

My**Teaching**Strategies™

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# Settings

To access your Settings, select the profile icon in the upper right corner of any screen.

How-To Guide for Teachers



# Settings

In the Settings area of *MyTeachingStrategies™* you can check your messages, manage your user profile, manage your classes, access the Sandbox, toggle to a different classroom, or log out.

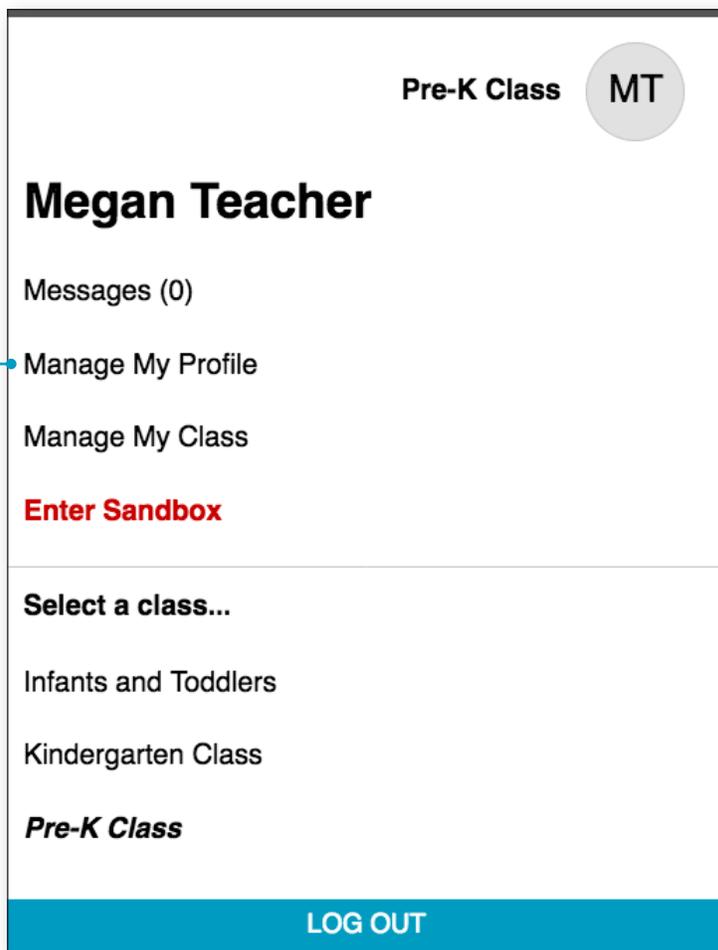
To access your settings, select the icon with your initials at the far right of the navigation bar.



## Manage My Profile

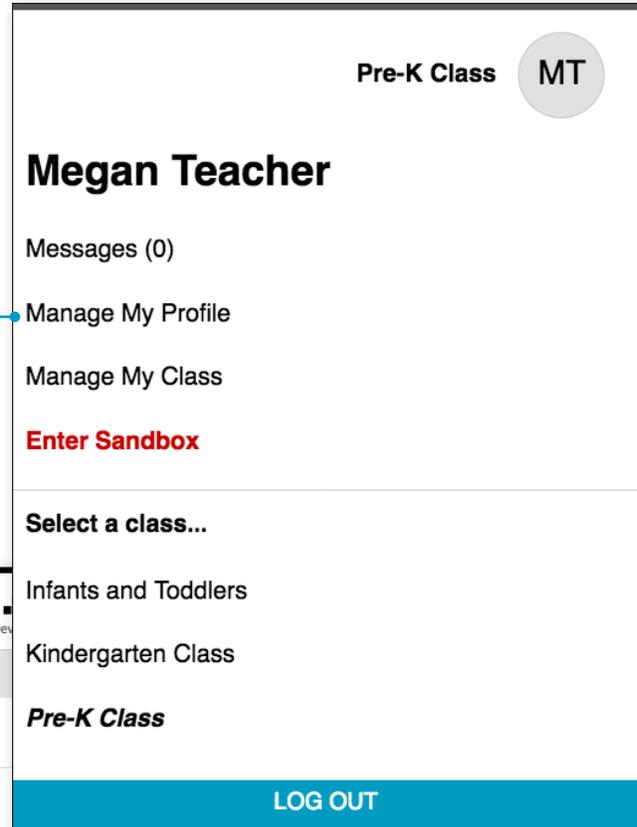
To update your profile settings, select **MANAGE MY PROFILE** from the settings drop-down menu. Here you will be able to update your personal information, change your username or password, view security questions, add classes, and access your messages.

If your class and children's records are not set up by your administrator, you may want to ask whether you need to keep any special program-specific instructions in mind as you set up.

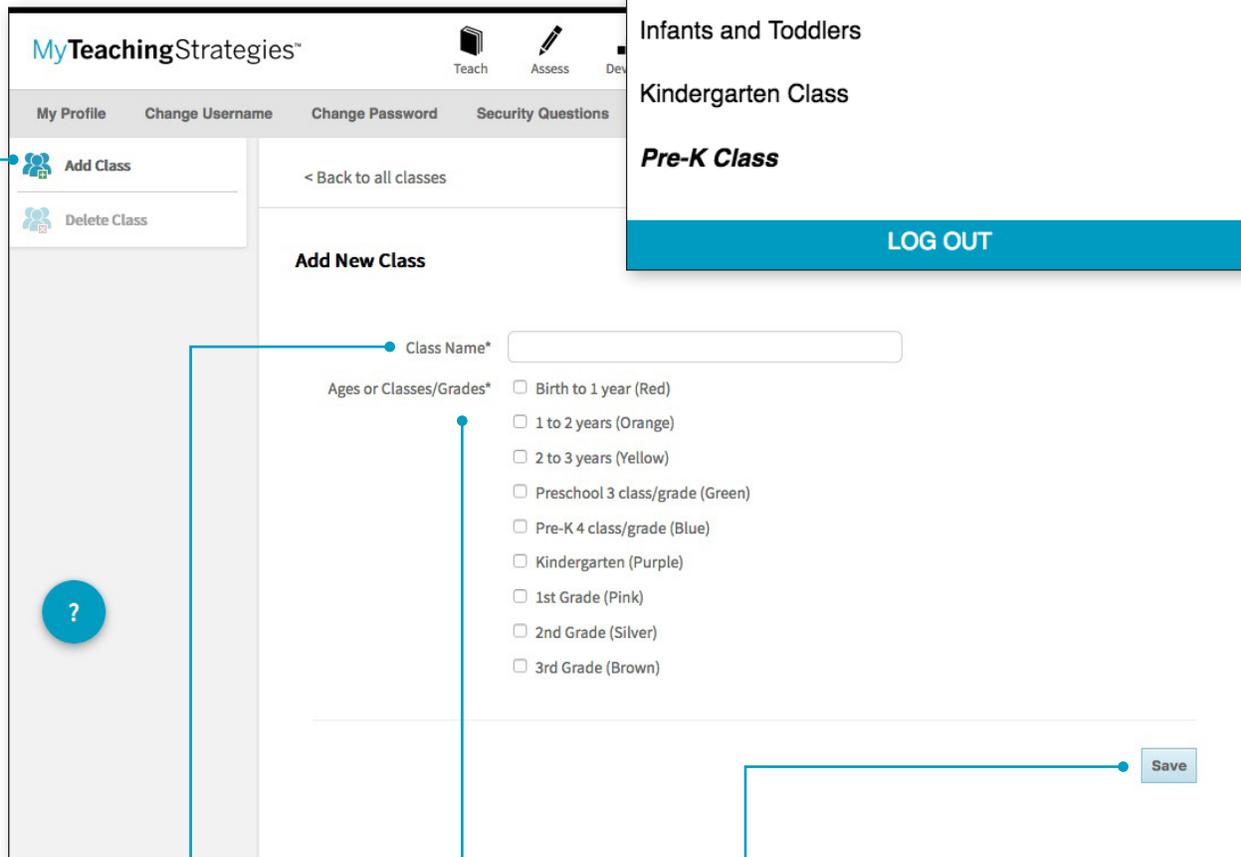


## Setting Up a Class

To start using *MyTeachingStrategies™*, you need to set up a class and enter information about the children. From the settings drop-down menu, select **MANAGE MY PROFILE**, and select My Classes from the sub-navigation. Here you can pull a class list, and add, delete, or manage classes.



## Adding a New Class



- 1 To add a class, select the **ADD CLASS** button.
- 2 Enter a class name that is appropriate for reporting purposes.
- 3 Select the appropriate age or classes/grade that applies to your class. If you teach a mixed-age class, base your selection(s) to include the ages/grades in your classroom.
- 4 Click **SAVE**.

Placement in infants, toddlers, and twos classes depends on the child's birth date. Preschool, preK, and Kindergarten classes are identified according to the curriculum you are teaching rather than the children's ages.

# Request OSEP Exit

Teachers will need to request an exit of child records on an IEP or IFSP when that child record stops receiving services, is transitioning to kindergarten, or if another reason for exit occurs.

Initiate an OSEP exit request by selecting **MANAGE MY CLASS** in the profile drop-down menu.

Select **REQUEST OSEP EXIT** in the left-hand navigation.

A list of child records who have an IEP or IFSP will appear. You will see either Yes or No listed in the **SUFFICIENT CHECKPOINT DATA FOR EXIT?** column. If **YES** appears, the child record can be exited. If **NO** appears, then there is not enough checkpoint data added to that child's records and/or exit checkpoint periods.

For child records labeled **YES**, follow these steps to request the OSEP exit:

- 1 Add an **EXIT DATE**.
- 2 Select an **EXIT REASON**.
- 3 Select an **EXIT TOOL**.
- 4 Select **REQUEST EXIT**.

The screenshot displays the 'Request OSEP Exit' page in the MyTeachingStrategies application. The page title is 'Request OSEP Exit'. On the left, there is a navigation menu with 'Add Child' and 'Request OSEP Exit' (the latter is highlighted). The main content area contains a table with the following data:

Child Name	IEP/IFSP Entry Date	Sufficient Checkpoint Data for Exit?	Exit Date	Exit Reason	Exit Tool	
Alyssa DiNicola	09/01/2016	Yes	06/30/2017	Exit	Teaching Strategies GOLD	Request Exit
Jamal Bryant	09/01/2016	Yes	MM/DD/YYYY			Request Exit
Jorge Martinez	09/01/2016	Yes	MM/DD/YYYY			Request Exit
Nodaka Preeka	10/01/2016	No	MM/DD/YYYY			Request Exit

Child records that have been requested for exiting will no longer appear on the Request OSEP Exit list, and your administrator can then exit those records.

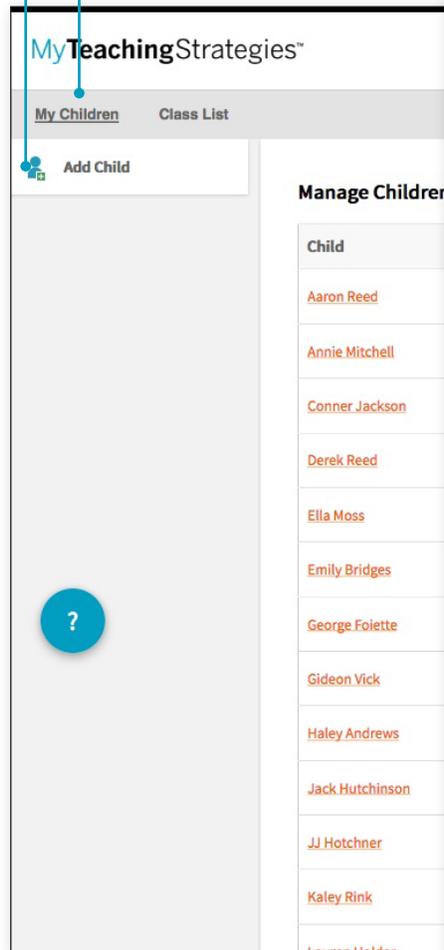
## Children's Records

Once you have set up your class(es), you can begin adding children's names as well as demographic and other relevant information.

### Add a Child's Record

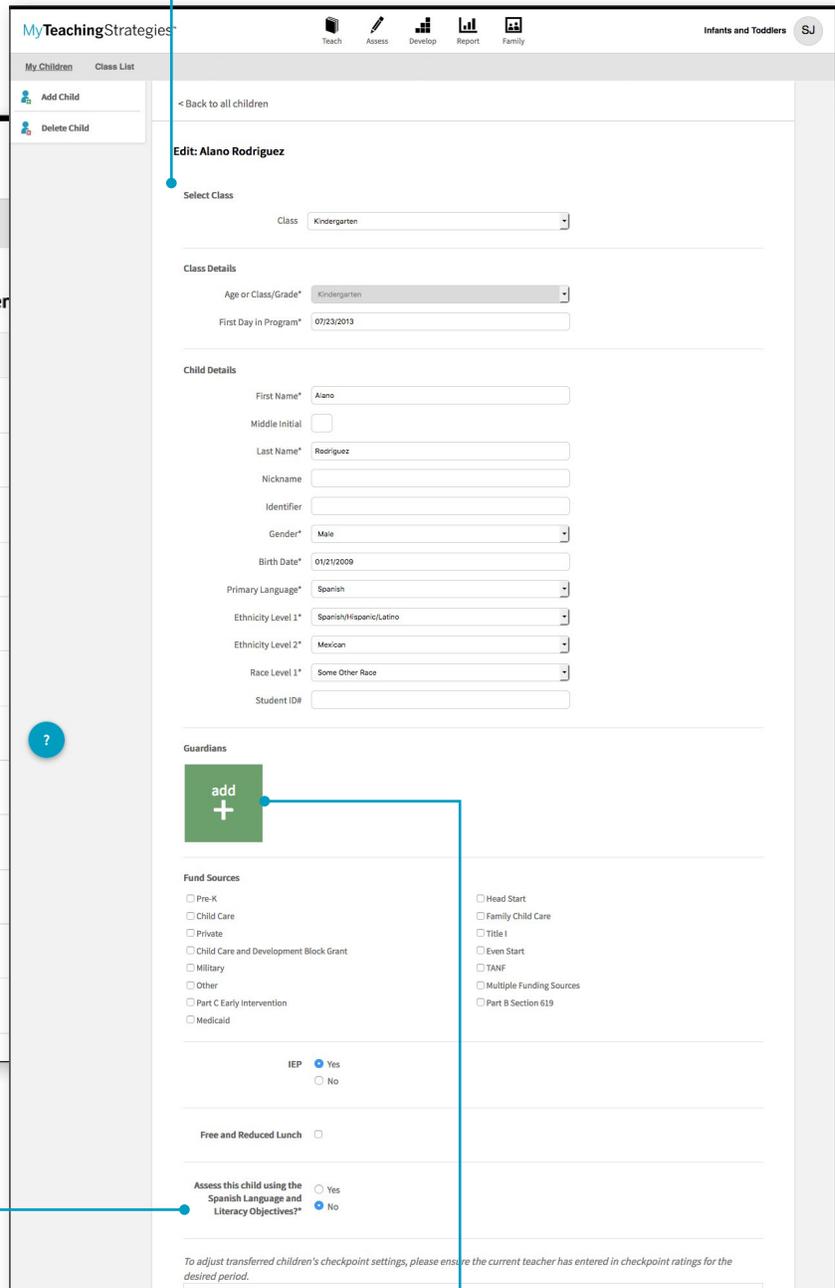
1

To add a child, select **MY CHILDREN** from the Manage My Class sub-navigation and select the **ADD CHILD** button.



2

For infants, toddlers, and twos classes, the system will automatically generate an age or class/grade designation based on the child's birth date. For all other classes you will need to assign a class/grade for each child.



3

If applicable, select **YES** to track Spanish language and literacy objectives for this child.

Select **ADD+** to add a guardian to the child's profile.

## 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 to share documentation, lesson plans, and more!

- 1 To add a family member, select **MANAGE MY CLASS** from your Settings menu, select **MY CHILDREN** from the sub-navigation, and open a child's profile by selecting a child's name from the list.

The screenshot shows the 'MyTeachingStrategies' interface. On the left, a sidebar contains 'My Children' and 'Class List'. The main area displays the profile for 'Alano Rodriguez' with fields for 'Class' (Kindergarten), 'Age or Class/Grade\*' (Kindergarten), 'First Day in Program\*' (07/23/2013), and 'Child Details' (First Name: Alano, Last Name: Rodriguez, Gender: Male, Birth Date: 01/21/2009, etc.). A green 'add +' button is overlaid on the 'Family Members' section. An 'add contact' modal is open, showing fields for 'full name' (first and last name), 'email address' (guardian@email.com), 'type' (choose a guardian type...), and optional fields for 'mobile phone', 'home phone', 'work phone', 'pin code (4-digits)', 'note', and 'special note'. A blue 'create' button is at the bottom right. A note in a blue box states: 'Note: You must enter the first and last name of the guardian, or their email address (or both), as well as the guardian type.'

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

The family member will then be able to set up their account by visiting [family.teachingstrategies.com](http://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.

## Home Language Survey

The Home Language Survey determines whether Objective 37, “Demonstrates progress in listening to and understanding English,” and Objective 38, “Demonstrates progress in speaking English” (the English language acquisition objectives) will be included for this child. When Home Language Survey results indicate that the use of these objectives is appropriate, they are automatically added to the child’s record.

The Home Language Survey may provide useful background information to assist you in planning and individualizing learning experiences for infants, toddlers, and twos. However, the survey is only available in Preschool, preK, Kindergarten, and 1<sup>st</sup>–3<sup>rd</sup> grade classes.

**Home Language Survey - Gideon Vick**

The English Language Acquisition objectives are to be used as needed with children age 3 and older whom you classify as English or dual-language learners. In order to determine whether or not to use the English Language Acquisition objectives (Objectives 37 & 38) you will need to gather information about what language the child and his or her family members use at home, and what language the child uses while he or she talks with the teachers and other children in the classroom. While the English Language Acquisition objectives are not used with very young children, this information should still be collected as useful background information.

Answer the following questions about the child and the family members who care for the child. You will respond by using a scale ranging from “only English” to “only home language.” Try to gather as much information as possible to help you answer the questions. If you are unable to answer a question because you do not know the answer or because the child is not yet speaking, circle N/A.

**A. What language do family members use when speaking to the child in the home?**

N/A	1	2	3	4	5
Not Applicable	only English	mostly English	both equally	mostly home language but some English	only home language (not English)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Home Language 1	Unknown				
Home Language 2	Unknown				

**B. What language does the child use when speaking to family members in the home?**

N/A	1	2	3	4	5
Not Applicable	only English	mostly English	both equally	mostly home language but some English	only home language (not English)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**C. What language does the child use when speaking to other children in the classroom?**

N/A	1	2	3	4	5
Not Applicable	only English	mostly English	both equally	mostly home language but some English	only home language (not English)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**D. What language does the child use when speaking to the teachers?**

N/A	1	2	3	4	5
Not Applicable	only English	mostly English	both equally	mostly home language but some English	only home language (not English)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Submit](#) [Cancel](#)

## Accessing the Sandbox

The Sandbox allows you to practice using all of the features of MyTeachingStrategies™ without affecting the data of the children in your class. Think of this as a real sandbox, where you can play, investigate and learn!

To access your Sandbox, select **ENTER SANDBOX** from the settings drop-down menu.

The screenshot displays the MyTeachingStrategies Sandbox interface. At the top, a red banner reads "You are currently in the Sandbox". The main header includes the "MyTeachingStrategies Sandbox" logo and navigation icons for Teach, Assess, Develop, Report, and Family. A secondary navigation bar contains "Add Documentation", "View Documentation", "On The Spot", "Checkpoint By Child", and "Checkpoint By Class". A left sidebar lists options: "Display Documentation", "Show Previous Checkpoint", "Hide Colored Bands", "Show Examples", "Support & Resources", and "Settings". The main content area shows a "Social-Emotional" checkpoint titled "1a. Manages feelings" with a progress bar from 1 to 8, where 6 is highlighted. Below this is a "Progression View" table with columns 5, 6, and 7. A settings dropdown menu is open on the right, showing the user's name "Megan Teacher", "Pre-K Class", and "MT". The menu items include "Messages (0)", "Manage My Profile", "Manage My Class", "Enter Sandbox" (highlighted in red), "Select a class..." (with options for "Infants and Toddlers", "Kindergarten Class", and "Pre-K Class"), and "LOG OUT". A footer contains "Home | Contact Us | Terms of Use | Privacy Policy" and "Copyright © 2000-2016 Teaching Strategies, LLC".