DATA COLLECTION: STEP-BY-STEP USER GUIDE
EXPORTS FOR SITE ADMIN

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A 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'.
- 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 <u>Site profile</u>.
   - The second tab will have the responses from *your own* <u>Site Admin profile</u> (you will not have access to other site admins' profiles).
   - The third tab will have responses from your <u>Classroom profiles(s)</u> (each classroom will be in a separate row).
   - The fourth tab will have responses from your <u>Teacher/Aide profiles</u> (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.