# Fundamentals of Galileo®: Pre-K Parent Center

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WHAT IS THE GALILEO PRE-K PARENT CENTER?

Educators and families understand the importance of forming a partnership of learning for children. Children are active learners, who see their environment as a place to explore, discover and grow. Learning also can occur at home and is not limited to the classroom. The Galileo Pre-K Parent Center offers an opportunity to connect parents and teachers using technology.

The Pre-K Parent Center is a secure area of Galileo. Parents are provided access to current information about their child’s growth and development. Including lesson plans, activities to do at home, and classroom learning events. Additionally, parents can view and print two reports specific to development. These reports provide actionable data to help parents provided additional support at home. This support is by planning At-Home or Computer-Based Activities for their child. Activities are offered in Spanish and English as part of the Pre-K Parent Center.

The Pre-K Parent Center is simple to navigate (Refer to Parent Center Navigation Handout in English or Spanish located in the Pre-K Galileo Help Files). Assign your parents login information or have Galileo do this as part of the beginning of the year data import.

PARENT INVOLVEMENT

Success is better achieved by engaging parents in the growth and development of their child. The parent and teacher act as a team to provide children with learning experiences. The Pre-K Parent Center acts as a platform for sharing information. Through consistent sharing, parents are encouraged and understand their participation is essential. Children can grow and develop with support coupled by both the parent and teacher working together to meet their individual needs. Building a partnership with parents can:

- **Help** create effective home learning environments.
- **Enhance** the quality of services provided to their child.
- **Seek** information about their child’s interests, concerns, and goals.
- **Communicate** common goals to facilitate their child’s success.
- **Support** parents as decision makers.
COMMON PARENT QUESTIONS ABOUT GALILEO
Parents may have questions about the program as you begin to share Galileo Online reports and observation records. To assist in answering these questions some frequently questions and answers about Galileo are provided.

WHAT IS GALILEO ONLINE?
Galileo Online is an educational planning tool that helps us to observe your child’s development and to use this information to individualize the learning environment. We know that by using Galileo Online we can increase our effectiveness in helping your child progress along his/her own path of development and prepare her/him for school.

WHY ARE YOU USING GALILEO?
We are using Galileo Online because many years of scientific research have now shown that the developmental assessment and planning tools in Galileo can help to significantly enhance children’s social, cognitive, and physical development. Also, we want our staff to have the very best educational tools in their hands so that they can provide the very best learning environment for your child.

IS MY CHILD BEING TESTED WITH GALILEO?
No, we are using Galileo Online to gather information about your child’s in a natural way through work samples and direct observation as your child explores, plays, and learns.

HOW IS S/HE DOING COMPARED TO THE OTHER CHILDREN?
Your child is doing just fine. Our goal at this time is not to compare children, but rather to ensure that each child is provided with learning opportunities that are responsive to her/his level of development, interests, and pace of learning. As you can see from the Individual Development Profile, your child is developing many new capabilities and is ready to learn several more. S/he is doing just great!

COMMUNICATION TOOLS
REPORTS
Everything is new to young children and their natural curiosity can turn everyday activities into learning experiences. In fact, the home is a virtual school away from school. At-home parents have opportunities to teach their children and even learn something new as a result of this learning.

Galileo Pre-K Online has resources that help parents make decisions about child learning at home. Teachers often provide parents with:

1. An Individual Development Profile for their child that shows all the skills or capabilities that children have already learned and are “ready now” to learn. Parents can be on the lookout for these capabilities.

2. An Observation Record, which is a report that lists all the capabilities for a scale and has blank spaces next to each scale. When parents observe a child demonstrating capabilities, they simply record the relevant information.
Teachers may then collect these records from parents and document the outcomes in Galileo, using the data source Family Input.

Further information on these reports can be found in the Check a Child’s Progress via Reports section, page 20.

**ACTIVITIES**

Galileo provides two types of activities in the Pre-K Parent Center: (1) At-Home and (2) Computer-Based.

Teachers may print home activities they have created and entered, or they may print out Galileo's home activities. Once these are printed, the activities may be given to parents so they may provide learning opportunities at home to children. If teachers would prefer not to print out the activities, they may set parents up as users to the Pre-K Parent Center. From the Pre-K Parent Center parents may access home activities. These activities are available in English in the library titles *Times for Learning* and in Spanish in the library titled *Momentos para aprender*.

A child's world at home is full of learning opportunities. Not just books, paper and pencils but sorting the laundry, grocery shopping, walking around the neighborhood, and preparing dinner can be valuable learning opportunities.

Further information on activities can be found in the Activities section, page 27.

**NOTES**

Galileo provides teachers with two different types of notes that may be used to communicate information to parents:

1. **Class Notes.** These notes will allow users to post announcements in the Pre-K Parent Center for each class. It is a wonderful way to let parents know about an upcoming assessment, a field trip, or any other newsworthy event. Please Note: Agency-, Center- and Class-level users may all create class notes, however only a Class-level user may publish notes to the Pre-K Parent Center. Please refer to the Class Notes section, page 7, for further information.

2. **Child Notes.** 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 as a Child Note. Please refer to the Child Notes section, page 12, for further information.
FAMILY LOGIN / PASSWORD

Teachers may set up login information for families. Pre-K Parent Center for family use is assign the family a password. Before you set up user name and password keep the following factors in mind:

- Passwords should be a combination of numbers and letters. If you use numbers Galileo recommends using numbers other than birthdates and/or Social Security Numbers.
- Once parent login information is provided, keep a printed record of them. It is not uncommon to forget a password.
- Assign one parent password per child. If you foresee more than one family member wanting a password for the Pre-K Parent Center, you will want to make sure that the password is fitting for all family members and that the information is shared with the appropriate family members.

SET PASSWORD
1. After signing in, click on the Setup tab in the red menu bar at the top of the page.
2. Click the Family link under User Accounts in the grey menu bar at the top of your screen.
3. Select the Center from the drop-down menu options.
4. Select the Class the child is enrolled in from the drop-down menu options.
5. Select the Child to assign the password from the drop-down menu list.
6. Type in the family’s **User Name**.
7. Type in the family’s **Password**.
8. Confirm the family’s **Password**.
9. Click on the **Save Parent User** button.

**CHECK TO SEE IF A PASSWORD HAS BEEN ASSIGNED**

1. When you first log in, click on the **Setup** tab in the red menu bar at the top of the page.
2. Click on the **Family** link **User Accounts** in the grey menu bar at the top of your screen.

3. Use the down arrow on the **Center** drop-down menu to select the center.
4. Use the down arrow on the **Class** drop-down menu to select the class in which the child is enrolled.

5. Click on the **Class Parent Unit List** link.

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6. A list of children and their usernames and passwords will appear, provided an account was created.

The list can be printed by right-clicking on the page and choosing Print from the menu.

<table>
<thead>
<tr>
<th>Name</th>
<th>Username</th>
<th>Password</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Steven</td>
<td>HHAdams</td>
<td>preschool</td>
<td>Sep 29, 2015 10:59 AM</td>
</tr>
<tr>
<td>Fairchild, Mason</td>
<td>HHFairchild</td>
<td>preschool</td>
<td>Sep 29, 2015 11:00 AM</td>
</tr>
<tr>
<td>Johnson, Josephine</td>
<td>HPJohnson</td>
<td>preschool</td>
<td>Nov 05, 2018 02:30 PM</td>
</tr>
</tbody>
</table>

7. The list can be printed by right-clicking on the page and choosing the Print option from the menu.

ASSIGN PASSWORDS

8. Click on the Family User Accounts link to go back to the previous screen.

9. Verify the **Center** and **Class** in the drop-down menu.

10. Use the down arrow on the **Child** drop-down menu to select the child.

11. Fill in the requested **information**.

(Image on next page)
12. Click on the *Save Parent User* button.

### CLASS NOTES

Class Notes allows users to post announcements in the Pre-K Parent Center for each class. Agency-, Center- and Class-level users may all create class notes, however only a class level user may publish notes to the Pre-K Parent Center.

If you would like to use the Class Notes feature you will first want to build a library where you can store your notes. You will want to build a Class Notes Library for each class. For more information on building a library please refer to *Fundamentals of Galileo Online A Guide for Lead Staff*.

**CREATE A CLASS NOTE**

*If using Galileo...*

1. When you first log in, click on the **Child/Family** tab in the red menu bar at the top of the page.

2. Click on the **Parent Center Posts** link in the grey menu bar at the top of your screen.

*If using Galileo Plus...*

1. When you first log in, click on the **Merlin** tab in the red menu bar at the top of the page.
2. Click the Parent Center Posts link under Family in the grey menu bar at the top of your screen.

Then...

3. Select the Library for to add a note.

4. Click on the Add a new class note link to create a class note.

5. Type in the subject of your note.

6. Decide if the note needs to be published. Publishing the note will make it immediately available to parents. Please note, only Class-level users may publish a class note.

7. Decide if the note needs an image. If so, then use the Browse button to add an Optional image.

8. Type in the note.

9. Click the Save button.
EDIT A CLASS NOTE
If using Galileo....

1. Upon log in, click on the Child/Family tab in the red menu bar at the top of the page.

2. Click on the Parent Center Posts link in the grey menu bar at the top of your screen.

If using Galileo Plus...

1. When you first log in, click on the Merlin tab in the red menu bar at the top of the page.

2. Click the Parent Center Posts link under Family in the grey menu bar at the top of your screen.

Then...

3. Select the Library for which you wish to edit a note.

4. Click on the pencil icon or the subject link for the note you wish to edit.

5. Make changes as needed.

6. Click on the Save button.
DELETE A CLASS NOTE

If using Galileo....

1. Upon log in, click on the Child/Family tab in the red menu bar at the top of the page.

2. Click on the Parent Center Posts link in the grey menu bar at the top of your screen.

If using Galileo Plus...

1. Upon log in, click on the Merlin tab in the red menu bar at the top of the page.

2. Click the Parent Center Posts link under Family in the grey menu bar at the top of your screen.

Then...

3. Select the Library that contains the note to be deleted.

4. Click on the trashcan icon to delete a specific note.

5. A pop-up window will open; “Delete class note?” Click on the Yes button to complete deleting the note.
PRINT A CLASS NOTE

If using Galileo....

1. Upon log in, click on the **Child/Family** tab in the red menu bar at the top of the page.
2. Click on the **Parent Center Posts** link in the grey menu bar at the top of your screen.

If using Galileo Plus...

1. Upon log in, click on the **Merlin** tab in the red menu bar at the top of the page.
2. Click the **Parent Center Posts** link under Family in the grey menu bar at the top of your screen.

Then...

3. Select the **Library** that contains the note that needs to be printed.
4. Determine if you would like to print ‘**Published**’ notes, ‘**Not Published**’ notes, or ‘**All**’, by clicking on the appropriate radio button.

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5. Click on either Print Class Notes link.

CHILD NOTES

Child Notes allows teachers to document or communicate an incident, e.g., child behavior, parent contact, and accidents.

**ADD A NEW CHILD NOTE**

1. Upon log in, click on the Assessment tab in the red menu bar at the top of the page.

2. Click on the Notes link under Enter Observations in the grey menu bar at the top of your screen.

3. Select the Child name from the drop-down menu. Selecting the [All Children] option will add this note to all children in the selected class. Selecting [All Children] displays all the notes for all children.
4. Click on the **Add a new note** link.

5. Confirm that this is the **child(ren)** that requires a note. You may choose to have this note display for any children in the class.

6. Type the name of this category of notes in the textbox next to the **Subject** label.

7. Decide if the note needs to be **published**. Publishing the note will make it immediately available to children and parents. Please note, only Class-level users may publish a class note.

8. Decide if an **optional file** needs to be attached. If so, then click the **Choose File** button to add the file.

9. Click the insert today’s date icon from the tool menu.

10. Type in your **note**.

   *(Image on next page)*
11. Click on the Save button.

**EDIT A CHILD NOTE**

1. Upon log in, click on the Assessment tab in the red menu bar at the top of the page.

2. Click on the Notes link under Enter Observations in the grey menu bar at the top of your screen.

3. Select the class.

4. Select the child.

5. To edit the note, click on the pencil icon or click on the subject link. Make any changes you see fit. You may edit which children see a note, by checking and un-checking children.

6. Edit your note then click on the Save button.
**DELETE A CHILD NOTE**

1. When you first log in, click on the **Assessment** tab in the red menu bar at the top of the page.

2. Click on the **Notes** link under **Enter Observations** in the grey menu bar at the top of your screen.

3. Select the class.

4. Select the child.

5. Click on the trashcan by the note you wish to delete.

6. 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. When you first log in, click on the **Assessment** tab in the red menu bar at the top of the page.

2. Click on the **Notes** link under **Enter Observations** in the grey menu bar at the top of your screen.

3. Select the class.
4. Select the child.

**PRINT BASED ON PUBLISHING STATUS**

5. Decide if the note that needs to be printed is to be 'Published to Parent Center’ notes, ‘Not Published to Parent Center’ notes, or ‘All’, by clicking on the appropriate radio button.

6. Click on the Print child notes for class link.

**PRINT BASED ON CHILD**

7. Select ‘Display Note’ or ‘Display All Notes for Child’.

   a. The ‘Display Note’ option will print only the single subject. Click on the printer icon under “Display Note” heading.

   b. The ‘Display All Notes for Child’ will print notes on all subjects. Click on the printer icon under “Display All Notes for Child” heading.

8. Click on the printer icon under “Display Note” heading.

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**PARENTS ACCESS GALILEO PRE-K PARENT CENTER**

**SYSTEM REQUIREMENTS**

To access the Galileo Pre-K Parent Center, parents will require access to the internet and Adobe Acrobat Reader. For questions, refer to System Requirements. This information may be provided to parents to confirm they are able to access the Galileo Pre-K Parent Center. The system requirements can be found at ATI’s web site ([www.ati-online.com](http://www.ati-online.com)) under the System Requirements link located on the Galileo Pre-K tab.
**ACCESS**
To get to the Pre-K Parent Center, parents must go to the Assessment Technology’s website ([www.ati-online.com](http://www.ati-online.com)). Once there, parents will click on the Pre-K Parent Center link.

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**LOGIN INFORMATION**
To log in, parents will need to use a login name and password. These are made available to parents through the child’s teacher. Parents should enter the **Login Name** and **Password** in the appropriate boxes, and then click the **Sign In** button.

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**WELCOME PAGE**
In the Pre-K Parent Center, parents may:

- View child and class notes (Refer to **Child’s Notes and Class Notes** section, page 19.)
- Check their child’s progress by printing a report (Refer to **Check a Child’s Progress via Reports** section, page 20.)
- View a teacher’s lesson plan (Refer to **Lesson Plan** section, page 25.)
- View activities (Refer to **Activities** section, page 27.)

(Image on next page)
GALILEO PARENT CENTER

Child: Tinker Bell

Class: Butterflies Full Day

TEACHER INFORMATION
△ Sayso, Sandra
📞 213-222-3333
✉ ssayso@eol.com

Overview  Class Notes  Child Notes

At-Home Activities
Find and print out activities that you can do at home with your child.

Computer-Based Activities
Access a collection of developmentally appropriate computer-based educational activities.

Lesson Plans
See what your child is doing in the classroom.

Development Profile
Find out what your child has already learned and your child's readiness to learn new capabilities in a given developmental area.

Observation Record
Observe your child at home.
CHILD’S NOTES AND CLASS NOTES

If a teacher has chosen to publish Child or Class Notes a parent can view them once they have logged into the Pre-K Parent Center. Simply click on the Notes links.

TEACHER INFORMATION

Teacher contact information may be provided on the Parent Home page.
CHECK A CHILD’S PROGRESS VIA REPORTS

Through the Pre-K Parent Center, parents have access to information regarding their child’s progress. If the Spanish scales are in use these two reports may be generated in Spanish. Parents may view and print the both reports.

1. Individual Development Profile: Displays information about what their child has learned and what their child’s readiness level is (Ready Now, Ready Soon, Ready Later) to learn new capabilities for the scale selected. This report can be generated to include a parent signature and date lines.

---

**Individual Development Profile**

**Center:** Preview Center I  
**Class:** Butterflies Full Day  
**Teacher:** Sayso, Sandra  
**Observation Period:** 8/25/2016 to 8/30/2018

<table>
<thead>
<tr>
<th>Child: Bell, Tinker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale: 3-5 years: G3 Creative Arts</td>
</tr>
</tbody>
</table>

- Ready Soon  
  - 26) Recombines and experiments with art materials to see what happens.  
  - 27) Describes the steps/plan for constructing a self-initiated art project.  
  - 28) Uses a variety of colors to create moods or feelings in artwork.  
  - 29) Draws a series of pictures that depict a story.

**PARTICIPATING IN DRAMATIC PLAY**

**Readiness**  
**Capability**  
- Learned  
  - 30) Uses dramatic play to express feelings (e.g., fear).  
  - 31) Acts out a real or make-believe character during dramatic play.  
  - 32) Acts out stories or situations during a dramatic play activity.  
- Ready Now  
  - 33) Describes the story or situation that will occur during dramatic play.  
  - 34) Uses dramatic play to practice cooperation (e.g., who sets table, cooks).  
  - 35) Practices “working out” new situations (e.g., going to doctor, new baby, trip).  
- Ready Soon  
  - 36) Uses dramatic play to ask questions to gain new knowledge from others.

---

**Parent Signature:**  
**Date:**
2. **Individual Observation Record**: Generates a worksheet that includes space for parents to write short notes and use the boxes to check the capabilities that the child has learned. Parents may view and print this report to provide information to teachers about capabilities observed at home.

<table>
<thead>
<tr>
<th>TALKING ABOUT TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Watches with interest someone operating a technology device (e.g., computer, laptop, tablet).</td>
</tr>
<tr>
<td>2. Identifies different technology devices by pointing when asked by an adult (e.g., cell phone, digital camera, laptop, computer, tablet or pad, tape player, digital music player).</td>
</tr>
<tr>
<td>3. Says or signs the name of different technology devices (e.g., cell phone, digital camera, laptop, computer, tablet or pad, tape player, digital music player).</td>
</tr>
<tr>
<td>4. Identifies the basic uses of different technology devices when asked by an adult.</td>
</tr>
<tr>
<td>5. Points to the power button, play button, stop or pause button on a familiar music player when asked.</td>
</tr>
<tr>
<td>6. Provides directions for using a familiar technology device when asked.</td>
</tr>
<tr>
<td>7. Talks about ways that technology has changed over time (e.g., says &quot;when my grandma was little there were no computers&quot;).</td>
</tr>
<tr>
<td>8. Talks about the ways technology can be used to communicate with others (e.g., email, text messaging, typing letters in a word processing program).</td>
</tr>
<tr>
<td>9. Provides examples of how technology can be used in daily life (e.g., using internet to find information).</td>
</tr>
<tr>
<td>10. Suggests the use of a technology device to complete a task.</td>
</tr>
<tr>
<td>11. Makes connections between technology-based materials and familiar storybooks (e.g., recognizes a rabbit on the computer screen and talks about a familiar storybook about a rabbit).</td>
</tr>
<tr>
<td>12. Uses vocabulary related to technology (e.g., computer, laptop, tablet, pad, screen, mouse).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USING TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Can turn on a technology device with supervision (e.g., computer, laptop, tablet or pad).</td>
</tr>
<tr>
<td>14. Points to the different components of a computer or laptop when asked by an adult (e.g., screen, mouse, keyboard).</td>
</tr>
<tr>
<td>15. Types random letters on a computer keyboard.</td>
</tr>
<tr>
<td>16. Uses a mouse or finger pad to move a cursor around the screen.</td>
</tr>
<tr>
<td>17. Familiar words on a computer screen (e.g., a file name, child's name).</td>
</tr>
</tbody>
</table>
INDIVIDUAL DEVELOPMENT PROFILE

1. To access the Individual Development Profile report, click on the Reports tab and select Development Profile or click the Development Profile link from the Parent Home page.
2. Select the date by clicking inside the **Observation Date** box.

3. All **Readiness Levels** are checked by default. By adding or removing the checkmarks will filter the information by readiness level(s) selected. For example, if you only want to see what your child has learned, click in the checkbox next to “Learned.”

4. Place a checkmark in the **Include a parent signature line** field to include a parent signature line in the printed report.
5. Select one or more scales to include in the report. Select the scale(s) by clicking inside the box then on each scale to include in the report. You will notice the words “[In-use]” in front of some of the scales. This tells the parent that there is an observation date recorded on that scale. Click the “x” next to the name of the scale to remove the scale from the selection box.

6. Click on the Run Report button.

**Observation Record**

1. Parents will login to the Pre-K Parent Center with their provided user name and password.

2. From the Parent Home page of the Pre-K Parent Center, click Observation Record.
3. Select one or more scales to include in the report. Select the scale(s) by clicking inside the box then on each scale to include in the report. You will notice the words “[In-use]” in front of some of the scales. This tells the parent that there is an observation date recorded on that scale. Click the “x” next to the name of the scale to remove the scale from the selection box.

4. Click on the Run Report button.

LESSON PLAN

PURPOSE
The Pre-K Parent Center provides the option for teachers to communicate with parents about classroom learning goals by sharing weekly lesson plans. Parents can view and print these plans from the Lesson Plans section of the Pre-K Parent Center.

GENERATE
1. Parents will login to the Pre-K Parent Center with their provided user name and password.
2. To navigate to the **Lesson Plans** page, click on the **Lesson Plans** tab or link from the **Parent Home** page.

3. **Select a Library** by clicking the drop-down menu for **Library**.

4. **Select a Lesson Plan** by clicking the drop-down menu for **Lesson Plan**.

5. Click on the **Show Lesson Plan** button.

6. The selected lesson plan will display and may be printed.
ACTIVITIES

There are two types of activities found in the Pre-K Parent Center:

1. **At-Home Activities** include activities provided by ATI (in English [Times for Learning library] and Spanish [Momentos para aprender library]) as well as teacher-created activities.

2. **Computer-Based Activities** are a collection of developmentally appropriate computer-based educational language and literacy activities.

**At-Home Activities**

1. Parents will login to the Pre-K Parent Center with their provided user name and password.

2. To navigate to the **At-Home Activities** page click the Activities tab or At-Home Activities link form the Parent Home page.

(Image on next page)
3. Select the **Activity Library** by clicking on your selection from the drop-down menu.

4. *Optional*: Select a **Developmental Area** (aka scale) from the activity library by clicking on your selection from the drop-down menu. This will filter your search results to only include activities within the selected developmental area.

5. *Optional*: Select a **Knowledge Area** within a developmental area by click on your selection from the using the drop-down menu. This will filter your search results to only include activities within the selected knowledge area.

6. *Optional*: Use the **Search** field to find specific activities that include the term typed in this field. For example, search the word horses for activities that only include horses.
7. **Optional:** Select the number of entries or activities to show on the page from the drop-down menu. Select 10, 25, 50 or up to 100 entries or activities to display.

8. Galileo will generate a list of activities and a brief description related to your selections. Preview any activity by clicking on the hyperlinked name of the activity.

9. The activity will download for preview and printing.
**COMPUTER BASED ACTIVITIES**

1. Parents will login to the Pre-K Parent Center with their provided user name and password.

2. To navigate to the Computer-Based Activities page click the Activities tab or Computer-Based Activities link from the Parent Home page.

3. Select the Scale by using the drop-down menu.
4. If you are interested in only activities for a certain knowledge area within a scale, choose a **knowledge area** using the drop-down menu.

5. You will see a list of computer-based activities. Click the box to select the activity. The selected activity is placed in the **Selected Animated Activities** box. If you wish to remove the selected activity, double click the activity. The activity is removed from the **Selected Animated Activities** box.

6. Click either the (a) **Start Child Menu** or (b) **Start Storyteller** button.

   a. **Start Child Menu** button: Provides a way to preview all activities associated with the Scale and Knowledge Area selected. Activities are organized by name. Preview each animated activity and brief description by clicking the blue arrows. Click on the image above the name to start the animated activity.
b. *Start Storyteller* button: The page will open for the selected Animated Activity and the title of the activity is displayed. Click the “Play” star-shaped button to start the activity. For more details about how to utilize Storyteller Curriculum refer to *Storyteller Overview* in the Galileo online Help files.