CLASS® in ChildPlus
**what?**

**CLASS®**

The CLASS module in ChildPlus is used to track CLASS domain and dimension averages. This module works in conjunction with the official CLASS scoring sheets available from Brookes Publishing. Once the scoring sheets are purchased and filled out by hand, the scores can be entered directly into ChildPlus. ChildPlus will then use this information to automatically calculate averages for each of the CLASS dimensions and domains.

**data entry**

**Add a New CLASS Observation Summary**

Once an observer completes a CLASS scoring sheet by hand, the results can be recorded in ChildPlus by adding a new CLASS observation summary. Click **Add CLASS Observation** and select the version.

1. 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 in the **Average** column or
   - Have ChildPlus calculate the averages for each dimension. Click **Calculate Averages from Cycles**.
Calculate Averages from Cycles

If the scores are entered for each of the cycles, ChildPlus can calculate averages for each dimension.

Click [Calculate Averages from Cycles].

1. Enter the scores for each cycle from your CLASS Scoring Summary Sheet.
2. Click [OK].

While ChildPlus saves the final calculated averages from your CLASS Scoring Sheets, the scores for each cycle will not be saved.

If your agency would like to keep a permanent record of your cycle scores in ChildPlus, we recommend scanning the original CLASS Scoring Sheet and adding it as an Attachment in the Observation Summary record.
Add an Attachment to an Observation Summary

To keep a digital record of your original CLASS Scoring Sheet, scan the sheet and add it as an attachment in ChildPlus. Track CLASS attachments using Report 5632 - CLASS Attachment Listing.

Click the CLASS Observation Summary record.

1. Click Attachments.
2. Click Add Attachment.
3. Click Browse to locate the file on your computer. Click Open once the file is located.
4. Select the Attachment Type.
5. Type a Description.
6. Click OK.
what?

Through the Dashboard module, users can view CLASS domain averages for your agency, as well as individual sites and classrooms.

where?

Dashboard
Through the **Setup** module:

- CLASS tracking for Pre-K, Toddlers and Infants can be enabled
- optional thresholds and observation periods to use with the CLASS reports can be added

Complete all fields as required by your agency.