tiny tracker

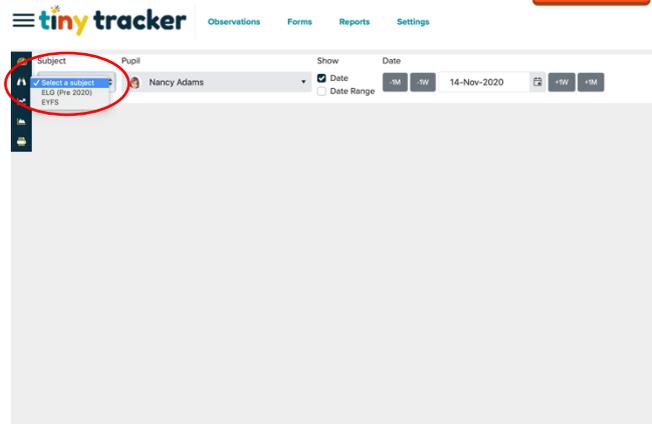## How to … Individual Tracking

Note: This help sheet should be read in conjunction with 'Understanding… Observations' and 'Understanding… The Audience'.

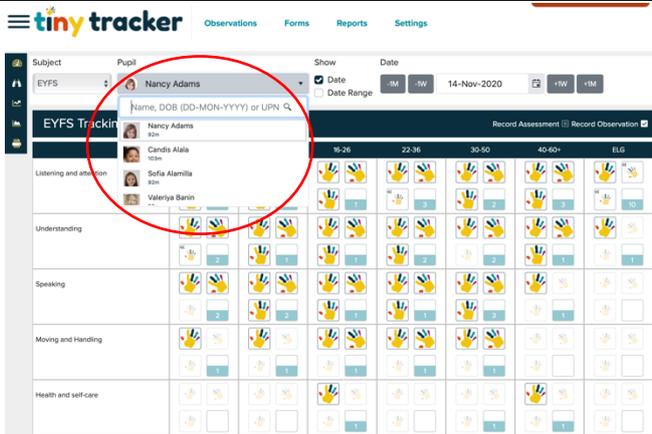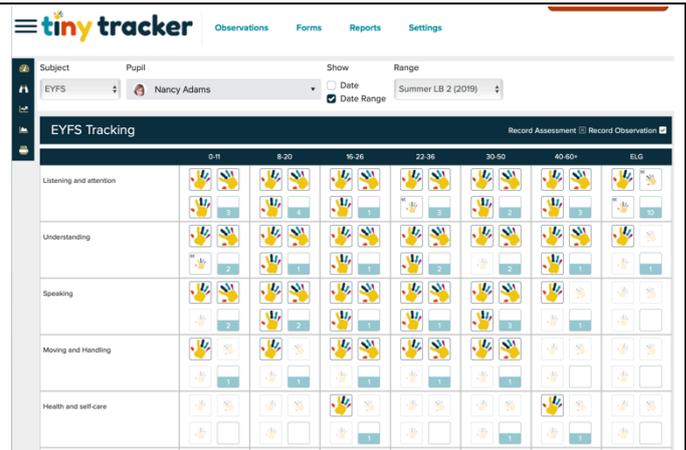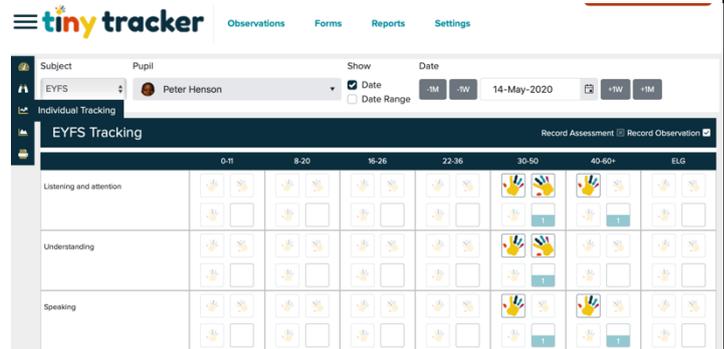|		
1.	**EYFS/ELG** Select ELG (Pre 2020) / EYFS from the Subject Menu.	
2.	**Select Child** Select the child from the drop-down list or search by Name, DOB or UPN.	
3.	**Dates** Select ☑ Date to view the moment in time shown on the record. Select -1M -1W or +1W +1M to view the assessments at a different point in time. *Note: When a date adjustment is made, some handprints may appear with arrows:* « denotes a judgement made *previously.* » *denotes a judgement made at future date.*	
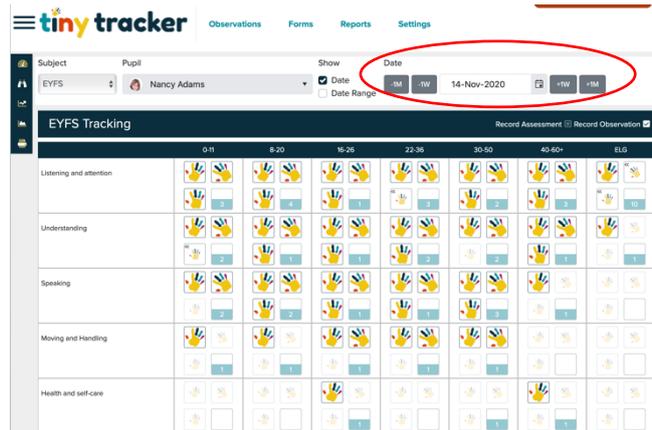
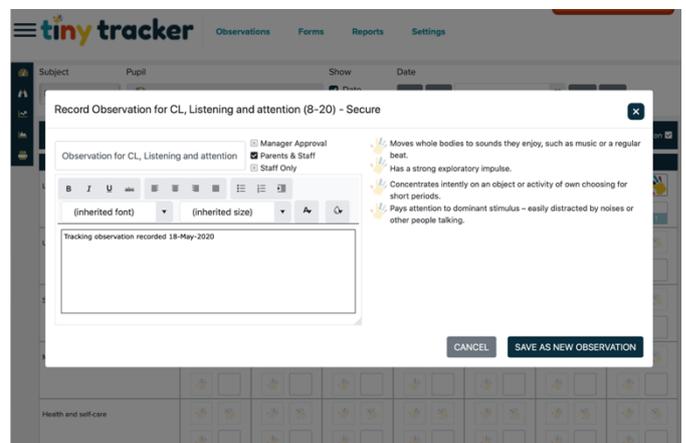| 4.	**Date Range** Show ☐ Date ☑ Date Range Select ☑ Date Range to view data from a specific time span as created in your settings.	
5.	**Record an Observation** Select Record Observation ☑ Select 🖐 to record an Observation.	
6.	**Adding Information to an Observation** The title is automatically set as the Strand of Learning and Age Band. The text box will automatically record the date and can have additional text added. Select 🖐 to add associated statements.	
7.	**Recording an Assessment** Select Record Assessment ☑ Select Manager Approval ☒ Parents & Staff ☑ Staff Only ☒ Click on a handprint to record an achievement: 🖐 Emerging 🖐✋ Developing 🖐✋ Secure 🖐	