



# Getting Started Checklist: Returning GOLD<sup>®</sup> Administrators

- Log into [MyTeachingStrategies](#)<sup>®</sup>.**
  - [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 see the option to set your checkpoint dates, it is 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).
  
- [Determine if your program will assess skills in optional content areas](#).**

*This decision is made at the top level of your license and will apply to all programs and sites.*
  
- Manage your programs or sites.**

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

  - Check your [administrative level](#) to determine which entities you can view, create, and edit.
  - You can create and edit [programs](#) and [sites](#) if you are an **organization-level administrator**.
  - You can create and edit [sites](#) if you are a **program-level administrator**.
  
- [Review the users on your account](#).**
  - [Disable](#) or [delete](#) users who are not returning to your program.
  - [Transfer any users](#) who are moving to their new site.
  - Create accounts for any new [teachers](#) and [administrators](#).
  - [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 implementation support resources](#) and ask users to bookmark the link and download the appropriate *Getting Started Checklists*.
  - Include due dates for any items they must complete.
  
- ❑ **Manage classes.**

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

  - Communicate to users who will be responsible for completing this step.
  - Rename classes instead of deleting classes; this will maintain access to previously created weekly plans.
  - Ensure users are assigned to classes correctly as a [primary teacher, co-teacher, or assistant teacher](#).
  
- ❑ **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 appropriate, [add family members](#).
  - Utilize the optional [Import Tool](#) to add new child records and update existing records at once.
  
- ❑ **Visit [My Courses](#) to utilize relevant professional development resources.**
  - Encourage new users to access the free 2-hour GOLD® Introduction and Introducing *My Teaching Strategies*® tutorials and the free 10-hour Objectives for Development and Learning course. Use [messages](#) to remind users of the expectations for completion.
  - Use the [Online Professional Development Report](#) to monitor users' progress.
  - Contact your [account executive](#) to purchase credits for additional 10-hour courses.
  
- ❑ **Encourage users to complete [Interrater Reliability Certification](#).**

*Any users who are not already certified should complete the certification. Users should be encouraged to complete the certification again if it has expired or if the user is working with children in a new age group.*

  - Use [messages](#) to remind users of the expectations for completing Interrater Reliability.
  - 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 additional dynamic planning tools.*

  - Contact your [account executive](#) to learn more or to purchase.

**Encourage teachers to create or update their [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 with teachers for submitting their completed weekly plans for [review by administrators](#) and [sharing their weekly plans with families](#).

**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.**

- Continue to 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.