EARLY CHILDHOOD
AN OFFICE OF LDOE

Teaching Strategies SmartTeach™
Frequently Asked Questions

Introduction

How do I print a list of the Teaching Strategies objectives for development and learning and the progressions in MyTeachingStrategies®?

Educators, team members, and administrators can print a list of the objectives for development and learning, as well as a printable version of the progressions, in the Objectives for Development and Learning course in the Develop area in MyTeachingStrategies®. Detailed directions can be found here.

How can I communicate with educators using the MyTeachingStrategies® dashboard?

Any organization, program, or site-level administrator can add messages to the MyTeachingStrategies® dashboard. These messages will be accessible to any user within the administrator's organization, program, or site. Guidance on how to add messages can be found at https://teachingstrategies.my.site.com/portal/s/article/How-do-I-add-messages-to-the-dashboard.

Administrators

How do users get administrator access to TeachingStrategies SmartTeach™?

Network level administrators will have the ability to provide site-level administrator access to users within their program. Site level administrators should review TeachingStrategies SmartTeach™ Guidance for information regarding naming protocols and other administrative functions.

What does it mean if administrators receive a duplicate user prompt when setting up new user accounts?

If administrators are sure that the duplicate user error came as a mistake and the user does not already have a SmartTeach™ account, use the naming conventions (First.Last.LDOE.1) to add a new user. If you think that this user may be listed within another parish, reach out to ECAssessment@la.gov for assistance.

How do administrators change the site assigned to a user?

To change a user's assigned site, the program administrator will transfer each user individually. Under administration, select "Users" from the top of the navigation menu. Filter or search to find the user needing to be transferred. Select "Transfer" from the left navigation menu. This will display the program and site that the user is currently assigned to and will ask for the program and site that the user should be transferred into. User transfers occurring outside of the network must be conducted by the LDOE.

Who is responsible for providing access for service providers, assigning roles, and granting site-level access?
The LDOE is responsible for granting administrative access at the program level. Network Administrators and OSEP Administrators are responsible for granting administrator access to users within their program or network. Levels of Access for Users can be located in the TeachingStrategies SmartTeach™ Guidance.

Who is responsible for creating classrooms and adding students in TeachingStrategies SmartTeach™?
Network Administrators and OSEP Administrators are responsible for granting administrator access to users within their program and deciding the process for creating classrooms and adding students in TeachingStrategies SmartTeach™.

What is the process for naming classrooms?
Naming protocols for adding new classes, users, and children to the license can be found in the SmartTeach™ Guidance under "Administrators." To create a class, the TS SmartTeach™ login information for the user will be required along with the year school starts (firstname.lastname.ldoe.school year start date). For example, Amy Smith's pre-K classroom will be called "*amy.smith.ldoe.2022.*" Classroom names can be updated to reflect educator changes.

Where can networks locate a child's LASID (Louisiana Student ID)?
Only students participating in a school-based early childhood program are given LASIDS. This includes 3 year olds receiving OSEP services from the school system. School systems and/or school-based sites should be able to provide administrators with LASID information.

If a child does not have a LASID (e.g., children attending child care), what should administrators enter as the id number for the student?
If a child does not have a LASID number, their SmartTeach™ Id should be used. SmartTeach™ IDs are generated automatically when child profiles are created.

What is the process for transferring students?
Transfer requests will now be completed and submitted through the SmartTeach™ Transfer Request Form. When completing a transfer request, please include a LASID (if available) and Child SmartTeach™ ID. The individual making the transfer request must be recognized as a network or OSEP administrator and authorized by the superintendent of the school system to request a transfer of student data. This form can be submitted by the program the student is transferring to or the program that the student is transferring from The person submitting the transfer request should also notify ECAssessment@la.gov that a transfer request has been submitted. ***This email should not contain any identifying student information.***

Guidance can be found in the [Transferring Children in SmartTeach™](#) document. Please see the table below for a quick reference:

Transfer Type	Responsible Party	Steps
Within a site	Site Administrator	Standard site administrators can transfer child records to another class in MyTeachingStrategies®.
Within a network	Network administrator	If you receive a child in your program and receive the “Duplicate Child” prompt when adding, you will need to reach out to request a transfer. • Contact your network’s SmartTeach™ administrator and provide the Child ID# given in a duplicate child message. • The Network administrator will search for the child within their network, and transfer the child to the correct classroom.
Outside of network	LDOE	If you need to transfer a child from another network, • Contact your network’s SmartTeach™ administrator and provide the Child ID# given in a duplicate child message. • The Network administrator will submit a transfer request to the LDOE. • The individual making the transfer request must be recognized as a Network or OSEP administrator and be authorized by the superintendent of the school system to request a transfer of student data.

Getting Started

What date should be used as the program entry date?

The program entry date should be the child’s first day of enrollment. If a child was previously enrolled in myTeachingStrategies, they should retain the initial first day of enrollment. This date denotes the child’s first day enrolled in the myTeachingStrategies program. This may not align to the child’s first day of a new school year. In order to see the child’s historical data, the original start date must remain the same.

If educators need to complete all 38 objectives, does that include the English language acquisition objectives (37 & 38)?

Educators should complete the short Home Language Survey for each preschool and pre-K child to determine if they should have the SmartTeach™ English language acquisition objectives enabled. Only children with an average score of 2 or higher on the survey will have the English language acquisition objectives activated in their child record.

What is the difference between selecting “Not Yet” and “Not Observed" while using SmartTeach™?

Selecting the "Not Yet" level as a preliminary level or checkpoint rating indicates that a child is not yet demonstrating the knowledge, skills, and abilities for a particular objective/dimension. "Not Yet" is a level along each progression, and any checkpoint ratings of "Not Yet" will factor into a child's outcomes reporting. “Not Observed” is no longer an option for completing a checkpoint rating.

How should programs proceed if a child enters school at the very end of a checkpoint?
If a child portfolio is created with less than 6 weeks *before the end* of the checkpoint window, documentation and preliminary data can be entered; however, a checkpoint should not be finalized until the next checkpoint window. If a child is transferred into a new program, the educator receiving the child can utilize documentation and ratings within the child’s portfolio to complete the checkpoint.

If documentation is entered for a child that enters during the last six weeks of the checkpoint but the checkpoint is not finalized, how will that affect the Assessment Status Report?
If a child enrolls with less than 6 weeks before the end of the checkpoint window, documentation and preliminary data can be entered; however, a checkpoint should not be finalized until the next checkpoint window. The system does not “penalize” an educator/site/program for not having 100% completion of a checkpoint. It is actually quite common that for one reason or another the checkpoint completion on the ASR (assessment status report) is less than 100%. From an administrative reporting perspective, the best way to know if a child should have a completed checkpoint would be by looking at the FDIP (first day in program) and counting the days to the end of the checkpoint.

Office of Special Education Programs (OSEP)

Who is responsible for marking a child as having an IEP (educator or administrator)?
The OSEP Administrator is responsible for marking if a child has an IEP. As soon as a child receives an IEP, this should be noted on the child’s profile in TS SmartTeach™. Information that will need to be input includes the date that the child will begin receiving Special Education services. OSEP Administrators are encouraged to cross-check SER on the first of every month for children with new IEPs.
NOTE: This is for IEP’s only. There is an IFSP option for 2-3 year olds. Do NOT mark if a student has an IFSP. They will receive services, however this will not be marked in TS SmartTeach™.

Can OSEP administrators enter a student's first day based on their IEP date of service?
The child’s date of enrollment is based on the date that the child was entered into the myTeachingStrategies platform. This may align with the child’s IEP start date. However, it does not have to be the same.

Which OSEP reports indicate a child’s entry date?
Running the OSEP Status Report will generate the service start date and entry date finalized. The data export will generate objective level ratings for a single rating period. Both reports will collect all of the data that the OSEP Administrator will need to transfer the entry assessment information.

Will entry assessments occur within 6 weeks of the start of services or will educators and providers follow SmartTeach™ checkpoints?
The entry assessment for a child with an IEP will be captured during the checkpoint (Fall, Winter, Spring) in which the child starts receiving early childhood special education services. For example, if a child has an IEP developed in January, then the Winter Checkpoint data will get pulled as the “entry assessment”.

An additional assessment beyond the Winter Checkpoint is not required during this checkpoint period. The educator or service provider will continue to evaluate the student for each checkpoint. Best practice would be to work with the evaluation team to input entry assessment data into the SmartTeach™ platform as the first checkpoint for the child.

For students whose initial IEP straddles the checkpoint deadline what would you suggest we do?

- If a child is enrolled in an early childhood program and already has a SmartTeach™ portfolio, finalize the checkpoint using the ratings that were entered by the classroom educator.
- If a child is not enrolled and does not have prior documentation in the system, educators and service providers will continue gathering documentation to support an entry assessment. However, it is understood that because the child has just started receiving services the educators and/or service providers will need time to adequately assess the child.

What happens if a child is evaluated mid-year and an IEP is developed?
When an IEP is developed for a child, the checkpoint window during the creation of the IEP will be the data that gets used for entry assessment. For example, if a child has an IEP developed in January, then the Winter Checkpoint data will get pulled as the "entry assessment." Additionally, objectives 1c1-1c4 will only populate when "Has IEP" gets checked off. These additional objectives will require documentation and checkpoint ratings based on the checkpoint window when the IEP is developed.

For students that reach their 6th birthday, can the educator exit the student and continue to complete the remaining checkpoints?
The child should be exited by 6 years old, but can continue to be assessed via SmartTeach™. The self-care items (1c1-1c4) will no longer show as those are specific to active IEP/IFSP – but as the ODL covers Birth through Third Grade, the child can continue to be assessed using SmartTeach™.

Checkpoint Information
Can I finalize SmartTeach™ checkpoint ratings before the checkpoint due date?
Educators and providers are able to finalize at any point during the checkpoint period. For more information, please review the article: How do I complete and finalize checkpoint ratings by child in *MyTeachingStrategies®?*

Will special education educators assess students at each checkpoint?
- If a child with an IEP is enrolled in an early childhood program, every checkpoint will require both documentation and final ratings.
- If a child with an IEP only receives special education services (i.e., not currently enrolled in an early childhood program), documentation is required for the first and last checkpoints that correlate to entry and exit of early childhood special education services. All checkpoints in between will require final ratings only (no documentation).

What are the requirements for children that are not enrolled in a pre-K program, but receive speech services only?
All children, ages 3-5, with an Individual Education Program (IEP), including children who receive speech services only, must be assessed with SmartTeach™ for every year that they receive early childhood special education (ECSE) services. The documentation for the entry and exit checkpoints is required for the full item set. Any checkpoint in between will only require final checkpoint ratings. Service providers are encouraged to include parent reports and therapist observations and evaluations to reflect documentation that is comprehensive of the child's skills beyond the communication domain.

For special education educators and/or providers servicing more than one site, will access to each site require more than one login?
No, special education educators and Speech Language Pathologist will be provided team-member access to each child profile specific to their caseload among different sites. A different login will not be necessary.

In the event personnel changes occur, can regular education educators enter student data?
Lead Agency Administrators or OSEP Administrators will be responsible for determining who will enter student data in the event of personnel changes. If an administrator, educator, or other individual who has access to a child's SmartTeach™ portfolio becomes no longer employed by the program, it is the program administrator or their designee's responsibility to delete or disable the administrator, educator, or other individual from the SmartTeach™ system.

Do speech therapists need to complete the inter-reliability training?
While the Department does not require SmartTeach™ users to complete any online courses at this time, we highly recommend completing the IRR training to ensure the validity and reliability of SmartTeach™ data.

I have all of the SLPs and the Community Itinerant in the OSEP default site. Are co-educators added to the default site?
The service provider(s) will be added as a Team Member for each unenrolled child that they serve. For smaller networks, the OSEP Administrator could be the educator for the site. However, larger networks may consider adding other users as educators to assist in finalizing checkpoint ratings.

Reports

How do I know when my OSEP reporting is complete?
In order to check for accuracy, OSEP Administrators should run the Child Level OSEP Status Report to determine how many children are eligible for exit and should be represented on the Federally Mandated Report. The OSEP Status Report will include both child records currently on an IEP or IFSP and child records on an IEP or IFSP who have been exited or transitioned. (Note: IFSP should not be selected within a child's SmartTeach™ portfolio since this program is not utilized by our Early Intervention partners.) The students who are matriculating to Kindergarten should be exited. The students that have been exited will

appear on the OSEP Federally Mandated Year-End report. The OSEP reporting is complete for the site when the your OSEP status and OSEP Federally Mandated Year-End reports have the same number of students exiting the program on both reports.

How are we going to pull the required OSEP report at the end of the year?
The OSEP reporting is complete for the site when the OSEP status and OSEP Federally Mandated Year-End reports have the same number of students exiting the program on both reports.

Family Engagement Support

How do I manage family members in TS SmartTeach™?
The Manage Family Members guide details how educators can subscribe to SmartTeach™ and/or The Creative Curriculum Cloud can use the Manage Family Members page to invite family members to use the Teaching Strategies Family App. This guide is located at https://teachingstrategies.my.site.com/portal/s/article/How-do-I-add-family-members-to-MyTeachingStrategies.

How do I manage family messages?
In the Family area, educators subscribed to SmartTeach™, The Creative Curriculum® Cloud, or The Creative Curriculum®, Digital Resources can engage in a back-and-forth chat conversation with families via *MyTeachingStrategies®* Family. These family messages can include text, pictures, and videos. Guidance on how to manage family messages can be found at: https://teachingstrategies.my.site.com/portal/s/article/How-do-I-send-and-read-family-messages-in-MyTeachingStrategies.

How do I create family announcements?
Educators subscribed to SmartTeach™ and/or The Creative Curriculum® Cloud can send announcements to all family members in *MyTeachingStrategies®*. Information on how to create family announcements can be found at https://teachingstrategies.my.site.com/portal/s/article/How-do-I-send-and-read-family-messages-in-MyTeachingStrategies.

What resources can I share with family members?
https://teachingstrategies.my.site.com/portal/s/article/What-can-I-share-with-family-members

How can we access suggested documentation when collecting and entering evidence in SmartTeach™?
An effective strategy for collecting and adding documentation that may work can be found at https://teachingstrategies.com/wp-content/uploads/2018/08/SR_GOLD-Documentation-Best-Practices_2018-08.pdf**.** While there are multiple methods to collecting documentation, *MyTeachingStrategies®* recommends documentation be collected and added on a daily basis.

What date should be used as the program entry date?
The program entry date should be the child's first day of enrollment. If a child was previously enrolled in myTeachingStrategies, retain the initial first day of enrollment. This date denotes the child's first day enrolled in the myTeachingStrategies program. This may not align to the child's first day of a new school year.

Hatch Support

Hatch Support Contact for Louisiana:

Caroline Ankerson
Account Executive
Hatch Early Learning, Inc.
P 336.918.9456
cankerson@hatchearlylearning.com

Below are some links to articles & videos on the Hatch Help Site. These may be helpful to see what is needed to connect Ignite with SmartTeach™.

- ORG Admins-Activating HATCHSync Part 1-Creating a new Admin in SmartTeach™
- ORG Admins-Activating HatchSync Part 2-Connecting SmartTeach™ to HatchSync

Head Start Specific Questions

Will Early Interventionists have access to Head Start data?

If Head Start is the license owner, they would need to grant team access to the service providers.

What is the protocol for Head Start Programs not included in the LDOE State License for submitting Checkpoint Completion Reports?

The network admin would be responsible for collecting the Assessment Status Reports from the Head Start Sites. Network admins will be responsible for submitting this information to ECAssessment@la.gov.

Important TeachingStrategies SmartTeach™ Links

The following links have important information and may also answer frequently asked questions.

- **SmartTeach™ Guidance**
- **SmartTeach™ Administrator Contact List**
- **Transferring Children in SmartTeach™**
- **Steps for Educators to Archive Children in SmartTeach™**
- **Teaching Strategies Support Portal**