



## DATA COLLECTION: STEP-BY-STEP USER GUIDE

### EXPORTS FOR MULTI-SITE ADMIN

A Multi-Site Administrator can access and download csv/excel exports of select information in LinkB5. The purpose of exports is to support efforts around outreach, planning, and professional development.

*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 and a dropdown of your sites.
- Choose the type of export that you would like to download.
  - For some exports, you may need to select secondary information such as the span of years for which you would like information.
- Click 'Export'

*How to understand your exports:*

1. **Data Collection Profiles Reports** will give you all data that has been entered into the four different types of profiles at the site you select.
  - The first tab will have the responses from the Site profile.
  - The second tab will have the responses from your own Site Admin profile (you will not have access to other site admins' profiles).
  - The third tab will have responses from the Classroom profiles(s) (each classroom will be in a separate row).
  - The fourth tab will have responses from your Teacher/Aide profiles (each Teacher/Aide will be in a separate row).
2. **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.
3. **CLASS scores (with all classrooms combined in one tab)** is an export of CLASS scores from any year for each classroom at the site you select.