**Setting Up Sites, Teacher Accounts, Classrooms and Children in *MyTeachingStrategiesTM***

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| The Louisiana Department of Education will: |

1. Add new sites (and the administrator of the site) to the *MyTeachingStrategiesTM* online system
2. Create accounts for administrators to the new sites. 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 and security questions.

For assistance in Please contact Ivy Starns ([ivy.starns@la.gov](mailto:ivy.starns@la.gov)) or Patsy Palmer ([patsy.palmer@la.gov](mailto:patsy.palmer@la.gov)) for assistance to add new sites is in your network.

**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.

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| Lead Agency Supervisors will: |

1. Inform Department staff of any new 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

1. Conduct administrative functions related to maintaining current information in the *MyTeachingStrategiesTM* online system. Provide the State with updates and/or reports relative to *MyTeachingStrategiesTM* as requested.

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| Site Administrators will: |

1. *Create teacher accounts:* 
   1. Click on “User” (located at the top of screen)
   2. Click on the “Add” button (located on the top/left of screen)
   3. Complete all information (\* indicates required information)
   4. Indicate if teacher has a Louisiana Teaching Certificate (Yes/No)
   5. Enter the certificate number
   6. Save
   7. Once the site administrator sets up an account for the lead teacher, Teaching Strategies will send an e-mail instructing them to set up a permanent password and security questions.
2. *Create classes:*
   1. Click on “Classes” (located at the top of the viewing screen)
   2. Indicate Teacher from drop down box (add assistant teachers as applicable)
   3. Create a class name
   4. Indicate age/grade
   5. Save
3. *Enter Custom Fields Information:* (Curriculum and Ratios)-Required for Performance Profiles
   1. Click on “Classes” (located at the top of the viewing screen)
   2. Click on the name of the class
   3. Enter the Curriculum used in this classroom
   4. Indicate the Class ratio (drop down: Gold, Silver, Bronze)
   5. Save

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| Teachers will: |

*Add children:*

1. Click on “Add Child” icon (located at top left of screen)
2. Complete all information
3. Save

**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).
* *MyTeachingStrategies™* technical support team is available at **1-866-248-2575** *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.*