

Adding a Classroom List

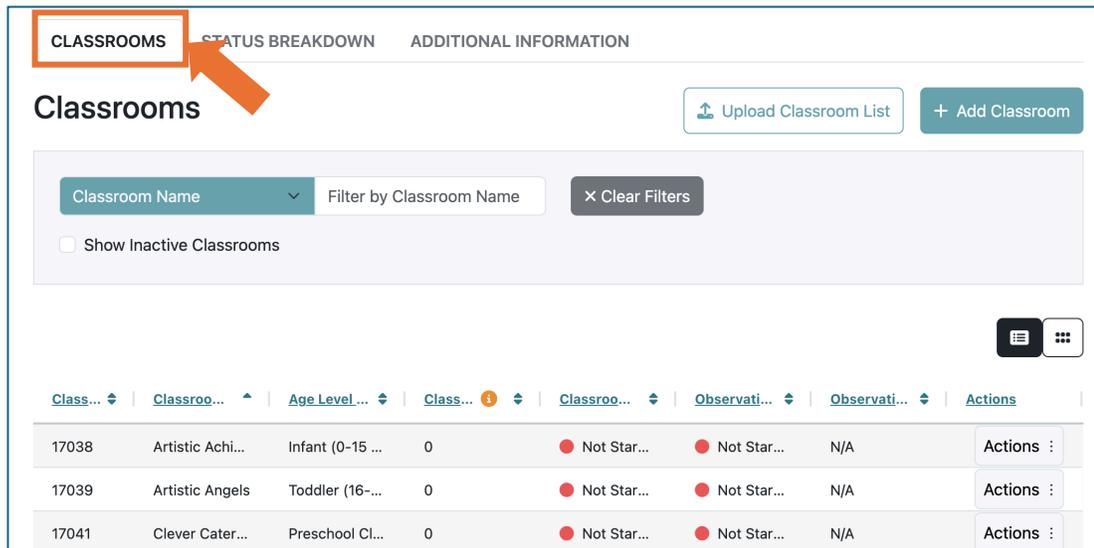
For Site Administrators, including Family Day Home Providers and Multi-Site Administrators

Classroom Lists are a requirement for all VQB5-eligible classrooms for the 2024-2025 school year at all sites except Public Schools. The due date for Classroom List completion is December 22, 2024. ONLY Site Administrators have access to add Classroom Lists.

There are two ways to add a Classroom List to a classroom in LinkB5: individually and through an upload. Both options are available from the **Site Dashboard**. If you are a Multi-Site Administrator, you will first need to navigate to the Site Dashboard to which you want to add a Classroom List.

Add students individually using the “Actions” button.

1. From the **Site Dashboard**, navigate to your list of classrooms under the “**Classrooms tab.**”



The screenshot displays the LinkB5 interface for managing classrooms. At the top, there are three tabs: "CLASSROOMS" (highlighted with an orange box and an arrow), "STATUS BREAKDOWN", and "ADDITIONAL INFORMATION". Below the tabs, the "Classrooms" section is visible, featuring a search bar with "Classroom Name" and "Filter by Classroom Name", a "Clear Filters" button, and a "Show Inactive Classrooms" checkbox. To the right, there are two buttons: "Upload Classroom List" and "+ Add Classroom". Below the search bar, there is a table with the following columns: "Class...", "Classro...", "Age Level...", "Class..." (with an info icon), "Classro...", "Observati...", "Observati...", and "Actions". The table contains three rows of data:

Class...	Classro...	Age Level...	Class...	Classro...	Observati...	Observati...	Actions
17038	Artistic Achi...	Infant (0-15 ...	0	Not Star...	Not Star...	N/A	Actions :
17039	Artistic Angels	Toddler (16-...	0	Not Star...	Not Star...	N/A	Actions :
17041	Clever Cater...	Preschool Cl...	0	Not Star...	Not Star...	N/A	Actions :

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2. Click on the “**Actions**” button to the far right of the classroom.
3. Click on “**Add/ Edit Classroom List**”.

Classroom Profile...	Observation Status	Observation Date	Actions
Not Started	● Not Started	N/A	Actions :
Not Started	● Not Started	N/A	Edit Classroom Profile
Not Started	● Not Started	N/A	Add / Edit Classroom List
Not Started	● Not Started	N/A	Inactivate Classroom

4. Complete fields for each student you are adding to the classroom list. The form will not save if the required fields (marked with a red *) are not filled out.
5. Click on “**+Add Student**” to add students to the classroom list.
6. Click on “**Save**” when you are finished adding students to your Classroom List.

Add Student(s)

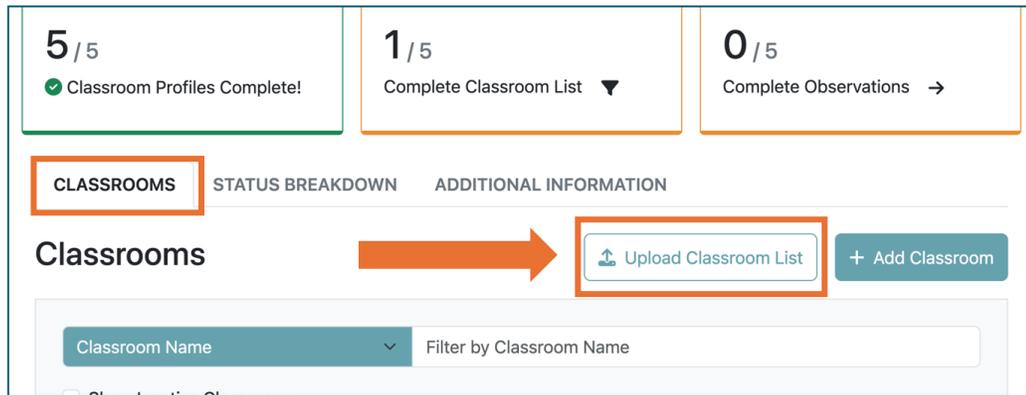
Use the 'Add Student' button to add students ages birth to five years to this classroom list

First Name *	Middle Name	Last Name *
<input type="text" value="Betty"/>	<input type="text"/>	<input type="text" value="Doe"/>
Date of Birth *	Gender *	State Testing Identifier (STI) ⓘ
<input type="text" value="01/07/2022"/>	<input type="text" value="Female"/>	<input type="text"/>

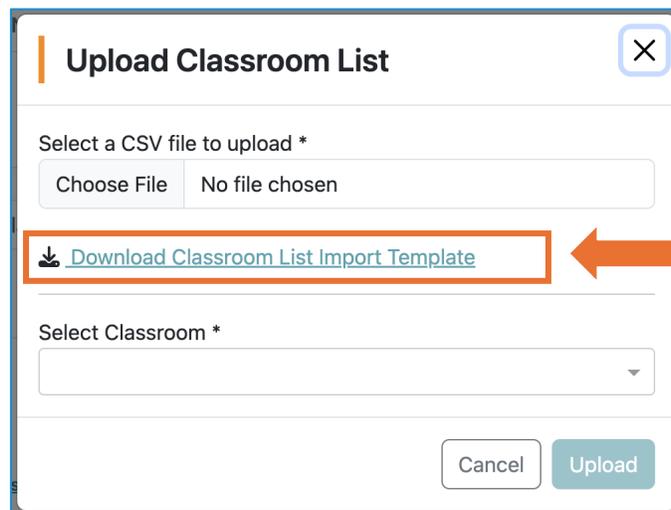
+ ADD STUDENT OR

Add students using the “Upload Classroom List” button.

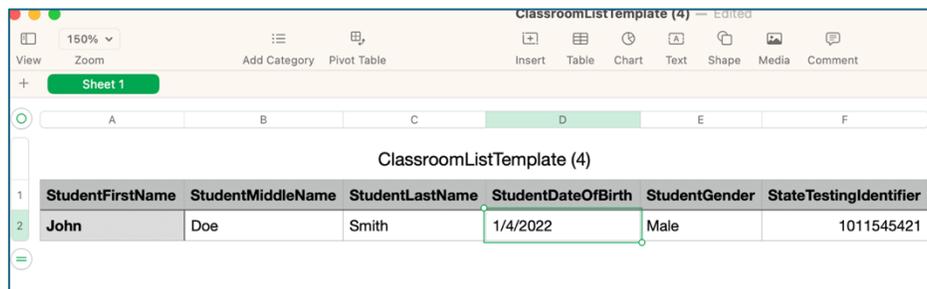
1. From the **Site Dashboard**, navigate to your “**Classrooms**” tab.
2. Click on “**Upload Classroom List**”.



3. Click on “**Download Classroom List Import Template**”.

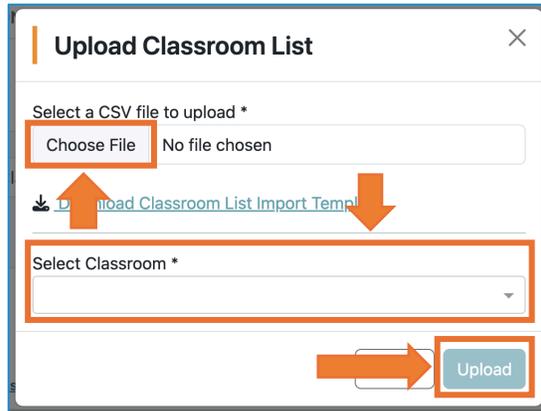


4. Fill out a separate copy of the template for each classroom and save it on your computer or device.

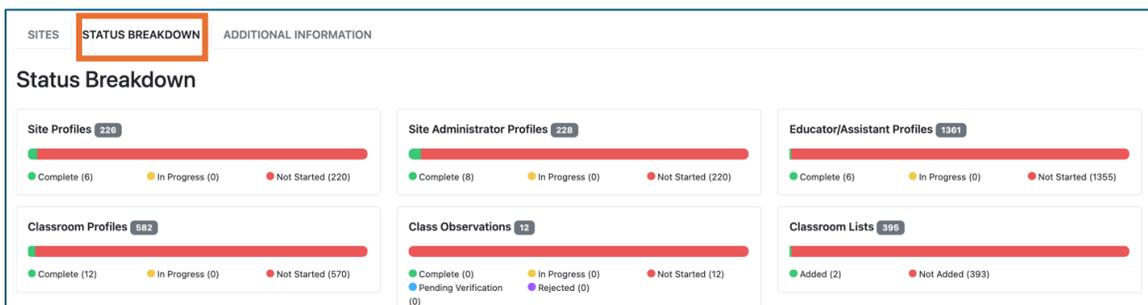
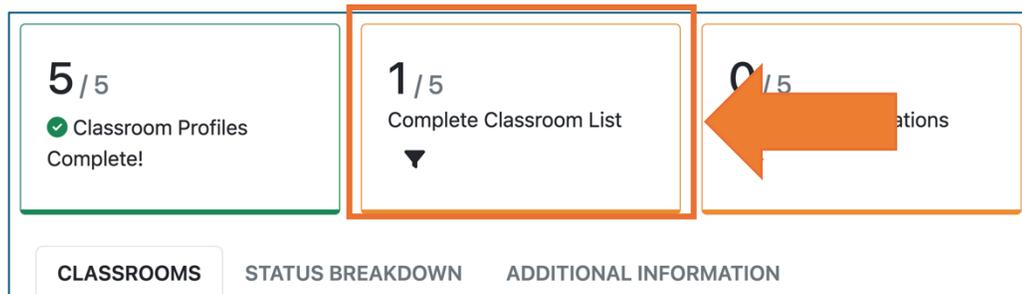


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5. Return to LinkB5. Click on “**Choose File**” and select your completed template.
6. Select the classroom for the list.
7. Click on “**Upload**”.



8. Repeat the upload for each classroom.
9. Review your Classroom Lists **Priority Card** and Classroom Lists on your **Status Breakdown Tab** to track and confirm your classroom list completion.



Need Technical Help? Contact LinkB5 Support Team

- **Live Chat:** Available on the [LinkB5 website](#)
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu