The Creative Curriculum® for Preschool

User’s Guide to Online Implementation Training
Getting Started With
Online Implementation Training

Welcome to “The Creative Curriculum® System for Preschool: Overview and Implementation” training for teachers! This guide was written to help you complete the 6-hour training online.

The course has three modules:

- **Module 1:** System Overview, Part 1 (System Guide and Knowledge-Building Volumes)
- **Module 2:** System Overview, Part 2 (Daily Practice Resources)
- **Module 3:** Using a Teaching Guide and Planning Your Week

These guided, interactive modules are self-paced. You will be able to type in your ideas, view video clips, and complete short activities and quizzes.

The activities and quizzes will familiarize you with The Creative Curriculum® System for Preschool components, help you reflect on your experience, and reinforce what you are learning. **Please note:** Your answers are not saved, and quizzes are not scored. If you log out and return at a later time, you will not see your answers from a previous session.

This course includes audio. You will need speakers or headphones to hear it. You can view a transcript of the narration under a Transcript tab.

**Minimal requirements to view the course content:**

- Adobe® Flash® Player 10.2 or greater (Downloadable from http://get.adobe.com/flashplayer/)
- One of the following browsers:
  - Chrome 6.0 and above
  - Firefox 3.0 and above
  - Internet Explorer 7 or 8 (IE 9 beta versions are not supported at this time)
  - Safari 4.0 and above
  - Broadband Internet access with a download rate of 768 kbit/s or faster (DSL, cable, T1)

**Let’s get started!**
Contents

4 Setting Up
  Signing In
  Activating Your Account: Registered Users
  Activating Your Account: New/Unregistered Users
  Password and Security Questions

7 Accessing Your Course
  Your Dashboard
  Course Selection
  Course Overview

9 Starting Your Course
  Module Sections
  Browser Window

11 Tracking Your Progress

13 Navigating Your Course
  Player Controls
  Outline Tab
  Transcript Tab
  SUBMIT and NEXT Buttons
  Videos
  Accessing Digital Versions of Related Resources
  Exiting the Course
Setting Up

Signing In

Before you sign in, make sure you have received an e-mail message from Teaching Strategies inviting you to participate in the course. This message will include an activation link, which you will need to follow in order to activate your Teaching Strategies professional development account. When you are ready to sign in, follow the activation link to go to www2.teachingstrategies.com/activateNationalPD.cfm. Then follow the instructions below for registered users or new/unregistered users, as appropriate.

Activating Your Account: Registered Users

If you have already registered,

• Look for the “Registered Users” box. Enter your username and password in the appropriate fields. The activation code will already be filled in.
• Click SUBMIT.

![Activate Your Teaching Strategies Professional Development Account]

[Image: Activate Your Teaching Strategies Professional Development Account]

If you have already activated your Teaching Strategies professional development account, sign in at www.teachingstrategies.com/login.cfm to access the online professional development modules. Sign in using the username and passwords you used here to activate each code.

Registered Users
If you are a registered user, please enter your username, password, and activation code below:

Username: 
Password: 
Activation Code:

SUBMIT  Forgot Password?  Forgot Username?
Setting Up, continued

Activating Your Account: New/Unregistered Users

If you have not already registered,

• Look for the “New/Unregistered Users” box. The activation code will already be filled in.
• Click SUBMIT.

![New/Unregistered Users]

• On the activation page that follows, enter the required information in the fields provided. Then click SUBMIT.

Once you have activated your account, you can access this course 24/7 by logging in at www2.teachingstrategies.com/login.cfm.

You’ll find the course by selecting Courses from the PROFESSIONAL DEVELOPMENT tab in your dashboard.

You will see this icon on some screens: 1. When you hover over or click on it, you will find information about the item or screen you are exploring.

TIP: Use the Forgot Password? and Forgot Username? links if you forgot the information. Your username and a temporary password will automatically be sent to the e-mail address in your profile. For security reasons, the temporary password expires one hour after it is sent, so sign in as soon as you receive the e-mail.
Setting Up, *continued*

Password and Security Questions

The first time you log in to your Teaching Strategies account, you will create a new password and then select and answer three security questions.

*TIP:* Return to your dashboard and select the MY PROFILE tab to edit your profile, password, security questions, or username. Remember to keep your e-mail address updated in case you forget your log-in information.
Accessing Your Course

Your Dashboard

Once you have logged in, you will go to your personal DASHBOARD. The dashboard is your point of entry to your online professional development course and provides important communications related to your overall Teaching Strategies account.

To access your course, click the PROFESSIONAL DEVELOPMENT tab at the top of the screen and select Courses from the dropdown menu.
Accessing Your Course, continued

Course Selection

You can choose to take “The Creative Curriculum® System for Preschool: Overview and Implementation” training in English or Spanish. Click on either “View English” or “View Spanish” after the course name. This will take you to the Course Overview screen, where you will be able to view and access the three modules of the course.

Course Overview

This screen lists the modules that are part of this course. Click on the module title to access the one on which you want to work. We highly recommend that you complete the modules in numerical order, but you can view any module at any time. Your progress is shown by color-coded boxes that provide information about your work on each module.

If at any time you want to view the modules in Spanish, click the “View Spanish” button.
Starting Your Course

Module Sections

This screen lists the sections that make up a given module. Click on a section name to access the section on which you want to work.

We recommend that you complete the sections in the order in which they are listed, but you can view any section or subsection at any time.

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
<td>□</td>
</tr>
<tr>
<td>2. Getting Started DVD</td>
<td>□</td>
</tr>
<tr>
<td>3. System Guide</td>
<td>□</td>
</tr>
<tr>
<td>4. Knowledge-building volumes</td>
<td>□</td>
</tr>
<tr>
<td>5. Volume 6</td>
<td>□</td>
</tr>
<tr>
<td>6. Volume 1</td>
<td>□</td>
</tr>
<tr>
<td>7. Volume 2</td>
<td>□</td>
</tr>
<tr>
<td>8. Volume 3</td>
<td>□</td>
</tr>
<tr>
<td>9. Volume 4</td>
<td>□</td>
</tr>
<tr>
<td>10. Conclusion</td>
<td>□</td>
</tr>
</tbody>
</table>

Return to Course Overview to see all modules in this course
Browser Window

When you select a section from the list on the Module Overview screen, the content will appear in a new browser window. As you view the screens, your completion status for the section and for the module will be tracked automatically. If you want to resize the window, click and drag on its lower right corner.
Tracking Your Progress

When you stop working on a module and close the browser window, click on the See Module Status button to see your updated status for each section of the module that you just exited.

You must view all the screens in a section in order for your status to show as “Complete” for that section. You can continue working by choosing a section from the Module Status list. The Chart shows your status for each section, and a key explains the colors.

Note: Your progress will be tracked for each module, regardless of the language chosen. For example, if you start the training in Spanish and complete 3 sections, then switch to English to complete the next three sections, your status will show as “Complete” for all six sections.
To return to the Course Overview screen, click on Return to Course Overview at the bottom of the section list.

The Course Overview screen will show your status for each module.

You must complete all sections in a module in order for your status to show as “Complete” for that module. When you have completed all of the course modules, you will see an option to print a “Training Certificate.”

This option will remain on the Course Overview screen so you can print the certificate at your convenience.

<table>
<thead>
<tr>
<th>Module</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 2 – System Overview, Part 2: Daily Practice Resources</td>
<td>Completed 08/09/11</td>
<td></td>
</tr>
<tr>
<td>Module 3: Using a Teaching Guide and Planning Your Week</td>
<td>Completed 08/09/11</td>
<td></td>
</tr>
</tbody>
</table>

Training Certificate

Sarah Alverado

Has completed the online course:

The Creative Curriculum® System for Preschool: Overview and Implementation

Total Professional Development Hours: 6

Including:
Module 2 – System Overview, Part 2: Daily Practice Resources
Module 3: Using a Teaching Guide and Planning Your Week

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Diane Tyler Dodge
President
Navigating Your Course

Player Controls

You will see player controls at the bottom of each screen. They enable you to adjust the audio volume, play or pause the screen, advance to the next screen, or return to the previous screen.

Player Controls: Navigating the Flash Player

- Play or pause the screen.
- Advance to the next screen or return to the previous screen.
- The progress bar tells you the current topic, the progress of the screen, and whether the screen is playing or paused. If the screen has finished playing, you will see the message, “Click Arrow to Advance.”
- Click the larger “play” arrow to move on.

Adjust the audio volume.
Navigating Your Course, continued

Outline Tab

Sections and subsections of the module are listed under the Outline tab. Click on the arrow to the left of a section heading to view the related subheadings. Click on any title (heading or subheading) in the outline to begin viewing that section or subsection.

Use the scroll bar to the right of the outline to view the entire outline.

Once you have viewed a section or subsection, its title will be blue during that log-in session.

As the outline shows, each section is divided into subsections. We recommend that you view all the subsections of a section before you close the browser window. Although section-completion is tracked, you will not see a list of every subsection that you viewed.

If your section status is still “In Progress,” you can click on the section title in the outline to view the subsection titles. Clicking on a title will take you to the beginning of the section or subsection.

Note: If you log out and start again at a later time, the Outline will not show the titles of your previously viewed sections and subsections in blue unless you view them again.
Transcript Tab

You can click on the Transcript tab to view a complete transcript of the audio for each screen. Use the scroll bar on the right of the transcript to view the entire transcript.

SUBMIT and NEXT Buttons

During some of the activities, you will need to click on a SUBMIT or NEXT button in the lower right corner of the screen in order to proceed.
Videos
Many screens in this training have embedded videos. On some of those screens, you will be prompted to click a video icon to start the video. On others, the video will play automatically. The length of time it takes for the videos to load and begin playing depends on your Internet connection.

Accessing Digital Versions of Related Resources
As you work on the modules, you will be asked to consult particular resources of The Creative Curriculum® System for Preschool. While we recommend that you have the actual printed versions handy in order to become more familiar with them, you will have the option of accessing digital versions when the need arises.

Exiting the Course
To exit the course, simply close your main browser window.

On a PC, click on the red X button in the upper right corner of the window.

On a Mac, click on the red button in the upper left corner of the window.
We hope that you find this guide to be useful. If you have further questions about how to complete this course or require additional support, just e-mail us at implementation@teachingstrategies.com or call our support line at 1.866.736.5913.

Thank you for using The Creative Curriculum® for Preschool in your classroom!