CLASS® Observation System
Guidance for Observers

Agenda

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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
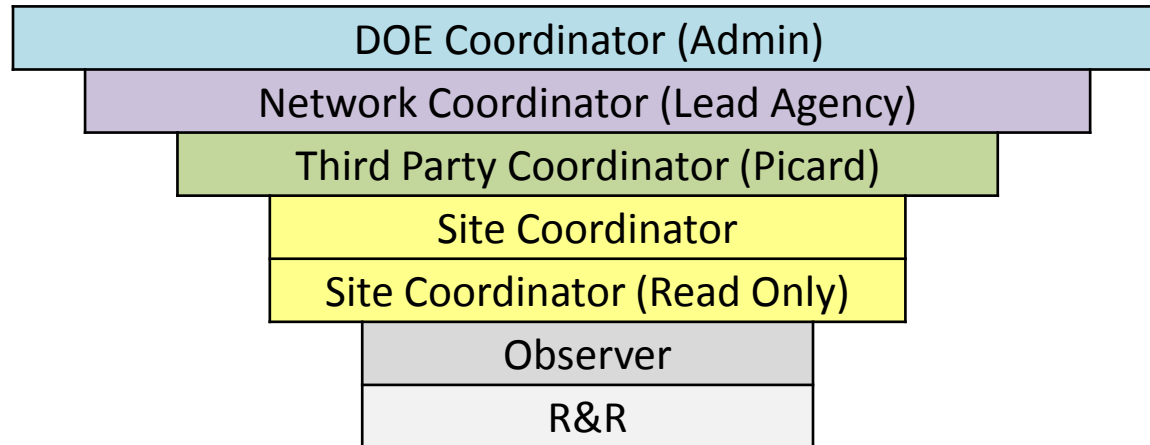## Entering Observations

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 bas 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 Observers

CLASS® Observation System Overview for Observers

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

| DOE Coordinator (Admin) |
| Network Coordinator (Lead Agency) |
| Third Party Coordinator (Picard) |
| Site Coordinator |
| Site Coordinator (Read Only) |
| Observer |
| R&R |

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:
The Legend

Observers will use the green arrow icon, blue arrow icon, blue paper icon, and green form 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:
Viewing Assigned Observations

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

- After an observation order has been assigned, the observer will receive an email from early.childhood@smtp.does.louisiana.gov
- Click on the **Early Childhood Web Portal** link to view your observation

Dear Desselle Morgan ,

Your Early Childhood network coordinator has created an observation order for you to observe the Early Childhood classes listed below. If you have any questions about this observation order, contact your Early Childhood network coordinator, Desselle Morgan at Morgan.Desselle@la.gov.

Bellingrath Hills Elementary School

6612 Audusson
Greenwell Springs
707390000

1. Class: Mr. Smith-001
Lead Teacher: Joe Smith
Configuration: Pre-K
Date and time of observation: Monday, July 2, 2018 6:00 AM
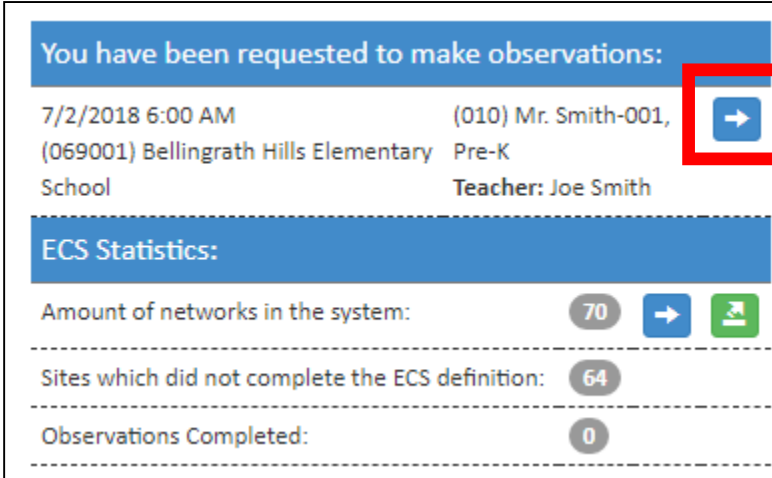
Early Childhood Web Portal

Thank you

Walkthrough of the *CLASS®* Online Portal:
Viewing Assigned Observations

Observers will not have any assigned observation orders until one or more have been assigned by the Network Coordinator.

- After logging into the system, observers will see a screen like below:

- Click the **blue arrow button** to view the observation order and to enter observation information

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:

| Joe | Smith |

Observer:

| Morgan | Desselle |

Submitted By:

| Morgan | Desselle |

Other Adult:

| First Name | Last Name |

Shadow Scoring Observation:

| First Name | Last Name |

Observation Date: [▾]   Time of Arrival: [6:00 AM ▾]

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

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.
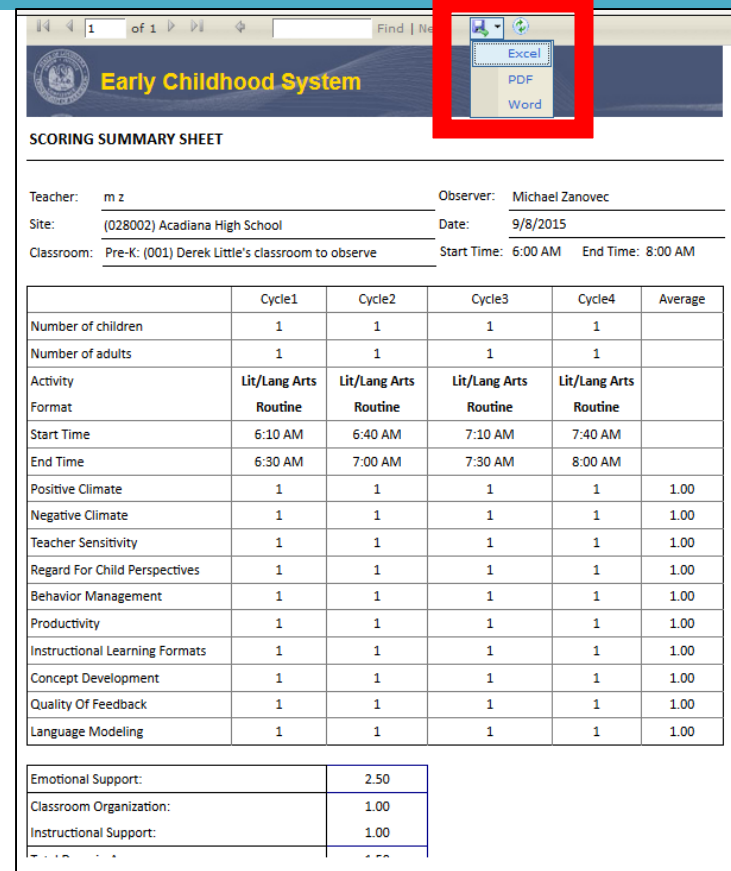
Walkthrough of the *CLASS®* Online Portal:
Viewing Observation Results

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

Early Childhood System

Excel
PDF
Word

SCORING SUMMARY SHEET

Teacher:	m z		Observer:	Michael Zanovec
Site:	(028002) Acadiana High School		Date:	9/8/2015
Classroom:	Pre-K: (001) Derek Little's classroom to observe		Start Time: 6:00 AM	End Time: 8:00 AM

	Cycle1	Cycle2	Cycle3	Cycle4	Average
Number of children	1	1	1	1	
Number of adults	1	1	1	1	
Activity	Lit/Lang Arts	Lit/Lang Arts	Lit/Lang Arts	Lit/Lang Arts	
Format	Routine	Routine	Routine	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
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

- To add a classroom, click **Add New Classroom Record**

- Type in Classroom Name, Classroom Configuration and Lead Teacher, click **Submit**

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Walkthrough of the *CLASS®* Online Portal:
Observer Reliability Report

The Observer Reliability Report shows how many comparable 3rd party observations took place during a semester, number of domains replaced, and percent accuracy.

- Click on Reports, Observer Reports, Observer Reliability Report
- Select the school year, semester, and network; then click **Run Report**
- To print the report, click on the **floppy disk icon** to export the sheet as an Excel, PDF, or Word document

Walkthrough of the *CLASS®* Online Portal:
Final Steps

When entering your observation in the CLASS® Online Portal, double check the information to ensure you are entering it in accurately to avoid errors.

- Be sure to enter your observations within ten business days of the observation

- Then, contact either your Lead Agency or ULL about what to do with the hard copy score sheets from your initial observations

- Follow any guidelines or processes throughout the year that your Lead Agency or ULL have established regarding observation protocol, reporting, and handling hard copy score sheets

Support for Observers

Support for Observers

The Louisiana Department of Education, Network Coordinators, and ULL are 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
  - Reach out to your Lead Agency or ULL

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Support for Observers
Webinars

The Louisiana Department of Education, Network Coordinators, and ULL are always willing to offer support as needed.

- **Webinar for Site Coordinators**

- **Webinar for Network Coordinators**