

REGISTRATION: STEP-BY-STEP USER GUIDE

EXPORTS FOR SITE ADMIN

A Site Administrator can access and download exports of select information in LinkB5. The purpose of exports is to support efforts around planning and professional development.

How to find and download your exports:

- From the top of your dashboard, click on the 'Reports' tab.
- 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 Registration exports:

1. **CLASS scores (with separate tabs for each classroom)** is an export of CLASS scores from any year for each classroom at your site.
2. **CLASS scores (with all classrooms combined in one tab)** is an export of CLASS scores from any year for each classroom at your site.

Have questions about VQB5 or Registration? Contact the Virginia Early Childhood Foundation Support Team by phone at (804) 358-8323 or email info@vecf.org or the Virginia Department of Education VQB5 at vqb5@doe.virginia.gov. ***Need technical help using LinkB5?*** Contact LinkB5 Support Team by [live chat](#), by phone at 1-833-554-6525, or email linkb5support@virginia.edu