

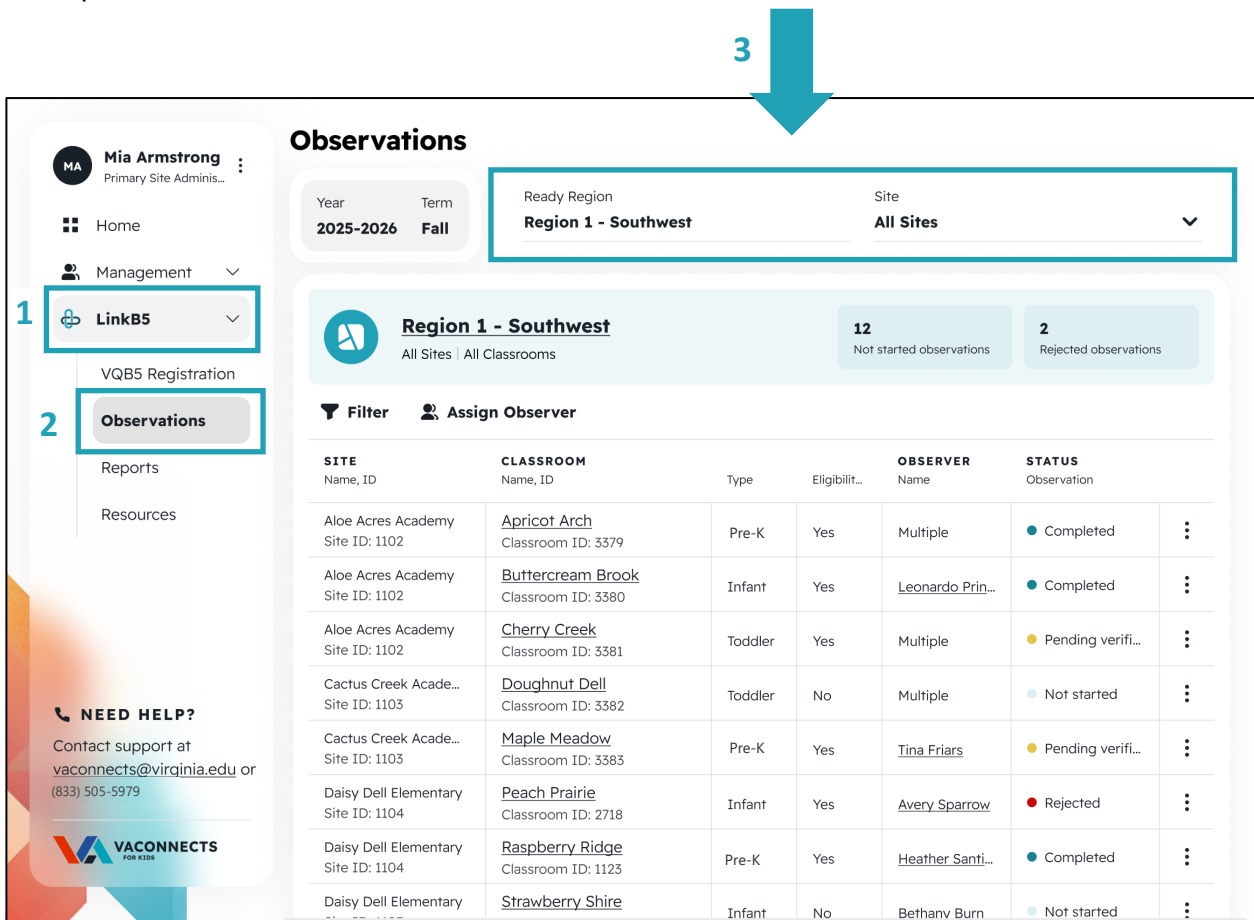
## Enter CLASS Observation Information Guide

For Observers, Ready Region Leads with Access granted, and Site Administrators, including Family Day Home Providers and Multi-Site Administrators

### Navigate to Observations

1. Select “**LinkB5**” in the left-hand navigation.
2. Select “**Observations.**”
3. Select **Ready Region** and/or **Site** (if applicable).

*Note: Your ability to select Ready Region and/or Site depends on your access and permissions.*



The screenshot shows the LinkB5 Observations interface. A large blue arrow labeled '3' points to the 'Ready Region' and 'Site' filters. Callout '1' points to the 'LinkB5' link in the left-hand navigation menu. Callout '2' points to the 'Observations' link in the left-hand navigation menu.

**Observations**

Year: 2025-2026 Term: Fall

Ready Region: Region 1 - Southwest Site: All Sites

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

12 Not started observations 2 Rejected observations

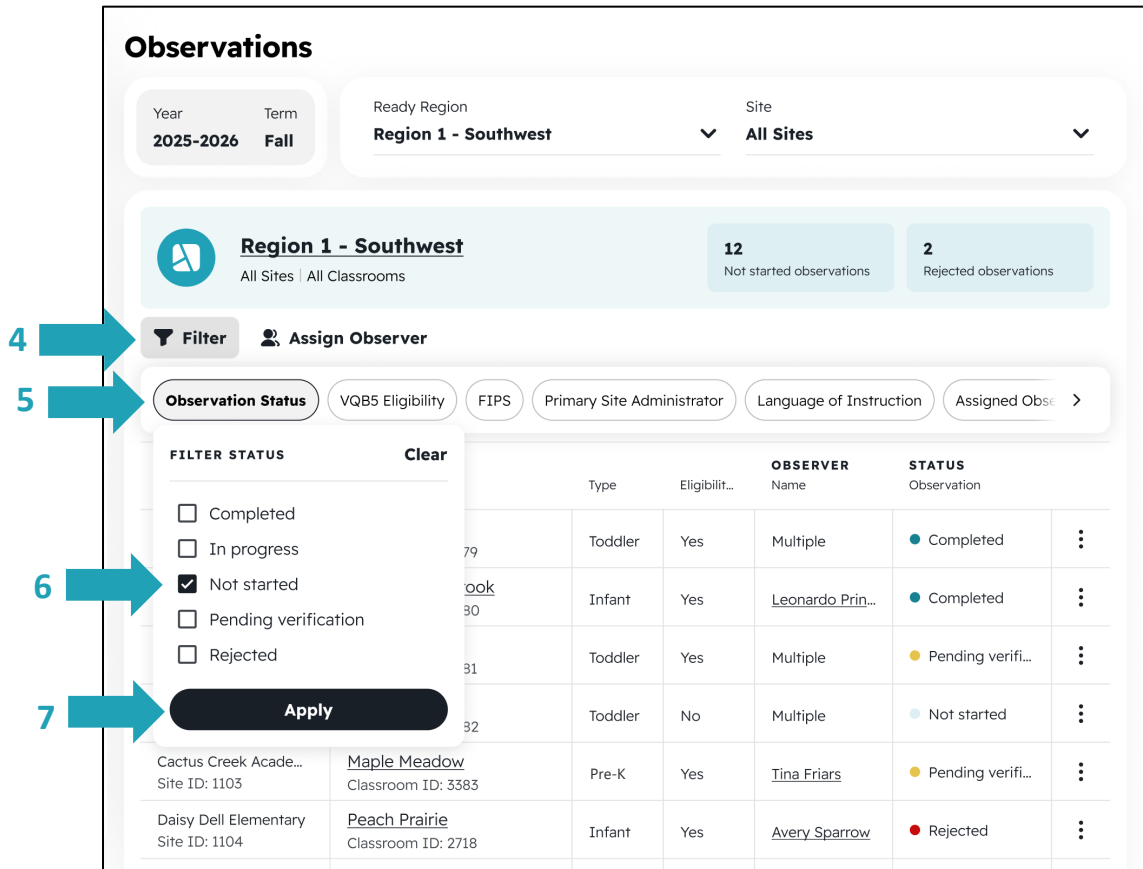
**Filter** **Assign Observer**

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	Pre-K	Yes	Multiple	Completed
Aloe Acres Academy Site ID: 1102	<u>Buttercream Brook</u> Classroom ID: 3380	Infant	Yes	Leonardo Prin...	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	Pre-K	Yes	Tina Friars	Pending verifi...
Daisy Dell Elementary Site ID: 1104	<u>Peach Prairie</u> Classroom ID: 2718	Infant	Yes	Avery Sparrow	Rejected
Daisy Dell Elementary Site ID: 1104	<u>Raspberry Ridge</u> Classroom ID: 1123	Pre-K	Yes	Heather Santi...	Completed
Daisy Dell Elementary	<u>Strawberry Shire</u>	Infant	No	Bethany Burn	Not started

**NEED HELP?**  
Contact support at [vaconnects@virginia.edu](mailto:vaconnects@virginia.edu) or (833) 505-5979

**VACONNECTS**  
FOR KIDS

4. Click the “Filter.”
5. Select “Observation Status.”
6. Select “Not Started.”
7. Click “Apply.”



**Observations**

Year: 2025-2026 Term: Fall Ready Region: Region 1 - Southwest Site: All Sites

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

12 Not started observations 2 Rejected observations

4 **Filter** Assign Observer

5 **Observation Status** VQB5 Eligibility FIPS Primary Site Administrator Language of Instruction Assigned Observer

6 **FILTER STATUS** Clear

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

7 **Apply**

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
Pre-K	Yes	Tina Friars	Pending verifi...
Infant	Yes	Avery Sparrow	Rejected

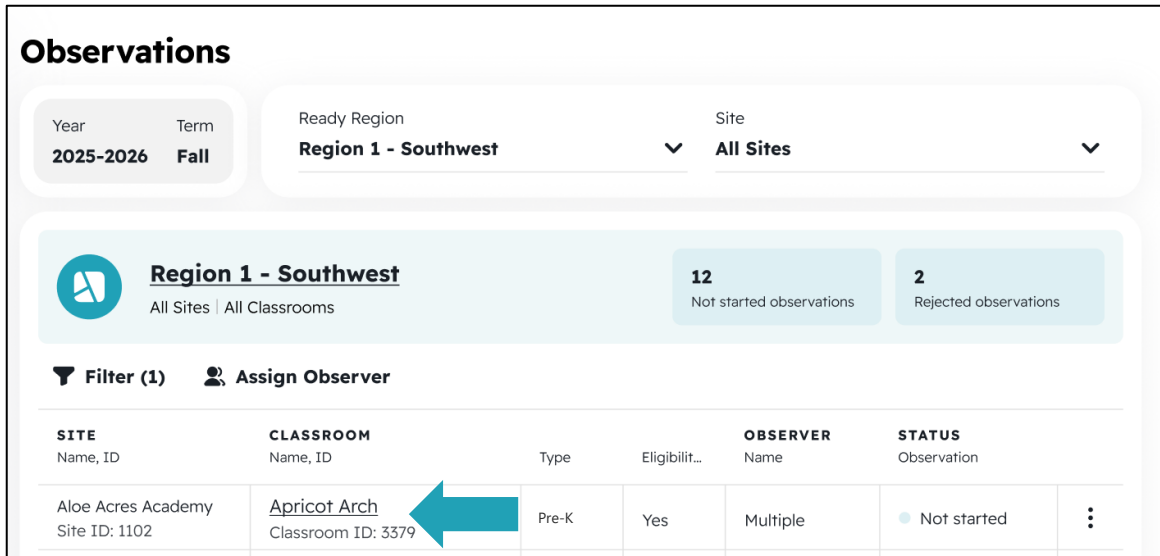
Cactus Creek Acade... Site ID: 1103 Maple Meadow Classroom ID: 3383

Daisy Dell Elementary Site ID: 1104 Peach Prairie Classroom ID: 2718

## Navigate to “Start Observation”

### Option 1: From Within the Classroom’s Observations Overview

1. Click the underlined **Classroom name**.



**Observations**

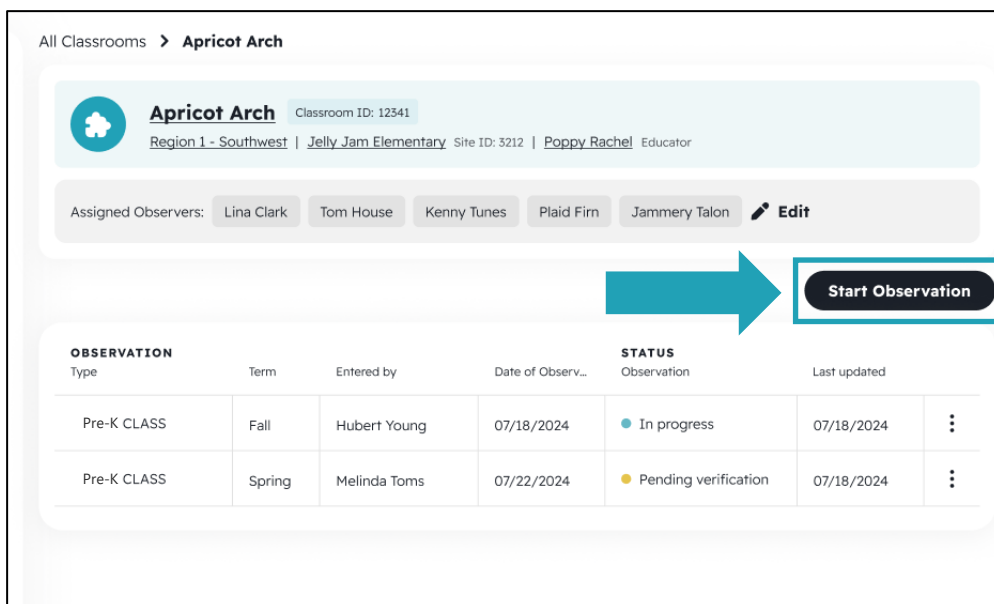
Year: 2025-2026 Term: Fall Ready Region: Region 1 - Southwest Site: All Sites

**Region 1 - Southwest** All Sites | All Classrooms 12 Not started observations 2 Rejected observations

Filter (1) 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	Pre-K	Yes	Multiple	Not started

2. Click the “**Start Observation**” button.



All Classrooms > **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 Finn Jammery Talon Edit

**Start Observation**

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

## Option 2: From the Classroom Menu


1. Click the Classroom menu.
2. Select **“Start Observation.”**

### Observations

Year  
**2025-2026**
Term  
**Fall**

Ready Region  
**Region 1 - Southwest**

Site  
**All Sites**


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

**17**  
Pending verification

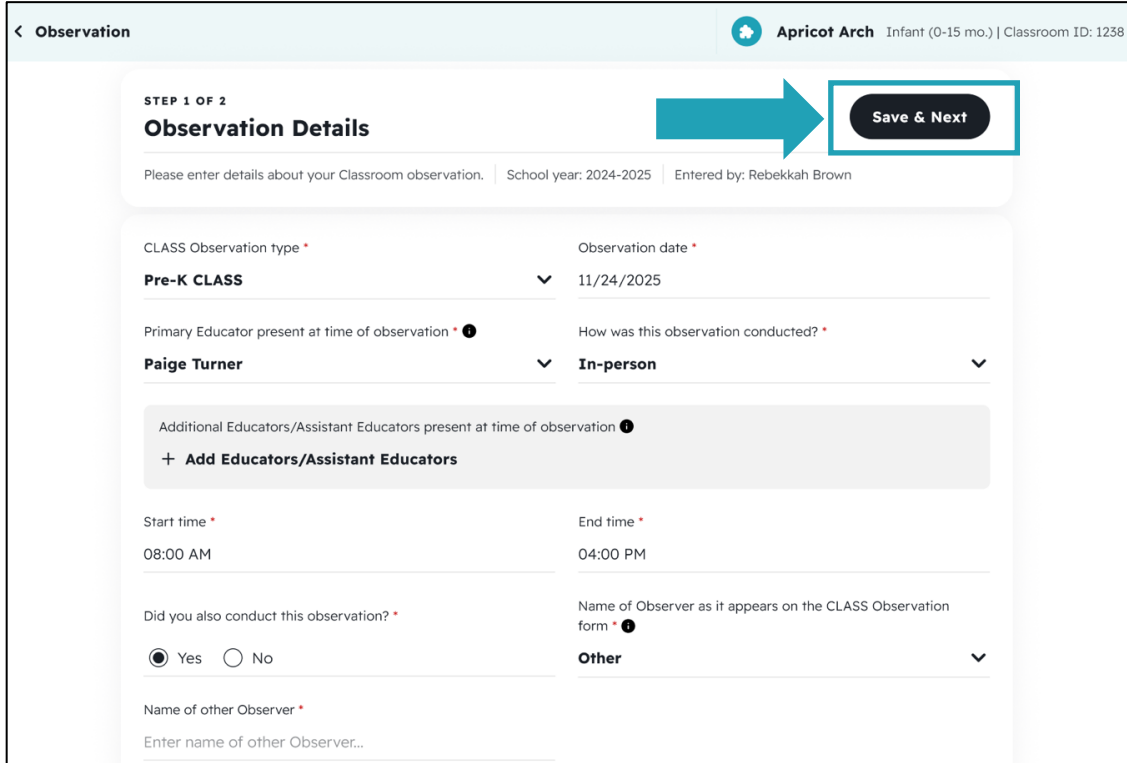
**388/1,280**  
Completed observation

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	Toddler	Yes	Multi	<div> View Classroom Details </div>
Aloe Acres Academy Site ID: 1102	<u>Buttercream Brook</u> Classroom ID: 3380	Infant	Yes	Multi	<div> Start Observation </div>
Aloe Acres Academy Site ID: 1102	<u>Cherry Creek</u> Classroom ID: 3381	Toddler	Yes	Multi	<div> Assign Observer </div>

## Complete CLASS Observation Information

1. Complete all **“Observation Details”** fields. The form will not be saved if the required fields (marked with a **red\***) are not filled out.
2. Click **“Save & Next.”**



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

**STEP 1 OF 2**  
**Observation Details**

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

CLASS Observation type \*  
**Pre-K CLASS** ▼

Observation date \*  
11/24/2025

Primary Educator present at time of observation \* ●  
**Paige Turner** ▼

How was this observation conducted? \*  
**In-person** ▼

Additional Educators/Assistant Educators present at time of observation ●  
**+ Add Educators/Assistant Educators**

Start time \*  
08:00 AM

End time \*  
04:00 PM

Did you also conduct this observation? \*  
☒ Yes ☐ No

Name of Observer as it appears on the CLASS Observation form \* ●  
**Other** ▼

Name of other Observer \*  
Enter name of other Observer...

3. Click the arrows to expand Cycles 1-4.
4. Complete all fields in Cycles 1-4. The form will not be saved if the required fields (marked with a **red \***) are not filled out.
5. Click **“Review & Submit.”** If you do not complete all required fields in Cycles 1-4 in one session, click **“Save”** to return later.

*Note: “Negative Climate” scores for Toddler and Pre-K should be entered in as the raw score (not reversed).*



6. Review and confirm the Observation information.
7. Click **“Submit,”** or click **“Edit Observation”** to make edits.
  - Once you click **“Submit,”** an email will be sent to the Primary Site Administrator to review and verify Observation information.

### Confirm the observation scores

✕

Review the entered scores for the 4 cycles of this CLASS Observation. Double-check averages and ensure all data was entered correctly. Note: Negative Climate is not reversed in the dimension total or the dimension average, but it is reversed in the domain average.

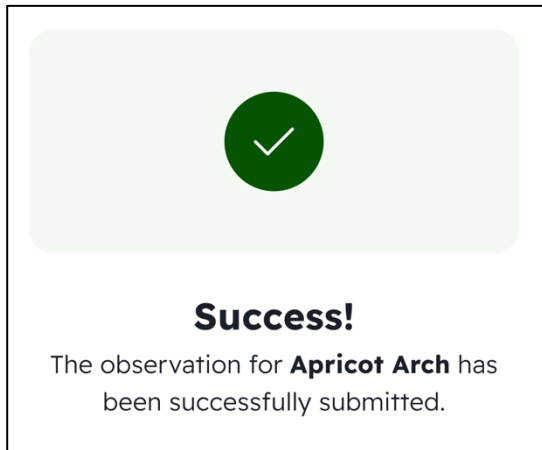
Dimension (Total cycles: 4)	Dimension total	Dimension average
<b>Emotional Support</b> Domain average: 5.44		
Positive Climate (PC)	21	5.25
Negative Climate (NC)	24	6
Teacher Sensitivity (TS)	20	5
Regard for Student Perspective (RS)	22	5.5
<b>Instructional Support</b> Domain average: 5.42		
Concept Development (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

Edit Observation

➔

Submit

8. After you click “**Submit**,” you will receive a pop-up “**Success!**” message.



9. You will receive an email when the Primary Site Administrator verifies the Observation Information.

### 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/>

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