

## Entering CLASS Observations

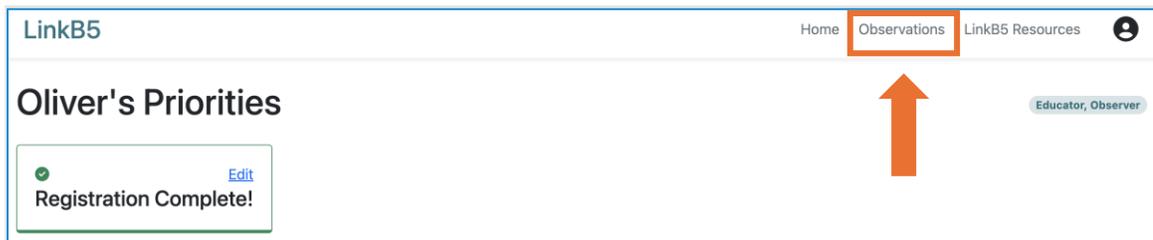
*For Site Administrators, including Family Day Home Providers, Regional Leads, and Educators who are also Observers*

Site Administrators (including Family Day Home Providers), Regional Leads with access granted by a Site Administrator, and Educators who are also Observers can enter CLASS scores. There are two ways to enter CLASS scores: from the **Site Dashboard** or the **Observations** page.

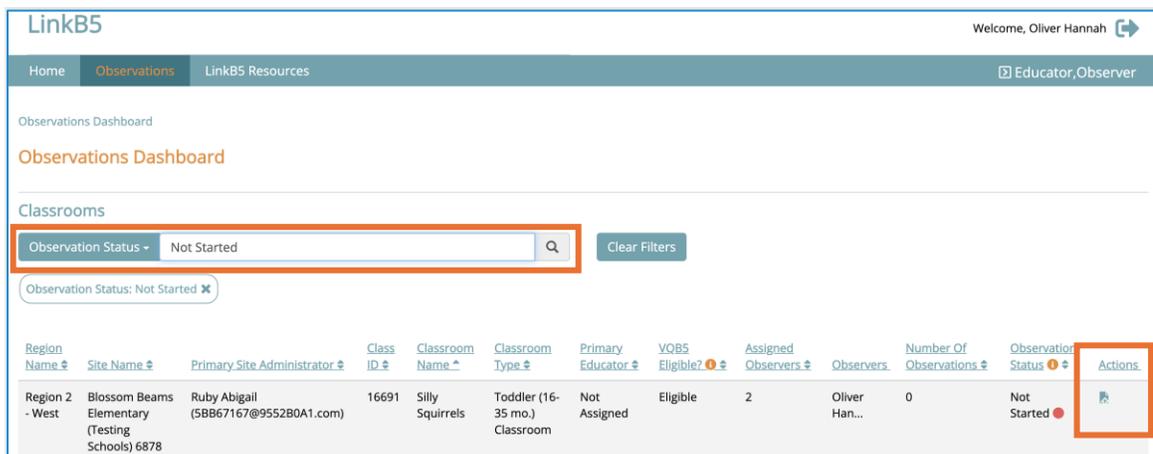
Educators who are also Observers must use the **Observations** page. All other role types can use either method.

## Entering CLASS Scores from the Observations page

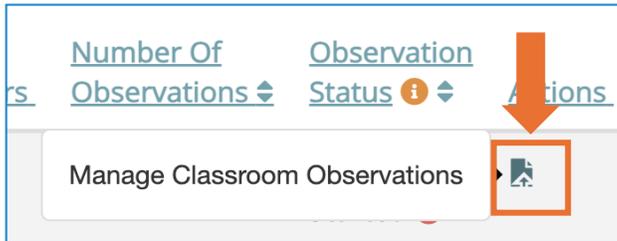
1. From your **Dashboard**, click on **“Observations”**.



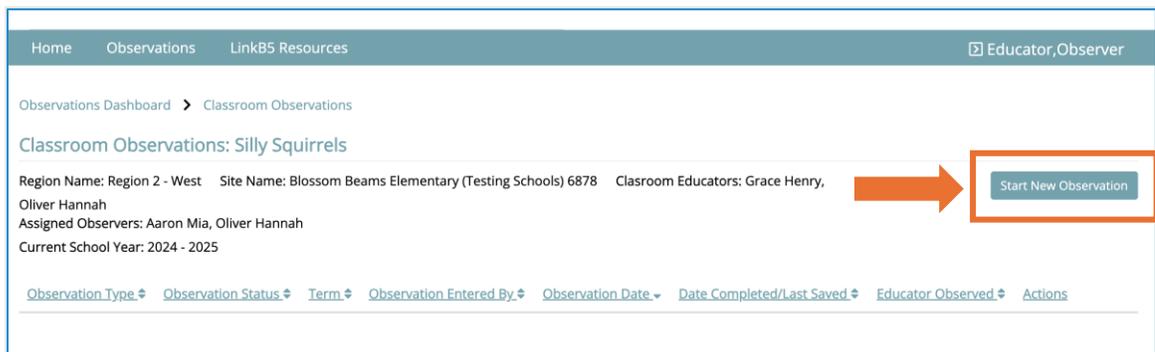
2. Select **“Observation Status”** from the filters drop-down menu and select **“Not Started”** in the search bar.



3. Click on the “**Manage Classroom Observation**” icon under the **Actions** column.



4. Click on “**Start New Observation**”.



5. Complete the **Observation Details**. The form will not save if the required fields (marked with a red \*) are not filled out. Click on “**Save & Next**”.

A screenshot of the 'Observation Details' form. It contains several fields: 'CLASS Observation Type', 'Primary Educator Present at Time of Observation', 'Additional Educators/Assistants Present at Time of Observation', 'Observation Entered By', 'Observation Date', 'Start Time', 'End Time', 'Did you also conduct this observation?', and 'How was this observation conducted?'. The 'Save & Next' button at the bottom right is highlighted with a red box, and a red arrow points down to it.

6. Complete **Observation Cycle 1**. Click on **“Save & Next”** to move on to **Observation Cycle 2**. Complete all four observation cycles.

Observation Cycle 1 \*

Number of adults: (enter 99 if value is missing) \*      Number of children asleep: (enter 99 if value is missing) \*      Number of children awake: (enter 99 if value is missing) \*

Please enter at least one adult and one child for this observation cycle.

Cycle Start Time \*      Cycle End Time \*

Activity: \*      Physical Setting: \*

RESPONSIVE CAREGIVING

Dimension	Dimension Score						
Relational Climate (RC)	1	2	3	4	5	6	7
Teacher Sensitivity (TS)	1	2	3	4	5	6	7
Facilitated Exploration (FE)	1	2	3	4	5	6	7
Early Language Support (ELS)	1	2	3	4	5	6	7

Save & Next

7. Click on **“Submit”** to complete the observation. The Primary Site Administrator will receive an automatic email notification that an observation has been submitted for verification. You will receive an email when a Site Administrator verifies your CLASS observation.

Observation Scores

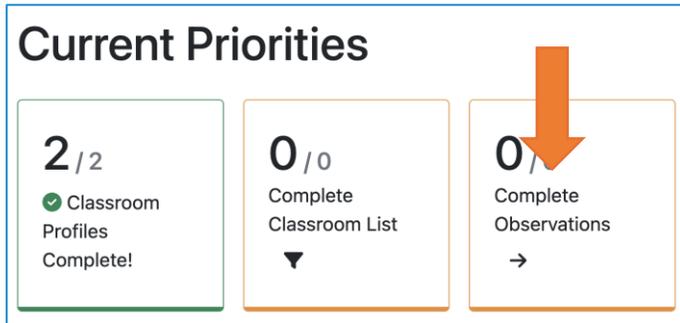
Domain and Dimension Scores ⓘ

Domain	Responsive Caregiving			
Dimension	Relational Climate (RC)	Teacher Sensitivity (TS)	Facilitated Exploration (FE)	Early Language Support (ELS)
Dimension Total	21	19	20	23
Dimension Avg. (Total Cycles 4)	5.25	4.75	5.00	5.75
Domain Avg. (Total Cycles 4)	5.19			

Cancel    Back    Submit

## Entering CLASS Scores from your Site Dashboard

1. From your **Site Dashboard**, click on the **“Complete Observations”** priority card.



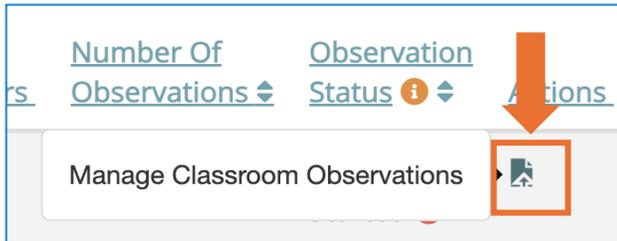
2. Your **Observations Dashboard** will only show VQB5-eligible classrooms with an **Observation Status** of **“Not Started”**.

The screenshot shows the 'Observations Dashboard' interface. It includes a search bar for 'Classroom Name', filter buttons for 'Site: Blossom Beams Elementary (Testing Schools) 6878', 'VQB5 Eligibility: Eligible', and 'Observation Status: Not Complete'. There are checkboxes for 'Show only classrooms with no observers assigned' and 'Show only classrooms where I'm assigned as observer', and a 'Batch Assign Observers' button. Below is a table of classrooms with columns for Region, Site Name, Primary Site Administrator, Class ID, Classroom Name, Classroom Type, Primary Educator, VQB5 Eligible, Assigned Observers, Observers, Number Of Observations, Observation Status, and Actions.

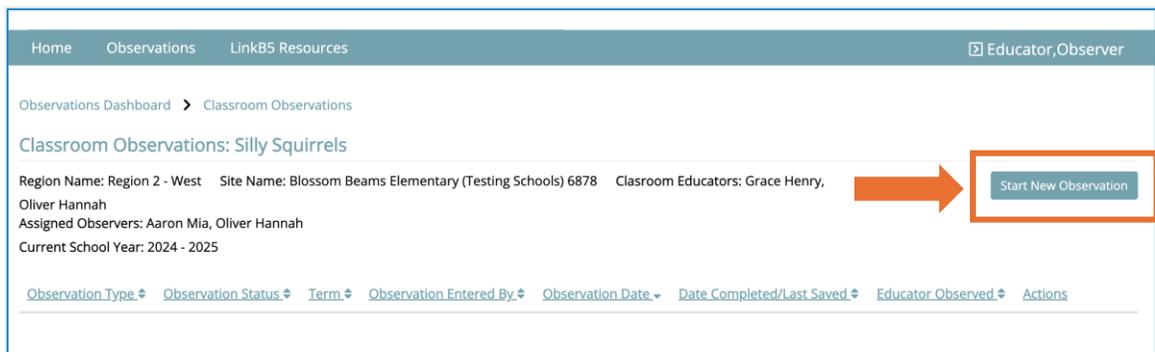
Region Name	Site Name	Primary Site Administrator	Class ID	Classroom Name	Classroom Type	Primary Educator	VQB5 Eligible	Assigned Observers	Observers	Number Of Observations	Observation Status	Actions
Region 2 - West	Blossom Beams Elementary (Testing Schools) 6878	Ruby Abigail (SBB67167@9552B0A1.com)	7757	Little Lights	Toddler (16-35 mo.) Classroom	Not Assigned	Eligible	1	Skyjar Cal...	0	Not Started	[Action Icons]
Region 2 - West	Blossom Beams Elementary (Testing Schools) 6878	Ruby Abigail (SBB67167@9552B0A1.com)	16691	Silly Squirrels	Toddler (16-35 mo.) Classroom	Not Assigned	Eligible	1	Aaron Mia	0	Not Started	[Action Icons]

Classroom eligibility is updated once per hour. If a classroom was recently entered into LinkB5 by an Administrator, you may need to wait an hour before it appears on the Observations dashboard.

- Click on the “**Manage Classroom Observation**” icon under the **Actions** column.



- Click on “**Start New Observation**”.



- Complete the **Observation Details**. The form will not save if the required fields (marked with a red \*) are not filled out. Click on “**Save & Next**”.

A screenshot of the 'Observation Details' form. It contains several input fields and dropdown menus, some marked with a red asterisk (\*). The fields include: 'CLASS Observation Type', 'Primary Educator Present at Time of Observation', 'Additional Educators/Assistants Present at Time of Observation', 'Observation Entered By', 'Observation Date', 'Start Time', 'End Time', 'Did you also conduct this observation?', and 'How was this observation conducted?'. At the bottom right, there are two buttons: 'Cancel' and 'Save & Next'. The 'Save & Next' button is highlighted with a red box, and a red arrow points down to it.

- Complete **Observation Cycle 1**. Click on **“Save & Next”** to move on to **Observation Cycle 2**. Complete all four observation cycles.

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Observation Scores

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Cancel    Back    Submit

## Need Technical Help? Contact LinkB5 Support Team

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