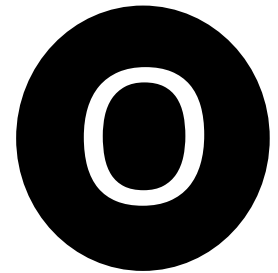


# DATA COLLECTION: STEP-BY-STEP USER GUIDE

## OBSERVATION ENTRY





### STEP BY STEP FLOW



*For an Observer entering CLASS scores into LinkB5...*

- Receive an invitation email to your LinkB5 Observer account.
- Follow email instructions to log in.
  - If this is your first-time logging into LinkB5...
    - Create a password that meets the listed requirements.
  - If you have logged into LinkB5 before...
    - You will use the email address and password you created when you were first invited to LinkB5.
    - If you have forgotten your password, click 'Forgot Password' and follow onscreen instructions.
- An assent agreement will pop up to read, click 'OK' to agree and continue.
- From your dashboard, click on a classroom name to go to that classroom's Observation Management page.
- To begin entering scores, click the '**Start New Observation**' button.
  - Select the type of Observation (Infant, toddler, Pre-K)
- Click '**Save and Launch**' to begin score entry. Complete all fields and use the help icons marked with a '?' for additional information.
- Click **Save** if you would like to return later and continue editing. Click **Submit** to send an email to the Primary Site Admin notifying them that an observation has been submitted for approval.
- You will receive an email when a Site Admin has 'Approved' your score submission.

*For a Site Admin or Multi-Site Admin entering CLASS scores into LinkB5...*

- From the Site Dashboard, click the '**Manage Observations**' icon  to go to that classroom's Observation Management page.
- To begin entering scores, click the '**Start New Observation**' button.
  - Select the type of Observation (Infant, toddler, Pre-K)
- Click '**Save and Launch**' to begin score entry. Complete all fields and use the help icons marked with a '?' for additional information.
- Click **Save** if you would like to return later and continue editing. Click **Submit** to send an email to the Primary Site Admin to notify them that an observation has been submitted for approval.
- Any Site Admin can re-enter the observation by clicking the eye icon  from the classroom's Observation Management page.
  - To finalize the observation, click '**Approve**' at the bottom of the score entry page.
- Notice: Site Admin do not need a separate role in LinkB5 to enter scores.**

*For a Community Admin entering CLASS scores into LinkB5...*

- A Site admin may click the lock icon  ->  on their Site Dashboard to give a Community Admin the ability to enter observation scores.
- Once a community admin has been granted access, they can follow the steps in the previous section to enter and submit scores. **Only a site admin can approve scores.**
- Notice: Community Admin do not need a separate role in LinkB5 to enter scores anymore.**

**Have questions about the PDG or Registration?** Contact Virginia Early Childhood Foundation Support Team by phone at (804) 358-8323 or email [PDGB5@vecf.org](mailto:PDGB5@vecf.org). **Need technical help using LinkB5?** Contact LinkB5 Support Team by phone at 1-833-554-6525 or email [linkb5support@virginia.edu](mailto:linkb5support@virginia.edu)