

GOLD® Getting Started Checklist for Returning Administrators

This guide will support you as you prepare for another year implementing GOLD®.

Update Your License

Follow the steps below to update your GOLD® license to reflect changes to your staff and roster for the upcoming school year. Each step links to a support article that will explain how to accomplish that step.

- ☐ **Log in to [MyTeachingStrategies®](#).**
 - [Reset your password](#) or [retrieve your username](#) by email if you have forgotten your login.
- ☐ **[Check your user information and settings](#).**
 - Ensure all information is accurate, especially your email address and phone number.
- ☐ **[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).
- ☐ **Manage your programs and sites.**

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

 - Check your [administrative level](#) to determine which entities you can view, create, and edit.
 - Add additional [programs](#) and [sites](#), or edit existing [programs](#) and [sites](#), if you are an **organization-level administrator**.
 - Set up additional [sites](#), or edit existing [sites](#), if you are a **program-level administrator**.
- ☐ **[Review the user accounts in your license](#).**
 - [Disable user accounts](#) for educators who are not returning to your program.
 - [Transfer any users](#) who are moving to a new site.
 - Create user accounts for any [new teachers](#) and [administrators](#). Make sure each user profile has a unique email address.
 - [Send temporary passwords](#) to any user having trouble logging in.
- ☐ **[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.
- ☐ **[Manage classes](#).**

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

 - Communicate to users who will be responsible for completing this step.
 - Rename classes instead of deleted classes – this will maintain access to previously created weekly plans.
 - Ensure users are assigned to classes correctly as a [primary teacher, co-teacher, assistant teacher, or team member](#).
- ☐ **[Update child records](#).**
 - [Create new records](#) for children who are new to your program.
 - [Archive](#) or [delete](#) records for children who are not returning to your program.
 - [Transfer records](#) for children who are moving to different classes.

- Check each child record to ensure accurate information is listed for class assignment, date of birth, [age or class/grade selection](#), and funding source(s).
 - If you previously imported child records, [use the import feature](#) to add new child records and update existing records.
- ☐ **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](#).**
Any teachers who are not already certified should complete the certification. Teachers should be encouraged to complete the certification again once it has expired or if the teacher begins working with children in a different age group.
- [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.