

Find Your Classroom ID in LinkB5

For Regional Leads, Multi-Site Administrators, and Single Site Administrators (including Family Day Home Providers)

Steps for Single-Site Administrators, including Family Day Home Providers

Single-Site Administrators can find a **Classroom ID** two ways: on your **Dashboard** or downloading a **Report**.

Find Your Classroom ID on Site Dashboard

1. On your **Dashboard**, scroll down to your list of **Classrooms**. The **Classroom ID** is in the first column.

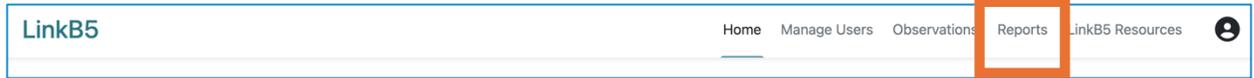
The screenshot shows the LinkB5 dashboard interface. At the top, there are three priority cards: 'Classroom Profiles Complete!' (1/1), 'Complete Classroom List' (0/1), and 'Complete Observations' (0/1). Below these is a 'Take Action' section. The main content area is titled 'Classrooms' and includes a filter dropdown for 'Classroom Name', a 'Show Inactive Classrooms' checkbox, and a table of classroom data. The table has columns for Classroom ID, Classroom Name, Age Level of Classroom, Classroom Type, Classroom Profile Status, Observation Status, and Observation Date. An orange arrow points to the first column of the table, which contains the Classroom ID '17101'.

Classroom...	Classroom Name	Age Level of Cl...	Classroom...	Classroom Prof...	Observation St...	Observation Date
17101	Playful Pirates	Toddler (16-35 m...	2	Complete	Not Started	N/A

LinkB5GUIDES

Finding Classroom ID on a Downloaded Report

1. At the top of your **Dashboard**, click on the **Reports** tab.



2. Select either “**CLASS Export (Observation Type by Tabs)**” or “**CLASS Export (Classrooms Combined)**” from the **Report** drop-down.
3. The current **School Year(s)** drop-down will automatically select the current school year.
4. Click on “**Export**”

The screenshot shows the report generation interface. It includes a navigation bar, a 'Report' dropdown menu set to 'CLASS Export (Classrooms Combined)', a 'What site would you like to export data for?' dropdown menu set to 'Playful Pioneers Elementary (Testing Schools)', a 'School Year(s)' dropdown menu set to '2024 - 2025', and an 'Export' button. Orange arrows point to each of these elements.

5. Open the report. **Classroom ID** is in Column G and labeled “Classroom ID”.

	A	B	C	D	E	F	G	H
1	Observation	Region Name	FIPS/Locality	Site ID	Site Name	Site Type	Classroom ID	Classroom No
2	43853	Region 1 - So	51063 - Floyd	296	Rainbow Adv	Center	2342	Adventure Ac
3	43867	Region 1 - So	51191 - Wash	8175	Test555 (Test	Center	9093	Artistic Angel



Steps for Multi-Site Administrators

Multi-Site Administrators can find a **Classroom ID** two ways: on your **Multi-Site Dashboard** or downloading a **Report**.

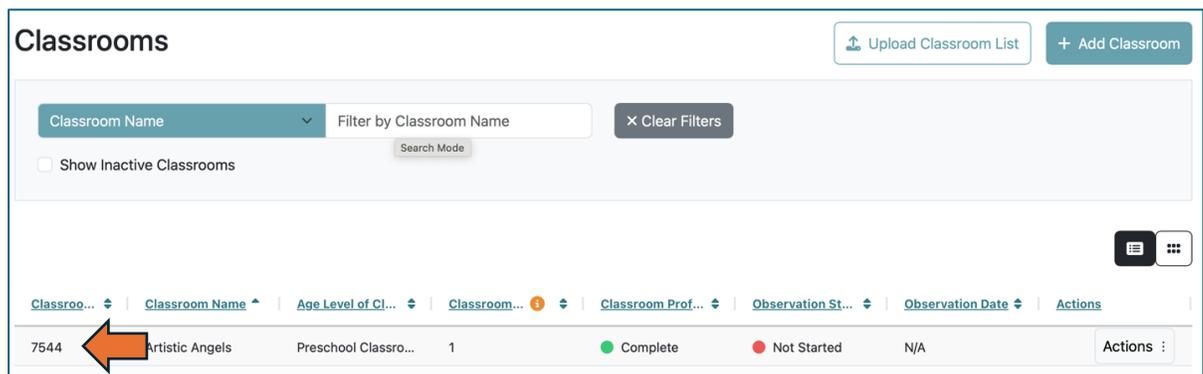
Finding Classroom ID on Multi-Site Dashboard

1. On your **Multi-Site Dashboard**, scroll down to your list of **Sites**. Click on the **Site Name** to navigate to the **Site Dashboard**.



Site...	Site Name	Site Type	Primary...	Clas...	Adults C...	Site Reg...	VQB5 Eli...	Access	Actions
4883	Enchanted Escapades Eleme...		Ruby Ru...	4	2/4	In Pro...	Eligibility P...		Acti...
4821	Rainbow Beginnings Element...	Center	Joseph ...	1	2/10	Compl...	Eligible		Acti...

2. On the **Site Dashboard**, scroll down to the list of Classrooms. The **Classroom ID** is in the first column.

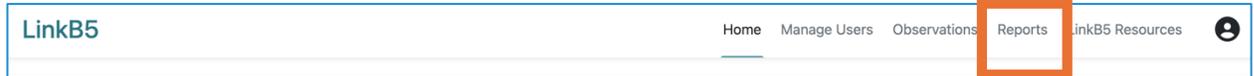


Classroom...	Classroom Name	Age Level of Cl...	Classroom...	Classroom Prof...	Observation St...	Observation Date	Actions
7544	Artistic Angels	Preschool Classro...	1	Complete	Not Started	N/A	Actions

3. Repeat for each **Site** to see their list of **Classroom IDs**.

Finding Classroom ID on a Downloaded Report

1. At the top of your **Dashboard**, click on the **Reports** tab.



2. Select either “**CLASS Export (Observation Type by Tabs)**” or “**CLASS Export (Classrooms Combined)**” from the **Report** drop-down.
3. Select “**All Sites**” to download all sites OR select a specific site from the “**What site would you like to export data for?**” drop-down.
4. The current **School Year(s)** drop-down will automatically select the current school year.
5. Click on “**Export.**”

Home Manage Users Observations Reports LinkB5 Resources

Report
CLASS Export (Observation Type by Tabs) ▾

What site would you like to export data for? *
Sweet Pea Elementary (Testing Schools) ▾

School Year(s) *
x 2024 - 2025 x ▾

Export

6. Open the report. **Classroom ID** is in Column G and labeled “Classroom ID”.

A	B	C	D	E	F	G	H
Observation I	Region Name	FIPS/Locality	Site ID	Site Name	Site Type	Classroom ID	Classroom N
43853	Region 1 - So	51063 - Floyd	296	Rainbow Adv	Center	2342	Adventure Ac
43867	Region 1 - So	51191 - Wash	8175	Test555 (Test	Center	9093	Artistic Angel



Steps for Regional Leads:

Regional Leads can find Classroom IDs for any site in their region using two methods: on your **Dashboard** or downloading a **Report**.

Finding Classroom ID on Region Dashboard

1. On your **Region Dashboard**, scroll down to the list of sites. Click on the **Site Name** to navigate to the **Site Dashboard**.

80	ABC Express Elementary (Te...	ch...	William ...	2	1/10	● Compl...	Eligible	🔒
4386	ABC Wonderland Elementary...	Family Day...	Scarlett ...	1	0/1	● Not St...	Eligibility P...	🔒
8129	ABC Wonderland Elementary...	Center	Satesty ...	5	1/23	● Not St...	Eligibility P...	🔒
3143	Angelic Achievements Eleme...	Public Sch...	Nichola...	1	0/4	● Not St...	Eligibility P...	🔒
3685	Angelic Achievements Eleme...	Public Sch...	Penelop...	13	0/32	● Not St...	Eligibility P...	🔒
3707	Angelic Achievers Elementar...	Public Sch...	Not Assign...	14	0/33	● Not St...	Eligibility P...	🔒
4322	Angelic Achievers Elementar...	Family Day...	Matthe...	1	0/4	● Not St...	Eligibility P...	🔒

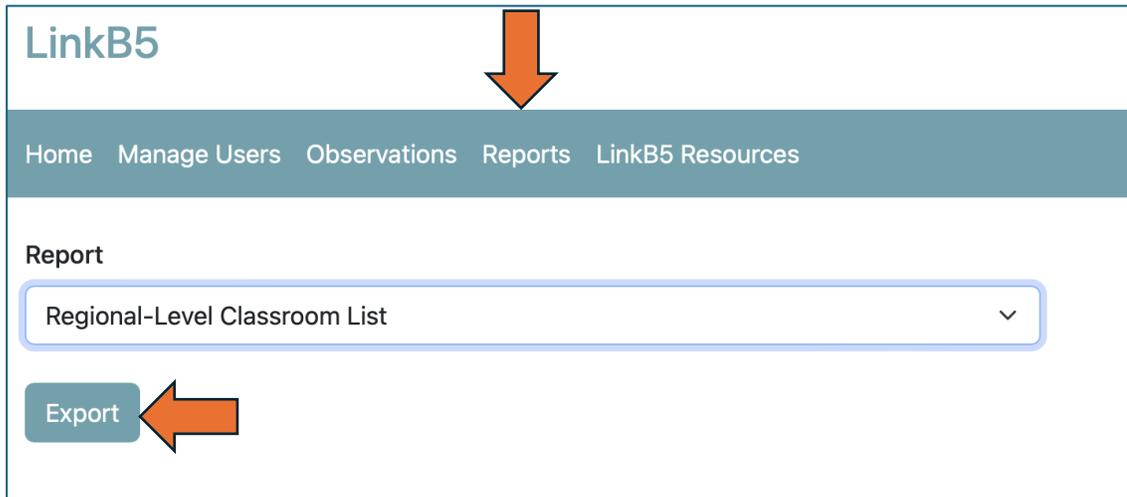
Items per page: 10 | 1-10 of 439 items | << < Prev 1 of 4

2. On the **Site Dashboard**, scroll down to the list of Classrooms. The **Classroom ID** is in the first column.

Classrooms							+ Add Classroom	
Classroom Name							Filter by Classroom Name	× Clear Filters
<input type="checkbox"/> Show Inactive Classrooms								
Classroom...	Classroom Name	Age Level of Cl...	Classroom...	Classroom Prof...	Observation St...	Observation Date	Actions	
5788	Creative Crusaders	Preschool Clasro...	1	● Complete	● Not Started	N/A	Actions	
5787	Happy Hatchlings	Toddler (16-35 m...	1	● Complete	● Not Started	N/A	Actions	

Finding Classroom ID on a Downloaded Report

1. At the top of your **Dashboard**, click on the **Reports** tab. Choose “**Regional-Level Classroom List**” from the dropdown menu.
2. Click on “**Export**” to download the report.



3. Open the report. **Classroom ID** is in Column L and labeled “Classroom ID”.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School Year	Term	RegionID	RegionName	Site Type	FIPS/Locality	SiteID	SiteName	Site Registrati	Primary Site A	Primary Site	Classroom ID	Classroom Na
2	2024 - 2025	Fall	26	Region 5 - So	Center	51710 - Norfo	4948	ABC Express	Incomplete	Leo Harper	DAD2869	13243	Happy Hikers
3	2024 - 2025	Fall	26	Region 5 - So	Center	51710 - Norfo	4948	ABC Express	Incomplete	Leo Harper	DAD2869	13244	Happy Hearts
4	2024 - 2025	Fall	26	Region 5 - So	Center	51710 - Norfo	4948	ABC Express	Incomplete	Leo Harper	DAD2869	13245	Nature Navig
5	2024 - 2025	Fall	26	Region 5 - So	Center	51710 - Norfo	7800	ABC Express	Incomplete	Caleb Ethan	B1721B40	14256	Animal Planet

An orange box highlights the 'Classroom ID' column header in column L, and an orange arrow points up to it from below the table.

Need Technical Help? Contact LinkB5 Support Team

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