



Supporting Excellence in Early Education

Navigating the MiRegistry System as an Approved Assessor

Table of Contents

Logging In.....	2
Approved Assessor Dashboard	2
Approved Assessor Dashboard Layout	2
Filter Assessments.....	3
View Classrooms	4
Classroom Assessment Page	4
Entering Observation Data.....	5
Add Cycles.....	5
Add Date/Time of Observation	6
Add Teachers	7
Entering Cycle Scores.....	9
View Totals.....	14
Check Domain/Dimension Scores	14
Uploading Documentation	16
Submit Report.....	18
Revisions Required	19
Completing Revisions and Resubmitting.....	20
Help/Contact Us.....	21

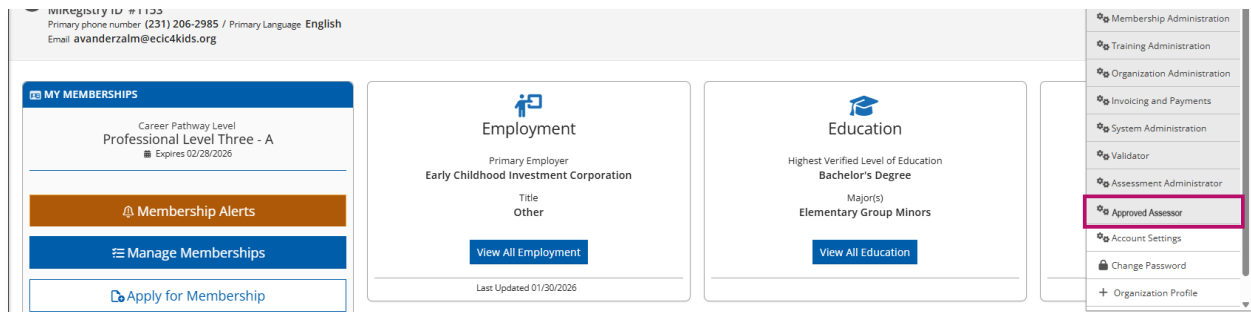
Logging In

Navigate to MiRegistry – www.miregistry.org – Select Log In and enter your email address and password.



Approved Assessor Dashboard

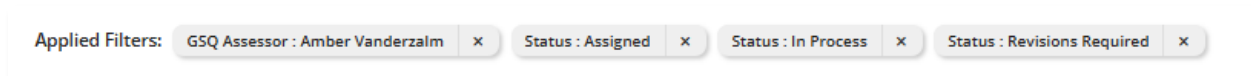
From your MiRegistry account page, navigate to your Approved Assessor user role in the menu.



Approved Assessor Dashboard Layout

On the Approved Assessor Dashboard, you will see what is needed to manage the programs and classrooms that are assigned to you.

List of currently applied filters



Filter Assessments options

Filter Assessments

Organization ID
Filter by Organization ID

Organization Name
Filter by Organization Name

License Number
Filter by License Number

Assessment Detail

Assessment Status

- Pending
- Assigned
- In Process
- Submitted
- Revisions Required
- Complete

List of assigned classrooms

Sort by ↓ Date Requested (Newest First) Showing 1-15 out of 15

<p>Org ID: #13588 Little Scholars II Daycare Tool: Toddler CLASS / Assessment Status: Assigned / Date Requested: 02/19/2026</p> <p>Classroom Name: New Horizons / License: DC141015123 Address: 3120 Madison Avenue SE / City: Grand Rapids / State: MI / County: Kent Contact: Jesenia Amoros-Hernandez / Email: Amorosjesenia2021@gmail.com</p>	View Classroom
<p>Org ID: #53355 Little Scholars II Daycare Tool: Pre-K CLASS / Assessment Status: Assigned / Date Requested: 02/19/2026</p> <p>Classroom Name: Bright Beginnings / License: DC141015123 Address: 3120 Madison Avenue SE / City: Grand Rapids / State: MI / County: Kent Contact: Jesenia Amoros-Hernandez / Email: Amorosjesenia2021@gmail.com</p>	View Classroom
<p>Org ID: #27280 Pre K International Child Care Center Tool: Pre-K CLASS / Assessment Status: Assigned / Date Requested: 02/18/2026</p> <p>Classroom Name: Nature Room / License: DC390340510 Address: 11 Mills Street / City: Kalamazoo / State: MI / County: Kalamazoo Contact: Isabela Robinson / Email: info@preinternational.com</p>	View Classroom

Filter Assessments

This section allows you to filter your observations by organization name, license number, ID, or the Assessment Status. Once you have entered the parameters, scroll down and select the Search button to filter your assignments. The Reset button can be used to reset the filters.

Assessment Detail

Assessment Status

- Pending
- Assigned
- In Process
- Submitted
- Revisions Required
- Complete

Approved Assessor
Select Approved Assessor

GSQ Assessor
Amber Vanderzalm

Search **Reset**

<p>Classroom Name: Infant Room / License: DC700022274 Address: 508 Franklin / City: Grand Haven / State: MI / County: Ottawa Contact: Sally Segers / Email: joyfulnoiseoffice@gmail.com</p>	View Classroom
<p>Org ID: #23912 Joyful Noise Tool: ITERS-3B / Assessment Status: Assigned / Date Requested: 01/26/2026</p> <p>Classroom Name: Twos Room / License: DC700022274 Address: 508 Franklin / City: Grand Haven / State: MI / County: Ottawa Contact: Sally Segers / Email: joyfulnoiseoffice@gmail.com</p>	View Classroom
<p>Org ID: #23912 Joyful Noise Tool: ECERS-3B / Assessment Status: Assigned / Date Requested: 01/26/2026</p> <p>Classroom Name: Fours Room / License: DC700022274 Address: 508 Franklin / City: Grand Haven / State: MI / County: Ottawa Contact: Sally Segers / Email: joyfulnoiseoffice@gmail.com</p>	View Classroom

View Classrooms

Select the View Classroom button to view program/classroom information, enter observation scores, and submit your report.

Sort by ↓ Date Requested (Newest First) Showing 1-11 out of 11

Org ID: #24564
VanMaaren Sherry L
Tool: Toddler CLASS / Assessment Status: Assigned / Date Requested: 01/26/2026 [View Classroom](#)

Classroom Name: Family/Group Home / License: DF390263152
Address: 2417 Spartan Dr. / City: Parchment / State: MI / County: Kalamazoo
Contact: Sherry VanMaaren / Email: littlesher@sbeglobal.net

Org ID: #23932
Joyful Noise
Tool: ITERS-3® / Assessment Status: Assigned / Date Requested: 01/26/2026 [View Classroom](#)

Classroom Name: Infant Room / License: DC700022274
Address: 508 Franklin / City: Grand Haven / State: MI / County: Ottawa
Contact: Sally Segers / Email: joyfulnoiseoffice@gmail.com

Classroom Assessment Page

The Classroom Assessment page includes:

Important information about the program, including their physical location, phone number, contact information, and the Great Start to Quality Specialist and Coach that are supporting the program will be listed in the organization section

Org ID: #20798
Country Kids Preschool Daycare Inc.


Organization Type: Child Care Center
License #: DC750261548
License Type: Child Care License ID
License Status: Active - Regular
Address: 54609 Wilbur Road
City: Three Rivers
State: MI
Zip: 49093
County: St. Joseph
Contact: Becky Smith
countrykidstoni@aol.com
(269) 278-6300
(269) 625-8816 SMS Only

Case Details
Case #: 27745 / Pathway Centers
Status: Awaiting Assessments / Updated: 01/13/2026
QIS: Elia Garcia / elia@ccr4kids.org / (269) 349-3296
QIC: Amy Lason / alason@ccr4kids.org / (269) 349-3296

[View Case Summary](#)

[Self-Reflection](#)

Classroom information, including the age range of the children, start/end times, and days the classroom is listed in the Assessment Details section

 **Green Room: 3 years**

Start Date: 08/13/2014
Classroom Type: Classroom

Age Ranges: Preschool (36 months to kindergarten entry)
Majority Age Range: Preschool (36 months to kindergarten entry) / Room Capacity: 20

Start Time: 6:00 am / End Time: 6:00 pm / Hours/Week: 60
Days per Week: Monday, Tuesday, Wednesday, Thursday, Friday

Observation information, including the status of the observation, Approved Assessor assigned, where you enter some of the information required for your observation is listed in the Assessment section

Assessment
Pre-K CLASS
Assessment Status: In Process / Updated: 01/13/2026 / Updated By: Reva Richardson
Assessor Type: GSQ Assessor / Assessor: Amber Vanderzalm / Updated: 01/13/2026 / Updated By: Reva Richardson
Assessment Type: CLASS
Date Assessment Completed: 01/09/2026 / Time Assessment Began: 8:00 AM / Time Assessment Ended: 10:00 AM
Reliability Visit? No

Classroom Teachers
Add Teachers
Lead Teacher position is vacant
Assistant Teacher position is vacant

Where observation data is entered on the Classroom Assessment page

Cycles
Cycle 1
Complete
Score
Add Cycle

Totals
6.50 Emotional Support
7.00 Classroom Organization
7.00 Instructional Support
View Totals

Entering Observation Data

Add Cycles

Before beginning, add the number of cycles that were observed.

Note: GSQ requires at least three cycles of CLASS to be entered.

Step 1: Select the Add Cycle button to add new cycles.

Green Room: 3 years
Start Date: 08/13/2014
Classroom Type: Classroom
Age Ranges: Preschool (36 months to kindergarten entry)
Majority Age Range: Preschool (36 months to kindergarten entry) / Room Capacity: 20
Start Time: 6:00 am / End Time: 6:00 pm / Hours/Week: 60
Days per Week: Monday, Tuesday, Wednesday, Thursday, Friday

Assessment
Pre-K CLASS
Assessment Status: In Process / Updated: 01/13/2026 / Updated By: Reva Richardson
Assessor Type: GSQ Assessor / Assessor: Amber Vanderzalm / Updated: 01/13/2026 / Updated By: Reva Richardson
Assessment Type: CLASS
Date Assessment Completed: 01/09/2026 / Time Assessment Began: 8:00 AM / Time Assessment Ended: 10:00 AM
Reliability Visit? No

Classroom Teachers
Add Teachers
Lead Teacher - Jane Doe
Assistant Teacher position is vacant

Cycles
Cycle 1
Incomplete
Score
Add Cycle

Totals
6.50 Emotional Support
7.00 Classroom Organization
7.00 Instructional Support
View Totals

Step 2: Repeat the process for a total of three or more cycles.

Green Room: 3 years
Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry) / Room Capacity 20
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment
Pre-K CLASS
Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson
Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson
Assessment Type CLASS
Date Assessment Completed 01/09/2026 / Time Assessment Began 8:00 AM / Time Assessment Ended 10:00 AM
Reliability Visit? No

Classroom Teachers
Lead Teacher - Jane Doe
Assistant Teacher position is vacant

Cycles
Cycle 1 Incomplete Score
Cycle 2 Incomplete Score
Cycle 3 Incomplete Remove Score
Add Cycle

Totals
6.50 Emotional Support
7.00 Classroom Organization

Add Date/Time of Observation

Step 3: Select the menu button to enter the observation date and times.

Green Room: 3 years
Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry) / Room Capacity 20
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment
Pre-K CLASS
Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson
Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson
Assessment Type CLASS
Date Assessment Completed 01/09/2026 / Time Assessment Began 8:00 AM / Time Assessment Ended 10:00 AM
Reliability Visit? No

Classroom Teachers
Lead Teacher - Jane Doe
Assistant Teacher position is vacant

Cycles
Cycle 1 Incomplete Score
Cycle 2 Incomplete Score
Cycle 3 Incomplete Remove Score
Add Cycle

Totals
6.50 Emotional Support
7.00 Classroom Organization

Step 4: Select Manage Assessment.

Green Room: 3 years
Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry) / Room Capacity 20
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment
Pre-K CLASS
Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson
Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson
Assessment Type CLASS
Date Assessment Completed 01/09/2026 / Time Assessment Began 8:00 AM / Time Assessment Ended 10:00 AM
Reliability Visit? No

Classroom Teachers
Lead Teacher - Jane Doe
Assistant Teacher position is vacant

Cycles
Cycle 1 Incomplete Score
Cycle 2 Incomplete Score
Cycle 3 Incomplete Remove Score
Add Cycle

Totals
6.50 Emotional Support
7.00 Classroom Organization

Check the accuracy of the tool selection and then enter the date you completed your observation, the time you started and ended your observation, and if a language other than English was used during the observation.

NOTE: You do not need to change "Is this a Reliability Visit?" This will always be No.

The screenshot shows the 'Assessment Detail' page for 'Green Room: 3 years'. The 'Assessment' panel is open, showing fields for 'Assessment Tool' (Pre-K CLASS), 'Date Assessment Completed' (01/09/2026), 'Time Assessment Began' (08:00 AM), and 'Time Assessment Ended' (10:00 AM). The 'Is this a Reliability Visit?' field is set to 'No'. The 'Save' button is highlighted in green.

Select the Save button.

Add Teachers

NOTE: If all staff remain the same throughout the observation, staff names can be added here. If staff rotate or change from cycle to cycle, staff names can be added in each individual cycle.

Step 5: To add staff, select the Add Teachers button in the Assessment information section.

The screenshot shows the 'Assessment Detail' page for 'Green Room: 3 years'. The 'Assessment' panel is open, and the 'Add Teachers' button is highlighted with a red box. The 'Cycles' section on the right shows three cycles, each marked as 'Incomplete'. The 'Totals' section shows scores for 'Emotional Support' (6.50) and 'Classroom Organization' (7.00).

Enter the staff members' first and last name and choose their title (Lead Teacher or Assistant Teacher). Select the Save button.

Assessment Detail

Date Requested 01/13/2026 / Assessments in Progress

Green Room: 3 years

Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry)
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment

Pre-K CLASS

Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson

Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson

Assessment Type CLASS

Date Assessment Completed 01/09/2026 / Time Assessment Began 8:00 AM / Time Assessment Ended 10:00 AM

Reliability Visit? No

Classroom Teachers

- Lead Teacher - Jane Doe
- Assistant Teacher position is vacant

Add Teacher

Save Cancel

Step 6: Continue to add as many teachers as you'd like by selecting Add Teacher and filling in the required information.

To edit the staff members you have added, select the menu in the Assessment section and choose Manage Teacher or Remove Teacher. Manage Teacher will open the Add Teachers panel to allow editing of the staff members name and title. Remove Teacher will delete the staff members' name from the Assessment information.

Green Room: 3 years

Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry)
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment

Pre-K CLASS

Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson

Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson

Assessment Type CLASS

Date Assessment Completed 01/09/2026 / Time Assessment Began 8:00 AM / Time Assessment Ended 10:00 AM

Reliability Visit? No

Classroom Teachers

- Lead Teacher - Jane Doe
- Assistant Teacher position is vacant

Add Teachers

Manage Teacher

Remove Teacher

Cycles

Cycle 1
Incomplete Score

Cycle 2
Incomplete Score

Cycle 3
Incomplete Remove Score

Add Cycle

Totals

6.50 Emotional Support

7.00 Classroom Organization

Entering Cycle Scores

Step 7: To enter scores for each cycle, select the Score button in the correct line.

The screenshot shows the assessment interface for 'Green Room: 3 years'. On the left, there is an 'Assessment' section for 'Pre-K CLASS' with details on its status and assessors. Below that is a 'Classroom Teachers' section listing 'Lead Teacher - Jane Doe' and an 'Assistant Teacher position is vacant'. On the right, there is a 'Cycles' section with three rows: 'Cycle 1 Incomplete' with a 'Score' button, 'Cycle 2 Incomplete' with a 'Score' button, and 'Cycle 3 Incomplete' with 'Remove' and 'Score' buttons. Below the cycles is an 'Add Cycle' button. At the bottom right, there is a 'Totals' section showing '6.50 Emotional Support' and '7.00 Classroom Organization'.

On the Cycle page, data entry boxes will display along with the Save button.

The screenshot shows the 'Cycle 1' data entry page. On the left is a 'Pre-K CLASS' information box for 'Country Kids Preschool Daycare Inc.' with details on organization type, license, address, and contact info. The main area contains 'Start Time' and 'End Time' pickers, 'Number of Adults' and 'Number of Children' input fields, and a 'Staff Provider' dropdown menu. Below these is an 'Academic Content' section with a radio button for 'At least one selection in this section is required.' and checkboxes for 'Reading Arts', 'Math', 'Science', 'Social Studies', 'Art', and 'Other'. At the bottom, there is a 'Save' button and a 'Close' button.

Step 8: Enter the Start and End times of the cycle being completed. Enter the times by using the Up or Down arrows or by typing directly into the text boxes.

Note: You may see a red warning that Start and End times cannot be before/after the Start and End times of the observation which were entered in the Manage Assessment section. After ensuring that the times are correct and do not start/end before or after the observation start and end times, you may continue to enter your cycle data.

The screenshot shows the 'Cycle 1' form. On the left is a sidebar for 'Pre-K CLASS' with organization details. The main form has 'Start Time' (08:00 AM) and 'End Time' (08:20 AM) fields highlighted with a red box. Below these are 'Number of Adults' (2) and 'Number of Children' (13) fields. A 'Staff Present' box contains 'Jane Doe'. The 'Academic Content' section has a note: 'At least one selection in this section is required.' and shows 'Lit/Lang Arts' and 'Majority' selected, with other options like Math, Science, Social Studies, Art, and Other unselected. 'Save' and 'Close' buttons are at the bottom.

Step 9: Enter the Number of Adults and Children present during the cycle. If staff members were added earlier, they would be listed in the Staff Present box. If staff members were not added earlier, you can type staff members' names directly into the Staff Present box.

This screenshot is similar to the previous one but highlights the 'Number of Adults' (2), 'Number of Children' (13), and 'Staff Present' (Jane Doe) fields with red boxes. The 'Academic Content' section remains the same with 'Lit/Lang Arts' and 'Majority' selected. The 'Save' and 'Close' buttons are visible at the bottom.

Step 10: Complete the Academic Content box by choosing the academic content observed during the cycle.

Cycle 1

Pre-K CLASS
Org ID #20798
Country Kids Preschool Daycare Inc.
Green Room: 3 years
Organization Type Child Care Center
License Type Child Care License ID
License #DC750261548
License Status Active - Regular
Address 54609 Wilbur Road
City Three Rivers
State MI
Zip 49093
County St. Joseph
Contact Becky Smith
countrykids@aol.com
(269) 278-6300
(269) 625-8816 ext. 009

[View Pre-K CLASS Summary Report](#)

Academic Content

At least one selection in this section is required.
required

- Lit/Lang Arts
- Math
- Science
- Social Studies
- Art
- Other

Format

At least one selection in this section is required.
required

- Routine
- Meals/Snacks
- Whole Group
- Free Choice/Centers
- Individual Time
- Small Groups

Save Close

Step 11: After choosing the academic content observed, you will be prompted to choose what academic content was the majority. This is required.

Academic Content

At least one selection in this section is required.
required

- Lit/Lang Arts
- Majority
- Math
- Science
- Majority
- Social Studies
- Majority
- Art
- Other

Step 12: Complete the Format section by choosing what parts of the day were happening during the cycle observed.

Cycle 1

Pre-K CLASS
Org ID #20798
Country Kids Preschool Daycare Inc.
Green Room: 3 years
Organization Type Child Care Center
License Type Child Care License ID
License #DC750261548
License Status Active - Regular
Address 54609 Wilbur Road
City Three Rivers
State MI
Zip 49093
County St. Joseph
Contact Becky Smith
countrykids@aol.com
(269) 278-6300
(269) 625-8816 ext. 009

[View Pre-K CLASS Summary Report](#)

Academic Content

At least one selection in this section is required.
required

- Lit/Lang Arts
- Math
- Science
- Social Studies
- Art
- Other

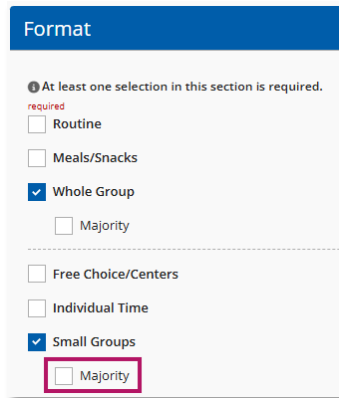
Format

At least one selection in this section is required.
required

- Routine
- Meals/Snacks
- Whole Group
- Free Choice/Centers
- Individual Time
- Small Groups

Save Close

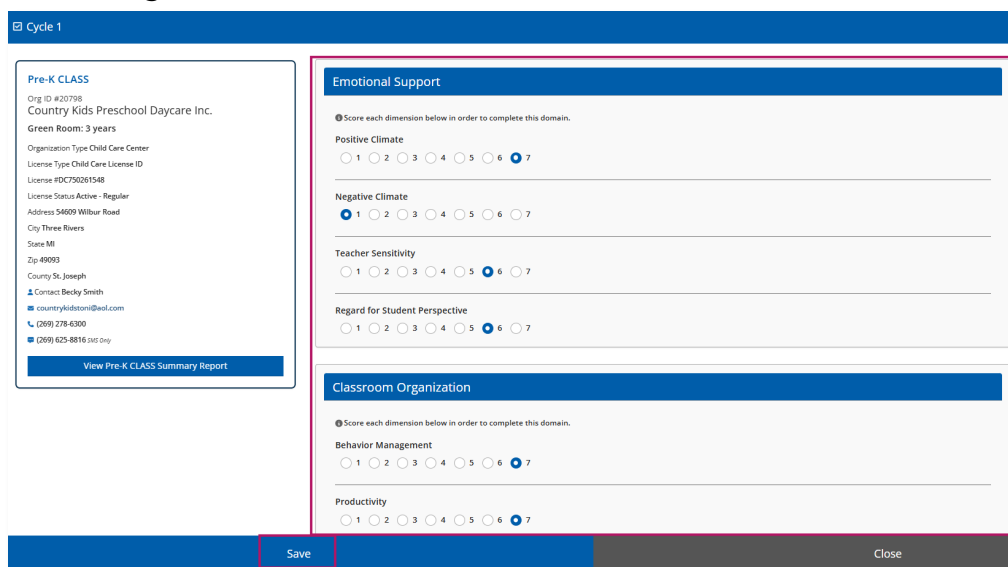
Step 13: After choosing the parts of the day observed, you will be prompted to choose which format was the majority. This is required.



The 'Format' pop-up window contains the following text and options:

- Header: **Format**
- Requirement: **At least one selection in this section is required.**
- Options:
 - Routine
 - Meals/Snacks
 - Whole Group
 - Majority
- Separator: A dashed horizontal line.
- Options:
 - Free Choice/Centers
 - Individual Time
 - Small Groups
 - Majority

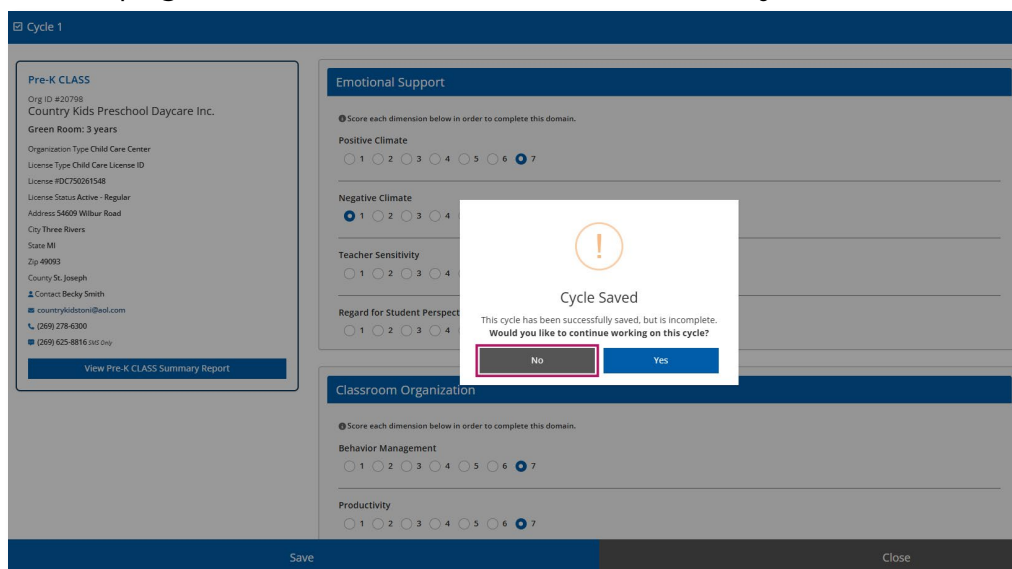
Step 14: Fill in the scores for each dimension by selecting the correct number score for each dimension throughout the tool. Once finished, select the Save button.



The main assessment tool interface shows the following components:

- Left Panel (Pre-K CLASS):** Displays organization details for 'Country Kids Preschool Daycare Inc.', including license information, address, and contact details. A 'View Pre-K CLASS Summary Report' button is at the bottom.
- Right Panel (Assessment):** Contains two sections:
 - Emotional Support:** Includes sub-sections for Positive Climate, Negative Climate, Teacher Sensitivity, and Regard for Student Perspective, each with a 1-7 rating scale.
 - Classroom Organization:** Includes sub-sections for Behavior Management and Productivity, each with a 1-7 rating scale.
- Bottom Bar:** Features a 'Save' button on the left and a 'Close' button on the right.

In the pop up, please note the question being asked is, “Would you like to continue working on this cycle?” If you choose Yes, you will stay on the current cycle to continue editing your work. If you choose No, the current cycle will close, and you will return to the Assessment Details page to add scores for each additional cycle.



The assessment tool interface is shown with a 'Cycle Saved' pop-up dialog box overlaid. The dialog box contains:

- Icon: A warning sign (exclamation mark in a circle).
- Text: **Cycle Saved**
- Message: This cycle has been successfully saved, but is incomplete. Would you like to continue working on this cycle?
- Buttons: 'No' and 'Yes'.

If all required information has been included, the word Complete and a check mark appears under the cycle that you just finished entering.

Assessment Detail
Date Requested 01/13/2026 / Assessments in Progress

Green Room: 3 years
Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry)
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment
Pre-K CLASS
Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson
Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson
Assessment Type CLASS

Cycles

Cycle 1	Complete	Score
Cycle 2	Complete	Score
Cycle 3	Complete	Remove Score

Add Cycle

Step 15: Select the Score button for the next cycle to continue adding cycle scores until all cycles are entered.

Green Room: 3 years
Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry)
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment
Pre-K CLASS
Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson
Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson
Assessment Type CLASS

Cycles

Cycle 1	Complete	Score
Cycle 2	Incomplete	Score
Cycle 3	Incomplete	Remove Score

Add Cycle

Once all cycles have been entered, verify that each cycle has the word Complete and a check mark next to it.

Cycles

Cycle 1	Complete	Score
Cycle 2	Complete	Score
Cycle 3	Complete	Remove Score

Add Cycle

View Totals

Step 16: Select the View Totals button, which appears in the Totals box.

Green Room: 3 years
Start Date 08/13/2014
Classroom Type Classroom
Age Ranges Preschool (36 months to kindergarten entry)
Majority Age Range Preschool (36 months to kindergarten entry) / Room Capacity 20
Start Time 6:00 am / End Time 6:00 pm / Hours/Week 60
Days per Week Monday, Tuesday, Wednesday, Thursday, Friday

Assessment
Pre-K CLASS
Assessment Status In Process / Updated 01/13/2026 / Updated By Reva Richardson
Assessor Type GSQ Assessor / Assessor Amber Vanderzalm / Updated 01/13/2026 / Updated By Reva Richardson
Assessment Type CLASS
Date Assessment Completed 01/09/2026 / Time Assessment Began 8:00 AM / Time Assessment Ended 10:00 AM
Reliability Visit? No

Classroom Teachers
Lead Teacher - Jane Doe
Assistant Teacher position is vacant

Cycles
Cycle 1 Complete Score
Cycle 2 Complete Score
Cycle 3 Complete Remove Score
Add Cycle

Totals
6.42 Emotional Support
5.89 Classroom Organization
5.89 Instructional Support
View Totals

Check Domain/Dimension Scores

Verify the domain averages to the averages listed in the system.

Assessment Totals

Pre-K CLASS
Org ID #20798
Country Kids Preschool Daycare Inc.
Organization Type Child Care Center
License Type Child Care License ID
License #DC750261548
License Status Active - Regular
Address 54609 Wilbur Road
City Three Rivers
State MI
Zip 49093
Country St. Joseph
Contact Becky Smith
countrykids@aol.com
(269) 278-6300
(269) 625-8816 ext only
View Pre-K CLASS Summary Report

6.42 Emotional Support | 5.89 Classroom Organization | 5.89 Instructional Support

Be sure to review all scored dimensions and provide notes where needed.

Emotional Support

Positive Climate	7.00	HIGH
Negative Climate	1.00	HIGH
Teacher Sensitivity	5.67	MID
Regard for Student Perspective	6.00	HIGH
Emotional Support Overall Average Total	6.42	HIGH

Submit Close

Verify dimension scores if there is a discrepancy between your domain scores and the system domain scores.

Assessment Totals

Pre-K CLASS
Org ID #20798
Country Kids Preschool Daycare Inc.
Organization Type Child Care Center
License Type Child Care License ID
License #DC750261548
License Status Active - Regular
Address 54609 Wilbur Road
City Three Rivers
State MI
Zip 49093
County St. Joseph
Contact Becky Smith
countrykids@aol.com
(269) 278-6300
(269) 625-8816 ext only

View Pre-K CLASS Summary Report

6.42 Emotional Support 5.89 Classroom Organization 5.89 Instructional Support

Be sure to review all scored dimensions and provide notes where needed.

Emotional Support

Positive Climate	7.00	HIGH
Notes		
Negative Climate	1.00	HIGH
Notes		
Teacher Sensitivity	5.67	MID
Notes		
Regard for Student Perspective	6.00	HIGH
Notes		
Emotional Support Overall Average Total	6.42	HIGH

Submit Close

The Notes box is not required. Any notes written in these boxes will generate into the GSQ Quality Improvement Coach Report and will be delivered to the program directly. These boxes can be left blank.

Assessment Totals

Pre-K CLASS
Org ID #20798
Country Kids Preschool Daycare Inc.
Organization Type Child Care Center
License Type Child Care License ID
License #DC750261548
License Status Active - Regular
Address 54609 Wilbur Road
City Three Rivers
State MI
Zip 49093
County St. Joseph
Contact Becky Smith
countrykids@aol.com
(269) 278-6300
(269) 625-8816 ext only

View Pre-K CLASS Summary Report

6.42 Emotional Support 5.89 Classroom Organization 5.89 Instructional Support

Be sure to review all scored dimensions and provide notes where needed.

Emotional Support

Positive Climate	7.00	HIGH
Notes		
Negative Climate	1.00	HIGH
Notes		
Teacher Sensitivity	5.67	MID
Notes		
Regard for Student Perspective	6.00	HIGH
Notes		
Emotional Support Overall Average Total	6.42	HIGH

Submit Close

Uploading Documentation

Step 17: In the Documentation box, documentation of your observation can be uploaded.

Assessment Totals

Pre-K CLASS
Org ID #20798
Country Kids Preschool Daycare Inc.
Organization Type Child Care Center
License Type Child Care License ID
License #DC76020548
License Status Active - Regular
Address 5409 Wilbur Road
City Three Rivers
State MI
Zip 49093
County St. Joseph
Contact Becky Smith
countrykids@aol.com
(269) 278-6300
(269) 625-8816 ext only

View Pre-K CLASS Summary Report

Quality of Feedback 5.67 MID
Notes Not Entered

Language Modeling 6.00 HIGH
Notes Not Entered

Instructional Support Overall Average Total 5.89 MID

General Assessment Notes
No notes have been added.

Documentation
No documents have been added.
Click the "Add Files" button to upload documents.

Submit Close

Documentation is required for each completed observation. Acceptable documentation MUST include scores at the dimension level for each cycle observed.

Examples include: 2008 CLASS Scoresheet, 2nd Edition CLASS Scoresheet, MyTeachstone summary reports that include dimension level scores for EACH CYCLE, not just the dimension averages for the whole observation.

CLASS OBSERVATION SHEET

Pre-K - 3rd CLASS Observation Cycle Score Sheet page 1 of 2

Observation Scores

Scores by Domain

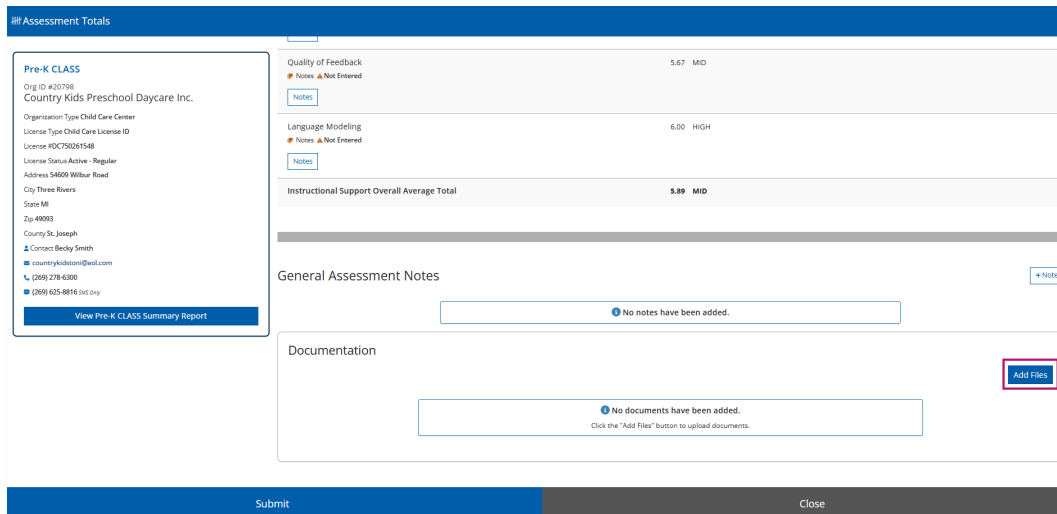
Domain	Score
PC	5.90
NC	1.25
TS	6.00
BSP	5.78
BM	5.90
PRE	5.25
ILF	5.25
CD	2.25
GP	2.75
LM	1.75

Scores by Dimension

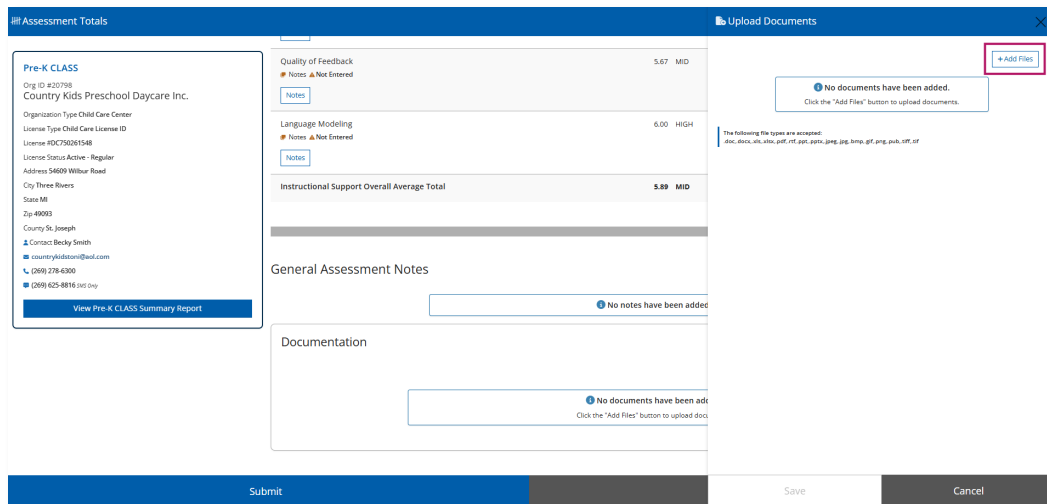
Report Created on: October 10, 2025

Teachstone

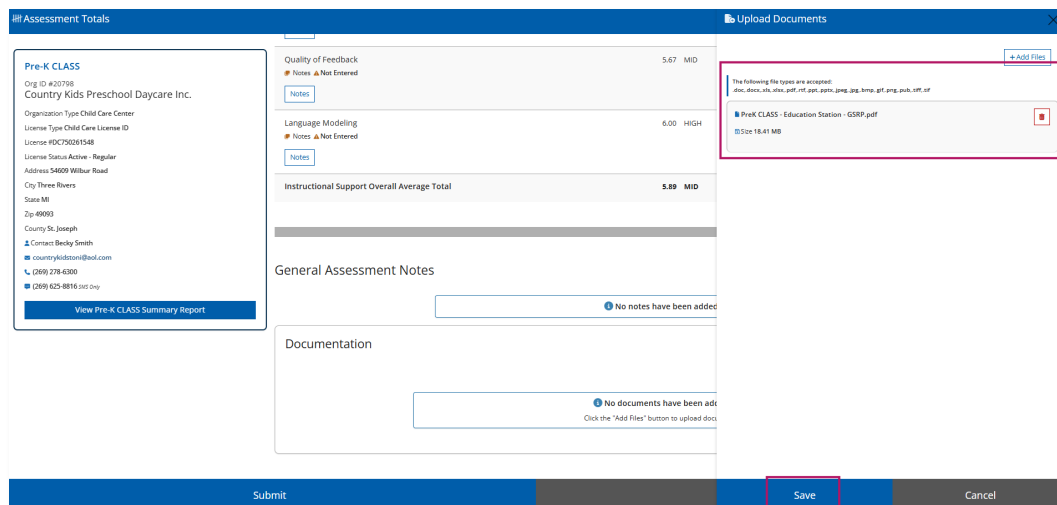
Step 18: To upload documentation, select the Add Files button.



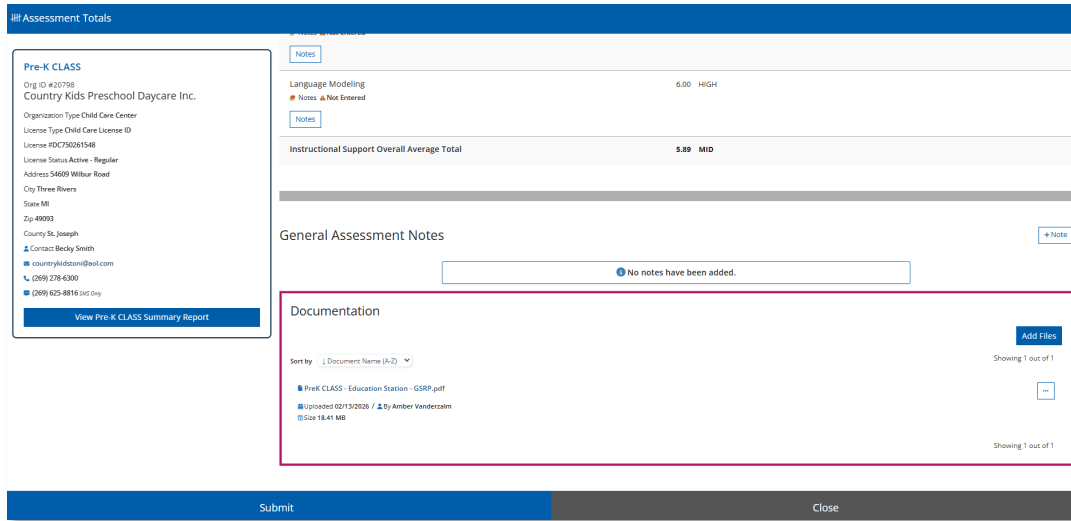
Step 19: In the Upload Documents panel, select +Add Files and choose the correct document to upload from your device.



Once added, the document should appear in the Upload Documents panel. Select the Save button at the bottom of the page.

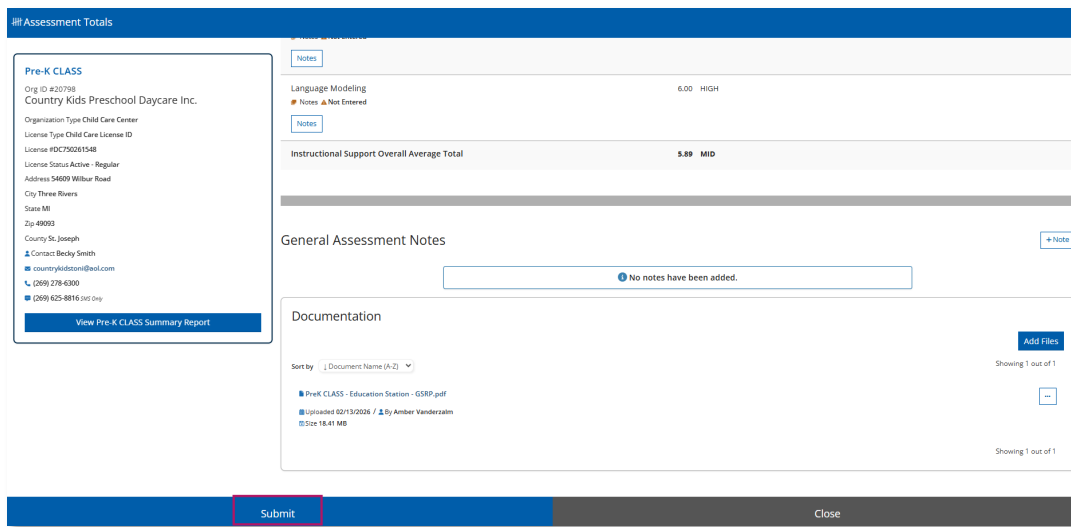


Once the panel closes, the document will be listed in the Documentation box on the Assessment Totals page.



Submit Report

Step 20: Select the Submit button to submit the report for review.

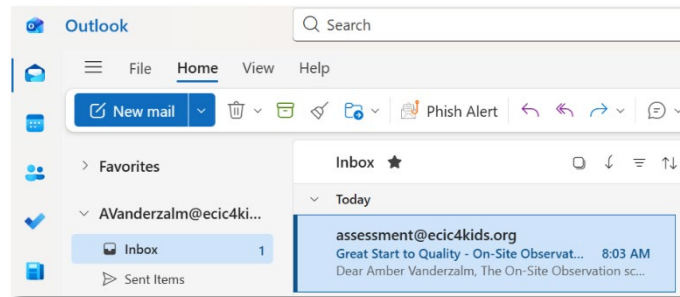


NOTE: Once submitted, you will no longer be able to edit your observation report.

Once submitted, this classroom will no longer be visible on your Approved Assessor Dashboard.

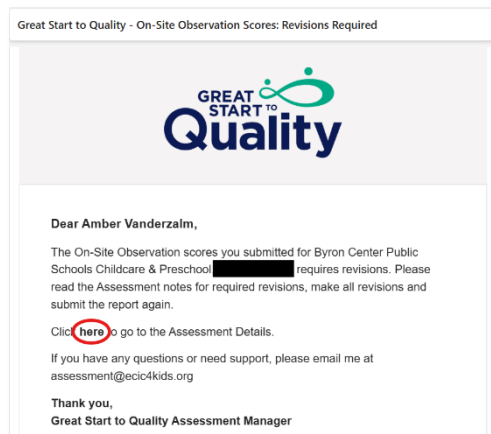
Revisions Required

If an observation needs edits, either because of a score discrepancy, missing documentation, or for any other reason, you will receive an email from the MiRegistry system. The email is generated automatically and will come from assessment@ecic4kids.org.

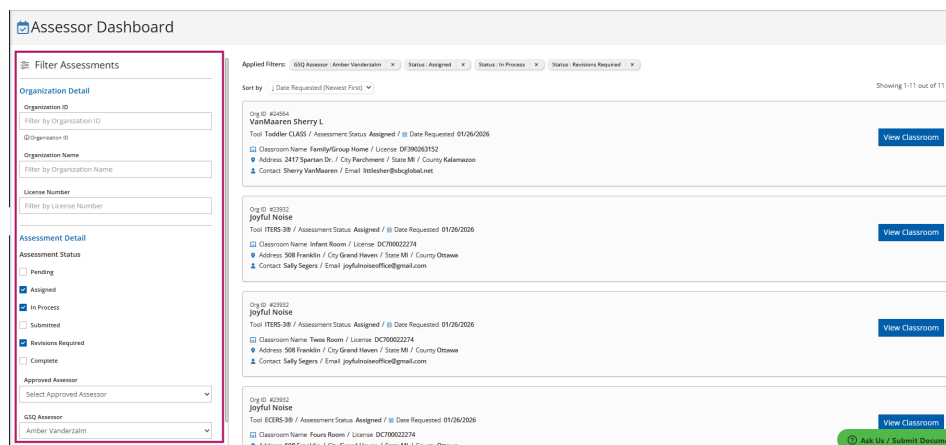


The email will contain the program that requires revisions, a link to the Assessment Note explaining the revisions required, and where to email if you have questions regarding your revisions or the process of editing and resubmitting your observation.

Select the link to go directly to the Classroom Assessment page for the classroom that requires revisions.



You can also find your revisions by accessing your Approved Assessor dashboard. (Review the [Approved Assessor Dashboard Layout](#) and [Filter Assessments](#) sections of this document for instructions) On your dashboard, you will use the Filter Assessments panel to find classrooms that are in Revisions Required status.



Check the box for Revisions Required and select the Search button.

Assessment Detail

Assessment Status

- Pending
- Assigned
- In Process
- Submitted
- Revisions Required
- Complete

Approved Assessor

Select Approved Assessor

GSQ Assessor

Amber Vanderzalm

Data Requested From

Search Reset

All classrooms that are in Revisions Required will populate on your Approved Assessor dashboard.

Assessor Dashboard

Filter Assessments

Organization Detail

Assessment Status

Applied Filters: GSQ Assessor: Amber Vanderzalm Status: Revisions Required

Sort by: Date Requested (Newest First) Showing 1-2 out of 2

Org ID: #0798 Country Kids Preschool Daycare Inc. Tool: Pre-K CLASS / Assessment Status: In Process / Date Requested: 01/13/2026 Classroom Name: Green Room 3 years / License: DC750261548 Address: 54609 Wilbur Road / City Three Rivers / State MI / County St. Joseph Contact: Becky Smith / Email: countrykids@aol.com View Classroom

Org ID: #0201 Jumpstart Child Care Tool: ITERS-3B / Assessment Status: In Process / Date Requested: 12/17/2025 Classroom Name: Toddler / License: DC13002332 Address: 393 N Helmer Road / City Battle Creek / State MI / County Calhoun Contact: Courtney Berger / Email: jump123hi@yahoo.com View Classroom

Select View Classroom to reach the Classroom Assessment page for the classroom that requires revisions.

Assessor Dashboard

Filter Assessments

Organization Detail

Assessment Status

Applied Filters: GSQ Assessor: Amber Vanderzalm Status: In Process Status: Revisions Required

Sort by: Date Requested (Newest First) Showing 1-2 out of 2

Org ID: #0798 Country Kids Preschool Daycare Inc. Tool: Pre-K CLASS / Assessment Status: In Process / Date Requested: 01/13/2026 Classroom Name: Green Room 3 years / License: DC750261548 Address: 54609 Wilbur Road / City Three Rivers / State MI / County St. Joseph Contact: Becky Smith / Email: countrykids@aol.com View Classroom

Org ID: #0201 Jumpstart Child Care Tool: ITERS-3B / Assessment Status: In Process / Date Requested: 12/17/2025 Classroom Name: Toddler / License: DC13002332 Address: 393 N Helmer Road / City Battle Creek / State MI / County Calhoun Contact: Courtney Berger / Email: jump123hi@yahoo.com View Classroom

Completing Revisions and Resubmitting

On the Classroom Assessment page, scroll down to the bottom of the page for the Assessment Note that explains what revisions are required.

Organization Type: Child Care Center License: #DC750261548 License Type: Child Care License ID License Status: Active - Regular Address: 54609 Wilbur Road City: Three Rivers State: MI Zip: 49093 County: St. Joseph Contact: Becky Smith countrykids@aol.com (269) 278-6300 (269) 625-8816 ext only

Case Details Case: #22745 / Pathway Centers Status: Awaiting Assessments / Updated: 01/13/2026 QIS Elna Garcia / elna@cc4kids.org / (269) 349-3296 QIC Amy Leason / alason@cc4kids.org / (269) 349-3296 View Case Summary

Leo's teacher - jame uoe Assistant Teacher position is vacant

5.89 Classroom Organization

5.89 Instructional Support

View Totals

Assessment Notes + Note - Notes Showing 1-2 out of 2

Created: 02/13/2026 / By: Amber Vanderzalm / User Note

Please upload documentation for each cycle observed. Documentation should include dimension level scores for each cycle. Thank you!

Documents Manage

Complete the required revisions, which in this case would be to add required documentation by going to the View Totals page and uploading score sheets or other documentation that includes dimension level scores. See the section on [Uploading Documentation](#) for instructions. Once documentation is uploaded, resubmit the observation for review. See the section [Submit Report](#) for instructions.

Help/Contact Us

For additional resources and information regarding the Approved Assessor role, please visit the Approved Assessor page on the Great Start to Quality website.



<https://www.greatstarttoquality.org/approved-assessors>

For help completing observation reports, uploading documentation, or other technical assistance, please contact Great Start to Quality at approvedassessor@ecic4kids.org