

Manage Classrooms Guide

Please note that your left-hand navigation and ability to manage Classrooms depends on your role and permissions. LinkB5 Primary Site Administrators and Site Administrators are strongly advised to complete VQB5 Registration prior to managing classrooms as shown in this guide.

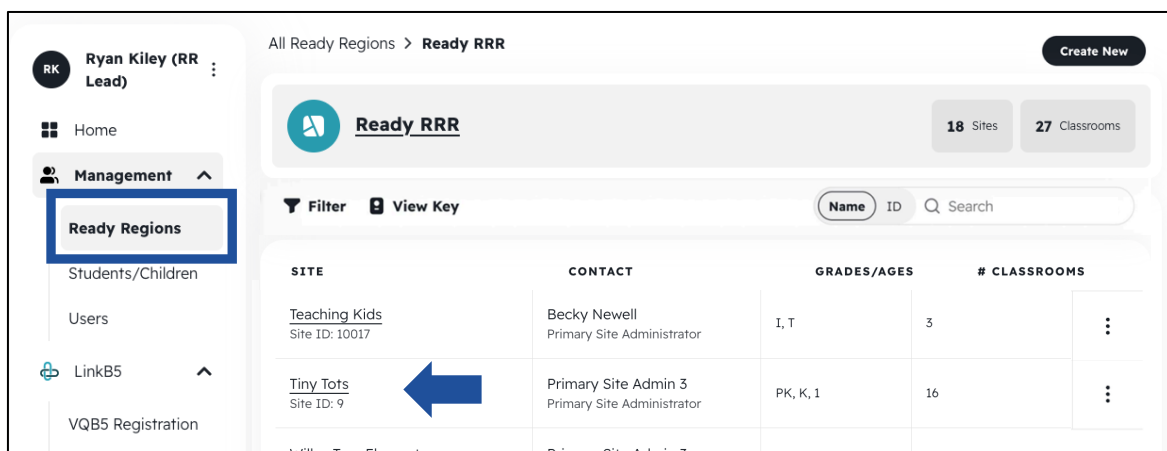
Find a List of Classrooms

For Ready Region Leads, VALLSS Division Representatives, VKRP Division Contacts, Division Roles, Primary Site Administrators, Site Administrators, Principals, School Roles, School Literacy Contacts, and VKRP School Contacts

Ready Region Leads

Ready Region Leads are strongly advised to first consult LinkB5 guides for instructions on VQB5 Registration and Observations.

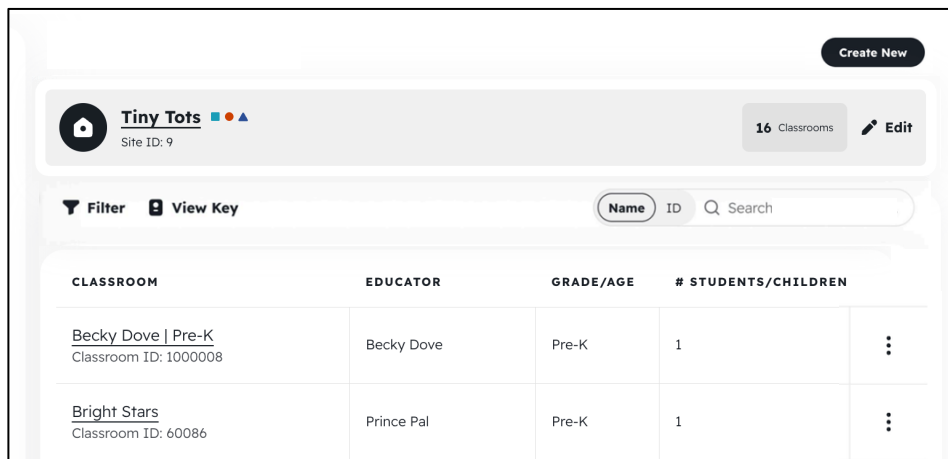
1. Select **“Management”** from the left-hand navigation.
2. Select **“Ready Regions”**.
3. Click on a **Site name** to view the Site’s list of Classrooms.



The screenshot shows the VACONNECTS FOR KIDS interface. On the left, the navigation menu is expanded, and 'Ready Regions' is highlighted. The main content area displays a table of Ready Regions. A blue arrow points to the 'Tiny Tots' site name in the table.

SITE	CONTACT	GRADES/AGES	# CLASSROOMS
Teaching Kids Site ID: 10017	Becky Newell Primary Site Administrator	I, T	3
Tiny Tots Site ID: 9	Primary Site Admin 3 Primary Site Administrator	PK, K, 1	16
Willow Tree Elementary	Primary Site Admin 3		

4. View the Site's list of Classrooms



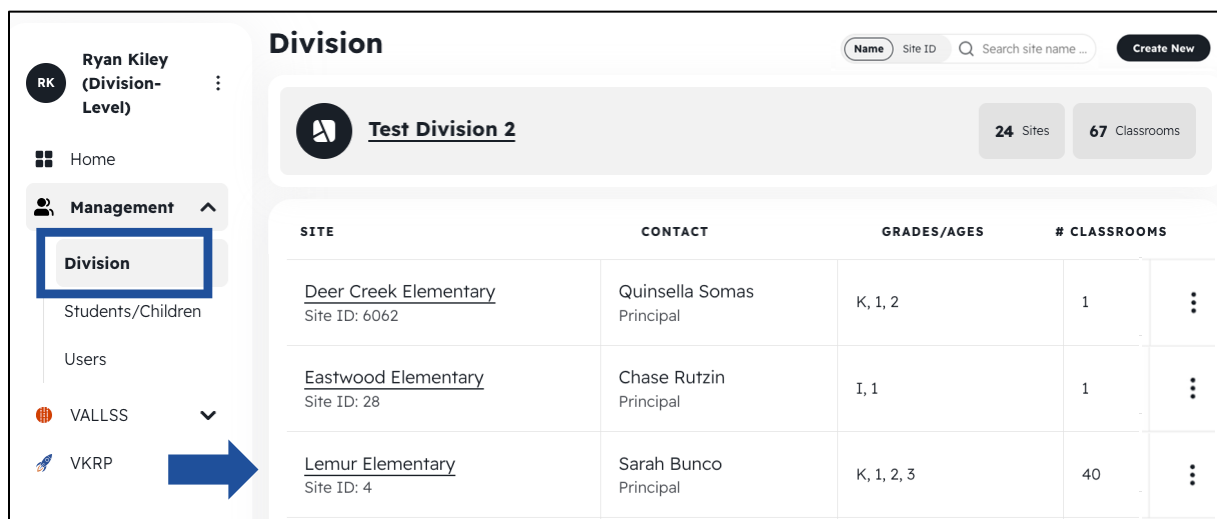
Tiny Tots Site ID: 9 16 Classrooms Edit

Filter **View Key** Name ID Search

CLASSROOM	EDUCATOR	GRADE/AGE	# STUDENTS/CHILDREN
Becky Dove Pre-K Classroom ID: 1000008	Becky Dove	Pre-K	1
Bright Stars Classroom ID: 60086	Prince Pal	Pre-K	1

VALLSS Division Representative, VKRP Division Contact, Division Role

1. Select **"Management"** from the left-hand navigation.
2. Select **"Division"**.
3. Click on a **Site name** to view the Site's list of Classrooms.

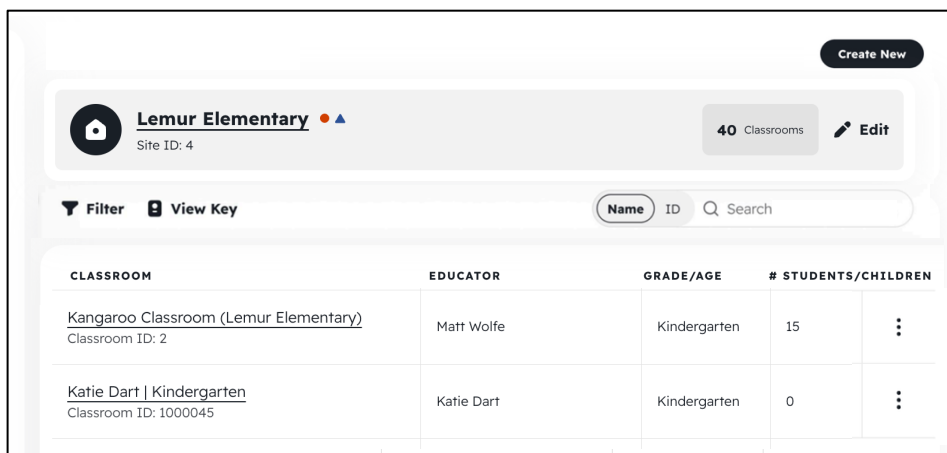


Division Name Site ID Search site name ... Create New

Test Division 2 24 Sites 67 Classrooms

SITE	CONTACT	GRADES/AGES	# CLASSROOMS
Deer Creek Elementary Site ID: 6062	Quinsella Somas Principal	K, 1, 2	1
Eastwood Elementary Site ID: 28	Chase Rutzin Principal	I, 1	1
Lemur Elementary Site ID: 4	Sarah Bunco Principal	K, 1, 2, 3	40

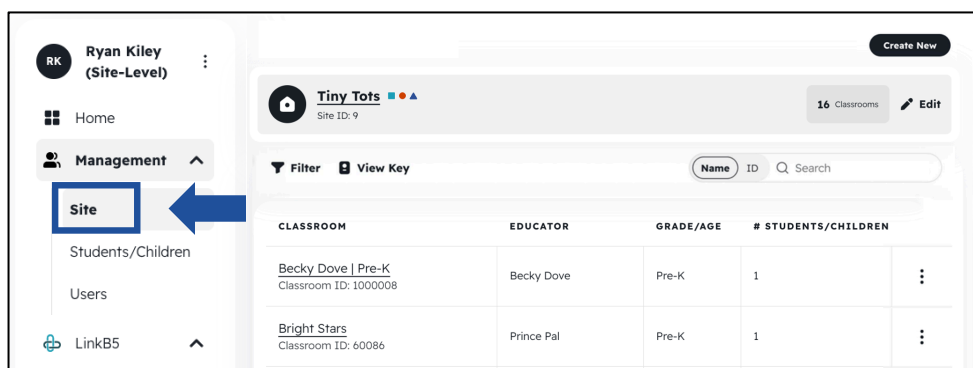
4. View the Site's list of Classrooms.



CLASSROOM	EDUCATOR	GRADE/AGE	# STUDENTS/CHILDREN	
Kangaroo Classroom (Lemur Elementary) Classroom ID: 2	Matt Wolfe	Kindergarten	15	⋮
Katie Dart Kindergarten Classroom ID: 1000045	Katie Dart	Kindergarten	0	⋮

Primary Site Administrator, Site Administrator, Principal, School Role, School Literacy Contact, VKRP School Contact

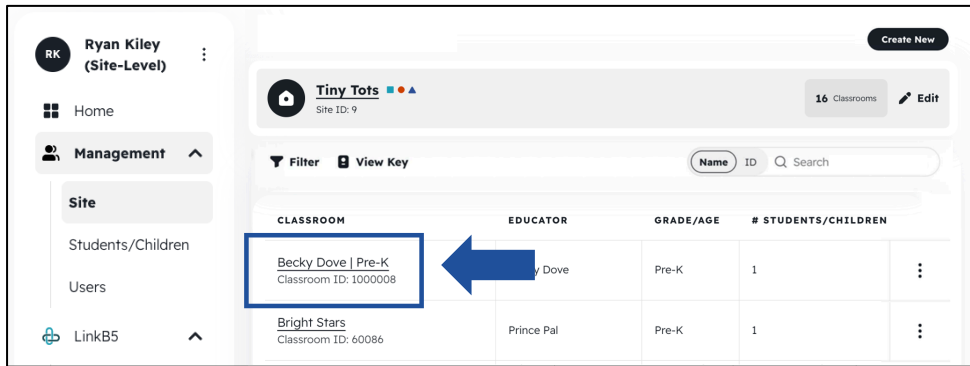
1. Select **“Management”** from the left-hand navigation.
2. Select **“Site”** to view your list of Classrooms.



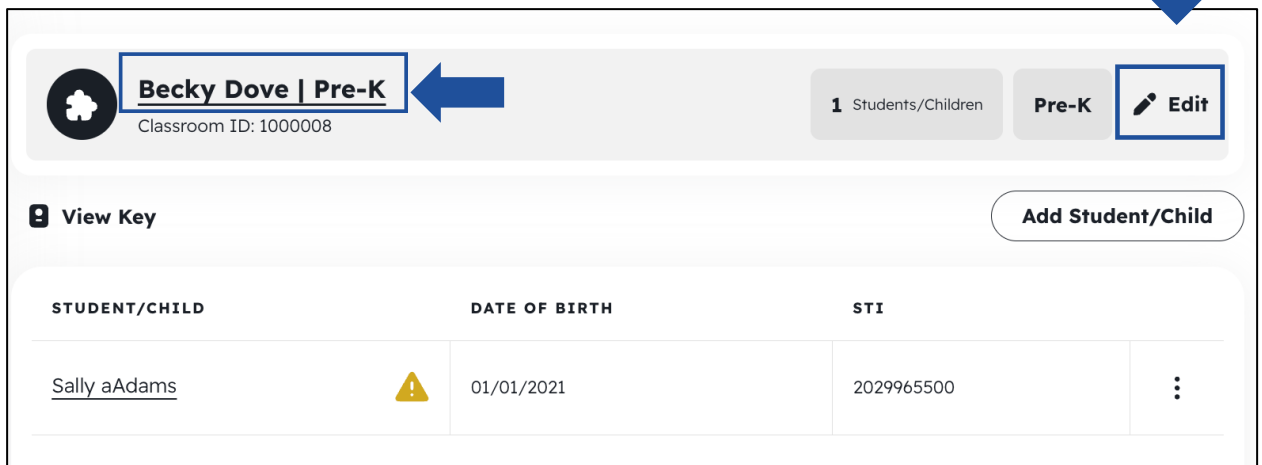
CLASSROOM	EDUCATOR	GRADE/AGE	# STUDENTS/CHILDREN	
Becky Dove Pre-K Classroom ID: 1000008	Becky Dove	Pre-K	1	⋮
Bright Stars Classroom ID: 60086	Prince Pal	Pre-K	1	⋮

Edit an Existing Classroom

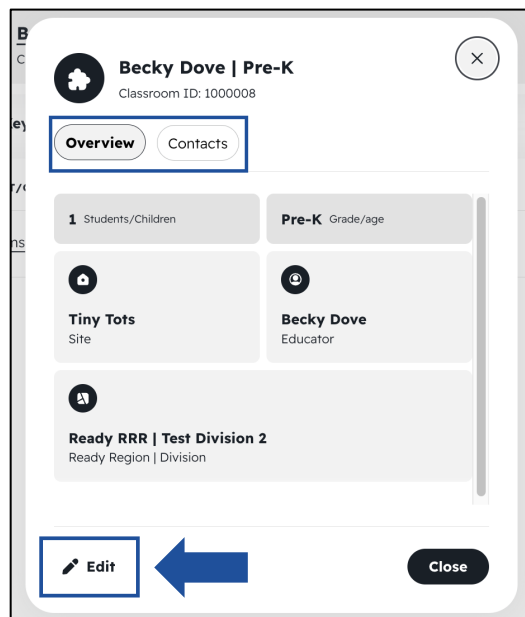
1. From the list of Classrooms found in the “Find a List of Classrooms” section, select the **Classroom** you want to edit.



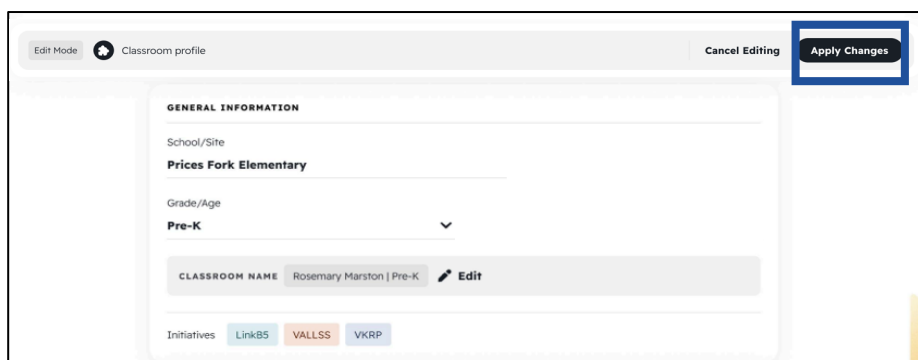
2. From the Classroom’s page, click on “**Edit**” to directly enter edit mode (and skip to step 3), or click the **Classroom name** to first see the **Classroom Overview**.



- a) From the **Classroom Overview**, toggle between “**Overview**” and “**Contacts**” to see Classroom information. Click “**Edit**” to enter edit mode.

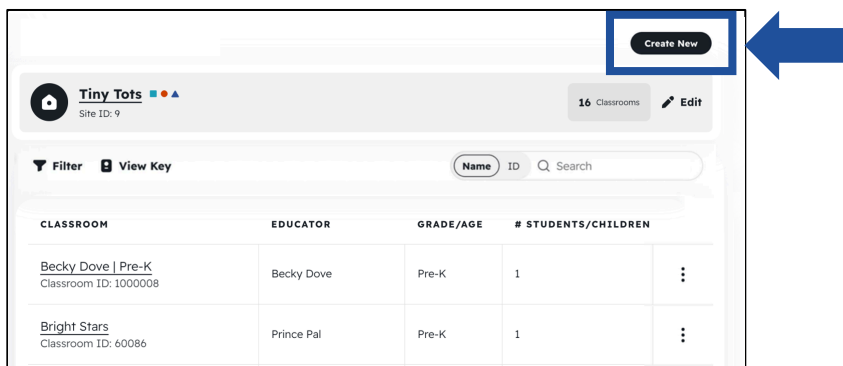


3. Edit the Classroom profile.
4. Click “**Apply Changes**” to save changes or “**Cancel Editing**” to exit.

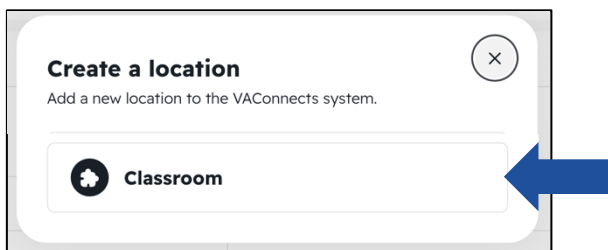


Create a New Classroom

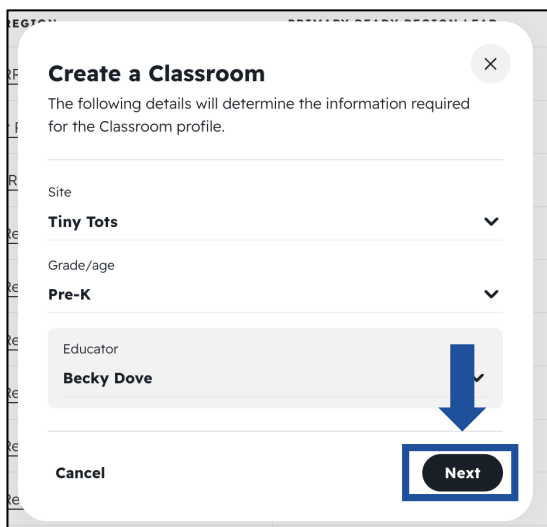
1. From the list of Classrooms view found in the “Find a List of Classrooms”, click “**Create New**”.



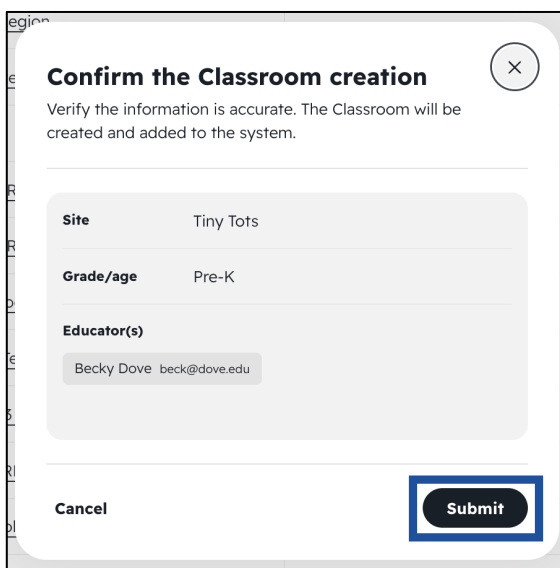
2. Click “**Classroom**”.



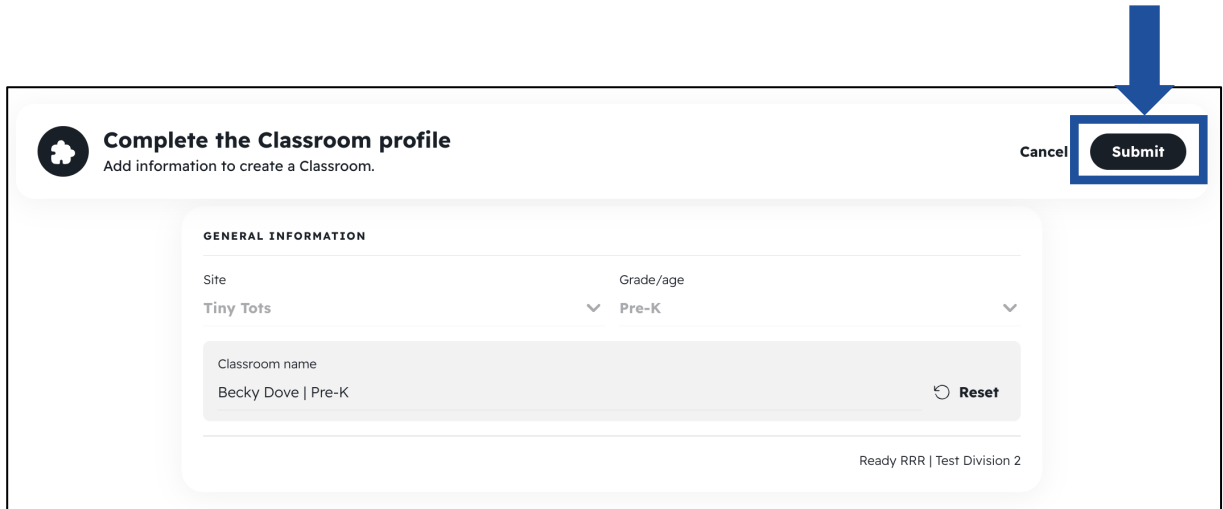
3. Fill out the Classroom details. Each Classroom must have:
 - a) Site
 - b) Grade/Age
 - c) Educator or Assistant Educator (Note: the “Educator” drop-down will display all school and educator-level roles at the selected Site. The User you wish to attach to the Classroom must be created before you create the Classroom. See the Manage Users Guide for instructions on creating a new User).
4. Click “Next”.



5. Confirm the information you entered is accurate and click “Submit”.



6. Complete the Classroom profile.
 - a) The default classroom name is “Name of Educator | Grade/Age”. Infant, Toddler, and Pre-K Classrooms can be edited to have a custom Classroom name.
7. Click **“Submit”**.



Complete the Classroom profile
Add information to create a Classroom.

Cancel **Submit**

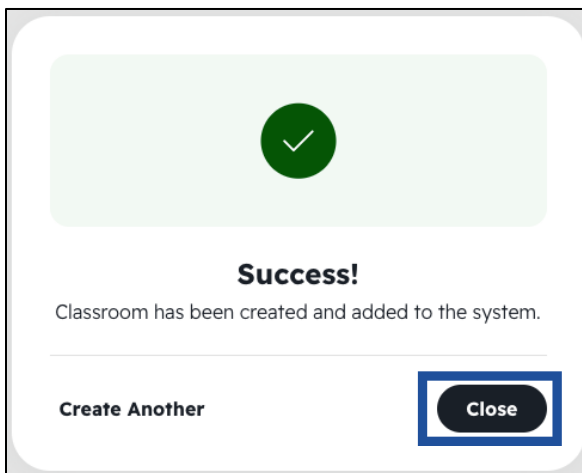
GENERAL INFORMATION

Site: Tiny Tots Grade/age: Pre-K

Classroom name: Becky Dove | Pre-K **Reset**

Ready RRR | Test Division 2

8. Click **“Create Another”** to create another new classroom, or **“Close”**.

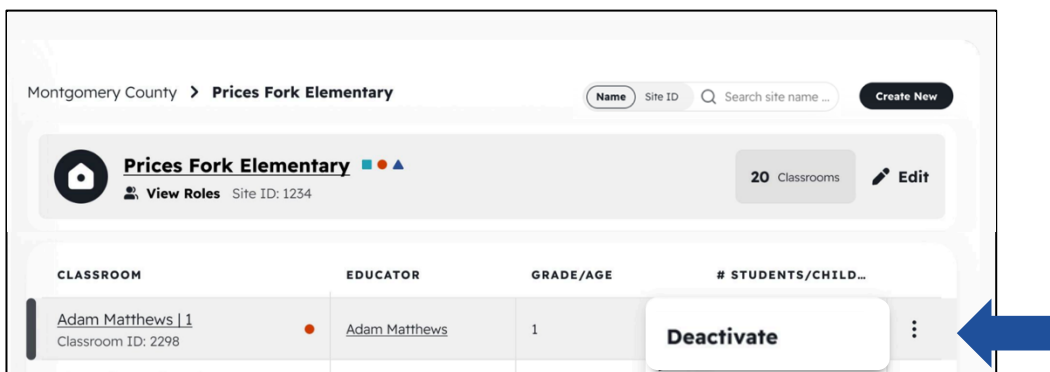


Success!
Classroom has been created and added to the system.

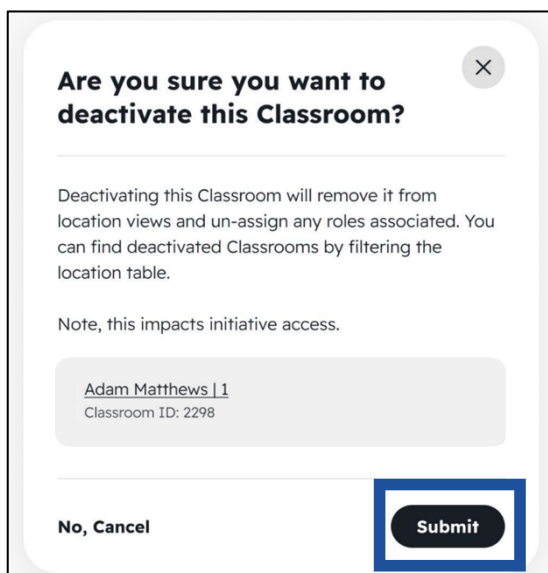
Create Another **Close**

Deactivate or Reactivate a Classroom

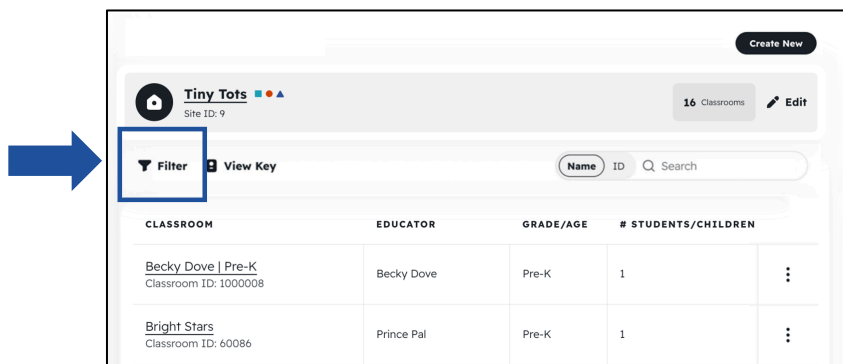
1. From your list of Classrooms, click the **menu** next to the Classroom name.
2. Click **“Deactivate”**. To deactivate a classroom, all students must be removed from the classroom.



3. Review the confirmation and click **“Submit”** to complete the deactivation or **“No, Cancel.”**



- To find a deactivated classroom, return to your list of Classrooms and filter by **“Deactivated.”**



- Click on the menu next to the classroom name and click **“Reactivate”**.



Need Technical Help? Contact the Support Team

- **Live Chat:** Available on the [VACONNECTS website](#)
- **Phone:** (833) 505-5979
- **Email:** vaconnects@virginia.edu

Last Updated: July 2025