

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. Below this is a sub-navigation bar with tabs for Programs, Sites, Users, Classes, and Children, along with links for Goals, License Settings, and Messages. The main content area is divided into a left-hand navigation pane and a main content area. The left-hand navigation pane contains a 'Delete' button, a '< Back to List' link, and several menu items: 'View Sites', 'View Users', 'View Classes', and 'View Children'. The main content area displays the 'Program Details' form, which includes fields for Name, Address 1, Address 2, City, State, Zip, Province, Country, Phone, and Fax. A blue circle with a question mark is located in the bottom left corner of the left-hand navigation pane. Blue lines connect the text boxes to the corresponding elements in the interface.

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.

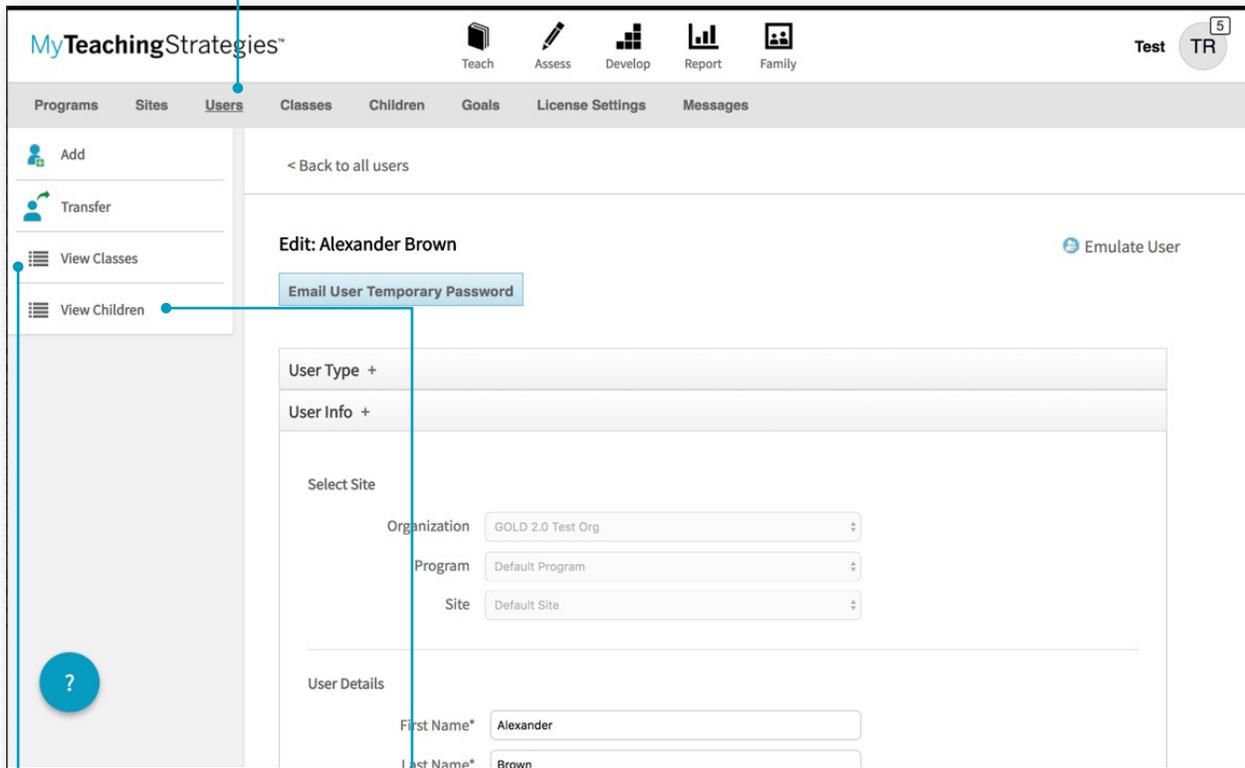
If you wish to view a list of all the children in that specific site, select **VIEW CHILDREN** in the left-hand navigation.

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 shows 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 selected. 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' text in the main content area. The main content area is titled 'Edit Class' and contains several dropdown menus: 'Organization*' (GOLD 2.0 Test Org), 'Program*' (Default Program), 'Site*' (Default Site), and 'Teacher*' (Alexander Brown). 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.