

LAP^{birth to} LEARNING^{kindergarten} ACCOMPLISHMENT PROFILE

QUICK-START GUIDE

For children 0-72 months

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CHAPTER 1:

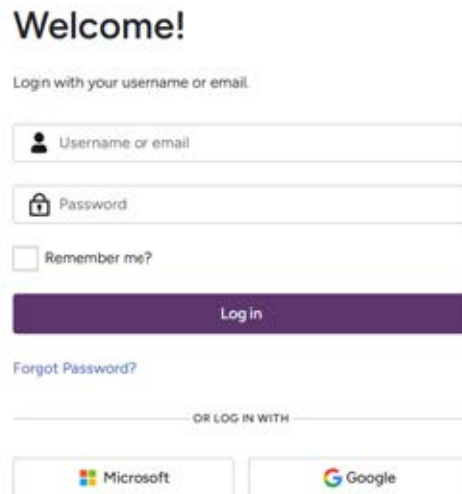
ADMINISTRATIVE FUNCTIONS

The following are step-by-step instructions for using the LAP: B-K online tool.

LOG IN TO LAP: B-K

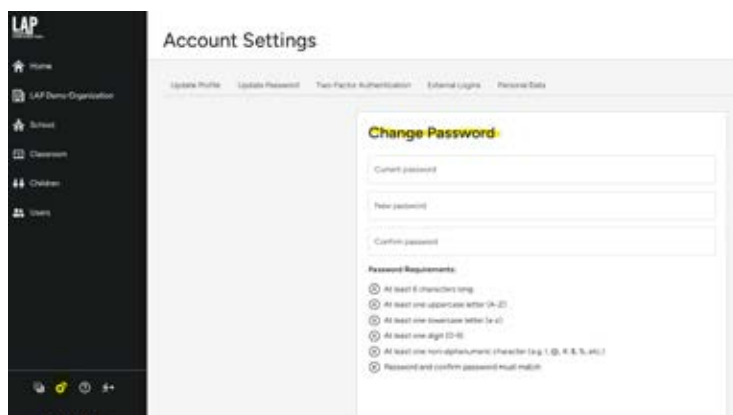
Your user ID and password will be given to you after you purchase the software.

1. In your browser, enter <https://c4l.kaplanco.com/login> and click Enter.
2. In the upper right-hand corner, click on Login.
3. Enter your user ID and password in the appropriate fields and click Enter.



The login page features a purple header with the text "Welcome!". Below this, a subtitle reads "Login with your username or email." The form includes a "Username or email" field with a person icon, a "Password" field with a lock icon, and a "Remember me?" checkbox. A prominent purple "Log in" button is centered below the fields. A link for "Forgot Password?" is located below the button. At the bottom, a section titled "OR LOG IN WITH" contains buttons for "Microsoft" and "Google".

4. After your first login, you should change your initial password by clicking the settings buttons in the lower left corner, then click Update Password to enter new password information.



The "Account Settings" page has a dark sidebar on the left with navigation links: Home, LAP Demo Organization, School, Classroom, Children, and Users. The main content area is titled "Account Settings" and includes tabs for "Update Profile", "Update Password", "Two-Factor Authentication", "External Logins", and "Personal Data". The "Update Password" tab is active, showing a "Change Password" form with fields for "Current password", "New password", and "Confirm password". Below these fields, "Password Requirements" are listed with icons: at least 8 characters long, at least one uppercase letter (A-Z), at least one lowercase letter (a-z), at least one digit (0-9), at least one non-alphanumeric character (e.g., !, @, #, \$, %, &), and password and confirm password must match.

SET UP YOUR ORGANIZATION:

You must set up your organization before entering students and completing assessments.

SET UP YOUR SCHOOL/SITE:

1. Click on your organization name in the Toggle Tree on the left.
2. Click the Add School button.

LAP Demo Organization

Summary **Add School** Edit Users Lap Screen-Cut/P Scores

Contact Information

NAME: Jane Doe EMAIL: jane.doe@lapdemo.com PHONE: 555-555-5555

PRODUCT NAME	STATUS	ACCOUNT TYPE	SECTOR	END	PURCHASED LICENSES	PURCHASED AND ARCHIVED LICENSES	USED LICENSES	USED AND ARCHIVED LICENSES
LAP	Active	Student	6/1/2026	6/1/2027	10	0	10	0

Showing 1 of 1 results

3. Enter the site information and contact information in the appropriate fields.
4. Save the information.

SET UP YOUR CLASSROOM:

1. Click on School in the Toggle Tree on the left. Then select the school you want by clicking on the site name.
2. From your School Dashboard, select the Add Classroom button at the top.

Demo School 1

Summary School Plans **Add Classroom** Edit Users Checkpoints Archive

Contact Information

CONTACT NAME: Jane Doe CONTACT PHONE: 555-555-5555 CONTACT EMAIL: jane.doe@your-organization.com

Total Classrooms: 2
Total Children: 8
Active: 8
Archived: 0
Pending: 0

PRODUCT NAME	STATUS	ACCOUNT TYPE	SECTOR	END	PURCHASED LICENSES	PURCHASED AND ARCHIVED LICENSES	USED LICENSES	USED AND ARCHIVED LICENSES
LAP	Active	Student	6/1/2026	6/1/2027	10	0	10	0

Showing 1 of 1 results

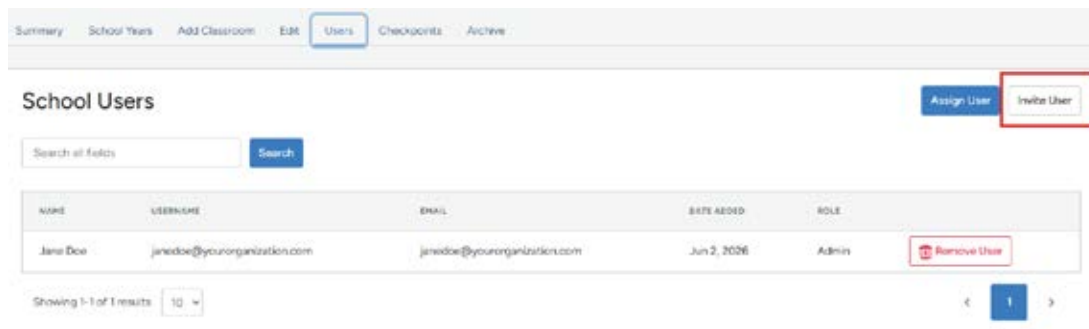
3. Enter the classroom information in the appropriate fields.
4. Save the information.

ADDING NEW USERS:

1. Starting on your school's dashboard, click on the Users button.



2. To create a new user, click on the Invite User button.



3. Enter the user information: first name, last name, and email address. (They will confirm their own account and set up a password.)
4. Click Invite User to confirm.
5. Proceed to Assigning Users to a specific school or classroom.

ASSIGNING USERS TO A SCHOOL OR A CLASSROOM:

1. Starting on the School's dashboard or the Classroom dashboard, click on the Users button.
2. To add a user, click on the blue Assign User button.
3. Find the user that you wish to assign and click Assign User..



ADDING CHILDREN TO A CLASSROOM:

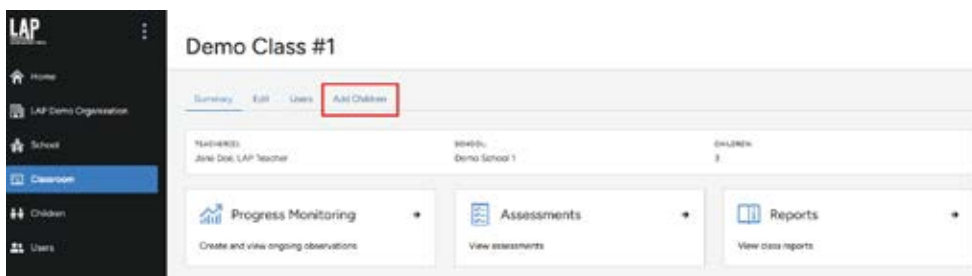


1. Starting on the Classroom dashboard, click on the Add Children tab.
2. Enter the new student's information, including name, gender, birthdate, etc.



3. Click the blue Add Student button.

(Teachers can also add students to their own classrooms. From the Children tab on the left side, the admin can see all students added by anyone in their organization.)



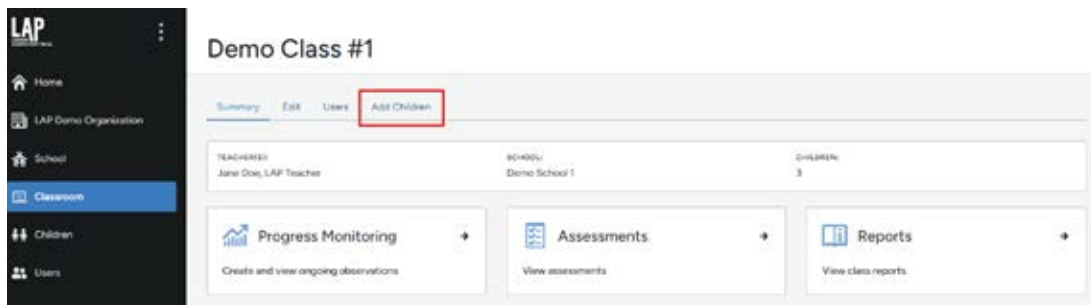
Your account will be created by an Organization Admin and will be sent to you via email.

CHAPTER 2:

TEACHER/PROVIDER FUNCTIONS

ADDING CHILDREN TO A CLASSROOM:

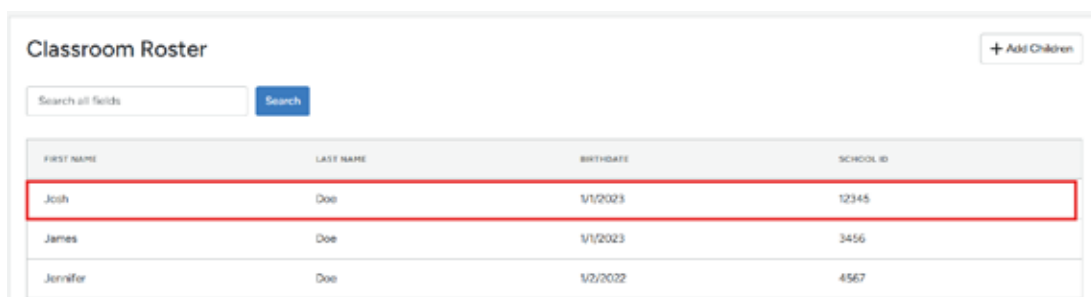
1. Starting on the Classroom dashboard, click on the Add Children tab.



2. Enter the new student's information including name, gender, birthdate, etc.
3. Click the blue Add Student button.

REMOVING CHILDREN FROM A CLASSROOM:

1. Starting on the Classroom dashboard, select the child you wish to remove from the roster in section at the bottom of the screen. This will pull up that child's profile page.



- On the child's profile page, their assigned classroom shows at the bottom. Click the red trashcan Remove button to take them out of that classroom.

Assigned Classroom(s)

+ Add Classroom

Demo Class #1

SCHOOL
Demo School 1

Remove

- Click Yes on the Warning pop-up message to finish removing the child from the classroom.

STARTING ASSESSMENT:

- Starting on the Classroom Dashboard, click Assessments in the middle of the page.

Demo Class #1

Summary

Edit

Users

Add Children

TEACHER(S)

Jane Doe, LAP Teacher

SCHOOL

Demo School 1

CHILDREN

3

Progress Monitoring

Create and view ongoing observations

Assessments

View assessments

Reports

View class reports

- Click on View Assessments beside the name of the child you wish to assess.
- Click the plus (+) sign under the domain you wish to assess. Then select the date.

LAP-D Screen

E-LAP

LAP-3

LAP-BK

LAP-D 3

LAP-BK

+ Add New Ongoing Assessment

Delete LAP-BK

Completed

Started

Invalid

Low Z Scores

No Items

CHECKPOINT	GROSS MOTOR (GM)	FINE MOTOR/PREWRITING (FMPW)	COGNITIVE (CG)	LANGUAGE (LH)	SOCIAL EMOTIONAL (SE)	EXECUTIVE FUNCTION (EF)	SELF HELP (SH)
BEGINNING 6/3/2025	46	79	114	61	32	26	41
MID -	+	+	+	+	+	+	+
END -	+	+	+	+	+	+	+

4. The assessment will start with the first item in a range based on either the chronological age or on the first item missed from a previous assessment. The blue bar indicates the starting point.

Domain: Fine Motor/Prewriting (FM/PW) Date: 05/11/2025

AGE OF CHILD: 41 BASAL: 60 CEILING:

FM/PW80 Uses a variety of tools to write and draw + -

Dev Age: 42

MATERIALS
From classroom; crayons, markers, pencils, colored pencils; paper

PROCEDURE
Observe child when performing items requiring the use of writing and drawing tools.

SCORING CRITERIA
Credit if child appropriately uses at least 2 types of tools during writing and drawing activities

NOTES

ITEM	DEV AGE	DESCRIPTION	SCORE
FM/PW77	42	Fingerprints using fingers and whole hand	+
FM/PW78	42	Paints unrecognizable "picture"	+
FM/PW79	42	Traces (diamond-shaped) outline	+
FM/PW80	42	Uses a variety of tools to write and draw	—
FM/PW81	42	Places small objects into bottle	—
FM/PW82	48	Spreads fingers on 1 hand and brings thumb into opposition with each finger in turn	-
FM/PW83	48	Cuts line with scissors	-
FM/PW84	48	Imitates building "castle" with cubes	-

5. Refer to the scoring criteria on the screen, and score the assessment by selecting a plus (+) or minus (-) as seen in the image above.
6. Once the basal has been established and the ceiling has been reached, a message will indicate that you are ready to move on to the next domain or child. Click OK.
7. Select either the next child from the classroom roster or the next domain to assess.
8. Completion of the assessment and individual domain scores can be reviewed on the Child's Assessment screen.