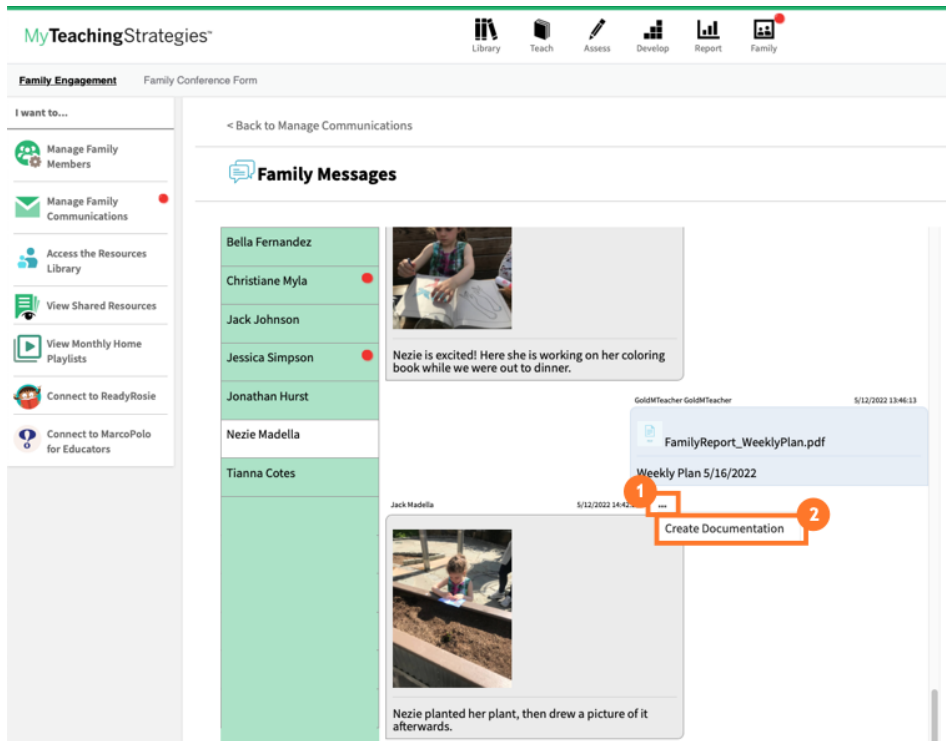


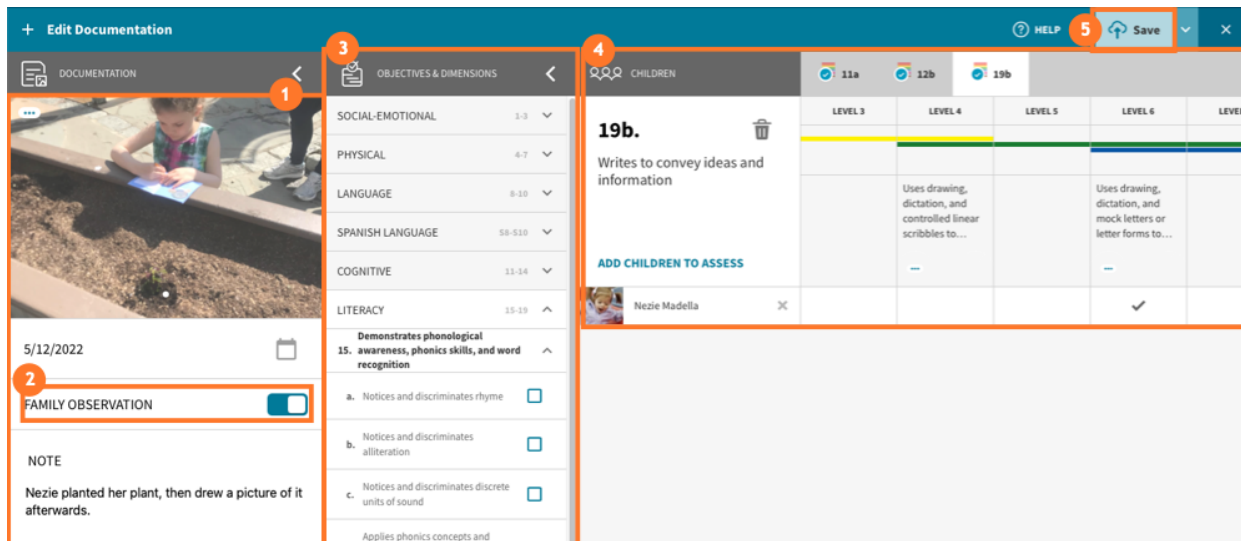
## Converting Messages to Documentation

You can convert any message from families into documentation for GOLD.

- Select the ellipse (1) above a message from a family member.
- Select Create Documentation (2). If you have already converted this message to documentation, this will say "View Documentation."



- You will be taken to the Edit Documentation screen in the Assess area.
- The child's name, the date observed, and any note or photo and/or video appear on the left panel (1).
- The Family Observation toggle is pre-selected (2).
- Select any objectives and dimensions the child demonstrated in the observation (3).
- Select preliminary levels for any selected items (4).
- Select Save (5). The family observation is now documentation.



<https://teachingstrategies.force.com/portal/s/article/How-do-I-send-and-read-family-messages-in-MyTeachingStrategies#Convert>