How to Map Documents for Your Colorado Shines Levels 3-5 Rating

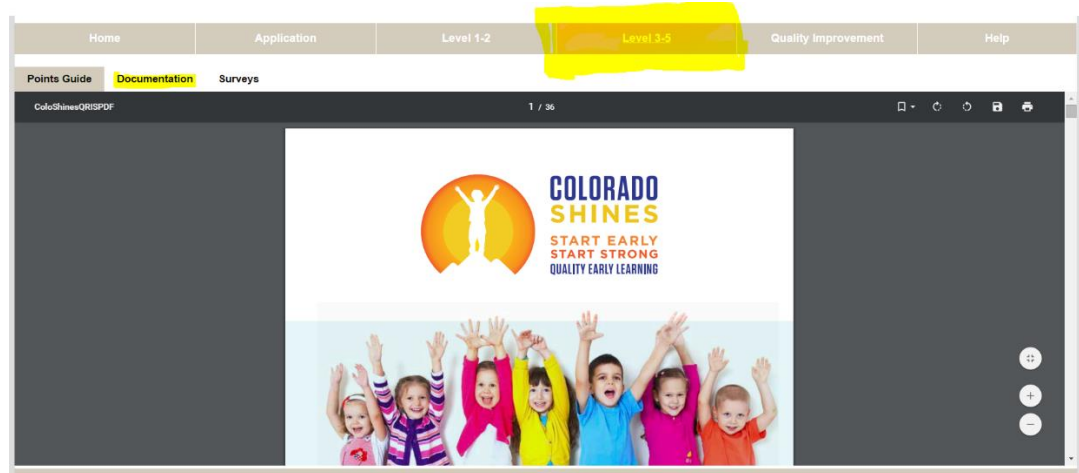1. **Go to the Colorado Shines website:**
   http://coloradoshines.force.com/ColoradoShines/website_home
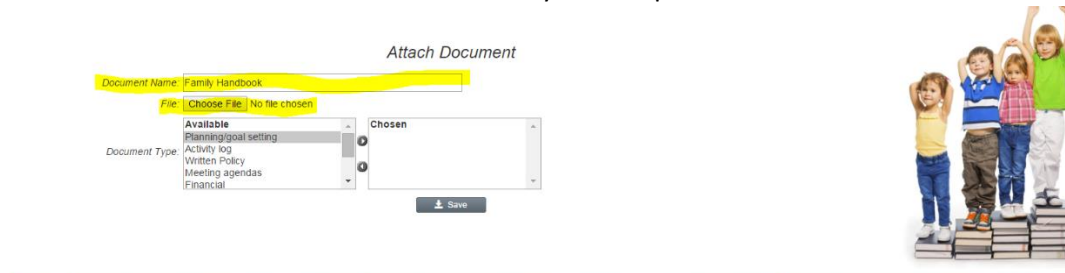   -*Log-in to your **Colorado Shines Account***
   -Select the **Level 3-5** tab
   -Select the **Documentation** tab

2. **Fill in the Document Name with a title that is easy for you to identify it without opening it.**
   - Select the file from where it is stored on your computer.

3. **Scroll down to the indicator number to find out which "Document Type" you will need to save your document as.**
   Some indicators allow for more than one Document Type, this would apply to indicators that have ANDs and ORs within the Evidence Column of the Evidence Documents

   Document Types:
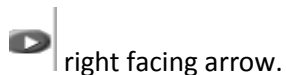   -Planning/Goal Setting
   -Activity Log
   -Written Policy
   -Meeting Agendas

-Financial
-Letters of Reference
-Program Assessment
-Curriculum/Child Assessment
-Other

#	Question	Attachment Mapping					Name
		Status	Type Required	Name of Attachment	Page #	Add/Del	
1.13a	The program has a program-wide professional development plan informed by the individual professional development plans of all staff that provide direct services to children and families.	!	Planning/goal setting			+	
1.13b	Staff have completed individual Professional Development Plans that inform the program-wide professional development plan.	!	Planning/goal setting			+	
1.14a	Early Care Professionals who provide direct services to children will complete an annual self-assessment based on Colorado's competencies for Early Childhood Educators.	!	Planning/goal setting			+	
1.14b	Early Childhood Educators and Administrators use the self-assessments to inform and update their Individual Professional Development Plan.	!	Planning/goal setting			+	
1.15a	All classrooms in the Program have received (or are currently receiving) outside credentialed coaching/consulting activities of at least 3 hours each within the past 12 months.	!	Activity log			+	
1.15b	All classrooms in the Program have received (or are receiving) outside credentialed coaching/consulting activities of at least 5 hours each within the past 12 months.	!	Activity log			+	
1.15c	All classrooms in the Program have received (or are currently receiving) outside credentialed coaching/consulting activities of at least 8 hours each in the past 12 months.	!	Activity log			+	
2.1	The program provides documentation or written policy of the use of interpreters, or other resources for help with other languages of enrolled families	!	Written Policy			+	
		!	Other			+	
2.3	The program offers opportunities for all families, including those from different backgrounds and communities, to get to know one another and work together for the benefit of the children in the program	!	Other			+	
2.4	The program has written policies and procedures that describe how transitions are supported among all early childhood and home settings and how transition information is shared with families.	!	Written Policy			+	
2.5b	Session sign-in sheets and/or individual conference logs indicate the program offers information sessions and/or individual family meetings specific to child transitions.	!	Activity log			+	
		!	Other			+	

4. **Select the right-facing arrow to move the Document Type selection to the Chosen Box**
   -If you are using a document for more than one document type, be sure to select multiple document types as needed.

   *To move over all document types= hold down "CTRL" and select the documents, select the

    right facing arrow.

- **Removing a Document**
  -Select the Document Type to remove from the Chosen box and select the left facing arrow to drop back into the Available box
5. **Save Document**
   -Wait for the red text *"Document Uploaded Successfully"* at the top of the page.
   -Now you will see the document on right side of the screen in *"My Document Library"*
   Open your Document in the Library to ensure that they are viewable and not too large

#	Question	Attachment Mapping					My Document Library			
		Status	Type Required	Name of Attachment	Page #	Add/Del	Name	Type	File Name	Del
.13a	The program has a program-wide professional development plan informed by the individual professional development plans of all staff that provide direct services to children and families.	✅	Planning/goal setting	professional development plan		+ / -	Benefits	Written Policy	3.7b.3.10a....3.10g.pdf	✖
.13b	Staff have completed individual Professional Development Plans that inform the program-wide professional development plan.	✅	Planning/goal setting	professional development plan		+ / -	Business Administration	Financial	3.12 Quarte...income.pdf	✖
							Child assessment sample	Activity log	4.10 a & b.pdf	✖
.14a	Early Care Professionals who provide direct services to children will complete an annual self-assessment based on Colorado's	⚠️	Planning/goal setting			+	Child assessment sample	Activity log	4.10 a & b toddler.pdf	✖
							Child Health	Other	5.1 b Child health.pdf	✖
							Child Health	Other	5.1 a Child health.pdf	✖
							Child Health	Written Policy	5.2 a form.pdf	✖

6. Scroll down to the indicator number you wish to attach this document to.

-Best to go in order, so none are missed

7. Select the "+" (plus sign)

8. Select the drop down arrow and select the correct document name.

-For large documents, enter the page number(s) where evidence can be found

9. Select Save

2.8b	Event sign-in sheets and/or agendas indicate the program offers annual educational informational sessions.	⚠️	Meeting agendas	+
		⚠️	Other	+

Select attachment: Child Health ▼ Page number:
± Save   ✖ Cancel

-When a Document is mapped correctly, the orange examination image changes to a green check mark image

4.1b	One month of program documentation for each age group indicates the program's curriculum addresses all learning domains of Colorado's Early Learning and Development Guidlines.	✅	Curriculum/Child Assessment	Parent Tot January Lesson Plan	+ / -
				2/3's March Lesson Plan	-
4.2a	The program provides documentation that 25% of educational staff participates in annual training on use of the selected curriculum	⚠️	Other		+

Repeat for each indicator unless the document is already saved in "My Document Library", repeat steps 6-9.

Mapping Video: https://youtu.be/gESX7o5iXKM