

Welcome to *Teaching Strategies GOLD*® online!

Welcome to *Teaching Strategies GOLD*® online! It's easy to start using the system. One of your duties as an administrator is to enter information into the system. That includes entering sites, teachers/administrators, classes, and children. This guide explains how to enter that information as well as how to start using each of the other *Teaching Strategies GOLD*® tabs.

To begin, you will first need to log into the system. Make sure that you have the username and password that you received by e-mail from **Implementation@TeachingStrategies.com**. You will need them to sign in.

Let's get started!



Contents

4 Getting Started

This section explains how to set up your login information and profile and navigate *Teaching Strategies GOLD*®.

8 Documentation

This section explains how to view documentation entered by teachers, create a “Documentation Report,” and search documentation.

12 Checkpoints

This section explains how to check teachers’ progress in entering checkpoint evaluations.

15 Planning

This section shows how to view “Weekly Planning” forms and add planning fields to customize the form for your site or program.

18 Communication

This section explains how to create and view newsletters and calendars, and approve individuals’ access as TeamCentral members.

25 Reports

This section introduces the reports that administrators can generate.

Teaching Strategies GOLD® Online Guide for Administrators

Section 1: Getting Started

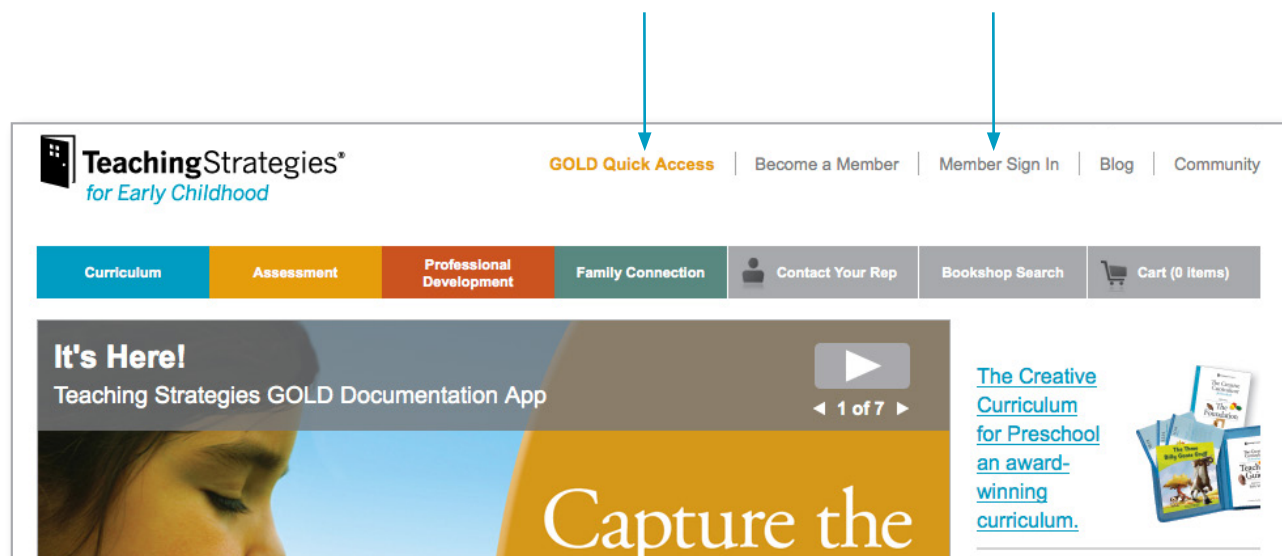


Signing Into Your Teaching Strategies GOLD® Account

Steps:

Access the Teaching Strategies Web site (www.teachingstrategies.com).

Click the **GOLD Quick Access** button or the **Member Sign In** button.



Sign in by using the username and password provided in the e-mail you received.

If you sign in by using the **Member Sign In** button, you will be taken to your Dashboard.

Sign In

Registered Users
If you are a registered user, please enter your username and password below.

Username:

Password:

[Forgot Password?](#) [Forgot Username?](#)

If you ever forget your username or password, use the links to have a reminder e-mailed to you.

If you sign in by using the **GOLD Quick Access** button, you will bypass the Dashboard and go straight to your *Teaching Strategies GOLD®* Home Page.

Tip. From the Dashboard, you can access professional development tools and manage your profile.

Refer to the *Teacher's Quick-Start Guide* for more information about the Dashboard. From the Dashboard, click the *Teaching Strategies GOLD®* logo to access your *Teaching Strategies GOLD®* home page.

Teaching Strategies GOLD® Home Page

Administrator Site for Sabrina Williamson Home | Change Role | Help ? | Logout

TeachingStrategies® Dashboard Teaching Strategies GOLD®

ADMINISTRATION DOCUMENTATION CHECKPOINT PLANNING COMMUNICATION REPORTS

Administrator Site Home Page

Click on the arrows below to learn about new features on *Teaching Strategies GOLD®*.

- ▶ Just Added! New question on curriculum for preschool, pre-K, K teachers | Feb. 12, 2013
- ▶ The Assessment Status Report is feeling your love! | Feb. 12, 2013
- ▶ A Great Tool at Checkpoint Time: Growth Report | Jan. 16, 2013

The Growth Report answers these questions: Did growth occur for the children? Did the actual growth fall below, meet or exceed expected growth?

Administrators can use growth reports to examine movement between any two checkpoint seasons.

Find the Growth Report [here](#).

See the related help article for more information on using the Growth Report.

Related help articles: [Using the Growth Report](#)

- ▶ Interactive View of Performance and Growth | Jan. 16, 2013
- ▶ GOLD Orientations | Jan. 7, 2013

Leave GOLD: Go To...

- TeachingStrategies.com
- Dashboard
- Bookshop
- Professional Development
- My Profile: GOLD Language Preferences/Mi reseña: Preferencias de idioma GOLD
- Logout

Tip. Refer to the Home Page for *Teaching Strategies GOLD®* highlights and updates. The information displayed depends on your organization and the role in which you signed in (i.e., Administrator, Teacher, or TeamCentral user).

When you sign in, you may see the box pictured below, which asks you to set your site preferences. You can make and submit a selection, or you can ignore the question and close the box.

GOLD Preferences

Do you want GOLD to automatically take you to either the teacher site or administrator site when you log in? Identify your preferred site below. You can always change this at any time on the My Profile page.

Teacher Site
 Administrator Site

CLOSE X

Common Teaching Strategies GOLD® Features

As you navigate *Teaching Strategies GOLD*®, you will notice features that provide extra options and helpful resources. These usually appear at the top of or on the right side of the screen you are viewing.

Dashboard

Clicking the Teaching Strategies® Dashboard logo will take you to your Dashboard.

Change Role
Enables you to toggle between the Administrator, Teacher, and Family sites.

Help
The Help link is always displayed at the top of the page. Click the link to search for "Help" articles and to access the Help Library.

Support and Resources
These options are links to "Help" articles that pertain to the page you are currently using.

Site	Program	
Bethesda Site	GOLD Orientation Program	GO
DC Site	GOLD Orientation Program	GO
Demo Site	GOLD Orientation Program	GO
GOLD Orientation Site	GOLD Orientation Program	GO
My Preschool	GOLD Orientation Program	GO

Change View

Use this menu to select the information you want to display. The options depend on the purpose of the page you are viewing.

Print

Displays a printer-friendly version of the page.

PDF

Displays the page as a PDF file that you can save or print. We recommend creating a PDF first if you are printing the display to share with others. It will be easier to read than a screenshot.

Excel®

Displays the search results as an Excel® file that you can save or print.

Action Menu

This menu (located at the top right of many *Teaching Strategies GOLD*® screens) lists more actions you can take. Like the choices offered under the **Change View** button, the **Action** options depend on the page. Below are examples from different pages:

Action ▾
Edit Details
Transfer User
Access Site as this User
Manage Linked Accounts
Disable Account
Add Class
Show History
View Classes
View Children
Delete

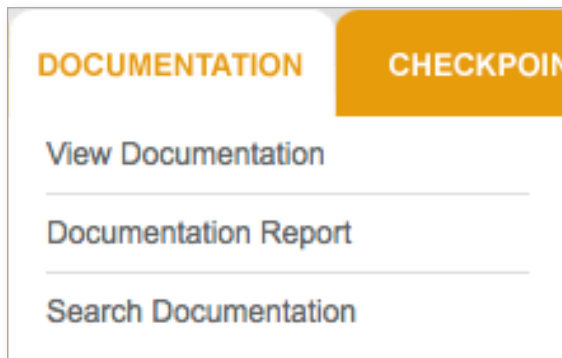
Action ▾
Edit Details
View Children
Manage Children
Add Child
Change Primary Teacher
Families
Delete

Action ▾
Edit Details
Add New Site
View Sites
View Teachers/Admins
View Classes
View Children
View Reports

Documentation

In the **DOCUMENTATION** tab, you can view documentation entered by teachers, create a “Documentation Report,” and search documentation.

Place your cursor on the **DOCUMENTATION** tab to view the options.



Viewing Documentation

Steps:

From the **DOCUMENTATION** tab's drop-down menu, select **View Documentation**.

Click the **Change View** menu in the top right corner of the screen to begin a documentation search.

Select the class for which you want to access the documentation.

From the **Change View** menu, choose the checkpoint period and year you would like to view, the documentation type, and the supporting file type (defaults to all types). You can choose to narrow your view by program, site, teacher, class, or children.

Click **SUBMIT**.

 A screenshot of a search interface for documentation. At the top right is a 'Change View' dropdown menu. Below it are several sections:

- Period:** Two dropdown menus, one for 'Spring' and one for '2012/2013'.
- Documentation Type:** A section with a 'Check All | Uncheck All' link and three checked checkboxes: 'General Documentation', 'Assessment Opportunity Card', and 'On-the-Spot'.
- With Supporting Files:** A section with a 'Check All | Uncheck All' link and six checked checkboxes: 'Photo', 'Audio', 'Video', 'PDF', 'Word Document', and 'Other File Type'.
- Program:** A dropdown menu with '-- Select Program --'.
- Site:** A dropdown menu with '-- Select Site --'.
- Teacher:** A dropdown menu with '-- Select Teacher --'.
- Class:** A dropdown menu with '-- Select Class --'.
- Children:** A dropdown menu with 'Select from list'.

 At the bottom left is a red 'SUBMIT' button.

Documentation Report

This report shows how many documentation items teachers have entered.

Steps:

From the **DOCUMENTATION** tab's drop-down menu, select **Documentation Report** to display options.

You can choose to narrow your view by **Program, Site, Class, Teacher,** and **Children.**

Search By

Period
 Date Range

Period ⓘ

-- Select Period -- -- Select Year --

Sample Admin Org — Documentation Report

Program
-- All Programs --

Site
-- All Sites --

Class
-- All Classes --

Teacher
-- All Teachers --

Children
-- All Children --

Choose to search by **Period** or **Date Range**.

When searching by **Period**, select the period and year from the drop-down menus.

Search By

Period
 Date Range

Date Observed ⓘ

to

February 2013

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

When searching by **Date Range**, enter the date range during which the observation was made (not the date the documentation item was entered).

Display Type ⓘ

Documentation by Area
 Documentation by Month
 Documentation Tally

Choose the **Display Type**.

Documentation by Area: Shows the number of documentation items associated with each developmental area and the total number of documentation items entered.

Documentation by Month: Shows the number of documentation items entered each month and the total number of documentation items entered.

Documentation Tally: Shows the total number of documentation items entered.

Choose your **Output** preference: HTML, PDF, or Excel®.

Click **SHOW REPORT**.

Tip. For more information about the “Documentation Report,” click the corresponding “Support” link on the right-hand side of the screen.

Searching Documentation

Steps:

From the **DOCUMENTATION** tab's drop-down menu, select **Search Documentation**.

Enter your filter choices and click **SUBMIT** to search for documentation items that meet your selected criteria.

Search Documentation

Keyword

Period
 Fall | 2012/2013

Date Observed
 -

Date Entered
 -

Documentation Type:
 Check All | Uncheck All
 General Documentation
 Assessment Opportunity Card
 On-the-Spot

With Supporting Files:
 Check All | Uncheck All
 Photo
 Audio
 Video

There are many criteria with which to narrow your search for particular items. The more criteria you select, the fewer documentation items will be displayed from the search.

Search Filters:

Keyword enables you to search for all documentation containing a specified word.

Period enables you to search for items from a different checkpoint period.

Date Observed enables you to search a specified date range during which the teacher observed children.

Date Entered tracks the date on which the teacher entered the documentation item into *Teaching Strategies GOLD*[®], regardless of the date it was created in the classroom.

Documentation Type can narrow the search among types of documentation. The default setting yields all types.

Tip. To learn more about each type, hover your cursor over the **i** icon on the Add Documentation screen of the teacher site.

With Supporting Files enables you to search for documentation of particular file types. The default setting yields all types.

Has Associated Objective/Dimension? enables you to search for documentation with which the teacher associated objectives/dimensions and for documentation with which the teacher has not yet associated objectives/dimensions.

Has Associated Preliminary Levels? enables you to search for documentation with which the teacher associated preliminary levels and documentation with which the teacher has not yet associated preliminary levels.

Program, Site, Teacher, Class, and **Children** also enable you to narrow your search.

Objectives/Dimensions enables you to narrow the search by specifying objectives or dimensions. Click the plus sign [+] to expand each area. Then select checkboxes to include particular objectives or dimensions.

Tip. Searching by **Objectives/Dimensions** is helpful when you want to focus coaching on a particular area. You can review all documentation the teacher has entered in relation to that area.

Author enables you to filter documentation by author. Enter the teacher's first or last name to search for documentation that he or she entered.

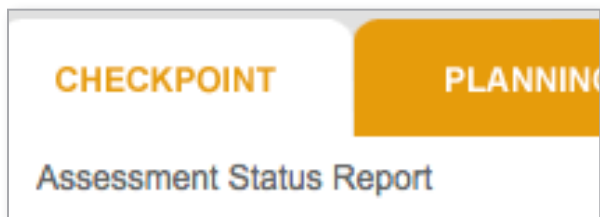
Teaching Strategies GOLD® Online Guide for Administrators

Section 4: Checkpoints



Checkpoints

The “Assessment Status Report” feature is accessed under the **CHECKPOINT** tab. Administrators use this report to check teachers’ progress in entering checkpoint evaluations.



Assessment Status Report

Steps:

From the **CHECKPOINT** tab’s drop-down menu, select **Assessment Status Report**.

Choose the **Program**, **Site**, **Teacher**, **Classroom**, **Children**, **Period**, **Checkpoints**, and **Output** from the various menus.

To create this report for all teachers in one site, leave the **Teacher** field as “Select Teacher.”

To create this report for all classes for one teacher, select the teacher’s name and leave the **Class** field as “Select Class.”

If you choose to include all teachers at the program or site level, choose to view the report at either the site level or teacher level.

When you have made your selections, click **GENERATE REPORT**.

Sample Admin Org — Assessment Status Report

Program
Admin Sandbox Program 1

Site
Admin Sandbox Site 1A

Teacher
Helen Site 1A Teacher 1

Class
Site 1A IT2 Class

Children
[Check All](#) | [Uncheck All](#)
 Alicia
 Lucy Bea
 Mee Yong

Period
 Select Period | Select Year

Checkpoints
 Show only finalized checkpoints
 Show unfinalized and finalized checkpoints

Report Level
 Sites
 Teachers
 Hide Sites and Teachers without Children

Output
 HTML
 PDF
 Excel

GENERATE REPORT

Report Details

Site-level view: The percentages show the completion of checkpoint data entry for all children in each site, for each area of development and learning.

Program A — Assessment Status Report							
Currently Viewing:							
Period: Fall 2010/2011							
Checkpoints: Preliminary and Finalized							
Program: Program A							
Site	Number of Children	Social-Emotional	Physical	Language	Cognitive	Literacy	Mathematics
Site 1	41	98%	98%	98%	98%	98%	98%
Site 2	76	93%	82%	87%	87%	89%	83%

Teacher-level view: The percentages show the completion of checkpoint data entry for all children in each site and classroom, for each area of development and learning. If you select the **HTML** output option, you can click on each classroom name in the report to see the view for a single teacher (a list of all children in the classroom and the status of data entry for each child).

Program A — Assessment Status Report							
Currently Viewing:							
Period: Fall 2010/2011							
Checkpoints: Preliminary and Finalized							
Program: Program A							
Teacher	Number of Children	Social-Emotional	Physical	Language	Cognitive	Literacy	Mathematics
Teachers at Site 1	41	98%	98%	98%	98%	98%	98%
Allie Conners	1	0%	0%	0%	0%	0%	0%
Claudia White	14	100%	100%	100%	100%	100%	100%
Jessica Green	26	100%	100%	100%	100%	100%	100%
Teachers at Site 2	76	93%	82%	87%	87%	89%	83%
Beth Sampson	17	100%	100%	100%	100%	100%	100%
Bob Administrator	0	0%	0%	0%	0%	0%	0%
Susi Soder	14	100%	100%	100%	100%	100%	100%
Wendy Gaer	45	87%	72%	78%	78%	82%	71%

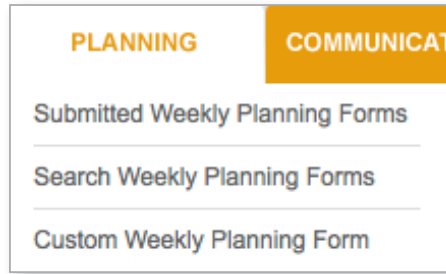
Single-teacher view: The percentages show the completion of checkpoint data entry for each child, for each area of development and learning.

Blue Bears — Assessment Status Report						
Currently Viewing:						
Period: Fall 2010/2011						
Checkpoints: Preliminary and Finalized						
Blue Bears						
	Social-Emotional	Physical	Language	Cognitive	Literacy	Mathematics
Alima Robinson	100%	100%	100%	100%	100%	100%
Brad Allen	100%	100%	100%	100%	100%	100%
Brittany Miller	100%	100%	100%	100%	100%	100%
Brynn Smith	100%	100%	100%	100%	100%	100%
Craig LaChance	100%	100%	100%	100%	100%	100%
Dan Attman	100%	100%	100%	100%	100%	100%
Emily Lacbawan	100%	100%	100%	100%	100%	100%
Hunter Stevens	100%	100%	100%	100%	100%	100%
Jamal Bryant	100%	100%	100%	100%	100%	100%
Kate Endrelunas	100%	100%	100%	100%	100%	100%
Lexi Bondi	100%	100%	100%	100%	100%	100%
Maria Lopez	100%	100%	100%	100%	100%	100%
Molly Parker	100%	100%	100%	100%	100%	100%
Scott Hendrick	100%	100%	100%	100%	100%	100%
Soluna McAdams	100%	100%	100%	100%	100%	100%
Tacia Williams	100%	100%	100%	100%	100%	100%

Planning

In the **PLANNING** tab, you can view “Weekly Planning” forms and add planning fields to customize the form for your site or program.

Place your cursor on the **PLANNING** tab to view the options.

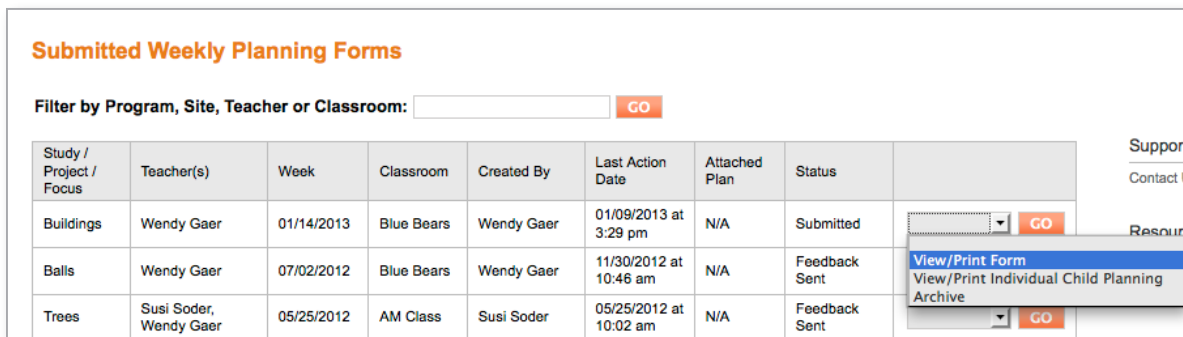


Reviewing a Submitted “Weekly Planning Form”

Steps:

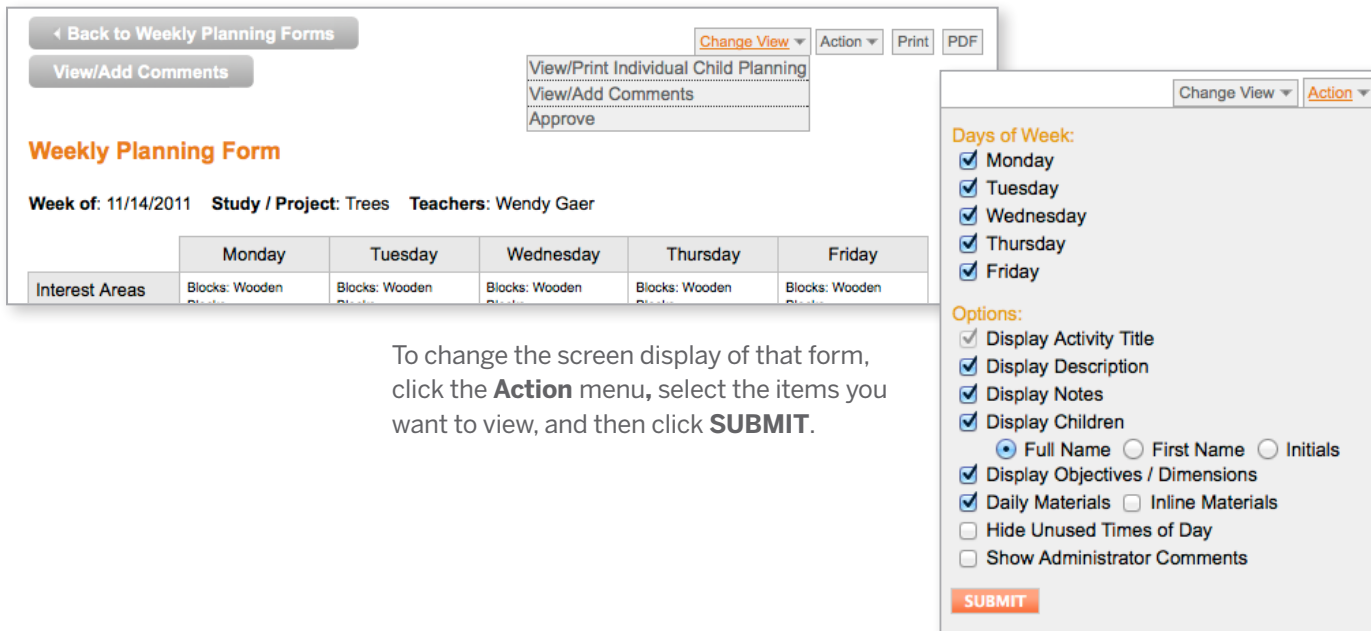
From the **PLANNING** tab’s drop-down menu, select **Submitted Weekly Planning Forms**.

From the list of submitted forms, select **View/Print Form** from the drop-down menu in line with the form you want to review.



Click **GO** to display the form.

To approve the plan, click **Change View** and then click **Approve**.



To change the screen display of that form, click the **Action** menu, select the items you want to view, and then click **SUBMIT**.

Searching for a Particular “Weekly Planning Form”

Steps:

From the **PLANNING** tab's drop-down menu, select **Search Weekly Planning Forms**.

Enter the filters with which you would like to search.

Click **GO**.

Adding a Custom Time of Day to “Weekly Planning” Forms

Steps:

From the **PLANNING** tab's drop-down menu, select **Custom Weekly Planning Form**.

Click **Add Time of Day to Preschool, Pre-K, K** or **Add Time of Day to Infant, Toddlers & Twos**.

The screenshot shows two side-by-side form panels. The left panel is titled 'Add Time of Day to Preschool, Pre-K, K' and the right panel is titled 'Add Time of Day to Infants, Toddlers & Twos'. Both panels have a 'Daily (for Preschool, Pre-K, K)' or 'Daily (for Infants, Toddlers & Twos)' section with '(None)' selected. Below that is a 'Notes (for Preschool, Pre-K, K)' or 'Notes (for Infants, Toddlers & Twos)' section with 'Family Event' selected in a dropdown menu. The 'Family Event' dropdown has an 'x' icon and a dropdown arrow. Below the dropdown is a 'Nutrition' option with an 'x' icon and an up arrow.

Enter a title for **Time of Day**.

Select a **Type** (select **Daily** or **Notes**).

The screenshot shows a form titled 'Time of Day:'. It has a text input field for the title. Below the input field is a checkbox labeled 'Español'. Below that is a 'Type:' section with two radio buttons: 'Daily' and 'Notes'. At the bottom of the form is a red 'SUBMIT' button.

Tip. **Daily** will show a planning box for each day.

Notes will show one section for the week.

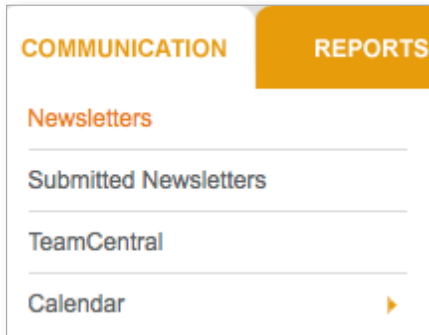
Click **SUBMIT**. The new **Time of Day** will be added to your weekly planning forms.

Communication

The **COMMUNICATION** tab includes the communication features of *Teaching Strategies GOLD*®. You can create and view newsletters and calendars, and approve individuals' access as TeamCentral members.

Place your cursor on the **COMMUNICATION** tab to view the options.

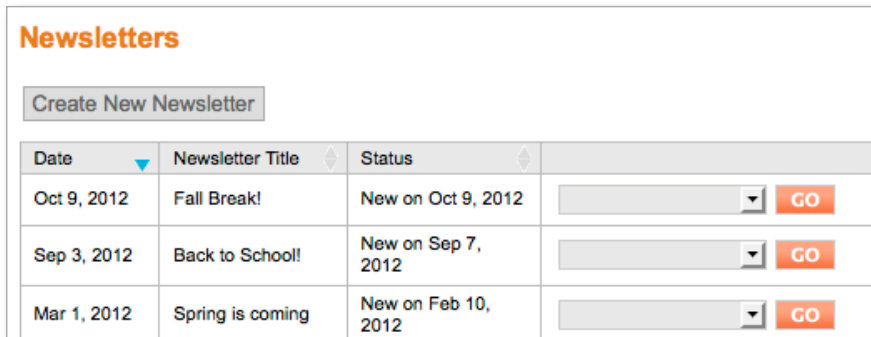
Creating a Newsletter



Steps:

From the **COMMUNICATION** tab's drop-down menu, select **Newsletters**.

Click **Create New Newsletter**.



Click the blue calendar icon to select the **Date**.

Enter a **Newsletter Title**.

Select an **Audience** by clicking the appropriate boxes (multiple selections can be made). Remember to choose the program, site, or classroom.

A screenshot of the newsletter creation form. It includes a 'Date' field with a calendar icon, a 'Newsletter Title' text input field, and an 'Audience' section with checkboxes for 'Administrators', 'Teachers', 'TeamCentral Members', and 'Parents'. Below these are expandable sections for 'Program A', 'Site 1', and 'Site 2', each with a checkbox.

Date: [input field with calendar icon]

Newsletter Title: [input field]

Audience:

Administrators Teachers TeamCentral Members Parents

Program A

Site 1

Site 2

Choose an **Input Method**.

To use an existing PDF or Word document as your newsletter, choose **Upload PDF or Word Document**. Then click **Browse** to choose your newsletter file.

A screenshot of the 'Input Method' section of the form. It has two radio buttons: 'Upload PDF or Word Document' (which is selected) and 'Create Newsletter Online'. Below is a 'Newsletter File' section with a text input field and a 'Browse...' button. A note below the button states: 'Adobe PDF or Microsoft Word format. Maximum file size is 5MB.' At the bottom is a 'SUBMIT' button.

Input Method:

Upload PDF or Word Document Create Newsletter Online

Newsletter File:

[input field] [Browse...]

Adobe PDF or Microsoft Word format. Maximum file size is 5MB.

SUBMIT

Creating a Newsletter, *continued*

To create a newsletter by using *Teaching Strategies GOLD*® options, choose **Create Newsletter Online**.

Click **Add Article** to show an article entry box.

Enter an article title.

Enter text in the “Article Body” box.

Click **Browse** if you would like to add an image to your article.

Note. Images must be JPEG or GIF format.

Click **Add Article** again to title and write another article. You may include as many articles in the newsletter as you would like.

Click **Delete** to remove an article from the newsletter.

When finished, click **SUBMIT**.

Articles:

Article 1 Title:

Article 1 Body:

B ***I*** **U**

Article 1 Image: Delete

Adobe JPEG or GIF format.

[Add Article](#)

To view comments and edit, view, print, send, or delete a newsletter you have created, click the drop-down menu in line with the newsletter. Choose the option you want and then click **GO**.

Create New Newsletter			
Date	Newsletter Title	Status	
Oct 9, 2012	Fall Break!	New on Oct 9, 2012	<input type="button" value="GO"/>
Sep 3, 2012	Back to School!	New on Sep 7, 2012	<input type="button" value="GO"/>
Mar 1, 2012	Spring is coming	New on Feb 10, 2012	<input type="button" value="GO"/>

- Edit Newsletter
- View/Print Newsletter
- View Comments
- Send
- Delete

Submitted Newsletters

This option enables you to view newsletters created by other users in your organization, offer comments, and approve them before they are shared with others.

Steps:

From the **COMMUNICATION** tab's drop-down menu, select **Submitted Newsletters** to open the screen showing all of the newsletters that were submitted to you.

Date	Newsletter Title	Status	Teacher	Class	
Feb 1, 2012	Sample Newsletter	Submitted on Apr 4, 2012	Wendy Gaer	Preschool Class	<input type="text"/> <input type="button" value="GO"/>
Feb 13, 2012	Week of February 13	Submitted on Apr 4, 2012	Wendy Gaer	Blue Bears	<input type="text"/> <input type="button" value="GO"/>
		Submitted on Jan 6			<input type="text"/> <input type="button" value="GO"/>

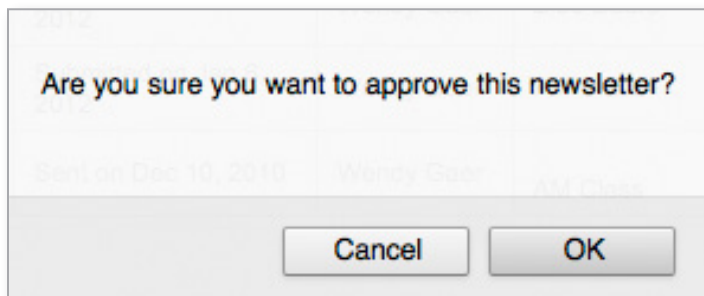
Track across the row of the newsletter you want to see. Click the drop-down menu next to the **GO** button in that row.

Select the action you would like to take with that newsletter.

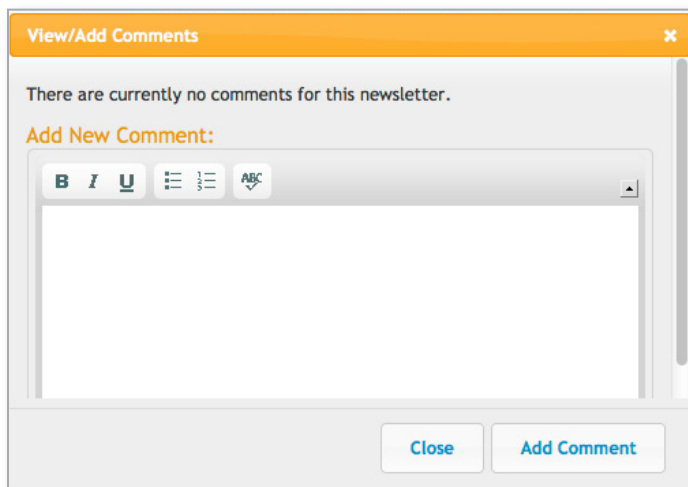
Click **GO**.

Note. Select **View/Print Newsletter** to see what the newsletter will look like when it is sent. Select **Approve** to bring up an approval window.

If you chose the option to approve the newsletter, click **OK**.



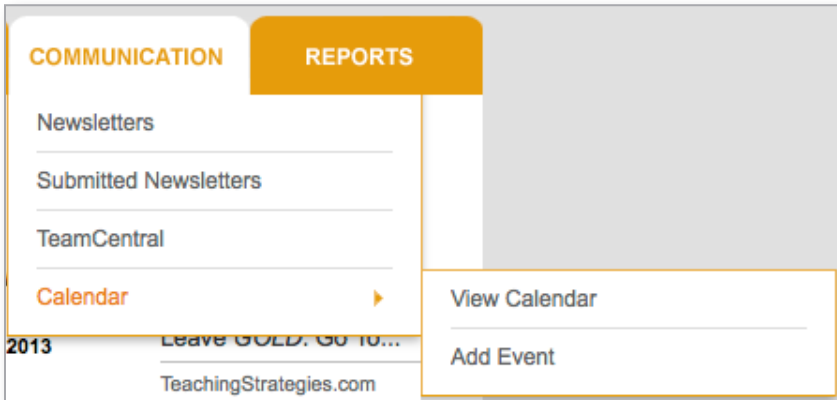
Note. Select **View/Add Comments** to see existing comments and to enter your own comments.



Calendar

Steps:

From the **COMMUNICATION** tab's drop-down menu, select **Calendar** to display the submenu. Select **View Calendar** or **Add Event** to get started.





Viewing a Calendar

Steps:

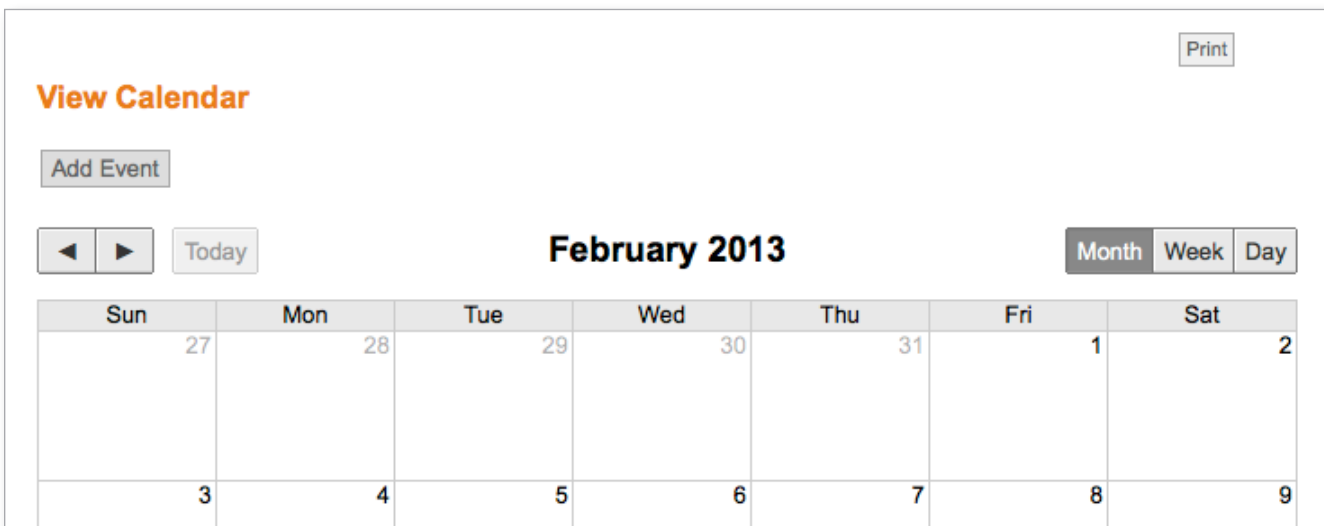
From the **COMMUNICATION** tab's drop-down menu, select **Calendar** to display the submenu.

Select **View Calendar**.

Click   to view past or future months.

Click the **Month**, **Week**, or **Day** buttons to change the calendar view.

Click **Print** in the top right corner of the screen to print the calendar in the current view.



Adding an Event to the Calendar

Steps:

From the **COMMUNICATION** tab's drop-down menu, select **Calendar** to display the submenu.

Select **Add Event**.

Alternatively, you can click the **Add Event** button on the View Calendar screen.

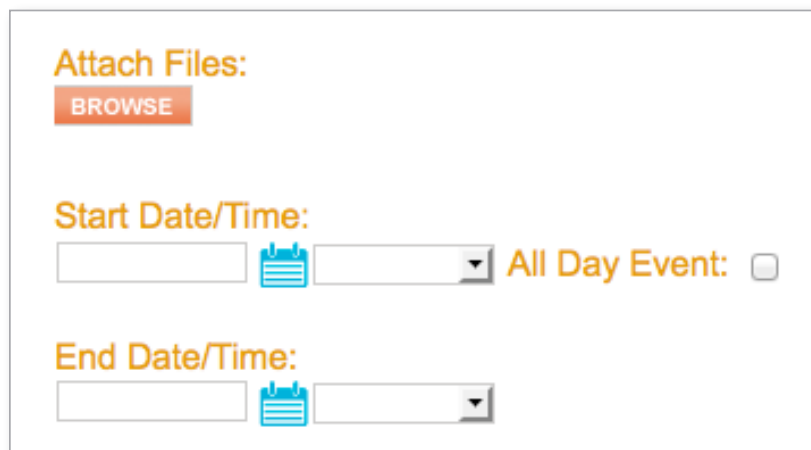
Enter the **Event Name** and **Description**.



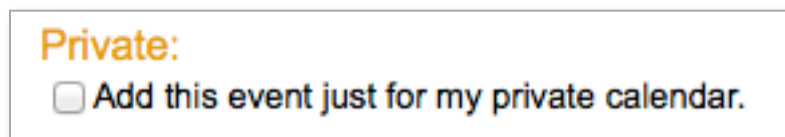
Attach files to an event by clicking the **BROWSE** button.

Enter the **Start Date/Time** of the event.

Enter the **End Date/Time** of the event.



Check the box under **Private** if you want the event to appear only on your private calendar. The **Audience Type** and **Audience** sections will be hidden.



Adding an Event to the Calendar, *continued*

Uncheck **Private** to share the event with others.

Check **Audience Type** and **Audience** to share with individuals, programs, or sites.

Audience Type: ⓘ

Administrators Teachers TeamCentral Members Parents

Audience: ⓘ

- Program A
 - Site 1
 - Site 2
- Program B
 - Preschool A

Select the **Reminder** drop-down menu to set a reminder, which will be sent to you by e-mail according to your settings.

Reminder:

No Reminder

- No Reminder
- 1 Week Before Event Start**
- 1 Day Before Event Start
- 1 Hour Before Event Start
- 30 Minutes Before Event Start

Click **SAVE** to add the event to the calendar.

Reminder:

1 Week Before Event Start

SAVE

The “Growth Report”

The “Growth Report” shows child outcomes over time. Administrators use the “Growth Report” to compare the levels of children’s knowledge, skills, and behaviors at two checkpoint periods.

Steps:

From the **REPORTS** tab’s drop-down menu, select **Growth Report**.

Select the criteria to include in your report. The default setting includes all options in each section.

Use the options under **Areas of Development; Programs, Sites, and Children;** and **Demographics** to narrow your report criteria.

Create Report: Growth Report

Click the plus sign (+) next to any of the

- Areas of Development:** ⓘ
All Areas of Development
- Programs, Sites, and Children:** ⓘ
All Children (Excluding Archived)
- Demographics:** ⓘ
All Demographics Selected

Choose whether to include the **Widely Held Expectations**.

Widely Held Expectations: ⓘ

Please select the checkbox to include Widely Held Expectations on the report.

- Widely Held Expectations

Select an age or class/grade from **Age or Class/Grade at Fall Checkpoint Period**.

Age or Class/Grade at Fall Checkpoint Period: ⓘ

- 1 to 2 years (Orange)
- 2 to 3 years (Yellow)
- Preschool 3 class/grade (Green)
- Pre-K 4 class/grade (Blue)

Select two **Checkpoint Periods**.

Select the use of only finalized checkpoint data or the use of both finalized and unfinalized checkpoint data.

Compare Progress Between Two Checkpoint Periods: ⓘ

--Select Starting Checkpoint-- ▾ --Select Starting Checkpoint First-- ▾

- Unfinalized and Finalized Checkpoint Levels
- Only Finalized Checkpoint Levels

Tip. Using unfinalized data enables you to examine progress during a checkpoint period and possibly increase your data pool, but you run the risk of using data on which a teacher is still working.

The default score format is **Raw Score**.

Raw Score: To calculate an area raw score for a child's knowledge, skills, and behaviors, *Teaching Strategies GOLD*® sums the ratings for each child, based on his or her skills, knowledge, and behaviors for each item (objectives/dimensions) in that area.

Select an option under **Report By** to choose which license level to include.

Score Format ⓘ

Raw Score

Report By: ⓘ

Organization

Organization and Programs

Organization, Programs, and Sites

Organization, Programs, Sites, and Classes

Organization, Programs, Sites, Classes and Child

Hide Sites and Teachers without Children

Tip. For more detailed information about the “Growth Report,” refer to the video tutorial and support documents listed on the right side of the screen.

From the **Display Type** choices, select the detail with which you would like the data to be presented. If you select either **By Objective** or **By Dimension**, you can only export the data for one area at a time.

Display Type: ⓘ

By Area

By Objective

By Dimension

Select which children to include in the report. Select **Only Children With Ratings in Both Checkpoint Periods** to report data only for children who have ratings in both checkpoint periods. Select **All Children With Ratings in Either Checkpoint Period** to report data for children who have ratings in either or both checkpoint periods.

Children to Compare: ⓘ

Only Children With Ratings in Both Checkpoint Periods

All Children With Ratings in Either Checkpoint Period

Tip. Including only children with data from both checkpoint periods may give you a better idea of their growth, but the report might not include all of the children in the program.

The “Individual Child Report”

This report enables you to see how individual children are performing during one or more checkpoint periods. By checking multiple checkpoint periods, you can track each child’s development and learning over time.

Steps:

From the **REPORTS** tab’s drop-down menu, select **Individual Child**.

Select the **Program, Site, Teacher, Class, Children,** and **Period** for which you would like to generate this report.

Program
-- Select Program --

Site
-- Select Program --

Teacher
-- Select Program --

Class
-- Select Program --

Children
--Select Program First--

Period
--Select Program First--

Select specific **Objectives/Dimensions** to choose items for inclusion in the report.

Objectives/Dimensions
Leave unchecked to include all objectives/dimensions

- Social-Emotional ⓘ
- Physical ⓘ
- Language ⓘ
- Spanish Language ⓘ
- Cognitive ⓘ
- Literacy ⓘ
- Spanish Literacy ⓘ
- Mathematics ⓘ
- Science and Technology ⓘ
- Social Studies ⓘ
- The Arts ⓘ
- English Language Acquisition ⓘ

Select the **Checkpoint Levels** to include from **All Levels, Only Checkpoint Levels,** and **Only Finalized Checkpoint Levels.**

Select the **Language** in which you want the report to be generated.

Select an **Output** to choose a format.

Click **GENERATE REPORT**.

Include

- All Levels (Preliminary, Unfinalized, Finalized)
- Only Checkpoint Levels (Unfinalized, Finalized)
- Only Finalized Checkpoint Levels

Language

- English
 - English Family Version: Show Spanish Language and Literacy Objectives/Dimensions in English
- Spanish
 - Spanish Family Version: Show English Language and Literacy Objectives/Dimensions in Spanish

Output

- HTML
- PDF
- Excel

GENERATE REPORT

The “Snapshot Report”

The “Snapshot Report” displays child outcomes data at a given time. It enables you to see the data by area, objective, and dimension. You can also report important demographic information.

Steps:

From the **REPORTS** tab’s drop-down menu, select **Snapshot**.

Use the options under **Standards and Measures; Programs, Sites, and Children**; and **Demographics** to specify the types of data to be included in your report. (To see the options, click the plus signs [+] to the left of the headings. Click the minus signs [-] to hide the lists.)

Select a **Checkpoint Period**.

Select the use of only finalized checkpoint data or the use of both finalized and unfinalized checkpoint data.

Use the options under **Format** to select information for inclusion in the report output.

Format: ⓘ

Organization Name:

Organization Logo:

Subtitle:

Overview:

Standard

Custom

How to Read the Tables and Charts in This Report

Profile of Children Included in this Report

Data in This Report

Charts & Graphs:

Please select from the following options.

Viewing Outcomes Data:

Count

Mean

Percentage

Show Summary by Colored Band (GOLD Standards and Measures only) ⓘ

Show Summary by Organization, Programs, Sites, Classes and Children ⓘ

Organization

Organization and Programs

Organization, Programs and Sites

Organization, Programs, Sites and Classes

Organization, Programs, Sites, Classes and Children

Expectations Display:

Combine Meeting and Exceeding Expectations and show as Meeting/Exceeding Expectations

Snapshot by Dimension ⓘ

The “Alignment Report” feature included in the “Snapshot Report” shows how the skills of children in preschool and pre-K are developing in relation to the expectations in state early learning standards or the *Head Start Child Development & Early Learning Framework*.

The report output is based on the state standards or Head Start alignment selected under **Standards and Measures**.

Click **VIEW AS HTML**, **VIEW AS PDF**, or **VIEW AS EXCEL**® to generate the report as the file type you prefer.

Alignment Report

Alignment Report

To generate the Alignment Report please select an item from the **Standards and Measures** section.

- Organization**
- Organization and Programs**
- Organization, Programs and Sites**
- Organization, Programs, Sites and Classes**
- Organization, Programs, Sites, Classes and Children**

Appendix, Completion Rate

Appendix, Report Criteria

Tip. For more detailed information, watch the video tutorial linked in the “Support” section of the screen.

Forms

Alphabet Knowledge

Steps:

From the **REPORTS** tab's drop-down menu, select **Forms** to view a submenu.

Click **Alphabet Knowledge**.

Click the plus signs [+] to see options for changing the settings.

Select a **Report Type**. You have the option of seeing a "Report by Class" or seeing at least one "Report by Child."

POINT	PLANNING	COMMUNICATION	REPORTS
			<ul style="list-style-type: none"> Widely Held Expectations Performance and Growth Growth Alignment Individual Child Snapshot Forms Interrater Reliability Professional Development Courses OSEP Comparative Recent Reports
			<ul style="list-style-type: none"> Alphabet Knowledge Spanish Alphabet Knowledge Number Concepts Shapes

* Report Type:

- Alphabet Knowledge Report by Class
- Alphabet Knowledge Report by Child: Recognizes Letters
- Alphabet Knowledge Report by Child: Writes Letters
- Alphabet Knowledge Report by Child: Letter-Sound Connection

Tip. You can only run one of these report types at a time. If you decide to run the others, simply close the report that was created, return to this screen, and select a different report type.

Use the options under **Programs, Sites, and Children** and **Demographics** to specify the data to be included in your report.

Select a checkpoint **Period**.

Select an **Output**.

After making all selections, click **GENERATE REPORT**.

* **Period:**

Spring 2012/2013

Include Previous Periods

* **Output:**

HTML

PDF

Excel

GENERATE REPORT

Spanish Alphabet Knowledge

Steps:

From the **REPORTS** tab's drop-down menu, select **Forms** to view a submenu.

Click **Spanish Alphabet Knowledge**.

To generate the report, follow the steps listed above for the "Alphabet Knowledge Form".

"Spanish Alphabet Knowledge" reports should be used when the Spanish language and literacy objectives are enabled for particular children.

- * Report Type:
- Spanish Alphabet Knowledge Report by Class
 - Spanish Alphabet Knowledge Report by Child: Recognizes Letters
 - Spanish Alphabet Knowledge Report by Child: Writes Letters
 - Spanish Alphabet Knowledge Report by Child: Letter-Sound Connection

Number Concepts

Steps:

From the **REPORTS** tab's drop-down menu, select **Forms** to view a submenu.

Click **Number Concepts**.

Click the plus signs [+] to see options for changing the settings.

Select a **Report Type**.

Use the options under **Children, Demographics, Period,** and **Output** to specify the data to be included in your report.

Click **GENERATE REPORT**.

- * Report Type:
- Number Concepts Report
 - Number Concepts Report by Child: Identifies Correctly
 - Number Concepts Report by Child: Associates to a Quantity

Shapes

Steps:

From the **REPORTS** tab's drop-down menu, click **Forms** to view a submenu.

Click **Shapes**.

Click the plus signs [+] to see options for changing the settings.

Select a **Report Type**.

Use the options under **Children, Demographics, Period,** and **Output** to specify the data to be included in your report.

Click **GENERATE REPORT**.

- * Report Type:
- Shapes Report
 - Shapes Report by Child: Identifies
 - Shapes Report by Child: Describes

The “Interrater Reliability Certification Report”

Use this report to monitor the completion status of staff members who are authorized to undertake the interrater reliability certification process.

Steps:

From the **REPORTS** tab’s drop-down menu, select **Interrater Reliability**.

Select **All Programs** and **All Sites** or specify a program and site from the drop-down list.

Select a **Date Filter**.

Select your **Options**.

Select your **Output** preference.

Click **SHOW REPORT**.

The screenshot shows a form titled "Interrater Reliability Certification Report" with the following sections:

- Date Filter:** Three radio buttons: "None" (selected), "Certification Date", and "Certification Expiration Date".
- Options:** Four checkboxes: "Show All Data" (checked), "Show Starting and Completion Dates for All Rounds", "Show Results by Area", and "Show Certification Date and Expiration Date".
- Output:** Three radio buttons: "HTML", "PDF", and "Excel".
- A red "SHOW REPORT" button at the bottom.

The “Professional Development Course Completion Report”

Use this report to monitor staff members’ status with regard to the completion of *Teaching Strategies GOLD*® online professional development courses.

Steps:

From the **REPORTS** tab’s drop-down menu, select **Professional Development Courses**.

You can select **All Programs** and **All Sites** or select a specific program and site.

Select whether you want to **Include** users who have completed, are making progress in completing, and/or have not started the course.

Select your **Output** preference.

Select **SHOW REPORT** to generate the report.

The screenshot shows a form titled "Professional Development Course Completion Report" with the following sections:

- Program:** A dropdown menu with "-- All Programs --" selected.
- Site:** A dropdown menu with "-- All Sites --" selected.
- Include:** Three checkboxes: "Users completed" (checked), "Users in process" (checked), and "Users not started" (unchecked).
- Output:** Three radio buttons: "HTML", "PDF", and "Excel".
- A red "SHOW REPORT" button at the bottom.

The “Comparative Report”

In *Teaching Strategies GOLD*®, children’s skill levels are scored for each objective or dimension.

The “Comparative Report” enables users to compare children’s scores to widely held expectations, to a nationally representative sample of children who have been assessed with *Teaching Strategies GOLD*®, or to a readiness benchmark for a child’s readiness as he or she moves from pre-K toward kindergarten entry.

Steps:

From the **REPORTS** tab’s drop-down menu, select **Comparative Report**.

Select the criteria to include in your report. The default setting includes all options in each section.

Use the options under **Areas of Development**; **Programs, Sites, and Children**; and **Demographics** to narrow your report criteria.

Choose whether to compare children’s data to **Widely Held Expectations**, **National Normative Sample**, or **GOLD Readiness**.

Choosing **Widely Held Expectations** enables users to compare data for a group of children to determine if the children’s skills, knowledge, and behavior are below, meeting, or exceeding widely held expectations.

Choosing **National Normative Sample** enables users to compare children’s data to a nationally representative sample.

Choosing **GOLD Readiness** enables users to measure a child’s readiness as he or she moves from pre-K toward kindergarten entry.

Once you have selected an option under **Compare to**, an additional selection option appears. Options will be dependent on what you select under **Compare to**.

Areas of Development: ⓘ
All Areas of Development

Programs, Sites, and Children: ⓘ
All Children (Excluding Archived)

Demographics: ⓘ
All Demographics Selected

Compare to: ⓘ

Widely Held Expectations

National Normative Sample

GOLD Readiness

Widely Held Expectations for: ⓘ

Birth to 1 year (Red)

1 to 2 years (Orange)

2 to 3 years (Yellow)

Preschool 3 class/grade (Green)

Pre-K 4 class/grade (Blue)

Kindergarten (Purple)

Any single age or class/grade can be selected when you choose **Widely Held Expectations**.

National Normative Sample for: ⓘ

Preschool 3 class/grade (Green)

Pre-K 4 class/grade (Blue)

Kindergarten (Purple)

Select **Preschool 3 class/grade (Green)**, **Pre-K 4 class/grade (Blue)**, or **Kindergarten (Purple)** when you choose **National Normative Sample**.

GOLD Readiness for: ⓘ

Kindergarten Entry

The default selection is **Kindergarten Entry** when you choose **GOLD Readiness**.

Select one or more **Checkpoint Periods**.

Select the use of only finalized checkpoint data or the use of both finalized and unfinalized checkpoint data. To select more than one checkpoint period, hold down the “control” key on your keyboard and use your mouse to select which periods you would like to report on.

Checkpoint Period(s): ⓘ

- Fall 2010/2011
- Winter 2010/2011
- Spring 2010/2011
- Fall 2011/2012
- Winter 2011/2012

Unfinalized and Finalized Checkpoint Levels

Only Finalized Checkpoint Levels

Tip. Using unfinalized data enables you to examine comparative data during a checkpoint period and possibly increase your data pool, but you run the risk of using data on which a teacher is still working.

Choose which children to include in the report. Select **Only Children With Ratings in All Checkpoint Periods** to report data only for children who have ratings in both checkpoint periods. Select **All Children With Ratings in Any Checkpoint Period** to report data for children who have ratings in either or both checkpoint periods.

Children to Compare: ⓘ

Children in All Checkpoint Periods

Children in Any Checkpoint Period

Tip. Including only children with ratings from both checkpoint periods may give you a better idea of the growth in your program, but the report might not include results for all children in your program.

Display Type: ⓘ

Tables

Charts

Select an option under **Display Type** to choose which display to include.

When selecting **Widely Held Expectations** or **National Normative Scores**, the user can choose to include tables or charts.

When selecting **GOLD Readiness**, the user's only display type option is tables.

Report Level: ⓘ

- Organization
- Organization and Programs
- Organization, Programs, and Sites
- Organization, Programs, Sites, and Classes
- Organization, Programs, Sites, Classes and Child

When the user chooses **Tables** as the display type, an additional report criteria selection appears: **Report Level**.

Select an option under **Report Level** to choose which license level to include.

Report Type: ⓘ

Detailed

Summary

When the user chooses **GOLD Readiness** under **Compare to**, an additional report criteria selection appears: **Report Type**.

Select an option under **Report Type**. Selecting **Detailed** will include the following data in the report output: a widely held expectation range for each area; widely held expectations data; the **Readiness Benchmark** for each area; and **Readiness** data. Selecting **Summary** will include the following data in the report output: a widely held expectation range for each area; the **Readiness Benchmark** for each area; and **Readiness** data.

Tip. For more detailed information about the “Comparative Report,” refer to the support documents listed on the right side of the screen.



We hope that you found this *Guide* to be useful and informative.
If you have further questions or require additional support, just e-mail us at **Implementation@TeachingStrategies.com** or call *Teaching Strategies GOLD*® support at **866.736.5913**.

Thank you for using *Teaching Strategies GOLD*®!

