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**GOLD Instructions**

**To add admin or teachers**

* Log in, click **users**
* Click **add** in top left side
* Complete User Type
	+ Choose Admin or teacher (do not use team member)
* Complete User Details (skip phone number), complete Security, skip education
* Make username firstname.lastname
* \*If they are a teacher, add co-teacher and classroom, select all children
* \*If admin, skip “Team member access”
* Type in your personal password and save

**To delete Teachers**

* Home screen, click Users
* Type teacher name in search box
* Click on name to bring up profile of user
* Click delete on top left side
	+ if there is no delete button, just scroll under username and click disable

**Add Children**

* Log in, under your initials in the upper right corner choose Administration from the dropdown menu
* Home screen, click Children
* Click add in top left side
* Choose Site, teacher, and class
* Type in date of First Day in Program
* Complete Child Details
* Complete IFSP and Free and Reduced Lunch areas
* Click No for Assess child using the Spanish Language and Literacy Objectives
* Click Save

**Delete children**

* Home Screen, click Users
* Click children at the top
* Type child’s name in search box
* Click child’s name, click delete on top left, or archive if delete isn’t an option

**Transitioning classrooms**

* Home screen, click users
* Click children,
* Type child’s name in the search box
* Click select class
* Under drop down menu, change old teacher to new teacher, select new classroom
* Click Save

**Transferring non-Lead Teachers to another classroom**

* Home screen, click users
* Type teacher’s name in search box
* Click teacher’s name
* Scroll to team member access
* Change co-teacher and choose new classroom
* Select all children
* Enter password at the bottom and click save

**Transferring Lead Teachers to another classroom**

* Home screen, click users
* Click classes
* Click the current classroom teacher is in and remove them and save
* Click classes again
* Click new classroom for teacher and add them and save

**If they forget their password!**

* Click on forgot password and answer security questions OR
* Log in, under your initials in the upper right corner choose Administration from the dropdown menu
	+ Click on users in the top menu bar
	+ Click submit in the right box labeled Filter Summary
	+ Enter teachers name into top search box and click Filter or click on teachers name
	+ Click blue box Email User Link to Reset Password

**How to unlock a GOLD account**

* Click Users
* Type teacher’s name in search box
* Click teacher name
* All RED at the top saying this person is locked
* Click blue button, unlock
* Click email temporary password
* *(Temp password only works for 24 hours)*
* If something is weird, go to teacher profile, click emulate user in top right to see what they’re seeing.

**How to change color bands**

* Home screen, users
* Click children at the top
* Type child’s name in search box
* Click child’s name
* Scroll to “Check Point Period Settings”
* Click Update under last checkpoint
* Change age or class grade
* Click save

**Useful Reports**

* **Documentation Status**
	+ Tells how many pieces of documentation for whole site, filter on top left side for individual classrooms
* **Class Profile**
	+ After checkpoints, this will tell you kids that are above or below expected norms-this report shows you the color bands for that classroom
* **Individual Child**
	+ This report tells you the correct color band for the specific child