

## Adding a VQB5 Student/Child List Guide

*For Site Administrators at Public Schools, including Multi-Site Administrators*

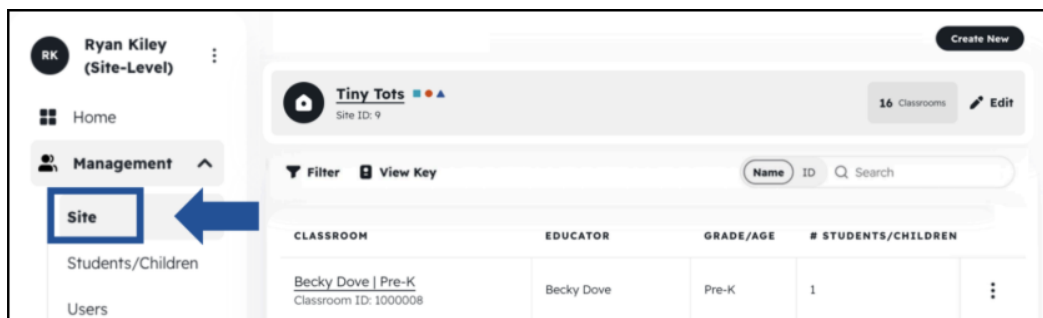
Student/Child lists (previously called Classroom Lists) are required for all VQB5 eligible classrooms. The due date for Student/Child list completion is December 22. There are two ways to add a Student/Child list to a LinkB5 Classroom: individually and through a bulk upload. This guide focuses on adding Students/Children individually. Please see LinkB5 Resources for additional assistance on using the bulk upload feature.

**If your Site is a public school that participates in VALLSS and/or VKRP, your Division may upload your Student/Child list on your behalf.** For questions, please contact your VALLSS Division Representative, VKRP Division Contact, or someone with a Division role. See the “Finding your Division Contacts” section at the end of this guide for help locating your contacts.

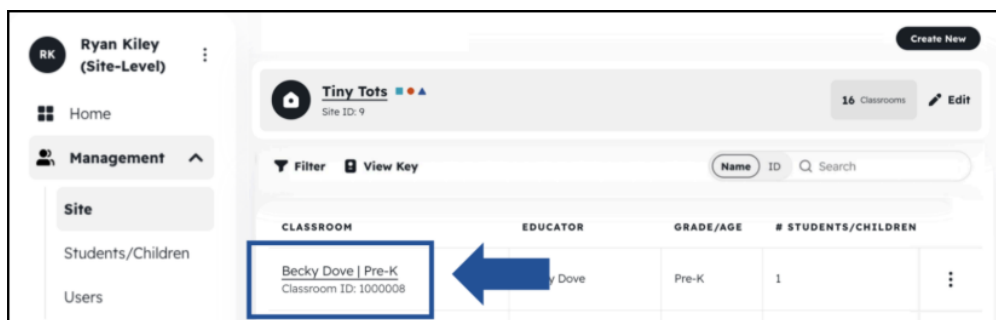
### Add a Student/Child

#### Navigate to the Classroom

1. Select “**Management**” from the left-hand navigation.
2. Select “**Site**” to view your list of Classrooms.

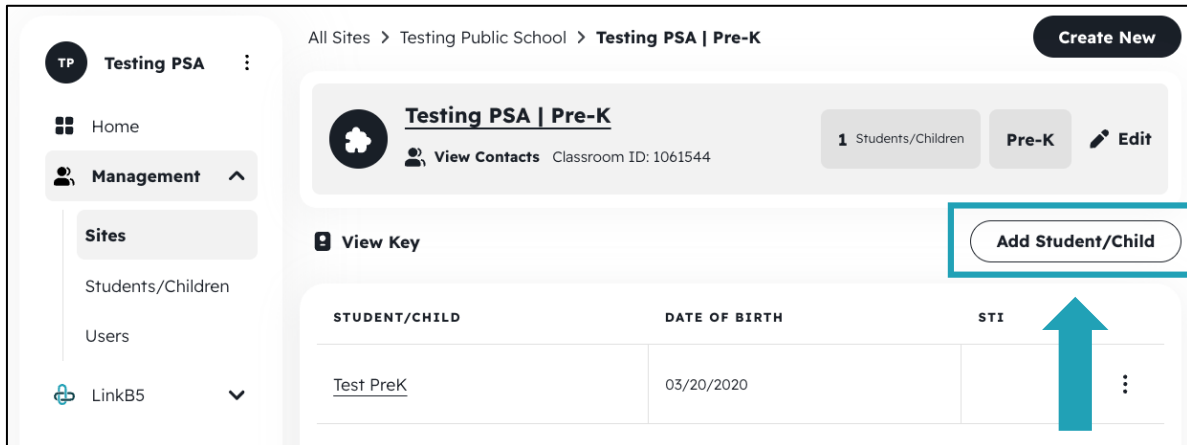


3. From the list of Classrooms, select the **Classroom**.



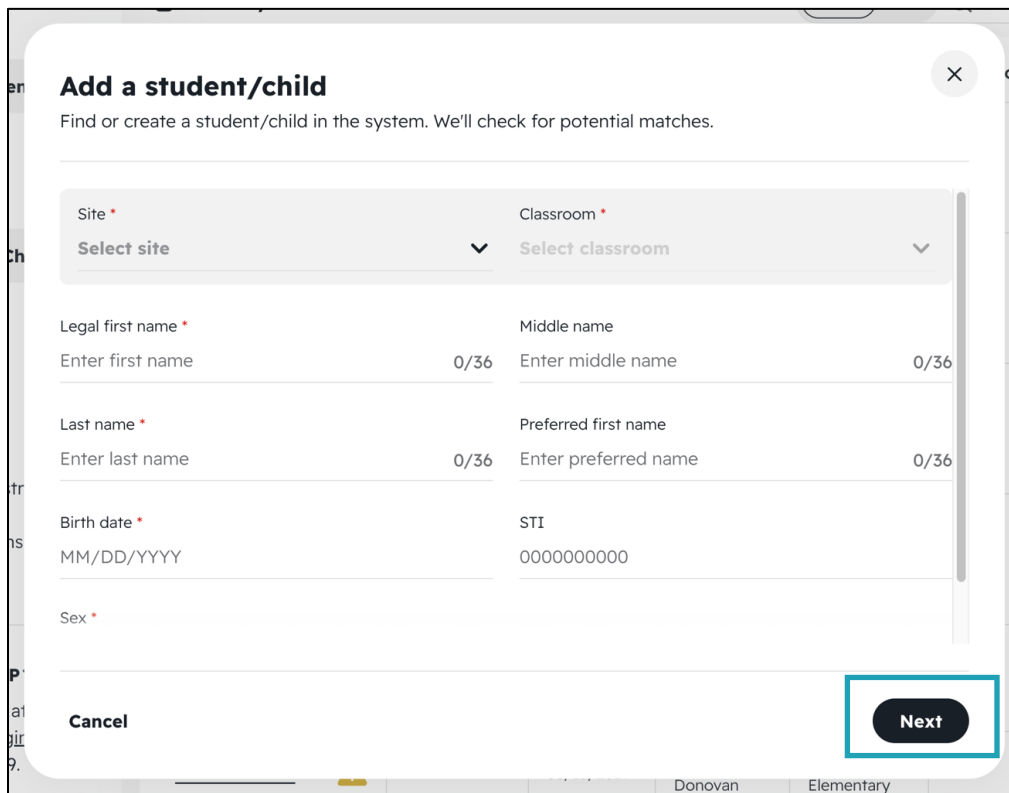
## Review and manage the list of Students/Children

1. Review the list of Students/Children to make sure all Students/Children in the Classroom are displayed.
2. If you need to add a Student/Child, click **“Add Student/Child.”**



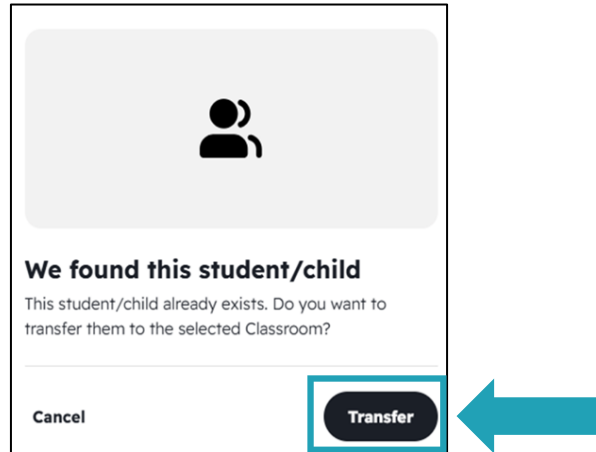
The screenshot shows the LinkB5 interface for a classroom named 'Testing PSA | Pre-K'. The breadcrumb trail is 'All Sites > Testing Public School > Testing PSA | Pre-K'. A 'Create New' button is in the top right. The classroom details show '1 Students/Children' and 'Pre-K' level. A 'View Key' button is visible. The 'Add Student/Child' button is highlighted with a red box, and a red arrow points to it. Below this, a table lists students with columns for 'STUDENT/CHILD', 'DATE OF BIRTH', and 'STI'. The first entry is 'Test PreK' with a birth date of '03/20/2020'.

3. Fill out all information and click **“Next”** to create the Student/Child.

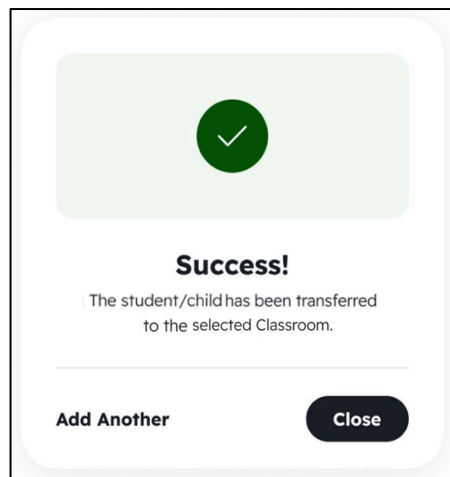


The screenshot shows the 'Add a student/child' form. The title is 'Add a student/child' and the subtitle is 'Find or create a student/child in the system. We'll check for potential matches.' The form has two columns of fields. The first column contains 'Site \*' (dropdown), 'Legal first name \*' (text input), 'Last name \*' (text input), 'Birth date \*' (text input), and 'Sex \*' (dropdown). The second column contains 'Classroom \*' (dropdown), 'Middle name' (text input), 'Preferred first name' (text input), and 'STI' (text input). The 'Next' button is highlighted with a red box.

4. To prevent duplicate Students/Children, VAConnects will first search existing Students/Children.
  - a. If a Student/Child with the exact same information already exists in VAConnects, review the pop-up and click **“Transfer”** to move the Student/Child into the classroom.

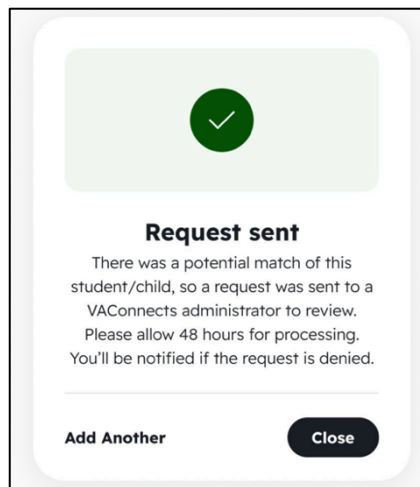


- b. Click **“Close”** to exit or **“Add Another”** to add another Student/Child.

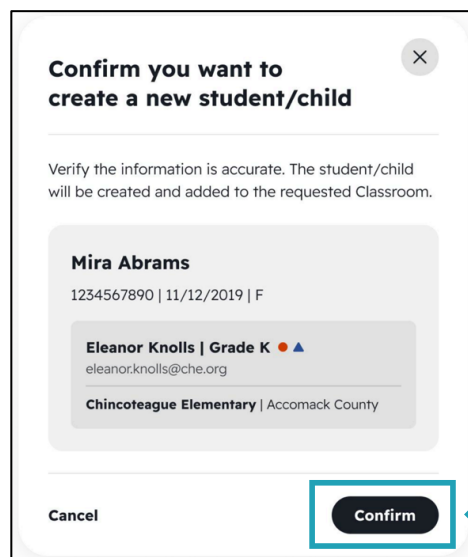


- c. If a Student/Child with similar information already exists in VAConnects, a request will be sent to a VAConnects Administrator for review within 48 hours. You will be notified if the request is denied. For example, if the VAConnects Administrator needs more information to process the request, your request may be denied. If the request is approved, the student will appear in the classroom.

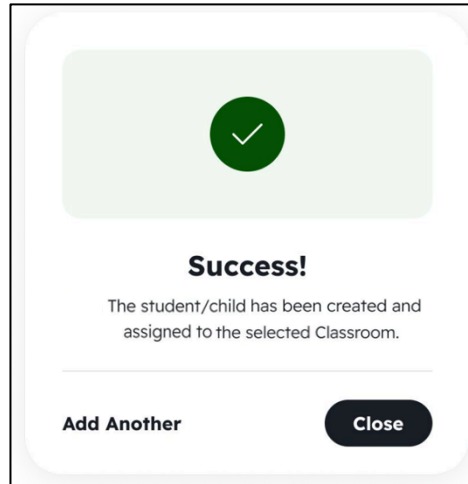
Review the pop-up and click **“Close”** to exit or **“Add Another”** to add another Student/Child.



- d. If the Student/Child does not match with an existing Student/Child, review the pop-up and click **“Confirm”** to create the Student/Child.



- e. Click **“Close”** to exit or **“Add Another”** to add another Student/Child.



## Remove a Student/Child from a Classroom or Site

To remove a Student/Child from your Student/Child List, remove them from the Classroom. After they are removed from the Classroom, no further action is needed.

1. From the Classroom, click the Menu next to the Student/Child’s name.
2. Click **“Remove from Classroom.”**

STUDENT/CHILD	DATE OF BIRTH	STI
<a href="#">Test Toddler</a>	05/02/2022	<span>1</span> 
<a href="#">Suzy Tot</a>	06/07/2022	<span>2</span> 

3. Review the confirmation message and click **“Yes, Remove”** to confirm removing the Student/Child from the Classroom.

**Are you sure you want to remove this student/child from the Classroom?**

If you remove this student/child, they will no longer be assigned this Classroom but will still be assigned to the Site.

Student/child: **Test PreK**

**Testing PSA | Pre-K**  
Classroom ID: 1061544

**No, Cancel** **Yes, Remove**

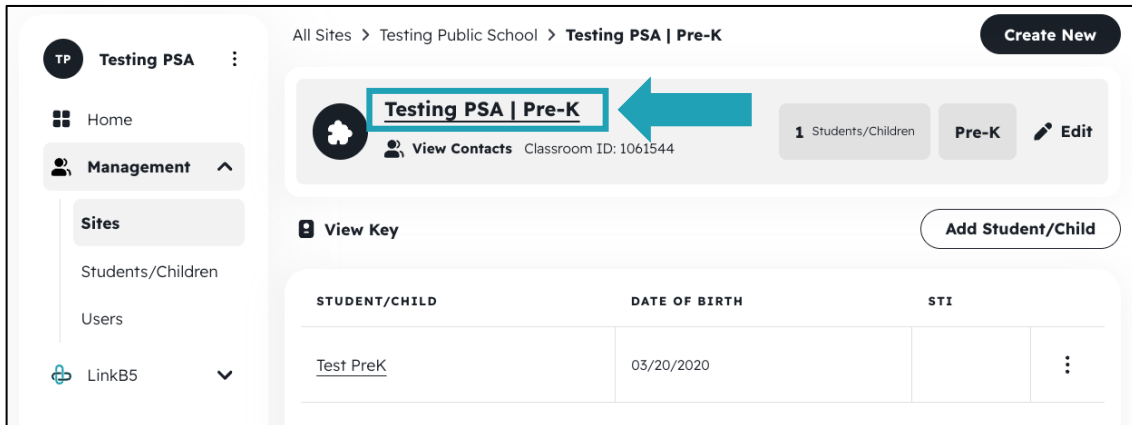
## Adding Students/Children via Bulk Upload

Please see LinkB5 Resources for additional assistance on using the bulk upload feature.

## Finding your Division Contacts

If your Site is a public school that participates in VALLSS and/or VKRP and you are unsure if your Division will upload your Students/Children on your behalf, please contact your VALLSS Division Representative, VKRP Division Contact, or someone with a Division Role.

1. To find contact information for your Division contacts, select the Classroom name.



All Sites > Testing Public School > Testing PSA | Pre-K

TP Testing PSA

Home

Management

Sites

Students/Children

Users

LinkB5

Testing PSA | Pre-K

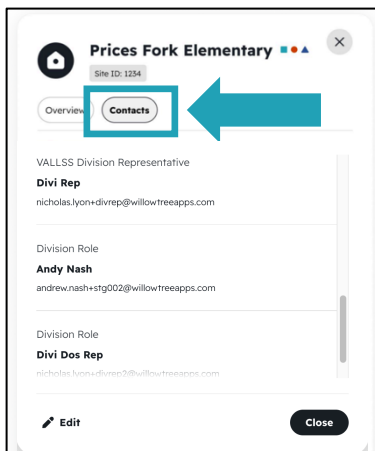
View Contacts Classroom ID: 1061544

1 Students/Children Pre-K Edit

View Key Add Student/Child

STUDENT/CHILD	DATE OF BIRTH	STI
Test PreK	03/20/2020	

2. Select “**Contacts**” from the pop-up window and scroll to find your VALLSS Division Representative, VKRP Division Contact and/or someone with a Division Role.



Prices Fork Elementary Site ID: 1254

Overview Contacts

VALLSS Division Representative

**Divi Rep**  
nicholas.lyon+divrep@willowtreeapps.com

Division Role

**Andy Nash**  
andrew.nash+stg002@willowtreeapps.com

Division Role

**Divi Dos Rep**  
nicholas.lyon+divrep2@willowtreeapps.com

Edit Close

### Need Technical Help? Contact the LinkB5 Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** 1-833-554-6525
- **Email:** [linkb5support@virginia.edu](mailto:linkb5support@virginia.edu)
- **LinkB5 Resources:** <https://resources.linkb5.virginia.edu/>

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