

***MyTeachingStrategies™* Administrator FAQs**

This resource is designed to meet the needs of administrators who work with children of all ages/grades birth through third grade. Within this document you will find specific references to these different ages/grades as applicable.

General Overview

What is *MyTeachingStrategies™*?

MyTeachingStrategies™ provides a single entry point for all of Teaching Strategies' digital classroom solutions. It offers one online location for accessing many of the digital tools, resources, and support that together, make up what we know to be the essential pieces of high-quality classroom practice: teaching and assessing, reporting, ongoing professional development, and family engagement. You and your teachers will now have a single location for accessing digital support for building relationships with each child; for connecting assessment data with instructional plans; for cutting-edge, accurate reporting; for improving and refining teaching practice; for growing professional knowledge; for strengthening connections with families; and much more.

Existing *GOLD®* and *GOLDplus®* users will find the same features and support that they are already familiar with, but with a new, intuitive, user-friendly interface. You will also find new opportunities for incorporating ongoing online professional development, digital curriculum components, and eventually, community and family features to further support your work.

How will *MyTeachingStrategies™* improve your teachers' experience?

MyTeachingStrategies™ will provide a better and more supportive user experience. You and your teachers can now access your digital Teaching Strategies products from a single location, eliminating the need for multiple browser screens.

MyTeachingStrategies™ was designed with a teacher's needs in mind, making our online resources more intuitive to use and easier to navigate, as well as being compatible with mobile devices. In addition, *GOLD®* users will now have access to more enhanced planning features giving them support for creating what we know is an essential link between assessment data and intentional, individualized instruction.

How is *MyTeachingStrategies™* the same as *GOLD® Birth through Kindergarten*?

Teachers and administrators will still use *GOLD®* in the same way as before, observing children on an ongoing basis and entering documentation to support their assessment ratings. Teachers can enter documentation via the "Assess" area within *MyTeachingStrategies™*, or through the *GOLD®* Documentation app on any mobile device.

How is *MyTeachingStrategies*™ different?

In addition to offering expanded and updated progressions for many of the 38 objectives/dimensions for development and learning, the *MyTeachingStrategies*™ online platform will include a streamlined user experience for all *GOLD*® customers. The flow for adding documentation and entering checkpoint ratings has been improved, and other features in the system have been upgraded while still maintaining the familiarity of the existing *GOLD*® online system. In addition, *MyTeachingStrategies*™ is optimized for tablet devices, meaning that you and your teachers can log in on either a laptop or a tablet and still have access to all functionality.

Specifically, *MyTeachingStrategies*™ offers:

- **A redesigned home page:** A newly redesigned entry point puts the most important information that you need to know right up front when you first log in to *MyTeachingStrategies*™.
- **Planning and Instruction tools:** Teachers will have access to more enhanced planning features and the option to subscribe to expanded digital capabilities, including a selection of digital *Intentional Teaching* opportunities and experiences and weekly and monthly planning templates.

The existing *GOLD*® *Birth through Kindergarten* weekly planning forms will be replaced with these weekly and monthly planning templates, which can be found in the “Teach” area of *MyTeachingStrategies*™.

- **Mobile optimization:** *MyTeachingStrategies*™ features are optimized for use on tablets of all sizes, with a touch-friendly interface that automatically adjusts to the size of the screen that you are working on, without losing any of the seamless functionality.
- **Expanded progressions through third grade:** Expanded progressions of development and learning show the span of development across the whole of the early childhood years—and offer detailed examples at every level to support assessment decisions and meet the needs of all children, including advanced learners.
- ***GOLD*® Kindergarten Entry Assessment Survey:** If your teachers are using *GOLD*® for kindergarten entry assessment, the *GOLD*® *Kindergarten Entry Assessment Survey* is a tool that saves time while teachers are collecting assessment information during the first few hectic weeks of the school year. The survey asks them to compare a student’s knowledge, skills, and abilities with widely held kindergarten entry expectations for each *GOLD*® objective/dimension. The survey questions help teachers focus on the indicators of the progressions that

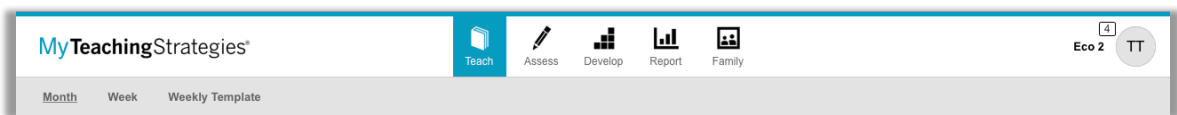
describe kindergarten readiness. The survey also gives brief prompts to help them answer the questions accurately.

- **Redesigned reports:** Redesigned, cutting-edge reports present data in ways that are easy to read, understand, and interact with.

How is *MyTeachingStrategies* structured?

MyTeachingStrategies™ is broken down into five key areas to make navigating between digital classroom tools and resources easy and intuitive.

1. TEACH

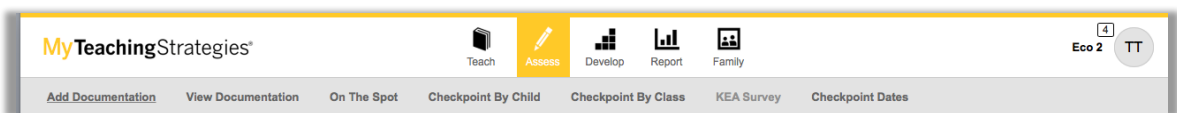


The “Teach” area provides basic planning functionality that helps to link assessment data with instruction. While working in this area, teachers will find support for a streamlined and simplified planning process with weekly and monthly calendars and innovative tools that let you populate or rearrange their days with just a few taps. Certain digital curriculum assets, including a selection of *Intentional Teaching* experiences, are also found within the “Teach” area.

The “Teach” area features:

- Monthly Planning Opportunities (Monthly Calendar View)
- Weekly Planning Opportunities (Weekly Calendar View)
- Weekly Templates
- Many Digital Curriculum Assets
- Ability to Subscribe to Additional Digital Curriculum Resources

2. ASSESS

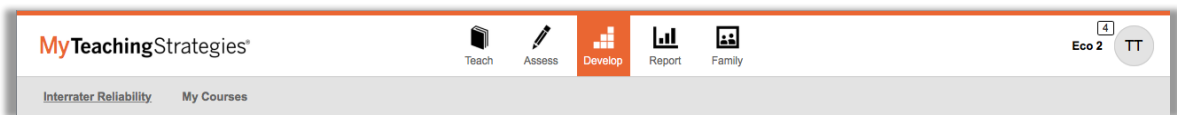


The “Assess” area of *MyTeachingStrategies* has a very similar look and feel to *GOLD*®, but we’ve made dramatic improvements to the user interface so that the entire process is more streamlined and intuitive than ever before.

The “Assess” area provides resources to support:

- Adding Documentation
- Viewing Documentation
- On The Spot (Direct Assessment Opportunities)
- Checkpoint by Child
- Checkpoint by Class
- *GOLD® Kindergarten Entry Assessment Survey*
- Checkpoint Dates

3. DEVELOP



The “Develop” area provides access to Interrater Reliability and to the new online professional development modules, found under *My Courses*. This area features free courses that come along with a *GOLD®* subscription, as well as offers access to a robust library of additional courses that are available for purchase.

In the “Develop” area you will find:

- Interrater Reliability
- My Courses

4. REPORT

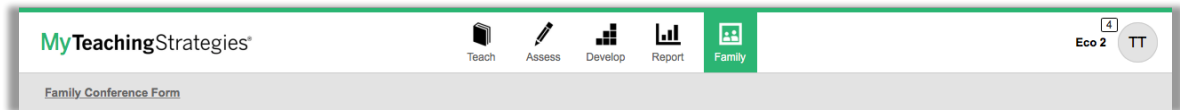


The “Report” area features many of the same reports that have always been part of *GOLD®*, including:

- Documentation Status
- Assessment Status
- Class Profile
- Individual Child
- Development and Learning
- Report Card
- Snapshot

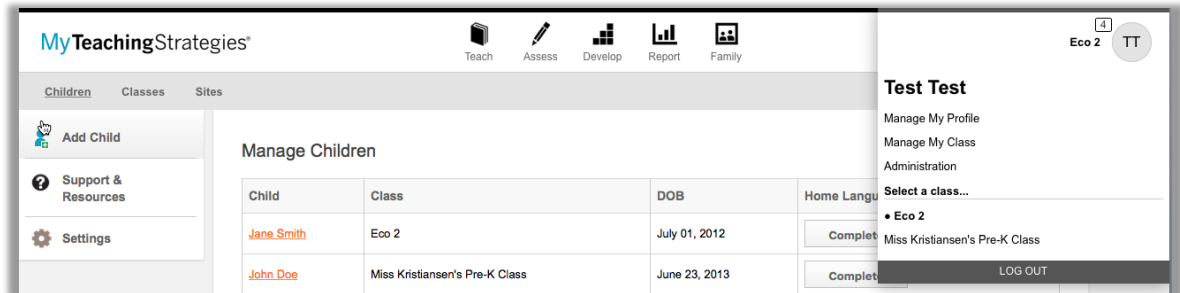
- Alignment

5. FAMILY



The “Family” area features the *GOLD*® Family Conference Form. Additional Family components will continue to be added within the Family area.

6. Profile



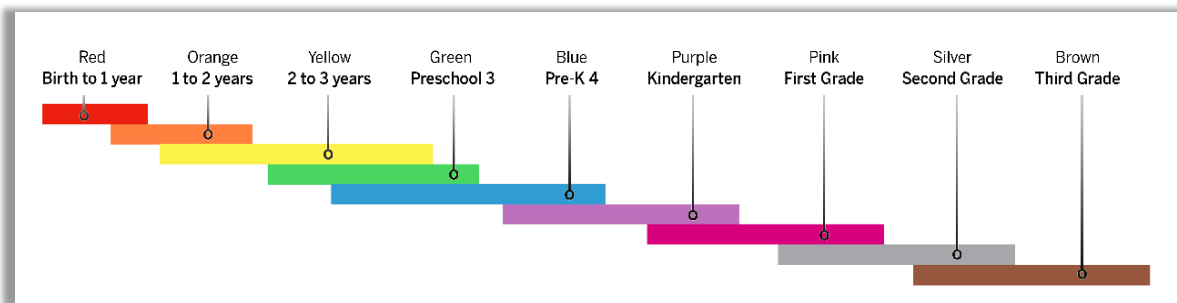
The Profile icon provides access to many of the administrative functions of *GOLD*®, as well to options for managing your personal information and preferences.

The Profile icon provides access to:

- Messages
- Navigation between Classes
- Sandbox
- Profile settings
 - My Profile
 - Optional Settings
 - Password Changes
 - Security Question Changes
 - Username Changes
 - Logout

How will the objectives for development and learning change beyond just expanding through 3rd grade?

Since the progressions have been updated to reflect the latest and most current research, there have been some minor changes to certain objectives. In some cases, certain indicators have been adjusted; some items have been split into multiple dimensions; and some colored bands have been adjusted slightly. If you are currently set up with the Birth through Kindergarten progressions, you will continue with these for the remainder of this school year, and only be transitioned into the Birth through Third Grade progressions for the 2017-2018 school year.



GOLD® Kindergarten Entry Assessment Survey Programs

How do teachers access the *GOLD® Kindergarten Entry Assessment Survey*?

Teachers who have classrooms with kindergarten students added to them will have access to the *GOLD® Kindergarten Entry Assessment Survey*. If classes have kindergarten students, they will see a link to the *GOLD® Kindergarten Entry Assessment Survey* on the *GOLD®* home page, as well as in the “Assess” area. You do not need to do anything to turn this feature on.

Do teachers need to collect documentation in order to complete the *GOLD® Kindergarten Entry Assessment Survey*?

No. Having documentation will help teachers to ensure that they are selecting the appropriate level when making final decisions during the *GOLD® Kindergarten Entry Assessment Survey* checkpoint period, but it is not required.

Can teachers use the *GOLD® Kindergarten Entry Assessment Survey* during the fall, winter and spring checkpoint periods?

The *GOLD® Kindergarten Entry Assessment Survey* was created to help compare each student’s skills, knowledge, and abilities to what can typically be expected of students when they enter kindergarten. Because of this, the *GOLD® Kindergarten Entry Assessment Survey* is only available for the *GOLD® Kindergarten Entry Assessment Survey* checkpoint in the fall.

Will information from the *GOLD® Kindergarten Entry Assessment Survey* checkpoint appear in the fall checkpoint?

Yes. Documentation collected during the *GOLD® Kindergarten Entry Assessment Survey* checkpoint will be available within the progressions for the fall checkpoint. Teachers can see this by selecting “Display Documentation” from the left navigation while completing fall checkpoints. *GOLD® Kindergarten Entry Assessment Survey* checkpoint ratings can also be seen by selecting “Previous Checkpoint.”

When will we be upgraded to *MyTeachingStrategies*™?

We are finalizing the proposed upgrade timeline, and currently anticipate transitions for all customers to occur between March and September 2017. We take multiple factors into consideration when scheduling upgrades, such as your checkpoint periods, due dates, and account settings.

We've set fall 2017 as the end date for upgrades to support all customers on the updated Birth through Third Grade progressions ahead of the next school year, as the current *GOLD*® platform supports only Birth through Kindergarten progressions of development and learning. Customers should transition by back to school for the 2017-2018 school year to support the latest, research-based progressions.

What is the anticipated timeline for our program to be completely upgraded to *MyTeachingStrategies*™?

We have a full communications schedule as well as supporting resources that you will begin receiving approximately 30 days prior to your upgrade.

How will I learn how to navigate the system?

In our pilots, new users to *GOLD*® found navigation extremely intuitive. We will provide ample communications and training resources to support teachers and administrators in navigating the system. Some of the resources include:

- Multiple live and recorded webinars based on specific areas of *MyTeachingStrategies*™ and tailored for teacher or administrator audiences;
- The ability to explore *MyTeachingStrategies*™ in a live preview environment prior to the official upgrade;
- Answers to frequently asked questions from both internal and pilot users;
- How-To guides highlighting the new features and overall navigation of *MyTeachingStrategies*™;
- How-To guides tailored for teachers and administrators; and
- Updated support resources for *MyTeachingStrategies*™.

Is the new version of *GOLD*® research based?

Yes. *GOLD*® Birth through Third Grade is still centered on the 38 research-based objectives for development and learning.

Has there been a field test and/or pilot for *MyTeachingStrategies*™? What were the results?

Teachers from across the country took part in a field test of the expanded Birth through Third Grade progressions, with successful results. Several statewide and district-wide implementations of the Birth through Third Grade progressions have been ongoing over the past two years. Currently, several pilots are using the upgraded *MyTeachingStrategies*™ interface. A technical report was also recently published, please feel free to ask your account representative for a copy of this if you are interested.

Will our username and password change?

No. Your username and password will not change with the upgrade.

Can I have access to *MyTeachingStrategies*™ now to get used to the new platform?

Current *GOLD*® users will have an access point to *MyTeachingStrategies*™ in a preview environment one month prior to their upgrade date to become familiar with the updated features and functionality.

What do the colors on the different screens mean?

Each color is associated to match different areas within *MyTeachingStrategies*™

Color	Functionality
Blue	TEACH
Gold	ASSESS
Orange	DEVELOP
Purple	REPORT
Green	FAMILY

(Please see more information in the “Upgrading to *MyTeachingStrategies*™: What You Need To Know” section below)

How will the upgrade to *MyTeachingStrategies*™ affect our program’s typical renewal process?

This change will not impact subscription dates for current terms nor any part of your program’s renewal process.

Do teachers need to retake Interrater Reliability (IRR) if their current certification does not expire until 2018 or later?

No. Interrater Reliability status will carry over, and teachers can renew once their three-year certification expires. We do, however, encourage *GOLD*® users who are new to the expanded Birth through Third Grade progressions to familiarize themselves with the updated progressions of development and learning. We find that participating in Interrater Reliability is a great way to do this!

Will family access change?

Yes. In addition to a redesigned family web application, families will be able to access information shared by their teacher on a new family mobile app.

Will we be able to run reports across multiple years (prior to the upgrade and post-upgrade)? Will I be able to generate reports on archived data?

Like the current functionality in *GOLD*®, you will be able to generate reports for a checkpoint period, or for multiple checkpoint periods, within the same year. You will still be able to generate reports including archived data, and will continue to be able to generate reports on previous Birth through Kindergarten data. You will not be able to run certain reports that compare data between years on different ODLs, but you will still have access to run the Comparative Report at the area level across multiple years.

How does this upgrade impact the Office of Special Education Programs (OSEP) reporting functionality in *GOLD*®?

Those who have subscribed to the OSEP reporting suite will continue to have access to these reports over the summer. Any changes to the functionality will be workflow improvements and output improvements.

Can I still have assistant and co-teachers as part of my class?

Yes. The current classroom setup will remain the same, and you will continue to have the ability to update which teachers are assigned to classrooms as assistant or co-teachers.

Who can transfer or delete a child?

As an administrator, you will continue to be able to transfer, archive, and delete children. Teachers can delete or archive children, but the availability of those features is up to their license's administrator(s).

What will happen to the data that has been entered into the system through the current platform?

Any data collected in *GOLD*® Birth through Kindergarten on currently active child portfolios and archived data, will still be accessible in *MyTeachingStrategies*™.

Will all of my data remain in the system after the upgrade to *MyTeachingStrategies*™?

1. All license-related information, including user accounts, classes, and children (active or archived) will stay the same in *MyTeachingStrategies*™ from *GOLD*®.
2. All historic documentation and checkpoint data will be accessible in *MyTeachingStrategies*™ from the Assess area.
3. Other forms, such as weekly planning forms, certificates, family conference forms, etc. will not be deleted, but they will not be immediately accessible in *MyTeachingStrategies*™. They will become accessible later in 2017.

(Please see more information in the “Upgrading to *MyTeachingStrategies*™: What You Need To Know” section below)

Have the updated *GOLD*® progressions been aligned to my state’s standards?

As programs begin to upgrade to the expanded progressions through third grade, Teaching Strategies will work with them to see which alignments will need updates.

Will the *GOLD*® Documentation app change and need to be re-downloaded? How do we know which app to use?

There will be an update to the mobile app in the early summer of 2017. When this is released you will be able to download the new app for *MyTeachingStrategies*™ on your Android or iOS device from the app store. Teaching Strategies will notify you about this change so that programs have adequate time to transition to the new app. Please note that the current app will continue to be supported through the 2016-2017 school year.

What additional resources will be available for purchase?

The Teaching Strategies Professional Development team is committed to supporting programs in enhancing the skills and knowledge of their teams. The functionality within *MyTeachingStrategies*™ is intuitive and we do not believe there is a need for specific training on the upgrade.

However, if a program requests it, we are glad to offer in-person sessions to support the transition. We recommend sessions for customers going through the upgrade to focus on fidelity of implementation that reaches broader objectives rather than just “product training.”

Among the sessions available that will support implementation and highlight new Teach features found within *MyTeachingStrategies*™ are “Linking Curriculum and Assessment” and “Intentional Teaching.” Both sessions focus on best practices for formative assessment, understanding each child, and relationship-building expertise to support individual children’s development and learning in all domains.

What type of free training resources will be available?

There is a 13-week plan that provides supportive communications to help you and the teachers in your program learn about *MyTeachingStrategies*™. The plan guides you through each function within *MyTeachingStrategies*™ as it applies to your daily usage. The plan and resources are designed to adapt to your program's unique schedule and needs. The following are resources that will be available through the rollout of the upgrade to *MyTeachingStrategies*™:

- Orientation for Teachers Video
- Orientation for Administrators Video
- FAQs for Teachers and Administrators
- How-To Guide for Teachers
- How-To Guide for Administrator
- App FAQs
- App Devices and Technical Requirements Guide
- App Best Practices Flyer
- Objectives for Development & Learning Course
- Introduction to *MyTeachingStrategies*™ Course

How can I take the courses for credit under the Develop area?

Each 10-hour course is available for individual purchase and will provide 1 CEU. Once you complete a course, you will be able to print a certificate. You will also be able to distribute the courses to teachers once the purchase is made through the Teaching Strategies Sales team.

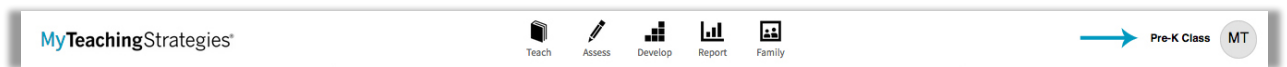
What professional development will be needed and offered?

No specific professional development is needed as a program upgrades to *MyTeachingStrategies*™, but there will be an extensive support rollout that will provide all the resources necessary for the transition. Among these resources will be user guides for administrators and teachers, orientation videos on the functionality of the tool, FAQ documents, and information about accessing the practice environment to explore *MyTeachingStrategies*™ prior to your program's enhancement going live.

Upgrading to *MyTeachingStrategies*™: What You Need To Know

How is the updated look and feel different from *GOLD*® Birth through Kindergarten?

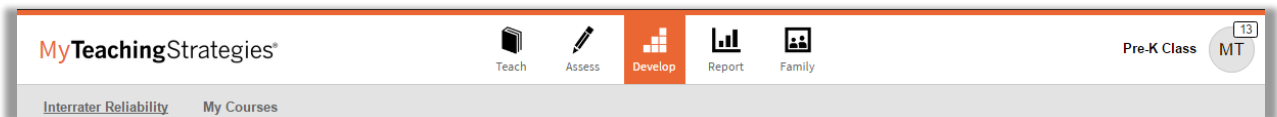
- Instead of using tabs to organize the features and functionality within the tool, users will navigate *MyTeachingStrategies*™ by using the five areas located at the top of each screen. These five areas, “Teach,” “Assess,” “Develop,” “Report,” and “Family,” will include the features and functionality that teachers are familiar with to create planning forms, enter documentation, finalize checkpoint ratings, access professional development resources, generate reports, and communicate with families.
- Other management features, such as checking messages, adding classes and children, accessing the Sandbox, toggling between classes, and logging out, are found by clicking on the Profile icon at the top right of every screen.



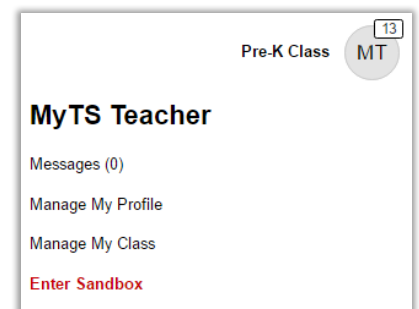
- You will notice that the color scheme will change on each screen depending on which area you are visiting within *MyTeachingStrategies*™. You will notice that:
 - **Blue** is associated with the **TEACH** functionality.
 - **Gold** is associated with the **ASSESS** functionality.
 - **Orange** is associated with the **DEVELOP** functionality.
 - **Purple** is associated with the **REPORT** functionality.
 - **Green** is associated with the **FAMILY** functionality.
- To return to your Dashboard at any point in time, you can select the *MyTeachingStrategies*™ logo located at the top left of every screen.
- Please visit the “How is *MyTeachingStrategies*™ structured?” FAQ above to review the upgraded structure of *MyTeachingStrategies*™.

Has anything been relocated in the system?

- **The information that was previously within your Dashboard is now found in various locations throughout *MyTeachingStrategies*™.**
 - **Professional Development** options can now be found in the “Develop” area of *MyTeachingStrategies*™.
 - **Interrater Reliability (IRR) and Online Professional Development Courses and Tutorials** can also be found in the “Develop” area, along with new professional development opportunities, some of which are included with your subscription and others that are available for separate purchase. Reports on IRR and Courses can be found in the “Report” area of *MyTeachingStrategies*™.



- You can now **edit your Profile** from your Profile icon found at the top right of every screen by selecting “Manage My Profile.”
 - Your **Sandbox** will now also be found in your Profile icon and you can enter it by selecting “Enter Sandbox.”
- **Navigation**
 - **Support and Resources** can now be found on any screen when you select the large question mark icon located at the bottom left of every screen.
 - If you have **multiple classes**, rather than switching between classes within each navigation screen, you can now switch classes within your Profile icon.
 - If you are an **Administrator**, you no longer need to use the **Change Role** function to access your Administrator features. Now, you will find all your Administrator features in your Profile icon found at the top right of every screen.
 - The **Access Site as this User** feature is now referred to as “Emulate User.” This icon will allow you to emulate any user within a site, program, or organization where you have administrative rights.



- **Assess**
 - You are now able to **View Documentation, View Portfolios, and Search Documentation** all from one location! When you are in the “Assess” area, select the sub navigation titled “View Documentation” and use the filter option to perform these tasks. Also, within the “View Documentation” screen, you now have the capacity to view more pieces of documentation at once than ever before!
 - Your **Checkpoint** options are now streamlined to just two: Checkpoint By Child and Checkpoint By Class in the “Assess” area. This will save you time when deciding how to best select and finalize checkpoint data. You will also find an updated interface where you can quickly see how far along you are with your checkpoint ratings in the summary screen. Note: Kindergarten teachers will have access to the *GOLD*® Kindergarten Entry Assessment Survey as a checkpoint option for their first checkpoint period.
- **Teach**
 - Your **calendar** and **planning features** can now be accessed within the “Teach” area. Users will find support that will help to link assessment data with instruction. Teachers working in this area will find support for a streamlined and simplified planning process with weekly and monthly calendars and innovative tools that let teachers populate or rearrange their days with just a few taps. A selection of digital curriculum assets, including a selection of *Intentional Teaching Experiences*, will also be found within the “Teach” area.
- **Report**
 - The **Assessment Status Report** has moved to the “Report” area and has been updated to represent data in a more streamlined manner. Please see the on-screen support and resources found in the question mark at the bottom of your screen for a guide on how to use the updated Assessment Status Report.
 - **Documentation by Objective/ Dimension Report** is now called the “Documentation Status Report” and can also be found in the “Report” area.
 - The **Alignment Report** was formerly found within the Snapshot Report, but now exists as a stand-alone report within the “Report” area.

Social-Emotional	✔ >
Physical	✔ >
Language	✔ >
Cognitive	✔ >
Literacy	✔ >
Mathematics	✔ >
Science and Technology	👁 >
Social Studies	○ >
The Arts	○ >

○ Not Yet Started	○ In Progress
● Completed	● Final

Within the *MyTeachingStrategies™* product tour, the *MyTeachingStrategies™* How-To Guides, and the embedded support and resources, you will see reminders for where these items can now be found.

Will my student and classroom data remain in the system?

- All student data, including active and archived students, documentation that was previously taken, and checkpoint ratings, will remain in the “Assess” area of *MyTeachingStrategies™*. Your administrator, teacher, and classroom data will also all remain within the system to utilize without interruption.

Are there any new features in *MyTeachingStrategies™*?

- We are thrilled to be launching several new features that you will have access to in *MyTeachingStrategies™*:
 - **General**
 - Updated user-friendly interface
 - Expanded progressions through 3rd Grade
 - Tablet-friendly interface
 - Updated mobile app
 - **Report**
 - Filtering option for many large-scale reports
 - Administrator access to run teacher-facing reports
 - A new Report Card option
 - Ability to include preliminary levels in the Individual Child Report
 - **Professional Development**
 - Updated online courses on topics like Objectives for Development and Learning and *GOLD®* Introduction
 - New opportunities for professional development with potential to earn CEU credit
 - Updated progress reporting for courses and IRR
 - **Teach**
 - Teachers now have access to more enhanced planning functionality that will not only give them the ability to use a customizable calendar, but will also help to link assessment data with instruction
 - **Assess**
 - Ability to view progressions in a full scrollable progression view or a specific level view

- *GOLD*® Kindergarten Entry Assessment Survey will support kindergarten teachers' collection of data during the first several weeks of the school year
- **Family**
 - Family access is now available through a mobile app, allowing family members to easily access shared materials on their phone or tablet device

Is there anything that I might be used to in the system that will no longer be available in *MyTeachingStrategies*™?

- Families will now have access to a mobile app rather than **Family Central**. This will help to keep families informed on-the-go and to engage them in new and exciting ways! To utilize the new family app, family members will need to be invited into the system to log in.
- Be sure to download and save any **historic weekly planning forms** that you would like to reference in the future, because with the new enhanced planning features, the planning tool is not compatible with the old plans.
- During the transition, some of your saved items will not carry over into the updated interface. Please note that your **historic messages** and **historic newsletters** will not be moving into the updated system.
- **Student forms** will no longer be a component of *MyTeachingStrategies*™ due to low usage.
- With the new planning features, rather than using the **activity library**, you will now have access to many of the *Intentional Teaching* experiences that are a part of *The Creative Curriculum*® for Preschool and *The Creative Curriculum*® for Infants, Toddlers & Twos. Please feel free to save PDF versions of any activities that you may have used often within the activity library.