

Entering CLASS Observations

For Observers

Steps to Enter CLASS Observations

1. From your **Observations Dashboard**, select the **“Observation Status”** filter from the drop-down menu and search for **“Not Started”**.

The screenshot shows the 'Observations Dashboard' with a 'Classrooms' section. A dropdown menu for 'Observation Status' is open, showing 'Not Started' selected. A table below lists classrooms with columns for Region Name, Site Name, Primary Site Administrator, Class ID, Classroom Name, Classroom Type, Primary Educator, VQBS Eligible?, Assigned Observers, Observers, Number Of Observations, Observation Status, and Actions. Two rows are visible, both with 'Not Started' status. An orange arrow points to the 'Observation Status' dropdown, and another points to the 'Not Started' status in the first row.

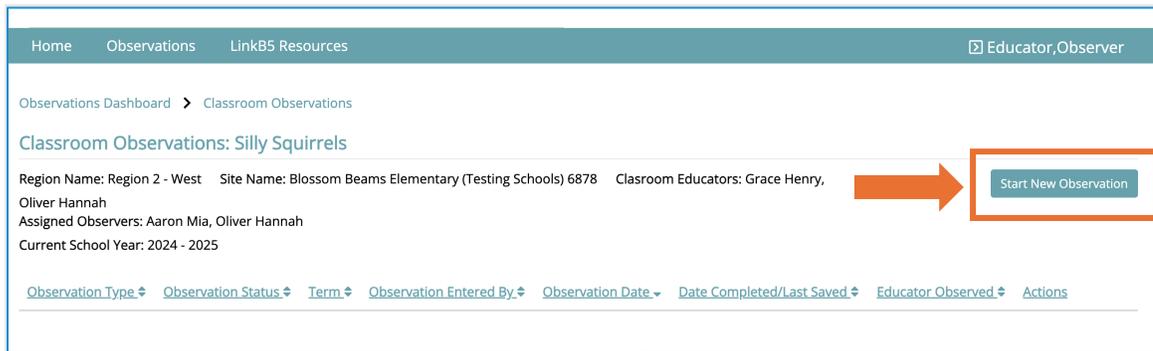
Region Name	Site Name	Primary Site Administrator	Class ID	Classroom Name	Classroom Type	Primary Educator	VQBS Eligible?	Assigned Observers	Observers	Number Of Observations	Observation Status	Actions
Region 1 - Southwest	Creative Crawlers Elementary (Testing School)	Evelyn Samantha (CD12B097@BEEB240E.com)	2874	Adventure Aces	Infant (0-15 mo.) Classroom	Not Assigned	Not Eligible	2	James	0	Not Started	
Region 4 - Central	Rainbow Adventures Elementary (Testing Schools) 4100	Skyiar Ryan (C1CB16DF@E4F695FC.com)	8743	Artistic Adventurers	Infant (0-15 mo.) Classroom	Not Assigned	Not Eligible	1	James Aaro...	0	Not Started	

2. Click on the **“Manage Classroom Observations”** icon under the **Actions** column.

The screenshot shows the 'Observations Dashboard' with the 'Classrooms' section. The 'Observation Status' filter is still set to 'Not Started'. The table from the previous screenshot is shown, but the 'Actions' column now displays a 'Manage Classroom Observations' icon (a document with a pencil) for the first row. An orange arrow points to this icon.

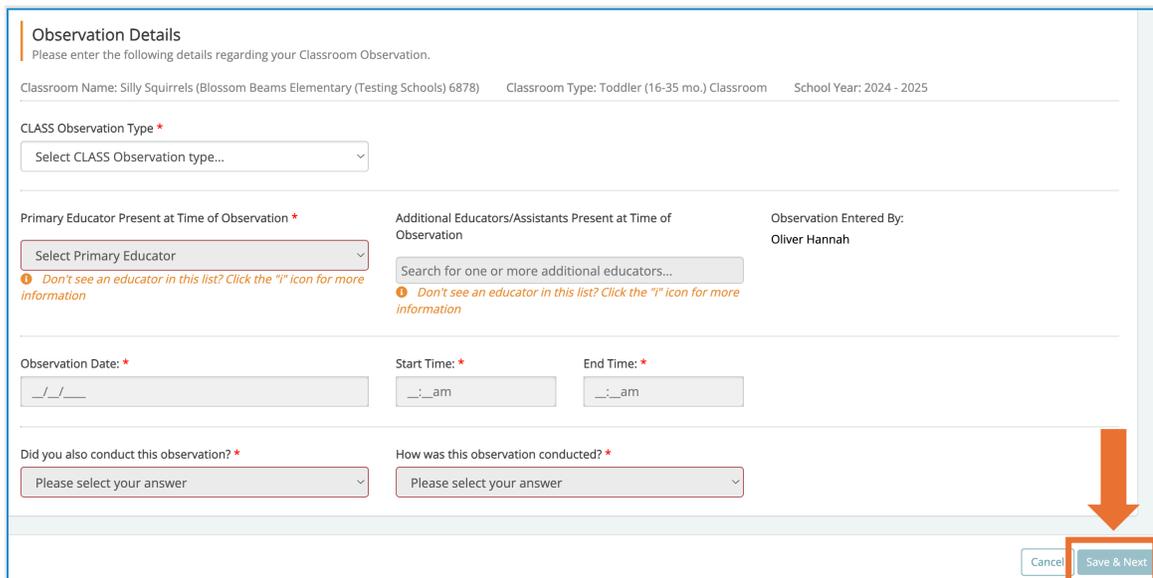
Region Name	Site Name	Primary Site Administrator	Class ID	Classroom Name	Classroom Type	Primary Educator	VQBS Eligible?	Assigned Observers	Observers	Number Of Observations	Observation Status	Actions
Region 1 - Southwest	Creative Crawlers Elementary (Testing School)	Evelyn Samantha (CD12B097@BEEB240E.com)	2874	Adventure Aces	Infant (0-15 mo.) Classroom	Not Assigned	Not Eligible	2	James Aaro...	0	Not Started	Manage Classroom Observations
Region 4 - Central	Rainbow Adventures Elementary (Testing Schools) 4100	Skyiar Ryan (C1CB16DF@E4F695FC.com)	8743	Artistic Adventurers	Infant (0-15 mo.) Classroom	Not Assigned	Not Eligible	1	James Aaro...	0	Not Started	

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



The screenshot shows the 'Classroom Observations: Silly Squirrels' page. At the top, there are navigation links for 'Home', 'Observations', and 'LinkB5 Resources', along with a user profile 'Educator, Observer'. Below the navigation, the page title is 'Classroom Observations: Silly Squirrels'. The main content area displays: 'Region Name: Region 2 - West', 'Site Name: Blossom Beams Elementary (Testing Schools) 6878', 'Classroom Educators: Grace Henry, Oliver Hannah', 'Assigned Observers: Aaron Mia, Oliver Hannah', and 'Current School Year: 2024 - 2025'. A table header is visible with columns: 'Observation Type', 'Observation Status', 'Term', 'Observation Entered By', 'Observation Date', 'Date Completed/Last Saved', 'Educator Observed', and 'Actions'. A red arrow points to a 'Start New Observation' button in the top right corner of the main content area.

4. 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**”.



The screenshot shows the 'Observation Details' form. The title is 'Observation Details' with a sub-instruction: 'Please enter the following details regarding your Classroom Observation.' The form fields include: 'Classroom Name: Silly Squirrels (Blossom Beams Elementary (Testing Schools) 6878)', 'Classroom Type: Toddler (16-35 mo.) Classroom', and 'School Year: 2024 - 2025'. There are three main sections: 1) 'CLASS Observation Type *' with a dropdown menu. 2) 'Primary Educator Present at Time of Observation *' with a dropdown menu and a search box for 'Additional Educators/Assistants Present at Time of Observation'. 3) 'Observation Entered By: Oliver Hannah'. Below these are 'Observation Date: *' (date picker), 'Start Time: *' (time picker), and 'End Time: *' (time picker). At the bottom, there are two more dropdown menus: 'Did you also conduct this observation? *' and 'How was this observation conducted? *'. A red arrow points to a 'Save & Next' button in the bottom right corner.

5. 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

6. Click on **“Submit”** to complete the observation. The Primary Site Administrator will receive an automatic 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

Need Technical Help? Contact LinkB5 Support Team

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