



DATA COLLECTION: STEP-BY-STEP USER GUIDE

EXPORTS FOR FAMILY DAY HOME PROVIDERS

A Family Day Home provider 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'.
- 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 your site.
 - The first tab will have the responses from your Site profile.
 - The second tab will have the responses from your own Site Admin profile.
 - The third tab will have responses from your Classroom profiles(s) (each classroom will be in a separate row).
 - If you have teacher other than yourself, 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 your site.
3. **CLASS scores (with all classrooms combined in one tab)** is an export of CLASS scores from any year for each classroom at your site.