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**The Office of  
Information and Organizational Systems**

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**MCPS  
Online Administrative Student  
Information System (OASIS)  
Early Childhood Observation Record  
User Manual**

**Version 1.0**

**Revised: November 16, 2006**

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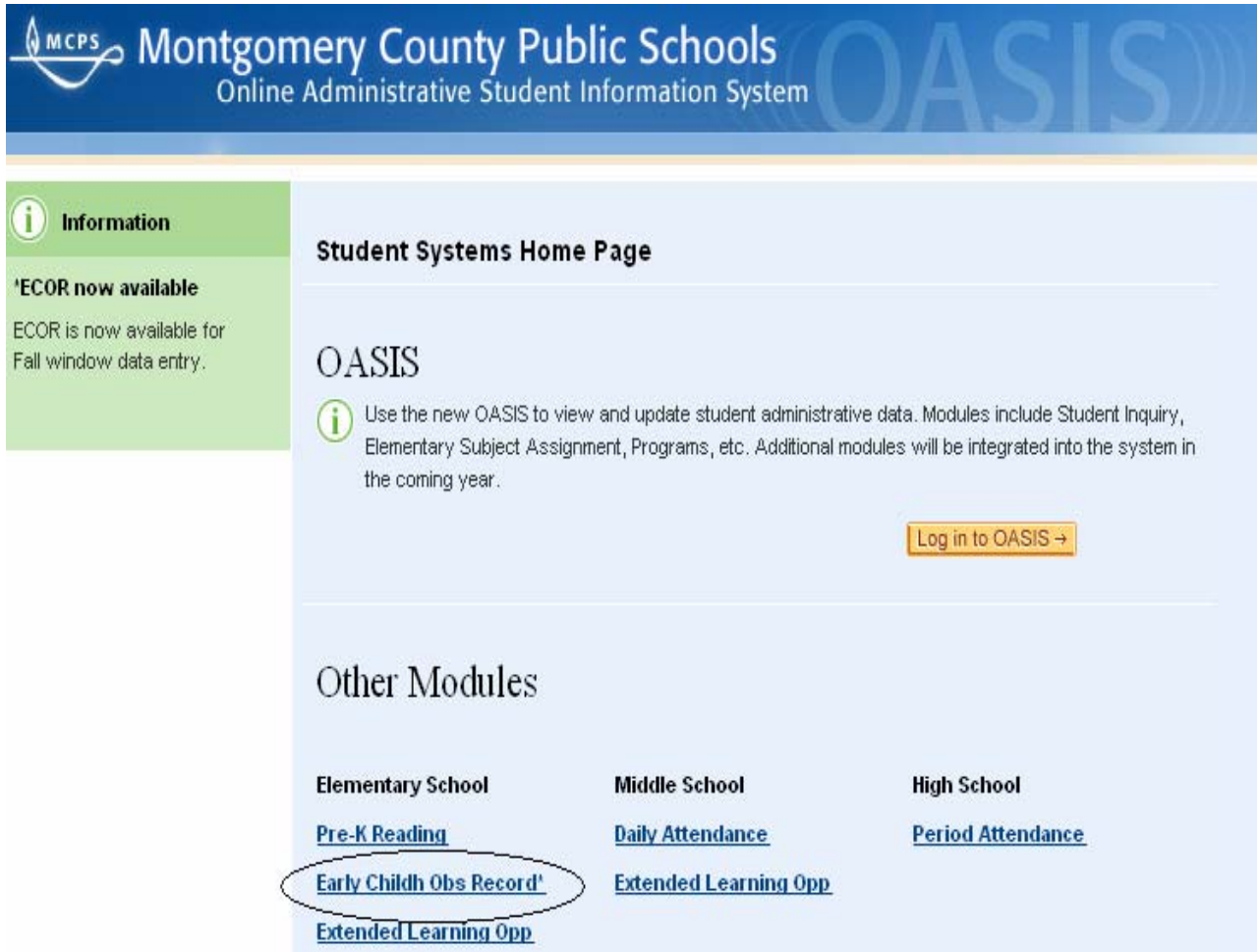
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## **Introduction**

Early Childhood Observation Record (ECOR) is used to summarize observational data of performance assessments for pre-kindergarten children in Montgomery County Public Schools

# 1 Early Childhood Observational Record

- 1.1 To log into application go to OASIS page on MCPS site (<http://studentsystems.mcpsmd.org/home/>)
- 1.2 Click on Early Childh Obs Record Link as shown:



**ECOR Login page will be displayed:**

 **Early Childhood Observation Record**

**Login**

User ID:   
Password:

Continue

[Student Systems Application Selection](#)

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Login to the ECOR data collection tool by using the login and password that you have been given.

### 1.2.1 School Selection for Multiple School Users

After a successful login, the following screen will be displayed

(Note to users with more than one school location: Multiple schools will be displayed in your dropdown selection )

 **Early Childhood Observation Record**

**School Selection**

Select one of the schools then click the Continue button:

ASHBURTON ELEMENTARY (EARLY CHILDHOOD SUPER) ▼

Continue

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The user selects the school from the list of school/s they are assigned to in the drop down menu from the above screen. Then user clicks on “Continue” button to proceed further.

## 2 Select Teacher/Section Update

The following screen is displayed:

The screenshot shows the 'Early Childhood Observation Record' interface for 'ASHBURTON ELEMENTARY'. On the left is a navigation menu with links for 'School Selection', 'Change Password', 'Log Out', 'Reports', '3Yr-Old Profile', '4Yr-Old Profile', 'Data Entry Statistics', '3 Year Data', and '4 Year Data'. The main content area is titled 'Teacher/Section Selection' and contains the following text: 'Early Childhood Observation Record (ECOR) is used to summarize observational data of performance assessments for pre-kindergarten children in Montgomery County Public Schools.' Below this, it says 'Select a teacher/section to update.' with a dropdown menu showing 'Ainsfield, Shana (92)'. Further down, it says 'Select a marking period:' with a dropdown menu showing 'FALL'. At the bottom of the main area is a button labeled 'Assessment Update'.

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To select a section of students, click on the drop down labelled “Select a teacher/section to update”

To select a marking period, click on the drop down labelled “Select a marking period:”

To record observation data for students, click on *Assessment Update* to choose a student group.

To exit the system without entering any data, click on the link labeled *Log Out*.

### 3 Student List

**STUDENT SYSTEMS** *Early Childhood Observation Record*

**Student List**

[Teacher/Section](#)  
[School Selection](#)  
[Change Password](#)  
[Log Out](#)

Reports  
[3Yr-Old Profile](#)  
[4Yr-Old Profile](#)

[Data Entry Statistics](#)  
[3 Year Data](#)  
[4 Year Data](#)

[Bottom](#)

School: ASHBURTON ELEMENTARY  
Teacher: Sally Section No: 91

ID	Name	Birthday	Info	3 Yr	4 Yr
	MIKIAS	09/07/	<input type="button" value="Continue"/>	<input type="button" value="Continue"/>	<input type="button" value="Continue"/>

[Top](#)

The student list screen for the section also includes the student ID number, Student name, Student birthday,

By Clicking Continue button under Info will give access to student demographic information page below

**STUDENT SYSTEMS** *Early Childhood Observation Record*

**Student Information**

<b>Name:</b>	MIKIAS	<b>ID:</b>	
<b>Date of Birth:</b>	09/07/	<b>Date Enrolled:</b>	08/28/2006
<b>Ethnicity:</b>	African American, Not Hispanic	<b>Gender:</b>	M
<b>Home Language:</b>	ENGLISH	<b>Current IEP:</b>	N
<b>Prev Experience:</b>	N/A	<b>School Year:</b>	2007
<b>School Name:</b>	ASHBURTON ELEMENTARY	<b>School No.:</b>	425
<b>Teacher Name:</b>		<b>Class:</b>	PEP

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By Clicking “Log Out” button you will be logged out of the application

By Clicking “Student List” button will take you back to Student List page

On Student List Page:

Click on “Continue” button to enter data for student observation record for either three year or four year student. See the section Student Observation Record in this document

If no data has been entered, a student will have active links (“Continued button”) to both the 3 YR and the 4 YR record.

Once data is entered into an observation record for either the 3YR or 4YR screen, the “Continue” button will disappear.

All additional records for the current school year will be made in the initial age group selected.

If it is determined that the child should really be assessed at the other age level, the existing record must be deleted by using the Delete button at the bottom of the screen.

Once the record is deleted, both buttons will be activated again for the user to make a selection.

### Student List

The screenshot shows the 'Student List' interface. On the left is a vertical menu with links: [Teacher/Section](#), [School Selection](#), [Change Password](#), [Log Out](#), Reports, [3Yr-Old Profile](#), [4Yr-Old Profile](#), [Data Entry Statistics](#), [3 Year Data](#), and [4 Year Data](#). The main area displays the current context: [Bottom](#), School: ASHBURTON ELEMENTARY, Teacher: [blank], Section No: 91. Below this is a table with columns: ID, Name, Birthday, Info, 3 Yr, and 4 Yr. A single row is visible for 'DEJENA,' with birthday '09/07/' and two 'Continue' buttons. A [Top](#) link is at the bottom of the table area.

ID	Name	Birthday	Info	3 Yr	4 Yr
	DEJENA,	09/07/	<a href="#">Continue</a>	<a href="#">Continue</a>	

To navigate to a different section of students, click on the link at the left side of the screen labeled *Teacher/Section Selection*.

To choose a different school, click on the link labeled *School Selection*

To change your password click on the link labelled password and see views in section change password in this document

To View reports for 3year old profile click on the left side of the screen labelled “3Yr-Old Profile”: see the view in the section 3 year old profile in this document

To View reports for 4year old profile click on the left side of the screen labelled “4Yr-Old Profile”: see the view in the section 3 year old profile in this document

To View Data Entry Statistics click on the left side of the screen labelled “Data Entry Statistics”: see the section Data Entry Statistics in this document

To view data on student for the 3<sup>rd</sup> year click on the left side of the screen labelled “3 Year Data”: see the section 3 Year Data in this document

To view data on student for the 4<sup>th</sup> year click on the left side of the screen labelled “4 Year Data”: see the section 4 Year Data in this document

Click on the link labeled *Log Out* to end the application

## 4 Student Observation Record

Each Observation Record contains all items that are to be recorded for a student.

**STUDENT SYSTEMS** *Early Childhood Observation Record*  
**Pre-Kindergarten, 3-year-old level**

Student Name: SMITH, JOHN Student ID: STU001

**P=Proficient:** child consistently demonstrates behavior or skill  
**I=In Progress:** child occasionally demonstrates behavior or skill  
**N=Not yet:** child cannot yet demonstrate behavior or skill

[Bottom](#)  
**Physical Well-Being and Motor Development**  
[Top](#) [Bottom](#)  
*Motor Development*

F	WS		
<input type="checkbox"/>	N	N	1. Uses balance and control to perform gross motor tasks
<input type="checkbox"/>	N	N	2. Uses strength and control to perform fine motor tasks
<input type="checkbox"/>	N	N	3. Demonstrates eye-hand coordination
			<i>Health and Safety</i>
<input type="checkbox"/>	N	N	4. Performs simple self-care tasks independently
<input type="checkbox"/>	N	N	5. Follows basic health and safety rules

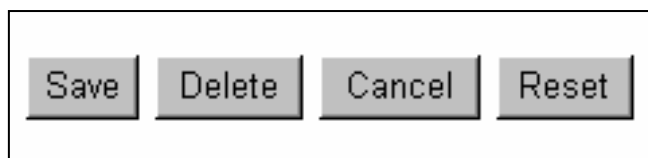
**Links are provided to allow the user to “jump” to a specific subject without scrolling**

**To navigate on the page, use the scroll bar to move up or down the form, or use the links and navigational buttons. (See notes to the left)**

**Navigation buttons are located throughout the form to enable easy movement to the Top or Bottom of the page.**

#### 4.1 Options for Data Entries

There are four Navigational/Decision buttons at the bottom of the page.



**Save:** The Save button will enter any data selections from the page into the database. Clicking the Save button is the only way that data can be stored.

Example for use: Data entries are being made for Student A. For the current set of observations, all data is entered, and the Save button is activated to store the items in the database.

**Delete:** Delete will only remove the observational record that has been entered in the database during the current data entry window. It will not remove any demographic data for the student nor will it remove any data that was saved during previous data entry windows. It also will not affect any other records stored for this student. For example: The delete button would be used if all or the majority of data entries that have been entered at this time are incorrect and it is easier to start over, or if the data has been entered for the wrong age record (3 YR instead of 4YR etc). Deleting the record will then permit the user to select the other age record for the student and to reenter data in the correct location.

Example for use: The teacher has given the data entry person a score sheet for student B. It has been labeled as a 3YR record; however, it is supposed to be a 4 YR record. The data entry person enters and saves most of the data before the error is detected. To correct the problem, delete the record, then reselect the 4YR record for this student.

**Cancel:** Cancel will stop the data entry process and will return the user back to the student selection screen without saving anything. It will not automatically save any data that was entered on this screen during this access session.

Example for use: The data entry person selects a student to score, then determines that the score sheet is incorrect for this student. Use the Cancel button to go back to the student selection screen to select another student.

**Reset:** The reset button clears any data entries that have been made on this screen during this access session. It does not save anything that was entered on the screen, but it allows the user to remain on the screen for this student and to continue to make data entries.

Example for use: The data entry person starts to enter data for the selected student. However, they inadvertently start to enter the data in the wrong section. Click the reset button to return the most recent entries (this access session) back to the default. Note: the Reset button will not affect any data that was saved in a previous data entry session.

When all data entries have been entered for an access session, **Log Out** of the system

## 5 3Yr-Old Profile

Select Category from the drop down choices


Select Teacher/Section for the student

Select the Marking period in the drop down labelled window

Click “Continue” button to get profile in PDF format below

ECOR PROFILE ( 3YR OLD)		Nov. 17, 2006 01:06 PM							
Category: Math									
Teacher: ,									
		24	25	26	27	28	29	30	31
DE.J		N	N	N	N	N	N	N	N
		1	1	1	1	1	1	1	1
									8

## 6 4Yr-Old Profile

**Early Childhood Observation Record**

**ECOR Profile 4-Year-Old Level**

<p><a href="#">Teacher/Section</a></p> <p><a href="#">School Selection</a></p> <p><a href="#">Change Password</a> <a href="#">Log Out</a></p> <p>Reports <a href="#">3Yr-Old Profile</a> <a href="#">4Yr-Old Profile</a></p> <hr/> <p><a href="#">Data Entry Statistics</a></p> <p><a href="#">3 Year Data</a></p> <p><a href="#">4 Year Data</a></p>	<p>Select a category, teacher/section, window and press continue.</p> <p>Category: <input type="text" value="Physical Well-Being and Motor Development (700)"/></p> <p>Teacher/section: <input type="text" value="Ainsfield, Shana (92)"/></p> <p>Window: <input type="text" value="FALL"/></p> <p style="text-align: center;"><input type="button" value="Continue"/></p> <p style="text-align: center; font-size: small;">Version: 1.01 Problems? Call MCPS Help Desk (301)517-5800 © 2002 Montgomery County Public Schools. All Rights Reserved</p>
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Select Category from the drop down choices

Select Teacher/Section for the student

Select the Marking period in the drop down labelled window

Click “Continue” button to get profile in PDF format:

## 7 Change Password

To change password click on the link in the left navigation labelled change password

**STUDENT SYSTEMS** *User Administration*

**Change Password**

Change Passwd Log Out	User ID:	SAMPSJ00
	Old Password:	<input type="text"/>
	New Password:	<input type="text"/>
	Retype New Password:	<input type="text"/>
	<input type="button" value="Continue"/>	

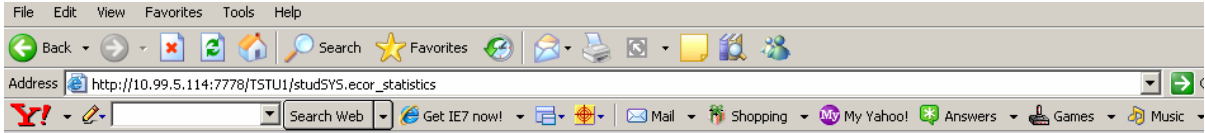
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User ID will be displayed. User will be required to enter their old password and the New password.

Click on “Continue” button to confirm change in password

## 8 Data Entry Statistics

Displays a page for ECOR Statistics for each school the user is assigned to



ECOR Statistics

School No	School Name	Teacher Name	Section No	No of Active Students	No of Active Students With ECOR Scores	% of Active Students ECOR Scores
51	LAYTONSVILLE ELEMENTARY		93	0	0	
100	CLOPPER MILL ES		94	0	0	
100	CLOPPER MILL ES		95	0	0	
100	CLOPPER MILL ES		88	17	0	0
100	CLOPPER MILL ES		80	18	0	0
100	CLOPPER MILL ES		89	12	0	0
102	GERMANTOWN ELEMENTARY		93	0	0	
102	GERMANTOWN ELEMENTARY		95	0	0	
102	GERMANTOWN ELEMENTARY		94	0	0	
106	FOX CHAPEL ELEMENTARY		88	17	0	0
106	FOX CHAPEL ELEMENTARY		89	18	0	0
108	LAKE SENECA ELEMENTARY		91	1	0	0
108	LAKE SENECA ELEMENTARY		93	0	0	
108	LAKE SENECA ELEMENTARY	Mason, Heather	94	0	0	
108	LAKE SENECA ELEMENTARY	Sanders, Joyce	96	1	0	0



