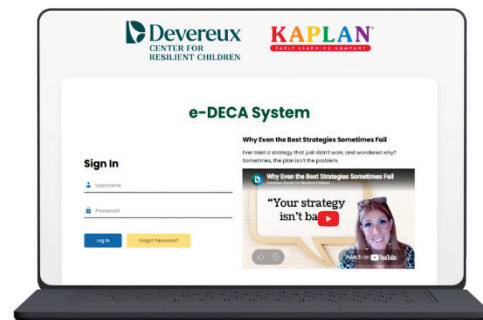


Access a Self-Guided Tour of DECA Online (e-DECA)



The e-DECA System allows early childhood professionals and families to screen, assess, and promote protective factors associated with resilience and healthy social and emotional development of infants, toddlers and preschoolers. The comprehensive assessment and planning system supports professionals and families in building children's initiative, creating strong attachments, developing self-regulation skills, and reducing problematic behaviors using strategies from the Devereux Early Childhood Assessment (DECA) Program. The system can be used to evaluate the impact of the DECA Program and ensure that children have the strengths they need to reach their highest potential. Strategies are available for infants, toddlers and preschoolers!

For access, go to www.e-DECA2.org and log in using the credentials shown here.

 Username **e-DECA**

 Password **Resilience@12**

The following pages provide instructions for how to complete certain actions within the e-DECA. You are welcome to try them out, and you are free to explore as much as you can within this demo program.

Questions or issues? Contact decasupport@kaplanco.com.

IMPORTANT

If you would like to try entering a rating yourself or use the data within the system, it is essential that you use the "Sandbox Site" and the "Sandbox Group." Failing to do so could make it impossible for others to test out the system.

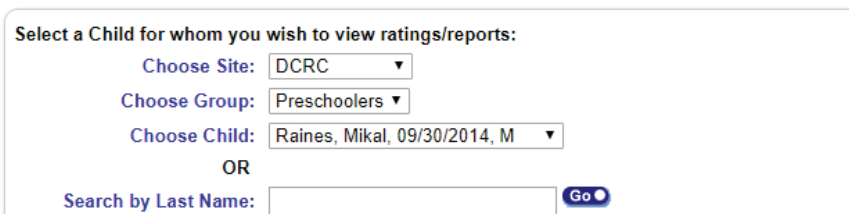
HOW TO Access a Single Rating Report

1. Go to *View Ratings/Reports* → *By Child*



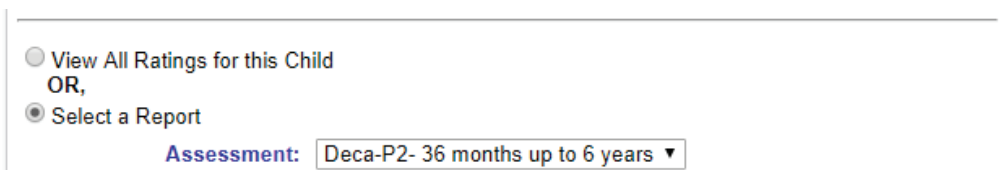
The screenshot shows the top navigation bar of the e-DECA system. The 'View Ratings / Reports' menu item is highlighted, and its dropdown options are visible: 'By Child', 'Group Profile', and 'Group Ratings List'. Below the navigation bar, a partial view of the main content area shows a 'Welcome' message and a link to 'Assessment Assistant'.

2. For *Site*, be sure to select “DCRC.” Then you may select whichever child you wish to view, OR you can just copy the selections shown below:



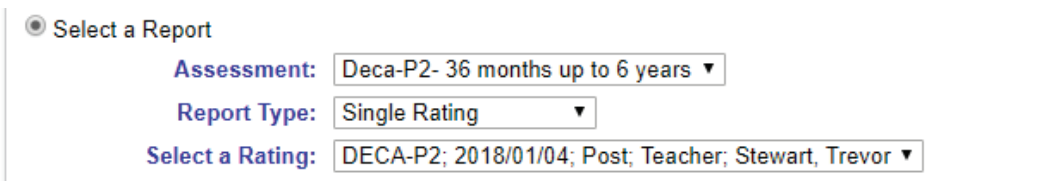
The screenshot shows a form titled 'Select a Child for whom you wish to view ratings/reports:'. It contains three dropdown menus: 'Choose Site' (set to 'DCRC'), 'Choose Group' (set to 'Preschoolers'), and 'Choose Child' (set to 'Raines, Mikal, 09/30/2014, M'). Below these is a 'Search by Last Name:' text input field and a 'Go' button.

3. Once you select a child, choose “Select a Report” and from the *Assessment* dropdown menu, select the appropriate Assessment Type. For our selection shown above, we need to select the *DECA-P2*.



The screenshot shows a form with two radio buttons: 'View All Ratings for this Child' and 'Select a Report'. The 'Select a Report' option is selected. Below the radio buttons is an 'Assessment:' dropdown menu set to 'Deca-P2- 36 months up to 6 years'.

4. The next dropdown menu is where you will need to select “Single Rating.” Once you do that, another dropdown menu will appear, and you can select whichever rating you want to view.



The screenshot shows the same 'Select a Report' form as before, but with additional dropdown menus. The 'Assessment:' dropdown is set to 'Deca-P2- 36 months up to 6 years'. Below it is a 'Report Type:' dropdown set to 'Single Rating'. At the bottom is a 'Select a Rating:' dropdown set to 'DECA-P2; 2018/01/04; Post; Teacher; Stewart, Trevor'.

5. Once you hit “Submit,” another window should open with your Single Rating Report! If another window does not open, please be sure to check your pop-up blocker settings for your browser.

HOW TO Access DECA Strategies

1. Go to *e-DECA Management* → *Manage Children* → *Work with Existing Children*

The screenshot shows the top navigation bar with links: e-DECA Home, Input Ratings, View Ratings / Reports, e-DECA Management, and Help. Below this is a 'Welcome Page' section with a message: 'Welcome **Rudee Abello** to the Devereux Ass...'. To the right, a dropdown menu for 'e-DECA Management' is open, showing options: 'Manage Children' (with a right arrow), 'Manage Groups' (with a right arrow), and 'Manage My Account'. A separate box to the right of the dropdown contains the links 'Create a New Child Record' and 'Work with Existing Children'.

2. Next, click on the button that says “Display All Children”
3. Choose a child, and click on “Select” underneath the column titled “Ratings”

32 Row(s) [Add New Child](#)

Child Values									
LName	FName	MName	Date Of Birth	External Id	Status	Ratings	Reports	Contacts	Update
Alleyne	Deb		03/01/2016		A	Select	Select	Select	

4. Then click on “Strategies” next to the Rating you want to review

Toddler Child Rating Values

Rating Date	Rating Period	Rater Name	Rater Type	Descr	AR	IN	SR	TPF	Options
2017/12/27	Pre	Alleyne, Pop	P	Raw Score	18	15	5	87	Edit Rating Strategies
				T-Score	28	31	28	28	
				Percentile	1	3	1	1	
				Description	N	N	N	N	
2017/12/27	Pre	Wade, Phoebe	T	Raw Score	54	35	18	153	Edit Rating Strategies
				T-Score	46	59	48	51	
				Percentile	35	82	42	54	
				Description	T	T	T	T	

5. You can now view all of the DECA strategies. Use the check boxes to select the desired strategies. At the bottom of the page, you can choose how the report is displayed: as an HTML or PDF file with Classroom, Home, or both types of strategies, and you can also select either English or Spanish! You can also just save a PDF in the system. Please note that the report opens in a new window. If you do not see it, be sure to check your pop-up blocker settings for your browser.

Select the Desired Report Format: ☒ Classroom and Home ☐ Classroom ☐ Home

Select the Desired Language for the document: ☒ English ☐ Spanish

[Create an Html Document](#) [Create a PDF Document](#) [Save PDF Document](#)

HOW TO Access Other Useful Reporting Tools

Getting a Pre-Post Comparison: To see how a child's assessment scores have changed over time, click on *View Ratings/Reports* → *By Child*. Be sure all of the parameters match the picture below and then press the "Submit" button.

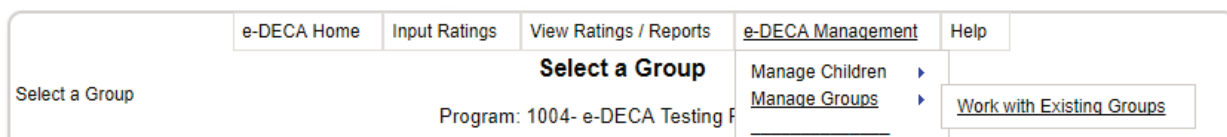
The screenshot shows the 'View Ratings / Reports' section with the 'By Child' dropdown menu open. The menu options are: By Child, Group Profile, Group Ratings List, and Aggregate Reports. The 'By Child' option is selected. Below the menu, the 'Program' is set to '1004- e-DECA Testing Program'. The 'Select a Child for whom you wish to view ratings/reports:' section includes a 'Choose Site' dropdown set to 'DCRC', a 'Choose Group' dropdown set to 'Preschoolers', and a 'Choose Child' dropdown set to 'Raines, Mikal, 09/30/2014, M'. There is also a 'Search by Last Name' text field and a 'Go' button. Below this, there are two radio button options: 'View All Ratings for this Child' (unselected) and 'Select a Report' (selected). Under 'Select a Report', there are four dropdown menus: 'Assessment' set to 'Deca-P2- 36 months up to 6 years', 'Report Type' set to 'Pre-Post Comparison', 'Select a Rating-Pre' set to 'DECA-P2, 2017/12/27, Pre, Teacher; Stewart, Trevor', and 'Select a Rating-Post' set to 'DECA-P2, 2018/01/04, Post, Teacher; Stewart, Trevor'. A green 'Submit' button is at the bottom.

Getting a Group Profile: To see an entire group's score at a glance, click on *View Ratings/Reports* → *Group Profile*. Be sure all of the parameters match the picture below and then press the "Submit" button.

The screenshot shows the 'View Ratings / Reports' section with the 'Group Profile' dropdown menu open. The menu options are: By Child, Group Profile, Group Ratings List, and Aggregate Reports. The 'Group Profile' option is selected. Below the menu, the 'Program' is set to '1004- e-DECA Testing Program'. The 'Select a Group for which you wish to view the Group Profile Report:' section includes a 'Choose Site' dropdown set to 'DCRC' and a 'Choose Group' dropdown set to 'Preschoolers'. Below this, there is a section 'Choose the Options for the Group Profile Report:' with a 'Record Form' dropdown set to 'Deca-P2- 36 months up to 6 years'. There are two radio button options for 'Ratings': 'All Teacher Ratings' (selected) and 'All Parent Ratings' (unselected). There are three checkboxes for 'Rating Selection(s)': 'Pre' (unselected), 'Mid' (unselected), and 'Post' (unselected), and a checked 'All' checkbox. The 'Rating Year' dropdown is set to '2017-2018 12/27/2017 12/26/2018'. There is also a 'Date Range' section with 'Begin Date' and 'End Date' text fields. A green 'Submit' button is at the bottom.

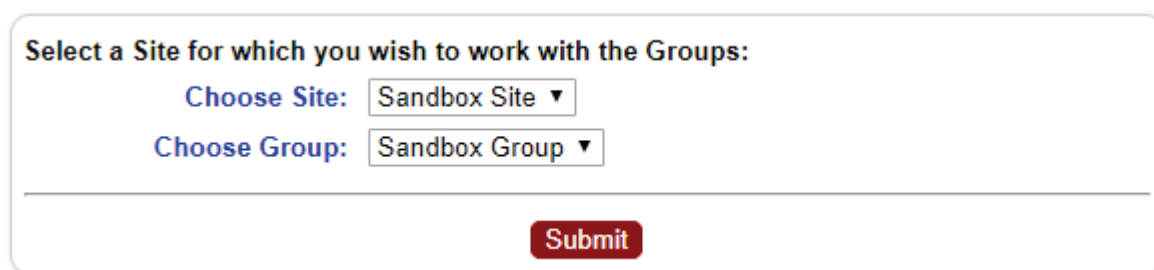
Try Out the System in Our Sandbox!

If you want to enter your own ratings or try something else, you are welcome to use the “Sandbox Site” and “Sandbox Group.” To get there, go to *e-DECA Management* → *Manage Groups* → *Work with Existing Groups*.



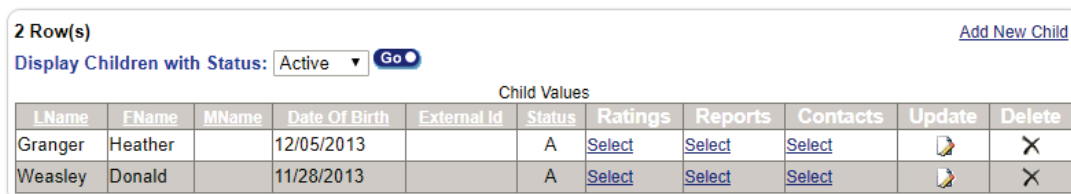
The screenshot shows the top navigation bar with tabs: e-DECA Home, Input Ratings, View Ratings / Reports, e-DECA Management (selected), and Help. Below the tabs, there's a 'Select a Group' section with a dropdown menu showing 'Program: 1004- e-DECA Testing f'. To the right, a sidebar menu is visible with options: Manage Children, Manage Groups (selected), and Work with Existing Groups.

Choose Site: **Sandbox Site** and Choose Group: **Sandbox Group**, and click “Submit.”



The form displays two dropdown menus: 'Choose Site:' with 'Sandbox Site' selected, and 'Choose Group:' with 'Sandbox Group' selected. Below these is a red 'Submit' button.

From the next screen, you can click “Select” under “Roster” to see all of the children in that Site and Group. Feel free to add a rating to one of the children already there OR add your own by clicking “Add New Child.”



The table shows a list of children with columns: LName, FName, MName, Date Of Birth, External Id, Status, Ratings, Reports, Contacts, Update, and Delete. There are two rows of data.

LName	FName	MName	Date Of Birth	External Id	Status	Ratings	Reports	Contacts	Update	Delete
Granger	Heather		12/05/2013		A	Select	Select	Select		
Weasley	Donald		11/28/2013		A	Select	Select	Select		

For more information on how to play in the Sandbox, visit any of our **Help** sections, which can be found at the top of any page within the e-DECA system. We highly recommend the *Help* → *Video Demos* section as a way to learn that is more interactive than just reading the Instruction Manual.

Pricing & Purchasing: To start using the e-DECA, you will need to purchase an annual license as well as ratings. Ratings can be purchased By Assessment (flat fee per assessment) or By Child (flat fee per child). You can make your purchase through our publisher Kaplan Early Learning Company at www.kaplanco.com/devereux.

e-DECA Annual License, \$299.95		Pricing last updated 2019
By Assessment (Single) Ratings	Option #1 - \$1.00 per rating	
By Child Ratings	Option #2 - \$2.95 per child	