

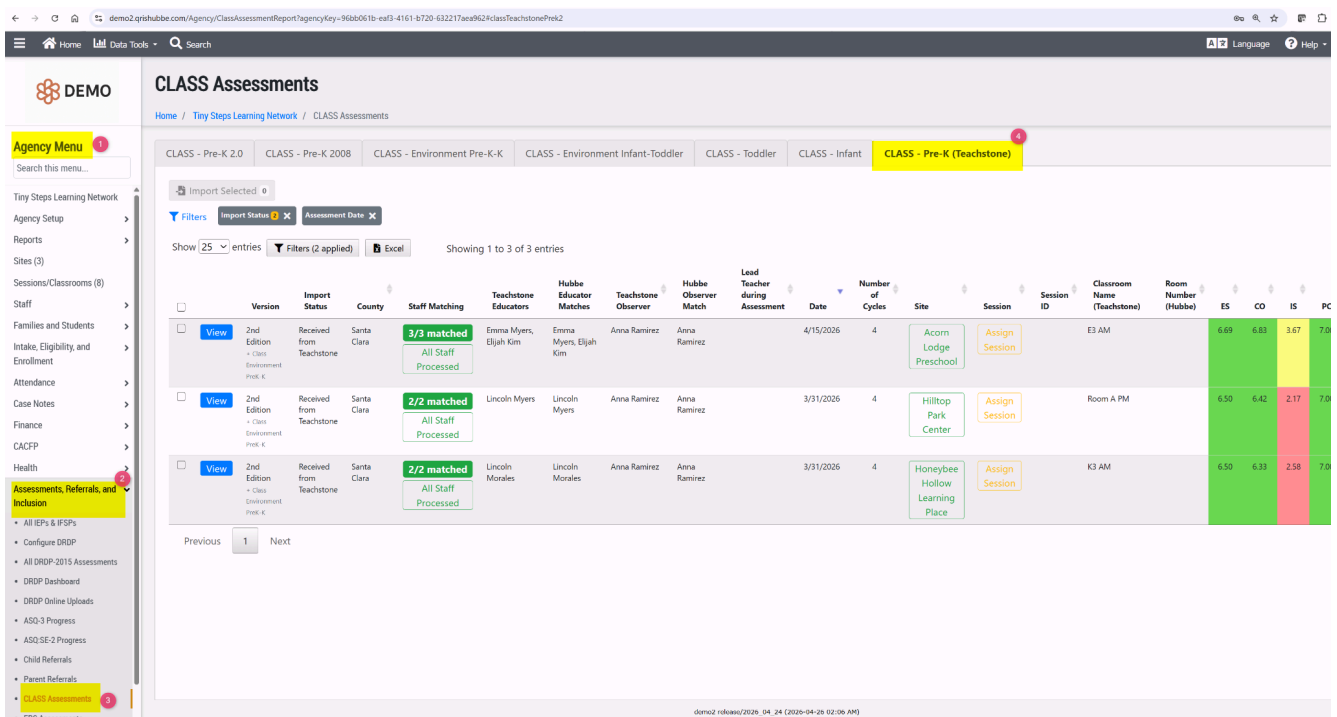
# How to Import CLASS Assessments using the MyTeachstone-Hubbe API

**Roles that Have Access:** Agency Admin and Education Specialist

The CLASS Assessments created in the MyTeachstone Data System are now flowing over in real-time into your Hubbe Data System. This instruction sheet provides instructions for how to view these CLASS Assessments and process them within your Hubbe System.

## Accessing the MyTeachstone CLASS Assessments

From the **Agency Menu**, navigate to the **Assessments, Referrals, and Inclusion** menu item and click into the **CLASS Assessments** submenu item. From this grid, click into the tab at the very end titled **CLASS Pre-K (Teachstone)**:



The screenshot displays the 'CLASS Assessments' interface in a web browser. The left sidebar shows the 'Agency Menu' with 'Assessments, Referrals, and Inclusion' selected. The main content area shows a grid of assessment data for 'CLASS - Pre-K (Teachstone)'. The table includes columns for Version, Import Status, County, Staff Matching, Teachstone Educators, Hubbe Educator Matches, Teachstone Observer, Hubbe Observer Match, Lead Teacher during Assessment, Date, Number of Cycles, Site, Session, Session ID, Classroom Name (Teachstone), Room Number (Hubbe), and scores for ES, CO, IS, and PC.

Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	ES	CO	IS	PC
2nd Edition + Class Environment Pre-K	Received from Teachstone	Santa Clara	3/3 matched All Staff Processed	Emma Myers, Elijah Kim	Emma Myers, Elijah Kim	Anna Ramirez	Anna Ramirez		4/15/2026	4	Acorn Lodge Preschool	Assign Session		E3 AM		6.69	6.83	3.67	7.0
2nd Edition + Class Environment Pre-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Myers	Lincoln Myers	Anna Ramirez	Anna Ramirez		3/31/2026	4	Hilltop Park Center	Assign Session		Room A PM		6.50	6.42	2.17	7.0
2nd Edition + Class Environment Pre-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez		3/31/2026	4	Honeybee Hollow Learning Place	Assign Session		K3 AM		6.50	6.33	2.58	7.0

The CLASS Assessments stored on this grid in your Hubbe System were all created in the MyTeachstone data system. They have been populated onto this grid using an API or webservice we have created in collaboration with the MyTeachstone engineering team. **The CLASS Assessments on this grid will remain here until you import them** into the correct session. For now, this is a manual process that we hope is simple and easy to do using the grid features we have built. We made the decision not to import any CLASS Assessments automatically at this time. Using this grid to manually import the assessments will ensure initially that we are not duplicating any CLASS data that may have been entered into both systems this spring. It also gives us time to work on matching the data from MyTeachstone with the correct agency/site/session in your Hubbe System. Once we implement this initial process, the Hubbe Team will work with all stakeholders to begin implementing more automation for this data sharing when we are confident the data will automatically flow into the correct sessions/classrooms in your Hubbe system.

## 2

**Matching the CLASS Assessments with the correct Site and Session in Hubbe:** There are (3) IDs that we are using to match the data coming from MyTeachstone into Hubbe as follows:

**Agency Vendor Number  
Site CDS Code  
Session CAPSDAC ID**

If the CLASS Observer entered these (3) pieces of data into the MyTeachstone data system, the Hubbe System will automatically surface the correct “Agency” “Site” and “Session” on this grid in your Hubbe as in this example below:

**All CLASS Assessments**

Home / Quality Counts- Maple County / All CLASS Assessments

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant CLASS - Pre-K (Teachstone)

Import Selected

Filters Import Status Assessment Date

Show 25 entries Filters (2 applied) Excel Showing 1 to 12 of 12 entries

Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Agency	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	QCC Rating 4 or 5	ES
2nd Edition	Received from Teachstone	Santa Clara	1/1 matched All Staff Processed			Anna Ramirez	Anna Ramirez		4/16/2026	4	Joyful Steps Community Childcare	Bluebird Place Daycare	Assign Session		BPCC PreK FD			5.06
2nd Edition	Received from Teachstone	Santa Clara	1/1 matched All Staff Processed			Anna Ramirez	Anna Ramirez		4/16/2026	4	Creative Blossoms Foundation	Robin Corner Early Education Center	Extended Day Kindergarten Prep Cohort	SE18.04.05	Maple 3 PreK FD	Cottonwood 3		6.25
2nd Edition	Received from Teachstone	Santa Clara	3/3 matched All Staff Processed	Emma Myers, Elijah Kim	Emma Myers, Elijah Kim	Anna Ramirez	Anna Ramirez		4/15/2026	4	Tiny Steps Learning Network	Acorn Lodge Preschool	Assign Session		E3 AM			6.69
2nd Edition	Received from Teachstone	Santa Clara	1/1 matched All Staff Processed			Anna Ramirez	Anna Ramirez		4/14/2026	4	Discovery Adventures Network	Sparrow Pond Discovery Center	Assign Session		Room 2 (AM)			6.75

All (3) buttons will be GREEN when the (3) IDs match between the MyTeachstone and Hubbe Systems like in this example

The Hubbe System will surface as much data as possible automatically for all matching Agency Vendor numbers, Site CDS codes and Session CAPSDAC IDs. As an agency user, your grid will always display only those CLASS Assessments that already contain your Agency Vendor ID. You will only need to match “Site” and “Session” if/when the CDS code and the CAPSDAC IDs are missing. When those IDs are not found in one or both systems, use the YELLOW “Assign” buttons to select the correct entities. YOU can see in the example below that the CDS codes were correctly matched for all 3 sites already. All the user must do is match the specific “Session” for each CLASS Assessment coming over from the Myteachstone System.

**CLASS Assessments**

Home / Tiny Steps Learning Network / CLASS Assessments

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant CLASS - Pre-K (Teachstone)

Import Selected

Filters Import Status Assessment Date

Show 25 entries Filters (2 applied) Excel Showing 1 to 3 of 3 entries

Click on these YELLOW buttons to select the correct session

Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	ES	CO	IS
2nd Edition + Class Environment Pre-K-K	Received from Teachstone	Santa Clara	3/3 matched All Staff Processed	Emma Myers, Elijah Kim	Emma Myers, Elijah Kim	Anna Ramirez	Anna Ramirez		4/15/2026	4	Acorn Lodge Preschool	Assign Session		E3 AM		6.69	6.83	3.67
2nd Edition + Class Environment Pre-K-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Myers	Lincoln Myers	Anna Ramirez	Anna Ramirez		3/31/2026	4	Hilltop Park Center	Assign Session		Room A PM		6.50	6.42	2.17
2nd Edition + Class Environment Pre-K-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez		3/31/2026	4	Honeybee Hollow Learning Place	Assign Session		K3 AM		6.50	6.33	2.58

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When you select the yellow “Assign Site” or “Assign Session” buttons, you will get a modal with a drop down list for selections as in the example below. If you can determine the site first, then the “Assign Session” button will only contain sessions from that site.

**CLASS Assessments**

Home / Tiny Steps Learning Network / CLASS Assessments

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant CLASS - Pre-K (Teachstone)

Import Selected

Filters Import Status Assessment Date

Show 25 entries Filters (2 applied) Excel Showing 1 to 3 of 3 entries

This drop down will only contain sessions from the site that was selected

**Assign Session**

Filtered to sessions within this row's assigned site.

Session

Search session...

Evening Four-Year-Old Group

Full Day Young Toddler Class

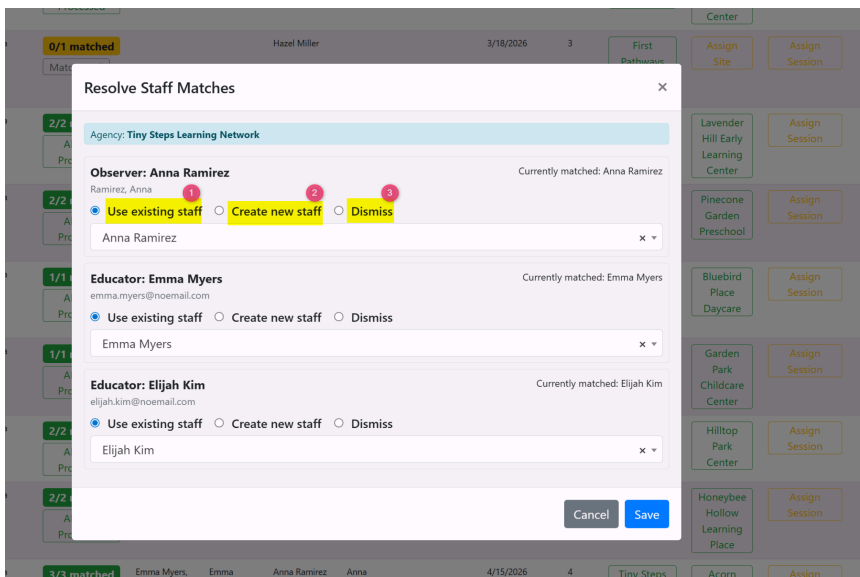
Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	ES	CO	IS
2nd Edition + Class Environment Pre-K-K	Received from Teachstone	Santa Clara	3/3 matched All Staff Processed	Emma Myers, Elijah Kim	Emma Myers, Elijah Kim	Anna Ramirez	Anna Ramirez		4/15/2026	4	Acorn Lodge Preschool	Assign Session		E3 AM		6.69	6.83	3.67
2nd Edition + Class Environment Pre-K-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Myers	Lincoln Myers	Anna Ramirez	Anna Ramirez		3/31/2026	4	Hilltop Park Center	Assign Session		Room A PM		6.50	6.42	2.17
2nd Edition + Class Environment Pre-K-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez		3/31/2026	4	Honeybee Hollow Learning Place	Assign Session		K3 AM		6.50	6.33	2.58

**Matching Staff:** The agency managers can also process the CLASS Observer and the staff in the classroom the day of the assessment to ensure the CLASS Assessments you import from MyTeachstone have the correct staff located on them using the staff records in your Hubbe System. We have developed code to automatically find matches in people involved in the assessments using FirstLast name and staff email addresses. When the system can automatically find matches, you will see GREEN indicators that staff are already matched. If the system could not identify 100% of the staff, you will see a number representing how many staff matches were found (i.e. 2/3) and the button will be YELLOW indicating that you can manually try to match the staff that are not yet matched.

The screenshot displays a web interface for managing CLASS assessments. At the top, there are tabs for different assessment levels: CLASS - Pre-K 2.0, CLASS - Pre-K 2008, CLASS - Environment Pre-K-K, CLASS - Environment Infant-Toddler, and CLASS - Toddler. Below the tabs, there's a search bar and filter options for 'Import Status' and 'Assessment Date'. A 'Show 25 entries' dropdown and a 'Filters (2 applied)' button are also present. The main area is a table with the following columns: Version, Import Status, County, Staff Matching, Teachstone Educators, Hubbe Educator Matches, Teachstone Observer, Hubbe Observer Match, and Lead Teacher during Assessment. Two rows of data are shown. The first row has a 'View' button, '2nd Edition' version, 'Received from Teachstone' status, and a '1/1 matched' indicator in a green box with an 'All Staff Processed' button. The second row has a 'View' button, '2nd Edition' version, 'Received from Teachstone' status, and a '2/3 matched' indicator in a yellow box with a 'Match Staff' button. A red callout box points to the 'Match Staff' button with the text: 'Click into the yellow "Match Staff" button to select the staff in your Hubbe System that either did the observation or were in the classroom as staff the day of the assessment'.

Once you select the “Match Staff” button, you have (3) choices on the pop-up modal:

1. **Use Existing Staff:** This option surfaces a drop down field of all of the current staff for the “Observer” role and all the ECE staff records at the agency selected for the “Educator” roles. By selecting from the drop down fields in this option, you are identifying a match between the staff in the MyTeachstone System and the correct staff record in your Hubbe system. If the First and last name of the staff and/or their email address are the same in both systems, the match will be made automatically.
2. **Create New Staff:** This option allows you to create a new staff record in your system by entering their First and Last name and email address. If the email for the person was entered into MyTeachstone, we surface that data on the grid to help make this easy for you to do. If an observer has more than (1) CLASS Assessment coming from MyTeachstone, once you match the observer the first time, the data system will auto-fill all the other assessments with that observer match.
3. **Dismiss:** Use this option if you do not want to match staff to the imported CLASS Assessment.



# Importing the CLASS Assessment

Once all staff have been matched or created in the Hubbe System and the Site and Session the CLASS Assessment should be imported into have been managed, the assessment is ready to be imported. To import the data, first select the row for each CLASS that is ready for import. Then select the BLUE “Import Selected” action button.

**CLASS Assessments**

Home / Tiny Steps Learning Network / CLASS Assessments

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant **CLASS - Pre-K (Teachstone)**

**Import Selected** Select the rows for all assessments you are ready to import and then select the blue “Import Selected” action button.

Filters: Import Status Assessment Date

Show 25 entries Filters (2 applied) Export Showing 1 to 3 of 3 entries **3 rows selected**

Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	ES	CO	IS	PC	NC
2nd Edition + Class Equipment Pre-K-K	Received from Teachstone	Santa Clara	3/3 matched All Staff Processed	Emma Myers, Elijah Kim	Emma Myers, Elijah Kim	Anna Ramirez	Anna Ramirez	Elijah Kim	4/15/2026	4	Acorn Lodge Preschool	Full Day Young Toddler Class	SE06.04.02	E3 AM	E3	6.69	6.83	3.67	7.00	1.00
2nd Edition + Class Equipment Pre-K-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Myers	Lincoln Myers	Anna Ramirez	Anna Ramirez	Elijah Kim	3/31/2026	4	Hilltop Park Center	AM School Age Room	SE06.02.04	Room A PM	B	6.50	6.42	2.17	7.00	1.00
2nd Edition + Class Equipment Pre-K-K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez	Lincoln Morales	3/31/2026	4	Honeybee Hollow Learning Place	Late Afternoon Kindergarten Prep Program	SE06.01.01	K3 AM	K3	6.50	6.33	2.58	7.00	1.00

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You will receive a validation message if the import was successful

**CLASS Assessments**  
Home / Tiny Steps Learning Network / CLASS Assessments

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant CLASS - Pre-K (Teachstone)

Import Selected 0

Filters Import Status Assessment Date

Show 25 entries Filters (2 applied) Excel Showing 1 to 3 of 3 entries 1 row selected

Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	ES	CO	IS
2nd Edition - Class Environment Pre-K, K	Received from Teachstone	Santa Clara	3/3 matched All Staff Processed	Emma Myers, Elijah Kim							Acorn Lodge Preschool	Full Day Young Toddler Class	SE06.04.02	E3 AM	E3	6.69	6.83	3.67
2nd Edition - Class Environment Pre-K, K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Myers							Hilltop Park Center	AM School Age Room	SE06.02.04	Room A PM	B	6.50	6.42	2.17
2nd Edition - Class Environment Pre-K, K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez	Lincoln Morales	3/31/2026	4	Honeybee Hollow Learning Place	Late Afternoon Kindergarten Prep Program	SE06.01.01	K3 AM	K3	6.50	6.33	2.58

**Teachstone Import Result**

Imported: 1  
Already imported (skipped): 0  
Failed: 0

Validation Message for a Successful Import

Close

Once you have “Imported” the selected row(s), that row will no longer surface on the grid by default, and you can move onto the next CLASS to import. You can also remove the filter that is automatically surfacing only assessments that need to be processed to view all IMPORTED and NOT YET IMPORTED CLASS Assessments:

**CLASS Assessments**  
Home / Tiny Steps Learning Network / CLASS Assessments

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant CLASS - Pre-K (Teachstone)

Import Selected 0

Filters Import Status Assessment Date

Show 25 entries Filters (2 applied) Excel Showing 1 to 2 of 2 entries

Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	ES	CO	IS	PC
2nd Edition - Class Environment Pre-K, K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez	Lincoln Morales	3/31/2026	4	Hilltop Park Center	AM School Age Room	SE06.02.04	Room A PM	B	6.50	6.42	2.17	7.00
2nd Edition - Class Environment Pre-K, K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez	Lincoln Morales	3/31/2026	4	Honeybee Hollow Learning Place	Late Afternoon Kindergarten Prep Program	SE06.01.01	K3 AM	K3	6.50	6.33	2.58	7.00

click here to remove the filter so you can see all not-imported and all already imported assessments

It will be very clear which CLASS Assessments have been imported and which still need to be processed. The imported assessments have a green band in the entire row:

**CLASS Assessments**  
Home / Tiny Steps Learning Network / CLASS Assessments

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant CLASS - Pre-K (Teachstone)

Import Selected 0

Filters Assessment Date

Show 25 entries Filters (1 applied) Excel Showing 1 to 3 of 3 entries

Version	Import Status	County	Staff Matching	Teachstone Educators	Hubbe Educator Matches	Teachstone Observer	Hubbe Observer Match	Lead Teacher during Assessment	Date	Number of Cycles	Site	Session	Session ID	Classroom Name (Teachstone)	Room Number (Hubbe)	ES	CO	IS	PC
2nd Edition - Class Environment Pre-K, K	Imported	Santa Clara	3/3 matched All Staff Processed	Emma Myers, Elijah Kim	Emma Myers, Elijah Kim	Anna Ramirez	Anna Ramirez	Elijah Kim	4/15/2026	4	Acorn Lodge Preschool	Full Day Young Toddler Class	SE06.04.02	E3 AM	E3	6.69	6.83	3.67	7.00
2nd Edition - Class Environment Pre-K, K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Myers	Lincoln Myers	Anna Ramirez	Anna Ramirez	Lincoln Morales	3/31/2026	4	Hilltop Park Center	AM School Age Room	SE06.02.04	Room A PM	B	6.50	6.42	2.17	7.00
2nd Edition - Class Environment Pre-K, K	Received from Teachstone	Santa Clara	2/2 matched All Staff Processed	Lincoln Morales	Lincoln Morales	Anna Ramirez	Anna Ramirez	Lincoln Morales	3/31/2026	4	Honeybee Hollow Learning Place	Late Afternoon Kindergarten Prep Program	SE06.01.01	K3 AM	K3	6.50	6.33	2.58	7.00

This assessment has already been imported

2

Once you successfully import a CLASS Assessment, you can view it inside Hubbe on the Session Record by navigating to the Session Menu. The newly imported CLASS Assessments will also be surfaced in the All CLASS Assessments in each of the other tabs based on assessment type:

**CLASS Assessments**

Home / Tiny Steps Learning Network / CLASS Assessments

After you import the Myteachstoen Assessment - it will be surfaced in these tabs, indicating the record has been created inside Hubbe.

CLASS - Pre-K 2.0 CLASS - Pre-K 2008 CLASS - Environment Pre-K-K CLASS - Environment Infant-Toddler CLASS - Toddler CLASS - Infant CLASS - Pre-K (Teachstone)

View Charts

Filters: Show: Assessment Details

Show 25 entries Filters (1 applied) Excel Word Showing 1 to 3 of 3 entries

Assessment Type	Created At	Status	Site	Session	Session ID	Room Number	Assessor	Lead Teacher during Assessment	Date	Number of Cycles	QCC Rating 4 or 5	ES	ES Re-compete	CO	CO Re-compete	IS	IS Re-compete	PC	NC	EdS	RCP	BM	PD	ILF	
<a href="#">View</a>	Certified	County	Approved	Acom Lodge Preschool	Evening Four-Year-Old Group	SE06.04.01	E3	Sophia Alvarez	Elijah Kim	2/5/2025	4	4	5.81	0.81	6.42	1.42	3.00	0.7	6.50	1.00	5.25	4.50	6.50	7.00	5.75
<a href="#">View</a>	Certified	County	Approved	Hilltop Park Center	Afternoon Young Toddler Session	SE06.02.03	8	Elizabeth Cook	Isaac Young	10/23/2024	4	4	5.75	0.75	6.00	1	3.42	1.12	6.50	1.00	5.50	4.00	6.25	6.50	5.25
<a href="#">View</a>	Certified	County	Approved	Honeybee Hollow Learning Place	Early Morning Young Toddler Room 2	SE06.01.02	K3	Levi Stewart	Lincoln Morales	3/12/2025	4	5	6.75	1.75	6.58	1.58	3.75	1.45	7.00	1.00	6.50	6.50	7.00	7.00	5.75

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