

FINDING A CLASSROOM ID IN LINKB5

FOR REGION LEADS, SITE ADMINISTRATORS, MULTI-SITE ADMINISTRATORS, AND FAMILY DAY HOME PROVIDERS

Regional Leads and Site Administrators can find their Classroom ID number(s) in LinkB5 using **two methods**: from the Site Dashboard, and from the Reports tab.

1. From the Site Dashboard:

As a Region Lead:

- From your Region Dashboard, click on the site to find a Classroom ID.

Sites

Site Name Filter by SiteName Clear Filters

Show Head Start Sites only
 Show Non-Participating Sites

Enable Batch Options

Site ID	Go to the site dashboard	Site Type	Primary Site Administrator	Classroom Count	Site Profile Status	Adults Invited	Adults Complete	Active	VOB5 Eligible?	Actions
4547	(Testing Schools)	Stand-Alone Center	Sufyan Claran (SC@virginia.edu)	6	Not Started ●	0/8	0/8	Yes	No	✉ ✎ 🔒
	Arnolds Elementary (Testing Schools)	Stand-Alone Center	Mooney Cathy (AC76ARCE@12DDD899.com)	1	Not Started ●	0/2	0/2	Yes	No	✉ ✎ 🟢

- From the Site Dashboard, navigate to the bottom of the page where the Classrooms are listed. To the left of the column labeled “Classroom Name” you will see the column “ID” (see screenshot below).

Classrooms

Search Search by Classroom Name

Show Inactive Classrooms and Observations

Filter by Profile Status...
Filter by Observation Status...

Clear Filters

ID	Classroom Name	Classroom Type	Educator/Assistant Count	Profile Status	Observation Status	Observation Date	Active	Actions
8965	beegerite	Preschool Classroom	0	Not Started ●	Not Started ●	N/A	Yes	
8968	lichenivorous	Toddler (16-35 mo.) Classroom	0	Not Started ●	Not Started ●	N/A	Yes	
8964	neume	Preschool Classroom	0	Not Started ●	Not Started ●	N/A	Yes	
8963	Potato	Toddler (16-35 mo.) Classroom	0	Not Started ●	Not Started ●	N/A	Yes	
8967	shagbarks	Toddler (16-35 mo.) Classroom	0	Not Started ●	Not Started ●	N/A	Yes	
8969	smerk	Preschool Classroom	0	Not Started ●	Not Started ●	N/A	Yes	

As a Multi-Site Administrator:

- From your Multi-Site Dashboard, click on the site to find a Classroom ID.

Sites

Site Name Filter by SiteName Show Head Start Sites only Show Non-Participating Sites

Enable Batch Options

Site ID	Site Name	Site Type	Primary Site Administrator	Classroom Count	Phase	Site Profile Status	Adults Invited	Adults Complete	Active	YORS Eligible?	Actions
436	aggrandiser Elementary (Testing Schools)	Affiliated Center	Eshila Abbey (eshila_abbey@virginia.edu)	9	Registration	Complete	11/13	3/13	Yes	No	
570	airplane Elementary (Testing Schools)	Affiliated Center	Eshila Abbey (eshila_abbey@virginia.edu)	4	Registration	Complete	9/10	5/10	Yes	No	

- From the Site Dashboard, navigate to the bottom of the page where the Classrooms are listed. To the left of the column labeled "Classroom Name", you will see the column "ID" (see screenshot below).

Classrooms

Show Inactive Classrooms and Observations

Filter by Profile Status...

ID	Classroom Name	Classroom Type	Educator/Assistant Count	Profile Status	Observation Status	Observation Date	Active	Actions
8965	beegerite	Preschool Classroom	0	Not Started	Not Started	N/A	Yes	
8968	lichenivorous	Toddler (16-35 mo.) Classroom	0	Not Started	Not Started	N/A	Yes	
8964	neume	Preschool Classroom	0	Not Started	Not Started	N/A	Yes	
8963	Potato	Toddler (16-35 mo.) Classroom	0	Not Started	Not Started	N/A	Yes	
8967	shagbarks	Toddler (16-35 mo.) Classroom	0	Not Started	Not Started	N/A	Yes	
8969	smerk	Preschool Classroom	0	Not Started	Not Started	N/A	Yes	

As a Site Administrator / Family Day Home Provider:

- From your Site Dashboard, navigate to the bottom of the page where the Classrooms are listed. To the left of the column labeled "Classroom Name" you will see the column "ID" (see screenshot below).

Classrooms

Show Inactive Classrooms and Observations

Filter by Profile Status...

ID	Classroom Name	Classroom Type	Educator/Assistant Count	Profile Status	Observation Status	Observation Date	Active	Actions
2635	alliments	Toddler (16-35 mo.) Classroom	0	Not Started	Not Started	N/A	Yes	
2649	assume	Infant (0-15 mo.) Classroom	0	Not Started	Not Started	N/A	Yes	
2650	navigability	Toddler (16-35 mo.) Classroom	0	Not Started	Not Started	N/A	Yes	

2. From the Reports Tab:

As a Region Lead:

- Click on the Reports tab

LinkB5



- Select "Regional-Level Classrooms List" OR either of the CLASS reports and export the spreadsheet.



- In the Regional-Level Classrooms List, navigate to Column L "ClassID"



Class	ClassID	Class
	4365	Cleve
	4376	Adver

- In the CLASS reports, navigate to Column E "ClassID"

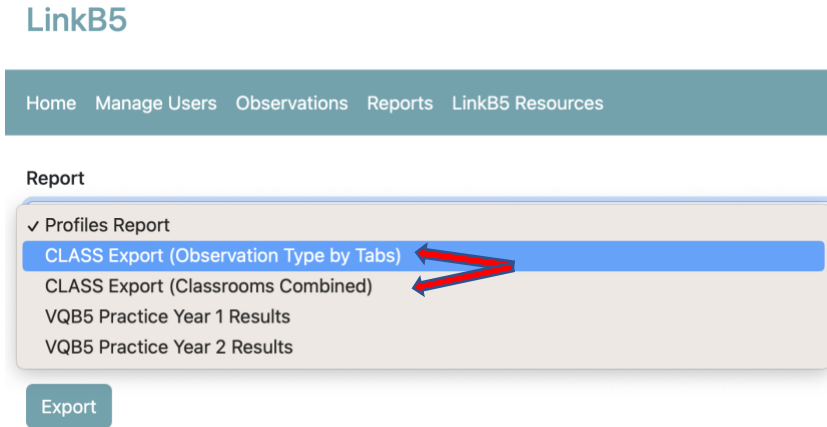
	E	
	Class ID	C
Cer	2329	C

As a Multi-Site Administrator:

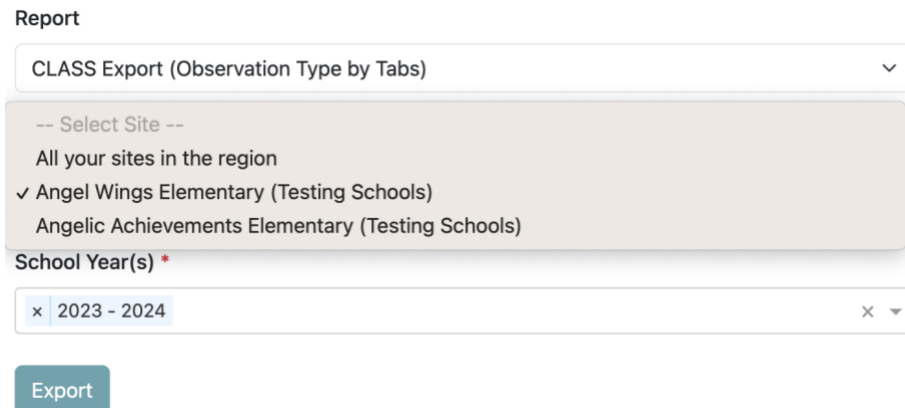
- Navigate to the Reports tab



- Select either of the two CLASS reports.



- Select All Sites or select the site from which you want the Classroom ID.



- Export the spreadsheet and navigate to Column E "ClassID".

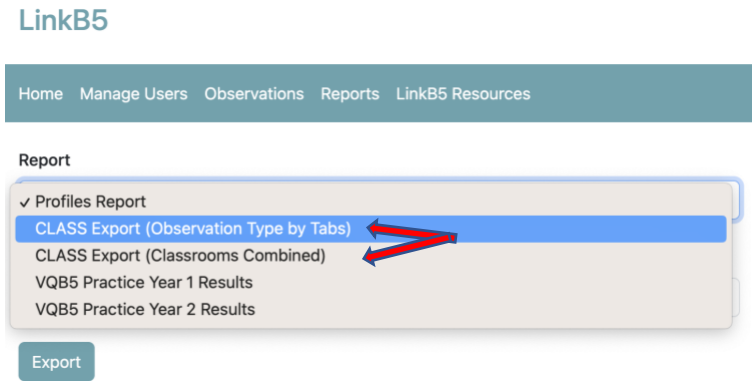
	E	
	Class ID	C
Cer	2329	C

As a Site Administrator / Family Day Home Provider:

- Navigate to the Reports tab.



- Select either of the two CLASS reports.



- Export the spreadsheet and navigate to Column E "ClassID".

	E	
	ClassID	C
Cer	2329	C