

## WaKIDS Administrators guidance on child and class data

This document is designed specifically for WaKIDS Administrators, providing step-by-step instructions for common administrative tasks in *GOLD*®.

In this document you will find instructions for the following topics:

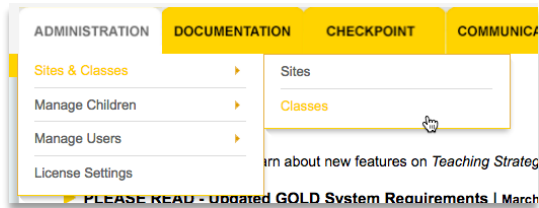
- Transferring Children (pg. 2)
- Archiving Children (pg. 3)
- Adding Classes to *GOLD*® (pg.4)

## Administrator Site / Tab

# Transferring Children from a holding class

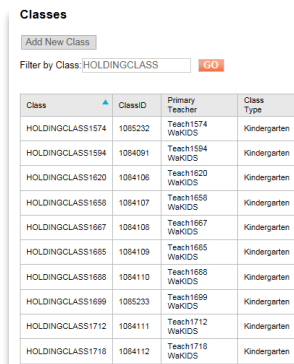
### Step 1

To transfer children, select **SITES** or **CLASSES** from the **ADMINISTRATION** tab



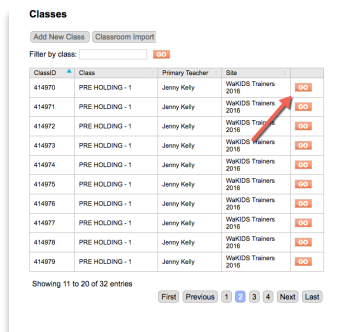
### Step 2

In the **FILTER BY CLASS** search box, type **HOLDING CLASS**



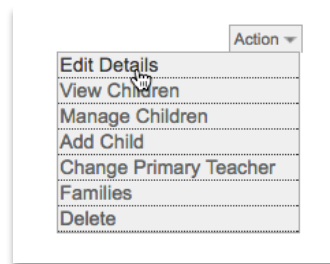
### Step 3

Select **GO** next to the correct holding class



### Step 4

From the Action box, select **MANAGE CHILDREN**



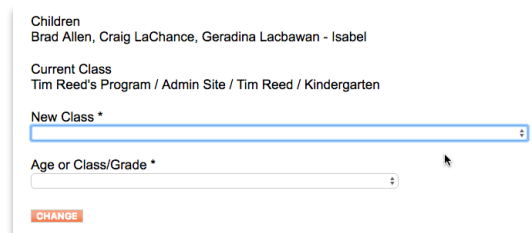
### Step 5

Select any children to transfer, then select **TRANSFER**



### Step 6

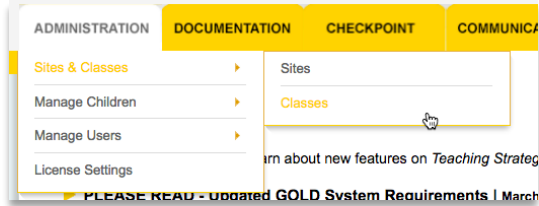
Select the classroom you are transferring the children to, select the purple colored band, then select **CHANGE**



## Administrator Site / Administrator Tab Archiving Children

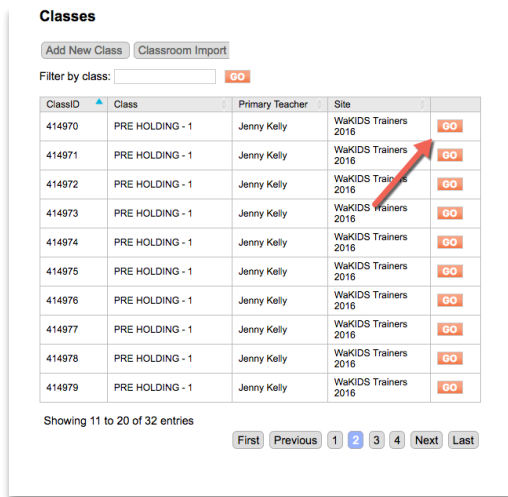
### Step 1

To archive children, select **SITES** or **CLASSES** from the **ADMINISTRATION** tab



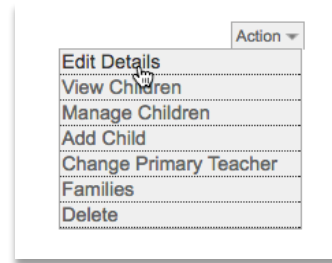
### Step 2

Select **GO** next to a site or class



### Step 3

From the Action box, select **MANAGE CHILDREN**



### Step 4

Select any children to archive, then select **ARCHIVE**

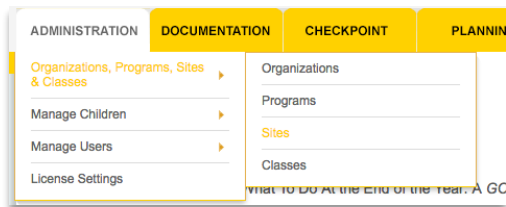


*Administrator Site / Administrator Tab*

## Adding Classes

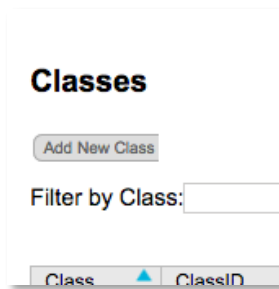
### Step 1

To add a class, select **SITES** from the **ADMINISTRATION** tab



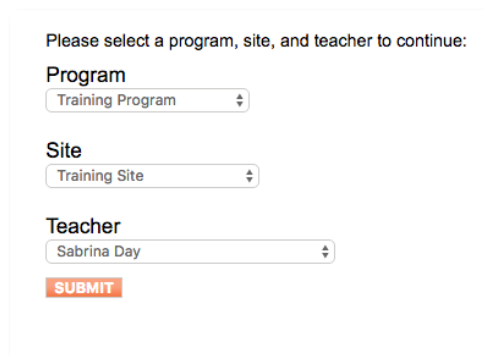
### Step 2

Click the gray **ADD NEW CLASS** button



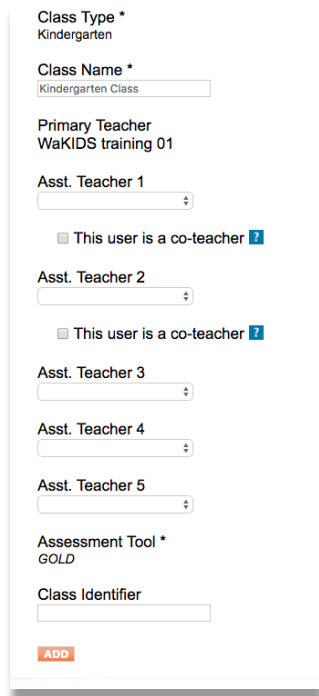
### Step 3

From the pulldown menus, select **PROGRAM**, **SITE**, and **TEACHER** for the class, and click **SUBMIT**



## Step 4

Type in the name of the class, associate any co-teachers or assistant teachers, then select **ADD**.



The screenshot shows a form for creating a class. The fields are as follows:

- Class Type \***: Kindergarten
- Class Name \***: Kindergarten Class
- Primary Teacher**: WaKIDS training 01
- Asst. Teacher 1**: (empty dropdown)
- This user is a co-teacher ?
- Asst. Teacher 2**: (empty dropdown)
- This user is a co-teacher ?
- Asst. Teacher 3**: (empty dropdown)
- Asst. Teacher 4**: (empty dropdown)
- Asst. Teacher 5**: (empty dropdown)
- Assessment Tool \***: GOLD
- Class Identifier**: (empty text box)
- ADD** button

## Step 5

Navigate back to the **SITES** page and repeat for all classes in that site.