Section 1: Getting Started
Initial Set-Up

Signing In

Before you sign in, make sure you have the username and temporary password that you received by e-mail from Implementation@TeachingStrategies.com or that you used for CreativeCurriculum.net. Go to TeachingStrategies.com and click the GOLD Quick Access link at the top of the screen.

When the Sign In screen appears, enter your username and temporary password. Then click SUBMIT.

TIP: Use the Forgot Password? and Forgot Username? links if you forgot the information. Your username and a temporary password will automatically be sent to the e-mail address in your profile. For security reasons, the temporary password will expire one hour after it is sent, so log in as soon as you receive the e-mail.

You will see this icon on many screens: When you move the mouse pointer over or click the icon, you will find information about the item or screen you are exploring.
Initial Set-Up

Password and Security Questions

The first time you log in to your GOLD® account, you will create a new password, and select and answer three security questions.

TIP: Return to your Dashboard and select the MY PROFILE tab to edit your profile, password, security questions, or username. Remember to keep your e-mail address up-to-date in case you forget your login information.

Preferences

You can also set your preferences at the bottom of the Edit Profile screen. Selecting Español will change the system’s screen text to Spanish. However, the system will not automatically translate into Spanish any text you enter in English (including documentation).
**GOLD® Entry and Updates**

**Member Dashboard**

When you sign in for the first time, you will be taken to your personal DASHBOARD. The Dashboard is your point of entry into GOLD® and provides important personalized communications about assessment and professional development. To enter GOLD®, click the GOLD® button in the upper left corner of the screen.

TIP: When you use the GOLD Quick Access link to log in again, you will be taken directly into GOLD® rather than to your personal Dashboard. Navigating to your own Dashboard is explained on page 8.
Navigation

Homepage

The teacher homepage is updated regularly with important information about new enhancements to the tool.

Navigation Tips

Once you’re in GOLD®, you can always return to your Dashboard by clicking on the black Teaching Strategies® Dashboard logo in the upper left corner of every screen. You can also use the Dashboard link found under the Leave GOLD: Go To... heading on the right side of the screen.

When you click the Change Role link in the top right corner of a home page screen, you can switch between the Teacher and Family sites. When you are working in a site, you can always return to the homepage by clicking on the Home link in the banner.

TIP: Notice that the banners at the top of the screen change color according to the site you are working in: Teacher (gold), Admin (black), Family (green), or Teacher’s Sandbox (maroon).

The following links are at the bottom of the screen so you can quickly access important information.
Navigation

Action Menu

Many screens have an Action menu. Clicking the word Action or the down arrow will give you a list of options. You can edit, delete, or, in some cases, share an item with family members.

Support and Resources

On the right side of many screens, you will see the headings Key, Support, and Resources. The Key explains the symbols used on the screen. The Support links provide help with using the assessment tool. The Resources are links to articles and other helpful tools that will assist you with the assessment process.

Print | PDF

Use these links in the upper right corner of the screen to get a printer-friendly version or to generate a PDF, which is a file you can save to your hard drive. A PDF is often a more attractive print format. You must have Adobe Reader® to view a PDF. It is a free download from www.Adobe.com.
Navigation

Navigation Tabs

*GOLD* online is organized by six tabs that run across the top of the screen. Move the mouse pointer over a tab to see the drop-down menu.
Navigation

Controlling the View

You can choose what to display on each screen. To select a different class, click **Switch Class**. On most screens, you can only work with information for one class at a time.

When you are working with a View Documentation or View Portfolio screen, use the **Change View** link to change the Current View. The check boxes and drop-down menus will limit or expand what you see.

The Current View description tells you what is being displayed on the screen based on the selections you have made. In the example below, we have limited the View Documentation screen to one child, Mee Young, for the Spring 2009/2010 checkpoint.

TIP: Learn more about adding and viewing documentation in the “Documentation” section, which begins on page 19.
Professional Development Support

Courses

To take “GOLD® Basic,” the free, four-module, self-paced course that introduces the structure and components of GOLD®, select the PROFESSIONAL DEVELOPMENT tab from the Dashboard. Click the course name to view and access the modules.

View details about your progress to date by using the color-coded boxes that provide information about your work on each module.

TIP: For detailed instructions on completing your course(s), download the PDF listed on the right-hand side of the screen. Alternatively, you can click on the course title and then click (PDF) in the center of the course overview screen.
Professional Development Support

Sandbox

The Sandbox gives you access to sample portfolios so you can practice using all of the features of GOLD® without gathering and using data about the children in your class. Just as though you were exploring a real sandbox, you don’t have to worry about making a mistake. You can investigate and learn!

To access the Sandbox, click on the PROFESSIONAL DEVELOPMENT tab and select Sandbox. Then click the Access Sandbox button on the Sandbox launch screen.

By clicking Reset Sandbox, you can clear everything you entered and start again.

Notice that the gold banner at the top of the screen changes to maroon when you are in the Teacher’s Sandbox. This will help you differentiate the practice portfolios from those of your students. To exit the Sandbox, click the Dashboard logo in the upper left corner.

TIP: “Sandbox” children will not become part of your GOLD® account. The Sandbox is only for practice!
Professional Development Support

Embedded Guidance

You may sometimes want more support while working with GOLD®. Help is easily accessed from the top navigation bar. When you click Help?, you will have full access to all of the articles in GOLD® online. Search or browse by topic, or go to Popular Resources to see the most frequently used links. You can also access printable resources under Quick Downloads.