LinkB5GUIDES

Granting Access to Regional Leads

For Single-Site Administrators, including Family Day Home Providers, and Multi-Site Administrators

Granting Site access to your Regional Leads allows them to assist with specific activities within LinkB5. A Regional Lead may request Site access, or you can grant them access without their request. Granting access to your Regional Leads gives them permission to:

- Edit the Site Profile and Classroom Profile(s)
- Enter CLASS scores for the Site's classrooms
- View (but not edit) Site Administrator, Educator, and Assistant profiles
- Export the Site's VQB5 Results

Once granted, all Regional Leads within your Ready Region receive the same access permissions. Access can be revoked and re-granted at any time. All Site Administrators can grant or revoke access to their Site Regional Leads. If you granted access to a Regional Lead in a prior year, access persists into the new year, and you do not have to re-grant access.

Granting Access During Registration

- 1. Review the Grant Regional Lead Access screen that appears immediately following the Assurance Agreement.
- 2. Click on "Grant Access".



See our resources page for a guide to VQB5 2024 – 2025 Registration for Primary Site Administrators at a Single Site.





Granting Access After Registration for Single-Site Administrators Including Family Day Home Providers

U / 1 Complete Classroo Profiles ▼	O / 0 Complete Classroom List ▼	O / 0 Complete Observations →	rrent priority card to view remaining tasks. <u>Dismiss</u>			
	STATUS BREAKDOWN ADDITIO	Adult Information	Site Drafile			
LinkB5 Region	Region 8 - North Central	Adult Information Primary Site Administrator Madison Andrew				
LINKDO NEGION	ACCESS STATUS:	NOT STARTED	Site VQB5 Eligibility Status			
	Access Requested 🥒					
Primary Lead	Access Requested 2 Zoe Nicholas	CLASS Observers Assigned at Site Wyatt Grace				
Primary Lead Region Lead Organization	Access Requested Zoe Nicholas (*) Community 765 Poppy Road Cedarville, VA 71080	CLASS Observers Assigned at Site Wyatt Grace 👔				

1. On your Dashboard, click on "Additional Information".

2. Click on the pencil icon next to "Access Requested" if the Regional Leads requested access, or "Access Not Requested" if you wish to grant access without a Regional Lead request.



3. Confirm that Access Status displays correctly in the "Additional Information" tab on your Dashboard.



🔒 Region & Le	ad Organization
LinkB5 Region	Region 8 - North Central ACCESS STATUS: Access Denied





Granting Access After Registration for Multi-Site Administrators

Option 1: Site-by-Site

1. On your **Dashboard**, scroll down to your list of sites.

Enable Batch Options									
Site Id 🖨	Site Name	Site Type 🖨	Primary S 🖨	<u>Clas</u> 🚯 🖨	Adults Co 🖨	Site Regis 🖨	VQB5 Elig 🖨	Access \$	Actions
8129	ABC Wonderland Elementary (T	Center	Satesty S 🕩	5	2/23	Complete	Eligible	a	Actions :
3194 HS	Sweet Pea Elementary (Testing	Public School	PSA MSA 🕩	2	1/6	Complete	Eligible	•	Actions :

- In the "Access" column, you will see an orange lock ("access requested"). Click on the "Actions" button to the right of the orange lock.
- 3. Select "Grant Access".

Enable B	atch Options								
Site Id 🖨	Site Name	Site Type 🖨	Primary S 🖨	<u>Clas</u> 🜖 💠	Adults Co 🖨	<u>Site Regis</u> ♦	VQB5 Elig 🖨	Access \$	Actions
8129	ABC Wonderland Elementary (T	Center	Satesty S 🕩	5	2/23	Complete	Eligible	a	Actions :
3194 <mark>(HS</mark>	Sweet Pea Elementary (Testing	Public School	PSA MSA 🕩	2	1/6	Complete	Eligible		Edit Site ProfileGrant Access

4. Review Grant Regional Lead Access screen. Select the "Grant Access" button.



5. The orange lock icon will now be replaced by a green unlocked icon.

Access \$
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Option 2: Batch Select Multiple or All Sites

1. From your Dashboard, scroll down to your list of Sites.

Enable Batch Options									
Site Id 🗢	Site Name	Site Type 🖨	Primary S \$	<u>Clas</u> 🚯 🖨	Adults Co 🖨	Site Regis 🖨	VQB5 Elig 🗢	Access \$	Actions
8129	ABC Wonderland Elementary (T	Center	Satesty S 🕩	5	2/23	Complete	Eligible	a	Actions :
3194 <mark>HS</mark>	Sweet Pea Elementary (Testing	Public School	PSA MSA 🕩	2	1/6	Complete	Eligible	a	Actions :

3. Toggle on "Enable Batch Options" and select the Sites for which you wish to change the access status.

Enable Batch Options Grant Site Access								
Site Id 🗢 Site Name *	Site Type 🖨	Primary S 🖨	<u>Clas</u> 🚯 🖨	Adults Co 🖨	Site Regis 🖨	VQB5 Elig 🖨	Access 🖨	Actions
8129 <u>ABC Wonderland Elementary (T</u>	Center	Satesty S 🕩	5	2/23	Complete	Eligible	a	Actions :
3194 <u>Sweet Pea Elementary (Testing</u>	Public School	PSA MSA 🕩	2	1/6	Complete	Eligible	a	Actions :

4. Click on the rectangular "Grant Site Access" button.

								2	Entries Selected
🜑 Ena	C Enable Batch Options								
<u>S</u>	te Id 🖨 <u>Site Name</u> 🌥	Site Type 🖨	Primary S 🗘	<u>Clas</u> 🚯 🖨	Adults Co 🖨	Site Regis 🖨	VQB5 Elig 🖨	Access 🖨	Actions
81	ABC Wonderland Elementary (T	Center	Satesty S 🕩	5	2/23	Complete	Eligible	a	Actions :
31	Sweet Pea Elementary (Testing	Public School	PSA MSA 🗊	2	1/6	Complete	Eligible	a	Actions :

5. Select "Grant" on the pop-up screen.







LinkB5GUIDES

Need Technical Help? Contact LinkB5 Support Team

- Live Chat: Available on the LinkB5 website •
- Phone: 1-833-554-6525 •
- Email: linkb5support@virginia.edu



