

# Getting Started Checklist: Returning *GOLD*® Teachers

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

*These messages will include alerts and information from Teaching Strategies, as well as messages posted directly by your administrator(s).*
- [Edit your class](#).**
  - Check with your administrator to see if this step is your responsibility and is needed.
  - If needed, rename your class instead of deleting and creating a new class to maintain access to previously created weekly plans.
- [Manage child records](#).**
  - Check with your administrator to see if this step is your responsibility.
  - [Create child records](#) for new children joining your class.
  - Update child records for children returning to your class and [ensure the age/class grade selection](#) for each child is accurate.
  - Inform your administrator of any child records that need to be deleted, archived, or transferred.
- Complete the [Home Language Survey](#).**

*This only needs to be completed for children in preschool—third grade classrooms.*
- Visit [My Courses](#) to review relevant professional development resources.**

*Your administrator may provide expectations on course completion.*
- Begin the [Interrater Reliability Certification](#) if you are not certified.**

*Certification is valid for three years. Once certification has expired, or if you have begun work with children of a new age group, it is recommended to complete a new certification. Your administrator may provide additional guidance on completing the certification.*
- Update your planning tools.**
  - Update your [Weekly Template](#) to reflect your program's schedule for the new program year.
  - [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 and share your weekly plans.**

*Your administrator may provide additional guidelines and expectations for submitting plans for review and for sharing weekly plans with families.*

  - [Submit your plans to administrators](#) for approval if required.
  - [Share weekly plans with families](#) according to your administrator's guidance.
  
- 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](#) as you enter documentation to help 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.**
  - Continue to follow the yearly-guidance and best practices provided in 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.