

# Children

The Children area enables you to add new children, and manage, transfer, archive, or delete your existing child records. The main Children screen provides an overview of the children in your organization, program, or site.

MyTeachingStrategies™

Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Programs Sites Users Classes **Children** Goals License Settings Messages

Entity Filter

Add

Edit Children

Import

Import Results

Filter by First Name Last Name Include inactive Filter

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### Manage Children

First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	Action
A.A.Z.		TypeError	10509810	Preschool 3 class/grade	July 05, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ac
A.Z.		TypeError	10509736	Preschool 3 class/grade	July 04, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ac
Ace		Pallitto	10309178	Kindergarten	December 14, 2012	Kindergarten	TSDemoK 15	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ac
Addison	C	Saba	10326748	Kindergarten	November 28, 2012	class 1	TSDemoK 31	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ac
Adale		Leonard	10202184	2 to 3 years	February 17, 2015	Infant 5	Alexandra Long	GOLD & Tadpoles	Technology Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10001568	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Raye Travers	Legal and Accounting Demo Site	Legal and Accounting Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10003741	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Garrett Bauman	Public Policy Demo Site	Public Policy Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10003826	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Sayra Hughes	Public Policy Demo Site	Public Policy Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10003887	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	May Reid	HR and Facilities Demo Site	HR and Facilities Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10006892	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Sneha Doshi	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ac
Aiden		Sheen	10007027	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Andrew Davis	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ac

Export Table

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## Import Children

- 1 To import new children, select **IMPORT** from the left-hand navigation.
- 2 Select **STUDENT IMPORT CSV TEMPLATE** to download a template for your child data. Once you've added the required fields to the template, save the file as a .CSV (comma-separated values) file.
- 3 Use the **UPDATE TYPE** area to indicate whether you are updating existing records, adding new records and updating existing records, or archiving records.
- 4 Select **SELECT AND UPLOAD FILE** to upload your list.
- 5 Select **IMPORT RESULTS** from the left-hand navigation to see information on your past imports.

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Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Users Classes Children Sites License Settings Messages Help

Add Import Import Results

- Refer to the "Instructions for Importing Children" document in Support and Resources for using the form below to import children into GOLD™.
- Use the Student Import CSV Template to create a .CSV (comma-separated value) file with the required fields entered.

Update Type\*

☐ Update

☐ Add New and Update Existing

☐ Archive

Select and Upload File

## Managing Children

Within a child profile, you can update child information, transfer, archive, or delete a child record, and more. To edit information for an existing child, select the child's name from the main Children screen.

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Teach Assess Develop Report Family

Infants, Toddlers, and Twos MC

Users Classes Children Sites License Settings Messages Help

< Back to all children

**Edit: Aiden Sheen**

Select Class +

**Class Details**

Age or Class/Grade\* 1 to 2 years

First Day in Program\* 08/05/2015

**Child Details**

First Name\* Aiden

Middle Initial

Last Name\* Sheen

Nickname

Identifier

Gender\* Male

Birth Date\* 04/13/2015

Primary Language\* English

Ethnicity Level 1\* Not Spanish/Hispanic/Latino

Race Level 1\* White

Student ID#

**Guardians**

**Fund Sources**

☐ Pre-K ☐ Head Start

☐ Child Care ☐ Family Child Care

☐ Private ☐ Title I

☐ Child Care and Development Block Grant ☐ Even Start

☐ Military ☐ TANF

☐ Other ☐ Multiple Funding Sources

☐ Part C Early Intervention ☐ Part B Section 619

☐ Medicaid

IEP ☐ Yes ☒ No

Free and Reduced Lunch ☐

To adjust transferred children's checkpoint settings, please ensure the current teacher has entered in checkpoint ratings for the desired period.

Checkpoint Period Settings +

Date Added Jan 19, 2017

Save

Select **ARCHIVE** from the left-hand navigation to archive a child who is no longer in the program.

To transfer a child to another class, expand the **SELECT CLASS** menu, and select a new teacher and/or class.

Use the **FUND SOURCES** area to update the child's funding source(s).

To update demographic information tied to previous checkpoint periods, expand the **CHECKPOINT PERIOD SETTINGS** option, make any needed changes to colored bands, funding sources, and additional objectives/dimensions associated with the child for a specific checkpoint period, then select **SAVE**.

# Editing Multiple Child Records at Once

You can edit multiple child records at once, including transferring child records to different classrooms, reactivating archived or deleted child records, archiving active or deleted child records, or deleting active or archived child records.

To edit child records, select **CHILDREN** from the Administration sub-navigation.

## Transfer / Reactivate / Archive / Delete

- 1 Select **EDIT CHILDREN** from the left-hand navigation.
- 2 Select a **PROGRAM** and a **SITE**. You also have the option to select a **TEACHER** and/or a **CLASS**.
- 3 Select **TRANSFER / REACTIVATE / ARCHIVE / DELETE**.
- 4 Select the checkbox(es) next to **ACTIVE**, **ARCHIVED**, and/or **DELETED** to include these types of child records.
- 5 Select **SUBMIT**.

The screenshot shows the 'Edit Children' page in the MyTeachingStrategies interface. The left-hand navigation menu has 'Edit Children' selected. The main content area is titled 'Edit Children' and contains the following sections:

- Select the list of children you wish to edit.** This section includes dropdown menus for Program (Default Program), Site (EcoSite), Primary Teacher (All), and Class (All).
- Select the actions you wish to take for these children. You will perform these actions on the next page.** This section has two radio buttons: 'Transfer / Reactivate / Archive / Delete' (selected) and 'Manage Funding Sources / Custom Questions'.
- Include children whose current status is:** This section has three checkboxes: 'Active' (checked), 'Archived' (checked), and 'Deleted' (checked).
- Filter Summary** on the right side, which shows the selected filters: Program (Default Program), Site (EcoSite), Primary Teacher (All), Class (All), Actions to perform (Transfer / Reactivate / Archive / Delete), Include Active Children (Yes), Include Archived Children (Yes), and Include Deleted Children (Yes).
- A **Submit** button at the bottom right of the filter summary.

A list of child records will appear in a table with several columns displaying demographic information.

## To Transfer

- 1 Select the child records (or all child records) to transfer.

**MyTeachingStrategies**

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users Classes **Children** Goals License Settings Messages

Back to Edit Children

Transfer

Reactivate

Archive

Delete

### Edit Children

From the menu to the left, choose the action you want to take for the selected children. Click the "Edit Filter" button to modify the list of children.

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

### Filter Summary

**Program**  
Default Program

**Site**  
Default Site

**Primary Teacher**  
Tim Reed

**Class**  
Pre-K

**Include Active Children**  
Yes

**Include Archived Children**  
No

**Include Deleted Children**  
No

Edit Filter

- 2 Select the **TRANSFER** option in the left-hand navigation.

- 3 A pop-up box will appear where you can choose the **PROGRAM, SITE, PRIMARY TEACHER,** and then the **CLASS** the child or children are transferring to. Verify the colored band the child or children will be on.

- 4 Select **SUBMIT.**

**MyTeachingStrategies**

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites

Back to Edit Children

Transfer

Reactivate

Archive

Delete

### Transfer Children

Transfer 1 child(ren) to the selected class.

**Program**  
Default Program

**Site**  
Default Site

**Primary Teacher**  
Tim Reed

**Class**  
Preschool

**Age or Class/Grade**  
Pre-K 4 class/grade

Cancel Submit

## To Reactivate

- 1 Select the child records (or all child records) to transfer.

**MyTeachingStrategies™**

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users **Classes** Children Goals License Settings Messages

**Edit Children**

From the menu to the left, choose the action you want to take for the selected children. Click the "Edit Filter" button to modify the list of children.

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

**Filter Summary**

**Program**  
Default Program

**Site**  
Default Site

**Primary Teacher**  
Tim Reed

**Class**  
Pre-K

**Include Active Children**  
Yes

**Include Archived Children**  
No

**Include Deleted Children**  
No

Edit Filter

- 2 Select the **REACTIVATE** option in the left-hand navigation.

- 3 A pop-up box will appear where you can choose the **PROGRAM, SITE, PRIMARY TEACHER**, and then the **CLASS** the child or children are transferring to. Verify the colored band the child or children will be on.

- 4 Select **SUBMIT**.

**MyTeachingStrategies™**

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites **Reactivate Children**

Reactivate 1 child(ren) to the selected class.

**Program**  
Default Program

**Site**  
Default Site

**Primary Teacher**  
Tim Reed

**Class**  
Preschool

**Age or Class/Grade**  
Preschool 3 class/grade

Cancel Submit

<input type="checkbox"/>	first name-8107313	lastname-8107313	11/03/2007	8107313	active	Delorean
<input checked="" type="checkbox"/>	first name-8192597	lastname-8192597	11/04/2010	8192597	archived	None
<input type="checkbox"/>	first name-8218105	lastname-8218105	06/12/2011	8218105	active	Pre-K 4 Class
<input type="checkbox"/>	first name-8218112	lastname-8218112	02/03/2014	8218112	active	Stephanie's IT2 Class
<input type="checkbox"/>	first name-8218115	lastname-8218115	03/01/2006	8218115	active	Stephanie's 3rd Grade Class
<input type="checkbox"/>	Francois	Clemente	11/04/2010	8221533	active	Kindergarten
<input type="checkbox"/>	GOLD-8275_G2	Test 1	01/01/2010	8218247	active	First Grade Test Class
<input type="checkbox"/>	Hermione	Granger	09/19/2015	8219088	active	IT2
<input type="checkbox"/>	John	Man	05/01/2012	8218880	active	Sidney/G2's Pre-K4 Class

## To Archive

- 1 Select a child record or all child records to archive.

The screenshot shows the MyTeachingStrategies interface for 'Sidney's MyTS K Class'. The 'Edit Children' page is active, displaying a table of children and a 'Filter Summary' panel. A left-hand navigation menu is visible with options: Back to Edit Children, Transfer, Reactivate, Archive, and Delete. A blue line connects the 'Archive' option in the menu to the 'Archive Children' pop-up box. The pop-up box contains a table of children with checkboxes for selection and 'Cancel' and 'Submit' buttons. A second blue line connects the 'Submit' button to the 'Archive Children' pop-up box.

**Edit Children**

From the menu to the left, choose the action you want to take for the selected children. Click the "Edit Filter" button to modify the list of children.

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

**Filter Summary**

**Program**  
Default Program

**Site**  
Default Site

**Primary Teacher**  
Tim Reed

**Class**  
Pre-K

**Include Active Children**  
Yes

**Include Archived Children**  
No

**Include Deleted Children**  
No

Edit Filter

**Archive Children**

Archive 2 child(ren)?

Cancel Submit

<input type="checkbox"/>	Child First Name	Child Last Name	Birthdate	Child ID	Current Status	Current Class
<input checked="" type="checkbox"/>	Bella	Fernandez	05/01/2011	6570096	Active	Pre-K
<input checked="" type="checkbox"/>	Jonathan	Hurst	05/01/2011	6570097	Active	Pre-K
<input type="checkbox"/>	Ruben	Gutierrez	05/01/2011	6570462	Active	Pre-K
<input type="checkbox"/>	Shaute	Samuels	05/01/2011	6570482	Active	Pre-K
<input type="checkbox"/>	Tim	Reed	05/01/2011	6570522	Active	Pre-K
<input type="checkbox"/>	Troy	Johnson	07/04/2011	8221521	Active	Pre-K

**Filter Summary**

**Program**  
Default Program

**Site**  
Default Site

**Primary Teacher**  
Tim Reed

**Class**  
Pre-K

**Include Active Children**  
Yes

**Include Archived Children**  
No

**Include Deleted Children**  
No

Edit Filter

A list of child records will appear in a table with several columns displaying the birthdate, current class, and the various funding sources and custom questions available for child records.

- Any saved funding source and custom question selections will appear checked off. Select or deselect funding sources or custom questions.

**MyTeachingStrategies™**

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users Classes **Children** Goals License Settings Messages

**Edit Children**

Child First Name	Child Last Name	Pre-K	Head Start	Child Care	Family Care
Alyssa	DiNicola	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEP Test	Child 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamal	Bryant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jorge	Martinez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nodaka	Preeka	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clear Form Submit

**Filter Summary**

**Program**  
Default Program

**Site**  
EcoSite

**Primary Teacher**  
MyTSOrgAdmin1  
MyTSOrgAdmin1

**Class**  
Preschool/Pre-K (Green & Blue)

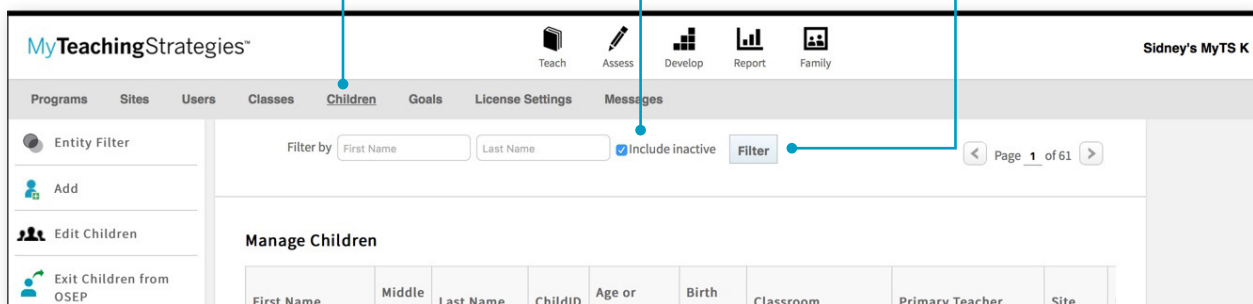
Edit Filter

- Select **SUBMIT**.

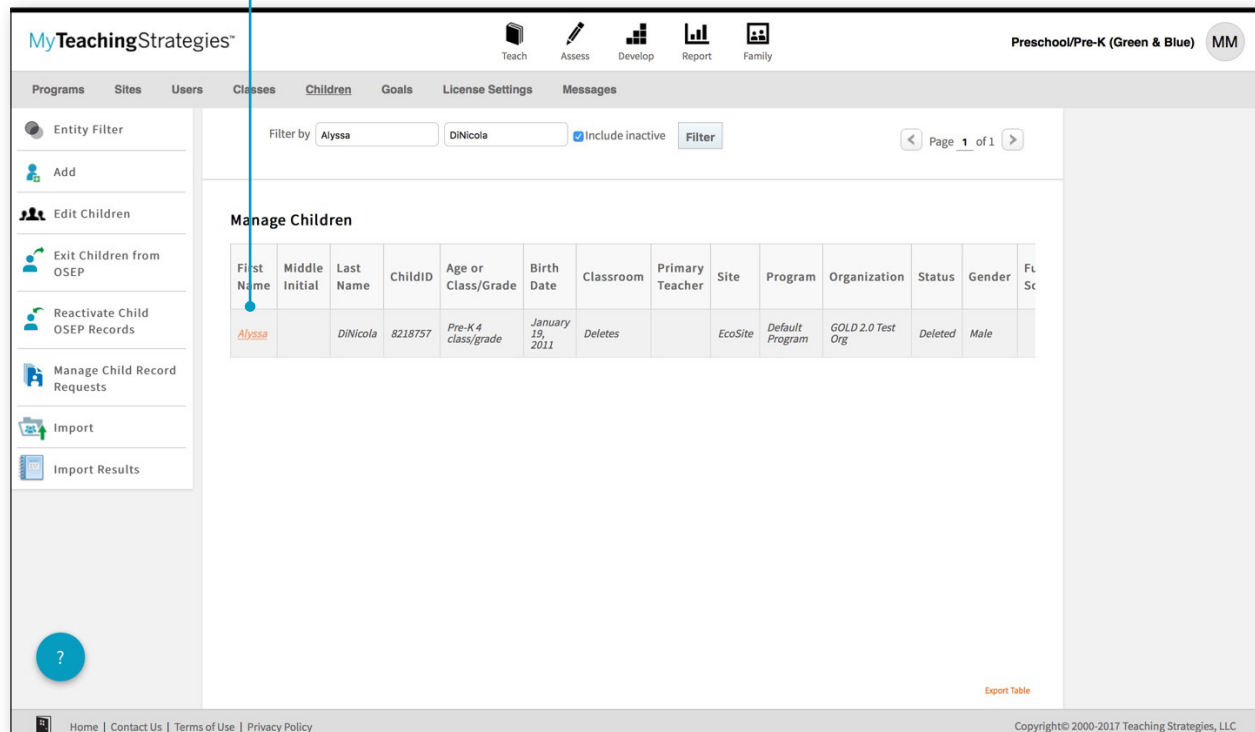
# Reactivating Archived and Deleted Child Records

Administrators can reactivate any child records that have been archived or deleted either on the child record's page or by using the Edit Children feature. Below you will find how to reactivate archived or deleted child records from the child records page. For information on how to reactivate archived or deleted child records using the Edit Children feature, see the Edit Children section of this guide.

- 1 Select **CHILDREN** from the Administration sub-navigation.
- 2 Select the box next to **INCLUDE INACTIVE** to search for an archived child record.
- 3 Select **FILTER**.



- 4 The filtered list of child records will appear, showing inactive child records with a gray background. Select the name of the child record you wish to reactivate.



- 5 Select **REACTIVATE** from the left-hand navigation.

MyTeachingStrategies™

Teach Assess Develop Report Family

Sidney's MyTS K Class MM

Programs Sites Users Classes Children Goals License Settings Messages

Add  
Delete  
Reactivate  
Edit Children  
Exit Children from OSEP  
Reactivate Child OSEP Records  
Manage Child Record Requests  
Import  
Import Results

< Back to all children

Edit: Alyssa DiNicola (Archived)

Select Class +

Class Details

Age or Class/Grade\* Pre-K 4 class/grade

First Day in Program\* 08/01/2016

Child Details

First Name\* Alyssa

Middle Initial

Last Name\* DiNicola

Nickname

Identifier

Gender\* Male

Are you sure you wish to reactivate this child?

Cancel

Yes

- 6 Confirm that you wish to reactivate this child record by selecting **YES**.

- 7 Select the classroom where this child record will be reactivated to and update their information.

The screenshot shows a form titled "Select Class +". It contains five dropdown menus: "Organization\*" (MyTeachingStrategies Demo Organization), "Program\*" (Technology Demo Program), "Site\*" (GOLD & Tadpoles), "Teacher\*" (Adam Telt), and "Class" (Infant 4). A blue line connects the number 7 to the "Class" dropdown. A "Save" button is located at the bottom right of the form. A blue line connects the number 8 to the "Save" button.

- 8 Select **SAVE**.

The screenshot shows a confirmation dialog box with the title "Are you sure?". The text inside asks, "Do you wish to transfer Alyssa DiNicola from Archives to Preschool/Pre-K (Green & Blue)?". There are two buttons: "No" and "Yes". The "Yes" button is highlighted with a blue line connecting to the number 9.

- 9 Confirm the reactivation by selecting **YES**.

# Exporting Child Information

You can export all of your child information into Excel using the export table option.

1

Select **EXPORT TABLE** from the bottom of the child list. You will be taken to the Reports Queue, where your export will generate.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family. The main menu on the left includes Entity Filter, Add, Edit Children, Import, and Import Results. The main content area displays the 'Manage Children' table with columns: First Name, Middle Initial, Last Name, ChildID, Age or Class/Grade, Birth Date, Classroom, Primary Teacher, Site, Program, Organization, and Status. The table lists various children, including those with 'TypeError' in the Last Name field. At the bottom right of the table, there is an 'Export Table' link. Below the table, the 'Reports Queue' is shown, listing various reports and their status. The 'Reports Queue' table has columns: Title, Generated On, Status, and Output. The reports listed include 'Classes Export', 'Users Export', 'Sites Export', 'Programs Export', 'Snapshot', 'DataExport', 'Alignment', and 'Snapshot'. The 'Status' column shows 'Completed' for all reports. The 'Output' column shows 'Download Export File' for most reports and 'Table' or 'Graph' for others.

**Manage Children**

First Name	Middle Initial	Last Name	ChildID	Age or Class/Grade	Birth Date	Classroom	Primary Teacher	Site	Program	Organization	Status
A.Z.		TypeError	10509810	Preschool 3 class/grade	July 05, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ar
A.Z.		TypeError	10509736	Preschool 3 class/grade	July 04, 2013	Preschool	Bella Woo	Customer Success Demo Site	Customer Success Demo Program	MyTeachingStrategies Demo Organization	Ar
Ace		Pallitto	10309178	Kindergarten	December 14, 2012	Kindergarten	TSDemoK 15	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ar
Addison	C	Saba	10326748	Kindergarten	November 28, 2012	class 1	TSDemoK 31	Professional Development Demo Site	Professional Development Demo Program	MyTeachingStrategies Demo Organization	Ar
Adele		Leonard	10202184	2 to 3 years	February 17, 2015	Infant 5	Alexandra Long	GOLD & Tadpoles	Technology Demo Program	MyTeachingStrategies Demo Organization	Ar
Aiden		Sheen	10001568	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Raye Travers	Legal and Accounting Demo Site	Legal and Accounting Demo Program	MyTeachingStrategies Demo Organization	Ar
Aiden		Sheen	10003741	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Garrett Bauman	Public Policy Demo Site	Public Policy Demo Program	MyTeachingStrategies Demo Organization	Ar
Aiden		Sheen	10003826	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Sayra Hughes	Public Policy Demo Site	Public Policy Demo Program	MyTeachingStrategies Demo Organization	Ar
Aiden		Sheen	10003887	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	May Reid	HR and Facilities Demo Site	HR and Facilities Demo Program	MyTeachingStrategies Demo Organization	Ar
Aiden		Sheen	10006892	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Sneha Doshi	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ar
Aiden		Sheen	10007027	1 to 2 years	April 13, 2015	Infants, Toddlers, and Twos	Andrew Mauer	Business Operations Demo Site	Business Operations Demo Program	MyTeachingStrategies Demo Organization	Ar

**Reports Queue**

Title	Generated On	Status	Output
Classes Export	08/09/2017@04:08 PM	Completed	Download Export File
Users Export	08/09/2017@04:16 PM	Completed	Download Export File
Sites Export	08/09/2017@04:16 PM	Completed	Download Export File
Programs Export	08/09/2017@04:12 PM	Completed	Download Export File
Snapshot	08/04/2017@10:58 AM	Completed	Table Graph
DataExport	04/03/2017@02:38 PM	Completed	Download Export File
DataExport	04/03/2017@02:35 PM	Completed	Download Export File
DataExport	04/03/2017@01:57 PM	Completed	Download Export File
Alignment	02/06/2017@11:56 AM	Completed	Table
Snapshot	02/06/2017@11:45 AM	Completed	Table Graph
Alignment	01/26/2017@02:53 PM	Completed	Table
Snapshot	01/26/2017@02:49 PM	Completed	Table Graph

2

Select **DOWNLOAD EXPORT FILE** to download the Excel file.