



Getting Started Checklist:

New GOLD® Teachers

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

- [Check the messages](#) on your dashboard.**

These messages will include alerts and information from Teaching Strategies, as well as messages posted directly by your administrator(s).

- [Set up your classroom.](#)**

This allows you to create a virtual classroom space to create and maintain child records for each child in your care.

 - Check with your administrator to see if this step is your responsibility.

- [Create child records.](#)**

Creating a child record establishes a dedicated portfolio for each child in your classroom.

 - Check with your administrator to see 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 it 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.](#)**

This allows family members to set up a MyTeachingStrategies® Family account so they can access resources and messages you've shared.

- Visit [My Courses](#) to review relevant professional development resources.**
 - Access the free 2-hour product tutorials, such as GOLD® Introduction and Introducing MyTeachingStrategies®, as well as the free 10-hour Objectives for Development and Learning course.

- 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.

☐ Explore the [Teach](#) area.

- Set your [Weekly Template](#) before you begin creating weekly plans.
- [Customize your monthly calendar](#) to account for holidays and other planned closures.

☐ Begin [creating your weekly plans](#).

- Add your own [custom activities](#).
- Use [Intentional Teaching Experiences](#) to seamlessly link assessment and curriculum.
- Plan for [Mighty Minutes](#)® that feature short activities, including songs, chants, rhymes, and games, that can help you turn every moment into a learning opportunity.
- [Plan for an infants, toddlers, and twos classroom](#) by creating Individual Care Plans.
- Plan for classrooms of preschool-aged or older children by [adding studies to your calendar](#), if your program subscribes to *The Creative Curriculum*® Cloud.

☐ Submit and share your weekly plans.

Your administrator may provide additional guidelines and expectations for submitting plans for review and for sharing weekly plans with families.

- [Submit your plans to administrators](#) for approval if required.
- [Share a distance learning plan from your weekly plan](#) with families to offer them family versions of the *Intentional Teaching Experiences* and *Mighty Minutes*® you have planned for the week.

☐ Add documentation on a consistent basis.

- [Review the At-a-Glance dashboard](#) to review real-time, actionable information on your documentation collection.
- Use [the Add Documentation feature](#) in the Assess area and the *GOLD*® Documentation app available on [Apple](#) and [Android](#) devices to add documentation on a regular basis.
- Review any observations you received from families via [the family observation feature](#) or [the two-way communication feature](#).
- For this checkpoint, ensure you're entering high-quality documentation.
 - Does your documentation include factual information, and is it void of any judgements?*
 - Does your documentation contain enough context to make valid assessment decisions?*
- Refer to [Documentation Best Practices](#) for additional best practice and time-saving strategies.

☐ Generate the [Class Profile Report](#) and the [Documentation Status Report](#).

We recommend generating these reports on a regular basis to track children's progress and to inform your planning and instruction. Please note that consistently adding preliminary levels to documentation will help ensure the data in the Class Profile Report accurately reflects children's current knowledge, skills, and abilities.

- ❑ [Regularly review the ongoing family conversation with each child’s family.](#)
 - Begin a conversation, send a new message, or read and respond to a family’s most recent reply.

- ❑ Utilize the [GOLD® Teacher User Guide.](#)
 - Follow the yearly guidance and best practices provided in 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 technical support with any question.