

Early Childhood Councils Systems Building Toolkit

Information about the NEW Early Childhood Councils Systems Building Toolkit!

This toolkit is designed to support early childhood councils develop comprehensive systems of support for young children and their families. The toolkit is organized with resources in four major categories:

- **Systems Theory**
- **Early Childhood Council Capacity Building**
- **Systems Foundations**
- **Impacting Programs**

In addition to downloadable resources and links, the toolkit includes Forum and Polling options that allows users to share ideas with colleagues from around the state.

Opening an Account

All Council Coordinators have an account already established in the new toolkit. To login:

1. Go to: www.eccounciltoolkit.org.
2. Your user name is your First and Last name for example: Barbara Wilson.
3. Your password is “council.”

Tracy Sperry is providing account and technical support for the toolkit. If you have any difficulties accessing your account, please contact Tracy.

Accessing Resources

The top navigation bar of the toolkit includes new links to the **Toolkit Home**, **The CDE Website**, **The Clearinghouse Website**, **Toolkit Help** and a **Toolkit Search** button.

In this new version of the toolkit, the entire menu of resources is now available on the left navigation bar of the toolkit. You can click directly on the sub-category headings of interest to access a resource you are looking for. You can also use the search function to find resources in the kit. The search engine matches search words with words in the Title and Abstract of a resource.

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Posting Resources

All toolkit users can post resources, start a forum discussion or create a poll. To post a resource:

1. Click on **Create Content** under your Account Name on the left side of the screen.
2. Choose a **Document, Forum Topic, Page or Poll**.
 - Create a **Document** when you have attachments.
 - Create a **Forum Topic** when you want to start a discussion among users.
 - Create a **Page** when you just want to post a link or a static resource with no attachments.
 - Create a **Poll** when you have specific questions you want other users to respond to and you want to be able to analyze the responses.
3. Write the **Title**
4. Select a **Category**, or multiple categories for your document. You can select multiple categories by holding down the Ctrl key while clicking on the desired category.
5. If you have an **Attachment**, click File Attachments. A box will open up allowing you to search your computer hard drive to find documents to attach. It is just like attaching a document to an email.
6. Click Submit

Wendy Watson is taking the lead on content management and technical assistance related to content. If you have any content questions, contact Wendy.