Louisiana Believes

Early Childhood *CLASS*™ Observation System (EC Web Portal) User Guide

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State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

Early Childhood

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Web-only document.

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Introduction

This document provides the usability details related to the Early Childhood C*LASS*™ 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 C*LASS*™ 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:

- DOE Coordinator (Admin)
- Network Coordinator (Lead Agency)
- Site Coordinator
- Site Coordinator (Read Only)
- Observer

Third Party access levels are:

- DOE Coordinator
- Third Party Coordinator
- Third Party Observer

Research and Referral (R&R) access level:

- R&R Coordinator

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/edit classrooms
4. Site Coordinator (Read Only) – view only access for classrooms at the site.
5. Observer – add observation data
6. R&R Coordinator – view only access for childcare sites within the R&R region.

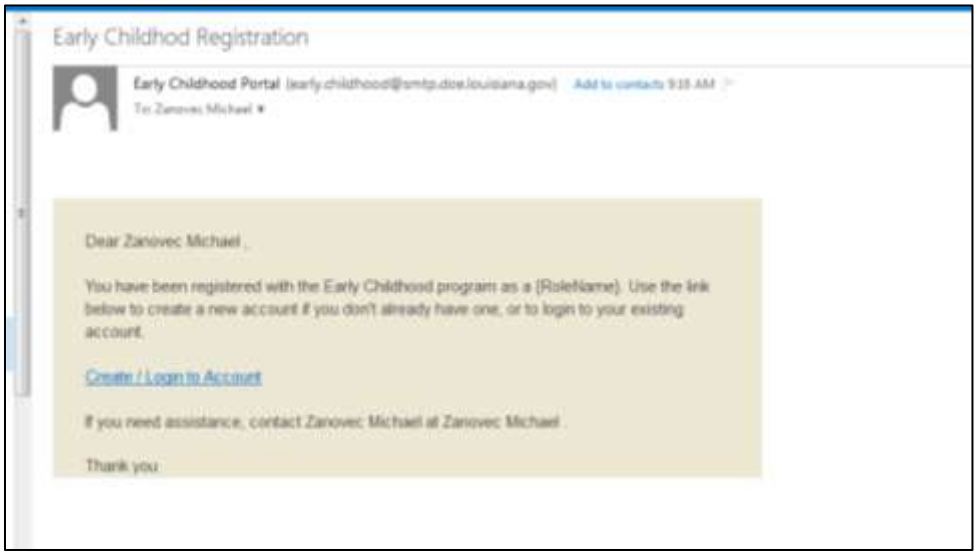
* Network Coordinators can enter or update any observation scheduled in their network.

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.

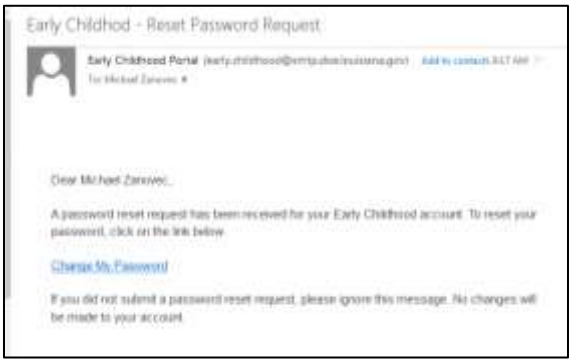
If you have not received an email like the one above and believe that you should have, please contact your Network Coordinator. You also may want to check your Spam folder first and verify that you have not provided an alternate email address to your Network or Site Coordinator.

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

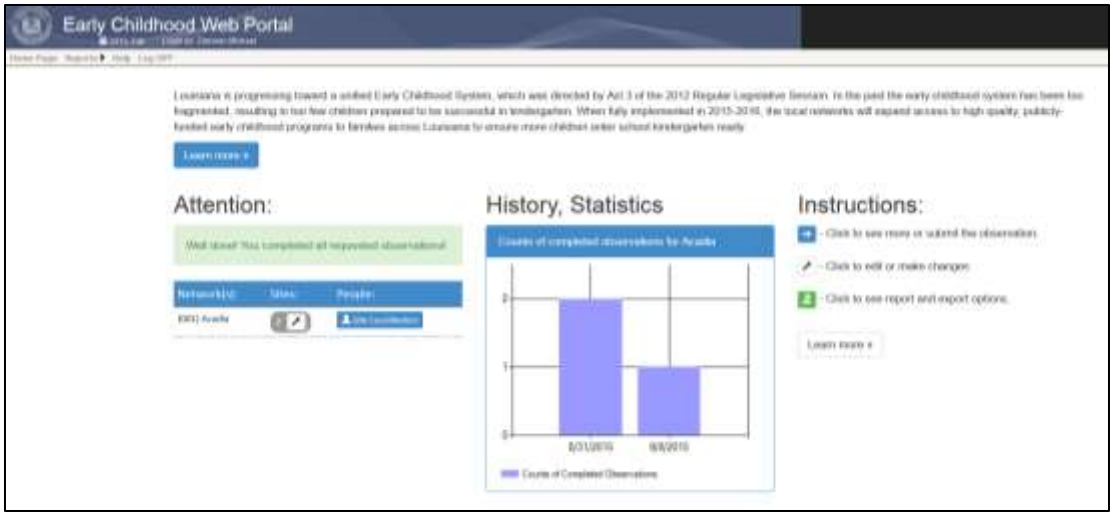
Click on the link to **Create / Login to Account**, then enter your email address. If you are a first-time user of the system, enter a password and click Log in.

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.

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

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)

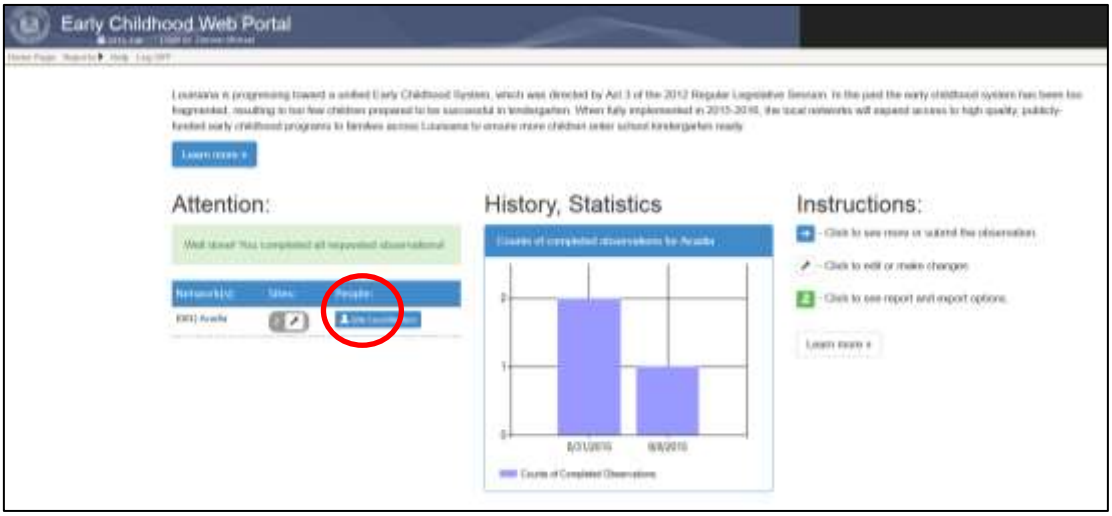
Network coordinators function as the ECC data administrator for the lead agency. They have the ability to:

1. Add sites
2. Add site coordinators
3. Add classrooms or Edit Classrooms
4. Add observers
5. Assign/cancel observations (orders) to observers and complete observations scheduled for any observer in their network.

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.



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).

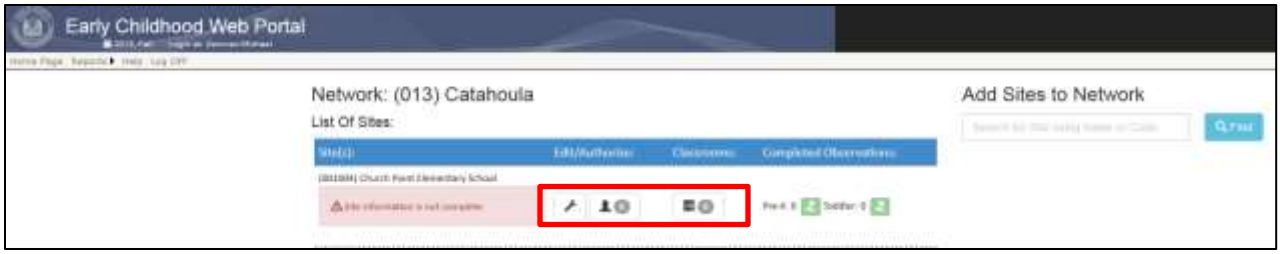
For example, a site located in Acadia Parish could be searched using any of the following logic:

a. "001" as the LEA code for Acadia Parish
b. "Acadia" in the name of the site
c. 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).

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.

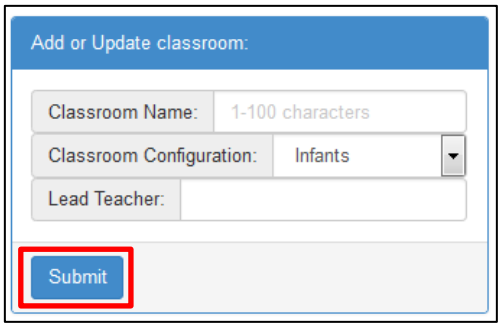
2.2.3 Adding Classrooms

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.

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.

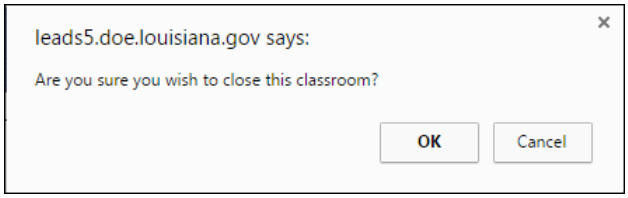
To close a classroom, click on the Close the classroom Tab to close it.

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.

Note: Any pending orders should be canceled before closing the classroom.

The below dialog box will populate once you click "close the classroom", If you are sure you wish to close the classroom click "OK".

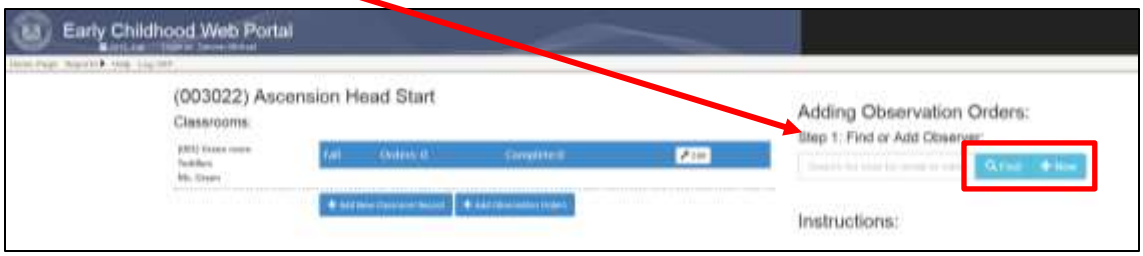


2.2.5 Assigning Observations

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:

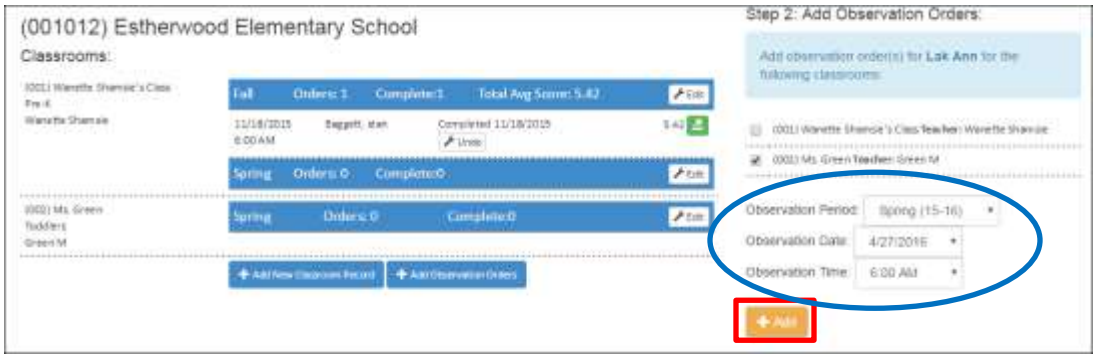


*If the user does not exist, add one by clicking **New**, filling out the required information, and clicking the **Find/Add New button**. Once added, go back to the previous step and find the user.*

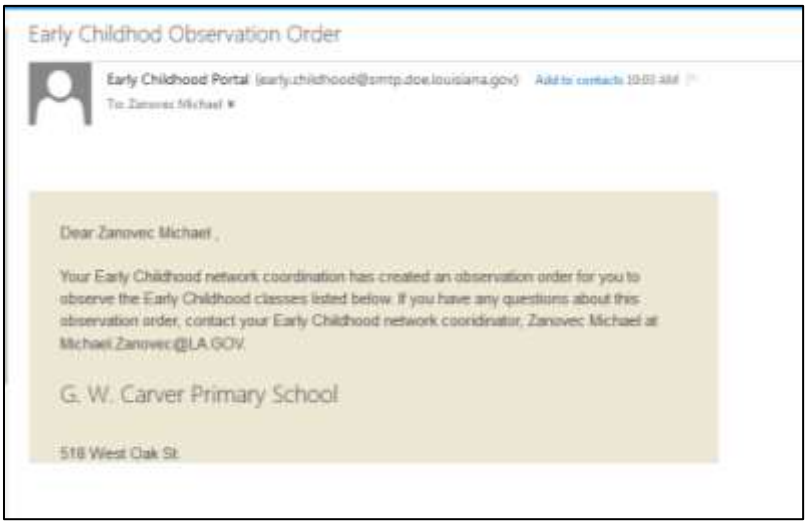
Select the Observer you would like to add

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

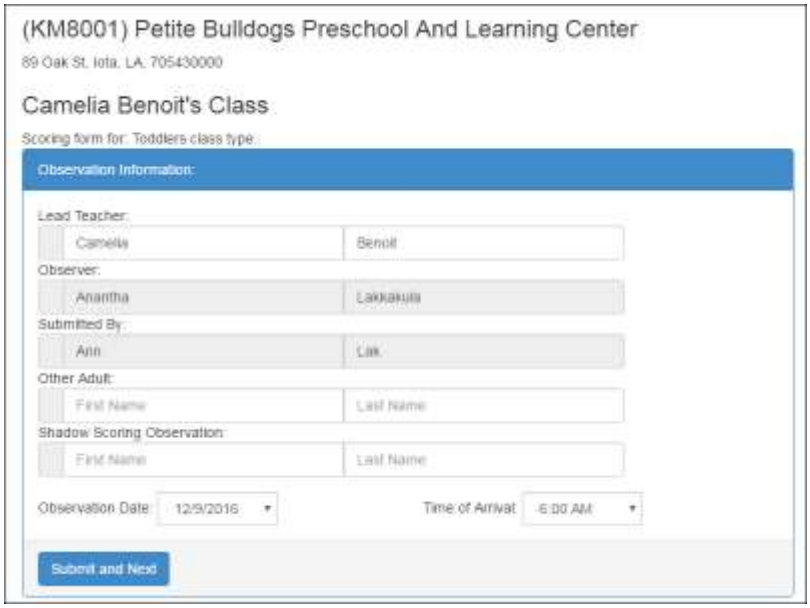
add the observer you will see their name below the classroom.



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 C*LASS*™ 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. Can search by school year and by semester.
2. **Community Network C*LASS*™ 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. Can search by school year and by semester.
3. **Community Network C*LASS*™ Observations Missing** – lists total classrooms within a Network that are missing observations. Can search by school year and by semester.
4. **Community Network Domain Averages** – lists Domain average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.
5. **Community Network Dimension Averages** – lists Dimension average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.
6. **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.
7. **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. Can search by school year and by semester.

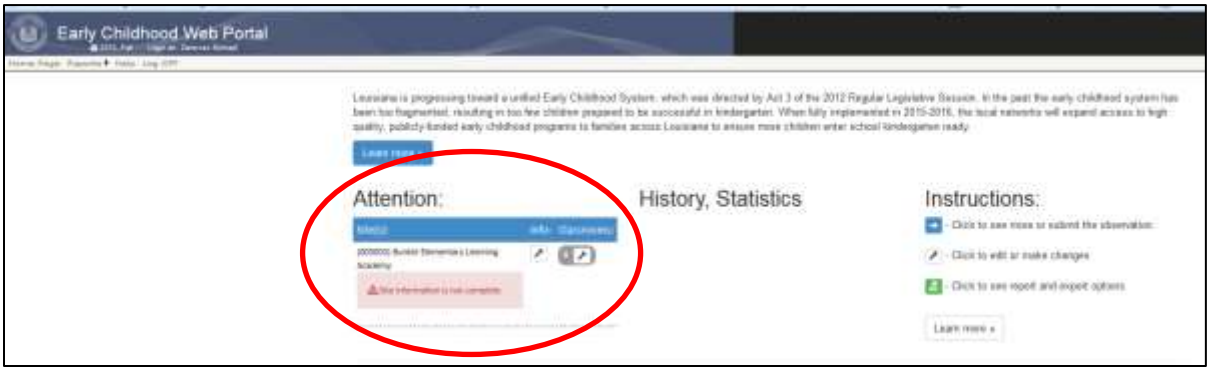
8. **Community Network Observer Average Scores Report** – lists School Year, Semester, Third Party Observer, Observer Name, Email, Average Scores for 12 different Dimensions, and Number of Shadow Scorers for each Observer within the Network. Can search by school year and by semester.
9. **Observer Reliability Report** – lists network name, observer last name, observer first name, email, semester, network observations, comparable 3rd party observations, comparable domains, domains replaced and percent accurate. Can search by school year and by semester for your network.
10. **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 Im.

    Note: Network Coordinator must extract this report and provide it to Teachstone.

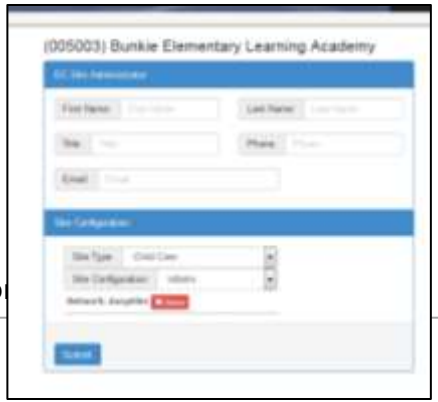
2.3 Site Level Access

Site Coordinators are assigned access by Network Coordinators or DOE Coordinators. The primary responsibility of a Site Coordinator is to add classroom information and edit 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**.



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

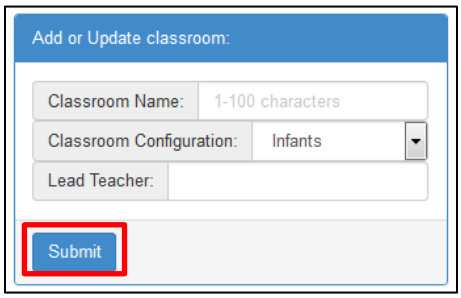
2.3.1 Adding New Classrooms

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**.

Note: The configuration of a classroom is based upon the age of the majority of the children in the classroom. *(E.g. Classroom Blue has one 3yr old, one 4 yr old and one 5 month old. The classroom configuration for Classroom Blue will be PreK).*

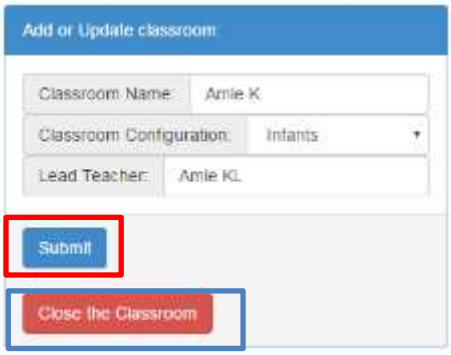


You can add more classrooms as needed by clicking on **Add New Classroom Record** again.

2.3.2 Edit or Close Classroom

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

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.

If pending orders are listed in a classroom that needs to be closed, contact your Lead Agency before closing.

If completed observations (local or 3rd) are attached to a classroom that needs to be closed, contact LDOE and Lead Agency before closing.

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, <u>ALL</u> classrooms must be closed; if pending or completed observations exist for a classroom, contact LDOE and Lead Agency to cancel pending orders before closing the classroom(s) and site.

2.3.3 Available Reports

1. **<u>Site CLASSROOM Observation Completion Report</u>** – total number of classrooms and number of classrooms observed within each site of an authorized network. Can search by school year and by semester.
2. **<u>Site *CLASS*™ Domain Averages</u>** - 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.

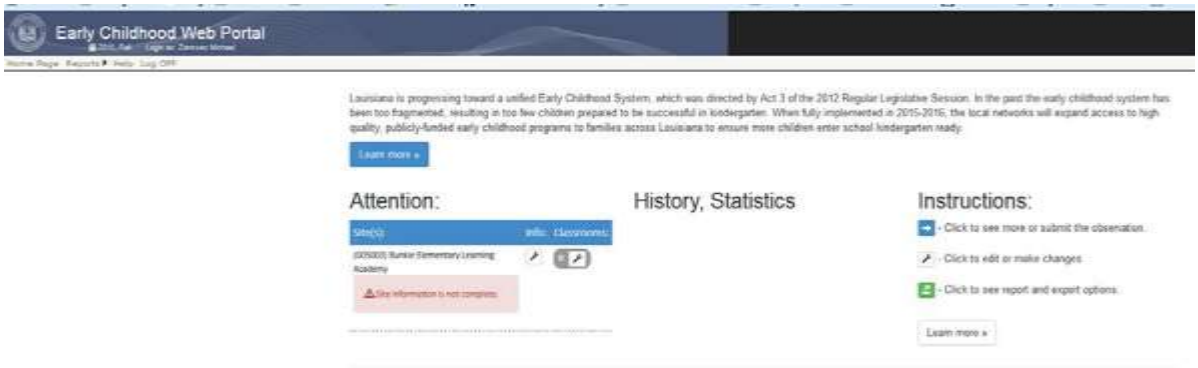
3. **Site *CLASS™* Dimension Averages** - lists Site Name, Classroom Code, Classroom Name, Third Party Observation, Teacher's Name, Observation Id, and Dimension average scores for Pre-K and Toddler for each class within the site FALL, SPRING or Both Semesters. Can search by school year and by semester.
4. **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 Im.

   Note: Site Coordinator must extract this report and provide it to Teachstone.

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.

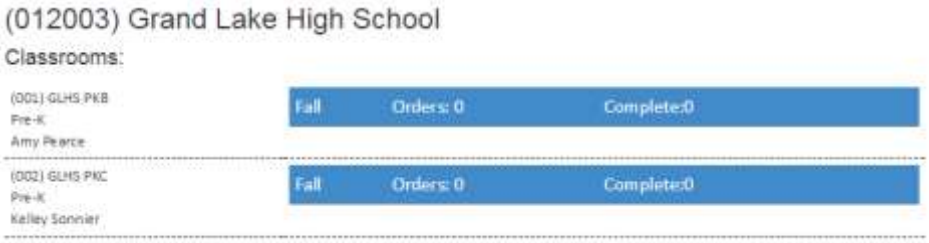
2.4 Site Level (Read Only) Access

Site (Read Only) Coordinators are assigned access by Network Coordinators or DOE Coordinators. The primary responsibility of a Site Coordinator is to view their *CLASS™* data.



2.4.1 View Only Access

When a Site Coordinator logs in to the portal, they will see (view only) information related to their site(s), view any *CLASS*™ scores and access all site level reports mentioned above.

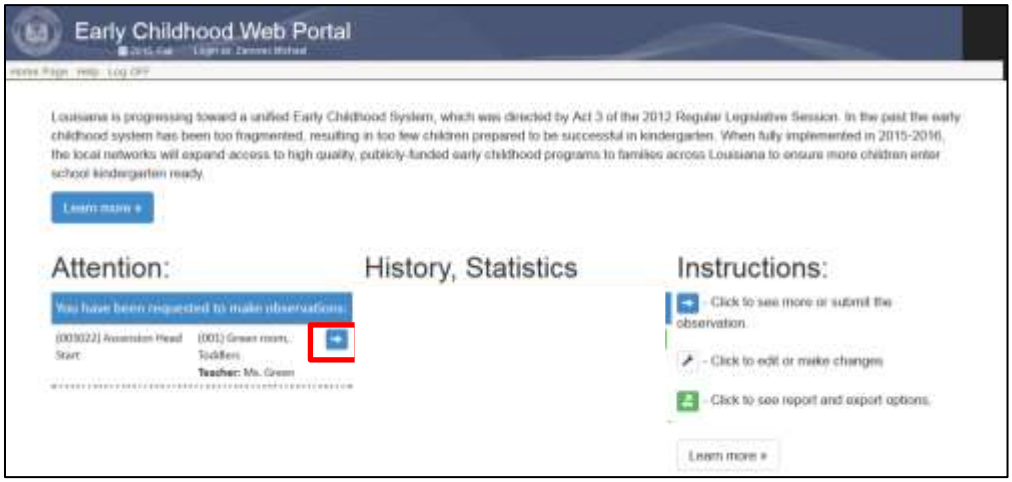


2.4 Observer Level Access

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.

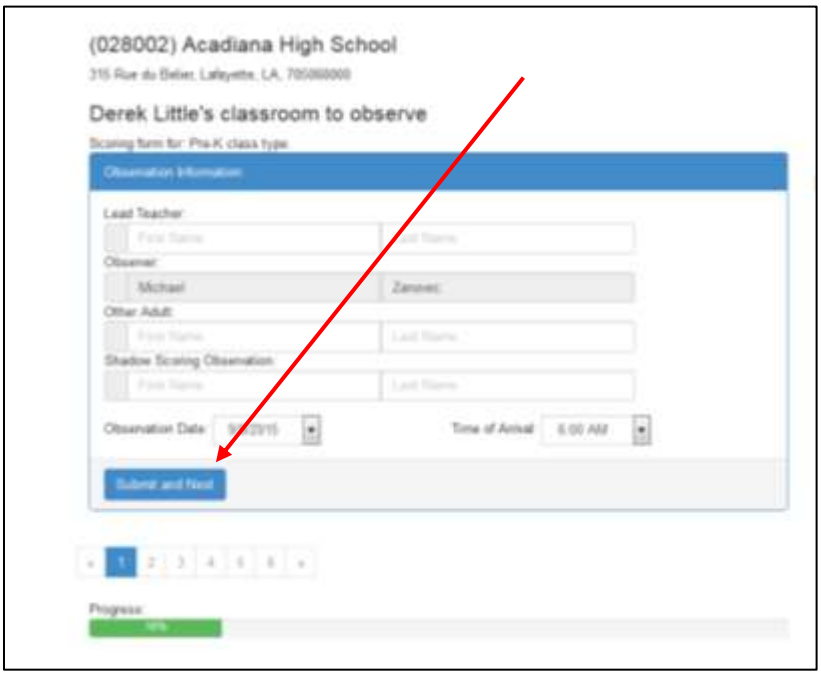
2.4.1 Completing Observations

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):

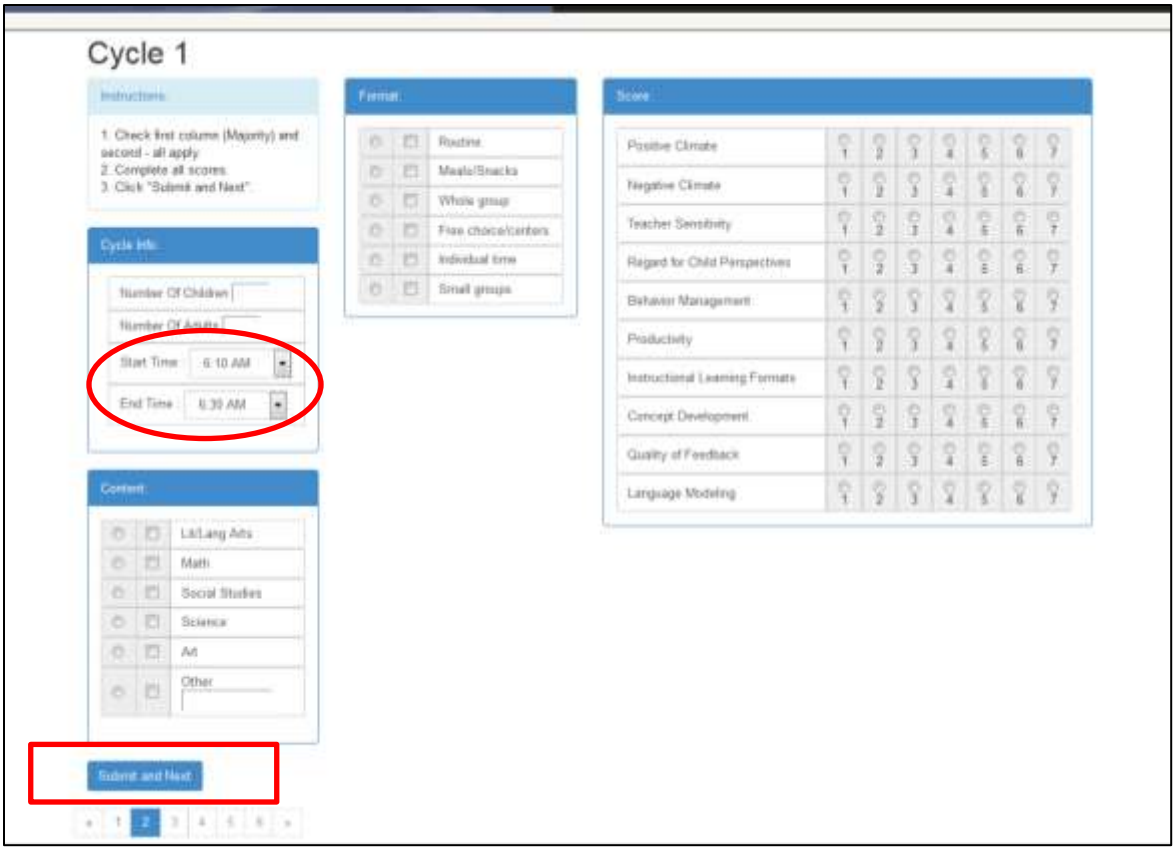


You will see a link by each classroom you have been assigned to observe. Clicking the **arrow button** will bring you to the screen with the observation order.

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



Next you will enter all information related to Cycle 1 of the observation.



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.

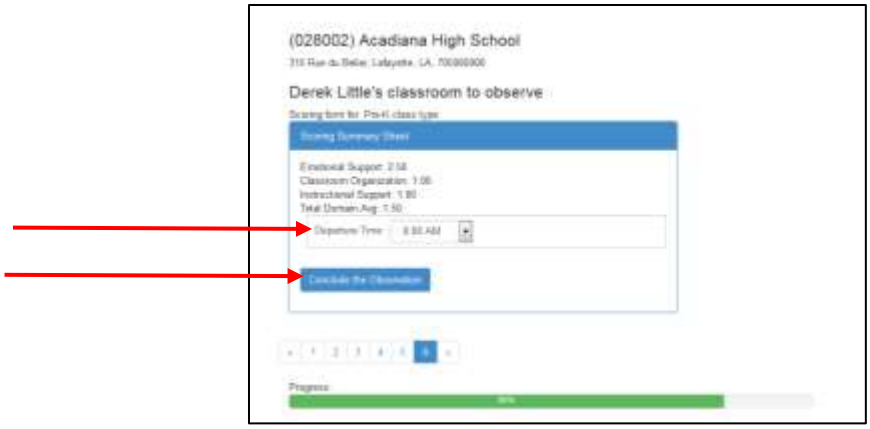
Format: Select the format for the classroom (click one format for majority [circle buttons] and click all others that apply [square buttons]). For example, if 5 minutes of the observation was focused on read-aloud and then the children transitioned to centers for the rest of the observation, you would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

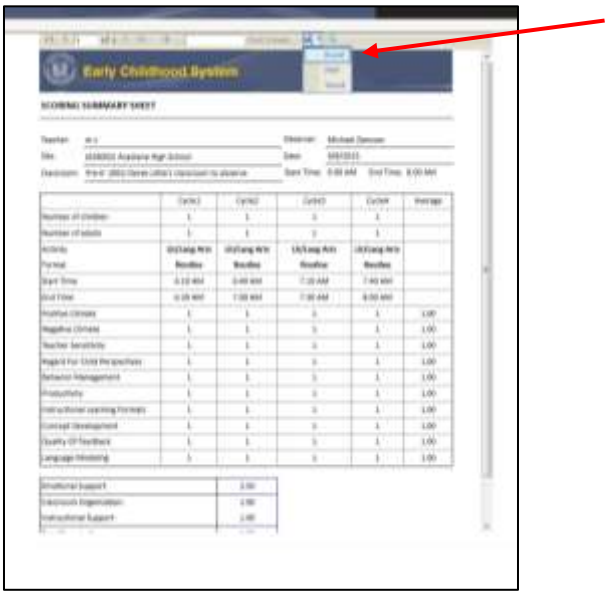
Click on **Submit and Next** when finished and repeat for Cycle 2 to Cycle 4.

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

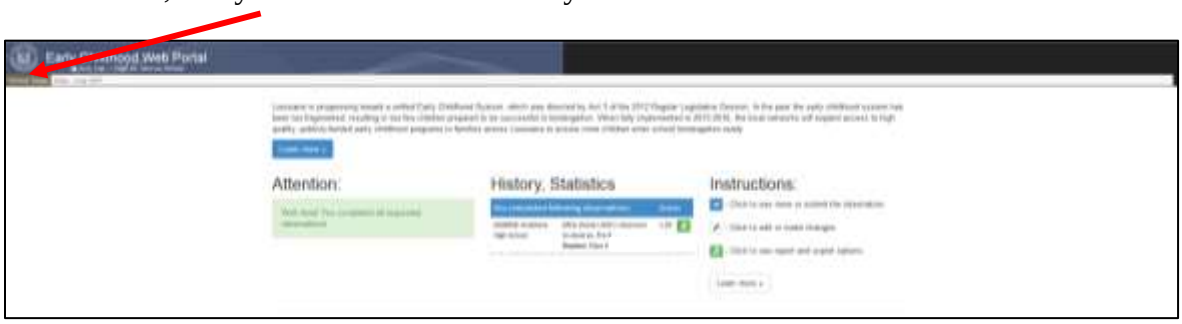
Note: Be sure to input the Negative Climate score as you have scored it. The *CLASS*™ system will inverse the score for you.



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.

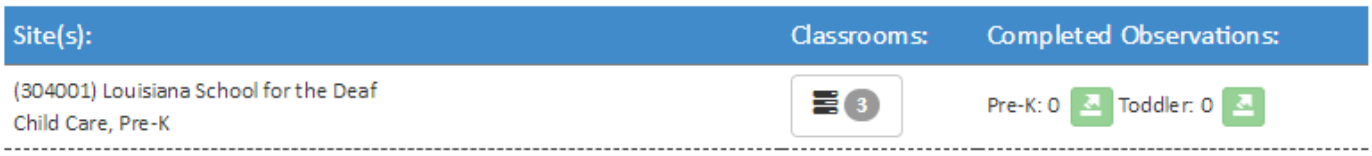
2.4.2 Available Reports

1. **<u>Observer Reliability Report</u>** – lists network name, observer last name, observer first name, email, semester, network observations, comparable 3rd party observations, comparable domains, domains replaced and percent accurate. Can search by school year and by semester..

2. 5 Resource and Referral (R&R) Access Level

R&R Coordinators are assigned this level of access by DOE Coordinators. A R&R Coordinator has read only access to view any network's childcare sites, Class Scores and a reports within their region.

Research and Referral Network(s):	Sites:
(017) East Baton Rouge/City of Baker	94
(019) East Feliciana	0
(024) Iberville	7
(032) Livingston	12
(046) St. Helena	2
(061) West Baton Rouge	10
(063) West Feliciana	1
(067) Zachary	4
(069) Central	5



2.5.2 Available Reports

1. **<u>Community Network Domain Averages</u>** – lists Domain average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.
2. **<u>Community Network Dimension Averages</u>** – lists Dimension average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.
3. **<u>Community Network Observer Raw Scores Report</u>** – 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. Can search by school year and by semester.

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

Support

CLASS™ Observation System Webinar Recording for Sites
CLASS™ Observation System Webinar Recording for Observers
CLASS™ Observation System Webinar Recording for Lead Agencies

Summary of reports by access level

Network Coordinator:

1. **Community Network *CLASS™* 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. Can search by school year and by semester.
2. **Community Network *CLASS™* 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. Can search by school year and by semester.
3. **Community Network *CLASS™* Observations Missing** – lists total classrooms within a Network that are missing observations. Can search by school year and by semester.
4. **Community Network Domain Averages** –lists Network Name, Site Name, Classroom Code, Classroom Name, Teacher's Name, Semester, Third Party Observation, Observation Id, and Domain average scores (with and without Negative Climate) for Pre-K and Toddler for each class by site within a Network. Can search by school year and by semester.
5. **Community Network Dimension Averages** – lists Network Name, Site Name, Classroom Code, Classroom Name, Semester, Third Party Observation, Teacher's Name, Observation Id, and Dimension average scores for Pre-K and Toddler for each class by site within a Network. Can search by school year and by semester.
6. **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.
7. **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. Can search by school year and by semester.
8. **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. Can search by school year and by semester.
9. **Observer Reliability Report** – lists network name, observer last name, observer first name, email, semester, network observations, comparable 3rd party observations, comparable domains, domains replaced and percent accurate. Can search by school year and by semester for your network.
10. **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 Im.

Site Coordinator & Read Only Access:

1. **Site CLASSROOM 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.
2. **Site *CLASS™* Domain Averages** - lists Site Name, Classroom Code, Classroom Name, Semester, 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.
3. **Site *CLASS™* Dimension Averages** - lists Site Name, Classroom Code, Classroom Name, Semester, 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.
4. **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 Im.
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.

Observer:

1. **Observer Reliability Report** – lists network name, observer last name, observer first name, email, semester, network observations, comparable 3rd party observations, comparable domains, domains replaced and percent accurate. Can search by school year and by semester for your network.

Resource and Referral (R&R):

1. **Community Network Domain Averages** – lists Domain average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.
2. **Community Network Dimension Averages** – lists Dimension average scores (including 3rd party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.
3. **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. Can search by school year and by semester.