

# Portfolio and Pre-Observation Submission Guide

## Child Care Learning Center (19+ children)

*This submission guide was created to assist you in completing the pre-observation information that is required to be submitted prior to acceptance of the portfolio. This information is for a child care learning center licensed for 19 children or more.*

### PORTFOLIO COMPLETION SCREENS

When all standards are complete, as indicated by the green check marks, the **"Submit Portfolio"** button is enabled.

The screenshot shows the 'LARGE CENTER' header and 'Portfolio Status: Returned'. A sidebar on the left lists Standards 1 through 5, all with green checkmarks. A blue arrow points from the text 'When all standards are complete...' to the 'Standard 1' entry. The main content area is titled 'STANDARD 1 - DIRECTOR AND TEACHER QUALIFICATIONS AND GAPDS VERIFICATION'. It contains instructions about the Georgia Professional Development System (GaPDS) and a list of steps to be added. A blue arrow points from the text 'the "Submit Portfolio" button is enabled.' to the 'SUBMIT PORTFOLIO' button in the top navigation bar. The button is highlighted in yellow in the original image.

- Before selecting the **"Submit Portfolio"** button, please go back and review your classroom information and teacher class assignments in Standard 1 to make sure they are up-to-date and current. This information will carry over to the Pre-Observation Information Form and will reduce the amount of time needed to complete your pre-observation screens during the submission process.

The screenshot shows the 'STANDARD 1 - TEACHER ASSIGNMENTS' section. A sidebar on the left lists Standards 1 through 5, all with green checkmarks. A blue arrow points from the text 'Before selecting the "Submit Portfolio" button...' to the 'Teacher Class Assignment' entry in the sidebar. The main content area is titled 'STANDARD 1 - TEACHER ASSIGNMENTS'. It contains instructions about completing the Teacher Qualifications and CI sections. Below the instructions is a table showing classroom assignments for 'Infants'.

Classroom Name	Age Group	High R
Infants	Infant	2:5

Edit	Teacher Name	Day of Week	Start Time	End Time	Delete
	Babe Ruth	Monday	6:30AM	6:30PM	
	Babe Ruth	Tuesday	6:30AM	6:30PM	
	Babe Ruth	Wednesday	6:30AM	6:30PM	

- After you select the **“Submit Portfolio”** button, a notification box will appear, please take the time to read the directions and indicate your readiness to submit your portfolio by checking the two boxes “yes”.

**Portfolio Completion**

1. Complete QR portfolio and select button to mark it "Ready to Submit".
2. Complete required Pre-Observation information within 10 days of marking portfolio "Ready to Submit." Your portfolio will NOT be submitted until the Pre-Observation information is completed and submitted.

No further changes can be made to your portfolio after you mark it "Ready to Submit".

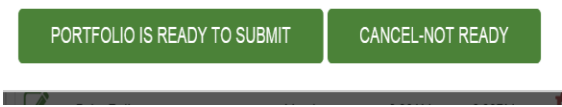
Are you sure you are ready to mark your portfolio as "Ready to Submit"?

☒ Yes ☐ No

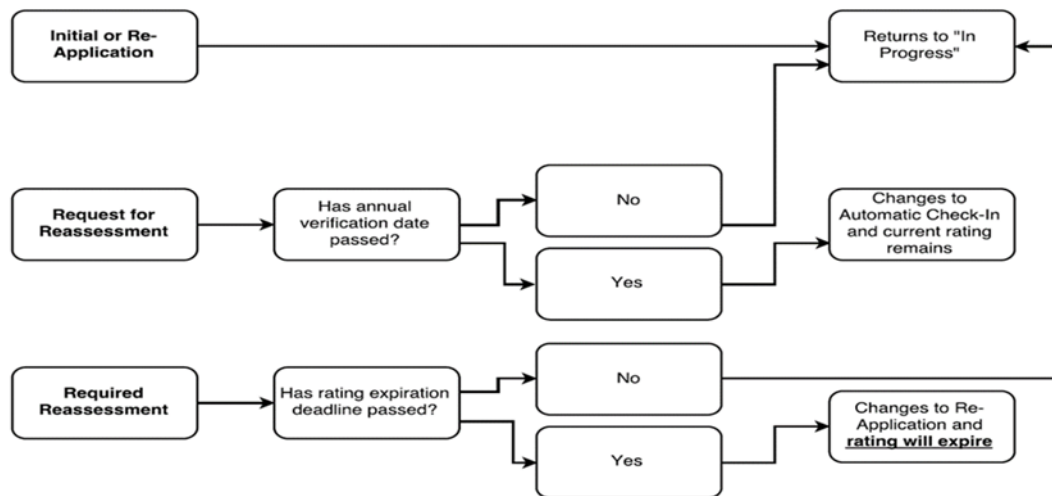
Are you ready to select your blackout days for the classroom observation, complete pre-observation information for each classroom, and upload a daily schedule and roster for each classroom?

☐ Yes ☐ No

**WARNING** You have ten (10) calendar days to select your five (5) blackout days, complete the Pre-Observation Information for each classroom, and upload your classroom schedules and rosters. Failure to complete this step will result in the portfolio being returned.

- Once you answer yes to both questions and select **“Portfolio is Ready to Submit,”** the portfolio will become read-only and cannot be updated or changed. Your structural quality points will be based on the evidence contained within the portfolio.
- 
- Only teachers who are included in the portfolio will be eligible for any cash bonus based on your star rating. If a new teacher joins your program within the 10 day window after the “Portfolio is Ready to Submit” button has been selected, they can be added to your pre-observation information screens during the next step of your submission process. However, they cannot be added into the portfolio and so will not be eligible for any bonus until your next re-rating, even if their classroom is observed during the on-site assessment.
  - Please take note of the following guidance if your portfolio type is a Required Reassessment or a Request for Reassessment:
    - If this is a **Required Reassessment Portfolio** and you do not complete the steps within the 10 calendar days your rating will expire if the portfolio is returned and your star rating expiration date has passed. At this point your portfolio will revert to a Reapplication Portfolio. If your rating expiration date has not passed, your portfolio will be returned and you can re-submit it prior to the expiration date.

- If this is a **Request for Reassessment Portfolio** and you do not complete the steps within the 10 calendar days and your anniversary date has passed, you will receive an automatic check-in and not be eligible for a reassessment until your next anniversary. If your rating anniversary date has not passed your portfolio will be returned and you can re-submit it prior to the anniversary date.
- If you need additional guidance regarding the 10 day window you can contact your technical assistance consultant through your local child care resource and referral agency. For important information about how this deadline could impact your current rating refer to the Impact Flowchart on the Quality Rated Website located in Training at the bottom of any Quality Rated screen: <http://gritestest.decal>



ADDITIONAL RESOURCES	ERS RESOURCES	PROGRAM MANUAL	STEP-BY-STEP GUIDES
BONUS PACKAGES	FAQ	QR PORTFOLIO	TECHNICAL ASSISTANCE
CHILD CARE R&R	INCLUSION	RATING RUBRIC	<b>TRAINING</b>
CONTACT US	GAPDS	SHAPE AWARD	

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- When you are ready to complete the submission process click the **"Portfolio is Ready to Submit,"** button at the bottom of the notification window.

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## FACILITY INFORMATION HOME SCREEN

When the **"Portfolio is Ready to Submit"** button is selected you will return to your facility home screen. As indicated blow, you will have up to 10 calendar days in which to select your blackout days, complete the pre-observation information screen for each classroom, upload your classroom schedules and rosters, and finalize the portfolio submission process.





You Have **11** Days Left to Complete Your Pre-Observation Information.  
(Last Day: **8/15/2017**)

MY APPLICATIONS

Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring	History
Required Reassessment	<b>Status:</b> Approved  <b>Submitted:</b>	 <b>Status:</b> Ready to Submit	 <b>Status:</b> In Progress			

- The 10 day count down starts the day **after** you select **"Portfolio is Ready to Submit."** On the day you select the "Portfolio Ready to Submit" button, the counter will be set to 11 days left to complete.
- If your portfolio, blackout days, classroom pre-observation information, and the classroom schedules and rosters are not submitted by the **"Last Day"** to submit date highlighted on this screen, the outcome will vary based on the application type and outlined on the Impact Flowchart.
- Regardless of whether or not the indicated due date falls on a weekday, weekend, or holiday, the **"Last Day"** to submit date is the absolute last day you can submit your portfolio, the blackout days, your classroom pre-observation information, and your classroom schedules and rosters before your portfolio will be returned.
- The portfolio status will read **"Ready to Submit"** until all the pre-observation information is complete.
- Click on the **folder in the "Pre-Observation Form"** column to continue with the submission process.

MY APPLICATIONS

Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring	History
Required Reassessment	<b>Status:</b> Approved  <b>Submitted:</b> 07/27/2017	 <b>Status:</b> Ready to Submit	 <b>Status:</b> In Progress			

Remember, your portfolio has not yet been submitted for scoring!

## PRE-OBSERVATION FORM

When you click on the **folder for the “Pre-Observation Form”** the next screen contains important information that should be reviewed carefully before proceeding. Having the requested information on hand before beginning the steps to complete the pre-observation information screens will speed up the submission process for you.

**Pre-Observation Form Status: In Progress**

← BACK    ↗ SUBMIT PRE-OBSERVATION FORM

**Pre-Observation Form**

- Blackout Days
- Classroom Details

**PRE-OBSERVATION INFORMATION**

To ensure the timely scheduling and completion of your program's observation it is necessary that the most up-to-date information about your program be shared with the Assessor(s). The screens in this section allow you to submit the most current information about each and every room, allowing our system to automatically complete the random classroom selection (if applicable) and notify the assigned Assessor(s) of the details they need to know in order to immediately schedule the observation subject to their next available opening.

**BLACKOUT DAYS**

Clicking on the Blackout Days Tab will allow you to select up to 5 blackout days on a calendar interface. Blackout days are those days when your program is open, but you are not operating your typical schedule and so the Assessor(s) would be unlikely to see a "normal" day if they came then. These could include days such as parent/family conferences, photo day, holiday celebration, field trip, or some other unique event.

**CLASSROOM DETAILS**

Clicking on the Classroom Details Tab will allow you to enter all the required information for each classroom which will speed up the process on the day of the observation. The Assessor(s) will have all the information they need to be able to get started with the observation as soon as they enter your facility, this eliminates the need for a director or administrator to be present at the beginning of an observation period. Information you will be

Be sure to have all requested information on hand **BEFORE** completing these screens

- From this screen you will be able to click on the tabs that will take you to the screens where you can enter your blackout days and classroom details.

← BACK    ↗ SUBMIT PRE-OBSERVATION FORM

Notice that the **“Submit Pre-Observation Information”** button is not active and cannot be selected at this time.

- Click on the **“Blackout Days”** Tab to continue with the submission process.

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## BLACKOUT DAYS SCREEN

When you click on the **"Blackout Days"** Tab, a screen appears that contains important information that should be reviewed carefully before proceeding. The screen also shows a calendar interface where you can select your blackout days. The calendar is a reflection of the full 90-day window in which the observation can be conducted.

- Blackout days are those days when your program is open, but you are not operating your typical schedule and so the Assessor(s) would be unlikely to see a "normal" day if they came then. These could include days such as parent/family conferences, photo day, holiday celebration, field trip, or some other unique event.

Note: Maximum of five blackout days can be selected

Portfolio Completed Date: 8/5/2017 8:43:08 AM

August 2017							September 2017							October 2017							November 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28	29	30	31	1	2	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2
3	4	5	6	7	8	9	1	2	3	4	5	6	7	29	30	31	1	2	3	4	3	4	5	6	7	8	9

Legend: **Yellow** - Portfolio Completed, **Green** - Open Date, **Red** - Blackout Day, **Gray** - Cannot Select, **Dark Gray** - State Holiday/Meeting

Up to **five (5) blackout dates** may be selected by clicking the date in any of the **green** boxes on the calendar. The selected dates will change to **red**. If you change your mind simply re-click on the **red** date and it will return to **green**.

Portfolio Completed Date: 8/5/2017 8:43:08 AM

- Notice that all **gray** and **dark gray** dates are days that are not eligible for an observation and so are not available for selecting as blackout days.
- Green** dates are eligible for observation and are available for selecting as blackout days
- Red** dates are your selected blackout dates.

August 2017							September 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

- If you do not wish to select any blackout days, click the box shown to the right.

☐ I do not want to select any blackout days

Under the calendar interface is a comment box that can be used to enter any information that you feel would be helpful for the assessor team to know about your program. Type your comments into the text box.

- Inform the assessor team of any information regarding your program that would be necessary for them to know in order to quickly schedule the observation.
- Include important dates such as when your program may be closed due to no children on-site, for example: summer closing dates at Head Start program, spring break (if children are not present), public school holidays that may affect your GA's Pre-K classrooms etc.
- It is important to let the assessor team know when children typically arrive at your program so they can determine the best time to begin the observation. For example, even though your program may be open at 6:00 AM, most of the children in many of your classrooms do not arrive to begin their school day until 7:30 AM. You may combine children in one or more classroom until 8:00 AM with a different teacher or floater, at that time the children move to their regular room with their regular teacher.

I would like the assessor team to know...

Begin typing and the box will expand as needed.

You can save the information you have added to this screen by clicking the **"Save"** button. You can come back later and make changes if you wish.

☐ Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

SAVE

- Notice that ***Saved successfully*** will appear on the screen.

Saved successfully

☐ Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

SAVE

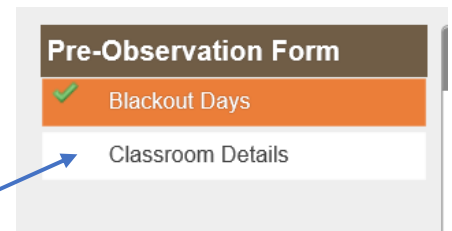
When you are satisfied with your responses you can check the box to indicate that you have completed this section.

Saved successfully

- ☒ Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

**IMPORTANT:** Once the portfolio and pre-observation information has been submitted to Quality Rated, you will not be able to change your blackout dates!

- Scroll back to the top of the screen. You will notice a **green** check mark ✓ next to the Blackout Days Tab, this indicates that you have completed the selection of your blackout days and are ready to continue with the submission process.
- Click on the **“Classroom Details”** Tab to continue the submission process.



NOTES:

[illegible]



## CLASSROOM DETAIL SCREEN

When you click on the **"Classroom Details"** Tab, a screen appears that contains important information that should be reviewed carefully before proceeding. The screen also pre-populates the information and number of classrooms you entered in your portfolio for Standard 1: Classroom Information.

- Each classroom is listed separately with an icon. When you click on the icon it will open a pre-observation sheet for that classroom and you will be able to enter the required information.
- Another icon will be showing. This icon takes you to the directions that allow you to upload your classroom schedule and roster. This icon will not yet be activated, as indicated by the pale color. After you have opened the pre-observation sheet for the classroom the upload icon will become active, as indicated by the darker color. You will now be able to upload your classroom schedule and roster.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Infants	Infant	ITERS			<input type="checkbox"/>	<input type="checkbox"/>
Toddlers	Toddler	ITERS			<input type="checkbox"/>	<input type="checkbox"/>
Twos	Twos	ITERS			<input type="checkbox"/>	<input type="checkbox"/>
Threes	Threes	ECERS			<input type="checkbox"/>	<input type="checkbox"/>

Each classroom is listed separately

- You will also be able to see which Environment Rating Scale (ERS) will be used to assess each of the classrooms listed. The scale used for each classroom is determined by the age group that you selected for each classroom in Standard 1 of the portfolio.
- Click to enter the required information for each class and continue the submission process.

### NOTES:

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## PRE-OBSERVATION SHEET

When you click  to enter the pre-observation sheet for a classroom, a screen will appear that will allow you to enter the required classroom details. This sheet consists of three sections requiring information relating to your operating hours, teacher information, and student information. The following information is required for each classroom:

- Current operating hours.
- Verification of teacher information assigned to the classroom (carried over from the portfolio).
- The language a translator would need to speak if the teacher(s) speak a language other than English to the children for most of the day.
- The maximum number of children you allow at one time (this may or may not be your licensed capacity) as well as the number of children currently enrolled in the classroom.
- The birthdates of the youngest and oldest child and if any children have any identified disabilities or special needs.

### Section One

Allows you to add information about the operating hours for the classroom. The start and end hours have been pre-populated from DECAL's Child Care licensing database, but you can change the hours as needed for each classroom (if applicable).

CLASSROOM DETAILS - INFANTS

### Section I: Classroom Operating Hours

This classroom's operating hours are defaulted to your program's operating hours as defined in KOALA. If this classroom operates with different hours please update to show the correct time by clicking on the down arrow and selecting the correct start and end hours.

Start Hour:

End Hour:

7:30 AM ▼

6:30 PM ▼

**(If this is a Georgia Pre-K, list the time for the operational day.)**

Use the drop down box to change the operating hours for each classroom if different from your program's defined hours in KOALA. Click the down arrow and more time options will appear.

### Section Two

Allows you to verify the teachers assigned to the classroom and determine whether or not a translator would be required during the observation. The teachers that were included in Standard 1 in your portfolio will be carried over to this section and will be listed here. You have the option to delete or add a teacher as necessary.

**PLEASE REMEMBER:** Even if you add a teacher now, if they were not also listed in the portfolio their name will not populate back to the portfolio, and they will not be eligible for any cash bonus based upon your rating.

## Section II: Staff Information

The teacher(s) associated with this classroom in the portfolio appear in the list below. If the teacher(s) are correct select their primary role from the drop down box. If the teacher(s) listed are no longer associated with this classroom they can be deleted and a new teacher added. To delete a teacher click on the red trash can. To add a new teacher click on the Add Teacher box and follow the directions on the screen. All teachers listed in the portfolio will appear and any can be selected. You also have the option to check "Other" if you have a new teacher who was not included in the portfolio. You can add the new teacher's name and primary role. **Please note:** include any student interns or classroom volunteers who regularly work with the children and would likely be present in the classroom during much of the 3 hour observation. In addition, part-time staff members who come and go frequently should be listed, such as "floaters" or other regular staff members who provide extra help or breaks for classroom staff.

First Name	Last Name	Role	
Babe	Ruth	--Select--	
Hank	Aaron	--Select--	

ADD TEACHER

Click here to add a new teacher to the classroom.

Click here to remove a teacher from the classroom.

- When adding a teacher to the classroom a notification box will open asking you to select the teacher and identify their role. You will be able to select a teacher from those included in your portfolio.
- If you have hired a new teacher within the 10 day window after you selected the "Portfolio is Ready to Submit" button, you can add them to the classroom at this time. Remember, this **will not** add them to the portfolio.


Add Teacher

Select Teacher: Other

Role: Assistant Teacher

First Name: Mickey

Last Name: Mouse

 ADD

CANCEL

2. Click to add the teacher to the classroom

1.

1. Select teacher as "Other"
2. Select the teacher role
3. Type the new teacher's first and last name

- You will now see this new teacher listed in your staff information for the classroom.

First Name	Last Name	Role	
Babe	Ruth	Lead Teacher	
Hank	Aaron	Co-Teacher	
Mickey	Mouse	Assistant Teacher	

ADD TEACHER

The next part of this section will allow you to notify Quality Rated if the assessor team would be likely to require a translator during the observation if the classroom were randomly selected to be assessed.

- You will see a question as to whether the teacher(s) in the classroom speak mostly a language *other than English* to the children *throughout the day*, not just for a special learning time (such as when a foreign language teacher comes into the room for a quick lesson).
- Checking “Yes” to the question tells the assessor team whether they will need an interpreter in this classroom to capture the language being spoken to the children.

Do **ALL** teachers in this classroom primarily speak a language other than English with all the children?

☐ Yes

☐ No

- If you select yes, you will have the option to select the language spoken to the children during most of the day.

If you answered YES to the above question, please select the other language spoken to the children most of the day from the drop down box to indicate a translator will be required if this classroom is randomly selected for observation.

Select

Click on the down arrow to display a variety of languages from which to choose.

- If the language that you need is not listed in the box you can choose **“Other”**. This will prompt you type in the desired language.

If ‘Other’, please specify:

- When you have selected the language the section will appear on the screen as shown below.

Do **ALL** teachers in this classroom primarily speak a language other than English with all the children? ☒ Yes ☐ No

If you answered YES to the above question, please select the other language spoken to the children most of the day from the drop down box to indicate a translator will be required if this classroom is randomly selected for observation.

French ▼

**PLEASE NOTE:** If a translator is required for the observation, the observation window may be increased in order for Quality Rated to secure an individual who can fluently speak the language required.

### Section Three

The last section requires you to enter data about the children enrolled in the classroom. It will be helpful to have this information ahead of time for each classroom so that it can be entered quickly for each room.

### Section III: Student Information

Maximum number of children allowed in the classroom/group at one time:

Number of children currently enrolled:

Number of children under 18 months of age:


Number of children under 12 months of age:

Birthdates for the children in the class:

Oldest Child:



Youngest Child:




Number of children in the classroom with an identified disability:

Indicate the type(s) of disability by checking all that apply:

- ☐ Physical/Sensory
 ☐ Social Emotional  
☐ Cognitive/Language
 ☐ Other

Type the applicable number in each text box.

If you add the number of children with identified disabilities, check the category of disability most applicable.

- When adding the birthdates for the oldest and youngest child in the classroom you will use a calendar interface. Click on the  icon and a calendar will appear. You will click on the calendar to add the birthdate.

1. Click on the down arrow next to the year to select the correct year.
2. Click on the down arrow next to the month to select the correct month.
3. Click on the required date within the days displayed.

### Section III: Student Information

Maximum number of children allowed in the classroom/group at one time:	<input type="text" value="10"/>
Number of children currently enrolled:	<input type="text" value="9"/>
Number of children under 18 months of age:	<input type="text" value="9"/>
Number of children under 12 months of age:	<input type="text" value="8"/>
Birthdates for the children in the class:	
Oldest Child:	<input type="text" value="05/17/2016"/>
Youngest Child:	<input type="text" value="06/05/2017"/>
Number of children in the classroom with an identified disability:	<input type="text" value="2"/>
Indicate the type(s) of disability by checking all that apply:	<input checked="" type="checkbox"/> Physical/Sensory <input type="checkbox"/> Social Emotional <input type="checkbox"/> Cognitive/Language <input checked="" type="checkbox"/> Other

Completed student data

☐ Check this box when you have provided all the required information. Uncheck this box to make changes.

SAVE

CANCEL

You can save the information you have added to this screen by clicking the **"Save"** button. You can come back later and make changes if you wish.

Notice that **Saved successfully** will appear on the screen

Saved successfully

☐ Check this box when you have provided all the required information. Uncheck this box to make changes.


SAVE









CANCEL

When you are satisfied with your responses you can check the box to indicate that you have completed the classroom details.

☒ Check this box when you have provided all the required information. Uncheck this box to make changes.

← PRE-OBSERVATION CLASSROOM

- Clicking the **"Pre-Observation Classroom"** button will take you back to the classroom list on the Classroom Details screen.
- Continue to add the required information for each classroom.
- Click on the **"Upload Classroom Schedule/Roster"** icon  for the first classroom in your list to upload the schedule and roster to continue the submission process.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Infants	Infant	ITERS			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toddlers	Toddler	ITERS			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twos	Twos	ITERS			<input type="checkbox"/>	<input type="checkbox"/>
Threes	Threes	ECERS			<input type="checkbox"/>	<input type="checkbox"/>

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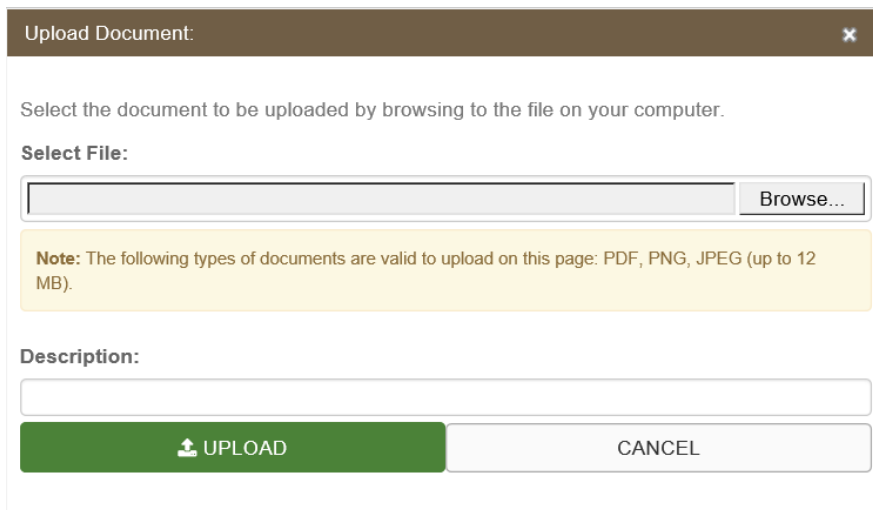
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## UPLOAD CLASSROOM SCHEDULE/ROSTER DOCUMENTS

For each classroom, you will upload **one file** containing both your classroom schedule and roster. Acceptable file types are PDF, JPEG, or PNG.

- If you need assistance combining your documents in to one file, contact your technical assistance consultant at your local Child Care Resource and Referral Agency. You can also refer to the Classroom Schedule/Roster handout in the [Training link](#) at the bottom of any Quality Rated screen.
- When you click on the upload icon , an Upload Dialog box will open to assist you with uploading the file. Depending on your internet web browser the box may look slightly different, see examples below of two slightly different Upload Dialog boxes.

Upload Document Dialog box using Microsoft Internet Explorer or Edge, or Firefox web browser:

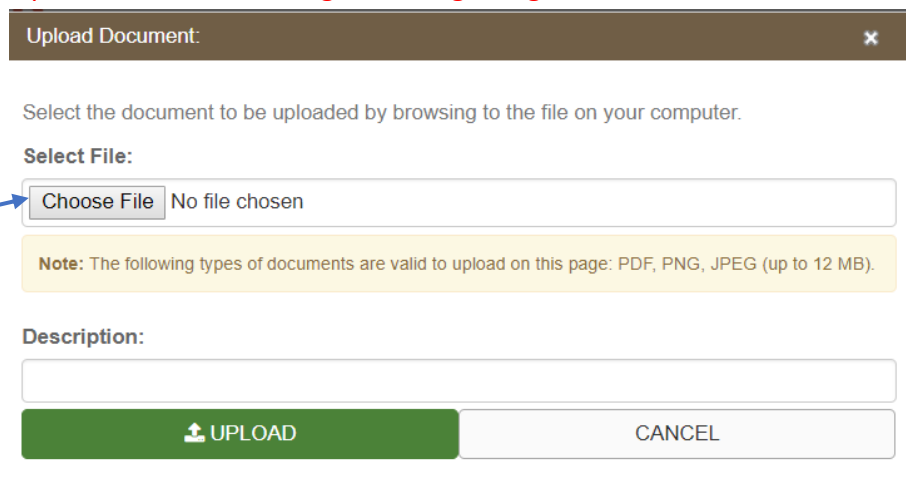


The dialog box is titled "Upload Document:" and has a close button (X) in the top right corner. It contains the instruction "Select the document to be uploaded by browsing to the file on your computer." Below this is a "Select File:" section with a text input field and a "Browse..." button. A yellow note box states: "Note: The following types of documents are valid to upload on this page: PDF, PNG, JPEG (up to 12 MB)." Below the note is a "Description:" section with a text input field. At the bottom are two buttons: "UPLOAD" (green with an upload icon) and "CANCEL" (grey).

This version contains a **"Browse"** button that when you click will allow you to browse or search your computer to locate the saved classroom schedule/roster.

Upload Document Dialog box using Google Chrome web browser:

This version contains a **"Choose File"** button that when you click will allow you to search your computer to locate the saved classroom schedule/roster.



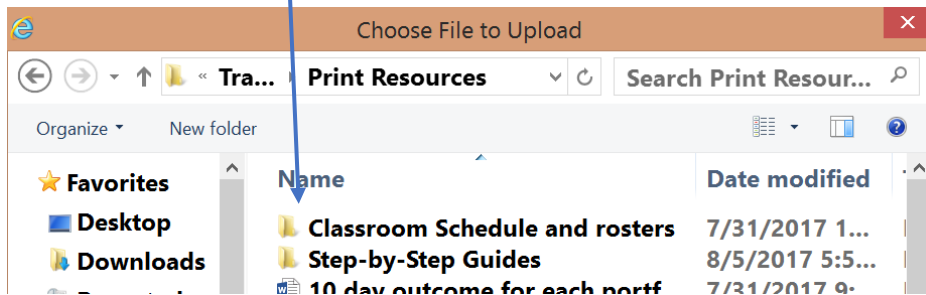
The dialog box is titled "Upload Document:" and has a close button (X) in the top right corner. It contains the instruction "Select the document to be uploaded by browsing to the file on your computer." Below this is a "Select File:" section with a "Choose File" button and the text "No file chosen". A yellow note box states: "Note: The following types of documents are valid to upload on this page: PDF, PNG, JPEG (up to 12 MB)." Below the note is a "Description:" section with a text input field. At the bottom are two buttons: "UPLOAD" (green with an upload icon) and "CANCEL" (grey).

**PLEASE REMEMBER:** the schedule AND roster MUST be uploaded as 1 document, the system will not allow you to upload 2 files.

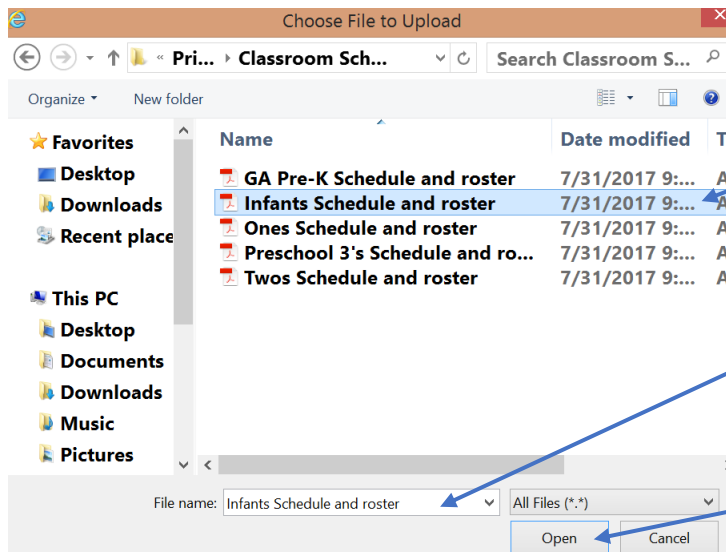


When clicking on **"Browse"** or **"Choose File"** a *Choose File to Upload* dialog box will open and you will be able to search your computer to locate the required classroom schedule/roster document.

- Locate the folder where you have saved your classroom schedule and roster documents and click to open it



- The folder will open to show you all the files you have saved for each classroom in your facility. Select the correct document for the classroom for which you are uploading the information.



1. Click on the correct document and it will become highlighted.

2. The name of the document will appear in the File name box.

3. Click on the **"Open"** button and this will associate the document with the Upload Dialog box.

The name of the file will appear in the Upload Document dialog box. You can type a description in the "Description" box if you would like to add anything, this is not a requirement.

Click the **"Upload"** button to attach the document to the pre-observation screen.

The 'Upload Document' dialog box has a title bar with a close button. Below the title bar is a message: 'Select the document to be uploaded by browsing to the file on your computer.' The 'Select File:' section shows a text box with the file path 'C:\Users\JNDE\Desktop\IT\Phase 1 Pre-Obs\Training\Print Resources\Classr' and a 'Browse...' button. Below this is a note: 'Note: The following types of documents are valid to upload on this page: PDF, PNG, JPEG (up to 12 MB).' The 'Description:' section has a text box. At the bottom are two buttons: 'UPLOAD' (green) and 'CANCEL' (grey).

If you accidentally upload an incorrect schedule/roster document to a classroom you can easily delete the document and complete the steps outlined above to attach the correct file.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster
Infants	Infant	ITERS		
Toddlers	Toddler	ITERS		

Click the on a trash can icon to delete a schedule/roster file.

When you have entered all the information for each classroom and uploaded all your classroom schedules and rosters you can check the completion box at the bottom of the screen.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Infants	Infant	ITERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Toddlers	Toddler	ITERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Twos	Twos	ITERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Threes	Threes	ECERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notice that each classroom has a check mark ✓ in the **“Complete”** column. This indicates that all requirements have been completed and the pre-observation form can be submitted along with the portfolio.

Saved successfully

☒ Check this box when you have provided all the required information. Uncheck this box to make changes.

When you check the completion box the message **“Saved successfully”** will appear.

- If you scroll to the top of the screen you will notice that both the Blackout Days and the Classroom Details Tabs have green check marks ✓ to indicate that all pre-observation information has been completed.

Pre-Observation Form	
	Blackout Days
	Classroom Details

- In addition, the **“Submit Pre-Observation Form”** button is activated, indicating that you can now complete your portfolio submission.

← BACK
SUBMIT PRE-OBSERVATION FORM

- Click on the **“Submit Pre-Observation Form”** button to finalize the process of submitting your portfolio.

## PORTFOLIO AND PRE-OBSERVATION FORM SUBMISSION

When you click on the **"Submit Pre-Observation Form"** button an acknowledgement box will appear. If you agree with all statements, you may choose to submit your portfolio and pre-observation information to Quality Rated.

- If changes need to be made to the pre-observation information screens, you may choose cancel.
- No changes can be made to the portfolio.

**Form Submission**

- I have completed my blackout dates.
- I have classroom pre-observation information for all classrooms.
- I have uploaded daily schedules and rosters for all classrooms.
- I understand that the Pre-Observation Information **will not be returned** and **no updates** can be made after its submission.
- I am ready for the assessment team to schedule my on-site assessment.

**SUBMIT PRE-OBSERVATION AND PORTFOLIO** **CANCEL**

- When you feel confident that you have completed all information as is described in the bulleted list, click **"Submit Pre-Observation and Portfolio"**.

After clicking the **"Submit Pre-Observation and Portfolio"** button, you will be returned to your facility home screen. You will also receive an email confirming that your portfolio was submitted and received by Quality Rated.

Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring	History
Required Reassessment	Status: Approved Submitted: 07/27/2017	Status: Pending Approval	Status: Completed			
Annual Verification	Status: Approved Submitted: 03/18/2016					
Annual Verification	Status: Approved Submitted: 04/14/2015					

Portfolio status becomes **"Pending Approval"** while it awaits acceptance and assignment to an assessor team.

Pre-Observation Form status becomes **"Completed"**, this will not change.

**PLEASE NOTE:** all information is read-only and you are not able to go back and update, change, or edit any information.

- When your portfolio is accepted by a Quality Rated Manager and assigned to an assessor team, you will receive a second email notifying you of its acceptance.
  - This email will inform you of the 90-day scheduling window in which your observation could occur.
  - You will also receive a handout telling you what to expect on the day of the observation.
  - The email will inform you that you will shortly receive another email once the assessor team has scheduled your observation.
- When the assessor team schedules the observation date you will receive a third email that will notify you of the 30-day window in which your observation is scheduled to occur.
  - Knowing the 30 days in which your observation will occur will allow you and your teacher's to better plan for this time and will hopefully help minimize any anxiety or tension that is could be felt while waiting for the assessment to occur.

For more information, you can find additional print resources under the [Training link](#) at the bottom of any screen on the Quality Rated website. Please contact your technical assistance consultant at your local Child Care Resource and Referral Agency, or contact the Quality Rated Help Desk if you require any assistance completing the portfolio and pre-observation information submission process.

Email: [QualityRated@dec.al.ga.gov](mailto:QualityRated@dec.al.ga.gov)

Phone: (855) 800 - 7747

**Thank you for participating in Quality Rated to make the future brighter for all Georgia's children.**

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