

# Teach



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The **TEACH** area provides planning functionality to help you link your assessment data with instruction. Here you'll find weekly and monthly planning calendars and digital curriculum assets.

Within the Teach **SUB-NAVIGATION BAR** you'll find three options: **MONTH**, **WEEK**, and **WEEKLY TEMPLATE**.

**MONTH** shows your monthly calendar view. Here you'll see a high-level snapshot of what topics you'll be covering throughout the month. In the monthly view you can:

- Add studies (for subscribers to The Creative Curriculum®, Digital Resources)
- Remove studies (for subscribers to The Creative Curriculum®, Digital Resources)
- Modify days
- Clear days

**WEEK** shows your weekly calendar view. Your weekly calendar will provide more detail into your daily schedule of activities. In the weekly view you can:

- Add activities
- Delete activities
- Reorder your day
- View Archived Weekly Plans
- Print your calendar
- Submit a weekly plan
- Share plans with families

**WEEKLY TEMPLATE** allows you to customize your weekly calendar view. Changes made to your template will be reflected in your weekly calendar view week-after-week. In the weekly template you can:

- Add to your template
- Delete from your template
- Reorder your template

The screenshot displays the MyTeachingStrategies interface for a weekly calendar view from June 10 to 15, 2018. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' icons. The calendar grid shows a consistent daily schedule for each day of the week. Each day's entry includes a 'Choice Time' section with a library of books, a 'Question of the Day' section with a specific question, a 'Large Group' section with movement, discussion, and writing activities, a 'Read-Aloud' section with a book title, a 'Small Group' section with an ITE option, and a 'Mighty Minutes' section with a specific activity. A sidebar on the left provides various management options such as 'Add Activity', 'Delete Activity', 'Reorder', 'Upload a Document', 'View Archived Weekly Plans', 'Print', 'Submit', and 'Share with Family'. The interface is designed for easy navigation and planning of daily classroom activities.

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## Setting Up Your Weekly Template

By setting up your weekly template you can automatically populate your weekly plans with your classroom schedule. You can add, delete, or reorder times of day within the template to reflect your classroom schedule.

When you first access the Teach area, your calendars will be blank. Follow the steps below to customize your calendars.

The screenshot shows the 'Settings' page for the 'Weekly Template' in the 'Teach' section of MyTeachingStrategies. The page is for a 'Pre-K Class' and is labeled 'MT'. The main content is a grid of activity slots for Monday through Friday. The slots are organized into rows and columns. The rows represent different activities, and the columns represent the days of the week. The activities listed are: Choice Time, Question of the Day, Large Group, Read-Aloud, Small Group, Mighty Minutes, Outdoor Experiences, Family Partnerships, and Wow! Experiences. Each slot has a radio button next to it, indicating it can be selected or deselected. A 'Save' button is located at the bottom right of the grid.

From the sub-navigation, select **WEEKLY TEMPLATE**.

If your classroom has additional digital curriculum resources, the template will already include times of day coming from the At-a-Glance section of the *Teaching Guides*. Otherwise, the template will be blank and can be customized as needed.

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### Adding Times of Day to Your Weekly Template

To add times of day to the Weekly Template, follow these steps:

Select **ADD TO TEMPLATE**.

Select one or more days of the week that you wish to modify, then select **NEXT**.

Select a time of day from the drop-down menu, and then select **DONE**.

The time of day that you selected will now appear on the Weekly Template for the day(s) selected.

If you select the “Custom” time of day, you can click into the title of that time of day and rename it.

Select **SAVE** to recalibrate your template.

### Deleting Times of Day from Your Weekly Template

To delete times of day from your Weekly Template, follow these steps:

Select **DELETE FROM TEMPLATE**.

Choose the desired times of day to remove and select **DONE**.

Select **SAVE** to recalibrate your template.

*Note for The Creative Curriculum®, Digital Resources users: Times of day that are automatically populated from The Creative Curriculum® cannot be deleted.*

### Reordering Times of Day in Your Weekly Template

To reorder times of day in your Weekly Template, follow these steps:

Select **REORDER**.

Drag and drop times of day to where you’d like them to appear on your schedule and select **DONE**.

Select **SAVE** to recalibrate your template.

The screenshot shows the 'Settings' page for a 'Weekly Template' in the MyTeachingStrategies application. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' icons, along with 'Pre-K Class' and 'MT' indicators. The main content area is a grid with columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for different activity types: Choice Time, Question of the Day, Large Group, Read-Aloud, Small Group, Mighty Minutes, Outdoor Experiences, Family Partnerships, and Wow! Experiences. Each cell in the grid contains a dropdown menu with the activity name. On the left side, there is a sidebar with three buttons: 'Add To Template' (with a plus icon), 'Delete From Template' (with a minus icon), and 'Reorder' (with a plus icon). At the bottom right of the grid, there is a 'Save' button.

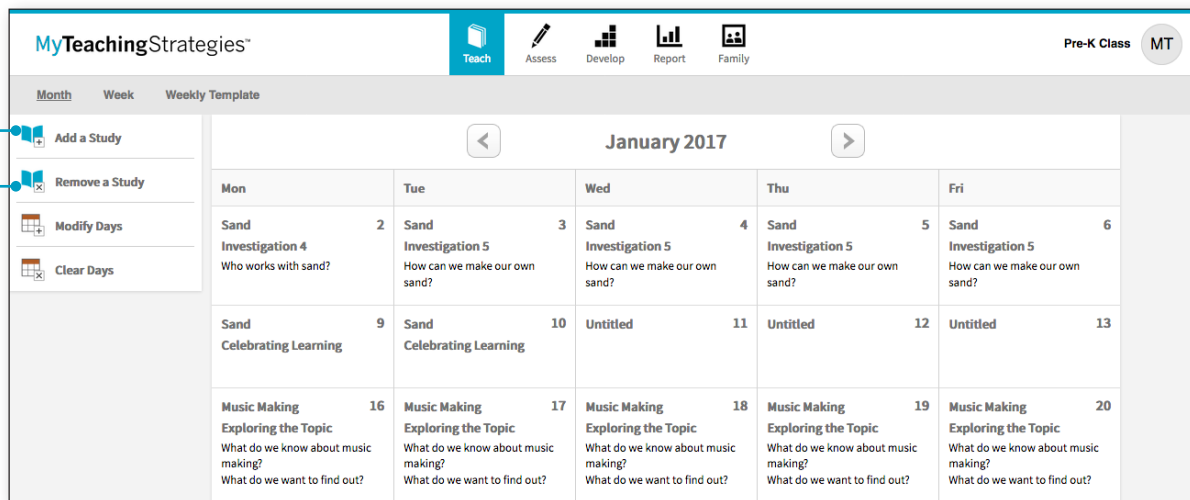
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# Customizing Your Monthly Calendar

You can customize your monthly calendar to account for holidays, school closures, or any other deviations from your typical schedule. You can also clear any days you have modified if there is a change.

Reference the “Additional Information for Preschool and Kindergarten Classrooms” section later in this guide for more information on this functionality.

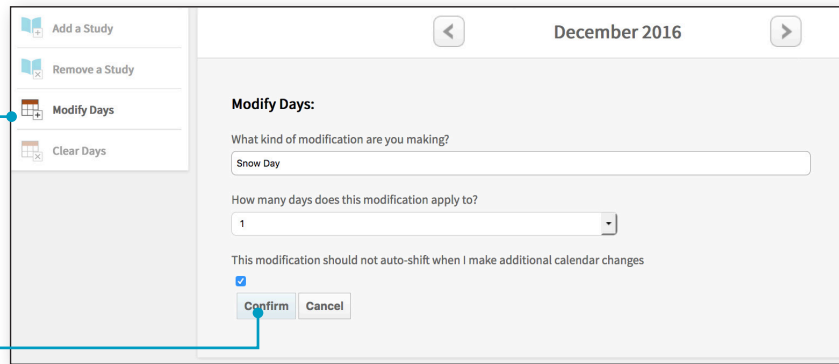
Preschool and Kindergarten subscribers to the digital curriculum resources have the option to add and remove studies from *The Creative Curriculum*®.



## Modifying Days

Select or tap **MODIFY DAYS** on the left-hand side of the screen; then select a day on the calendar you wish to modify.

Type in the modification you wish to make (e.g., Thanksgiving, Professional Development Day, Snow Day), choose how many days this customization affects, and then select **CONFIRM**.



Your customized day(s) now appears on the calendar. What was originally planned on that day has now automatically moved to the next day.

## Clearing Days

To remove any modified days on your calendar, select **CLEAR DAYS** on the left-hand side of the screen.

Select the day you wish to clear in your calendar, then select **SAVE**.

The modified day is now removed from your calendar. Any planned days that were moved to a future date to accommodate the original modification will now automatically shift back.

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# Customizing Your Weekly Calendar

Once you've set up a template and used the monthly features, your weekly calendar will update to reflect these plans. You can also modify your weekly calendar to add additional activities beyond what is coming from your weekly template. You can also delete any activities and reorder a particular week's schedule.

## Adding *Intentional Teaching* Experiences/Opportunities

If you select **CUSTOM ACTIVITY**, use the Custom Activity form to create an activity and select "Add to Plan."

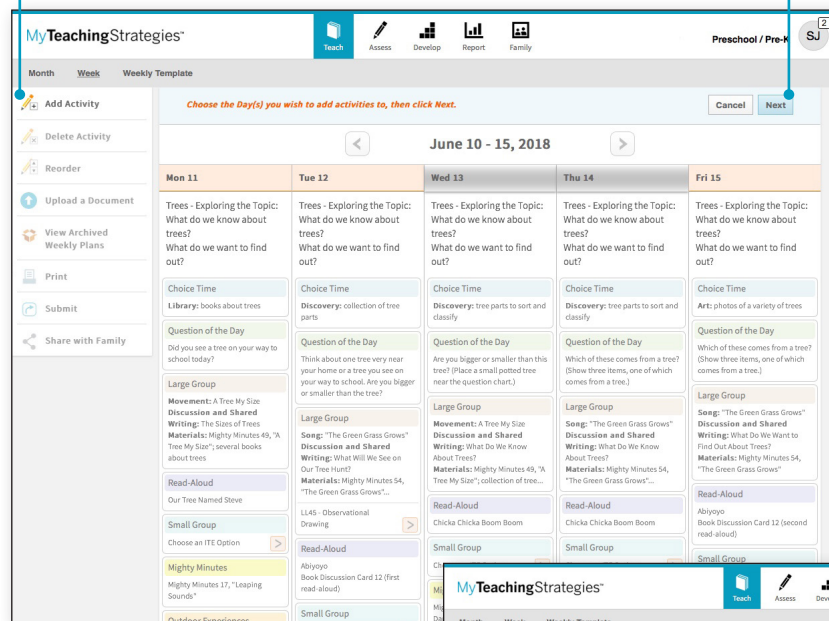
If you select **INTENTIONAL TEACHING EXPERIENCE/ OPPORTUNITY**, follow the step-by-step instructions on how to purposefully use the Class Profile to plan for *Intentional Teaching* experiences or opportunities.

### What is an *Intentional Teaching* Experience or Opportunity?

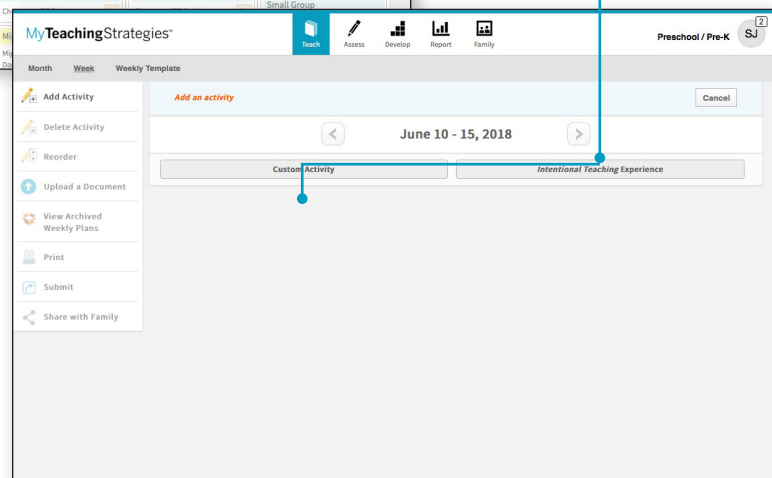
*Intentional Teaching* experiences or opportunities are activities designed to help you support individualized instruction for children in small-group, large-group, or one-on-one settings. If using *MyTeachingStrategies*® to plan for a preschool classroom, you will use *Intentional Teaching* experiences. For infants, toddlers, and twos classrooms, you'll see *Intentional Teaching* opportunities. If using *GOLD*®, *MyTeachingStrategies*® will draw from the most recent assessment information available for each child in your classroom to help you plan for and teach these experiences/opportunities. While teaching, you will have the opportunity to add documentation with preliminary levels into children's portfolios.

Select **ADD ACTIVITY** from the left-hand side of the screen.

Select the days of the week you wish to add activities to; then select **NEXT**.



Select either **CUSTOM ACTIVITY** or **INTENTIONAL TEACHING EXPERIENCE/OPPORTUNITY**.



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## Adding Custom Activities

You can create your own custom activities to add to your weekly plans. These activities can be saved and used again for future weekly plans.

Select any unplanned time of day on your weekly calendar and select **NEXT**.

Select **CUSTOM ACTIVITY**.

Add a title and a description under “What You Do,” select a time of day, select any related objectives/dimensions, select the children participating in the activity, and select if you wish to save this activity to your library for future use.

If you have saved custom activities, you can select one to prefill the items.

Select **SAVE** to add the activity to your plan.

Note for *The Creative Curriculum*®, Digital Resources users: Times of day that are automatically populated from *The Creative Curriculum*® cannot be deleted.

The screenshot displays the 'Add Activity' interface in MyTeachingStrategies. At the top, the navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs, with 'Teach' selected. The user is logged in as 'SJ' and is in the 'Preschool / Pre-K' section. The main content area is titled 'Add an activity' and shows a calendar for 'June 10 - 15, 2018'. Below the calendar, the 'Custom Activity' form is visible, with instructions: '(Select children, name your activity and a note, click to save to add to calendar)'. The form includes an 'Activity Name' field, an 'Activity Type' dropdown menu (set to 'Choice Time'), and a 'What You Do' rich text editor. Below the editor are sections for 'Activity Library +', 'Select Children +', and 'Objectives and Dimensions: +'. The 'Objectives and Dimensions' section has checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri), with 'Wed' and 'Thu' selected. There is also a 'Save to my library' checkbox. At the bottom right of the form are 'Cancel' and 'Add to Plan' buttons. A blue question mark icon is located in the bottom left corner of the interface.

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## Deleting Activities from Your Weekly Calendar

To delete an activity you have added from your weekly calendar, select **DELETE-ACTIVITY** from the left-hand side of the screen.

Choose any activity from your weekly calendar you wish to delete and then select **SAVE**.

## Reordering Times of Day in Your Weekly Calendar

To reorder times of day in your weekly calendar, select **REORDER** on the left-hand side of the screen.

Drag and drop times of day to reflect the order that you want them in, then select **SAVE**.

## Upload a Document

To upload documents to your weekly plans, select “Upload a Document”. This can be used to supplement the Intentional Teaching experiences/opportunities and custom activities you have planned for in the Teach area with additional resources created outside of *MyTeachingStrategies*®.

## View Archived Weekly Plans

To access your past Weekly Planning Forms, from the previous version of *GOLD*®, select **VIEW ARCHIVED WEEKLY PLANS**. This list does not include weekly plans created in *GOLDPlus*® or *MyTeachingStrategies*®. Those weekly plans can be accessed through the calendar in the Week view.

## Print

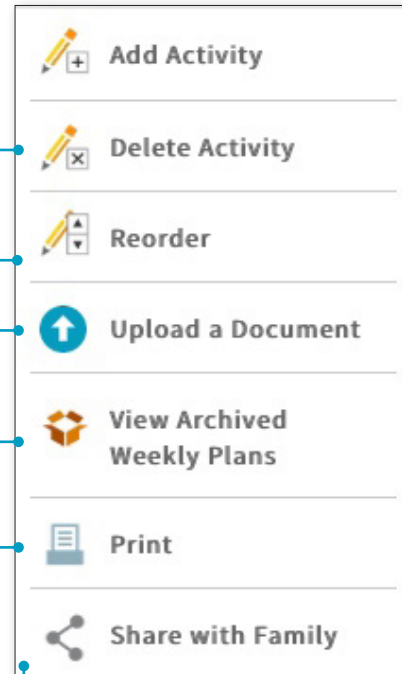
To print your weekly plan, select **PRINT** on the left-hand side of the screen.

You can customize how the printed plan appears by including or removing a print view, the days of the week, display options, and the times of day. Then, select **SUBMIT**.

A PDF of your weekly plan will generate in a separate browser tab, where you can save to your computer, or print.

## Share with Family

To share your weekly plan with family members who have accounts for *MyTeachingStrategies*®, select **SHARE WITH FAMILY**. Next, choose the names of the children whose families you want to share with, then select **SUBMIT**.



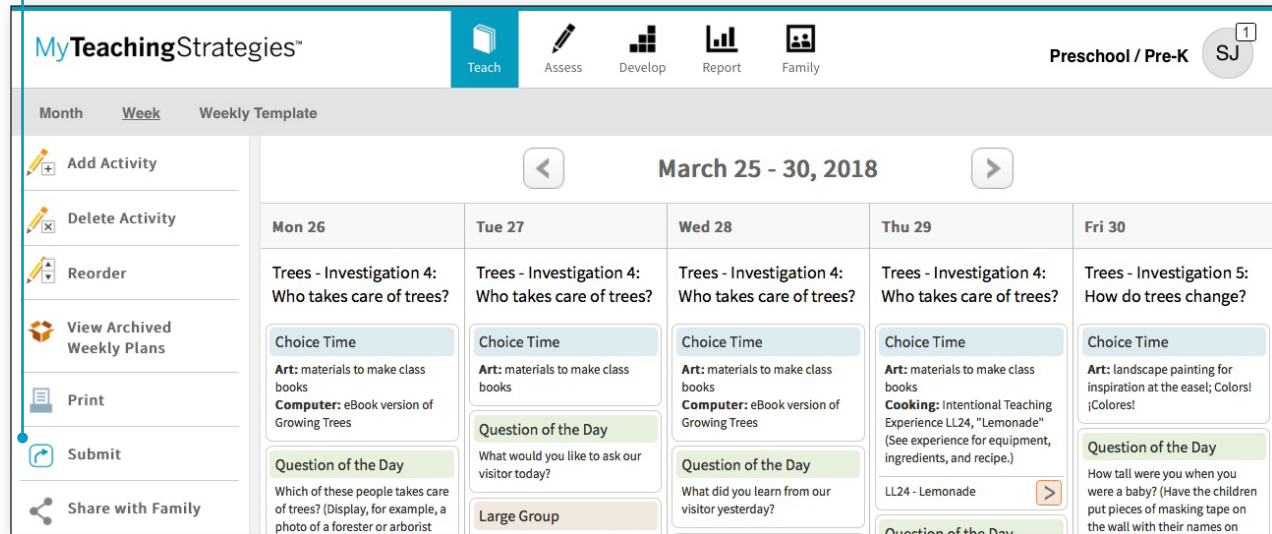


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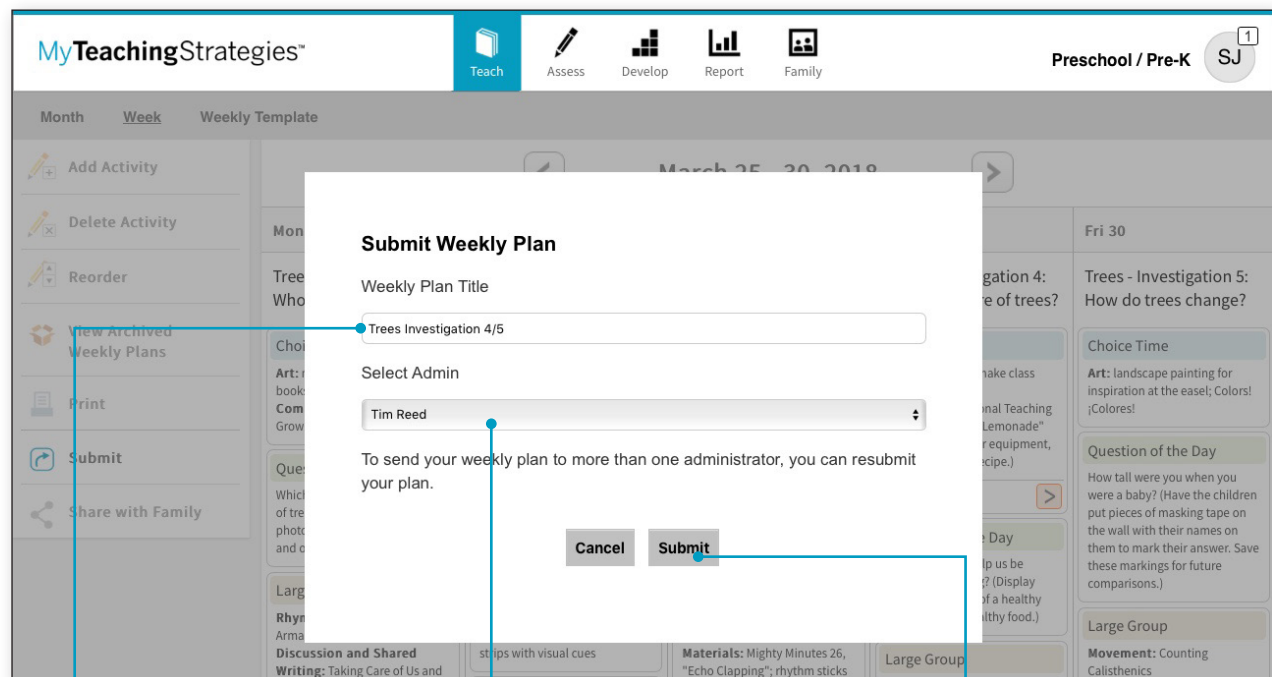
## Submitting Weekly Plans

Once you've added plans to your weekly calendar, you can submit your plans to an administrator.

In the Week view, select **SUBMIT** from the left-hand navigation bar.



A new screen will appear asking you to provide a title for your weekly plan.



1 Add a title for your weekly plan.

2 Select the administrator you'd like to share the plan with. You can only share your plan with one administrator at a time. If you'd like to share your plan with more than one administrator, please follow these steps again.

Click **SUBMIT** to share your weekly plan with your administrator.

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## Upload Documents to Weekly Plans

Teachers can now upload documents to their weekly plans! This is a great feature for teachers who wish to supplement the Intentional Teaching experiences/opportunities and custom activities they have planned for in the Teach area with additional resources created outside of MyTeachingStrategies®.

To upload a document to a weekly plan:

- 1 While in the Teach area
- 2 View the week you are about to plan for

The screenshot shows the MyTeachingStrategies interface. At the top, there's a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs. Below that, a 'Weekly Template' for 'June 3 - 8, 2018' is displayed. The interface is divided into columns for each day of the week (Mon 4, Tue 5, Wed 6, Thu 7, Fri 8). Each day contains various activity cards like 'Choice Time', 'Question of the Day', 'Large Group', and 'Discussion and Shared Writing'. A 'Submit Weekly Plan' dialog box is overlaid on the interface, with the 'Submit' button highlighted. A third step is indicated: '3 Select UPLOAD A DOCUMENT'.

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**1** Select the days you wish to upload the document

**2** select **ADD FILE** to choose a file from your device to upload.

**3** We recommend uploading a PDF to maintain your desired formatting, but you can also upload a Word document, .png image file, .jpg image file, or .jpeg image file to the plan, with a size limit of 5MB. Once you have selected a file, select **SUBMIT**

An **UPLOADED DOCUMENT** time of day will then appear for each selected day at the top of your weekly plan with a link to the document. Selecting the link will open the uploaded document in a separate tab.

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## Managing Uploaded Documents

The **UPLOADED DOCUMENT** time of day can be utilized like any other time of day on your calendar. You can delete any **UPLOADED DOCUMENT** times of day to remove them from your calendar, and you can reorder any **UPLOADED DOCUMENT** time of day to position it in your schedule.

## Uploading Additional Documents

You can upload as many documents created outside of *MyTeachingStrategies*® as you wish to each weekly plan, for any day or week. This will add multiple **UPLOADED DOCUMENT** times of day to your weekly plan, which you can then manage as you see fit.

## Sample Weekly Plan Templates from *The Creative Curriculum*®

We have provided several weekly plan templates in the Support and Resources library on the **WEEK** page to use for uploading. These templates, from *The Creative Curriculum*®, are editable PDFs. Download one for Infants, Toddlers, & Twos, for Preschool, or for Kindergarten, type in your planned activities, then upload to your plan!

## Printing, Submitting to Administrators, and Sharing with Families

When you print your weekly plan, submit your plan to administrators, or share your plan with family members, any uploaded documents will be attached to the end of the PDF.

1

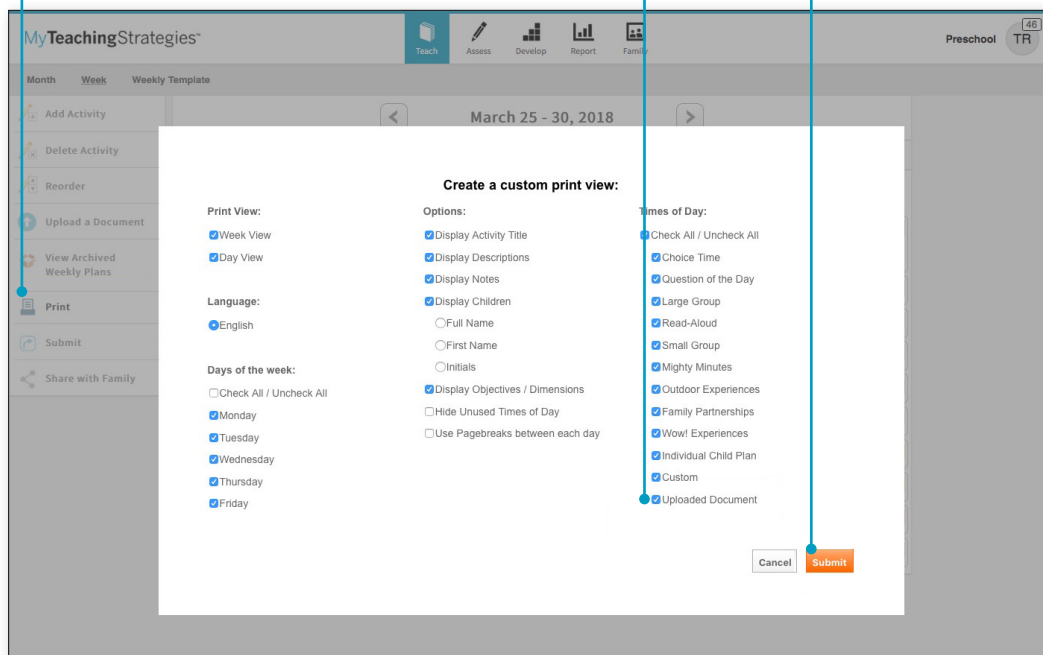
To remove these documents, select **PRINT**.

2

uncheck **UPLOADED DOCUMENT** before generating the PDF to print.

3

Once you have unchecked this option and saved, uploaded documents will also be removed when submitting weekly plans to administrators for approval and sharing weekly plans with family members.



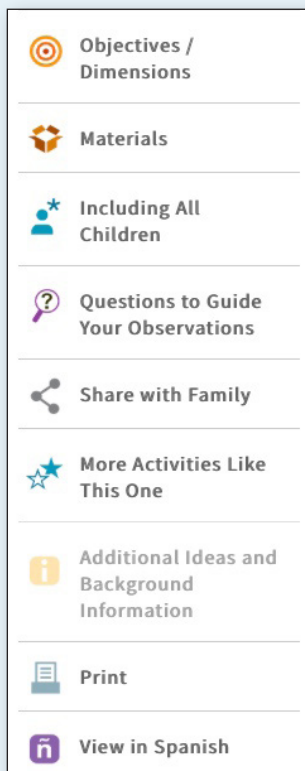
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## Teaching with an *Intentional Teaching Experience/Opportunity*

Each *Intentional Teaching* experience/opportunity includes step-by-step “What You Do” instructions and an embedded, color-coded teaching sequence that offers guidance on how to adapt the experience/opportunity for each individual child.

Children’s names appear within the teaching sequence based on the most recent preliminary ratings or checkpoint ratings that you have entered. The guidance that appears alongside children’s names can be used to promote each child’s development and learning for the knowledge, skills, and abilities of the experiences/opportunities primary objective/dimension.

If children join mid-experience/opportunity, include them by simply choosing their names in the Teaching Sequence and selecting **SAVE**.



### ***Intentional Teaching Experience/Opportunity* Navigation**

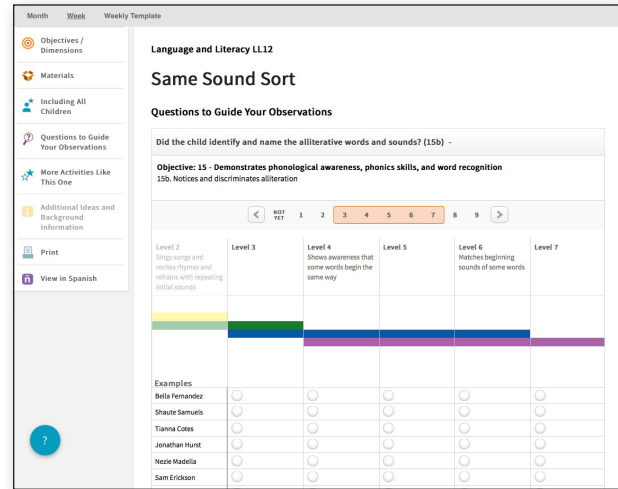
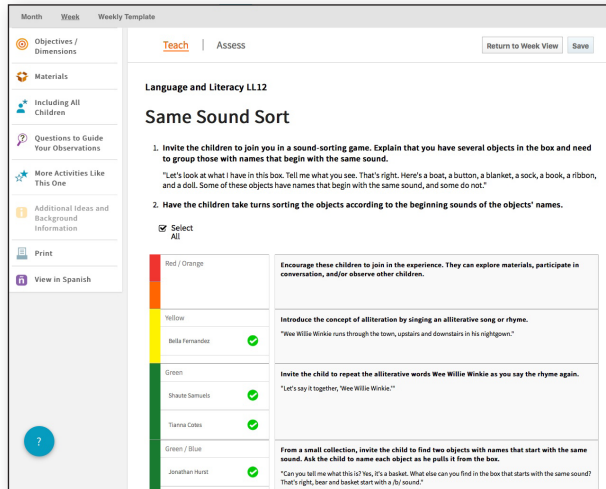
Within an *Intentional Teaching* experience/opportunity, the left-hand navigation bar provides helpful resources to assist your teaching practice.

- Objectives/Dimensions lists the primary objective/dimension and any related objectives/dimensions for the experience/opportunity.
- Materials offers a list of the materials needed for the experience/opportunity.
- Including All Children offers guidance on including children with special needs or children who are English- or dual-language learners.
- Questions To Guide Your Observations helps you focus your observation planning; these questions also appear in the “Assess” feature.
- Make A Family Connection offers the option to print or share *LearningGames*® with family members.
- Additional Ideas And Background Information provides further guidance to support your teaching.
- Print offers the option to print the *Intentional Teaching* experience/opportunity with the children’s names embedded in the Teaching Sequence.
- View in Spanish reveals the Spanish version of the *Intentional Teaching* experience/opportunity.

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# Adding Documentation While Using an *Intentional Teaching* Experience

You can assess children’s knowledge, skills, and abilities while teaching with *Intentional Teaching* experiences by adding documentation with preliminary levels.



While teaching with an *Intentional Teaching* experience, toggle from the **TEACH** area to the **ASSESS** area. Here you will find the Questions to Guide Your Observations; select a question to reveal that question’s related objective’s/dimension’s progression.

The children taking part in the *Intentional Teaching* experience appear beneath the progression. To answer the question, select a level for each child.

You can select another question if you would like; otherwise, select **SAVE** when you are done. This will add documentation with the selected preliminary levels into each child’s portfolio.

In each child’s portfolio, the documentation will appear with a system-generated observation note explaining the experience, as well as any included preliminary levels. This will also appear within the progressions at checkpoint time, so you can use this documentation to inform your final checkpoint decisions.

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# Viewing an *Intentional Teaching* Experience/Opportunity in Spanish

To view an *Intentional Teaching* experience/opportunity in Spanish:

Navigate to a specific *Intentional Teaching* experience/opportunity.

Select **VIEW IN SPANISH** in the left-hand navigation.

**Additional Ideas and Background Information**

**Print**

**View in Spanish**

**2. Talk about the book with the child. Point to th**

"What's happening in this picture? What is the girl doing?"

Select All

|                |  |
|----------------|--|
| Red / Orange   | <b>Encourage these conversation, an</b>                              |
| Yellow / Green | <b>As the child pret pictures to name</b><br>"Benny, I see, the ma   |
| Green / Blue   | <b>As the child pret on each page. Of</b><br>"You're right, the fish |

Bella Fernandez

While viewing in Spanish, you can select specific children and add it to your plan. The experience/opportunity will then be in Spanish when you go to teach.

Select **VIEW IN ENGLISH** in the left-hand navigation to switch the language back to English.

MyTeachingStrategies®

Teach | Assess

Return to Week View | Add to Plan

**Lenguaje y Lectoescritura LL64**

**¿Me lees?**

1. **Siéntese con un niño mientras él escoge un libro para leer. Hable con el niño mientras mira las imágenes y palabras.**  
"Jane, estás mirando el libro sobre un camión que tuvo una aventura. ¿Puedo mirar el cuento contigo?"

2. **Hable acerca del libro con el niño. Señale las imágenes y palabras y pídale que le cuente la historia.**  
"¿Puedes mirar las imágenes y contarme lo que está pasando?"

Select All

|                |   |
|----------------|---|
| Red / Orange   | <b>Anime a estos niños a participar en la experiencia. Ellos pueden explorar los materiales, ser parte de la conversación y/u observar a los otros niños.</b>   |
| Yellow / Green | <b>Mientras el niño hace como si estuviera leyendo un libro, observe si trata cada página como una unidad separada y utiliza las imágenes para hacer y describir lo que ve en cada página. Haga preguntas indirectas, según sea necesario.</b><br>"Benny, ya veo, el hombre está corriendo detrás del perro. ¿Qué pasa en la página siguiente?" |
| Green / Blue   | <b>Mientras el niño hace como si estuviera leyendo, guíelo para que use algo del lenguaje del texto y para que describa la acción de una página a otra. Ofrezca ayuda según sea necesario.</b><br>"¿Tienes razón el pez nadó adonde la ballena y dijo 'ياها، ياها، ياها، ياها' ¿Qué hace el pez después?"                                       |

Bella Fernandez

Shaute Samuels

Tim Reed

Troy Johnson

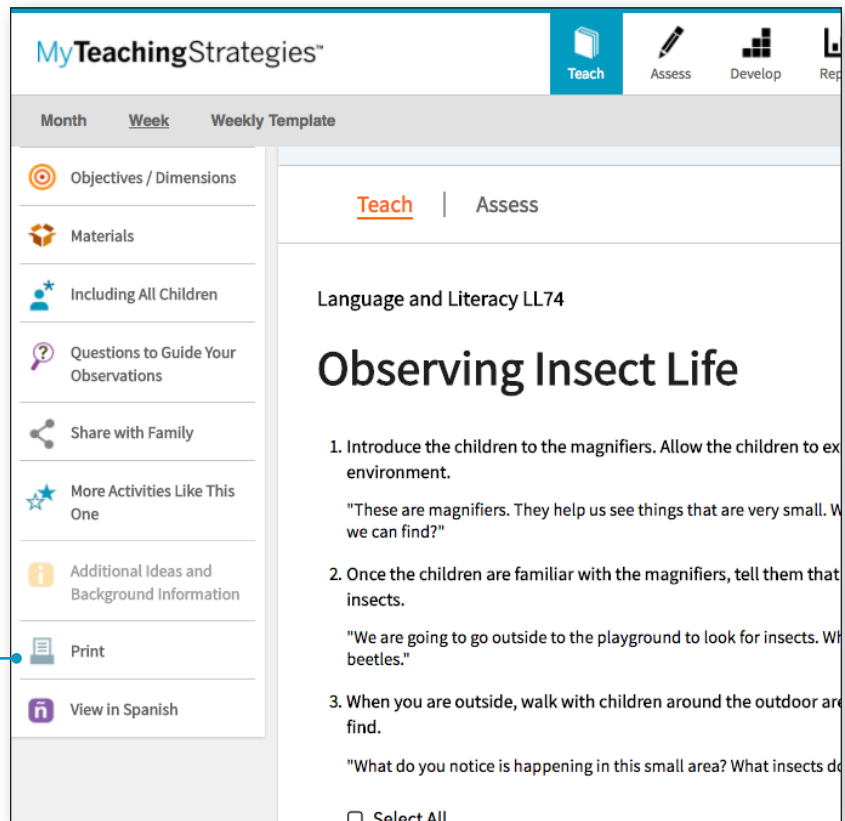
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# Printing an *Intentional Teaching* Experience/Opportunity

To print an *Intentional Teaching* experience/opportunity:

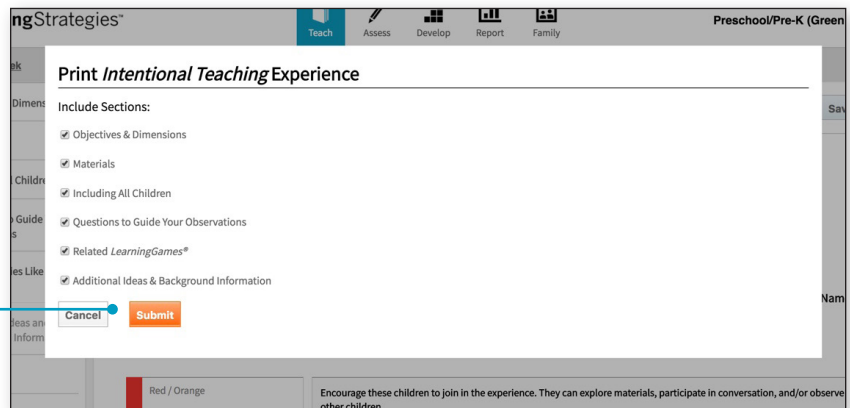
Navigate to an *Intentional Teaching* experience/opportunity.

Select **PRINT** in the left-hand navigation.



Verify print settings in the call-out box, then select **SUBMIT**.

A PDF of the *Intentional Teaching* experience/opportunity will then be made available.





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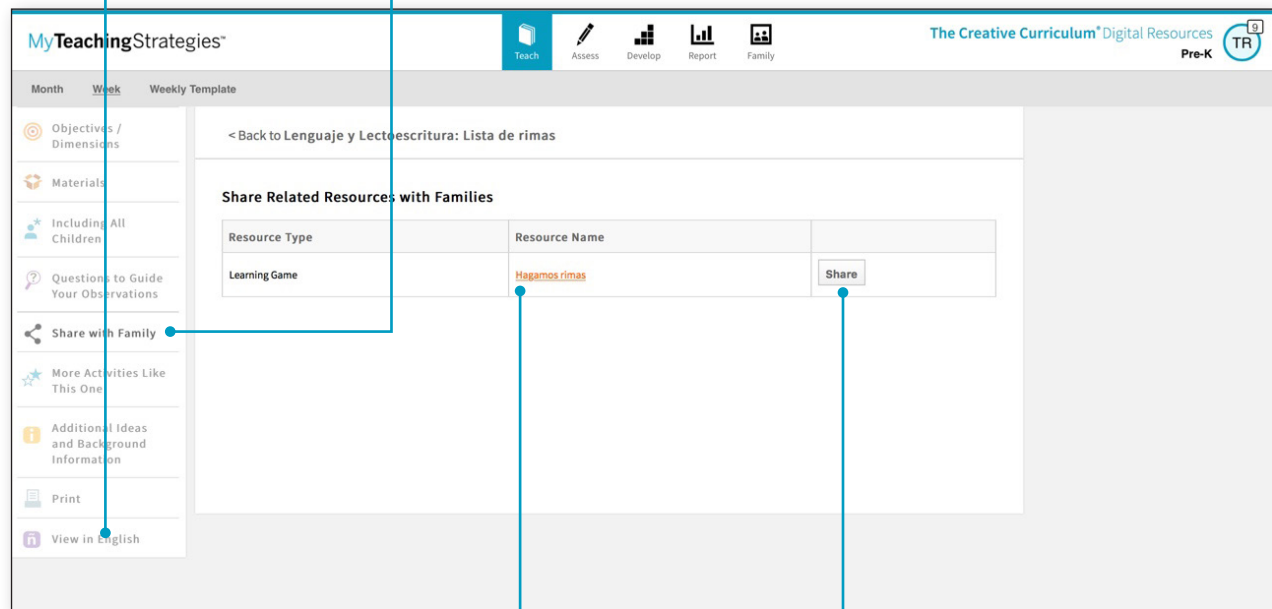
# Sharing LearningGames® from Intentional Teaching Experiences/ Opportunities

Subscribers to the infants, toddlers and twos and preschool/ prekindergarten digital curriculum resources are able to share LearningGames® from any Intentional Teaching experience/ opportunity.

To share a LearningGame® from any Intentional Teaching experience/ opportunity, first navigate to your planned Intentional Teaching experience/opportunity.

1 Select **VIEW IN SPANISH**.

2 Select **SHARE WITH FAMILY** in the left-hand navigation.



3 Select the name of the LearningGame® to preview the activity.

4 Select the **SHARE** button next to the English or Spanish version of the related LearningGame®.



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5 Select a child or children, then select **SUBMIT**.

The screenshot shows the MyTeachingStrategies interface. At the top, there is a navigation bar with icons for 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The page title is 'The Creative Curriculum® Digital Resources' for 'Infants, Toddlers, and Twos'. A modal dialog box titled 'Share Resource: Family Circle Games' is open. It has a 'Select Children' section with a 'Select All' checkbox and a list of three children: Harjit Harrin, Dylan Mattison, and Sandy McNeill. Below the list are 'Cancel' and 'Submit' buttons. A blue callout box with the number '5' points to the 'Submit' button, containing the text 'Select a child or children, then select **SUBMIT**.' The background shows a table with columns for 'Learning Game' and 'Share', with the entry 'Juguemos en familia' visible.

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# Sharing Letters to Families

Teachers in a classroom with *The Creative Curriculum*®, Digital Resources can access and share study specific Letters to Families from an added study in the Teach area.

**1** To share a letter, select **MONTH** from the Teach area sub-navigation.

**2** Select the first week of an added study.

The screenshot shows the MyTeachingStrategies interface. At the top, there are navigation tabs: 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The 'Teach' tab is active. Below the navigation, there are sub-navigation options: 'Month', 'Week', 'Weekly Template', and 'Weekly Plan Submissions'. The 'Month' sub-navigation is selected, showing a calendar for September 2017. The calendar has columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for dates. Focus questions are assigned to each day of the week. Callout 1 points to the 'Month' sub-navigation, and callout 2 points to the first week of the calendar.

| Mon  | Tue  | Wed  | Thu  | Fri  |
|--|--|--|--|--|
|  | 28   | 29   | 30   | 31   |
| 1  |  |  |  |  |
| Focus Question 1<br>What names do we need to know at school?             | Focus Question 1<br>What names do we need to know at school?             | Focus Question 1<br>What names do we need to know at school?             | Focus Question 1<br>What names do we need to know at school? | Focus Question 1<br>What names do we need to know at school? |
| Focus Question 2<br>What should we do if we get sad or scared at school? | Focus Question 2<br>What should we do if we get sad or scared at school? | Focus Question 2<br>What should we do if we get sad or scared at school? | Focus Question 3<br>What are our rules?                      | Focus Question 3<br>What are our rules?                      |
| Focus Question 3<br>What are our rules?                                  | Focus Question 3<br>What are our rules?                                  | Focus Question 3<br>What are our rules?                                  | Focus Question 4<br>When do things happen at school?         | Focus Question 4<br>When do things happen at school?         |
| Focus Question 4<br>When do things happen at school?                     | Focus Question 5<br>Who works at our school?                             | Focus Question 5<br>Who works at our school?                             | Focus Question 5<br>Who works at our school?                 | Focus Question 5<br>Who works at our school?                 |

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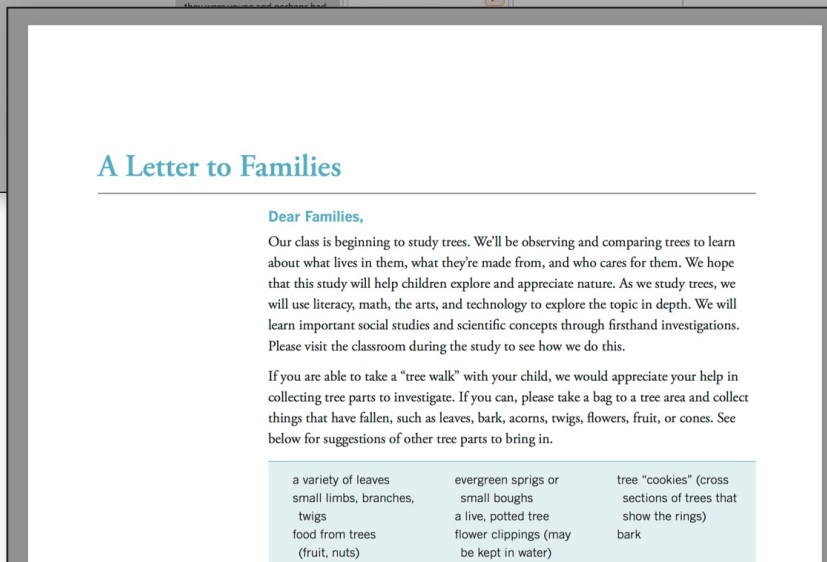
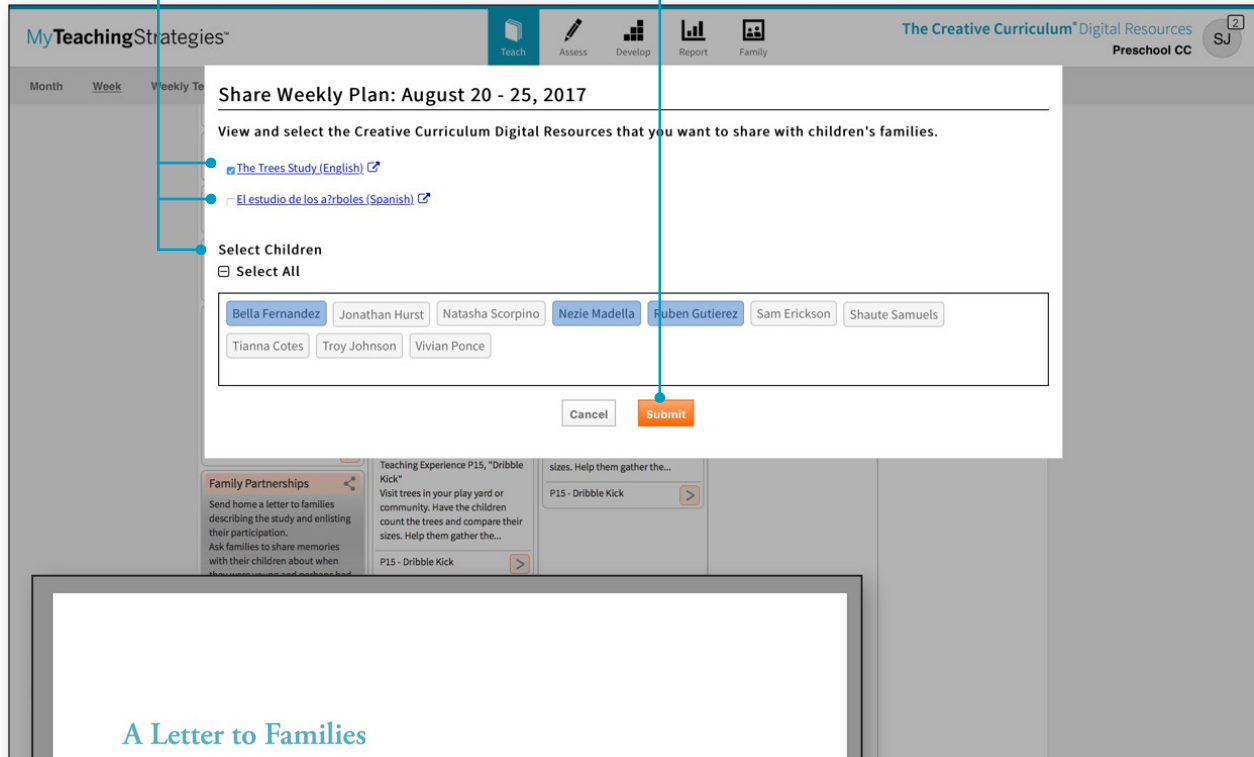
- 3 Select the share icon on the Family Partnerships time of day on the first day of the study.

The screenshot shows the MyTeachingStrategies interface for a lesson plan titled "trees". The interface includes a navigation bar with "Teach", "Assess", "Develop", "Report", and "Family" options. The main content area is organized into columns for different activities. A blue callout box highlights the share icon on the "Family Partnerships" card in the first column. The cards include details such as materials, group sizes, and descriptions of activities like "Read-Aloud", "Small Group", "Mighty Minutes", "Outdoor Experiences", and "Family Partnerships".

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**4** Select the checkbox next to one or both letters, then select the children whose family members you wish to share the letter with.

**5** Select **SUBMIT**.



You can select the English or the Spanish version of that study's letter to preview the letter – it will open in a separate browser tab

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# Adding and Removing Studies in Your Calendar

Subscribers to the preschool/prekindergarten and kindergarten digital curriculum resources are able to add the At a Glance content from any of the *Teaching Guides* from *The Creative Curriculum® for Preschool* or *The Creative Curriculum® for Kindergarten* to the **TEACH** calendars.

## Adding a Study

- 1 Select **ADD A STUDY** on the left-hand side of the screen.
- 2 Select the calendar day on which you wish the study to begin.
- 3 After verifying your selection, the study will be added to your calendar.
- 4 If you want to add a study to your calendar beginning mid-study, repeat the first step and choose “I want to select my own starting point within this study” – this will add the study from that point forward.

## Removing a Study

- 1 Select **REMOVE A STUDY** on the left-hand side of the screen.
- 2 Select a day on the calendar that contains study content.
- 3 Select **CONFIRM**.
- 4 This functionality will remove the study from that day forward. Any planned days in the future will now automatically shift back.

The screenshot displays the MyTeachingStrategies interface. At the top, there are navigation tabs: Teach (selected), Assess, Develop, Report, and Family. The user is logged in as 'Pre-K Class MT'. Below the navigation is a calendar for January 2017. On the left side of the calendar, there is a sidebar with four options: 'Add a Study', 'Remove a Study', 'Modify Days', and 'Clear Days'. The calendar grid shows the following studies:

| Day | Study Title   | Date |
|-----|---|------|
| Mon | Sand Investigation 4: Who works with sand?  | 2    |
| Tue | Sand Investigation 5: How can we make our own sand?   | 3    |
| Wed | Sand Investigation 5: How can we make our own sand?   | 4    |
| Thu | Sand Investigation 5: How can we make our own sand?   | 5    |
| Fri | Sand Investigation 5: How can we make our own sand?   | 6    |
| Sat | Sand Celebrating Learning   | 7    |
| Sun | Sand Celebrating Learning   | 8    |
| Mon | Sand Celebrating Learning   | 9    |
| Tue | Sand Celebrating Learning   | 10   |
| Wed | Untitled  | 11   |
| Thu | Untitled  | 12   |
| Fri | Untitled  | 13   |
| Sat | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 16   |
| Sun | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 17   |
| Mon | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 18   |
| Tue | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 19   |
| Wed | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 20   |
| Thu | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 23   |
| Fri | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 24   |
| Sat | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 25   |
| Sun | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 26   |
| Mon | Music Making: Exploring the Topic: What do we know about music making? What do we want to find out? | 27   |
| Tue | Music Making: Investigation 1: What instruments can we play by hitting, tapping, or shaking them?   | 30   |
| Wed | Music Making: Investigation 1: What instruments can we play by hitting, tapping, or shaking them?   | 31   |
| Thu | Music Making: Investigation 1: What instruments can we play by hitting, tapping, or shaking them?   | 1    |
| Fri | Music Making: Investigation 1: What instruments can we play by hitting, tapping, or shaking them?   | 2    |
| Sat | Music Making: Investigation 1: What instruments can we play by hitting, tapping, or shaking them?   | 3    |
| Sun | Music Making: Investigation 2: What other musical instruments are there? How do people play them?   | 30   |
| Mon | Music Making: Investigation 2: What other musical instruments are there? How do people play them?   | 31   |
| Tue | Music Making: Investigation 2: What other musical instruments are there? How do people play them?   | 1    |
| Wed | Music Making: Investigation 2: What other musical instruments are there? How do people play them?   | 2    |
| Thu | Music Making: Investigation 2: What other musical instruments are there? How do people play them?   | 3    |

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# Creating a Weekly Plan for Each Child

Teachers or caregivers for infants, toddlers, and twos classrooms can create a weekly plan for the five routines for each child in a classroom: Hellos and Goodbyes, Diapering and Toileting, Eating and Mealtimes, Sleeping and Nap Times, and Getting Dressed. These individual care plans can be created for each child, and used to help you keep track of family-provided information about a child’s routine, select routine-specific strategies to use for each child, and select routine-specific *Intentional Teaching* opportunities to use during each routine.

## Creating an Individual Care Plan

This child’s Individual Care Plan is now saved for one routine. Continue these steps to enter information for other routines for each child.

- 1 Select **WEEKLY ROUTINES** from the Teach area sub-navigation.
- 2 Select **CREATE PLAN** to begin creating an individual care plan for a child.

The screenshot displays the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The 'Teach' sub-navigation is active, showing 'Month', 'Weekly Routines', 'Weekly Experiences', 'Weekly Template', and 'Weekly Plan Submissions'. The main content area shows a table for the week of March 26 - 31, 2017, with columns for 'Hellos and Good-byes', 'Diapering and Toileting', 'Eating and Mealtimes', 'Sleeping and Nap Time', and 'Getting Dressed'. The table lists children: Lucy Bea, Harjit Harrin, Alicia Jacobson, Lauren Leland, Raul Lopez, Dylan Mattison, Sandy McNeill, Todd Sampson, Aiden Sheen, and Mee Young. Each cell contains a 'Create Plan' button with a right-pointing arrow. A callout box (3) points to the 'Create Plan' button for Lucy Bea in the 'Hellos and Good-byes' column. An inset window shows the 'Individual Care Plan' form for Lucy Bea, with a 'Save' button highlighted by a callout box (3). The form includes fields for arrival time, goodbye information, and a section for 'Strategies' and 'Intentional Teaching Opportunities'.

- 3 Respond to the questions with information provided by the child’s family members and select **SAVE**.

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### Adding *Intentional Teaching Opportunities* to a Child's Routines Plan

**1** Select **WEEKLY ROUTINES** from the Teach area sub-navigation.

**2** Select **VIEW PLAN**.

**3** Select **EDIT**.

The screenshot displays the MyTeachingStrategies interface. At the top, the 'Teach' navigation menu is highlighted. Below it, the 'Weekly Routines' sub-navigation is selected. The main content area shows a table for the week of March 26 - 31, 2017. The table has columns for different routine categories: Hellos and Good-byes, Diapering and Toileting, Eating and Mealtimes, Sleeping and Nap Time, and Getting Dressed. Each row represents a child, and each cell contains a 'View Plan' or 'Create Plan' button. A blue dot is placed on the 'View Plan' button for Lucy Bea in the 'Hellos and Good-byes' column.

The detailed view of Lucy's routine plan for April 9 - 14, 2017, is shown below. It includes sections for 'Hellos and Good-byes', 'Diapering and Toileting', 'Eating and Mealtimes', 'Sleeping and Nap Time', and 'Getting Dressed'. Each section has an 'Edit' button. A blue dot is placed on the 'Edit' button for the 'Hellos and Good-byes' section.



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Select the **INTENTIONAL TEACHING OPPORTUNITIES** option to reveal different *Intentional Teaching* opportunities to use for a child for the selected routine. Select the name of an *Intentional Teaching* opportunity to preview.

You can then select additional *Intentional Teaching* opportunities or select **SAVE**.

The screenshot shows the MyTeachingStrategies interface. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The main content area is titled 'April 9 - 14, 2017' and 'Create a plan for Eating and Mealtimes for Lucy'. Below this, there are sections for 'Individual Care Plan', 'Strategies', and 'Intentional Teaching Opportunities'. A list of opportunities is shown, each with a checkbox and a description. A 'Save' button is visible in the top right of this section.

The second screenshot shows the 'Let's Talk' activity preview. It includes a list of objectives, materials, and a list of children to be included in the activity. A 'Teach' button is highlighted, and the 'Add to Plan' button is also visible. The activity description and a list of children with checkboxes are shown below.

If you wish to plan for the opportunity that you've previewed, select the child's name in the Teaching Sequence and select **ADD TO PLAN**.

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## Adding Strategies to a Child's Routines Plan

Infants, Toddlers & Twos programs who subscribe to *The Creative Curriculum*®, Digital Resources can also add Strategies to a child's routine plan.

- 1 Select **WEEKLY ROUTINES** from the Teach area sub-navigation.
- 2 Select **VIEW PLAN**.
- 3 Select **EDIT**.

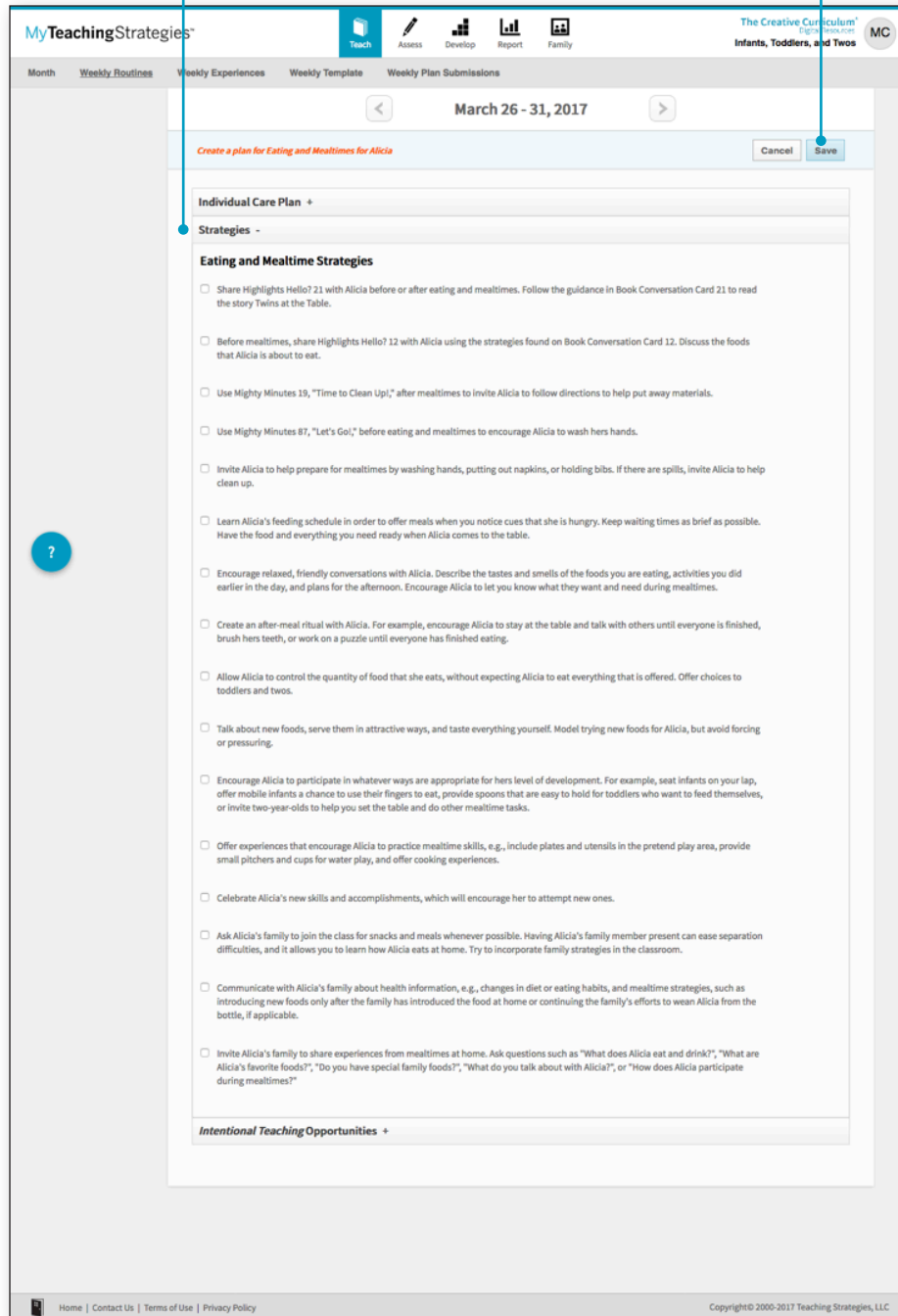
The screenshot shows the 'MyTeachingStrategies' interface. At the top, there's a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. Below that, a sub-navigation bar includes 'Month', 'Weekly Routines', 'Weekly Experiences', 'Weekly Templates', and 'Weekly Plan Submissions'. The main content area displays a calendar for 'March 26 - 31, 2017'. A table lists children and their routine plans across categories: 'Hello and Good-byes', 'Diapering and Toileting', 'Eating and Mealtimes', 'Sleeping and Nap Time', and 'Getting Dressed'. A blue arrow points to the 'View Plan' button for Lucy Bea.

The screenshot shows the 'Viewing Lucy's Routine Plan' for 'April 9 - 14, 2017'. The plan details sections: 'Hello and Good-byes' (Individual Care Plan, Strategies, Intentional Teaching Opportunities), 'Diapering and Toileting', 'Eating and Mealtimes', 'Sleeping and Nap Time', and 'Getting Dressed'. Each section has an 'Edit' button. A blue arrow points to the 'Edit' button for the 'Hello and Good-byes' section.

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**1** Expand the **STRATEGIES** section to reveal different strategies to use for a child for the selected routine. These include generic strategies as well as suggested options from *The Creative Curriculum*®.

**2** Select one or more strategies and select **SAVE**.



This child now has saved strategies for one routine. Continue to select strategies for other routines for each child.