

Using Observation and Documentation: *Organizing for Assessment*

PLAN

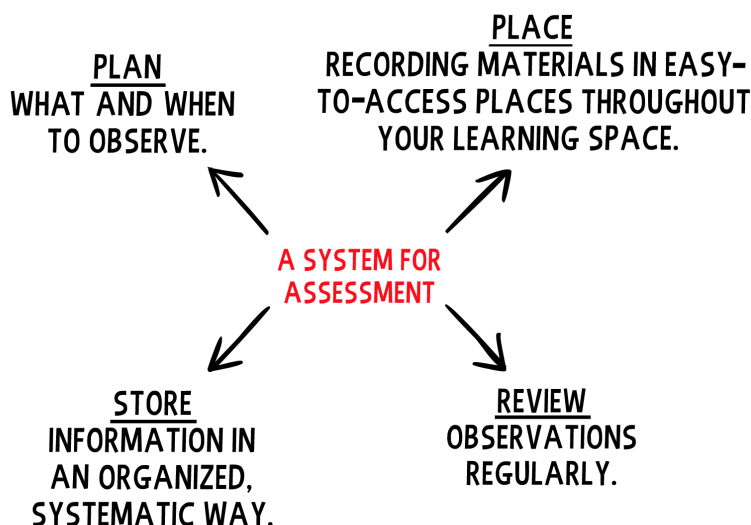
Plan what and when to observe around three windows of opportunity:

- **Spontaneous** observations
- **Targeted** observations embedded in daily routines
- Observation of **prompted** skills or behaviors

PLACE

Place recording materials in easy-to-access places throughout your learning space:

- Make materials available for quick written records.
- Make photo and video cameras accessible.



STORE

Store information in an organized, systematic way:

- Consider quick, short-term, individual storage like a file or shoe box for each child.
- Take time to organize notes.
- Use portfolios to provide evidence of children's development and learning over time.

REVIEW

Review observations regularly:

- Establish routines for reflecting on and making meaningful use of the information you collect.
- Set up a process for reviewing and sharing observations with families.