Understanding the Checkpoint Process

How are checkpoint dates used in *GOLD*™?

Checkpoint dates define the checkpoint periods for your organization. At the end of each checkpoint period, you review the documentation you entered and use the information to determine each child's levels for the objectives and dimensions you are considering.

Documentation with the "Date Observed" between the start and end date of a period will be assigned to that period.

> *Note:* Program administrators can set custom checkpoint periods under the **Administration** tab > **License Settings.**

On many screens, you can change the checkpoint period you are viewing by clicking **Change View** at the top right of the screen.

> *Note:* The end date and due date for a checkpoint may be different. The end date of a checkpoint is the last day that documentation will be assign to that checkpoint. The due date is the date all levels be entered and finalized for each child.

How do I finalize a checkpoint?

Finalizing checkpoint levels shows your administrator that the levels you entered are your best evaluation of the child's current knowledge, skills, and behaviors and that you have completed the evaluation process. Finalized levels are also used in some *GOLD*™ reports.

You can finalize checkpoints by using **Checkpoint by Area**, **Checkpoint by Objective**, **Checkpoint by Child**, or **Checkpoint by Multiple Children**.

Checkpoint by Area
With the **Checkpoint by Area** feature, you can finalize your selections in three different ways:

- **Finalize by Area**
  Once you enter levels for each child's knowledge, and skills, and behaviors in an area, all of the squares in that area's column will be blue, and "Finalize" will display in the last box of the column. Clicking **Finalize** brings up a confirmation window.

- **Finalize by Child**
  Once you enter levels in all areas for one child's knowledge, skills, and behaviors, all of the squares in that child's row will be blue, and "Finalize" will display in the last box of the row. Clicking **Finalize** brings up a confirmation window.

- **Finalize by Child/Area**
  Once you enter levels for all objectives and dimensions in area for one child's knowledge, skills, and behaviors, the corresponding square will be blue. Clicking on the square brings up a window that asks whether you would like to finalize or edit your selections.

"Unfinalizing" Checkpoint Levels in Checkpoint by Area

To edit levels after finalizing, "unfinalize" the levels. Click the blue box with the check mark and select **Unfinalize** in the pop-up window. Be sure to finalize your levels after you have edited them.

Checkpoint by Objective

When all levels have been entered in an area for the knowledge, skills, and behaviors of all children in the class, you will see the "Finalize This Checkpoint" option at the bottom of the list of objectives and dimensions in the area. Click **Finalize This Checkpoint** to finalize your selections.

> *Note.* There is no option to "unfinalize" levels in **Checkpoint by Objective.**

Checkpoint by Child

When all levels have been entered in an area, you will see the "Finalize this Checkpoint" option at the bottom of the list of objectives and dimensions in the area. Click **Finalize This Checkpoint** to finalize your selections. You can also "unfinalize" your entries if you need to edit levels after the selections have been finalized. Click **Unfinalize This Checkpoint** at the bottom of the list of objectives and dimensions in the area.

Checkpoint by Multiple Children

Once you have viewed the progression screens for all objectives and dimensions in an area, you can finalize your selections for the children for whom you have entered levels for *all* objectives and dimensions in that area. On the last progression screen for that area, you will see an option to "Save and Finalize" at the bottom of the screen. Click **Save and Finalize**. A pop-up window will list the a) children for whom checkpoint levels will be finalized immediately and b) children for whom checkpoint levels will not be finalized yet because levels were entered for some but not all objectives and dimensions in the area.

> *Note.* There is no option to "unfinalize" levels in the **Checkpoint by Multiple Children** view.