



ASSESSMENT TECHNOLOGY, INCORPORATED

A Guide for Galileo® Pre-K Online: Child Notes

PURPOSE

The profession of teaching demands that teachers document numerous things. Child behavior, parent contact, and accidents are just a few of the things on which teachers take notes and document. You can store these notes in Galileo. Galileo will catalog notes and give you the opportunity to print them. Additionally you may “publish” any child notes you create, which will post these notes to the *Pre-K Parent Center*.

Please note, these notes are different notes available on the observation pages. Child notes, unlike the *Anecdotal Notes* on the observation pages, are used to document events not related to learning.

ACCESS THE CHILD NOTE PAGE

1. Click the **Assessment** tab.
2. Click on the Notes link under **Enter Observations** in the grey menu bar at the top of your screen.
3. If you are an Agency- or Center-level user, select the **Center**.
4. Select the **Class**.
5. Select the **Child** or [All Children] on whom you wish to create, edit, delete, or view a note.

ADD A NEW CHILD NOTE

1. Access the **Child Notes** page. Refer to [Access the Child Note](#)

Page section for instructions.

2. Click on the Add a new note link.
3. Confirm that this is the **child or children** for whom you would like to create a note.
4. Type the name of this category of notes in the textbox next to the **Subject** label.

Enter a subject and a note.

5. Determine if you would like to **publish** the note or not. Publishing the note will make it immediately available to child(ren) and parents in the *Pre-K Parent Center*. Please note, only Class-level users may publish a class note.
6. (optional) Click the *browse* button in the **Optional File** field if you would like to attach an image (e.g., a photo, video, scanned work sample, or document).
7. (optional) Click the **insert today's date** icon.
8. Type your **note**. If desired, use the formatting tools.

9. Click the **Save** button.

EDIT A CHILD NOTE

1. Access the **Child Notes** page. Refer to [Access the Child Note Page](#) section for instructions.
2. Click on the **pencil icon** or the **note's subject link**.



3. Make the necessary changes, including which who will see a note by checking and unchecking children.
4. Click the **Save** button.

DELETE A CHILD NOTE

1. Access the **Child Notes** page. Refer to [Access the Child Note Page](#) section for instructions.
2. Click on the **trashcan** by the note you wish to delete.



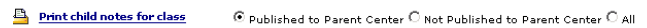
3. You will receive a confirmation pop-up. If you made a mistake or changed your mind, click **Cancel**. Otherwise, click **OK**.

PRINT CHILD NOTES

1. Access the **Child Notes** page. Refer to [Access the Child Note Page](#) section for instructions.

PRINT BASED ON PUBLISHING STATUS

2. Determine if you would like to print **Published to Parent Center** notes, **Not Published to Parent Center** notes, or **All**, by clicking on the appropriate radio button.



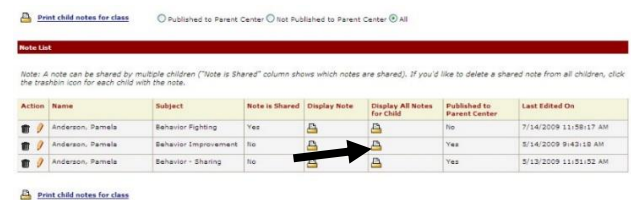
3. Click on the **Print child notes for class** link.

PRINT BASED ON CHILD

4. Determine if you would like to click the **printer icon** for:
 - a. **Display Note** option to print only the single subject.



- b. **Display All Notes for Child** option to print notes on all subjects.



PRE-K PARENT CENTER

Parents can access the *Pre-K Parent Center* and view the published notes.

