

Teaching Strategies GOLD®

Setting Up Programs/Sites, Teacher Accounts, and Classrooms

As of August, 2016, Louisiana Department of Education staff will add new programs/sites to the GOLD® online system. Please contact Ivy Starns (ivy.starns@la.gov) or Patsy Palmer (patsy.palmer@la.gov) for assistance.

NOTE: Teaching Strategies is assisting the Department with moving Head Start and Early Head Start programs to its license. No action is required on the part of Lead Agency Supervisors to move these programs/sites.

Lead Agency Supervisors will:

- 1) Inform Department staff of any new programs/sites in your Network.
- 2) Inform administrators/supervisors or directors that the Department will set up their sites and create an account for them.

NOTE: administrators/supervisors and their staff are responsible for setting up their teachers, classrooms, and children

- 3) Conduct administrative functions related to maintaining current information in the GOLD® online system. Provide the State with updates and/or reports relative to GOLD® as requested.

Program/Site Administrators will create Teacher Accounts and Classes:

When Department staff create the new site and account for the administrator, Teaching Strategies will send an e-mail instructing them to set up a permanent password. The administrator should:

- 1) Log in to their account in the *Teaching Strategies GOLD®* website
 - a. Click on “Manage User” located at the left side of the screen
 - b. Click on “Teachers and Administrators”
 - c. Click on the “Add New Teacher or Administrator” button
 - d. Provide the required information on the lead teacher (noted by * symbol)
 - e. Click on the “Add New Class” box
 - f. Click “Save” which will open a new screen
 - i. In the new screen, indicate the Class Type
 - ii. If the Class Type is Preschool, PreK, K – a new screen will open to indicate PreK 3 or PreK 4
 - iii. Class Name – Should be the name of the site plus the teacher’s last name – for example: At the Little Learner’s site, Ivy Starns is the teacher – The Class Name would be indicated as: Little Learners-Starns; if there are multiple teachers with the same last name, use the first initial of the first name (more if needed) – for example: Little Learners-StarnsI or Little Learners-StarnsIv
 - iv. Click “Add”

NOTE: Teachers will receive an e-mail from Teaching Strategies

- g. This will open a *Required Custom Fields* box to indicate the curriculum used and [class ratios](#) (use the link to find the ratios designations-gold, silver, bronze)

- i. Click "Edit Custom Fields"
 - ii. Type in the curriculum and use the drop down box to indicate the ratio designation
 - iii. Click "Save"
- h. At the top of the screen under the yellow tabs, click on the teacher's name. This will open another *Required Custom Fields* box to indicate the certification of the teacher
 - i. Click "Edit Custom Fields"
 - ii. Indicate "Yes" or "No" whether the teacher has a Louisiana teaching certificate (including ancillary certificate, PreK-3, Birth to Five, Early Interventionist, etc.)
 - iii. Click "Save"

NOTE: Teacher's Education Level and *Required Custom Fields* information are components of the Performance Profile for a site.

Teachers will add children:

Once the site administrator sets up an account for the lead teacher, Teaching Strategies will send the lead teacher an e-mail instructing them to set up a permanent password. After their permanent password is established, teachers should:

- 1) Log in to their account in the *Teaching Strategies GOLD*[®] website
- 2) Click on the "Children" tab at the top of the screen
- 3) Click on "Manage Children"
- 4) Click on the Add "New Child" button
- 5) Complete all information for required fields (those with *)
- 6) Click "Submit"

Important Reminders:

- ❖ The state pays subscription costs only for those children who are served through public funds. Do not add children who are not funded with public dollars unless there is a privately paid subscription for that child.
- ❖ Programs may contract with the vendor to purchase subscriptions for non-publicly-funded children at the same rate as the state contract (\$10.45/child).
- ❖ *Teaching Strategies GOLD*[®] includes [Help Library articles](#) to help use the online system.
 - The *Teaching Strategies GOLD*[®] *technical* support team is trained to assist you with *GOLD*[®] online. You can contact their technical support team at **1-866-736-5913** Monday through Thursday 8:00 a.m. to 7:00 p.m. ET and Friday 8:00 a.m. to 6:00 p.m. ET.
 - The *Teaching Strategies GOLD*[®] *implementation* team will respond to every question regardless of the nature, no matter how big or how small. E-mail them at implementation@teachingstrategies.com with a description of your question or concern and your username. Contact them Monday through Thursday 8:00 a.m. to 7:00 p.m. ET and Friday 8:00 a.m. to 6:00 p.m. ET.