


Reporting Data exports: Snapshot

The [Reporting Data](#) screen shows several export options. This article covers the exports related to participant **Snapshots**.

1. Select the highest organization or group of interest in the context menu.

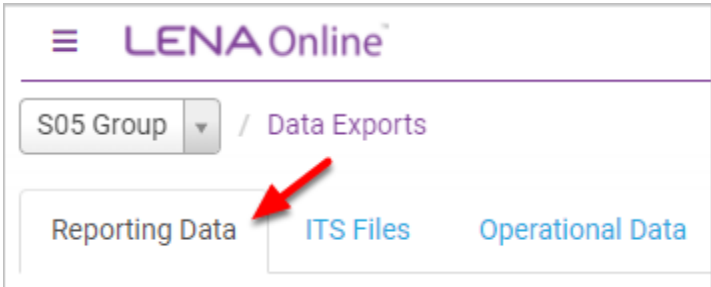
If you select an organization (bold header in the hierarchy), the export will pull Snapshot records for all children in that organization *and* in any nested suborganizations within it.

 To access data for an inactive/completed group or child, select the **organization** the group or child was in. You will be able to filter to see just the desired group or participant in later steps.



2. From the main menu, expand the Data section, select Data Exports.

3. Choose the Reporting Data tab.



4. Filter by date range and/or participant (optional)

The screenshot shows the LENAOnline interface for Data Exports. It includes a navigation bar with 'S05 Group' and 'Data Exports'. Below this are tabs for 'Reporting Data', 'ITS Files', and 'Operational Data'. The main section is divided into three filter areas:

- Database Insert Date:** Described as 'The date the record was saved in the database'. It has 'Begin' and 'End' date input fields. A callout box indicates an option: 'Filter by when the data were entered into LENA Online'.
- Transaction Date:** Described as 'The date the specific transaction took place (reading minute date, Snapshot date, recording date)'. It has radio buttons for 'Latest Reporting Date' and 'Specify Dates' (selected). It also has 'Begin' and 'End' date input fields. A callout box indicates an option: 'Filter by when caregiver completed Snapshot'.
- Participants:** Features a dropdown menu currently showing 'Smith, Alexander'. A callout box indicates an option: 'Filter on one participant or all participants'.

💡 Leave both Database Insert Date and Transaction Date blank to export data for all dates for the selected context and/or participant.

5. Click Snapshot button at bottom of screen.

Participants

The screenshot shows the 'Participants' section of the interface. It includes a dropdown menu labeled 'All Participants'. Below this, there is a row of five buttons: 'Recordings', 'Hourly', '5 Minute', 'Snapshot', and 'Reading Minutes'. A red arrow points to the 'Snapshot' button.

The CSV file that downloads can be opened in Excel or other spreadsheet program for analysis.

List of exported fields and descriptions

Field	Description
DateCompleted	Date the caregiver answered the questions
ChildAgeInMonths	Child's chronological age on date completed, expressed in months
SnapDevAge	Developmental age results in months
SnapYes	Count of items to which the caregiver responded Yes
SnapshotSS	Standard Score for this administration (avg = 100)
SnapshotPCTL	Percentile results for this administration (avg = 50)
WhoCompleted	Name of person who answered the questions
Response1 to Response52	Response to each question. Y = Yes N = Not Yet U = Unanswered (ceiling was reached before this question)
ProgramType	LENA program the child is in (Grow, Home, Snapshot, SP, Start)
OrgID	LENA database ID number for participant's organization
GroupID	LENA database ID number for participant's functional group
SnapGroupID	LENA database ID number for the group the participant was in when this Snapshot was completed. Usually = GroupID; will differ if child has been moved between groups.
ParticipantID	LENA database ID number for participant
ExternalReferenceID	Participant External Reference ID
DevSnapshotID	LENA database ID number for this specific Snapshot
Language	Language in which the Snapshot was filled out in LENA Online. Note: Where paper Snapshot data has been entered into LENA Online, this value reflects the language selected during data entry.
DatabaseInsertDateTime	Local date and time recording record was committed to LENA Online database; aligned to time zone of participant's organization