TeachingStrategies®

Getting Started Checklist: Returning *GOLD*® Administrators

☐ **Log in to *MyTeachingStrategies*®**.
- *Reset your password* or *retrieve your username* by email if you have forgotten your login.

☐ **Check your user information and settings.**
- Ensure all information is accurate, especially your email address and phone number.

☐ **Review your checkpoint dates.**
If you do not see the option to set your checkpoint dates, it is 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).

☐ **Determine if your program will assess on optional content areas.**
This decision is made at the top level of your license and will apply to all programs and sites.

☐ **Manage your programs or sites**.
This step only needs to be completed if you have more than one location.
- Check your administrative level to determine which entities you can view, create, and edit.
- You can create and edit programs and sites if you are an **organization level administrator.**
- You can create and edit sites if you are a **program level administrator**.

☐ **Review the users on your account.**
- Disable or delete users who are not returning to your program.
- Transfer any users who are moving to their new site.
- Create accounts for any new teachers and administrators.
- Send temporary passwords to any user having trouble logging in.

☐ **Post a message to your users.**
- Send users a welcome message that includes the link to implementation support resources and ask users to bookmark the link and download the appropriate *Getting Started Checklists.*
- Include due dates for any items they must complete.

☐ **Manage classes.**

This step can be completed by an administrator or teacher.
- Communicate to users who will be responsible for completing this step.
- Rename classes instead of deleting and creating new classes to maintain access to previously created weekly plans.
- Ensure users are assigned correctly as a primary teacher, co-teacher, or assistant teacher.

☐ **Update child records.**
- Create new records for children who are new to your program.
- Archive or delete records for children who are not returning to your program.
- Transfer records for children who are moving to different classes.
- Check each child record to ensure accurate information is listed for class assignment, date of birth, age or class/grade selection, and funding source(s). If appropriate, add family members.
- Utilize the optional Import Tool to add new child records and update existing records at once.

☐ **Visit My Courses to utilize relevant professional development resources.**
- Encourage new users to access the free 2-hour *GOLD® Introduction* and *Introducing MyTeachingStrategies®* tutorials and the free 10-hour *Objectives for Development and Learning* course and use messages to remind users of the expectations set for completion.
- Use the Online Professional Development Report to monitor users' progress.
- Contact your account executive to purchase credits for additional 10-hour courses.

☐ **Encourage users to complete Interrater Reliability Certification.**

Any users who are not already certified should complete the certification. Users should be encouraged to complete the certification once it has expired or if the user is working with children in a new age group.
- Use messages to remind users of the expectations set for completing Interrater Reliability.
- Use the Interrater Reliability Report in the Report area to monitor teachers' progress.

☐ **If purchased, allocate digital curriculum resource licenses to each class.**

The Creative Curriculum®, Digital Resources *provide additional resources and functionality that save teachers time and offer more opportunities to facilitate intentional, individualized instruction.*
- Encourage users to download and use the *Mighty Minutes*® mobile app that is included as part of the subscription.
- Contact your account executive to learn more or to purchase.

☐ **Encourage teachers to create or update their 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 with teachers for submitting their completed weekly plans for review by administrators and sharing their weekly plans with families.

☐ **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**
- Continue to use the *GOLD® Administrator User Guide*
- Send and encourage all teachers to continue to use the *GOLD® Teacher User Guide*

☐ **Browse the GOLD® support webinar library**
- 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.