

MyTeachingStrategies™

How-To Guide for Administrators



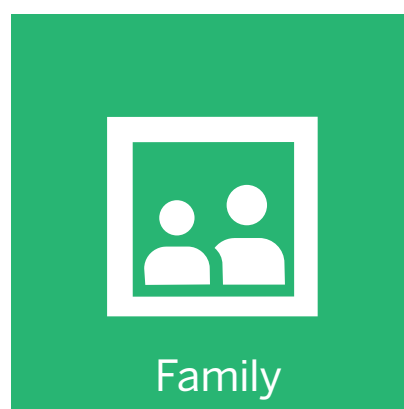
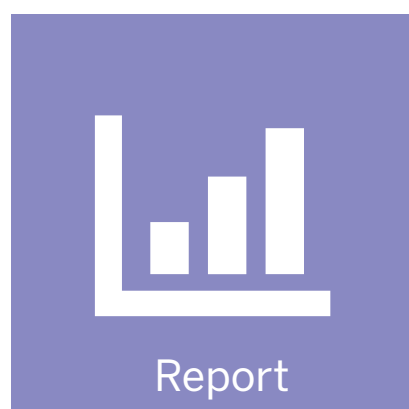
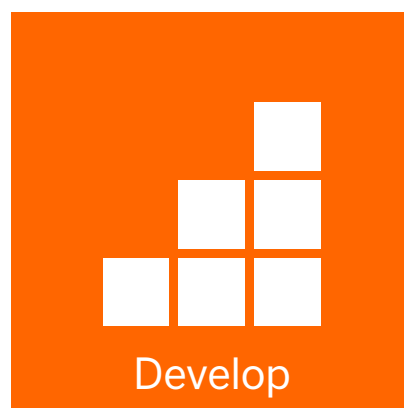
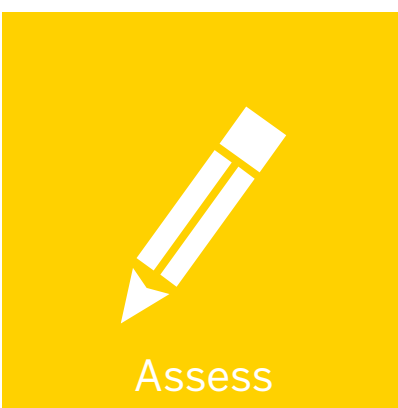
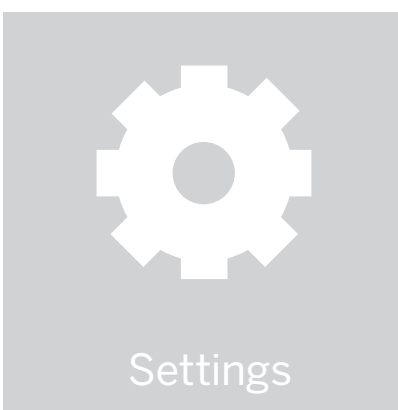
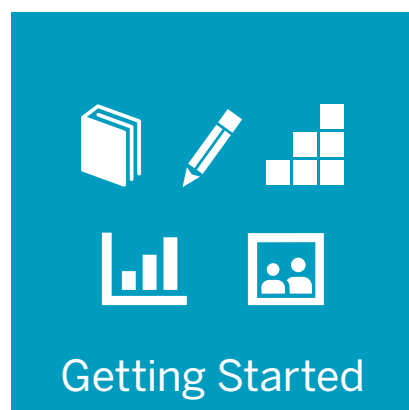
Welcome to *MyTeachingStrategies*™ – the single entry point for all Teaching Strategies digital classroom solutions. *MyTeachingStrategies*™ offers one online location for accessing many of the digital tools, resources, and support that together, make up what we know to be the essential pieces of high-quality classroom practice: teaching and assessing, reporting, ongoing professional development, and engaging with families.

This guide was written to support your use of *MyTeachingStrategies*™ with detailed, screen-by-screen guidance. From logging in and setting up your programs, to viewing documentation and pulling reports, we'll walk you through each step.

We hope you'll find this guide helpful as you get started and continue to use this resource whenever you have questions about *MyTeachingStrategies*™. Remember, at Teaching Strategies we are always available to provide you with personalized help. Just call us at 866-736-5913.

Let's get started!

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MyTeachingStrategies™

Getting Started

How-To Guide for Administrators



Accessing MyTeachingStrategies™

Signing In

Before you sign in, make sure you have the username and temporary password that you received by email from Implementation@TeachingStrategies.com for your MyTeachingStrategies™ account.

To log in, go to TeachingStrategies.com and click the **LOGIN** button at the top, right-hand side of the screen.

When the sign in screen appears, enter your username and temporary password. Then click **SUBMIT**.

Forgot Password / Username

Use the **FORGOT PASSWORD?** and **FORGOT USERNAME?** links if you forget your information.

Your username and a temporary password will automatically be sent to the email address in your profile.

For security reasons, the temporary password will expire one hour after it's sent, so please log in as soon as you receive the email.

Navigating MyTeachingStrategies™

When you sign into MyTeachingStrategies™, you will be taken to your personal **DASHBOARD**. The dashboard provides important personalized communications to help you get the most out of your MyTeachingStrategies™ digital tools.

MyTeachingStrategies™

Teach Assess Develop Report Family

TR

Welcome, Tim!

What would you like to do?

- Documentation Status
- Assessment Status
- Snapshot
- Users

These items need your attention:

Checkpoint Reminder: Report cards due by November 15th	10/27/2016
Checkpoint Reminder: Time to plan for family conferences	10/27/2016
New professional development courses available! Check out My Courses in Develop.	10/27/2016
You are missing documentation for 15a. Notices and Discriminates Rhyme.	10/27/2016
New Video Tutorial: How to Finalize Checkpoints By Class	10/27/2016
REMINDER: System maintenance on Sunday, November 6th	10/27/2016
Your class is scheduled to start the Trees Study next week	10/27/2016

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Navigation Bar

At the top of the page you'll find the **NAVIGATION BAR** with links to the 5 main areas of MyTeachingStrategies™: Teach, Assess, Develop, Report, and Family.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

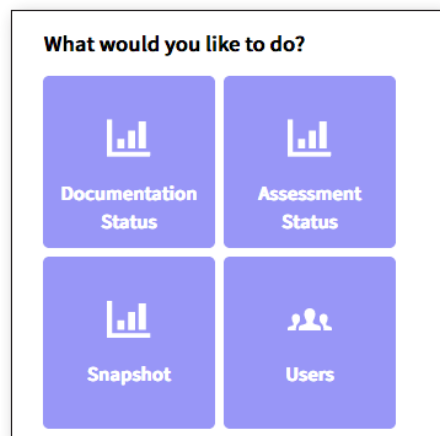
To the far-right of the navigation bar you'll also find your class identifier, indicating which class you are currently viewing (if you manage or have access to a class), and the **PROFILE ICON** marked with your initials that opens your personal settings. Here you can check your messages, manage your user profile, manage your classes, access Administration tools, launch the Sandbox, toggle to a different classroom, or log out.

Later in this guide we'll provide details for each of these areas.

Click the MyTeachingStrategies™ logo from any page to navigate back to your dashboard.

Shortcuts

Under the navigation bar, you'll see your **SHORTCUTS** under the header "What would you like to do?" These shortcuts provide you with quick access to frequently used features within *MyTeachingStrategies*™.



Summary of Your Daily Plans

If you are an administrator who also teaches a class, to the right of your dashboard you'll see a summary of your daily plan. If information has been added in the Teach area, your information will dynamically populate in this area every day. Click **SEE MY WHOLE DAY** at the bottom of this panel to access the **PLANNING CALENDAR** within the Teach area.

Messages

Below your Shortcuts are your personalized **MESSAGES**, under the header "These items need your attention." These include alerts from Teaching Strategies, messages you have set as an administrator, and system-generated notifications based on your activity and unique information.

These items need your attention:	
System maintenance on Wednesday, February 1, from 2:00 a.m. – 3:00 a.m. ET	01/23/2017
Checkpoint Reminder: Report cards due by November 15th	10/27/2016
Checkpoint Reminder: Time to plan for family conferences	10/27/2016
New professional development courses available! Check out My Courses in Develop.	10/27/2016
You are missing documentation for 15a. Notices and Discriminates Rhyme.	10/27/2016
New Video Tutorial: How to Finalize Checkpoints By Class	10/27/2016
REMINDER: System maintenance on Sunday, November 6th	10/27/2016
Your class is scheduled to start the Trees Study next week	10/27/2016

Help



In the bottom left corner of your screen is the **HELP BUTTON** icon. Click the blue question mark to access support and resources to help you use *MyTeachingStrategies*™.

Guided Tour

Once you log in to MyTeachingStrategies™ for the first time, you will be prompted to take a guided tour of the Dashboard. You can complete the tour at this time by selecting **LET'S GO**, or can save the tour for later by selecting the **HELP BUTTON** in the bottom left-hand corner of any screen.

MyTeachingStrategies™

Teach Assess Develop Report Family

Preschool/Pre-K (Green & Blue) MM

Welcome, MyTSOrgAdmin1!

What would you like to do?

Add Documentation View Documentation Checkpoint By Class Documentation Status

These items need your attention:

Administrator Orientation Videos	
Administrator Orientation Videos	
Teacher Orientation Videos	
Teacher Orientation Videos	12/31/0000
PLEASE READ - Updated GOLD System Requirements March 17, 2016	12/31/0000
System maintenance on Wednesday, February 1, from 2:00am - 3:00am ET	01/23/2017
System maintenance on Sunday, April 16, from 9:00 am - 10:00 am ET	04/10/2017

Welcome to MyTeachingStrategies™!

Let's explore the features of your Dashboard.

CANCEL LET'S GO!

What's happening today?

Monday, August 14th, 2017

You may plan something for today in your Teach area.

Choice Time

Question of the Day

Large Group

Read-Aloud

Small Group

Mighty Minutes

Outdoor Experiences

Family Partnerships

Dashboard Support & Resources

Search Help

TAKE A TOUR

- Getting Started Guide for Administrators
- Video Tutorial: Getting Started
- Objectives for Development & Learning
- Video Tutorial: Progressions Birth Through Third Grade
- Video Tutorial: Using GOLD™ on a Tablet Device
- GOLD™ System Requirements
- Overview of the Assessment Process
- Webinar: Getting Started with GOLD™ for Teachers (8/03/2015)
- Webinar: Collecting Documentation with GOLD™ (9/02/2015)
- Webinar: Entering Checkpoints in GOLD™ (11/04/2015)

HELP BUTTON (Question Mark Icon)

A Message from Peter Hobert, Teaching Strategies' Senior Vice President of Customer Success

MyTeachingStrategies™

Settings

To access your settings, select the profile icon in the upper right corner of any screen.

How-To Guide for Administrators



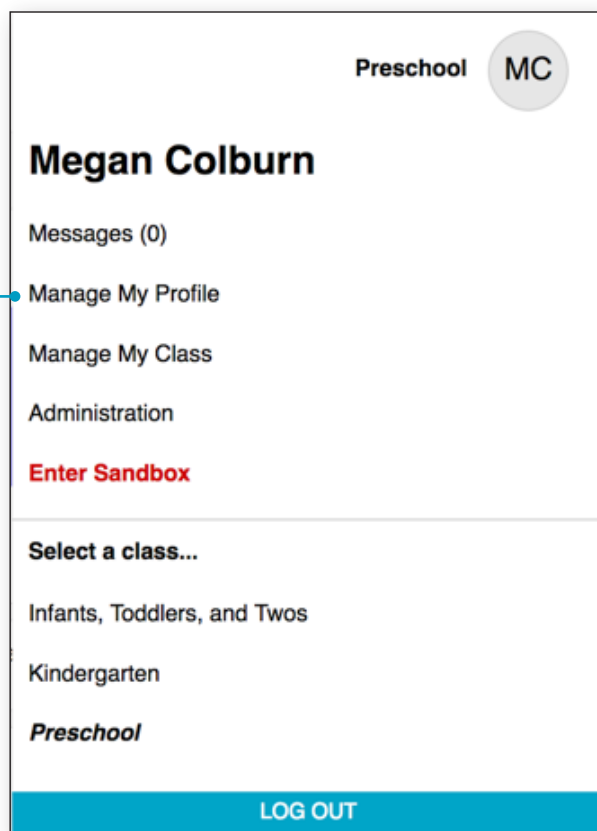
Settings

Click the **PROFILE ICON** to access your messages, manage your user profile, manage your classes, access Administration features, enter the Sandbox, toggle to a different classroom, or log out.



Manage My Profile

To update your profile settings, select **MANAGE MY PROFILE** from the settings drop-down menu. Here you will be able to update your personal information, change your username or password, view security questions, and manage your organization's messages.



Accessing the Sandbox

The Sandbox allows you to practice using all of the features of MyTeachingStrategies™ without affecting the data of the children in your organization. Think of this as a real sandbox, where you can play, investigate and learn!

To access your Sandbox, select **ENTER SANDBOX** from the settings drop-down menu.

The screenshot shows the MyTeachingStrategies Sandbox interface. At the top, a red banner reads "You are currently in the Sandbox". The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation options: "Add Documentation", "View Documentation", "On The Spot", "Checkpoint By Child", "Checkpoint By Class", "Display Documentation", "Show Previous Checkpoint", "Hide Colored Bands", "Show Examples", "Support & Resources", and "Settings". The main content area displays a "Checkpoint By Class" view for "Social-Emotional" with a progress bar and a table of scores. A red arrow points from the "ENTER SANDBOX" option in the settings menu to the "ENTER SANDBOX" button in the main area.

MyTeachingStrategies Sandbox

Teach Assess Develop Report Family

Add Documentation View Documentation On The Spot Checkpoint By Child Checkpoint By Class

Display Documentation

Show Previous Checkpoint

Hide Colored Bands

Show Examples

Support & Resources

Settings

< back to previous screen

Social-Emotional 1a. Manages feelings

NOT YET 1 2 3 4 5 6 7 8

Progression View Level View

5 6 7

Is able to look at a situation differently or delay gratification

Controls strong emotions in an appropriate manner most of the time

Preschool MC

Megan Colburn

Messages (0)

Manage My Profile

Manage My Class

Administration

Enter Sandbox

Select a class...

Infants, Toddlers, and Twos

Kindergarten

Preschool

LOG OUT

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MyTeachingStrategies™

Administration

To access your administration settings, select the profile icon in the upper right corner of any screen, and select Administration.

How-To Guide to Administrators



Administration

MyTeachingStrategies™ is organized to give administrators different levels of access according to their roles in their organizations. Administrators may be granted access at the organizational, program, or site level. An organizational level administrator will have access to all of the data for his or her entire organization. A program or site administrator only has access to the data for his or her respective program or site.

The Administration area is where you set up programs, sites, and classes; add children and users; establish goals; add messages; and manage license settings.



Please note: Depending on your level of access, you may not see all links in the Administration sub-navigation.

Sites

The Sites area enables you to add new sites, and manage or delete your existing sites. The main Sites screen provide an overview of the sites in your organization.

MyTeachingStrategies™ | Infants, Toddlers, and Twos | MC

Teach Assess Develop Report Family

Users Classes Children **Sites** License Settings Messages Help

Entity Filter

+ Add

Delete

Filter by Filter

Page 1 of 1

Manage Sites

Site	Site ID	Program	Organization	Number of Users	Number of Classes	Number of Children
Default Site	92528	Default Program	MyTeachingStrategies Demo Organization	2	4	46
Customer Success Demo Site	92531	Customer Success Demo Program	MyTeachingStrategies Demo Organization	19	51	612
Professional Development Demo Site	92549	Professional Development Demo Program	MyTeachingStrategies Demo Organization	3	6	72
Marketing Demo Site	92551	Marketing Demo Program	MyTeachingStrategies Demo Organization	8	21	252
Public Policy Demo Site	92578	Public Policy Demo Program	MyTeachingStrategies Demo Organization	1	0	0
Sales Demo Site	92579	Sales Demo Program	MyTeachingStrategies Demo Organization	32	93	1116
Content Demo Site	92580	Content Demo Program	MyTeachingStrategies Demo Organization	1	0	0
Business Operations Demo Site	92581	Business Operations Demo Program	MyTeachingStrategies Demo Organization	1	0	0
Technology Demo Site	92582	Technology Demo Program	MyTeachingStrategies Demo Organization	2	1	16
PDN Site	92583	Professional Development Demo Program	MyTeachingStrategies Demo Organization	2	3	36

[Export Table](#)

?

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Adding Sites

- 1 To add a site, select **SITES** from the sub-navigation and select **ADD** from the left-hand navigation.
- 2 Select the program in which the site will be set up.
- 3 Add the specific site details including site address and contact information.

MyTeachingStrategies™

Teach Assess Develop Report Family

Users Classes Children **Sites** License Settings Messages Help

+ Add

< Back to Site View

Select Program

Organization * MyTeachingStrategies Demo Organization

Program * Default Program

Site Details

Name * Default Site

Address 1 * 4500 East-West Hwy

Address 2

City * Bethesda

State * MD

Zip * 20814

Province

Country * United States

Phone * 301-634-0818

Fax

Setting

Affiliation

Identifier

Quality Indicators ☐ NAEYC Accredited ☐ ECERS

Save

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Managing Sites

Within a site profile, you can update site information, change its affiliated program, and more. To edit information for an existing site, select the site name from the main Sites screen.

- 4 Select **SAVE** to add the new site.

Exporting Site Information

You can export all of your site information into Excel using the export table option.

1

Select **EXPORT TABLE** from the bottom of the site list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family. The main content area displays a list of sites under the 'Sites' tab. A blue arrow points from the 'EXPORT TABLE' link at the bottom of the site list to the 'Reports Queue' section.

Site List Table:

Site Name	Site ID	Program	Organization	Count 1	Count 2	Count 3
Professional Development Demo Site	92549	Professional Development Demo Program	MyTeachingStrategies Demo Organization	368	533	5735
Bright Start Site 1	92551	Bright Start Academy	MyTeachingStrategies Demo Organization	9	21	252
Public Policy Demo Site	92578	Public Policy Demo Program	MyTeachingStrategies Demo Organization	12	9	108
Sales Demo Site	92579	Sales Demo Program	MyTeachingStrategies Demo Organization	41	116	1339
Content Demo Site	92580	Content Demo Program	MyTeachingStrategies Demo Organization	25	72	820
Business Operations Demo Site	92581	Business Operations Demo Program	MyTeachingStrategies Demo Organization	11	31	359
Technology Demo Site	92582	Technology Demo Program	MyTeachingStrategies Demo Organization	28	79	921
PDI Site	92583	Professional Development Demo Program	MyTeachingStrategies Demo Organization	93	300	3540
USA800 Demo Site	92744	USA800 Demo Program	MyTeachingStrategies Demo Organization	2	3	34
Rev Ops Demo Site	92795	Rev Ops Demo Program	MyTeachingStrategies Demo Organization	7	15	181
Renewals Demo Site	92796	Renewals Demo Program	MyTeachingStrategies Demo Organization	4	9	108
Legal and Accounting Demo Site	92797	Legal and Accounting Demo Program	MyTeachingStrategies Demo Organization	12	33	395
HR and Facilities Demo Site	92798	HR and Facilities Demo Program	MyTeachingStrategies Demo Organization	6	15	180
Bright Start Site #1	93688	Bright Start Academy	MyTeachingStrategies Demo Organization	4	3	36
MyTeachingStrategies Demo	93815	Technology Demo Program	MyTeachingStrategies Demo Organization	12	17	169
Acclaro	95564	Technology Demo Program	MyTeachingStrategies Demo Organization	2	3	36
GOLD & Tadpoles	95599	Technology Demo Program	MyTeachingStrategies Demo Organization	29	21	206
Colorado Professional Development Demo Site	105871	Professional Development Demo Program	MyTeachingStrategies Demo Organization	1	0	0
ABCD	106503	Public Policy Demo Program	MyTeachingStrategies Demo Organization	2	1	10
Testing Site	107985	Testing Program	MyTeachingStrategies Demo Organization	29	17	42
Spanish Review	108051	Technology Demo Program	MyTeachingStrategies Demo Organization	2	3	36
Vacation Island	108131	Testing Program	MyTeachingStrategies Demo Organization	1	0	0

Reports Queue Table:

Title	Generated On	Status	Output
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	05/24/2017@10:58 AM	Completed	Table Graph
DataExport	04/03/2017@02:38 PM	Completed	Download Export File
DataExport	04/03/2017@02:35 PM	Completed	Download Export File
DataExport	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table Graph
Snapshot	02/06/2017@11:45 AM	Completed	Table Graph
Alignment	01/29/2017@02:53 PM	Completed	Table Graph
Snapshot	01/29/2017@02:49 PM	Completed	Table Graph

2

Select **DOWNLOAD EXPORT FILE** to download the Excel file.

Users

The Users area enables you to add users, reset their passwords, manage their profile data, and access their *MyTeachingStrategies*™ account as that user. The main Users screen provides an overview of your users including the date and time of each user's last login.

User	Username	User ID	Email	Date Added	SourceUserID	Organization	Program	Site	Last Login	Is Active?	Is Admin
Kate Zumot	kzumot	1183930	kzumot@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No
Megan DiPaolo	mdipaolo	1183929	mdipaolo@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No

MyTeachingStrategies™ User Types

In *MyTeachingStrategies*™ you'll find several user types to choose from when adding a new user:

Teacher – this user can have access to classes, allowing them to create weekly plans, add documentation, access professional development, and generate reports. Primary and co-teachers will have the ability to enter and finalize checkpoint ratings, while assistant teachers can view checkpoints but cannot edit.

Administrator – this user can have administrative access over an organization, a program or multiple programs, or a site or multiple sites. As an administrator, this user can have standard access, which allows the user to manage the entities they have access over, view-only (can see child level data) access, which allows the user to view the entities they have access to and generate reports down to the child level, and view-only (cannot see child level data) access, which allows the user to view the entities they have access to and generate aggregate reports down to the class level.

Team Member – this user can have access to individual children, spanning multiple classrooms. Team Members are often specialists that work with specific children instead of entire classrooms.

Adding User Accounts

- To add a new user, select **USERS** from the sub-navigation and select **ADD** from the left-hand navigation.
- Expand **USER TYPE** to select which type of account this user can access.
- Expand **USER INFO** to input the specific user information.
- Select the **SITE** the user account should be assigned to.
- Enter the **EMAIL** you would like to use for this account. It is recommended that each user have a separate email address to which he or she has easy access to. All MyTeachingStrategies™ communications will be sent to the user using this email, including messages about forgotten passwords.
- PHONE** is not a required field, but a phone number is useful when an administrator who does not work directly with the teacher needs their contact information.
- Assign a **USERNAME** that is different from all other usernames in the MyTeachingStrategies™ online system, not just in your program. If the username is already taken, an alert will appear after you click **SAVE**.
- With access to Team Central, you can assign this user children who are in their caseload.
- Enter your password to verify your credentials. Please note this is YOUR password. You are not setting a password for the new users.
- Select **SAVE** to add the new user.

The screenshot shows the 'New User' form in the MyTeachingStrategies interface. The form is divided into several sections: 'User Type', 'User Info', 'User Details', 'Security', and 'Team Member Access'. Callout 1 points to the 'Add' button in the left-hand navigation. Callout 2 points to the 'User Type' dropdown menu. Callout 3 points to the 'User Info' dropdown menu. Callout 4 points to the 'Select Site' dropdown menu. Callout 5 points to the 'Email' input field. Callout 6 points to the 'Phone' input field. Callout 7 points to the 'Username' input field. Callout 8 points to the 'Team Member Access' section, specifically the 'Teacher' dropdown. Callout 9 points to the 'Current Password' input field. Callout 10 points to the 'Save' button at the bottom right of the form.

Once the new user account has been created, that user will receive an email from Teaching Strategies providing their username, a temporary password, and information on how to log in to MyTeachingStrategies™.

Managing User Accounts

Within a user profile, you can update user information, provide administrative access, send a user a temporary password, access *MyTeachingStrategies™* as that user, and more. To update or manage a user account, select **USERS** from the sub-navigation and select the user's name from the User column.

Select **EMAIL USER TEMPORARY PASSWORD** to help a user reset their password.

Select **EMULATE USER** to access *MyTeachingStrategies™* from this user's account perspective so you can see screens exactly as that user sees them. This will help you troubleshoot any problems. To go back to your administrator account, select the Profile Icon from the top right of your screen and select **STOP EMULATING**.

The screenshot shows the 'Edit: Alexander Brown' user profile page. The interface includes a top navigation bar with icons for Teach, Assess, Develop, Report, and Family, and a 'TR' profile icon. A sub-navigation bar contains 'Users', 'Classes', 'Children', 'Sites', 'License Settings', 'Messages', and 'Help'. On the left, there are buttons for 'Add' and 'Delete'. The main content area has a 'Back to all users' link and an 'Email User Temporary Password' button. Below this are expandable sections: 'User Type' (with an 'Emulate User' button), 'User Info', 'Select Site' (set to 'My Teaching Strategies'), 'User Details' (with fields for First Name: Alexander, Last Name: Samuel, Email: AS12345@teachingcenter.com, and Phone), 'Security' (with Username: AlexSam1234 and a 'Disable User' checkbox), 'Team Member Access' (with dropdowns for Teacher and Class, and checkboxes for Children: Select All and Deselect All), and a 'Selected Children' list. At the bottom, there is a 'Enter your password to confirm the update' section with a 'Current Password' field and a 'Save' button. A blue circle with a question mark is visible on the left sidebar.

Expand the **USER TYPE** menu to update the user type, admin type, and/or organizations.

Expand the **USER INFO** menu to update user information including username and email address.

Select **SAVE** to save your changes.

Transfer User

Administrators can transfer users from one site to another by selecting Users in the Administration sub-navigation.

- 1 Select a **USER** record.
- 2 Select **TRANSFER** in the left navigation.

Please note: Users will need to be removed as a co-teacher or as an assistant teacher prior to transferring the user. When transferred, any classes the user is a primary teacher for will transfer with them, along with all child records in that class.

The screenshot shows the MyTeachingStrategies™ interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The left sidebar has 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Users' section is active, showing a list of users. The 'Transfer' button is highlighted. The main content area shows the 'Edit: Tim Reed' user profile. The 'User Type' is set to 'Teacher'. The 'User Info' section includes 'Select Site' with dropdowns for Organization (GOLD 2.0 Test Org), Program (Default Program), and Site (Default Site). The 'User Details' section includes fields for First Name (Tim), Last Name (Reed), Email (goldmailtest@teachingstrategies.com), and Phone.

- 3 The Transfer User window will appear. Select a **SITE**, or select a different **PROGRAM** and **SITE** to transfer the user to.

- 4 Select **SUBMIT**. User will then be transferred to the selected site.

The 'Transfer User' dialog box is shown. It contains the following information:

Current Site	New Site
Organization: GOLD 2.0 Test Org	Organization: GOLD 2.0 Test Org
Program: Default Program	Program: Default Program
Site: Default Site	Site: Haverford School

At the bottom right, there are 'Cancel' and 'Submit' buttons. A blue line connects the 'Submit' button to the instruction in step 4.

Deleting User Accounts

You can delete users if they are not associated with children or classes in *MyTeachingStrategies™*.

Before deleting a user, first reassign all children in the user's class to a different user. Then delete classes for which the user was the primary teacher.

Once the user is unaffiliated with a class, select the **DELETE** button from the left-hand navigation to delete the user.

The screenshot displays the MyTeachingStrategies user management interface. On the left, a navigation menu includes 'Add' and 'Delete' buttons. A blue circle with a question mark highlights the 'Delete' button. The main content area shows the 'Edit: Alexander Brown' form. The form includes sections for 'User Type', 'User Info', 'User Details', 'Security', 'Team Member Access', and a password confirmation section. The 'User Details' section shows fields for First Name (Alexander), Last Name (Samuel), Email (AS12345@teachingcenter.com), and Phone. The 'Security' section shows a Username (AlexSam1234) and a 'Disable User' checkbox. The 'Team Member Access' section shows dropdowns for Teacher and Class, and checkboxes for 'Select All' and 'Deselect All' (which is checked). The 'Selected Children' section is empty. The 'Enter your password to confirm the update' section has a 'Current Password*' field. A 'Save' button is at the bottom right of the form.

Exporting User Information

You can export all of your user information into Excel using the export table option.

- 1 Select **EXPORT TABLE** from the bottom of the user list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family. Below this is a sub-navigation bar with links for Programs, Sites, Users, Classes, Children, Goals, License Settings, and Messages. The 'Users' section is active, displaying a 'Manage Users' table. The table has columns for Last Name, First Name, Username, User ID, Email, Date Added, SourceUserID, and Organization. A blue arrow points from the 'Export Table' link at the bottom right of the table to the 'Reports Queue' section below. The 'Reports Queue' section shows a list of reports with columns for Title, Generated On, Status, and Output. The 'Users Export' report is highlighted, showing it was generated on 08/09/2017 at 04:16 PM and is completed. A blue arrow points from the 'Download Export File' link in the 'Users Export' row to the 'Download Export File' link in the 'Reports Queue' section.

Manage Users

Last Name	First Name	Username	User ID	Email	Date Added	SourceUserID	Organization
Akins	Aaron	aaron.akers	1169548	aaron.a@teachingstrategies.com	02/09/2017		MyTeachingStrategies Demo Organization
Cillo	Abby	abby.cillo1	1192407	arcillo@aps.k12.co.us	04/18/2017		MyTeachingStrategies Demo Organization
Nieves	Abner	abner.nmys	1173762	abnerm@teachingstrategies.com	02/22/2017		MyTeachingStrategies Demo Organization
Demo	Acclaro	acclaromys	1195593	timr@teachingstrategies.com	04/27/2017		MyTeachingStrategies Demo Organization
Taft	Adam	mytsgold.adam	1259729	adam.t@teachingstrategies.com	07/28/2017	mytsgold.adam	MyTeachingStrategies Demo Organization
Taft	Adam	Adam.T.MyTS	1221020	adam.t@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Taft	Adam	adam.taft	1163445	adam.t@teachingstrategies.com	01/24/2017		MyTeachingStrategies Demo Organization
Tester	Admin Class	myts.adminclasstest	1220906	timr@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Tester	Admin Team	myts.adminteamtester	1220943	timr@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Long	Alex	alex.long	1163817	alexandra.l@teachingstrategies.com	01/24/2017		MyTeachingStrategies Demo Organization
Long	Alexandra	Alexandra.L.MyTS	1221022	alexandra.l@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization
Long	Alexandra	mytsgold.alexandra	1259727	alexandra.l@teachingstrategies.com	07/28/2017	mytsgold.alexandra	MyTeachingStrategies Demo Organization
Taras	Alexandru	alexandru.taras	1169561	alex.t@teachingstrategies.com	02/09/2017		MyTeachingStrategies Demo Organization

Reports Queue

Title	Generated On	Status	Output
Users Export	08/09/2017@04:16 PM	Completed	Download Export File
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	05/24/2017@10:58 AM	Completed	Table Graph
Data Export	04/03/2017@02:38 PM	Completed	Download Export File
Data Export	04/03/2017@02:35 PM	Completed	Download Export File
Data Export	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table
Snapshot	02/06/2017@11:45 AM	Completed	Table Graph
Alignment	01/29/2017@02:53 PM	Completed	Table
Snapshot	01/29/2017@02:49 PM	Completed	Table Graph

Classes

The Classes area enables you to add classes, and manage or delete your existing classes. The main Classes screen provides an overview of your classes including the ClassID and Number of Children.

Filter the main Classes screen by selecting **ENTITY FILTER** from the left-hand navigation.

The screenshot displays the MyTeachingStrategies interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family, along with the user profile 'Infants, Toddlers, and Twos' (AT). The main navigation menu on the left includes Users, **Classes**, Children, Sites, License Settings, Messages, and Help. The 'Entity Filter' sidebar is active, showing an 'Add' button and a 'Filter your current view' section with dropdowns for Organization, Program, Site, and Teacher. The 'Filter Summary' on the right shows the current filters: Organization (MyTeachingStrategies Demo Organization), Program (All Programs), Site (All Sites), and Teacher (All Teachers). The 'Manage Classes' table lists existing classes with columns for Class, ClassID, Ages or Classes/Grades, Primary Teacher or Co-Teacher, Assistant Teachers, Site, Program, Organization, and Number of Children. A callout points to the 'Filter your current view' section, stating: 'Here you can sort your view by **PROGRAM**, **SITE**, and/or **TEACHER**.'

Class	ClassID	Ages or Classes/Grades	Primary Teacher or Co-Teacher	Assistant Teachers	Site	Program	Organization	Number of Children
Infants, Toddlers, and Twos	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10

Class	ClassID	Ages or Classes/Grades	Primary Teacher or Co-Teacher	Assistant Teachers	Site	Program	Organization	Number of Children
Kindergarten	1167296	Kindergarten	Jen Recant		Default Site	Default Program	MyTeachingStrategies Demo Organization	16
Infants, Toddlers, and Twos	1167498	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Sandra Faria		Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	10
		Preschool 3			Professional	Professional	MyTeachingStrategies	

Adding Classes

- 1 To add a new class, select **CLASSES** from the sub-navigation and select **ADD** from the left-hand navigation.
- 2 Select the **PROGRAM**, **SITE**, and **TEACHER** for which the class is to be set up.
- 3 Enter a **CLASS NAME** that is appropriate for reporting purposes.

The screenshot shows the 'Add New Class' form in the MyTeachingStrategies application. The form is titled 'Add New Class' and includes a '< Back to all classes' link. The form fields are as follows:

- Organization ***: A dropdown menu showing 'MyTeachingStrategies Demo Organization'.
- Program ***: A dropdown menu.
- Site ***: A dropdown menu.
- Teacher ***: A dropdown menu.
- Asst. Teacher 1**: A dropdown menu with a checkbox 'This user is a co-teacher?' below it.
- Asst. Teacher 2**: A dropdown menu with a checkbox 'This user is a co-teacher?' below it.
- Asst. Teacher 3**: A dropdown menu.
- Asst. Teacher 4**: A dropdown menu.
- Asst. Teacher 5**: A dropdown menu.
- Class Name***: A text input field with a lock icon.
- Ages or Classes/Grades***: A list of checkboxes for different age groups and grades:
 - ☐ Birth to 1 year (Red)
 - ☐ 1 to 2 years (Orange)
 - ☐ 2 to 3 years (Yellow)
 - ☐ Preschool 3 class/grade (Green)
 - ☐ Pre-K 4 class/grade (Blue)
 - ☐ Kindergarten (Purple)
 - ☐ 1st Grade (Pink)
 - ☐ 2nd Grade (Silver)
 - ☐ 3rd Grade (Brown)
- Class Identifier**: A text input field with a lock icon.
- Save**: A button at the bottom right of the form.

Numbered callouts on the form:

- 1**: Points to the 'Add' button in the left-hand navigation.
- 2**: Points to the 'Program', 'Site', and 'Teacher' dropdown menus.
- 3**: Points to the 'Class Name*' text input field.
- 4**: Points to the 'Ages or Classes/Grades*' list of checkboxes.
- 5**: Points to the 'Save' button.

- 4 Then select the appropriate age or classes/grades that applies to your class. If adding a mixed-age class, base your selection(s) to include the ages or grades in that class.

Placement in infants, toddlers, and twos classes depends on the child's birth date. Preschool, Pre-K, Kindergarten, 1st Grade, 2nd Grade, and 3rd Grade classes are identified according to the curriculum you are teaching rather than the children's ages.

- 5 Select **SAVE** to add the new class.

Managing Classes

Within a class profile, you can update class information, change the primary teacher, assign co-teachers, and more. To edit information for an existing class, select the class name from the main Classes screen.

Class	ClassID	Ages or Classes/Grades	Primary Teacher or Co-Teacher	Assistant Teachers	Site	Program	Organization	Number of Children
Infants, Toddlers, and Twos	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Preschool	1167904	Preschool 3 class/grade, Pre-K 4 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10

Deleting Classes

You can delete empty classes not associated with any children in MyTeachingStrategies™. Before deleting a class, first reassign all children in the class to a different class.

Once the class is unaffiliated with any children, select the **DELETE** button from the left-hand navigation to delete the class.

Archiving vs. Deleting

Archiving children's files allows you to store and reactivate the data at any time. Additionally, many administrative reports can include archived files. Records may be deleted if children are permanently leaving your organization and you do not wish to retain their data. If there is a possibility of a child returning to your organization, or if you wish to report on this year's data in the future, you may want to archive his or her file instead of deleting it.

Exporting Class Information

You can export all of your class information into Excel using the export table option.

1

Select **EXPORT TABLE** from the bottom of the class list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the 'Classes' list in the MyTeachingStrategies interface. The table has columns for Class Name, ID, Description, Teacher, Site, and Organization. The 'EXPORT TABLE' link is located at the bottom right of the table.

Class Name	ID	Description	Teacher	Site	Organization
Kindergarten	1167841	Kindergarten	Rebecca Lintop	Bright Start Site 1	MyTeachingStrategies Demo Organization
Infants, Toddlers, and Twos	1167842	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Caitlin Taylor	Bright Start Site 1	MyTeachingStrategies Demo Organization
Preschool	1167843	Preschool 3 class/grade, Pre-K 4 class/grade	Caitlin Taylor	Bright Start Site 1	MyTeachingStrategies Demo Organization
Kindergarten	1167844	Kindergarten	Caitlin Taylor	Bright Start Site 1	MyTeachingStrategies Demo Organization
Infants, Toddlers, and Twos	1167846	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Courtney Beddia	Bright Start Site 1	MyTeachingStrategies Demo Organization
Preschool	1167847	Preschool 3 class/grade, Pre-K 4 class/grade	Courtney Beddia	Bright Start Site 1	MyTeachingStrategies Demo Organization
Kindergarten	1167849	Kindergarten	Courtney Beddia	Bright Start Site 1	MyTeachingStrategies Demo Organization
Infants, Toddlers, and Twos	1167895	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Carly Roszkowski	Bright Start Site 1	MyTeachingStrategies Demo Organization
Preschool	1167896	Preschool 3 class/grade, Pre-K 4 class/grade	Carly Roszkowski	Bright Start Site 1	MyTeachingStrategies Demo Organization
Kindergarten	1167897	Kindergarten	Carly Roszkowski	Bright Start Site 1	MyTeachingStrategies Demo Organization
Infants, Toddlers, and Twos	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Michael Longpre	Sales Demo Site	MyTeachingStrategies Demo Organization
Preschool	1167904	Preschool 3 class/grade, Pre-K 4 class/grade	Michael Longpre	Sales Demo Site	MyTeachingStrategies Demo Organization
Kindergarten	1167906	Kindergarten	Michael Longpre	Sales Demo Site	MyTeachingStrategies Demo Organization
Infants, Toddlers, and Twos	1167948	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Jill Weber	Sales Demo Site	MyTeachingStrategies Demo Organization
Preschool	1167949	Preschool 3 class/grade, Pre-K 4 class/grade	Jill Weber	Sales Demo Site	MyTeachingStrategies Demo Organization
Kindergarten	1167951	Kindergarten	Jill Weber	Sales Demo Site	MyTeachingStrategies Demo Organization
Infants, Toddlers, and Twos	1167953	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Kevin Sweeney	Sales Demo Site	MyTeachingStrategies Demo Organization
Preschool	1167954	Preschool 3 class/grade, Pre-K 4 class/grade	Kevin Sweeney	Sales Demo Site	MyTeachingStrategies Demo Organization
Kindergarten	1167955	Kindergarten	Kevin Sweeney	Sales Demo Site	MyTeachingStrategies Demo Organization

The screenshot shows the 'Reports Queue' in the MyTeachingStrategies interface. The table lists various reports and their status. The 'Classes Export' report is highlighted, and the 'Download Export File' link is visible.

Title	Generated On	Status	Output
Classes Export	08/09/2017@04:18 PM	Completed	Download Export File
Users Export	08/09/2017@04:16 PM	Completed	Download Export File
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	05/24/2017@10:58 AM	Completed	Table Graph
Data Export	04/03/2017@02:38 PM	Completed	Download Export File
Data Export	04/03/2017@02:35 PM	Completed	Download Export File
Data Export	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table
Snapshot	02/06/2017@11:45 AM	Completed	Table Graph
Alignment	01/29/2017@02:53 PM	Completed	Table
Snapshot	01/29/2017@02:49 PM	Completed	Table Graph

2

Select **DOWNLOAD EXPORT FILE** to download the Excel file.

Children

The Children area enables you to add new children, and manage, transfer, archive, or delete your existing child records. The main Children screen provides an overview of the children in your organization, program, or site.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Programs Sites Users Classes **Children** Goals License Settings Messages

Entity Filter

Add

Edit Children

Import

Import Results

Filter by First Name Last Name Include inactive Filter

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Manage Children

First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	Action
A.A.Z.		TypeError	10509810	Preschool 3 class/grade	July 05, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ac
A.Z.		TypeError	10509736	Preschool 3 class/grade	July 04, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ac
Ace		Pallitto	10309178	Kindergarten	December 14, 2012	Kindergarten	TSDemoK 15	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ac
Addison	C	Saba	10326748	Kindergarten	November 28, 2012	class 1	TSDemoK 31	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ac
Adale		Leonard	10202184	2 to 3 years	February 17, 2015	Infant 5	Alexandra Long	GOLD & Tadpoles	Technology Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10001568	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Raye Travers	Legal and Accounting Demo Site	Legal and Accounting Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10003741	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Garrett Bauman	Public Policy Demo Site	Public Policy Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10003826	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Sayra Hughes	Public Policy Demo Site	Public Policy Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10003887	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	May Reid	HR and Facilities Demo Site	HR and Facilities Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10006892	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Sneha Doshi	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10007027	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Andrew Davis	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ac

Export Table

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Adding Children

There are two ways to add new children to your organization, program, or site: Manual Add or Import.

Manual Add

- 1 To add a child manually, select **MY CHILDREN** from the sub-navigation and select **ADD** from the left-hand navigation.

- 2 Expand the **SELECT CLASS** menu to choose the **PROGRAM**, **SITE**, **TEACHER**, and **CLASS** to add the child to.

- 3 Select **ADD+** to add a family member to the child's profile. The family member can now set up an account at family.teachingstrategies.com using the email address provided to access documentation shared by you or your teachers.

- 4 If the child has an IEP, select **YES** next to IEP.

- 5 Add additional child information and select **SAVE** to add the new child.

Adding a Family Member

You can add family members to a child's profile. Adding a family member will give you easy access to their contact information through the child's profile, and allow you and your teachers to share documentation, lesson plans, and more!

- 1 To add a family member, select **ADMINISTRATION** from your Settings menu, select **CHILDREN** from the sub-navigation, and open a child's profile by selecting a child's name from the list.

The screenshot shows the 'Edit: Alano Rodriguez' page in the MyTeachingStrategies application. The sidebar on the left has 'Add Child' and 'Delete Child' buttons. The main area is divided into 'Class Details' and 'Child Details'. A green square with a white plus sign and the word 'add' is overlaid on the bottom left of the 'Child Details' section.

- 2 Within the child's profile, select the green **ADD+** button under Family Members.

- 4 Select the family member type from the drop-down menu.

- 5 Select **CREATE** to save the family member to the child's profile.

- 3 Enter the family member's name and contact information.

The 'add contact' modal form includes the following fields and options:

- full name:** first and last name
- email address:** family_member@email.com
- type:** choose a family member type...
- optional:**
 - mobile phone:** (555) 555-5555
 - home phone:** (555) 555-5555
 - work phone:** (555) 555-5555
 - pin code (4-digits):**
 - note:**
 - special note:**
- create** button

Note: You must enter the first and last name of the family member, or their email address (or both), as well as the family member's type.

The family member will then be able to set up their account by visiting family.teachingstrategies.com and entering their email address. They will then receive a pin number from Teaching Strategies via email to verify their account. Once verified, the family member will be able to access their MyTeachingStrategies™ Family account where they will have access to any shared information.

Import Children

- 1 To import new children, select **IMPORT** from the left-hand navigation.
- 2 Select **STUDENT IMPORT CSV TEMPLATE** to download a template for your child data. Once you've added the required fields to the template, save the file as a .CSV (comma-separated values) file.
- 3 Use the **UPDATE TYPE** area to indicate whether you are updating existing records, adding new records and updating existing records, or archiving records.
- 4 Select **SELECT AND UPLOAD FILE** to upload your list.
- 5 Select **IMPORT RESULTS** from the left-hand navigation to see information on your past imports.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Users Classes Children Sites License Settings Messages Help

Add
Import
Import Results

• Refer to the "Instructions for Importing Children" document in Support and Resources for using the form below to import children into GOLD™.

• Use the Student Import CSV Template to create a .CSV (comma-separated value) file with the required fields entered.

Update Type*

☐ Update

☐ Add New and Update Existing

☐ Archive

Select and Upload File

Managing Children

Within a child profile, you can update child information, transfer, archive, or delete a child record, and more. To edit information for an existing child, select the child's name from the main Children screen.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Users Classes Children Sites License Settings Messages Help

< Back to all children

Edit: Aiden Sheen

Select Class +

Class Details

Age or Class/Grade* 1 to 2 years

First Day in Program* 09/05/2015

Child Details

First Name* Aiden

Middle Initial

Last Name* Sheen

Nickname

Identifier

Gender* Male

Birth Date* 04/13/2015

Primary Language* English

Ethnicity Level 1* Not Spanish/Hispanic/Latino

Race Level 1* White

Student ID#

Guardians

Fund Sources

☐ Pre-K ☐ Head Start

☐ Child Care ☐ Family Child Care

☐ Private ☐ Title I

☐ Child Care and Development Block Grant ☐ Even Start

☐ Military ☐ TANF

☐ Other ☐ Multiple Funding Sources

☐ Part C Early Intervention ☐ Part B Section 619

☐ Medicaid

IEP ☐ Yes ☒ No

Free and Reduced Lunch ☐

To adjust transferred children's checkpoint settings, please ensure the current teacher has entered in checkpoint ratings for the desired period.

Checkpoint Period Settings +

Date Added Jan 19, 2017

Save

Select **ARCHIVE** from the left-hand navigation to archive a child who is no longer in the program.

To transfer a child to another class, expand the **SELECT CLASS** menu, and select a new teacher and/or class.

Use the **FUND SOURCES** area to update the child's funding source(s).

To update demographic information tied to previous checkpoint periods, expand the **CHECKPOINT PERIOD SETTINGS** option, make any needed changes to colored bands, funding sources, and additional objectives/dimensions associated with the child for a specific checkpoint period, then select **SAVE**.

Editing Multiple Child Records at Once

You can edit multiple child records at once, including transferring child records to different classrooms, reactivating archived or deleted child records, archiving active or deleted child records, or deleting active or archived child records.

To edit child records, select **CHILDREN** from the Administration sub-navigation.

Transfer / Reactivate / Archive / Delete

- 1 Select **EDIT CHILDREN** from the left-hand navigation.
- 2 Select a **PROGRAM** and a **SITE**. You also have the option to select a **TEACHER** and/or a **CLASS**.
- 3 Select **TRANSFER / REACTIVATE / ARCHIVE / DELETE**.
- 4 Select the checkbox(es) next to **ACTIVE**, **ARCHIVED**, and/or **DELETED** to include these types of child records.
- 5 Select **SUBMIT**.

The screenshot shows the 'Edit Children' page in the MyTeachingStrategies interface. The left-hand navigation menu has 'Edit Children' selected. The main content area is titled 'Edit Children' and contains several sections: 'Select the list of children you wish to edit.' with dropdowns for Program (Default Program), Site (EcoSite), Primary Teacher (All), and Class (All); 'Select the actions you wish to take for these children. You will perform these actions on the next page.' with radio buttons for 'Transfer / Reactivate / Archive / Delete' (selected) and 'Manage Funding Sources / Custom Questions'; and 'Include children whose current status is:' with checkboxes for 'Active', 'Archived', and 'Deleted' (all selected). On the right, there is a 'Filter Summary' panel showing the selected filters and a 'Submit' button at the bottom.

A list of child records will appear in a table with several columns displaying demographic information.

To Transfer

- 1 Select the child records (or all child records) to transfer.

MyTeachingStrategies

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users Classes **Children** Goals License Settings Messages

Back to Edit Children

Transfer

Reactivate

Archive

Delete

Edit Children

From the menu to the left, choose the action you want to take for the selected children. Click the "Edit Filter" button to modify the list of children.

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

Filter Summary

Program
Default Program

Site
Default Site

Primary Teacher
Tim Reed

Class
Pre-K

Include Active Children
Yes

Include Archived Children
No

Include Deleted Children
No

Edit Filter

- 2 Select the **TRANSFER** option in the left-hand navigation.

- 3 A pop-up box will appear where you can choose the **PROGRAM, SITE, PRIMARY TEACHER,** and then the **CLASS** the child or children are transferring to. Verify the colored band the child or children will be on.

- 4 Select **SUBMIT.**

MyTeachingStrategies

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites

Transfer Children

Transfer 1 child(ren) to the selected class.

Program
Default Program

Site
Default Site

Primary Teacher
Tim Reed

Class
Preschool

Age or Class/Grade
Pre-K 4 class/grade

Cancel Submit

To Reactivate

- 1 Select the child records (or all child records) to transfer.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users **Classes** Children Goals License Settings Messages

Edit Children

From the menu to the left, choose the action you want to take for the selected children. Click the "Edit Filter" button to modify the list of children.

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

Filter Summary

Program
Default Program

Site
Default Site

Primary Teacher
Tim Reed

Class
Pre-K

Include Active Children
Yes

Include Archived Children
No

Include Deleted Children
No

Edit Filter

- 2 Select the **REACTIVATE** option in the left-hand navigation.

- 3 A pop-up box will appear where you can choose the **PROGRAM, SITE, PRIMARY TEACHER**, and then the **CLASS** the child or children are transferring to. Verify the colored band the child or children will be on.

- 4 Select **SUBMIT**.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Reactivate Children

Reactivate 1 child(ren) to the selected class.

Program
Default Program

Site
Default Site

Primary Teacher
Tim Reed

Class
Preschool

Age or Class/Grade
Preschool 3 class/grade

Cancel Submit

<input type="checkbox"/>	first name-8107313	lastname-8107313	11/03/2007	8107313	active	Delorean
<input checked="" type="checkbox"/>	first name-8192597	lastname-8192597	11/04/2010	8192597	archived	None
<input type="checkbox"/>	first name-8218105	lastname-8218105	06/12/2011	8218105	active	Pre-K 4 Class
<input type="checkbox"/>	first name-8218112	lastname-8218112	02/03/2014	8218112	active	Stephanie's IT2 Class
<input type="checkbox"/>	first name-8218115	lastname-8218115	03/01/2006	8218115	active	Stephanie's 3rd Grade Class
<input type="checkbox"/>	Francois	Clemente	11/04/2010	8221533	active	Kindergarten
<input type="checkbox"/>	GOLD-8275_G2	Test 1	01/01/2010	8218247	active	First Grade Test Class
<input type="checkbox"/>	Hermione	Granger	09/19/2015	8219088	active	IT2
<input type="checkbox"/>	John	McB	05/01/2012	8218880	active	Sidney/G2's Pre-K4 Class

To Archive

1

Select a child record or all child records to archive.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users **Classes** Children Goals License Settings Messages

Back to Edit Children

Transfer

Reactivate

Archive

Delete

Edit Children

From the menu to the left, choose the action you want to take for the selected children. Click the "Edit Filter" button to modify the list of children.

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

Filter Summary

Program
Default Program

Site
Default Site

Primary Teacher
Tim Reed

Class
Pre-K

Include Active Children
Yes

Include Archived Children
No

Include Deleted Children
No

Edit Filter

Archive Children

Archive 2 child(ren)?

Cancel Submit

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input checked="" type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input checked="" type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

Filter Summary

Default Site

Primary Teacher
Tim Reed

Class
Pre-K

Include Active Children
Yes

Include Archived Children
No

Include Deleted Children
No

Edit Filter

2

Select the **ARCHIVE** option in the left-hand navigation.

3

A pop-up box will appear where you verify your decision to archive. Select **SUBMIT**.

To Delete

1

Select a child record or all child records to delete.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users **Classes** Children Goals License Settings Messages

Back to Edit Children

Transfer

Reactivate

Archive

Delete

Edit Children

From the menu to the left, choose the action you want to take for the selected children. Click the "Edit Filter" button to modify the list of children.

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

Filter Summary

Program
Default Program

Site
Default Site

Primary Teacher
Tim Reed

Class
Pre-K

Include Active Children
Yes

Include Archived Children
No

Include Deleted Children
No

Edit Filter

?

2

Select the **DELETE** option in the left-hand navigation.

3

A pop-up box will appear where you verify your decision to archive. Select **SUBMIT**.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites **Classes** Children Goals License Settings Messages

Back to Edit Children

Transfer

Reactivate

Archive

Delete

Delete Children

Delete 2 child(ren)?

Cancel Submit

<input checked="" type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input checked="" type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input checked="" type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

Filter Summary

Program
Default Program

Site
Default Site

Primary Teacher
Tim Reed

Class
Pre-K

Include Active Children
Yes

Include Archived Children
No

Include Deleted Children
No

Edit Filter

?

Manage Funding Sources / Custom Questions

You can manage funding sources and custom questions for child records for an entire site or classroom at one time.

1 Select **EDIT CHILDREN** from the left-hand navigation.

2 Select a **PROGRAM** and a **SITE**. You also have the option to select a **TEACHER** and/or a **CLASS**.

3 Select **MANAGE FUNDING SOURCES / CUSTOM QUESTIONS**.

4 Select the checkbox(es) next to **ACTIVE**, **ARCHIVED**, and/or **DELETED** to include these types of child records.

5 Select **SUBMIT**.

The screenshot shows the 'Edit Children' page in the MyTeachingStrategies interface. The left-hand navigation menu includes options like 'Add', 'Edit Children', 'Exit Children from OSEP', 'Reactivate Child OSEP Records', 'Manage Child Record Requests', 'Import', and 'Import Results'. The 'Edit Children' section is active, showing filters for Program (Default Program), Site (Default Site), Primary Teacher (All), and Class (All). Below these filters, there are radio buttons for 'Transfer / Reactivate / Archive / Delete' and 'Manage Funding Sources / Custom Questions' (which is selected). Under 'Include children whose current status is:', there are checkboxes for 'Active' (checked), 'Archived', and 'Deleted'. A 'Submit' button is located at the bottom right of the form.

A list of child records will appear in a table with several columns displaying the birthdate, current class, and the various funding sources and custom questions available for child records.

- Any saved funding source and custom question selections will appear checked off. Select or deselect funding sources or custom questions.

MyTeachingStrategies™

Sidney's MyTS K Class MM

Programs Sites Users Classes **Children** Goals License Settings Messages

Edit Children

Child First Name	Child Last Name	Pre-K	Head Start	Child Care	Family Care
Alyssa	DiNicola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEP Test	Child 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamal	Bryant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jorge	Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nodaka	Preeka	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Form Submit

Filter Summary

Program
Default Program

Site
EcoSite

Primary Teacher
MyTSOrgAdmin1
MyTSOrgAdmin1

Class
Preschool/Pre-K (Green & Blue)

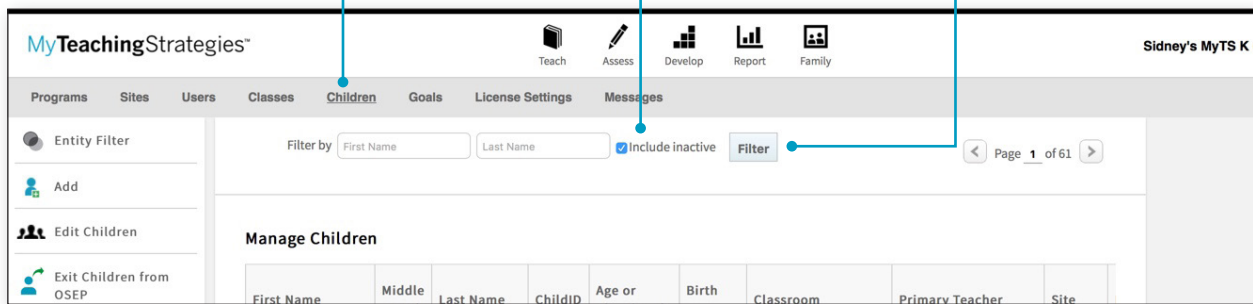
Edit Filter

- Select **SUBMIT**.

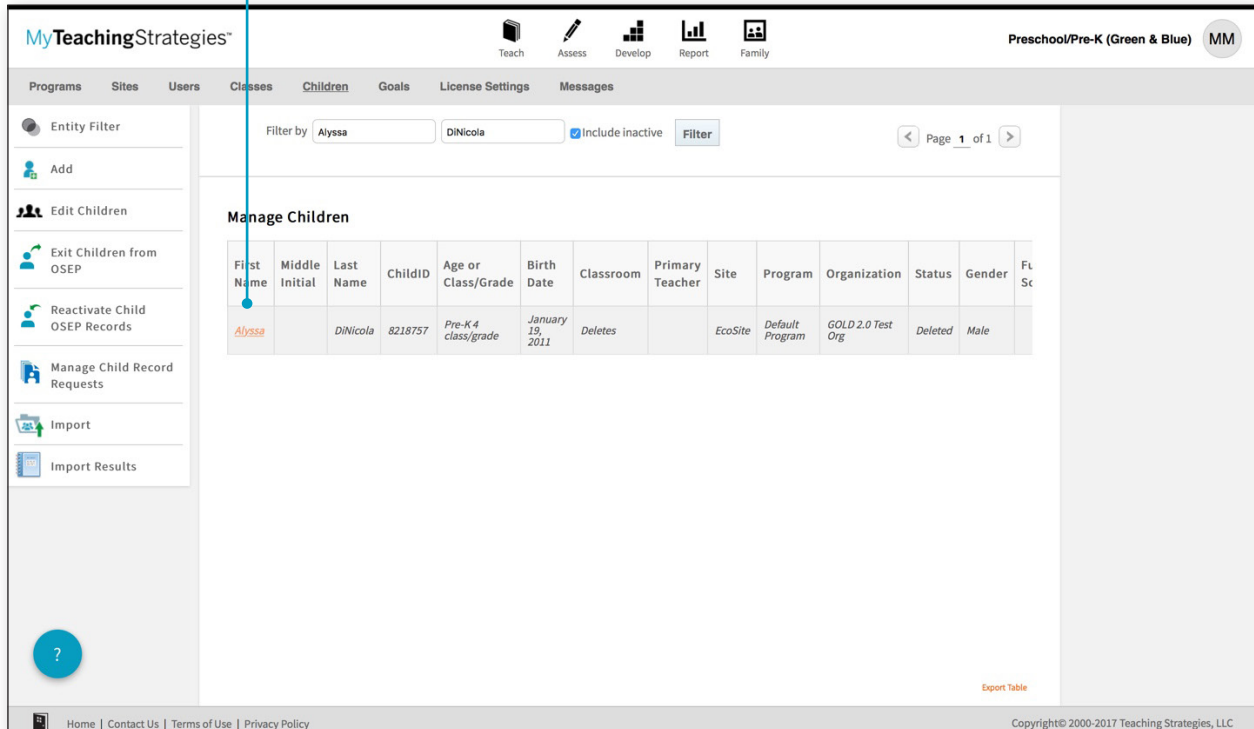
Reactivating Archived and Deleted Child Records

Administrators can reactivate any child records that have been archived or deleted either on the child record's page or by using the Edit Children feature. Below you will find how to reactivate archived or deleted child records from the child records page. For information on how to reactivate archived or deleted child records using the Edit Children feature, see the Edit Children section of this guide.

- 1 Select **CHILDREN** from the Administration sub-navigation.
- 2 Select the box next to **INCLUDE INACTIVE** to search for an archived child record.
- 3 Select **FILTER**.



- 4 The filtered list of child records will appear, showing inactive child records with a gray background. Select the name of the child record you wish to reactivate.



- 5 Select **REACTIVATE** from the left-hand navigation.

The screenshot shows the MyTeachingStrategies web application. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' icons. The user is logged in as 'Sidney's MyTS K Class' with a 'MM' profile icon. The left-hand navigation menu is open, showing options like 'Add', 'Delete', 'Reactivate', 'Edit Children', 'Exit Children from OSEP', 'Reactivate Child OSEP Records', 'Manage Child Record Requests', 'Import', and 'Import Results'. The 'Reactivate' option is highlighted. The main content area displays the 'Edit: Alyssa DiNicola (Archived)' form. The form has a 'Select Class' dropdown, 'Class Details' section with 'Age or Class/Grade' set to 'Pre-K 4 class/grade' and 'First Day in Program' set to '08/01/2016', and 'Child Details' section with 'First Name' as 'Alyssa', 'Last Name' as 'DiNicola', and 'Gender' as 'Male'.

Are you sure you wish to reactivate this child?

Cancel Yes

- 6 Confirm that you wish to reactivate this child record by selecting **YES**.

- 7 Select the classroom where this child record will be reactivated to and update their information.

- 8 Select **SAVE**.

- 9 Confirm the reactivation by selecting **YES**.

Exporting Child Information

You can export all of your child information into Excel using the export table option.

1

Select **EXPORT TABLE** from the bottom of the child list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family. The main menu on the left includes Entity Filter, Add, Edit Children, Import, and Import Results. The main content area is titled 'Manage Children' and displays a table of child information. The table has columns for First Name, Middle Initial, Last Name, ChildID, Age or Class/Grade, Birth Date, Classroom, Primary Teacher, Site, Program, Organization, and Status. The table is filtered by 'First Name' and 'Last Name'. The 'Export Table' button is located at the bottom right of the table.

The 'Reports Queue' is shown below the table, displaying a list of reports generated. The queue includes columns for Title, Generated On, Status, and Output. The reports are listed in descending order of generation time.

Title	Generated On	Status	Output
Classes Export	08/09/2017@04:18 PM	Completed	Download Export File
Users Export	08/09/2017@04:16 PM	Completed	Download Export File
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	08/04/2017@10:58 AM	Completed	Table Graph
DataExport	04/03/2017@02:38 PM	Completed	Download Export File
DataExport	04/03/2017@02:35 PM	Completed	Download Export File
DataExport	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table Graph
Snapshot	02/06/2017@11:45 AM	Completed	Table Graph
Alignment	01/26/2017@02:53 PM	Completed	Table Graph
Snapshot	01/26/2017@02:49 PM	Completed	Table Graph

2 Select **DOWNLOAD EXPORT FILE** to download the Excel file.

OSEP Management

You can exit child records from IEPs and IFSPs, and reactivate exited child records back into IEPs and IFSPs, using the OSEP management features within the Children section of the Administration area.

Exiting Children from OSEP

To exit a child from OSEP, select **EXIT CHILDREN FROM OSEP** from the Children left-hand navigation.

- 1 Select a **PROGRAM** and a **SITE**. You also have the option to select a **TEACHER** and/or a **CLASS**.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes the logo, user name 'Sidney's MyTS K Class', and a 'MM' button. Below the navigation bar is a menu with 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Children' menu is active. On the left, a sidebar contains links: 'Add', 'Edit Children', 'Exit Children from OSEP', 'Reactivate Child OSEP Records', 'Manage Child Record Requests', 'Import', and 'Import Results'. The main content area is titled 'Manage Children' and contains a section 'Exit Children from OSEP'. This section has a heading 'Select filter options to view a list of children eligible for OSEP exit.' and four filter dropdowns: 'Program' (Default Program), 'Site' (EcoSite), 'Primary Teacher' (All), and 'Class' (All). On the right, a 'Filter Summary' sidebar shows the selected filters and a 'Submit' button. A blue line connects the 'Exit Children from OSEP' link in the sidebar to the 'Exit Children from OSEP' section in the main content area. Another blue line connects the 'Submit' button in the 'Filter Summary' sidebar to the '2' in the second step of the instructions.

- 2 Select **SUBMIT**.

A list of child records that are on IEPs or IFSPs will appear. Those child records who have “Yes” listed in the Exit Requested column have sufficient data to be exited and have had an exit requested by their teacher.

1

For any child record with an exit request made, review the **EXIT DATE**, **EXIT REASON**, and **EXIT TOOL**, and make any necessary revisions.

2

Select **APPROVE EXIT** for the child record.

MyTeachingStrategies™

Teach Assess Develop Report Family

Preschool/Pre-K (Green & Blue) MM

Programs Sites Users Classes **Children** Goals License Settings Messages

Manage Children

Exit Children from OSEP

View:
All children receiving IEP/IFSP services

Child	Exit Date	Exit Reason	Exit Tool	Approve
Alyssa DiNicola	07/01/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Jamal Bryant	08/10/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Jorge Martinez	07/01/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Nodaka Preeka	MM/DD/YYYY			<input type="checkbox"/>

Clear Form Submit

Filter Summary

Program
Default Program

Site
EcoSite

Primary Teacher
MyTSOrgAdmin1
MyTSOrgAdmin1

Class
Preschool/Pre-K (Green & Blue)

Edit Filter

3

Select **SUBMIT**. That child record will then be exited from OSEP.

Reactivate Child OSEP Record

To reactivate a child from OSEP, select **REACTIVATE CHILD OSEP RECORDS** from the Children left-hand navigation.

- 1 Select a **PROGRAM** and a **SITE**. You also have the option to select a **TEACHER** and/or a **CLASS**.
- 2 All **EXIT STATUSES** are included by default – deselect any that are not needed.

The screenshot shows the 'Manage Children' interface in MyTeachingStrategies. The 'Reactivate Child OSEP Records' section is active. The form includes the following fields and options:

- Program:** Default Program
- Site:** EcoSite
- Primary Teacher:** All
- Class:** All
- Exit Status:** ☒ Select All. Below this are buttons for: Exit, Transition to Preschool/Kindergarten, Staffed Out/No Longer Receiving Services, 90+ Days Inactive, and Moved Out of Program/District.
- Include Archived Children:** ☐ Yes ☒ No

On the right, the **Filter Summary** panel displays the selected values: Program (Default Program), Site (EcoSite), Primary Teacher (All), Class (All), Exit Status (All), and Include Archived Children (No). A **Submit** button is located at the bottom of this panel.

- 3 Choose whether or not to include **ARCHIVED CHILDREN**.
- 4 Select **SUBMIT**.

A list of child records will appear that have been exited from an IEP or IFSP.

1 Select **REACTIVATE IFSP / IEP RECORD** for one or more child records.

Manage Children

Reactivate Child OSEP Records

View:
All children receiving IEP/IFSP services

Child	Class	Primary Teacher	Archived?	IFSP or IEP	Entry Date	Exit Date	Exit Reason	Reactivate IFSP / IEP Record
Alyssa DiNicola	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit	<input checked="" type="checkbox"/>
Jamal Bryant	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	08/10/2017	Exit	<input type="checkbox"/>
Jorge Martinez	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit	<input type="checkbox"/>

Clear Form Submit

Filter Summary

Program
Default Program

Site
EcoSite

Primary Teacher
All

Class
All

Exit Status
Exit, Transition to Preschool/Kindergarten, Staffed Out/No Longer Receiving Services, 90+ Days Inactive, Moved Out of Program/District

Include Archived Children
No

Edit Filter

2 Select **SUBMIT**. Those IEP or IFSP records will be reactivated.

Administrator Quick Links

Administrators can easily jump to a list of available sites, users, classes, and children when viewing a program, site, user, or class.

When Viewing a Program

Select **PROGRAMS** from the Administration sub-navigation.

Select the specific program you wish to view.

If you wish to view a list of all the sites in that specific program, select **VIEW SITES** in the left-hand navigation.

MyTeachingStrategies™

Teach Assess Develop Report Family

Test TR

Programs Sites Users Classes Children Goals License Settings Messages

Delete

< Back to List

View Sites

View Users

View Classes

View Children

Program Details

Name* Default Program

Address 1* 7101 Wisconsin

Address 2

City* Bethesda

State* MD

Zip* 20814

Province

Country* United States

Phone* 555-555-5555

Fax 111-111-1111

If you wish to view a list of all the children in that specific program, select **VIEW CHILDREN** in the left-hand navigation.

If you wish to view a list of all the classes in that specific program, select **VIEW CLASSES** in the left-hand navigation.

If you wish to view a list of all the users in that specific program, select **VIEW USERS** in the left-hand navigation.

When Viewing a Site

Select **SITES** from the Administration sub-navigation.

Select the specific program you wish to view.

The screenshot displays the MyTeachingStrategies™ Administration interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family. The sub-navigation bar shows 'Programs', 'Sites' (highlighted), 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The left-hand navigation menu includes 'Add', 'View Users', 'View Classes', and 'View Children'. The main content area is titled 'Select Program' and contains a 'Site Details' form. The form includes fields for Organization* (GOLD 2.0 Test Org), Program* (Default Program), Name* (Default Site), Address 1* (7101 Wisconsin 2), Address 2, City* (Bethesda), State* (MD), Zip* (20814), and Province. A blue circle with a question mark is located in the bottom left corner of the left-hand navigation menu.

If you wish to view a list of all the users in that specific site, select **VIEW USERS** in the left-hand navigation.

If you wish to view a list of all the children in that specific site, select **VIEW CHILDREN** in the left-hand navigation.

If you wish to view a list of all the classes in that specific site, select **VIEW CLASSES** in the left-hand navigation.

When Viewing a User

Select **USERS** from the Administration sub-navigation.

Select the specific user you wish to view.

MyTeachingStrategies™

Teach Assess Develop Report Family

Test TR

Programs Sites **Users** Classes Children Goals License Settings Messages

Add

Transfer

View Classes

View Children

< Back to all users

Edit: Alexander Brown

Email User Temporary Password

Emulate User

User Type +

User Info +

Select Site

Organization GOLD 2.0 Test Org

Program Default Program

Site Default Site

User Details

First Name* Alexander

Last Name* Brown

If you wish to view a list of all the classes for that specific user, select **VIEW CLASSES** in the left-hand navigation.

If you wish to view a list of all the children for that specific user, select **VIEW CHILDREN** in the left-hand navigation.

When Viewing a Class

Select **CLASSES** from the Administration sub-navigation.

Select the specific class you wish to view.

If you wish to view a list of all the children for that specific class, select **VIEW CHILDREN** in the left-hand navigation.

MyTeachingStrategies™

Teach Assess Develop Report Family

Test TR

Programs Sites Users **Classes** Children Goals License Settings Messages

Add

Delete

View Children

< Back to all classes

Edit Class

Organization* GOLD 2.0 Test Org

Program* Default Program

Site* Default Site

Teacher* Alexander Brown

Asst. Teacher 1

☐ This user is a co-teacher?

Asst. Teacher 2

☐ This user is a co-teacher?

Asst. Teacher 3

Asst. Teacher 4

Goals

You can create, edit, and share goal sets to be used on the Goals report. The Goals report allows you to compare child outcomes data to specific year-end goals for your program.

Adding or Editing a Goal Set

1

Select **GOALS** from the Administration sub-navigation.

2

Select **ADD GOAL SET** in the left-hand navigation.

The screenshot displays the MyTeachingStrategies interface. At the top, the header includes the logo and navigation icons for Teach, Assess, Develop, Report, and Family. Below this is a sub-navigation bar with tabs for Programs, Sites, Users, Classes, Children, Goals, License Settings, and Messages. The 'Goals' tab is currently selected. On the left, a vertical navigation menu contains a green plus icon and the text 'Add Goal Set'. The main content area is titled 'Goals' and contains a table with the following data:

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	

The screenshot shows the 'Goals' configuration page in MyTeachingStrategies. The page is titled 'Preschool/Pre-K (Green & Blue)' and 'MM'. The main content area is divided into three sections: 'Age or Class / Grade', 'Assign Objectives / Dimensions', and 'Goal Set Name'. A sidebar on the left contains a 'Back to Goals' link and a question mark icon. The 'Age or Class / Grade' section has a list of radio buttons for different age groups, with 'Pre-K 4 class/grade (Blue)' selected. The 'Assign Objectives / Dimensions' section has a list of categories on the left, with 'Physical' selected, and a list of objectives on the right, with 'Objective 4 : Demonstrates traveling skills' selected. The 'Goal Set Name' section has a text input field. A 'Next' button is located at the bottom right of the page. Four numbered callouts are present: 1 points to the 'Age or Class / Grade' section, 2 points to the 'Assign Objectives / Dimensions' section, 3 points to the 'Goal Set Name' section, and 4 points to the 'Next' button.

1 Select an **AGE** or **CLASS/GRADE**.

2 Assign the specific **OBJECTIVES/ DIMENSIONS** you wish to be a part of the goals set.

3 Type in a name for the goals set under **GOAL SET NAME**.

4 Select **NEXT**.

Assign a year-end goal for each of the selected objectives/dimensions by selecting a level along each progression. The colored sections of the progression indicate the widely held expectations range for the selected age or class/grade. The default level selected for each progression is the last level along the widely held expectations for that item.

Select
SUBMIT.



You will now find your new goal set listed on the Goals main page.

To edit this goal set, select the name of the goal set to adjust objectives/ dimensions or selected levels.

The screenshot displays the 'Goals' page in the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' icons, along with the user 'Sidney's MyTS K Class' and a profile icon 'MM'. Below the navigation bar, a sidebar on the left contains a '+ Add Goal Set' button. The main content area is titled 'Goals' and contains a table with the following data:

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

A callout box with a blue line points to the '1 to 2 years (Orange)' link in the 'Goal Set Name' column, with the text: 'To edit this goal set, select the name of the goal set to adjust objectives/ dimensions or selected levels.'

Sharing a Goal Set

You can share goal sets so that other administrators in the license can use the same goal sets when generating the Goals report.

- 1 Select **GOALS** from the Administration sub-navigation.
- 2 Select **SHARE** to the right of a listed goal set.

The screenshot shows the MyTeachingStrategies™ interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family. Below this is a sub-navigation bar with links for Programs, Sites, Users, Classes, Children, **Goals**, License Settings, and Messages. The **Goals** section is active, displaying a table of goal sets. A sidebar on the left has a button labeled '+ Add Goal Set'. A callout box with a question mark is in the bottom left corner.

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

The goal set will be shared with all other administrators in your license, and will be visible on the Goals main page and accessible when generating a Goals report.

Deactivating a Goal Set

You can deactivate a goal set that you have created so that the goal set is no longer accessible in the Goals report.

1

Select **GOALS** from the Administration sub-navigation.

2

Select **DEACTIVATE** to the right of a listed goal set.

The screenshot shows the MyTeachingStrategies™ interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The sub-navigation bar includes 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Goals' section is active, displaying a table of goal sets. A callout box labeled '1' points to the 'Goals' link in the sub-navigation. Another callout box labeled '2' points to the 'DEACTIVATE' button in the 'Actions' column of the table.

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

That goal set will be deactivated, and will no longer be accessible in the Goals report. If the goal set had been shared, the goal set will also no longer be accessible in the Goals report for the other administrators in the license.

Reactivating a Goal Set

- 1 Select **GOALS** from the Administration sub-navigation.
- 2 Select **REACTIVATE** to the right of a listed goal set.

The screenshot shows the MyTeachingStrategies™ interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The sub-navigation bar includes 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Goals' sub-navigation item is selected. On the left, there is a '+ Add Goal Set' button. The main content area is titled 'Goals' and contains a table with the following data:

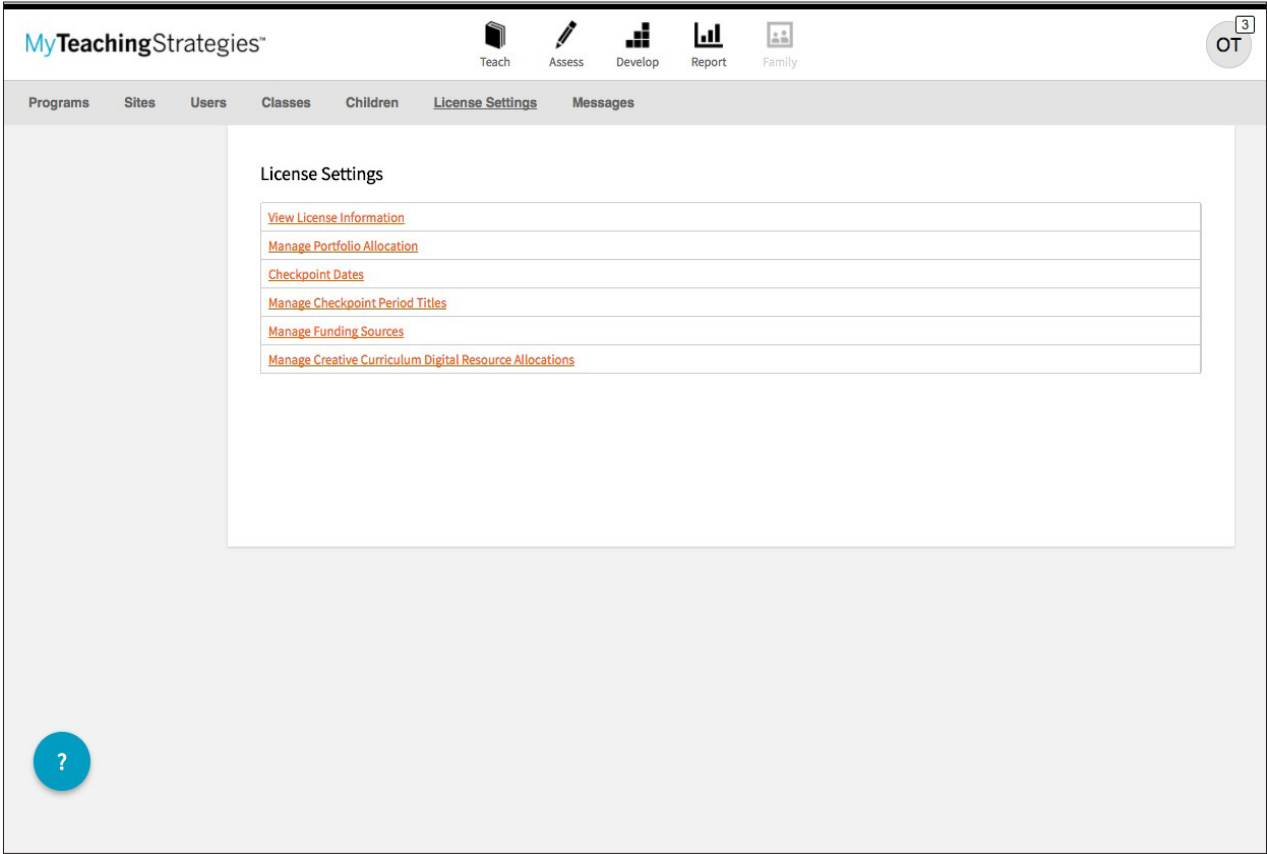
Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

The 'Reactivate' button for the '1 to 2 years (Orange)' goal set is highlighted with a blue line and a callout box labeled '2'. A blue line also points from the 'GOALS' sub-navigation item to the table, with a callout box labeled '1'. A blue circle with a question mark is located in the bottom left corner of the interface.

The goal set will once again be accessible in the Goals report. If the goal set had been shared, the goal set will return to being accessible in the Goals report for the other administrators in the license.

License Settings

The License Settings area enables you to manage your portfolio allocation, set checkpoint dates, manage checkpoint period titles, manage your funding sources, and view your license information.



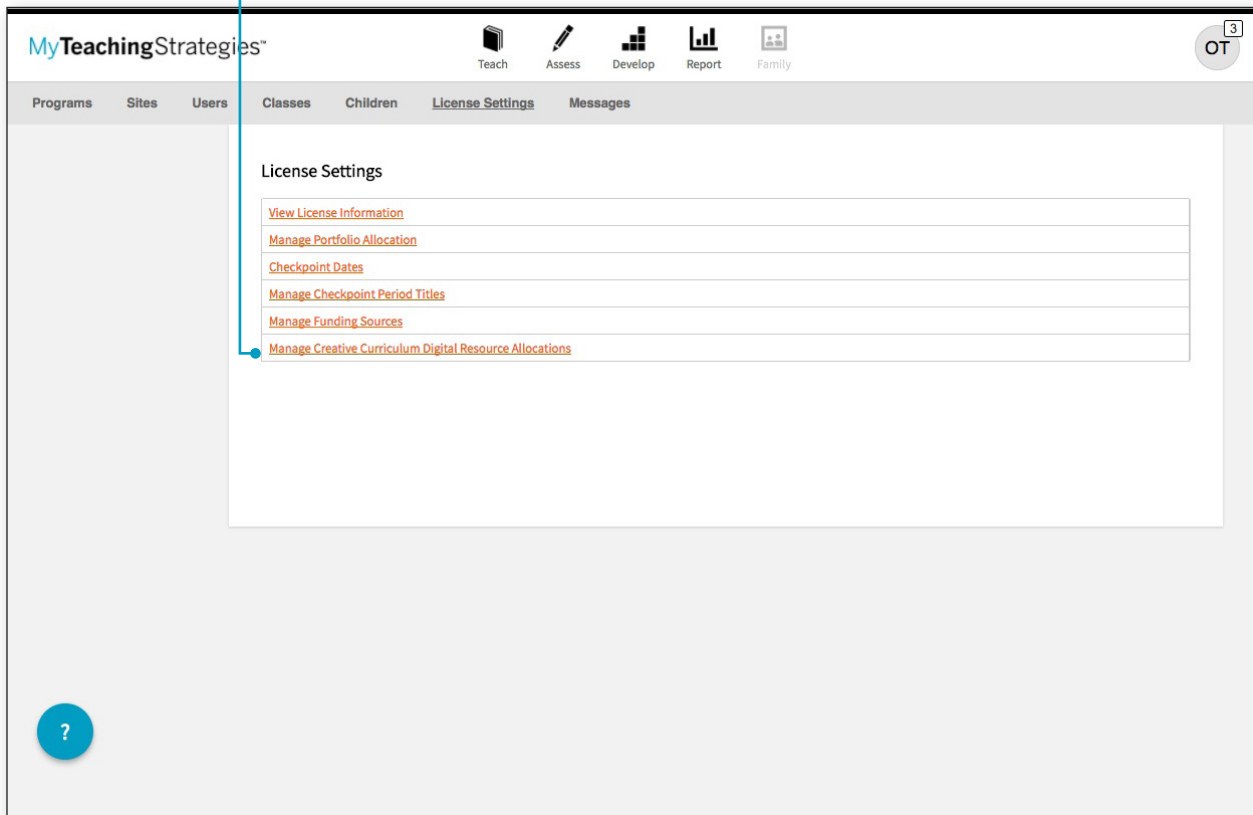
Allocating the *The Creative Curriculum*®, Digital Resources

Subscribers to the *The Creative Curriculum*®, Digital Resources can allocate licenses to programs, sites, and classrooms, granting teachers access to these digital curriculum resources.

To begin allocating licenses, navigate to **ADMINISTRATION** in the profile menu and select **LICENSE SETTINGS** in the sub-navigation.

Please note: *The Creative Curriculum*®, Digital Resources are available as a 12-month subscription. *The Creative Curriculum*®, Digital Resources are not included with your **GOLD**® subscription. For more information about *The Creative Curriculum*®, Digital Resources, please visit: <https://teachingstrategies.com/solutions/teach/digital-curriculum-resources/>.

Select **MANAGE CREATIVE CURRICULUM DIGITAL RESOURCE ALLOCATIONS**.



Allocating to Programs

If you are an organization-level administrator, you will start by allocating *The Creative Curriculum*®, Digital Resources licenses to participating programs.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Type in the number of total licenses you wish each program to have in the **CHANGE PROGRAM LICENSES ALLOCATED** column.

MyTeachingStrategies™ Teach Assess Develop Report Family

Creative Curriculum Digital Resources Demo Org — Manage Digital Curriculum Allocation

This screen enables you to allocate *Digital Curriculum* licenses to your programs and view the number of *Digital Curriculum* licenses in use.

View your existing allocation of *Digital Curriculum* licenses under Program Licenses Allocated; to change this allocation, enter your desired allocation under Change Program Licenses Allocated and click Update Program Allocations. Please note that this number replaces, rather than adds to, the existing number of Program Licenses Allocated.

View the number of *Digital Curriculum* licenses programs have assigned to their classes, i.e., the number of *Digital Curriculum* licenses programs are using, under Class Licenses in Use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Digital Curriculum Organization Licenses Allocated: 63

Program Name (1 Programs)	Digital Curriculum Title		Class Licenses in Use
	Program Licenses Allocated	Change Program Licenses Allocated	
Default Program	63 remove all	<input type="text"/>	18
Totals	63	0 out of 63 available	18

UPDATE PROGRAM ALLOCATIONS

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- 3 Select **UPDATE PROGRAM ALLOCATIONS**.

Allocate to Sites

If you are a program-level administrator, you can allocate *The Creative Curriculum*®, Digital Resources licenses to participating sites.

1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.

2 Type in the number of total licenses you wish each site to have in the **CHANGE SITE LICENSES ALLOCATED** column.

3 Select **UPDATE SITE ALLOCATIONS**.

Default Program — Manage Digital Curriculum Allocation

This screen enables you to allocate *Digital Curriculum* licenses to your sites and view the number of *Digital Curriculum* licenses in use.

View your existing allocation of *Digital Curriculum* licenses under Site Licenses Allocated; to change this allocation, enter your desired allocation under Change Site Licenses Allocated and click Update Site Allocations. Please note that this number replaces, rather than adds to, the existing number of Site Licenses Allocated.

View the number of *Digital Curriculum* licenses site have assigned to their classes, i.e., the number of *Digital Curriculum* licenses sites are using, under Class Licenses in Use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Digital Curriculum Program Licenses Allocated: 63

Site Name (2 Sites)	Digital Curriculum Title		
	Site Licenses Allocated	Change Site Licenses Allocated	Class Licenses in Use
CCOR Sales	30 remove all	<input type="text"/>	3
Default Site	15 remove all	<input type="text"/>	15
Totals	45	18 out of 63 available	18

UPDATE SITE ALLOCATIONS

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Allocate to Classes

If you are a site-level administrator, you can allocate *The Creative Curriculum*®, Digital Resources licenses to participating classrooms.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Select the checkbox next to each class that you would like to allocate *The Creative Curriculum*®, Digital Resources to in the **UPDATE CLASS ALLOCATIONS** column.

Default Site — Manage Digital Curriculum Allocation

The Manage Digital Curriculum Allocation screen enables you to view, allocate, or deallocate Digital Curriculum licenses to classes. View the columns to see which classes licenses are checked as in use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Site Licenses Allocated: 15

Class Name (15 Classes)	Primary Teacher	Class Curriculum Type	Plan Type	Update Class Allocations Check All Uncheck All
1st Grade Class	MyTSDCTeacher1 MyTSDCTeacher1	Preschool, Pre-K, K	1st	<input checked="" type="checkbox"/>
Guppies	Teacher One Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Infants, Toddlers, and Twos	Megan Colburn	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
IT2 Class	MyTSDCTeacher1 MyTSDCTeacher1	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
K Class	MyTSDCTeacher1 MyTSDCTeacher1	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
K Class Test	Admin Class Tester	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
Kindergarten	Megan Colburn	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
PD IT2	Teacher Two Tester	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
PD K	Teacher Two Tester	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
PD PK	Teacher Two Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Pre K Test	Admin Class Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Pre-K	Shyra Johnson	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Preschool	Megan Colburn	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Test classroom 6/19	Teacher Two Tester	Preschool, Pre-K, K	2nd	<input checked="" type="checkbox"/>
Test1	Heather Weinstein	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>

- 3 Select **UPDATE CLASS ALLOCATIONS**.

Allocating Online Professional Development

Administrators who have purchased online professional development course credits can allocate credits to programs, sites, and classrooms, granting users access to CEU credit-bearing courses.

To begin allocating licenses, navigate to **ADMINISTRATION** in the profile menu and select **LICENSE SETTINGS** in the sub-navigation.

Please note: Online Professional Development course credits are available as an additional 12-month subscription. Credits for CEU-bearing courses are not included with your *GOLD®* subscription. For more information about Online Professional Development opportunities, please visit: <https://TeachingStrategies.com/OnlinePD>.

1 Select **VIEW LICENSE INFORMATION**.

2 Select **MANAGE LMS COURSE HOURS ALLOCATION**.

The first screenshot shows the 'License Settings' page. The 'License Settings' tab is selected in the top navigation bar. The page displays a list of settings: View License Information, Manage Portfolio Allocation, Checkpoint Dates, Manage Checkpoint Period Titles, Manage Funding Sources, and Manage Creative Curriculum Digital Resource Allocations. A blue line connects the 'VIEW LICENSE INFORMATION' link to the second screenshot.

The second screenshot shows the 'My Courses Demo Org — View' page. The 'License Settings' tab is selected in the top navigation bar. The page displays a form for 'GENERAL INFORMATION' and 'LICENSE INFORMATION'. The 'Manage LMS Course Hours Allocation' link is highlighted with a blue line. The 'LICENSE INFORMATION' section includes a table with the following data:

LICENSE INFORMATION	
View License History	
Manage Portfolio Allocation	
Manage LMS Course Hours Allocation	
Manage Custom Funding Sources	
Manage Custom Quality Indicators	
Manage Custom Progress Checkpoint Periods	
Manage Custom Period Titles	
Manage Custom Weekly Planning Form	
License Started on	02/21/2017
License Expires on	02/20/2018
Trial License	No
Assess Content Areas	No
Child Licenses	0
Archive Limit	0
Expanded PD Limit	0
Contact Name	
Contact E-mail	

The 'LICENSE USAGE' section is partially visible at the bottom of the page.

Allocating to Programs

If you are an organization-level administrator, you will start by allocating course credits to participating programs.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Type in the number of total course credits you wish each program to have in the **CHANGE PROGRAM HOURS ALLOCATED** column.

My Courses Demo Org — Manage LMS Hours Allocation

This screen enables you to allocate LMS™ licenses to your programs and view the number of LMS™ licenses in use.

View your existing allocation of LMS™ licenses under Program Licenses Allocated; to change this allocation, enter your desired allocation under Change Program Licenses Allocated and click Update Program Allocations. Please note that this number replaces, rather than adds to, the existing number of Program Licenses Allocated.

View the number of LMS™ licenses programs have assigned to their users, i.e., the number of LMS™ licenses programs are using, under User Licenses in Use.

Choose License to Allocate

LMS Course Hours (08/17/2016 - 08/17/2017) **SELECT LICENSE**

LMS™ Organization Course Hours Allocated : 17

Program Name (1 Programs)	Program Hours Allocated	Change Program Hours Allocated	User Hours in Use
Default Program	5 remove all	<input type="text"/>	17
Totals	5	12 out of 17 available	17

UPDATE PROGRAM ALLOCATIONS

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- 3 Select **UPDATE PROGRAM ALLOCATIONS**.

Allocating to Sites

If you are a program-level administrator, you can allocate course credits to participating sites.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Type in the number of total licenses you wish each site to have in the **CHANGE PROGRAM HOURS ALLOCATED** column.

Default Program — Manage LMS Hours Allocation

Back to Organization Course Hours

This screen enables you to allocate LMS™ licenses to your sites and view the number of LMS™ licenses in use.

View your existing allocation of LMS™ licenses under Site Licenses Allocated; to change this allocation, enter your desired allocation under Change Site Licenses Allocated and click Update Site Allocations. Please note that this number replaces, rather than adds to, the existing number of Site Licenses Allocated.

View the number of LMS™ licenses site have assigned to their users, i.e., the number of LMS™ licenses sites are using, under User Licenses in Use.

Choose License to Allocate

LMS Course Hours (08/17/2016 - 08/17/2017) **SELECT LICENSE**

LMS™ Program Course Hours Allocated: 5

Site Name (1 Sites)	LMS™ Site Course Hours Allocated	Change Program Hours Allocated	User Hours in Use
Default Test Site	Unlimited remove all	<input type="text"/>	12
Totals	5 out of 5 available		12

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- 3 Select **UPDATE SITE ALLOCATIONS**.

Allocate to Users

If you are a site-level administrator, you can allocate course credits to participating users.

1

Select your current license from **CHOOSE LICENSE TO ALLOCATE**.

2

Type in the number of total course credits you wish each user to have in the **UPDATE USER ALLOCATIONS** column.

Default Test Site — Manage LMS Hours Allocation

Back to Program Course Hours

The Manage LMS™ Allocation screen enables you to view, allocate, or deallocate LMS™ licenses to users. View the columns to see which users licenses are checked as in use.

Choose License to Allocate

LMS Course Hours (08/17/2016 - 08/17/2017) **SELECT LICENSE**

LMS™ Site Course Hours Allocated: Unlimited

Primary Teacher	LMS™ Site Course Hours Allocated	Change Program Hours Allocated
Heather wiederstein	No Access	<input type="text"/>
Megan Colburn	No Access	<input type="text"/>
Org Admin Tester	3 remove all	<input type="text"/>
Program Admin PD Test	3 remove all	<input type="text"/>
Site Admin Tester	1 remove all	<input type="text"/>
Teacher Testing	No Access	<input type="text"/>
Teacher Wendi	5 remove all	<input type="text"/>
Teacher assistant tester tester3	No Access	<input type="text"/>
nancy tester	No Access	<input type="text"/>
Totals	Allocated Hours: 12	Unlimited

UPDATE USER ALLOCATIONS

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3

Select **UPDATE USER ALLOCATIONS**. All users with allocated course credits will then be able to access credit-bearing courses in My Courses in the Develop area.

Messages

The Messages area enables you to share personalized messages with your program(s).

- 1 To add a new message, select **ADD** from the left-hand navigation.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Users Classes Children Sites License Settings Messages Help

+ Add

Title

MyTeachingStrategies app is now available!

158 characters remaining

Body

Sans Serif Normal B I U A A Link List Bulleted List Image

The new MyTeachingStrategies™ app is now available to download for iOS and Android devices. This is an upgrade to the GOLD Documentation app that you may be familiar with. Please download the new app and let your program administrator know if you have any questions.

4708 characters remaining

Save Message Delete Message You have unsaved changes.

?

- 2 Select a message to edit the message.

- 4 Select **SAVE MESSAGES**.

MyTeachingStrategies™

Teach Assess Develop Report Family

MA-NC

Users Classes Children Sites License Settings Messages Help

+ Add

Select the checkboxes to enable/disable messages. Drag and drop to reorder messages. Select a message to edit.

Messages

☐ Winter Checkpoint Ends February 14th!

☐ MyTeachingStrategies? app is now available!

Save Messages You have unsaved changes.

?

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- 3 You can customize the order in which messages appear by dragging and dropping the messages into your desired order.

MyTeachingStrategies™

Teach

To access the Teach area, select the book icon from the main navigation bar.

Administration Handbook



Reviewing a Submitted Plan

As an administrator, you can view weekly plans submitted by the teachers in your program.

To view a submitted plan, select **WEEKLY PLAN SUBMISSIONS** from the Teach area sub-navigation.

Use the Filter by drop-down menu to view your **PLANS FOR REVIEW**, **APPROVED PLANS**, or **REJECTED PLANS**.

Teacher	Week	Title	Weekly Plan	Status	Action
Susan James	03-06-2017	Test This	Download PDF	Plan Submitted (Mar-03-2017)	<button>Approve</button> <button>Reject</button>

To review a submitted plan, select **DOWNLOAD PDF** from the Weekly Plan column.

Select **APPROVE** to approve the plan or **REJECT** to reject the plan. If approved, the plan will be marked as Approved in the teacher's account. If rejected, the teacher will receive a message on his or her Dashboard. The plan will be marked as rejected and the teacher will be able to resubmit the plan.

Assess

To access the Assess area, select the pencil icon from the main navigation bar.

How-To Guide for Administrators



View Documentation

As an administrator, you can view documentation that has been added by the teachers in your program(s). To view documentation for a class, select **VIEW DOCUMENTATION** from the Assess sub-navigation.

Viewing Documentation

Select **FILTER DOCUMENTATION** from the left-hand navigation to find documentation for specific keywords, checkpoint dates, file types, authors, or objectives/dimensions.

Use the **SORT BY** drop-down menu to sort by Date of Observation or Date Added.

The screenshot shows the MyTeachingStrategies™ interface. The top navigation bar includes 'Teach', 'Assess' (highlighted), 'Develop', 'Report', and 'Family' tabs. The 'Assess' tab is active, showing the 'View Documentation' page. The left-hand navigation menu includes 'Filter Documentation', 'Edit Documentation', 'Delete Documentation', 'Individualize Documentation', and 'Share Documentation'. The 'Filter Documentation' option is selected. The 'Sort By' dropdown menu is set to 'Date of Observation'. The page displays a grid of documentation items with thumbnails, author names, and dates. A blue circle with a question mark is on the left side of the page.

Thumbnail	Author	Date	Type
[Blank template]	Caitlyn Rabowski and 1 more...	January 09, 2017	General Documentation
[Handwritten: Light Raegen IKLA]	Raegen Sommers	October 28, 2016	General Documentation
[Handwritten: 100%]	Sebastian Carter	October 27, 2016	General Documentation
[Handwritten: E0001 09 aobxSS "Ethan wants pencils"]	Sebastian Carter	October 27, 2016	General Documentation
[Handwritten: Triangle diagram]	Sebastian Carter and 1 more...	October 26, 2016	General Documentation
[Blank template]	Jessica Bowman and 15 more...	October 14, 2016	On-the-Spot
[Blank template]	Raegen Sommers	October 03, 2016	General Documentation
[Blank template]	Sebastian Carter	October 03, 2016	General Documentation

Select a piece of documentation to see more details including assigned objectives/dimensions and notes.

Filtering Documentation

- 1 Use the **ORGANIZATION**, **PROGRAM**, **SITE**, **TEACHER**, and **CLASS** drop-down menus to filter the documentation. You'll need to filter down to the class level in order to view documentation.
- 2 Select which children you'd like to see documentation for.

Search / Filter your view by:

Organization: MyTeachingStrategies Demo Organization
 Program: All Programs
 Site: All Sites
 Teacher: All Teachers
 Class: All Classes

Children: ☐ Select All ☒ Deselect All

Enter Keywords

Period

Season: Select Season Year: Select Year

Date

From: To:

Supporting File Type

☐ All
☐ Photo
☐ Audio
☐ Video
☐ PDF
☐ Word Document
☐ Text
☐ Other File Type

Objectives / Dimensions

Social-Emotional

Physical

Language

Cognitive

Literacy

Mathematics

English Language Acquisition

Social-Emotional

Objective 1 : Regulates own emotions and behaviors

☐ 1a. Manages feelings
☐ 1b. Follows limits and expectations
☐ 1c. Takes care of own needs appropriately

Objective 2 : Establishes and sustains positive relationships

☐ 2a. Forms relationships with adults
☐ 2b. Responds to emotional cues
☐ 2c. Interacts with peers
☐ 2d. Makes friends

Objective 3 : Participates cooperatively and constructively in group situations

☐ 3a. Balances needs and rights of self and others
☐ 3b. Solves social problems

- 8 Select **APPLY** to apply your filters.
- 3 Use the **ENTER KEYWORDS** field to search by specific word or phrase.
- 4 Use the **PERIOD** area to filter by season and/or year.
- 5 Expand the **DATE** menu to filter documentation for a specific date range.
- 6 Expand the **SUPPORTING FILE TYPE** menu to filter by specific documentation file types such as photo, video, or text.
- 7 Expand the **OBJECTIVES/ DIMENSIONS** menu to filter by a specific objective/dimension.

Printing Documentation

From the View Documentation screen in the Assess area, teachers can print individual, multiple, or all documentation.

Printing Individual Documentation

To print one piece of documentation:

- 1 Select **VIEW DOCUMENTATION** from the sub-navigation.

- 2 Select a specific documentation tile.

The screenshot shows the 'View Documentation' screen in the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The sub-navigation bar has 'Add Documentation', 'View Documentation', 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', 'Checkpoint Dates', and 'COSF Checkpoint'. The main area displays a grid of documentation tiles for two children: Bella Fernandez and Jonathan Hurst. Each tile includes a photo, a description of the activity, and the date. A left-hand navigation panel contains 'Filter Documentation' and 'Print Documentation' options. A 'Sort By' dropdown is set to 'Date of Observation'. A 'Page 1 of 6' indicator is visible in the top right of the main area.

- 3 Select **PRINT DOCUMENTATION** in the left-hand navigation.

- 4 A pop-up box will appear with the ability to de-select options for displaying the notes, attachments, associated objectives & dimensions, preliminary levels, date/time entered, and/or author. Make sure the options you want to display in the PDF are checked, and then select **PRINT**.

A PDF is then generated on your device that is ready for printing.

Print Selected Documentation

1 item(s) selected for print.

Options:

- ☒ Display Notes
- ☒ Display Attachments
- ☒ Display Associated Objectives & Dimensions
- ☒ Display Preliminary Levels
- ☒ Display Date/Time Entered
- ☒ Display Author

Cancel **Print**

Documentation Summary

Children
Jonathan Hurst

Date Observed
10/01/2015

Notes
During cleanup time, Jonathan got the dustpan and broom and he cleaned the floor around the collage table without being asked. He regularly handles classroom transitions such as cleanup with few reminders from me.

Caption
None

Files Attached
1

Objectives / Dimensions

1b. Follows limits and expectations -

Child	Rating
Jonathan Hurst	4

1c. Takes care of own needs appropriately -

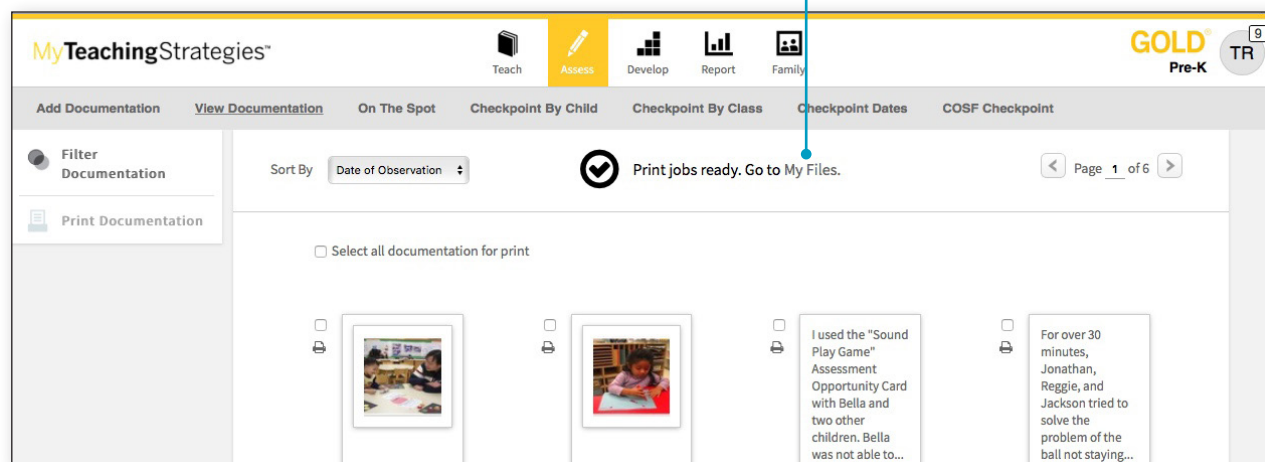
Child	Rating
Jonathan Hurst	7

11b. Persists -

Child	Rating
Jonathan Hurst	6

To find this PDF under My Files, select **MANAGE MY PROFILE** in the profile menu.

Select **MY FILES** in the sub-navigation and you will see the most recent files created. **Please Note:** The file will only remain here for 48 hours.



Printing Multiple Documentation

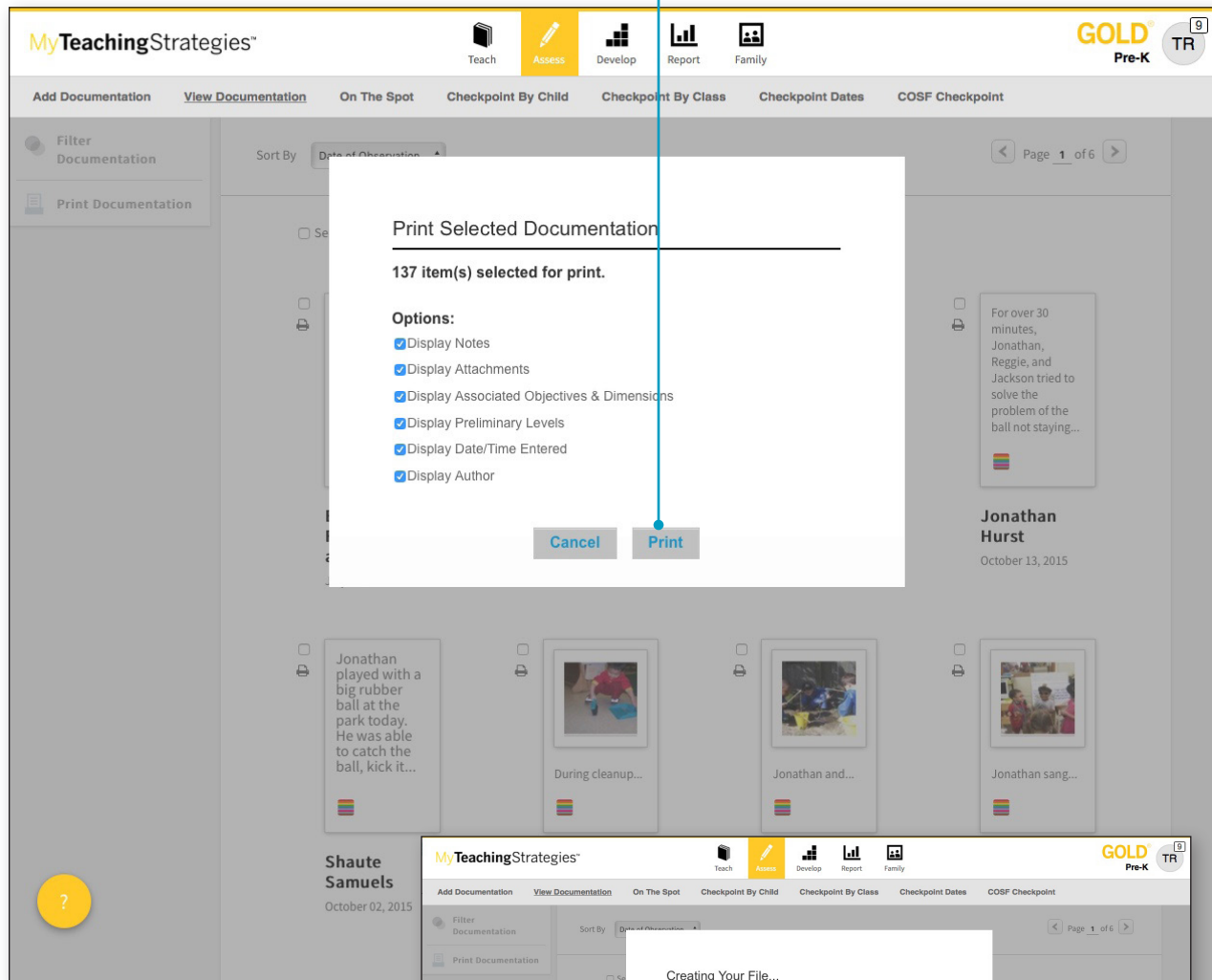
To print multiple or all documentation:

- 1 Select **VIEW DOCUMENTATION** from the sub-navigation.
- 2 Use the **FILTER DOCUMENTATION** option in the left-hand navigation to view specific documentation if desired.
- 3 Select the checkbox to the left of one or more documentation tiles.
- 4 If you want to select all documentation, select the checkbox next to **SELECT ALL DOCUMENTATION FOR PRINT**.
- 5 Select **PRINT DOCUMENTATION** in the left-hand navigation.

The screenshot displays the MyTeachingStrategies web application interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs. Below this is a sub-navigation bar with 'Add Documentation', 'View Documentation' (highlighted), 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', 'Checkpoint Dates', and 'COSF Checkpoint'. The left-hand navigation pane shows 'Filter Documentation' and 'Print Documentation' (highlighted). The main content area displays a grid of documentation tiles for two children: Bella Fernandez and Jonathan Hurst. Each tile includes a photo, a description, and a date. A checkbox is present to the left of each tile. At the top of the grid, there is a checkbox labeled 'Select all documentation for print'. A yellow circle with a question mark is located at the bottom left of the grid.

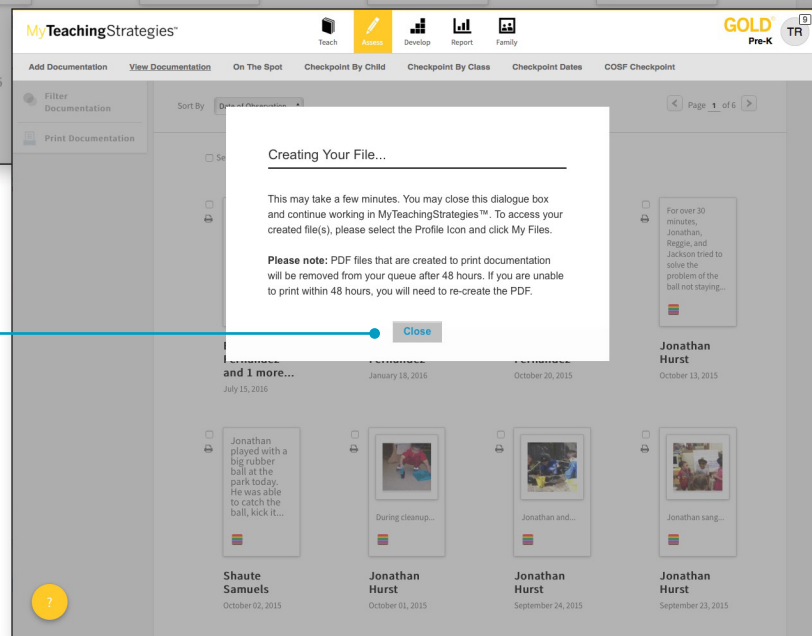
6

A pop-up box will appear with the ability to de-select options for displaying the notes, attachments, associated objectives & dimensions, preliminary levels, date/time entered, and/or author. Make sure the options you want to display in the PDF are checked, and then select **PRINT**.

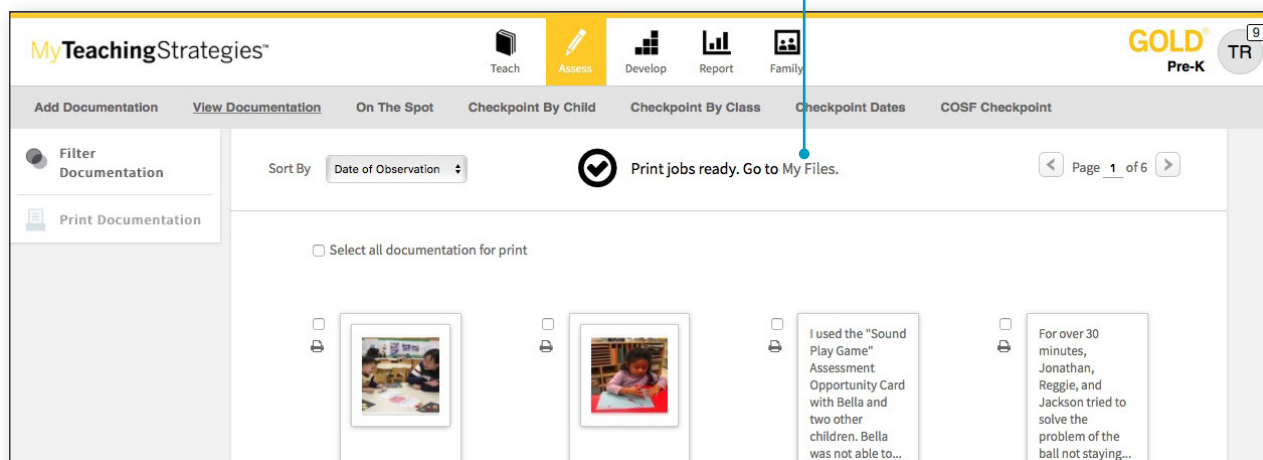


7

If the PDF generation will take a few minutes to complete, you will see a messaging explaining this process. Select **CLOSE**.

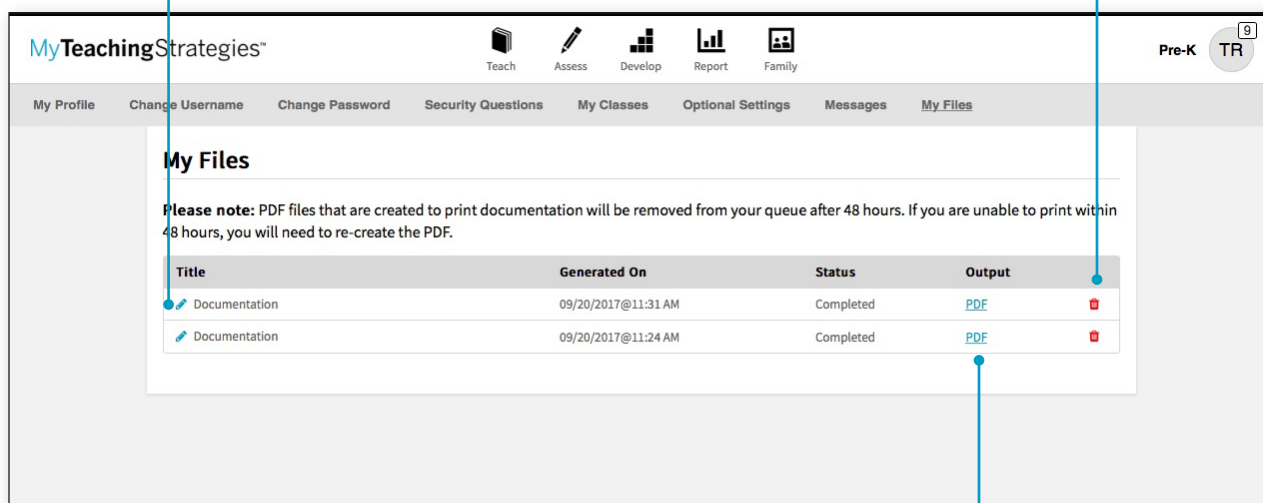


- 8 When the PDF is ready, you will see an alert at the top of your screen. Select **MY FILES** to retrieve your PDF.



- 9 On the My Files page, you can change the name of each PDF you have generated by clicking on the pencil icon next to the title of each PDF.

- 10 You can also remove a specific PDF from your list by clicking the garbage can icon on the right-hand side.



- 11 To view the PDF, select the **PDF** link under the Output column. **Please Note:** The file will only remain here for 48 hours.

Checkpoint Dates

- 1 To see your checkpoint due dates, select **CHECKPOINT DATES** from the sub-navigation.
- 2 Use the **YEAR** drop-down menu to select the year viewed.

View Checkpoint Dates

Below are the checkpoint dates for your organization. Use the filter above to change Year

2016/2017

Period	Start Date	Checkpoint Due Date
Fall	08/01/2016	10/29/2016
Winter	10/30/2016	02/14/2017
Spring	02/15/2017	07/31/2017

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As an administrator, you can also modify your program's checkpoint dates in the Administration area which can be accessed by selecting your Profile Icon in the top right-hand corner of your screen. Choose **ADMINISTRATION** from the drop-down menu and select **LICENSE SETTINGS** from the sub-navigation. Select **CHECKPOINT DATES** to set custom checkpoint due dates for your license. Organization level administrators can also set custom names for their checkpoint periods by selecting **MANAGE CHECKPOINT PERIOD TITLES** from the License Settings menu.

MyTeachingStrategies™

Develop

To access the Develop area, select the blocks icon from the main navigation bar.

How-To Guide for Administrators



Interrater Reliability Certification

Interrater reliability is an online certification process that gives your teachers the opportunity to evaluate sample child portfolios and compare their ratings with those of Teaching Strategies' master raters.

It is important for teachers to use *GOLD*® reliably, both to scaffold children's learning and because you likely use their data in some way for reporting purposes. When teachers use assessment results to inform instructional decisions, accurate ratings enable them to choose effective teaching strategies. When they know they are using an assessment tool reliably, teachers can be confident about their classroom decisions. They know that they are interpreting evidence of children's development and learning in ways that enable them to plan for and respond appropriately to all of the children in their classroom. Interrater Reliability Certification is neither designed nor intended to evaluate your teachers' skills as educators. Its purpose is to support your teachers' ability to make accurate assessment decisions.

GOLD® is an authentic, ongoing, observation-based assessment system that relies heavily on your judgement as a teacher. The information teachers collect every day by observing children in the context of meaningful experiences makes this instrument robust and effective. After analyzing the evidence teachers have gathered to document each child's knowledge, skills, and abilities, teachers evaluate each child's progress. They identify each child's levels of development and learning at given points in time; track progress over time; and compare the child's knowledge, skills, and abilities with widely held expectations for children of the same age or class/grade. Their evaluations inform the decisions teachers make when planning learning experiences for individual children and for classroom communities as a whole.

The Interrater Reliability Certification Process

Teachers begin the Interrater Reliability Certification process by evaluating sample portfolios. The portfolios include enough evidence to rate each child's knowledge, skills, and abilities in six areas of development and learning: Social—Emotional, Physical, Cognitive, Language, Literacy, and Mathematics. At least 80 percent of teachers' Round 1 ratings must agree with the master ratings in each area of development and learning to earn certification. If not, teachers are able to continue with additional rounds until they have reached agreement of at least 80 percent in each area. The number of rounds they may undertake is unlimited.

To begin the Interrater Reliability Certification process, teachers can select **INTERRATER RELIABILITY** from the Develop area sub-navigation. Please reference the *MyTeachingStrategies*™ How-To Guide for Teachers for further instructions.

Certification Testing Agreement

The Interrater Reliability Certification test is to be taken only by the individual named in the Teaching Strategies account. Teachers should neither solicit nor accept any assistance during the testing process. In order to take the test, teachers will be required to certify that 1) they are the individual who is registered to take the test and 2) they are completing the test without assistance from any source.

My Courses

My Courses provides access to online professional development courses and product tutorials. Each course and tutorial is made up of short, engaging segments that enable you and your teachers to interact with material in different ways. The *Objectives for Development and Learning* course is included with your *GOLD®* subscription or purchase of *The Creative Curriculum®*. All two-hour product tutorials are available for free. Online professional development courses are available for purchase and provide CEU credit upon completion.

To access your courses, select **MY COURSES** from the sub-navigation of the Develop area.

Click on a bubble to begin that course.

MyTeachingStrategies™

Teach Assess **Develop** Report Family

Interrater Reliability **My Courses**

5 credits available

- The Creative Curriculum® for Preschool: Daily Resources**
10h 0m / 0%
1 credit
- The Creative Curriculum® for Infants, Toddlers & Twos: Daily Resources**
10h 0m / 0%
1 credit
- GOLDplus®**
2h 0m / 0%
Free
- Objectives for Development and Learning**
10h 0m / 0%
Free
- The Creative Curriculum® for Preschool: Foundation**
10h 0m / 0%
1 credit
- The Creative Curriculum® for Infants, Toddlers & Twos: Foundation**
10h 0m / 0%
1 credit
- GOLD® Introduction**
2h 0m / 0%
Free

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After selecting your course, you'll see the course overview screen.

Each course is separated into several different topics called interests. You can choose to complete the interests in a course in the order that best suits you.

Hover over an interest bubble to see a description of that interest, an estimated time to completion, and a % of completion.

The image displays two screenshots of the MyTeachingStrategies web application interface. The top screenshot shows the 'My Courses' page for 'Interrater Reliability'. It features a central bubble titled 'Objectives for Development and Learning' with a duration of '10h 0m / 0%' and a 'Free' status. Surrounding this central bubble are several other bubbles representing different interests: 'Social-Emotional Development', 'Physical Development', 'Language', 'Cognitive', 'Exploring the Objectives', and 'Learn how children typically learn English as a second language and what you can do to support them as they learn to speak and understand English in your classroom.' (1h 0m / 0%). The bottom screenshot shows the 'Interests' page for the same course. It features a central bubble titled 'Exploring the Objectives' with a duration of '2m / 0%'. Surrounding this central bubble are several other bubbles representing different interests: 'The Whole Child: Ten Areas of Development' (5m / 0%), 'Understanding and Using Progressions' (7m / 0%), 'Anatomy of a Progression' (8m / 0%), 'Strategies That Support Children's Development and Learning' (15m / 0%), 'Application: Planning for Your Practice' (30m / 0%), and 'Welcome' (2m / 0%).

MyTeachingStrategies™

Teach Assess Develop Report Family MC

Interrater Reliability My Courses

5 credits available

Objectives for Development and Learning

10h 0m / 0% Free

Learn how children typically learn English as a second language and what you can do to support them as they learn to speak and understand English in your classroom.

1h 0m / 0%

Exploring the Objectives

Physical Development

Language

Cognitive

MyTeachingStrategies™

Teach Assess Develop Report Family MC

Interrater Reliability My Courses

5 credits available

Exploring the Objectives

The Whole Child: Ten Areas of Development

5m / 0%

Understanding and Using Progressions

7m / 0%

Anatomy of a Progression

8m / 0%

Strategies That Support Children's Development and Learning

15m / 0%

Application: Planning for Your Practice

30m / 0%

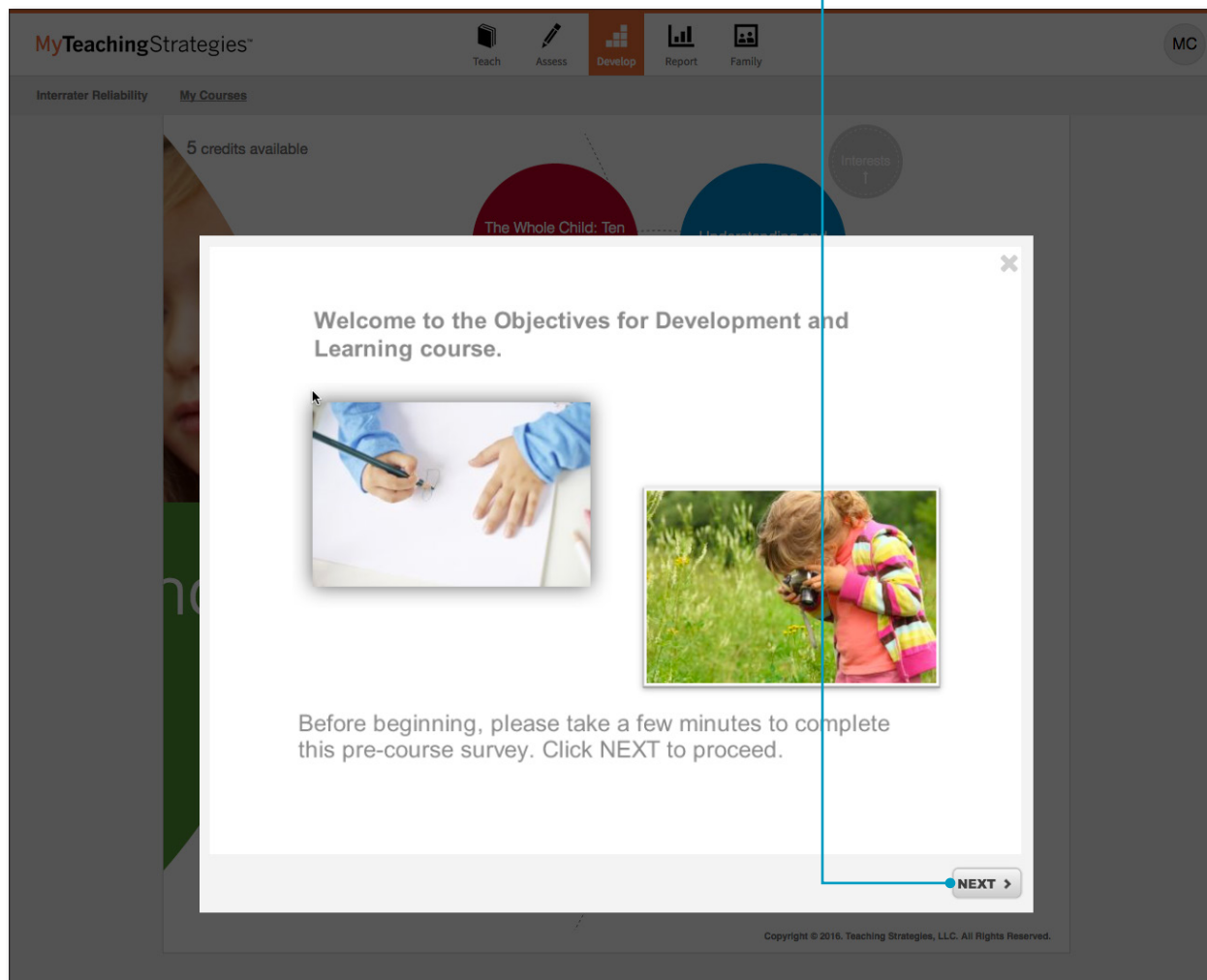
Welcome

2m / 0%

Select a section to begin that part of the course.

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Use the navigation buttons on the bottom of each screen to follow the on-screen text to view lesson videos and questions.



Once you have completed each component of an interest, you will see a 100% completion for that interest. Once all interests read 100%, you will have completed the course and will receive a certificate.

My**Teaching**Strategies™

Report

To access the Report area, select the graph icon from the main navigation bar.

How-To Guide for Administrators



Report Landing Page

When you enter the Report area, you'll see a menu of all available reports.

Use **VIEW REPORT IMAGES** or **VIEW REPORT DESCRIPTIONS** to customize your view.

Select the **INFORMATION ICON** to see a description of the report.

Select the **GO** button beneath a report to generate that specific report.

The screenshot shows the 'MyTeachingStrategies' interface for a user named 'Sidney's MyTS K Class'. The top navigation bar includes icons for 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The 'Report' icon is highlighted. Below the navigation bar, there's a 'Reports' section with a 'Reports Queue' tab. On the left, a sidebar shows 'I want to...' with options 'View Report Images' and 'View Report Descriptions'. The main area is titled 'Generate a Report' and displays a grid of 12 report cards, each with a preview image, a title, and a 'Go' button. The reports are: Class Profile, Individual Child, Report Card, Development and Learning, Documentation Status, Assessment Status, Snapshot, Snapshot (Birth Through Third Grade), Snapshot By Dimension, Alignment Report: Fall 2013/2014, Comparison, and Blank. Each report card has an information icon (i) in the bottom right corner.

Class Profile

The Class Profile report compares information about the children at the class level with widely held expectations for their age or class/grade during a particular checkpoint period. This report can help teachers in your program inform and support planning for small- and large-group activities, as well as activities for individual children. This report can be viewed along with teachers' lesson plans to show intentional planning for all children in your program.

To create a Class Profile report, access the Report area, and then select **GO** for the Class Profile report.

When should I use the Class Profile report?

This report can be generated on a weekly basis to help teachers plan lessons. It allows you to see at what level groups of children are demonstrating their skills, knowledge, and abilities. This also can assist in planning and scaffolding for small-group activities.

Report Criteria

Customize your report by selecting the appropriate **ORGANIZATION**, **PROGRAM**, **SITE**, **TEACHER**, **CLASS**, **CHECKPOINT PERIOD**, **AGE** or **CLASS**, and which levels to include.

The screenshot shows the 'Class Profile' report generation interface in the MyTeachingStrategies application. The interface is divided into a sidebar and a main content area. The sidebar contains navigation tabs: Teach, Assess, Develop, Report (selected), and Family. The main content area is titled 'Class Profile' and contains several filter sections:

- Class:** Includes dropdown menus for Organization (MyTeachingStrategies Demo Organization), Program, Site, Teacher, and Class.
- Checkpoint Period:** Includes radio buttons for Fall 2016/2017 and Winter 2016/2017 (selected).
- Age or Class/Grade:** Includes a list of checkboxes for various age and grade levels: All (selected), Red - Birth to 1 year, Orange - 1 to 2 years, Yellow - 2 to 3 years, Green - Preschool 3 class/grade, Blue - Pre-K 4 class/grade, Purple - Kindergarten, Pink - 1st Grade, Silver - 2nd Grade, and Brown - 3rd Grade.
- Include:** Includes radio buttons for All Levels (Preliminary, Unfinalized, Finalized) (selected), Checkpoint Level (Finalized or Unfinalized), and Finalized Checkpoint Level.

On the right side of the interface, there is a 'Report Summary' section that displays the selected criteria. Below the summary is a 'Generate Report' button. A blue line with a question mark icon points to the 'Generate Report' button, and a blue line with the text 'Select GENERATE REPORT.' points to the same button.

Report Results

Select **PRINT** to print your report.

The screenshot shows the MyTeachingStrategies interface. At the top, there are navigation tabs: Teach, Assess, Develop, Report (selected), and Family. Below these are sub-tabs: Class Profile, Documentation Status, Assessment Status, Individual Child, Development and Learning, Report Card, Snapshot, Alignment, and Class List. A 'Print' button is visible on the left. The main content area is titled 'Class Profile' and includes the following information:

- Checkpoint Period: Winter 2016/2017 — All Levels (Preliminary, Unfinalized, Finalized)
- Class: Kindergarten
- Age or Class/Grade: All
- Generated On: February 07, 2017

Below this is the 'Social-Emotional' table. The table has columns for Objectives / Dimensions, Class/Grade, Not Yet, and levels 1 through 13. The data is as follows:

Objectives / Dimensions	Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13
1a. Manages feelings	Kindergarten (Purple)						Alano Rodriguez, Kileah Coates, Raegen Sommers	Caitlyn Rabowski, Dylan Rubenstein, Isaiah Lutz, Jessica Bowman, Jocelyn Santiago, Lily Peterson, Nathaniel Roberts, Nicholas Vicoletti, Robert Franco, Sarah Foster	Sebastian Carter, Taylor Boyd, Tristan Brown						
1b. Follows limits and expectations	Kindergarten (Purple)						Alano Rodriguez, Lily Peterson, Nathaniel Roberts, Raegen Sommers, Robert Franco, Sarah Foster, Sebastian Carter, Taylor Boyd, Tristan Brown	Caitlyn Rabowski, Dylan Rubenstein, Isaiah Lutz, Jessica Bowman, Jocelyn Santiago, Kileah Coates, Nicholas Vicoletti							
1c. Takes care of own needs appropriately	Kindergarten (Purple)						Alano Rodriguez, Dylan Rubenstein, Jocelyn Santiago, Kileah Coates, Lily Peterson, Nathaniel Roberts, Sarah Foster	Caitlyn Rabowski, Isaiah Lutz, Jessica Bowman, Nicholas Vicoletti, Robert Franco, Sebastian Carter, Taylor Boyd, Tristan Brown	Raegen Sommers						

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At the top of the report you will see a summary of the information represented in the report.

The numbers at the top of the table correspond to the level.

Levels for the widely held expectations for the age or class/grade represented will be filled in with color.

Each area of development and learning is represented in its own table.

Individual Child

The Individual Child report summarizes a single child's knowledge, skills, and abilities as compared to the child's age or class/grade-appropriate widely held expectations. This report will inform and support planning for individual children. You should use this report when you need to focus in on one child at a time and/or track each child's development and learning over time. The information about an individual child can also be shared with other stakeholders to discuss and plan for supporting their needs. This report is an especially helpful resource to use for IFSP/IEP planning, as well as for tracking progress across multiple checkpoint periods.

To create an Individual Child report, access the Report area, and then select **GO** for the Individual Child report.

When should I use the Individual Child report?

This report can be generated by teachers on a weekly basis for lesson planning specifically for children that require additional support. This can assist in planning and scaffolding for individual children and can assist as you help teachers with setting goals. This would also be an appropriate report to use when discussing progress that a child has made from one checkpoint period to the next.

Report Criteria

Customize your report by selecting the appropriate **ORGANIZATION, PROGRAM, SITE, TEACHER, CLASS, CHILDREN, CHECKPOINT PERIOD**, specific, and which levels to include.

Select **GENERATE REPORT**.

Report Results

Select **REPORT FILTER** to adjust your report criteria.

Select **PRINT** to print your report.

Individual Child Report: Bella Fernandez

Birth Date: April 14, 2010
 Checkpoint Periods: Winter 2016/2017
 Generated On: February 06, 2017

Literacy

Objectives / Dimensions	Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
15a Notices and discriminates rhyme	Preschool 3 class/grade						Winter 2016/2017*														
15b Notices and discriminates alliteration	Preschool 3 class/grade				Winter 2016/2017*																

Mathematics

Objectives / Dimensions	Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
20a Counts	Preschool 3 class/grade					Winter 2016/2017*											
20b Quantities	Preschool 3 class/grade					Winter 2016/2017*											

Information for each objective area will be represented in its own table.

At the top of the report you will see a summary of the information represented in the report.

Assigned checkpoint levels are visible within the appropriate level on the progression.

The numbers at the top of the table correspond to the level.

Levels for the widely held expectations for the age or class/grade represented will be filled in with color.

Report Card

The Report Card provides up-to-date information for families about their child's skills, knowledge, and abilities. This report displays information about the child's current abilities, as well as what next steps can be expected.

To create a Report Card, access the Report area, and then select **GO** for the Report Card.

When should I use the Report Card?

The Report Card can be used after each checkpoint period to communicate with family members. The Report Card takes information directly from the checkpoint decisions a teacher has made for each child and organizes the information in a way that a family member can independently understand. This report is most appropriate for kindergarten classes or above.

Report Criteria

Customize your report by selecting the appropriate **CHECKPOINT PERIOD**, **ORGANIZATION**, **PROGRAM**, **SITE**, **TEACHER**, **CLASS**, **CHILDREN**, **OBJECTIVES AND DIMENSIONS**, and **LANGUAGE**.

Select **GENERATE REPORT**.

The screenshot shows the MyTeachingStrategies interface. At the top, there are navigation icons for Teach, Assess, Develop, Report (highlighted), and Family. The user is logged in as 'Kindergarten MC'. The main navigation bar includes Class Profile, Documentation Status, Assessment Status, Individual Child, Development and Learning, Report Card (active), Snapshot, Alignment, and Class List. The Report Card section is titled 'Report Card' and contains instructions: 'To create this report, select a checkpoint period, at least one child, and at least one objective/dimension, then select "Generate Report."'. Below this are several sections for customization: 'Checkpoint Period' with radio buttons for 'Fall 2016/2017' and 'Winter 2016/2017' (selected); 'Select Children' with dropdowns for Organization (MyTeachingStrategies Demo Organization), Program, Site, Teacher, and Class, and a table for Children with a checked 'Child' and an empty 'Status' column; 'Select objectives and dimensions +' with a plus icon; and 'Language' with radio buttons for 'English' (selected) and 'Spanish'. On the right, a 'Report Summary' sidebar lists the selected values: Checkpoint Period (Winter 2016/2017), Organization (MyTeachingStrategies Demo Organization), Program, Site, Teacher, Class, Children, Objectives / Dimensions (All), and Language (English). A 'Generate Report' button is at the bottom right. Annotations with blue lines and dots point to various elements: a question mark icon points to the 'Select Children' section; lines point to the 'Checkpoint Period', 'Organization', 'Program', 'Site', 'Teacher', 'Class', 'Children', 'Select objectives and dimensions', and 'Language' sections; and a line points to the 'Generate Report' button.

Development and Learning

The Development and Learning report highlights a child's strengths in particular areas of development and learning. Many teachers and administrators use this report to communicate with other stakeholders about a child's development. This allows educators to clearly and concisely discuss the areas in which a child is able to demonstrate his or her abilities and allows a team of educators and family members to make a plan to support the child's continued growth.

To create a Development and Learning report, access the Report area, and then select **GO** for the Development and Learning report.

Report Criteria

Customize your report by selecting the appropriate **ORGANIZATION**, **PROGRAM**, **SITE**, **TEACHER**, **CLASS**, **CHILDREN**, **CHECKPOINT PERIOD**, **AREAS OF DEVELOPMENT AND LEARNING**, which levels to include, and **LANGUAGE**. You can also choose to show Objective and Dimension numbers.

When should I use the Development and Learning report?

This report can be generated as soon as your teachers enter preliminary checkpoint information. This is a good report to use to communicate with family members and to include in a child's file at the end of the school year. This report provides a good alternative to the Report Card for younger children.

MyTeachingStrategies™

Teach Assess Develop Report Family

Kindergarten MC

Class Profile Documentation Status Assessment Status Individual Child **Development and Learning** Report Card Snapshot Alignment Class List

Development and Learning Report

Select Children

Organization * MyTeachingStrategies Demo Organization

Program *

Site *

Teacher *

Class *

Children ☒ Select All ☐ Deselect All

Checkpoint Period

☐ Fall 2016/2017 ☒ Winter 2016/2017

Areas of Development and Learning

☒ Social-Emotional

☒ Physical

☒ Language

☒ Cognitive

☒ Literacy

☒ Mathematics

Include

☒ All Levels (Preliminary, Unfinalized, Finalized)

☐ Checkpoint Level (Finalized or Unfinalized)

☐ Finalized Checkpoint Level

Show

☐ Objective and Dimension numbers (Not recommended when sharing with parents)

Language

☒ English

☐ Spanish

Report Summary

Organization *

MyTeachingStrategies Demo Organization

Program *

Site *

Teacher *

Class

Children

None

Checkpoint Period

Winter 2016/2017

Areas of Development and Learning

Social-Emotional

Physical

Language

Cognitive

Literacy

Mathematics

Include

All Levels (Preliminary, Unfinalized, Finalized)

Show

None

Language

English

Generate Report

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Select **GENERATE REPORT**.

Report Results

MyTeachingStrategies™ Teach Assess Develop Report Family Kindergarten MC

Class Profile Documentation Status Assessment Status Individual Child **Development and Learning** Report Card Snapshot Alignment Class List

Development and Learning Report: Bella Fernandez

Date: February 07, 2017
Class: Preschool
Teacher: Megan Colburn
Child: Bella Fernandez
Areas of Development and Learning: Mathematics
Period: Winter 2016/2017 — All Levels (Preliminary, Unfinalized, Finalized)

This report highlights your child's strengths in particular areas of development and learning.

Mathematics

Currently, Bella:

(20a) Verbally counts to 10; counts up to five objects accurately, using one number name for each object
(20b) Recognizes and names the number of items in a small set (up to five) instantly; combines and separates up to five objects and describes the parts
(20c) Identifies numerals to 10 by name and connects each to counted objects
(20d) Not yet understanding and using place value and base ten
(20e) Not yet applying properties of mathematical operations and relationships
(20f) Not yet applying number combinations and mental number strategies in mathematical operations
(21a) Is beginning to use and make simple sketches, models, or pictorial maps to locate objects
(21b) Is beginning to describe basic two- and three dimensional shapes by using own words; recognizes basic shapes when they are presented in a new orientation
(22a) Uses multiples of the same unit to measure; uses numbers to compare; knows the purpose of standard measuring tools
(22b) Is beginning to know usual sequence of basic daily events
(22c) Is beginning to know a few ordinal numbers
(23) Is beginning to recognize, create and explain more complex repeating and simple growing patterns

Next Bella will:

- (20a) Begin to verbally count to 20; count 10-20 objects accurately; know the last number states how many in all; tells what number (1-10) comes next in order by counting
- (20b) Begin to make sets of 6-10 objects and then describe the parts; identify which part has more, less, or the same (equal); count all or count on to find out how many
- (20c) Begin to identify numerals to 20 by name and connect each to counted objects; represent *how many* by writing one-digit numerals and some two-digit numerals
- (20d) Begin to indicate base-ten equivalents for numbers 11 to 19 using objects and drawings; may use simple equations
- (20e) Begin to solve addition and subtraction word problems of whole numbers within 10 using a variety of strategies (counting objects or fingers, counting on, counting back); makes number pairs within 10
- (20f) Begin to add and subtract whole numbers fluently within 5
- (21a) Use and make simple sketches, models, or pictorial maps to locate objects
- (21b) Describe basic two- and three dimensional shapes by using own words; recognize basic shapes when they are presented in a new orientation
- (22a) Begin to use measurement words and some standard measurement tools accurately
- (22b) Know usual sequence of basic daily events
- (22c) Know a few ordinal numbers
- (23) Recognize, create and explain more complex repeating and simple growing patterns

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At the top of the report you will see a summary of the information represented in the report.

Information for each objective area will be represented in its own table.

The report will first outline the skills and abilities the selected child currently displays.

Below, the report will outline the skills and abilities the child will likely display next.

Documentation Status

The Documentation Status report will help you see, at a glance, where teachers may need more information to plan activities and observations. It shows how many times teachers associated the objective/dimension with documentation for individual children.

To create a Documentation Status report, access the Report area and select **GO** for the Documentation Status report. The report will automatically generate for the current checkpoint period for the highest level of your administrative access.

Report Results

When should I use the Documentation Status report?

This report can be generated on a weekly basis to help you assist teachers plan for activities and observations. This will help you and your teachers understand who and what has not been observed for specific objectives and dimensions. Encourage your teachers to use this report before the checkpoint is started to ensure that there is sufficient documentation to make the checkpoint decision.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Documentation Status Assessment Status Class Profile Individual Child Development and Learning Report Card Snapshot Alignment Data Export

Report Filter

Print

< Back to Documentation Status Criteria

Documentation Status

Current View

General Documentation for All Teachers in Site Marketing Demo Site

Areas of Development:
Social-Emotional

Period: Winter 2016/2017

** Please note that the number in the **Documentation Count** column will often be less than the total of the items listed under dimensions. When a piece of documentation is tied to more than one dimension it will appear for each dimension, but will only be counted once under **Documentation Count**.*

Social-Emotional

Teacher	2c	Documentation Count
Kindergarten Ben Suttler	0	1
Kindergarten Caitlin Taylor	0	1
Kindergarten Carly Roszkowski	0	1
Kindergarten Courtney Beddia	0	1
Kindergarten Kate McNally	0	1
Infants, Toddlers, and Twos Megan Colburn	1	0
Kindergarten Megan Colburn	0	1
Kindergarten Rebecca Llontop	0	1

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To customize your report, select **BACK TO DOCUMENTATION STATUS CRITERIA**.

Each area of development and learning is represented in its own table.

The final column provides a summary of total documentation collected for your organization(s), program(s), site(s), teacher(s), and class(es).

The first row of the table identifies the objective/dimension.

Report Criteria

The screenshot shows the 'Create a Documentation Status Report' interface in MyTeachingStrategies. The interface is divided into several sections: 'Select Children', 'Documentation Type', 'Checkpoint Period', 'Select objectives and dimensions', and a 'Documentation Report Summary' on the right. Five numbered callouts provide instructions:

- 1** Use the **CLASS** drop-down menu to select a class, and choose which children to include in your report.
- 2** General documentation will be pre-selected for the **DOCUMENTATION TYPE**.
- 3** Select a **CHECKPOINT PERIOD**.
- 4** Select the objectives and dimensions to include in the report. All objectives and dimensions will be pre-selected. Click **DESELECT ALL** to clear all selections.
- 5** Click **SUBMIT** to view your report.

Assessment Status

The Assessment Status report will tell you how far your programs have progressed in completing assessments for this checkpoint. Continue to generate this report throughout the checkpoint period until all status bars are colored green. This report will also show which programs are missing ratings by area.

To create an Assessment Status report, access the Report area and then select **GO** for the Assessment Status report. The report will automatically generate for the current checkpoint period.

When should I use the Assessment Status report?

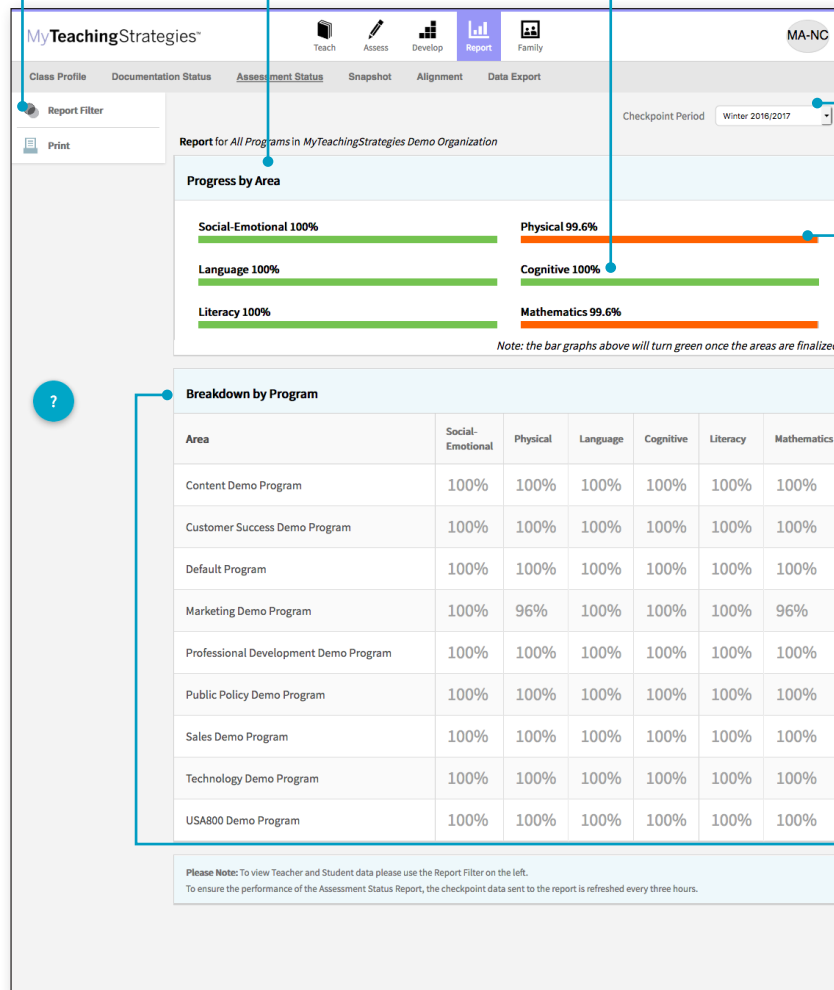
This report should be generated on a regular basis starting two weeks before the checkpoint due date. This will allow you to monitor your programs' progress as they complete the checkpoint. A few days before the checkpoint due date, the report should show 100% finalization for each area.

Report Results

To customize your report, select **REPORT FILTER**.

The top of the report provides a summary of your programs' checkpoint progress.

A green bar indicates a finalized area.



Use the **CHECKPOINT PERIOD** drop-down menu to change the checkpoint viewed.

A solid orange bar indicates a completed area that has not been finalized. A partially filled bar indicates the percentage of completion for that area.

The bottom of the report shows the checkpoint percentage of completion for each area by program. Use the Report Filters to show data at the site or class level.

Report Criteria

Use the **ORGANIZATION**, **PROGRAM**, **SITE**, **TEACHER**, and **CLASS** drop-down menus to customize your report, and select which children to include.

Select an **ASSESSMENT AREAS**.

Select a **CHECKPOINT PERIOD**.

Click **SUBMIT** to view your report.

Assessment Status Report

Select Children

☐ Select multiple entities

Organization
MyTeachingStrategies Demo Organization

Program
All Programs

Site
All Sites

Teacher
All Teachers

Class
All Classes

Children
☒ Select All
☐ Deselect All

Assessment Areas

☒ Social-Emotional
☐ Physical
☐ Language
☐ Cognitive
☐ Literacy
☐ Mathematics

Checkpoint Period

☐ Fall 2016/2017
☒ Winter 2016/2017

Report Summary

Organization
MyTeachingStrategies Demo Organization

Program
All Programs

Site
All Sites

Teacher
All Teachers

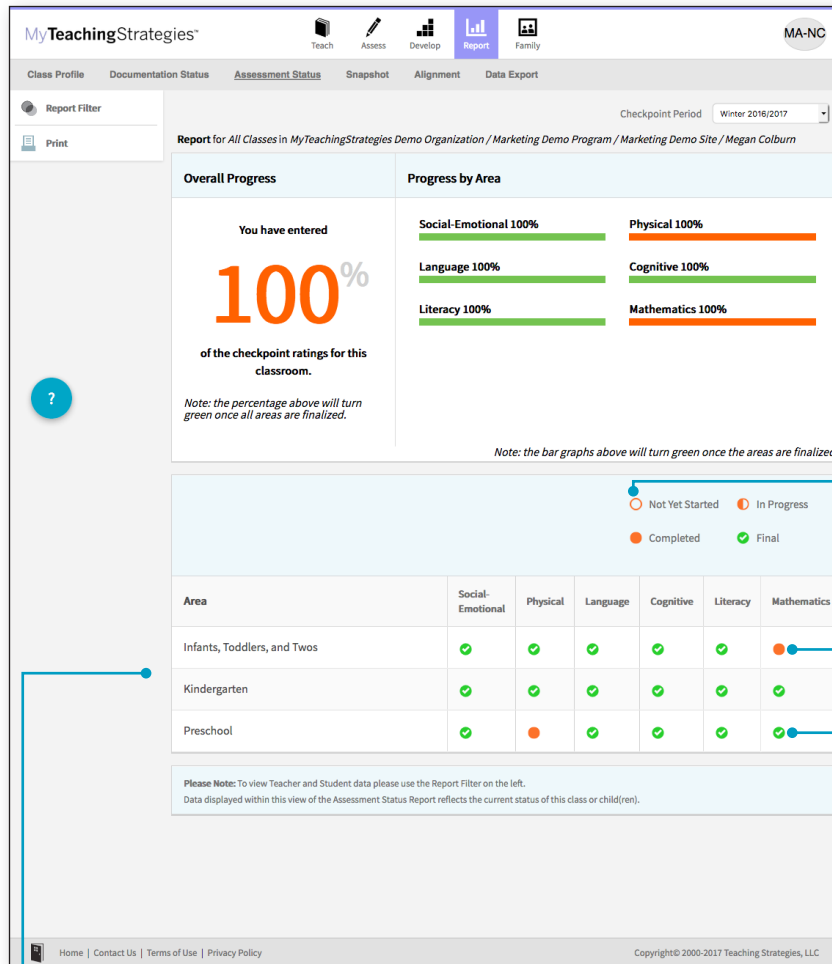
Class
All Classes

Children
None

Assessment Areas
Social-Emotional

Checkpoint Period
Winter 2016/2017

You can also review the report by teacher or class, which will provide information on whether checkpoint levels are not yet started, in progress, completed, or final.



An empty circle indicates that the checkpoint has not been started for that particular objective/dimension.

A complete orange circle indicates that the checkpoint has been completed for that particular objective/dimension but not finalized.

A complete green circle with a checkmark indicates that the checkpoint has been finalized for that particular objective/dimension.

The bottom of the report shows your checkpoint status for each objective/dimension for each class or child.

Snapshot

The Snapshot report displays assessment results at a given point in time. It allows you to see child outcomes data in two ways: by areas of development and learning, and by objective/dimension. The Snapshot report is commonly used at the first checkpoint of the year so that administrators can identify the strengths and areas of need that children have upon entering the program. This helps administrators identify professional resources and support that teachers may need based on the unique Snapshot report for each class.

To create a Snapshot report, access the Report area, and then select **GO** for the Snapshot report.

When should I use the Snapshot report?

This report can be used at anytime to view child outcomes data by area, objective, and dimension. This is a great report to use when sharing aggregate outcomes information with stakeholders. Administrators can also use this data to inform professional development planning.

Name	Requested By	Run On	Last Update	Status	Output Format
Snapshot	Megan Colburn	02/06/2017 11:45	02/06/2017 11:45	In Progress	
Snapshot	Megan Colburn	01/29/2017 14:49	01/29/2017 14:49	Completed	Table Graph

After launching the report, select **GENERATE REPORT**.

Report Criteria

< Back to report status list

Snapshot

☐ Select multiple entities

Organization MyTeachingStrategies Demo Organization

Program All Programs

Site All Sites

Teacher All Teachers

Class All Classes

Children ☒ Select All ☐ Deselect All

Checkpoint Period

☐ Fall 2016/2017

☒ Winter 2016/2017

Include Data

☒ By Area

☐ By Objective/Dimension

Include

☒ Checkpoint Level (Finalized or Unfinalized)

☐ Finalized Checkpoint Level

Output Selection

☒ Widely Held Expectations

☐ GOLD Readiness (Kindergarten Entry for Pre-K Children)

Output Type

Summarize By Organization

Report Summary

Organization MyTeachingStrategies Demo Organization

Program All Programs

Site All Sites

Teacher All Teachers

Class All Classes

Children None

Checkpoint Period Winter 2016/2017

Include Data By Area

Include Checkpoint Level (Finalized or Unfinalized)

Output Selection Widely Held Expectations

Summarize By Organization

Generate Report

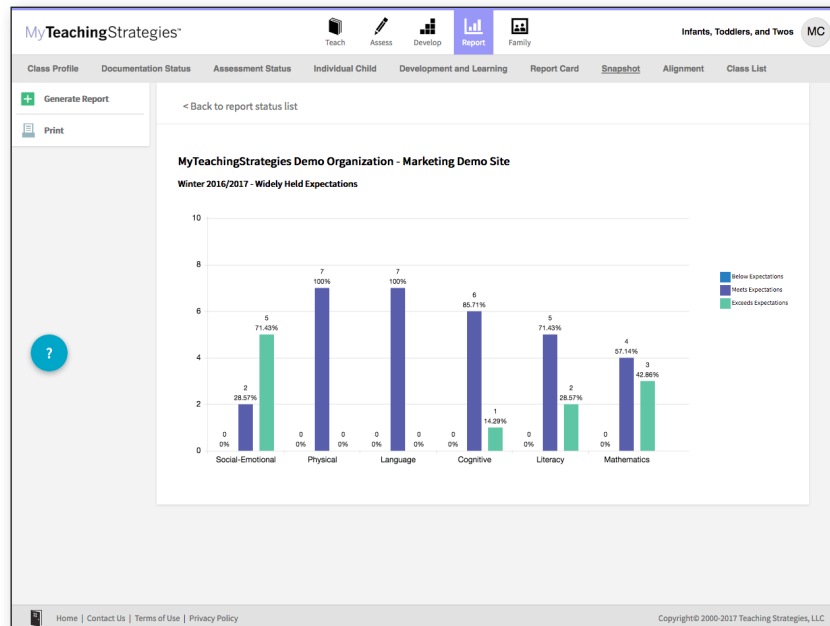
To show information for multiple organizations, programs, sites, teachers, or classes, check the box next to **SELECT MULTIPLE ENTITIES**.

Customize your report by selecting the appropriate **ORGANIZATION, PROGRAM, SITE, TEACHER, CLASS, CHILDREN, CHECKPOINT PERIODS**, which data and levels to include, and your **OUTPUT TYPE**.

Select **GENERATE REPORT**.

Report Results

The Snapshot report can be viewed in either a table or graph format.



The Table output displays a table for each organization, program, site, class, or child you choose to include in the report output. For each area of development and learning, or for each objective/dimension, the number and percentage under the Below, Meeting, and Exceeding columns represent the number and percentage of children whose skills, knowledge, and abilities were below, meeting, or exceeding widely held expectations for the selected checkpoint period.

	Below	Meeting	Exceeding
Social-Emotional	0 / 0%	2 / 28.57%	5 / 71.43%
Physical	0 / 0%	7 / 100%	0 / 0%
Language	0 / 0%	7 / 100%	0 / 0%
Cognitive	0 / 0%	6 / 85.71%	1 / 14.29%
Literacy	0 / 0%	5 / 71.43%	2 / 28.57%
Mathematics	0 / 0%	4 / 57.14%	3 / 42.86%

The Graph output displays a bar graph for each organization, program, site, class, or child you choose to include in the report output. The X axis represents the areas of development and learning, or the objectives/dimensions, and the Y axis represents the number of children with data. The color-coded key will show which bar represents the number and percentage of children whose skills, knowledge, and abilities were below, meeting, or exceeding widely held expectations for the selected checkpoint period.

Snapshot (Birth through Third Grade)

The Snapshot (Birth Through Third Grade) report, generated only from checkpoint data associated with the objectives for development and learning for birth through third grade, displays a group's assessment results at a given point in time, enabling you to see which children are below, meeting, and exceeding the widely held expectations for each area. The report can be organized by entity, by colored band, and, for teachers, by class. You can view it in HTML, as a PDF, or in Excel.

To create a Snapshot (Birth Through Third Grade) report, access the Report area, and then select **GO** for the Snapshot (Birth through Third Grade) report.

Report Criteria

When should I use the Snapshot (Birth Through Third Grade) report?

This report is commonly used by teachers to review how their class is performing overall compared to widely held expectations to the class' age(s) or class(es)/grade(s).

- 1 In **STANDARDS AND MEASURES**, choose to generate the report at the area, objective, or dimension level (areas selected by default). You can also pick and choose areas, objectives, and/or dimensions.
- 2 In **CHILDREN**, select a classroom.
- 3 In **DEMOGRAPHICS**, filter by gender, language, and any other child demographic field.
- 4 In **CHECKPOINT PERIOD**, choose a checkpoint period. The current period will be selected by default. Please note that only checkpoint periods associated with the objectives for development and learning for birth through third grade will be available.
- 5 In **FORMAT**, customize the output of the report.

The screenshot shows the 'Snapshot Report' configuration page in the MyTeachingStrategies application. The interface includes a top navigation bar with icons for Teach, Assess, Develop, Report, and Family. The main content area is titled 'Snapshot Report' and contains several expandable sections. Callout 1 points to the 'Standards and Measures' section, which is expanded to show 'GOLD Areas, Objectives, and Dimensions' with sub-options for Areas, Objectives, and Dimensions. Callout 2 points to the 'Children' section. Callout 3 points to the 'Demographics' section, which is expanded to show 'All Demographics Selected'. Callout 4 points to the 'Checkpoint Period' section, which is expanded to show 'Fall 2017/2018' and radio buttons for 'Unfinalized and Finalized Checkpoint Levels'. Callout 5 points to the 'Format' section, which is expanded to show 'Organization Name: GOLD 2.0 Test Org', 'Profile of Children Included in this Report', and 'Appendix: Report Criteria'. Callout 6 points to the 'Charts & Graphs' section, which is expanded to show 'Summary by Colored Band', 'Summary by Child', 'Summary by Class', and a checked option for 'Show Summary by Class (GOLD Standards and Measures only)'. Callout 7 points to the output format buttons at the bottom: 'VIEW AS HTML', 'VIEW AS PDF', and 'VIEW AS EXCEL'. A red warning message states: 'This Snapshot report may only be generated using data from checkpoint periods associated with the objectives for development and learning for birth through third grade.' The footer includes links for Home, Help, Contact Us, System Requirements, and Privacy Policy, along with copyright information for Teaching Strategies, LLC.

In **CHARTS & GRAPHS**, choose to generate the report by Colored Band, by Child, or by Class (selected by default).

Select **VIEW AS HTML**, **VIEW AS PDF** or **VIEW AS EXCEL**.

8

The report will appear on the Reports Queue. Select **TABLE** to open the report output.

MyTeachingStrategies™

Teach Assess Develop Report Family

Preschool (Green) 14 MM

Reports Reports Queue

Reports Queue

« 1 2 3 »

Title	Generated On	Status	Output
B3Snapshot	10/30/2017@03:56 PM	Completed	Table

Report Results

GOLD 2.0 Test Org	
Teaching Strategies GOLD® Snapshot Report	
October 30, 2017	
Profile of Children	
Out of 20 possible children, 14 children have enough GOLD data in Fall 2017/2018 to be included in this report.	
Gender:	Male: 88% Female: 32%
Race:	White: 62% Black or African American: 15% Asian Indian: 18% Bangladeshi: 3% Chinese: 3%
Ethnicity:	Not Spanish/Hispanic/Latino: 76% Mexican: 6% Guatemalan: 18%
IFSP/IEP Status:	Children Without IFSP: 97% Children With IFSP: 3% Children Without IEP: 97% Children With IEP: 3%
Funding Source(s):	Child Care: 4 Head Start: 2 Military: 1 Private: 8
Age or Class/Grade:	Birth to 1 year (Red): 6% 1 to 2 years (Orange): 12% 2 to 3 years (Yellow): 3% Preschool 3 class/grade (Green): 26% Pre-K 4 class/grade (Blue): 9% Kindergarten (Purple): 35% 2nd Grade (Silver): 3% 3rd Grade (Brown): 3%
Primary Language:	English: 74% Spanish: 24% Chinese (all dialects): 3%

Note: At the beginning of the year, it is appropriate for a student's skills and abilities to fall below widely held expectations for his age or class/grade because he may not have received instruction for that level. In Kindergarten, for example, we would expect him to come into Kindergarten with those skills represented just before the purple color band begins, or where blue meets purple but doesn't overlap.

If included, the report output will include a Profile of Children, which will state how many child records had enough data to be included in the report and a breakdown of demographic information.

Table 1: Social-Emotional by Program									
Class Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
Preschool (Green)	9	56%	42.3	6	33%	46.7	3	17%	57.7

Table 2: Physical by Program									
Class Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
Preschool (Green)	14	74%	20.7	5	26%	21.2			

Table 3: Language by Program									
Class Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
Preschool (Green)	9	64%	20.0	5	36%	38.0			

Table 4: Spanish Language by Program									
Class Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
Preschool (Green)				1	100%	52.0			

Table 5: Cognitive by Program									
Class Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
Preschool (Green)	4	67%	45.8	2	33%	62.0			

Table 6: Literacy by Program									
Class Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
Preschool (Green)	9	64%	20.0	5	36%	38.0			

Table 7: Spanish Literacy by Program									
Class Name	Below			Meeting			Exceeding		
	Count	%	Mean	Count	%	Mean	Count	%	Mean
Preschool (Green)				1	100%	58.0			

Each area, objective, or dimension will appear in its own table. The Widely Held Expectations information for each area, objective, or dimension will include the number of children, the percentage of children, and the average score for children whose skills, knowledge, and abilities are below, meeting, or exceeding widely held expectations.

Snapshot by Dimension

The Snapshot by Dimension report can be generated by teachers from checkpoint data associated with the objectives for development and learning for either birth through kindergarten or birth through third grade. The report displays the levels of a given objective or dimension, showing the number or percentage of children at levels along the progression.

To create a Snapshot by Dimension report, access the Report area and select **GO** for the Snapshot by Dimension report.

When should I use the Snapshot by Dimension report?

This report is commonly used by teachers to visually compare their assessment results for their class, using colored bands, against widely held expectations.

Report Criteria

- 1 Under **SELECT CHILDREN**, select a class and/or children.
- 2 You have the option to filter under **CHILD DEMOGRAPHICS**.
- 3 Select a **CHECKPOINT PERIOD**. It is defaulted to include the current period.

Selecting a previous checkpoint associated with birth through kindergarten data will display the birth through kindergarten objectives/dimensions and progressions.

Selecting a current checkpoint associated with birth through third grade data will display the birth through third grade objectives/dimensions and progressions.
- 4 Under **INCLUDE DATA**, determine whether to include specific objectives/dimensions. It is defaulted to include all.
- 5 Select **FINALIZED OR UNFINALIZED CHECKPOINT LEVEL** or **FINALIZED CHECKPOINT LEVEL**.

MyTeachingStrategies™

Preschool (Green) 14 MM

Reports Reports Queue

Back to Reports

Snapshot By Dimension
To create this report, select a checkpoint period, at least one child, and at least one objective/dimension, then select "Generate Report."

Select Children

Class: All Classes

Children: ☒ Select All ☐ Deselect All

Child Demographics +

Checkpoint Period

☐ Fall 2014/2015
☐ Winter 2014/2015
☐ Spring 2014/2015
☐ Summer 2014/2015
☐ Fall 2015/2016
☐ Winter 2015/2016
☐ Spring 2015/2016
☐ Summer 2015/2016
☐ Fall 2016/2017
☐ Winter 2016/2017
☐ Spring 2016/2017
☐ Summer 2016/2017
☒ Fall 2017/2018
☐ Winter 2017/2018

Include Data

☒ By Objective/Dimension

Select objectives and dimensions +

Include

☒ Finalized or Unfinalized Checkpoint Level
☐ Finalized Checkpoint Level

Report Summary

Class
All Classes

Children
None

Child Demographics
All

Checkpoint Period
Fall 2017/2018

Include Data
By Objective/Dimension

Objectives / Dimensions
All

Include
Finalized or Unfinalized Checkpoint Level

Generate Report

- 6 Select **GENERATE REPORT**.

7

You will be taken to the Reports Queue, where you can view the report as a table or as a downloaded export file.

MyTeachingStrategies™

Teach Assess Develop Report Family

Preschool (Green) MM

Reports Reports Queue

Reports Queue

« < 1 2 3 > »

Title	Generated On	Status	Output
SnapshotByDimension	10/30/2017@02:55 PM	Completed	Table Download Export File

Both report outputs list a table for each included area.

The objectives/dimensions appear listed down the left side of each table, each including a row for any available ages or classes/grades.

Each row will show the number and percentage of children whose skills, knowledge, and abilities were evaluated at each level for each objective/dimension.

Snapshot By Dimension

Please Note: The Snapshot by Dimension report is refreshed every three hours to reflect updated data.

Checkpoint Period: Fall 2017/2018

Table 1: Social-Emotional

Objectives / Dimensions	Age or Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13
1a. Manages feelings	Preschool 3 class/grade			2 28.57%		1 14.29%		3 42.86%	1 14.29%						
1b. Follows limits and expectations	Preschool 3 class/grade				3 42.86%		1 14.29%	2 28.57%			1 14.29%				
1c. Takes care of own needs appropriately	Preschool 3 class/grade				1 20%		1 20%	2 40%		1 20%					
2a. Forms relationships with adults	Preschool 3 class/grade							1 25%				3 75%			
2b. Responds to emotional cues	Preschool 3 class/grade				1 25%			1 25%	2 50%						
2c. Interacts with peers	Preschool 3 class/grade				1 25%		2 50%	1 25%							
2d. Makes friends	Preschool 3 class/grade					1 25%			3 75%						
3a. Balances needs and rights of self and others	Preschool 3 class/grade			1 25%			3 75%								
3b. Solves social problems	Preschool 3 class/grade					1 25%	3 75%								

Table 2: Physical

Objectives / Dimensions	Age or Class/Grade	Not Yet	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4. Demonstrates traveling skills	Preschool 3 class/grade			3 100%													
5. Demonstrates balancing skills	Preschool 3			2		1											

Alignment

The Alignment report enables administrators to quickly see how the children in their classrooms are developing in relation to the Common Core State Standards, *The Head Start Child Development and Early Learning Framework*, and the early learning standards for their states.

The Alignment report shows the percentage of children whose knowledge and skills are emerging and the percentage of children who have accomplished the Common Core, Head Start or state standards.

To create an Alignment report, access the Report area, and then select **GO** for the Alignment report.

Report Criteria

When should I use the Alignment report?

This report can be used all year long to see how your assessment data aligns to other standards and measures your program uses.

- 1 Customize your report by selecting the appropriate **ORGANIZATION, PROGRAM, SITE, TEACHER, CLASS, CHILDREN, CHECKPOINT PERIOD, STANDARD(S)**, which levels to include, and if you'd like to include **ARCHIVED CHILDREN**. You also have the ability to filter by specific demographic information under **CHILD DEMOGRAPHICS**.

	Emerging	Accomplished
Standard A	7 / 87.5%	1 / 12.5%
Standard B	7 / 87.5%	1 / 12.5%
Standard C	1 / 12.5%	7 / 87.5%
Standard D	1 / 12.5%	7 / 87.5%
Standard E	7 / 87.5%	1 / 12.5%
Standard F	1 / 12.5%	7 / 87.5%

- 2 Choose an **OUTPUT** type.

- 3 Select **GENERATE REPORT**.

4

You will be taken to the Reports Queue. Once the report has generated, select the **TABLE** link. The report will appear in your browser.

5

Select **PRINT** in the left-hand navigation to print the report. Select Browser Print for an HTML version, or PDF Generation for a PDF version.

Alignment Report - Fall 2016/2017

Head Start Early Learning Outcomes Framework - Pre-K 4 class/grade

Approaches to Learning (48 to 60 Months)

SUB-DOMAIN: COGNITIVE SELF-REGULATION (EXECUTIVE FUNCTIONING)

P-ATL5.1 - Sometimes controls impulses independently, while at other times needs support from an adult.

1a: Manages feelings

Program Name	Current Average Score	End of Year Expectation	Emerging		Accomplished	
			Count	Percent	Count	Percent
GOLD 2.0 Test Org	4.50	8	2	100.00%	0	0.00%
Default Program	4.5	8	2	100.00%	0	0%

P-ATL6.1 - With increasing independence, focuses attention on tasks and experiences for longer periods of time, despite interruptions or distractions.

11a: Attends and engages

1c: Takes care of own needs appropriately

Program Name	Current Average Score	End of Year Expectation	Emerging		Accomplished	
			Count	Percent	Count	Percent
GOLD 2.0 Test Org	5.50	10	12	100.00%	0	0.00%
Default Program	5.5	10	12	100.00%	0	0%

Comparative

The Comparative report, generated from checkpoint data associated with the objectives for development and learning for birth through kindergarten or birth through third grade, enables you to create comparative data by placing your checkpoint ratings for each objective or dimension on a uniform scale.

To begin creating your report, access the Report area and select **GO** for the Comparative report.

When should I use the Comparative report?

Administrators generate the Comparative report at the end of any checkpoint period to compare checkpoint data from one or multiple checkpoint periods to Widely Held Expectations, the National Normative Sample, or *GOLD®* Readiness in a uniform scale.

Report Criteria

- Under **CHECKPOINT PERIOD**, choose one or more desired checkpoint periods. Please note that you can only select checkpoint periods set to the same version of the *GOLD®* objectives and dimensions.
- Under **AREAS OF DEVELOPMENT AND LEARNING**, select whether to include or not include specific areas of development and learning.
- Filter to a specific program, site, class or child under **SELECT CHILDREN**.
- Select which set of expectations you wish to compare your data to including Widely Held Expectations, National Normative Sample or *GOLD®* Readiness.

Widely Held Expectations

Choosing “Widely Held Expectations” enables users to compare data for a group of children to determine if the children’s skills, knowledge and abilities are below, meeting, or exceeding widely held expectations. The widely held expectations are research based, encompassing the developmental milestones from birth through third grade.

National Normative Sample

Choosing “National Normative Sample” enables users to compare their data to a nationally representative sample. This report output differs from the widely held expectations report output in that the range of scores indicating whether a group of children are below, meeting, or exceeding is comprised of the scores of children who have been assessed by *GOLD®* as opposed to the widely held expectations or colored band. Because the *GOLD®* assessment system is based on the objectives for development and learning from birth through third grade, which have not been used nationally for a full year, it does not currently have a national normative sample. You can still compare data for children ages birth through pre-K to 2016–2017 normative scores, but the data will not reflect a normative sample of children from birth through third grade.

GOLD® Readiness

Choosing “*GOLD®* Readiness” enables users to measure a child’s readiness as they move from pre-K towards kindergarten, or as they enter kindergarten. The report output will show a “Readiness Benchmark.” The report output also shows data on the children whose skills, knowledge and abilities are emerging (below the benchmark value) and accomplished (at or above the benchmark value).

- 5 Select a specific **AGE OR CLASS/ GRADE** to include in the report output. Making this selection will also limit results to children who were assessed in that age or class/grade in the checkpoint(s) you choose under "Checkpoint Period."
- 6 Use the **CHILD DEMOGRAPHICS** filter to include archived child records and to filter by any demographic criteria.
- 7 Determine whether to include **FINALIZED OR UNFINALIZED CHECKPOINT LEVEL** or **FINALIZED CHECKPOINT LEVEL**.

The screenshot shows the 'Generate Report' interface. On the left, there are sections for 'Age or Class/Grade' (with radio buttons for Red through Brown), 'Child Demographics' (with a plus icon), 'Include' (with radio buttons for 'Finalized or Unfinalized Checkpoint Level' and 'Finalized Checkpoint Level'), 'Children To Compare' (with radio buttons for 'Children in All Checkpoint Periods', 'Children in Any Checkpoint Period', and a checkbox for 'Combine Meeting/Exceeding Expectations'), and 'Report Level' (with a dropdown menu set to 'Organization' and a checkbox for 'Group Data by Checkpoint Period'). On the right, there is a box titled 'Group Data by Checkpoint Period' with a 'Generate Report' button. Numbered callouts point to various elements: 5 points to the 'Age or Class/Grade' section; 6 points to the 'Child Demographics' section; 7 points to the 'Include' section; 8 points to the 'Children To Compare' section; 9 points to the 'Report Level' dropdown; and 10 points to the 'Generate Report' button.

- 8 Under **CHILDREN TO COMPARE**, select "Children in All Checkpoint Periods" to restrict the children included in the report to those who have data in all selected checkpoint periods. Select "Children in Any Checkpoint Period" to include all children who have data in any of the selected checkpoint periods. Select "Combine Meeting/Exceeding Expectations" to combine the "Meeting" and "Exceeding" columns in the report output into "Meeting/Exceeding."
- 9 Under **REPORT LEVEL**, select the desired level of reporting, which allows for showing data at the top level of your administrative access down to the child level. Unchecking "Group Data by Checkpoint Period" tweaks the output sub-columns of the report to offer an alternative reporting view.
- 10 Select **GENERATE REPORT**.

11

The report will appear on the Reports Queue. Select **TABLE** to open the report output.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Reports Reports Queue

Reports Queue

1 2 3 4 5

Title	Generated On	Status	Output
Comparative	10/27/2017@03:27 PM	Completed	Table
Comparative	10/27/2017@10:33 AM	Completed	Table
Comparative	10/27/2017@10:32 AM	Completed	Table
Comparative	10/27/2017@10:30 AM	Completed	Table

Report Results

Widely Held Expectations

Each area will appear in its own table.

The Widely Held Expectations range for that area for the selected age or class/grade will appear in the second column.

The number of included children, their average score, and the number and percentage of children whose skills, knowledge, and abilities are below, meeting, or exceeding widely held expectations will appear under each selected checkpoint period.

Comparative

Social-Emotional	Widely Held Expectations		Fall 2016/2017							
	Bottom	Top	# Children	Average	# Below	% Below	# Meeting	% Meeting	# Exceeding	% Exceeding
GOLD 2.0 Test Org	300	396	28	169	26	92.86	2	7.14		

Physical	Widely Held Expectations		Fall 2016/2017							
	Bottom	Top	# Children	Average	# Below	% Below	# Meeting	% Meeting	# Exceeding	% Exceeding
GOLD 2.0 Test Org	378	555	10	450			10	100		

National Normative Sample

Each area will appear in its own table.

The National Normative Sample range for each selected checkpoint period will appear in the second column.

The number of included children, their average score, and the number and percentage of children whose skills, knowledge, and abilities are below, meeting, or exceeding the National Normative Sample range will appear under each selected checkpoint period.

Comparative										
Social-Emotional	National Normative Sample		Fall 2017/2018							
	Bottom	Top	# Children	Average	# Below	% Below	# Meeting	% Meeting	# Exceeding	% Exceeding
	GOLD 2.0 Test Org	465	537	24	282	19	79.17	1	4.17	4
Physical	National Normative Sample		Fall 2017/2018							
	# Children	Average	GOLD Readiness Benchmark	# Emerging	% Emerging	# Accomplished	% Accomplished			
	GOLD 2.0 Test Org	24	505	511	12	50	12	50		

GOLD® Readiness

Each area will appear in its own table.

The number of children included in the report, as well as their average score, will appear alongside the GOLD® Readiness Benchmark for that area.

The number and percentage of children whose skills, knowledge, and abilities are emerging towards or have accomplished the GOLD® Readiness Benchmark will appear under the selected checkpoint period.

Comparative									
Social-Emotional			Fall 2017/2018						
	# Children	Average	GOLD Readiness Benchmark	# Emerging	% Emerging	# Accomplished	% Accomplished		
	GOLD 2.0 Test Org	26	400	383	10	38.46	16	61.54	
Physical			Fall 2017/2018						
	# Children	Average	GOLD Readiness Benchmark	# Emerging	% Emerging	# Accomplished	% Accomplished		
	GOLD 2.0 Test Org	24	505	511	12	50	12	50	

Goals

The Goals report, generated only from checkpoint data associated with the objectives for development and learning for birth through third grade, enables administrators to compare assessment data describing children's knowledge, skills, and abilities with customized benchmark values that reflect a program's defined goals.

To begin creating your report, access the Report area and select **GO** for the Goals report.

When should I use the Goals report?

Administrators generate the Goals report at the end of any checkpoint period to compare checkpoint data from one or multiple checkpoint periods to customized benchmark values that reflect a program's defined goals.

Report Criteria

- 1 Under **SELECT CHILDREN**, select a program, site, teacher, class or specific children.
- 2 Use the **CHILD DEMOGRAPHICS** filter to include archived child records and to filter by any specific demographic criteria.
- 3 Select a specific **GOAL SET**. The Goal Set dropdown will include any active goal sets you have created or have been shared with you.
- 4 Select one or multiple **CHECKPOINT PERIODS**. This report will only display checkpoint periods set to the **GOLD®** Birth through Third Grade objectives/ dimensions.
- 5 Determine whether to include **FINALIZED OR UNFINALIZED CHECKPOINT LEVEL** or **FINALIZED CHECKPOINT LEVEL**.

- 6 Under **REPORT LEVEL**, select the desired level of reporting, which allows for showing data at the top level of your administrative access down to the child level. Unchecking "Group Data by Checkpoint Period" tweaks the output sub-columns of the report to offer an alternative reporting view.

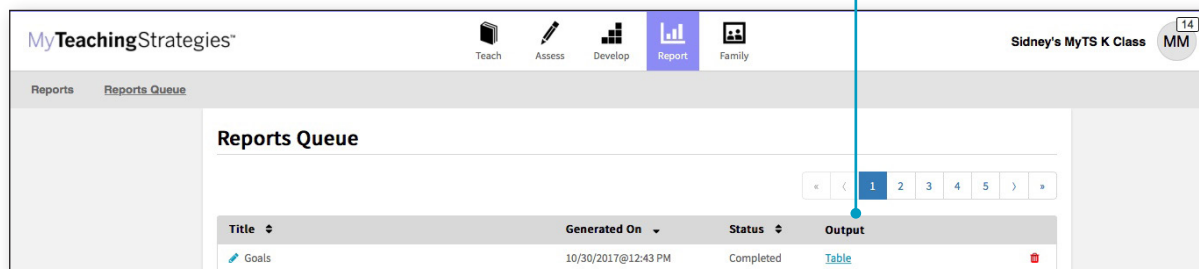
Under **CHILDREN TO COMPARE**.

- Select "Children in All Checkpoint Periods" to restrict the children included in the report to those who have data in all selected checkpoint periods.
- Select "Children in Any Checkpoint Period" to include all children who have data in any of the selected checkpoint periods.
- Select "Combine Meeting/Exceeding Expectations" to combine the "Meeting" and "Exceeding" columns in the report output into "Meeting/Exceeding."

- 8 Select **GENERATE REPORT**.

9

The report will appear on the Reports Queue. Select **TABLE** to open the report output.



Report Results

The report output includes a table for each objective/dimension included in the goal set, alongside the custom goal expectation for that goal set.

For each included checkpoint period, the report output displays the number of children included, their average score, and the number of children whose skills, knowledge, and abilities were Not Meeting or Meeting the custom goal expectations.

Goals

1a. Manages feelings		Fall 2017/2018					
	Custom Goal Expectations	# Children	Average	# Not Meeting	% Not Meeting	# Meeting	% Meeting
GOLD 2.0 Test Org	4	2	1.5	2	100%	0	0%

1b. Follows limits and expectations		Fall 2017/2018					
	Custom Goal Expectations	# Children	Average	# Not Meeting	% Not Meeting	# Meeting	% Meeting
GOLD 2.0 Test Org	4	3	1.7	3	100%	0	0%

1c. Takes care of own needs appropriately		Fall 2017/2018					
	Custom Goal Expectations	# Children	Average	# Not Meeting	% Not Meeting	# Meeting	% Meeting
GOLD 2.0 Test Org	5	2	1.5	2	100%	0	0%

Online Professional Development

The Online Professional Development report details the online professional development activity of the users in your program(s).

To create an Online Professional Development report, access the Report area, and then select **GO** for the Online Professional Development report. The report will then open in the Develop area.

When should I use the Online Professional Development report?

You can generate the Online Professional Development report to keep track of your users as they complete the online courses and the product tutorials in the Develop area.

A list of users in a site will appear in a table detailing the number of courses and tutorials each user has in progress and has completed, plus the amount of credits earned from completed courses.

Use the **SITE** drop-down menu to view the users in another site.

Learner Progress

Users ▾ PDN Site ▾

Name	In Progress	Completed	Credits Earned
Carol Aghayan	2	1	0
Maria Banks	0	1	0
Michelle Barnea	1	0	0
Deborah Barnhart	3	1	0
Terry Beasley	1	0	0
Lori Butler	1	0	0
Nikki Carter	0	0	0
Marissa Cervantes	2	6	1

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Select a user to view all of the courses and product tutorials that are in progress or completed for that user.

The **STATUS** column indicates how far along that user is for courses and product tutorials in progress, and the **COMPLETION DATE** column displays what date the user completed a course or product tutorial.

Learner Progress
Courses ▾ PDN Site ▾

▼ Objectives for Development and Learning

Learner	Status	Completion Date
Carol Aghayan	52%	
Maria Banks	Not Started	
Michelle Barnea	Not Started	
Deborah Barnhart	4%	
Terry Beasley	2%	
Lori Butler	Not Started	
Nikki Carter	Not Started	

To view completion rates by course, toggle from Users to Courses.

Learner Progress
Users ▾ Bright Start Site #1 ▾

Users
Courses

	In Progress	Completed	Credits Earned
Dara Bleshman	0	0	0

A list of courses and product tutorials will appear in a table detailing the number of users who are in progress, who have completed a course or product tutorial, and the total amount of credits earned from completed courses.

Learner Progress

Courses ▾ PDN Site ▾

Name	In Progress	Completed	Credits Earned
GOLDplus® Introduction	0	1	0
Getting to Know The Creative Curriculum® for Infants, Toddlers & Twos	0	1	0
The Creative Curriculum® for Kindergarten: Foundation	0	0	0
Getting to Know The Creative Curriculum® for Preschool	1	2	0
The Creative Curriculum® for Preschool: Daily Resources	13	2	0
GOLD® Introduction	4	8	0

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Select a course to view all of the users in the site to view if each user has started, their status, and completion date for that course or product tutorial.

The screenshot displays the MyTeachingStrategies web application. At the top, there is a navigation bar with icons for Teach, Assess, Develop, Report, and Family. Below this, a 'My Courses' section is visible. A modal window titled 'Learner Progress' is open, showing a table of user progress. The table has columns for Name, In Progress, Completed, and Credits Earned. A dropdown menu for 'Users' is set to 'PDN Site'. The table lists several users and their progress on various courses. For example, Carol Aghayan has completed 'GOLD® Introduction' and is 52% through 'Objectives for Development and Learning'. Maria Banks has 0 In Progress, 1 Completed, and 0 Credits Earned. Michelle Barnea has 1 In Progress, 0 Completed, and 0 Credits Earned. Deborah Barnhart has 3 In Progress, 1 Completed, and 0 Credits Earned. The background shows a blurred view of the 'My Courses' page with a '5 credits available' indicator.

Name	In Progress	Completed	Credits Earned
▼ Carol Aghayan			
Course	Status	Completion Date	
GOLD® Introduction	Completed	2017-03-16	
Objectives for Development and Learning	52%		
The Creative Curriculum® for Preschool: Daily Resources	17%		
Maria Banks	0	1	0
Michelle Barnea	1	0	0
Deborah Barnhart	3	1	0

Data Export

The Data Export report allows administrators to generate an Excel file with all checkpoint data for each child for a single checkpoint period.

To create a Data Export report, access the Report area, and then select **GO** for Data Export.

The screenshot shows the MyTeachingStrategies interface for generating a Data Export report. The interface includes a top navigation bar with icons for Teach, Assess, Develop, Report, and Family. The 'Report' icon is highlighted. Below the navigation bar, the 'Data Export' section is active, showing search and filter options. A 'Report Summary' sidebar on the right provides a quick overview of the selected parameters. Five numbered callouts guide the user through the process:

- 1** Use the **SEARCH/FILTER** options to narrow down the data to be included in the export.
- 2** Choose a **CHECKPOINT PERIOD**.
- 3** Choose whether or not to include **ARCHIVED CHILDREN**.
- 4** Choose whether or not to include **EXPORT FIELDS STAMPED FOR EACH CHECKPOINT PERIOD**.
- 5** Select **EXPORT**.

Search / Filter your export by:

- Organization: GOLD 2.0 Test Org
- Program: Default Program
- Site: EcoSite
- Teacher: All Teachers
- Class: All Classes

Checkpoint Period

- ☐ Fall 2014/2015
- ☐ Winter 2014/2015
- ☐ Spring 2014/2015
- ☐ Summer 2014/2015
- ☐ Fall 2015/2016
- ☐ Winter 2015/2016
- ☐ Spring 2015/2016
- ☐ Summer 2015/2016
- ☐ Fall 2016/2017
- ☐ Winter 2016/2017
- ☐ Spring 2016/2017
- ☒ Summer 2016/2017

Include Archived Children

☒ Yes ☐ No

Export Fields Stamped For Each Checkpoint Period

☐ Yes ☒ No

Report Summary

- Organization**
GOLD 2.0 Test Org
- Program**
Default Program
- Site**
EcoSite
- Teacher**
All Teachers
- Class**
All Classes
- Checkpoint Period**
Summer 2016/2017
- Include Archived Children**
Yes
- Export Fields Stamped For Each Checkpoint Period**
No

Export

6

You will be taken to the Reports Queue.
Select **DOWNLOAD EXPORT FILE** when
the export is ready for download.

MyTeachingStrategies™

Teach Assess Develop **Report** Family

Infants, Toddlers, and Twos MC

Reports Reports Queue

Reports Queue

Title	Generated On	Status	Output
DataExport	08/14/2017@11:34 AM	Completed	Download Export File
Children Export	08/09/2017@04:20 PM	Completed	Download Export File
Classes Export	08/09/2017@04:18 PM	Completed	Download Export File
Users Export	08/09/2017@04:16 PM	Completed	Download Export File
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	05/24/2017@10:58 AM	Completed	Table Graph
DataExport	04/03/2017@02:38 PM	Completed	Download Export File
DataExport	04/03/2017@02:35 PM	Completed	Download Export File
DataExport	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table

OSEP Reports

Administrators in licenses that subscribe to OSEP have access to the OSEP Status report and the OSEP Federally Mandated Year-End report in the Report area.

The screenshot displays the MyTeachingStrategies Reports interface for a user named Sidney's MyTS K Class. The interface includes a top navigation bar with icons for Teach, Assess, Develop, Report, and Family. The Reports section is active, showing a grid of report tiles. Each tile has a title, a 'Go' button, and a small icon or chart. The tiles are:

- Development and Learning**: Includes a bar chart showing data for various categories.
- Documentation Status**: Includes a table showing data for various categories.
- Assessment Status**: Includes a bar chart showing data for various categories.
- Snapshot**: Includes a bar chart showing data for various categories.
- Online Professional Development**: Includes a table showing data for various categories.
- Data Export**: Includes a bar chart showing data for various categories.
- OSEP Status**: Includes a bar chart showing data for various categories.
- OSEP Federally Mandated Year-End**: Includes a bar chart showing data for various categories.

A help icon (?) is located in the bottom left corner of the interface.

OSEP Status

The OSEP Status report can be used for child-level and program-level reporting for children ages birth to 3 who are served in Early Intervention Programs or children ages 3-5 served in Preschool Special Education Programs. When generated at the child level, this report features user-defined fields that can be exported into an Excel file.

To create an OSEP Status report, access the Report area, and then select **GO** for the OSEP Status report.

Report Criteria – Child Level

1 The report will default to **PRESCHOOL SPECIAL EDUCATION OUTCOMES**. Select **EARLY INTERVENTION** to change the age group.

2 Expand the **CHILD DEMOGRAPHICS** section, to choose whether to include archived child records and/or to filter by demographic information.

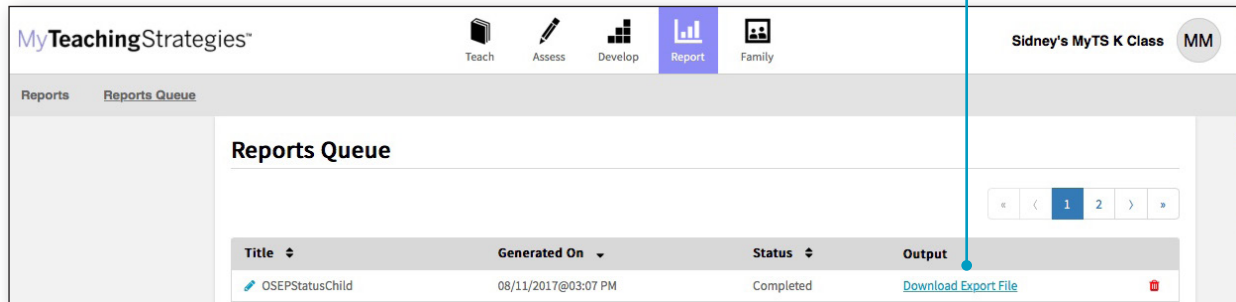
3 In the **SELECT CHILDREN** section, the report will default to include all child records in your administrative access. You can also filter down to a program, site, teacher, class, or child.

4 In **ENTRY DATE RANGE** and **EXIT DATE RANGE**, the report will default to dates for the current school year. You can change these to adjust your criteria.

5 Select **GENERATE REPORT**.

6

You will be taken to the Reports Queue. Select **DOWNLOAD EXPORT FILE** when the report is ready to download.



Report Results – Child Level

An Excel file will download to your device that will include each child record on an IEP or IFSP (depending on the age group selected) with their exit status, available outcome scores, and other important information.

	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1																					
2	Age/Class Le	Entry Date	Exit Date	Number of M	Exited?	Outcome 1	Entry: Functi	Exit	Exit: Functi	Progress Cat	Entry	Entry: Functi	Exit	Exit: Functi	Progress Cat	Entry	Entry: Functi	Exit	Exit: Functi	Progress Category	
3	reschool 3 c	9/1/16	8/10/17	11	Y		4 N		5 N		3 N			5 N	c		7 Y		8 Y	e	
4	re-K-4 class,	10/3/16			N		Y				Y						Y				
5	reschool 3 c	9/1/16	7/1/17	10	Y		6 Y		7 Y	e	6 Y		7 Y	e		8 Y		9 Y	e		
6	re-K-4 class,	9/1/16	7/1/17	10	Y		2 N		4 N	c	1 N		3 N	c		6 Y		7 Y	e		
7																					
8																					
9																					
10																					
11																					
12																					
13																					

Report Criteria – Program Level

When generated at the program level, the OSEP Status report will list the number and percentage of children who fall in each of the five outcomes categories for each of the three OSEP outcomes.

To create an OSEP Status report, access the Report area, and then select **GO** for the OSEP Status report.

- 1 Select **GENERATE PROGRAM LEVEL STATUS** in the left-hand navigation.
- 2 The report will default to **PRESCHOOL SPECIAL EDUCATION OUTCOMES**. Select **EARLY INTERVENTION** to change the age group.
- 3 Expand the **CHILD DEMOGRAPHICS** section to choose whether to include archived child records and/or to filter by demographic information.
- 4 In the **SELECT CLASSES** section, the report will default to include all child records in your administrative access. You can also filter down to a program, site, teacher, class, or child.
- 5 Under **ENTRY DATE RANGE** and **EXIT DATE RANGE**, the report will default to dates for the current school year. You can change these to adjust your criteria.
- 6 In the **USE THESE OPTIONS TO FORMAT YOUR REPORT** section, you have the option to include information about your program on the report.
- 7 In the **REPORT VIEW** section, the report will default to select Federal Entry Status Report, with the Program Analysis Entry Status Report output as a second option.
- 8 Select **GENERATE REPORT**.

The screenshot shows the 'MyTeachingStrategies' interface for the 'OSEP Program Level Status Report'. The left-hand navigation menu has a callout pointing to 'Generate Program Level Status'. The main content area has a callout pointing to the 'Generate Program Level Status Report for:' section, which is set to 'Preschool Special Education Outcomes'. Below this, the 'Child Demographics' section is expanded, showing a callout for the 'Organization*' dropdown. The 'Select Classes' section has callouts for 'Organization*', 'Program', 'Site', 'Teacher', and 'Class' dropdowns. The 'IDEA Part B Preschool (3-5) Entry Date Range' and 'Exit Date Range' sections have callouts for the 'Entry From', 'To', 'Exit From', and 'To' date fields. The 'Use these options to format your report' section has callouts for the 'Title', 'State', 'District', and 'Introduction' text boxes. The 'Report View' section has callouts for the 'Federal Entry Status Report' and 'Program Analysis Entry Status Report' radio buttons. The right-hand 'Filter Summary' panel has callouts for 'Child Demographics', 'Organization*', 'Program', 'Site', 'Teacher', 'Class', 'Entry From', 'Exit From', and 'Report View'. The 'Generate Report' button is at the bottom right.

Report Results – Program Level

The report will generate with a breakdown of the child demographic information included in the report.

The screenshot displays the MyTeachingStrategies™ Reports Queue interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family, with the Report icon highlighted. The user is logged in as MyTS Gr3 MM. The left sidebar contains links for Generate Child Level Status, Generate Program Level Status, Print, and Back to Reports. The main content area shows the OSEP Status Program (Program Level) report results.

< Back to Report Criteria

OSEP Status Program (Program Level)

Preschool Special Education Outcomes

Report Criteria	
Entry Dates Between	07/01/2016 - 06/30/2017
OSEP Exit Status	Exited and Active Children
Exit Dates Between	07/01/2016 - 06/30/2017
Include Archived Children	No
Genders	All
Primary Languages	All
Races	All
Ethnicities	All
Funding Sources	All
Report Generated On	08/11/2017

General		
Number of Children	4	
Number of Children with Active IFSP/IEP	1	
Number of Children Exited from OSEP Services	3	
Number of Classes	1	
Number of Schools/Centers	1	

Length of Time Receiving OSEP Services		
6 Months or More	4	100.0%

Gender		
Female	2	50.0%
Male	2	50.0%

Race		
White	4	100.0%

Ethnicity		
Not Spanish/Hispanic/Latino	4	100.0%

Primary Language Spoken		
English	4	100.0%

Funding Sources (number of times checked)		
Child Care	1	

Class Levels		
Preschool 3 class/grade	2	50.0%
Pre-K 4 class/grade	2	50.0%

Federal Entry Status Report

Summary of Outcomes

The following table summarizes the child outcomes of this group of children.

	Outcome 1		Outcome 2		Outcome 3	
	Entry	Exit	Entry	Exit	Entry	Exit
Children who are functioning at a level comparable to same-aged peers	2 50.0%	1 33.3%	2 50.0%	1 33.3%	4 100.0%	3 100.0%
Children who are functioning at a level below same-aged peers	2 50.0%	2 66.7%	2 50.0%	2 66.7%	0 0.0%	0 0.0%
Totals	4 100%	3 100%	4 100%	3 100%	4 100%	3 100%

Support Data

The following table reports the percentage of children who are functionally at a level comparable to same-aged peers across all three outcomes, as well as those who are not functioning at a level comparable to same-aged peers in at least one outcome area. Please note that this table only includes children who had entry data for all three outcomes

Entry: Comparable for all 3 outcomes	Entry: Below for at least 1 outcome	Entry: Totals	Exit: Comparable for all 3 outcomes	Exit: Below for at least 1 outcome	Exit: Totals
2 50.0%	2 50.0%	4 100%	1 25.0%	2 50.0%	3 75.0%

The following tables report the percentages of children who are functionally at a level comparable to same-aged peers across all three outcomes, as well as those who are not functioning at a level comparable to same-aged peers in one outcome area, in two outcome areas, and in all three outcome areas. Please note that this table only includes children who had entry data for all three outcomes

Entry: Comparable for all 3 outcomes	Entry: Below for 1 outcome	Entry: Below for 2 outcomes	Entry: Below for 3 outcomes	Entry: Totals
2 50.0%	0 0.0%	2 50.0%	0 0.0%	4 100%

Exit: Comparable for all 3 outcomes	Exit: Below for 1 outcome	Exit: Below for 2 outcomes	Exit: Below for 3 outcomes	Exit: Totals
1 33.3%	0 0.0%	2 66.7%	0 0.0%	3 100%

Program Analysis Entry Status Report

Summary of Outcomes

In the following table, the "Comparable" heading signifies children who are functioning at a level comparable to the same-aged peers and the "Below" heading signifies children who are functioning at a level below same-aged peers.

		Outcome 1					
Program	Site	Entry: Comparable	Entry: Below	Entry: Totals	Exit: Comparable	Exit: Below	Exit: Totals
Default Program	EcoSite	2 50.0%	2 50.0%	4 100%	1 25.0%	2 50.0%	3 75.0%

		Outcome 2					
Program	Site	Entry: Comparable	Entry: Below	Entry: Totals	Exit: Comparable	Exit: Below	Exit: Totals
Default Program	EcoSite	2 50.0%	2 50.0%	4 100%	1 25.0%	2 50.0%	3 75.0%

		Outcome 3					
Program	Site	Entry: Comparable	Entry: Below	Entry: Totals	Exit: Comparable	Exit: Below	Exit: Totals
Default Program	EcoSite	4 100.0%	0 0.0%	4 100%	3 75.0%	0 0.0%	3 75.0%

Support Data

The following table reports the percentage of children who are functionally at a level comparable to same-aged peers across all three outcomes, as well as those who are not functioning at a level comparable to same-aged peers in at least one outcome area. Please note that this table only includes children who had entry data for all three outcomes

Entry: Comparable for all 3 outcomes	Entry: Below for at least 1 outcome	Entry: Totals	Exit: Comparable for all 3 outcomes	Exit: Below for at least 1 outcome	Exit: Totals
2 50.0%	2 50.0%	4 100%	1 25.0%	2 50.0%	3 75.0%

The following tables report the percentages of children who are functionally at a level comparable to same-aged peers across all three outcomes, as well as those who are not functioning at a level comparable to same-aged peers in one outcome area, in two outcome areas, and in all three outcome areas. Please note that this table only includes children who had entry data for all three outcomes

Entry: Comparable for all 3 outcomes	Entry: Below for 1 outcome	Entry: Below for 2 outcomes	Entry: Below for 3 outcomes	Entry: Totals
2 50.0%	0 0.0%	2 50.0%	0 0.0%	4 100%

Exit: Comparable for all 3 outcomes	Exit: Below for 1 outcome	Exit: Below for 2 outcomes	Exit: Below for 3 outcomes	Exit: Totals
1 33.3%	0 0.0%	2 66.7%	0 0.0%	3 100%

OSEP Federally Mandated Year-End

The OSEP Federally Mandated Year-End report can be used for child-level and program-level reporting for children ages birth to 3 served in Early Intervention Programs or children ages 3–5 served in Preschool Special Education Programs. When generated at the child level, this report will display entry scores, exit scores, and overall progress scores for each of the three OSEP outcomes and the child's category on the ECO Center Child Outcomes Summary Form for each outcome.

To create an OSEP Federally Mandated Year-End report, access the Report area, and then select **GO** for the OSEP Federally Mandated Year-End report.

Report Criteria – Child Level

- 1 The report will default to **PRESCHOOL SPECIAL EDUCATION OUTCOMES**. Select **EARLY INTERVENTION** to change the age group.
- 2 Expand the **CHILD DEMOGRAPHICS** section, to choose whether to include archived child records and/or to filter by demographic information.
- 3 In the **SELECT CHILDREN** section, the report will default to include all child records in your administrative access. You can also filter down to a program, site, teacher, class, or child.

MyTeachingStrategies™

Teach Assess Develop Report Family

Test Class 1 TR

Reports Reports Queue

OSEP Child Level Mandated Report

OSEP Program Level Mandated Report

Back to Reports

OSEP Child Level Mandated Report

Generate Federally Mandated Year End Report (child level) for:

☒ Preschool Special Education Outcomes

☐ Early Intervention

Child Demographics +

Select Children

Organization* Colorado DOE Kindergarten

Program Test Add prog/site12

Site All Sites

Teacher All Teachers

Class All Classes

Children ☒ Select All ☐ Deselect All

IDEA Part B Preschool (3-5) Exit Date Range

Exit From 07/01/2016

To 06/30/2017

Filter Summary

Child Demographics All

Organization* Colorado DOE Kindergarten

Program Test Add prog/site12

Site All Sites

Teacher All Teachers

Class All Classes

Children None

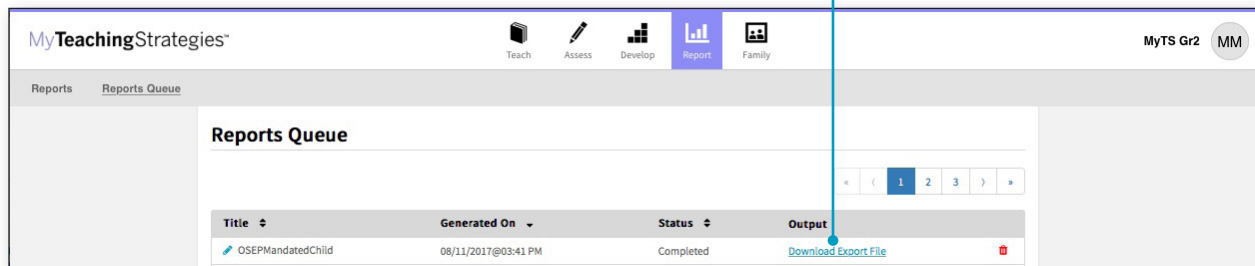
Exit From 07/01/2016 - 06/30/2017

Generate Report

- 4 Under **ENTRY DATE RANGE** and **EXIT DATE RANGE**, the report will default to dates for the current school year. You can change these to adjust your criteria.
- 5 Select **GENERATE REPORT**.

6

You will be taken to the Reports Queue. Select **DOWNLOAD EXPORT FILE** when the report is ready to download.



Report Results – Child Level

An Excel file will download to your device that will include each child record on an IEP or IFSP (depending on the age group selected) with their entry scores, exit scores, the overall progress scores for each of the three OSEP outcomes, and the category on the ECO Center Child Outcomes Summary Form for each outcome.

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	First Name	Last Name	Gender	Race	Ethnicity	Primary Lang	Age/Class	Le Number of N	Outcome 1 E	Outcome 1 S	Outcome 2 E	Outcome 2 S	Outcome 3 E	Outcome 3 S	Outcome 3 E	Outcome 3 S	Outcome 1 E	Outcome 2 E	Outcome 3 E	Outcome 1 E	Outcome 2 E	Outcome 3 E	Exit GOLD*	Percent Completed	
2	Jamal	Bryant	Female	White	Unknown	English	Preschool 3	11	4	5 c	3	5 c	7	8 e	100	74.47	100	100	76.6	100					
3	Jorge	Martinez	Female	White	Unknown	English	Preschool 3	10	6	7 e	6	7 e	8	9 e	100	74.47	100	100	76.6	100					

Report Criteria – Program Level

When generated at the program level, the report can include the number and percentage of children who fall in each of the five outcomes categories for each of the three OSEP outcomes.

1 Select **OSEP PROGRAM LEVEL MANDATED REPORT** in the left-hand navigation.

2 The report will default to **PRESCHOOL SPECIAL EDUCATION OUTCOMES**. Select **EARLY INTERVENTION** to change the age group.

3 Expand the **CHILD DEMOGRAPHICS** section, to choose whether to include archived child records and/or to filter by demographic information.

4 In the **SELECT CHILDREN** section, the report will default to include all child records in your administrative access. You can also filter down to a program, site, teacher, class, or child.

5 Under **ENTRY DATE RANGE** and **EXIT DATE RANGE**, the report will default to dates for the current school year. You can change these to adjust your criteria.

6 In the **SHOW GAINS DATA** section, the report will default to No.

7 In the **REPORT VIEW** section, the report will default to select Federal Entry Status Report, with the Program Analysis Entry Status Report output as a second option.

8 Select **GENERATE REPORT**.

The screenshot shows the following interface details:

- Navigation:** Reports, Reports Queue, OSEP Child Level Mandated Report, OSEP Program Level Mandated Report.
- Report Type:** OSEP Program Level Mandated Report. Generate Federally Mandated Year End Report (program level) for: ☒ Preschool Special Education Outcomes, ☐ Early Intervention.
- Child Demographics:** Expanded section with filters for Organization* (Colorado DOE Kindergarten), Program (Test Add prog/site12), Site (All Sites), Teacher (All Teachers), Class (All Classes), and Children (Select All).
- IDEA Part B Preschool (3-5) Exit Date Range:** Exit From: 07/01/2016, To: 06/30/2017.
- Format Options:** Title, State, District, Introduction.
- Show Gains Data:** ☒ No.
- Report View:** ☒ Federal Entry Status Report, ☐ Program Analysis Entry Status Report.
- Filter Summary:** Child Demographics (All), Organization* (Colorado DOE Kindergarten), Program (Test Add prog/site12), Site (All Sites), Teacher (All Teachers), Class (All Classes), Children (None), Exit From (07/01/2016 - 06/30/2017), Show Gains Data (No).
- Buttons:** Back to Reports, Generate Report.

Report Results – Program Level

The report will generate with a breakdown of the child demographic information included in the report.

Child Outcomes Summary

The following table summarizes the child outcomes of this group of children.

Outcome 1: Positive social-emotional skills (including social relationships)

ECO Recommended Expanded Categories	Number of Children	Percent of Children
a. Children who did not improve functioning	0	0.0%
b. Children who improved functioning, but not sufficiently to move nearer to functioning comparable to same-aged peers	0	0.0%
c. Children who improved functioning to a level nearer to same-aged peers but did not reach it	2	66.7%
d. Children who improved functioning to reach a level comparable to same-aged peers	0	0.0%
e. Children who maintained functioning at a level comparable to same-aged peers	1	33.3%
Totals	3	100.0%
Summary Statements		
Of those children who entered the program below age expectations in each Outcome, the percent who substantially increased their rate of growth by the time they exited the program.		100.0%
The percent of children who were functioning within age expectations in each Outcome by the time they exited the program.		33.3%

Outcome 2: Acquiring and using knowledge and skills

ECO Recommended Expanded Categories	Number of Children	Percent of Children
a. Children who did not improve functioning	0	0.0%
b. Children who improved functioning, but not sufficiently to move nearer to functioning comparable to same-aged peers	0	0.0%
c. Children who improved functioning to a level nearer to same-aged peers but did not reach it	2	66.7%
d. Children who improved functioning to reach a level comparable to same-aged peers	0	0.0%
e. Children who maintained functioning at a level comparable to same-aged peers	1	33.3%
Totals	3	100.0%
Summary Statements		
Of those children who entered the program below age expectations in each Outcome, the percent who substantially increased their rate of growth by the time they exited the program.		100.0%
The percent of children who were functioning within age expectations in each Outcome by the time they exited the program.		33.3%

Outcome 3: Taking appropriate action to meet needs

ECO Recommended Expanded Categories	Number of Children	Percent of Children
a. Children who did not improve functioning	0	0.0%
b. Children who improved functioning, but not sufficiently to move nearer to functioning comparable to same-aged peers	0	0.0%
c. Children who improved functioning to a level nearer to same-aged peers but did not reach it	0	0.0%
d. Children who improved functioning to reach a level comparable to same-aged peers	0	0.0%
e. Children who maintained functioning at a level comparable to same-aged peers	3	100.0%
Totals	3	100.0%
Summary Statements		
Of those children who entered the program below age expectations in each Outcome, the percent who substantially increased their rate of growth by the time they exited the program.		◆%
The percent of children who were functioning within age expectations in each Outcome by the time they exited the program.		100.0%

Gains Data

Gains Data**Outcome 1: Positive social-emotional skills (including social relationships)**

1									2								
1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
3									4								
1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
5									6								
1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
0 0.0%	0 0.0%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
7									8								
1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
9																	
1	2	3	4	5	6	7	8	9									
0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%									

Outcome 2: Acquiring and using knowledge and skills

1									2								
1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
3									4								
1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
1 33.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%

Family

To access the Family area, select the people icon from the main navigation bar.

How-To Guide for Administrators



Sharing Documentation, Weekly Plans, and Reports with Families

MyTeachingStrategies™ allows your teachers to share photos, videos, lesson plans, reports, and more with family members that have been added to a child's profile.

Sharing documentation? Be sure to individualize all documentation before sharing. Documentation will be shared with any family members whose children are associated with that documentation.

For more information on how to add a family member in MyTeachingStrategies™, please reference the Administration chapter of the MyTeachingStrategies™ How-To Guide for Administrators.

To share documentation, a weekly plan, or a report with a family member, select **SHARE** in the left-hand navigation. The documentation, weekly plan or report will be shared with all family members tied to the child's account.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos GOLD MC

Add Documentation View Documentation On The Spot Checkpoint By Child Checkpoint By Class Checkpoint Dates

Edit Documentation
Delete Documentation
Share Documentation

< back to view documentation

Mee Young
October 27, 2016

Objectives / Dimensions

- 2c. Interacts with peers
- 2d. Makes friends
- 3a. Balances needs and rights of self and others
- 9b. Speaks clearly
- 9c. Uses conventional grammar
- 11a. Attends and engages
- 11e. Shows flexibility and inventiveness in thinking
- 14a. Thinks symbolically
- 21a. Understands spatial relationships
- 22a. Measures objects

Notes

Mee Young played with two other boys using the Legos today. Mee Young asked one boy to pass her the yellow block so she could make it "really high, higher than that!" and pointed to the boy's tower of Legos. She stacked the Legos 7 high and said, "This my big house. The biggest one!" She asked me to put the fire truck by her house. I asked her if she wanted it in front of the house or behind it. She said "here in front," and pointed to the side closest to her.

Entered on January 18, 2017 by Megan Colburn

Documentation Summary

Children
Mee Young

Date Observed
10/27/2016

Notes
Mee Young played with two other boys using the Legos today. Mee Young asked one boy to pass her the yellow block so she could make it "really high, higher than that!" and pointed to the boy's tower of Legos. She stacked the Legos 7 high and said, "This my big house. The biggest one!" She asked me to put the fire truck by her house. I asked her if she wanted it in front of the house or behind it. She said "here in front," and pointed to the side closest to her.

Caption
None

Files Attached
1

Objectives / Dimensions

- 2c. Interacts with peers
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To access shared information, family members who have been added to a child's account in MyTeachingStrategies™ can set up their family account at family.teachingstrategies.com using the same email address on file. Please reference the MyTeachingStrategies™ How-To Guide for Families for information specific to family members.

MyTeachingStrategies™

Support

To access Support, select the help icon from any screen.

How-To Guide for Administrators



Support and Resources

MyTeachingStrategies™ includes embedded support to help you answer any questions that may arise.

Support resources and videos will appear that are relevant to the area of MyTeachingStrategies™ that you're currently on.

To access support, click the blue ? at the bottom left of your screen.

You can also use the **SEARCH HELP** bar to search for resources on specific topics.

The screenshot displays the MyTeachingStrategies™ administrator dashboard. At the top, there's a navigation bar with icons for Teach, Assess, Develop, Report, and Family, along with user information (Pre-K Class, MT). The main content area is divided into sections: 'Welcome, Megan!', 'What would you like to do?' (with buttons for Add Documentation, View Documentation, Checkpoint By Class, and Documentation Status), 'These items need your attention:' (a list of updates and messages), and 'What's happening today?' (a daily log for Monday, February 6th, 2017, including sections for Choice Time, Question of the Day, Large Group, and Read-Aloud). A blue circle with a question mark is located at the bottom left of the dashboard. A dropdown menu titled 'Home Support & Resources' is open, showing a search bar and a list of support resources.

Home Support & Resources

- Getting Started Guide for Teachers
- Video Tutorial: Getting Started
- Objectives for Development & Learning
- Video Tutorial: Progressions Birth Through Third Grade
- Video Tutorial: Using GOLD™ on a Tablet Device
- GOLD™ System Requirements
- Overview of the Assessment Process
- Webinar: Getting Started with GOLD™ for Teachers (8/03/2015)
- Webinar: Collecting Documentation with GOLD™ (9/02/2015)
- Webinar: Entering Checkpoints in GOLD™ (11/04/2015)

We hope that you found this How-To Guide to be useful and informative. If you have further questions or require additional support, call *MyTeachingStrategies*[™] support at 866.736.5913.

Thank you for using *MyTeachingStrategies*[™]!