

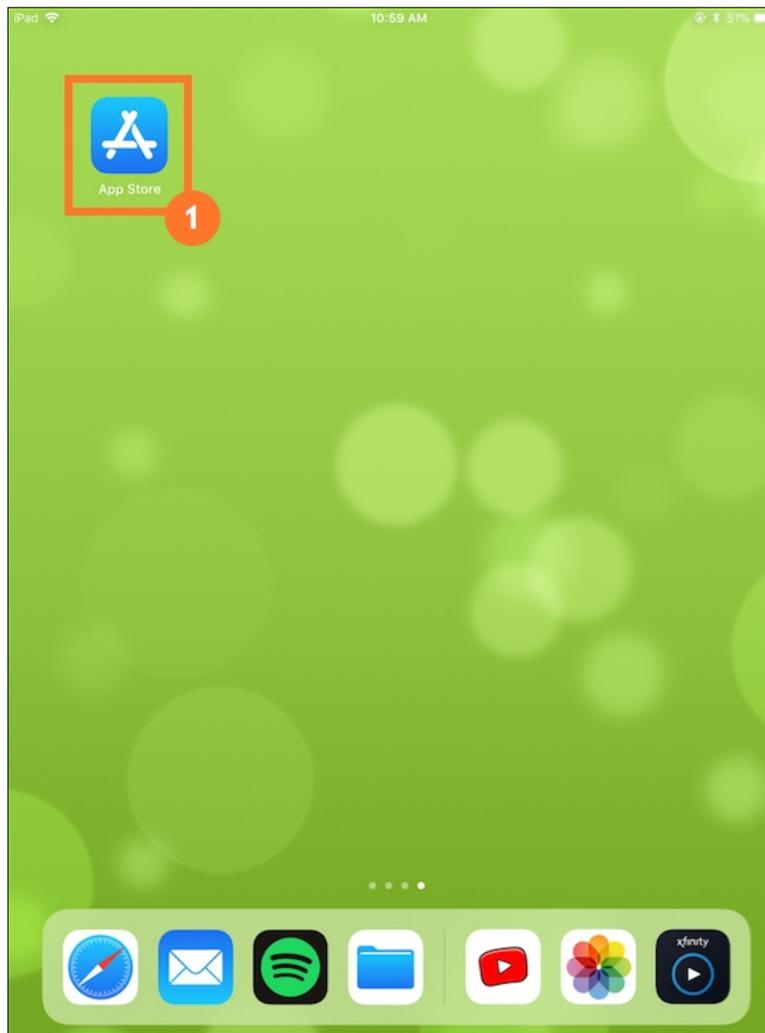
How to Use the *GOLD*® Documentation App on iOS Devices

Teachers can use the *GOLD*® Documentation app to easily capture documentation in the moment, using an iPhone®, iPad®, or iPod® touch. The app also allows teachers to set preliminary levels directly from the app, allowing for a more complete documentation process on the app and less back-and-forth between the app and *MyTeachingStrategies*®.

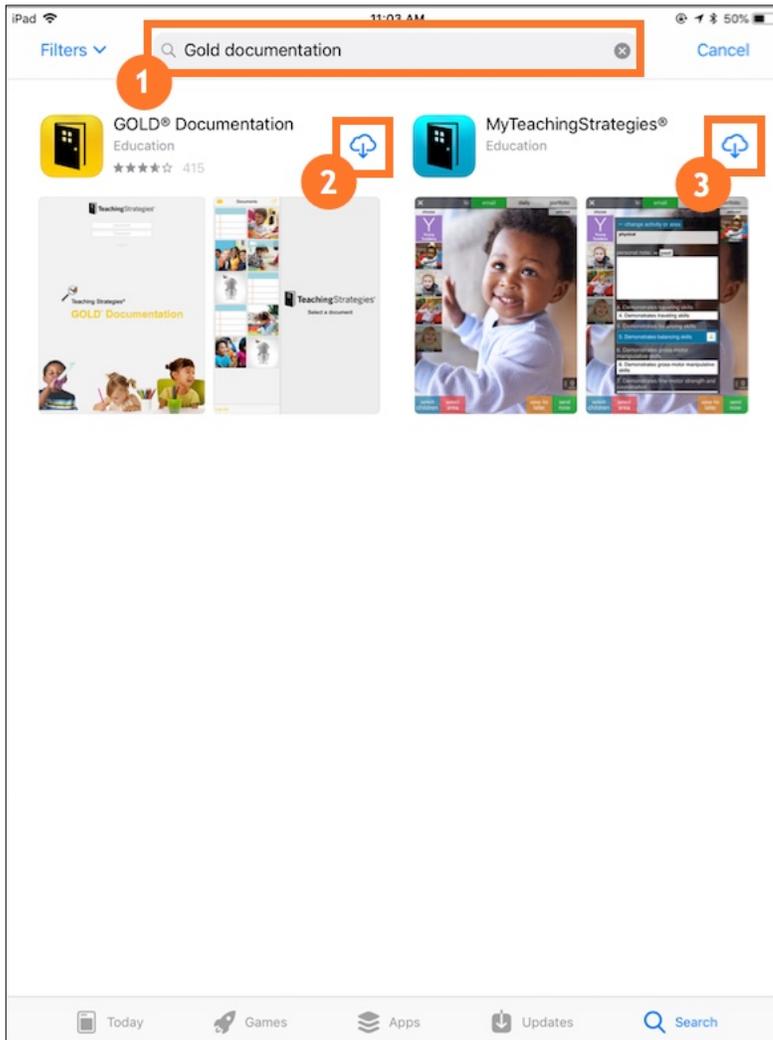
Please note: Screenshots show the app on an iPad 2017. Other Apple devices will have similar screens and buttons.

Download Instructions

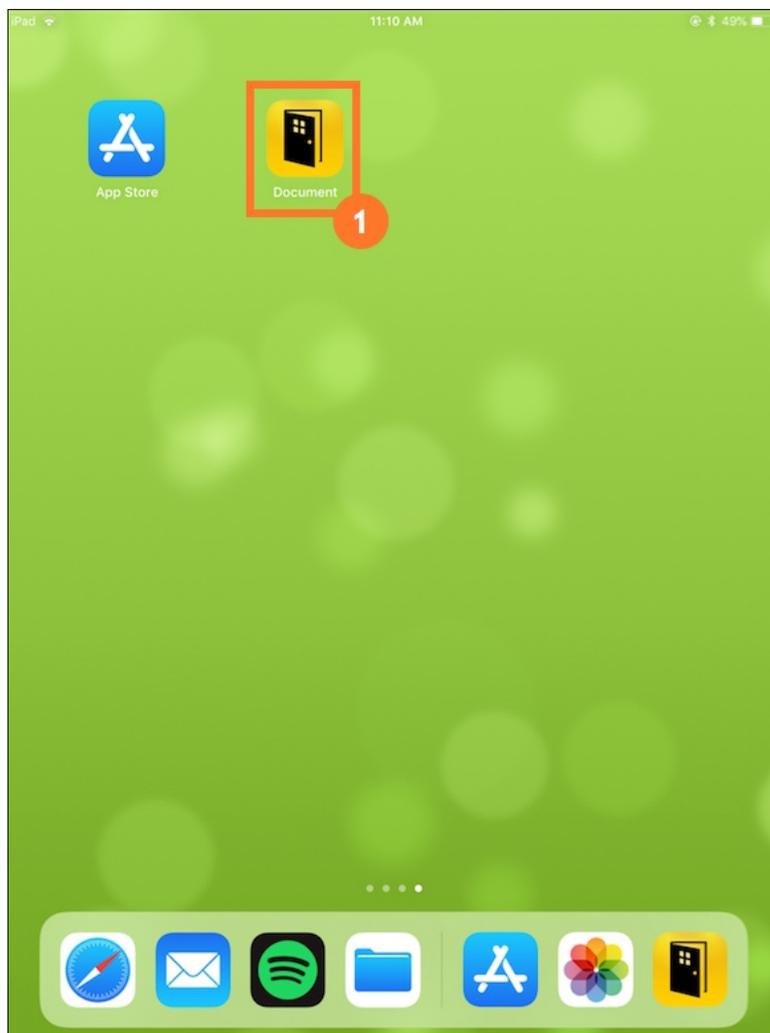
- Open the App Store on your mobile device (1).



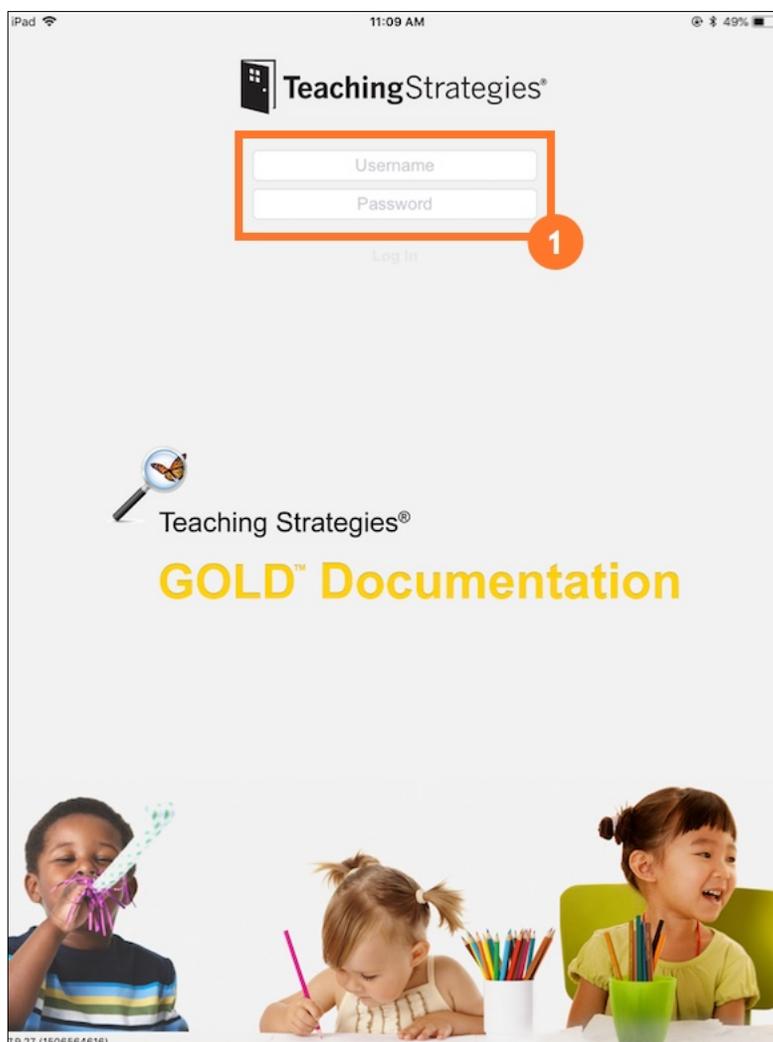
- Search for: **GOLD DOCUMENTATION** (1).
- Download the app onto your mobile device (2).
- You will need an Apple ID and password to download the app from the App Store. **Do not** download the *MyTeachingStrategies*® app (3).



- Tap the *GOLD*[®] Documentation app on your device (1).



- Log into the app using your *MyTeachingStrategies*[®] username and password (1).



Capture

Upon logging into the *GOLD*[®] Documentation app, the first screen you will see is the **CAPTURE SCREEN**. From here, you can capture photos, video, or audio.

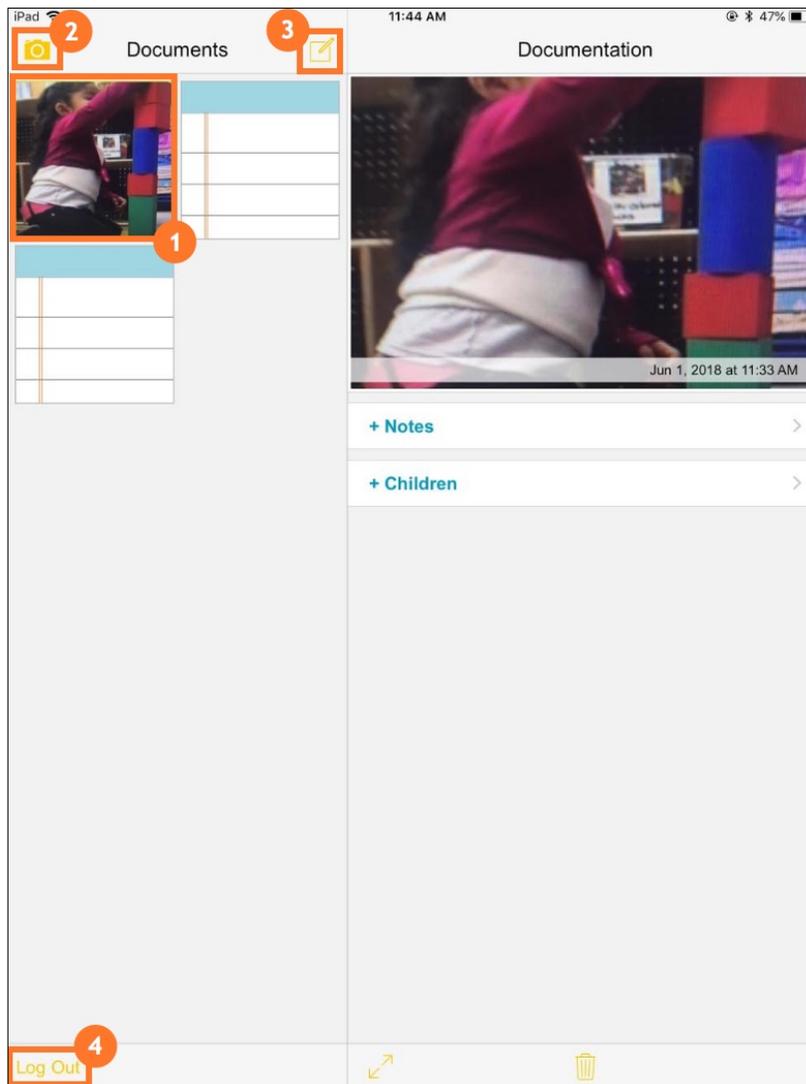
- When you are ready to capture documentation, tap the camera, video camera, or microphone icon in the bar (1). If capturing video or audio, tap the icon again to stop recording.
- Use the **MODE** button to choose the media type (2).
- When you take a photo, video, or audio recording, a thumbnail of the media moves to the bottom bar (3).
- Tap the thumbnail to go to the **DOCUMENTATION SCREEN** (4).



Documentation

On the **DOCUMENTATION SCREEN**, you will see all media you have captured and not yet uploaded to *MyTeachingStrategies*[®].

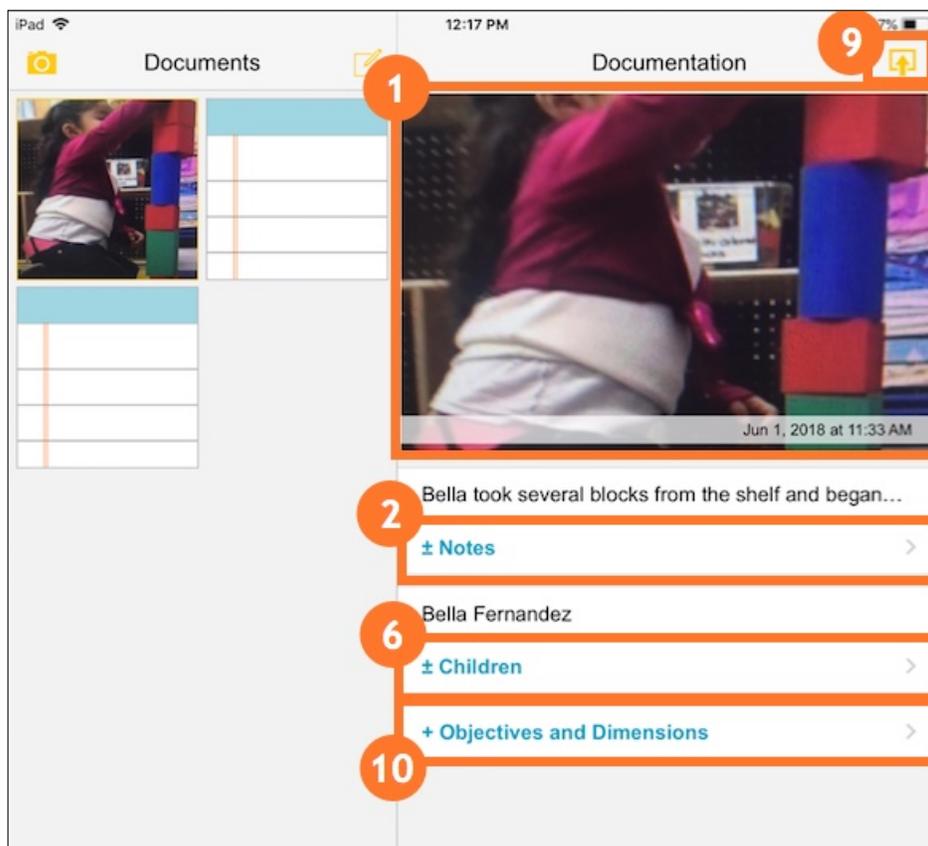
- Tap each thumbnail to open the **DOCUMENTATION SUMMARY SCREEN** (1).
- Tap the **CAPTURE ICON** to return to the **CAPTURE SCREEN** (2).
- Tap the **ADD NOTES ICON** to add an observation note that is not associated with any media. This will take you to the **NOTES SCREEN** (3).
- Logout by tapping the **LOG OUT** button (4).

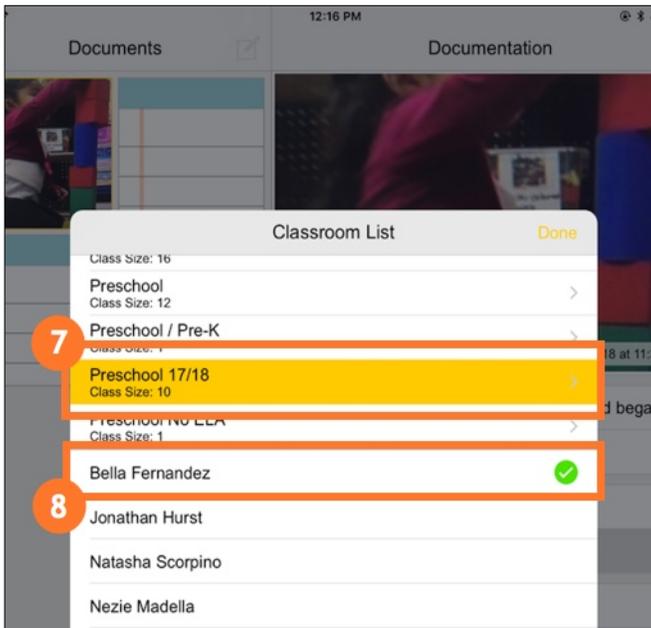
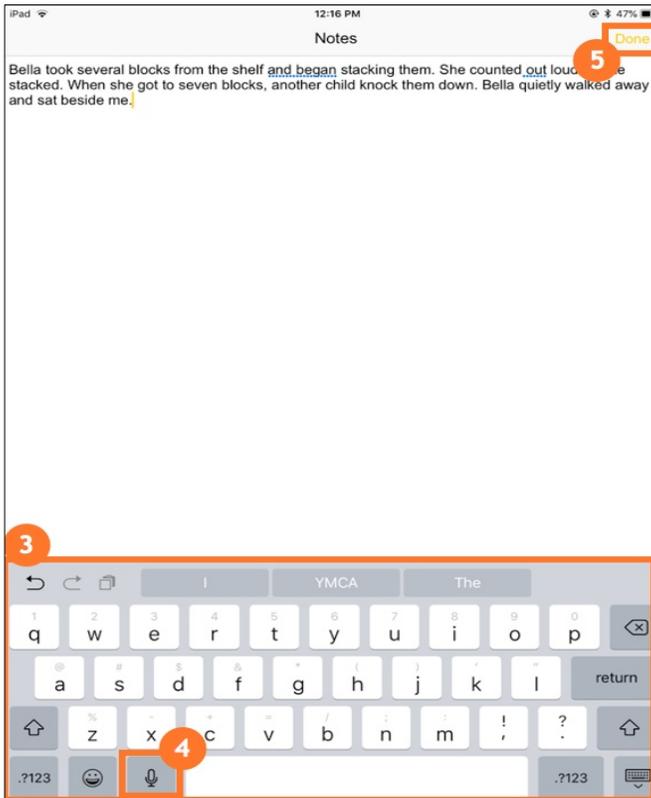


Documentation Summary

On the **DOCUMENTATION SUMMARY SCREEN**, you can add a note to a photo, audio clip, or video clip. You can then tag the documentation with children's names and objectives/dimensions.

- Tap the media image to view or play (1).
- Tap the **+ NOTES** button to view the notes and add an observation note (2).
 - Type in your observation note (3).
 - Tap the microphone to use voice-to-text dictation (4).
 - Tap the **DONE** button to return to the **DOCUMENTATION SUMMARY SCREEN** (5).
- Tap the **+ CHILDREN** button to view the **CLASSROOM LIST SCREEN** and tag the documentation with children's names (6).
 - Tap a class (7).
 - Tap a child's name to tag him or her to the documentation (8).
- Once you have tagged the documentation with children's names, the **+ OBJECTIVES AND DIMENSIONS** button will appear (9). At this stage, you can tap the **UPLOAD ICON** to upload the documentation to *MyTeachingStrategies*[®] and tag objectives/dimensions later (9) so you can proceed to capture more documentation in the moment, or you can tap the **+ OBJECTIVES AND DIMENSIONS** button to view the **OBJECTIVES AND DIMENSIONS SCREEN**.

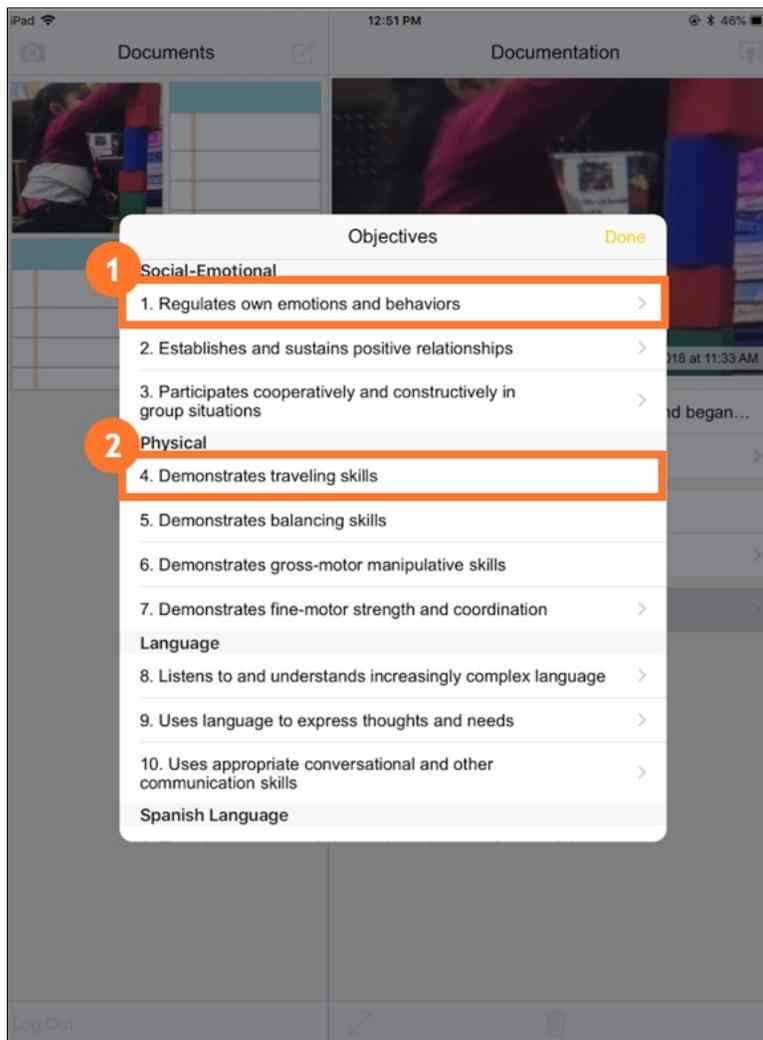


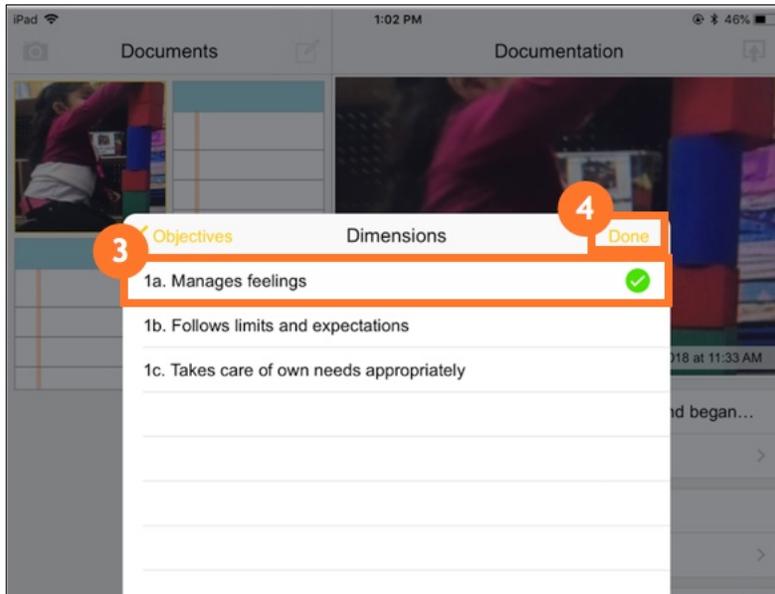


Objectives and Dimensions

If you wish to tag objectives/dimensions to the documentation before uploading to *MyTeachingStrategies*[®]:

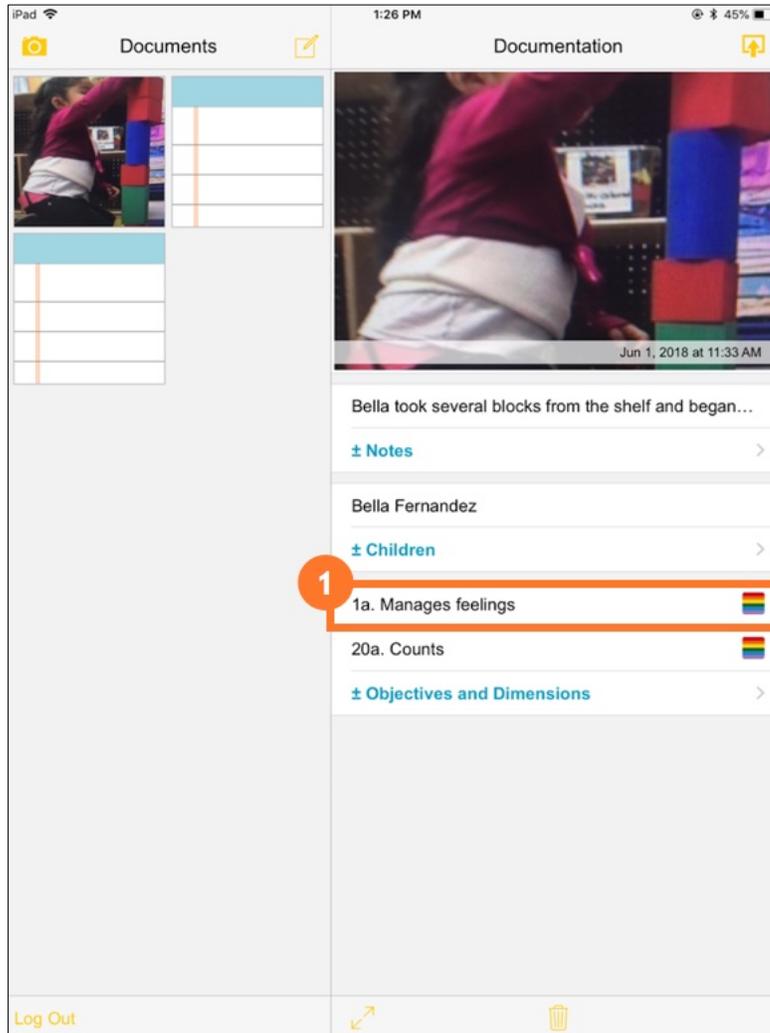
- Tap an objective with an arrow beside it to drill down to the related dimensions on the **OBJECTIVES AND DIMENSIONS SCREEN** (1).
- If there is no arrow beside an objective, there are no dimensions for that objective (2).
- Tap the objective/dimension to tag to the documentation (3).
- Tap the **DONE** button to return to the **DOCUMENTATION SUMMARY SCREEN** (4).



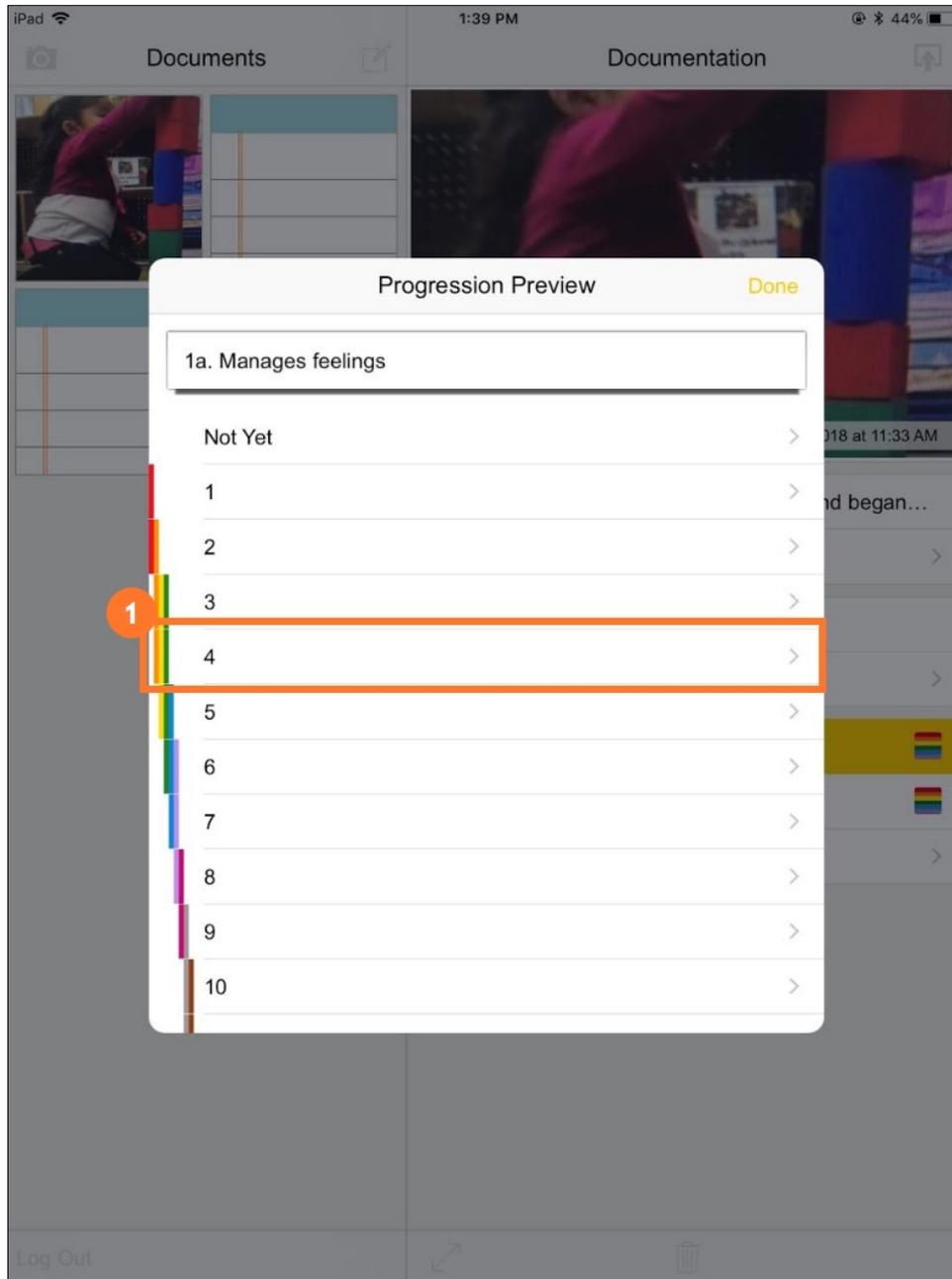


Preliminary Levels

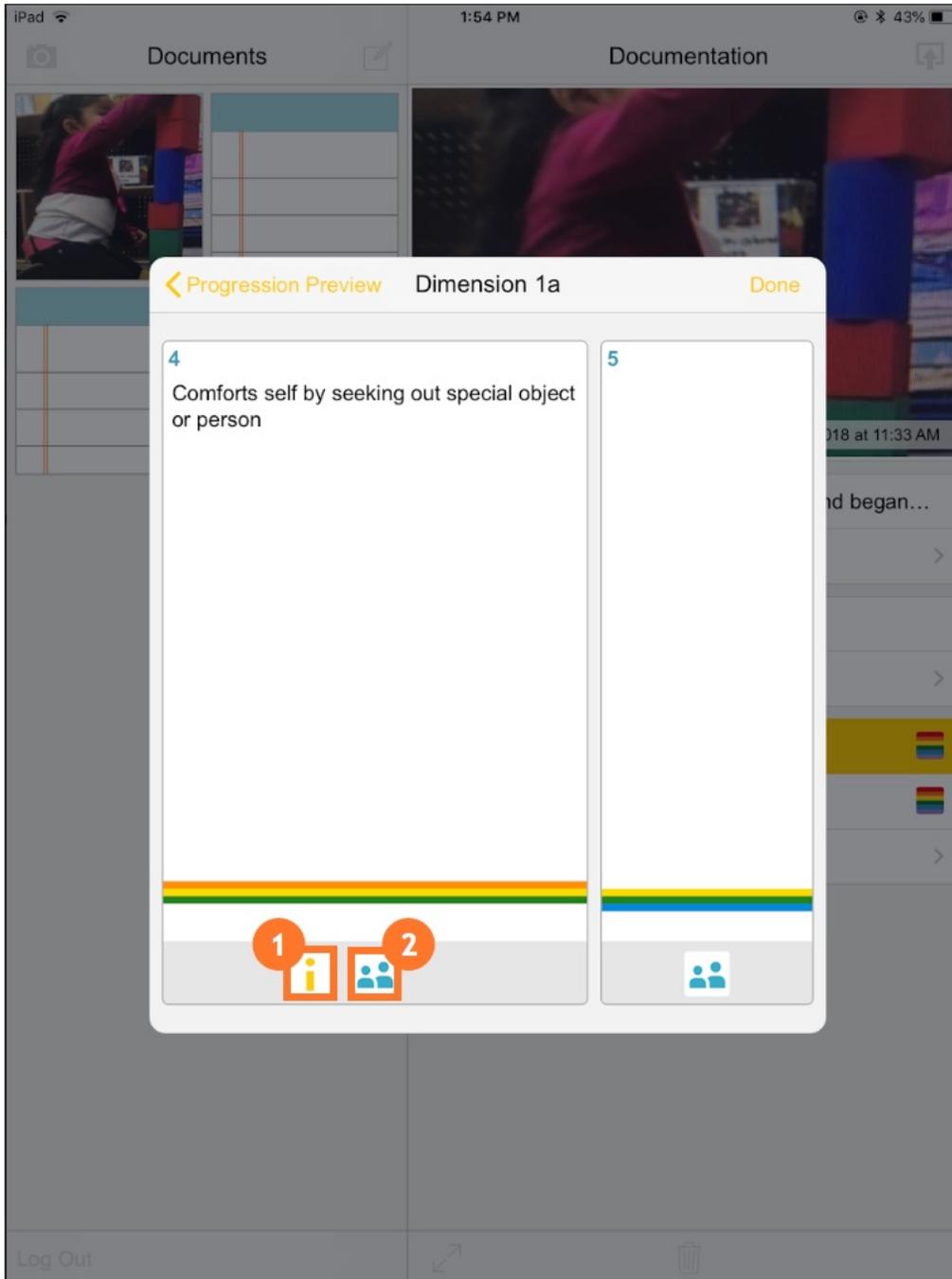
- Once you have tagged the documentation with objectives, tap an objective/dimension with a **COLORED BAND ICON** beside it to begin assigning preliminary levels (1).



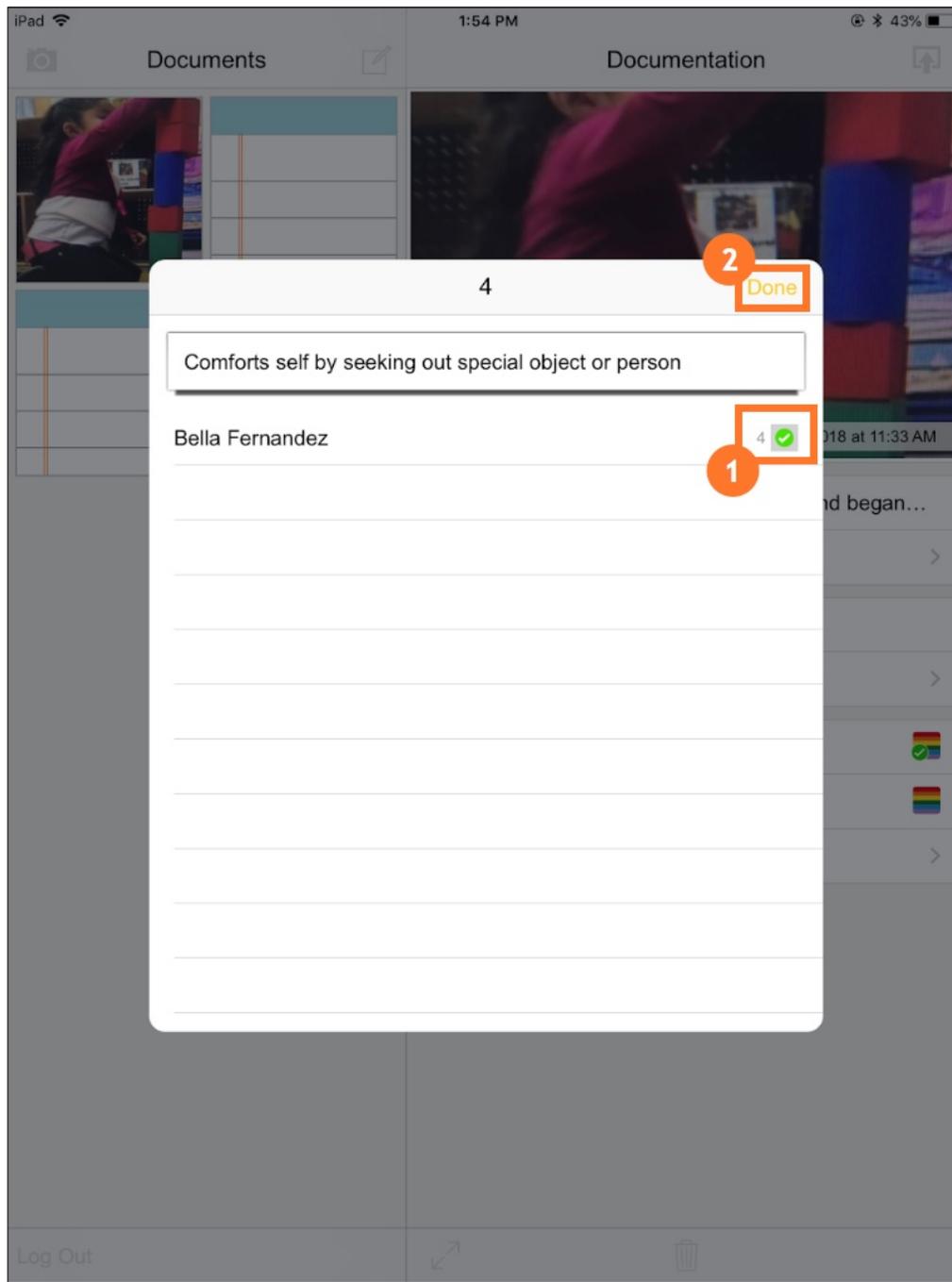
- On the **PROGRESSION PREVIEW SCREEN**, tap a level to view the progression for the selected objective/dimension (1).



- Swipe left or right to see additional levels in this progression.
- Tap the **EXAMPLES ICON** to view examples for a level (1).
- Tap the **SELECT LEVEL ICON** to assign this level to a child (2).



- Tap the gray square beside a child's name to assign this level to the child's skills, knowledge, and abilities as a preliminary level (1).
- Tap **DONE** (2) to return to the progression screen. To assign a different level, swipe left or right to view additional levels.



Uploading Documentation to *MyTeachingStrategies[®]*

- Tap the **UPLOAD ICON** and your documentation will upload to the child’s record (1).
 Uploaded documentation is then removed from your *GOLD[®]* Documentation app.

