

Add a VDOE-Approved Curriculum to the Classroom Profile Guide

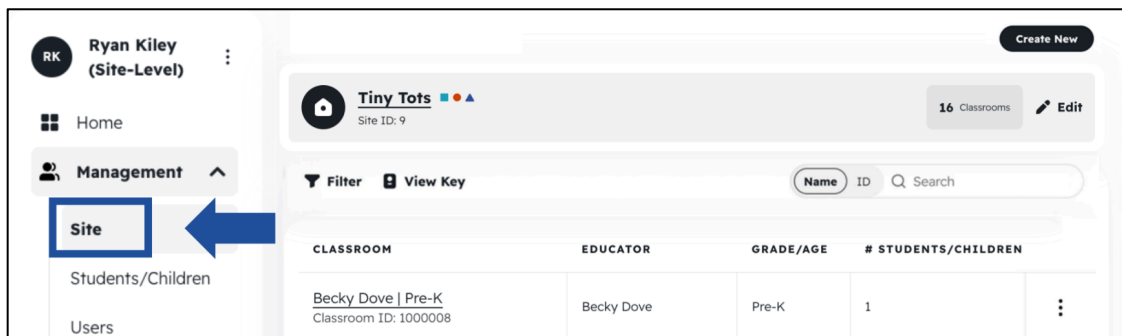
For Site Administrators, including Family Day Home Providers and Multi-Site Administrators

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

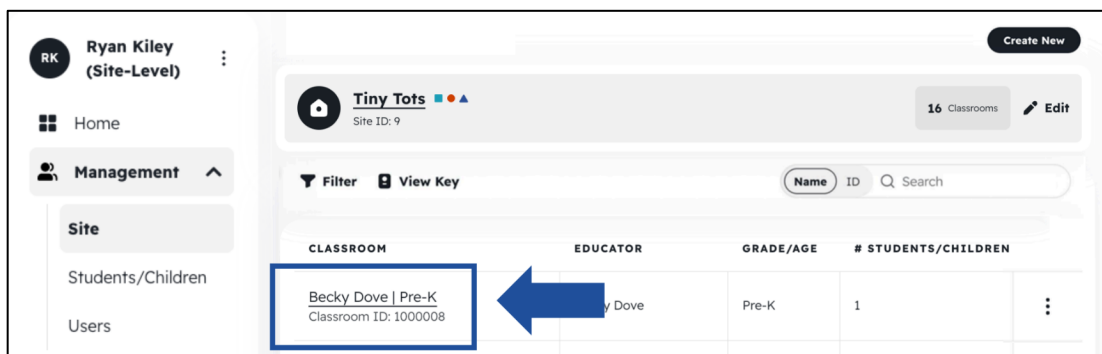
First, access the Classroom Profile. You can access and edit your Classroom Profile two different ways: through Management or through your VQB5 Registration page.

Access your Classroom Profiles via Management

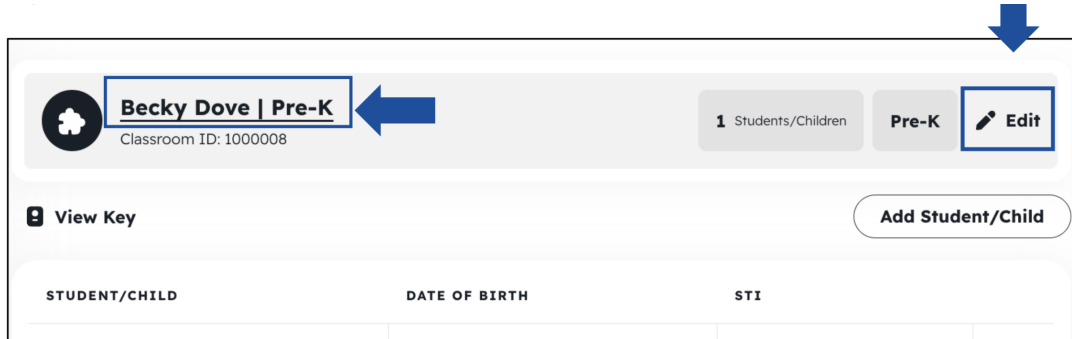
1. Select “**Management**” from the left-hand navigation.
2. Select “**Site**” to view your list of Classrooms.



3. From the list of Classrooms, select the **Classroom** you would like to edit.

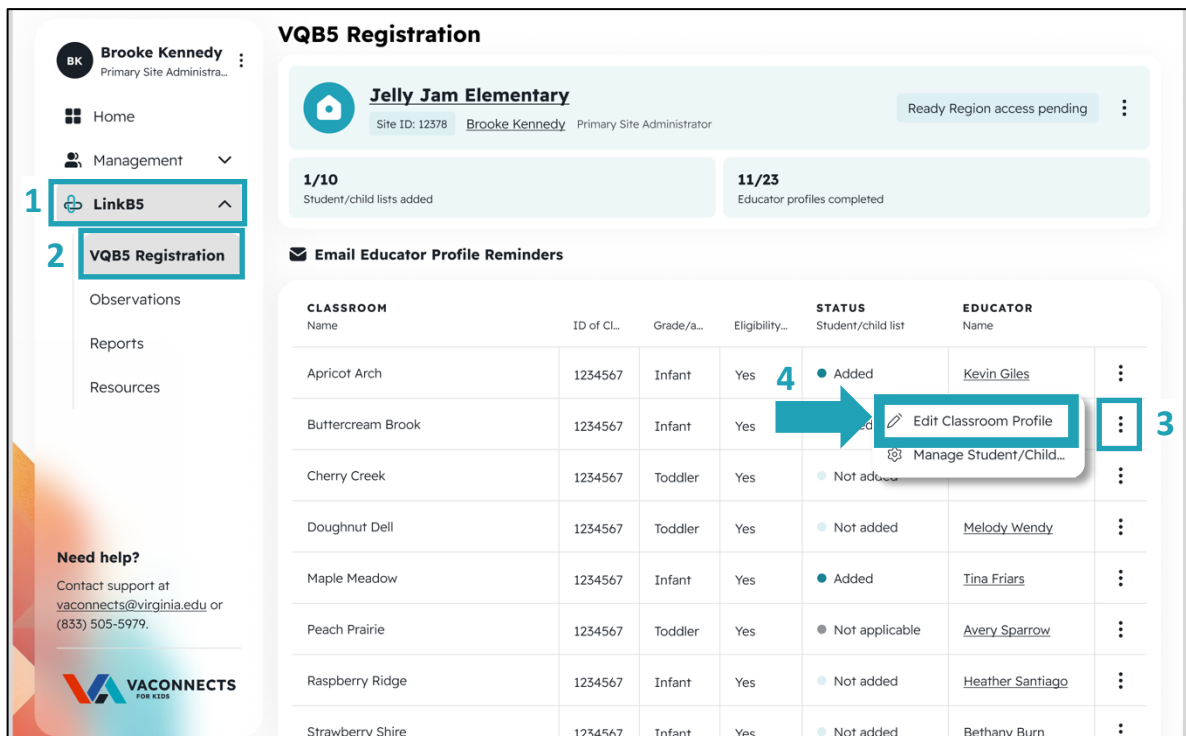


- From the Classroom's page, click on "Edit."



Or, access your Classroom Profiles via the VQB5 Registration page

- Select "LinkB5."
- Select "VQB5 Registration."
- Select the Menu next to the Classroom.
- Select "Edit Classroom Profile."

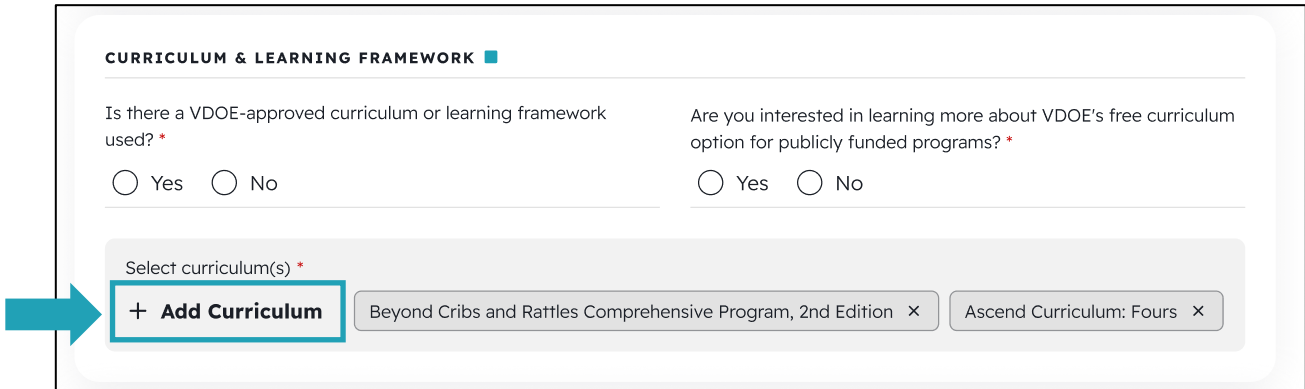


CLASSROOM Name	ID of CL	Grade/a...	Eligibility...	STATUS Student/child list	EDUCATOR Name
Apricot Arch	1234567	Infant	Yes	Added	Kevin Giles
Buttercream Brook	1234567	Infant	Yes	Added	
Cherry Creek	1234567	Toddler	Yes	Not added	
Doughnut Dell	1234567	Toddler	Yes	Not added	Melody Wendy
Maple Meadow	1234567	Infant	Yes	Added	Tina Friars
Peach Prairie	1234567	Toddler	Yes	Not applicable	Avery Sparrow
Raspberry Ridge	1234567	Infant	Yes	Not added	Heather Santiago
Strawberry Shire	1234567	Infant	Yes	Not added	Bethany Burn

Then, edit the Classroom Profile to add the VDOE-Approved Curriculum

1. Scroll down to **“Curriculum and Learning Framework”** and answer all questions in the section.
2. Add a curriculum by clicking **“+ Add Curriculum.”**

Note: VDOE’s most up-to-date list of curricula can be found [here](#).



CURRICULUM & LEARNING FRAMEWORK ■

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

☐ Yes ☐ No

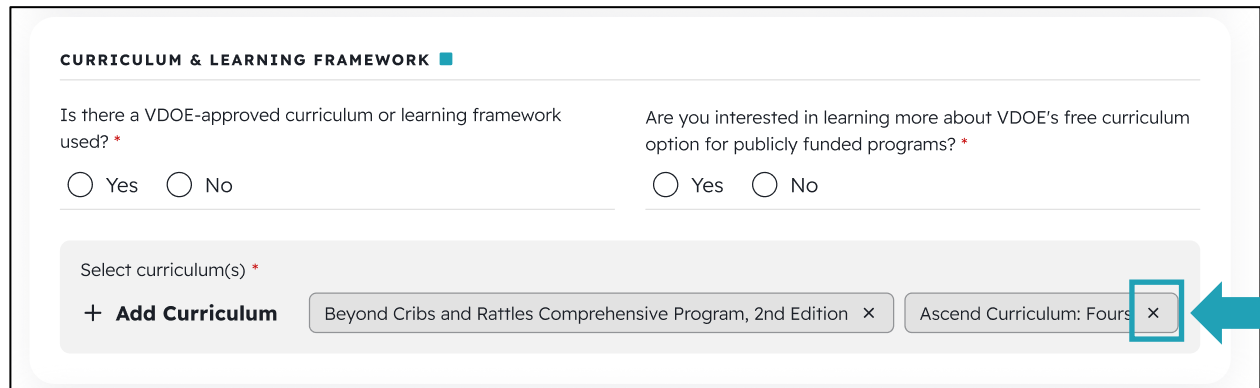
Are you interested in learning more about VDOE's free curriculum option for publicly funded programs? *

☐ Yes ☐ No

Select curriculum(s) *

+ Add Curriculum Beyond Cribes and Rattles Comprehensive Program, 2nd Edition × Ascend Curriculum: Fours ×

3. Delete a curriculum by clicking the **“X”** next to the listed curriculum name.



CURRICULUM & LEARNING FRAMEWORK ■

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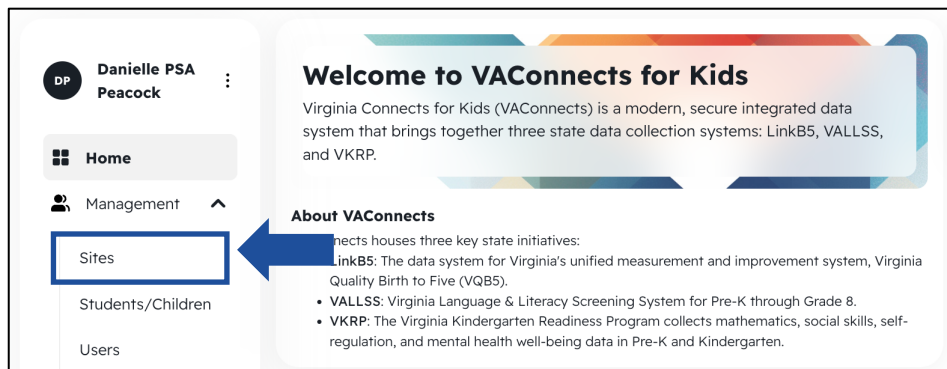
+ Add Curriculum Beyond Cribes and Rattles Comprehensive Program, 2nd Edition × Ascend Curriculum: Fours ×

Steps for Multi-Site Administrators:

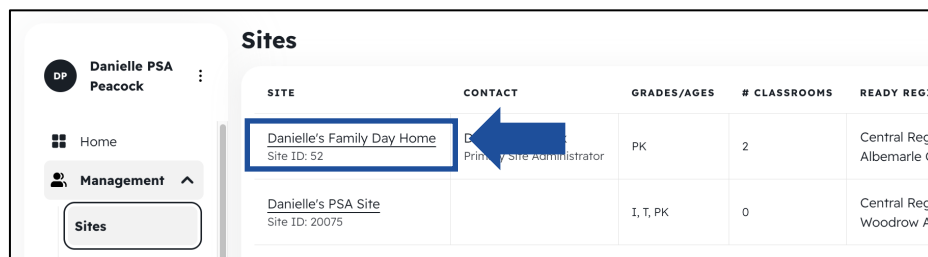
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Access your Classroom Profiles via Management

1. Select “**Management**” from the left-hand navigation.
2. Select “**Sites.**”



3. From your list of Sites, select the **Site** to view the **Classrooms**.



4. From the list of Classrooms, select the **Classroom** you would like to edit.

Or, access your Classroom Profiles via the VQB5 Registration page

1. From the Sites Overview page, click the underlined Site Name.

VQB5 Registration

Sites Overview
Mia Armstrong Site Administrator

1/14 Sites completed 34/279 Student/child lists added 71/401 Educator profiles completed

Filter Email Registration Reminders Register

SITE Name	Site ID	Type	CONTACT Primary Site Ad...	SITE STATUS Access to...	Eligibilit...	Registration
<u>Aloe Acres Academy</u>		Center	Rivian Owens	Granted	Yes	Completed
<u>Berry Bright Elementary</u>	123456	Center	Pamela Umb...	Pending	Yes	Completed
<u>Bamboo Bright Element...</u>	123456	Family...	Benjamin Yun	Granted	No	Not participating
<u>Cactus Creek Academy</u>	123456	Family...	William Hutry	Not requ...	-	Not started
<u>Cedar Shade School</u>	123456	Family...	Nadine Tavern	Pending	Yes	Assurance pendi...
<u>Daisy Dell Elementary</u>	123456	Center	Ophelia Com...	Granted	Yes	In progress
<u>Elmwood Explorers Acad...</u>	123456	Public...	James Archer	Denied	Yes	Completed
<u>Evergreen Edge School</u>	123456	Center	Isabella Allen	Granted	Yes	Completed

2. Select the menu next to the Classroom.
3. Select "Edit Classroom Profile."

VQB5 Registration

Jelly Jam Elementary
Site ID: 12378 Brooke Kennedy Primary Site Administrator Ready Region access pending

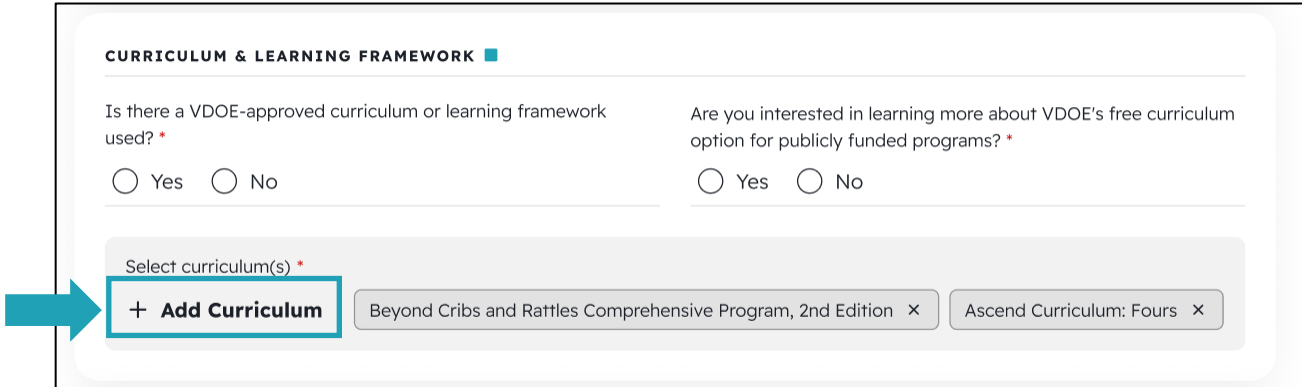
1/10 Student/child lists added 11/23 Educator profiles completed

Email Educator Profile Reminders

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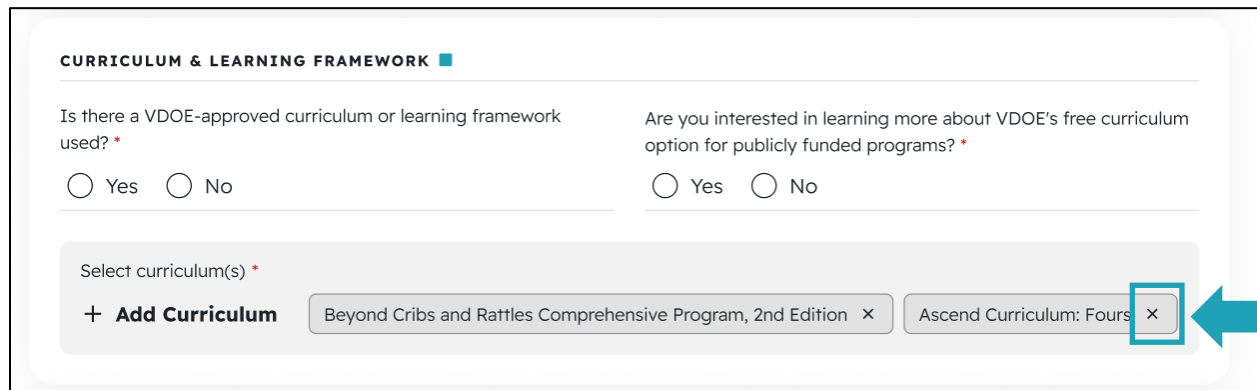
☐ Yes ☐ No

Select curriculum(s) *

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Need Technical Help? Contact the LinkB5 Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu
- **LinkB5 Resources:** <https://resources.linkb5.virginia.edu/>

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