



# **CLASS<sup>®</sup> Observation System**

## Guidance for Site Coordinators

# Agenda

- **Coordinated Observation Expectations**
- **CLASS® Observation System Overview for Site Coordinators**
- **Types of Site Coordinator Access**
- **Walkthrough of the CLASS® Online Portal**
  - Legend
  - Setting Up Sites
  - Setting Up Classrooms
  - Viewing Observation Results
  - Running Reports
  - Final Steps
- **Support for Site 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 (LEA) 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

## 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

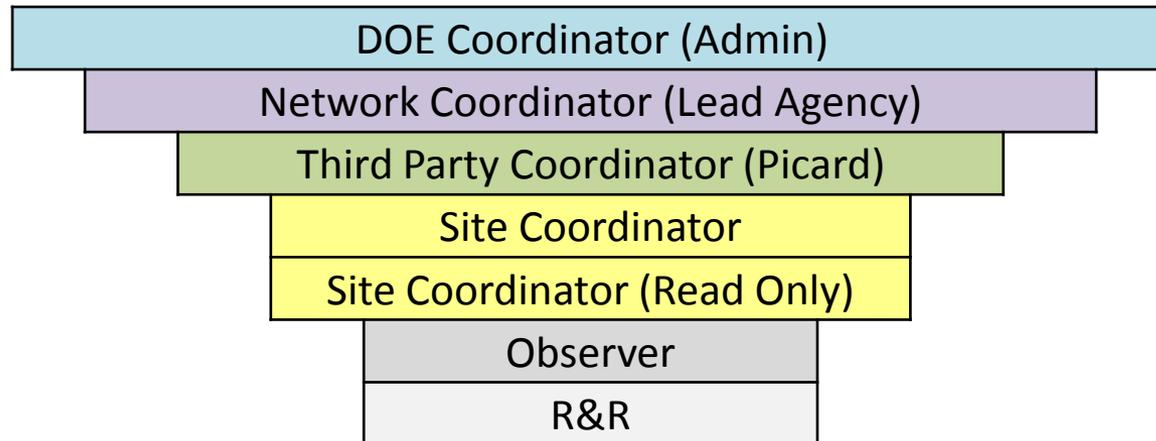
*The Early Childhood Web Portal will cause you to time out if you have been logged into the system for an extended period of time.*

- 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*<sup>®</sup> Observation System Overview  
for Site Coordinators**

# CLASS<sup>®</sup> Observation System Overview for Site Coordinators

The CLASS<sup>®</sup> 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<sup>®</sup> system
3. **Observers** conduct observations and submit data via the CLASS<sup>®</sup> system
4. **Network Coordinators**, **Site Coordinators**, and **Observers** are able to view observation data in the CLASS<sup>®</sup> 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.

# **Types of Site Coordinator Access**

# Types of Site Coordinator Access

## Regular vs. Read Only

*Site Read Only Coordinators are assigned access by Network Coordinators or DOE Coordinators.*

- When a Site (Read Only) Coordinator logs in to the portal, they will see (view only) information related to their site(s) and view any CLASS® scores.

Site Coordinator	Site (Read Only) Coordinator
Add/Update/View Sites	View Sites
Add/Update/Close/View Classrooms	View Classrooms
View Observation Results	View Observation Results
Run Reports	Run Reports

# Walkthrough of the *CLASS*<sup>®</sup> Online Portal

# Walkthrough of the CLASS<sup>®</sup> Online Portal: The Legend

*Site Coordinators will mostly use the silhouette icon, wrench icon, green arrow icon, stacked textbook 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 3<sup>rd</sup> party feedback form.



The **green form icon** opens a completed 3<sup>rd</sup> party feedback form and export options.

# Walkthrough of the CLASS<sup>®</sup> Online Portal

## Setting Up Sites

Attention:

①

Site(s): Info: Classrooms:

(069001) Bellingrath Hills Elementary  
School  
School, Pre-K



- Click on the **info icon** by a site to add information about the contact person and site type and configuration
- Click **Update**, add/edit the information, and then click **Submit**

(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

Update

②

(069001) Bellingrath Hills Elementary School

EC Site Administrator:

First Name: x Last Name: x  
Title: Phone:  
Email: Email

Site Configuration:

Site Type: School  
Site Configuration: Pre-K  
Network: Central ✖ Delete

Submit

③

# Walkthrough of the CLASS<sup>®</sup> Online Portal Setting Up Classrooms

Once the site information has been added, Site Coordinators can add classrooms.

- Click the **wrench icon** by the site you want to add a classroom to, then click **Add New Classroom Record**

## Attention:

①

Site(s): Info: Classrooms:

(069001) Bellingrath Hills Elementary  
School  
School, Pre-K



10



## (069001) Bellingrath Hills Elementary School

### Classrooms:

(001) Bellingrath Pre-K Class 1  
Pre-K  
Brandi Aydell

Fall

Orders: 0

Complete:0



(002) Bellingrath Pre-K Class 2  
Pre-K  
Margaret Bertaut

Fall

Orders: 0

Complete:0



(003) Bellingrath Pre-K Class 3  
Pre-K  
John McDonnell

Fall

Orders: 0

Complete:0



(004) Bellingrath Pre-K Class 4  
Pre-K  
Jennifer Nettles

Fall

Orders: 0

Complete:0



(005) Bellingrath Pre-K Class 5  
Pre-K  
Lori Peavoy

Fall

Orders: 0

Complete:0



(006) Bellingrath Pre-K Class 6  
Pre-K  
Marlee Signorino

Fall

Orders: 0

Complete:0



(007) Bellingrath Pre-K Class 7  
Pre-K  
Paige Young

Fall

Orders: 0

Complete:0



(008) Bellingrath Pre-K Class 8  
Pre-K  
Kristen Courtney

Fall

Orders: 0

Complete:0



②

+ Add New Classroom Record

# Walkthrough of the CLASS® Online Portal

## Setting Up Classrooms

*The classroom configuration will not change over the course of a school year.*

- Then, enter the classroom name, classroom configuration, and lead teacher name
- Finally, click **Submit**
- More classrooms can always be added as needed

Add or Update classroom:

Classroom Name: 1-100 characters

Classroom Configuration: Infants ▼

Lead Teacher:

Infants

Pre-K

Toddlers

Submit

# Walkthrough of the CLASS<sup>®</sup> Online Portal

## Viewing Observation Results

*Site Coordinators can view all observation results for classrooms at their sites(s).*

- On the homepage, click the **wrench icon** next to the appropriate site

Attention:

Site(s):	Info:	Classrooms:
① (069001) Bellingrath Hills Elementary School School, Pre-K		10 

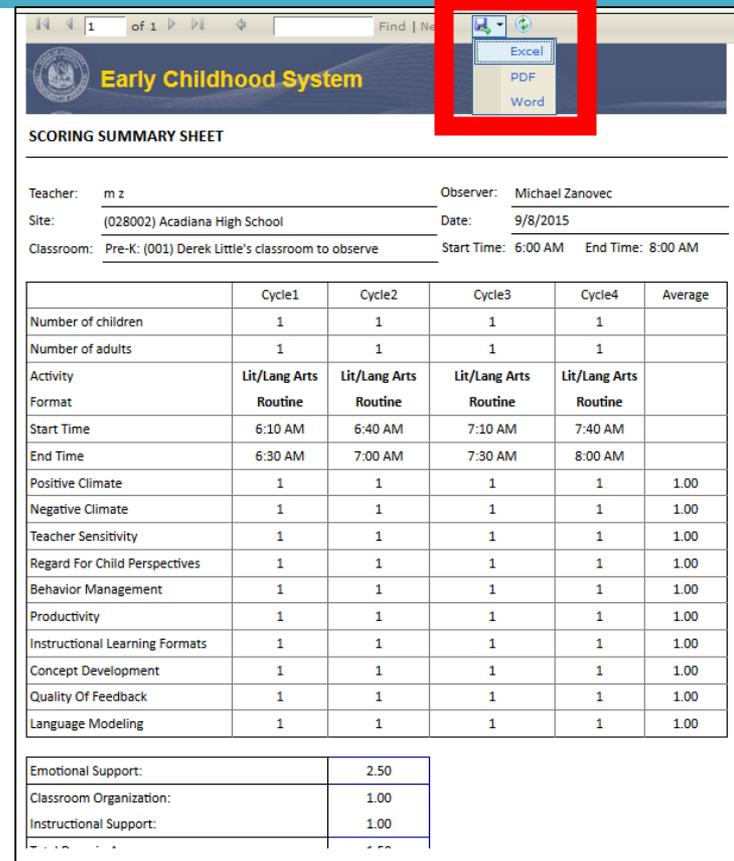
- Click the **green arrow icon** to open a completed observation in a specific classroom
- (ADD PICTURE OF GREEN ARROW COMPLETED ICON NEXT TO CLASSROOM)**



# 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 CLASS Online Portal interface. At the top, there is a navigation bar with the text "Early Childhood System". Below this, the title "SCORING SUMMARY SHEET" is displayed. The page contains several fields for observation details:

Teacher: m z      Observer: Michael Zanicov  
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

A red box highlights the export options: Excel, PDF, and Word. Below the fields is a table with the following data:

	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

Below the table, there are three summary rows:

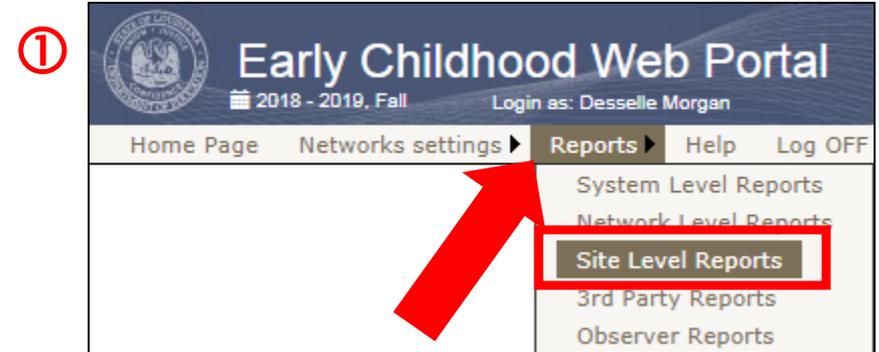
Emotional Support:	2.50
Classroom Organization:	1.00
Instructional Support:	1.00

# Walkthrough of the CLASS® Online Portal

## Running Reports

*There are multiple reports available to help Site Coordinators better understand the strong and weak areas of each site.*

- To run a report, click **Reports, Site Level Reports**
- A list of available reports will appear
- For an explanation of each report, please refer to the [CLASS® Observation System User Guide](#)



# Walkthrough of the CLASS® Online Portal

## Running Reports

*There are multiple reports available to help Site Coordinators better understand the strong and weak areas of each site.*

1. **Site CLASS® Domain Averages** - lists Site Name, Classroom Code, Classroom Name, 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.
2. **Site CLASS® Dimension Averages** - lists Site Name, Classroom Code, Classroom Name, 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.
3. **Site CLASS® 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: Site Coordinator must extract this report and provide it to Teachstone.**

# Walkthrough of the CLASS® Online Portal

## Running Reports

*There are multiple reports available to help Site Coordinators better understand the strong and weak areas of each site.*

4. **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
5. **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.
6. **Site CLASS® Observations Missing** - lists total classrooms within a site that are missing observations. Can search by school year and by semester.
7. **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.

# Walkthrough of the CLASS® Online Portal

## Final Notes

*All classrooms entered in the Fall will be rolled over to the Spring collection period.*

- If there are any new classrooms opened between October 1 and December 15, do not add them in the CLASS® Online Portal until *after January 1*
- Site Coordinators will need to update any classroom details and add/delete classrooms *between January 1 and February 1*

# **Support for Site Coordinators**

# Support for Site Coordinators

## 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](mailto: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 Site Coordinators

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

- **Technical Support:**

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

- **Other Support:**

- Email: [earlychildhood@la.gov](mailto:earlychildhood@la.gov)
- Reach out to your Lead Agency or ULL

# Support for Observers

## Webinars

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

- [Webinar for Observers](#)
- [Webinar for Network Coordinators](#)