Early Childhood CLASS® Portal Guidance for CLASS® Portal Users
State Board of Elementary and Secondary Education

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Introduction
The CLASS® Portal is used to manage, assign, create, and enter classroom observation data. The Portal display changes depending on the access level assigned.
Introduction
Logging into the Portal for the First Time

You will not be able to login to the Portal unless someone has granted you access.

If you have not yet received login information, please refer to the following table. You may want to check your Spam folder first and also verify that you have not provided an alternate email address to your Community Network Lead Agency Coordinator or Site Coordinator.

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact to Receive Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Coordinator</td>
<td>LDOE</td>
</tr>
<tr>
<td>Site</td>
<td>Network Coordinator</td>
</tr>
<tr>
<td>Observer</td>
<td>Network Coordinator</td>
</tr>
</tbody>
</table>

If you are unable to contact your Community Network Lead Agency Coordinator, please reach out to alicia.franklin@la.gov.
Introduction
Accessing the CLASS® Portal for the First Time

The Early Childhood CLASS® Portal can be found at this link

This is what the login page looks like:
You will know you have access when you receive an email like the following:

Dear [Name],

You have been registered with the Early Childhood program. Use the link below to create a new account if you don’t already have one, or to login to your existing account.

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

The screenshot below is what you will see when you initially login to the system.
Once you successfully login, you will see the CLASS® Portal home page with a brief description of Attention, History, Statistics, and Instructions (details depend on your access level).
If you have logged in before and cannot remember your password:

1. Click on the “Forgot Password” link to create a new password.
2. Check your email for a message with a link to “Change My Password” and follow directions.
System Functionality
System Functionality
EC CLASS® Portal Overview

The CLASS® Observation Portal is used to manage, assign, create, and enter classroom observation data. Permission levels are detailed below.

1. **District/Network Coordinators** and **Site Coordinators** set up sites and classrooms
2. **District/Network Coordinators** assign observations to **Local Observers** and can enter observations
3. **Third Party Coordinator** assigns observations to **Picard Observers**
4. **Picard and Local Observers** conduct observations and submit data via the CLASS® Portal
5. **District Coordinators, Site Coordinators,** and **all Observers** are able to view respective observation data
6. **Site Coordinator (Read Only)** can access everything a **Site Coordinator** can access, but they will not have the ability to add/edit any information
**System Functionality**

**User Permissions**

User permissions differ based on access-level. Access levels and Portal responsibilities are detailed below. Some users make edits and additions, while others have view-only permissions.

<table>
<thead>
<tr>
<th>Role</th>
<th>Type</th>
<th>Add/Edit Sites</th>
<th>Add/Edit Site Coordinators</th>
<th>Add/Edit Classrooms</th>
<th>Add/Edit observers</th>
<th>Add/Edit Observation Orders</th>
<th>Add Observation Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOE Coordinator</td>
<td>LDOE</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Third Party Coordinator</td>
<td>3PT</td>
<td></td>
<td></td>
<td></td>
<td>☐</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>Resource and Referral Coordinator</td>
<td>R&amp;R</td>
<td>View-only</td>
<td>View-only</td>
<td>View-only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Coordinator</td>
<td>Community (In-network only)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Coordinator</td>
<td>Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Coordinator (View-Only)</td>
<td>Community</td>
<td></td>
<td></td>
<td></td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Party observer</td>
<td>3PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Observer</td>
<td>Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The CLASS® Observation Portal is used to manage, assign, create, and enter classroom observation data. As you use the Portal, you will come across the following icons.

- **The silhouette icon** is used to add/edit Network Coordinators and Site Coordinators at a given site.
- **The wrench icon** is used to add/edit contact information and site configuration information.
- **The house icon** opens all sites within a District/LEA.
- **The green arrow icon** is used to access and export reports.
- **The stacked textbook icon** is used to add/edit a site coordinator and classrooms to a site, or to assign observation orders to an observer.
- **The blue arrow icon** opens an observation order.
- **The blue paper icon** submits the Third Party feedback form.
Network-Level Use

Navigating the Portal
Network-Level Portal Use

When logging into the CLASS® Portal, network-level users will see the Portal Dashboard, from which users can navigate to sites and classrooms in their network(s), schedule observations, and view Portal reports.
Network-Level Portal Use
Navigating the Portal

Users should use the **Attention** section of the dashboard screen to navigate to the appropriate screen. More information about [editing site information](#) and [classroom information](#) can be found later in this guide.

**Under Networks**, users will see a list of all networks where they are the network coordinator. By clicking the **wrench icon**, users can navigate to the network page, which will show all sites in the network. By default, network coordinators can make edits to all sites in their network.

**Under Sites**, users will see a list of all sites where they are the site coordinator. By clicking the **wrench icon**, users can navigate to the site page, which will show all classrooms at the site. Network coordinators do not need to be site coordinators at all or any sites in their network to make edits to sites or classrooms.
Site-Level Use
Adding and Closing Sites
Site-Level Use
Adding Sites

1. From the home page, click on the **wrench icon** next to your District/CNLA.
2. On the right, search for a site by name or by the 6-digit site code, click **Find**.
3. Once you have located a site, click **Add** to add the site to the District/CNLA. **OK** indicates that a site has already been added to the Portal.
Site-Level Use
Closing Sites

1. Click the **Stacked Textbook** icon for the site you wish to close, and close all classrooms at a site (see *Closing Classrooms*).
2. Once all classrooms are closed, click the **Wrench, “Update”** icon next to the site you wish to close.
3. Click **Delete**, then click **Submit**.
Site-Level Use

Updating Site Information
Site-Level Use
Updating Site Information (1)

While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

1. From the home page, click the **wrench icon** next to your District/CNLA
2. Click the **wrench icon** next to the appropriate site

**Attention:**

Well done! You completed all requested observations!

<table>
<thead>
<tr>
<th>Network(s):</th>
<th>Sites:</th>
<th>People:</th>
<th>Pending Obs.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(069) Central</td>
<td><img src="wrench-icon.png" alt="Wrench Icon" /></td>
<td><img src="site-coord-icon.png" alt="Site Coord. Icon" /></td>
<td>0</td>
</tr>
</tbody>
</table>
Site-Level Use
Updating Site Information (2)

While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

3. Click **Update**
4. Add/update information (teacher name, configuration, etc.) and click **Submit**.

Note: **Site Configuration** is a placeholder to indicate the majority age configuration of children at a site (i.e., infants, toddlers, or pre-k)
Site-Level Use

Updating Site Coordinators
Site-Level Use
Updating Site Coordinator Information

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).

1. Click the silhouette icon next to a site to add/edit site coordinators
2. 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.
Site-Level Use
Updating Site Coordinator Information (2)

3. Type in the name or email address of the user you would like to add as site coordinator and click **Find** or **New** - the system will search for user before adding a new user if you click **New**

4. If the user needs to be added to the system, enter their information, and select the permissions you would like to give them as site coordinator, either by clicking **Add** (full site coordinator permissions) or **Read Only***.

*See the system functionality page for more detailed permissions information. Please refer the new user to slide 9 if they are logging into the portal for the first time.
Classroom-Level Use

Adding Classrooms
Classroom-Level Use
Adding Classrooms (1)

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.

1. Open the classroom entry page:
   - If you added a site, click the **stacked textbook** icon next to the appropriate site
   - **or**
   - 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.
2. To add a classroom, click **Add New Classroom Record**

3. Type in Classroom Name, Classroom Age Configuration, Lead Teacher, Classroom Format (virtual, hybrid, in-person), and then complete the **Informational Metric fields**, which will be published as part of the site’s performance profile*. Then click **Submit**.
If a teacher leaves a classroom and is replaced by another teacher, click the **edit** button next to the classroom, edit the lead teacher’s name and then click **submit**. There is no need to open a new classroom.

If you open a classroom with the wrong age configuration (Pre-K, Toddler, or Infant), you must close the classroom and create a new classroom with the correct age configuration (see [Closing Classrooms](#)).
Before Informational Metrics are finalized and used to generate annual Performance Profiles for sites and networks, the following steps occur:

- Teachers and site-level admins input classroom-level informational metrics into the Early Childhood CLASS® Portal.
- The State reflects to community network lead agencies what is reported in the CLASS® Portal after each checkpoint.
- Community network lead agencies work with sites to ensure data is as accurate and complete as possible, making any necessary corrections.
- The Data Certification process occurs at the end of the school year, in which the Department works with community network lead agencies to verify that the data is correct and finalize Performance Profiles.
The CLASS® Portal classroom information page is used to collect the Informational Metrics that the Department reports in annual Performance Profiles.

Each Informational Metric field should reflect a snapshot of what was true on the dates listed below.

<table>
<thead>
<tr>
<th>Metrics</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Name on October 1</td>
<td>Name of the classroom teacher</td>
<td>October 1</td>
</tr>
<tr>
<td># of Children Assessed</td>
<td># of children assessed within GOLD</td>
<td>Spring</td>
</tr>
<tr>
<td>Ratio</td>
<td>Is the classroom using ratios that support child development?</td>
<td>October 1</td>
</tr>
<tr>
<td>Age Configuration</td>
<td>Age group of the children in the classroom</td>
<td>October 1</td>
</tr>
<tr>
<td>Name of Curriculum</td>
<td>Name of curriculum used</td>
<td>Spring</td>
</tr>
<tr>
<td>Teacher Degree</td>
<td>Highest Degree the lead teacher has</td>
<td>October 1</td>
</tr>
<tr>
<td>Teacher Certification</td>
<td>Is the classroom lead teacher certified</td>
<td>October 1</td>
</tr>
<tr>
<td>Teacher Certification #</td>
<td>The certification # for the lead teacher</td>
<td>October 1</td>
</tr>
</tbody>
</table>
Classroom-Level Use
Informational Metrics - Reminders

The following are reminders to assist as you enter Informational Metrics in the Portal:

• Teacher certification will be validated using the teacher’s certificate number, which can be confirmed on the teachlouisiana website.

• All Informational Metrics should reflect what was true on October 1 unless otherwise specified.

• Use the first four rows of the classroom information page to enter current information, as it changes. All rows below that should only be used to enter Informational Metrics.
Classroom-Level Use

Editing, Updating, and Closing Classrooms
1. Click on the **Wrench Icon** next to the classroom.
2. Update the details and click **Submit**.

Note: Users cannot edit/update the Classroom Configuration (age). If Configuration is incorrect, close the classroom and open one with correct age configuration.
Classroom-Level Use
Edit or Update Classrooms (2)

• 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).
Classroom-Level Use
Closing Classrooms

1. To close a classroom, click on the Close Classroom button to close it. Classrooms should only be closed for the following reasons:
   a. If the wrong configuration was selected when a new classroom record was created;
   b. If a classroom is no longer open at a site;
   c. If a site is no longer open and operational, ALL classrooms must be closed.

2. If you are sure you wish to close the classroom click OK on the pop-up box.

*Any pending observation orders should be cancelled before closing the classroom.

NOTE: If a classroom is closed in error, contact the Early Childhood CLASS Portal manager to reopen the classroom. Do not open a new one.
After adding a site, users can complete adding observation orders. If accessing from the home page, users should first click the wrench icon next to the appropriate network.

1. Click the **stacked textbook icon** next to the appropriate site
2. To assign an observer to a classroom, click the **Add Observation Orders** button at the bottom of the classrooms list

**Note:** Observations can be assigned either by selecting someone already in the system or adding a new person to a classroom.
3. Click **Find or Add observer**, by name or email
   
a. If the user does not exist, add them to the system by clicking **New**, filling out the required information, and clicking **Find/Add New**. Then **Select** the observer you would like to assign.

*Please refer the new user to slide 9 if they are logging into the portal for the first time.*
5. Select one or more classrooms to observe, and enter the details of the observation: Semester (Fall or Spring), Observation Date and Time, and click **Add**.
The observer will receive an email like the following after an order has been created. 

**Note:** Classrooms opened in the spring can have observation orders for spring only.
If you have scheduled an observation and need to cancel it due to a change in plans or to correct the date, click **Cancel** next to the observation and reschedule it using the steps to add observation orders.
Observations

Viewing and Entering Observation Results
Observers will not have any assigned observation orders in the CLASS® System until one or more have been assigned by the District Coordinator.

1. After an observation order has been assigned, the observer will receive an email like the one below.
2. Click on the CLASS® Portal link to view your assigned observation.
Observations
For Observers: Before You Begin

• Only use a computer to enter observation scores (no iPads or iPhones).
• Double check the start and end time of each cycle (including the AM and PM selection) before moving to the next cycle or submitting the observation.
• While entering observation scores, if you need time between entering each cycle please save and logout. Once you are ready to enter again, log back in and continue entering your scores.
• Always logout after each observation has been submitted. Log back into your account to complete the next observation to avoid timeout issues with the Early Childhood Web Portal.
• All CLASS® Observation score sheets MUST be kept on file with the Community Network Lead Agency.
• Be sure to input the Negative Climate score as you have scored it.
Observations
For Observers: Reporting Observation Results

1. After logging into the system, observers will see a screen like below.
2. Click the blue arrow button to view the observation order and to enter observation information.

NOTE: Online observation orders can be saved as they are entered and do not need to be completed in one sitting.
3. After clicking the blue arrow icon to view an observation order, observers will enter the observer information and then click Submit and Next.

NOTE: Observation Format should be used to indicate whether the observation was conducted in-person or via a recorded and/or live video conference.

Be sure that you correctly enter the LEAD TEACHER name first, and then the OBSERVER NAME. Check to ensure that you have correctly entered both before submitting.
Observations
For Observers: Reporting Observation Results (3)

4. Next, observers will enter 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.

Format**: Select the format of the classroom.

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

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

**For Format and Content, the circle button should be used to indicate how the majority of the lesson was spent, and square buttons should be used to indicate all that apply. For example, during 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 in the box and not more than 30 characters.
Observations
For Observers: Reporting Observation Results (4)

5. Click on **Submit and Next** when finished
6. Repeat these steps for Cycles 2, 3, and 4
7. Note the **Departure Time**, and click **Conclude the Observation** when finished
8. Once the observation has been completed, you will be able to see the **summary scoring sheet**.

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

**NOTE:** Observers are required to keep all hard copy documents and follow the directives of the Community Network Lead Agency for submitting forms.
Observations
For Observers*: Reporting Observation Results (6)

All Third Party observers are required to complete the observation feedback form as a part of the contract with the Third Party Agency.

9. The link to the observation feedback form will appear on the observation request on the observer home screen after completion of the scheduled observation.

When the observer clicks on the link, the web form will be opened and the Third Party observer must complete and save the form.

*Third Party Observers only
Observations
For Observers*: Reporting Observation Results (7)

Once the feedback form is saved, it will be available on the Site Classroom page along with other observation details.
Site and Network coordinators can view the saved form.

*Third Party Observers only
Error Corrections and Appeals
Error Corrections

Error corrections forms may be submitted for the types of errors listed below.

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation Details Correction</td>
<td>An incorrect detail of the observation was entered when the observation was input in the Portal.</td>
</tr>
<tr>
<td>Observation Score Correction</td>
<td>Observer entered incorrect score in any section of the observation entry in the Portal. Specify dimension and cycle in request.</td>
</tr>
<tr>
<td>Observation Score Deleted</td>
<td>An observation was entered and should not have been. The observation needs to be deleted.</td>
</tr>
</tbody>
</table>

Error corrections should be submitted using the [LDOE Error Correction form](#).

If accepted, LDOE Portal Manager will open the observation in the Portal for corrections and alert the user. Re-opened observations will appear as pending on the CLASS Portal dashboard. Network Coordinators and the appropriate observer have the ability to make the correction and re-submit the observation.
 Appeals

Observation appeals should only be submitted by the community network lead agency. The community network lead agency should work with sites to submit an accurate and detailed appeal. LDOE determinations are made in August annually.

The LDOE accepts two types of appeals requests, both outlined in the CLASS Appeals Guidance.

• Typical Appeals - a community network lead agency disagrees with a score or cites a procedural error that may in violation of Bulletin 140

• Documentation of Improvement - this type of appeal must meet specific criteria, and should only be used when a teacher has undergone significant professional development, as outlined in the guidance document

Community network lead agencies may submit appeals using the form linked in the CLASS Appeals Guidance.

Community network lead agencies should submit appeals within 30 days of the contested observation. Appeals may be submitted throughout the year. All appeals must be submitted by June 30.
Accessing Portal Reports
Accessing Portal Reports

Portal Report Summary

There are a variety of reports that can be found in the Portal, that are generated using up-to-date Portal information, from score data, to the number of observations completed.

Reports can be accessed in the Reports tab on the homepage of the EC CLASS Portal. There are three reports that are the most important, and all three include Third Party scores:

- Site Level
  - Site CLASS Domain Averages Report
  - Site CLASS Dimension Averages Report

- Network Level
  - Community Network Observer Raw Scores Report
Accessing Portal Reports
Opening Reports

To run a report, click Reports > System Level Reports

- A list of available reports will appear, and you can select the one you are most interested in.

NOTE: These steps can be followed to run a report for sites and observers.
Accessing Portal Reports
Resource & Referral Access Level (CCR&R)

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 pull reports within their region.

Community Network Domain Averages – lists Domain average scores (including Third Party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.

Community Network Dimension Averages – lists Dimension average scores (including Third Party) for Pre-K and Toddler by site within a Network. Can search by school year and by semester.

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.
Accessing Portal Reports

Resource & Referral Access Level (CCR&R) (2)

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 pull reports within their region.

Network Community CLASS® Infant Domain / Dimension Scores – lists site name, classroom code, classroom name, semester, Third Party observation, teacher name, observation id, infant CLASS® dimension averages relational climate, teacher sensitivity, facilitated exploration, and early language support, and infant CLASS® domain average responsive caregiving for all sites in network.

Network Community CLASS® Calculator Roster – lists observation scores for all sites in the network to be used with the Performance Rating Calculator.
Accessing Portal Reports
Network Coordinators Access Level

Network Coordinators are assigned access by DOE coordinators. Network Coordinators can designate Site Coordinators, and are responsible for assigning local observations.

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.

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.

Community Network CLASS® Observations Missing – lists total classrooms within a Network that are missing observations. Can search by school year and by semester.

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.
Accessing Portal Reports
Network Coordinators Access Level (2)

**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.

**Community Network Teachstone Extract** – lists center name, classroom name, observer email, observer first name, observer last name, lead teacher email, lead teacher first name, lead teacher last name, assistant teacher email, assistant teacher first name, assistant teacher last name, observation start date, observation start time, observation end date, observation end time, number of children, number of adults, cycle start date, cycle start time, cycle end date, cycle end time, English primary, double coding, content array, primary content, format array, primary format, pc, ns, ts, rsp, bm, pr, ilf, cd, qf and lm.

**Community Network Scheduled Observations Report** – lists Site Code, Site Name, observer Name, Email, Classroom Code, Classroom Name, Observation Date, Observation Time, and Observation Completed within a network.

**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.
Accessing Portal Reports
Network Coordinators Access Level (3)

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.


Network Community CLASS® Infant Domain / Dimension Scores – lists site name, classroom code, classroom name, semester, Third Party observation, teacher name, observation id, infant CLASS® dimension averages relational climate, teacher sensitivity, facilitated exploration, and early language support, and infant CLASS® domain average responsive caregiving for all sites in network.

Network Community CLASS® Calculator Roster – lists observation scores for all sites in the network to be used with the Performance Rating Calculator.
Accessing Portal Reports
Site Coordinator and Read-Only Access

Site Coordinators are responsible for ensuring that site-level and classroom-level information is accurate and updated. Read-only Site Coordinators can review observation results.

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.

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.

Community Network 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 CLASS® Observation Completion Report – total number of classrooms and number of classrooms observed within each site of an authorized network. Can search by school year and by semester.
Accessing Portal Reports
Site Coordinator and Read-Only Access (2)

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.

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

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.

Site CLASS® Infant Domain / Dimension Scores – lists site name, classroom code, classroom name, semester, Third Party observation, teacher name, observation id, infant CLASS® dimension averages relational climate, teacher sensitivity, facilitated exploration, and early language support, and infant CLASS® domain average responsive caregiving for the site.

Site CLASS® Calculator Roster – lists observation scores for all observations at a site to be used with the Performance Rating Calculator.
Accessing Portal Reports
Observer Access

Observer are responsible for accurately entering observation results in the Portal and should use the reports to ensure their observation reliability.

Portal Timelines & Other Resources
FAQ and Important Notes

All of the notes below are expounded upon in more detail throughout this guide. You may utilize the Table of Contents to find more information about any of the information provided in this slide.

Setting Up Sites and Classrooms

• If a teacher in the classroom changes, please update the “lead teacher” field in the Portal. Do not close the classroom.
  • If this change occurs after October 1, leave the “teacher name on October 1” the same, to reflect who the teacher on October 1 was. More information on this in the Informational Metrics section.
• Classroom configuration cannot be edited - if a classroom was opened with the incorrect age configuration, it should be closed, and a classroom with the correct age configuration should be opened.
• If a classroom is closed in error, contact the EC Portal Manager or earlychildhood@la.gov to reopen the classroom. Do not open a new classroom.

CLASS Observations

• Per Bulletin 140, all CLASS Observation score sheets must be kept on file with the lead agency.
• Input negative climate as you scored it in the CLASS score book. The system will convert the score for you.

NOTE: The CLASS Portal functions best with Google Chrome.
## Portal Resources
### Submission Deadlines

This table details the typical timeline that tasks must be completed in the Portal.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>Enter/Update Sites</td>
<td>Network Coordinators must ensure all sites within the Lead Agency’s network have been added.</td>
<td>October 1</td>
</tr>
<tr>
<td>Fall Classroom Entry</td>
<td>Site Coordinators must enter information for all classrooms within their school(s).</td>
<td>October 1</td>
</tr>
<tr>
<td>Fall Observation Entry</td>
<td>Observations must be entered into Portal within 10 days of observation, and all Fall observations must be completed by December 15.</td>
<td>December 15</td>
</tr>
<tr>
<td>Spring Classroom Entry or Fall Classroom Updates</td>
<td>If classroom updates are needed for the Spring, Site Coordinators must complete this work by the deadline.</td>
<td>February 1</td>
</tr>
<tr>
<td>Spring Observation Entry</td>
<td>Observers must enter observations within 10 days with all Spring observations completed by the final deadline.</td>
<td>May 15</td>
</tr>
</tbody>
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## Portal Resources

### Next Steps and Questions

If you have a question not answered in this User Guide, please email earlychildhood@la.gov.

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<td><strong>CLASS® Third-Party Observation Guide</strong></td>
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<td><strong>K-2 Portal Information</strong></td>
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