

STEP-BY-STEP USER GUIDE

EXPORTS FOR SITE ADMIN AND REGION LEADS WITH ACCESS

Administrators can access and download CSV/excel exports of select information in LinkB5. The purpose of these Reports is to support outreach, planning, and professional development efforts.

How to find and download your exports:

- From the top of your dashboard, click on the tab “Reports.”
 - This will take you to a page with a dropdown of exports available to you.
- Choose the type of export that you would like to download.
 - For some exports, you may need to select secondary information, such as the site or the span of years for which you would like information.
- Click “Export”. This will download the report as an Excel spreadsheet.

How to understand your exports:

1. **VQB5 Results** provides your site’s ratings from each school year that your program(s) have been in the VQB5 program. As a Multi-Site Admin, you will choose which site you wish to view the ratings from. For assistance in understanding the Report, here is an [overview guide](#) by the VDOE.
2. **Site and Educator Registration Reports** will give you data that has been entered into the site and site admin profiles and whether or not the status of the site profile is Complete.
3. **CLASS scores (with separate tabs for each classroom)** is an export of CLASS scores from any year for each classroom at the site you select.
4. **CLASS scores (with all classrooms combined in one tab)** is an export of CLASS scores from any year for each classroom at the selected site.
5. **Regional-Level Classroom Lists** provides Region Leads with registration data for all of their sites down to the classroom level

Questions about VQB5 Registration? Contact the Virginia Department of Education at vqb5@doe.virginia.gov.

Questions about RecognizeB5? Contact Virginia Early Childhood Foundation by phone at [\(804\) 358-8323](tel:8043588323) or email at RecognizeB5@vecf.org.

Need technical help using LinkB5? Contact LinkB5 Support Team via [live chat](#), phone at [1-833-554-6525](tel:1-833-554-6525), or email at linkb5support@virginia.edu.