

# Help Center

Just a click away!



## CLASS

e-book

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**ChildPlus**  
Online



800.888.6674  
[childplus.com](http://childplus.com)

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# The Help Center and Agency Customization

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The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

## Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

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# CLASS

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The **CLASS** module provides a way to track domain and dimension averages in ChildPlus. This module works in conjunction with the official CLASS scoring sheets available from [Teachstone](#). Once you purchase and fill out these scoring sheets by hand, you can enter the scores directly into ChildPlus. ChildPlus will then use this information to automatically calculate averages for each of the CLASS dimensions and domains.

In addition to tracking scores and averages in ChildPlus, you can use the **CLASS** module to generate reports for individual classrooms and summary reports across your organization. You can also view domain averages on the **Dashboard**.

## Purchase Official CLASS Materials

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Purchase CLASS observation materials, learn about CLASS professional development options and get free CLASS resources at [store.teachstone.com](https://store.teachstone.com) or call [866.998.8352](tel:866.998.8352).

# CLASS Dimensions and Domains

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ChildPlus automatically calculates averages for the each of the following CLASS dimensions and domains, based the data that you enter into ChildPlus.

You can use the **CLASS** module to track and run reports for the following dimensions:

- Positive Climate
- Negative Climate
- Teacher Sensitivity
- Regard for Student Perspectives
- Behavior Management
- Productivity
- Instructional Learning Formats
- Concept Development
- Quality of Feedback
- Language Modeling

You can use the **CLASS** module to track and run reports for the following domains:

- Emotional Support
- Classroom Organization
- Instructional Support

# Add a New CLASS Observation Summary

Once you complete a CLASS scoring sheet by hand, you can record the results in ChildPlus by adding a new CLASS **Observation Summary**.

## ChildPlus Online

To add a new CLASS **Observation Summary** in ChildPlus Online:

1. Go to **ChildPlus Online >> Services >> Management >> CLASS**.
2. Click or tap **Add CLASS Observation**.
3. Complete the **fields**.

Field	Description
Date	Enter the date of the observation
Observer	Select the name of the observer
Program Term	Select the Program Term in which the observation occurred
Classroom	Select the classroom where the observation occurred
Teacher	Enter the name of the teacher who was observed

4. Calculate the domain scores by doing one of the following:
  - Enter the average score for each dimension from the back of the CLASS Scoring Sheet
  - Click or tap **Calculate Averages from Cycles** to have ChildPlus calculate the averages for each dimension
    1. Enter the scores for each cycle from your CLASS Scoring Summary Sheet.
    2. Click or tap **OK**.
5. Enter any additional notes about the observation in the **Notes** field.
6. Click or tap **Save**.

While ChildPlus saves the final calculated averages from your CLASS Scoring Sheets, the scores for each cycle will not be saved. This is because ChildPlus uses CLASS under a license agreement with its publisher. The intent of the **CLASS** module in ChildPlus is to allow you to generate meaningful reports for individual classrooms and summary reports across your organization. Our license agreement does not permit tracking each observation cycle in ChildPlus.

If you would like to keep a permanent record of your cycle scores in ChildPlus, we recommend scanning your original CLASS Scoring Sheet and adding it as an [attachment](#) in the **Observation Summary** record.



You can use the Dashboard to view CLASS domain averages for your agency, as well as individual sites and classrooms.



# Add an Attachment to a CLASS Observation Summary

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To keep a digital record of your original CLASS Scoring Sheet, scan the sheet and add it as an attachment in ChildPlus. You can track CLASS attachments using **Report 5633 - CLASS® Attachment Listing**.

## [ChildPlus Online](#)

To add an attachment to an **Observation Summary** in ChildPlus Online:

1. Go to **ChildPlus Online >> Services >> Management >> CLASS**.
  2. Select the observation you want to add an attachment to,
  3. Click or tap **Add Attachment**.
  4. Click or tap **Select File**.
  5. Select the file you want to attach from your device.
  6. Enter a description for the attachment.
  7. Enter any additional details about the attachment in the **Attachment Notes** field.
  8. Click or tap **Save** to save the attachment.
  9. Click or tap **Save** to save the record and return to the **CLASS** module.
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# Delete a CLASS Observation Summary

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Use this section to delete a CLASS **Observation Summary**.

## [ChildPlus Online](#)

To delete a CLASS **Observation Summary** in ChildPlus Online:

1. Go to **ChildPlus Online >> Services >> Management >> CLASS**.
  2. Select the **Observation Summary** you want to delete.
  3. Click or tap **More ...**.
  4. Select **Delete**.
  5. Click or tap **Yes** to confirm that you want to delete the observation.
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