How to Use the *Teaching Strategies*® *GOLD*™ *Documentation* App Version 2.3 for iPhone

Please note: Version 2.3 requires iOS 8.0 or newer. It is optimized for iPhone 6 and 6 Plus. Screenshots show the app on an iPhone 6. Other Apple devices will have similar screens and buttons.
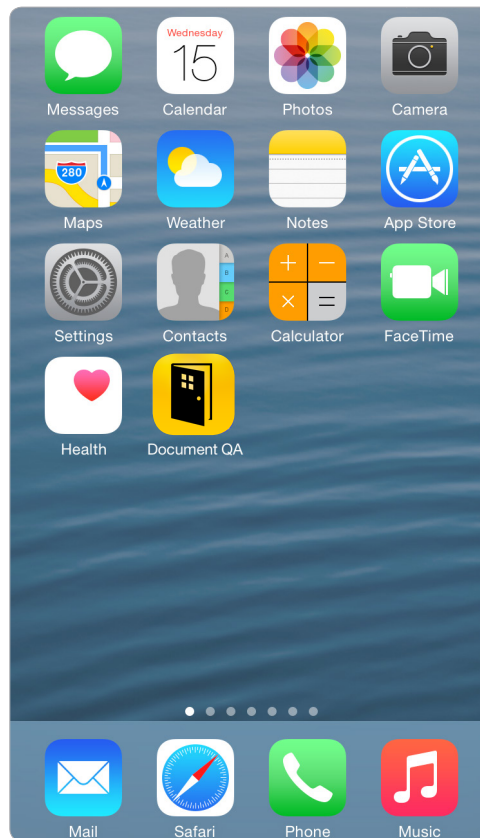
Download the App

Open the App Store℠ icon on your iPad, iPhone, or iPod touch and search for "GOLD Documentation."

Download the app to your device—it's free! All you need is an Apple ID and password.

Start the App

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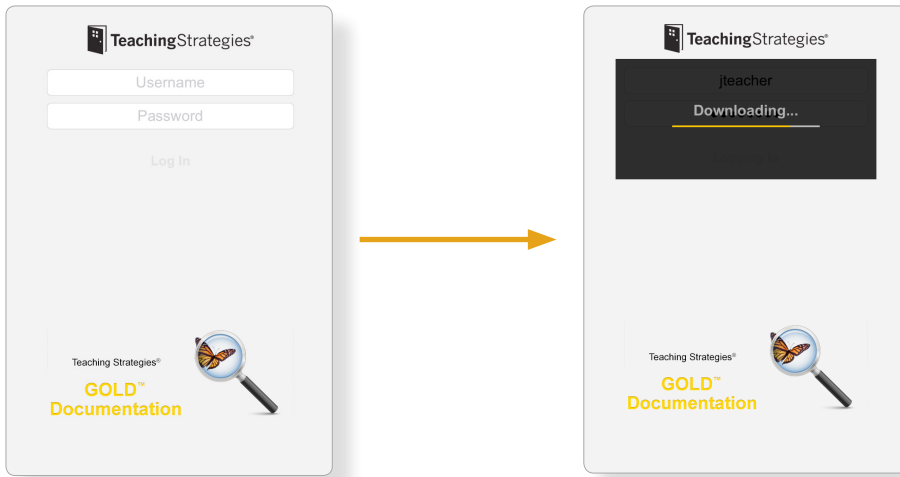
Tap the **Document** icon to start.

Log In

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

The app will load the classes and children's names from your *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.

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

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.
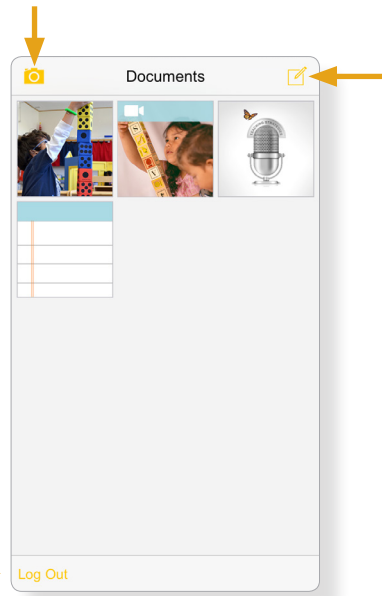
Documents

On the **Documents** screen, you will see thumbnails of all the photos, videos, and audio recordings you have captured and not yet uploaded to *GOLD*™ online.

Tap a thumbnail to open the **Documentation** screen.

Note. Tap the **Logout button** to log out of the *GOLD*™ Documentation app and return to the login screen.

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.
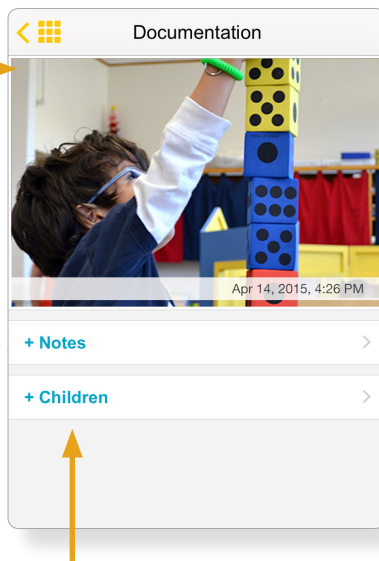

Documentation

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.
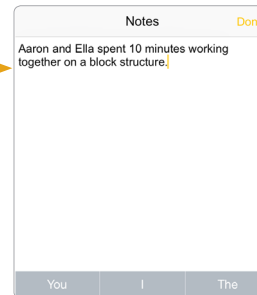
Tap the thumbnail to view or play.

Tap the **+ Notes** button to view the **Notes** screen and add an observation note.
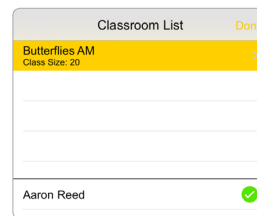
Notes are not required with a photo, video, or audio recording.

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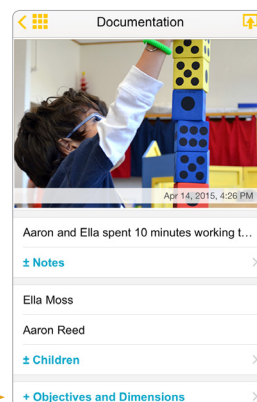
Tap the **Done** button to return to the **Documentation** screen.

Tap the child's name to tag. Tap the child's name again to deselect the child.

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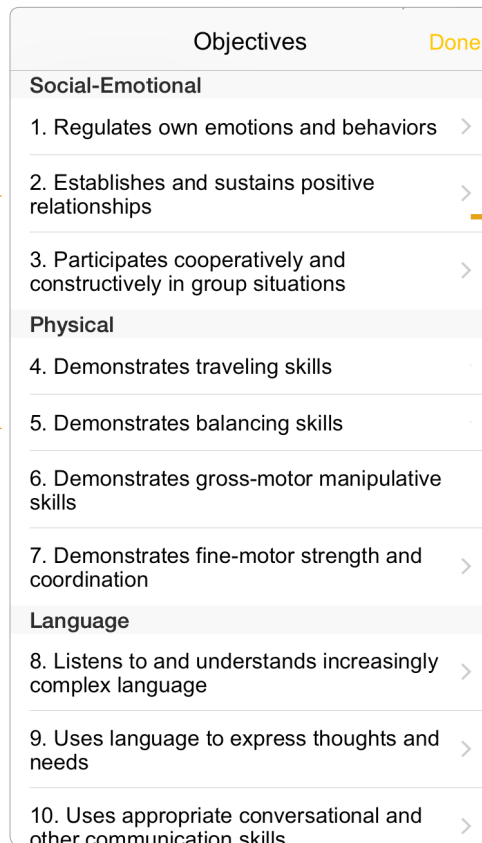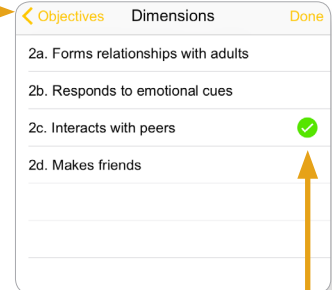
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Objectives and Dimensions

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 related to that objective.
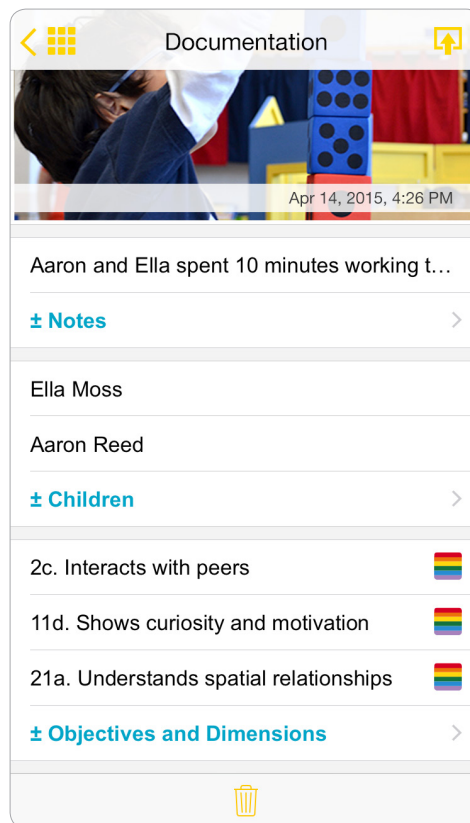
Objectives	Done
Social-Emotional	
1. Regulates own emotions and behaviors	>
2. Establishes and sustains positive relationships	>
3. Participates cooperatively and constructively in group situations	>
Physical	
4. Demonstrates traveling skills	
5. Demonstrates balancing skills	
6. Demonstrates gross-motor 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	>
10. Uses appropriate conversational and other communication skills	>

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

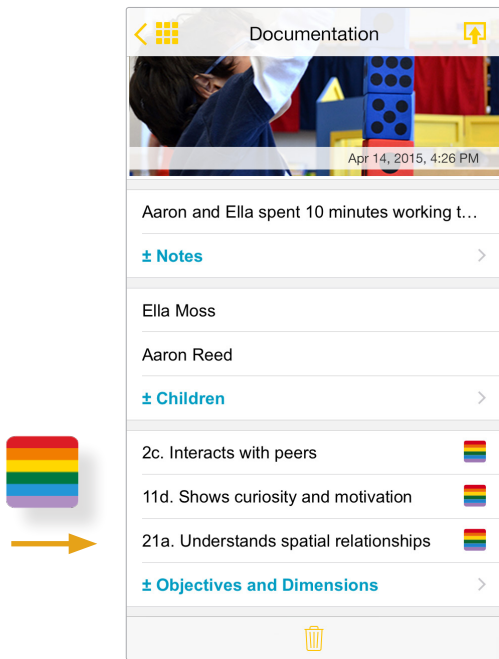| ‹ Objectives	Dimensions	Done
2a. Forms relationships with adults		
2b. Responds to emotional cues		
2c. Interacts with peers		✓
2d. Makes friends		

Tap on an objective or dimension to select that objective or dimension. Tap the objective or dimensions again to deselect the objective or dimension.

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

Documentation

Apr 14, 2015, 4:26 PM

Aaron and Ella spent 10 minutes working t…

± Notes >

Ella Moss

Aaron Reed

± Children >

2c. Interacts with peers

11d. Shows curiosity and motivation

21a. Understands spatial relationships

± Objectives and Dimensions >
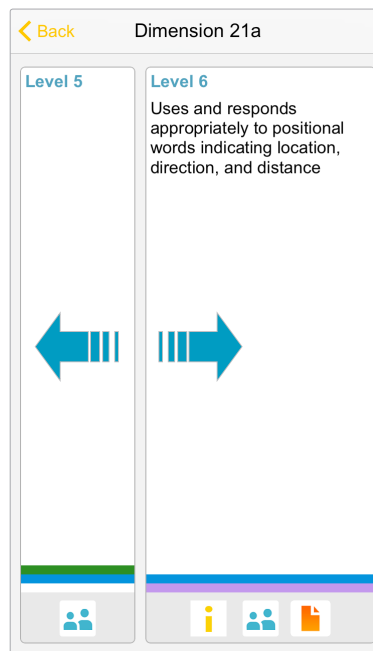
Preliminary Levels : View Levels

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 color bands to guide your choice.

Children tagged for this document 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).

Assign Preliminary Levels

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

Level 6	Done
Uses and responds appropriately to positional words indicating location, direction, and distance	
Aaron Reed	Level 6 ✓
Ella Moss	☐

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.

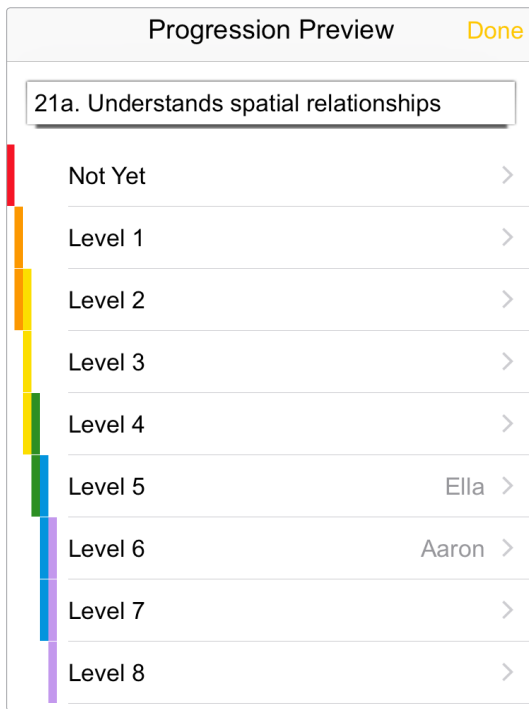| Level 5	Done
Aaron Reed	Level 6 ☐
Ella Moss	Level 5 ✓

To assign a different level, tap the **Done** button. Swipe left or right to review additional indicators. Tap the **Select Levels** button to assign a new level.

Tap the **Back** button to return to the **Progression Preview** screen.
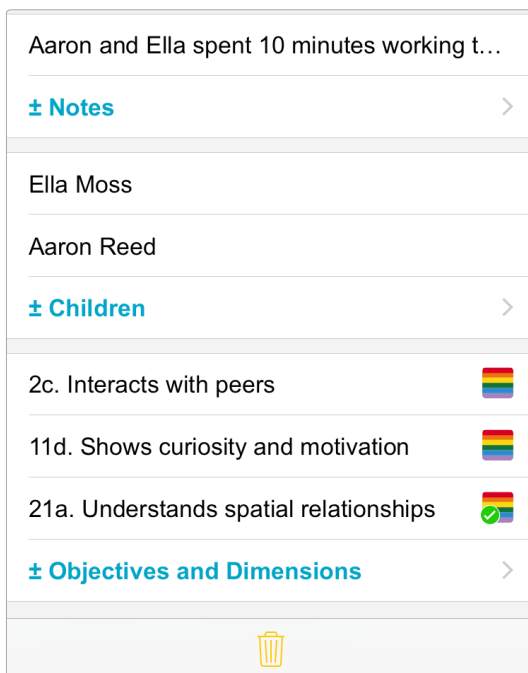
‹ Back	Dimension 21a
Level 5	**Level 6**
	Uses and responds appropriately to positional words indicating location, direction, and distance

Assign Preliminary Levels, *continued*

Progression Preview	Done

21a. Understands spatial relationships

Not Yet	>
Level 1	>
Level 2	>
Level 3	>
Level 4	>
Level 5	Ella >
Level 6	Aaron >
Level 7	>
Level 8	>

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

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

Aaron and Ella spent 10 minutes working t…

± Notes	>

Ella Moss

Aaron Reed

± Children	>

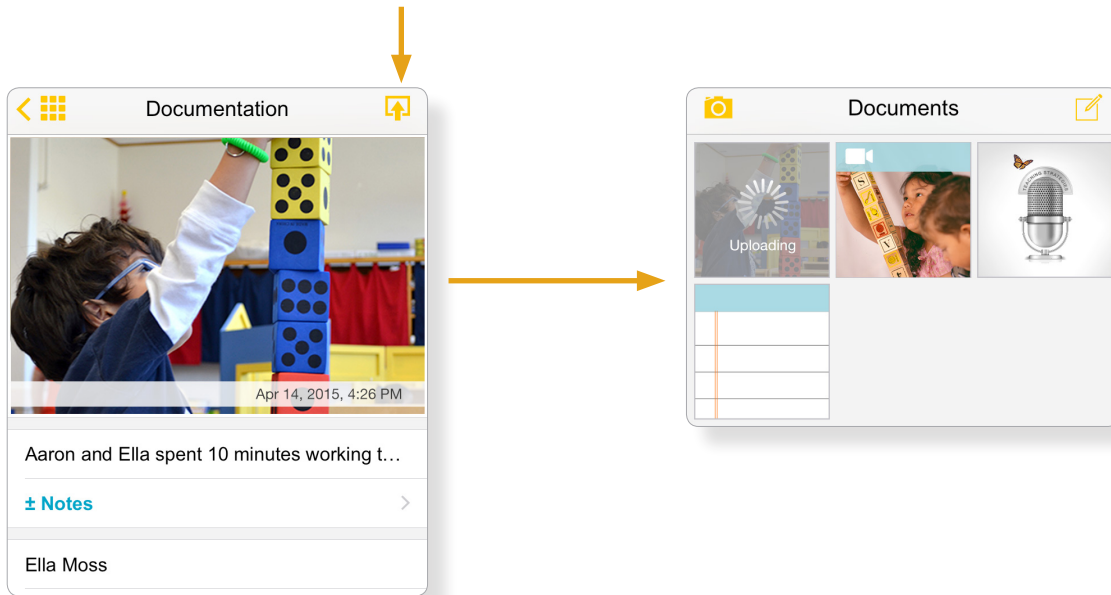| 2c. Interacts with peers	🌈
11d. Shows curiosity and motivation	🌈
21a. Understands spatial relationships	✅🌈

± Objectives and Dimensions	>

🗑

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.
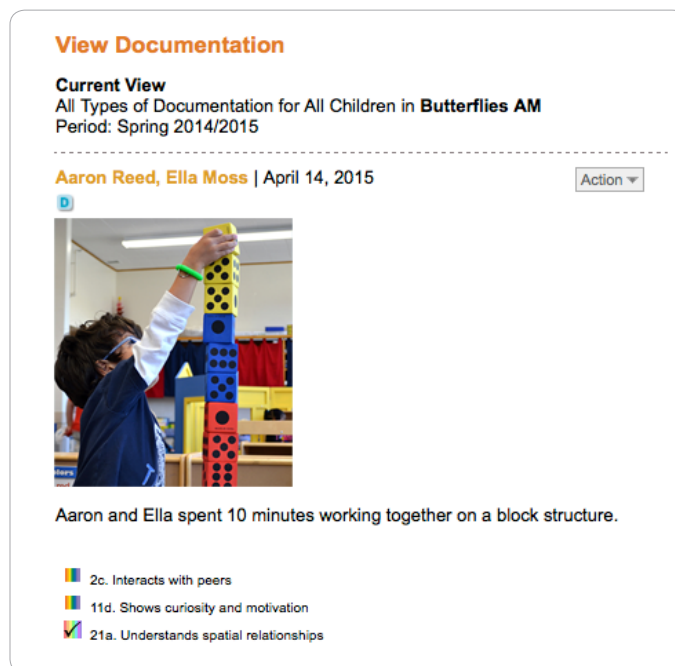
Upload Documentation

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 *GOLD*™ online and disappear from your **Documents** screen.

View Documentation in *GOLD*™ Online

The next time you log in to *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 *GOLD*™ online to review those items, add or edit notes, add preliminary levels, individualize, or share documentation with families.
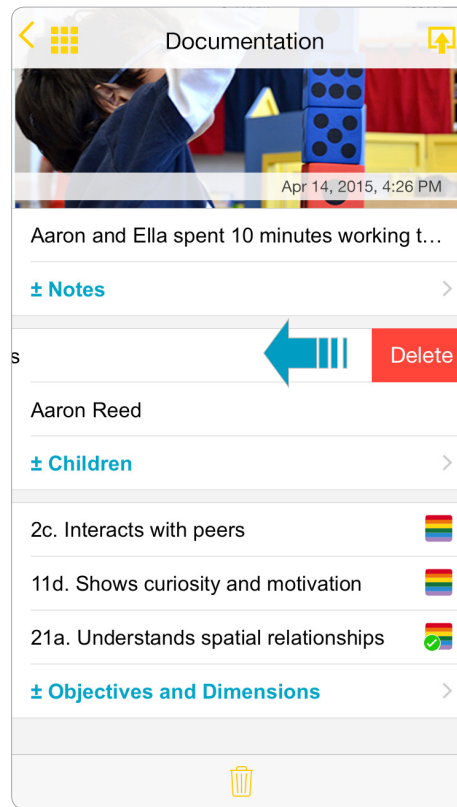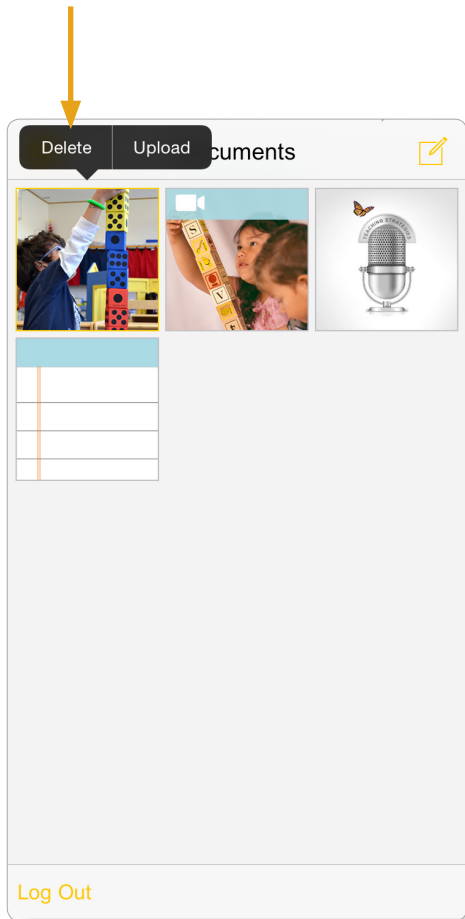
Touch Gestures

Use these gestures to quickly edit, delete and upload documentation.

Tap and hold on a document's thumbnail to see a pop-up menu that allows you to delete or upload that document.
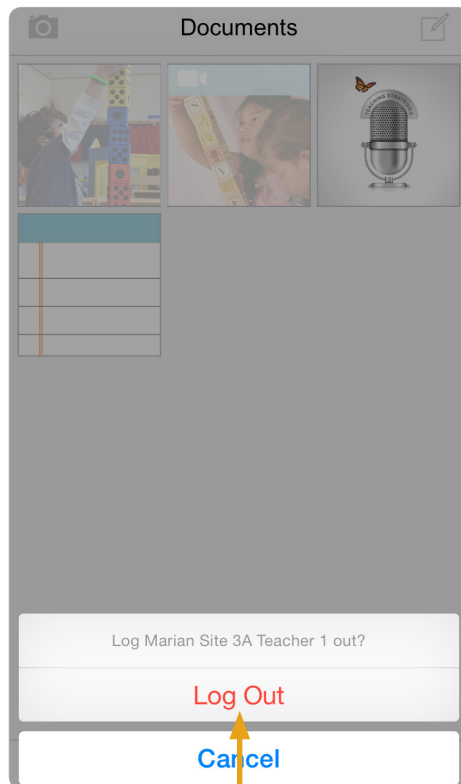
A gold highlight around a thumbnail helps identify the selected document.

Swipe left and tap **Delete** to delete a child or dimension within a document you are viewing.

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Log Out

Tap the **Log Out** button on the bottom left of the **Documents** screen to log out of the *GOLD*™ Documentation app.

You will need to confirm by tapping the red **Log Out button**. Once selected, you will be returned to the log in screen.