

Add a VDOE-Approved Curriculum to the Classroom Profile For Single Administrators (including Family Day Home Providers) and Multi-Site Administrators

Steps for Single-Site Administrators, including Family Day Home Providers:

1. On your **Dashboard**, scroll down to your list of **Classrooms**.

The screenshot shows the 'Classroom Profiles Complete!' dashboard. It features three summary cards: 'Classroom Profiles Complete!' (green checkmark), '0/1 Complete Classroom List', and '0/1 Complete Observations'. A 'Take Action' notification is present. Below these are tabs for 'CLASSROOMS', 'STATUS BREAKDOWN', and 'ADDITIONAL INFORMATION'. The 'Classrooms' section includes a search filter, a 'Show Inactive Classrooms' checkbox, and a table of classrooms. The table has columns for Classroom ID, Name, Age Level, Count, Profile Status, Observation Status, and Date. An 'Actions' button is visible for the first classroom.

| Classroom... | Classroom Name | Age Level of Clas... | Classroom E... | Classroom Profile... | Observation Status | Observation Date | Actions |
|--------------|--------------------|-------------------------|----------------|----------------------|--------------------|------------------|---------|
| 15422 | Animal Adventurers | Infant (0-15 mo.) Cl... | 1 | Complete | Not Started | N/A | Actions |

2. Click on **"Actions"** and select **"Edit Classroom Profile."**

This screenshot is similar to the first one but highlights the 'Actions' button for the classroom 'Animal Adventurers' with a large orange arrow. Below the 'Actions' button, the option 'Edit Classroom Profile' is visible.

3. Scroll down to the bottom of the page. Answer or edit all the questions under “**Curricula or Learning Framework Information.**” VDOE’s most up-to-date list of curricula can be found [here](#).

CURRICULA OR LEARNING FRAMEWORK INFORMATION

Is there a VDOE-approved curriculum or learning framework used?*

Yes

Do you conduct regular assessments of children's growth and development?

No

Select curriculum/curricula...*

Select curriculum...

beyond Chris and Kaities Comprehensive Program, 2nd Edition

Big Day for PreK

Blueprint

Brain-Based Learning by Blue Ribbon Results

Callahan Education

Childtime Empowered Child

Steps for Multi-Site Administrators:

1. On your **Multi-Site Dashboard**, scroll down to your list of **Sites**. Click on the **Site** you want to access.

1/2 Complete Registrations

0/0 Complete Observations

0/0 Complete Classroom List

Take Action
You can click on each current priority card to view remaining tasks. [Dismiss](#)

SITES STATUS BREAKDOWN ADDITIONAL INFORMATION

Site Name Filter by Site Name Clear Filters

Show Head Sites Only Show Non-Participating Sites

Enable Batch

| Site Id | Site Name | Site Type | Primary S... | Clas... | Adults Co... | Site Regis... | VQBS Ellig... | Access | Actions |
|---------|----------------------------------|---------------|--------------|---------|--------------|---------------|-------------------|--------|---------|
| 8129 | ABC Wonderland Elementary (T... | Center | Satesty S... | 5 | 1/23 | Not Star... | Eligibility Pe... | | Actions |
| 3194 HS | Sweet Pea Elementary (Testing... | Public School | PSA MSA... | 2 | 1/6 | Complete | Eligibility Pe... | | Actions |

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2. Scroll down to your list of **Classrooms**.

2/2 Classroom Profiles Complete!

0/0 Complete Observations →

Take Action
You can click on each current priority card to view remaining tasks. [Dismiss](#)

CLASSROOMS STATUS BREAKDOWN ADDITIONAL INFORMATION

Classrooms

+ Add Classroom

Classroom Name Filter by Classroom Name Clear Filters

Show Inactive Classrooms

| Classroom... | Classroom Name | Age Level of Clas... | Classroom E... | Classroom Profile... | Observation Status | Observation Date | Actions |
|--------------|--------------------|-------------------------|----------------|----------------------|--------------------|------------------|---------|
| 11381 | Animal Adventurers | Infant (0-15 mo.) Cl... | 1 | Complete | Not Started | N/A | Actions |
| 11380 | Little Linguists | Toddler (16-35 mo.)... | 1 | Complete | Not Started | N/A | Actions |

3. Click on **“Actions”** and select **“Edit Classroom Profile”**.

Classrooms

+ Add Classroom

Classroom Name Filter by Classroom Name Clear Filters

Show Inactive Classrooms

| Classroom... | Classroom Name | Age Level of Clas... | Classroom E... | Classroom Profile... | Observation Status | Observation Date | Actions |
|--------------|--------------------|-------------------------|----------------|----------------------|--------------------|------------------|------------------------|
| 11381 | Animal Adventurers | Infant (0-15 mo.) Cl... | 1 | Complete | Not Started | N/A | Actions |
| 11380 | Little Linguists | Toddler (16-35 mo.)... | 1 | Complete | Not Started | N/A | Edit Classroom Profile |

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4. Scroll down to the bottom of the page. Answer or edit the fields under “**Curricula or Learning Framework Information.**” VDOE’s most up-to-date list of curricula can be found [here](#).

CURRICULA OR LEARNING FRAMEWORK INFORMATION

Is there a VDOE-approved curriculum or learning framework used?*

Yes

Do you conduct regular assessments of children's growth and development?

No

Select curriculum/curricula..*

Select curriculum...

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Need Technical Help? Contact LinkB5 Support Team

- **Live Chat:** Available on the [LinkB5 website](#)
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu