



Beginning of the School Year Checklist for New Teachers in TS GOLD

Below are recommended tasks to complete for teachers who are new to GOLD. Detailed information on these tasks can be found on the [Results Matter Technical Assistance Website](#).

Setting Up Your Account in GOLD:

- ☐ **Log in to [Smart Teach by TeachingStrategies®](#).** Follow the instructions in your welcome email and set your password.
- ☐ **Explore your dashboard. Check your messages for any information from your administrator.**
- ☐ **Set up your classroom by adding classes and adding children.** Make sure all children have school district name and ADVISER ID number. Check with your administrator if this step is your responsibility. If it is not your responsibility, check to see that your class list is accurate and contact your administrator with any needed corrections.
- ☐ **Complete the Home Language Survey.** This only needs to be completed for children in preschool-third grade classrooms. It is recommended to complete this within the first two weeks of a child entering your program to ensure it is finished before the end of the first checkpoint period.

Complete required training:

- ☐ **Complete the GOLD online Professional Development module *Power of GOLD*.** All staff new to GOLD must complete this free, self-paced course in GOLD. The Power of GOLD can be found by clicking on the Develop tab on your GOLD account. This will open a new **window**. **Scroll down to the bottom of the page to Teaching Strategies Courses. Click on** the folder with the appropriate age group you will be teaching. Scroll down until you find the course ***The Power of GOLD***. This must be completed by **September 30th**.

Explore the Assess Tab:

- ☐ **Add documentation consistently.** Review the At a Glance Dashboard regularly to review real-time information on your documentation collection.
- ☐ **Utilize the Add Documentation feature and the [SmartTeach Mobile](#) app** to add documentation, attach objectives, and select preliminary levels on a regular basis.

Explore the Teach Tab:

- ☐ **Set up your planning calendar.** Utilize your weekly plan to add activities, Intentional Teaching Experiences, Mighty Minutes, and routines. Intentional Teaching Experiences and Mighty Minutes can also be accessed via the Library tab in the top right corner of the page. If you are subscribed to *The Creative Curriculum Cloud*, review [The Creative Curriculum Cloud Getting Started Guides](#) for more information on setting up your weekly and monthly plans.

Explore the Engage Tab:

- ☐ **Add family members** and invite them to use the Teaching Strategies Family app.
- ☐ **Share activities with families.** Under the Engage Tab, use the “Shareable Resources” to share specific activities with families.

Additional Resources:

- ☐ **NDE GOLD Modules:** Access 3 self-paced GOLD modules through [NDE's Learning Network](#). These 3 modules take a deeper dive into utilizing Teaching Strategies GOLD as an observation-based assessment, to promote high-quality play and environments, and to set up a successful system for assessment.
- ☐ **Access The Hub Tab** to engage in idea sharing with other early childhood educators.
- ☐ **Access additional resources in the Support Portal.** Click on the Question Mark in the top right corner, then click Support, then click Support Portal.

For additional questions, please email TSGOLD@nebraskacloud.org