

Managing Multiple Licenses and User Accounts with **GOLD™**

The following frequently asked questions provide information regarding the use of **GOLD™** by VPK providers who also have children in a separate license, such as Head Start and School Readiness. We wanted to provide additional guidance on how to streamline having classrooms in multiple licenses and with multiple usernames.

PROVIDERS:

1. I have a username under the Florida VPK license and another username in a separate license. Can I link these two usernames?

Yes, you may link these two usernames. There is a support document that provides screen shots and step-by-step instructions on how to link usernames and easily toggle between accounts without having to log in and out of accounts repeatedly. You can find this support document by logging into your VPK account and going to the Help button / Administration: Managing Your License / Administration / How to Link Usernames to Connect Multiple **GOLD™** Accounts. This support document is also posted on the VPK **GOLD™** homepage [pending for 8/17].

2. Should I enter VPK children into my stand-alone license?

This is a program decision. Teaching Strategies does not recommend doing this because it will duplicate teacher's data entry efforts.

3. If a child was previously assessed by **GOLD™, how can I share this child's documentation and reports with the new VPK provider?**

We encourage the Preschool 3 teacher to save a PDF of a 3-year old's portfolio to first share with a family member and then with the family member's permission share the child's documentation with a VPK provider. This can be saved by going to the Documentation tab / View Portfolio / Save as a PDF (in the upper right hand corner). We also suggest generating the Individual Child Report to share with families at the end of the Preschool 3 year. The Individual Child report can be generated under the Reports tab. Because of data security and privacy standards, it is the decision of the family member whether or not they would like to share this report with a new VPK provider.

4. Am I required to enter documentation and create Weekly Planning Forms under the VPK license?

The Office of Early Learning (OEL) does not require uploading documentation to **GOLD™**; however, a provider must have documentation available to coalition or OEL staff to support their checkpoint levels, justifying submitted assessment data. OEL does not require the Weekly Planning Form, but it is available to all VPK **GOLD™** users and encouraged to support intentional teaching.

5. How can I use the Weekly Planning Form if I have children in two different licenses due to funding sources?

You will need to create a Weekly Planning Form for each classroom, but you can easily toggle between the two classrooms by linking your usernames. Please see question #1 for more instructions.

ADMINISTRATORS:

1. Can I transfer a 3-year old child to the VPK license?

No, each VPK child will receive a new portfolio under the VPK license. The VPK license is bridged with *GOLD*[™] and Bright Beginnings.

2. What should I do with a child’s portfolio at the end of the Preschool 3 year before he or she transitions to VPK?

It is recommended that you archive a child’s portfolio in your separate license. This will allow a program to maintain the child’s historical documentation and checkpoint levels for reporting purposes. The quickest way to archive is by going to the Administration tab / Programs, Sites, and Classes / Sites / click “GO” beside a Site / click on the “Action” button / Manage Children / Check All under the Archive column / Archive.

3. How can I aggregate my reports if I have children under the VPK license and children under a separate license?

Reports can be generated in both licenses and combined together. This can be done using Excel or by combining PDFs.

Reports to consider using to combine the data from both licenses:

	LOCATION	PURPOSE	OUTPUT
SNAPSHOT	Reports tab	Provides a “snapshot” of development at a particular point in time; shows which children’s knowledge, skills, and behaviors are below, meeting, and exceeding the widely held expectations	PDF, Excel
COMPARATIVE	Reports tab	Allows users to compare children’s scores to either widely held expectations, to a nationally representative sample of children who have been assessed by <i>GOLD</i> [™] , or to a readiness benchmark which looks at a child’s readiness as they move from PreK towards kindergarten entry.	PDF, Excel

GROWTH	Reports tab	Shows child outcomes over time; allows admins to compare the levels of children’s knowledge, skills, and behaviors at two checkpoint periods	PDF, Excel
GROWTH EXPORT (RAW DATA)	Reports tab	Allows users to see how children have grown along the <i>GOLD™</i> progressions between two checkpoint periods	Excel
EXPORT <i>GOLD™</i> DATA	Administration tab (License Settings / Action button / View Reports)	Allows users to save and export <i>GOLD™</i> progress checkpoint data for active and archived children.	Excel

*Most administrator reports can be generated as HTML. This format is not recommended for merging reports.

4. I am a District or Coalition (Program) administrator. Why haven’t I received a username under the VPK license?

Bright Beginnings and *GOLD™* are integrated in the VPK license. District and Coalition (Program) administrators are not registered and active in Bright Beginnings. Therefore, a username must be manually created outside the integration. Please reach out to Nakia Brady at the Office of Early Learning to inquire about receiving a username from OEL.

Nakia Brady: Nakia.Brady@oel.myflorida.com

If you need additional support, please reach out to:

Florida VPK *GOLD™* Technical Support Phone: 844-838-GOLD (4653) or flvpk@teachingstrategies.com

Hours: 7 a.m. to 7 p.m. ET, Monday through Friday