MyTeachingStrategies®

Getting Started

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How-To Guide for Teachers

Accessing *MyTeachingStrategies*®

Signing In

Before you sign in, make sure you have the username and temporary password that you received by email from Support@TeachingStrategies.com for your *MyTeachingStrategies*® account.

To log in, go to TeachingStrategies.com and click the **LOGIN** button at the top, right-hand side of the screen.

When the sign in screen appears, enter your username and temporary password. Then click **SUBMIT**.

Forgot Password / Username

Use the **FORGOT PASSWORD?** and **FORGOT USERNAME?** links if you forget your information. Your username and a temporary password will automatically be sent to the email address in your profile.

For security reasons, the temporary password will expire one hour after it's sent, so please log in as soon as you receive the email.

Navigating *MyTeachingStrategies*®

When you sign into *MyTeachingStrategies*®, you will be taken to your personal DASHBOARD. The dashboard provides important personalized communications to help you get the most out of your *MyTeachingStrategies*® digital tools.

Navigation Bar

At the top of the page you'll find the NAVIGATION BAR with links to the 5 main areas of *MyTeachingStrategies*®: Teach, Assess, Develop, Report, and Family.

MyTeaching**Strategies**®   Teach   Assess   Develop   Report   Family   Pre-K Class   MT
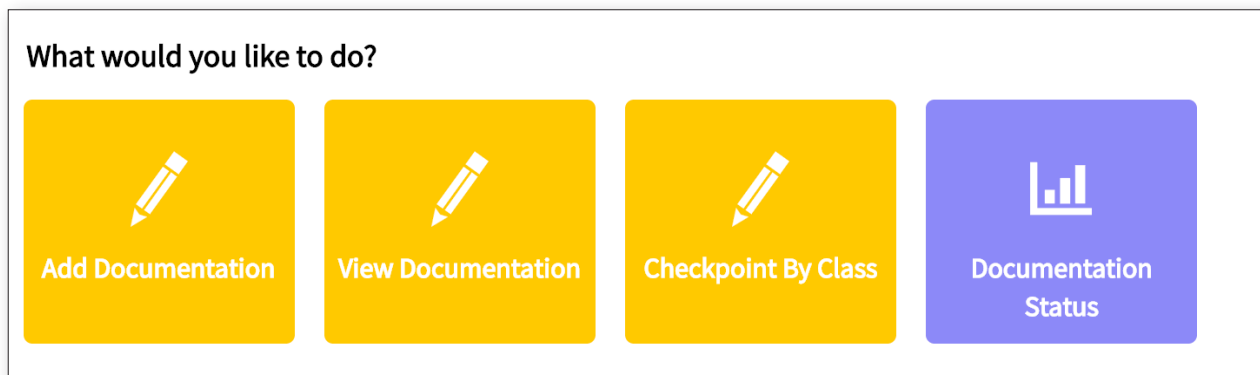
Click the *MyTeachingStrategies*® logo from any page to navigate back to your dashboard.

To the far-right of the navigation bar you'll also find your class identifier, indicating which class view you are currently using, and an icon with your initials that opens up your personal settings. Here you can check your messages, manage your user profile, manage your classes, access the Practice Environment, toggle to a different classroom, or logout. Later in this guide we'll provide details for each of these areas.

Shortcuts

Under the navigation bar, you'll see your SHORTCUTS under the header "What would you like to do?" These icons provide you with quick access to frequently used features within *MyTeachingStrategies*®.

What would you like to do?

Add Documentation	View Documentation	Checkpoint By Class	Documentation Status

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Messages

Below your Shortcuts are your personalized Messages, under the header "These items need your attention." These include alerts from Teaching Strategies, messages your administrator has posted and/or prioritized, and system-generated notifications based on your activity and unique information. Most recent messages are listed first.

These items need your attention:

System maintenance on Wednesday, February 1, from 2:00 a.m. – 3:00 a.m. ET	*01/23/2017*
Checkpoint Reminder: Report cards due by November 15th	*10/27/2016*
Checkpoint Reminder: Time to plan for family conferences	*10/27/2016*
New professional development courses available! Check out My Courses in Develop.	*10/27/2016*
You are missing documentation for 15a. Notices and Discriminates Rhyme.	*10/27/2016*
New Video Tutorial: How to Finalize Checkpoints By Class	*10/27/2016*
REMINDER: System maintenance on Sunday, November 6th	*10/27/2016*
Your class is scheduled to start the Trees Study next week	*10/27/2016*

Daily Plans Summary

To the right of your dashboard you'll see a summary of your daily plan. If information has been added in the Teach area, your information will dynamically populate in this area every day. Click SEE MY WHOLE DAY at the bottom of this panel to access the PLANNING CALENDAR within the Teach area.

Help Button

In the bottom left-hand corner of your screen is the HELP BUTTON icon. Click the the blue question mark button to access support and resources to help you use *MyTeachingStrategies*®.

?

What's happening today?

Wednesday, January 25th, 2017

Music Making - Investigation 1: What instruments can we play by hitting, tapping, or shaking them?

Choice Time

Art: found items for making percussion instruments

Question of the Day

Can we make an instrument with these? (bowl and aluminum foil or plastic wrap)

Large Group

Song: "Move to the Beat"
Discussion and Shared Writing: Making Instruments
How to Make Percussion Instruments: Use small bowls or other containers of various sizes. Secure plastic wrap or aluminum foil tightly over the top of the bowl or container and fasten it with tape.
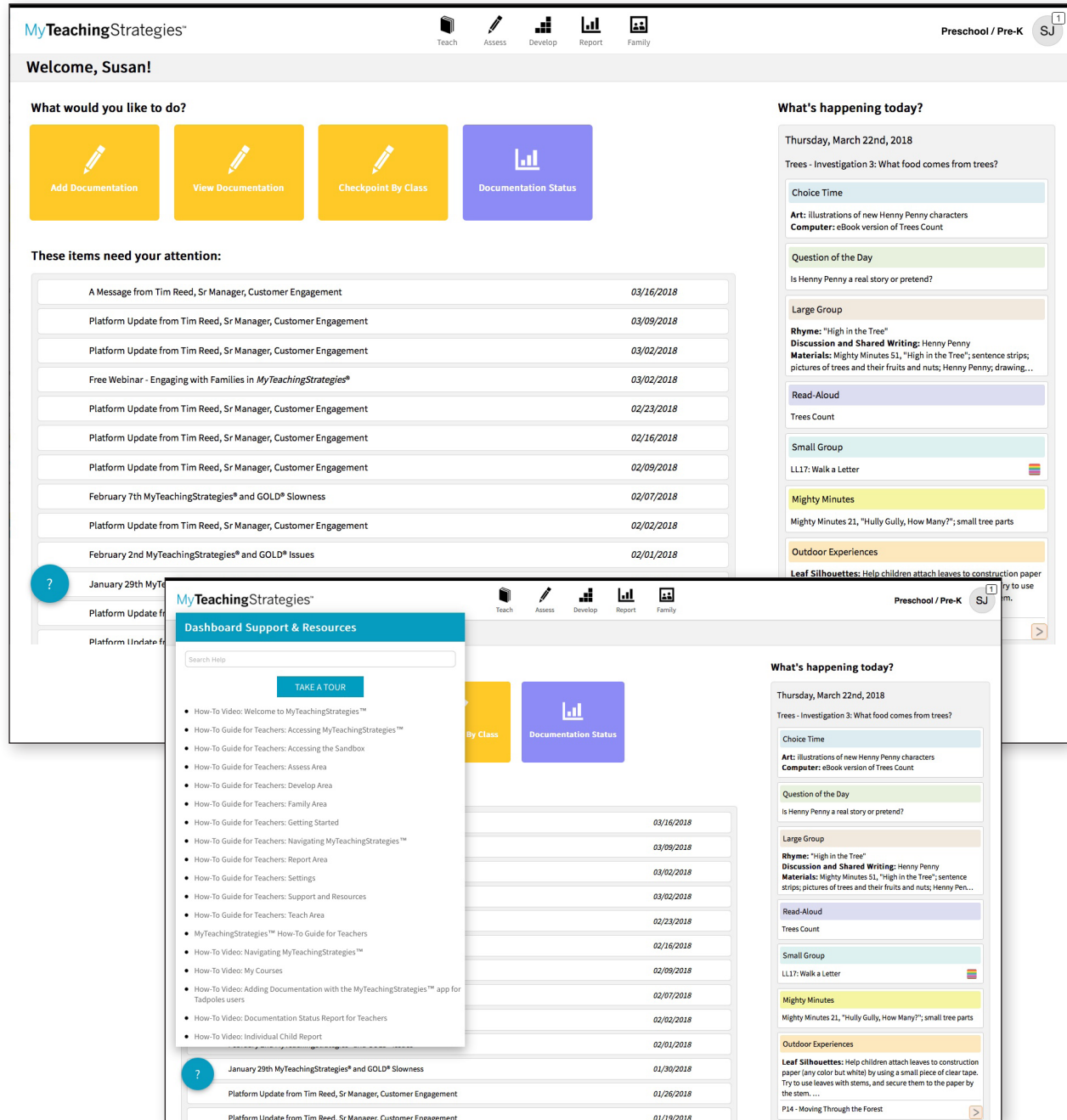**Materials:** Mighty Minutes 91, "Move to the Beat"; photos of instruments being made; teacher-made instrument from discarded items; variety of discarded items for instrument making

See my whole day

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Guided Tour

Upon logging in to *MyTeachingStrategies®* for the first time, you will be prompted to take a guided tour of the Dashboard. You can complete the tour at this time by selecting LET'S GO, or you can save the tour for later by selecting the HELP BUTTON in the bottom left-hand corner of any screen.

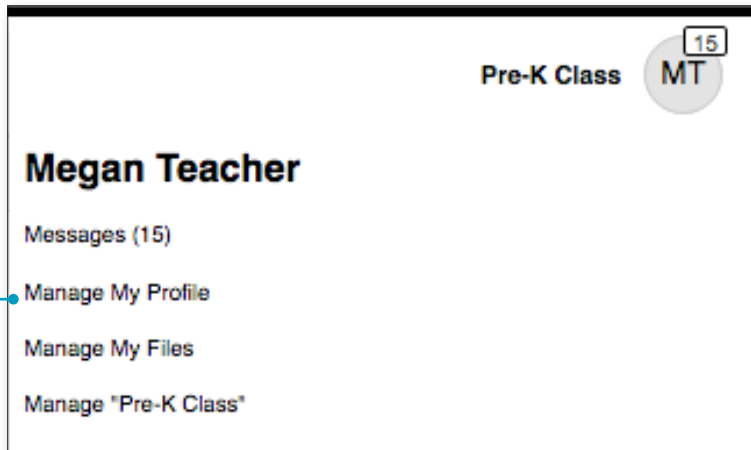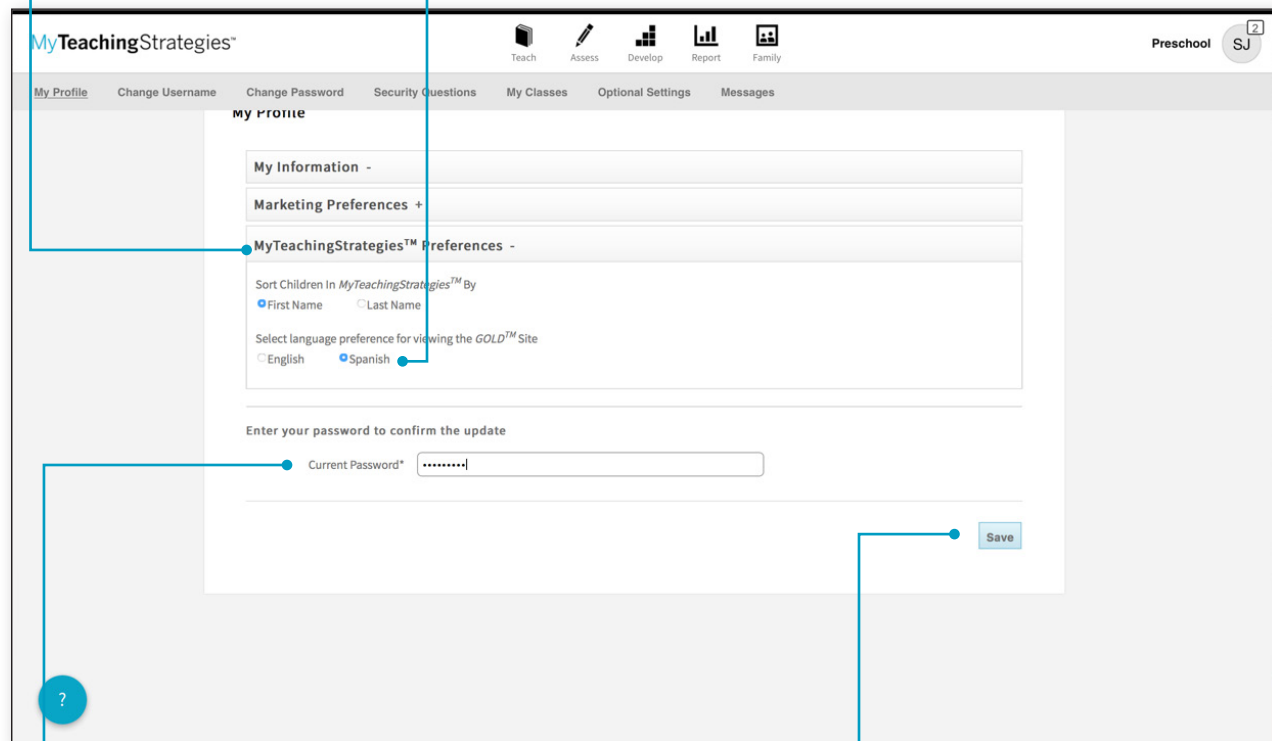# Setting Language Preference to Spanish

You can set the language preference of your *MyTeachingStrategies®* interface to Spanish in your user profile.

1 To set your language preference to Spanish, select MANAGE MY PROFILE from the settings drop-down menu.

2 Select the **+** option next to *MYTEACHINGSTRATEGIES®* PREFERENCES.

3 Select SPANISH under "Select language preferences for viewing the *GOLD®* site."

4 Enter your password in CURRENT PASSWORD.

5 Select SAVE.