

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 like 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 includes a 'Control Panel' header with '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 is a 'Recording Cycle' box showing '2009-2010 1st Cycle' and 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 are 'Add Child' and 'Sign Out' buttons. A red message says: 'The child was successfully moved to the current year.' Below this is a 'Program: Sample Preschool' section with 'Class Reports by Standard' (standard: P/S 1) and 'Class Profile (All Standards)'. There are buttons for 'Standard Report', 'Standard Chart', and 'Class Profile'. A callout box points to the 'Class Profile' button with the text: 'Copy a child's information to the current year.' At the bottom is a table for 'AM Class' with columns 'Child List', 'Status', and 'Tools'. The table lists two children: Guillermo Ayala and Antonio DeFranco. A callout box points to the 'Tools' column with the text: 'Successfully copying a child is noted on the screen when completed.'

Child List	Status	Tools
Guillermo Ayala	① ② ③	✓ [document] [calendar] [person] [X]
Antonio DeFranco	① ② ③	✓ [document] [calendar] [person] [X]

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.