



Coach User Guide

Introduction

Welcome to myTeachstone!

MyTeachstone is an online subscription service that simplifies CLASS implementation and supports investment in improving teacher-child interactions. MyTeachstone is an all-in-one system that combines CLASS observation data and professional development (PD). It includes a robust PD library designed for teachers, coaches, observers and administrators in an intuitive, easy to use interface.

Through myTeachstone teachers, observers, coaches and administrators each have their own view and set of functionality they can do, outlined here:

Teachers have the ability to:

- Engage in a rich collection of data-driven PD resources
- Participate in online discussions with coaches and teacher groups
- Track PD progress

Observers have the ability to:

- Schedule CLASS observations
- Collect CLASS observation data and submit reports using the Observer iPad App or through the web site
- Track CLASS observer certification
- Engage in resources for CLASS observers

Coaches have the ability to:

- View CLASS observation data for the teachers they coach
- Log notes from classroom visits
- Make data-driven PD recommendations to teachers
- View PD completion reports for teachers
- Initiate online discussion with individual teachers and teacher groups
- Engage in online professional development for coaches

Administrators have the ability to:

- View CLASS observation data reports
- View PD completion reports for teachers and coaches
- View CLASS observation certification status for observers
- Recommend PD for coaches and teachers
- Engage in resources for administrators

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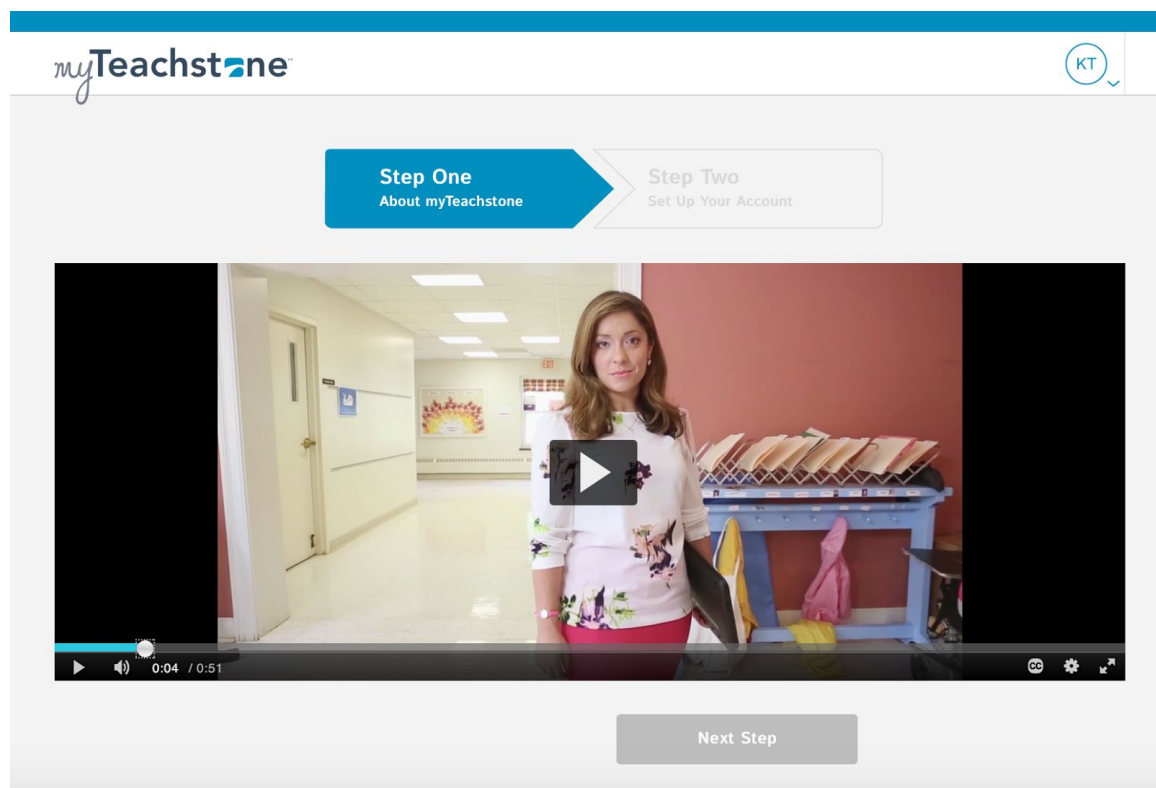
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1. Getting Started with myTeachstone

Getting started with myTeachstone means creating your myTeachstone account. You will receive a welcome email from myTeachstone directing you to the myTeachstone website where you can create your account and set your password. After setting your password you will follow a series of onboarding steps. The first step is an introduction video (Figure 1), upon finishing the video the button labeled “Next Step” will enable and you can go on to Step Two. If your account is set up with multiple roles (a teacher, observer or administrator role), you will be prompted to watch a video designed for that role as well.

Figure : Onboarding Step 1



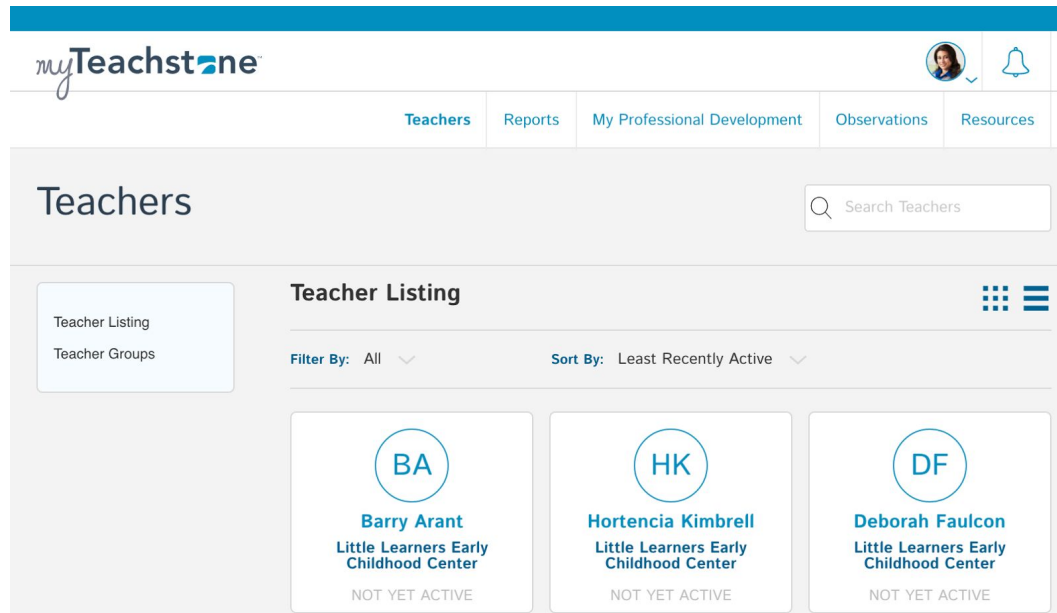
Step Two will bring you to your Account Settings page where you can review and edit your account information. We will cover this page in more detail in the next section.



Once you complete these onboarding steps, you will continue into the myTeachstone site. You will be automatically directed to the “Teachers” page, but you can navigate throughout the site from there. In the next section, we will review navigating throughout the system and your account page.

2. Navigation and Your Account

When you log in to myTeachstone, you will be directed to the “Teachers” page (Figure 2). At the top left you see the myTeachstone logo, clicking on myTeachstone from any page in the site, you will be directed back to this page shown below, your “Teachers” page.

Figure 2: Teachers Page

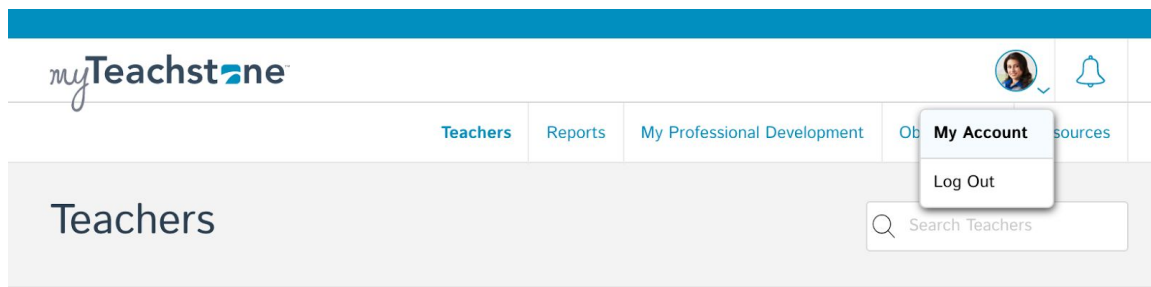


On the top right you see your initials  (or in this case an uploaded photo has replaced this Coach’s initials) and the notification bell . The notification bell will display the number of new notifications or messages, clicking on the bell will open the notifications and the teacher can review each message.

Below the notification bell is the navigation banner. In Figure 2 we see that the user is on the “Teachers” page because it is bolded. Notice you can also tell this user is on the “Teachers” page by looking at the page title under the myTeachstone logo. The user can also navigate to the “Reports”, “My Professional Development”, “Observations” or “Resources” page.

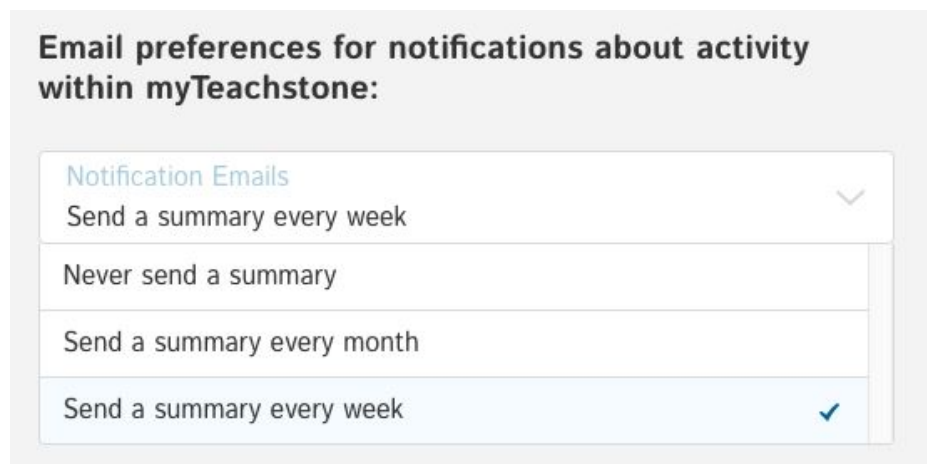
Clicking on your initials (or if you’ve uploaded your picture, you will see your picture in place of your initials) and then “My Account” will take you to your Accounts page (Figure 3). Notice, here you also have the option of logging out of myTeachstone.

Figure 3: Navigating to My Account



On the “My Account” page you can edit several settings for your personal myTeachstone account. You can update your email address, add additional contact information, upload a photo and change your password. Below your settings you can change how often you receive emails from myTeachstone about your account activity (Figure 4). If you are very active in myTeachstone, you may want to increase the frequency to “Send a summary every week” but if you are not very active, you may want to only receive an email every month.

Figure 4: Email Preferences in My Account



After making changes, scroll to the bottom of the page and click “Save Changes”.

3. Teachers

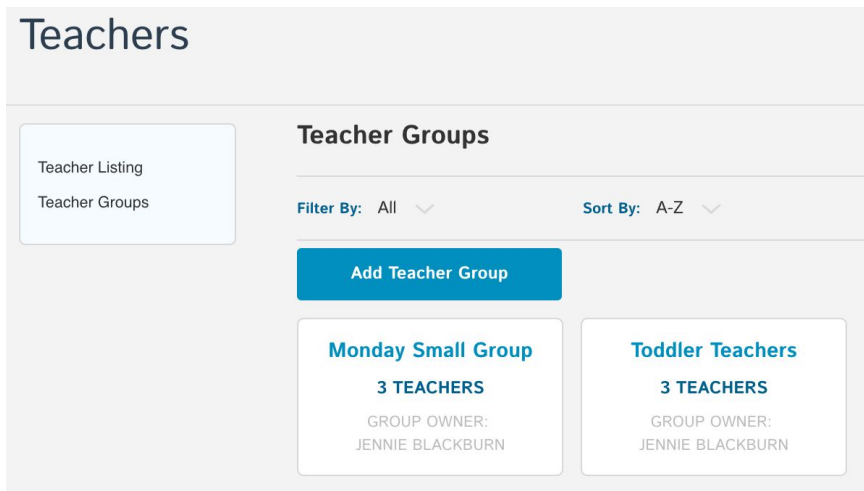
On the Teachers page you see all the Teachers that you are coaching. Each teacher is displayed on a Teacher Card (Figure X) along with his or her center and activity. You can sort teachers by name and activity or search by teacher name.

Figure 5: Teacher Card



On the left you have the option of viewing the Teacher List (as displayed in Figure 2) or Teacher Groups (Figure X). Teacher Groups allow you to group teachers so that you can communicate as a group and the teachers can interact with each other through myTeachstone. For example, you may create a Teacher Group for teachers that meet every Monday to discuss CLASS resources.

Figure 6: Teacher Groups

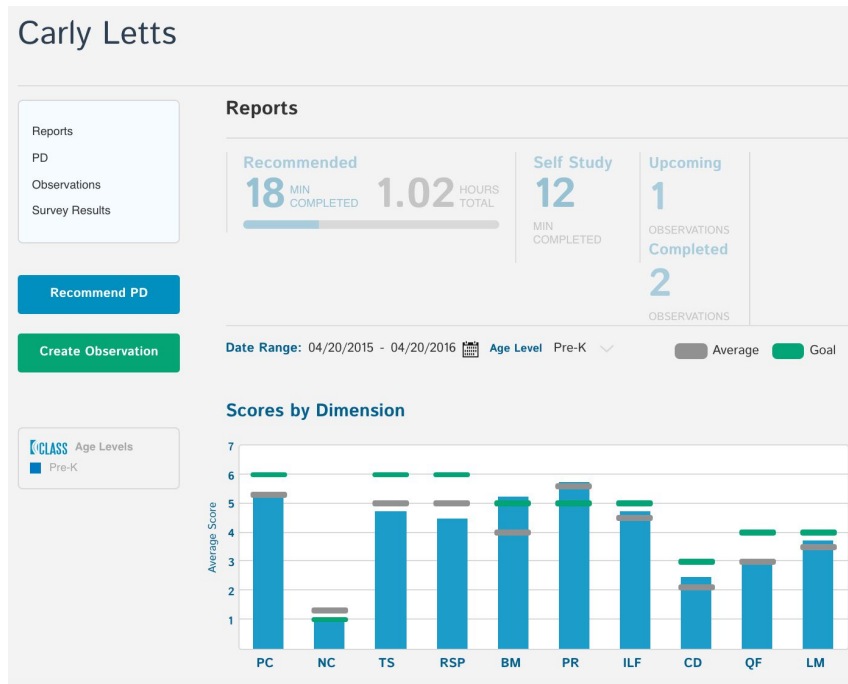


Clicking on a Teacher Group will bring up a new window where you can edit the Teacher Group (add or remove teachers). You can also recommend resources to a Teacher Group so that teachers have a common reference during discussions.

Teacher Reports

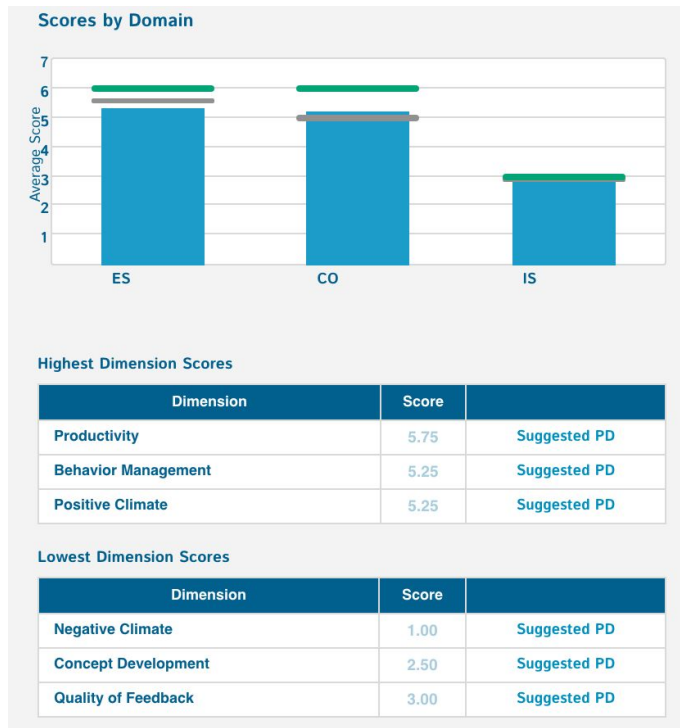
When you click on a Teacher Card you will be directed to a page showing information for that teacher (Figure 7). On the left menu you see you can view Reports, PD, Observations and Survey Results. The first option, Reports, shows you professional development and CLASS observation reports for this teacher.

Figure 7: Teacher Detail



Notice you can view the teacher's progress in terms of completing professional development assigned vs. resources they have viewed on their own (self study). You also see the number of upcoming and completed observations for this teacher. Below you see charts displaying CLASS observation data for each dimension, and below summarized by domain (Figure 8).

Figure 8: Teacher Observation Report by Domain



The Teacher Detail page gives you a lot of information about this teacher that you can reference when recommending professional development resources. At the bottom of the page the teacher’s highest and lowest dimension scores are summarized with a link “Suggest PD” to professional development resources that apply to that dimension (Figure 8).

Teacher PD, Observations and Survey Results

Clicking on ‘PD’ from the left displays the professional development resources this teacher viewed, completed or was recommended. Clicking on ‘Observations’ will show in progress, upcoming and completed CLASS Observations for this teacher. You can click on an Observation Card to view the Observation detail, but notice this will take you away from the Teachers page.

Lastly, you can view the survey results for each teacher to learn more about their learning and teaching styles.

Notice there are also two buttons below the menu: ‘Recommend PD’ and ‘Create Observation’. These buttons start each action for the teacher you are viewing. For example, if you select “Recommend PD” you will be directed to the Resources page and will already be in the process of recommending to this teacher. Recommending resources and creating observations will be covered later in this user guide.

4. Reports

The Reports page shows Professional Development and Observation Reports for your teachers. Initially these reports show aggregates for all your teachers, but you can drill into each report to view teacher specific reports. If you click on a teacher, you will see that teacher's report page as reviewed in the Teachers section.

Figure 9: Professional Development Reports

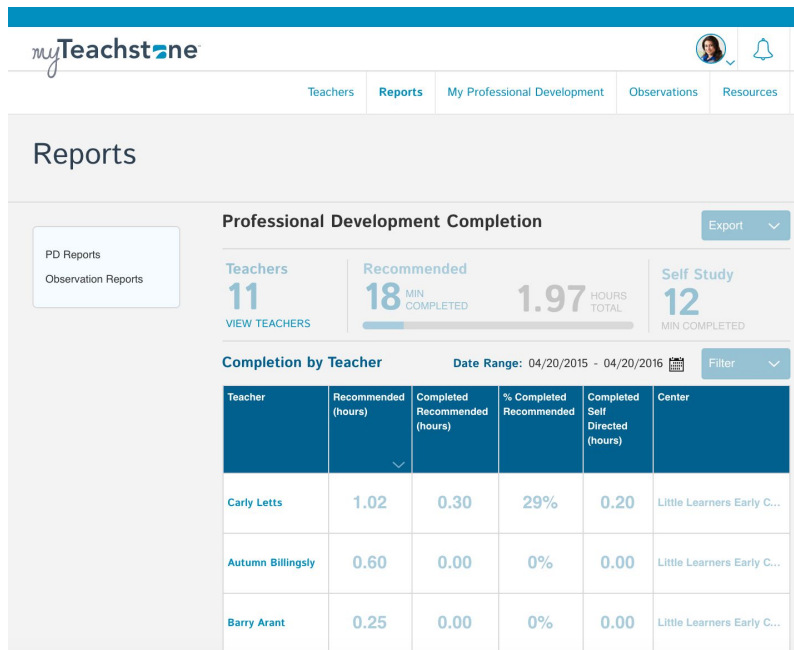


Figure 8 shows the Professional Development reports for your teachers. You can see summary statistics at the top and more detailed teacher level data below. These reports can be manipulated to show completion statistics from different date ranges by manipulating the date ranges. Clicking on column headers will sort the report by that column. For example, Figure 8 shows teachers listed by recommended hours decreasing.

You can view a PD completion report for all teachers by clicking "View Teachers" which is under the teacher count in summary statistics. You can export the teacher detail report by choosing "Export" at the top right and choosing to export as a PDF file or CSV file (CSV files can be opened in Microsoft Excel).

The other reporting option available is for CLASS Observation data. To navigate to the Observation Reports, click on the link from the left menu.

Figure 10: Observation Reports Unfiltered

The screenshot displays the 'myTeachstone' interface for 'Observation Reports'. At the top, a navigation bar includes 'Teachers', 'Reports' (highlighted), 'My Professional Development', 'Observations', and 'Resources'. Below this, a 'Reports' header is followed by a sidebar with 'PD Reports' and 'Observation Reports'. The main content area is titled 'Observation Reports' and features a summary for 'Formal Observations (All Age Levels):' with 'Upcoming' (1) and 'Completed' (6) observations. Below this is the 'Overall Scores' section, which includes an 'Age Level' dropdown menu (with options: Infant, Toddler, Pre-K) and a 'Date Range' filter set to '04/21/2015 - 04/21/2016'. A large watermark in the center of the page reads 'Select "Age Level" to see data'.

When you first come to this page, you will see the chart section blank (Figure 9). You must filter to an age level in order to view observation reports. Figure 10 shows the Observation Report filtered to show Pre-K level observations.

Figure 11: Pre-K Observation Reports



Similar to the individual teacher observation reports, this report shows observation data broken down by CLASS domain and dimension but for all teachers. The different shades indicate high, mid and low-level scores for each domain or dimension. Hovering over a shaded region allows you to view details for observation data within that area. For example, in Figure 10 the user is hovering over the mid-level Instructional Support portion of the pie chart to see information about this data. Clicking through to view details (Figure 11) drills down into the data and you can see the teachers associated with these data points.

Figure 12: Observation Report Drill Down

Reports

Observation Scores Export ▾

Mid Instructional Support VIEW SUGGESTIONS

Teacher	Instructional Support Score	Demo5 Center	Coach
Angelena Brimage	4.78	Little Learners Early Childhood Center	Jennie Blackburn
Carly Letts	3.09	Little Learners Early Childhood Center	Jennie Blackburn

You can use this functionality to find teachers with similar strengths or areas for improvement. Notice the link “View Suggestions” above the table. This link will direct you to the Resources page filtered to resources that support the CLASS domain or dimension you are referencing. Clicking on “View Suggestions” in Figure 11 will show the user resources that support Instructional Support.

5. My Professional Development

The “My Professional Development” page includes resources (videos, links to blog posts, short courses etc.) that have been recommended to you or that you have recently viewed. This section is focused on your professional development as a coach, it is separate from your teacher’s PD. However, you will notice similarities between the two views.

When an administrator recommends a resource to you the resource will show up under “Recommended”. For example, Figure 13 shows the administrator has recommended two resources for this coach. Resources viewed, but not recommended will appear under “Recently Viewed” and completion minutes will count toward “Self Study”. If a user views but does not complete the resource, it will also appear under “Recently Viewed”. Once the resource is completed, in this case the video is watched in the entirety it will move from “Recommended” to “Completed”. You can click in the menu area on the left side to scroll the page directly to the Recommended, Recently Viewed or Completed sections.

Figure 13: Recommended Resources on My Professional Development Page

The screenshot displays the 'myTeachstone' interface. At the top, there is a navigation bar with tabs for 'Teachers', 'Reports', 'My Professional Development', 'Observations', and 'Resources'. The 'My Professional Development' tab is active. Below the navigation bar, there are two summary cards: 'Recommended' showing 0 minutes completed out of 2 total minutes, and 'Self Study' showing 3 minutes completed. The main content area is split into two sections: 'Recommended' (2 resources) and 'Recently Viewed' (5 resources). In the 'Recommended' section, two video thumbnails are visible. The first is titled 'Communicating Positively about a Teacher's Work' with a duration of 2 minutes. The second is titled 'Giving Feedback to a Teacher by Stretching Their Brain Muscles: A Coaching Tip'. A sidebar on the left contains a menu with 'Recommended (2)', 'Recently Viewed (5)', and 'Completed (3)'. At the bottom of the 'Recommended' section, there is a 'View Recommendation' link and a '2 resources' indicator.

Only videos and courses are associated with minutes, just like for your teachers. Therefore, resource links or PDF articles will not show up in the completion statistics. After this coach views the entire video, these minutes (in this example, 2 minutes) will be added to the completed minutes and the resource “Communicating Positively about a Teacher’s Work” will be moved to the “Completed” section. When you complete a resource that has not been recommended to you, the minutes will reflect under “Self Study”.

When your admin recommends a resource, they may include context as to why they are recommending a resource to you. You can view the details behind this recommendation from your admin by clicking “View Recommendation” below the resource. This will open the Recommendation and show you the context provided by your administrator (Figure 15). Note, when you are recommending resources to your teachers you will be able to do the same, we will cover this in the Resources section.

Figure 14: Viewing Recommendation Context from Coaches

6. Observations

On the “Observations” page you can view in progress, upcoming and completed observations for your teachers (Figure 15). This page allows you to see when CLASS observers will be coming to conduct observations in your teacher’s classrooms. Notice if you hold any CLASS certifications, they will show on the left side of this page.

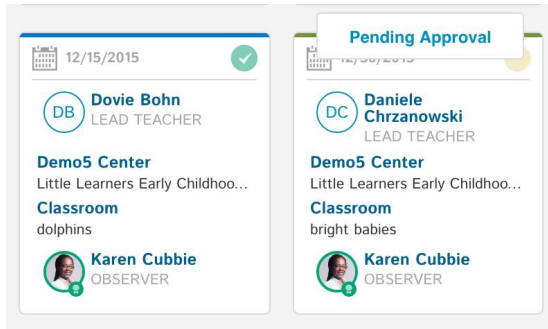
Figure 15: Observations Page

The screenshot shows the myTeachstone Observations Page. The navigation bar includes 'Teachers', 'Reports', 'My Professional Development', 'Observations', and 'Resources'. The main content area is titled 'Observations' and has a filter set to 'All Observations for my Teachers'. On the left, there are filters for 'In Progress (6)', 'Upcoming (1)', and 'Completed (7)', along with 'CLASS Age Levels' for 'Infant' and 'Pre-K'. The main content area is titled 'In Progress' and shows 6 observations. Each observation card includes the observation date, teacher name, organization name, classroom name, and observer name.

Observation Date	Teacher	Organization	Classroom	Observer
10/30/2015 - 10/31/2015	Ashlea Mancia (LEAD TEACHER)	Demo5 Center	Little Learners Early Childhoo... Classroom jupiter classroom	Karen Cubbie (OBSERVER)
10/07/2015 - 10/08/2015	Carly Letts (LEAD TEACHER)	Demo5 Center	Little Learners Early Childhoo... Classroom earth classroom	Karen Cubbie (OBSERVER)
11/06/2015 - 11/07/2015	Barry Arant (LEAD TEACHER)	Demo5 Center	Little Learners Early Childhoo... Classroom dolphins	Karen Cubbie (OBSERVER)
04/12/2016 - 04/12/2016	Wendie Goodpaster (LEAD TEACHER)			
04/28/2016 - 04/28/2016	Carly Letts (LEAD TEACHER)			
04/22/2016 - 04/22/2016	Arletha Bortle (LEAD TEACHER)			

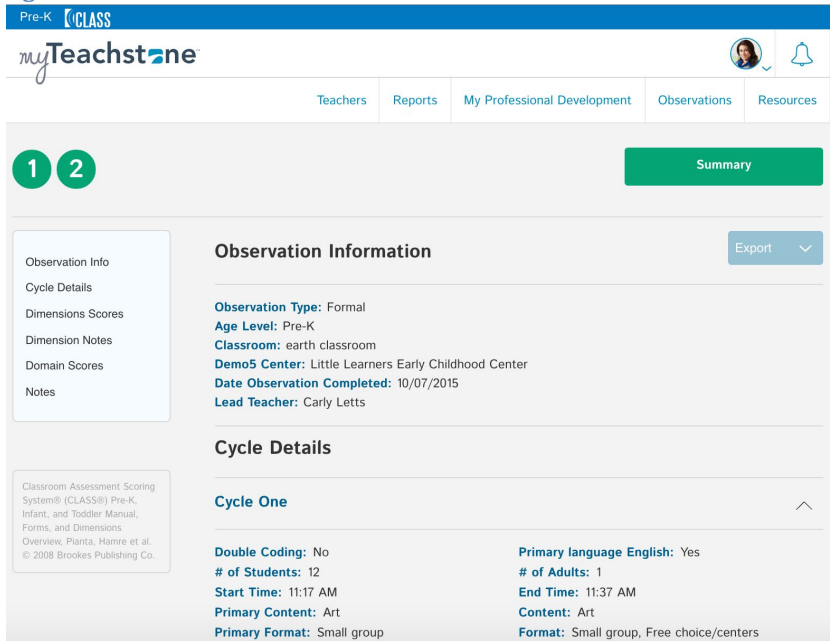
Each observation card contains high-level information about the observation including the observation date, teacher, organization name, classroom and the observer’s name. Under the Completed Observation section at the bottom of the page, you will see green, yellow or red circles on the observation cards as in Figure 16. These resemble the observation status: approved, pending approval, or rejected (requiring the observer to edit the observation).

Figure 16: Observation Status



You can view more details about an observation by clicking on the observation card. This brings you to an individual observation (Figure 17) where you can review the observer’s notes and CLASS scores. You can also export the observation information to a PDF file using the Export button on the right. Note that teachers cannot access CLASS scores or observer’s notes through myTeachstone.

Figure 17: Observation Detail



Here you see observation and cycle data. Cycle data can be expanded (as shown in Figure 17) and collapsed. Below the cycle data is a table displaying dimension scores by cycle and averaged across all cycles. Dimension notes can be viewed by hovering over the table (Figure 18), or below the table in the dimension notes section. Finally, domain scores for the observation are calculated and presented toward the bottom of the page.

Figure 18: Cycle dimension scores and notes

Cycle Details

Cycle One ∨

Cycle Two ∨

Dimension Scores

	Cycle 1	Cycle 2	Average
PC	5	5	5.00
NC			1.00
TS			4.00
RSP			4.00
BM			5.00
PR			6.00
ILF	5	5	5.00

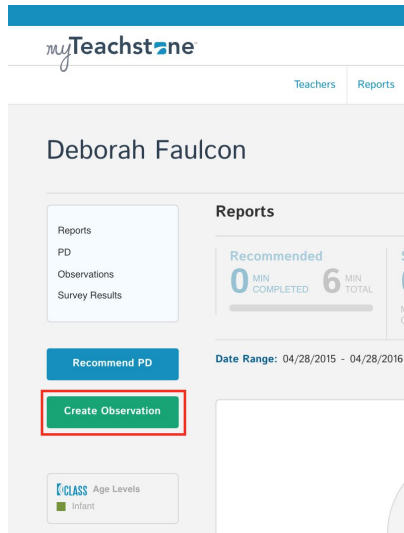
Notes

T smiles freq. Children flat during coloring. T says "good job" and "yes!" T uses warm voice. No please or thank you.

Creating Informal Observations

As a coach, you have the ability to schedule and create informal observations for your teachers. Informal observations can help you to observe and provide feedback to your teachers outside of formal CLASS Observations. Informal observations do not include CLASS scores. To create an informal observation for one of your teachers, navigate to their teacher page and click "Create Observation" (Figure 19). You will then be directed to enter information about your informal observation including date, age level and classroom name. You will have the option to schedule or start your observation.

Figure 19: Create an Informal Observation



After starting your informal observation, you will be directed to the cycle detail page. Here you will enter information about each cycle. You also have the option to edit observation information by selecting the “Edit” button aligned with the observation information. As you scroll down the page you will see text areas to enter observation information for each CLASS dimension.

You can add cycles to the informal observation by selecting the green plus button at the top left of the page, or by selecting “Add Cycle”. Figure X shows an informal observation with 2 cycles. Notice how the number 2 is shaded green, this indicates the user is viewing Cycle 2. You can navigate back to Cycle 1 by clicking on the hollow 1 circle.

Figure 20: Informal Observation with Multiple Cycles

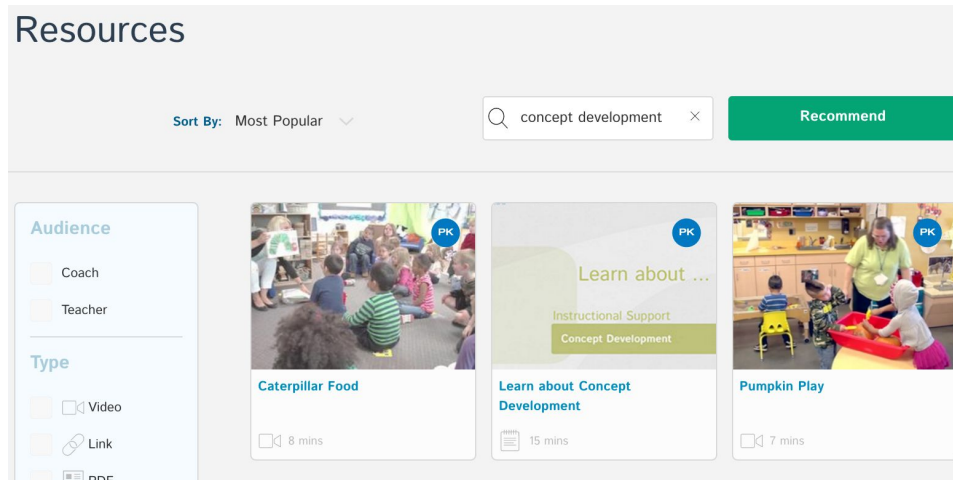
The screenshot displays the Toddler CLASS observation interface. At the top, there are three circular navigation buttons: '1', '2', and '+'. The '2' button is highlighted in green, indicating the current cycle. To the right of these buttons is a 'Review & Submit' button. Below the navigation is a sidebar with a menu containing 'Observation Info', 'Cycle Detail', 'Score Sheet', and 'Dimension Overview'. The main content area is titled 'Observation Information' and includes an 'Edit' button. The information provided is: Observation Type: Informal, Age Level: Toddler, Classroom: toddler learners, Demo5 Center: Little Learners Early Childhood Center, and Lead Teacher: Deborah Faulcon. Below this is the 'Cycle Detail' section, which includes a camera icon and the text 'Add Score Sheet Photo OPTIONAL'. The 'Cycle Detail' section contains several input fields: 'Start Time' (03:25 PM), 'End Time' (03:45 PM), 'Double Coding Session?' (Yes/No radio buttons, with 'No' selected), 'Primary Language English?' (Yes/No radio buttons, with 'Yes' selected), 'Number of Adults' (2), and 'Number of Children' (5). At the bottom left, there is a footer with copyright information: 'Classroom Assessment Scoring System® (CLASS®) Pre-K, Infant, and Toddler Manual, Forms, and Dimensions Overview, Pianta, Hamre et al. ©'.

After completing the informal observation click “Review & Submit” to review over your observation on a summary page. Here you can select to Submit your observation. Your informal observation will now appear under your observations page where you can review over your notes to provide PD Resources to your teacher.

7. Resources

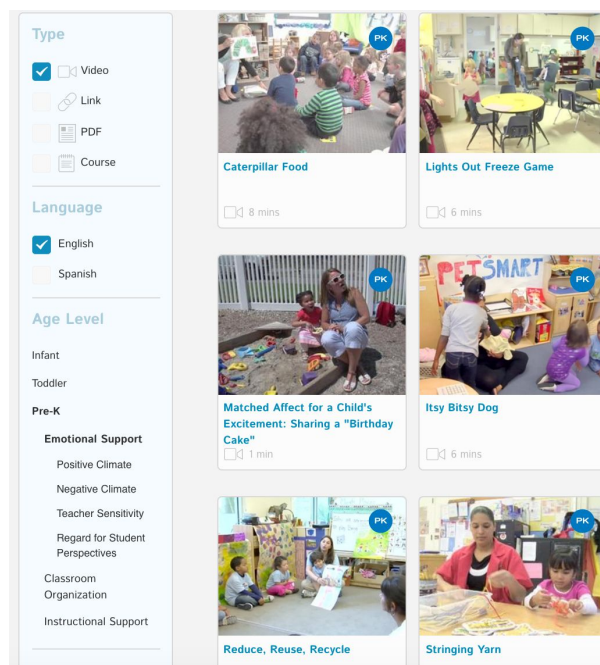
Resources are videos, links, PDF articles or courses available to you in myTeachstone. You can browse through these resources on the Resources page. Resources are tagged with CLASS dimensions, so you can search for “Concept Development” and view resources that incorporate this dimension (Figure 21). You can also search by resource name.

Figure 21: Searching for Resources



You have the ability to filter this list of resources several ways. Figure 22 shows the resource library filtered to Videos in English that are tagged for the Pre-K level and the Emotional Support domain. You could go even further and look for tags at the dimension level as well by selecting one of the dimensions within Emotional Support.

Figure 22: Filtering Resources



When you open a resource, by clicking on the resource card, you will see a lot of information about the resource. Depending on the type resource you may see an overview, an outline of what to look for, course objectives, reflective questions and more. These are here to give you a starting point when discussing resources with your teachers.

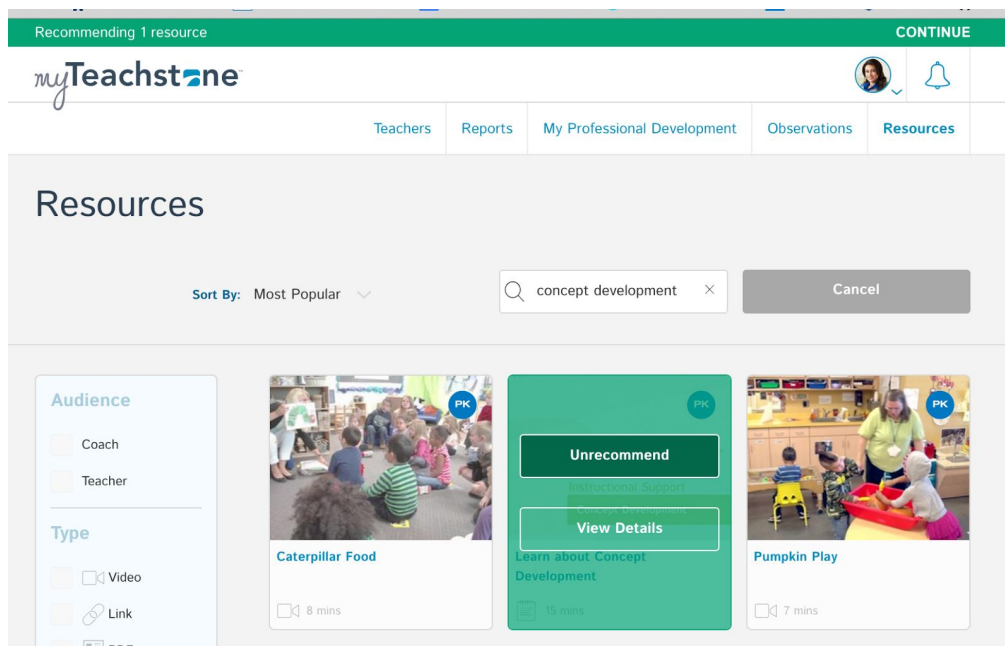
Recommending Resources

Recommending resources to your teachers is the act of selecting resources and assigning them to a teacher. When you recommend a resource, the resource will appear on their “My Professional Development” page under Recommended Resources. There are multiple ways to recommend resources; first we will walk through recommending from the Resources page.

Recommending from Resources Page

To enter the recommendation mode select the green “Recommend” button (see Figure 22) and notice a green recommending bar appear at the top of the page (Figure 23). When in the recommendation mode, you can hover over a resource card, which will then be shaded green, and click “Recommend”. As you select resources to recommend you will see the count increase along the top green bar.

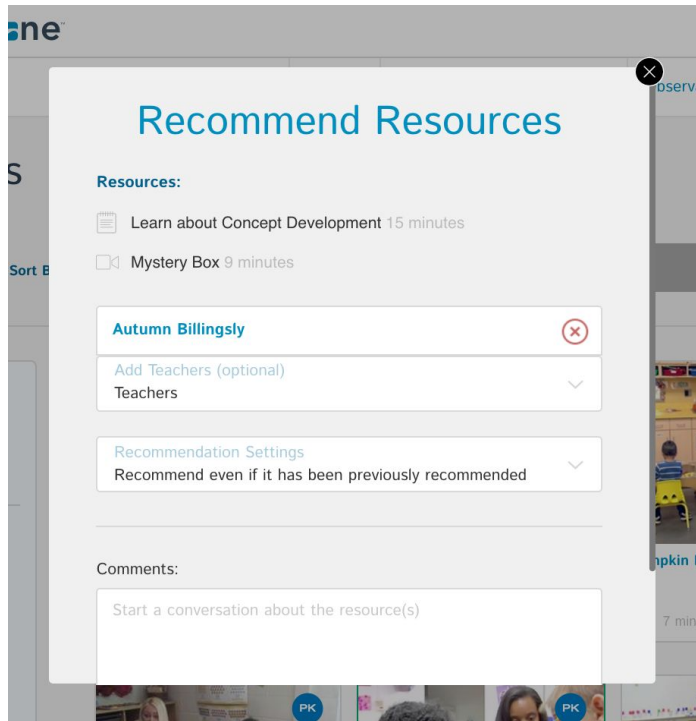
Figure 23: Recommending Resource from Resource Page



Once all resources are selected, you will click “Continue” on the green bar to designate which of your teachers will receive this recommendation. This will open a

new window labeled “Recommend Resources” (Figure 24). Here you can add one or more teachers to receive this recommendation by selecting the teacher’s name from the drop down. You can also add context around the recommendation to be displayed when teachers receive this recommendation. After adjusting all recommendation settings you can select the green “Send Recommendations” button at the bottom of this window and you will see a green confirmation notifying you that the recommendation was successfully sent.

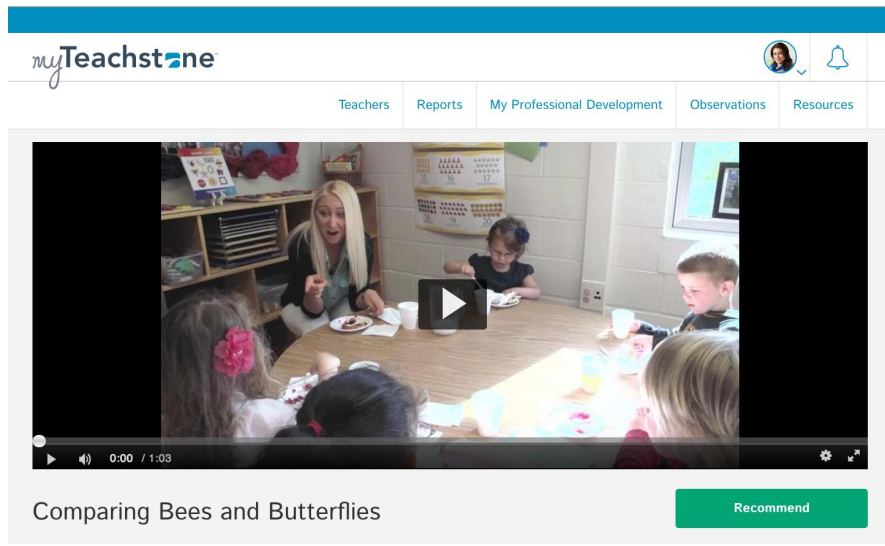
Figure 24: Selecting Teachers to Recommend Resources



Recommending from Resource Details Page

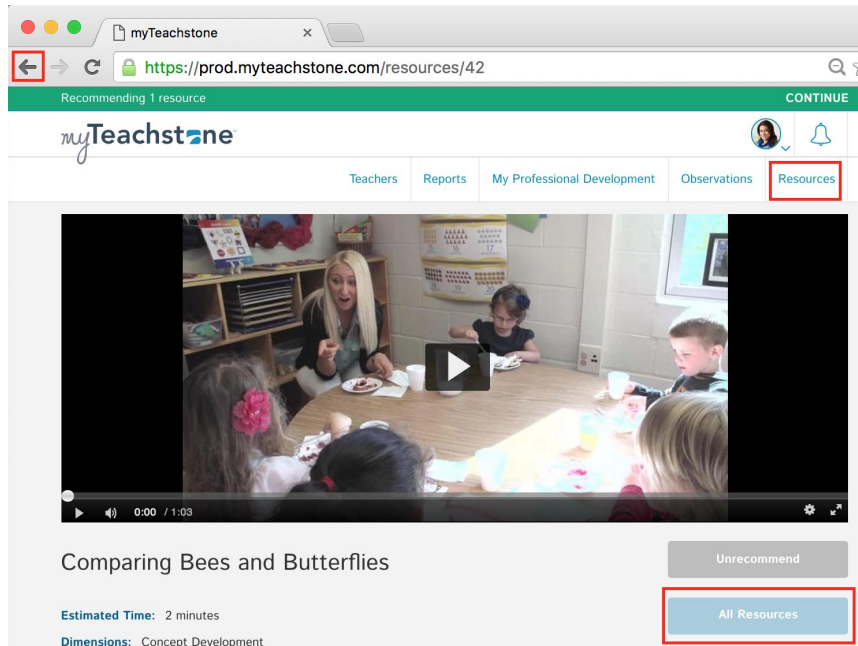
You can also recommend resources from the resource detail page. After clicking on a resource card, you will come to the resource detail page (Figure 25). Here you can enter into the recommendation mode using the green “Recommend” button to the right below the resource, in this case below the video.

Figure 25: Recommending from Resource Detail Page



Once you enter the recommendation mode (symbolized by the green bar across the top of the page with a count of resources, see Figure 26) you can add more resources before completing the recommendation. From the resource detail page you can use the back button on your browser, navigate to the “Resource” page from the top navigation ribbon or chose the “All Resources” button in blue below the video resource. These options are highlighted in Figure 26.

Figure 26: Navigating to more resources



Once all resources are selected you can click “Continue” from the green bar and continue with entering recommendation information.

Recommending from Teachers Page

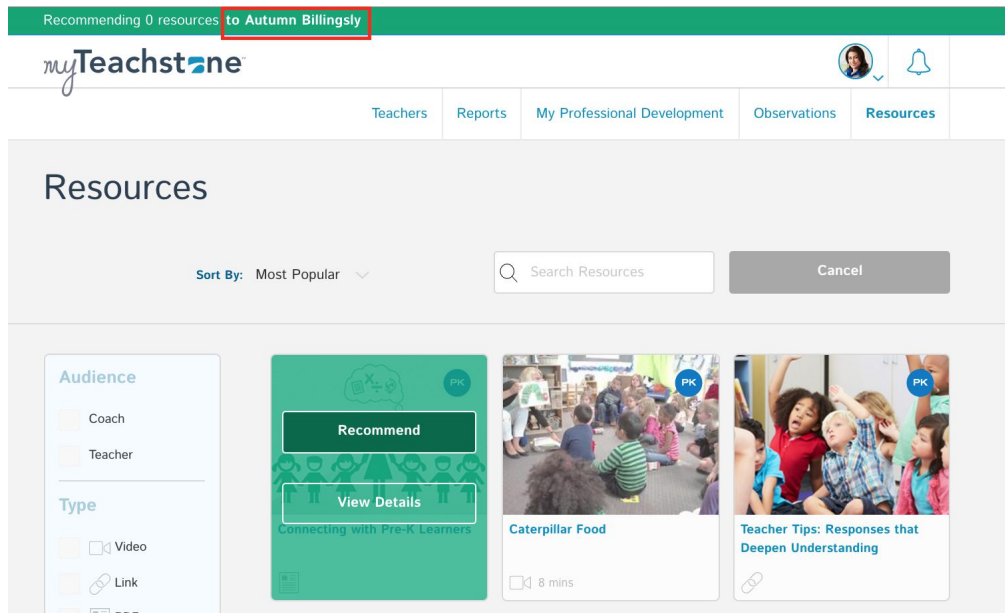
You can also recommend directly from the Teacher Page by selecting “Recommend PD” below the menu on the left side of the page (Figure 27).

Figure 27: Recommending from Teacher Page

The screenshot shows the myTeachstone interface. At the top, there is a navigation bar with the myTeachstone logo on the left and a user profile icon and a bell icon on the right. Below the navigation bar, there are tabs for Teachers, Reports, My Professional Development, Observations, and Resources. The main content area is titled "Autumn Billingsly". On the left side, there is a sidebar menu with options: Reports, PD, Observations, and Survey Results. The "Recommend PD" button is highlighted with a red box. Below the sidebar menu is a "Create Observation" button. The main content area is titled "Reports" and contains a dashboard with four cards: "Recommended" (0 MIN COMPLETED, 36 MIN TOTAL), "Self Study" (0 MIN COMPLETED), "Upcoming" (0 OBSERVATIONS), and "Completed" (1 OBSERVATIONS). Below the dashboard, there is a "Date Range" selector (04/27/2015 - 04/27/2016) and an "Age Level" dropdown menu. At the bottom, there are two radio buttons: "Average" (selected) and "Goal".

You will then be directed to the Resources page and notice, the green bar will show you are recommending to this teacher, in this example Autumn Billingsly (Figure 28). As you select resources to add, the counter in the green bar will increase.

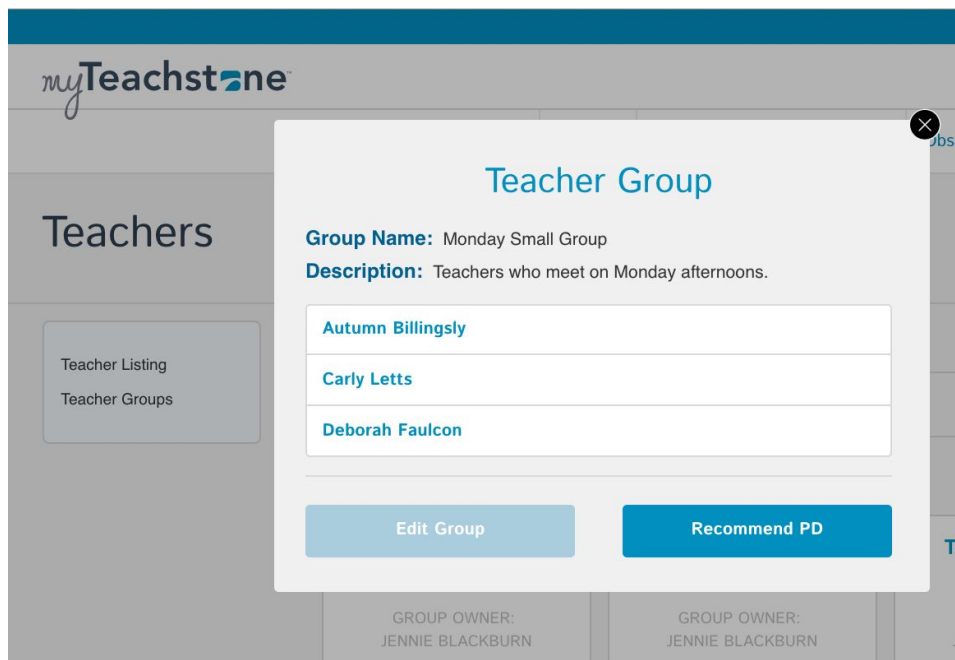
Figure 28: Teacher name included in recommendation bar



Recommending from Teacher Group View

You can recommend to a teacher group by navigating to the teacher group from the Teacher page and opening a particular teacher group. This will open a new window where you can either edit or recommend PD to this group (Figure 29).

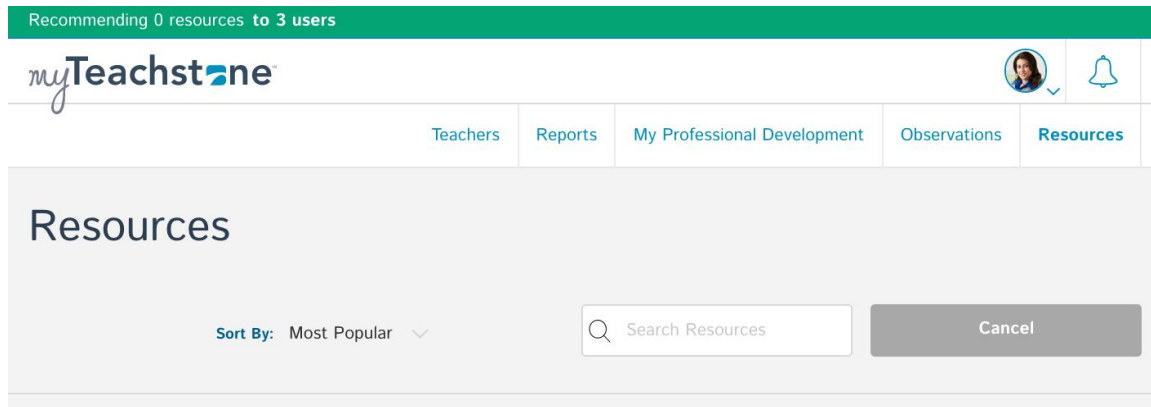
Figure 29: Recommending to a Teacher Group



After selecting "Recommend PD" you will navigate to the Resources page and you will see in the green recommendation bar that you are recommending to a number

of teachers. For example, Figure 30 shows you are recommending to 3 users because there are 3 teachers in the teacher group selected.

Figure 30: Resources Page while Recommending to Teacher Groups



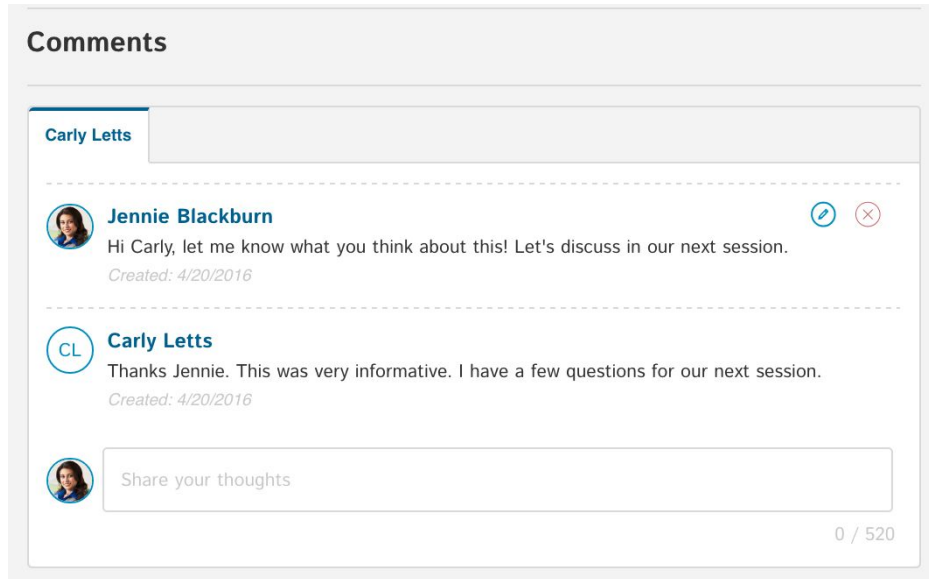
Notice you can also cancel out of the recommendation mode by selecting the grey 'Cancel' button.

Commenting on Recommended Resources

Once you have recommended a resource to a teacher, you can start a commenting thread, an online conversation, between you and your teachers. Only resources that have been recommended to a teacher will have a commenting box. This is because the recommendation you made to the teacher directs the comment you are writing to this teacher.

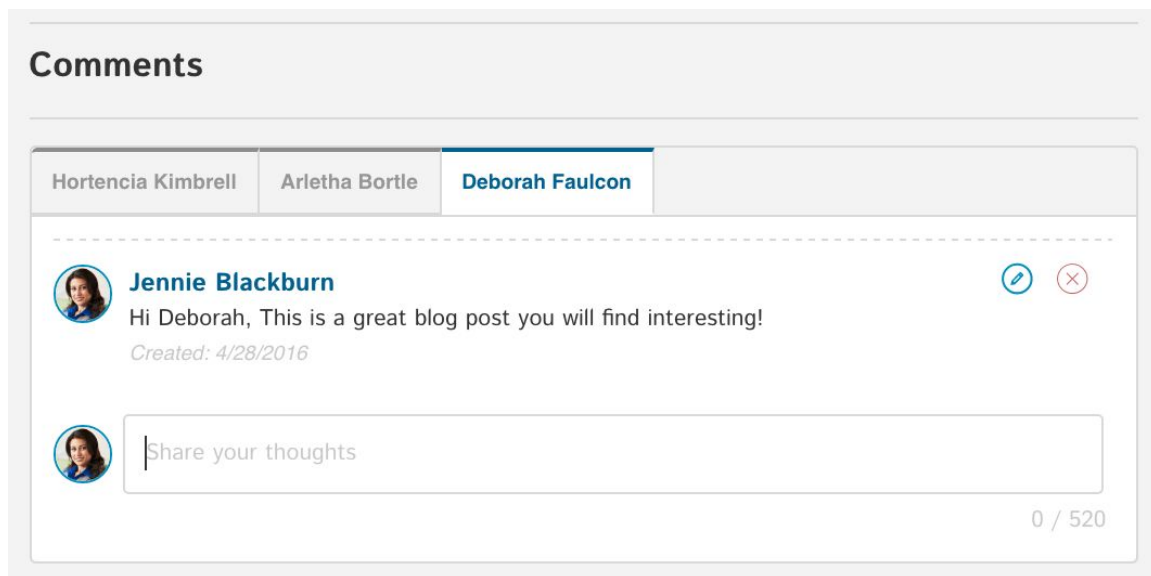
In Figure 31, the coach, Jennie, has recommended this resource to her teacher, Carly. The tab above the comment indicates that this comment is being sent to Carly. Notice you can edit and delete comments you write using the edit and delete button on each of your comments.

Figure 31: Commenting on Recommended Resources



If you recommend a resource to multiple teachers individually, the commenting section will have a tab for each teacher receiving this recommendation. For example, in Figure 32 Jennie recommended this resources to three teachers and the comment shown here is only sent to Deborah because Jennie commented on the tab with Deborah's name.

Figure 32: Commenting on multiple individual recommendations






When you recommend a resource to a teacher group, you will open up a commenting dialogue between yourself and the entire teacher group. You can see in Figure 33 the name of the teacher group as well as the names of each teacher in this group.


Figure 33: Commenting within a Teacher Group


Comments

Teacher Group: Monday Small Group

Group Recommendation: Carly Letts, Autumn Billingsly & Deborah Faulcon

 **Jennie Blackburn**  
Please read and be ready to discuss during our Monday session next week.
Created: 4/28/2016

 **Carly Letts**
Looking forward to our discussion Monday!
Created: 4/28/2016



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Appendix Ideas

-Contact/help info