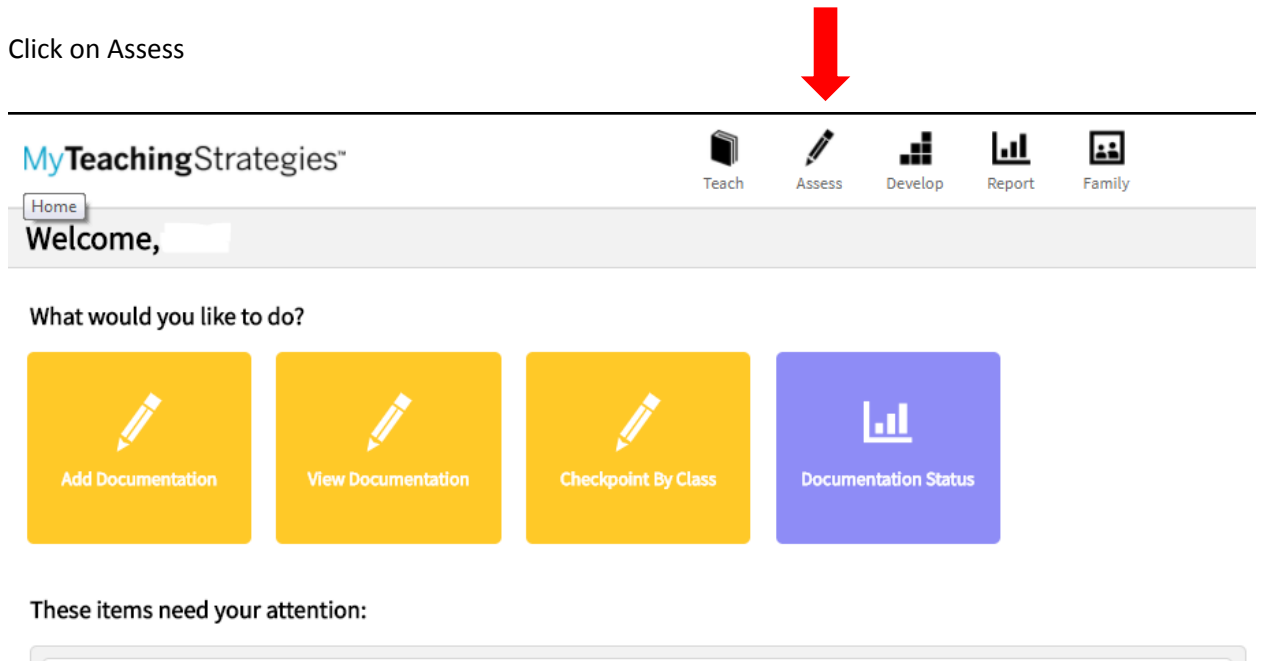


How to print observations in TSG

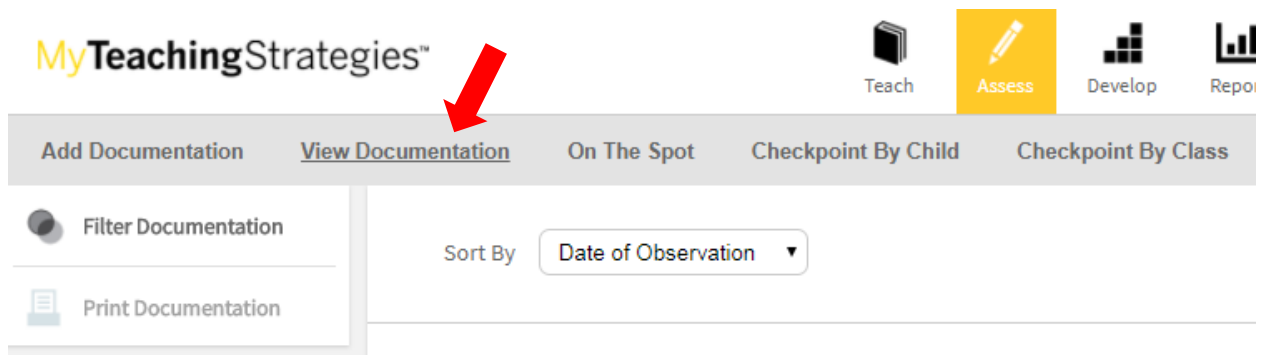
For Teachers

1. Click on Assess



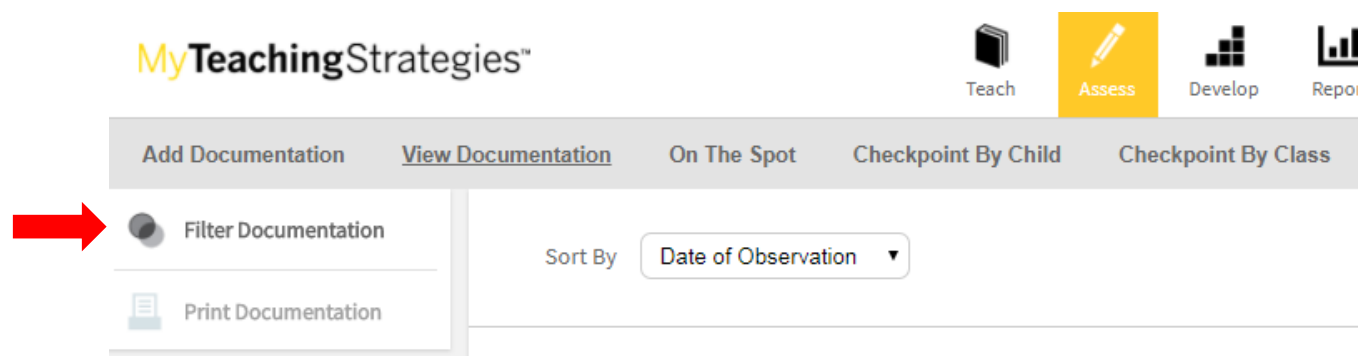
The screenshot shows the MyTeachingStrategies™ dashboard. At the top right, there is a navigation bar with icons for Teach, Assess, Develop, Report, and Family. A red arrow points to the Assess icon. Below the navigation bar, there is a "Home" button and a "Welcome, [Name]" message. The main content area is titled "What would you like to do?" and contains four buttons: "Add Documentation", "View Documentation", "Checkpoint By Class", and "Documentation Status". Below this, there is a section titled "These items need your attention:".

2. Click on View Documentation



The screenshot shows the MyTeachingStrategies™ dashboard with the "Assess" icon highlighted in the top navigation bar. Below the navigation bar, there is a "Home" button and a "Welcome, [Name]" message. The main content area is titled "What would you like to do?" and contains four buttons: "Add Documentation", "View Documentation", "Checkpoint By Class", and "Documentation Status". Below this, there is a section titled "These items need your attention:". The "View Documentation" button is highlighted with a red arrow.

3. Click on Filter Documentation



The screenshot shows the MyTeachingStrategies™ dashboard with the "Assess" icon highlighted in the top navigation bar. Below the navigation bar, there is a "Home" button and a "Welcome, [Name]" message. The main content area is titled "What would you like to do?" and contains four buttons: "Add Documentation", "View Documentation", "Checkpoint By Child", and "Checkpoint By Class". Below this, there is a section titled "These items need your attention:". The "Filter Documentation" button is highlighted with a red arrow.

4. Select the Season and Year (Spring 16/17; Summer 16/17; or Fall 17/18). It will only let you select one checkpoint period at a time, so you will have to do this whole process 2 or 3 times. **Click on Children and select the child you want to print for.**

The screenshot shows the 'View Documentation' page with a navigation bar at the top containing 'Add Documentation', 'View Documentation', 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', 'KEA Survey', and 'Che'. On the left, there is a sidebar with 'Filter Documentation' and 'Print Documentation' options. The main content area is titled 'Search / Filter your view by:' and includes a text input field for 'Enter Keywords'. Below this, there are two dropdown menus for 'Period', labeled 'Season' and 'Year', both with 'Select' options. At the bottom of the filter section, there are two expandable categories: '+ Children' and '+ Date'. A red arrow points to the '+ Children' category.

5. After you have selected the child you want, **click Apply.**

The screenshot shows the 'View Documentation' page with the same navigation bar as above. The 'Filter Summary' section is now visible on the right side of the page. It contains the text 'Children' and 'Child's Name' in red. Below this, there are two buttons: 'Clear All' and 'Apply'. A red arrow points to the 'Apply' button. The main search and filter area on the left remains the same as in the previous screenshot.

6. Click on “Select all documentation for print”

The screenshot shows the 'View Documentation' interface. At the top, there are navigation tabs: 'Add Documentation', 'View Documentation' (underlined), 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', 'KEA Survey', and 'Checkpoint Dates'. On the left, there is a sidebar with 'Filter Documentation' and 'Print Documentation'. The main area has a 'Sort By' dropdown set to 'Date of Observation'. Below this, there is a checkbox labeled 'Select all documentation for print' which is currently unchecked. A red arrow points to this checkbox. Below the checkbox, there are three documentation cards, each with a print icon and a checkbox. The first card contains the text: 'TG: TODAY I WOREKD ON THE TAECHER GOAL, TODAY AS CHILD PLAYED IN THE HOUSE AREA, HE WAS'. The second card contains: 'IEP: TODAY I WOREKD ON THE IEP GOAL. DURING LARGE GROUP AT STORY TIME, CHILD WAS LISTENING TO'. The third card contains: 'TG: TODAY I WORKED ON THE TAECHER GOAL. DURING LARGE GROUP, CHILD SAID (MIRA ES AMI I FTRA F) AND'.

7. Click on Print Documentation

The screenshot shows the 'View Documentation' interface. At the top, there are navigation tabs: 'Add Documentation', 'View Documentation' (underlined), 'On The Spot', and 'Checkpoint By Ch'. On the left, there is a sidebar with 'Filter Documentation' and 'Print Documentation'. The 'Print Documentation' button is highlighted with a red arrow. The main area has a 'Sort By' dropdown set to 'Date of Observation'. Below this, there is a checkbox labeled 'Select all documentation for print' which is checked. Below the checkbox, there are two documentation cards, each with a print icon and a checkbox. The first card contains the text: 'TG: TODAY I WOREKD ON THE TAECHER GOAL, TODAY AS CHILD PLAYED IN THE HOUSE ARFA. HF'.

8. Click all boxes except preliminary levels and select Print.

Print Selected Documentation

109 item(s) selected for print.

Options:

- Display Notes
- Display Attachments
- Display Associated Objectives & Dimensions
- Display Preliminary Levels
- Display Date/Time Entered
- Display Author

Cancel

Print



9. Click Close.

Creating Your File...

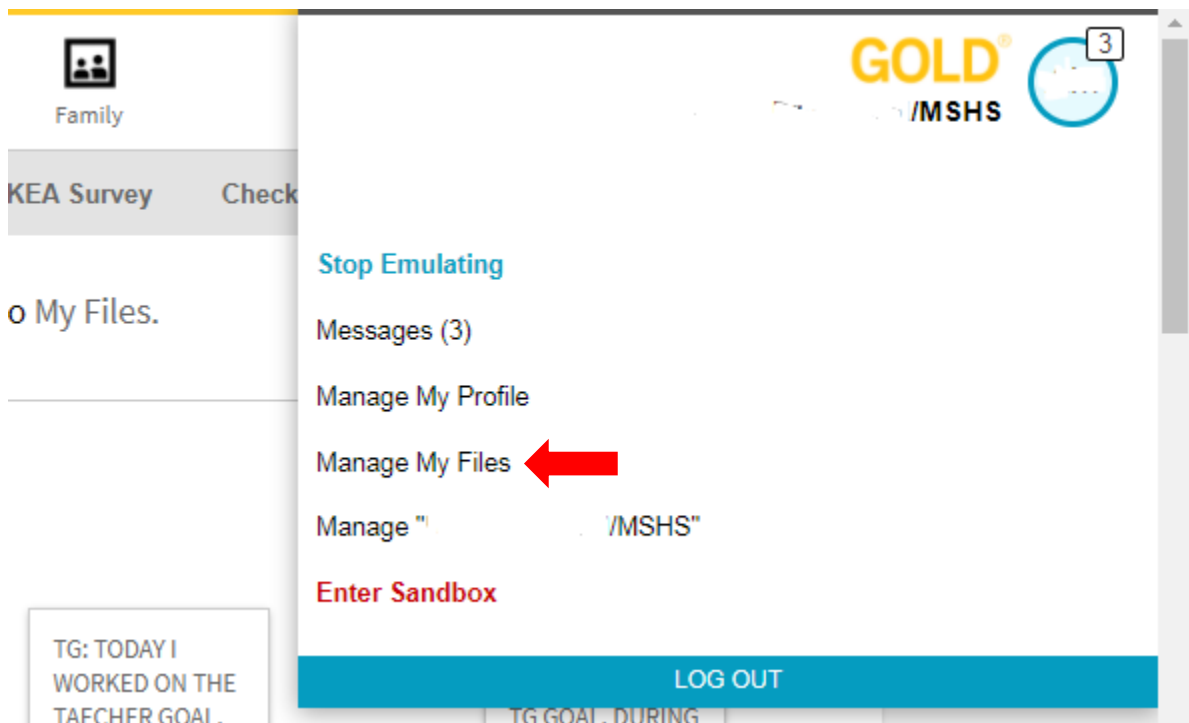
This may take a few minutes. You may close this dialogue box and continue working in *MyTeachingStrategies™*. To access your created file(s), please select the Profile Icon and click My Files.

Please note: PDF files that are created to print documentation will be removed from your queue after 48 hours. If you are unable to print within 48 hours, you will need to re-create the PDF.

Close



10. Click on "Manage My Files"



11. Click on PDF and Print

My Files

Please note: PDF files that are created to print documentation will be removed from your queue after 48 hours. If you are unable to print within 48 hours, you will need to re-create the PDF.

Title	Generated On	Status	Output
Documentation	09/27/2017@12:37 PM	Completed	PDF



Once you are done printing you will have to do this whole process again for the other checkpoint periods.