

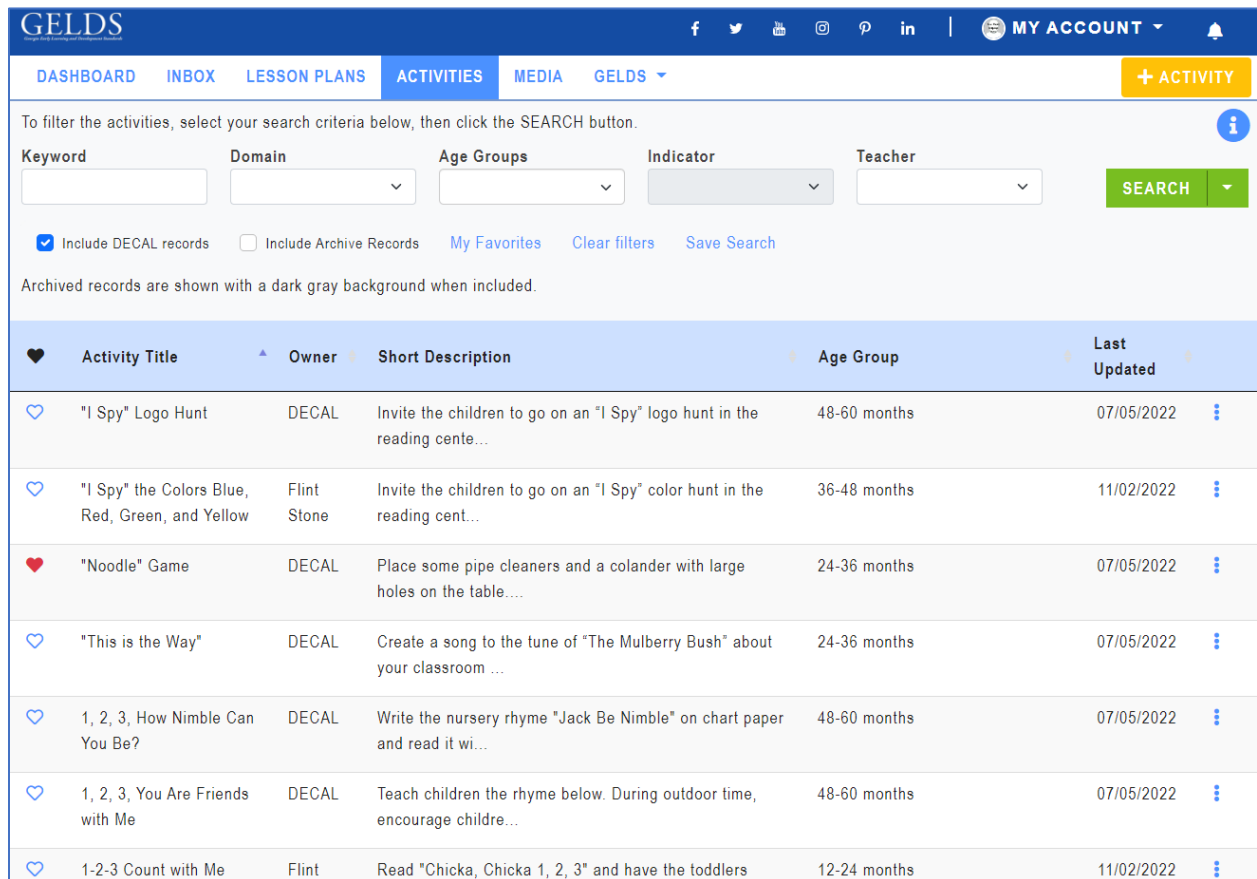


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Manage Activities

On the Manage Activities page, you can create custom activities as well as view or copy DECAL activities and activities shared by another user. To access the Activities page, log into the GELDS site and click on the **ACTIVITIES** tab on the Portal menu.



To filter the activities, select your search criteria below, then click the SEARCH button.

Keyword Domain Age Groups Indicator Teacher

Include DECAL records Include Archive Records [My Favorites](#) [Clear filters](#) [Save Search](#)

Archived records are shown with a dark gray background when included.

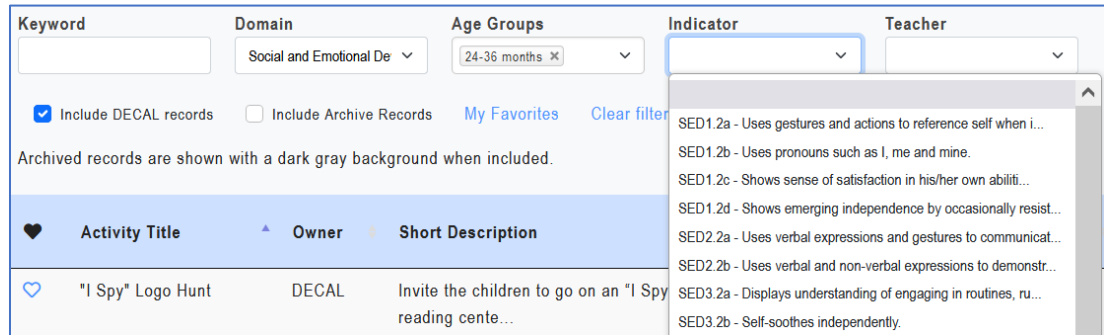
Activity Title	Owner	Short Description	Age Group	Last Updated
"I Spy" Logo Hunt	DECAL	Invite the children to go on an "I Spy" logo hunt in the reading cente...	48-60 months	07/05/2022
"I Spy" the Colors Blue, Red, Green, and Yellow	Flint Stone	Invite the children to go on an "I Spy" color hunt in the reading cent...	36-48 months	11/02/2022
"Noodle" Game	DECAL	Place some pipe cleaners and a colander with large holes on the table....	24-36 months	07/05/2022
"This is the Way"	DECAL	Create a song to the tune of "The Mulberry Bush" about your classroom ...	24-36 months	07/05/2022
1, 2, 3, How Nimble Can You Be?	DECAL	Write the nursery rhyme "Jack Be Nimble" on chart paper and read it wi...	48-60 months	07/05/2022
1, 2, 3, You Are Friends with Me	DECAL	Teach children the rhyme below. During outdoor time, encourage childre...	48-60 months	07/05/2022
1-2-3 Count with Me	Flint	Read "Chicka, Chicka 1, 2, 3" and have the toddlers	12-24 months	11/02/2022

Search Activities

By default, the Activities grid displays DECAL activities as well as activities owned by or shared with the user sorted alphabetically by Activity Title. To search for activities:

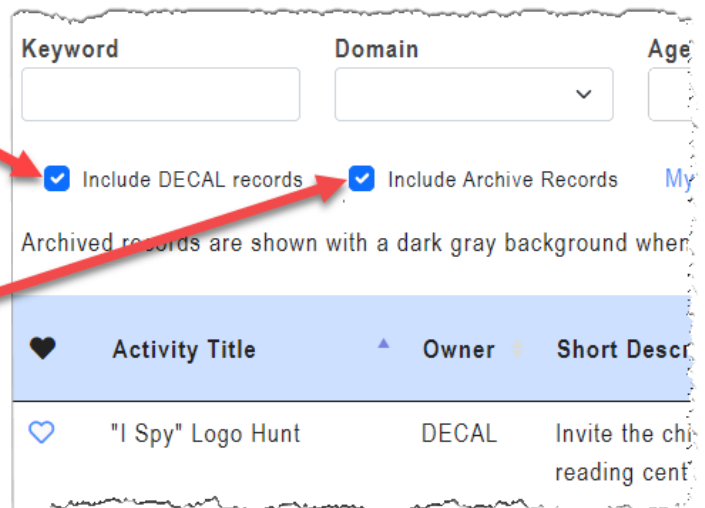
- Enter one or more of the following search criteria:
 - Keyword** – enter a keyword to view all activities having a title, short description, or long description with characters matching the keyword entered
 - Domain** – select a GELDS domain to filter for activities related to that domain
 - Age Group** – select one or more age groups to view activities associated with the selected age groups

- **Indicator** – select a GELDS indicator to filter for activities associated with that indicator. You must first select a Domain to activate the field.



Keyword	Domain	Age Groups	Indicator	Teacher
	Social and Emotional De	24-36 months		
<input checked="" type="checkbox"/> Include DECAL records <input type="checkbox"/> Include Archive Records My Favorites Clear filters				
Archived records are shown with a dark gray background when included.				
Activity Title	Owner	Short Description		
"I Spy" Logo Hunt	DECAL	Invite the children to go on an "I Spy" reading cent...		

- **Teacher** – select a user from the dropdown list to view activities shared by the selected user. Only users who have shared activities with the logged-on user display.
2. Click **SEARCH**. If any records match your search criteria, they will populate in the activities grid.
 3. Only ten (10) activity records display per page. Use the paging control at the bottom of the grid to navigate through additional search result pages. **Note:** Only the first 300 records matching the search criteria will be returned.
 4. You can filter the results further by unchecking or checking the following:
 - **Include DECAL records** – when checked DECAL activities display in the list. To show only the user custom or shared activities, uncheck box.
 - **Include Archive records** – when checked archived activities display with a gray background



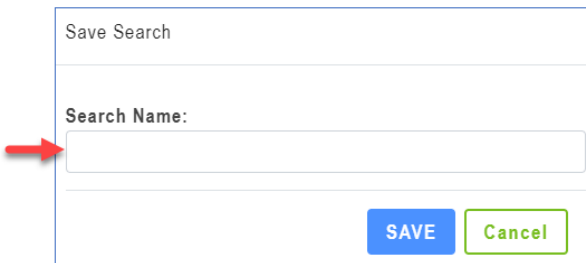
Keyword	Domain	Age
<input checked="" type="checkbox"/> Include DECAL records <input checked="" type="checkbox"/> Include Archive Records My		
Archived records are shown with a dark gray background when		
Activity Title	Owner	Short Descr
"I Spy" Logo Hunt	DECAL	Invite the chi reading cent

5. To clear the search criteria, click the **Clear filters** link. The grid resets to display the activities page default view.

Save Search

To save time performing repetitive searches, you can create a saved search based on the criteria entered or selected. To create a saved search, complete the following steps:

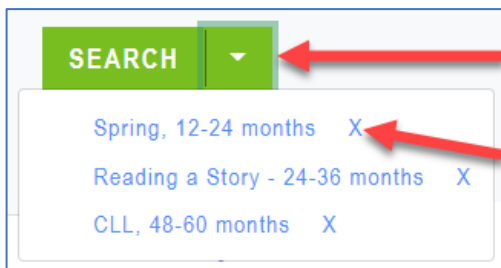
1. Enter or select your search criteria and click **Search**.
2. Click the **Save Search** link.
3. In the Save Search popup, enter a name to assign to the saved search in the **Search Name** field.



4. Click **Save**.
5. To view or select the saved search:
 - A. Click the down arrow on the right side of the Search button.
 - B. Select the saved search you wish to view or use. The search criteria applied to the saved search populate.
 - C. Click **Search**. Records matching your search criteria will populate in the activities grid.

Note: When saving a search, you are saving the search criteria and not the results. Therefore, the results may change between each search if you create new activities or if other teachers share them with you.

6. To delete a saved search:



- A. Click the down arrow located on the right side of the Search button.
- B. Click on the **X** next to the saved search you want to remove
- C. Click **OK** to confirm the deletion.

Sort Activities

By default, activities display alphabetically in ascending order by the Activity Title. To change the sort order:


1. Click the column header you wish to sort. You can sort the activities by the Activity Title, Owner, Short Description, Age Group, or Last Updated date in ascending (▲) or descending (▼) order.


Activity Title	Owner	Short Description	Age Group	Last Updated
"I Spy" Logo Hunt	DECAL	Invite the children to go on an "I Spy" logo hunt in the reading cente...	48-60 months	07/05/2022
"I Spy" the Colors Blue, Red, Green, and Yellow	Flint Stone	Invite the children to go on an "I Spy" color hunt in the reading cent...	36-48 months	11/02/2022
"Noodle" Game	DECAL	Place some pipe cleaners and a colander with large holes on the table...	24-36 months	07/05/2022

2. To change the direction of the sort, click on the column header a second time.


Favorites


1. To designate an activity as a favorite, click the heart  icon to the left of the activity.

	Book Baskets	DECAL	Gather a variety of books for the reading center on a topic or type of...	48-60 months
---	--------------	-------	---	--------------

The heart icon changes to a filled red color  and an alert displays to confirm you saved the activity as a favorite.

2. To remove an activity as a favorite, click the filled red heart icon .

	Book Baskets	DECAL	Gather a variety of books for the reading center on a topic or type of...	48-60 months
---	--------------	-------	---	--------------

The heart icon changes back to an unfilled outline  and an alert displays to confirm you removed the activity as a favorite.

3. To view all activities saved as favorites, click the **My Favorites** link at the top below the search fields.

[DASHBOARD](#)
[INBOX](#)
[LESSON PLANS](#)
[ACTIVITIES](#)
[MEDIA](#)
[GELDS](#)

To filter the activities, select your search criteria below, then click the SEARCH button.

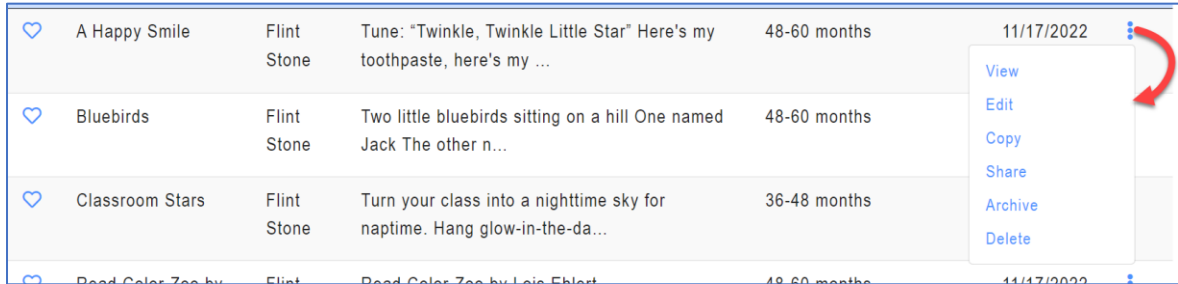
Include DECAL records
 Include Archive Records
 [My Favorites](#)
[Clear filters](#)

Archived records are shown with a dark gray background when included.

Activity Options

To view the options available for an activity:

1. Click on the actions menu (☰) to the right of the activity. A sub-menu displays.



2. Select one of the available options displayed in the sub-menu.

Menu Option	Definition	Availability by Activity Type			
		DECAL	Custom	Shared	Archived
View	Displays activity details in read-only mode.	✓	✓	✓	✓
Edit	Displays activity details in edit mode allowing you to update the selected record.		✓		
Copy	Creates a new activity by copying the information for the selected record. The user can then modify and save the activity as a custom activity.	✓	✓	✓	
Share	Allows you to share the selected activity with other teachers within your organization.		✓		
Archive	Stores activities not currently used. Archived activities do not display in your active activities list. When you check Include Archive records , the archived activities will display with a gray background in the grid. You cannot add Archived activities to Lesson Plans.		✓	✓	
Delete	Permanently deletes the activity.		✓		✓
Unarchive	Restores archived activities as active. Unarchived activities display in your				✓

Menu Option	Definition	Availability by Activity Type			
		DECAL	Custom	Shared	Archived
	active activities list thus allowing you to add them to Lesson Plans.				

Create Activity

To create a new customized activity:

1. Click the **+ ACTIVITY** button in the top right corner. The Create an Activity screen displays where users can enter the activity details.

Create an Activity i

Activity Title*

Short Description* 250 characters

Long Description* 1970 remaining

B I U

Group Size

Select Group Size v

Location

Materials 200 characters

Indicators:

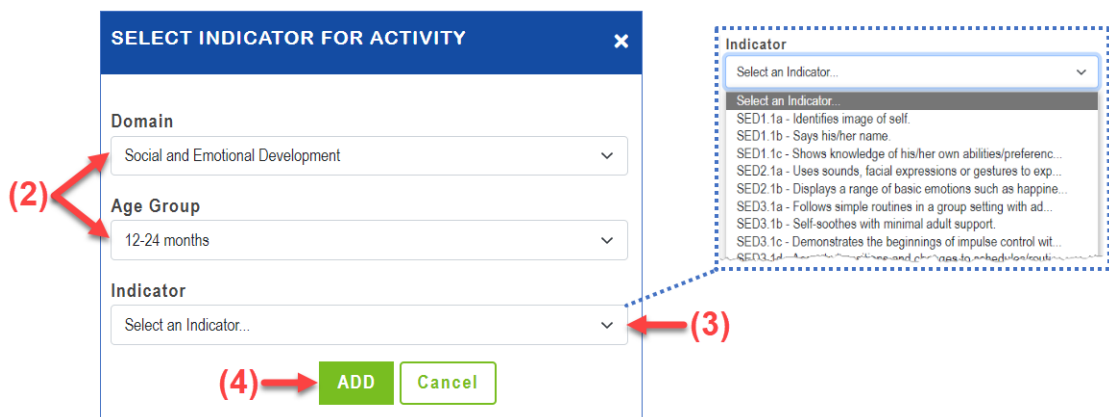
[Add Indicator](#)

Media:

[Add audio, documents, photos, videos](#)

SAVE Cancel

2. Complete the following required fields as indicated by an asterisk (*).
 - A. **Activity Title** – enter a name for the activity. The maximum field length is 100 characters.
 - B. **Short Description** – enter a brief description for the activity. The maximum field length is 250 characters.
 - C. **Long Description** – enter a long description for the activity. The maximum field length is 1970 characters.
 - D. **Indicator** - to select an indicator related to the activity:
 - (1). Click **Add Indicator**.
 - (2). Select a Domain and an Age Group. The indicator field activates.

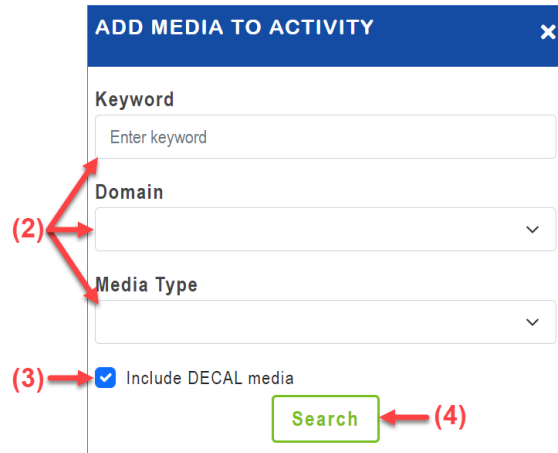


- (3). Select an **indicator** from the dropdown list.
- (4). Click **Add**.
- (5). Repeat to add additional indicators for the activity.

3. The following fields are optional:
 - A. **Group Size** – select Large Group or Small Group from the dropdown.
 - B. **Location** – enter the location where the activity will take place in free form text (i.e., classroom, outdoors, field trip). The maximum field length is 50 characters.
 - C. **Materials** – enter one or more materials needed for the activity. The maximum field length is 200 characters.

D. Media

- (1). Click **Add audio, documents, photos, videos** to associate one or more media items with the activity.
- (2). On the Add Media to Activity search module, enter a Keyword and/or search for media by selecting a Domain or Media Type.





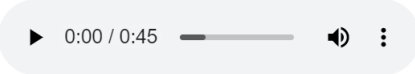


- (3). Uncheck the **Include DECAL media checkbox** if you want to exclude DECAL media records from your search. Otherwise, leave it checked.
- (4). Click **Search**. If a list of matching media records display:
 - (a). Click the arrow buttons (<>) to scroll thru the media list if needed.
 - (b). Click the checkboxes to the left of the media item(s) you wish to add.
 - (c). Click **ADD MEDIA**.




- (5). If you do not see the media you are looking for or no matching records are returned, click **Back to Search** to refine your search, and try again.

- Once you have added the media, it displays on the Activity page where you can view or play the media before saving the activity.

Media:


Title	Type	Link	Action
Apple Life Cycle	Video	https://www.youtube.com/watch?v=jOFjTREH00U	
Apple Stencils	Document	Apple Stencils	
Apples Falling	Audio		
Apples, Apples, Apples	Image	Apples, Apples, Apples	

[Add audio, documents, photos, videos](#)

- To remove a media item from the activity, click the **Delete Media** () icon. Click **OK** to confirm the deletion.
- After completing the entries, click **Save** to save the new activity or click **Cancel** to exit the screen without saving.

Edit Activity

You may edit a custom activity which you created. To edit an activity:

- Click on the actions menu () to the right of activity you want to update and then select **Edit**.
- On the Edit an Activity page, you can change the verbiage or selections for any of the fields.
- To add additional indicators:
 - Click **Add Indicator**.
 - Select a Domain and an Age Group. The indicator field activates.
 - Select an **indicator** from the dropdown list and click **Add**.
- To delete an Indicator, click on the **X** next to the indicator.

Indicators:

CD-CP1.4a ✕

CLL4.4d ✕

SED4.4c ✕

5. To add additional media:
 - A. Click **Add audio, documents, photos, videos** to associate one or more media items with the activity.
 - B. On the Add Media to Activity search module, enter a Keyword and/or search for media by selecting a Domain or Media Type.
 - C. Uncheck the **Include DECAL media** checkbox if you want to exclude DECAL media records from your search. Otherwise, leave it checked.
 - D. Click **Search**.
 - E. If a list of matching media records display:
 - (1). Click the arrow buttons (<>) to scroll thru the media list if needed.
 - (2). Click the checkboxes to the left of the media item(s) you wish to add.
 - (3). Click **ADD MEDIA**
 - F. If you do not see the media you are looking for or no matching records are returned, click **Back to Search** to refine your search, and try again.

6. To remove a media item from the activity, click the **Delete Media** (🗑️) icon. Click **OK** to confirm you want to delete the media.

7. Once the activity updates are complete, click the **Save** button or click **Cancel** to exit the screen without saving the changes.

Share Activity

1. To share a custom activity, click on the actions menu (⋮) to the right of the activity and then select **Share**.

♥	Activity Title	▲ Owner	Short Description	Age Group	Last Updated
♥	A Happy Smile	Flint Stone	Tune: "Twinkle, Twinkle Little Star" Here's my toothpaste, here's my ...	48-60 months	11/17/2022
♥	A Noodle Game	Honey Dew	Place some pipe cleaners and a colander with large holes on the table...	24-36 months	
♥	Apple Adventures	Flint Stone	In this activity, the children help write a story. Write down what ea...	24-36 months	

View

Edit

Copy

Share ←

Archive

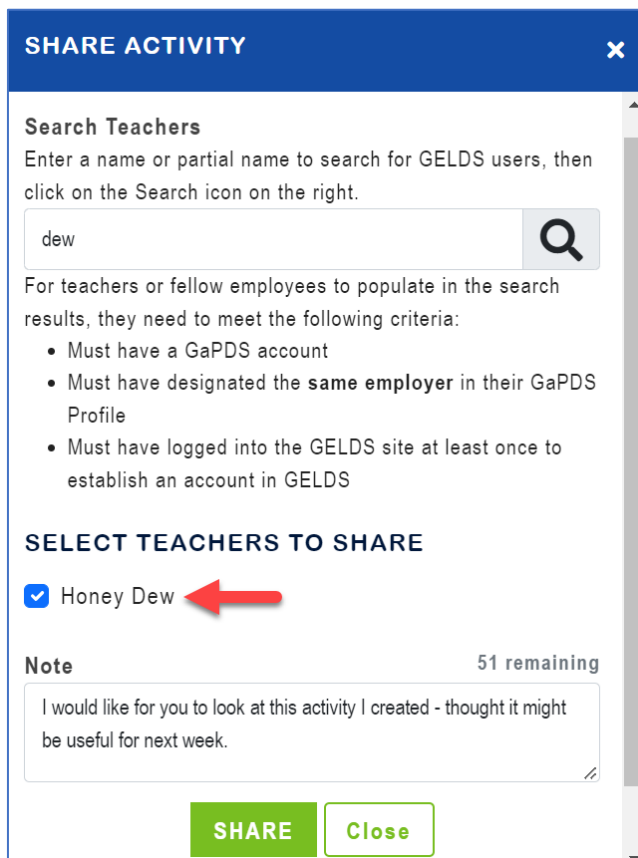
Delete

The Share Activity module allows GELDS users to search for teachers who have the same employer.

For teachers or fellow employees to populate in the share activity search, they need to meet the following criteria:

- Must have a GaPDS account
- Must have designated the **same employer** in their GaPDS Profile
- Must have logged into the GELDS site at least once to establish an account in GELDS

2. To search, enter a name or partial name to search for GELDS users in the system with the same employer, then click the **Search** (🔍) icon on the right.
3. Click the checkboxes to the left of the teacher(s) you wish to share the activity with.



SHARE ACTIVITY [X]

Search Teachers
Enter a name or partial name to search for GELDS users, then click on the Search icon on the right.

dew [🔍]

For teachers or fellow employees to populate in the search results, they need to meet the following criteria:

- Must have a GaPDS account
- Must have designated the **same employer** in their GaPDS Profile
- Must have logged into the GELDS site at least once to establish an account in GELDS

SELECT TEACHERS TO SHARE

Honey Dew ←

Note 51 remaining

I would like for you to look at this activity I created - thought it might be useful for next week.

SHARE **Close**

4. **(Optional)** Enter a **Note** (up to 150 characters) in the Note field. The note you enter displays in the shared activity notification sent to the teacher's Inbox.

5. Click **Share** to share the activity with the selected teacher(s).

Important Note: Once you share an activity, your fellow teacher(s) will see a message in their inbox and will also be able to view the shared activity on their main Activities page. Shared activities are displayed in read-only mode and teachers will not be able to edit them.

6. To view a list of teachers with whom you shared the activity, click on the actions menu (⋮) to the right of the shared activity and then select **Share**.
7. To remove sharing, navigate to the Share Activity module, click the **Delete Share** (🗑️) icon to the right of the teacher, and then confirm that you wish to remove the share.

SHARE ACTIVITY ×

Search Teachers
Enter a name or partial name to search for GELDS users, then click on the Search icon on the right.

🔍

For teachers or fellow employees to populate in the search results, they need to meet the following criteria:

- Must have a GaPDS account
- Must have designated the **same employer** in their GaPDS Profile
- Must have logged into the GELDS site at least once to establish an account in GELDS

SHARED WITH

Honey Dew 🗑️ ←

Close