

## Assign Observers to Classrooms Guide

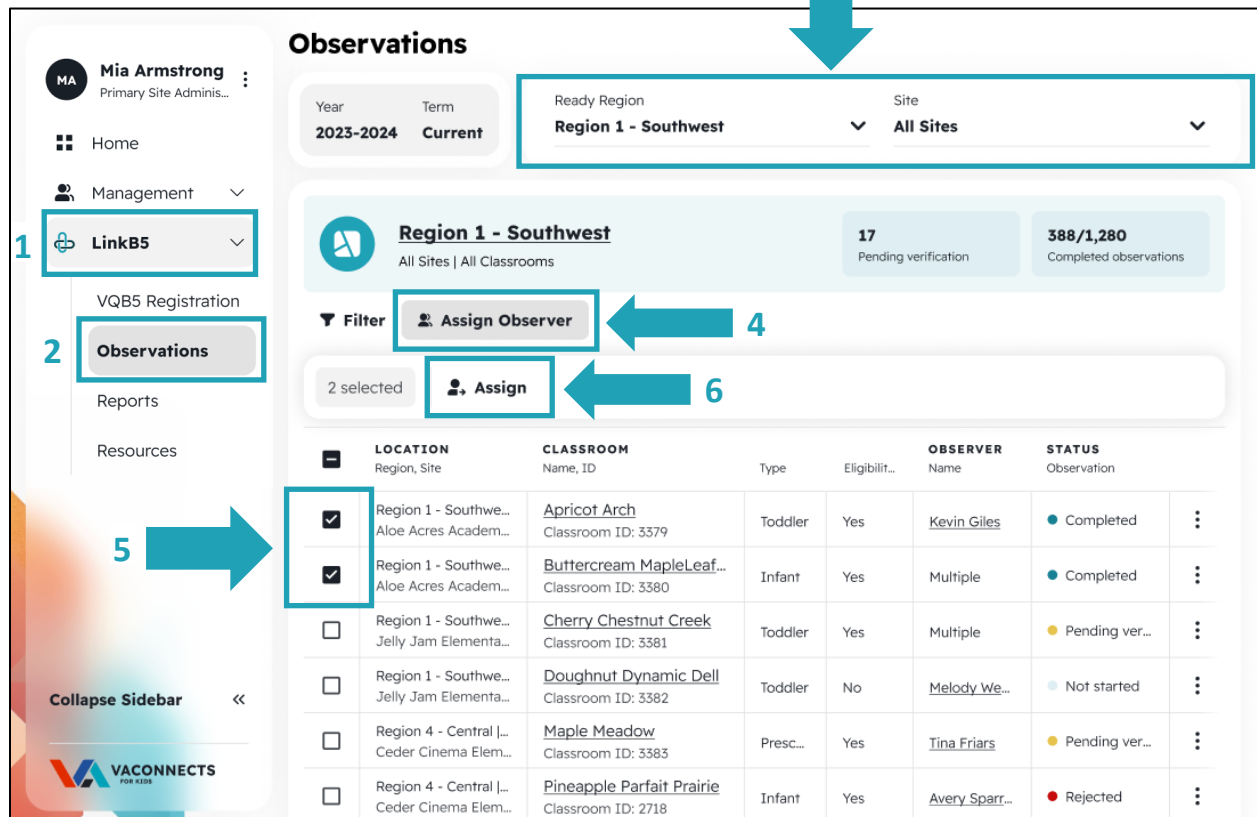
For Site Administrators, including Family Day Home Providers, and Ready Region Leads

### Assign an Observer

- 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.*

- 4) Select **"Assign Observer."**
- 5) Select the checkbox next to the Classroom(s) to which you would like to assign the Observer.
- 6) Select **"Assign."**



The screenshot shows the LinkB5 Observations interface. The left sidebar contains navigation links: Home, Management, LinkB5 (highlighted with a blue box and arrow 1), VQB5 Registration, Observations (highlighted with a blue box and arrow 2), Reports, and Resources. The main content area is titled "Observations" and includes filters for Year (2023-2024) and Term (Current). A dropdown menu shows "Ready Region" and "Region 1 - Southwest" (highlighted with a blue box and arrow 3). Another dropdown shows "Site" and "All Sites". Below this, a summary for "Region 1 - Southwest" shows 17 Pending verification and 388/1,280 Completed observations. A "Filter" section contains "Assign Observer" (highlighted with a blue box and arrow 4) and "Assign" (highlighted with a blue box and arrow 6). Below the filter, a table lists classrooms with checkboxes in the first column. Two checkboxes are checked and highlighted with a blue box and arrow 5. The table columns are: LOCATION (Region, Site), CLASSROOM (Name, ID), Type, Eligibility, OBSERVER (Name), and STATUS (Observation).

LOCATION	CLASSROOM	Type	Eligibility	OBSERVER	STATUS
Region, Site	Name, ID			Name	Observation
<input checked="" type="checkbox"/> Region 1 - Southwest... Aloe Acres Academ...	Apricot Arch Classroom ID: 3379	Toddler	Yes	Kevin Giles	Completed
<input checked="" type="checkbox"/> Region 1 - Southwest... Aloe Acres Academ...	Buttercream MapleLeaf... Classroom ID: 3380	Infant	Yes	Multiple	Completed
<input type="checkbox"/> Region 1 - Southwest... Jelly Jam Elementa...	Cherry Chestnut Creek Classroom ID: 3381	Toddler	Yes	Multiple	Pending ver...
<input type="checkbox"/> Region 1 - Southwest... Jelly Jam Elementa...	Doughnut Dynamic Dell Classroom ID: 3382	Toddler	No	Melody We...	Not started
<input type="checkbox"/> Region 4 - Central  ... Cedar Cinema Elem...	Maple Meadow Classroom ID: 3383	Presc...	Yes	Tina Friars	Pending ver...
<input type="checkbox"/> Region 4 - Central  ... Cedar Cinema Elem...	Pineapple Parfait Prairie Classroom ID: 2718	Infant	Yes	Avery Sparr...	Rejected

- 7) Select the name of the Observer you would like to assign.
- 8) Click **“Assign.”**

### Assign an Observer to the selected Classrooms

Select an Observer to assign to the Classroom(s). Only Observers assigned to the selected Ready Region(s) will display as options.

Ready Region: **Region 1 - Southwest**

Classroom(s) selected: **2**

Observer

**Paige Turner** ▼

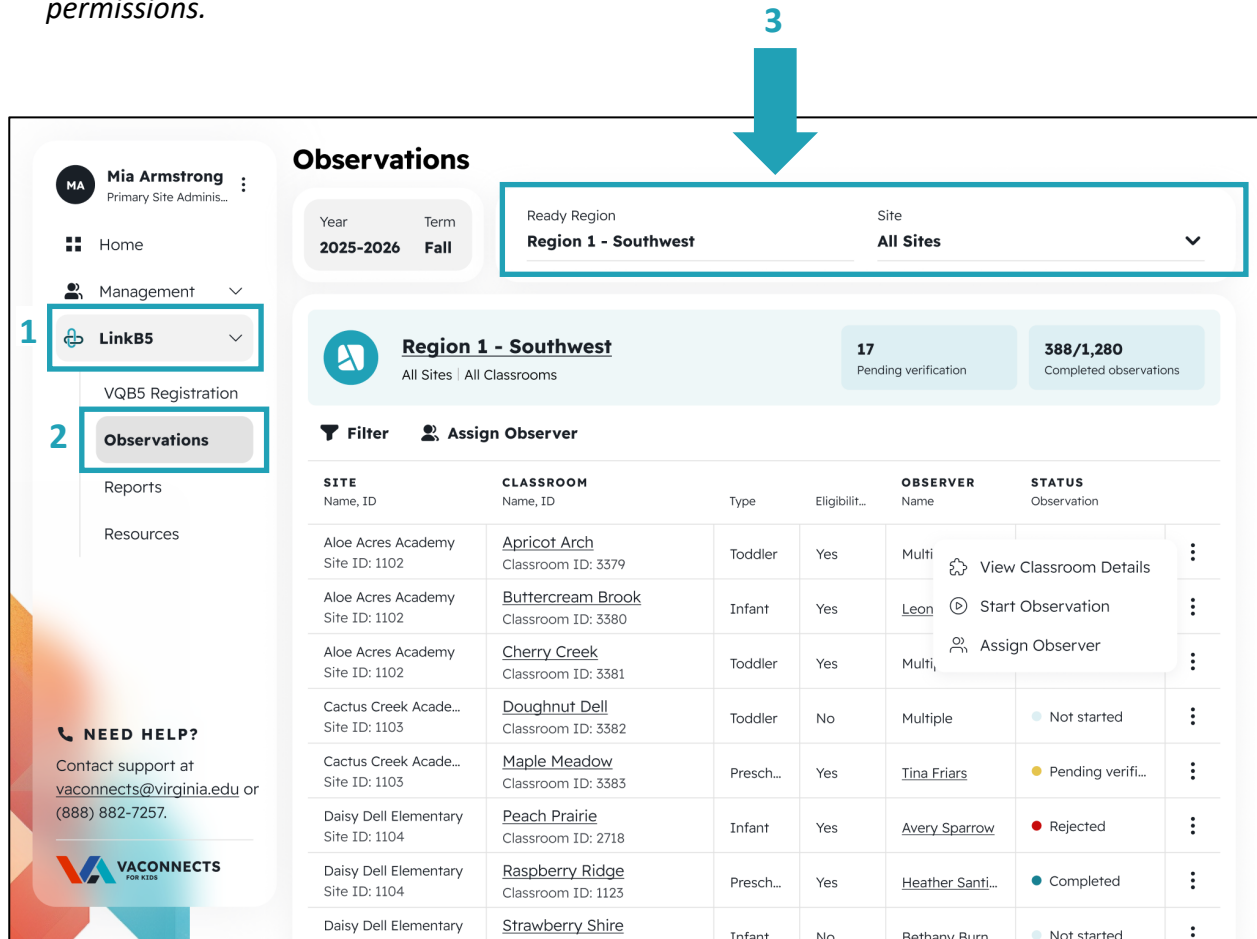
**Cancel****Assign**

## Remove an Observer from a Classroom

- 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.*

3



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

17 Pending verification 388/1,280 Completed 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	Toddler	Yes	Multi	View Classroom Details
Aloe Acres Academy Site ID: 1102	<u>Buttercream Brook</u> Classroom ID: 3380	Infant	Yes	Leon	Start Observation
Aloe Acres Academy Site ID: 1102	<u>Cherry Creek</u> Classroom ID: 3381	Toddler	Yes	Multi	Assign Observer
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	Presch...	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	Presch...	Yes	Heather Santi...	Completed
Daisy Dell Elementary Site ID: 1104	<u>Strawberry Shire</u> Classroom ID: 1124	Infant	No	Bethany Burn	Not started

4) 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	Toddler	Yes	Multiple	Not started

5) Select the “X” next to the name of the Observer you would like to remove.

All Classrooms > **Apricot Arch**


**Apricot Arch** Classroom ID: 12341  
Region 1 - Southwest | Jelly Jam Elementary, Site ID: 1234 | Educator: Brooke Kennedy


Observers: Tom House x Kenny Tunes x **Plaid Firm x** + Assign Observer

Start Observation

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

- 6) A success pop-up will appear in the upper, right-hand corner of the page to confirm the Observer's removal.

All Classrooms > **Apricot Arch**


**Apricot Arch** Classroom ID: 12341  
 Region 1 - Southwest | Jelly Jam Elementary, Site ID: 1234 | Educator: Brooke Kennedy

Observers: Tom House x Kenny Tunes x + **Assign Observer**

**Start Observation**

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

## 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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