ASSESSMENT TECHNOLOGY INCORPORATED

A Guide for Galileo® Pre-K Online Aggregate Progress Report

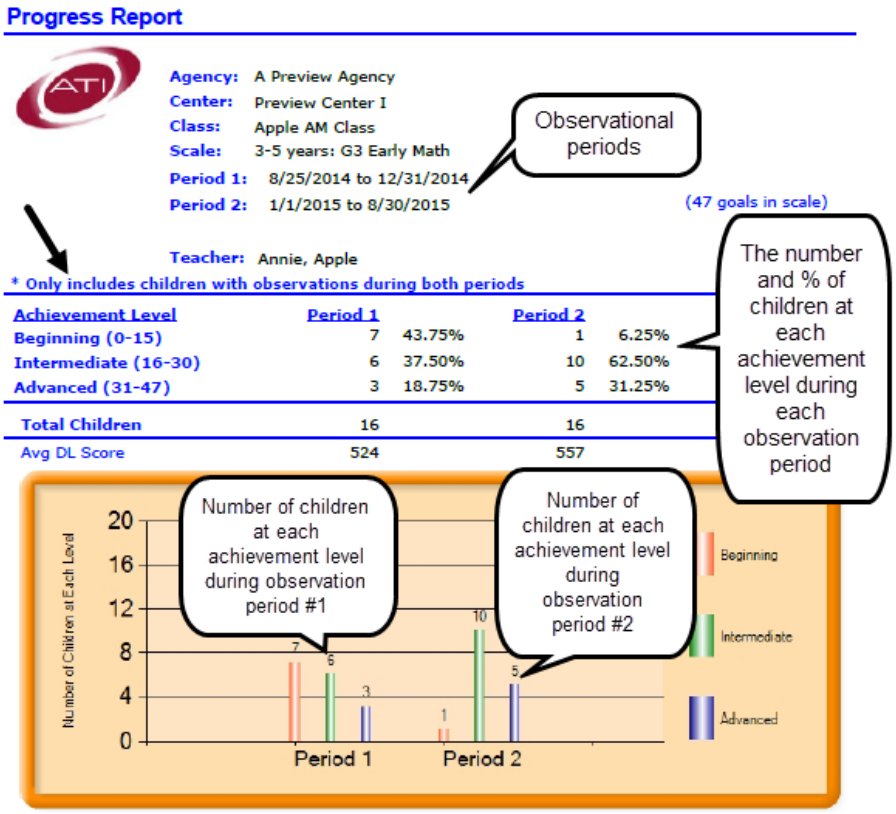
PURPOSE

The ***Progress Report*** is an indicator of the change that has occurred in children's development from an initial observation period to a subsequent observation period. The *aggregate progress* report shows the percentage of children at the beginning, intermediate and advanced levels of a specific developmental path. The *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.

USE THE PROGRESS REPORT

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.

REPORT INTERPRETATION



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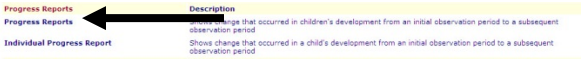
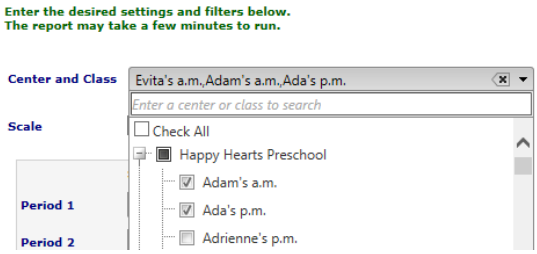
GENERATE REPORT

1. Click the **Reports** tab.

2. Click the Progress Reports link on the list of **Progress Reports**.



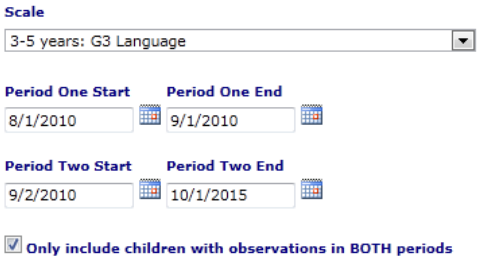
3. Select the **Center(s) and/or Class(es)**.



4. Select the **Scale**.

5. Enter the **Period One Start** and **Period One End** and the **Period Two Start** and **Period Two End** dates.

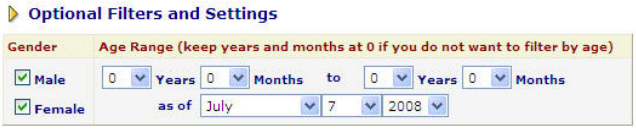
   Please Note: The shorter the interval between start and end dates, the less change you will see between the two graphs. This is because true progress happens over time.



6. Decide whether you would like to "**Only include children with observations in both periods**." Leaving this checked will report only on children who were enrolled in your program and had data in both periods. Deselecting this box will include all children enrolled in your program with data as of the end date. In the case of the latter, the number of children from one date to the other will be different if your enrollment has changed.

FILTERS (OPTIONAL)

7. Select which variables you would like to **filter**. You may filter your information by gender by un-checking the gender you would like to have excluded from the report. To filter your information by age, click on the down arrows near **Age Range**. Make sure you enter all of the requested information or the report will not generate the data properly. *Please note: When the age range is set to zero, students of all ages who took the selected test are included in your report.*



8. Select the **Child form** and **variables** to filter.

9. Click the *Run Report* button.

INDIVIDUAL PROGRESS REPORT

To generate an Individual Progress Report, see *A Guide for Galileo Pre-K Online Individual Progress Report* document.

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