



Louisiana Believes

Early Childhood *CLASS* Observation System (ECC) User Guide

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State Superintendent of Education



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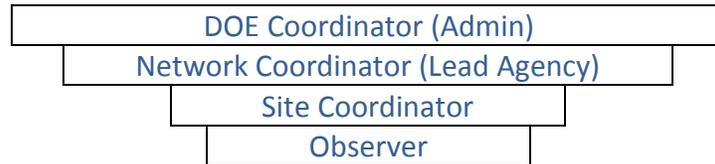
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Introduction

This document provides the usability details related to the Early Childhood CLASS Observation System Data Collection Application (ECC DCA). 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 Early Childhood CLASS Observation System is used to manage, assign, create, and enter classroom observation data. The portal display changes depending on the access level assigned. The access levels are:



Third Party access levels are:



Roles are additive, meaning that a DOE Coordinator can see all levels below, whereas an observer cannot see the levels above.

Primary role(s) by access level – who can do what?

1. Network Coordinator – add/edit sites, site coordinators, classrooms, observers and observation orders*
2. Third Party Coordinator – add third party observers/observation orders
3. Site Coordinator – add classrooms
4. Observer – add observation data

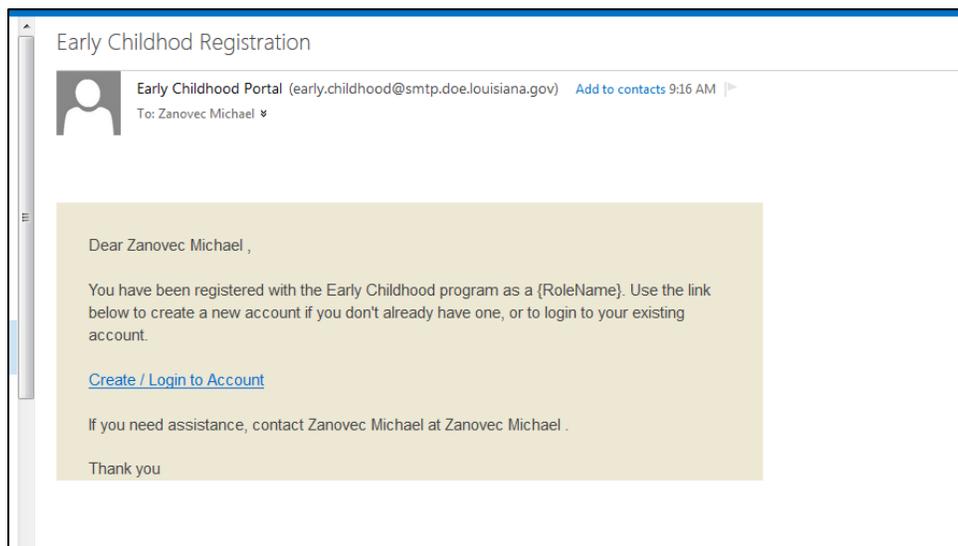
* Network Coordinators can only enter or update observations if they assign the observation of a classroom to themselves.

1.1 Accessing the ECC Observation System

The ECC Observation System can be found at the following location:

<https://leads5.doe.louisiana.gov/ecs/Default>

You will not be able to log in to the portal unless someone has granted you access. You will know you have access when you receive an email like the following:



NOTE: The system will send you an email with Last Name First Name. That is not an error.

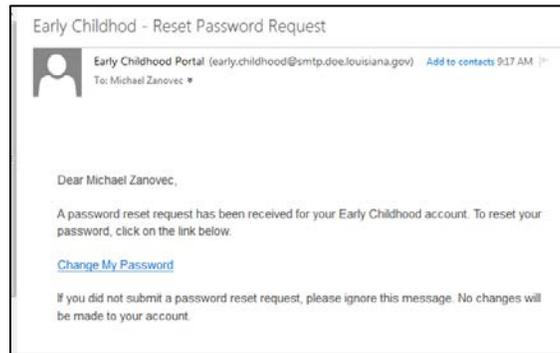
If you have not received an email like the one above and believe that you should have, please contact your Network Coordinator. You also may want to check your Spam folder first and verify that you have not provided an alternate email address to your Network or Site Coordinator.

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

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

If you have logged in before and cannot remember your password, click on the Forgot Password link to create a new password. The screenshot below is what you will see when you initially login to the system.

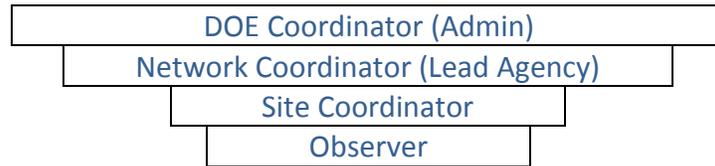
You will need to check your email again to look for a message with a link to **Change My Password**:



Once you successfully log in, you will see the ECC Observation System home page with a brief description of Attention, History, Statistics, and Instructions (details depend on your access level).

2.1 System Functionality

System functionality and screen displays change depending on the access level(s) assigned.



Users serving in more than one role can be assigned multiple access levels to the same account. The following sections describe the functions available to each access level.

2.2 Network Coordinator Access (Lead Agency)

Network coordinators function as the ECC data administrator for the lead agency. They have the ability to:

1. Add sites
2. Add site coordinators
3. Add classrooms or Edit Classrooms
4. Add observers
5. Assign observations (orders) to observers

If a Lead Agency is responsible for multiple networks within Louisiana (e.g. EBR and Baker), the Network Coordinator is responsible for updating/maintaining all networks within the ECC Observation system.

2.2.1 Adding Sites

While the initial list of sites within the lead agency's network is pre-populated, occasionally changes do need to be made. To add/update sites within the network, on the home page, click on the **wrench icon** below Sites.

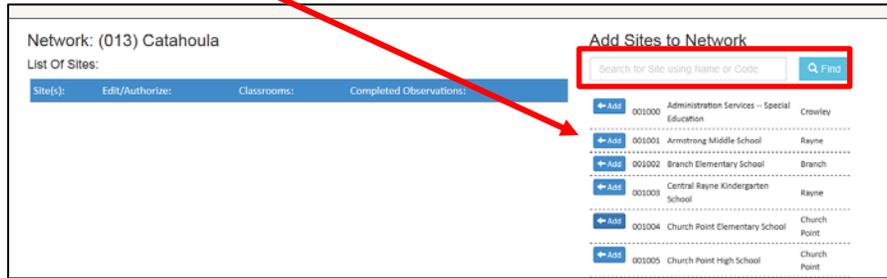
The screenshot shows the 'Early Childhood Web Portal' interface. At the top, it displays the user's name 'Zanawec Michael' and the year '2015'. Below the header, there is a navigation menu with 'Home Page', 'Reports', 'Help', and 'Log Off'. The main content area includes a welcome message about Louisiana's unified Early Childhood System, followed by a 'Learn more' button. The 'Attention' section shows a green message: 'Well done! You completed all requested observations!'. Below this, there are sections for 'Network(s):', 'Sites:', and 'People:'. The 'Sites:' section shows '(001) Acadia' and a 'wrench icon' circled in red, with a 'Site Coordinators' button below it. The 'History, Statistics' section features a bar chart titled 'Counts of completed observations for Acadia' with data for 8/31/2015 (count 2) and 9/8/2015 (count 1). The 'Instructions' section lists three actions: 'Click to see more or submit the observation.', 'Click to edit or make changes.', and 'Click to see report and export options.', each with a corresponding icon. A 'Learn more' button is also present.

Add Sites to Network by searching for a site by name or by 6-digit site code assigned by LDE staff for use in the Sponsor Site data system (SPS).

For example, a site located in Acadia Parish could be searched using any of the following logic:

- “001” as the LEA code for Acadia Parish
- “Acadia” in the name of the site
- A specific string of the site name, such as, “Church Point” for Church Point Elementary School

Once you have located a site, click **Add** to add the site to a network.



2.2.2 Updating Site Information and Adding Site Coordinators

After you add a site to your lead agency’s network, you will be taken to this screen automatically. If you have already added all sites to the network, access this screen by clicking the **wrench icon** next to the appropriate network on the ECC home page.



- The **wrench icon** is used to add/edit contact information and site configuration information for a school. Add/Update information and click **Submit**, or delete a site by clicking **Delete**.

Note: The site configuration is a placeholder to indicate the majority of children at a particular site (i.e., infants, pre-k, toddlers).

EC Site Administrator:

First Name: Last Name:

Title: Phone:

Email:

Site Configuration:

Site Type:

Site Configuration:

Network: Acadia



The **silhouette icon** is used to add/edit site coordinators to each site. 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**.

(001) Acadia

(001031) Rayne Head Start Center

List Of Coordinators:

List is empty...

Add Coordinators



The **stacked textbook icon** is used to add a site coordinator to a site (if this has not already been done using the silhouette icon), to add (or edit) classrooms for a site, or to assign observation orders to an observer.

(003022) Ascension Head Start

Instructions:

Classrooms:

(001) Green room
Toddlers
Ms. Green

	Fall	Orders: 0	Complete:0	<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input type="button" value="Edit"/> </div>
--	------	-----------	------------	--

2.2.3 Adding Classrooms

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. After adding a site, users can access the following by clicking the **stacked textbook icon** next to the appropriate site. 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.

To add a classroom, click on the **Add New Classroom Record** button.

Early Childhood Web Portal
2015, Fall Login as: Zanovec Michael

[Home Page](#) [Reports](#) [Help](#) [Log OFF](#)

(003022) Ascension Head Start

Instructions:

Classrooms:

Add Classroom Name, Classroom Configuration, and Lead Teacher. Click **Submit**.

Note: The classroom configuration is used as a placeholder for the majority of children in a particular classroom (i.e, infants, pre-k, toddlers).

2.2.4 Edit, Update or Closing Classrooms

Click on the Wrench Icon next to classroom, update the details and click Submit. Users cannot edit/update the Classroom Configuration.

To close a classroom, click on the Close the classroom Tab to close it.

The only reasons a classroom should be closed:

- If the wrong configuration was selected when a new classroom record was created.
- If a classroom is no longer open at a site.
- If a site is no longer open and operational, **ALL** classrooms must be closed.

2.2.5 Assigning Observations

After adding a site, users can access the following by clicking the **stacked textbook icon** next to the appropriate site. 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.

Observations can be assigned either by selecting someone already in the system or adding a new person to a classroom. To assign an observer to a classroom, click on the **Add Observation Orders** button.

Then **Find or Add Observer**, by name or email:

Early Childhood Web Portal
2015 Fall Login as: ZANOVEC, Michael

(003022) Ascension Head Start
Classrooms:
(001) Green room
Toddlers
Ms. Green

Adding Observation Orders:
Step 1: Find or Add Observer:
Search for user by email or name

Instructions:

If the user does not exist, add one by clicking **New**, filling out the required information, and clicking the **Find/Add New** button. Once added, go back to the previous step and find the user.

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 registered user.

Select the Observer you would like to add

(003022) Ascension Head Start
Classrooms:
(001) Green room
Toddlers
Ms. Green

Adding Observation Orders:
Step 1: Find or Add Observer:
Search for user by email or name

ZANOVEC, Michael mzanovec@live.com
 CONTRARY, Mary mcontraryde@gmail.com
 ZANOVEC, Michael Michael.Zanovec@LA.GOV
 ZANOVEC, Michael mzanovec@gmail.com

Instructions:

Select one or more available classrooms to observe, Semester (Fall or Spring), Observation Date and time, and click **Add**. Since infant classrooms are not observed, they are not listed as available choices. Once you add the observer you will see their name below the classroom.

(003022) Ascension Head Start
Classrooms:
(001) Green room
Toddlers
Ms. Green

Adding Observation Orders:
Step 2: Add Observation Orders:
Add observation order(s) for ZANOVEC, Michael for the following classrooms:

(001) Green room Teacher: Ms. Green

Instructions:

(001012) Estherwood Elementary School

Classrooms:

Classroom	Term	Orders	Complete	Total Avg Score	Action
(001) Wanette Shamsie's Class Pre-K Wanette Shamsie	Fall	Orders: 1	Complete:1	Total Avg Score: 5.42	Edit
	11/18/2015 6:00 AM	Baggett, stan	Completed 11/18/2015	5.42	Undo
	Spring	Orders: 0	Complete:0		Edit
(002) Ms. Green Toddlers Green M	Spring	Orders: 0	Complete:0		Edit

Step 2: Add Observation Orders:

Add observation order(s) for Lak Ann for the following classrooms:

(001) Wanette Shamsie's Class Teacher: Wanette Shamsie

(002) Ms. Green Teacher: Green M

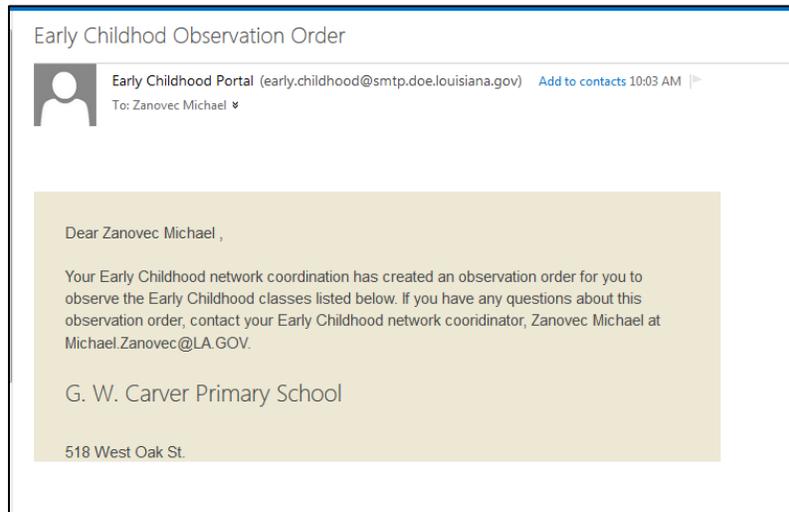
Observation Period: Spring (15-16)

Observation Date: 4/27/2016

Observation Time: 6:00 AM

[+ Add](#)

The observer will receive an email like the following after an order has been created:



Note: Only Pre-K and toddler classrooms can have observation orders added.
Classrooms opened in Spring, can have observation orders for SPRING ONLY.

2.2.6 Available Reports

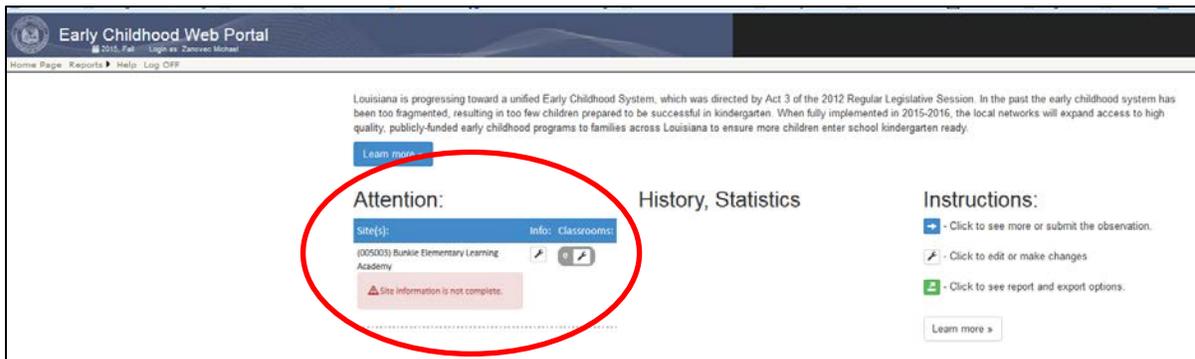
1. Community Network CLASSROOM Observations Completion Report – lists total number of classrooms, total number of classrooms observed, and total number of observations remaining for all classrooms created within a Network for FALL or SPRING.
2. Community Network CLASSROOM Observations Planned – lists total number of classrooms, total number of observations scheduled and observed, and total number remaining for all classrooms created within a Network.
3. Community Network CLASSROOM Observations Missing – lists total classrooms within a Network that are missing observations.
4. Community Network Domain Averages – Including 3rd party Report – lists Domain average scores (including 3rd party) for Pre-K and Toddler by site within a Network.
5. Community Network Domain Averages – Without 3rd party Report – lists Domain average scores (without 3rd party) for Pre-K and Toddler by site within a Network.
6. Community Network Dimension Averages – Including 3rd party Report – lists Dimension average scores (including 3rd party) for Pre-K and Toddler by site within a Network.

7. Community Network Dimension Averages – Without 3rd party Report – lists Dimension average scores (without 3rd party) for Pre-K and Toddler by site within a Network.
8. Community Network Schedules Observations Report – lists Site Code, Site Name, Observer Name, Email, Classroom Code, Classroom Name, Observation Date, Observation Time, and Observation Completed within a network.
9. 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 for FALL, SPRING or Both Semesters.
10. 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.

2.3 Site Level Access

Site Coordinators are assigned access by Network Coordinators or DOE Coordinators. The primary responsibility of a Site Coordinator is to add classroom information about their site and to view their *CLASS* data.

When a Site Coordinator logs in to the portal, they will see information related to their site(s).



Clicking on the wrench icon by a site (under Info) will allow you to add information about the contact person and about the site type and configuration. Add information and click **Submit**.

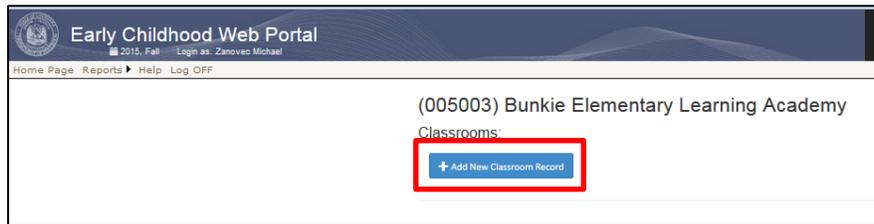
The screenshot shows the 'EC Site Administrator' form for '(005003) Bunkie Elementary Learning Academy'. The form is titled 'EC Site Administrator' and contains several input fields: 'First Name' (with a 'First Name' label), 'Last Name' (with a 'Last Name' label), 'Title', 'Phone', and 'Email'. Below these fields is a 'Site Configuration' section with three dropdown menus: 'Site Type' (set to 'Child Care'), 'Site Configuration' (set to 'Infants'), and 'Network' (set to 'Acroyelles'). At the bottom of the form, there is a blue 'Submit' button highlighted with a red box.

To change this information later, users should click the **info icon**  on the home page next to the appropriate school. This information can be updated at any time.

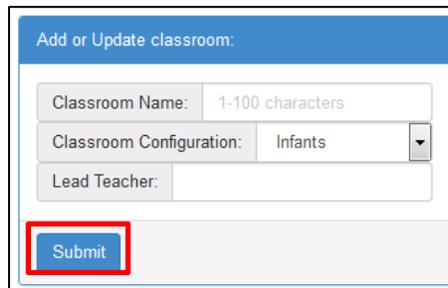
2.3.1 Adding New Classrooms

Once the site information has been added, you can add classrooms. Users will be taken to the following screens automatically after entering site information. To access this area from the home page, click the **wrench icon** next to the appropriate site.

Click **Add New Classroom Record**



Add Classroom Name, Classroom Configuration, and Lead Teacher. Click **Submit**.



The screenshot shows a form titled 'Add or Update classroom:'. It contains three input fields: 'Classroom Name:' with a character limit of '1-100 characters', 'Classroom Configuration:' with a dropdown menu currently set to 'Infants', and 'Lead Teacher:'. A blue 'Submit' button is located at the bottom left of the form and is highlighted with a red rectangular box.

You can add more classrooms as needed by clicking on **Add New Classroom Record** again.



The screenshot shows a list of classrooms under the heading 'Classrooms:'. The first entry is '(001) Mr. Johnson's Toddler Room - RM# 156' with details 'Toddlers' and 'Adam Johnson'. To the right of this entry is a blue bar containing 'Fall', 'Orders: 0', 'Complete:0', and an 'Edit' button. Below the list, a blue button labeled '+ Add New Classroom Record' is highlighted with a red rectangular box.

2.3.2 Edit or Close Classroom

Click on the Wrench Icon next to classroom, update the details and click Submit



The screenshot shows the same 'Classrooms:' list as in the previous image. The 'Edit' button in the blue bar next to the first classroom entry is highlighted with a red rectangular box. Below the list, the '+ Add New Classroom Record' button is also visible.

To close a classroom, click on the Close the classroom Tab to close it.

Note: Users cannot edit or update the Classroom Configuration. If a classroom is created with wrong configuration, it should be closed and open a new classroom with correct configuration.

The only reasons a classroom should be closed:

- If the wrong configuration was selected when a new classroom record was created.
- If a classroom is no longer open at a site.

If a site is no longer open and operational, ALL classrooms must be closed.

2.3.3 Available Reports

1. Site CLASSROOM Observation Completion Report – total number of classrooms and number of classrooms observed within each site of an authorized network for FALL or SPRING
2. Site CLASSROOM Observations Planned
3. Site Classroom Observations Missing
4. 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 Third Party) for Pre-K and Toddler for each class within the site for FALL, SPRING or Both Semesters.
5. Site Class Dimension Averages - lists Site Name, Classroom Code, Classroom Name, Third Party Observation, Teacher's Name, Observation Id, and Dimension average scores (with and without Third Party) for Pre-K and Toddler for each class within the site FALL, SPRING or Both Semesters.

2.4 Observer Level Access

Observers can only view and complete observations that have been assigned either by a Network Coordinator or Third Party Coordinator. After performing observations and taking notes on their scoresheets, observers should use these documents to complete the online observation order.

2.4.1 Completing Observations

Logging into the system after an observation order has been assigned will look similar to the following (depending on the number of observations and other access levels assigned):

The screenshot shows the 'Early Childhood Web Portal' interface. At the top, it says '2015, Fall' and 'Login as: Zanolov Michael'. Below the header, there is a message about Louisiana's progress toward a unified Early Childhood System. A 'Learn more »' button is provided. The main content area is divided into three sections: 'Attention:', 'History, Statistics', and 'Instructions:'. Under 'Attention:', a notification states 'You have been requested to make observations:' followed by a table of classrooms. One classroom entry is highlighted with a red box around an arrow button: (003022) Ascension Head Start, (001) Green room, Toddlers, Teacher: Ms. Green. The 'Instructions:' section lists three actions: 'Click to see more or submit the observation.', 'Click to edit or make changes.', and 'Click to see report and export options.' A 'Learn more »' button is also present at the bottom right.

You will see a link by each classroom you have been assigned to observe. Clicking the **arrow button** will bring you to the screen with the observation order.

You will enter the observation information and then click **Submit and Next**. This will save progress and move to the next screen.

The screenshot shows the 'Observation Information' form for 'Derek Little's classroom to observe' at '(028002) Acadiana High School'. The form includes fields for 'Lead Teacher' (First Name, Last Name), 'Observer' (Michael, Zanolov), 'Other Adult' (First Name, Last Name), and 'Shadow Scoring Observation' (First Name, Last Name). The 'Observation Date' is set to 9/8/2015 and the 'Time of Arrival' is 6:00 AM. A red arrow points to the 'Submit and Next' button. Below the form is a progress indicator showing 16% completion and a navigation bar with buttons 1 through 6.

Next you will enter all information related to Cycle 1 of 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

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

Submit and Next

« 1 2 3 4 5 6 »

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 (click one area for majority [circle buttons] and click all others that apply [square buttons]). For example, in 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 short in the box and not more than 30 characters.

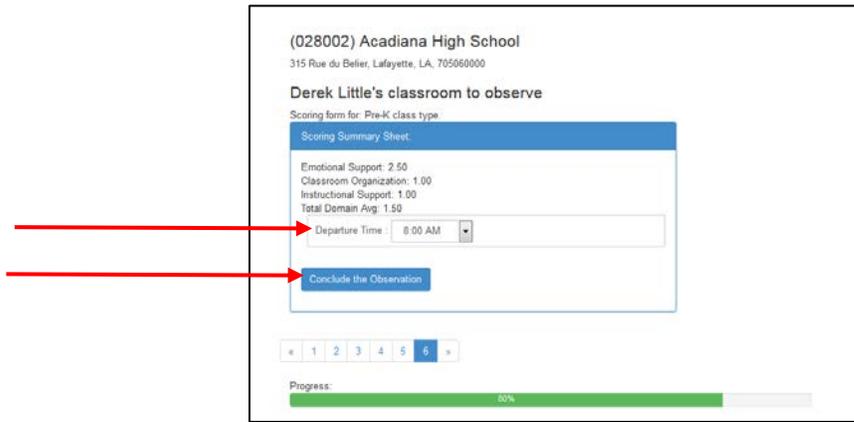
Format: Select the format for the classroom (click one format for majority [circle buttons] and click all others that apply [square buttons]). For example, if 5 minutes of the observation was focused on read-aloud and then the children transitioned to centers for the rest of the observation, you would click the circle beside Free Choice/centers and click the squares beside Free Choice/centers and Whole Group.

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

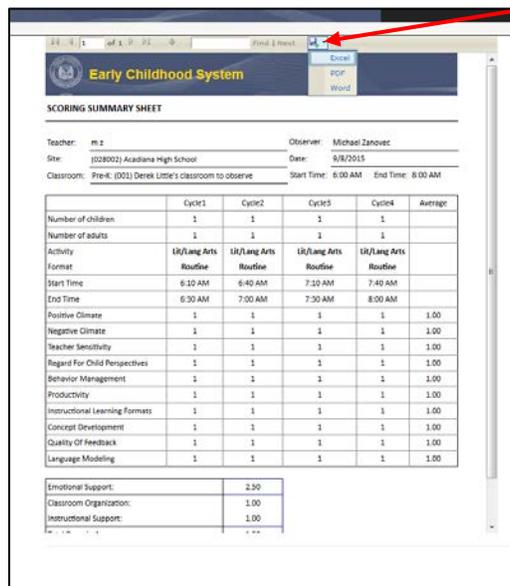
Click on **Submit and Next** when finished and repeat for Cycle 2 to Cycle 4.

Note the departure time and **Conclude the Observation** when finished.

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



Completing the observation will bring up a summary scoring sheet which can be printed (as Excel, PDF, or Word).



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



Note: Observers are required to keep all hard copy documentation and follow the Lead Agency process for submitting forms.

3.1 Submission Timelines

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	Observers must enter observations within 10 days with all Fall observations completed by the final deadline.	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

Supports

[CLASS Observation System Webinar Recording for Sites](#)

[CLASS Observation System Webinar Recording for Observers](#)

[CLASS Observation System Webinar Recording for Lead Agencies \(coming soon\) Link?](#)