

Getting Started Checklist: New GOLD® Teachers

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

- [Check the messages](#) on your dashboard.**

These message will include alerts and information from Teaching Strategies, as well as messages posted directly by your administrator(s).

- [Set up your classroom.](#)**

This allows you to create a virtual classroom space to create and maintain child records for each child in your care.

 - Check with your administrator to see if this step is your responsibility.

- [Create child records.](#)**

Creating a child record establishes a dedicated portfolio for each child in your classroom.

 - Check with your administrator to see if this step is your responsibility.

- Complete the [Home Language Survey.](#)**

This only needs to be completed for children in preschool–third grade classrooms. We recommend completing it within the first two weeks of a child entering your program to ensure it is finished prior to the first checkpoint period.

- Visit [My Courses](#) to utilize relevant professional development resources.**
 - Access the free 2-hour product tutorials, such as *GOLD® Introduction* and *Introducing MyTeachingStrategies®*, as well as the free 10-hour *Objectives for Development and Learning* course.

- Begin the [Interrater Reliability Certification](#) process.**

This is an online certification process that's free for all GOLD® users and supports your ability to make accurate assessment decisions. Your administrator may provide additional guidance about when this certification should be completed.

- Explore the [Teach](#) area.**

This area provides planning functionality to help you link your assessment data with instruction.

 - Set your [Weekly Template](#) before you begin creating weekly plans.
 - [Customize your monthly calendar](#) to account for holidays and other planned closures.

- Begin [creating your weekly plans](#).**
 - Use [Intentional Teaching Experiences](#) to seamlessly link assessment and curriculum.
 - [Plan for an infants, toddlers, and twos classroom](#) by creating Individual Care Plans.
 - Plan for classrooms of preschool-age or older children by [adding studies to your calendar](#), if your program subscribes to *The Creative Curriculum*®, Digital Resources.

- [Submit your plans to an administrator](#).**

Your administrator may provide additional guidelines for if and when your weekly plans need to be submitted for approval.

- Download the *Mighty Minutes*® mobile app on your [Apple](#) or [Android](#) device.**
 - Access to this mobile app is included if your program subscribes to *The Creative Curriculum*®, Digital Resources.
 - [Explore the features](#) of the mobile app.

- Begin [adding documentation](#).**
 - Add documentation from the Assess area of *MyTeachingStrategies*® and through the *GOLD*® Documentation App ([Apple](#) | [Android](#)).
 - Assign [preliminary levels](#) to each piece as you enter documentation to allow the system to identify where each child’s demonstrated knowledge, skills, and abilities currently are along the progressions of development and learning, helping you quickly and effectively individualize instruction.

- Generate the [Class Profile Report](#) and the [Documentation Status Report](#).**

We recommend generating these reports on a regular basis to track children’s progress and to inform your planning and instruction. Please note that consistently adding preliminary levels to documentation will help ensure the data in the Class Profile Report accurately reflects children’s current level of knowledge, skills and abilities.

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

- Utilize the [GOLD](#)® Teacher User Guide**
 - Follow the yearly-guidance and best practices provided in 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.