

# GOLD® Getting Started Checklist for New Administrators

*This guide will support you as you prepare to implement GOLD®.*

## License Set Up

Follow the steps below to set up your license for GOLD® in MyTeachingStrategies®. Each step links to a support article that will explain how to accomplish that step.

- ☐ **Log in to [MyTeachingStrategies®](#).**
  - Follow the instructions in your welcome email and set your password.
- ☐ **Add programs and sites.**

*This step only needs to be completed if you oversee more than one location – a “Default Site” is automatically created for your program, and if you have an organization-level license, a “Default Program” is automatically created for your organization.*

  - Determine your [administrative level](#).
  - Set up additional [programs](#) and [sites](#) if you are an **organization-level administrator**.
  - Set up additional [sites](#) if you are a **program-level administrator**.
- ☐ **[Review your checkpoint dates](#).**

*If you do not have the option to set your checkpoint dates, they are set at your license level.*

  - Align your checkpoint dates with your assessment calendar.
  - Make sure that your checkpoint periods cover the entire calendar year (i.e., there are no gaps between the End Date and the following Start Date of any period).
- ☐ **Create and add additional users.**

*For security purposes, be sure to use a unique email address for each new user.*

  - Add additional [administrators](#) to your license.
  - Create a [teacher account](#) for each teacher in your program. **Note:** For best security practices, each user should be added with that teacher’s unique email address.
- ☐ **[Post a message to your users](#).**
  - Send users a welcome message that includes the link to [access getting started support resources](#).
  - Include due dates for any items they must complete.
- ☐ **[Set up classes](#).**

*This step can be completed by either an administrator or a teacher.*

  - Communicate to users who will be responsible for completing this step.
  - When you create classes, make sure to select the [correct age or class/grade](#).
  - Assign teachers appropriate user roles within the classroom: [primary teacher, co-teacher, assistant teacher, or team member](#).
- ☐ **[Create child records](#).**

*This step can be completed by an administrator or teacher.*

  - Communicate to users who will be responsible for completing this step.
  - If you prefer to add child records in bulk, [use the import feature](#) to add multiple child records at once.
  - Ensure every child record is complete.
  - Encourage teachers to invite family members to [Teaching Strategies Family](#).

- ☐ **If subscribed, [allocate The Creative Curriculum® Cloud licenses](#) to each class.**  
The Creative Curriculum® Cloud *provides teachers with 24/7 access to their curriculum resources and offers them additional dynamic planning tools.*
  - If you are not subscribed, [contact your account executive](#) to learn more.

## Supporting Your Staff

- ☐ **Encourage all teachers to download the Teaching Strategies Teacher app on their classroom mobile device.**
  - Download the free app from [the Apple App Store](#).
  - Download the free app from [the Google Play store](#).
- ☐ **Encourage all teachers to complete the [Interrater Reliability Certification](#).**  
*This is an online certification process that's free for all GOLD® users and supports.*
  - [Use messages](#) to remind users of the expectations set for completing the Interrater Reliability Certification process.
  - [Generate the Interrater Reliability Report](#) to monitor teachers' progress.
- ☐ **Encourage teachers to [set their weekly template](#) for their planning calendar.**  
*This allows the weekly calendar in the Teach area to automatically populate with a teacher's recurring times of day and should be completed before a teacher begins weekly planning.*
  - Communicate expectations for teachers to submit their completed weekly plans for [administrative review](#).
- ☐ **Monitor documentation being added by teachers.**
  - [Generate the Documentation Status Report](#) to monitor documentation entry.
  - [View documentation](#) to assess to quality of observations being entered.
- ☐ **Utilize GOLD® User Guides for yearly guidance and support.**
  - Use the [GOLD® Administrator User Guide](#).
  - Send and encourage all teachers to use the [GOLD® Teacher User Guide](#).
- ☐ **[Register for support webinars](#).**
  - Sign up for any upcoming live webinars.
  - Watch [on-demand webinars](#).

## Additional Considerations

- ☐ **[Access The Hub](#) and engage, connect, and share experiences with other early childhood educators, and participate in the open sharing of ideas.**
- ☐ **Regularly check the Weekly Plan Submissions page to [review and approve submitted weekly plans](#).**
- ☐ **[Emulate teachers](#) to review their access.**
- ☐ **[Access Quorum](#) to review relevant professional development resources.**
  - Explore the [free product tutorials](#) and encourage all users to complete the 2-hour tutorials for any solutions you use, such as The Power of GOLD®, as well as the 10-hour Objectives for Development and Learning course.

- If you have the professional development Teacher Membership, explore the [live virtual classes](#) and [on-demand courses](#).

Visit the [MyTeachingStrategies® Support Portal](#) to access additional support resources and to contact our technical support team with any questions.