



Getting Started Checklist: *GOLD*[®] Teachers

- Log in to [MyTeachingStrategies](#)[®].**
 - Follow the instructions in your welcome email and set your password.
 - Use the email address listed for you in your school's Franchise Management System (FMS) as your username.
 - Use the same login credentials to log in to *tadpoles*[®] at www.tadpoles.com by selecting educators and then the *MyTeachingStrategies*[®] icon, if applicable.

- Navigate to the [Goddard Support Page](#).**
 - Review this page for valuable information to support your implementation.
 - Bookmark this page for future reference.

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

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

- Visit [My Courses](#) to begin completing recommended free professional development resources.**

A printable version of the progressions is available within the 10-hour Objectives for Development and Learning course.

 - Complete the 2-hour Introducing *MyTeachingStrategies*[®] product tutorial, the 2-hour *GOLD*[®] Introduction product tutorial, and the free 10-hour Objectives for Development and Learning course.
 - Check with your administrator for guidance and timeframes for completing this coursework.

- Use the [MyTeachingStrategies](#)[®] Practice Environment.**
 - Practice using all the features and functionality of *MyTeachingStrategies*[®] without affecting the data within your account.

- Ensure the *MyTeachingStrategies*® mobile app has been downloaded to your classroom device.**
 - Log in to the app using your *MyTeachingStrategies*® login credentials.
 - Watch the [video introduction to the mobile app](#).
 - **Log in to *tadpoles*® with your *MyTeachingStrategies*® username and password by navigating to [tadpoles.com](#), selecting login, then selecting education, then selecting the *MyTeachingStrategies*® block.**

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

The Home Language Survey only needs to be completed for children in preschool–third grade classrooms. This survey helps to determine if teachers should use the English language acquisition objectives for development and learning with children.

 - Complete this survey within the first two weeks of a child entering your program.
 - Ensure all surveys are completed prior to the beginning of the first checkpoint period.

- Explore the [Teach](#) area.**

This area provides planning functionality to help you link your assessment data with instruction.

 - Set your [weekly template](#) before you begin creating weekly plans.
 - [Customize your monthly calendar](#) to account for holidays and other planned closures.
 - View the [Lesson Planning for Goddard Educators on-demand webinar](#) for more planning support.

- Begin [creating your weekly plans](#).**
 - Use [Intentional Teaching Experiences](#) to seamlessly link assessment and curriculum.
 - [Plan for an infants, toddlers, and twos classroom](#) by creating Individual Care Plans.
 - Plan for classrooms of preschool-age or older children by [adding studies to your calendar](#), if your program subscribes to *The Creative Curriculum*®, Digital Resources.

- Access [My Courses](#) for free coursework if you are implementing *The Creative Curriculum*®**

Complete the product tutorial for the appropriate curriculum(s) implemented in your classroom.

 - Complete the 2-hour Getting to Know *The Creative Curriculum*® for *Infants, Toddlers & Twos* product tutorial, if applicable.
 - Complete the 2-hour Getting to Know *The Creative Curriculum*® for *Preschool* product tutorial, if applicable.
 - Complete the 2-hour Getting to Know *The Creative Curriculum*® for *Kindergarten* product tutorial, if applicable.

- Submit your plans to an administrator.**

Begin [adding documentation](#).
Your administrator may provide additional guidelines for if and when your weekly plans need to be submitted for approval.

 - Assign [preliminary levels](#) to each piece as you enter documentation to allow the system to identify where each child's demonstrated knowledge, skills, and abilities currently are along the progressions of development and learning, helping you quickly and effectively individualize instruction. Any documentation uploaded from the mobile app can be [edited from your web login](#).
 - Reference [Documentation Tips & Tricks](#) for additional best practice and timesaving 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.

- Utilize the [GOLD® Teacher User Guide](#).**

- Follow the yearly guidance and best practices described in the *GOLD® Teacher User Guide*.

Visit the [MyTeachingStrategies® Support Portal](#) to access additional support resources, including webinars, and to contact us with any questions.