

Important Notes on using the CLASS System

Setting Up Sites and Classrooms:

- If a teacher leaves a classroom and is replaced by another teacher, please do not open a new classroom. Site coordinators or network coordinators can click the edit button under the classroom, edit the lead teacher's name and then click submit.
- If you open a classroom with the wrong configuration (Pre-K, Toddler, or Infant), you must close the classroom and create a new classroom with the correct configuration. Once a configuration is created, you can only edit the classroom name and Lead Teacher information.
- If a classroom is opened in the spring for the first time, **NO** fall scores can be recorded for that classroom.
- All site leaders, including principals and directors, must be made **site coordinators** for their site(s), in addition to any other leaders responsible for a classroom at that site(s).

Observation Entry:

- **ONLY** use computers to enter observation scores (no iPads or iPhones).
- When entering the observation scores, limit the time gap between each cycle being entered. If you need longer amounts of time between each cycle to enter scores please save and logout. Once you are ready to enter again, log back in and continue entering your scores.
- Double check each cycle's start and end time, including the AM and PM selection, before moving to the next cycle or submitting the observation.
- When entering an observation, if the "other" field is selected 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 with the Early Childhood Web Portal.
- All CLASS Observation score sheets **MUST** be kept on file with the Lead Agency.
- Be sure to input the Negative Climate score as you have scored it. The CLASS system will convert the score for you. (e.g. You enter a 1, and the System will calculate a 7.)

Reports:

- Three important reports to use, which all include Third Party Scores:
 - At the Site Level:
 - Site Class Domain Averages Report
 - Site Class Dimension Averages Report
 - At the Network Level:
 - Community Network Observer Raw Scores Report

Errors:

- If you accidentally close a classroom, you will need to contact Louisiana Department of Education (LDOE), Tara Baylot at Tara.Baylot@la.gov to reopen it. **DO NOT** open a new classroom. Note that the observation scores from two classrooms CANNOT be combined.
- All CLASS Error Correction Forms must be submitted with CLASS observation score sheets attached. If the documentation, including the score sheet and notes, do not match the corrections requested then the error correction may be denied by LDOE.
- Always be sure to check browser compatibility. The Early Childhood Web Portal works best with Google Chrome.