



USER GUIDE

Welcome to ctpaf.org: A Web-Based Application Tool for the Connecticut Preschool Assessment Framework

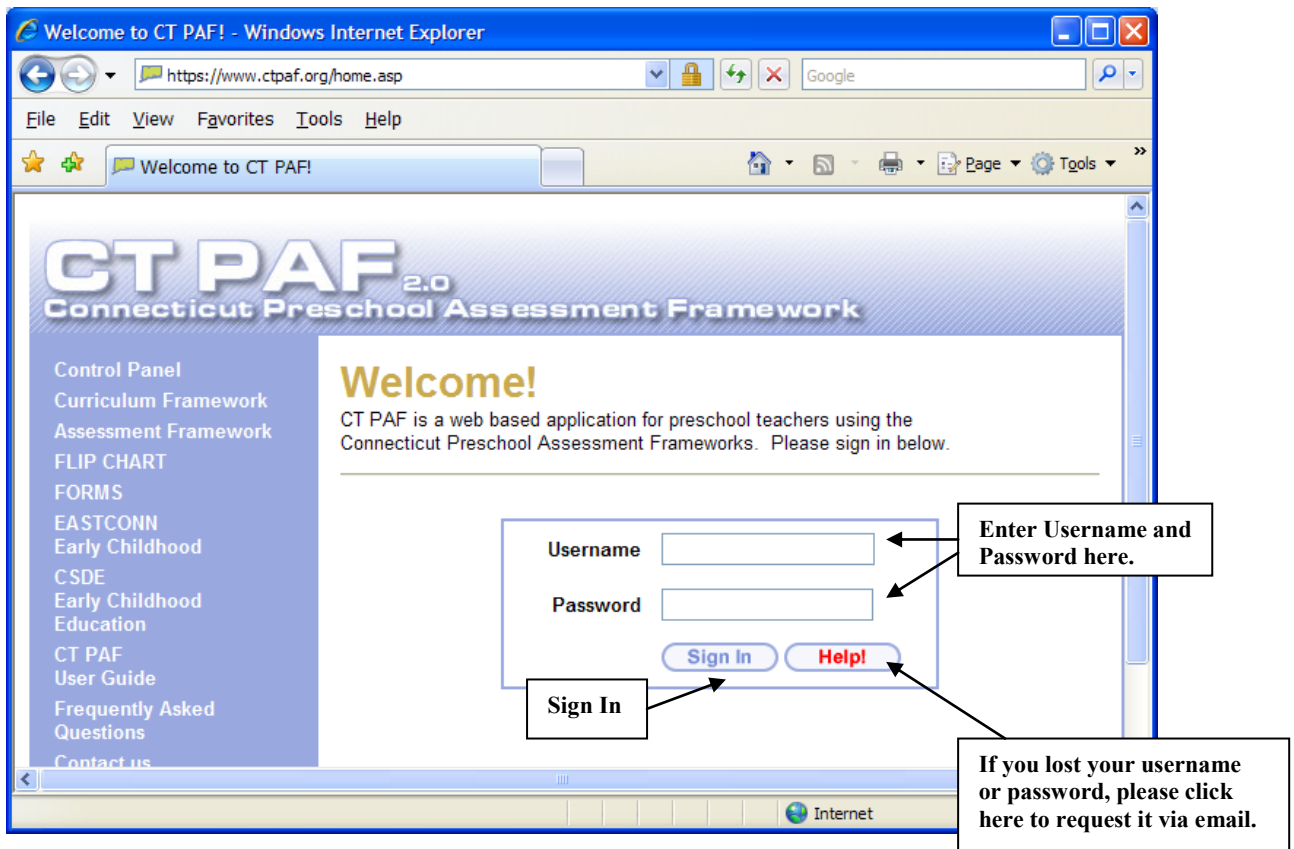
The online application for the Connecticut Preschool Assessment Framework is a secure database for collecting and reporting child, class and program assessment information.

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Sign-in to ctpaf.org

In the Address bar of your Internet Browser, type *www.ctpaf.org* and press Enter. You should now be at the Sign-in page of CT PAF. Save this as a favorite on your Internet browser.



Enter your *Username* when you see the cursor blinking in the text box. Click in the *Password* text box and enter your password. Click on the *Sign In* button. If you have any problems with your Username and Password you should check with your Program Director. The passwords are case sensitive.

If you lost your username or password, please click the *Help* button to request it via email.

The Class List: Creating and Editing

Before any information can be entered about a child, a record for a child needs to be created.

CT PAF^{2.0}
Connecticut Preschool Assessment Framework

Control Panel
Curriculum Framework
Assessment Framework
FLIP CHART
FORMS
EASTCONN
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Control Panel
Signed In As: Classroom Teacher
Viewing List For: Classroom Teacher

Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!

Recording Cycle
2010-2011
1st Cycle
► Change Cycle ◀
To change year, click "Change Cycle."

A child is added to the list by clicking on the Add Child button.

Add Child **Sign Out**

Program: Sample Preschool 2

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To create a new record for a child, click on the *Add Child* button above the *Program Name*.

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Add Child

Personal Information

Name	First	Last
	Demonstration	Child 1
State ID	Optional, if one is assigned by school district	
Date of Birth	3/17/07	
Date of Enrollment	9/30/10	
Gender	<input checked="" type="radio"/> M <input type="radio"/> F	

Enrollment Information

Class Type	AM
Enrollment Type	Five full days

Save

Or, continue below and provide additional contact info for this child.

The child's name, date of birth, date of enrollment and gender **must** be completed.

Enrollment Information must be completed.

Important! Click on the Save button to retain the record.

Once the child's record is created and saved, the child's name appears on the Child List. The information in a child's record can be edited in the future.

The screenshot shows the CT PAF 2.0 Control Panel. On the left is a navigation menu with links: Control Panel, Curriculum Framework, Assessment Framework, FLIP CHART, FORMS, EASTCONN, Early Childhood, CSDE, Early Childhood Education, CT PAF, User Guide, Frequently Asked Questions, and Contact us. The main content area is titled 'Control Panel' and shows 'Signed In As: Classroom Teacher' and 'Viewing List For: Classroom Teacher'. A red reminder box states: 'Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!'. Below this is a 'Recording Cycle' section showing '2010-2011 1st Cycle' with a 'Change Cycle' button. A note says 'To change year, click "Change Cycle."'. There are 'Add Child' and 'Sign Out' buttons. The 'Program: Sample Preschool 2' is selected. Under 'Class Reports by Standard', a dropdown shows 'Standard: P/S 1' with buttons for 'Standard Report' and 'Standard Chart'. A 'Class Profile (All Standards)' button is also present. At the bottom, the 'AM Class' section contains a 'Child List' table with one entry: 'Demonstration Child 1'. To the right of the table are icons for editing (pencil), deleting (red X), and other tools. Annotations with arrows point to specific features: 'Child now appears on Child List.' points to the child's name in the table; 'Edit a child's information by clicking on the pencil icon.' points to the pencil icon; and 'Click here to delete child.' points to the red X icon.

The Child Record

The data base requires several pieces of information to calculate data for the reports. The following information is required:

- *Personal Information:* Child's Name, Date of Birth, Date of Enrollment and Gender
- *Enrollment Information (at bottom):* Class Type and Enrollment Type

REMEMBER TO HIT THE SAVE BUTTON BEFORE RETURNING TO THE CONTROL PANEL.

The Family Information section is optional. Programs without a data base for family information may wish to use it. This can serve as emergency contact information.

Family Information (optional)	
Mother's Name	<div>First</div> <input type="text"/> <div>Last</div> <input type="text"/>
Mother's Address	<input type="text"/>
Mother's Town	<input type="text"/>
Mother's State	CT <input type="button" value="v"/>
Mother's Zip Code	<input type="text"/>
Mother's Phone	<div>Main</div> <input type="text"/> <div>Alternate</div> <input type="text"/>
Mother's Email	<input type="text"/>
Father's Name	<div>First</div> <input type="text"/> <div>Last</div> <input type="text"/>
Father's Address	<input type="text"/>
Father's Town	<input type="text"/>
Father's State	CT <input type="button" value="v"/>
Father's Zip Code	<input type="text"/>
Father's Phone	<div>Main</div> <input type="text"/> <div>Alternate</div> <input type="text"/>
Father's Email	<input type="text"/>
Guardian's Name	<div>First</div> <input type="text"/> <div>Last</div> <input type="text"/>
Guardian's Address	<input type="text"/>
Guardian's Town	<input type="text"/>
Guardian's State	CT <input type="button" value="v"/>
Guardian's Zip Code	<input type="text"/>
Guardian's Phone	<div>Main</div> <input type="text"/> <div>Alternate</div> <input type="text"/>
Guardian's Email	<input type="text"/>
Emergency Contact	<input type="text"/>
Emergency Phone	<input type="text"/>
Emergency Contact 2	<input type="text"/>
Emergency Phone 2	<input type="text"/>

The Family and Emergency Contact Information is available for programs with no other child data base.

Save

Press the *Save* button at the bottom to accept the information.

To change information about a child, click on the pencil icon to the right of the child's name under *Tools*. Make your changes then remember to click **Save** to retain these changes.

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Edit Child

Personal Information

Name	First Marissa	Last Carvalho
State ID	<input type="text"/> <small>Optional, if one is assigned by school district</small>	
Date of Birth	8/7/2006	
Date of Enrollment	9/1/2010	
Gender	<input type="radio"/> M <input checked="" type="radio"/> F	

Enrollment Information

Class Type	AM
Enrollment Type	Five half days AM

Save
Or, continue below and provide additional contact info for this child.

Important! Click on the Save button to save the information.

Make any needed edits to the Child Information but remember the Child's Name, Date of Birth, Date of Enrollment and Gender must be completed.

Recording Cycle

Before entering the child assessment information, look at the *Recording Cycle* and check the school year and cycle to make sure that you are in the correct year. If this information is incorrect, click on *Change Cycle* to correct it. **If you used ctpaf.org last year you can still access the Child Profiles by going to the previous year.**

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Control Panel
Signed In As: *Demonstration Teacher*
Viewing List For: *Demonstration Teacher*

Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!

Recording Cycle
2010-2011
1st Cycle
Change Cycle

To change year, click "Change Cycle."

Click on "Change Cycle" to select the year and cycle.

Add Child Sign Out

Program: Sample Preschool

Class Reports by Standard
Standard: P/S 1
Standard Report Standard Chart Class Profile

Class Profile (All Standards)

AM Class

Child List	Status	Tools
Marissa Carvalho	① ② ③	✓ [icon] [icon] [icon] [icon]
Matthew Duvall	① ② ③	✓ [icon] [icon] [icon] [icon]
Gary Gray	① ② ③	✓ [icon] [icon] [icon] [icon]
Jim Hughes	① ② ③	✓ [icon] [icon] [icon] [icon]

Use the arrows in the Change Cycle box to select the correct *School Year and Recording Period*.

Select the correct *Recording Cycle* by clicking with your mouse in the “button” next to the number. Be sure to Save your choice.

CT PAF - Recording Cycle - Windows Internet Explorer

https://www.ctpaf.org/cycle.a: Google

File Edit View Favorites Tools Help

CT PAF - Recording Cycle

CT PAF^{2.0}

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Choose Cycle

Use the form below to choose the School Year and Recording Cycle you wish to view.

School Year: 2010-2011

Recording Cycle: ☒ 1 ☐ 2 ☐ 3

Save Cancel

Select the School Year and the Recording Cycle

Remember to Save

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Copying Children from Previous Years into the Current Year

One feature of ctpaf.org is the ability to copy your children from the previous year to the current year. This feature saves the task of having to re-enter information for the child if he/she is still in your class this year.

To begin, change to the year which you would like to copy children from, using the steps provided on page 6.

The screenshot shows the CT PAF 2.0 Control Panel. The left sidebar contains a navigation menu with items: Control Panel, Curriculum Framework, Assessment Framework, FLIP CHART, FORMS, EASTCONN, Early Childhood, CSDE, Early Childhood Education, CT PAF, User Guide, Frequently Asked Questions, and Contact us. The main content area is titled 'Control Panel' and shows 'Signed In As: Demonstration Teacher' and 'Viewing List For: Demonstration Teacher'. A red reminder box states: 'Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!'. Below this, the 'Recording Cycle' is set to '2009-2010 1st Cycle' with a 'Change Cycle' button. A callout box points to this button with the text: 'Change recording cycle and year to locate child from previous class list.' Below the recording cycle, there are 'Add Child' and 'Sign Out' buttons. A red message states: 'The child was successfully moved to the current year.' Below this, the 'Program: Sample Preschool' is selected. Under 'Class Reports by Standard', the standard is set to 'P/S 1' with buttons for 'Standard Report' and 'Standard Chart'. Under 'Class Profile (All Standards)', there is a 'Class Profile' button. A callout box points to this button with the text: 'Copy a child's information to the current year.' At the bottom, there is a table titled 'AM Class' with columns 'Child List', 'Status', and 'Tools'. The table lists two children: Guillermo Ayala and Antonio DeFranco. Each child has a status icon and a set of tool icons. A callout box points to the tool icons with the text: 'Successfully copying a child is noted on the screen when completed.'

Child List	Status	Tools
Guillermo Ayala	① ② ③	✓ [icon] [icon] [icon] [icon] [icon]
Antonio DeFranco	① ② ③	✓ [icon] [icon] [icon] [icon] [icon]

Now that you see a list of the children in your class from last year, copy those you still have in your class to the current year by clicking the copy child button as seen in the diagram on the previous page. “The child was successfully moved to the current year” notation will appear on your screen. You can click the copy icon for any of the children in the list. Once you are done, change back to your current year and cycle, hit Save and you will see these children in the list for the current year.

The Child Record: Status and Tools

The *Status* indicates the *Recording Cycle* by number and the level of completeness of the recorded observations by color.

A black number indicates a completed Child Profile.

A red number indicates a partially completed Child Profile.

A gray number indicates no observations have been recorded.

CT PAF - Control Panel - Windows Internet Explorer

https://www.ctpaf.org/list.asp?usr=97

File Edit View Favorites Tools Help

CT PAF - Control Panel

Class Reports by S
Standard: P/S 1
Standard Rep
Standard Ch

Child List	Status	Tools
Susan Appleton	① ② ③	✓ [document] [pencil] [X]
Guillermo Ayala	① ② ③	✓ [document] [pencil] [X]
Antonio DeFranco	① ② ③	✓ [document] [pencil] [X]
Tomas Gomez	① ② ③	✓ [document] [pencil] [X]
Becky Jones	① ② ③	✓ [document] [pencil] [X]
Maria Elena Lopez	① ② ③	✓ [document] [pencil] [X]
Aliyah Rivers	① ② ③	✓ [document] [pencil] [X]
Jenny Smith	① ② ③	✓ [document] [pencil] [X]
Cindy South	① ② ③	✓ [document] [pencil] [X]
Benjamin Ventura	① ② ③	✓ [document] [pencil] [X]

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The is the icon for the Child Observation Form.

The Red X is the icon to Delete a Child.

Status: Number indicates recording cycle and color indicates completeness.

The pencil is the icon to Edit Child Information.

This is the icon for the Child Profile with comments.

This is the icon for the Child Profile.

Use the *Tools* for tasks related to the online application. *Tools* let you enter observations, print a child's profile, and edit information.


Click on the *Tool* icon to link to:




the *Child Observation* form where you enter your ratings on benchmarks and add observation notes.





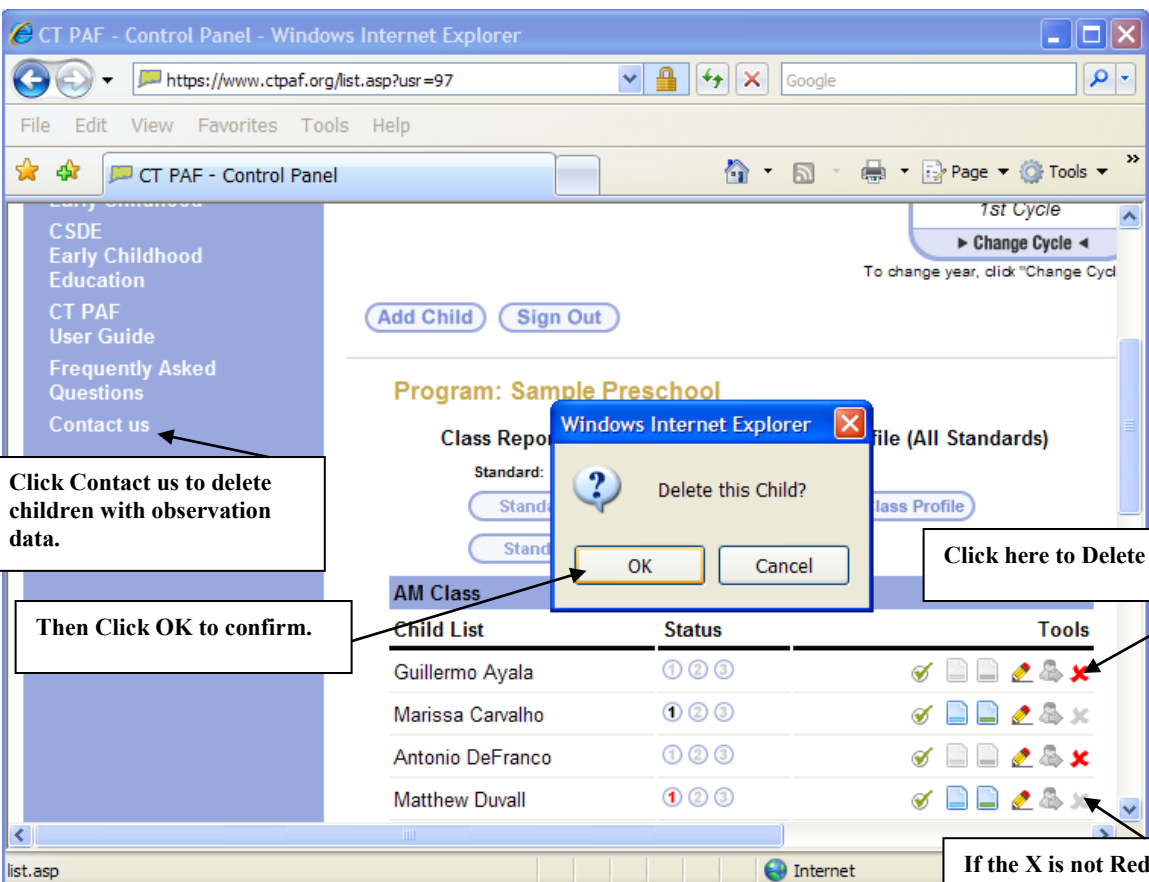
the *Child Profile* for viewing and printing. Before printing, select File → Print Preview and be sure the entire report will print on a single page. You can select Page Setup to change the margins if necessary.

 the *Child Profile* with comments for viewing and printing. Before printing, select File → Print Preview and be sure the entire report will print on a single page. You can select Page Setup to change the margins if necessary.

 the *Edit Child* information form allows you to update information. **Remember to Save** when you are done editing.

 the *Copy Child from Previous Year to Current Year* option. Please see page

 the *Delete Child* option. Click on the . A menu will appear asking if you want to delete the child. Click OK and the Child will be removed from your Class List. If any observations have been recorded, the X is no longer Red and is no longer an option for you. Please contact us to have this child deleted from your class list. Just click on “Contact Us” on the left side menu.



Click Contact us to delete children with observation data.

Then Click OK to confirm.

Click here to Delete a Child.

If the X is not Red, you must contact us to delete child.

Child List	Status	Tools
Guillermo Ayala	① ② ③	✓ [Print] [PDF] [Edit] [Delete]
Marissa Carvalho	① ② ③	✓ [Print] [PDF] [Edit] [Delete]
Antonio DeFranco	① ② ③	✓ [Print] [PDF] [Edit] [Delete]
Matthew Duvall	① ② ③	✓ [Print] [PDF] [Edit] [Delete]

Observations: Recording Assessments

Be sure the *Recording Cycle* is correct before you begin entering observations.

To enter your observations about a child, click on the green check mark icon to the right of the child's name under the *Tools*. You will go to the *Observations* section.

You can record your rating by clicking on the appropriate button. *Comments* can be written at the bottom.

The screenshot shows the 'Observations for Marissa Carvalho' page in a Windows Internet Explorer browser. The page has a left sidebar with a 'Control Panel' menu containing links like 'Curriculum Framework', 'Assessment Framework', 'FLIP CHART', 'FORMS', 'EASTCONN', 'Early Childhood', 'CSDE', 'Early Childhood Education', 'CT PAF', and 'User Guide'. The main content area is titled 'Observations for Marissa Carvalho' and includes a 'Jump to...' section with dropdowns for 'Standard' (set to 'P/S 2*') and 'Student' (set to 'Carvalho, Marissa'), with a 'Go' button. Below this is a table of performance standards for 'P/S 2: Sustains attention to task.' with columns for 'E' (Expected) and 'M' (Met) and a list of six standards. A vertical rating bar on the left of the table has radio buttons, with the third one (corresponding to the third standard) selected. Below the table is a 'Comments:' section with a text area containing the text: 'Marissa is able to stay with a task for fifteen to twenty minutes. She will complete a project.' At the bottom are buttons for '<< Back', 'Done', 'Summary', and 'Next >>'. A progress bar is located below these buttons. Callout boxes provide instructions: 'Select a Student or Performance Standard and Jump to the one you need by clicking the Go button.' points to the 'Go' button; 'An *asterisk indicates that Performance Standard has already been rated.' points to the 'P/S 2*' dropdown; 'Click on the correct button for the observed level of the Performance Standard listed.' points to the selected radio button; 'You can write comments here for a child regarding the Performance Standard.' points to the comments text area; 'Back << moves to the previous Performance Standard.' points to the '<< Back' button; 'Next >> moves to the next Performance Standards.' points to the 'Next >>' button; 'Done saves your work and exits the Observation.' points to the 'Done' button; and 'Summary displays what you have completed.' points to the 'Summary' button.

CT PAF - Windows Internet Explorer

https://www.ctpaf.org/observ.asp

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Observations for Marissa Carvalho

Jump to...
Standard: P/S 2*
Student: Carvalho, Marissa
Go

P/S 2: Sustains attention to task.

	E	M
•E	Sustains attention primarily to selfselected, high interest tasks (Likely to change activities frequently. May often move from one activity to another without completing task.)	
•M		
•E	Sustains attention to high-interest, selfselected task until complete or reaches frustration level (May need adult encouragement to complete demanding task.)	
•M		
•E	Sustains attention to variety of selfselected tasks until complete despite some frustration	
•M		
•E	Persists in both self-selected and teacher-directed completed (Stays with task or activity that may take several sessions to complete. Returns to activity after a break or interruption.)	
•M		

Comments:

Marissa is able to stay with a task for fifteen to twenty minutes. She will complete a project.

<< Back Done Summary Next >>

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Select a Student or Performance Standard and Jump to the one you need by clicking the Go button.

An *asterisk indicates that Performance Standard has already been rated.

Click on the correct button for the observed level of the Performance Standard listed.

You can write comments here for a child regarding the Performance Standard.

Back << moves to the previous Performance Standard.

Next >> moves to the next Performance Standards.

Done saves your work and exits the Observation.

Summary displays what you have completed.

Jump allows you to move between Performance Standards. Clicking on the arrow menu select the Performance Standard and click the Go button. An *asterisk in the Jump Menu indicates that the Performance Standard has already been rated.

Back<< moves to the previous Performance Standard.

Done saves your work and exits the *Observation* page.

Summary displays what Performance Standards are completed, allows you to record child attendance, and make general comments. See graphic below for details.

Next >> moves to the next Performance Standard. You can continue recording observations, pressing *Next*>> to move in the sequence.

Sample Summary

Observations for Ana Perone

Jump: --- GO

P/S 1	P/S 2	P/S 3	P/S 4	P/S 5	P/S 6
P/S 7	P/S 8	P/S 9	PHY 1	PHY 2	PHY 3
COG 1	COG 2	COG 3	COG 4	COG 5	COG 6
COG 7	COG 8	COG 9	COG 10	COG 11	COG 12
COG 13	COG 14	CRE 1	CRE 2	CRE 3	CRE 4

Key: ● Not Recorded ● Recorded

Child's Attendance
20 days out of 22 days.

Recording Date
10/15/2010

Overall Observation Comments

Back<< returns to the Observations.

Click Done to return to your Class List.

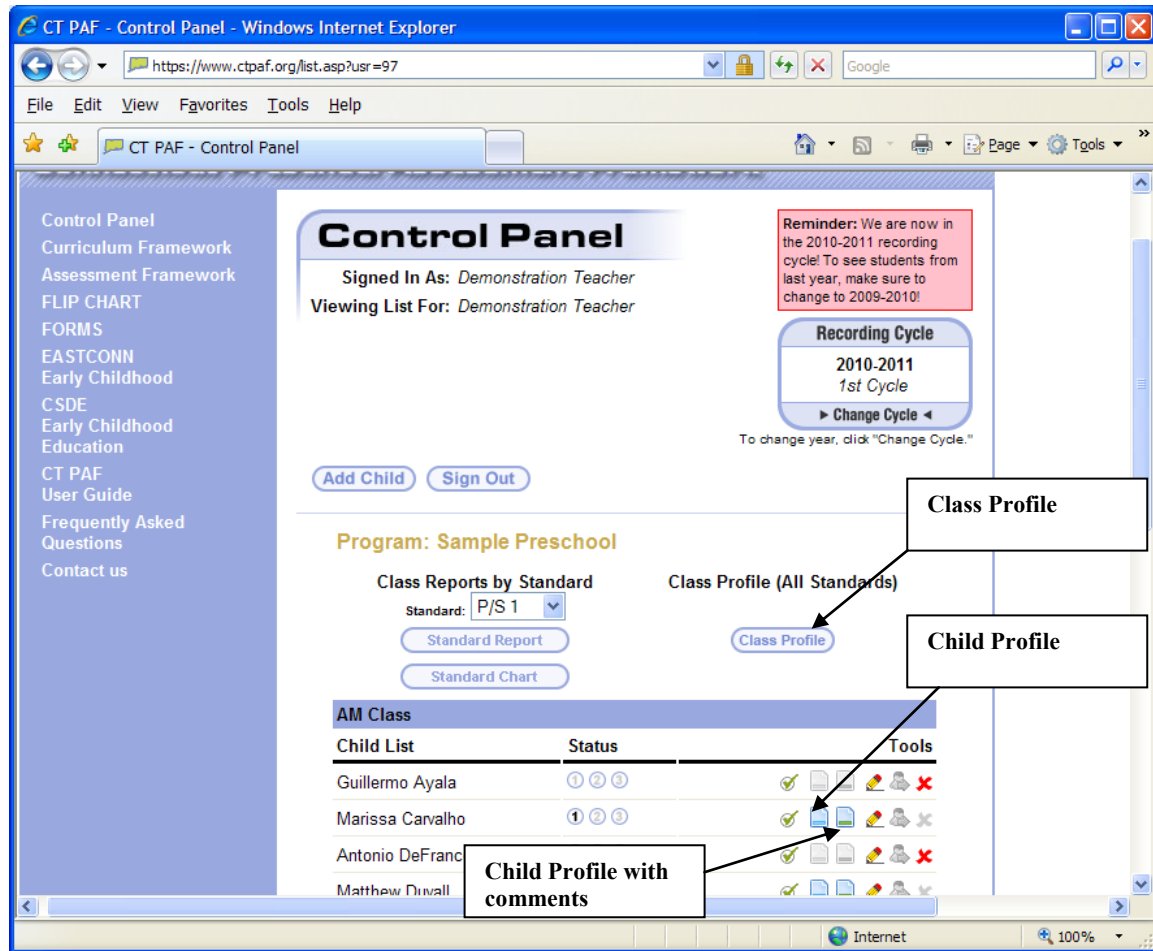
You have completed reporting your observations for this child. Click Done to return to your class list.

<< Back Done



Remember you must click *Done* to save your work and return to your Class List.

Viewing and Printing Child and Class Profiles

Two types of *Child Profiles* are available for you to view and print, the Child Profile and the Child Profile with Comments.



Click on the *Tools* icon to link to:

-  the *Child Profile* for viewing and printing. Before printing, select File → Print Preview and be sure the entire report will print on a single page. You can select Page Setup to change the margins if necessary. (Sample on next page.)
-  the *Child Profile with comments* for viewing and printing. Before printing, select File → Print Preview and be sure the entire report will print on a single page. You can select Page Setup to change the margins if necessary. (Sample on page 15.)

A Child Profile will be printed with standards that are rated.

Sample Child Profile

Connecticut Preschool Assessment Framework Sample Preschool

Child Profile

Child's Name: Marissa Carvalho

Teacher: Demonstration Teacher

Birthdate: 8/7/2006

Enrollment Type: Five half days AM

Date:

Performance Standards	E	M	E	M	E	M	E	M
P/S 1: Shows self direction with a range of materials.								
P/S 2: Sustains attention to task.								
P/S 3: Participates in teacher-led group activities.								
P/S 4: Manages transitions, follows routines and rules.								
P/S 5: Uses words to express emotions or feelings.								
P/S 6: Shows empathy and caring for others.								
P/S 7: Interacts cooperatively with peers.								
P/S 8: Works to resolve conflicts.								
P/S 9: Recognizes similarities and appreciates differences.								
PHY 1: Uses coordinated large muscle movements.								
PHY 2: Uses coordinated small muscle movements.								
PHY 3: Cares for self independently.								
COG 1: Engages in scientific inquiry.								
COG 2: Uses a variety of strategies to solve problems.								
COG 3: Sorts objects.								
COG 4: Recognizes and makes patterns.								
COG 5: Compares and orders objects and events.								
COG 6: Relates number to quantity.								
COG 7: Demonstrates spatial awareness.								
COG 8: Uses complex sentences and vocabulary to describe ideas and experiences.								
COG 9: Understands and participates in conversations.								
COG 10: Shows understanding of stories.								
COG 11: Displays knowledge of books and print.								
COG 12: Recognizes similar sounds in speech.								
COG 13: Identifies printed words.								
COG 14: Uses writing to convey meaning.								
CRE 1: Builds and constructs to represent own ideas.								
CRE 2: Draws and paints to represent own ideas.								
CRE 3: Represents experiences and fantasy in pretend play.								
CRE 4: Sings and responds to music.								

Date	Age	Attendance	Teacher Signature	Date	Parent Signature	Date
2/22/2011	4.5	45 of 49				

Sample Child Profile with Comments

Sample Preschool

Child's Name: Marissa Carvalho

Birthdate: 8/7/2006

Enrollment Type: Five half days AM

Enrollment Date: 9/1/2010

Teacher: Demonstration Teacher

Recording Date

Age

Attendance

2/22/2011

5-6

0 of 0

Child Profile with Observation Notes

P/S 1: Shows self direction with a range of materials.

Selects and uses a limited range of familiar materials	Selects familiar materials; participates in unfamiliar activities with teacher support	Usually participates in both familiar and unfamiliar activities	Independently selects and participates in a variety of activities
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

P/S 2: Sustains attention to task.

Sustains attention primarily to self-selected, high interest tasks	Sustains attention to high-interest, self-selected task until complete or reaches frustration level	Sustains attention to variety of self-selected tasks until complete despite some frustration	Persists in both self-selected and teacher-directed tasks until task is completed
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/> Marissa is able to stay with a task for fifteen to twenty minutes. She will complete a project.			

P/S 3: Participates in teacher-led group activities.

Stays briefly in a small group (up to 5) with teacher encouragement	Joins small group (up to 10) in high interest activities; usually participates	Willingly participates in most whole group activities	Actively participates in whole-group activities and usually waits turn
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

P/S 4: Manages transitions, follows routines and rules.

Makes transitions and follows basic routines and rules with teacher supervision	Makes transitions and follows basic routines and rules with occasional reminders	Makes transitions and follows routines and rules when given signal	Anticipates transitions and follows routines and rules independently
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Class Profile

A summary of the assessment information for the class can be viewed and printed. Click on the *Class Profile* button to view. Use Print Preview and Page Setup to check how your printout will look.

When you view the *Class Profile*, you can place your cursor near the number in a particular benchmark and the children's names will be shown.

Return to your class list by clicking on the ← go back arrow.

Connecticut Preschool Assessment Framework
Sample Preschool
Class Profile

Teacher: Demonstration Teacher Class Size: 9
Ages: 3.4 – 5.6 Recording Cycle: 1

Performance Standards	E	M	E	M	E	M	E	M
P/S 1: Shows self direction with a range of materials.	1	2	1	1		2		1
P/S 2: Sustains attention to task.					1		1	
P/S 3: Participates in teacher-led group activities.	2				1	1		
P/S 4: Manages transitions, follows routines and rules.	2				2		2	
P/S 5: Uses words to express emotions or feelings.	2		1					
P/S 6: Shows empathy and caring for others.	1			1				
P/S 7: Interacts cooperatively with peers.	1		1					
P/S 8: Works to resolve conflicts.	1			1				
P/S 9: Recognizes similarities and appreciates differences.	1				1			
PHY 1: Uses coordinated large muscle movements.			2		1			
PHY 2: Uses coordinated small muscle movements.		1					1	
PHY 3: Cares for self independently.	1					1		
COG 1: Engages in scientific inquiry.	1		2		1			
COG 2: Uses a variety of strategies to solve problems.	1				1			
COG 3: Sorts objects.	1				1			
COG 4: Recognizes and makes patterns.	1				1			
COG 5: Compares and orders objects and events.	1		1	2				
COG 6: Relates number to quantity.	1				1			
COG 7: Demonstrates spatial awareness.	1			1				
COG 8: Uses complex sentences and vocabulary to describe ideas and experiences.	1			1				
COG 9: Understands and participates in conversations.	1			1				
COG 10: Shows understanding of stories.	1			1				
COG 11: Displays knowledge of books and print.					1			
COG 12: Recognizes similar sounds in speech.					1			
COG 13: Identifies printed words.					1			
COG 14: Uses writing to convey meaning.						1		
CRE 1: Builds and constructs to represent own ideas.		1		1	1			
CRE 2: Draws and paints to represent own ideas.	2		1		3			
CRE 3: Represents experiences and fantasy in pretend play.				1				
CRE 4: Sings and responds to music.						1		

Children:
Ana Perone, Gary Gray

By holding your cursor near the number of a particular benchmark, you can view the names of the children who are at that rating.

Reports

CTPAF.ORG provides two report options for teachers to view both class and individual child performance. These reports are the Standard Report and the Standard Chart.

[Control Panel](#)
[Curriculum Framework](#)
[Assessment Framework](#)
[FLIP CHART](#)
[FORMS](#)
[EASTCONN](#)
[Early Childhood](#)
[CSDE](#)
[Early Childhood Education](#)
[CT PAF](#)
[User Guide](#)
[Frequently Asked Questions](#)
[Contact us](#)

Control Panel

Signed In As: *Demonstration Teacher*
Viewing List For: *Demonstration Teacher*

Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!

Recording Cycle
2010-2011
1st Cycle
► Change Cycle ◀

To change year, click "Change Cycle."

[Add Child](#) [Sign Out](#)

Program: Sample Preschool

Class Reports by Standard
Standard: P/S 1
[Standard Report](#)
[Standard Chart](#)

Class Profile (All Standards)
[Class Profile](#)

AM Class

Child List	Status	Tools
Guillermo Ayala	① ② ③	✓ [icon] [icon] [icon] [icon] [icon]
Marissa Carvalho	① ② ③	✓ [icon] [icon] [icon] [icon] [icon]
Antonio DeFranco	① ② ③	✓ [icon] [icon] [icon] [icon] [icon]
Matthew Duvall	① ② ③	✓ [icon] [icon] [icon] [icon] [icon]

Click here for the Standard Report.

Click here for the Standard Chart.

Standard Report

The Standard Report allows teachers to print out each Performance Standard. The report lists all the children in the class and where they have been rated on the benchmarks for a particular year and cycle. Those children who are age eligible to attend kindergarten are highlighted in red with the ♦ symbol. This feature allows teachers to target instruction for the entire class and for individual children.

Standard Report for Class - Windows Internet Explorer

https://www.ctpaf.org/standard_report.asp

File Edit View Favorites Tools Help

Standard Report for Class

Year: 2010-2011 Cycle: 1 Teacher: Demonstration Teacher

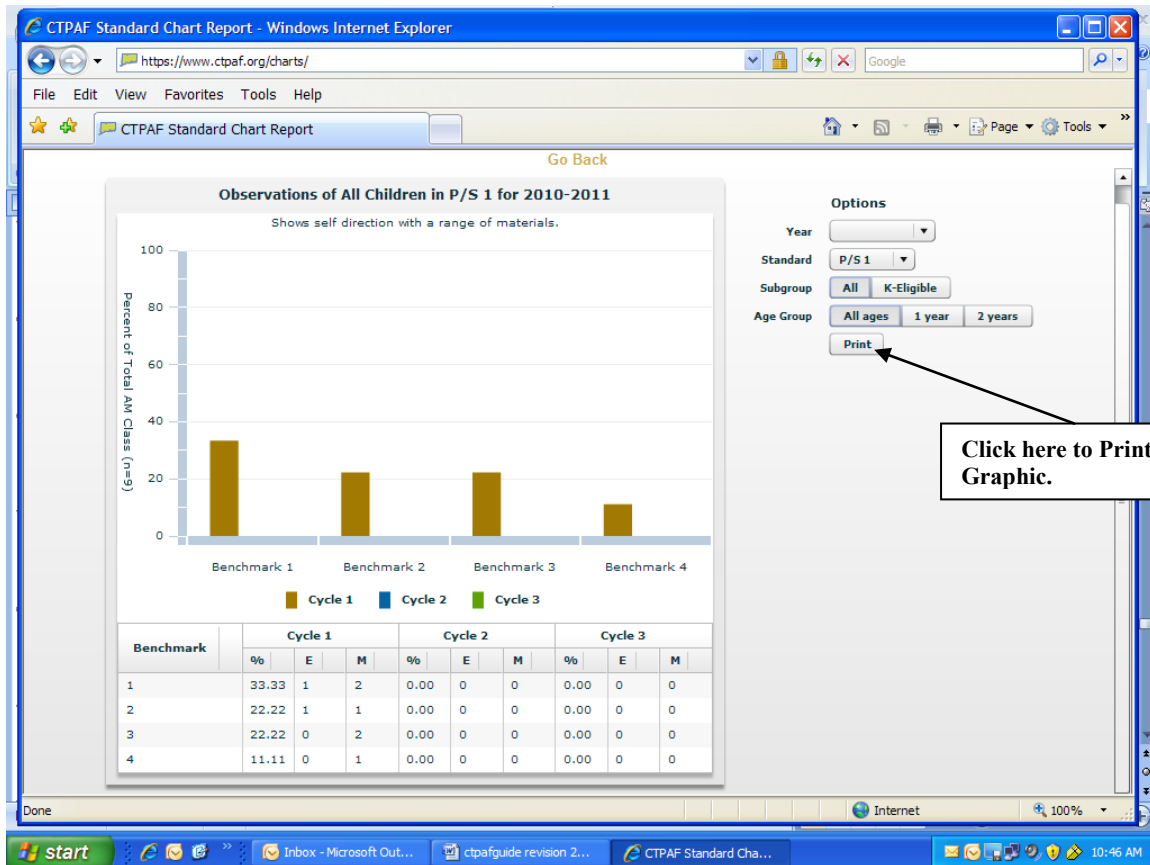
P/S 1: Shows self direction with a range of materials.

Benchmark	Selects and uses a limited range of familiar materials		Selects familiar materials; participates in unfamiliar activities with teacher support		Usually participates in both familiar and unfamiliar activities		Independently selects and participates in a variety of activities	
	Emerging	Mastered	Emerging	Mastered	Emerging	Mastered	Emerging	Mastered
Students (AM)	♦ Perone, Ana	♦ Hughes, Jim • Sanderson, John	• Longo, Angela	♦ Gray, Gary		• Rogers, Sam ♦ Carvalho, Marissa		• Duvall, Matthew

♦ Indicates Kindergarten Eligible; child will be age 5 by Jan 1 of 2012

Standard Chart

This feature allows teachers to view progress over a year's time for each Performance Standard. Results are presented in both a bar graph and chart format.



To print this entire graphic, please use the “Print” button on the right of the bar graph. **Do not** use “File → Print” from the browser menu.

Sign Out by clicking on the Sign Out button.

CT PAF 2.0
Connecticut Preschool Assessment Framework

Control Panel

Signed In As: *Demonstration Teacher*
Viewing List For: *Demonstration Teacher*

Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!

Recording Cycle
2010-2011
1st Cycle
► Change Cycle ◀
To change year, click "Change Cycle."

When you have completed your recording, please sign out by clicking on the Sign Out button.

Program: Sample Preschool

Class Reports by Standard
Standard: P/S 1
Standard Report
Standard Chart

Class Profile (All Standards)
Class Profile

AM Class

Child List	Status	Tools
Guillermo Ayala	① ② ③	✓ 📄 📁 🗑️ ✖

Administrator Features

Program directors with access to their classrooms and teachers have the ability to manage their own lists online!

When you log in as a program director you will see the list of your staff in a format much like what the teachers see for their children. To view the children in a certain classroom, click on that teacher's name. The class list will appear.

Add a Teacher

It's as simple as clicking the Add Teacher button to add a new teacher! Note that at the bottom of the page a counter indicates how many teachers you are able to add. Once you have reached this quota you will be unable to add an additional teacher until you delete one.

You can also modify the teachers in your program by clicking the modify button (the pencil icon) for the teacher in the list. Or you can copy a teacher from a previous year into the current year. (Please follow the same format your teachers use for this feature. See page 8.)

The screenshot shows the CT PAF 2.0 Control Panel. On the left is a navigation menu with links: Control Panel, Curriculum Framework, Assessment Framework, FLIP CHART, FORMS, EASTCONN, Early Childhood, CSDE, Early Childhood Education, CT PAF, User Guide, Frequently Asked Questions, and Contact us. The main content area is titled 'Control Panel' and shows 'Signed In As: Director Demo 2' and 'Viewing List For: Director Demo 2'. A red reminder box states: 'Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!'. Below this is a 'Recording Cycle' section showing '2010-2011 1st Cycle' with a 'Change Cycle' button. A note says 'To change year, click "Change Cycle."'. The 'Add Teacher' button is highlighted with an arrow and a callout: 'Click here to add teachers'. Below the buttons, it says 'You may include up to 4 teachers under this account.' and 'Indicates number of teachers you have in your account.' The 'Program: Sample Preschool 2' is listed. A 'Center Report' button is also present. A table shows the 'Teacher List' with two entries: 'Teacher One' and 'Teacher Two', each with a status of '1' and a 'Tools' column containing icons for edit, delete, and copy. A callout points to the table with the text: 'Indicates number of teachers you have remaining under your account.' Below the table, it says 'There are currently 2 teachers under this account; you can add up to 2 more.' The footer includes 'Copyright © 2008, EASTCONN' and a 'Top' link.

Teacher List	Status	Tools
Teacher One	1	[Edit] [Delete] [Copy]
Teacher Two	1	[Edit] [Delete] [Copy]

Add Teacher

Once you click the Add Teacher button, you will be taken to the Add Teacher screen. This is where you fill in the teacher's information. **Make sure to click Save when you are done.**

CT PAF^{2.0}
Connecticut Preschool Assessment Framework

Control Panel
Curriculum Framework
Assessment Framework
FLIP CHART
FORMS
EASTCONN
Early Childhood
CSDE
Early Childhood Education
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User Guide
Frequently Asked Questions
Contact us

Add Teacher

Personal Information

Name	First	Last
	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	

Login Information

Username	<input type="text"/>
Password	<input type="text"/>
Title	<input type="text"/>
Active	<input checked="" type="checkbox"/>

After entering your teacher information, you must hit the SAVE button.

Copyright © 2008, EASTCONN [Top](#)

Edit Teacher

Once you click the Edit Teacher pencil icon, you will be taken to the Edit Teacher screen. This is where you make changes to your teacher information. **Make sure to click Save when you are done.**

CT PAF^{2.0}
Connecticut Preschool Assessment Framework

Control Panel
Curriculum Framework
Assessment Framework
FLIP CHART
FORMS
EASTCONN
Early Childhood
CSDE
Early Childhood Education
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User Guide
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Contact us

Edit Teacher

Personal Information	
Name	First: Teacher Last: One
Email	

Login Information	
Username	teacher1
Password	one
Title	
Active	<input checked="" type="checkbox"/>

Save

Copyright © 2008, EASTCONN [Top](#)

Center Report

In addition to being able to view a class profile, you are able to see how the children in your entire program are scoring on each standard. Click the *Center Report* button. Place your cursor near the number in a particular benchmark and the children's names will be shown.

The screenshot shows the CT PAF 2.0 Control Panel interface. The browser window title is 'CT PAF - Control Panel - Windows Internet Explorer'. The address bar shows 'https://www.ctpaf.org/list.asp?usr=16163'. The page has a blue header with 'CT PAF 2.0 Connecticut Preschool Assessment Framework'. A sidebar on the left contains links: Control Panel, Curriculum Framework, Assessment Framework, FLIP CHART, FORMS, EASTCONN, Early Childhood, CSDE, Early Childhood Education, CT PAF, User Guide, Frequently Asked Questions, and Contact us. The main content area has a 'Control Panel' section with 'Signed In As: Director Demo 2' and 'Viewing List For: Director Demo 2'. Below this are 'Add Teacher' and 'Sign Out' buttons, with a note 'You may include up to 4 teachers under this account.' A 'Recording Cycle' section shows '2010-2011 1st Cycle' and a 'Change Cycle' button. A 'Program: Sample Preschool 2' section contains a table with two teachers. A 'Center Report' button is highlighted with a callout box that says 'Click Center Report to view your entire program scoring on each standard.'

Teacher List	Status	Tools
Teacher One	① ② ③	📄 📄 📄 📄 📄 ✖
Teacher Two	① ② ③	📄 📄 📄 📄 📄 ✖

There are currently 2 teachers under this account; you can add up to 2 more.

Sample Center Report

Connecticut Preschool Assessment Framework
Sample Preschool 2
Center Profile

School Year: 2010-2011 Recording Cycle: 1

Performance Standards	E	M	E	M	E	M	E	M
P/S 1: Shows self direction with a range of materials.		1	1		1		1	
P/S 2: Sustains attention to task.	2			1			1	
P/S 3: Participates in teacher-led group activities.			1			2	1	

By holding your cursor near the number of a particular benchmark, you can view the names of the children who are at that rating across your entire program.

Children:
Child Four, Child Three

Sign Out

Click on the *Sign Out* button to leave the secure site.

CT PAF - Control Panel - Windows Internet Explorer

https://www.ctpaf.org/list.asp

File Edit View Favorites Tools Help

CT PAF - Control Panel

CT PAF 2.0
Connecticut Preschool Assessment Framework

Control Panel
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Control Panel

Signed In As: Director Demo 2
Viewing List For: Director Demo 2

Reminder: We are now in the 2010-2011 recording cycle! To see students from last year, make sure to change to 2009-2010!

Recording Cycle
2010-2011
1st Cycle
Change Cycle

To change year, click "Change Cycle."

Add Teacher Sign Out

You may include up to 4 teachers under this account.

Program: Sample Preschool 2

Center Report

Teacher List	Status	Tools
Teacher One	1 2 3	Print Edit Delete
Teacher Two	1 2 3	Print Edit Delete

There are currently 2 teachers under this account; you can add up to 2 more.

Remember to Contact Us whenever you have any questions.

Click the Sign Out button to end the program.

Please "Contact Us" anytime you have questions.