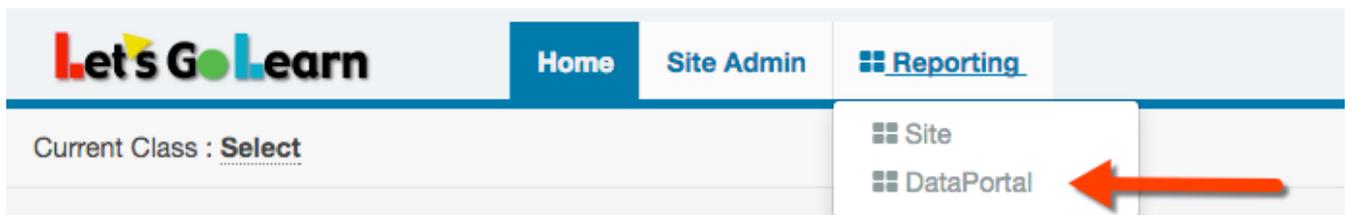# Let's Go Learn

# 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.  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. See current list of reports available below:



(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.