



Early Childhood CLASS[®] Portal Guidance for CLASS[®] Portal Users

State Board of Elementary and Secondary Education

Dr. Cade Brumley
Superintendent

Mr. James D. Garvey, Jr.
1st BESE District

Ms. Kira Orange Jones
2nd BESE District

Ms. Sandy Holloway
3rd BESE District

Mr. Michael Melerine
4th BESE District

Ms. Ashley Ellis
5th BESE District

Mr. Ronnie Morris
6th BESE District

Dr. Holly Boffy
7th BESE District

Mr. Preston Castille
8th BESE District

Mr. Thomas Roque
Member-at-Large

Ms. Belinda Davis
Member-at-Large

Ms. Doris Voitier
Member-at-Large

Last Updated August 2022

For further information, contact:
SystemSupport@la.gov
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or customerservice@la.gov. Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.



Table of Contents

1. [Introduction](#)
 - a. [Accessing the Portal for the First Time](#)
 - b. [Forgot Password](#)
2. [System Functionality](#)
 - a. [User Functions](#)
 - b. [Portal User Permissions](#)
 - c. [Symbol Legend](#)
3. [Network-Level Use](#)
4. [Site-Level Use](#)
 - a. [Updating Site Information](#)
 - b. [Updating Site Coordinators](#)



Table of Contents *Continued*

5. [Classroom-Level Use](#)
 - a. [Adding Classrooms](#)
 - b. [Entering Informational Metrics](#)
 - c. [Editing, Updating, and Closing Classrooms](#)
6. [Observations](#)
 - a. [Adding and Viewing Orders](#)
 - b. [Canceling Orders](#)
 - b. [Viewing and Entering Observation Results](#)
7. [Error Corrections & Appeals](#)
8. [Accessing Portal Reports](#)
9. [Portal Timelines & Other Resources](#)



Introduction



Introduction

CLASS[®] Portal User Guide

This document provides the usability details related to the Early Childhood CLASS[®] Observation System Data Collection Application (CLASS[®] Portal). It describes the navigation of the website and all other related information. This document also defines the requirements and maintenance information for this system.

The CLASS[®] Portal is used to manage, assign, create, and enter classroom observation data. The Portal display changes depending on the access level assigned.

The screenshot displays the 'Early Childhood Web Portal' interface. At the top, there is a navigation bar with the text 'Early Childhood Web Portal' and a date '2015 Feb'. Below the navigation bar, there is a main content area. On the left, there is a section titled 'Attention:' with a green box containing the text 'Wait! don't! You completed all requested observations!'. Below this, there are links for 'Network(s)', 'Sites', and 'People', with 'DS1 Acadia' and a 'View Coordinates' button. In the center, there is a section titled 'History, Statistics' with a bar chart titled 'Counts of completed observations for Acadia'. The chart shows two bars: one for 8/31/2015 with a value of 2, and one for 9/6/2015 with a value of 1. On the right, there is a section titled 'Instructions:' with three bullet points: 'Click to see more or submit the observation.', 'Click to edit or make changes', and 'Click to see report and export options.' Below the instructions, there is a 'Learn more >' button.

Date	Counts of Completed Observations
8/31/2015	2
9/6/2015	1

Introduction

Logging into the Portal for the First Time

You will not be able to login to the Portal unless someone has granted you access.

If you have not yet received login information, please refer to the following table. You may want to check your Spam folder first and also verify that you have not provided an alternate email address to your Community Network Lead Agency Coordinator or Site Coordinator.

Role	Contact to Receive Access
Network Coordinator	LDOE
Site	Network Coordinator
Observer	Network Coordinator

If you are unable to contact your Community Network Lead Agency Coordinator, please reach out to alicia.franklin@la.gov.

Introduction

Accessing the CLASS[®] Portal for the First Time

The **Early Childhood CLASS[®] Portal** can be found at [this link](#)

This is what the login page looks like:



Early Childhood Web Portal

Please, log in:

Email

Password

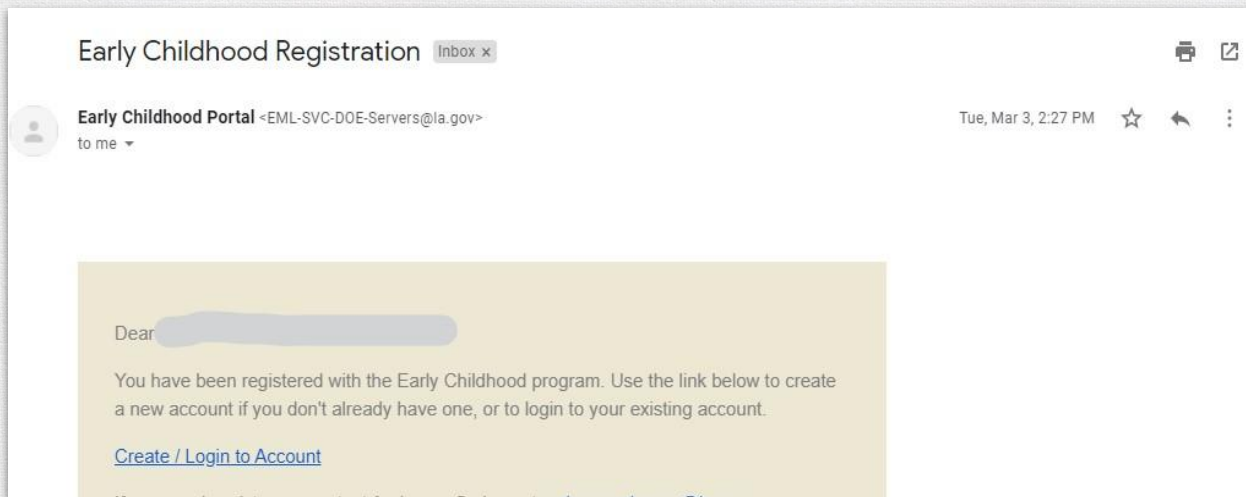
Instructions:

Registration credentials are not sufficient.

Introduction

Logging Into the Portal for the First Time (2)

You will know you have access when you receive an email like the following:



Introduction

Logging Into the Portal for the First Time (3)

Click on the link to **Create / Login to Account** in the email you received, then enter your email address. If you are a first-time user of the system, enter the password you would like to use and click Log in.

The screenshot below is what you will see when you initially login to the system.



The screenshot shows the login interface for the Early Childhood Web Portal. At the top left, there is a logo and the text "Early Childhood Web Portal". Below this, the text "Please, log in:" is displayed. There are two input fields: "Email" with the value "michael.bock@la.gov" and "Password" with a masked password ".....". A "Log in" button is located below the password field. To the right, under the heading "Instructions:", there is a red button with a white arrow icon and the text "Forgot Password? Click here."

Introduction

Logging Into the Portal for the First Time (4)

Once you successfully login, you will see the CLASS® Portal home page with a brief description of Attention, History, Statistics, and Instructions (details depend on your access level).

Early Childhood Web Portal
2019 - 2020, Spring Login as: AndersonDummy2 SydneyDummy
Home Page Reports Calibration Videos Help Log OFF

Louisiana is progressing toward a unified Early Childhood System, which was directed by Act 3 of the 2012 Regular Legislative Session. In the past the early childhood system has been too fragmented, resulting in too few children prepared to be successful in kindergarten. When fully implemented in 2015-2016, the local networks will expand access to high quality, publicly-funded early childhood programs to families across Louisiana to ensure more children enter school kindergarten ready.

[Learn more »](#)

Attention:

Network(s):	Sites:	People:	Pending Obs.:
(007) Bienville	8	Site Coord.	10
(023) Iberia	26	Site Coord.	42
(028) Lafayette	70	Site Coord.	78

Site(s):	Info:	Classrooms:
(038015) Belle Chasse Primary School, Pre-K		12
(886001) Claiborne Christian School Child Care, Pre-K		20

History, Statistics

Counts of completed observations for Bienville Iberia Lafayette

Date	Count
10/13/2015	40
10/15/2015	55
10/22/2015	120
10/7/2015	15
11/7/2015	150

Instructions:

- Click to see more or submit the observation.
- Click to submit the 3rd party feedback form.
- Click to edit or make changes
- Click to see report and export options.
- Click to see completed 3rd party feedback form and export options.

[Learn more »](#)

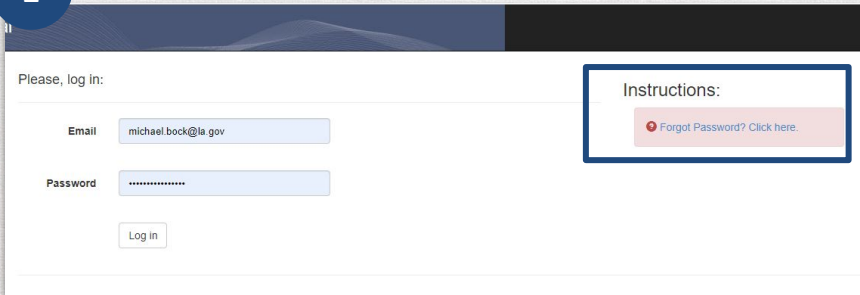
Introduction

Forgot Password

If you have logged in before and cannot remember your password:

1. Click on the “Forgot Password” link to create a new password.
2. Check your email for a message with a link to “Change My Password” and follow directions.

1



Please, log in:

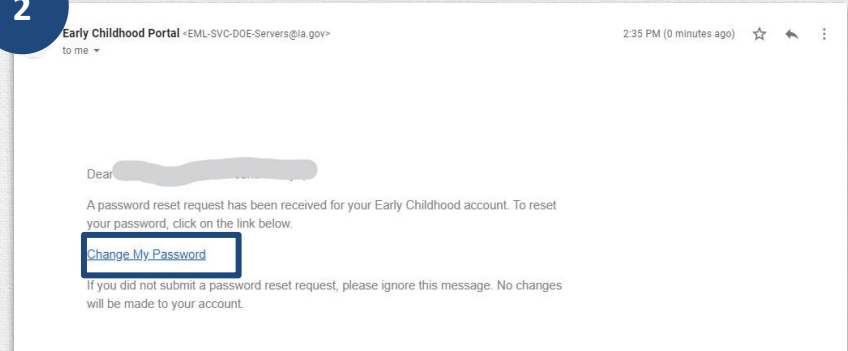
Email

Password

Instructions:

[Forgot Password? Click here.](#)

2





System Functionality



System Functionality

EC CLASS® Portal Overview

The CLASS® Observation Portal is used to manage, assign, create, and enter classroom observation data. Permission levels are detailed below.

1. **District/Network Coordinators** and **Site Coordinators** set up sites and classrooms
2. **District/Network Coordinators** assign observations to **Local Observers** and can enter observations
3. **Third Party Coordinator** assigns observations to **Picard Observers**
4. **Picard and Local Observers** conduct observations and submit data via the CLASS® Portal
5. **District Coordinators, Site Coordinators,** and **all Observers** are able to view respective observation data
6. **Site Coordinator (Read Only)** can access everything a **Site Coordinator** can access, but they will not have the ability to add/edit any information

System Functionality

User Permissions








User permissions differ based on access-level. Access levels and Portal responsibilities are detailed below. Some users make edits and additions, while others have view-only permissions.

Role	Type	Add/Edit Sites	Add/Edit Site Coordinators	Add/Edit Classrooms	Add/Edit observers	Add/Edit Observation Orders	Add Observation Data
DOE Coordinator	LDOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Third Party Coordinator	3PT				<input type="checkbox"/>	<input type="checkbox"/>	
Resource and Referral Coordinator	R&R	View-only	View-only	View-only			
Network Coordinator	Community (In-network only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Coordinator	Community			<input type="checkbox"/>			
Site Coordinator (View-Only)	Community			View-only			
Third Party observer	3PT						<input type="checkbox"/>
Local Observer	Community						<input type="checkbox"/>

System Functionality

CLASS[®] Portal Legend

The CLASS[®] Observation Portal is used to manage, assign, create, and enter classroom observation data. As you use the Portal, you will come across the following icons.

-  The **silhouette icon** is used to add/edit Network Coordinators and Site Coordinators at a given site
-  The **wrench icon** is used to add/edit contact information and site configuration information
-  The **house icon** opens all sites within a District/LEA
-  The **green arrow icon** is used to access and export reports.
-  The **stacked textbook icon** is used to add/edit a site coordinator and classrooms to a site, or to assign observation orders to an observer
-  The **blue arrow icon** opens an observation order
-  The **blue paper icon** submits the Third Party feedback form



Network-Level Use
Navigating the Portal



Network-Level Portal Use

When logging into the CLASS® Portal, network-level users will see the Portal Dashboard, from which users can navigate to sites and classrooms in their network(s), schedule observations, and view Portal reports.

Early Childhood Web Portal
2021 - 2022 - Fall Login as: AndersonDummy SydneyDummy
Home Page Reports Calibration Videos Help Log OFF

Louisiana is progressing toward a unified Early Childhood System, which was directed by Act 3 of the 2012 Regular Legislative Session. In the past the early childhood system has been too fragmented, resulting in too few children prepared to be successful in kindergarten. When fully implemented in 2015-2016, the local networks will expand access to high quality, publicly-funded early childhood programs to families across Louisiana to ensure more children enter school kindergarten ready.

[Learn more »](#)

Attention:

Network(s):	Sites:	People:	Pending Obs.:
(001) Acadia	23	Site Coord	14
(006) Beauregard	8	Site Coord	0

Site(s): (001003) Central Rayne Kindergarten School, Pre-K

Info: Classroom(s):

History, Statistics
Counts of completed observations for Acadia Beauregard

Date	Count
10/13/2015	40
10/15/2015	55
10/22/2015	50
10/28/2015	120
10/30/2015	10
10/7/2015	15
11/17/2015	150

Instructions:

- Click to see more or submit the observation.
- Click to submit the 3rd party feedback form.
- Click to edit or make changes
- Click to see report and export options.
- Click to see completed 3rd party feedback form and export options.

[Learn more »](#)

Network-Level Portal Use

Navigating the Portal

Users should use the **Attention** section of the dashboard screen to navigate to the appropriate screen. More information about [editing site information](#) and [classroom information](#) can be found later in this guide.

Attention:

Network(s):	Sites:	People:	Pending Obs.:
(001) Acadia	23	Site Coord.	14
(006) Beauregard	8	Site Coord.	0

Site(s):	Info:	Classrooms:
(001003) Central Rayne Kindergarten School School, Pre-K		4

Under Networks, users will see a list of all networks where they are the network coordinator. By clicking the **wrench icon**, users can navigate to the network page, which will show all sites in the network. By default, network coordinators can make edits to all sites in their network.

Under Sites, users will see a list of all sites where they are the site coordinator. By clicking the **wrench icon**, users can navigate to the site page, which will show all classrooms at the site. Network coordinators do not need to be site coordinators at all or any sites in their network to make edits to sites or classrooms.



Site-Level Use
Adding and Closing Sites



Site-Level Use

Adding Sites

1. From the home page, click on the **wrench icon** next to your District/CNLA
2. On the right, search for a site by name or by the 6-digit site code, click **Find**
3. Once you have located a site, click **Add** to add the site to the District/CNLA. **OK** indicates that a site has already been added to the Portal.

1

Attention:

Network(s): Sites: People: Pending Obs.:

(001) Acadia

24



Site Coord.

61



2

Add Sites to Network

Search for Site using Name or Code

Find

3

Add Sites to Network

Search for Site using Name or Code

Find

OK

001004 Church Point Elementary School Church Point

Site-Level Use

Closing Sites

1. Click the **Stacked Textbook** icon for the site you wish to close, and close all classrooms at a site (see [Closing Classrooms](#))
2. Once all classrooms are closed, click the **Wrench, "Update"** icon next to the site you wish to close.
3. Click **Delete**, then click **Submit**

1

001002) Branch Elementary School

EC Site Administrator:

First Name: Marlene Last Name: Courville

Title: Principal Phone: Phone

Email: MCourville@acadia.k12.la.us

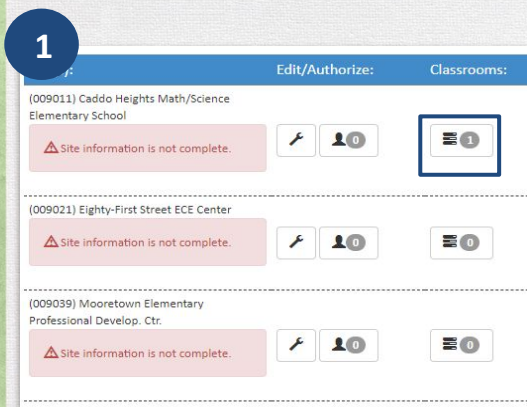
Site Configuration:

Site Type: School

Site Configuration: Pre-K

Network: Acadia

Update



2

001002) Branch Elementary School

EC Site Administrator:

First Name: Marlene Last Name: Courville

Title: Principal Phone: Phone

Email: MCourville@acadia.k12.la.us

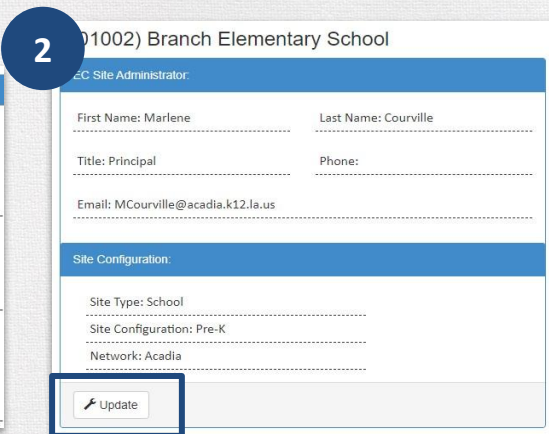
Site Configuration:

Site Type: School

Site Configuration: Pre-K

Network: Acadia

Update



3

001002) Branch Elementary School

EC Site Administrator:

First Name: Marlene Last Name: Courville

Title: Principal Phone: Phone

Email: MCourville@acadia.k12.la.us

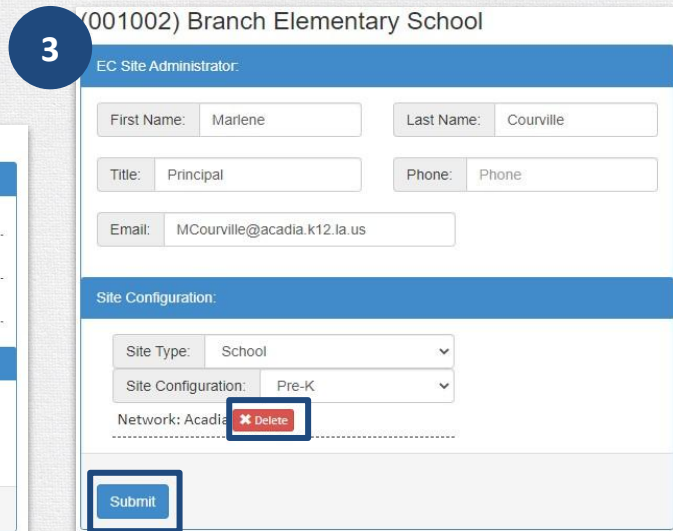
Site Configuration:

Site Type: School

Site Configuration: Pre-K

Network: Acadia **Delete**

Submit





Site-Level Use
Updating Site Information



Site-Level Use

Updating Site Information (1)




While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

1. From the home page, click the **wrench icon** next to your District/CNLA
2. Click the **wrench icon** next to the appropriate site










1

Attention:

Well done! You completed all requested observations!

Network(s):	Sites:	People:	Pending Obs.:
(069) Central	6 	 Site Coord.	0 

2

Site(s):	Edit/Authorize:	Classrooms:
(009011) Caddo Heights Math/Science Elementary School	  0	 1
(009021) Eighty-First Street ECE Center	  0	 0
(009039) Mooretown Elementary Professional Develop. Ctr.	  0	 0

Site-Level Use

Updating Site Information (2)

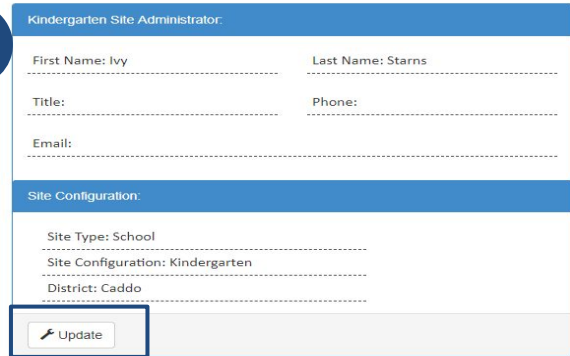
While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

3. Click **Update**

4. Add/update information (teacher name, configuration, etc.) and click **Submit**.

Note: **Site Configuration** is a placeholder to indicate the majority age configuration of children at a site (i.e., infants, toddlers, or pre-k)

3



Kindergarten Site Administrator:

First Name: Ivy Last Name: Starns

Title: Phone:

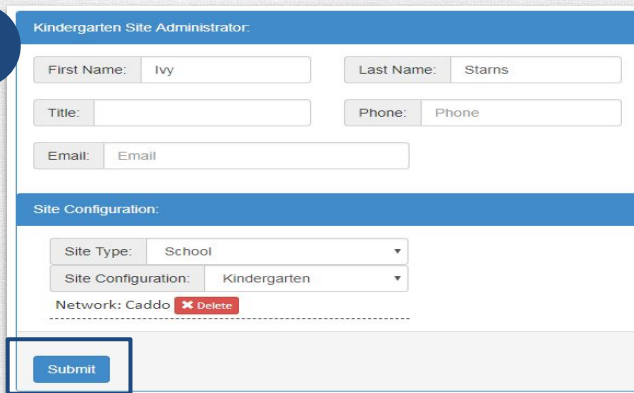
Email:

Site Configuration:

Site Type: School
Site Configuration: Kindergarten
District: Caddo

Update

4



Kindergarten Site Administrator:

First Name: Ivy Last Name: Starns

Title: Phone: Phone

Email: Email

Site Configuration:

Site Type: School
Site Configuration: Kindergarten
Network: Caddo [Delete](#)

Submit



Site-Level Use
Updating Site Coordinators



Site-Level Use

Updating Site Coordinator Information

All site leaders, including principals and directors, must be made site coordinators for their site(s), in addition to any other leaders responsible for a classroom at that site(s).

1. Click the **silhouette icon** next to a site to add/edit site coordinators
2. Network Coordinators can either search for an existing user by typing in part of the user's name or email address and clicking **Find** or add a new user by clicking **New**.

1 Network: (001) Acadia

List Of Sites: Sort By:

Site(s):	Edit/Authorize:	Classrooms:	Completed Observations:
(001002) Branch Elementary School School, Pre-K	 		Pre-K: 1  Toddler: 0  Infant: 0 

2 (001) Acadia
(001031) Rayne Head Start Center
List Of Coordinators:

List is empty...

Add Coordinators

Site-Level Use

Updating Site Coordinator Information (2)

3. Type in the name or email address of the user you would like to add as site coordinator and click **Find** or **New** - the system will search for user before adding a new user if you click **New**
4. If the user needs to be added to the system, enter their information, and select the permissions you would like to give them as site coordinator, either by clicking **Add** (full site coordinator permissions) or **Read Only***.

3 Add Coordinators

sydney.anderson@la.gov

Email:
* Email Address is Required.

First Name:
* First Name is Required.

Last Name:
* Last Name is Required.

Middle Name:

Note: First will be committed a search of the user, if not found new registration will added and email sent to a new registred user.

4 Add Coordinators

Search for user by email or name

Anderson sydney.anderson@la.gov
Sydney

*See [the system functionality page](#) for more detailed permissions information. Please refer the new user to [slide 9](#) if they are logging into the portal for the first time.



Classroom-Level Use
Adding Classrooms



Classroom-Level Use

Adding Classrooms (1)

Adding classrooms to sites is a task primarily handled by the **Site Coordinator**; however, **Network Coordinators** do have the capability to add classrooms as well.

1. Open the classroom entry page:

If you added a site, click the **stacked textbook** icon next to the appropriate site

-or-

If accessing from the home page, users should first click the **wrench icon** next to the appropriate network, then click the **stacked textbook** icon for the appropriate site.

The screenshot displays a table with three rows, each representing a site. The table has three columns: 'Site(s)', 'Edit/Authorize:', and 'Classrooms:'. A blue circle with the number '1' is positioned over the 'Classrooms:' column header. The first row is for '(009011) Caddo Heights Math/Science Elementary School'. It shows a red warning box with a triangle icon and the text 'Site information is not complete.' to the left of the 'Edit/Authorize:' column. The 'Edit/Authorize:' column contains a wrench icon and a person icon with a '0' next to it. The 'Classrooms:' column contains a stacked textbook icon with a '0' next to it, which is highlighted by a blue rectangular box. The second row is for '(009021) Eighty-First Street ECE Center' and the third row is for '(009039) Mooretown Elementary Professional Develop. Ctr.'. Both also show the 'Site information is not complete.' warning and the same icons in the 'Edit/Authorize:' and 'Classrooms:' columns.

Classroom-Level Use

Adding Classrooms (2)

2. To add a classroom, click **Add New Classroom Record**

3. Type in Classroom Name, Classroom Age Configuration, Lead Teacher, Classroom Format (virtual, hybrid, in-person), and then complete the [Informational Metric fields](#), which will be published as part of the site's performance profile*. Then click **Submit**.

2

Classrooms:

(001) #1 Kindergarten Starns	Fall	Orders: 0	Complete:0	
(002) Ivy's Class Kindergarten Ivy	Fall	Orders: 0	Complete:0	

+ Add New Classroom Record **+ Add Observation Orders**

3

Add or Update classroom:

Classroom Name: 1-100 characters

Classroom Configuration:

Lead Teacher:

Is this a virtual classroom?:

Curriculum:

Adult:Child Ratio : *(Teacher/Child Ratios Guidance)*

Teacher Name as Of October 1:

October 1 Teacher Degree:

Teacher Certification as of Oct. 1, for teacher on Oct. 1:

Certification Number:



Submit

Classroom-Level Use

A Note on Adding & Closing Classrooms

If a teacher leaves a classroom and is replaced by another teacher, click the **edit** button next to the classroom, edit the lead teacher's name and then click **submit**. There is no need to open a new classroom.

Classrooms:

(001) #1 Kindergarten Starns	Fall	Orders: 0	Complete:0	
(002) Ivy's Class Kindergarten Ivy	Fall	Orders: 0	Complete:0	

[+ Add New Classroom Record](#) [+ Add Observation Orders](#)

Add or Update classroom:

Classroom Name: 1-100 characters

Classroom Configuration: Infants

Lead Teacher:

Is this a virtual classroom?:

Curriculum:


Adult:Child Ratio : *(Teacher/Child Ratios Guidance)*

Teacher Name as Of October 1:

October 1 Teacher Degree:

Teacher Certification as of Oct. 1., for teacher on Oct. 1.:

Certification Number:



If you open a classroom with the wrong age configuration (Pre-K, Toddler, or Infant), you must close the classroom and create a new classroom with the correct age configuration (see [Closing Classrooms](#)).

Classroom-Level Use

Overview of Informational Metrics

Before Informational Metrics are finalized and used to generate annual Performance Profiles for sites and networks, the following steps occur:

- Teachers and site-level admins input classroom-level informational metrics into the Early Childhood CLASS® Portal
- The State reflects to community network lead agencies what is reported in the CLASS® Portal after each checkpoint
- Community network lead agencies work with sites to ensure data is as accurate and complete as possible, making any necessary corrections
- The Data Certification process occurs at the end of the school year, in which the Department works with community network lead agencies to verify that the data is correct and finalize Performance Profiles

Classroom-Level Use

A Note on Informational Metrics

The CLASS® Portal classroom information page is used to collect the Informational Metrics that the Department reports in annual Performance Profiles.

Each Informational Metric field should reflect a snapshot of what was true on the dates listed below.

Metrics	Description	Date
Teacher Name on October 1	Name of the classroom teacher	October 1
# of Children Assessed	# of children assessed within GOLD	Spring
Ratio	Is the classroom using ratios that support child development?	October 1
Age Configuration	Age group of the children in the classroom	October 1
Name of Curriculum	Name of curriculum used	Spring
Teacher Degree	Highest Degree the lead teacher has	October 1
Teacher Certification	Is the classroom lead teacher certified	October 1
Teacher Certification #	The certification # for the lead teacher	October 1

Classroom-Level Use

Informational Metrics - Reminders

The following are reminders to assist as you enter Informational Metrics in the Portal:

- Teacher certification will be validated using the teacher's certificate number, which can be confirmed on the [teachlouisiana website](#).
- All Informational Metrics should reflect what was true on October 1 unless otherwise specified.
- Use the first four rows of the classroom information page to enter current information, as it changes. All rows below that should only be used to enter Informational Metrics.

Add or Update classroom:

Classroom Name: 1-100 characters

Classroom Configuration: Infants

Lead Teacher:

Is this a virtual classroom? :

Curriculum :

Adult:Child Ratio : *(Teacher/Child Ratios Guidance)*

Teacher Name as Of October 1:

October 1 Teacher Degree:

Teacher Certification as of Oct. 1, for teacher on Oct. 1:

Certification Number:

Submit



Classroom-Level Use
Editing, Updating, and Closing Classrooms



Classroom-Level Use

Edit or Update Classrooms

1. Click on the **Wrench Icon** next to the classroom.
2. Update the details and click **Submit**.

Note: Users cannot edit/update the Classroom Configuration (age). If Configuration is incorrect, close the classroom and open one with correct age configuration

1

(003022) Ascension Head Start

Classrooms:

(001) Green room Toddlers Ms. Green	Fall	Orders: 0	Complete:0	 Edit
---	------	-----------	------------	--

+ Add New Classroom Record + Add Observation Orders

2

Add or Update classroom:

Classroom Name:

Classroom Configuration:

Lead Teacher:

Is this a virtual classroom?:

Curriculum:

Adult:Child Ratio : *(Teacher/Child Ratios Guidance)*

Teacher Name as Of October 1:

October 1 Teacher Degree:

Teacher Certification as of Oct. 1, for teacher on Oct. 1:

Certification Number:

Submit

Classroom-Level Use

Edit or Update Classrooms (2)

- If a teacher leaves a classroom and is replaced by another teacher, please do not open a new classroom. **Site coordinators or network coordinators** can click the **edit** button under the classroom, edit the lead teacher's name and then click **submit**.
- If you open a classroom with the wrong configuration (Pre-K, Toddler, or Infant), you must close the classroom and create a new classroom with the correct configuration. Once a configuration is created, you can only edit the classroom name and Lead Teacher information.
- If a classroom is opened in the spring for the first time, NO fall scores can be recorded for that classroom.
- All site leaders, including principals and directors, must be made site coordinators for their site(s), in addition to any other leaders responsible for a classroom at that site(s).

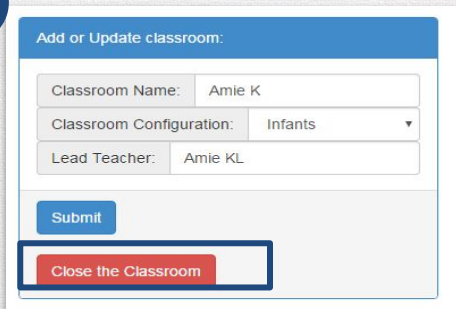
Classroom-Level Use

Closing Classrooms

1. To close a classroom, click on the **Close Classroom** button to close it. Classrooms should only be closed for the following reasons:
 - a. If the *wrong configuration* was selected when a new classroom record was created;
 - b. If a classroom is *no longer open* at a site;
 - c. If a site is no longer open and operational, **ALL** classrooms must be closed.
 2. If you are sure you wish to close the classroom click **OK** on the pop-up box.
- *Any pending observation orders should be cancelled before closing the classroom.**

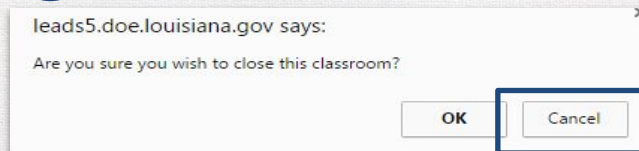
NOTE: If a classroom is closed in error, contact the Early Childhood CLASS Portal manager to reopen the classroom. Do not open a new one.

1



The screenshot shows a web form titled "Add or Update classroom:". It contains three input fields: "Classroom Name:" with the value "Amie K", "Classroom Configuration:" with a dropdown menu showing "Infants", and "Lead Teacher:" with the value "Amie KL". Below these fields is a blue "Submit" button. At the bottom of the form, a red button labeled "Close the Classroom" is highlighted with a blue rectangular box.

2



The screenshot shows a white pop-up dialog box with a close button (X) in the top right corner. The text inside reads "leads5.doe.louisiana.gov says:" followed by the question "Are you sure you wish to close this classroom?". At the bottom of the dialog are two buttons: "OK" and "Cancel". The "Cancel" button is highlighted with a blue rectangular box.



Observations
Adding and Viewing Orders



Observations

Adding Observation Orders (1)

After adding a site, users can complete adding observation orders. If accessing from the home page, users should first click the wrench icon next to the appropriate network.

1. Click the **stacked textbook icon** next to the appropriate site
2. To assign an observer to a classroom, click the **Add Observation Orders** button at the bottom of the classrooms list

Note: Observations can be assigned either by selecting someone already in the system or adding a new person to a classroom.

The screenshot shows the 'Early Childhood Web Portal' interface. At the top, there is a navigation bar with the logo, the text 'Early Childhood Web Portal', and user information: '2015, Fall' and 'Login as: Zanolvec Michael'. Below this is a secondary navigation bar with links for 'Home Page', 'Reports', 'Help', and 'Log OFF'. The main content area displays details for '(003022) Ascension Head Start'. Under the heading 'Classrooms:', there is a list of classrooms. The first entry is '(001) Green room Toddlers Ms. Green'. To the right of this entry is a blue bar containing the text 'Fall', 'Orders: 0', 'Complete:0', and an 'Edit' button with a wrench icon. Below the classroom list, there are two buttons: '+ Add New Classroom Record' and '+ Add Observation Orders'. The '+ Add Observation Orders' button is highlighted with a red rectangular box.

Observations

Adding Observation Orders (2)

3. Click **Find or Add observer**, by name or email

- If the user does not exist, add them to the system by clicking **New**, filling out the required information, and clicking **Find/Add New***. Then **Select** the observer you would like to assign.

3

Adding Observation Orders:
Step 1: Find or Add Observer:

Search for user by email or name

Instructions:

3a

Adding Observation Orders:
Step 1: Find or Add Observer:

Search for user by email or name

Email: *Email Address is Required.

First Name: *First Name is Required.

Last Name: *Last Name is Required.

Middle Name:

Note: First will be committed a search of the user, if not found new registration will added and email sent to a new registred user.

Instructions:

Adding Observation Orders:
Step 1: Find or Add Observer:

Search for user by email or name

Anderson Sydney sydney.anderson@la.gov

Instructions:

*Please refer the new user to [slide 9](#) if they are logging into the portal for the first time.

Observations

Adding Observation Orders (3)

5. Select one or more classrooms to observe, and enter the details of the observation: Semester (Fall or Spring), Observation Date and Time, and click **Add**.

5

Step 2: Add Observation Orders:

Add observation order(s) for **Anderson Sydney** for the following classrooms:

<input checked="" type="checkbox"/>	(003)	
<input type="checkbox"/>	(004)	

Observation Period: Spring (19-20) ▼

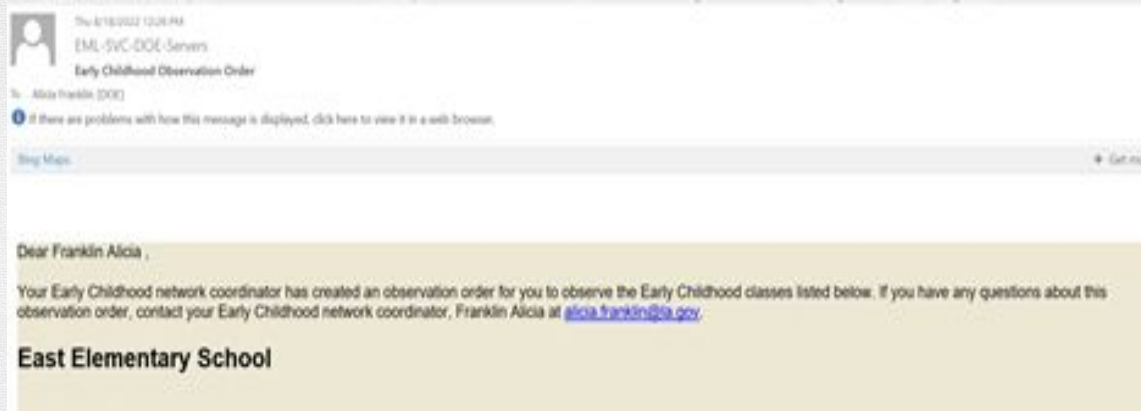
Observation Date: 1/1/2020 ▼

Observation Time: 6:00 AM ▼

Observations

Adding Observation Orders (4)

The observer will receive an email like the following after an order has been created.
Note: Classrooms opened in the spring can have observation orders for spring only



Observations

Canceling Observation Orders

If you have scheduled an observation and need to cancel it due to a change in plans or to correct the date, click **Cancel** next to the observation and reschedule it using the steps to add observation orders.

Early Childhood Web Portal
2022 - 2023, Fall Login as: Franklin Alicia

Home Page Networks settings ▶ Reports ▶ Calibration Videos ▶ Help Log OFF

(049007) East Elementary School

Classrooms:

Pre-K

Fall	Orders: 1	Complete:0	Edit
11/16/2022 8:30 AM	Franklin, Alicia		Cancel

Instructions:

- Show Closed Classes
- Show Cancelled Observations



Observations

Viewing and Entering Observation Results



Observations

For Observers: Viewing Assigned Observations

Observers will not have any assigned observation orders in the CLASS® System until one or more have been assigned by the District Coordinator.

1. After an observation order has been assigned, the observer will receive an email like the one below
2. Click on the **CLASS® Portal** link to view your assigned observation



Observations

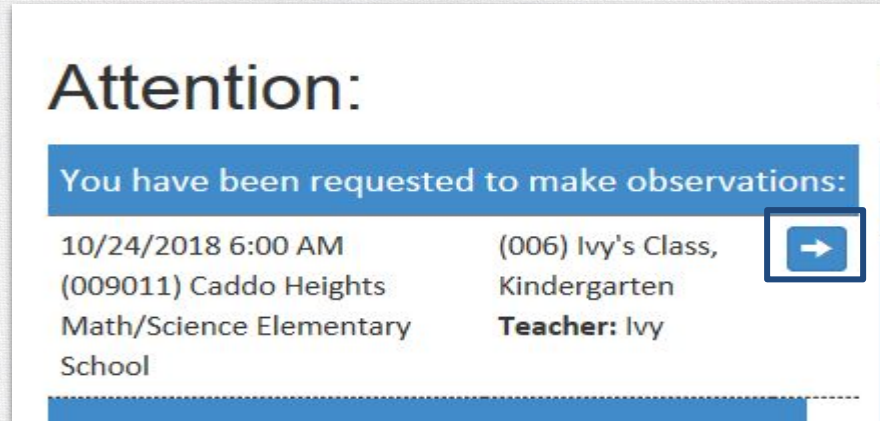
For Observers: Before You Begin

- Only use a computer to enter observation scores (no iPads or iPhones).
- Double check the start and end time of each cycle (including the AM and PM selection)n before moving to the next cycle or submitting the observation.
- While entering observation scores, if you need time between entering each cycle please save and logout. Once you are ready to enter again, log back in and continue entering your scores.
- Always logout after each observation has been submitted. Log back into your account to complete the next observation to avoid timeout issues with the Early Childhood Web Portal.
- All CLASS® Observation score sheets MUST be kept on file with the Community Network Lead Agency.
- Be sure to input the Negative Climate score as you have scored it.

Observations

For Observers: Reporting Observation Results

1. After logging into the system, observers will see a screen like below
2. Click the **blue arrow button** to view the observation order and to enter observation information



The screenshot shows a notification box with a blue header that reads "Attention:". Below the header is a blue bar with white text: "You have been requested to make observations:". Underneath this bar, there is a list of observation details. On the left side, the date and time "10/24/2018 6:00 AM" are listed, followed by the location "(009011) Caddo Heights Math/Science Elementary School". On the right side, the class "(006) Ivy's Class, Kindergarten" is listed, followed by "Teacher: Ivy". A blue square button with a white right-pointing arrow is positioned to the right of the class name, and it is highlighted with a blue border.

Attention:

You have been requested to make observations:

10/24/2018 6:00 AM (006) Ivy's Class, Kindergarten
(009011) Caddo Heights Math/Science Elementary School **Teacher: Ivy**

NOTE: Online observation orders can be saved as they are entered and do not need to be completed in one sitting.

Observations

For Observers: Reporting Observation Results (2)

3. After clicking the blue arrow icon to view an observation order, observers will enter the observer information and then click **Submit and Next**

NOTE: Observation Format should be used to indicate whether the observation was conducted in-person or via a recorded and/or live video conference.

Be sure that you correctly enter the LEAD TEACHER name first, and then the OBSERVER NAME. Check to ensure that you have correctly entered both before submitting.

Scoring form for: Pre-K class type.

Observation Information:

Lead Teacher:

First Name	Last Name
------------	-----------

Observer:

Krissy	Snow
--------	------

Submitted By:

Krissy	Snow
--------	------

Other Adult:

First Name	Last Name
------------	-----------

Shadow Scoring Observation:

First Name	Last Name
------------	-----------

Observation Format:

Observation Date: 10/12/2020

Time of Arrival: 6:00 AM

Submit and Next

Observations

For Observers: Reporting Observation Results (3)

4. Next, observers will enter information related to Cycle 1 of the observation:

Cycle Info: Enter the number of children, adults, start time and end time. Always double check the start and end times (AM versus PM) for each cycle.

Content** : Select the content for the classroom.

Format** : Select the format of the classroom.

Score* : Enter the score for each section of Cycle 1 content.

*Be sure to input the Negative Climate score as you have scored it. The CLASS® system will inverse the score for you.

For Format and Content, the **circle button should be used to indicate how the majority of the lesson was spent, and **square buttons** should be used to indicate all that apply. For example, during one observation cycle of 20 minutes, if the majority of the time was spent on a read-aloud with a few minutes of math practice at the end, you would click the circle beside Lit/Lang Arts and the squares beside Lit/Lang Arts and Math. If the “Other” field is checked, description should be in the box and not more than 30 characters.

Observations

For Observers: Reporting Observation Results (4)

5. Click on **Submit and Next** when finished
6. Repeat these steps for Cycles 2, 3, and 4
7. Note the **Departure Time**, and click **Conclude the Observation** when finished

Emotional Support: 5.25
Classroom Organization: 4.75
Instructional Support: 4.75
Total Domain Avg: 4.92

Departure Time :
10:00 AM ▾

Conclude the Observation

Cycle 1

Instructions:
1. Check first column (Majority) and second - all apply.
2. Complete all scores.
3. Click "Submit and Next".

Cycle Info:
Number Of Children:
Number Of Adults:
Start Time: 6:10 AM ▾
End Time: 6:30 AM ▾

Format:

<input type="checkbox"/>	<input type="checkbox"/>	Routine
<input type="checkbox"/>	<input type="checkbox"/>	Meals/Snacks
<input type="checkbox"/>	<input type="checkbox"/>	Whole group
<input type="checkbox"/>	<input type="checkbox"/>	Free choice/centers
<input type="checkbox"/>	<input type="checkbox"/>	Individual time
<input type="checkbox"/>	<input type="checkbox"/>	Small groups

Score:

Positive Climate	1	2	3	4	5	6	7
Negative Climate	1	2	3	4	5	6	7
Teacher Sensitivity	1	2	3	4	5	6	7
Regard for Child Perspectives	1	2	3	4	5	6	7
Behavior Management	1	2	3	4	5	6	7
Productivity	1	2	3	4	5	6	7
Instructional Learning Formats	1	2	3	4	5	6	7
Concept Development	1	2	3	4	5	6	7
Quality of Feedback	1	2	3	4	5	6	7
Language Modeling	1	2	3	4	5	6	7

Content:

<input type="checkbox"/>	<input type="checkbox"/>	Lib/Lang Arts
<input type="checkbox"/>	<input type="checkbox"/>	Math
<input type="checkbox"/>	<input type="checkbox"/>	Social Studies
<input type="checkbox"/>	<input type="checkbox"/>	Science
<input type="checkbox"/>	<input type="checkbox"/>	Art
<input type="checkbox"/>	<input type="checkbox"/>	Other

Submit and Next

◀ 1 2 3 4 5 6 ▶

Observations

For Observers: Reporting Observation Results (5)

8. Once the observation has been completed, you will be able to see the **summary scoring sheet**.

If you click on the Portal **Home Page**, you will see that you have completed all requested observations, and you can view the summary score sheet there as well.

NOTE: Observers are required to keep all hard copy documents and follow the directives of the Community Network Lead Agency for submitting forms.

The screenshot shows the Kindergarten CLASS Web Portal interface. At the top, it says 'Kindergarten CLASS Web Portal' with a login for 'Ivy Starns' and the date '2018 - 2019, Fall'. Below the navigation bar, the page title is 'Kindergarten CLASS System'. The main content is a 'SCORING SUMMARY SHEET' for an observation. The form includes fields for Teacher (Ivy Starns), Observer (Ivy Starns), Site ((009011) Caddo Heights Math/Science Elementary School), Classroom (Kindergarten: (006) Ivy's Class), Start Time (6:00 AM), End Time (10:00 AM), and Network (Caddo (009)). Below the form is a table with columns for Cycle1, Cycle2, Cycle3, Cycle4, and Average. The table contains data for various metrics including Number of children, Number of adults, Content, Format, Start Time, End Time, Positive Climate, Negative Climate, and Teacher Sensitivity.

	Cycle1	Cycle2	Cycle3	Cycle4	Average
Number of children	20	20	20	10	
Number of adults	1	3	2	2	
Content	Social Studies	Lit/Lang Arts	Social Studies	Art	
Format	Free choice/centers Whole group	Routine	Whole group	Individual time	
Start Time	6:40 AM	7:15 AM	8:25 AM	9:40 AM	
End Time	7:05 AM	7:35 AM	8:40 AM	10:00 AM	
Positive Climate	4	4	6	6	5.00
Negative Climate	1	4	1	1	1.75
Teacher Sensitivity	4	5	5	6	5.00
Overall Score	4	4	6	6	5.00

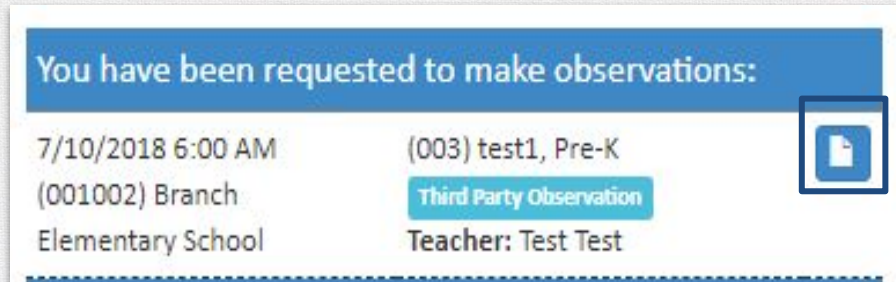
Observations

For Observers*: Reporting Observation Results (6)

All Third Party observers are required to complete the **observation feedback form** as a part of the contract with the Third Party Agency.

9. The link to the observation feedback form will appear on the observation request on the observer home screen after completion of the scheduled observation.

When the observer clicks on the **link**, the web form will be opened and the Third Party observer must complete and save the form.



The screenshot shows a notification card with a blue header that reads "You have been requested to make observations:". Below the header, the card is divided into two columns of text. The left column contains the date and time "7/10/2018 6:00 AM", the location "(001002) Branch Elementary School", and the teacher "Teacher: Test Test". The right column contains the subject "(003) test1, Pre-K" and a blue button labeled "Third Party Observation". To the right of the card is a square icon with a document symbol, which is highlighted with a red box.

*Third Party Observers only

Observations

For Observers*: Reporting Observation Results (7)

Once the feedback form is saved, it will be available on the Site Classroom page along with other observation details.

Site and Network coordinators can view the saved form.

Fall	Orders: 0	Complete:0	Edit
7/10/2018	Lak, Ann	Completed 7/10/2018	4.63
6:00 AM		Undo	

Third Party Observation

*Third Party Observers only

1 of 1 100% Find | Next

Date Completed: 7/10/2018
Parish: (001) Acadia
Teacher: Test Test
Observer: Lak, Ann

Site: (001002) Branch Elementary School
Classroom: (003) test1

Pre-K 3rd Party CLASS Observation Feedback

Emotional Support:	4.38
Classroom Organization:	4.67
Instructional Support:	4.83
Total Domain Average:	4.63

Highest Score: Language Modeling
2nd Highest Score: Positive Climate
Lowest Score: Teacher Sensitivity
2nd Lowest Score: Productivity



Error Corrections and Appeals



Error Corrections

Error corrections forms may be submitted for the types of errors listed below.

Error Type	Explanation
Observation Details Correction	An incorrect detail of the observation was entered when the observation was input in the Portal.
Observation Score Correction	Observer entered incorrect score in any section of the observation entry in the Portal. Specify dimension and cycle in request.
Observation Score Deleted	An observation was entered and should not have been. The observation needs to be deleted.

Error corrections should be submitted using the [LDOE Error Correction form](#).

If accepted, LDOE Portal Manager will open the observation in the Portal for corrections and alert the user.

Re-opened observations will appear as pending on the CLASS Portal dashboard. Network Coordinators and the appropriate observer have the ability to make the correction and re-submit the observation.

Appeals

Observation appeals should only be submitted by the community network lead agency. The community network lead agency should work with sites to submit an accurate and detailed appeal. LDOE determinations are made in August annually.

The LDOE accepts two types of appeals requests, both outlined in the [CLASS Appeals Guidance](#).

- Typical Appeals - a community network lead agency disagrees with a score or cites a procedural error that may be in violation of Bulletin 140
- Documentation of Improvement - this type of appeal must meet specific criteria, and should only be used when a teacher has undergone significant professional development, as outlined in the guidance document

Community network lead agencies may submit appeals using the form linked in the [CLASS Appeals Guidance](#).

Community network lead agencies should submit [appeals](#) within 30 days of the contested observation. Appeals may be submitted throughout the year. All appeals must be submitted by July 1.



Accessing Portal Reports



Accessing Portal Reports

Portal Report Summary

There are a variety of reports that can be found in the Portal, that are generated using up-to-date Portal information, from score data, to the number of observations completed.

Reports can be accessed in the Reports tab on the homepage of the EC CLASS Portal. There are three reports that are the most important, and all three include Third Party scores:

- Site Level
 - Site CLASS Domain Averages Report
 - Site CLASS Dimension Averages Report
- Network Level
 - Community Network Observer Raw Scores Report

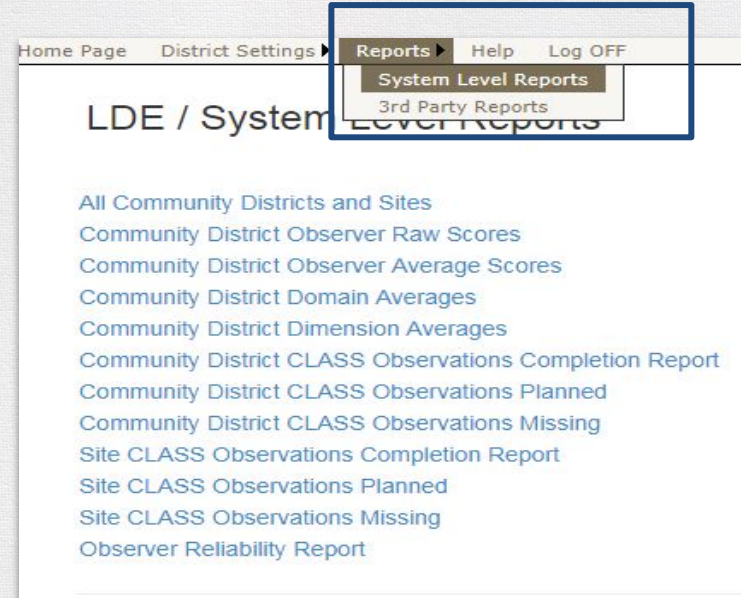
Accessing Portal Reports

Opening Reports

To run a report, click **Reports > System Level Reports**

- A list of available reports will appear, and you can select the one you are most interested in.

NOTE: These steps can be followed to run a report for sites and observers.



Accessing Portal Reports










Resource & Referral Access Level (CCR&R)

R&R Coordinators are assigned this level of access by DOE Coordinators. A R&R Coordinator has read-only access to view any network's childcare sites, CLASS® Scores and pull reports within their region.

Community Network Domain Averages – lists Domain average scores (including Third Party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.

Community Network Dimension Averages – lists Dimension average scores (including Third Party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.

Community Network Observer Raw Scores Report – lists School Year, Semester, Site Code, Classroom Code, Classroom Name, Classroom Teacher, Configuration Code, observer Name, Email, Third Party observer, Order Date, Observation Date, Order Complete Date, Cycle Number, 12 Dimension Scores, and Shadow Scorer for each observer within Network. Can search by school year and by semester.

Research and Referral Network(s):	Sites:
(017) East Baton Rouge/City of Baker	94 
(019) East Feliciana	0 
(024) Iberville	7 
(032) Livingston	12 
(046) St. Helena	2 
(061) West Baton Rouge	10 
(063) West Feliciana	1 
(067) Zachary	4 
(069) Central	5 










Accessing Portal Reports

Resource & Referral Access Level (CCR&R) (2)

R&R Coordinators are assigned this level of access by DOE Coordinators. A R&R Coordinator has read only access to view any network's childcare sites, CLASS® Scores and pull reports within their region.

Network Community CLASS® Infant Domain / Dimension Scores – lists site name, classroom code, classroom name, semester, Third Party observation, teacher name, observation id, infant CLASS® dimension averages relational climate, teacher sensitivity, facilitated exploration, and early language support, and infant CLASS® domain average responsive caregiving for all sites in network.

Network Community CLASS® Calculator Roster – lists observation scores for all sites in the network to be used with the Performance Rating Calculator.

Research and Referral Network(s):	Sites:
(017) East Baton Rouge/City of Baker	94 
(019) East Feliciana	0 
(024) Iberville	7 
(032) Livingston	12 
(046) St. Helena	2 
(061) West Baton Rouge	10 
(063) West Feliciana	1 
(067) Zachary	4 
(069) Central	5 

Accessing Portal Reports

Network Coordinators Access Level

Network Coordinators are assigned access by DOE coordinators. Network Coordinators can designate Site Coordinators, and are responsible for assigning local observations.

Community Network CLASS® Observations Completion Report – lists total number of classrooms, total number of classrooms observed, and total number of observations remaining for all classrooms created within a Network for FALL or SPRING. Can search by school year and by semester.

Community Network CLASS® Observations Planned – lists total number of classrooms, total number of observations scheduled and observed, and total number remaining for all classrooms created within a Network. Can search by school year and by semester.

Community Network CLASS® Observations Missing – lists total classrooms within a Network that are missing observations. Can search by school year and by semester.

Community Network Domain Averages – lists Network Name, Site Name, Classroom Code, Classroom Name, Teacher's Name, Semester, Third Party Observation, Observation ID, and Domain average scores (with and without Negative Climate) for Pre-K and Toddler for each class by site within a Network. Can search by school year and by semester.

Accessing Portal Reports

Network Coordinators Access Level (2)

Community Network Dimension Averages – lists Network Name, Site Name, Classroom Code, Classroom Name, Semester, Third Party Observation, Teacher’s Name, Observation Id, and Dimension average scores for Pre-K and Toddler for each class by site within a Network. Can search by school year and by semester.

Community Network Teachstone Extract – lists center name, classroom name, observer email, observer first name, observer last name, lead teacher email, lead teacher first name, lead teacher last name, assistant teacher email, assistant teacher first name, assistant teacher last name, observation start date, observation start time, observation end date, observation end time, number of children, number of adults, cycle start date, cycle start time, cycle end date, cycle end time, English primary, double coding, content array, primary content, format array, primary format, pc, ns, ts, rsp, bm, pr, ilf, cd, qf and lm.

Community Network Scheduled Observations Report – lists Site Code, Site Name, observer Name, Email, Classroom Code, Classroom Name, Observation Date, Observation Time, and Observation Completed within a network.

Community Network Observer Raw Scores Report – lists School Year, Semester, Site Code, Classroom Code, Classroom Name, Classroom Teacher, Configuration Code, observer Name, Email, Third Party observer, Order Date, Observation Date, Order Complete Date, Cycle Number, 12 Dimension Scores, and **Shadow Scorer** for each observer within Network. Can search by school year and by semester.

Accessing Portal Reports

Network Coordinators Access Level (3)

Community Network Observer Average Scores Report – lists School Year, Semester, Third Party observer, observer Name, Email, Average Scores for 12 different Dimensions, and Number of Shadow Scorers for each observer within the Network for FALL, SPRING or Both Semesters. Can search by school year and by semester.

Observer Reliability Report – lists network name, observer last name, observer first name, email, semester, number of network observations, number of comparable Third Party observations, comparable domains, domains replaced, Emotional Support Domains Replaced, Classroom Organization Domains Replaced, Instructional Support Domains Replaced, Emotional and Behavioral Support Domains Replaced, Engaged Support for Learning Domains Replaced, Responsive Caregiving Domains Replaced, Domains Replaced Higher Than Third Party Score, Domains Replaced Lower Than Third Party Score, and percent accurate. Can search by school year, and by semester for your network.

Network Community CLASS® Infant Domain / Dimension Scores – lists site name, classroom code, classroom name, semester, Third Party observation, teacher name, observation id, infant CLASS® dimension averages relational climate, teacher sensitivity, facilitated exploration, and early language support, and infant CLASS® domain average responsive caregiving for all sites in network.

Network Community CLASS® Calculator Roster – lists observation scores for all sites in the network to be used with the Performance Rating Calculator.

Accessing Portal Reports

Site Coordinator and Read-Only Access

Site Coordinators are responsible for ensuring that site-level and classroom-level information is accurate and updated. Read-only Site Coordinators can review observation results.

Site CLASS® Domain Averages - lists Site Name, Classroom Code, Classroom Name, Semester, Third Party Observation, Teacher's Name, Observation Id, and Domain average scores (with and without Negative Climate) for Pre-K and Toddler for each class within the site. Can search by school year and by semester.

Site CLASS® Dimension Averages - lists Site Name, Classroom Code, Classroom Name, Semester, Third Party Observation, Teacher's Name, Observation Id, and Dimension average scores for Pre-K and Toddler for each class within the site Fall, Spring or Both Semesters. Can search by school year and by semester.

Community Network Teachstone Extract – lists center name, classroom name, observer email, observer first name, observer last name, lead teacher email, lead teacher first name, lead teacher last name, assistant teacher email, assistant teacher first name, assistant teacher last name, observation start date, observation start time, observation end date, observation end time, number of children, number of adults, cycle start date, cycle start time, cycle end date, cycle end time, English primary, double coding, content array, primary content, format array, primary format, pc, ns, ts, rsp, bm, pr, ilf, cd, qf and lm.

Site CLASS® Observation Completion Report – total number of classrooms and number of classrooms observed within each site of an authorized network. Can search by school year and by semester.

Accessing Portal Reports

Site Coordinator and Read-Only Access (2)

Site CLASS® Observation Planned – lists total number of classrooms, total number of observations scheduled and observed, and total number remaining for all classrooms created within each site of an authorized network. Can search by school year and by semester.

Site CLASS® Observations Missing - lists total classrooms within a site that are missing observations. Can search by school year and by semester.

Site Observer Raw Score Report - lists School Year, Semester, Site Code, Classroom Code, Classroom Name, Classroom Teacher, Configuration Code, observer Name, Email, Third Party observer, Order Date, Observation Date, Order Complete Date, Cycle Number, 12 Dimension Scores, and Shadow Scorer for each observer within site. Can search by school year and by semester.

Site CLASS® Infant Domain / Dimension Scores – lists site name, classroom code, classroom name, semester, Third Party observation, teacher name, observation id, infant CLASS® dimension averages relational climate, teacher sensitivity, facilitated exploration, and early language support, and infant CLASS® domain average responsive caregiving for the site.

Site CLASS® Calculator Roster – lists observation scores for all observations at a site to be used with the Performance Rating Calculator.

Accessing Portal Reports

Observer Access

Observers are responsible for accurately entering observation results in the Portal and should use the reports to ensure their observation reliability.

Observer Reliability Report – lists network name, observer last name, observer first name, email, semester, number of network observations, number of comparable Third Party observations, comparable domains, domains replaced, Emotional Support Domains Replaced, Classroom Organization Domains Replaced, Instructional Support Domains Replaced, Emotional and Behavioral Support Domains Replaced, Engaged Support for Learning Domains Replaced, Responsive Caregiving Domains Replaced, Domains Replaced Higher Than Third Party Score, Domains Replaced Lower Than Third Party Score, and percent accurate. Can search by school year, and by semester for your network.



Portal Timelines & Other Resources



FAQ and Important Notes

All of the notes below are expounded upon in more detail throughout this guide. You may utilize the [Table of Contents](#) to find more information about any of the information provided in this slide.

Setting Up Sites and Classrooms

- If a teacher in the classroom changes, please update the “lead teacher” field in the Portal. Do not close the classroom.
 - If this change occurs after October 1, leave the “teacher name on October 1” the same, to reflect who the teacher on October 1 was. More information on this in the [Informational Metrics section](#).
- Classroom configuration cannot be edited - if a classroom was opened with the incorrect age configuration, it should be closed, and a classroom with the correct age configuration should be opened.
- If a classroom is closed in error, contact the EC Portal Manager or earlychildhood@la.gov to reopen the classroom. Do not open a new classroom.

CLASS Observations

- Per Bulletin 140, all CLASS Observation score sheets must be kept on file with the lead agency.
- Input negative climate as you scored it in the CLASS score book. The system will convert the score for you.

NOTE: The CLASS Portal functions best with Google Chrome.

Portal Resources

Submission Deadlines

This table details the typical timeline that tasks must be completed in the Portal.

Task	Description	Deadline
Enter/Update Sites	Network Coordinators must ensure all sites within the Lead Agency's network have been added.	October 1
Fall Classroom Entry	Site Coordinators must enter information for all classrooms within their school(s).	October 1
Fall Observation Entry	Observations must be entered into Portal within 10 days of observation, and all Fall observations must be completed by December 15.	December 15
Spring Classroom Entry or Fall Classroom Updates	If classroom updates are needed for the Spring, Site Coordinators must complete this work by the deadline.	February 1
Spring Observation Entry	Observers must enter observations within 10 days with all Spring observations completed by the final deadline.	May 15

Portal Resources

Next Steps and Questions

If you have a question not answered in this User Guide, please email earlychildhood@la.gov.

CLASS® System Resources

Early Childhood CLASS® Portal	All CLASS® observations are reported to the Department in the CLASS® Portal.
CLASS® Portal Training Webinars	On-demand, self-paced webinars are provided for for observers , Site Coordinators , and Lead Agencies .
CLASS® Video Library	The Department has updated the online library of high-quality examples of CLASS® dimensions in practice to include Infant CLASS® dimensions.
CLASS® Appeal Form	Use the form to appeal third-party scores. Use these guidelines to assist you in determining if an observation should be appealed. Appeals must be submitted by lead agency and should be submitted within 30 days of the contested observation.
Error Correction Form	Use this form throughout the year to correct errors in CLASS® Observation submissions
CLASS®/Compass Guidance	Use this guidance document to provide districts information about using CLASS® to evaluate professional practice.
CLASS® Third-Party Observation Guide	Information about the third-party observation process used to audit local CLASS® observation systems will be forthcoming.
K-2 Portal Information	Contact Lori.Pennison@la.gov with any questions related to the K-2 Portal or K-2 CLASS® observations.