



Frequently Asked Questions

Purpose

1. What is the Voluntary Prekindergarten (VPK) Assessment Online Reporting System and what is its purpose?

The VPK Assessment Online Reporting System was developed to provide teachers with a user friendly tool to track children's progress in attaining the skills in the Standards for Four-Year-Olds, so that teachers may use this information to guide instructional decisions in the VPK classroom.

The Online Reporting System allows teachers to create reports and parent letters that show each child's performance on the four assessment measures. Teachers may also access instructional strategies and resources that are aligned with the Standards for Four-Year-Olds.

Requirement

2. Are VPK providers required to use the VPK Assessment Online Reporting System?

Yes. VPK providers are required to enter each VPK child's results into the VPK Assessment Online Reporting System after administering the VPK Assessment items for Assessment Period 1 (AP1) and Assessment Period 3 (AP3).

3. If a child starts a 540 hour school-year (e.g., August-April or May) VPK program after AP1 (e.g., late October or early November), is the teacher required to administer the VPK Assessment and enter the assessment scores on the VPK Assessment Online Reporting System?

Providers are **required** to administer the VPK Assessment, then enter **and** submit the scores for each VPK child who is present for AP1 and AP3 and participates in the assessment. If children enroll after AP1 the provider is not required to enter scores for these children because they were not present during the assessment period. However, the VPK provider may choose to administer the assessment and use the scores to guide instructional decisions.

4. Are VPK providers required to enter and submit the assessment scores in the Online Reporting System by a specific date?

No. The department does not require scores to be entered by specific date. We **recommend** that scores be entered **no later than two weeks** after the Assessment Period (AP) ends. For example,

- The month of September should be used to administer AP1, and scores entered by mid-October.
- The month of January should be used to administer AP2, and scores entered by mid-February.
- The month of April/May should be used to administer AP3, and scores entered by middle of the following month.

Accessing the Online Reporting System

5. Are there instructions on how to access/use the VPK Assessment Online Reporting System?

Yes. Instructions are available beginning on **page 19** in the VPK Assessment Teacher's Manual – Fourth Edition and on the Bright Beginnings home page at <https://www.brightbeginningsfl.org> in the **Announcements** section at the bottom of the page.

6. How do I get a Provider ID and temporary Password to access the VPK Assessment Online Reporting System?

- The Provider ID is assigned by the Florida Office of Early Learning and the temporary Password is the VPK Provider's physical address zip code.
- The VPK Administrator should send an email to request a Provider ID for your center/school.
 - Go to the Bright Beginnings website <https://www.brightbeginningsfl.org>
 - Click on the blue **Contact Us** tab in the top right-hand corner.
 - Once on the **Contact Us** page, click on the **Send Us an Email** link to access the **Request Assistance** page.
 - Enter the required information and include the following in the Description box;
 - Provider Type: Faith-based or School Readiness (if applicable)
 - Phone number (we can call if more information is needed)

7. How do I register my center/school to access the VPK Assessment Online Reporting System?

- Go to <https://brightbeginningsfl.org/Register.aspx> and follow the directions on each screen to complete the registration process.
- If your center/school has **never used the Online Reporting System**, the VPK Administrator should follow the directions outlined **beginning on page 19** of the VPK Assessment Teacher's Manual – Fourth Edition to complete the Initial Registration Wizard. Then the VPK Administrator will be able to access the Online Reporting System.
- If your center/school **used the Online Reporting System last year**, the VPK Administrator should follow the directions outlined **beginning on page 23** of the VPK Assessment Teacher's Manual – Fourth Edition to complete the Initial Registration Wizard. Then the VPK Administrator will be able to access the Online Reporting System.

8. Our center/school used the Online Reporting System last year, but now our User Names and Passwords don't work. How do we access the Online Reporting System?

All existing VPK Administrators **must reset** their password to access the Online Reporting System each program year. Your center/school will not be able to access the VPK Assessment Online Reporting System until the VPK Administrator completes the Initial Registration Wizard at <https://brightbeginningsfl.org/Register.aspx> for the current program year.

9. How do VPK teachers get a User Name and temporary Password to access the Online Reporting System?

On the **Center Staff** tab, **after** the VPK administrator clicks on the **Save** link to activate/set-up each staff member, the Online Reporting System will automatically send each staff member a validation and activation email that contains the **User Name** and **temporary Password** and an activation link. Refer to the Table of Contents in the VPK Assessment Teacher's Manual – Fourth Edition for more information.

10. I forgot or lost my Provider ID/Username and Password, what should I do?

- Click on the blue **Forgot Username and/or Password** button on the Log In page. Or go directly to the **Forgot Your Password** page at <https://www.brightbeginningsfl.org/ForgotPassword.aspx>. Then enter your email address and you should receive the permanent user name and password that you created when you registered.
- Ask the VPK Administrator at your center/school resend the Provider ID/Username and through the Account Management feature on the Center Staff tab.

Navigating the Online Reporting System

11. The center/school's address, phone number, and/or email address is incorrect in the Online Reporting System. How do we update our Provider Profile?

The provider information contained in the Online Reporting System was provided by the local Early Learning Coalition. If the information is incorrect, the VPK Administrator should contact the local Early Learning Coalition with any updates to the VPK Center Details. Please note that these updates may not appear immediately in the Online Reporting System.

12. If I have trouble with the Online Reporting System what should I do?

- Read the VPK Assessment Teacher's Manual – Fourth Edition.
- Send an email to request assistance.
 - Go to the Bright Beginnings website <http://www.brightbeginningsfl.org>
 - Click on the blue **Contact Us** tab in the top right-hand corner.
 - Once on the **Contact Us** page, click on the **Send Us an Email** link to access the **Request Assistance** page.
 - Enter the required information and include a detailed description of the problem you are experiencing.

13. If I am logged into the Online Reporting System as a VPK Administrator what do I have access to and what can I do?

- When logged in as a **VPK Administrator** you may access the following tabs;
 - Provider Profile
 - Frequently Asked Questions
 - Center Staff
 - Classrooms
 - Children
 - Assessment Data
 - Assessment Reports
 - Customizing VPK Instruction
 - Parent Letter

- When logged in as a **VPK Administrator** you may do the following;
 - **Reset** the **password** for your center/school to access the VPK Assessment Online Reporting System **each program year** (e.g., School-Year or Summer) in the Initial Registration Wizard (<https://brightbeginningsfl.org/Register.aspx>).
 - **Activate existing** center staff accounts on the **Center Staff** tab.
 - **Add new** center staff on the **Center Staff** tab.
 - **Resend** the activation email to center staff through the **Account Management** feature on the **Center Staff** tab.
 - **Unlock** center staff accounts through the **Account Management** feature on the **Center Staff** tab.
 - **Unlock** the **Assessment Data** tab for Center Staff if edits are required after the assessment data has been submitted.
 - **Resend** user names and passwords to center staff through the **Account Management** feature on the **Center Staff** tab.
 - **Set up** classrooms on the **Classrooms** tab.
 - **Add** children on the **Children** tab.

14. If I am logged into the Online Reporting System as a VPK Instructor what do I have access to?

When logged in as a **VPK Instructor** you may access the following tabs;

- Provider Profile
- Frequently Asked Questions
- Assessment Data
- Assessment Reports
- Customizing VPK Instruction
- Parent Letter

15. What should providers do if children withdraw from the center/school before the end of the program year?

Providers are **required** to administer the VPK Assessment **and** enter the scores for each child for Assessment Period 1 (AP1) and AP3. If a child withdraws after AP1, the VPK Provider should check the **“Did Not Participate”** box for that child on the **Assessment Data** tab for the remaining Assessment Periods.

16. On the Children tab, what number do I use for the 'VPK Child/Student ID'?

The “VPK Child/Student ID” is an optional field. Although some providers do enter a number of their choosing for tracking purposes.

17. I have entered my assessment data, but I still cannot create reports and parent letters. What should I do?

The VPK Administrator should go to the **Assessment Data** tab and verify that the assessment data was actually submitted. If the data was entered and submitted, there will be a message in green that reads: **“Assessment Data Was Submitted”** in **Step 3**.

To create an Assessment Report or Parent Letter there needs to be at least one Primary Instructor associated with each class.

- Go to the **Classrooms** tab.
- Scroll down to the **Instructors** section and find the appropriate name.
- In the Action column, click **Edit**.
- In the Primary column, select **Yes**.
- In the Action column, click **Save**.
- Go to the **Assessment Reports** tab or the **Parent Letter** tab to create Reports or Parent Letters.

18. How do I know what the assessment scores mean?

Each Assessment Report includes a chart that shows if the score for each assessment measure is Exceeding Expectations, Meeting Expectations, or Below Expectations. The Parent Letter includes a written explanation of whether the child’s score on each measure is Exceeding Expectations, Meeting Expectations, or Below Expectations.

19. When I try to print reports, I receive the following error message: “No data.” What should I do?

Go to the **Assessment Data** tab and make sure that you have actually submitted the data for the appropriate Assessment Period. No data will appear in the reports until the assessment data has been submitted into the system.

20. On the Assessment Data tab the “Un-Submit Assessment” button is grayed out and I need to make changes. Who can un-submit the assessment for me?

Once assessment data has been submitted, the VPK Administrator has to go to the **Assessment Data** tab and un-submit the assessment for the desired class. Refer to the Table of Contents in the VPK Assessment Teacher’s manual for more information.

21. If a child is administered the VPK Assessment then transfers to another VPK provider, will the new VPK provider be able to see the assessment scores entered by the previous provider?

No. The VPK Assessment Online Reporting System does not allow VPK providers to access a child's VPK Assessment scores from another VPK provider.

22. If a child is enrolled in a School Readiness or Head Start program for the first semester (e.g., August- December) then enrolls in the VPK program for the second semester (e.g., January – April or May), should the VPK Assessment be administered and the child's scores entered on the Online Reporting System for all three Assessment Periods (e.g., AP1, AP2, AP3)?

During AP1, the assessment scores would be for instructional purposes only, because the child technically isn't in the VPK program until January. Then for AP2, administering the assessment is optional and the assessment scores may be entered into the online reporting system. During AP3, administering the assessment is required and the assessment scores must to be entered in the online reporting system.