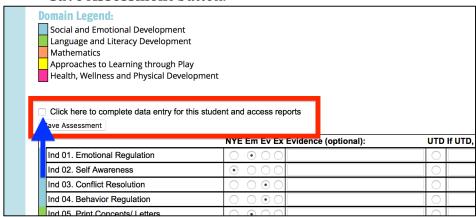# How to Complete and Save a Student Inventory record

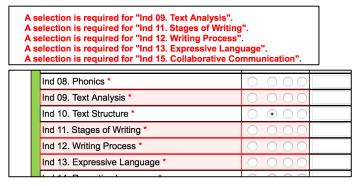If you view your classroom list, you will see that all student assessments are marked incomplete, even if you have completed all 30 indicators.

Linked to Classrooms (9):

Actions	Last Name	First Name	Middle Name	Date of Birth	PA Secure ID	Completion	Data Entry Status

Classroom Name: Sandy Johnson (Full Day; Teachers Linked: Kathryn Denhom)

Please select a single indicator... | Enter for Classroom

Actions	Last Name	First Name		Date of Birth		Completion	Data Entry Status
[enter inventory] [edit] [remove]	Data	Test		04/10/2012		17 / 30	Incomplete
[enter inventory] [edit] [remove]	Erb	Ken		04/08/2012		30 / 30	Incomplete
[enter inventory] [edit] [remove]	Freebird	Greg		06/02/2012		13 / 30	Incomplete
[enter inventory] [edit] [remove]	Girl	Test		04/01/2012		7 / 30	Incomplete
[enter inventory] [edit] [remove]	Harris	Jerry		02/03/2012		19 / 30	Incomplete
[enter inventory] [edit] [remove]	Harris	Kim		06/03/2012		17 / 30	Incomplete

1. Once you have completed all 30 indicators for a child's assessment, the next step will be to "mark" the assessment as completed. To complete this, click the **"Click here to complete data entry for this student and access reports"** checkbox at the top of the assessment screen and then click the **Save Assessment** button.

Domain Legend:
- Social and Emotional Development
- Language and Literacy Development
- Mathematics
- Approaches to Learning through Play
- Health, Wellness and Physical Development

☐ Click here to complete data entry for this student and access reports

Save Assessment

	NYE Em Ev Ex	Evidence (optional):	UTD If UTD,
Ind 01. Emotional Regulation	○ ⦿ ○ ○		○
Ind 02. Self Awareness	⦿ ○ ○ ○		○
Ind 03. Conflict Resolution	○ ○ ⦿ ○		○
Ind 04. Behavior Regulation	○ ○ ⦿ ○		○
Ind 05. Print Concepts/ Letters	○ ⦿ ○ ○		○

2. Upon clicking the Save Assessment button, the software will review all data entered and check to see that all 30 indicators have been completed correctly. If any of the indicator items are not completed or a **UTD** reason needs to be competed, the software will highlight the areas of needed attention in red:

A selection is required for "Ind 09. Text Analysis".
A selection is required for "Ind 11. Stages of Writing".
A selection is required for "Ind 12. Writing Process".
A selection is required for "Ind 13. Expressive Language".
A selection is required for "Ind 15. Collaborative Communication".

Ind 08. Phonics *	○ ○ ○ ○	
Ind 09. Text Analysis *	○ ○ ○ ○	
Ind 10. Text Structure *	○ ⦿ ○ ○	
Ind 11. Stages of Writing *	○ ○ ○ ○	
Ind 12. Writing Process *	○ ○ ○ ○	
Ind 13. Expressive Language *	○ ○ ○ ○	

NOTE: You will need to complete or add any missing information listed in order to be able to "mark" the assessment as complete.

3. By clicking the "complete" checkbox and saving the assessment, you will now be able to view and/or print copies of that student's assessment. To view a student's assessment, click on the View link. To save a copy of the student's assessment to your computer for later use, click on the Save link.

Student List (9)

Actions	Last Name	First Name	Middle Name	Date of Birth	PA Secure ID	Completion	Data Entry Status
[enter inventory] [edit] [remove]	Data	Test		04/10/2012		17 / 30	Incomplete
[enter inventory] [edit] [remove]	Erb	Ken		04/08/2012		30 / 30	Complete [PDF: Save View]
[enter inventory] [edit] [remove]	Freebird	Greg		06/02/2012		10 / 30	Incomplete
[enter inventory] [edit] [remove]	Girl	Test		04/01/2012		7 / 30	Incomplete
[enter inventory] [edit] [remove]	Harris	Jerry		02/03/2012		19 / 30	Incomplete
[enter inventory] [edit] [remove]	Harris	Kim		06/03/2012		17 / 30	Incomplete

Student's Name: Jeff Kay **D.O.B.:** 01/01/2009 **Entry Date:** 08/24/2016
Classroom Name: Sandy Johnson (Full Day) **School District:** Slippery Rock Area SD **Building Name:** Slippery Rock Area El Sch

	NYE Em Ev Ex	Evidence (optional):	UTD	If UTD, please give reason
Ind 01. Emotional Regulation	○ ◉ ○ ○	Add Evidence	○	
Ind 02. Self Awareness	○ ○ ◉ ○		○	
Ind 03. Conflict Resolution	○ ◉ ○ ○		○	
Ind 04. Behavior Regulation	◉ ○ ○ ○		○	
Ind 05. Print Concepts/ Letters	○ ◉ ○ ○		○	
Ind 06. Print Concepts/ Words	○ ○ ◉ ○		○	
Ind 07. Phonological Awareness	○ ◉ ○ ○		○	
Ind 08. Phonics	○ ○ ◉ ○		○	
Ind 09. Text Analysis	◉ ○ ○ ○		○	
Ind 10. Text Structure	○ ◉ ○ ○		○	
Ind 11. Stages of Writing	○ ○ ◉ ○		○	
Ind 12. Writing Process	○ ○ ○ ◉		○	

4. Once you have completed all of the Student assessments in your classroom, the final step will be to **Finalize** your classroom.