



Getting Started Checklist: New GOLD[®] Administrators

- Log in to [MyTeachingStrategies[®]](#).**
 - Follow the instructions in your welcome email and set your password.

- Create new programs or sites.**

This step only needs to be completed if you oversee more than one location.

 - Determine your [administrative level](#) and then create the appropriate entities.
 - Set up additional [programs and sites](#), if you are an **organization-level administrator**.
 - Set up additional [sites](#), if you are a **program-level administrator**.

- [Set your checkpoint dates](#).**

If you do not see the option to set your checkpoint dates, they are set at your license level.

 - Align your checkpoint dates with your assessment calendar.
 - Make sure that your checkpoint periods cover the entire calendar year (i.e., there are no gaps between the End Date and following Start Date of any period).

- Create and add additional users.**

For security purposes, be sure to use a unique email address for each new user.

 - Add additional [administrators](#) to your license.
 - Create a [teacher](#) account for each teacher in your program.

- [Post a message to your users](#).**
 - Send users a welcome message that includes the [link for them to access implementation support resources](#) and specify for users to bookmark the link and download the *Getting Started Checklist: New GOLD[®] Teachers* and the *Getting Started Checklist: New GOLD[®] Administrators*.
 - Include due dates for any items they must complete.

Set up classes.

This step can be completed by an administrator or teacher.

- Communicate to users who will be responsible for completing this step.
- When you create classes, make sure to select the [correct age or class/grade](#).
- Assign teachers appropriate user roles within the classroom: [primary teacher, co-teacher, assistant teacher, or team member](#).

Create child records.

This step can be completed by an administrator or teacher.

- Communicate to users who will be responsible for completing this step.
- Use the optional [Import Feature](#) to create multiple child records at once.
- Ensure every child's profile is complete, including the [addition of family members](#) if appropriate.

Visit [My Courses](#) to utilize relevant professional development resources.

- Access the free 2-hour product tutorials for any products you use, such as *GOLD® Introduction* and *Introducing MyTeachingStrategies®*, as well as the free 10-hour *Objectives for Development and Learning* course.
- Use [messages](#) to remind users of the expectations for course completion.
- Use the [Online Professional Development Report](#) to monitor users' progress.
- Contact your [account executive](#) to purchase credits for additional 10-hour courses.

Encourage all teachers to complete the [Interrater Reliability Certification](#).

This is an online certification process that's free for all GOLD® users and supports your teachers' ability to make accurate assessment decisions.

- Use [messages](#) to remind users of the expectations set for completing the Interrater Reliability Certification process.
- Use the [Interrater Reliability Report](#) in the Report area to monitor teachers' progress.

If purchased, [allocate digital curriculum resource licenses](#) to each class.

This provides subscribers with digital resources and additional functionality within MyTeachingStrategies® that save teachers time while planning and offer additional opportunities to provide intentional, individualized instruction.

- Encourage users to download and use the [Mighty Minutes® mobile app](#) that is included in your subscription.
- Contact your [account executive](#) to learn more or to purchase licenses.

Encourage teachers to create a [Weekly Template](#).

This allows the weekly calendar in the [Teach area](#) to automatically populate with a teacher's recurring times of day and should be completed before a teacher begins weekly planning.

- Communicate expectations for teachers to submit their completed weekly plans for administrative [review](#).

- Monitor documentation being added by teachers.**
 - Use the [Documentation Status Report](#) to monitor the amount of documentation being added.
 - [View documentation](#) to assess the quality of observations being entered.

- Use the [MyTeachingStrategies® Practice Environment](#).**
 - Practice using all the features and functionality of *MyTeachingStrategies®* without affecting data within your account.

- Utilize *GOLD® User Guides* for yearly guidance and support.**
 - Use the [GOLD® Administrator User Guide](#).
 - Send and encourage all teachers to use the [GOLD® Teacher User Guide](#).

- Browse the [webinar library](#) for *GOLD®* support webinars.**
 - Sign up for any upcoming webinars.
 - Watch any archived webinars on demand.

Visit the [MyTeachingStrategies® Support Portal](#) to access additional support resources and to contact technical support with any questions.