

How to Use the *Teaching Strategies GOLD*[®] Documentation App

Please note: Screenshots show the app on an iPhone 4. Other Apple devices will have similar screens and buttons.

Download the App

Open the App Store icon on your iPad, iPhone, or iPod touch and search for “GOLD Documentation.” *



Download the app to your device—it's free!
All you need is an Apple ID and password.

Start the App

After downloading the app, the **Document** icon will be added to your device's home screen.



Tap the **Document** icon to start.

* Apple, iPad, iPhone, and iPod touch are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc.

Log In

Log in using your *Teaching Strategies GOLD*® username and password.



The app will load the classes and children's names from your *Teaching Strategies GOLD*® account.

Capture

The first screen you will see is the **Capture** screen. From here, you can capture photos, video, or audio.

Use the **Mode** button to choose the media type.



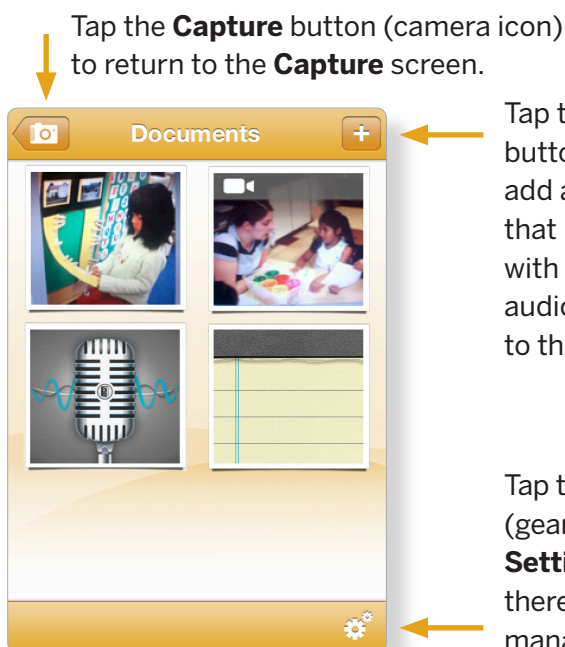
When you take a photo, video, or audio recording, a thumbnail of the media moves to the bottom bar. Tap the thumbnail to go to the **Documents** screen.

When you are ready to capture, tap the camera, video camera, or microphone icon in the bar. If capturing video or audio, tap the icon again to stop recording.

Documents

On the **Documents** screen, you will see all media you have captured and not yet uploaded to *Teaching Strategies GOLD*® online.

Tap each thumbnail to open the **Documentation** screen.



Tap the **Capture** button (camera icon) to return to the **Capture** screen.

Tap the **Add Notes** button (plus sign icon) to add an observation note that is not associated with any photo, video, or audio. This will take you to the **Notes** screen.

Tap the **Settings** button (gear icon) to view the **Settings** screen. From there, you can log out and manage your user profile.

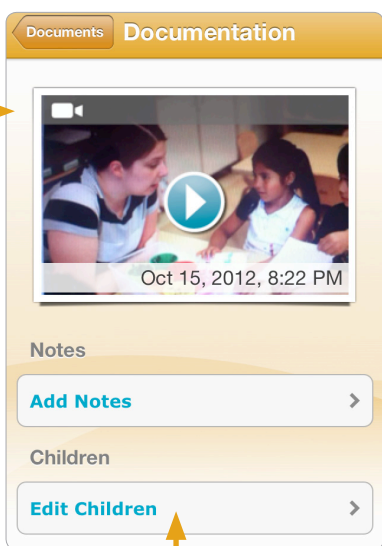
Documentation

On the **Documentation** screen, you can add a note to a photo, audio clip, or video clip. You can then tag the documentation item with children's names, objectives, and dimensions.

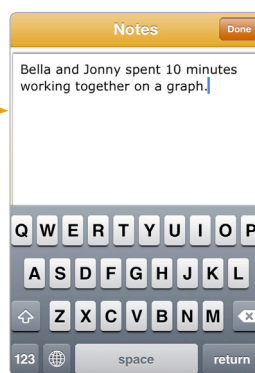
Tap the media image to view or play.

Tap the **Add Notes** button to view the **Notes** screen and add an observation note.

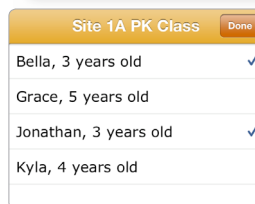
Notes are not required with a photo, video clip, or audio clip.



Tap the **Edit Children** button to view the **Class List** screen and tag the documentation with children's names.

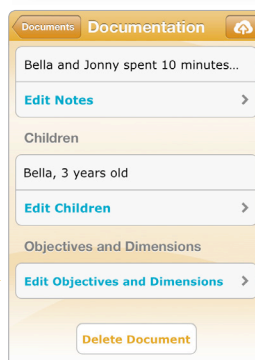


Tap the **Done** button to return to the **Documentation** screen.



Tap the child's name to tag.

Once you have tagged the documentation with children's names, tap the **Edit Objectives and Dimensions** button to view the **Objectives** screen. (You must add a child in order to see this button.)



Objectives and Dimensions

Tap an objective with an arrow beside it to drill down to the related dimensions on the **Dimensions** screen.

If there is no arrow beside an objective, there are no dimensions related to that objective.

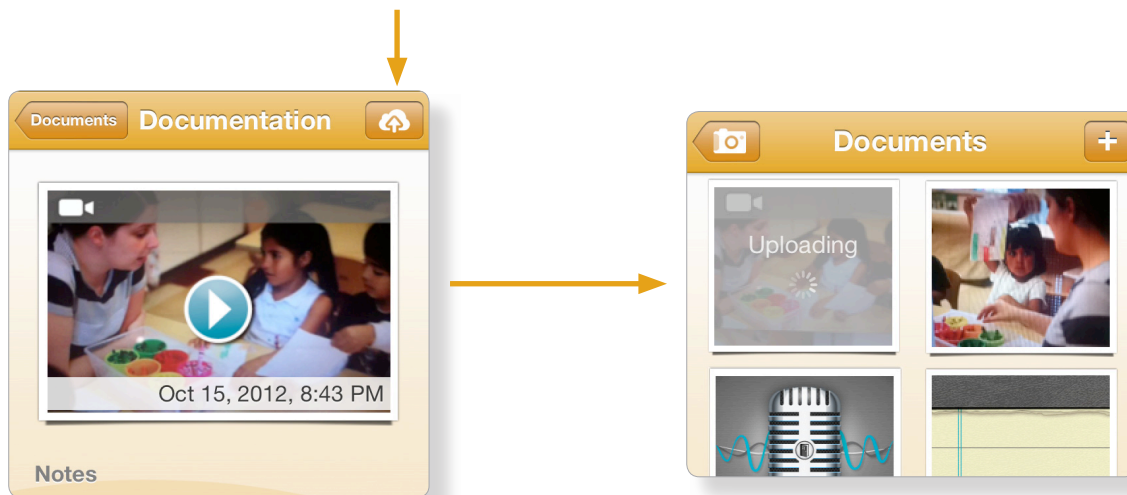
Tap the **Done** button to return to the **Documentation** screen.

Tap the objective or dimension to tag.

Once you have tagged the documentation with a child's name and added any notes, objectives, and dimensions, you can swipe down to review your entries.

Upload

Tap the **Upload** button (cloud icon) in the upper right corner of the **Documentation** screen. (This button will not display until you have added a child.)



Your document will upload to the children's portfolios in *Teaching Strategies GOLD*® online and disappear from your **Documents** screen.

View Documentation in *Teaching Strategies GOLD*® Online

The next time you log into *Teaching Strategies GOLD*® online, you will see the documentation items added to each child's portfolio. Go to the **Edit Documentation** screen in *Teaching Strategies GOLD*® online to review those items, add or edit notes, add preliminary levels, individualize, or share with families.

General Documentation for Bella, 3 years
October 15, 2012



Associated Dimensions & Levels | October 15, 2012
D

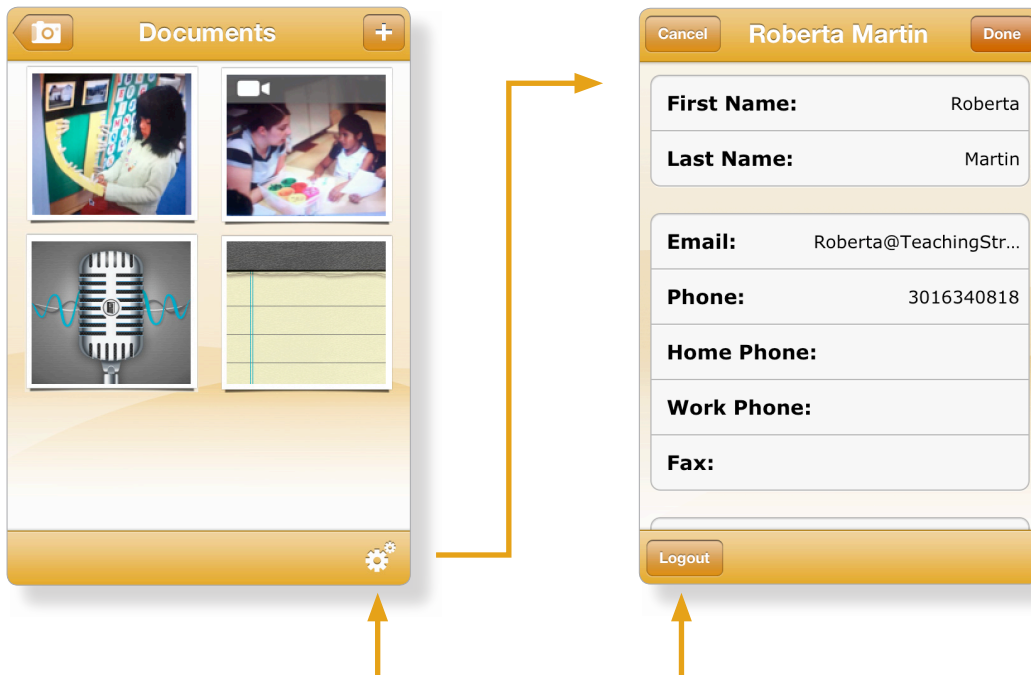
 **21a. Understands spatial relationships** ⓘ

Entered on October 15, 2012, 11:54 PM by Ivy Site 1A Teacher 2

Settings

Tap the **Settings** button (gear icon) on bottom right of **Documents** screen to view the **Settings** screen.

View and update your *Teaching Strategies GOLD*[®] profile information.



Tap the **Logout** button to log out of the *Teaching Strategies GOLD*[®] Documentation app.