

The Creative Curriculum® Cloud Getting Started Guide for Administrators

This guide will support you as you prepare to implement The Creative Curriculum® Cloud.

License Set Up

Follow the steps below to set up your license for *The Creative Curriculum® Cloud* in *MyTeachingStrategies®*. Each step links to a support article that will explain how to accomplish that step. If you already have a *MyTeachingStrategies®* account and have previously set up your license, skip ahead to the next section.

- ☐ **Log in to [MyTeachingStrategies®](#).**
 - If you are new to *MyTeachingStrategies®*, you will also receive an email that contains your username and temporary password. Follow the instructions in that email to log in and set a permanent password to *MyTeachingStrategies®*.
 - If your license start date has not yet occurred, you will not be able to log in until that start date.
 - **Note:** If you haven't received this email, check your spam or junk folders.
- ☐ **[Add sites](#) for each of your physical locations (schools and centers).**
 - You will need to first [add programs](#) to *MyTeachingStrategies®* for each of your school districts or regional programs if you are an organization-level administrator.
- ☐ **Add user accounts for each of your [teachers](#) and [administrators](#).**
 - For security purposes, be sure to use a unique email address for each new user.
- ☐ **[Add classes](#) and [assign teachers](#) to them.**
 - Users with teacher access can also add classes, but cannot assign other teachers to classes.
- ☐ **[Add child records individually](#) or [use the optional import feature to add multiple child records at once](#).**
 - Users with teacher access can also manually add child records, but cannot import them.

Granting Access to *The Creative Curriculum® Cloud*

Follow the steps below to ensure your teachers have access to *The Creative Curriculum® Cloud*.

- ☐ **[Allocate *The Creative Curriculum® Cloud* licenses](#) to each class.**
 - Teachers will not have access to curriculum resources without completing this step.
- ☐ **Let teachers know they can now access *The Creative Curriculum® Cloud*.**
 - Teachers can then begin
 - [accessing the Digital Content Library](#),
 - setting up their [weekly template](#),
 - [adding Teaching Guides](#) to their planning calendar,
 - [creating digital weekly plans](#) or [weekly experiences plans](#) and [submitting them to you](#) for your review and approval,
 - [using the Day View calendar](#) to help facilitate their instruction, and
 - [adding families to Teaching Strategies Family](#).
- ☐ **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](#).

Additional Considerations

Below are tasks administrators regularly undertake in *MyTeachingStrategies*®:

- ☐ [Emulate teachers](#) to review which *The Creative Curriculum*® Cloud resources they can access.
- ☐ [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](#).
- ☐ Encourage teachers to [complete free product tutorials](#) in Quorum.
- ☐ If your program has the professional development Teacher Membership, encourage teachers [to complete live virtual classes and on-demand courses in Quorum](#).