**Adding a new child**

-Click on drop down button next to your class name on the top left corner.

-Then click view details.

-Click on your classroom name.

-Click on add new child.

-Fill in all \* fields.

-For Funding Source, click Head Start

-If child has an IEP, click yes for IEP question.

-Click save.

**Adding anecdotal**

-Click on Assess on the left side of page and then add documentation.

-Fill in each of the fields (date, notes/anecdote, objectives) and choose the child that the observation applies to.

-Next assign a level to the anecdote.

-When Finished at the top right click save and add another or save and close.

**Checkpoints**

-Click on Assess on the left side of the page.

-Choose Checkpoint.

-Click on plus sign under the objective and next to the child’s name that you want to complete an assessment for.

-Click on plus sign under the dimension you want to complete the assessment for.

-Place the child on the progression line based on your documentation and observations.

-Click Save and Continue to move on to the next dimension under that Objective and continue selecting where on the progression line to place the child.

-Be sure to finalize each of the domains when completed.

**Creating a Lesson Plan**

-Click on teach on the left side of the page.

-Click week.

-To add activities, you will click directly on the activity that you would like to add to your lesson. You may choose more than one day at a time if it is the same activity.

-Then you will click next at the top right-hand side of the screen.

-From there you will choose from a custom activity (one you have created) or an Intentional Teaching Experience (an Intentional Teaching Card from the curriculum box).

-Follow the prompts from there to create your activity or to add your intentional teaching experience.

-If you already know the objective from the Intentional Teaching Card, it will be easier to locate it online. When adding you will choose by objective and choose the objective that matches the Intentional Teaching Card.

**Adding Custom Activities to Lesson Plan-**

-Click on the plus symbol (+) on the top right side. Then click Add Time of Day.

-Click the day/days then click next.

-From there you will choose from a custom activity (one you have created) or an Intentional Teaching Experience (an Intentional Teaching Card from the curriculum box).

-Follow the prompts from there to create your activity or to add your intentional teaching experience.

**Creating the Family Conference Form**

-These forms are for your conferences and your final home visit. They can be printed and given to the families. Conference forms cannot be completed until your anecdotals and checkpoints are completed.

-Start by clicking on Reports on the left side of the screen.

-Scroll down until you see the report Family Conference Form.

-Be sure that it shows the correct Checkpoint Period on the top.

-Each child in your class should be listed on this page. Next to each child there is a Create button.

-Click Create.

-Add parents’ names and date of conference.

-Then under Select Dimensions for Focus you will pick which dimensions you would like to include for the child’s strengths.

-Once you have picked all the dimensions, you will click Next.

-on the next page it will list strengths you picked. You can edit the text boxes, if you wish.

-Once you have reviewed the information, click Next.

-On the next page you will select the statements you would like to use for Opportunities for Development.

-Once complete, click Next.

-Next is the Summary page, which you can save or print.

**Reports**

-You can find the report under the tab Report on the left side of the page.

-You can generate reports about the children’s progress individually or by the whole class. You can look to see how many anecdotals you have for each child and each objective.

**Documentation App on the iPads**

-Login is the same as Teaching Strategies SmartTeach. You will have to login each time you open the app.

-From the app you can take pictures (use the camera icon) and use those as your anecdotal or you can type in notes (use the notepad icon).

-For the picture or the note, you will follow the same process.

-Choose notes on the right side and add a note about the picture or type in the anecdotal.

-Choose the child.

-Choose the dimensions.

-You can continue to add more anecdotals by clicking on the pencil icon next to the word Documents at the top left side of the screen.

-Once you have completed adding your anecdotals, click the export button on the top right side of the screen next to the word Documentation. This will send everything to your Teaching Strategies account online.

-Pictures can only be used when taken through the app. You can download the pictures to the iPad if you would like to share them with the family or use in the classroom.