



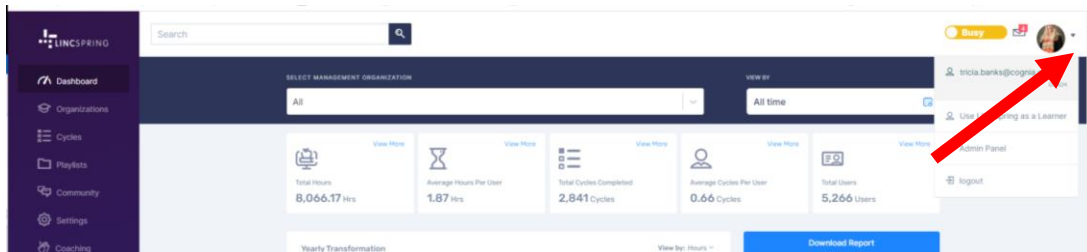
LINCspring Cycles Completion Reports

Administrators and Coaches Only

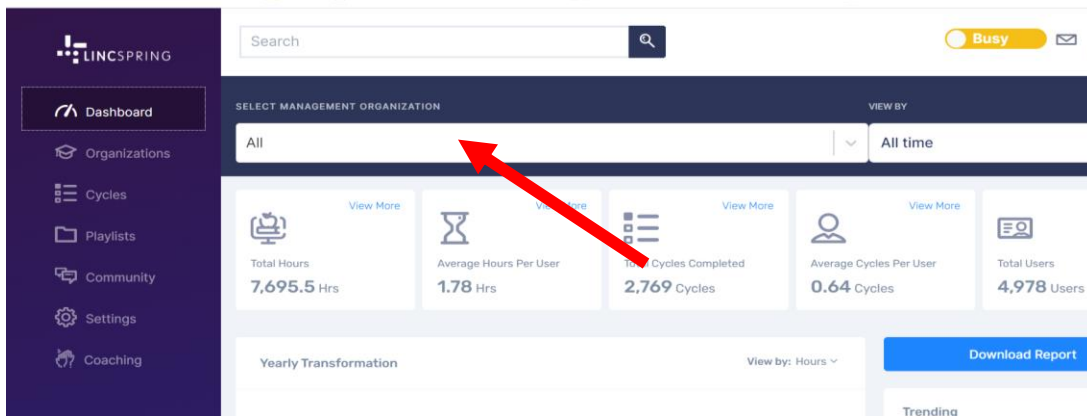
Instructions for pulling cycle reports

NDDPI Staff Only/Coach Access

1. Log in to your LINCspring account via [myJourney](#) and click on the arrow in the top right-hand corner, to the right of your picture. Make sure that you are using LINCspring as a “Coach” and not as a “Learner”.



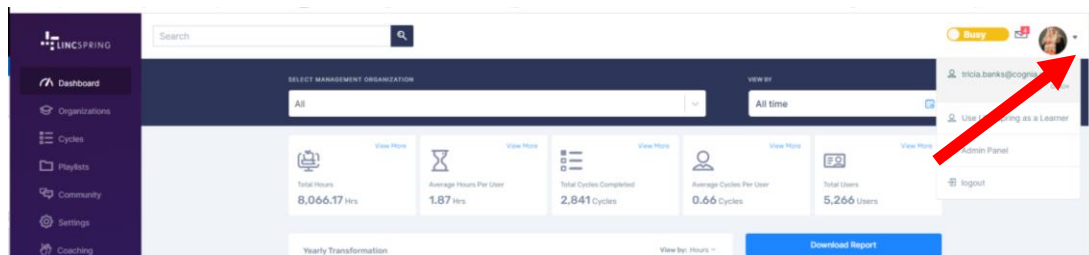
2. Find the “Select Management Organization” search bar and enter the school/system that you would like to view.



3. Proceed to General Directions/All Levels on page 3.

School District Level/Coach Access

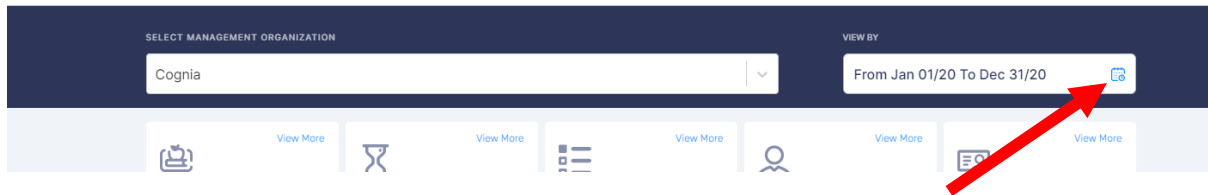
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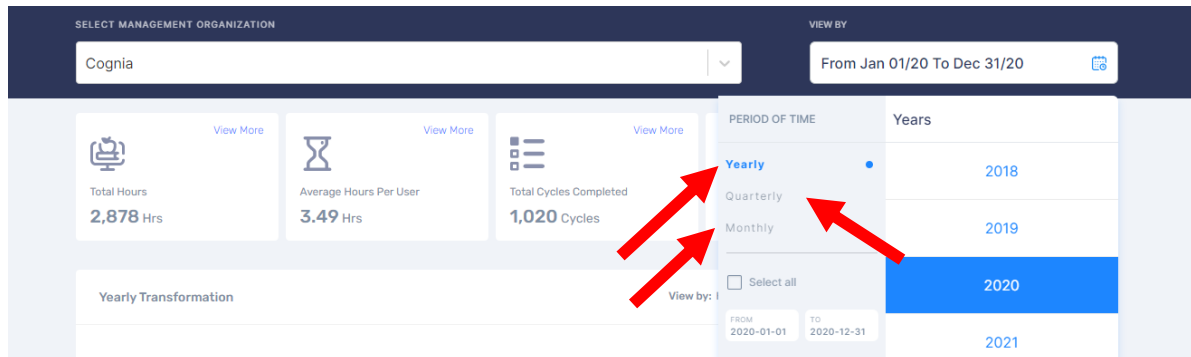
2. Proceed to General Directions/All Levels on page 3.

General Directions/All Levels

1. Click on the “calendar” icon in the “View By” window.



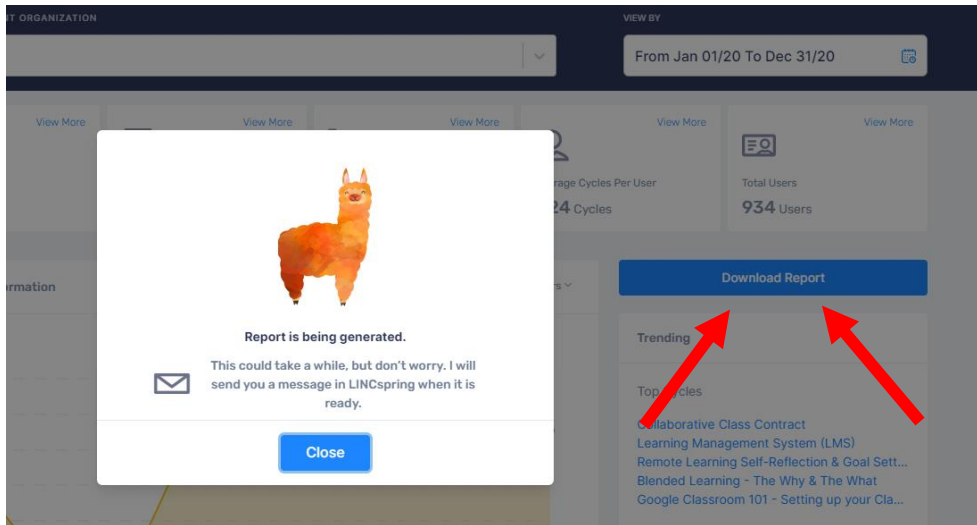
2. You have three time-frame options that you can choose before the download:
 - a. Yearly reports (choose to view the usage of the entire calendar year)
 - b. Quarterly reports (choices include Jan-Mar, Apr-June, July-Sept, Oct-Dec)
 - c. Monthly reports (choose just one month, or up to two subsequent months)



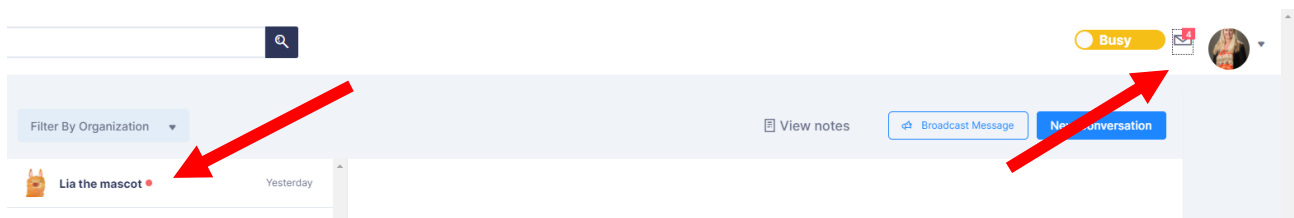
3. Once you have selected the timeframe, click outside of the timeframe window to reveal the “Download Report” button.



4. Click the “Download Report” button to prepare your report.



5. Your report will be housed in your Inbox, located at the top right-hand corner of your dashboard. Click on the “envelope” icon and choose the latest message from “Lia the mascot”.



6. The report will be located as a link in this message and is available for immediate download as an Excel document.

Additional Resources

1. [Cognia: North Dakota Program Help & Support](#)
2. [LINCspring Self-Guided Access Instructions](#)
3. [LINCspring Cycle Completion for Credit Form](#)
4. Support:
 - Cognia Learning Facilitator - Auburn Keaveney: auburn.keaveney@cognia.org
 - Cognia Improvement Services Director – Tricia Banks: tricia.banks@cognia.org
 - LINCspring support: lincspringsupport@cognia.org