GELDS PORTAL HOW-TO GUIDE

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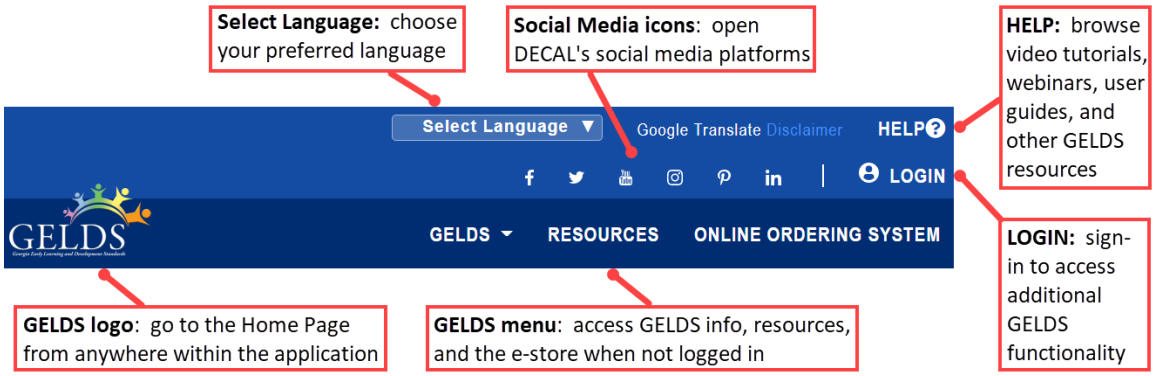
This how-to guide describes the features of Georgia Early Learning and Development Standards (GELDS), an intuitive, user-friendly web-based interface where teachers can create and share lesson plans and activities.

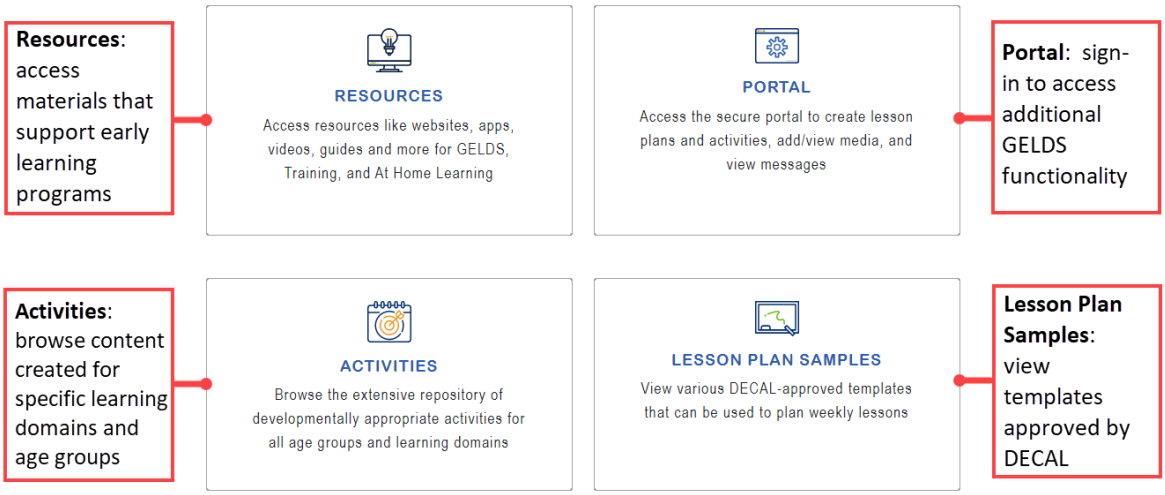
GELDS Homepage

The GELDS Homepage has three (3) major components which are the Header, Body, and Footer.

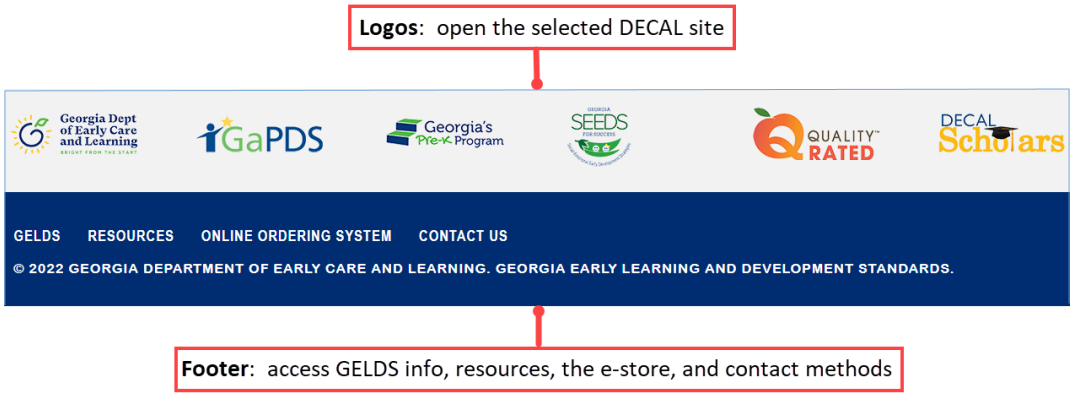
The header consists of the following:



The body consists of the following:



The footer consists of the following:

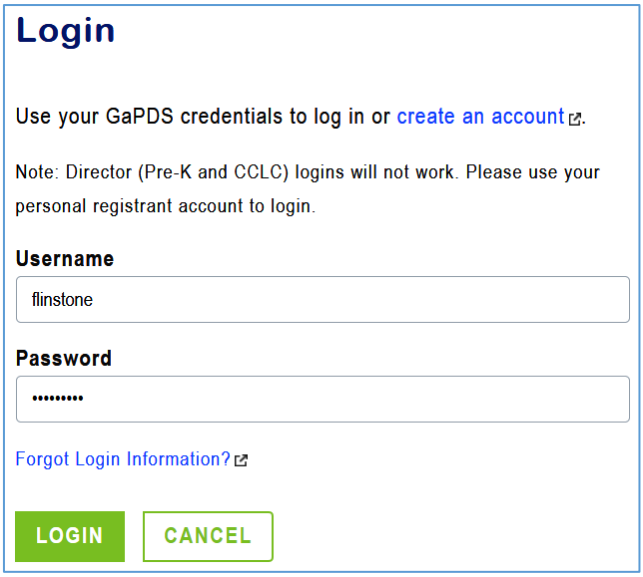


Log in to GELDS

GELDS uses the same login credentials as the Georgia Professional Development System (GaPDS).

1. On the main GELDS page, there are two ways to access the GELDS Login page:
   - Click on **LOGIN** in the upper right corner.

     – or –
   - Click on **Portal** in the center of the page.
2. Once on the Login page, enter a valid GaPDS username and password and click **LOGIN**.

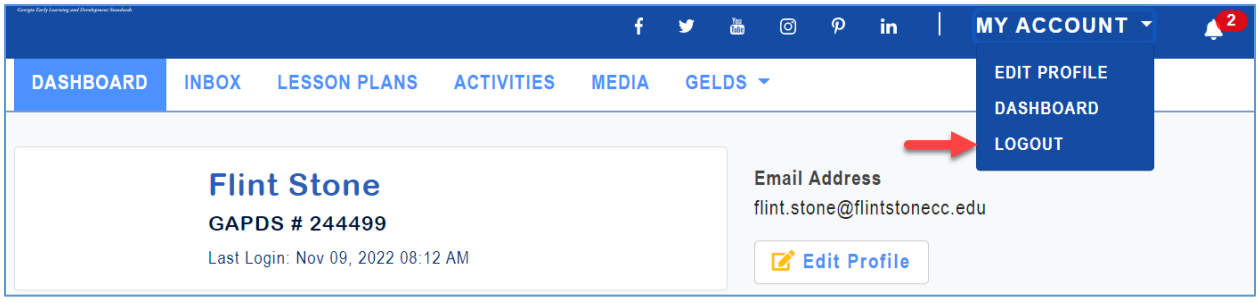


> **Note**: Refer to FAQs if you do not have a GaPDS account or if you forgot your GaPDS login credentials.

After logging in, the portal menu changes to display the following tabs: Dashboard, Inbox, Lesson Plans, Activities, Media, and GELDS. Refer to the below sections for detailed information on each tab.

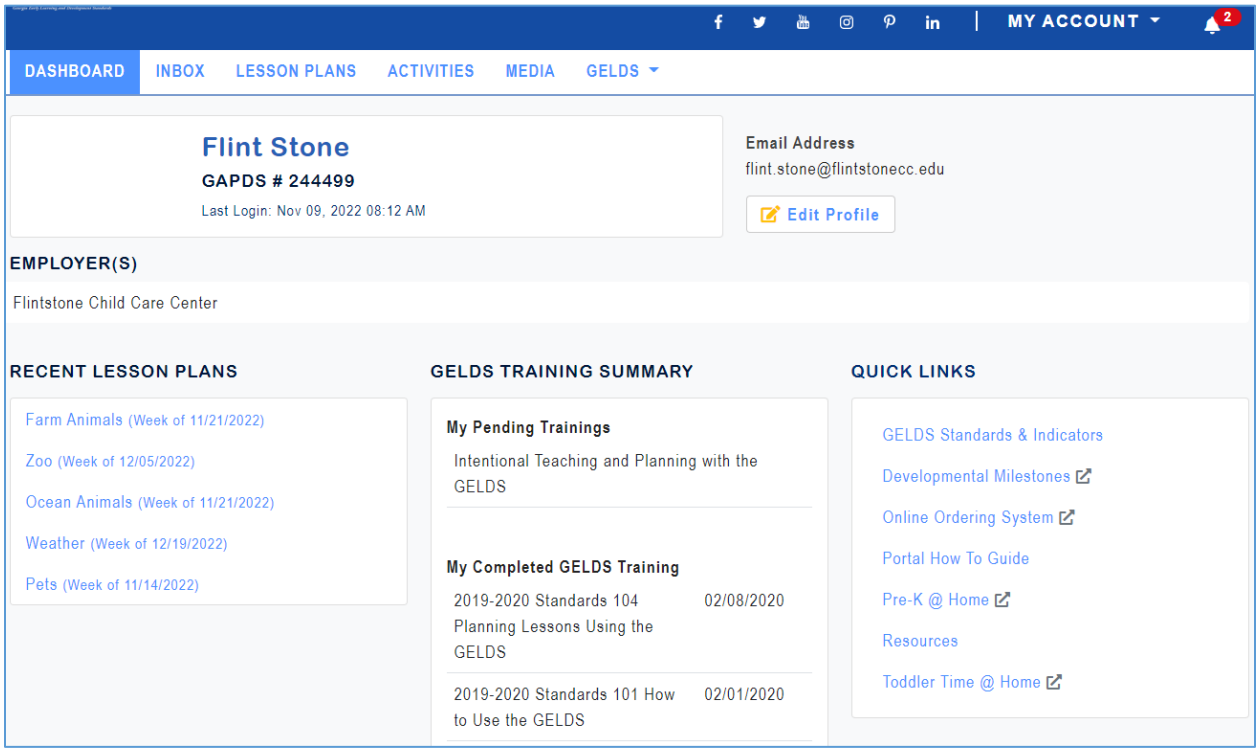
Log out of GELDS

To log out, click on **My Account** and select **LOGOUT**.



GELDS Dashboard

When you first log into GELDS, you will see the Dashboard.



The Dashboard displays the following specific information about each logged in user:

- Profile Picture (if uploaded)
- Name
- GaPDS #
- Last Login Date and Time
- Email Address
- Employer's Name
- Recent Lesson Plans
- GELDS Training Summary (pending and completed)

Note: You must log into GaPDS to update your name, email address, or employer's name.

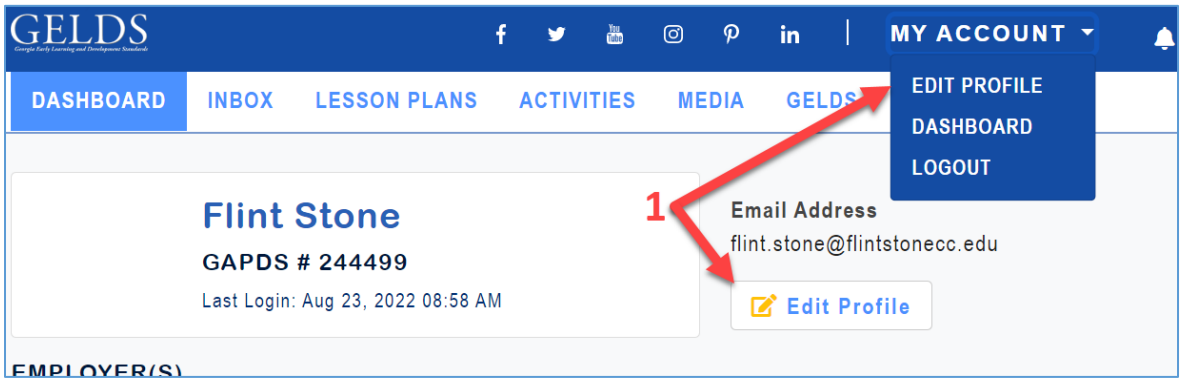
Manage Profile Picture

Jump to: Change Profile Picture | Remove Profile Picture

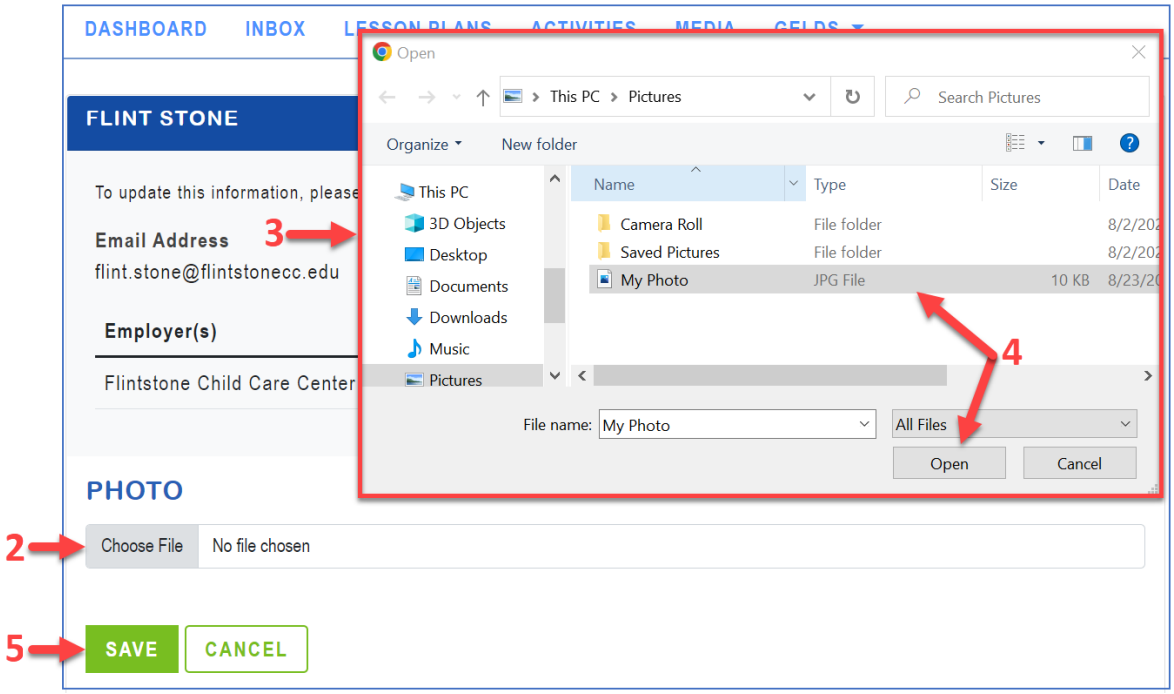
Upload a Profile Picture

To add a profile picture:

1. Click **My Account** > **Edit Profile** or click on the **Edit Profile** button on the Dashboard.



2. Click **Choose File**.

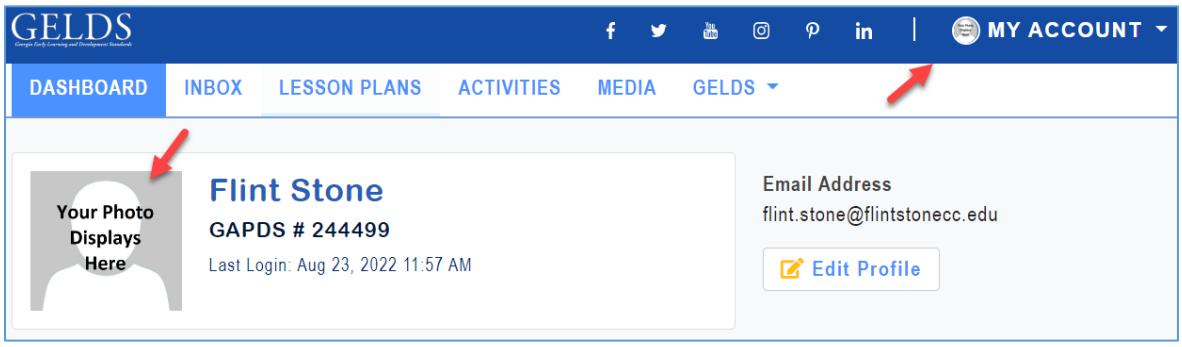


3. Navigate to the photo saved to your computer.

4. Select the photo and click **Open**.

5. Click **Save**. The uploaded photo displays.

6. Click **Cancel** to return to the Dashboard. The uploaded photo displays on the Dashboard and next to My Account.

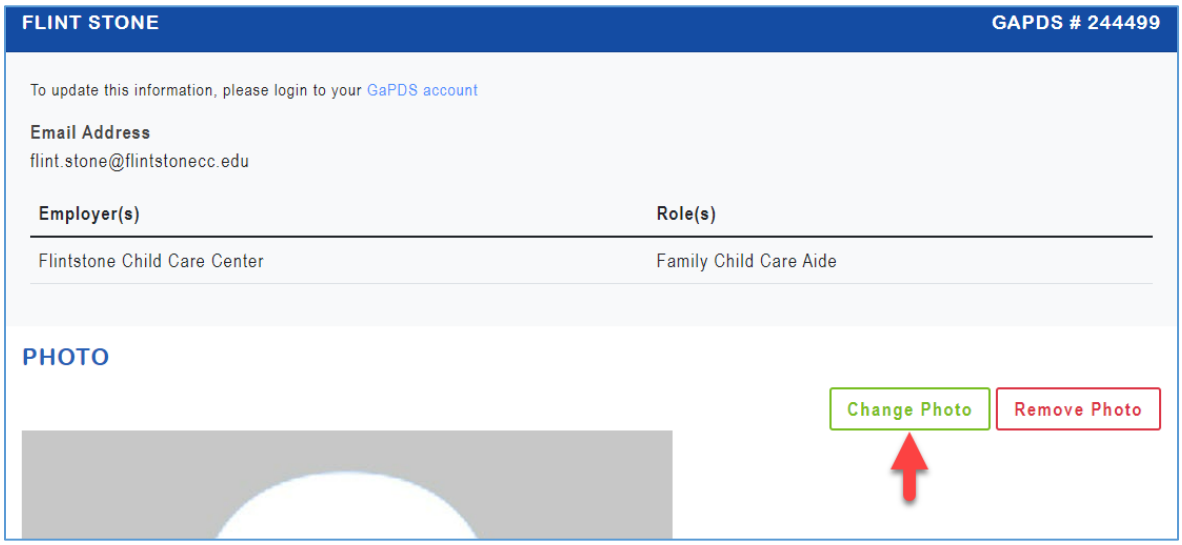


Change Profile Picture

To update your profile picture:

1. Click **My Account** > **Edit Profile** or click on the **Edit Profile** button on the Dashboard.

2. Click **Change Photo**.



3. Navigate to the photo saved to your computer.

4. Select the photo and click **Open**.

5. Click **Save**. The updated photo displays.

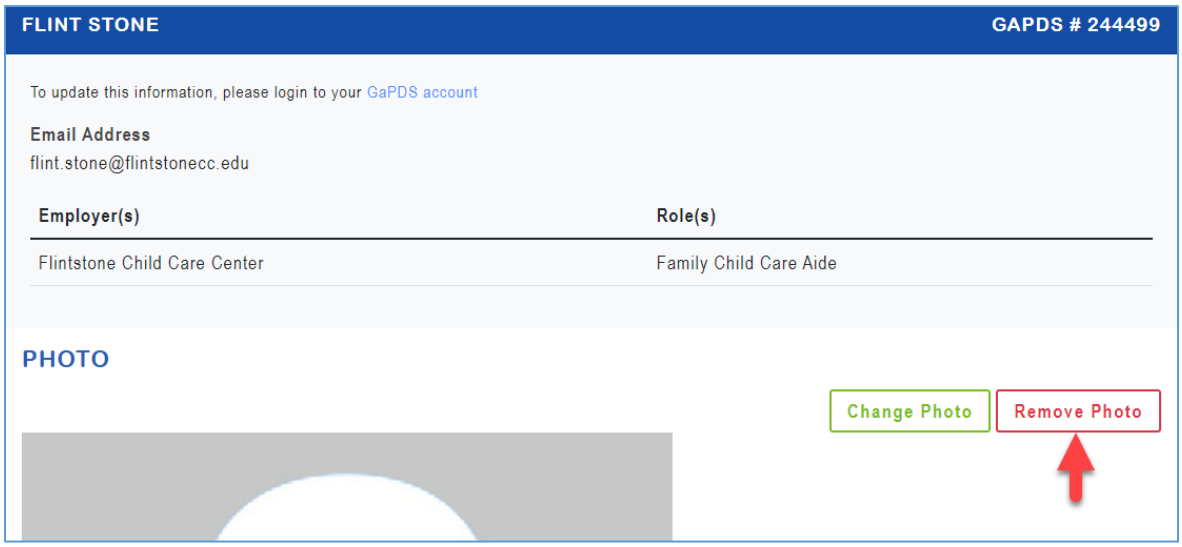
6. Click **Cancel** to return to the Dashboard. The updated photo displays on the Dashboard and next to My Account.

Remove Profile Picture

To delete your profile picture:

1. Click **My Account** > **Edit Profile** or click on the **Edit Profile** button on the Dashboard.

2. Click **Remove Photo**.



3. Click **OK** to confirm the deletion. The photo no longer displays.

4. Click **Cancel** to return to the Dashboard. The photo does not display on the Dashboard or next to the My Account.

DECAL Media

You do not have to log in to view DECAL Media. To view DECAL media available to the public:

1. On the main GELDS page, click on **Resources**.

2. Click **Media**.

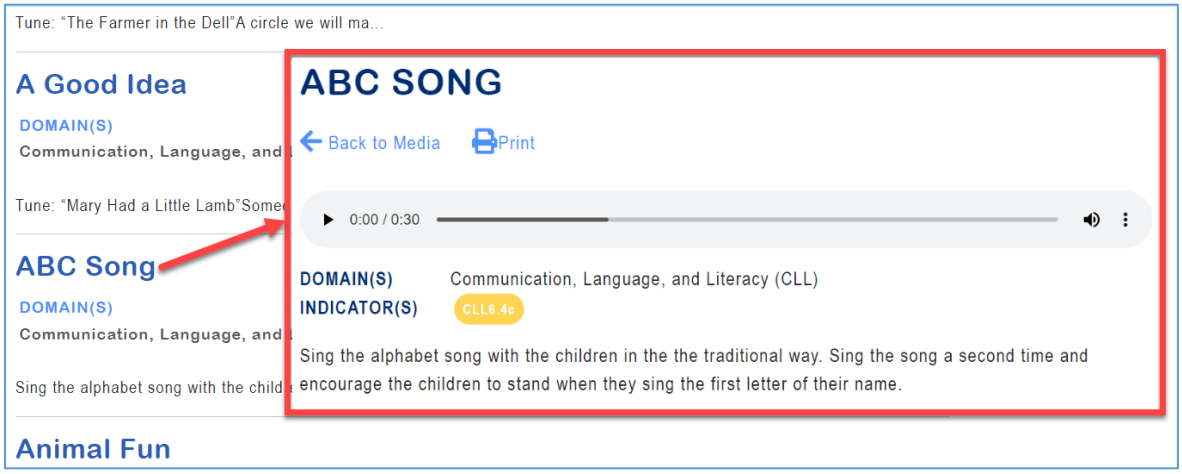
3. To narrow your search for a particular media, search by one or more of the following search criteria:

   - **Keyword** – searches media titles and descriptions for the word or phrase entered.
   - **Domains** – searches for media with the selected Domain(s):
     - ☐ Physical Development and Motor Skills
     - ☐ Social and Emotional Development
     - ☐ Approaches to Play and Learning
     - ☐ Communication, Language, and Literacy
     - ☐ Cognitive Development and General Knowledge.

4. Click **Search**. The retrieved records display.

5. There are two different ways to navigate through the media. At the bottom of the page, click either
   - **Next** – takes you to the next page of media - or -
   - **Previous** – takes you to the previous page of media.

6. To view the media details, play the audio, or print the media description, click on a **media title**.



7. Click **Back to Media** to return to the list of media.

DECAL Activities

You do not have to log in to view DECAL Activities. To view DECAL activities available to the public:

1. On the main GELDS page, click on **Activities** or click **Resources** and then click **Activities**.

2. To narrow your search for a particular activity, search by one or more of the following search criteria:
   - **Keyword** – searches media titles and descriptions for the word or phrase entered.
   - **Age Groups** – searches for activities with the selected Age Group(s):
     - ☐ 0-12 months
     - ☐ 12-24 months
     - ☐ 24-36 months
     - ☐ 36-48 months
     - ☐ 48-60 months
   - **Domains** – searches for media with the selected Domain(s):
     - ☐ Physical Development and Motor Skills
     - ☐ Social and Emotional Development
     - ☐ Approaches to Play and Learning
     - ☐ Communication, Language, and Literacy

- ☐ Cognitive Development and General Knowledge.

3. Click **Search**. The retrieved records display.

4. There are two different ways to navigate through the activities. At the bottom of the page, click either:
   - **Next** – takes you to the next page of activities – or -
   - **Previous** – takes you to the previous page of activities.

5. To view or print the activity details, click on an **activity title**.

6. Click **Back to Activities** to return to the list of activities.

GELDS Standards & Indicators

When writing lesson plans, Standards & Indicators are used to show which measurable and observable skills are covered with each activity.

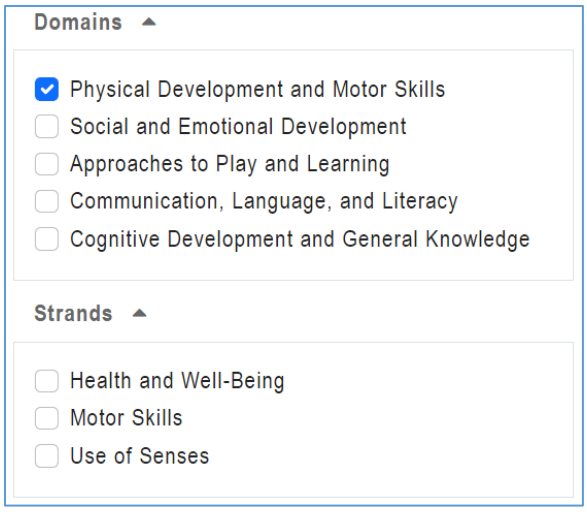
To search the GELDS online repository of Standards & Indicators, complete the following steps:

1. Click on **GELDS** and select **GELDS Standards & Indicators**.

Note: In addition to being in the GELDS menu, a link to the GELDS Standards & Indicators search can also be found on the Dashboard and on the Resources pages under Quick Links.

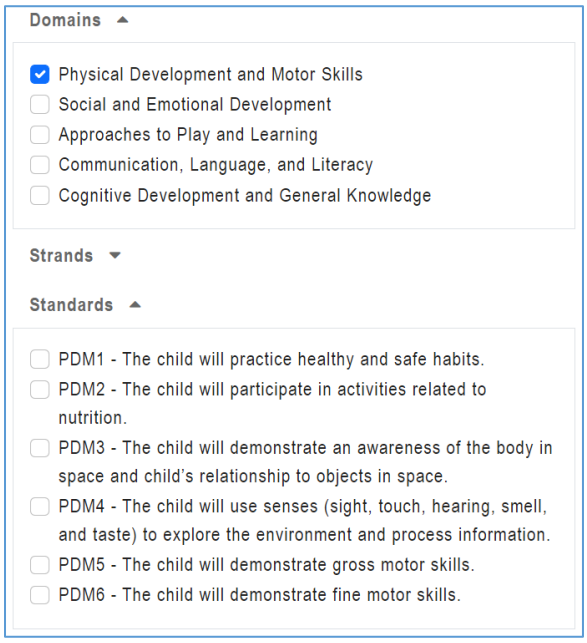
2. To narrow your search for a particular indicator, search by one or more of the following search criteria:

   - **Keyword** – searches the standards & indicators for the word or phrase entered.
   - **Age Groups** – searches for standards & indicators with the selected Age Group(s):
     - ☐ 0-12 months
     - ☐ 12-24 months
     - ☐ 24-36 months
     - ☐ 36-48 months
     - ☐ 48-60 months
   - **Domains** – searches for standards & indicators with the selected Domain(s):
     - ☐ Physical Development and Motor Skills
     - ☐ Social and Emotional Development
     - ☐ Approaches to Play and Learning
     - ☐ Communication, Language, and Literacy
     - ☐ Cognitive Development and General Knowledge
   - **Strand** – searches for standards & indicators with the selected Strand(s).
     - All strands display unless an age group(s) and/or domain(s) is selected.
     - The strands are then filtered to only show strands for the selected age group/domain.

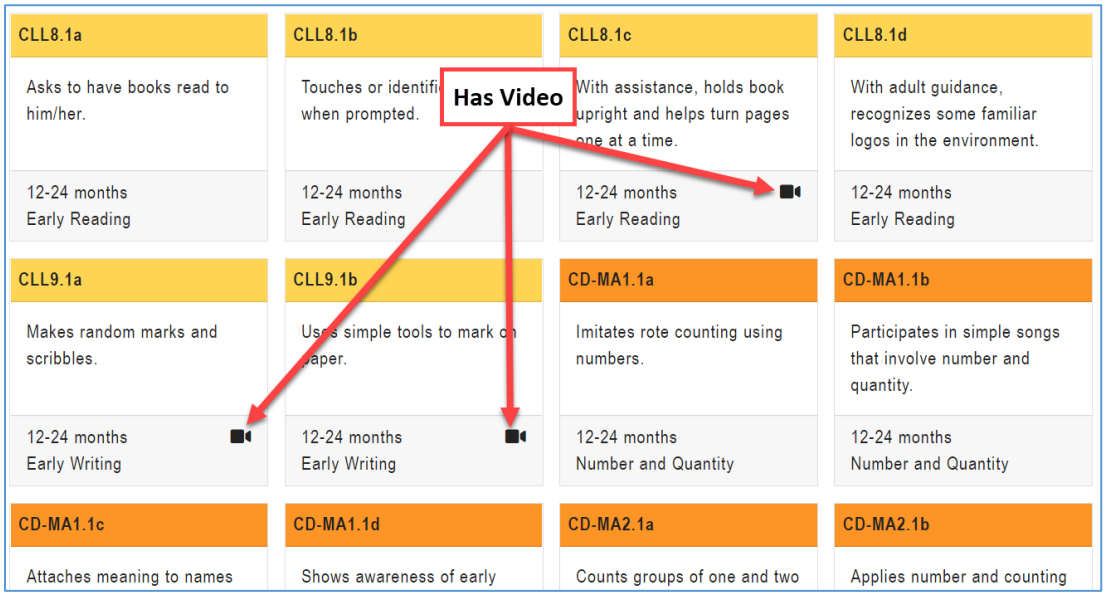


   - **Standards – searches** for standards & indicators with the selected Standard(s).

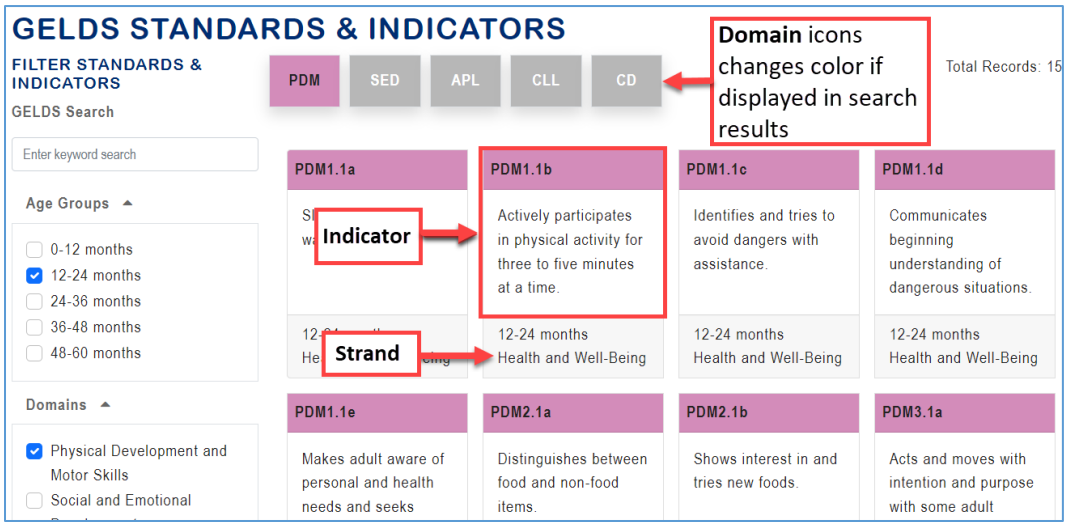
- All standards display unless an age group(s) and/or domain(s) is selected.
- The standards are then filtered to only show standards for the selected age group/domain.



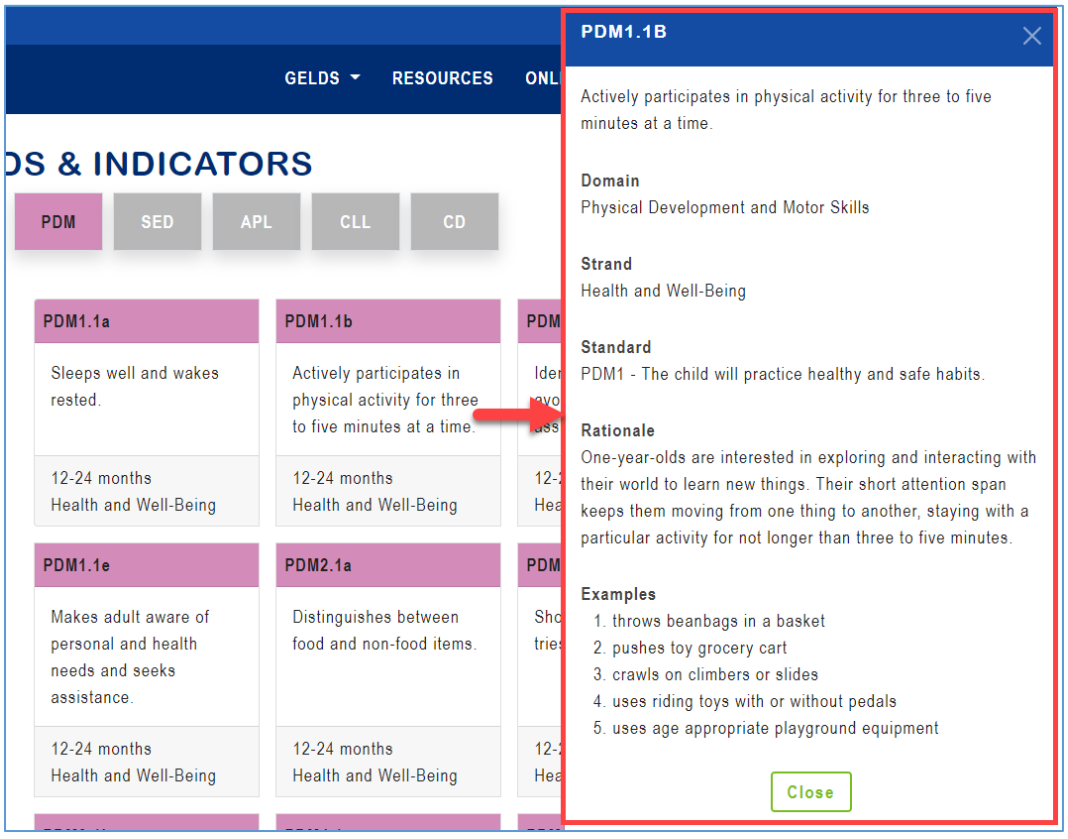
- **Has Video** – searches for standards & indicators that have video(s).



3. Click **Search**. The retrieved records display.



4. To view the indicator details, such as the Standard, Rationale, Examples, and Video (if available), click on an **Indicator**.

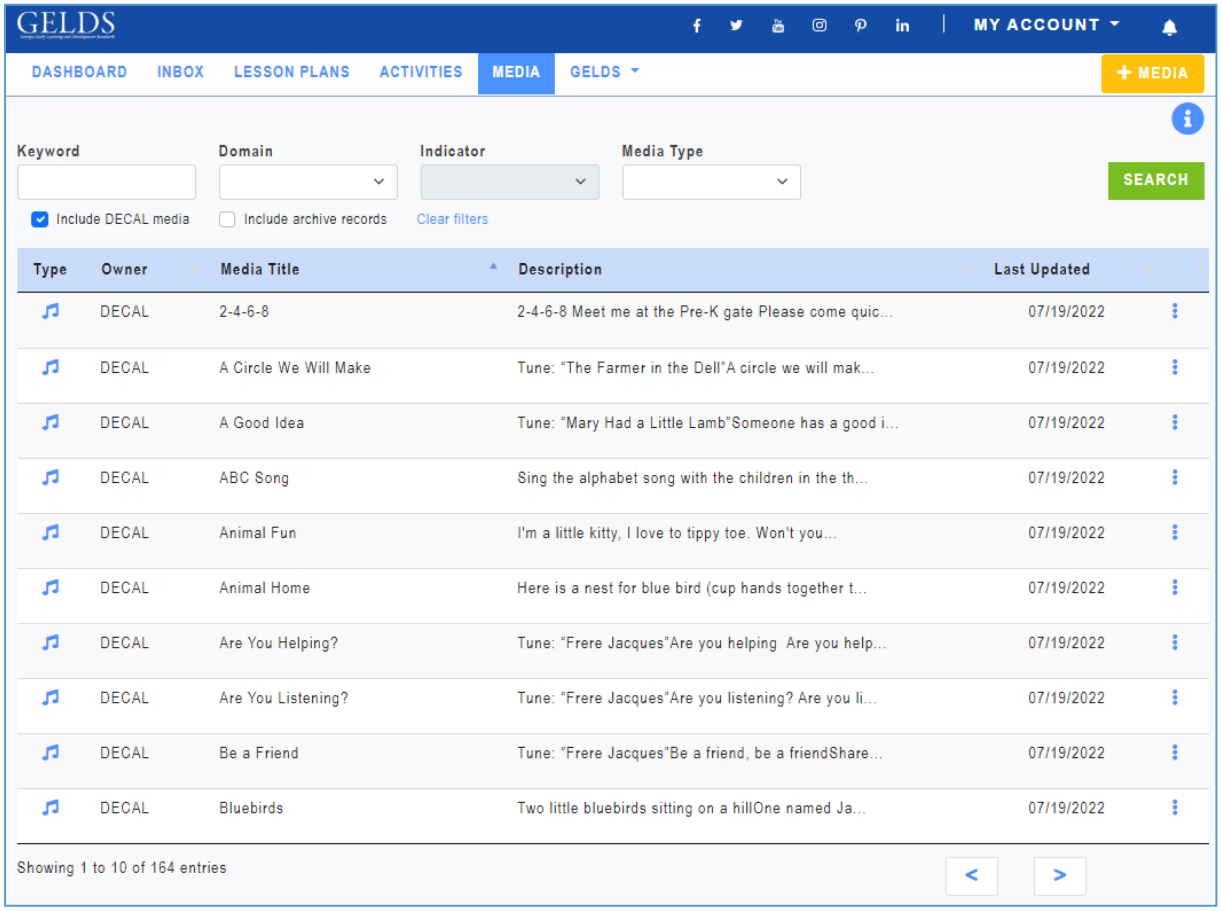


5. Click **Close** or the **X** in the upper right corner to return to the search results.

Note: Refer to the GELDS Overview (located in the GELDS menu) for an outline of the structural components of the standards & indicators code (i.e., PDM6.3b).

Manage Media

On the Manage Media page, you can create custom media as well as view DECAL media. To access the Media page, log into the GELDS site and click on the **MEDIA** tab on the Portal menu.

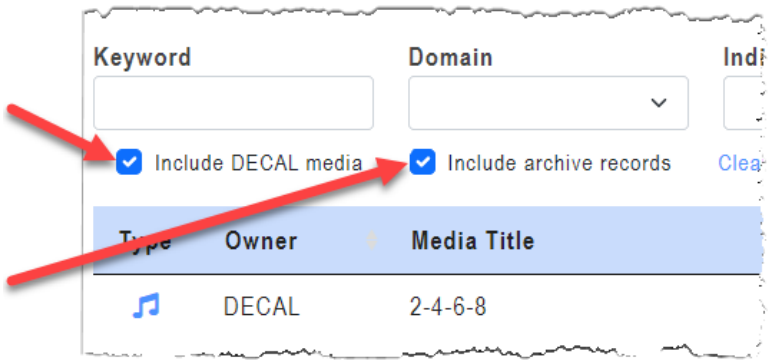


Search Media

By default, the Media grid displays DECAL media as well as media owned by the user sorted by the Media Title. To search for media:

1. Enter one or more of the following search criteria:
    - **Keyword** – enter a keyword to view all media having a title or description with characters matching the keyword entered
    - **Domain** – select a GELDS domain to filter for media related to that domain
    - **Age Group** – select one or more age groups to view media associated with the selected age groups
    - **Media Type** – select the media type you are searching for
2. Click **SEARCH**. If any records match your search criteria, they will populate in the media grid.
3. Only ten (10) media records display per page. Use the paging control at the bottom of the grid to navigate through the search result pages.
4. You can filter the results further by unchecking or checking the following:

- **Include DECAL records** – when checked DECAL media display in the media list. To show only your custom media, uncheck this box.
- **Include Archive records** – when checked archived media display with a gray background.



5. To reset the grid to display the default media view, click the **Clear filters** link below the search fields.

Sort Media

By default, the media displays alphabetically in ascending order by the Media Title. To change the sort order:

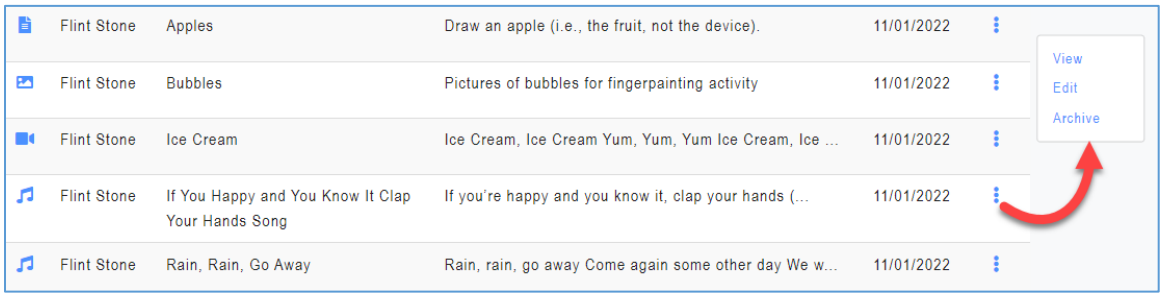
1. Click on the column header you wish to sort on. You can sort the media by the Owner, Media Title, Description, or Last Updated date in ascending (▲) or descending (▼) order.

2. Click the header again to change the direction of the sort.

Media Options

To view the options available for a media record:

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



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

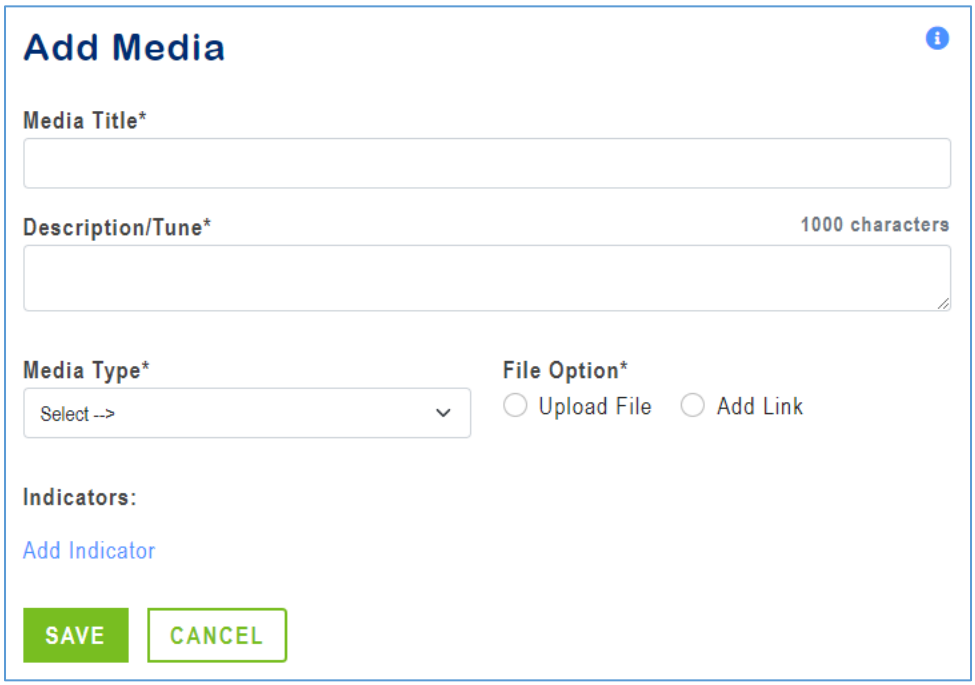
Menu Option	Definition	Availability by Media Type		
		DECAL	Custom	Archived
View	Displays media details in read-only mode.	√	√	√
Edit	Displays media details in edit mode allowing you to update the selected record.		√	
Archive	Stores media not currently used. Archived media do not display in your active media list. When you check **Include Archive records**, the archived media will display with a gray background in the grid.		√	
Unarchive	Restores archived media as active. Unarchived media display in your active media list. You can add the unarchived media to Activities or Lesson Plans.			√

Important Notes: You cannot add Archived media to Activities or Lesson Plans.

Add Media

To create a new media item:

1. Click the + MEDIA button in the top right corner. The Add Media screen displays where you can enter the new media details.

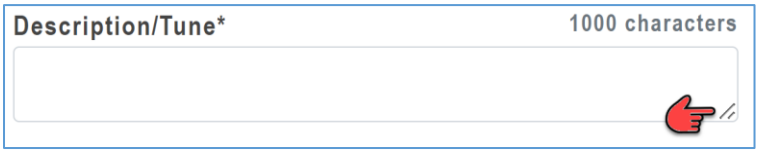


2. Complete the following required fields as indicated by an asterisk (*).

A. **Media Title** – enter a name for the media. The maximum field length is one hundred (100) characters.

B. **Description/Tune** – enter a description for the media. For an audio file, the description may be the words to the song.

- The maximum field length is one thousand (1000) characters.
- Click on the bottom right corner of the description field to enlarge.



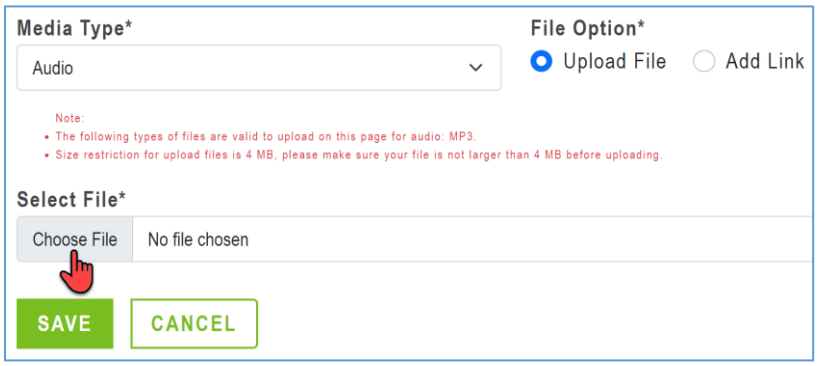
C. **Media Type** – select the appropriate type from the dropdown list: Document, Audio, Video, or Image.

D. **File Option** – select one of the file options below:

- **Upload File**

(1). Click the **Upload File** radio button if you wish to upload a file to the system.

(2). Next, click on **Choose File**. A file dialog window opens.



(3). Navigate to the location on your computer where you stored the media and select the file you wish to upload. The file upload requirements are as follows:

Type	Format	Size
Audio	MP3	The maximum file size allowable to upload an audio, a document, or an image is **4MB**.
Document	PDF	
Image	BMP, GIF, JPEG, JPG, PIC, PNG, TIF, TIFF	

Note: You cannot upload Videos. To add a video, select **Add Link**.

- **Add Link**

(1). Click the **Add Link** radio button if you wish to link to an audio, document, image, or video.

(2). In the displayed **Media URL** field, enter a valid URL for the item you wish to link to.

E. (**Optional**) To select an indicator related to the media:

(1). Click **Add Indicator**.

(2). Select a **Domain**. The indicator field activates.

(3). Click on the **Indicator** dropdown and select an indicator.

(4). Click **Add**.

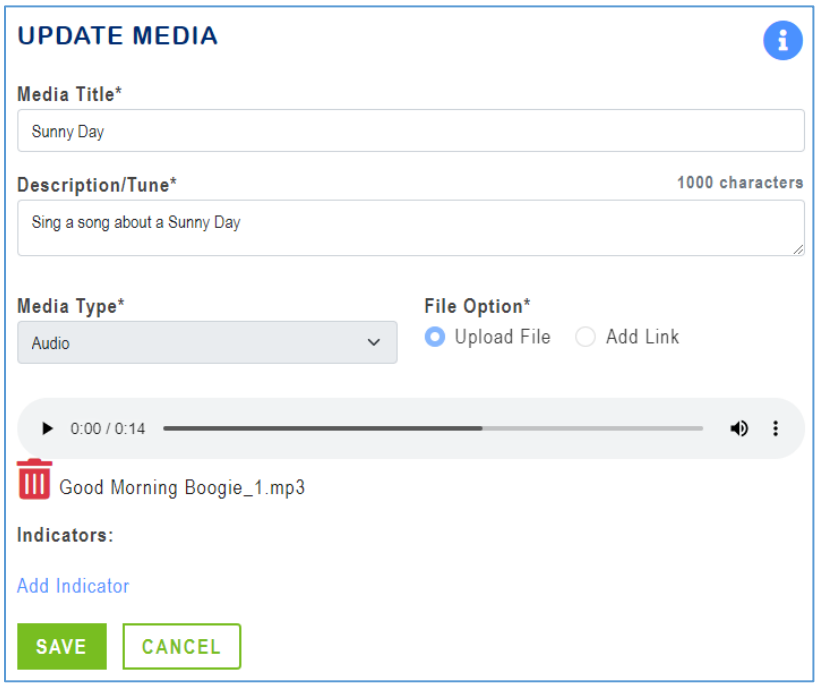
(5). Repeat to add additional indicators for the media.

3. After completing the entries, click **Save** to save the new media or click **Cancel** to exit the screen without saving.

Edit Media

You can edit custom media which you have created. To edit a media:

1. Click on the actions menu (⋮) to the right of the item in the media list and then select **Edit**.



2. On the Update Media page, you can change the verbiage or selections for any of the fields.

3. To change the uploaded file, complete the following steps:

A. Click the **Delete File** (🗑) icon and confirm that you want to remove the file.

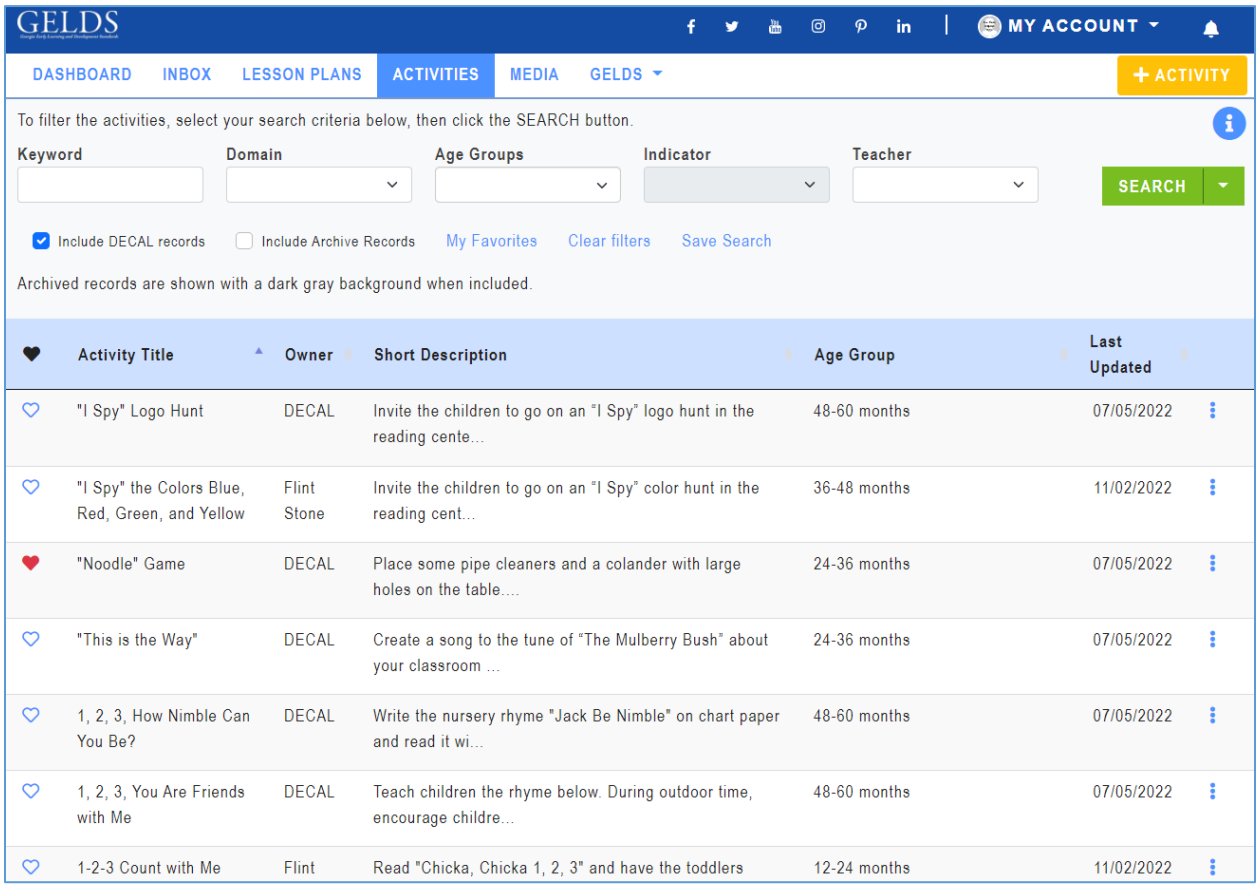
B. Click **Upload File** > **Choose File** to select and upload a new media item.

C. Alternately, click **Add Link** to switch from a file upload to a link and then enter the new media URL.

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

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.



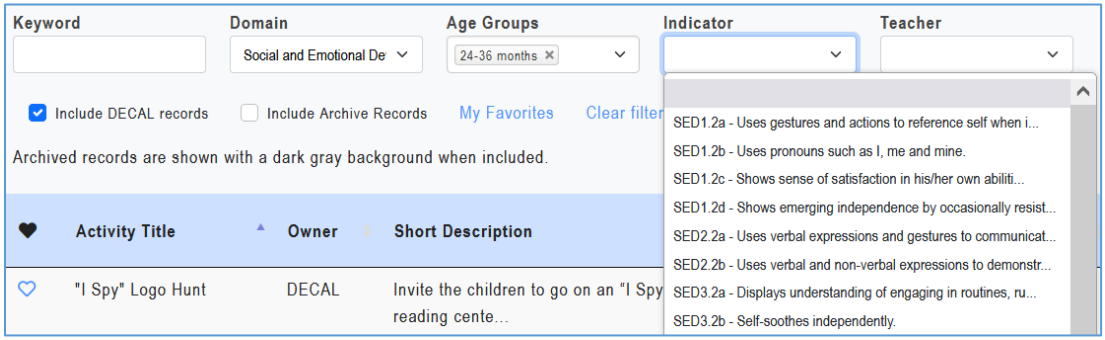
Search Activities

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:

1. 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.



- **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.

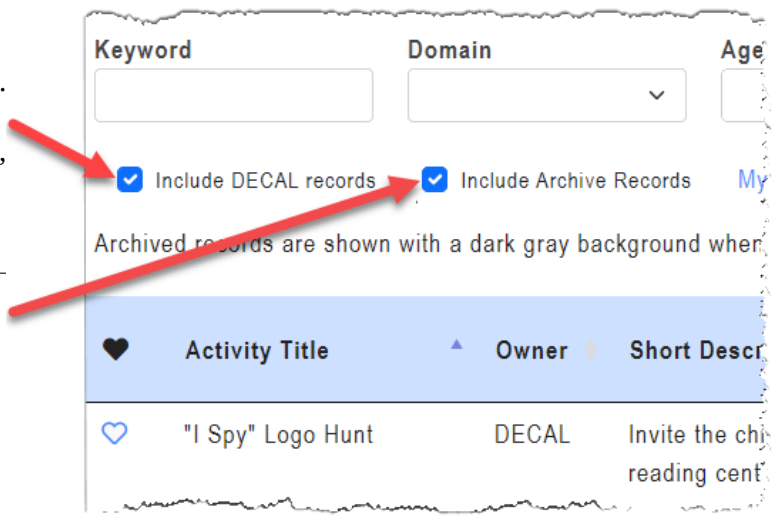
2. Click **SEARCH**. If any records match your search criteria, they will populate in the activities grid.

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

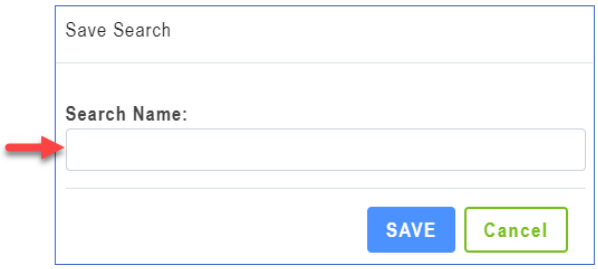


5. To clear the search criteria, click the **Clear filters** link. The grid resets to display the activities page default view.

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:

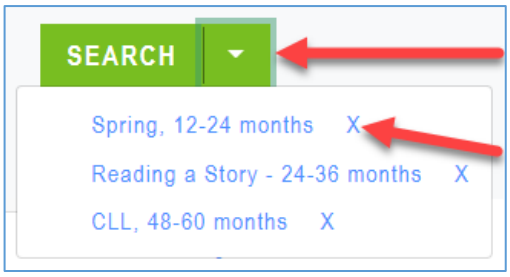
1. Enter or select your search criteria and click **Search**.
2. Click the **Save Search** link.
3. In the Save Search popup, enter a name to assign to the saved search in the **Search Name** field.



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:

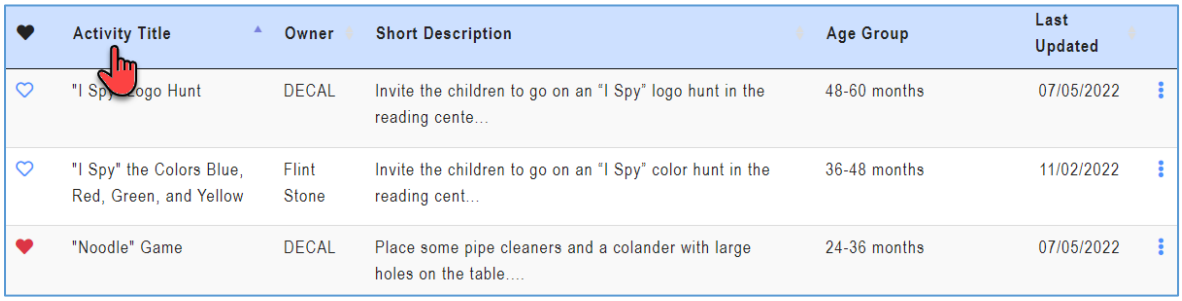


A. Click the down arrow located on the right side of the Search button.
B. Click on the **X** next to the saved search you want to remove
C. Click **OK** to confirm the deletion.

Sort Activities

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

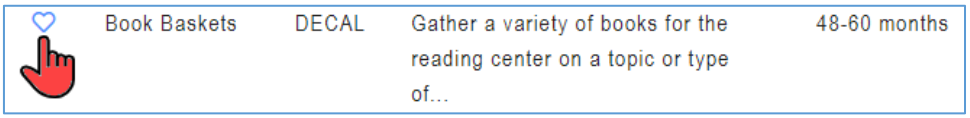
1. Click the column header you wish to sort. You can sort the activities by the Activity Title, Owner, Short Description, Age Group, or Last Updated date in ascending (▲) or descending (▼) order.



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

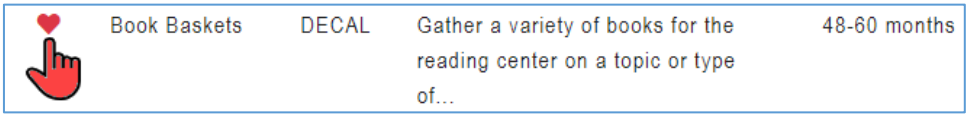
Favorites

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



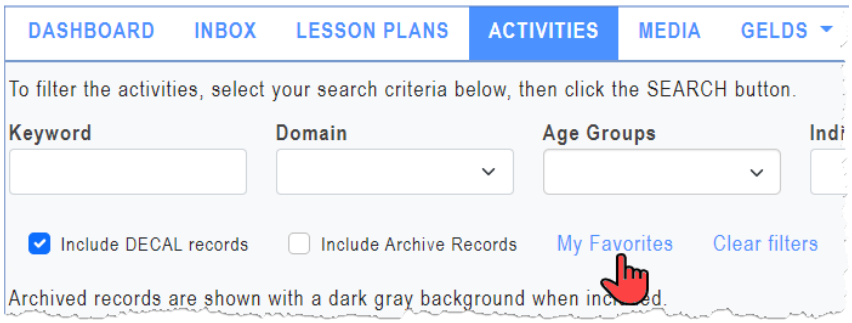
The heart icon changes to a filled red color ♥ and an alert displays to confirm you saved the activity as a favorite.

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



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

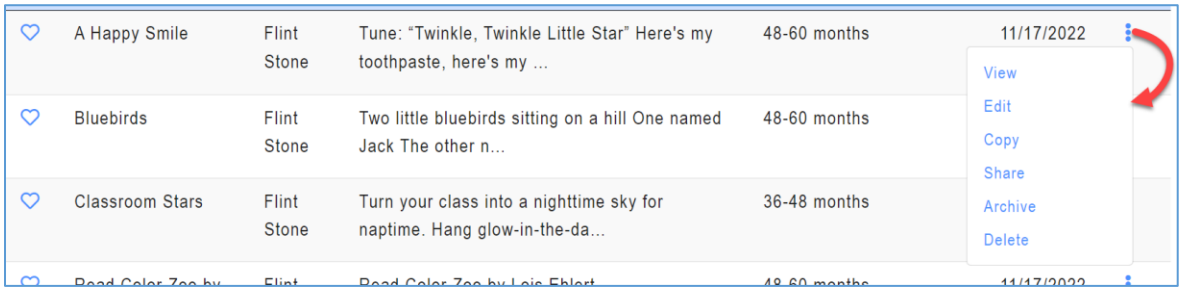
3. To view all activities saved as favorites, click the **My Favorites** link at the top below the search fields.



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.



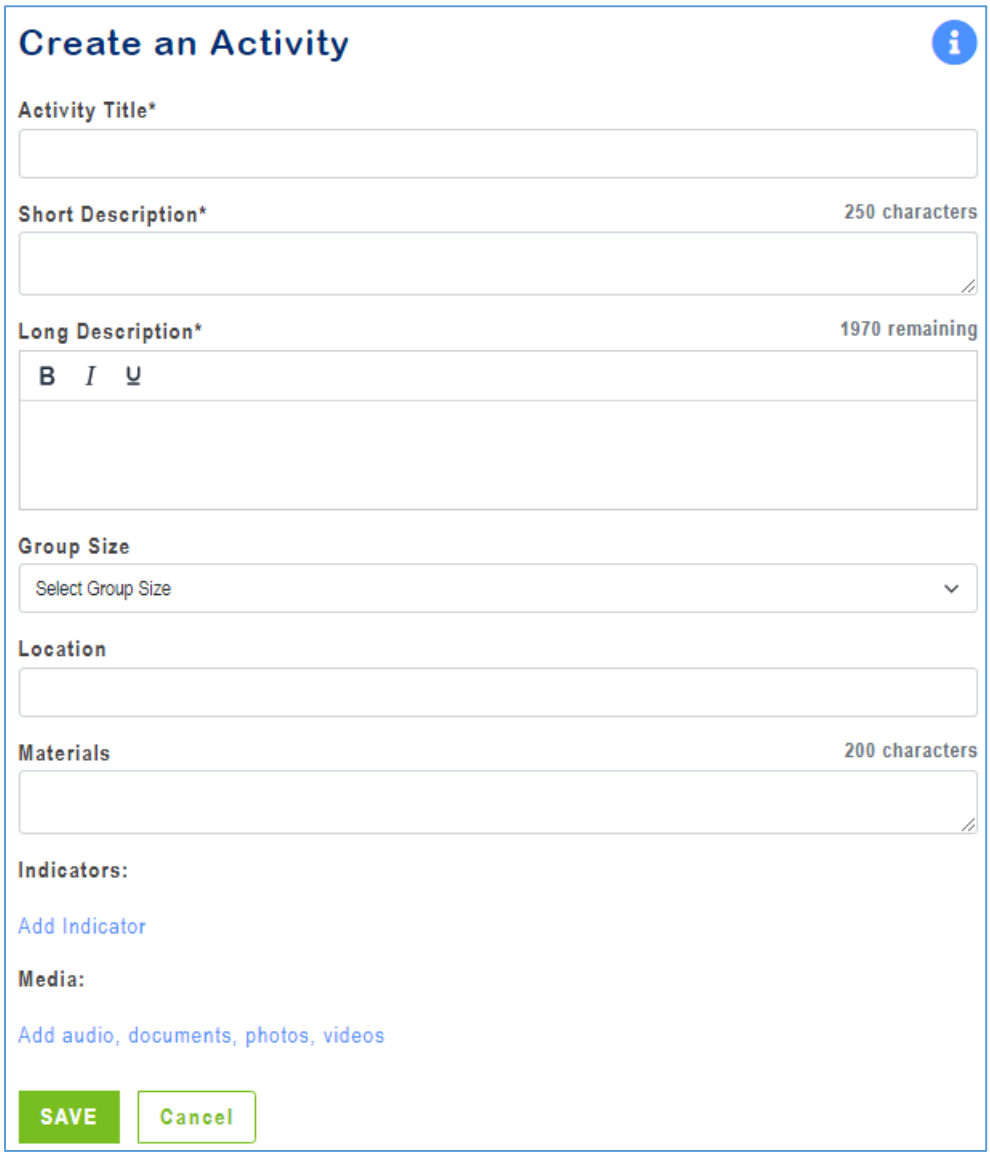
2. Select one of the available options displayed in the sub-menu.

		Availability by Activity Type			
Menu Option	**Definition**	**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 active activities list thus allowing you to add them to Lesson Plans.				√

Create Activity

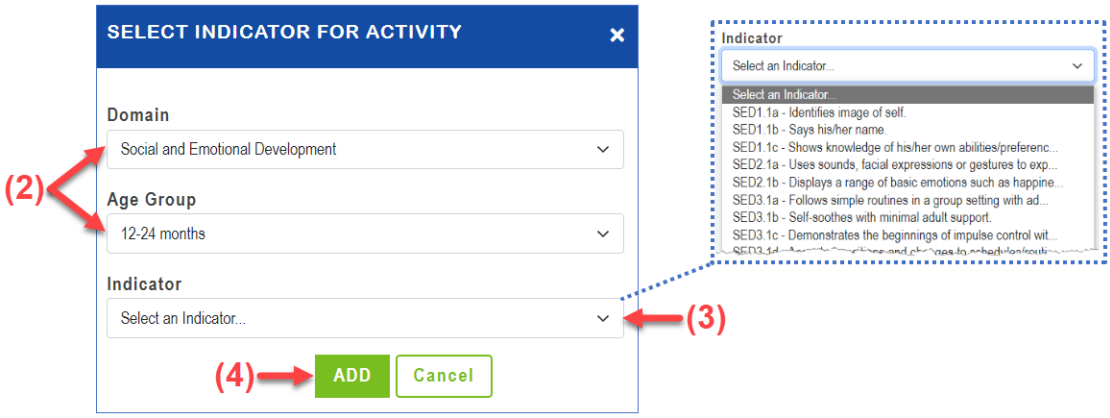
To create a new customized activity:

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



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.

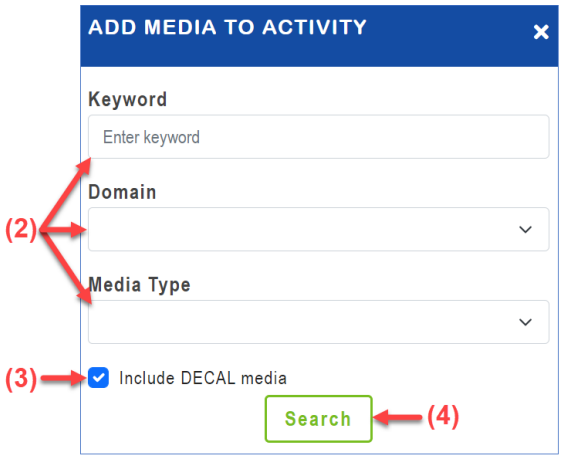
B. **Location** – enter the location where the activity will take place in free form text (i.e., classroom, outdoors, field trip). The maximum field length is 50 characters.

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.



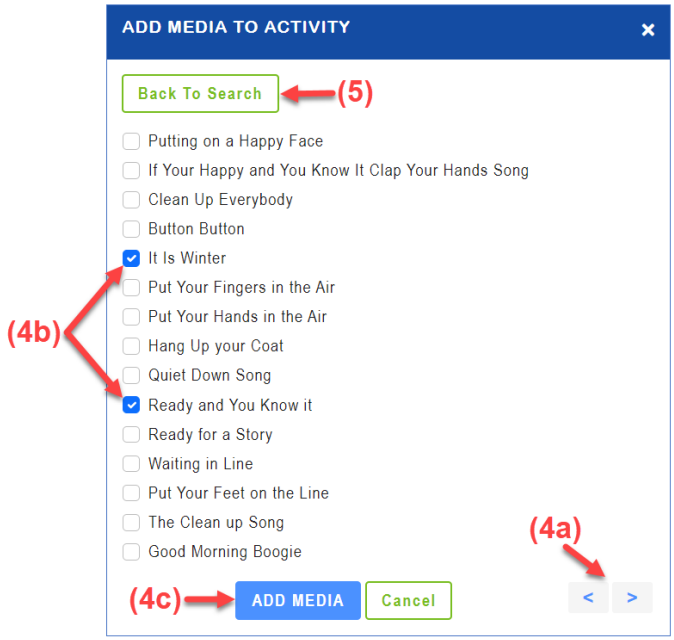
(3). Uncheck the **Include DECAL media checkbox** if you want to exclude DECAL media records from your search. Otherwise, leave it checked.

(4). Click **Search**. If a list of matching media records display:

(a). Click the arrow buttons (< >) to scroll thru the media list if needed.

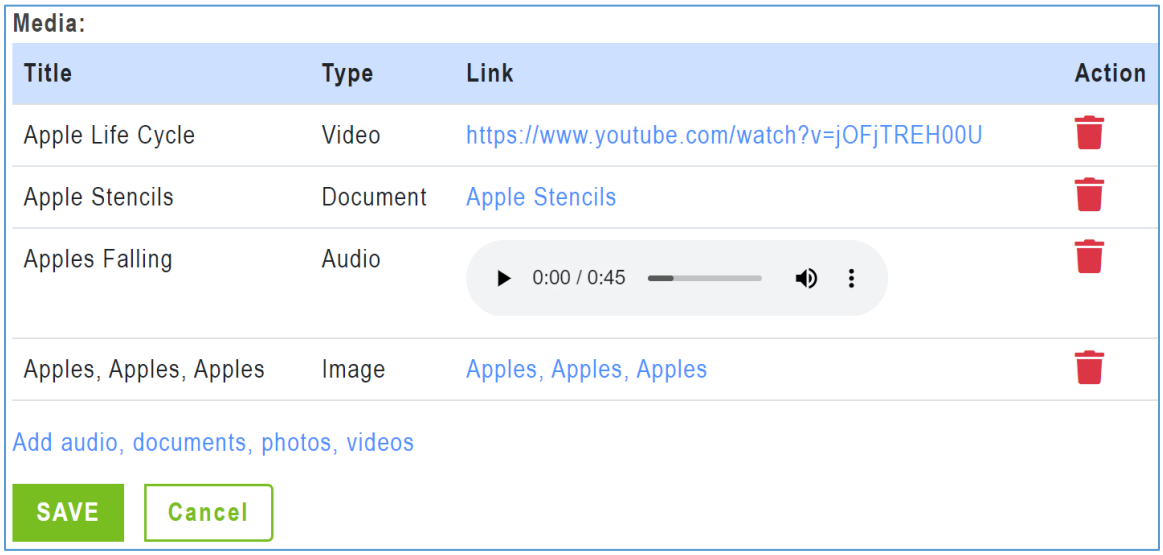
(b). Click the checkboxes to the left of the media item(s) you wish to add.

(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.

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



5. To remove a media item from the activity, click the **Delete Media** ( ) icon. Click **OK** to confirm the deletion.

6. After completing the entries, click **Save** to save the new activity or click **Cancel** to exit the screen without saving.

Edit Activity

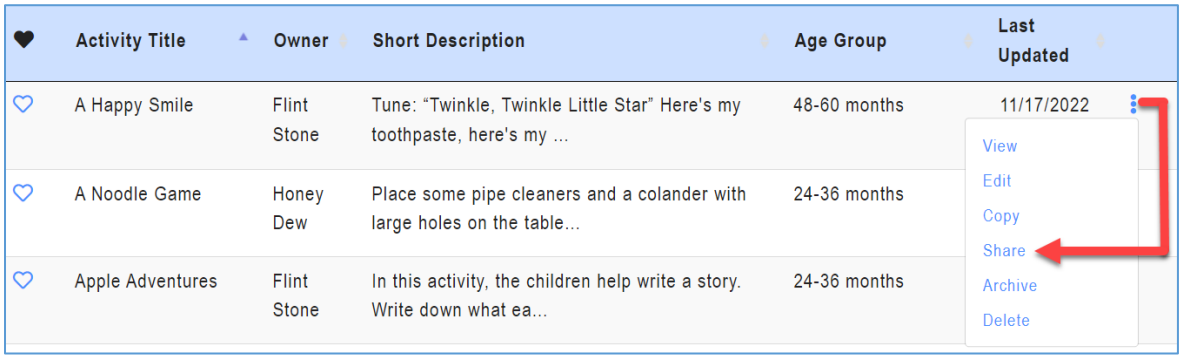
You may edit a custom activity which you created. To edit an activity:

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

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

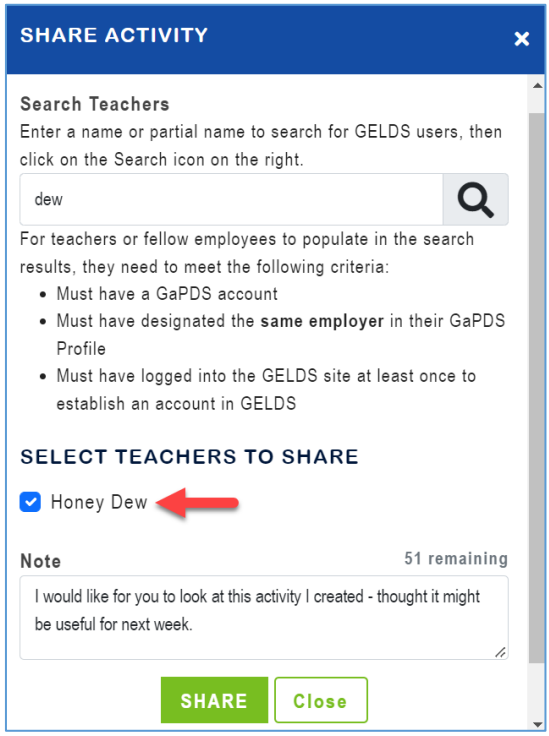
1. To share a custom activity, click on the actions menu (⋮) to the right of the activity and then select **Share**.



> 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.



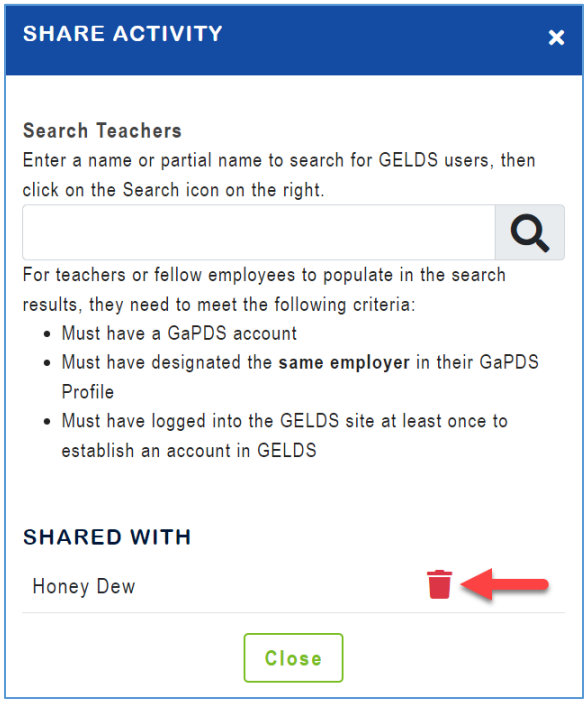
4. (**Optional**) Enter a **Note** (up to 150 characters) in the Note field. The note you enter displays in the shared activity notification sent to the teacher's Inbox.

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.

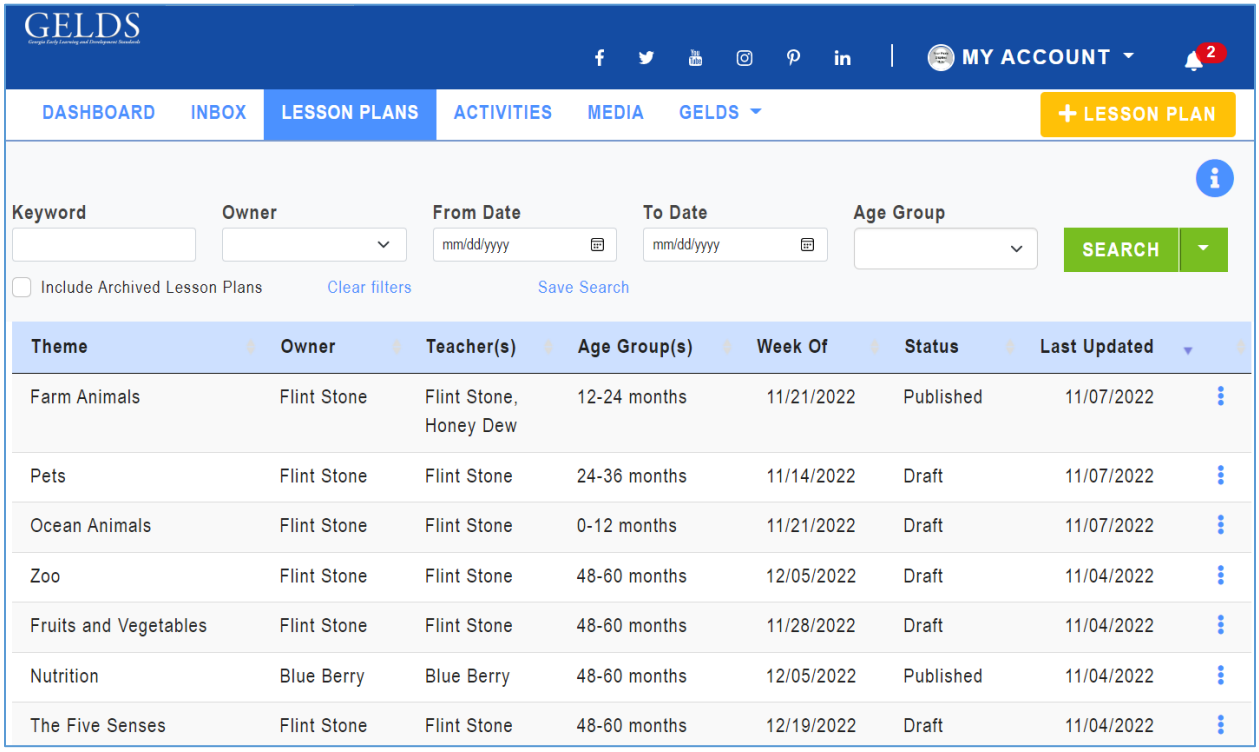
6. To view a list of teachers with whom you shared the activity, click on the actions menu (⋮) to the right of the shared activity and then select **Share**.

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.



Manage Lesson Plans

The Lesson Plans page allows teachers to build and view custom lesson plans using GELDS activities and media.

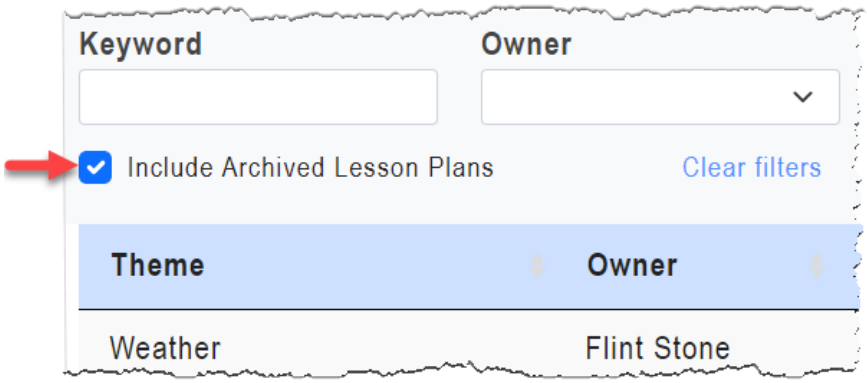


Search Lesson Plans

The Lesson Plan grid lists all lesson plans created by or shared with the logged in user. To search for a lesson plan:

1. Enter one or more of the following search criteria:
    - **Keyword** – enter a keyword to view all lesson plans having a theme matching the keyword entered
    - **Owner** – select a user from the list who has shared a lesson plan with the logged in user
    - **From Date** – select the beginning date of a date range that you wish to search
    - **To Date** – select the ending date of a date range that you wish to search
    - **Age Group** – select one or more age groups to view lesson plans created for the selected age groups
2. Click **SEARCH**. If any records match your search criteria, they will populate in the activities grid.
3. Only ten (10) lesson plan records display per page. Use the paging controls (‹ ›) at the bottom of the grid to navigate through the additional search result pages.
4. You can filter the results further by unchecking or checking the **Include Archived Lesson Plans**.

When checked, any archived lesson plans display with a gray background.

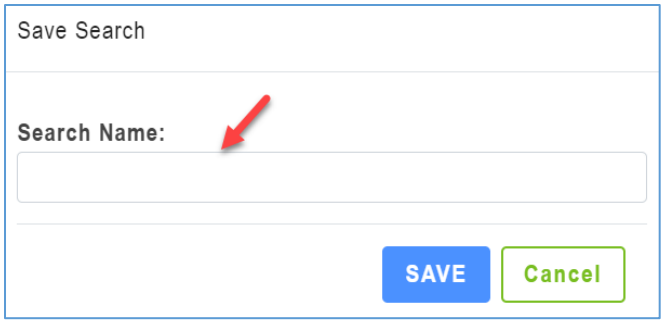


5. To clear the search results and criteria, click the **Clear filters** link. The grid resets to display the lesson plan page default view.

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 pop-up, 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 lesson plan 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 lesson plans or if other teachers share them with you.

6. To delete a saved search:

D. Click the down arrow located on the right side of the Search button.

E. Click on the **X** next to the saved search you want to remove.

F. Click **OK** to confirm the deletion.

Sort Lesson Plans

By default, the lesson plans you create will display alphabetically in descending order by the Last Updated Date. To change the sort order:

1. Click the column header you wish to sort. You can sort the lesson plans by the Theme, Owner, Teacher(s), Age Group(s), Week Of, Status, or Last Updated in ascending (▲) or descending (▼) order.

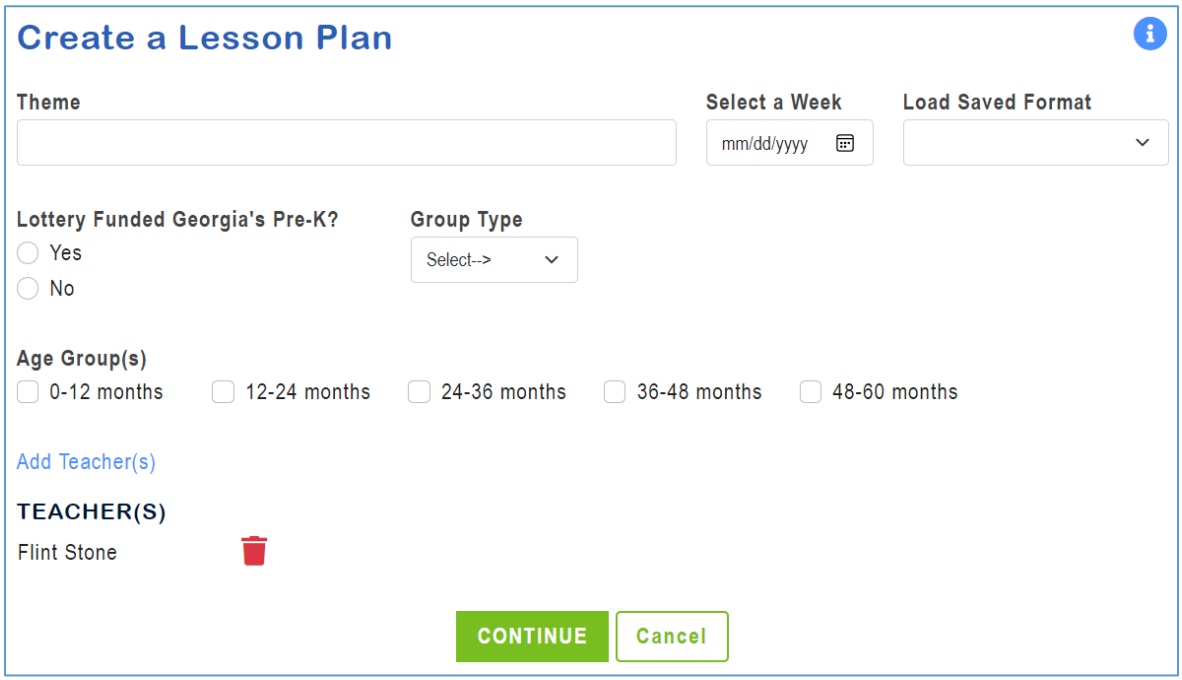
Theme	Owner	Teacher(s)	Age Group(s)	Week Of	Status	Last Updated
Be	Jane Smith	Jane Smith	0-12 months	10/17/2022	Draft	09/28/2022
Cupcakes	Jane Smith	Jane Smith	0-12 months	11/14/2022	Draft	10/31/2022
Fall	Jane Smith	Jane Smith	0-12 months	10/31/2022	Draft	10/24/2022
Fall Season	Jane Smith	Jane Smith	36-48 months	09/26/2022	Published	10/04/2022
Family	Jane Smith	Jane Smith	36-48 months	10/17/2022	Draft	10/06/2022
Farms	Jane Smith	Jane Smith	0-12 months,	09/19/2022	Published	10/25/2022

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

Add Lesson Plan

To create a new lesson plan:

1. Click the + LESSON PLAN button in the top right corner. The Create a Lesson Plan screen displays to allow you to enter the details for a new lesson plan.



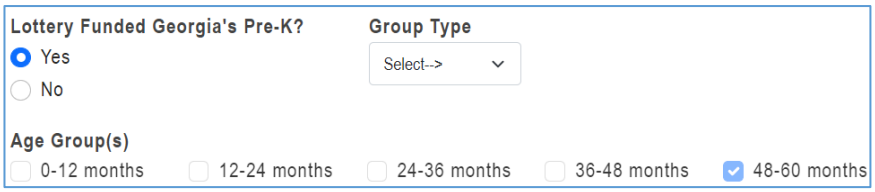
There are two (2) steps for creating a lesson plan:

Step 1 provides the fields needed to define the lesson plan parameters.

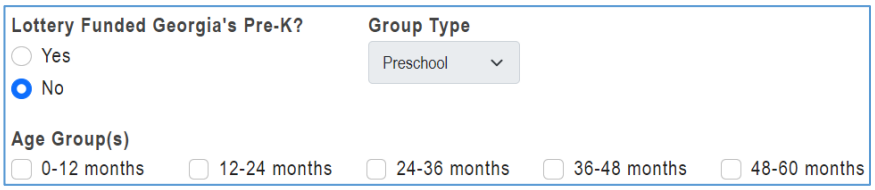
Step 2 is where users add activities to the defined sections of the lesson plan.

Step 1

2. Complete the following required fields:
   A. **Theme** – enter the Theme for the lesson plan. The maximum field length is fifty (50) characters.
   B. **Select a Week** – click on the calendar ( ) icon to select the week you are creating the lesson plan for. You can only select Monday dates for the Lesson Plan start date.
   C. **Lottery Funded Georgia's Pre-K?**
      (1). Select **Yes** if you are creating the lesson plan being for a lottery funded Georgia's Pre-K classroom. The lesson plan will automatically default with the Age Group, days, and sections required for Georgia's Pre-K.



(2). Select **No** if you are not creating the lesson plan for a lottery funded Georgia's Pre-K classroom. You will need to specify the age group(s), days, and sections desired for a Preschool lesson plan.



D. **Group Type** – for Lottery Funded Pre-K, select **Pre-K Large Group** or **Pre-K Small Group** from the dropdown. For all others, this field will default to 'Preschool'.

E. **Age Group(s)** – click on the age group(s) that the lesson plan is for. For Georgia's Pre-K, the age group will default to 48-60 months.

F. **Add Teacher(s)**

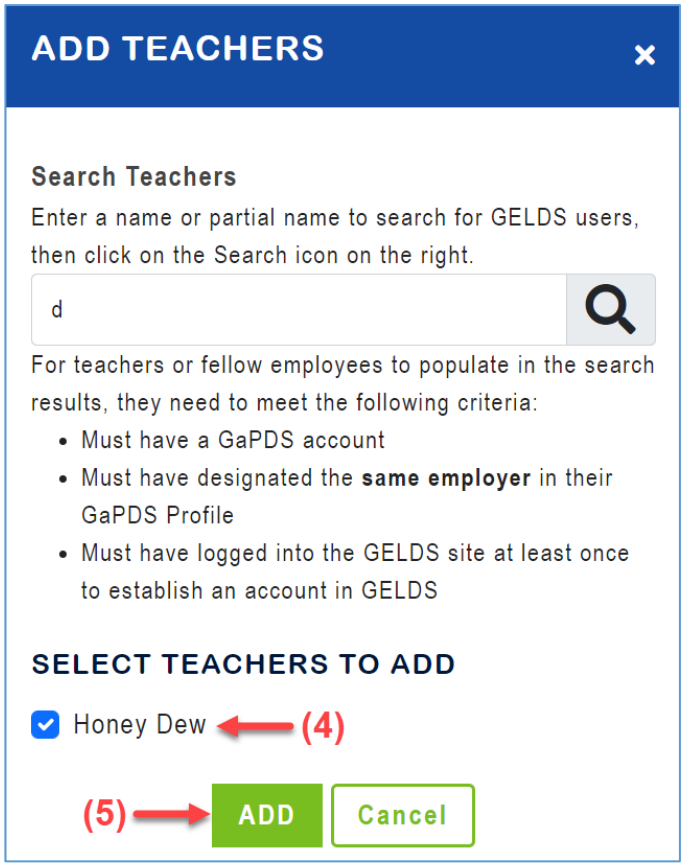
(1). When creating a lesson plan, the application automatically adds you to the lesson plan as a teacher by default.

(2). To search for and select additional teachers who will use the lesson plan in the classroom, click **Add Teacher(s)**.

> The Add Teachers module allows GELDS users to search for teachers who have the same employer.
>
> For teachers or fellow employees to populate in the share lesson plan search, they need to meet the following criteria:
>
> - Must have a GaPDS account
> - Must have designated the **same employer** in their GaPDS Profile as the logged in user
> - Must have logged into the GELDS site at least once to establish an account in GELDS

(3). Enter a name or partial name to search for GELDS users in the system with the same employer and then click the **Search** (🔍) icon on the right.

(4). Click the checkboxes to the left of the teacher(s) you wish to add to the lesson plan.

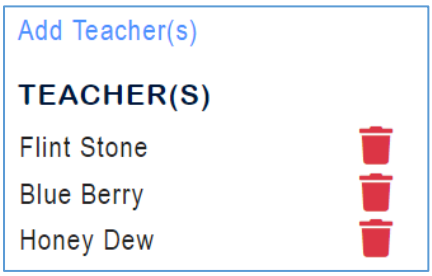


Important Note: Once you publish a lesson plan, it will automatically be shared with the added teachers. They will be able to view the lesson plan when they log into GELDS and navigate to the Lesson Plan page.

(5). Click **Add** to add the selected teachers to the lesson plan.

(6). The added teachers will display on the Lesson Plan Step 1 screen.

(7). To remove a teacher, click the **Delete Teacher** ( ) icon to the right of the teacher and then confirm that you wish to remove the teacher.



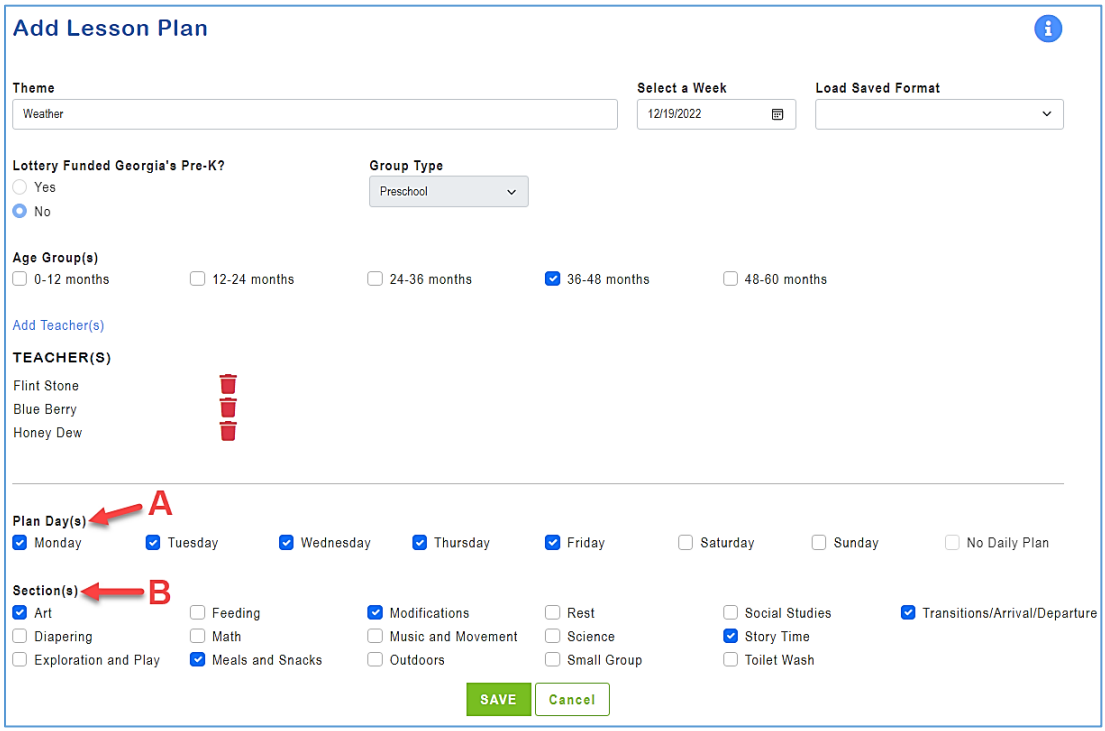
3. Once you complete all required fields, click **Continue.**

4. (**Georgia's Pre-K Lesson Plans Only**) For lesson plans that are for Lottery Funded Georgia's Pre-K classrooms, Step 2 of the lesson plan will display. The Plan Day(s) and Section(s) default to predefined values set by DECAL.

5. (**Preschool Lesson Plan Only**) For lesson plans that are not for Lottery Funded Georgia's Pre-K classrooms, you must complete the Plan Day(s) and Section(s):

A. **Plan Day(s)** – Select the days of the week you want to include in the lesson plan. Select **No Daily Plan** if you will build the lesson plan for the week without planning by day. This would typically be for an Infant / Toddler age group.

B. **Section(s)** – Select the sections or topics that you would like to add to the lesson plan. The checked sections will be added to each plan day of the lesson plan.

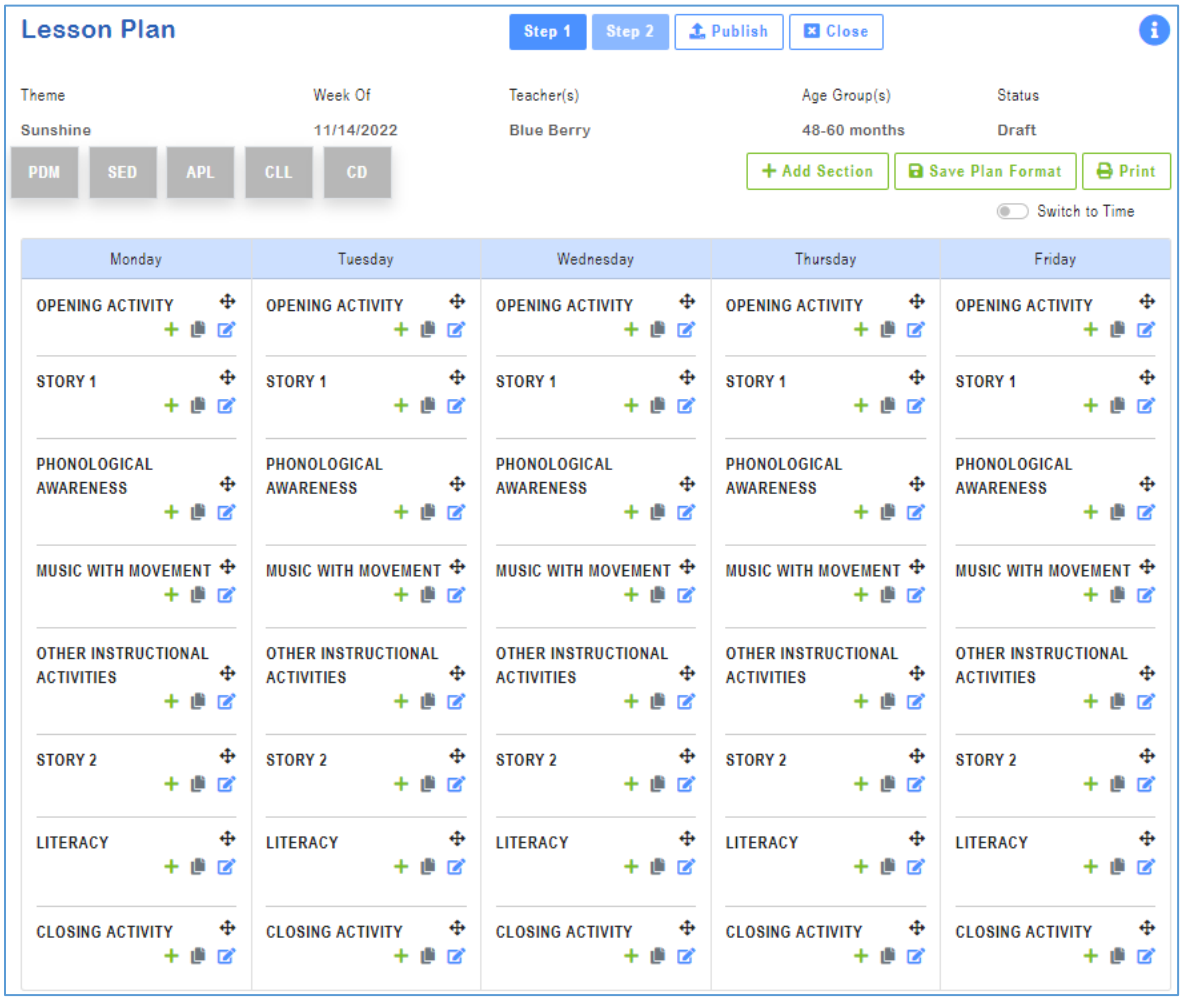


C. After completing the additional lesson plan fields, click **Save** to save the new lesson plan and continue to Step 2 or click **Cancel** to exit the screen without saving.

Step 2

Step 2 allows users to build out the lesson plan, including ordering the sections, adding activities to the sections, and adding notes / adaptations to the activities as desired.

In addition, Step 2 of the lesson plan displays the days and sections selected in Step 1.



Note: You can toggle back to the previous step by clicking on **Step 1**.

Lesson Plan Domains

A box for each GELDS domain displays across the top of the lesson plan screen in gray scale initially.

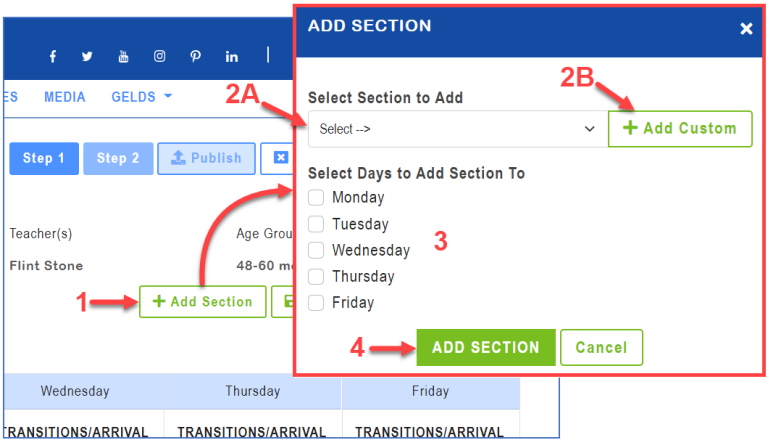
As you add activities to the sections of the lesson plan, the domains represented by the activities will change to display in color.

As part of your planning strategy, the goal should be to include each of the domains in the completed lesson plan.

Add Section

The lesson plan will initially include the predefined sections for Pre-K or the sections selected in Step 1 for preschools. To add additional sections to the lesson plan, open the lesson plan you want to edit and complete the following steps:

1. Click the **+ Add Section** button. An Add Section screen displays.



2. Do one of the following:

   A. Click on the **Select Section to Add** dropdown to select the section you wish to add from the list. - or -

   B. Click **+Add Custom** to enter a custom section name.

3. Select the lesson plan days that you wish to add the section to.

4. Click the **Add Section** button. The section will be added to each of the selected lesson plan days.

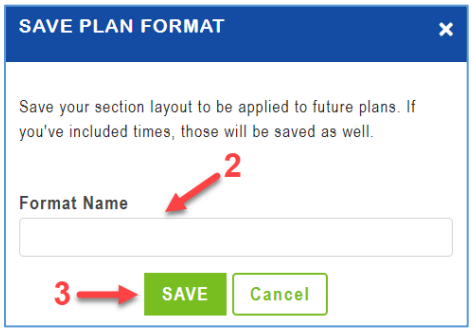
Save Plan Format

The Save Plan Format button will allow you to save the current lesson plan information as a template. The save format option includes the lesson plans theme, age group(s), plan days, sections, and section order (or timestamp) so that it can be reused when building a new lesson plan.

To save a plan format, open the lesson plan you want to save and complete the following steps:

1. Click **Save Plan Format**.

2. In the Format Name field, enter the name for your saved format.

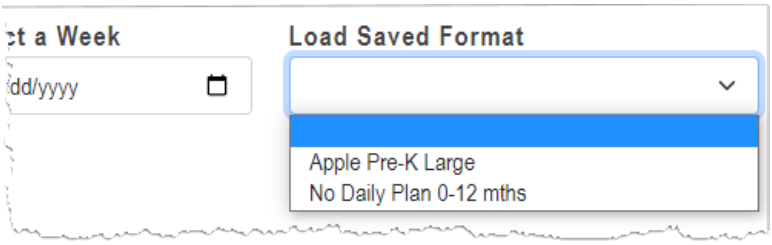


3. Click **Save**.

4. To apply the saved format, complete the following steps:

   A. Click the + **Lesson Plan** button on the top right.

   B. Click on the **Load Saved Format** dropdown on the lesson plans Step 1 page and then select from your saved formats. This will pre-populate the new lesson plan with the saved information.



   C. Enter a Theme and select a week.

   D. Click **Continue**. Step 2 of the lesson plan displays and you can edit

Share Lesson Plan

Once a lesson plan has been published, you will be able to Share the lesson plan with other teachers within your organization.

1. To share a lesson plan, complete one of the following steps:

   A. Click on the actions menu (⋮) to the right of the published lesson plan and select **Share** - or -

   B. Click on the actions menu (⋮) to the right of the published lesson plan, select **Edit**, and then click on the **Share** button.

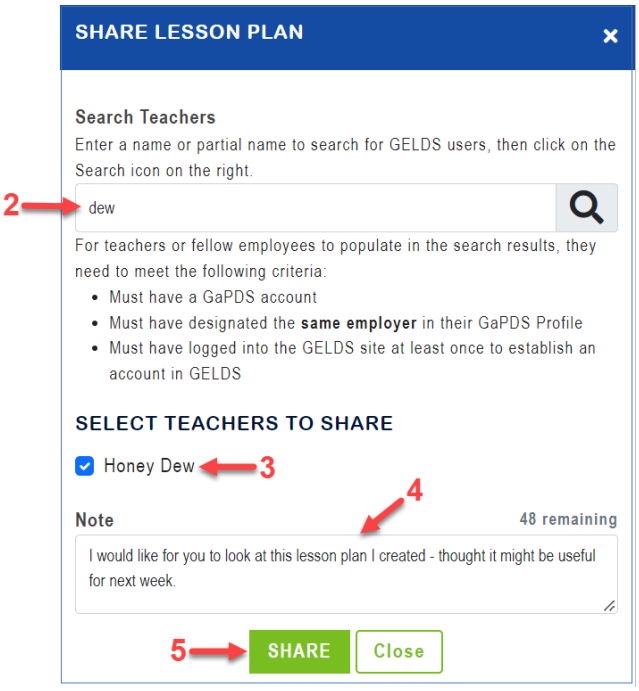
> The Share Lesson Plan module allows GELDS users to search for teachers who have the same employer.
>
> For teachers or fellow employees to populate in the share lesson plan search, they need to meet the following criteria:
>
> - Must have a GaPDS account
> - Must have designated the **same employer** in their GaPDS Profile as the logged in user
> - Must have logged into the GELDS site at least once to establish an account in GELDS

2. To search and select the teachers that you wish to share the lesson plan with, enter a name or partial name of 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 lesson plan with.

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

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



Important Note: Once you share a lesson plan, your fellow teacher(s) will see a message in their inbox and will also be able to view the shared lesson plan on their main Lesson Plan page. The shared lesson plan will display in read-only mode and the teacher will not be able to make any changes to it.

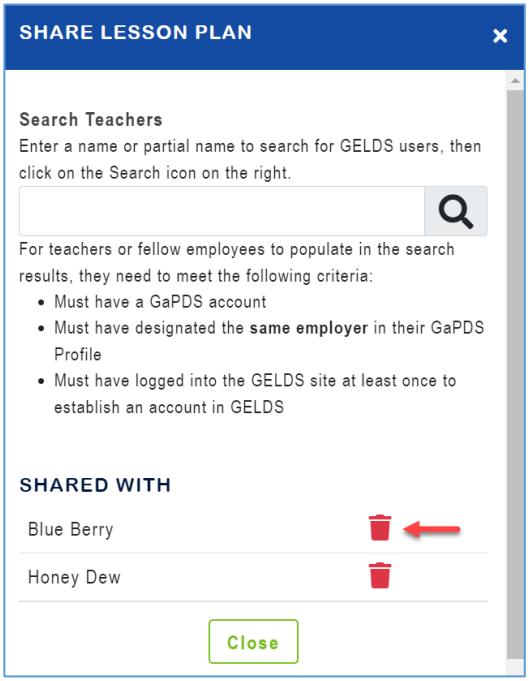
6. To view a list of teachers with whom the lesson plan has been shared, click **Share** (Refer to Share Lesson Plan Step 1 for navigation options.)

7. To remove sharing:

   A. Navigate to the Share Lesson Plan screen (Refer to Share Lesson Plan Step 1).

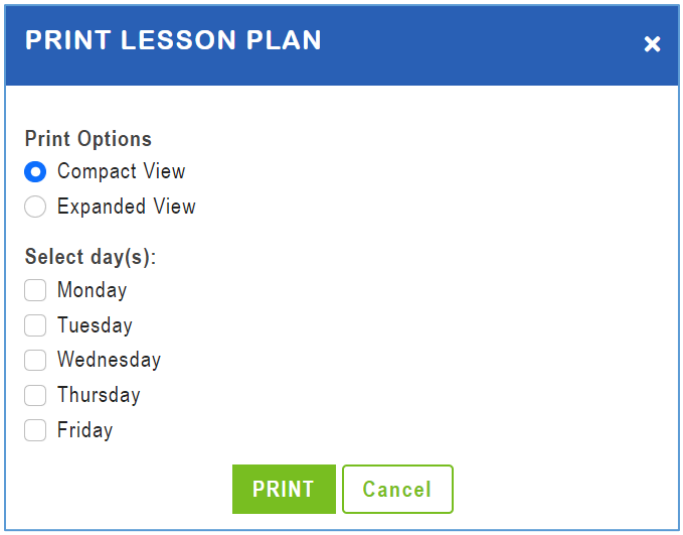
   B. Click the **Delete Share** (🗑) icon to the right of the teacher.

   C. Click **OK** to confirm that you wish to remove the share option.



Print Lesson Plan

1. To print the lesson plan, click the **Print** button to display the print lesson plan screen.



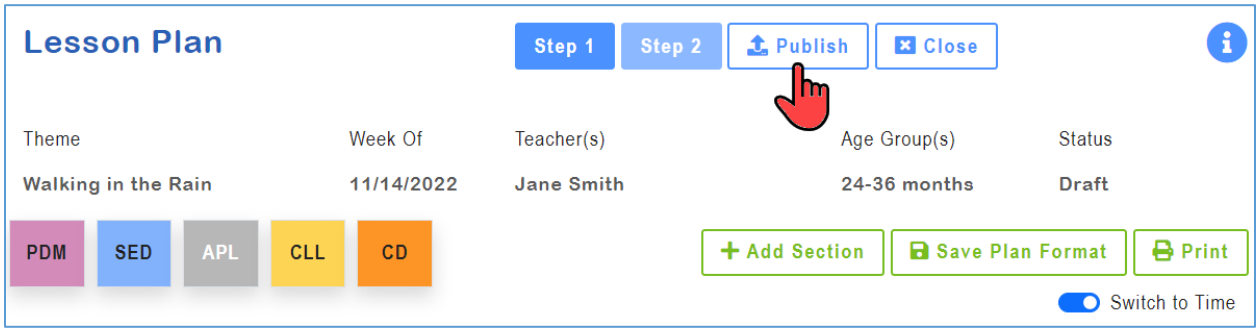
2. Select the print option you wish to use:
   - **Compact View** displays the lesson plan as seen on Step 2 as well as the activities short description. Refer to Compact Print Example.
   - **Expanded View** includes the activities long description, materials and if applicable, notes and adaptations. Refer to Expanded Print Example.

3. Under Select day(s), choose the lesson plan days you wish to include on the printout.

4. Click **Print**.

Publish Lesson Plan

To change the lesson plan from Draft status to Published, click the **Publish** button. Once a lesson plan has been published, the option to share the lesson plan with other users will be available. Also, teachers assigned or added to the lesson plan will be able to view the lesson plan.

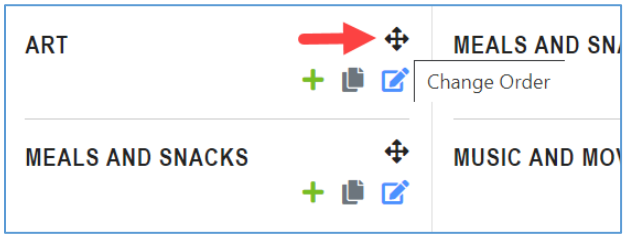


Lesson Plan Sections

Each day of the lesson plan contains all the sections selected in Step 1. The sections are initially sorted in alphabetical order, but you can manage the order in 2 ways.

Option 1:

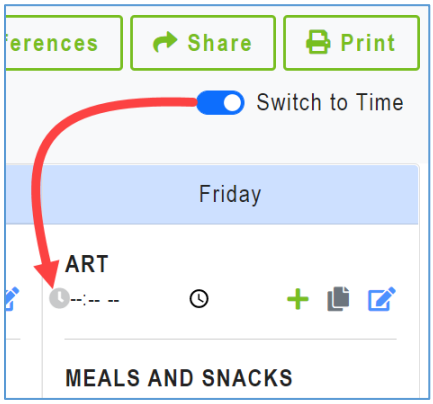
1. Click on the **Change Order** (✥) icon to drag and drop each desired section.



2. Drag the section up or down within the lesson plan day to place the sections in the desired order.

Option 2:

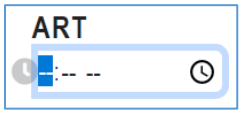
1. If you wish to assign a specific time to each section, click on the **Switch to Time** option above the lesson plan days.



2. Click **OK** to confirm the switch.

   Note: If you switch to time, a time field will display in each section. The drag and drop feature will no longer be available.

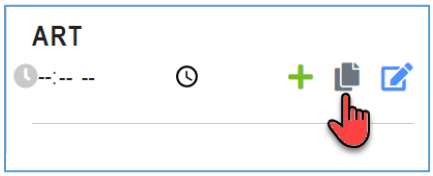
3. Manually enter the time or click on the clock to select a time.



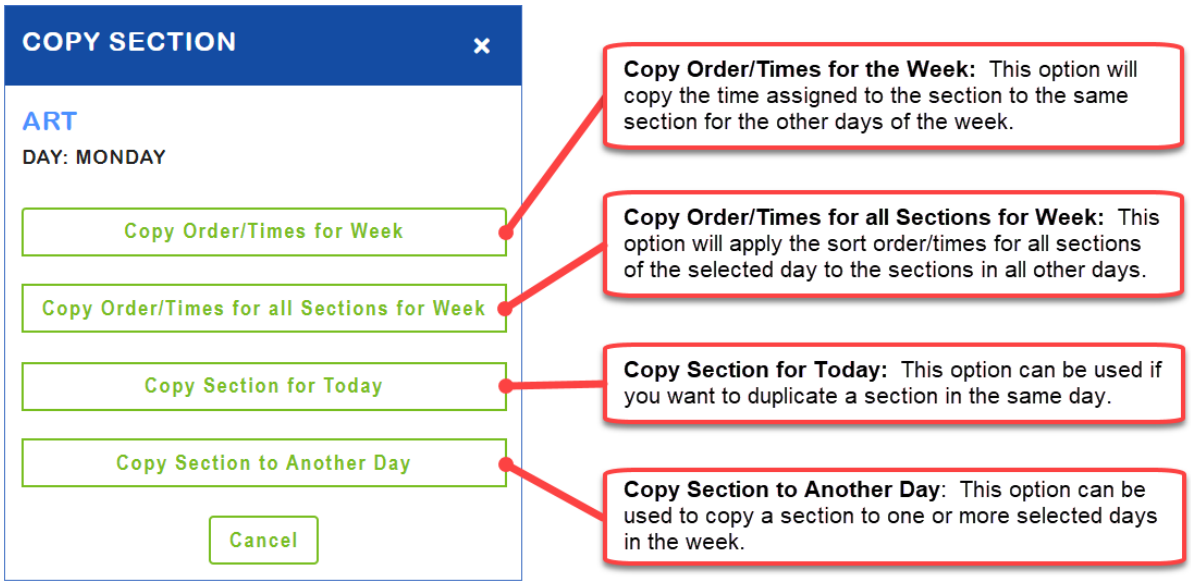
4. Once the times are selected, the sections will automatically be ordered by the times entered.

Copy Section

1. When the sections are in the desired order, click on the **Copy** icon.

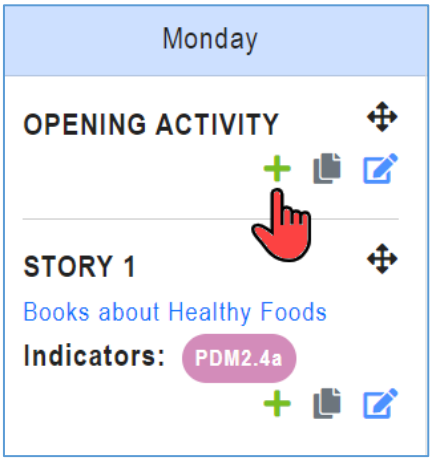


2. The Copy Section displays the following options:



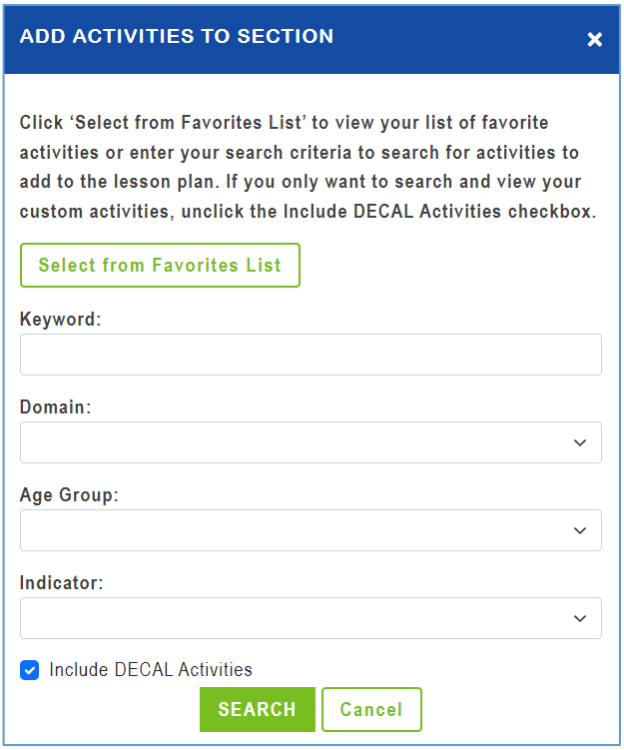
Add Activities to a Section

1. Click the **Add Activities** (+) icon in the section you want to add the activity(s).



2. On the Add Activities to Section module, you can search for activities by using one or more of the following search criteria:

- **Select from Favorites List** – select from activities saved as a favorite
- **Keyword** – searches the activity title, short description, and long description to display matching activities
- **Domain** – select a Domain to filter activities by domain
- **Age Group** – select an Age Group to filter activities by age group
- **Indicator** – select an Indicator to filter activities by indicator
- **Include DECAL Activities** – this checkbox is checked by default and includes DECAL activities in the search. Uncheck the box if you only want to search your custom or shared activities.



3. After entering your search criteria, click **SEARCH**.

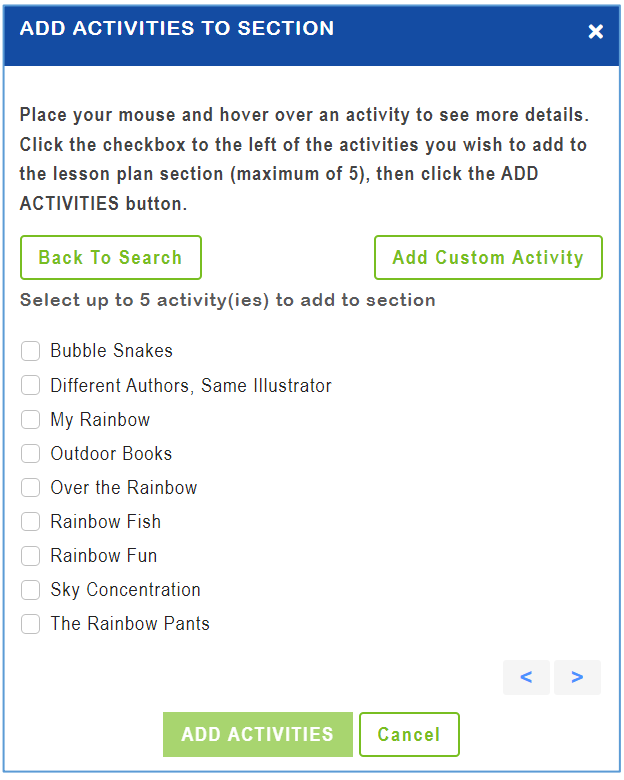
4. If matching activities are returned:

   A. Only the first 15 activities matching your search criteria will display on the page.

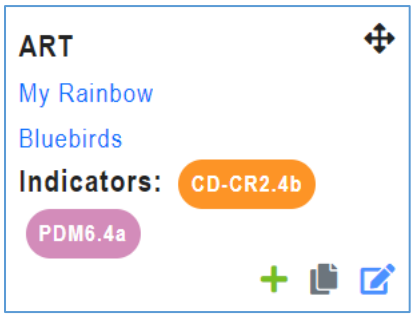
   B. Click the arrows on the bottom right to page forward or backward through the activities.

   C. Click the checkboxes to the left of the activity(s) you wish to add to the section and then click **ADD ACTIVITIES.**

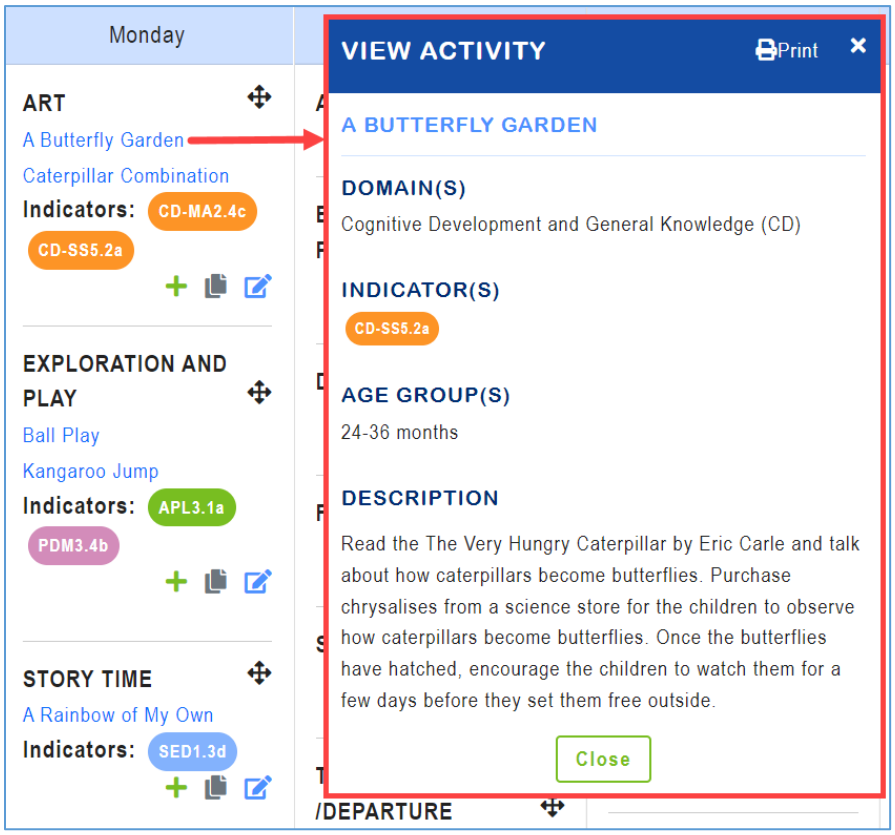
      The maximum number of activities that can be added to a section is 5.



   D. The added activities will then appear in the lesson plan section selected.



E. To print the added activity, click on the activity title and then click on the **Print** icon on the View Activity module.



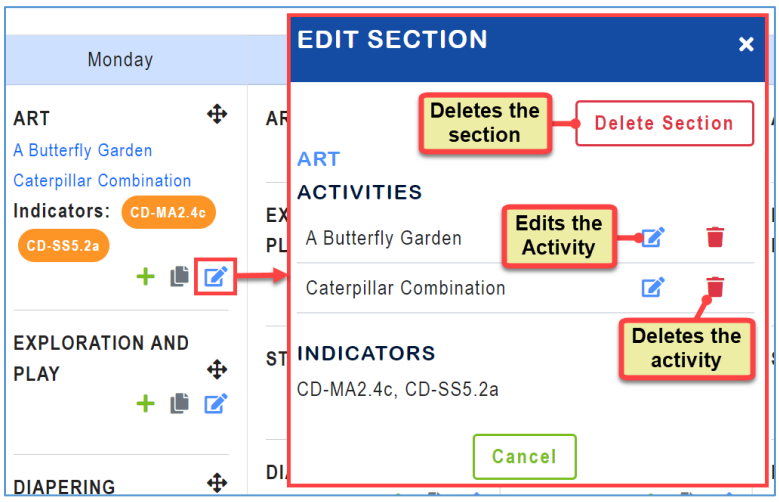
5. If no matching activities are returned, click **Back to Search** to enter a different search criteria or **Add Custom Activity** to create an activity for the section.

Edit Section

To modify a lesson plan section, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** ( ) icon to edit the section.

2. On the Edit Section module, you can (A) Delete the section, (B) Edit the lesson plan activity, or (C) Delete the lesson plan activity.



Delete Section

To remove a section from the lesson plan, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** icon located in the section you want to delete.

2. Click on the Delete Section button.

3. Click **OK** to confirm the deletion. The section, including any activities you added to the section, will no longer display in the lesson plan.

Edit Lesson Plan Activity

To modify an activity previously added to a lesson plan section, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** icon located in the section containing the activity you want to update.

2. Click on the **Edit Activity** ( ) icon.

3. The Edit Lesson Plan Activity screen opens in edit mode to allow you to update the activity information.

4. In addition, you will have a Notes and an Adaptations field to enter any information specific to how you will utilize the activity in the lesson plan.

5. After you have completed the updates, click **Save** to save the changes.

Important Note: The original activity will not reflect your changes; however, any modifications will be saved as part of the lesson plan activity.

Delete Lesson Plan Activity

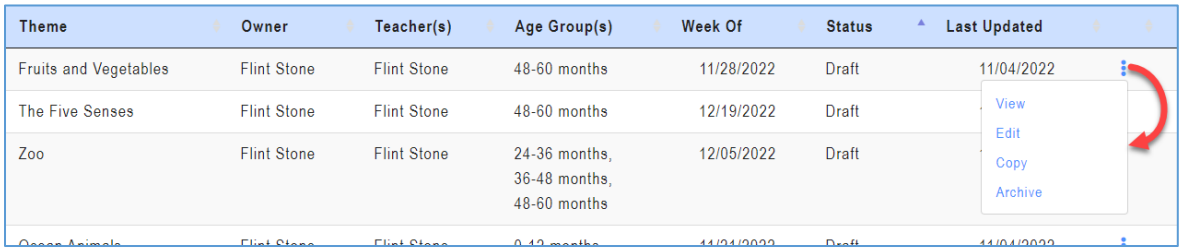
To remove an activity from a section, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** icon located in the section containing the activity you want to delete.
2. Click on the **Delete Activity** ( ) icon.
3. Click **OK** to confirm the deletion. The activity and any modifications will be removed from the section.

Lesson Plan Options

To view the options available for a lesson plan:

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



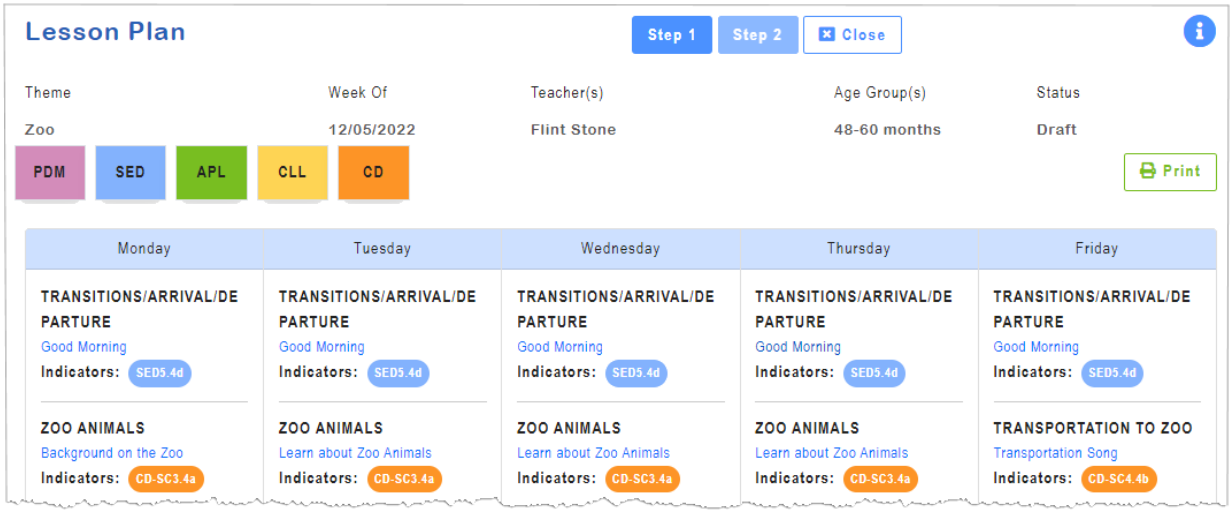
2. Select one of the available options displayed in the sub-menu.

		Availability by Lesson Plan Type			
Menu Option	**Definition**	**Custom (Draft)**	**Custom (Published)**	**Shared**	**Archived**
View	Displays lesson plan details in read-only mode.	√	√	√	√
Edit	Displays lesson plan details in edit mode allowing you to update the selected lesson plan.	√	√		
Copy	Allows you to make a copy of the selected lesson plan. The copied lesson plan will belong to the logged in user and can be edited.	√	√	√	
Archive	Stores lesson plan not currently being used. Archived Lesson Plans do not display in your active lesson plan list. When you check **Include Archived Lesson Plans**, the archived lesson	√	√	√	

Menu Option	Definition	Availability by Lesson Plan Type			
		Custom (Draft)	Custom (Published)	Shared	Archived
	plans will display with a gray background in the grid.				
Unarchive	Restores archived lesson plan as active. Unarchived Lesson Plans display in your active lesson plan list.				√
Share	Allows you to share the selected lesson plan with other teachers within your organization.		√		

View Lesson Plan

A user may view a lesson plan which they created, or which was shared with them. The View Lesson Plan option will display the lesson plan in read-only mode. You will be able to view the lesson plan and activities but no changes to the lesson plan are allowed from the view option.



Edit Lesson Plan

A user may edit lesson plans which they own. To edit a lesson plan:

1. Click on the actions menu (⋮) to the right of the lesson plan to be updated and then select **Edit**.

2. The Step 2 screen of the lesson plan displays, and the user will be able to view and edit the sections and activities as described in the Add Lesson Plan section above.

3. Click on the **Step 1** button to view or make changes to the Lesson Plan definition and parameters screen. After entering the changes, click on the **SAVE** button to save the changes.

Copy Lesson Plan

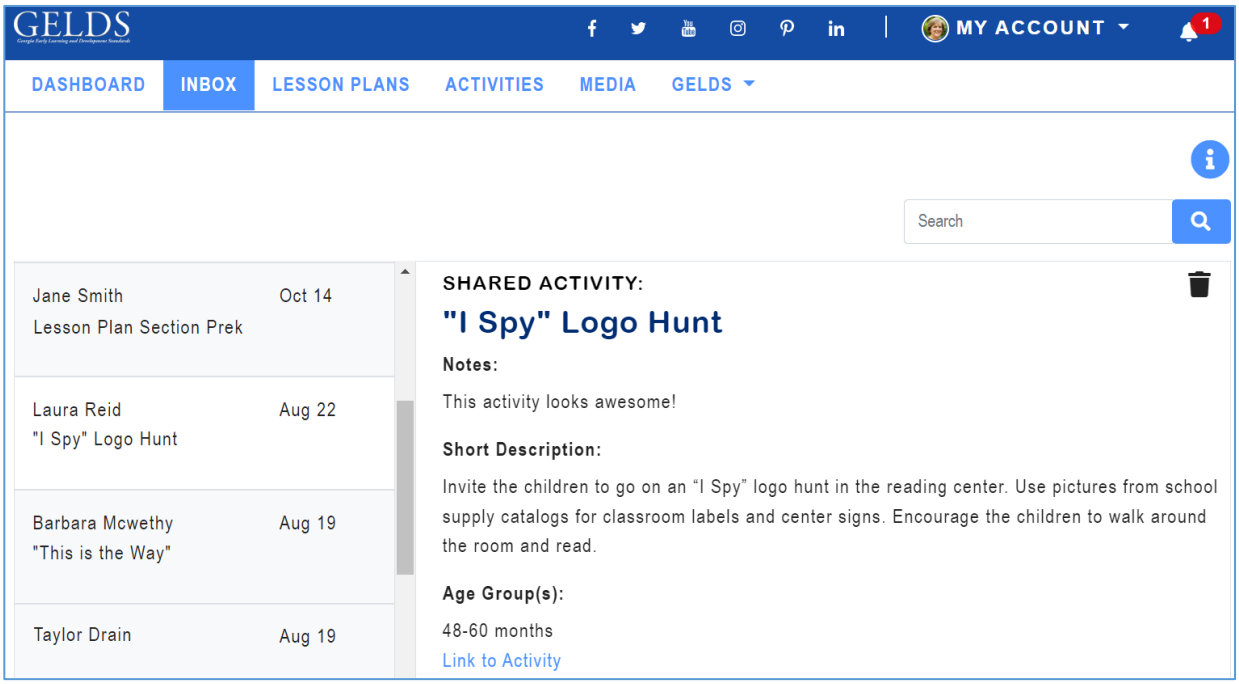
A user may copy a lesson plan which they own, or one which was shared with them. The Copy Lesson Plan option will make a complete copy of the lesson plan, including the sections and activities.

1. Click on the actions menu (⋮) to the right of the lesson plan to be updated and then select **Copy**. The newly copied lesson plan will display on the Step 1 screen.

2. If needed, update **Step 1** and then continue to **Step 2** to make any desired changes to the sections and/or activities.

Inbox

The GELDS Inbox is an email like service that delivers notifications to users when another GELDS user has shared a GELDS lesson plan or activity. The sent notifications automatically display in your inbox.



When opening the inbox, the left side of the page displays the following:

- Name of the sender
- Name of the item shared
- Date or time the user received the notification

When you select a notification, the detail pane on the right side displays the shared item, including the following information:

- Title of the lesson plan or activity shared
- Notes provided by the user who shared the item
- Week of (if the shared item is a lesson plan)
- Short description (if the shared item is an activity)
- Age Group(s)

- Link to the lesson plan or activity search screen

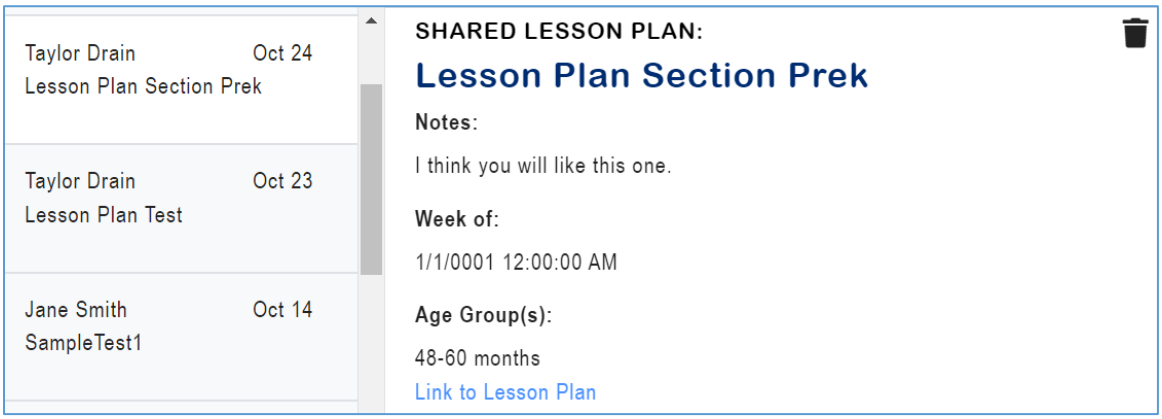
Unread notifications display in bold font. Clicking 'unread' notifications marks them as 'read'. Read notifications display in normal font.

Notification Detail

The information in the notification detail section differs depending on whether the shared item is a lesson plan or an activity

- **Shared Lesson Plans Notifications**

  For a shared lesson plan, the details include the Lesson Plan Theme, Notes provided by the user who shared the lesson plan, Lesson Plan Week of, Age Group(s), and a link to the main Lesson Plan page where users can view, copy, or archive the shared plan.



- **Share Activities Notifications**

  For a shared activity, the details include the Activity Title, Notes provided by the user who shared the activity, Short Description, Age Group(s), and a link to the main Activity page where users can view, copy, or archive the shared activity.

Important Reminder: You cannot edit a shared lesson plan or activity but will have an option to copy the item and then revise the copied version.

Delete Notification

To delete a notification from your inbox, click on the **Delete Notification** (🗑) icon on the right side of the detail panel. Once deleted, the notification will no longer appear in your inbox. You cannot retrieve deleted notifications; however, the shared item will still display on your lesson plan or activity page.

Search Messages

GELDS provides a search capability for users to enter a keyword to query their inbox notifications for matching records. The system searches for matches in the sender's name, activity title or description, or lesson plan theme fields and displays the filtered results in the notification list.

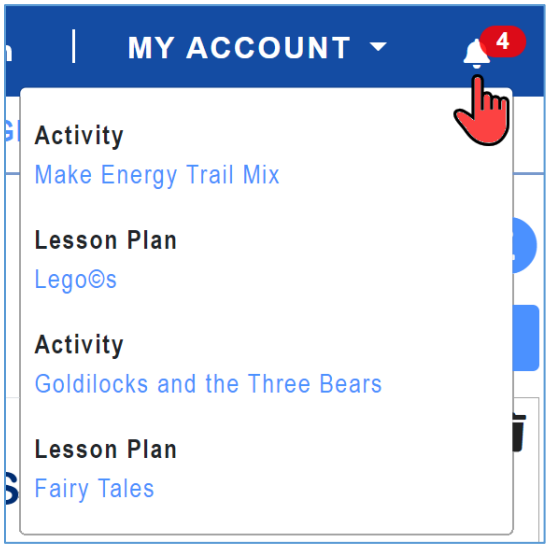
1. To search, enter a keyword or phrase in the search field on the right and then click the **Search (🔍)** icon.

2. If you need to refine the returned results or the system does not find a match, clear the text from the search field, enter a new keyword or phrase, and click the **Search** icon again.

3. To return to the default notification list, click **INBOX** in the main menu.

Notification Alarm

In the menu bar to the right of the MY ACCOUNT link, a bell icon displays the count of *unread* notifications in your inbox. Click on the **bell** to display the list of notifications.

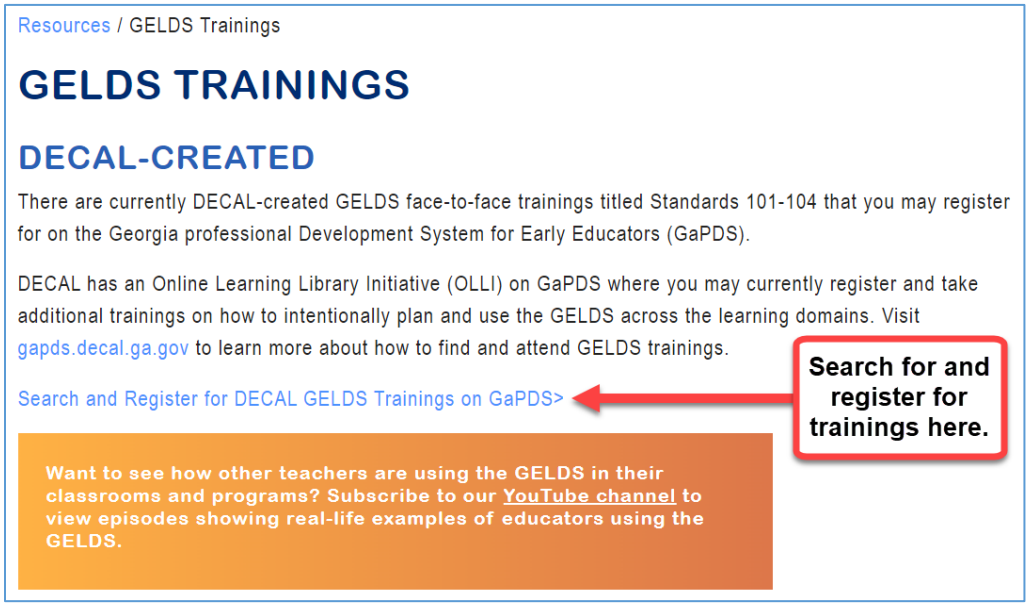


You may click on any of the notifications in the alarm dropdown to view the notification in your inbox. Once you view an item in the inbox, it will no longer display in the notification alarm menu.

Additional Resources

GELDS Trainings

This page provides information about GELDS trainings that are available and includes a link to GaPDS to search and register for the GELDS trainings. To locate GELDS Trainings, click on **Resources**.



GELDS In Action

This page provides links to various YouTube videos that demonstrate the use of the GELDS in childcare settings. To locate GELDS in Action, click on (1) **GELDS** or (2) **Resources**.

Apps & Websites

This page provides links to various websites that are used by early childhood professionals. To locate Apps & Websites, click on **Resources**.

Online Ordering System

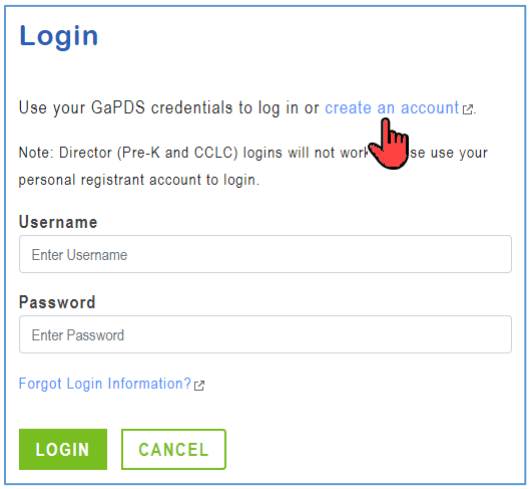
This page provides information and a link for ordering various GELDS resources at no cost, other than fulfilment and shipping charges. To locate the Online Ordering System, navigate to the (1) portal main menu via the GELDS home page or the (2) footer available via any GELDS page.

FAQs

Q: I do not have a GaPDS account. How can I create one?

A: If you do not have a GaPDS account, complete the following steps:

1. On the GELDS main page, click **LOGIN**, and then click **Create an account**.



2. Select **I want to create and manage my Georgia Professional Development System Account**.

3. Click **Continue**.

4. Complete all required fields and click **Create Account**.

5. Click on the link in the Welcome to GaPDS email to activate your GaPDS account and create a password.

Q: I forgot my username or password or my account has been locked after 5 unsuccessful login attempts. What do I do?

A: If you forgot your GaPDS login credentials, click **Forgot Login information**.

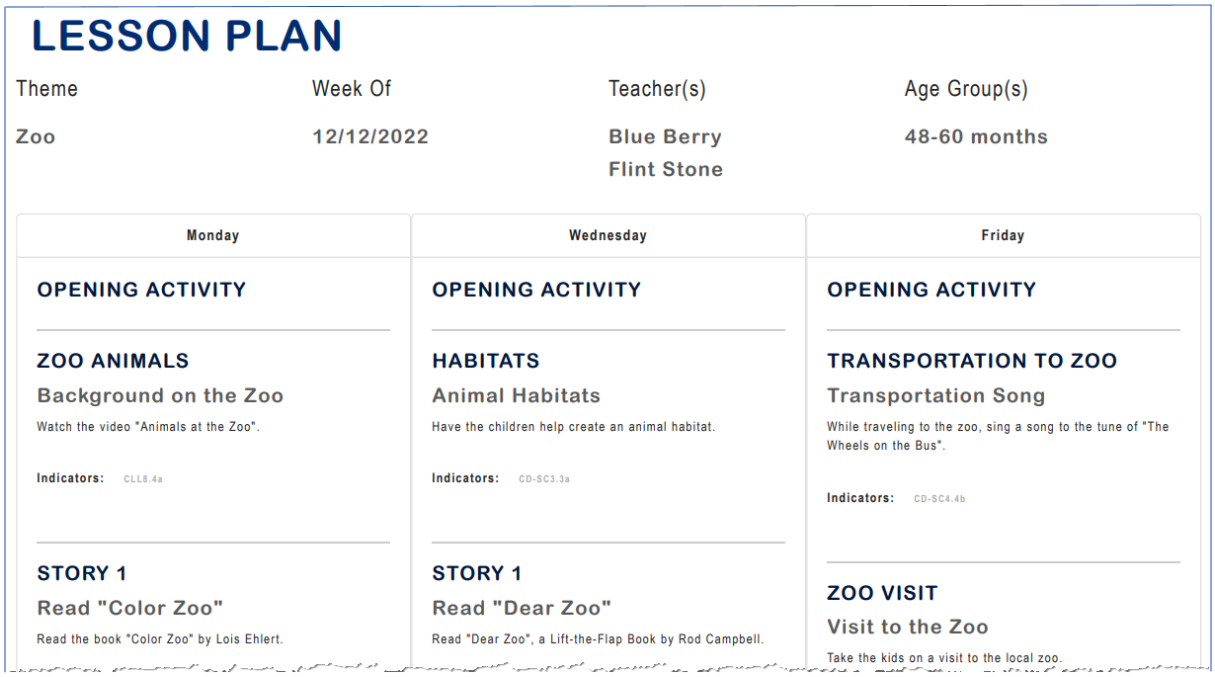
Q: What should I do if I am unable to upload a file?

A: Double check that the file is the correct file type and size:

Upload Error Messages	Action
Invalid file for Media Type selected	Upload a version of the file in one of the following accepted formats: • Audio – MP3 • Document – PDF • Image – BMP, GIF, JPEG, JPG, PIC, PNG, TIF, TIFF
File exceeds size limit of 4 MB!	Upload a version of the file that does not exceed 4 MB.

Appendix

Compact Print Example:

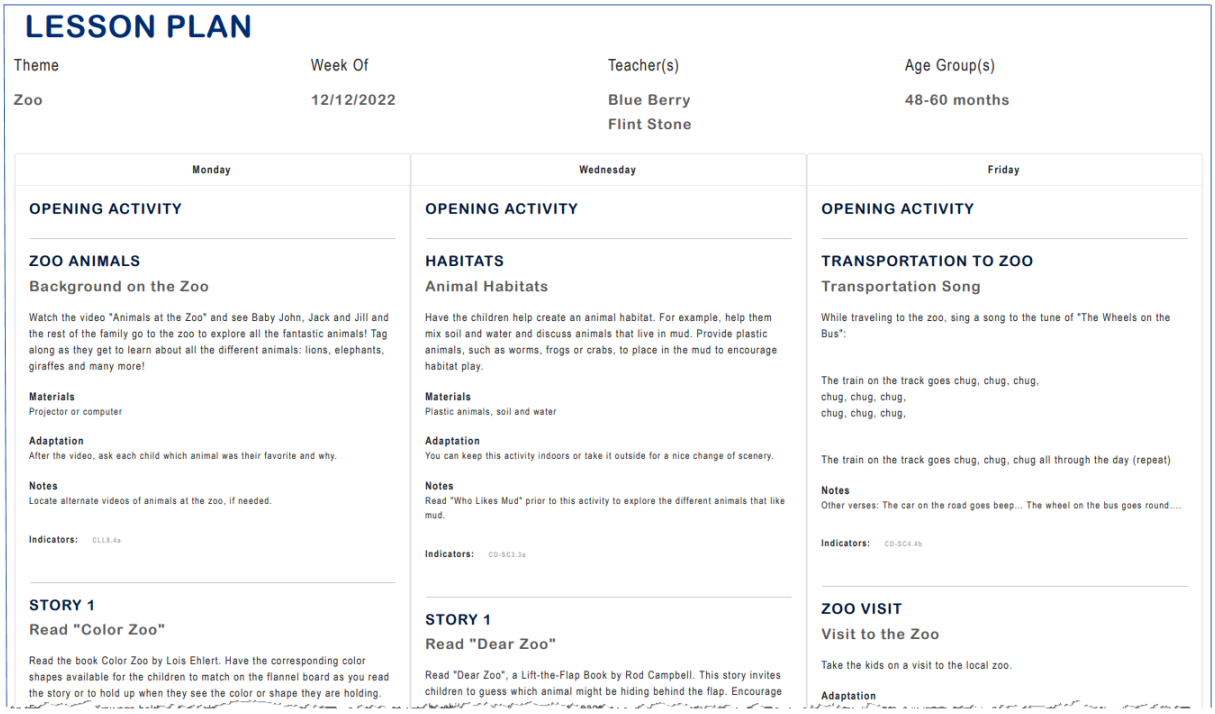


LESSON PLAN

Theme	Week Of	Teacher(s)	Age Group(s)
Zoo	12/12/2022	Blue Berry Flint Stone	48-60 months

Monday	Wednesday	Friday
OPENING ACTIVITY	**OPENING ACTIVITY**	**OPENING ACTIVITY**
ZOO ANIMALS Background on the Zoo Watch the video "Animals at the Zoo". **Indicators:** CLL8.4a	**HABITATS** Animal Habitats Have the children help create an animal habitat. **Indicators:** CD-SC3.3a	**TRANSPORTATION TO ZOO** Transportation Song While traveling to the zoo, sing a song to the tune of "The Wheels on the Bus". **Indicators:** CD-SC4.4b
STORY 1 Read "Color Zoo" Read the book "Color Zoo" by Lois Ehlert.	**STORY 1** Read "Dear Zoo" Read "Dear Zoo", a Lift-the-Flap Book by Rod Campbell.	**ZOO VISIT** Visit to the Zoo Take the kids on a visit to the local zoo.

Expanded Print Example:



LESSON PLAN

Theme	Week Of	Teacher(s)	Age Group(s)
Zoo	12/12/2022	Blue Berry Flint Stone	48-60 months

Monday	Wednesday	Friday
OPENING ACTIVITY	**OPENING ACTIVITY**	**OPENING ACTIVITY**
ZOO ANIMALS Background on the Zoo Watch the video "Animals at the Zoo" and see Baby John, Jack and Jill and the rest of the family go to the zoo to explore all the fantastic animals! Tag along as they get to learn about all the different animals: lions, elephants, giraffes and many more! **Materials** Projector or computer **Adaptation** After the video, ask each child which animal was their favorite and why. **Notes** Locate alternate videos of animals at the zoo, if needed. **Indicators:** CLL8.4a	**HABITATS** Animal Habitats Have the children help create an animal habitat. For example, help them mix soil and water and discuss animals that live in mud. Provide plastic animals, such as worms, frogs or crabs, to place in the mud to encourage habitat play. **Materials** Plastic animals, soil and water **Adaptation** You can keep this activity indoors or take it outside for a nice change of scenery. **Notes** Read "Who Likes Mud" prior to this activity to explore the different animals that like mud. **Indicators:** CD-SC3.3a	**TRANSPORTATION TO ZOO** Transportation Song While traveling to the zoo, sing a song to the tune of "The Wheels on the Bus": The train on the track goes chug, chug, chug, chug, chug, chug, chug, chug, chug, The train on the track goes chug, chug, chug all through the day (repeat) **Notes** Other verses: The car on the road goes beep... The wheel on the bus goes round.... **Indicators:** CD-SC4.4b
STORY 1 Read "Color Zoo" Read the book Color Zoo by Lois Ehlert. Have the corresponding color shapes available for the children to match on the flannel board as you read the story or to hold up when they see the color or shape they are holding.	**STORY 1** Read "Dear Zoo" Read "Dear Zoo", a Lift-the-Flap Book by Rod Campbell. This story invites children to guess which animal might be hiding behind the flap. Encourage	**ZOO VISIT** Visit to the Zoo Take the kids on a visit to the local zoo. **Adaptation**