

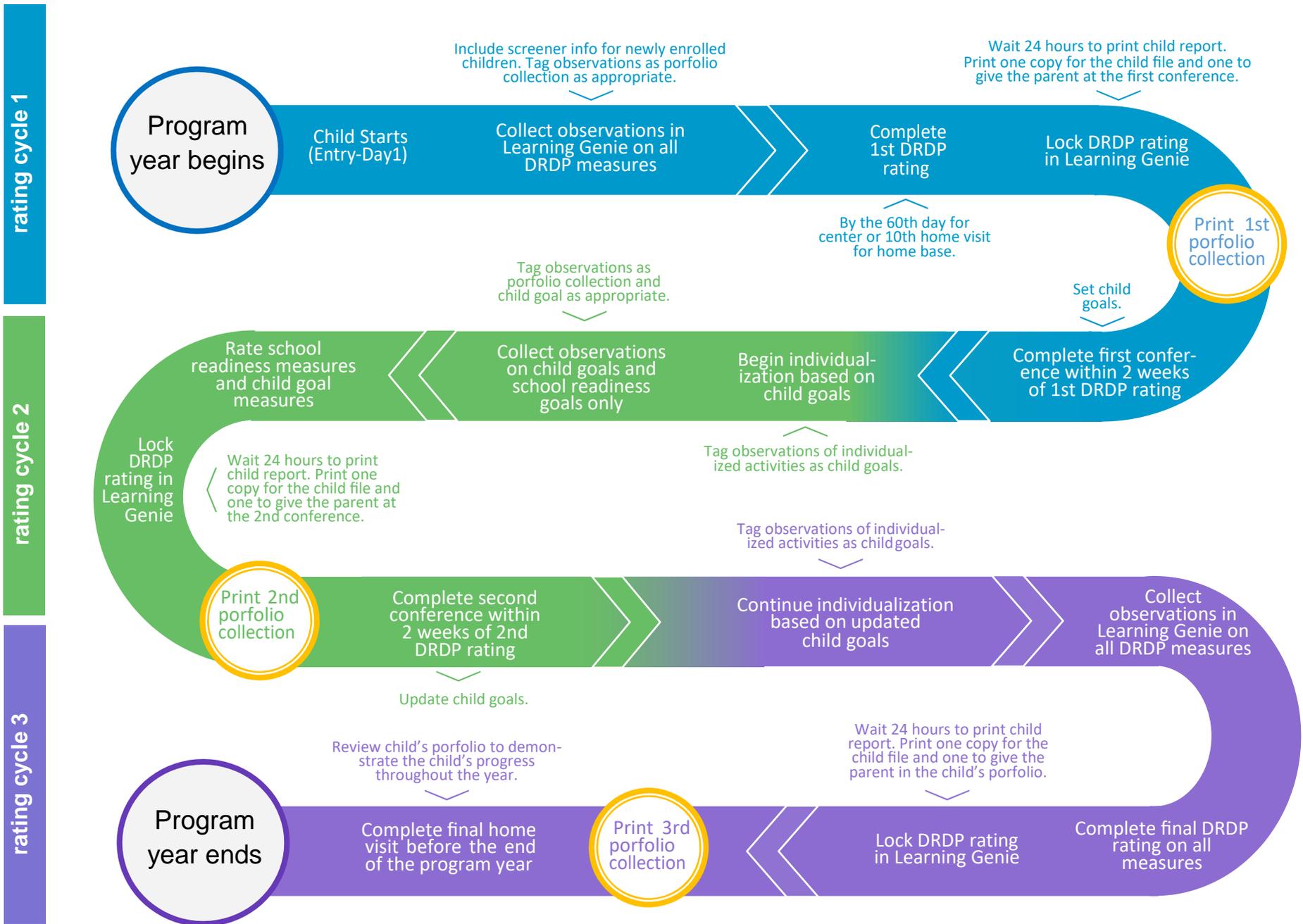


Shasta Head Start's Learning Genie Directions Booklet

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Ongoing Assessment Process



Shasta Head Start Child Development, Inc.

Tablet Care Guidelines

1. Keep the tablets out of direct sunlight and away from water sources.
2. Avoid leaving the tablet in vehicles.
3. Keep the tablets out of reach of children.
4. Put the tablet away when not in use.
5. Place the tablet on the charger at the end of the day to receive updates to the Learning Genie App and to fully charge the tablet for the next day.
6. Keep the charger in the same location so that it is easy to find.
7. Clean the tablet screen with a damp soft cloth.
8. Keep the protective case on.
9. Store the tablet screen side down whenever possible.

Call the Technology Department (x1300) if the tablet is experiencing difficulties in functioning. Such as it will not turn on or the Wi-Fi will not connect.

Call the Child Development Department (x1040) if you are experiencing difficulties in the functioning of the Learning Genie application.

Tips for Taking Quality Pictures

Place the hand strap on the tablet for stability when taking pictures. This may help the clarity of the photos.

Hold the tablet from the bottom or alternating corners when taking a picture. It is easier to hold in the landscape position.

The camera will take the picture faster in a well-lit area. Have direct light behind you when taking a photo.

Avoid zooming when possible. Move closer to subject for better quality pictures.

Turn on the grid lines in the camera settings.

Change the picture size to 3.7M (1:1).

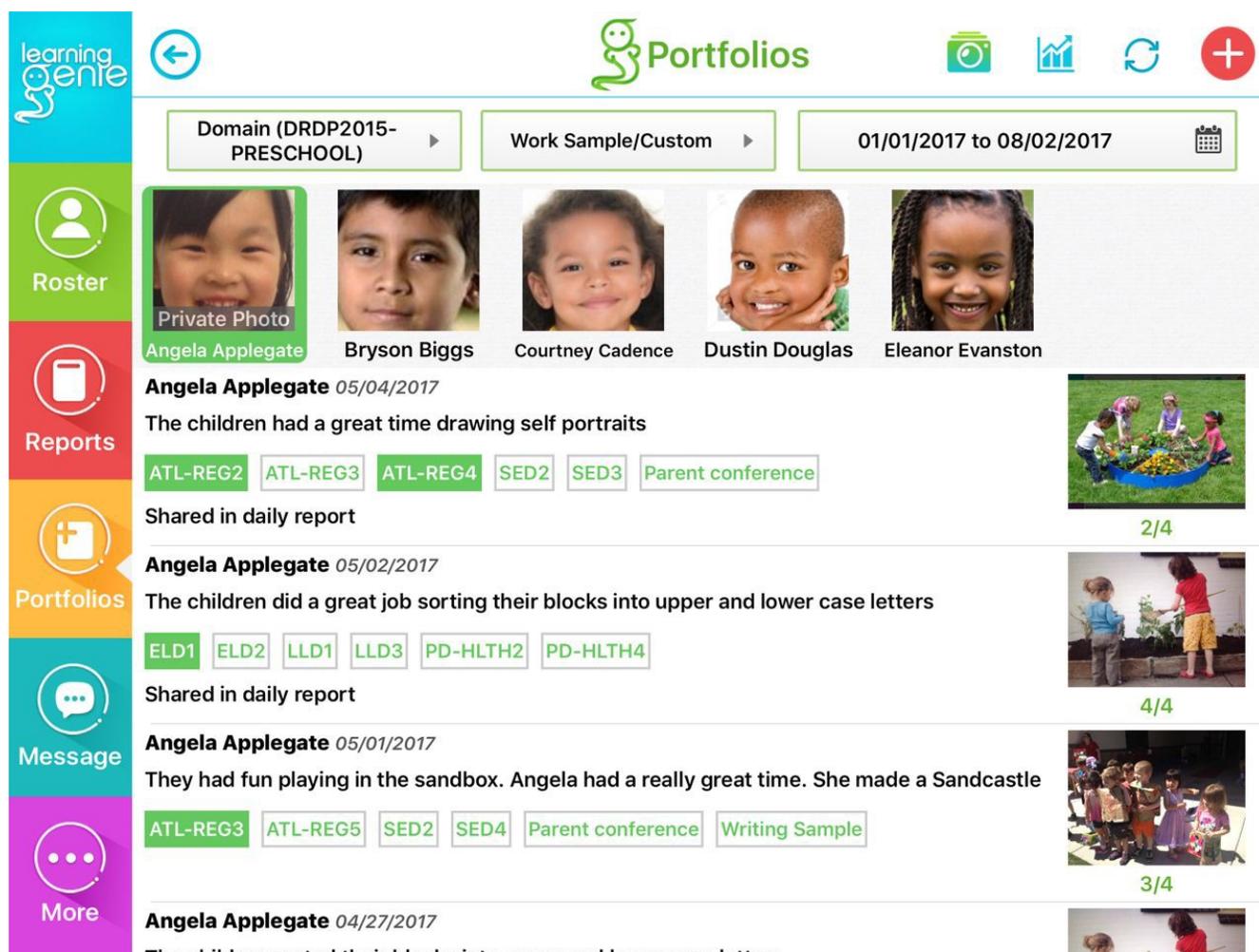
Take photos in the Sports Mode.

Use the volume button on the side of the tablet to take the picture rather than the button on the screen.

Portfolio Page

This page will list all the portfolio notes made about this child.

<p>Toggle through each child's portfolio by clicking on their faces</p>	
<p>Filter the notes by selecting the bars at the top of the page (Domain/Work Sample/Date).</p>	 <p>*The date filter only filters the portfolio notes seen--it does not change the rating period.</p>
<p>Click on the red plus sign in the upper right hand corner to add portfolio note</p>	



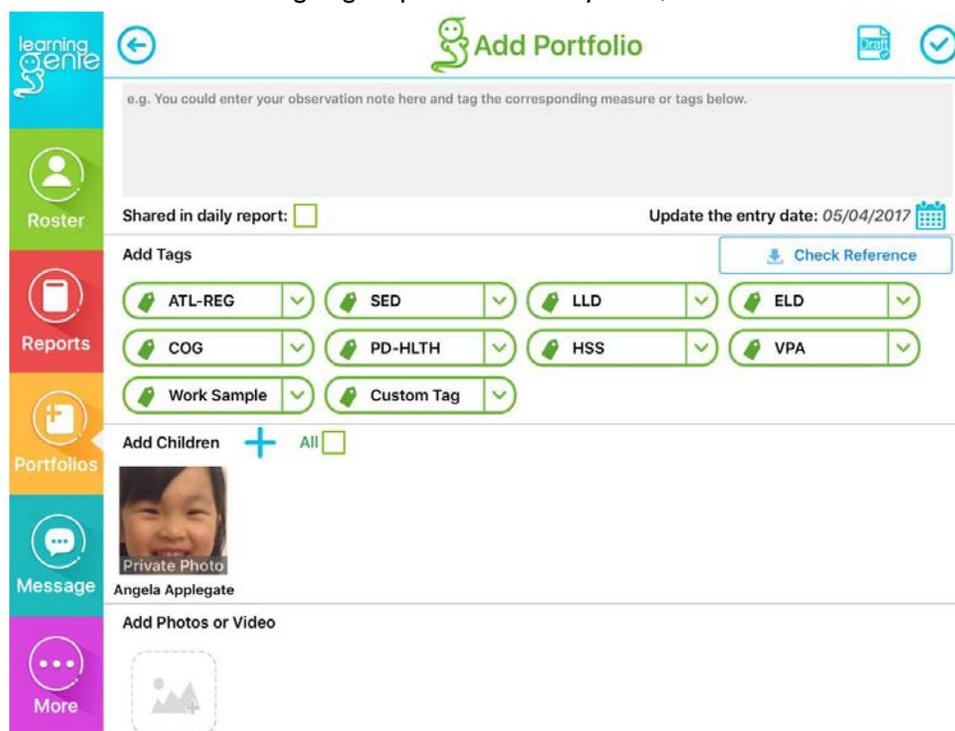
The screenshot shows the Learning Genie Portfolios interface. At the top, there are navigation icons and the 'Portfolios' title. Below the title are filter bars for Domain (DRDP2015-PRESCHOOL), Work Sample/Custom, and Date (01/01/2017 to 08/02/2017). A row of child portraits is displayed, including Angela Applegate, Bryson Biggs, Courtney Cadence, Dustin Douglas, and Eleanor Evanston. The main content area shows a list of portfolio notes for Angela Applegate, each with a date, description, and associated tags. The notes are:

- Angela Applegate 05/04/2017**: The children had a great time drawing self portraits. Tags: ATL-REG2, ATL-REG3, ATL-REG4, SED2, SED3, Parent conference. Shared in daily report. Image: 2/4.
- Angela Applegate 05/02/2017**: The children did a great job sorting their blocks into upper and lower case letters. Tags: ELD1, ELD2, LLD1, LLD3, PD-HLTH2, PD-HLTH4. Shared in daily report. Image: 4/4.
- Angela Applegate 05/01/2017**: They had fun playing in the sandbox. Angela had a really great time. She made a Sandcastle. Tags: ATL-REG3, ATL-REG5, SED2, SED4, Parent conference, Writing Sample. Image: 3/4.
- Angela Applegate 04/27/2017**: The children sorted their blocks into upper and lower case letters. Image: 1/4.

Add Portfolio Note

1. Tap on the text box at the top to add observational notes	
2. Tap on the calendar button to backdate this entry if necessary	
3. Tap on the domain buttons to tag an unlimited number of measures and custom tags including Portfolio Collection, Child Goals, and Parent Observation.	
4. Tag children--you may either tag one child, click on the plus sign to add children one at a time, or check the "All" square if you would like to tag the whole class.	
5. Add media--this includes up to four photos	
7. Save your note--to save on the cloud, tap on the check mark on the upper right hand corner. To save as draft locally on your device (because you are without internet, or because you are not finished with the note) click on the draft button. Update and save your drafts permanently each day to avoid losing data.	

*You may individualize notes after saving a group note--click *Update*, deselect other children, and add in notes



The screenshot displays the 'Add Portfolio' interface. At the top, there is a text box for notes and a calendar icon. Below the text box, there are 'Add Tags' with various dropdown menus (ATL-REG, SED, LLD, ELD, COG, PD-HLTH, HSS, VPA, Work Sample, Custom Tag). There is also an 'Add Children' section with a plus sign and an 'All' checkbox. A photo of a child is visible, labeled 'Private Photo' and 'Angela Applegate'. At the bottom, there is an 'Add Photos or Video' section with a photo icon.

Portfolio Status

When on the Portfolio Page, tap on the graph button in the upper right hand corner to access the Portfolio Status page.



Here you can see what measures have been observed and unobserved. Among the observed measures, you can see which measures have been rated and not rated.

Measures will turn green when rated.

ATL-REG6(2)

Red dots indicate that there has been new evidence added since the last time that measure was rated, and will disappear once you review the rating.

● LLD8(3)





Portfolio Status

01/01/2017 ~ 08/02/2017 (2016-2017 Spring) 



Private Photo
Angela Applegate



Bryson Biggs



Courtney Cadence



Dustin Douglas



Eleanor Evanston

Observed (56)

Rated (33)

ATL-REG2(10)

ATL-REG4(7)

ATL-REG6(2)

COG4(4)

ELD1(4)

ELD3(4)

PD-HLTH1(4)

PD-HLTH10(3)

PD-HLTH3(4)

SED5(2)

● ATL-REG3(13)

● ATL-REG5(12)

● ATL-REG7(2)

● COG1(4)

● COG10(4)

● COG3(4)

● COG5(4)

● COG6(4)

● COG7(4)

● COG8(4)

● COG9(4)

● ELD2(5)

● LLD1(4)

● LLD10(3)

● LLD2(7)

● LLD3(8)

● LLD4(6)

● LLD5(3)

● LLD8(3)

● LLD9(3)

● SED2(10)

● SED3(9)

● SED4(8)

Unrated (23)

ATL-REG1(2)

COG11(4)

COG2(4)

ELD4(3)

HSS1(3)

HSS2(3)

HSS3(3)

HSS4(2)

HSS5(2)

LLD6(3)

LLD7(3)

PD-HLTH2(4)

PD-HLTH4(4)

PD-HLTH5(3)

PD-HLTH6(3)

PD-HLTH7(3)

PD-HLTH8(3)

PD-HLTH9(3)

SED1(4)

VPA1(3)

VPA2(3)

VPA3(2)

VPA4(2)

Unobserved (0)


Roster


Reports


Portfolios


Message


More

Rating Measures

1. Click on any of the measures on the Portfolio page or Portfolio Status page to access the Score page. (You will not be able to click on or rate unobserved measures.) Here you can see all the evidence tagged with that measure.	
2. Using the evidence, reflect on the child's progress.	
3. Click on the "Rate" button to select a score. If you are changing an existing rating, click on the button with the current rating.	
4. Select the rating that most accurately reflects that child's ability, and save.	





Roster


Reports


Portfolios


Message


More



Courtney Cadence 01/01/2017 ~ 08/02/2017 (2016-2017 Spring)
SED3 Relationships and Social Interactions with Familiar Adults




Courtney Cadence 05/04/2017
 The children had a great time drawing self portraits
SED3 Parent conference

Shared in daily report


2/4

Courtney Cadence 04/27/2017
 The children sorted their blocks into upper and lower case letters
SED3

Shared in daily report


4/4

Courtney Cadence 04/25/2017
 We played
SED3


4/4

Courtney Cadence 04/11/2017
 The children had a great time drawing self portraits
SED3 Parent conference

Shared in daily report


4/4

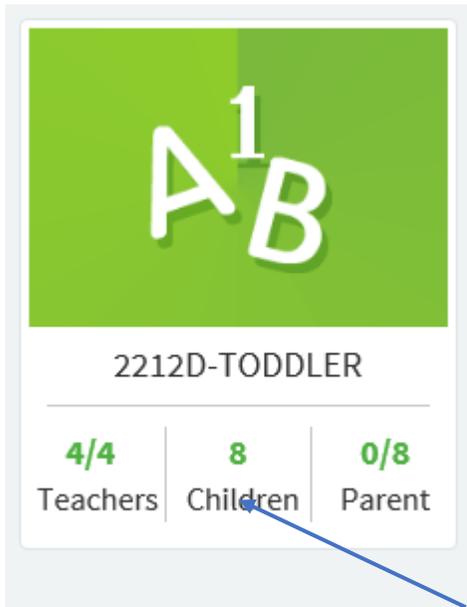
Courtney Cadence 03/15/2017



Edit Child Information Pages

Login to Learning Genie using the web portal (on the desktop computer).

Click on the word “Children” on your classroom icon.



Scroll the mouse over the appropriate child.

Select the pencil icon to edit.

Review Basic Information page to ensure the information is correct. If any information on this page is incorrect, contact the Child Development Managers with the correct information.

Select the Additional Information tab at the top of the page.



Review information and fill in any missing items.

Tips for completing the Additional Information section.

2. Statewide Student Identifier should be left blank.
3. Agency/District Identifier is the child's Child Plus ID Number – Do not change.

Edit Child Information Pages

8a and 8b. If information is incorrect on these two items, make changes by selecting the plus sign next to the incorrect information. Select correct information and notify Family Worker to update information in Child Plus. Contact Child Development Managers with questions.

10. Select your email address.

11. Select Yes.

12. Select Yes or No as appropriate.

13. Review Home Language. If information is incorrect on these two items, make changes by selecting the plus sign next to the incorrect information. Select correct information and notify Family Worker to update information in Child Plus. Contact Child Development Managers with questions.

14. Select the language you use with the child.

15. Select Yes if a Bilingual Aide or other bilingual staff assisted with observations.

16. Head Start or Early Head Start should be selected as appropriate.

If the child is enrolled in a State program, select the plus sign and select State Program in addition to Head Start or Early Head Start.

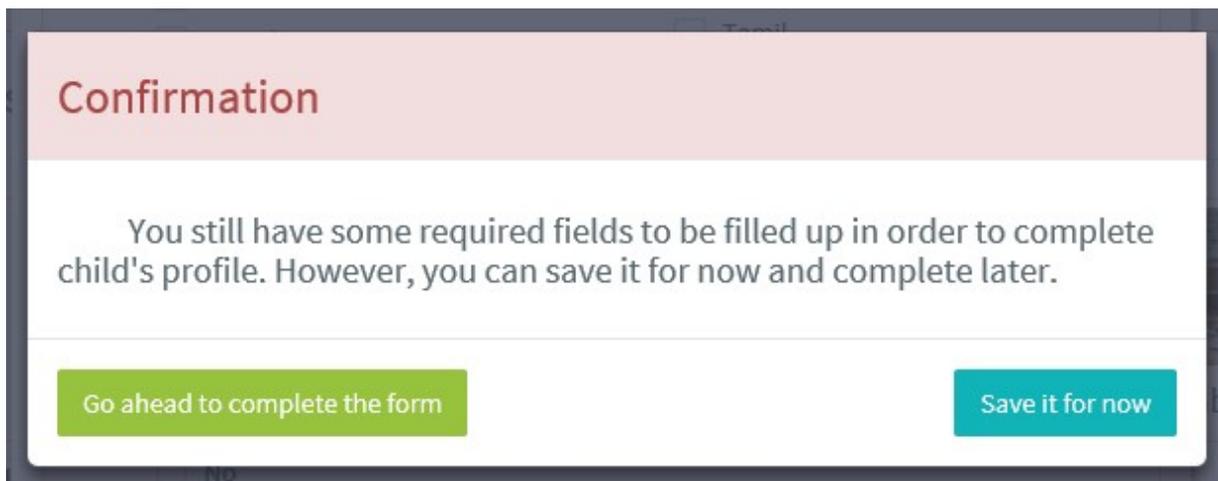
“Child’s tuition fees are enrol-subsidized”, mark Yes for all children.

17. Review IEP/IFSP status. If information is incorrect on these two items, make changes by selecting the plus sign next to the incorrect information. Select correct information and notify Family Worker to update information in Child Plus. Contact Child Development Managers with questions.

Select Submit button at the bottom of the page.

A green bar that says, “Updated Successfully” should appear if all information is filled in correctly.

A Confirmation box will appear if information is incomplete. Select the green button to “Go ahead to complete the form.” Review the page and fill in incomplete information.

A confirmation dialog box with a light pink header containing the word "Confirmation" in red. The main body is white and contains the text: "You still have some required fields to be filled up in order to complete child's profile. However, you can save it for now and complete later." At the bottom, there are two buttons: a green button on the left that says "Go ahead to complete the form" and a teal button on the right that says "Save it for now".

Confirmation

You still have some required fields to be filled up in order to complete child's profile. However, you can save it for now and complete later.

Go ahead to complete the form

Save it for now

Locking DRDP Rating

www.learning-genie.com

Locking is only available on the Learning Genie web portal.

1. Log into Learning Genie on the desktop computer
2. Select a classroom
3. Click on "Class Status"
4. Select Portfolio Status from the drop down menu
5. Each child has a circle with a lock above their name.
Red - unlocked, Green - locked
6. Select a child
7. Select date interval that you want to lock (Fall, Winter or Spring)
8. If all measures are rated, click on the Pre-Locking Check

Portfolio status

Select date interval:

Step 7 → 08/07/2017 - 10/13/2017 (2017-2018 Fall) 10/14/2017 - 01/26/2018 (2017-2018 Winter) (Active)

Select children

Steps 5 & 6 →

Step 8 → Before locking the child's rating for analytical reporting, please do a pre-locking check for completion

Pre-locking Check 2017-2018 Winter

Observed(29) :

Rated(29) :

ATL-REG1 (1)	ATL-REG2 (1)	ATL-REG3 (1)	ATL-REG4 (1)	ATL-REG5 (1)	COG1 (1)	COG11 (1)	COG2 (1)	
COG3 (1)	COG8 (1)	COG9 (1)	LLD1 (1)	LLD2 (1)	LLD3 (1)	LLD4 (1)	LLD5 (1)	PD-HLTH1 (1)
PD-HLTH2 (1)	PD-HLTH3 (1)	PD-HLTH4 (1)	PD-HLTH5 (1)	PD-HLTH6 (1)	PD-HLTH7 (1)	PD-HLTH8 (1)		
SED1 (1)	SED2 (1)	SED3 (1)	SED4 (1)	SED5 (1)				

Unrated(0) :

Empty

Unobserved(0) :

Empty

Back

Locking DRDP Rating

www.learning-genie.com

9. Review Child Information and Attributes.
 - a. If Child Information is incomplete, click on Update and make corrections as needed before locking.
10. If Child Information is complete, select Lock.
 - a. If ratings or child information is incomplete, the following error message will appear, "Required Child's Attributes Missing or Rating Incomplete". Go back to fill in missing information or rating.

Pre-locking Check 10/14/2017 - 01/26/2018 (2017-2018 Winter) ✕

Child's Information and Attributes Update

First Name	Middle Name	Last Name	Date of Birth	Class Name	Center Name
[Redacted]				25012- Jeana	2501-ANDERSON CENTER

Rating Status
All 29 measures are rated!

Step 9 →

Step 10 → Cancel Lock

11. Select Confirm in the confirmation pop up window.

Confirmation

The locking process will create a snapshot of data for the child. It will be available for reporting in 24 hours.

CancelConfirm

12. Child rating is now locked and the circle with a lock turns green.
13. Repeat steps 7 through 12 for each child with a completed rating.
14. Outcome reports will be available under the Analytical Reports tab within 24 hours of locking.

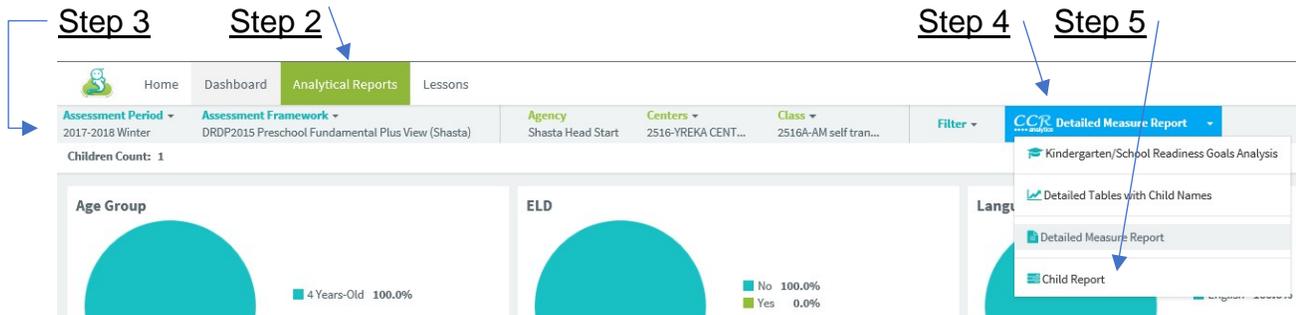
Running Child Reports

www.learning-genie.com

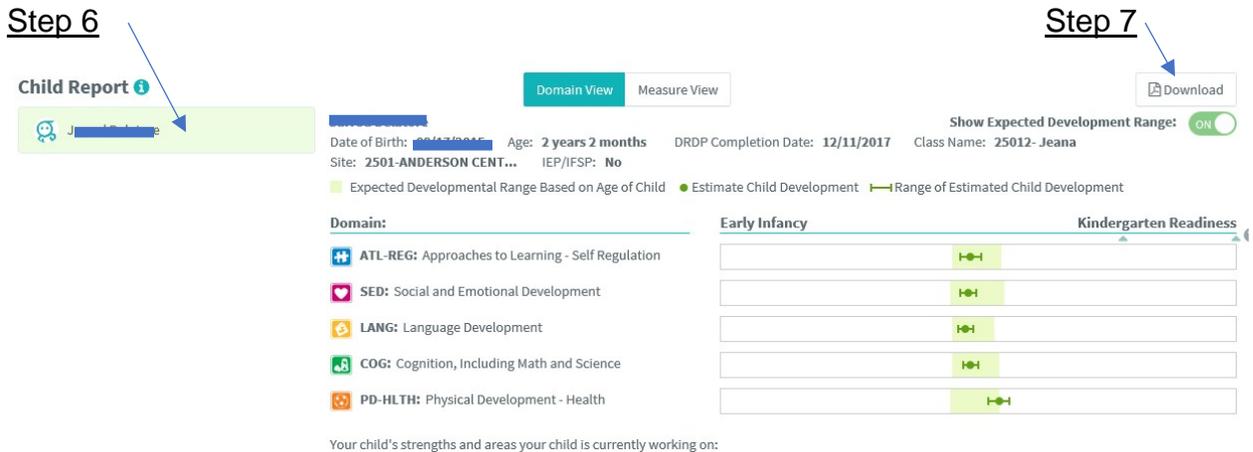
Child reports are available 24 hours after the child's DRDP rating is locked.

Reports can only be run using the Learning Genie web portal.

1. Log into Learning Genie on the desktop computer.
2. Select Analytical Reports from the top tool bar.
3. Select the appropriate Assessment Period, Assessment Framework, Center and Class.
4. Click on the blue CCR Analytics tab.
5. Select Child Report from the drop down that appears.



6. Select an individual child from the list on the left-hand side of the window.
7. Click on the Download button on the right-hand side of the window. The Generate PDF Reports window will open.



Running Child Reports

www.learning-genie.com

8. Select the appropriate language.
9. Click on Generate to run an individual child report or Generate (whole class) to run individual reports for all children in the classroom.
10. Select Download when generating is complete.

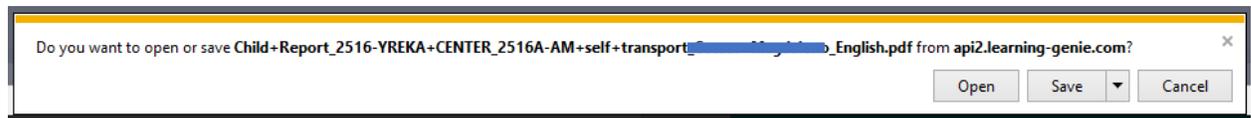
Generate PDF Reports ✕

Step 8 **Step 9** **Step 10**

PDF Name	Date	Status	Language		
		Not generated	<input type="checkbox"/> English <input type="checkbox"/> Español <input type="checkbox"/> 中文(简体)	Generate Generate (whole class)	
Child Report_2516-YREKA CENTER_2...	Jan 18, 2018	✔	English	Download	Delete
Child Report_2516-YREKA CENTER_2...	Jan 18, 2018	✔	English	Download	Delete
Child Report_2501-ANDERSON CENT...	Jan 17, 2018	✔	English	Download	Delete
Child Report_Shasta Head Start_221...	Nov 16, 2017	✔	English	Download	Delete

Close

11. Select Open from the pop up window that appears at the bottom of the screen.



12. Print appropriate pages from the Child Report pdf. One copy should be placed in the Education (purple) section of the child's file and one copy is given to the family at conferences or final home visit.

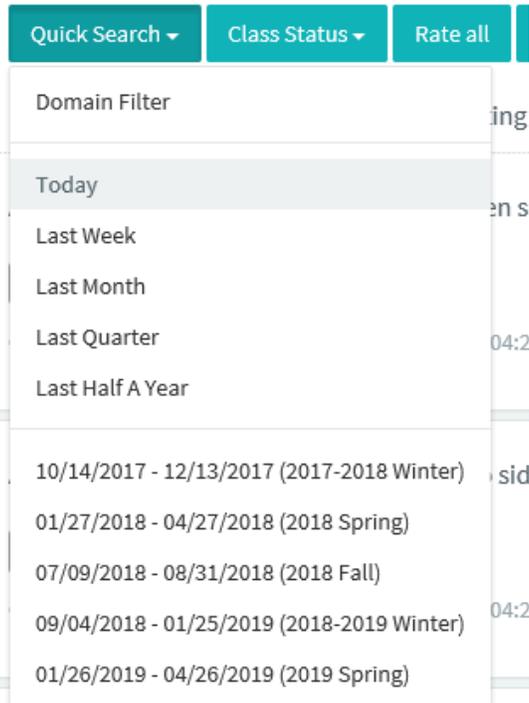
Portfolio Printing

- After completing each DRDP rating and tagging appropriate observations as “Portfolio Collection”, log in to Learning Genie using the Web Portal <https://www.learning-genie.com/>
- Select your class
- Select the appropriate child
- Click on “Quick Search” and select the appropriate rating period.
(example: 07/09/2018 - 08/31/2018 (2018 Fall))



Framework: [Toddler\(Shasta\)](#) Current Rating Period: [07/09/2018 - 08/31/2018 \(2018 Fall\)](#) ⓘ

- Click on “Quick Search” and select Domain Filter



Portfolio Printing

- Select “Portfolio Collection” and “Child Goal” from Custom Note Tag

Select Domains

Try search by typing the keywords

- ▼ Toddler(Shasta)
 - ▶ ATL-REG-Approaches to Learning - Self Regulation
 - ▶ SED-Social and Emotional Development
 - ▶ LLD-Language and Literacy Development
 - ▶ COG-Cognition, Including Math and Science
 - ▶ PD-HLTH-Physical Development Health
- ▼ Work Sample
 - Drawing/art sample
 - Writing Sample
 - Cutting/art sample
- ▼ Custom Note Tag
 - Child Goal
 - Parent Observation
 - Portfolio Collection

Close Select

- Click on “Class Status”
- Scroll over “PDF”
- Select “PDF by dates” from drop down menu. (A whole classroom can be run by selecting “PDF by dates (whole class)” option)

Class Status ▼ Rate all Merge DRDP-Tech File

Process Assessment Report Period: 07/09/2018 - 08/31/2018

Portfolio status

PDF >

PDF by domain it.

PDF by dates

PDF by domain (whole class)

PDF by dates (whole class)

Comforting

ija Agostini on Jul 13, 2018 at 04:20

- Click on “Generate” from the Generate PDF Reports window that appears.

Portfolio Printing

- When PDF is generated, select Download
- Select Save on drop down menu
- Select Save As
- Use generated file name to Save in M:_Portfolio\Your site\Your classroom
- Print 1 copy, 2 sided, in color for the child's portfolio binder

Midpoint Rating Directions

The midpoint rating will *only* include:

- School readiness goals
- Individual child goals

From the desktop computer:

1. Log into Learning Genie
2. Select Portfolio
3. Select a child
4. Select the + sign to add an observation
5. Click on the select domain tab
6. Select all domains
7. Click on the arrow next to each domain
8. Unselect the school readiness goals and individual child goals. HS school readiness goals are noted with an asterisk at the beginning of the measure (*ATL-REG 4). *EHS refer to midpoint Infant/Toddler Rating Record school readiness measures.*
9. Click on "select" at the bottom of the page
10. Write not required in the observation box
11. Select save
12. Select the Rate All tab at the top of the page
13. Select unable to rate for all measures that were not school readiness or child goals
14. Complete this process for each child

From the tablet:

1. Log into Learning Genie
2. Select portfolio
3. Select a child
4. Select the + sign to add an observation
5. Select a domain
6. Select all measures that are **not** School readiness goals or child goals. HS school readiness goals are noted with an asterisk at the beginning of the measure (*ATL-REG 4). *EHS refer to midpoint Infant/Toddler Rating Record for school readiness measures.*
7. Repeat for each domain
8. Write "not required" for the observational note.
9. Select save ✓
10. Select the observation
11. Tap one measure at a time
12. Select unable to rate
13. Select save
14. Continue steps 10 thru 13 until each measure is rated with the "unable to rate" status
15. Complete this process for each child

Midpoint Rating Directions

Preschool School Readiness Goal Measures

- ATL-REG 5 Control of Feelings and Behavior
- ATL-REG 6 Engagement and Persistence
- LLD 8 Phonological Awareness
- LLD 9 Letter and Word Knowledge
- ELD 2 Self-expression in English (Expressive English) (DLL Only)
- COG 4 Number Sense of Math Operations
- COG 9 Inquiry Through Observation and Investigation
- PD-HLTH 5 Safety
- HSS 4 Conflict Negotiation

Infant Toddler School Readiness Goal Measures

- ATL-REG 5 Control of Feelings and Behavior
- SED 2 Social and Emotional Understanding
- SED 5 Symbolic and Sociodramatic Play
- LLD 4 Reciprocal Communication and Conversation
- LLD 5 Interest in Literacy
- COG1 Spatial Relationships
- COG 2 Classification
- PD-HLTH 4 Fine Motor Manipulative Skills
- PD-HLTH 5 Safety