GOLD® Online

A Teacher’s Quick-Start Guide

Section 6: Communication
Family Communication

Inviting Families

Families must register in Family Central before you can share developmentally appropriate activities and information about their children’s progress.

To invite a family member to register, first select INVITE FAMILIES from the drop-down menu under the COMMUNICATION tab. After choosing a class, click Add New Invitation on the screen that appears. Enter the family member’s name and e-mail address to generate an e-mail invitation to create an account. The drop-down menu enables you to Edit/Resend the e-mail if necessary, but, once a family member has been invited, the invitation cannot be withdrawn. Use the Custom Message field to add a personal message.

When you have a new message from a family member, a note will appear on your Dashboard.

TIP: If your program purchased access to Team Central, the process for inviting team members is very similar. Your administrator will need to approve the invitation before it is sent.
Family Communication

Sending Messages

GOLD® enables you to send and receive messages to and from family members. These messages are saved and searchable.

Under the COMMUNICATION tab, chose Messages and then choose Compose. Select the child you would like to send a message about, and then select the family member name(s). When the family member responds, use the Action button to view the message, reply, mark as unread, or archive for later review.

Use Search to find a specific message by using keywords, check boxes, or the drop-down menu.

Tip: Change View includes an option to show archived messages.
Family Communication

Family Conference Form

Once you have entered checkpoint levels for a child’s skills, knowledge, and behaviors, you can create a “Family Conference Form” for that child in English or Spanish.

Under the COMMUNICATION tab, choose Family Conference Forms. Choose a child and an action, and then click GO. Enter the date of the conference and the names of family member(s) who will be participating. Click Save to begin the form. (You will not be able to enter data in the boxes without clicking Save.)

Click Here to Begin enables you to enter information about the child’s strengths in the developmental areas (first box) and the content areas (second box) as well as your plans for promoting the child’s development and learning (third box). When you Click Here to Begin, you will be taken to another screen to begin entering data (see next page).

If the Spanish language and literacy objectives are enabled for the child, you will see a fourth box.
Family Communication

Family Conference Form: Entering Data

Begin entering data by clicking check boxes in an area. If you would like to include the objective and dimension on the form (to help explain the level and the documentation), select Yes.

Family Conference Form: Attaching Documentation

To decide whether to include a piece of documentation on the form, click the date or icon in the Documentation column to preview the note. To place it on the form, click the box by the icon and date.

TIP: To avoid duplication of the note, the dates turn red when you have also associated the piece of documentation with other objectives and dimensions.

Update the text with specific comments. You will complete these steps again to fill in the second box, which focuses on the child’s strengths in the content areas.
Family Communication

Plan for Development and Learning

In the third box, click Plan for this child's development & learning to type your plan and add notes. You will be able to add the family's suggestions after you meet with them.

Underneath your notes, you will see language that describes the knowledge, skills, and behaviors the child will probably develop next. Select the skills and behaviors that you would like to discuss or those you think the family is most interested in. Select Customize to edit the text.

Options Upon Completion

Under Change View, you can view the form in Spanish, or you can choose Print, PDF, or Share With Family. (Remember that the plan and notes you entered in English will not automatically be translated into Spanish.)
Family Communication

Newsletter

Create a newsletter to share information about your class with family members. Under the COMMUNICATION tab, choose Family Newsletters.

Create New Newsletter

Date: 01/13/2011

Newsletter Title: January News

Classes:
- Bluebirds

Input Method:
- Upload PDF or Word Document
- Create Newsletter Online

Articles:
- Article 1 Title: What We’re Doing This Week: Who Lives in Trees?
- Article 1 Body:

  This week we’ve been very busy learning about what kinds of animals live in trees. Because of the snow that fell earlier this week we got to talk more about where animals go when it gets cold and how they stay dry when it snows or rains. The children had some great theories about what animals do to stay warm and dry!

  We encourage you to share your own experiences with trees or any animals that live in trees. Mr. Hopkins shared an

Type here to add text to your online newsletter.

Click here to add articles.

Click here to submit your newsletter.

Click here to share the newsletter with the family members who have registered to communicate through GOLD®.

You can create a newsletter in GOLD® or upload your own newsletter as a PDF or Microsoft® Word document.
Family Communication

Calendar

The calendar is a great way to inform co- and assistant teachers, Team Central members, administrators, and families about what is going on in the classroom.

Select which class or family members should be notified of this event. It will then appear in their GOLD® calendars.

Click here to add or share an event on your calendar.