



## Getting Started Checklist: *GOLD*<sup>®</sup> Administrators

- Ensure all information in your Franchise Management System (FMS) is updated.**

*This step needs to be completed to ensure all information is successfully generated automatically from FMS to GOLD<sup>®</sup>. In order for a classroom to be automatically created in GOLD<sup>®</sup>, a teacher must be assigned to that classroom in FMS and the teacher must have a unique email address listed in his/her FMS profile.*

  - Add an unique email address for every teacher in his/her FMS profile.
  - Assign each teacher to the appropriate classroom in his/her FMS profile.
  - Review [this article](#) for additional information on the FMS integration.
  
- Navigate to the [Goddard Support Page](#).**
  - Review this page for valuable information to support your implementation.
  - Bookmark this page for future reference.
  
- Review the [Faculty Meeting Discussion Points](#).**
  - Plan for thoughtful, intentional discussions about implementation with your staff.
  - Schedule the first faculty meeting.
  
- Log in to [MyTeachingStrategies](#)<sup>®</sup>.**
  - Use the email address listed for you within your FMS profile as your username.
  - Use the [Forgot Password feature to reset your password](#), if needed.
  
- Review all users and classrooms created through the automated FMS integration.**

*Please refer to the first step above if you find a classroom or user is missing within GOLD<sup>®</sup>.*

  - Review [all users added](#) to your account.
  - Review [all classrooms added](#) to your account.

- Review [all child records created](#) through the automated FMS integration.**

*Please refer to the first step above if you find a classroom or user is missing within GOLD®.*

  - Ensure all child profiles have the accurate class assignment and date of birth.
  - Make changes to a child's profile through FMS, if needed.
  - Ensure the [age or class/grade selection](#), which determines the child's colored band, is accurate.
  
- [Set your checkpoint dates.](#)**

*If you do not see the option to set your checkpoint dates, they are controlled at a higher level.*

  - Align your checkpoint dates with your family conference times.
  - Make sure that your checkpoint periods cover the entire calendar year (i.e., there are no gaps between the End Date and following Start Date of any period).
  
- [Post a message to your users.](#)**
  - Send users a welcome message that includes the link and password to the [Goddard Support Page](#) and the direct link to the [Getting Started Checklists for Teachers](#).
  - Include due dates for any items they must complete from the [Getting Started Checklist](#).
  - Develop a communication plan for connecting with your staff throughout the year.
  - [Check your messages](#) regularly for updates to the platform.
  
- Visit [My Courses](#) to begin completing recommended free professional development resources.**

*It is recommended that administrators and management team members complete the coursework outlined below first, and then provide support to faculty as all staff member complete the coursework. A printable version of the progressions is available within the 10-hour Objectives for Development and Learning course.*

  - Complete the 2-hour Introducing *MyTeachingStrategies*® product tutorial, the 2-hour GOLD® Introduction product tutorial and the free 10-hour Objectives for Development and Learning course.
  - Support staff members in the completion of the courses above and use [messages](#) to remind users of the expectations for course completion.
  - Use the [Online Professional Development Report](#) to monitor staff members' progress.
  - Utilize these courses in the onboarding of new faculty members throughout the year.
  
- Use the [MyTeachingStrategies](#)® Practice Environment.**
  - Practice using all the features and functionality of *MyTeachingStrategies*® without affecting data within your account.
  - Review this feature with your staff and utilize it as a coaching tool to support learning.

- ❑ **Download the *MyTeachingStrategies*® mobile app to classroom devices.**
  - Review device usage expectations with all staff.
  - Provide an opportunity for staff to watch the [video introduction to the mobile app](#).
  - **Log in to *tadpoles*® with your *MyTeachingStrategies*® username and password by navigating to [tadpoles.com](#), selecting login, then selecting education, then selecting the *MyTeachingStrategies*® block.**
  
- ❑ **If purchased, [allocate digital curriculum resource licenses](#) to each class.**

*This subscription provides The Creative Curriculum® and GOLD® users with access to digital resources and additional functionality within MyTeachingStrategies® that save teachers time while planning and offer additional opportunities to provide intentional, individualized instruction.*

  - Contact your [account executive](#) to learn more or to purchase licenses.
  
- ❑ **Encourage teachers to create a [weekly template](#).**

*This allows the weekly calendar in the [Teach area](#) to automatically populate with a teacher's recurring times of day and should be completed before a teacher begins weekly planning.*

  - Review [this video](#) on the planning functionality provided in the Teach area.
  - Communicate expectations for teachers to submit their completed weekly plans for administrative [review](#).
  - Contact [TSSupport@goddardsystems.com](mailto:TSSupport@goddardsystems.com) or visit Goddard Connect for questions regarding Goddard standards, expectations and recommendations for planning.
  
- ❑ **Access [My Courses](#) for free coursework if you are implementing *The Creative Curriculum*®.**

*It is recommended that administrators and management team members complete the coursework outlined below first, and then provide support to faculty as all staff member complete the coursework. Complete the product tutorial for the appropriate curriculum(s) implemented in your program.*

  - Complete the 2-hour Getting to Know *The Creative Curriculum*® for Infants, Toddlers & Twos product tutorial, if applicable.
  - Complete the 2-hour Getting to Know *The Creative Curriculum*® for Preschool product tutorial, if applicable.
  - Complete the 2-hour Getting to Know *The Creative Curriculum*® for Kindergarten product tutorial, if applicable.
  - Support staff members in the completion of the courses above and use [messages](#) to remind users of the expectations for course completion.
  - Use the [Online Professional Development Report](#) to monitor staff members' progress.
  - Utilize these courses in the onboarding of new faculty members throughout the year.

**Monitor completion of the [Home Language Survey](#).**

*The Home Language Survey, completed by teachers with input from families, only needs to be completed for children in preschool–third grade classrooms. This survey helps to determine if teachers should use the English language acquisition objectives for development and learning with children.*

- Support [teachers in completing the survey](#) within the first two weeks of a child entering your program.
- Ensure all surveys are completed prior to the beginning the first checkpoint period.

**Monitor documentation being added by teachers.**

- Use the [Documentation Status Report](#) to monitor the amount of documentation being added.
- [View documentation](#) to assess the quality of observations being entered.

**Utilize *GOLD® User Guides* for additional yearly guidance and support.**

- Use the [GOLD® Administrator User Guide](#).
- Send and encourage all teachers to use the [GOLD® Teacher User Guide](#).

**Visit the [MyTeachingStrategies® Support Portal](#) to access additional support resources, including webinars, and to contact us with any questions.**