

Fundamentals of Galileo®: Pre-K Parent Center

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Fundamentals of Galileo®: Pre-K Parent Center

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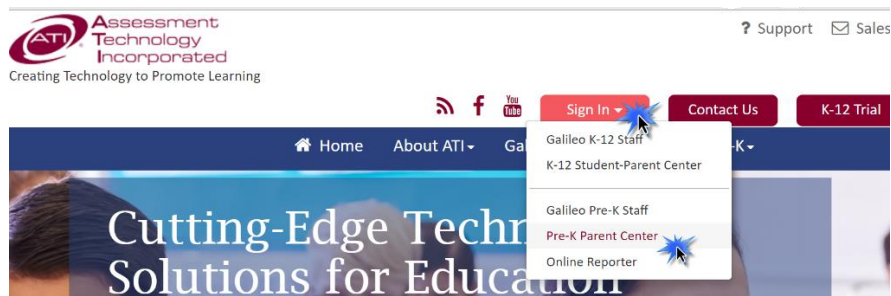
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WHAT IS THE GALILEO PRE-K PARENT CENTER?

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

Filter by class and select a child. Fill in the form and click on the Save button to save the user name and password for his/her parent. The parent can use the user name and password to view information about his/her child online.

Options

- ▶ [Parent Center Posts](#)
- ▶ [Notes](#)

Center:

Class:

Child:

▶ [Class Parent User List](#)

User Name *

Password *

Confirm Password *

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.

Filter by class and select a child. Fill in the form and click on the Save button to save the user name and password for his/her parent. The parent can use the user name and password to view information about his/her child online.

Center:

Class:

Child:

Options
Parent Center Posts
Notes

5. Click on the Class Parent Unit List link.

Filter by class and select a child. Fill in the form and click on the Save button to save the user name and password for his/her parent. The parent can use the user name and password to view information about his/her child online.

Center:

Class:

Child:

Class Parent User List

User Name *

Password *

Confirm Password *

Options
Parent Center Posts
Notes

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

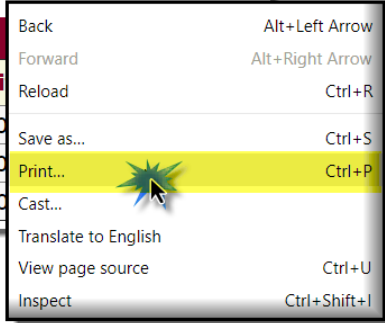
The list can be printed by right-clicking on the page and choosing **Print** from the menu.

Family User Accounts > Class Family User List			
Name	Username	Password	Last Modified
Adams, Steven	HHAdams	preschool	Sep 29, 2015 10:59 AM
Fairchild, Mason	HHFairchild	preschool	Sep 29, 2015 11:00 AM
Johnson, Josephine	HPJohnson	preschool	Nov 05, 2018 02:30 PM

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

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

Family User Accounts > Class Family User List			
Name	Username	Password	Last Modified
Adams, Steven	HHAdams	preschool	Sep 29, 2015 10:59 AM
Fairchild, Mason	HHFairchild	preschool	Sep 29, 2015 11:00 AM
Johnson, Josephine	HPJohnson	preschool	Nov 05, 2018 02:30 PM



ASSIGN PASSWORDS

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

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

Family User Accounts > Class Family User List			
Name	Username	Password	Last Modified
Adams, Steven	HHAdams	preschool	Sep 29, 2015 10:59 AM
Fairchild, Mason	HHFairchild	preschool	Sep 29, 2015 11:00 AM
Johnson, Josephine	HPJohnson	preschool	Nov 05, 2018 02:30 PM

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)

Filter by class and select a child. Fill in the form and click on the Save button to save the user name and password for his/her parent. The parent can use the user name and password to view information about his/her child online.

Center:

Class:

Child:

[Class Parent User List](#)

User Name *

Password *

Confirm Password *

Options

- [Parent Center Posts](#)
- [Notes](#)

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...

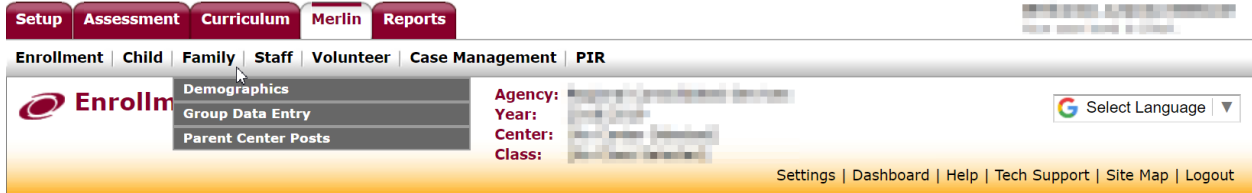
1. When you first log in, click on the **Child/Family** tab in the red menu bar at the top of the page.
2. Click on the [Parent Center Posts](#) link in the grey menu bar at the top of your screen.

The screenshot shows the top navigation bar with tabs: Setup, Assessment, Curriculum, **Child/Family**, and Reports. Below this is a grey menu bar with 'Records' and 'Parent Center Posts' (indicated by a blue arrow). The main content area includes the 'Child Demographics' logo, user information (Agency: Galileo OL, Year: This Year, Center: Happy Hearts Preschool, Class: Belinda's a.m.), a language selection dropdown, and footer links (Settings, Help, Tech Support, Site Map, Logout). A welcome message 'Welcome, Belinda Bear! Your user level is Class.' is visible in the top right corner.

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.

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



Then...

- Select the **Library** for to add a note.
- Click on the Add a new class note link to create a class note.

Library

▶ [Add a new class note](#)

- Type in the **subject** of your note.

- 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.
- Decide if the note needs as image. If so, then use the **Browse** button to add an **Optional image**.
- Type in the **note**.
- 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.

Setup Assessment Curriculum **Child/Family** Reports

Welcome, Belinda Bear!
Your user level is Class.

Records | **Parent Center Posts**

Child Demographics

Agency: Galileo OL
Year: This Year
Center: Happy Hearts Preschool
Class: Belinda's a.m.

Select Language

Settings | Help | Tech Support | Site Map | Logout

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.

Setup Assessment Curriculum **Merlin** Reports

Enrollment | Child | **Family** | Staff | Volunteer | Case Management | PIR

Enrollm

Demographics
Group Data Entry
Parent Center Posts

Agency: [blurred]
Year: [blurred]
Center: [blurred]
Class: [blurred]

Select Language

Settings | Dashboard | Help | Tech Support | Site Map | Logout

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.

[Add a new class note](#)

[Print Class Notes](#) Published Not Published All

Action	Subject	Note	Last Edited On	Published
	T-shirt	Your child must have a white t-shirt by Friday. We will be doing an art project and this t-shirt will be embellished.	1/4/2011 1:42:19 PM	Yes
	Field Trip	Bring Permission Slips in for our upcoming field trip	1/4/2011 1:40:38 PM	Yes

[Print Class Notes](#)

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.

Setup Assessment Curriculum **Child/Family** Reports

Welcome, Belinda Bear!
Your user level is Class.

Records | **Parent Center Posts**

Child Demographics

Agency: Galileo OL
Year: This Year
Center: Happy Hearts Preschool
Class: Belinda's a.m.

Select Language

Settings | Help | Tech Support | Site Map | Logout

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.

Setup Assessment Curriculum **Merlin** Reports

Enrollment | Child | **Family** | Staff | Volunteer | Case Management | PIR

Enrollment

Demographics
Group Data Entry
Parent Center Posts

Agency: [blurred]
Year: [blurred]
Center: [blurred]
Class: [blurred]

Select Language

Settings | Dashboard | Help | Tech Support | Site Map | Logout

Then...

3. Select the **Library** that contains the note to be deleted.
4. Click on the **trashcan** icon to delete a specific note.

[Add a new class note](#)

[Print Class Notes](#) Published Not Published All

Action	Subject	Note	Last Edited On	Published
	T-shirt	Your child must have a white t-shirt by Friday. We will be doing an art project and this t-shirt will be embellished.	1/4/2011 1:42:19 PM	Yes
	Field Trip	Bring Permission Slips in for our upcoming field trip	1/4/2011 1:40:38 PM	Yes

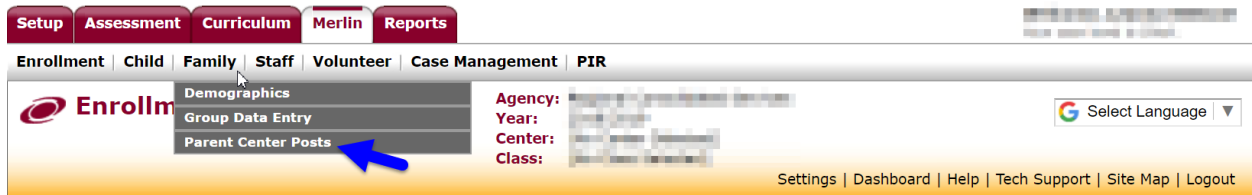
[Print Class Notes](#)

5. A pop-up window will open; "Delete class note?" Click on the Yes button to complete deleting the note.

PRINT A CLASS NOTE

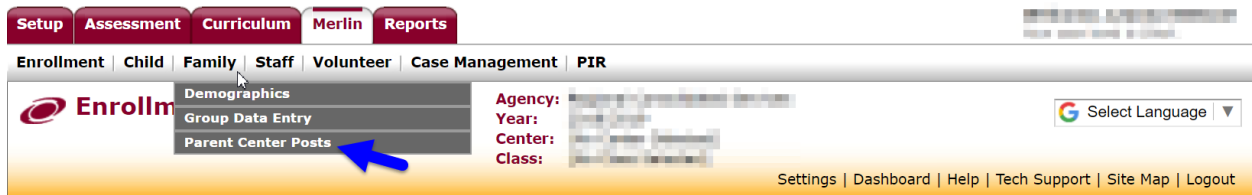
If using Galileo....

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.

Select a library.

Library: Belinda's Class Notes


[Add a new class note](#)








[Print Class Notes](#) Published Not Published All

Action	Subject	Note	View Note	View Attachment	Last Edited On	Published
 	Field Trip Permission form	Just a reminder that the zoo's field trip permission form is due this Friday. A signed permission form must be received by Friday for your child to participate in Tuesday's field trip to the zoo.			2/26/2019 2:05:42 PM	Yes
 	Class Play	The class play will be held on Thursday, November 17, at 3 pm in the Multi-purpose Room. The children have been working hard in memorizing their lines about the major food groups. I hope that all parents, relatives, and friends can make it to the play.			2/26/2019 2:04:43 PM	Yes

5. Click on either [Print Class Notes](#) link.

▶ [Add a new class note](#)

 [Print Class Notes](#) Published Not Published All

Action	Subject	Note	View Note	View Attachment	Last Edited On	Published
 	Field Trip Permission form	Just a reminder that the zoo's field trip permission form is due this Friday. A signed permission form must be received by Friday for your child to participate in Tuesday's field trip to the zoo.			2/26/2019 2:05:42 PM	Yes
 	Class Play	The class play will be held on Thursday, November 17, at 3 pm in the Multi-purpose Room. The children have been working hard in memorizing their lines about the major food groups. I hope that all parents, relatives, and friends can make it to the play.			2/26/2019 2:04:43 PM	Yes

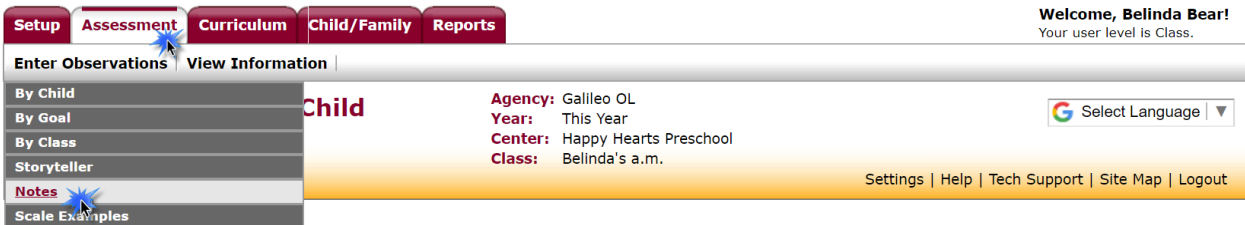
 [Print Class Notes](#)

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.



The screenshot shows the top navigation bar with tabs: Setup, Assessment, Curriculum, Child/Family, and Reports. The Assessment tab is active. Below the navigation bar, there is a user greeting: "Welcome, Belinda Bear! Your user level is Class." The main content area has a grey menu bar with "Enter Observations" and "View Information". Under "Enter Observations", there is a dropdown menu with options: By Child, By Goal, By Class, Storyteller, Notes, and Scale Examples. The "Notes" option is selected. To the right of the dropdown, the word "Child" is displayed. Below "Child", there is information: Agency: Galileo OL, Year: This Year, Center: Happy Hearts Preschool, and Class: Belinda's a.m. There is also a "Select Language" dropdown menu. At the bottom right, there are links for Settings, Help, Tech Support, Site Map, and Logout.

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.

- Click on the [Add a new note](#) link.

Select a child/children.

Class ▾
 Child ▾ 

 [Add a new note](#)

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

Enter a subject and a note. Click 'Save' when finished.


Select Children


<input checked="" type="checkbox"/> Adams, Steven	<input checked="" type="checkbox"/> LSGarcia, Patricia
<input checked="" type="checkbox"/> Fairchild, Mason	<input checked="" type="checkbox"/> Paul, Newcomb
<input checked="" type="checkbox"/> Johnson, Josephine	<input checked="" type="checkbox"/> White, Matthew

[Select All](#) | [Deselect All](#)

Note: This note will be shared by all children selected above.

Subject

Publish 

Optional File No file chosen 

- 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.
- Decide if an **optional file** needs to be attached. If so, then click the *Choose File* button to add the file.
- Click the insert today's date icon from the tool menu.
- Type in your **note**.

(Image on next page)

Subject

Publish

Optional File No file chosen

2/26/2019 The children enjoyed our guest speaker from the zoo and the hedgehog they all had the opportunity to touch. They all asked questions and were very curious about all the animals at the zoo.

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.

Setup **Assessment** Curriculum Child/Family Reports

Welcome, Belinda Bear!
Your user level is Class.

Enter Observations View Information

By Child **Child** Agency: Galileo OL
By Goal Year: This Year
By Class Center: Happy Hearts Preschool
Storyteller Class: Belinda's a.m.
Notes
Scale Examples

Select Language

Settings | Help | Tech Support | Site Map | Logout

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.

Select a child/children.

Class: Belinda's a.m.
Child: [All Children]

Options
Parent Center Posts
Parent Passwords

Add a new note
Print child notes for class Published to Parent Center Not Published to Parent Center All

Note List

Note: A note can be shared by multiple children ("Note is Shared" column shows which notes are shared). If you'd like to delete a shared note from all children, click the trashbin icon for each child with the note.

Action	Name	Subject	Note is Shared	Display Note	Display All Notes for Child	Resources	Published to Parent Center	Last Edited On
	Adams, Steven	Behavior	No				Yes	11/5/2018 2:26:18 PM
	Adams, Steven	Behavior Edit Note	No				No	11/1/2016 2:26:22 PM
	Adams, Steven	Isolation	No				No	10/13/2016 3:15:23 PM
	Adams, Steven	Positive Behavior	No				Yes	10/13/2016 3:15:10 PM
	Fairchild, Mason	Accident	No				No	2/26/2019 2:02:54 PM

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.

The screenshot shows the top navigation bar with tabs: Setup, Assessment, Curriculum, Child/Family, and Reports. The Assessment tab is active. Below it is a grey menu bar with options: Enter Observations, View Information, By Child, By Goal, By Class, Storyteller, Notes (highlighted with a blue mouse cursor), and Scale Examples. The main content area shows a child's profile for 'Belinda's a.m.' with details: Agency: Galileo OL, Year: This Year, Center: Happy Hearts Preschool, Class: Belinda's a.m. There are also links for Settings, Help, Tech Support, Site Map, and Logout.

3. Select the **class**.
4. Select the **child**.
5. Click on the **trashcan** by the note you wish to delete.

The screenshot shows the 'Select a child/children' form with dropdown menus for 'Class' (Belinda's a.m.) and 'Child' (Fairchild, Mason). Below the form are options for 'Add a new note' and 'Print child notes for class'. The 'Note List' table is shown below, with a blue arrow pointing to the trashcan icon in the 'Action' column for the first row.

Action	Name	Subject	Note is Shared	Display Note	Display All Notes for Child	Resources	Published to Parent Center	Last Edited On
	Fairchild, Mason	Accident	No				No	2/26/2019 2:02:54 PM

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.

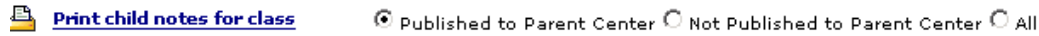
The screenshot shows the top navigation bar with tabs: Setup, Assessment, Curriculum, Child/Family, and Reports. The Assessment tab is active. Below it is a grey menu bar with options: Enter Observations, View Information, By Child, By Goal, By Class, Storyteller, Notes (highlighted with a blue mouse cursor), and Scale Examples. The main content area shows a child's profile for 'Belinda's a.m.' with details: Agency: Galileo OL, Year: This Year, Center: Happy Hearts Preschool, Class: Belinda's a.m. There are also links for Settings, Help, Tech Support, Site Map, and Logout.

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**'.
- The 'Display Note' option will print only the single subject. Click on the **printer icon** under "Display Note" heading.
 - The 'Display All Notes for Child' will print notes on all subjects. Click on the **printer icon** under "Display All Notes for Child" heading.

Action	Name	Subject	Note is Shared	Display Note	Display All Notes for Child	Resources	Published to Parent Center	Last Edited On
	Fairchild, Mason	Accident	No				No	2/26/2019 2:02:54 PM

8. Click on the **printer icon** under "Display Note" heading.

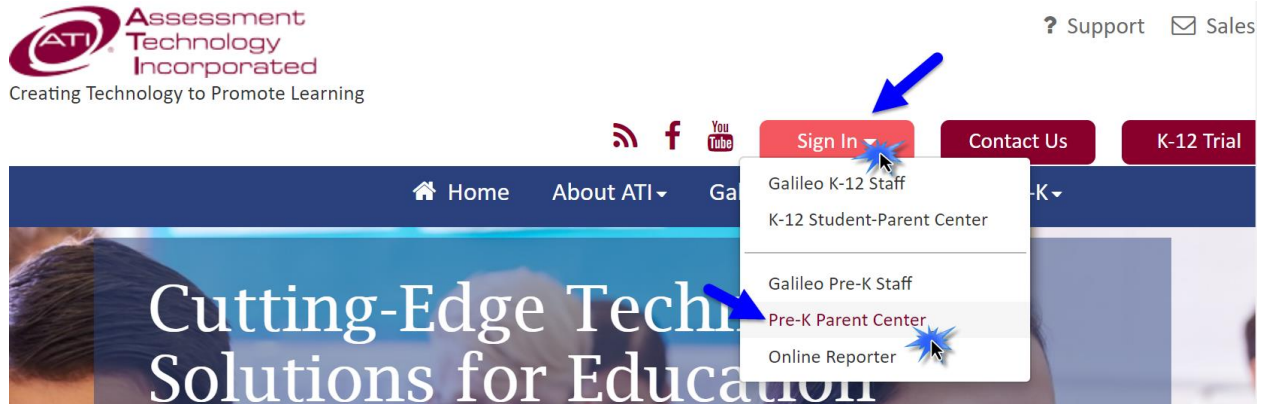
PARENTS ACCESS GALILEO PRE-K PARENT CENTER

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) 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). Once there, parents will click on the Pre-K Parent Center link.



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.



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)

The screenshot shows the Galileo Parent Center interface. At the top, there is a header with the ATI logo and the text "GALILEO PARENT CENTER". Below the header, the user's child is identified as "Tinker Bell". A navigation bar includes "Parent Home" (highlighted in green), "Activities", "Lesson Plans", "Reports", and a "Log Out" button. The main content area shows the class "Butterflies Full Day" and "TEACHER INFORMATION" for Sandra Sayso, including her phone number (213-222-3333) and email (ssayso@aol.com). Below this, there are tabs for "Overview", "Class Notes", and "Child Notes". The "Overview" tab is active, displaying five activity categories: "At-Home Activities" (with a house icon), "Development Profile" (with a document icon), "Computer-Based Activities" (with a computer icon), "Observation Record" (with an icon of a teacher and student), and "Lesson Plans" (with an icon of a teacher at a desk).

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

Child: Bell, Tinker

Scale: 3-5 years: G3 Creative Arts

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

PARTICIPATING IN DRAMATIC PLAY

Readiness

Learned

30) Uses dramatic play to express feelings (e.g., fear).

Learned

31) Acts out a real or make-believe character during dramatic play.

Learned

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.

Learned

34) Uses dramatic play to practice cooperation (e.g., who sets table, cooks).

Ready Now

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.

Individual Observation Record



Teacher: Sayso, Sandra

3-5 years: G3 Technology

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

TALKING ABOUT TECHNOLOGY

1) _____ Watches with interest someone operating a technology devices (e.g., computer, laptop, tablet).

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).

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).

4) _____ Identifies the basic uses of different technology devices when asked by an adult.

5) _____ Points to the power button, play button, stop or pause button on a familiar music player when asked.

6) _____ Provides directions for using a familiar technology device when asked.

7) _____ Talks about ways that technology has changed over time (e.g., says "when my grandma was little there were no computers").

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).

9) _____ Provides examples of how technology can be used in daily life (e.g., using internet to find information).

10) _____ Suggests the use of a technology device to complete a task.

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).

12) _____ Uses vocabulary related to technology (e.g., computer, laptop, tablet, pad, screen, mouse).

USING TECHNOLOGY

13) _____ Can turn on a technology device with supervision (e.g., computer, laptop, tablet or pad).

14) _____ Points to the different components of a computer or laptop when asked by an adult (e.g., screen, mouse, keyboard).

15) _____ Types random letters on a computer keyboard.

16) _____ Uses a mouse or finger pad to move a cursor around the screen.

_____ Identifies familiar words on a computer screen (e.g., a file _____ child's name).

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.

The screenshot displays the Galileo Parent Center interface. At the top, the ATI logo and the text "GALILEO PARENT CENTER" are visible. Below this, the user's child is identified as "Tinker Bell". A navigation bar contains buttons for "Parent Home", "Activities", "Lesson Plans", "Reports", and "Log Out". A white arrow points to the "Reports" button. A dropdown menu is open under "Reports", with a white arrow pointing to the "Development Profile" option. Below the navigation bar, the "Class" is set to "Butterflies Full Day". The "TEACHER INFORMATION" section lists "Sayso, Sandra" with a phone number "213-222-3333" and an email "ssayso@aol.com". A blue starburst cursor points to the "Development Profile" link in the dropdown menu. Below this, there are tabs for "Overview", "Class Notes", and "Child Notes". The "Overview" tab is active, showing four main sections: "At-Home Activities", "Computer-Based Activities", "Lesson Plans", and "Development Profile". The "Development Profile" section is circled in red and has a blue starburst cursor pointing to it. The other sections include "At-Home Activities" (with a house icon), "Computer-Based Activities" (with a computer icon), and "Lesson Plans" (with a teacher icon).

Development Profile

The Development Profile will tell you about what your child has learned at preschool and about your child's readiness to learn new capabilities in a given developmental area, such as Language and Literacy or Early Math.

Observation Date:

Readiness Levels: Learned Ready Now Ready Soon Ready Later

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."

Development Profile

The Development Profile will tell you about what your child has learned at preschool and about your child's readiness to learn new capabilities in a given developmental area, such as Language and Literacy or Early Math.

Observation Date:

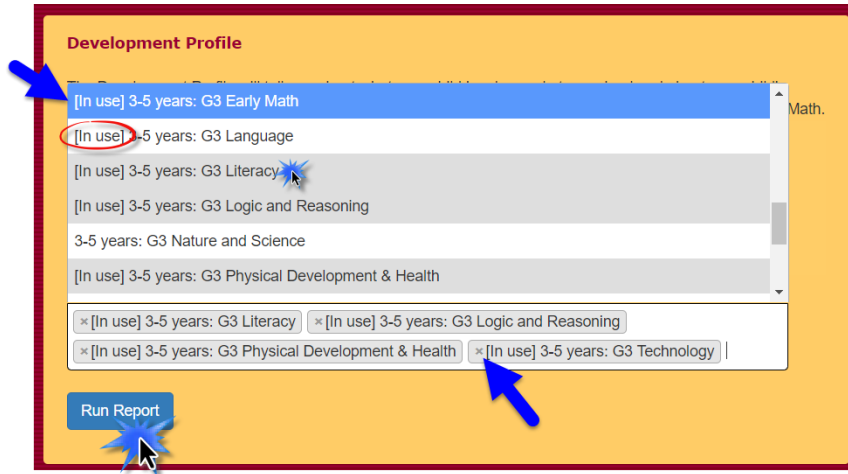
Readiness Levels: Learned Ready Now Ready Soon Ready Later

Parent Signature: Include a parent signature line

Click to select scales for the report:

4. Place a checkmark in the **Include a parent signature line** field to include a parent signature line in the printed report.

- 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.



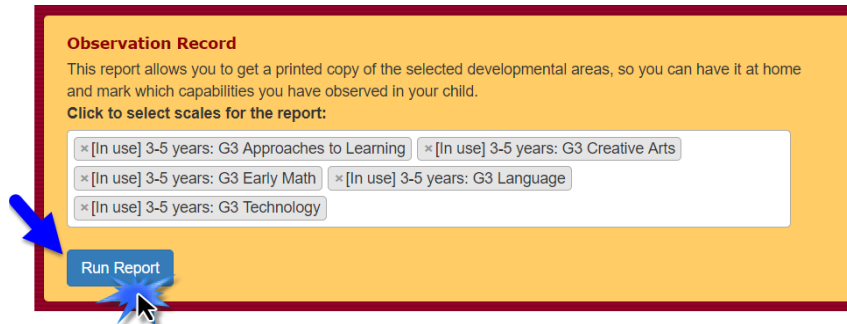
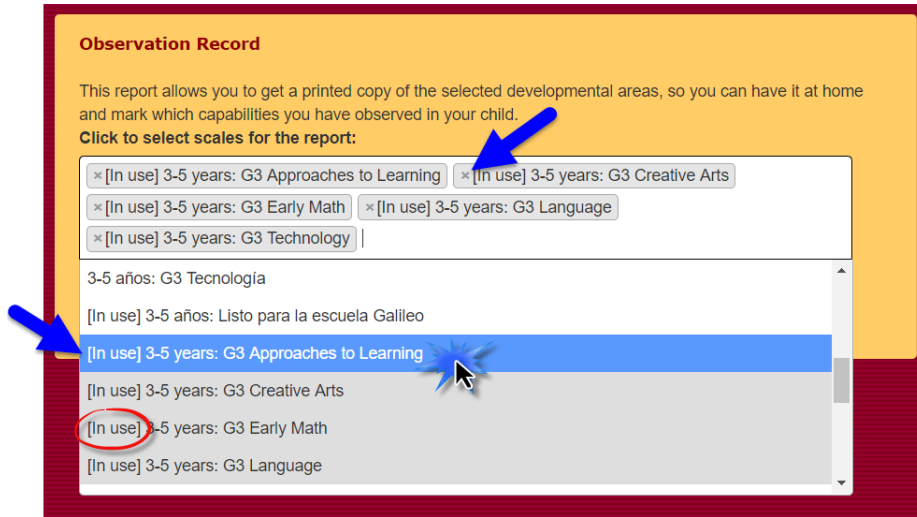
- Click on the *Run Report* button.

OBSERVATION RECORD

- Parents will login to the [Pre-K Parent Center](#) with their provided user name and password.
- From the **Parent Home** page of the Pre-K Parent Center, click [Observation Record](#).



- 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.



- Click on the *Run Report* button.

LESSON PLAN

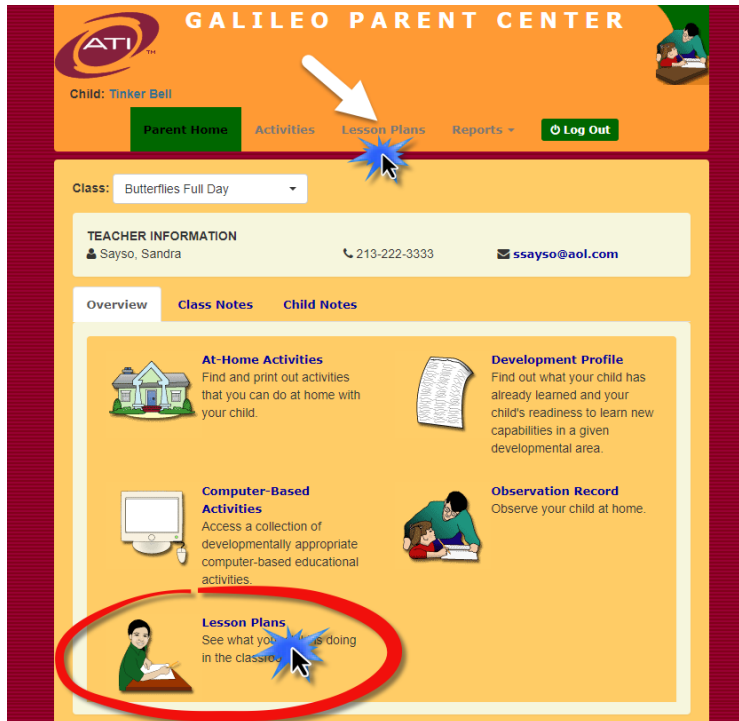
PURPOSE

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.

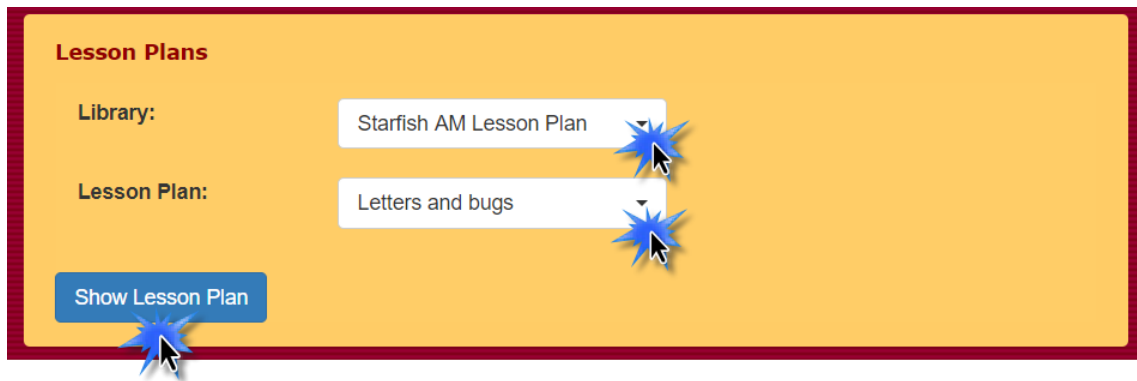
GENERATE

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

- To navigate to the **Lesson Plans** page, click on the **Lesson Plans** tab or link from the **Parent Home** page.



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



- Click on the *Show Lesson Plan* button.
- The selected lesson plan will display and may be printed.



Letters and bugs

7/2/2012 to 7/6/2012

Theme: words outdoor insects

Library: Starfish AM Lesson Plan

Goals:

G3 Nature and Science

- 4. Describes what an animal is doing as it is being observed.
- 12. Draws/talks about different weather conditions (e.g., sunny, rainy).
- 17. Distinguishes plants from animals.

G3 Language

- 3. Follows a small set of step-by-step directions, without prompts.
- 14. Repeats or tries different words/sentences to get another child or adult to respond.
- 18. Takes turns being a speaker.

Activity Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Block and Building					
Green Thumbs, Green Heads	X		X		X
House & Dramatic Play					
What am I?	X	X	X	X	X
Library - Listening					
Communication Language Experience	X	X	X	X	X
Outdoors					
Barnyard Noises	X		X		X
Bird Watching		X		X	
Fall Nature Walk			X		
Reading Area					
Story: The Tiny Seed	X	X	X		
Science					
Cotton Ball Count		X		X	
Snack Area					
Hat Day		X		X	
Story Area					
Song: I Hear Thunder				X	X
Traditional Nursery Rhymes	X	X	X	X	X

Notes:

Remember developmental screenings start on Tuesday. Ask for parent volunteers on Friday outdoor concert in the playyard.

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 from the **Parent Home** page.

(Image on next page)

ATI GALILEO PARENT CENTER

Child: Tinker Bell

Parent Home Activities Lesson Plans Reports Log Out

Class: Butterflies Full Day

TEACHER INFORMATION
 Sayso, Sandra 213-222-3333 ssayso@aol.com

Overview Class Notes Child Notes

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

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

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

Observation Record
 Observe your child at home.

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

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.

GALILEO PARENT CENTER

Child: Tinker Bell

Parent Home **Activities** Lesson Plans Reports **Log Out**

At-Home Activities

Select an Activity Library to display a list of available activities. Refine your list by selecting a Developmental Area. Further refine your list by selecting a Knowledge Area.

Activity Library: Times for Learning G3

Developmental Area: 3-5 years: G3 Nature and Sci

Knowledge Area: CLASSIFYING LIVING THIN

Show 10 entries

Search:

Activity	Description
ANIMAL CHARADES	Take on the role of different animals during a charades game.
HOW DO ELEPHANTS SWIM?	Practice classifying animals based on how they move.

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.

Activity	Description
ANIMAL CHARADES	Take on the role of different animals during a charades game.
HOW DO ELEPHANTS SWIM?	Practice classifying animals based on how they move.
IF I WERE AN ORANGUTAN	Discuss animal mobility with your child.
LAND OR SEA	Use a trip to the pet store to teach your child about animals.
PONDERING PLANTS	Discuss the difference between plant and animal life with your child.
WILD KINGDOM	Child identifies the differences between wild and domestic animals.

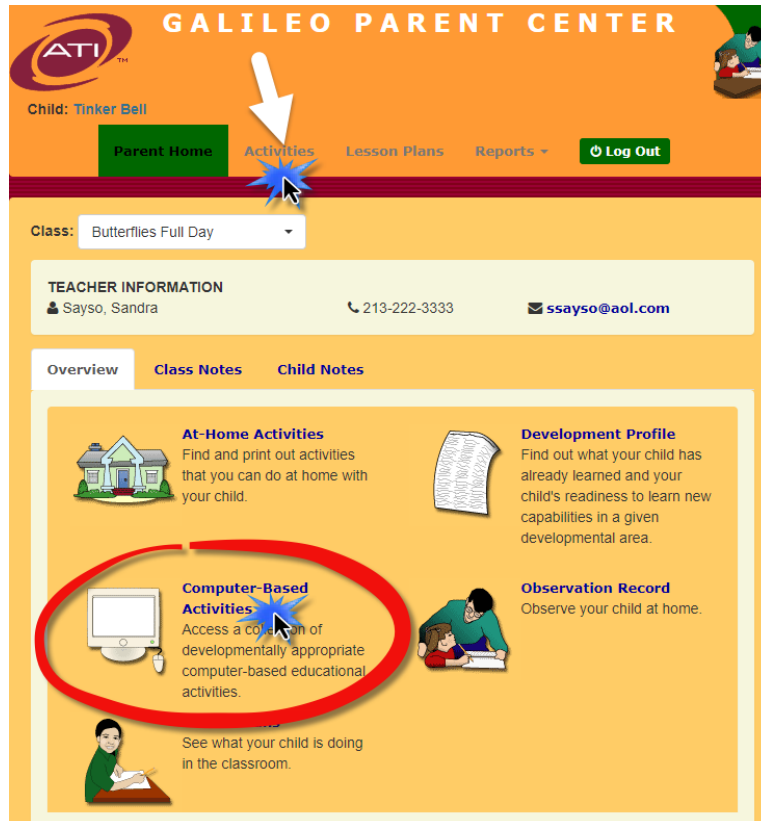
Showing 1 to 6 of 6 entries

Previous 1 Next

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 form the **Parent Home** page.



3. Select the **Scale** by using the drop-down menu.

Computer-Based Activities Flash Player is needed to view the the activities and will download automatically if not already installed. High speed internet connection is HIGHLY RECOMMENDED.

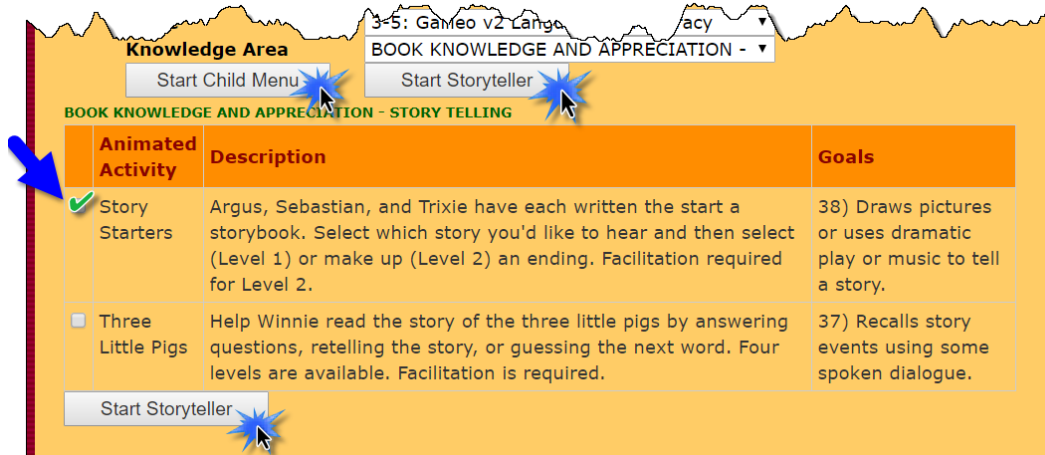
- **CHILDREN'S ACTIVITY MENU**
 - Select the scale
 - Click the Start Child Menu button
- **STORYTELLER ACTIVITIES**
 - Select the scale.
 - Select the knowledge area to show all animated activities in the knowledge area.
 - Click the checkbox next to the activities you wish to view.
 - Click the Start Storyteller button

Scale 3-5: Galileo v2 Language and Literacy
 Knowledge Area BOOK KNOWLEDGE AND APPRECIATION -

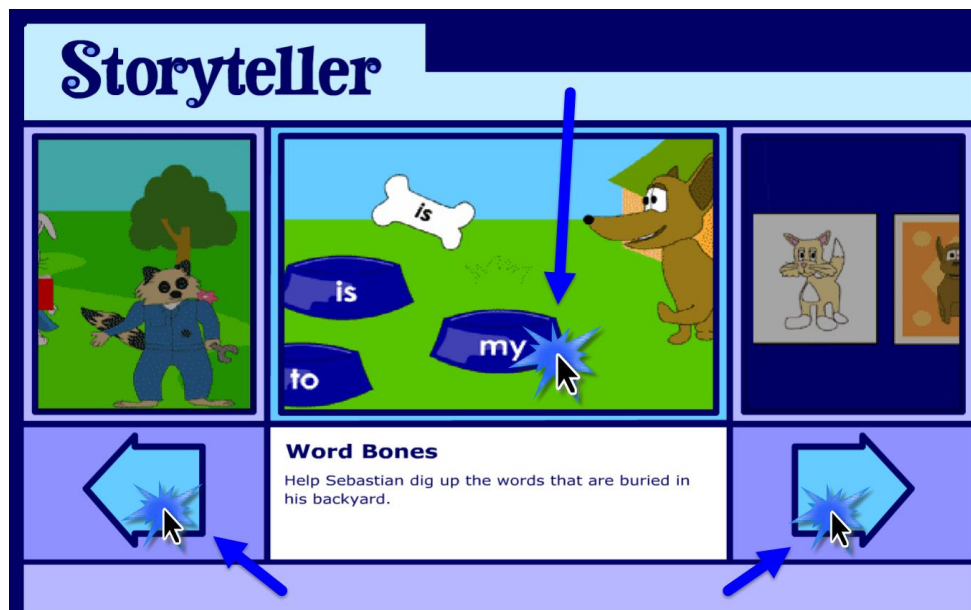
BOOK KNOWLEDGE AND APPRECIATION - STORY TELLING

Animated Activity	Description	Goals
<input type="checkbox"/> Story Starters	Argus, Sebastian, and Trixie have each written the start a storybook. Select which story you'd like to hear and then select...	38) Draws pictures or uses dramatic...

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.

