



# Teacher User Guide

## Introduction

Welcome to myTeachstone!

MyTeachstone is an online subscription service that simplifies CLASS implementation and supports investment in improving teacher-child interactions. MyTeachstone is an all-in-one system that combines CLASS observation data and professional development (PD). It includes a robust PD library designed for teachers, coaches, observers and administrators in an intuitive, easy to use interface.

Through myTeachstone teachers, observers, coaches and administrators each have their own view and set of functionality they can do, outlined here:

Teachers have the ability to:

- Engage in a rich collection of data-driven PD resources
- Participate in online discussions with coaches and teacher groups
- Track PD progress

Observers have the ability to:

- Schedule CLASS observations
- Collect CLASS observation data and submit reports using the Observer iPad App or through the web site
- Track CLASS observer certification
- Engage in resources for CLASS observers

Coaches have the ability to:

- View CLASS observation data for the teachers they coach
- Log notes from classroom visits
- Make data-driven PD recommendations to teachers
- View PD completion reports for teachers
- Initiate online discussion with individual teachers and teacher groups
- Engage in online professional development for coaches

Administrators have the ability to:

- View CLASS observation data reports
- View PD completion reports for teachers and coaches
- View CLASS observation certification status for observers
- Recommend PD for coaches and teachers
- Engage in resources for administrators

## Table of Contents

[Introduction](#)

[Table of Contents](#)

[1. Getting Started with myTeachstone](#)

[2. Navigation and Your Account](#)

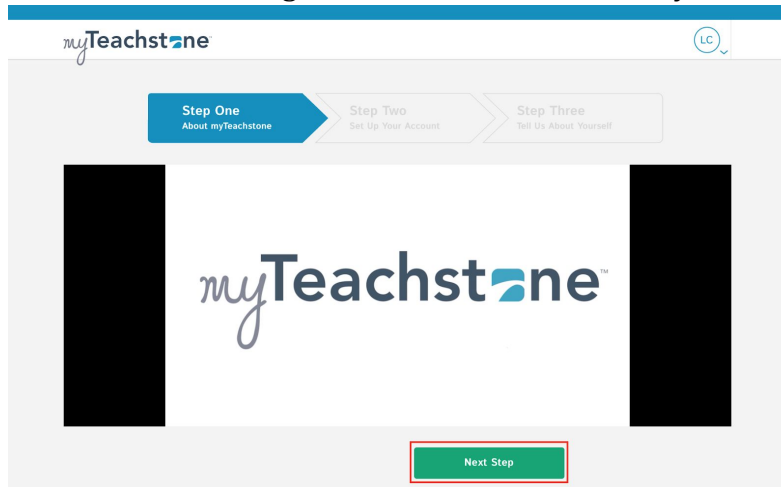
[3. My Professional Development](#)

[4. Observations](#)

[5. Resources](#)

## 1. Getting Started with myTeachstone

1. You will receive a welcome email from myTeachstone, with a link directing you to create your account and set a password
2. Watch an onboarding video, an introduction to myTeachstone



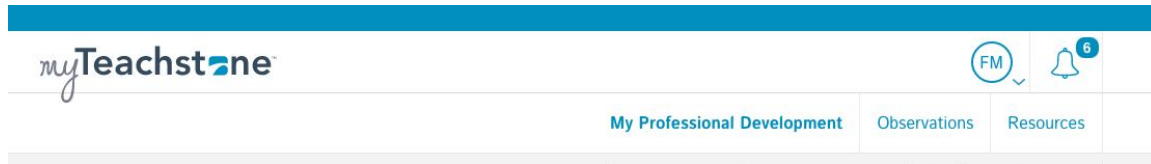
3. Review and edit account settings
4. Complete survey



## 2. Navigation and Your Account

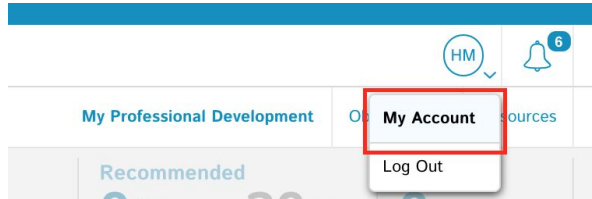
1. Log in by going to Teachstone.com and selecting myTeachstone Login (or going to prod.myteachstone.com)



2. Top navigation bar allows to move between pages:
  - a. My Professional Development
  - b. Observations
  - c. Resources



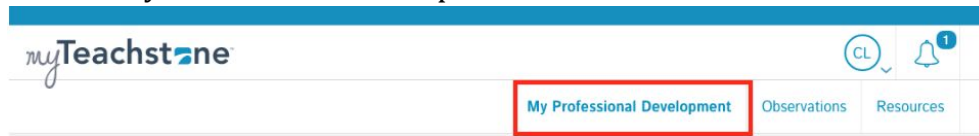
3. Click on the Notification Bell  to see notification messages
4. Click on initials  (or picture) to log out or edit Account Settings



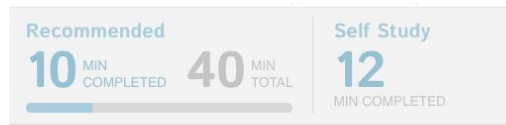
- On My Account page you can edit name, email address, change your password and more. Be sure to select Save Changes at the bottom.

### 3. My Professional Development

- Click on My Professional Development



- Ticker shows Recommended vs Self-Study PD
  - Recommended PD is broken down by completed vs total



- Minutes from videos and courses are added to these tickers
  - Links and e-books are not associated with time and will not affect the minutes in the ticker
- The page is organized into
    - Recommended - Assigned by your coach or administrator
    - Recently Viewed - You have viewed these resources recently

c. Completed - Recommended resources that you have completed

The screenshot displays a user interface with three sections: 'Recommended', 'Recently Viewed', and 'Completed'. Each section has a red-bordered header and a count of items. The 'Recommended' section (count 5) features a 'Demo5' dated 05/24/2016 and three resource cards: 'Matched Affect for a Child's', 'Teacher Tips: Fostering Peer', and 'Learn about Positive Climate'. Below these is a 'View Recommendation' link, 'no comments', and '5 resources'. The 'Recently Viewed' section (count 2) shows 'Connecting with Pre-K Learners' and 'Pumpkin Play' (7 mins). The 'Completed' section (count 2) shows 'Pumpkin Play' (7 mins) and 'Connecting with Pre-K Learners'. All resource cards include a 'PK' icon.

4. Recommended Resources may have context around the resource
  - a. Click on View Recommendation from the Resource Card
  - b. Recommendation window pops up providing more details and Coach's context

- c. You can see the number of comments on the resource (see Resource section for more information around Comments)

The image shows two screenshots from the Teachstone interface. The left screenshot is a resource recommendation card for 'Learn about Concept Development' by Jennie Blackburn, dated 04/20/2016. It features a 'View Recommendation' button, a 'PK' badge, and a '4 comments' indicator. The right screenshot is a detailed view of the recommendation, showing the resource title, duration (15 minutes), the recommender (Jennie Blackburn), and the recommended-to (Carly Letts). A red box highlights the recommender's profile and the recommendation text.

#### 4. Observations

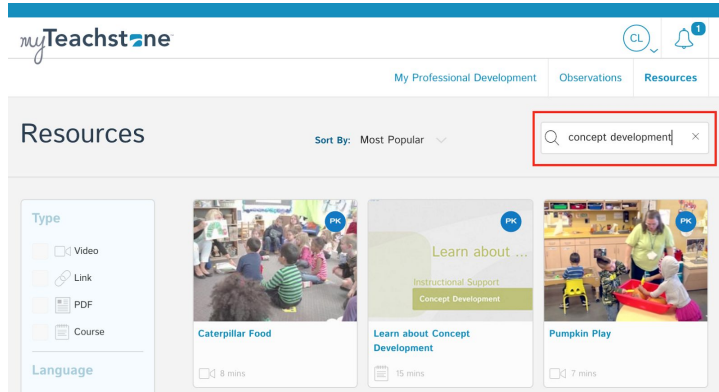
1. The page is organized into
  - a. Upcoming Observations in your classroom
  - b. Completed Observations in your classroom
2. If you hold any CLASS Observation certificates, they will show on this page
3. At this point you cannot access your CLASS scores through myTeachstone, please contact your coach or administrator with questions

The image shows the 'myTeachstone' Observations page. The page has a navigation bar with 'My Professional Development', 'Observations', and 'Resources'. The main content area is titled 'Observations' and is divided into two sections: 'Upcoming' and 'Completed'. The 'Upcoming' section shows one upcoming observation for the period 04/28/2016 - 04/28/2016, with Karen Cubbie as the observer. The 'Completed' section shows two completed observations from 10/07/2015, also with Karen Cubbie as the observer. A red box highlights the 'Completed' section header and the 'CLASS Age Levels' filter.

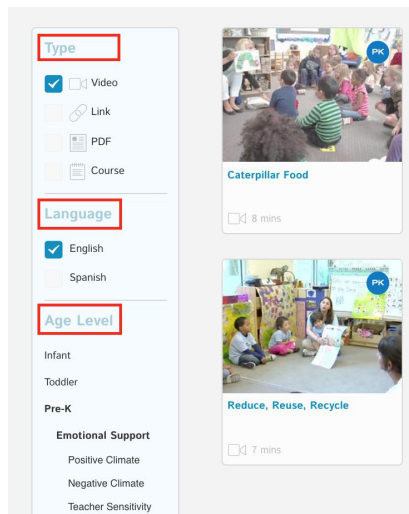


## 5. Resources

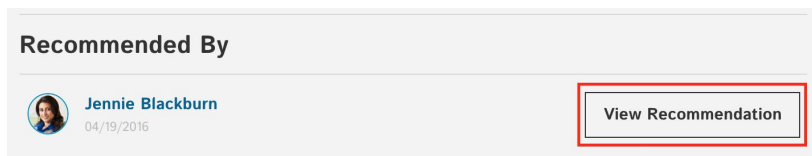
1. Resources are videos, links, PDF articles or courses available in myTeachstone
2. You can search for a specific resource or CLASS dimension



3. You can filter on resource type, language, and age level CLASS domains and dimensions



4. Click on a Resource to view more information, you will see
  - a. The resource itself (a video, hyperlink, course or PDF)
  - b. Detailed information about the resource
  - c. Recommended By shows who recommended this resource and a button to view more information



- d. Comments section if the resource was recommended by the coach (see below)
- e. Guided material points out interactions to look for in the video

**Look For**

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As you watch this video, look for how the teacher:

- Actively facilitates a literacy activity
- Provides opportunities to problem solve

- f. Reflective Questions provided to help you

**Reflective Questions**

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Some children show signs of less engagement (not volunteering or doing the hand motions) or don't have the opportunity to go to the display board. How do you re-engage children and provide them with multiple opportunities to move and interact with materials when you're working with a whole group?

5. Commenting on a resource

- a. Commenting is enabled on resources recommended to you by your coach, add a comment by selecting Share Your Thoughts.

**Comments** Hide

Conversation with Jennie Blackburn

CL **Carly Letts** ✎ ✕

This was a great video!

Created: 6/1/2016

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CL Share your thoughts

- b. If your coach recommends a resource to your teacher group, commenting will be open to the whole teacher group

Conversation with Jennie Blackburn

Conversation with Monday Small Group

**Group Recommendation:** Carly Letts, Autumn Billingsly & Deborah Faulcon

CL **Carly Letts** ✎ ✕

I really enjoyed this video!

Created: 6/1/2016

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CL Share your thoughts

- c. Each tab represents a separate conversation. This resource above has 2 conversations, one with the coach Jennie and one with the Monday Small Group.

- d. Commenting can only be viewed by those in the conversation (Admins cannot access comments)
- e. Edit or delete your comments by clicking on the pencil or X mark