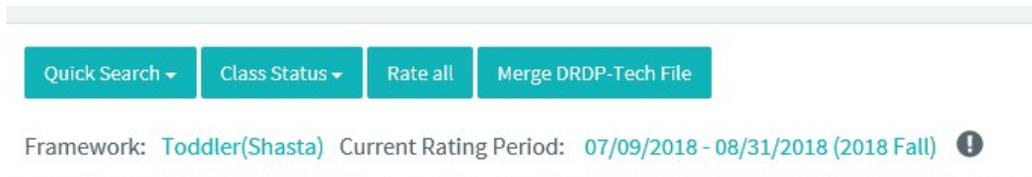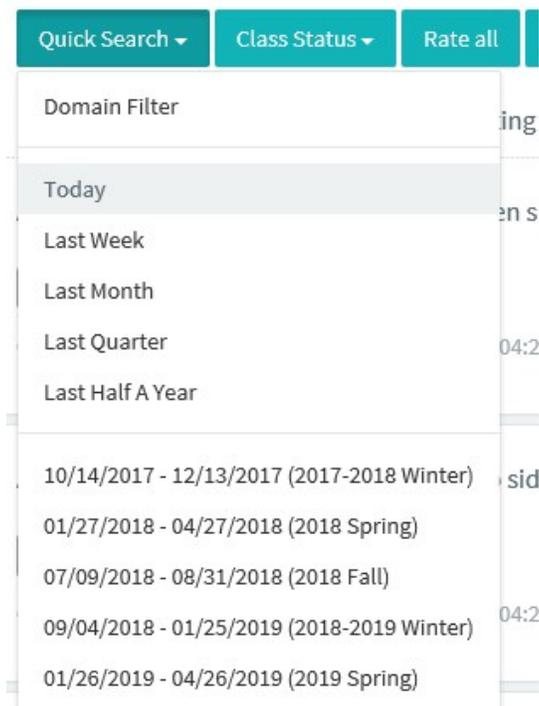# Portfolio Printing

o 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/

o Select your class

o Select the appropriate child

o Click on "Quick Search" and select the appropriate rating period. (example: 07/09/2018 - 08/31/2018 (2018 Fall)

o 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
- Portfolio status   Period: 07/09/2018 - 08/31/20
- PDF   >
  - PDF by domain
  - PDF by dates
  - PDF by domain (whole class)
  - PDF by dates (whole class)

Comforting

ja Agostini on Jul 13, 2018 at 04:2

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

Portfolio Printing

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

10/15/2019