

# Sharing Documentation, Weekly Plans, and Reports with Families

MyTeachingStrategies™ allows your teachers to share photos, videos, lesson plans, reports, and more with family members that have been added to a child's profile.

Sharing documentation? Be sure to individualize all documentation before sharing. Documentation will be shared with any family members whose children are associated with that documentation.

For more information on how to add a family member in MyTeachingStrategies™, please reference the Administration chapter of the MyTeachingStrategies™ How-To Guide for Administrators.

To share documentation, a weekly plan, or a report with a family member, select **SHARE** in the left-hand navigation. The documentation, weekly plan or report will be shared with all family members tied to the child's account.

The screenshot displays the MyTeachingStrategies™ user interface. At the top, there are navigation tabs for 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. Below these are sub-tabs for 'Add Documentation', 'View Documentation', 'On The Spot', 'Checkpoint By Child', 'Checkpoint By Class', and 'Checkpoint Dates'. The 'View Documentation' sub-tab is active. On the left, a navigation menu includes 'Edit Documentation', 'Delete Documentation', and 'Share Documentation', with the last one highlighted. The main content area shows a documentation entry for a child named 'Mee Young' on 'October 27, 2016'. The entry features a photo of children playing with Legos, a list of 'Objectives / Dimensions' (e.g., '2c. Interacts with peers', '2d. Makes friends'), and a 'Notes' section. A right-hand sidebar provides a 'Documentation Summary' of the entry. A blue callout box points to the 'Share Documentation' button in the left navigation menu.

To access shared information, family members who have been added to a child's account in MyTeachingStrategies™ can set up their family account at [family.teachingstrategies.com](http://family.teachingstrategies.com) using the same email address on file. Please reference the MyTeachingStrategies™ How-To Guide for Families for information specific to family members.