

MyTeachingStrategies™

Administration

To access your administration settings, select the profile icon in the upper right corner of any screen, and select Administration.

How-To Guide to Administrators



Administration

MyTeachingStrategies™ is organized to give administrators different levels of access according to their roles in their organizations. Administrators may be granted access at the organizational, program, or site level. An organizational level administrator will have access to all of the data for his or her entire organization. A program or site administrator only has access to the data for his or her respective program or site.

The Administration area is where you set up programs, sites, and classes; add children and users; establish goals; add messages; and manage license settings.



Please note: Depending on your level of access, you may not see all links in the Administration sub-navigation.

Sites

The Sites area enables you to add new sites, and manage or delete your existing sites. The main Sites screen provide an overview of the sites in your organization.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Users Classes Children **Sites** License Settings Messages Help

Entity Filter

+ Add

🗑 Delete

Filter by Filter

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Manage Sites

Site	Site ID	Program	Organization	Number of Users	Number of Classes	Number of Children
Default Site	92528	Default Program	MyTeachingStrategies Demo Organization	2	4	46
Customer Success Demo Site	92531	Customer Success Demo Program	MyTeachingStrategies Demo Organization	19	51	612
Professional Development Demo Site	92549	Professional Development Demo Program	MyTeachingStrategies Demo Organization	3	6	72
Marketing Demo Site	92551	Marketing Demo Program	MyTeachingStrategies Demo Organization	8	21	252
Public Policy Demo Site	92578	Public Policy Demo Program	MyTeachingStrategies Demo Organization	1	0	0
Sales Demo Site	92579	Sales Demo Program	MyTeachingStrategies Demo Organization	32	93	1116
Content Demo Site	92580	Content Demo Program	MyTeachingStrategies Demo Organization	1	0	0
Business Operations Demo Site	92581	Business Operations Demo Program	MyTeachingStrategies Demo Organization	1	0	0
Technology Demo Site	92582	Technology Demo Program	MyTeachingStrategies Demo Organization	2	1	16
PDN Site	92583	Professional Development Demo Program	MyTeachingStrategies Demo Organization	2	3	36

[Export Table](#)

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Adding Sites

- 1 To add a site, select **SITES** from the sub-navigation and select **ADD** from the left-hand navigation.
- 2 Select the program in which the site will be set up.
- 3 Add the specific site details including site address and contact information.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Users Classes Children Sites License Settings Messages Help

+ Add

< Back to Site View

Select Program

Organization * MyTeachingStrategies Demo Organization

Program * Default Program

Site Details

Name* Default Site

Address 1* 4500 East-West Hwy

Address 2

City* Bethesda

State* MD

Zip* 20814

Province

Country* United States

Phone* 301-634-0818

Fax

Setting

Affiliation

Identifier

Quality Indicators NAEYC Accredited ECERS

Save

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- 4 Select **SAVE** to add the new site.

Managing Sites

Within a site profile, you can update site information, change its affiliated program, and more. To edit information for an existing site, select the site name from the main Sites screen.

Exporting Site Information

You can export all of your site information into Excel using the export table option.

1 Select **EXPORT TABLE** from the bottom of the site list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the MyTeachingStrategies interface with a table of site information. The table has columns for Site Name, ID, Program, Organization, and three numerical values. An 'Export Table' button is located at the bottom right of the table.

Site Name	ID	Program	Organization	Value 1	Value 2	Value 3
Legal and Accounting Demo Site	92797	Legal and Accounting Demo Program	MyTeachingStrategies Demo Organization	12	33	395
HR and Facilities Demo Site	92798	HR and Facilities Demo Program	MyTeachingStrategies Demo Organization	6	15	180
Bright Start Site #1	93688	Bright Start Academy	MyTeachingStrategies Demo Organization	6	6	73
MyTeachingStrategies Demo	93815	Technology Demo Program	MyTeachingStrategies Demo Organization	14	23	240
GOLD & Tadpoles	95599	Technology Demo Program	MyTeachingStrategies Demo Organization	31	23	207
Testing Site	107985	Testing Program	MyTeachingStrategies Demo Organization	31	20	45
Spanish Review	108051	Technology Demo Program	MyTeachingStrategies Demo Organization	2	3	36
deleting archive and deletes site	108903	Testing Program	MyTeachingStrategies Demo Organization	2	1	0
Sales Demo Site - GOLD Only	116109	Sales Demo Program	MyTeachingStrategies Demo Organization	29	84	1012
PDN Site - GOLD Only	117154	Professional Development Demo Program	MyTeachingStrategies Demo Organization	92	274	3277
Child Care Center	121917	Technology Demo Program	MyTeachingStrategies Demo Organization	3	5	33

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

The screenshot shows the Reports Queue interface with a table of report information. The table has columns for Title, Generated On, Status, and Output. The 'Output' column contains 'Download Export File' buttons.

Title	Generated On	Status	Output
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@10:58 AM	Completed	Table Crash
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@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table Crash
Snapshot	02/06/2017@11:45 AM	Completed	Table Crash
Alignment	01/29/2017@02:53 PM	Completed	Table Crash
Snapshot	01/29/2017@02:49 PM	Completed	Table Crash

Users

The Users area enables you to add users, reset their passwords, manage their profile data, and access their *MyTeachingStrategies*™ account as that user. The main Users screen provides an overview of your users including the date and time of each user's last login.

User	Username	User ID	Email	Date Added	Source/User ID	Organization	Program	Site	Last Login	Is Active?	Is Admin
Kate Zumot	kzumot	1183930	kzumot@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No
Megan DiPaolo	mdipaolo	1183929	mdipaolo@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No

MyTeachingStrategies™ User Types

In *MyTeachingStrategies*™ you'll find several user types to choose from when adding a new user:

Teacher – this user can have access to classes, allowing them to create weekly plans, add documentation, access professional development, and generate reports. Primary and co-teachers will have the ability to enter and finalize checkpoint ratings, while assistant teachers can view checkpoints but cannot edit.

Administrator – this user can have administrative access over an organization, a program or multiple programs, or a site or multiple sites. As an administrator, this user can have standard access, which allows the user to manage the entities they have access over, view-only (can see child level data) access, which allows the user to view the entities they have access to and generate reports down to the child level, and view-only (cannot see child level data) access, which allows the user to view the entities they have access to and generate aggregate reports down to the class level.

Team Member – this user can have access to individual children, spanning multiple classrooms. Team Members are often specialists that work with specific children instead of entire classrooms.

Adding User Accounts

1 To add a new user, select **USERS** from the sub-navigation and select **ADD** from the left-hand navigation.

2 Expand **USER TYPE** to select which type of account this user can access.

3 Expand **USER INFO** to input the specific user information.

4 Select the **SITE** the user account should be assigned to.

5 Enter the **EMAIL** you would like to use for this account. It is recommended that each user have a separate email address to which he or she has easy access to. All *MyTeachingStrategies™* communications will be sent to the user using this email, including messages about forgotten passwords.

6 **PHONE** is not a required field, but a phone number is useful when an administrator who does not work directly with the teacher needs their contact information.

7 Assign a **USERNAME** that is different from all other usernames in the *MyTeachingStrategies™* online system, not just in your program. If the username is already taken, an alert will appear after you click **SAVE**.

8 With access to Team Central, you can assign this user children who are in their caseload.

9 Enter your password to verify your credentials. Please note this is **YOUR** password. You are not setting a password for the new users.

10 Select **SAVE** to add the new user.

Once the new user account has been created, that user will receive an email from Teaching Strategies providing their username, a temporary password, and information on how to log in to *MyTeachingStrategies™*.

Managing User Accounts

Within a user profile, you can update user information, provide administrative access, send a user a temporary password, access *MyTeachingStrategies™* as that user, and more. To update or manage a user account, select **USERS** from the sub-navigation and select the user's name from the User column.

Select **EMAIL USER TEMPORARY PASSWORD** to help a user reset their password.

Select **EMULATE USER** to access *MyTeachingStrategies™* from this user's account perspective so you can see screens exactly as that user sees them. This will help you troubleshoot any problems. To go back to your administrator account, select the Profile Icon from the top right of your screen and select **STOP EMULATING**.

Expand the **USER TYPE** menu to update the user type, admin type, and/or organizations.

Expand the **USER INFO** menu to update user information including username and email address.

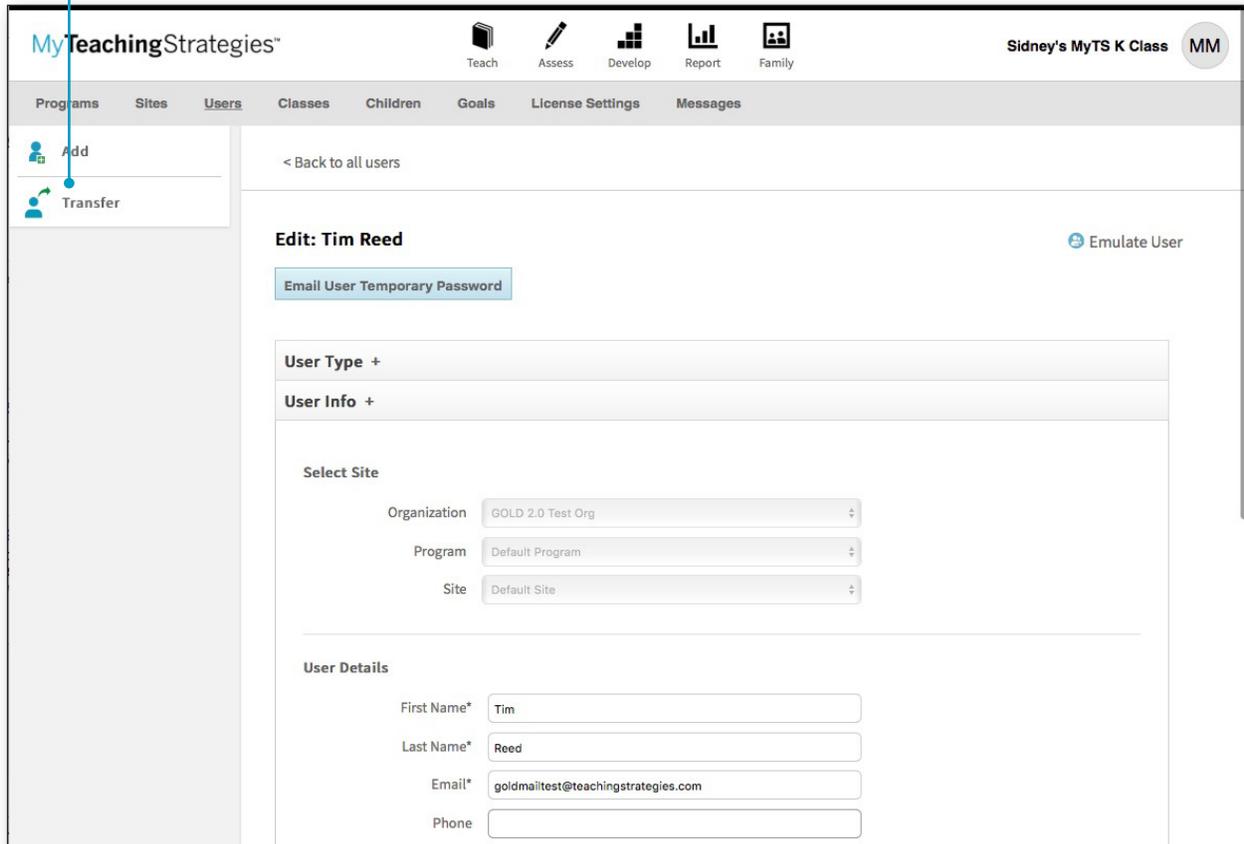
Select **SAVE** to save your changes.

Transfer User

Administrators can transfer users from one site to another by selecting Users in the Administration sub-navigation.

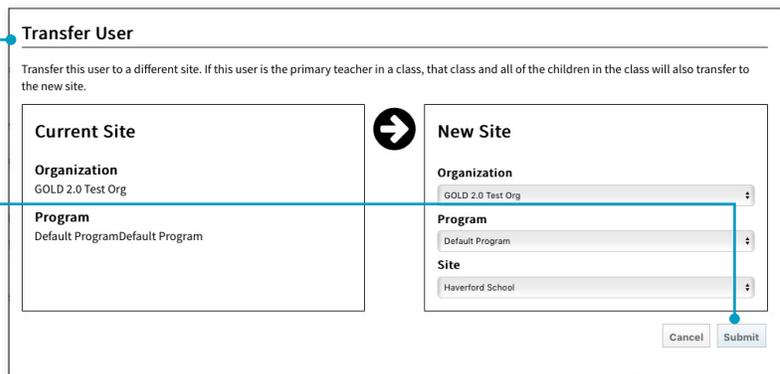
- 1 Select a **USER** record.
- 2 Select **TRANSFER** in the left navigation.

Please note: Users will need to be removed as a co-teacher or as an assistant teacher prior to transferring the user. When transferred, any classes the user is a primary teacher for will transfer with them, along with all child records in that class.



- 3 The Transfer User window will appear. Select a **SITE**, or select a different **PROGRAM** and **SITE** to transfer the user to.

- 4 Select **SUBMIT**. User will then be transferred to the selected site.

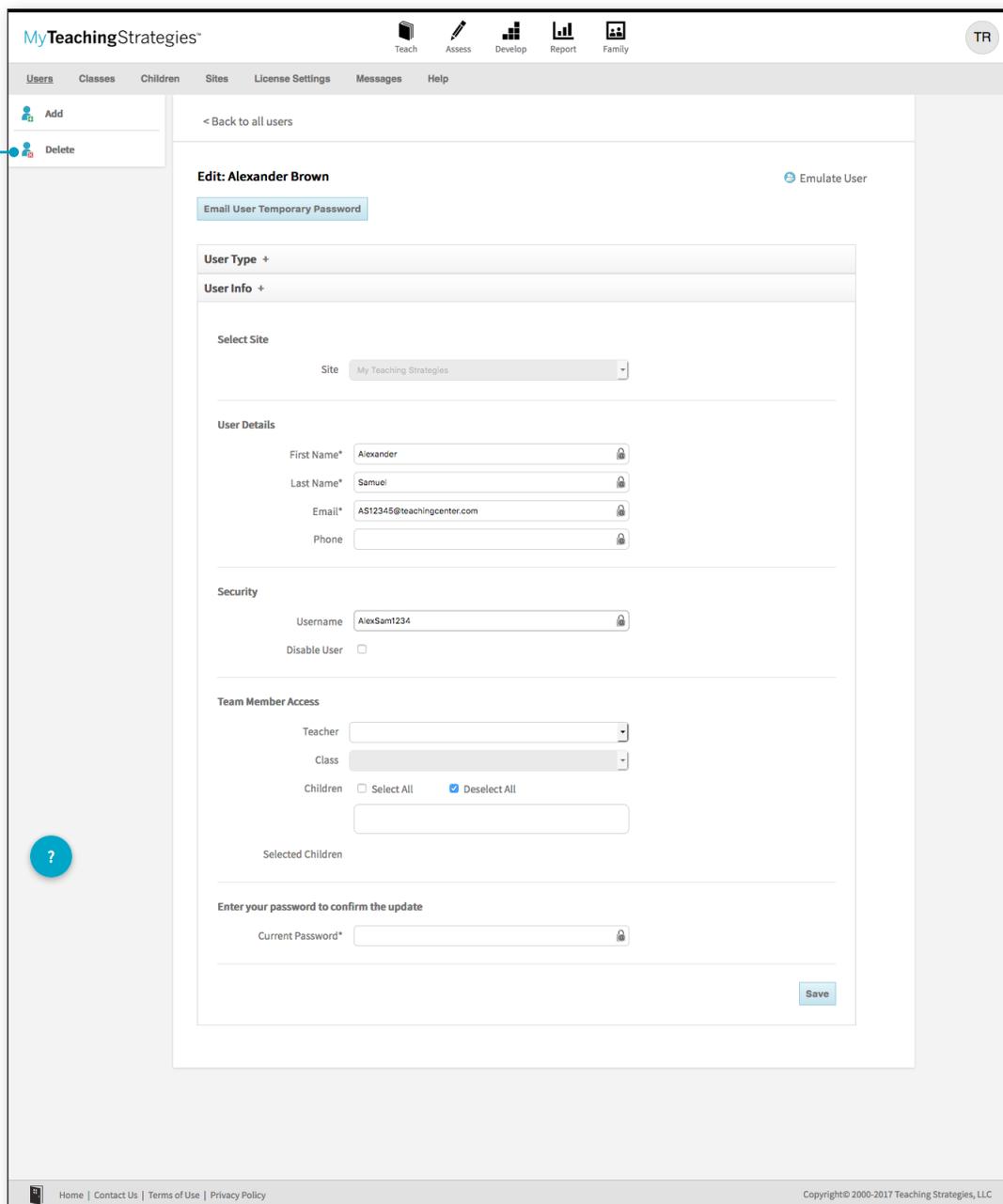


Deleting User Accounts

You can delete users if they are not associated with children or classes in *MyTeachingStrategies™*.

Before deleting a user, first reassign all children in the user's class to a different user. Then delete classes for which the user was the primary teacher.

Once the user is unaffiliated with a class, select the **DELETE** button from the left-hand navigation to delete the user.



Exporting User Information

You can export all of your user information into Excel using the export table option.

- 1 Select **EXPORT TABLE** from the bottom of the user list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the 'Manage Users' section of the MyTeachingStrategies application. At the top, there are navigation tabs for Programs, Sites, Users, Classes, Children, Goals, License Settings, and Messages. Below these is an 'Entity Filter' section with input fields for 'First Name' and 'Last Name', and a 'Filter' button. The main area contains a table of users. The table has the following columns: Last Name, First Name, Username, User ID, Email, Date Added, SourceUserID, and Organization. The table lists several users, including Aaron Akins, Abner Nieves, Adam Acclaro, Adam Taft, Adam Taft, Adam Taft, Admin Class Tester, Admin Team Tester, Alex Long, Alexandra Long, Alexandra Long, and Alexandru Taras. An 'Export Table' button is located at the bottom right of the table.



The screenshot shows the 'Reports Queue' section of the MyTeachingStrategies application. The interface has a 'Reports' tab and a 'Reports Queue' sub-tab. Below the sub-tab is a table of reports. The table has the following columns: Title, Generated On, Status, and Output. The table lists several reports, including Users Export, Sites Export, Programs Export, Snapshot, Data Export, Data Export, Data Export, Alignment, Snapshot, Alignment, and Snapshot. The 'Users Export' report is highlighted, and the 'Download Export File' button is visible in the 'Output' column.

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

Classes

The Classes area enables you to add classes, and manage or delete your existing classes. The main Classes screen provides an overview of your classes including the ClassID and Number of Children.

Filter the main Classes screen by selecting **ENTITY FILTER** from the left-hand navigation.

Manage Classes

Class	ClassID	Ages or Classes/Grades	Primary Teacher or Co-Teacher	Assistant Teachers	Site	Program	Organization	Number of Children
Infants, Toddlers, and Twos	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10

Entity Filter

Filter by

Page 1 of 3

Filter Summary

Organization *
MyTeachingStrategies Demo Organization

Program *
All Programs

Site *
All Sites

Teacher *
All Teachers

Kindergarten	1167296	Kindergarten	Jen Recant		Default Site	Default Program	MyTeachingStrategies Demo Organization	16
Infants, Toddlers, and Twos	1167498	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Sandra Faria		Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	10
		Preschool 3			Professional	Professional	MyTeachingStrategies	

Here you can sort your view by **PROGRAM**, **SITE**, and/or **TEACHER**.

Adding Classes

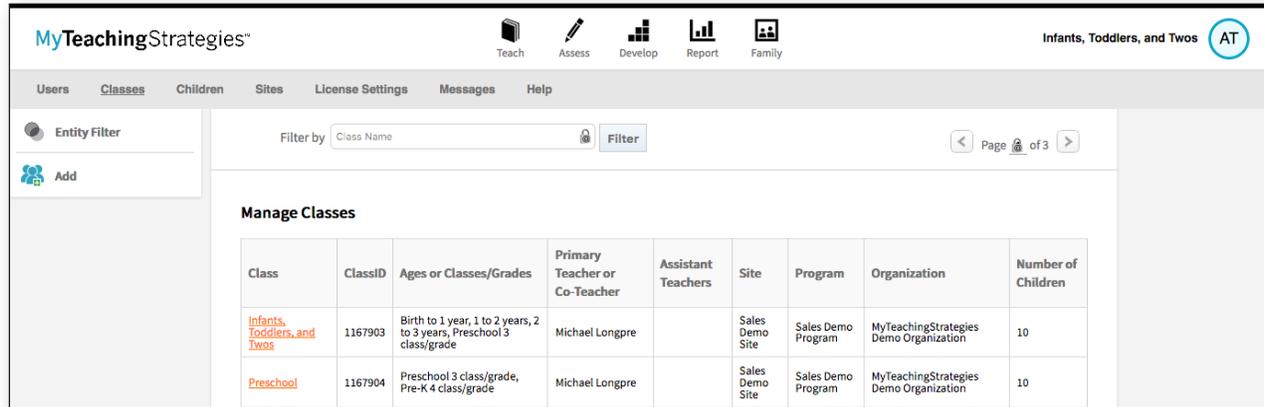
- 1 To add a new class, select **CLASSES** from the sub-navigation and select **ADD** from the left-hand navigation.
- 2 Select the **PROGRAM**, **SITE**, and **TEACHER** for which the class is to be set up.
- 3 Enter a **CLASS NAME** that is appropriate for reporting purposes.

- 4 Then select the appropriate age or classes/grades that applies to your class. If adding a mixed-age class, base your selection(s) to include the ages or grades in that class.
- 5 Select **SAVE** to add the new class.

Placement in infants, toddlers, and twos classes depends on the child's birth date. Preschool, Pre-K, Kindergarten, 1st Grade, 2nd Grade, and 3rd Grade classes are identified according to the curriculum you are teaching rather than the children's ages.

Managing Classes

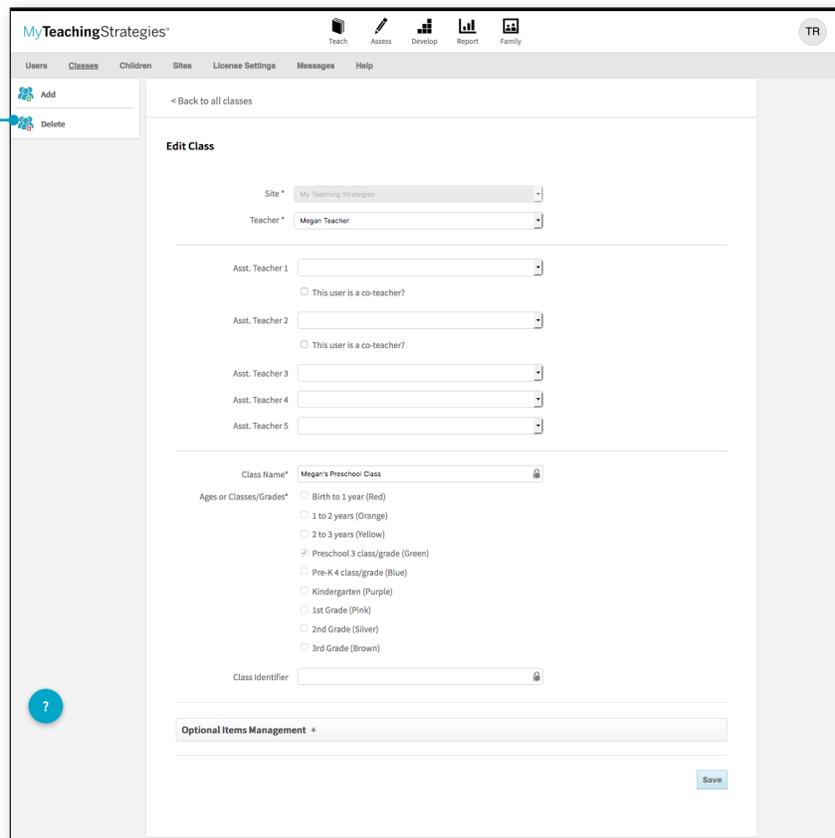
Within a class profile, you can update class information, change the primary teacher, assign co-teachers, and more. To edit information for an existing class, select the class name from the main Classes screen.



Deleting Classes

You can delete empty classes not associated with any children in MyTeachingStrategies™. Before deleting a class, first reassign all children in the class to a different class.

Once the class is unaffiliated with any children, select the **DELETE** button from the left-hand navigation to delete the class.



Archiving vs. Deleting

Archiving children's files allows you to store and reactivate the data at any time. Additionally, many administrative reports can include archived files. Records may be deleted if children are permanently leaving your organization and you do not wish to retain their data. If there is a possibility of a child returning to your organization, or if you wish to report on this year's data in the future, you may want to archive his or her file instead of deleting it.

Exporting Class Information

You can export all of your class information into Excel using the export table option.

1 Select **EXPORT TABLE** from the bottom of the class list. You will be taken to the Reports Queue, where your export will generate.

Class	Class ID	Class Name	Teacher	Site	Program	Organization	Age
Kindergarten	1167841	Kindergarten	Rebecca Lintop	Bright Start Site 1	Bright Start Academy	Demo Organization	16
Infants, Toddlers, and Twos	1167842	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Caitlin Taylor	Bright Start Site 1	Bright Start Academy	Demo Organization	10
Preschool	1167843	Preschool 3 class/grade, Pre-K 4 class/grade	Caitlin Taylor	Bright Start Site 1	Bright Start Academy	Demo Organization	10
Kindergarten	1167844	Kindergarten	Caitlin Taylor	Bright Start Site 1	Bright Start Academy	Demo Organization	16
Infants, Toddlers, and Twos	1167846	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Courtney Beddia	Bright Start Site 1	Bright Start Academy	Demo Organization	10
Preschool	1167847	Preschool 3 class/grade, Pre-K 4 class/grade	Courtney Beddia	Bright Start Site 1	Bright Start Academy	Demo Organization	10
Kindergarten	1167849	Kindergarten	Courtney Beddia	Bright Start Site 1	Bright Start Academy	Demo Organization	16
Infants, Toddlers, and Twos	1167895	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Carly Roszkowski	Bright Start Site 1	Bright Start Academy	Demo Organization	10
Preschool	1167896	Preschool 3 class/grade, Pre-K 4 class/grade	Carly Roszkowski	Bright Start Site 1	Bright Start Academy	Demo Organization	10
Kindergarten	1167897	Kindergarten	Carly Roszkowski	Bright Start Site 1	Bright Start Academy	Demo Organization	16
Infants, Toddlers, and Twos	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Michael Longpre	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Preschool	1167904	Preschool 3 class/grade, Pre-K 4 class/grade	Michael Longpre	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Kindergarten	1167906	Kindergarten	Michael Longpre	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	16
Infants, Toddlers, and Twos	1167948	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Jill Weber	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Preschool	1167949	Preschool 3 class/grade, Pre-K 4 class/grade	Jill Weber	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Kindergarten	1167951	Kindergarten	Jill Weber	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	16
Infants, Toddlers, and Twos	1167953	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3 class/grade	Kevin Sweeney	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Preschool	1167954	Preschool 3 class/grade, Pre-K 4 class/grade	Kevin Sweeney	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10
Kindergarten	1167955	Kindergarten	Kevin Sweeney	Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	16

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@10:58 AM	Completed	Table Graph
Data Export	04/03/2017@02:38 PM	Completed	Download Export File
Data Export	04/03/2017@02:35 PM	Completed	Download Export File
Data Export	04/03/2017@01:57 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

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

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

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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) and 'First Day in Program*' (07/23/2013).
- Child Details:** Includes fields for 'First Name*' (Alano), 'Middle Initial', '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#'.
- Guardians:** A green 'add +' button is highlighted with a blue circle and a question mark.
- Fund Sources:** A list of checkboxes for various funding sources like Pre-K, Child Care, Private, etc.
- IEP:** A radio button for 'IEP' is set to 'Yes'.
- Free and Reduced Lunch:** A radio button for 'Free and Reduced Lunch' is set to 'No'.
- Assess this child using the Spanish Language and Literacy Objectives?*** A radio button is set to 'No'.
- Checkpoint Period Settings:** A section with a plus sign for expanding settings.
- Date Added:** A field showing 'Mar 16, 2017'.
- Save:** A '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.

- 2 Within the child's profile, select the green **ADD+** button under Family Members.

- 4 Select the family member type from the drop-down menu.

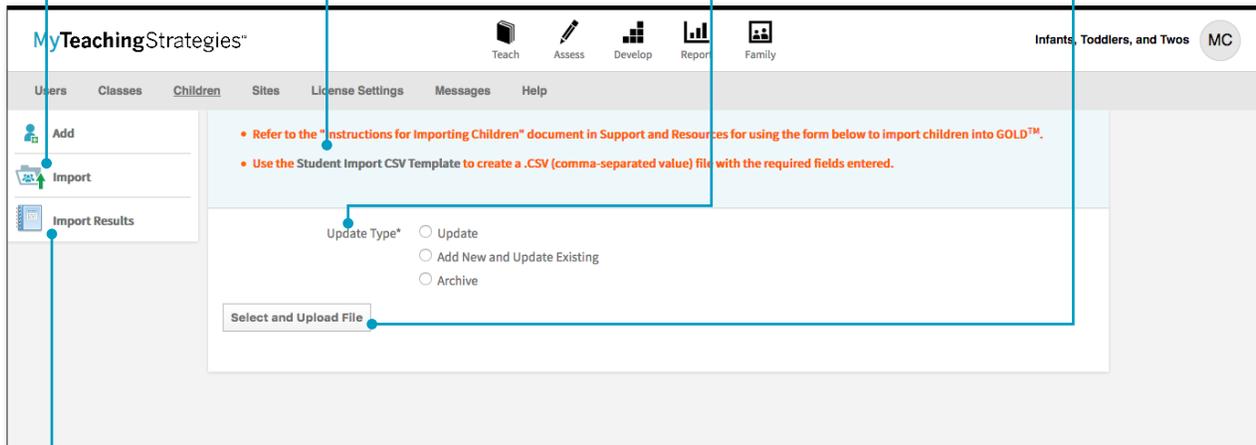
- 5 Select **CREATE** to save the family member to the child's profile.

- 3 Enter the family member's name and contact information.

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, including a 'Date Added' field (Jan 16, 2017) and a 'Save' button.

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:

- A heading: 'Select the list of children you wish to edit.'
- Four dropdown menus: 'Program' (Default Program), 'Site' (EcoSite), 'Primary Teacher' (All), and 'Class' (All).
- A heading: 'Select the actions you wish to take for these children. You will perform these actions on the next page.'
- Two radio button options: 'Transfer / Reactivate / Archive / Delete' (selected) and 'Manage Funding Sources / Custom Questions'.
- A heading: 'Include children whose current status is:'
- Three checked checkboxes: 'Active', 'Archived', and 'Deleted'.
- A 'Submit' button at the bottom right.

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

- 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 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™

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 **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™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

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.

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

- 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.**

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

<input type="checkbox"/>	first name	lastname	birthdate	child ID	current status	current class
<input type="checkbox"/>	first name-8107313	lastname-8107313	11/03/2007	8107313	active	Delorean
<input checked="" type="checkbox"/>	first name-8192597	lastname-8192597	11/04/2010	8192597	archived	None
<input type="checkbox"/>	first name-8218105	lastname-8218105	06/12/2011	8218105	active	Pre-K 4 Class
<input type="checkbox"/>	first name-8218112	lastname-8218112	02/03/2014	8218112	active	Stephanie's IT2 Class
<input type="checkbox"/>	first name-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-K4 Class

To Archive

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

- 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**.

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**.

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.

Edit Children

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"/>

Clear Form Submit

Filter Summary

Program
Default Program

Site
EcoSite

Primary Teacher
MyTSOrgAdmin1
MyTSOrgAdmin1

Class
Preschool/Pre-K (Green & Blue)

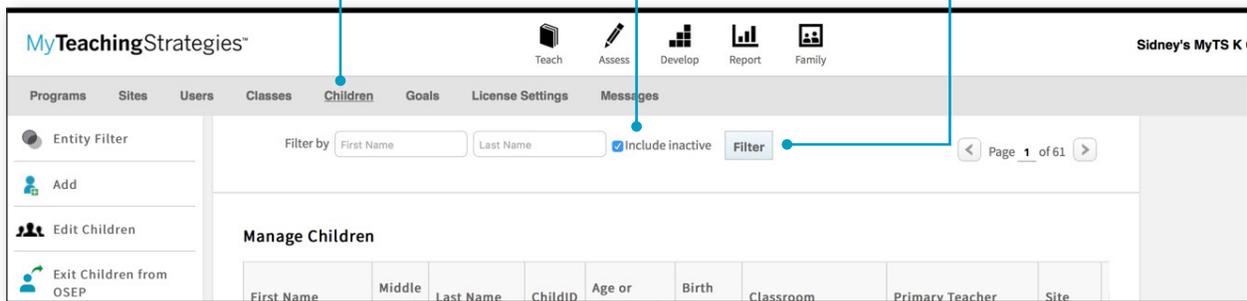
Edit Filter

- 2 Select **SUBMIT**.

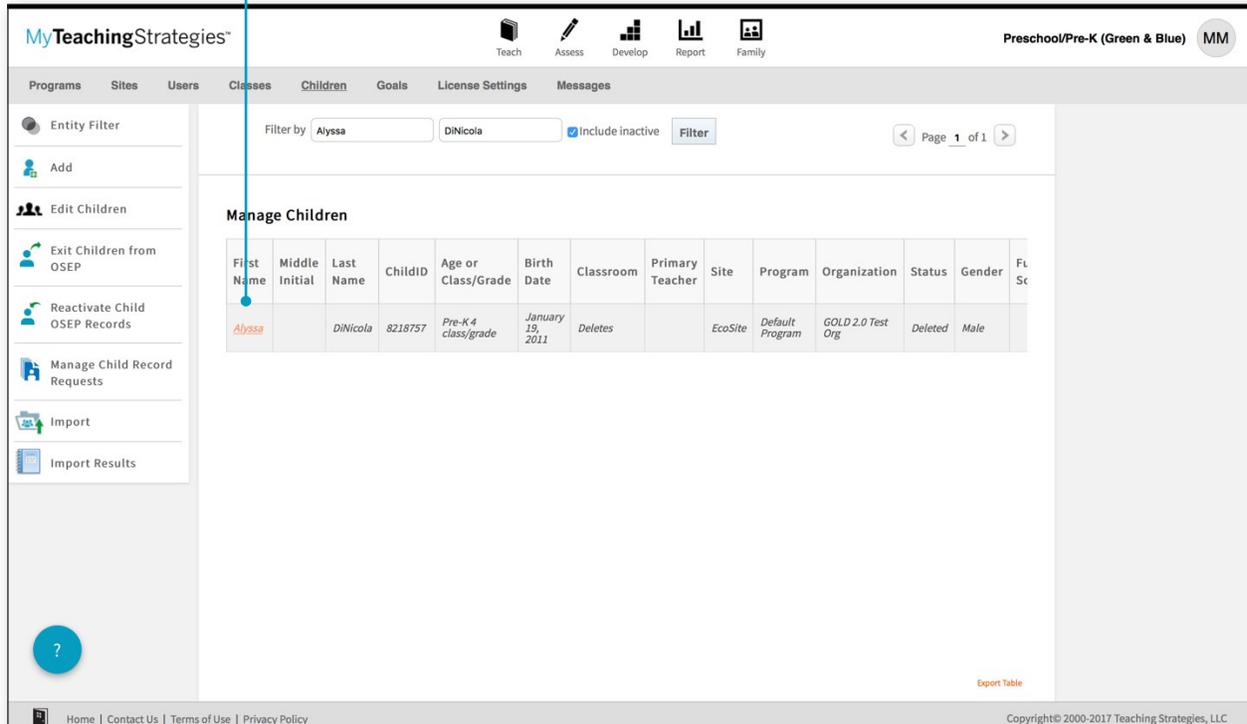
Reactivating Archived and Deleted Child Records

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.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users Classes Children Goals License Settings Messages

Add
Delete
Reactivate
Edit Children
Exit Children from OSEP
Reactivate Child OSEP Records
Manage Child Record Requests
Import
Import Results

< Back to all children

Edit: Alyssa DiNicola (Archived)

Select Class +

Class Details

Age or Class/Grade* Pre-K 4 class/grade

First Day in Program* 08/01/2016

Child Details

First Name* Alyssa

Middle Initial

Last Name* DiNicola

Nickname

Identifier

Gender* Male

Are you sure you wish to reactivate this child?

Cancel Yes

- 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

Assess this child using
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	Status
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
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 Mauer	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

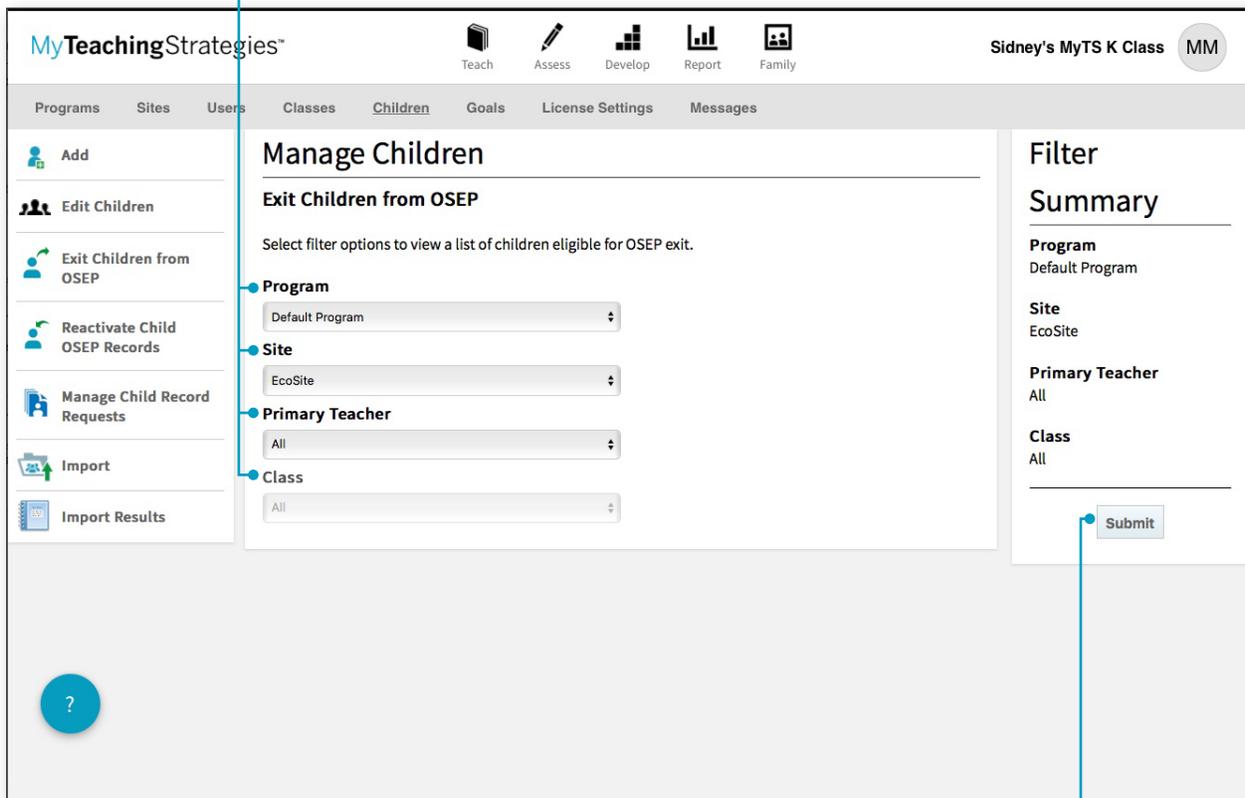
OSEP Management

You can exit child records from IEPs and IFSPs, and reactivate exited child records back into IEPs and IFSPs, using the OSEP management features within the Children section of the Administration area.

Exiting Children from OSEP

To exit a child from OSEP, select **EXIT CHILDREN FROM OSEP** from the Children left-hand navigation.

- 1 Select a **PROGRAM** and a **SITE**. You also have the option to select a **TEACHER** and/or a **CLASS**.



- 2 Select **SUBMIT**.

A list of child records that are on IEPs or IFSPs will appear. Those child records who have “Yes” listed in the Exit Requested column have sufficient data to be exited and have had an exit requested by their teacher.

1

For any child record with an exit request made, review the **EXIT DATE**, **EXIT REASON**, and **EXIT TOOL**, and make any necessary revisions.

2

Select **APPROVE EXIT** for the child record.

The screenshot shows the 'Manage Children' interface in MyTeachingStrategies. The main section is titled 'Exit Children from OSEP'. Below this, there is a 'View:' dropdown set to 'All children receiving IEP/IFSP services'. A table lists four children with their respective exit dates, reasons, and tools. The 'Approve' column contains checkboxes, with the first three checked. A 'Filter Summary' panel on the right shows details for the current filter. At the bottom right, there are 'Clear Form' and 'Submit' buttons.

Child	Exit Date	Exit Reason	Exit Tool	Approve
Alyssa DiNicola	07/01/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Jamal Bryant	08/10/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Jorge Martinez	07/01/2017	Exit	Teaching Strategies	<input checked="" type="checkbox"/>
Nodaka Preeka	MM/DD/YYYY			<input type="checkbox"/>

?

3

Select **SUBMIT**. That child record will then be exited from OSEP.

Reactivate Child OSEP Record

To reactivate a child from OSEP, select **REACTIVATE CHILD OSEP RECORDS** from the Children left-hand navigation.

- 1 Select a **PROGRAM** and a **SITE**. You also have the option to select a **TEACHER** and/or a **CLASS**.
- 2 All **EXIT STATUSES** are included by default – deselect any that are not needed.

The screenshot shows the 'Manage Children' interface with the 'Reactivate Child OSEP Records' form. The form includes the following elements:

- Program:** Default Program
- Site:** EcoSite
- Primary Teacher:** All
- Class:** All
- Exit Status:**
 - Select All
 - Buttons: Exit, Transition to Preschool/Kindergarten, Staffed Out/No Longer Receiving Services, 90+ Days Inactive, Moved Out of Program/District
- Include Archived Children:**
 - Yes
 - No

The 'Filter Summary' sidebar on the right shows the current filter settings and a 'Submit' button.

- 3 Choose whether or not to include **ARCHIVED CHILDREN**.

- 4 Select **SUBMIT**.

A list of child records will appear that have been exited from an IEP or IFSP.

1 Select **REACTIVATE IFSP / IEP RECORD** for one or more child records.

The screenshot shows the 'Manage Children' interface in MyTeachingStrategies. The main heading is 'Reactivate Child OSEP Records'. Below this, there is a 'View:' dropdown menu set to 'All children receiving IEP/IFSP services'. A table displays the following data:

Child	Class	Primary Teacher	Archived?	IFSP or IEP	Entry Date	Exit Date	Exit Reason	Reactivate IFSP / IEP Record
Alyssa DiNicola	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit	<input checked="" type="checkbox"/>
Jamal Bryant	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	08/10/2017	Exit	<input type="checkbox"/>
Jorge Martinez	Preschool/Pre-K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit	<input type="checkbox"/>

Below the table are 'Clear Form' and 'Submit' buttons. A 'Filter Summary' panel on the right shows settings for Program (Default Program), Site (EcoSite), Primary Teacher (All), Class (All), Exit Status (Exit, Transition to Preschool/Kindergarten, Staffed Out/No Longer Receiving Services, 90+ Days Inactive, Moved Out of Program/District), and Include Archived Children (No). A 'Submit' button is also present at the bottom of the filter panel.

2 Select **SUBMIT**. Those IEP or IFSP records will be reactivated.

Administrator Quick Links

Administrators can easily jump to a list of available sites, users, classes, and children when viewing a program, site, user, or class.

When Viewing a Program

Select **PROGRAMS** from the Administration sub-navigation.

Select the specific program you wish to view.

If you wish to view a list of all the sites in that specific program, select **VIEW SITES** in the left-hand navigation.

The screenshot displays the MyTeachingStrategies™ administrator interface. At the top, there is a navigation bar with icons for Teach, Assess, Develop, Report, and Family, along with a 'Test' button and a 'TR' indicator. Below this is a sub-navigation bar with 'Programs', 'Sites', 'Users', 'Classes', and 'Children'. The main content area is titled 'Program Details' and contains a form with the following fields: Name* (Default Program), Address 1* (7101 Wisconsin), Address 2, City* (Bethesda), State* (MD), Zip* (20814), Province, Country* (United States), Phone* (555-555-5555), and Fax (111-111-1111). A left-hand navigation menu includes 'Delete', '< Back to List', 'View Sites', 'View Users', 'View Classes', and 'View Children'. A blue circle with a question mark is located at the bottom of the left-hand navigation menu.

If you wish to view a list of all the children in that specific program, select **VIEW CHILDREN** in the left-hand navigation.

If you wish to view a list of all the classes in that specific program, select **VIEW CLASSES** in the left-hand navigation.

If you wish to view a list of all the users in that specific program, select **VIEW USERS** in the left-hand navigation.

When Viewing a Site

Select **SITES** from the Administration sub-navigation.

Select the specific program you wish to view.

The screenshot displays the MyTeachingStrategies interface. At the top, there is a navigation bar with icons for Teach, Assess, Develop, Report, and Family. Below this is a sub-navigation bar with 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Sites' page has a left-hand navigation menu with 'Add', 'View Users', 'View Classes', and 'View Children'. The main content area shows a 'Select Program' dropdown menu with 'GOLD 2.0 Test Org' selected for 'Organization*' and 'Default Program' selected for 'Program*'. Below this is a 'Site Details' form with fields for Name* (Default Site), Address 1* (7101 Wisconsin 2), Address 2, City* (Bethesda), State* (MD), Zip* (20814), and Province. A blue circle with a question mark is located in the bottom left of the left-hand navigation menu.

If you wish to view a list of all the users in that specific site, select **VIEW USERS** in the left-hand navigation.

If you wish to view a list of all the children in that specific site, select **VIEW CHILDREN** in the left-hand navigation.

If you wish to view a list of all the classes in that specific site, select **VIEW CLASSES** in the left-hand navigation.

When Viewing a User

Select **USERS** from the Administration sub-navigation.

Select the specific user you wish to view.

If you wish to view a list of all the classes for that specific user, select **VIEW CLASSES** in the left-hand navigation.

If you wish to view a list of all the children for that specific user, select **VIEW CHILDREN** in the left-hand navigation.

When Viewing a Class

Select **CLASSES** from the Administration sub-navigation.

Select the specific class you wish to view.

If you wish to view a list of all the children for that specific class, select **VIEW CHILDREN** in the left-hand navigation.

The screenshot displays the 'MyTeachingStrategies' interface. At the top, there are navigation icons for 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. Below these is a sub-navigation bar with 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Classes' tab is active. On the left, there is a sidebar with 'Add', 'Delete', and 'View Children' options. The 'View Children' option is highlighted with a blue circle and a line pointing to the 'View Children' link in the main content area. The main content area is titled 'Edit Class' and contains several dropdown menus for 'Organization*', 'Program*', 'Site*', and 'Teacher*'. Below these are four 'Asst. Teacher' fields, each with a dropdown menu and a checkbox labeled 'This user is a co-teacher?'. A blue circle with a question mark is located in the bottom left corner of the sidebar.

Goals

You can create, edit, and share goal sets to be used on the Goals report. The Goals report allows you to compare child outcomes data to specific year-end goals for your program.

Adding or Editing a Goal Set

- 1 Select **GOALS** from the Administration sub-navigation.
- 2 Select **ADD GOAL SET** in the left-hand navigation.

The screenshot shows the MyTeachingStrategies interface. At the top, there's a header with the logo and user information 'Preschool/Pre-K (Green & Blue) MM'. Below the header is a navigation bar with options: Programs, Sites, Users, Classes, Children, **Goals**, License Settings, and Messages. A secondary navigation bar contains icons for Teach, Assess, Develop, Report, and Family. On the left side, there's a sub-navigation menu with a '+ Add Goal Set' button. The main content area is titled 'Goals' and contains a table with the following data:

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyT5OrgAdmin1 MyT5OrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyT5ProgAdmin1 Test	

Callout box 1 points to the 'Goals' link in the top navigation bar. Callout box 2 points to the '+ Add Goal Set' button in the left-hand navigation menu.

1

Select an **AGE** or **CLASS/GRADE**.

2

Assign the specific **OBJECTIVES/DIMENSIONS** you wish to be a part of the goals set.

The screenshot shows the 'Goals' configuration page in MyTeachingStrategies. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The main content area is divided into three sections: 'Age or Class / Grade', 'Assign Objectives / Dimensions', and 'Goal Set Name'. The 'Age or Class / Grade' section has radio buttons for various age groups, with 'Pre-K 4 class/grade (Blue)' selected. The 'Assign Objectives / Dimensions' section shows a list of categories on the left and several objectives under the 'Physical' category. The 'Goal Set Name' section has a text input field. A 'Next' button is located at the bottom right of the main content area.

?

3

Type in a name for the goals set under **GOAL SET NAME**.

4

Select **NEXT**.

5 Assign a year-end goal for each of the selected objectives/dimensions by selecting a level along each progression. The colored sections of the progression indicate the widely held expectations range for the selected age or class/grade. The default level selected for each progression is the last level along the widely held expectations for that item.

6 Select **SUBMIT**.

You will now find your new goal set listed on the Goals main page.

To edit this goal set, select the name of the goal set to adjust objectives/ dimensions or selected levels.

The screenshot displays the 'Goals' page in the MyTeachingStrategies interface. The page header includes the logo and navigation tabs for Programs, Sites, Users, Classes, Children, Goals, License Settings, and Messages. The 'Goals' tab is active. A table lists existing goal sets with their details and available actions.

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

Sharing a Goal Set

You can share goal sets so that other administrators in the license can use the same goal sets when generating the Goals report.

- 1 Select **GOALS** from the Administration sub-navigation.
- 2 Select **SHARE** to the right of a listed goal set.

The screenshot shows the MyTeachingStrategies™ interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. Below this is a sub-navigation bar with 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Goals' sub-navigation item is highlighted. The main content area is titled 'Goals' and contains a table with the following data:

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

Annotations: A blue line connects the 'GOALS' sub-navigation item to step 1. Another blue line connects the 'Share' button in the '1 to 2 years (Orange)' row to step 2. A blue circle with a question mark is located in the bottom left corner of the interface.

The goal set will be shared with all other administrators in your license, and will be visible on the Goals main page and accessible when generating a Goals report.

Deactivating a Goal Set

You can deactivate a goal set that you have created so that the goal set is no longer accessible in the Goals report.

- 1 Select **GOALS** from the Administration sub-navigation.
- 2 Select **DEACTIVATE** to the right of a listed goal set.

The screenshot shows the MyTeachingStrategies™ interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The sub-navigation bar includes 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Goals' section is active, displaying a table with the following data:

Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	Share Reactivate
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

Annotations: A blue circle with the number '1' points to the 'Goals' link in the sub-navigation. A blue circle with the number '2' points to the 'Deactivate' button in the 'Pre-K (Blue)' row. A blue circle with a question mark '?' is located in the bottom left corner of the page.

That goal set will be deactivated, and will no longer be accessible in the Goals report. If the goal set had been shared, the goal set will also no longer be accessible in the Goals report for the other administrators in the license.

Reactivating a Goal Set

1 Select **GOALS** from the Administration sub-navigation.

2 Select **REACTIVATE** to the right of a listed goal set.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The sub-navigation bar includes 'Programs', 'Sites', 'Users', 'Classes', 'Children', 'Goals', 'License Settings', and 'Messages'. The 'Goals' section is active, displaying a table with the following data:

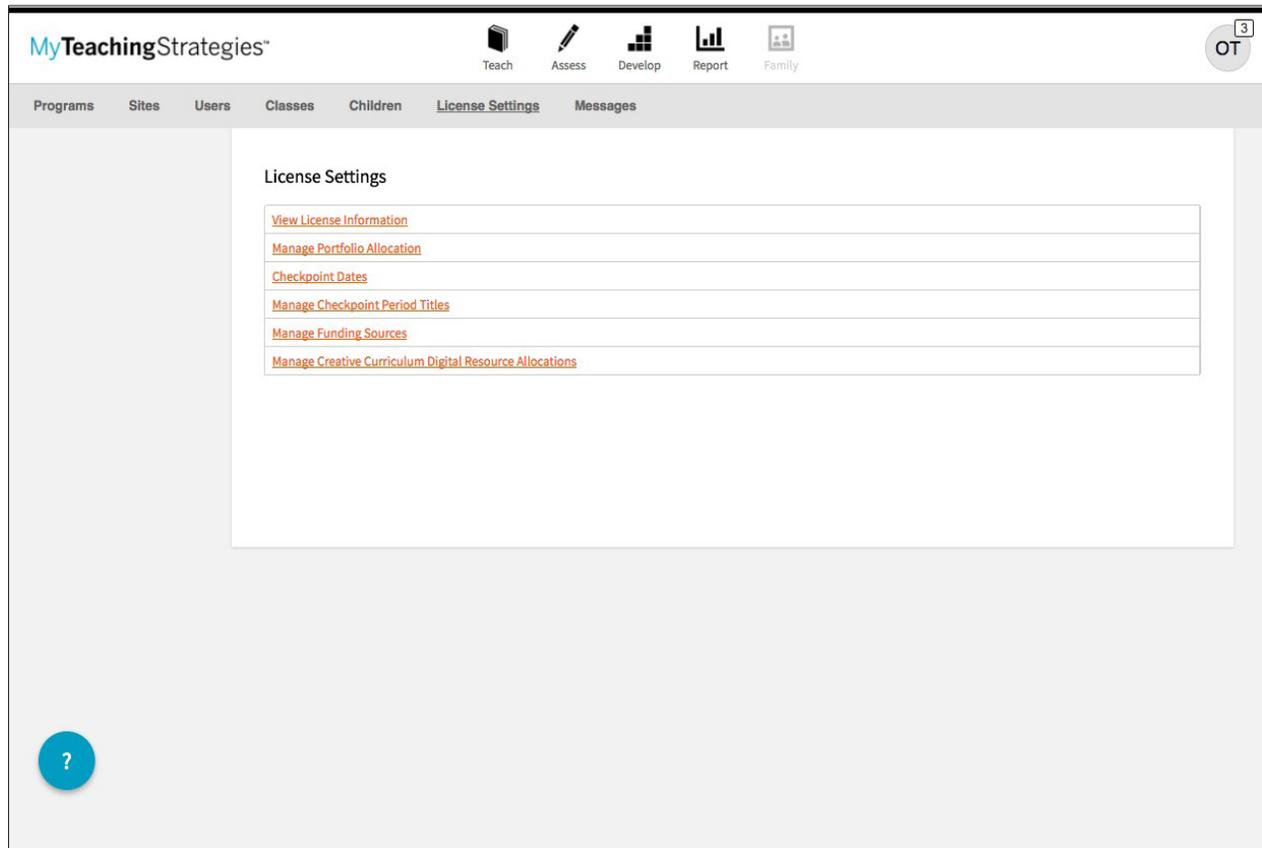
Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
1 to 2 years (Orange)	1 to 2 years (Orange)	7/14/2017	Inactive	Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Reactivate
1st Grade (Pink)	1st Grade (Pink)	7/14/2017	Active	Shared	MyTSProgAdmin1 Test	
Pre-K (Blue)	Pre-K 4 class/grade (Blue)	8/14/2017	Active	Not Shared	MyTSOrgAdmin1 MyTSOrgAdmin1	Share Deactivate

The 'Reactivate' button for the '1 to 2 years (Orange)' goal set is highlighted with a blue circle and a line pointing to the instruction '2'. A blue circle with a question mark is located in the bottom left corner of the interface.

The goal set will once again be accessible in the Goals report. If the goal set had been shared, the goal set will return to being accessible in the Goals report for the other administrators in the license.

License Settings

The License Settings area enables you to manage your portfolio allocation, set checkpoint dates, manage checkpoint period titles, manage your funding sources, and view your license information.



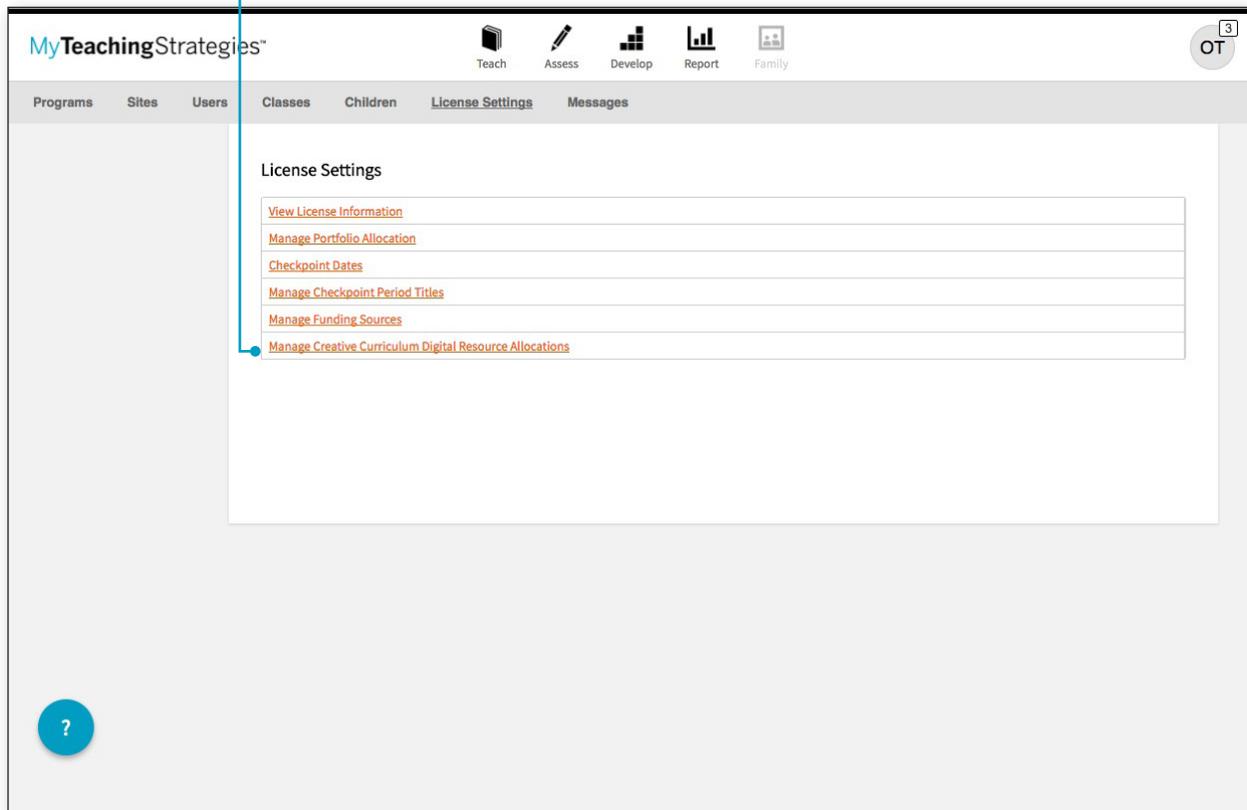
Allocating the *The Creative Curriculum*®, Digital Resources

Subscribers to the *The Creative Curriculum*®, Digital Resources can allocate licenses to programs, sites, and classrooms, granting teachers access to these digital curriculum resources.

To begin allocating licenses, navigate to **ADMINISTRATION** in the profile menu and select **LICENSE SETTINGS** in the sub-navigation.

Please note: *The Creative Curriculum*®, Digital Resources are available as a 12-month subscription. *The Creative Curriculum*®, Digital Resources are not included with your **GOLD**® subscription. For more information about *The Creative Curriculum*®, Digital Resources, please visit: <https://teachingstrategies.com/solutions/teach/digital-curriculum-resources/>.

Select **MANAGE CREATIVE CURRICULUM DIGITAL RESOURCE ALLOCATIONS**.



Allocating to Programs

If you are an organization-level administrator, you will start by allocating *The Creative Curriculum*®, Digital Resources licenses to participating programs.

1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.

2 Type in the number of total licenses you wish each program to have in the **CHANGE PROGRAM LICENSES ALLOCATED** column.

3 Select **UPDATE PROGRAM ALLOCATIONS**.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Digital Curriculum Organization Licenses Allocated: 63

Program Name (1 Programs)	Digital Curriculum Title		Class Licenses in Use
	Program Licenses Allocated	Change Program Licenses Allocated	
Default Program	63 remove all	<input type="text"/>	18
Totals	63	0 out of 63 available	18

UPDATE PROGRAM ALLOCATIONS

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Allocate to Sites

If you are a program-level administrator, you can allocate *The Creative Curriculum*®, Digital Resources licenses to participating sites.

1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.

2 Type in the number of total licenses you wish each site to have in the **CHANGE SITE LICENSES ALLOCATED** column.

3 Select **UPDATE SITE ALLOCATIONS**.

Default Program — Manage Digital Curriculum Allocation

This screen enables you to allocate *Digital Curriculum* licenses to your sites and view the number of *Digital Curriculum* licenses in use.

View your existing allocation of *Digital Curriculum* licenses under Site Licenses Allocated; to change this allocation, enter your desired allocation under Change Site Licenses Allocated and click Update Site Allocations. Please note that this number replaces, rather than adds to, the existing number of Site Licenses Allocated.

View the number of *Digital Curriculum* licenses site have assigned to their classes, i.e., the number of *Digital Curriculum* licenses sites are using, under Class Licenses in Use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Digital Curriculum Program Licenses Allocated: 63

Site Name (2 Sites)	Digital Curriculum Title		
	Site Licenses Allocated	Change Site Licenses Allocated	Class Licenses in Use
CCDR Sales	30 remove all	<input type="text"/>	3
Default Site	15 remove all	<input type="text"/>	15
Totals	45	18 out of 63 available	18

UPDATE SITE ALLOCATIONS

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Allocate to Classes

If you are a site-level administrator, you can allocate *The Creative Curriculum*®, Digital Resources licenses to participating classrooms.

1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.

2 Select the checkbox next to each class that you would like to allocate *The Creative Curriculum*®, Digital Resources to in the **UPDATE CLASS ALLOCATIONS** column.

Default Site — Manage Digital Curriculum Allocation

The Manage Digital Curriculum Allocation screen enables you to view, allocate, or deallocate Digital Curriculum licenses to classes. View the columns to see which classes licenses are checked as in use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Site Licenses Allocated: 15

Class Name (15 Classes)	Primary Teacher	Class Curriculum Type	Plan Type	Update Class Allocations Check All Uncheck All
1st Grade Class	MyTSDCTeacher1 MyTSDCTeacher1	Preschool, Pre-K, K	1st	<input checked="" type="checkbox"/>
Guppies	Teacher One Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Infants, Toddlers, and Twos	Megan Colburn	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
IT2 Class	MyTSDCTeacher1 MyTSDCTeacher1	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
K Class	MyTSDCTeacher1 MyTSDCTeacher1	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
K Class Test	Admin Class Tester	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
Kindergarten	Megan Colburn	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
PD IT2	Teacher Two Tester	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
PD K	Teacher Two Tester	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
PD PK	Teacher Two Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Pre K Test	Admin Class Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Pre-K	Shyra Johnson	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Preschool	Megan Colburn	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Test classroom 6/19	Teacher Two Tester	Preschool, Pre-K, K	2nd	<input checked="" type="checkbox"/>
Test1	Heather Johnson	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>

3 Select **UPDATE CLASS ALLOCATIONS**.

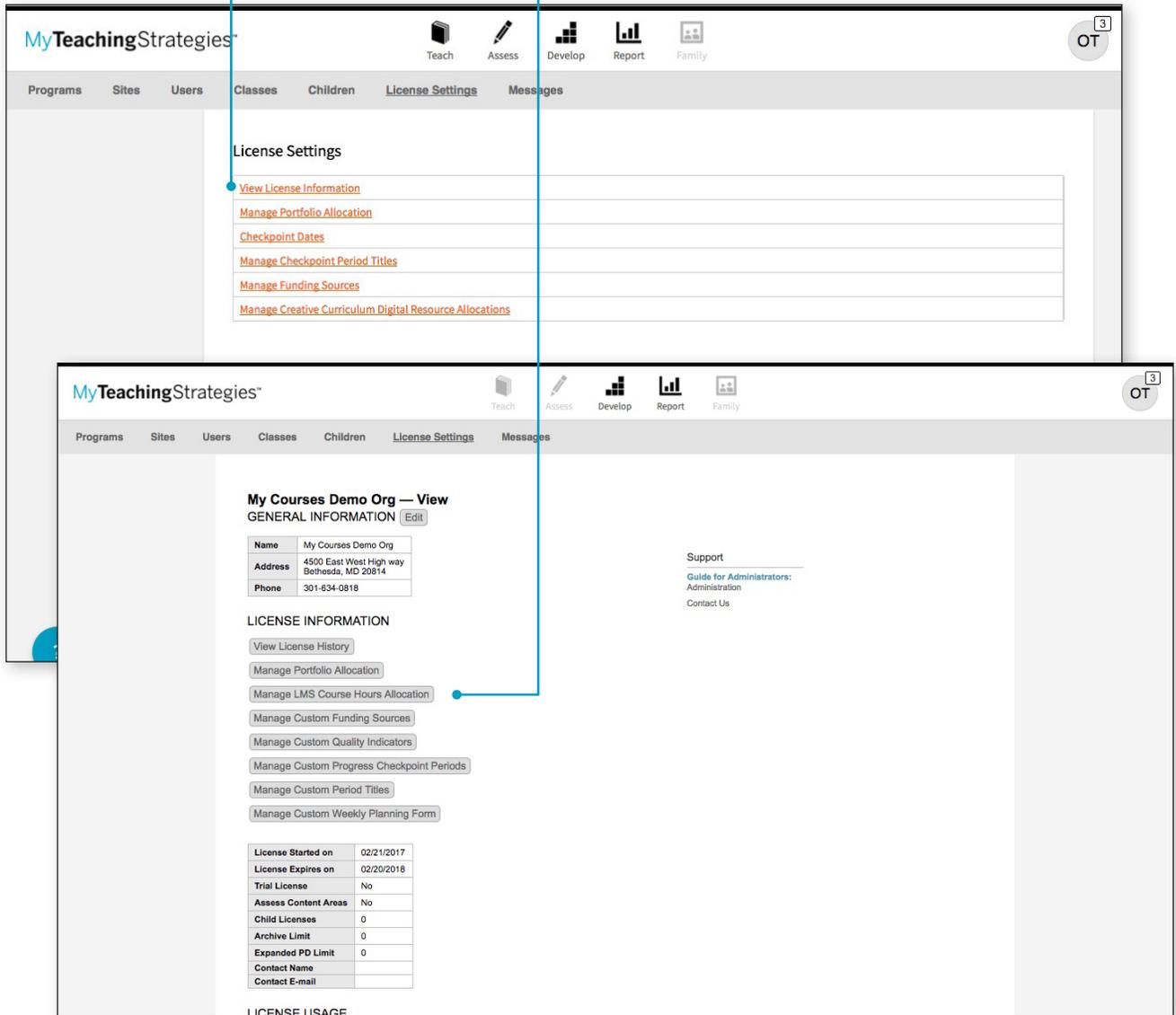
Allocating Online Professional Development

Administrators who have purchased online professional development course credits can allocate credits to programs, sites, and classrooms, granting users access to CEU credit-bearing courses.

To begin allocating licenses, navigate to **ADMINISTRATION** in the profile menu and select **LICENSE SETTINGS** in the sub-navigation.

Please note: Online Professional Development course credits are available as an additional 12-month subscription. Credits for CEU-bearing courses are not included with your *GOLD*® subscription. For more information about Online Professional Development opportunities, please visit: <https://TeachingStrategies.com/OnlinePD>.

- 1 Select **VIEW LICENSE INFORMATION**.
- 2 Select **MANAGE LMS COURSE HOURS ALLOCATION**.



Allocating to Programs

If you are an organization-level administrator, you will start by allocating course credits to participating programs.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Type in the number of total course credits you wish each program to have in the **CHANGE PROGRAM HOURS ALLOCATED** column.

My Courses Demo Org — Manage LMS Hours Allocation

This screen enables you to allocate LMS™ licenses to your programs and view the number of LMS™ licenses in use.

View your existing allocation of LMS™ licenses under Program Licenses Allocated; to change this allocation, enter your desired allocation under Change Program Licenses Allocated and click Update Program Allocations. Please note that this number replaces, rather than adds to, the existing number of Program Licenses Allocated.

View the number of LMS™ licenses programs have assigned to their users, i.e., the number of LMS™ licenses programs are using, under User Licenses in Use.

Choose License to Allocate

LMS Course Hours (08/17/2016 - 08/17/2017) SELECT LICENSE

LMS™ Organization Course Hours Allocated : 17

Program Name (1 Programs)	Program Hours Allocated	Change Program Hours Allocated	User Hours in Use
Default Program	5 remove all	<input type="text"/>	17
Totals	5	12 out of 17 available	17

UPDATE PROGRAM ALLOCATIONS

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- 3 Select **UPDATE PROGRAM ALLOCATIONS**.

Allocating to Sites

If you are a program-level administrator, you can allocate course credits to participating sites.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Type in the number of total licenses you wish each site to have in the **CHANGE PROGRAM HOURS ALLOCATED** column.

Default Program — Manage LMS Hours Allocation

Back to Organization Course Hours

This screen enables you to allocate LMS™ licenses to your sites and view the number of LMS™ licenses in use.

View your existing allocation of LMS™ licenses under Site Licenses Allocated; to change this allocation, enter your desired allocation under Change Site Licenses Allocated and click Update Site Allocations. Please note that this number replaces, rather than adds to, the existing number of Site Licenses Allocated.

View the number of LMS™ licenses site have assigned to their users, i.e., the number of LMS™ licenses sites are using, under User Licenses in Use.

Choose License to Allocate

LMS Course Hours (08/17/2016 - 08/17/2017) **SELECT LICENSE**

LMS™ Program Course Hours Allocated: 5

Site Name (1 Sites)	LMS™ Site Course Hours Allocated	Change Program Hours Allocated	User Hours in Use
Default Test Site	Unlimited remove all	<input type="text"/>	12
Totals	5 out of 5 available		12

UPDATE SITE ALLOCATIONS

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- 3 Select **UPDATE SITE ALLOCATIONS**.

Allocate to Users

If you are a site-level administrator, you can allocate course credits to participating users.

1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.

2 Type in the number of total course credits you wish each user to have in the **UPDATE USER ALLOCATIONS** column.

Default Test Site — Manage LMS Hours Allocation

Back to Program Course Hours

The Manage LMS™ Allocation screen enables you to view, allocate, or deallocate LMS™ licenses to users. View the columns to see which users licenses are checked as in use.

Choose License to Allocate

LMS Course Hours (08/17/2016 - 08/17/2017) **SELECT LICENSE**

LMS™ Site Course Hours Allocated: Unlimited

Primary Teacher	LMS™ Site Course Hours Allocated	Change Program Hours Allocated
Heather wiederstein	No Access	<input type="text"/>
Megan Colburn	No Access	<input type="text"/>
Org Admin Tester	3 remove all	<input type="text"/>
Program Admin PD Test	3 remove all	<input type="text"/>
Site Admin Tester	1 remove all	<input type="text"/>
Teacher Testing	No Access	<input type="text"/>
Teacher Wendi	5 remove all	<input type="text"/>
Teacher assistant tester tester3	No Access	<input type="text"/>
nancy tester	No Access	<input type="text"/>
Totals	Allocated Hours: 12	Unlimited

UPDATE USER ALLOCATIONS

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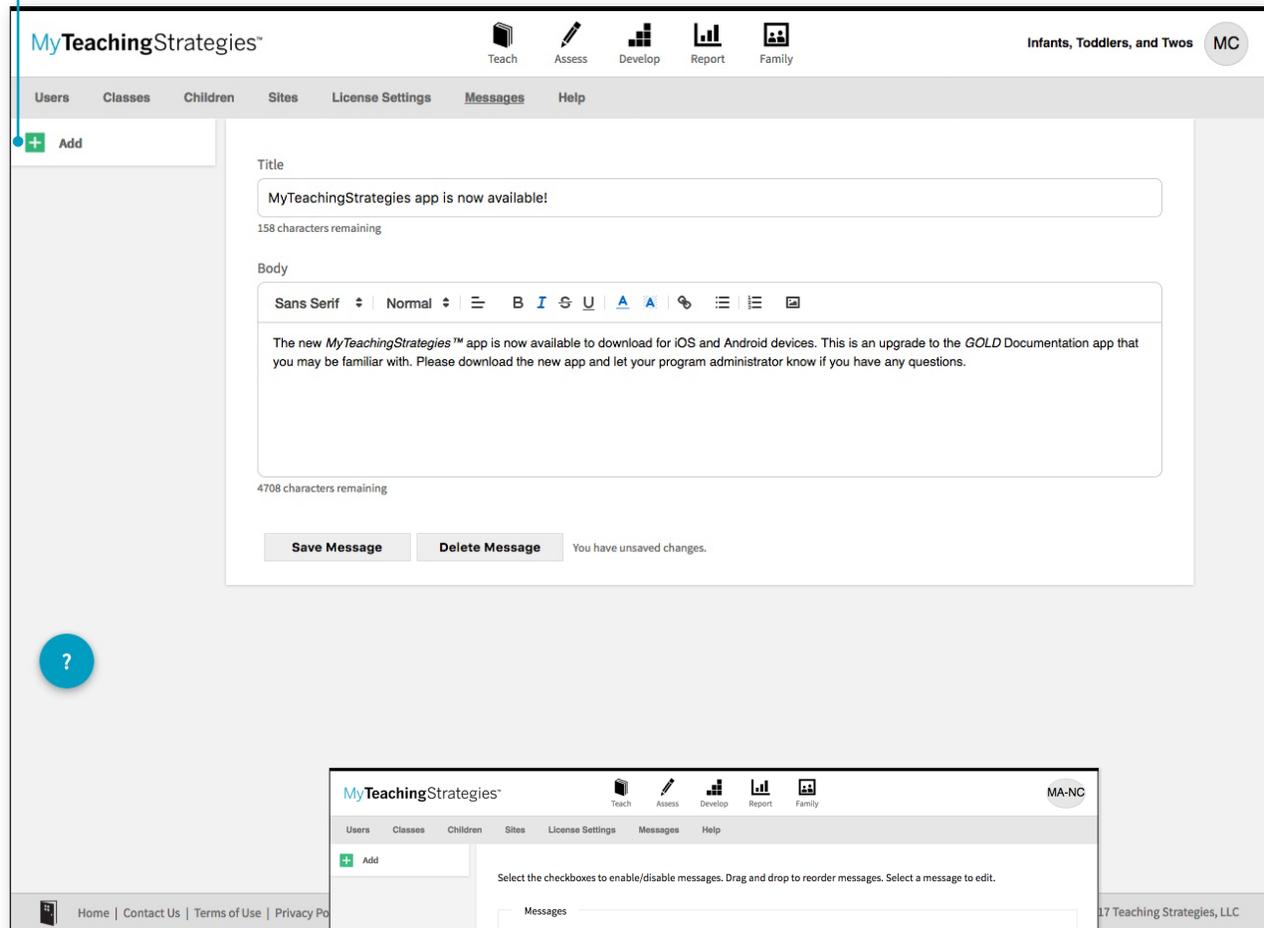
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 Copyright © 2000-2017 Teaching Strategies, LLC
 Your use of this Web site signifies your agreement to these Terms of Use.

3 Select **UPDATE USER ALLOCATIONS**. All users with allocated course credits will then be able to access credit-bearing courses in My Courses in the Develop area.

Messages

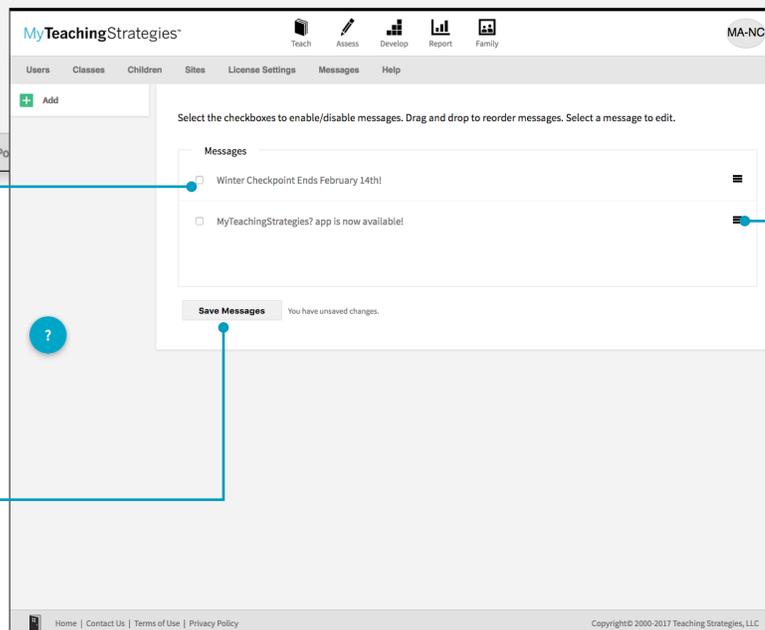
The Messages area enables you to share personalized messages with your program(s).

- 1 To add a new message, select **ADD** from the left-hand navigation.



- 2 Select a message to edit the message.

- 4 Select **SAVE MESSAGES**.



- 3 You can customize the order in which messages appear by dragging and dropping the messages into your desired order.

MyTeachingStrategies™

Teach

To access the Teach area, select the book icon from the main navigation bar.

Administration Handbook



Reviewing a Submitted Plan

As an administrator, you can view weekly plans submitted by the teachers in your program.

To view a submitted plan, select **WEEKLY PLAN SUBMISSIONS** from the Teach area sub-navigation.

Use the Filter by drop-down menu to view your **PLANS FOR REVIEW**, **APPROVED PLANS**, or **REJECTED PLANS**.

The screenshot shows the 'Submitted Weekly Plans' section of the MyTeachingStrategies interface. At the top, there is a navigation bar with icons for Teach, Assess, Develop, Report, and Family. Below this is a 'Weekly Plan Submissions' header. The main content area features a 'Submitted Weekly Plans' section with a 'Filter by:' dropdown menu set to 'Plans For Review'. Below the filter is a table with the following data:

Teacher	Week	Title	Weekly Plan	Status	Action
Susan James	03-06-2017	Test This	Download PDF	Plan Submitted (Mar-03-2017)	Approve Reject

To review a submitted plan, select **DOWNLOAD PDF** from the Weekly Plan column.

Select **APPROVE** to approve the plan or **REJECT** to reject the plan. If approved, the plan will be marked as Approved in the teacher's account. If rejected, the teacher will receive a message on his or her Dashboard. The plan will be marked as rejected and the teacher will be able to resubmit the plan.