



# CLASS System Guidance For Lead Agencies

# Agenda

- 2015-2016 Coordinated Observation Expectations
- Overview of *CLASS* Observation System
- Legend in *CLASS* Observation System
- In-depth Walk through of the *CLASS* Observation System
- Using the *CLASS* Plan Template to inform your work
- Next Steps

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# 2015-2016 Expectations

## CLASS Expectations

*All communities are required to participate in the 2015-2016 Learning Year.*

- There are two observations periods over the course of the school year:
  - Fall Observation Period: August 1 – December 15
  - Spring Observation Period: January 1 – May 15
- Classrooms must be observed by reliable observers twice, once in each observation period
- Lead Agencies are required and funded to maintain sufficient observer capacity, schedule observations, and ensure observations are submitted
- Once the *CLASS* system which will be used to report observations has been launched, observations must be submitted no later than ten business days after they are completed
- If 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 observed on the toddler tool

### Key Milestones

***September 30***

Submit observation schedule and plan for fidelity and reliability

***October 1***

*CLASS* System supports are released

***December 15***

Ensure 100% of classrooms are observed in the fall with accuracy

***February 29***

Review and update classrooms in the *CLASS* system

***May 15***

Ensure 100% of classrooms are observed in the spring with accuracy

# 2015-2016 Expectations

## Bulletin 140: Participation Expectations

*As established in Bulletin 140, all communities and publicly-funded sites are required to participate in the 2015-2016 Learning Year.*

If a publicly-funded site...	Then...
Exists On October 1 AND February 1	<ul style="list-style-type: none"><li>• It will receive a Practice Performance Rating</li></ul>
Exists on October 1 but not on February 1	<ul style="list-style-type: none"><li>• It will not receive a Practice Performance Rating</li><li>• All scores will be counted toward the Community Network Practice Performance Rating</li></ul>
Discontinues participation in a Community Network after October 1 by changing license type	<ul style="list-style-type: none"><li>• It will not receive a Practice Performance Rating</li><li>• All scores will be counted toward the Community Network Practice Performance Rating</li></ul>
Opens after October 1	<ul style="list-style-type: none"><li>• It will not participate in the 2015-2016 Learning Year</li><li>• It will not count toward the Community Network Practice Performance Rating</li></ul>

### **For any publicly-funded sites in existence on October 1:**

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

# Bulletin 140 Guidance

## CLASS Observation Plan Template

Planning and scheduling your CLASS Observations will occur in two steps:

- The CLASS Observation Plan is the first step in formalizing your plan to observe all classrooms twice **DONE**
- The completed CLASS Observation Plan will inform data entry into the CLASS system, which will be released next week

The CLASS System will be used to communicate observation schedules in real time. Results of observations will be submitted through the CLASS system.

CLASS Observation Plan	CLASS System
<ul style="list-style-type: none"> <li>• The CLASS Observation Plan has been sent to Lead Agencies, prepopulated with site codes and site names.</li> </ul>	<ul style="list-style-type: none"> <li>• Each site will enter into the CLASS system all of their classrooms.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead Agencies will enter into the CLASS Observation Plan all of the classrooms/teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Observers will submit the results of all observations in the CLASS system no more than ten days after an observation.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead Agencies will schedule all observations in the CLASS Observation Plan for the entire year in September.</li> </ul>	<ul style="list-style-type: none"> <li>• Sites will adjust their classroom counts in the CLASS system in February based on any changes.</li> </ul>

*The CLASS Observation Plan will be compared to what is in the CLASS System to ensure Lead Agencies are on track to observe and report all CLASS Observations.*

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# Overview of CLASS Observation System: What the System can do

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:



- **Network Coordinators** and **Site Coordinators** set up sites and classrooms
- **Network Coordinators** assign observations to **observers** in the CLASS System
- **Observers** conduct observations and submit the data via the CLASS System
- **Site Coordinators** and **Network Coordinators** are able to view observation data in the CLASS System

# Network Coordinator Functions and Permissions

## **Network coordinators have the ability to:**

- Add/Update/View sites
- Add/Update/View site coordinators
- Add/Update/View classrooms
- Add/Update/View observers
- Assign observations (orders) to observers
- View observation results

# Site Functions and Permissions

## **Site coordinators have the ability to:**

- **Enter their site details**
  - Type
  - Configuration
- **Add classrooms to the system**
  - Lead Teacher
  - Classroom Name
  - Configuration
- **View local and third party observation results for individual classrooms at their site (by domain and dimension level)**

# Observer Functions and Permissions

- Observers can only complete and review observations that have been assigned to them either by a **Network Coordinator** or **Third Party Coordinator**.
- After performing observations and taking notes on their scoresheets, observers should use these scoresheets to complete the online observation order.
- Online observation orders can be saved as they are entered, so they do not need to be completed in one sitting.
- Observers have the ability to view all observations they have completed.

*Ensure that you are providing instructions to observers on handling/keeping/transferring score sheets*

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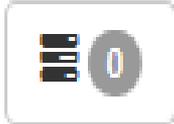
# CLASS Observation System: What the Icons Mean



The **wrench icon** is used to add/edit contact information and site configuration information for a school.



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**.



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.



The blue **arrow icon** opens an observation order.



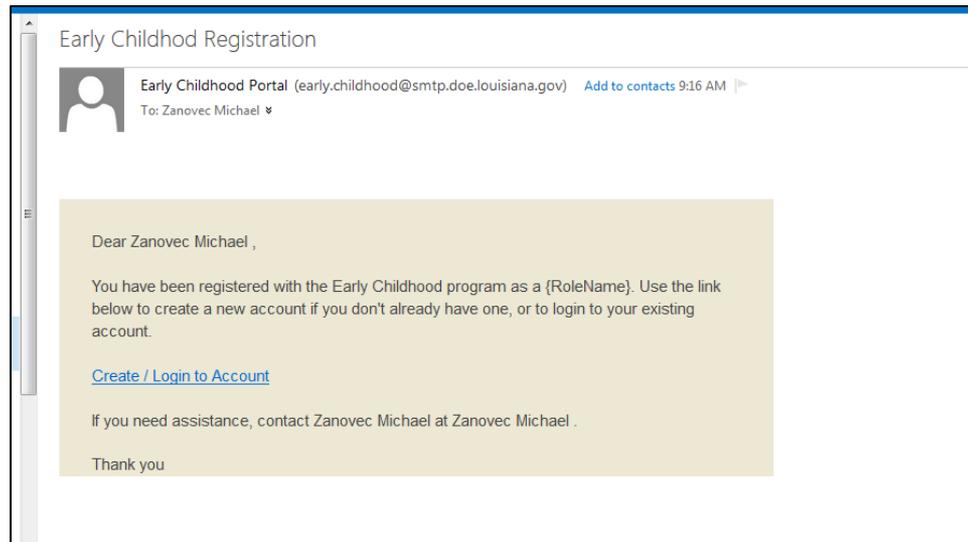
The **arrow icon** is used to access and export reports.

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# How will I be set up as a Network Coordinator?

- Lead Agency Network Coordinators are set up by the DOE
- After the DOE has assigned a Community Network to a Network Coordinator, the Network Coordinator will receive an email from [early.childhood@smtp.doe.louisiana.gov](mailto:early.childhood@smtp.doe.louisiana.gov)



- Follow the link to create a password
- Lead Agencies will start receiving emails the week of October 5

# Setting up the Community Network

## Network coordinators set up the community network by:

- Adding the site coordinator for each site: first name, last name, email address

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

Search for user by email or name

List is empty...

- Adding observers: first name, last name, email address

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.

This generates an email that goes to all site coordinators and observers to create their log ins

**Follow up work:** Lead Agencies will then be tasked with the following:

- Ensuring all sites have been added to the Community Network
- Adding any sites that are missing
- Inform the EC team about any sites that do not have site codes

# Adding Sites to the Community Network

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.

 **Early Childhood Web Portal**  
2015, Fall Login as: Zanovec Michael  
Home Page Reports 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.

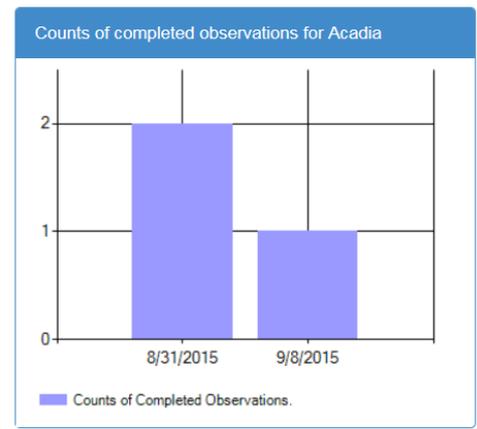
[Learn more »](#)

## Attention:

Well done! You completed all requested observations!

Network(s):	Sites:	People:
(001) Acadia	2 	 Site Coordinators

## History, Statistics



## Instructions:

-  - Click to see more or submit the observation.
-  - Click to edit or make changes
-  - Click to see report and export options.

[Learn more »](#)

# Adding Sites to the Community Network

- Add Sites to Network by searching for a site by name or by 6-digit site code
- 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.

Network: (013) Catahoula

List Of Sites:

Site(s):	Edit/Authorize:	Classrooms:	Completed Observations:
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Add Sites to Network

Search for Site using Name or Code

Find

<a href="#">← Add</a>	001000	Administration Services -- Special Education	Crowley
<a href="#">← Add</a>	001001	Armstrong Middle School	Rayne
<a href="#">← Add</a>	001002	Branch Elementary School	Branch
<a href="#">← Add</a>	001003	Central Rayne Kindergarten School	Rayne
<a href="#">← Add</a>	001004	Church Point Elementary School	Church Point
<a href="#">← Add</a>	001005	Church Point High School	Church Point

# Setting up or Modifying a Site

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 **home page**.

Early Childhood Web Portal  
2015, Fall Login as: ZanovecMichael  
Home Page Reports Help Log OFF

Network: (013) Catahoula

Add Sites to Network  
Search for Site using Name or Code Find

List Of Sites:

Site(s):	Edit/Authorize:	Classrooms:	Completed Observations:
(001004) Church Point Elementary School Site information is not complete.	 		Pre-K: 0  Toddler: 0 

The **wrench icon** on the site screen 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 an optional placeholder to indicate the majority of children at a particular site (i.e., infants, pre-k, toddlers).

EC Site Administrator:

First Name: First Name Last Name: Last Name

Title: Title Phone: Phone

Email: Email

Site Configuration:

Site Type: Child Care

Site Configuration: Infants

Network: Acadia 

Submit

# Setting up 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.

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

Home Page Reports Help Log OFF

Network: (013) Catahoula

Add Sites to Network

List Of Sites:

Search for Site using Name or Code Find

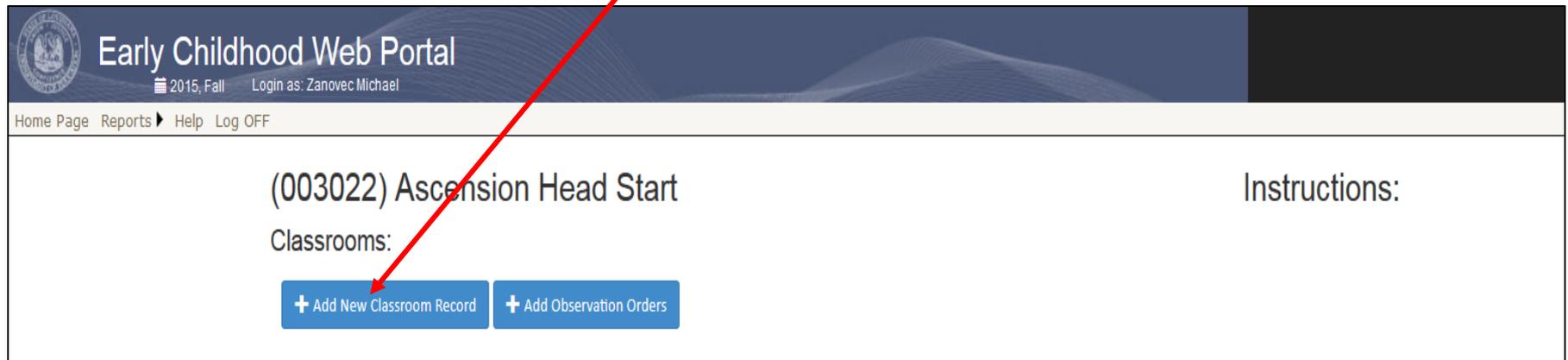
Site(s):	Edit/Authorize:	Classrooms:	Completed Observations:
(001004) Church Point Elementary School			Pre-K: 0 Toddler: 0

Site information is not complete.

Note: Classrooms have been prepopulated for the Fall 2015 cycle by the EC team as much as possible. This should be reviewed for accuracy.

# Setting up Classrooms

Clicking the **stacked textbook icon** will bring you to the site page.  
To add a classroom, click on the **Add New Classroom Record** button.



The screenshot shows the 'Early Childhood Web Portal' header with a calendar icon for '2015, Fall' and a login for 'Zanovec Michael'. Below the header is a navigation bar with 'Home Page', 'Reports', 'Help', and 'Log OFF'. The main content area displays '(003022) Ascension Head Start' and 'Classrooms:'. To the right, there is an 'Instructions:' section. At the bottom, there are two blue buttons: '+ Add New Classroom Record' and '+ Add Observation Orders'. A red arrow points from the text above to the '+ Add New Classroom Record' button.

# Adding a Classroom

- Add Classroom Name, Classroom Configuration, and Lead Teacher. Click **Submit**.
- Note: The classroom configuration notes the majority of children in a particular classroom (i.e, infants, pre-k, toddlers).

Add or Update classroom:

Classroom Name:	<input type="text" value="1-100 characters"/>
Classroom Configuration:	<input type="text" value="Infants"/> ▼
Lead Teacher:	<input type="text"/>

# Assigning an Observation

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.

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

Home Page Reports Help Log OFF

(003022) Ascension Head Start Instructions:

Classrooms:

(001) Green room Toddlers Ms. Green	Fall	Orders: 0	Complete: 0	Edit
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+ Add New Classroom Record + Add Observation Orders

# Assigning an Observation

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

Early Childhood Web Portal  
2015, Fall Login as: Zanovec Michael  
Home Page Reports Help Log OFF

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

Fall	Orders: 0	Complete:0	Edit
------	-----------	------------	------

+ Add New Classroom Record + Add Observation Orders

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

*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.*

Instructions:

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

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.

**+ Find / Add New**

# Assigning an Observation

Select the Observer you would like to add

(003022) Ascension Head Start

Classrooms:

(001) Green room  
Toddlers  
Ms. Green

Fall	Orders: 0	Complete:0	Edit
------	-----------	------------	------

+ Add New Classroom Record

+ Add Observation Orders

Adding Observation Orders:

Step 1: Find or Add Observer:

Search for user by email or name

Select	Zanovec Michael	mzanovec@live.com
Select	Contrary Mary	mcontrarylde@gmail.com
Select	Zanovec Michael	Michael.Zanovec@LA.GOV
Select	Zanovec Michael	mzanovec@gmail.com

Instructions:

# Assigning an Observation

Next **Select** one or more available classrooms to observe, and click **Add**. Enter the date and time for the observation.

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

Fall	Orders: 0	Complete:0	Edit
------	-----------	------------	------

+ Add New Classroom Record   + Add Observation Orders

Step 2: Add Observation Orders:

Add observation order(s) for **Zanovec Michael** for the following classrooms:

(001) Green room **Teacher:** Ms. Green

+ Add

Instructions:

# What do observers receive?

- As observation orders are assigned, the observer will receive additional emails from [early.childhood@smtp.doe.louisiana.gov](mailto:early.childhood@smtp.doe.louisiana.gov) that include the site, site address, and class(es) to be observed.

Dear Lam Reb L,  
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 [REDACTED]

## **Branch Elementary School**

8362 Branch Highway  
Branch  
705160450

1. Class: Class A - Ms. Smith  
Lead Teacher: Sally Smith  
Configuration: Pre-K

# Reporting Observation Results

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

The screenshot shows the 'Early Childhood Web Portal' interface. At the top left is the Louisiana state seal. The title 'Early Childhood Web Portal' is displayed, along with the session information '2015, Fall' and 'Login as: Zanovec Michael'. A navigation bar includes 'Home Page', 'Help', and 'Log OFF'. The main content area features a paragraph about Louisiana's unified Early Childhood System, followed by a 'Learn more »' button. Below this, there are three sections: 'Attention:', 'History, Statistics', and 'Instructions:'. The 'Attention:' section contains a blue box with the text 'You have been requested to make observations:' and a table listing classroom details. The 'Instructions:' section lists three actions with corresponding icons: a blue arrow, a wrench, and a document with a download icon.

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

**You have been requested to make observations:**

(003022) Ascension Head Start	(001) Green room, Toddlers	<a href="#">→</a>
<b>Teacher:</b> Ms. Green		

**History, Statistics**

**Instructions:**

- [→](#) - Click to see more or submit the observation.
- [🔧](#) - Click to edit or make changes
- [📄](#) - Click to see report and export options.

- Observers will see a link by each classroom that observers have been assigned to observe. Clicking the **blue arrow button** will bring observers to the screen with the observation order.

# Reporting Observation Results

- After clicking the blue arrow icon, observers will enter the observation information and then click **Submit and Next**. This will save progress and move to the next screen.
- Next, observers will enter all information related to Cycle 1 of the observation.
- Click on **Submit and Next** when finished and repeat for Cycle 2 through Cycle 4.
- Note the departure time and **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.

Observation Information:

Lead Teacher:  
First Name Last Name

Observer:  
Michael Zanovec

Other Adult:  
First Name Last Name

Shadow Scoring Observation:  
First Name Last Name

Observation Date: 9/8/2015 Time of Arrival: 6:00 AM

Submit and Next

« 1 2 3 4 5 6 »

Progress: 16%

# Viewing Observation Results

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

**Early Childhood System**

**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

# Viewing Observation Results

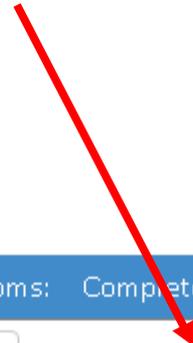
From the site screen, clicking the **green arrow icon** will also open the observation report for printing/saving. Remember, to access the site screen, users should click the **wrench icon** next to the appropriate network on the home page .

Network: (001) Acadia

## List Of Sites:

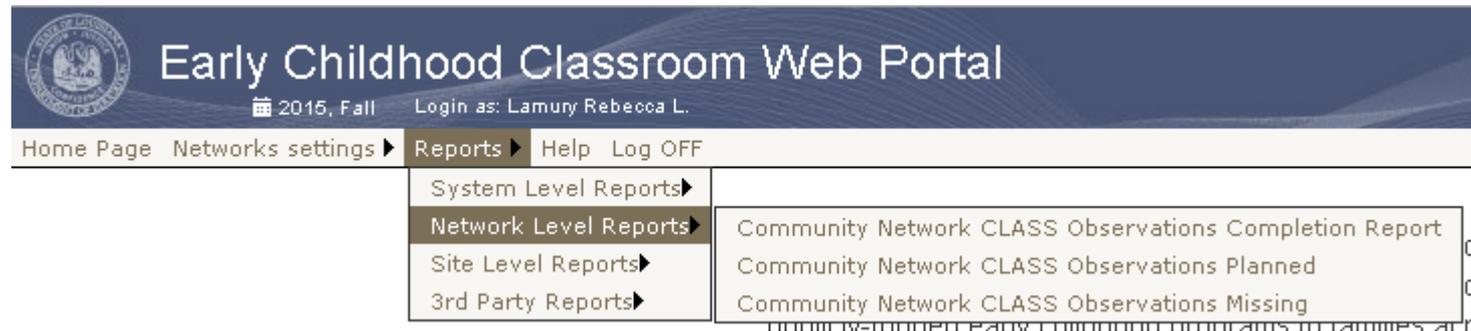
Site(s):	Edit/Authorize:	Classrooms:	Completed Observations:
(001002) Branch Elementary School Child Care, Toddlers	 		Pre-K: 3  Toddler: 1 
(001009) Crowley Kindergarten School	 		Pre-K: 0  Toddler: 0 

 Site information is not complete.



# Running Reports for Network Coordinators

To run a network-level report, on the main menu, click Reports...Network Level Reports...and choose the appropriate report.



## Available Reports

- 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.
- 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.
- Community Network CLASSROOM Observations Missing – lists total classrooms within a Network that are missing observations.

# Running Reports for Sites

To run a site-level report, on the main menu, click Reports...Site Level Reports...and choose the appropriate report.



## Available Reports

- Site CLASSROOM Observation Completion Report – total number of classrooms and observations completed for the site
- Site CLASSROOM Observations Planned
- Site CLASSROOM Observations Missing

# Ways Lead Agencies can Support Sites and Observers

## Lead Agencies can support sites and observers in the following ways:

- Help to get sites and classrooms entered and set up by October 31
- Help sites to understand their *CLASS* Observation Data
- Provide access to the following supports:
  - ✓ [CLASS Webinar Recording for Sites](#)
  - ✓ [CLASS Webinar Recording for Observers](#)
  - ✓ [CLASS Observation System User Guide](#)

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# CLASS Observation Plan Template

## Tab 1: Cover Sheet

The cover sheet summarizes your CLASS observation plan

Community Network:	Geaux Parish Community Network		
			Total
Total Number of PreK Classrooms:			9
Total Number of Toddler Classrooms:			2
Total Classrooms to be Observed:			11
Number Prek Only Observers:			1
Number Toddler Only Observers:			1
Number Prek/Toddler Observers:			1
Total Number of Observers:			3
Site Name	Site Code	Total PreK Classrooms	Total Toddler Classrooms
<b>TOTAL:</b>		9	2
Little Boy Blue Elementary	10001	2	0
Jack and Jill Elementary	10002	1	0
Mother Goose Elementary	10003	2	0
Starlight Head Start	KM1010	2	0
St. Michael	W20200	1	0
Little Red Hen Child Care	CD3030	1	2

SCHEDULED OBSERVATIONS SUMMARY		
	Fall	Spring
Total Prek Observations	9	9
% PreK Classrooms Observed	100%	100%
Total Toddler Observations	2	2
% Toddler Classrooms Observed	100%	100%
% Classrooms Observed	100%	100%
# Observations Shadow Scored	8	
% Observations Shadow Scored	36%	
SCHEDULED OBSERVATIONS BY MONTH		
	Total PreK	Total Toddler
December	0	2
January	3	0
February	3	0
March	3	0
April	0	2
May	0	0
<b>TOTAL</b>	18	4

**Note: Totals on the right SELF-CALCULATE. Do not type into the boxes**

**All of the sites with site codes entered here will be linked to your Community Network in the system**

# CLASS Observation Plan Template

## Tab 3: Drop Down Lists

- Use the classroom names here to name and enter classrooms into the system. Sites and Lead Agencies can both do this task.
- Invite all of the observers in column F to the system. Observers will need a first name, last name, and email address.

	A	B	C	D	E	F	G	H
1	August	10001	Derek Little	Little Boy Blue A	PreK	Lisa Brochard	Yes	Lisa Brochard
2	September	10002	Anita Ashford	Little Boy Blue B	Toddler	Ivy Starns	No	Ivy Starns
3	October	10003	Nasha Patel	Jack and Jill A		Patsy Palmer		Patsy Palmer
4	November	KM1010	Daisy Grotsma	Mother Goose A				
5	December	W20200	Kaye Eichler	Mother Goose B				
6	January	CD3030	Lindsey Bradford	Starlight Head Start A				
7	February		Jenna Conway	Starlight Head Start B				
8	March		Kahree Wahid	St. Michael A				
9	April		Linda Williams	Little Red Hen A				
10	May		Nicholy Johnson	Little Red Hen B				
11			Erin Carroll	Little Red Hen C				

All of the classroom names in here that are connected to sites with site codes will be entered for each site in the system.

# CLASS Observation Plan Template

## Tab 4: Schedule

Month	Date	Site Code	Teacher Name (First Last)	Classroom Name	Observer	Observation Type	Shadow Score	Shadow Observer
September	9/10/2015	10001	Derek Little	Little Boy Blue A	Lisa Brochard	PreK	Yes	Patsy Palmer
September	9/15/2015	10001	Anita Ashford	Little Boy Blue B	Patsy Palmer	PreK	Yes	Lisa Brochard
September	9/24/2015	10002	Nasha Patel	Jack and Jill A	Lisa Brochard	PreK	No	
October	10/6/2015	10003	Daisy Grotsma	Mother Goose A	Patsy Palmer	PreK	No	
October	10/21/2015	10003	Kaye Eichler	Mother Goose B	Lisa Brochard	PreK	No	
October	10/27/2015	KM1010	Lindsey Bradford	Starlight Head Start A	Lisa Brochard	PreK	No	
November	11/3/2015	KM1010	Jenna Conway	Starlight Head Start B	Patsy Palmer	PreK	No	
November	11/12/2015	W20200	Kahree Wahid	St. Michael A	Patsy Palmer	PreK	No	
November	11/17/2015	CD3030	Linda Williams	Little Red Hen A	Lisa Brochard	PreK	No	
December	12/3/2015	CD3030	Nicholy Johnson	Little Red Hen B	Ivy Starns	Toddler	Yes	Patsy Palmer
December	12/8/2015	CD3030	Erin Carroll	Little Red Hen C	Patsy Palmer	Toddler	Yes	Ivy Starns
January	1/12/2016	10001	Anita Ashford	Little Boy Blue B	Lisa Brochard	PreK	No	
January	1/20/2016	10001	Derek Little	Little Boy Blue A	Patsy Palmer	PreK	No	
January	1/28/2016	10002	Nasha Patel	Jack and Jill A	Patsy Palmer	PreK	No	
February	2/3/2016	10003	Daisy Grotsma	Mother Goose A	Lisa Brochard	PreK	No	
February	2/18/2016	10003	Kaye Eichler	Mother Goose B	Patsy Palmer	PreK	No	
February	2/24/2016	KM1010	Jenna Conway	Starlight Head Start B	Lisa Brochard	PreK	Yes	Patsy Palmer
March	3/1/2016	KM1010	Lindsey Bradford	Starlight Head Start A	Patsy Palmer	PreK	No	
March	3/7/2016	W20200	Kahree Wahid	St. Michael A	Lisa Brochard	PreK	No	
March	3/15/2016	CD3030	Linda Williams	Little Red Hen A	Patsy Palmer	PreK	Yes	Lisa Brochard
April	4/7/2016	CD3030	Erin Carroll	Little Red Hen C	Ivy Starns	Toddler	Yes	Patsy Palmer
April	4/12/2016	CD3030	Nicholy Johnson	Little Red Hen B	Patsy Palmer	Toddler	Yes	Ivy Starns

Use this schedule to assign observation orders to observers.

# Agenda

- 2015-2016 Coordinated Observation Expectations
- Overview of *CLASS* Observation System
- Legend in *CLASS* Observation System
- In-depth Walk through of the *CLASS* Observation System
- Using the *CLASS* Plan Template to inform your work
- Next Steps

# Lead Agencies

## Next Steps

- If any sites are still missing site codes, please contact Kaye Eichler
- Ensure all classrooms for all sites are entered by October 31
- Add observers to the system
- Enter any observations you have been holding
- Share the webinar information with sites and with observers

For further questions, contact Kaye Eichler at [Kaye.Eichler@la.gov](mailto:Kaye.Eichler@la.gov)

**In Fall 2015, the Early Childhood Team will be offering weekly EC Learning Year Office Hours.**

This will be an opportunity for Lead Agencies to call in with questions they have about their current work, hear each other's questions, and get answers to commonly occurring questions.

**Call In: 1-800-832-0736; PIN: 9174840**

# Supports for Network Coordinators

## **For technical support**

Email [systemsupport@la.gov](mailto:systemsupport@la.gov)

Consult the [CLASS Observation System User Guide](#)

## **For other support**

Email [earlychildhood@la.gov](mailto:earlychildhood@la.gov)