DE-ELS Frequently Asked Questions

Logging in to *GOLD®*

1. **What is the website I go to for inputting date results?**
   - https://g2.teachingstrategies.com/

2. **What computer system should I use?**
   You must set your browser to accept cookies in order to use GOLD. **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

3. **How do I get my login?**
   - You will receive an email from Teaching Strategies before the start of your school year with your username for the school year.
     - This is triggered by when your class has been assigned to you in eSchool.
   - Click the *Forgot Password* on the sign in page. Enter your full school email address for *Enter the username associated with your account*
   - For all **returning teachers**, you **will not** be able to use your previous username and password. **You must create a new password.**
   - If you have any issues logging in or do not receive an email from Teaching Strategies, please contact TSGsupport@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. **What do I do if students are missing or their names are spelled incorrectly?**
   - When you log into GOLD, click your initial icon (e.g. Ana Jones, AJ) then choose your homeroom classroom to view your students. Please note that 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 TSGsupport@doe.k12.de.us.

7. **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 diagnostic 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 can then summarize your observational learnings by recording the student's performance level along that indicator.**

8. **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 *Assess* tab only.

9. **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.

10. **How do I find my class and students? *Screenshot available in Schoology***
    - When you log into GOLD, the black icons are across the top.
    - Click your initial icon (e.g. Ana Jones, AJ)
    - Choose your homeroom classroom
    - Click the *Assess* tab to view all students
    - If no students are listed, please follow your school's process for resolving any issues in your eSchool class assignment first. If there are still errors two school days after resolving the issue in eSchool, email TSGsupport@doe.k12.de.us for support.

11. **Once I log in, where do I put in my student's scores? *Screenshot available in Schoology***
    - You will need to be on the GOLD website with the black icons across the top, then click on the *Assess* tab and choose either *Checkpoint By Child* or *Checkpoint By Class.*
    - **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.**

12. **How can I check that all of my data is completed and finalized? *Screenshot available in Schoology***
    - 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 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 your remaining timeframe.
    - Click on the student's name and use the Not Observed option for the survey items you could not observe at all.
        - 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.
    - Click on the student's name and use the Not Observed option for the survey items you could not observe at all.
        - Choose **Excessive Absences** as the reason.

15. **If a student has moved from your classroom to another school:**
    - Email TSGsupport@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 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.
    - Click on the student's name and use the Not Observed option if his/her IEP dictates that the objectives cannot be observed.
        - Choose **Other** as the reason.
        - Type why you are not observing that particular survey item – ex. "IEP guidance"

18. **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).

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 language-free vs. language-dependent as per training guidance.
    - Immersion partner teachers should split objectives accordingly for their collective homerooms. Access the list of language free and dependent objectives on the DE-ELS website and DE-ELS Schoology Session.

20. 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 TSGsupport@doe.k12.de.us with any further questions.

Resources

21. 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 Course.

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

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

23. Are there reports I can use to share with parents and support staff? *Screenshot available in Schoology*

- 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.

24. 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.

25. 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 or call the Teaching Strategies Delaware-only Help Desk at: 1-888-352-4653
- For implementation, programmatic, and other questions, contact TSGsupport@doe.k12.de.us.
- You can also find answers in additional resources on the DE-ELS website and in Schoology.

Delaware
Department of Education