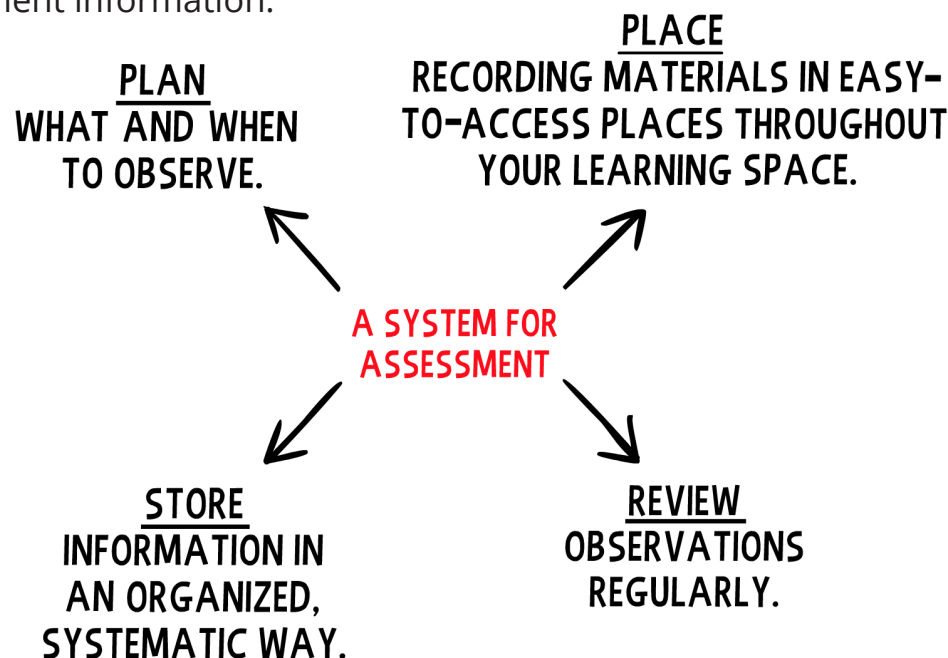


Using Observation and Documentation: *Organizing for Assessment*

WHAT'S IN THIS PD2GO PACK?

Learn how to integrate ongoing child assessment into your daily routines. A system for assessment gives you an efficient way to track children's ongoing development and learning. This pack helps teachers/providers plan systems to collect, store, organize, and reflect on child assessment information.

Your Participants Will...
increase their capacity to set up a system for collecting, organizing, and storing child assessment information.



SUPPORTING MATERIALS

Facilitator's Guide Everything you need to facilitate this PD2GO presentation on *Organizing for Assessment*, including an interactive presentation page along with step-by-step presenter's notes.

Coaching Corner One-page resource with self-reflection and practice opportunities that can be explored individually, with peers, and in professional development sessions.


Additional resource materials related to this pack provide opportunities to explore and expand your skills and knowledge through **Digging Deeper**, **Resource Links**, and **Family Connections**.

HOW TO USE THIS FACILITATOR'S GUIDE

This Facilitator's Guide will provide you with step-by-step information on how to present this session using the interactive presentation page and downloadable materials specific to this PD2GO pack. We recommend [opening the pack presentation](#) as you go through this Facilitator's Guide.

Presentation Information

Text written in italics is meant to be spoken out loud during the course of the presentation.

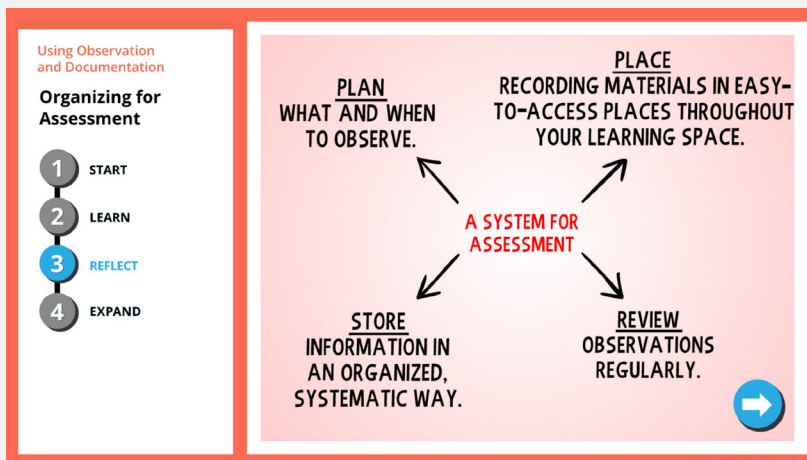
Other text, marked with this icon , offers important information such as instructions or suggested answers to facilitate the presentation of this PD2GO pack.

THE INTERACTIVE PRESENTATION PAGE

The presentation page includes the following elements:

Steps

Click on each number icon to begin the section of the presentation—use the presenter's notes in this guide to facilitate each step of the presentation.



DOWNLOADABLE MATERIALS

In This Pack

Click on the downloadable materials hyperlink to access all materials related to this presentation.


In This Bundle


Click on the downloadable materials hyperlink to access all additional resources and materials that can be used with this presentation and other related packs.

MATERIALS

In this pack, you will find:

[Download all \(3.2 MB\)](#)

 [Facilitator's Guide \(3.2 MB\)](#)
Everything you need to facilitate this PD2GO presentation on Organizing for Assessment, including an interactive presentation page along with step-by-step presenter's notes.

 [Coaching Corner \(160 KB\)](#)
One-page resource with self-reflection and practice opportunities that can be explored individually, with peers, and in professional development sessions.

 [Handout: Organizing for Assessment \(400 KB\)](#)

In this bundle, you will find:

[Download all \(830 KB\)](#)

Additional resource materials related to this pack provide opportunities to explore and expand your skills and knowledge. The resources include:

 [Digging Deeper \(730 KB\)](#)

 [Family Connections \(170 KB\)](#)

 [Resource Links \(160 KB\)](#)

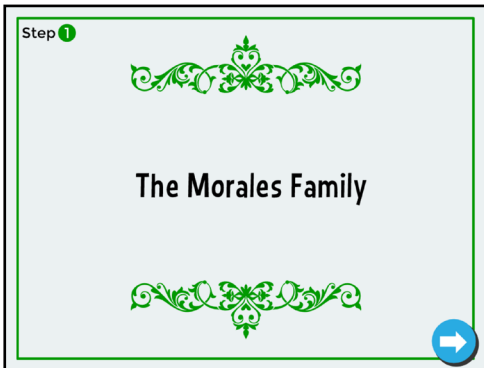
EXPANDING ON THIS PD2GO PACK

This presentation on *Organizing for Assessment* can be used individually or in conjunction with related packs in the bundle, *Observing with Purpose*, *For the Record*, and *Interpreting Observations*. Additional resources and materials in this bundle (*Digging Deeper*, *Resource Links*, and *Family Connections*) are designed to extend skills and knowledge around these related packs, provide links to resources, and promote partnerships with families.

STEP 1:
START

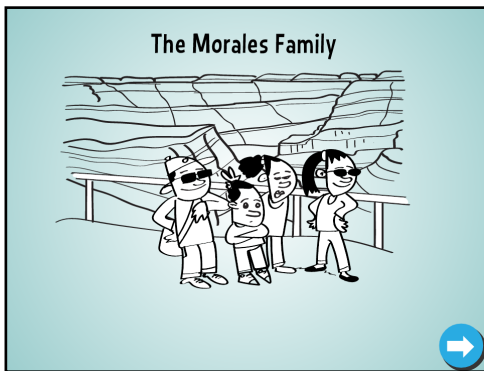
PRESENTATION SEQUENCE

FACILITATOR'S NOTES



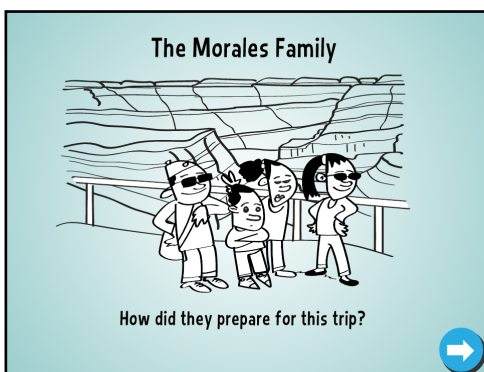
[2 min] **CLICK** **Step 1 - Start**

Facilitator: *Let's join the Morales family on vacation.*



CLICK

Facilitator: *Here they are on their trip. Before leaving, they spent time preparing for the journey.*



CLICK

Facilitator: *How did they prepare for this trip? They planned where to travel, studied maps, and made sure they had everything they needed.*

Now think back to a trip you took. How did you prepare for this trip? What did you need to know and do to plan for it?



Pause to give participants a few moments to think about the question; then ask for volunteers to share their ideas.

STEP 1: Continued START

PRESENTATION SEQUENCE

FACILITATOR'S NOTES




Ongoing child assessment requires organization and planning.


Go to step 2: LEARN

Facilitator: *To prepare for a trip, you need a plan! You need to know several things:*

- *Where and when will you go?*
- *How will you get to your destination?*
- *What will you pack for this type of trip?*



Facilitator: *In many ways, preparing for assessment is like preparing for a journey. To make your assessment journey effective, you need a plan:*

- *What will you assess?*
- *When and where will you assess?*
- *How will you collect the evidence?*
- *What recording materials will you need?*

To collect information as part of your daily routines, you need a system.




Facilitator: *Ongoing child assessment requires organization and planning.*

STEP 2: LEARN



PRESENTATION SEQUENCE

FACILITATOR'S NOTES


Step 2



Let's learn more about organizing for assessment in an early childhood setting.

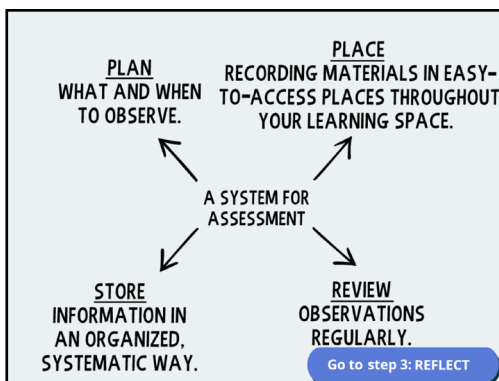
Organizing for Assessment



Play Video

The video in this step lasts 5 minutes and 46 seconds.

Before viewing the video in this step, check that your speakers are turned on or plugged in with the volume appropriately adjusted. Also keep in mind that the video is designed to play through to the end of this step without interruption. If you click on the "Play" button unintentionally, you cannot pause the video midway through. The only way to restart the video and audio together is to refresh your browser and start the pack presentation again.



[6 min]



Step 2 - Learn



Pass out the handout.
 **"Organizing for Assessment"**

Facilitator: *Let's learn more about organizing for assessment in an early childhood setting. Refer to the handout to follow along with the main points of the presentation.*



The video in this step lasts 5 minutes and 46 seconds.


Before viewing the video in this step, check that your speakers are turned on or plugged in with the volume appropriately adjusted. Also keep in mind that the video is designed to play through to the end of this step without interruption. If you click on the "Play" button unintentionally, you cannot pause the video midway through. The only way to restart the video and audio together is to refresh your browser and start the pack presentation again.

STEP 3: REFLECT



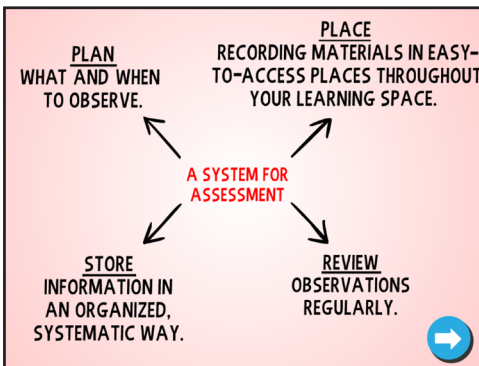

PRESENTATION SEQUENCE

FACILITATOR'S NOTES


Step 3



Let's reflect on the four key ideas from the video.

A system for assessment allows you to observe and learn about children as part of your routine.



Go to step 4: EXPAND

[5 min]

CLICK 

Step 3 - Reflect

Facilitator: *Let's reflect on the four key ideas from the video.*

CLICK 



Use the following questions to discuss the main ideas from the video. Participants may refer to the "Organizing for Assessment" handout as a reminder of the key ideas.

- When might a teacher/provider plan an observation?
- What are the benefits of placing recording materials in easy-to-reach places? What are some recording materials you use?
- What are different methods to store and organize documentation? What method do you use to organize and store documentation?
- Why is it important to establish routines to reflect on observations?

CLICK 

Facilitator: *A system for assessment allows you to observe and learn about children as part of your routine.*

**STEP 4:
EXPAND**

PRESENTATION SEQUENCE

FACILITATOR'S NOTES

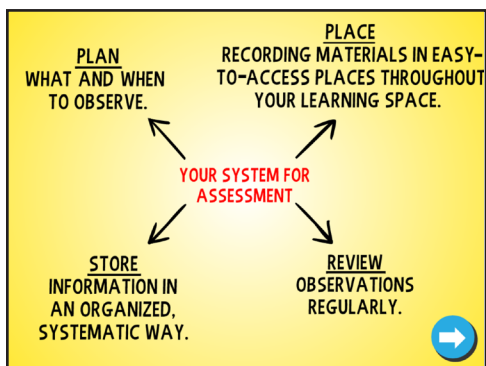


[2 min]



Step 4 - Expand

Facilitator: *Think about your system for assessment.*



Facilitator: *Spend a few moments thinking about how you will complete each step:*

- *Plan what and when to observe.*
- *Place recording materials in easy-to-access places throughout your learning space.*
- *Store information in an organized, systematic way.*
- *Review observations regularly.*

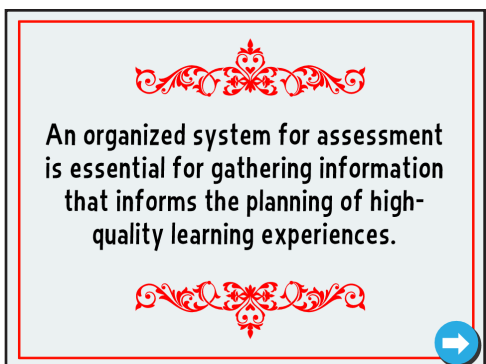
What are one or two specific ideas you can implement immediately? Write down your plan.



Pause to give participants a few minutes to reflect and write down their plans.



Facilitator: *An organized system for assessment is essential for gathering information that informs the planning of high-quality learning experiences.*



THIS PD2GO PACK WAS INFORMED BY THE FOLLOWING RESOURCES:

Desired Results Training and Technical Assistance Project (Producer). (2006). *Getting to know you through observation*. [DVD]. (Available from: <http://www.wested.org/resources/getting-to-know-you-through-observation/>).

Dichtelmiller, M. L. (2011). *The power of assessment: Transforming teaching and learning*. Washington, DC: Teaching Strategies, Inc.

Jablon, J., Dombro, A. L., & Dichtelmiller, M. L. (2011). *The power of observation: Birth to age 8* (2nd ed.). Washington, DC: Teaching Strategies, Inc.

National Center on Quality Teaching and Learning. (2014). *Collecting and using anecdotal records*. Retrieved from <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/practice/assessment/iss/collect.html>