

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 Page 1 of 391

Manage Children

First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	Status
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	Ar
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	Ar
Ace		Pallitto	10309178	Kindergarten	December 14, 2012	Kindergarten	TSDemoK 15	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ar
Addison	C	Saba	10326748	Kindergarten	November 28, 2012	class 1	TSDemoK 31	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ar
Adele		Leonard	10202184	2 to 3 years	February 17, 2015	Infant 5	Alexandra Long	GOLD & Tadpoles	Technology Demo Program	MyTeachingStrategies Demo Organization	Ar
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	Ar
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	Ar
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	Ar
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	Ar
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	Ar
Aiden		Sheen	10007027	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Andrew Doshi	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ar

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.

The screenshot shows the 'Edit: Alano Rodriguez' form in the MyTeachingStrategies interface. The form is divided into several sections:

- Class Selection:** A dropdown menu for 'Class' is set to 'Kindergarten'.
- Class Details:** Includes 'Age or Class/Grade*' (Kindergarten), 'First Day in Program*' (07/23/2013).
- Child Details:** Includes 'First Name*' (Alano), 'Middle Initial' (checkbox), 'Last Name*' (Rodriguez), 'Nickname', 'Identifier', 'Gender*' (Male), 'Birth Date*' (01/21/2009), 'Primary Language*' (Spanish), 'Ethnicity Level 1*' (Spanish/Hispanic/Latino), 'Ethnicity Level 2*' (Mexican), 'Race Level 1*' (Some Other Race), and 'Student ID#'. A blue circle with a question mark is next to the 'add +' button in the Guardians section.
- Guardians:** A green button with 'add +' and a plus sign.
- Fund Sources:** A list of checkboxes for various funding sources like Pre-K, Child Care, Private, etc.
- IEP:** A radio button for 'IEP' is selected to 'Yes'.
- Free and Reduced Lunch:** A radio button for 'Free and Reduced Lunch' is selected to 'No'.
- Assess this child using the Spanish Language and Literacy Objectives?*** A radio button is selected to 'No'.
- Checkpoint Period Settings:** A section with a plus sign for expanding settings.
- Date Added:** A field showing 'Mar 16, 2017'.
- Save:** A blue 'Save' button at the bottom right.

- 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 'MyTeachingStrategies' interface. On the left, the 'Edit: Alano Rodriguez' profile is visible with a green 'add +' button. On the right, the 'add contact' modal form is open. The form has the following fields:

- 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

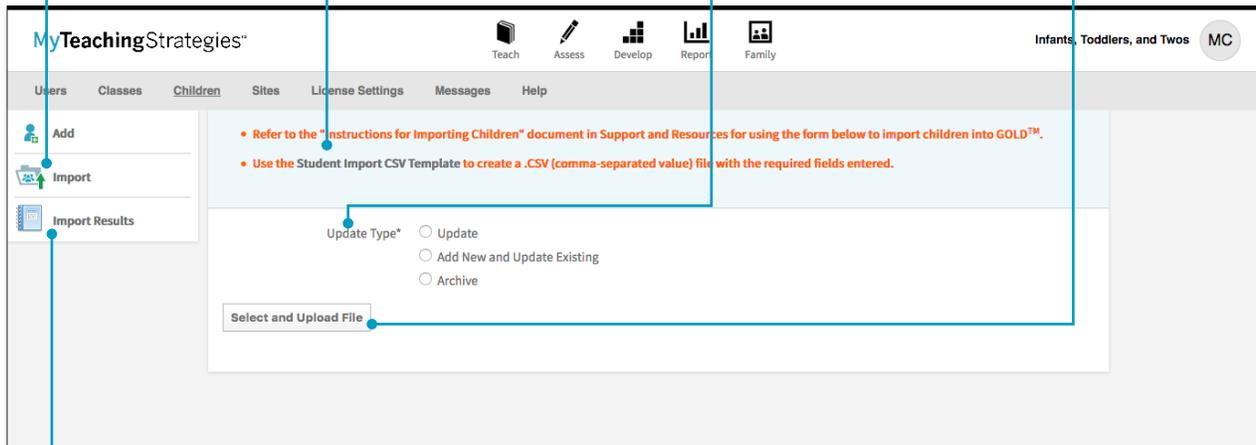
Note: You must enter the first and last name of the family member, or their email address (or both), as well as the family member's type.

- 2 Within the child's profile, select the green **ADD+** button under Family Members.
- 3 Enter the family member's name and contact information.
- 4 Select the family member type from the drop-down menu.
- 5 Select **CREATE** to save the family member to the child's profile.

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.

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.

The screenshot shows the 'Edit: Aiden Sheen' form in the MyTeachingStrategies interface. The form is divided into several sections:

- Class Details:** Includes 'Age or Class/Grade*' (1 to 2 years) and 'First Day in Program*' (09/05/2015).
- Child Details:** Includes fields for '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), and 'Race Level 1*' (White).
- Guardians:** A section for adding guardians.
- Fund Sources:** A grid of checkboxes for various funding sources such as Pre-K, Child Care, Private, Military, etc.
- IEP:** Radio buttons for 'Yes' and 'No' (selected).
- Free and Reduced Lunch:** A checkbox.
- Checkpoint Period Settings:** A section for adjusting settings, with a 'Date Added' field showing 'Jan 16, 2017'.

A sidebar on the left contains navigation options: Add, Archive, Delete, Import, and Import Results. A 'Save' button is located at the bottom right of the form.

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 includes '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 'Edit Children' and contains the following elements:

- Select the list of children you wish to edit.**
 - Program:** Default Program
 - Site:** EcoSite
 - Primary Teacher:** All
 - Class:** All
- Select the actions you wish to take for these children. You will perform these actions on the next page.**
 - Transfer / Reactivate / Archive / Delete
 - Manage Funding Sources / Custom Questions
- Include children whose current status is:**
 - Active
 - Archived
 - Deleted

The right-hand side of the interface features a 'Filter Summary' panel with the following settings:

- Program:** Default Program
- Site:** EcoSite
- Primary Teacher:** All
- Class:** All
- Actions to perform:** Transfer / Reactivate / Archive / Delete
- Include Active Children:** Yes
- Include Archived Children:** Yes
- Include Deleted Children:** Yes

A 'Submit' button is located at the bottom right of the main content area.

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 | Sidney's MyTS K Class

Teach Assess Develop Report Family

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 **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 | Sidney's MyTS K Class

Teach Assess Develop Report Family

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

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 **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

Programs Sites

Back to Edit Children

Transfer

Reactivate

Archive

Delete

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"/>	firstname-8107313	lastname-8107313	11/03/2007	8107313	active	Delorean
<input checked="" type="checkbox"/>	firstname-8192597	lastname-8192597	11/04/2010	8192597	archived	None
<input type="checkbox"/>	firstname-8218105	lastname-8218105	06/12/2011	8218105	active	Pre-K 4 Class
<input type="checkbox"/>	firstname-8218112	lastname-8218112	02/03/2014	8218112	active	Stephanie's IT2 Class
<input type="checkbox"/>	firstname-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"/>	Tim	Reed	05/01/2011	6570522	active	SidneyG2's Pre-K 4 Class

To Archive

- 1 Select a child record or all child records to archive.

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

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

Archive Children

Archive 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

To Delete

- 1 Select a child record or all child records to 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**.

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

?

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**.

The screenshot displays the 'Edit Children' page in the MyTeachingStrategies application. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' icons, along with the user's name 'Sidney's MyTS K Class' and a profile icon 'MM'. The main navigation menu on the left lists various actions, with 'Edit Children' highlighted. The central form area is titled 'Edit Children' and prompts the user to 'Select the list of children you wish to edit.' It features four dropdown menus: 'Program' (set to 'Default Program'), 'Site' (set to 'Default Site'), 'Primary Teacher' (set to 'All'), and 'Class' (set to 'All'). Below these are two radio button options: 'Transfer / Reactivate / Archive / Delete' and 'Manage Funding Sources / Custom Questions' (which is selected). A section titled 'Include children whose current status is:' contains three checkboxes: 'Active' (checked), 'Archived', and 'Deleted'. On the right, the 'Filter Summary' panel shows the current filter settings for each of these categories. A 'Submit' button is located at the bottom right of the filter panel. A question mark icon is positioned in the bottom left corner of the interface area.

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**.

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.

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

The screenshot displays the 'Edit Children' page in the MyTeachingStrategies application. The page title is 'Sidney's MyTS K Class MM'. The navigation menu includes Programs, Sites, Users, Classes, Children (selected), Goals, License Settings, and Messages. The left sidebar contains options: Add, Edit Children, Exit Children from OSEP, Reactivate Child OSEP Records, Manage Child Record Requests, Import, and Import Results. The main content area features a table with the following data:

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"/>

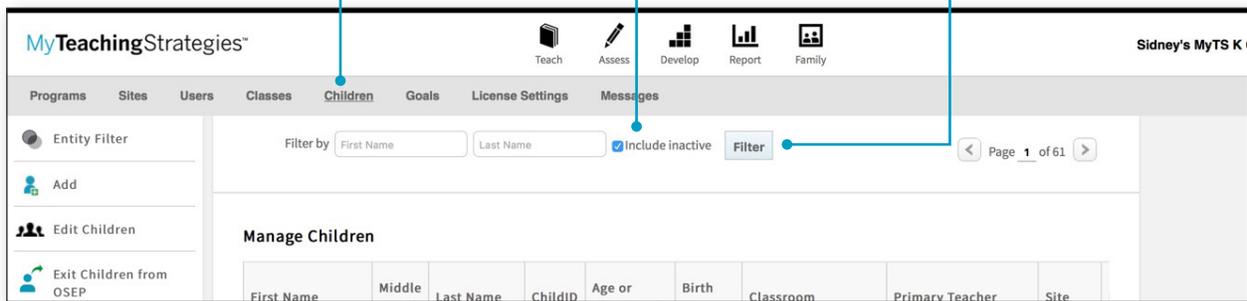
Below the table are 'Clear Form' and 'Submit' buttons. The 'Filter Summary' panel on the right shows: Program: Default Program; Site: EcoSite; Primary Teacher: MyTSOrgAdmin1; MyTSOrgAdmin1; Class: Preschool/Pre-K (Green & Blue). An 'Edit Filter' button is located at the bottom of the filter panel. A blue circle with a question mark is in the bottom left corner. A blue circle with the number '2' is at the bottom center, with a line pointing to the 'Submit' button.

- 2 Select **SUBMIT**.

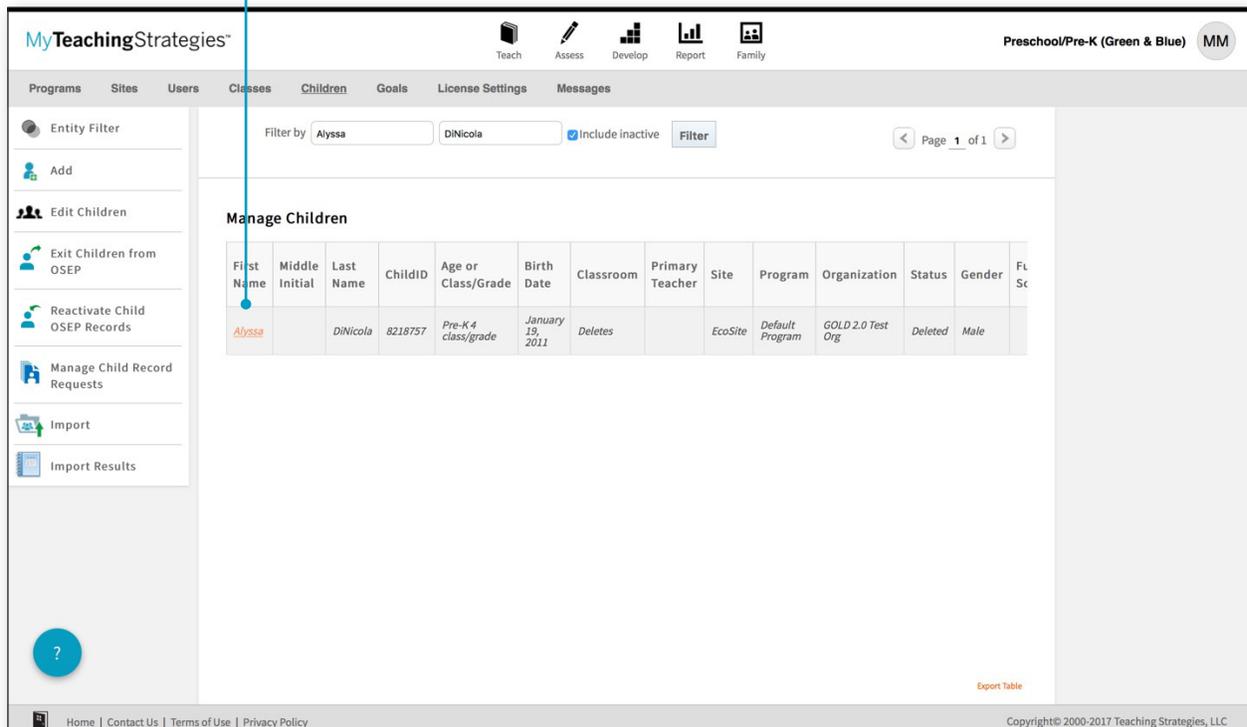
Reactivating Archived and Deleted Child Records

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.

Are you sure you wish to reactivate this child?

- 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.

Select Class +

Organization* MyTeachingStrategies Demo Organization

Program* Technology Demo Program

Site* GOLD & Tadpoles

Teacher* Adam Telt

Class* Infant 4

Save

- 8 Select **SAVE**.

Free and Reduced Lunch

Spanish Language Literacy Objectiv

Custom Field

adjust transferred c
sired period.

Checkpoint Period Settings +

ratings for the

Are you sure?

Do you wish to transfer Alyssa DiNicola from Archives to Preschool/Pre-K (Green & Blue)?

No Yes

- 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 'Manage Children' page in MyTeachingStrategies. The table contains the following data:

First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	St
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	Ar
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	Ar
Ace		Pallitto	10309178	Kindergarten	December 14, 2012	Kindergarten	TSDemoK15	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ar
Addison	C	Saba	10326748	Kindergarten	November 28, 2012	class 1	TSDemoK31	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ar
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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	Ar
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	Ar
Aiden		Sheen	10007027	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Andrew Hauer	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ar

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

The screenshot shows the 'Reports Queue' page in MyTeachingStrategies. The table contains the following data:

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@10:59 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@02:57 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