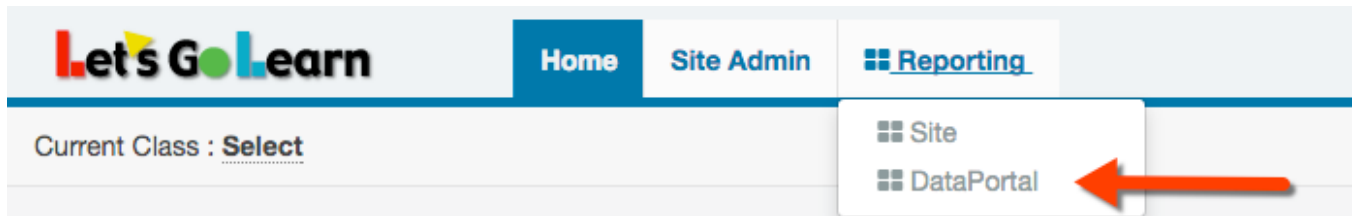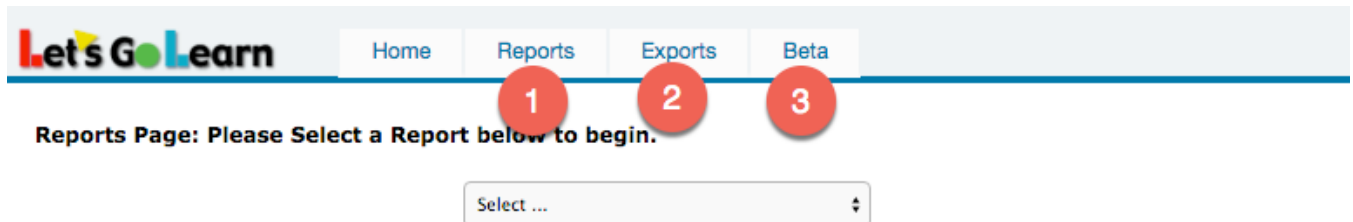# Let's Go Learn

Using the *LGL Data Portal* from Site/Principal Accounts

Overview: The *LGL Data Portal* handles data in a historical manner, storing rosters over time. This means that you'll be able to compare 5th grade results year after year because the *LGL Data Portal* stores records of 5th grade students over time, even though two years from now those 5th graders may be at another school. In addition, the *LGL Data Portal* is better equipped to export large amounts of data, so it should be used for all data exports. <u>There is a one-day lag in data availability</u>; tests completed today are copied to the data portal at night.

Step One: From a site admin account, go the <Reporting> tab and select "Data Portal."

Step Two: Choose a menu and select a service.

(1) On the <Reports> menu, you'll find reports that draw graphs and are better displayed in a report format. Current reports are Performance Bands, Average Scores, and Assessment Profiles.
(2) On the <Exports> menu, you'll find exports of data that you can import into Excel. Our tsv format is a tab-separated format. On some computers you may need to select the file, "Open as...," and choose Excel.
(3) On the <Beta> menu, you'll find reports that are in development or custom reports that we have developed for various customers.