

GOLD® Getting Started Checklist for New Teachers

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

Setting Up Your Account

- ☐ **Log in to [MyTeachingStrategies®](#).**
 - Follow the instructions in your welcome email and set your password.
- ☐ **[Check the messages](#) on your dashboard.**

These messages may include information from your administrator.
- ☐ **[Set up your classroom](#).**

This creates a virtual classroom space for adding and maintaining child records for each child in your class.

 - Check with your administrator if this step is your responsibility.
- ☐ **[Create child records](#).**

Adding child records establishes dedicated portfolios for each child in your class.

 - Check with your administrator if this step is your responsibility.
- ☐ **Complete the [Home Language Survey](#).**

This only needs to be completed for children in preschool–third grade classrooms. We recommend completing the survey within the first two weeks of a child entering your program to ensure it is finished prior to the end of the first checkpoint period.
- ☐ **[Add family members and invite them to Teaching Strategies Family](#).**

This allows family members to set up an account so they can access the free Teaching Strategies Family app.

 - [Share information with families](#) about how they can access the Teaching Strategies Family app.
- ☐ **[Access Quorum](#) to review relevant professional development resources.**
 - [Access the free 2-hour product tutorials](#), such as The Power of GOLD® and Introducing MyTeachingStrategies®, as well as the free 10-hour *Objectives for Development and Learning* course.
 - If you have the professional development Teacher Membership, [complete live virtual classes](#) and [on-demand courses](#).
- ☐ **[Access The Hub](#) and engage, connect, and share experiences with other early childhood educators, and participate in the open sharing of ideas.**
- ☐ **Begin the [Interrater Reliability Certification](#) if you are not certified.**

This is an online certification process that's free for all GOLD® users and supports your ability to make accurate assessment decisions. Your administrator may provide additional guidance about when this certification should be completed.

Exploring the Assess Area

- ☐ **Add documentation on a consistent basis.**
 - Review [the assessment At a Glance dashboard](#) to review real-time, actionable information on your documentation collection, and to quickly plan for Intentional Teaching Experiences.

- Use [the Add Documentation feature](#) and [the Teaching Strategies Teacher app](#) to add documentation on a regular basis.
- Use [the Action Required feature](#) on View Documentation to locate documentation with missing information.

Exploring the Teach Area

- ☐ **Set up your planning calendar.**
 - [Set your weekly template](#) before you begin creating weekly plans.
 - [Customize your monthly calendar](#) to account for holidays and other planned closures.
- ☐ **Begin [using the Week View calendar to create your plans.](#)**
 - Add your own [custom activities](#).
 - Use [Intentional Teaching Experiences](#) to seamlessly link assessment and curriculum
 - Plan for [Mighty Minutes®](#) that feature short activities that include songs, chants, rhymes, and games that can help you turn every moment into a learning opportunity.
 - Plan for infants, toddlers, and twos classrooms by [using the Weekly Routines calendar](#) to create Individual Care Plans.
 - If you are subscribed to *The Creative Curriculum® Cloud*, [review the getting started guide for teachers](#) for additional guidance.
- ☐ **[Submit your weekly plans](#) to your administrator.**
Your administrator may provide additional guidelines and expectations for submitting plans for review.
- ☐ **Share activities with families.**
Share family activities and plans with family members via Teaching Strategies Family.
 - Share individual [Guided Learning Experiences](#) and [family Mighty Minutes®](#) with family members.
 - Share [your classroom plan](#) with families.

Exploring the Family Area

- ☐ **Review messages from families on a consistent basis.**
 - Review any observations you received from families, including [messages they have sent via two-way communication](#) or [observations they have shared after completing a shared activity](#) on the Teaching Strategies Family app.

Additional Considerations

- ☐ **[Register for support webinars.](#)**
 - Sign up for any upcoming live webinars.
 - Watch [on-demand webinars](#).
- ☐ **Preview the resources available in the [MyTeachingStrategies® Support Portal](#).**
- ☐ **Review the monthly Teaching Strategies newsletter email you will receive as a *GOLD®* user.**