

DE-ELS Frequently Asked Questions 2016-17

Logging in to **GOLD**[®]

1. What is the website I go to for inputting date results?

- www2.teachingstrategies.com/login

2. What computer system should I use?

- **Do not use Internet Explorer.** Use only:
 - Apple Safari 9 or newer
 - Google Chrome 49.0 or newer
 - Microsoft Edge
 - Mozilla Firefox 45.0 or newer
 - *You must set your browser to accept cookies in order to use GOLD.*

3. How do I get my login?

- You will receive an email from Teaching Strategies in August with your username for the 2016-2017 school year.
- Click the **Forgot Password** on the sign in page to create a password for your account.
- Returning teachers, you **will not** be able to use your previous username and password.
- If you have any issues logging in or do not receive an email from Teaching Strategies contact Caitlin Gleason at DDOE at caitlin.gleason@doe.k12.de.us.

4. What do I do if I can't remember my password?

- Click the **Forgot Password** link on the sign in page. You are only allowed four attempts before your account is locked.

5. What do I do if I am locked out of my account?

- If your account becomes locked, contact your building or district administrator that has administrative access to unlock your account. You can also contact Caitlin Gleason at DDOE caitlin.gleason@doe.k12.de.us.

Inputting Observation

6. Teaching Strategies website has a Preschool checkpoint due date, and it is different from the district/charter data results input window.

- ***Please see the district/charter DE-ELS calendar for your specific 30 day observation end date and the due date for inputting checkpoint levels.*** The checkpoint due date on the Teaching Strategies Gold website is a generic date and is **NOT** specific to Delaware.
- The Preschool checkpoint due date does show 11/16/16, which is the last day that the last district school has to input DE-ELS results.

7. How do I find my class and students?

- When you log into Teaching Strategies the gold tabs are across the top. If the tabs are gray, click *the Dashboard* tab, then the **Access Gold** button on the left hand side to change screens. Under the gold **Checkpoint** tabs, you can choose by child or multiple children then you should see your students and homeroom class. If no students are listed email Caitlin Gleason at caitlin.gleason@doe.k12.de.us.

8. How can I list my students in alphabetical order by last name?

- On the *Dashboard* screen that has the gray tabs across the top, click on the **My Profile** tab, and click **edit my profile**. Scroll all the way down until you see the heading **Gold Preferences**. Click under sort children by last name to alphabetize, then click **Submit** at the very bottom of the page to save your preferences.

9. Once I log in, where do I put in my student's scores?

- You will need to be on the Teaching Strategies Gold website with the Gold tabs across the top, then click on the **Checkpoint Tab** and choose how you prefer to enter your scores, either by individual student or multiple children. **Please make sure you finalize all checkpoints under each domain.**

10. Teaching Strategies website states that I have not entered documentation lately. Do I have to enter documentation?

- You are **NOT** required to enter documentation, for DE-ELS it is optional. Please make sure your scores are being added under the gold **Checkpoint** tab only.

11. What do I do if students are missing or their names are spelled incorrectly?

- The information in GOLD is coming directly from eSchool. Therefore, you cannot add or delete children in your class. If you experience:
 1. A misspelled child's name
 2. Children duplicated
 3. Missing a child in your class
 4. Need to delete a child from your class who moved
 5. Any special circumstances not outlined in guidance or FAQs
- Please follow your school's process for resolving any issues in eSchool. If there are still errors after resolving the issue in eSchool, email caitlin.gleason@doe.k12.de.us.

12. How do I know that my data is completed?

- Once you have entered all the checkpoint levels make sure you have finalized the checkpoint scores for each domain. You can view a status report of all finalized and un-finalized checkpoints scores by clicking on the gold **Reports** tab and then click on **Class Profile** and choose the fall dates and finalized and un-finalized checkpoints, then **pdf file** to generate your report.

Administering the Survey Guidance

- 13. If you have a student enter your class after your first 15 observation days (days 16-30):**
- Complete as much as possible within the time frame allotted.
 - Use the “*Not Observed*” option for the survey items you could not observe at all.
 - When you click “*Not Observed*” for each objective, choose “*Recently Enrolled*” as the reason.
- 14. If you have a student who has been absent for 15 or more days during the 30-day observation window:**
- Complete as much as possible within the time frame allotted.
 - Use the “*Not Observed*” option for the survey items you could not observe at all.
 - When you click “*Not Observed*” for each objective, choose “*Excessive Absences*” as the reason.
- 15. If a student has moved from your classroom to another school:**
- Email caitlin.gleason@doe.k12.de.us with observations of survey items for that child’s new teacher.
- 16. If a student was retained in Kindergarten:**
- Survey the student again for this year.
- 17. If a student has an IEP**
- Use the IEP’s guidance to survey the student appropriately on every survey item.
 - Use guidance documents on appropriate practice on DDOE DE-ELS website.
 - Use the “*Not Observed*” option if IEP guidance determines that the objectives cannot be observed.
 - When you click “*Not Observed*” for each objective, choose “*Other*” as the reason.
 - Briefly describe why you are exempting your student from that particular survey item.
- 18. If a student speaks a language other than English at home:**
- Survey the student in English.
 - Complete the Home Language Survey, Objective 37 checkpoint, and Objective 38 checkpoint.
- 19. I teach a language immersion program and do not speak English in class. How do I survey my students?**
- Immersion partner teachers are responsible for surveying all of their students in the objectives that are delineated as linguistic vs. non-linguistic as per training guidance.
- 20. I will be out on leave during the 30 day window. Does my substitute complete the ELS?**
- We encourage you to have a discussion with your building administrator to decide if they prefer the substitute to input the data that they have collected, or if another staff member, (para, literacy coach, team teacher, etc) could assist with inputting the scores. Contact Caitlin Gleason at caitlin.gleason@doe.k12.de.us with further questions.

21. Do I have to survey each area on each item’s progression scale to find an accurate level?

- The recommendation for guiding your observations is to start where the blue colorband meets the purple colorband. This is the kindergarten readiness targeted area. Then based on the student’s performance under that indicator, either move up one or down one level based on your observational recordings. If they demonstrate a little of both indicators. Then, you would score the odd number inbetween the two colorbands observed.

Resources

22. Are there other resources or activities I can use to complete the observations?

- There are additional resources and activities on both the Teaching Strategies Gold website as well as on the DE-ELS website.

23. What type of training is available on administering the survey?

- Caitlin Gleason at DDOE will be offering in-person trainings in August that will be coordinated through your district or charter school. There will also be a DE-ELS Overview and Training Webinar available on the PDMS website in August as well.

24. Are there reports I can use to share with parents and support staff?

- Reports of the DE-ELS information are available on the Teaching Strategies website under the *Reports Tab*. You can choose by an individual child, domain, or whole class. This information will also be located in IMS under the *EdInsight Dashboard* that will allow you to view your DE-ELS data by child and by whole class as well as by each domain.

25. What will happen with the data once it is entered?

- Once the checkpoints scores are added, that information will be added to the state IMS system under the *EdInsight Dashboard*. This information will be shared publicly in the late fall.

26. Who do I contact with questions or concerns?

- We recommend you start with your building administrator, district/charter contact person, or another team teacher that may have completed the survey previously.
- For technical support and questions, e-mail techsupport@teachingstrategies.com.
- For data-related questions, please contact Jennifer Koester, Delaware Department of Education at jennifer.koester@doe.k12.de.us.
- For classroom implementation questions e-mail Michelle Wilson at michelle.wilson@capital.k12.de.us. *Please note that emails and phone calls will be answered after 3:30pm EDT due to teaching obligations.*
- For implementation, programmatic, and other questions, contact Caitlin Gleason, Delaware Department of Education at caitlin.gleason@doe.k12.de.us.
- You can also find answers to many questions on the [DE-ELS website](#).