My**Teaching**Strategies[™]

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.

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	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 Progra		Public Policy Demo Program	MyTeachingStrategies Demo Organization	1	0	0					
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Adding Sites

the sub-navigation ar from the left-hand na	nd select ADD vigation.	site will be set up.		including site address and contact information.
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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.

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

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+ Add	Bright Start Site #1	<u>93688</u>	Bright Start Academy	MyTeachingStrategies Demo Organization	6	6	73	
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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.

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	0	Kate Zumot	kzumot	1183930	krzumot@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No	
	0	Megan DiPaolo	mdipaolo	1183929	mdipaolo@gmail.com	03/23/2017		MyTeachingStrategies Demo Organization	Bright Start Academy	Bright Start Site #1		Yes	No	
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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

To add a select US sub-navi select AI left-hanc	new user, SERS from the gation and DD from the I navigation.	Expand USER TYPE to select which type of account this user can access.	Expand USER INFO to input the specific user information.	
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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 the from this user's account screens exactly as that un you troubleshoot any proceed administrator account, so right of your screen and street account screen and street account screen and street account screet a	to access <i>MyTeaching</i> perspective so you ca ser sees them. This w oblems. To go back to elect the Profile Icon to select STOP EMULAT	Strategies™ an see /ill help your from the top TING.	
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First Name	* Alexander	6		and email address.
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Transfer User

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



Select a USER record.

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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.

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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.

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		First Name*	Alexander	6	
		Last Name*	Samuel		
	Email*	AS12345@teachingcenter.com			
	Phone		6		
		Security			
		Username	AlexSam1234	6	
		Disable User			
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Exporting User Information

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

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

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	<u>Nieves</u>	Abner	abner.nmyts	1173762	abnern@teachigstrategies.com	02/22/2017		MyTeachingStrategies Demo Organization		
	<u>Demo</u>	Acclaro	acclaromyts	1195593	timr@teachingstrategies.com	04/27/2017		MyTeachingStrategies Demo Organization		
	Taft	Adam	mytsgold.adam	1259729	adam.t@teachingstrategies.com	07/28/2017	mytsgold.adam	MyTeachingStrategies Demo Organization		
	Taft	<u>Adam</u>	Adam.T.MyTS	1221020	adam.t@teachingstrategies.com	05/12/2017		MyTeachingStrategies Demo Organization		
	Taft	<u>Adam</u>	adam.taft	1163445	adam.t@teachingstrategies.com	01/24/2017		MyTeachingStrategies Demo Organization		
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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.

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Here you can sort your view			Organization *	MyTeach	ingStrategies Demo C	Organization		•		Program * All Programs	ies Demo Organiz	ation		
SITE, and/or			Program *	All Progra	ams			•		Site * All Sites				
TEACHER.			Site *	All Sites				•		Teacher * All Teachers				
			- Teberer					_		Submit				
			Kindergarten 1167296	Kindergart	ten Jen	Recant		Default Site	Default Progra	n Demo Organizat	egies 16			
	?		Infants, Toddlers, and Twos	Birth to 1 y years, 2 to Preschool	year, 1 to 2 3 years, San 3 class/grade	dra Faria		Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrat Demo Organizat	egies 10			
				Preschool	3			Protessional	Protessional	MuTeachingStrat	enies			

Adding Classes

navigation and s the left-hand na	select ADD from wigation.	for which t to be set up	ne class is o.			reporting purposes.
MyTeachingStrat	tegies"	Teach .	Assess Develop	Report	Family	Infants, Toddlers, and Twos
Users <u>Classes</u> Ch	ildren Sites License Settings	Messages Help				
Add	< Back to all classes					
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	Organization *	MyTeachingStrategies De	mo Organization		*	
	Program *				•	
	Site *					
	Teacher *				*	
	Asst. Teacher 1				·	
		This user is a co-tea	cher?			
	Asst. Teacher 2				•	
		This user is a co-tea	cher?			
	Asst. Teacher 3				•	
	Asst Teacher 4					
	Aast Teacher F					
	Asst. reacher 5				j	
	Class Name*					
	Ages or Classes/Grades*	 Birth to 1 year (Red)			
		1 to 2 years (Orange	e)			
		2 to 3 years (Yellow))			
		Preschool 3 class/g	rade (Green)			
		Kindergarten (Purg	(Blue)			
		 1st Grade (Pink) 	,			
		2nd Grade (Silver)				
		3rd Grade (Brown)				
	Class Identifier				6	
						Save
Then select the	appropriate age or					Select SAVE
classes/grades	that applies to your	Placemen	t in infants	, toddle	rs,	to add the new
class. If adding a	a mixed-age class,	and twos o	lasses de	pends o	n	class.
base your selec	tion(s) to include the	the child's	birth date	. Presch	100l,	
ages or grades i	in that class.	Pre-K, Kin	uergarten	, 1St Gra Grada a	lassos	
		2110 Grade	, and accord	ing to H	asses	
			ieu accord	nig to ti aaching	rather	
		curriculull	The second se			

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.

MyTeachingStrategies"											
Users <u>Classes</u> Childre	en Sites Lic	ense Setti	ngs Messages Hel	р							
Entity Filter Filter by Class Name Filter Page filter Page filter											
Add											
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	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		
	Preschool	1167904	Preschool 3 class/grade, Pre-K 4 class/grade	Michael Longpre		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10		

Deleting Classes

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

	My Teaching Strategie	es"	Teach Assess Develop Report	Family	TR
One of the place is upoffiliated	Users <u>Classes</u> Children	Sites License Settings	Messages Help		
with any children, select the	🥵 Add	< Back to all classes			
DELETE button from the left-hand navigation to delete the class.	- Delete	Edit Class			
		Site *	My Teaching Strategies	-	
		Teacher*	Megan Teacher	•	
		Asst. Teacher 1		•	
			This user is a co-teacher?		
		Asst. Teacher 2		·	
			□ This user is a co-teacher?		
		Asst. Teacher 3		·	
		Asst. Teacher 4		•	
		Asst. Teacher 5		•	
Archiving vs. Deleting		Class Name*	Megan's Preschool Class	۵	
Archiving children's files allows you		Ages or Classes/Grades*	Birth to 1 year (Red)		
			1 to 2 years (Orange)		
to store and reactivate the data			2 to 3 years (Yellow)		
at any time. Additionally, many			Preschool 3 class/grade (Green)		
administrative reports can include			Kindergarten (Purole)		
archived files. Pecards may be			1st Grade (Pink)		
archived files. Records filay be			 2nd Grade (Silver) 		
deleted if children are permanently			3rd Grade (Brown)		
eaving your organization and you do		Class Identifier			
not wish to retain their data. If there	?				
to vour organization, or if vou wish		Optional Items Manageme	nt +		
to report on this year's data in the future, you may want to archive his or her file instead of deleting it.					Save

Exporting Class Information

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

MyTeachingStr	ategies"		Teac	h Assess	Develop	Lel East	mily		Ir	rfants, Toddlers, and Tw	os MC
Programs Sites	Users <u>Classes</u>	Children	Goals License Setti	ngs Message	s	incport i fui					Ū
		*******	4 class/grade	Liontop			Academy	Demo Organization	**		
	Kindergarte	n 1167841	Kindergarten	Llontop		Bright Start Site :	Academy	Demo Organization	16	-	
	Toddlers, and Twos	1167842	to 3 years, Preschool 3 class/grade	Caitlin Taylor		Bright Start Site :	1 Bright Start Academy	MyTeachingStrategies Demo Organization	10		
	Preschool	1167843	Preschool 3 class/grade, Pre-K 4 class/grade	Caitlin Taylor		Bright Start Site :	Bright Start Academy	MyTeachingStrategies Demo Organization	10		
	Kindergarte	n 1167844	Kindergarten	Caitlin Taylor		Bright Start Site :	Bright Start Academy	MyTeachingStrategies Demo Organization	16		
	Infants, Toddlers,	1167846	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3	Courtney		Bright Start Site :	Bright Start	MyTeachingStrategies	10		
	and Twos	1167047	class/grade Preschool 3 class/grade, Pre-K	Courtney		Dright Start Cit	Bright Start	MyTeachingStrategies	10		
	Preschool	110/847	4 class/grade	Beddia '		Direct St. Low	 Academy Bright Start 	Démo Organization	10	_	
	Infants	<u>n</u> 1167849	Birth to 1 year, 1 to 2 years 2	Beddia		orignt Start Site :	Academy	Demo Organization	16		
	Toddlers, and Twos	1167895	to 3 years, Preschool 3 class/grade	Carly Roszkowski		Bright Start Site :	1 Academy	MyTeachingStrategies Demo Organization	10		
	Preschool	1167896	Preschool 3 class/grade, Pre-K 4 class/grade	Carly Roszkowski		Bright Start Site :	1 Bright Start Academy	MyTeachingStrategies Demo Organization	10		
	Kindergarte	<u>n</u> 1167897	Kindergarten	Carly Roszkowski		Bright Start Site :	Bright Start Academy	MyTeachingStrategies Demo Organization	16		
	Infants. Toddlers.	1167903	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3	Michael		Sales Demo Site	Sales Demo	MyTeachingStrategies Demo Organization	10		
	and Iwos Preschool	1167904	class/grade Preschool 3 class/grade, Pre-K	Michael		Sales Demo Site	Sales Demo	MyTeachingStrategies	10	-	
	Viederaute	1167006	4 class/grade	Longpre Michael		Salas Dama Sita	Program Sales Demo	Demo Organization MyTeachingStrategies	10	-	
	Infants.	<u>n</u> 110/900	Birth to 1 year, 1 to 2 years, 2	Longpre		Sales Demo Site	Program	Démo Organization	10		
	Toddlers, and Twos	1167948	to 3 years, Preschool 3 class/grade	Jill Weber		Sales Demo Site	Sales Demo Program	MyleachingStrategies 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		
	Kindergarte	n 1167951	Kindergarten	Jill Weber		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	16		
	Infants. Toddlers.	1167953	Birth to 1 year, 1 to 2 years, 2 to 3 years, Preschool 3	Kevin Sweeney		Sales Demo Site	Sales Demo Program	MyTeachingStrategies Demo Organization	10		
	and I wos	1167954	Preschool 3 class/grade, Pre-K	Kevin Sweeney		Sales Demo Site	Sales Demo	MyTeachingStrategies	10	_	
	Kindermarte	1167955	4 class/grade	Kevin Sueeney		Salar Damo Sita	Sales Demo	MyTeachingStrategies	16	-	
	Kindergane	110/555	Kindergarten	Nevin Sweeney		Sales Demo Sile	Program	Demo Organization	Export To		
trategies" Queue		Teach	Assess Develop	11 Family			Infant	is, Toddlers, and Twos			
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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.

Entity Filter Add Edit Children Import Import Results	Filt Manage First Name	Childre	irst Name		Last Name		Include inacti	ive Filter			< Page 1 of 391	>	
Add Edit Children Import Import Results	Manage First Name	Childre	n										
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Import Results	Name	Initial	Last	ChildID	Age or	Birth	Classroom	Primary	Site	Program	Organization	SI	
		mout	Name		class/Grade	Date		leacher					
	<u>A.A.Z.</u>		TypeError	10509810	Preschool 3 class/grade	July 05, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ac	
	<u>A.Z.</u>		TypeError	10509736	Preschool 3 class/grade	July 04, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ac	
	Ace		Pallitto	10309178	Kindergarten	December 14, 2012	Kindergarten	TSDemoK 15	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ac	
	Addison	c	Saba	10326748	Kindergarten	November 28, 2012	class 1	TSDemoK 31	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ac	
	Adele		Leonard	10202184	2 to 3 years	February 17, 2015	Infant 5	Alexandra Long	GOLD & Tadpoles	Technology Demo Program	MyTeachingStrategies Demo Organization	Ac	
	Alden		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	Ac	
	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	Ac	
	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	Ac	
	Alden		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	Ac	
	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	Ac	
	Aiden		Sheen	10007027	1 to 2 years	April 13, 2015	Infants, Toddlers,	Andrew Harrer	Business Operations	Business Operations Demo	MyTeachingStrategies Nemo Organization	Ac ▼	
											Expor	t Table	
?													

Adding Children

There are two ways to add new children to your organization, program, or site: Manual Add or Import.

Manual Add



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!

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.

Add didee Add didee Add didee Add didee Select Class Select Class Full name Note: Class besits Select Class First and last name Note: Select Class First and last name Note: Note: Select Class First and last name Note: Note: Select Class First and last name Note: Note: Modis total Interview Select Class Select Class Clast basic Interview Select Class Select Class Modis total Interview Select the family member type Interview Modis total Interview Select the family member type Interview Modis total Interview Select the family member type Interview Modis total Interview Select the family member type form the drop-down menu. (S55) 555-5555 Note: Select the family member type from the drop-down menu. (S55) 555-5555 Select the family member type form the drop-down menu. Within the child's profile, select the green Select the family member type form the drop-down menu. Interview Interview Interview	All of March 1992. Action a dd contact full name Note: full name full name	Children Class List		the second		and contact
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Add Add Add Add Add Select the family member type from the drop-down menu. Abbre build's brails	Locals Age or Class(ordet Very arms Includy in horgent vozaors Iffirst and last name Includy in horgent vozaors email address Includy in horgent vozaors family_member@email.com Voza swell as the family member's type Include initial optional Midde initial optional Buth Date outcome Buth Date issue one name Ethicity Level 2 issue one name Buth Date issue one name Bath Cate issue one name Ba		Class	Kindergarten -		
A que or Classificade de merenere Friest Day in Program enzienes Child bealis Friest Day in Program enzienes Friest Day in	Age of Class/Grade in the density member of the family member, or their email address (or both), as well as the family member, or their email address (or both), as well as the family member, or their email address (or both), as well as the family member's type. First Name Interview I	c	lass Details		full name	Note:
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bit beals First Name Middle initial Last Name Nickenne Select the family Middle to the family member type from the drop-down menu. Within the child's Sorofile, select he green ADD+ button ADD+ button and Family	iterative				family_member@email.com	as well as the family member's
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Within the child's profile, select the family member type from the drop-down menu. ADD + button under Family	Image: Select the family member type from the drop-down menu. (555) 555-5555 Image: Select CREATE to save the family member type from the drop-down menu. Image: Select CREATE to save the family member type from the drop family member type family fam	auu	Ethnicity Level 2*	Mexican	(000) 000-0000	
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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



Select **IMPORT RESULTS** from the left-hand navigation to see information on your past imports.

5

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.

MyTeachingStrates	gies"	Teach Assess Dev	elop Report Family	Infants, Tod	dlers, and Two	MC	Select ARCHIVE from the left-hand
Users Classes Childr	ren Sites License Settings	Messages Help					longer in the program
🤱 Add	< Back to all children						
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🔓 Delete	Edit: Aiden Sheen						To transfer a child to another class
Import	Salact Class						expand the SELECT CLASS menu and
Import Results	Select class ·						select a new teacher and/or class.
	Class Details						
	Age or Class/Grade*	1 to 2 years	•				
	First Day in Program*	09/05/2015					
	Child Details						Use the FUND SOURCES area to update
	First Name*	Alden			E F		the child's funding source(s).
	Middle Initial						
	Last Name*	Sheen					
	Nickname						
	Identifier						
	Gender*	Maie	·				
	Birth Date*	04/13/2015					
	Primary Language*	English	•				
	Ethnicity Level 1*	Not Spanish/Hispanic/Latino	•				
	Race Level 1*	White	•				
	Student ID#						
	Guardians						
2	Fund Sources						
-	Pre-K		Head Start				
	Child Care Private		Family Child Care Title I				
	Child Care and Development B	Block Grant	Even Start TANE				
	Other		Multiple Funding Sources				
	Part C Early Intervention Medicaid		Part B Section 619				To update demographic information tied
							to previous checkpoint periods, expand
	IEP	 No 					aption make any needed changes to
							colored bands funding sources and
	Free and Reduced Lunch						additional objectives/dimensions
	To adjust transferred children	n's checkpoint settings, please ens	ure the current teacher has entered in che	ackpoint ratings for the			associated with the child for a specific
	Checkpoint Period Setting	gs +					checkpoint period, then select SAVE.
	Date Added	Jan 19, 2017					
				Save			
Home Contact Us Terms	s of Use Privacy Policy			Copyright® 2000-20	17 Teaching Strat	tegies, LLC	

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



A list of child records will appear in a table with several columns displaying demographic information.

To Transfer



To Reactivate

1

Select the child records (or all child records) to transfer.

grams Sites Users	Cla	asses <u>Children</u>	Goals License	e Settings	Messages			
Back to Edit	Ed	it Children						Filter Summary
Transfer	From Filter	the menu to the left " button to modify tl	t, choose the action y he list of children.	ou want to ta	ke for the se	elected children. C	lick the "Edit	Program Default Program
Reactivate		Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class	Site Default Site
Archive		Bella	Fernandez	05/01/2011	6570096	Active	Pre-K	Primary Teacher
		Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K	Tim Reed
Delete		Ruben	Gutierez	05/01/2011	6570462	Active	Pre-K	Class
		Shaute	Samuels	05/01/2011	6570482	Active	Pre-K	Pre-K
		Tim	Reed	05/01/2011	6570522	Active	Pre-K	Include Active Children Yes
		Troy	Johnson	07/04/2011	8221521	Active	Pre-K	Include Archived Children
								No
		_						Edit Filter
?			Index - timetypeetited My Teaching Strateg	ögnat.com - Omati	_	Ceogla Calendar - Wes Track Asses Develo	k of Sep 34, 2017 Lul Est Preport Pamily	Edit Filter Children Teaching Strategies Sidney's MyTS K Class
?		[More - Envertmyrerettild MyTeachingStrateg Programs Sites Reac	ogmali.com - Omali ies* itivate Childr	en .	Geogle Calendar - Wee Teach Assess Develo	k of Sep 24, 2017 Lal. Report Tamily	Children i Teaching Strategies Sidney's MyTS K Class
? Select the REA	CTIV	ATE	Voise - timethyreetitul My Teaching Strateg Programs Sites React & Back to Edit Children Progra	egmal.com - Dmail ies" tivate Childr m	en e selected class.	Geogle Calendar - Wee Teach Asses Jevelo	k of Sep 24, 2017 all Ea Report Family	Children Teaching Strategies Sidney's MyTS K Class
? Select the REA(option in the lef	CTIV/	ATE d	Voiss - transformation MyTeachingStrateg Programs Sites React to Edit Children Transfer	Bgmail.com - Bmail ies" ttivate Childr ate 1 child(ren) to the m Program	en e selected class.	Geogle Calendar - Wite Teach Assess Bevelo	k of Sep 24, 2017 Lat. Est Report Family	Children i Teaching Strategies Children i Teaching Strategies Sidney's MyTS K Class mmary a
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? Select the REA (option in the lef navigation. A pop-up box w	CTIV/ t-han	ATE d	Programs Sites ReactingStrateg Programs Sites Children Transfer Sites Reactivat Back to Edit Transfer Site Archive Delete Delete	Pgmel com - Dmell ies" tivate Childr ate 1 child(ren) to the m Program Site y Teacher of ol	en eselected class.	Geogle Calendar - Wes Teach Asses Develo	k of Sep 34, 2017 Lett Est Report Family	Edit Filter Edit F
Select the REA option in the lef navigation. A pop-up box w where you can PROGRAM SI	CTIV/ t-han	ATE d	Voise - Interdyreethal My Teaching Strateg Programs Biles Children - Progra Reactivat - Defaul Reactivat - Defaul Archive - Primar Belete - Class Reactivat - Class Reactivat - Primar Reactivat - Primar Reactivat - Primar Reactivat - Primar Reactivat - Primar Reactivat - Primar Reactivat - Primar	agmal.com - Dmail ies" tivate Childr ate 1 child(ren) to the m Program Site y Teacher ol Class/Grade tol 3 classignade	en eselected class.	Geogle Calendar - Wee Teach Asses Develo	k of Bap 24, 2017 Internet Sector Se	Children I Teaching Brokegies Children I Teaching Brokegies Sidney's MyTS K Class
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? Select the REA (option in the lef navigation. A pop-up box w where you can PROGRAM, SIT TEACHER, and CLASS the chill are transformed	CTIV/ t-han choos FE, PF then d or c	ATE d bear se the RIMARY the hildren orify	Votes - Emethypeedited My Teaching Strateg Programs Site Back to Edit Children Transfer Acchive Pringra Site Detelet Detelet Detelet Program Site	See State Children State Children State Children State Children State Children State	en e selected class.	Geogle Catendar - We Tech Aasss Bevel Geogle Gancel	k of Sep 34, 2017 Let Early Report Tamiy	Edit Filter Edit F
? Select the REAC option in the lef navigation. A pop-up box w where you can PROGRAM, SIT TEACHER, and CLASS the chill are transferring the colored bar	CTIV/ t-han ill app choos FE, PF then d or c s to. V d the	ATE d bear se the RIMARY the hildren erify child or	Vox Inveltyweethild	agmall.com - Dmail ieS" titvate Childr ate 1 child(ren) to the m Program Site vy Teacher d class/Grade Class/Grade	en e selected class.	Congle Calendar - Wee Teach Assess Derels 713.3 11/03/2007 8107313 12547 13/04/2018 8107313	c of Step 24, 2017	Children i Teaching Strategies Children i Teaching Strategies Sidney's MyTS K Class mmary Children Children Children Children Children Ves Children
? Select the REA (option in the lef navigation. A pop-up box w where you can PROGRAM, SIT TEACHER , and CLASS the child are transferring the colored bar children will be	CTIV/ t-han iill app choos FE, PF then d or c g to. V ad the on.	ATE d bear se the RIMARY the hildren erify cchild or	Volar - Emethyneddid MyTeachingStrateg Program Black to Edit Children Reactive Reactive Archive Reactive Class Reactive React	Pgmall.com - Dmall ics" titvate Childr ate 1 child(ren) to the m Program Site ty Teacher d class/Grade class/Grade finstname-81/0 finstname-81/0 finstname-81/0 finstname-81/0	en e selected class.	Concel Cancel Teach Assess Develor 7313 11/04/2010 8107331 2555 61/202077 8107132 2556 61/202071 8107237	s of tapp 24, 2017 Ingost Report Ramity Report Ramity Chree Deformen Anno Chree Pre-K 4 Class Chree Stephanies 117	Children Teaching Strategies Children Teaching Strategies Children Teaching Strategies Children

To Archive

1

Select a child record or all child





To Delete



Select a child record or all child records to delete.

ack to Edit	Ed	it Children						Filte	r Summarv
hildren ransfer	- From Filter	the menu to the left " button to modify t	, choose the action y he list of children.	ou want to ta	ke for the se	elected children. C	lick the "Edit	Progra Default P	m rogram
eactivate		Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class	Site Default S	ite
rchive	0	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K	Primar	y Teacher
	0	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K	Tim Reed	
elete •	0	Ruben	Gutierez	05/01/2011	6570462	Active	Pre-K	Class	
		Shaute	Samuels	05/01/2011	6570482	Active	Pre-K	rre-N	
	0	Tim	Reed	05/01/2011	6570522	Active	Pre-K	Yes	e Active Children
		Troy	Johnson	07/04/2011	8221521	Active	Pre-K	Include	Archived Children
								No	Edit Filter
			My Teaching Stra	tegies.		Teach Assess 1	et el esta lector lisport Family	<u>No</u>	Edit Filter Sidney's MyTS K Class
			My Teaching Stra Programs Sites D Children Transfer	tegies" elete Childre	en	Teach Assess t	eccióp Report Family	No	Edit Filter Sidney's MyTS K Class
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Select the option in t navigation	DELET the left-h	E nand	My Teaching Stra Programs Sites D C Back to Edit Children C Transfer C Reactivate Reactivate C Belete	tegies" elete Childre slete 2 child(ren)?	PIN First Name Ch Fer an Hu Gut Gut	Teach Assess [Cancel] Hid Last Name Birthdate nandez 05/01/2011 rst 05/01/2011 mels 05/01/2011	Submit Family Submit Family Submit Family Status Family	Current Class Pre-X Pre-X Pre-X Pre-X Pre-X	Edit Filter Sidney's MyTS K Class Default Site Primary Teacher Tim Reed Class Pre-K
Select the option in t navigation	• DELET he left-t n.	E hand	My Teaching Stra Programs Sites C Back to Edit C Transfer C Reactivate C Reactivate C Archive C Delete	tegies" elete Childre elete 2 child(ren)?	Print Name Ch First Name Fer Inn Hu Sar Sar Sar Sar	Teach Asses C Cancel IId Last Name Birthdate mandez 05/01/2011 Lienez 05/01/2011 Lienez 05/01/2011	Submit Family Submit Family Chil D Chil Current Status 6570 Active 6570 Active 6570 Active 6570 Active 6570 Active	No Current Class Pre-X Pre-X Pre-X Pre-X	Edit Filter Sidney's MyTS K Class Sidney's MyTS K Class Default Site Primary Teacher Tim Reed Class Pre-K Include Active Children Yes
Select the option in t navigation	DELET he left-h	E nand	My Teaching Stra Programs Sites D C Back to Edit C Children C Reactivate C Reacti	tegies" elete Childre elete 2 child(ren)?	En Ch First Name Ch in First in Gut Sas Sas Sas Sas Sas Sas Sas Sas Sas Sas	Teach Assess Cancel Id Last Name Birthdatt nandez 05/01/2011 nst 05/01/2011 tierez 05/01/2011 id d 05/01/2011 id d 05/01/2011	Submit Family	No Current Class Pre.% Pre.%	Edit Filter
Select the option in t navigation	DELET he left-t 1.	E nand	My Teaching Stra Programs Sites D C Back to Edit Children C Transfer C Reactivate S Archive C Delete	tegies" elete Childre slete 2 child(ren)?	PIN Characteristics of the second sec	Teach Assess I Cancel Hid Last Name Birthdate nandez 05/01/2011 nst 05/01/2011 di 05/01/2011 di 05/01/2011	Image: Security Image: Security Image: Security Image: Security Submit: Image: Security Image: Security Image: Security Image: Security Submit: Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security Image: Security Status Image: Security Image: Security Image: Security <	No Current Class Pre-X	Edit Filter Sidney's MyT5 K Class Sidney's MyT5 K Class Default Site Primary Teacher Tim Red Class Pre-K Include Active Children Ves Include Archived Children No

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.

My Teaching Strate	reach Assess Develop Report Family	Sidney's MyTS K Class
Programs Sites Use	ers Classes <u>Children</u> Goals License Settings Messages	
Add	Edit Children	Filter
Edit Children	Select the list of children you wish to edit.	Summary
Exit Children from OSEP	Program Default Program 🗘	Program Default Program
Reactivate Child OSEP Records	Site Default Site	Site Default Site
Manage Child Record Requests	Primary Teacher	Primary Teacher All
Import	All \$	All
Import Results	C Transfer / Reactivate / Archive / Delete C Manage Funding Sources / Custom Questions Include children whose current status is: Active Archived Deleted	Manage Funding Source Custom Questions Include Active Child Yes Include Archived Children No Include Deleted Chil No

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.

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

1

My Teaching Strategi	es™	Teach Assess	Develop	Report Family		:	Sidney's MyTS K Class MM
Programs Sites Users	Classes <u>Childr</u>	en Goals Lice	nse Settings	Messages			Filter
Add Add	Ealt Childre	n					Filter
Edit Children							Summary
Exit Children from OSEP	Child First Name	Child Last Name	Pre-K	Head Start	Child Care	Family (Care	Program Default Program
Reactivate Child	Alyssa	DiNicola		0			Site
OSEP Records	IEP Test	Child 1	0				Leosite
Manage Child Record	Jamal	Bryant	0				Primary Teacher MyTSOrgAdmin1
Requests	Jorge	Martinez	0				MyTSOrgAdmin1
Import	Nodaka	Preeka		0			Class
2							EultPitter

2 Select SUBMIT.

4

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.



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.

My Teaching Strategie	S"				Teac	h Ass	ess Develo	D Repor	Far	nity				Preschoo	ol/Pre-K (Green & Blue)	MM
Programs Sites Users	Classes	Child	<u>dren</u>	Goals	License Setting	gs Mo	essages									
Entity Filter	Fi	ilter by A	lyssa		DiNicola		Include inact	ive Filte	r			< Page	1_of1			
🤱 Add																
Edit Children	Manag	e Child	ren													
Exit Children from OSEP	First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	Status	Gender	FL Sc		
Reactivate Child OSEP Records	Alyssa		DiNicola	8218757	Pre-K4 class/grade	January 19, 2011	Deletes		EcoSite	Default Program	GOLD 2.0 Test Org	Deleted	Male			
Manage Child Record Requests																
Import																
Import Results																
?													Export 1	fable		
Home Contact Us Terms of U	Jse Privac	y Policy												Copyright	© 2000-2017 Teaching Strateg	ies, LLC

5 Select REACTIVAT from the left hand naviga	<mark>E</mark> t- tion.						
My Teaching Strateg	gies	Teach	Assess Develo	p Report	Family	Sidney's MyTS K Class	MM
Progrums Sites User	s Classes <u>Children</u> Goals	License Settings	Messages				
🔒 Ald	< Back to all children						
Reactivate	Edit: Alyssa DiNicola (Arc	hived)					
Edit Children	Select Class +						
Exit Children from OSEP							
Reactivate Child OSEP Records	Class Details Age or Class/Grade*	Pre-K 4 class/grade			•		
Manage Child Record Requests	First Day in Program*	08/01/2016					
Import	Child Details						
Import Results	First Name*	Alyssa					
	Middle Initial						
	Last Name*	DiNicola					
	Nickname						
?	Identifier						
	Gender*	Male			•		
	Disth Datat	· · · · · · · · · · · · · · · · · · ·					

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.

Organization*	MyTeachingStrategies Demo Organization	•	
Program *	Technology Demo Program	•	
Site*	GOLD & Tadpoles	•	
Teacher*	Adam Taft	•	
Class	Infent 4	•	
			Save

Free and Reduced Lunch		8
sess this child usin Spanish Language Literacy Objectiv	Are you sure?	
	Do you wish to transfer Alyssa DiNico Preschool/Pre-K (Green &	a from Archives to
Custom Field	No Yes	
adjust transferred c. sired period.		ratings for the
heckpoint Period Settin	gs +	
	9 Confir by sel	rm the reactivation lecting <mark>YES</mark> .

Exporting Child Information

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



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

eachingStrateg	gies™				Teach	Assess	Develop	Report	Family			Infants, T	oddlers, and Twos
ums Sites Users	Classes	Child	<u>iren</u> G	oals L	cense Setting	s Mess	sages						
tity Filter	Fi	lter by F	irst Name		Last Name		Include inact	ive Filter			< Page 1 of 391	>	
d											0		
it Children	Manage	- Childre	'n										
port		- onnari											
nort Results	First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	SI	
	<u>A.A.Z.</u>		TypeError	10509810	Preschool 3 class/grade	July 05, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ac	
	<u>A.Z.</u>		TypeError	10509736	Preschool 3 class/grade	July 04, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	A	
	Ace		Pallitto	10309178	Kindergarten	December 14, 2012	Kindergarten	TSDemoK 15	Professional Development Demo Site	Professional Developmen Demo Program	t MyTeachingStrategies Demo Organization	Ac	
	Addison	с	Saba	10326748	Kindergarten	November 28, 2012	class 1	TSDemoK 31	Professional Development Demo Site	Professional Developmen Demo Program	t MyTeachingStrategies Demo Organization	Ac	
	Adele		Leonard	10202184	2 to 3 years	February 17, 2015	Infant 5	Alexandra Long	GOLD & Tadpoles	Technolog Demo Program	MyTeachingStrategies Demo Organization	Ac	
	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	Ac	
	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	Ac	
	Alden		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	Ac	
	Alden		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	Ac	
	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	Ac	
	Aiden		Sheen	10007027	1 to 2 years	April 13, 2015	Infants, Toddlers,	Andrew	Business Operations	Business Operations	MyTeachingStrategies	Ac -	
Home Contact Us Terms	s of Use Privacy	Policy		МуТеас	:hing Strate	gies"			Teach Assess	Develop	all Est		Infants, Toddlers
			_	Reports	Reports Queue								
						Report	s Queue						
						Title 🗢		Gener	ated On 👻	:	Status 🗢 Output		
						 Classes Users E 	xport	08/09	2017@04:16 PM		Completed <u>Downli</u> Completed <u>Downli</u>	oad Export File	0
EXPORT FIL	Eto					🖋 Sites Er	quort	08/09	2017@04:16 PM		Completed Downlin	oad Export File	0
download the	e Excel f	ile				 Program Snanski 	ns Export iot	08/09	2017@04:12 PM		Completed Downly	Graph	
						/ DataEx	port	04/03	2017@02:38 PM		Completed Downly	oad Export File	
						🖋 DataEx	port	04/03	2017@02:35 PM		Completed Downli	oad Export File	•
						/ DataEx	port	04/03	2017@01:57 PM		Completed Downlin	oad Export File	
						 Alignm Snapsh 	ot	02/06	2017@11:56 AM 2017@11:45 AM		compresed Table	Graph	
												200 A 100	
						🖋 Alignm	ent	01/29	2017@02:53 PM		Completed Table		•

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

1

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

Select a **PROGRAM** and a **SITE**. You also have the

y Teaching Strate	egies" I Fach Assess Develop Report Family	Sidney's MyTS K Class
ograms Sites Us	er <mark>s Classes <u>Children</u> Goals License Settings Messages</mark>	
Add	Manage Children	Filter
Edit Children	Exit Children from OSEP	Summary
Exit Children from OSEP	Select filter options to view a list of children eligible for OSEP exit.	Program Default Program
Reactivate Child	Default Program 😫	Site
OSEP Records	-• Site	
Manage Child Record	EcoSite \$	All
Requests	Primary Teacher	Class
Import	All	All
Import Results	All \$	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.

		Teach Asse	ess Develop	Report	Family	P	reschool/Pre-K (Green & Blue)
grams Sites Users Add	Classes <u>Children</u> Manage Child	Goals License Se	ottings Nessag	jes			Filter Summary
Edit Children Exit Children from OSEP	Exit Children from View: All children receiving IEP/IFS	DSEP					Program Default Program Site EcoSite
Reactivate Child OSEP Records	Child	Exit Date	Exit Reason		Exit Tool	Approv	Primary Teacher MyTSOrgAdmin1 MyTSOrgAdmin1
Manage Child Record Requests	Alyssa DiNicola	07/01/2017	Exit	÷	Teaching Strategies 💠	٥	Class Preschool/Pre-K (Green & Blue)
Import	Jamal Bryant	08/10/2017	Exit	\$	Teaching Strategies 💲		
Import Results	Jorge Martinez	07/01/2017	Exit	\$	Teaching Strategies 💲	۵	Edit Filter
	Nodaka Preeka	MM/DD/YYYY		*	\$		
					Clear Form	Submit	

from OSEP.

Reactivate Child OSEP Record

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

Select a PROGRA You also have the TEACHER and/c	M and a SITE. option to select a r a CLASS.	IT STATUSES are led by default – deselect lat are not needed.	
My Teaching Strate	gies"	ss Develop Report Family	Preschool/Pre-K (Green & Blue)
Programs Sites Use Add	Classes Children Goals License Set Manage Children Reactivate Child OSEP Records Select filter options to view a list of children eligible fo archived child records in this list, but archived records Program Default Program Site EcoSite Primary Teacher All Classs All Exit Status © Select All [Exit Transition to Preschool/Kindergarten Stat 90+ Days Inactive Moved Out of Program/District O'Include Archived Children Yes © No	tings Messages r OSEP reactivation. Note that you may choose to include must be unarchived before OSEP services can be reactivated.	Filter Summary Program Default Program Site EcoSite Primary Teacher All Class All Exit Status All Include Archived Children No
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.

ograms Sites Use	rs Classes	Children	Goals Lic	ense Settings	i N	lessages	Family			
Add	Mana	ge Child	ren							Filter Summary
Edit Children Exit Children from OSEP	Reactiva	te Child OSE	P Records							Program Default Program Site
Reactivate Child OSEP Records	Child	Class	Primary Teacher	Archived?	IFSP or IEP	Entry Date	Exit Date	Exit Reason	Reactivate IFSP / IEP Record	Primary Teacher All
Manage Child Record Requests	Alyssa DiNicola	Preschool/Pre- K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit		All
Import	Jamal Bryant	Preschool/Pre- K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	08/10/2017	Exit		Exit Status Exit, Transition to Preschool/Kindergarten, Staffed
Import Results	Jorge Martinez	Preschool/Pre- K (Green & Blue)	MyTSOrgAdmin1 MyTSOrgAdmin1	No	IEP	09/01/2016	07/01/2017	Exit		Out/No Longer Receiving Services, 90+ Days Inactive, Moved Out of Program/District
?								Clear Form	Submit	Include Archived Children No Edit Filter

2 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 Administration sub- Select the specific p wish to view.	from the navigation. program you	u	lf you sites selec hanc	u wish to viev s in that spec ct <mark>VIEW SITE</mark> d navigation.	v a list ific pro S in t	of all t ogram, ne left-	he		- (F)
My Teaching Strateg	ies™		Teach	Assess Dev	elop	Report	Family		Test TR
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			Fax 1	11-111-1111					
If you wish to view a children in that spec select VIEW CHILD hand navigation.	list of all th cific prograi <mark>REN</mark> in the l	e m, eft-	lf cl se ha	you wish to v asses in that elect <mark>VIEW C</mark> and navigatic	iew a speci LASS on.	list of a fic prog <mark>ES</mark> in th	ill the gram, ne left-		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 <mark>SITES</mark> from the Administration sub-navigation.		Select the specific program you wish to view.
My Teaching Strategies [*]	Teach Assess Develop Report Family	Test TR
Programs <u>Sites</u> Users Classes Childre	n Goals License Settings Messages	
+ Add < Back to Site View		
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🗮 View Children 🕈 Orga	nization* GOLD 2.0 Test Org	\$
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Site Details		
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	Address 2	
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	Zip* 20814	
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 subnavigation.

Select the specific user you wish to view.

My Teaching Strateg	jies™	Teach	/ Assess	Develop	Report	Family		Test TR
Programs Sites <u>Users</u>	Classes Children	Goals	License	Settings	Messages	ų.		
Add Add	< Back to all users							
Transfer	Edit: Alexander Browr	1						🕒 Emulate User
View Children	Email User Temporary F	assword						
	User Type +							
	User Info +							
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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 fror sub-navigation. Select the specific cla	n the Administration ass you wish to view.	If you wish to view a list of a for that specific class, sele CHILDREN in the left-hand	all the children ct <mark>VIEW</mark> d navigation.
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i View Children			
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	Teacher *	Alexander Brown	\$
	Asst. Teacher 1		+
		This user is a co-teacher?	
	Asst. Teacher 2		+
2		This user is a co-teacher?	
	Asst. Teacher 3		÷
	Asst. Teacher 4		\$

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

Teaching Strateg	iesĭ				LI	E		Presc	hool/Pre-K (Green & Blue)	м
grams Sites Users	Classes Children	<u>Goals</u> License Setti	ngs Messag	Jes	кероп	Family				
Add Goal Set 🕒	Goals									
	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				

My**Teaching**Strategies^{*} | How-To Guide for Administrators



Select Assign a year-end goal for each of the selected 5 SUBMIT. 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. **::** I ... n MyTeachingStrategies" Sidney's MyTS K Class MM Teach Assess Repo Family Programs Sites Users Classes Children Goals License Settings Messages K Back to Goals Goal Summary Add Goal Set Age or Class / Grade Pre-K 4 class/grade (Blue) **Objectives / Dimensions** Social-Emotional 📒 1a. Manages feelings 5. Demonstrates balancing 1. Regulates own emotions and behaviors skills 1a. Manages feelings 9a. Uses an expanding expressive vo cabulary 12a. Recognizes and recalls 📕 16a. Identifies and names Not Yet 1 2 4 5 6 07 8 9 10 11 12 13 3 letters Goal Set Name Physical Pre-K (Blue) 5. Demonstrates balancing skills Edit Criteria Submit 8 7 9 10 11 5 12 13 14 1 2 15 3 Yet Language 9. Uses language to express thoughts and needs 9a. Uses an expanding expressive vocabulary No 5 7 1 2 3 4 6 8 9 10 11 12 13 14 15 Yet Cognitive 12. Remembers and connects experiences 12a. Recognizes and recalls

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





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.

	165	Teach Ass	ess Develop	Report	Family		Sidney's MyTS K Class
grams Sites Users	Classes Children	Goals License Set	tings Mess	ages			
Add Goal Set	Goals						
	Goal Set Name	Class / Grade Level	Date Saved	Status	Shared?	Creator	Actions
	<u>1 to 2 years (Orange)</u>	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 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.



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

yTeachingStrateg	ies™	Teach Ass	ess Develop	Report	Family		Sidney's M	yTS K Class
ograms Sites Users	Classes Children	n <u>Goals</u> License Set	tings Mess	ages				
Add Goal Set	Goals							
	Goal Set Name	Class / Grade Level	Date	Status	Shared?	Creator	Actions	
	1 to 2 years (Orange)	1 to 2 years (Orange)	Saved 7/14/2017	Inactive	Shared	MyTSOrgAdmin1	Share Read	tivate
	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 Dead	tivate

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.

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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-curriculumresources/.

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My Teaching Strategi	eS" Jack Assess Develop Report Family	OT
Programs Sites Users	Classes Children License Settings License Settings	
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Allocating to Programs

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



ALLOCATIONS.

Allocate to Sites

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

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Select UPDATE SITE ALLOCATIONS.

3

Allocate to Classes

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





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 CEUbearing courses are not included with your *GOLD*[®] subscription. For more information about Online Professional Development opportunities, please visit: https:// TeachingStrategies.com/OnlinePD.

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Allocating to Programs

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

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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.



3 Se Al

Select UPDATE SITE ALLOCATIONS.

Allocate to Users

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

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Select UPDATE USER

ALLOCATIONS. All users with allocated course credits will then be able to access creditbearing courses in My Courses in the Develop area.

Messages

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

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My**Teaching**Strategies[™]

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 menu to view REVIEW, APP or REJECTED	by drop-down your PLANS FC ROVED PLANS PLANS.)R ;,						
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