

Saving Individual Child Information from the *Teaching Strategies GOLD* system

Purpose:

To save each child's individual progress and observation notes generated on the *Teaching Strategies GOLD* program to CD for long term storage.

Process:

The following instructions are to be used for each child who leaves the program prematurely and at the end of the program year.

All saved information will be kept on the computer's hard drive and backed up on the centers thumb drive as children leave the program until the end of the program year.

Instruction:

The two main items are:

1. Individual Child Profile
2. All Individual Observations for the child

STEP 1

The first step is to save the information to the hard drive on the center computer.

Creating the center/class/individual child folders:

Center

1. click start
2. click my documents
3. click on file
4. click on new folder
5. name folder (center name if single center)Ex: Belle TS-GOLD 2011-2012

(If you are a multi class center you will need to create a folder within that folder for each class)

Class

- a. open center folder
- b. click file
- c. click on new folder
- d. name folder (A class, B class, Full Day...)

Individual Child

6. Within that folder create individual child folders for the deposit of the *Teaching Strategies GOLD* information.
 - a. open center folder
 - b. click file
 - c. click on new folder
 - d. name folder

Once the folders have been created they will be used when you get into the *Teaching Strategies GOLD* program.

STEP 2

Saving Individual Child Report from *Teaching Strategies GOLD*:

First and foremost make sure that all data in the program is finalized.

Sign in to the *Teaching Strategies GOLD* program.

Go to “Reports”

1. Click on Individual Child report
2. Select—class/child/period include all levels
3. Select-English (unless sharing with a Spanish Speaking family then create one in each language)
4. The “Output” will be PDF
5. Click- “Generate Report”
6. Click in the upper left hand corner “File” “Save As” When the file box comes up create the file name to read: child’s name Individual Child Report (ie; John Doe Individual Child report) Here is where you will look in your “My Documents” for your center file and open that. Locate the child’s individual folder and save the information to that folder.
7. Click-Save

STEP 3

Saving the Observation notes from *Teaching Strategies GOLD*:

While still in *TS-GOLD*

1. While in the child’s portfolio go to Documentation
2. Click “View Documentation”
3. Click PDF in the upper right hand side of the screen
4. When the “Options Box” appears leave all areas checked
5. Click on “Generate PDF”
6. Click in the upper left hand corner “File” “Save As” When the file box comes up create the file name to read: obsNotesPDF.pdf (child’s name) (ie; obsNotesPDF.pdf John Doe) “My Documents” for your center file and open that. Locate the child’s individual folder and save the information to that folder.

FINAL STEP

Saving to a CD at the end of the year

Place a blank CD in the disk drive. If a window pops up asking if you want to burn a CD with window’s media click NO or EXIT.

Go to the Center file folder in the my documents menu and:

1. Right click on the file folder when the menu box appears click on SEND TO D:/ Drive

2. Click on My Computer and click on D:/ Drive there will be a menu box on the left hand side that will state that there are files to be written do you want to write them on to a CD. Click on that.
3. A wizard box will appear and you will enter in abbreviated form your center and the year along with TS-Gold. This should look like this (Cuba TSG-11-12) the wizard will copy the files to the CD and when finished will pop out the CD push in the CD to check to see if the files were written on the CD. Once all the files are done then write on the top: Center name, TS-GOLD individual child reports and observations and the program year.