



Getting Started Checklist: New *GOLD*[®] Administrators

- Log into [MyTeachingStrategies](#)[®].**
 - Follow the instructions in your welcome email and set your password.

- Create new programs or sites.**

This step only needs to be completed if you oversee more than one location.

 - Determine your [administrative level](#) and then create the appropriate entities.
 - 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 see 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 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.

- [Post a message](#) to your users.**
 - Send users a welcome message that includes the [link for them to access implementation support resources](#) and specifies for users to bookmark the link and download the *Getting Started Checklist: New GOLD[®] Teachers* and the *Getting Started Checklist: New GOLD[®] Administrators*.
 - Include due dates for any items they must complete.

- Set up classes.**
This step can be completed by an administrator or 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.
 - Use the optional [Import Feature](#) to create multiple child records at once.
 - Ensure every child’s profile is complete, including [the addition of family members](#).

- Visit [My Courses](#) to utilize relevant professional development resources.**

 - Access the free 2-hour product tutorials for any products you use, such as GOLD® Introduction and Introducing *My Teaching Strategies*®, as well as the free 10-hour Objectives for Development and Learning course.
 - Use [messages](#) to remind users of the expectations for course completion.
 - Use the [Online Professional Development Report](#) to monitor users’ progress.
 - Contact your [account executive](#) to purchase credits for additional 10-hour courses.

- Encourage all teachers to complete the [Interrater Reliability Certification](#).**
This is an online certification process that’s free for all GOLD® users and supports teachers’ ability to make accurate assessment decisions.

 - Use [messages](#) to remind users of the expectations set for completing the Interrater Reliability Certification process.
 - Use the [Interrater Reliability Report](#) in the Report area to monitor teachers’ progress.

- If purchased, [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.

 - Encourage users to download and use the [Mighty Minutes® mobile app](#) that is included as part of the subscription.
 - Contact your [account executive](#) to learn more or to purchase.

- Encourage teachers to create a [Weekly Template](#).**
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.**
 - Use the [Documentation Status Report](#) to monitor the amount of documentation being added.
 - [View documentation](#) to assess the 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 GOLD® support webinars.](#)**
 - Sign up for any upcoming webinars.
 - Watch any [archived webinars on demand](#).

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