

DE-ELS Frequently Asked Questions 2017-18

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 2017-2018 school year.
- Click the **Forgot Password** on the sign in page to create a password for your account.
- For all **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 Michelle Wilson who will answer after school hours at michelle.wilson@capital.k12.de.us.

Inputting Observation

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

- Guide your observations by starting at the level where the blue colorband meets the purple colorband on your GOLD indicators. This marks the start of the widely held expectations for age five, where we consider students "accomplished" at kindergarten entry.
- **DE-ELS is not meant to be a sit-down, one on one assessment, but a formative snapshot based on what you have learned about your students within the first 30 school days. As kindergarten professionals, you observe these indicators through teaching routines and procedures and your daily lessons. You then summarize your observational learnings by recording the student's performance level along that indicator.**

7. Teaching Strategies website has a “Preschool Checkpoint Due Date,” and it is different from my 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 11/10/17, which is the *last* day that the *last* district school has to input DE-ELS results.

8. 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 ***Checkpoint*** tabs, you can click “by child” or “by multiple children”. You should see your students and homeroom class listed when you click “by multiple children.”
- If no students are listed email Caitlin Gleason at caitlin.gleason@doe.k12.de.us.

9. 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. 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.

10. 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 by multiple children.
- **When you have put in all scores for all children, it will give you the option to click “finalize.”** Please finalize all checkpoints under each domain by the end of the last day of your 15-day input window.

11. Teaching Strategies website states that I have not entered documentation. 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.

12. 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 from your GOLD account. If you experience:
 - A misspelled child’s name
 - Children duplicated
 - Missing a child in your class
 - Need to delete a child from your class who moved
 - Any special circumstances not outlined in guidance or FAQs
- Please follow your school’s process for resolving any issues in eSchool first. If there are still errors two school days after resolving the issue in eSchool, email caitlin.gleason@doe.k12.de.us.

13. How can I check that all of my data is completed and finalized?

- Once you have entered all the checkpoint levels, you can check whether 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**. Choose this fall's dates and finalized and un-finalized checkpoints, then **pdf file** to generate your report.

Administering the Survey Guidance

14. If you have a student enter your class after your first 15 observation days (days 16-30):

- Complete as much as possible within your remaining timeframe.
- Click the *"Not Observed"* option for each survey item that you could not observe at all.
 - When you click *"Not Observed,"* choose *"Recently Enrolled"* as the reason.

15. 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,"* choose *"Excessive Absences"* as the reason.

16. 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.

17. If a student was retained in Kindergarten:

- Survey the student again for this year.

18. If a student has an IEP:

- Use his/her IEP's guidance to survey the student appropriately on every survey item.
- Follow the guidance documents on appropriate practice on the [DE-ELS website](#).
- Use the *"Not Observed"* option if his/her IEP dictates that the objectives cannot be observed.
 - When you click *"Not Observed,"* choose *"Other"* as the reason.
 - Type why you are not observing that particular survey item – ex. "IEP guidance"

19. If a student speaks a language other than English at home:

- Complete the Home Language Survey, Objective 37 checkpoint, and Objective 38 checkpoint.
- Survey the student in English on all language-dependent objectives (see link in Q19).

20. 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 language-free vs. language-dependent as per training guidance.
- Access the list of language free and dependent objectives on the [DE-ELS website](#) and DE-ELS Schoology Session.

21. I will be out on leave during the 30 day window. Does my substitute complete the DE-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 any further questions.

Resources

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

- There are additional resources and activities accessible through your [Teaching Strategies GOLD](#) account log in, the [DE-ELS website](#), and the DE-ELS Schoology Session.

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

- DDOE will be offering in-person trainings for new kindergarten teachers in August throughout the state. There is also a DE-ELS Overview and Training Webinar available in Schoology.

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 run a report by an individual child, whole class, or developmental domain.
- Results will also be located in IMS under the *EdInsight Dashboard*. You can view your DE-ELS results summary by child, whole class and developmental 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*. You can run reports through your GOLD account and EdInsight.
- You can read about statewide DE-ELS results from fall 2016 and how stakeholders are using the results on the [DE-ELS website](#).

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 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 EST 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 in additional resources on the [DE-ELS website](#) and in Schoology.