

# Classroom Identifier Guidance for Alternate Path Programs



Programs who are identified as Alternate Path within Great Start to Quality, have the option to choose an Approved Rater to conduct their Program Quality Assessment on their Alternate Path classrooms. If you choose to use an Approved Rater, you are required to use a unique Classroom Identifier from your Great Start to Quality STARS platform Program Profile as your online PQA Classroom Name.

This document will guide you through the steps you need to take to locate the unique Classroom Identifier for each of your classrooms on your Program Profile and show you where the Classroom Identifier is entered in the OnlinePQA.

The use of the unique Classroom Identifier for each of your Alternate Path classrooms in the OnlinePQA is required to allow PQAs conducted by an Approved Rater to count for Great Start to Quality.

## Step 1:

- Go to [www.greatstarttoquality.org](http://www.greatstarttoquality.org)
- Click “Educators” at the top of the page.
- Click the green “Update Profile” button on the right side of the page.

### Educators

Children learn so much in their first five years. By creating a safe, nurturing place for children to learn, explore their world and build relationships, you are setting the foundation for them to be successful in school, work and life. Part of providing an environment that allows children to learn, grow and develop is having tools and resources you need to assist you made available.

Great Start to Quality is Michigan’s quality rating and improvement system that supports programs and providers in their efforts provide high-quality care while helping families find and choose quality programs that meet their children’s needs. Great Start to Quality helps you get the tools and resources you need to succeed. The goal is to make sure every young child in Michigan has a high-quality learning experience.

#### Great Start to Quality Informational Brochure

Great Start to Quality offers an informational brochure to programs and providers. This brochure gives you an overview of Great Start to Quality to help you better understand the process.

INFORMATIONAL BROCHURE →

#### Great Start to Quality Resource Centers

Great Start to Quality has local Resource Centers across the entire State of Michigan. The Great Start to Quality Resource Centers are available to you for assistance, tools and resources.

FIND A RESOURCE CENTER →

#### Want to Participate?

By participating in the Great Start to Quality rating process, you will have additional resources and services made available to help you provide the best care possible. Participating will also allow your program to demonstrate its quality to families searching for care for their children.

LEARN ABOUT PARTICIPATING →


#### Need to Update Your Profile?

Families are able to use Great Start to Quality to find any licensed program or provider in Michigan. You can update your program profile to make sure families are able to see the most current information about your program.

UPDATE PROFILE →

**Step 2:**


- Enter the email address and password for your program.
- Click the blue “Login” button.




greatstarttoquality@ecic4kids.org  
(877)-614-7328

Great Start to Quality, now with enhanced search capabilities and works on your smart phone and tablet! Updating your profile is easier and now you can do everything from your smart phone or tablet. Please be sure to "Update" your data as we have added several fields for you to effectively communicate your program to families.

Please Enter Your Information

Email 

Password 

Login Create Account

Request Password

**Step 3:**

- Click the gray “Great Start to Quality STARS” tab.
- You will then be taken to your Great Start to Quality STARS platform.



Home Update Data Pictures View Profile Referral Counts **Great Start To Quality STARS**

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- + Contact Information
- + Program Types
- + Credentials
- + Our Schedule
- + Ages, Rates & Openings
- + About Our Program
- + Special Needs

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**Step 4:**

- Click “Program Profile” to view your program’s information.
- Scroll down until you see all of the classrooms you have added for your program.



The screenshot shows the 'Program Profile' page for '(TEST) Licensed Center 2'. The left sidebar contains navigation options: Welcome & Introduction, Program Profile (highlighted with a red circle), Self Assessment Survey, Document Manager, Reassessment, Quality Improvement Plan, Resources, Message Center, and Technical Assistance. The main content area displays a table of classrooms with columns for Delete?, Description, Type, Duration, Program Type, and Identifier. Below the table is an 'Add Classroom' link and a section for 'Additional Program Information'. A 'Save' button is visible in the top right corner of the main content area.

Delete?	Description	Type	Duration	Program Type	Identifier
<input type="checkbox"/>	1	Preschool	Half Day   AM	GSRP	TESTCENTER2-PreK1
<input type="checkbox"/>	2	Preschool	Full Day   PM	GSRP	TESTCENTER2-PreK2
<input type="checkbox"/>	3	Infant-Toddler	Half Day   Full Day	GSRP	TESTCENTER2-Infant1
<input type="checkbox"/>	3	Infant-Toddler	Half Day   PM	GSRP	TESTCENTER2-Infant2
<input type="checkbox"/>	4	Infant-Toddler	Half Day   AM	GSRP	TESTCENTER2-Infant3

Page 1 of 2 | Search | Displaying records 1 - 5 of 9





[Add Classroom](#)

**Additional Program Information**

**Step 5:**

- The Classroom Identifier is listed for each classroom you have added.
- Give this number to your Approved Rater to use in the OnlinePQA form.
  - If this unique Classroom Identifier is not used by your Approved Rater, the PQA will not count for Great Start to Quality.



[Log Out](#)

Welcome & Introduction

Program Profile

Self Assessment Survey

Document Manager

Reassessment

Quality Improvement Plan

Resources

Message Center

Technical Assistance

### (TEST) Licensed Center 2 Save

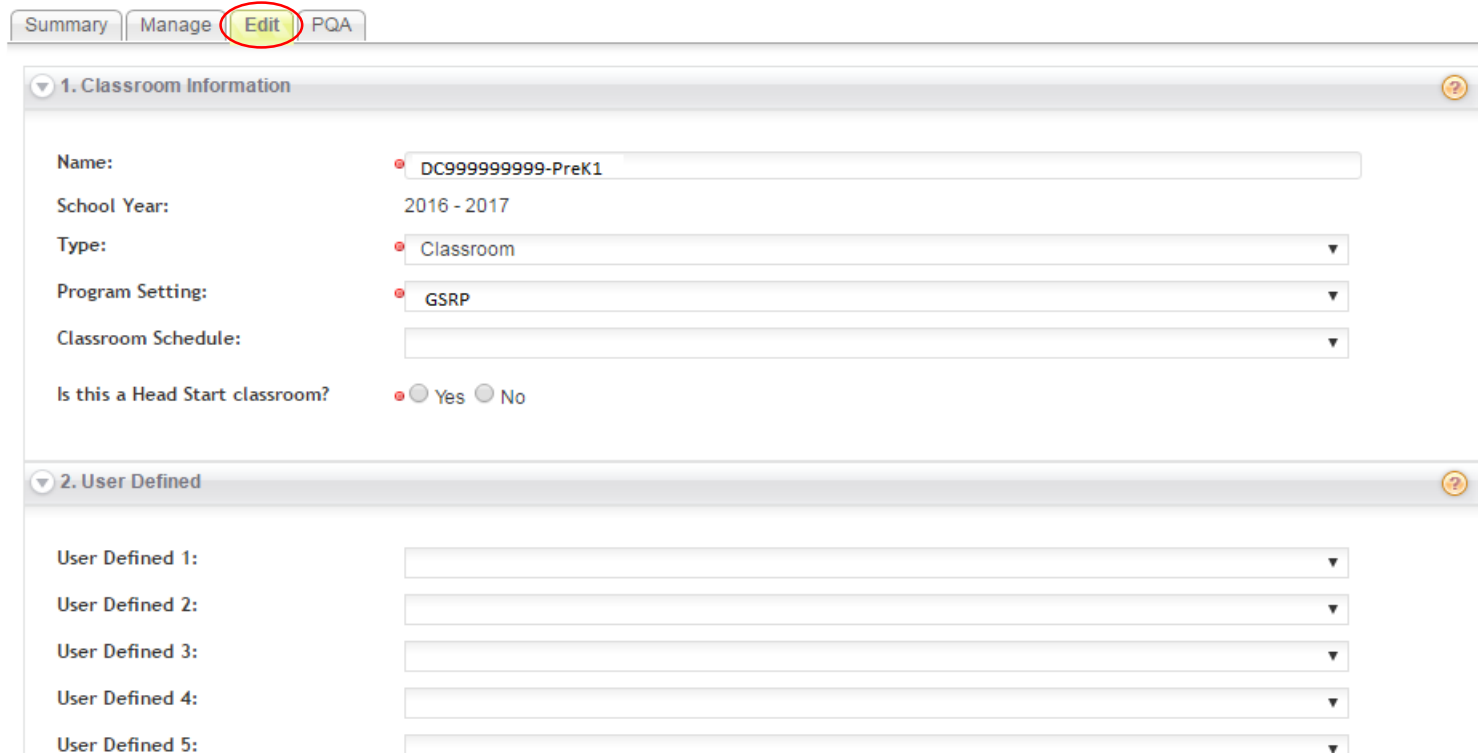
Delete?	Description	Type	Duration	Program Type	Identifier
<input type="checkbox"/>	1	Preschool	Half Day   AM	GSRP	TESTCENTER2-PreK1
<input type="checkbox"/>	2	Preschool	Full Day   PM	GSRP	TESTCENTER2-PreK2
<input type="checkbox"/>	3	Infant-Toddler	Half Day   Full Day	GSRP	TESTCENTER2-Infant1
<input type="checkbox"/>	3	Infant-Toddler	Half Day   PM	GSRP	TESTCENTER2-Infant2
<input type="checkbox"/>	4	Infant-Toddler	Half Day   AM	GSRP	TESTCENTER2-Infant3

Page 1 of 2    Search     [Add Classroom](#)

Additional Program Information

### Step 6:

- Your Approved Rater will enter the Classroom Identifier into the OnlinePQA.
  - Click the “Edit” tab at the top.
  - Change the “Name” field to be the Classroom Identifier. Enter it exactly as it appears on the STARS platform.
  - Add the type of program (i.e. GSRP, Head Start or NAEYC) into the “Program Setting” field.
  - Remember to click “Save” once the information has been updated.



The screenshot shows the 'Edit' tab of the OnlinePQA interface. At the top, there are four tabs: 'Summary', 'Manage', 'Edit' (which is highlighted with a red circle), and 'PQA'. Below the tabs is a section titled '1. Classroom Information' with a dropdown arrow and a help icon. The fields in this section are:
 

- Name: DC999999999-PreK1
- School Year: 2016 - 2017
- Type: Classroom (dropdown menu)
- Program Setting: GSRP (dropdown menu)
- Classroom Schedule: (dropdown menu)
- Is this a Head Start classroom?: Yes (radio button) No (radio button)

 Below this is a section titled '2. User Defined' with a dropdown arrow and a help icon. It contains five fields labeled 'User Defined 1:' through 'User Defined 5:', each with a dropdown menu.

- Once the Classroom Identifier has been entered, no other action is needed by you or your Approved Rater.
- Your program’s final published rating will be displayed one business day after all eligible classrooms receive a PQA score.