How to Use the *Teaching Strategies GOLD*® *Documentation* App on Android™ Phones

Please note: Screenshots show the app on a Google Nexus 5 device. Other Android devices may have similar, but not the same, screens and buttons.

Download the App

Open the Google Play™ store app on your Android device and search for "Documentation."

Play Store

Download the app—it's free!
All you need is a Google Play username and password.

Start the App

After downloading the app, the **Document** icon will appear on your device's home screen.
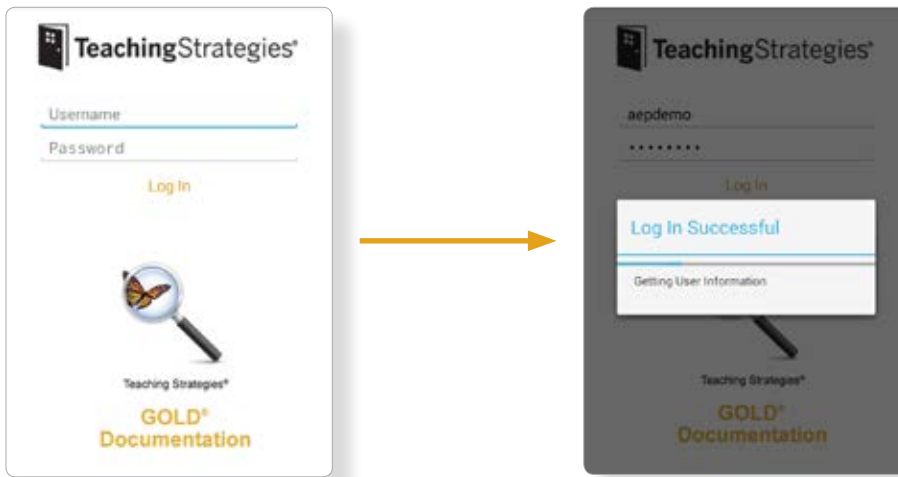
Tap the **Document** icon to start.

ANDROID APP ON
Google play   Android, Google Play and Nexus are trademarks of Google Inc.

Log In

When you open the app, you will be prompted to log in. Log in to the app using your *Teaching Strategies GOLD®* online username and password.
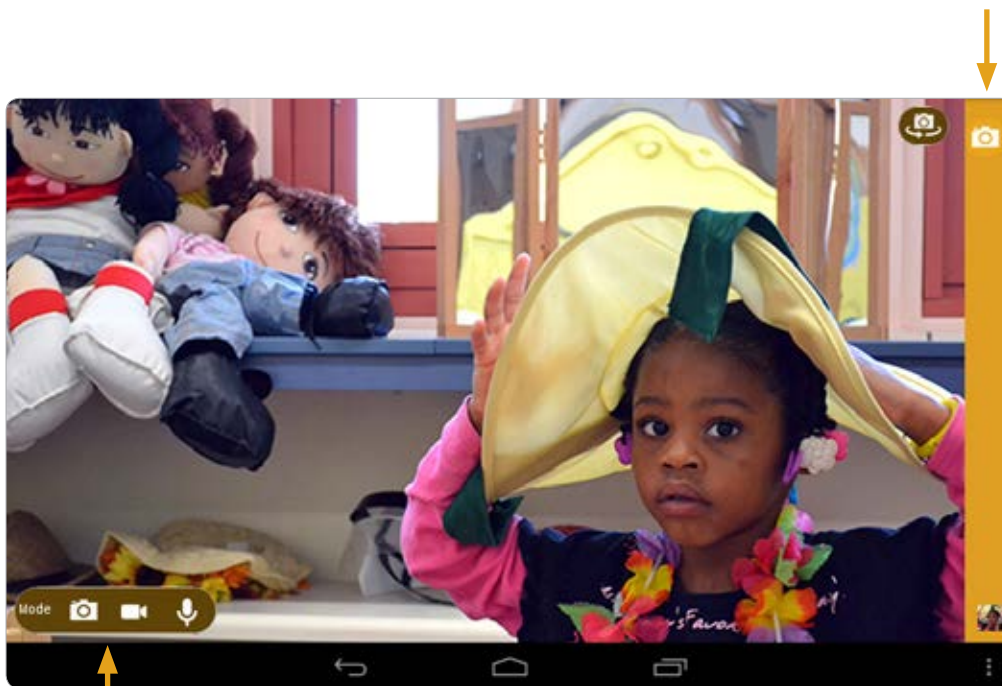

The app will load the classes and children's names from your *Teaching Strategies GOLD®* online account.

Capture Documentation

The first screen you will see is the **Capture** screen. From here, you can capture documentation as a photo, video, or audio recording.

When you are ready to capture documentation, tap the camera, video camera, or microphone icon in the gold bar. If capturing video or audio, tap the icon again to stop recording.
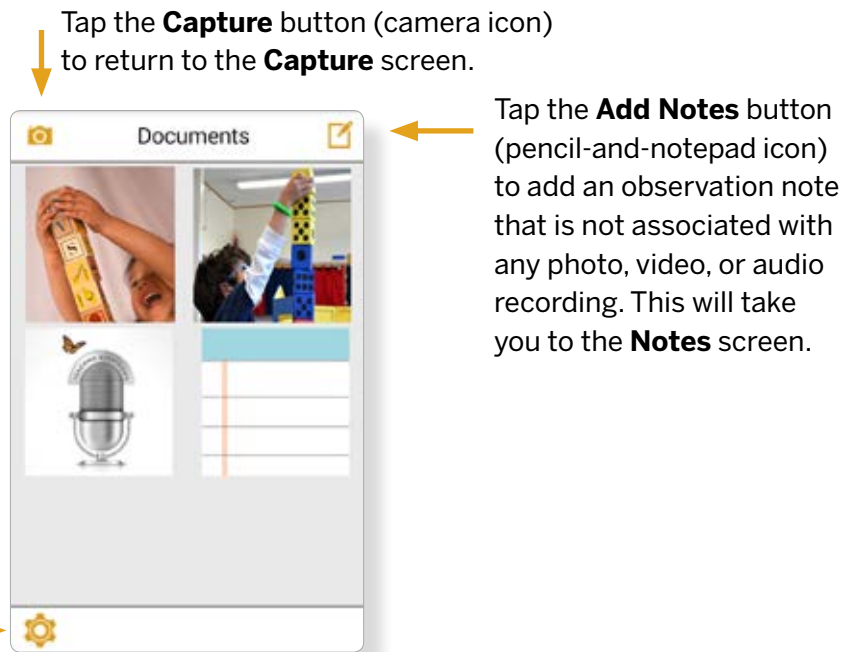

When you capture a photo, video, or audio recording, a thumbnail of the documentation moves to the bottom of the gold bar. Tap the thumbnail to go to the **Documents** screen.

Use the **Mode** button to choose the media type.

Documents

On the **Documents** screen, you will see thumbnails of all the photos, videos, and audio recordings you have captured and not yet uploaded to *Teaching Strategies GOLD®* online.
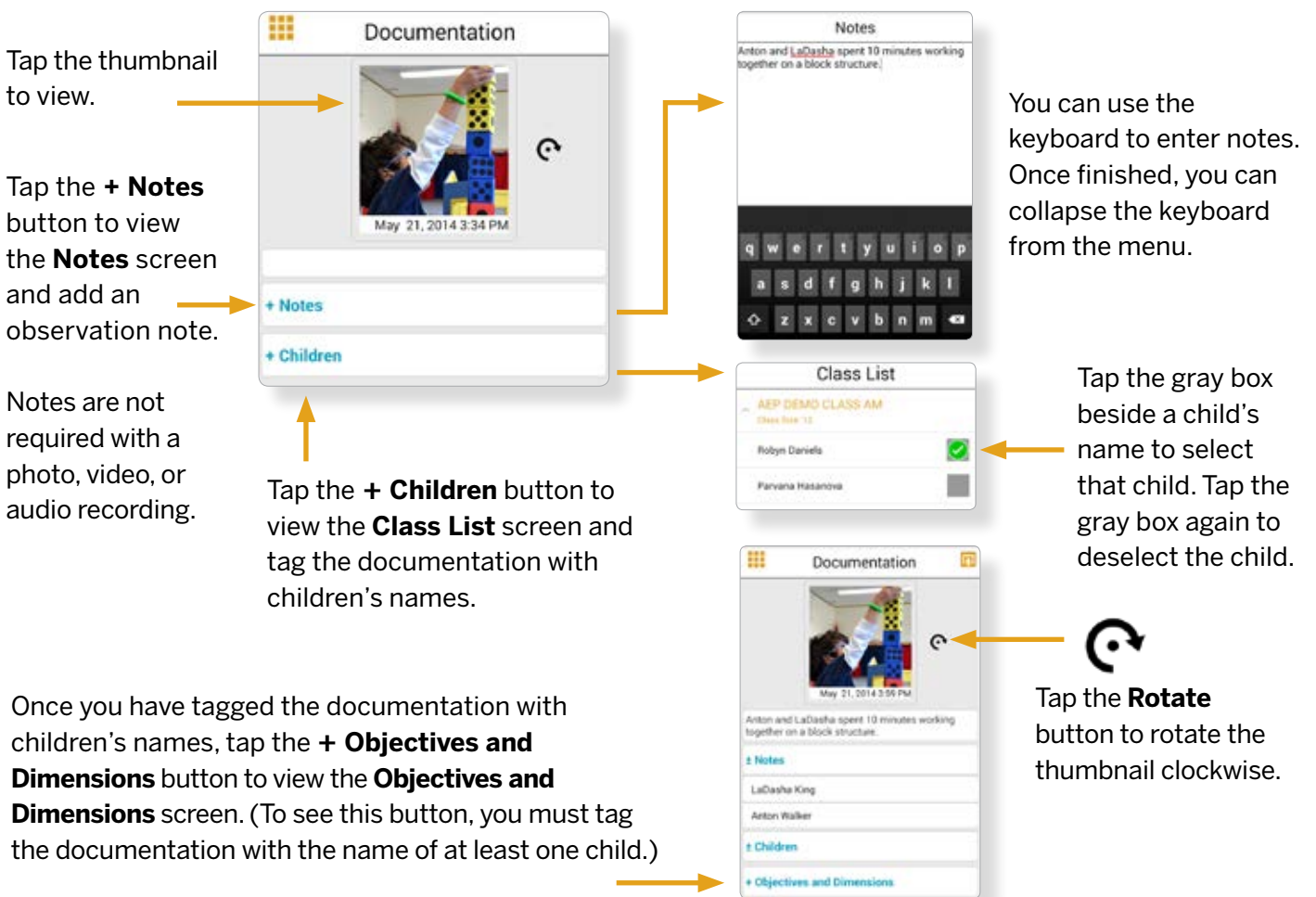
Tap a thumbnail to open the **Documentation** screen.

Note. Tap the Gear icon to view the Settings pop-up window. From there, you can view your account settings and log out of the app.

Tap the **Capture** button (camera icon) to return to the **Capture** screen.

Tap the **Add Notes** button (pencil-and-notepad icon) to add an observation note that is not associated with any photo, video, or audio recording. This will take you to the **Notes** screen.

Documentation

On the **Documentation** screen, you can add a note to a photo, video, or audio recording. You can then tag the documentation with children's names, objectives, dimensions, and preliminary levels.

Tap the thumbnail to view.

Tap the **+ Notes** button to view the **Notes** screen and add an observation note.

Notes are not required with a photo, video, or audio recording.

Tap the **+ Children** button to view the **Class List** screen and tag the documentation with children's names.

You can use the keyboard to enter notes. Once finished, you can collapse the keyboard from the menu.

Tap the gray box beside a child's name to select that child. Tap the gray box again to deselect the child.

Tap the **Rotate** button to rotate the thumbnail clockwise.

Once you have tagged the documentation with children's names, tap the **+ Objectives and Dimensions** button to view the **Objectives and Dimensions** screen. (To see this button, you must tag the documentation with the name of at least one child.)
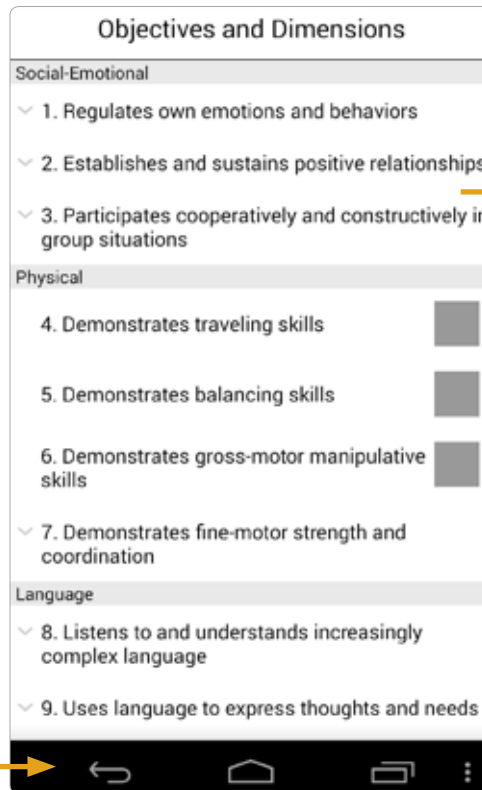
Objectives and Dimensions

Tap an objective with an arrow beside it to open a list of the related dimensions.

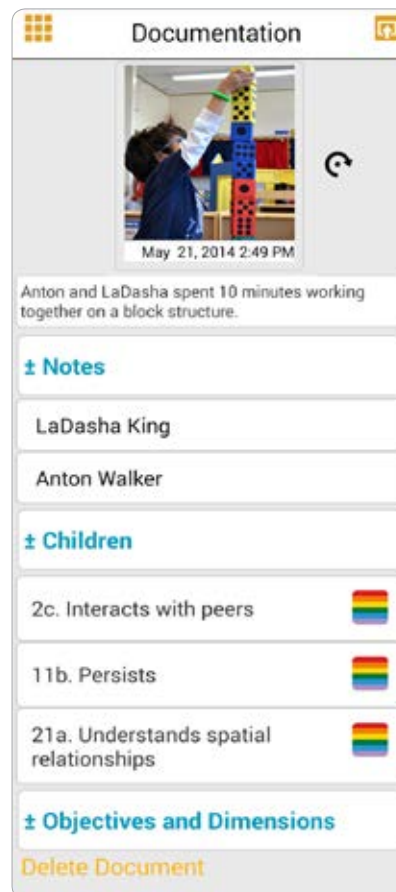If there is no arrow beside an objective, there are no dimensions for that objective.

Tap the **Back** button to return to the **Documentation** screen.

Objectives and Dimensions

Social-Emotional

⌄ 1. Regulates own emotions and behaviors

⌄ 2. Establishes and sustains positive relationships

⌄ 3. Participates cooperatively and constructively in group situations

Physical

4. Demonstrates traveling skills

5. Demonstrates balancing skills

6. Demonstrates gross-motor manipulative skills

⌄ 7. Demonstrates fine-motor strength and coordination

Language

⌄ 8. Listens to and understands increasingly complex language
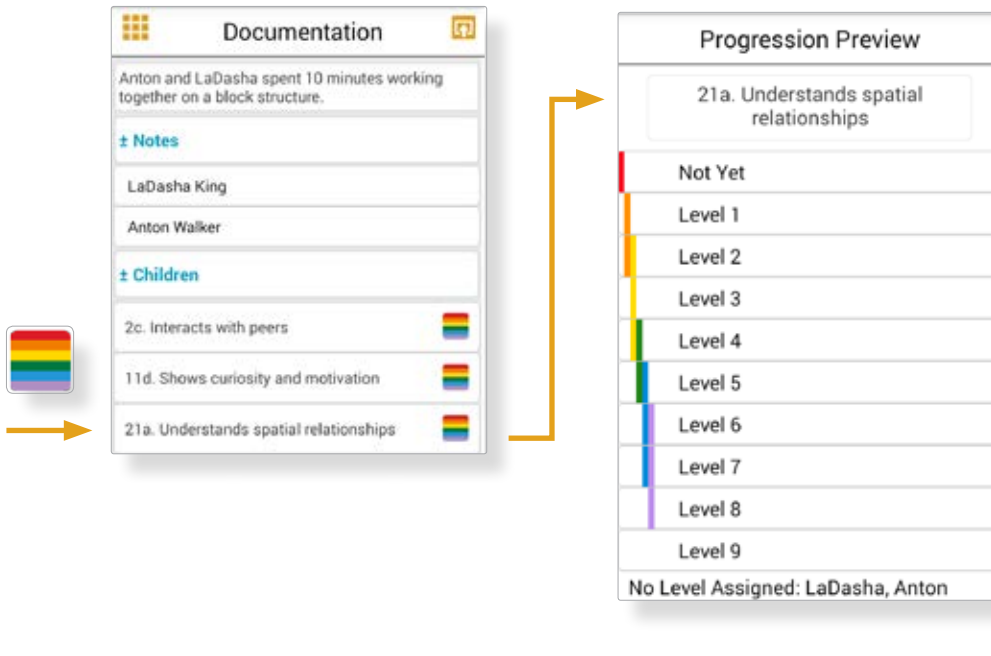
⌄ 9. Uses language to express thoughts and needs

Tap the gray box beside an objective or dimension to select that objective or dimension. Tap the gray box again to deselect the objective or dimension.

Once you have tagged the documentation with a child's name and added any notes, objectives, and dimensions, you can swipe down to review your entries.

Documentation

May 21, 2014 2:49 PM

Anton and LaDasha spent 10 minutes working together on a block structure.

± Notes

LaDasha King

Anton Walker

± Children

2c. Interacts with peers

11b. Persists

21a. Understands spatial relationships

± Objectives and Dimensions

Delete Document

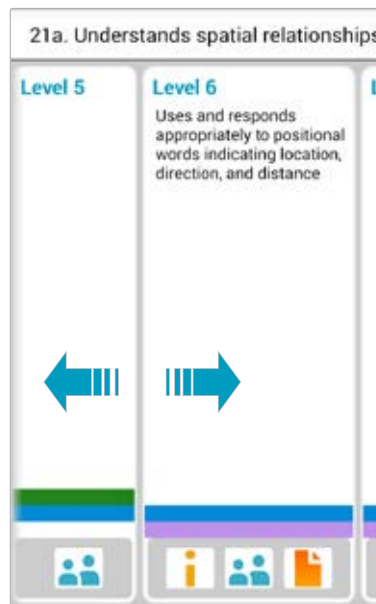## Preliminary Levels: View Levels

Once you have tagged the documentation with objectives or dimensions, tap an objective or dimension with a rainbow icon beside it to begin assigning preliminary levels.

On the **Progression Preview** screen, tap a level to view the indicator, example, and *Common Core State Standards* information (if your program uses this option). Use the colored bands to guide your choice.

Children tagged for this documentation are listed below the levels.

Swipe left or right to see additional indicators in this progression.

Tap the **Examples** button to view examples for this indicator.

Tap the **Select Levels** button to assign this level to a child.

Tap the **CCSS** button to view embedded *Common Core State Standards* (if your program uses this option).

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Assign Preliminary Levels

Tap the **Select Levels** button to begin assigning levels.

Level 6

Uses and responds appropriately to positional words indicating location, direction, and distance

LaDasha King

Anton Walker

Tap the gray square beside a child's name to assign this level to the child as a preliminary rating.

Tap the gray square again to unassign the level.

Level 5

LaDasha King (Level 5) ✓

Anton Walker (Level 6)

To assign a different level, tap the **Back** button. Swipe left or right to review additional indicators. Tap the **Select Levels** button to assign a new level.
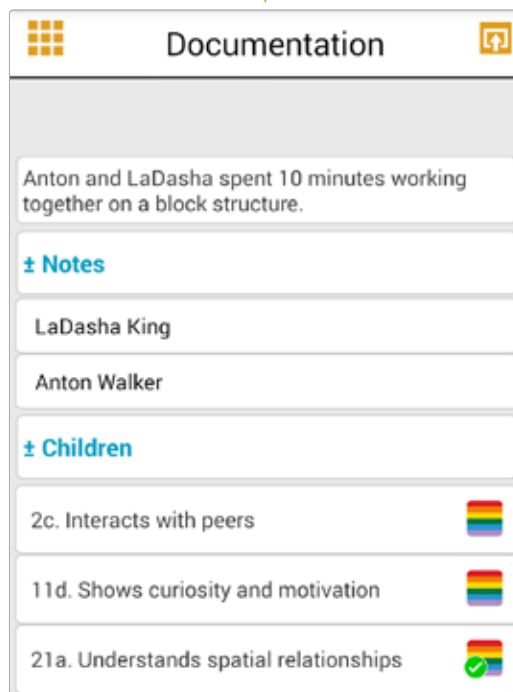
21a. Understands spatial relationships

Level 5

Level 6

Uses and responds appropriately to positional words indicating location, direction, and distance

Le

Tap the **Back** button to return to the **Progression Preview** screen.

Assign Preliminary Levels, *continued*

Progression Preview

21a. Understands spatial relationships

Not Yet	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	LaDasha
Level 6	Anton
Level 7	
Level 8	
Level 9	

No Level Assigned:

On the **Progression Preview** screen, children's names display in line with assigned levels.

Tap the **Back** button to return to the **Documentation** screen.

Documentation

Anton and LaDasha spent 10 minutes working together on a block structure.

± Notes

LaDasha King

Anton Walker

± Children

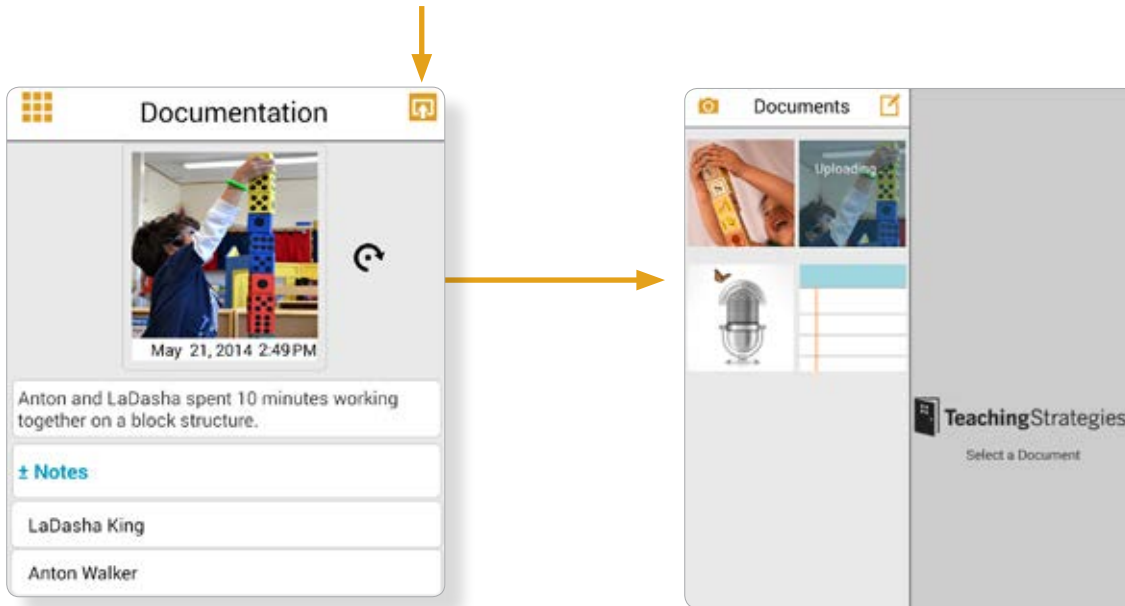|	
2c. Interacts with peers	
11d. Shows curiosity and motivation	
21a. Understands spatial relationships	

A green check mark on a rainbow icon indicates that assigning preliminary levels has been started.

Tap another objective or dimension with a rainbow icon beside it to add or edit preliminary levels.
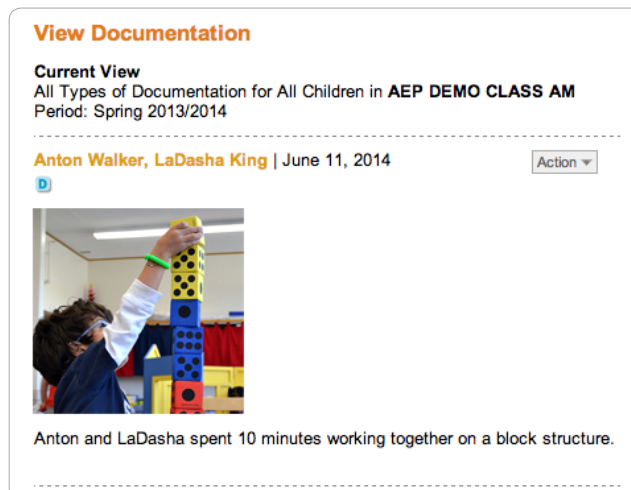
Upload Documentation

Tap the **Upload** button (arrow-over-notepad icon) in the upper right corner of the **Documentation** screen. This button will not display until you have tagged the documentation with the name of at least one child.

Your documentation will upload to the relevant children's portfolios in *Teaching Strategies GOLD*® online and disappear from your **Documents** screen.
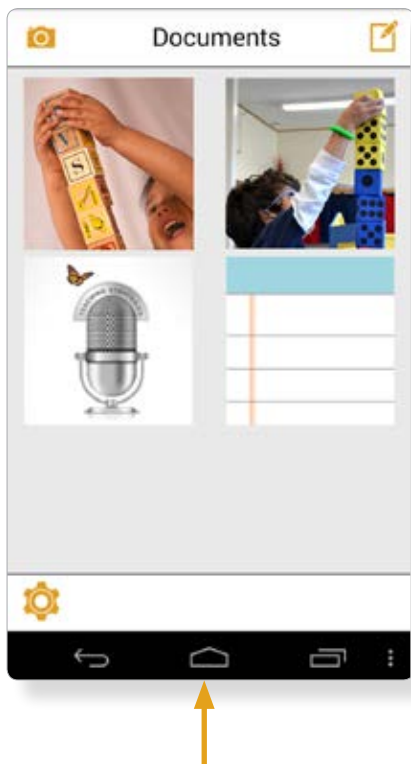
View Documentation in *Teaching Strategies GOLD*® Online

The next time you log in to *Teaching Strategies GOLD*® online, you will see in the relevant children's portfolios the documentation that you uploaded from the app. Go to the **View Documentation** screen in *Teaching Strategies GOLD*® online to review those items, add or edit notes, add preliminary levels, individualize, or share documentation with families.

Settings and Log-Out

Tap the **Menu** button or the **Gear** icon on the **Documents** screen to view the **Settings** pop-up window where you can access your account settings and log out of the app. Note that you can log out of the app only from the **Documents** screen.
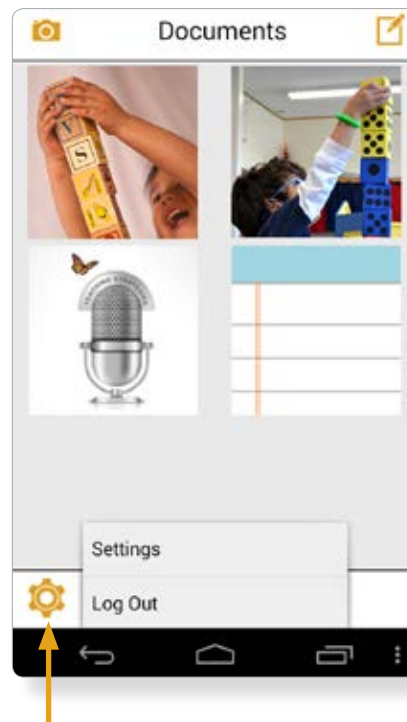

The **Menu** button allows you to access your account settings and log out of the app. This button may have a different look or location, depending on your device.

On some devices, the **Menu** button will be a hardware button found below the screen.

On other devices, the **Menu** button may appear as an icon with three dots or lines.

On some devices, you must tap the **Recent Apps** button to open the **Settings** pop-up window.

The **Gear** icon also allows you to access your account settings and log out of the app.

Throughout the app, you can use the **Back** button to go back to the previous screen. This button may look different, depending on the Android device.

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