



Optical Character Recognition (OCR) for the EYE-TA

This feature allows teachers to automatically upload EYE-TA scores into the online system, saving them the time and effort of manually uploading them.

To start, click on the 'Generate Checklist' icon in the Progress Overview section of the EYE system.

The screenshot shows the 'Progress Overview' section of the EYE system. On the left, there is a sidebar with a 'Class:' dropdown, a legend for item status (Completed, In progress, Not started), and three buttons: 'Generate Checklist' (highlighted with a red arrow), 'Upload Evaluation File', and 'List of Children'. At the bottom of the sidebar is an 'Activity Dashboard' button. The main area has two tabs: 'Enter per Item' and 'Enter per Child'. Below the tabs are five domain categories, each with a grid of item status indicators (A1-A8, B1-B8, C1-C8, D1-D8, E1-E8). A pink box at the bottom indicates 'Total Children = 14'. A legend at the bottom explains that asterisks indicate required items and grey items are available for data entry but not required for results.

Domain	Item	Status
Awareness of Self and Environment	A1	Completed
	A2	Not started
	A3	Not started
	A4	Completed
	A5	Not started
	A6	Not started
	A7	Completed
	A8	Completed
Social Skills and Approaches to Learning	B1	Not started
	B2	Completed
	B3	Completed
	B4	Not started
	B5	Completed
	B6	Completed
	B7	Completed
	B8	Not started
Cognitive Skills	C1	Not started
	C2	Completed
	C3	Not started
	C4	Completed
	C5	Completed
	C6	Not started
	C7	Completed
	C8	Completed
Language and Communication	D1	Completed
	D2	Not started
	D3	Completed
	D4	Not started
	D5	Not started
	D6	Completed
	D7	Completed
	D8	Completed
Physical Development	E1	Not started
	E2	Completed
	E3	Completed
	E4	Not started
	E5	Not started
	E6	Not started
	E7	Not started
	E8	Completed
	E9	Not started
	E10	Not started

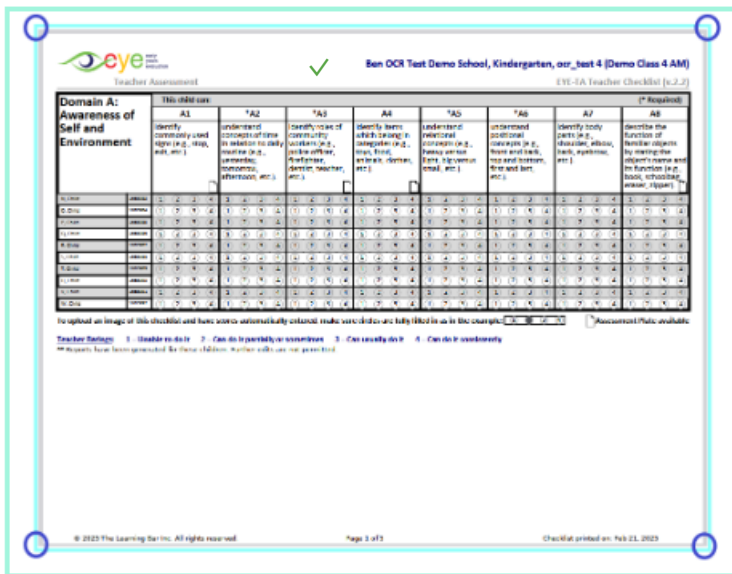
* indicates a required item. Items in grey are available for data entry, but are not required in order to produce domain and RTI results.

Download and print a copy of this checklist. Next to each child’s name, you’ll see a system-generated number—this is NOT their student identification number; rather, it's a way for the system to match the child with the scores being uploaded.

Please indicate the scores on this version of the Teacher Checklist using dark ink (black or blue). You can fully fill in the circle or use an “X” to indicate scores.

When your data collection is complete, take a picture of each completed page. Here are some things to note about taking pictures with your cell phone.

- Ensure images are aligned horizontally.
- Make sure images are clear and of high quality.
- Avoid shadows in the images.
- Zoom in enough to minimize the background beyond the checklist.
- Avoid selecting multiple scores for an item, as this will leave the score blank when uploaded to the system.

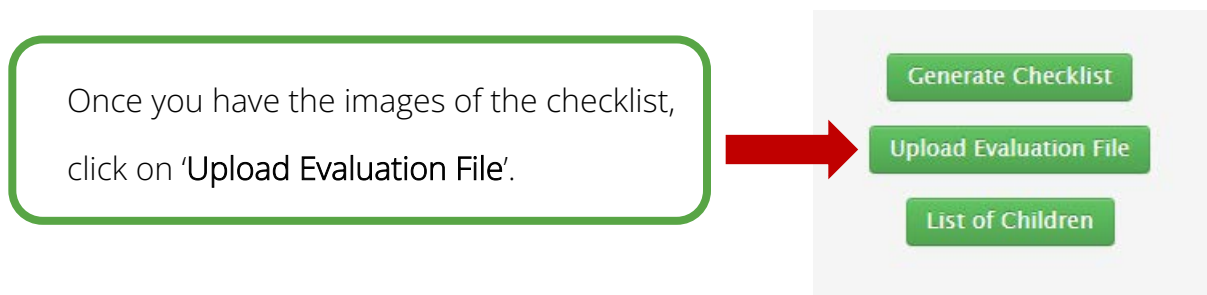


Ensure document edges and corners are fully visible.

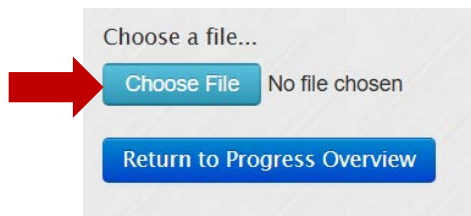
Please follow your school's data privacy policies regarding taking/storing images of sensitive information on private devices.

If you use your cell phone to take photos of your Teacher Checklist and want to upload them to the Online Data Entry site on your computer, you will need to email the pictures to your work email account and save them on your computer.

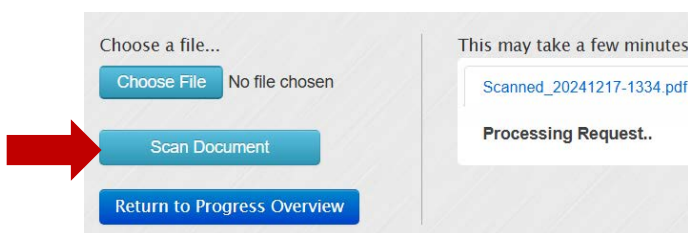
Alternatively, you can also scan the completed checklist pages using your school's photocopier. Typically, these scans would be sent to your work email account as a PDF, which you can then save on your computer. You can have separate PDF files (one for each domain) and upload each of these individually to the system, or you can upload one single PDF file with the multiple pages- both options work!



Once you click on 'Upload Evaluation File,' you will be directed to a screen where you can select the file (s) you want to upload. The system will guide you through the process of uploading them. Click on 'Choose File' and select the images of the Teacher Checklist or scanned PDF you want to upload from your computer.



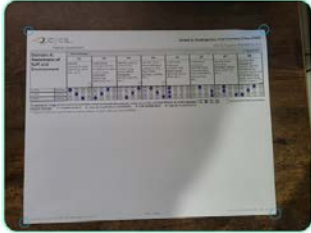
After choosing the file to upload, click on 'Scan Document'. The system may take a few minutes to process the file. If there are any issues with the upload, an error message will appear explaining the problem.



Carefully review the data once the scores are visible to ensure their accuracy. If any scores are missing or need to be edited, you can do this directly in this section.

Choose a file...
Browse... No file selected.
Scan Document
Return to Progress Overview

fredPMDomA.jpg



Upload Complete. Scores ready to be saved for Domain Awareness of Self and Environment

Participants Uploaded: 3

Child's name:	A1	A2	A3	A4	A5	A6	A7	A8
D, Child	N/A	3	N/A	2	1	2	2	3
E, Child	2	2	3	3	1	4	2	2
F, Child	3	1	2	4	1	4	4	1

Some scores were undetectable for:
D, Child

Confirm Scores and Save

You may now click the button on the left to return to the assessment.

In this example, the system could not detect scores for Child D. If this happens, the scores will appear as N/A. You can add them here manually- just click on the box and type in the score for A1 and then A3.

Once you have reviewed the results, click on the 'Confirm Scores and Save'. From here, you'll be directed back to the **Progress Overview** page.

Note: You can always switch to manually adding the scores if you wish.