



Getting Started Checklist: Returning *GOLD*® Teachers

- Log into [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.

- [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).

- [Edit your class](#).**
 - Check with your administrator to see if this step is your responsibility and is needed.
 - If needed, rename your class instead of deleting it and creating a new class to maintain access to previously created weekly plans.

- [Manage child records](#).**
 - Check with your administrator to see if this step is your responsibility.
 - [Create child records](#) for new children joining your class.
 - Update child records for children returning to your class and [ensure the age or class/grade selection](#) for each child is accurate.
 - Inform your administrator of any child records that need to be deleted, archived, or transferred.

- Complete the [Home Language Survey](#).**

This only needs to be completed for children in preschool—third grade classrooms.

- [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.**

Your administrator may provide expectations on course completion.

Begin the [Interrater Reliability Certification](#) if you are not certified.

Certification is valid for three years. Once certification has expired, or if you begin work with children of a new age group, we recommend that you complete a new certification. Your administrator may provide additional guidance on completing the certification.

Update your planning tools.

- Update your [Weekly Template](#) to reflect your program's schedule for the new program year.
- [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](#).

- Continue to 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.