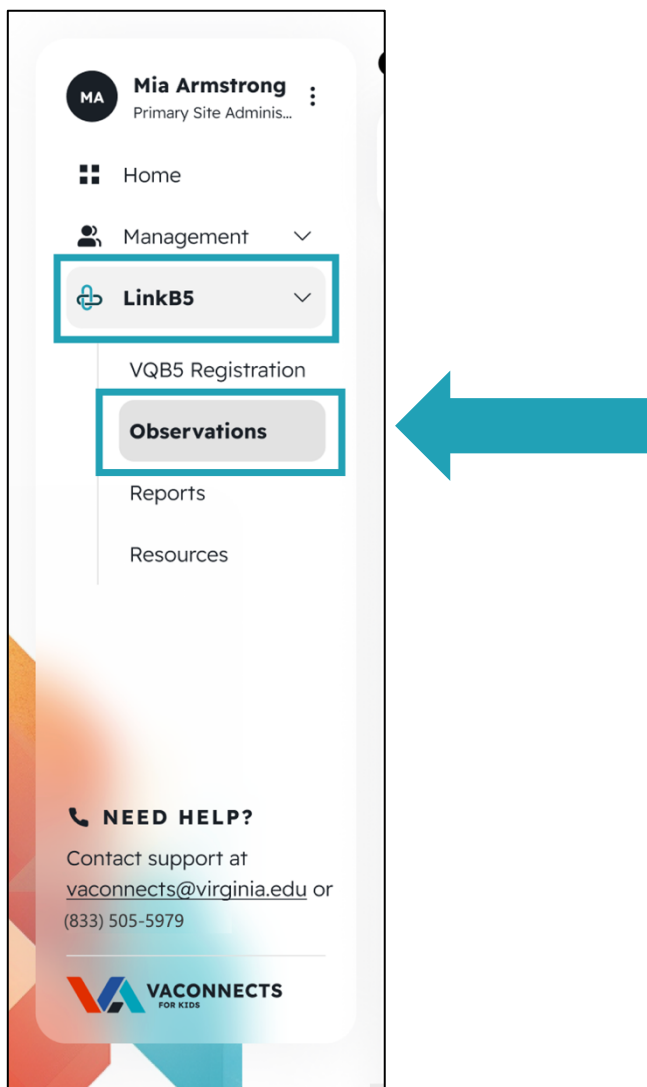


## CLASS Observation Review and Verification Guide

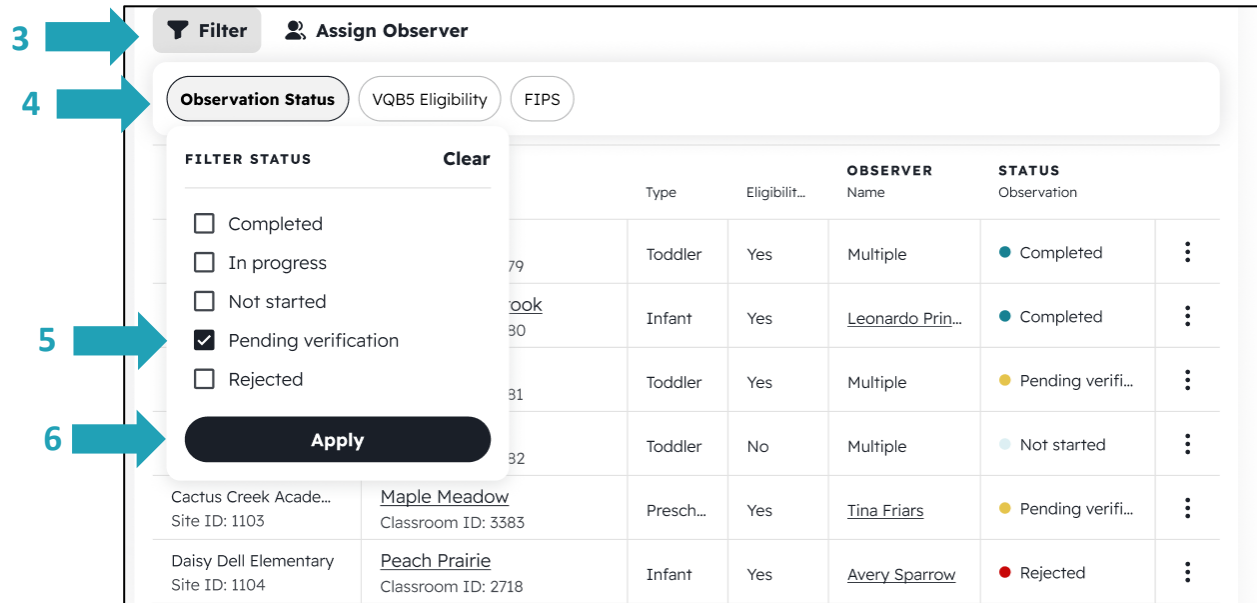
*For Site Administrators, including Family Day Home Providers and Multi-Site Administrators*

*Note: A CLASS Observation is not complete until a Site Administrator reviews and verifies the Observation.*

1. Select “**LinkB5**” in the left-hand navigation.
2. Select “**Observations**” under “**LinkB5**.”



3. Click the “Filter” button.
4. Select the “Observation Status” filter.
5. Select “Pending verification.”
6. Click “Apply.”



The screenshot shows the LinkB5 interface with a filter dropdown menu open. The filter menu is titled "FILTER STATUS" and has a "Clear" button. It contains the following options:

- Completed
- In progress
- Not started
- Pending verification
- Rejected

Below the filter menu is a table with the following columns: Type, Eligibilit..., OBSERVER Name, and STATUS Observation. The table contains the following data:

Type	Eligibilit...	OBSERVER Name	STATUS Observation
Toddler	Yes	Multiple	Completed
Infant	Yes	Leonardo Prin...	Completed
Toddler	Yes	Multiple	Pending verifi...
Toddler	No	Multiple	Not started
Presch...	Yes	Tina Friars	Pending verifi...
Infant	Yes	Avery Sparrow	Rejected

At the bottom of the filter menu is an "Apply" button.

7. Click the underlined Classroom name.

### Observations

Year: **2023-2024** | Term: **Fall**

Ready Region: **Region 1 - Southwest** | Site: **All Sites**

**Region 1 - Southwest**  
All Sites | All Classrooms

**17**  
Pending verification

**388/1,280**  
Completed observations

**Filter**

**Assign Observer**

SITE Name, ID	CLASSROOM Name, ID	Type	Eligibilit...	OBSERVER Name	STATUS Observation
Aloe Acres Academy Site ID: 1102	<u>Apricot Arch</u> Classroom ID: 3379				● Completed
Aloe Acres Academy Site ID: 1102	<u>Buttercream Brook</u> Classroom ID: 3380	Infant	Yes	<u>Leonardo Prin...</u>	● Completed
Aloe Acres Academy Site ID: 1102	<u>Cherry Creek</u> Classroom ID: 3381	Toddler	Yes	Multiple	● Pending verifi...
Cactus Creek Acade... Site ID: 1103	<u>Doughnut Dell</u> Classroom ID: 3382	Toddler	No	Multiple	● Not started
Cactus Creek Acade... Site ID: 1103	<u>Maple Meadow</u> Classroom ID: 3383	Presch...	Yes	<u>Tina Friars</u>	● Pending verifi...

8. Click the menu next to the Observation with "Pending verification."

All Classrooms > **Apricot Arch**

**Apricot Arch** Classroom ID: 12341

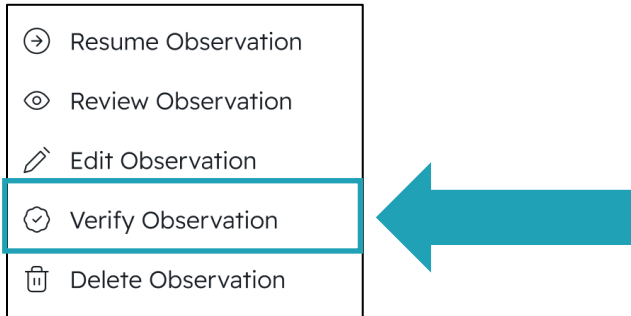
Region 1 - Southwest | Jelly Jam Elementary Site ID: 3212 | Poppy Rachel Educator

Assigned Observers: Lina Clark Tom House Kenny Tunes Plaid Firm Jammery Talon **Edit**

**Start Observation**

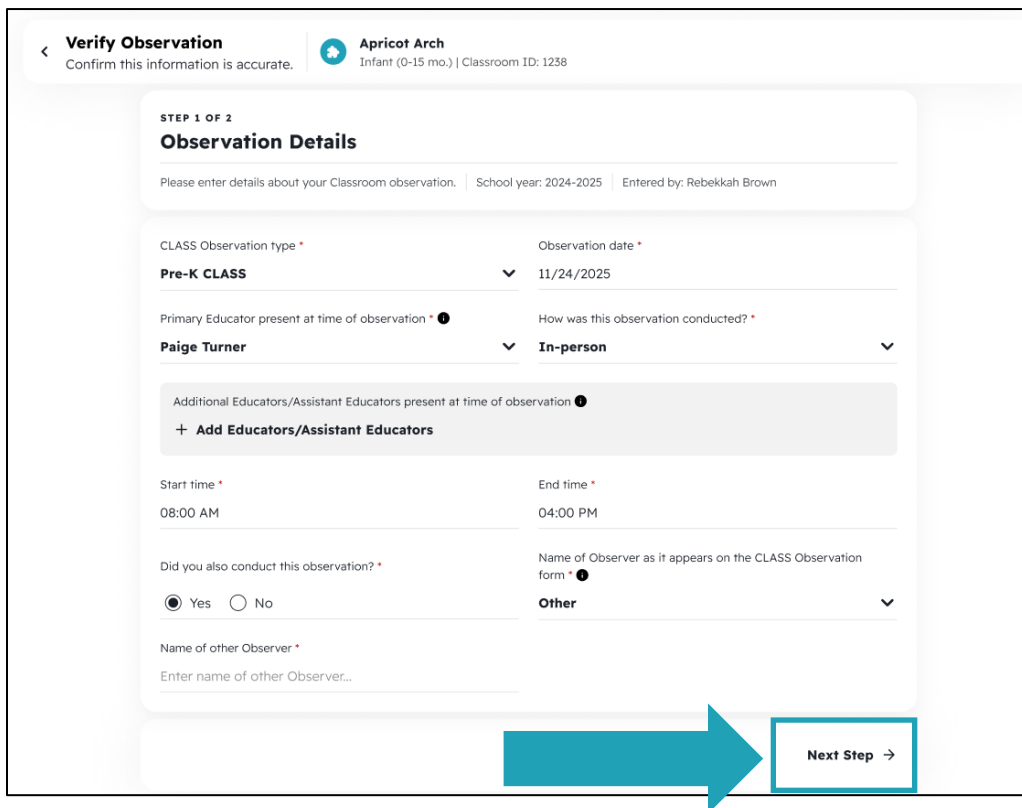
OBSERVATION Type	Term	Entered by	Date of Observ...	STATUS Observation	Last updated
Toddler CLASS	Fall	Hubert Young	07/18/2024	● In progress	07/18/2024
Toddler CLASS	Spring	Melinda Toms	07/22/2024	● Pending verification	07/18/2024

9. Select “Verify Observation” from the dropdown menu.



10. Review the Observation Details.

11. Click “Next Step.”




12. Click the arrows to expand and review Observation Cycles 1-4.
13. Click the “Verify” button at the top. Only click the red “Reject” button if there is incorrect information in the form.

<

**Verify Observation**

Confirm this information is accurate.



**Apricot Arch**  
Infant (0-15 mo.) | Classroom ID: 1238

Reject

Verify

**STEP 2 OF 2**

**Observation Cycles**

Please enter details about your observation cycles. Term | School year: Fall | 2024-2025 | Entered by: Rebekkah Brown

**CYCLE 1**

<b># of adults *</b>	<b># of children *</b>	<b>Cycle start time *</b>	<b>Cycle end time *</b>
1	1	00:00 AM	00:00 PM

**Academic content \***

+ Add Academic Content

Other academic content

**Format \***

+ Add Format

---

**Emotional Support**

Dimension	Score:	1	2	3	4	5	6	7
Positive Climate (PC) *		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Negative Climate (NC) * <span style="font-size: 12px; background-color: yellow; padding: 2px;">● Scoring notes</span>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teacher Sensitivity (TS) *		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regard for Student Perspective (RS) *		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Instructional Support**

Dimension	Score:	1	2	3	4	5	6	7
Concept Development (CD) *		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of Feedback (QF) *		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Language Modeling (LM) *		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

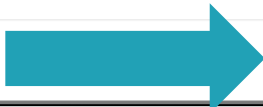
14. Click “**Submit Verification**” to confirm the verification.

**Verify this observation** ✕

Double-check averages and ensure all data was entered correctly for the 4 cycles before you submit this verification.

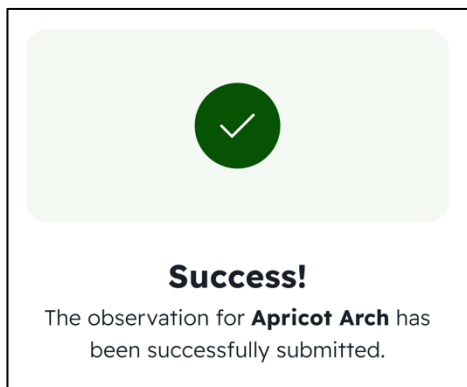
Dimension (Total cycles: 4)	Dimension total	Dimension average
<b>Emotional Support</b> Domain average: 5.44		
Positive Climate (PC)	21	5.25
Negative Climate (NC)	24	6
Teacher Sensitivity (TS)	20	5
Regard for Student Perspective (RS)	22	5.5
<b>Instructional Support</b> Domain average: 5.42		
Concept Development (CD)	21	5.25
Quality of Feedback (QF)	20	5
Language Modeling (LM)	24	6
<b>Classroom Organization</b> Domain average: 4.6		
Behavior Management (BM)	21	4
Productivity (PD)	26	5.5
Instructional Learning Formats (ILF)	20	3.6

Cancel




Submit Verification

15. A pop-up message will appear to confirm the verification.



16. You will be taken back to your Classroom page, where the Classroom observation now has a **“Completed”** status.

All Classrooms > **Apricot Arch**



**Apricot Arch** Classroom ID: 12341  
 Region 1 - Southwest | Jelly Jam Elementary Site ID: 3212 | Poppy Rachel Educator

Assigned Observers: Lina Clark Tom House Kenny Tunes Plaid Firm Jammery Talon ✎ Edit

**Start Observation**

OBSERVATION			STATUS		
Type	Term	Entered by	Date of Observ...	Observation	Last updated
Toddler CLASS	Fall	Hubert Young	07/18/2024	<span style="color: teal;">●</span> In progress	07/18/2024
Toddler CLASS	Spring	Melinda Toms	07/22/2024	<span style="color: teal;">●</span> Completed	07/18/2024

## Need Technical Help? Contact the LinkB5 Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** 1-833-554-6525
- **Email:** [linkb5support@virginia.edu](mailto:linkb5support@virginia.edu)
- **LinkB5 Resources:** <https://resources.linkb5.virginia.edu/>

Last Updated: July 2025