

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

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 iPad mini. 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.

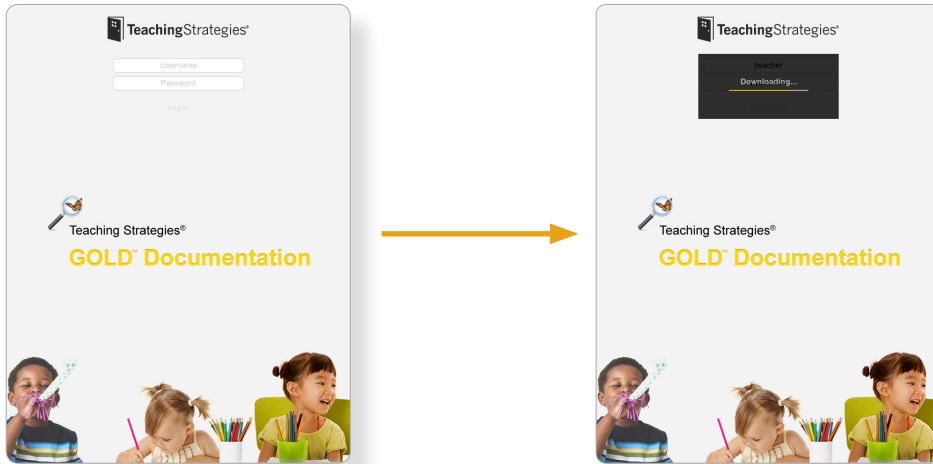
Tap the **Document** icon to start.



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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.

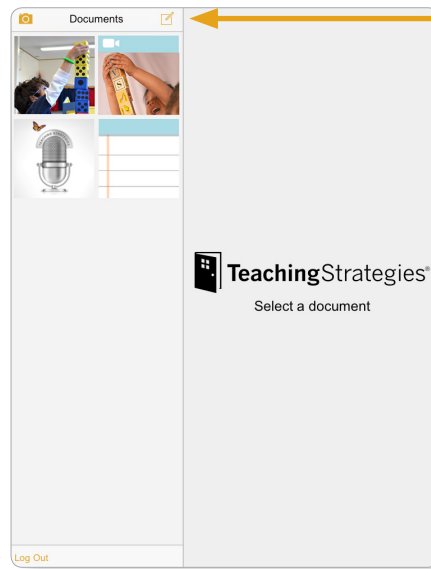
Documents

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.

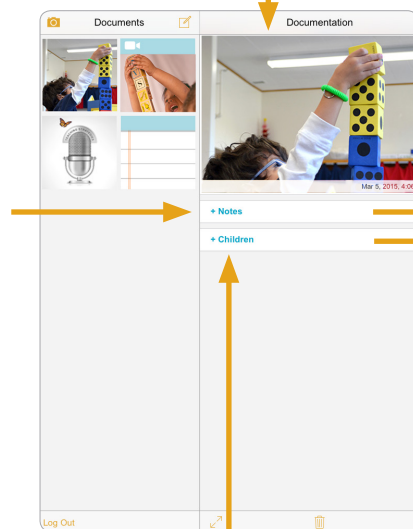
Documentation

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.

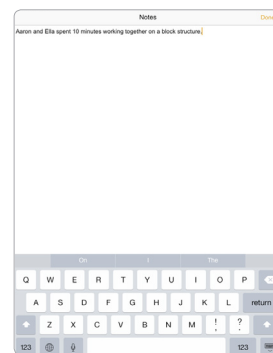
Tap the thumbnail to view or play.

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

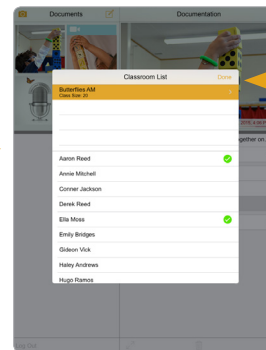
Notes are not required with a photo, video, or audio recording.



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



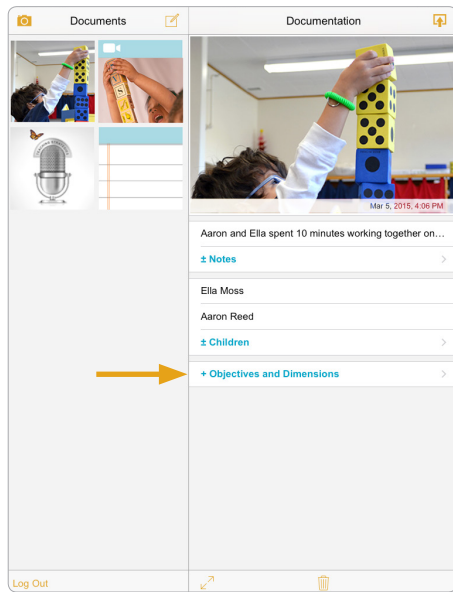
Tap the **Done** button to return to the **Documentation** screen.



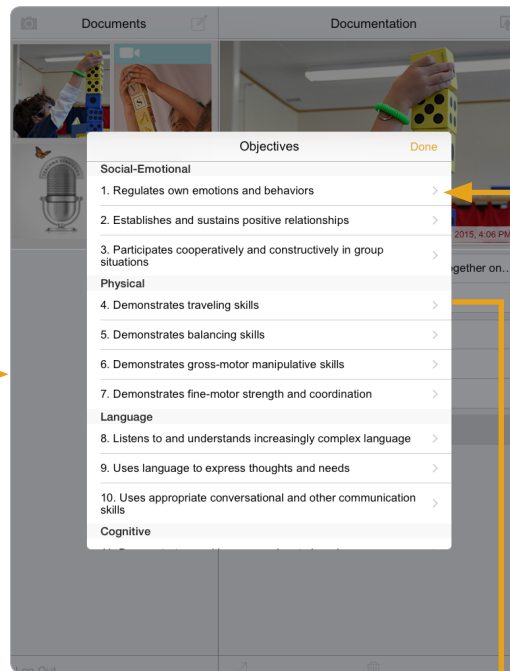
Tap the child's name to tag. Tap the child's name again to deselect the child.

Objectives and Dimensions

Once you have tagged the documentation with children's names, tap the **+ Objectives and Dimensions** button to view the **Objectives** screen.

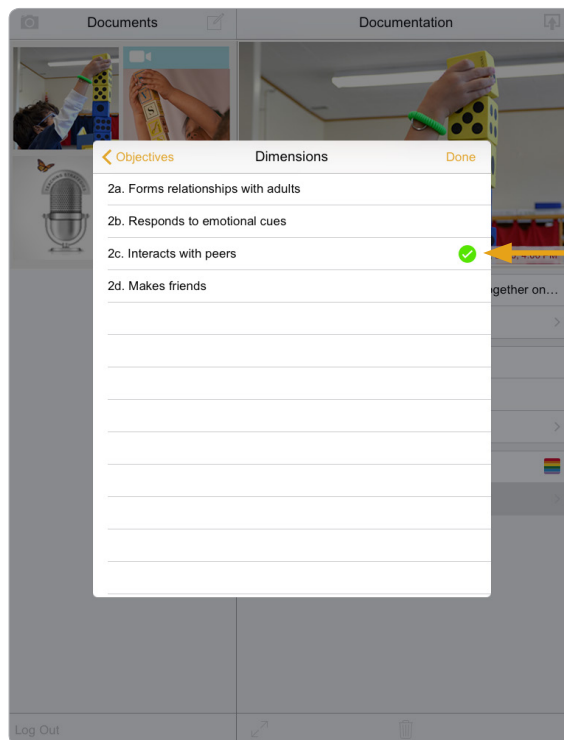


To see the **Objectives and Dimensions** button, you must tag the documentation with the name of at least one child.



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

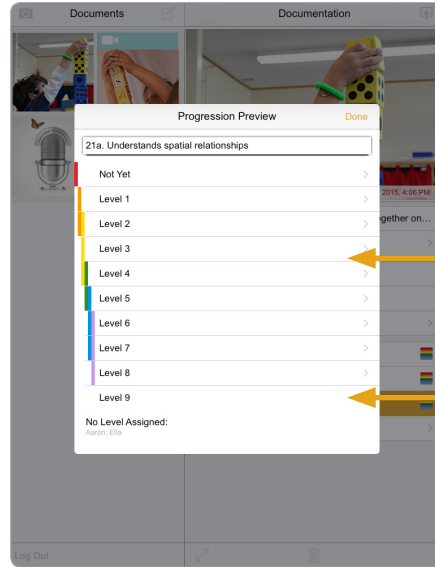
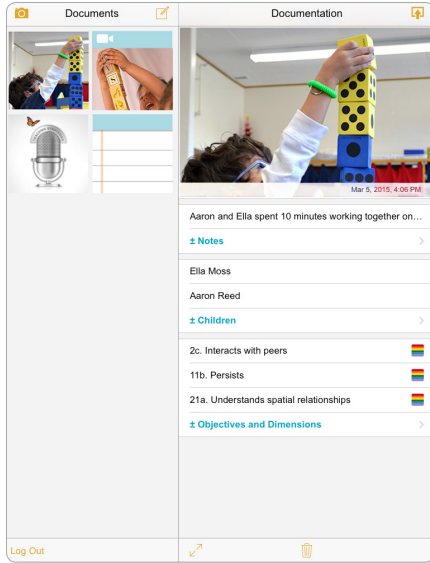
Tap an objective with an arrow beside it to drill down to the related dimensions on the **Dimensions** screen.



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

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 documentation are listed below the levels.

Tap a **Rainbow Icon** to begin assigning preliminary levels.



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



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



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



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

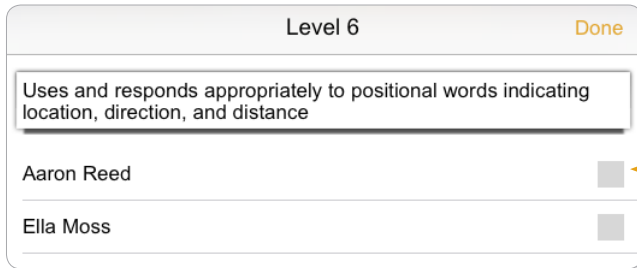


Tap the **CCSS** button to view embedded *Common Core State Standards* (if your program uses this option).

Assign Preliminary Levels

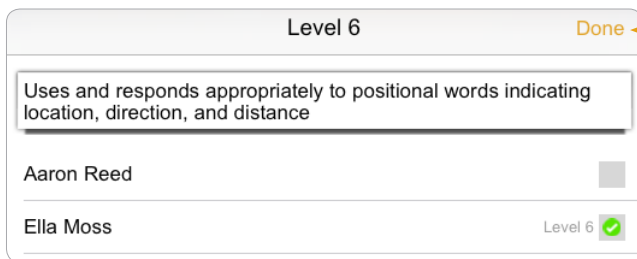


Tap the **Select Levels** button to begin assigning levels.



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

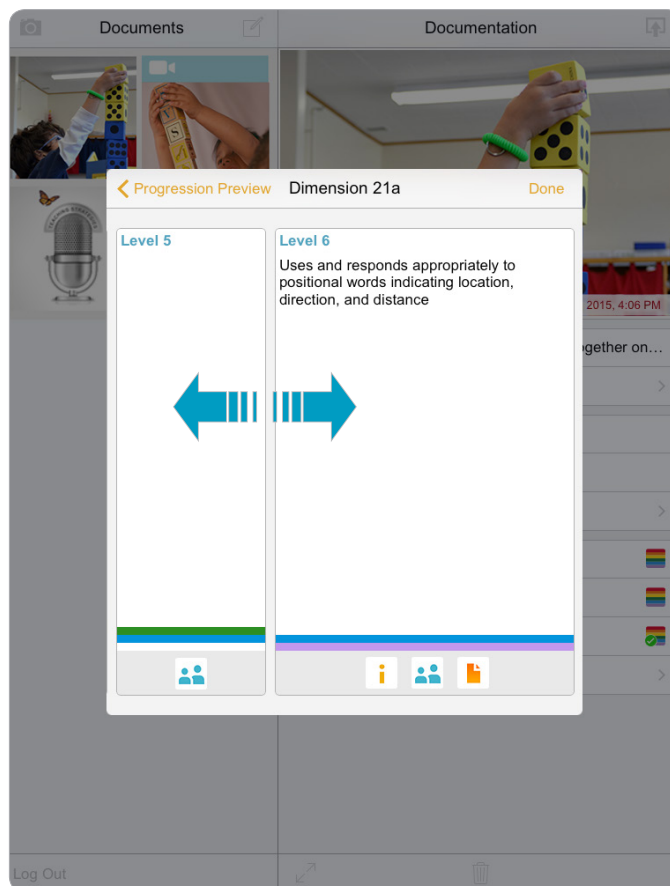
Tap the gray square again to unassign the level.



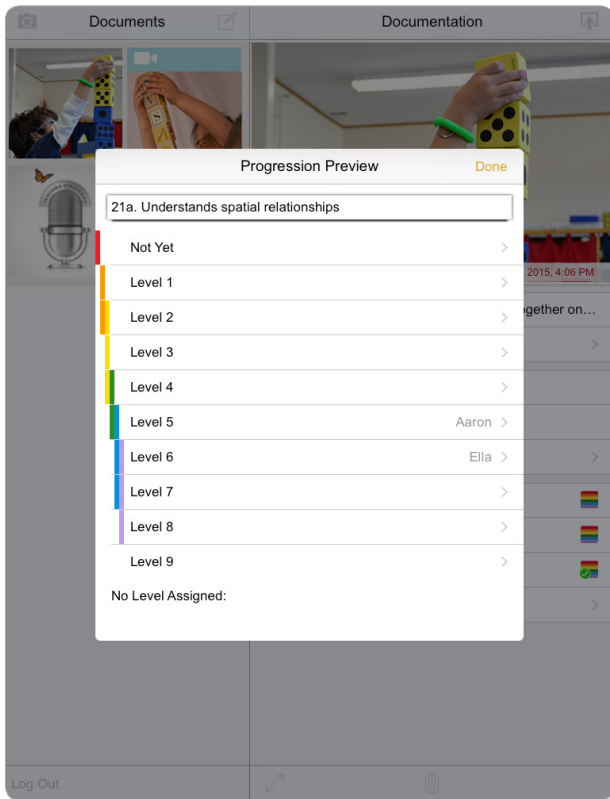
To assign a different level, tap the **Done** button.

Swipe left or right to review additional indicators. Tap the **Select Levels** button to assign a new level.

Tap **Progression Preview** to return to the previous screen.

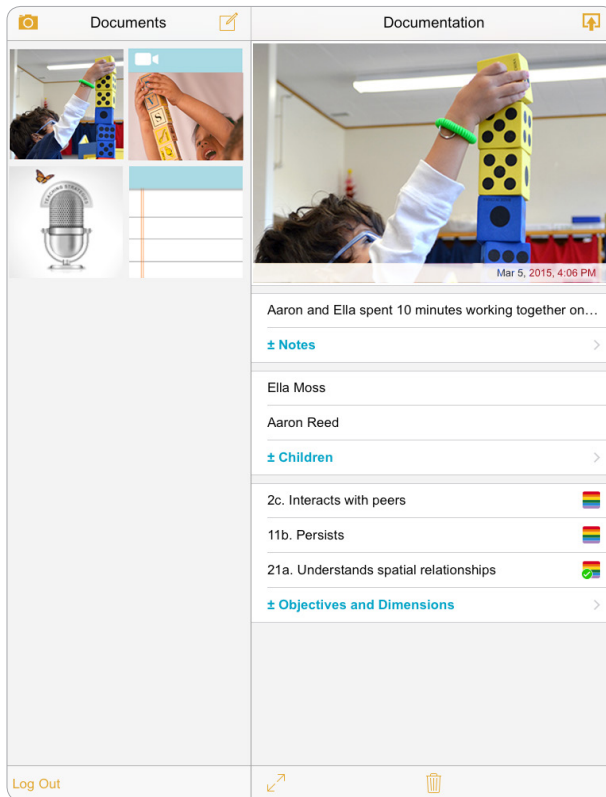


Assign Preliminary Levels, *continued*



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

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

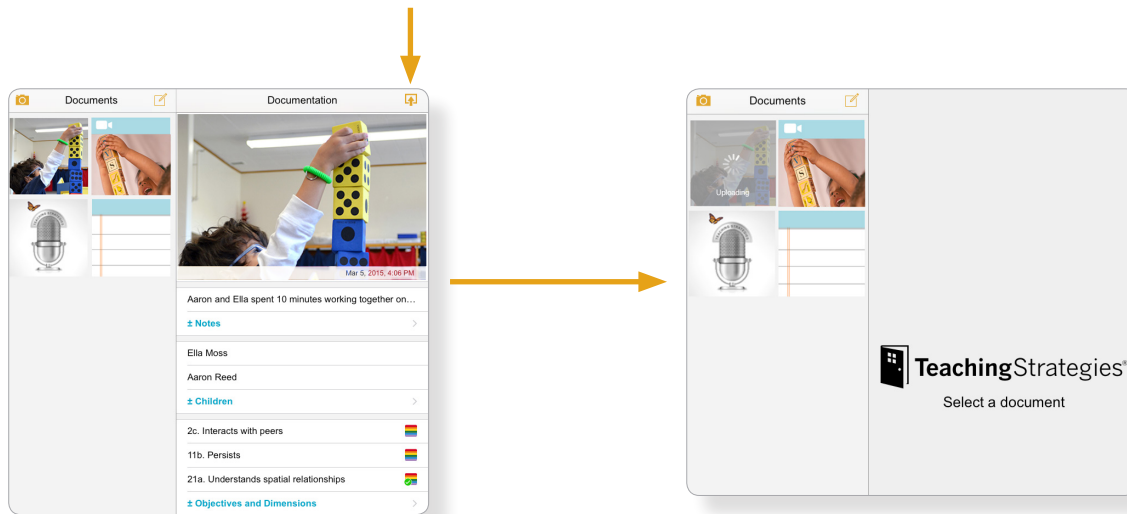


A green check mark on a rainbow icon indicates that assigning preliminary levels has been started.

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

Upload Documentation

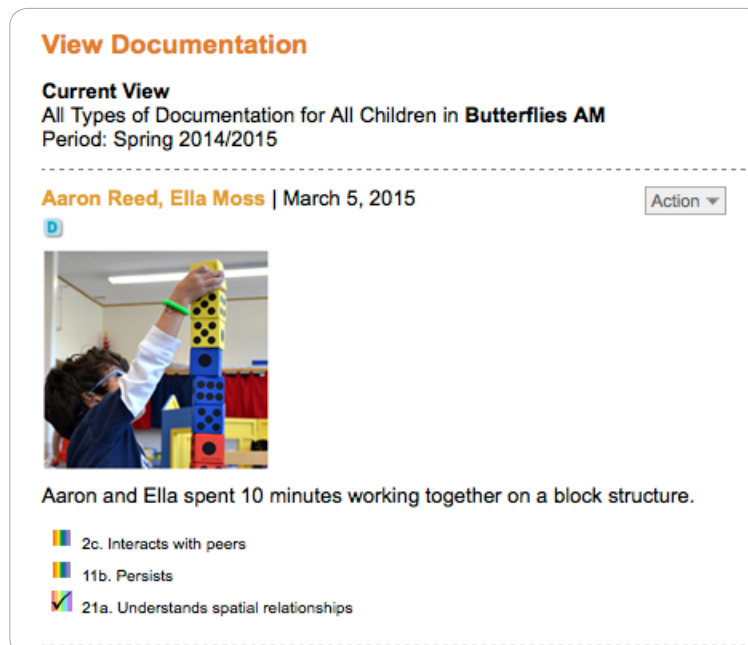
Tap the **Upload** button (arrow-over-notepad icon) in the upper right corner of the **Documentation** screen. This button will not display until you have tagged the documentation with the name of at least one child.



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 or edit preliminary levels, individualize, or share documentation with families.

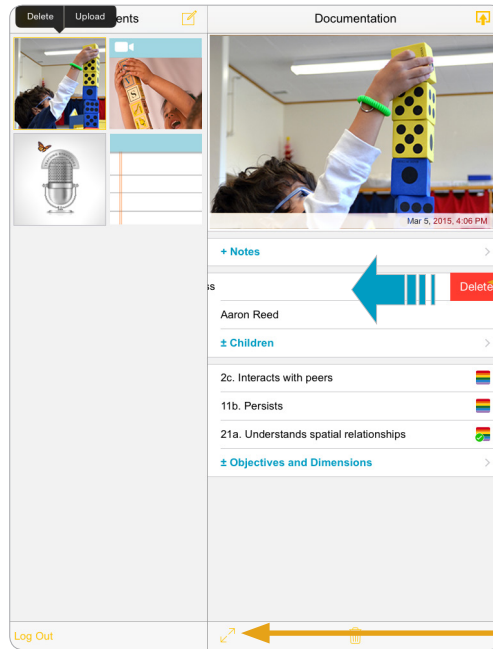


Touch Gestures

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.

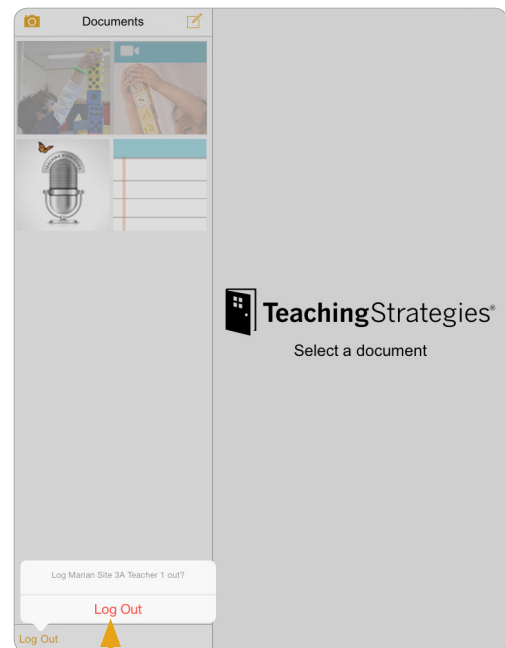


Swipe left and tap **Delete** to delete a child or dimension within a document you are viewing.

Tap the **Expand and Contract** button (arrow icon) to expand and contract documents within the document viewer.

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 confirmed, you will be returned to the log in screen.