

Staff and Child Roster Uploads

1. Create a new SharePoint folder to save your files for the semester

2. Make copies of templates:
Staff [per Classroom]
Staff
Class [Roster]
Child [Demographics]

3. Run ChildPlus reports for class enrollment

4. Set up classrooms in the FPG database

Staff Info

For existing staff

For new staff

5. Assign staff to classrooms
Staff [per Classroom] spreadsheet

6. Enter new staff information
Staff spreadsheet

5. Assign staff to classrooms
Staff [per Classroom] spreadsheet

Child Info

For existing children

For new children

7. Assign children to classrooms
Class [Roster] spreadsheet

8. Enter new child information
Child [Demographics] spreadsheet

7. Assign children to classrooms
Class [Roster] spreadsheet

9. Upload completed templates to the FPG database

Classroom Characteristics

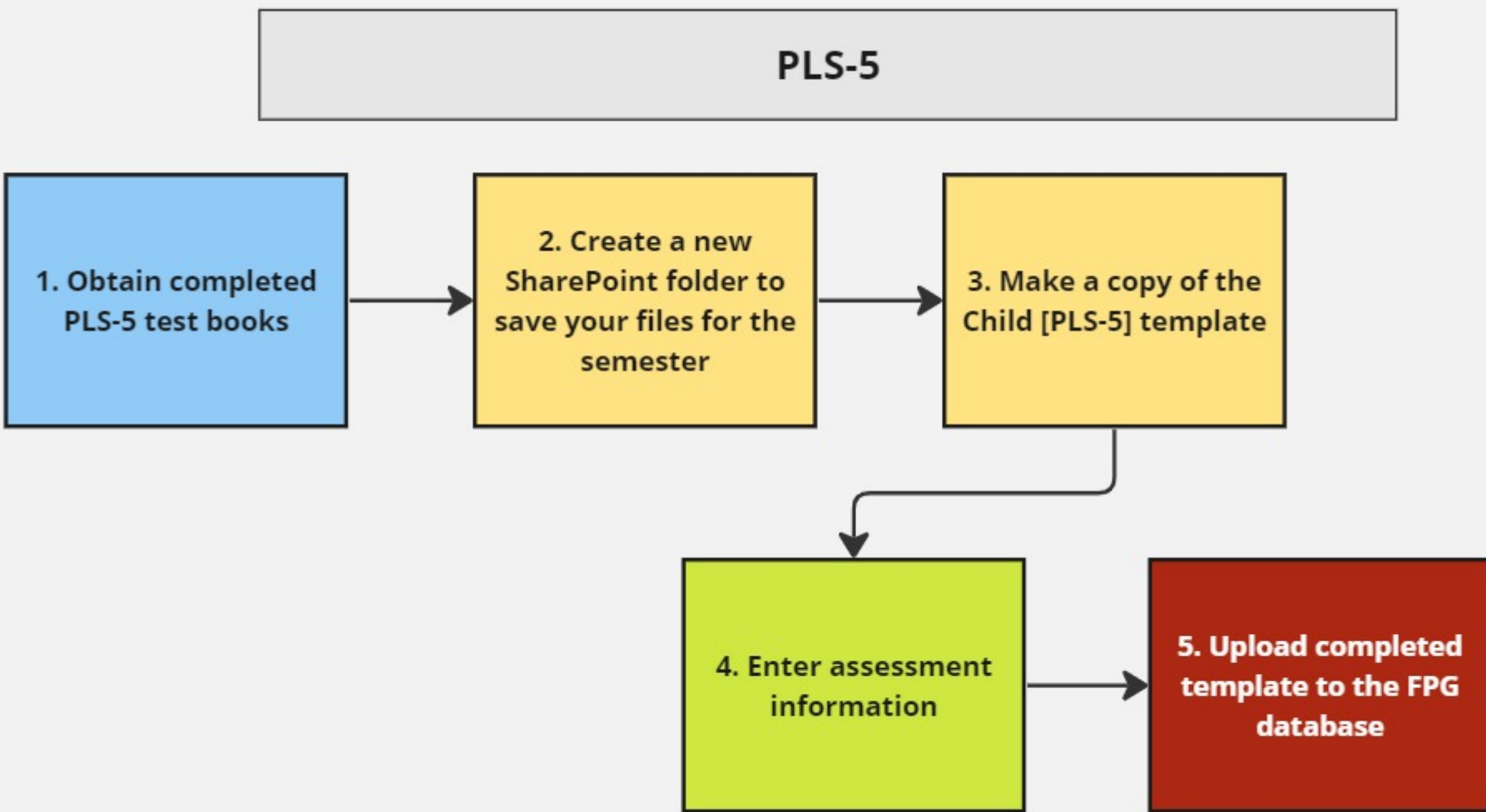
1. Make a copy of the
Class [Class
Characteristics]
template

2. Run ChildPlus
reports

3. Enter classroom
information

**4. Upload completed
template to the FPG
database**

PLS-5



```
graph LR; A[1. Obtain completed PLS-5 test books] --> B[2. Create a new SharePoint folder to save your files for the semester]; B --> C[3. Make a copy of the Child [PLS-5] template]; C --> D[4. Enter assessment information]; D --> E[5. Upload completed template to the FPG database];
```

The diagram illustrates a five-step process for the PLS-5 assessment. It begins with a title box 'PLS-5' at the top. Below it, five steps are shown in colored boxes connected by arrows. Step 1 (blue) leads to Step 2 (yellow), which leads to Step 3 (yellow). Step 3 then leads to Step 4 (green), which finally leads to Step 5 (red).

1. Obtain completed
PLS-5 test books

2. Create a new
SharePoint folder to
save your files for the
semester

3. Make a copy of the
Child [PLS-5] template

4. Enter assessment
information

5. Upload completed
template to the FPG
database

PPVT-4

```
graph LR; A[1. Obtain completed PPVT-4 test books] --> B[2. Create a new SharePoint folder to save your files for the program year]; B --> C[3. Make a copy of the Child [PPVT] template]; C --> D[4. Enter assessment information]; D --> E[5. Upload completed template to the FPG database];
```

The diagram is a flowchart titled "PPVT-4" in a grey box at the top. Below it, five steps are shown in colored boxes: Step 1 (blue), Step 2 (yellow), Step 3 (yellow), Step 4 (light green), and Step 5 (dark red). Arrows indicate the sequence from Step 1 to Step 2, Step 2 to Step 3, Step 3 to Step 4, and Step 4 to Step 5.

1. Obtain completed
PPVT-4 test books

2. Create a new
SharePoint folder to
save your files for the
program year

3. Make a copy of the
Child [PPVT] template

4. Enter assessment
information

5. Upload completed
template to the FPG
database

Attendance & Disabilities

