

Steps to Completing GOLD Assessment

You must log on the Teaching Strategies GOLD at www.teachingstrategies.com

Enter your username and then under that your password. This will open your account. Page will state your name and Communications. (I strongly encourage you to enter your password and not save it on your computer>this will assist you in remembering your password)

We must set up our classrooms before beginning the GOLD assessment.

On your homepage: Click the  in the upper left hand side of your page.

Children who are returning already have a folder; please contact us for returnee children.

HOW TO SET UP AND MAINTAIN YOUR CLASSES

On your homepage; go to the tab Children.

1. Click manage children

2. Add new child

3. Enter all information needed;

* First name * Middle initial * Last name * Class * Gender * Birthday * Age * First day in program (the day they started) * Primary language (what language do they speak) * Ethnicity * Race * IEP (if on one)

LEAVE NICKNAME AND IDENTIFIER BLANK.

IF CHILD IS SPANISH SPEAKING CHECK YES

Click SUBMIT

If you receive this:

Warning: another child exists with the same first name and last name and birthdates.

STOP AND CALL DONNA OR LORI

Once you have added a child you **MUST** complete the **LANGUAGE SURVEY** on each child.

STEP 1 (DONE EACH WEEK)

Enter Observations:

First tab on Left **DOCUMENTATION**

1. Click Documentation

2. In drop down menu click Add Documentation

3. COMPLETE HOME LANGUAGE SURVEY <THIS WILL ELIMINATE THE NON-ENGLISH SPEAKING SURVEY DONE AT EACH CHECKPOINT>

4. Click type of observation

5. Select a child (Child's name will appear if you start typing their name and then you can click on their name)

6. Add date observed

7. Type in observation

8. Click on Browse if adding pictures/ videos and then click attach files. (Follow the portfolio schedule; this will enable you to complete your portfolio on line) **BEFORE DOWNLOADING PICTURES OR SAMPLES OF CHILD'S WORK; MAKE SURE YOU HAVE IT LABELED AND DATED.**

9. Click on Objective/Dimension and select

10. Check spelling

11. Click on **SAVE AND ENTER PRELIMINARY LEVELS**

PRINT OUT AT THE END OF EACH MONTH

Step 2

Portfolio

ANY DOCUMENTATION YOU ENTER WILL AUTOMATICALLY GO INTO THE PORTFOLIO

First tab on Left **Documentation**

1. Click Documentation
2. On drop down menu click View Portfolio
3. Click on Child's name

You can view what you have entered.

4. Click action.

BEFORE DOWNLOADING PICTURES OR SAMPLES OF CHILD'S WORK; MAKE SURE YOU HAVE IT LABELED AND DATED.

Step 3 Letter Recognition (on-going –weekly)


First tab on Left **Documentation**




1. Click on **Forms**
2. Select Alphabet knowledge
3. Document the observation pertaining to letters. (Example; child is able to recognize or write as well as acknowledge the sound.
4. Click SAVE

PRINT OUT EACH MONTH AND PLACE BEHIND THE OBSERVATION

CHECKPOINT <Progress checkpoints>

On the tab marked CHECKPOINT (second tab from the left) you will complete and score the child after entering the documentation.

1. Click Checkpoint
2. Click BY AREA and a drop down menu will pop up
3. Click Development (This piece is similar to the progress checkpoints that we on CCNET.)
There will be a table with all the children's names on it with colored squares.
4. Click Gray Square. (At this point you will see if you missed assigning a class for the child, if you did, set it now. If you have not completed the Home Language Survey, it will let you know that also- you need to get it completed if you have not done so)
5. After you click Gray Square  the colored scale will pop up. You will see where you have documentation. Score the ones with a Blue a D and a date underneath them.
6. Click NEXT DIMENSION
7. Repeat process until finished and then click SAVE AND CLOSE

<It will be orange  which demonstrates IN PROGRESS as you enter and score more, the color will change. When you have met all objectives, it will be blue  which will say complete. When all squares are blue, it will be finalized by Lori or Donna. When it is finalized the blue square will have a checkmark in it .>


CLASS PROFILE (DONE WEEKLY) <Classroom Summary Worksheet>

You will click on the tab on second from the top right labeled **REPORTS**

Fourth bullet in the drop down menu you will click CLASS PROFILE

1. Click the Checkpoint period
2. Click all levels
3. Output click PDF (or HTML whichever one your computer uses)
4. Click Generate Report

Depending on the layout of your computer:

- There should be a gray bar in the middle of your report towards the bottom. Click the floppy disk emblem . Save as Documents. (The document box will display. Name the file; example: RushSprings 9192011>this will tell us the site and the week of the report) Click Save.
 - On toolbar on upper right click PAGE it will be by the printer emblem. Drop down menu click save as: (the document box will display. Name the file; example: RushSprings 9192011>this will tell us the site and the week of the report.) Click Save. (I have suggested that you make a new folder in your documents and name it class profiles and then you can save them in this folder. This will make it easier to find them to forward them to us.)
5. Email the class profile to: dnitch@wvcac.chickasha.ok.us or landerson@wvcac.chickasha.ok.us
You will attach the profile to email.

HOW TO ATTACH FILE TO EMAIL

- Log into your email account
 - Type in the address of the recipient dnitch@wvcac.chickasha.ok.us or landerson@wvcac.chickasha.ok.us
 - There is a paperclip symbol> click the paperclip symbol (may be under your insert tab)
 - Document box will display- find your file in the documents
 - Click your mouse on the document
 - Click open
- This will attach your document and bring you back to your email being sent
- Click send

REPORTS (the information on this tab use to be considered the Activity Library Resource on CCNET as well as the recommended tab under Planning)
This tab will run reports which will be beneficial to assist you in planning for your child and the weekly lesson plan. After you have completed the steps in completing GOLD (including the Checkpoint) you have at your fingertips a vast amount of information. The Developmental Area report is one which has where each child is, what they will be doing next as well as activities to implement.

DOCUMENTATION

This tab has the FORMS. The Forms include

- Alphabet Knowledge
- Number Concepts
- Shapes
- Forms Sharing Settings

This tab also has an Objective/Dimensions report you can print out which will inform you of how many observations you have in each area covered.

PLANNING

This tab has recommended activities which will assist in the development of the lesson plans also. You can also print these out for the children to send home as Home Learning Activities.

FAMILY CONFERENCE FORM (completed at the end of each checkpoint> this was the Progress and Planning Report on CCNET) after all children have been finalized on the progress checkpoint you will do this step.

On the third tab from the right click Communications

1. Click on Family Conference Form
2. Click START CONFERENCE FORM by the child's name
3. Click GO
4. Enter the date you are completing it
5. Enter the Family's name
6. Click SAVE
7. Click here to begin
8. Where it states the child's strength in social emotion, physical, language and cognitive development click on EDIT. *If it states "Sorry, there are currently no levels available under the specified group" There are no observations which back up those objectives. Which means you are not ready to complete this child's assessment. You will need to go back and complete it.*
9. Click on the LEVEL objectives you have observed and scored.
10. Click YES square under Show objectives and dimensions
11. When you have completed the form, click SAVE
12. Repeat process until all areas have been completed.
13. Click SAVE
14. It will bring up another page> **Customize Strengths in Areas of Development for...** at this point you can add strengths which you feel are important.
15. Click SAVE
16. Where it states the child's strengths in learning Literacy and Math, Click here to begin
17. Click the observation you wish to share
18. Plan for this child's development; click here to begin (this is the NEXT STEPS piece)
19. Type in what you and the parent will be working on
20. Go to the squares underneath and check two areas you will be working on.
21. Click SAVE
22. Click PRINT and share with the family

****Inviting Parents to Teaching Strategies Gold**

ANY parent with a valid email needs to be invited to Teaching Strategies Gold. You will need to get their permission first to invite them.

1. Under **COMMUNICATIONS** click on **INVITE FAMILY**
2. Select a child
3. Click on **SEND INVITATION**
4. Fill in
 - Parents first name
 - Parents last name
 - Parents email address
5. There is a main message that will go to all the parents. Please fill in the custom message. Personalize it with the parent/guardians name and let them know you want them to have access to their child's information.
6. Click **SUBMIT**

Parents will receive an email explaining to them what they need to do. They will have 30 days to accept this invitation.

If you have any questions or need assistance please contact Donna or Lori