

EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

Task: Entering Daily Documentation in to Teaching Strategies Gold (TSG)

Task:	Person(s) Responsible:	Time Frame:
<p>Log on to Teaching Strategies Gold (www.teachingstrategies.com) and sign in.</p> <p>To add documentation to a child/children’s TSG portfolio, click on the “Assess” tab at the top of the page.</p> <p>Click on “Add Documentation” tab located on the gray horizontal bar.</p> <p><i>Complete the following areas:</i></p>	<p>Teacher/Teacher Assistant</p>	<p>Daily</p>
<p>Date Observed - Enter the date the observation occurred NOT the date of entry.</p>	<p>Teacher/Teacher Assistant</p>	<p>Daily</p>
<p>Select Children – Select one or more children that are the focus of the documentation note.</p>		
<p>Documentation Type – Click on the arrow for the drop down box and choose from the options provided:</p> <ul style="list-style-type: none"> ○ General Documentation (most common) ○ Assessment Opportunity Card ○ On-the-Spot ○ Family Observation 		
<p>Add Notes – Click on the plus sign. Enter specific, detailed information regarding an observation made of a child/children during the natural course of their work and play.</p>		
<p>Upload a File – We are not uploading photos at this time.</p>		
<p>Assign Objectives/Dimensions - Click on the Area(s) of Development (box on the left) that is/are appropriate for the entered documentation.</p>		
<p>Assign a specific objective and/or dimension that matches best to the documentation entered. Click “Save and Continue” (on the right).</p>		

<p>Selecting a Preliminary Level – Click the circle under the appropriate level (of the colored bands) to assign a preliminary level on the basis of this particular piece of documentation. Click “Next” if there are more objectives/dimensions that need to be rated. Click “Save & Close” if/when complete.</p> <p>FIVE ENTRIES PER CHILD, PER DAY ARE REQUIRED.</p>	Teacher/Teacher Assistant	Daily
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Revised 01/08/2021