

CLASS[®] Observation System

Guidance for Lead Agencies

Agenda

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 - Adding Sites to the Community Network
 - Setting Up and Adding Classrooms
 - Assigning an Observation
 - Reporting Observation Results
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 - Viewing Observation Results
 - Running Reports
- **How to Provide Support for Sites and Observers**
- **Support for Network Coordinators**

Coordinated Observation Expectations

Coordinated Observation Expectations

During each observation period, every classroom must be observed once, and 10% of classrooms at a site must be shadow scored.

- There are two observation periods over the course of a school year:
 - Fall Observation Period: August 1 – December 15
 - Spring Observation Period: January 1 – May 15
- Every classroom must be observed by reliable observers once during **each** observation period
- 10% of classrooms must be shadow scored in the fall and in the spring
- Observations must be submitted no later than ten business days after they are completed
- Observations are scheduled by Lead Agencies for local observers and by ULL for third party observers
- The classroom configuration will not change over the course of the school year
 - For example, if the majority of the children in a toddler classroom become PreK age over the course of the year, the classroom should still be considered a toddler classroom and be observed using the toddler tool.

Coordinated Observation Expectations

If a classroom is open on October 1 or February 1, it must be observed and included in the Performance Profile Rating for both the site and the Community Network.

If a publicly-funded site:	Then:
Exists on October 1 and February 1	<ul style="list-style-type: none">• It will receive a Performance Profile Rating
Exists on October 1 but not on February 1	<ul style="list-style-type: none">• It will not receive a Performance Profile Rating• All scores will be counted toward the Community Network Performance Profile Rating
Opens after October 1	<ul style="list-style-type: none">• It will not participate in the current learning year• Nor will it count toward the Community Network Performance Profile Rating
Discontinues participation in a Community Network after October 1 by changing license type	<ul style="list-style-type: none">• It will not receive a Performance Profile Rating• All scores will be counted towards the Community Network Performance Profile Rating

Coordinated Observation Expectations

Adding and Editing Sites

A classroom is only closed when it is set up under the wrong classroom configuration.

- If a teacher leaves a classroom and is replaced by another teacher, the site OR network coordinator can edit the classroom to reflect the new lead teacher's name. Please *do not* close the classroom
- If a classroom is opened under the wrong configuration (Infant, Toddler, Pre-K), close the classroom and create a new classroom with the correct configuration
- All site leaders (e.g. ,principals, directors) must be made **site coordinators** for their site(s), in addition to any other leaders responsible for a classroom at that site(s)

Coordinated Observation Expectations

Entering Observations

The Early Childhood Web Portal will cause you to time out if you have been logged into the system for an extended period of time.

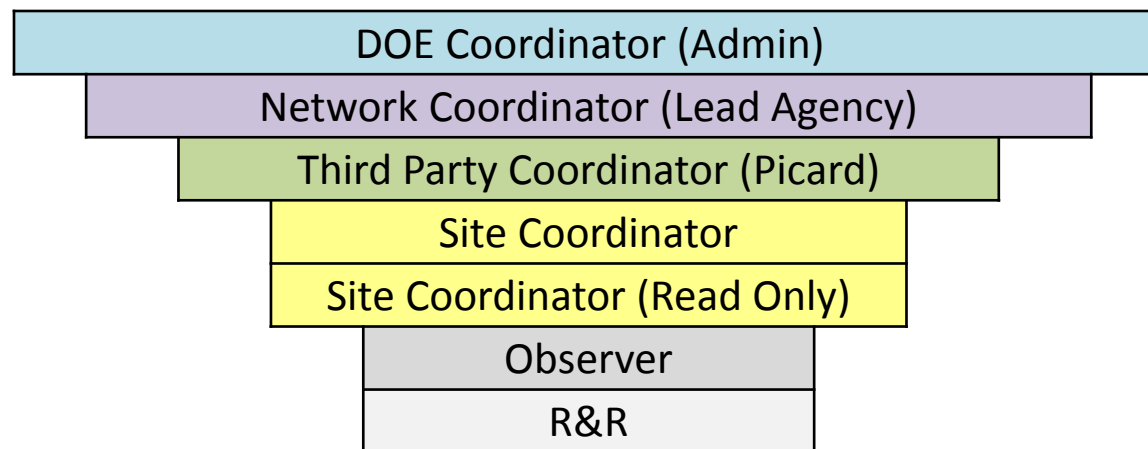
- Only use computers to enter observation scores (no iPads or iPhones)
- Limit the time gap between each cycle when entering observation scores
 - If you need a longer amount of time between cycles to enter scores, save and logout
 - Log back in and continue entering scores when you are ready again
- If the “other” field is selected while entering an observation, be sure to include a brief description of no more than 40 characters
- Always logout after each observation has been submitted
 - Log back into your account to complete the next observation to avoid time out issues
- Be sure to input negative classroom scores as you have scored it
 - The CLASS® system will convert the score for you



***CLASS*[®] Observation System Overview
for Lead Agencies**

CLASS[®] Observation System Overview for Lead Agencies/Network Coordinators

The CLASS[®] Observation System is used to manage, assign, create, and enter classroom observation data. The access levels are:



1. **Network Coordinators** and **Site Coordinators** set up sites and classrooms
2. **Network Coordinators** assign observations to **Observers** in the CLASS[®] system
3. **Observers** conduct observations and submit data via the CLASS[®] system
4. **Network Coordinators**, **Site Coordinators**, and **Observers** are able to view observation data in the CLASS[®] system
5. **Site Coordinator (Read Only)** can access everything a **Site Coordinator** can access, but they will not have the ability to add/edit any information.

Walkthrough of the *CLASS*[®] Online Portal

Walkthrough of the CLASS[®] Online Portal









Functions and Permissions

Network Coordinators are granted the most access on the portal.

	Network Coordinators	Site Coordinators	Site Coordinators (Read Only)	Observers
Add/Update/View Sites Coordinators	✓			
Add/Update/View Sites	✓	✓	✓ (View Only)	
Add/Update/Close/View Classrooms	✓	✓	✓ (View Only)	
Add/Update/View Observers	✓			
Add/Update/View Observation Orders	✓			
View Observation Results	✓	✓	✓ (View Only)	✓
View/Complete Observation Orders	✓			✓

Walkthrough of the CLASS[®] Online Portal: The Legend

Network Coordinators will use most icons in the portal except for the blue arrow icon and the blue paper icon.

-  The **silhouette icon** is used to add/edit network coordinators and site coordinators to a site.
-  The **wrench icon** is used to add/edit contact information and site configuration information.
-  The **house icon** opens all sites within a network.
-  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 3rd party feedback form.
-  The **green form icon** opens a completed 3rd party feedback form and export options.

Walkthrough of the CLASS® Online Portal

Setting Up the Community Network

Each year, Network Coordinators should:

1. Add the site coordinator for each site
 - First name, last name, email address
2. Adding the observers
 - First name, last name, email address
3. Follow-Up Work
 - Ensure all sites have been added to the Community Network
 - Add any missing sites
 - Inform the Early Childhood team about sites missing site codes

Walkthrough of the CLASS[®] Online Portal




Adding Sites to the Community Network

While the initial list of sites within the lead agency's network is pre-populated, changes may still need to be made.

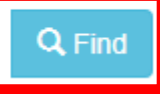
- From the home page, click on the **wrench icon** next to your network
- On the right, search for a site by name or by the 6-digit site code, click **Find**
- Once you have located a site, click **Add** to add the site to the network

① **Attention:**


Well done! You completed all requested observations!












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

② **Add Sites to Network**

Search for Site using Name or Code 

③ **Add Sites to Network**

Search for Site using Name or Code 

	001003	Central Rayne Kindergarten School	Rayne
	003026	Central Middle School	Gonzales
	003031	Central Primary School	Gonzales
	008012	Central Park Elementary School	Bossier City
	013002	Central High School	Jonesville
	029003	Central Lafourche High School	Raceland
	037003	Central Elementary School	Calhoun
	049004	Central Middle School	Eunice
	060008	Central Elementary School	Dubberly
	066001	Central Elementary School	Bogalusa
	066003	Central Middle School	Central

Walkthrough of the CLASS[®] Online Portal




Adding Sites to the Community Network

Choose the site configuration to indicate the age of the majority of the children in a classroom.

- From the home page, click the **wrench icon** next to your network
- Click the **wrench icon** next to the appropriate site



















Attention: ①

Well done! You completed all requested observations!

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

Network: (069) Central

List Of Sites: Sort By: Site Code ▾ Sort ②

Site(s):	Edit/Authorize:	Classrooms:
(069001) Bellingrath Hills Elementary School School, Pre-K	  4	 8
(KFC001) Lil Wildcats Child Care Child Care, Toddlers	  1	 5
(VJ7001) Central Early Learning Center Child Care, Pre-K	  2	 8
(VJA001) Kids Palace Inc Child Care, Infants	  3	 3
(VJR001) Fundamentals Early Learning Center Child Care, Infants	  2	 8
(VP5001) Imagination Station In Central Child Care, Toddlers	  1	 6

Walkthrough of the CLASS[®] Online Portal

Adding Sites to the Community Network

Choose the site configuration to indicate the age of the majority of the children in a classroom.

- Click **Update**
- Add/update information and click **Submit** or click **Delete** the site

(069001) Bellingrath Hills Elementary School

EC Site Administrator:

First Name: x Last Name: x

Title: Phone:

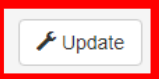
Email:

Site Configuration:

Site Type: School

Site Configuration: Pre-K

Network: Central

 **3**

(069001) Bellingrath Hills Elementary School

EC Site Administrator:

First Name: x Last Name: x


Title: Title Phone: Phone

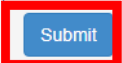
Email: Email

Site Configuration:

Site Type: School

Site Configuration: Pre-K

Network: Central 

 **4**

Walkthrough of the CLASS® Online Portal



















Setting Up and Adding Classrooms

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

- After adding a site, click the **stacked textbook icon** next to the appropriate site

Network: (069) Central

List Of Sites: Sort By: Sort 1

Site(s):	Edit/Authorize:	Classrooms:
(069001) Bellingrath Hills Elementary School School, Pre-K	 	
(KFC001) Lil Wildcats Child Care Child Care, Toddlers	 	
(VJ7001) Central Early Learning Center Child Care, Pre-K	 	
(VJA001) Kids Palace Inc Child Care, Infants	 	
(VJR001) Fundamentals Early Learning Center Child Care, Infants	 	
(VP5001) Imagination Station In Central Child Care, Toddlers	 	

Walkthrough of the CLASS[®] Online Portal

Setting Up and Adding Classrooms

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

- To add a classroom, click **Add New Classroom Record**
- Type in Classroom Name, Classroom Configuration and Lead Teacher, click **Submit**

(069001) Bellingrath Hills Elementary School

Classrooms:

(001) Bellingrath Pre-K Class 1 Pre-K Brandi Aydell	Fall	Orders: 0	Complete:0	Edit
(002) Bellingrath Pre-K Class 2 Pre-K Margaret Bertaut	Fall	Orders: 0	Complete:0	Edit
(003) Bellingrath Pre-K Class 3 Pre-K John McDonnell	Fall	Orders: 0	Complete:0	Edit
(004) Bellingrath Pre-K Class 4 Pre-K Jennifer Nettles	Fall	Orders: 0	Complete:0	Edit
(005) Bellingrath Pre-K Class 5 Pre-K Lori Peavoy	Fall	Orders: 0	Complete:0	Edit
(006) Bellingrath Pre-K Class 6 Pre-K Marlee Signorino	Fall	Orders: 0	Complete:0	Edit
(007) Bellingrath Pre-K Class 7 Pre-K Paige Young	Fall	Orders: 0	Complete:0	Edit
(008) Bellingrath Pre-K Class 8 Pre-K Kristen Courtney	Fall	Orders: 0	Complete:0	Edit

② [+ Add New Classroom Record](#) [+ Add Observation Orders](#)

③

Add or Update classroom:

Classroom Name: 1-100 characters

Classroom Configuration: Infants

Lead Teacher:

Infants
Pre-K
Toddlers

Submit

Walkthrough of the CLASS[®] Online Portal









Assigning an Observation

When searching for an observer, be sure to click the Find button instead of hitting “Enter.”

- Click the **stacked textbook icon** next to the appropriate site
- At the bottom, click **Add Observation Orders**
- Then, search for an observer by typing in their email address or name and click **Find**
- If the observer is not in the system, click **New**, add their information and click **Find/Add New**

(069001) Bellingrath Hills Elementary School

Classrooms:

(001) Bellingrath Pre-K Class 1 Pre-K Brandi Aydell	Fall	Orders: 0	Complete:0	 Edit
(002) Bellingrath Pre-K Class 2 Pre-K Margaret Bertaut	Fall	Orders: 0	Complete:0	 Edit
(003) Bellingrath Pre-K Class 3 Pre-K John McDonnell	Fall	Orders: 0	Complete:0	 Edit
(004) Bellingrath Pre-K Class 4 Pre-K Jennifer Nettles	Fall	Orders: 0	Complete:0	 Edit
(005) Bellingrath Pre-K Class 5 Pre-K Lori Peavoy	Fall	Orders: 0	Complete:0	 Edit
(006) Bellingrath Pre-K Class 6 Pre-K Marilee Signorino	Fall	Orders: 0	Complete:0	 Edit
(007) Bellingrath Pre-K Class 7 Pre-K Paige Young	Fall	Orders: 0	Complete:0	 Edit
(008) Bellingrath Pre-K Class 8 Pre-K Kristen Courtney	Fall	Orders: 0	Complete:0	 Edit

[+ Add New Classroom Record](#) [+ Add Observation Orders](#) ①

Adding Observation Orders:

Step 1: Find or Add Observer:

Search for user by email or name ②

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 registered user.

③

Walkthrough of the CLASS® Online Portal

Assigning an Observation

Observations can be cancelled after being assigned to an observer.

- Enter the semester, date, and time of the observation
- Once you add an observer, you will see their name below the classroom they have been assigned to observe

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

Search for user by email or name

Desselle Morgan Morgan.Desselle@la.gov

①

Step 2: Add Observation Orders:

Add observation order(s) for **Desselle Morgan** for the following classrooms:

<input checked="" type="checkbox"/>	(001) Bellingrath Pre-K Class 1 Teacher: Brandi Aydell
<input type="checkbox"/>	(002) Bellingrath Pre-K Class 2 Teacher: Margaret Bertaut
<input type="checkbox"/>	(003) Bellingrath Pre-K Class 3 Teacher: John McDonnell
<input type="checkbox"/>	(004) Bellingrath Pre-K Class 4 Teacher: Jennifer Nettles
<input type="checkbox"/>	(005) Bellingrath Pre-K Class 5 Teacher: Lori Peavoy
<input type="checkbox"/>	(006) Bellingrath Pre-K Class 6 Teacher: Marlee Signorino
<input type="checkbox"/>	(007) Bellingrath Pre-K Class 7 Teacher: Paige Young
<input type="checkbox"/>	(008) Bellingrath Pre-K Class 8 Teacher: Kristen Courtney

Observation Period:

Observation Date:

Observation Time:

②

Walkthrough of the CLASS[®] Online Portal: Reporting Observation Results

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

(069001) Bellingrath Hills Elementary School
6612 Audusson, Greenwell Springs, LA, 707390000

Mr. Smith-001
Scoring form for: Pre-K class type.

Observation Information:

Lead Teacher:

Observer:

Submitted By:

Other Adult:

Shadow Scoring Observation:

Observation Date: Time of Arrival:

Submit and Next

« 1 2 3 4 5 6 »

Progress: 16%

- After clicking the blue arrow icon, observers will enter the observation information and then click **Submit and Next**

Walkthrough of the CLASS[®] Online Portal: Reporting Observation Results

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

- Next, observers will enter information related to Cycle 1 of the observation
- Make sure you enter the **Number of Children, Start Time and End Time**
- Click on **Submit and Next** when finished
- Repeat these steps for Cycles 2, 3, and 4

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

Content:

Lit/Lang Arts

Math

Social Studies

Science

Art

Other

Format:

Routine

Meals/Snacks

Whole group

Free choice/centers

Individual time

Small groups

Score:

Positive Climate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Negative Climate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teacher Sensitivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regard for Child Perspectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behavior Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructional Learning Formats	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Concept Development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Language Modeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit and Next

« 1 2 3 4 5 6 »

Walkthrough of the CLASS[®] Online Portal: Reporting Observation Results

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

- Note the **Departure Time**, and click **Conclude the Observation** when finished

(028002) Acadiana High School
315 Rue du Belier, Lafayette, LA, 705060000

Derek Little's classroom to observe
Scoring form for: Pre-K class type.

Scoring Summary Sheet:

Emotional Support: 2.50
Classroom Organization: 1.00
Instructional Support: 1.00
Total Domain Avg: 1.50

Departure Time : 8:00 AM

Conclude the Observation

« 1 2 3 4 5 6 »

Progress: 80%

Walkthrough of the CLASS[®] Online Portal: Shadow Scoring

Shadow scoring is when two reliable CLASS[®] observers conduct a CLASS[®] observation at the same time in order to sharpen their CLASS[®] observation and coding skills.

What is the procedure for a Shadow Scoring observation?

Step 1	Step 2	Step 3	Step 4	Step 5
One person is assigned as the observer and one person is assigned as the shadow scorer.	Arrive at the site at the same time and begin and end Cycle 1 at the same time – should last 20 minutes (observe and record notes separately).	Take at least 10 minutes to score/code Cycle 1 independently without discussing.	Once scoring is completed for Cycle 1, review scores and discuss any Dimension scores that are off by 2 or more. Determine who has the supporting evidence most closely aligned with the CLASS manual and come to a consensus on the score for the Dimension.	Repeat steps 2-4 for each remaining cycle. Count to determine the number of scores that were off by 2 or more across all 4 cycles. Subtract this number from the total possible scores. Then divide result by the number of total scores to determine the percentage of reliability overall. See Pre-K example below.

Walkthrough of the CLASS® Online Portal: Shadow Scoring

Shadow scoring is when two reliable CLASS® observers conduct a CLASS® observation at the same time in order to sharpen their CLASS® observation and coding skills.

(069001) Bellingrath Hills Elementary School
6612 Audusson, Greenwell Springs, LA, 707390000

Mr. Smith-001
Scoring form for: Pre-K class type.

Observation Information:

Lead Teacher:

Observer:

Submitted By:

Other Adult:

Shadow Scoring Observation:

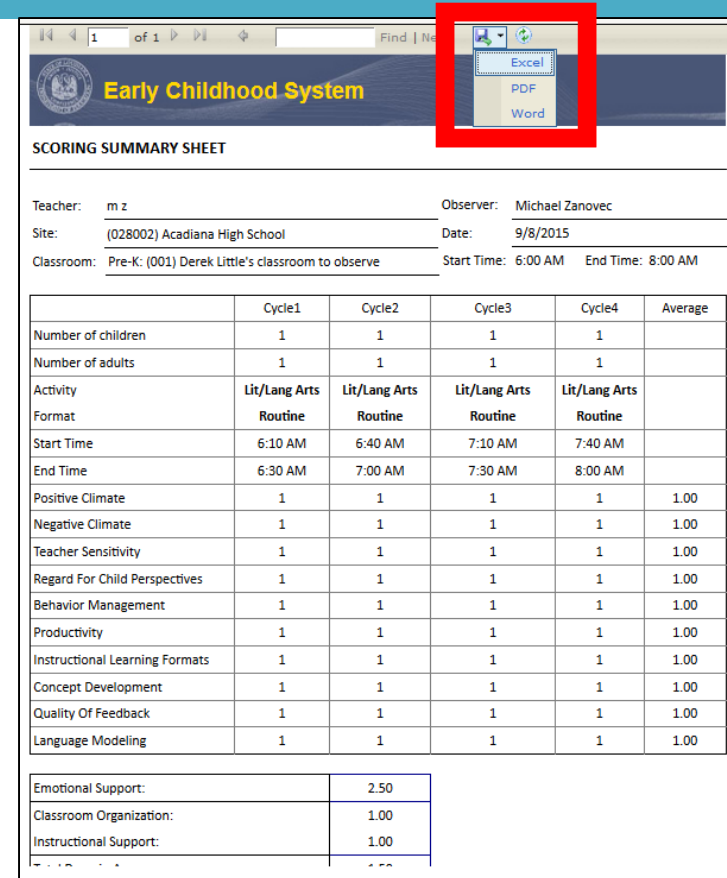
« 1 2 3 4 5 6 »

Progress: 16%

Walkthrough of the CLASS® Online Portal: Viewing Observation Results

Once the observation has been completed and submitted, a summary scoring sheet will be available to print through Excel, PDF, or Word.

- Completing the observation will bring up a summary scoring sheet
- To print the summary scoring sheet, click on the **floppy disk icon** to export the sheet as an Excel, PDF, or Word document



The screenshot shows the 'Early Childhood System' interface. A red box highlights the export options: Excel, PDF, and Word. Below this is the 'SCORING SUMMARY SHEET' for a teacher named 'm z' at 'Acadiana High School' on '9/8/2015'. The sheet includes a table with columns for Cycle1, Cycle2, Cycle3, Cycle4, and Average, and rows for various observation metrics. Summary scores are provided at the bottom.

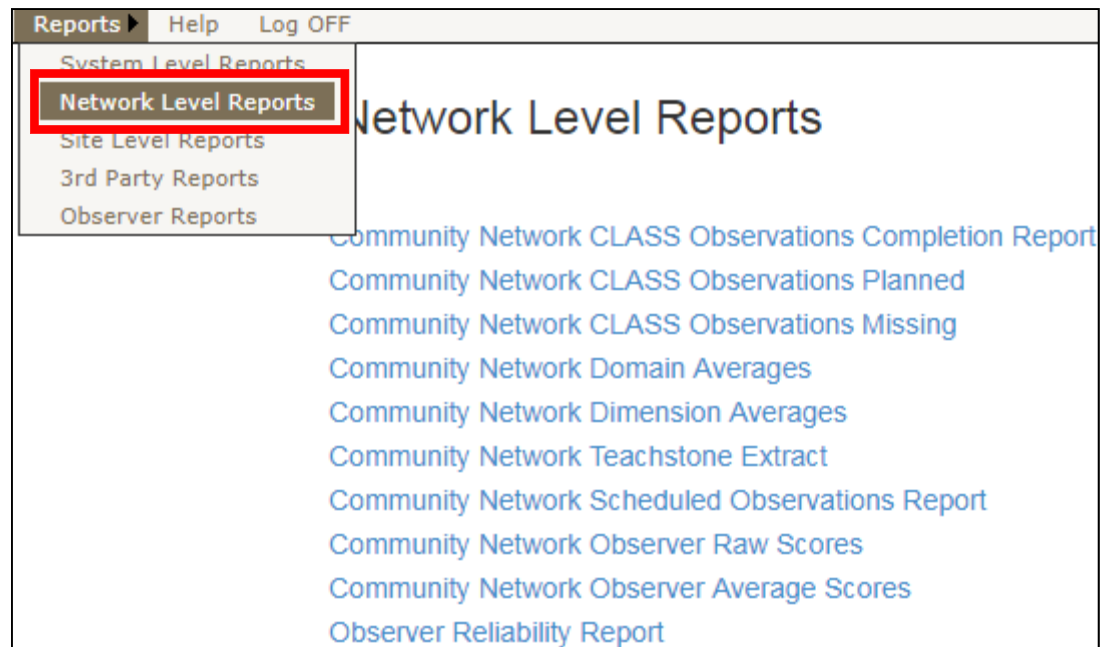
	Cycle1	Cycle2	Cycle3	Cycle4	Average
Number of children	1	1	1	1	
Number of adults	1	1	1	1	
Activity Format	Lit/Lang Arts Routine	Lit/Lang Arts Routine	Lit/Lang Arts Routine	Lit/Lang Arts Routine	
Start Time	6:10 AM	6:40 AM	7:10 AM	7:40 AM	
End Time	6:30 AM	7:00 AM	7:30 AM	8:00 AM	
Positive Climate	1	1	1	1	1.00
Negative Climate	1	1	1	1	1.00
Teacher Sensitivity	1	1	1	1	1.00
Regard For Child Perspectives	1	1	1	1	1.00
Behavior Management	1	1	1	1	1.00
Productivity	1	1	1	1	1.00
Instructional Learning Formats	1	1	1	1	1.00
Concept Development	1	1	1	1	1.00
Quality Of Feedback	1	1	1	1	1.00
Language Modeling	1	1	1	1	1.00
Emotional Support:					2.50
Classroom Organization:					1.00
Instructional Support:					1.00

Walkthrough of the CLASS[®] Online Portal

Running Reports

There are multiple reports available to help Network Coordinators better understand the data collected for sites and observers.

- To run a report, click **Reports, Network Level Reports**
- A list of available reports will appear
- For an explanation of each report, please refer to the [CLASS[®] Observation System User Guide](#)
- These steps can be followed to run a report for sites and observers as well



Walkthrough of the CLASS® Online Portal

Running Reports

There are multiple reports available to help Network Coordinators better understand the data collected for sites and observers.

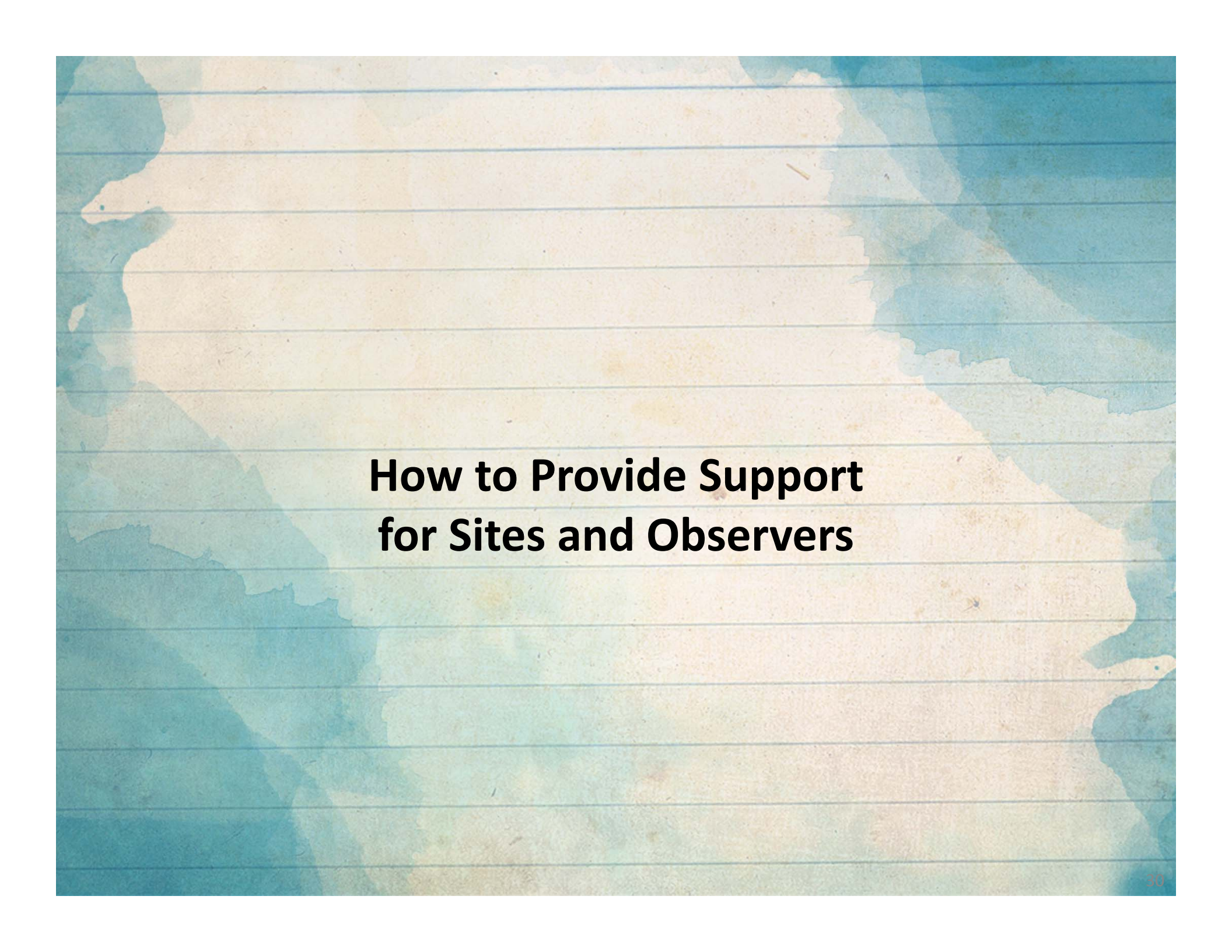
1. **Community Network CLASS® Observations Completion Report** – lists total number of classrooms, total number of classrooms observed, and total number of observations remaining for all classrooms created within a Network for FALL or SPRING. Can search by school year and by semester.
2. **Community 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.
3. **Community Network CLASS® Observations Missing** – lists total classrooms within a Network that are missing observations. Can search by school year and by semester.
4. **Community Network Domain Averages** – lists Domain average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.
5. **Community Network Dimension Averages** – lists Dimension average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.

Walkthrough of the CLASS[®] Online Portal

Running Reports

There are multiple reports available to help Network Coordinators better understand the data collected for sites and observers.

6. **6. 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.
 - **Note: Network Coordinator must extract this report and provide it to Teachstone.**
7. **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.
8. **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.
9. **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. Can search by school year and by semester.
10. **Observer Reliability Report** – lists network name, observer last name, observer first name, email, semester, number of network observations, number of comparable 3rd 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 3rd Party Score, Domains Replaced Lower Than 3rd Party Score, and percent accurate. Can search by school year and by semester for your network.



How to Provide Support for Sites and Observers

How to Provide Support for Sites and Observers

There are similar webinars posted on the Louisiana Believes website to help support observers and sites with the CLASS® Online Portal.

- Network Coordinators can support sites and observers in the following ways:
 - Help enter and set up sites and classrooms in the CLASS® Online Portal by October 31
 - Help sites understand their CLASS® observation data
 - Provide access to the following resources:
 - [Webinar for Site Coordinators](#)
 - [Webinar for Observers](#)
 - [CLASS® Observation System User Guide](#)

How to Provide Support for Sites and Observers Errors

There are similar webinars posted on the Louisiana Believes website to help support observers and sites with the CLASS® Online Portal.

- Email earlychildhood@la.gov if you accidentally close a classroom
 - DO NOT open a new classroom because the observation scores from two classrooms cannot be combined
- All CLASS® Error Correction Forms must be submitted with CLASS® observation score sheets
 - If the documentation does not match the corrections requested, then the error correction may be denied by LDOE
- The Early Childhood Web Portal works best with Google Chrome so always be sure to check browser compatibility

Support for Network Coordinators

Support for Network Coordinators

The Louisiana Department of Education is always willing to offer support as needed.

- **Technical Support:**

- Email: systemsupport@la.gov
- Consult the [CLASS[®] Observation System User Guide](#)

- **Other Support:**

- Email: earlychildhood@la.gov