Supporting Accurate Information
Understanding the Integration of Data in *MyTeachingStrategies®*

The foundation for all school, classroom, faculty, and child data in *MyTeachingStrategies®* is the information transmitted from your FMS files. Insuring that data in FMS is complete and accurate is fundamental to successfully getting started in, and using *MyTeachingStrategies®*. It is recommended that you review your school, classroom, teacher, and child data on a regular basis to ensure the most accurate set-up and functionality.

Specific Requirements and Recommendations

Child Information:
- o Confirm that the child is entered into FMS with the following: the child's name is spelled correctly, the child's date of birth is complete, and the child is assigned to the correct classroom.
- o As you transition children in FMS, this information will update each night and be reflected in *MyTeachingStrategies®* the next day.

Teacher Information:
- o Make sure that the teacher has a unique email address listed in FMS. This email address will be used as their username in *MyTeachingStrategies®*.
- o Ensure that the teacher is assigned to a classroom. If a teacher is not assigned to a classroom, they will not populate in *MyTeachingStrategies®*.
- o Teacher information does not update in the same way as child information in the *MyTeachingStrategies®* integration. If you associate a teacher to a new classroom, you will need to make these changes manually in *MyTeachingStrategies®*. You can also associate a teacher to multiple classrooms if needed. See the managing classes section of the How-To Guide for more information.

Troubleshooting Issues

If you are experiencing issues with classroom, faculty, or child information, please double-check your FMS information prior to submitting a support request. If this data is accurate and the issue persists, please contact Teaching Strategies for technical assistance.

If information is entered correctly in FMS, all your classrooms, faculty members, and children should be reflected in *MyTeachingStrategies®*. **DO NOT** manually enter classrooms, administrators, teachers, or children directly into *MyTeachingStrategies®*. This information should be populated from the integration. This can create multiple issues within the platform and affect functionality.

If a user no longer has access to the email provided to receive updates or password resets, it can be updated. If you enter a new email address in FMS, the user name and password in *MyTeachingStrategies®* will also be reset.

For additional support or questions, please visit this link.