
<td>14.29%</td>
</tr>
<tr>
<td>Reasoning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Expanding Book Knowledge and Appreciation</td>
<td>0</td>
<td>21.43%</td>
</tr>
<tr>
<td>Interest in Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Developing Print Awareness and Concepts</td>
<td>5</td>
<td>17.14%</td>
</tr>
<tr>
<td>5) Building Early Reading Skills</td>
<td>11</td>
<td>9.09%</td>
</tr>
<tr>
<td>6) Building Early Writing Skills</td>
<td>6</td>
<td>2.38%</td>
</tr>
</tbody>
</table>

**Totals Number of Goals:** 50  
**Percentage of Goals Learned:** 11.43%

---

### Individual Knowledge Area Proficiency Profile

**Agency:** A Preview Agency  
**Center:** Preview Center II  
**Class:** Explorers Full Day  
**Teacher:** Minnow, Mary  
**Observation Period:** 8/1/2011 to 3/4/2013  
**Child:** Gomez, Juan

<table>
<thead>
<tr>
<th>Knowledge Area</th>
<th>Number of Goals</th>
<th>Number of Goals Learned</th>
<th>Percentage of Goals Learned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Recognizing Sounds - Phonological Awareness</td>
<td>9</td>
<td>1</td>
<td>11.11%</td>
</tr>
<tr>
<td>2) Increasing Book Knowledge and Appreciation - Story Reasoning</td>
<td>3</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>3) Expanding Book Knowledge and Appreciation - Interest in Books</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Developing Print Awareness and Concepts</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Building Early Reading Skills</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Building Early Writing Skills</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals Number of Goals:** 50  
**Percentage of Goals Learned:** 10.00%
**KNOWLEDGE AREA PROFICIENCY PROFILE**

1. Click **Reports > Knowledge Area Proficiency Profiles**.

2. If you are an Agency-level user or a Center-level user with access to more than one center, select the **Center** for which you wish to generate a report. Please note, Agency-level users may generate an Agency-level aggregate report by selecting the [All centers] option.

3. Use the down arrow on **Class** drop-down menu to select class for which you wish to generate a report. Please note, Agency-, Center-level with users or Class-level users with access to more one class may select the [All classes] option.

4. Enter the **Period Ending** date or use the calendar to select the date for which you wish to generate a report.

5. From the **Scale** drop-down menu, select the scale for which you wish to generate a report.

6. If you wish to print the scale name and level, leave the default choice under **Report Headings**. If you wish to print the scale name without the level, click in the radio button next to this choice.

7. *(optional)* Select any **optional Filters and Settings**. Refer to the *Optional Filters and Settings* section, page 6, for instructions on using these filters.

8. *(optional)* Select the **Form** and **variable** which includes the information to filter. Refer to the *Form Filters* section, page 7, for instructions on using the forms.

*(Image on next page.)*
9. Click the **Run Report** button.

**INDIVIDUAL KNOWLEDGE AREA PROFICIENCY PROFILE**

1. Click **Reports>Individual Knowledge Area Proficiency Profile**.

2. If you are an Agency- or Center-level user, use the down arrows on the **Center** drop-down menu to select the center on which you wish to generate a report.

3. Use the down arrows on the **Class** drop-down menu to select the class on which you wish to generate a report.

4. Enter the **Period Ending** date or use the calendar to select the date for which you wish to generate a report.

5. Click in the checkbox to select the scales for which you wish to generate a report in the **Scales** box.
6. Click the children you wish to include in your report in the "Select Children" box. If you wish to include all the children, Click the Select All link.

7. If you wish to include the Teacher Signature, Teacher comment, and/or Parent Comment on this report, click in the appropriate box(es).

8. If you wish to print the scale name and level, leave the default choice under Report Headings. If you wish to print the scale name without the level, click in the radio button next to this choice.

9. Click the Run Report button.

**MILESTONE OBSERVATION RECORDS**

Refer to the Observation Records section’s Milestone Observation Records section, page 48, for instructions on generating the Milestone Observation Records report.

**OBSERVATION RECORDS**

**Purpose**
Galileo provides several reports to help teachers manage the assessment of children.

**TIP**  
Agency-, Center-, and Class-level users may run this report.

**How Can I Use this?**  
Often the observational reports are used by teachers as a worksheet while observing their class or an individual child. The space provided next to each
capability can be used to make notes, while the checkboxes are provided to indicate capabilities which you observe the child demonstrating. This report can also be given to families, or printed through the Galileo Pre-K Parent Center (see page 79) for families to observe their child at home.

- The *Individual Observation Records* is used by teachers to document the observed child’s mastery of a capability. This report has blank spaces next to each capability in a scale, thus providing a portable means of noting children’s growth, or to give to parents for use at home.

**Individual Observation Record**

Teacher: Zoya, Zoey

3-5 years: G3 Language

Use the boxes to check the capabilities that the child has learned.

**LISTENING AND UNDERSTANDING**

1) □ Listens attentively to a conversation, story, poem, or song.
2) □ Follows a simple one-step direction.
3) □ Follows a small set of step-by-step directions, without prompts.
4) □ Asks questions and/or makes comments about a story, poem, or song.
5) □ Retells a familiar story, poem or song in his/her own words.
6) □ Reacts appropriately to an exclamation (e.g., stop, look up, freeze).

**LISTENING AND UNDERSTANDING - RECEPTIVE VOCABULARY**

7) □ Understands nouns commonly found in books for young children.
8) □ Understands action words (e.g., give, run).
9) □ Understands negative words (e.g., not, no).

- The *Milestone Observation Records* allows teachers to select the capabilities to be included in the report. Teachers may wish to use this report to document the observed child’s mastering of a capability since there are blank spaces next to each capability in a scale.

*(Image on next page.)*
• The **Class Observation Records** displays a grid of all the capabilities for a particular scale and the names of all the children. When teachers observe a child mastering a capability, they simply document the skill that was demonstrated, underneath the child's name. Teachers can then transfer this recently recorded information into Galileo at their convenience. The scales will also show codes for selected readiness levels, if you choose.

---

**Milestone Observation Record**

**Teacher:** Zoya, Zoey  
**Scale:** 3-5 years: G3 Language

Use the boxes to check the capabilities that the child has learned.

**LISTENING AND UNDERSTANDING**

1) _____ □ Listens attentively to a conversation, story, poem, or song.
2) _____ □ Follows a simple one-step direction.

**LISTENING AND UNDERSTANDING - RECEPTIVE VOCABULARY**

8) _____ □ Understands action words (e.g., give, run).
9) _____ □ Understands negative words (e.g., not, no).
10) _____ □ Understands positional words (e.g., top, bottom, on, in).

**SPEAKING AND COMMUNICATING - SELF-EXPRESSION**

14) _____ □ Repeats or tries different words/sentences to get another child or adult to respond.
15) _____ □ Uses appropriate words or gestures to share information or experiences.

---

**Class Observation Record**

**Center Name:** Happy Hearts Preschool

**Class Name:** Belinda’s a.m.

**Date:**

**Observer:**

**Teacher:** Bear, Belinda

**Legend:**

- **L** Learned
- **PN** Plan Now
- **PS** Plan Soon
- **PL** Plan Later

**Scale:** 3-5 years: G3 Language

**LISTENING AND UNDERSTANDING**

1) Listens attentively to a conversation, story, poem, or song.
2) Follows a simple one-step direction.
3) Follows a small set of step-by-step directions, without prompts.
4) Asks questions and/or makes comments about a story, poem, or song.
5) Retells a familiar story, poem or song in his/her own words.
6) Reacts appropriately to an exclamation (e.g., stop, look up, freeze).

---

**TIP**  
**Agency-, Center-, and Class-level users may run any of these reports.**

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Revised as of 06.18.18
INDIVIDUAL OBSERVATION RECORDS
1. Click Reports>Individual Observation Records.

<table>
<thead>
<tr>
<th>Observation Records</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Observation Records</td>
<td>Worksheet for recording observations on an individual child for a selected scale</td>
</tr>
<tr>
<td>Milestone Observation Records</td>
<td>Worksheet for recording observations on an individual child for selected goals in a scale</td>
</tr>
<tr>
<td>Class Observation Records</td>
<td>Worksheet for recording class observations for a selected scale</td>
</tr>
</tbody>
</table>

2. If you are an Agency- or Center-level user, use the down arrows on the Center drop-down menu to select the center on which you wish to generate a report.

3. Use the drop-down menu to select a Class.

4. Select the desired Scale(s).

5. Click the Run Report button.

MILESTONE OBSERVATION RECORDS
1. Click Reports>Milestone Observation Records.

<table>
<thead>
<tr>
<th>Observation Records</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Observation Records</td>
<td>Worksheet for recording observations on an individual child for a selected scale</td>
</tr>
<tr>
<td>Milestone Observation Records</td>
<td>Worksheet for recording observations on an individual child for selected goals in a scale</td>
</tr>
<tr>
<td>Class Observation Records</td>
<td>Worksheet for recording class observations for a selected scale</td>
</tr>
</tbody>
</table>

2. If you are an Agency- or Center-level user, use the down arrows on the Center drop-down menu to select the center on which you wish to generate a report.

3. Use the drop-down menu to select a Class.
4. Use the **Scales** drop-down box to select the scale for which you would like to select milestones.

<table>
<thead>
<tr>
<th>Center</th>
<th>Happy Hearts Preschool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Belinda's a.m.</td>
</tr>
<tr>
<td>Scale</td>
<td>3-5 years: G3 Approaches to Learning</td>
</tr>
</tbody>
</table>

5. Click in the checkbox by the goals you wish to select.

**NUMBER AND OPERATIONS - COUNTING**
1. ☑ Uses one-to-one correspondence when counting objects.
2. ☑ Counts to find how many are in a group up to 5.
3. ☑ Counts forward from a number > 1 to find how many are in a group.
4. ☑ Counts to find how many are in a group up to 10.
5. ☑ Counts to find out how many are in a group greater than 10.
6. ☑ Counts backward to find how many are left.

**NUMBER AND OPERATIONS - BEGINNING ADDITION**
7. ☑ Adds one to a small group, when asked.
8. ☑ Indicates that a small group has more after some have been added.

6. Click the **Run Report** button.

**CLASS OBSERVATION RECORDS**
1. Click one of the following:
   a. **Assessment>Enter Observations>By Class.**
      
   b. **Reports>Class Observation Records.**

<table>
<thead>
<tr>
<th>Observation Records</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Observation Records</td>
<td>Worksheet for recording observations on an individual child for a selected scale</td>
</tr>
<tr>
<td>Milestone Observation Records</td>
<td>Worksheet for recording observations on an individual child for selected goals in a scale</td>
</tr>
<tr>
<td>Class Observation Records</td>
<td>Worksheet for recording class observations for a selected scale</td>
</tr>
</tbody>
</table>

2. If you are an Agency- or Center-level user, use the down arrows on the **Center** drop-down menu to select the center.

3. When generating from the **Reports** area:
a. Use the down arrow on the Scale drop-down menu to select the scale for which you wish to generate a report.

b. Select the children you would like to include in your observation

c. Select the Readiness Filters you wish to include in the report. You may include as many readiness levels as you wish. Click in the checkboxes to de-select them. Click in them again to select them; the selected readiness level will be checked.

   i. Sometimes it is beneficial just to know what a child has learned, or what a child is ready now to learn. Galileo gives you flexibility in the reports you print.

   ii. To generate a blank grid, de-select all readiness levels.

   ![Readiness Level Filters](image)

   ![](image)

   d. If desired, select the Display only the goals for selected Readiness Levels.

   e. If you wish to print the scale name and level, leave the default choice under Report Heading. If you wish to print the scale name without level, click in the circle next to this choice. A dot will appear indicating it is selected.

   ![Report Heading](image)

   f. Click the Run Report button.

4. When generating from the Assessment area:

   a. Use the drop-down menus, select the Class and Developmental Area Scale.

   b. Enter the Observation Date. (The Observation Date defaults to today.)

   ![Form](image)
c. A grid will appear. Across the top are the names of all the children in your class. Along the left are all of the capabilities for the selected Developmental Area scale.

![Grid of children names and capabilities]

```
  Goals
  [Print Class Observation Record] [Edit/Print Child Notes]

  [DL Score]
  Status

  [Listening and Understanding]
  [Understanding and Understanding - Receptive Vocabulary]

  [Table showing capabilities for each child]
```

d. Click the Print Class Observation Record link.

**OUTCOMES ANALYSIS REPORT**

**Purpose**
The Outcome Analysis report is a progress report which allows programs to analyze progressive data for one or several of the Galileo G3 Assessment Scales over multiple time periods in one report. This report has the ability to aggregate and disaggregate data for an entire program, agency, center, class, or at the individual child level.

This is the only report in Galileo which will allow users to select multiple scales, more than three time periods, and include selected centers or classes in a single report. This report also includes the ability to drill down to the child level displaying all on one page.

**How Can I Use This?**
The Outcomes Analysis report is an interactive report that includes additional data which can be accessed through the linked areas of the report.

*(Image on next page.)*
When the report displays each time period is indicated by a graph with an individual bar for each selected scale. In the above example Period 1 is indicated by an orange bar associated with each scale. Period 2 is indicated in green, and Period 3 is indicated in blue. The colored rows in the table below correspond to the time periods indicated by the bars.

Each row displays period dates, DL (developmental level) scores, and in parenthesis the number of children. The bottom row presents the average increase or gain in DL score by comparing the first period to the last period.

Clicking the chart (C) or the Number of children table (D) a table showing the names, summed scores and DL scores of the children at the selected developmental level will appear.

(Image on next page.)
When printed the report will open as a PDF when the Print Report button is clicked.

**Outcome Analysis Report**

*Generated on: 06/02/14 03:00:02 AM*

*Agency: Happy Hearts*

*Only children with observations in all periods are included: Yes*
**GENERATE REPORT**

1. Click **Reports** > **Outcomes Analysis**.

### AGGREGATION LEVEL SELECTION

There are multiple ways to select the aggregation level to include in this report. Selection is done using the tabs in the upper left hand area of the Outcomes Analysis screen. The available tabs are:

<table>
<thead>
<tr>
<th>Tab</th>
<th>Use to select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Selection</td>
<td>agency, center, or class(es) data see [Level Selection Tab section, page 54]</td>
</tr>
<tr>
<td>Child groups</td>
<td>a group of children in a defined Child Group or Composite Child Group see [Child Groups Tab section, page 56]</td>
</tr>
<tr>
<td>Children</td>
<td>an individual child see [Children Tab section, page 62]</td>
</tr>
</tbody>
</table>

**LEVEL SELECTION TAB**

Click the **Level Selection** tab to run this report for an Agency, Center, or Class. Agency-level users may run this report on one or multiple centers or class(es). Center-level users may run this report on the center(s) they have permission or class(es).

1. From the **Outcomes Analysis** page, select the **Level Selection** tab if necessary.
2. Click the **Center and Class** drop-down menu and select the Center(s) and/or Class(es).

*(Image on next page.)*
OPTIONAL FILTERS
3. Click the optional Filters and Settings (show) link.

4. (optional) Select any optional Filters and Settings. Refer to the Optional Filters and Settings section, page 6, for instructions on using these filters.

5. (optional) Select the Form and variable which includes the information to filter. Refer to the Form Filters section, page 7, for instructions on using the forms.

6. Proceed to Report Selection section, page 63, for the next steps.
**CHILD GROUPS TAB**
Click the **Child Groups** tab to run this report on a specific group of children. Children selected from the agency can be saved as a group for generating future reports. These groups are called Child Groups. Child Groups can also be combined to form a Composite Child Group. Below are directions for selecting and existing Child Group, creating a Child Group and creating a Composite Child Group.

To create a **Child Group** or a **Composite Child Group** a **Child Group Library** will need to be created. For instructions on creating a library see **Library Builder section, page 80**.

**CREATE A CHILD GROUP**
1. If necessary, From the **Outcomes Analysis** page select the **Child groups** tab.
2. Click the **Add a Group** link.
3. Use the down arrow on the **Library** drop-down menu to select the Library.

A library must be defined prior to creating a Child Group or a Composite Child Group a Child Group. For instructions on creating a library see **Library Builder section, page 80**.
4. Click the **Add a Child Group** link.
5. Enter a name for the Child Group in the **Name** field.
6. If you are an Agency-level user or access to multiple centers, use the down arrow on the **Center** drop-down menu to select the appropriate Center to locate the children to be included in the group.
7. If you are an Agency-, Center- or Class-level user with multiple classes, use the down arrow on the **Class** drop-down menu to select the appropriate class.
8. To select individual children from a class place a checkmark in the box marked **Select individual children from class** (otherwise all children currently enrolled will be added).

*(Image on next page.)*
9. Double-click the names of the children in the **Children** box on the left side of the screen to add them to the new Child Group. This will transfer the children to the **Children in group** box on the right side of the screen.

10. Click the **Save Child Group** button.

11. This group will now appear in the **Child Group** drop-down menu on the **Outcomes Analysis** report.

**CREATE A COMPOSITE CHILD GROUP**

A Composite Child Group combines two or more Child Groups to make an additional group. The original Child Groups will remain available; the Composite Child Group will be available as an additional Child Group containing all children in the original Child Groups. The Composite Child Group tool allows you to run reports on any combination of variables. For example, you can combine your dual language learners from one Child Group with your struggling Early Math Child Group into a new group – your Composite Child Group.

1. From the **Outcomes Analysis** page, select the **Child groups** tab, if necessary.
2. Click the Add a Group link.

3. Use the down arrow on the Library drop-down menu to select the Library.

   A library must be defined prior to creating a Child Group or a Composite Child Group a Child Group. For instructions on creating a library see Library Builder section, page 80.

4. Click the Add composite child group link.

5. Enter a name for the Composite Child Group in the Name field of Step 1.

6. Confirm that the correct library is selected in the Library drop down menu.

7. Double-click the names of the Child Groups in the box on the left side of the screen to add them to the Selected intervention groups box on the right side of the screen. This will transfer the Child Groups from the box on the left to the box on the right.

8. Click the Save Intervention Group button.

9. This group will now appear in the Child Group drop-down menu on the Outcomes Analysis report.

   (Image on next page.)
1. From the **Outcomes Analysis** page, select the **Child groups** tab, if necessary.

2. Click the down arrow on the **Library** drop down menu to select the library containing the Child Group to include in the report.

3. Click the down arrow on the **Child Group** drop down menu to select the Child Group to include in the report.

4. Proceed to **Report Selection** section, page 63, for the next steps.

**EDIT A CHILD GROUP**

1. Either:
   
   a. From the **Outcomes Analysis** page
      
      i. select the **Child groups** tab, if necessary.
      
      ii. Select the **Child group** tab.
      
      iii. Click the **Add a group** link.

   b. **Setup>Program Info>Filter Child Groups.**

   *(Image on next page.)*
2. On the Child Groups page, click the pencil icon in the Action column of the Child Group table.

3. To edit the:
   a. name of the group, change the name in Step 1.
   b. children in the group double click the child’s name to move a child from the Children to the Children in group box or from the Children in group box to the Children box.

   (Image on next page.)
4. Click the **Save Child Group** button.

*DELETE A CHILD GROUP*

1. Either:
   a. From the **Outcomes Analysis** page
      i. select the **Child groups** tab, if necessary.
      ii. Select the **Child group** tab.
      iii. Click the **Add a group** link.

b. **Setup>Program Info>Filter Child Groups.**

2. On the **Child Groups** page, click the **trashcan** icon in the **Action** column of the Child Group table.

*(Image on next page.)*
CHILDREN TAB

1. From the Outcomes Analysis page, select the Children tab, if necessary.

2. If you are an Agency-level user or a Center-level user with multiple centers, use the down arrow on the Center drop-down menu to select the appropriate center.

3. If you are a Center- Agency- or a Class-level user with multiple classes, use the down arrow on the Class drop-down menu to select the appropriate class. Once the class is selected the Select Children box will appear below the class name.
Class-level users will not need to select a Center or a Class, this will automatically be selected and the Select Children box will be open.

4. Once the Select Children box is open, place a check mark in the box next to the name of child(ren) to include in the report.

5. Proceed to Report Selection section, page 63, for the next steps.

**REPORT SELECTION**

1. Access the Outcomes Analysis page and select the aggregation level using the Level Selection, Child groups, or Children tab. (See Aggregation Level section, page 54, for directions on handling aggregation.)

**SCALES**

2. Select the Scales to include on the report by placing a checkmark in the box next to each scale.

**TIME PERIODS**

3. If no time periods have been saved:
a. Click the Add period link.

![No report periods have been saved yet. Add period](image)

b. Add a time **period start and end dates** by either typing the date or selecting the desired date by clicking the calendar icon. Once the end date has been entered, enter a beginning date.

![Period 1: 8/1/2012 to 11/1/2012](image)  
*It is recommended to start by entering the end date first.*

4. If time periods have been saved:

a. A new time period can be added by clicking the Add period link.

b. Add a time **period start and end dates** by either typing the date or selecting the desired date by clicking the calendar icon. It is recommended to start by entering the end date first. Once the end date has been entered, enter a beginning date.

c. A time period may be deleted by clicking the trashcan icon next to the end date.

![Periods 1-3 with dates](image)

**Observations**

5. If you would like to include only children who have observations saved during all time periods, place a checkmark in the box next to the Get Data button.

![Checkmark for get data](image)  
*Only include children with observations in all periods*

6. Click the Get Data button just under the Saved Reports table.

**Report Status**

7. The **Percent done** column in the Previously Saved Reports table will indicate the progress of generating of this report. It may take a few minutes
to complete. When this number has reached 100, the report is ready to be opened.

<table>
<thead>
<tr>
<th>Time of report</th>
<th>Settings/Information</th>
<th>Percent done</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/6/2018 11:06:42 AM</td>
<td>Class: A’s p.m.</td>
<td>100</td>
<td>🗑️</td>
</tr>
<tr>
<td>6/6/2018 11:06:43 AM</td>
<td>Class: A’s p.m.</td>
<td>100</td>
<td>🗑️</td>
</tr>
<tr>
<td>6/6/2018 11:02:48 AM</td>
<td>Class: A’s p.m.</td>
<td>100</td>
<td>🗑️</td>
</tr>
<tr>
<td>6/6/2018 11:03:43 AM</td>
<td>Class: A’s p.m.</td>
<td>100</td>
<td>🗑️</td>
</tr>
</tbody>
</table>

8. To open the report, Click the top Date and Time link in the first column of this table.

9. Scroll down to view the report in the lower half of the web browser window.

10. The report can be printed using the Print Report button.

---

**PARENT ACTIVITY REPORT**

**PURPOSE**
This report will list Galileo Pre-K Parent Center login dates and times. It is a quick and efficient way to determine if families are using the Pre-K Parent Center. This report can be generated at an agency, center or class level.

Agency- and Center-level users may run this report.

**HOW CAN I USE THIS?**
This report may be used to document family engagement by providing an opportunity to monitor when and how often families are accessing the Galileo Pre-K Parent Center.

**GENERATE REPORT**
1. Click Reports > Parent Activity.

2. Enter the dates in the From and To fields or use the calendar for the dates between which you would like to monitor activity.
3. You may select to view data from different **Centers** within your program by selecting them from the drop-down menu. To report on all centers, select the [All Centers] option.

4. You may select to view data from different **Classes** within your center by selecting them from the drop-down menu. To report on all classes, select the [All Classes] option.

5. Click the **Show Parent Activity** button.

6. To print the report, click the **Print Parent Activity Report** link.

7. To view the dates and times the family logged in click the **View Details** link.

*(Image on next page.)*
8. The details display.

**PROGRESS REPORTS**

**PURPOSE**

The Progress Reports is an indicator of the change that has occurred in children’s development from an initial observation period to a subsequent observation period. There are two aggregation levels:

- **Aggregate Progress Report** shows the percentage of children at the beginning, intermediate and advanced levels of a specific developmental path.

- **Individual Progress Report** shows a child’s growth over time.

In Galileo, Progress Reports are constructed by assessing children’s achievement levels at two points in time.

**TIP** Agency-, Center-, and Class-level users may run these reports.

**HOW CAN I USE THIS?**

You can compare the level of development of the children at the beginning of the year versus the level of the children at the end of the year. This report shows the overall progress of children over time. Progress reports are a great way to prove you are successfully impacting children, without having to pull out sheets and sheets of reports.
1. Click **Reports > Progress Reports**.

<table>
<thead>
<tr>
<th>Progress Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Reports</td>
<td>Shows change that occurred in children's development from an initial observation period to a subsequent observation period</td>
</tr>
<tr>
<td>Individual Progress Report</td>
<td>Shows change that occurred in a child's development from an initial observation period to a subsequent observation period</td>
</tr>
</tbody>
</table>

2. Click the **Center and Class** drop-down menu and select the Center(s) and/or Class(es).

![Center and Class drop-down menu](image)

3. Use the down arrow on the **Scale** drop-down menu to select the scale for which you wish to generate a report.

![Scale drop-down menu](image)

4. Enter the **Period One Start Date** and **Period One End Date** and the **Period Two Start Date** and **Period Two End Date** or use the calendar to select the period for which you wish to generate a report.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td></td>
</tr>
<tr>
<td>9/6/2015</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>Period 2</td>
<td></td>
</tr>
<tr>
<td>1/1/2017</td>
<td>5/3/2018</td>
</tr>
</tbody>
</table>

**Only include children with observations in BOTH periods**

The shorter the interval between start and end dates, the less change you will see between the two graphs. This is because true progress happens over time.
5. Decide whether you would like to **Only include children with observations in both periods**.
   
a. Leaving this checked will report only on children who were enrolled in your program and had data in both periods.

b. Deselecting this box will include all children enrolled in your program with data as of the end date.

c. In the case of the latter, the number of children from one date to the other will be different if your enrollment has changed.

6. *(optional)* Select any **optional Filters and Settings**. Refer to the [Optional Filters and Settings](#) section, page 6, for instructions on using these filters.

7. *(optional)* Select the **Form** and **variable** which includes the information to filter. Refer to the [Form Filters](#) section, page 7, for instructions on using the forms.

![Optional Filters and Settings](image)

8. Click the **Run Report** button.

**INDIVIDUAL PROGRESS REPORT**

1. Click **Reports > Individual Progress Report**.

<table>
<thead>
<tr>
<th>Progress Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Reports</td>
<td>Shows change that occurred in children’s development from an initial observation period to a subsequent observation period.</td>
</tr>
<tr>
<td>Individual Progress Report</td>
<td>Shows change that occurred in a child’s development from an initial observation period to a subsequent observation period.</td>
</tr>
</tbody>
</table>

2. If you are an Agency- or Center-level user, use the down arrows on the **Center** drop-down menu to select the center on which you wish to generate a report.

3. Select the **Class** and **Child** you wish to include in your report by using the drop-down menus.
4. Enter the **Period Start** date and **Period End** date or use the calendar to select the period for which you wish to generate a report.

![Select Settings](image)

5. Click in the checkbox to select the scales for which you wish to generate a report in the **Scales** box.

![Select Scales](image)

6. Determine if you would like to print:
   a. **All Scales on one chart**
   b. **Each scale on a separate chart**.

7. Click the **Run Report** button.

---

**USER ACTIVITY REPORT**

We encourage Agency-level users to run a *User Activity* report before generating Development Reports on children.

**PURPOSE**

This report will list logins and saved assessments for all users in an agency. It is a quick and efficient way to determine if all of your centers and classes have had a chance to login and saved assessments. Once a *User Activity* report is run, you may then see specifically what children do not have data, by following the *Data Checker* instructions outlined in the *Data Checker Tool* section, page 11.
Agency- and Center-level users may run this report.

**HOW CAN I USE THIS?**
This report can be used as a quality check to monitor staff logins and assessments saved.

**GENERATE REPORT**

1. Click Reports> User Activity.

2. Either select:
   a. **Date Range** link – Last 60 days, Last 30 days, or Last Two Weeks.
   b. Enter or use the calendar to select the dates for the **Start Date** and **End Date** fields.

3. To view data from different **Centers** within your program by selecting them from the drop-down menu.

4. *(optional)* Click the **Only show users with login activity** field.

5. Click the **Show System Activity** button.
6. A list of users and the number of logins will appear.

7. You now have the option of:
   a. Clicking the Print Report link.

   ![Print Report]

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>User Level</th>
<th>Username</th>
<th>Number Of Logins</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea</td>
<td>Andrews</td>
<td>Center</td>
<td>Andreaandrews</td>
<td>2</td>
<td>View Details</td>
</tr>
<tr>
<td>Missy</td>
<td>Marks</td>
<td>Class</td>
<td>missymarks</td>
<td>1</td>
<td>View Details</td>
</tr>
<tr>
<td>Kerri</td>
<td>Smith</td>
<td>Agency</td>
<td>merlinbete</td>
<td>25</td>
<td>View Details</td>
</tr>
</tbody>
</table>

   ![Print Report]

   b. Getting more details on the logins for each user by clicking the View Details link.

   ![Print Report]

   ![Print Report]

   c. Click the + next to the date to expand and view the details.

   ![Image of expanded view of logins]

### OTHER REPORTS

Links to quickly access a number of reports are available from various pages within Galileo.
CHILD DEMOGRAPHICS PAGE OPTIONS

In the Child Demographics page you may print different types of child reports, by clicking on the appropriate link.

Reports are based on the user security.

Reports for... - This link will bring the user to the Individual Reports page which list all the reports for the selected child. These reports fall into the following categories:

- **Observation** - includes Development Profile/ Data Source, Knowledge Area Proficiency Profile, Milestones, Progress Report, Development Summary, Learning Plan, Data Source Report, Development Plan, Anecdotal Notes, Assessment History.

- **Enrollment** - includes Application and Enrollment and PIR-Child. (Galileo Plus only)
• **Health and Nutrition** - includes Health/Developmental Services, EHS Health Services, Immunization Services, Emergency Care and Safety Services, Medication Administration Services, Head Start Nutrition Services, EHS (Infant) Nutrition Services, Record of Illness, Height/Weight Chart. (Galileo Plus only)

• **Attendance** - includes Attendance.

• **Special Needs** - includes Disability Services and IEP/IFSP. (Galileo Plus)

• **Information Summaries** - includes individual Information summaries run on and agency-created forms.

**Class Schedule** - Brings the user to the child’s class schedule.

**Form Worksheet** - Allows the user to print a worksheet for any child form.

**Home Visit Information** - You may print home visit information by clicking on this link. The information on this report is generated from the information stored in the General Family Member Info form.

**Data Checker** - Tools to check for entered and missing data on forms and developmental scales.

**Individual Child Information Summary** - Reports on available child forms at Class-level.

**Roster** – This report will list the name, Social Security Number, birth date, and the enrollment date/status of the children enrolled in the agency, center or class.

  • **Agency Roster** - This is available only to Agency-level users. All children currently enrolled in a class in the agency.

  • **Center Roster** - This is available only to Center-level users. All children currently enrolled in a particular center.

  • **Class Roster** - All children currently enrolled in a particular class.

**Attendance** - Brings the user to the Attendance page.

**Meal Count** - Brings the user to the Meal Count page.

**Enrollment** - Brings the user to the Enrollment page.

**Family Demographics** - Takes the user to the Family Demographics page.

**Student User Accounts** – Takes the user to the Student User Accounts page.
**ENROLLMENT PAGE OPTIONS**

In the **Enrollment** page you may print different types of Enrollment Reports, by clicking on the appropriate link.

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**OR**

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**TIP**

*Reports are based on the user security.*

**Roster** - This report will list the name, Social Security Number, birth date, and the enrollment date/status of the children enrolled in the agency, center or class.
- **Agency Roster** - All children currently enrolled in a class in the agency. Additionally will tell you:
  - *Available Children in the Agency*: All children in the agency not enrolled in a class. Both dropped children, and children waiting for enrollment.
  - *Children dropped from centers*: Children in the agencies that have been dropped from both classes *and* centers.

- **Center Roster** - All children currently in a particular center. These Children include children dropped from classes, children enrolled in classes, and children in the center waiting for enrollment in a class. Additionally will tell you:
  - *Available Children in the Center*: Children currently enrolled in a center but dropped from classes or waiting for enrollment in classes.

- **Class Roster** - All children currently enrolled in a particular class.

**Ranking report** - This report will generate a priority list for enrollment in your agency or in your center, based on the values you set up in a Ranking Form. The children’s names and ranking score will appear. You run this report by clicking on the Child ranking report. Next select the **Child Form**, the **Child Filter**, and Click the **Run Report** button. Please Note: if you find that children are appearing on a ranking form, that shouldn’t be, you may remove or clear this information from a ranking form.

**Child Enrollment Info** - Displays the enrollment information for all children in selected class.

**FAMILY DEMOGRAPHICS PAGE OPTIONS**
In the **Family Demographics** page you may print different types of family reports, by clicking on the appropriate link.
Reports are based on the user security.

Home Visit Information - You may print home visit information by clicking on this link. The information on this report is generated from the information stored in the General Family Member Info form.

Form Worksheet - Allows the user to print a worksheet for any family form.

Data Checker - Tools to check for entered and missing data on forms and developmental scales.

Child Demographics - Takes the user to the Child Demographics page.

ADDITIONAL REPORTS
In addition to the reports described in this manual, there are other reports that can be generated to help the Galileo user interpret the assessments results and child data.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acuscreen Report</td>
<td>Shows the Acuscreen information and readiness level for each child for each goal in the Acuscreen scale</td>
</tr>
<tr>
<td>Agency Child Attendance</td>
<td>Shows the daily child attendance for all children in the agency</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Agency Child Ranking Report</td>
<td>Generates priority lists based on the data entered into child ranking forms</td>
</tr>
<tr>
<td>Anecdotal Notes</td>
<td>Shows the anecdotal notes for every child for each selected scale</td>
</tr>
<tr>
<td>Center Child Attendance</td>
<td>Shows the daily child attendance for all children in the center</td>
</tr>
<tr>
<td>Center Child Ranking Report</td>
<td>Generates priority lists based on the data entered into child ranking forms</td>
</tr>
<tr>
<td>Class Child Attendance</td>
<td>Shows the daily child attendance for all children in the class</td>
</tr>
<tr>
<td>Individual Agency Information Summary</td>
<td>Displays saved date on a form for an agency.</td>
</tr>
<tr>
<td>Individual Center Information Summary</td>
<td>Displays saved date on a form for a center.</td>
</tr>
<tr>
<td>Individual Child Attendance</td>
<td>Shows the daily child attendance for each child in the class</td>
</tr>
<tr>
<td>Individual Class Information Summary</td>
<td>Displays saved date on a form for a class.</td>
</tr>
<tr>
<td>Individual Family Information Summary</td>
<td>Reports on available family forms for each child’s family</td>
</tr>
<tr>
<td>Individual Family Member Information Summary</td>
<td>Reports on available family member forms for each child’s family member</td>
</tr>
<tr>
<td>Individual Staff Information Summary</td>
<td>Displays saved date on a form for a staff member.</td>
</tr>
<tr>
<td>Meal Counts</td>
<td>Shows total meals by type and overall total for an agency, a center or a class</td>
</tr>
<tr>
<td>Merlin Developmental Screen Status Report(^2)</td>
<td>Center, child demographics, developmental screen scheduled and actual completion date</td>
</tr>
</tbody>
</table>

Please refer to the online help files or contact your ATI Field Services Coordinator at 800.367.4762 if you need assistance in generating these reports. **Galileo Plus** users should refer to the **Merlin: Advanced Reporting and Form Builder** manual for additional reports.

### GALILEO PRE-K PARENT CENTER

Preschoolers are active and continuously engaged learners finding any environment an appropriate place to explore, discover, and grow. This love of learning bubbles over into all areas of a child’s life. A strong partnership between parents and educators may significantly enhance children’s learning and development environments allowing children increased opportunities to thrive at home and in the

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\(^2\) This is a Merlin Custom Report; report resides in the Merlin Report Library.
classroom. The Galileo Pre-K Parent Center offers a dynamic tool that supports a family’s engagement in their child’s educational experience.

The Pre-K Parent Center offers educators a platform to communicate with families and from which family involvement and engagement in a child’s education can be supported and monitored. Family involvement in a child’s education is an important reporting component for Head Start and Early Head Start programs.

The Pre-K Parent Center is a secured area within Galileo Pre-K Online where parents can access up-to-date information about a child’s learning and classroom experiences. The Pre-K Parent Center offers a unique way for teachers to communicate with parents regarding their child’s development, and share upcoming activities and lesson plans designed to promote their child’s learning. The Times for Learning activity library (in English and Spanish) available through the center offers numerous learning activities a parent can use with his or her child at home.

For more information on the Pre-K Parent Center, contact an ATI Field Services Coordinator at 1.877.358.7611 or at GalileoInfo@ati-online.com.

LIBRARY BUILDER

WHAT IS A GALILEO LIBRARY?
In Galileo Online, a library is best thought of as an electronic filing cabinet. It is an electronic filing cabinet filled with all of a teacher’s or all of a program’s child groups, interest area ideas, activities, and lesson plans. This technology will allow you to replace the big, metal filing cabinets at the back of your room. Once these items are created and stored in the libraries, they may be accessed, edited or printed anytime, at the click of a mouse.

When a Galileo user initially sets up the system for program use and creates user accounts, the Galileo system will automatically create libraries for teachers to use when they are lesson planning. The Galileo system sets up three libraries for every Class-level user: an activity library, a lesson plan library, and a scale library. These libraries will be labeled according to how the user account was named when the user was originally set up. For example, the user’s first name was Meesha and the user’s last name was Mahoney then the default libraries would be called:

- Meesha Mahoney – Activities
In addition, the system comes with a Galileo Library of Interest Areas that everyone may use. Most agencies find that using the default libraries fits most of their curriculum and reporting needs. However, it is possible for users to create additional libraries.

Class-level users have these default libraries, but also have the ability to create for themselves additional Class-level libraries. If a Class-level user has access to more than one class, they may choose to give his or her other classes access to the library he or she is creating. As with the default libraries, no other Class-level users can copy, view, or edit the content housed in the library unless special viewing status has been granted, at the teacher's request, by an Agency- or Center-level user. However, it should be noted that these libraries, like the default libraries, can be seen or accessed by Agency- or Center-level users.

If you decide you would like to create libraries, ATI’s Field Services Coordinators will be more than happy to assist you. Feel free to contact ATI at 800.367.4762.

**CREATE A LIBRARY**

1. Click **Setup>Libraries>Library Builder.**

2. Use the drop-down menu to select the **Library Type.**

3. Click the **New Library** link.

4. You will be brought to a 3-tabbed set-up process. The **books** icon in the upper right-hand corner will bring you back to the Library Builder home page.

**NAME AND YEAR TAB**

5. Type the **library name** in the textbox.

*(Image on next page.)*
6. Determine if you would like this library available for All Years or just the Current Year Only.

7. Click the Save and Next button. You will automatically be brought to the Library Assignment tab. (Class-level can only create a Class-level library, and thus automatically brought to the Summary tab.)

**LIBRARY ASSIGNMENT TAB**

**STEPS 1 AND 2**

8. Select the level at which you wish to assign the library using the Choose an Access Level drop-down menu. The access levels that you may create depend on your user level:

- **Agency-level users may create**: Agency-, Center-, Class-, or User-level libraries.
- **Center-level users may create**: Center-, Class-, or User-level libraries.
- **Class-level users may create**: Class Libraries.

9. If you select:
   
   a. **Agency**: Your agency will appear in the box. To assign this library to the entire agency, click in the checkbox next to your agency’s name.
b. **Center:** All the centers you have access to will be brought up. Click in the checkbox next to the centers to which you would like to assign this library.

c. **Class:** All the classes you have access to in a selected agency will be brought up, with their classes beneath them. Click in the checkbox next to the classes to which you would like to assign this library.

d. **User:** All the centers you have access to in the agency will be brought up, with the users therein beneath. Click in the checkbox next to the center and that center’s specific users to whom you would like to assign this library.

**Step 3**

10. Determine whether you wish these users to have **Read-Only** access or **Write** access to this library. Users with **Read-Only** access will only be able to view the contents of the library and will need to copy the contents to their own libraries to edit them. Users with **Write** access can edit the contents of the library, and all other users with permissions to that library will see and be affected by the changes.

![Step 3: Set Permission Level](image)

**Step 4**

11. If creating an Agency- or Center-level access library, determine which users you would like to have access to this library. Click in the desired radio button. You may choose:

- **Agency-level Only/Center-level Only** to assign this library to those users who have the same user level as the library assignment you selected

- **All Users** to assign this library to all users at and below the selected level.

![Step 4: Users](image)

12. Click the **Save and Next** button. You will automatically be brought to the **Summary** tab.

**Summary Tab**

13. The **Summary** Tab will tell you to what program year, agencies, centers, classes, and users this library has been made available. The creator of the
library will always have write-access to the library, and will automatically be listed under “Users.”

14. When you have finished creating the library, you may click the Library Builder home icon to return to the Library Builder home page.

You may repeat the previous steps for new libraries, or to create different access permissions to the same library for different centers and classes. For example, you may want to give Class-level users Read-Only access to a library, but give other Agency-level users Write access to the same library.

VIEW A LIBRARY
1. Click Setup>Libraries>Library Builder.

2. Use the drop-down menu to select the Library Type.

3. To view a library’s summary page, click the binoculars icon on the index list next to the desired library.
4. When you have finished viewing the library, you may click the Library Builder home icon to return to the Library Builder home page.

EDIT A LIBRARY

1. Click Setup>Libraries/Library Builder.

2. Use the drop-down menu to select the Library Type.

3. To view a library’s summary page, click the pencil icon on the index list next to the desired library.

4. Make the necessary changes. Don’t forget to save your changes.

5. When you have finished viewing the library, you may click the Library Builder home icon to return to the Library Builder home page.

DELETE A LIBRARY

Only empty libraries may be deleted.

1. Click Setup>Libraries/Library Builder.

2. Use the drop-down menu to select the Library Type.

3. To view a library’s summary page, click the trashbin icon on the index list next to the desired library.