

Accessing New Features of *MyTeachingStrategies*®

This step-by-step guide walks you through how to access new features of *MyTeachingStrategies*® such as *Intentional Teaching Experiences*, *Mighty Minutes*®, *MyTeachingStrategies*® Family and more. You may save or print this copy for your reference. You can also find answers to your technical questions in [MyTeachingStrategies® Support Portal](#).

In this guide, you can find instructions on:

- Adding *Intentional Teaching Experiences* to your weekly plan
- Adding *Mighty Minutes*® to your weekly plan
- Using *MyTeachingStrategies*® Family
- Adding documentation in *MyTeachingStrategies*®
- Using family observations to create documentations
- Helpful documents and links
 - KEA Sample letter to families
 - Kindergarten Entry Assessment (KEA) prompts for families
 - Letter to families introducing in *MyTeachingStrategies*® Family
 - Sharing with the teacher (for families)
 - Viewing what you have shared with families

Important Note:

You will need to have at least one child in your *MyTeachingStrategies*® class in order to access these features. Refer to page 10 of the *WaKIDS Implementation Guide for Teachers 2020-21* for instructions on how to add a "Test Student" or click [here](#) for instructions on adding students.

Adding Intentional Teaching Experiences to your weekly plan:

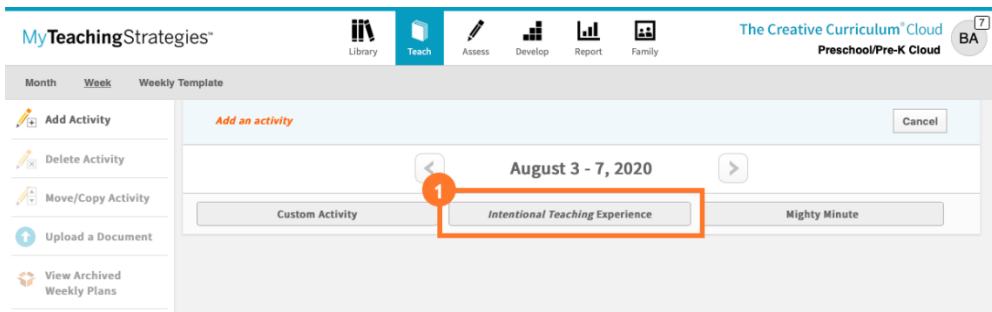
The *Intentional Teaching Experiences* describe playful and engaging experiences that can be implemented throughout the day, typically during small-group time, and include directions to help teachers individualize each experience to meet the needs of every learner. Designed specifically for use in the kindergarten classroom, these experiences support learning in the key areas of math and literacy, and encourage children's physical and social-emotional development.

- While in the Teach area (1), select Week on the top navigation menu (2).
- Select one or more of the same Time of Day from your weekly template (3) **or** select Add an Activity (4) and one or more day of the week (5). Then select Next (6).
 - For kindergarten classes, you can select Large Group, Learning Station, Individual Child Plan, Small Group, Outdoor Experiences, Indoor Group Experiences, or custom times of day.

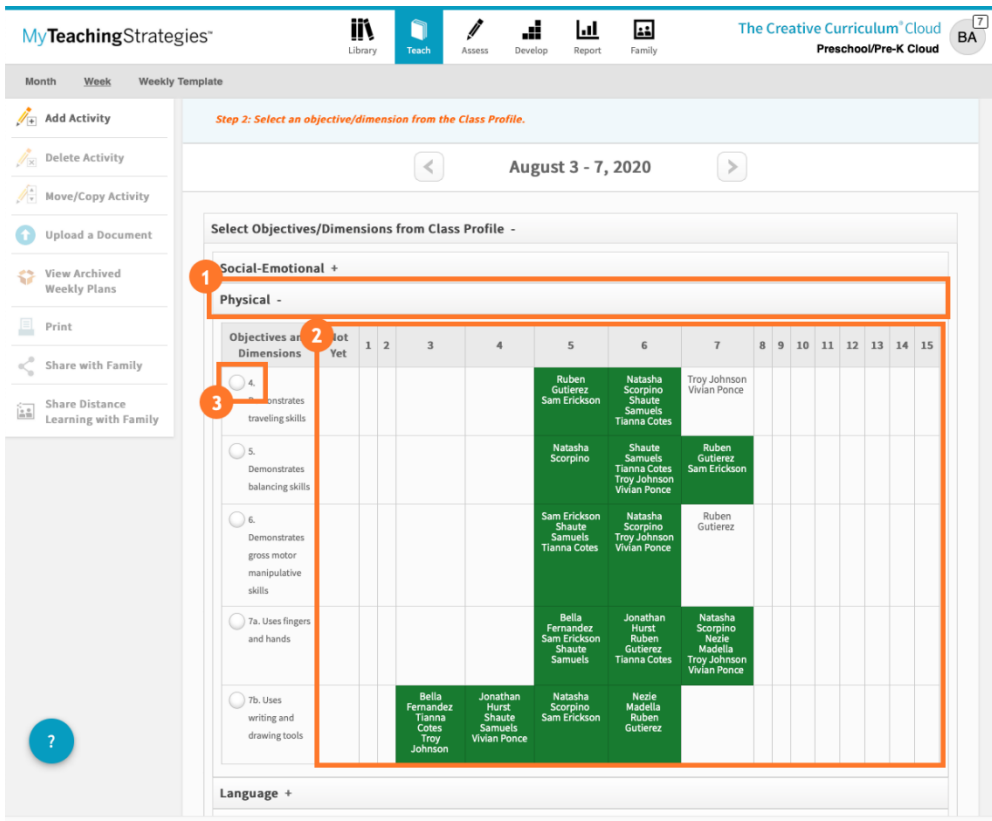
The screenshot displays the MyTeachingStrategies interface. At the top, the 'Teach' tab is selected (1). The navigation menu shows 'Week' selected (2). The main area shows a weekly plan for August 3-7, 2020. The 'Add Activity' button is highlighted (4). The 'Small Group' activity is selected for Monday (3). The 'Next' button is highlighted (6).

	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7
Insert title here	Insert title here	Insert title here	Insert title here	Insert title here	Insert title here
Choice Time	Choice Time	Choice Time	Choice Time	Choice Time	Choice Time
Question of the Day	Question of the Day	Question of the Day	Question of the Day	Question of the Day	Question of the Day
Large Group	Large Group	Large Group	Large Group	Large Group	Large Group
Read-Aloud	Read-Aloud	Read-Aloud	Read-Aloud	Read-Aloud	Read-Aloud
Small Group	Small Group	Small Group	Small Group	Small Group	Small Group
Mighty Minutes	Mighty Minutes	Mighty Minutes	Mighty Minutes	Mighty Minutes	Mighty Minutes
Outdoor Experiences	Outdoor Experiences	Outdoor Experiences	Outdoor Experiences	Outdoor Experiences	Outdoor Experiences
Family Partnerships	Family Partnerships	Family Partnerships	Family Partnerships	Family Partnerships	Family Partnerships
Wow! Experiences	Wow! Experiences	Wow! Experiences	Wow! Experiences	Wow! Experiences	Wow! Experiences
Individual Child Plan	Individual Child Plan	Individual Child Plan	Individual Child Plan	Individual Child Plan	Individual Child Plan

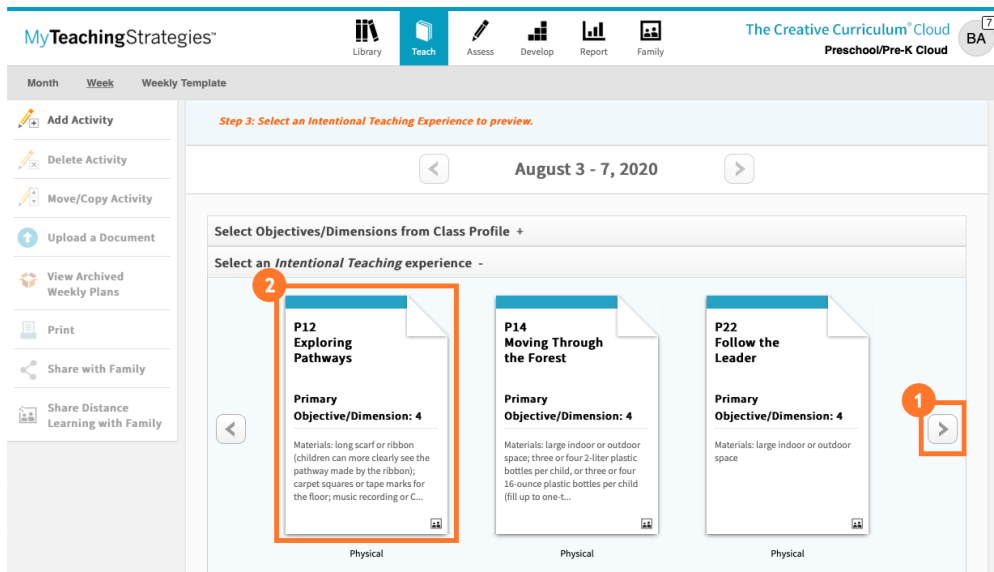
- Select *Intentional Teaching Experience* (1).



- Select an area that you wish to be the primary focus of the experience (1).
- Each child's name appears in this profile based on the most recent preliminary level or checkpoint rating—the shaded area shows the widely held expectations for each child record (2).
- Purposefully select an objective/dimension based on this information in the Class Profile (3).



- *Intentional Teaching Experiences* will appear, listed with their title, primary objective/dimension, and any materials needed. These experiences will appear in order based on the selected objective/dimension, with the first *Intentional Teaching Experiences* having the selected objective/dimension as its primary focus. Scroll to the right to browse additional experiences/opportunities (1).
- Select which experience/opportunity you wish to preview (2).



- While previewing the selected *Intentional Teaching Experience*, browse the options on the left side that provide more information, like "Objectives/Dimensions," "Materials," "Including All Children," "Questions to Guide Your Observations" and "Professional Development" (1). For more information on how to view the experience in Spanish, please review this article: [How do I view an Intentional Teaching Experience/Opportunity in Spanish in MyTeachingStrategies®?](#)
- Review the instructions for the experience/opportunity (2).
- Child records appear in the Teaching Sequence based on the most recent preliminary level or checkpoint rating of the experience's primary objective/dimension (3).
- Select the children you wish to include in the experience/opportunity (4). You can also choose Select All to include all children in the class (5).
- Select "Add to Plan" (6).

The screenshot displays the MyTeachingStrategies interface for a lesson plan. The left sidebar contains navigation options: Objectives / Dimensions (1), Materials, Including All Children, Questions to Guide Your Observations, Share with Family, More Activities Like This One, Additional Ideas and Background Information, Professional Development, Print, and View in Spanish. The main content area shows the activity 'Physical P12 Exploring Pathways'. A 'Teach' tab is active, with 'Assess' and 'Family' tabs also visible. A 'Return to Week View' button and an 'Add to Plan' button (6) are located at the top right. The activity instructions are listed below the title, with a '2' callout pointing to the first instruction: 'Invite the children to join you to investigate different pathways in space: straight, curved, and zigzag.' Below the instructions is a table of child records with a '3' callout pointing to the table header and a '5' callout pointing to the 'Select All' checkbox. The table has columns for child name, a selection checkbox, and a '4' callout pointing to the 'Add to Plan' button. The table rows are color-coded by objective/dimension: Red / Orange, Yellow, Green, Blue / Purple, and Blue / Purple. The 'Green' row includes Bella Fernandez, Ruben Gutierrez, and Sam Erickson. The 'Blue / Purple' row includes Natasha Scorpino, Shaute Samuels, and Tianna Cotes. The 'Blue / Purple' row includes Jonathan Hurst. The 'Add to Plan' button is highlighted with a '6' callout.

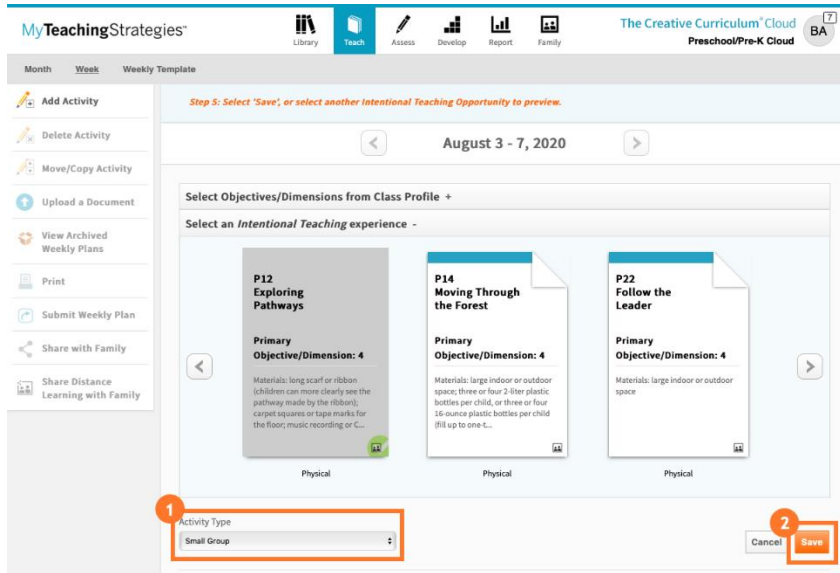
Physical P12
Exploring Pathways

- Invite the children to join you to investigate different pathways in space: straight, curved, and zigzag.
- Encourage the children to explore the ribbons. Talk about safety expectations as the children prepare to move around the room. Use carpet squares or tape X marks on the floor for children to stand on so they are evenly spaced throughout the room. If outside, use hula hoops to mark individual work areas.
Stay in your own space and watch for others. We don't want to bump into anyone.
- Show the children how to hold the ribbons tightly between their thumbs and forefingers (if using scarves, hold one corner) as they move the ribbons throughout the space in front of them.
- Invite children to practice as wide a variety of motions as they are able.
Wipers: Move arms from right to left as the ribbon flows back and forth high in the air.
Circles: Move ribbons in a large circle in front of their bodies. "Can you make circles at your side?" "Can you make a circle over your head?"
Floor Sweeps: Move ribbons from side to side on the floor in front of them. "Can you pretend you are sweeping the floor?"
Fishing: Use the ribbons like a fishing pole. "Move the ribbon forward and backward like you are throwing a fishing line into the lake."
Snakes: Lay the ribbons on the floor in front and then walk backward as they move the ribbons back and forth on the floor in a zigzag motion.

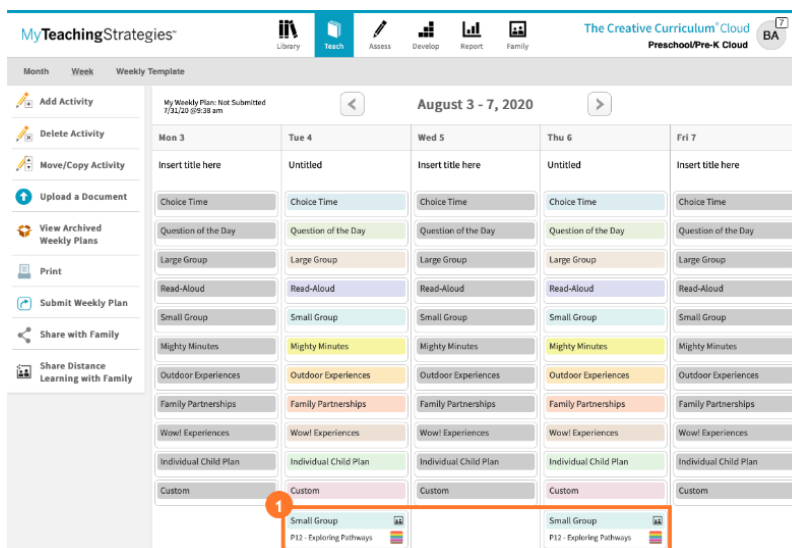
5 Select All

Child Name	Selection	Notes
Red / Orange	<input type="checkbox"/>	Encourage these children to join in the experience. They can explore materials, participate in conversation, and/or observe other children.
Yellow	<input type="checkbox"/>	Encourage the child to explore moving the ribbons. Describe the differences between a curved, straight, and zigzag pathway. *When you move your arm back and forth, your ribbon makes a curved line.* *When you hold your ribbon very still, it is a long, straight line.*
Green	<input checked="" type="checkbox"/>	Give the child a ribbon and ask that he move the ribbon in different ways around his body. *How many different ways can you move the ribbon through the air?*"While you walk around, move your ribbon as you walk."
Bella Fernandez	<input checked="" type="checkbox"/>	
Ruben Gutierrez	<input type="checkbox"/>	
Sam Erickson	<input checked="" type="checkbox"/>	
Green / Blue	<input type="checkbox"/>	Give the child a ribbon and demonstrate the movements listed above in "What You Do." *Can you make a circle with your ribbon?" *Make your ribbon move like a snake on the floor." *Move your ribbon from side to side on the floor in front of you and pretend you are sweeping the floor."
Natasha Scorpino	<input type="checkbox"/>	
Shaute Samuels	<input checked="" type="checkbox"/>	
Tianna Cotes	<input type="checkbox"/>	
Blue / Purple	<input type="checkbox"/>	Select some music with a repetitive beat, and ask the child to move her ribbon to the beat of the music. *Can you move your ribbon in circles to the beat of the music?"
Jonathan Hurst	<input checked="" type="checkbox"/>	

- If you used the Add an Activity feature, select an "Activity Type" (1), which will be the Time of Day that is added to your weekly plan.
- Select Save (2).



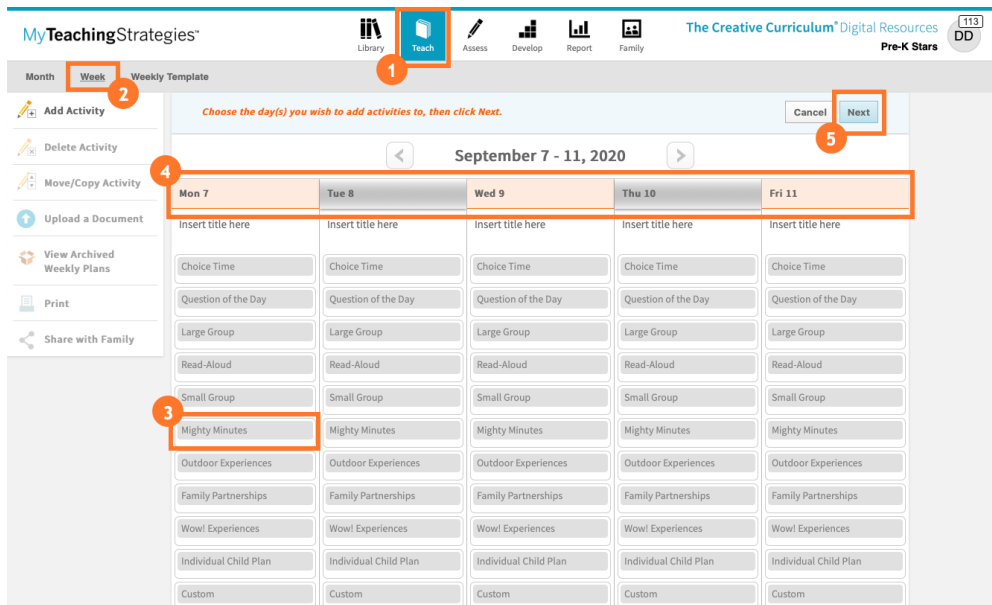
- The *Intentional Teaching Experience* is now added to your weekly plan (1).
 - For more information on teaching with a planned *Intentional Teaching Experience*, please review this article: [How do I use an *Intentional Teaching Experience* while teaching in *MyTeachingStrategies*®?](#)
 - Each *Intentional Teaching Experience* has an associated *Guided Learning Activity*, which is a short and simply activity for families to do at home with the same primary objective. For more information on sharing *Guided Learning Experiences* with families, please review this article: [How do I share *Guided Learning Experiences* with families from my weekly plan in *MyTeachingStrategies*®?](#)



Adding *Mighty Minutes*® to your weekly plan:

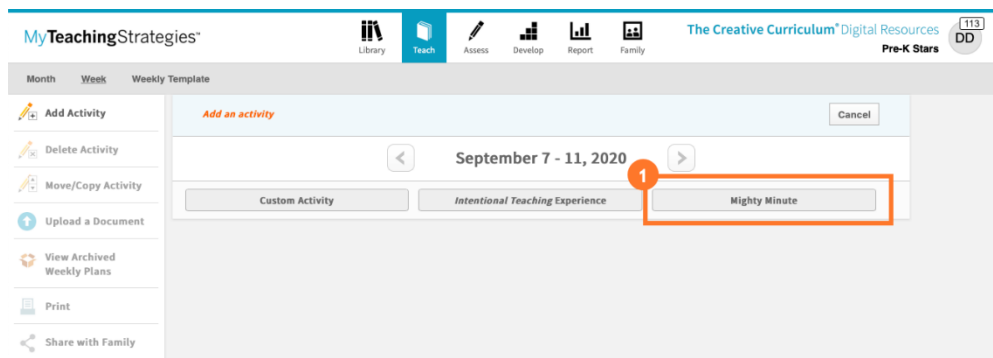
Mighty Minutes®, a collection of songs, chants, rhymes, games, and short activities, can be used to turn the part of the day when kindergarten teachers need to give their students a “brain break” into valuable learning opportunities that rarely require any additional materials.

- While in the Teach area (1), select Week on the top navigation menu (2).
- Select a *Mighty Minute* Time of Day from your weekly template (3), **or** select Add an Activity, then one or more day of the week (4), then select Next (5).



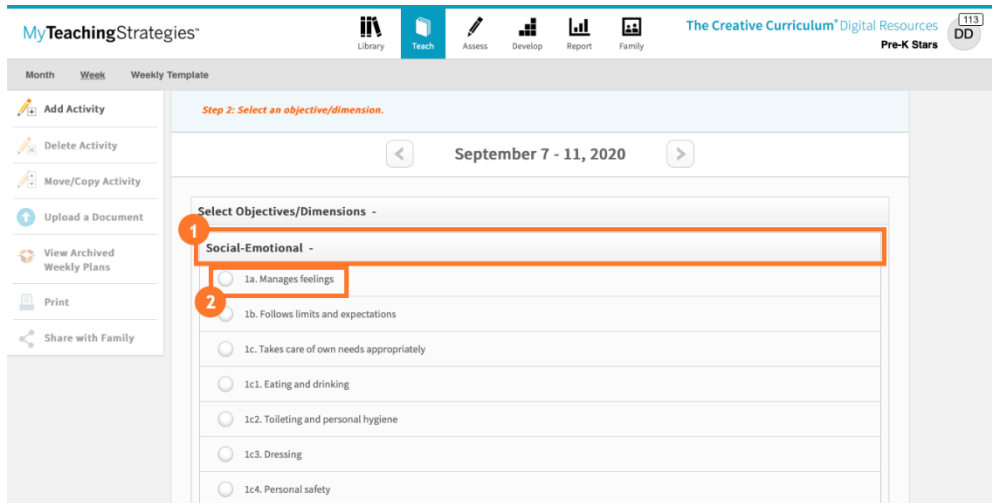
The screenshot shows the MyTeachingStrategies interface. At the top, the 'Teach' tab is selected (1). Below the navigation, the 'Week' view is active (2). The 'Add Activity' button is highlighted (3). The weekly plan grid for September 7-11, 2020, is shown. The 'Mighty Minutes' activity is selected for Monday (4). The 'Next' button is highlighted (5).

- If you selected Add an Activity, select *Mighty Minute* (1).

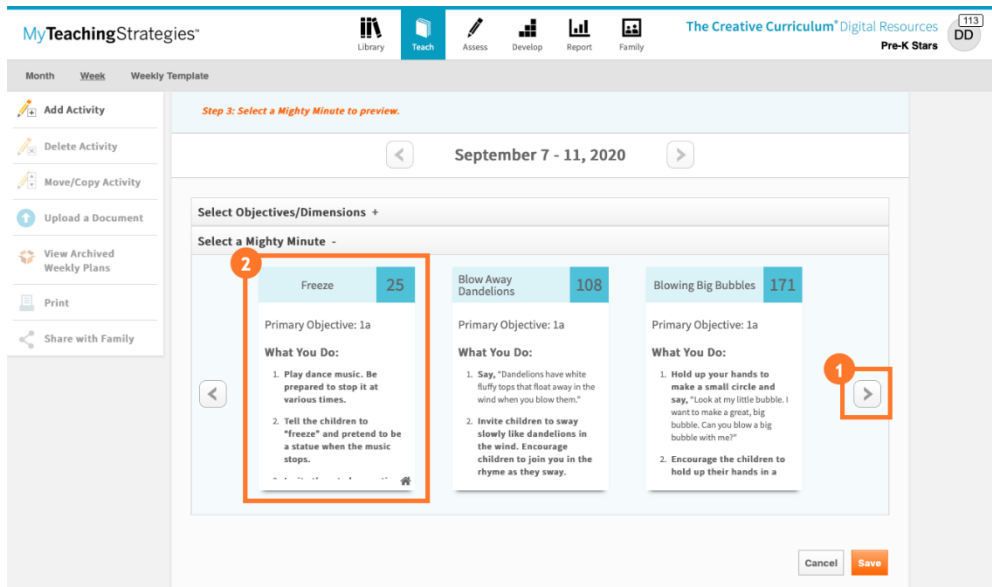


The screenshot shows the 'Add an activity' dialog. The 'Mighty Minute' option is selected (1).

- Select an area that you wish to be the primary focus of the experience (1).
- Select an objective/dimension (2).



- *Mighty Minutes* will appear, listed with their title and primary objective/dimension. These activities will appear in order based on the selected objective/dimension, with the first *Mighty Minute* having the selected objective/dimension as its primary focus. Scroll to the right to browse additional *Mighty Minutes* (1).
- Select which *Mighty Minute* you wish to preview (2).



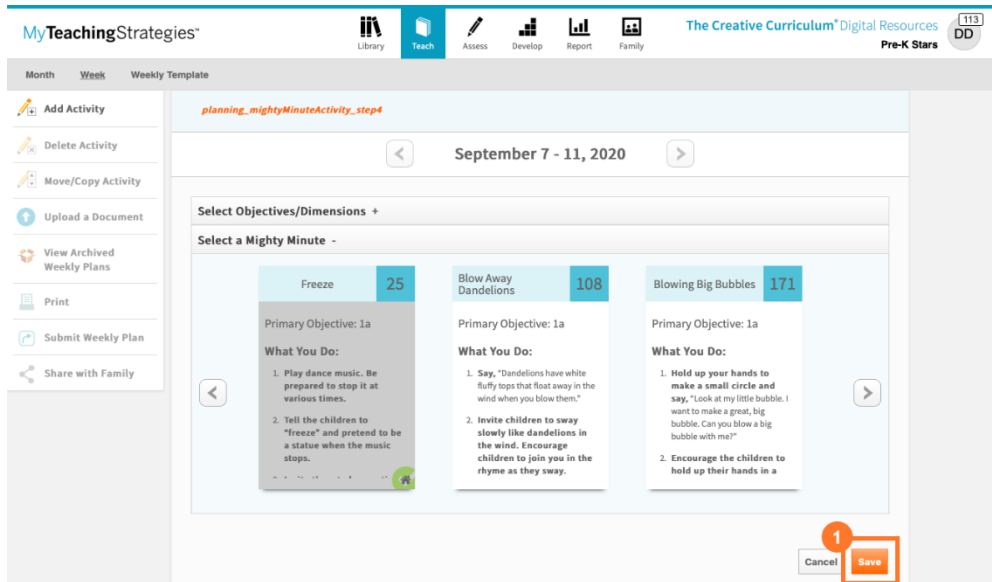
- The selected *Mighty Minute* will appear, including the activity's primary objective/dimension, related objectives/dimensions, and instructions (1).
- You can print the *Mighty Minute* (2).
- You can preview and print the Family *Mighty Minute* equivalent (3). You can also share the Family *Mighty Minute* with families via *MyTeachingStrategies*® Family (4). For more information on sharing Family *Mighty Minutes*, please review this article: [How do I share family *Mighty Minutes*® with families from my weekly plan in *MyTeachingStrategies*®?](#)
- You can view the *Mighty Minute* in Spanish (5).
- Select "Add to Plan" (6).

The screenshot displays the MyTeachingStrategies® interface. At the top, there are navigation tabs for 'Month', 'Week', and 'Weekly Template'. Below these are icons for 'Library', 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The main content area shows a 'Mighty Minute' activity titled 'Freeze' with a 25-minute timer. The activity details include:

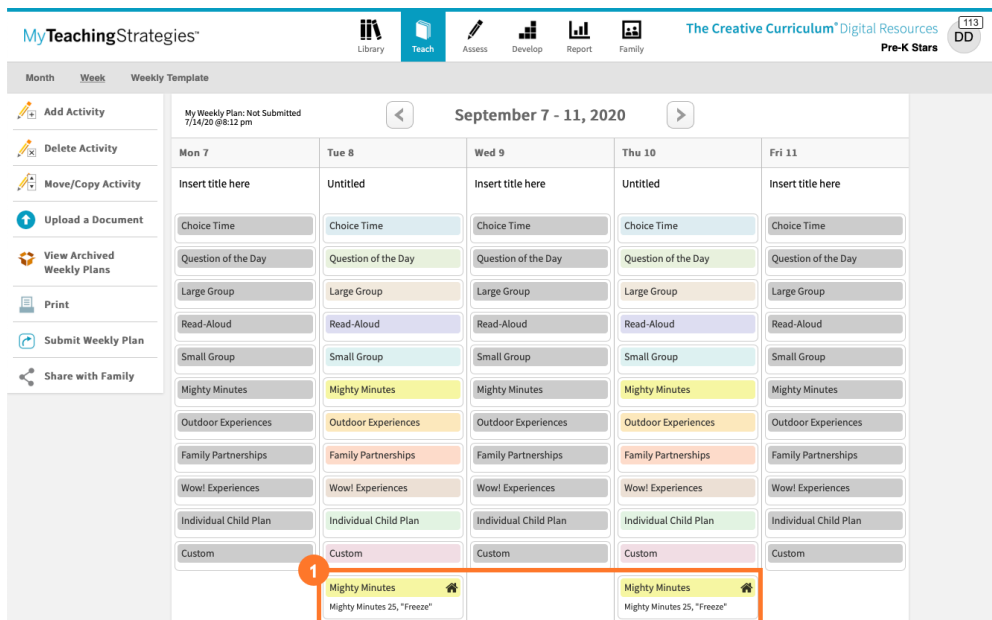
- Objective 1:** Regulates own emotions and behaviors. Related Objectives: 3a, 4, 5, 8b, 11a, 16a, 21b, 35.
- What You Do:**
 1. Play dance music. Be prepared to stop it at various times.
 2. Tell the children to "freeze" and pretend to be a statue when the music stops.
 3. Invite them to be creative with their statues or talk about the type of statue they could create, e.g., make a statue that's tall or small; make a statue that looks scared, silly, sad, or angry.
 4. Invite children to describe the types of statues they see others making when they freeze.
- Additional instruction:** Place letter or shape cards on the floor. Sing to the tune of "The Mulberry Bush" as children walk around the letters or shapes. When the music stops, have the children call out the letter or shape closest to them.

Numbered callouts (1-6) highlight specific features: 1. Objective 1; 2. Print button; 3. Family tab; 4. Share with Family button; 5. View in Spanish button; 6. Add to Plan button.

- Select Save (1).



- The *Mighty Minute* is now added to your weekly plan (1). Select this time of day when you are ready to view the activity.



Using MyTeachingStrategies® Family

MyTeachingStrategies® Family is an online family portal and mobile app that gives families another connection to their child's classroom. Through MyTeachingStrategies® Family, teachers can share documentation, weekly plans, reports, activities, and more.

Step 1: Add Family Members

Teachers will first want to add family members and invite them to create an account in MyTeachingStrategies® Family. Resources shared with a child's family will be shared with all family members associated with that child record. **Note:** family members will need to set up their account via the MyTeachingStrategies® Family webpage before logging in and before accessing the MyTeachingStrategies® Family mobile app. For more information, please review these articles:

- [How do I add family members to MyTeachingStrategies®?](#)
- [What is MyTeachingStrategies® Family?](#)
- [How do I access MyTeachingStrategies® Family?](#)

The screenshot shows the MyTeachingStrategies® Family portal interface. The top navigation bar includes icons for Teach, Assess, Develop, Report, and Family, along with the user's name 'Mrs. Nelson's Class' and a notification icon 'CB'. The main content area is titled 'Manage Family Members' and includes a description: 'Manage the family members associated with your children and invite them to create an account in the MyTeachingStrategies™ Family portal. Resources shared with a child's family will be shared with all family members associated with that child.' Below this description are two buttons: 'Add Family Member' and 'Invite Selected Family Member'. A table lists the family members associated with the child 'Maddie Reed'.

<input type="checkbox"/>	Child	Family Member	Family Member Email*	Family Member Relationship	Invite / Resend	Invitation Emailed	Email Status	Delete Family Member
<input type="checkbox"/>	Maddie Reed	Tim Reed		-		-	-	

Step 2: Send Messages

Teachers can send messages to family members and review messages they have already sent under Manage Family Messages in *MyTeachingStrategies*®. Family members can also access the sent messages in the family app or when logged into *MyTeachingStrategies*® Family. For more information, please review this article: [How do I send messages to family members through MyTeachingStrategies®?](#)

The screenshot shows the 'Manage Family Messages' interface in the MyTeachingStrategies® platform. The top navigation bar includes 'Teach', 'Assess', 'Develop', 'Report', and 'Family' (highlighted in green). The user is identified as 'Mrs. Nelson's Class' with initials 'CB'. The main content area is titled 'Manage Family Messages' and includes a description: 'Send a notification to one or more of your children's family members. Family members can access these notifications in the MyTeachingStrategies™ Family platform.' Below this, there are two radio buttons for 'Select an action': 'Create a new message' (selected) and 'View sent messages'. A table for 'Select Family Members' shows two rows: one for 'Child' (Maddie Reed) and one for 'Family Members' (Tim Reed), both with checked selection boxes. The 'Subject' field contains 'Family Conference Sign-Ups'. The 'Message' field contains the text: 'Hi Tim! We posted a sign-up sheet on our door for family conferences. Don't forget to sign-up! Thanks! Mrs. Nelson'. An 'Add File' button is present with a note: 'Maximum attachments: 1. File types allowed: .PDF, .PNG, .JPG'. On the right, a 'Message Summary' sidebar shows 'Family Members: All', 'Subject: Family Conference Sign-Ups', and 'File Attached: None', with a 'Send' button at the bottom.

Select Family Members		
<input checked="" type="checkbox"/>	Child	Family Members
<input checked="" type="checkbox"/>	Maddie Reed	Tim Reed

Step 3: Share Activities

Teachers can share Development and Learning activities with family members via the Resources Library within the Family area of *MyTeachingStrategies*®. The Development and Learning activities come from the *GOLD*® family activity library, which contains over 500 family-friendly, developmentally appropriate activities in English and Spanish. In addition, teachers with a class that subscribes to *The Creative Curriculum*®, Digital Resources can access *LearningGames*® activities from the Resources Library to share with family members. For more information, please review this article: [How do I share Development and Learning activities with family members in MyTeachingStrategies®?](#)

The screenshot displays the 'Resources Library: Development and Learning Activities' page. The table below lists the activities available in the library.

Activity Title	Area of Development & Learning	Age or Class/Grade	View	Share
Musical Stairs (English)	Physical	Pre-K 4 class/grade	View	Share
Rock the Boat (English)	Physical	Pre-K 4 class/grade	View	Share
Let's Play Follow the Leader (English)	Physical	Pre-K 4 class/grade	View	Share
Bike Signs and Signals (English)	Physical	Pre-K 4 class/grade	View	Share
Book of Familiars (English)	Physical	Pre-K 4 class/grade	View	Share
Cutting Challenge (English)	Physical	Pre-K 4 class/grade	View	Share
Stair Song (English)	Physical	Pre-K 4 class/grade	View	Share
Stepping Stones (English)	Physical	Pre-K 4 class/grade	View	Share
Line Up! (English)	Physical	Pre-K 4 class/grade	View	Share
Letters to a "Tee" (English)	Physical	Pre-K 4 class/grade	View	Share

The 'Resources Summary' panel on the right includes the following information:

- Select Shared Resources:** Development and Learning Activities
- Language:** English
- Age or Class/Grade:** Pre-K 4 class/grade
- Area of Development and Learning:** Physical
- Edit Criteria:** [Button]

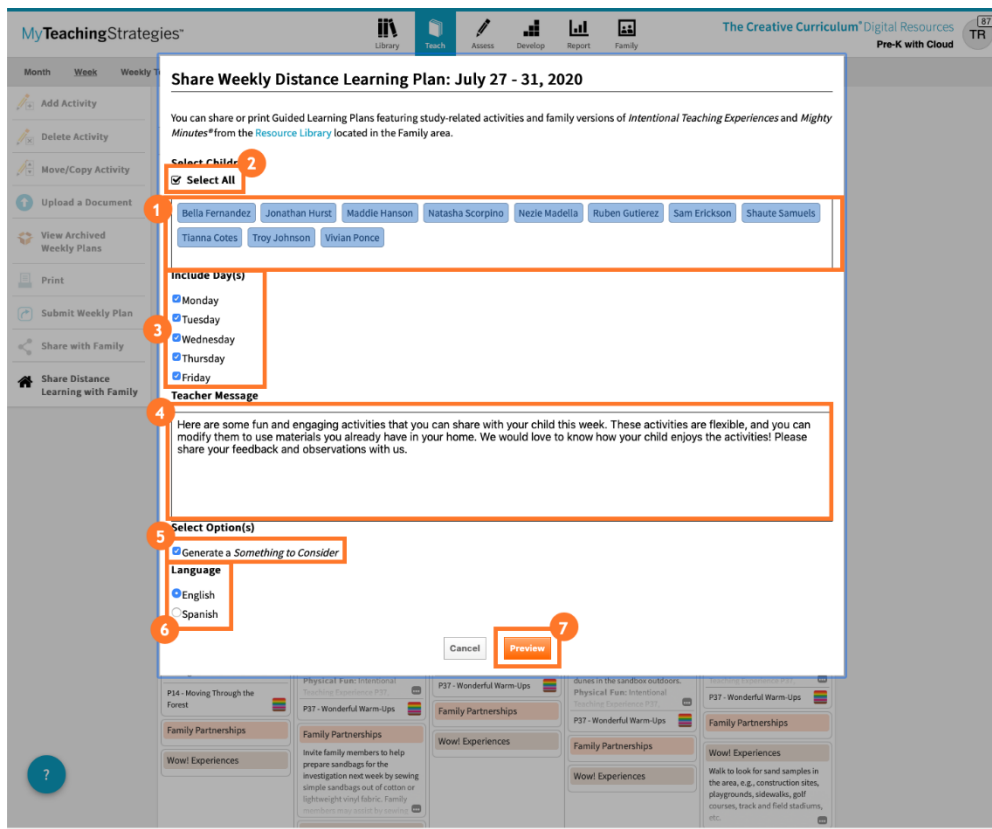
Step 4: Share Distance Learning Plans

In the Teach area, teachers subscribed to *GOLD*®, *The Creative Curriculum*® Cloud, or *The Creative Curriculum*®, Digital Resources can share distance learning plans. These family-facing plans include all Guided Learning Experiences and family *Mighty Minutes*® for the selected week, and can be printed or shared with families via *MyTeachingStrategies*® Family to extend learning at home or be used for distance learning.

- In the Teach area (1), select Week (2) (or Weekly Experiences for an infants, toddlers, and twos class) from the top navigation menu.
- Select Share Distance Learning with Family from the left-hand navigation (3).

The screenshot displays the MyTeachingStrategies interface. At the top, the 'Teach' tab is selected in the navigation bar. The main content area shows a weekly plan for July 27-31, 2020. The left-hand navigation menu is visible, with 'Share Distance Learning with Family' highlighted. The main content area is organized into a grid of activities for each day of the week, including sections for Choice Time, Question of the Day, Large Group, Read-Aloud, Small Group, Mighty Minutes, Outdoor Experiences, Physical Fun, P37 - Wonderful Warm-Ups, and Family Partnerships.

- Select the children whose families you'd like to receive the *Guided Learning Experience* (1). Select Select All to choose all child records (2).
- Select any days you wish to include. **Note:** All planned *Guided Learning Experiences* and family *Mighty Minutes*® will be included in the plan for each selected day.
- Type in a message (4).
- Select the checkbox for Generate a *Something to Consider* (5) to include pre-populated guidance for families.
- Choose to include the English or Spanish versions of the *Guided Learning Experiences* and family *Mighty Minutes*® (6).
- Select Preview (7).



- Select the Printer icon to print the distance learning plan (1).
- Select Share to share the distance learning plan via MyTeachingStrategies® Family (2).

The screenshot displays the MyTeachingStrategies interface. At the top, there is a navigation bar with icons for Library, Teach, Assess, Develop, Report, and Family. The main content area is titled "Share Weekly Distance Learning Plan: July 27 - 31, 2020". On the left sidebar, there are options like "Add Activity", "Delete Activity", "Move/Copy Activity", "Upload a Document", "View Archived Weekly Plans", "Print", "Submit Weekly Plan", "Share with Family", and "Share Distance Learning with Family". The main content area contains several sections: "Teacher Message", "Something to Consider", "Monday", "Guided Learning Experience" (with sub-section "M14: Patterns"), "Mighty Minute" (with sub-section "146: Take a Tuneful Turn"), and another "Guided Learning Experience" (with sub-section "P14: Moving Through the Forest"). At the bottom, there is a "Wow! Experiences" section. A printer icon is circled in orange with a "1" next to it, and a "Share" button is circled in orange with a "2" next to it.

Step 5: Review Family Observations

Teachers can encourage family members to capture photos and videos of their children while using any of the resources they have shared and add them to *MyTeachingStrategies*® Family. Teachers can then review these observations added by family members under Manage Family Observations, and if appropriate, convert them into *GOLD*® documentation to inform their checkpoint. Instructions for creating *GOLD*® documentations can be found on Page 23 of this guide.

The screenshot shows the 'Family Member Observation' form in the MyTeachingStrategies interface. The form is titled 'Family Member Observation' and includes the following fields: Date (January 04, 2018), From (Stacy King), and Child(ren) (Jacqueline King). The Message field contains the text: 'Jacqueline verbally counted five of her dolls in order.' At the bottom of the form, there are three buttons: 'Close', 'Archive', and 'Create Evidence'.

Step 6: View Shared Resources

Teachers can easily keep track of what has been shared so far with each child's family member, including documentation, weekly plans, reports, activities, and *Family Conference Forms*, in *MyTeachingStrategies*®. For more information, please review this article: [How do I view all resources shared with a child's family members in MyTeachingStrategies®?](#)

The screenshot shows the 'View Shared Resources' page in the MyTeachingStrategies interface. The page displays a table of shared resources for a child named Maddie Reed. The table has three columns: Child, Resource, and Date Shared. The resources listed are: Development and Learning Activity, Family Conference Form, Report Card, Development and Learning Report, Development and Learning Report, Individual Child Report, and Documentation. To the right of the table is a 'Filter Summary' section that lists the child's name and the types of resources shared: Documentation, Family Conference Forms, Development and Learning Activities, Individual Child Reports, Report Cards, Weekly Plans, and Development and Learning Reports. An 'Edit Criteria' button is located at the bottom of the filter summary.

Child	Resource	Date Shared
Maddie Reed	Development and Learning Activity	10/03/2019
Maddie Reed	Family Conference Form	10/03/2019
Maddie Reed	Report Card	10/03/2019
Maddie Reed	Development and Learning Report	10/03/2019
Maddie Reed	Development and Learning Report	10/03/2019
Maddie Reed	Individual Child Report	10/03/2019
Maddie Reed	Documentation	10/03/2019

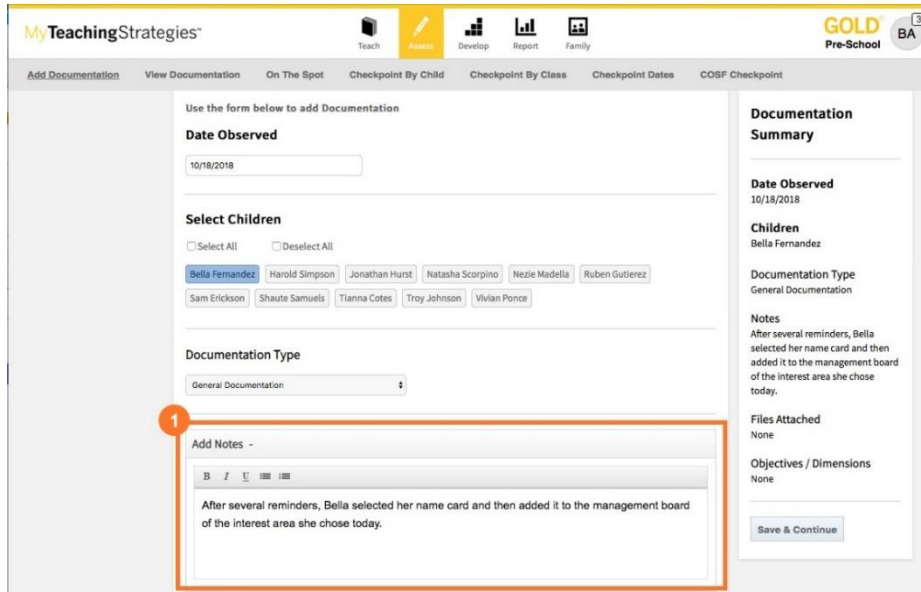
Adding Documentation in *MyTeachingStrategies*®

Teachers can add documentation of children's knowledge, skills, and abilities to *MyTeachingStrategies*® either on the *MyTeachingStrategies*® web platform, or via the *GOLD*® Documentation mobile app.

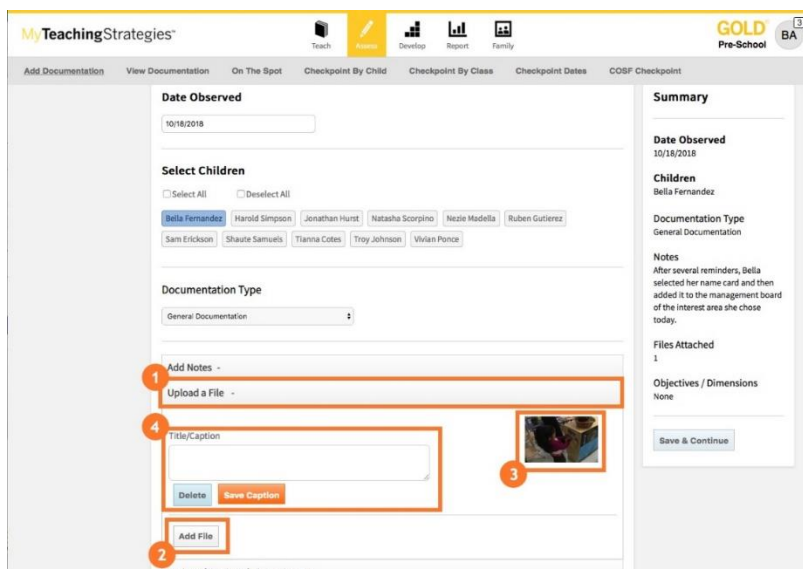
- While in the Assess area (1), select Add Documentation (2). For more information on what should be included in documentation, please review this article: [What type of information should be included in *GOLD*® documentation?](#)
- Choose a date observed (3), which is when you observed the knowledge, skills, and abilities of the child or children in the documentation.
- Select the child(ren) who were observed (4). For more information, please review this article: [How do I add *GOLD*® documentation for more than one child at a time in *MyTeachingStrategies*®?](#)
- Choose a Documentation Type (General Documentation is selected by default) (5). For more information on the Documentation Type selections, please review this article: [What options can I select from the Documentation Type drop-down box on the Add Documentation page in *MyTeachingStrategies*®?](#)

The screenshot displays the 'Add Documentation' page in the MyTeachingStrategies web platform. The page is titled 'Add Documentation' and features a navigation bar with icons for 'Teach', 'Assess', 'Develop', 'Report', and 'Family'. The 'Assess' icon is highlighted with a red circle and the number 1. Below the navigation bar, there are several tabs: 'Add Documentation' (highlighted with a red circle and the number 2), 'View Documentation', 'On The Spot', 'Check' (highlighted with a red circle and the number 1), 'By Child', 'Checkpoint By Class', 'Checkpoint Dates', and 'COSF Checkpoint'. The main content area is titled 'Use the form below to add Documentation' and contains three sections: 'Date Observed' (10/18/2018), 'Select Children' (with a list of children names and checkboxes for 'Select All' and 'Deselect All'), and 'Documentation Type' (General Documentation). A 'Documentation Summary' sidebar is visible on the right, showing the 'Date Observed' (10/18/2018), 'Children' (Bella Fernandez), 'Documentation Type' (General Documentation), 'Notes' (None), and 'Files Attached' (None). The sidebar also includes a link for 'Objectives / Dimensions'.

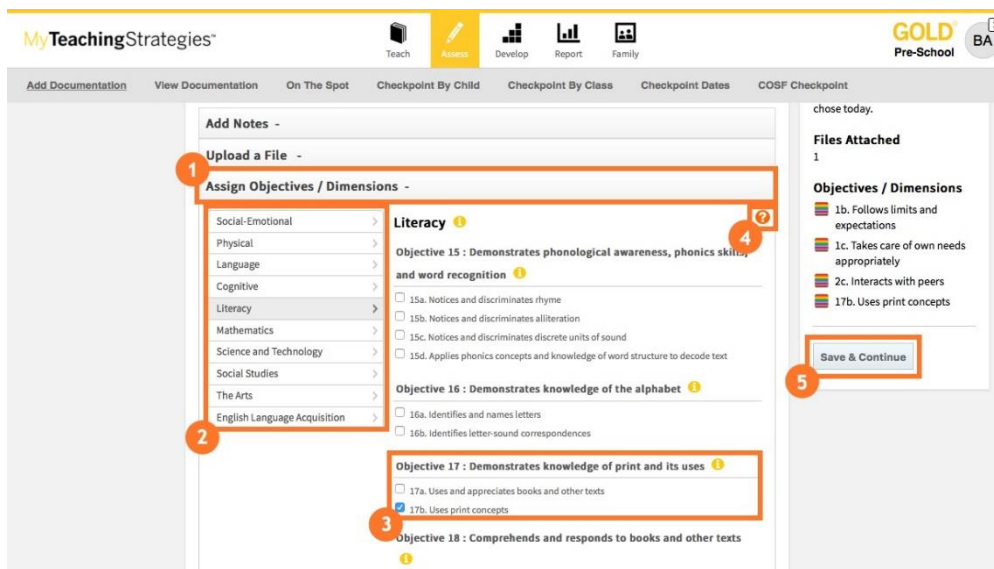
- If your documentation includes an observation note, select Add Notes and type in the note (1). For more information on best practices for collecting observation notes, please review this article: [What are the best practices for collecting GOLD® documentation?](#)



- If your documentation includes a file, such as a picture, video, or sample of classroom work, select Upload a File (1).
- Select Add File to select a file from your device (2). You can upload JPG or PNG picture files, MP3 audio files, MPEG or MP4 video files, or Microsoft Word or PDF documents. There is a 100MB size limit for video files and a 5MB size limit for other files.
- Once the file is uploaded, a thumbnail of the file will appear (3).
- You also have the option to add a caption to your uploaded file (4).

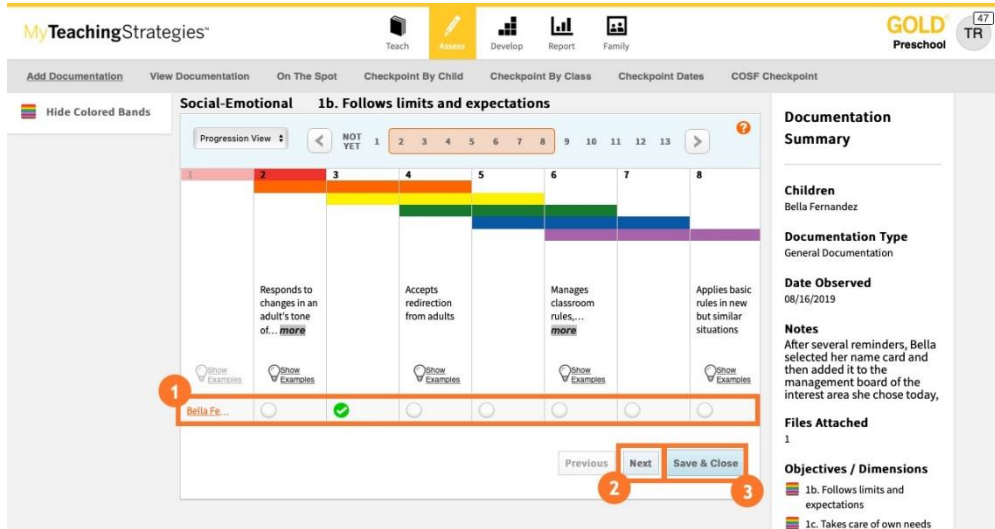


- Select Assign Objectives/Dimensions to tag objectives/dimensions to the documentation (1).
- Toggle between the areas of development and learning (2), then select any objectives/dimensions the selected child or children demonstrated in the documentation (3). For more information on the suggested number of objectives/dimensions to tag to one documentation, please review the following article: [What are the best practices for collecting GOLD® documentation?](#)
- You can preview the progressions for the objectives/dimensions to help choose which objectives/dimensions most closely match the knowledge, skills, and abilities demonstrated in the documentation (4).
- Select Save & Continue (5).

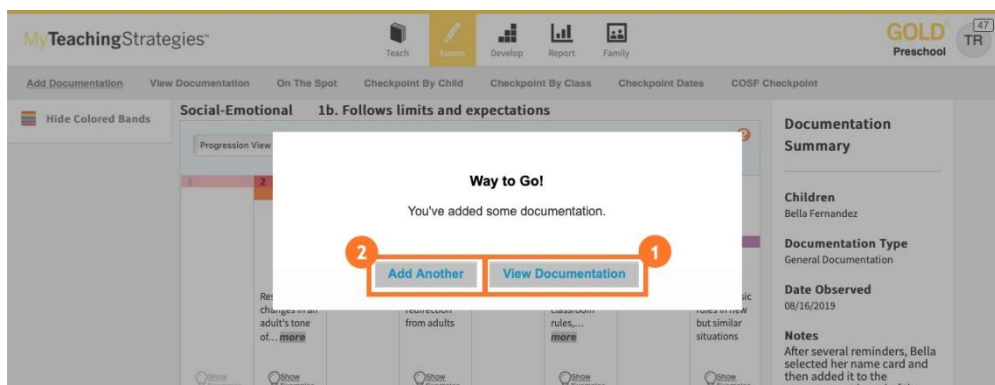


You will then be prompted to enter preliminary levels for the tagged objectives/dimensions. For more information, please review this article: [When should I enter preliminary levels to GOLD® documentation?](#)

- Select the level that best matches the knowledge, skills, and abilities that were demonstrated in the documentation (1).
- Select Next (2) to save and move to the next tagged objective/dimension or Save & Close (3) to save and navigate away from the documentation.



- Select View Documentation (1) to view the documentation you have just added or select Add Another (2) to add another piece of documentation. For more information on viewing the documentation you have added, please review this article: [How do I view documentation as a teacher in MyTeachingStrategies®?](#)



Using Family Observations to Create Documentation

In the Family area, teachers subscribed to *GOLD*® can review observations added by family members via *MyTeachingStrategies*® Family and choose to convert those into *GOLD*® documentation that can be used to inform the current checkpoint.

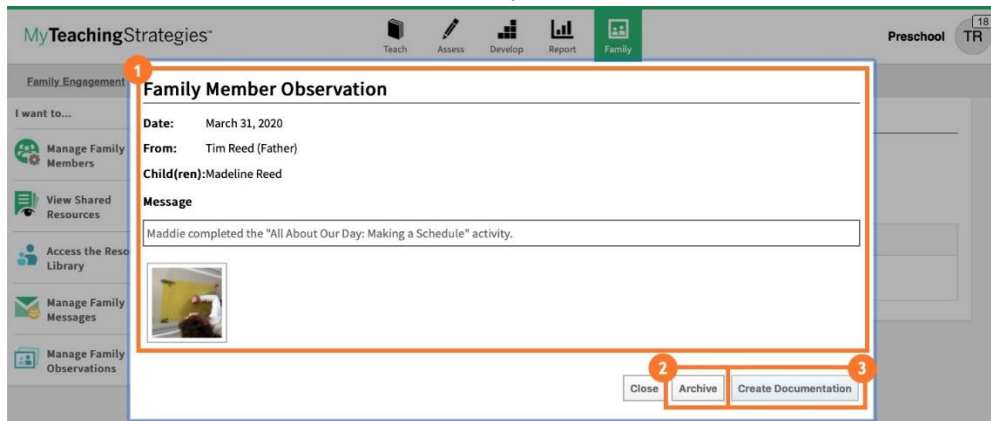
- Navigate to the Family area (1) and select Family Engagement on the top navigation menu (2).
- Select Manage Family Observations on the left navigation menu (3).
- Select View to review a family observation (4).

The screenshot displays the MyTeachingStrategies® interface. At the top, the 'Family' icon in the navigation bar is circled in orange and labeled with a '1'. Below it, the 'Family Engagement' option in the left-hand menu is circled in orange and labeled with a '2'. Further down, the 'Manage Family Observations' option is circled in orange and labeled with a '3'. The main content area is titled 'Manage Family Observations' and contains a table with the following data:

Child	Family Member	Date Shared	View Observation	Documentation Created
Madeline Reed	Tim Reed (Father)	03/31/2020	View	

The 'View' button in the table is circled in orange and labeled with a '4'. The interface also shows a 'Preschool TR' user profile in the top right corner and a 'Family Conference Form' link in the top navigation area.

- Review the family observation and determine if it should be added to the child's *GOLD*® portfolio. **Note:** Family members add family observations via *MyTeachingStrategies*® Family. For more information, please review this article: [How do family members add family observations in *MyTeachingStrategies*® Family?](#)
- If the family observation should not be added to the child's *GOLD*® portfolio, select Archive (2) to archive the family observation.
 - Archived family observations are accessible on the Manage Family Observations page by adjusting the Display drop-down to "All Archived."
 - Once a family observation is archived, it cannot be unarchived or converted to documentation.
- If the family observation should be added to the child's *GOLD*® portfolio, select Create Documentation (3) to convert the family observation to *GOLD*® documentation.



- You will now see a new *GOLD*® documentation item derived from the family observation on the View Documentation page in the Assess area, with the family message populating the note field and any associated file from the family attached to the associated child record.
- The Documentation Type is set to "Family Observation" (1).
- Select Assign Objectives / Dimensions (2) to tag any objectives/dimensions the child is demonstrating in the documentation.
- Select Save & Continue (3) to enter preliminary levels for the objectives/dimensions you have tagged. For more information, please review this article: [How do I view *GOLD*® documentation as a teacher in *MyTeachingStrategies*®?](#)

The screenshot displays the 'View Documentation' interface in MyTeachingStrategies®. The main form area includes a 'Date Observed' field (03/31/2020), a 'Select Children' section with 'Madeline Reed' selected, and a 'Documentation Type' dropdown menu set to 'Family Observation' (callout 1). Below this are buttons for 'Add Notes +', 'Upload a File +', and 'Assign Objectives / Dimensions +' (callout 2). A 'Save & Continue' button is located in the bottom right of the form area (callout 3). The right sidebar shows a 'Documentation Summary' with the following details: Date Observed: 03/31/2020; Children: Madeline Reed; Documentation Type: Family Observation; Notes: Maddie completed the "All About Our Day: Making a Schedule" activity; Files Attached: None; Objectives / Dimensions: None.

Helpful Documents and Links

[Kindergarten Entry Assessment \(KEA\) Sample letter to families](#)

Download, customize, and share this letter with families to introduce them to the KEA Prompts for Families and their role in the formative assessment process.

[KEA sample letter](#)

[KEA prompts for families](#)

Provide families with the prompts below for each objective/dimension throughout the kindergarten entry assessment period. These prompts will help families take more nuanced observation notes that you can then use to help complete the KEA.

[KEA prompts](#)

[Letter to families introducing in *MyTeachingStrategies*® Family](#)

Share this letter, in English or in Spanish, with family members once you have added them to *MyTeachingStrategies*® Family. This letter is in a Microsoft Word document, so you can customize the content prior to sharing!

[Introducing *MyTeachingStrategies*® Family sample letter](#)

[Sharing with the teacher \(for families\)](#)

Learn how family members can add observations in *MyTeachingStrategies*® Family that teachers will then have access to.

[Sharing observations with your teacher](#)

[Viewing what you have shared with families](#)

In the Family area, you can easily keep track of what has been shared so far with each child's family member, including documentation, weekly plans, distance learning plans, reports, activities, At-Home Guided Learning Plans, and Family Conference Forms.

[Accessing what's been shared](#)