Galileo® Pre-K Online: Curriculum Getting Started Checklist

This checklist is designed to be used by agency administrators in planning for implementation of Galileo Curriculum. Electronic version of this form is found at: http://www.ati-online.com/pdfs/profdevelopment/pre-K/forms/Getting_Started_Curriculum_Checklist.pdf.

My program's ATI Field Services Coordinator is _____. They can be reached at 800.367.4762 or _____@ati-online.com.

	ITEM	MY NOTES
1. Verify technology readiness to use Galileo Pre-K Online Curriculum		
a.	Determine if your computers or Galileo-supported mobile devices meet the minimum requirements for Galileo use. *Refer to the System Requirements page, http://www.ati-online.com/galileoPreschool/PreTrainingSystem.html.*	*ATI recommends IT personnel*
b.	If using Storyteller curriculum, determine if your computers or Galileo-supported mobile devices have Adobe Flash Player plugin and audio component (e.g., speaker or individual headset). *Refer to the System Requirements page, http://www.ati-online.com/galileoPreschool/PreTrainingSystem.html.*	*ATI recommends IT personnel*
c.	Determine if there are sufficient computers or Galileo-supported mobile devices to meet the needs of the children and teachers. *Tip: Refer to section 6. Classroom and Playground Environment for additional considerations.*	*ATI recommends program/center administrator*
d.	Verify your staff's technology experience with, and access to, computers or Galileo-supported mobile devices. *Tip: Do your educators have access to a computer or a Galileo-supported mobile device?* *Tip: What experience do your educators have with technology?*	*ATI recommends Galileo administrator conduct skill assessment*
2. Review Assessment Scales		
a.	Review the current assessment scales in use. Identify if additional assessment scales are necessary. *Tip: Assessments are linked to curriculum.* *Age brackets: 00-08, 08-18, 18-24 months and 2-3 years* ☐ Approaches to Learning ☐ Cognitive Development & General Knowledge ☐ Language, Communication, Reading & Writing ☐ Physical Development & Health ☐ Social & Emotional Development *Additional scales on next page*	*ATI recommends Galileo administrator*

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	Age bracket: 3-5 years ☐ Approaches to Learning ☐ Logic and Reasoning ☐ Creative Arts ☐ Nature and Science ☐ Early Math ☐ Physical Development and Health ☐ English Language Acquisition ☐ Social and Emotional Development ☐ Language ☐ Social Studies ☐ Literacy ☐ Technology	
b.	Review the frequency of documenting observations in Galileo Pre-K Online. ☐ Baseline ☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Other: _____ *Tip: Assessments are linked to curriculum. The observational data influences the instructional planning.* *Refer to Section 5 of the Galileo Pre-K Online Curriculum Guidebook. Guidebook located in online help files and at* http://www.ati-online.com/pdfs/profdevelopment/Pre-K/manuals/Galileo_PreK_Online_Curriculum_Guidebook.pdf.	*ATI recommends Galileo administrator*
3. Develop your curriculum implementation plan		
a.	Determine your plans for Galileo Curriculum use. *Tip: Using Galileo Curriculum aids in instructional decision-making.*	*ATI recommends Galileo administrator*
b.	Determine how Galileo Curriculum integrates with your program school readiness goals and state/local standards. Identify a plan for adaptation, if necessary. ☐ Common Core Standards for Kindergarten ☐ State Standards ☐ Local Standards ☐ Other: _____ *Refer to the Galileo G3 Assessment Scales State Alignments located* http://ati-online.com/galileoPreschool/PreG3AssessmentScaleAlignment.html.	*ATI recommends Galileo administrator*

c.	Determine the curriculum model.
	☐ Galileo Curriculum exclusively
	  ☐ 18-36 months activities
	  ☐ 3-5 years months lesson plans and activities
	☐ Galileo Curriculum as a supplement
	  ☐ 3rd party curriculum
	  ☐ Program-created curriculum
	☐ Utilize the Galileo G3 *Times for Learning* at-home activities
	
	Tip: Galileo Curriculum may be utilized "as is" or with adaptations.
	Tip: Times for Learning is a great parent resource. Activities are available in English and Spanish.
		ATI recommends Galileo administrator

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d.	Review and, when necessary, update curriculum scope and sequence to reflect program and state mandates. ☐ Use ATI's scope and sequence 　　☐ 00-08 months　　　☐ 08-18 months 　　☐ 18-24 months　　　☐ 2-3 years 　　☐ 3-5 years ☐ Use program-created scope and sequence ☐ Use adapted scope and sequence *Refer to the Galileo G3 Scope and Sequence located in the online help files.*	*ATI recommends Galileo administrator*
e.	Determine if you will individualize lessons for specific children. *Tip: Generating the Individual Profile Reports after updating the weekly assessment data assist in identifying capabilities targeted to the children's readiness to learn.*	*ATI recommends Galileo administrator*
f.	Determine how professional development sessions coincide with the curriculum rollout. *Tip: Determine **who** needs Galileo Curriculum training, **when** training will occur, and **where** training is conducted.* *Tip: Consider separate training for different types of Galileo users.* *Tip: ATI provides users an opportunity to share their experiences through the Forum and obtain professional development assistance from experts at ATI.* *Tip: ATI offers online/electronic materials, web-based training, and on-site sessions.* *Refer to the Galileo Pre-K Online Professional Development page,* http://www.ati-online.com/galileoPreschool/ PreProfessionalDevelopment.html.	*ATI recommends Galileo administrator*
4. Verify Account Access		
a.	Verify that a license was purchased for each class that will use the Galileo Curriculum. *Tip: ATI Field Services Coordinator can verify.*	*ATI recommends Galileo administrator*
b.	Verify that all educators using the Galileo Curriculum have a user account created to access to Galileo Pre-K Online. *Refer to the Fundamentals of Galileo Online: A Guide for Lead Staff manual,* http://ati-online.com/pdfs/ profdevelopment/Pre-K/manuals/Lead_Staff_manual.pdf.	*ATI recommends Galileo administrator*
5. Prepare Galileo Curriculum		
a.	Review pre-defined interest area libraries and options where learning will occur. *Tip: Galileo Curriculum contains a default interest area library.* *Tip: Be sure to include a computer station if using Storyteller instructional and assessment activities.*	*ATI recommends program/center administrator*

	ITEM	MY NOTES
b.	Identify which interest areas need to be created by Galileo administrator or by your teachers. *Tip: This step is necessary if modifying Galileo default interest areas and/or creating own interest areas.* *Tip: Be sure to include a computer station if using Storyteller instructional and assessment activities.*	*ATI recommends program/center administrator*
c.	Determine what custom activity libraries, if any, need to be created and at what levels will should be assigned. *Tip: Necessary if modifying Galileo Activities and/or creating custom activities.* *Tip: Galileo automatically creates an activity library for each Class-level user.*	*ATI recommends program/center administrator*
d.	Determine what custom lesson plan libraries, if any, need to be created and at what levels they should be assigned. *Tip: Necessary if modifying Galileo Model Lesson Plans and/or creating own lesson plans.* *Tip: Galileo automatically creates a lesson plan library for each Class-level user.*	*ATI recommends program/center administrator*
6. Classroom and Playground Environment		
a.	Inventory classroom materials to identify supplemental materials which may be needed, and/or appropriate material substitutions to complete the Galileo G3 and Storyteller G3 activities. *Refer to the Galileo Pre-K Online Curriculum Guidebook, Materials section. Guidebook located in online help files and at* http://www.ati-online.com/pdfs/profdevelopment/Pre-K/manuals/Galileo_PreK_Online_Curriculum_Guidebook.pdf.	*ATI recommends teachers*
b.	Plan and prepare interest centers aligned to the curriculum scope and sequence plan. *Refer to the Galileo Pre-K Online Curriculum Guidebook, Classroom Organization and Interest Centers section. Guidebook located in online help files and at* http://www.ati-online.com/pdfs/profdevelopment/Pre-K/manuals/Galileo_PreK_Online_Curriculum_Guidebook.pdf.	*ATI recommends teachers*
7. Determine how Galileo Pre-K data will be used during the program year		
a.	Determine the frequency of utilizing lesson plans based on children's planning levels. ☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Other: _____ *Tip: Assessments are linked to curriculum. The more frequent observations are documented in Galileo, the more accurate curriculum planning is.* *Refer to the Galileo Pre-K Online Curriculum Guidebook, Appendix: Galileo Calendar Example. Guidebook located in online help files and at* http://www.ati-online.com/pdfs/profdevelopment/Pre-K/manuals/Galileo_PreK_Online_Curriculum_Guidebook.pdf.	*ATI recommends program/center administrator*

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b.	Determine what reports to generate, who should generate them, and how often they should be printed and for what purposes. ☐ Assessment History ☐ Outcomes Analysis ☐ Development Profiles & Milestones ☐ Progress Reports ☐ Knowledge Area Proficient Profile ☐ Other: _____ ☐ Observation Records *Tip: Assessments are linked to curriculum. The reports are an impetus for curriculum planning.* Refer to the online help files for information on a specific report. Also refer to the Fundamentals of Galileo: Reports manual, which can be found at http://www.ati-online.com/ pdfs/profdevelopment/Pre-K/manuals/reports_manual.pdf.	*ATI recommends program/center administrator*
8. Provide a support system for your staff as they learn about and continue to use Galileo Pre-K Online		
a.	Distribute to staff your written plan for Galileo Curriculum. *Tip: Having a written plan helps educators understand their role and responsibilities.* *Tip: Clearly express your expectations not only to the teachers but to lead staff who will monitor Galileo Pre-K Online curriculum usage.*	*ATI recommends Galileo administrator*
b.	Determine what ongoing and additional professional development will be provided to staff members. ☐ On-site professional development conducted by ATI personnel ☐ Professional development conducted by program personnel ☐ Online Curriculum tutorial offered by ATI ☐ Webinars hosted by ATI ☐ Learning on Demand ATI webinars ☐ Other: _____	*ATI recommends program/center administrator*
c.	Provide a support system for your staff to learn about and continue to use the Galileo Curriculum. *Tip: Ensure someone is readily accessible to answer staff questions as they arise.* *Tip: Contact your ATI Field Services Coordinator.* *Tip: Professional development credits, contests, certificates, public recognition are all ways to motivate staff.*	*ATI recommends program/center administrator*
d.	Determine the tools to monitor progress through the use of: ☐ Assessment tool reports ☐ Anecdotal Notes reports ☐ Lesson planning use ☐ Activities scheduling and use ☐ User Activity report ☐ Assessment and Curriculum Fidelity Checklist ☐ Other: _____	*ATI recommends program/center administrator*

In addition this checklist, it is important to monitor to ensure that the Galileo Pre-K Online curriculum is implemented as intended. ATI recommends using the *Galileo Pre-K Online: Assessment and Curriculum Fidelity Checklist* (found in the online help files) to help with this task.