

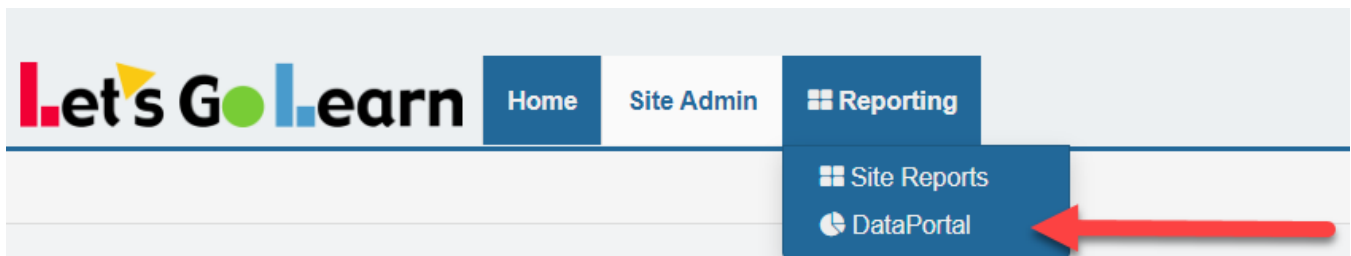


Using the *LGL Data Portal* from Site/Principal Accounts

Overview:

The *LGL Data Portal* handles data in a historical manner, storing rosters over time. This means that you will be able to compare grade results year after year because the *LGL Data Portal* stores records of students' grades over time, even though two years from now those students 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. There is a one-day lag in data availability; tests completed today are copied to the data portal at night.

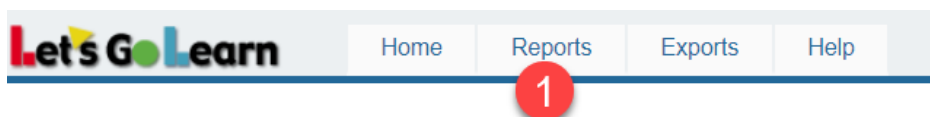
Step One: From a site admin account, go the <Reporting> tab and select “Data Portal.”



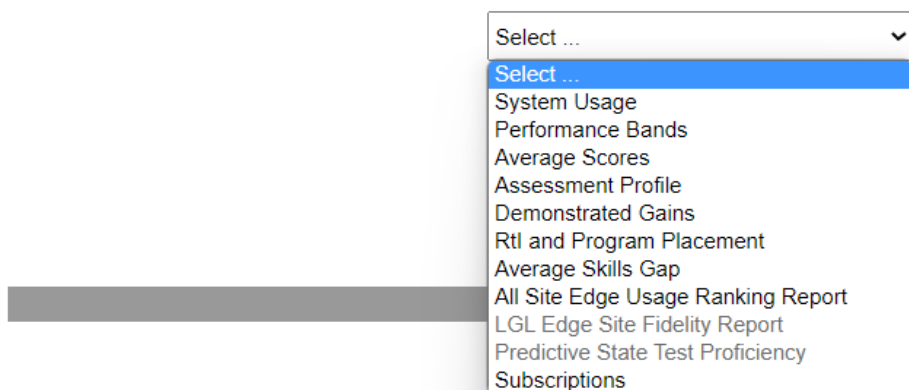
Step Two: Choose a menu and select a service.

1. On the <Reports> menu, you'll find reports that draw graphs and are better displayed in a report format.

***The availability of reports is determined by the reporting package you purchase.**

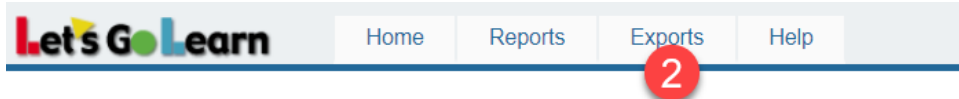


Reports Page: Please Select a Report below to begin.



2. On the <Exports> menu, you'll find exports of data that you can import into CSV, Excel or Tab-Delimited format.

***The availability of reports is determined by the reporting package you purchase.**



Exports Page: Please Select an Export below to begin.

A screenshot of a dropdown menu for selecting an export. The menu is open, showing a list of options. The first option, 'Select ...', is highlighted in blue. The other options are 'Raw Scores Export', 'Pre/Post Gains Export', 'Student Edge Instructional Usage Export', 'Student Edge Usage All Lesson Log', and 'Miscellaneous'. The dropdown menu has a white background and a thin border.