Getting Started

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Accessing MyTeachingStrategies®

Signing In
Before you sign in, make sure you have the username and temporary password that you received by email from Support@TeachingStrategies.com for your MyTeachingStrategies® account.

To log in, go to TeachingStrategies.com and click the LOGIN button at the top, right-hand side of the screen.

When the sign in screen appears, enter your username and temporary password. Then click SUBMIT.

Forgot Password / Username
Use the FORGOT PASSWORD? and FORGOT USERNAME? links if you forget your information. Your username and a temporary password will automatically be sent to the email address in your profile.

For security reasons, the temporary password will expire one hour after it’s sent, so please log in as soon as you receive the email.
Navigating MyTeachingStrategies®

When you sign into MyTeachingStrategies®, you will be taken to your personal DASHBOARD. The dashboard provides important personalized communications to help you get the most out of your MyTeachingStrategies® digital tools.
Navigation Bar
At the top of the page you'll find the **NAVIGATION BAR** with links to the 5 main areas of *MyTeachingStrategies*: Teach, Assess, Develop, Report, and Family.

To the far-right of the navigation bar you'll also find your class identifier, indicating which class view you are currently using, and an icon with your initials that opens up your personal settings. Here you can check your messages, manage your user profile, manage your classes, access the Practice Environment, toggle to a different classroom, or logout. Later in this guide we'll provide details for each of these areas.

Shortcuts
Under the navigation bar, you'll see your **SHORTCUTS** under the header “What would you like to do?” These icons provide you with quick access to frequently used features within *MyTeachingStrategies*.

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**What would you like to do?**

- Add Documentation
- View Documentation
- Checkpoint By Class
- Documentation Status

Click the *MyTeachingStrategies* logo from any page to navigate back to your dashboard.
Messages
Below your Shortcuts are your personalized Messages, under the header “These items need your attention.” These include alerts from Teaching Strategies, messages your administrator has posted and/or prioritized, and system-generated notifications based on your activity and unique information. Most recent messages are listed first.

<table>
<thead>
<tr>
<th>These items need your attention:</th>
</tr>
</thead>
<tbody>
<tr>
<td>System maintenance on Wednesday, February 1, from 2:00 a.m. - 3:00 a.m. ET</td>
</tr>
<tr>
<td>Checkpoint Reminder: Report cards due by November 15th</td>
</tr>
<tr>
<td>Checkpoint Reminder: Time to plan for family conferences</td>
</tr>
<tr>
<td>New professional development courses available! Check out My Courses in Develop.</td>
</tr>
<tr>
<td>You are missing documentation for 15a. Notices and Discriminates Rhyme.</td>
</tr>
<tr>
<td>New Video Tutorial: How to Finalize Checkpoints By Class</td>
</tr>
<tr>
<td>REMINDER: System maintenance on Sunday, November 6th</td>
</tr>
<tr>
<td>Your class is scheduled to start the Trees Study next week</td>
</tr>
</tbody>
</table>

Daily Plans Summary
To the right of your dashboard you’ll see a summary of your daily plan. If information has been added in the Teach area, your information will dynamically populate in this area every day. Click SEE MY WHOLE DAY at the bottom of this panel to access the PLANNING CALENDAR within the Teach area.

Help Button
In the bottom left-hand corner of your screen is the HELP BUTTON icon. Click the blue question mark button to access support and resources to help you use MyTeachingStrategies®.
Guided Tour

Upon logging in to MyTeachingStrategies® for the first time, you will be prompted to take a guided tour of the Dashboard. You can complete the tour at this time by selecting LET'S GO, or you can save the tour for later by selecting the HELP BUTTON in the bottom left-hand corner of any screen.
How-To Guide for Teachers

Setting Language Preference to Spanish

You can set the language preference of your MyTeachingStrategies interface to Spanish in your user profile.

1. To set your language preference to Spanish, select MANAGE MY PROFILE from the settings drop-down menu.

2. Select the + option next to MYTEACHINGSTRATEGIES® PREFERENCES.

3. Select SPANISH under “Select language preferences for viewing the GOLD® site.”

4. Enter your password in CURRENT PASSWORD.

5. Select SAVE.