

Division of Early Childhood Education (DECE) Authentic Assessment System (AAS) *Developmental Summary Report Instructions*

PEARSON WORK SAMPLING SYSTEM – *DEVELOPMENTAL CHECKLIST*

**LOGIN:**

1. Open Google Chrome
2. Go to [worksamplingonline.com](http://worksamplingonline.com)
3. Enter username/password
  - a. Forgot your username? Please email [prekassessment@schools.nyc.gov](mailto:prekassessment@schools.nyc.gov).
  - b. Forgot your password? Please click 'forgot password' and an email will be sent to you.

**PRINTING DEVELOPMENTAL CHECKLIST:**

1. On the top left of the main screen, select your class from the drop down
2. Under Reports, click Manage Reports, select Generate Reports
3. In the Individual and Class Reports page, click Checklist
4. Under 'Print for,' select Entire Class or student name
5. Under 'Grade Level,' select Preschool 4
6. Under 'Academic Year,' select 2018/2019
7. Click the box to the left of 'Include Preliminary Ratings'
8. Click the box to the left of 'Include Comments'
9. Click the box to the left of 'All Domains'

**PLEASE WAIT WHILE YOUR REPORT IS BEING GENERATED**

10. A PDF file of the checklist report will automatically download to your device.

**STUDENT RECORD TRANSFER FILE:**

For immediate assistance, call the NYU Authentic Assessment Hotline at (212) 998-9003 from 8:30 am – 5:30 pm, or email [prekassessment@schools.nyc.gov](mailto:prekassessment@schools.nyc.gov).

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**TEACHING STRATEGIES GOLD – DEVELOPMENT AND LEARNING REPORT**

**LOGIN:**

1. Open Google Chrome
2. Go to [teachingstrategies.com](https://teachingstrategies.com), then click 'GOLD Login' on the upper-right-hand corner.
3. Enter username/password
  - a. Forgot your username? Please email [prekassessment@schools.nyc.gov](mailto:prekassessment@schools.nyc.gov)
  - b. Forgot your password? Please click 'forgot password' and an email will be sent to you.

**PRINTING DEVELOPMENTAL AND LEARNING REPORT:**

1. On the top of the main screen, click 'Report'
2. Under 'Reports,' click 'Development and Learning'
3. Under 'Class,' select Preschool Class
4. Under 'Children,' click 'Select All' or click on the student name
5. Under 'Checkpoint Period,' select Spring 2018/2019
6. Under 'Areas of Development and Learning,' check all by clicking to the left of the domain
7. Under 'Include,' click 'All Preliminary Levels and Finalized or Unfinalized Checkpoint Level'
8. Under 'Show,' click 'Objectives and Dimension numbers'
9. **PLEASE WAIT WHILE YOUR REPORT IS BEING GENERATED**
9. A PDF file of the Development and Learning Report will automatically download to your device.

**STUDENT RECORD TRANSFER FILE:**

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HIGHSCOPE CHILD OBSERVATION RECORD (COR) ADVANTAGE – *DEVELOPMENTAL SUMMARY*

**LOGIN:**

1. Open Google Chrome
2. Go to [coradvantage.org](https://coradvantage.org), and then click 'Login' on the upper-left-hand corner.
3. Enter username/password
  - a. Forgot your username? Please email [prekassessment@schools.nyc.gov](mailto:prekassessment@schools.nyc.gov)
  - b. Forgot your password? Please click 'forgot password' and an email will be sent to you.

**PRINTING DEVELOPMENTAL SUMMARY:**

1. In the navigation tree on the main page, select your child from the drop down
2. On the top left of the main screen, click 'Child Reports'
3. Click 'Developmental Summary'  
**PLEASE WAIT WHILE YOUR REPORT IS BEING GENERATED**
4. Click 'View'
5. A PDF file of the Developmental Summary report will automatically download to your device.

**STUDENT RECORD TRANSFER FILE:**

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