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Customizing Your Weekly Calendar

Once you've set up a template and used the monthly features, your weekly calendar will update to reflect these plans. You can also modify your weekly calendar to add additional activities beyond what is coming from your weekly template. You can also delete any activities and reorder a particular week's schedule.

Adding *Intentional Teaching* Experiences/Opportunities

If you select **CUSTOM ACTIVITY**, use the Custom Activity form to create an activity and select "Add to Plan."

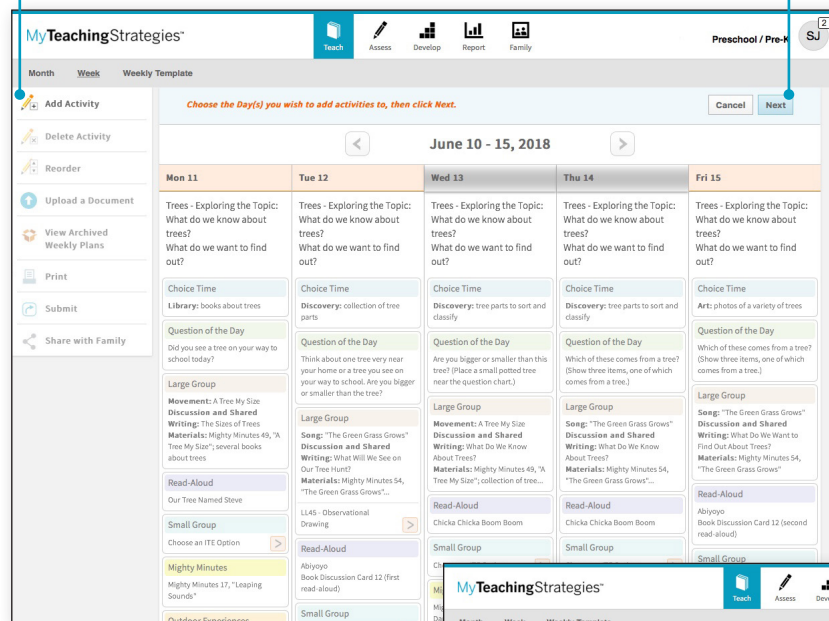
If you select **INTENTIONAL TEACHING EXPERIENCE/ OPPORTUNITY**, follow the step-by-step instructions on how to purposefully use the Class Profile to plan for *Intentional Teaching* experiences or opportunities.

What is an *Intentional Teaching* Experience or Opportunity?

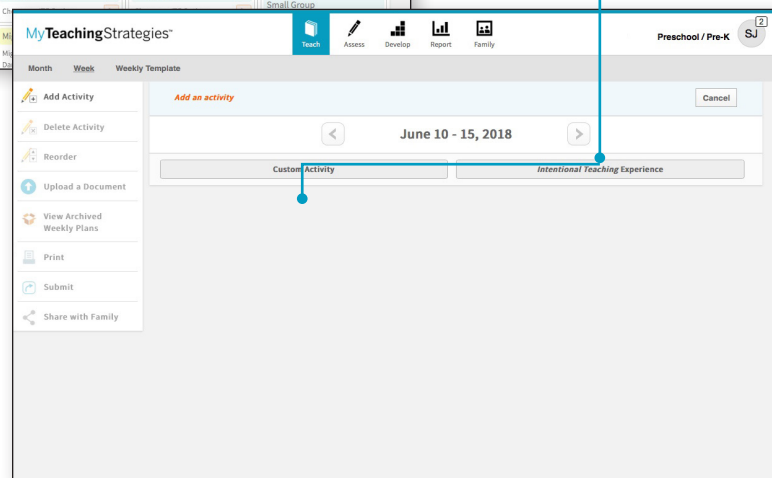
Intentional Teaching experiences or opportunities are activities designed to help you support individualized instruction for children in small-group, large-group, or one-on-one settings. If using *MyTeachingStrategies*® to plan for a preschool classroom, you will use *Intentional Teaching* experiences. For infants, toddlers, and twos classrooms, you'll see *Intentional Teaching* opportunities. If using *GOLD*®, *MyTeachingStrategies*® will draw from the most recent assessment information available for each child in your classroom to help you plan for and teach these experiences/opportunities. While teaching, you will have the opportunity to add documentation with preliminary levels into children's portfolios.

Select **ADD ACTIVITY** from the left-hand side of the screen.

Select the days of the week you wish to add activities to; then select **NEXT**.



Select either **CUSTOM ACTIVITY** or **INTENTIONAL TEACHING EXPERIENCE/OPPORTUNITY**.



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Adding Custom Activities

You can create your own custom activities to add to your weekly plans. These activities can be saved and used again for future weekly plans.

Select any unplanned time of day on your weekly calendar and select **NEXT**.

Select **CUSTOM ACTIVITY**.

Add a title and a description under “What You Do,” select a time of day, select any related objectives/dimensions, select the children participating in the activity, and select if you wish to save this activity to your library for future use.

If you have saved custom activities, you can select one to prefill the items.

Select **SAVE** to add the activity to your plan.

Note for *The Creative Curriculum*®, Digital Resources users: Times of day that are automatically populated from *The Creative Curriculum*® cannot be deleted.

The screenshot displays the 'Add Activity' interface in the MyTeachingStrategies application. At the top, the navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs, along with a user profile icon 'SJ' and the text 'Preschool / Pre-K'. Below the navigation bar, there are tabs for 'Month', 'Week', and 'Weekly Template'. The main content area is titled 'Add an activity' and shows a calendar for 'June 10 - 15, 2018'. The 'Custom Activity' section contains a form with the following elements:

- Activity Name:** A text input field.
- Activity Type:** A dropdown menu currently showing 'Choice Time'.
- What You Do:** A rich text editor with various formatting options (bold, italic, text color, background color, link, unlink, list, ul, ol, indent, outdent, undo, redo, fullscreen, print).
- Activity Library:** A section with a plus sign to expand.
- Select Children:** A section with a plus sign to expand.
- Objectives and Dimensions:** A section with a plus sign to expand, containing checkboxes for days of the week: Mon, Tue, Wed (checked), Thu, Fri.
- Save to my library:** A checkbox.
- Buttons:** 'Cancel' and 'Add to Plan' buttons at the bottom right.

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Deleting Activities from Your Weekly Calendar

To delete an activity you have added from your weekly calendar, select **DELETE-ACTIVITY** from the left-hand side of the screen.

Choose any activity from your weekly calendar you wish to delete and then select **SAVE**.

Reordering Times of Day in Your Weekly Calendar

To reorder times of day in your weekly calendar, select **REORDER** on the left-hand side of the screen.

Drag and drop times of day to reflect the order that you want them in, then select **SAVE**.

Upload a Document

To upload documents to your weekly plans, select “Upload a Document”. This can be used to supplement the Intentional Teaching experiences/opportunities and custom activities you have planned for in the Teach area with additional resources created outside of *MyTeachingStrategies*®.

View Archived Weekly Plans

To access your past Weekly Planning Forms, from the previous version of *GOLD*®, select **VIEW ARCHIVED WEEKLY PLANS**. This list does not include weekly plans created in *GOLDPlus*® or *MyTeachingStrategies*®. Those weekly plans can be accessed through the calendar in the Week view.

Print

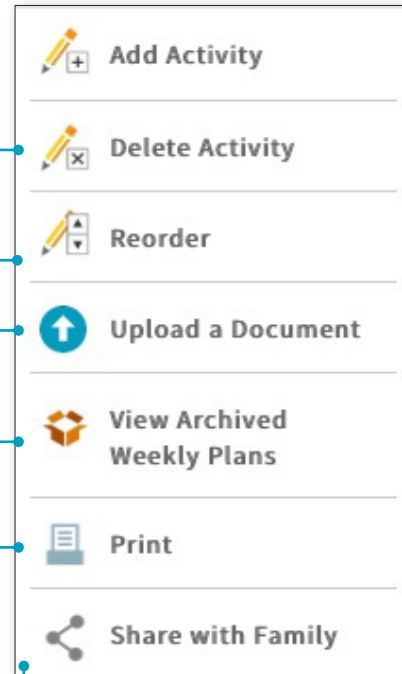
To print your weekly plan, select **PRINT** on the left-hand side of the screen.

You can customize how the printed plan appears by including or removing a print view, the days of the week, display options, and the times of day. Then, select **SUBMIT**.

A PDF of your weekly plan will generate in a separate browser tab, where you can save to your computer, or print.

Share with Family

To share your weekly plan with family members who have accounts for *MyTeachingStrategies*®, select **SHARE WITH FAMILY**. Next, choose the names of the children whose families you want to share with, then select **SUBMIT**.

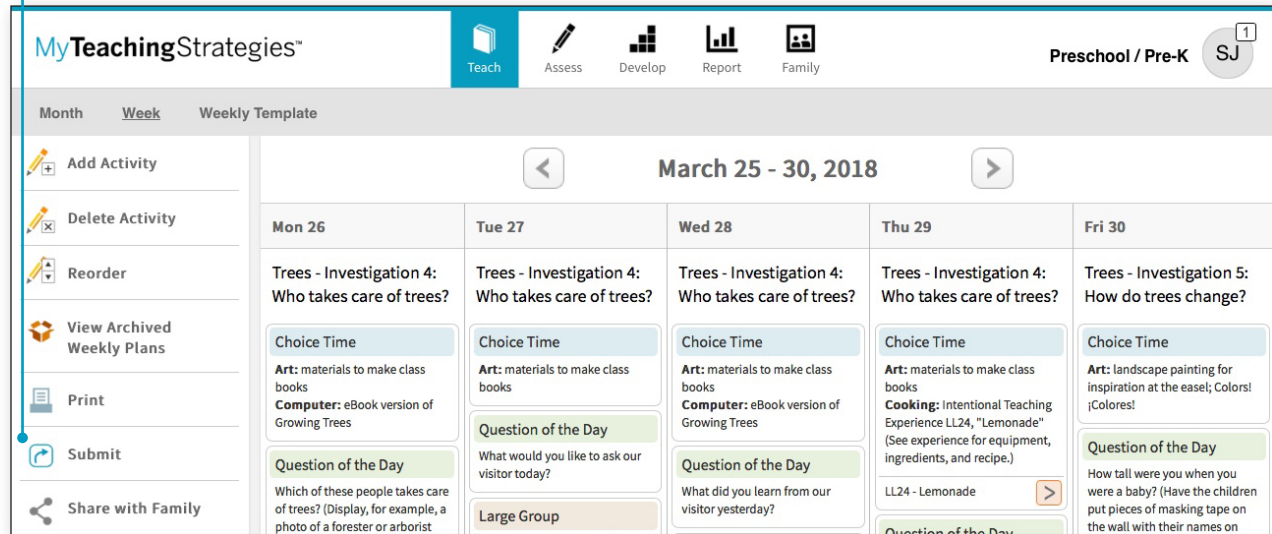


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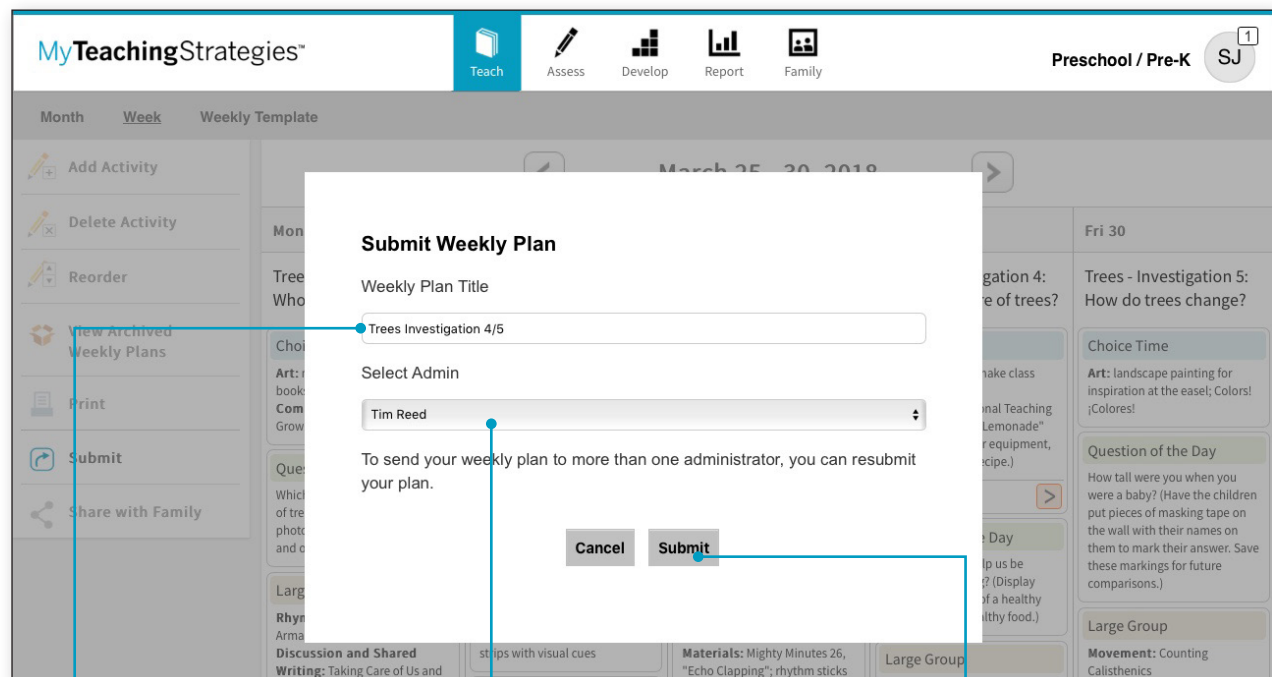
Submitting Weekly Plans

Once you've added plans to your weekly calendar, you can submit your plans to an administrator.

In the Week view, select **SUBMIT** from the left-hand navigation bar.



A new screen will appear asking you to provide a title for your weekly plan.



1 Add a title for your weekly plan.

2 Select the administrator you'd like to share the plan with. You can only share your plan with one administrator at a time. If you'd like to share your plan with more than one administrator, please follow these steps again.

Click **SUBMIT** to share your weekly plan with your administrator.

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Upload Documents to Weekly Plans

Teachers can now upload documents to their weekly plans! This is a great feature for teachers who wish to supplement the Intentional Teaching experiences/opportunities and custom activities they have planned for in the Teach area with additional resources created outside of MyTeachingStrategies®.

To upload a document to a weekly plan:

- 1 While in the Teach area
- 2 View the week you are about to plan for

The screenshot shows the MyTeachingStrategies interface. At the top, there's a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs. The 'Teach' tab is active. Below the navigation bar, there's a header for 'June 3 - 8, 2018'. The main area is a grid of days (Mon 4, Tue 5, Wed 6, Thu 7, Fri 8) with various activities listed for each day. A 'Submit Weekly Plan' dialog box is overlaid on the screen, containing the following text:

Submit Weekly Plan

Weekly Plan Title

Select Admin

To send your weekly plan to more than one administrator, you can resubmit your plan.

Cancel **Submit**

- 3 Select **UPLOAD A DOCUMENT**

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1 Select the days you wish to upload the document

2 select **ADD FILE** to choose a file from your device to upload.

3 We recommend uploading a PDF to maintain your desired formatting, but you can also upload a Word document, .png image file, .jpg image file, or .jpeg image file to the plan, with a size limit of 5MB. Once you have selected a file, select **SUBMIT**

An **UPLOADED DOCUMENT** time of day will then appear for each selected day at the top of your weekly plan with a link to the document. Selecting the link will open the uploaded document in a separate tab.

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Managing Uploaded Documents

The **UPLOADED DOCUMENT** time of day can be utilized like any other time of day on your calendar. You can delete any **UPLOADED DOCUMENT** times of day to remove them from your calendar, and you can reorder any **UPLOADED DOCUMENT** time of day to position it in your schedule.

Uploading Additional Documents

You can upload as many documents created outside of *MyTeachingStrategies*® as you wish to each weekly plan, for any day or week. This will add multiple **UPLOADED DOCUMENT** times of day to your weekly plan, which you can then manage as you see fit.

Sample Weekly Plan Templates from *The Creative Curriculum*®

We have provided several weekly plan templates in the Support and Resources library on the **WEEK** page to use for uploading. These templates, from *The Creative Curriculum*®, are editable PDFs. Download one for Infants, Toddlers, & Twos, for Preschool, or for Kindergarten, type in your planned activities, then upload to your plan!

Printing, Submitting to Administrators, and Sharing with Families

When you print your weekly plan, submit your plan to administrators, or share your plan with family members, any uploaded documents will be attached to the end of the PDF.

1

To remove these documents, select **PRINT**.

2

uncheck **UPLOADED DOCUMENT** before generating the PDF to print.

3

Once you have unchecked this option and saved, uploaded documents will also be removed when submitting weekly plans to administrators for approval and sharing weekly plans with family members.

