

Enter a Snapshot form into LENA Online

When a caregiver completes the Snapshot on paper (printed from the [Session Prep screen](#) or [LENA Start Resources](#)) you will then enter the responses from the form into LENA Online.

You will need:

- LENA Online access
- completed Snapshot form
- about 5 minutes per form (once you get the process down)


1. Review completed Snapshot form for errors.

If the parent completes the Snapshot in your presence, review it immediately. If you are not with the parent when they complete it, check it as soon as possible.

A Snapshot cannot be entered into LENA Online if any of the following errors occur:

- skipped answers
- choosing both “yes” and “not yet”
- stopping before 5 “not yet” responses in a row

If errors are found, contact the caregiver as soon as possible after the completion date to get the correct answer.

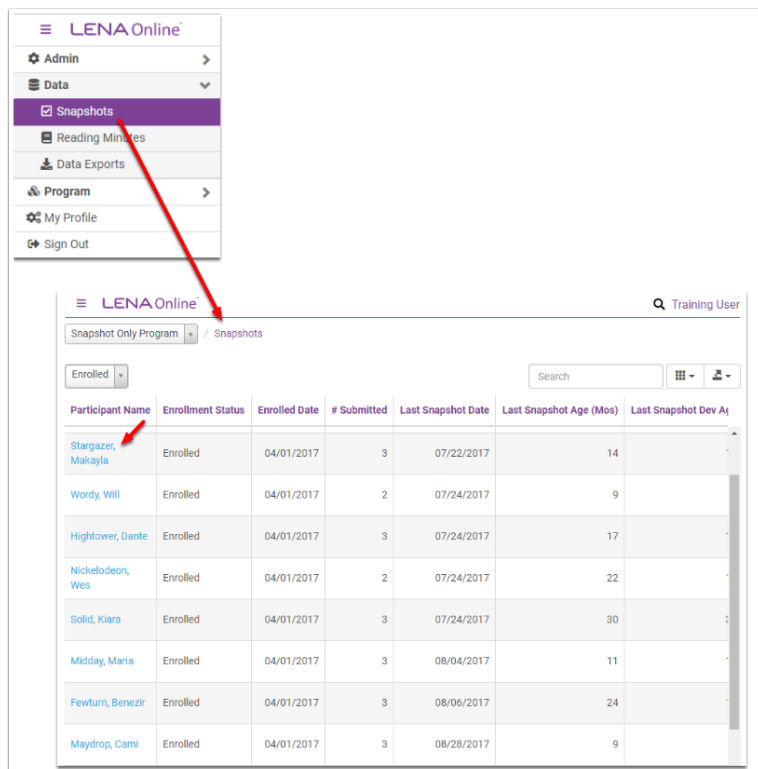
 Developmental changes occur quickly in infants and toddlers. The Snapshot is invalid if follow-up answers are obtained more than three weeks after the parent completion date.

The Snapshot should be completed again from scratch. The results can then be entered into LENA Online with the new completion date.

After confirming the Snapshot is free of errors, follow these steps to enter the data into LENA Online.

2. Go to the group's Snapshot screen.

With the appropriate Group or Organization in the context menu, use the main menu to go to Data > Snapshots.

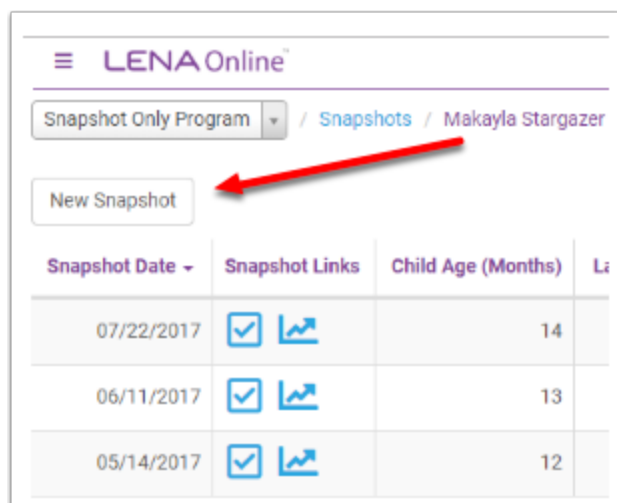


The screenshot shows the LENAOnline interface. On the left, a navigation menu is open, highlighting the 'Snapshots' option. A red arrow points from this menu item to the 'Snapshots' section of the main content area. The main content area displays a table of participants. A red arrow points to the name 'Stargazer, Makayla' in the first row of the table.

Participant Name	Enrollment Status	Enrolled Date	# Submitted	Last Snapshot Date	Last Snapshot Age (Mos)	Last Snapshot Dev A
Stargazer, Makayla	Enrolled	04/01/2017	3	07/22/2017	14	
Wordy, Will	Enrolled	04/01/2017	2	07/24/2017	9	
Hightower, Dante	Enrolled	04/01/2017	3	07/24/2017	17	
Nickelodeon, Wes	Enrolled	04/01/2017	2	07/24/2017	22	
Solid, Kiara	Enrolled	04/01/2017	3	07/24/2017	30	
Midday, Maria	Enrolled	04/01/2017	3	08/04/2017	11	
Fewturn, Benezir	Enrolled	04/01/2017	3	08/06/2017	24	
Maydrop, Cami	Enrolled	04/01/2017	3	08/28/2017	9	

3. Click on the child's name in the list.

4. Click New Snapshot



The screenshot shows the LENAOnline interface for a specific child, 'Makayla Stargazer'. A red arrow points to the 'New Snapshot' button. Below the button is a table with snapshot data.

Snapshot Date	Snapshot Links	Child Age (Months)	L
07/22/2017	<input checked="" type="checkbox"/>	14	
06/11/2017	<input checked="" type="checkbox"/>	13	
05/14/2017	<input checked="" type="checkbox"/>	12	

5. Enter the caregiver responses.

Start with the information from the top of the Snapshot form. (The screen entry form updates to Spanish when Spanish is selected.)

Click Next to move to the Snapshot questions.

LENA Online™

Training User

Snapshot Only Program / Snapshots / Cami Maydrop / Add New

LENA Developmental Snapshot Entry

Select Language

English (United States)

Person answering questions *
Person answering questions

Do you live with this child? *
Do you live with this child?

Snapshot Date *
Snapshot Date

Reading Minutes *
Reading Minutes

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Submit

Next

Proceed with the Yes/Not Yet questions. After 5 Not Yet answers in a row, the Snapshot is complete, and no further responses are available.

ur toy on the bed*, will your child respond correctly?	Yes	Not Yet
l point to them? e truck?*, will your child point to the correct object?	Yes	Not Yet
that he/she is asking a question? t make out the words, can you still tell that he/she is trying to les?	Yes	Not Yet
self/herself? s, mouth, toes, and hair?	Yes	Not Yet
s that you consistently recognize? The words don't necessarily ottle*, this counts as a word.	Yes	Not Yet
, cat*, does your child point to the correct picture?	Yes	Not Yet
he/she has heard in conversation?	Yes	Not Yet

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[Submit](#)

6. Click Submit to save.

LENA scores the Snapshot.

You can now view the results on the child's Snapshot screen.