# tiny tracker

## How to … Record Group Observations

Notes: This help sheet shows the default hand print icons and uses Emerging, Developing and Secure, your setting may have chosen different icons and customised the terminology.

| 1. | 1. Add additional children. <br> 2. Add a title for the observation. <br> 3. Select the audience for your observation. <br> 4. Add a commentary or notes to your Observation. <br> 5. Select the Age Band. <br> 6. Select the large handprint to record a summative achievement and small handprints to show small step objectives achieved if required. | |
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| 2. | Depending on your device and screen size, this information may be split over two tabs, as shown here. | |
| 3. | **Adding Leuven Assessments** <br><br> If your setting has enabled Leuven Scales, you can add these by clicking the Leuven Scales tab. <br><br> Choose the scale point 1-5 for Well-being and Involvement. | |
| 4. | When you have finished, click SAVE AS NEW OBSERVATION | |