LACES Reference Guide

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LACES Reference Guide

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Getting Started

Overview

This reference guide is designed for you to use as a tool. It not only provides detailed information about LACES software commands and features, but also gives suggestions on how to best utilize the power and flexibility that it offers. Many areas of this guide are general, dealing with the data entry process needed for running accurate reports.

This guide assumes that you have a working knowledge of the computer and its operating conventions, including how to use a mouse and standard commands. It also assumes that you know how to open, save, and close files. If you need help with these techniques, then it would be wise to browse through any Windows documentation or seek out basic computer application training.

We suggest that *no data entry take place* until you have thoroughly read this reference guide. Your LACES software can be used as an extremely capable data management and reporting tool, but not without learning how to use it properly. With that in mind, using the reference guide, along with build documentation accompanying any new software updates, and the on-line FAQ, when any questions or concerns arise should become second nature.

This chapter includes a quick overview of data entry and key features of the software. Section 1 explains how to start integrating LACES software into the daily processes of your organization. Section 2 provides a guide for navigating through the different areas within LACES. Section 3 gives you an overview of the data entry process, and what is required for certain reporting tools found within LACES. Finally, Section 4 provides tips for avoiding common mistakes that some users have encountered, as well as a short glossary of terms.

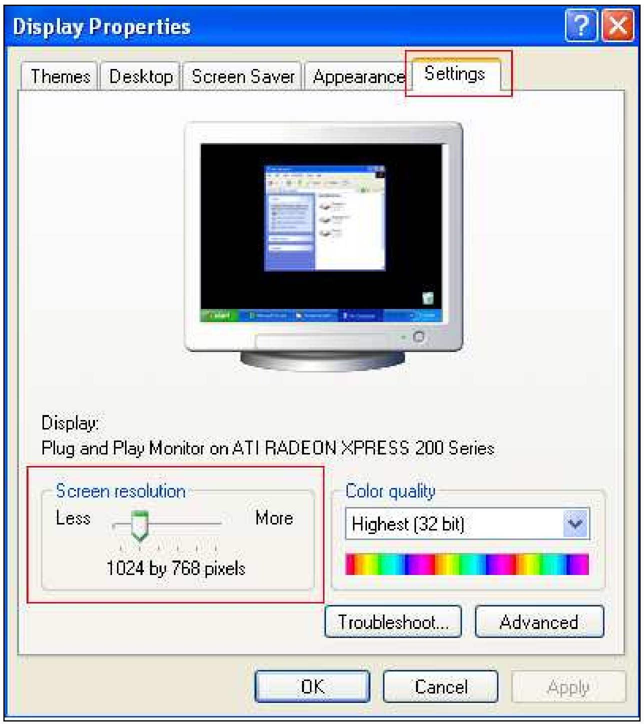
Section 1

Getting Started

Integrating LACES into the daily schedule of your organization can require some effort on your part initially, but it should not be difficult.

You will receive an email with the URL to access LACES, along with your initial username and password. However, before you begin using LACES, you will need to do some initial set-up on the computer you will be using to access LACES. If you use more than one computer, these steps should be taken on every computer used for LACES access.

First, the *minimum* recommended screen resolution for LACES is 1024 x 768. If your computer is set at 800 x 600, you will not see all of the rows of information, making data entry very difficult. To change your screen resolution, right-click your mouse anywhere on your desktop where there is not already an icon. You will get a pop-up for Display Properties. Select “Settings” from the tabs across the top.



Display Properties window on the Settings tab.

Find the screen resolution section and move the slider to at least 1024 x 768 or higher.

Next, you will need to set LACES up as a trusted site. Open Internet Explorer, and from the IE menu, select Tools> Internet Options. Click the “Security” tab and click on “Trusted sites” in the top section, then click on the “Sites” button in the middle section.

In the input box below the text “Add this Web site to the zone,” enter the URL you have been given to access LACES. Then click the “Add” button. Next, click “OK” to close the window and “OK” to apply the changes.

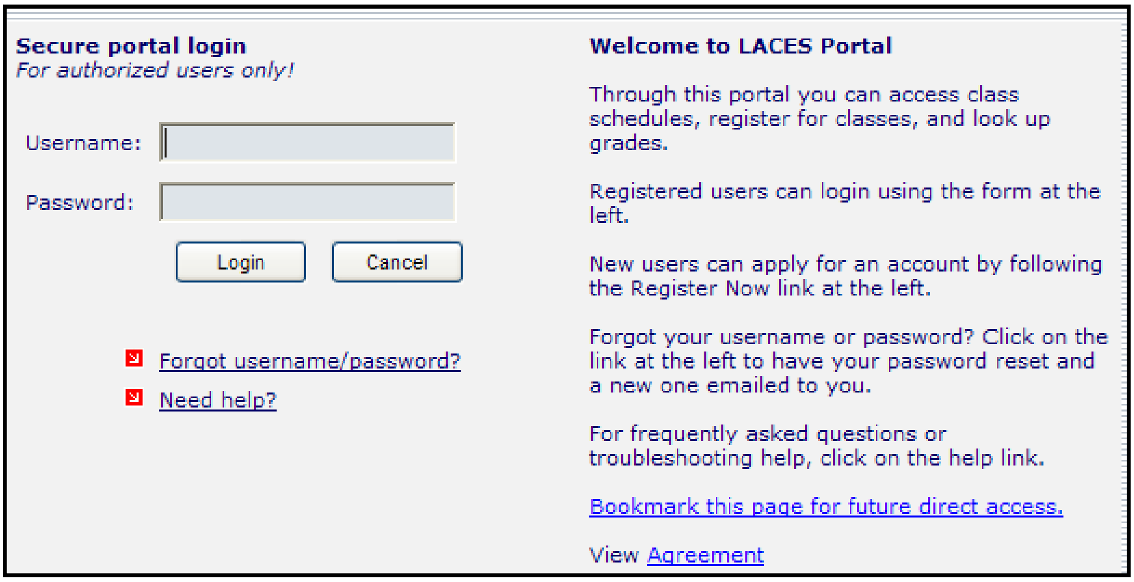
Finally, you need to make sure that all pop-up blockers are turned OFF for LACES to work. To turn off Internet Explorer’s pop-up blockers, open an IE window and from the toolbar, select Tools, then Pop-Ups, then Turn Off Pop-Up Blockers. This will turn off pop-up blockers for IE, but you may need to turn off additional blockers if you use additional toolbars such as Yahoo or Google toolbars.

You can also choose to set LACES up as a favorite site, although you do not have to do this in order for LACES to work. To add LACES as a favorite site, type the URL into the address bar and hit enter, then go to Favorites on the IE toolbar and select “Add the Favorites.” You can rename it LACES instead of index. Once it has been added as a Favorite, you can right-click on LACES in your Favorites list and from the menu choose “Send to Desktop (create shortcut)” which will place a LACES icon on your desktop for easy log-in.

To log in, use the shortcut you have set up to access LACES, or type the URL into an Internet Explorer web address bar. Select your agency from the Agency List and click the “Login Here” link.

Agency selection screen

Type your username and password into the provided fields of the log-in screen, and click the **Login** button.



Login screen

If, after entering your username and password, you are returned to the LACES Help screen, you probably missed turning off a pop-up blocker somewhere. Attempt to turn off all pop-up blockers once again, and re-enter your username and password.

The first time you log into the database, you will view the license agreement for your username. Upon accepting the license agreement terms, you will be taken to the User News screen in LACES, where you can begin your data management for students, staff, tutors, pairs, groups, etc. These populations and instructional settings are discussed in the following chapters. We recommend that you read the applicable chapters prior to entering data. If you have any questions about these features after reading the Reference Guide, please contact the Technical Support Department.

Take some time to familiarize yourself with the layout and navigation of LACES.

Navigating is primarily done via Tabs and Sub-Folders on the left hand side of the screen, called the Navigation Pane, as well as the Quick Field Search and individual records in the main section of the screen, commonly referred to as the list, or sometimes the records or grid section. To open a record from a list, double-click the record. To open navigational sub-folders, click the + (plus) sign to the left of the folder, not the folder itself. Once a folder has been expanded, you can click individual folders to select records in that folder.

As an example, to select a specific group of people from a population, whether it is Students, or Tutors, or Donors, etc., go the tab for that population. For this example, we will use Students, but the steps would be the same regardless of population type.

Go to the Student tab, and select the All Students folder from the left-hand navigation pane. This will insure that your search is pulling from all available students. To select all the students in a specific program, go to the left-hand navigation pane and click on the + (plus) sign next to the Primary Program folder, which will then display all of the available Programs folders, as well as the number of student in each program in parentheses next to each folder. Click on the Program folder you want, and the list of displayed students will change to the students in that Program. You can then go to the toolbar and click Find, then Current FY in Selection, and the list will display all the students in that Program in this current Fiscal Year.

For all Active students, you would repeat the same steps as above, but would go to the Status folder instead of the Primary Program folder.

Navigational Pane

Quick Field Search

The toolbar is located in the upper right-hand corner of the screen, and is population-specific. The toolbar options are: New, View, Find, Selection, Print, and Help.

New: Allows you to add a new record within that population.

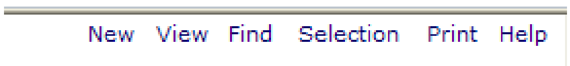
View: Allows you to alter the existing view and save that view under "My Views" or use a pre-existing modified view to display different columns than the default shows.

Find: This menu contains all of the searches available for the population you are in.

Selection: Allows you to subset, omit, save or load a group of records. Use the checkmarks to the left of the records you wish to group together, then either subset or omit. Once you have subset a selection, you can save it to your computer as a document, and load that group of records at a current date, with current information.

Print: Contains the ability to Print Screen, HTML records, PDF files, Excel files, and Excel CSV format files, as well as pre-generated reports for the population you are in.

Help: Limited help functionality for the specific page you are viewing.



Toolbar

The User tab contains the User News section, which is the first thing you will see when logging into LACES each time. The User News contains documentation, videos, FAQ's and general information that can be helpful as you become familiar with LACES.

Data Entry

When data must meet certain standards for reporting purposes, consistency becomes critical. In order to achieve this consistency, certain measures must be taken prior to doing the initial data entry. This is especially important if participants are continuing from prior years, and more importantly, from prior reporting periods. It cannot be stressed enough how important it is to enter your data chronologically, in a timely fashion, and according to the rules and guidelines based on your reporting systems. The following chapters will describe this process in depth.

Minimum Required Information

Not all of the data you can track within LACES will be useful to every agency. It is important to remember that this database is considered to be a daily management tool and some data fields are not relevant to every agency. The best approach is to look at any required reports, as well as additional data you want or need to track for daily program management. Many reports require very specific data that is contained within a small number of fields.

Because so many LACES users are required to submit LLA, LVA, or NRS reports, there are some fields that are required and must be filled out before the database will allow the record to be saved. Additionally, many of the fields follow programming rules to allow the database to make automatic updates to the records. Regardless of what specific optional data you choose to track, it is important to be consistent for good data output.

Please refer to the AAR and NRS report documentation in Chapter 5 for additional information regarding those reports.

It is a good idea to look at your student and tutor intake process to insure that intake forms include all information that is required. You may want to consider matching the intake forms closely to the order in which the data is entered into LACES, for ease of data entry. Additionally, if there is information that you track that there is not a field for in LACES, decide as an agency how you will customize LACES to track that data, so that everyone is tracking information consistently.

Common Mistakes/Issues and Glossary

Obviously, learning any new software application can take some time. Our best recommendation is to use and explore the database often to become familiar with the most common features. Additionally, use the reference guide, help files, FAQ's, and all provided documentation. Contact LiteracyPro Systems, Inc. Technical Support when you have questions.

Listed below are some common mistakes/issues that you should try to avoid.

Attempting to run LACES without Meeting Minimum System Requirements

Below are ***absolute minimum requirements*** for using LACES. Please use this information to ensure that your computer and internet access for each user meets these requirements.

Minimum Hardware, Connectivity and Software Requirements for Users

CPU:	1.0 GHz or greater
Memory (RAM):	512 MB or greater
Hard disk space:	250 MB free
Operating System:	Windows Vista, Windows XP SP2, Windows Media Center Edition 2005, Windows 2000
Internet connection:	Broadband such as DSL, CABLE, or Wireless (see below); T1 or better
Browser:	Internet Explorer 6.0 +
Minimum Bandwidth:	The main factor in determining performance of the application is your available bandwidth, which is related to the actual (vs. rated) speed of your internet connection, measured at the desktop during periods when you will normally access the system. This requirement is essential for ensuring the best possible performance.
For a speed test:	http://test.literacypro.net/bandwidth
Minimum download speed:	784 kbps
Minimum upload speed:	384 kbps
Additional Software:	Adobe Acrobat Reader and/or Microsoft Excel/Excel Reader is needed for reporting purposes.

Ignoring Warnings or Recommendations

Take heed of the recommendations the software gives you, and read the warnings. If they do not make sense, first refer to this reference guide for information, and then contact Technical Support if you need more information.

Single-clicking vs. double-clicking
Most functions you will perform in LACES require only a single mouse click. One common exception is opening a file from a list, which requires double clicking. A good tip is to single click if you are unsure: if nothing happens, go ahead and double click.

Additionally, when using a toolbar with sub-menu items, wait to click until you have moved the mouse pointer to the sub-menu item. Clicking on the main menu line will only refresh the page, costing you time.

Deleting Files
It is never recommended that you delete files other than accidental duplications or mistakes. LACES is designed so that you will not have to delete any files. Many times, historical data may be needed, or students may return after two or three years. Records should be left in the database, provided the record is correctly updated to prevent it from being included in current fiscal year searches.

Migrated Data
Because the legacy software did not have required fields and business rules, you may encounter some difficulties when updating migrated data. The best way to deal with this is to make sure that your choice lists are as stream-lined and consistent as possible, and contact technical support if you run into difficulties.

Glossary

The following is a list of common terms used not only within this reference guide, but within the software itself. The data entry chapters contain in-depth definitions for most of the fields within LACES.

Staff Member: A paid employee working for your organization

Tutor: An individual who provides instruction to students in one-to-one pairs or small groups (usually unpaid.)

Volunteer: An individual who provides unpaid, non-tutoring help to your organization (board members, office assistance, fundraisers, etc.)

Multiple Roles: Individuals who are affiliated with your organization in multiple ways (i.e., a staff member who is also a tutor, a student who is also a volunteer, etc.)

Student Status Definitions

Prospective: Student has made contact with your organization but has not yet completed the entire intake process and been assigned to instruction. Every new student entered into LACES comes in as Prospective.

Waiting: Student is waiting to be matched with a tutor in a pair or small group.

Never attended/never started: Student never received instruction.
Active/Enrolled: Student is currently receiving instruction in at least one instructional setting; pair, class, or group.

On Hold: Student was previously active/enrolled, but is not currently assigned to an instructional setting, for temporary reasons.

Left: Student is no longer active/enrolled, and has left the program.

Tutor Status Definitions

Prospective: Tutor has made contact with your organization but has not yet completed the entire intake process and completed training/been assigned to instruction. Every new tutor entered into LACES comes in as Prospective.

Registered: Tutor is registered for and/or is attending a new tutor training.

Waiting: Tutor is waiting to be matched with a student in a pair or small group.

Active: Tutor is currently providing instruction in at least one instructional setting; pair or group.

On Hold: Tutor was previously active, but is not currently assigned to an instructional setting, for temporary reasons.

Left: Tutor is no longer active, and has left the program.

For more information regarding student and tutor statuses, see the Student and Tutor Lifecycles.

Chapter Two
Administrator Guide

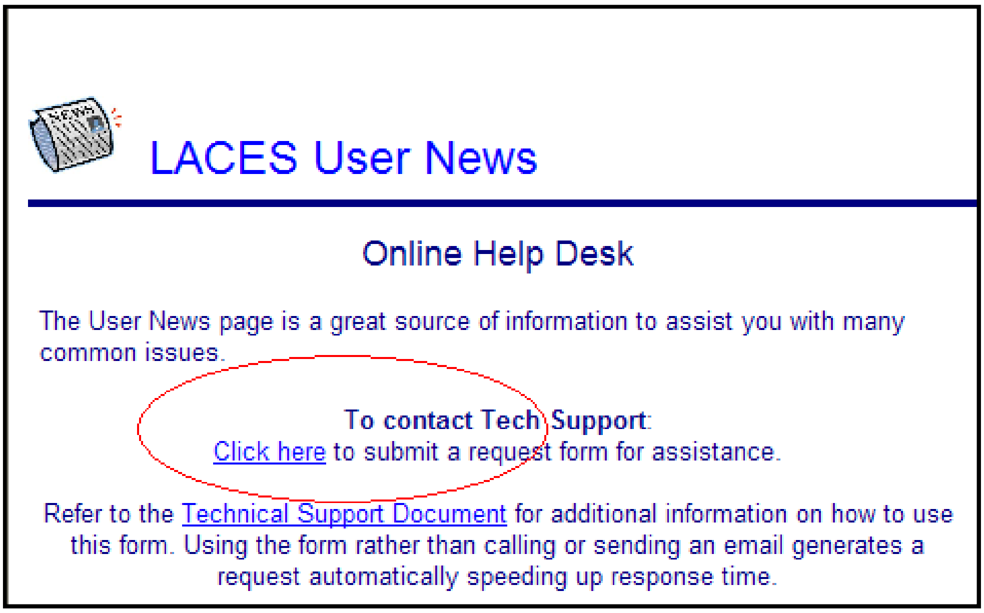
Overview

Because most LACES accounts have administrator capabilities, in this section, the term "administrator" refers to the person who is in charge of the data input and output.

The administrator is the person designated to be ultimately responsible for the database. It is suggested that all database decisions be discussed with all members of the staff that interact with the database, insuring that everyone is in agreement with changes being made to the database. However, we recommend that one person be in charge of functions such as modifying choice lists, deleting files, and adding new users and passwords.

New accounts in LACES are always set up as administrator accounts, unless requested otherwise. Read-only accounts are also available, and allow you to permit viewing access to records, without the ability to create, delete, or modify the data.

Technical Support
Your LACES contract includes basic technical support. This means that you can receive unlimited technical support at no additional charge. Technical support issues should be communicated to LACES via the online technical support form posted via hyperlink on the User News.



Technical Support Form link on the User News

You can also contact technical support via telephone: 1-888-714-9464, or email: LACESHelp@literacypro.com. However, priority support is given to tickets generated using the Online Help Desk form. Technical support is available Monday through Friday from 9:00 am to 4:00 pm Pacific Time. You may also request a telephone appointment at a specific time and day within the regularly scheduled hours.

Additional Support
For training and questions related to the use of the products, LiteracyPro Systems, Inc. offers additional support beyond technical support:

Updates: LACES will continue to grow in features and ease of use. Builds/updates occur on a regular basis, and documentation is provided with each build to highlight new features and changes. Build information is posted on the User News for your convenience.

Training: On-site and web-based trainings are offered at additional cost. Most NRS state organizations provide additional quarterly or annual training. Call LiteracyPro Systems, Inc. at 303-440-6909 for additional details and price quotes.

Launching the Software

If more than one person will be using the software, please contact technical support to set up additional usernames and passwords. The license agreement provides for two concurrent usernames to have LACES access. Additional usernames can be purchased, if they need to run concurrent to the two provided accounts.

Passwords can, and should, be changed regularly by the user. This chapter contains information on changing passwords. Login errors usually occur due to one of several things:

1. Username or password misspellings
2. Having the Caps Lock on
3. Not remembering case sensitivity (capitalizing or using lowercase letters)
4. Forgetting the username and/or password
5. Exiting LACES incorrectly (generally, by clicking the red X in the upper right-hand corner instead of clicking the Logout icon). Click the Logout icon to insure correct logout; otherwise, the system may lock the account

Agency Information

The Agency information for your organization will be populated when you receive your database. To add additional information, or if the contained data needs to be updated, use the following instructions:

After logging into LACES, you must access the additional tabs on the Navigation Pane to view the Agency information. Click the button with the double-headed arrow at the very bottom of your Navigation Pane, under the Materials tab (Literacy agencies) or under the Staff tab (ABE agencies)

Button to access additional Navigation Pane Tabs

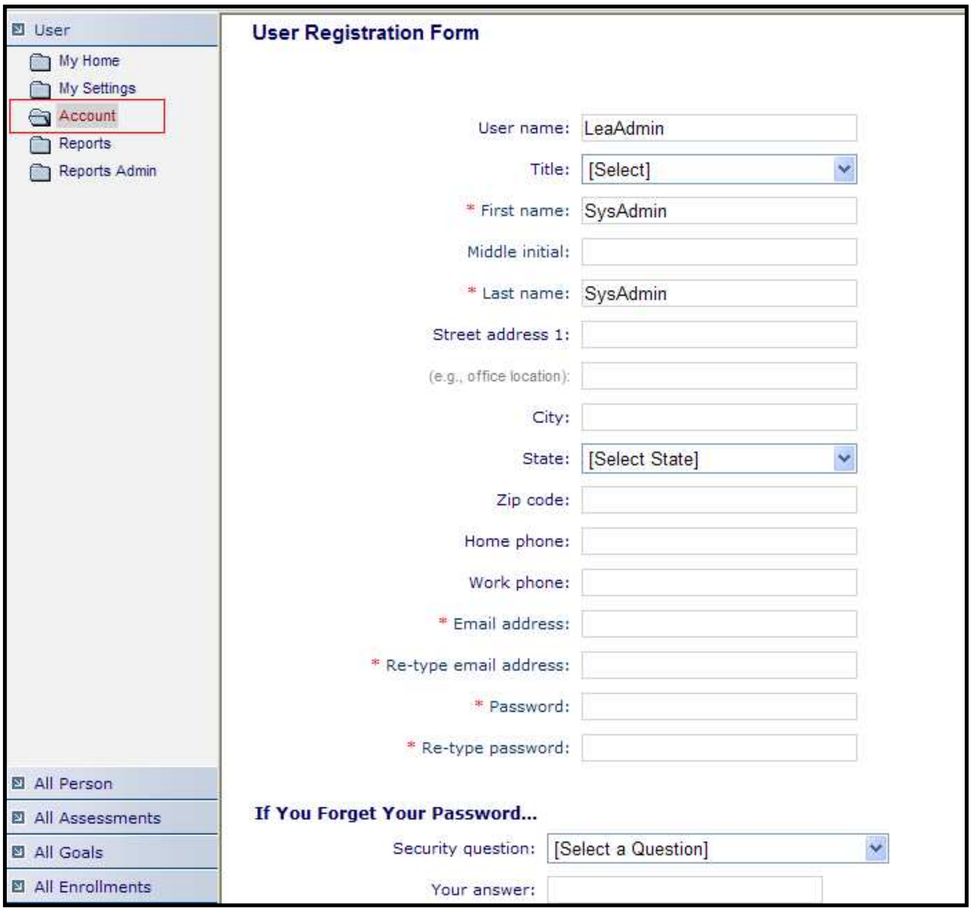
You will now see additional Navigation Pane Options displayed. Select the “Agency” tab. It will open in the Key Information folder, and you can view the data, or make edits.

To edit, click the **Edit** button in the bottom right-hand corner, and complete the fields as desired, then click **Save & Return.** Please notify LACES of changes to your organization's phone number, email information, or address.

Passwords
The usernames and passwords will be emailed to you along with the URL to access LACES. Typically, the username is your first initial and last name, in lower-case letters. After logging in for the first time, you should change your password for security purposes. To change your password:

From the User tab, click on the Account folder.

The information for your username will appear. You can fill in additional fields, if desired. Be sure to enter the email address, password, and security question. After clicking the **Submit** button, you will be returned to a blank registration form.



User Registration Form

If you forget your username and/or password, please contact technical support.

Getting Started

Familiarizing yourself with the many different fields and screens within LACES may seem overwhelming at first. Because the software offers so many options, you will want to refine the data to suit your program's needs.

It is crucial that you take the time to acquaint yourself with the software. The first steps should be to read through the reference guide, become more familiar with the user interface, decide what information must be recorded and where, and modify the choice lists accordingly.

Information Assessment
What kinds of information are already available for the various populations associated with the organization? Common forms of data include names, addresses, phone numbers, attendance hours, assessment data, and goals. There also may be more specialized data such as donations, transcripts, social service information, and so on.

Identify how this information is currently stored. Index cards, portfolios, application/intake forms, spreadsheets, word processing documents are just some of the ways programs typically store these resources.

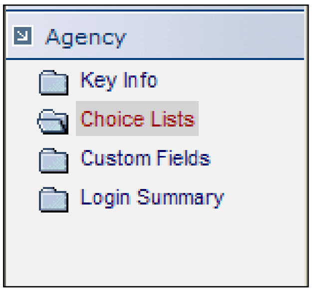
Resource Portfolio
After the information assessment is complete, we recommend that the administrator put together a resource portfolio to help organize data entry. Collect and photocopy samples of the information already available within the organization. Make notes on the copies detailing the kind of person or task represented by the form, the primary pieces of information that will need to be saved, where the information is currently stored, and where it should be entered into LACES. You can also prioritize the information. Additionally, you may want to consider modifying forms to match the flow of data entry into LACES.

Choice Lists
Now you are ready to begin customizing LACES to meet your needs. Looking at the forms you use compared to the screens and fields available in LACES, decide what menu items you need on your choice list. Keywords are optional fields that can be used however you wish, but you may also need to modify the choice list for Referral Sources, Goals, and Social Services, just to name a few options.

Modifying Choice Lists is one of the most powerful ways that you can customize your database. Many of the fields in your database that have a drop-down menu can be customized by you. These menus can be customized by adding new choices, hiding choices, editing existing choices, or changing the order in which choices are displayed. To modify your choice list, you must access the additional tabs on the Navigation Pane. Click the button with the double-headed arrow at the very bottom of your Navigation Pane, under the Materials tab (Literacy agencies) or the Staff tab (ABE agencies).

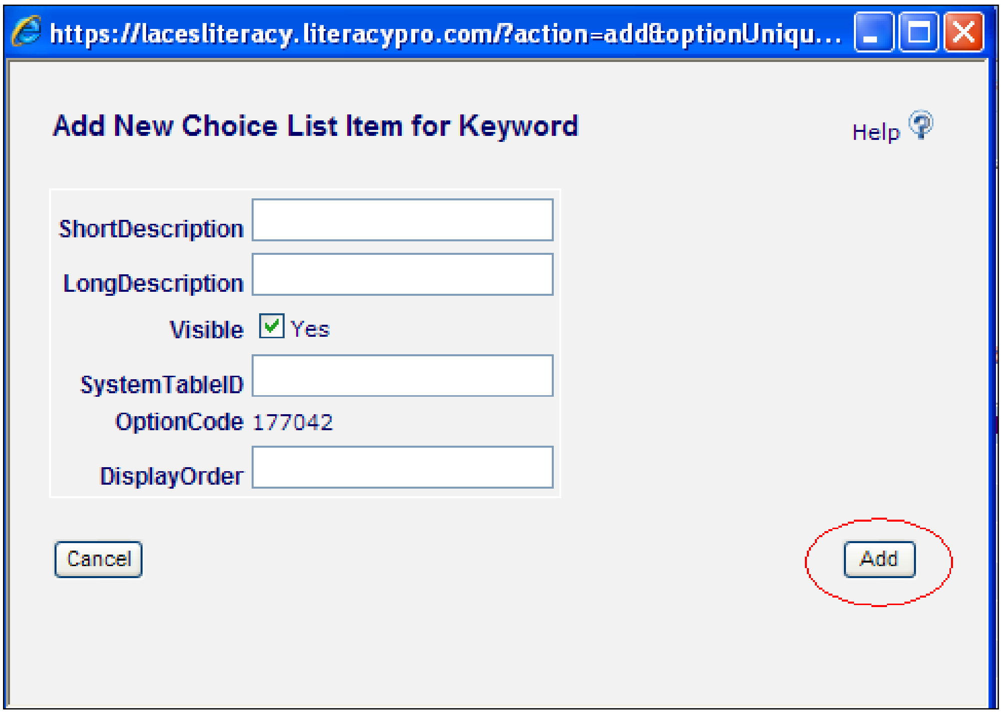
Button to access additional Navigation Pane Tabs

You will now see additional Navigation Pane Options displayed. Select the "Agency" tab, and select the "Choice Lists" folder from the available folders.



Select "Choice Lists" from the Agency tab.

A list of options will display. These are all of the available drop-down menu items that can be added to, hidden, or edited. Scroll down the available options to find what you want to edit, whether it is Keyword or Goals or Hours Type. If there is no modifier to the word, it will usually refer to the Student, such as Keyword. Other population Keywords would be listed as TutorKeyword, ClassKeyword, etc. To add an item to the choice list, click the **Add New** button and complete the applicable fields in the pop-up box, then click the **Add** button. You may have to manually increase the size of the window to see the **Add** button. The "Display Order" field lets you choose the numerical order in which you want the new choice list item to display. Smaller numbers will display first. Although you cannot delete choice list items, you can make them not visible by deselecting the "Visible" box. Hiding a choice list item will not remove that item if it has already been added to a record, however it will prevent the item from displaying in the drop-down menu in the future. Editing an existing item acts retroactively, and will change that item if it has already been added to a record.



Pop-up window for adding a new choice list item (Keyword, in this example). You may have to expand your window to see the "Add" button.

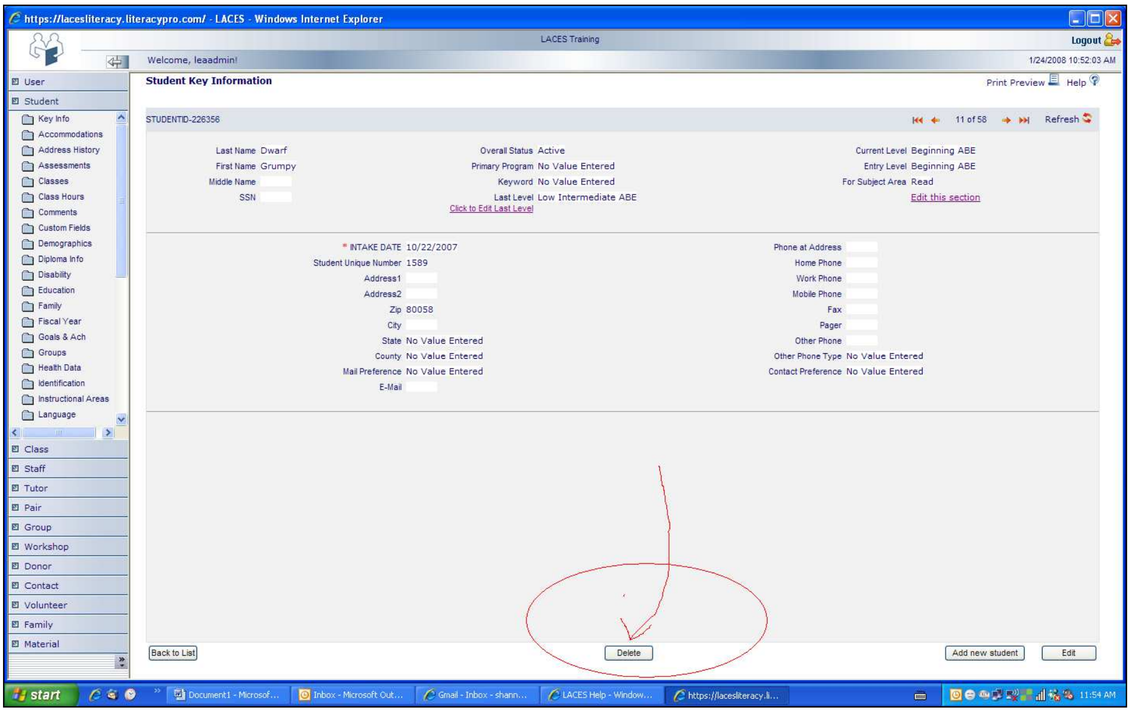
It is **extremely** important to remember that modifying the items in your Choice lists can impact whether data populates to your reports correctly. Certain fields are directly data-mapped to reports and modifying those items or using another choice list item similar to a default item can impact your reports. We recommend that only one person in your agency modifies choice lists, so that there is a consistent record of changes made. Changes made to the Choice List affect everyone in the agency, not just the user who makes the change.

Deleting Files/ Records

LACES was designed so that you should never have to delete records. If a student who left came back after two years, and the records had been deleted, you would need to re-enter all of that information if you had deleted the record. Leaving the record allows you to take advantage of historical functionality within LACES. For example, if you wanted to compare number of students served last year versus current year, you must have the records from the last fiscal year. With all this in mind, we strongly recommend that records and files not be deleted unless accidentally duplicated, or if a mistake is made.

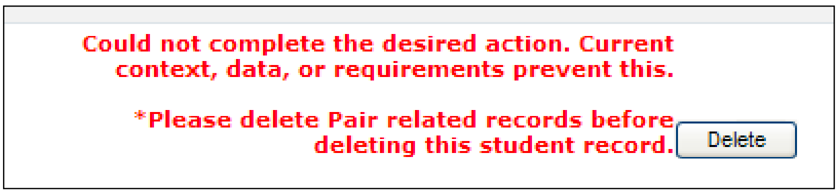
If you have determined that you must delete a record, use the following steps:

In a record, the **Delete** button is found on the Key Info page of the record, at the bottom.



*Record showing **Delete** button in the Key Info screen*

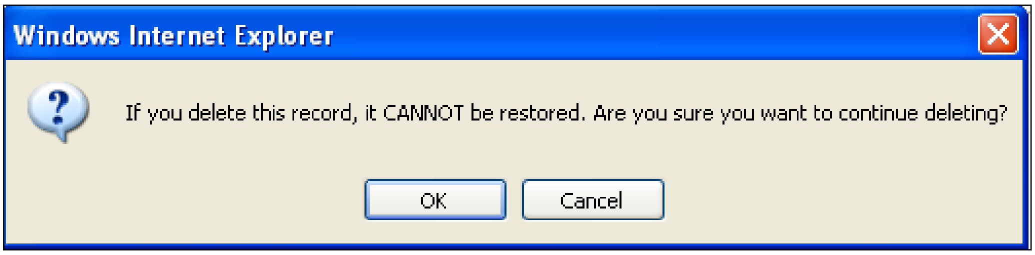
Records cannot be deleted if they will leave “orphan records;” records associated with another item such as hours or enrollments. If you get an error message when trying to delete a record, it will indicate what is preventing you from deleting that record. Delete those records, and then you will be able to delete the person or instructional setting record as needed. Instructional setting records must be complete or inactive to delete: you cannot delete an Active Class, Pair, or Group.



Deletion error message

Although it may seem complicated to have to delete hours, enrollment, or other associated items to delete a record, deletion is primarily intended to be done with duplicated or accidental records, which should not have a great deal of information in them.

It is nearly impossible to delete a record by accident. You receive two pop-ups requesting confirmation that you want to delete the record before it is actually deleted. Deleted records CANNOT be restored once deleted, so be sure you are deleting the correct record.



Deletion confirmation window

You are able to view deleted records, as well as information regarding who deleted the record and when. To view this information, you must go to the Agency tab.

Click the button with the double-headed arrow at the very bottom of your Navigation Pane, under the Materials tab (Literacy agencies) or the Staff tab (ABE agencies).

Button to access additional Navigation Pane Tabs

You will now see additional Navigation Pane Options displayed. Select the "Agency" tab, and then the "Delete Log" folder. You will be able to view the name of the person deleted, the username account that deleted the record, the date the record was deleted, and the Person ID for the deleted record. Please understand that just because there is a record of the file that was deleted *does not mean* it can be restored by LiteracyPro Systems. We cannot restore records after deletion, so be cautious when deleting information.

Deleted Person La:	Deleted Person Fir	Account who deleted	Deletion Date	PersonID
Clooney	George	LIT101	1/14/2008 12:00:00 AM	226891
Mason	Sam	LeaAdmin	1/15/2008 12:00:00 AM	360868
Diane	Chisholm	LeaAdmin	1/17/2008 12:00:00 AM	361376
Black	Snowy	LeaAdmin	1/23/2008 12:00:00 AM	361411
Bird	Tweety	LeaAdmin	1/24/2008 12:00:00 AM	361296
Alex	Cando	LeaAdmin	2/11/2008 12:00:00 AM	226879
Coyote	Wyle	LeaAdmin	3/12/2008 12:00:00 AM	362066
Dumpty	Humpty	LeaAdmin	3/12/2008 12:00:00 AM	226873
Schwartz	Michael	LeaAdmin	3/12/2008 12:00:00 AM	226872
O'Connor	Debbie	LeaAdmin	3/12/2008 12:00:00 AM	361374
Pitt	Brad	LeaAdmin	3/12/2008 12:00:00 AM	226881

Delete log summary

Chapter Three
Data Entry Outline

Overview

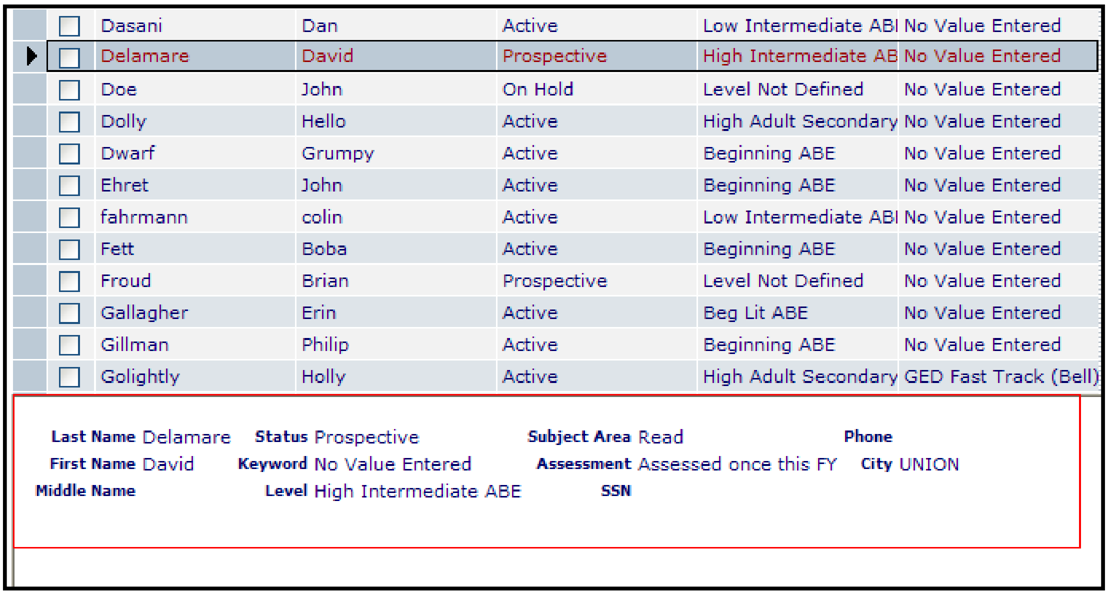
If the data entered into the database is correct and consistent, you will find that obtaining the data you need through generating reports or searches should be a simple process. With consistency as a goal, you should carefully examine the data entry process outlined in this chapter.

Each Tab representing a person population (Student, Staff, Tutor, etc.) and Instructional Setting (Class, Pair, Workshop, etc.) is discussed, both in terms of how to enter the data and how to modify and update the information. Every folder representing information within the individual records is covered. The list of records that display when you select the Tab is called the grid, or the list. Remember that the way the grid displays can be modified by using custom views, or by sorting columns.

Tip: Clicking on the column headings will sort the records. Click once to sort in ascending numeric or alphabetic order; click again to re-sort in descending numeric or alphabetic order. For example, clicking on Last Name will sort by A-Z. Clicking again will sort Z-A. Clicking on Student Start Date will sort from oldest date. Clicking again will sort from most recent date.

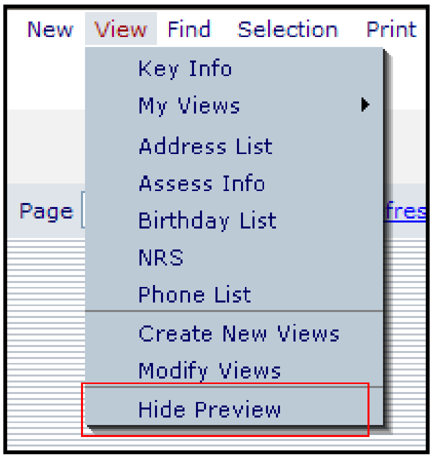
To display any individual record for viewing or editing, click the tab for that population. (By default, when you open a LACES database the number of records that display after clicking the tab will be either the Current FY records, if it is a person population, or the Active records, if it is an instructional setting population).

Locate the record you wish to open, and double-click the record to view or edit information in the record. Single-clicking a record will display the key information for that record in the preview pane, located at the bottom of the grid, unless you have chosen to hide the Preview Pane.



Preview Pane (in red) for a student record

You can hide the Preview Pane by going to the toolbar and clicking View, then clicking “Hide Preview.”



Hiding the Preview Pane

Tip: After opening a record and any of the corresponding folders, you can click the arrows at the top right of the screen to move through the records while viewing the same folder.

Overall Status:
The statuses of the student and tutor populations have rules established to prevent the person from being assigned an incorrect status. When you first enter a student or tutor into the data base, they will always come in with a status of Prospective. From Prospective, you can manually change the status to Waiting. You cannot manually change the status to Active or Enrolled because the database will automatically update the status to Active or Enrolled when they are actually enrolled or assigned to a class, group, or pair. *Please see the flow charts on page xxx for Students, and page xxx for Tutors.* Additionally, there is a list of common status changes for each population below.

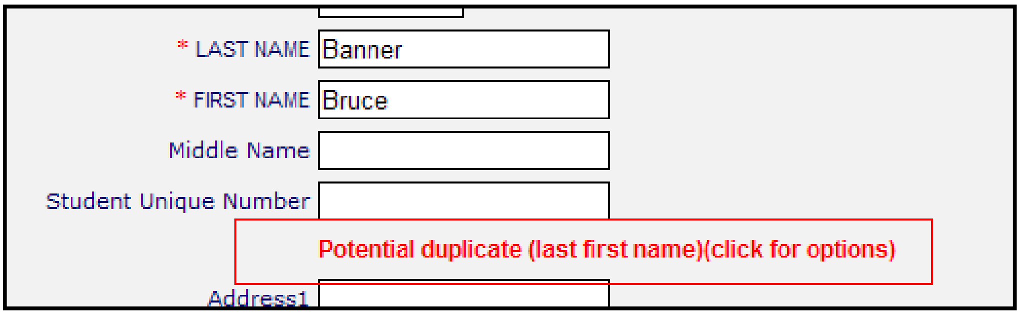
Student Status: Students will always come in as Prospective. You can manually change them to Waiting, if desired. Otherwise, enrolling them into a class, group, or pair will automatically update them to Active/Enrolled unless you have reached maximum enrollment within a class or group, in which case they will go to Waiting. From Active/Enrolled, you must complete the student from their class or group or dissolve their pair, and they will go to either Left (ABE) or On Hold (Literacy) if that was the only instructional setting they were in. From On Hold you can manually change them to Left or Waiting as needed. A student who comes in as Prospective but never actually attends instruction should be updated to either Left or Never Attended; however, you cannot go directly from Prospective so you must change their status from Prospective to Waiting, and then from Waiting to Left or Never Attended.

Tutor Status: Tutors will always come in as Prospective. You can manually change them to Waiting, if desired, provided you do not require New Tutor Training for that tutor. From Waiting, assigning the tutor to a group or pair will automatically update their status to Active. If you require tutor training, you must leave the status as Prospective and then enroll them into a Workshop with a Session Type of New Tutor Training. From there, the status will be automatically updated to Registered. Upon completion of the workshop, the status will be automatically updated to Graduated. From Graduated, you can manually change the status to Waiting, or simply assign them to a pair, group, or class and the status will automatically be updated to Active. Tutors can only be assigned to a New Tutor Training with a status of Prospective, Additional Training Required, Oriented, To be Oriented, or On Hold. Tutors with a status of Registered, Left, or Active cannot be assigned to a New Tutor Training workshop, but can be assigned to other

Workshop Session Types. A tutor cannot be assigned to a group or paired with a student if their status is Prospective, Registered, Additional Training Required, Oriented, To be Oriented, or Left. Tutors can only be assigned with an Overall Status of Active, Waiting, On Hold or Graduated. A tutor who comes in as Prospective but is never actually assigned to a pair or group should be updated to Left; however, you cannot go directly from Prospective so you must change their status from Prospective to Waiting, and then from Waiting to Left.

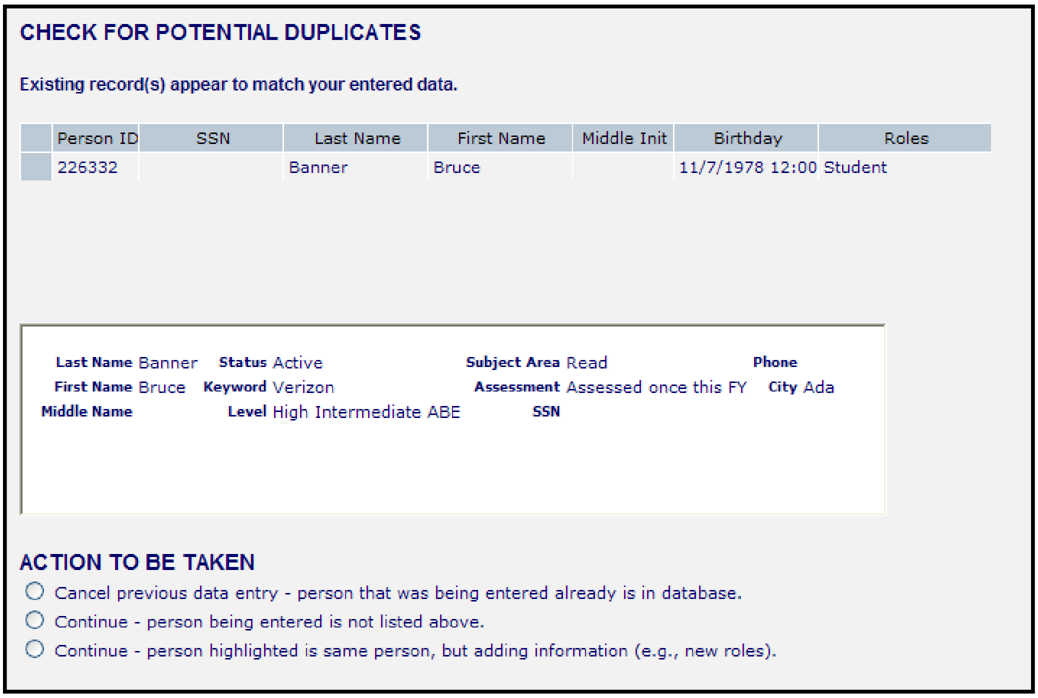
Staff/Donor/Contact/Volunteer Status: Staff/Donor/Contact/Volunteer Status is assigned by you at intake. These populations should enter as Active and be updated as changes occur.

Duplicate Records:
The database recognizes duplicate names and social security numbers, and will issue a duplication warning when you enter a person with the same first and last name, or same social security number as an existing record.



Potential duplicate warning

When you receive a duplicate warning, you can click on the warning, where you will be able to view the available data for the potential duplicate, and then choose to either cancel the intake if it is the same record, continue if it is a different record with the same name, or continue if it is the same person but you are adding them in an additional role, such as a student who is also a volunteer, or a tutor who is also a donor, etc. When adding an existing person in a new role, the key information from the existing record will carry-over to the new role.



Potential duplicate action window

Student File

Student: New Student Intake

Go to the Student tab, click New on the toolbar, and then click “Student Intake.” You will get the Student Intake form, which you can fill out based on the pre-generated fields. Click “Save & Return” when you have completed the desired fields, and the record will be saved. You can also click “Save & New” to save and get a new blank intake form, or “Save & Go” to go into the student record at a pre-selected folder, such as Goals & Achievements, or Assessments. You can locate the record and edit or add additional information from the available folders, which are discussed below.

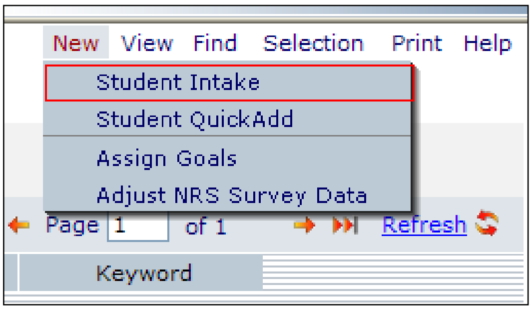
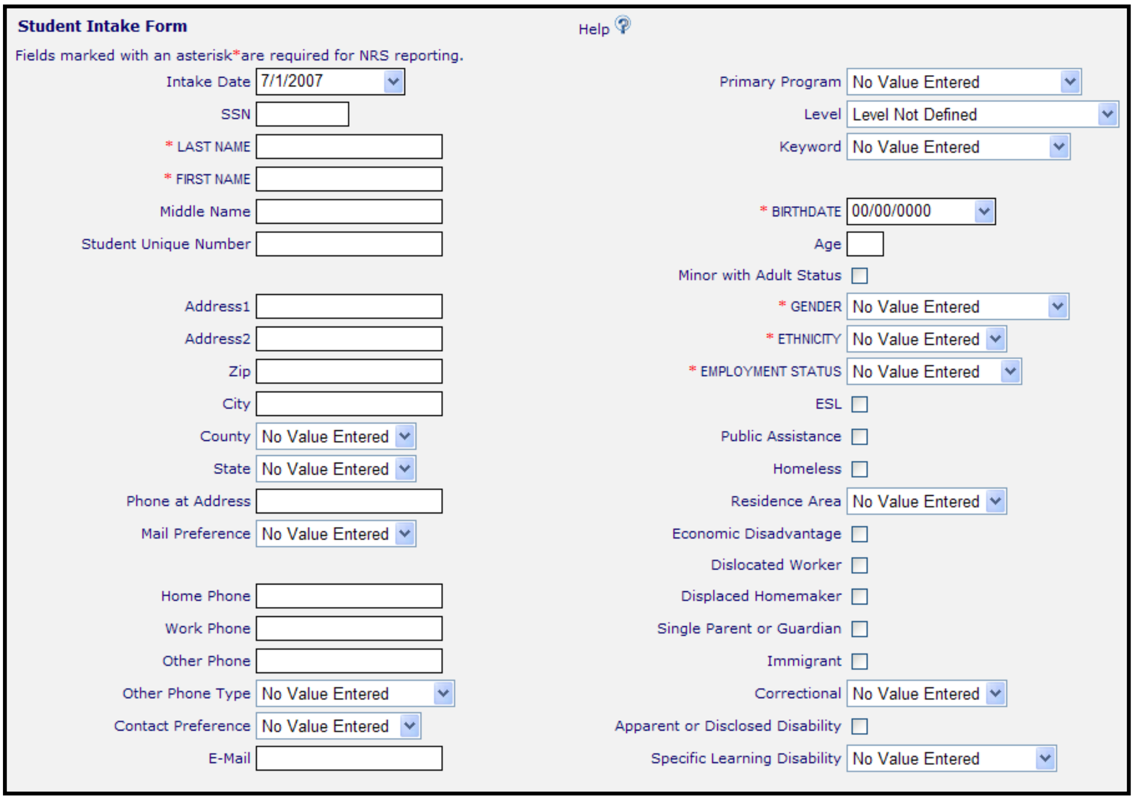


Figure: Student Intake option on the New menu

You will fill out the following fields, some of which are required data, as indicated by a red asterisk on the intake form:

***Intake Date:** (required) The date of initial intake of the student into your program. Populated via a drop-down calendar, or by typing in the date in a mm/dd/yyyy format.
SSN (social security number): Student social security number. Not required. You can use a 9-digit student ID instead of a social security number, but we recommend using the Student Unique Number instead, if you do not obtain social security numbers from your students
***Last Name** (required): Student Last Name
***First Name** (required): Student First Name
Middle Name: Student Middle Name
Student Unique Number: A field for tracking students in the event you do not track based on social security number. Can be alpha-numeric and contain special characters.
Address1: Student address
Address2: Additional student address information, if needed
Zip: Postal zip code. City, County, and State will all fill in automatically based on zip code entered.
City: Student City of residence. Should fill in automatically based on zip code.
County: Student County (or Parish, in Louisiana) of residence. Should fill in automatically based on zip code.
State: Student State of residence. Should fill in automatically based on zip code.
Phone at Address: Usually used to enter the primary telephone contact number for the student.
Mail Preference: A field for indicating the student's preference for how they receive communications from your agency, if at all.
Home Phone: The home telephone number for the student, if applicable.
Work Phone: The work telephone number for the student, if applicable.
Other Phone: A numeric field for designating other contact phone numbers for the student, such as emergency contact or guardian phone number.
Other Phone Type: A drop-down text-based field for designating the type of phone number used in the "Other Phone" field.
Contact Preference: A field for designating how the student prefers to be contacted by telephone, if at all.
E-Mail: Student's electronic mailing address.
Primary Program: The Primary Program that the student is assigned to. Primary Program is used to determine if the student is in special programs that are tracked by the NRS and AAR, such as Family Literacy or Corrections. The choice list for Primary Program cannot be edited at the local level, so changes to the drop-down menu must be requested through technical support.
Level: This field can be used to indicate the educational functioning level at intake for the student, although we do not recommend this, especially for agencies who report to the NRS. Data entered in this field at intake would be overwritten by the level generated by a valid NRS-approved assessment. Additionally, this field CANNOT be edited once entered, although additional level history may be added via the student Level History folder.
Keyword: The Keyword field is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level, by using choice list "Keyword."
Birthdate: Populated by a calendar or type-in date field, and cross-walked to automatically update the Age field annually. Required Field.
Age: Populated via the Birth date calendar, and updated automatically annually by LACES.
Minor with Adult Status: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
***Gender**: Populated via a user-modifiable (not recommended) choice list drop-down menu. Required Field.
***Ethnicity**: Populated via a non-user-modifiable drop-down menu. Required field.
***Employment Status:** Populated via a user-modifiable (not recommended) choice list drop-down menu. Required Field. It is important to enter and update Employment Status correctly and in a timely manner if you receive NRS funding, as Employment Status is tracked for the Enter and Retain Employment goals, and the Status and dates of Status are part of the equation for met goals. Consequently, the Employment Status must match with the student goals regarding employment. For example, if you enter that the student has a goal of Enter/Obtain Employment,

the database will only accept that goal if the student's Employment Status at that time is Unemployed.
ESL: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Public Assistance: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Homeless: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
***Residence Area:** Populated via a user-modifiable (not recommended for NRS-funded agencies) choice list drop-down menu. Required Field. The drop-down menu is modifiable in the Choice List under "Area," although it is not recommended that this field be modified by any NRS-funded agency.
Economic Disadvantage: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Dislocated Worker: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Displaced Homemaker: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Single Parent or Guardian: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Immigrant: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Correctional: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "Correctional."
Apparent or Disclosed Disability: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Specific Learning Disability: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "SpecificLearningDisability."

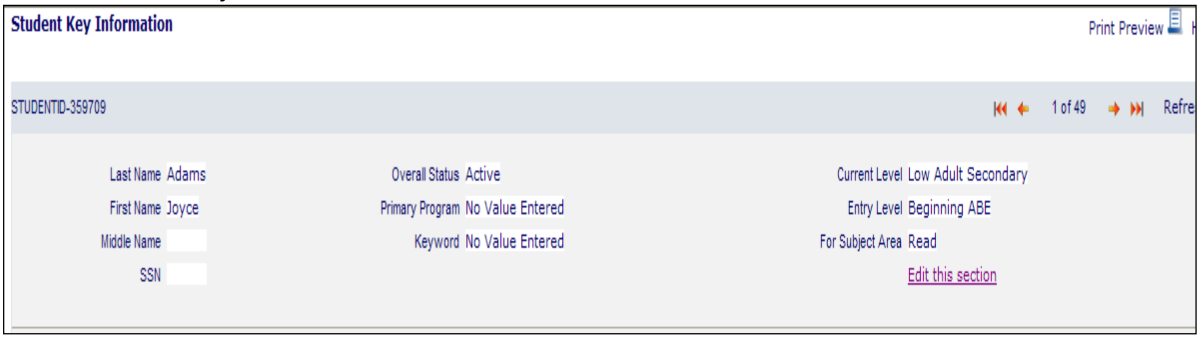

Student Intake Form Help

Fields marked with an asterisk*are required for NRS reporting.

Intake Date	7/1/2007	Primary Program	No Value Entered
SSN		Level	Level Not Defined
* LAST NAME		Keyword	No Value Entered
* FIRST NAME			
Middle Name		* BIRTHDATE	00/00/0000
Student Unique Number		Age	
		Minor with Adult Status	
Address1		* GENDER	No Value Entered
Address2		* ETHNICITY	No Value Entered
Zip		* EMPLOYMENT STATUS	No Value Entered
City		ESL	
County	No Value Entered	Public Assistance	
State	No Value Entered	Homeless	
Phone at Address		Residence Area	No Value Entered
Mail Preference	No Value Entered	Economic Disadvantage	
		Dislocated Worker	
Home Phone		Displaced Homemaker	
Work Phone		Single Parent or Guardian	
Other Phone		Immigrant	
Other Phone Type	No Value Entered	Correctional	No Value Entered
Contact Preference	No Value Entered	Apparent or Disclosed Disability	
E-Mail		Specific Learning Disability	No Value Entered

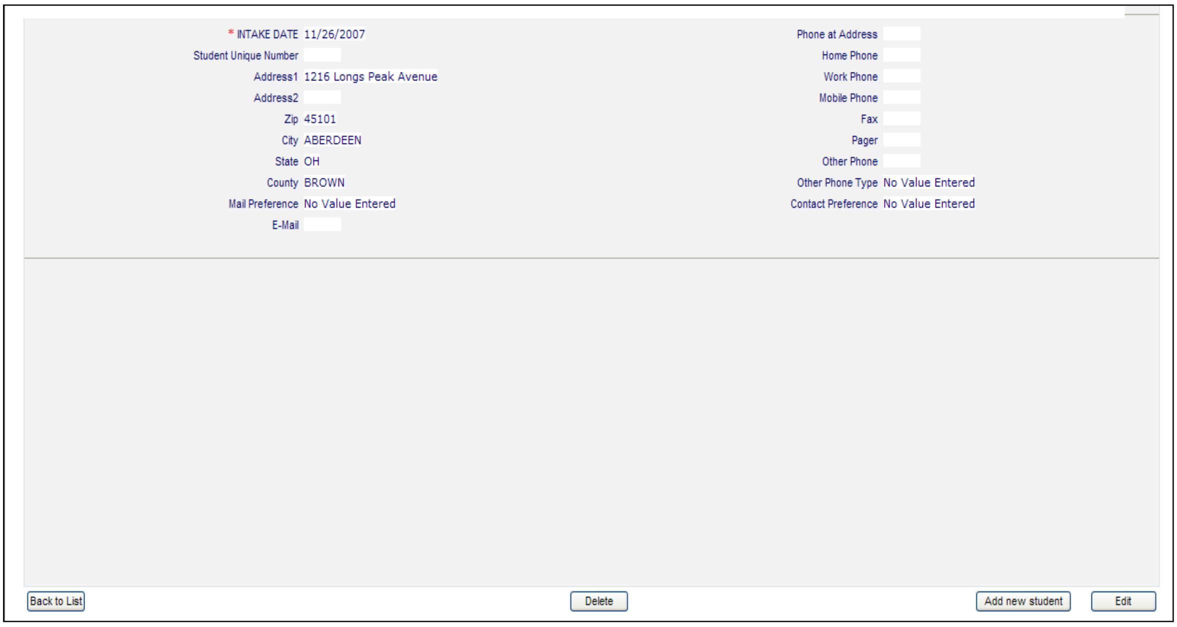
Student Key Info

Student Key Info is actually comprised of two parts. There is the Student Key Info box, which is available from every section of the student's record:



Student Key Info box

And the Student Key Info record, which is available only by clicking the "Key Info" folder in the Student record. Both sections of the Key Info folder are primarily populated from fields filled out on the Student Intake screen.

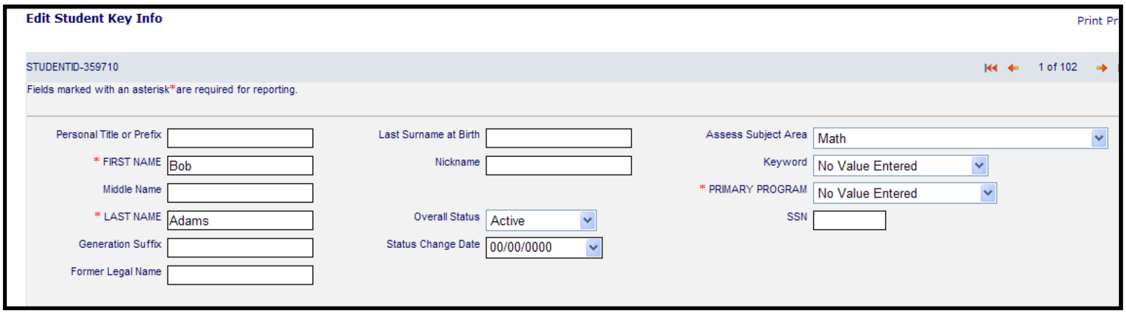


Student Key Info record

The Student Key Info box can be edited from any folder in the Student record by clicking on the "Edit this Section" link. The Key Info box contains the following fields *that are visible when viewing the screen, and additional fields (listed below) that are only viewable from the "edit" section of the screen*:

Visible Fields:
*Last Name
*First Name
Middle Name
SSN (social security number)
Overall Status
*Primary Program

Keyword
Last Level
Current Level
Entry Level
For Subject Area



Student Key Info box edit screen with additional fields

Visible only From Edit Screen fields:
Personal Title or Prefix
Generation Suffix
Former Legal Name
Last Surname at Birth
Nickname
Status Change Date

Explanations for these fields are as follows:

***Last Name** (required): Student Last Name, populated via the Student Intake Screen
***First Name** (required): Student First Name, populated via the Student Intake Screen
Middle Name: Student Middle Name
SSN (social security number): Student social security number. Not required. You can use a 9-digit student ID instead of a social security number, but we recommend using the Student Unique Number instead, if you do not obtain social security numbers from your students
Overall Status: Student's Overall Status within your agency, which can be different from the Enrolled Status within a class, group, or pair. Overall Status is usually set automatically based on the Enrolled Status within an instructional setting. Some statuses can be changed manually, while others cannot. See the Student Life Cycle for additional information regarding Overall Status.
***Primary Program**: (required) The Primary Program that the student is assigned to. Primary Program is used to determine if the student is in special programs that are tracked by the NRS and AAR, such as Family Literacy or Corrections. The choice list for Primary Program cannot be edited at the local level, so changes to the drop-down menu must be requested through technical support. This field is populated via the Student Intake Screen.
Keyword: The Keyword field is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level. This field is populated via the Student Intake Screen.
Last Level: Last Level prior to Current Level for the student. Populated automatically via the last current level, or manually via the Level History folder
Current Level: Current Level represents the current fiscal year Educational Functioning Level status of the student. This field can be populated in two ways: at initial intake, the "Level" field on the intake form will populate the Current Level if a level is selected. However, once that level is applied, the Current Level field *cannot be modified* except by entering or pushing forward a valid,

NRS-approved assessment into the student Assessment folder, which will then crosswalk the corresponding NRS level to the Current Level field. The Current Level field will be updated to show gains in EFL, if appropriate, for every assessment after the initial assessment that sets the beginning Entry and Current Level for the fiscal year, or if the Subject Area is changed. Current Level will never go *down* from the Entry Level in a fiscal year; it will only reflect gains, if made by the student.
Entry Level: Entry Level is generated by entering or pushing forward a valid, NRS-approved assessment into the student Assessment folder. The initial assessment entered at the beginning of the current fiscal year will determine the Entry Level. All additional assessments will update the Current Level, while the Entry Level remains the same (unless the Subject Area is changed).
For Subject Area: Subject Area is the area of assessed domain that the student will be tracked in for the fiscal year. This field is also referred to as AssessDomain in the choice list and as an available field in the custom view options. The Subject Area is populated automatically when an initial assessment is entered into the student Assessment folder. LACES will select the first subject area assessment entered, unless the sub-tests are entered all on one assessment card, such as with the TABE, in which case it will select the subject area with the lowest corresponding Educational Functioning Level. Note that a subject area can have a lower EFL and a higher scaled score. If the student has 2 or more EFLs that are the same on a TABE, LACES will default to Reading, then Math, then Language. There must be an assessment within the subject area within the current fiscal year or the student will show no subject area or levels.
Personal Title or Prefix: Mr., Mrs., etc., populated via a user-modifiable drop-down menu, available under choice list "Prefix."
Generation Suffix: To designate if a student is a Junior, Senior, III, IV, etc.
Former Legal Name: For use in designating a student's former legal name, in the event of a name change.
Last Surname at Birth: For use in designating a student's last surname, in the event of a name change such as due to marriage or adoption.
Nickname: Student nickname, if applicable.
Status Change Date: Date field which allows the Overall Status change date to be recorded, when a student's Overall Status changes.

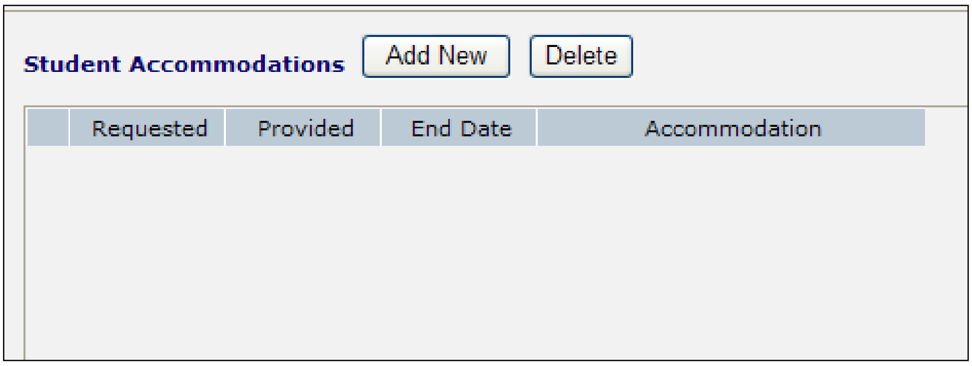
The Student Key Info record contains the following fields, all of which are viewable both from the view screen and the edit screen:

***Intake Date:** (required) The date of initial intake of the student into your program. This field is populated via the Student Intake Screen.
Student Unique Number: A field for tracking students in the event you do not track based on social security number. Can be alpha-numeric and contain special characters. This field is populated via the Student Intake Screen.
Address1: Student address, populated via the Student Intake Screen.
Address2: Additional student address information, if needed
Zip: Postal zip code. City, County, and State will all fill in automatically based on zip code entered, and are populated via the Student Intake Screen.
City: Student City of residence. Should fill in automatically based on zip code.
State: Student State of residence. Should fill in automatically based on zip code.
County: Student County (or Parish, in Louisiana) of residence. Should fill in automatically based on zip code.
Mail Preference: A field for indicating the student's preference for how they receive communications from your agency, if at all.
E-Mail: Student's electronic mailing address, populated via the Student Intake Screen.
Phone at Address: Usually used to enter the primary telephone contact number for the student, populated via the Student Intake Screen.
Home Phone: The home telephone number for the student, if applicable, populated via the Student Intake Screen.

Work Phone: The work telephone number for the student, if applicable, populated via the Student Intake Screen.
Mobile Phone: The cellular telephone number for the student, if applicable.
Fax: The facsimile telephone number for the student, if applicable.
Pager: The pager telephone number for the student, if applicable.
Other Phone: A numeric field for designating other contact phone numbers for the student, such as emergency contact or guardian phone number.
Other Phone Type: A drop-down text-based field for designating the type of phone number used in the "Other Phone" field.
Contact Preference: A field for designating how the student prefers to be contacted by telephone, if at all.
Date Left: Date field allowing the user to indicate the date that a student left the program, populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Reason Left: Populated via a drop-down menu using a user-modifiable choice list, available as "ReasonLeft."
Reason Left Detail: Text field allowing the user to indicate the reason a student left the program.

Student Accommodations

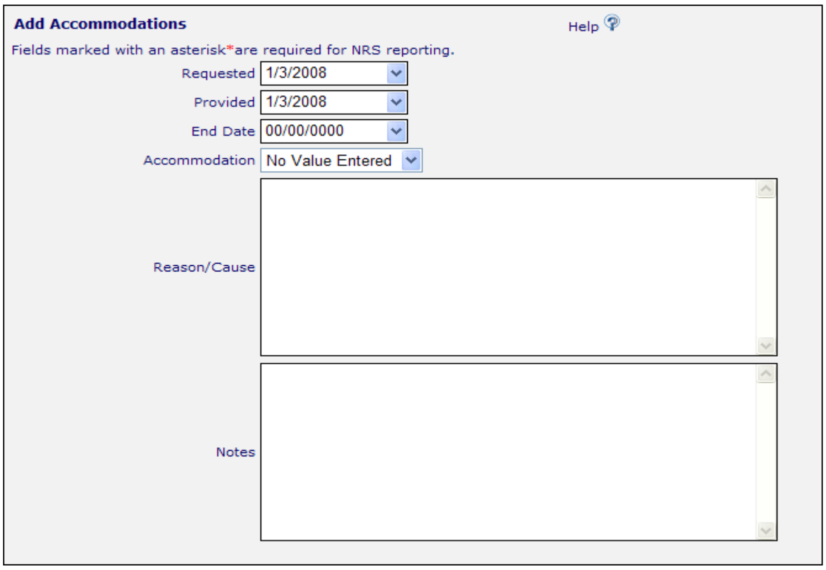
The Student: Accommodations folder allows you to track any necessary accommodations requested by the student due to apparent or disclosed disabilities. You can access this folder by going into the student record and clicking the Accommodation folder. You will be taken into the Accommodation section, where you can add new accommodations by clicking on the Add New button, or view and/or edit existing accommodations.



Student: Accommodations folder screen

After clicking Add New, you will get a pop-up window where you can indicate the date the accommodation was requested, the date the accommodation was provided, and the date the accommodation ended or is anticipated to end. The type of accommodation provided can be selected from the drop-down menu, which is populated based on the choice list items you enter from the Agency tab (see instructions for modifying choice lists, if needed). There are also two windows provided where you can indicate the reason/cause of an accommodation, if desired, and provide any additional notes regarding the accommodation.

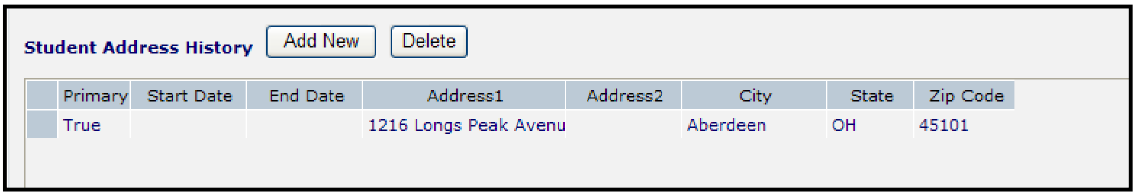
When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another accommodation item.



Adding a new accommodation to a student record

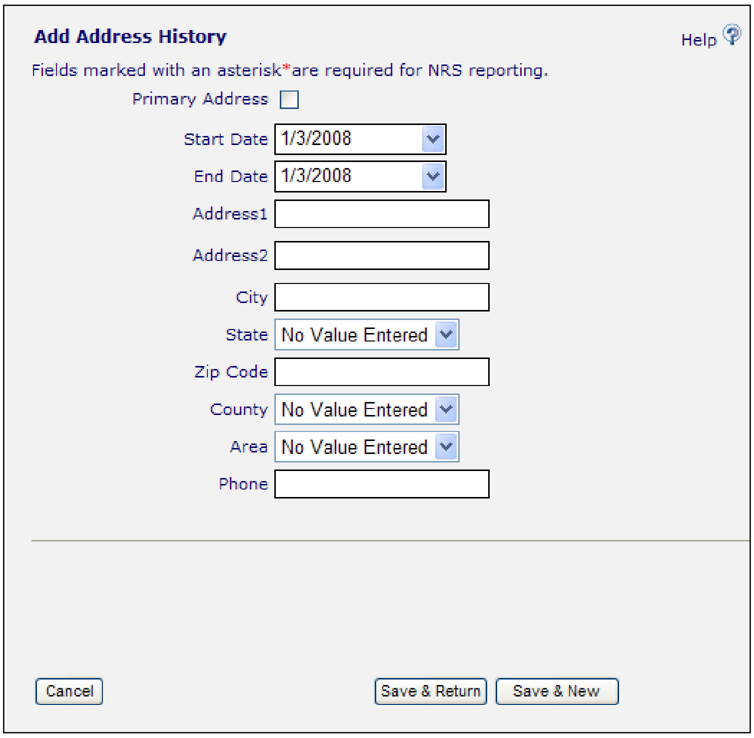
Student Address History

The Student: Address History folder allows you to track the student's Address History over their time in your program. You can access this folder by going into the student record and clicking the Address History folder. You will be taken into the Address History section, where you can add new address history information by clicking on the Add New button or view and/or edit existing address history, as well as delete unneeded address history.



Student: Address History folder screen

After clicking Add New, you will get a pop-up window where you can indicate if the address being added is the primary address by checking the "Primary Address" box or now, the date the address history was added, the date the address history ended or is anticipated to end, the address itself (including Address1 and Address2, City, State, Zip Code, and County). You can also edit or provide Area information (Urban or Rural) and the Phone at Address information. You can then choose Save & Return to save the information and return to the student record, or Save & New to add additional address history, if needed.

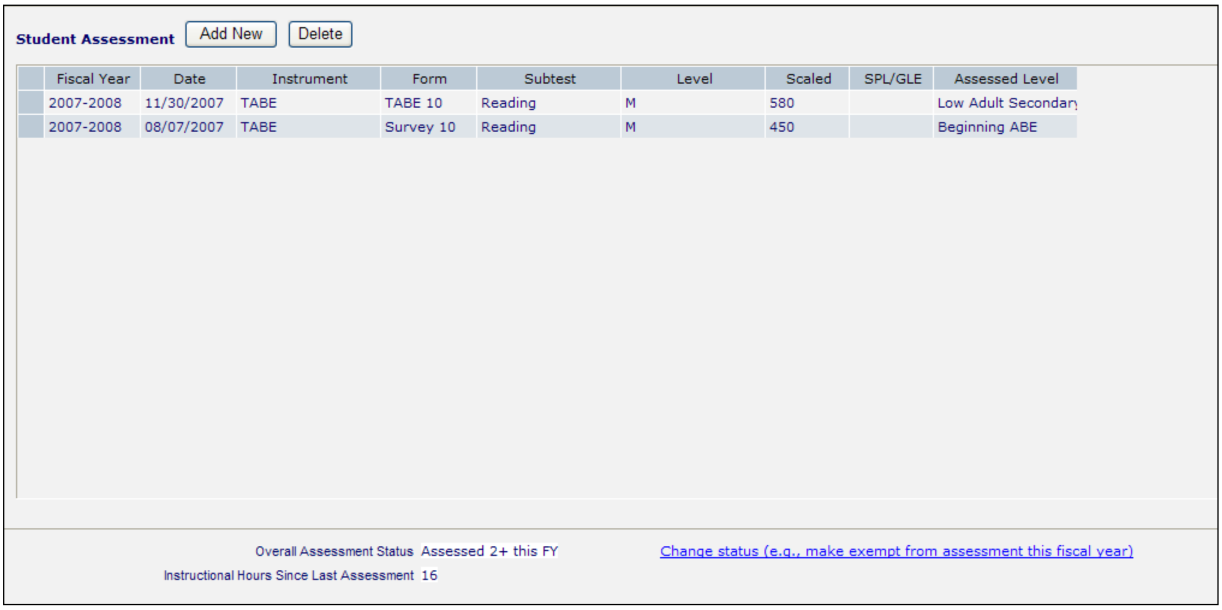


Student: Address History addition window

Student Assessments

The Student: Assessments folder allows you to track any assessments given to the student during their time in your program. You can access this folder by going into the student record and clicking the Assessment folder. You will be taken into the Assessments section, where you can add new assessments by clicking on the Add New button or view and/or edit existing assessments, or delete them if needed.

In addition to being able to view and edit the existing assessment information and add new assessments, you can also see the student's overall assessment status for the fiscal year, and how many instructional hours they have had since their last recorded assessment.



Student: Assessments folder view

Assessments are a critical information point for your student data. Entry level, current level, and subject area are automatically populated based on current fiscal year assessments, provided you are using one of the NRS-approved assessments that crosswalk to provide NRS Educational Functioning Levels. The NRS-approved assessments are:

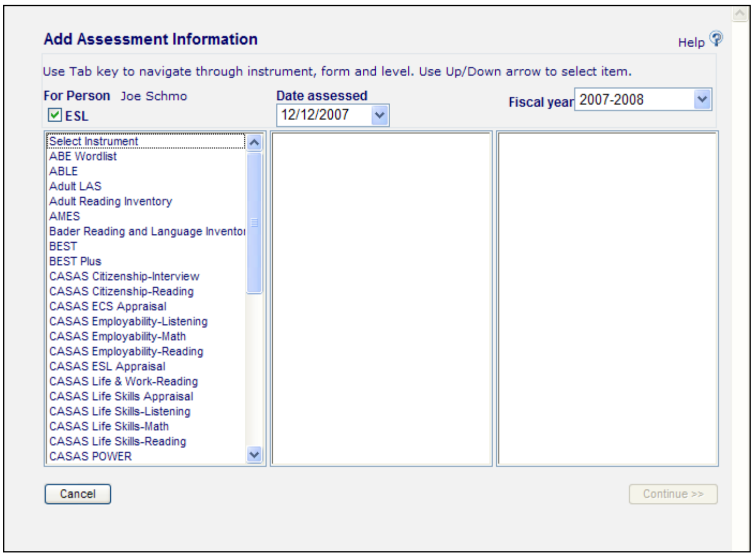
TABE
CASAS
BEST
Best Plus
Workkeys

If you are using a non-NRS level-defining assessment, you can typically still use the Assessments folder to track the scaled score and Grade Level Equivalent for the student, but the Entry Level, Current Level and Subject Area will not be automatically populated by these assessments, and will instead need to be tracked in the Level History folder, or through some other method. The Subject Area can be manually changed regardless of assessment, but the Entry Level will only populate via a crosswalk from an NRS-approved assessment.

Many of the non-NRS approved assessments are included in the Assessment card, however, the list of assessments cannot be modified via the choice list, so if your agency uses an assessment that is not on the provided drop-down list, please contact technical support to request that the assessment be added. Generally, information from the test manufacturer is needed in order to add the assessment to the drop-down list.

To enter assessments for a student, go to the Student tab, then locate the record for the student to whom you are adding the assessment. Double-click the student name to open the record. The record will open to the “Key Info” screen. Look at the left-hand navigation pane and locate the “Assessments” folder and click the folder. The Student Assessments screen will be displayed. To add an assessment, click “Add New.”

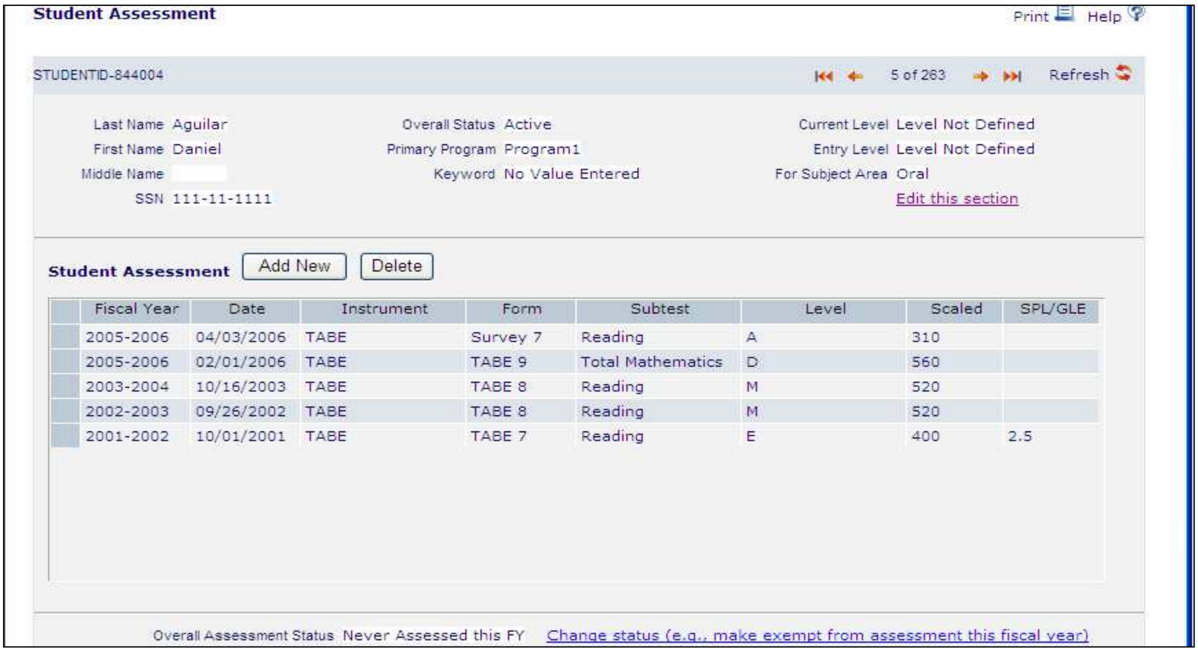
After choosing “Add New,” you will get a pop-up window where you can fill in the assessment information by choosing the instrument, form, and level, as well as the assessment date and fiscal year. Pay particular attention to the Fiscal Year as leaving that blank or populating it with the incorrect FY can result in the student not populating the NRS tables. *When choosing the* *instrument, form, and level, you must make a selection from each column before you can continue, even if the selection for level is "n/a."* When you add score information for the assessments, GLE will always over-ride the scaled score so be certain those match. Use the Tab key on your keyboard rather than the Enter key. The level associated with each scaled score will be added as you enter the data, provided the subject area and assessment are valid, level-defining assessment subjects as defined by the NRS. Click the "Save and Return" button when you have filled out all of the relevant information.



Adding a new student assessment

You may have noticed that some students have "No Value Entered" in the Subject Area Field and "No Level Defined" in the Entry Level and Current Level. (Some students may have a Current Level which is from migrated data from the old software program, or was entered at intake. These cannot be updated except by entering a valid, NRS-approved assessment). Since LACES updates levels based upon Assessment records you need to determine if the student has a **valid assessment**. Here are some reasons a student may show as never having been assessed.

a) It could be that they simply have not been assessed yet, or the assessment has not yet been entered. Typically, all new students should have a pre-test, and students should be post-tested according to state and test manufacturer guidelines.
b) If the student has an assessment, make sure that the subject area in the key information section matches the subject area of the assessment. This is particularly important to check if the student has changed subject areas from one fiscal year to the next. See example below.



Student Assessment — Print Help

STUDENTID-844004 — 5 of 263 — Refresh

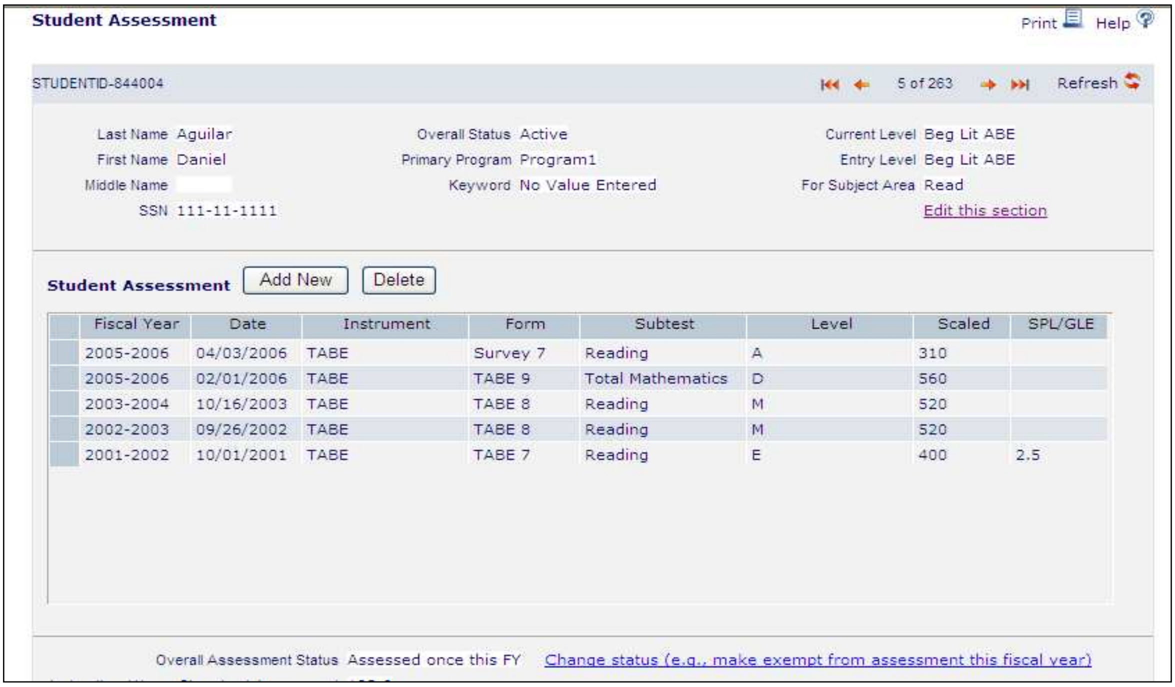
Last Name Aguilar — Overall Status Active — Current Level Level Not Defined
First Name Daniel — Primary Program Program1 — Entry Level Level Not Defined
Middle Name — Keyword No Value Entered — For Subject Area Oral
SSN 111-11-1111 — Edit this section

Student Assessment — Add New — Delete

Fiscal Year	Date	Instrument	Form	Subtest	Level	Scaled	SPL/GLE
2005-2006	04/03/2006	TABE	Survey 7	Reading	A	310	
2005-2006	02/01/2006	TABE	TABE 9	Total Mathematics	D	560	
2003-2004	10/16/2003	TABE	TABE 8	Reading	M	520	
2002-2003	09/26/2002	TABE	TABE 8	Reading	M	520	
2001-2002	10/01/2001	TABE	TABE 7	Reading	E	400	2.5

Overall Assessment Status Never Assessed this FY — Change status (e.g., make exempt from assessment this fiscal year)

This student has no Oral assessments, so he is showing no level because the subject area is Oral. If we simply change the subject area to Reading, he will show appropriate levels, as you can see below.



Student Assessment — Print Help

STUDENTID-844004 — 5 of 263 — Refresh

Last Name Aguilar — Overall Status Active — Current Level Beg Lit ABE
First Name Daniel — Primary Program Program1 — Entry Level Beg Lit ABE
Middle Name — Keyword No Value Entered — For Subject Area Read
SSN 111-11-1111 — Edit this section

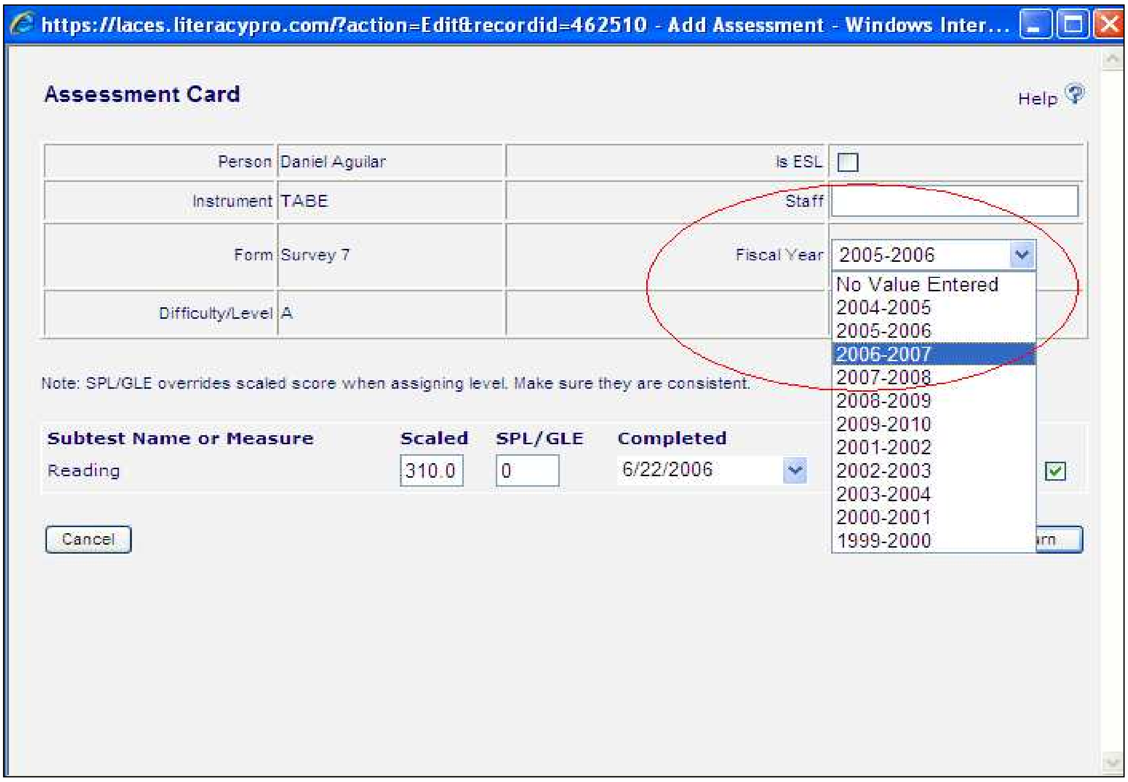
Student Assessment — Add New — Delete

Fiscal Year	Date	Instrument	Form	Subtest	Level	Scaled	SPL/GLE
2005-2006	04/03/2006	TABE	Survey 7	Reading	A	310	
2005-2006	02/01/2006	TABE	TABE 9	Total Mathematics	D	560	
2003-2004	10/16/2003	TABE	TABE 8	Reading	M	520	
2002-2003	09/26/2002	TABE	TABE 8	Reading	M	520	
2001-2002	10/01/2001	TABE	TABE 7	Reading	E	400	2.5

Overall Assessment Status Assessed once this FY — Change status (e.g., make exempt from assessment this fiscal year)

c) In cases where the student is an ESL student, it is possible for them to come in with an Entry Level of Completed Advanced ESL. *A student with Completed Advanced ESL will not populate to the NRS tables, as there is no way to show growth.* Consider giving these students another pre-test, if appropriate, such as a different ESL assessment or even an ABE assessment.

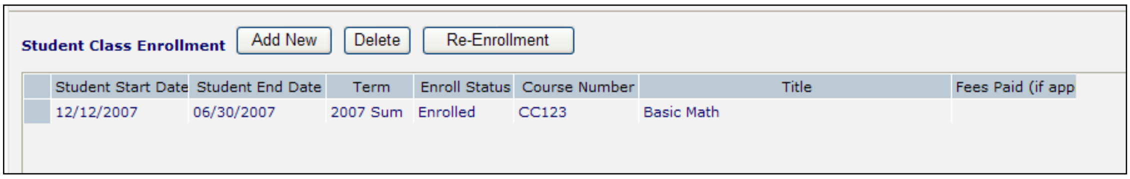
d) Finally, if the student had an assessment from the last fiscal year that can be carried over, consider whether it is appropriate to push forward that assessment so that it will count for this fiscal year. Remember that you **must not push forward an assessment from one fiscal year to another until after ALL reports have been run for the prior fiscal year, your data has been frozen and the state has given you the go-ahead to start entering new fiscal year data.** To locate students who fall within the 90 day window typically allowed by the test manufacturer and the state, follow these instructions.
   i) From Students, go to All Students.
   ii) Go to Find>Assessment Search>General Assessment
   iii) Use the **Date** option, check the date checkbox and fill in the date range with 4-1-FY to 6-30-FY and then Search.
   iv) The selection provided will be the students for whom you could potentially push forward an assessment. Once you have selected those for whom it is appropriate, go into the student's record and go to their Assessment folder.
   v) Double-click on the assessment record that is to be edited.
   vi) **DO NOT change the date the assessment was completed.** Instead, simply change the fiscal year field to reflect the new fiscal year. See example below.



Pushing forward an assessment by modifying the Fiscal Year field

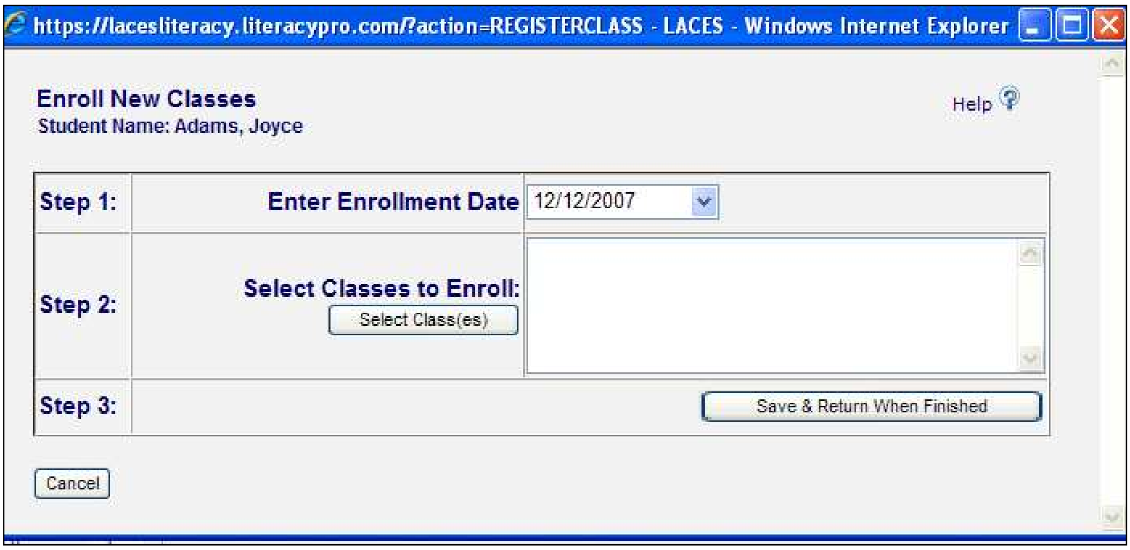
Student Classes

The Student: Classes folder allows you to track any classes attended by the student during their time attending your program. You can access this folder by going into the student record and clicking the Classes folder. You will be taken into the Class section, where you enroll the student into existing classes by clicking on the Add New button, view and/or edit their enrollment in existing classes, or re-enroll them into classes in which they had been enrolled but left, provided the class is still active and available.



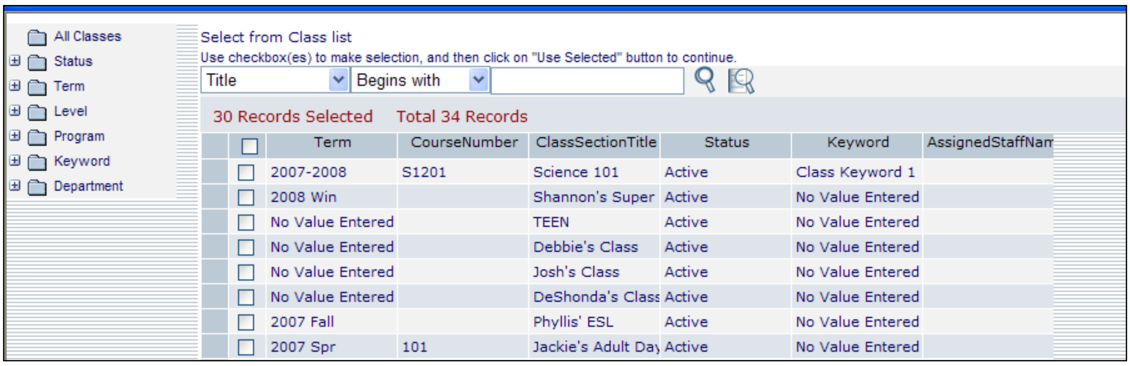
Student: Classes folder screen

To enroll a student into an existing class, click the Add New button. You will get a pop-up window where you can indicate the enrollment date and then select the "Select Class(es)" button.



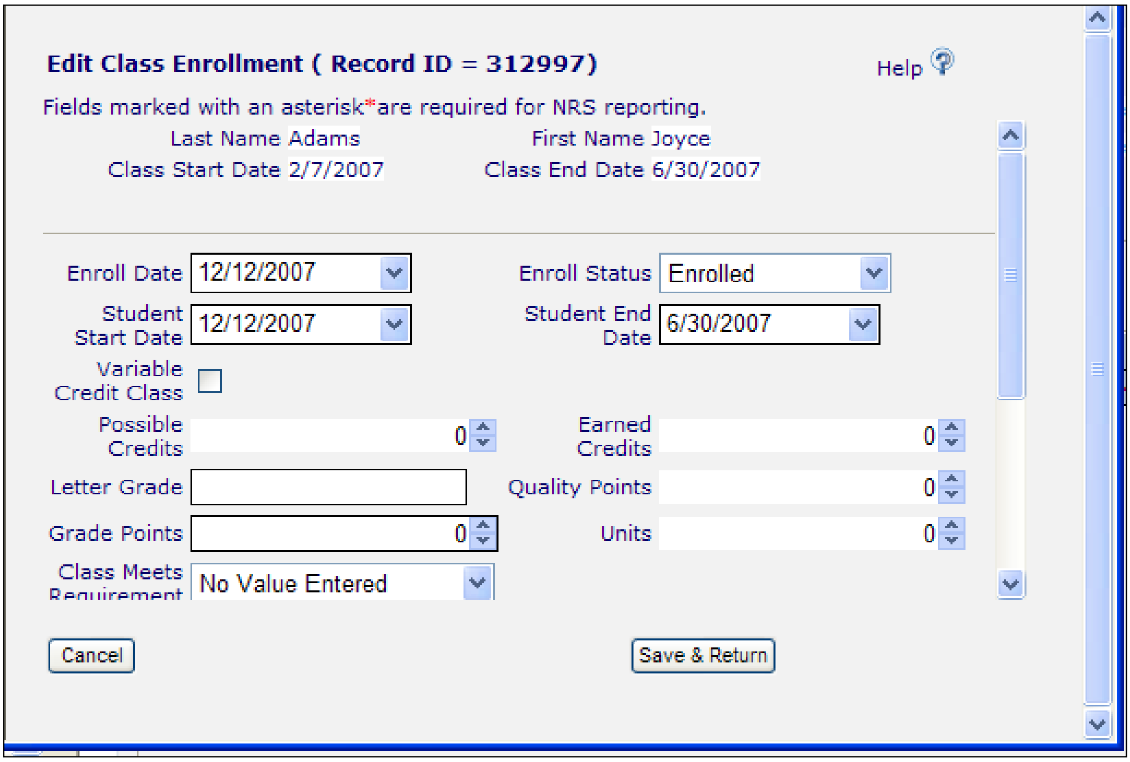
New enrollment pop-up window from the Student: Classes folder

After you click the Select Class(es) button, you will see the LACES Data Chooser, which allows you to select any classes into which you want to enroll the student, either by clicking the checkboxes in front of those classes and clicking the "Use Selected" button, or by double-clicking the class name if you only wish to enroll the student into one class.



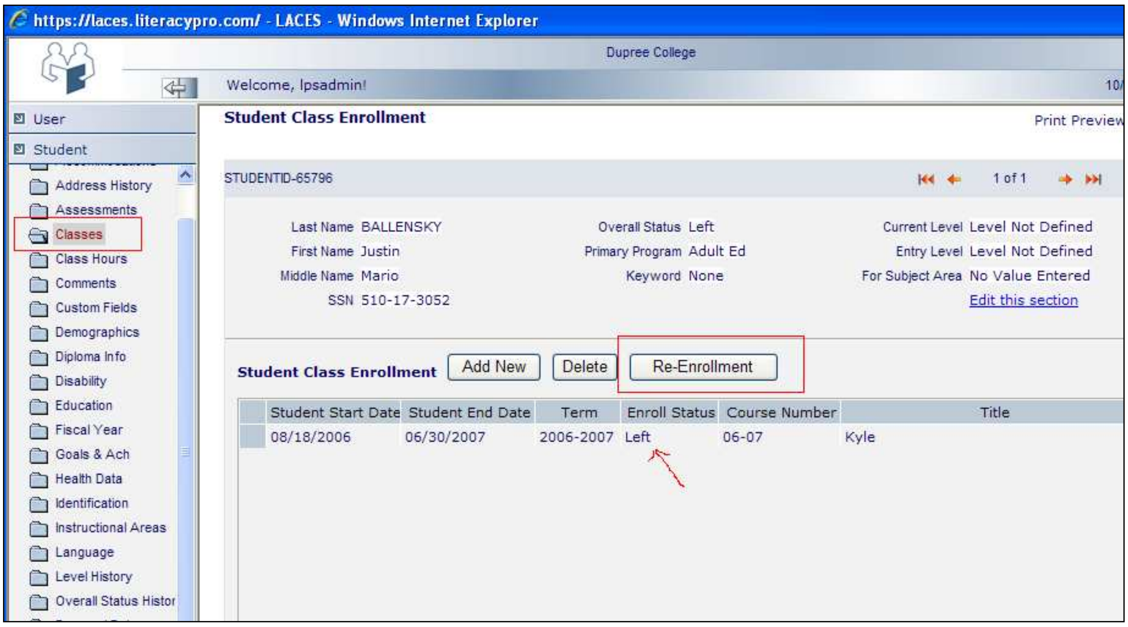
Data chooser for classes

To edit an existing class record, double click on the record in the student class folder. You will see the “Edit Class Enrollment” window, where you can make changes to the student class enrollment record, if needed. Bear in mind that if you make changes to the student start or end date, those dates must still be within the class start and end date. Also, if you mark a student as “Left” or any form of left, the end date cannot be a future date.



Editing a Class Enrollment record

To re-enroll a student into a class, from the student record, go to the Class folder. You can only re-enroll a student using the “Re-Enroll” button if they are no longer actively enrolled in the class. Click the “Re-Enroll” button.



Re-enrolling a student via the Class folder in a student record

You will get a pop-up re-enrollment window. Check the Re-Enroll checkbox for the class(es) into which you wish to re-enroll the student, and make sure you change the Enrollment date. Click "Save & Return." The student will be re-enrolled in the class. The student's start date will be whatever was initially entered as the Start Date. The student's end date will be whatever the Class End Date is in the Class Key Information. If you view the student's enrollment record in the Class record, the Enroll date there will display the date the student was re-enrolled. You can also re-enroll a student from the Class record in the Class tab, but that is a longer, multi-step process.

Student Class Hours

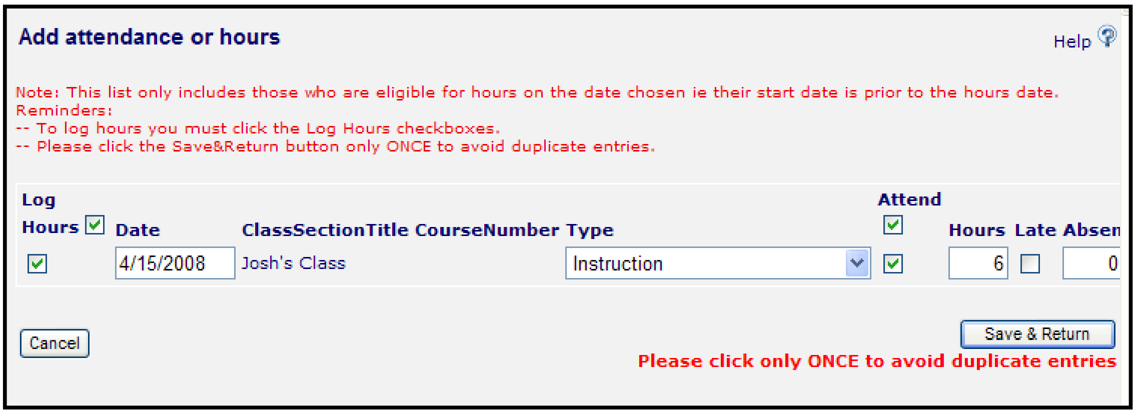
The Student: Class Hours folder allows you to track any hours obtained in classes attended by the student during their time in your program. You can access this folder by going into the student record and clicking the Class Hours folder. You will be taken into the Class Hours section, where you add hours for the student in their currently enrolled classes by clicking on the Add New button, view and/or edit their hours in existing classes, or delete hours.

Student: Class Hours folder

Hours can be added from the class record or the student record. To add new hours from the student record, click "Add New." This will take you to the Add Attendance screen, which gives you the opportunity to put in the date for which you are adding hours, the type of hours being added (Instructional, Travel, Prep, etc.), and the default amount of hours to add.

Upon clicking “Continue,” you will see an attendance window that lists all classes that the student is enrolled in on the date for which you are entering hours, the Hours Type, the amount of hours, and the “Log Hours” and “Attend” checkboxes, as well as additional fields for late/absence explanations. You MUST click the “Log Hours” checkbox for all the classes for which you wish to add hours. If you do not check the “Log Hours” box, the hours will not be logged. The “Attend” checkbox is pre-clicked for the student for all active classes. If the student did not attend, you can either not check the “Log Hours” box or uncheck the “Attend” box. Unchecking the “Attend” box will generate an hours record for that date in the student’s record, indicating that they were absent that day. Not checking the “Log Hours” box creates no student record, but simply doesn’t log any hours for that student on that date.

When you have modified any information that needed changing from the default hours, and checked the applicable “Log Hours” boxes for the student, click the “Save & Return” button in the bottom right-hand corner



Add new hours window. Note the warnings in red.

Additionally, at the bottom of the screen are the hours totals for the student in whose record you are working. The Hours Totals will include:

Current FY Instruct Hours: This is all current fiscal year instructional hours. This total should display only instructional hours, not ancillary hours such as travel or prep time (if tracked), and only for the current fiscal year.

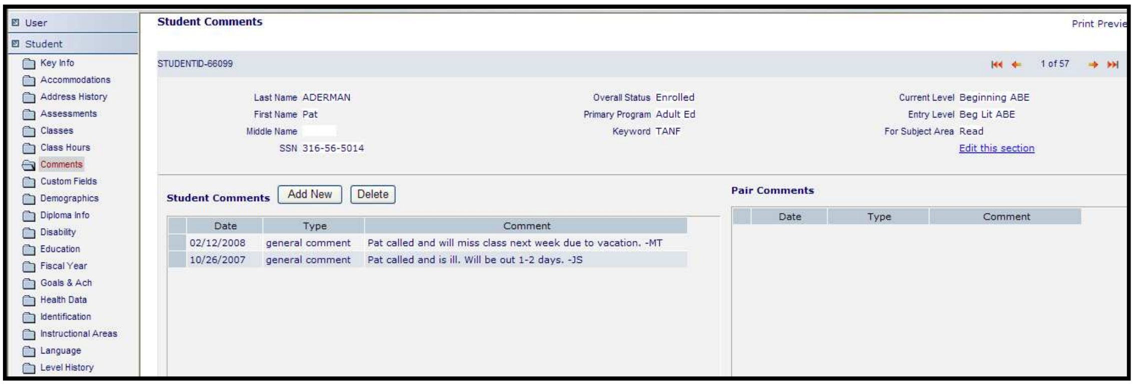
Instructional Hours: This is instructional hours for the entirety of the student’s time in your program. This total does not include ancillary hours such as travel or prep time (if tracked), but does include all instructional hours regardless of fiscal year.

Lifetime Hours: This total includes all hours earned by the student for the entirety of their time in your program, including ancillary hours such as travel or prep time (if tracked), and regardless of fiscal year.

Student Hours Totals

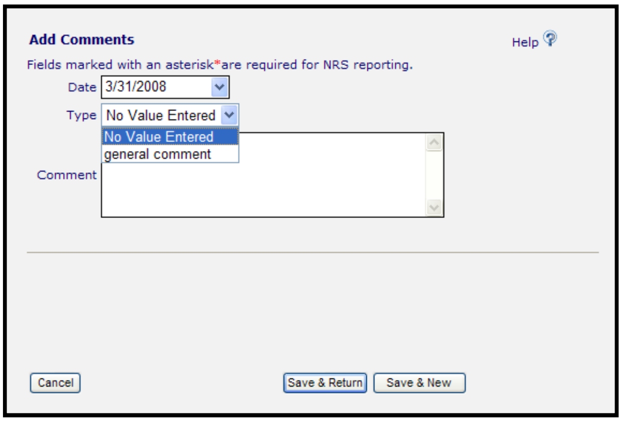
Student Comments

The Student: Comments folder allows you to track any comments added to the student record during their time in your program. You can access this folder by going into the student record and clicking the Comments folder. You will be taken into the Comments section, where you can add comments for the student by clicking on the Add New button, view and/or edit the existing comments, or delete comments. Comments placed in a Pair record will automatically be populated to the student and tutor comments folder in the Pair Comments window, and cannot be edited from the individual records but must be edited from the Pair Comments screen.



The Comments folder screen, with student and pair comments windows

The Comments fields are character limited and will not visibly save more than 3000 characters in one comment. Please note that spaces (including paragraph and line breaks) are considered characters, especially if you cut and paste comments from other sources.

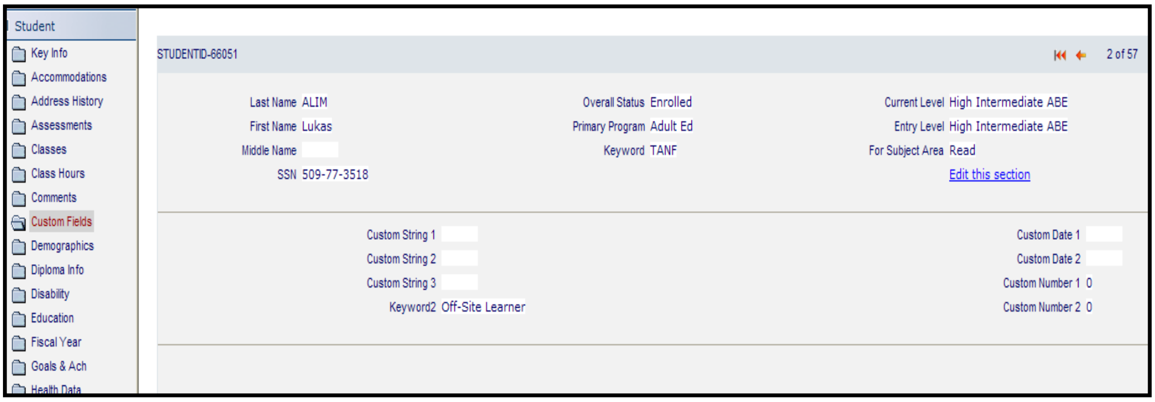


The "Add New" comment window

To add a new comment, click the "Add New" button. Select the appropriate date and type of the comment. You can indicate the Type of comment, such as phone call, weekly update, general comment, etc. The Comment Type drop-down menu is modifiable in the Choice List as "CommentType." After selecting the Date and Type of comment, type in the comment into the comment window, and click Save & Return if done, or Save & New to add an additional comment.

Student Custom Fields

The Student: Custom Fields folder allows you to add custom fields to the student database for tracking information not captured by existing LACES-generated fields. The Custom Fields are not populated via a drop-down menu but are type-in fields that you can use for whatever information you deem relevant. You can access this folder by going into the student record and clicking the Custom Fields folder. You will be taken into the Custom Fields section, where you can add custom fields for the student by clicking on the Edit button, view and/or edit the existing custom fields applied to that student, or delete existing custom fields applied to that student.



The Custom Fields folder for students

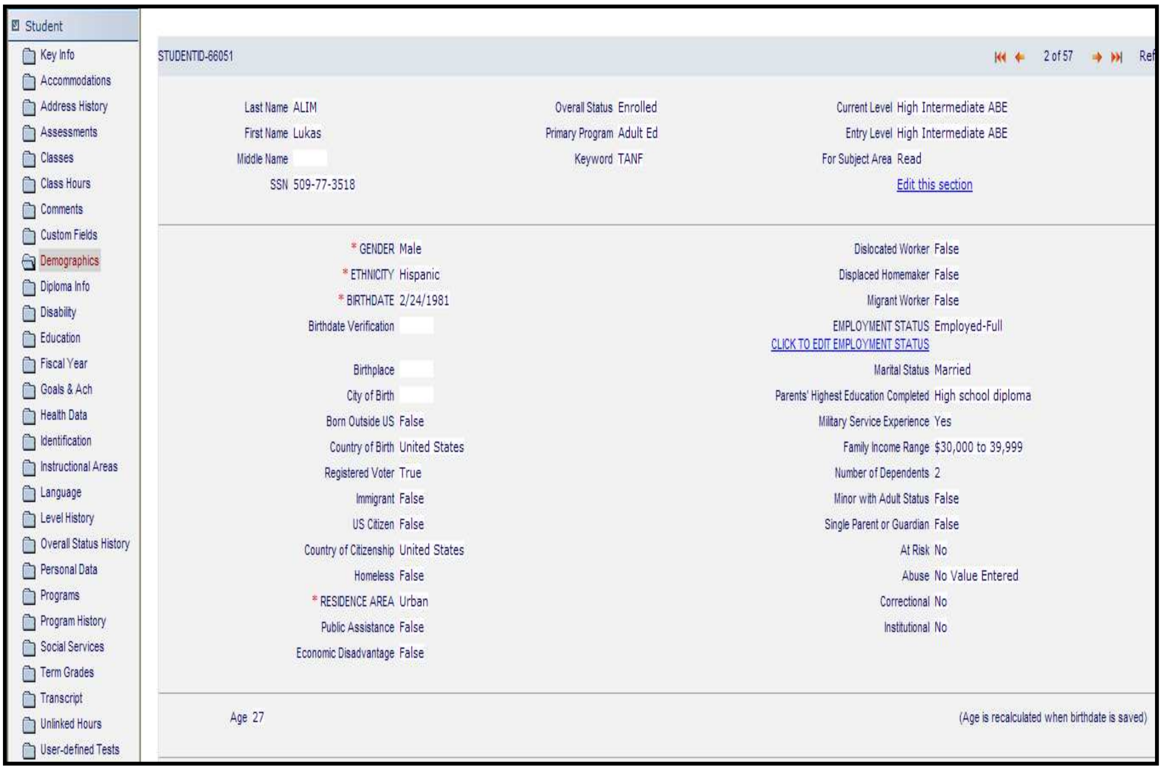
There are eight available Custom Fields for you to use: Custom Strings 1, 2, and 3, Keyword 2, Custom Date 1 and 2, and Custom Number 1 and 2. All of the Custom Fields are available as fields in the Custom Views list. Keyword 2 is also available in the student navigation folders and the Quick Field search. When selecting fields for Custom Views, the Custom Fields would be named as follows:

Custom String 1: String 1
Custom String 2: String 2
Custom String 3: String 3
Keyword2: Keyword2
Custom Date 1: Date 1
Custom Date 2: Date 2
Custom Number 1: Number 1
Custom Number 2: Number 2

To add a custom field, click on the Edit button in the bottom right hand corner of the Custom Fields folder, and type in the custom field in the relevant area. Click Save and Return when finished.

Student Demographics

The Student: Demographics folder allows you to enter and track many fields relevant to the student demographic. You can access this folder by going into the student record and clicking the Demographics folder. You will be taken into the Demographics section, where you can add data for the student by clicking on the Edit button, and/or view, edit, or delete the existing demographic information.



The student Demographic folder

The Demographics folder contains the following fields:

Gender: Populated via a user-modifiable (not recommended) choice list drop-down menu. Required Field, populated via the Student Intake Form.
Ethnicity: Populated via a non-user-modifiable drop-down menu. Required field, populated via the Student Intake Form.
Birthdate: Populated by a calendar or type-in date field, and cross-walked to automatically update the Age field annually. Required Field, populated via the Student Intake Form.
Birthdate Verification: Type-in field to indicate that the birthday has been verified, if desired.
Birthplace: Type-in field indicating the birthplace of the student, if desired.
City of Birth: Type-in field indicating the birth city of the student, if desired.
Born Outside US: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Country of Birth: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "BirthCountry."
Registered Voter: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Immigrant: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
U.S. Citizen: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Country of Citizenship: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "CountryOfCitizenship."
Homeless: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.

Residence Area: Populated via a user-modifiable (not recommended for NRS-funded agencies) choice list drop-down menu. Required Field. The drop-down menu is modifiable in the Choice List under "Area," although it is not recommended that this field be modified by any NRS-funded agency. This field is populated via the Student Intake Form, if filled out at intake
Public Assistance: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
Economic Disadvantage: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
Dislocated Worker: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
Displaced Homemaker: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
Migrant Worker: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Employment Status: This field is populated via the Student Intake Form. Although there is a link here in the Demographic section that allows you to edit the Employment Status, the link actually takes you to the Student Work History folder, so you can bypass this area and go right to the Work History folder to update Employment Status. Changes made in the Work History folder will be reflected in the Employment Status field in Demographics. If you make edits to Employment Status via the Demographics folder link, any changes made to other Demographic fields at the same time will not be saved. It is important to update Employment Status correctly and in a timely manner if you receive NRS funding, as Employment Status is tracked for the Enter and Retain Employment goals, and the Status and dates of Status are part of the equation for met goals. Consequently, the Employment Status must match with the student goals regarding employment. For example, if you enter that the student has a goal of Enter/Obtain Employment, the database will only accept that goal if the student's Employment Status at that time is Unemployed.
Marital Status: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "MaritalStatus."
Parent's Highest Education Completed: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "ParentsHighestLevelofEducationCompleted."
Military Service Experience: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "MilitaryServiceExperience."
Family Income Range: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "FamilyIncomeRange."
Number of Dependents: Type-in field indicating the number of dependents for the student.
Minor with Adult Status: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
Single Parent or Guardian: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
At Risk: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "AtRisk."
Abuse: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "Abuse."
Correctional: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "Correctional." Populated via the Student Intake screen, if filled out at intake.
Institutional: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "Institutional."

Click Save & Return when finished.

Student Diploma Info

The Student: Diploma and Credential Information allows you to track credential and diploma information obtained by the student prior to or during their instruction with your agency. You can access this folder by going into the student record and clicking the Diploma folder. You will be taken into the Diploma section, where you can add new credential and/or diploma information by clicking on the Add New button, or view and/or edit existing data.

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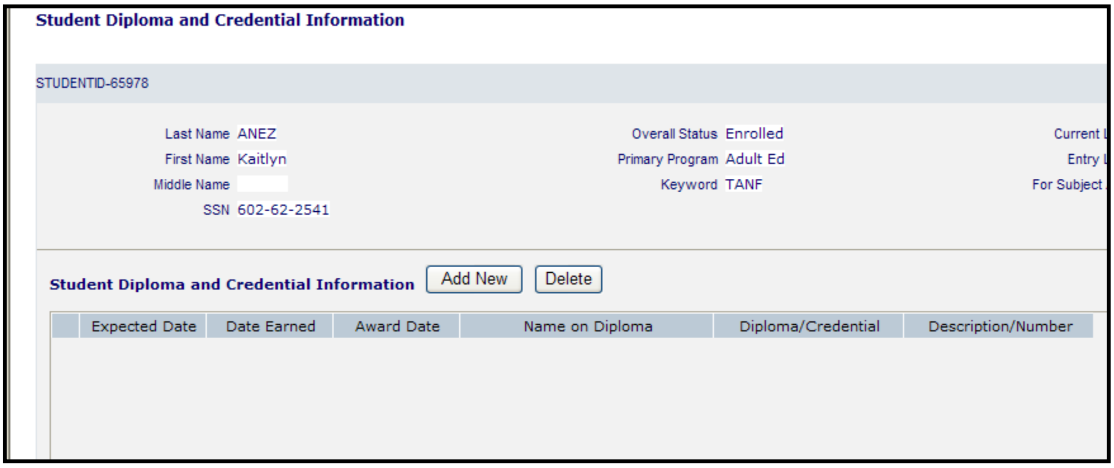
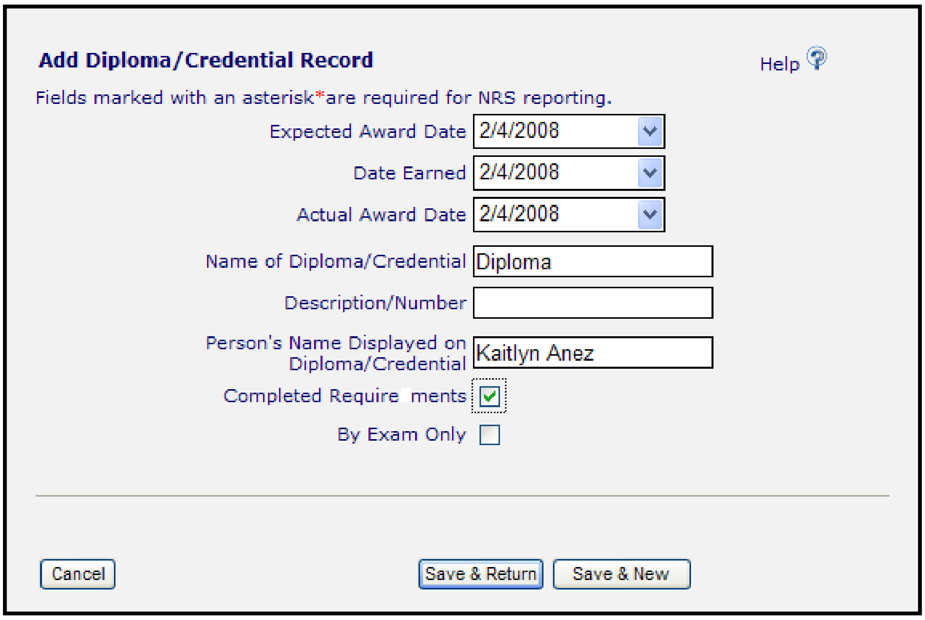


Student Diploma folder

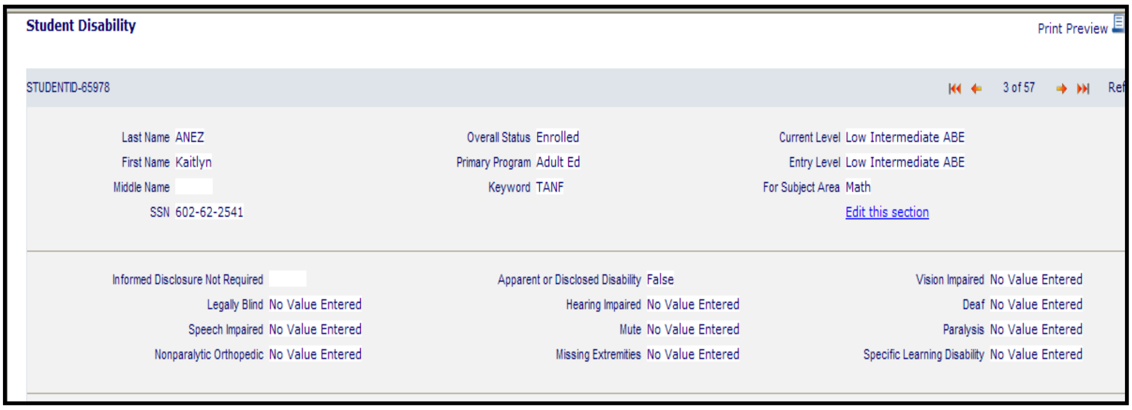
After completing the desired information, click Save & Return to save the data and return to the student record, or Save & New to enter a new credential or diploma record.



Add new Diploma/Credential Record

Student Disability

The Student: Disability folder allows you to track any apparent or disclosed disabilities. You can access this folder by going into the student record and clicking the Disability folder. You will be taken into the Disability section, where you can add new disability information, and/or view and/or edit existing disabilities by clicking on the Edit button in the bottom right-hand corner.



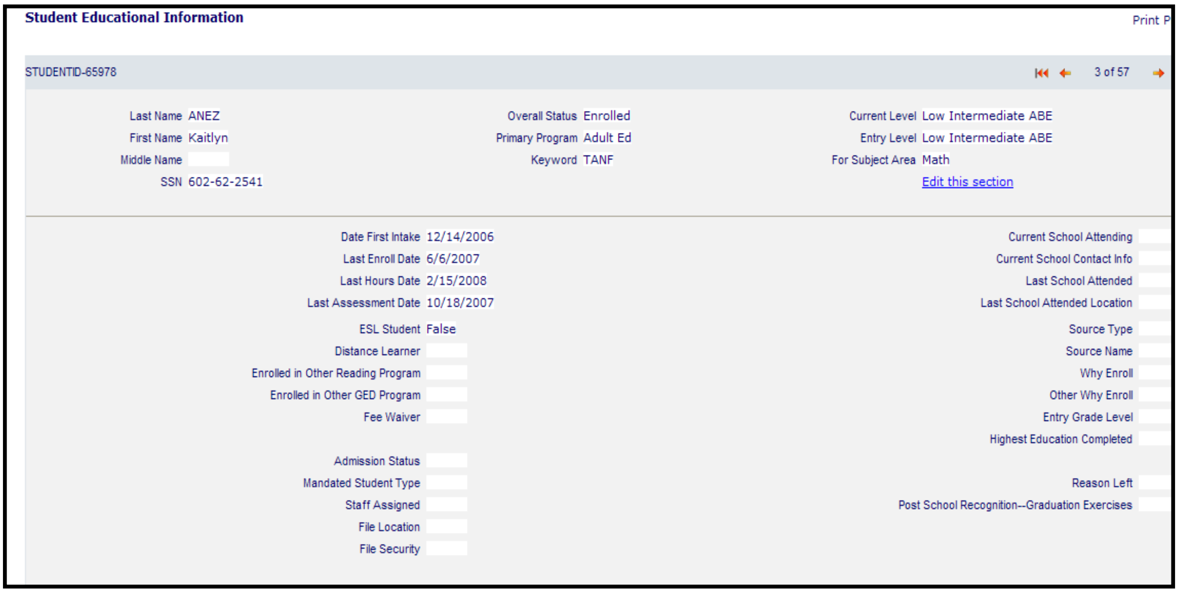
Student: Disability folder screen

After clicking Edit, you can enter, edit or delete the following fields:

Informed Disclosure Not Required: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Legally Blind: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “LegallyBlind.”
Speech Impaired: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “SpeechImpaired.”
Nonparalytic Orthopedic: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Nonparalytic Orthopedic.”
Apparent or Disclosed Disability: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes. Populated via the Student Intake screen, if filled out at intake.
Hearing Impaired: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “HearingImpaired.”
Mute: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Mute.”
Missing Extremities: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “MissingExtremities.”
Vision Impaired: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “VisionImpaired.”
Deaf: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Deaf.”
Paralysis: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Paralysis.”
Specific Learning Disability: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “SpecificLearningDisability.” Populated via the Student Intake screen, if filled out at intake.

Student Education

The Student: Education folder allows you to track educational information regarding your student, prior to, after, or during their time at your agency. You can access this folder by going into the student record and clicking the Education folder. You will be taken into the Education section, where you can add new educational information, and/or view and/or edit existing data by clicking on the Edit button in the bottom right-hand corner.



Student: Education folder screen

After clicking Edit, you can enter, edit or delete the following fields:

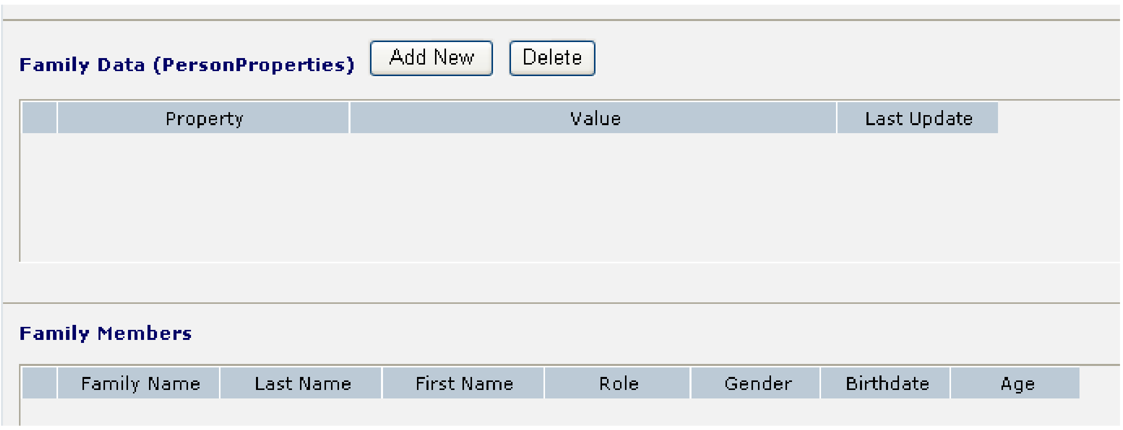
Date First Intake: A calendar field that can be entered via the provided calendar or by typing in a mm/dd/yyyy date. Populated from the Student Intake Screen.
Last Enroll Date: Automatically populated via the date used as the enrollment date in a class, group, or pair, but can be edited by the user.
Last Hours Date: Automatically populated via the date used most recently for addition of hours in a class, group, pair, or unlinked hours record. Cannot be edited by the user.
Last Assessment Date: Automatically populated via the date used most recently for addition of assessment information. Cannot be edited by the user.
ESL Student: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Distance Learner: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Enrolled in Other Reading Program: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Enrolled in Other GED Program: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Fee Waiver: A direct type-in field used for indicating if the student is eligible to have applicable fees waived.
Admission Status: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “AdmissionStatus.”
Mandated Student Type: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “MandatedStudentType.”
Staff Assigned: A type in field to indicate the staff member assigned to this student, if applicable.
File Location: A type in field to indicate the location of the hard-copy file assigned to this student, if applicable.

File Security: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “FileSecurity.”
Current School Attending: A type in field to indicate current school(s) being attended by this student, if applicable.
Current School Contact Info: A type in field to indicate the contact information for current school(s) being attended by this student, if applicable.
Last School Attended: A type in field to indicate prior school(s) attended by this student, if applicable.
Last School Attended Location: A type in field to indicate the location and/or contact information for prior school(s) attended by this student, if applicable
Source Type: Used to indicate how the student heard about your program. Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “SourceType.”
Source Name: Used to indicate further detail (if needed) for how the student heard about your program. Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “SourceName.”
Why Enroll: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “WhyEnroll.”
Other Why Enroll: A type in field used to indicate further detail (if needed) for why the student wants to enroll in your program.
Entry Grade Level: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “EntryGradeLevel.”
Highest Education Completed: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “HighestLevelofEducationCompleted.”
Reason Left: A type in field used to indicate why the student left *any program in which they were formerly enrolled*. Do not confuse this field with the Reason and Date Left fields in the Student Key Info folder, which are to be used for indicating why the student left **your** program.
Post-School Recognition-Graduation Exercises: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “PostSchoolRecognition.”

Click Save and Return when finished.

Student Family

The Student Family folder allows you to enter family member information if families are being tracked by your agency. Family members must first be entered as students. To add Family Data, click the Add New Button. Enter the information from the drop down list and click Save and Return.



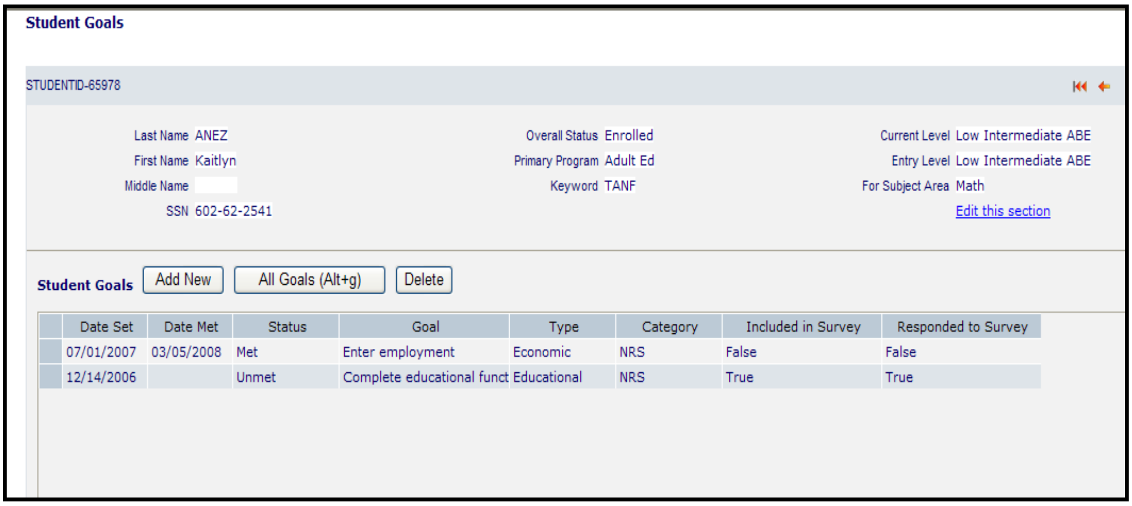
For more information on Families, go to: Family File

Student Fiscal Year

The Student: Fiscal Year folder allows you to track summary fiscal year information regarding your student for current and past fiscal years (beginning with fiscal year 2007-2008). You can access this folder by going into the student record and clicking the Fiscal Year folder. You will be taken into the Fiscal Year section, where you can view the information generated when you create a fiscal year summary for the student.

Student Goals and Achievements

The Student: Goals and Achievements folder allows you to track the progression of goals made by your student during or after their time at your agency. You can access this folder by going into the student record and clicking the Goals & Ach folder. You will be taken into the Goals & Ach section, where you can view existing goals, add new goals by clicking the Add New button or All Goals button, edit existing goals by clicking on the record of the goal you wish to edit, or delete goals.



Student: Goals folder

It is extremely important to be accurate and timely with the entry of new goals and the updating of existing goals if they are goals tracked by the NRS or AAR. For more specific information regarding goal tracking for the NRS or AAR, please view the documentation for those reports.

NRS tracks the following goals on Tables **5, 8, 9, 10, 11,** and **13**:

1. Enter Employment (Choice List Option Code 109)
2. Retain Employment (Choice List Option Code 110)
3. Obtained GED (Choice List Option Code 100) or Secondary School Diploma (Choice List Option Code 101)
4. Entered Postsecondary Education (Choice List Option Code 102) or Training (Choice List Option Code 103)

Table 8 (*optional report*) tracks the following additional goals for **Family Literacy Programs**:

1. Completed an Educational Functioning Level (Choice List Option Code 104)
2. Increased Involvement in Children's Education (Choice List Option Code 112)
3. Help more frequently with school (Choice List Option Code 113)
4. Increased contact with children's teachers (Choice List Option Code 114)

5. More involved in children's school activities (Choice List Option Code 115)
6. Increased Involvement in Children's Literacy Activities (Choice List Option Code 116)
7. Reading to Children (Choice List Option Code 117)
8. Visiting Library (Choice List Option Code 118)
9. Purchasing books or magazines (Choice List Option Code 119)

Table 9 (*optional report*) tracks the following additional goals for **Workplace Literacy Programs**:

1. Completed an Educational Functioning Level (Choice List Option Code 104)

Table 10 (*optional report*) tracks the following additional goals for **Correctional Education Programs:**

1. Completed an Education Functioning Level (Choice List Option Code 104)

Table 11 (*optional report*) tracks the following additional, secondary goals:

1. Achieved work-based project learner goal (Choice List Option Code 105)
2. Left public assistance (Choice List Option Code 111)
3. Achieved citizenship skills (Choice List Option Code 106)
4. Increased involvement in children's education (regardless of whether the participant was in a family literacy program) (Choice List Option Code 112)
5. Increased involvement in children's literacy activities (Choice List Option Code 116)
6. Voted or registered to vote (Choice List Option Code 107)
7. Increased involvement in community activities (Choice List Option Code 108)

To add a goal to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

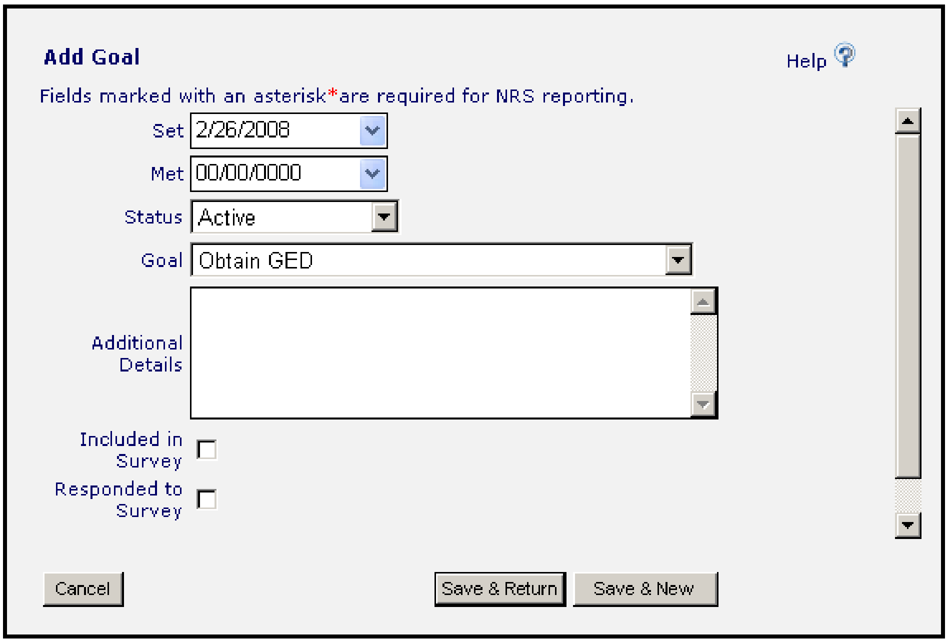
Date Set: The date the goal was set by the student. This field is populated via selecting a date from the provided calendar, or by typing the date in with a mm/dd/yyyy format.
Date Met: The date the goal was met, usually not filled in when adding a new goal, but when editing a goal to show it was met. This field is populated via selecting a date from the provided calendar, or by typing the date in with a mm/dd/yyyy format. Upon entering a met date, the Status of the goal will automatically update to Met.
Status: The current status of the goal, populated via a user-modifiable (not recommended) choice-list. We recommend keeping the choice list populated with the following statuses, and not editing the statuses, as it can adversely affect the NRS tables and other goal reports:

> *Active*: This should be used for all new goals set by the student in the current fiscal year and not yet met.
> *Unmet*: This should be used at the end of a fiscal year to indicate if the student did not meet an active goal within the fiscal year. If the student continues in your program in the following fiscal year, the goal should be entered again as a new, active goal in the new fiscal year, after changing the old goal to Unmet.
> *Met*: This should be used to indicate that the student has met the goal. This will automatically be set by the database if a Met Date is entered.
> *Achievement*: This should be used if the student obtained an unintended outcome, or met a prior fiscal year goal. Unintended outcomes are goals that the student met without initially setting it as a goal. Goals are also considered achievements if the student set the goal in a prior fiscal year and met it in a later fiscal year.

Goal: Populated via a user-modifiable choice list. Goals can be added or edited in the choice list under the heading "Goal," however we strongly recommend that you do not modify the NRS goals, as the option codes for these goals are what is tracked to allow them to populate the NRS tables. Additionally, if you do NRS reporting, you should insure that you use ONLY the goals set by LACES for the goals tracked on the NRS Tables. See the lists provided above to verify goal names and corresponding option codes, if needed.
Additional Details: A type in field that can be used to indicate any additional details regarding the student goals.

Included in Survey: It is only necessary to check the box to indicate that a student should be included in the survey on Table 5 if you report to the NRS and your state agency does not do data matching of the Table 5 goals. Checking this box indicates that the student should be included in follow-up surveys for tracking goals, both for your own records and for Table 5 outcomes.
Responded to Survey: It is only necessary to check the box to indicate that a student has responded to the survey on Table 5 if you report to the NRS and your state agency does not do data matching of the Table 5 goals. Checking this box indicates that the student has responded in follow-up surveys for tracking goals, both for your own records and for Table 5 outcomes.

When you have completed adding or modifying the goal record, click Save & Return to return to the student folder, or Save & New to save and add another goal item.



Add New Goal window

The All Goals table can be used to more quickly indicate that goals have been set and/or met, especially if the student has multiple goals. You can access the table by clicking the All Goals button in the Goals & Ach folder. Type the date set or met, as applicable, for the goal, in the appropriate row(s) and column(s), and then click the Save & Return button located at the bottom right hand corner of the window (you may need to scroll down to see the Save button). Bear in mind that the All Goals table can only be used for indicating if a goal has been set, or met. You cannot use it for indicating achievements or Unmet goals.

All Goals Set within current Fiscal Year

Category : NRS

Goal Type : Economic

Description	Goal set	Goal met
Enter employment	7/1/2007	3/5/2008
Leave public assistance		
Retain employment		

Goal Type : Educational

Description	Goal set	Goal met
Achieve work-based project learning goal		
Complete educational functioning level		
Obtain GED		
Obtain secondary school diploma		
Place in postsecondary education		
Place in training program		

Goal Type : Family

Description	Goal set	Goal met
Help child more with school		
Increased contact w/child's teacher		
Increased involvement in child's education		
Increased involvement in child's literacy activities		

All Goals Table

In the Goals and Achievements display, there are columns indicating the Type and Category for goals. These can be modified via the Choice List, under the headings of GoalType and GoalCategory; please note that modifying the type and/or category will *not* affect whether or not the goals appear on NRS table.

Student Goals Add New | All Goals (Alt+g) | Delete

Date Set	Date Met	Status	Goal	Type	Category
07/01/2007	03/05/2008	Met	Enter employment	Economic	NRS
12/14/2006		Unmet	Complete educational funct	Educational	NRS

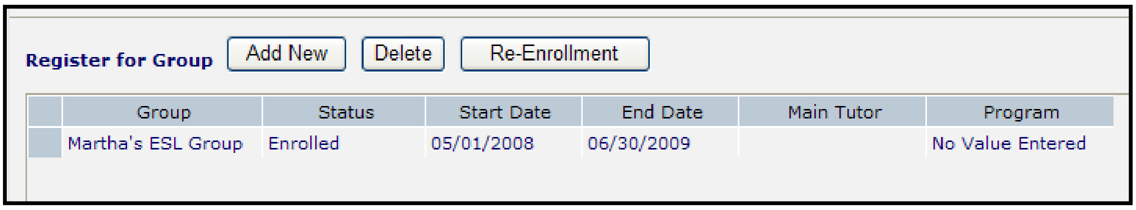
Student Goals display including Type and Category

Student Groups

The Groups folder will display the student's groups, including:

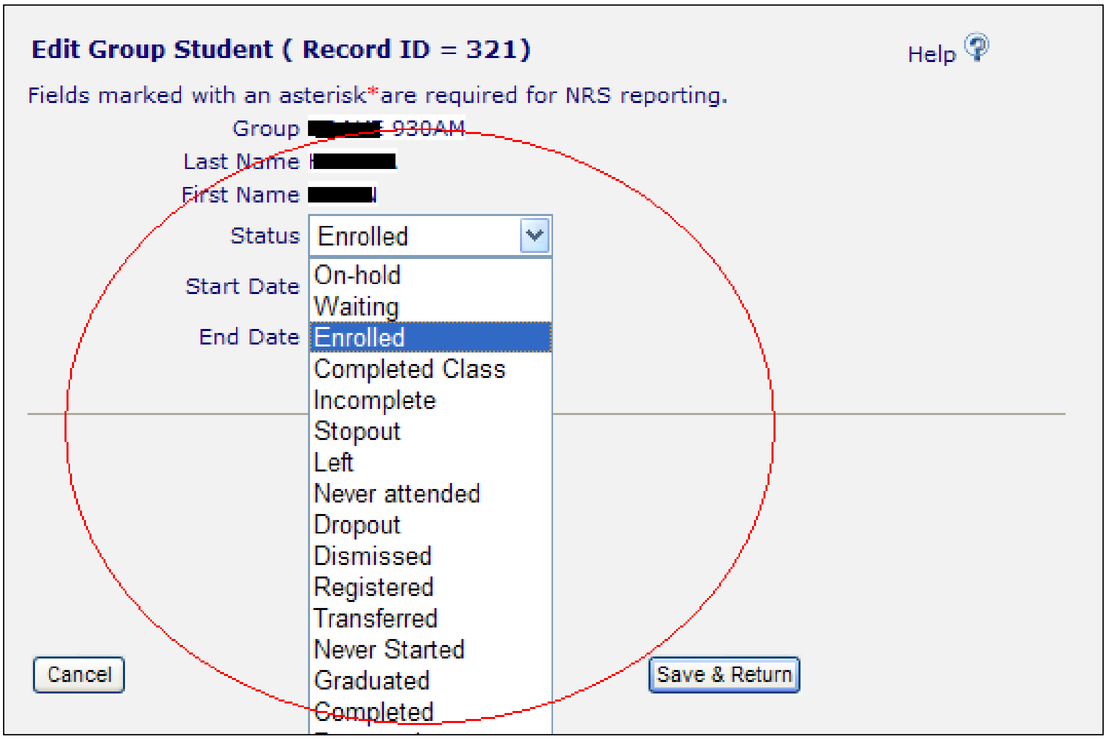
- Group – the title of the group
- Status – the status of the student in the group
- Start Date – the date the group began
- End Date – the date the group ended or will end

- Main Tutor – indicates the primary tutor assigned to the group
- Program – the program assigned to the group



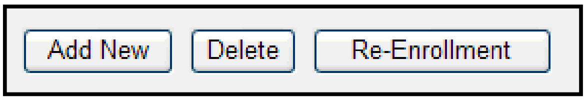
Group	Status	Start Date	End Date	Main Tutor	Program
Martha's ESL Group	Enrolled	05/01/2008	06/30/2009		No Value Entered

The student group record can be edited by double-clicking the record. Status, start date, end date, and status can be edited by clicking the down arrow and making the selection, then clicking "Save & Return."



To change the status of a student enrolled in a group, go to the Group tab and select the Group. Open the record by double-clicking the group name. The record will open in the "Key Info" folder for the group. From that screen, you should see the list of students in that group. Double-click the name of any student whose status you want to change. You will get a pop-up window to Edit Group Student record for that student. Use the available drop-down menus in the field to indicate that a student is Left, Completed, On-Hold, or other available statuses. Bear in mind that you cannot put an End Date that is in the future; it must be today's date or earlier, and it must be within the group Start and End date. A group enrollment status of "Left" or "Completed" will change the student's Overall Status to Left, if that is the only group that the student was enrolled in. If a student was enrolled in multiple groups, changing the group enrollment status for just one group will not change the student's Overall Status. A group enrollment status of "Waiting" or "On-Hold" will not change the student's Overall Status.

There are three additional buttons:



Add New – assigns the student to another existing group

Delete – deletes a student from a group (a student can be deleted from a group **only** after all student hours in the group have been removed)

TIP: To delete a student's hours from a pair or a group, go to the pair or group record under their corresponding tabs.

Re-Enroll **-** You will get a pop-up re-enrollment window. Check the Re-Enroll checkbox, and make sure you change the Enrollment date. Click "Save & Return." The student will be re-enrolled in the group. The student's start date will remain the same, and the end date will be whatever the Group End Date is in the Group Key Information. Please note that the Group *must be active* to be available for the student to re-enroll.

Student Health Data

The Student: Health Data folder allows you to track health data that may affect the student's ability to learn and attend to instruction. You can access this folder by going into the student record and clicking the Health Data. You will be taken into the Health Data section, where you can add new information, and/or view and/or edit existing data by clicking on the Edit button in the bottom right-hand corner.

Student: Health Data folder details

After clicking Edit, you can enter, edit or delete the following fields:

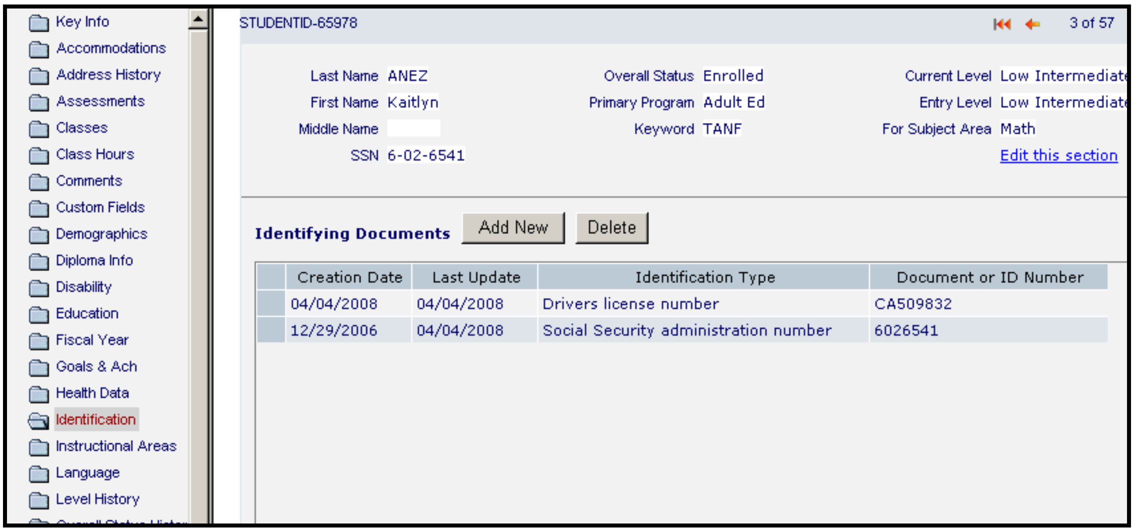
Medical Condition: A type-in field where you can indicate medical conditions.
Medical Treatment: A type-in field where you can indicate medical treatments.
Health Care Required at School: A type-in field where you can indicate required heath care.
Allergies: A type-in field where you can indicate known allergies.
Vision Evaluation: A type-in field where you can indicate vision evaluation results.
Hearing Evaluation: A type-in field where you can indicate hearing evaluation results.

Speech and Language Evaluation: A type-in field where you can indicate speech and language evaluation results.
Special Diet Considerations: A type-in field where you can indicate special diet considerations.
Non-medical Therapy: A type-in field where you can indicate non-medical therapy.
Handedness: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Handedness.”

Click Save & Return when finished.

Student Identification

The Student Identification folder allows you to track any identifying documentation used by your students. You can access this folder by going into the student record and clicking the Identification folder. You will be taken into the Identifying Documents section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



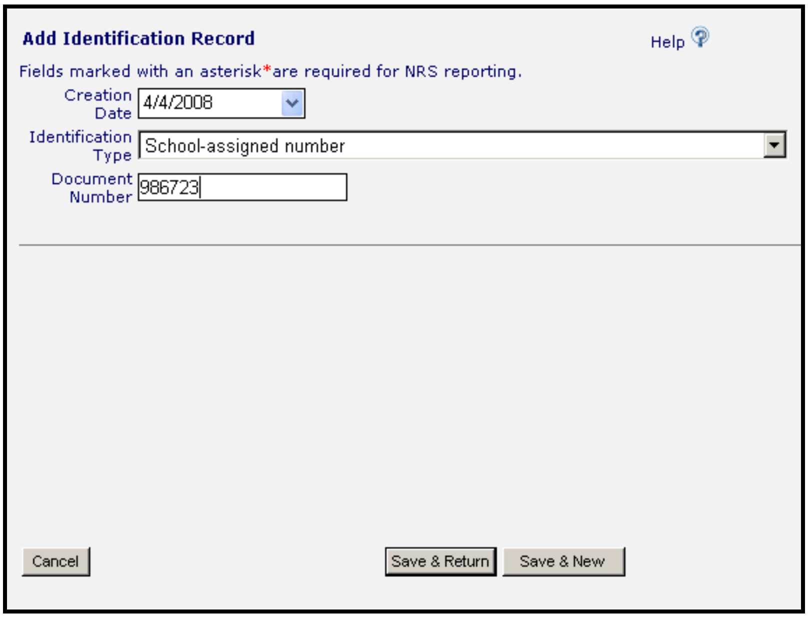
Student Identification folder

To add identification data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Creation Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Identification Type: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “IdentificationSystemDescription.”
Document or ID Number: A type-in field where you can indicate identification document numbers.

In the display field for identification, you will also see the Last Update field, which displays the date the record was last updated. This column is not user-modifiable.

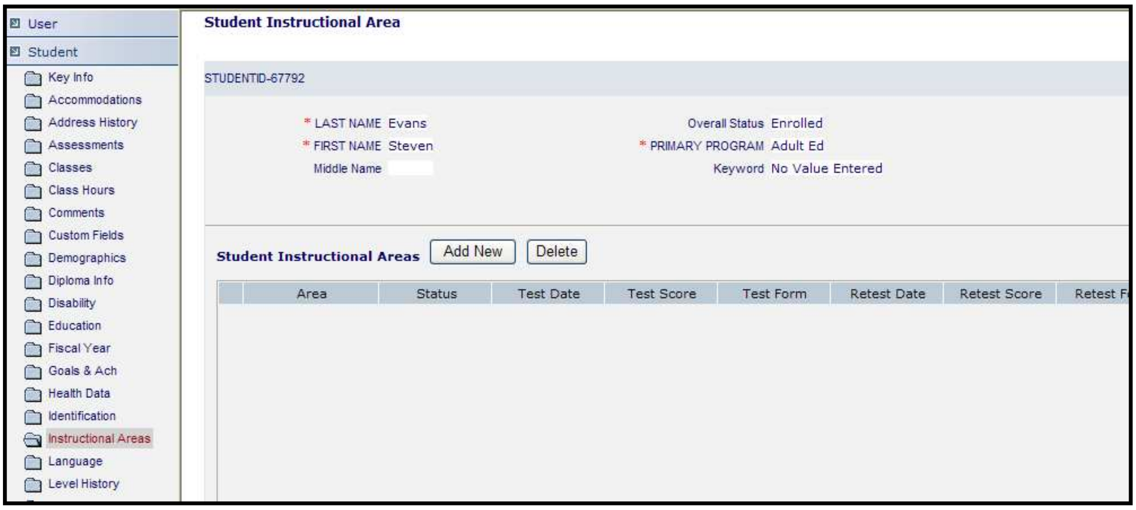
When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another identifying document record.



The Add New Identification window

Student Instructional Areas

The Student: Instructional Areas folder allows you to track instructional data for your students. You can access this folder by going into the student record and clicking the Instructional Areas folder. You will be taken into the Instructional Areas section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



Student Instructional Areas folder

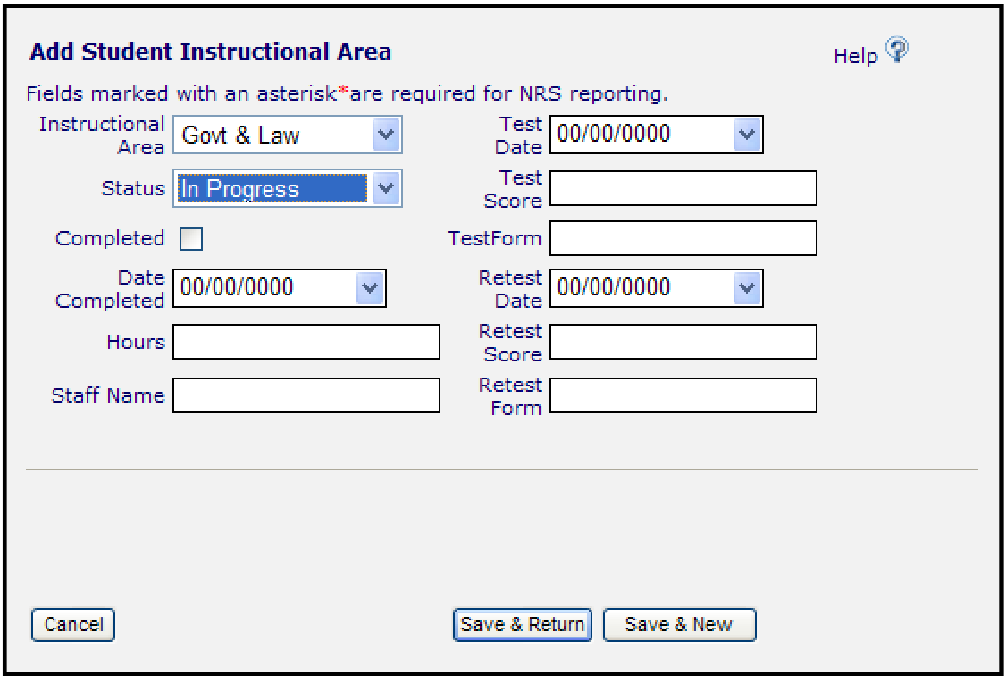
To add instructional area data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Instructional Area: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "InstructionalArea."

Status: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “InstructionalAreaStatus.”
Completed: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Date Completed: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Hours: Type-in field indicating the number of hours earned in that instructional area by the student.
Staff Name: Type-in field indicating the staff member assigned to the student in the instructional area.
Test Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Test Score: Type-in field indicating the score earned on assessments in that instructional area by the student.
Test Form: Type-in field indicating the assessment form used to test progress in the instructional area by the student.

Re-Test Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Re-Test Score: Type-in field indicating the score earned on re-tests in that instructional area by the student.
Re-Test Form: Type-in field indicating the assessment form used to test progress on any re-tests taken in the instructional area by the student.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another instructional area item.

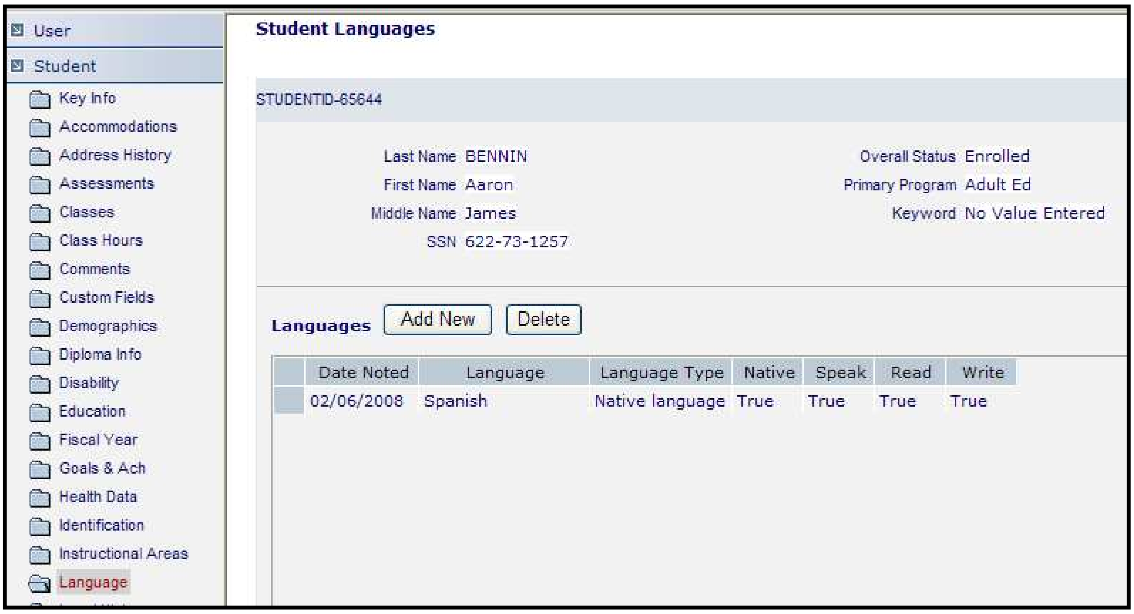


The Add New Instructional Area window

Student Language

The Student: Languages folder allows you to track native, spoken, written, and read languages used by your student. You can access this folder by going into the student record and clicking the Language folder. You will be taken into the Languages section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.

The Language folder is what is used to populate the available choices regarding Language when searching based on Preferences for Students and Tutors.

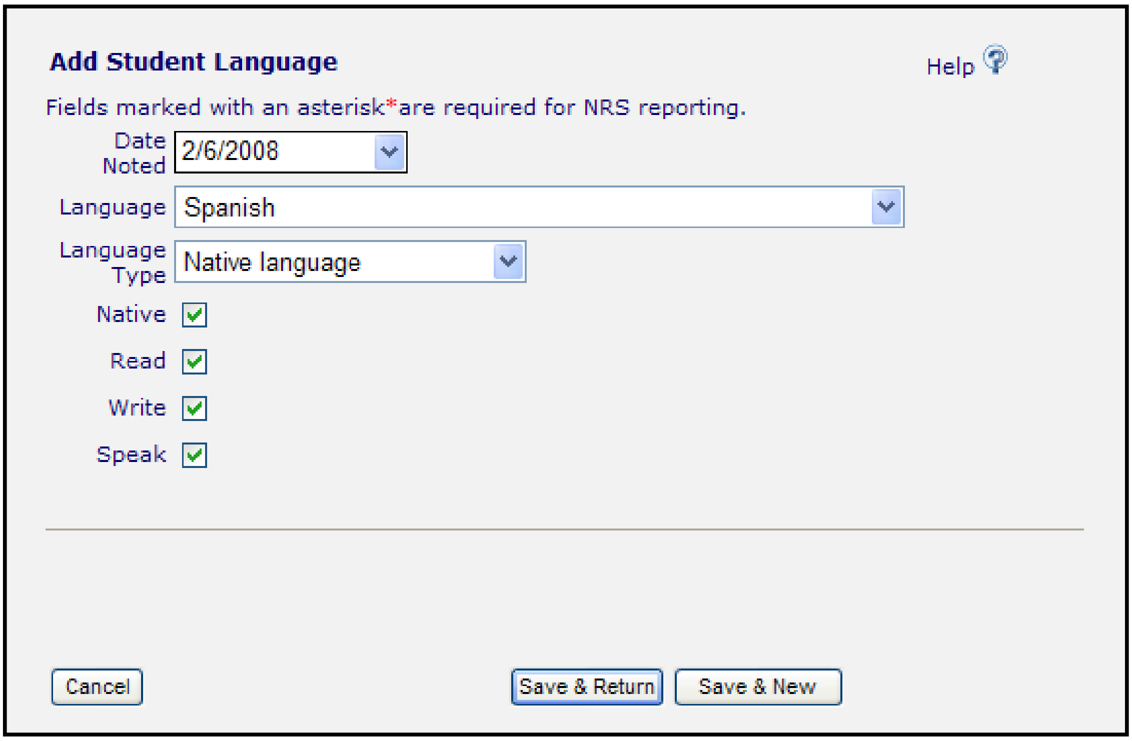


Student Languages folder

To add language data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Date Noted: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Language: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Language.” Please note that the default choice list contains the most commonly spoken languages at the top of the list, followed by other languages in alphabetical order.
Language Type: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “LanguageType.”
Native: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Read: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Write: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Speak: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another language record.



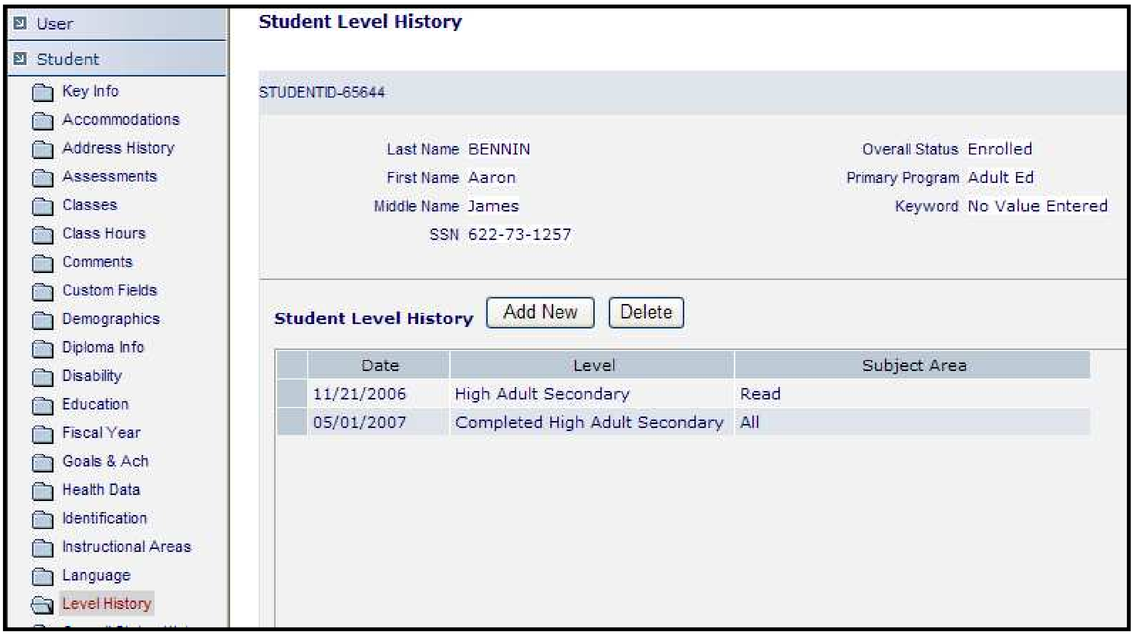
Add New Language folder

Student Level History

The Student: Level History folder allows you to track the educational functioning levels (EFL's) obtained and completed by the student. You can access this folder by going into the student record and clicking the Level History folder. You will be taken into the Level History section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.

The Level History folder is also populated automatically based on valid, level-defining assessments entered into the Assessments folder, which additionally is cross-walked to the Entry and Current Level of the student Key Information section.

The most recent addition to the Level History folder will also populate the Last Level field in the student Key Information section, regardless of whether it was generated via an assessment or manual data entry addition of a level.

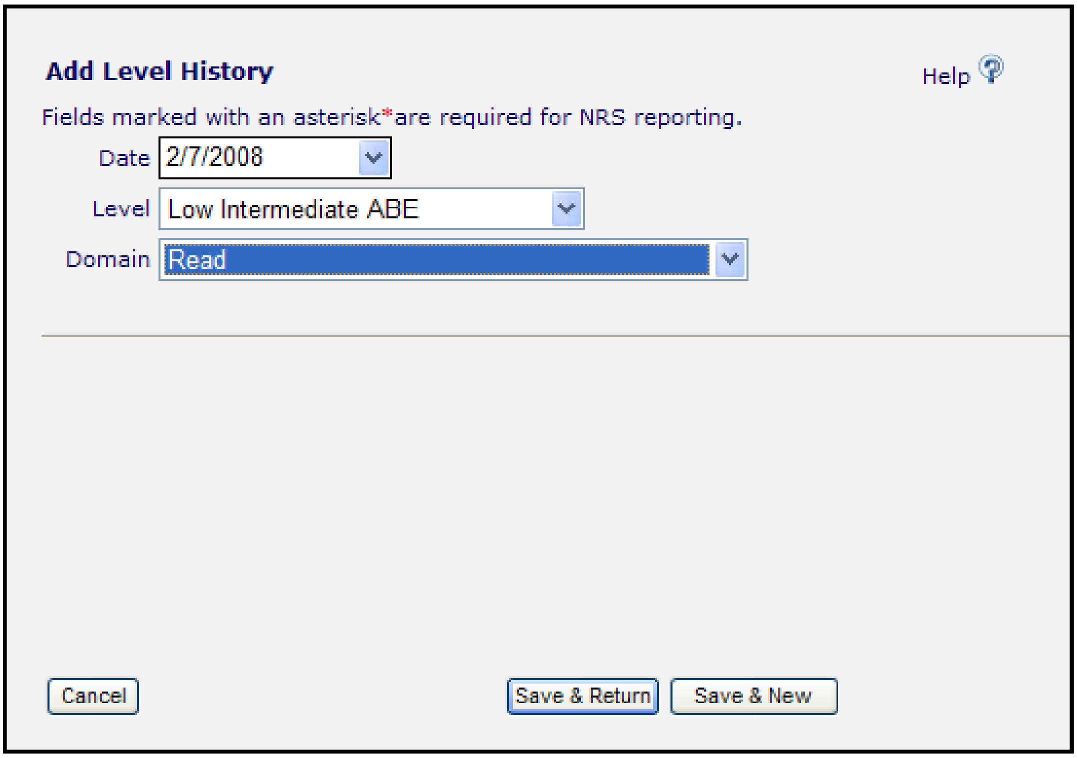


Student Level History folder

To add level history data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following information:

Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Level: Populated via a user-modifiable (not recommended for ABE agencies) choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Level.” Please note that because the Level History is used to populate the NRS tables, the choice list for Levels should not be modified by users, as it will cause errors in your tables.
Domain: Also known as the Subject Area. Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Domain.”

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another level history record.



Add New Level History folder

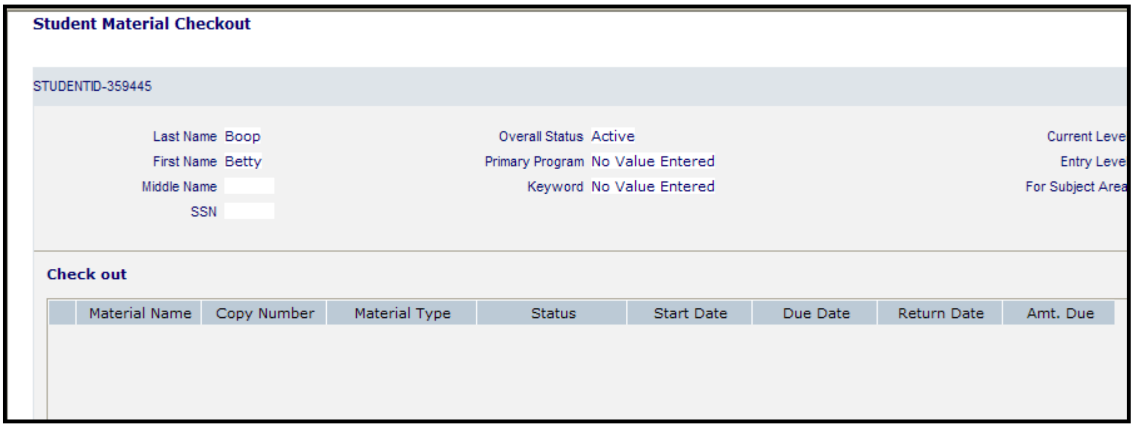
Student Material

The Student: Material folder contains material data populated from the Materials tab.

Data in the Material folder cannot be added to or modified from the student folder, but only viewed. Changes would need to be made in the Material record in the Material tab.

You can access this folder by going into the student record and clicking the Material folder. You will be taken into the Material section, where you can view the:

Material Name
Copy Number
Material Type
Status
Start Date
Due Date
Return Date
Amount Due

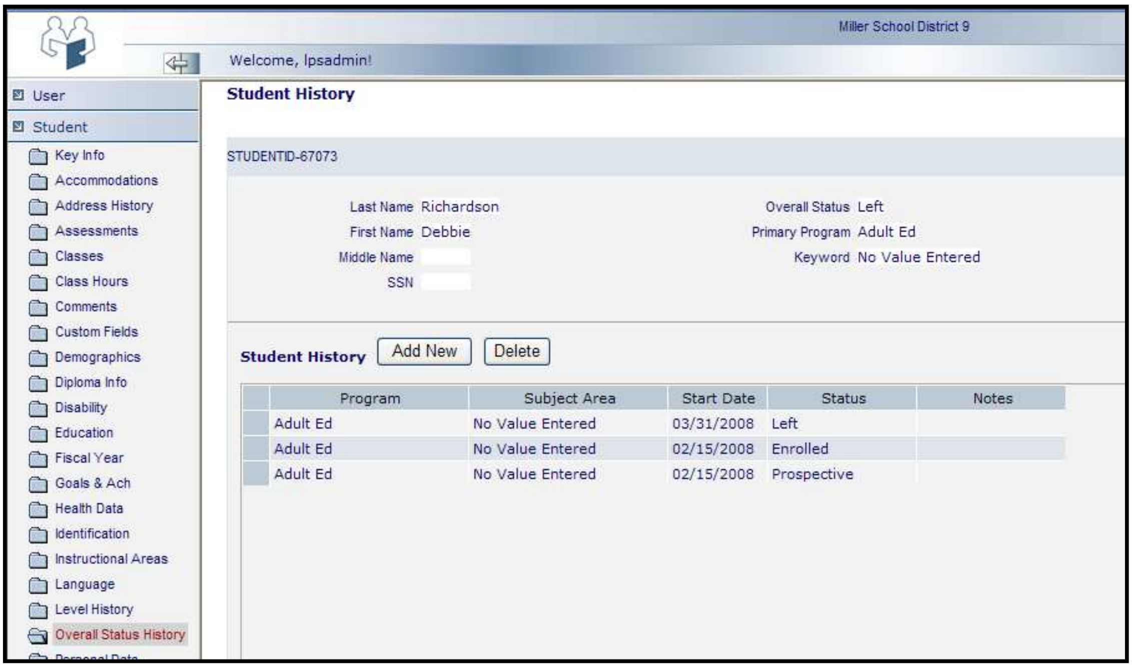


Student Materials folder

Student Overall Status History

The Student: Overall status History folder allows you to track the overall status history of the student during their time in your program. Note that Overall Status is linked to Enrolled Status; however, the Overall Status History folder only tracks changes made to the student Overall Status. Enrolled status changes can be tracked in the student Program History Folder or by viewing the instructional areas (Class, Group Pair) folders. The Overall Status History folder was implemented in first quarter 2008 and only began tracking changes automatically at that time. Historical data from prior to Q1 2008 can be added manually if desired.

You can access this folder by going into the student record and clicking the Overall Status History folder. You will be taken into the Student History section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



The Student Overall Status History folder

The Overall Status History folder is populated automatically based on the Overall Status of the student. Students always come in with a status of Prospective, so upon intake each new student will have a record indicating the date and program associated with their Prospective status. Enrolling the student into a pair, group, or class will automatically update the student to Enrolled/Active, which will again populate the Overall Status History folder. Completing the student from their instructional area will automatically change the Overall Status to On-Hold (literacy) or Left (ABE).

Manual changes to the Overall Status, such as updating a Prospective Student to Waiting, will also be tracked automatically in the Overall Status History folder.

Adding or editing information in the Overall Status History folder **will not change** the student's Overall Status: status changes are made automatically via intake, enrollment, or completion/leaving and some changed can also be made manually in the Key Information section of the student record.

To add overall status history data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following information:

Program: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "ProgramName." Please note that Program, while similar to Primary Program, is not the same choice list. Primary Program is not a user-modifiable choice list and made changes to ProgramName will not affect the Primary Program menu.
Note that when editing an existing Overall Status History record created by LACES, the program field cannot be edited, as it is populated based on the Program assigned at intake or enrollment; however, when adding manual Overall Status History records, this field is modifiable.

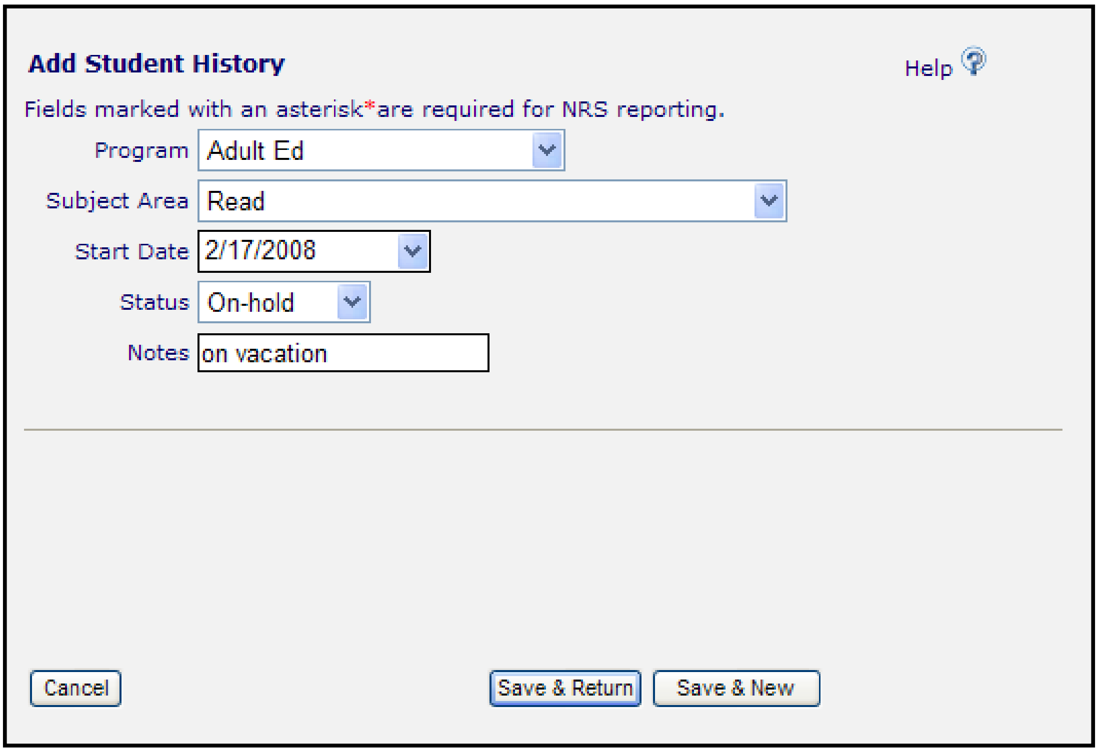
Subject Area: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "Domain"
Note that when editing an existing Overall Status History record created by LACES, the subject area field cannot be edited, as it is populated based on the subject area assigned at the time of the initial fiscal year assessment; however, when adding manual Overall Status History records, this field is modifiable.

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.

Status: Populated via a non-user-modifiable choice list drop-down menu.
Note that when editing an existing Overall Status History record created by LACES, the status field cannot be edited, as it is populated based on the status assigned via intake, enrollment, or completion/leaving; however, when adding manual Overall Status History records, this field is modifiable.

Notes: Type-in field available for notes regarding the Overall Status History record.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another Overall Status History record.

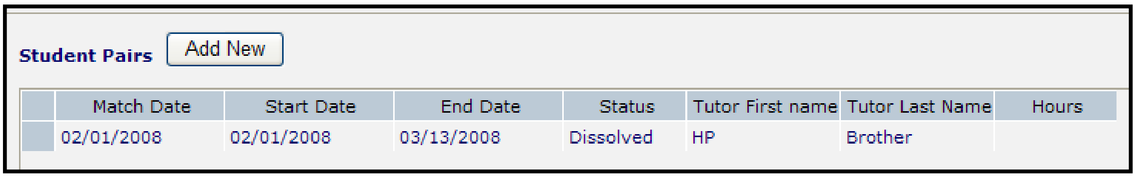


Add New Student History folder

Student Pairs

The Pairs folder will display any pair the student is or has been involved in, including:

- Match Date – the date the pair was created
- Start Date – the first date of recorded hours in the pair
- End Date – the date the pair was dissolved
- Status – status of the pair – active, dissolved, or on hold
- Tutor First Name – first name of the tutor in the pair
- Tutor Last Name – last name of the tutor in the pair
- Hours – total number of hours recorded for the pair

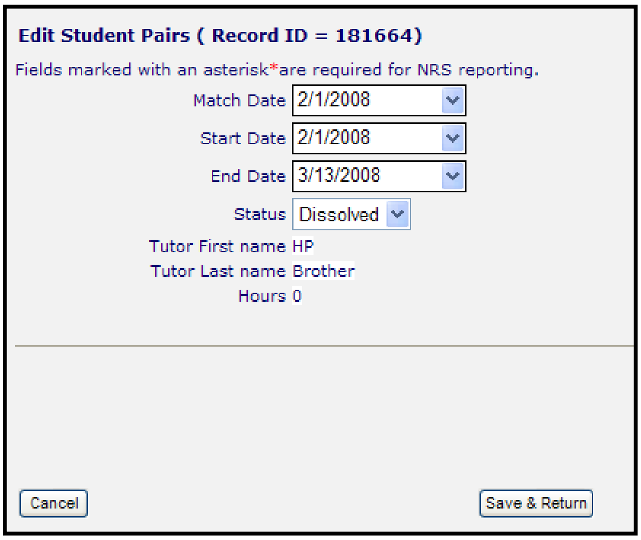

Student Pairs Add New

Match Date	Start Date	End Date	Status	Tutor First name	Tutor Last Name	Hours
02/01/2008	02/01/2008	03/13/2008	Dissolved	HP	Brother	

The student pair record can be edited by double-clicking the record. Match date, start date, end date, and status can be edited by clicking the down arrow.

When you dissolve a Pair, the student and tutor Overall Status will automatically go to “On-Hold” if the student or tutor is not active in any other pair, group, or class. If they are active in other pairs, groups, or classes, their Overall status will remain Active even though the Pair is dissolved. From On-Hold, you can manually change them to Left in their individual records, or you can leave them as On-Hold and they will automatically be updated to Active when you enroll them into a new pair, group, or class.

After editing, click Save & Return.

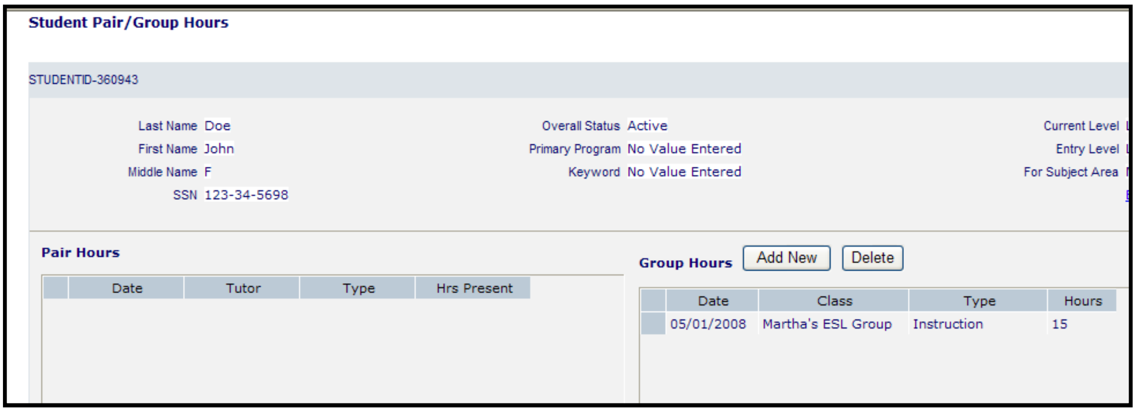


There is an additional button:

Add New – create a new pair
Although Pairs can be created and edited from the student record, hours must be added from the Pairs tab.

Student Pair/Group Hours

The Pair/Group folder will display the hours recorded for a student in a pair or group.



The Pair Hours folder is informational only and cannot be edited, but will display hours entered in the Pair tab. The Group Hours folder also displays hours entered in the Group tab, which cannot be edited; however, you can Add New Hours or delete hours in the Group Hours section.

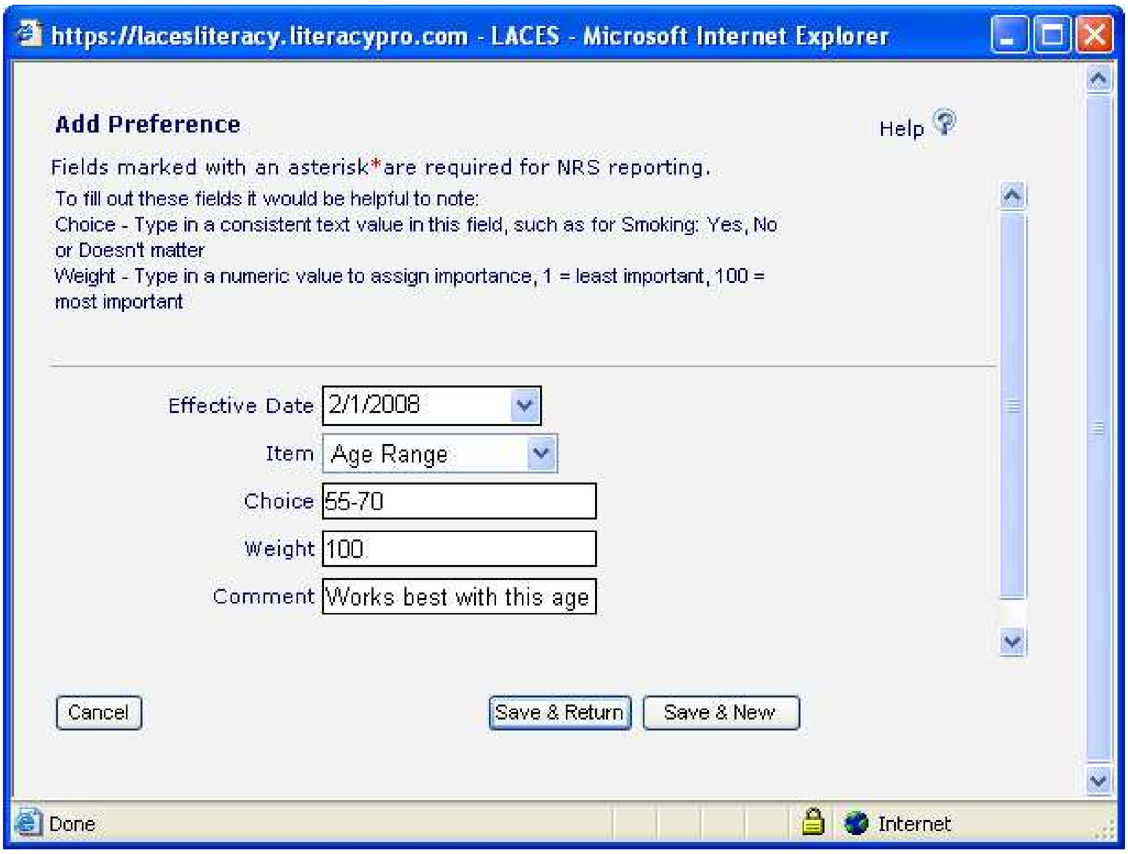
Student Preferences

The preferences folder will display a student's preference to work in a pair or group on a particular day or time, as well as:

- Location
- Gender
- Ethnicity
- Age range
- Smoking
- Program
- Keyword
- Other

By designating the student's preference, they can be matched with tutors with similar preferences.

To add a preference, click the Add New button. Choice, weight and comment are text boxes. It is recommended that standard text be determined so all data entry personnel are using the same words or phrases. This allows for easier searching.



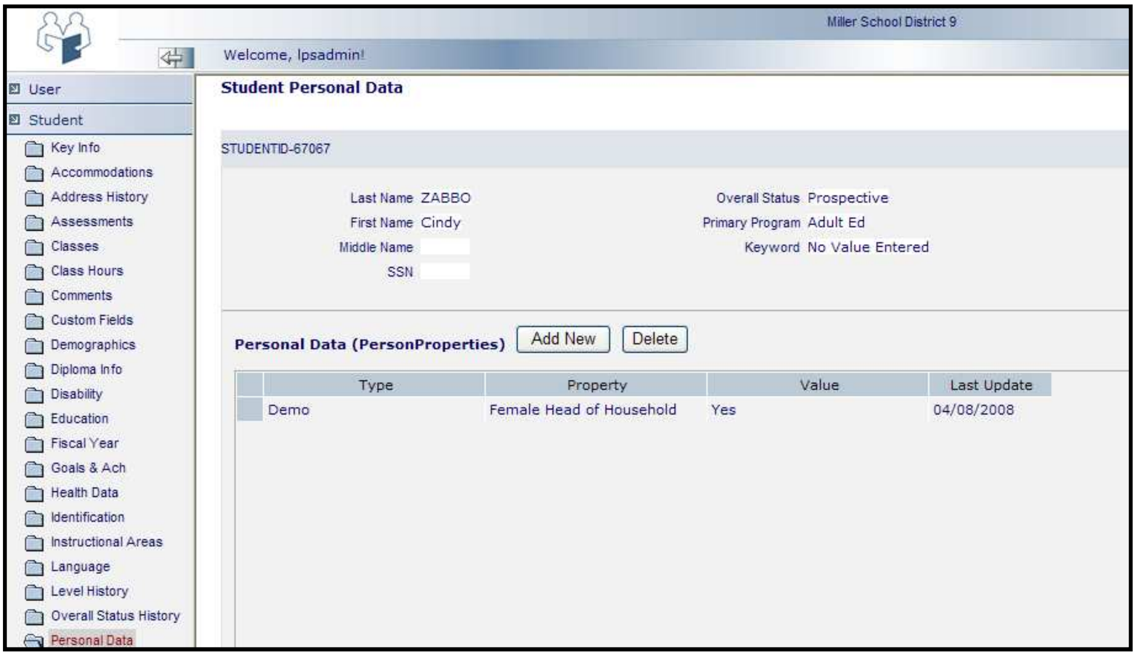
Add information in the following fields, then click Save & Return.

- Item
- Choice – enter a choice that is relevant to the item
- Weight – a numeric value determining the importance of the preference, with 1 as the least important, and 100 being the most important
- Comment – enter an optional comment

Preferences can be deleted by first selecting the preference, then clicking Delete.

Student Personal Data

The Student: Personal Data folder allows you to track personal data for your students. This is similar to the Keywords and Custom Fields in that it primarily exists to allow you to track information that is not already a pre-generated field in LACES. You can access this folder by going into the student record and clicking the Personal Data folder. You will be taken into the Personal Data section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



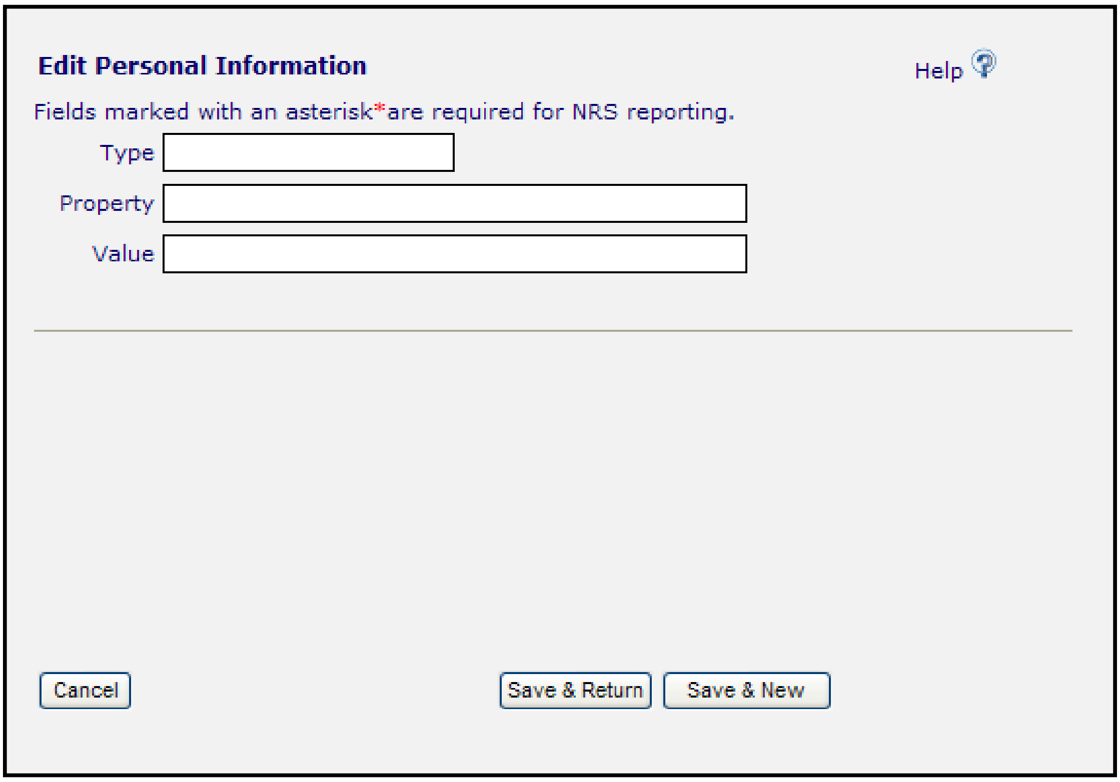
Student Personal Data folder

To add personal data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Type: A limited-character type in field; only accepts 10 characters.
Property: A limited-character type in field; only accepts 50 characters.
Value: A limited-character type in field; only accepts 50 characters

In the display field for personal data, you will also see the Last Update field, which displays the date the personal data record was last updated. This column is not user-modifiable.

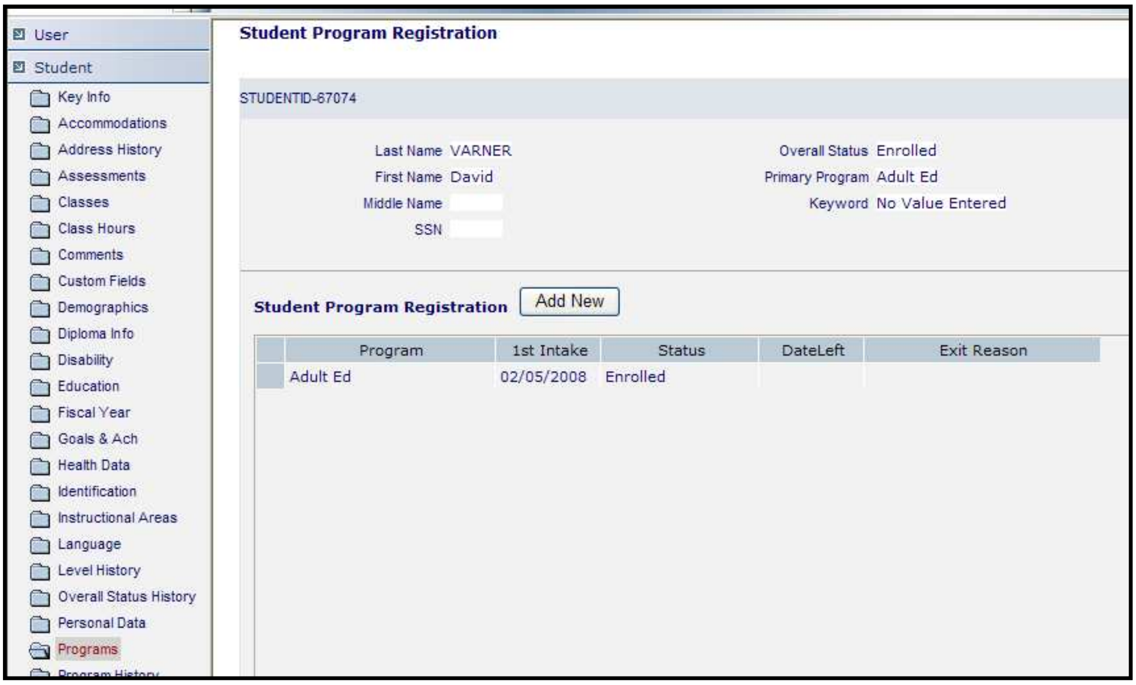
When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another personal data item.



Add New Personal Data window

Student Programs

The Student: Programs folder allows you to track program registration for the student. This is similar to Overall Status and Program History, except that it only tracks enrollment and completion/leaving *based on the Program*, not based on individual instructional settings (Class, Pair, Group). You can access this folder by going into the student record and clicking the Program folder. You will be taken into the Program section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



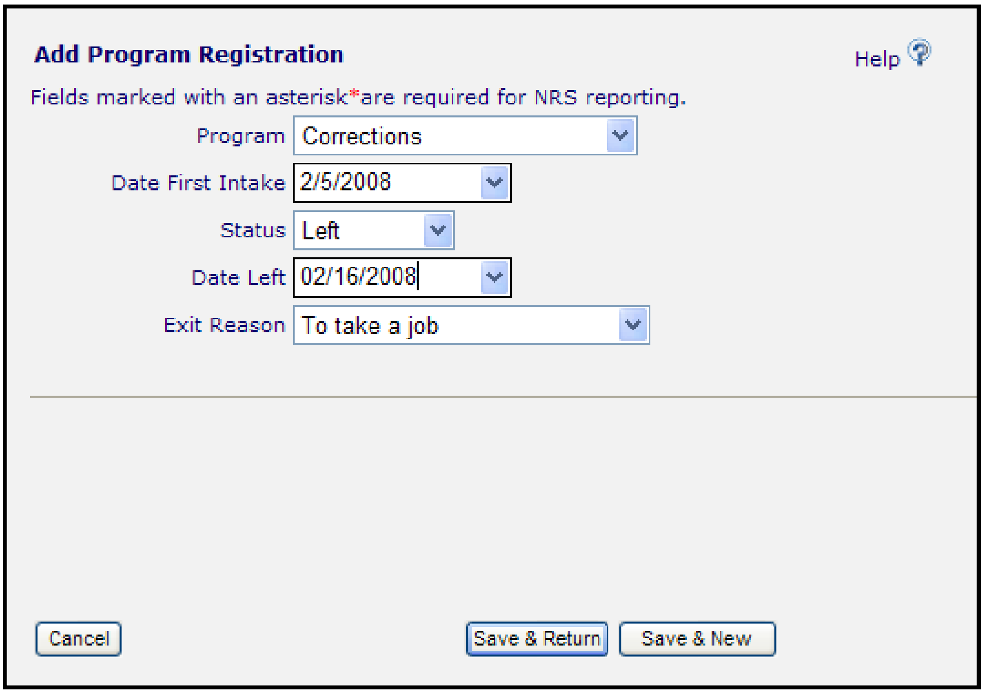
Student Program Registration folder

The Program Registration folder is populated automatically based on the program registration status of the student.

Additionally, you can add personal data to the student Programs record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Program: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “ProgramName.” Please note that Program, while similar to Primary Program, is not the same choice list. Primary Program is not a user-modifiable choice list and changes made to ProgramName will not affect the Primary Program menu.
Date of First Intake: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Status: Populated via a non-user-modifiable choice list drop-down menu.
Date Left: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Exit Reason: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “ReasonLeft.”

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another program registration item.



Add New Program Registration window

Student Program History

The Student: Program History folder allows you to track program registration for the student. This is similar to Overall Status and Program, except that it only tracks enrollment and completion/leaving *based on the Program*, not based on individual instructional settings (Class, Pair, Group). You can access this folder by going into the student record and clicking the Program History folder. You will be taken into the Program History section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.

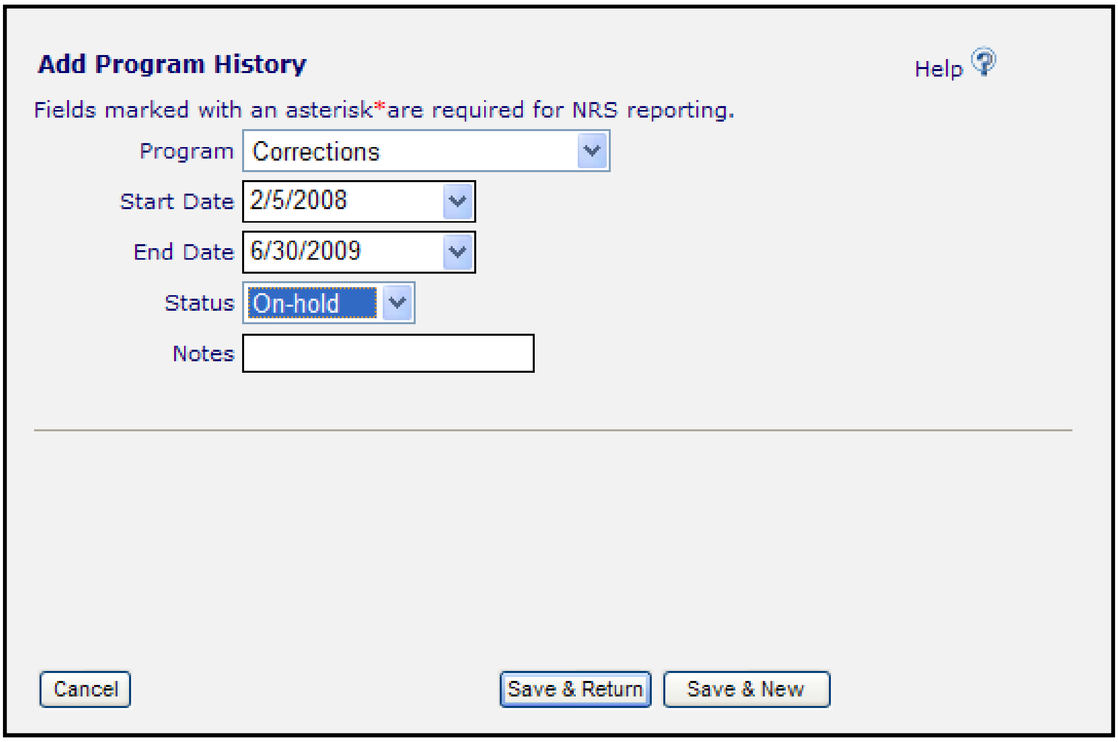
Student Program History folder

The Program History folder is populated automatically based on the program registration status of the student.

Additionally, you can add data to the student Program History record by clicking the Add New button. You will get a pop-up window where you can indicate the following items:

Program: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "ProgramName." Please note that Program, while similar to Primary Program, is not the same choice list. Primary Program is not a user-modifiable choice list and changes to ProgramName will not affect the Primary Program menu.
Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
End Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format
Status: Populated via a non-user-modifiable choice list drop-down menu.
Notes: Type-in field available for notes regarding the Program History record.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another program history item.

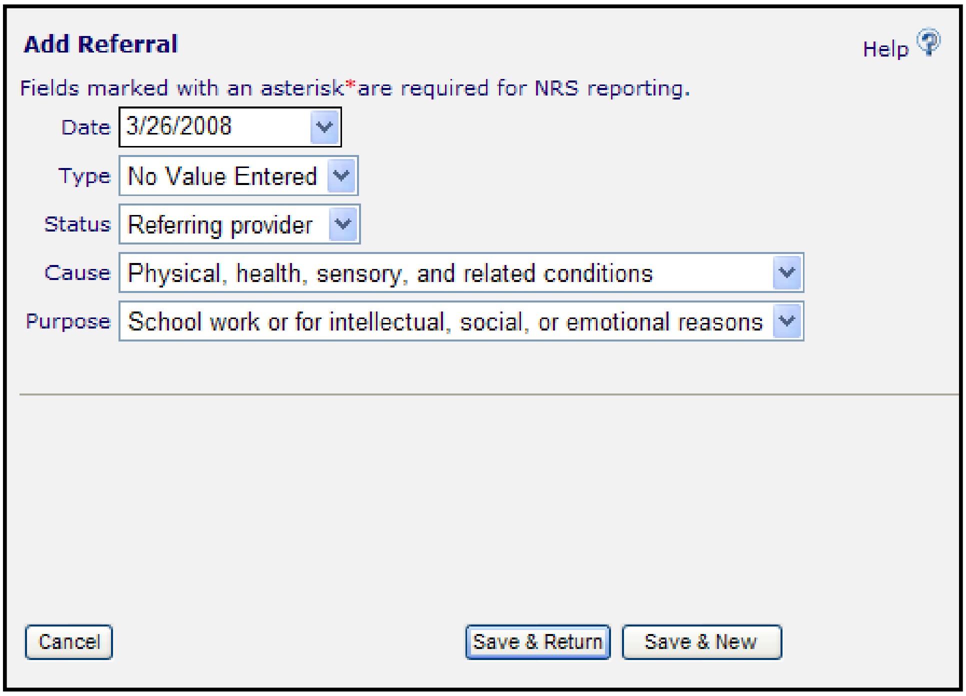


Add New Program History window

Student Referrals

A student may be referred by another provider, or referred to another provider for reasons determined by the agency and/or student. ***Please note that the referral section is separate from the Source Type/Source Name fields available for tracking how the student heard about your agency. This section will not be populated by those fields, or vice versa.***

To add a referral to a student record, click the Add New button. The **type, status, cause, and purpose** fields are drop down lists and can be edited by the user by adding/editing items on the ReferralType, ReferralStatus, ReferralCause, or ReferralPurpose choice list.

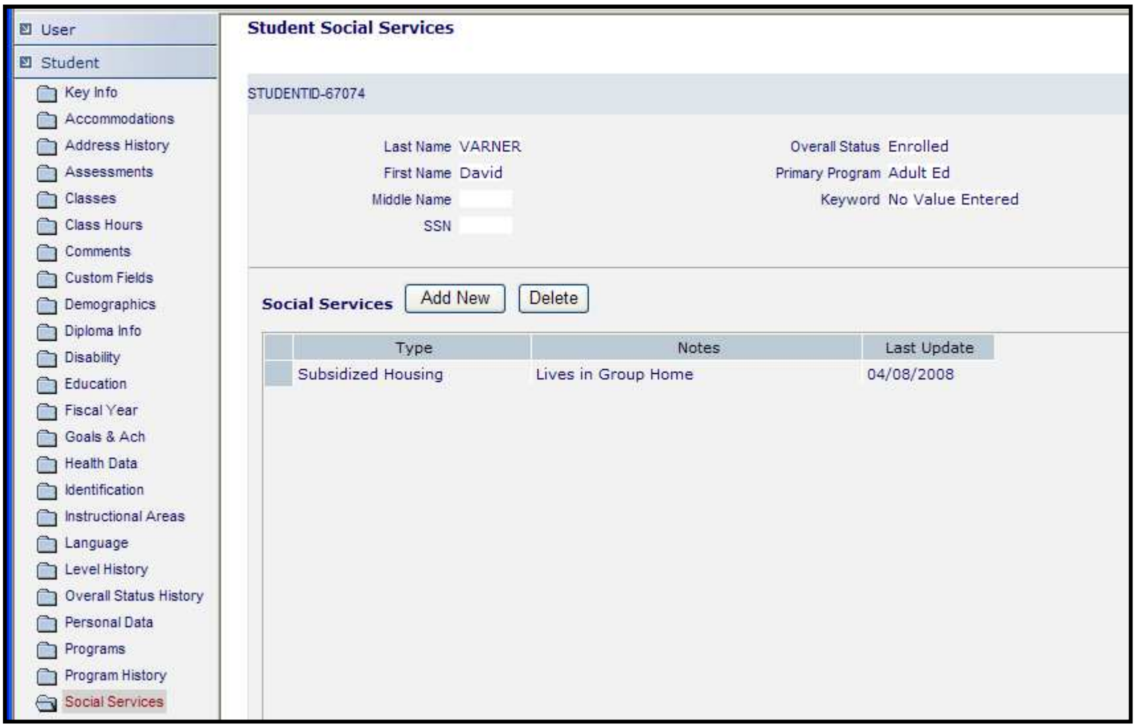


- Type – type of referral
- Status – referring or receiving provider
- Cause – reason for referral
- Purpose – purpose of the referral

Referrals can also be deleted by selecting the referral and clicking the Delete button.

Student Social Services

The Student: Social Services folder allows you to track social services received by your students. You can access this folder by going into the student record and clicking the Social Services folder. You will be taken into the Social Services section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



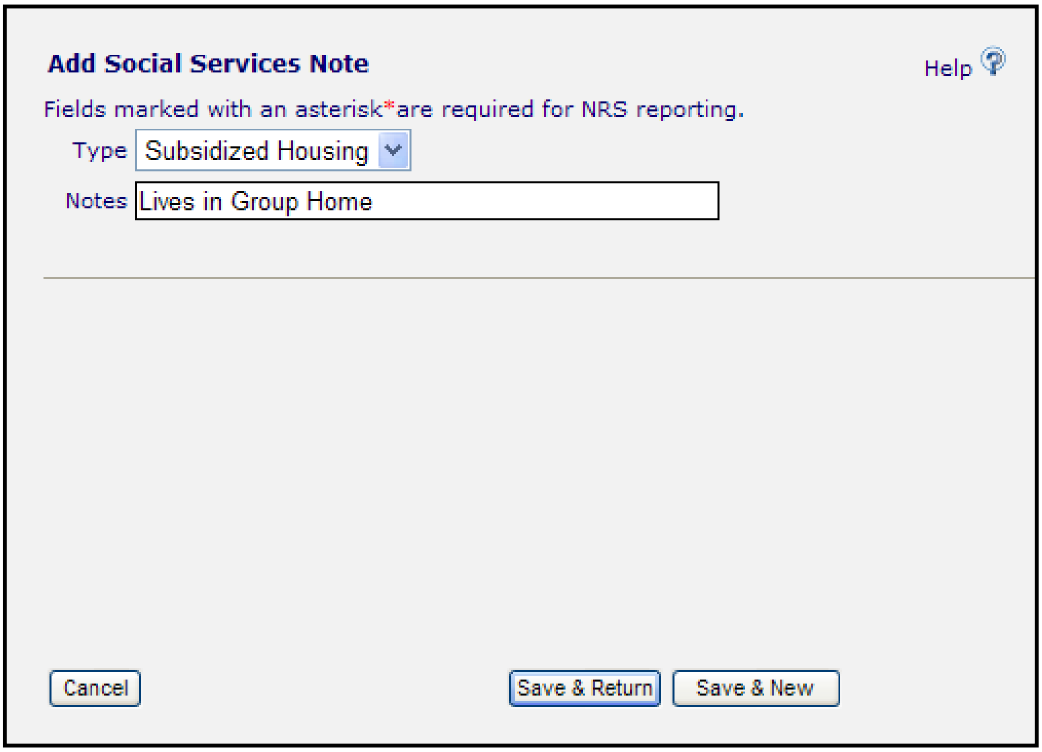
Student Social Services folder

To add social services information to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Type: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "SocialServiceType."
Notes: Type-in field available for notes regarding the social service record.

In the display field for Social Services, you will also see the Last Update field, which displays the date the social service record was last updated. This column is not user-modifiable.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another social service item.



Add Social Services window

Student Term Grades

The Student: Term Grades folder allows you to manually track the credits, grades, and GPA earned by the student. Data must be entered manually in this folder; it will not populate based on grades entered in the class or group enrollment record. You can access this folder by going into the student record and clicking the Term Grades folder. You will be taken into the Term Grades section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.

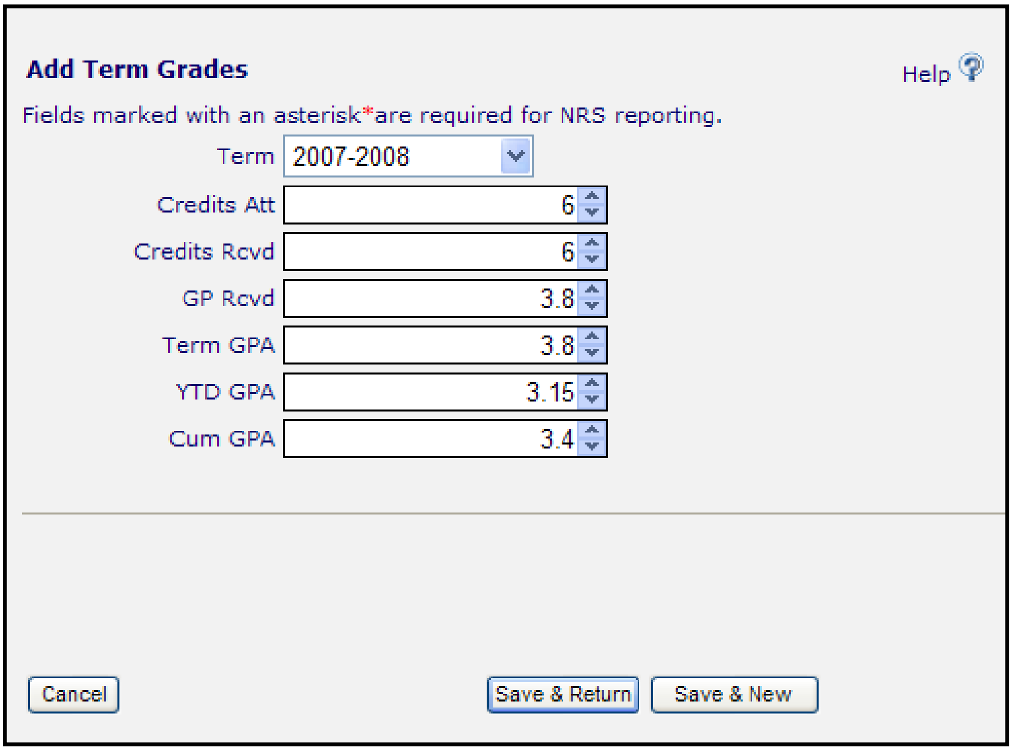
Student Term Grades folder

To add term grades data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following information:

Term: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Term.”
Credits Att: Number of Credits Attempted. Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in whole numbers, you can type in decimal information.
Credits Rcvd: Number of Credits Received. Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in whole numbers, you can type in decimal information.
GP Rcvd: Grade Points Received in the Given Session. Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in whole numbers, you can type in decimal information.
Term GPA: Term Grade Point Average. Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in whole numbers, you can type in decimal information.

YTD GPA: Year-to-date Grade Point Average. Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in whole numbers, you can type in decimal information.
Cum GPA: Cumulative Grade Point Average. Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in whole numbers, you can type in decimal information.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another term grades record.



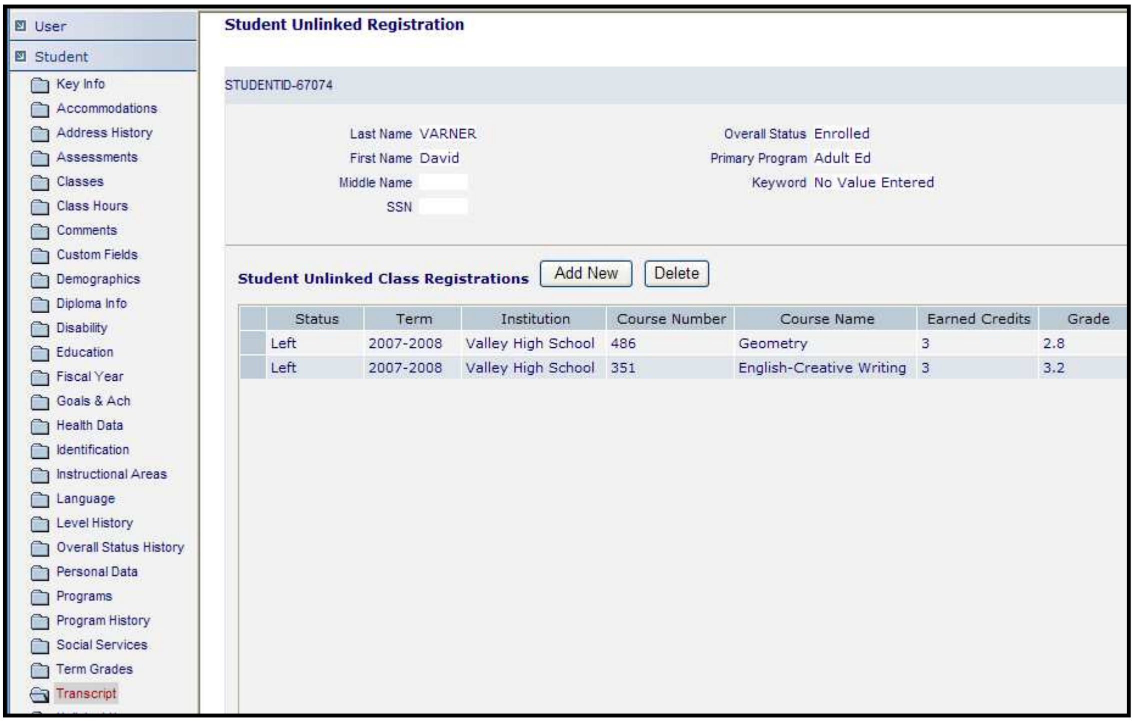
Add New Term Grades Window

Student Transcript

South Carolina ABE users: Please do not use this Transcript documentation, but instead view available state information regarding transcripts in LACES.

The Student: Transcript folder allows you to track unlinked registration information for your students. This feature is primarily used in an available add-on module that allows the printing of transcripts from educational institutions attended prior to your agency. However, by manually entering the data, you can use this folder to print out grade, credit, and course information for classes attended at other educational agencies, or your own agency.

You can access this folder by going into the student record and clicking the Transcript folder. You will be taken into the Unlinked Registration section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



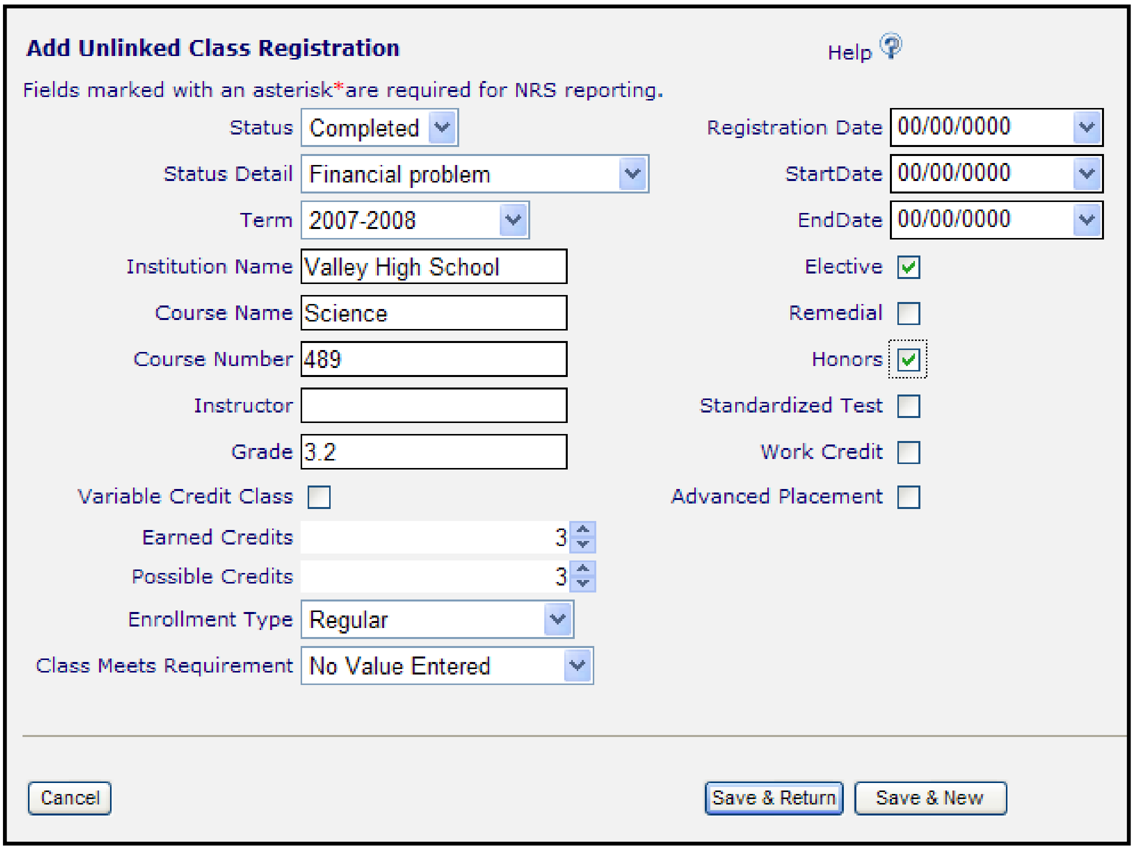
Student Transcript for Unlinked Registration folder

To add transcript data to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Status: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Status.”
Status Detail: Typically used to indicate why the student left the former institution. Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “ReasonLeft.”
Term: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “Term.”
Institution Name: Type-in field to indicate the name of the institution formerly or currently attended by the student.
Course Name: Type-in field to indicate the course name formerly or currently attended by the student.
Course Number: Type-in field to indicate the course number formerly or currently attended by the student.
Instructor: Type-in field to indicate the instructor name for courses formerly or currently attended by the student.
Grade: Type-in field to indicate the grade earned by the student.
Variable Credits Class: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Earned Credits: Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in .5 increments, you can type in more detailed decimal information.
Possible Credits: Populated by typing in the number or using the up and down arrows. Note that although the up and down arrows only move the selection in .5 increments, you can type in more detailed decimal information.
Enrollment Type: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “EnrollmentType.”

Class Meets Requirement: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “ClassMeetsRequirement.”
Registration Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
End Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Elective: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Remedial: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Honors: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Standardized Test: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Work Credit: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Advanced Placement: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another transcript record.

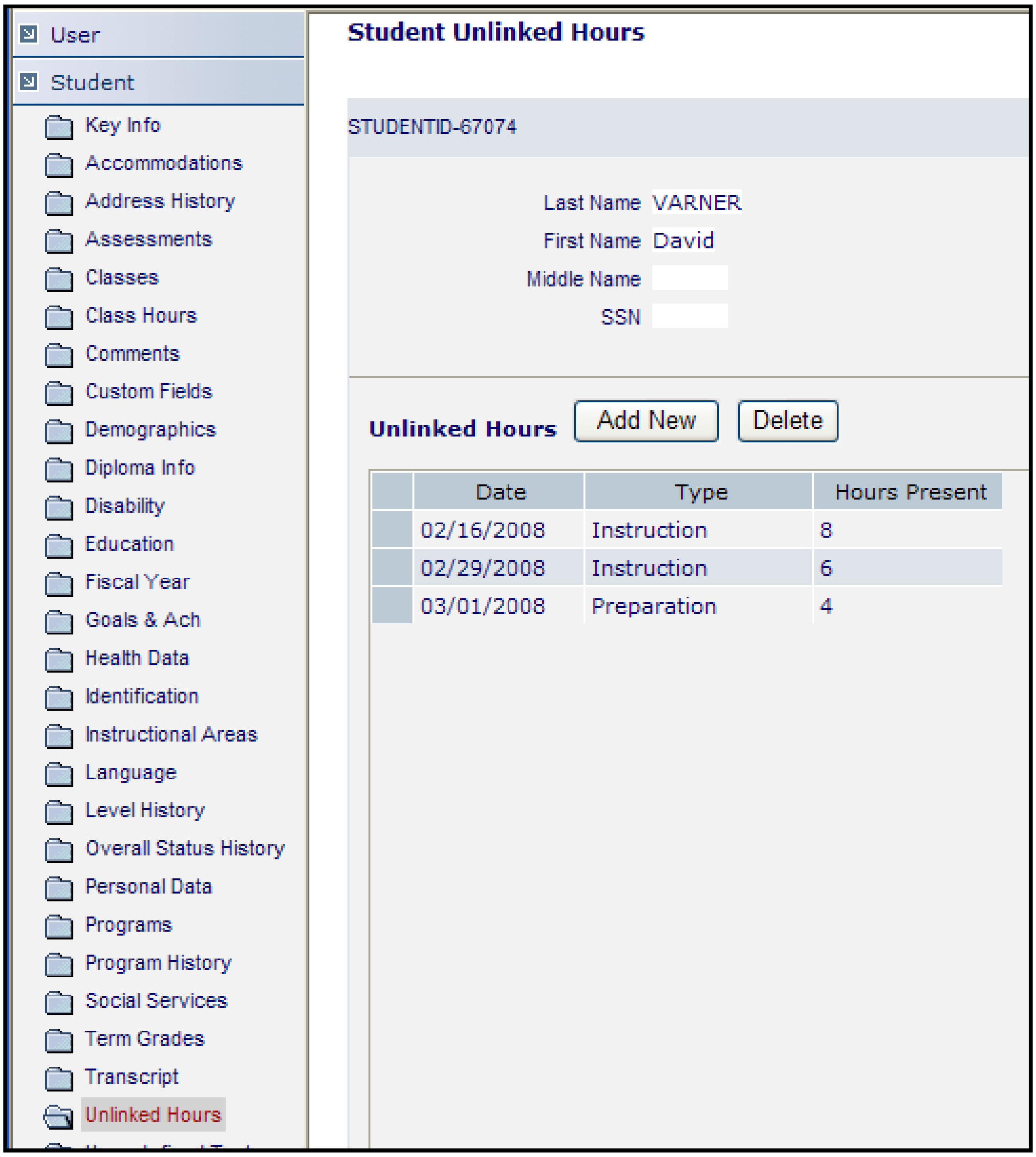


Add New Unlinked Class Registration (Transcript) window

Student Unlinked Hours

The Student: Unlinked Hours folder allows you to track any hours obtained by the student during their time in your program, outside of a specific instructional setting such as a class, pair, or group. Unlinked hours can still be considered part of the total instructional hours for a student for NRS or other reporting systems purposes, provided Instruction is chosen as the hours type.

You can access this folder by going into the student record and clicking the Unlinked Hours folder. You will be taken into the Unlinked Hours section, where you add hours for the student in by clicking on the Add New button, view and/or edit previously entered hours, or delete hours.

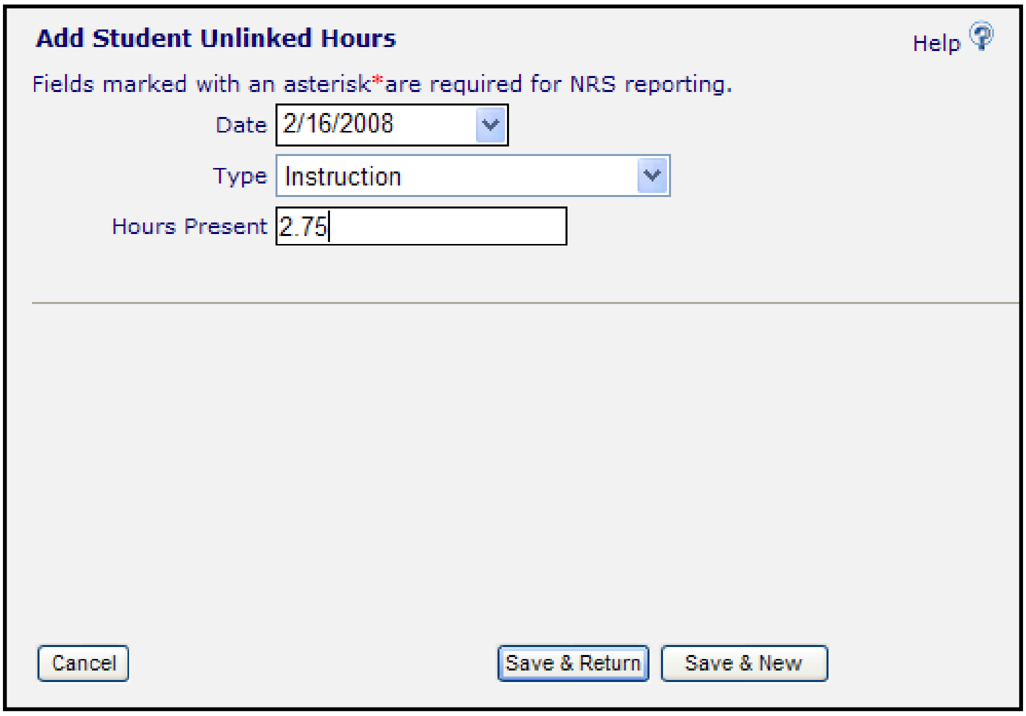


Student Unlinked Hours folder

To add unlinked hours to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Type: Populated by a non-user-modifiable choice list menu. Please note that only hours designated as Instructional hours type will be calculated into the Current FY and Instructional Hours totals. Ancillary hours will be tracked in the Lifetime Hours totals.
Hours Present: Type-in field to indicate the number of hours earned by the student for that date. Hours can be entered in whole or fractional hours.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another unlinked hours record.



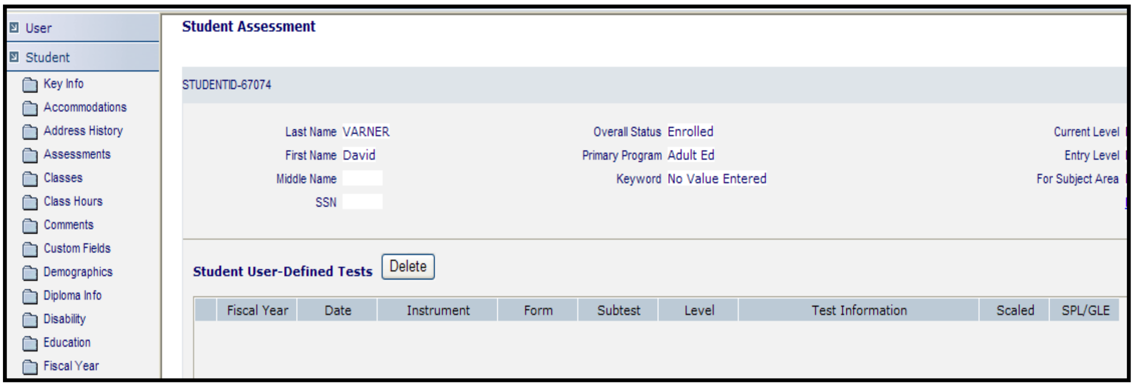
Add New Unlinked Hours window

Student User-Defined Tests

The Student: User-Defined tests folder contains assessments migrated over from LiteracyPro data that are not currently available in the LACES Assessment menu.

Data in the User-Defined Tests folder cannot be added to or modified, but only deleted.

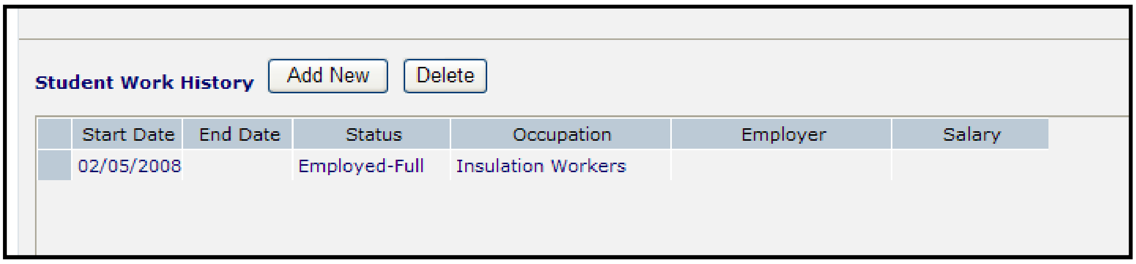
You can access this folder by going into the student record and clicking the User-Defined tests folder. You will be taken into the User-Defined Tests section, where you can view the migrated test data, or delete it.



Student User-Defined Tests folder

Student Work History

The Student: Work History folder allows you to track the student's Employment History over their time in your program. You can access this folder in one of two ways: by going into the student record and clicking the Demographics folder, then following the link called "Click to Edit Employment Status," or by going to the Work History folder and clicking to open it.. You will be taken into the Work History section, where you can add new employment history information by clicking on the Add New button, or view and/or edit existing work history, as well as delete unneeded or erroneous work history.



Student: Work History folder screen

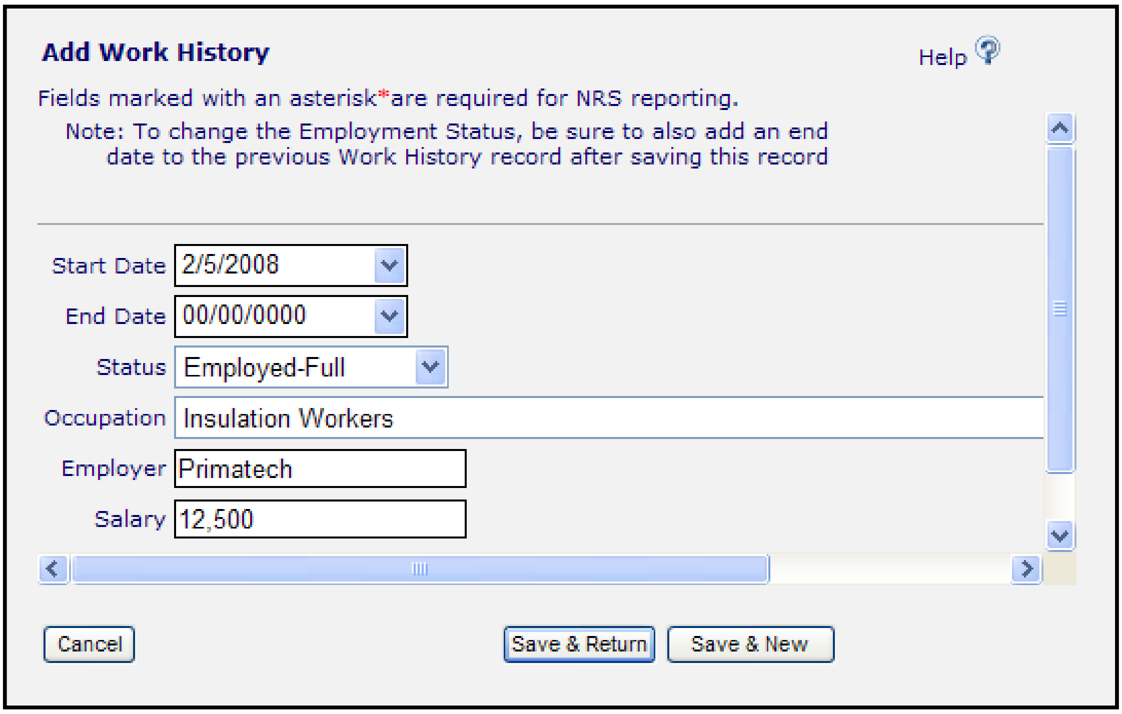
This field is populated via the Student Intake Form. Changes made in the Work History folder will also be reflected in the Employment Status field in Demographics. It is extremely important to update Employment Status correctly and in a timely manner if you receive NRS funding, as Employment Status is tracked for the Enter and Retain Employment goals, and the Status and dates of Status are part of the equation for met goals. Consequently, the Employment Status must match with the student goals regarding employment. For example, if you enter that the student has a goal of Enter/Obtain Employment, the database will only accept that goal if the student's Employment Status at that time is Unemployed.

To add work history to the student record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format. Pay attention to start and end dates of employment history in relation to Enter and Retain Employment goal set dates.
End Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format. Pay attention to start and end dates of employment history in relation to Enter and Retain Employment goal set dates. An End Date should be added to the existing record whenever the status of employment changes.

Status: Populated by a user-modifiable (not recommended for NRS users) choice list menu. The drop-down menu is modifiable in the Choice List under "EmploymentStatus." Please note that the option codes related to Employment Status are cross-walked to correspond with the Employment goals tracked by NRS tables, and should not be modified by the user if you report to the NRS.
Occupation: Populated by a user-modifiable choice list menu. The drop-down menu is modifiable in the Choice List under "Occupation."
Employer: Type-in field available for recording the student's Employer.
Salary: Type-in field available for recording the salary of the student.

When you have completed adding or modifying the record, click Save & Return to return to the student folder, or Save & New to save and add another work history record.



Add New Work History window

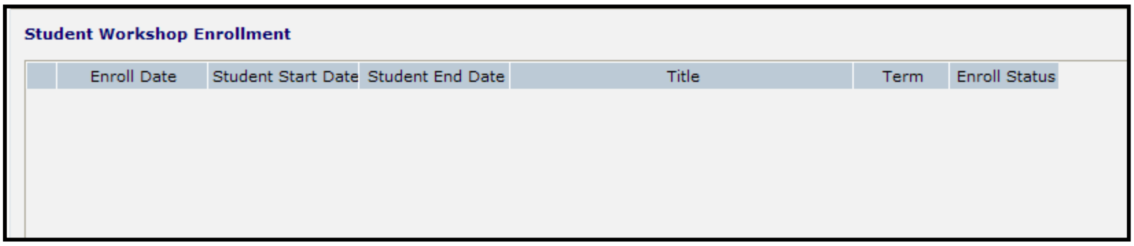
Student Workshops

The Student: Workshops folder contains workshop data populated from the Workshop tab.

Data in the Workshops folder cannot be added to or modified from the folder, but only viewed. Changes would need to be made in the Workshop record in the Workshop tab.

You can access this folder by going into the student record and clicking the Workshop folder. You will be taken into the Workshop section, where you can view the:

Enroll Date
Student Start Date
Student End Date
Title
Term
Enroll Status

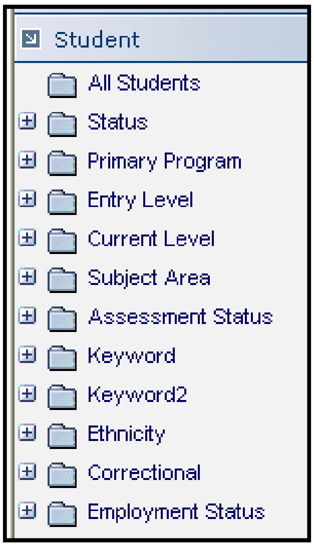


Student Workshops folder

Student Tab

Once you have data in your student records, you can use the Student Tab folders to help you navigate more easily.

The **Student Tab** in LACES displays 12 folders.



Each folder (with the exception of All Students) can be expanded by clicking the ⊞ symbol in front. The folders will display the number of students who have additional information entered within the student record that causes them to count in the folder. To display a list of students with a particular set of information, click on the corresponding folder.

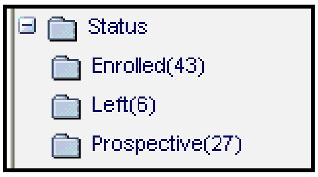
All Students

By default, when you open a LACES database the number of students who display after clicking the Student tab will be the number of ***current fiscal year*** students.

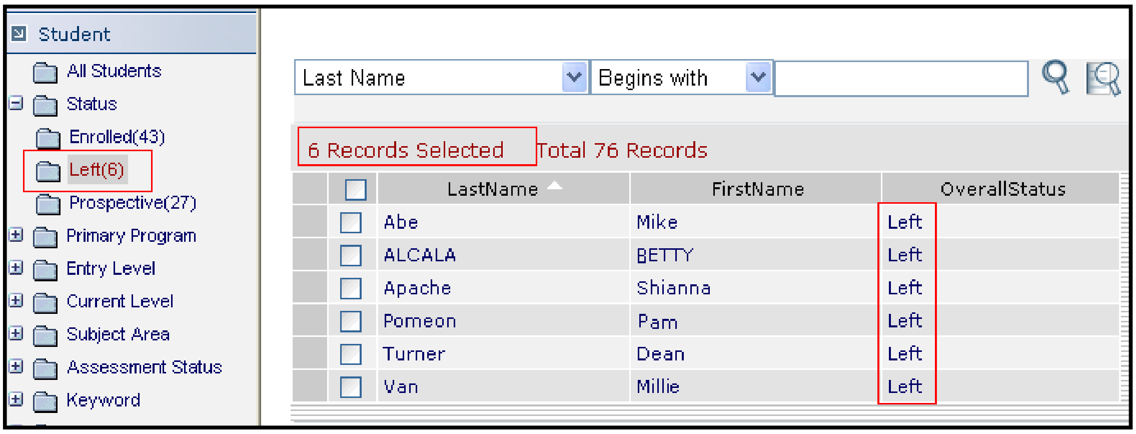
Clicking All Students will display **every** student record in the database.

Status

Click the in front of the Status folder.

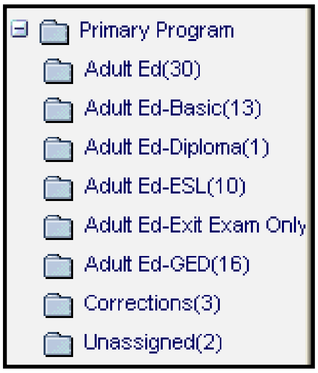


As student records are added and students are assigned to a class, group, or pair, the student status will change. In some cases this is automatic. For example, a new student will automatically have the status of “prospective.” If that student is matched with a tutor in a pair, the status automatically becomes “active.” (For more information on student status, refer to the ***Student Life Cycle***).
In this example, there are 43 enrolled students, 6 students who have left, and 27 prospective students. To display a student list of only the left students, click the Left folder.



Primary Program

Click the in front of the Primary Program folder.



If a student has been assigned to a primary program, the number of students will display in separate folders by program. Students who have not been assigned a primary program will display in the Unassigned folder. To display a list of students in a particular program, click the folder.

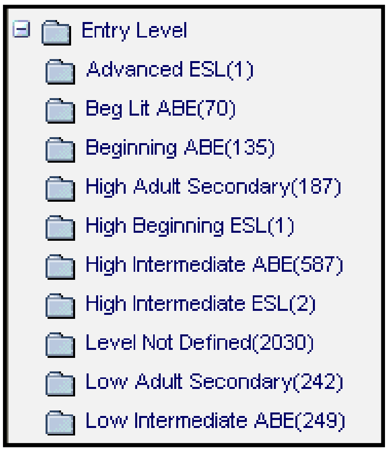
To assign a student to a primary program, click “Edit this Section” at the student key info screen.

Select a program from the drop down list and click Save and Return.

Entry Level

Click the in front of the Entry Level folder.

The entry level folder will display the number of students by educational level at the time of **entry**. Students with no entry level will display in the folder “Level Not Defined.”

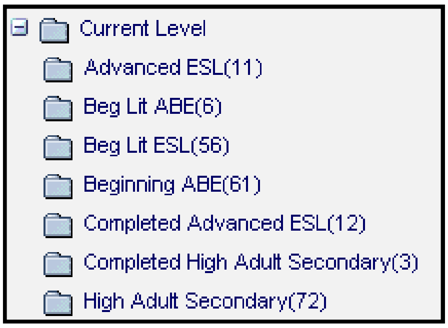


Entry levels are determined by:

- The entry level entered into a student’s record at the time of intake (this cannot be edited once entered at the intake screen)
- A level defining assessment

Current Level

Click the in front of the Current Level folder.

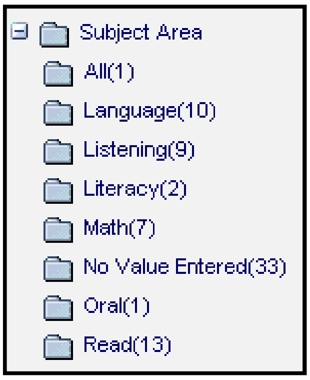


The current level folder will display the number of students by **current** educational level. Current educational levels are determined by a post-test using a level defining assessment. Students with no current educational level will display in the folder "Level Not Defined."

(For more information on educational levels, go to the NRS website at www.nrsweb.org)

Subject Area

Click the ⊞ in front of the Subject Area folder.



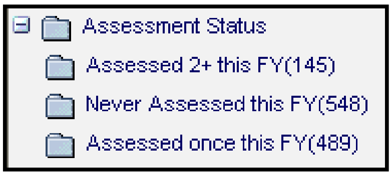
The subject area folder will display the number of students by assessment subject area. Students with no subject area defined will display in the folder "No Value Entered."

To assign a student's assessment subject area, click "Edit this Section" at the student key info screen.

Select a subject area from the drop down list and click Save and Return.

Assessment Status

Click the ⊞ in front of the Assessment Status folder.



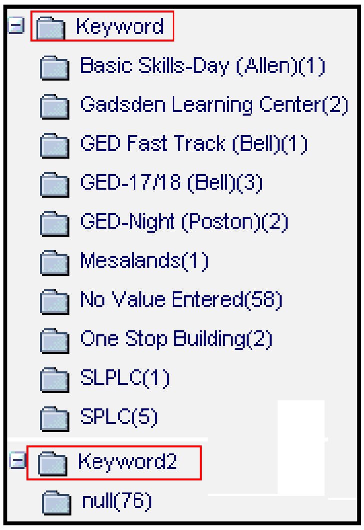
The assessment status folder will display the number of students by assessment status:

- Never Assessed this FY
- Assessed Once this FY
- Assessed 2+ this FY

Assessment status is determined by level defining assessments. Students who have not been given a pre- or post- assessment will display in the folder “Never Assessed this FY.”

Keyword/Keyword 2

Click the ⊞ in front of the Keyword or Keyword 2 folder.

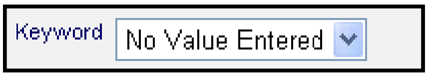


Keywords are additional fields for users to add student information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the keyword choice list.

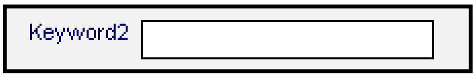
Keyword 2 is a ***text box***. If an agency plans to use Keyword 2, it is recommended that standard choices be determined first so all data entry personnel are using the same words or phrases. This allows for easier searching.

If keyword/keyword 2 is blank, students will appear in the folder “Null.”

Keyword can be entered at the new student intake screen. If adding or editing a keyword:
1. Double-click on the student name to display the student record.
2. To enter a keyword, click “Edit this Section” at the key info screen.
3. Select a keyword from the drop down menu.

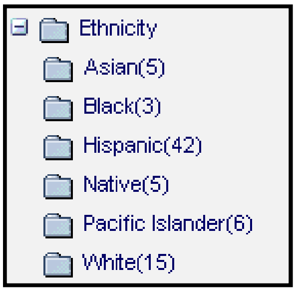


To enter a keyword 2:
1. Double-click on the student name to display the student record.
2. Click on the Custom Fields folder.
3. Click the Edit button in the bottom right corner.
4. Enter a keyword 2 in the text box and click Save and Return.



Ethnicity

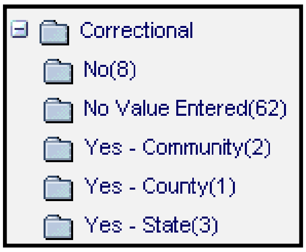
Click the ⊞ in front of the Ethnicity folder.



Ethnicity is a required field on the student intake screen. If an incorrect ethnicity has been entered, this can be changed in the student demographic folder.

Correctional

Click the ⊞ in front of the Correctional folder.



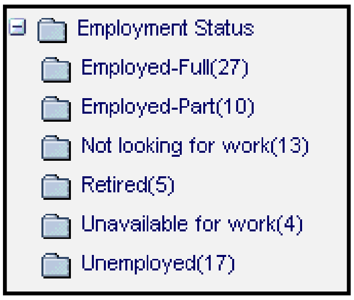
Selecting correctional status is optional, but is usually used in correctional education or agencies that serve students who are incarcerated in a correctional facility.

The option to select correctional is on the student intake page. Select from the drop down list.

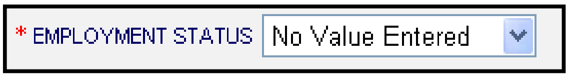
The correctional option can also be added or edited in the student demographic folder. Click the Edit button in the lower right corner and select from the drop down list and click Save and Return.

Employment Status

Click the ⊞ in front of the Employment Status folder.



Employment Status is a required field on the Student Intake screen. To add an employment status, select from the drop down list.

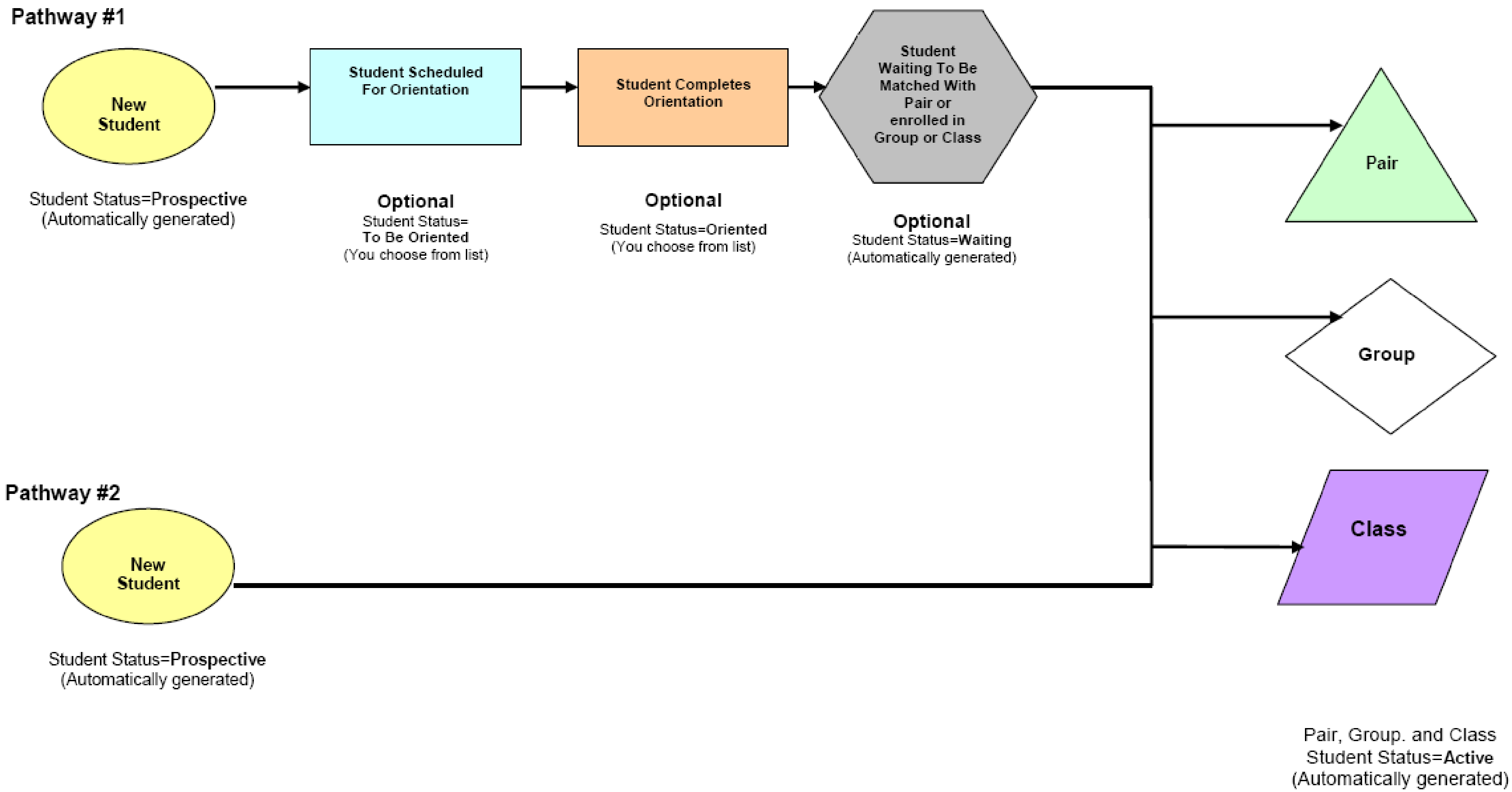


Employment status can also be edited from the student demographic screen. Click the "Click to edit employment status" link. Click Add New at the next screen.

Student Life Cycle (Part I)

Enrolling New Students from Prospective to Active in Pair, Group or Class

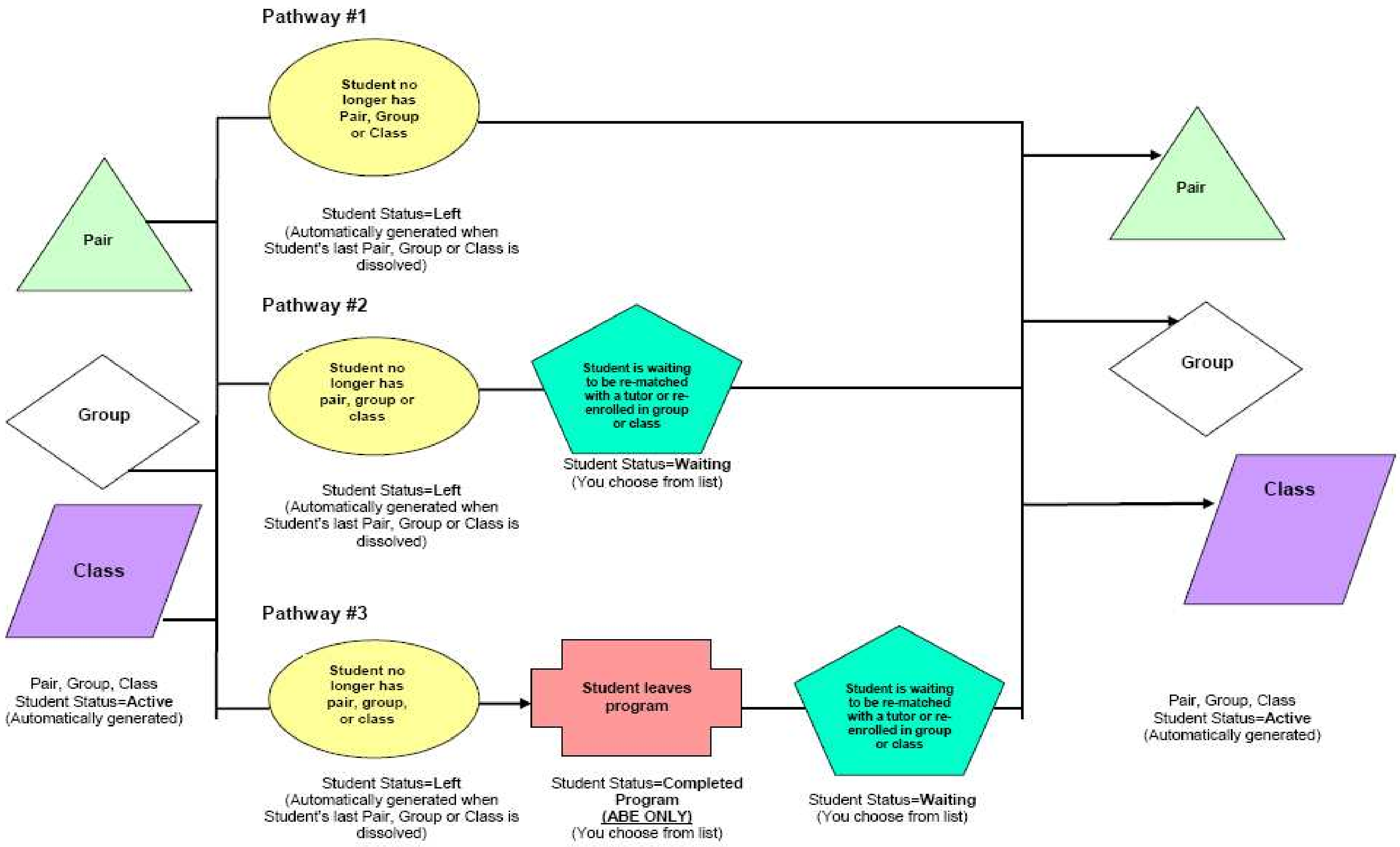
There are two pathways available for enrolling a student – based upon how your organization works. The choice is up to you.



Student Life Cycle (Part 2)

Entering Students from Active Onward

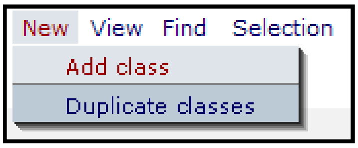
There are three pathways available for moving an active Student onward – based upon how your organization works. The choice is up to you.



Class File

New Class Record

To create a new class record, go to the Class tab, click New on the toolbar, then click “Add Class.” You will get the blank add Class form, which you can fill out based on the pre-generated fields. Click “Save & Return” when you have completed the desired fields, and the record will be saved. You can also click “Save & New” to save and get a new blank intake form, or “Save & Go” to go into the class record at a pre-selected folder, such as Staff, or Attendance. You can locate the record and edit or add additional information from the available folders, which are discussed below.



Add new Class

You will fill out the following fields, some of which are required data, as indicated by a red asterisk on the intake form:

***Class Start Date:** (required) The date the class will begin, populated by a drop-down calendar or by typing in the date in a mm/dd/yyyy format. We recommend having classes run from the beginning to the end of the fiscal year, if feasible.
Class End Date: The date the class will end, populated by a drop-down calendar or by typing in the date in a mm/dd/yyyy format. We recommend having classes run from the beginning to the end of the fiscal year, if feasible.
Course Number: A type-in alpha-numeric field where you can enter a course number for the class.
***Title:** (required) A type-in text field where you can enter a title for the class. We recommend adding the term or quarter to classes that run regularly, to avoid confusion from one time period to the next.
***Program:** {required) The Primary Program under whose umbrella this class falls, populated by a non-user-modifiable choice list. Enrollment into classes within a specific program populate the student history folders.
Dept: Populated by a user-modifiable drop-down menu, available as choice list item “Department.”
Term: Populated by a user-modifiable drop-down menu, available as choice list item “Term.”
Days: Populated by a user-modifiable drop-down menu, available as choice list item “Days.”
Times: Populated by a user-modifiable drop-down menu, available as choice list item “Times.”
Bldg/Room: Populated by a user-modifiable drop-down menu, available as choice list item “BuildingRoom.”
***Max Enroll:** (required) A type-in numeric field to indicate the maximum number of students who can be enrolled in the class. Any student enrolled after the maximum allowed has been reached will come in with an enrolled status of “Waiting” and will not be able to have attendance assigned to them. Students are not automatically updated from “Waiting” if an enrollment becomes available, but must be manually updated to “Enrolled.” The Maximum Enrollment number cannot exceed 300 students. For organizations with slower internet connections, we recommend keeping the number of enrolled students between 50-100, as greater numbers may cause lag in your system response time.
***Status:** (required) Populated by a user-modifiable (not recommended) drop-down menu, available as choice list item “ClassStatus.” Status for classes can be:

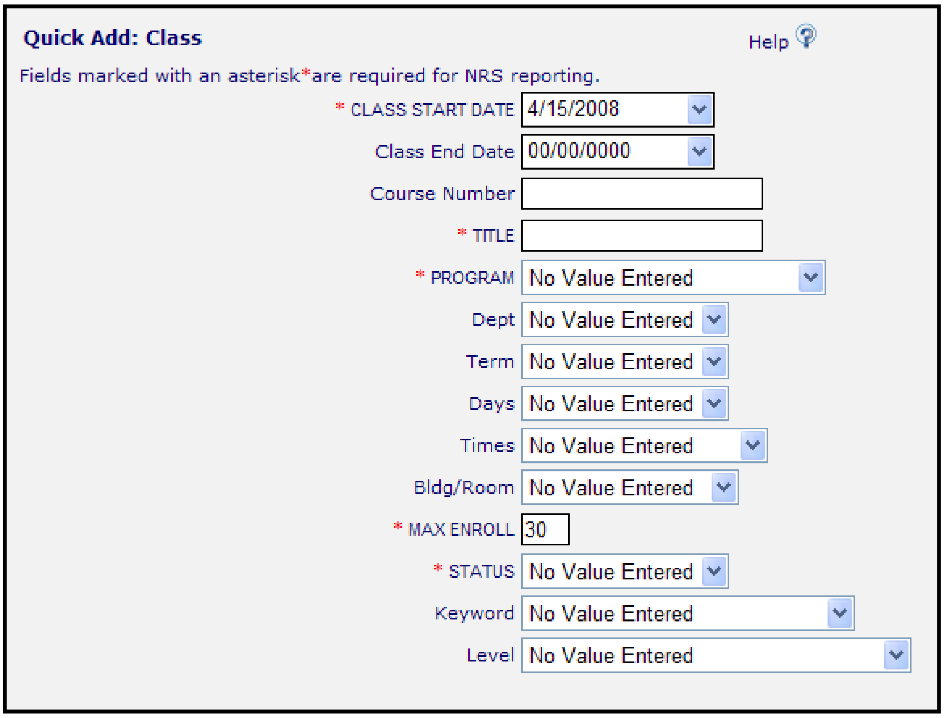
- Prospective (class is not yet officially scheduled and students cannot be enrolled)
- Active (class is in session and students can be enrolled)
- Scheduled (class is scheduled but has not officially begun and students cannot be enrolled)

- Completed (class is completed and all students have a status other than enrolled – completed status can be manually changed)

Note that *classes must be Active before students can be enrolled.*

Keyword: Populated by a user-modifiable drop-down menu, available as choice list item "ClassKeyword."

Level: Populated by a user-modifiable drop-down menu, available as choice list item "InstructionalLevel."

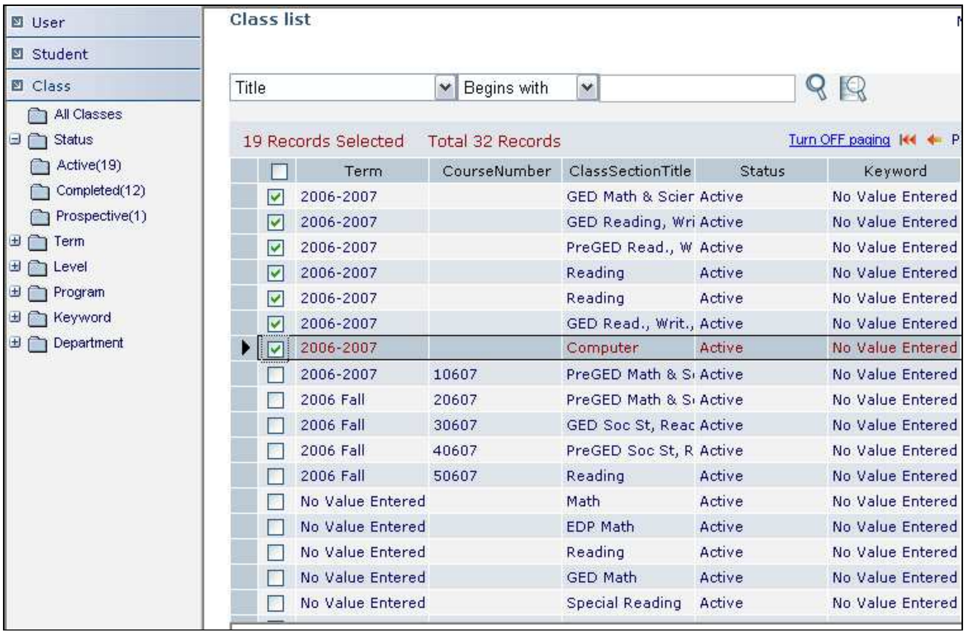


Add new class window

Duplicating Classes

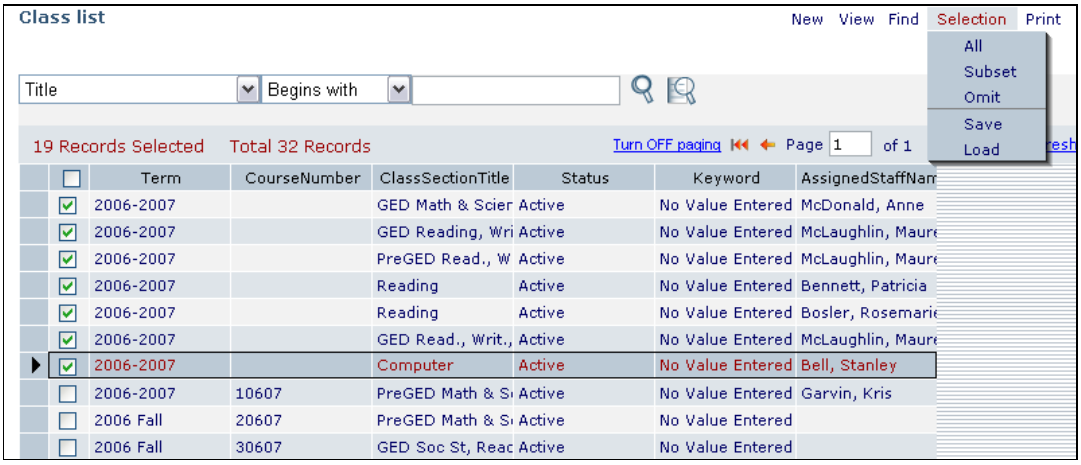
You can duplicate classes from one fiscal year to the next rather than creating classes from scratch each year. You can also carry over students in a duplicated class, as long as they are enrolled in the class at the time of duplication. ***Any*** class status other than Enrolled will not carry over.

To duplicate a class, select the class you intend to duplicate. Remember that you can duplicate more than one class at a time, but you MUST REMEMBER to select the class(es) using the checkboxes or selection tool, or you will receive an error message.

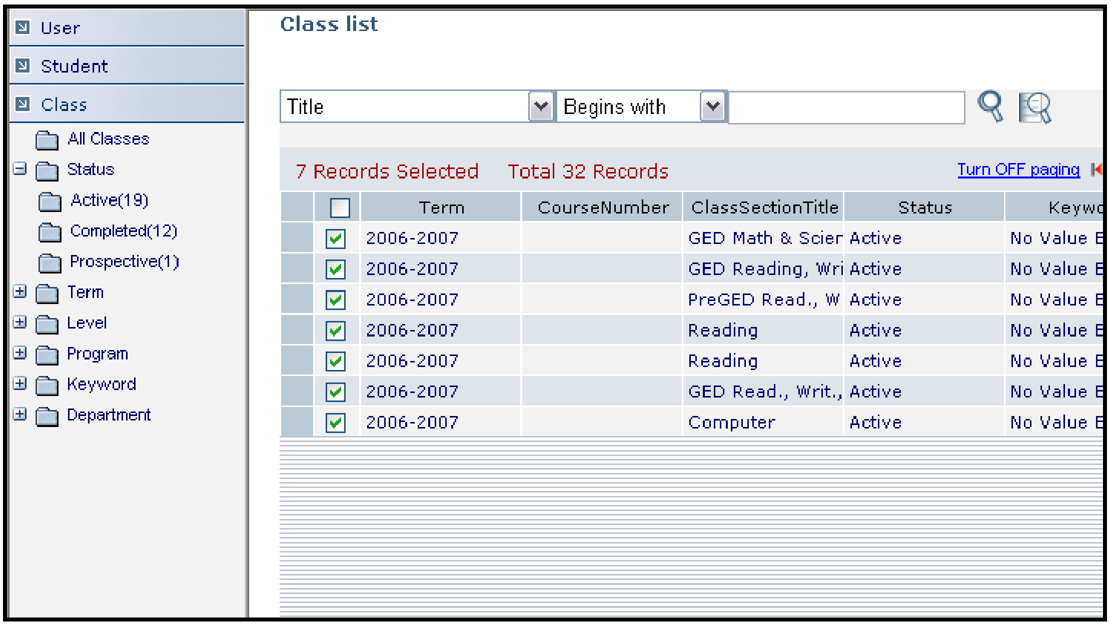


In this example, we have used the checkboxes to select just the 2006-2007 classes from all Active classes but have not yet subset the selection.

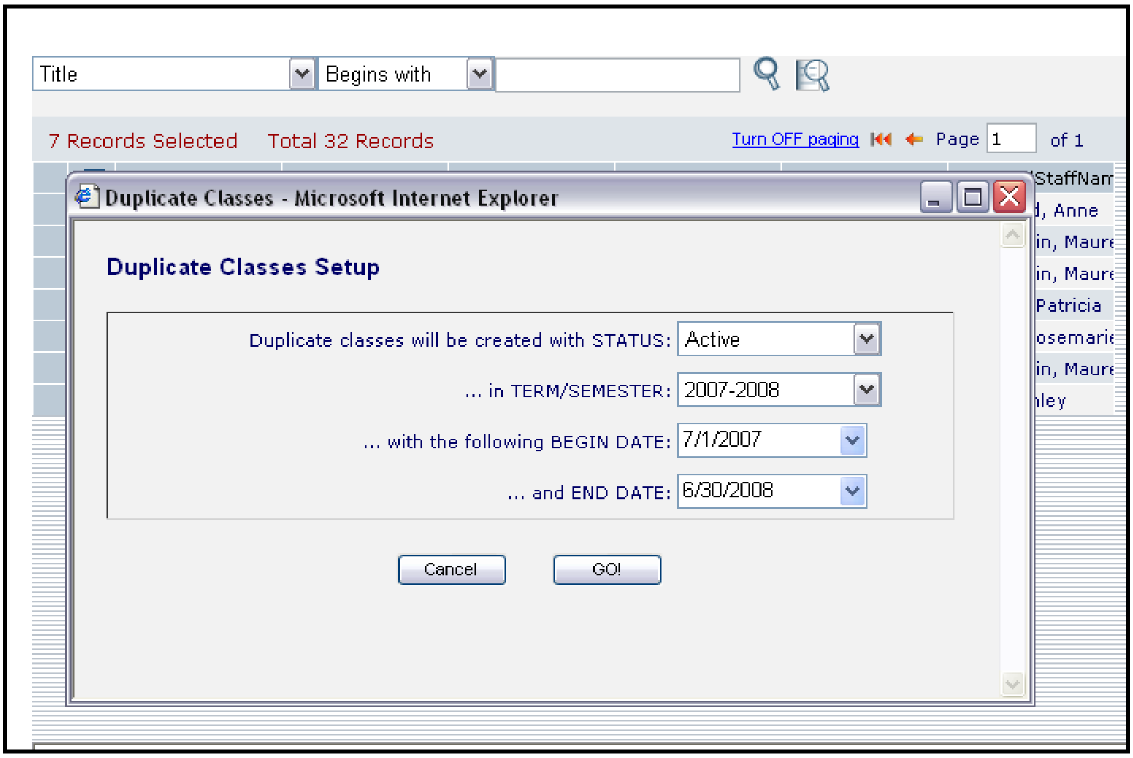
After using the checkboxes to select the classes you wish to duplicate, go to Selection>Subset.



Selection>Subset will reduce the selection to just those classes you checked, as shown below.

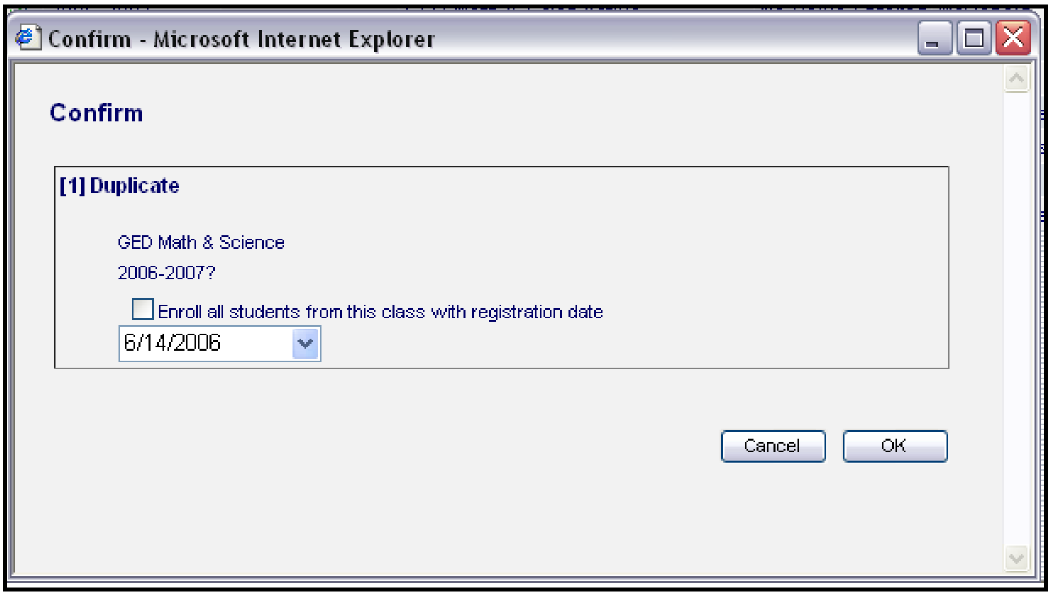


Next, go to New>Duplicate Classes. After confirming that you wish to duplicate the classes, you will get a Duplicate Class Setup data window to enter in the Status, Term, and Start and End Dates for your class(es), as shown below.



Complete the information and hit GO! You will now be taken to the confirmation screen. You will receive one confirmation screen for each class you had in your selection. If you do not want to duplicate a class, you can hit Cancel and you will see a window indicating that the course was not duplicated.

On the confirmation screen, you have the option to enroll students from the initial class. If you do not check that box, the students will not be brought over.

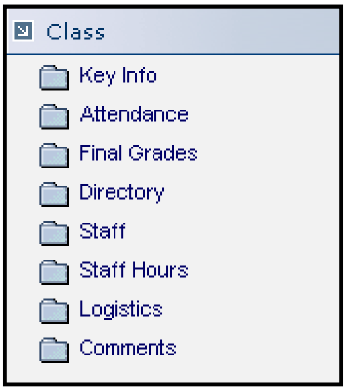


Although enrolled students can be brought over, staff members are never carried over and will have to be assigned to the duplicated class.

Class Tab Class Record

To display a class record for viewing or editing, click the Class tab. (By default, when you open a LACES database the number of classes that display after clicking the Class tab will be the number of ***active classes)***.

Double-click the class to be viewed or edited. There are 8 folders associated with a class record.



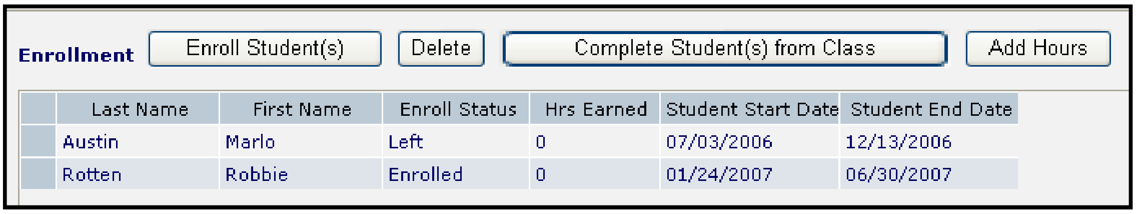
Class Key Info

The Key Info screen displays by default after double-clicking a class. The Key Info screen displays:

* = required field when entering information for a new class at the Quick: Add class screen

- Class Section ID
- Term
- Course Number
- * Title
- Dept
- * Class Start Date
- Class End Date
- * Program
- Level
- Keyword
- Bldg/Room
- Days
- Times
- * Status
- Enrolled
- * Maximum
- Waiting
- Complete

The Key Info screen also displays a list of students enrolled in the class. From here, students may be enrolled, deleted, completed, or have hours added.



Last Name	First Name	Enroll Status	Hrs Earned	Student Start Date	Student End Date
Austin	Marlo	Left	0	07/03/2006	12/13/2006
Rotten	Robbie	Enrolled	0	01/24/2007	06/30/2007

Tip: Clicking on the column headings will sort the records. For example, clicking on Last Name will sort by A-Z. Clicking again will sort Z-A. Clicking on Student Start Date will sort from oldest date. Clicking again will sort from most recent date.

At the bottom of the screen are additional buttons:

Back to List – goes back to the class list

Delete – delete a class (classes can be deleted **only** after all information associated with the class has been removed)

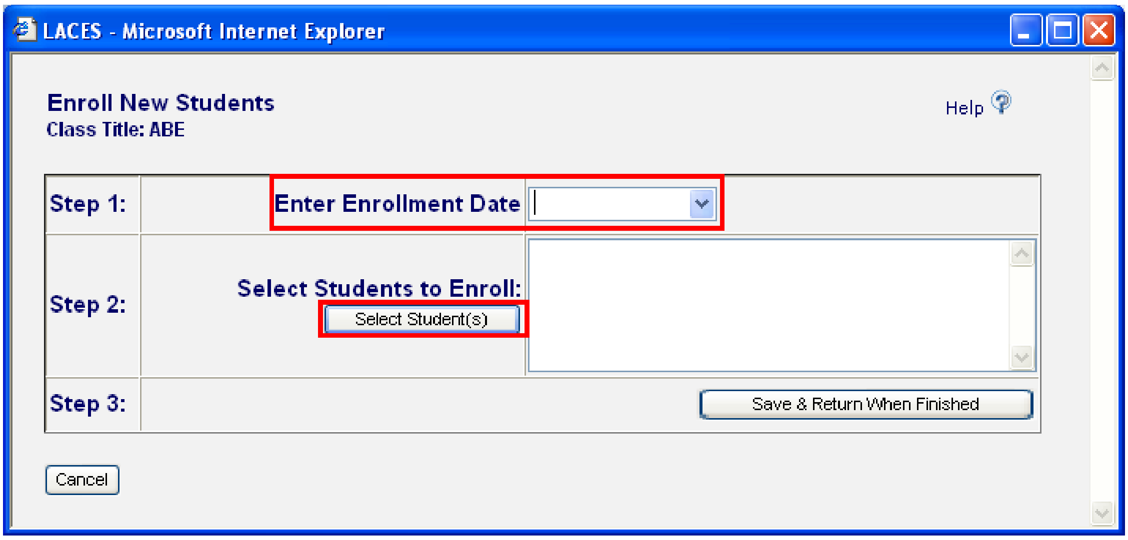
Add New Class – goes to the Quick: Add class screen

Tip: After opening a class record and any of the corresponding folders, you can click the arrows at the top right of the screen to move through the records viewing the same folder.

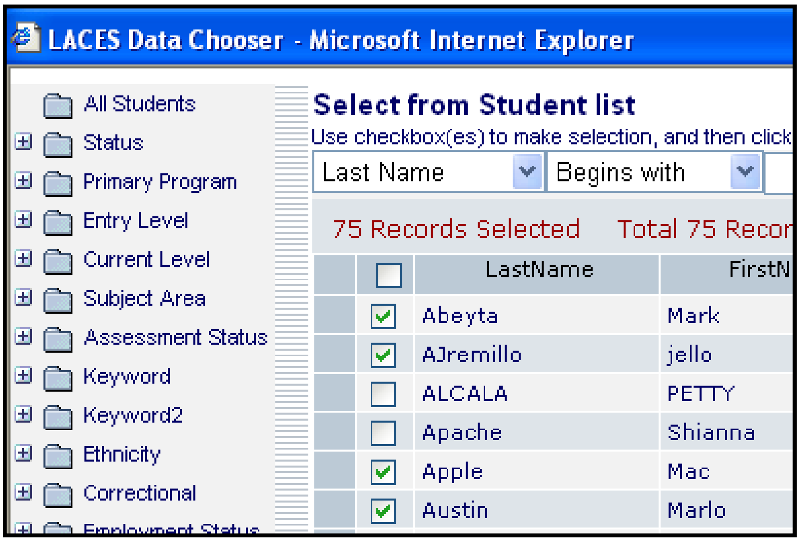
Enroll Student(s)

To enroll a student into a class from the class record:

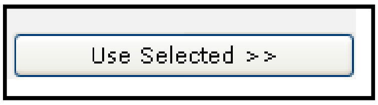
1. Click the Enroll Student(s) button.
2. At the next window, enter the student enroll date, then click Select Student(s).



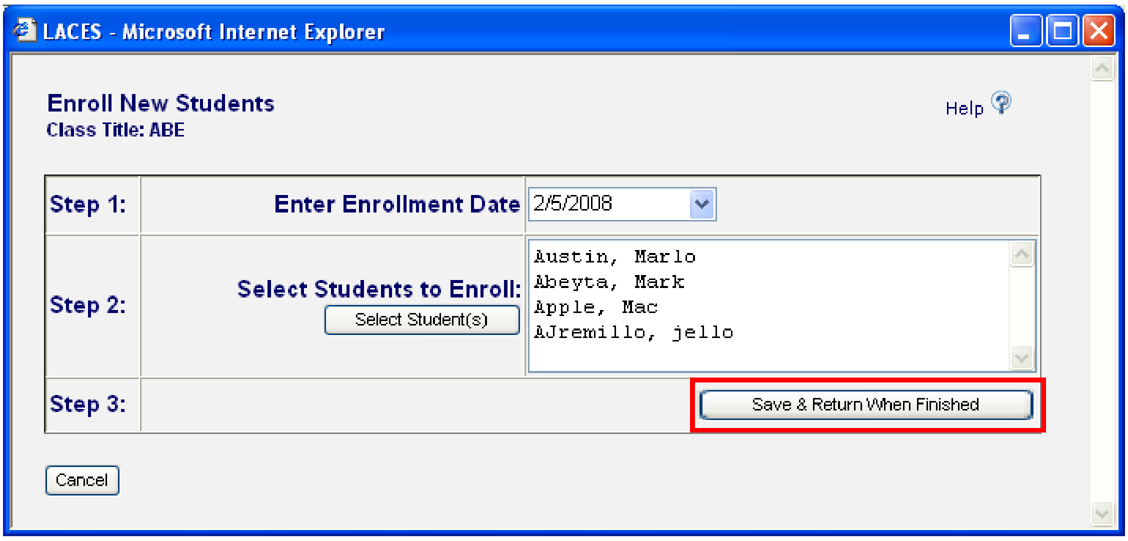
3. Place a check in front of the student or students to be enrolled in the class. You may enroll more than one student at a time.



4. Click Use Selected at the bottom right of the screen.



5. At the next screen click Save and Return When Finished.

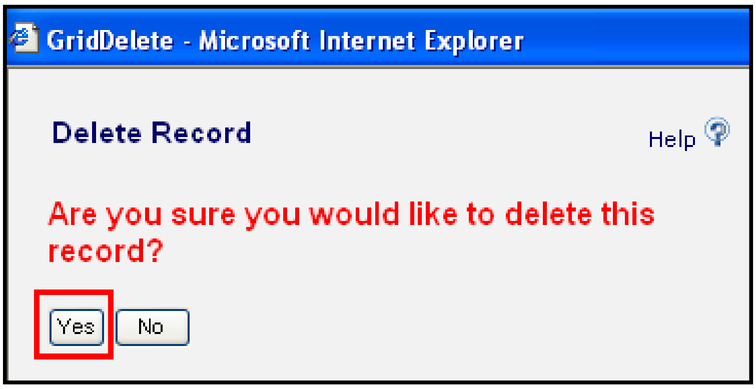


The selected students are now enrolled in the class.

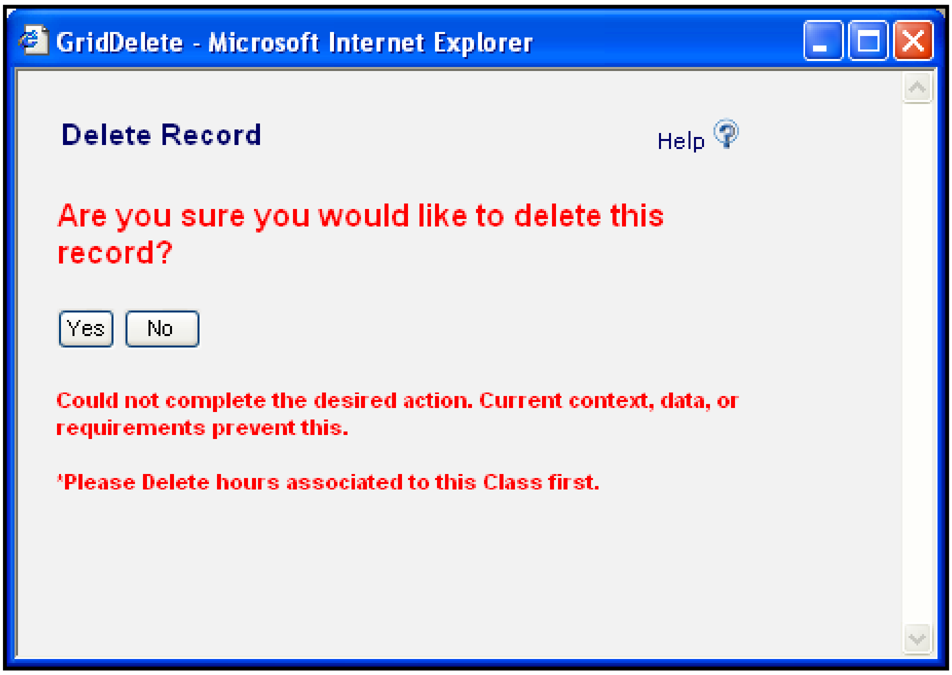
Delete

Students may be deleted from a class after **all** attendance hours have been deleted. (Click the Attendance folder to remove hours).

1. Select the student and click Delete.
2. At the popup window, click Yes.

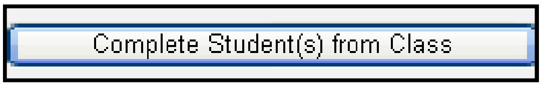


If all hours have been removed, the student will delete. The following message will appear if the student still has hours recorded.

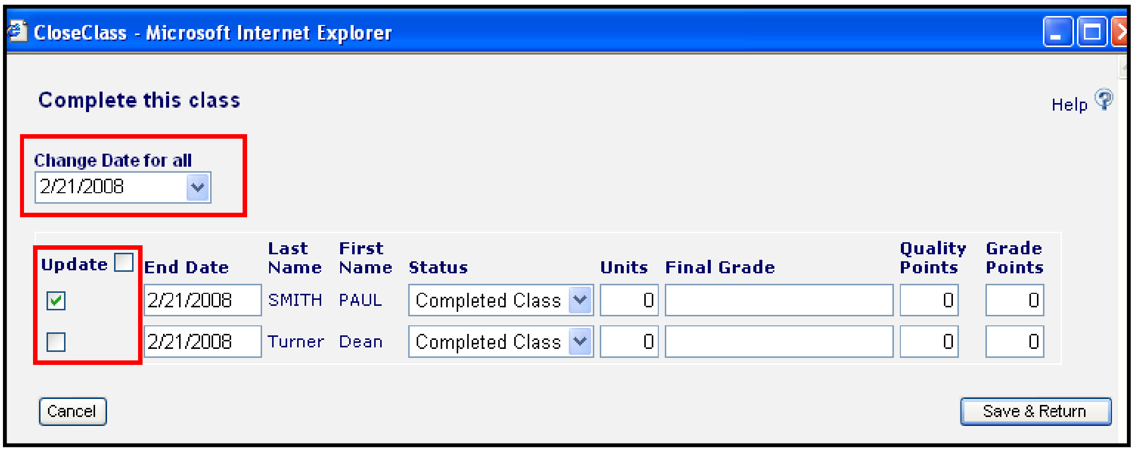


Complete Students from Class

1. Click the button:



One student, multiple students, or all students may be completed from the class. After clicking the Complete Student(s) from Class button, the following screen will appear.



All students who are currently **enrolled** in the class will display in the list.
If you are completing multiple students from the class, make sure the date is correct. Adding a date in the Change Date for All field will populate the end date for each student.

NOTE: The end date field can be edited by student.

Place a check in the Update checkbox for all students to be completed. If only one student is being completed, place a check in front of that student only.

The status will automatically be set to Completed Class.

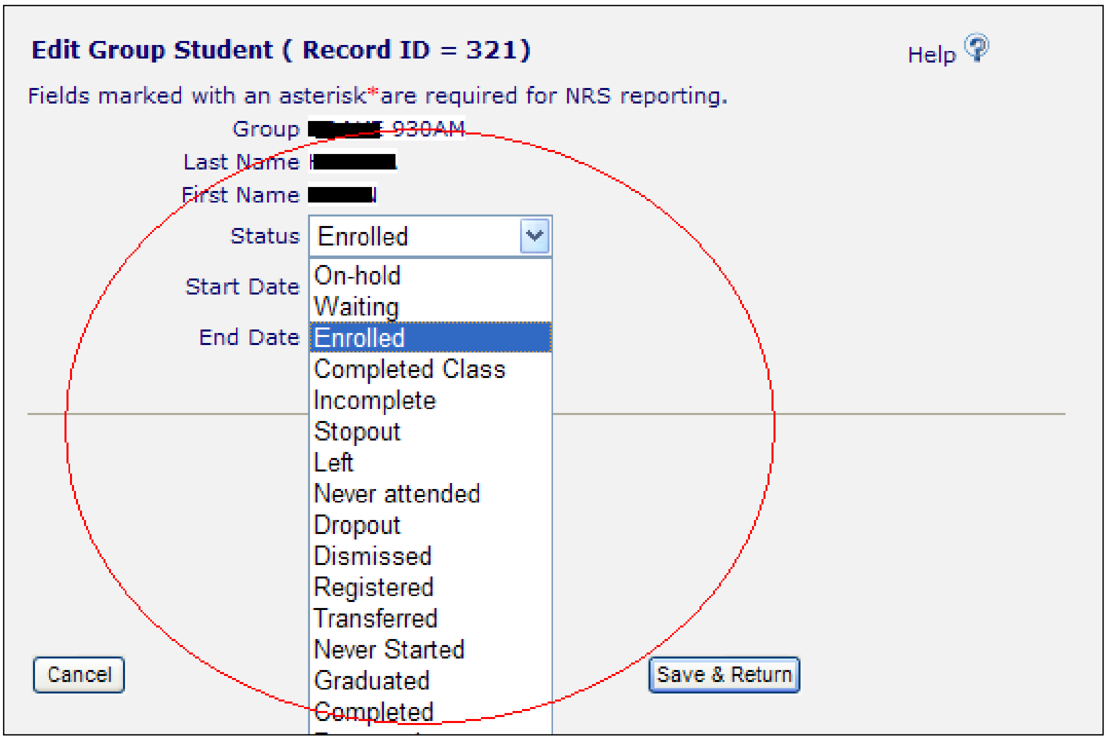
Optional fields:

- Units
- Final Grade
- Quality Points
- Grade Points

2. Click Save and Return when finished.

You can also change the status of an individual student rather than completing multiple students at once.

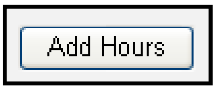
To change the status of an individual student enrolled in a class, go to the Class tab and select the Class. Open the record by double-clicking the class name. The record will open in the “Key Info” folder for the class. From that screen, you should see the list of students in that class. Double-click the name of any student whose status you want to change. You will get a pop-up window to Edit Class Student record for that student.   Use the available drop-down menus in the field to indicate that a student is Left, Completed, On-Hold, or other available statuses. Bear in mind that you cannot put an End Date that is in the future; it must be today's date or earlier, and it must be within the class Start and End date. A class enrollment status of "Left" or "Completed" will change the student's Overall Status to Left, if that is the only class that the student was enrolled in. If a student was enrolled in multiple classes, changing the class enrollment status for just one class will not change the student's Overall Status. A class enrollment status of "Waiting" will update the Overall Status to "Waiting". A class enrollment status of "On-Hold" will not change the student's Overall Status.



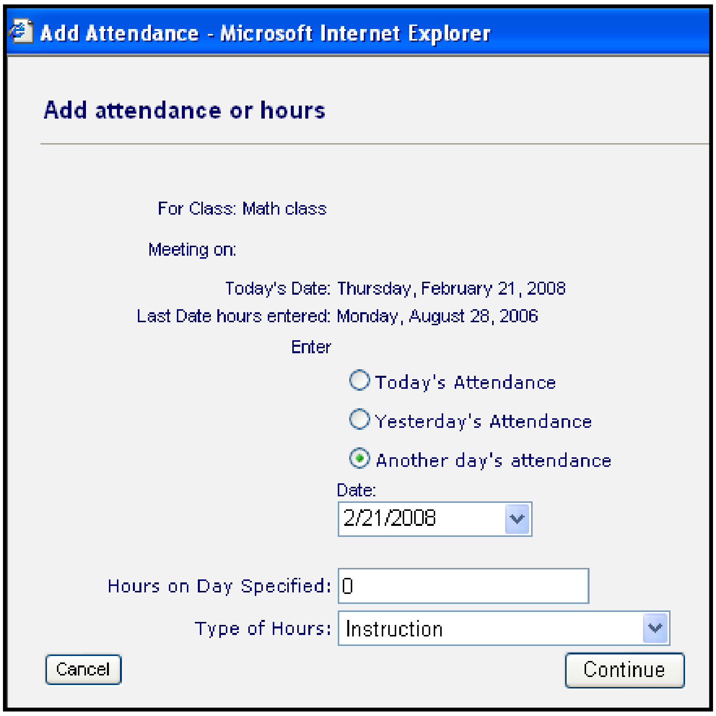
Different statuses available to edit a student class record.

Add Hours

1. Click the button:



The following screen will appear.



If you are adding hours for all students for a specific date, click one of the buttons for:

- Today's attendance – will display the current date
- Yesterday's attendance – will display the previous day's date
- Another day's attendance – enter a new date

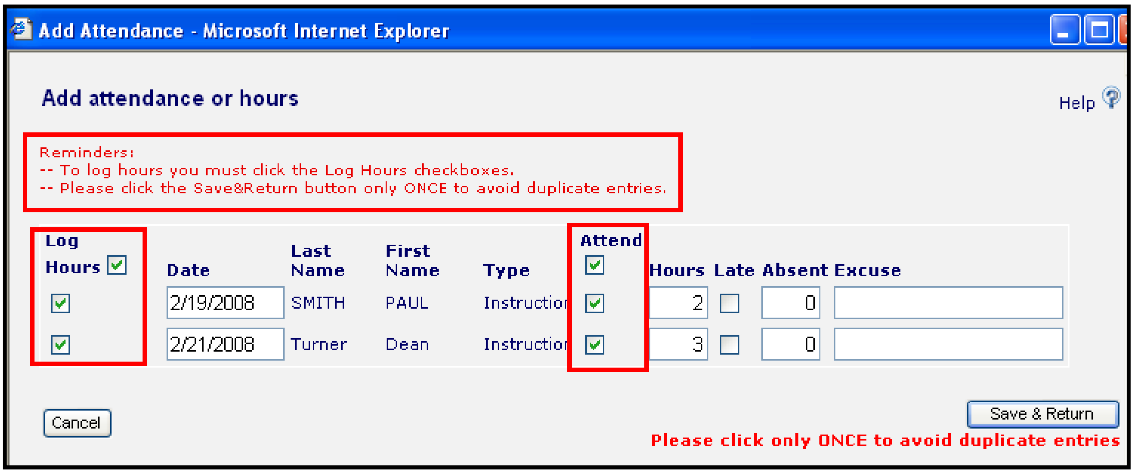
Hours on Day Specified: enter the number of hours that each student attended.

Type of Hours: Select the type of hours from the drop down list.

3. Click Continue.

NOTE: This screen can be bypassed if you are entering different hours on different dates for each student. Click Continue to bypass and go to the next screen.

4. On the Add Attendance or hours, be sure to click the Log Hours and Attend checkboxes. If you are entering hours for specific students, remove the check in the Log Hours box and Attend box. Place a check in front of the students who will have hours recorded.



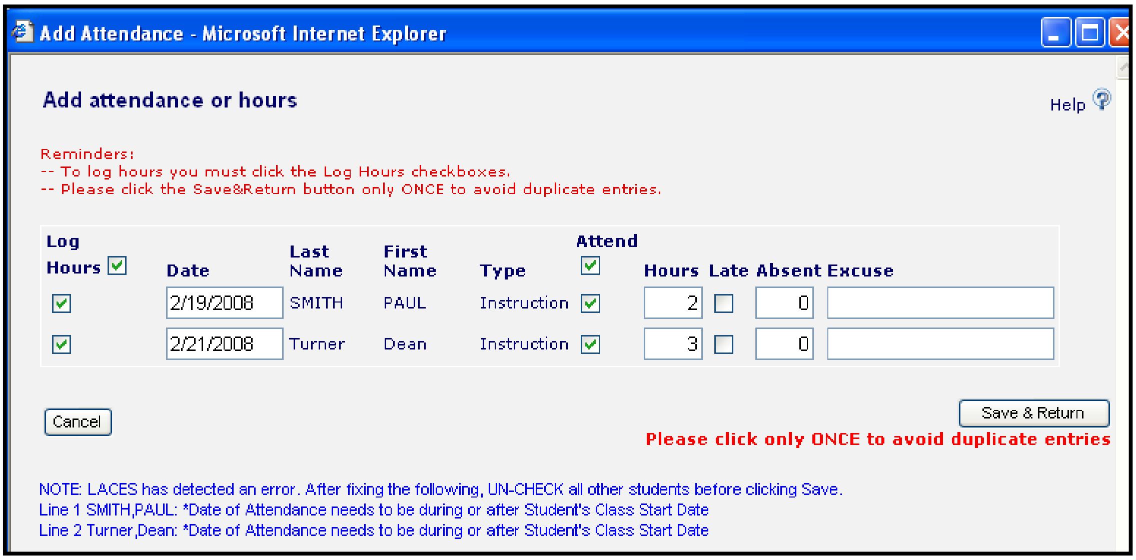
5. Click Save and Return.

NOTE: Clicking Save and Return multiple times will create multiple hours records. ONLY click once.

Hours **must** be entered for attendance between the class AND student start and end dates. For example, if a class began on 1/1/2007 and ended on 12/31/2007, you cannot enter hours for students on 2/1/2008. Additionally, if a student enrolled in the class on 4/1/2007, you cannot enter hours for that student for 3/30/2007.

If hours cannot be entered for a student, a message will display in the Add Attendance or Hours window after clicking Save and Return.

The error(s) will be displayed in blue. Most errors involve an incorrect date.

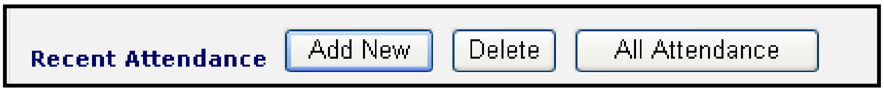


Class Attendance

The Attendance folder displays all student attendance hours.

All or Recent Attendance can be displayed. Recent Attendance is all hours within the last 90 days. All Attendance is all hours for the history of that class. Recent Attendance is the default setting. To display All Attendance, click the All Attendance button.

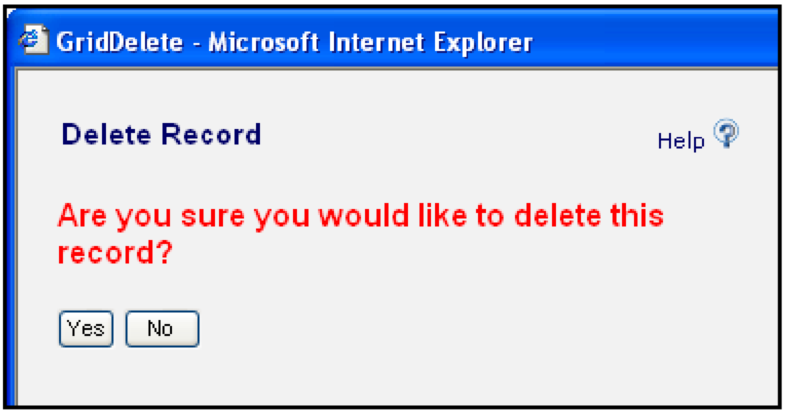
Recent Attendance



All Attendance

Class hours can be added in the Attendance folder by clicking Add New.

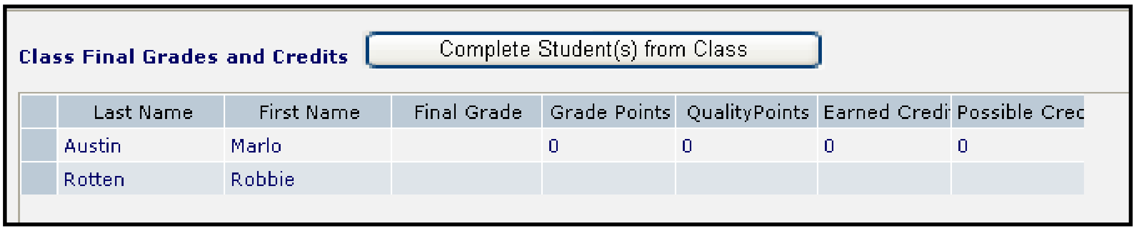
To delete hours, select the hours record and click Delete. The following window will display.



Click Yes to delete the selected hours.

Class Final Grades

The Final Grades folder displays all students. If a student has completed the class and final grades, points, and credit was entered for the student, the information will be displayed. Students who are still enrolled in the class will not display any information.



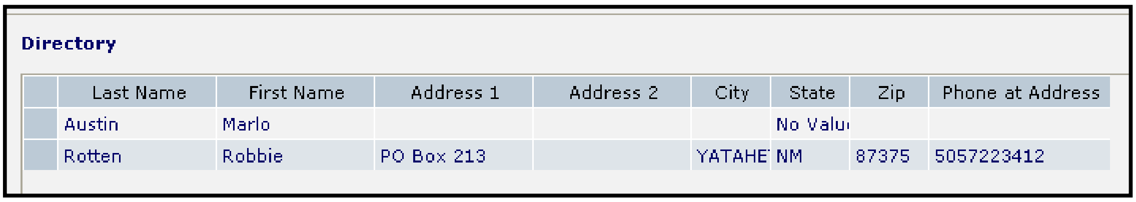
Class Final Grades and Credits Complete Student(s) from Class

Last Name	First Name	Final Grade	Grade Points	QualityPoints	Earned Credi	Possible Crec
Austin	Marlo		0	0	0	0
Rotten	Robbie					

Students can be completed from the class from the final grade folder.

Class Directory

The directory folder displays contact information for each student. If student contact information has not been entered, the fields will be blank. Contact info can be entered in the Key Info screen of the Student record.



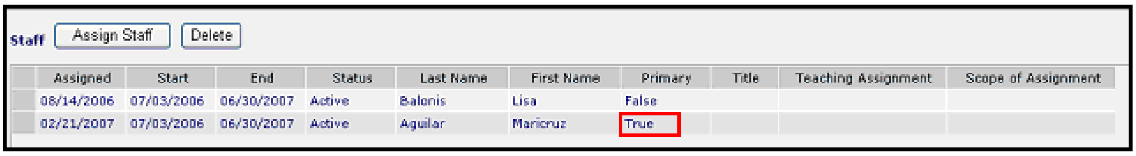
Directory

Last Name	First Name	Address 1	Address 2	City	State	Zip	Phone at Address
Austin	Marlo				No Valu		
Rotten	Robbie	PO Box 213		YATAHE	NM	87375	5057223412

Class Staff

The Staff folder displays the staff assigned to a class. There is only one primary staff, but additional staff can be entered.

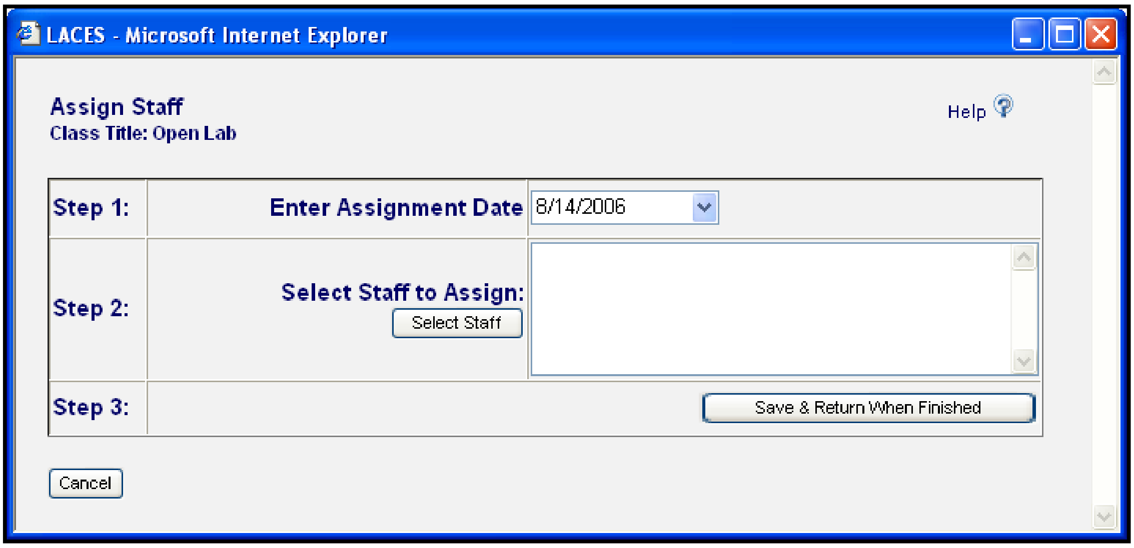
In the following example, Maricruz is the primary staff. Primary is indicated by True in the Primary field.



Staff Assign Staff Delete

Assigned	Start	End	Status	Last Name	First Name	Primary	Title	Teaching Assignment	Scope of Assignment
08/14/2006	07/03/2006	06/30/2007	Active	Balonis	Lisa	False			
02/21/2007	07/03/2006	06/30/2007	Active	Aguilar	Maricruz	True			

To assign a staff member, click the Assign Staff button. The following screen will appear.

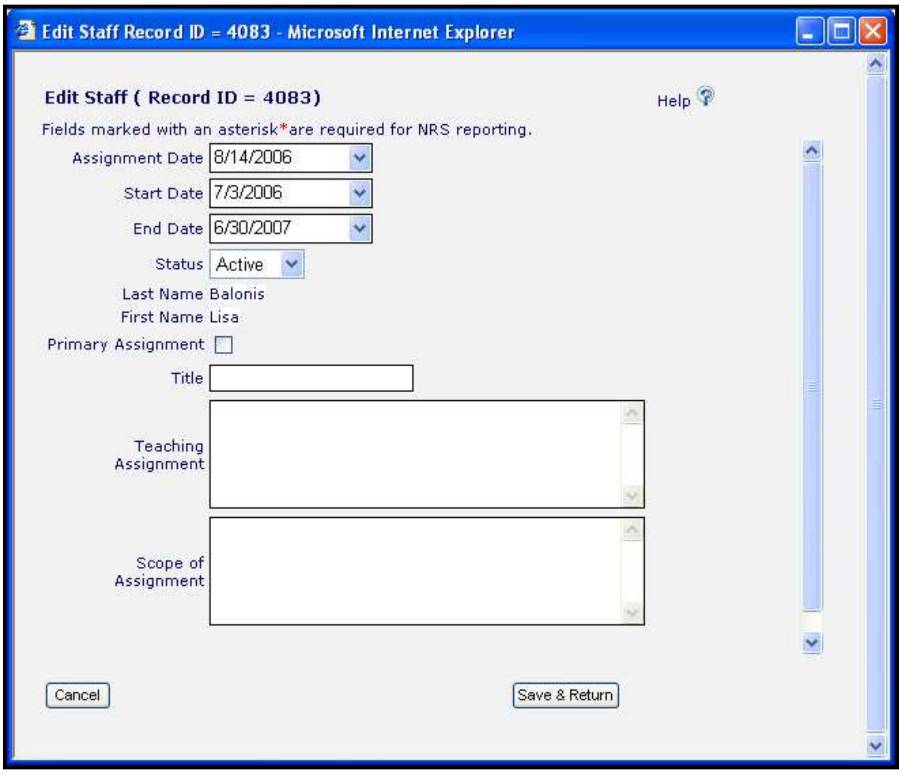


Enter a date, and click Select Staff to select a staff member.

NOTE: Only staff with the overall status of Active can be assigned to a class.

After selecting the staff member, click Save and Return When Finished.

To add additional information to the assigned staff, double-click the staff record. The following screen will appear.

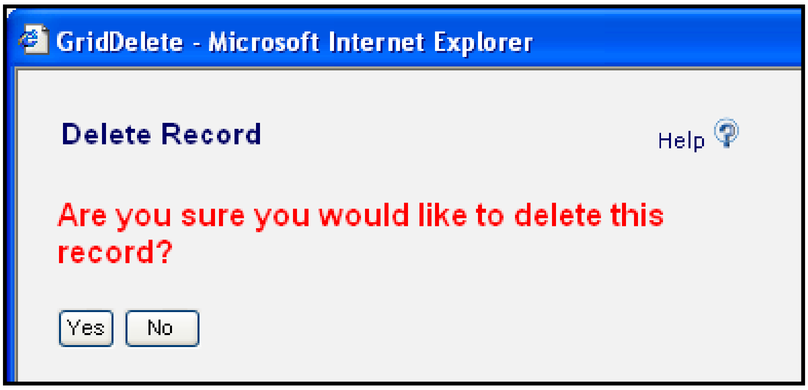


Enter the additional information and click Save and Return.

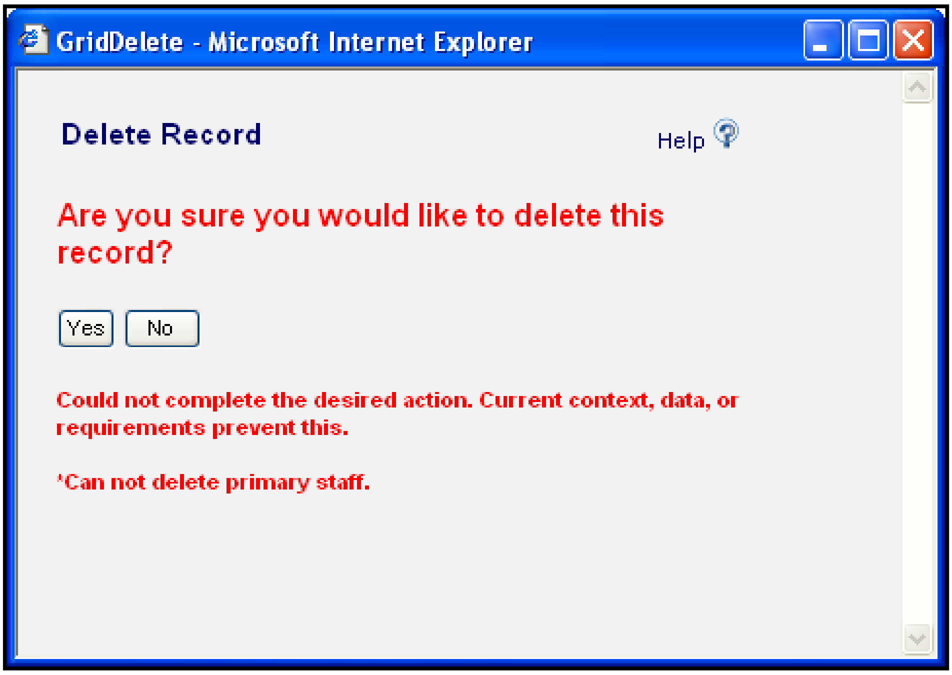
NOTE: The status for staff member should be set to active.

To delete a staff person:

1. First delete all staff hours from the Staff Hours folder.
2. Change the staff status from active to inactive.
3. Select the staff person and click Delete.
4. The following window will appear. Click “Yes” to delete the staff member.

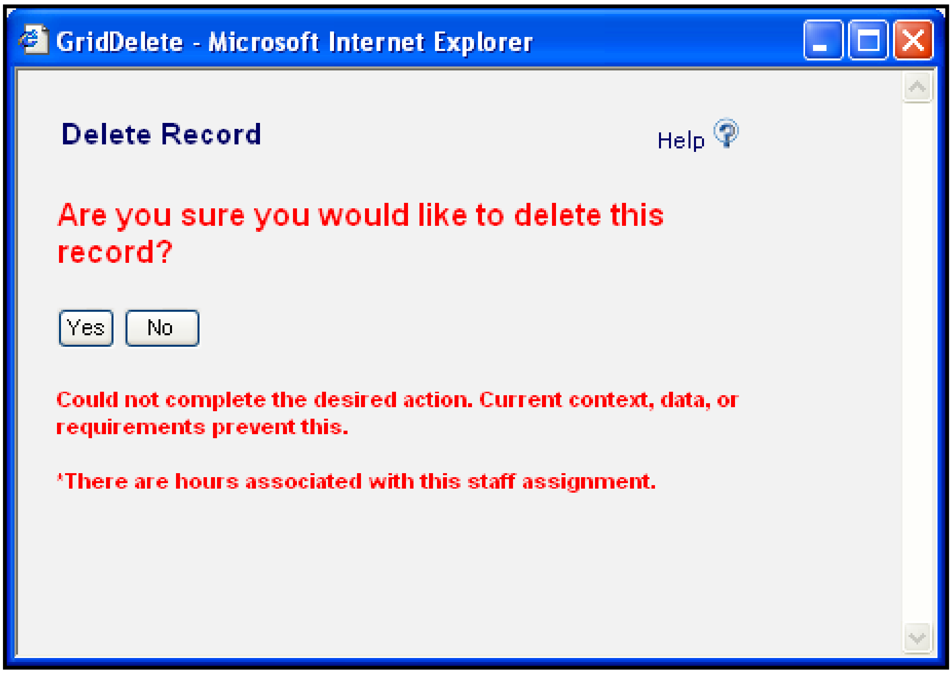


If the staff member is the primary, the following message will appear:



5. Close the window to return to the staff list. Double-click the staff record to be deleted.
6. Uncheck the primary assignment box and click Save and Return.

If the staff member has hours entered, the following message will appear:



Go to the Staff Hours folder and delete all hours.

Go back to the Staff folder and delete the staff member.

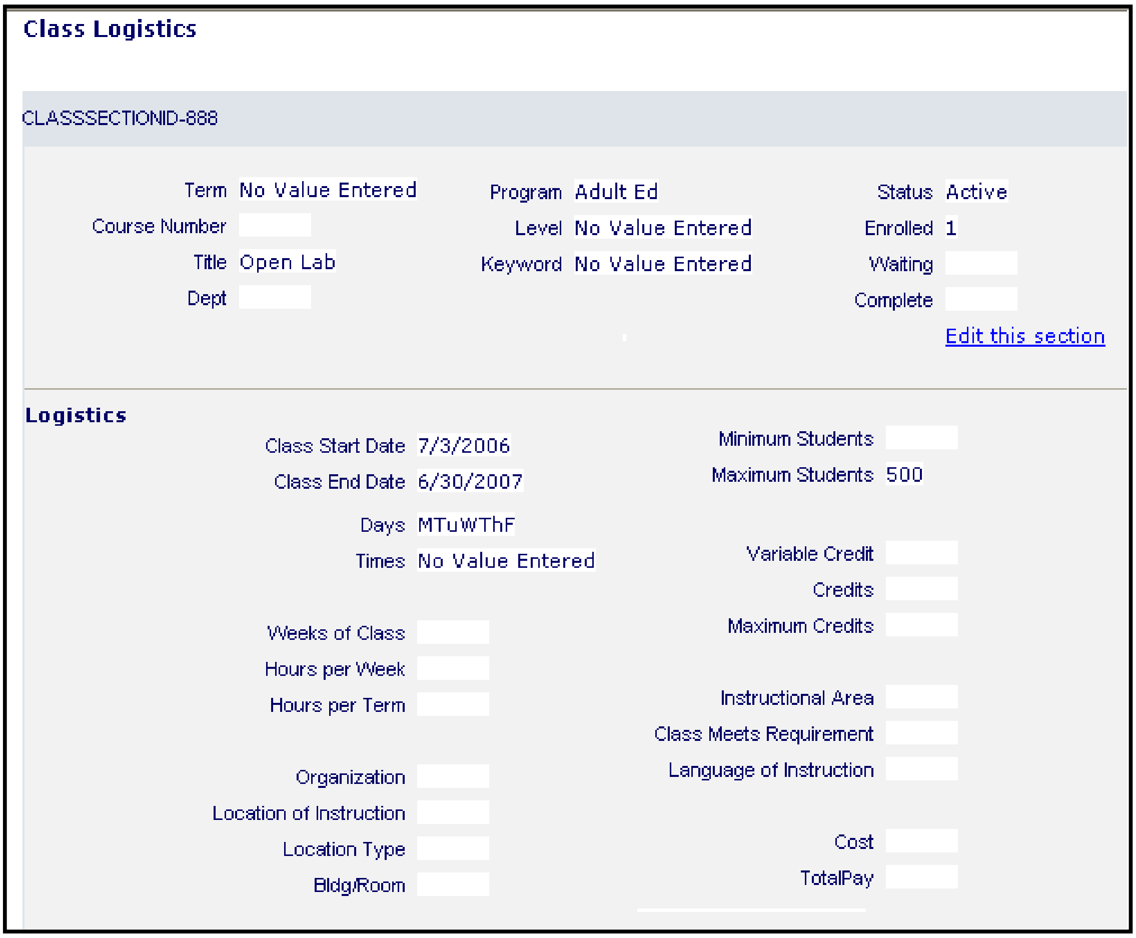
Class Staff Hours

Hours for staff can be entered in the Staff Hours folder. Click Add New to add hours.

To delete hours, select the staff hours record and click Delete.

Class Logistics

The Logistics folder will display all pertinent information regarding the class, if the information has been entered in the class record.

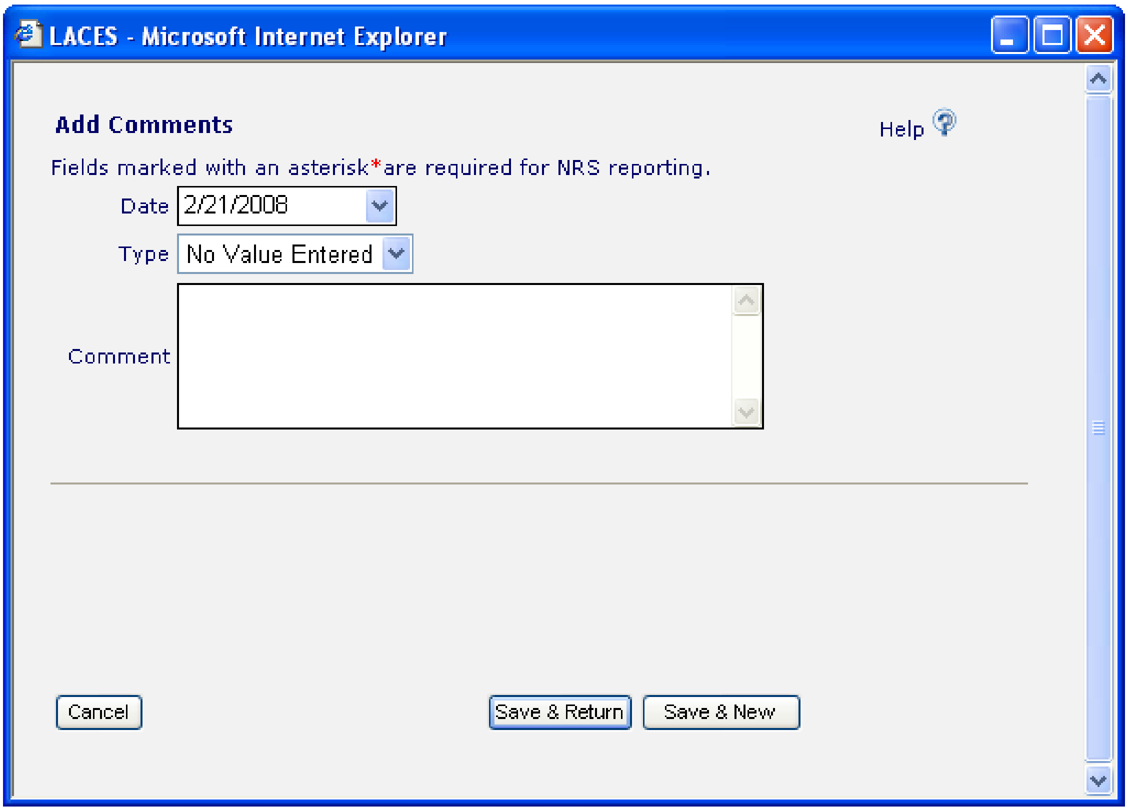


Class Comments

Additional information about the class can be entered in the Comments folders.

To add a Comment, click Add New.

The following screen will appear:



Add the date and select comment type from the drop down list.

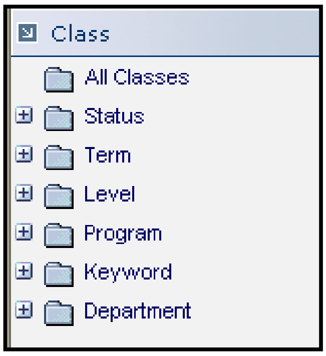
The comment field is a drop down list and can be edited by the user by adding/editing items on the “ClassSectionCommentType” choice list.

Enter comments in the text box. Click Save and Return when finished, or Save and New to save the comment and reopen the window to create another comment.

To delete a comment, select and click Delete.

Class Tab

The **Class Tab** in LACES displays 7 folders.



Each folder (with the exception of All Classes) can be expanded by clicking the symbol in front. The folders will display the number of classes that have additional information entered within the class record that causes them to count in the folder. To display a list of classes with a particular set of information, click on the corresponding folder.

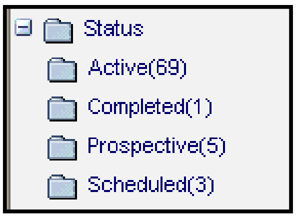
All Classes

By default, when you open a LACES database the number of classes that display after clicking the Class tab will be the number of ***active classes.***

Clicking All Classes will display **every** class record in the database.

Status

Click the in front of the Status folder.

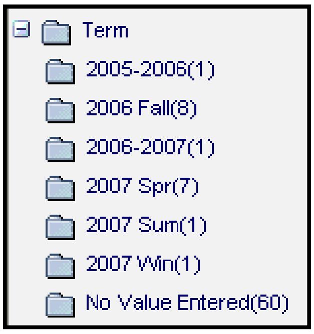


Status is a required field when entering information for a new class at the Quick: Add Class screen. Class status can be:

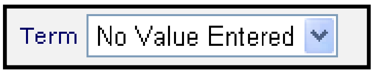
- Prospective (class is not yet officially scheduled and students cannot be enrolled)
- Active (class is in session and students can be enrolled)
- Scheduled (class is scheduled but has not officially begun and students cannot be enrolled)
- Completed (class is completed and all students have a status other than enrolled – completed status can be manually changed)

Term

Click the in front of the Term folder.



Term is an optional field when entering information for a new class at the Quick: Add class screen. Term is used to identify the term when a class is offered



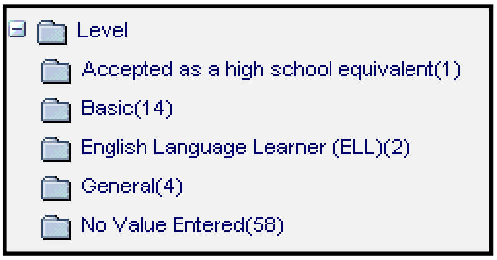
The class term can also be added or edited. To add or change the term, click "Edit this Section" at the class key info screen.

If term has not been entered, the class will appear in the folder "No Value Entered."

The term field is a drop down list and can be edited by the user by adding/editing items on the term choice list.

Level

Click the in front of the Level folder.



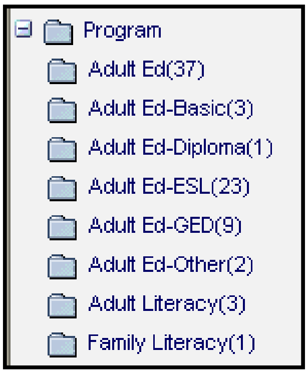
Level is an optional field when entering information for a new class at the Quick: Add class screen. Level is used to indicate the complexity level of a class.

The class level can also be added or edited. To add or change the term, click "Edit this Section" at the class key info screen.

The level field is a drop down list and can be edited by the user by adding/editing items on the level choice list.

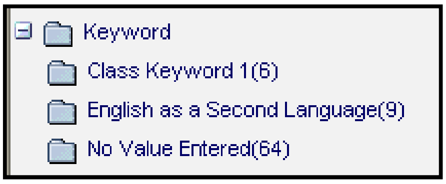
Program

Click the in front of the Program folder.



Program is a required field when entering information for a new class at the Quick: Add class screen. Program is used to identify which program the class is intended for.

Keyword



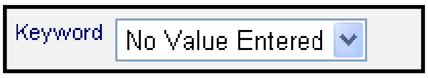
Click the in front of the Keyword folder.

Keyword is an additional field for users to add class information if an existing field is not available. The keyword field is a drop down list and can be edited by the user by adding items to the classkeyword choice list.

If keyword is blank, classes will appear in the folder “No Value Entered.”

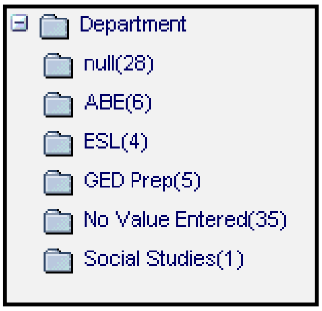
Keyword can be entered at the Quick: Add class screen. If adding or editing a keyword:

1. Double-click on the class name to display the class record.
2. To enter a keyword, click “Edit this Section” at the key info screen.
3. Select a keyword from the drop down menu.



Department

Click the ⊞ in front of the Department folder.



Department is an optional field when entering information for a new class at the Quick: Add class screen. Department is used to indicate the class department area, such as Math, Social Studies, History, etc.

The department can also be added or edited. To add or change the department, click "Edit this Section" at the class key info screen.

The department field is a drop down list and can be edited by the user by adding/editing items on the department choice list.

Staff File

New Staff Record

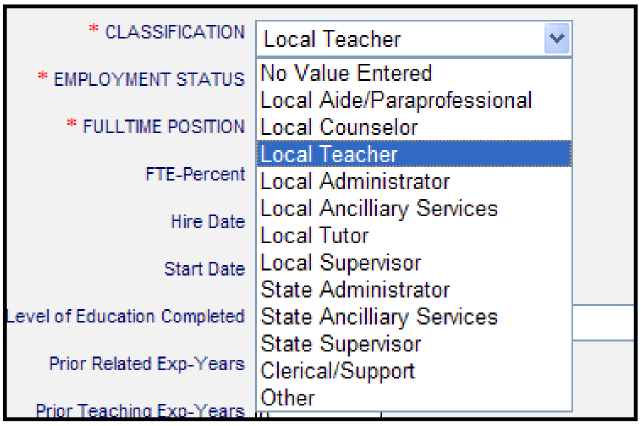
Go to the Staff tab, click New on the toolbar, then click “Add Staff Member.” You will get the Staff Intake form, which you can fill out based on the pre-generated fields. Click “Save & Return” when you have completed the desired fields, and the record will be saved. You can also click “Save & New” to save and get a new blank intake form, or “Save & Go” to go into the staff record at a pre-selected folder, such as Class Assignments, or Demographics. You can locate the record and edit or add additional information from the available folders, which are discussed below.

Staff Intake option on the New menu

You will fill out the following fields, some of which are required data, as indicated by a red asterisk on the intake form:

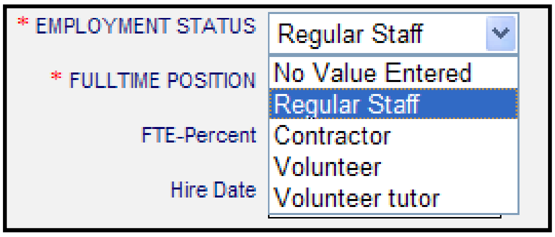
Title/Prefix: Mr., Mrs., Dr., etc., populated via a user-modifiable drop-down menu, available under choice list “Prefix.”
***Last Name** (required): Staff member Last Name
***First Name** (required): Staff member First Name
Middle Name: Staff member Middle Name
Suffix: A user-modifiable drop-down menu to designate if a staff member is a Junior, Senior, III, IV, etc.
Address1: Staff member address
Address2: Additional staff member address information, if needed
Zip: Postal zip code.
City: Staff member City of residence.
County: Staff member County (or Parish, in Louisiana) of residence.
State: Staff member State of residence.
Mail Preference: A field for indicating the staff member’s preference for how they receive communications from your agency, if at all.
Home Phone: The home telephone number for the staff member, if applicable.
Work Phone: The work telephone number for the staff member, if applicable.
Fax: The facsimile telephone number for the staff member, if applicable.
Pager: The pager telephone number for the staff member, if applicable.
Other Phone: A numeric field for designating other contact phone numbers for the staff member, such as emergency contact.
Other Phone Type: A drop-down text-based field for designating the type of phone number used in the “Other Phone” field.
E-Mail: Staff member’s electronic mailing address.
SSN: Social security number, if collected.
Birthdate: Populated by a calendar or type-in date field using a mm/dd/yyyy format.
Gender: Populated via a user-modifiable drop-down menu, available as choice list item “Gender.”
Ethnicity: Populated via a non-user-modifiable drop-down menu.
Title of Position: A type-in text field to indicate the title of the staff member’s position.
***Classification:** Required Field. Staff should be assigned a job classification at intake, by choosing from the user-modifiable (not recommended) drop-down choice list menu for Classification on the intake form. The choice list can be modified in the Choice List heading “JobClassification,” however we do not recommend modifying this choice list if you report to the NRS, as changes made may adversely affect Table 7. Please note that although Clerical/Support

and Other are shown as available classifications, these are **not** recognized classifications according to the NRS, and staff members classified as such will not populate to Table 7.



Staff Classification menu

***Employment:** Required Field. Staff should be assigned an employment status at intake, by choosing from the modifiable drop-down choice list menu for Employment on the intake form. The choice list can be modified in the Choice List heading “StaffEmploymentStatus.” Volunteers can be listed as staff members, and will populate to the NRS Table 7, column D, as unpaid volunteers.



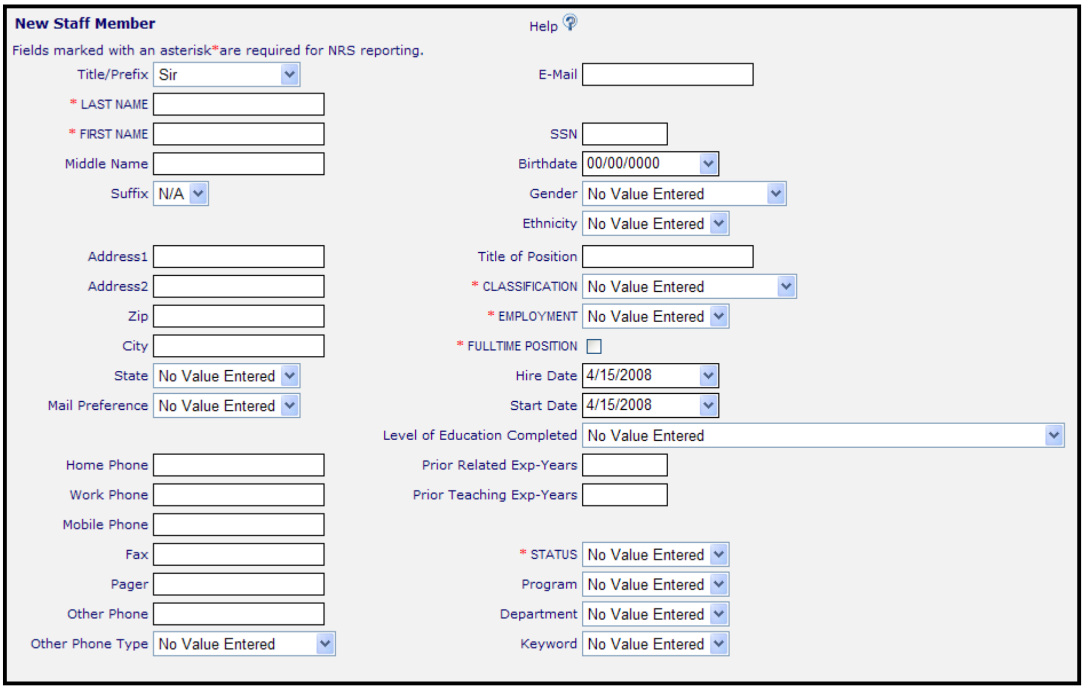
Staff Employment Status

***Fulltime Position:** Required Field. Staff should be assigned a full- or part-time status at intake. Fulltime status is represented by clicking the checkbox in the Fulltime Position box; if the box is not checked, the staff member is designated as Part-time.

Staff Fulltime Position checkbox: Check the box for fulltime; leave blank for part-time.

Hire Date: Date of Hire, populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format
Start Date: Start Date, populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Level of Education Completed: Populated by a user-modifiable choice list menu. The drop-down menu is modifiable in the Choice List under “HighestLevelofEducationCompleted.”
Prior Related Exp-Years: A numeric type-in field for indicating prior related experience in years. Please note that this field does not accept decimal points.
Prior Teaching Exp- Years: A numeric type-in field for indicating prior teaching experience in years. Please note that this field does not accept decimal points.
***Status**: (required) Staff Overall Status, updated manually. Staff differ from students and tutors in that assigning a staff member as active or inactive within a class does not automatically update

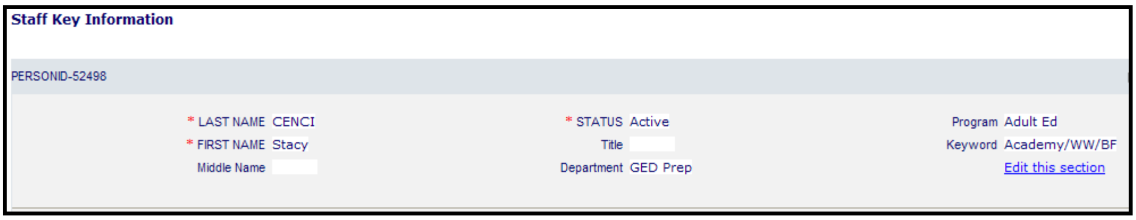
their Overall Status. Instead, the status should be input as Active at intake, and updated manually based on changes, such as leaving.
Program: The primary Program to which the staff member is assigned.
Department: Populated by selecting from a user-modifiable drop-down choice list, called “StaffDepartment.”
Keyword: The Keyword option is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level, by using the choice list “StaffKeyword.”



Add New Staff Member window

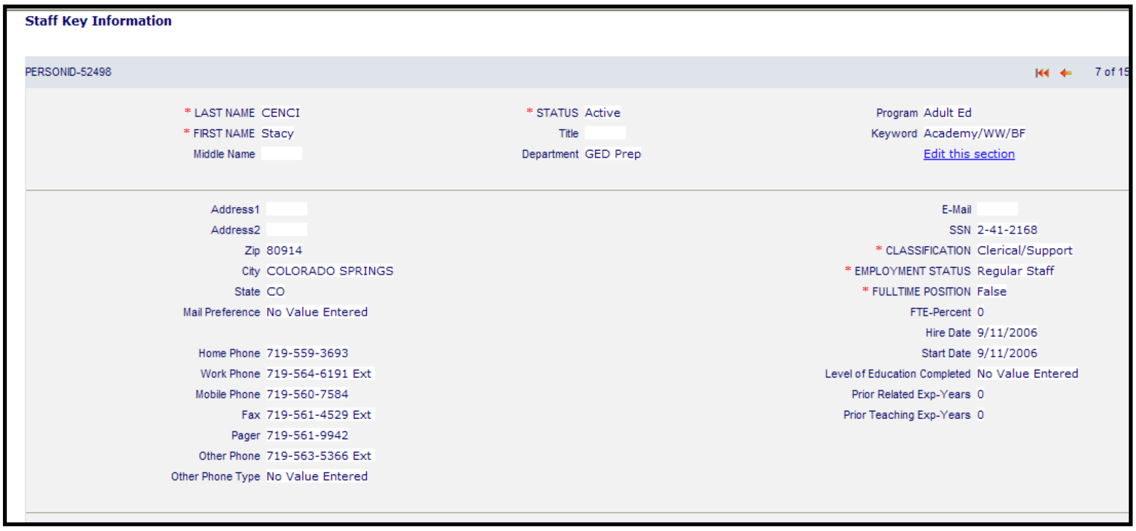
Staff Key Info

Staff Key Info is actually comprised of two parts. There is the Staff Key Info box, which is available from every section of the staff record:



Staff Key Info box

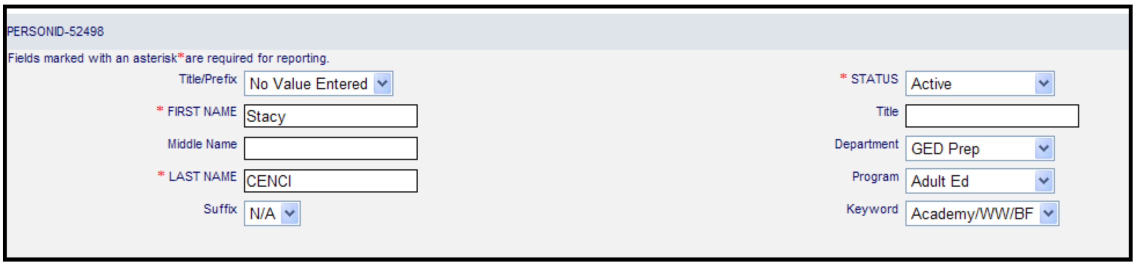
And there is the Staff Key Info record, which is available only by clicking the “Key Info” folder in the Staff record. Both sections of the Key Info folder are primarily populated from fields filled out on the Staff Intake screen.



Staff Key Info record

The Staff Key Info box can be edited from any folder in the Staff record by clicking on the “Edit this Section” link. The Key Info box contains the following fields *that are visible when viewing the screen, and additional fields (listed below) that are only viewable from the “edit” section of the screen*. All of these fields will be populated from the intake screen, and can be edited or added later if not done at intake, via the Key Info box.

Visible Fields:
*Last Name
*First Name
Middle Name
*Status
Title
Department
Program
Keyword



Staff Key Info box edit screen with additional fields

Visible only From Edit Screen fields:
Suffix
Additional Title Field

Explanations for these fields are as follows:

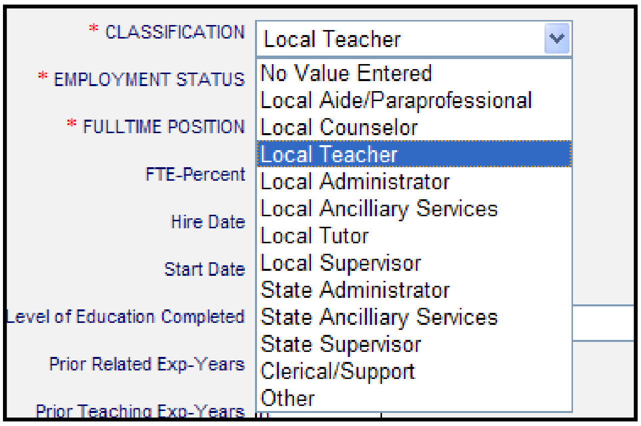
***Last Name** (required): Staff Last Name
***First Name** (required): Staff First Name
Middle Name: Staff Middle Name

***Status**: (required) Staff Overall Status, updated manually. Staff differs from students and tutors in that assigning a staff member as active or inactive within a class does not automatically update their Overall Status. Instead, the status should be input as Active at intake, and updated manually based on changes, such as leaving.
Title: Title/Prefix menu for indicating Mr., Mrs., Dr., etc.
Department: Populated by selecting from a user-modifiable drop-down choice list, called "StaffDepartment."
Program: The primary Program to which the staff member is assigned.
Keyword: The Keyword option is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level, by using the choice list "StaffKeyword."

The Staff Key Info record contains the following fields, all of which are viewable both from the view screen and the edit screen: (Please note that all of these fields will be populated if they were filled out on the intake screen, but *only* if it is filled out on the intake screen. If left blank at intake, you must go to the Key Info section after Intake and edit the screen to add the information if desired.)

Address1: Staff address
Address2: Additional staff address information, if needed
Zip: Postal zip code
City: Staff City of residence
State: Staff State of residence
Mail Preference: A field for indicating the staff preference for how they receive communications from your agency, if at all.
Home Phone: The home telephone number for the staff member, if applicable
Work Phone: The work telephone number for the staff member, if applicable
Mobile Phone: The cellular telephone number for the staff member, if applicable
Fax: The facsimile telephone number for the staff member, if applicable
Pager: The pager telephone number for the staff member, if applicable.
Other Phone: A numeric field for designating other contact phone numbers for the staff member, such as emergency contact.
Other Phone Type: A drop-down text-based field for designating the type of phone number used in the "Other Phone" field.
E-Mail: Staff member's electronic mailing address, if applicable
SSN: Social security number, if collected.
***Classification:** Staff should be assigned a job classification at intake, by choosing from the user-modifiable (not recommended) drop-down choice list menu for Classification on the intake form. The choice list can be modified in the Choice List heading "JobClassification," however we do not recommend modifying this choice list if you report to the NRS, as changes made may adversely affect Table 7. Classification is a required field; however, staff members who migrated over from LiteracyPro may display as "Null" or "No Value Entered." Any staff member with a null value classification field should be corrected, as an incorrect status or classification may prevent the staff member from correctly populating the NRS tables (if applicable).

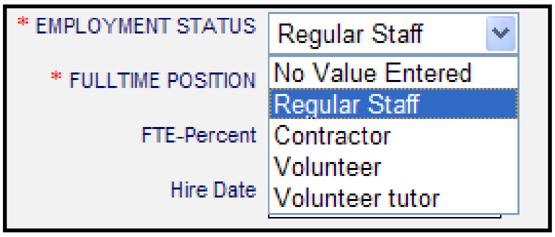
Please note that although Clerical/Support and Other are shown as available classifications, these are **not** recognized classifications according to the NRS, and staff members classified as such will not populate to Table 7.



Staff Classification menu

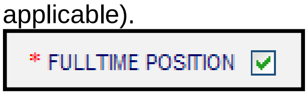
***Employment Status:**
Staff should be assigned an employment status at intake, by choosing from the modifiable drop-down choice list menu for Employment on the intake form. The choice list can be modified in the Choice List heading "StaffEmploymentStatus." Employment is a required field; however, staff members who migrated over from LiteracyPro may display as "Null" or "No Value Entered." Any staff member with a null value employment status should be corrected, as an incorrect status or classification may prevent the staff member from correctly populating the NRS tables (if applicable).

Volunteers can be listed as staff members, and will populate to the NRS Table 7, column D, as unpaid volunteers.



Staff Employment Status

***Fulltime Position:** Staff should be assigned a full- or part-time status at intake. Fulltime status is represented by clicking the checkbox in the Fulltime Position box; if the box is not checked, the staff member is designated as Part-time. Fulltime Position is a required field; however, staff members who migrated over from LiteracyPro may display as "Null" or "No Value Entered." Any staff member with a null value fulltime status field should be corrected, as an incorrect status or classification may prevent the staff member from correctly populating the NRS tables (if applicable).



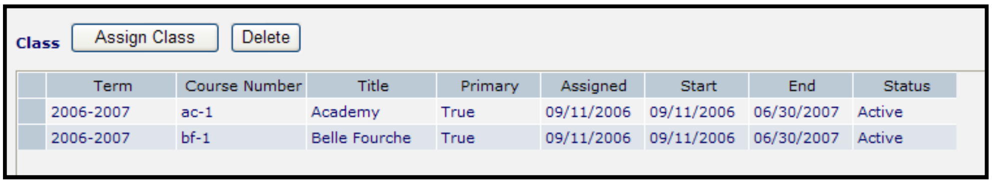
Staff Fulltime Position checkbox: Check the box for fulltime; leave blank for part-time.

FTE-Percent: A type-in field to indicate the percentage of Full Time Employment
Hire Date: Date of Hire, populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Start Date: Start Date, populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Level of Education Completed: Populated by a user-modifiable choice list menu. The drop-down menu is modifiable in the Choice List under "HighestLevelofEducationCompleted."

Prior Related Exp-Years: A numeric type-in field for indicating prior related experience in years. Please note that this field does not accept decimal points.
Prior Teaching Exp- Years: A numeric type-in field for indicating prior teaching experience in years. Please note that this field does not accept decimal points.

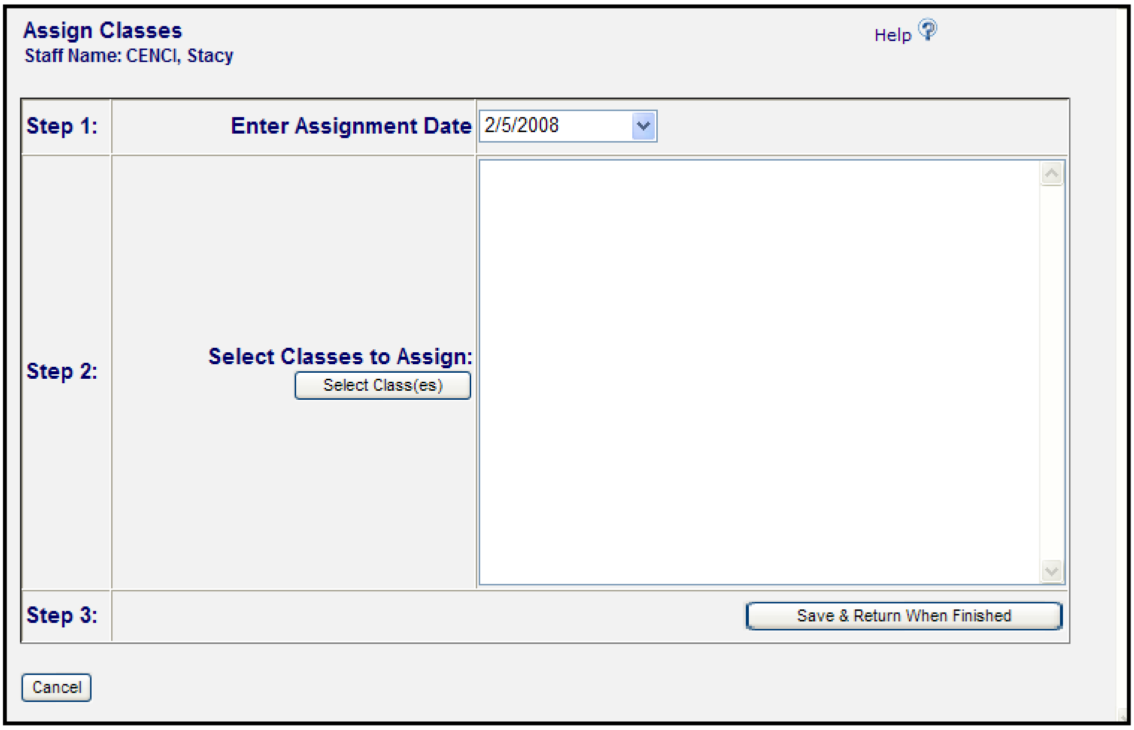
Staff Class Assignments

The Staff: Class Assignments folder allows you to track any class assignments for the staff member, and assign new class assignments. You can access this folder by going into the staff record and clicking the Class Assignments folder. You will be taken into the Class section, where you can assign the staff member to existing classes by clicking on the Assign Class button, view and/or edit their assignment status in existing classes.



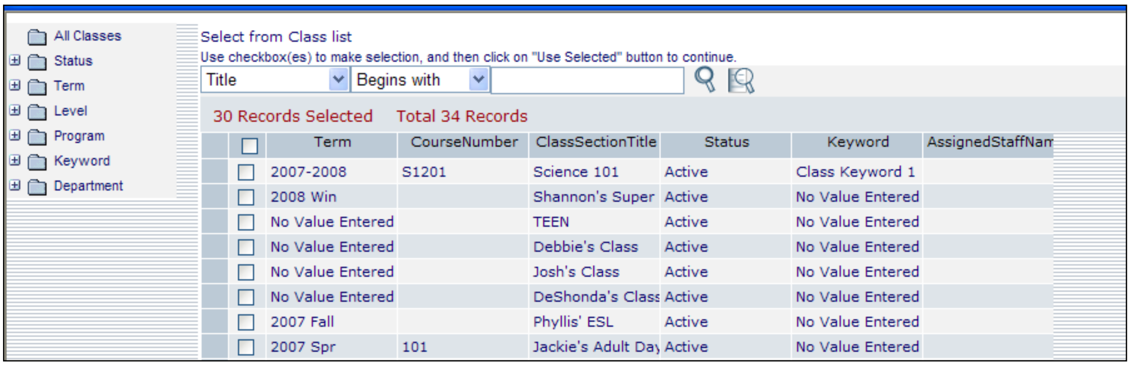
Staff: Class folder screen

To assign a staff member to an existing class, click the Assign Class button. You will get a pop-up window where you can indicate the assignment date and then click the "Select Class(es)" button.



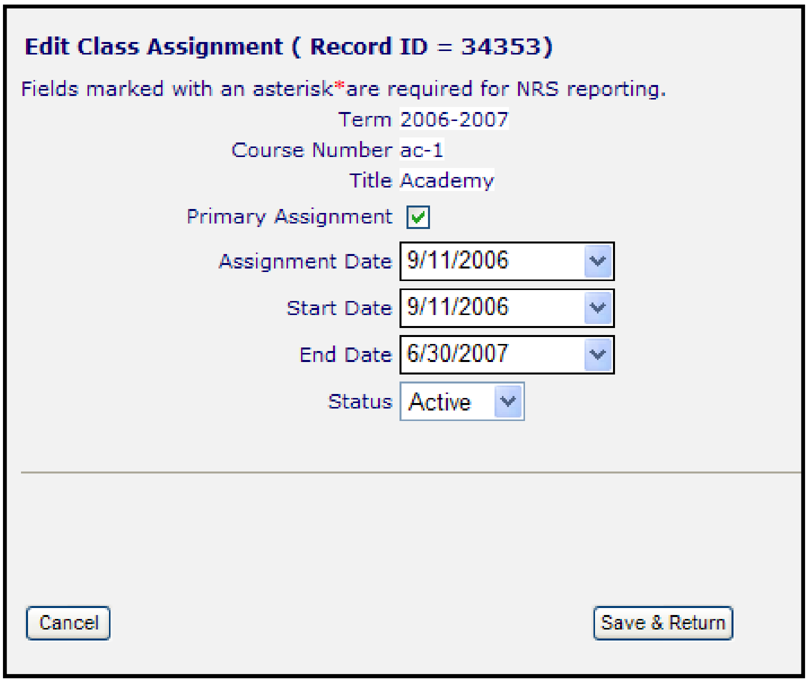
New assignment pop-up window from the Staff: Class folder

After you click the Select Class(es) button, you will see the LACES Data Chooser, which allows you to select any classes to which you want to assign the staff member, either by clicking the checkboxes in front of those classes and clicking the "Use Selected" button, or by double-clicking the class name if you only wish to assign the staff member to one class.



Data chooser for classes

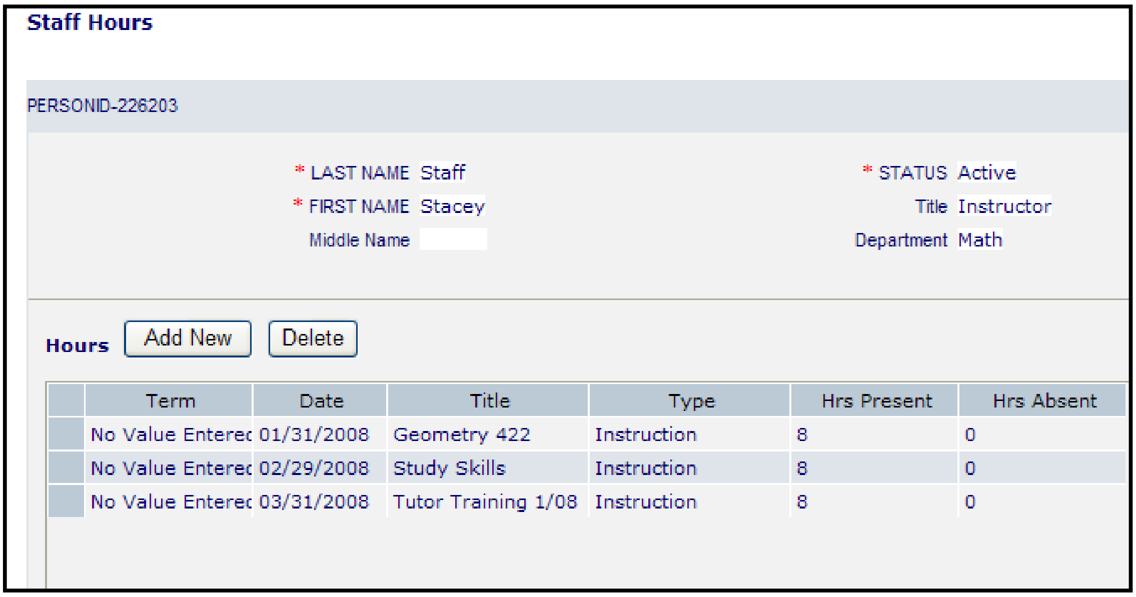
To edit an existing class record, double click on the record in the staff class folder. You will see the "Edit Class Assignment" window, where you can make changes to the staff class assignment record, if needed. Bear in mind that if you make changes to the staff start or end date, those dates must still be within the class start and end date.



Editing a Class Enrollment record

Staff Hours

The Staff: Hours folder allows you to track any hours worked in classes assigned to the staff member. You can access this folder by going into the staff member record and clicking the Hours folder. You will be taken into the Hours section, where you add hours for the staff in their currently assigned classes by clicking on the Add New button, view and/or edit their hours in existing classes, or delete hours.

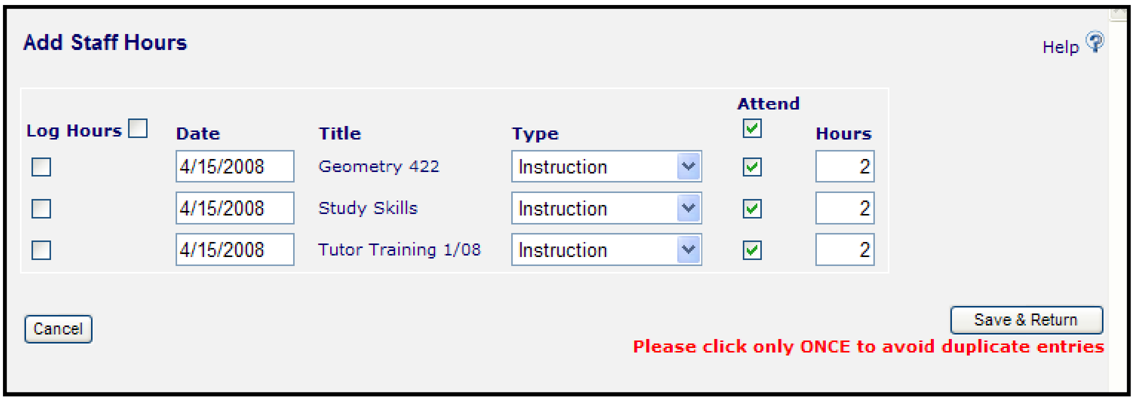


Staff: Hours folder

Hours can be added from the class record or the staff record. To add new hours from the staff record, click “Add New.” This will take you to the Add Attendance screen, which gives you the opportunity to put in the date for which you are adding hours, the type of hours being added (Instructional, Travel, Prep, etc.), and the default amount of hours to add.

Upon clicking “Continue,” you will see an attendance window that lists all classes that the staff member is assigned to on the date for which you are entering hours, the Hours Type, the amount of hours, and the “Log Hours” and “Attend” checkboxes, as well as additional fields for late/absence explanations. You MUST click the “Log Hours” checkbox for all the classes for which you wish to add hours. If you do not check the “Log Hours” box, the hours will not be logged. The “Attend” checkbox is pre-clicked for the staff member for all assigned, active classes. If the staff member did not instruct, you can either not check the “Log Hours” box or uncheck the “Attend” box. Unchecking the “Attend” box will generate an hours record for that date in the staff member’s record, indicating that they were absent that day. Not checking the “Log Hours” box creates no hours record, but simply doesn’t log any hours for that staff member on that date.

When you have modified any information that needed changing from the default hours, and checked the applicable “Log Hours” boxes for the student, click the “Save & Return” button in the bottom right-hand corner.



Add new staff hours window. Note the warning in red.

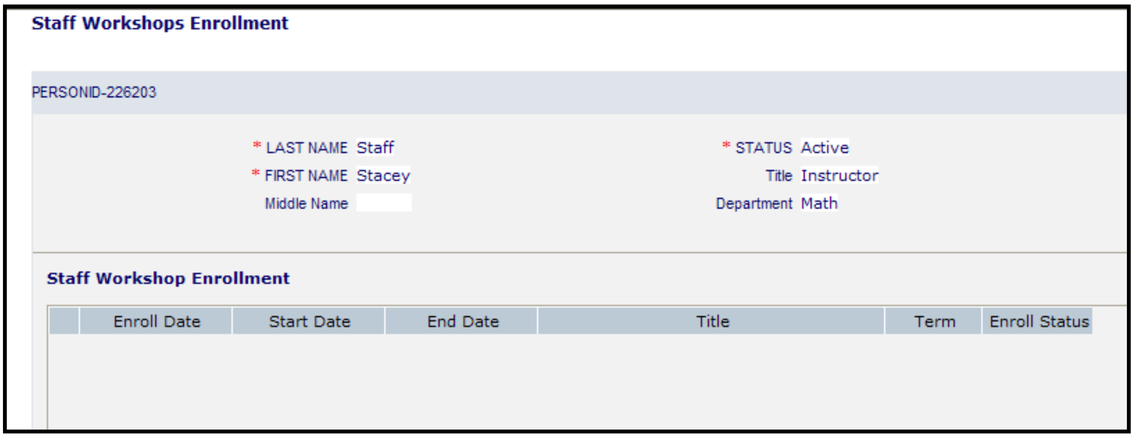
Staff Workshops

The Staff: Workshops folder contains workshop data populated from the Workshop tab.

Data in the Workshops folder cannot be added to or modified from the folder, but only viewed. Changes would need to be made in the Workshop record in the Workshop tab.

You can access this folder by going into the staff record and clicking the Workshop folder. You will be taken into the Workshop section, where you can view the:

Enroll Date
Start Date
End Date
Title
Term
Enroll Status



Staff Workshops folder

Staff Demographics

The Staff: Demographics folder allows you to enter and track demographic data for your staff members. You can access this folder by going into the staff record and clicking the Demographics folder. You will be taken into the Demographics section, where you can add data for the staff member by clicking on the Edit button, and/or view, edit, or delete the existing demographic information.

The Staff Demographic folder

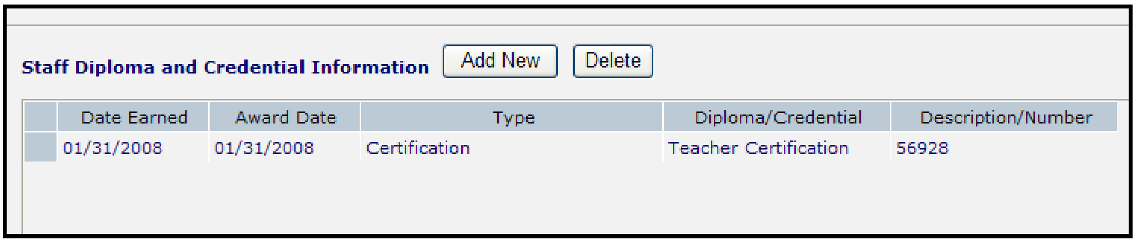
The Demographics folder contains the following fields:

Gender: Populated via a user-modifiable (not recommended) choice list drop-down menu and from the Staff Intake Form if filled out.
Ethnicity: Populated via a non-user-modifiable drop-down menu and from the Staff Intake Form if filled out.
Birthdate: Populated by a calendar or type-in date field, and cross-walked to automatically update the Age field annually. Populated via the Staff Intake Form.
Birthdate Verification: Type-in field to indicate that the birthday has been verified, if desired.
Born Outside US: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Country of Birth: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "BirthCountry."
Registered Voter: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Immigrant: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
U.S. Citizen: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Country of Citizenship: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "CountryOfCitizenship."
Marital Status: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "MaritalStatus."
Number of Dependents: Type-in field indicating the number of dependents.

Click Save & Return when finished.

Staff Credentials

The Staff: Credentials folder allows you to enter and track diploma and credential information for your staff members. You can access this folder by going into the staff record and clicking the Credentials folder. You will be taken into the Diploma and Credentials section, where you can add data for the staff member by clicking on the Edit button, and/or view, edit, or delete the existing demographic information.

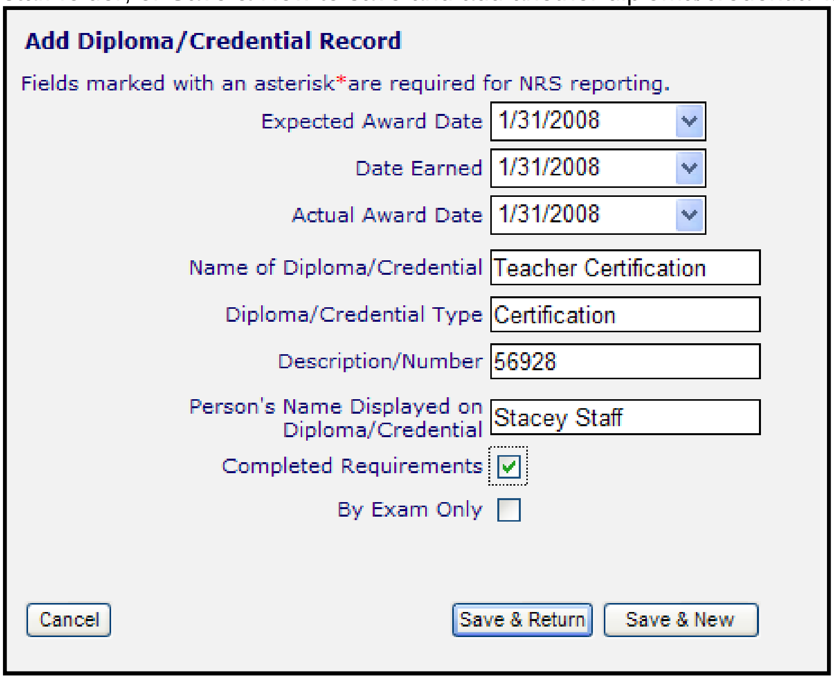


The Staff Credentials folder

To add diploma and credential information to the staff record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Expected Award Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Date Earned: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Actual Award Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Name of Diploma/Credential: Type-in text field for name of the diploma/credential.
Diploma/Credential Type: Type-in text field for type of the diploma/credential.
Description/Number: Type-in alpha-numeric field for description of the diploma/credential.
Person's Name Displayed on Diploma/Credential: Type-in text field for name of the staff member earning the diploma/credential.
Completed Requirements: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
By Exam Only: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.

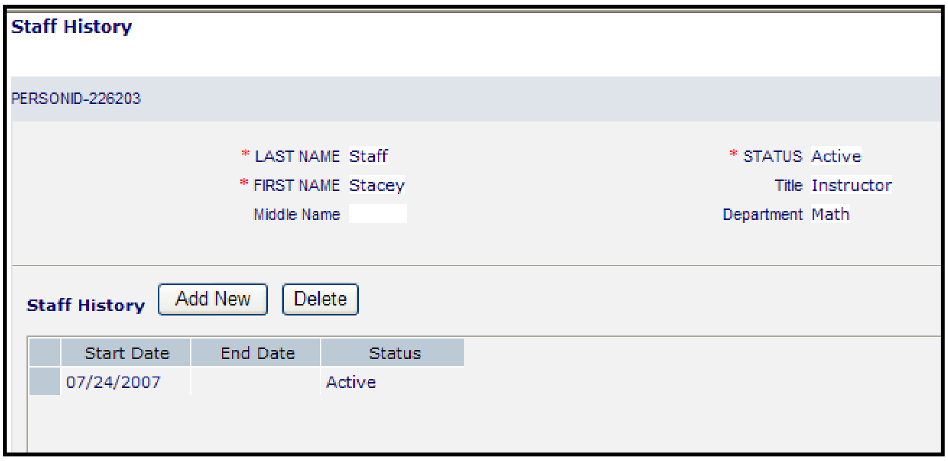
When you have completed adding or modifying the record, click Save & Return to return to the staff folder, or Save & New to save and add another diploma/credential item.



Add new diploma/credential window

Staff History

The Staff History folder allows you to track status history for the staff member. You can access this folder by going into the staff record and clicking the Staff History folder. You will be taken into the Staff History section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



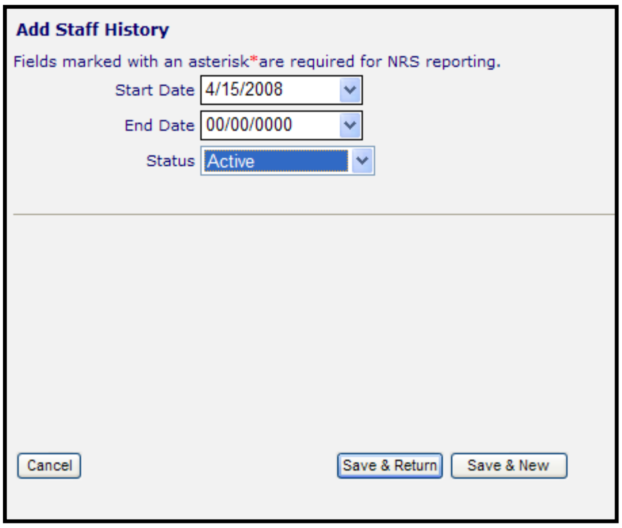
Staff History folder

The Staff History folder is populated automatically based on the status of the staff member.

Additionally, you can add data to the staff history record by clicking the Add New button. You will get a pop-up window where you can indicate the following items:

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
End Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format
Status: Populated via a user-modifiable drop-down menu, available as choice list item "StaffStatus."

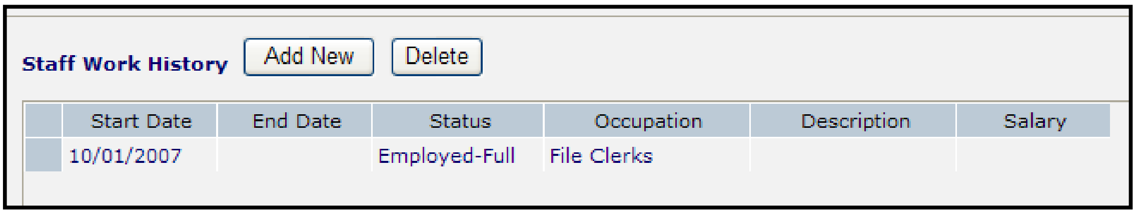
When you have completed adding or modifying the record, click Save & Return to return to the staff folder, or Save & New to save and add another history item.



Add New Staff History window

Staff Work History

The Staff: Work History folder allows you to track the staff member's employment history over their time in your program. You can access this folder by going to the Work History folder and clicking to open it. You will be taken into the Work History section, where you can add new employment history information by clicking on the Add New button, or view and/or edit existing work history, as well as delete unneeded or erroneous work history.

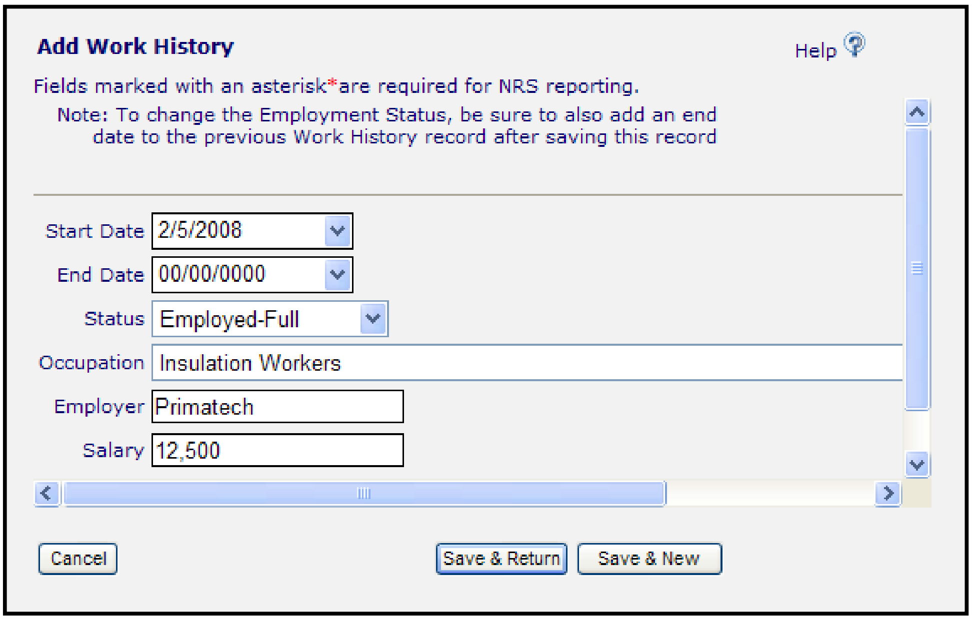


Staff: Work History folder screen

To add work history to the record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
End Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format. An End Date should be added to the existing record whenever the status of employment changes.
Status: Populated by a user-modifiable (not recommended for NRS users) choice list menu. The drop-down menu is modifiable in the Choice List under "EmploymentStatus."
Occupation: Populated by a user-modifiable choice list menu. The drop-down menu is modifiable in the Choice List under "Occupation."
Employer: Type-in field available for recording the staff member's employer.
Salary: Type-in field available for recording the salary of the staff member.

When you have completed adding or modifying the record, click Save & Return to return to the staff folder, or Save & New to save and add another work history record.



Add New Work History window

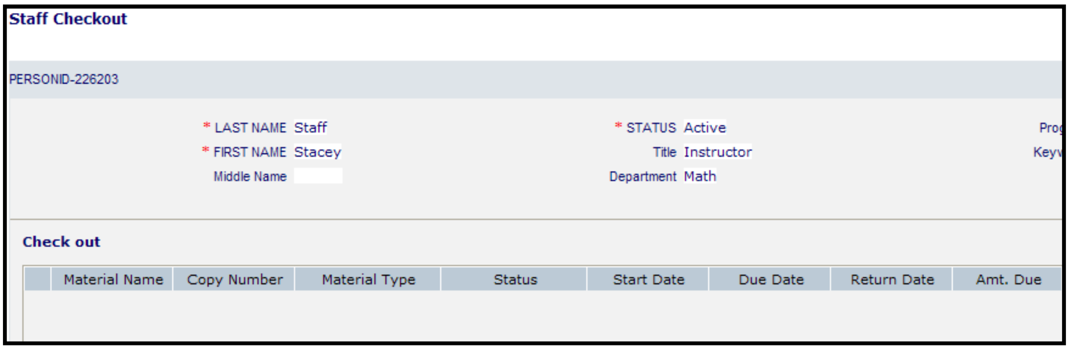
Staff Material

The Staff: Material folder contains material data populated from the Material tab.

Data in the Material folder cannot be added to or modified from the staff folder, but only viewed. Changes would need to be made in the Material record in the Material tab.

You can access this folder by going into the staff record and clicking the Material folder. You will be taken into the Material section, where you can view the:

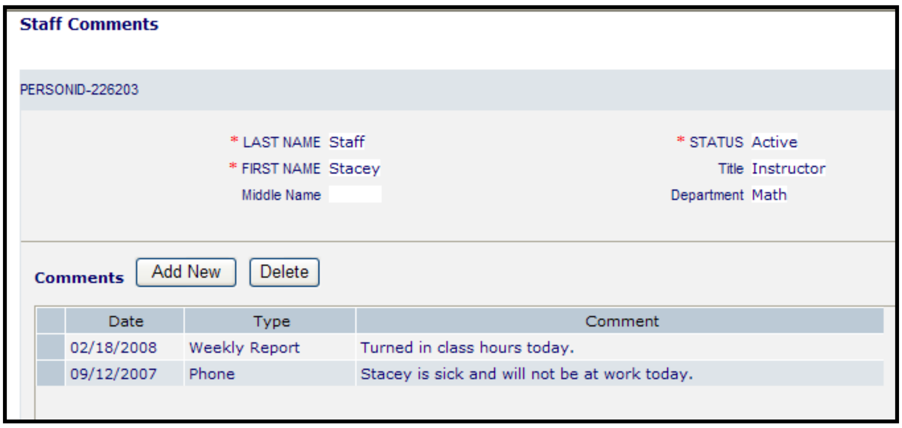
Material Name
Copy Number
Material Type
Status
Start Date
Due Date
Return Date
Amount Due



Staff Materials folder

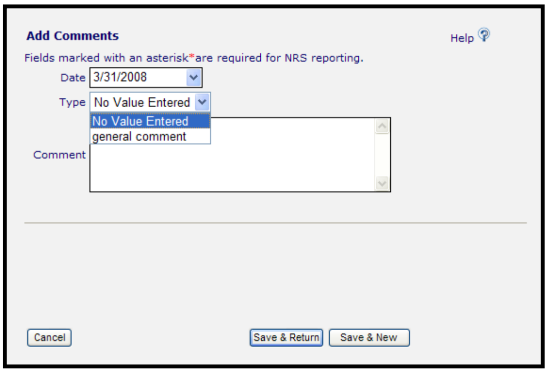
Staff Comments

The Staff: Comments folder allows you to track any comments added to the staff record during their time with your program. You can access this folder by going into the staff record and clicking the Comments folder. You will be taken into the Comments section, where you can add comments for the staff member by clicking on the Add New button, view and/or edit the existing comments, or delete comments.



The Staff Comments folder screen

The Comments fields are character limited and will not visibly save more than 3000 characters in one comment. Please note that spaces (including paragraph and line breaks) are considered characters, especially if you cut and paste comments from other sources.

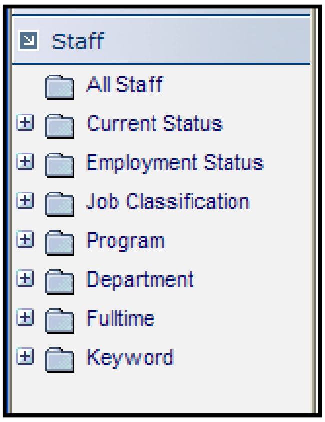


The "Add New" comment window

To add a new comment, click the "Add New" button. Select the appropriate date and type of the comment. You can indicate the Type of comment, such as phone call, weekly update, general comment, etc. The Comment Type drop-down menu is modifiable in the Choice List as "CommentType." After selecting the Date and Type of comment, type the comment into the comment window, and click Save & Return if done, or Save & New to add an additional comment.

Staff Tab

The Staff Tab in LACES displays eight folders.



Staff tab

Each folder (with the exception of All Staff) can be expanded by clicking the plus (⊞) symbol in front of the folder. Sub-folders will display the number of staff who meet each criteria represented, based on information entered within the staff record. To display the list of staff within a particular folder, click on the corresponding sub-folder.

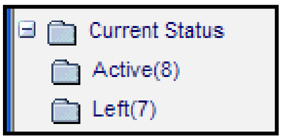
All Staff

By default, when you click on the Staff tab, all Staff members will be displayed, regardless of Overall Status.

Clicking All Staff will display **every** staff record in the database, allowing you to return to the total list after using different staff selections.

Current Status

To view the sub-folders in Current Status, click the plus ( ) in front of the folder.



Staff Current Status folder

As staff records are added and staff members are assigned to classes, the current status will change. You can view the number of staff who have each particular status by looking at the number in parentheses, to the right of the status folder. To display a staff list of only the people within that criteria folder, click on the folder.

Please note that the navigational sub-folders display the information for ALL staff members. To narrow down your selection further, you can use the "Current FY in Selection" option by going to Find>click Current FY in Selection.

Employment Status

To view the sub-folders in the Employment Status folder, click the plus ( ) in front of the folder.

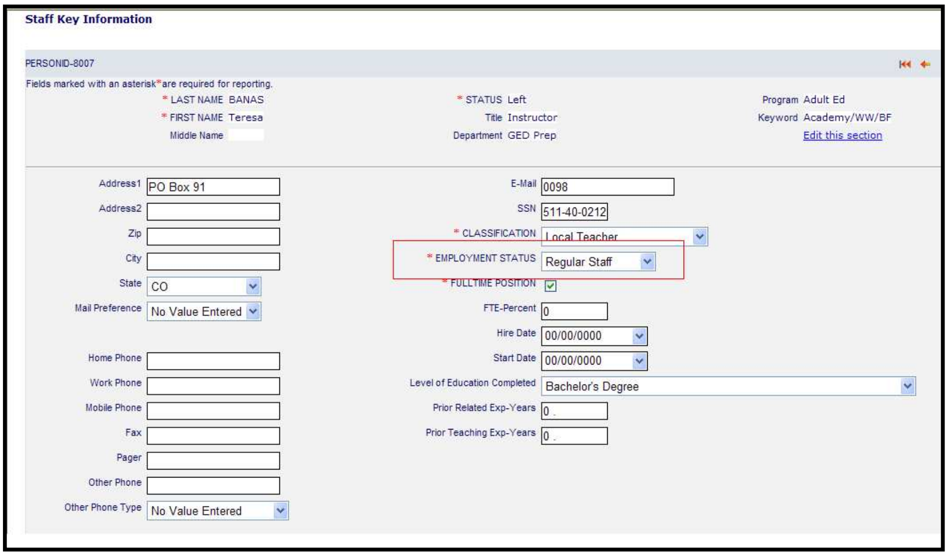
Expanded Staff Employment Status folder

Staff should be assigned an employment status at intake, by choosing from the modifiable drop-down choice list menu for Employment on the intake form. The choice list can be modified in the Choice List heading "StaffEmploymentStatus." Employment is a required field; however, staff members who migrated over from LiteracyPro may display as "Null" or "No Value Entered." Any staff member with a null value employment status should be corrected, as an incorrect status or classification may prevent the staff member from correctly populating the NRS tables (if applicable).

If all staff members have been assigned an Employment Status, the number of staff members for each status type will display in the separate sub-folders. To display the list of staff members in a particular status, click the folder and the staff grid will display those staff members.

To assign an employment status to a Staff member after intake or to modify an existing status field, click the "Edit" button in the staff key info screen, and choose a status from the provided drop-down menu, then click Save and Return

Volunteers can be listed as staff members, and will populate to the NRS Table 7, column D, as unpaid volunteers.



Staff Employment Status field in the Key Info folder

Job Classification
To view the sub-folders in the Job Classification folder, click the plus ( ) in front of the folder.

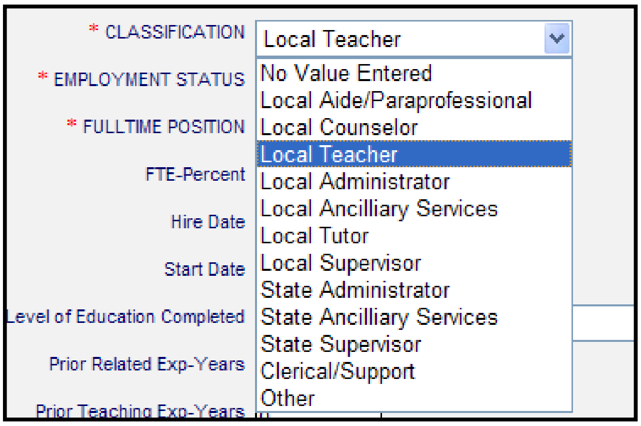
Expanded Job Classification folder

Staff should be assigned a job classification at intake, by choosing from the user-modifiable (not recommended) drop-down choice list menu for Classification on the intake form. The choice list can be modified in the Choice List heading “JobClassification,” however we do not recommend modifying this choice list if you report to the NRS, as changes made may adversely affect Table 7. Classification is a required field; however, staff members who migrated over from LiteracyPro may display as “Null” or “No Value Entered.” Any staff member with a null value classification field should be corrected, as an incorrect status or classification may prevent the staff member from correctly populating the NRS tables (if applicable).

If all staff members have been assigned to a job classification, the number of staff members for each classification type will display in the separate sub-folders. To display the list of staff members in a particular classification, click the folder and the staff grid will display those staff members.

To assign a Job Classification to a Staff member after intake or to modify an existing classification field, click “Edit” button in the staff key info screen and choose a classification from the provided drop-down menu, then click Save and Return.

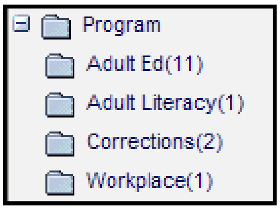
Although Clerical/Support and Other are shown as available classifications, please note that these are **not** recognized classifications according to the NRS, and staff members classified as such will not populate to Table 7.



Staff Classification menu

Program

To view the sub-folders in the Program folder, click the plus ( ) in front of the folder.

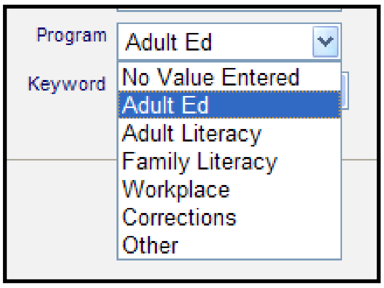


Expanded Staff Program folder

Staff can be assigned a program at intake, by choosing from the user-modifiable drop-down choice list menu for Program on the intake form. The choice list can be modified in the Choice List heading “StaffProgram.”

If all staff members have been assigned to a program, the number of staff members for each program type will display in the separate sub-folders. Staff who have not been assigned a program will display in a “No Value Entered” or “Null” folder. To display the list of staff members in a particular program, click the folder and the staff grid will display those staff members.

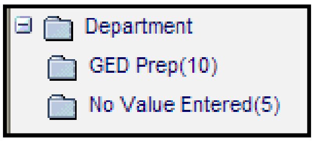
To assign a program to a staff member after intake, or to modify the existing program, open the staff record by double-clicking it, then click the “Edit this Section” link at the staff key info section of the Key Info screen. Choose a program from the provided drop-down menu, then click Save and Return.



Staff Program menu

Department

To view the sub-folders in the Department folder, click the plus (⊞) in front of the folder.

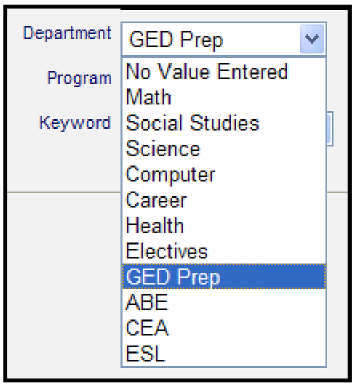


Expanded Staff Department folder

Staff can be assigned a department at intake, by choosing from the user-modifiable drop-down choice list menu for Department on the intake form. The choice list can be modified in the Choice List heading "StaffDepartment."

If all staff members have been assigned to a department, the number of staff members for each department type will display in the separate sub-folders. Staff who have not been assigned to a department will display in a "No Value Entered" or "Null" folder. To display the list of staff members in a particular department, click the folder and the staff grid will display those staff members.

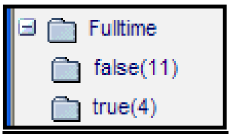
To assign a staff member to a deparment after intake, or to modify the existing department, open the staff record by double-clicking it, then click the "Edit this Section" link at the staff key info section of the Key Info screen. Choose a department from the provided drop-down menu, then click Save and Return



Staff Department menu

Fulltime

To view the sub-folders in Fulltime, click the plus (⊞) in front of the folder.



Expanded Fulltime folder

Staff should be assigned a full- or part-time status at intake. Fulltime status is represented by clicking the checkbox in the Fulltime Position box; if the box is not checked, the staff member is designated as Part-time. Fulltime Position is a required field; however, staff members who migrated over from LiteracyPro may display as "Null" or "No Value Entered." Any staff member with a null value fulltime status field should be corrected, as an incorrect status or classification may prevent the staff member from correctly populating the NRS tables (if applicable).
If all staff members have been assigned to a fulltime position status, the number of staff members for each type will display in the separate sub-folders. False indicates part-time staff members,

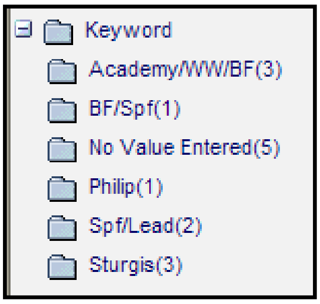
and True indicates fulltime staff members. To display the list of staff members in a particular status, click the folder and the staff grid will display those staff members.

To assign a Fulltime Position status to a Staff member after intake or to modify an existing positional status field, click "Edit" button in the staff key info screen and check or uncheck the box as applicable, then click Save & Return.

Staff Fulltime Position checkbox: Check the box for fulltime; leave blank for part-time.

Keyword

To view the sub-folders in Keyword, click the plus (⊞) in front of the folder.

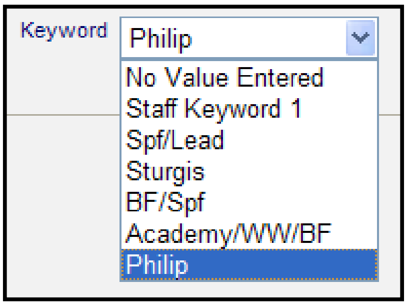


Expanded Keyword folder

Staff can be assigned a keyword at intake, by choosing from the user-modifiable drop-down choice list menu for Keyword on the intake form. The choice list can be modified in the Choice List heading "StaffKeyword." The "Keyword" choice list item is for student keywords only.

If all staff members have been assigned to a keyword, the number of staff members for each keyword will display in the separate sub-folders. Staff who have not been assigned a keyword will display in a "No Value Entered" or "Null" folder. To display the list of staff members with a particular keyword, click the folder and the staff grid will display those staff members.

To assign a keyword to a staff member after intake, or to modify the existing keyword, open the staff record by double-clicking it, then click the "Edit this Section" link at the staff key info section of the Key Info screen. Choose a keyword from the provided drop-down menu, then click Save and Return.

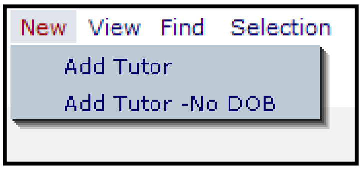


Staff Keyword menu

Tutor File

New Tutor Record

Go to the Tutor tab, click New on the toolbar, then click “Add Tutor” or “Add Tutor-No DOB” if you want to add a tutor without filling out the Date of Birth. You will get the New Tutor form, which you can fill out based on the pre-generated fields. Click “Save & Return” when you have completed the desired fields, and the record will be saved. You can also click “Save & New” to save and get a new blank intake form, or “Save & Go” to go into the tutor record at a pre-selected folder, such as Groups, or Tutor Pairs. You can locate the record and edit or add additional information from the available folders, which are discussed below.

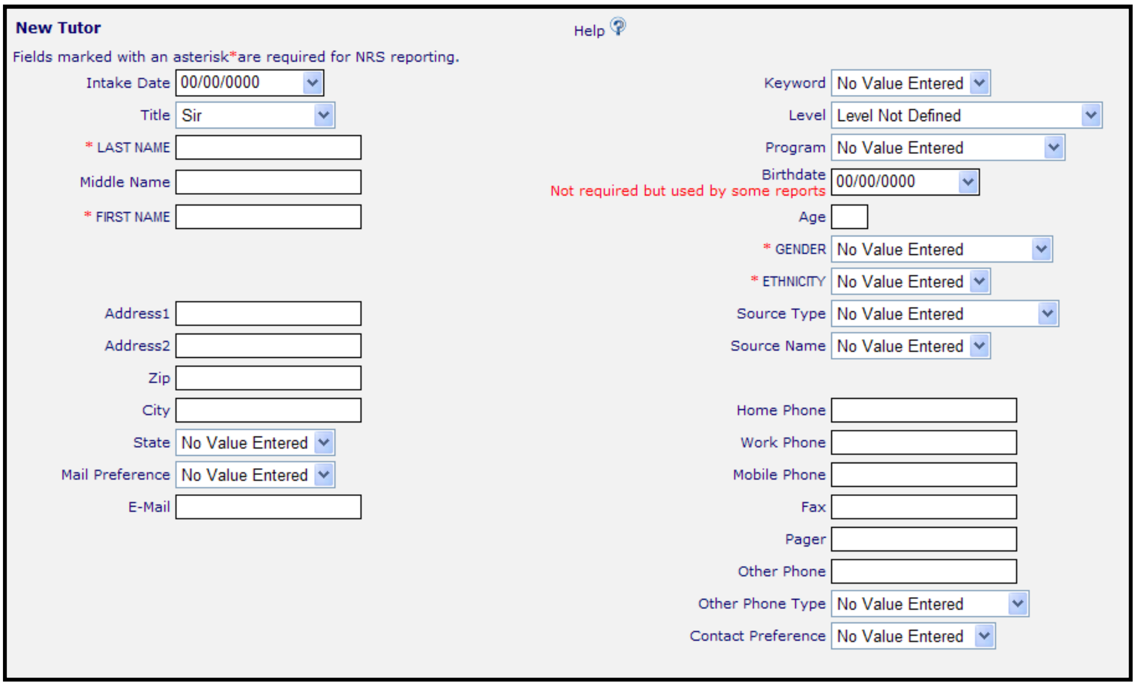


Add New Tutor options on the New menu

You will fill out the following fields, some of which are required data, as indicated by a red asterisk on the intake form:

Intake Date: The date of initial intake of the tutor into your program. Populated via a drop-down calendar, or by typing in the date in a mm/dd/yyyy format.
Title: Populated via a user-modifiable choice list drop-down menu.
***Last Name** (required): Tutor Last Name
Middle Name: Tutor Middle Name
***First Name** (required): Tutor First Name
Address1: Tutor address
Address2: Additional tutor address information, if needed
Zip: Postal zip code. City and State will all fill in automatically based on zip code entered.
City: Tutor City of residence. Should fill in automatically based on zip code.
State: Tutor State of residence. Should fill in automatically based on zip code.
Mail Preference: A field for indicating the tutor’s preference for how they receive communications from your agency, if at all.
E-Mail: Tutor’s electronic mailing address.
Keyword: The Keyword field is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level, by using choice list “TutorKeyword.”
Level: This field can be used to indicate the educational functioning level at which the tutor is most comfortable providing instruction.
Program: The Program that the tutor is assigned to. Program is used to track history information.
***Birthdate:** Populated by a calendar or type-in date field, and cross-walked to automatically update the Age field annually. Not a required field but mandatory for some reports, so we strongly encourage entering this data
Age: Populated via the Birthdate calendar, and updated automatically annually by LACES.
***Gender**: Populated via a user-modifiable (not recommended) choice list drop-down menu. Required Field.
***Ethnicity**: Populated via a non-user-modifiable drop-down menu. Required field.
Source Type: Used to indicate how the tutor heard about your program. Populated via a user-modifiable choice list drop-down menu, under “SourceType.”
Source Name: Used to indicate further detail (if needed) for how the tutor heard about your program. Populated via a user-modifiable choice list drop-down menu, under “SourceName.”
Home Phone: The home telephone number for the tutor, if applicable.
Work Phone: The work telephone number for the tutor, if applicable.
Mobile Phone: The cellular/mobile telephone number for the tutor, if applicable.
Fax: The facsimile telephone number for the tutor, if applicable.

Pager: The pager telephone number for the tutor, if applicable.
Other Phone: A numeric field for designating other contact phone numbers for the tutor, such as emergency contact.
Other Phone Type: A drop-down text-based field for designating the type of phone number used in the “Other Phone” field.
Contact Preference: A field for designating how the tutor prefers to be contacted by telephone, if at all.


New Tutor Help

Fields marked with an asterisk*are required for NRS reporting.

Intake Date 00/00/0000
Title Sir
* LAST NAME
Middle Name
* FIRST NAME
Address1
Address2
Zip
City
State No Value Entered
Mail Preference No Value Entered
E-Mail

Keyword No Value Entered
Level Level Not Defined
Program No Value Entered
Birthdate 00/00/0000
Not required but used by some reports
Age
* GENDER No Value Entered
* ETHNICITY No Value Entered
Source Type No Value Entered
Source Name No Value Entered
Home Phone
Work Phone
Mobile Phone
Fax
Pager
Other Phone
Other Phone Type No Value Entered
Contact Preference No Value Entered

New Tutor Intake form

Tutor Record

To display a tutor record for viewing or editing, click the Tutor tab. (By default, when you open a LACES database the number of tutors that display after clicking the Tutor tab will be the number of ***fiscal year tutors)***.

Double-click the tutor to be viewed or edited. There are 15 folders associated with a tutor record.

Tutor Key Info

The Key Info screen displays by default after double-clicking a tutor. The Key Info screen displays:

* = required field when entering information for a new tutor at the New: Add Tutor window.

- Tutor ID
- *Last Name
- *First Name
- Middle Name
- Status
- Keyword
- Program

Top Pane

- Intake Date
- Address1
- Address2
- City
- State
- Zip
- Mail Preference

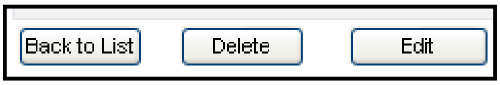
- Home Phone
- Work Phone
- Mobile Phone
- Fax
- Pager
- Other Phone
- Other Phone Type
- Contact Preference
- E-Mail
- SSN
- Highest Level of Education Completed
- Source Type
- Source Name
- Previous Tutoring Experience
- Completed Initial Training
- Initial Training Completion Note
- Date First Tutored
- Still available – Wait Match
- Date Left
- Reason Left

At the bottom of the screen are additional buttons:

Back to List – goes back to the tutor list

Delete – delete a tutor (tutors can be deleted **only** after all information associated with the tutor has been removed)

Edit – allows the key information to be edited.



The top pane of the Tutor key info window can be edited by clicking the link:

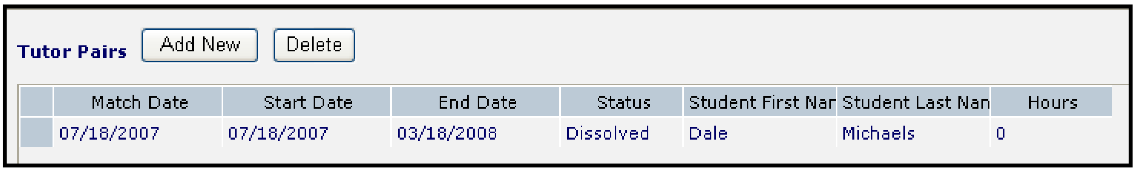
NOTE: The top pane is consistent throughout all the folders associated with the tutor record.

Tip: After opening a tutor record and any of the corresponding folders, you can click the arrows at the top right of the screen to move through the records viewing the same folder.

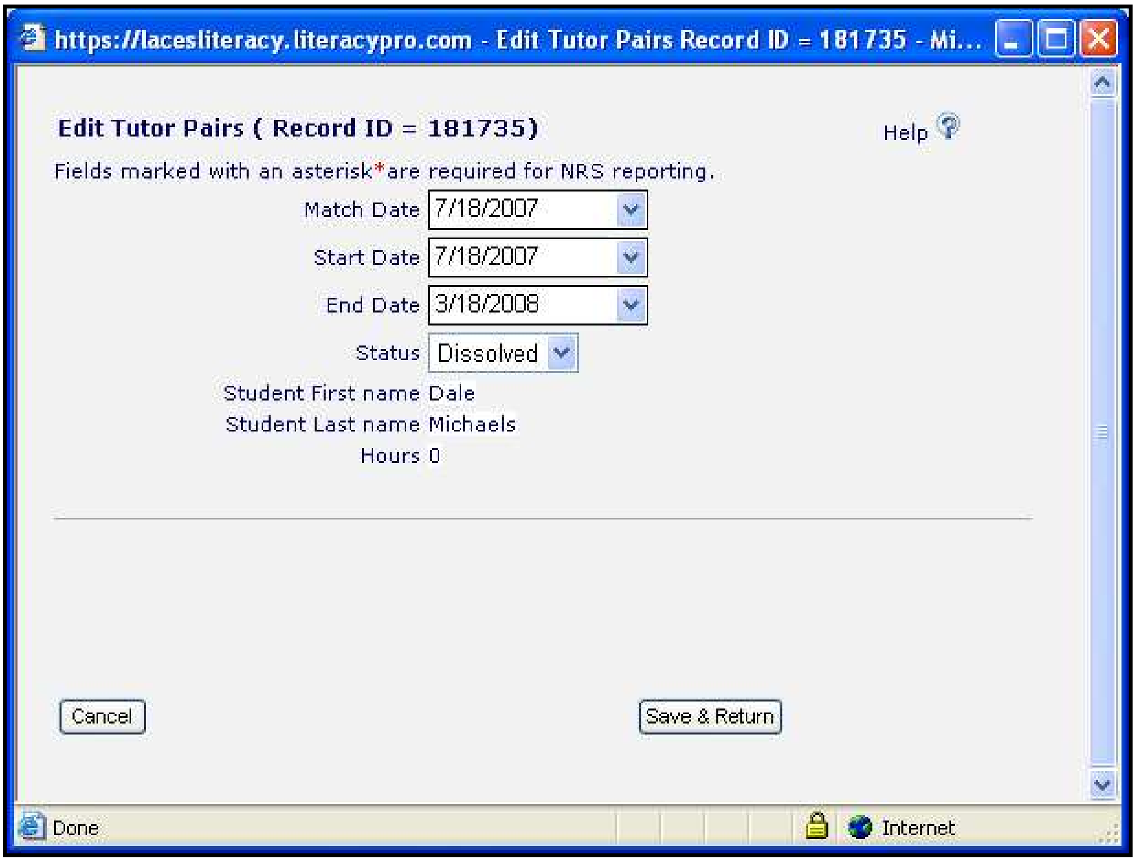
Tutor Pairs

The Pairs folder will display the tutor's pair, including:

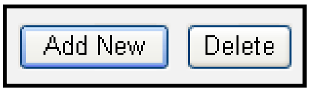
- Match Date – the date the pair was created
- Start Date – the first date of recorded hours in the pair
- End Date – the date the pair was dissolved
- Status – status of the pair – active, dissolved, or on hold
- Student First Name – first name of the student in the pair
- Student Last Name – last name of the student in the pair
- Hours – total number of hours recorded for the pair



The tutor pair record can be edited by double-clicking the record. Match date, start date, end date, and status can be edited by clicking the down arrow. After editing, click Save & Return.



There are two additional buttons:



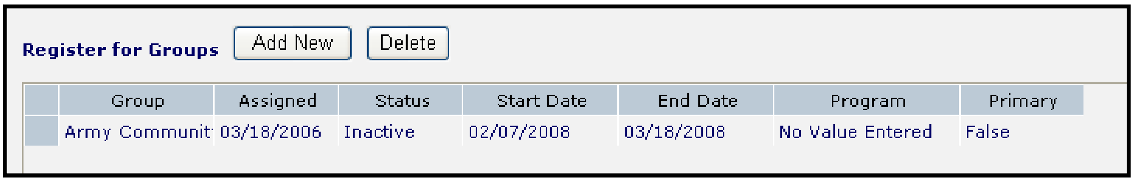
Add New – create a new pair

Delete – delete a pair (the tutor's pairs can be deleted **only** after all information associated with the pair has been removed and the pair status is dissolved)

Tutor Groups

The Groups folder will display the tutor's groups, including:

- Group – the title of the group
- Assigned – the date the tutor was assigned to the group
- Status – the status of the group
- Start Date – the date the group began
- End Date – the date the group ended
- Program – the program assigned to the group
- Primary – indicates whether the tutor is the primary tutor (true = tutor is the primary tutor, false = tutor is not the primary tutor)



There are two additional buttons:

Add New – assigns the tutor to an existing group

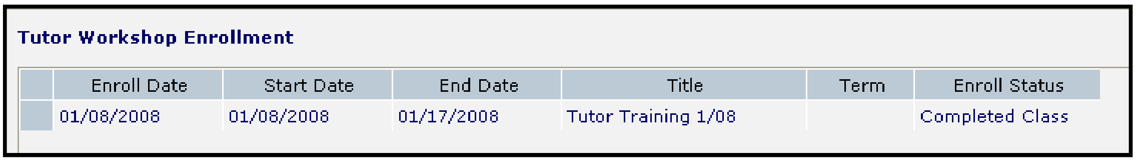
Delete – deletes a tutor from a group (a tutor can be deleted from a group **only** after all tutor hours in the group have been removed)

TIP: To delete a tutor's hours from a pair or a group, go to the pair or group record under their corresponding tabs.

Tutor Workshops

The workshop folder will display workshops that the tutor has been scheduled to complete, and includes:

- Enroll date – tutor's enroll date in the workshop
- Start date – the start date of the workshop
- End Date – the end date of the workshop
- Title – title of the workshop
- Term – term of the workshop
- Enroll status – tutor's status in the workshop (waiting, registered, enrolled, completed class, incomplete, stopout, left, never attended, dropout, dismissed, transferred, on-hold)


Tutor Workshop Enrollment

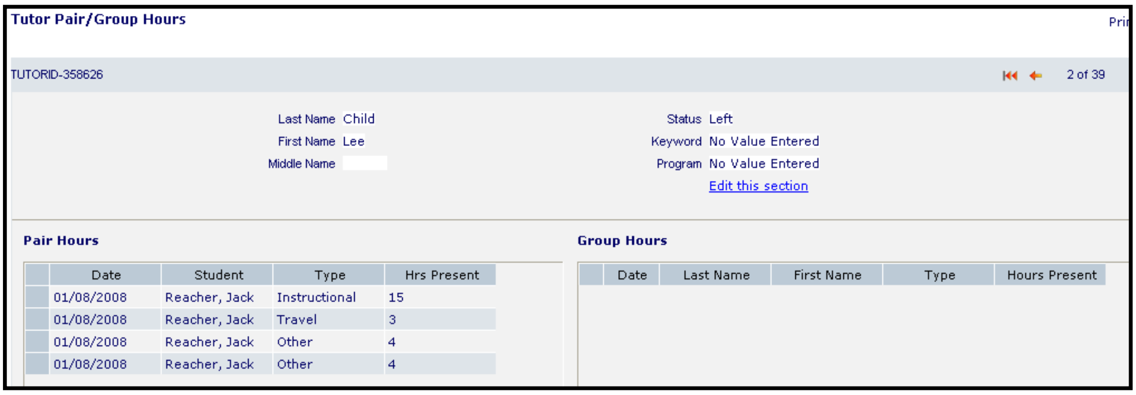
Enroll Date	Start Date	End Date	Title	Term	Enroll Status
01/08/2008	01/08/2008	01/17/2008	Tutor Training 1/08		Completed Class

This folder is informational only and cannot be edited.

NOTE: Workshops are created to provide tutor training. Depending on an agency's policies, a tutor must complete tutor training in a workshop before being matched in a pair or group. Workshops are taught by a tutor only if the tutor has the additional role of staff member.

Tutor Pair/Group Hours

The Pair/Group folder will display the hours recorded for a tutor in a pair or group.


Tutor Pair/Group Hours

TUTORID-358626 2 of 39

Last Name Child
First Name Lee
Middle Name
Status Left
Keyword No Value Entered
Program No Value Entered
Edit this section

Pair Hours

Date	Student	Type	Hrs Present
01/08/2008	Reacher, Jack	Instructional	15
01/08/2008	Reacher, Jack	Travel	3
01/08/2008	Reacher, Jack	Other	4
01/08/2008	Reacher, Jack	Other	4

Group Hours

Date	Last Name	First Name	Type	Hours Present

This folder is informational only and cannot be edited.

NOTE: To enter hours for a tutor in a pair or group, go the pair or group record at their corresponding tabs.

Tutor Unlinked Hours

The Unlinked Hours folder displays hours that have been recorded for a tutor that are not related to a group or pair.

Unlinked hours may be added or deleted in the tutor record by clicking either the Add New or Delete button.

Add New allows hours to be entered as the following types:

- Instruction – instruction hours provided that are not specific to a pair or group
- e-Hours – electronic hours
- Computer – computer hours
- Lab – lab time provided by the tutor, such as monitoring a computer lab
- Prep – hours spent preparing for a pair or group
- Travel – travel associated with the agency
- Other – other hours that do not fall into the above categories

NOTE: e-Hours, computer, and lab hours are generally defined by the agency.

Tip: Certain reports do not count instruction hours that have been entered in the unlinked hours folder. Refer to the documentation provided for the reports you are required to run and submit to see how a particular report counts instruction hours in LACES.

Tutor Demographics

The demographics folder displays demographic information that has been entered for a tutor.

LACES allows numerous tutor demographic information to be tracked. The following fields are available:

* = required fields for reporting

- *Gender
- *Ethnicity
- Birthday
- Birthdate verification
- Born outside U.S.
- Country of Birth
- Immigrant
- U.S. Citizen
- Country of Citizenship
- Homeless
- Residence Area
- District
- Public Assistance
- Economic Disadvantage
- Dislocated Worker

- Displaced Homemaker
- Migrant Worker
- Employment Status
- Marital Status
- Military Service Experience
- Family Income Range
- Number of Dependents
- Minor with Adult Status
- Single Parent or Guardian
- At Risk
- Abuse
- Correctional
- Institutional

To edit demographic information, click the Edit button at the bottom right of the screen.

Demographic information is edited through dropdown menus, text fields, or checkboxes. Some items on the drop down menus can be edited by the user by adding/editing items in choice lists.

Text fields contain information entered by the user. It is recommended that standard text be determined so all data entry personnel are using the same words or phrases. This allows for easier searching.

Fields indicated by a checkbox will be true/yes if checked. An unchecked checkbox is false/no.

Tutor History

The tutor history folder displays beginning and end dates for tutor status and programs.

Tutor status can be:

- Never got started – tutor did not complete training and was not matched with a student
- Prospective – intake information has been entered for tutor
- To be oriented – tutor will attend/is required to attend orientation workshop
- Oriented – tutor completed orientation workshop
- Registered – enrolled in tutor workshop
- Addl Training Reqd – tutor did not complete workshop and needs additional training before being matched with a student
- Waiting – tutor had completed training and is waiting to be matched with a student
- Active – matched with a student in a pair or group
- On Hold – tutor is temporarily unavailable to be matched
- Left – tutor has left the program

The tutor history folder will populate the start date and status each time the tutor record is edited. End dates are entered by the user.

Tutor history records may also be added or deleted by the user by clicking the Add New button, or selecting the history record and clicking the Delete button.

Tutor Goals

Tutors are not currently assigned goals.

Tutor Material

The Material folder lists materials that have been checked out to the tutor.

This folder is informational only and cannot be edited.

Tutor Language

The language folder is used to enter the languages that a tutor is able to speak, read, and write.

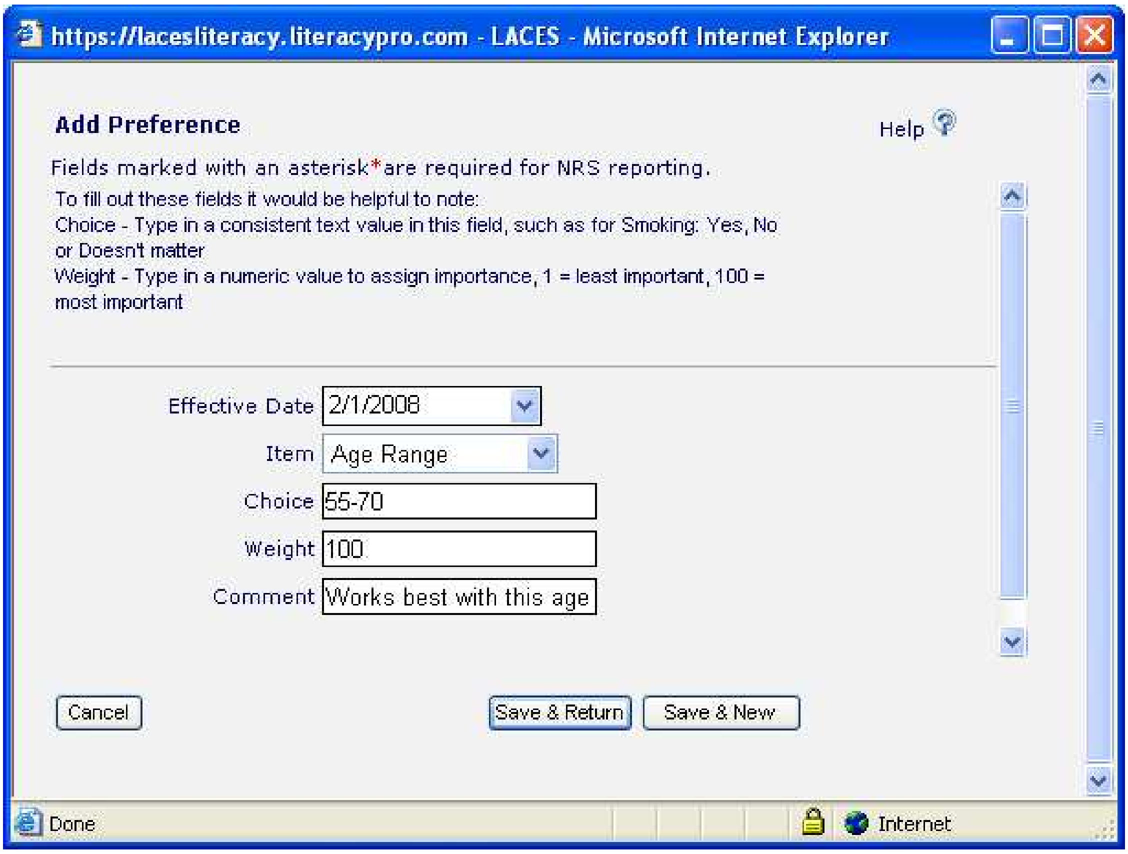
Tutor Preferences

The preferences folder will display a tutor's preference to work in a pair or group on a particular day or time, as well as:

- Location
- Gender
- Ethnicity
- Age range
- Smoking
- Program
- Keyword
- Other

By designating the tutor's preference, they can be matched with students with similar preferences.

To add a preference, click the Add New button. Choice, weight and comment are text boxes. It is recommended that standard text be determined so all data entry personnel are using the same words or phrases. This allows for easier searching.



Add information in the following fields, then click Save & Return.

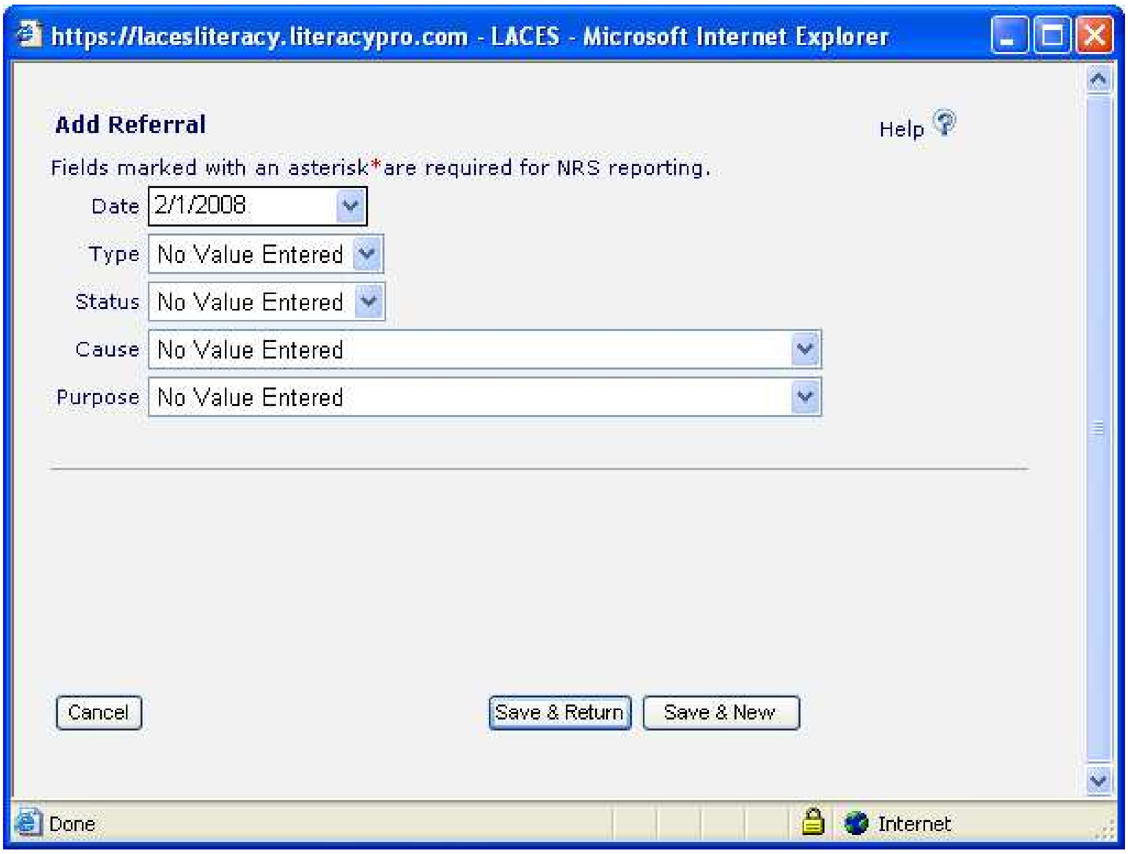
- Item
- Choice – enter a choice that is relevant to the item
- Weight – a numeric value determining the importance of the preference, with 1 as the least important, and 100 being the most important
- Comment – enter an optional comment

Preferences can be deleted by first selecting the preference, then clicking Delete.

Tutor Referrals

A tutor may be referred by another provider, or referred to another provider for reasons determined by the agency and/or tutor.

To add a referral to a tutor record, click the Add New button. The **type, status, cause, and purpose** fields are drop down lists and can be edited by the user by adding/editing items on the ReferralType, ReferralStatus, ReferralCause, or ReferralPurpose choice list.



- Type – type of referral
- Status – referring or receiving provider
- Cause – reason for referral
- Purpose – purpose of the referral

Referrals can also be deleted by selecting the referral and clicking the Delete button.

Tutor Comments

The comments folder allows the user to enter comments or additional notes regarding the tutor. Comments can be added by clicking the Add Comment button. Enter the comment and then click Save & Return.

Pair comments are entered in the pair record. Pair comments display in the tutor comments folder but are informational only and cannot be edited.

Tutor Work History

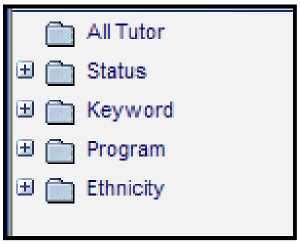
The work history folder displays the tutor's work history, including:

- Start Date
- End Date
- Status
- Occupation
- Description
- Salary

NOTE: Status can be selected from the drop down menu and will populate the employment status field in the tutor demographic folder. In the demographic folder, the link "Click to edit employment status" will direct the user to the work history folder.

Tutor Tab

The **Tutor Tab** in LACES displays 5 folders.



Each folder (with the exception of All Tutor) can be expanded by clicking the ⊞ symbol in front. The folders will display the number of tutors who have additional information entered within the tutor record that causes them to count in the folder. To display a list of tutors with a particular set of information, click on the corresponding folder.

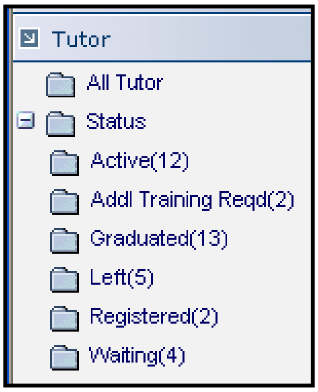
All Tutors

By default, when you open a LACES database the number of tutors who display after clicking the Tutor tab will be the number of ***current fiscal year*** tutors.

Clicking All Tutors will display **every** tutor record in the database.

Status

Click the ⊞ in front of the Status folder.



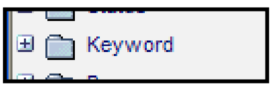
As tutor records are added and tutors are assigned to a workshop, group, or pair, the tutor status will change. In some cases this is automatic. For example, a new tutor will automatically have the status of "prospective." If that tutor is matched with a student in a pair, the status automatically becomes "active." (For more information on tutor status, refer to the ***Tutor Life Cycle***).

Tutor Statuses

- *Never Got Started* – tutor has been entered into LACES, but never completed a workshop or was matched with a student
- *Prospective* – new tutor intake has been completed and the tutor is ready to be placed in a workshop or matched with a student
- *To Be Oriented* – tutor will be placed in a new tutor orientation
- *Oriented* – tutor completed orientation
- *Registered* – tutor is enrolled in a workshop
- *Graduated* – tutor completed workshop
- *Addl Training Reqd* – tutor did not successfully complete a workshop and needs to complete more training before being matched with a student
- *Waiting* – tutor is waiting to be matched with a student in a pair or group
- *Active* – tutor is currently matched in a pair or group
- *On-hold* – tutor may have been previously active in the program, but is temporarily unavailable to be matched with a pair or group
- *Left* – tutor is no longer active in the program and is no longer available to be matched

Keyword

Click the ⊞ in front of the Keyword or Keyword 2 folder.

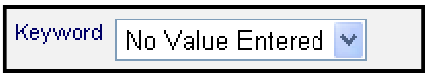


Keywords are additional fields for users to add tutor information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the "TutorKeyword" choice list.

If the keyword is blank, tutors will appear in the folder "Null" or "No Value Entered."

Keyword can be entered at the new tutor intake screen. If adding or editing a keyword:

1. Double-click on the tutor name to display the tutor record.
2. To enter a keyword, click “Edit this Section” at the key info screen.
3. Select a keyword from the drop down menu.



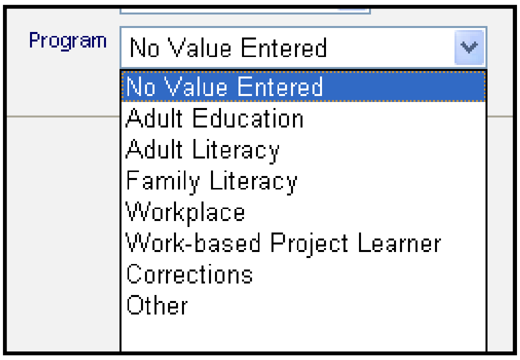
Program

Click the in front of the Program folder.

If a tutor has been assigned to a primary program, the number of tutors will display in separate folders by program. Tutors who have not been assigned a program will display in the Null folder. If No Value Entered has been selected in the tutor program field, those tutors will display in the No Value Entered folder. To display a list of tutors in a particular program, click the folder.

To assign a tutor to a program, click “Edit this Section” at the tutor key info screen.

Select a program from the drop down list and click Save and Return.



Ethnicity

Click the in front of the Ethnicity folder.

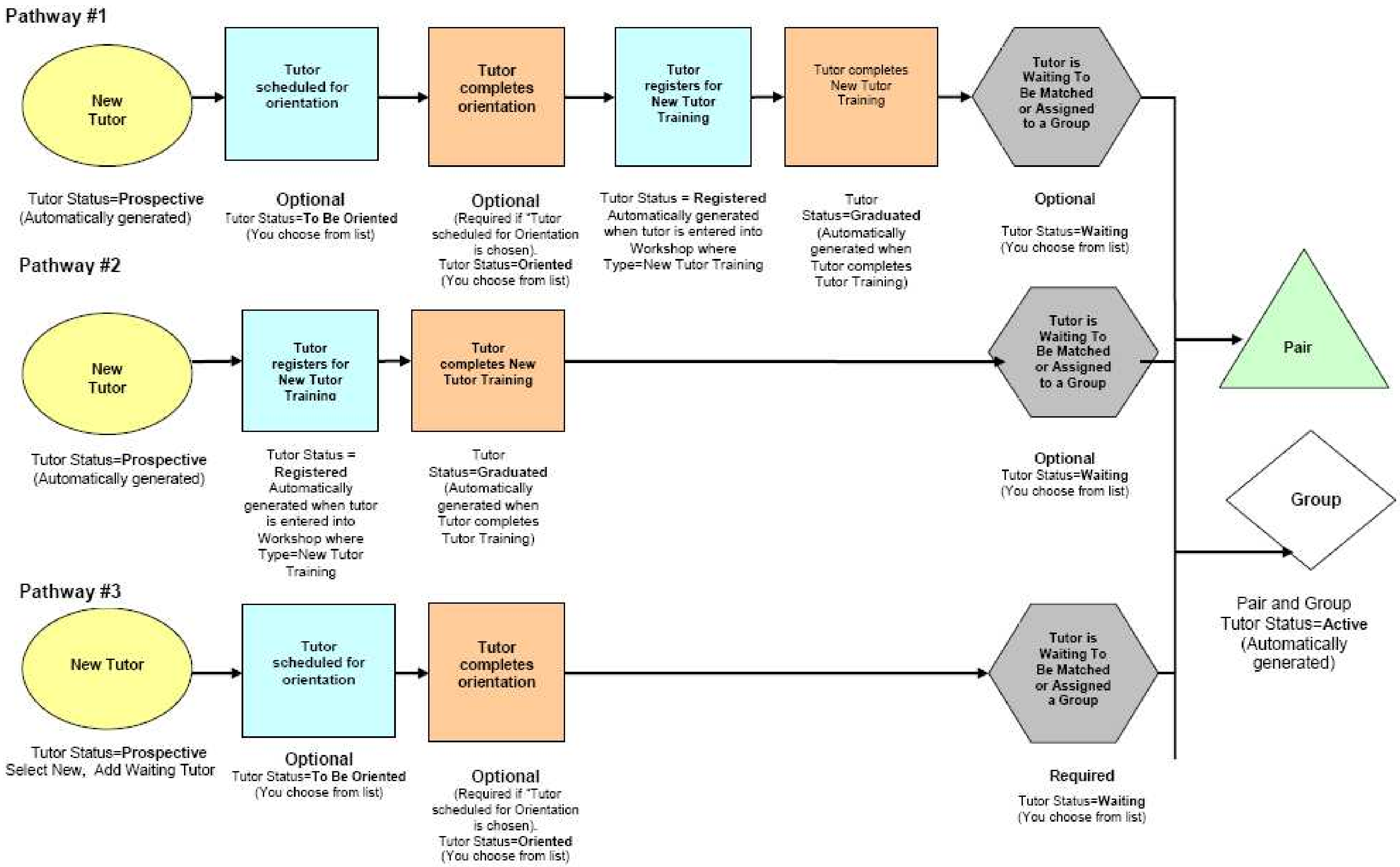
Ethnicity is a required field on the tutor intake screen. If an incorrect ethnicity has been entered, it can be changed in the tutor demographics folder.

NOTE: Some reports require that specific tutor ethnicities are reported. Make sure to select ethnicities that match reports that you are required to submit.

Tutor Life Cycle (Part I)

Entering New Tutor from Prospective to Active in Pair or Group

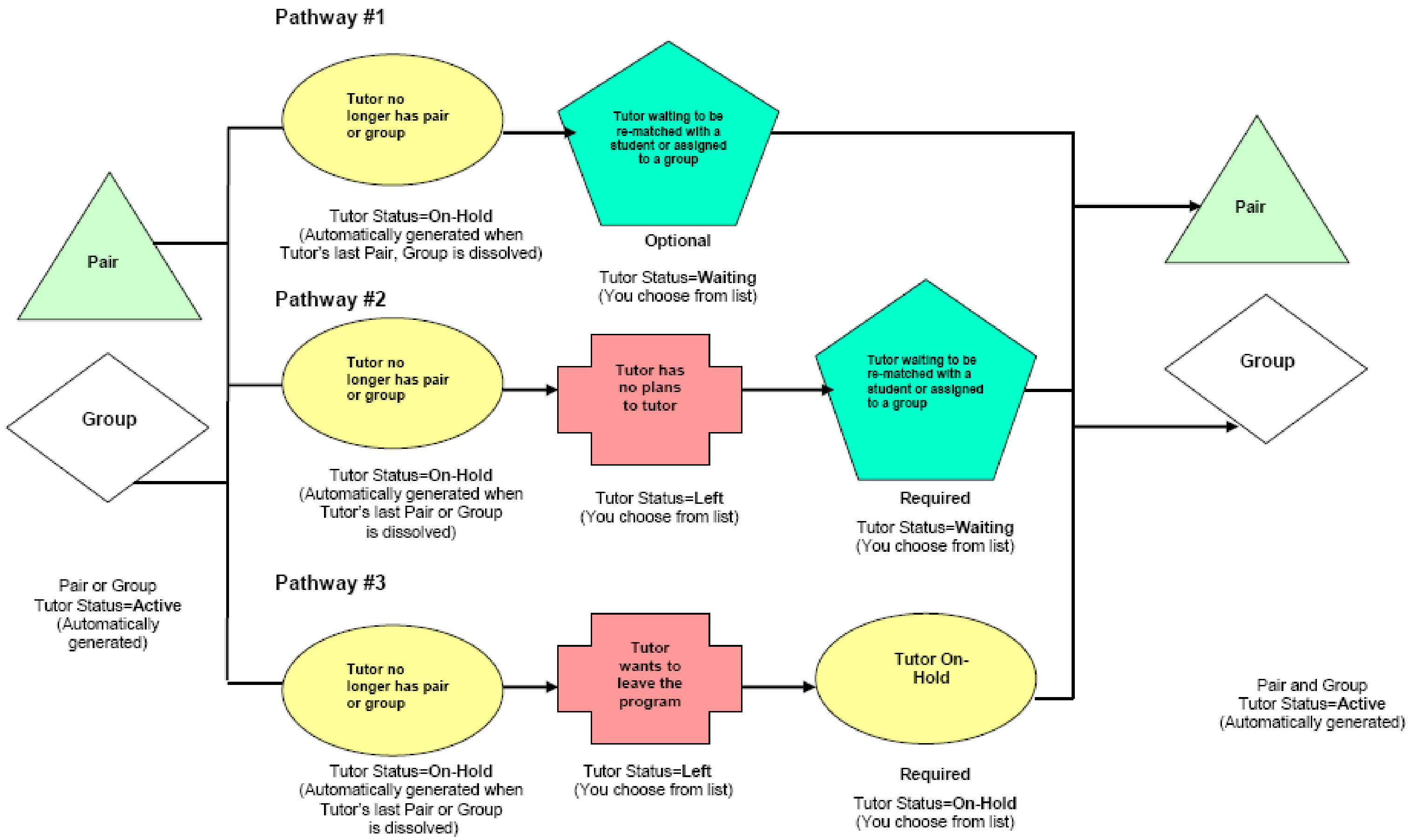
There are three pathways available for enrolling a tutor – based upon how your organization works. The choice is up to you.



Tutor Life Cycle (Part 2)

Entering Tutors from Active Onward

There are three pathways available for moving an active Tutor onward – based upon how your organization works. The choice is up to you.



Pair File

New Pair Record

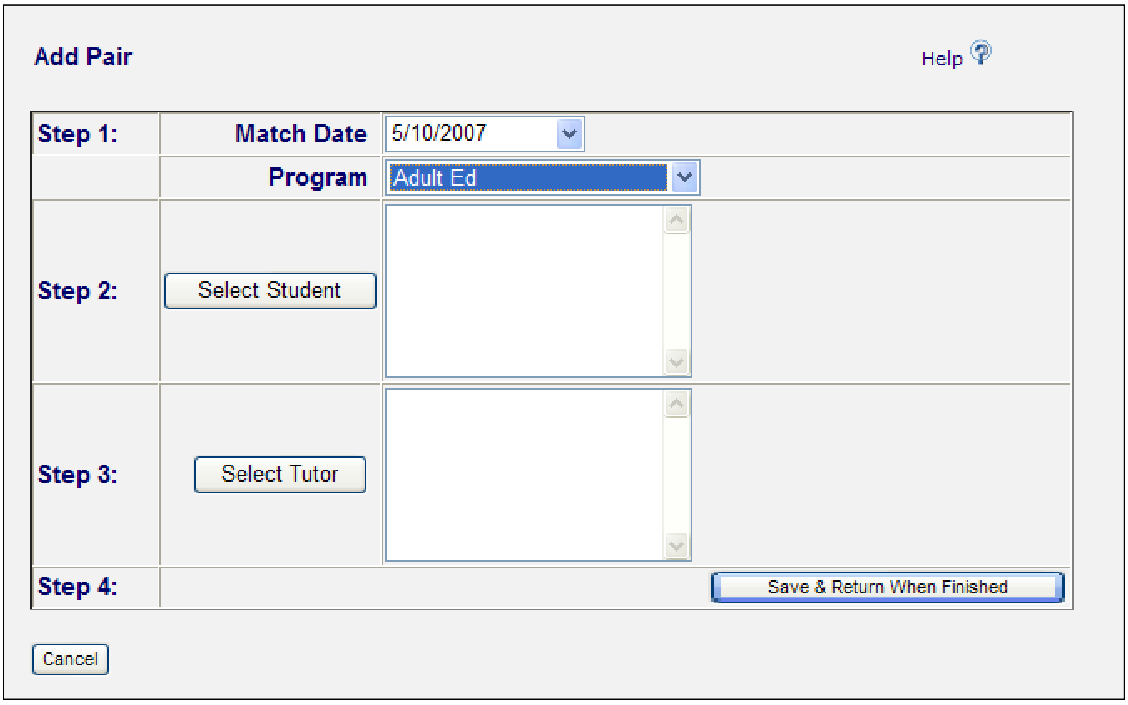
To create a new pair, both the student and the tutor must be in the database. The tutor cannot be placed in a Pair or Group if (s)he has a status of: Prospective, Additional Training Required, or Left. Tutors with a status of Prospective can be manually changed in their record to Waiting, or they can successfully complete a Workshop, which will then give them a status of Graduated or Waiting. Tutors with a status of Left can be manually changed in their record to On Hold. Tutors with a status of Additional Training Required must successfully complete the requirements for tutor training workshops in the database.

Go to the Pairs tab, and select New from the Toolbar, then click “Add Pair.”

You will get the Add Pair window. Fill out the Match Date, Program (if desired) and then click Select Student.

The data chooser will display all of the available students. You can use the Status folder on the left-hand side to narrow your search to just Active or Prospective or Waiting students. Double-click on the name of the student you wish to pair. You will be returned to the Add New Pair window, and the student name will be visible in the right-hand display window. Click the Select Tutor button. . The data chooser will display all of the available tutors. You can use the Status folder on the left-hand side to narrow your search to just Active or Waiting tutors. Double-click on the name of the tutor you wish to pair. You will be returned to the Add New Pair window, and the student and tutor name will be visible in the right-hand display window. Click the “Save & Return When Finished” button and your pair is now created. You can open the pair record by locating the pair in the pairs list and double-clicking the record, which enables you to edit or add additional information, discussed below.

You can also create pairs from either the student or tutor record by opening their record, going to the Pairs folder, and clicking Add New, then using the data chooser to select either the student or the tutor half of the pair.



A new Pairs window for matching students and tutors.

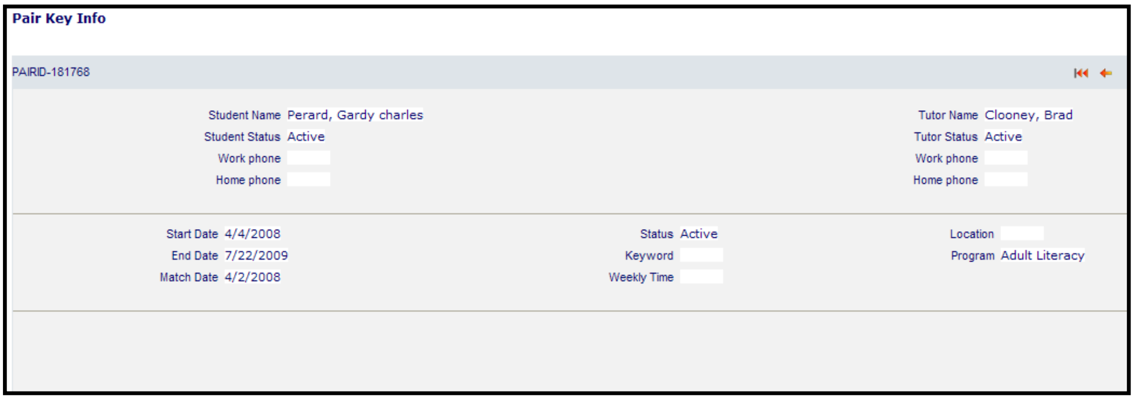
Pair Key Info

To access the Pair record, locate the record in which you wish to work, then double-click the record. By default, records open in the Key Info folder.

Pair Key Info is actually comprised of two parts. There is the Pair Key Info box, which is populated from the information contained in the Student and Tutor's records and is unavailable for editing in the Pair record.

Pair Key Info box

And the Pair Key Info record, which is available by clicking the "Key Info" folder in the Pair record. This section of the Key Info folder is also partially populated from fields filled out when creating the Pair. To fill out the additional information, or to make updates to existing Pair Key Info, click the "Edit" button in the bottom right corner of the screen.



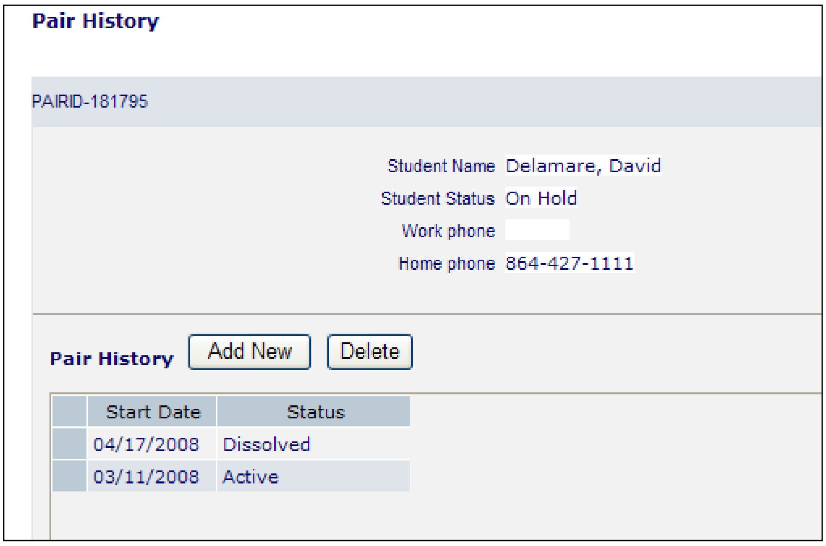
Pair Key Info box

From this screen, you can add or update the following fields:

Start Date: Start date cannot be manually entered or edited, but will fill in based on the date hours are first added for the pair. Be certain that when you add hours to the pair for the first time, you use the actual Start date so that it correctly populates this field.
End Date: Will automatically populate with the current date when the Pair is dissolved, or can be manually edited via the drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Match Date: Populated when creating the Pair, but can be manually edited via the drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Status: Status (for a new pair) will always begin as Active by being created. You can manually dissolve the Pair, or place them On Hold. Please note that once a Pair has been dissolved, they cannot be re-activated, but would instead need to be re-paired by creating a new Pair record. Pairs with an On Hold status can be made Active again. Status is populated via a user-modifiable (not recommended) drop-down menu from the “PairStatus” choice list.
Keyword: Populated via a user-modifiable drop down menu from the “PairKeyword” choice list.
Weekly Time: An alpha-numeric type-in text field to indicate the weekly time and day scheduled for the Pair to meet.
Location: Populated via a user-modifiable drop-down menu from the “TutorLocation” choice list, used to indicate the location at which the Pair meets.
Program: Populated when creating the pair, and can be edited via a non-user-modifiable drop-down menu. Assigned program will affect the Student and Tutor history based on pair activity.

Pair History

The Pair History folder allows you to track status history for the pair. You can access this folder by going into the pair record and clicking the History folder. You will be taken into the Pair History section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



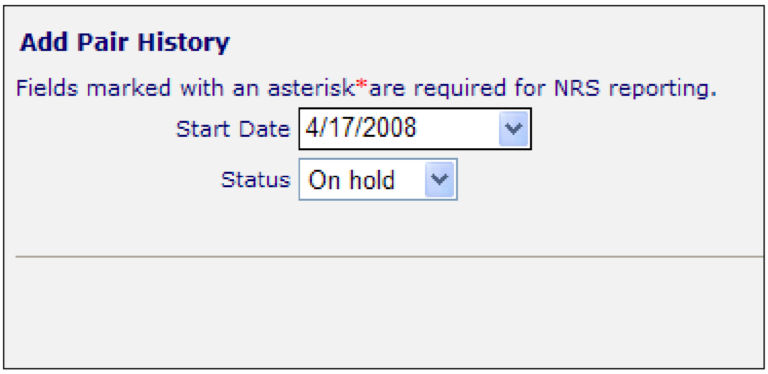
Pair History folder

The Pair History folder is populated automatically based on the status of the pair.

Additionally, you can add data to the pair history record by clicking the Add New button. You will get a pop-up window where you can indicate the following items:

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Status: Populated via a user-modifiable drop-down menu, available as choice list item "PairStatus."

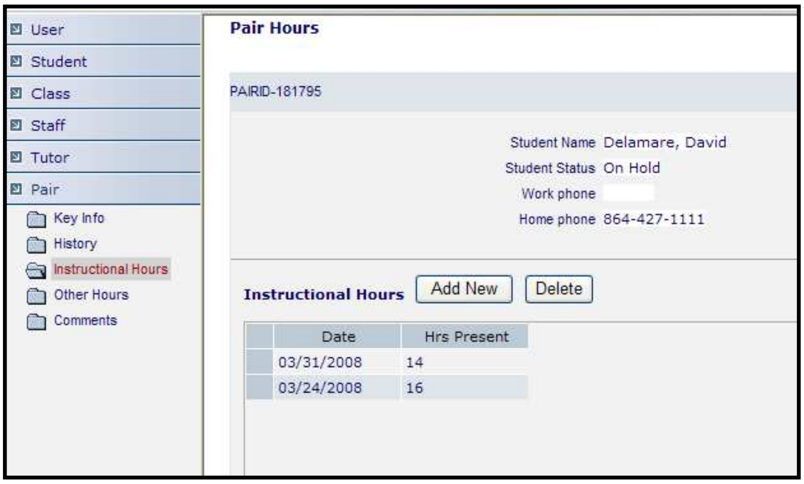
When you have completed adding or modifying the record, click Save & Return to return to the pair folder, or Save & New to save and add another history item.



Add New Pair History window

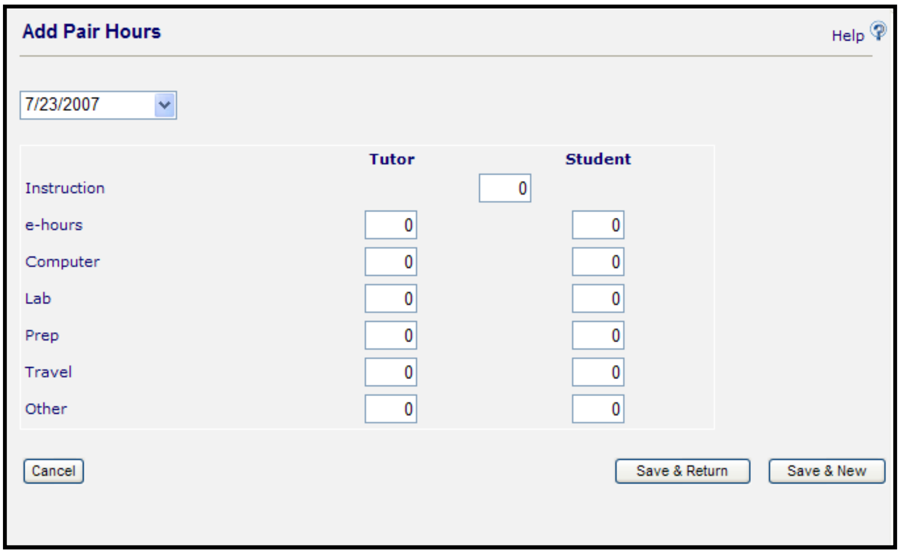
Pair Instructional Hours

To add hours to a pair record, go to the Pairs tab and locate the record for the pair for which you are adding hours. Double-click that record to open it. The record will open in the Key Info page. To add hours, click the "Instructional Hours" folder.



Pair Instructional Hours folder

Please note that you can also add ancillary hours such as travel and prep time from the Instructional Hours folder, but they will be displayed in the "Other Hours" folder. When the "Instructional Hours" folder opens, select the "Add New" button. The "Add Pair Hours" window will open. Enter the date for which you are adding the hours record, and the applicable hours. Any hours entered into the Instruction field in the center of the tutor and student fields will be applied to both the student and the tutor, and will display in the Pairs record, Student Pair Hours record, and Tutor Pair Hours record. Ancillary hours such as travel or prep time should be added under the individual tutor or student column and will be tracked accordingly. Click "Save & Return" when done, or "Save & New" to add additional hours records for the pair.



Adding hours to a Pairs record

Pair Other Hours

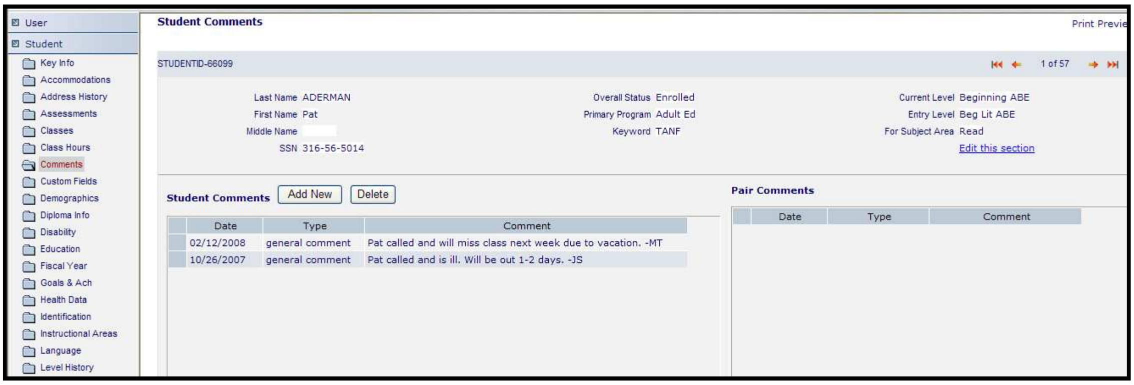
The Pair Other Hours folder displays ancillary hours assigned to the Pair from the Instructional Hours folder, as well as allows you to add additional ancillary hours or delete incorrect data.

To add additional ancillary hours, click the “Add New” button for the Tutor or Student. The “Add Pair Hours” window will open. Enter the date for which you are adding the hours record, and the applicable hours. Any hours entered into the Instruction field in the center of the tutor and student fields will be applied to both the student and the tutor, and will display in the Pairs record, Student Pair Hours record, and Tutor Pair Hours record. Ancillary hours such as travel or prep time should be added under the individual tutor or student column and will be tracked accordingly. Click “Save & Return” when done, or “Save & New” to add additional hours records for the pair.

Other Hours folder

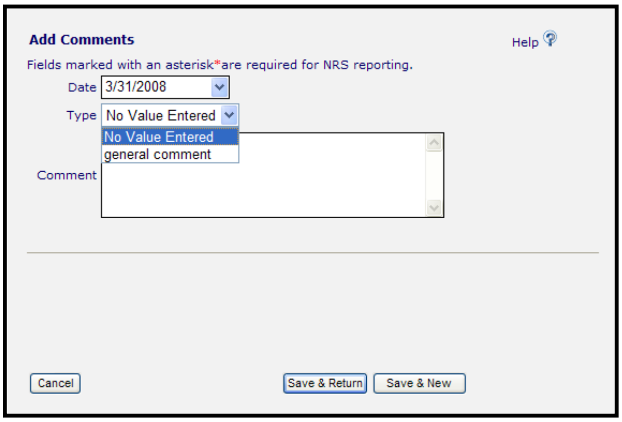
Pair Comments

The Pair: Comments folder allows you to track any comments added to the pair record. You can access this folder by going into the pair record and clicking the Comments folder. You will be taken into the Comments section, where you can add comments for the pair by clicking on the Add New button, view and/or edit the existing comments, or delete comments. Comments placed in a Pair record will automatically be populated to the student and tutor comments folder in the Pair Comments window, and cannot be edited from the individual records but must be edited from the Pair Comments screen.



The Comments folder screen, with student and pair comments windows

The Comments fields are character limited and will not visibly save more than 3000 characters in one comment. Please note that spaces (including paragraph and line breaks) are considered characters, especially if you cut and paste comments from other sources.



The "Add New" comment window

To add a new comment, click the "Add New" button. Select the appropriate date and type of the comment. You can indicate the Type of comment, such as phone call, weekly update, general comment, etc. The Comment Type drop-down menu is modifiable in the Choice List as "CommentType." After selecting the Date and Type of comment, type in the comment into the comment window, and click Save & Return if done, or Save & New to add an additional comment.

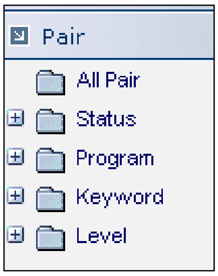
Dissolving a pair, and what will happen to their status upon dissolving

To dissolve a pair, go to the Pairs tab and locate the pair record for the pair you wish to dissolve. Double-click on that record to open it. The record will open in the Key Info page. Click on the "Edit" button in the bottom right hand corner. Go to the "Status" field and select "Dissolved" from the drop-down list. Bear in mind that you can create additional options such as "Dissolved-Do Not Rematch" etc. by using the Choice Lists, although we do not recommend this, as the option codes for existing Pair status are used to generate data for reports.

When you dissolve a Pair, the student and tutor Overall Status will automatically go to "On-Hold" if the student or tutor is not active in any other pair, group, or class. If they are active in other pairs, groups, or classes, their Overall status will remain Active even though the Pair is dissolved. From On-Hold, you can manually change them to Left in their individual records, or you can leave them as On-Hold and they will automatically be updated to Active when you enroll them into a new pair, group, or class. Remember that a pair that has been dissolved cannot be made Active again, but must be created as a new Pair. Pairs who have been placed On Hold can be made Active again within the existing Pair record.

Pair Tab

The **Pair Tab** in LACES displays 5 folders.



Each folder (with the exception of All Pair) can be expanded by clicking the symbol in front. The folders will display the number of pairs who have additional information entered within the pair record that causes them to count in the folder. To display a list of pairs with a particular set of information, click on the corresponding folder.

All Pair

By default, when you open a LACES database the total number of pairs will display after clicking the Pair tab.

Clicking All Pair will display **every** pair record in the database.

Status

Click the in front of the Status folder.

Pair status can be:

- Active – tutor and student have been matched
- Dissolved – tutor and student are no longer matched
- On hold – tutor and student are temporarily not meeting in a pair, but the pair can be reactivated at a later date

NOTE: If a pair has been dissolved and the tutor and student wish to resume meeting, the user must create a new pair.

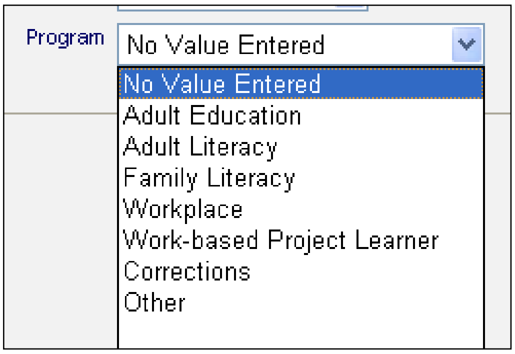
Program

Click the in front of the Program folder.

If a pair has been assigned to a primary program, the number of pairs will display in separate folders by program. Pairs who have not been assigned a program will display in the No Value Entered folder.

To assign a pair to a program, click the Edit button in the bottom right corner of the pair key info screen, or enter when creating a new pair.

Select a program from the drop down list and click Save and Return.



NOTE: Certain literacy reports report pair program. Be sure to add the pair program if your agency submits reports that require this information.

Keyword

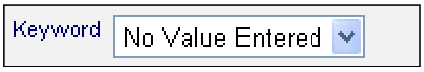
Click the  in front of the Keyword folder.

Keywords are additional fields for users to add pair information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the “PairKeyword” choice list.

If keyword is blank, tutors will appear in the folder “Null.”

Keyword can be entered at the new add pair intake screen. If adding or editing a keyword:

1. Double-click on the pair record.
2. To enter a keyword, click the Edit button at the bottom right corner of the key info screen.
3. Select a keyword from the drop down menu.



Level

The level folder is currently not used in a pair record.

Group File

New Group Record

To create a new group, go to the Group tab, then go to the Toolbar and click New, then Add Group. You will get the Quick Add: Group screen, which you can fill out based on the pre-generated fields discussed below:

Group Name: A type-in text field where you can enter a title or name for the group. We recommend adding the term or quarter to groups that run regularly, to avoid confusion from one time period to the next.
Start Date: The date the group will begin, populated by a drop-down calendar or by typing in the date in a mm/dd/yyyy format. We recommend having groups run from the beginning to the end of the fiscal year, if feasible.
End Date: The date the group will end, populated by a drop-down calendar or by typing in the date in a mm/dd/yyyy format. We recommend having groups run from the beginning to the end of the fiscal year, if feasible.

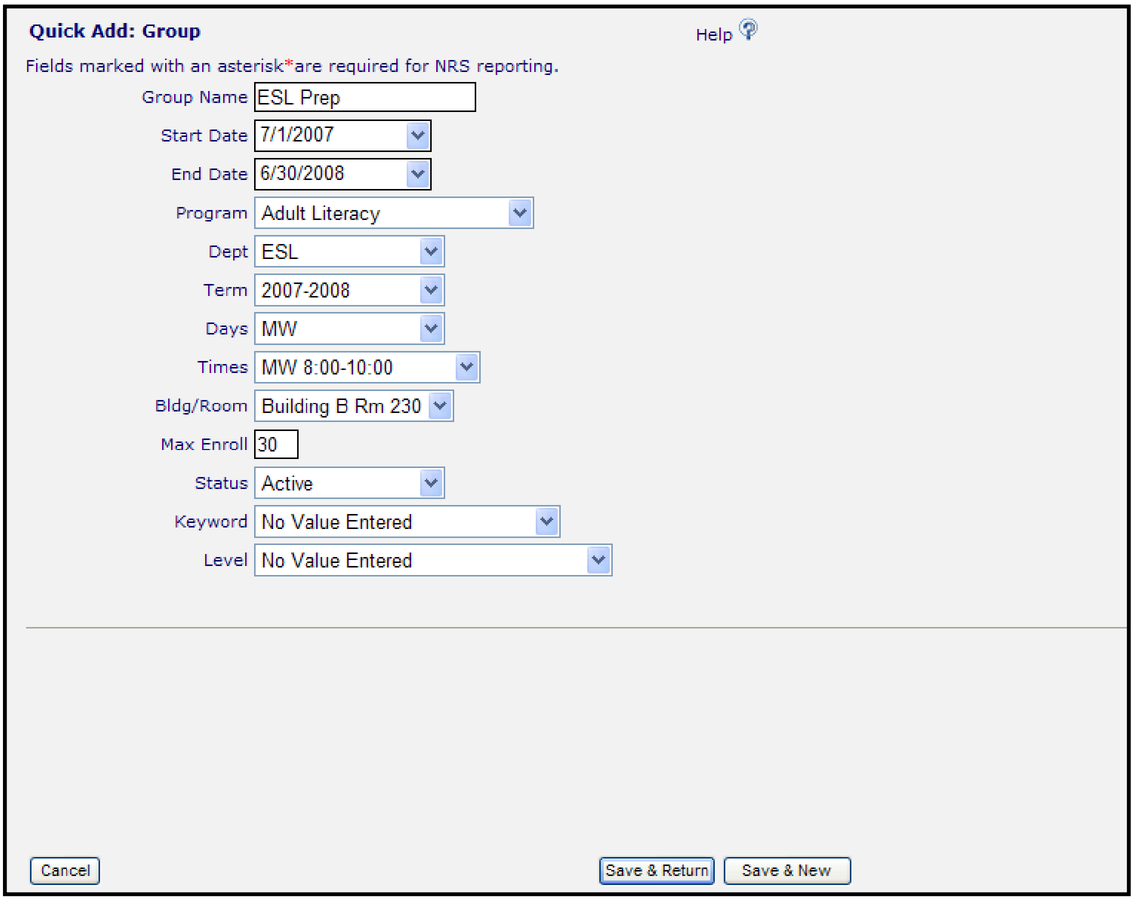
Important Tip: Please note that although both Group and Workshop will allow you to save your new record without an End Date, you will not be able to add hours without an End Date. If there is no End Date for a Group or Workshop, when you add attendance you will receive an error message that says “Object cannot be cast from DBNull.” If you have open enrollment Workshops or Groups that run continuously, you can use an End Date further in the future. However, we **strongly recommend** having your workshops, groups, and classes run only until the end of a fiscal year due to how large records will negatively affect your performance speed.

Program: The Program under which umbrella this group falls, populated by a non-user-modifiable choice list. Enrollment into groups within a specific program populates the student history folders.
Dept: Populated by a user-modifiable drop-down menu, available as choice list item “Department.”
Term: Populated by a user-modifiable drop-down menu, available as choice list item “Term.”
Days: Populated by a user-modifiable drop-down menu, available as choice list item “Days.”
Times: Populated by a user-modifiable drop-down menu, available as choice list item “Times.”
Bldg/Room: Populated by a user-modifiable drop-down menu, available as choice list item “BuildingRoom.”
Max Enroll: A type-in numeric field to indicate the maximum number of students who can be enrolled in the group. Any student enrolled after the maximum allowed has been reached will come in with an enrolled status of “Waiting” and will not be able to have attendance assigned to them. Students are not automatically updated from “Waiting” if an enrollment becomes available, but must be manually updated to “Enrolled.” The Maximum Enrollment number cannot exceed 300 students. For organizations with slower internet connections, we recommend keeping the number of enrolled students between 50-100, as greater numbers may cause lag in your system response time.

Status: Populated by a user-modifiable (not recommended) drop-down menu, available as choice list item "ClassStatus." Status for groups can be:

- Prospective (group is not yet officially scheduled and students cannot be enrolled)
- Active (group is in session and students can be enrolled)
- Scheduled (group is scheduled but has not officially begun and students cannot be enrolled)
- Completed (group is completed and all students have a status other than enrolled – completed status can be manually changed)

Note that *groups must be Active before students can be enrolled.*
Keyword: Populated by a user-modifiable drop-down menu, available as choice list item "GroupKeyword."
Level: Populated by a user-modifiable drop-down menu, available as choice list item "InstructionalLevel."



Creating a new Group. Notice the Max enrollment and Start and End dates.

Duplicating a Group

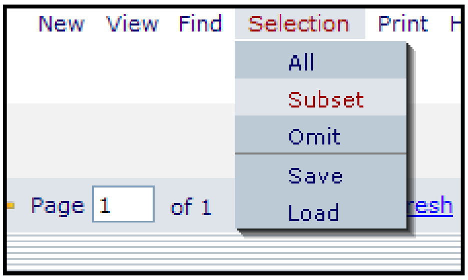
You can duplicate groups from one fiscal year to the next rather than creating new groups from scratch each year. You can also carry over students in a duplicated group, as long as they are enrolled in the group at the time of duplication. ***Any*** group status other than Enrolled will not carry over.
To duplicate a group, select the group you intend to duplicate. Remember that you can duplicate more than one group at a time, but you MUST REMEMBER to select the group(s) using the checkboxes or selection tool, or you will receive an error message.

22 Records Selected   Total 22 Records

	☐	StartDate	GroupName	Status	InstructionalLevel	Keyword	MainTutor
	☑	01/28/2008	Adult Ed Experien	Active	No Value Entered	No Value Entered	Wookie, Chewie
	☑	02/07/2008	Army Community	Active	No Value Entered	No Value Entered	David, Miller
	☐	07/26/2007	Basic Math	Completed	No Value Entered	English as a Seco	Flitwick, Professor
	☐	07/01/2007	Basic Math	Completed	No Value Entered	English as a Seco	
	☑	07/01/2008	Bob's Group	Active	No Value Entered	No Value Entered	
	☑	03/01/2007	ESL Prep	Active	Basic	English as a Seco	
	☑	07/01/2007	Homework Help	Active	No Value Entered	No Value Entered	
	☐	07/01/2008	Homework Help	Completed	No Value Entered	No Value Entered	
	☑	07/01/2008	Homework Help	Active	No Value Entered	No Value Entered	
	☑	01/01/2008	Instruction 2008	Active	No Value Entered	No Value Entered	
	☑	02/15/2008	Judy's Group	Active	No Value Entered	No Value Entered	
	☑	10/01/2007	Jumping Jacks	Active	No Value Entered	No Value Entered	
	☐	10/01/2007	Kristen's Group	Completed	No Value Entered	No Value Entered	
	☑	07/01/2008	Kristen's Group	Active	No Value Entered	No Value Entered	
	☑	07/01/2008	Kristen's Group	Active	No Value Entered	No Value Entered	
	☑	10/08/2007	Liz's Group	Active	No Value Entered	No Value Entered	
	☑	10/02/2007	Shannon's Group	Active	No Value Entered	No Value Entered	
	☐	07/01/2007	Shannon's Group	Completed	No Value Entered	No Value Entered	
	☑	02/01/2008	Spring 2008 Grou	Active	No Value Entered	No Value Entered	
	☐	12/31/2007	test	No Value Entered	No Value Entered	No Value Entered	
	☐	10/10/2007	Test Group	Completed	No Value Entered	No Value Entered	
▶	☑	07/01/2008	Test Group	Active	No Value Entered	No Value Entered	

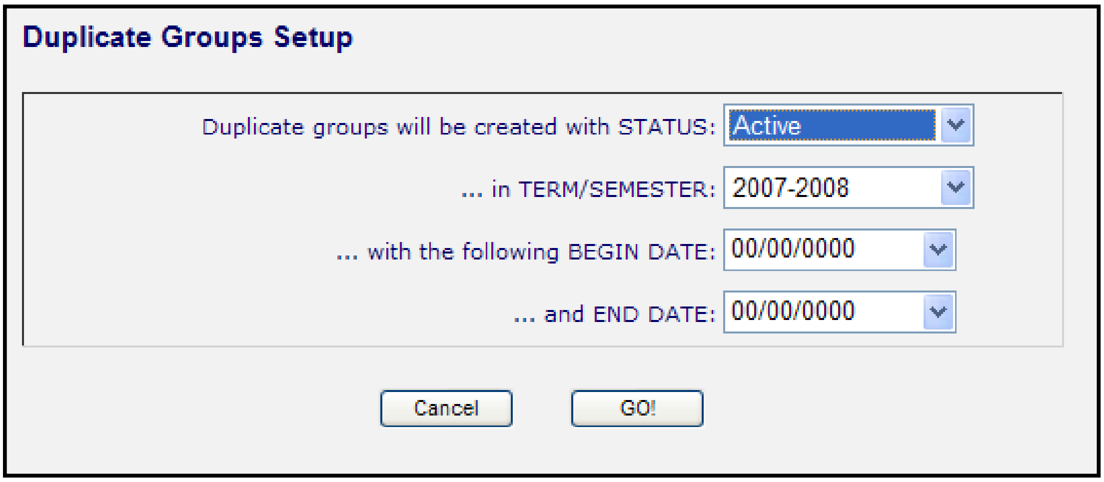
In this example, we have used the checkboxes to select just the Active groups but have not yet subset the selection.

After using the checkboxes to select the group(s) you wish to duplicate, go to Selection>Subset.



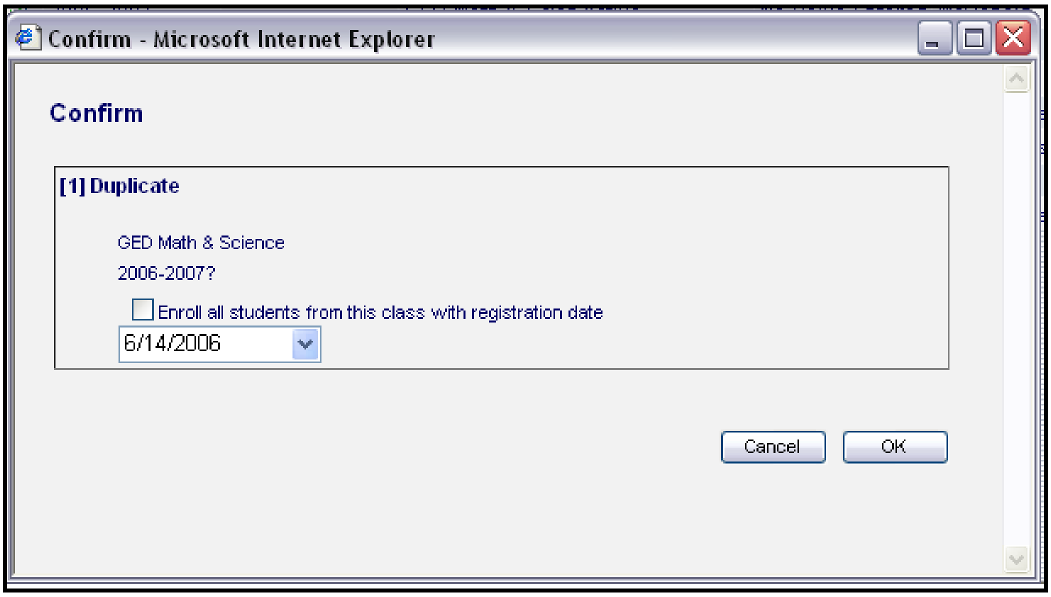
Selection>Subset will reduce the selection to just the group(s) you checked.

Next, go to New>Duplicate Groups. After confirming that you wish to duplicate the group(s), you will get a Duplicate Group Setup data window to enter in the Status, Term, and Start and End Dates for your group(s), as shown below.



Complete the information and hit GO! You will now be taken to the confirmation screen. You will receive one confirmation screen for each group you had in your selection. If you do not want to duplicate a group, you can hit Cancel and you will see a window indicating that the course was not duplicated.

On the confirmation screen, you have the option to enroll students from the initial group. If you do not check that box, the students will not be brought over.

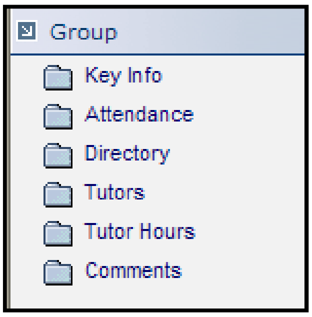


Although enrolled students can be brought over, assigned tutors are never carried over and will have to be assigned to the duplicated group(s).

Group Record

To display a group record for viewing or editing, click the Group tab.

Double-click the group to be viewed or edited. There are 6 folders associated with a group record.



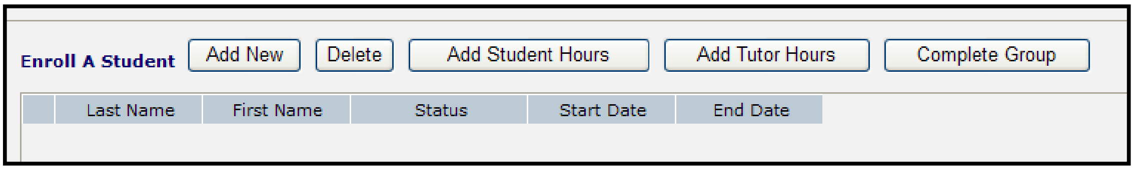
Group Key Info

The Key Info screen displays by default after double-clicking a group. The Key Info screen displays:

* = required field when entering information for a new class at the Quick: Add class screen

- Group Section ID
- Term
- Course Number
- Title
- Dept
- Start Date
- End Date
- Program
- Level
- Keyword
- Bldg/Room
- Days
- Times
- Status
- Enrolled
- Maximum
- Location

The Key Info screen also displays a list of students enrolled in the class. From here, students may be enrolled, deleted, completed, or have hours added. You can also add hours for tutors.



Tip: Clicking on the column headings will sort the records. For example, clicking on Last Name will sort by A-Z. Clicking again will sort Z-A. Clicking on Student Start Date will sort from oldest date. Clicking again will sort from most recent date.

At the bottom of the screen are additional buttons:

Back to List – goes back to the group list

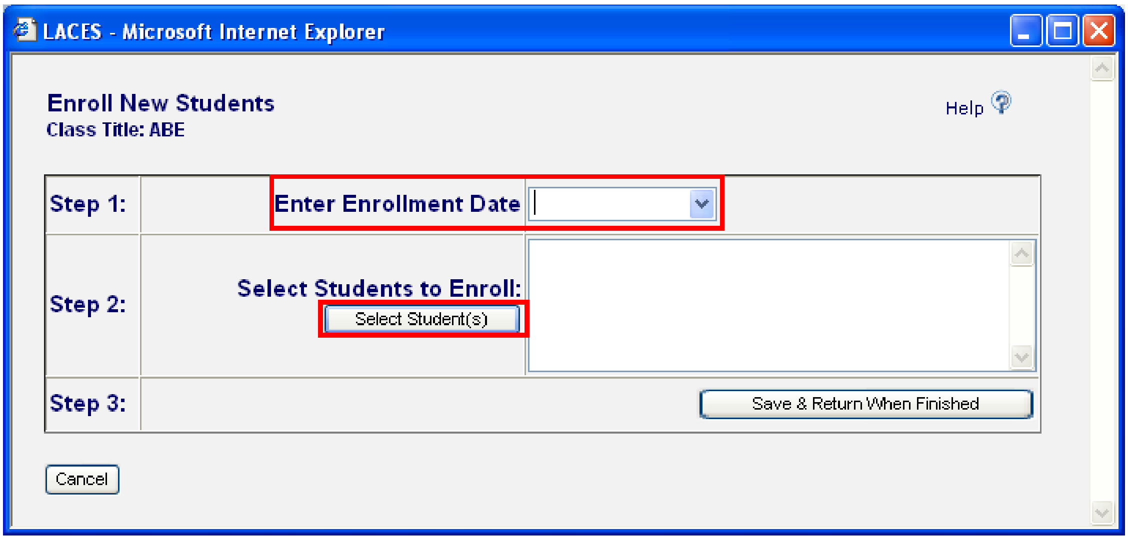
Delete – delete a group (groups can be deleted **only** after all information associated with the group has been removed)

Tip: After opening a group record and any of the corresponding folders, you can click the arrows at the top right of the screen to move through the records viewing the same folder.

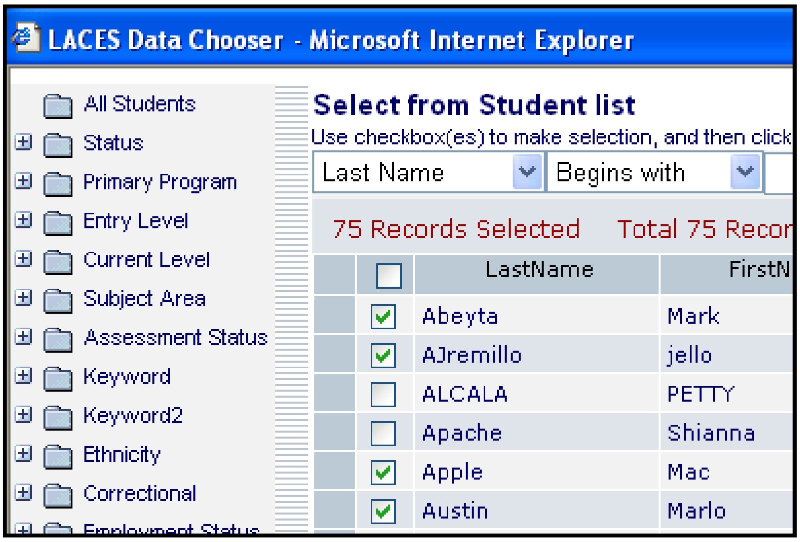
Enroll Student(s)

To enroll a student into a group from the group record:

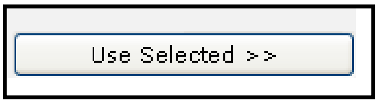
1. Click the Enroll Student(s) button.
2. At the next window, enter the student enroll date, then click Select Student(s).



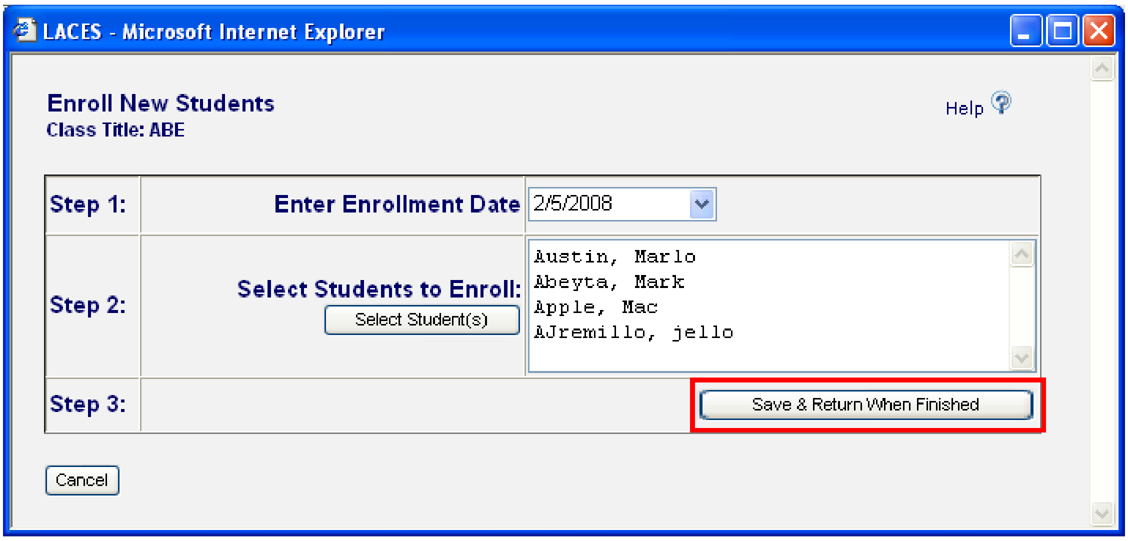
3. Place a check in front of the student or students to be enrolled in the group. You may enroll more than one student at a time.



4. Click Use Selected at the bottom right of the screen.



5. At the next screen click Save and Return When Finished.

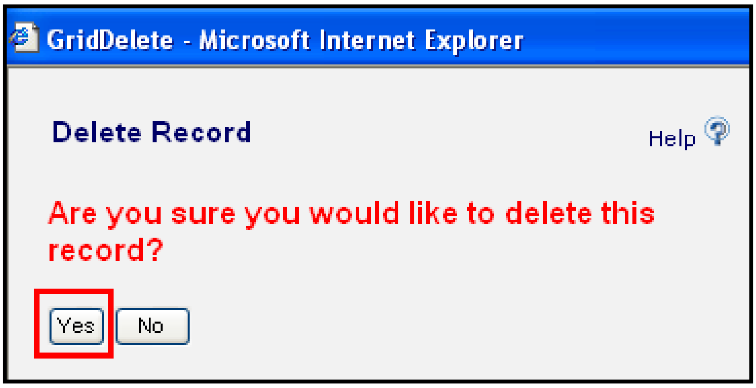


The selected students are now enrolled in the group.

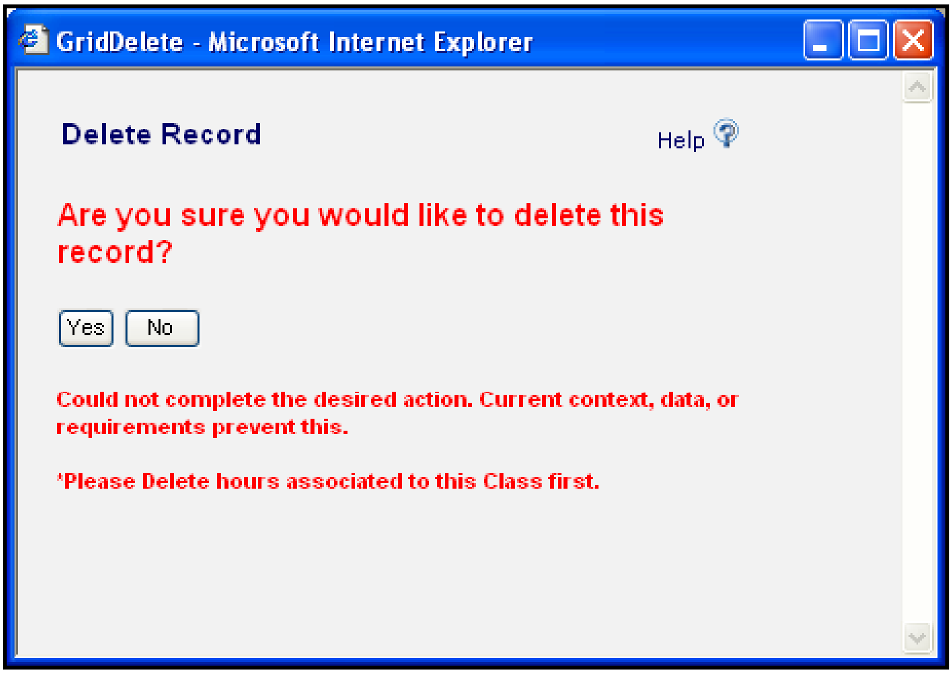
Delete

Students may be deleted from a group after **all** attendance hours have been deleted. (Click the Attendance folder to remove hours).

1. Select the student and click Delete.
2. At the popup window, click Yes.



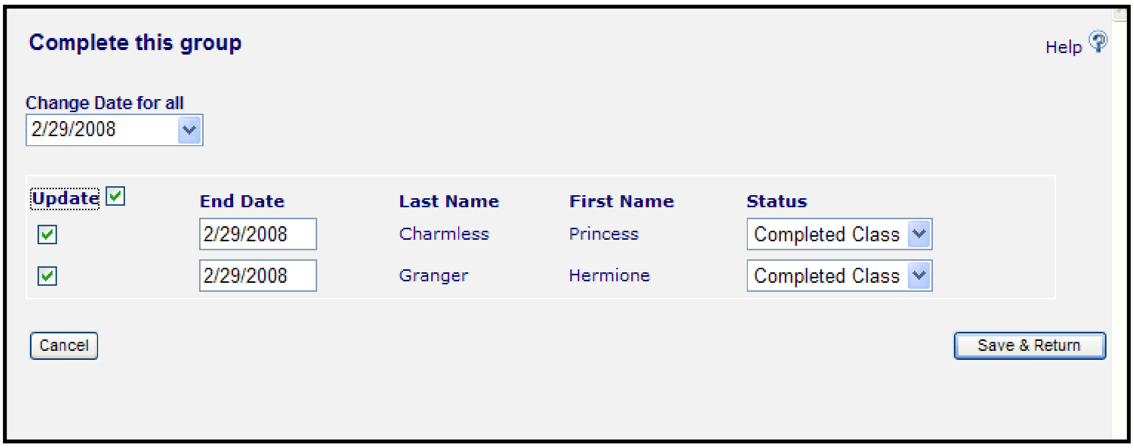
If all hours have been removed, the student will delete. The following message will appear if the student still has hours recorded.



Complete Students

1. Click the Complete Group:

One student, multiple students, or all students may be completed from the group. After clicking the Complete Group button, the following screen will appear.



All students who are currently **enrolled** in the group will display in the list.
If you are completing multiple students from the class, make sure the date is correct. Adding a date in the Change Date for All field will populate the end date for each student.

NOTE: The end date field can be edited on a per-student basis.

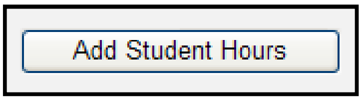
Place a check in the Update checkbox for all students to be completed. If only one student is being completed, place a check in front of that student only.

The status will automatically be set to Completed Class but you can manually change the status on a per student basis, if desired.

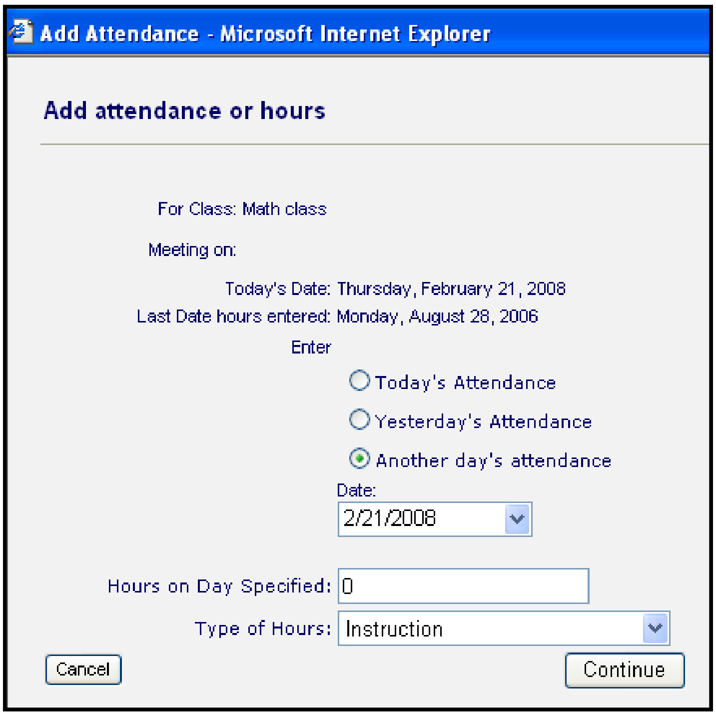
2. Click Save and Return when finished.

Add Student Hours

1. Click the button:



The following screen will appear.



If you are adding hours for all students for a specific date, click one of the buttons for:

- Today's attendance – will display the current date
- Yesterday's attendance – will display the previous day's date
- Another day's attendance – enter a new date

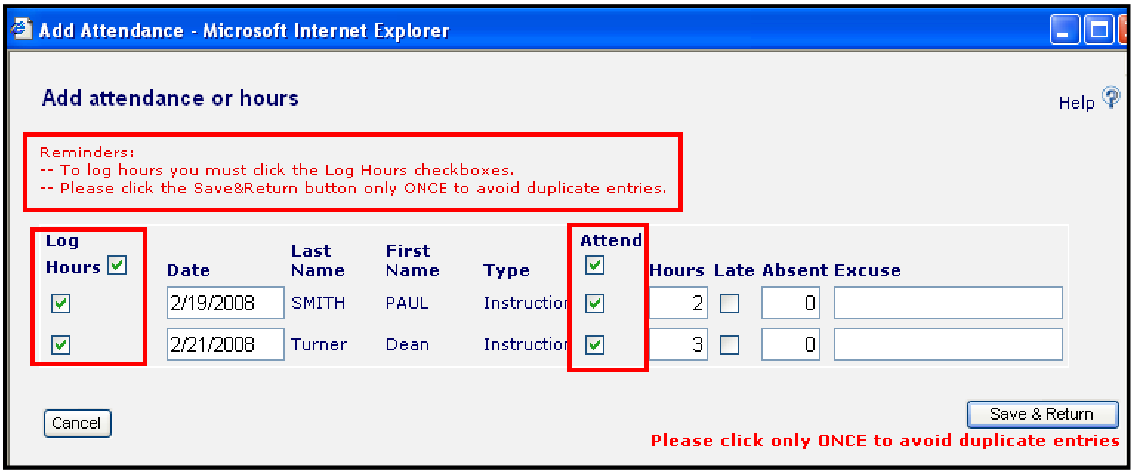
Hours on Day Specified: enter the number of hours that each student attended.

Type of Hours: Select the type of hours from the drop down list.

3. Click Continue.

NOTE: This screen can be bypassed if you are entering different hours on different dates for each student. Click Continue to bypass and go to the next screen.

4. On the Add Attendance or hours, be sure to click the Log Hours and Attend checkboxes. If you are entering hours for specific students, remove the check in the Log Hours box and Attend box. Place a check in front of the students who will have hours recorded.



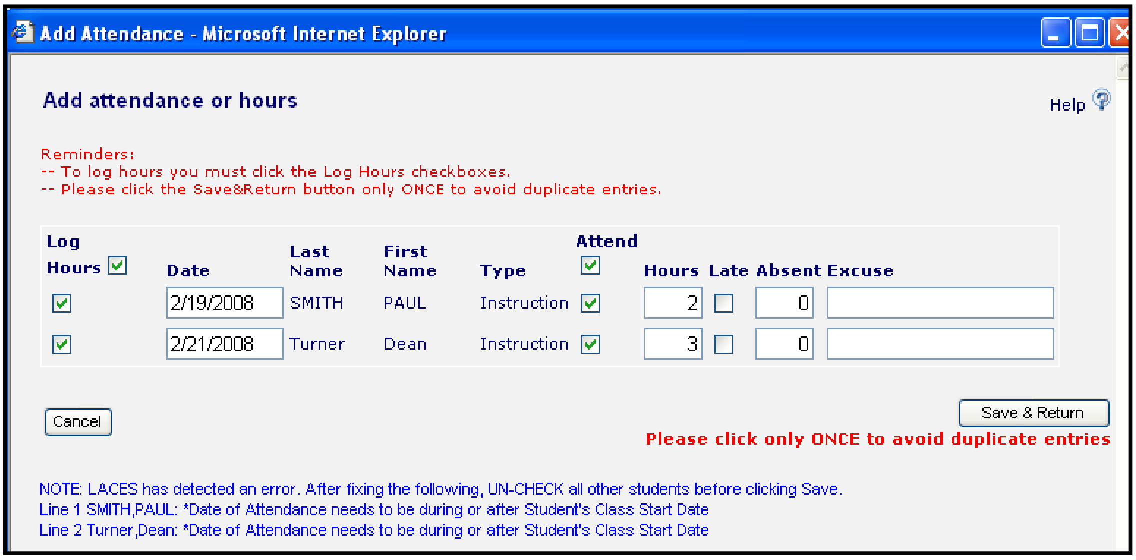
5. Click Save and Return.

NOTE: Clicking Save and Return multiple times will create multiple hours records. ***ONLY click once***.

Hours **must** be entered for attendance between the group AND student start and end dates. For example, if a group began on 1/1/2007 and ended on 12/31/2007, you cannot enter hours for students on 2/1/2008. Additionally, if a student enrolled in the group on 4/1/2007, you cannot enter hours for that student for 3/30/2007.

If hours cannot be entered for a student, a message will display in the Add Attendance or Hours window after clicking Save and Return.

The error(s) will be displayed in blue. Most errors involve an incorrect date.

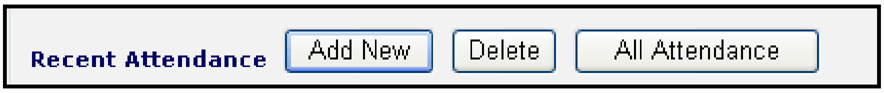


Group Attendance

The Attendance folder displays all student attendance hours.

All or Recent Attendance can be displayed. Recent Attendance is all hours within the last 90 days. All Attendance is all hours for the history of that group. Recent Attendance is the default setting. To display All Attendance, click the All Attendance button.

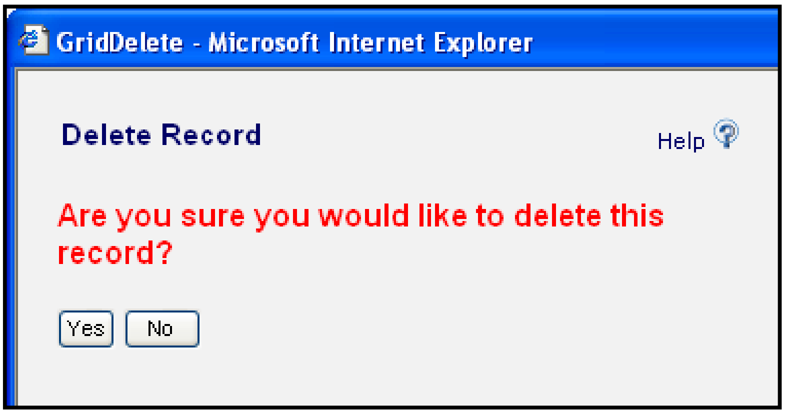
Recent Attendance



All Attendance

Group hours can be added in the Attendance folder by clicking Add New.

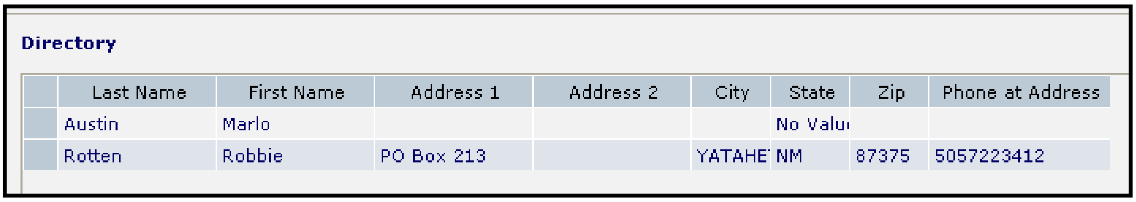
To delete hours, select the hours record and click Delete. The following window will display.



Click Yes to delete the selected hours.

Group Directory

The directory folder displays contact information for each student. If student contact information has not been entered, the fields will be blank. Contact info can be entered in the Key Info screen of the Student record.



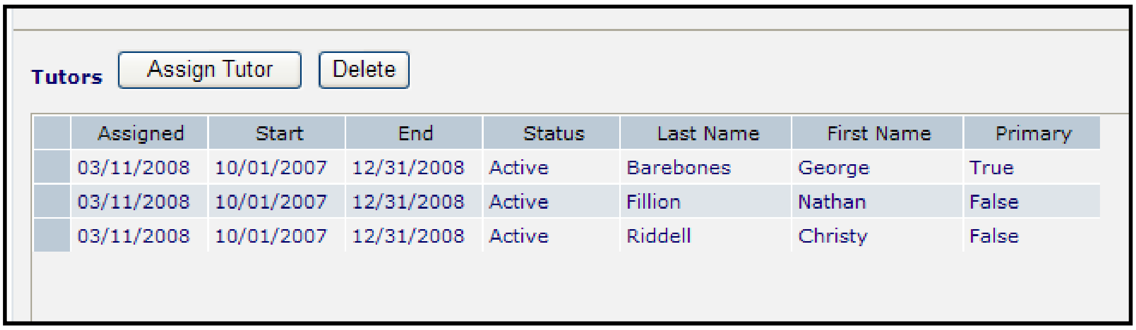
Directory

Last Name	First Name	Address 1	Address 2	City	State	Zip	Phone at Address
Austin	Marlo				No Valu		
Rotten	Robbie	PO Box 213		YATAHE	NM	87375	5057223412

Group Tutors

The tutor folder displays the tutors assigned to a group. There can only be one primary tutor, but additional tutors can be entered.

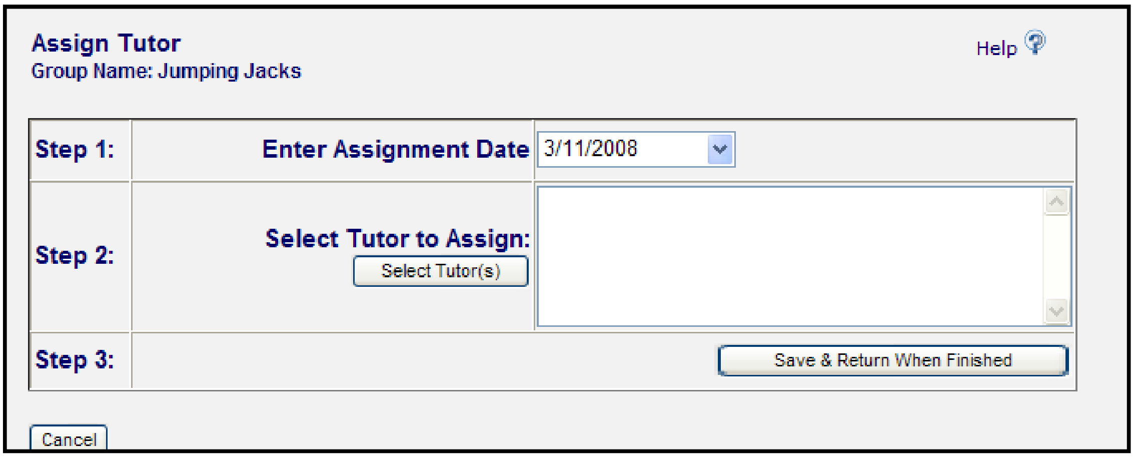
In the following example, George Barebones is the primary tutor. Primary is indicated by True in the Primary field.



Tutors Assign Tutor Delete

Assigned	Start	End	Status	Last Name	First Name	Primary
03/11/2008	10/01/2007	12/31/2008	Active	Barebones	George	True
03/11/2008	10/01/2007	12/31/2008	Active	Fillion	Nathan	False
03/11/2008	10/01/2007	12/31/2008	Active	Riddell	Christy	False

To assign a tutor, click the Assign Tutor button. The following screen will appear.

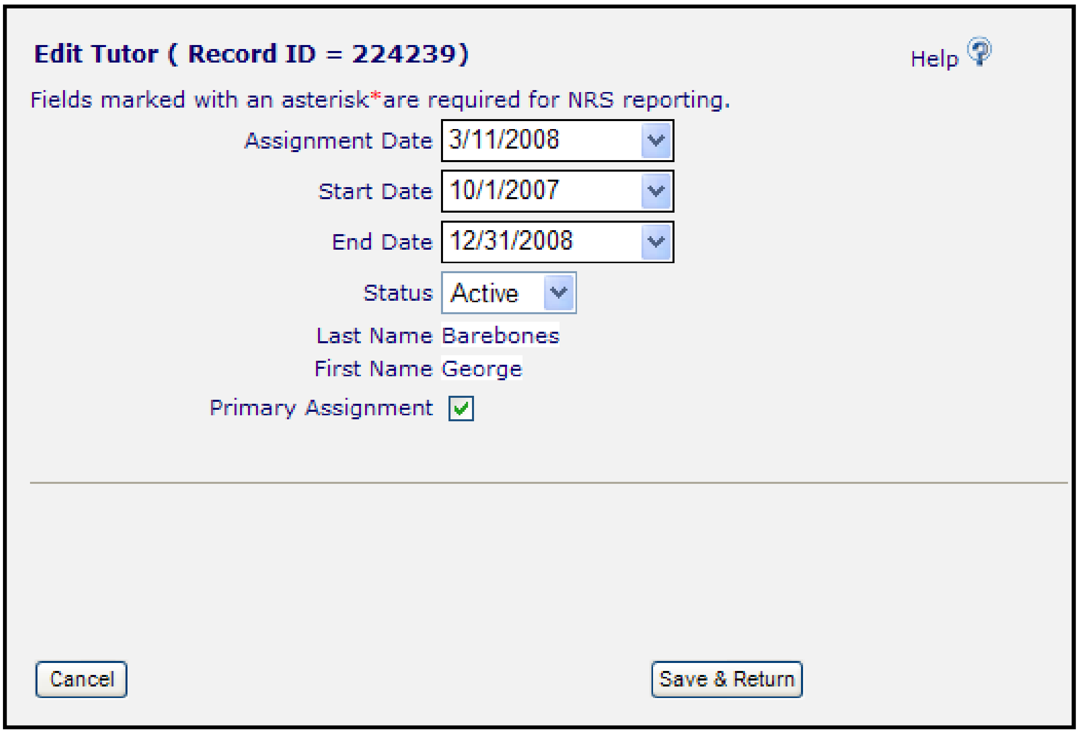


Enter a date, and click Select Tutor(s) to select a tutor.

NOTE: Only tutors with an overall status of Active, Graduated, Waiting, or On Hold can be assigned to a group. A status of Prospective, Registered, Addl Training Reqd, or Left will prevent the tutor from being assigned to a group.

After selecting the tutor(s), click Save and Return When Finished.

To add additional information to the assigned tutor, double-click the tutor record. The following screen will appear.

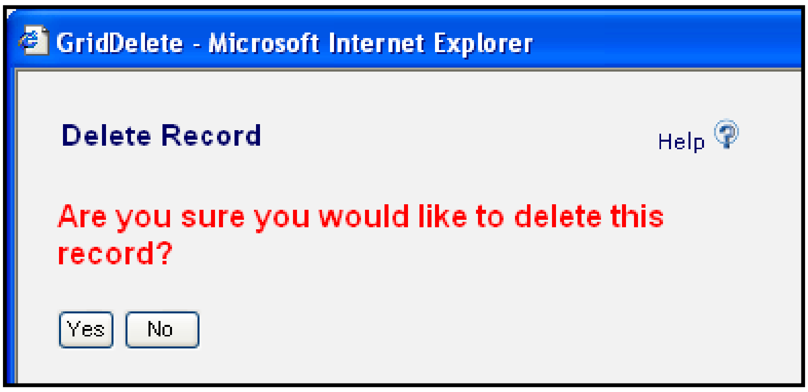


Enter the additional information and click Save and Return.

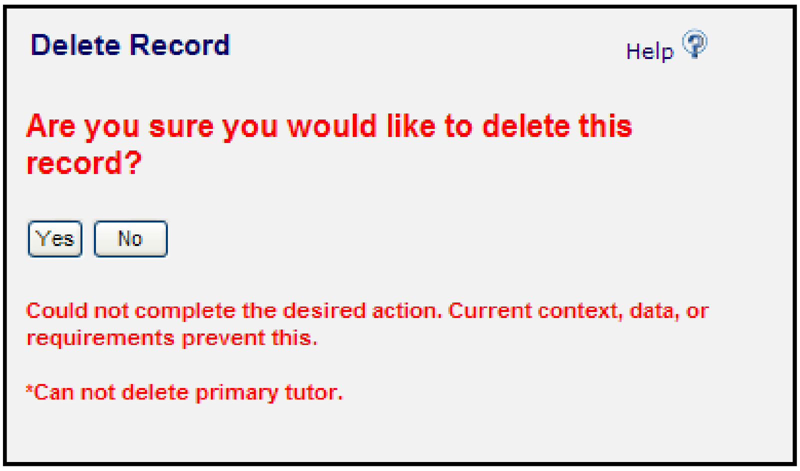
NOTE: The assigned status for tutors in the group should be set to active.

To delete a tutor:

1. First delete all tutor hours from the Tutor Hours folder.
2. Change the tutor status from active to inactive.
3. Select the tutor and click Delete.
4. The following window will appear. Click "Yes" to delete the tutor.

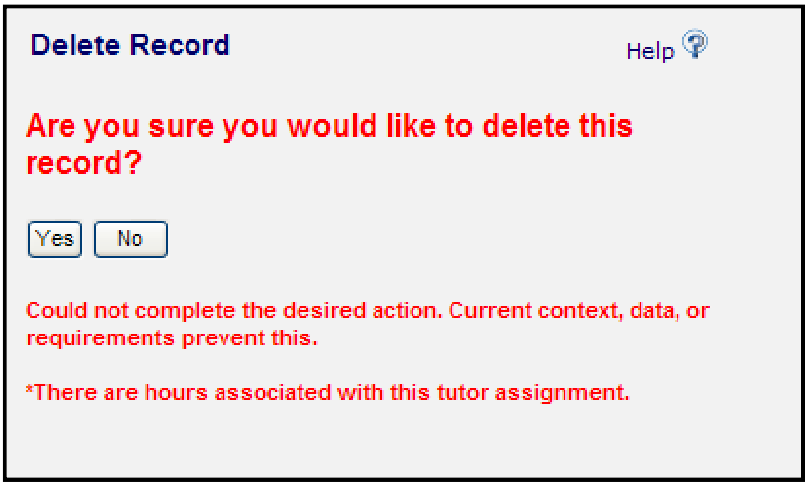


If the tutor is the primary, the following message will appear:



5. Close the window to return to the tutor list. Double-click the tutor to be deleted.
6. Uncheck the primary assignment box and click Save and Return.

If the tutor has hours entered, the following message will appear:



Go to the Tutor Hours folder and delete all hours.

Go back to the Tutor folder and delete the staff member.

Group Tutor Hours

Hours for tutors can be entered in the Tutor Hours folder or from the Key Info screen by clicking the “Add Tutor Hours” button. Click Add New from the Tutor Hours folder to add hours and fill out the provided fields.

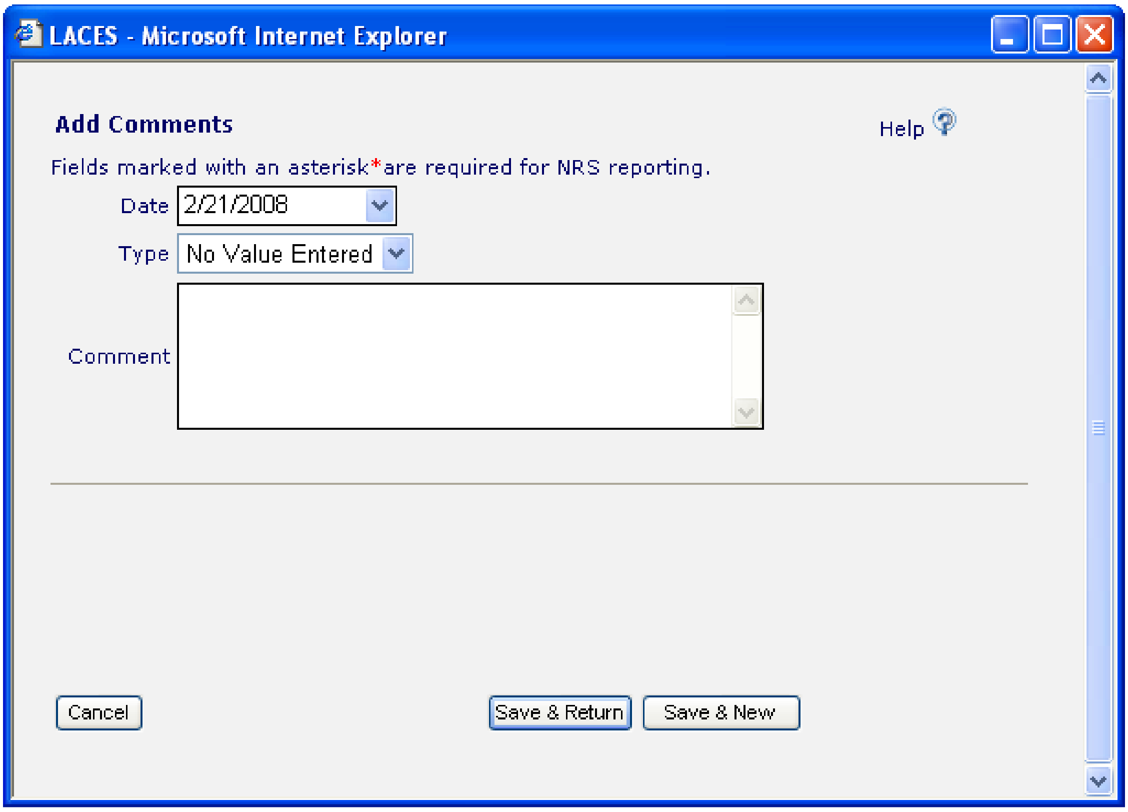
To delete hours, select the tutor hours record and click Delete.

Group Comments

Additional information about the group can be entered in the Comments folders.

To add a Comment, click Add New.

The following screen will appear:



Add the date and select comment type from the drop down list.

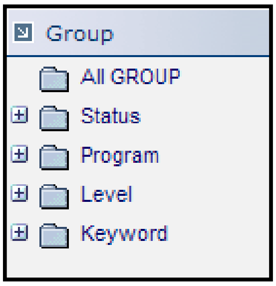
The **comment** field is a drop down list and can be edited by the user by adding/editing items on the "ClassSectionCommentType" choice list.

Enter comments in the text box. Click Save and Return when finished, or Save and New to save the comment and reopen the window to create another comment.

To delete a comment, select and click Delete.

Group Tab

The **Group Tab** in LACES displays 5 folders.



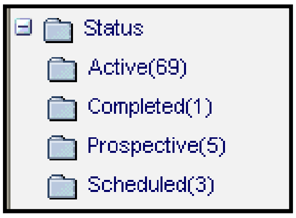
Each folder (with the exception of All Group) can be expanded by clicking the ⊞ symbol in front. The folders will display the number of groups that have additional information entered within the group record that causes them to count in the folder. To display a list of groups with a particular set of information, click on the corresponding folder.

All Groups

Clicking All Group will display **every** group record in the database.

Status

Click the ⊞ in front of the Status folder.

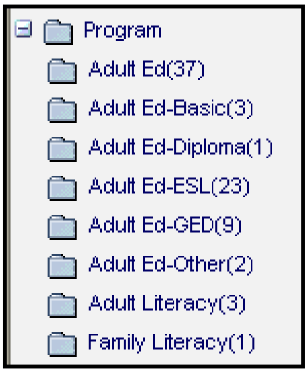


Group status can be:

- Prospective (group is not yet officially scheduled and students cannot be enrolled)
- Active (group is in session and students can be enrolled)
- Scheduled (group is scheduled but has not officially begun and students cannot be enrolled)
- Completed (group is completed and all students have a status other than enrolled – completed status can be manually changed)

Program

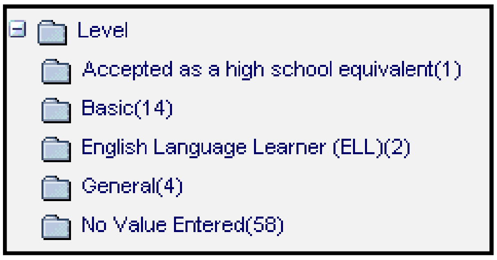
Click the ⊞ in front of the Program folder.



Program is usually filled out when entering information for a new group. Program is used to identify for which program the group is primarily intended.
The group program can also be added or edited. To add or change the term, click “Edit this Section” at the group key info screen.

Level

Click the ⊞ in front of the Level folder.

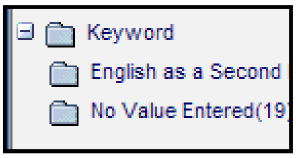


Level is an optional field when entering information for a new group. Level is used to indicate the complexity level of a group.

The group level can also be added or edited. To add or change the term, click “Edit this Section” at the group info screen.

The **level** field is a drop down list and can be edited by the user by adding/editing items on the level choice list.

Keyword



Click the ⊞ in front of the Keyword folder.

Keyword is an additional field for users to add group information if an existing field is not available. The K**eyword** field is a drop down list and can be edited by the user by adding items to the "GroupKeyword" choice list.

If keyword is blank, group will appear in the folder "Null" or "No Value Entered."

Keyword can be entered when creating the group. If adding or editing a keyword:

1. Double-click on the group name to display the class record.
2. To enter a keyword, click "Edit this Section" at the key info screen.
3. Select a keyword from the drop down menu.

Workshop File

New Workshop Record

To create a new Workshop, go to the Workshop tab, then go to the Toolbar and click New, then Add Workshop. You will get the Quick Add: Workshop screen, which you can fill out based on the pre-generated fields.

Session Name: A type-in text field where you can enter a title or name for the workshop. We recommend adding the term, date, or quarter to workshops that run regularly, to avoid confusion from one time period to the next.
Session Type: Populated via a user-modifiable drop-down menu (not recommended).

IMPORTANT NOTE: Be certain you are selecting the right kind of workshop for your needs. If you select New Tutor Training as your workshop type, you will only be able to enroll tutors with the Status of Prospective, Additional Training Required, Oriented, and On Hold. Tutors with a Status of Active, Waiting, Graduated, or Left have presumably already completed New Tutor Training and therefore cannot be selected. You *can* enroll tutors with a status of Active, Waiting, and Graduated into workshops with a type of Staff Continuing Education or In-Service.

Start Date: The date the workshop will begin, populated by a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
End Date: The date the workshop will end, populated by a drop-down calendar or by typing in the date in a mm/dd/yyyy format.

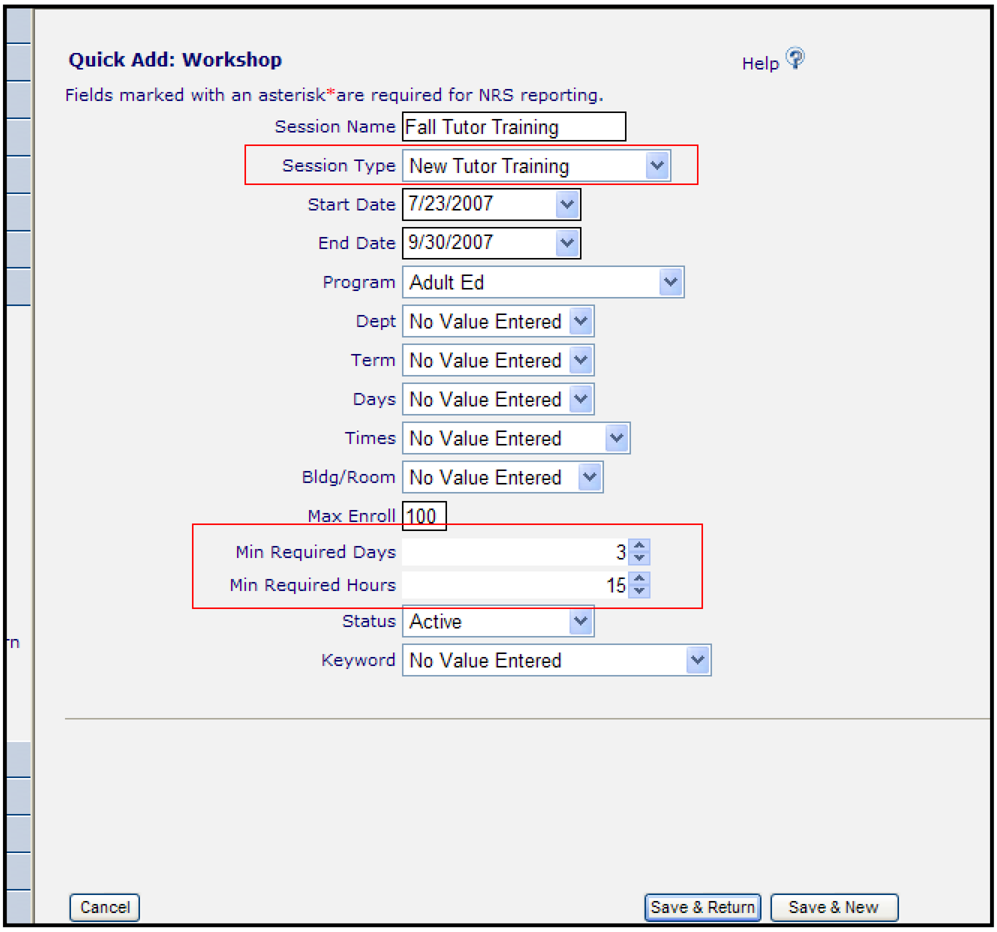
Important Tip: Please note that although both Group and Workshop will allow you to save your new record without an End Date, you will not be able to add hours without an End Date. If there is no End Date for a Group or Workshop, when you add attendance you will receive an error message that says "Object cannot be cast from DBNull." If you have open enrollment Workshops or Groups that run continuously, you can use an End Date further in the future. However, we **strongly recommend** having your workshops, groups, and classes run only until the end of a fiscal year due to how large records will negatively affect your performance speed.

Program: The Program under which this workshop falls, populated by a non-user-modifiable choice list.
Dept: Populated by a user-modifiable drop-down menu, available as choice list item "Department."
Term: Populated by a user-modifiable drop-down menu, available as choice list item "Term."
Days: Populated by a user-modifiable drop-down menu, available as choice list item "Days."
Times: Populated by a user-modifiable drop-down menu, available as choice list item "Times."
Bldg/Room: Populated by a user-modifiable drop-down menu, available as choice list item "BuildingRoom."
Max Enroll: A type-in numeric field to indicate the maximum number of people who can be enrolled in the workshop. Any person enrolled after the maximum allowed has been reached will come in with an enrolled status of "Waiting" and will not be able to have attendance assigned to them. People are not automatically updated from "Waiting" if an enrollment becomes available, but must be manually updated to "Enrolled." The Maximum Enrollment number cannot exceed 300. For organizations with slower internet connections, we recommend keeping the number of enrolled persons between 50-100, as greater numbers may cause lag in your system response time.
Min Required Days: A numeric field to indicate the minimum number of required days a person must attend the workshop in order to successfully complete it. **Please note:** You are not required to set a minimum number of days and/or minimum number of hours that a registrant must attend the workshop, however, if you do set those numbers, all registrants must satisfy those requirements before you complete them from the workshop, or they will have a status of "Additional Training Required."
Min Required Hours: A numeric field to indicate the minimum number of required hours a person must attend the workshop in order to successfully complete it. **Please note:** You are not required to set a minimum number of days and/or minimum number of hours that a registrant must attend the workshop, however, if you do set those numbers, all registrants must satisfy those requirements before you complete them from the workshop, or they will have a status of "Additional Training Required."
Status: Populated by a user-modifiable (not recommended) drop-down menu, available as choice list item "ClassStatus." Status for workshops can be:

- Prospective (workshop is not yet officially scheduled and persons cannot be enrolled)
- Active (workshop is in session and persons can be enrolled)
- Scheduled (workshop is scheduled but has not officially begun and persons cannot be enrolled)
- Completed (workshop is completed and all persons have a status other than enrolled – completed status can be manually changed)

Note that *workshops must be Active before persons can be enrolled.*

Keyword: Populated by a user-modifiable drop-down menu, available as choice list item "WorkshopKeyword."



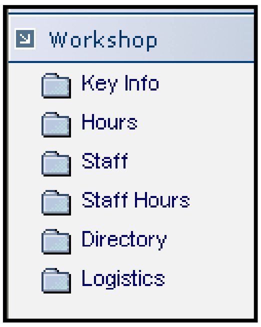
A New tutor training workshop. Notice the min required days and hours fields.

Workshop Record

To display a workshop record for viewing or editing, click the Workshop tab.

Workshops are typically created for tutor, volunteer, or staff training but donors, contact, and students may be enrolled in any workshop ***except*** where the session type is New Tutor Training.

Double-click the workshop to be viewed or edited. There are 6 folders associated with a workshop record.



Workshop Key Info

The Key Info screen displays by default after double-clicking a workshop. The Key Info screen displays:

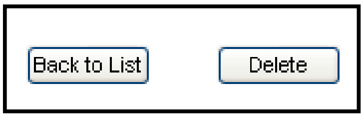
- WorkshopID
- Session Name
- Session Type
- Term
- Start Date
- End Date
- Program
- Dept
- Keyword
- Bldg/Room
- Days
- Times
- Status
- Enrolled
- Maximum
- Min Required Days
- Min Required Hours

The Key Info screen also displays a list of tutors, volunteers, or staff enrolled in the workshop. From here, persons may be enrolled, deleted, or completed.

At the bottom of the screen are additional buttons:

Back to List – goes back to the workshop list

Delete – delete a workshop (workshops can be deleted **only** after all information associated with the workshop has been removed).



Enroll

To enroll a person into a workshop, click the Enroll button. All session types allow any person in the database to be enrolled, with the exception of New Tutor Training.

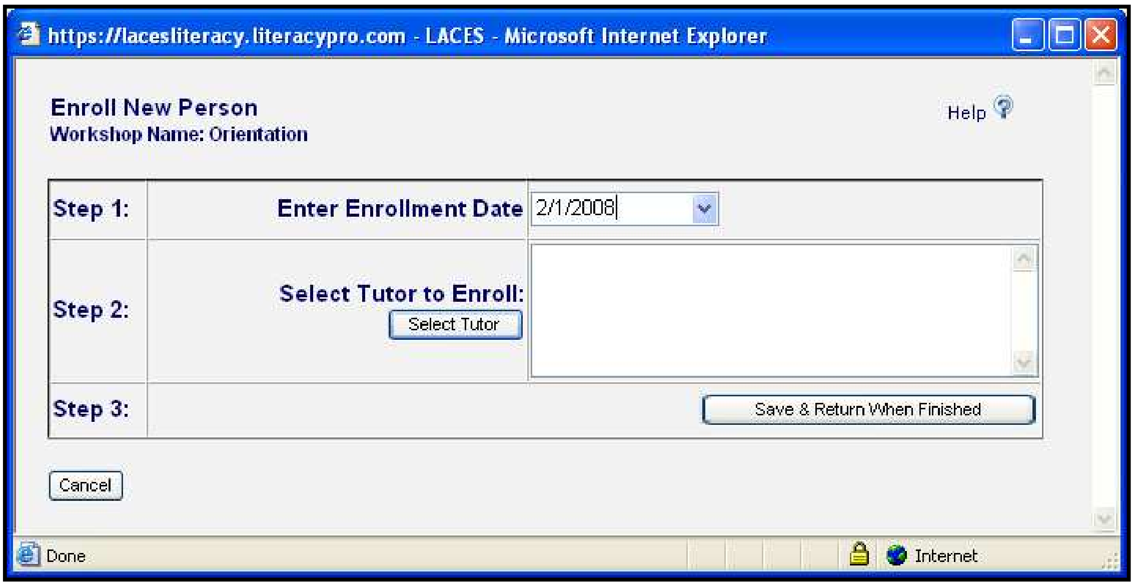
Session types:

- Staff Continuing Education – may enroll any person
- Staff Workshop – may enroll any person
- Volunteer Workshop – may enroll any person
- New Tutor Training – may enroll tutors only
- In-service – may enroll any person

To enroll a person into a workshop from the workshop record:

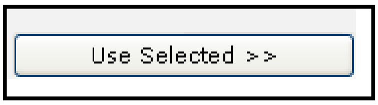
1. Click the Enroll button.

2. At the next window, enter the enroll date, then click Select Tutor (if the session type is New Tutor Training) or select persons from the drop down list.



3. Place a check in front of the person(s) to be enrolled in the workshop. You may enroll more than one person at a time.

4. Click Use Selected at the bottom right of the screen.



5. At the next screen click Save and Return When Finished.

The selected person is now enrolled in the workshop.

Delete

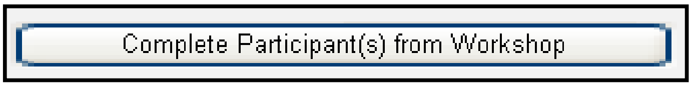
Persons may be deleted from a workshop after **all** attendance hours have been deleted. (Click the Hours folder to remove hours).

1. Select the person and click Delete.
2. At the popup window, click Yes.

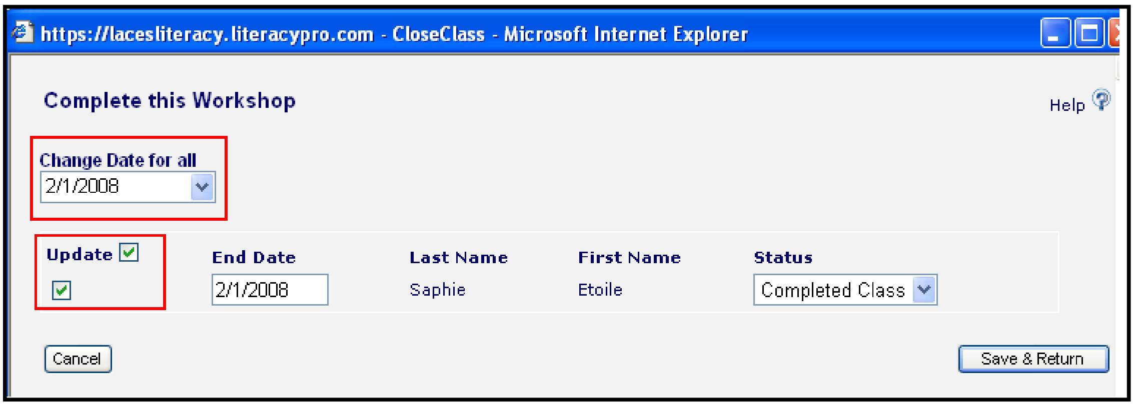
IF all hours have been removed, the person will delete. The following message will appear if the person still has hours recorded.

Complete Participant(s) from Workshop

1. Click the button:



One participant, multiple participants, or all participants may be completed from the workshop. After clicking the Complete Participants(s) from Workshop button, the following screen will appear.



All persons who are currently **enrolled** in the workshop will display in the list.
If you are completing multiple participants from the workshop, make sure the date is correct. Adding a date in the Change Date for All field will populate the end date for each participant.
NOTE: The end date field can be edited by participant.

Place a check in the Update checkbox for all participants to be completed. If only one participant is being completed, place a check in front of that participant only.

The status will automatically be set to Completed Class.

2. Click Save and Return when finished.

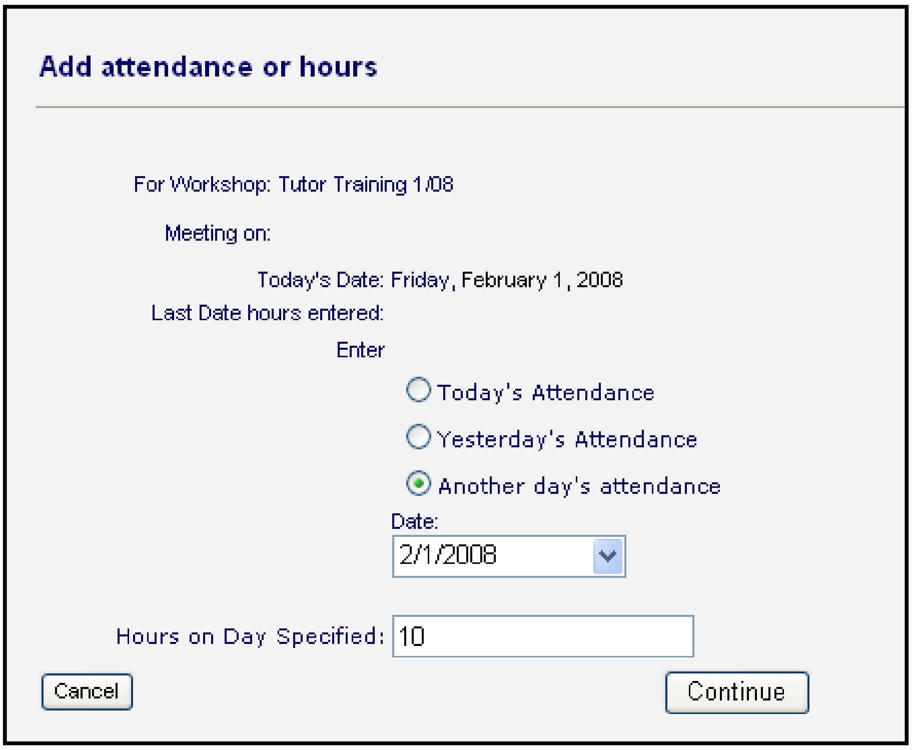
Workshop Hours

To add hours for a person in a workshop, click the Hours folder.

Adding hours:

1. Click the Add New button.

The following screen will appear.



If you are adding hours for all persons for a specific date, click one of the buttons for:

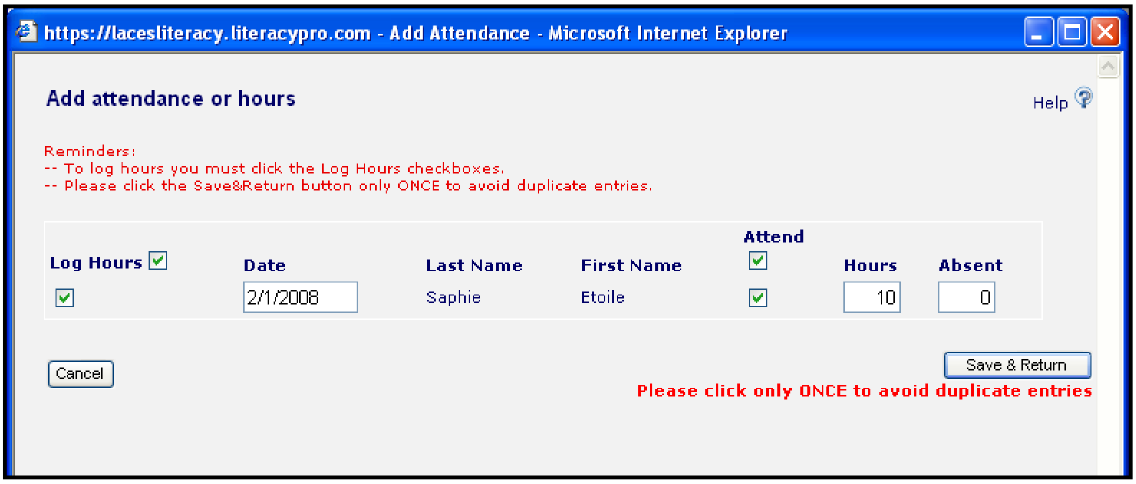
- Today's attendance – will display the current date
- Yesterday's attendance – will display the previous day's date
- Another day's attendance – enter a new date

Hours on Day Specified: enter the number of hours that each person attended.

2. Click Continue.

NOTE: This screen can be bypassed if you are entering different hours on different dates for each person. Click Continue to bypass and go to the next screen.

3. On the Add Attendance or hours, be sure to click the Log Hours and Attend checkboxes. If you are entering hours for specific persons, remove the check in the Log Hours box and Attend box. Place a check in front of the persons who will have hours recorded.



5. Click Save and Return.

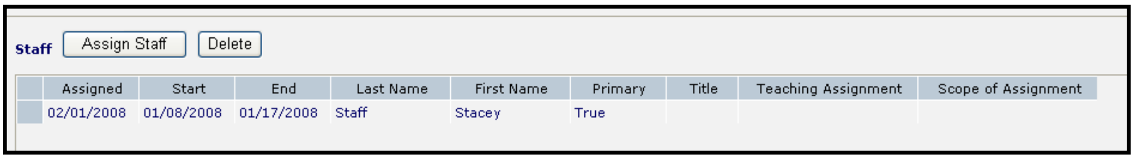
NOTE: Clicking Save and Return multiple times will create multiple hours records. ONLY click once.

Hours **must** be entered for the correct dates. For example, if a workshop began on 1/1/2007 and ended on 12/31/2007, you cannot enter hours for persons on 2/1/2008. Additionally, if a person enrolled in the workshop on 4/1/2007, you cannot enter hours for 3/30/2007.

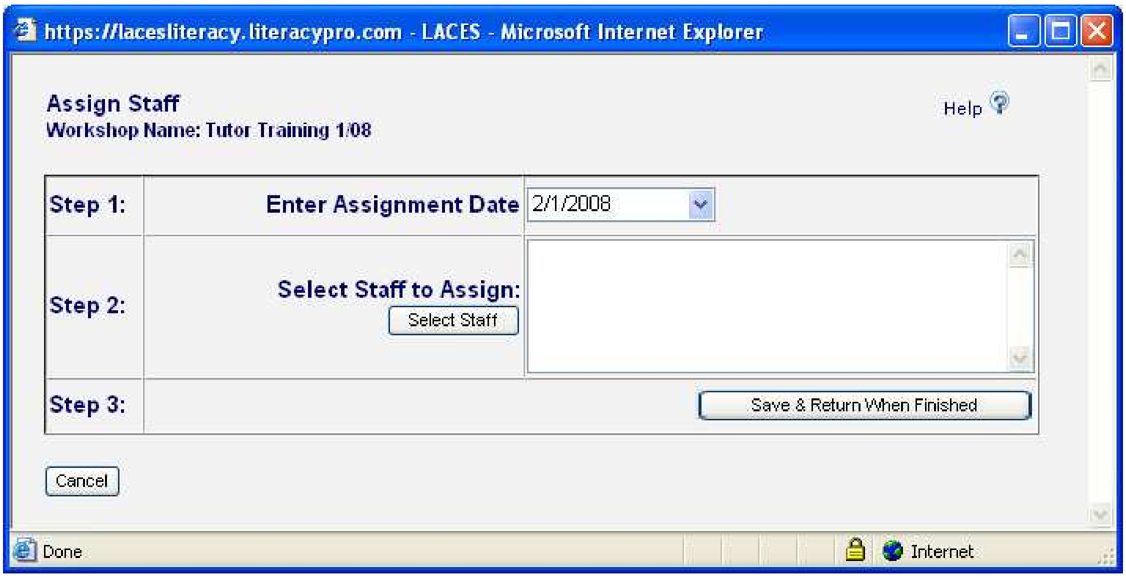
Workshop Staff

The Staff folder displays the staff assigned to a workshop. There is only one primary staff, but additional staff can be entered.

In the following example, Stacey is the primary staff. Primary is indicated by True in the Primary field.



To assign a staff member, click the Assign Staff button. The following screen will appear.

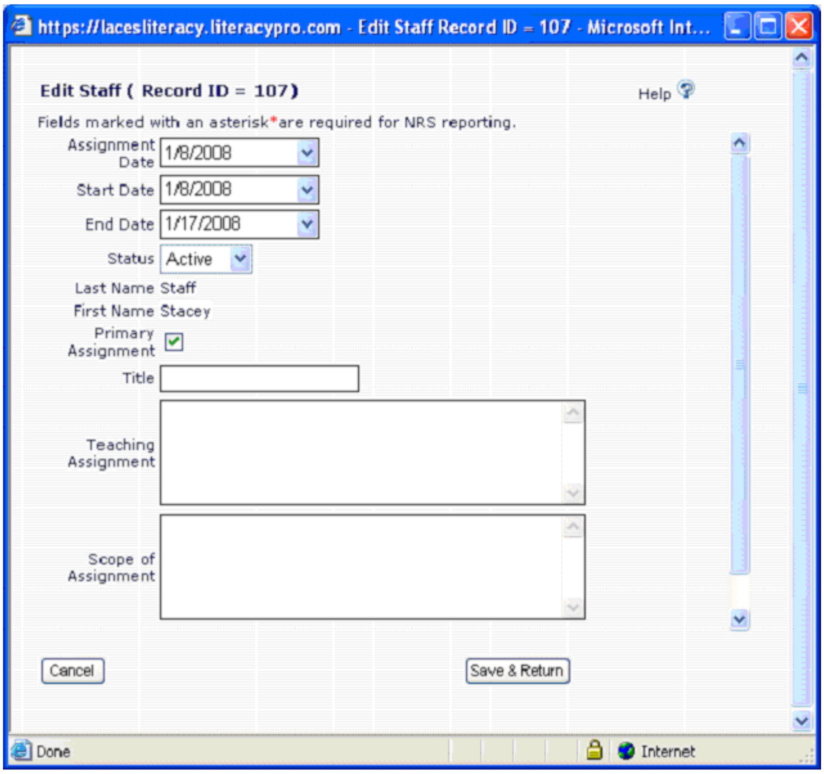


Enter a date, and click Select Staff to select a staff member.

NOTE: Only staff with the overall status of Active can be assigned to a workshop.

After selecting the staff member, click Save and Return When Finished.

To add additional information to the assigned staff, double-click the staff record. The following screen will appear.

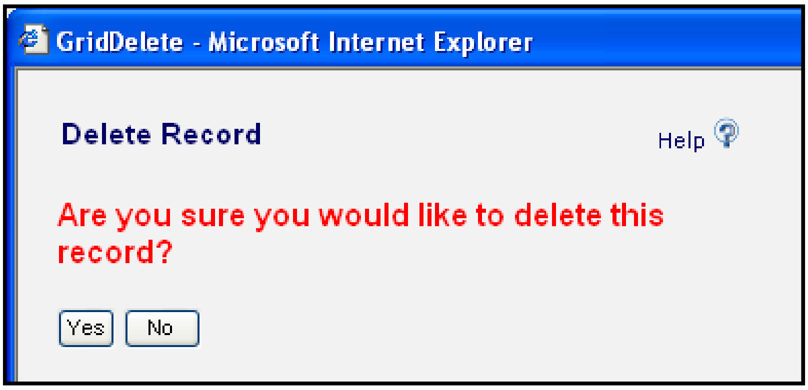


Enter the additional information and click Save and Return.

NOTE: The status for staff member should be set to active.

To delete a staff person:

1. First remove all staff hours from the Staff Hours folder.
2. Change the staff status from active to inactive.
3. Select the staff person and click Delete.
4. The following window will appear. Click Yes to delete the staff member.



Workshop Staff Hours

Hours for staff can be entered in the Staff Hours folder. Click Add New to add hours.

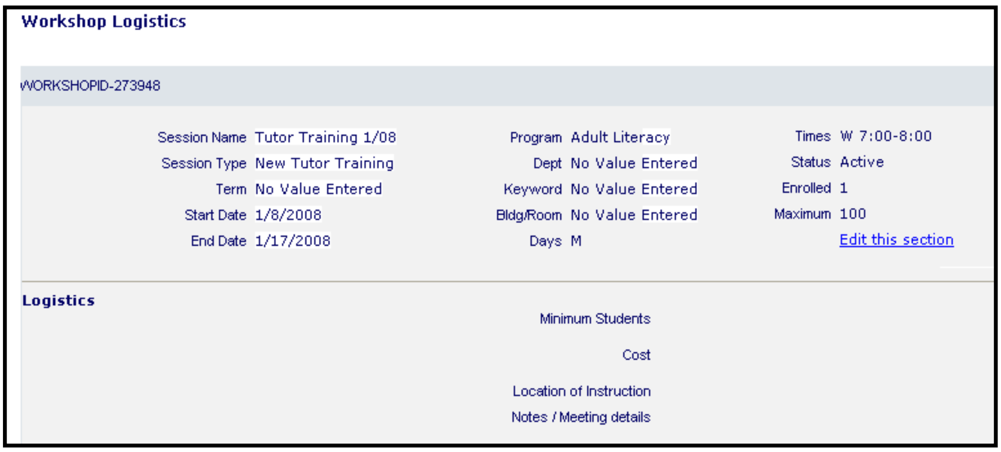
To delete hours, select the staff hours record and click Delete.

Workshop Directory

The directory folder displays the contact information for persons enrolled in the workshop.

Workshop Logistics

The Logistics folder will display all pertinent information regarding the workshop, if the information has been entered in the workshop record.



Workshop Tab

The **Workshop Tab** in LACES displays 5 folders.

Each folder (with the exception of All Workshop) can be expanded by clicking the symbol in front. The folders will display the number of workshops that have additional information entered within the record that causes them to count in the folder. To display a list of workshops with a particular set of information, click on the corresponding folder.

All Workshops

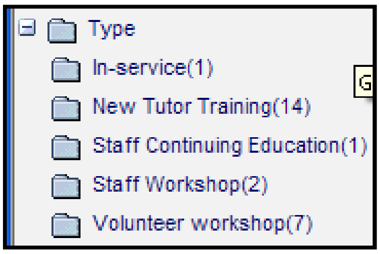
Clicking All Workshop will display **every** workshop record in the database.

Agency

Click the in front of the Agency folder. This folder displays the Agency setting in which the workshop took place.

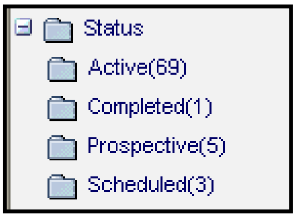
Type

Click the in front of the Type folder. This folder displays the different Workshop Session Types, set when creating the Workshop. All Session Types are available for any population within your database, with the exception of New Tutor Training, which accepts only tutors with an overall status of Prospective, Addl Training Required, To be Oriented, Oriented, or On Hold.



Status

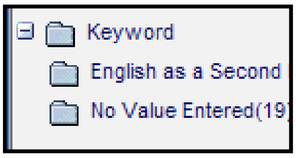
Click the in front of the Status folder.



Group status can be:

- Prospective (workshop is not yet officially scheduled and persons cannot be enrolled)
- Active (workshop is in session and persons can be enrolled)
- Scheduled (workshop is scheduled but has not officially begun and persons cannot be enrolled)
- Completed (workshop is completed and all persons have a status other than enrolled – completed status can be manually changed)

Keyword



Click the in front of the Keyword folder.

Keyword is an additional field for users to add workshop information if an existing field is not available. The K**eyword** field is a drop down list and can be edited by the user by adding items to the “WorkshopKeyword” choice list.

If keyword is blank, workshops will appear in the folder “Null” or “No Value Entered.”

Keyword can be entered when creating the workshops. If adding or editing a keyword:

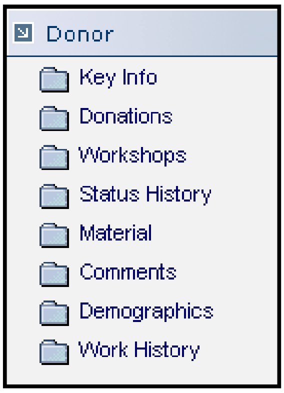
1. Double-click on the workshop name to display the class record.
2. To enter a keyword, click “Edit this Section” at the key info screen.
3. Select a keyword from the drop down menu.

Donor File

Donor Record

To display a donor record for viewing or editing, click the Donor tab. (By default, when you open a LACES database the number of donors that display after clicking the Donor tab will be the number of ***active donors***).

Double-click the Donor to be viewed or edited. There are 8 folders associated with a donor record.



Donor Key Info

The Key Info screen displays by default after double-clicking a donor. The Key Info screen displays:

- Donor ID
- Name Donor Listed As: *Please note that this is the field used to populate the list or grid. If this field is left blank, the grid will not display the information from the Last or First name fields, but will be blank*
- Status
- Donation
- Title/Prefix
- Last Name
- Middle Name
- First Name
- Company
- Title of Position
- Address 1
- Address 2
- City
- State
- Zip
- Total Donated
- Amount of last gift
- Mail Preference
- Home Phone
- Work Phone
- Mobile Phone
- Fax
- Pager
- Other Phone

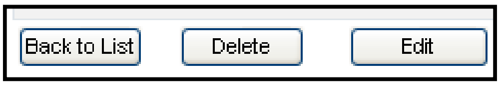
- Other Phone Type
- E-Mail

At the bottom of the screen are additional buttons:

Back to List – goes back to the donor list

Delete – delete a donor

Edit – allows the key information to be edited.



The top pane of the Donor key info window can be edited by clicking the link:

NOTE: The top pane is consistent throughout all the folders associated with the donor record.

Tip: After opening a donor record and any of the corresponding folders, you can click the arrows at the top right of the screen to move through the records viewing the same folder.

Donor Donations

The donations folder will display a list of donations made by the donor, including:

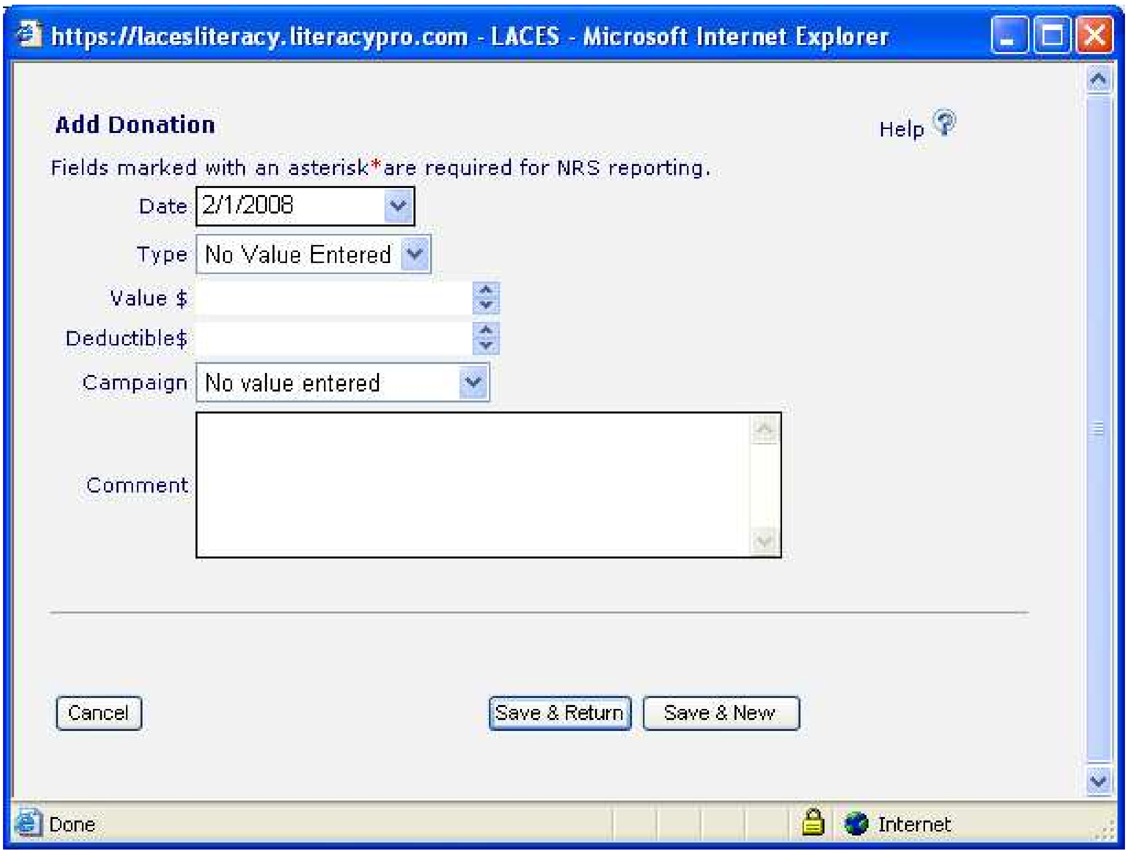
- Date – date the donation was made
- Type – type of donation
- Value – monetary value of the donation
- Deductible – whether or not the donation is deductible
- Comment – comments associated with the donation
- Campaign – specific campaign the donation was made to (campaigns are determined by the agency)

Type and campaign are drop down lists and can be added/edited by the user in choice lists under “DonationType” and “Campaign.”

To add a donation:

1. Click the Add New button.

The following screen will appear. Enter the information and click Save & Return.



Donor Workshops

The workshop folder will display workshops that the donor has been scheduled to complete, and includes:

- Enroll date – donor's enroll date in the workshop
- Start date – the start date of the workshop
- End Date – the end date of the workshop
- Title – title of the workshop
- Term – term of the workshop
- Enroll status – donor's status in the workshop

This folder is informational only and cannot be edited.

Donor Status History

The status history displays the date of the donor status. This folder is informational only and cannot be edited.

Donor Material

This folder displays any materials that have been checked out to the donor. This folder is informational only and cannot be edited.

Donor Comments

The comments folder allows the user to enter comments or additional notes regarding the donor. Comments can be added by clicking the Add Comment button. Enter the comment, then click Save & Return.

Donor Demographics

The demographics folder displays demographic information that has been entered for a donor.

LACES allows numerous donor demographic information to be tracked. The following fields are available:

* = required fields for reporting

*Gender
*Ethnicity
Birthday
Birthdate verification
Born outside U.S.
Country of Birth
Registered Voter
Immigrant
U.S. Citizen
Country of Citizenship
Employment Status
Marital Status
Number of Dependents

To edit demographic information, click the Edit button at the bottom right of the screen.

Demographic information is edited through dropdown menus, text fields, or checkboxes. Some items on the drop down menus can be edited by the user by adding/editing items in choice lists.

Text fields contain information entered by the user. It is recommended that standard text be determined so all data entry personnel are using the same words or phrases. This allows for easier searching.
Fields indicated by a checkbox will be true if checked. An unchecked checkbox is false.

Donor Work History

The work history folder displays the donor's work history, including:

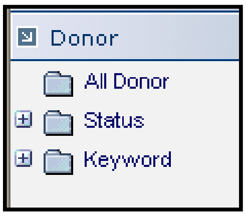
- Start Date

- End Date
- Status
- Occupation
- Description
- Salary

NOTE: Status can be selected from the drop down menu and will populate the employment status field in the donor demographic folder. In the demographic folder, the link "Click to edit employment status" will direct the user to the work history folder.

Donor Tab

The **Donor Tab** in LACES displays 3 folders.



Each folder (with the exception of All Donor) can be expanded by clicking the symbol in front. The folders will display the number of donors who have additional information entered within the donor record that causes them to count in the folder. To display a list of donors with a particular set of information, click on the corresponding folder.

All Donors

By default, when you open a LACES database the total number of donors that display after clicking the Donor tab will be ***active*** donors.

Clicking All Donor will display **every** donor record in the database.

Donors are persons who contribute funds or other donations to the literacy agency. Donors can be companies, individuals, or be anonymous donors.

Status

Click the in front of the Status folder.

Donor status can be:

- Prospective – donor information has been entered but they have not yet made a donation
- Active – donor is actively donating funds or goods
- Do Not Contact – donor wishes to donate but not be contacted

Keyword

Click the ⊞ in front of the Keyword folder.

Keywords are additional fields for users to add donor information if an existing field is not available. The **keyword** field is a drop down list and by default contains keywords to indicate the level of a donor:

- Gold Member
- Silver
- Bronze

The keyword field can be edited by the user by adding/editing items on the “DonorKeyword” choice list.

Keyword can be entered at the New Add Donor intake screen. If adding or editing a keyword:

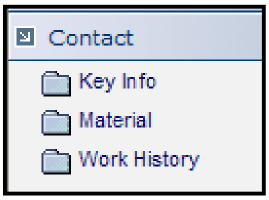
1. Double-click on the donor record.
2. To enter a keyword, click the Edit this Section link at the right of the key info screen.
3. Select a keyword from the drop down menu.
4. Click Save and Return.

Contact File

Contact Record

To display a contact record for viewing or editing, click the Contact tab.

Double-click the Contact to be viewed or edited. There are 3 folders associated with a contact record.



Contact Key Info

The Key Info screen displays by default after double-clicking a contact record. The Key Info screen displays:

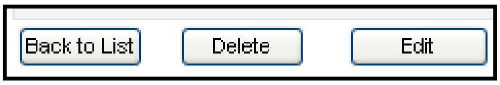
- Contact ID
- Last Name
- First Name
- Middle Name
- Status
- Type
- Keyword
- Company
- Title/Prefix
- Address 1
- Address 2
- City
- State
- Zip
- Mail Preference
- Home Phone
- Work Phone
- Mobile Phone
- Fax
- Pager
- Other Phone
- Other Phone Type
- E-Mail
- SSN

At the bottom of the screen are additional buttons:

Back to List – goes back to the contact list

Delete – delete a contact

Edit – allows the key information to be edited.



The top pane of the Contact key info window can be edited by clicking the link:

NOTE: The top pane is consistent throughout all the folders associated with the contact record.

Contact Material

This folder displays any materials that have been checked out to the contact. This folder is informational only and cannot be edited.

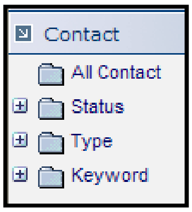
Contact Work History

The work history folder displays the contact's work history, including:

- Start Date
- End Date
- Status
- Occupation
- Description
- Salary

Contact Tab

The **Contact Tab** in LACES displays 4 folders.



Each folder (with the exception of All Contact) can be expanded by clicking the symbol in front. The folders will display the number of contacts who have additional information entered within the contact record that causes them to count in the folder. To display a list of contacts with a particular set of information, click on the corresponding folder.

All Contacts

Clicking All Contact will display **every** contact record in the database.
Contacts are persons for whom the literacy agency wishes to retain information, but do not fill other roles within the agency. Contacts can be companies or individuals, and frequently include people such as legislators, reports, etc.

Status

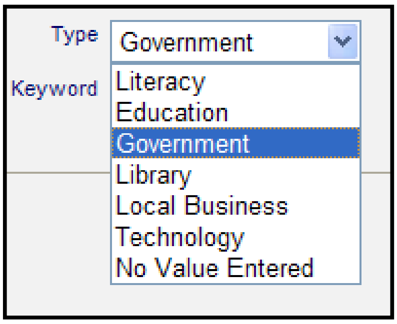
Click the in front of the Status folder.

Contact status can be:

- Active
- Do Not Contact

Contact Type

Click the in front of the Type folder.



Contact type can be modified via the choice list under "ContactType." The default list includes:

- Literacy
- Education
- Government
- Library
- Local Business
- Technology

Keyword

Click the in front of the Keyword folder.

Keywords are additional fields for users to add contact information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the "ContactKeyword" choice list.

Keyword can be entered at the Contact intake screen. If adding or editing a keyword:

1. Double-click on the Contact record.
2. To enter a keyword, click the Edit this Section link at the right of the key info screen.
3. Select a keyword from the drop down menu.
4. Click Save and Return.

Volunteer File

New Volunteer Record

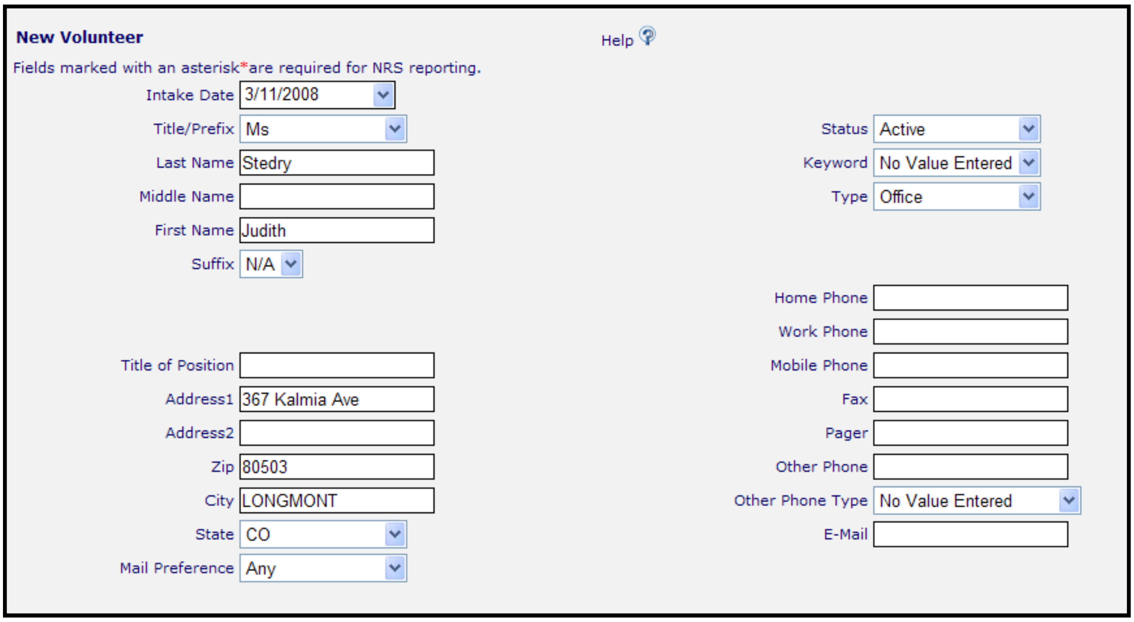
Go to the Volunteer tab, click New on the toolbar, then click "Add Community Volunteer." You will get the Volunteer Intake form, which you can fill out based on the pre-generated fields. Click "Save & Return" when you have completed the desired fields, and the record will be saved. You can also click "Save & New" to save and get a new blank intake form. You can locate the record and edit or add additional information from the available folders, which are discussed below.

Volunteer Intake option on the New menu

You will fill out the following fields. There are no required fields for volunteers.

Intake Date: The date of initial intake of the volunteer into your program. Populated via a drop-down calendar, or by typing in the date in a mm/dd/yyyy format.
Title/Prefix: Mr., Mrs., Dr., etc., populated via a user-modifiable drop-down menu, available under choice list "Prefix."
Last Name: Volunteer Last Name
First Name: Volunteer First Name
Middle Name: Volunteer Middle Name
Suffix: A user-modifiable drop-down menu to designate if a volunteer is a Junior, Senior, III, IV, etc.
Title of Position: A type-in text field to indicate the title of the volunteer's position.
Address1: Volunteer address
Address2: Additional volunteer address information, if needed
Zip: Postal zip code. City and State will fill in automatically based on zip code entered.
City: City of residence. Should fill in automatically based on zip code.
State: State of residence. Should fill in automatically based on zip code.
Mail Preference: A field for indicating the volunteer's preference for how they receive communications from your agency, if at all. Can be modified in the "MailPreference" choice list.
Status: Overall Status, updated manually. Volunteer differ from students and tutors in that the status should be input as Active at intake, and updated manually based on changes, such as leaving.
Keyword: The Keyword option is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level, by using the choice list "VolunteerKeyword."

Type: Populated via a user modifiable drop-down, under choice list “VolunteerType.” This field can be used to indicate if the volunteer primarily works as one type of volunteer, such as a board member or fund-raiser. Assigning a volunteer type does not mean that you are limited to those hours types for the volunteer.
Home Phone: The home telephone number for the volunteer.
Work Phone: The work telephone number for the volunteer, if applicable.
Mobile Phone: The mobile or cellular telephone number for the volunteer, if applicable.
Fax: The facsimile telephone number for the volunteer, if applicable.
Pager: The pager telephone number for the volunteer, if applicable.
Other Phone: A numeric field for designating other contact phone numbers for the volunteer, such as emergency contact.
Other Phone Type: A drop-down text-based field for designating the type of phone number used in the “Other Phone” field.
E-Mail: Volunteer’s electronic mailing address.


New Volunteer
Help
Fields marked with an asterisk*are required for NRS reporting.
Intake Date 3/11/2008
Title/Prefix Ms
Last Name Stedry
Middle Name
First Name Judith
Suffix N/A
Title of Position
Address1 367 Kalmia Ave
Address2
Zip 80503
City LONGMONT
State CO
Mail Preference Any
Status Active
Keyword No Value Entered
Type Office
Home Phone
Work Phone
Mobile Phone
Fax
Pager
Other Phone
Other Phone Type No Value Entered
E-Mail

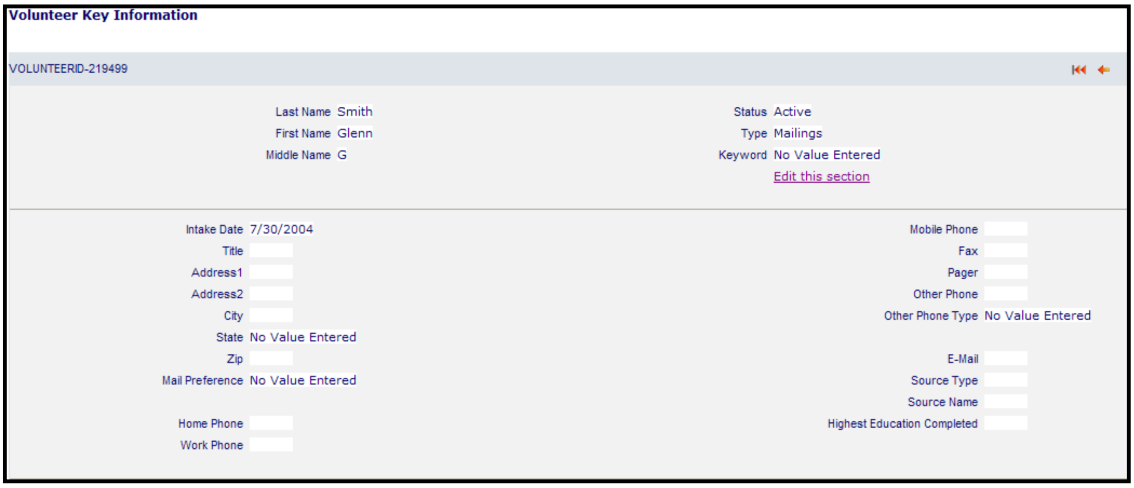
Add New Volunteer window

Volunteer Key Info

Volunteer Key Info is actually comprised of two parts. There is the Volunteer Key Info box, which is available from every section of the volunteer record:

Volunteer Key Info box

And there is the Volunteer Key Info record, which is available only by clicking the "Key Info" folder in the Volunteer record. Both sections of the Key Info folder are primarily populated from fields filled out on the Volunteer Intake screen.



Volunteer Key Info record

The Volunteer Key Info box can be edited from any folder in the Volunteer record by clicking on the "Edit this Section" link. The Key Info box contains the following fields, listed below. All of these fields will be populated from the intake screen, and can be edited or added later if not done at intake, via the Key Info box.

- Volunteer ID (cannot be edited)
- Last Name
- First Name
- Middle Name
- Status
- Type
- Keyword

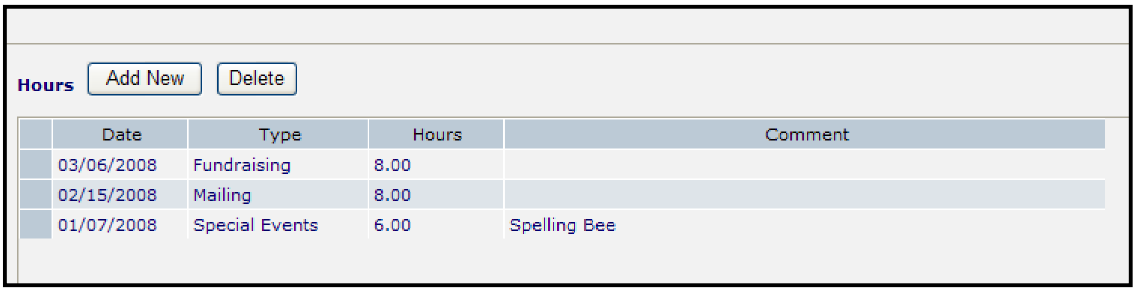
The Volunteer Key Info record contains the following fields: (Please note that most of these fields will be populated if they were filled out on the intake screen, but *only* if it is filled out on the intake screen. If left blank at intake, you must go to the Key Info section after Intake and edit the screen to add the information if desired.) **Fields noted in bold are *not* on the Volunteer Intake Screen.**

- Intake Date
- Title/Prefix
- Address1
- Address2
- City
- State
- Zip
- Mail Preference
- Home Phone
- Work Phone
- Mobile Phone
- Fax
- Pager
- Other Phone
- Other Phone Type
- E-Mail

Source Type: Used to indicate how the volunteer heard about your program. Populated via a user-modifiable choice list drop-down menu, as “SourceType.”
Source Name: Used to indicate further detail (if needed) for how the volunteer heard about your program. Populated via a user-modifiable choice list drop-down menu, as “SourceName.”
Highest Education Completed: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “HighestLevelofEducationCompleted.”

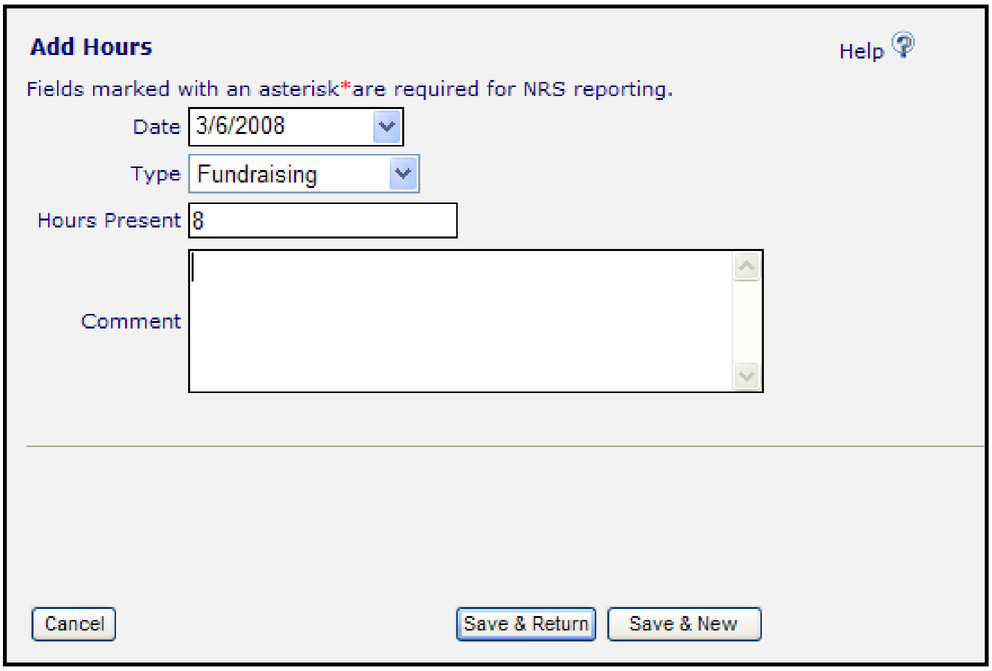
Volunteer Hours

The Volunteer: Hours folder allows you to track any hours worked by the volunteer. You can access this folder by going into the volunteer record and clicking the Hours folder. You will be taken into the Hours section, where you add hours for the volunteer by clicking on the Add New button, view and/or edit their existing hours, or delete hours.



Volunteer: Hours folder

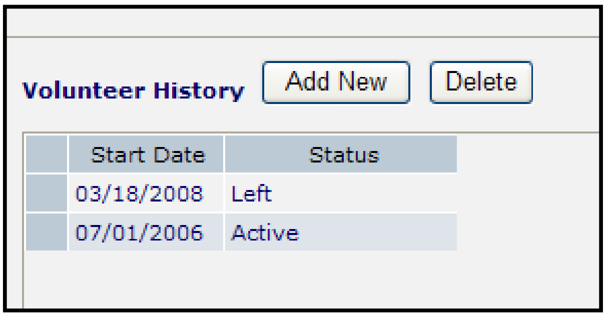
To add new hours, click the “Add New” button. You will get a pop-up window where you can indicate the date and type of hours, how many hours the volunteer was present, and any comments related to the hours. When you have added all the applicable information, click the “Save & Return” button to return to the Hours display screen, or “Save & New” to add another volunteer hours record.



Add new volunteer hours window

Volunteer Status History

The Status History folder allows you to track status history for the volunteer. You can access this folder by going into the volunteer record and clicking the volunteer Status History folder. You will be taken into the volunteer Status History section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



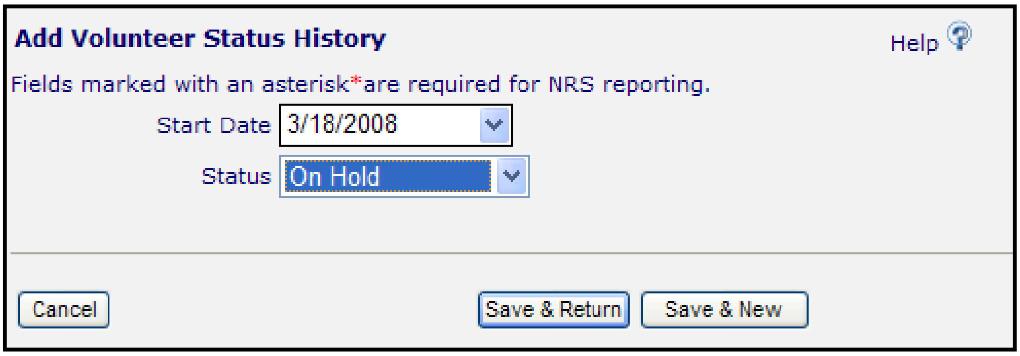
Volunteer Status History folder

The volunteer Status History folder is populated automatically based on the status of the volunteer.

Additionally, you can add data to the volunteer status history record by clicking the Add New button. You will get a pop-up window where you can indicate the following items:

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Status: Populated via a user-modifiable drop-down menu, available as choice list item "VolunteerStatus."

When you have completed adding or modifying the record, click Save & Return to return to the volunteer folder, or Save & New to save and add another history item.



Add New Volunteer Status History window

Volunteer Workshops

The Volunteer: Workshops folder contains workshop data populated from the Workshop tab.

Data in the Workshops folder cannot be added to or modified from the folder, but only viewed. Changes would need to be made in the Workshop record in the Workshop tab.

You can access this folder by going into the volunteer record and clicking the Workshop folder. You will be taken into the Workshop section, where you can view the:

- Enroll Date
- Start Date
- End Date
- Title
- Term
- Enroll Status

Volunteer Materials

The Volunteer: Material folder contains material data populated from the Material tab.

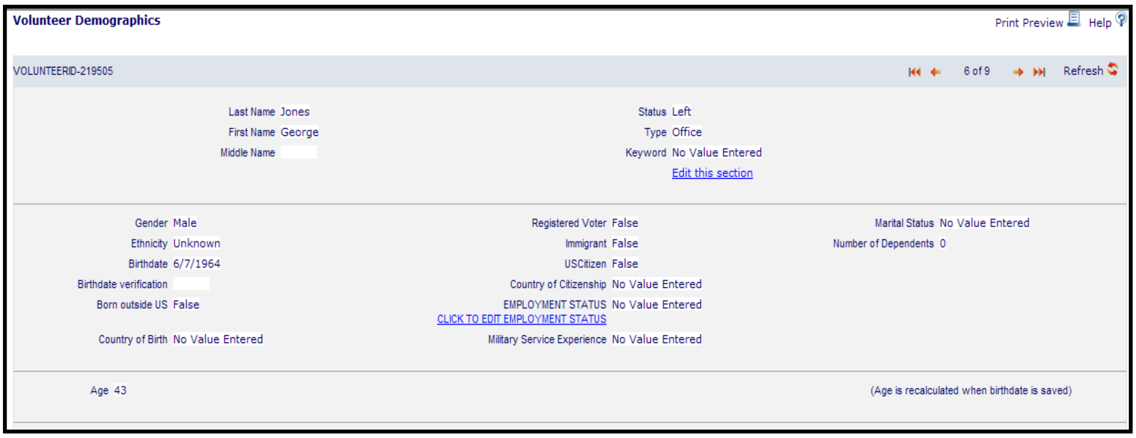
Data in the Material folder cannot be added to or modified from the volunteer folder, but only viewed. Changes would need to be made in the Material record in the Material tab.

You can access this folder by going into the volunteer record and clicking the Material folder. You will be taken into the Material section, where you can view the:

- Material Name
- Copy Number
- Material Type
- Status
- Start Date
- Due Date
- Return Date
- Amount Due

Volunteer Demographics

The Volunteer: Demographics folder allows you to enter and track demographic data for your volunteers. You can access this folder by going into the volunteer record and clicking the Demographics folder. You will be taken into the Demographics section, where you can add data for the volunteer by clicking on the Edit button, and/or view, edit, or delete the existing demographic information.



The Volunteer Demographic folder

The Demographics folder contains the following fields:

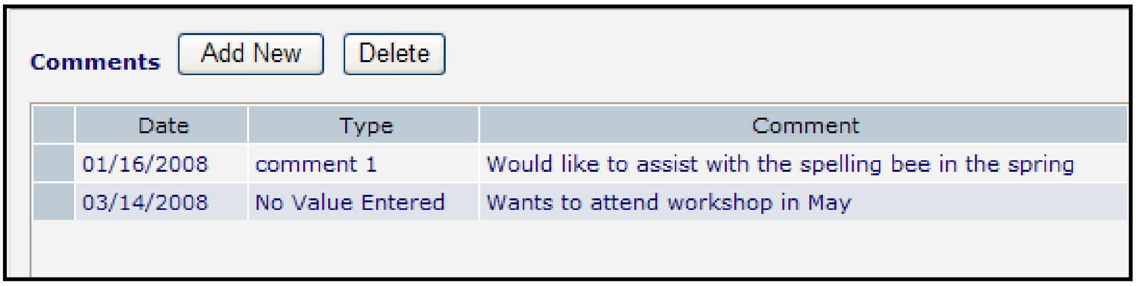
Gender: Populated via a user-modifiable (not recommended) choice list drop-down menu, under "Gender."
Ethnicity: Populated via a non-user-modifiable drop-down menu
Birthdate: Populated by a calendar or type-in date field, and cross-walked to automatically update the Age field annually.
Birthdate Verification: Type-in field to indicate that the birthday has been verified, if desired.
Born Outside US: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Country of Birth: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under "BirthCountry."
Registered Voter: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Immigrant: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.

U.S. Citizen: A checkbox field wherein the box not being checked indicates False/No, and a checkmark in the box indicates True/Yes.
Country of Citizenship: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “CountryOfCitizenship.”
Employment Status: Although there is a link here in the Demographic section that allows you to edit the Employment Status, the link actually takes you to the Volunteer Work History folder, so you can bypass this area and go right to the Work History folder to update Employment Status. Changes made in the Work History folder will be reflected in the Employment Status field in Demographics. If you make edits to Employment Status via the Demographics folder link, any changes made to other Demographic fields at the same time will not be saved.
Military Service Experience: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “MilitaryServiceExperience.”
Marital Status: Populated via a user-modifiable choice list drop-down menu. The drop-down menu is modifiable in the Choice List under “MaritalStatus.”
Number of Dependents: Type-in field indicating the number of dependents.

Click Save & Return when finished.

Volunteer Comments

The Volunteer: Comments folder allows you to track any comments added to the volunteer record during their time with your program. You can access this folder by going into the volunteer record and clicking the Comments folder. You will be taken into the Comments section, where you can add comments for the volunteer by clicking on the Add New button, view and/or edit the existing comments, or delete comments.



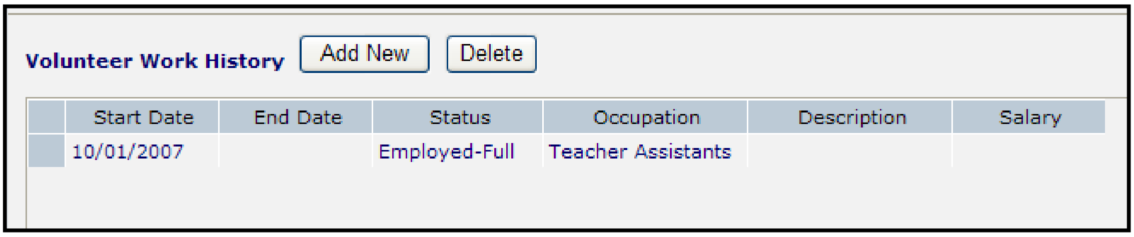
The Volunteer Comments folder screen

The Comments fields are character limited and will not visibly save more than 3000 characters in one comment. Please note that spaces (including paragraph and line breaks) are considered characters, especially if you cut and paste comments from other sources.

To add a new comment, click the “Add New” button. Select the appropriate date and type of the comment. You can indicate the Type of comment, such as phone call, weekly update, general comment, etc. The Comment Type drop-down menu is modifiable in the Choice List as “CommentType.” After selecting the Date and Type of comment, type the comment into the comment window, and click Save & Return if done, or Save & New to add an additional comment.

Volunteer Work History

The Volunteer: Work History folder allows you to track the volunteer’s employment history over their time in your program. You can access this folder by going to the Work History folder and clicking to open it. You will be taken into the Work History section, where you can add new employment history information by clicking on the Add New button, or view and/or edit existing work history, as well as delete unneeded or erroneous work history.

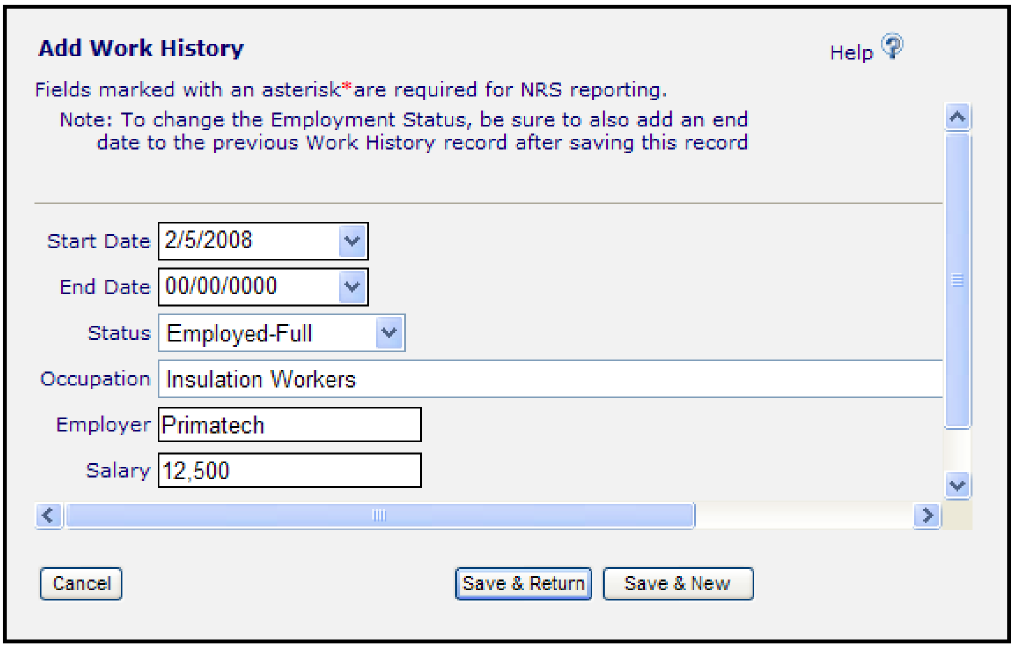


Volunteer: Work History folder screen

To add work history to the record, click the Add New button. You will get a pop-up window where you can indicate the following items:

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
End Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format. An End Date should be added to the existing record whenever the status of employment changes.
Status: Populated by a user-modifiable choice list menu. The drop-down menu is modifiable in the Choice List under "EmploymentStatus."
Occupation: Populated by a user-modifiable choice list menu. The drop-down menu is modifiable in the Choice List under "Occupation."
Employer: Type-in field available for recording the volunteer's employer.
Salary: Type-in field available for recording the salary of the volunteer.

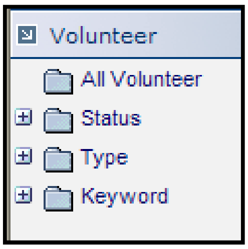
When you have completed adding or modifying the record, click Save & Return to return to the volunteer folder, or Save & New to save and add another work history record.



Add New Work History window

Volunteer Tab

The **Volunteer Tab** in LACES displays 4 folders.



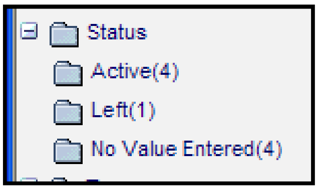
Each folder (with the exception of All Volunteer) can be expanded by clicking the symbol in front. The folders will display the number of volunteers who have additional information entered within the volunteer record that causes them to count in the folder. To display a list of volunteers with a particular set of information, click on the corresponding folder.

All Volunteers

Clicking All Volunteer will display **every** volunteer record in the database.

Status

Click the in front of the Status folder.

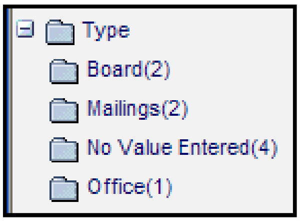


Volunteer status can be:

- Active
- On Hold
- Left
- No Value Entered or Null

Volunteer Type

Click the in front of the Type folder.



Volunteer type can be modified via the choice list under "VolunteerType." The default list includes:

- Board
- Mailings
- Office
- Training

Keyword

Click the  in front of the Keyword folder.

Keywords are additional fields for users to add volunteer information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the "VolunteerKeyword" choice list.

Keyword can be entered at the Volunteer intake screen. If adding or editing a keyword:

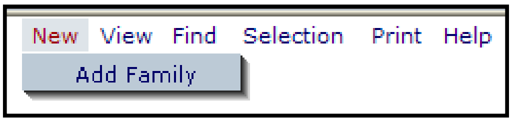
1. Double-click on the Volunteer record.
2. To enter a keyword, click the Edit this Section link at the right of the key info screen.
3. Select a keyword from the drop down menu.
4. Click Save and Return.

Family File

The Family file allows you to link students together to indicate that they are member of the same family, and the roles within the family.

New Family Record

Go to the Family tab, click New on the toolbar, then click “Add Family.” You will get the Family Intake form, which you can fill out based on the pre-generated fields. Click “Save & Return” when you have completed the desired fields, and the record will be saved. You can also click “Save & New” to save and get a new blank intake form. You can locate the record and edit or add additional information from the available folders, which are discussed below.



Family Intake option on the New menu

You will fill out the following fields. There are no required fields for families.

Family Name: Type-in text field for Family Name
Type: Populated via a user modifiable drop-down, under choice list “FamilyType.” This field can be used to indicate if the family is married, single head of household, teen parent, or other choices added by you.
Date Intake: Populated by a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Family Unique Number: Alpha-numeric type-in field
Status: Overall Status, updated manually. Family differ from students and tutors in that the status should be input as Active at intake, and updated manually based on changes, such as leaving.
Keyword: The Keyword option is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level, by using the choice list “FamilyKeyword.”

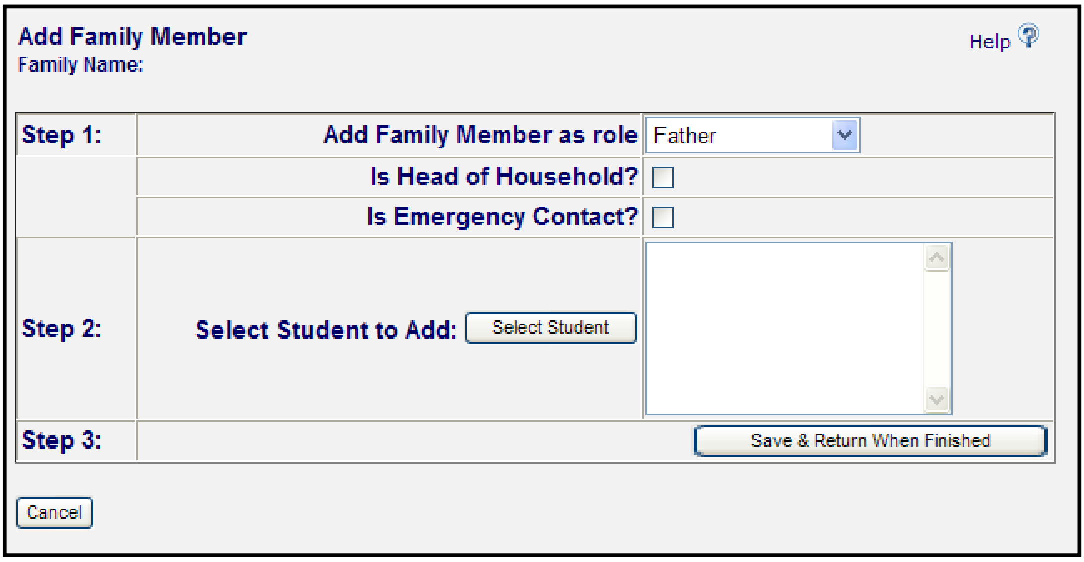
Add New Family window

Family Key Info

Family Key Info displays the key information from the intake folder in the Key Info box at the top of the screen, which can be modified by clicking the “Edit this Section” link. The Key Info sections also displays assigned family members and allows you to Add New family member, and/or modify or delete existing family members.

To add a new family member, they must already be listed as a student. Click “Add Family Member” in the Family Key Info folder.

You will get a pop-up window where you can indicate the Role of the family member, whether they are the Head of Household, whether they are an emergency contact, and then you can click the “Select Student” button to get the data chooser list of students. Locate the student you are adding as a family member and double-click their name, then click the “Save & Return When Finished” button to complete adding them as a family member. Repeat this process for each member of the family you wish to link together. Family Member is a modifiable choice list, under “FamilyMember.”



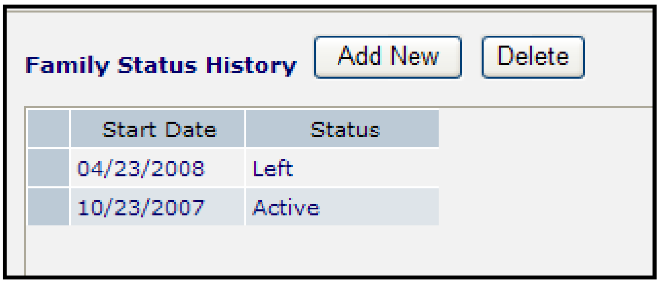
Adding a new Family Member window

To modify existing family records, double-click on the family member record to open it, then modify the data as needed. In addition to being able to edit the information, you can also access FFL Roles and Goals and FFL Surveys by double-clicking the family member’s name to access the record, and then clicking the FFL Survey or FFL Roles and Goals links.

Editing a Family Member record. Note the FFL Survey and Roles and Goals link

Family Status History

The Status History folder allows you to track status history for the family. You can access this folder by going into the family record and clicking the Status History folder. You will be taken into the family Status History section, where you can view existing data, add new information by clicking the Add New button, and/or edit existing data by double-clicking on the record and editing the fields.



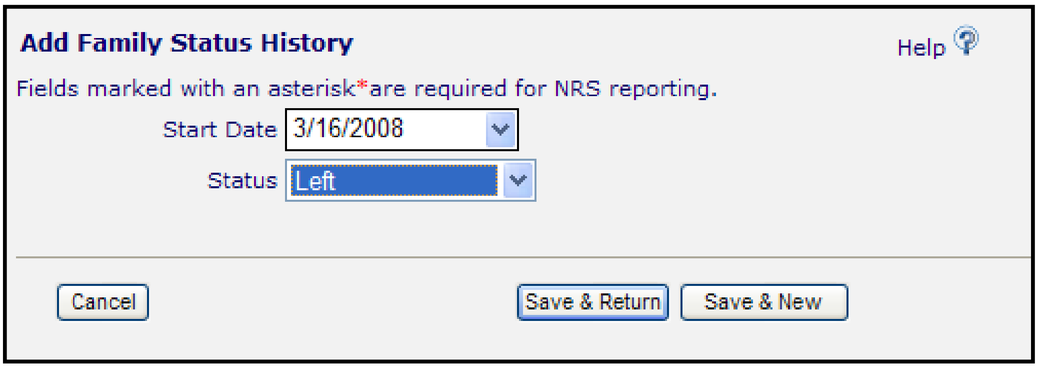
Family Status History folder

The family Status History folder is populated automatically based on the status of the family.

Additionally, you can add data to the status history record by clicking the Add New button. You will get a pop-up window where you can indicate the following items:

Start Date: Populated via a drop-down calendar or by typing in the date in a mm/dd/yyyy format.
Status: Populated via a user-modifiable drop-down menu, available as choice list item "FamilyStatus."

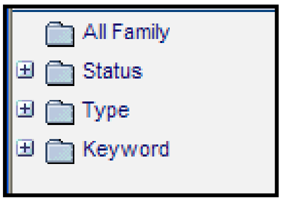
When you have completed adding or modifying the record, click Save & Return to return to the family folder, or Save & New to save and add another history item.



Add New Volunteer Status History window

Family Tab

The **Family Tab** in LACES displays 4 folders.



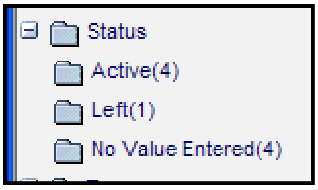
Each folder (with the exception of All Family) can be expanded by clicking the symbol in front. The folders will display the number of families who have additional information entered within the family record that causes them to count in the folder. To display a list of families with a particular set of information, click on the corresponding folder.

All Family

Clicking All Family will display **every** family record in the database.

Status

Click the in front of the Status folder.

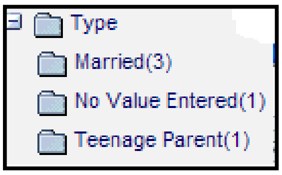


Family status can be:

- Active
- On Hold
- Left
- No Value Entered or Null

Family Type

Click the in front of the Type folder.



Family type can be modified via the choice list under “FamilyType.” The default list includes:

- Married

- Single Head of Household
- Teenage Parent

Keyword

Click the in front of the Keyword folder.

Keywords are additional fields for users to add family information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the "FamilyKeyword" choice list.

Keyword can be entered at the Family intake screen. If adding or editing a keyword:

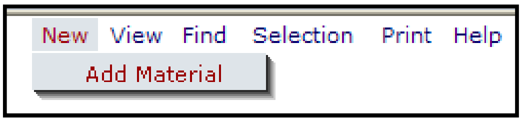
1. Double-click on the Family record.
2. To enter a keyword, click the Edit this Section link at the right of the key info screen.
3. Select a keyword from the drop down menu.
4. Click Save and Return.

Material File

The Material folder allows you to track materials loaned or given away to students, tutors, volunteers, etc.

New Material Record

Go to the Material tab, click New on the toolbar, then click "Add Material." You will get the Quick Add: Material form, which you can fill out based on the pre-generated fields. Click "Save & Return" when you have completed the desired fields, and the record will be saved. You can also click "Save & New" to save and get a new blank intake form. You can locate the record and edit or add additional information from the available folders, which are discussed below.

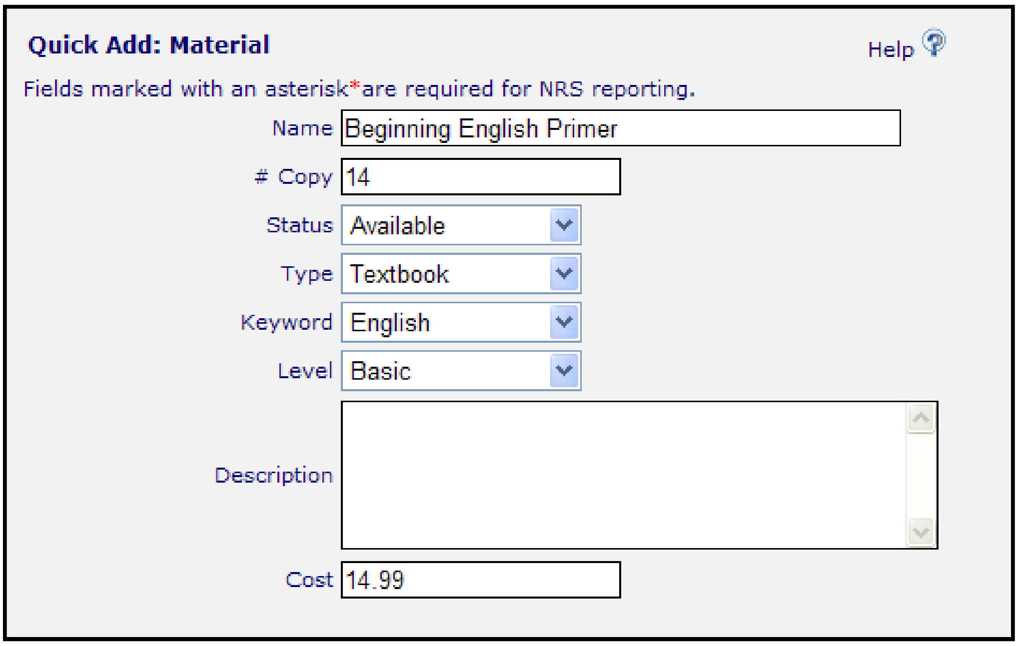


Material Quick Add option on the New menu

You will fill out the following fields. There are no required fields for materials.

Name: Type-in text field for Material Name
Number of Copy: Alpha-numeric type-in field
Status: Drop-down menu for the status of the material. Materials should be listed as "Available" when entered, and the database will automatically update to Checked Out or Given Away as indicated. Material must have a status of "Available" in order to be checked out or given away. Status can be modified in the choice list under "MaterialStatus." Default statuses are: Available, Checked Out, Lost, Lost & Replaced, and Given Away.

Type: : Drop-down menu for the type of material. Type can be modified in the choice list under "MaterialType." Default material types are: Textbook, Book, Video, Computer, and Uniform.
Keyword: The Keyword option is available to provide a field that can be modified for any use you wish. Keyword can be searched on and sorted by, and the drop-down choice list for Keywords is completely modifiable at the local level, by using the choice list "MaterialKeyword."
Level: : Drop-down menu for the level of the material. Level can be modified in the choice list under "MaterialLevel." Default material levels are: Basic and Difficult.
Description: Alpha-numeric type-in field for an expanded description of the material.
Cost: Alpha-numeric type-in field to indicate the cost of the material.



Add New Material window

Material Key Info

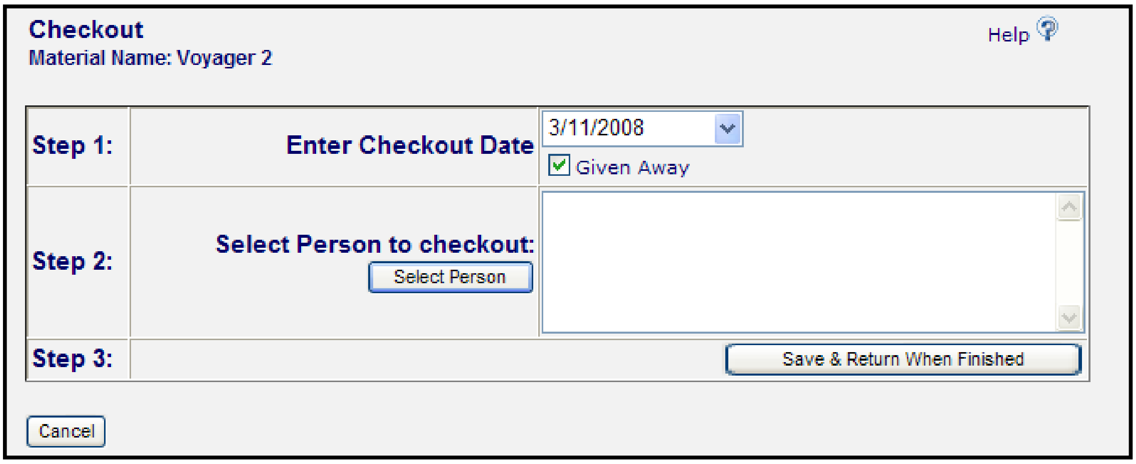
Once a material has been added to your Material list, you can track whether the material has been checked out or given away. To check out or give away an item, locate the record on the Material grid and double-click to open the record. You will be taken to the Key Info screen, which displays the following fields in the Key Info Box:

- Name
- Copy Number
- Description
- Cost
- Status
- Type
- Keyword
- Level

If those fields were filled out via the Quick Add: Material form, the fields will be populated. Otherwise, you can edit or add to them by clicking the "Edit this Section" link.

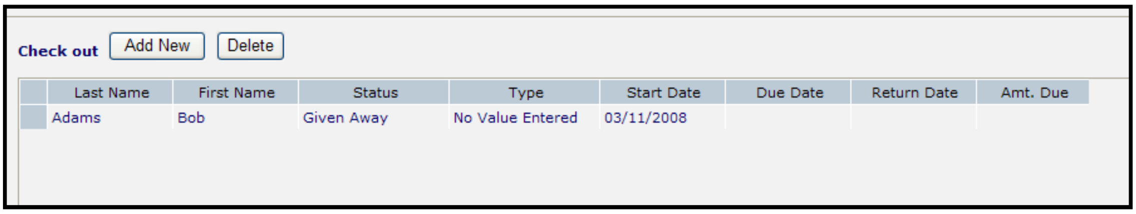
In the Key Info section, you can view the history of the Material, as well as check out/give away the material, or delete existing records.

To check out/give away material, click the “Add New” button, which allows you to add a new record. You will get a pop-up window where you can indicate the date the material was checked out/given away (by clicking the “Given Away” checkbox, and select the person who received the material by clicking the “Select Person” button. You will get a person data choose. Double-click the name of the person who is receiving the material, then click “Save and Return when Finished.” Note that materials can be checked out to any person in the database.



Checkout Materials window

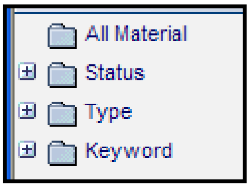
After Materials have been checked out/given away, the Key Info box will display the Last Name and First Name of the person who has the material, as well as the Status and Type of the material, the Start Date of the material’s checkout or giveaway, and the due date, return date, and amount due if applicable. A corresponding record will be placed in the Materials folder of the person with the material.



Key Info data for Materials

Material Tab

The **Material Tab** in LACES displays 4 folders.



Each folder (with the exception of All Material) can be expanded by clicking the ⊞ symbol in front. The folders will display the number of materials that have additional information entered within the material record that causes them to count in the folder. To display a list of materials with a particular set of information, click on the corresponding folder.

All Material

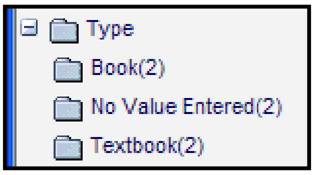
Clicking All Material will display **every** material record in the database.

Material Status

Click the ⊞ in front of the Status folder.

Material Type

Click the ⊞ in front of the Type folder.



Keyword

Click the ⊞ in front of the Keyword folder.

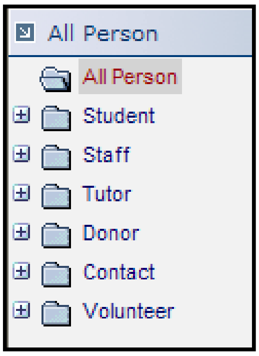
Keywords are additional fields for users to add material information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the "MaterialKeyword" choice list.

Keyword can be entered at the Material intake screen. If adding or editing a keyword:

1. Double-click on the Family record.
2. To enter a keyword, click the Edit this Section link at the right of the key info screen.
3. Select a keyword from the drop down menu.
4. Click Save and Return.

All Person Tab

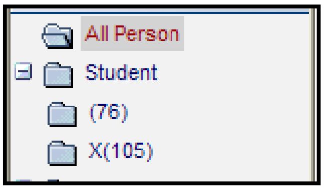
The All Person Tab in LACES displays seven folders.



All Person tab

Each folder (with the exception of All Person) can be expanded by clicking the plus (⊞) symbol in front of the folder. Sub-folders will display the number of records that meet each criteria represented, based on information entered within the assessment records in the Student records. To display the list of records within a particular folder, click on the corresponding sub-folder.

Each folder, when expanded, will display the number of people who are in that population (Student, Staff, Tutor, etc.), represented by an X and then a number. The other folder is the number of total persons in the database who are not in that population.



Student folder: In this example, there are 105 students in the database, and 76 other populations, such as tutors, staff, etc.

The All Person tab can be useful in determining persons in the database who fill more than one role. In the example below, we have selected the Volunteer folder to display the nine volunteers in our database. However, you can see that several of the volunteers also have an X in other categories, such as Tutor, Donor, and Contact.

All Person list

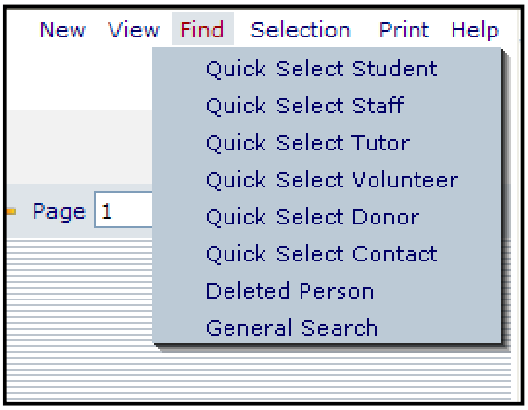
Last Name | Begins with

9 Records Selected Total 181 Records

LastSurname	FirstName	IsTutor	IsStudent	IsStaff	IsDonor	IsContact	IsVolunteer
Black	Cole						X
Black	Sirius						X
Clooney	George				X		X
Doughboy	Pillsbury	X					X
Good	Johnny						X
Jones	George						X
Rosie	Mikey				X	X	X
Smith	Glenn						X
Snickets	Lemony						X

All Person columns indicate persons in multiple roles

All Person Searches

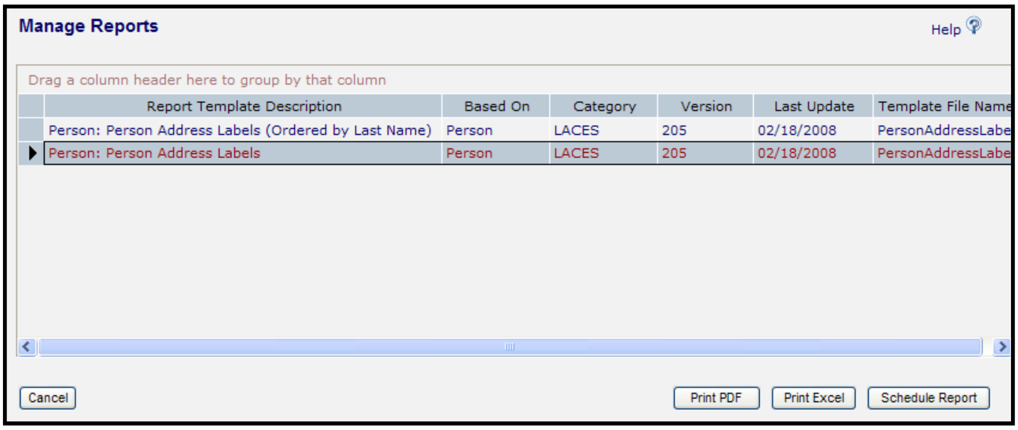


All Person Searches

The All Person>Find options allow you to do a Quick Select for every population: Student, Tutor, Staff, Volunteer, Donor, and Contact. The Quick Select searches here work identically to the Quick Select searches for each population tab.

Additionally, you can search for records that have been deleted by selecting "Deleted Person" or run a General Search.

All Person Reports

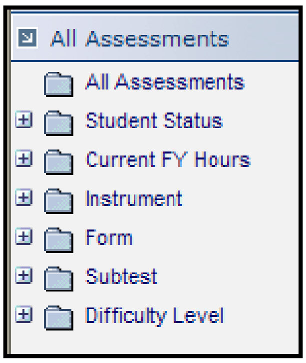


All Person reports window

The All Person reports contain Address Labels ordered by Last Name, and Address Labels ordered by Zip Code. The All Person Address Label can be extremely useful because it will prevent you from running duplicate labels for people who fulfill multiple roles. To run either report, click once on the report name to highlight it, then click Print PDF and open the PDF to display the labels. These labels print to Avery 5160.

All Assessment Tab

The All Assessment Tab in LACES displays seven folders.



All Assessments tab

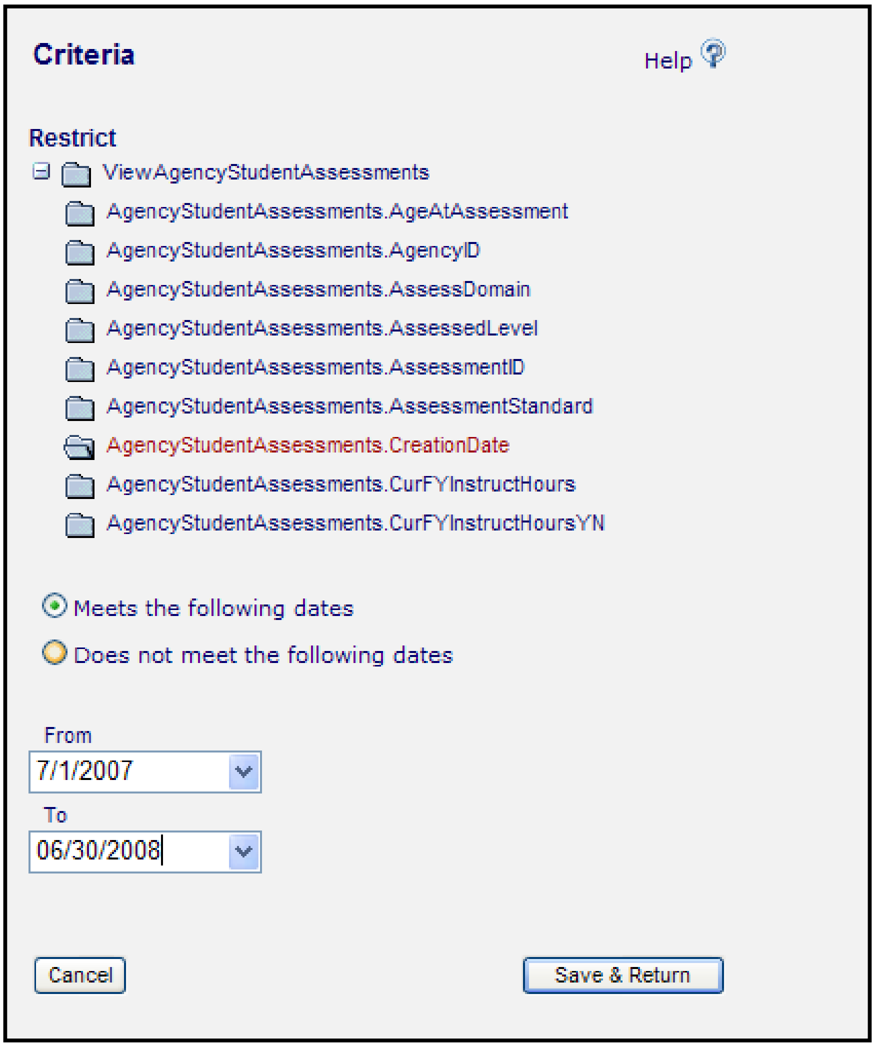
Each folder (with the exception of All Assessments) can be expanded by clicking the plus (⊞) symbol in front of the folder. Sub-folders will display the number of records that meet each criteria represented, based on information entered within the assessment records in the Student records. To display the list of records within a particular folder, click on the corresponding sub-folder.

All Assessments

By default, when you click on the All Assessments tab, all assessments will be displayed, regardless of date or overall status of the student.

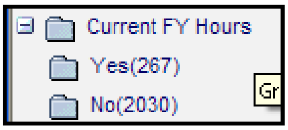
Clicking All Assessments will again display **every** assessment record in the database, allowing you to return to the total list after using different assessment selections or subsets.

Please note that the navigational sub-folders display the information for ALL assessments, regardless of fiscal year. To narrow down your selection further, you can use the General Search to search based on date range by going to Find>click General Search and add the criteria of "StudentAssessments.CreationDate" and provide the date range, then click Save & Return, then Query. The example below searches based on FY 07-08.



Current Fiscal Year Hours

To view the sub-folders in the Current Fiscal Year Hours folder, click the plus ( ) in front of the folder.

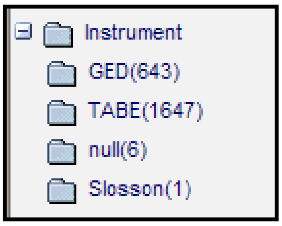


Expanded Current Fiscal Year Hours folder

This folder can be used for locating assessments only for students with a hours in the current fiscal year. You can view the number of students who have hours in the current fiscal year by looking at the number in parentheses, to the right of the Yes folder. To display a list of only the assessment data for people within that criteria folder, click on the folder.

Instrument

To view the sub-folders in the Instrument folder, click the plus ( ) in front of the folder.

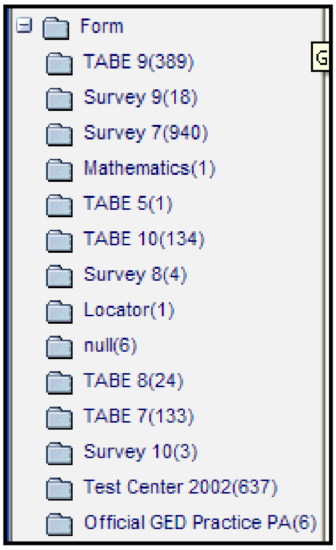


Expanded Instrument folder

This folder can be used for locating specific instruments used for assessments, such as TABE, CASAS, GED, etc. You can view the number of students who were given that particular assessment instrument by looking at the number in parentheses, to the right of the instrument folder. To display a list of only the assessment data for people within that criteria folder, click on the folder.

Form

To view the sub-folders in the Form folder, click the plus ( ) in front of the folder.

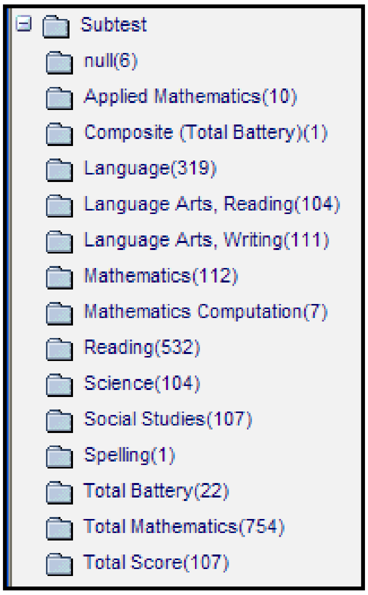


Expanded Form folder

This folder can be used for locating specific forms used for assessments, such as TABE Survey or TABE 10, CASAS Reading 31R, Official GED Practice test PA, etc. You can view the number of students who were given that particular assessment form by looking at the number in parentheses, to the right of the form folder. To display a list of only the assessment data for people within that criteria folder, click on the folder.

Subtest

To view the sub-folders in the Subtest folder, click the plus (⊞) in front of the folder.

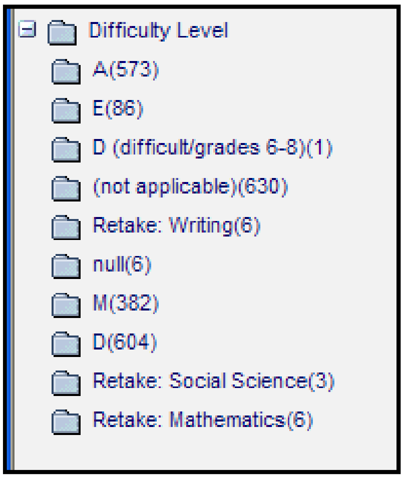


Expanded Subtest folder

This folder can be used for locating specific assessment subject areas or domains, such Reading, Mathematics, Oral, etc. You can view the number of students who were given that particular assessment subtest by looking at the number in parentheses, to the right of the subtest folder. To display a list of only the assessment data for people within that criteria folder, click on the folder.

Difficulty Level

To view the sub-folders in the Difficulty Level folder, click the plus (⊞) in front of the folder.

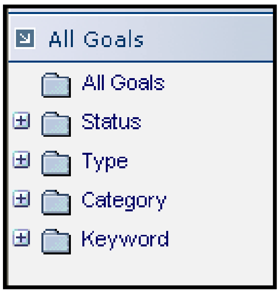


Expanded Difficulty Level folder

This folder can be used for locating specific difficulty levels for assessments, such as E, L, D, A, M for TABE, or the Retake options for GED, etc. You can view the number of students who were given that particular difficulty level of an assessment by looking at the number in parentheses, to the right of the subtest folder. To display a list of only the assessment data for people within that criteria folder, click on the folder.

All Goals Tab

The **All Goals Tab** in LACES displays 5 folders.



All Goals folder options

Each folder (with the exception of All Goals) can be expanded by clicking the ⊞ symbol in front. The folders will display the goal records that have additional information that causes them to count in the folder. To display, click on the corresponding folder.

The All Goals tab allows the user to look at all student goals in a central location. Specific goals are entered in the Student record by clicking on the Goals and Achievements folder. Searches and reports for goals are available at the Student tab.

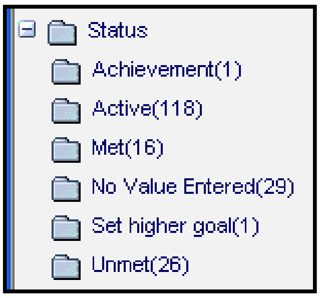
All Goals

By default, when you open a LACES database the number of goal records that display after clicking the All goals tab will be the total number of goals**.**

Clicking All Goals will display **every** goal record in the database.

Status

Click the ⊞ in front of the Status folder.



Status is selected when entering a new goal in the student record. Goal status can be:

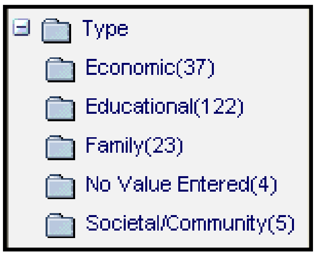
- Unmet (goal has been set but was unmet at the end of the fiscal year)
- Active (goal has been set and is active but not yet met)
- Met (goal was set and successfully met by the student)
- Achievement (goal has been set as an achievement)
- Set higher goal (goal for student is a higher expectation)
- No Value Entered (no status has been assigned to the goal)

Status can be edited at the All Goals tab by double-clicking the goal record. Click Edit at the bottom right corner of the screen. Click Save and Return after making changes.

If no status has been set, the goal will display in the folder "No Value Entered."

Type

Click the in front of the Type folder.



Type is determined when entering a student goal in the student record using the All Goals (Alt+g) button.

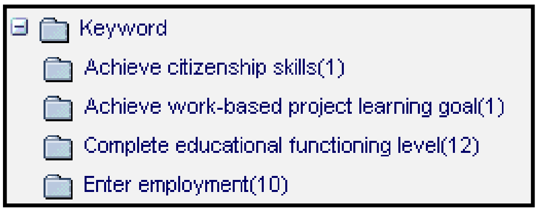
Goal type cannot be edited at the All Goals tab.
Category

Click the in front of the Category folder.

Category is determined when entering a student goal in the student record using the All Goals (Alt+g) button

Goal category cannot be edited at the All Goals tab.

Keyword



Click the ⊞ in front of the Keyword folder.

The keyword field in the goal record is populated from the goal drop down list when a goal is added in the student record. Click the Add New button from the Goals and Achievement folder for this drop down list.

Editing a goal record

1. Double-click the goal record.
2. Click the Edit button in the bottom right corner.
3. Use the drop down lists to edit.

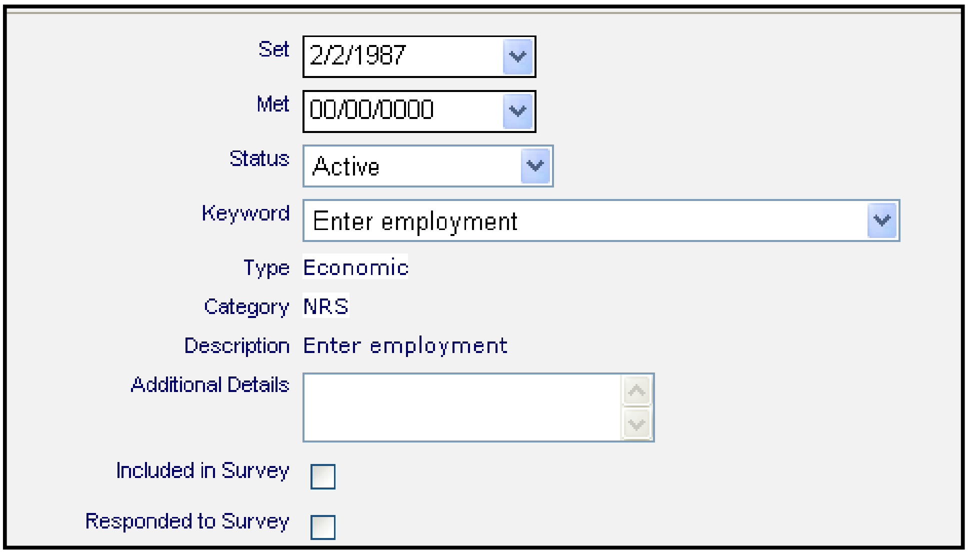
Type, Category, and Description cannot be edited from the goal record at the All Goals tab.

Additional details may be added. This field is optional.

If the agency uses a goal survey, it may be indicated at this screen by checking either:

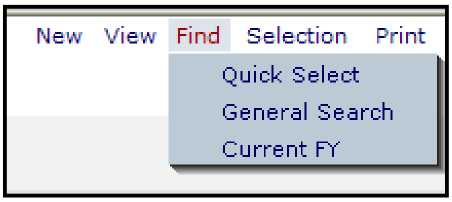
- Included in survey
- Responded to survey

4. Click Save and Return after making changes.



Editing an existing goal record

All Goals Searches



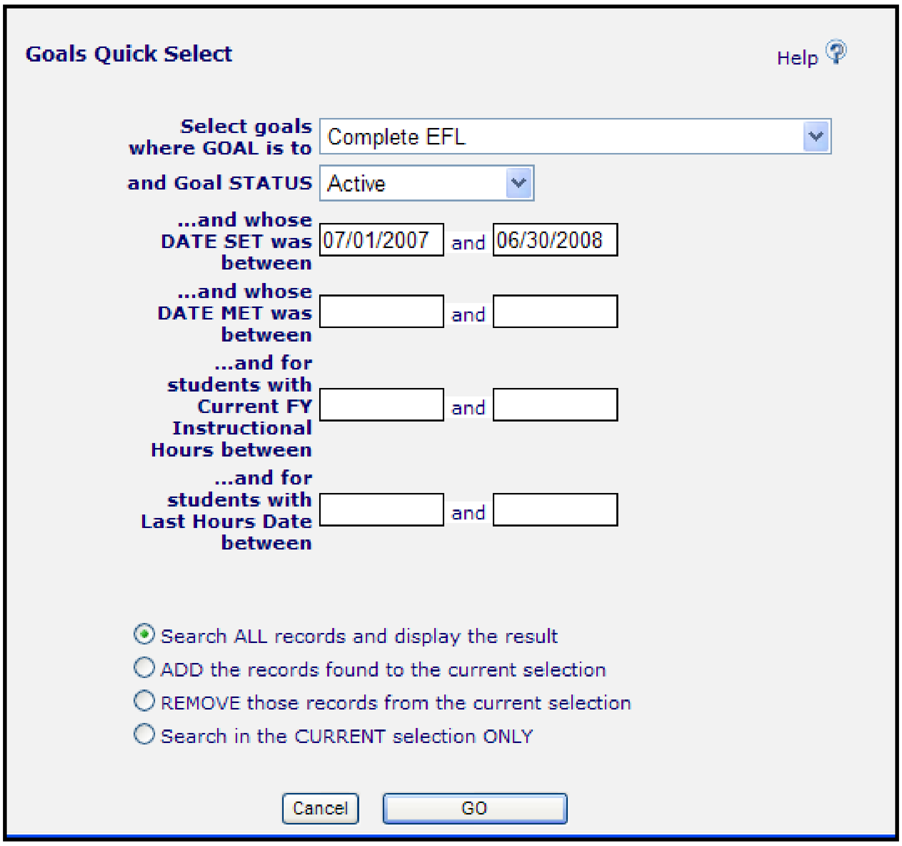
All Goals Searches

The All Goals>Find options contain the following searches:

Quick Select allows you to search for a specific goal based on status, date set, date met, for students with Current FY Instructional Hours between a user-specified date range, and/or with the Last Hours date between a user-specified date range.

General Search allows you to add and modify multiple criteria to build a specific search.

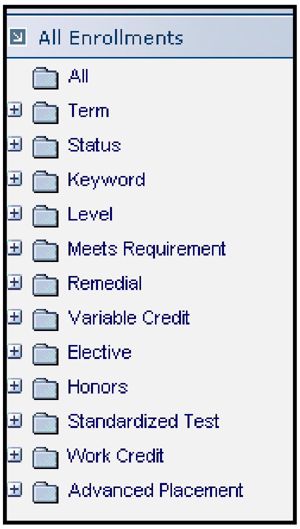
Current FY will return the goals set in the Current FY, regardless of current goal status.



All Goals Quick Select

All Enrollments Tab

The **All Enrollments Tab** in LACES displays 13 folders. All Enrollments displays all class enrollment information, and All Group Enrollments displays group enrollment data.



All Enrollments tab

The All Enrollments tab allows the user to look at all student class enrollments in a central location. Classes are created and edited under their respective tabs. Class searches and reports are also located under their respective tabs.

Each folder (with the exception of All) can be expanded by clicking the symbol in front. All Enrollments will display a list of students and the classes they are enrolled in. The folders will display records that have additional information entered. To display a list of enrollments with a particular set of information, click on the corresponding folder.

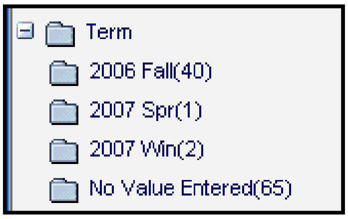
All

By default, when you open a LACES database the number of enrollments that display after clicking the All tab will be the number of ***students who are or have been enrolled in a class.***

Clicking All will display **every** enrollment record in the database.

Term

Click the in front of the Term folder.



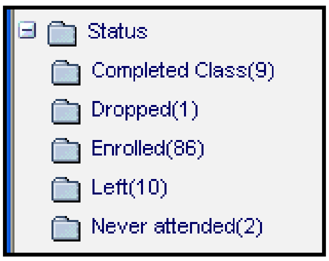
Term is an optional field when entering information for a new class. Term is used to identify the term when a class is offered.

Classes with no term entered will display in the folder “No Value Entered.

Term cannot be edited at the All Enrollments tab.

Status

Click the in front of the Status folder.



Status displays the number of students with a particular **status in a class**. This is **not** the student's Overall Status but only their enrolled status within the instructional setting. A student may have the status "Never Attended" in a class but still have an overall status of "Active."

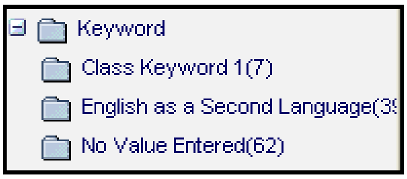
Student class enrollment status may be edited from the All Enrollments tab.

1. Double-click the All Enrollments record.
2. Click Edit at the bottom right corner of the screen.
3. Select from the Enroll Status drop down list.
4. Click Save and Return.

NOTE: To change a student's status from Left, Dropped or Never Attended to Enrolled, first change the student class status to Waiting, then to On Hold, then to Enrolled.

Keyword

Click the ⊞ in front of the Keyword folder.



Keywords are added when creating a new class, or by editing a class record.

Keyword cannot be edited at the All Enrollments tab.

Level

Click the ⊞ in front of the Level folder.

Level is added when creating a new class, or by editing a class record.

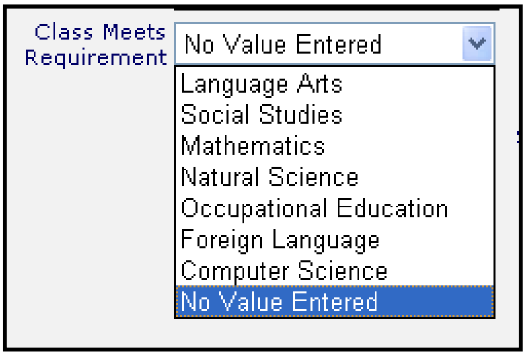
Level cannot be edited at the All Enrollments tab.

Meets Requirement

Click the in front of the Meets Requirement folder.

Classes may meet academic subject area requirements determined by the agency. Class Meets Requirements is selected from a drop down list in the Edit Class Enrollment record. This can be accessed from the student record or the class record. (See Edit Class Enrollment window below).

Subject area is selected from the drop down list.

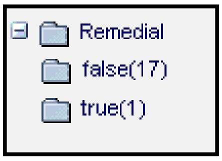


If no subject has been selected from the drop down list, the student appears in the "No Value Entered" folder.

Class Meets Requirement cannot be edited from the All Enrollments tab.

Remedial

Click the in front of the Remedial folder.



Classes may be considered remedial as determined by the agency. Remedial is a checkbox in the Edit Class Enrollment record. This can be accessed from the student record or the class record. (See Edit Class Enrollment window below).

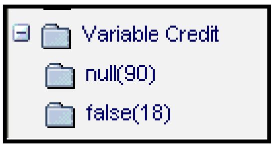
If remedial has not been checked in the Edit Class Enrollment window, the student appears in the "False" folder. If remedial has been checked in the Edit Class Enrollment window, the student appears in the "True" folder.

Remedial cannot be edited from the All Enrollments tab.

Tip: A “Null” folder indicates that unknown, missing, not applicable, or data with an undefined value has been stored. This may come from data that was migrated to LACES.

Variable Credit

Click the in front of the Variable Credit folder.



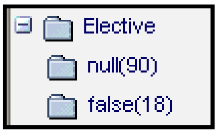
Classes may be considered variable as determined by the agency. Variable credit indicates a class in which various elements are studied and a range of credit may be earned. Generally the grade letter V is given to indicate a variable class. Variable credit is a checkbox in the Edit Class Enrollment record. (See Edit Class Enrollment window below).

If Variable Credit has not been checked in the Edit Class Enrollment window, the student appears in the “False” folder. If Variable Credit has been checked in the Edit Class Enrollment window, the student appears in the “True” folder.

Variable Credit cannot be edited from the All Enrollments tab.

Elective

Click the in front of the Elective folder.



Classes may be considered elective as determined by the agency. Elective is a checkbox in the Edit Class Enrollment record. (See Edit Class Enrollment window below).

If Elective has not been checked in the Edit Class Enrollment window, the student appears in the “False” folder. If Elective has been checked in the Edit Class Enrollment window, the student appears in the “True” folder.

Elective cannot be edited from the All Enrollments tab.

Honors

Click the in front of the Honors folder.

Classes may be considered Honors as determined by the agency. An Honors course emphasizes critical and creative thinking and class discussion. Honors is a checkbox in the Edit Class Enrollment record. (See Edit Class Enrollment window below).

If Honors has not been checked in the Edit Class Enrollment window, the student appears in the “False” folder. If Honors has been checked in the Edit Class Enrollment window, the student appears in the “True” folder.

Honors cannot be edited from the All Enrollments tab.

Standardized Test

Click the in front of the Standardized Test folder.

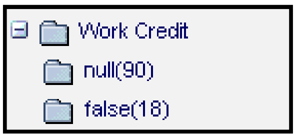
Classes may be graded based on a standardized test. A standardized test is one that is administered and scored in a consistent manner. Whether or not a class is graded with a standardized test is determined by the agency. Standardized test is a checkbox in the Edit Class Enrollment record. (See Edit Class Enrollment window below).

If Standardized Test has not been checked in the Edit Class Enrollment window, the student appears in the “False” folder. If Standardized Test has been checked in the Edit Class Enrollment window, the student appears in the “True” folder.

Standardized Test cannot be edited from the All Enrollments tab.

Work Credit

Click the in front of the Work Credit folder.



Work credit may be given for a class as determined by the agency and is given based on an agency’s policy. For example, an agency may determine that 1 academic credit may be given for every 40 hours that a student works on a job. Work Credit is a checkbox in the Edit Class Enrollment record. (See Edit Class Enrollment window below).

If Work Credit has not been checked in the Edit Class Enrollment window, the student appears in the “False” folder. If Work Credit has been checked in the Edit Class Enrollment window, the student appears in the “True” folder.

Work Credit cannot be edited from the All Enrollments tab.

Advanced Placement

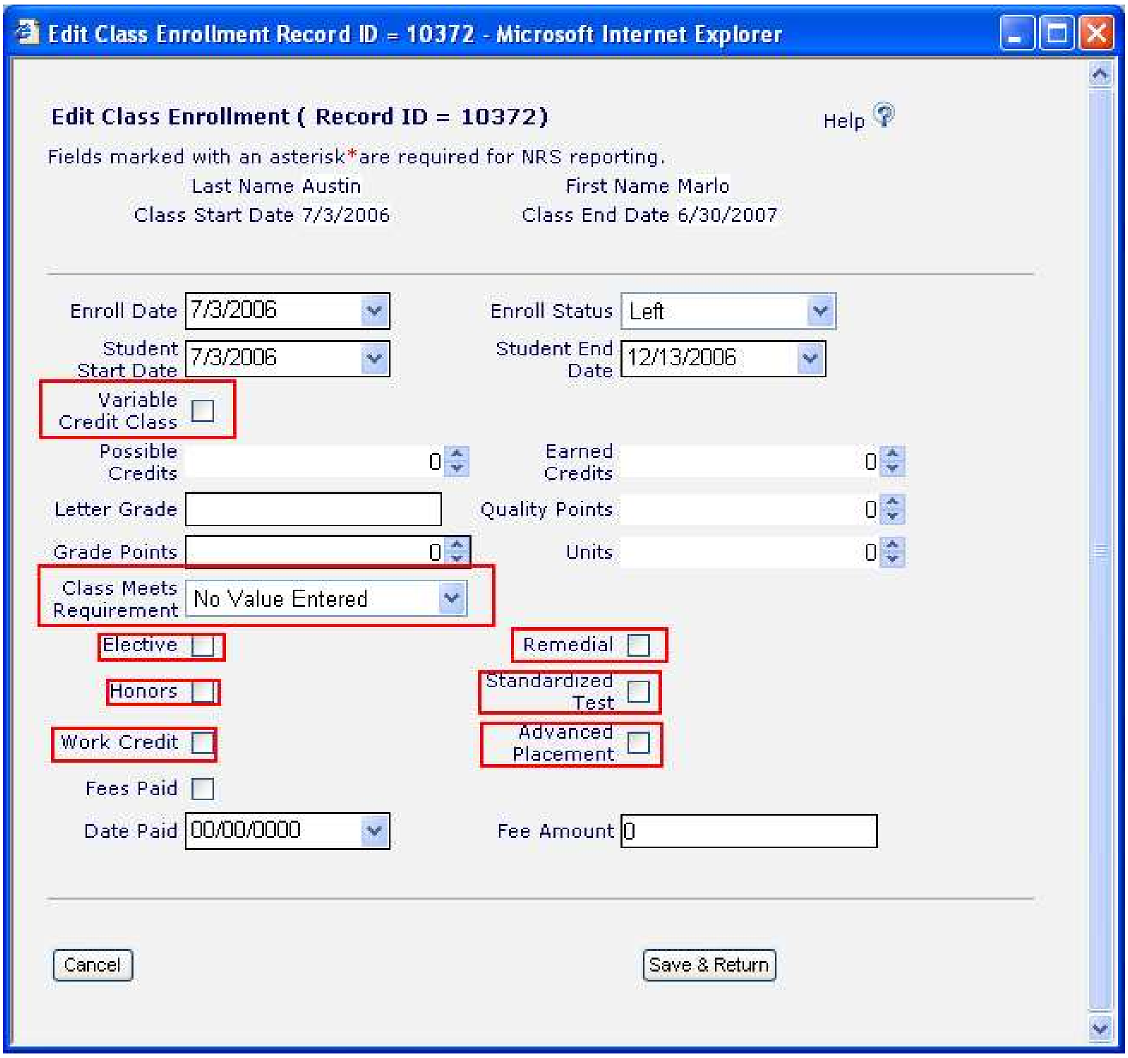
Click the  in front of the Advanced Placement folder.

A class may be considered Advanced Placement. Advanced Placement classes are given in collaboration with the AP Program, which is run by the College Board, a non-profit organization, and count towards college credit. The AP Program is funded by fees charged to students who take the AP exams after completing an AP class.

Advanced Placement is a checkbox in the Edit Class Enrollment record. (See Edit Class Enrollment window below).

If Advanced Placement has not been checked in the Edit Class Enrollment window, the student appears in the “False” folder. If Advanced Placement has been checked in the Edit Class Enrollment window, the student appears in the “True” folder.

Advanced Placement cannot be edited from the All Enrollments tab.



All Enrollments Searches

General Search is the only search available in All Enrollments. General Search is All Enrollments or All Group Enrollments can be very helpful in searching for data that may not be as readily available in the Student tab.

An example is finding the total amount of instructional hours for all students in a group or class. The class and group key info pages will list the total hours *per student*, and you can also run hours reports for classes, but if you want to know the total hours for all students in the group/class, here is an example of how to obtain that information:

Run Report for Total Instructional Hours in a Group/Class

1. Go to the All Group Enrollments tab.

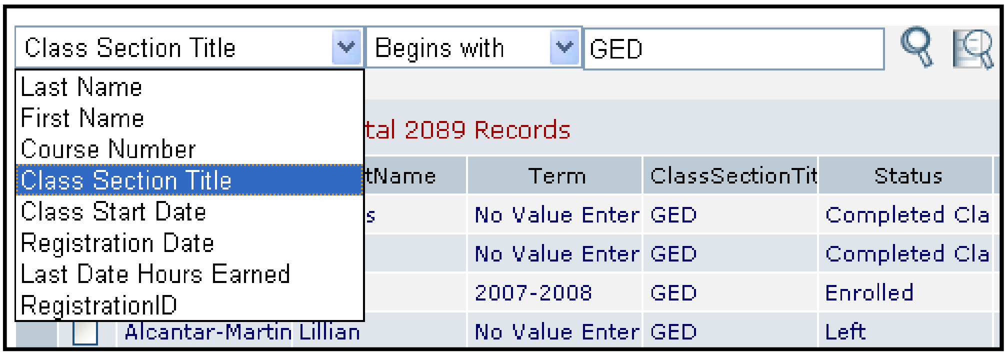
This will give you a list of all students who have ever been enrolled in a **group**.

Or

Click the All Enrollments tab.

This will give you a list of all students who have ever been enrolled in a **class**.

Use the select boxes to select the group name or class section title you want. In this example, the class section title used is GED.



2. Move the mouse to View.

3. Click Modify View.

4. Click the Fields button.

5. Add or remove the fields you wish to see.

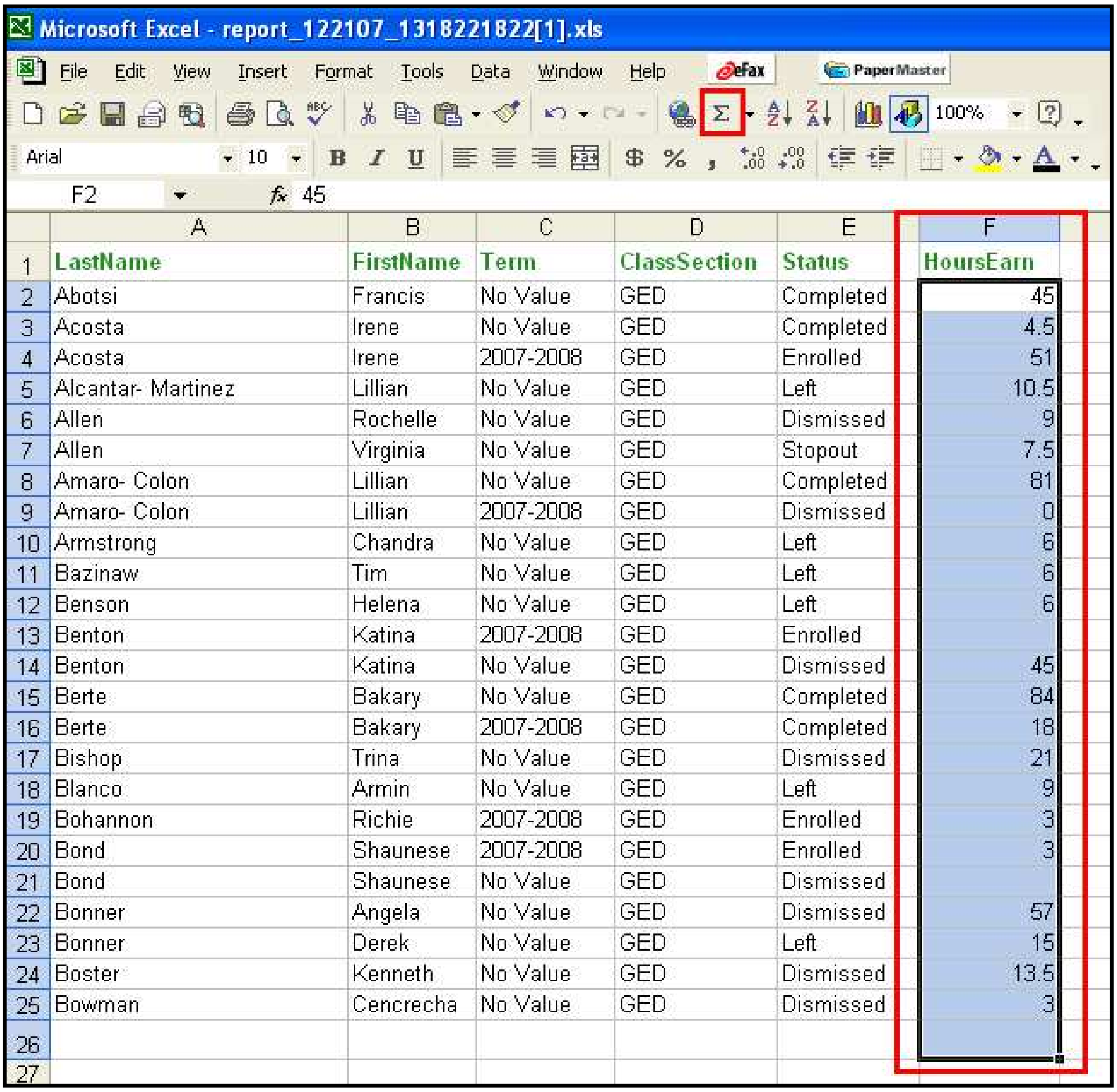
NOTE: Be sure to add the **HoursEarned** field. This will display ONLY the hours a student has earned in the group. Also make sure to add the **Status** field. This will display the student's status in a group or class.

6. Click OK.

7. Click Save and Apply to Grid.

7. Once you have the list you want, move the mouse to Print, and click Print Excel. Open or save the file.

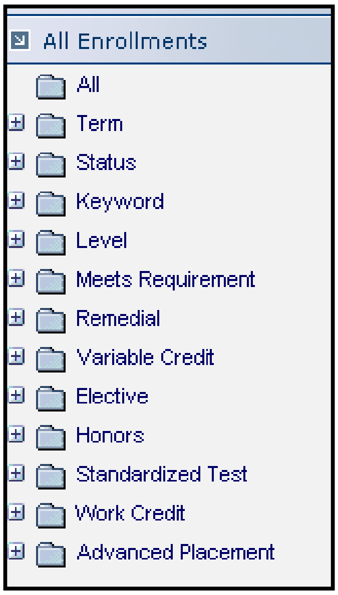
8. You will have to "cleanup" the Excel file.
9. Select the cells under the column heading HoursEarned INCLUDING the cell below the last row. Click the Excel sum function. This will total the group or class hours.



	A	B	C	D	E	F
1	LastName	FirstName	Term	ClassSection	Status	HoursEarn
2	Abotsi	Francis	No Value	GED	Completed	45
3	Acosta	Irene	No Value	GED	Completed	4.5
4	Acosta	Irene	2007-2008	GED	Enrolled	51
5	Alcantar- Martinez	Lillian	No Value	GED	Left	10.5
6	Allen	Rochelle	No Value	GED	Dismissed	9
7	Allen	Virginia	No Value	GED	Stopout	7.5
8	Amaro- Colon	Lillian	No Value	GED	Completed	81
9	Amaro- Colon	Lillian	2007-2008	GED	Dismissed	0
10	Armstrong	Chandra	No Value	GED	Left	6
11	Bazinaw	Tim	No Value	GED	Left	6
12	Benson	Helena	No Value	GED	Left	6
13	Benton	Katina	2007-2008	GED	Enrolled	
14	Benton	Katina	No Value	GED	Dismissed	45
15	Berte	Bakary	No Value	GED	Completed	84
16	Berte	Bakary	2007-2008	GED	Completed	18
17	Bishop	Trina	No Value	GED	Dismissed	21
18	Blanco	Armin	No Value	GED	Left	9
19	Bohannon	Richie	2007-2008	GED	Enrolled	3
20	Bond	Shaunese	2007-2008	GED	Enrolled	3
21	Bond	Shaunese	No Value	GED	Dismissed	
22	Bonner	Angela	No Value	GED	Dismissed	57
23	Bonner	Derek	No Value	GED	Left	15
24	Boster	Kenneth	No Value	GED	Dismissed	13.5
25	Bowman	Cencrecha	No Value	GED	Dismissed	3
26						
27						

All Group Enrollments Tab

The **All Group Enrollments Tab** in LACES displays 13 folders. All Enrollment and All Group Enrollment are identical with the exception that All Enrollment is for classes and All Group Enrollments is for groups.



All Enrollments tab

The All Enrollments tab allows the user to look at all student group enrollments in a central location. Groups are created and edited under their respective tabs. Group searches and reports are also located under their respective tabs.

Each folder (with the exception of All) can be expanded by clicking the symbol in front. All Group Enrollments will display a list of students and the groups they are enrolled in. The folders will display records that have additional information entered. To display a list of enrollments with a particular set of information, click on the corresponding folder.

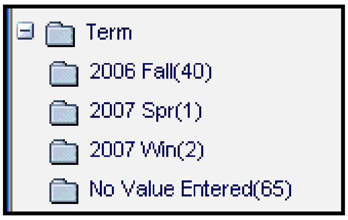
All

By default, when you open a LACES database the number of enrollments that display after clicking the All tab will be the number of ***students who are or have been enrolled in a group.***

Clicking All will display **every** enrollment record in the database.

Term

Click the in front of the Term folder.



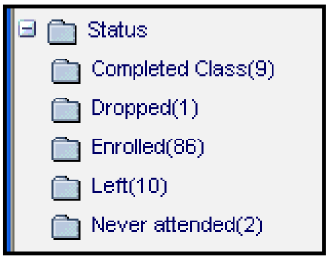
Term is an optional field when entering information for a new group. Term is used to identify the term when a group is offered.

Groups with no term entered will display in the folder "No Value Entered.

Term cannot be edited at the All Enrollments tab.

Status

Click the in front of the Status folder.



Status displays the number of students with a particular **status in a group**. This is **not** the student's Overall Status but only their enrolled status within the instructional setting. A student may have the status "Never Attended" in a group but still have an overall status of "Active."

Student group enrollment status may be edited from the All Group Enrollments tab.

1. Double-click the All Group Enrollments record.

2. Click Edit at the bottom right corner of the screen.

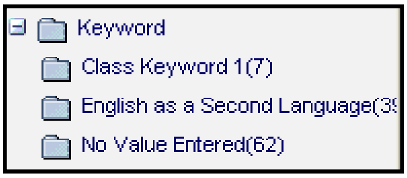
3. Select from the Enroll Status drop down list.

4. Click Save and Return.

NOTE: To change a student's status from Left, Dropped or Never Attended to Enrolled, first change the student group status to Waiting, then to On Hold, then to Enrolled.

Keyword

Click the in front of the Keyword folder.



Keywords are added when creating a new group, or by editing a group record.

Keyword cannot be edited at the All Group Enrollments tab.

Level

Click the in front of the Level folder.

Level is added when creating a new group, or by editing a group record.

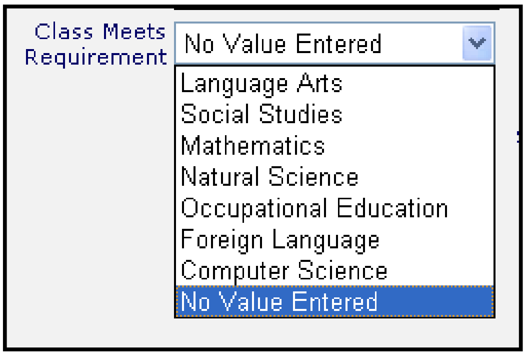
Level cannot be edited at the All Group Enrollments tab.

Meets Requirement

Click the in front of the Meets Requirement folder.

Groups may meet academic subject area requirements determined by the agency. Group Meets Requirements is selected from a drop down list in the Edit Group Enrollment record. This can be accessed from the student record or the group record. (See Edit Group Enrollment window below).

Subject area is selected from the drop down list.

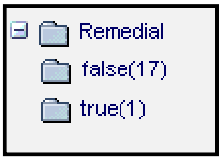


If no subject has been selected from the drop down list, the student appears in the “No Value Entered” folder.

Group Meets Requirement cannot be edited from the All Group Enrollments tab.

Remedial

Click the in front of the Remedial folder.



Groups may be considered remedial as determined by the agency. Remedial is a checkbox in the Edit Group Enrollment record. This can be accessed from the student record or the group record. (See Edit Group Enrollment window below).

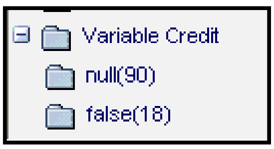
If remedial has not been checked in the Edit Group Enrollment window, the student appears in the “False” folder. If remedial has been checked in the Edit Group Enrollment window, the student appears in the “True” folder.

Remedial cannot be edited from the All Group Enrollments tab.

Tip: A “Null” folder indicates that unknown, missing, not applicable, or data with an undefined value has been stored. This may come from data that was migrated to LACES.

Variable Credit

Click the in front of the Variable Credit folder.



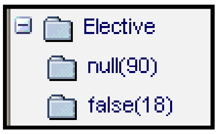
Groups may be considered variable as determined by the agency. Variable credit indicates a group in which various elements are studied and a range of credit may be earned. Generally the grade letter V is given to indicate a variable group. Variable credit is a checkbox in the Edit Group Enrollment record. (See Edit Group Enrollment window below).

If Variable Credit has not been checked in the Edit Group Enrollment window, the student appears in the “False” folder. If Variable Credit has been checked in the Edit Group Enrollment window, the student appears in the “True” folder.

Variable Credit cannot be edited from the All Group Enrollments tab.

Elective

Click the in front of the Elective folder.



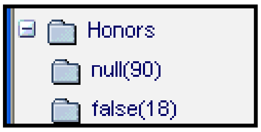
Groups may be considered elective as determined by the agency. Elective is a checkbox in the Edit Group Enrollment record. (See Edit Group Enrollment window below).

If Elective has not been checked in the Edit Group Enrollment window, the student appears in the “False” folder. If Elective has been checked in the Edit Group Enrollment window, the student appears in the “True” folder.

Elective cannot be edited from the All Group Enrollments tab.

Honors

Click the in front of the Honors folder.



Groups may be considered Honors as determined by the agency. An Honors course emphasizes critical and creative thinking and class discussion. Honors is a checkbox in the Edit Group Enrollment record. (See Edit Group Enrollment window below).

If Honors has not been checked in the Edit Group Enrollment window, the student appears in the “False” folder. If Honors has been checked in the Edit Group Enrollment window, the student appears in the “True” folder.

Honors cannot be edited from the All GroupEnrollments tab.

Standardized Test

Click the ⊞ in front of the Standardized Test folder.

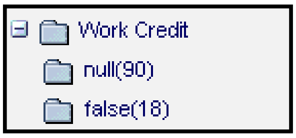
Groups may be graded based on a standardized test. A standardized test is one that is administered and scored in a consistent manner. Whether or not a group is graded with a standardized test is determined by the agency. Standardized test is a checkbox in the Edit Group Enrollment record. (See Edit Group Enrollment window below).

If Standardized Test has not been checked in the Edit Group Enrollment window, the student appears in the "False" folder. If Standardized Test has been checked in the Edit Group Enrollment window, the student appears in the "True" folder.

Standardized Test cannot be edited from the All GroupEnrollments tab.

Work Credit

Click the ⊞ in front of the Work Credit folder.



Work credit may be given for a group as determined by the agency and is given based on an agency's policy. For example, an agency may determine that 1 academic credit may be given for every 40 hours that a student works on a job. Work Credit is a checkbox in the Edit Group Enrollment record. (See Edit Group Enrollment window below).

If Work Credit has not been checked in the Edit Group Enrollment window, the student appears in the "False" folder. If Work Credit has been checked in the Edit Group Enrollment window, the student appears in the "True" folder.

Work Credit cannot be edited from the All Group Enrollments tab.

Advanced Placement

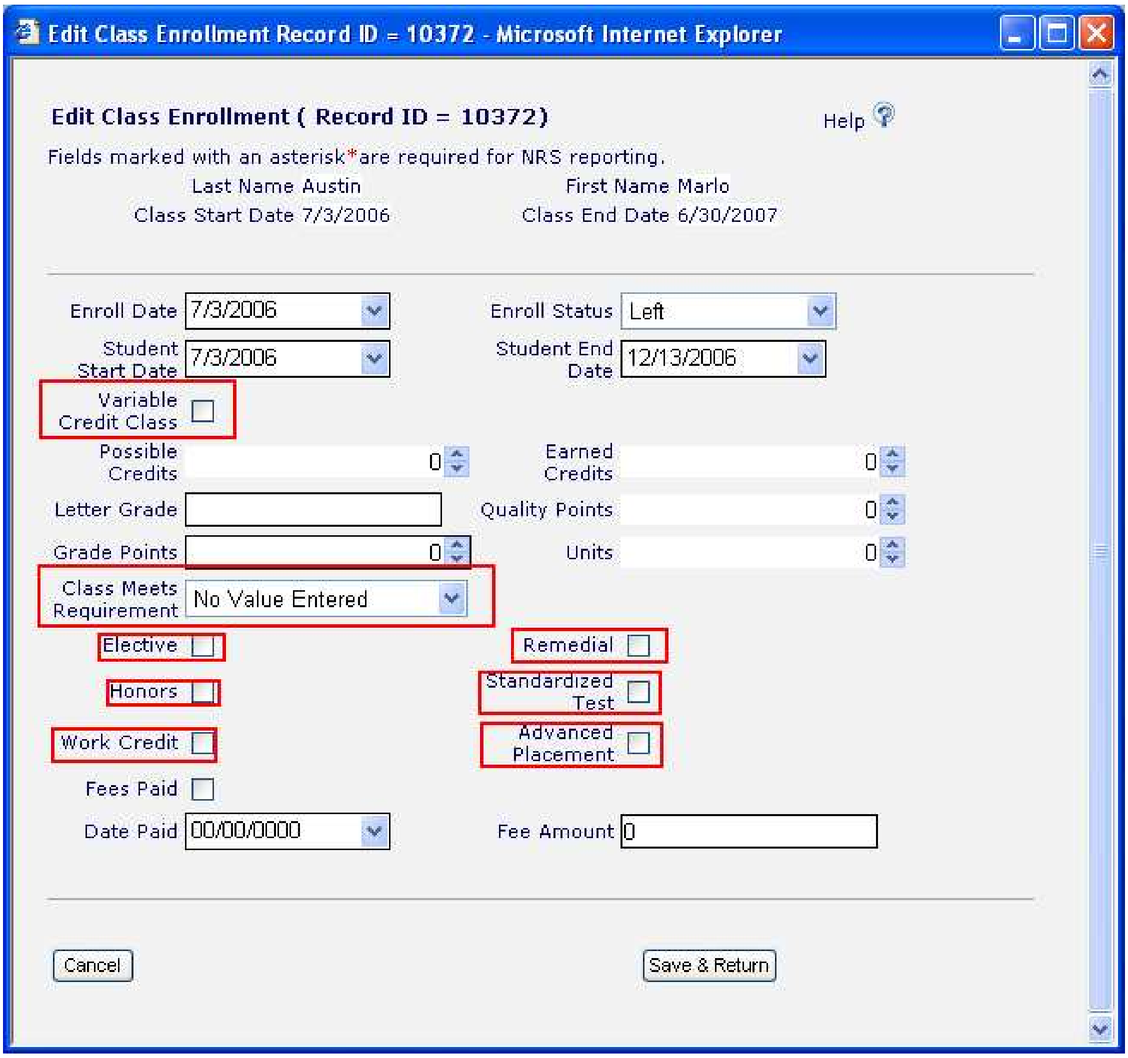
Click the ⊞ in front of the Advanced Placement folder.

A group may be considered Advanced Placement. Advanced Placement groups are given in collaboration with the AP Program, which is run by the College Board, a non-profit organization, and count towards college credit. The AP Program is funded by fees charged to students who take the AP exams after completing an AP class.

Advanced Placement is a checkbox in the Edit Group Enrollment record. (See Edit Group Enrollment window below).

If Advanced Placement has not been checked in the Edit Group Enrollment window, the student appears in the "False" folder. If Advanced Placement has been checked in the Edit Group Enrollment window, the student appears in the "True" folder.

Advanced Placement cannot be edited from the All Group Enrollments tab.



All Enrollments Searches

General Search is the only search available in All Enrollments. General Search is All Enrollments or All Group Enrollments can be very helpful in searching for data that may not be as readily available in the Student tab.

An example is finding the total amount of instructional hours for all students in a group or class. The class and group key info pages will list the total hours *per student*, and you can also run hours reports for classes, but if you want to know the total hours for all students in the group/class, here is an example of how to obtain that information:

Run Report for Total Instructional Hours in a Group/Class

1. Go to the All Group Enrollments tab.

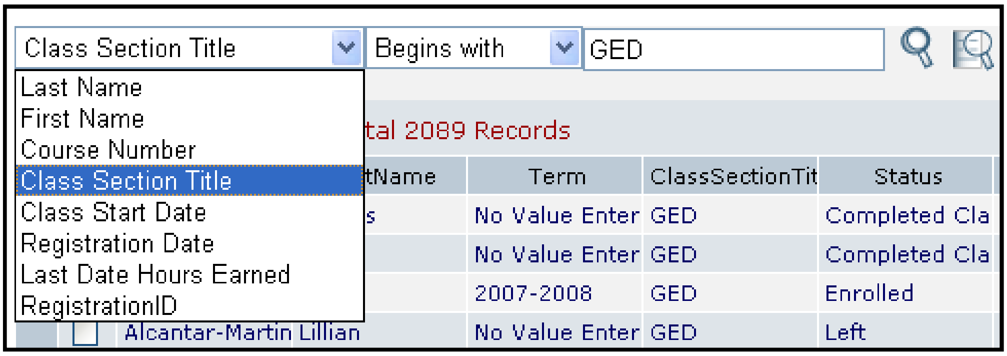
This will give you a list of all students who have ever been enrolled in a **group**.

Or

Click the All Enrollments tab.

This will give you a list of all students who have ever been enrolled in a **class**.

Use the select boxes to select the group name or class section title you want. In this example, the class section title used is GED.



2. Move the mouse to View.

3. Click Modify View.

4. Click the Fields button.

5. Add or remove the fields you wish to see.

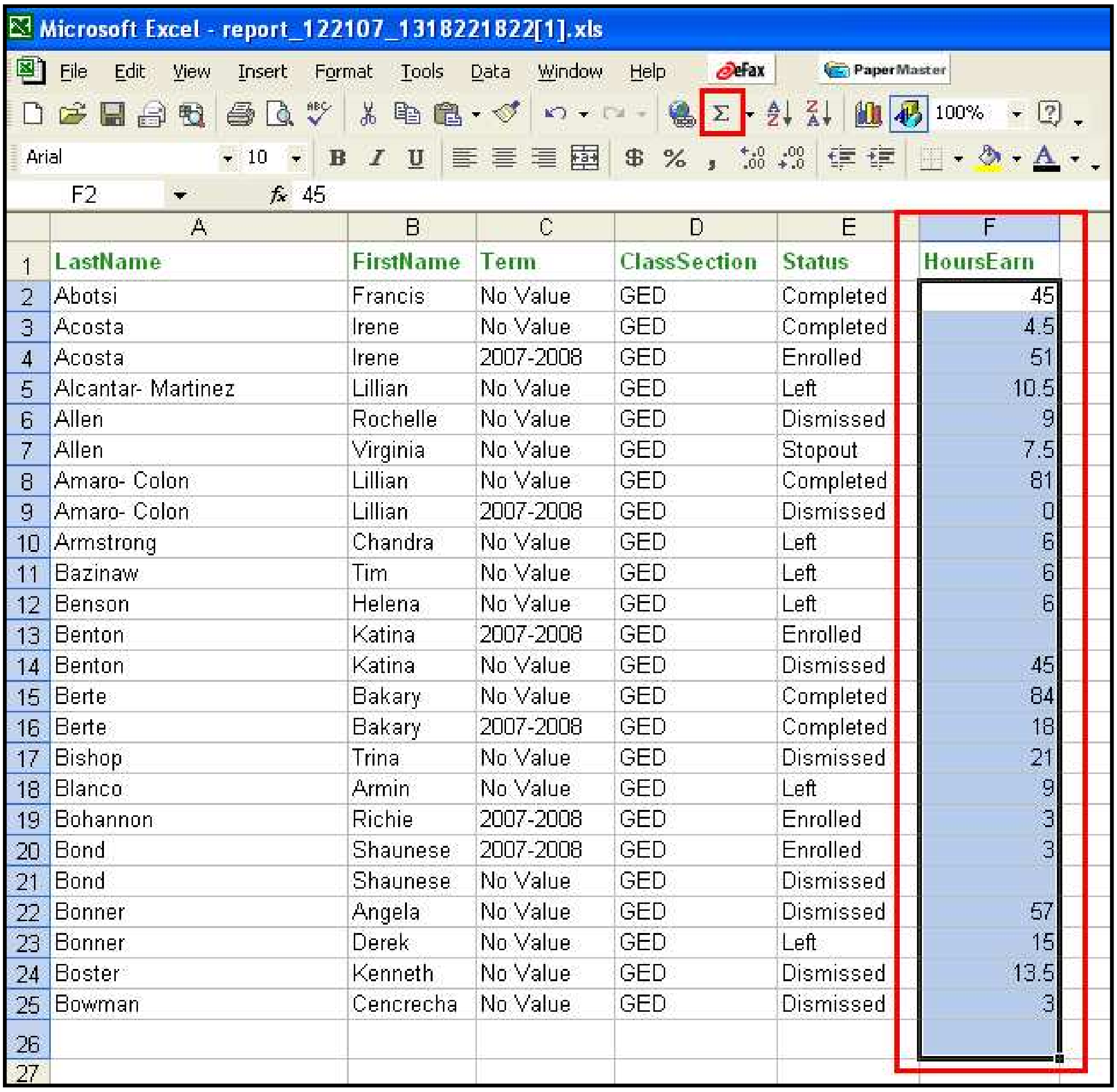
NOTE: Be sure to add the **HoursEarned** field. This will display ONLY the hours a student has earned in the group. Also make sure to add the **Status** field. This will display the student's status in a group or class.

6. Click OK.

7. Click Save and Apply to Grid.
7. Once you have the list you want, move the mouse to Print, and click Print Excel. Open or save the file.

8. You will have to “cleanup” the Excel file.

9. Select the cells under the column heading HoursEarned INCLUDING the cell below the last row. Click the Excel sum function. This will total the group or class hours.



	A	B	C	D	E	F
1	LastName	FirstName	Term	ClassSection	Status	HoursEarn
2	Abotsi	Francis	No Value	GED	Completed	45
3	Acosta	Irene	No Value	GED	Completed	4.5
4	Acosta	Irene	2007-2008	GED	Enrolled	51
5	Alcantar- Martinez	Lillian	No Value	GED	Left	10.5
6	Allen	Rochelle	No Value	GED	Dismissed	9
7	Allen	Virginia	No Value	GED	Stopout	7.5
8	Amaro- Colon	Lillian	No Value	GED	Completed	81
9	Amaro- Colon	Lillian	2007-2008	GED	Dismissed	0
10	Armstrong	Chandra	No Value	GED	Left	6
11	Bazinaw	Tim	No Value	GED	Left	6
12	Benson	Helena	No Value	GED	Left	6
13	Benton	Katina	2007-2008	GED	Enrolled	
14	Benton	Katina	No Value	GED	Dismissed	45
15	Berte	Bakary	No Value	GED	Completed	84
16	Berte	Bakary	2007-2008	GED	Completed	18
17	Bishop	Trina	No Value	GED	Dismissed	21
18	Blanco	Armin	No Value	GED	Left	9
19	Bohannon	Richie	2007-2008	GED	Enrolled	3
20	Bond	Shaunese	2007-2008	GED	Enrolled	3
21	Bond	Shaunese	No Value	GED	Dismissed	
22	Bonner	Angela	No Value	GED	Dismissed	57
23	Bonner	Derek	No Value	GED	Left	15
24	Boster	Kenneth	No Value	GED	Dismissed	13.5
25	Bowman	Cencrecha	No Value	GED	Dismissed	3
26						
27						

Chapter Four
Searching and Viewing Data

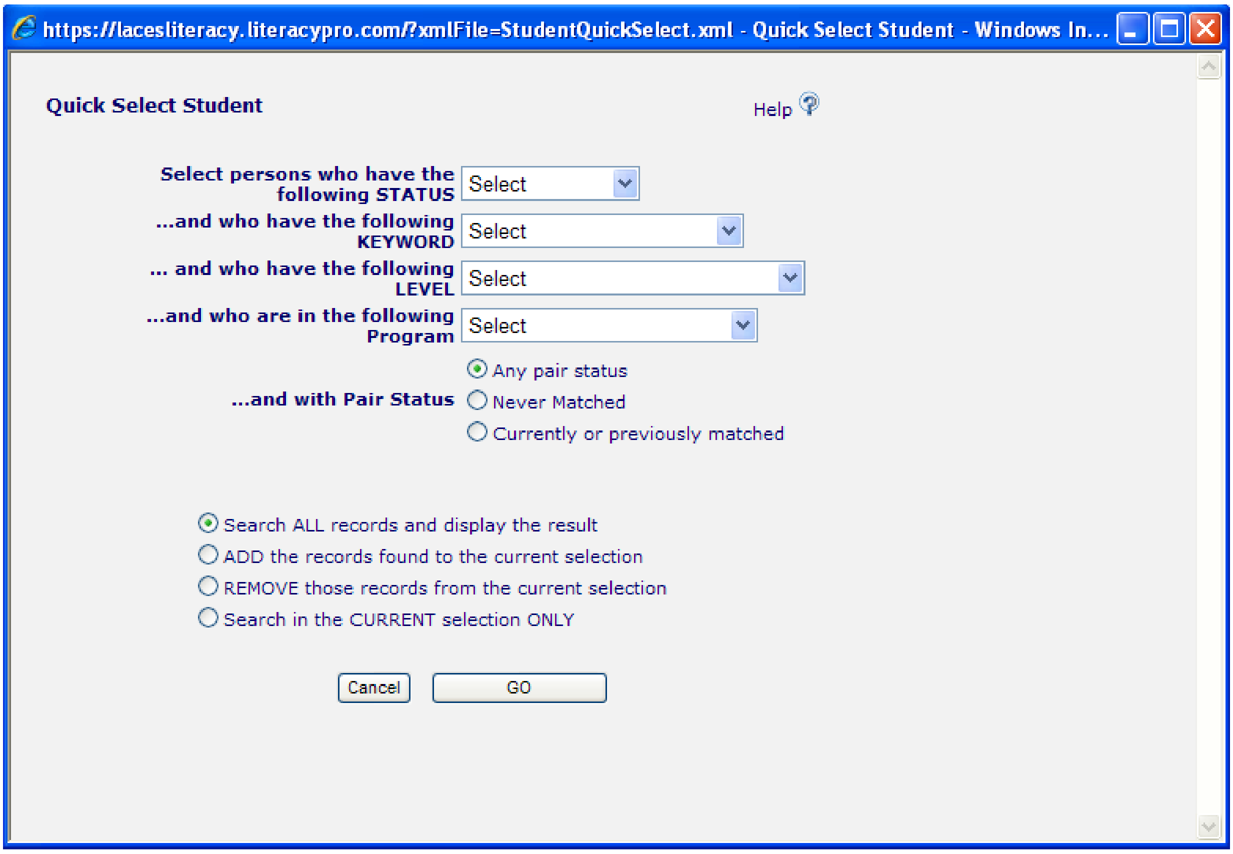
Overview

There are many different ways you can select data based on different criteria. You also have a variety of options for viewing your data. It is important to remember that many of your printing options (labels, reports, etc., covered in the next chapter) will print based on the current selection. With this in mind, your first step for data output should be creating a selection or view of your list to print. This chapter covers the available searches and viewing options in the software.

Most of the searches available allow you to:

- Search ALL records and display the results: with this option, regardless of what selection you are viewing, your search will act on all records in the population.
- ADD the records found to the current selection: this option can be used when you need to add the results of multiple searches together. For example, you could do a search for all tutors with a status of Active, and add that selection to a search for all tutors with a status of On Hold, and then Waiting.
- REMOVE records from the current selection: this option will remove the records specified by your search criteria, leaving you with only those students who did not meet the criteria. For example, you could see a list of all students except those with a status of Left.
- Search in the CURRENT SELECTION only: this option will search only on those records that are in your currently selection. You can see what records are in your current selection by viewing the number of records in selection versus number of total records.

Student Quick Select



The Student: Quick Select Window

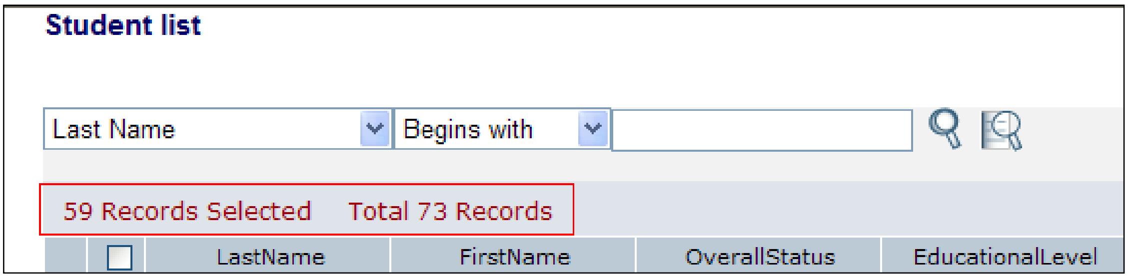
The Quick Select search lets you search through the student population to locate students with a specific Status, Keyword, Level, and/or Program. You do not have to select all four options; you can use any or all of the available options, singly or in combination with one another.

Additionally, Literacy agencies have the ability to include the student's Pair Status in the Quick Select search, to narrow down even further to: Currently or previously matched, Never Matched, or Any Pair Status.

Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections.

Student Current FY and Current FY in Selection

When you first log in to the database, the default selection will always be the current fiscal year records. In the example below, there are 73 Total student records in the database, of which 59 are current fiscal year records. The database defines a record as being in the current fiscal year if the record was entered in the current fiscal year, if the person has current fiscal year hours, or if the person has an Overall Status of Prospective (as the assumption is that you intend to do something with that record in the current fiscal year).



59 records is the current fiscal year selection, 73 records is the total student population of the database

If you use the navigation pane to change to different selections or subsets and then need to return to just the Current Fiscal Year students again, you can use the Current FY search by going to Find>Current FY, and the Current FY students will be selected.

Because the navigation pane returns selections of students based on criteria such as Program, Status, Level, Keyword, etc., without basing the criteria on only the current fiscal year, you can also use the Current FY in Selection search to narrow down a selection further, to just the current fiscal year students within that selection. For example, if you selected the Assessment Status folder and clicked, Never Assessed this FY, that will return students who have not been assessed this fiscal year, but the selection will include students who are no longer active in this fiscal year. To see just those students who have Never been Assessed this FY **and** are current FY students, you would go to Find>Current FY in Selection after selecting the Never Assessed this FY records.

Student NRS

Fundables in the Selection
Fundables and Remove from Selection
Work Based Project Learner in the Selection
Work Based Project Learner and Remove from Selection

The NRS (National Reporting System) searches are intended to locate those students who would count as an NRS participant on the NRS tables. A participant is defined as a current fiscal year with 12 or more instructional hours and at least one valid NRS-approved assessment, in the fiscal year. Only participants can be used to populate the NRS Tables, so it is important to regularly track who is counting as an NRS participant (of fundable) and who is not, and why.

To track Fundables in the Selection, begin with All Students. Them go to Find>NRS>Fundables in the Selection. The list of students returned are all of the students with at least 12 hours of instruction and one valid assessment. The number of students in this selection should match with the total number of students on NRS Tables 1-4.

You can also use the Fundables and Remove from Selection search to check on a regular basis those students who are not counting as NRS participants. To do this, go to Students>Find>Current FY. Then, Find>NRS>Fundable and remove from Selection. These are the students who do not count as participants, usually because they do not have 12+ hours, or a valid assessment in this fiscal year. Occasionally, data entry errors in the required demographic information will keep a student from being picked up as a participant as well. To check why these students are not counting, use the same NRS Custom View to look at their hours this fiscal year. Go to View>NRS.

a) Sort the CurFYInstructHours column by double-clicking the column heading. This will sort by ascending order. Click once more on the column heading to sort in descending order.
b) Students with <12 hours you should not be concerned with, as they should not count as participants.
c) If a student has 12+ hours, check their AssessedStatus. If it says “Never Assessed this Fiscal Year” or “No Value Entered” the student has not been given as assessment, or the assessment was not a valid assessment as defined by NRS. You can check this by going into the student record, then going to the Assessments folder.
d) If the student has a valid assessment and 12 or more instructional hours, check the Demographics information to see if there is missing or incorrect data in the required fields.

The Work Based Project Learner/WBPL and Remove from Selection searches work in the same manner as the NRS searches; however, they are searching for Work Based Project Learners rather than NRS Participants. A work based project learner is defined as “a learner in a short-term course (at least 12 hours and no more than 30 hours) in which instruction is designed to teach work-based skills and in which the educational outcomes and standards for achievement are specified.” Work Based Project Learners are not included in the performance reporting system.

Student Children

This search is designed to find those students in the database who are children, defined as learners under 16 years of age.

Student General Search

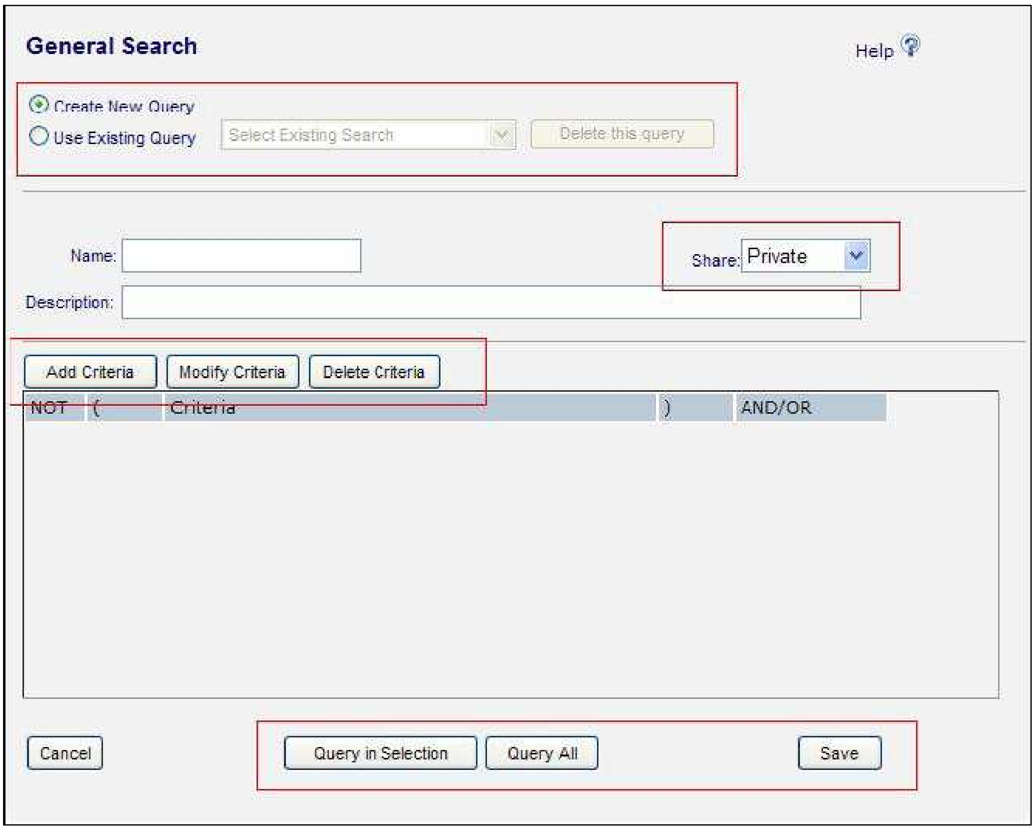
General Search is the most complex search in the database. Although many of the searches are pre-generated and available only for certain populations such as Student, Tutor, or Donor; the General Search is available for every population.

Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.

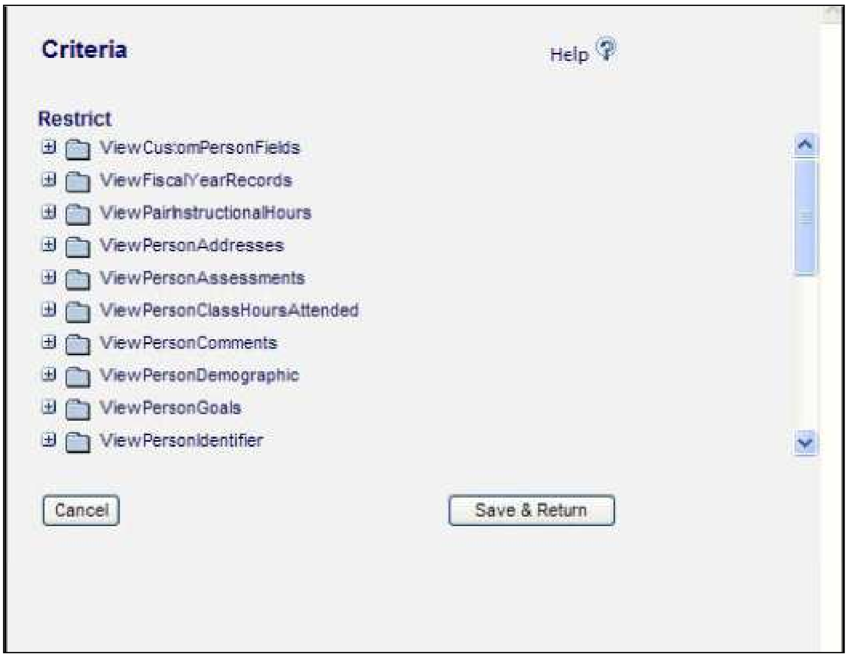
General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it is Private (for your user name only) or Public (for all users in your database).



General Search options window

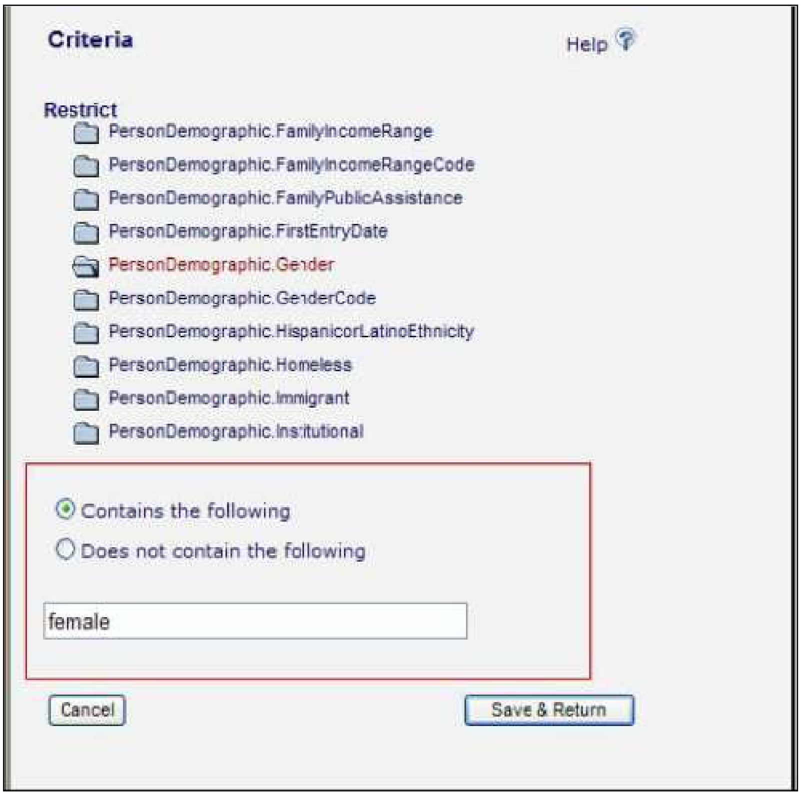
If you are creating a new search, click the “Add Criteria” button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. You may need to scroll up or down to see all the available sub-folders Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.



Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.

An expanded PersonDemographic folder displays options

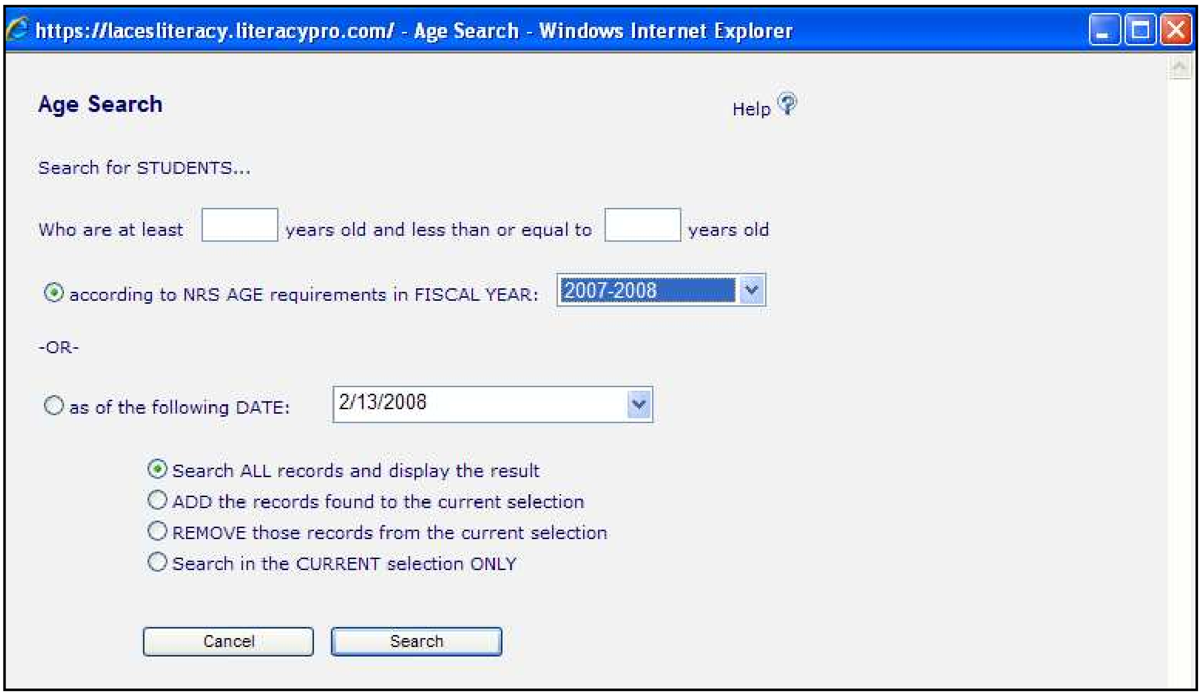


Putting in the search parameters for a PersonDemographic Gender search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Student Age Search

The Age Search is available to locate students who fall within an age range provided by you, as of a certain date or according to NRS requirements for a fiscal year. This can assist when tracking specific populations such as young adults or seniors.



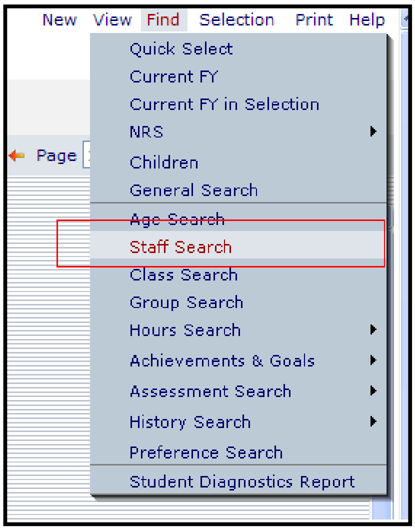
Age Search window

Enter the age range and select the radio button for selecting based on NRS requirements or date, and then choose one of the radio button selections.

Click the “Search” button.

Student Staff Search

The Staff Search enables the user to search for students associated with a staff member, due to being enrolled in a class for which that staff member is the instructor.



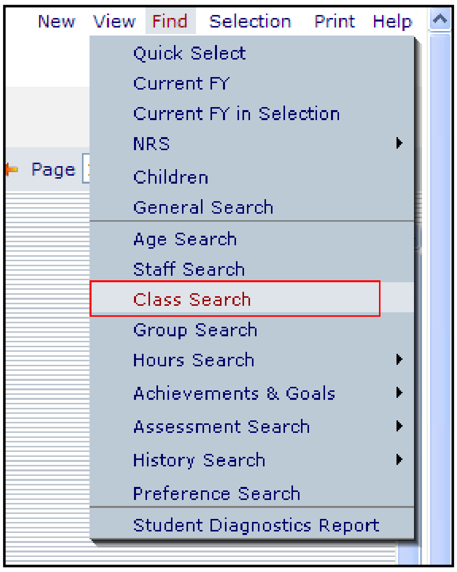
Student Staff Search

To use this search, go to Find>Staff Search. This search is NOT based on selection, so it does not matter what you use as the beginning selection. A data chooser listing all staff will open. Select the staff member for which you are searching by double-clicking their name or by clicking in the checkbox before their name and clicking the “Use Selected” button.

The search will return all students who have been enrolled in classes for which that staff member is the assigned instructor, regardless of their current enrolled status within the class.

Student Class Search

The Class Search enables the user to search for students associated with a specific class, due to having been enrolled in that class, regardless of current enrolled status.



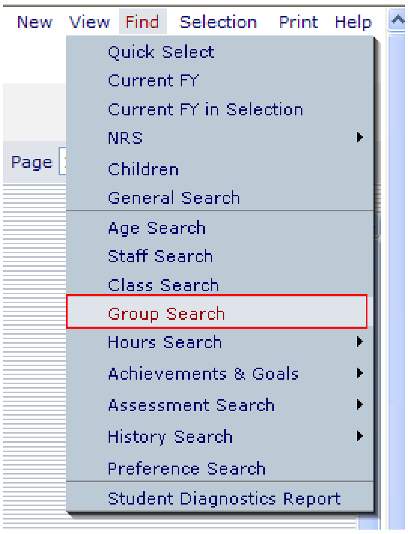
Student Class Search

To use this search, go to Find>Class Search. This search is NOT based on selection, so it does not matter what you use as the beginning selection. A data chooser listing all classes will open. Select the class for which you are searching by double-clicking the class or by clicking in the checkbox before the class and clicking the “Use Selected” button.

The search will return all students who have been enrolled in that class, regardless of their current enrolled status within the class.

Student Group Search

The Group Search enables the user to search for students associated with a specific group, due to having been enrolled in that group, regardless of current enrolled status.



Student Group Search

To use this search, go to Find>Group Search. This search is NOT based on selection, so it does not matter what you use as the beginning selection. A data chooser listing all groups will open. Select the group for which you are searching by double-clicking the group or by clicking in the checkbox before the group and clicking the "Use Selected" button.

The search will return all students who have been enrolled in that group, regardless of their current enrolled status within the group.

Student Hours Search

Hours Attended Search

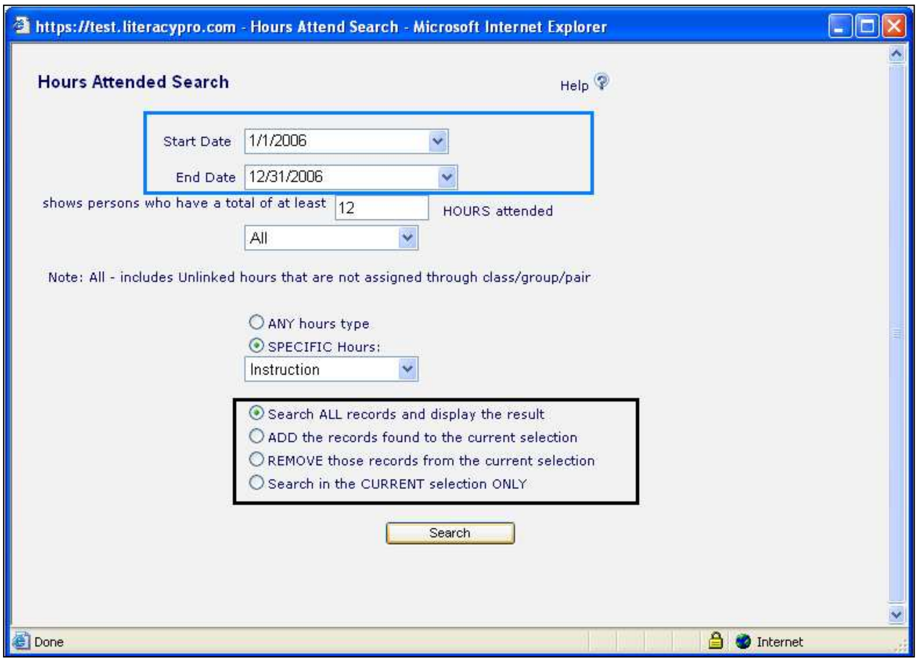
This search will display all students who meet the parameters for attending the number of hours of indicated type within a date range, or specific program, defined by the user.

To perform this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours Search** and then select **Hours Attended Search**.

*Choose **Find** from the menu bar and then **Hours Search** and then **Hours Attended Search** to access the search functions.*

3. This will bring up the *Hours Attended Search* window. You must enter a date range to search within, highlighted in blue below. You must also enter a minimum number of hours attended, but this value may be 0. You may indicate where the hours took place, such as classroom or group hours in the first choice menu. You may search ANY hours, or hours of SPECIFIC type by clicking the radio button next to either choice. Choose a specific type of hours in the second choice menu.



The Hours Attended Search window. All of the students with at least 12 Instructional Hours in the calendar year of 2006 will be returned.

4. Choose one of the radio button selections. (highlighted in black in Fig. 2)
5. Once you have defined all the required parameters of your search, click the **Search** button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

(For example, to add the students with at least 12 hours attended in the Classroom that are also hours of Instruction from last year, I would return to step 2 and repeat the steps, entering a date range for the appropriate year, indicate a 12 hour minimum, and specify *Classroom Only* and SPECIFIC hour type of *Instruction* in the indicated fields and select ADD the data to current results.)

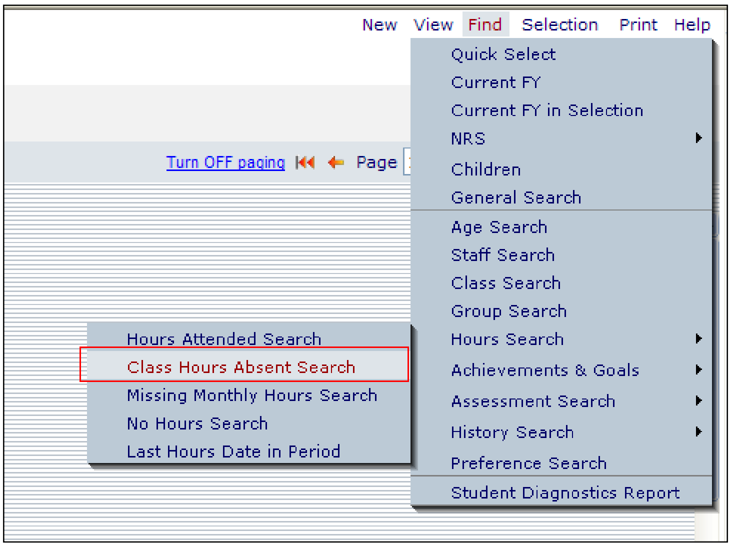
Student Hours Search

Class Hours Absent Search

This search will display all the students who have been absent a specified number of hours within a date range provided by the user.

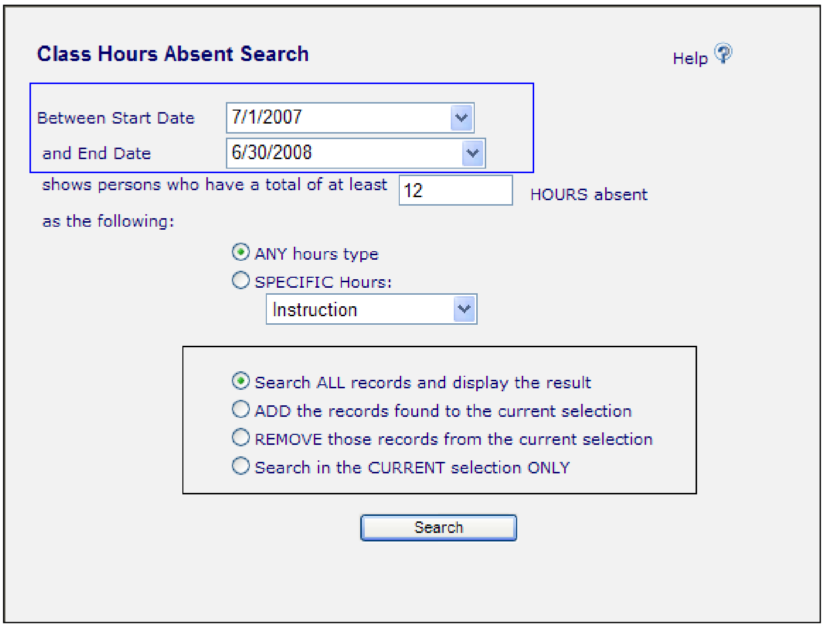
To perform this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours Search** and then select **Class Hours Absent Search**.



*Choose **Find** from the menu bar and then **Hours Search** and then **Class Hours Absent Search** to access the search functions.*

3. This will bring up the *Class Hours Absent Search* window. You must enter a date range to search within, highlighted in blue below. You must also enter a minimum number of hours absent, but this value may be 0. You may search ANY hours, or hours of SPECIFIC type by clicking the radio button next to either choice. Choose a specific type of hours in the drop-down menu next to SPECIFIC, if desired.



The Class Hours Absent Search window. All of the students with at least 12 hours of any type in the 07-08 fiscal year will be returned.

4. Choose one of the radio button selections. (highlighted in black in Fig. 2)

5. Once you have defined all the required parameters of your search, click the **Search** button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

Please bear in mind the difference between ***hours absent*** and ***hours not attended***. If you are searching for absent hours, then a record indicating that the student was supposed to be present x number of hours, but was absent must be in the student record. If the hours were simply not logged, those are not considered absent hours and will not be returned by this search.

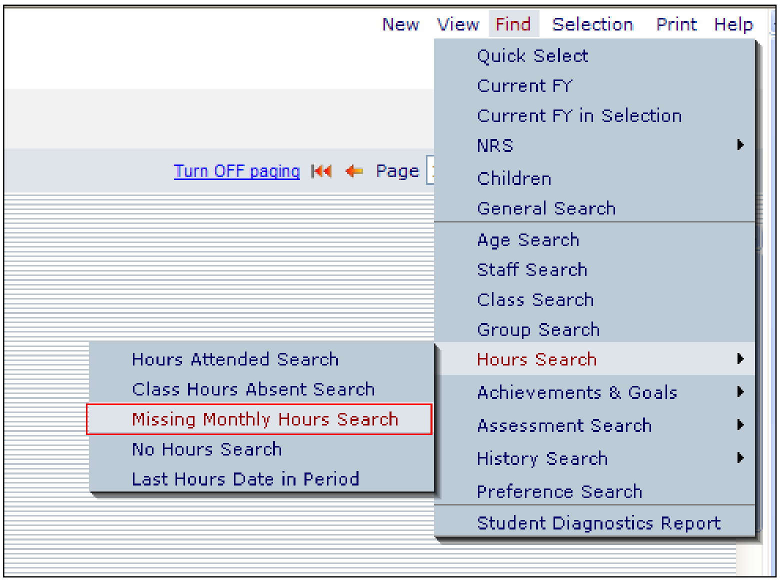
Student Hours Search

Missing Monthly Hours Search

This search will display all the students who have missing monthly hours within a month and year provided by the user, based on hours type.

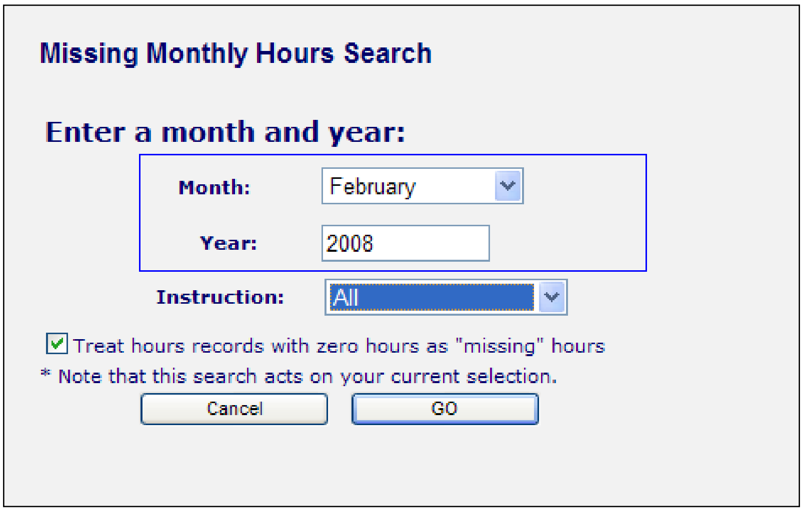
To perform this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours Search** and then select **Missing Monthly Hours Search**.



*Choose **Find** from the menu bar and then **Hours Search** and then **Missing Monthly Hours Search** to access the search functions.*

3. This will bring up the *Missing Monthly Hours Search* window. You must enter a month and date to search within, highlighted in blue below. You may search Class hours, Pair hours, Group Hours, Pair + Group Hours, or All.



The Missing Monthly Hours Search window. All of the students with zero or no hours of any type in February 2008 will be returned.

4. Check or un-check the box to elect to treat hours records with zero hours as missing monthly hours. Selecting this box means that if a student has an hours record, as long as it contains a 0, they will be found as part of this search.

5. Once you have defined all the required parameters of your search, click the **Go** button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, this search is run ONLY based on selection.

Student Hours Search
No Hours Search

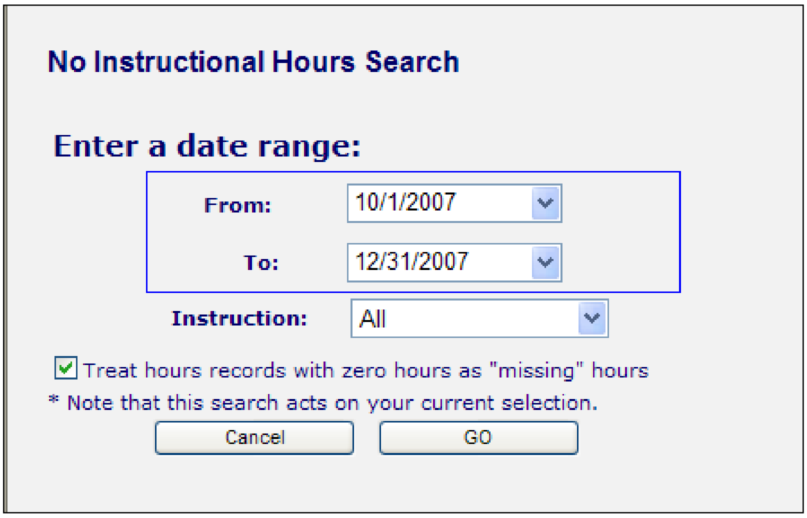
This search will display all the students who have no hours within a date range provided by the user, based on hours type. This search is very similar to the Missing Monthly Hours Search, but can be run on a range of dates rather than monthly.

To perform this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours Search** and then select **No Hours Search**.

*Choose **Find** from the menu bar and then **Hours Search** and then **No Hours Search** to access the search functions.*

3. This will bring up the *No Hours Search* window. You must enter a date range to search within, highlighted in blue below. You may search Class hours, Pair hours, Group Hours, Pair + Group Hours, or All.



The No Instructional Hours Search window. All of the students with zero or no hours of any type in fourth quarter of 2007 will be returned.

4. Check or un-check the box to elect to treat hours records with zero hours as missing monthly hours. Selecting this box means that if a student has an hours record, as long as it contains a 0, they will be found as part of this search.

5. Once you have defined all the required parameters of your search, click the **Go** button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, this search is run ONLY based on selection.

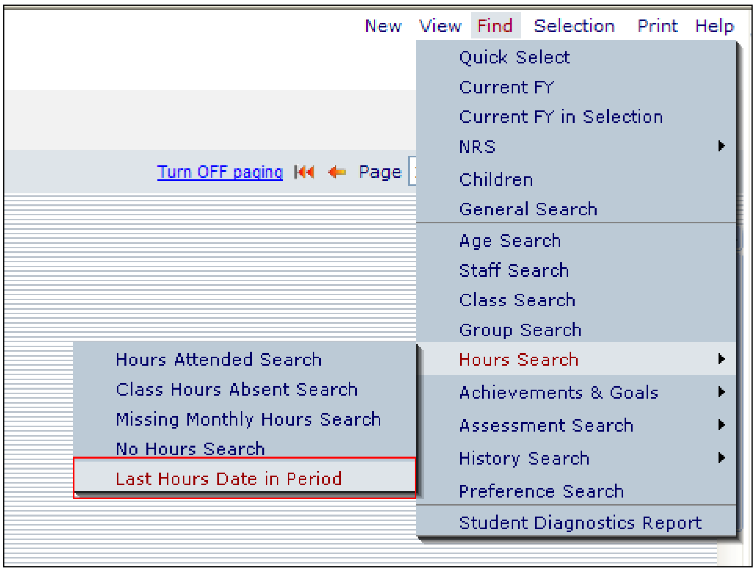
Student Hours Search

Last Hours Date in Period

This search will display all the students whose last posted hours fall within a date range provided by the user, based on Overall Status type of the student (if desired). This search is very useful in assisting with finding students who left in a particular quarter for purposes of goal-tracking based on quarter.

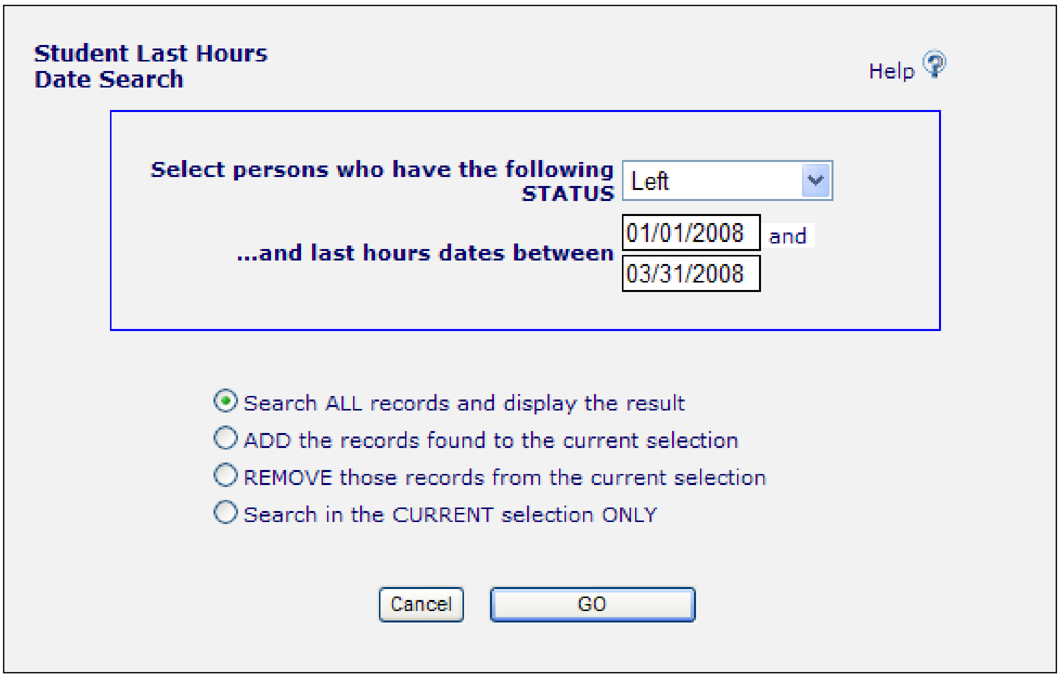
To perform this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours Search** and then select **Last Hours Date in Period**.



*Choose **Find** from the menu bar and then **Hours Search** and then **Last Hours Date in Period** to access the search functions.*

3. This will bring up the *Last Hours Date Search* window. You may enter the Overall Status of the students for whom you are searching a date range to search within, if desired, highlighted in blue below. You must then enter a date range on which to search. Dates should be entered in a mm/dd/yyyy format.



The Last Hours Date Search window. All of the students whose last hours posted were between January 1, 2008 and March 31, 2008 will be returned.

4. Choose one of the radio button selections.

5. Once you have defined all the required parameters of your search, click the

Go button to bring up the search results in the List View.

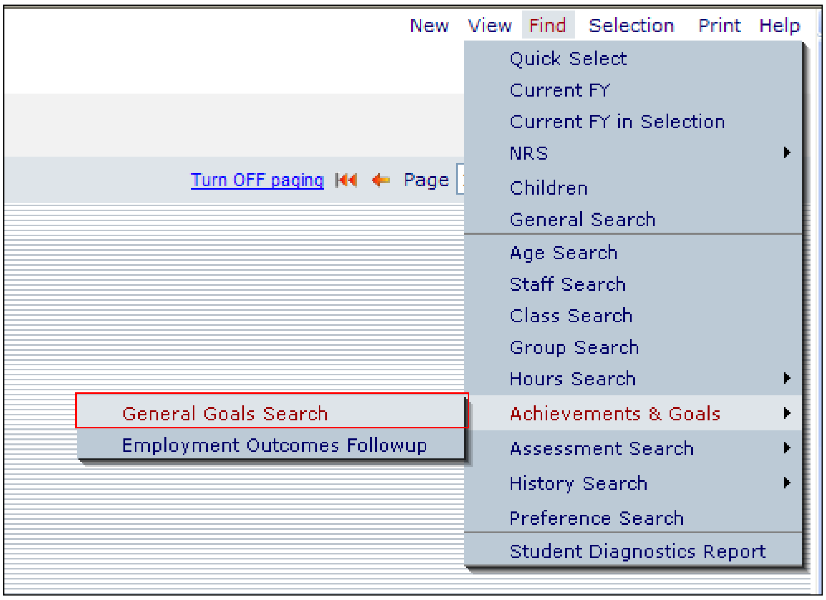
6. Review the search results. From here you may run more searches or print the results for future reference.

Student Achievements & Goals Search

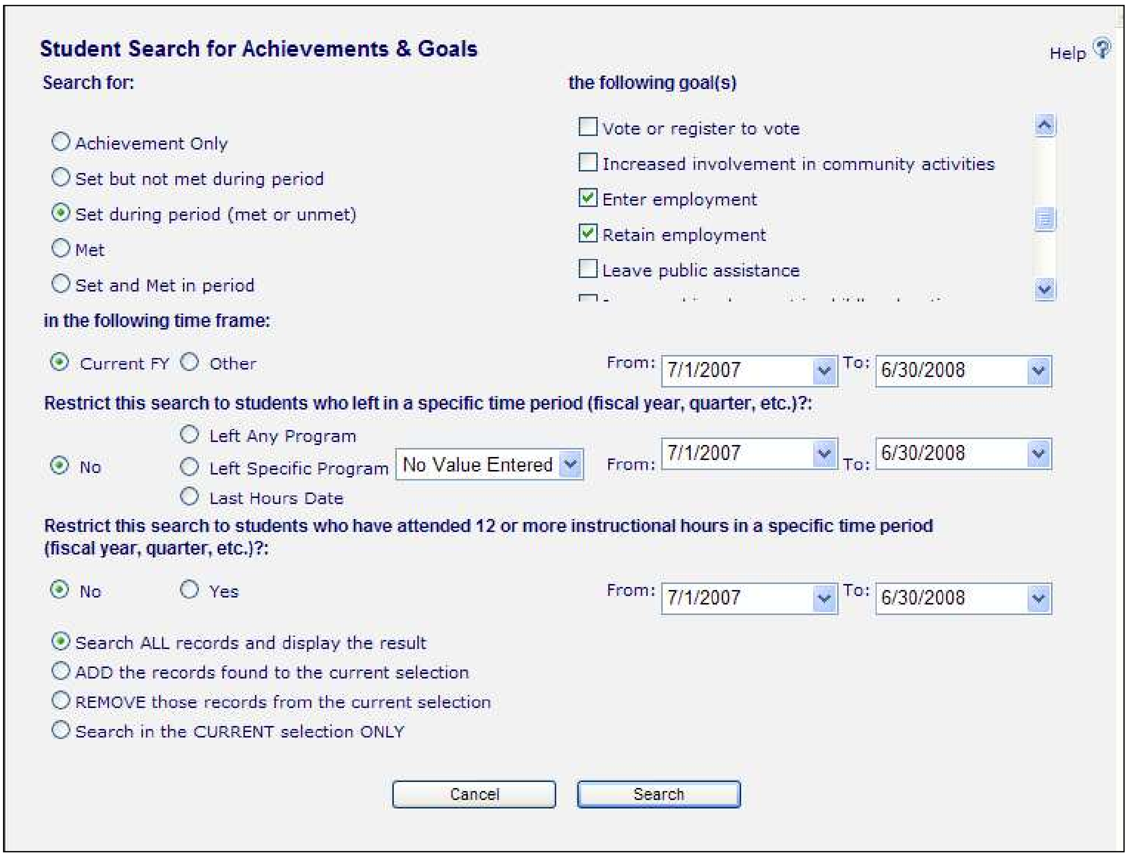
General Goals Search

This search allows the user to search for student NRS and/or literacy goals and achievements that were set, met, or unmet in a specified time frame.

To generate this search, follow these steps:
1. Go to the **Student** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and select **Achievements & Goals Search,** then **General Goals Search**.



*Choose **Find>Achievements & Goals Search>General Goals Search** to access the search functions.*



*The **Student Search for Achievements & Goals** window.*

3. Choose the search criteria from the choice menus. Choices indicated with a radio button or check box allow you to further define the search.

Search can be specified for:
• **Achievement Only** – goals identified as **achievements** in the student record. Achievements are unintended outcomes, or goals set in a prior fiscal year and met in the current fiscal year.
• **Set but not met during period** – goals and achievements **set** during a specified time frame, but not met.
• **Set during period (met or unmet)** – all goals and achievements **set** during a specified time frame, whether met or unmet.
• **Met** – only goals and achievements **met** within a specified time frame.
• **Set and Met in period** – goals and achievements **set** *and* **met** during a specified time frame.

The search can be further defined by clicking the checkbox of a particular goal or achievement on the right-side of the search window. Scroll to see the list of goals and achievements.

In the following time frame allows you to search in the current Fiscal Year, or specify a time frame. If you are specifying a time frame other than the current Fiscal Year, you must both click the radio button for "other," AND enter the date range in the fields to the far right.

Restrict this search to students who left in a specific time period (fiscal year, quarter, etc.) allows you to find goals and achievements for students who have left during a specified time frame. The default choice is **no**.

Restrict this search to students who have attended 12 or more instructional hours in the fiscal year? Allows you to find goals and achievements for students who have attended 12 or more instructional hours. The default choice is **yes**.

Choose one of the radio button selections.

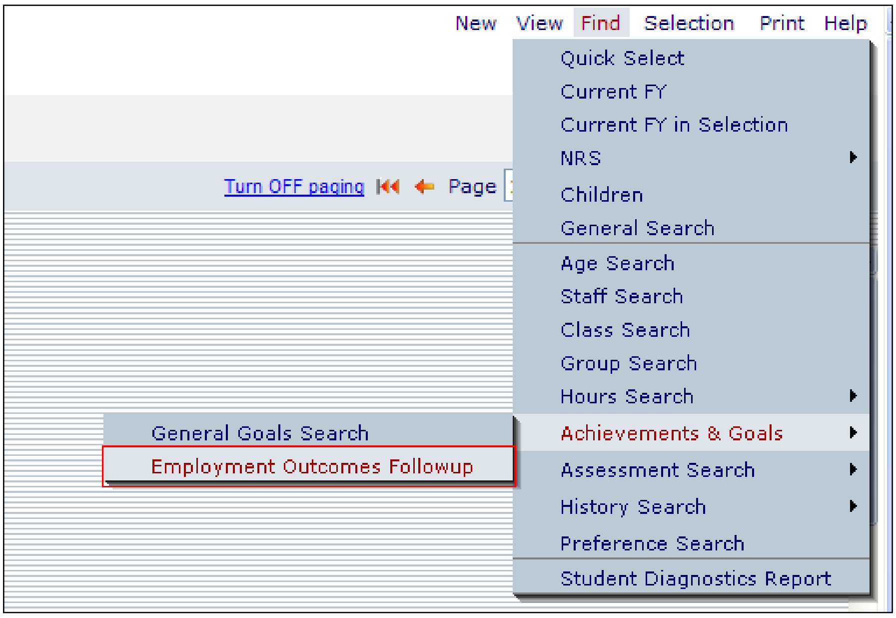
Click "Search."

Student Achievements & Goals Search

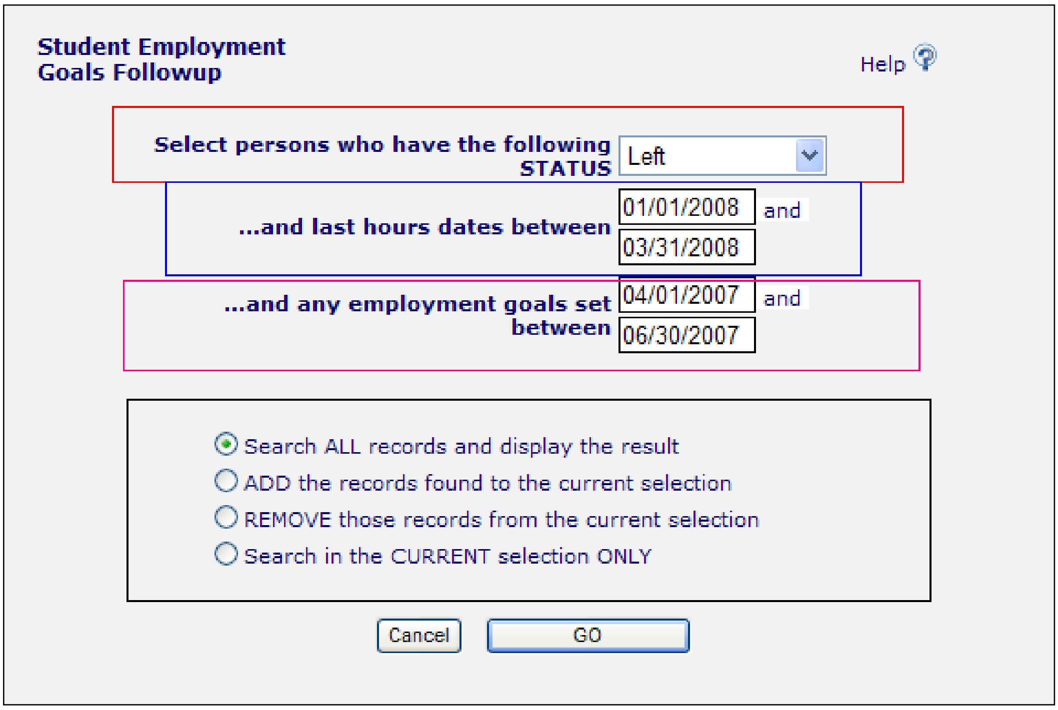
Employment Outcomes Follow-up

This search allows the user to search for students who had an employment goal set within a specified time frame, and whose last recorded hours were posted within a specified time frame. Additionally, the student Overall Status can be used in the search, if desired.

To generate this search, follow these steps:
1. Go to the **Student** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and select **Achievements & Goals Search,** then **Employment Outcomes Follow-up**.



*Choose **Find>Achievements & Goals Search>General Goals Search** to access the search functions.*



*The **Student Search for Employment Goal Follow-up** window.*

3. Choose the search criteria from the available options.

a) Select the Overall Status, if desired (highlighted in red above). For reporting of employment goals as follow-up, typically you are searching for students who left your program and would have an Overall Status of Left

b) Select the Last Hours Date range (highlighted in blue above). For reporting of employment goals as follow-up, typically you are searching for students who left your program within a specific quarter.

c) Select the date range within which the student would have set the applicable employment goals (highlighted in pink above).

Note that on Table 5, the table is tracking only the number of participants who were unemployed at entry and who had a main or secondary goal of employment who exited in the first and second quarter and entered employment by the end of the first quarter after program exit, and the number of participants employed at entry who had a main or secondary goal of improved or retained employment who exited in the first and second quarter. Excluded from the table are all participants who exited in the third and fourth quarters of the program year.

4. Choose one of the radio button selections. (highlighted in black in Fig. 2)
5. Once you have defined all the required parameters of your search, click the **GO** button to bring up the search results in the List View.
6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

Student Assessment Search

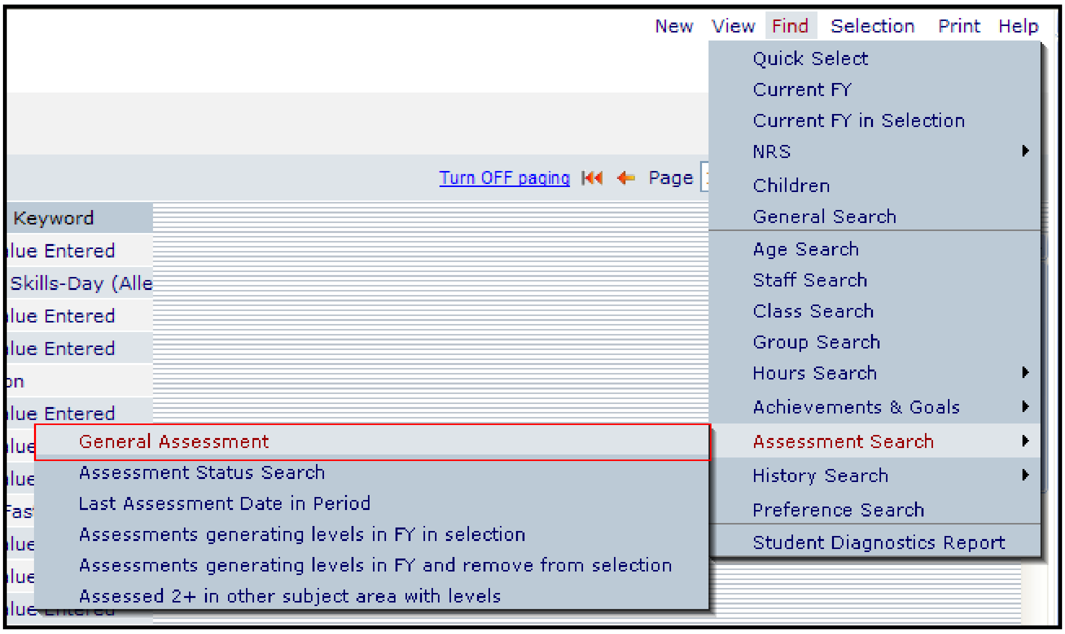
General Assessment

General Assessment allows you to search for students who have taken a particular assessment or subtest during a specified period of time, and can include students who passed or failed, as well as a Scaled Score and/or SPL or GLE range.

Choose the search criteria from the choice menus, including the Instrument, Form, and Level of Test (if applicable).

1. Go to the **Student** tab in the navigation pane of LACES.

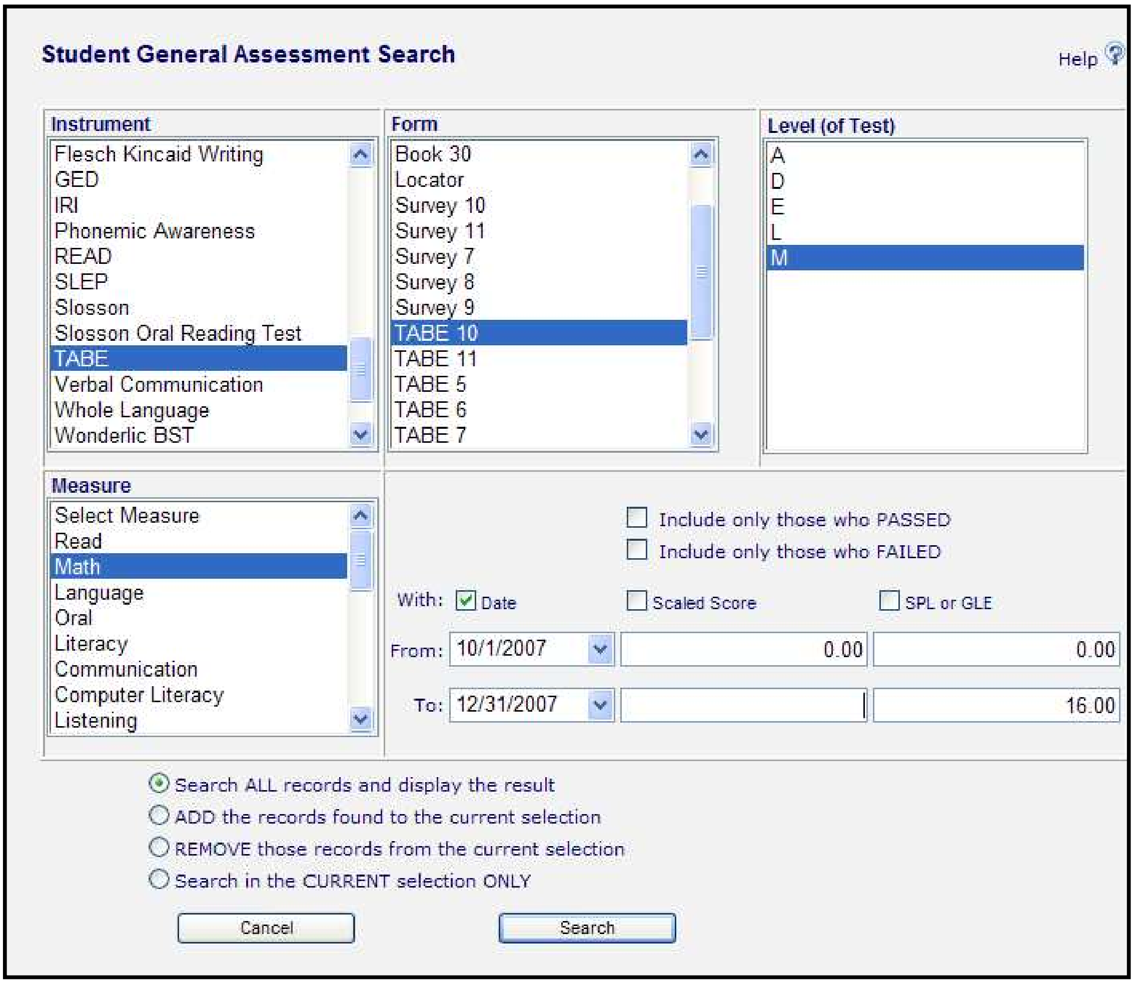
2. Choose **Find** from the menu bar and select **Assessment Search>General Assessment**.



*Choose **Find/Assessment Search>General Assessment** to access the search functions.*

3. Click the check boxes you wish to include in your search. The settings are strung together with an AND function, meaning the more parameters you enter, the smaller the search result. You do not need to select every option; you can search on as few as one criteria, or all of them, including:

- Instrument
- Form
- Level
- Measure (Sub-Test)
- Date Range
- Scaled Score
- SPL/GLE



*The **Student General Assessment** search Window.*

4. Choose one of the radio button selections.

5. Once you have defined all the required parameters of your search, click the **Search** button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

Student Assessment Search

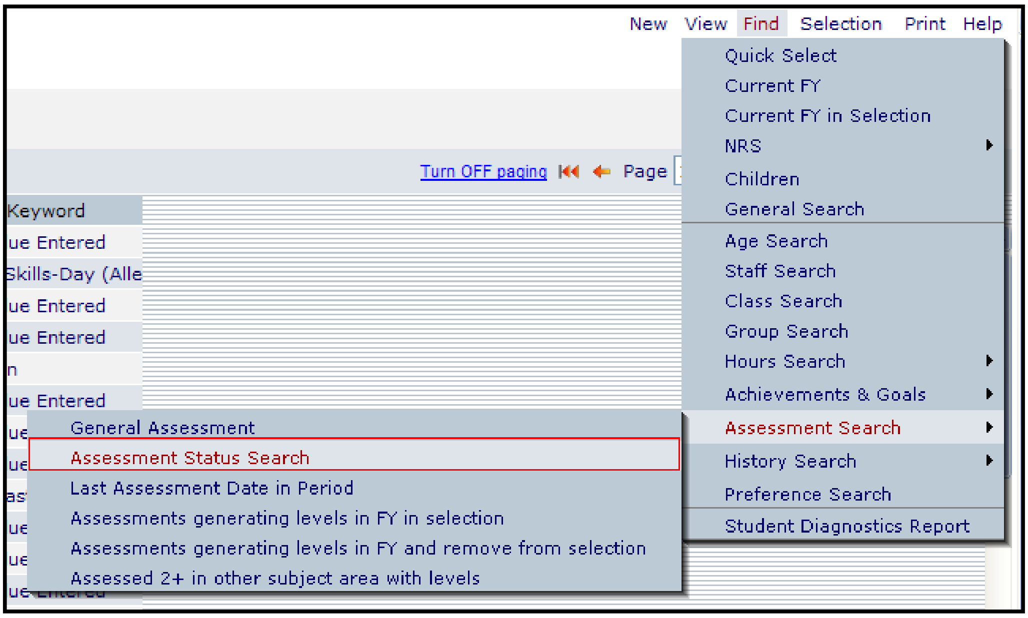
Assessment Status Search

Assessment Status Search allows you to search for students who have not been assessed or whose last assessed date fell within a provided date range, as well as students who have more than *x* hours or *y* days since their last assessment.

To generate this search:

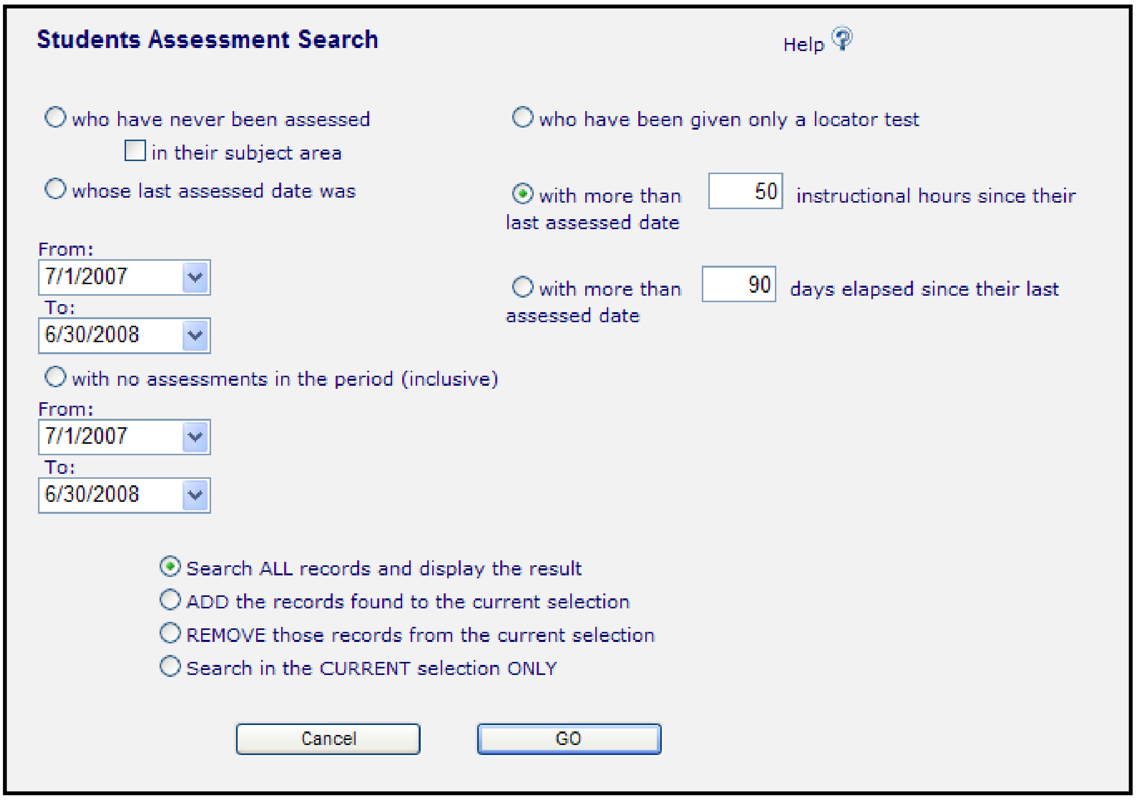
1. Go to the **Student** tab in the navigation pane of LACES.

2. Choose **Find** from the menu bar and select **Assessment Search>Assessment Status Search.**



*Choose **Find/Assessment Search>Assessment Status Search** to access the search functions.*

3. Select the criteria on which you wish to search. You can choose to search for all students who have never been assessed (including in their subject area), or whose last assessed date was within a date range that you choose. You can choose to search for students who have more than *x* hours since their last assessed date, based on your choice of number of hours, or you can choose to search for students who have more than *y* days since their last assessed date, based on your choice of number of days.



*The **Student General Assessment** search Window.*

4. Choose one of the radio button selections.

5. Once you have defined all the required parameters of your search, click the **GO** button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

Student History Search

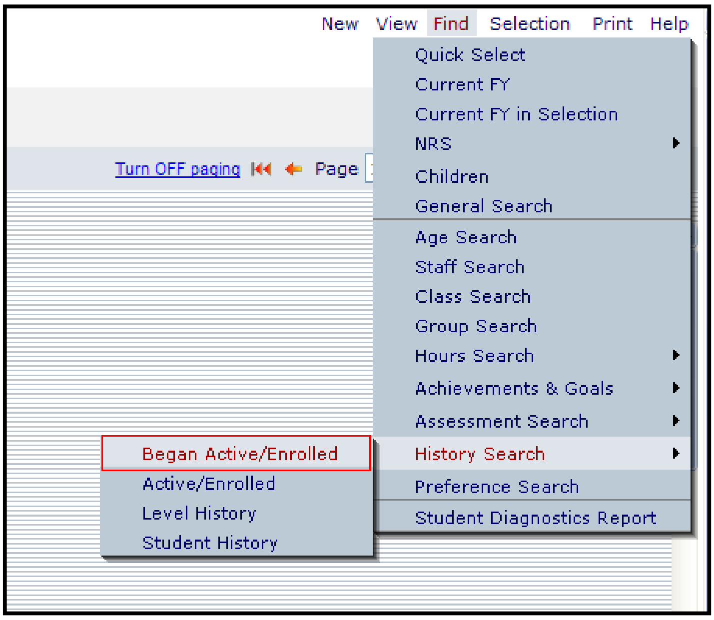
Began Active/Enrolled

This search will find students who became Active or Enrolled during a specific time frame, excluding those who were already active, unless they became active again in the same time frame

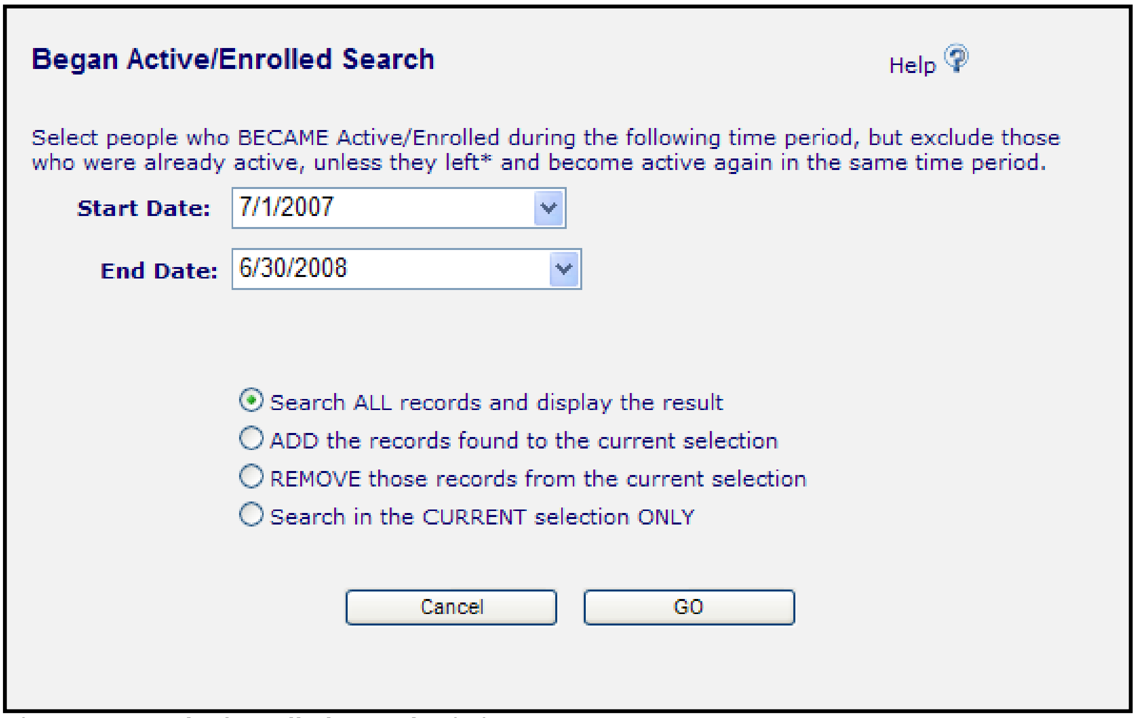
Example: A student becomes active 2/1/07, leaves on 6/1/07, then becomes active again on 7/1/07. If you search for students who Began Active/Enrolled between 3/1/07 and 9/1/07, the student **would not** show in the search because the "became active" date of 2/1/07 is before 3/1/07.

To generate this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and go to **History Search.**
3. This will bring up a sub-menu. Click the search to be performed (Began Active/Enrolled).



*Choose **Find/History Search>Began Active/Enrolled** to access the search functions.*



*The **Began Active/Enrolled Search** window.*

4. Choose a Start Date and End date by which to search. The default dates are the current fiscal year.

Choose one of the radio button selections.

Click GO and review the returned selection.

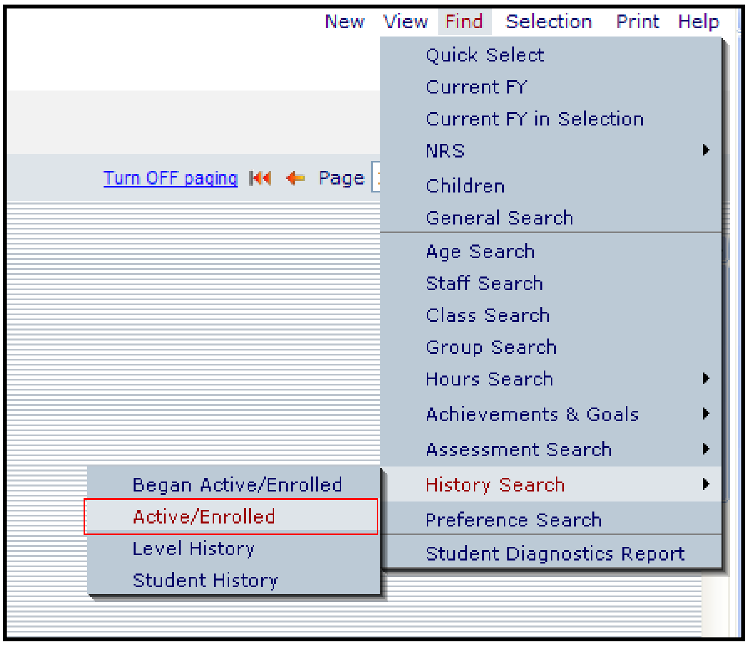
Student History Search

Active/Enrolled

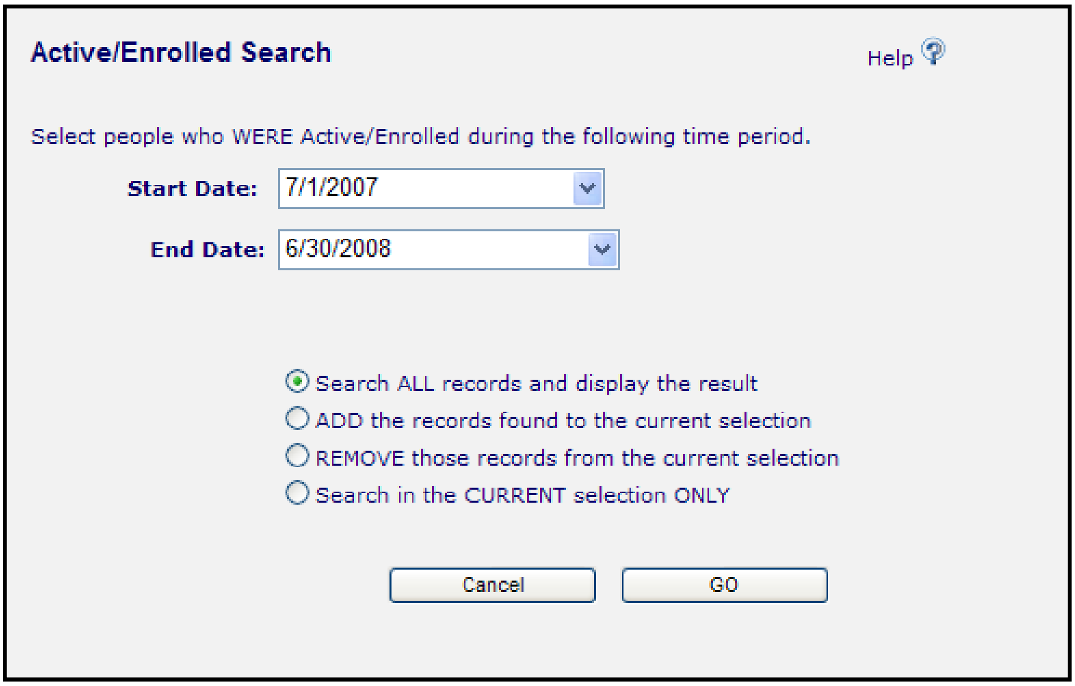
This search will find students who were Active or Enrolled during a specific time frame. Unlike the Began Active/Enrolled, this search is searching for everyone with an Active/Enrolled status within the date range provided, not just those who BECAME that status during the provided date range.

To generate this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and go to **History Search.**
3. This will bring up a sub-menu. Click the search to be performed (Active/Enrolled).



*Choose **Find/History Search>Active/Enrolled** to access the search functions.*



*The **Active/Enrolled Search** window.*

4. Choose a Start Date and End date by which to search. The default dates are the current fiscal year.

Choose one of the radio button selections.

Click **GO** and review the returned selection.

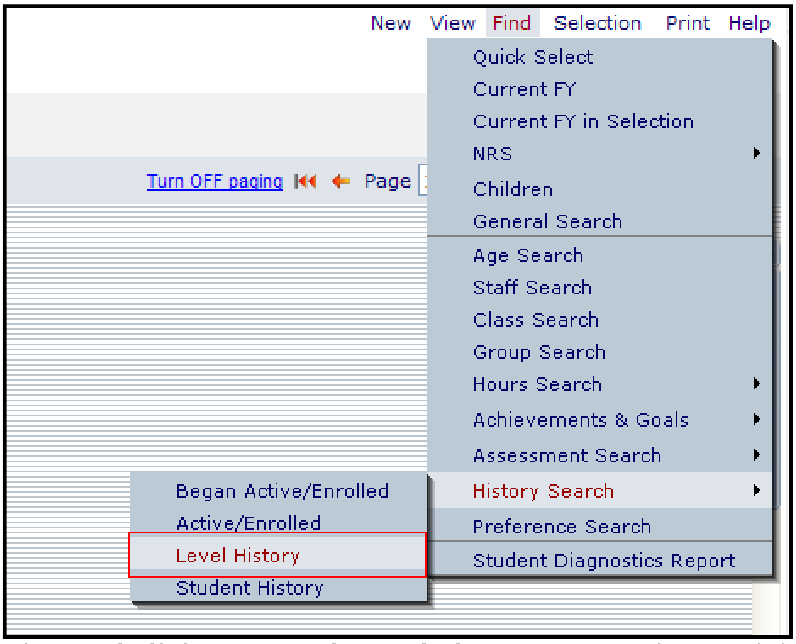
Student History Search

Level History

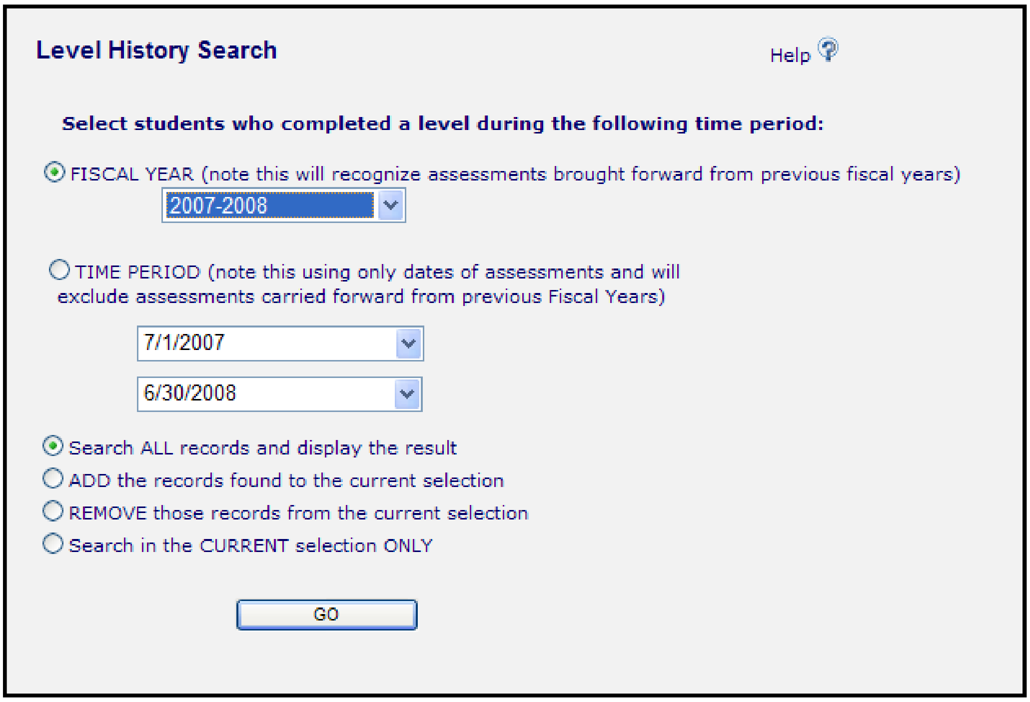
This search will find students who completed a level gain in the specified date range you provide. The search will only find students who obtained a level gain through a valid, NRS level-defining assessment cross-walked to the Entry and Current Levels- it will not track level gains manually entered into the Level History folder in the student record.

To generate this search, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and go to **History Search.**
3. This will bring up a sub-menu. Click the search to be performed (Level History).



*Choose **Find/History Search>Level History** to access the search functions.*



*The **Level History Search** window.*

4. Choose a Fiscal Year or date range by which to search.

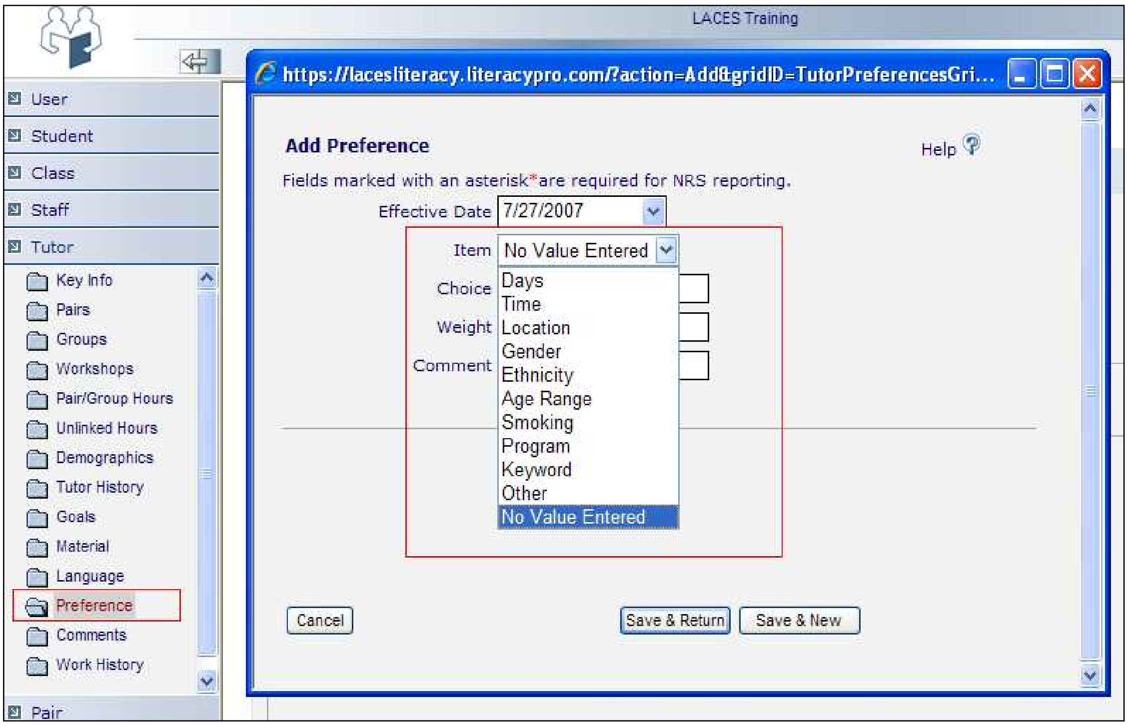
Choose one of the radio button selections.

Click **GO** and review the returned selection.

Student History Search

Preference Search

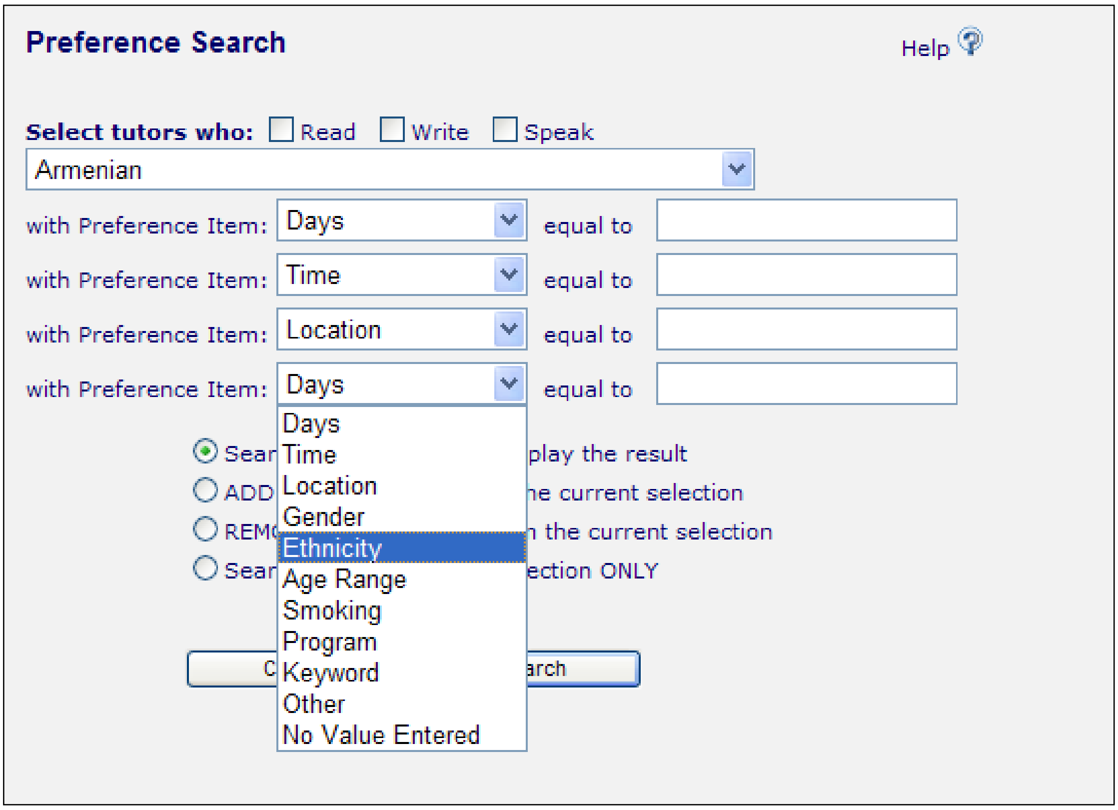
Both students and tutors have a "Preferences" folder where you can put in their preferences for items such as days, times, or locations that they can meet, whether they prefer to work with a pair member who is the same or opposite gender, ethnicity, or age range, etc. You can put in the item type (item), the person's choice (choice), how important that choice is on a scale of 1-100 (weight), and any additional comments (comment).



A tutor preference window

Once you have entered student and tutor preferences, you can search on this preferences in either the Student or Tutor populations by going to Find>Preference Search.

The Preference Search window allows you to search for a student or tutors preferences in terms of Languages that the person can read, speak, and write, as well as all other preferences available in the preference choice list, as indicated on the screenshot below.



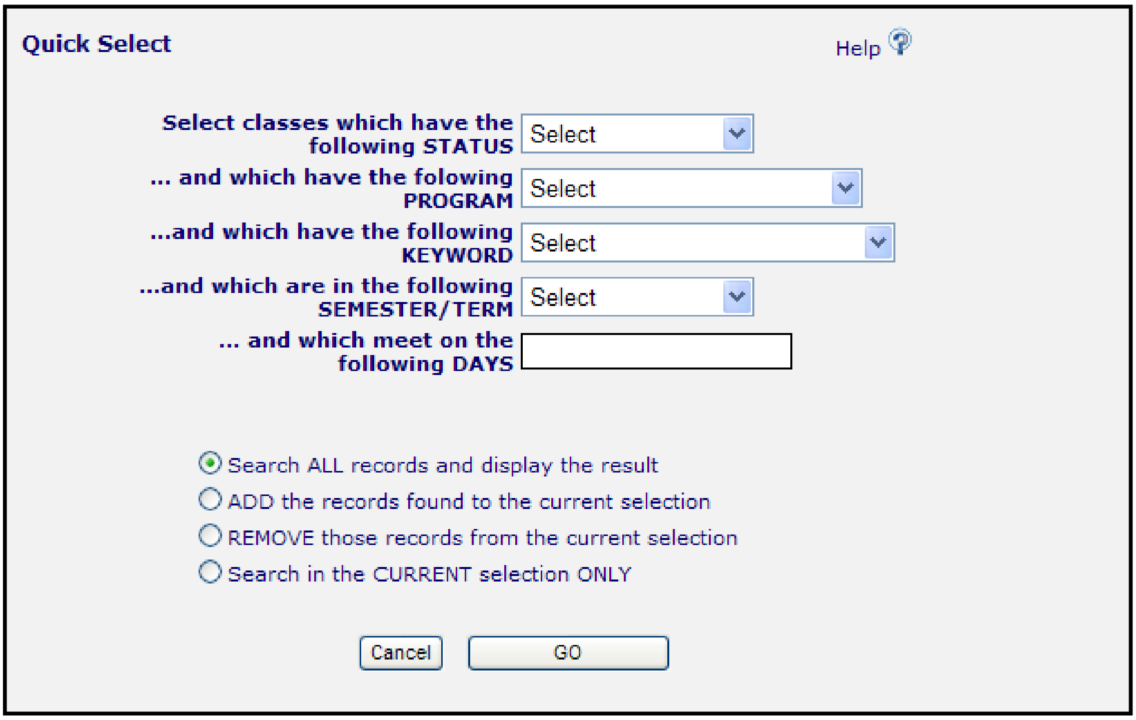
Preference Search window

Choose one of the radio button selections.

Click **Search** and review the returned selection.

Class Searches

Class Quick Select



The Class: Quick Select Window

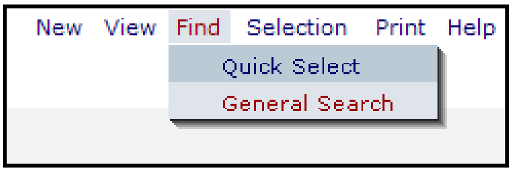
The Quick Select search lets you search through the classes to locate those with a specific Status, Program, Keyword, and/or Semester, as well as classes which meet on specific days. You do not have to select all of the options; you can use any or all of the available options, singly or in combination with one another.

Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Class General Search

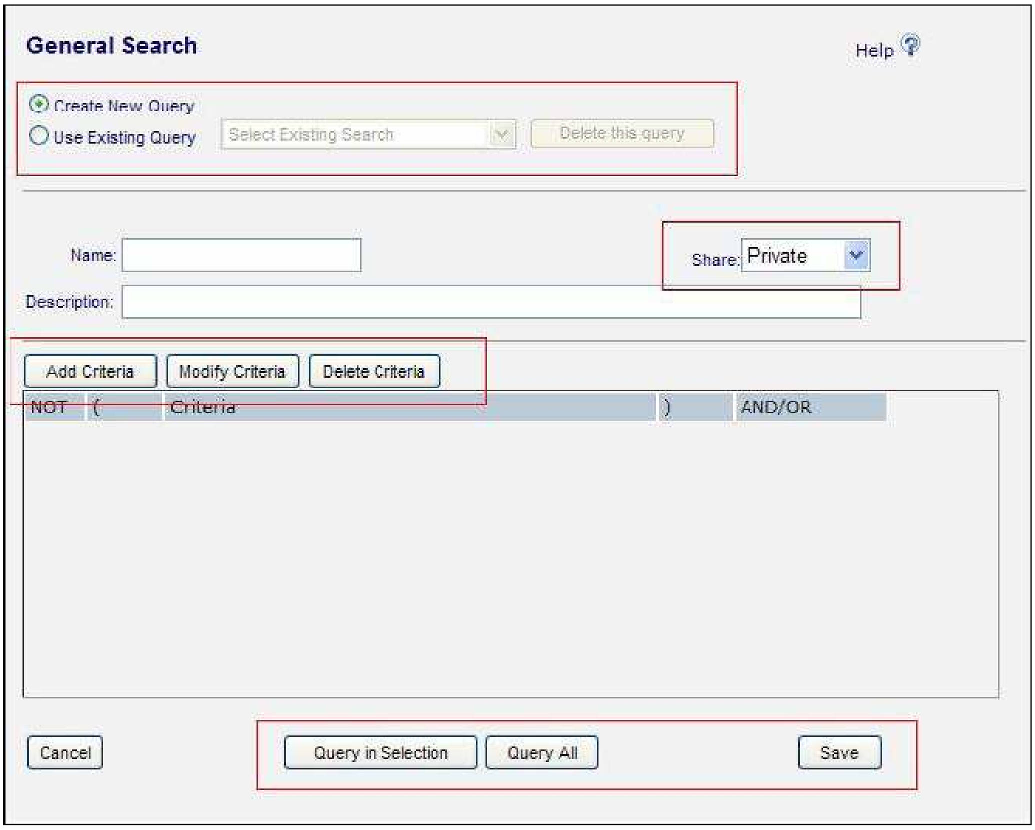
Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



General Search options window

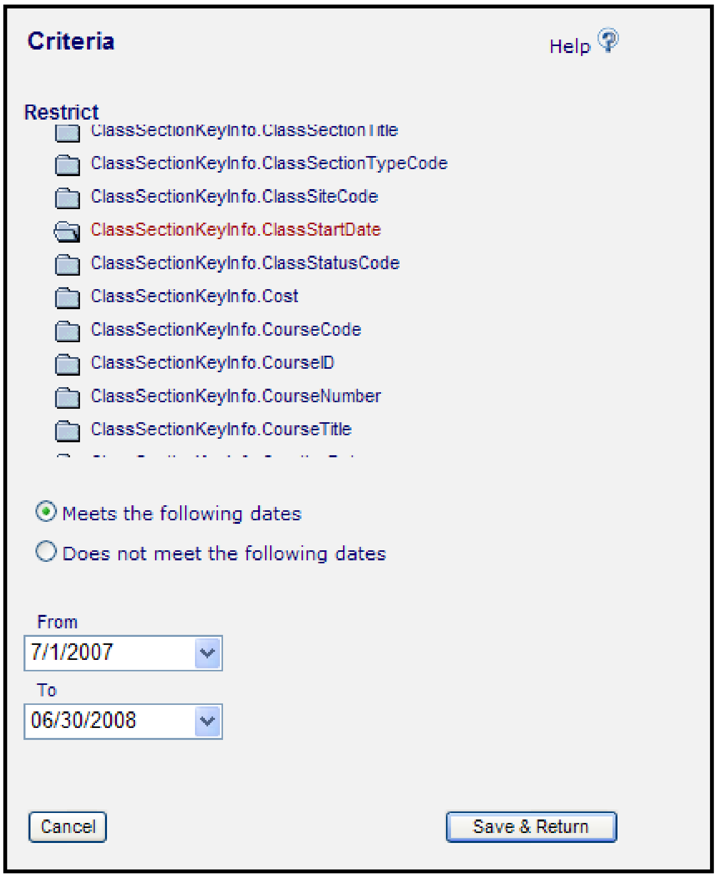
If you are creating a new search, click the “Add Criteria” button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders

will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

Class Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.

An expanded ClassSectionKeyInfo folder displays options

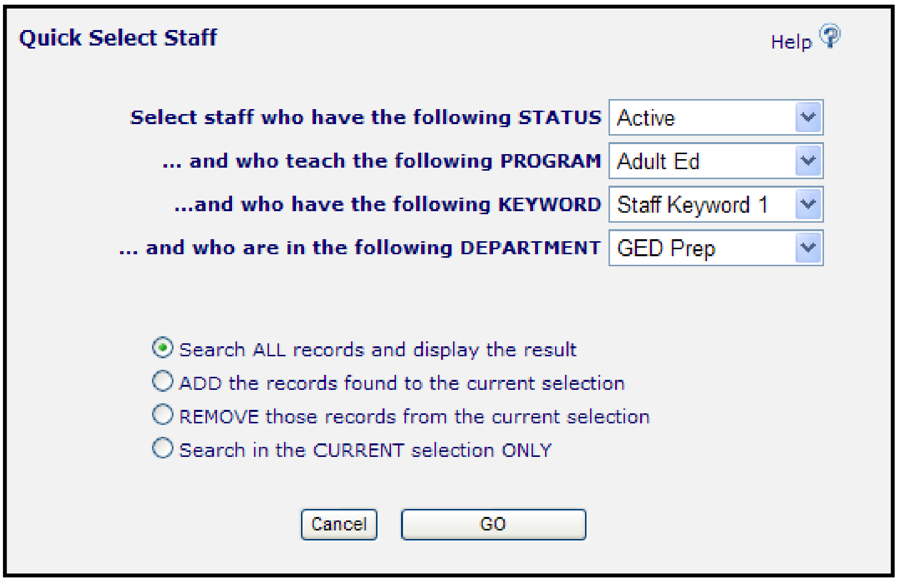


Putting in the search parameters for a Class Key Info Start Date

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Staff Searches

Staff Quick Select



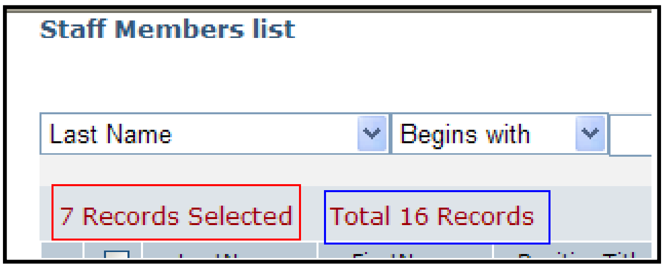
Staff: Quick Select Window

The Quick Select search lets you search through staff records to locate those with a specific Status, Program, Keyword, and/or Department. You do not have to select all of the options; you can use any or all of the available options, singly or in combination with one another.

Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Staff Current FY in Selection

When you first log in to the database, the default selection will always be the current fiscal year records. In the example below, there are 16 Total staff records in the database, of which 7 are current fiscal year records. The database defines a record as being in the current fiscal year if the record was entered in the current fiscal year, or if the person has current fiscal year hours.



7 records is the current fiscal year selection, 16 records is the total staff population of the database

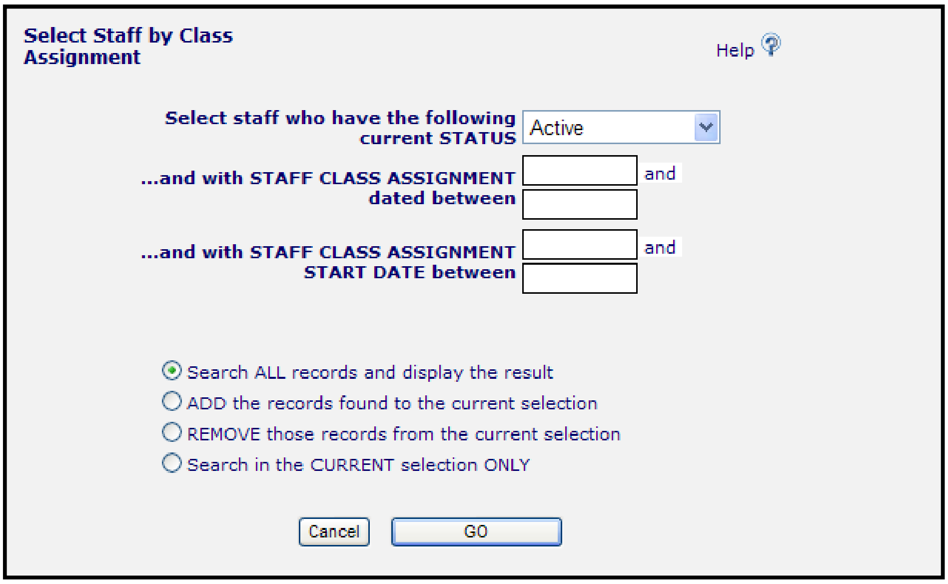
If you use the navigation pane to change to different selections or subsets and then need to return to just the Current Fiscal Year staff again, you can use the Current FY in Selection search by going to Find>Current FY in Selection, and the Current FY staff will be selected.

Because the navigation pane returns selections of staff based on criteria such as Program, Status, Classification, Keyword, etc., without basing the criteria on only the current fiscal year, you can also use the Current FY in Selection search to narrow down a selection further, to just the current fiscal year staff within that selection.

Staff Class Assignments in Period

The Class Assignments in Period search lets you search through staff records to locate those with a specific Status who were assigned to a class within a specific date range, and who had a start date in a class within a specific date range.

To run this search, go to Staff>Find>Class Assignments in Period. Fill out the filed in the pop-up window, and choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

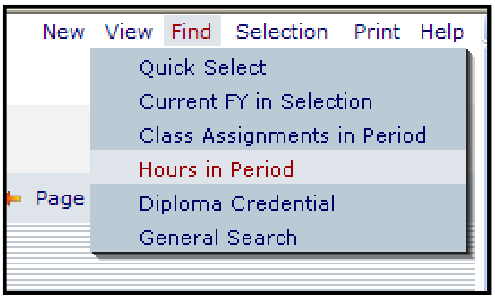


Staff Hours in Period

This search will display all staff who meet the parameters for having hours within a date range defined by the user.

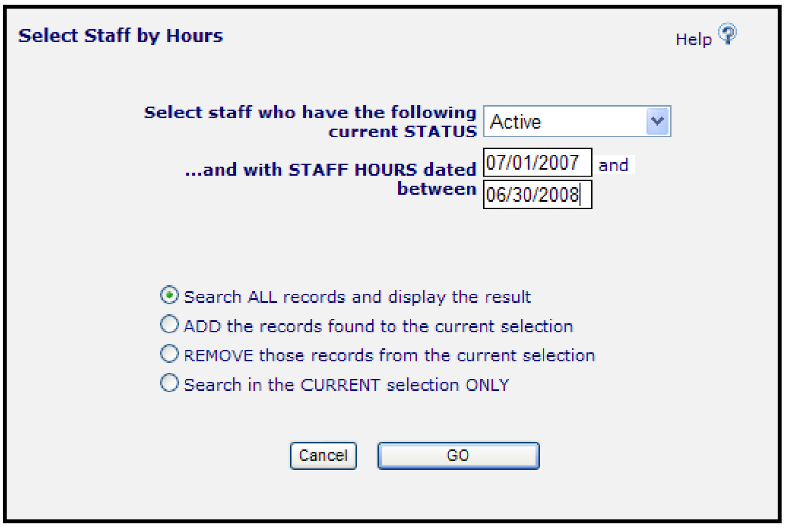
To perform this search, follow these steps:

1. Go to the **Staff** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours in Period.**



*Choose **Find** from the menu bar and then **Hours in Period** to access the search functions.*

3. This will bring up the *Hours Search* window. You may enter the Status for staff members you wish to search, if desired. You must enter a date range to search within.



4. Choose one of the radio button selections.
5. Once you have defined all the required parameters of your search, click the **Go** button to bring up the search results in the List View.

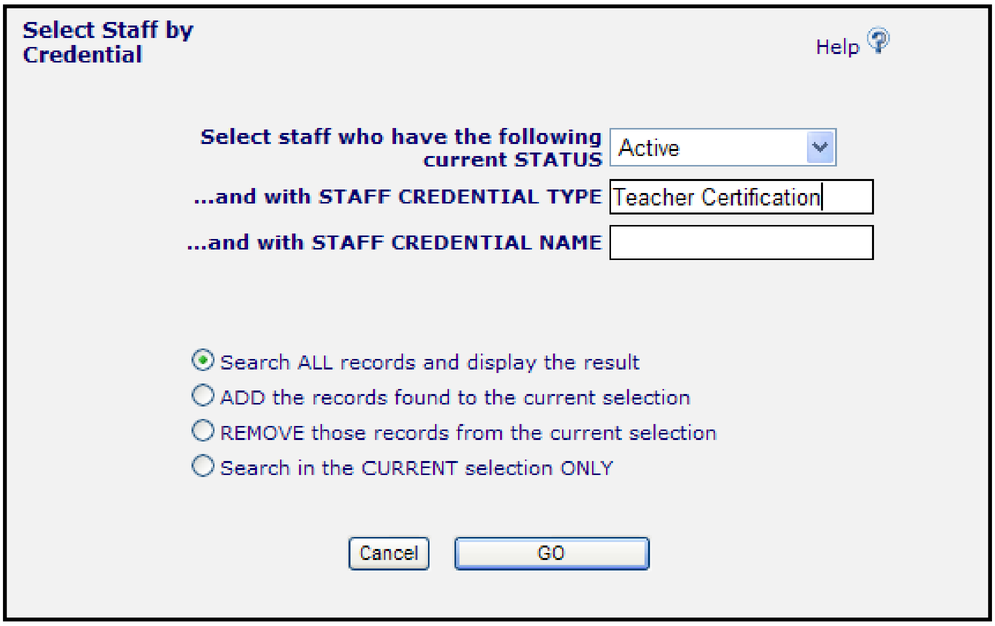
6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

Staff Diploma Credential

This search will display all staff who meet the criteria for status, and credential type and/or name.

To perform this search, follow these steps:

1. Go to the **Staff** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Diploma Credential.**
3. This will bring up the *Diploma Credential Search* window. You may enter the Status for staff members you wish to search, if desired. You can then enter the Staff Credential Type and/or Name for which you wish to search. Please note that because these fields are not drop-down menus, you must type in an exact match for the data entered into the credential/diploma folder for the staff record.



4. Choose one of the radio button selections.
5. Once you have defined all the required parameters of your search, click the **Go** button to bring up the search results in the List View.

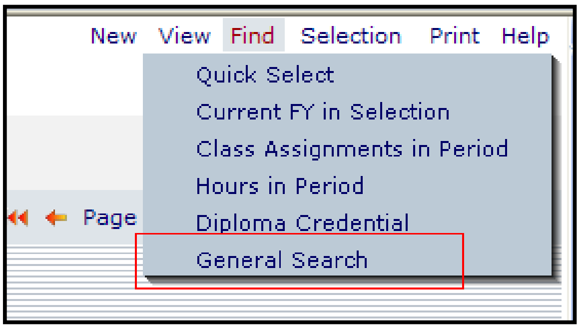
6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

Staff General Search

Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently

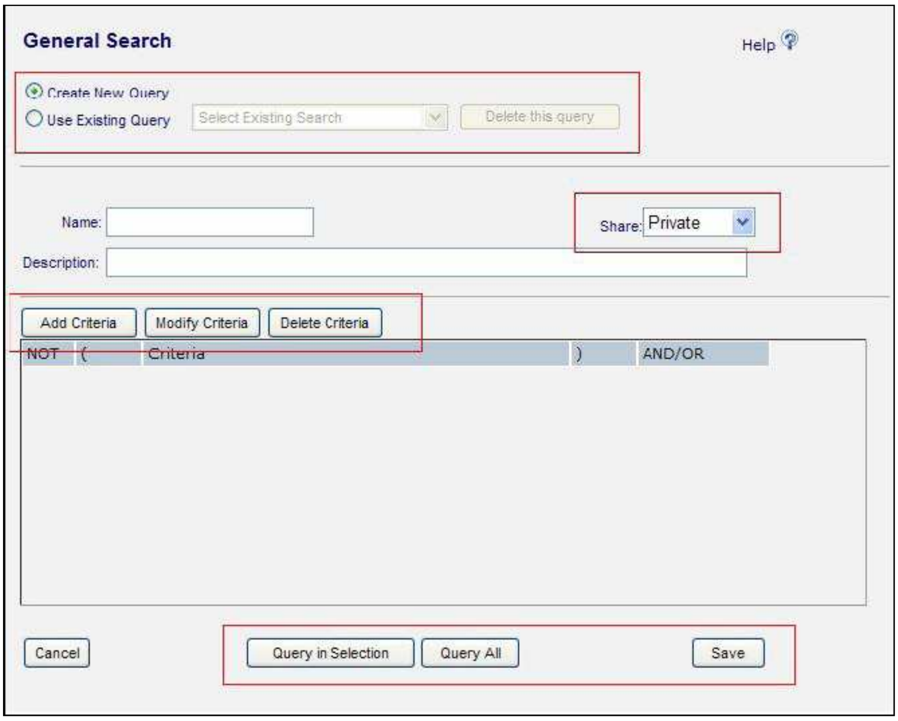
tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



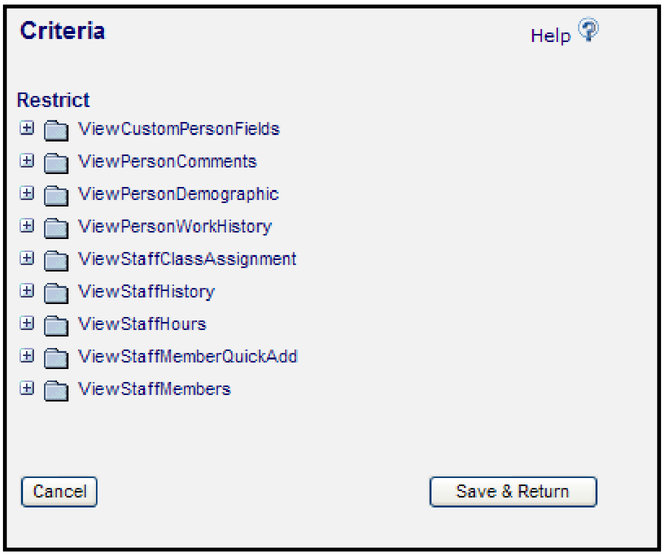
General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



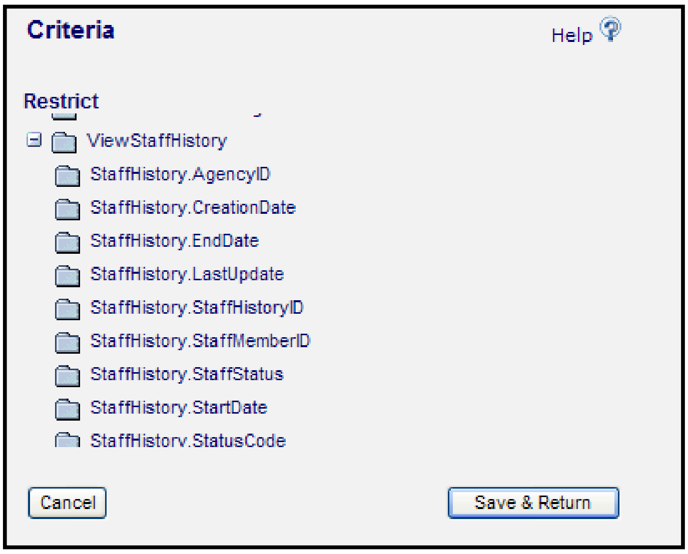
General Search options window

If you are creating a new search, click the “Add Criteria” button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

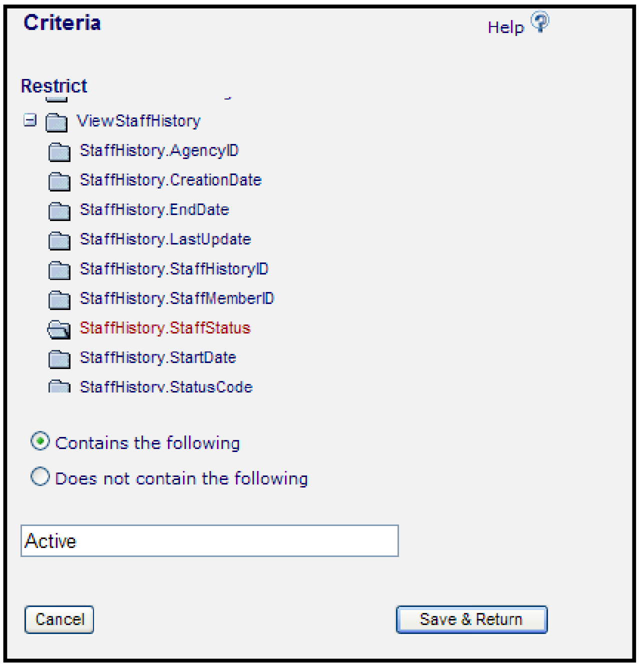


Staff Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.



An expanded StaffHistory folder displays options



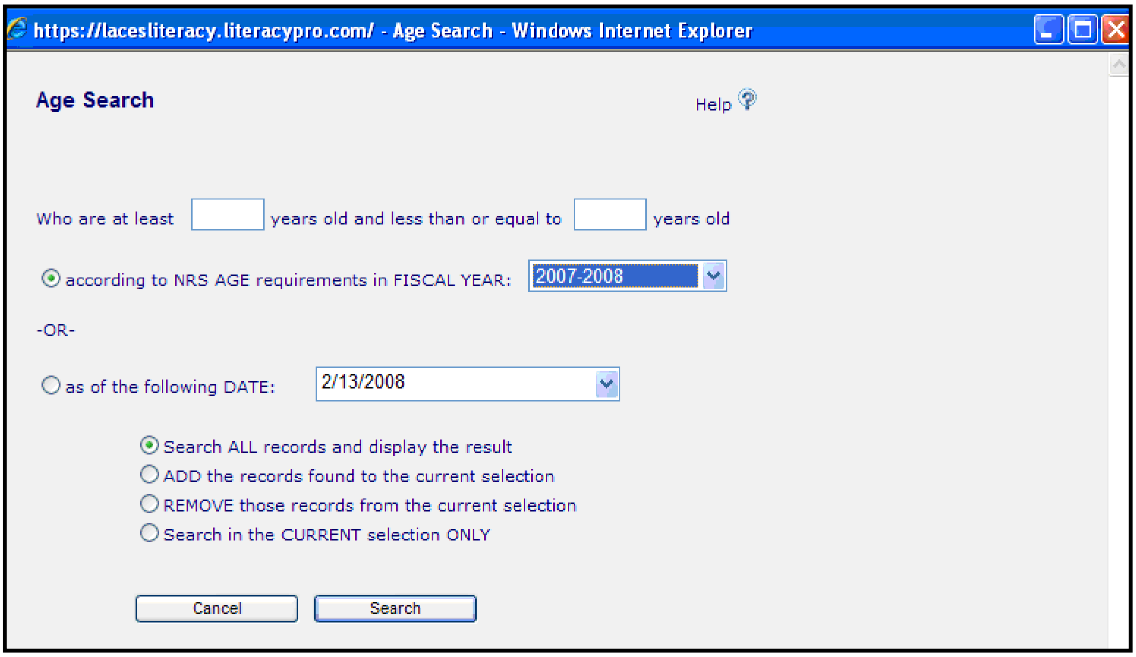
Putting in the search parameters for a Staff Status search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Tutor Searches

Tutor Age Search

The Age Search is available to locate tutors who fall within an age range provided by you, as of a certain date or according to NRS requirements for a fiscal year.

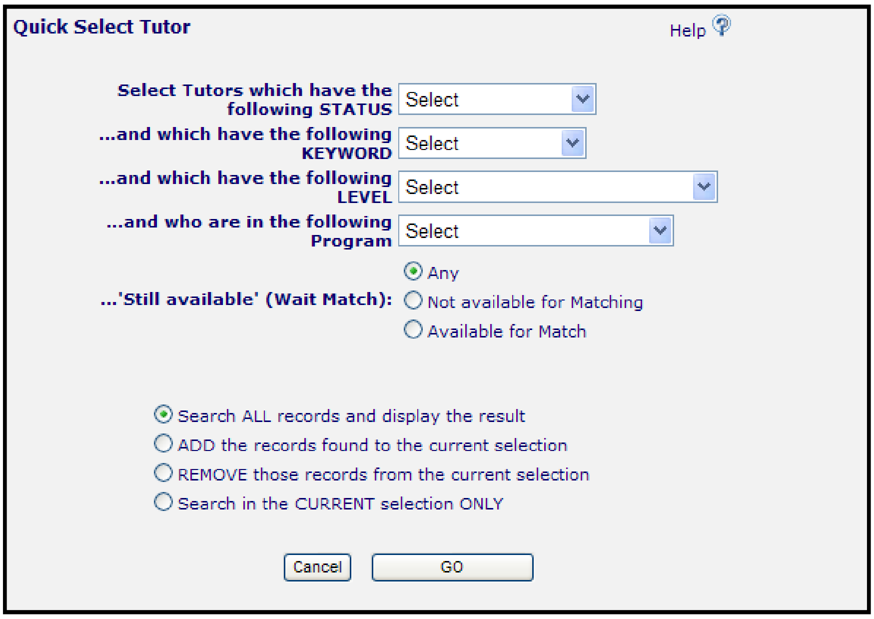


Age Search window

Enter the age range and select the radio button for selecting based on NRS requirements or date, and then choose one of the radio button selections.

Click the “Search” button.

Tutor Quick Select



Tutor: Quick Select Window

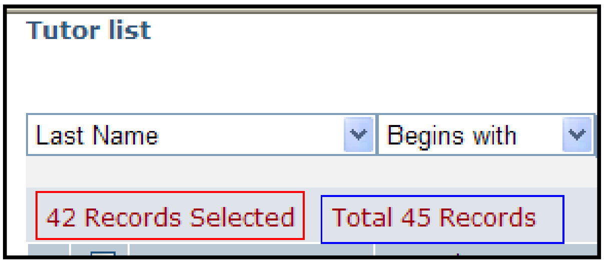
The Quick Select search lets you search through the tutor population to locate tutors with a specific Status, Keyword, Level, and/or Program. You do not have to select all four options; you can use any or all of the available options, singly or in combination with one another.

Additionally, you have the ability to include the tutor's Pair Status in the Quick Select search, to narrow down even further to: Any, Not Available for Matching, or Available for Match.

Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Tutor Current FY

When you first log in to the database, the default selection will always be the current fiscal year records. In the example below, there are 45 Total tutor records in the database, of which 42 are current fiscal year records. The database defines a record as being in the current fiscal year if the record was entered in the current fiscal year, if the person has current fiscal year hours, or if the person has an Overall Status of Prospective (as the assumption is that you intend to do something with that record in the current fiscal year).



42 records is the current fiscal year selection, 45 records is the total tutor population of the database

If you use the navigation pane to change to different selections or subsets and then need to return to just the Current Fiscal Year tutors again, you can use the Current FY search by going to Find>Current FY, and the Current FY tutors will be selected.

Tutor History Search

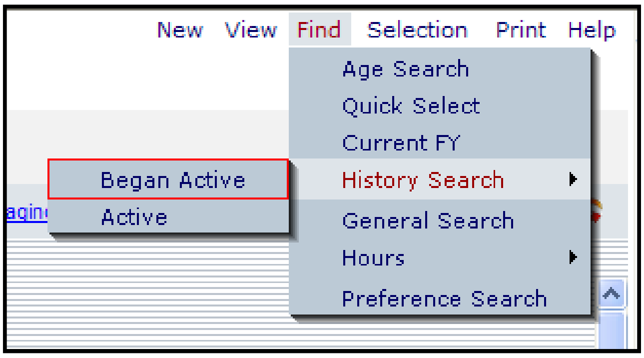
Began Active

This search will find tutors who became Active during a specific time frame, excluding those who were already active, unless they became active again in the same time frame

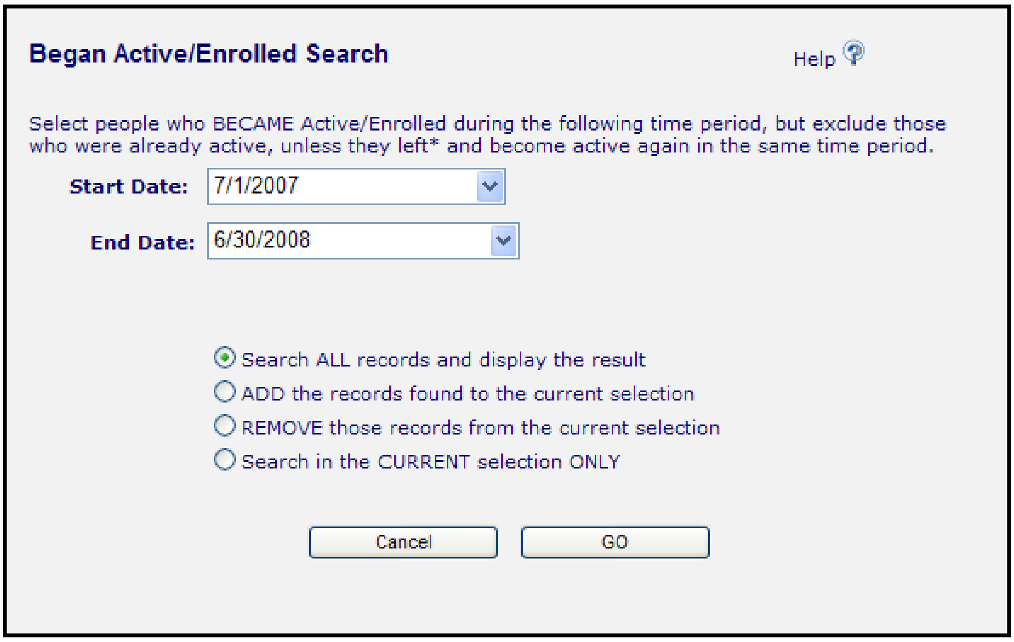
Example: A tutor becomes active 2/1/07, leaves on 6/1/07, then becomes active again on 7/1/07. If you search for tutors who Began Active between 3/1/07 and 9/1/07, the tutor **would not** show in the search because the "became active" date of 2/1/07 is before 3/1/07.

To generate this search, follow these steps:

1. Go to the **Tutor** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and go to **History Search.**
3. This will bring up a sub-menu. Click the search to be performed (Began Active).



*Choose **Find/History Search>Began Active** to access the search functions.*



*The **Began Active Search** window.*

4. Choose a Start Date and End date by which to search. The default dates are the current fiscal year.

Choose one of the radio button selections.

Click GO and review the returned selection.

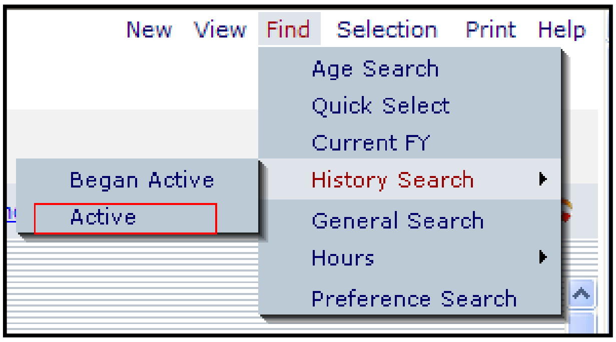
Tutor History Search

Active

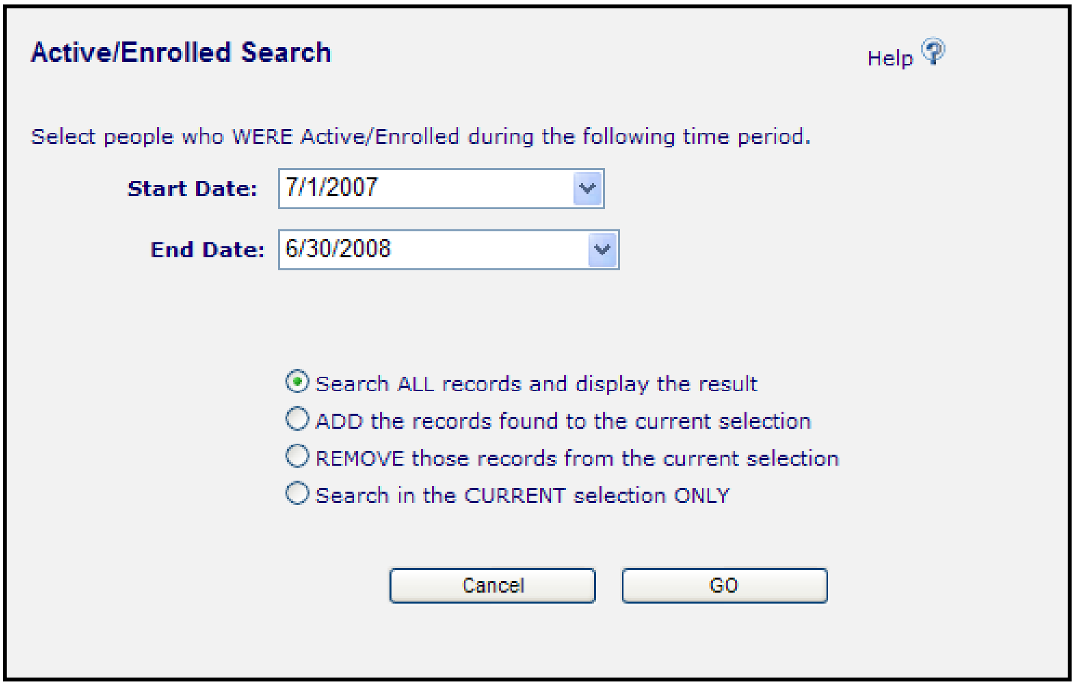
This search will find tutors who were Active during a specific time frame. Unlike the Began Active, this search is searching for everyone with an Active status within the date range provided, not just those who BECAME that status during the provided date range.

To generate this search, follow these steps:

1. Go to the **Tutor** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and go to **History Search.**
3. This will bring up a sub-menu. Click the search to be performed (Active).



*Choose **Find/History Search>Active** to access the search functions.*



*The **Active Search** window.*

4. Choose a Start Date and End date by which to search. The default dates are the current fiscal year.

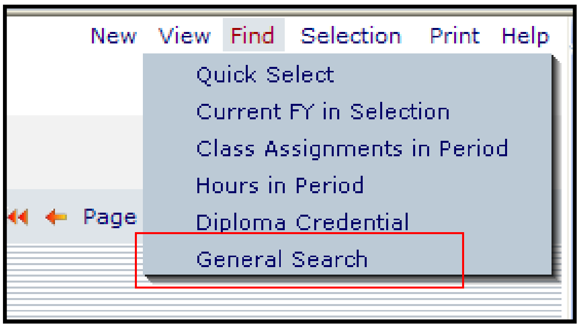
Choose one of the radio button selections.

Click **GO** and review the returned selection.

Tutor General Search

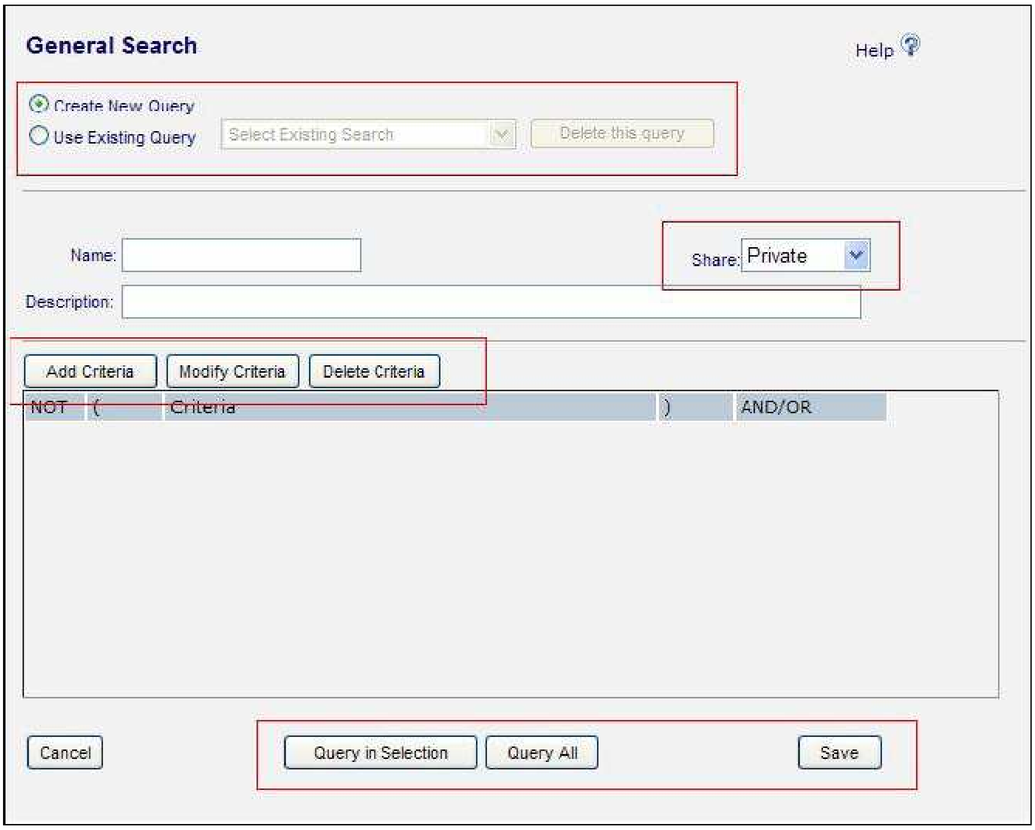
Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



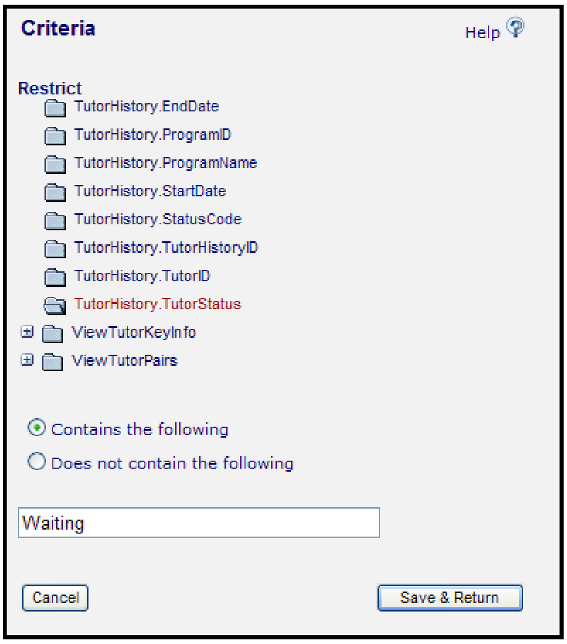
General Search options window

If you are creating a new search, click the “Add Criteria” button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

Tutor Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.

An expanded TutorHistory folder displays options



Putting in the search parameters for a Tutor Status search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

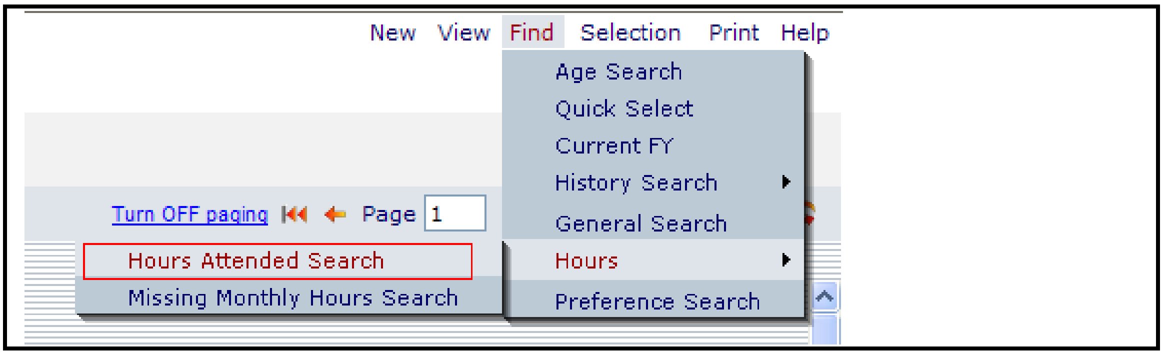
Tutor Hours Search

Hours Attended Search

This search will display all tutors who meet the parameters for having the number of hours of indicated type within a date range, and/or specific program, defined by the user.

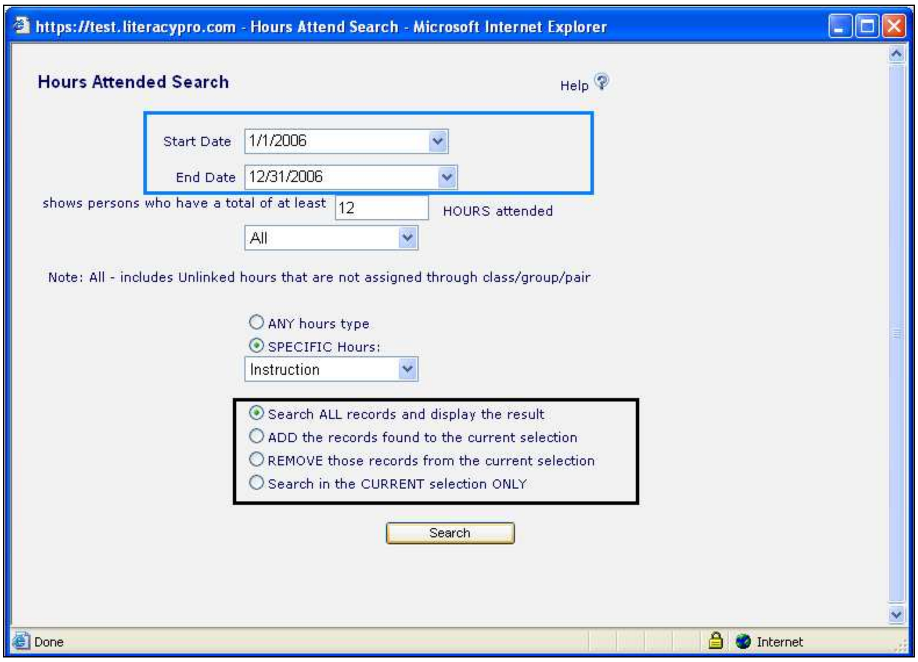
To perform this search, follow these steps:

1. Go to the **Tutor** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours Search** and then select **Hours Attended Search**.



*Choose **Find** from the menu bar and then **Hours Search** and then **Hours Attended Search** to access the search functions.*

3. This will bring up the *Hours Attended Search* window. You must enter a date range to search within, highlighted in blue below. You must also enter a minimum number of hours attended, but this value may be 0. You may indicate where the hours took place, such as classroom or group hours in the first choice menu. You may search ANY hours, or hours of SPECIFIC type by clicking the radio button next to either choice. Choose a specific type of hours in the second choice menu.



The Hours Attended Search window. All of the tutors with at least 12 Instructional Hours in the calendar year of 2006 will be returned.

4. Choose one of the radio button selections. (highlighted in black in Fig. 2)
5. Once you have defined all the required parameters of your search, click the **Search** button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, the search results form a subset of data that you may further refine or expand by running more searches. To further manipulate the data, go back to step 2 and repeat as necessary.

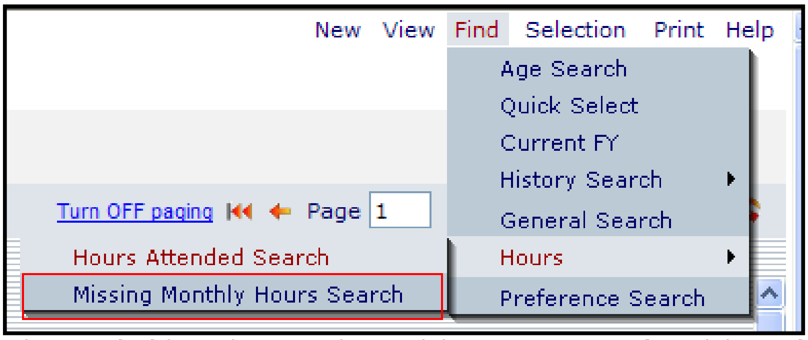
Tutor Hours Search

Missing Monthly Hours Search

This search will display all the tutors who have missing monthly hours within a month and year provided by the user, based on hours type.

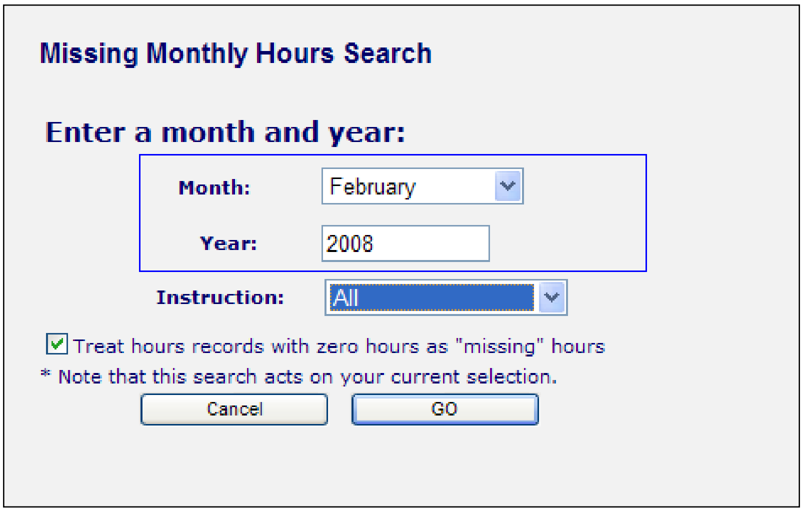
To perform this search, follow these steps:

1. Go to the **Tutor** tab in the navigation pane of LACES.
2 .Choose **Find** from the menu bar and select **Hours Search** and then select **Missing Monthly Hours Search**.



*Choose **Find** from the menu bar and then **Hours Search** and then **Missing Monthly Hours Search** to access the search functions.*

3. This will bring up the *Missing Monthly Hours Search* window. You must enter a month and date to search within, highlighted in blue below. You may search Class hours, Pair hours, Group Hours, Pair + Group Hours, or All.



The Missing Monthly Hours Search window. All of the tutors with zero or no hours of any type in February 2008 will be returned.

4. Check or un-check the box to elect to treat hours records with zero hours as missing monthly hours. Selecting this box means that if a tutor has an hours record, as long as it contains a 0, they will be found as part of this search.

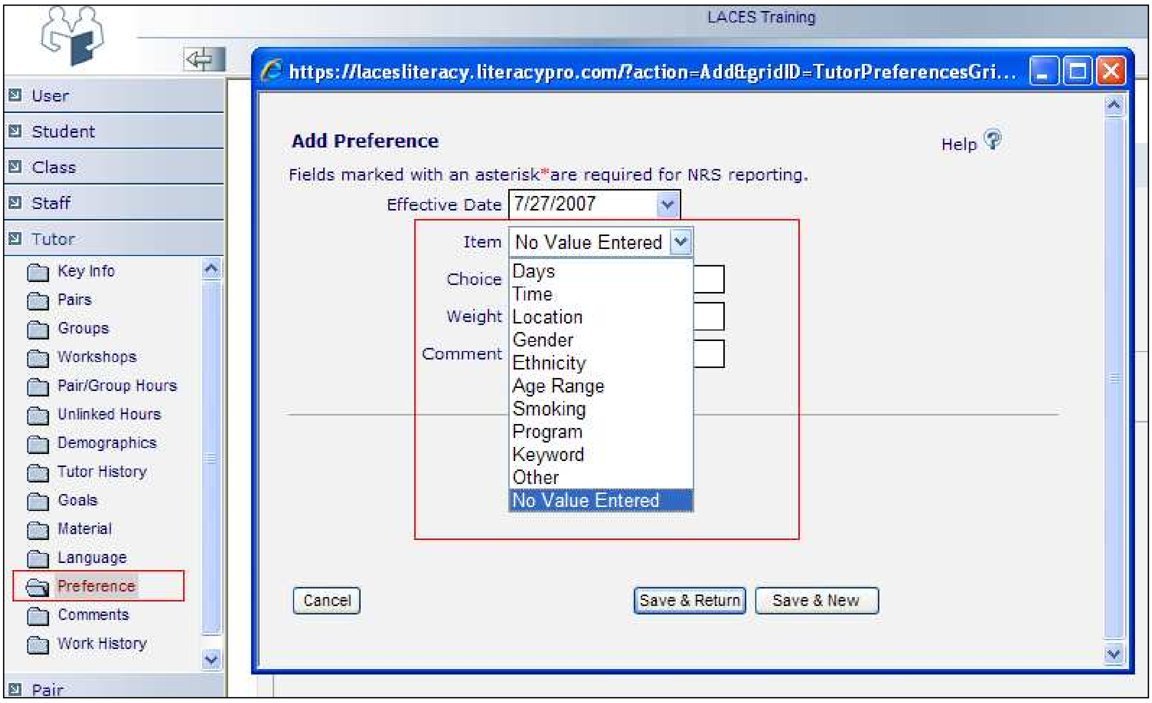
5. Once you have defined all the required parameters of your search, click the

Go button to bring up the search results in the List View.

6. Review the search results. From here you may run more searches or print the results for future reference. As a note, this search is run ONLY based on selection.

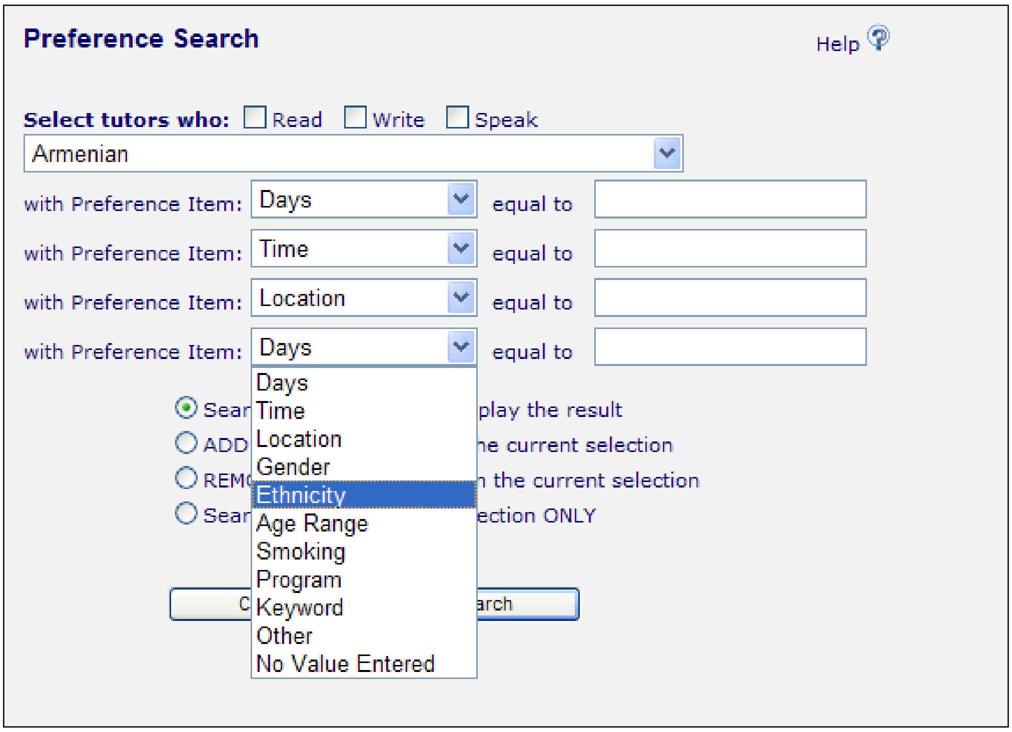
Tutor Preference Search

Both students and tutors have a “Preferences” folder where you can put in their preferences for items such as days, times, or locations that they can meet, whether they prefer to work with a pair member who is the same or opposite gender, ethnicity, or age range, etc. You can put in the item type (item), the person’s choice (choice), how important that choice is on a scale of 1-100 (weight), and any additional comments (comment).



A tutor preference window

Once you have entered student and tutor preferences, you can search on this preferences in either the Student or Tutor populations by going to Find>Preference Search.
The Preference Search window allows you to search for a student or tutors preferences in terms of Languages that the person can read, speak, and write, as well as all other preferences available in the preference choice list, as indicated on the screenshot below.



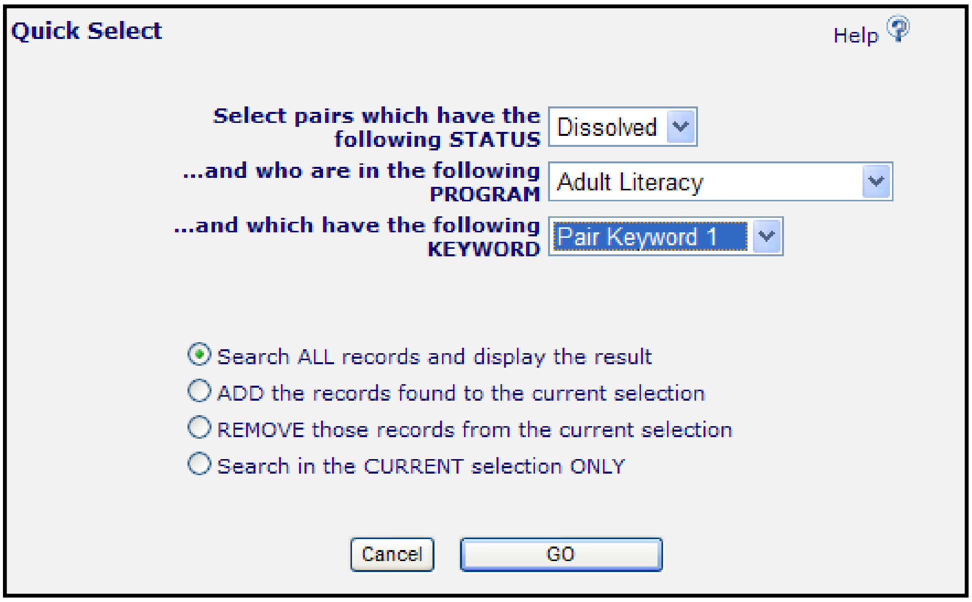
Preference Search window

Choose one of the radio button selections.

Click **Search** and review the returned selection.

Pair Searches

Pair Quick Select



Pair: Quick Select Window

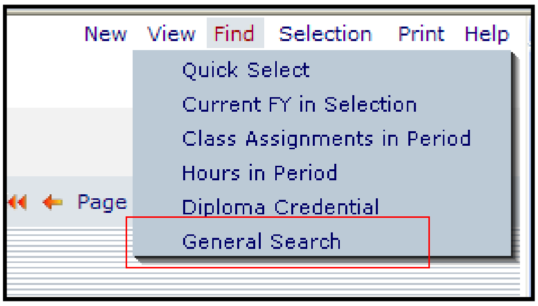
The Quick Select search lets you search through the pair population to locate pairs with a specific Status, Program, and/or Keyword. You do not have to select all three options; you can use any or all of the available options, singly or in combination with one another.

Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Pair General Search

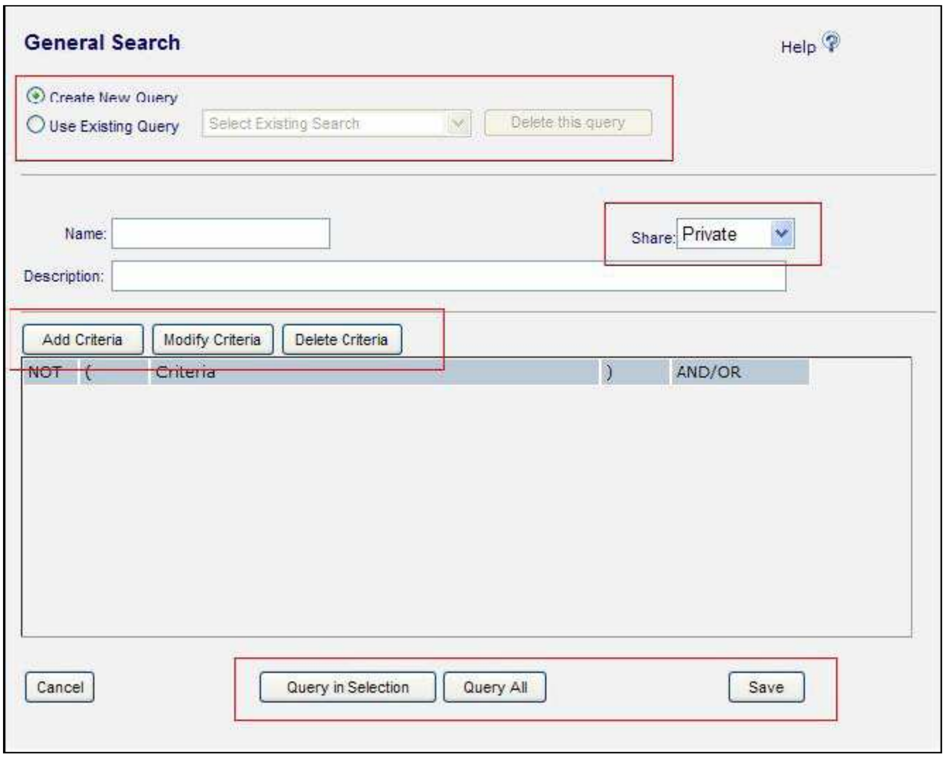
Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



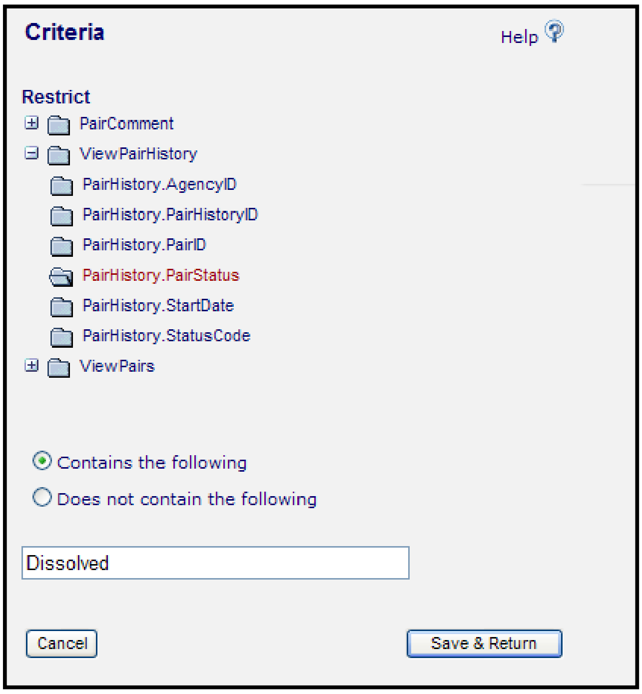
General Search options window

If you are creating a new search, click the "Add Criteria" button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

Pair Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.

An expanded PairHistory folder displays options



Putting in the search parameters for a Pair Status search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Pair History Search

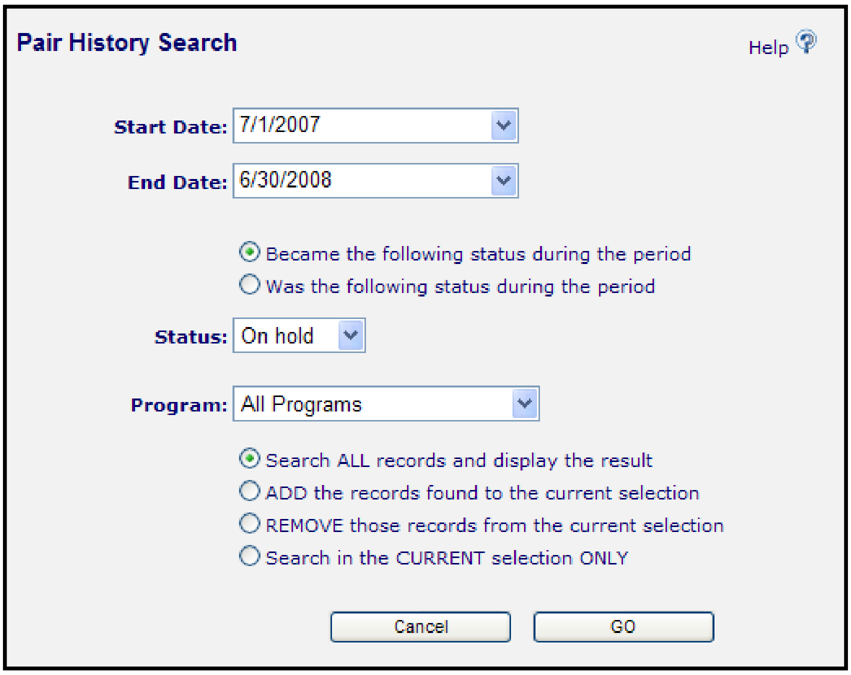
This search will find pairs who had or became a specific status during a specific time frame. You can also narrow down the criteria based on the Program for the pairs.

To generate this search, follow these steps:

1. Go to the **Pair** tab in the navigation pane of LACES.
2. Choose **Find** from the menu bar and go to **Pair History Search.**
3. Choose a Start Date and End date by which to search. The default dates are the current fiscal year.
4. Indicate whether you are searching for a status that *became* or *was* that status in the period.
5. Indicate the **Status** and **Program**, if desired.

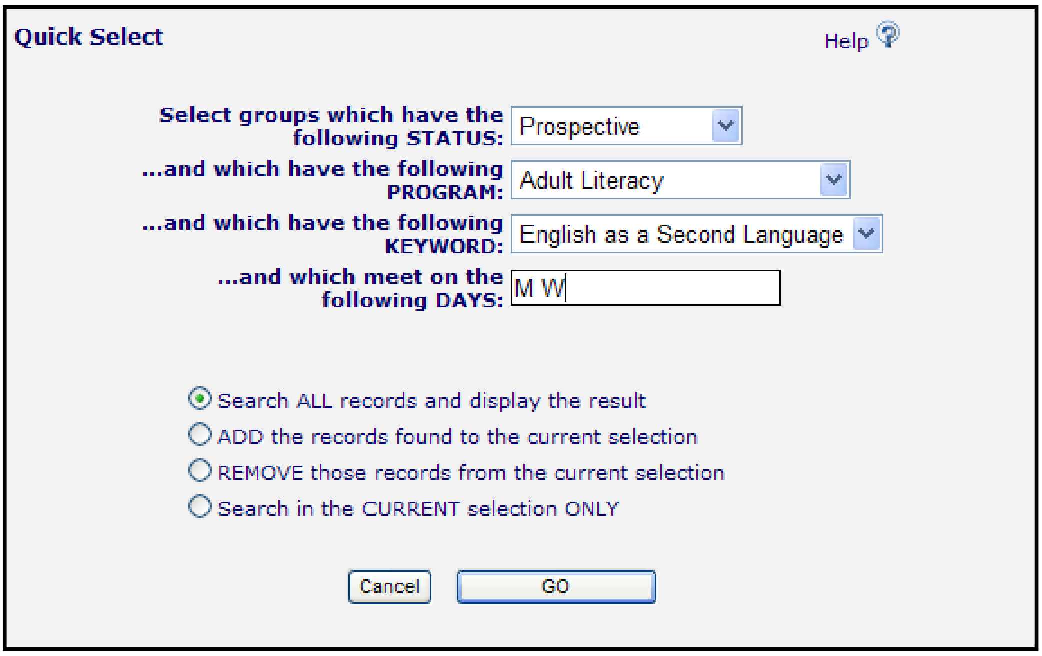
Choose one of the radio button selections.

Click **GO** and review the returned selection.



Group Searches

Group Quick Select



Group: Quick Select Window

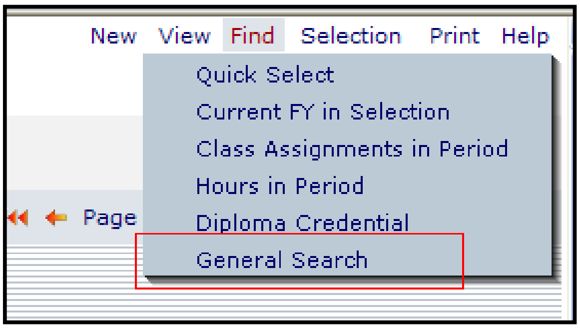
The Group: Quick Select search lets you search through the group population to locate groups with a specific Status, Program, and/or Keyword. Additionally, you can search for groups who meet on specific days. You do not have to select all four options; you can use any or all of the available options, singly or in combination with one another.

Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Group General Search

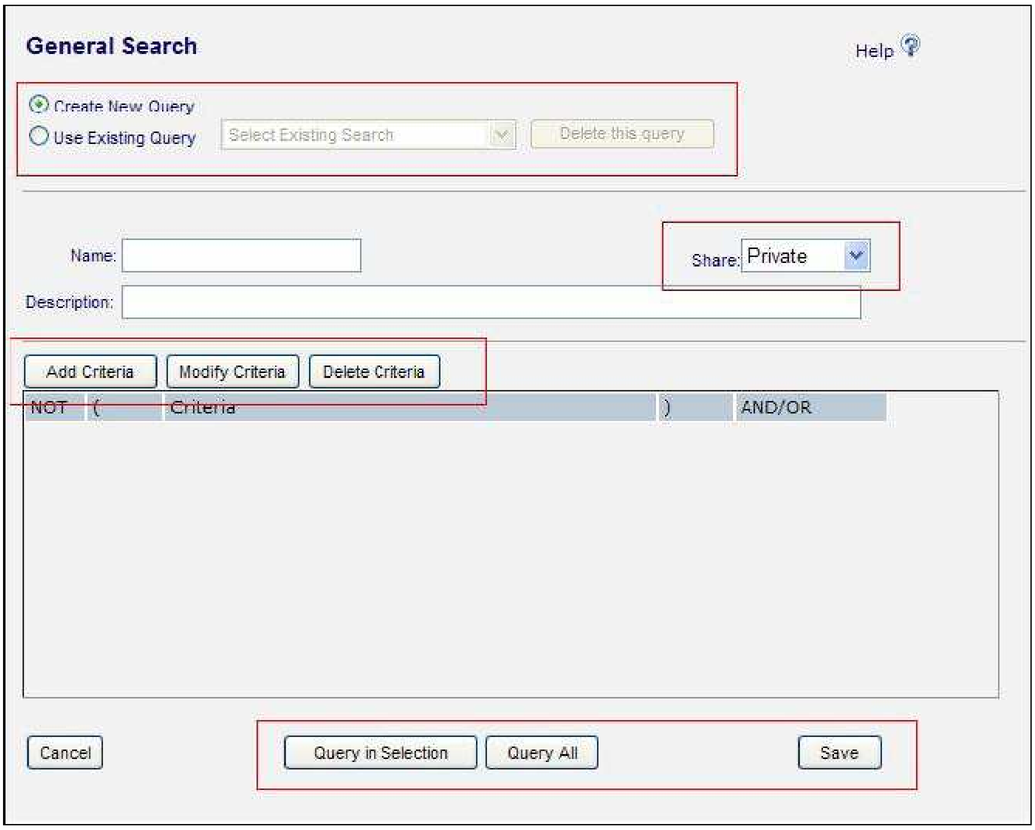
Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



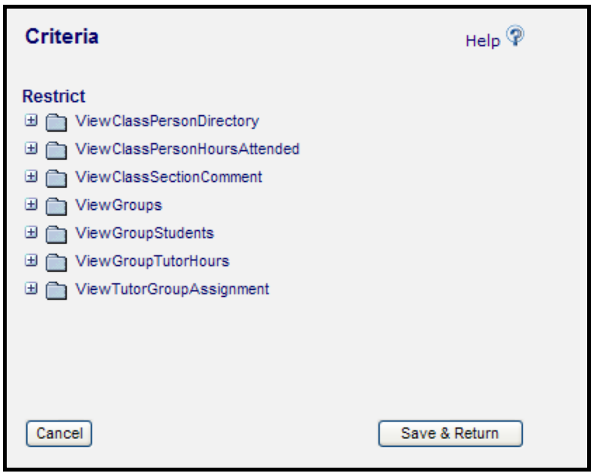
General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



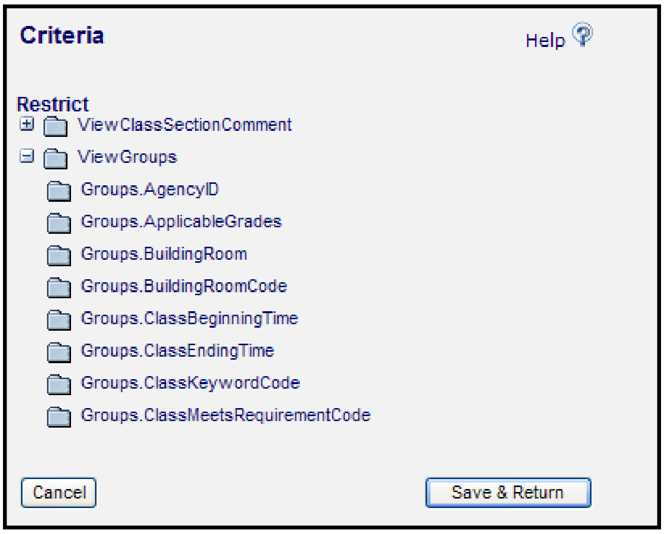
General Search options window

If you are creating a new search, click the “Add Criteria” button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

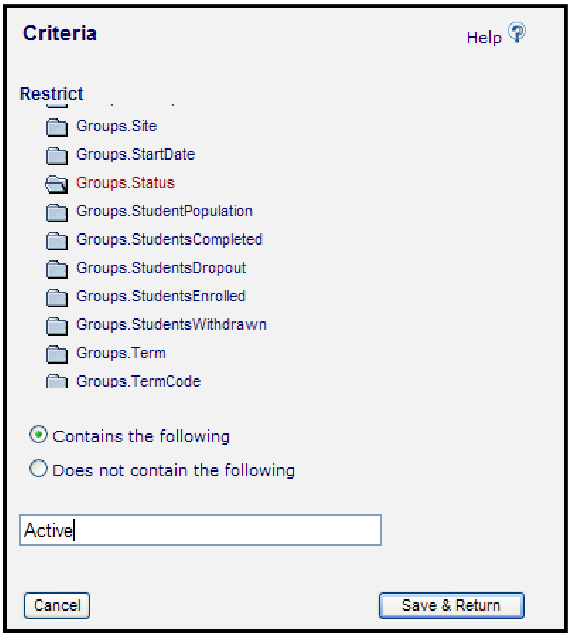


Group Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.



An expanded Groups folder displays options

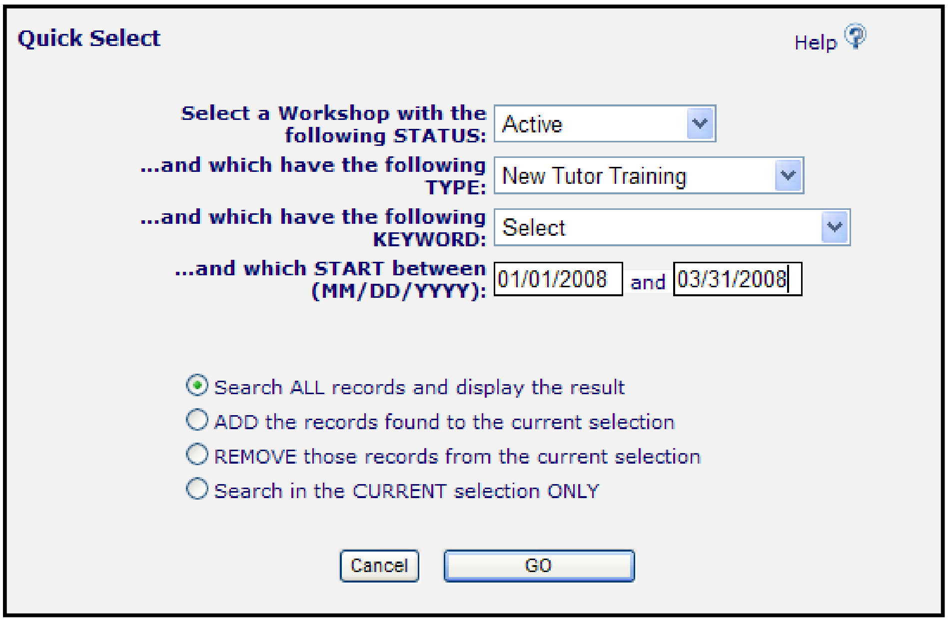


Putting in the search parameters for a Group Status search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Workshop Searches

Workshop Quick Select



Workshop: Quick Select Window

The Workshop: Quick Select search lets you search through the workshop population to locate workshops with a specific Status, Type, and/or Keyword. Additionally, you can search for workshops with a start date between a specific user-defined date range. You do not have to select all options; you can use any or all of the available options, singly or in combination with one another.

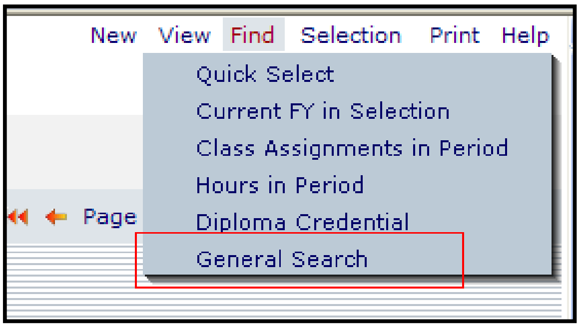
Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Workshop General Search

Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently

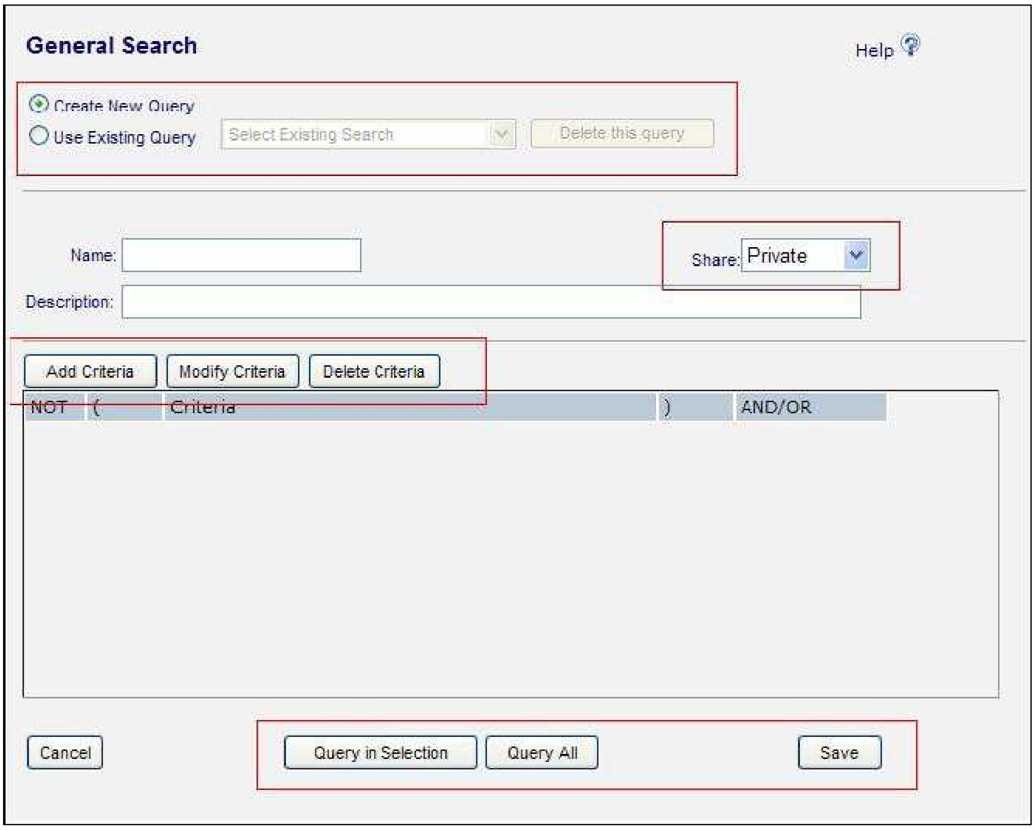
tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



General Search

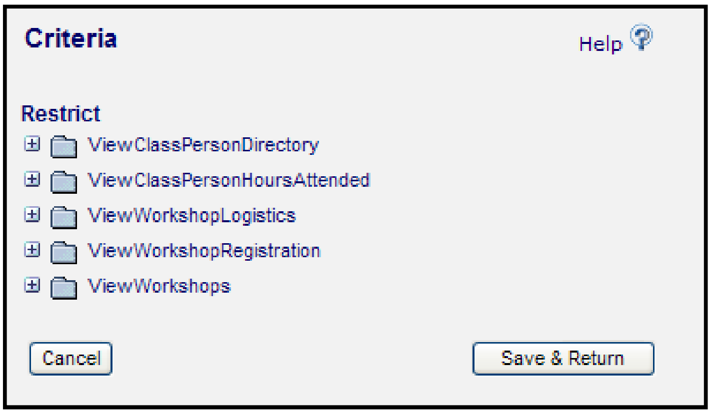
The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



General Search options window

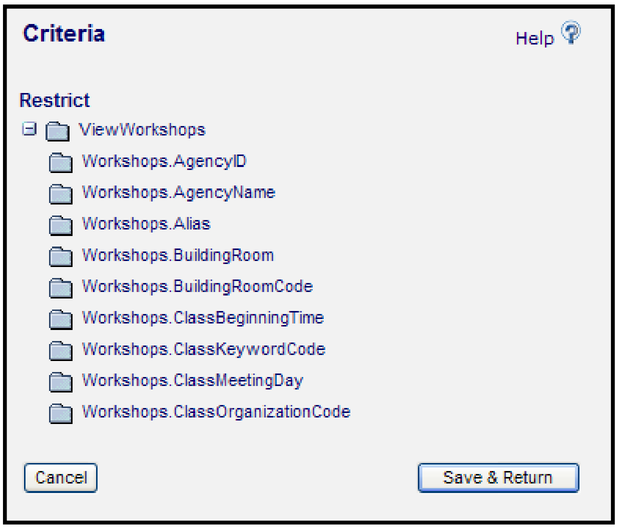
If you are creating a new search, click the “Add Criteria” button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders

will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

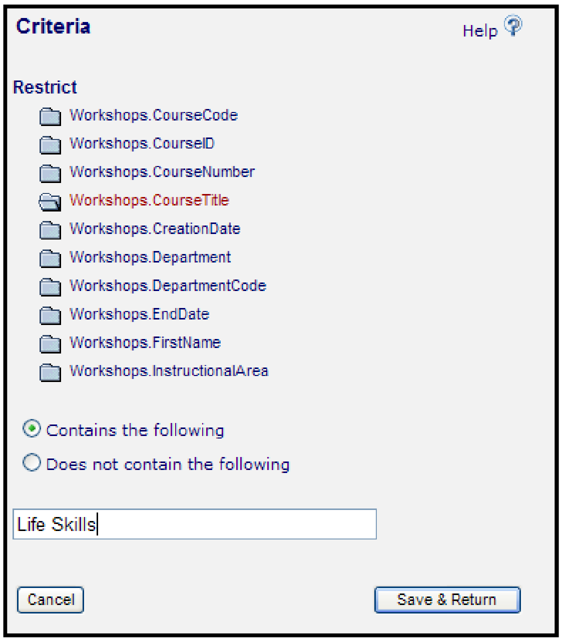


Workshop Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.



An expanded Workshops folder displays options

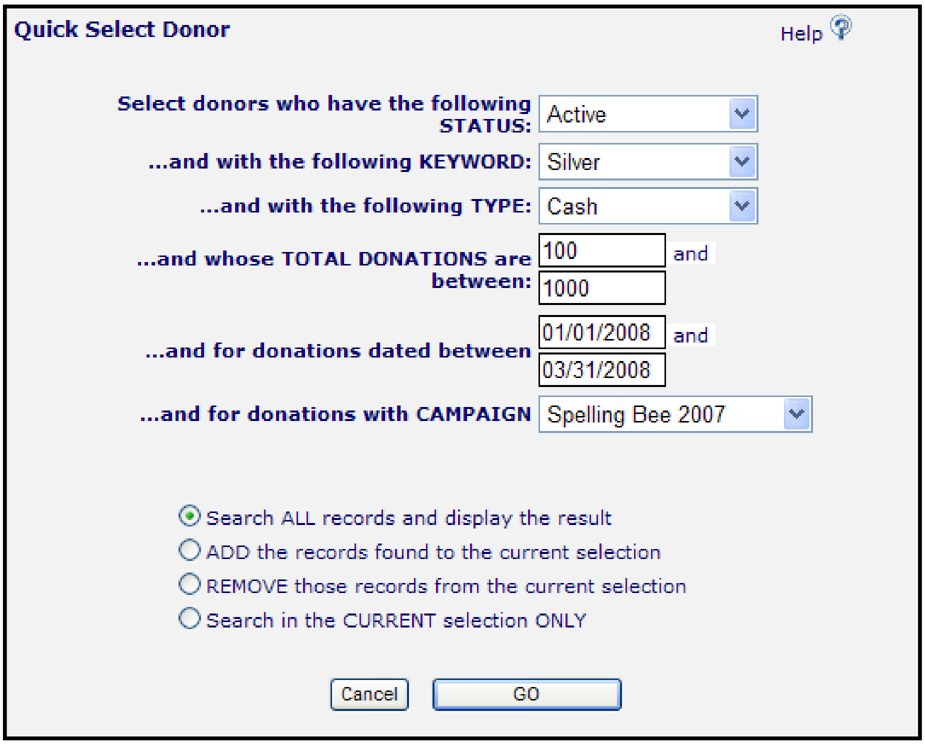


Putting in the search parameters for a Workshop Course Title search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Donor Searches

Donor Quick Select



Donor: Quick Select Window

The Donor: Quick Select search lets you search through the donor population to locate donors with a specific Status, Keyword, and/or Type. Additionally, you can search for donations with a between a specific value amount or date range, or associated with a specific campaign. You do not have to select all options; you can use any or all of the available options, singly or in combination with one another.

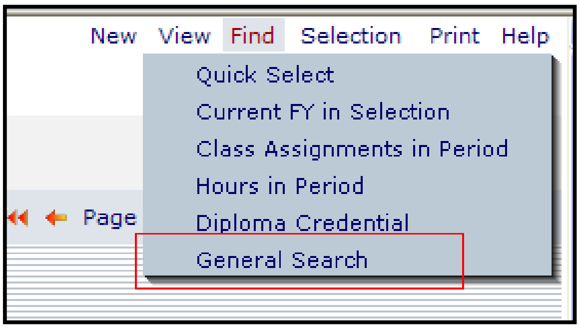
Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Donor General Search

Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently

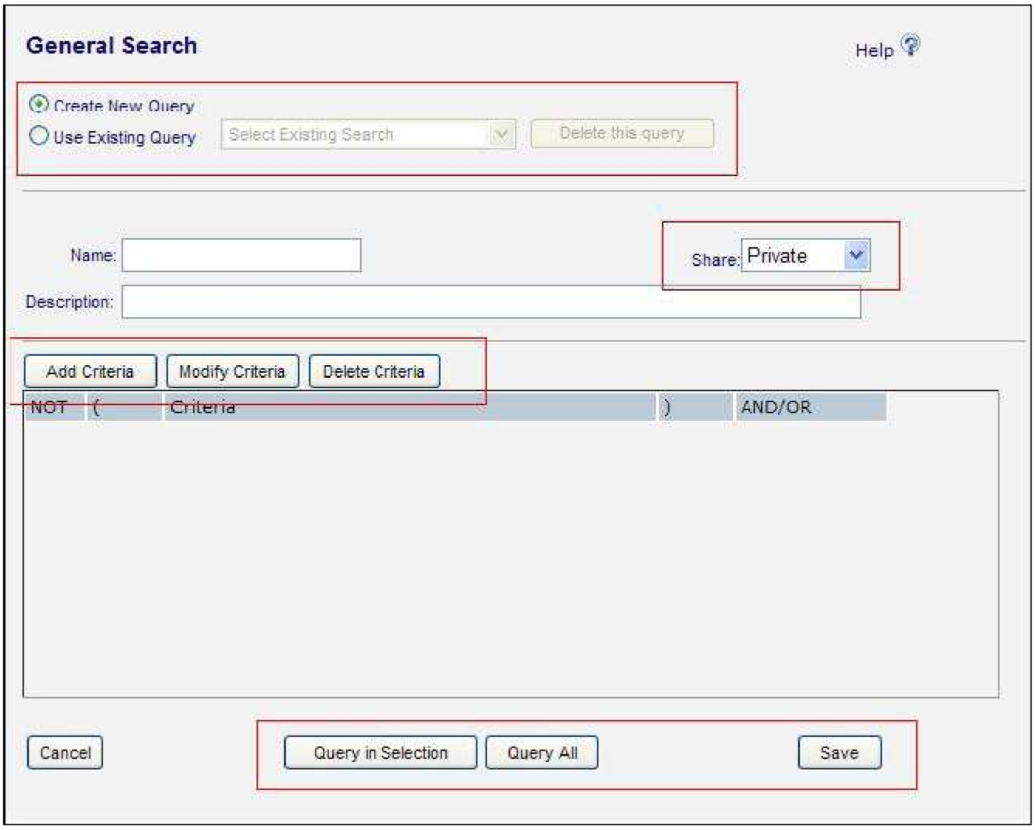
tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



General Search options window

If you are creating a new search, click the "Add Criteria" button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders

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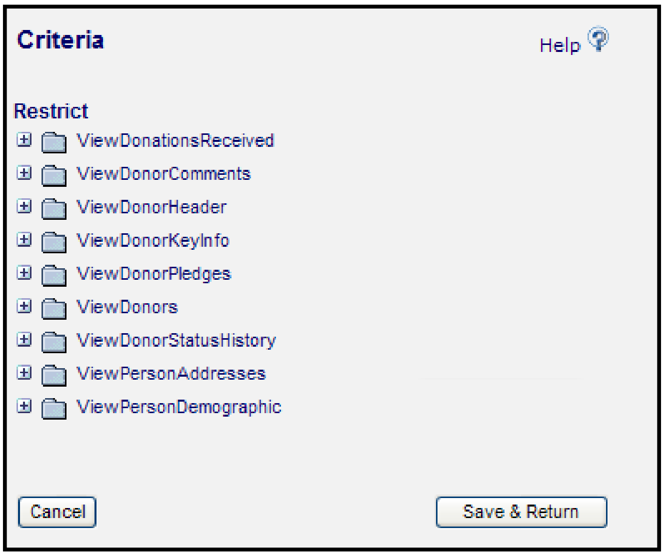
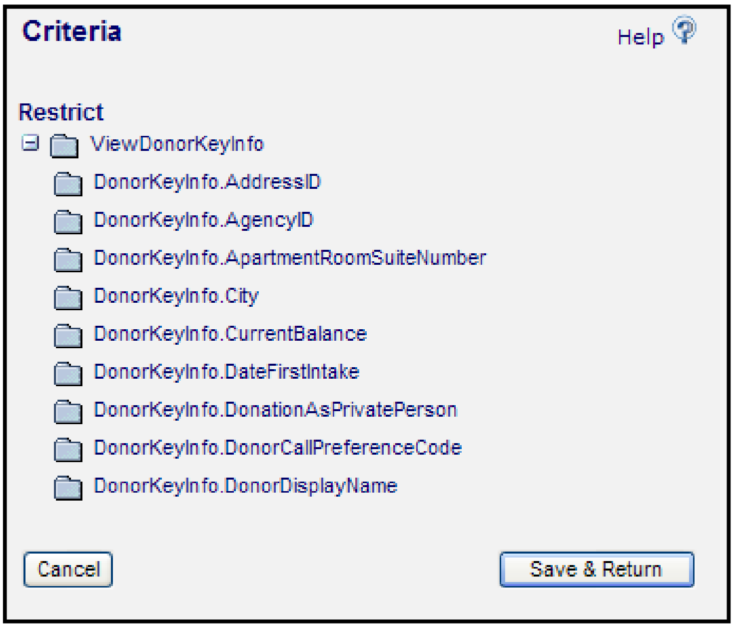
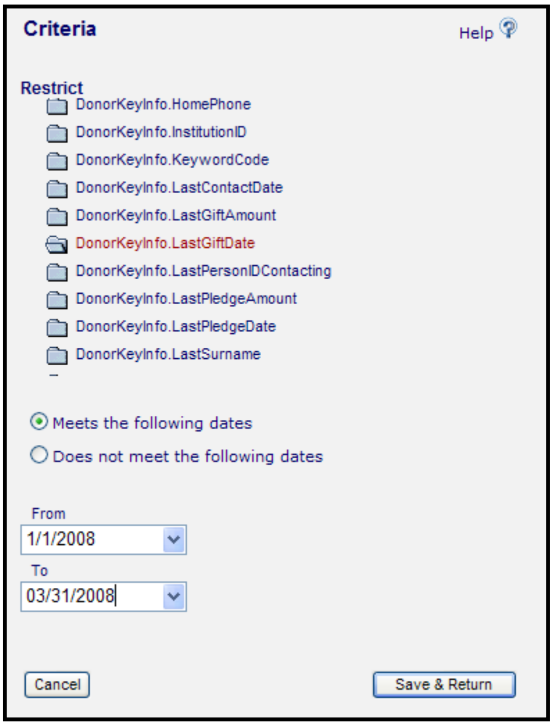


Donor Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.



An expanded Donor Key Info folder displays options

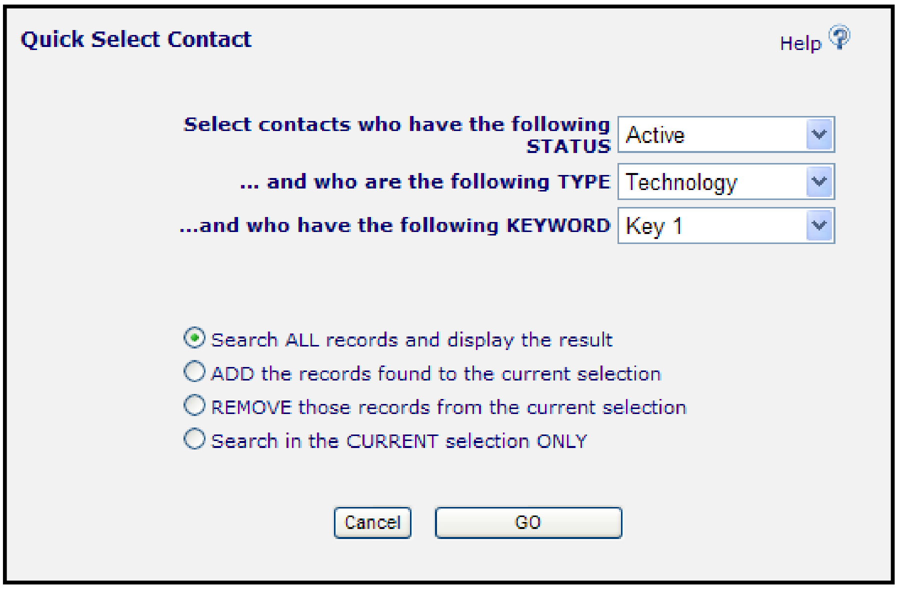


Putting in the search parameters for a Last Gift Date search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Contact Searches

Contact Quick Select



Contact: Quick Select Window

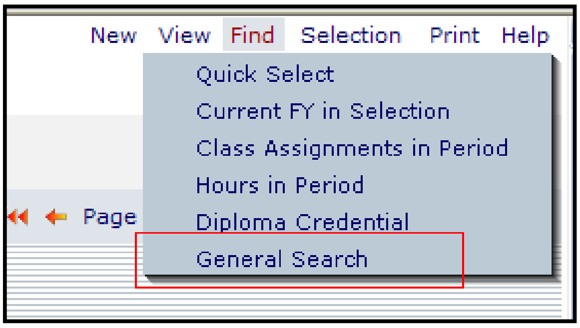
The Contact: Quick Select search lets you search through the contact population to locate contacts with a specific Status, Type, and/or Keyword. You do not have to select all options; you can use any or all of the available options, singly or in combination with one another.

As with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Contact General Search

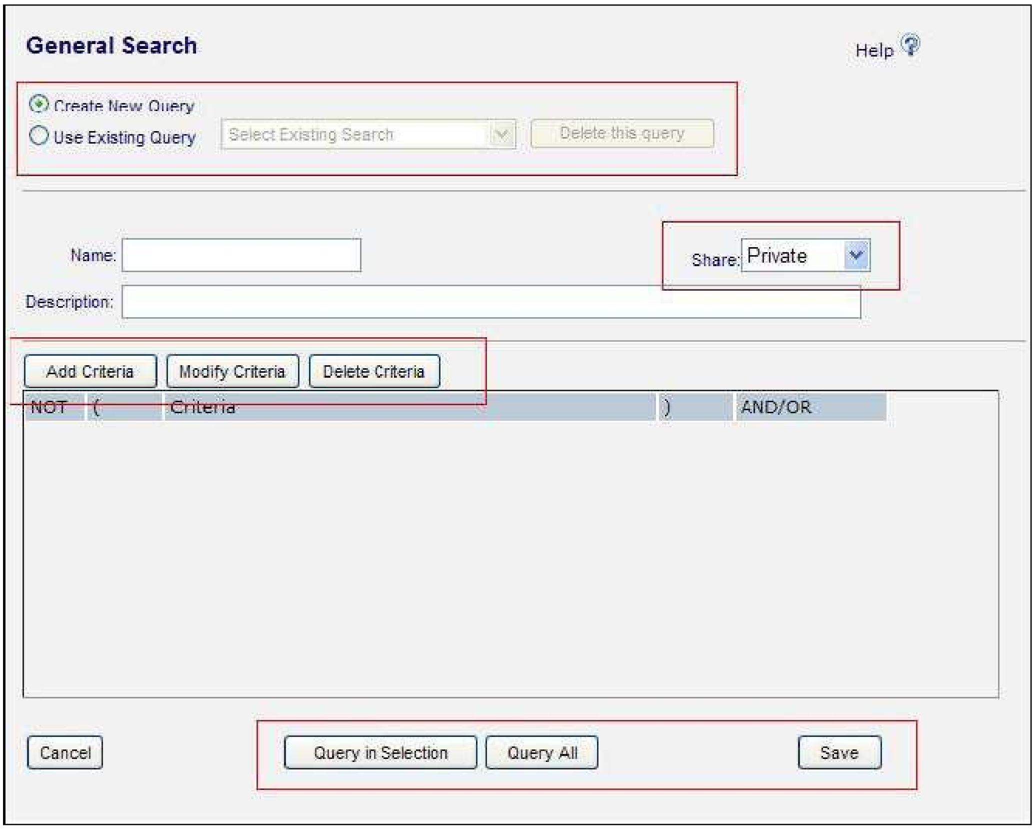
Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



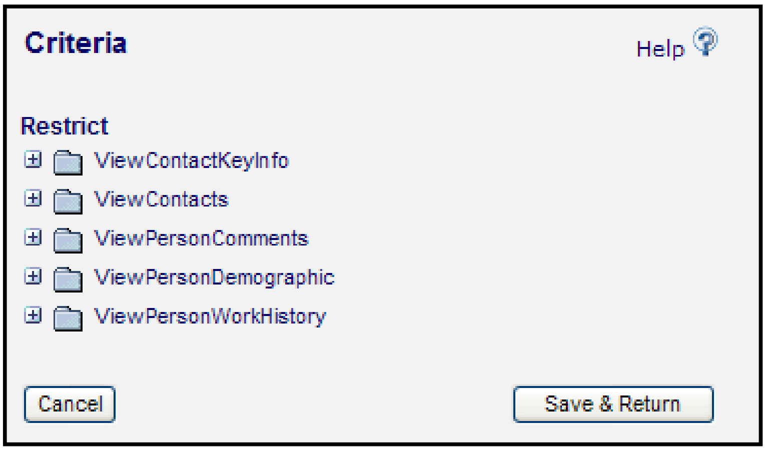
General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



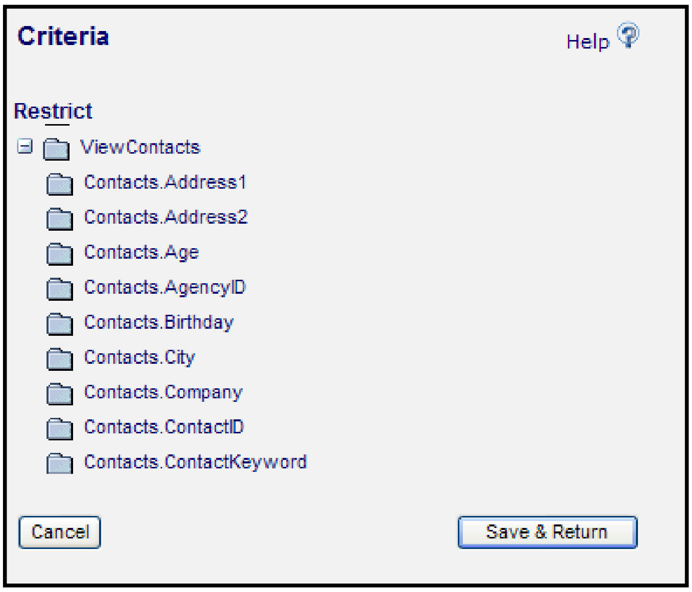
General Search options window

If you are creating a new search, click the "Add Criteria" button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

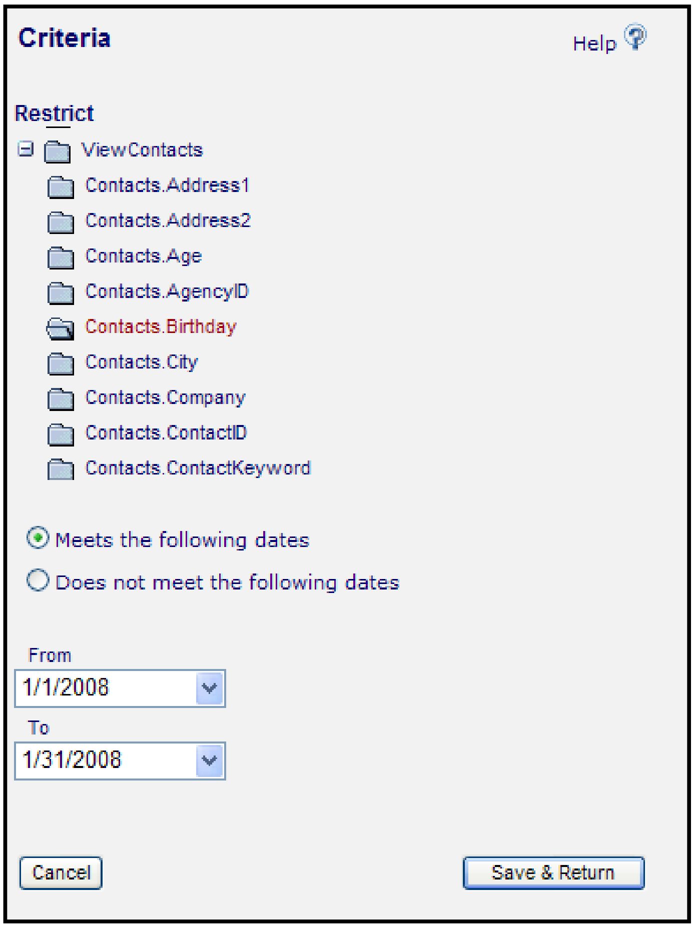


Contact Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.



An expanded Contacts folder displays options

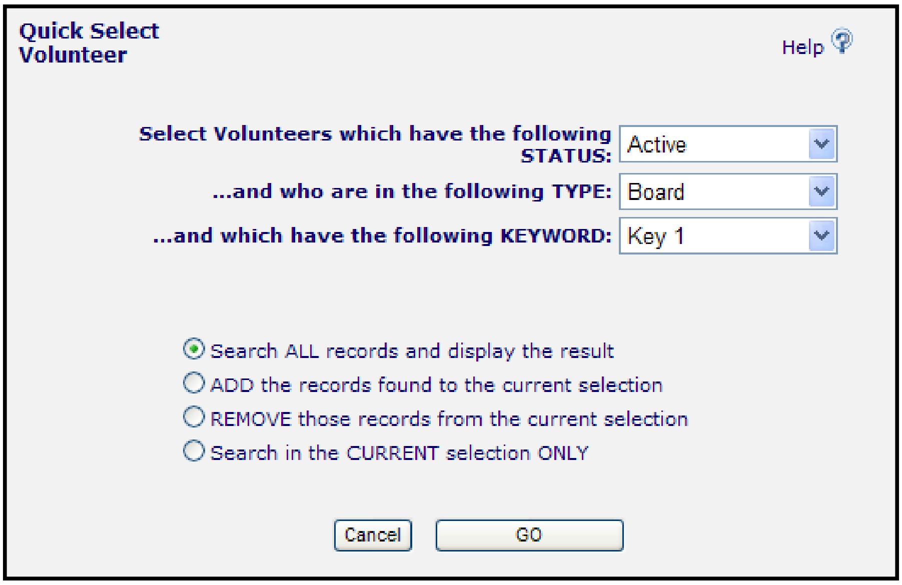


Putting in the search parameters for a Contacts Birthday search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Volunteer Searches

Volunteer Quick Select



Volunteer: Quick Select Window

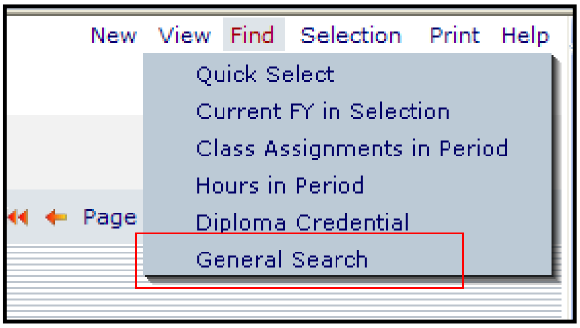
The Volunteer: Quick Select search lets you search through the volunteer population to locate volunteers with a specific Status, Type, and/or Keyword. You do not have to select all options; you can use any or all of the available options, singly or in combination with one another.

As with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Volunteer General Search

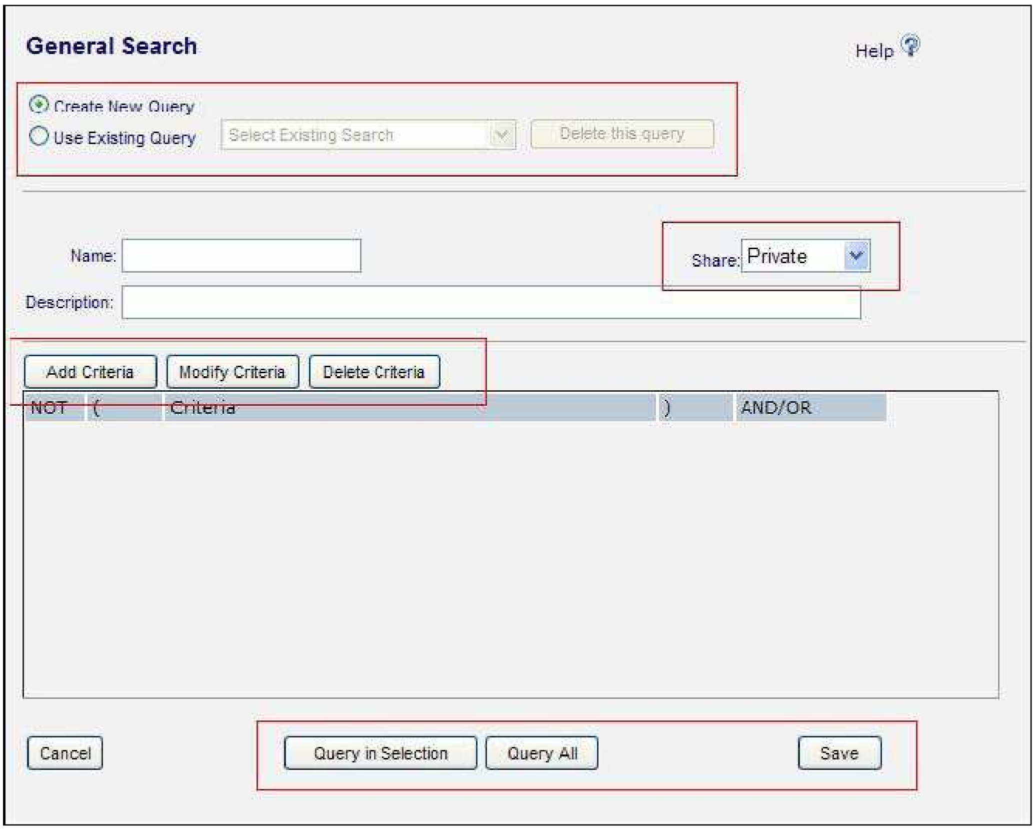
Do not be intimidated by the wide variety of search options available in the General Search. Once you have familiarized yourself with the various folders and become accustomed to using the Boolean search format, you will be able to master the general search to find less frequently tracked information in your data. Additionally, the General Search queries can be saved and made public, so searches need only be created one time by one user and then everyone in your agency can use them.

General Search is always found by going to the toolbar from whatever population you are working in and clicking the Find>General Search option.



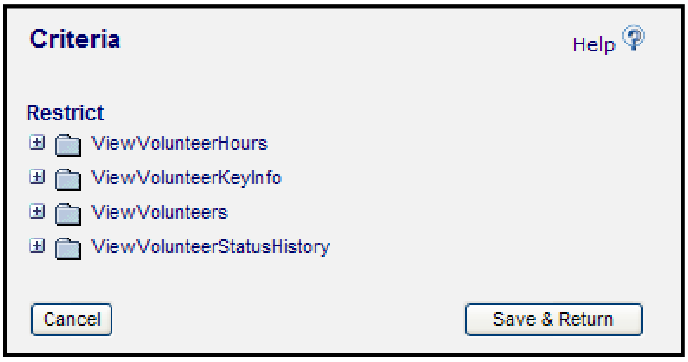
General Search

The General Search window will open, which allows you to either create a new query or use an existing query (saved search.) You would also use this window to save a search and designate if it was Private (for your user name only) or Public (for all users in your database).



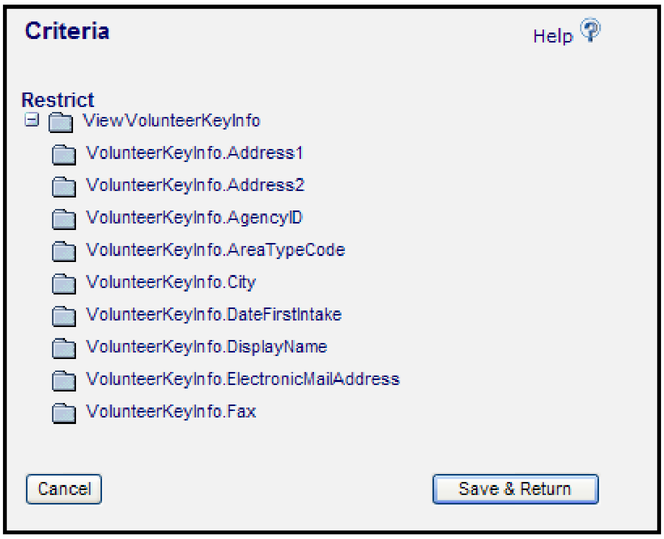
General Search options window

If you are creating a new search, click the “Add Criteria” button. The criteria list will open up, displaying all the folders from which you can choose to select criteria from. Many of these folders will correspond with the folders in the record, but you may not always find the item you are looking for in the first attempt. Familiarize yourself with the sub-folders and it will get easier. You can also contact tech support or training if you are really getting stuck.

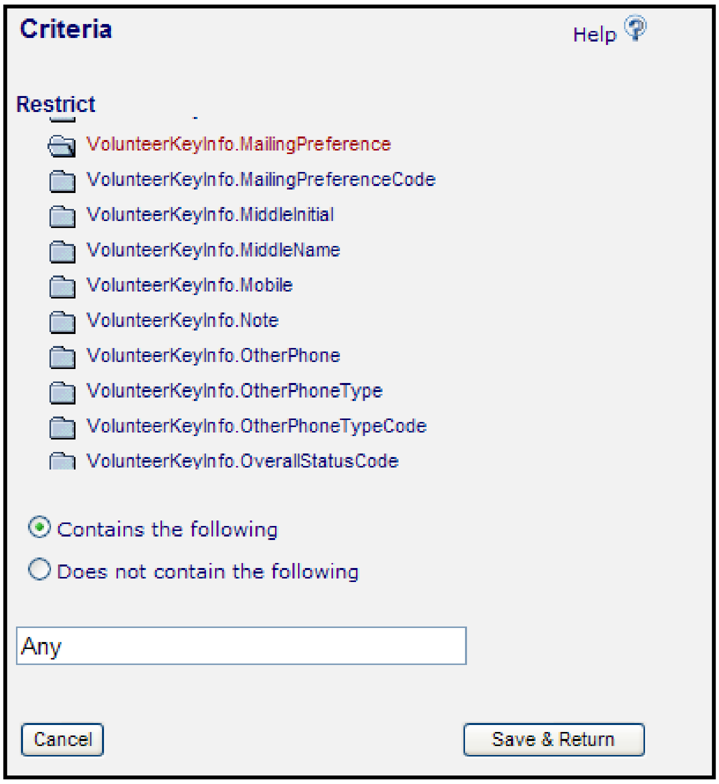


Volunteer Criteria folders

To open the criteria folders and see the available criteria, click on the + (plus) sign next to the folder. The folder will then expand and display all the criteria. You may need to scroll up or down to see all the available sub-folders. When you click on a criteria, the screen will refresh and then display the options you can search on; whether it is True/False, a specific date, level, name, or demographic, or a specific preference- there is an almost endless list of criteria available.



An expanded Volunteer Key Info folder displays options

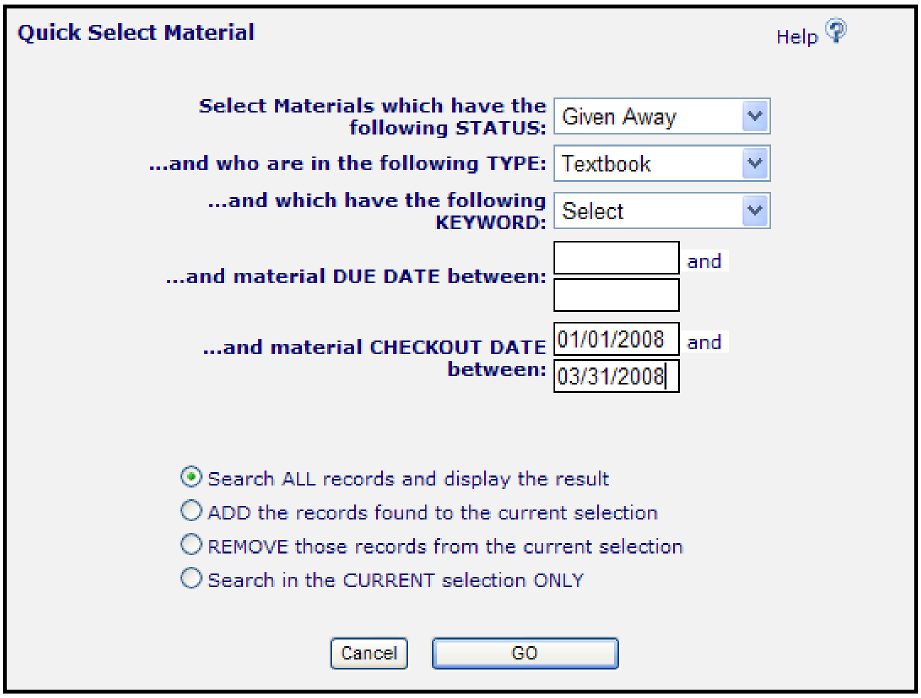


Putting in the search parameters for a Volunteer Mailing Preference search

You can continue to add criteria, as the General Search allows for one or multiple criteria to be searched on. Bear in mind that the more criteria you add, the more places in the database the information must be pulled from, so the search may time out if you are running multiple criteria searches on very large populations. For this search, the more you can narrow down your selection prior to running the search, the better your results will be.

Material Searches

Material Quick Select



Material: Quick Select Window

The Material: Quick Select search lets you search through the Materials population to locate materials with a specific Status, Type, and/or Keyword. In addition, you can search for the due date or checkout/giveaway date within a user-provided date range. You do not have to select all options; you can use any or all of the available options, singly or in combination with one another.

As with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search ONLY in the current selection.

Viewing Data

There are various ways to view your data, other than the default list views. Viewing your data in different ways can be helpful if you are looking for specific information, or if you would like to change the view of your list in preparation for printing a specific list.

Selection Menu

The Selection Menu allows you to modify the set of records in a list. From the Selection Menu, you can turn on viewing of all records in a set, limit a set of records to only selected items, limit a set of records to all items other than those selected, and save and load sets of records.

The Selection Menu

All

The All menu option can be used if, after omitting records from the list (described below), you want to restore the list to show all of the records in the current search domain.

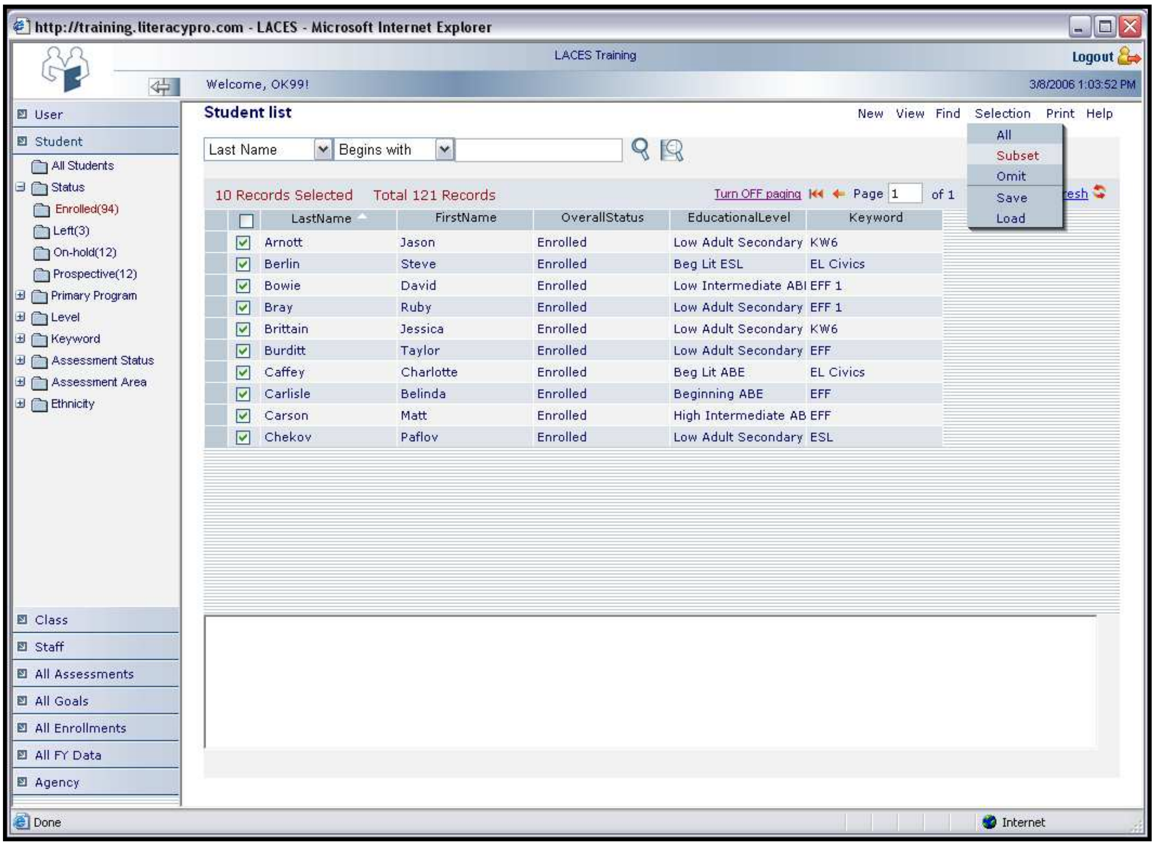
Subset

The Subset menu option can be used to manually create subsets from lists of records. This feature is useful for creating a specific selection if you need to print labels or reports for a small number of people. When using this feature, it may be useful to select the **Turn Off Paging** option at the top of the list. This will show you up to 200 records at a time.

The Turn OFF Paging Option

To create a subset of records, use the check boxes on the left side of the list entries to check the desired items and then select *Subset* from the **Selection** menu.

Example: You have a list of the names of ten students who are working on a special project. You would like to print mailing labels for these ten students, without having to print labels for your entire student list. From the student list, click the check boxes next to the names of the students you would like to include in your subset. Click the *Subset* option under the **Selection** menu and you will see the list of only records you selected. With this selection, you can now print labels, reports, etc. for this specific subset of students.



A Subset of Students

Note: You may want to save your subset, so that you can easily access this same set of students without having to re-create the list. Use the Save & Load feature (described below) under the Selection menu if you would like to save the set.

Omit

The *Omit* option is very similar to the *Subset* option. However, when you select records and click *Omit*, those records are removed from your current selection. *Omit* does not delete records! As soon as you click the *All* option under the *Selection* menu or reopen the list, omitted records will be visible again.

Omit can be used when you want to print labels or a report for everyone in your list, except a few specific people, etc. It's also handy to use when creating mailing lists, so that you can remove people with incomplete addresses, or those who do not wish to receive mail, prior to printing labels or letters.

Save & Load

If you have selected a specific group of records that have certain attributes, it is possible to save that group. This could save time if there is a need to print out various reports on different selections. The *Save & Load* options allow you to see the same list of records without rebuilding the selection each time.

For example, you could prepare for a mailing by first building your list and saving the set, to prepare for printing the labels later. You may want to use this feature any time you have created a selection of records that will take a little time to re-create, or when you want to be able to easily "load" a very specific set of records in the future without remembering the steps or searches required to generate the selection. Please note that loading a set does not redo any searches you initially performed when you first saved the set. Saving a set does not actually save the records; it saves "pointers" to the records so they can be accessed as a set any time.

It is important to remember that merely checking certain records will not isolate them for saving as a set. If you wish to select or omit a number of records by highlighting them, the *Subset* or *Omit* options (respectively) must be used prior to saving the set. You may also use the options under the *Find* menu to perform one or more searches to create the appropriate selection. All records currently showing in the list will be included in the set.

Saving a Set

While viewing the list of records you would like to save, click on the Selection menu and chose the Save option. This will open a new window in which you can designate a name and location for saving the file.

Loading a Set

It is important to remember that the saved set must be opened within the same list from which you initially saved the set. This means that if a set was created in the Student List, you can only load it in the Student List. Please note that loading a set does not redo any searches you initially performed when you first saved the set. Saving a set does not actually save the records; it saves "pointers" to the records so they can be accessed as a set anytime.
To load a set of records, click on the *Selection* menu and choose the *Load* option. Choose the *Browse* button to navigate to the file you would like to load. Select Load to load the file and return to the list or *Cancel* to return to the list without loading the file.

Custom Views

Options for viewing data can be found under the *View* menu at the top right corner of the screen. These options allow you to select from a set of predefined lists, to create and modify list views of your own, to select from a set of custom views, and to turn off the Preview pane.

Address List Pre-defined View

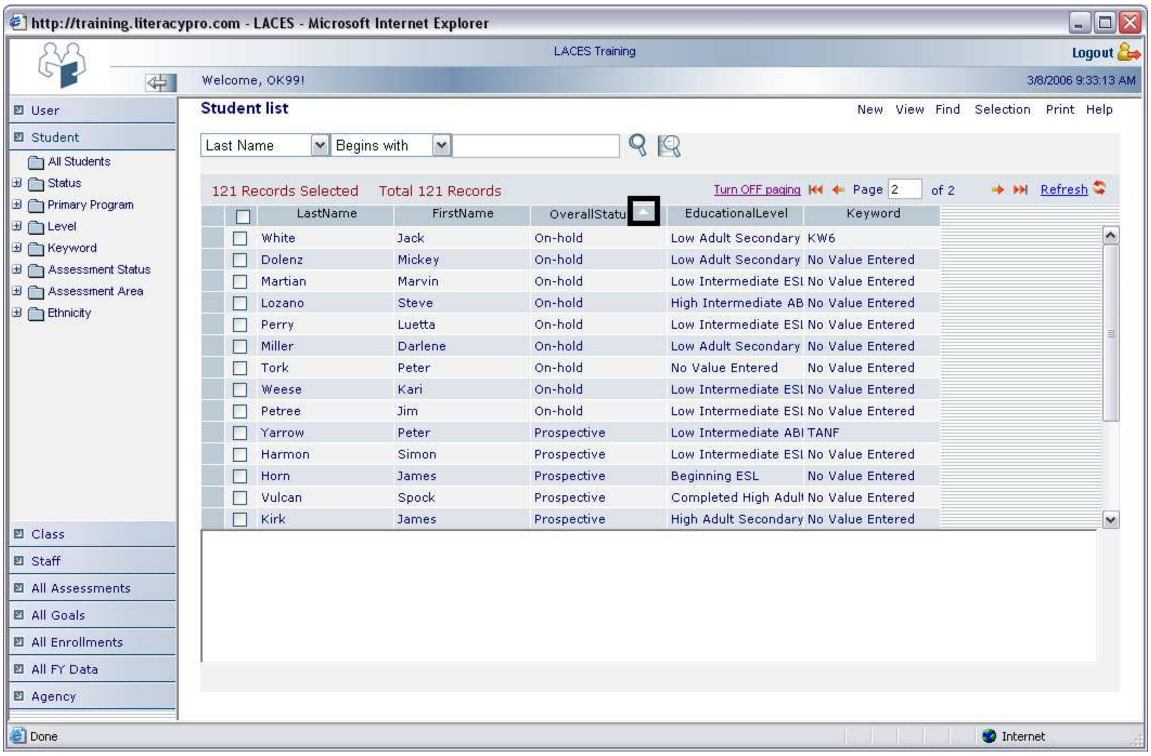
Pre-defined Views

Information contained in records under each tab (students, classes, etc.) is initially presented using default pre-defined list views. Selecting one of these views will change the list display for the active set of records. The *Key Info* list is available for records under all tabs. For student records, an address list, phone list, NRS view and Assessment Information view are also available.

For example, if you would like to view your student list as an address list. Click the **View** menu and select Address List to view the address list. You can click the **View** menu and choose **Key Info** to change the list back to the key info view if you wish. The last list format that you have chosen will become the default view the next time you open a list.

By default, lists are ordered alphabetically by the first two fields in a list. You may change the sort order by clicking on any one of the column headings. When you click on a column heading, a small arrow appears indicating the sort order. If you click on the heading a second time, the sort order will be reversed. If you would like to put your list in order by a different field than those listed, you may create custom lists (described below) with user-defined sort orders.

For example, if you would like to identify and isolate students with a specific status, you may sort the list by Overall Status by clicking on that column heading.



Example: Sorting a List by Overall Status

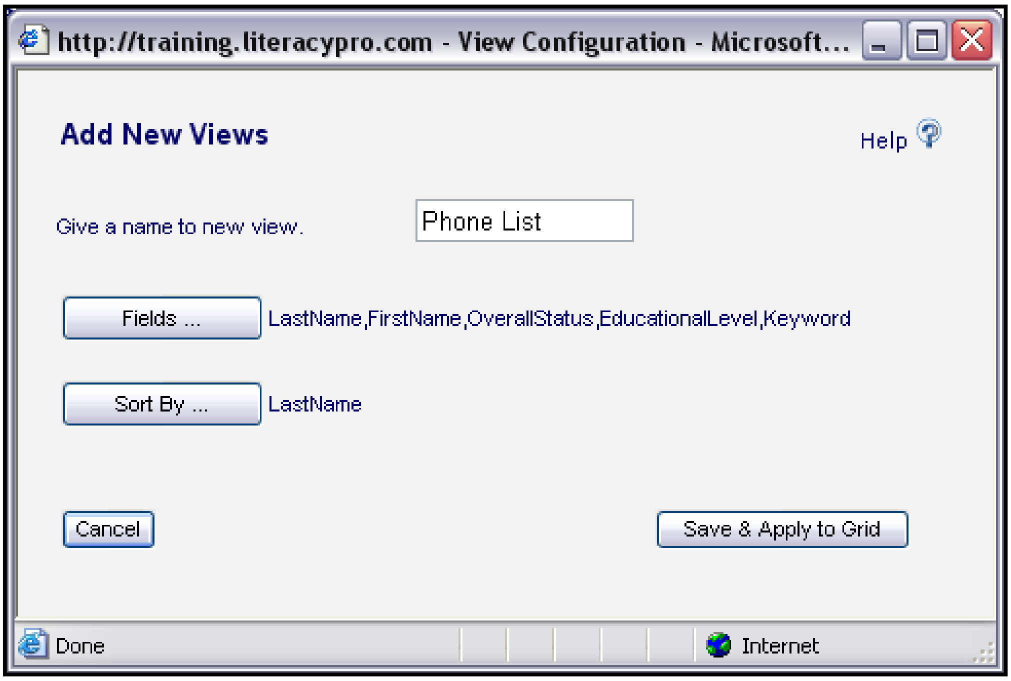
Creating New Views

There are various ways to view your data beyond using the default list views. Viewing your data in different ways can be helpful if you are looking for specific information, or if you would like to use your data for different purposes such as for generating phone lists.   You may create new views by selecting fields that will appear in columns on the list and then choosing the sort order.

These views, once saved, are automatically added to the View menu for later use (described below.) To create a custom list, select the **Create New Views** option from the **View Menu**.

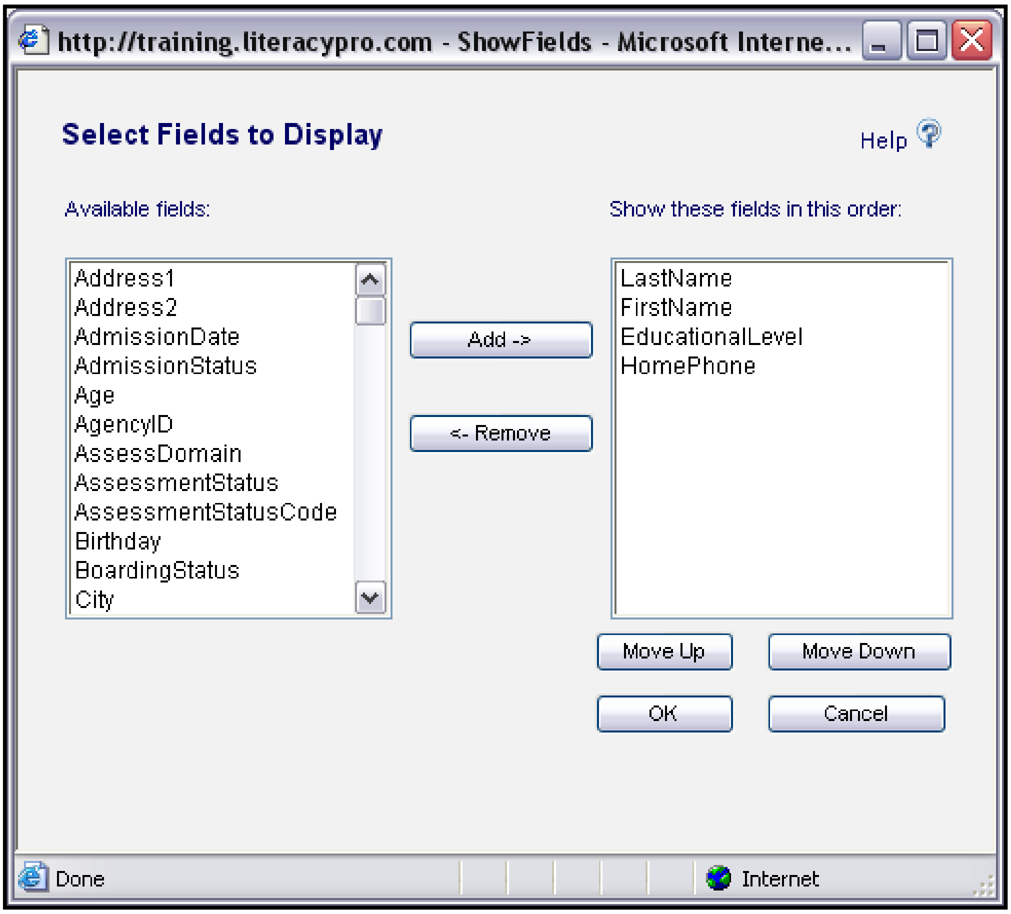
The Create New Views Option

The first step is to give a name to your new view. This is the name that will appear under the *My Views* menu option.



Add New Views Dialog

Next, select the **Fields** button to define the fields that will make up the list. The dialog will show the available fields on the left and the fields to be used in the custom list on the right. The default fields for the custom list are the items that comprise the current active list. If any of these fields are not desired, simply select the item and click on the **Remove** button. To add a field to the custom list, select it from the choices in the left window and select the **Add** button. The order of the list items may be changed by selecting a field and clicking on the **Move Up** and **Move Down** buttons.



Select Fields to Display Dialog

Once you have defined the custom list, select the **OK** button (or the **Cancel** button to restore the original options) to return to the previous window.

To change the default sort order of the new list, select the **Sort by** button. This will bring up the *Select Fields to Sort by window*. Using this dialog, you may chose up to three levels to sort by and you may use a different sort order for each level. For example, you may choose to sort by last name and first name alphabetically (ascending) or by birthday from oldest to youngest (descending sort order).

Select Fields to Sort by Dialog

Select the **OK** button to save your selections (or the **Cancel** button to restore the previous selections) to return to the Add New Views window.

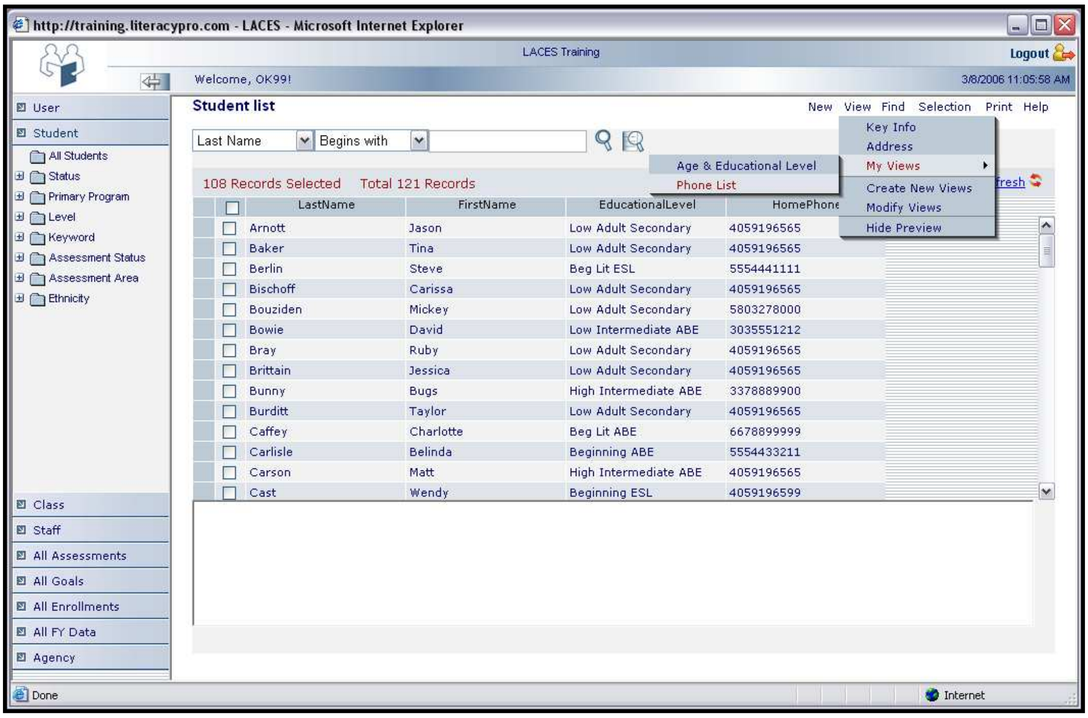
Click the **Save and Apply to Grid** button to save the custom list and to redraw the existing set of records using the new list definition. Select the **Cancel** button if you do not wish to save your changes.

Selecting Defined Views

If you have defined any customs lists (described below), the View menu will change to include a new option called *My Views*. Selecting one of these lists will change the list display to the view selected (defined by the user.)

The My Views Option

This feature can be especially helpful if you want to print a list showing addresses, phone numbers, birthdays, etc. For example, if you want to call students without going into each individual record, you can create a custom phone number list. Any list that you can view can be printed (see the Printing chapter in this reference guide for more details).



Example: Custom Phone Number List

Modifying Existing Views

Once you have defined one or more custom lists, you may choose the **Modify Views** option to change the definition of those views.

The Modify View Dialog

Using this dialog, you may delete a view by selecting the view from the list and choosing the **Delete** button. You may also select a view and use the **Fields** and **Sort by** buttons as described above in the Creating New Views section of this document.

Chapter Five
Printing

Overview

Some of the most powerful features of your database are the various printing options. You have access to many different views of your data for printing a multitude of reports, lists, and labels for various selections of records.

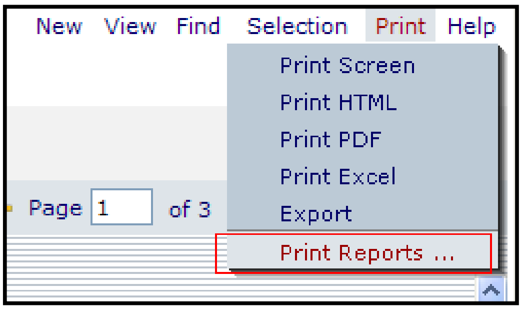
Reports, lists, and labels may be printed at any time. Keep in mind that the data you can get out of your database is only as good as the data you put into the database. It is critical that you focus on clean consistent data entry at all steps in the data entry process.

Please note that this chapter focuses on the most commonly used printing features and sample reports. Some screen shots may not look exactly like what you see on your screen.

To make the most of the print features in LACES:

1) Create your selection before clicking on the Print button; many of the reports default to the current selection.
2) Print any important reports monthly to check your data, troubleshoot, and become familiar with the process involved in printing and checking reports.
3) Reports offer a print preview before printing to save paper and time, so remember that you must click the Print button after viewing the report to actually make it print.

To print a report from any population, click on that tab and then go to Print on the toolbar, then Print Reports.



Print Reports option

Print Button Options

To print the data displayed on your screen, you can use any of the various print button options. To do this, go to Print on the toolbar, then click one of the following options:

- **Print Screen**: Prints literally what is visible on your screen. If you have 140 records in your selection, but only 17 of them are visible on the screen, this will print the visible columns for those 17 students.
- **Print HTML**. This will display and then print everything in your current selection, in whatever view you have displayed. Using custom views and Print HTML is a great way to create ad-hoc reports. You can also copy and paste information from the HTML report into other applications, such as Microsoft Word or PowerPoint.
- **Print PDF**. This will display and then print everything in your current selection, in whatever view you have displayed, in an Adobe Acrobat/Reader format. Adobe files are read-only and cannot be modified, making this a good choice if you want to electronically send data to others but do not want them to be able to modify the data.

- **Print Excel**. This will display and then print everything in your current selection, in whatever view you have displayed, in an Excel spreadsheet. Please note that sending reports or views to Excel in this format can add extra columns and formatting to the spreadsheet.
- **Export**: This will display and then print everything in your current selection, in whatever view you have displayed, in an Excel spreadsheet. Unlike the Print Excel option, this is a CSV file, which means that there will be no additional formatting.

Print Reports

Below are instructions and descriptions for the pre-generated reports in LACES. Remember that all reports are population specific and must be run from that population's tab.

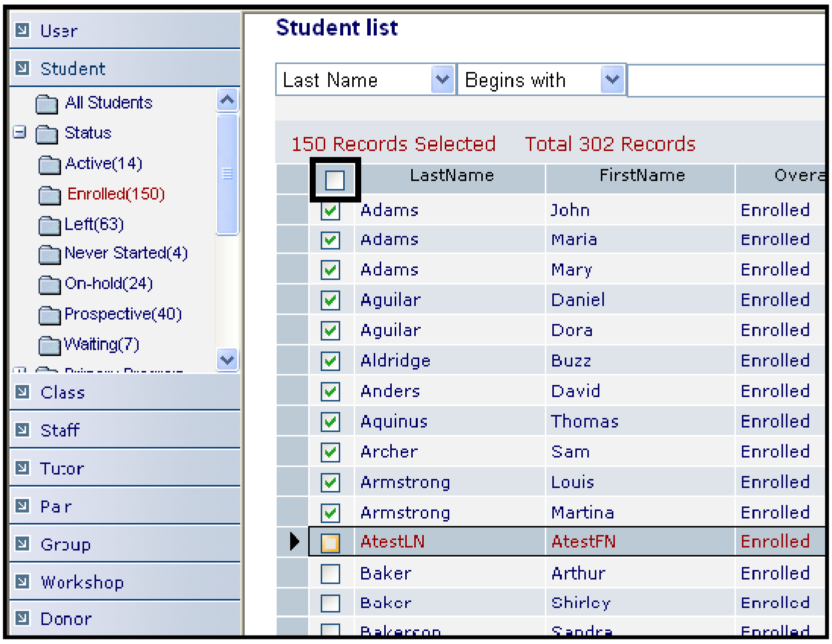
Student Reports

Student Assessment (with Date Range)

Description: This report will display the assessments that have been administered to the students in a subsection defined by the user. The report will show all students in the starting selection that have assessments in the date range provided. It will only display the assessment information for the provided date range, even if the student had additional assessments outside of that date range. The report displays: Student Name (in alphabetical order by last name), Student ID, Instructional Hours since Last Assessment, the Assessment Name, Assessment Form, Assessment Subtest, Scaled Score SPL/GLE, and Date of Assessment.

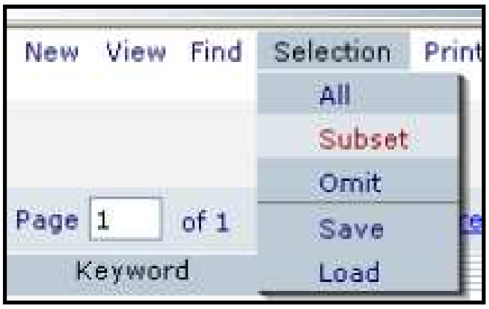
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

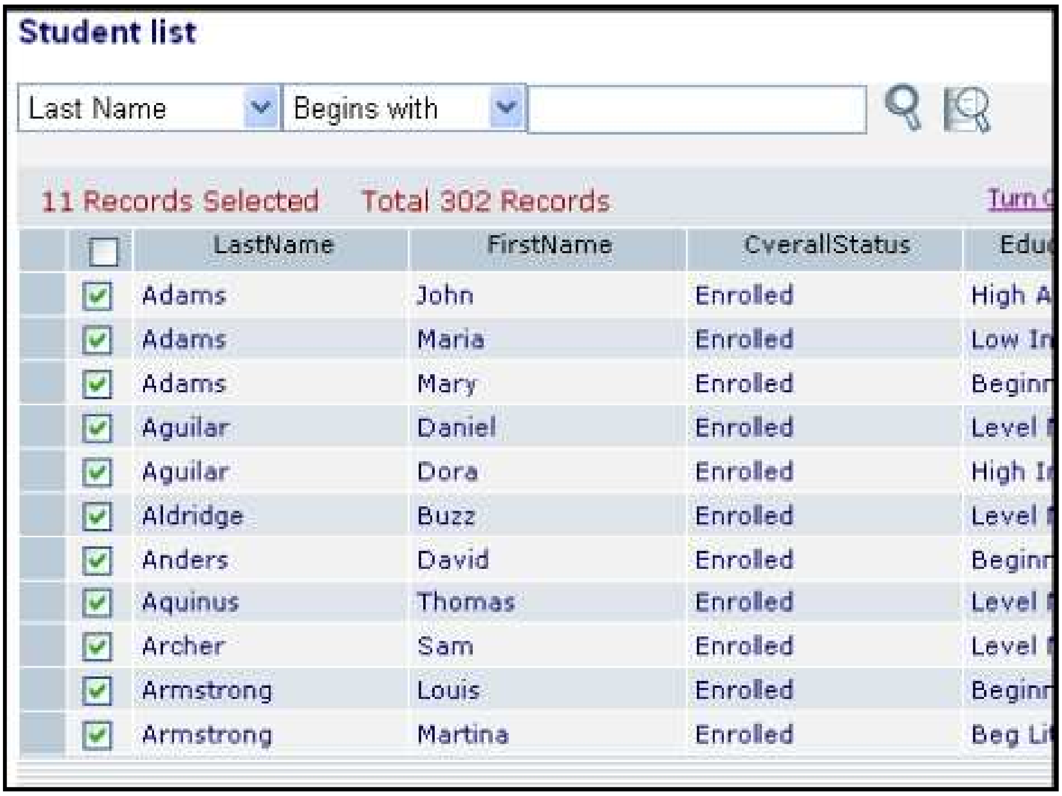
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.

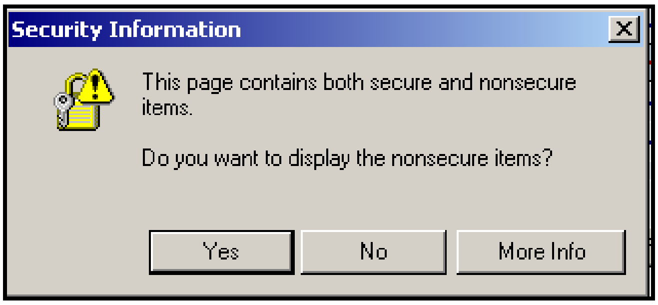


The display of a subset of data

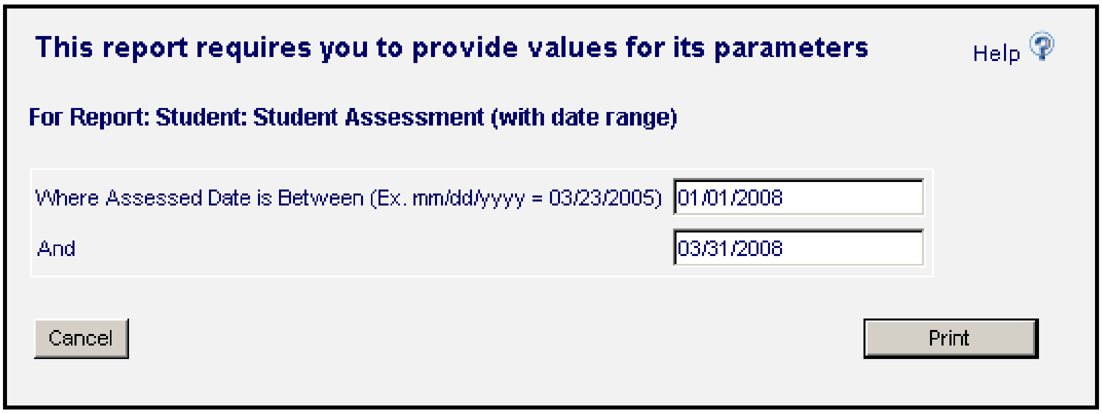
6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Assessment (with Date Range)” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”

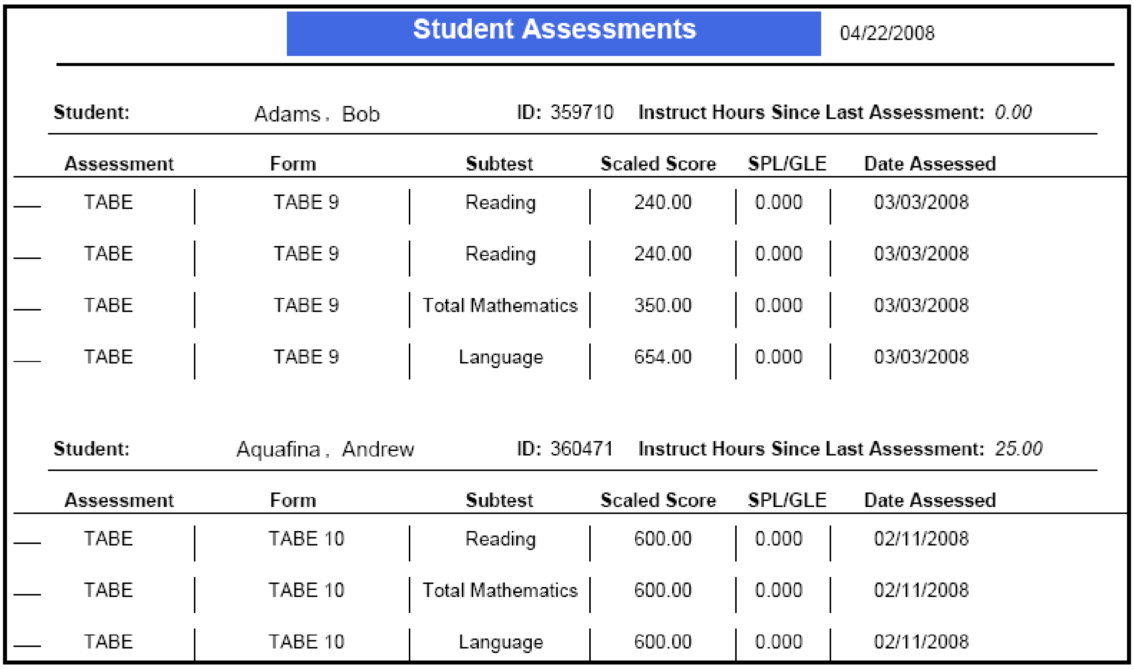


Security notification



Date range fields window

10. Review the report. From here you may print or save the report for future reference.


Student Assessments 04/22/2008

Student: Adams , Bob **ID:** 359710 **Instruct Hours Since Last Assessment:** *0.00*

Assessment	Form	Subtest	Scaled Score	SPL/GLE	Date Assessed
TABE	TABE 9	Reading	240.00	0.000	03/03/2008
TABE	TABE 9	Reading	240.00	0.000	03/03/2008
TABE	TABE 9	Total Mathematics	350.00	0.000	03/03/2008
TABE	TABE 9	Language	654.00	0.000	03/03/2008

Student: Aquafina , Andrew **ID:** 360471 **Instruct Hours Since Last Assessment:** *25.00*

Assessment	Form	Subtest	Scaled Score	SPL/GLE	Date Assessed
TABE	TABE 10	Reading	600.00	0.000	02/11/2008
TABE	TABE 10	Total Mathematics	600.00	0.000	02/11/2008
TABE	TABE 10	Language	600.00	0.000	02/11/2008

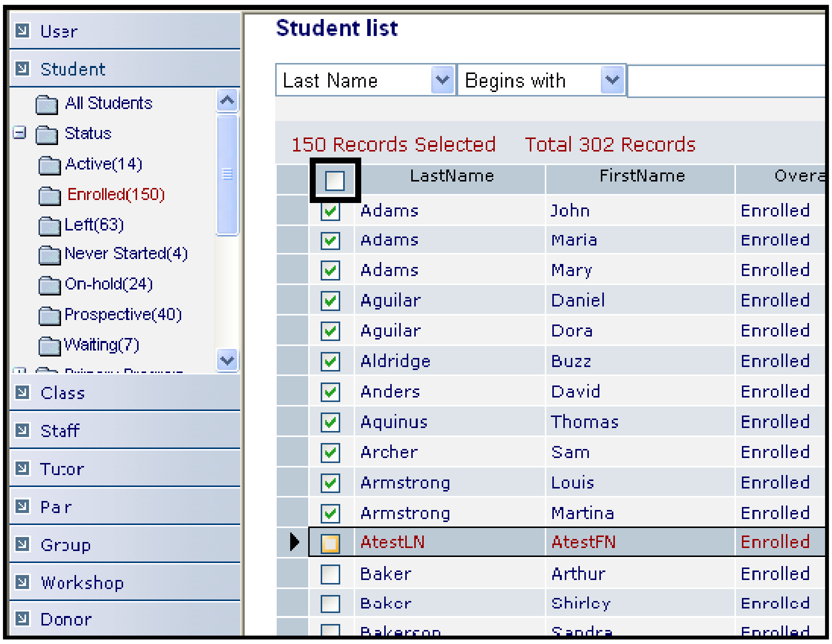
Review, print, and/or Save from here

Student Demographics (No NRS Requirements)

Description: This report will display grouped demographic information about the user-defined student selection. The report displays based on ethnicity, age range, and gender. The age range columns are not user-modifiable. This report is similar to NRS Table 2 but requires no NRS participation for the student to populate the report.

To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.

Select Subset to finalize the data selection

> **NOTE:** Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

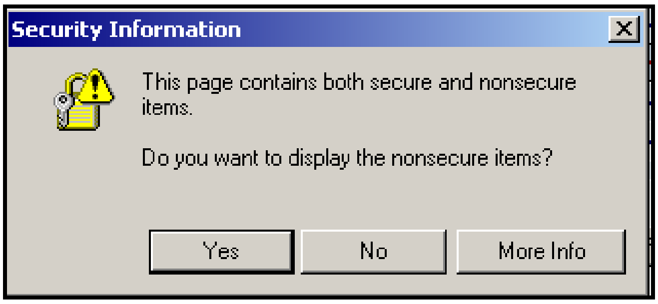
5. This will adjust the List View to display only the pre-selected data as a subset.

The display of a subset of data

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student File Update” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.



Security notification

9. Review the report. From here you may print or save the report for future reference.

Demographics Report

Agency: LACES Training

	16-18		19-24		25-44		45-59		60+		Total
	M	F	M	F	M	F	M	F	M	F	
Asian	0	0	0	0	0	1	0	0	0	0	1
Hispanic	0	0	0	0	1	0	0	0	0	0	1
Native	0	0	1	0	0	0	0	0	0	0	1
Pacific Islander	0	0	0	0	1	0	0	0	0	0	1
Unknown	0	0	0	0	1	1	0	0	0	0	2
White	0	0	1	1	1	1	0	1	0	0	5
Totals	0	0	2	1	4	3	0	1	0	0	11

Page 1 of 1

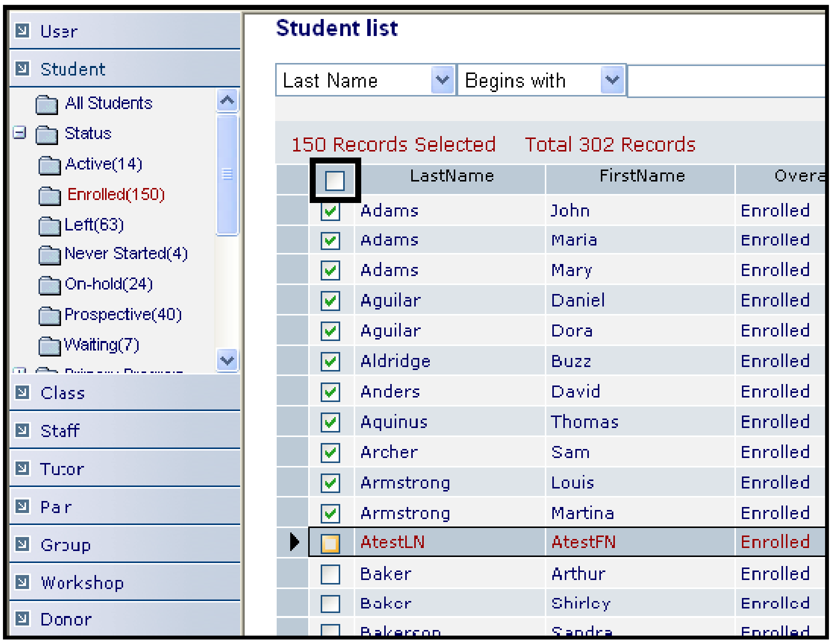
Review, print, and/or Save from here

Student Pair Hours

Description: This report will display the pair hours within a user-provided date range for each individual student in your selection. Each student in your subset who is assigned to a pair and has hours within the provided date range will be listed in alphabetical order, along with the name of the tutor(s) they are paired with, followed by their hours within the date range you provided, listed monthly, and a subtotal for the provided time frame. Students assigned to more than one pair will have separate entries for each student/tutor pair. This report is also available as “Pair Hours Report” in the Pairs tab, although there is a page break between each Pair in the Pair Hours Report.

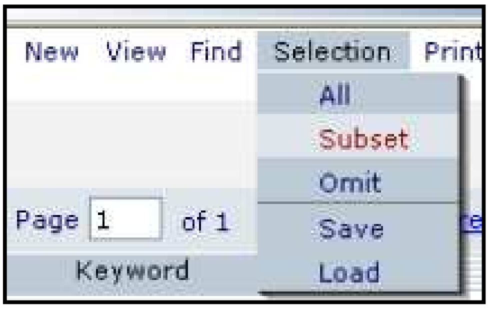
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with ‘A’ have been selected. Clicking in the highlighted box would select all the students on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.


Student list

Last Name | Begins with

11 Records Selected   Total 302 Records

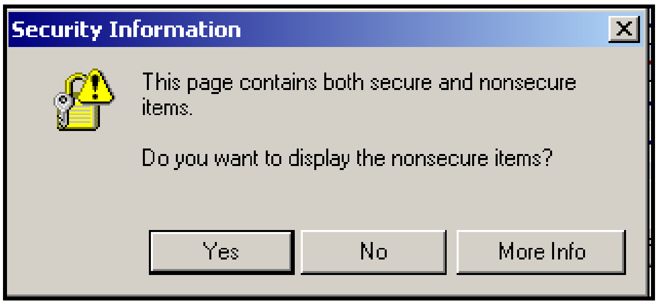
	LastName	FirstName	OverallStatus	Edu
☑	Adams	John	Enrolled	High A
☑	Adams	Maria	Enrolled	Low In
☑	Adams	Mary	Enrolled	Beginn
☑	Aguilar	Daniel	Enrolled	Level
☑	Aguilar	Dora	Enrolled	High In
☑	Aldridge	Buzz	Enrolled	Level
☑	Anders	David	Enrolled	Beginn
☑	Aquinus	Thomas	Enrolled	Level
☑	Archer	Sam	Enrolled	Level
☑	Armstrong	Louis	Enrolled	Beginn
☑	Armstrong	Martina	Enrolled	Beg Li

The display of a subset of data

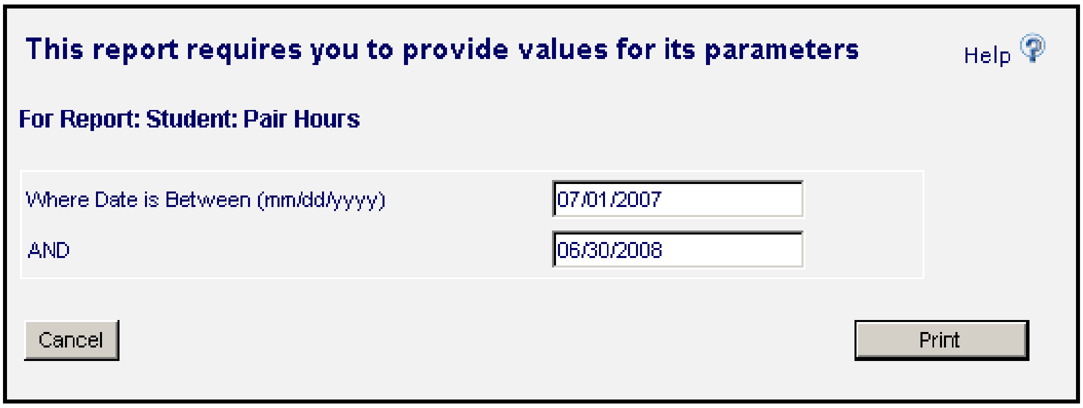
6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Student Pair Hours" and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click "Yes" to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click "Print."



Security notification



Date range fields window

10. Review the report. From here you may print or save the report for future reference.

Student: Pair Hours

AgencyID: 106 **School District / Agency:** LACES Training

Dates Between: 07/01/2007 and 06/30/2008

Description: This report describes the student and tutor hour pairs within the given dates. Please note that this report only works with student selections not tutor selections.

Student: Aquafina, Andrew **Tutor:** Brother, Hal

Month-Year	Hours
February-2008	25.00
Total Hours:	25.00

Student: Delamare, David **Tutor:** White, Neal

Month-Year	Hours
March-2008	30.00
Total Hours:	30.00

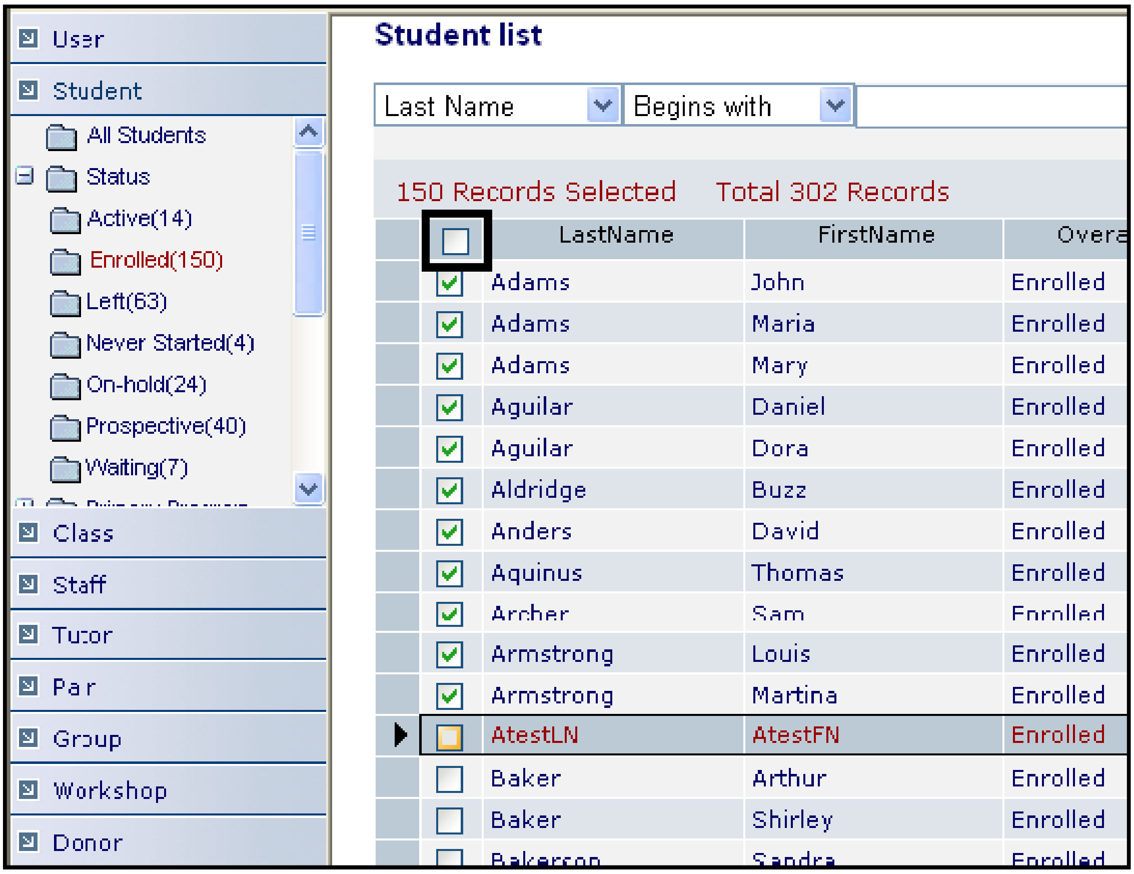
Review, print, and/or Save from here

Student Address Label

Description: This report will provide mailing labels with Name, Address, Address 1, Address 2, City, State, and Zip Code for a user-selected group of students.

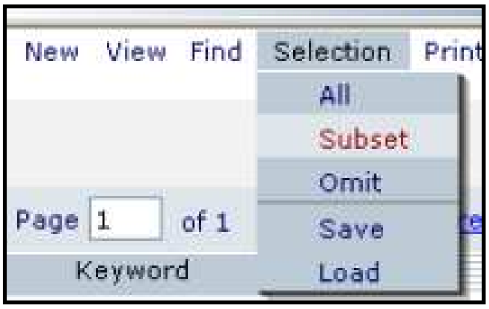
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



All enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

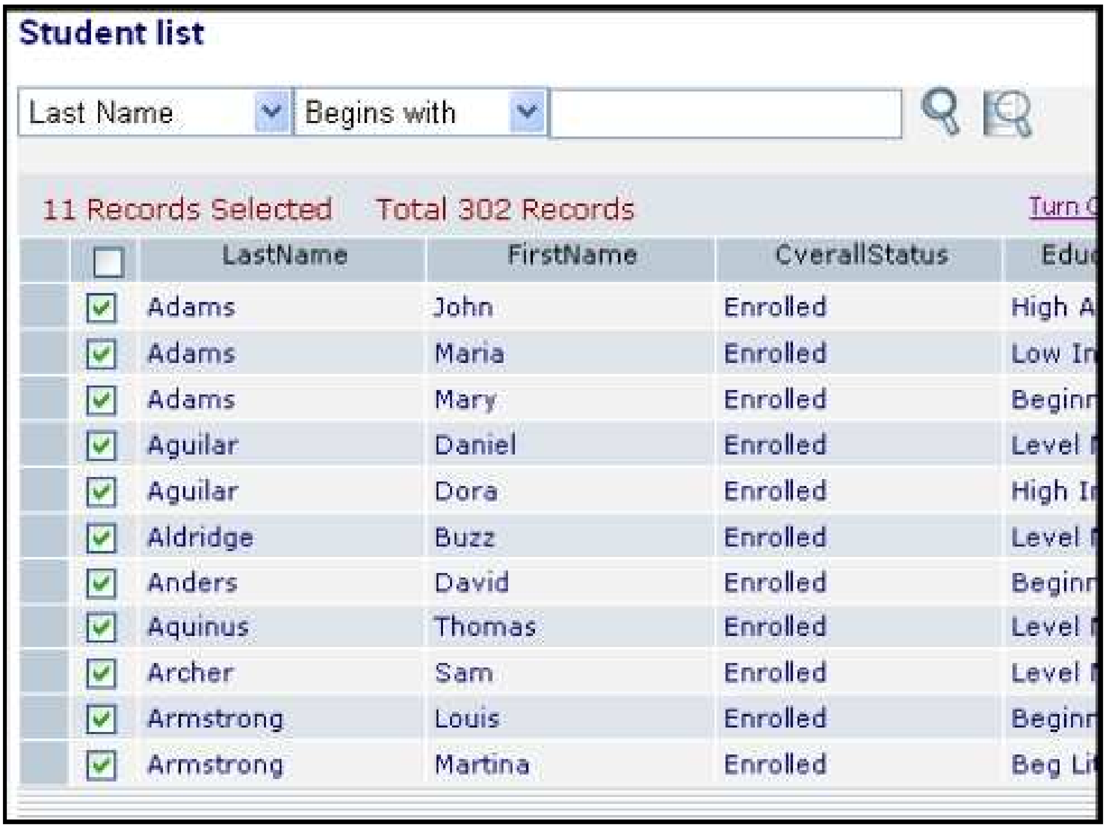
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.

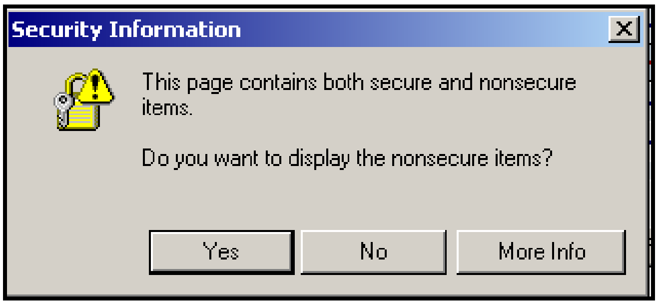


The display of a subset of data

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

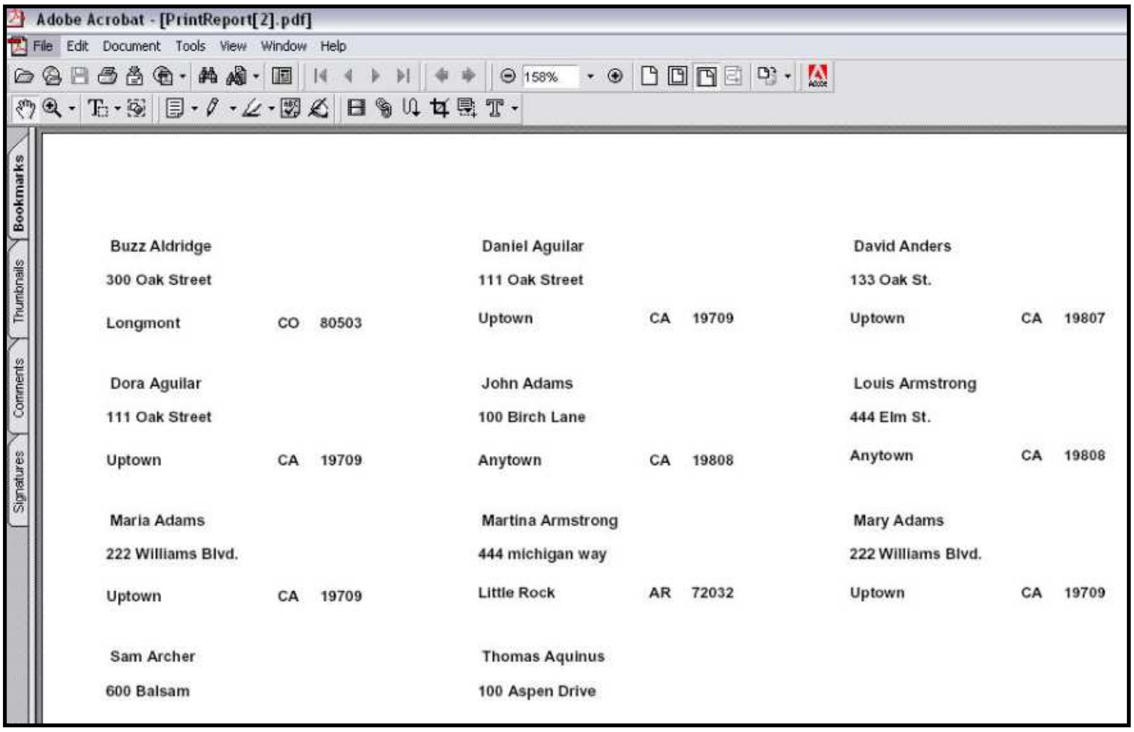
Generating a report

7. Choose the report you wish to run by locating the name and highlighting the report by single-clicking on that row (in this case, Address Labels).
8. Click either the **Print PDF** button or the **Print Excel** button to bring up the report.
9. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click "Yes" to continue.



Security notification

10. Review the report. From here you may print or save the report for future reference. The address labels prints to Avery 5160.



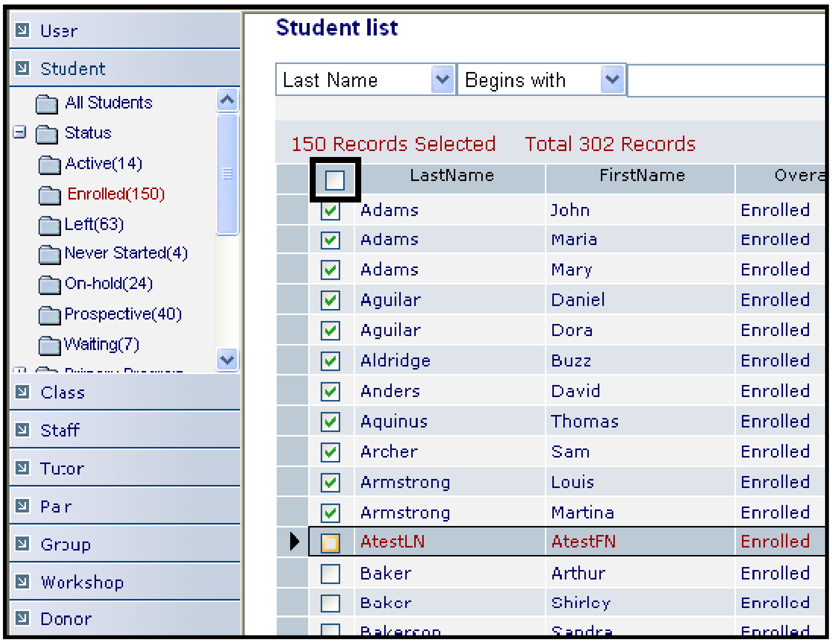
Review, print, and/or Save from here

Student Calendar Hours Report

Description: This report will display *all student hours* for a selection of students within a user-provided date range. This report displays the information for the selection of students as a whole, not by individual student. The report displays the following information: Date Range for Hours Displayed, Total Number of Students in Selection, Total Number of Students with non-zero Hours in Selection, Average Total Hours, Maximum Hours, Minimum Hours, Total Hours for the Hours Types (Instruction, Computer, Preparation, Travel, Other, and TOTAL), and an Instructional Hours Numerical Breakdown graph.

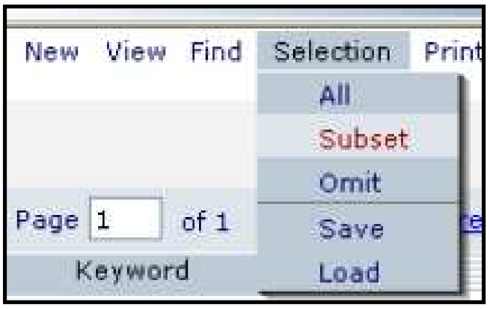
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

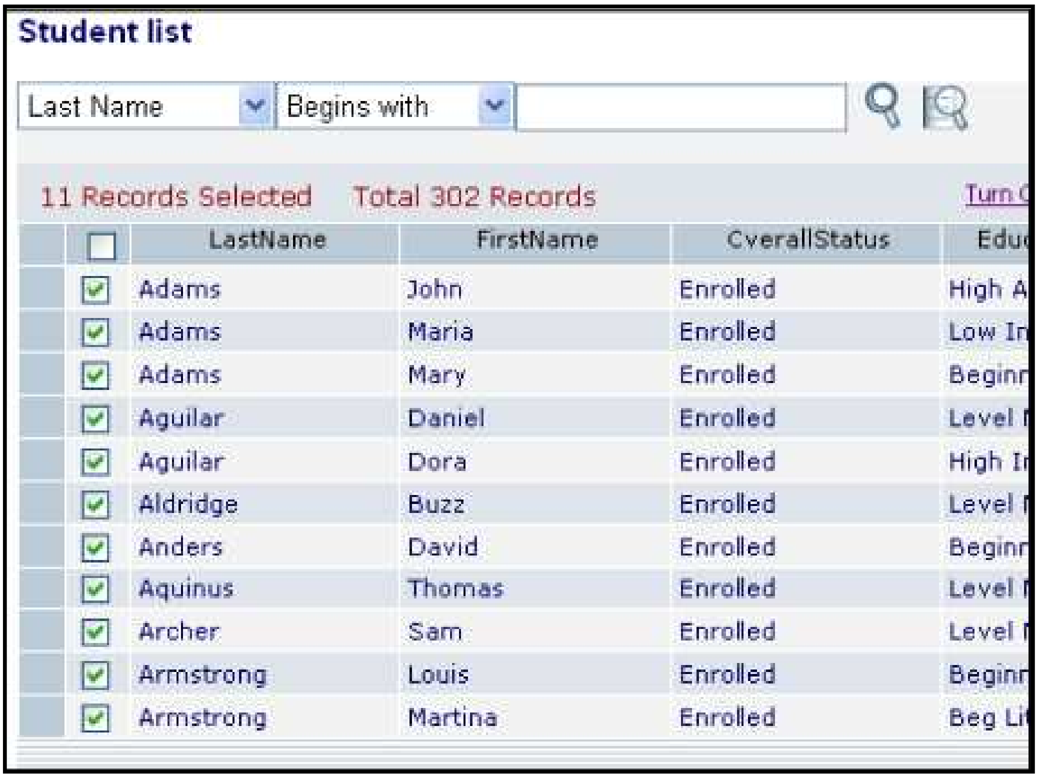
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.



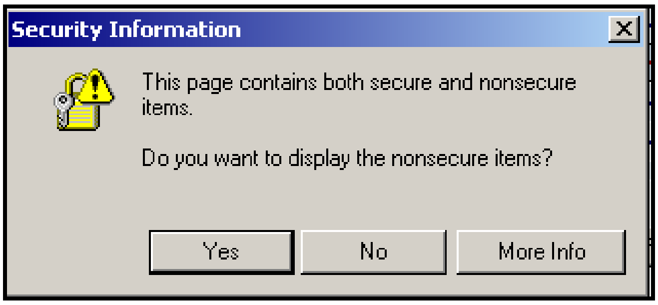
LastName	FirstName	OverallStatus	Edu
Adams	John	Enrolled	High A
Adams	Maria	Enrolled	Low In
Adams	Mary	Enrolled	Beginn
Aguilar	Daniel	Enrolled	Level
Aguilar	Dora	Enrolled	High I
Aldridge	Buzz	Enrolled	Level
Anders	David	Enrolled	Beginn
Aquinus	Thomas	Enrolled	Level
Archer	Sam	Enrolled	Level
Armstrong	Louis	Enrolled	Beginn
Armstrong	Martina	Enrolled	Beg Li

The display of a subset of data

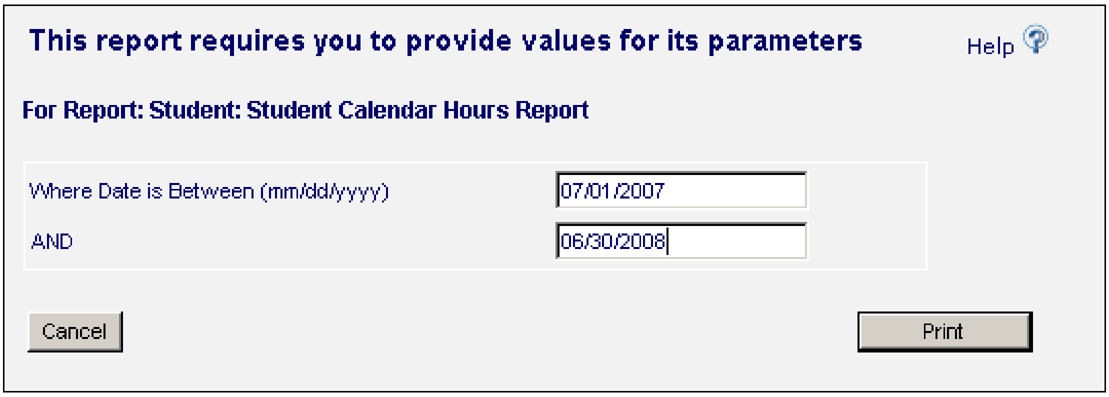
6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Calendar Hours Report” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”



Security notification



Date range fields window

10. Review the report. From here you may print or save the report for future reference.

Student: Student Calendar Hours Report 4/22/2008

AgencyID: 106 **School District / Agency:** LACES Training

Report Statistics **Dates Between:** 07/01/2007 AND 06/30/2008

Total number of students: 82 **Total students w/ non-zero hours:** 78

Average Total Hours: 70.74 (Average calculated using students w/ non-zero total hours)

Maximum: 1,882.50

Minimum: 0.00

Total Hours of All Students

Instruction	Computer	Preparation	Travel	Other	TOTAL
5,392.00	0.00	46.00	39.50	0.00	5,517.50

Instructional Hours Numerical Breakdown:

Total Hours:	<12	>=12
# of Students	3	76

Total Hours:	<=10	<=20	<=30	<=40	<=50	<=60	<=70	<=80	<=90	<=100
# of Students	3	26	9	12	8	4	3	2	2	1

Total Hours:	<=110	<=120	<=180	<=240	<=300	<=360	<=420	<=480	480+	Total
# of Students	2	1	3	2	0	0	0	0	1	79

Note: # of students measured between the total hours. For example, <=20 counts # of students where (10 < # of Students <=20)

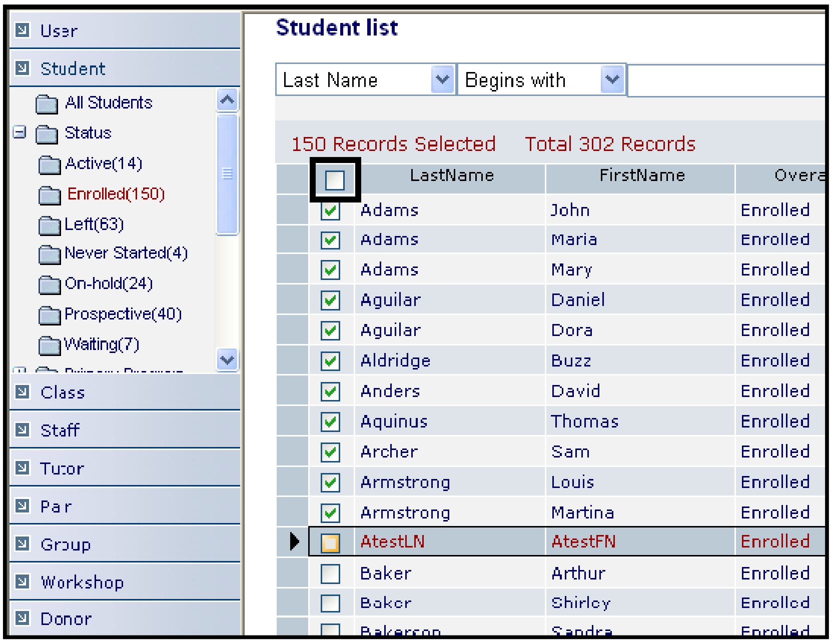
Review, print, and/or Save from here

Student File Update

Description: This report will display all demographic and contact information about the students selected as well as all assessment records, pair and group history, pair hours, and comments. The report will show the Key Info and testing history for the students selected by the user. Because this is an extremely data-intensive report, we recommend that you either schedule this report rather than run it during business hours, or generate this report only on small subsets of students. Attempting to generate this report for large student selections may result in errors or freezing.

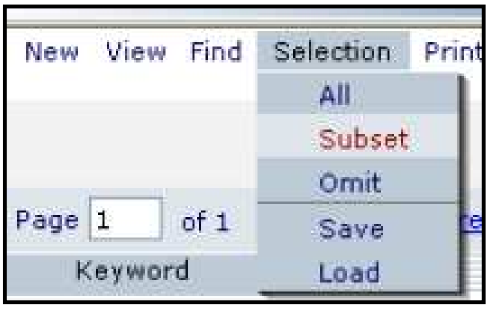
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

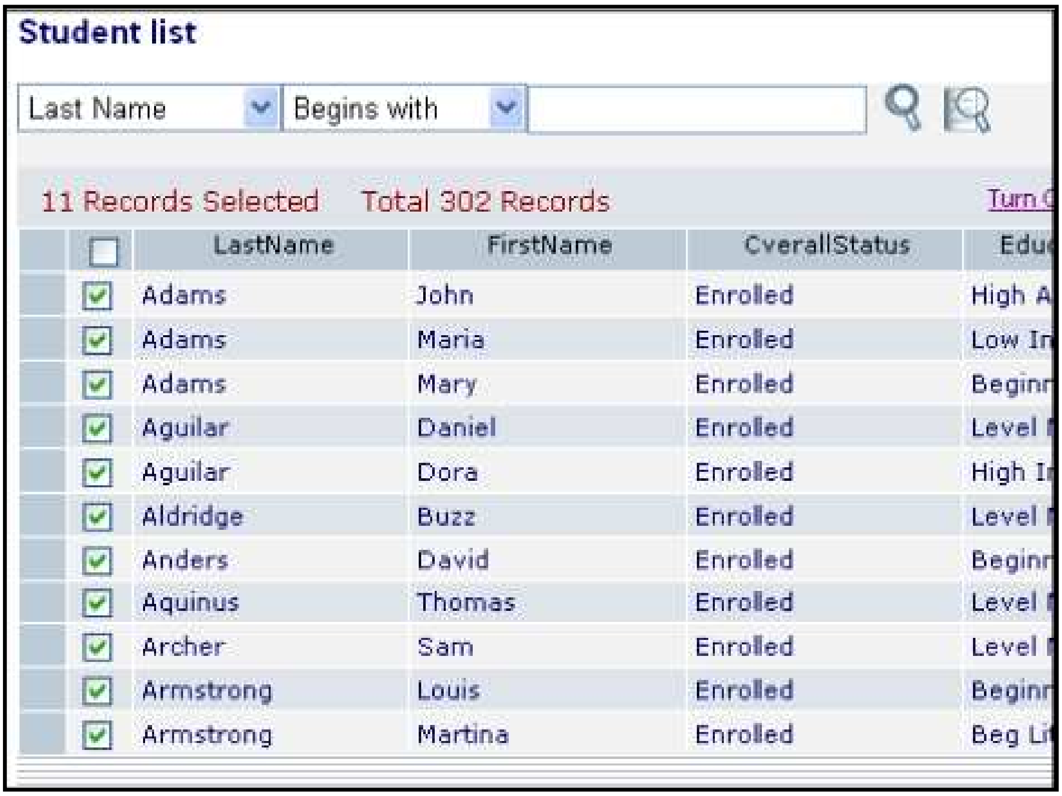
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.

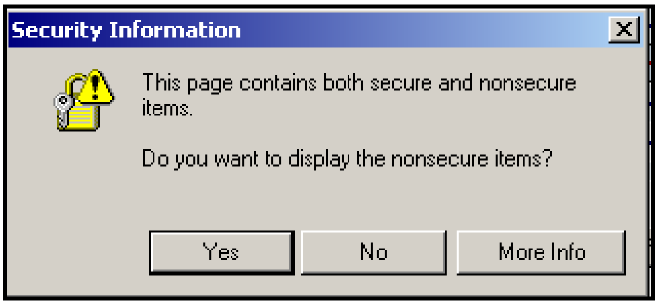


The display of a subset of data

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student File Update” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.



Security notification

9. Review the report. From here you may print or save the report for future reference.

Student: Student File Update

Name	Ali, Fatamah M
Address	1245 Longfellow
	BATON ROUGE 70819
Home Phone	(225) 928-1717
Work Phone	(22545) 077-7026
Mobile	
Primary Program	Adult Literacy
Overall Status	Active
Birthday	1/1/1953 **Age** 55

Any special phone instruction? No Value Entered

Assessments

Entry NRS Level	Current NRS Level	Last Assessment Date
Beg Lit ABE	High Intermediate ABE	11/30/2007

Date	Scaled	SPL/GLE	NRS Level
11/30/2007	550.0		High Intermediate ABE
10/01/2007	222.0		Level Not Defined
10/01/2007	504.0		Level Not Defined
10/01/2007	336.0		Level Not Defined
10/01/2007	440.0		Level Not Defined
10/01/2007	280.0		Beg Lit ABE
10/01/2007	370.0		Beg Lit ABE
10/01/2007	530.0		High Intermediate ABE

Comments

Date	Type	Comments

Pair History

Match Date	Start Date	End Date	Status	Hours	Tutor Name

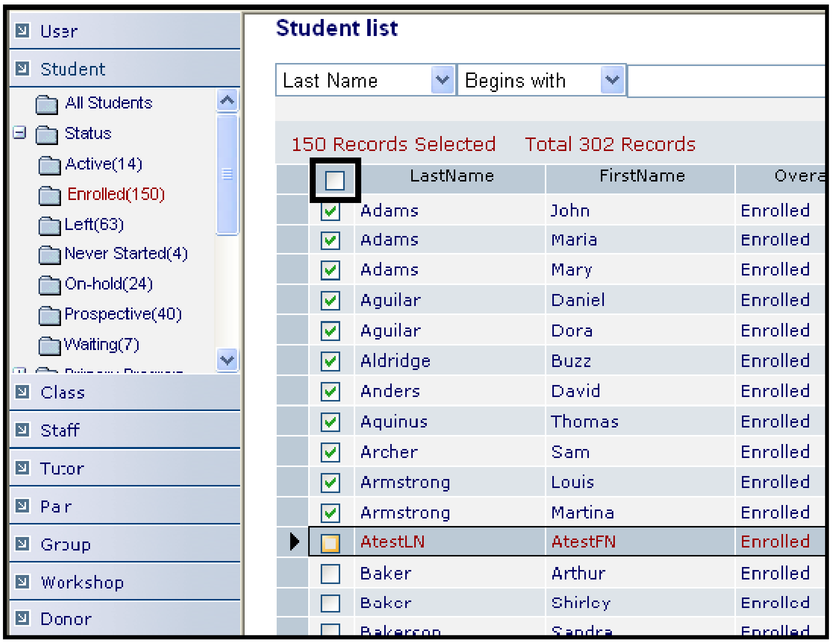
Review, print, and/or Save from here

Student Goals and Names

Description: This report will display all the goals associated with the students in a user-defined selection. The report displays each student in the selection in alphabetical order, followed by their goals and the goal status, as well as Set Date, and Met date (if applicable).

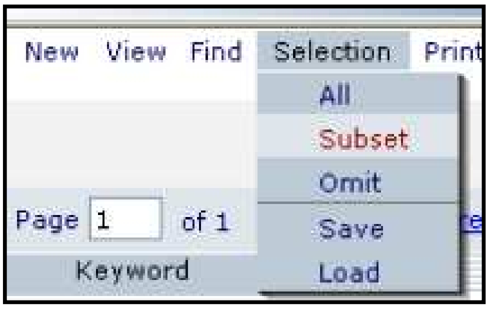
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

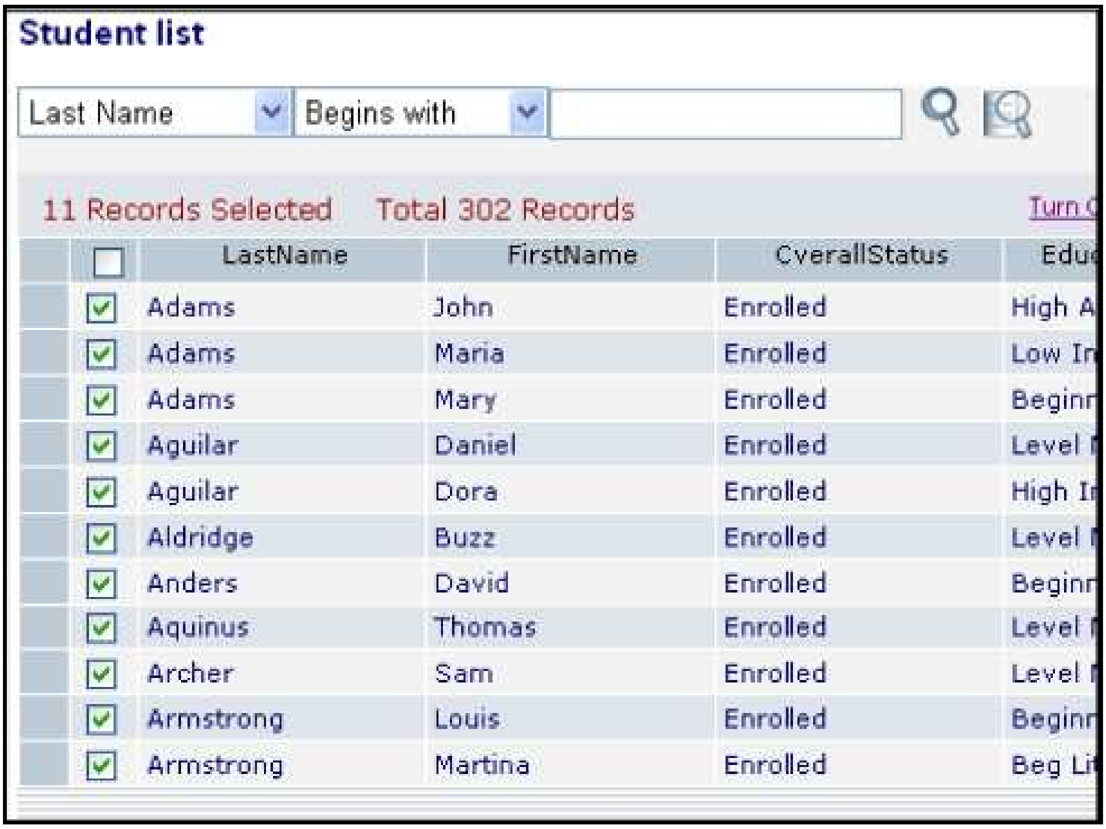
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.

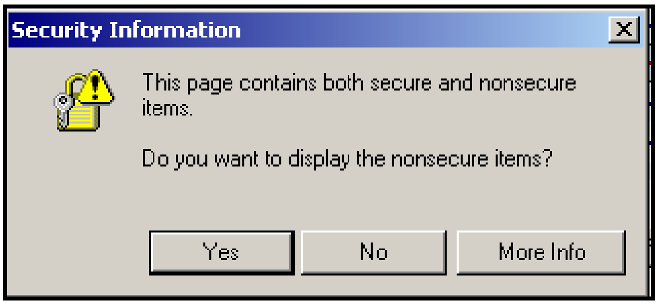


The display of a subset of data

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Goals and Names” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.



Security notification

9. Review the report. From here you may print or save the report for future reference.

Student Goals: Student Name and Goals 4/22/2008 2:03:35 PM

School District / Agency: LACES Training

Adams, Bob

Goal Description	Date Met	Date Set	Goal Status
Enter employment		03/03/2008	Unmet

Total Student Goals: 1

Ali, Fatamah

Goal Description	Date Met	Date Set	Goal Status
Achieve citizenship skills		01/18/2008	Active
Enter employment	01/18/2008	10/01/2007	met
Retain employment		01/18/2008	Active

Total Student Goals: 3

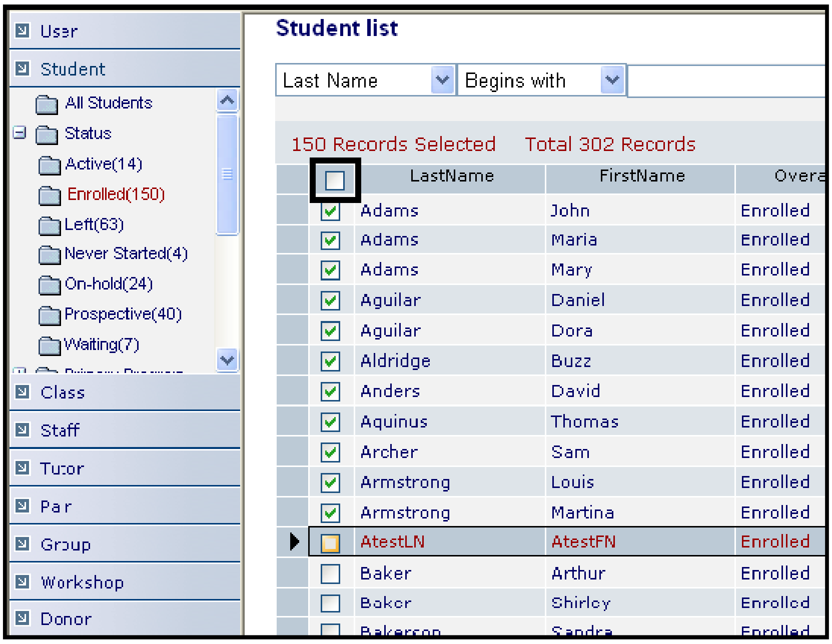
Review, print, and/or Save from here

Student Goals Met

Description: This report will display all the goals that have a Status of *Met* associated with the students in a user-defined subsection and date range. The report displays each goal, followed by a list of students who have met that goal in the date range provided, and the date the goal was met. Only Met goals will be displayed, not Active, Unmet, or Achievement status goals.

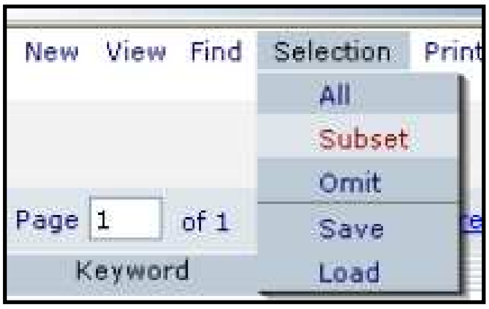
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

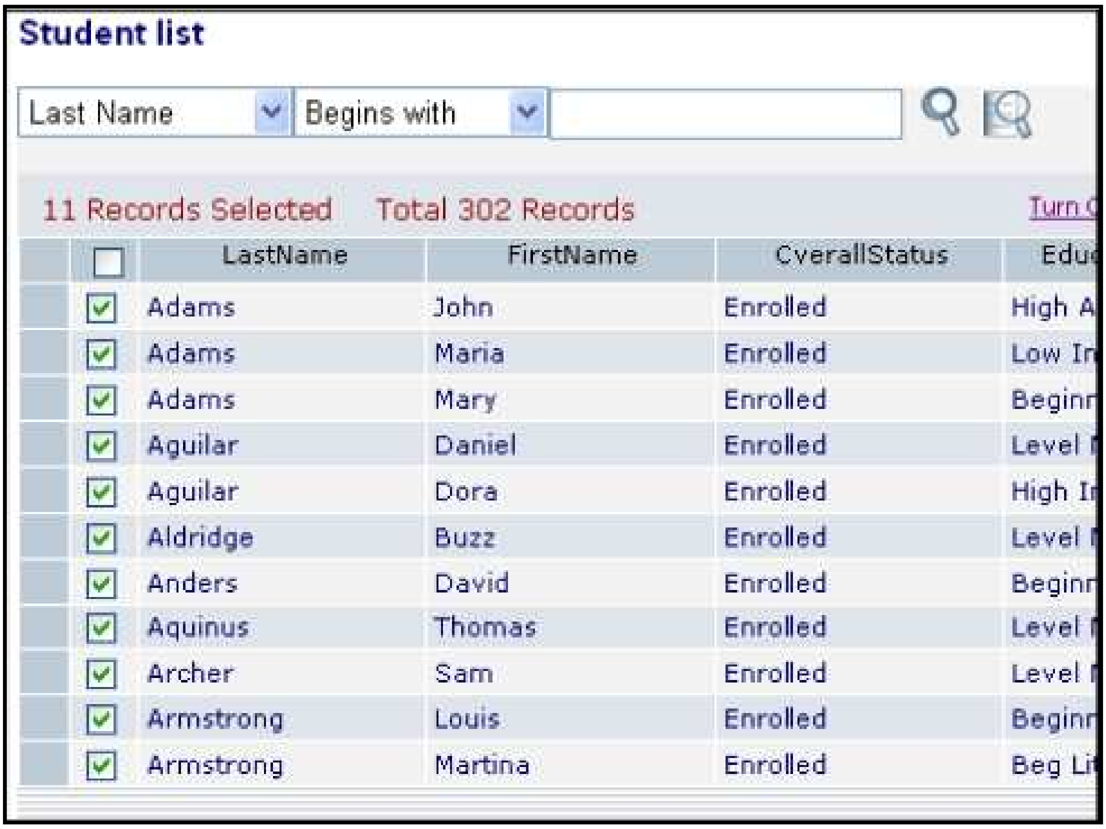
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.



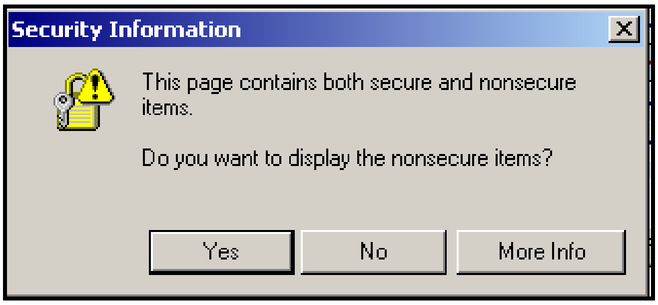
	LastName	FirstName	CverallStatus	Edu
☑	Adams	John	Enrolled	High A
☑	Adams	Maria	Enrolled	Low In
☑	Adams	Mary	Enrolled	Beginn
☑	Aguilar	Daniel	Enrolled	Level
☑	Aguilar	Dora	Enrolled	High In
☑	Aldridge	Buzz	Enrolled	Level
☑	Anders	David	Enrolled	Beginn
☑	Aquinus	Thomas	Enrolled	Level
☑	Archer	Sam	Enrolled	Level
☑	Armstrong	Louis	Enrolled	Beginn
☑	Armstrong	Martina	Enrolled	Beg Li

The display of a subset of data

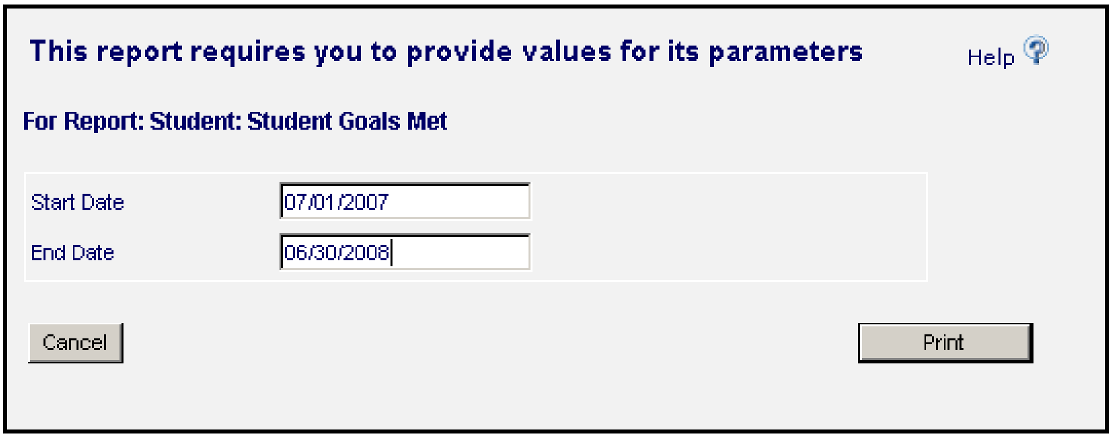
6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Goals Met” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”



Security notification



Date range fields window

10. Review the report. From here you may print or save the report for future reference.

Student: Goal Attainment by Period

School District / Agency: LACES Training

Goals Met Between: 07/01/2007 and 06/30/2008

Goal: Complete EFL

First Name	Last Name	Date Met
Dwarf	Grumpy	10/02/2007

Students With Goal: 1

Goal: Enter employment

First Name	Last Name	Date Met
Aquafina	Andrew	02/15/2008
Banner	Bruce	01/01/2008
Crocker	Betty	12/05/2007
Dasani	Dan	01/25/2008

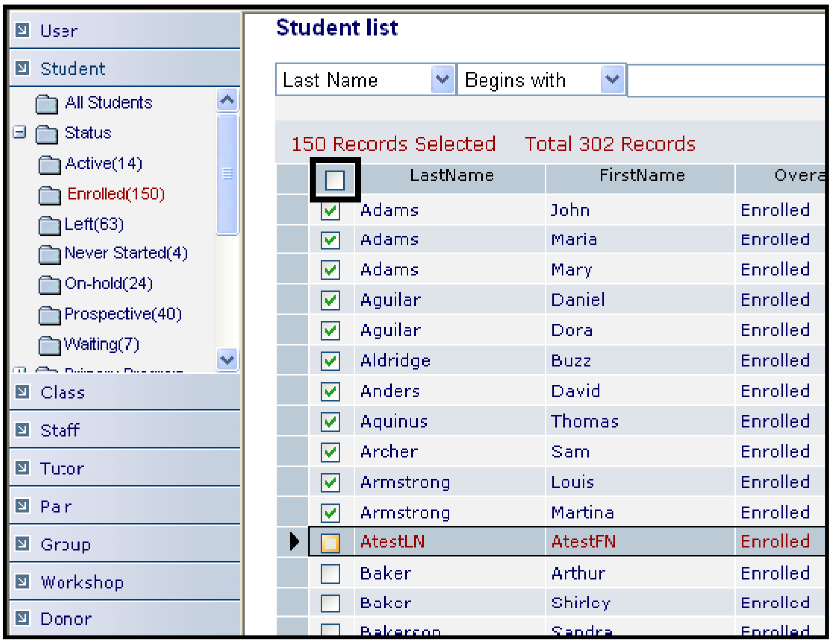
Review, print, and/or Save from here

Total Student Hours and Student Total Hours (No Page Break)

Description: This report will display the total hours within a user-provided date range for each individual student in your selection. Each student in your subset will be listed in alphabetical order, followed by their hours within the date range you provided, listed in chronological order per entry, and a subtotal for that time frame. The last page of the report shows an hours total for all students in the selection, within the provided date range. The Total Student Hours and Student Total Hours (No Page Break) are identical reports with the exception of Total Student Hours having a page break between each student and Student Total Hours (No Page Break) running continuously, so that you can conserve paper if needed.

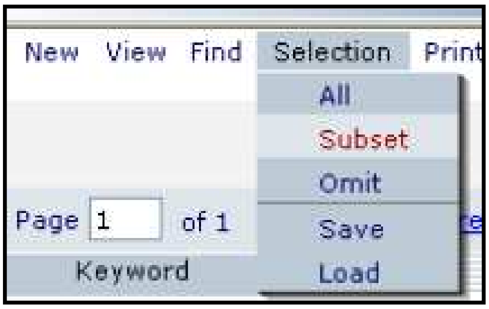
To generate this report, follow these steps:

1. Go to the **Student** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these students, click through the folders on the left to choose a focus (such as *Enrolled* students under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired students. If you are selecting all the students in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all enrolled students with a last name beginning with 'A' have been selected. Clicking in the highlighted box would select all the students on this page

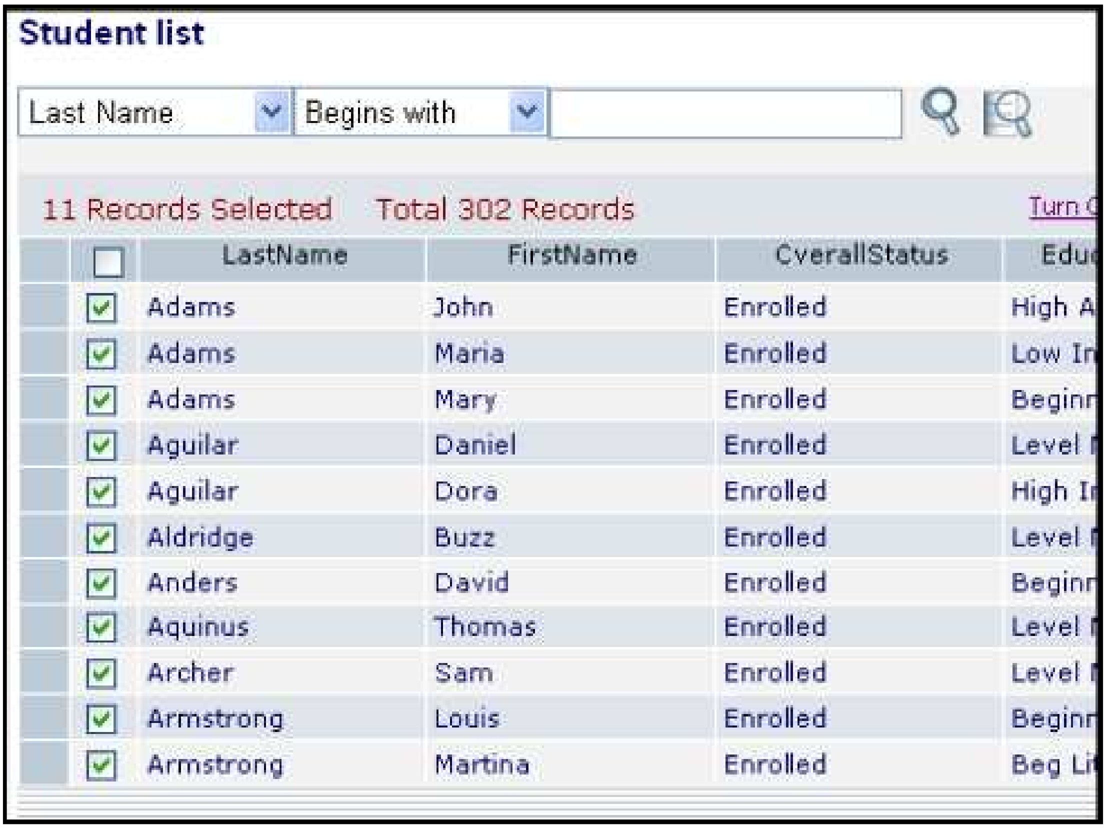
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Student** tab in the navigation pane until a different data set is chosen (like *All Students*).

5. This will adjust the List View to display only the pre-selected data as a subset.

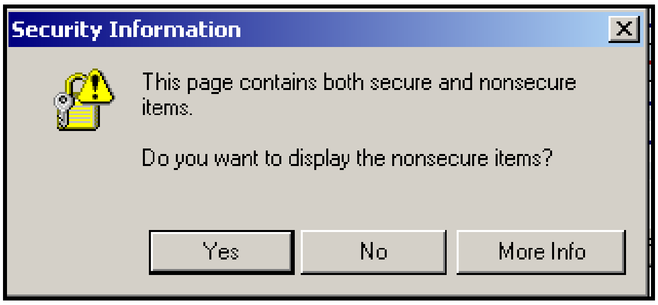


The display of a subset of data

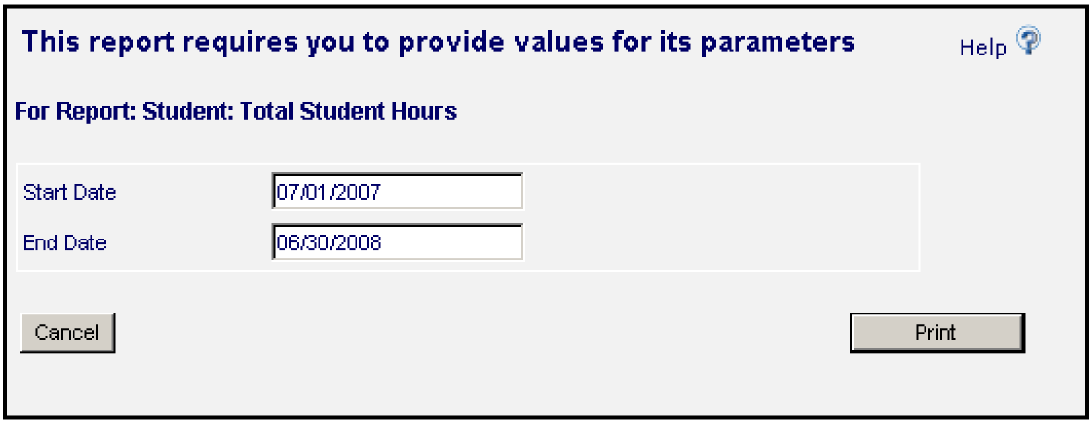
6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Total Hours (No Page Break)” or “Total Student Hours” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”

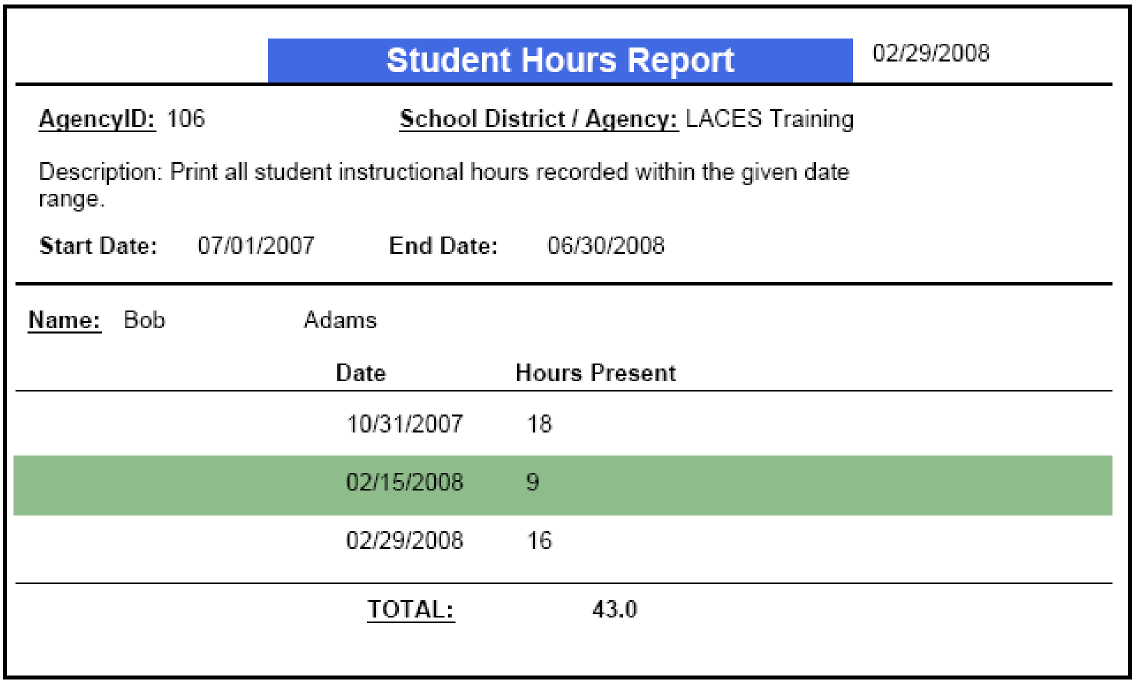


Security notification



Date range fields window

10. Review the report. From here you may print or save the report for future reference.



Review, print, and/or Save from here

Class Reports

Student Hours by Class

Description: This report will display *all student hours per student within a class* for a user-provided date range. The report displays the following information: Student Name, Class Name, Total Hours for Date Range, and the Date Range for which the report is being run. Additionally, the bottom of the report displays the number of students in the class, and a total of student hours.

To generate this report, follow these steps:

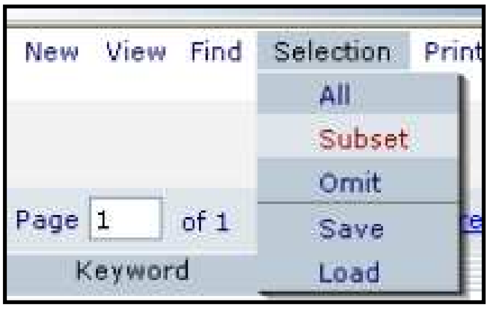
1. Go to the **Class** tab in the navigation pane of LACES.
2. To focus the report on a specific set of classes, click through the folders on the left to choose a focus (such as *Active* classes under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired classes. If you are selecting all the classes in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).

25 Records Selected   Total 78 Records

☐	Term	CourseNumber	ClassSectionTit	AssignedStaffN	ClassSectionID	ClassStartDate	ClassEndDate
☐	No Value Enter		Big Class		110687	03/28/2000	03/28/2010
☐	2003-2004		ESL-Intermedia	Dillon, Denise	110026	07/01/2003	12/20/2003
☐	2003-2004		General ABE-e	Armstrong, Mai	110022	07/15/2003	06/30/2004
☐	2003-2004		Basic Math-Lira	Linney, Laura	110023	07/15/2003	06/30/2004
☐	2003-2004		General ABE-d		110047	07/15/2003	06/07/2007
☐	2006 Sum	1234-1234	TestClass1		110446	01/01/2006	05/12/2006
☐	No Value Enter	Clayton 0607	Learning Skills	Staff2, Staff Tw	110565	07/01/2006	06/30/2007
☐	2007 Sum		Biology		110466	06/01/2007	08/31/2007
☐	No Value Enter		ClassA_1087	StaffA_1087, T	110637	06/30/2007	06/30/2008
☑	2007-2008		Basic Math-Edw		110464	07/01/2007	06/30/2007
☑	2007-2008		Biology		110396	07/01/2007	06/30/2008
☑	2007-2008	xTest3A	Reading Skills	Spoony, Sue	110460	07/01/2007	06/30/2008
☑	2007-2008	xTest3A	Reading Skills		110461	07/01/2007	06/30/2008
☑	2007-2008	100	ESL Conversati	Clooney, Janet	110463	07/01/2007	06/30/2008
☑	2007-2008		Job Skills-Cloo		110465	07/01/2007	06/30/2008
☑	2007-2008		General ABE-d		110468	07/01/2007	06/30/2008
☑	2007-2008		Basic Math-Lira		110470	07/01/2007	06/30/2008
☑	2007-2008	Clayton	Learning Skills	Staff2, Staff Tw	110564	07/01/2007	06/30/2008
☐	No Value Enter		TestClass1085		110543	07/02/2007	08/02/2008

For this figure, all Active 2007-2008 term classes have been selected. Clicking in the highlighted box would select all the classes on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

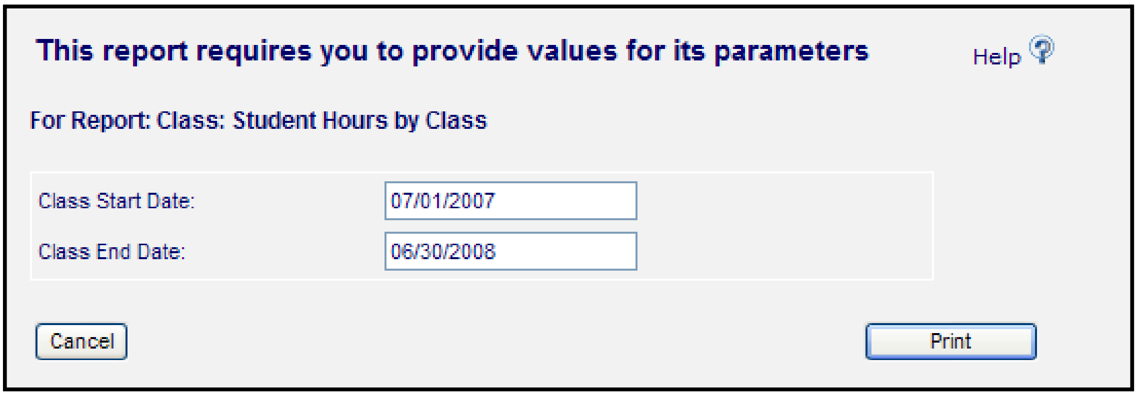
NOTE: Once a data subset has been created, it will be the default display when clicking on the Class tab in the navigation pane until a different data set is chosen (like *All Classes*).

5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

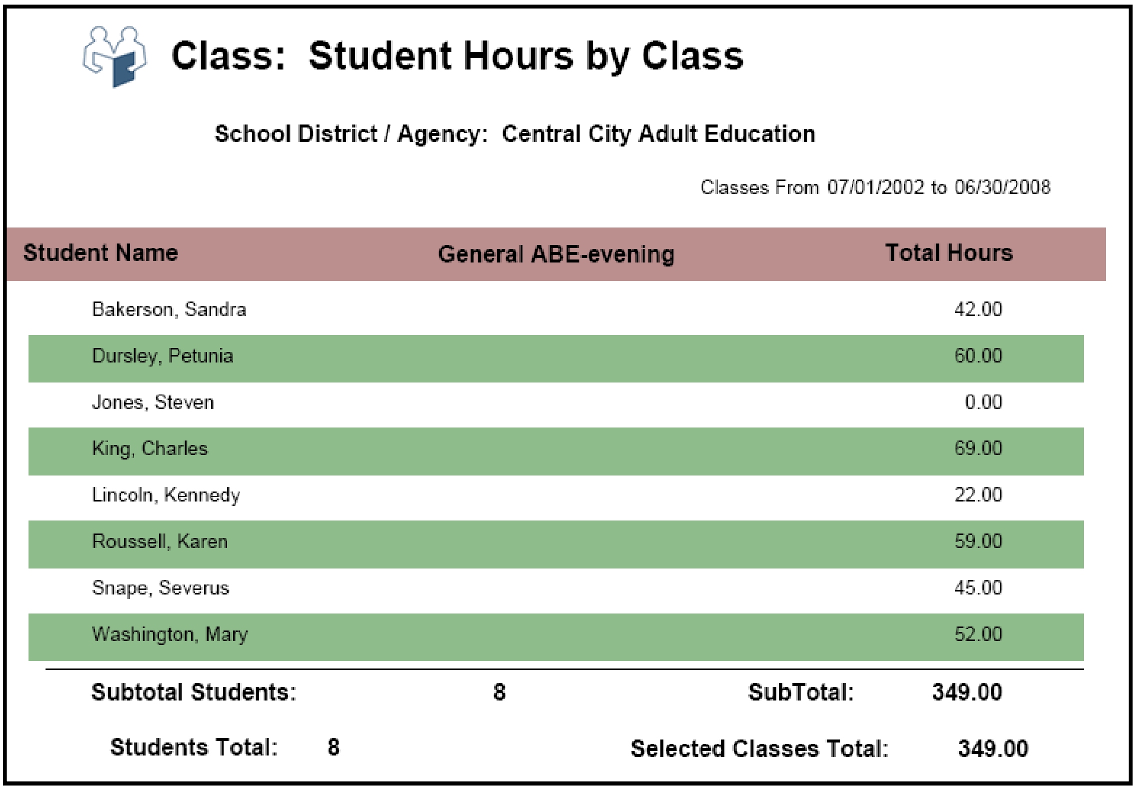
Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Hours by Class” and click Print PDF or Print Excel.
8. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”



Date range fields window

9. Review the report. From here you may print or save the report for future reference.



Class: Student Hours by Class

School District / Agency: Central City Adult Education

Classes From 07/01/2002 to 06/30/2008

Student Name	General ABE-evening	Total Hours
Bakerson, Sandra		42.00
Dursley, Petunia		60.00
Jones, Steven		0.00
King, Charles		69.00
Lincoln, Kennedy		22.00
Roussell, Karen		59.00
Snape, Severus		45.00
Washington, Mary		52.00

Subtotal Students: 8 **SubTotal: 349.00**

Students Total: 8 **Selected Classes Total: 349.00**

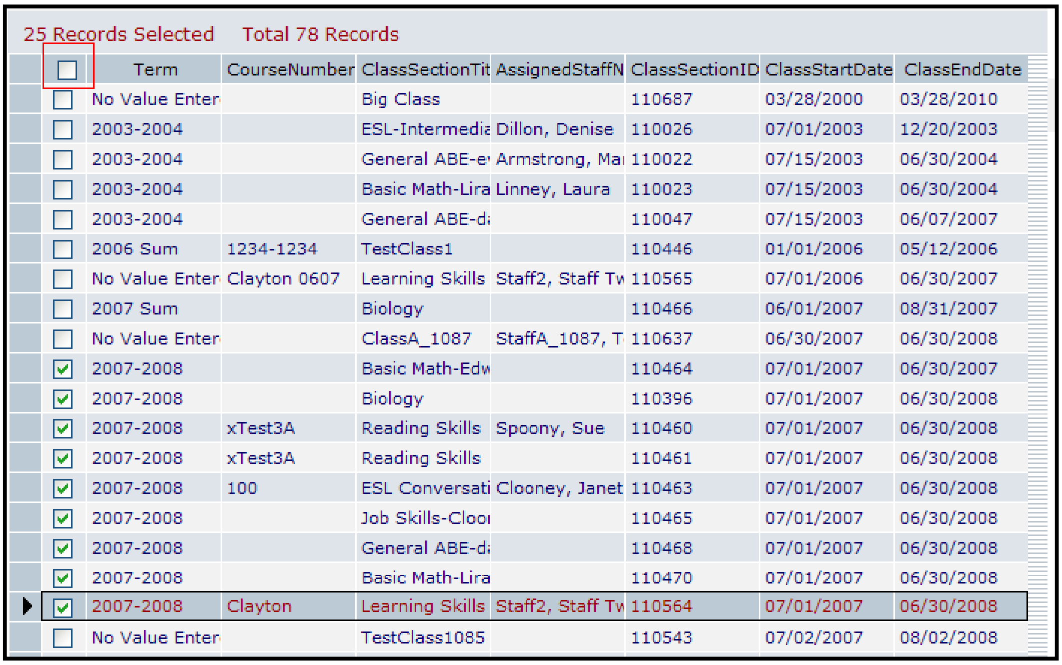
Student Hours by Class report example

Class Attendance Report

Description: This report will display *all enrolled students within a class,* along with class key information and a grid for the instructor to mark attendance hours to be turned in. The report displays the following headings: Class Subject, School, Location, Start Date, End Date, Total Number of Weeks, Teacher, Class Days, Times, Hours per Session, Hours per Week, Total Class Hours, Code #, Credit/Non-Credit, Total Number of Students Enrolled, Total Completed Class. The Enrollment grid displays the name of all enrolled students, and blank fields for the instructor to enter attendance hours, as well as testing information.

To generate this report, follow these steps:

1. Go to the **Class** tab in the navigation pane of LACES.
2. To focus the report on a specific set of classes, click through the folders on the left to choose a focus (such as *Active* classes under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired classes. If you are selecting all the classes in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).

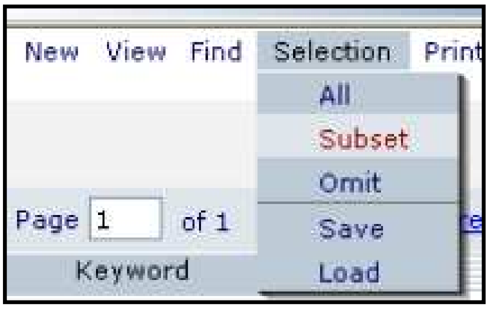


25 Records Selected   Total 78 Records

	☐	Term	CourseNumber	ClassSectionTit	AssignedStaffN	ClassSectionID	ClassStartDate	ClassEndDate
	☐	No Value Enter		Big Class		110687	03/28/2000	03/28/2010
	☐	2003-2004		ESL-Intermedia	Dillon, Denise	110026	07/01/2003	12/20/2003
	☐	2003-2004		General ABE-e	Armstrong, Ma	110022	07/15/2003	06/30/2004
	☐	2003-2004		Basic Math-Lira	Linney, Laura	110023	07/15/2003	06/30/2004
	☐	2003-2004		General ABE-d		110047	07/15/2003	06/07/2007
	☐	2006 Sum	1234-1234	TestClass1		110446	01/01/2006	05/12/2006
	☐	No Value Enter	Clayton 0607	Learning Skills	Staff2, Staff Tw	110565	07/01/2006	06/30/2007
	☐	2007 Sum		Biology		110466	06/01/2007	08/31/2007
	☐	No Value Enter		ClassA_1087	StaffA_1087, T	110637	06/30/2007	06/30/2008
	☑	2007-2008		Basic Math-Edw		110464	07/01/2007	06/30/2007
	☑	2007-2008		Biology		110396	07/01/2007	06/30/2008
	☑	2007-2008	xTest3A	Reading Skills	Spoony, Sue	110460	07/01/2007	06/30/2008
	☑	2007-2008	xTest3A	Reading Skills		110461	07/01/2007	06/30/2008
	☑	2007-2008	100	ESL Conversati	Clooney, Janet	110463	07/01/2007	06/30/2008
	☑	2007-2008		Job Skills-Cloo		110465	07/01/2007	06/30/2008
	☑	2007-2008		General ABE-d		110468	07/01/2007	06/30/2008
	☑	2007-2008		Basic Math-Lira		110470	07/01/2007	06/30/2008
▶	☑	2007-2008	Clayton	Learning Skills	Staff2, Staff Tw	110564	07/01/2007	06/30/2008
	☐	No Value Enter		TestClass1085		110543	07/02/2007	08/02/2008

For this figure, all Active 2007-2008 term classes have been selected. Clicking in the highlighted box would select all the classes on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the Class tab in the navigation pane until a different data set is chosen (like *All Classes*).

5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Class Attendance Report” and click Print PDF or Print Excel.

8. Review the report. From here you may print or save the report for future reference.

Teacher's Attendance Report

Subject: **General ABE-evening**
School: **No Value Entered**
Location: **Learning Center**
Date Class Starts: **07/15/2003**
Date Class Ends: **06/30/2004**
Total # of Weeks: **0**

Teacher: **Mary Armstrong**

Class Days: **MTuWThF**
Class Times: **6-9pm**
Hours / Session: **0**
Hours / Week: **0**

Total Class Hours: **0**
Code #:
Credits _________ Non-Credits: ________
Total Students Enrolled: **7**
Total Completed Class:

Marking Key: E=Entered, /=Present, A=Absent, D=Dropout, T=Tardy

ENROLLMENT **Date** **DAILY ATTENDANCE** **ReTest Date**

# Last Name, First Name																								Hours	P or Inc	Test Score	Test Date
1 . Bakerson, Sandra																											
2 . Dursley, Petunia																											
3 . King, Charles																											
4 . Lincoln, Kennedy																											
5 . Roussell, Karen																											
6 . Snape, Severus																											
7 . Washington, Mary																											

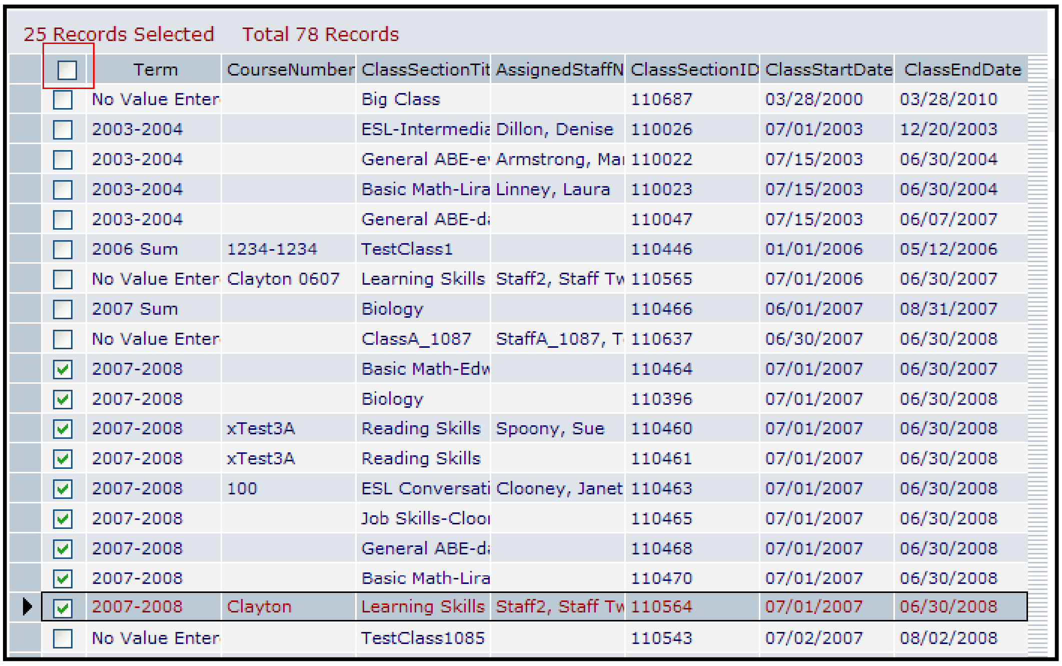
Class Attendance Report example

Student Hours by EFL

Description: This report will display *all student hours grouped by Educational Functioning Level within a selection of classes* for a user-provided date range. The report displays the following information: Educational Functioning Level, How Many Students are within that EFL, and how many hours have been attended in that class by the student in that EFL within the provided date range, as well as the Date Range for which the report is being run. Additionally, the bottom of the report displays the number of students in the class, and a total of student hours. **Please note that this report will not display the data on a per class basis if multiple classes are in the subset, but will instead total the data for all classes within a subset. If you wish to view or print this data per class, you must subset each individual class prior to running the report.**

To generate this report, follow these steps:

1. Go to the **Class** tab in the navigation pane of LACES.
2. To focus the report on a specific set of classes, click through the folders on the left to choose a focus (such as *Active* classes under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps. **Please note again that this report will not display the data on a per class basis if multiple classes are in the subset, but will instead total the data for all classes within a subset. If you wish to view or print this data per class, you must subset each individual class prior to running the report.**
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired classes. If you are selecting all the classes in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).

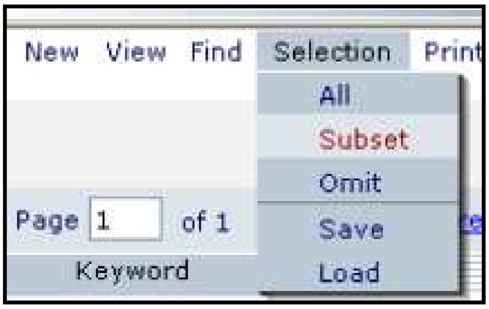


25 Records Selected Total 78 Records

☐	Term	CourseNumber	ClassSectionTit	AssignedStaffN	ClassSectionID	ClassStartDate	ClassEndDate
☐	No Value Enter		Big Class		110687	03/28/2000	03/28/2010
☐	2003-2004		ESL-Intermedia	Dillon, Denise	110026	07/01/2003	12/20/2003
☐	2003-2004		General ABE-e	Armstrong, Mar	110022	07/15/2003	06/30/2004
☐	2003-2004		Basic Math-Lira	Linney, Laura	110023	07/15/2003	06/30/2004
☐	2003-2004		General ABE-da		110047	07/15/2003	06/07/2007
☐	2006 Sum	1234-1234	TestClass1		110446	01/01/2006	05/12/2006
☐	No Value Enter	Clayton 0607	Learning Skills	Staff2, Staff Tw	110565	07/01/2006	06/30/2007
☐	2007 Sum		Biology		110466	06/01/2007	08/31/2007
☐	No Value Enter		ClassA_1087	StaffA_1087, T	110637	06/30/2007	06/30/2008
☑	2007-2008		Basic Math-Edw		110464	07/01/2007	06/30/2007
☑	2007-2008		Biology		110396	07/01/2007	06/30/2008
☑	2007-2008	xTest3A	Reading Skills	Spoony, Sue	110460	07/01/2007	06/30/2008
☑	2007-2008	xTest3A	Reading Skills		110461	07/01/2007	06/30/2008
☑	2007-2008	100	ESL Conversati	Clooney, Janet	110463	07/01/2007	06/30/2008
☑	2007-2008		Job Skills-Cloo		110465	07/01/2007	06/30/2008
☑	2007-2008		General ABE-da		110468	07/01/2007	06/30/2008
☑	2007-2008		Basic Math-Lira		110470	07/01/2007	06/30/2008
☑	2007-2008	Clayton	Learning Skills	Staff2, Staff Tw	110564	07/01/2007	06/30/2008
☐	No Value Enter		TestClass1085		110543	07/02/2007	08/02/2008

For this figure, all Active 2007-2008 term classes have been selected. Clicking in the highlighted box would select all the classes on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the Class tab in the navigation pane until a different data set is chosen (like *All Classes*).

5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Hours by EFL” and click Print PDF or Print Excel.
8. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”

Date range fields window

9. Review the report. From here you may print or save the report for future reference.

Class: Student Hours by EFL

School District / Agency: Central City Adult Education

Classes From 07/01/2007 to 06/30/2008

Education Function Level	Level Students Total	Level Hours Total
ABE Beginning Literacy	2	9.00
ABE Beginning Education	11	238.50
ABE Intermediate Low	33	931.50
ABE Intermediate High	84	3,165.20
ASE Low	33	818.00
ASE High	25	408.25
ESL Beginning Literacy	1	22.25
Total Students:	**189**	**Total Hours: 5,592.70**

Student Hours by EFL report example

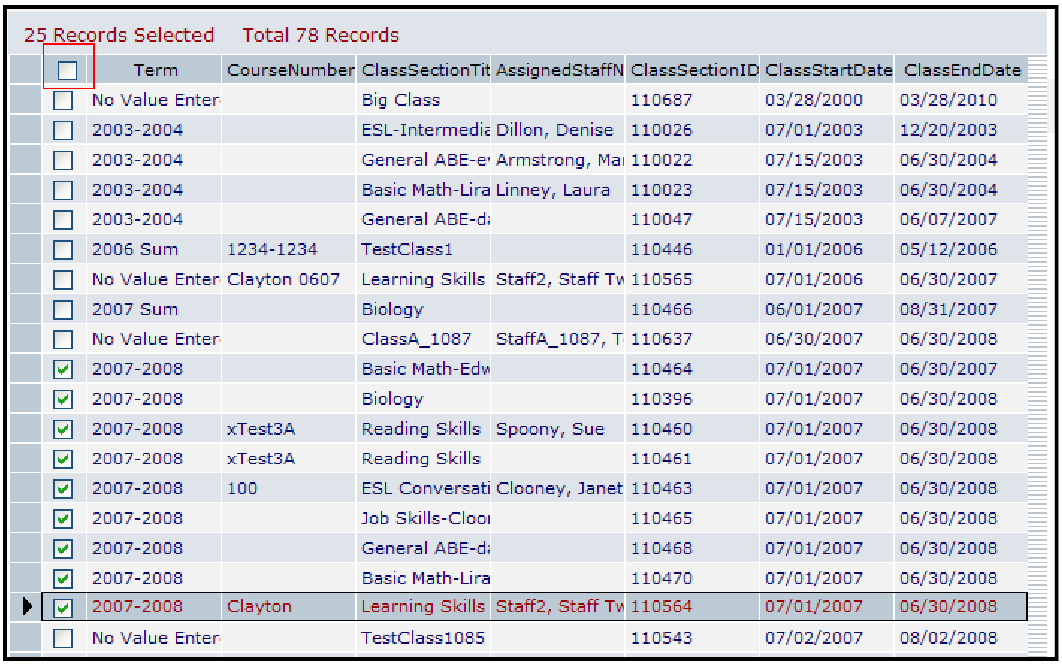
Summary of Instructional Hours by EFL

Description: This report will is very similar to the Class: Student Hours by EFL report, except that it will display the name of each student within the EFL along with all student hours grouped by Educational Functioning Level within a selection of classes for a user-provided date range. The report displays the following information: Student Name, Educational Functioning Level, how many hours have been attended in that class by the student in that EFL within the provided date range, as well as the Date Range for which the report is being run. Each EFL will have a subtotal of the number of students attending the class(es) within that level and a subtotal of their hours. Additionally, the bottom of the report displays the grand totals for students and hours. **Please note that this report will not display the data on a per class basis if multiple classes are in the subset, but will instead total the data for all classes within a subset. If you wish to view or print this data per class, you must subset each individual class prior to running the report.**

To generate this report, follow these steps:

1. Go to the **Class** tab in the navigation pane of LACES.
2. To focus the report on a specific set of classes, click through the folders on the left to choose a focus (such as *Active* classes under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps. **Please note again that this report will not display the data on a per class basis if multiple classes are in the subset, but will instead total the data for all classes within a subset. If you wish to view or print this data per class, you must subset each individual class prior to running the report.**

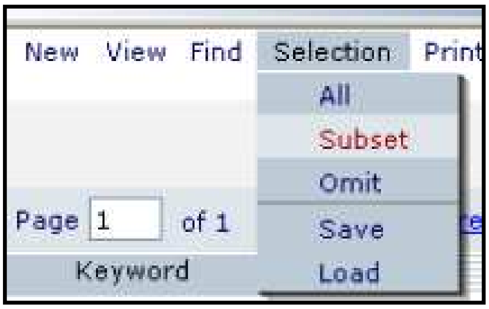
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired classes. If you are selecting all the classes in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).


25 Records Selected   Total 78 Records

☐	Term	CourseNumber	ClassSectionTit	AssignedStaffN	ClassSectionID	ClassStartDate	ClassEndDate
☐	No Value Enter		Big Class		110687	03/28/2000	03/28/2010
☐	2003-2004		ESL-Intermedia	Dillon, Denise	110026	07/01/2003	12/20/2003
☐	2003-2004		General ABE-e	Armstrong, Mai	110022	07/15/2003	06/30/2004
☐	2003-2004		Basic Math-Lira	Linney, Laura	110023	07/15/2003	06/30/2004
☐	2003-2004		General ABE-d		110047	07/15/2003	06/07/2007
☐	2006 Sum	1234-1234	TestClass1		110446	01/01/2006	05/12/2006
☐	No Value Enter	Clayton 0607	Learning Skills	Staff2, Staff Tw	110565	07/01/2006	06/30/2007
☐	2007 Sum		Biology		110466	06/01/2007	08/31/2007
☐	No Value Enter		ClassA_1087	StaffA_1087, T	110637	06/30/2007	06/30/2008
☑	2007-2008		Basic Math-Edw		110464	07/01/2007	06/30/2007
☑	2007-2008		Biology		110396	07/01/2007	06/30/2008
☑	2007-2008	xTest3A	Reading Skills	Spoony, Sue	110460	07/01/2007	06/30/2008
☑	2007-2008	xTest3A	Reading Skills		110461	07/01/2007	06/30/2008
☑	2007-2008	100	ESL Conversati	Clooney, Janet	110463	07/01/2007	06/30/2008
☑	2007-2008		Job Skills-Cloo		110465	07/01/2007	06/30/2008
☑	2007-2008		General ABE-d		110468	07/01/2007	06/30/2008
☑	2007-2008		Basic Math-Lira		110470	07/01/2007	06/30/2008
☑	2007-2008	Clayton	Learning Skills	Staff2, Staff Tw	110564	07/01/2007	06/30/2008
☐	No Value Enter		TestClass1085		110543	07/02/2007	08/02/2008

For this figure, all Active 2007-2008 term classes have been selected. Clicking in the highlighted box would select all the classes on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

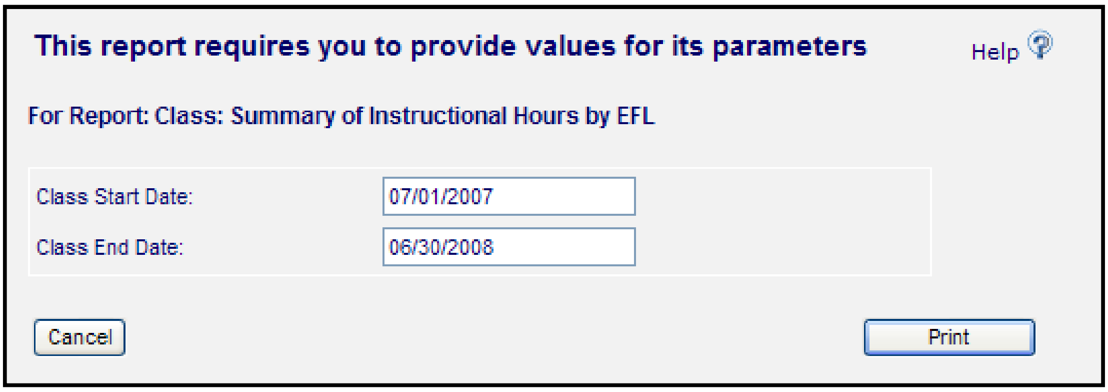
NOTE: Once a data subset has been created, it will be the default display when clicking on the Class tab in the navigation pane until a different data set is chosen (like *All Classes*).

5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Student Hours by EFL” and click Print PDF or Print Excel.
8. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”



Date range fields window

9. Review the report. From here you may print or save the report for future reference.

NRS Table 7

Description: Table Seven looks at Adult Education Personnel by Function and Job Status. **You must be in the Staff tab of the navigation to be able to display or print Table Seven.** To display on this table, staff must be active and have an NRS approved status and classification. Compare the wording on the table to what you have for your staff classifications and functions if the numbers appear to be off.

To generate this report, go to the Staff tab and then go to Print>Print Reports.

Click once on “NRS Table 7” to highlight the report, then click Print PDF or Print Excel.

Verify the data on the report. All Active Staff members should populate to the report. Compare the wording on the table to what you have for your staff classifications and functions if the numbers appear to be off.

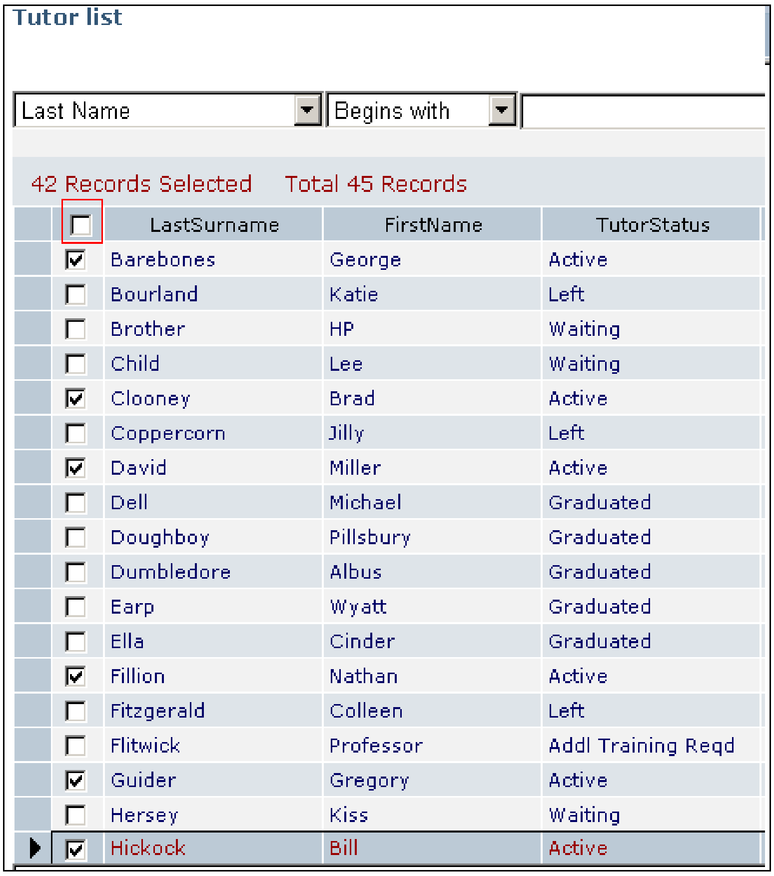
Tutor Reports

Total Tutor Hours

Description: This report will display the total hours within a user-provided date range for each individual tutor in your selection. Each tutor in your subset will be listed in alphabetical order, followed by their hours within the date range you provided. The last page of the report shows an hours total for all tutors in the selection, within the provided date range.

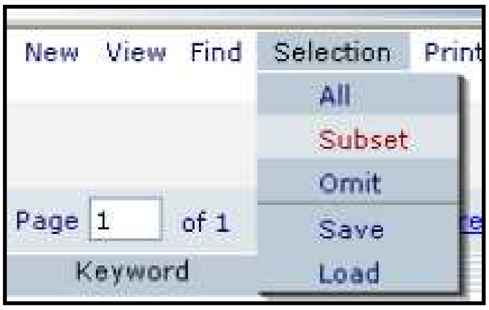
To generate this report, follow these steps:

1. Go to the **Tutor** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these tutors, click through the folders on the left to choose a focus (such as *Active* tutors under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired tutors. If you are selecting all the tutors in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all Active tutors have been selected. Clicking in the highlighted box would select all the tutors on this page

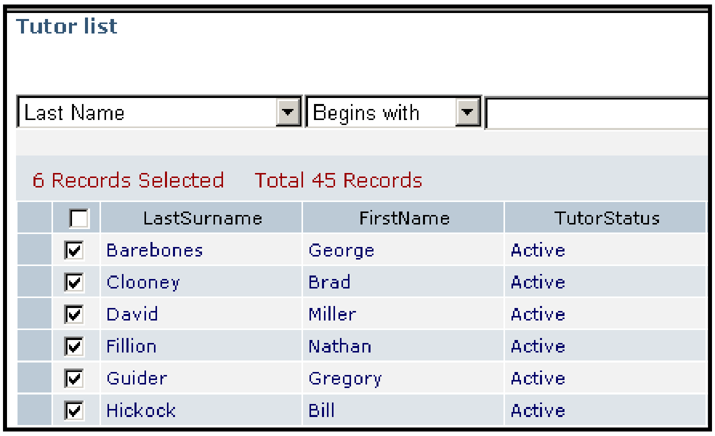
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Tutor** tab in the navigation pane until a different data set is chosen (like *All Tutors*).

5. This will adjust the List View to display only the pre-selected data as a subset.

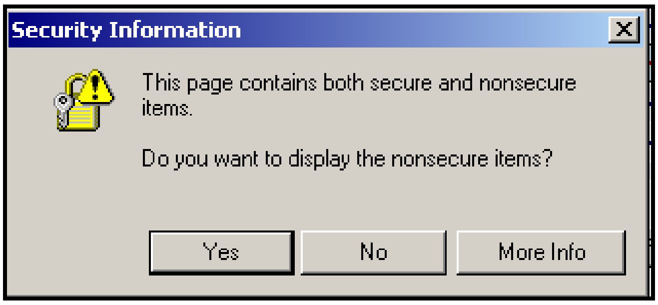


The display of a subset of data

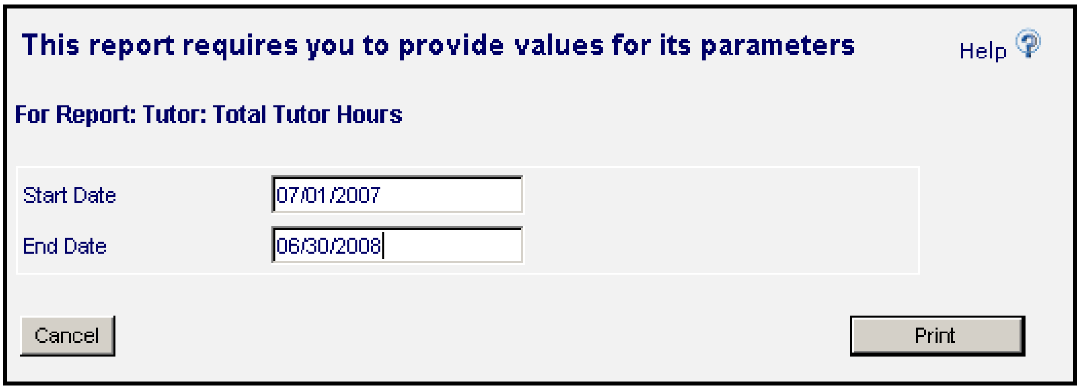
6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Total Tutor Hours" and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click "Yes" to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click "Print."

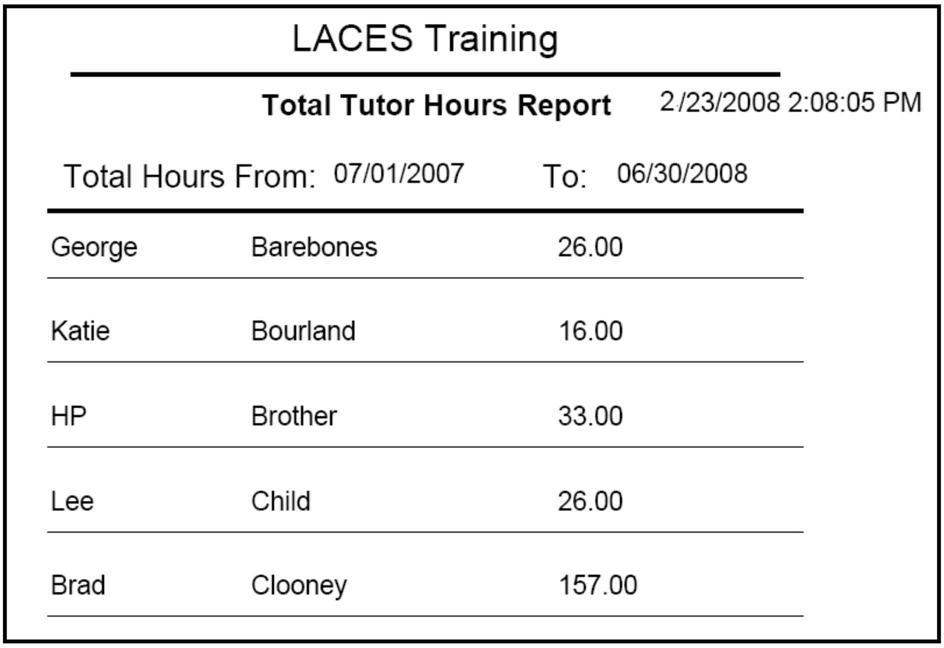


Security notification



Date range fields window

10. Review the report. From here you may print or save the report for future reference.



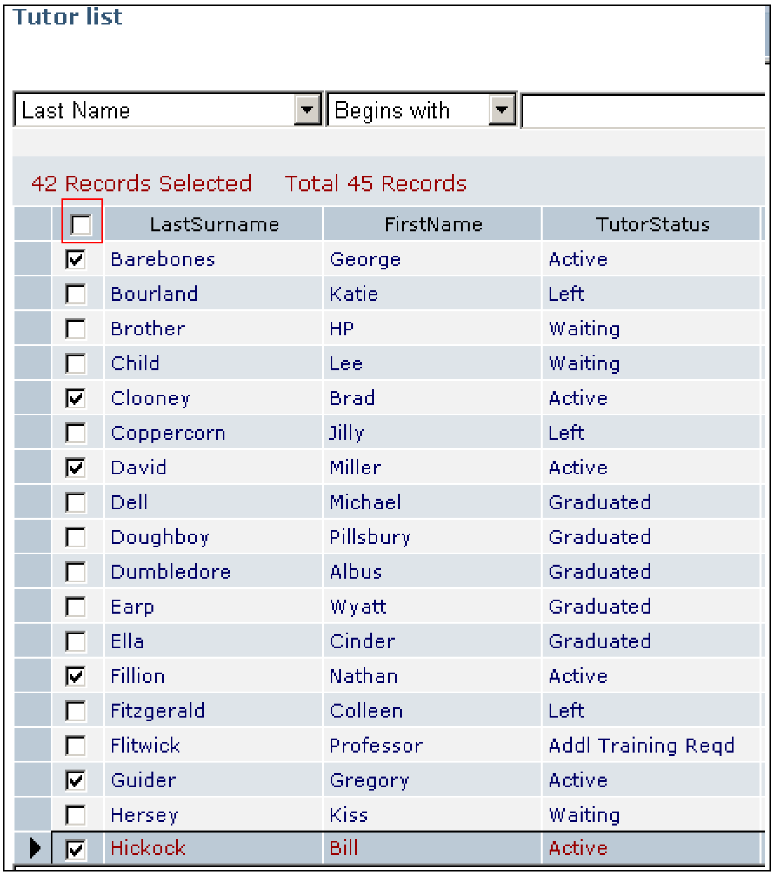
Review, print, and/or Save from here

Tutor Address Labels

Description: This report will provide mailing labels with Name, Address, Address 1, Address 2, City, State, and Zip Code for a user-selected group of tutors.

To generate this report, follow these steps:

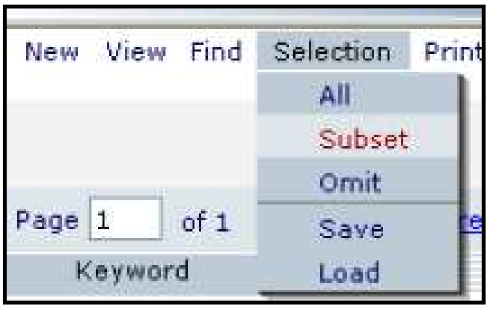
1. Go to the **Tutor** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these tutors, click through the folders on the left to choose a focus (such as *Active* tutors under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired tutors. If you are selecting all the tutors in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



	LastSurname	FirstName	TutorStatus
☑	Barebones	George	Active
☐	Bourland	Katie	Left
☐	Brother	HP	Waiting
☐	Child	Lee	Waiting
☑	Clooney	Brad	Active
☐	Coppercorn	Jilly	Left
☑	David	Miller	Active
☐	Dell	Michael	Graduated
☐	Doughboy	Pillsbury	Graduated
☐	Dumbledore	Albus	Graduated
☐	Earp	Wyatt	Graduated
☐	Ella	Cinder	Graduated
☑	Fillion	Nathan	Active
☐	Fitzgerald	Colleen	Left
☐	Flitwick	Professor	Addl Training Reqd
☑	Guider	Gregory	Active
☐	Hersey	Kiss	Waiting
☑	Hickock	Bill	Active

For this figure, all Active tutors have been selected. Clicking in the highlighted box would select all the tutors on this page

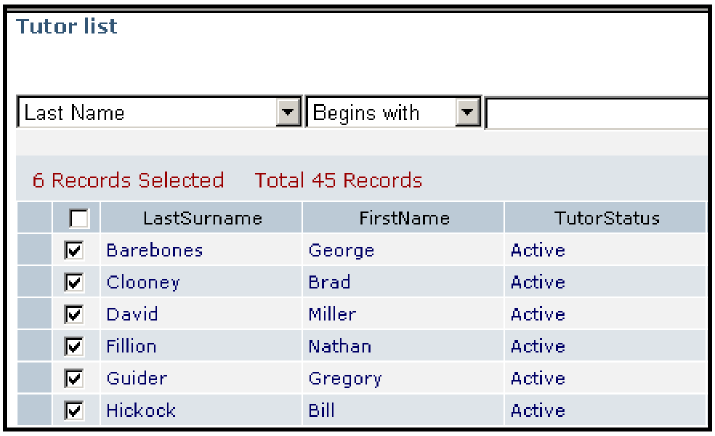
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Tutor** tab in the navigation pane until a different data set is chosen (like *All Tutors*).

5. This will adjust the List View to display only the pre-selected data as a subset.

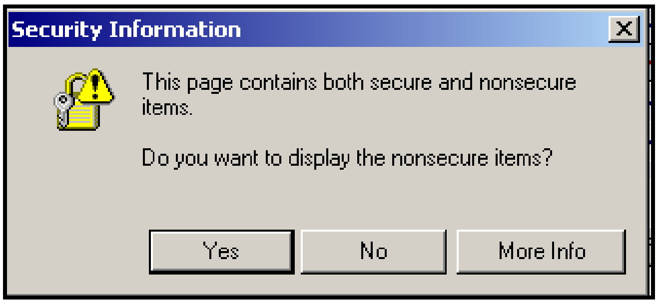


The display of a subset of data

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

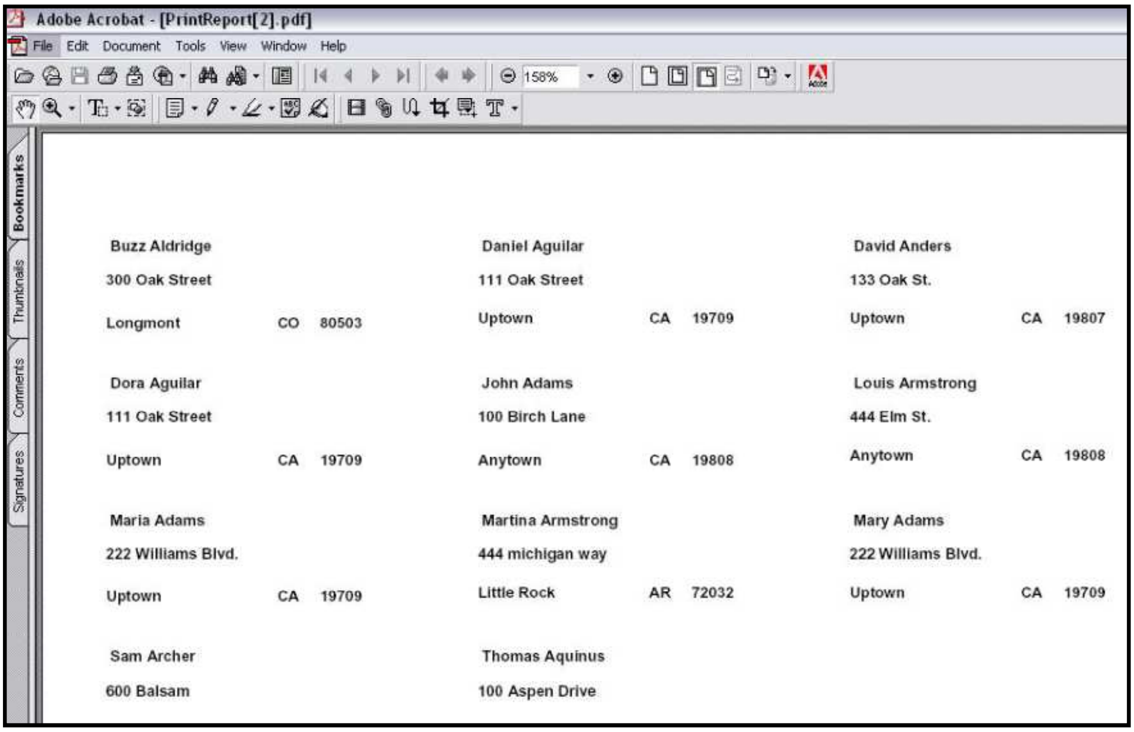
Generating a report

7. Choose the report you wish to run by locating the name and highlighting the report by single-clicking on that row (in this case, Tutor Address Labels).
8. Click either the **Print PDF** button or the **Print Excel** button to bring up the report.
9. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.



Security notification

10. Review the report. From here you may print or save the report for future reference. The address labels prints to Avery 5160.



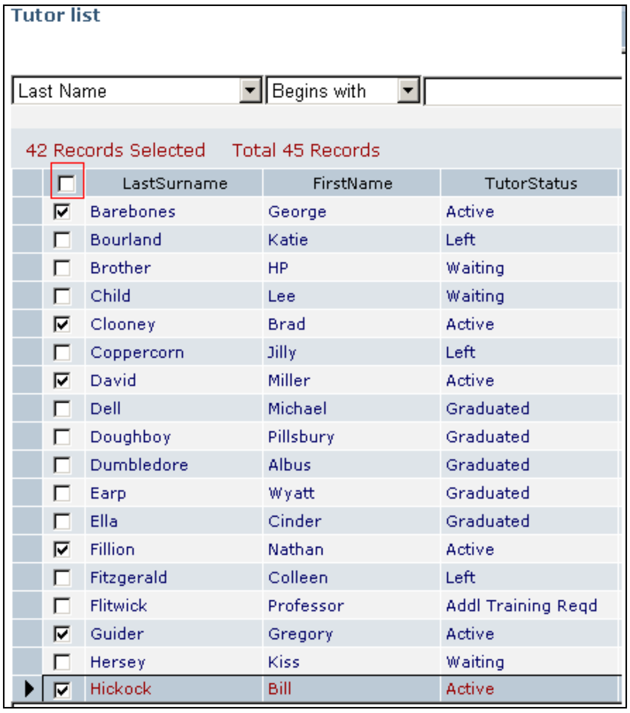
Review, print, and/or Save from here

Tutor Calendar Hours Report

Description: This report will display *all tutor hours* for a selection of tutors within a user-provided date range. This report displays the information for the selection of tutors as a whole, not by individual tutor. The report displays the following information: Date Range for Hours Displayed, Total Number of Tutors in Selection, Total Number of Tutors with non-zero Hours in Selection, Average Total Hours, Maximum Hours, Minimum Hours, Total Hours for the Hours Types (Instruction, Computer, Preparation, Travel, Other, and TOTAL), and an Instructional Hours Numerical Breakdown graph.

To generate this report, follow these steps:

1. Go to the **Tutor** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these tutors, click through the folders on the left to choose a focus (such as *Active* tutors under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired tutors. If you are selecting all the tutors in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).


Tutor list

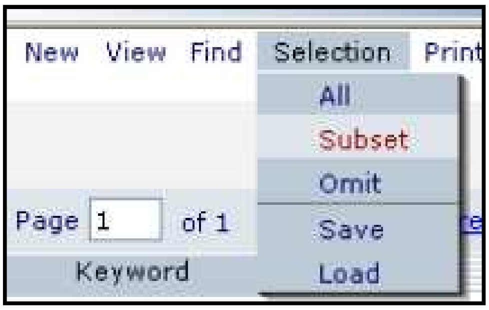
Last Name | Begins with

42 Records Selected   Total 45 Records

	LastSurname	FirstName	TutorStatus
☐			
☑	Barebones	George	Active
☐	Bourland	Katie	Left
☐	Brother	HP	Waiting
☐	Child	Lee	Waiting
☑	Clooney	Brad	Active
☐	Coppercorn	Jilly	Left
☑	David	Miller	Active
☐	Dell	Michael	Graduated
☐	Doughboy	Pillsbury	Graduated
☐	Dumbledore	Albus	Graduated
☐	Earp	Wyatt	Graduated
☐	Ella	Cinder	Graduated
☑	Fillion	Nathan	Active
☐	Fitzgerald	Colleen	Left
☐	Flitwick	Professor	Addl Training Reqd
☑	Guider	Gregory	Active
☐	Hersey	Kiss	Waiting
☑	Hickock	Bill	Active

For this figure, all Active tutors have been selected. Clicking in the highlighted box would select all the tutors on this page

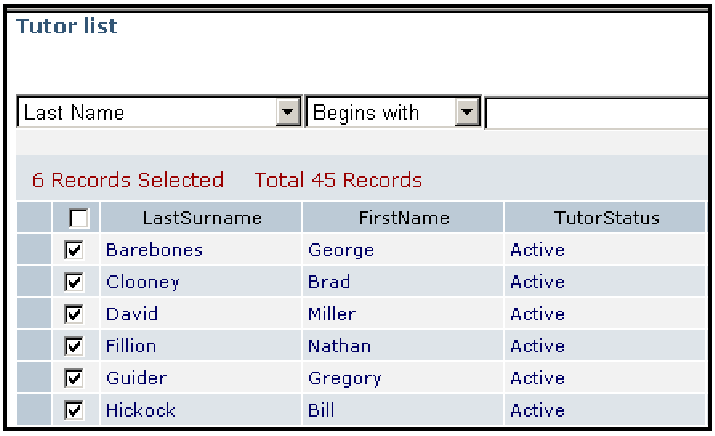
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Tutor** tab in the navigation pane until a different data set is chosen (like *All Tutors*).

5. This will adjust the List View to display only the pre-selected data as a subset.

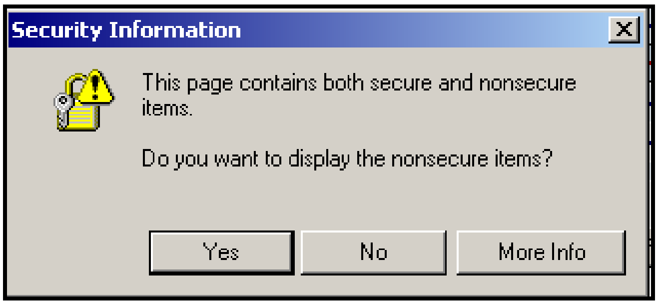


The display of a subset of data

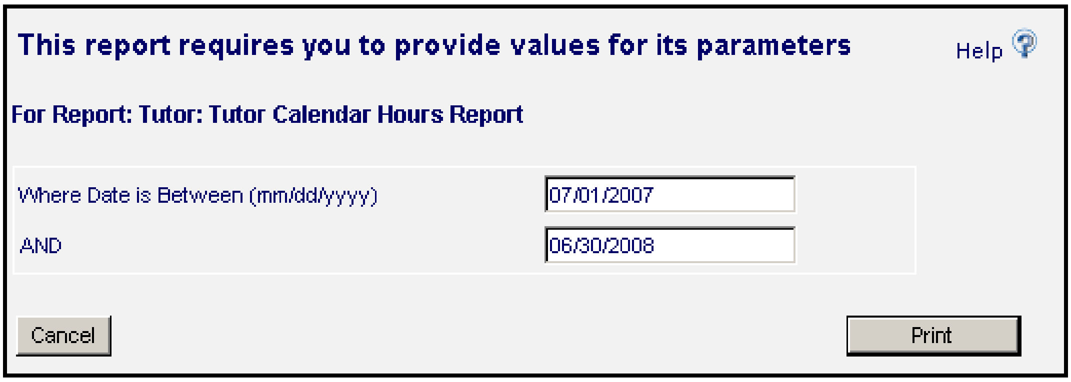
6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Tutor Calendar Hours Report” and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click “Yes” to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”



Security notification



This report requires you to provide values for its parameters Help

For Report: Tutor: Tutor Calendar Hours Report

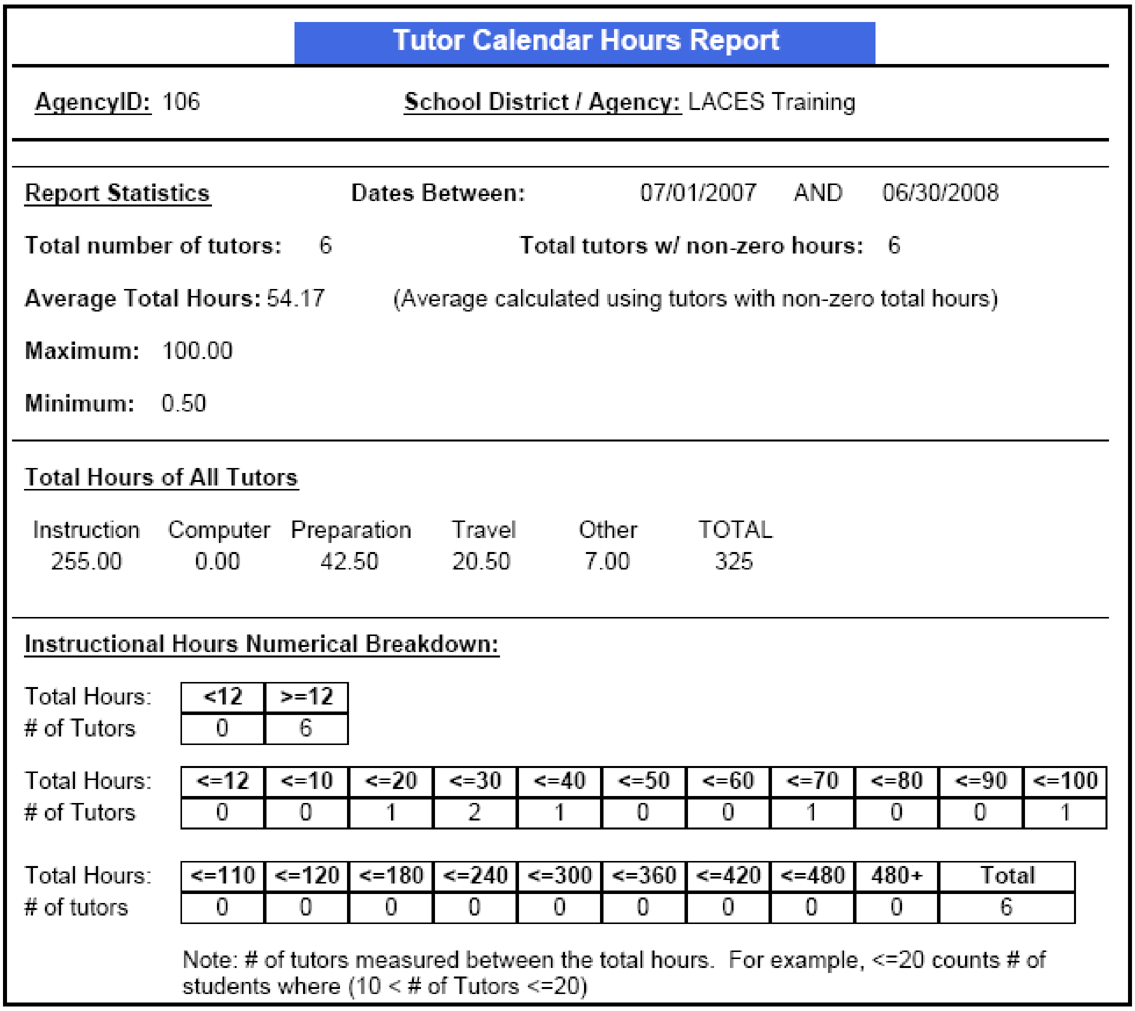
Where Date is Between (mm/dd/yyyy) 07/01/2007

AND 06/30/2008

Cancel Print

Date range fields window

10. Review the report. From here you may print or save the report for future reference.



Tutor Calendar Hours Report

AgencyID: 106 School District / Agency: LACES Training

Report Statistics Dates Between: 07/01/2007 AND 06/30/2008

Total number of tutors: 6 Total tutors w/ non-zero hours: 6

Average Total Hours: 54.17 (Average calculated using tutors with non-zero total hours)

Maximum: 100.00

Minimum: 0.50

Total Hours of All Tutors

Instruction	Computer	Preparation	Travel	Other	TOTAL
255.00	0.00	42.50	20.50	7.00	325

Instructional Hours Numerical Breakdown:

Total Hours:	<12	>=12
# of Tutors	0	6

Total Hours:	<=12	<=10	<=20	<=30	<=40	<=50	<=60	<=70	<=80	<=90	<=100
# of Tutors	0	0	1	2	1	0	0	1	0	0	1

Total Hours:	<=110	<=120	<=180	<=240	<=300	<=360	<=420	<=480	480+	Total
# of tutors	0	0	0	0	0	0	0	0	0	6

Note: # of tutors measured between the total hours. For example, <=20 counts # of students where (10 < # of Tutors <=20)

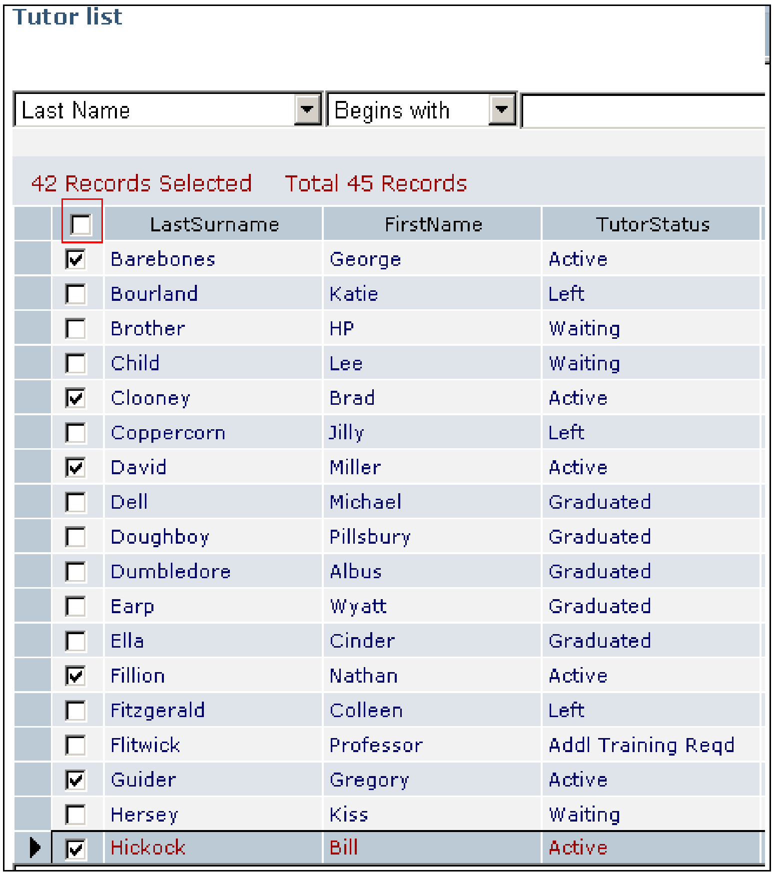
Review, print, and/or Save from here

Tutor File Update

Description: This report will display all demographic and contact information about the tutors selected as well as overall program status history, workshop, pair, and group history, pair hours, and comments. The report will show the Key Info for the tutors selected by the user. Because this is an extremely data-intensive report, we recommend that you either schedule this report rather than run it during business hours, or generate this report only on small subsets of tutors. Attempting to generate this report for large selections may result in errors or freezing.

To generate this report, follow these steps:

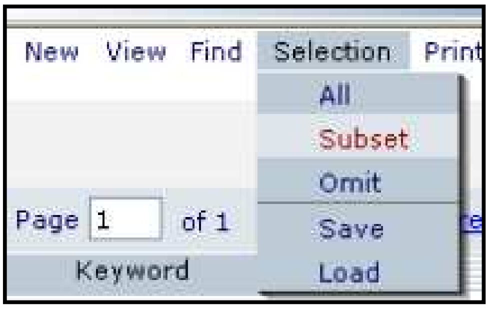
1. Go to the **Tutor** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these tutors, click through the folders on the left to choose a focus (such as *Active* tutors under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired tutors. If you are selecting all the tutors in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



☐	LastSurname	FirstName	TutorStatus
☑	Barebones	George	Active
☐	Bourland	Katie	Left
☐	Brother	HP	Waiting
☐	Child	Lee	Waiting
☑	Clooney	Brad	Active
☐	Coppercorn	Jilly	Left
☑	David	Miller	Active
☐	Dell	Michael	Graduated
☐	Doughboy	Pillsbury	Graduated
☐	Dumbledore	Albus	Graduated
☐	Earp	Wyatt	Graduated
☐	Ella	Cinder	Graduated
☑	Fillion	Nathan	Active
☐	Fitzgerald	Colleen	Left
☐	Flitwick	Professor	Addl Training Reqd
☑	Guider	Gregory	Active
☐	Hersey	Kiss	Waiting
☑	Hickock	Bill	Active

For this figure, all Active tutors have been selected. Clicking in the highlighted box would select all the tutors on this page

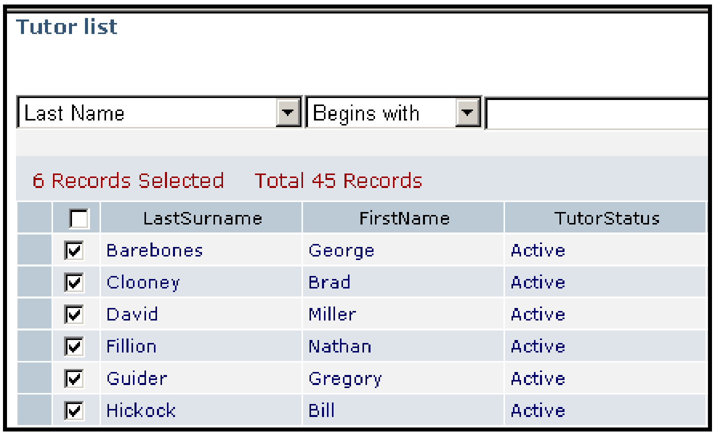
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Tutor** tab in the navigation pane until a different data set is chosen (like *All Tutors*).

5. This will adjust the List View to display only the pre-selected data as a subset.



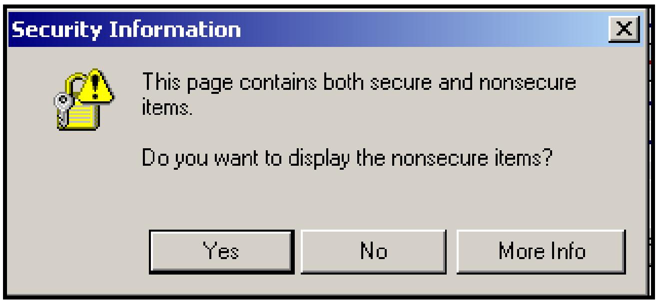
	LastSurname	FirstName	TutorStatus
☑	Barebones	George	Active
☑	Clooney	Brad	Active
☑	David	Miller	Active
☑	Fillion	Nathan	Active
☑	Guider	Gregory	Active
☑	Hickock	Bill	Active

The display of a subset of data

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

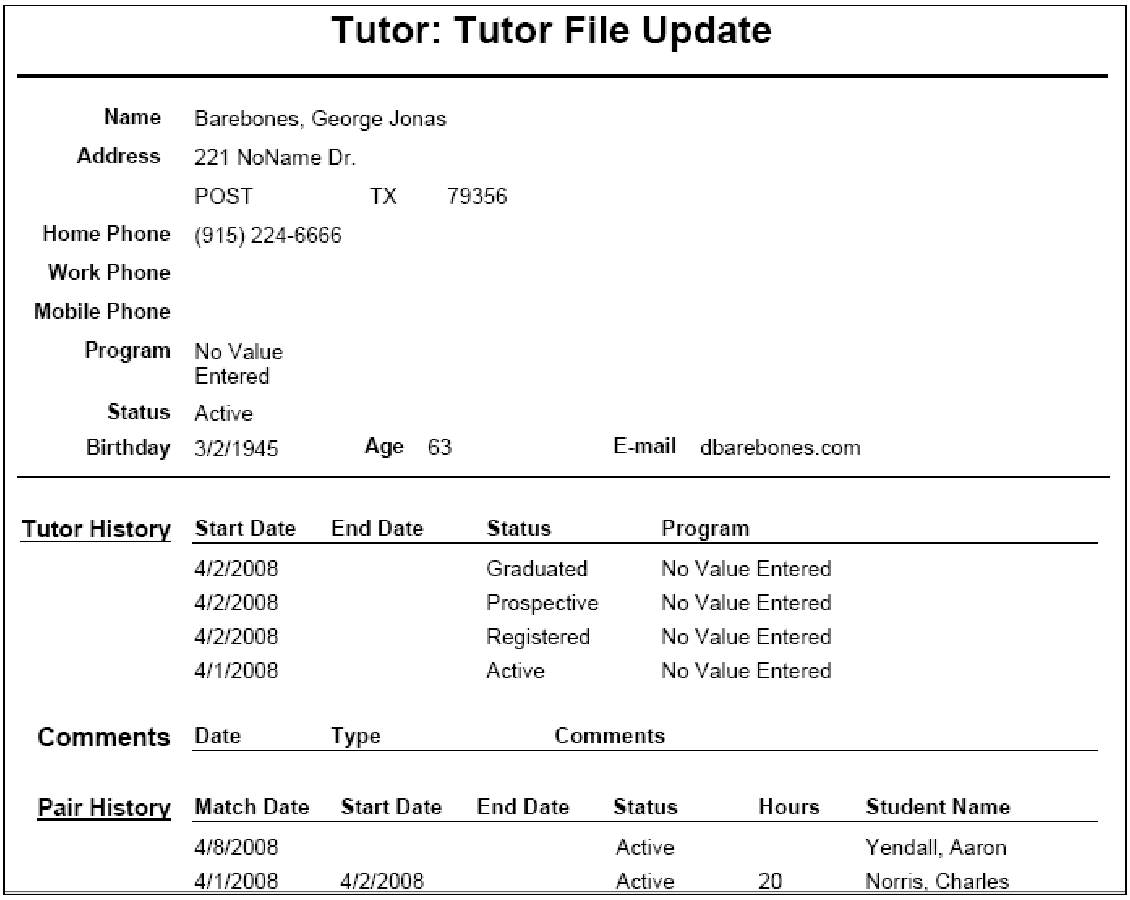
Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Tutor File Update" and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click "Yes" to continue.



Security notification

9. Review the report. From here you may print or save the report for future reference.



Tutor: Tutor File Update

Name	Barebones, George Jonas
Address	221 NoName Dr.
	POST TX 79356
Home Phone	(915) 224-6666
Work Phone	
Mobile Phone	
Program	No Value Entered
Status	Active
Birthday	3/2/1945 Age 63 E-mail dbarebones.com

Tutor History

Start Date	End Date	Status	Program
4/2/2008		Graduated	No Value Entered
4/2/2008		Prospective	No Value Entered
4/2/2008		Registered	No Value Entered
4/1/2008		Active	No Value Entered

Comments

Date	Type	Comments

Pair History

Match Date	Start Date	End Date	Status	Hours	Student Name
4/8/2008			Active		Yendall, Aaron
4/1/2008	4/2/2008		Active	20	Norris, Charles

Review, print, and/or Save from here

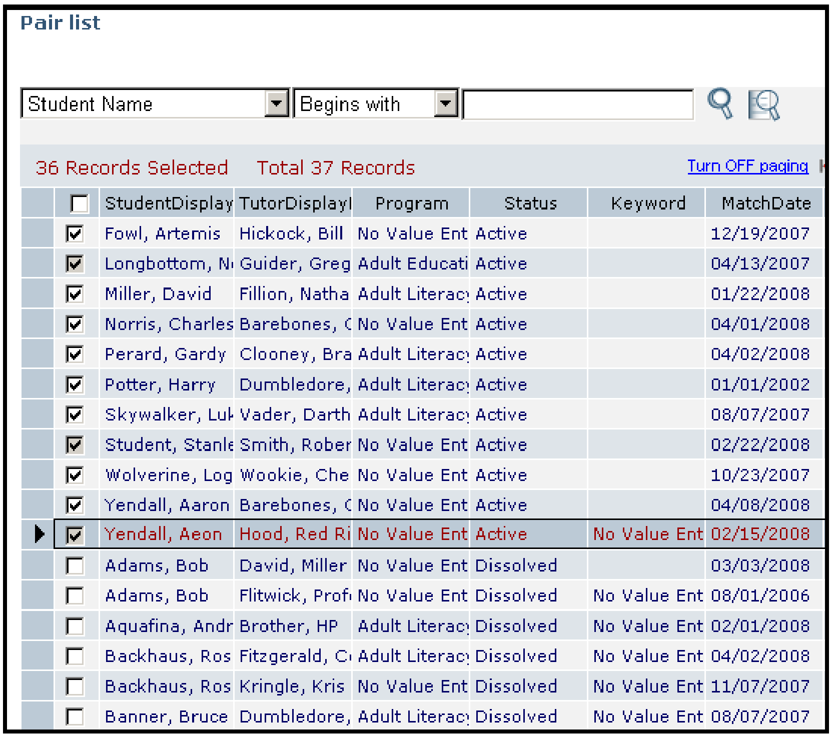
Pair Reports

Pair Hours

Description: This report will display the pair hours within a user-provided date range for each pair in your selection. Each pair with hours in the provided date range will be listed in alphabetical order by student last name, along with the name of the tutor(s) they are paired with, followed by their hours within the date range you provided, listed monthly, and a subtotal for the provided time frame. Students assigned to more than one pair will have separate entries for each student/tutor pair. This report is also available as "Student Pair Hours Report" in the Student tab; there is no page break between each Pair in the Student Pair Hours Report.

To generate this report, follow these steps:

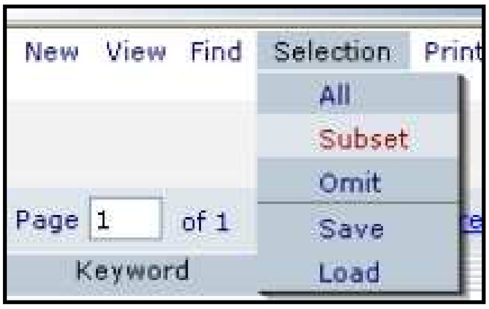
1. Go to the **Pair** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these pairs, click through the folders on the left to choose a focus (such as *Active* pairs under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired pairs. If you are selecting all the pairs in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



	StudentDisplay	TutorDisplayI	Program	Status	Keyword	MatchDate
☑	Fowl, Artemis	Hickock, Bill	No Value Ent	Active		12/19/2007
☑	Longbottom, N	Guider, Greg	Adult Educati	Active		04/13/2007
☑	Miller, David	Fillion, Natha	Adult Literac	Active		01/22/2008
☑	Norris, Charles	Barebones, (	No Value Ent	Active		04/01/2008
☑	Perard, Gardy	Clooney, Bra	Adult Literac	Active		04/02/2008
☑	Potter, Harry	Dumbledore,	Adult Literac	Active		01/01/2002
☑	Skywalker, Luk	Vader, Darth	Adult Literac	Active		08/07/2007
☑	Student, Stanle	Smith, Rober	No Value Ent	Active		02/22/2008
☑	Wolverine, Log	Wookie, Che	No Value Ent	Active		10/23/2007
☑	Yendall, Aaron	Barebones, (	No Value Ent	Active		04/08/2008
☑	Yendall, Aeon	Hood, Red Ri	No Value Ent	Active	No Value Ent	02/15/2008
☐	Adams, Bob	David, Miller	No Value Ent	Dissolved		03/03/2008
☐	Adams, Bob	Flitwick, Profe	No Value Ent	Dissolved	No Value Ent	08/01/2006
☐	Aquafina, Andr	Brother, HP	Adult Literac	Dissolved	No Value Ent	02/01/2008
☐	Backhaus, Ros	Fitzgerald, C	Adult Literac	Dissolved	No Value Ent	04/02/2008
☐	Backhaus, Ros	Kringle, Kris	No Value Ent	Dissolved	No Value Ent	11/07/2007
☐	Banner, Bruce	Dumbledore,	Adult Literac	Dissolved	No Value Ent	08/07/2007

For this figure, all Active pairs have been selected. Clicking in the highlighted box would select all the pairs on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



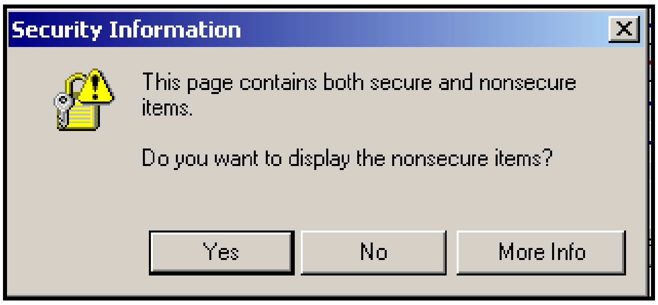
Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Pair** tab in the navigation pane until a different data set is chosen (like *All Pairs*).

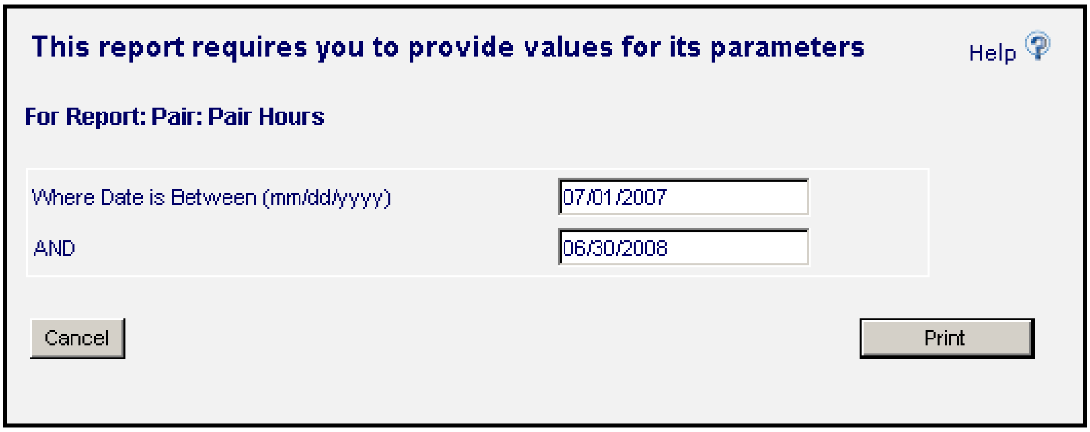
5. This will adjust the List View to display only the pre-selected data as a subset.
6. As with all reports, click Print from the menu bar and choose Print Reports.

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Pair Hours" and click Print PDF or Print Excel.
8. You may sometimes receive a security notice noting that the page contains both secure and non-secure items and asking if you wish to continue/display the non-secure items. You can click "Yes" to continue.
9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click "Print."

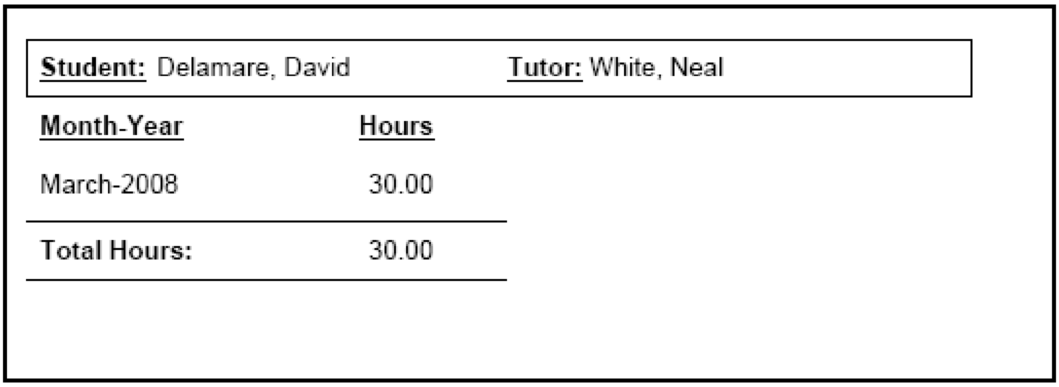


Security notification



Date range fields window

10. Review the report. From here you may print or save the report for future reference.



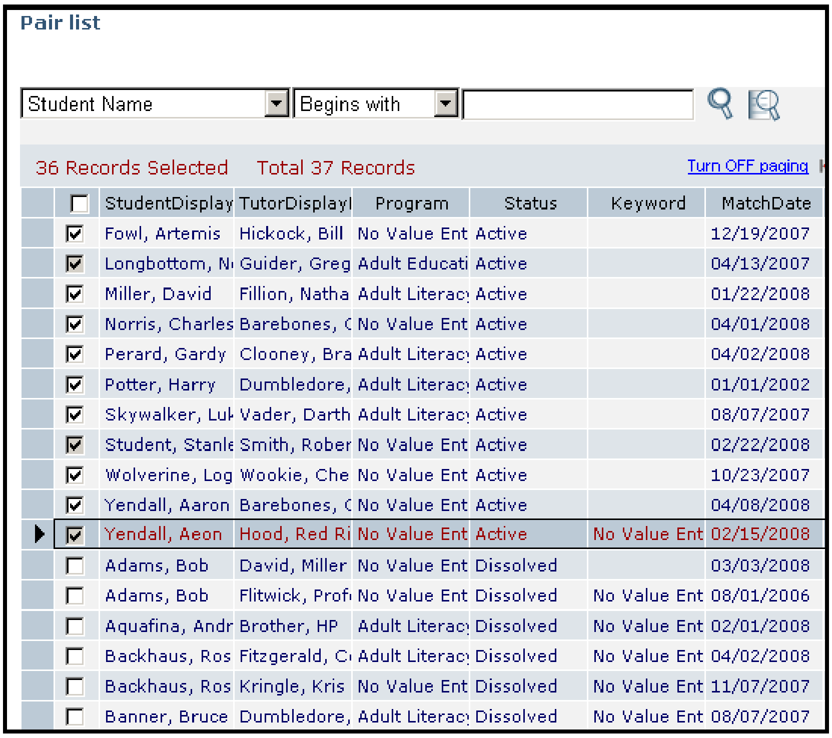
Review, print, and/or Save from here

Pair Phone List

Description: This report will display each pair in your selection, with the Tutor and Student Home and Work Phones (if those fields are populated in the Tutor and Student records), as well as blank grids for marking hours attended. This report is in alphabetical order by Tutor.

To generate this report, follow these steps:

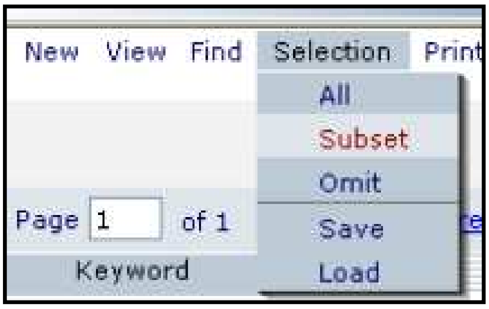
1. Go to the **Pair** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these pairs, click through the folders on the left to choose a focus (such as *Active* pairs under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired pairs. If you are selecting all the pairs in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



	StudentDisplay	TutorDisplayI	Program	Status	Keyword	MatchDate
☑	Fowl, Artemis	Hickock, Bill	No Value Ent	Active		12/19/2007
☑	Longbottom, N	Guider, Greg	Adult Educati	Active		04/13/2007
☑	Miller, David	Fillion, Natha	Adult Literac	Active		01/22/2008
☑	Norris, Charles	Barebones, (	No Value Ent	Active		04/01/2008
☑	Perard, Gardy	Clooney, Bra	Adult Literac	Active		04/02/2008
☑	Potter, Harry	Dumbledore,	Adult Literac	Active		01/01/2002
☑	Skywalker, Luk	Vader, Darth	Adult Literac	Active		08/07/2007
☑	Student, Stanle	Smith, Rober	No Value Ent	Active		02/22/2008
☑	Wolverine, Log	Wookie, Che	No Value Ent	Active		10/23/2007
☑	Yendall, Aaron	Barebones, (	No Value Ent	Active		04/08/2008
☑	Yendall, Aeon	Hood, Red Ri	No Value Ent	Active	No Value Ent	02/15/2008
☐	Adams, Bob	David, Miller	No Value Ent	Dissolved		03/03/2008
☐	Adams, Bob	Flitwick, Prof	No Value Ent	Dissolved	No Value Ent	08/01/2006
☐	Aquafina, Andr	Brother, HP	Adult Literac	Dissolved	No Value Ent	02/01/2008
☐	Backhaus, Ros	Fitzgerald, C	Adult Literac	Dissolved	No Value Ent	04/02/2008
☐	Backhaus, Ros	Kringle, Kris	No Value Ent	Dissolved	No Value Ent	11/07/2007
☐	Banner, Bruce	Dumbledore,	Adult Literac	Dissolved	No Value Ent	08/07/2007

For this figure, all Active pairs have been selected. Clicking in the highlighted box would select all the pairs on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



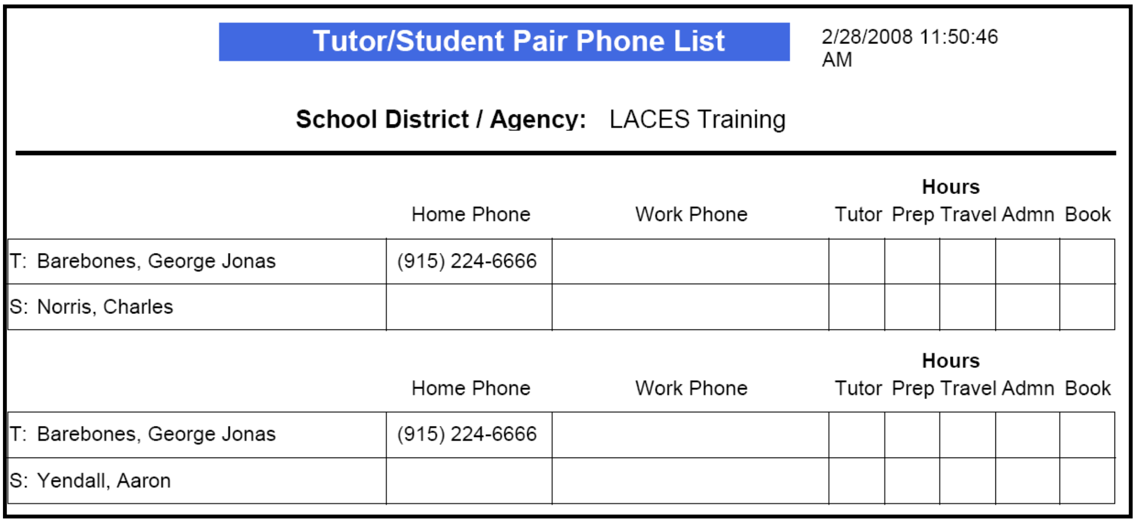
Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Pair** tab in the navigation pane until a different data set is chosen (like *All Pairs*).

5. This will adjust the List View to display only the pre-selected data as a subset.
6. As with all reports, click Print from the menu bar and choose Print Reports.

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Pair Phone List" and click Print PDF or Print Excel.
8. Review the report. From here you may print or save the report for future reference.


Tutor/Student Pair Phone List 2/28/2008 11:50:46 AM

School District / Agency: LACES Training

			Hours				
	Home Phone	Work Phone	Tutor	Prep	Travel	Admn	Book
T: Barebones, George Jonas	(915) 224-6666						
S: Norris, Charles							

			Hours				
	Home Phone	Work Phone	Tutor	Prep	Travel	Admn	Book
T: Barebones, George Jonas	(915) 224-6666						
S: Yendall, Aaron							

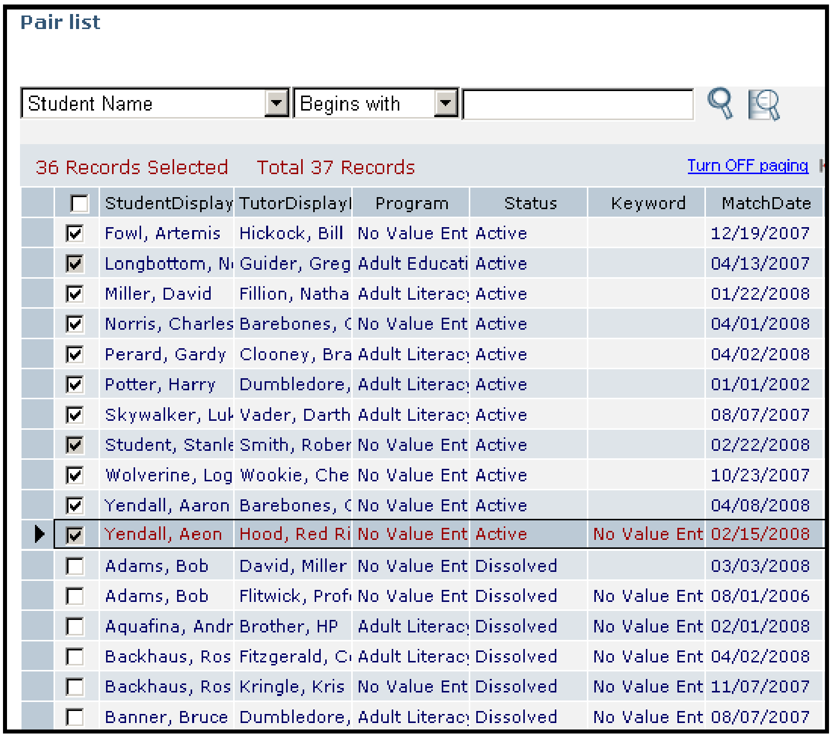
Review, print, and/or Save from here

Record Pair Comments

Description: This report will display each pair by Tutor and Student that is/was active in a user-provided date range, along with a blank grid in which to record comments for that pair. The report is alphabetical by Tutor.

To generate this report, follow these steps:

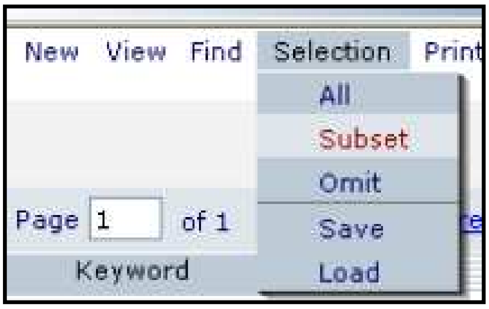
1. Go to the **Pair** tab in the navigation pane of LACES.
2. To focus the report on a specific set of these pairs, click through the folders on the left to choose a focus (such as *Active* pairs under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired pairs. If you are selecting all the pairs in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



	StudentDisplay	TutorDisplayI	Program	Status	Keyword	MatchDate
☑	Fowl, Artemis	Hickock, Bill	No Value Ent	Active		12/19/2007
☑	Longbottom, N	Guider, Greg	Adult Educati	Active		04/13/2007
☑	Miller, David	Fillion, Natha	Adult Literac	Active		01/22/2008
☑	Norris, Charles	Barebones, C	No Value Ent	Active		04/01/2008
☑	Perard, Gardy	Clooney, Bra	Adult Literac	Active		04/02/2008
☑	Potter, Harry	Dumbledore,	Adult Literac	Active		01/01/2002
☑	Skywalker, Luk	Vader, Darth	Adult Literac	Active		08/07/2007
☑	Student, Stanle	Smith, Rober	No Value Ent	Active		02/22/2008
☑	Wolverine, Log	Wookie, Che	No Value Ent	Active		10/23/2007
☑	Yendall, Aaron	Barebones, C	No Value Ent	Active		04/08/2008
☑	Yendall, Aeon	Hood, Red Ri	No Value Ent	Active	No Value Ent	02/15/2008
☐	Adams, Bob	David, Miller	No Value Ent	Dissolved		03/03/2008
☐	Adams, Bob	Flitwick, Prof	No Value Ent	Dissolved	No Value Ent	08/01/2006
☐	Aquafina, Andr	Brother, HP	Adult Literac	Dissolved	No Value Ent	02/01/2008
☐	Backhaus, Ros	Fitzgerald, C	Adult Literac	Dissolved	No Value Ent	04/02/2008
☐	Backhaus, Ros	Kringle, Kris	No Value Ent	Dissolved	No Value Ent	11/07/2007
☐	Banner, Bruce	Dumbledore,	Adult Literac	Dissolved	No Value Ent	08/07/2007

For this figure, all Active pairs have been selected. Clicking in the highlighted box would select all the pairs on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



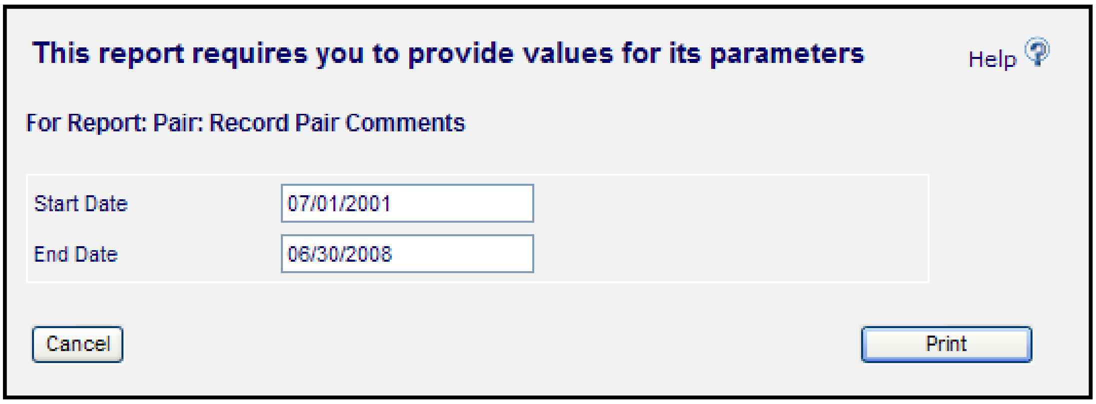
Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Pair** tab in the navigation pane until a different data set is chosen (like *All Pairs*).

5. This will adjust the List View to display only the pre-selected data as a subset.
6. As with all reports, click Print from the menu bar and choose Print Reports.

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Record Pair Comments" and click Print PDF or Print Excel.
8. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click "Print."



Date range fields window

9. Review the report. From here you may print or save the report for future reference.

Pair: Record Pair Comments

School District / Agency: LACES Training

Tutoring dates set within time period: 07/01/2001 to 06/30/2008

	Comments
T: Barebones, George Jonas	
S: Norris, Charles	

	Comments
T: Barebones, George Jonas	
S: Yendall, Aaron	

	Comments
T: Bourland, Katie Ann	
S: Smith, Andy R	

	Comments
T: Brother, HP	
S: Aquafina, Andrew	

Review, print, and/or Save from here

Group Reports

Group Active Members

Description: This report generates a list of all tutors and all actively enrolled students for a group or groups selected by the user. Students with any enrollment status other than “Enrolled” will not be displayed on this report. In addition to student names, the student program is also displayed, as well as the group name and status for the group(s) selected by the user.

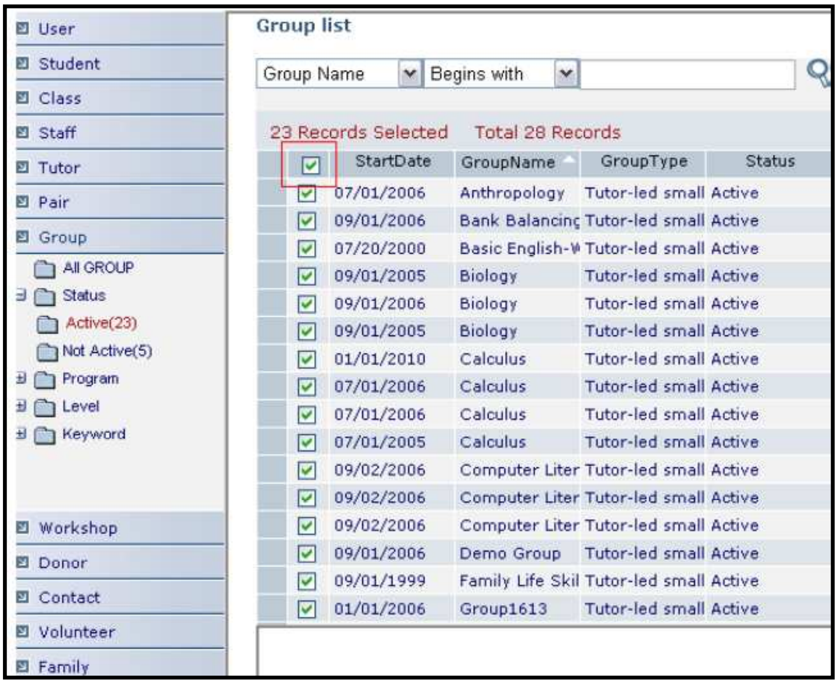
To generate this report, follow these steps:

1. Go to the **Group** tab in the navigation pane of LACES.

2. To focus the report on a specific set of these groups, click through the folders on the left to choose a focus (such as *Active* groups under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

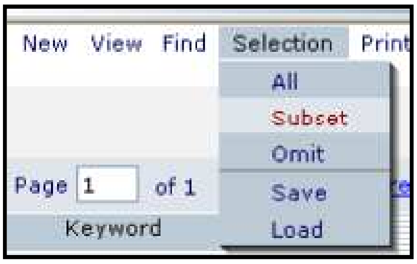
3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired groups. If you are selecting all the groups in a given view,

you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all active groups have been selected by clicking in the highlighted box.

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Group** tab in the navigation pane until a different data set is chosen (like *All Groups*).

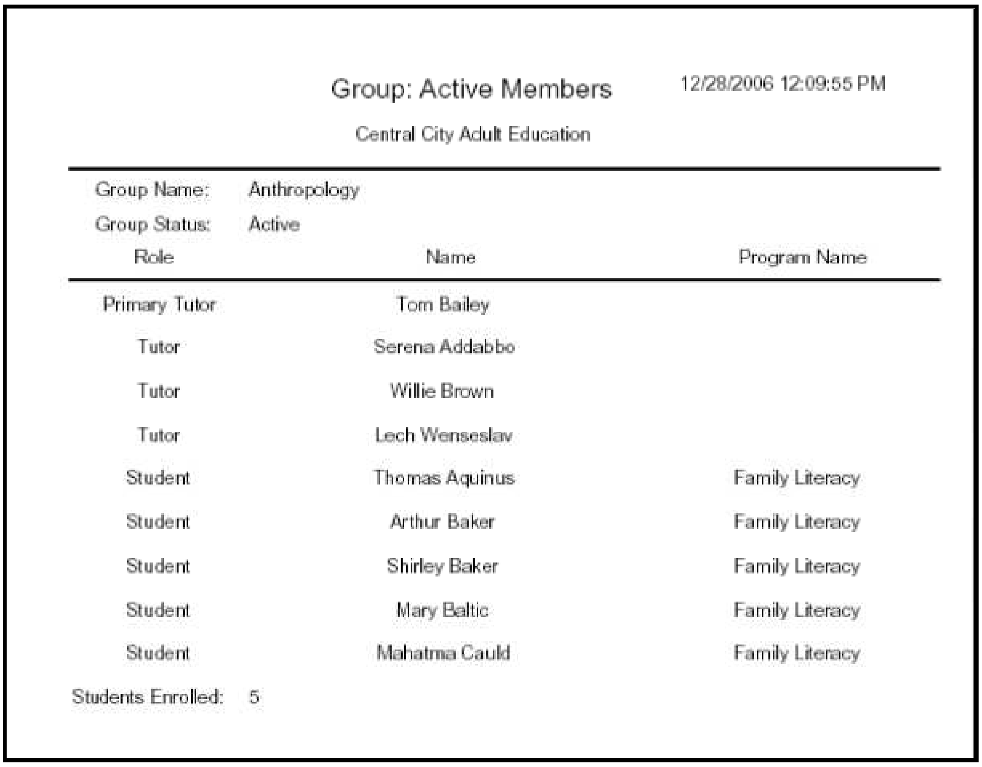
5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Group: Active Members" and click Print PDF or Print Excel.

8. Review the report. From here you may print or save the report for future reference.


Group: Active Members 12/28/2006 12:09:55 PM

Central City Adult Education

Group Name: Anthropology

Group Status: Active

Role	Name	Program Name
Primary Tutor	Tom Bailey	
Tutor	Serena Addabbo	
Tutor	Willie Brown	
Tutor	Lech Wenseslav	
Student	Thomas Aquinus	Family Literacy
Student	Arthur Baker	Family Literacy
Student	Shirley Baker	Family Literacy
Student	Mary Baltic	Family Literacy
Student	Mahatma Cauld	Family Literacy

Students Enrolled: 5

Review, print, and/or Save from here

All Group Members

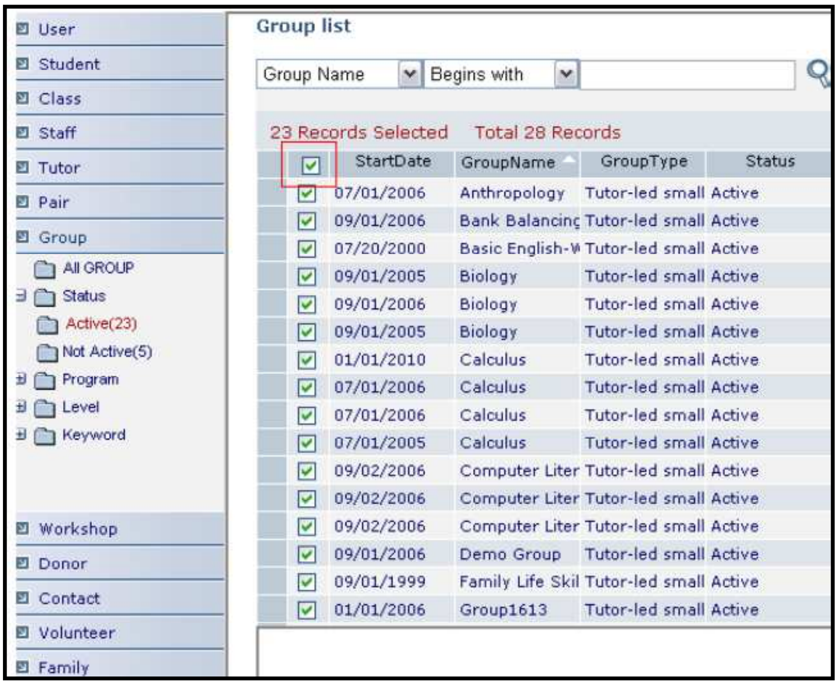
Description: This report generates a list of the primary tutor and all students for a group or groups selected by the user, regardless of student enrollment status. In addition to student names, the student status and program are also displayed, as well as the group name and status for the group(s) selected by the user.

To generate this report, follow these steps:

1. Go to the **Group** tab in the navigation pane of LACES.

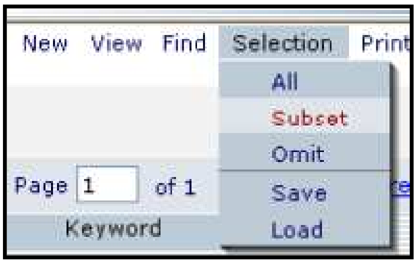
2. To focus the report on a specific set of these groups, click through the folders on the left to choose a focus (such as *Active* groups under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired groups. If you are selecting all the groups in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all active groups have been selected by clicking in the highlighted box.

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Group** tab in the navigation pane until a different data set is chosen (like *All Groups*).

5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Group: All Group Members” and click Print PDF or Print Excel.

8. Review the report. From here you may print or save the report for future reference.

Group: All Group Members 12/28/2006 11:36:47 AM

Agency: Central City Adult Education

Group Name: Anthropology

Group Status: Active

Group Tutor: Tom Bailey

Students:	Student Status	Program
Thomas Aquinus	Enrolled	Family Literacy
Arthur Baker	Enrolled	Family Literacy
Shirley Baker	Enrolled	Family Literacy
Mary Baltic	Enrolled	Family Literacy
Mahatma Cauld	Enrolled	Family Literacy
Golda Sun	Never attended	Family Literacy

Students Enrolled: 5

Review, print, and/or Save from here

Group Directory

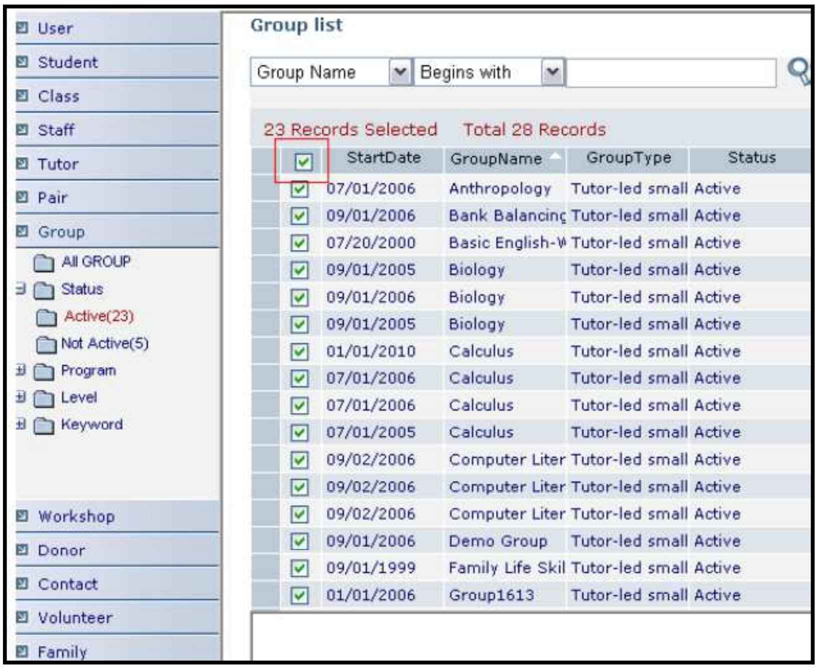
Description: This report generates a directory for groups selected by the user. The directory will contain the name and status of the group and contact information for the primary tutor and all actively enrolled students in the group. Contact information consists of name, address, home and work telephone number, and the contact preference for phone if that information was provided in the student record.

To generate this report, follow these steps:

1. Go to the **Group** tab in the navigation pane of LACES.

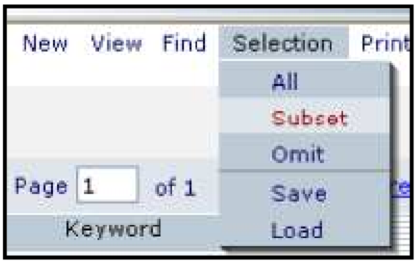
2. To focus the report on a specific set of these groups, click through the folders on the left to choose a focus (such as *Active* groups under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired groups. If you are selecting all the groups in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all active groups have been selected by clicking in the highlighted box.

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Group** tab in the navigation pane until a different data set is chosen (like *All Groups*).

5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Group: Directory” and click Print PDF or Print Excel.

8. Review the report. From here you may print or save the report for future reference.

Group: Group Directory

LACES Training 4/28/2008 12:16:18 PM

Student	mary contrary	Contact Preference: No Preference
Address:	LA	Home () - Work () - ext
Student	John Ehret	Contact Preference: No Preference
Address:		Home () - Work () - ext
Student	ronnie gauthier	Contact Preference: No Preference
Address:	2223 lark ave 317 77th ave BATON ROUGE LA 70814	Home (225) 998-9933 Work (225) 888-2222 ext 23456
Student	Kimberly Jim	Contact Preference: No Preference
Address:		Home () - Work () - ext
Student	Linda Learner	Contact Preference: Any phone or time
Address:	9725 Hollow Oak Drive AUSTIN TX	Home () - Work (999) 555-1212 ext 34

Review, print, and/or Save from here

Group Master Attendance Roster

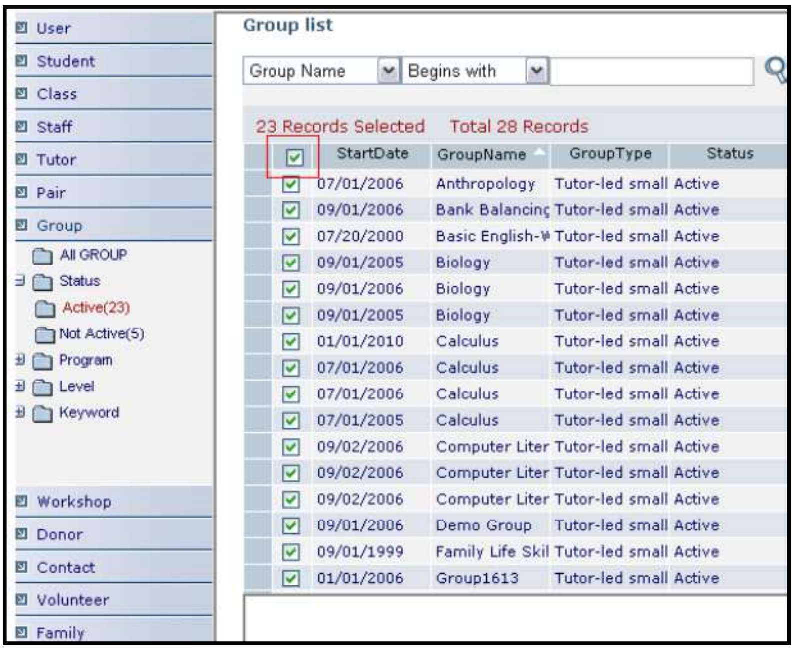
Description: This report generates a list consisting of the primary tutor and all actively enrolled students for a group or groups selected by the user, along with blank lines to enter attendance manually.

To generate this report:

1. Go to the **Group** tab in the navigation pane of LACES.

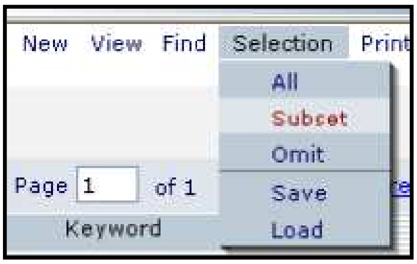
2. To focus the report on a specific set of these groups, click through the folders on the left to choose a focus (such as *Active* groups under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired groups. If you are selecting all the groups in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all active groups have been selected by clicking in the highlighted box.

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Group** tab in the navigation pane until a different data set is chosen (like *All Groups*).

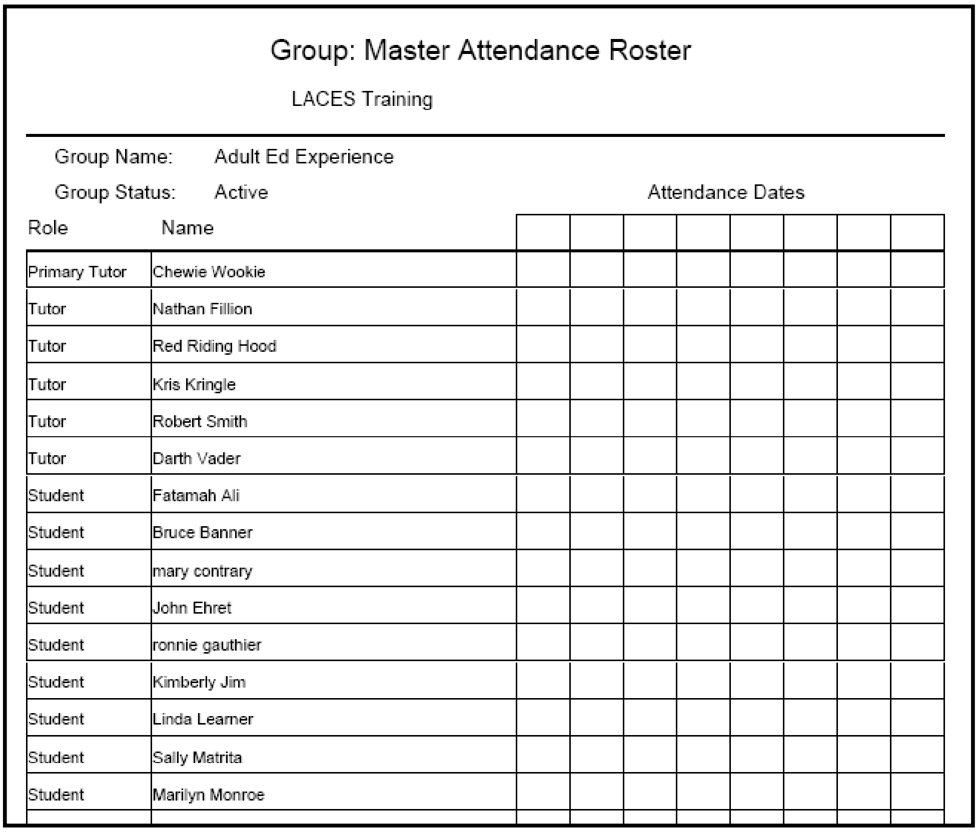
5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Group: Directory” and click Print PDF or Print Excel.

8. Review the report. From here you may print or save the report for future reference.


Group: Master Attendance Roster

LACES Training

Group Name: Adult Ed Experience

Group Status: Active

Attendance Dates

Role	Name								
Primary Tutor	Chewie Wookie								
Tutor	Nathan Fillion								
Tutor	Red Riding Hood								
Tutor	Kris Kringle								
Tutor	Robert Smith								
Tutor	Darth Vader								
Student	Fatamah Ali								
Student	Bruce Banner								
Student	mary contrary								
Student	John Ehret								
Student	ronnie gauthier								
Student	Kimberly Jim								
Student	Linda Learner								
Student	Sally Matrita								
Student	Marilyn Monroe								

Review, print, and/or Save from here

Workshop Reports

Workshop Attendance

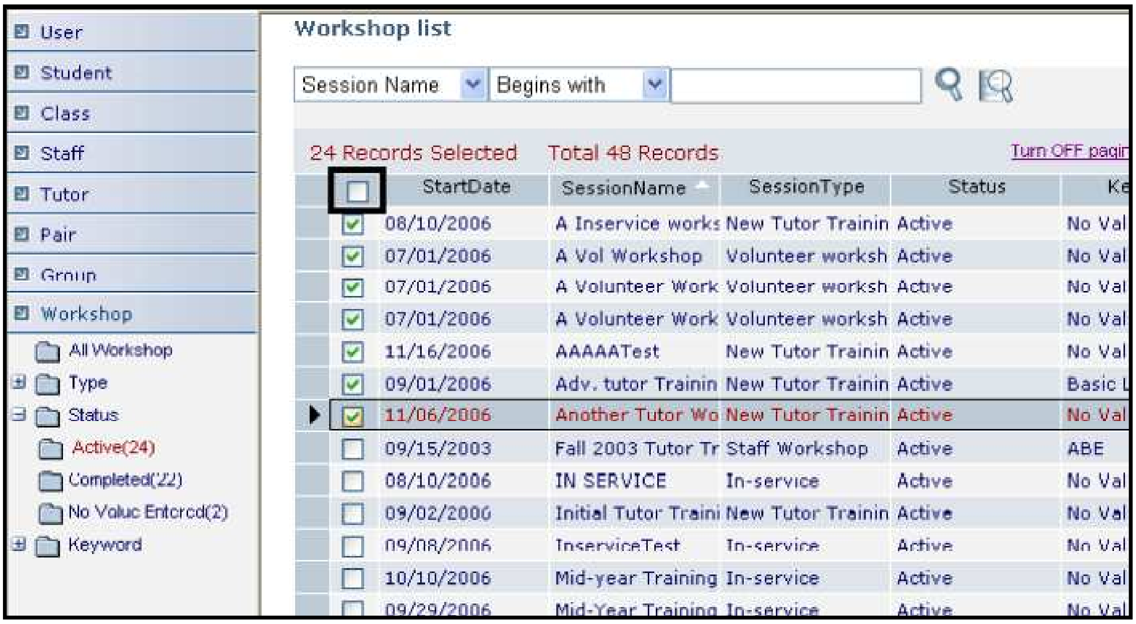
Description: This report will display all the attendees of selected workshops in a subset defined by the user. The report will display: Name of the Workshop, Start and End Dates, Minimum Number of Days and Hours Required. It will also display the Name of each attendee, the home and work phone (if filled in), their graduated status, number of days of attendance and hours.

To generate this report, follow these steps:

1. Go to the **Workshop** tab in the navigation pane of LACES.

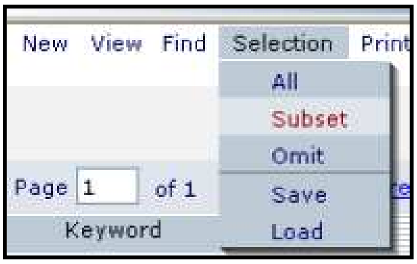
2. To focus the report on specific workshops, click through the folders on the left to choose a focus (such as *Active* workshops under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired workshops. If you are selecting all the records in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all workshops starting with 'A' have been selected. Clicking in the highlighted box would select all the workshops on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Workshops** tab in the navigation pane until a different data set is chosen (like *All Workshops*).

5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Workshop: Attendance" and click Print PDF or Print Excel.

8. Review the report. From here you may print or save the report for future reference.

Workshop: Workshop Attendance

LACES Training

Name: Orientation	**Start Date:** 07/23/2007	**End Date:** 08/04/2007	**Min Days Required:** 0	**Min Hours Required:** 0	

Name	Home Phone	Work Phone	Grad?	Attendance Days	Attendance Hours
Tom Tutor			Yes	1	12
Ingrid Instructor			Yes	3	13.5
Lisa Leader			Yes	2	9
Minerva McGonegal			Yes	3	13.5
Martin Mentor			Yes	2	9
Severus Snape			Yes	3	13.5
Tina Teacher			Yes	3	13.5
Gregory Guider			Yes	3	13.5

Name: Workshop	**Start Date:** 08/01/2007	**End Date:** 08/11/2007	**Min Days Required:** 2	**Min Hours Required:** 12	

Name	Home Phone	Work Phone	Grad?	Attendance Days	Attendance Hours
Martin Mentor			Yes	2	18

Review, print, and/or Save from here

Donor Reports

Donor Address Labels (Institution) and Donor Address Labels (Person)

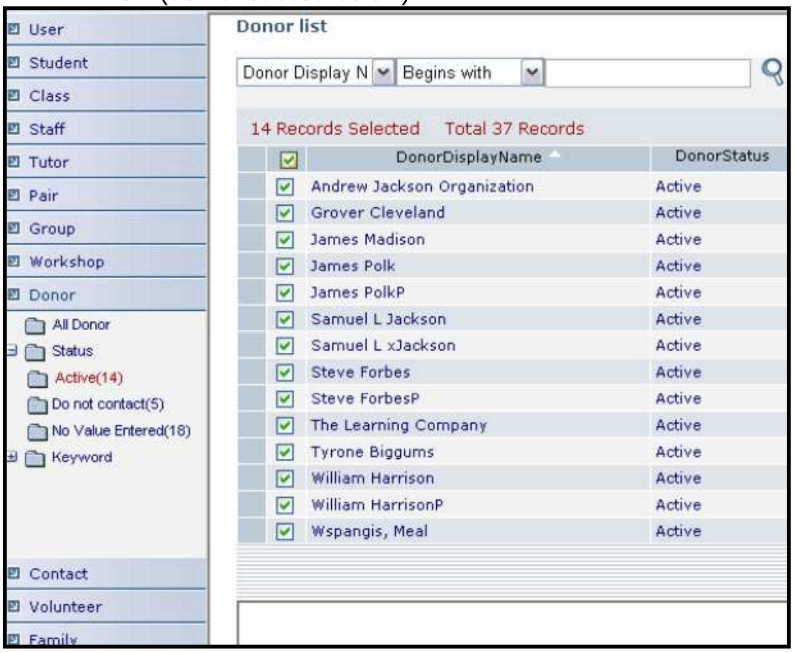
Description: This report will provide mailing labels with Name, Address, Address 1, Address 2, City, State, and Zip Code for a user-selected group of donors. Please note that there are two sub-types of donor labels: Donor (Person) and Donor (Institution). Using the Institution label will include the company name and a first and last name of the primary contact.

To generate this report, follow these steps:

1. Go to the **Donor** tab in the navigation pane of LACES.

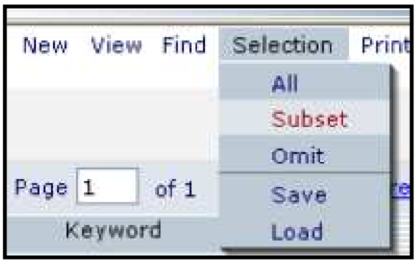
2. To focus the report on a specific set of donors, click through the folders on the left to choose a focus (such as *Active* donors under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired donors. If you are selecting all the donors in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (demonstrated below).



For this figure, all active donors have been selected

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the **Donor** tab in the navigation pane until a different data set is chosen (like *All Donors*).

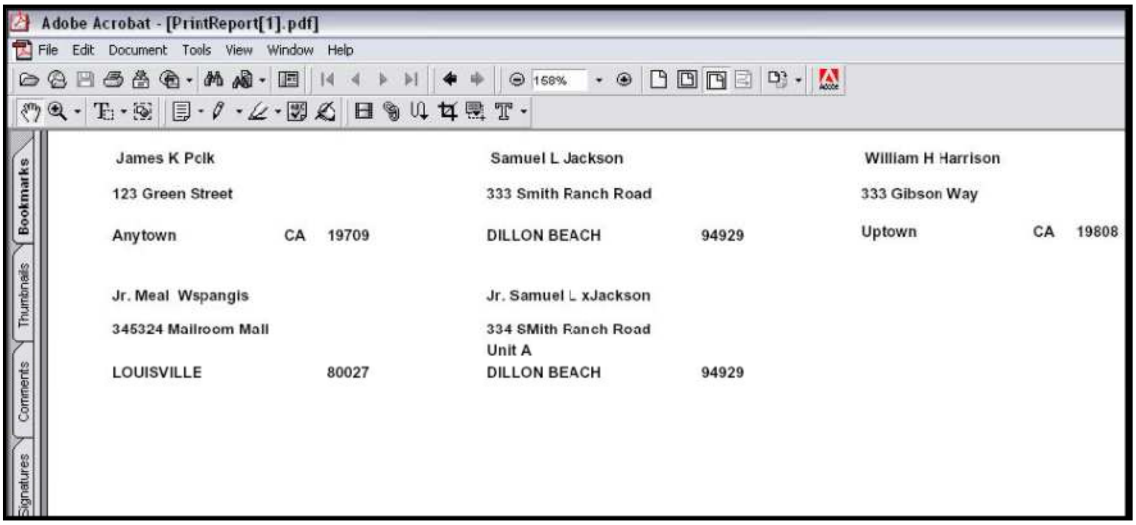
5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight "Donor: Address Labels (Institution)" or Donor: Address Labels (Person)" and click Print PDF or Print Excel.

8. Review the report. This report prints labels for ALL donors based on your selection; it does not differentiate between companies and individuals. To print labels for institutions, use the Donor Address Labels (Institution). To print address labels for individual persons, use the Donor Address Labels (Person). From here you may print or save the report for future reference. The address labels prints to Avery 5160.



Review, print, and/or Save from here

Donor Total Donations

Description: This report will display donor activity within a user-defined date range and minimum and maximum donation amounts, as well as by type and/or campaign if needed. Please note that this search does not work for sub-sets of donors, but searches through ALL donors based on date range, amount of donations, and donation type (if selected).

To generate this report, follow these steps:

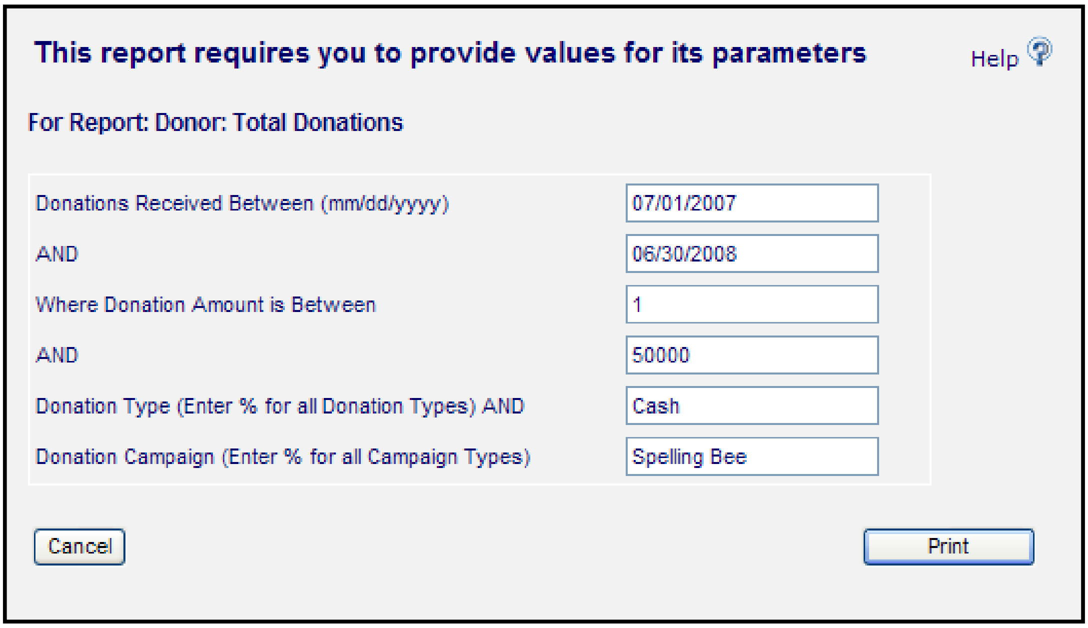
1. Go to the **Donor** tab in the navigation pane of LACES.

2. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

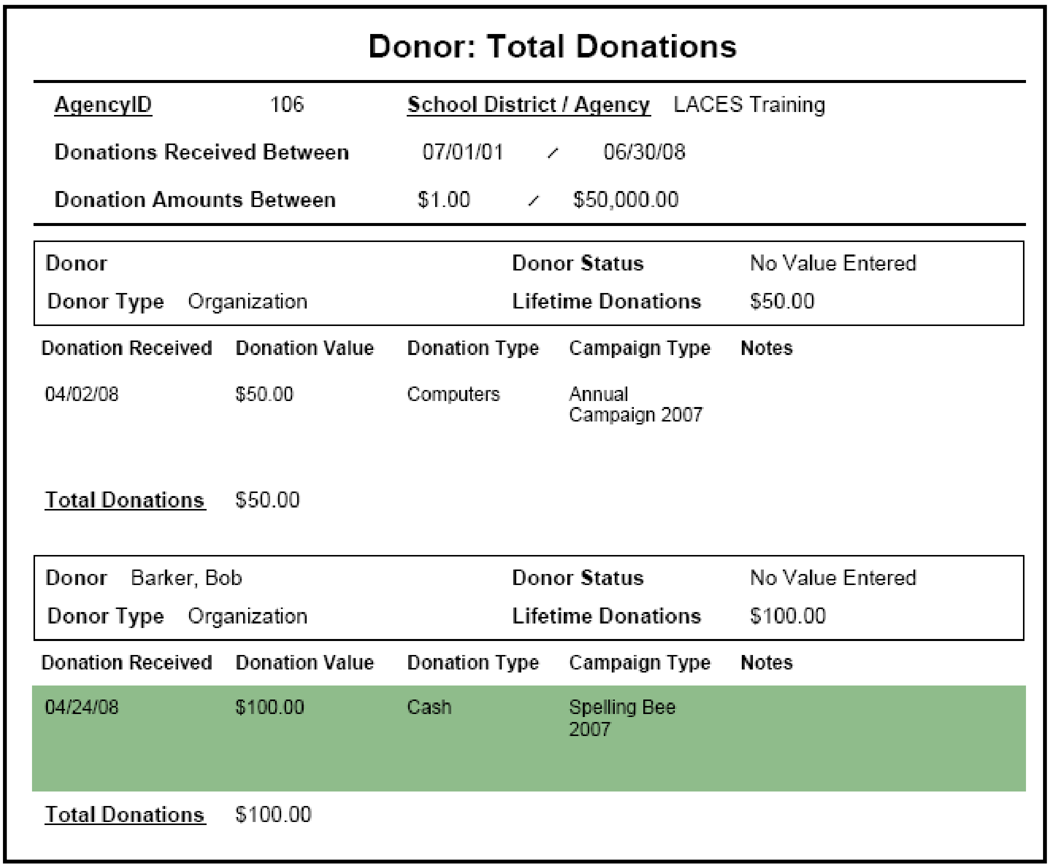
3. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the system to generate an error message. In this case, highlight “Donor: Total Donations” and click Print PDF or Print Excel.

4. This report requires that you fill in the search parameters for: Date Range, Donation Amount, Type of Donation (% is for all types), and Campaign (% is for all campaigns).



Search parameters for Total Donations report

5. Review the report.



Review, print, and/or Save from here

Contact Reports

Contact Address Labels

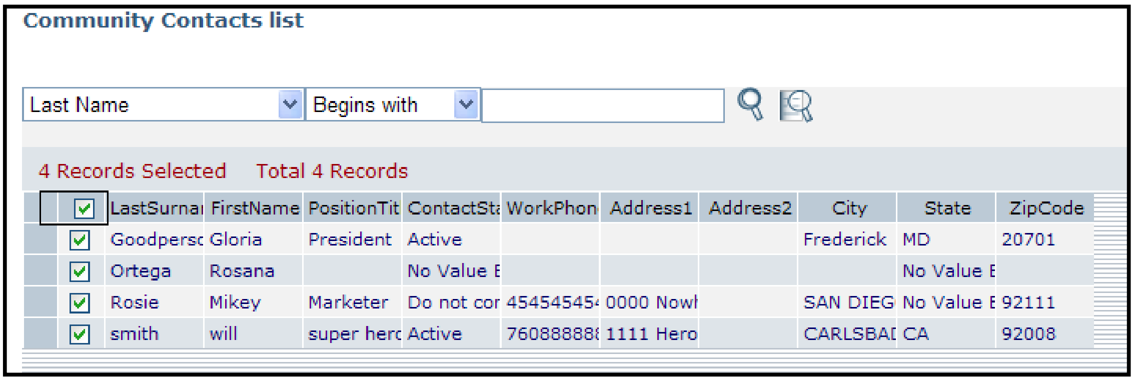
Description: This report will provide mailing labels with Name, Address, Address 1, Address 2, City, State, and Zip Code for a user-selected group of contacts.

To generate this report, follow these steps:

1. Go to the **Contact** tab in the navigation pane of LACES.

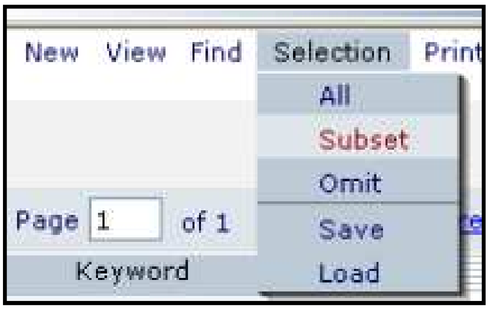
2. To focus the report on a specific set of contacts, click through the folders on the left to choose a focus (such as *Active* contacts under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired contacts. If you are selecting all the contacts in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).



For this figure, all Contacts have been selected. Clicking in the highlighted box would select all contacts on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the Contact tab in the navigation pane until a different data set is chosen (like *All Contacts*).

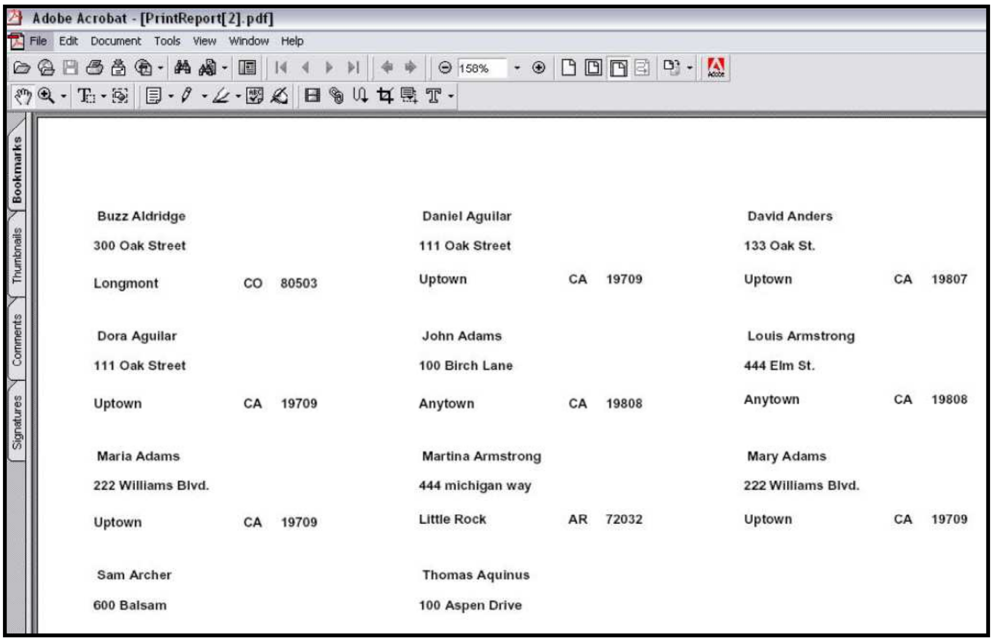
5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by locating the name and highlighting the report by single-clicking on that row (in this case, Contact Address Labels), then click either the **Print PDF** button or the **Print Excel** button to bring up the report.

8. Review the report. From here you may print or save the report for future reference. The address labels prints to Avery 5160.



Review, print, and/or Save from here

Volunteer Reports

Volunteer Address Labels

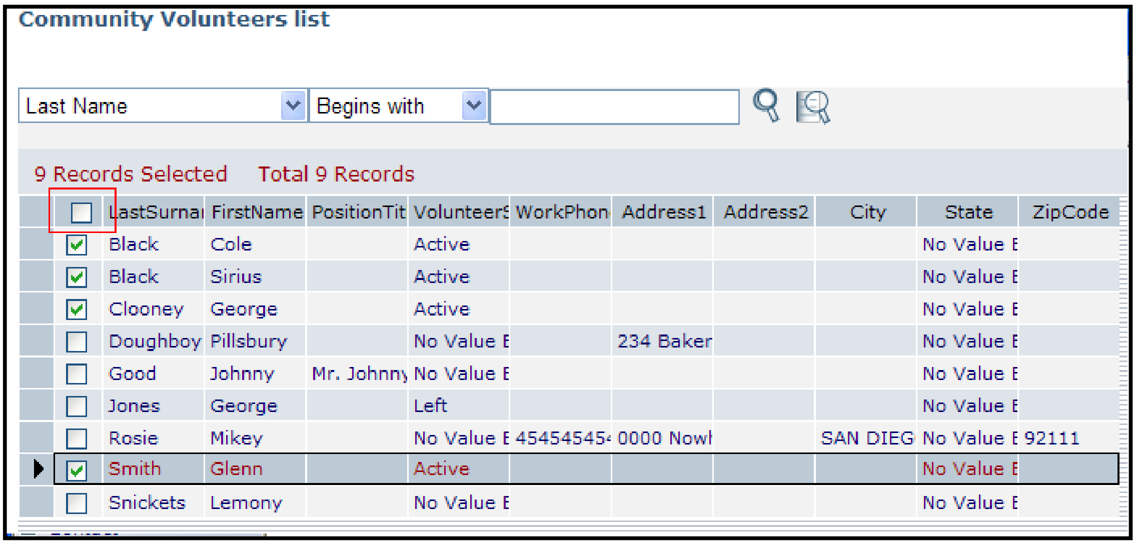
Description: This report will provide mailing labels with Name, Address, Address 1, Address 2, City, State, and Zip Code for a user-selected group of volunteers.

To generate this report, follow these steps:

1. Go to the **Volunteer** tab in the navigation pane of LACES.

2. To focus the report on a specific set of volunteers, click through the folders on the left to choose a focus (such as *Active* volunteers under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

3. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired volunteers. If you are selecting all the volunteers in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).


Community Volunteers list

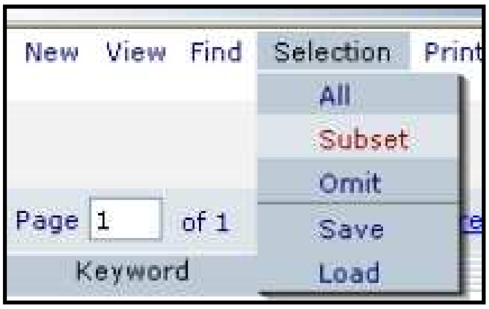
Last Name | Begins with

9 Records Selected   Total 9 Records

LastSurna	FirstName	PositionTit	Volunteers	WorkPhon	Address1	Address2	City	State	ZipCode
Black	Cole		Active					No Value E	
Black	Sirius		Active					No Value E	
Clooney	George		Active					No Value E	
Doughboy	Pillsbury		No Value E		234 Baker			No Value E	
Good	Johnny	Mr. Johnny	No Value E					No Value E	
Jones	George		Left					No Value E	
Rosie	Mikey		No Value E	45454545	0000 Nowl		SAN DIEG	No Value E	92111
Smith	Glenn		Active					No Value E	
Snickets	Lemony		No Value E					No Value E	

For this figure, all Active Volunteers have been selected. Clicking in the highlighted box would select all volunteers on this page

4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

NOTE: Once a data subset has been created, it will be the default display when clicking on the Volunteer tab in the navigation pane until a different data set is chosen (like *All Volunteers*).

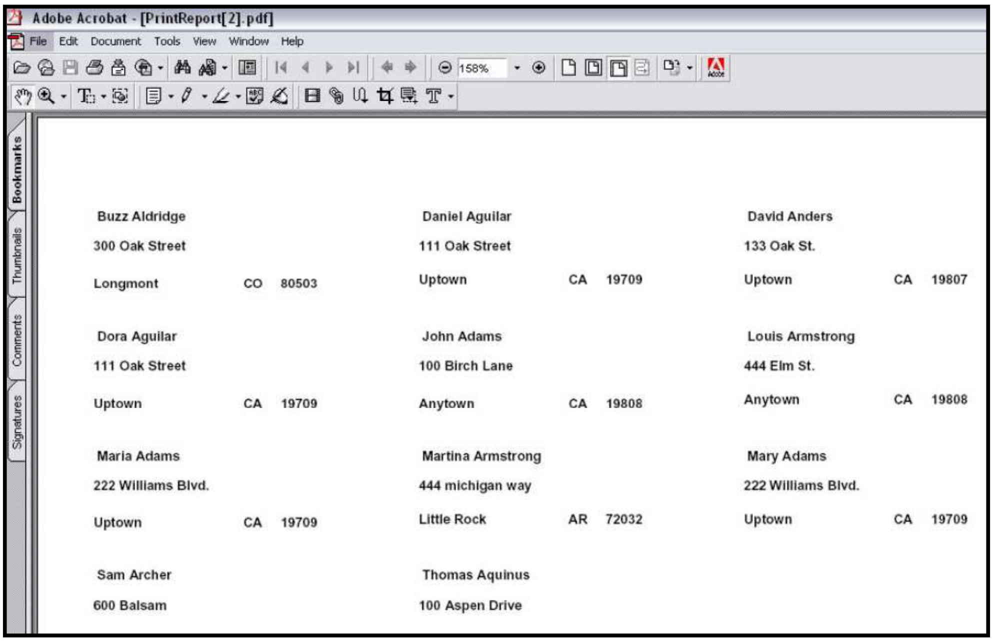
5. This will adjust the List View to display only the pre-selected data as a subset.

6. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

7. Choose the report you wish to run by locating the name and highlighting the report by single-clicking on that row (in this case, Volunteer Address Labels), then click either the **Print PDF** button or the **Print Excel** button to bring up the report.

8. Review the report. From here you may print or save the report for future reference. The address labels prints to Avery 5160.



Review, print, and/or Save from here

Volunteer Hours

Description: This report will display volunteer hours, including both volunteer tutor and non-volunteer tutor hours. Please note that this report is based on a user selected time frame but does **not** operate from a user-defined selection of volunteers. **All** volunteer hours in the database will be counted in this report. The report shows a breakdown of Total Tutor Hours, Total Other Volunteer Hours, and Total Hours by both Tutors and Volunteers, along with the Date Range for which the report is bring run. Additionally, it will display the actual hours of "Tutoring" or "Instruction", and a total for hours excluding Actual Tutoring.

To generate this report, follow these steps:

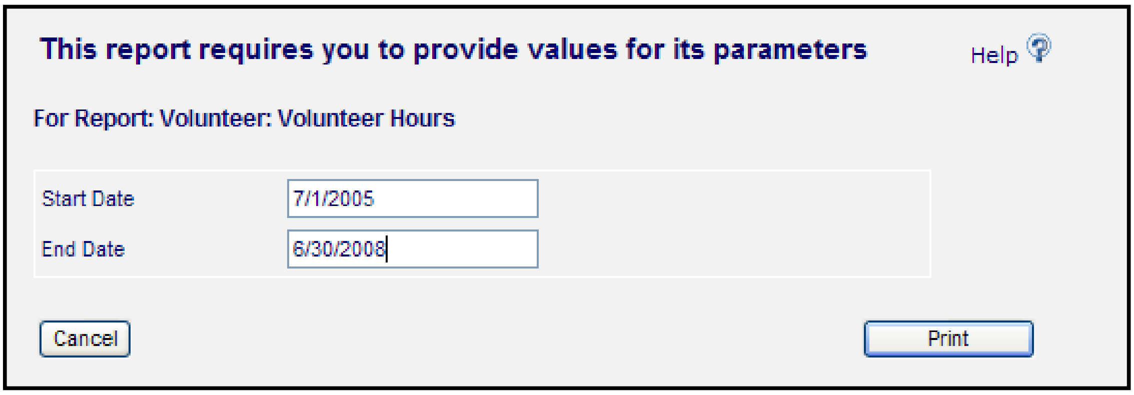
1. Go to the **Volunteer** tab in the navigation pane of LACES.

2. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

3. Choose the report you wish to run by clicking once on the report name to highlight it (in this case: Volunteer Hours) and then clicking either the **Print PDF** button or the **Print Excel** button to bring up the date range window.

4. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click "Print."



Date range window

Review the report.

Volunteer: Volunteer Hours Page 1 of 1

Between 7/1/2005 and 6/30/2008

* Note: This report is NOT based on current selection

SCHOOLDISTRICT / AGENCY **LACES Training**

Tutor donated the following number of hour	762
Other Volunteer donated the following number of hour	111
Total hours donated by Tutors & other Volunteer	873
***Of these, actual hours type "tutoring" or "instruction"**	566
****EXCLUDING actual tutoring, the total hours were**	307

Review, print, and/or Save from here

Volunteer Hours by Type

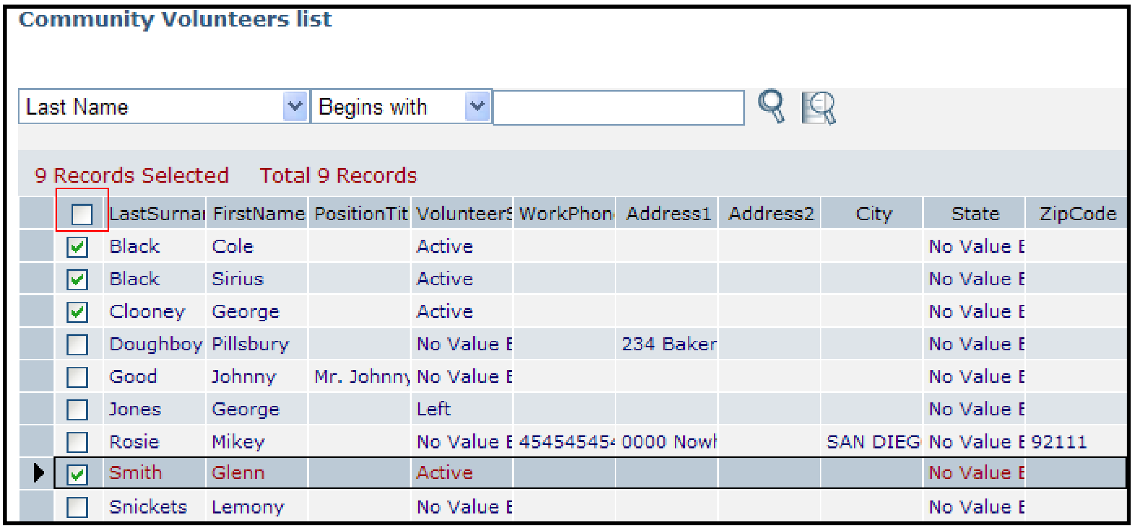
Description: This report will display volunteer hours by task for a user-selected time period based on a user-defined selection of volunteers. There will be a subtotal for each type of hours performed by all volunteers selected by the user, as well as a total for all hours for each volunteer, and a grand total for all hours for all volunteers within the user-defined selection.

1. To generate this report, follow these steps:

2. Go to the **Volunteer** tab in the navigation pane of LACES.

3. To focus the report on a specific set of these volunteers, click through the folders on the left to choose a focus (such as *Active* volunteers under the *Status* folder), run a *Quick Search* at the top of the screen, or run a **Find** command from the menu bar at the top right. If you do not need to focus the selection any further, just follow the rest of the steps.

4. Once you have pulled the desired data up in the List View, place checks in the checkboxes of all desired volunteers. If you are selecting all the volunteers in a given view, you may click the checkbox in the column headings to select all the checkboxes in the List View (highlighted below).

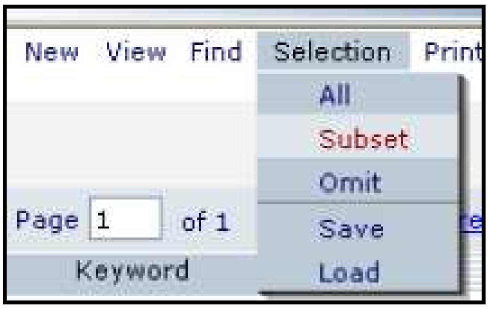


Community Volunteers list

LastSurna	FirstName	PositionTit	Volunteer	WorkPhon	Address1	Address2	City	State	ZipCode
Black	Cole		Active					No Value E	
Black	Sirius		Active					No Value E	
Clooney	George		Active					No Value E	
Doughboy	Pillsbury		No Value E		234 Baker			No Value E	
Good	Johnny	Mr. Johnny	No Value E					No Value E	
Jones	George		Left					No Value E	
Rosie	Mikey		No Value E	45454545	0000 Nowh		SAN DIEG	No Value E	92111
Smith	Glenn		Active					No Value E	
Snickets	Lemony		No Value E					No Value E	

For this figure, all Active volunteers have been selected. Clicking in the highlighted box would select all the volunteers on this page

5. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.



Select Subset to finalize the data selection

6. This will adjust the List View to display only the pre-selected data as a subset.

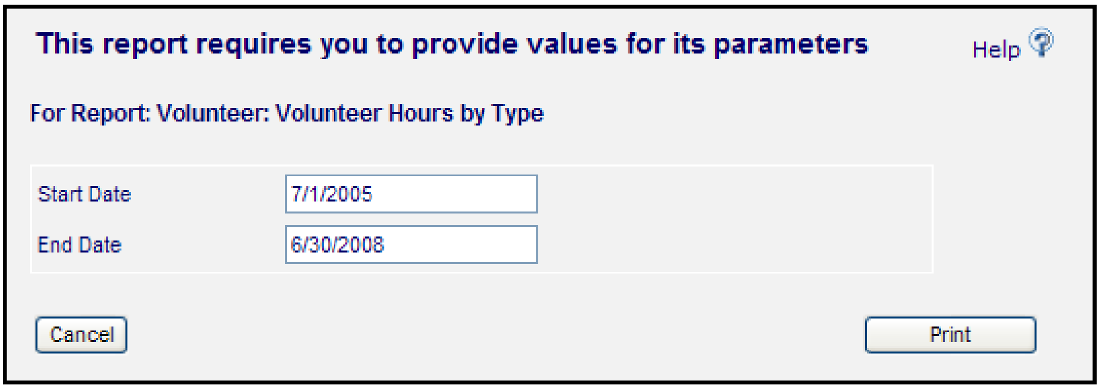
7. As with all reports, click **Print** from the menu bar and choose **Print Reports.**

Generating a report

8. Choose the report you wish to run by single-clicking the report to highlight it, and then selecting either Print PDF or Print Excel. Double-clicking on the report can cause the

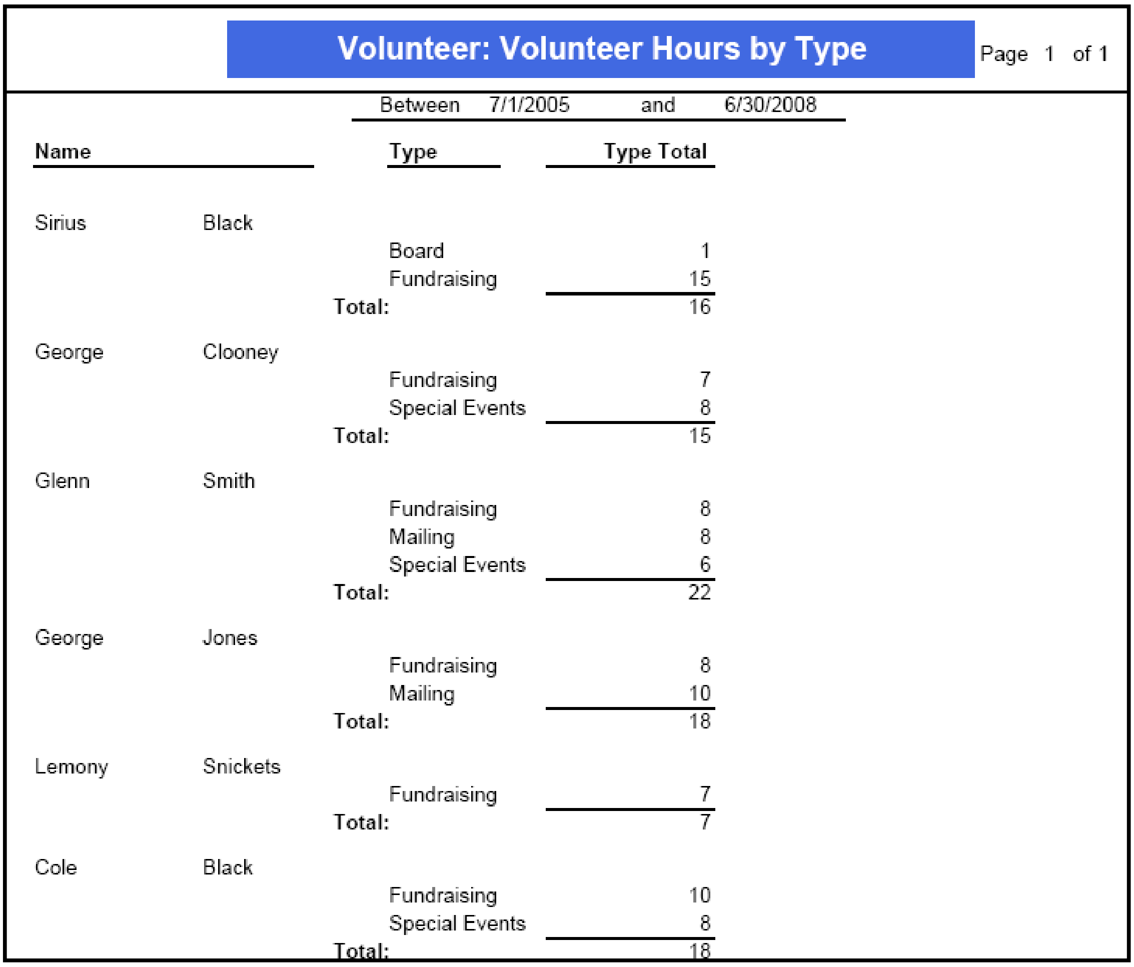
system to generate an error message. In this case, highlight “Volunteer Hours by Type” and click Print PDF or Print Excel.

9. Some reports, such as this one, require you to enter additional parameters such as date range. Enter the dates for which you want the report to search, being certain to use a mm/dd/yyyy format for the date fields, and then click “Print.”



Date range fields window

Review the report. From here you may print or save the report for future reference.



Volunteer: Volunteer Hours by Type

Page 1 of 1

Between 7/1/2005 and 6/30/2008

Name			Type	Type Total
Sirius	Black			
			Board	1
			Fundraising	15
		Total:		16
George	Clooney			
			Fundraising	7
			Special Events	8
		Total:		15
Glenn	Smith			
			Fundraising	8
			Mailing	8
			Special Events	6
		Total:		22
George	Jones			
			Fundraising	8
			Mailing	10
		Total:		18
Lemony	Snickets			
			Fundraising	7
		Total:		7
Cole	Black			
			Fundraising	10
			Special Events	8
		Total:		18

Review, print, and/or Save from here

Chapter Six
NRS

Overview

The National Reporting System for Adult Education (NRS) is an outcome-based reporting system for the State-administered, federally funded adult education program. Developed by the U.S. Department of Education's Division of Adult Education and Literacy (DAEL), the NRS continues a cooperative process through which State adult education directors and DAEL manage a reporting system that demonstrates learner outcomes for adult education. The project is being conducted by the American Institutes for Research (AIR) in Washington, DC.

NRS Tables

Table 1

Table One looks at participants by EFL, Ethnicity, and Gender. The total number on Table One should match the total number of fundable participants you found when conducting your search. If this number is different for any reason, return to your Fundable participants in the Selection search results and look to verify that all students have an NRS approved designation for gender and ethnicity. “Unknown,” “Other,” or “No Designated Value/No Assigned Value/Not Defined” will keep students from being counted on this report.

Table 2

Table Two looks at participants by Age, Ethnicity, and Gender. The total number for Table Two should match the total number of fundable participants you found when conducting your search. Since you have already verified Ethnicity and Gender in Table One, the only way that a student might not show up on this report would be if they were listed as under the age of 16, possibly due to a data entry error. You can check to see if you have any students <16 by going to: Find>Student Diagnostics Report>For Current Fiscal Year>Check the row for <16 years of age. If the report displays any number of students as being less than 16, double-click the row to open the list of students who are showing as being less than 16 years of age. Correct any data entry errors that may have caused the student to show as <16.

Table 3

Table Three looks at participants by Program Type and Age. The total number for Table Three should match the total number of fundable participants you found when conducting your search. Since Table 3 assigns students to Table 3 based on their EFL, not the Primary Program type, you should verify EFL numbers on the Table against the EFL numbers for your fundable participants and look for where the report is off.

Table 4

Table Four looks at participants by Educational Gains and Attendance by EFL. The Total Number Enrolled for Table Four (column B) should match the total number of fundable participants you found when conducting your search. Additionally, the Number Completed Level (column D) should match Column D of Table 4B. Because Table Four is primarily concerned with EFL, students must have a valid entry and current level EFL to display on Table Four. Students with an EFL of “No Value Added/Value Not Displayed /Not Defined” will not count.

Table 4B

Table FourB looks at Educational Gains and Attendance for Pre- AND Post-tested Participants. Column D of Table FourB should match Column D of Table Four, however, the total number of enrolled who pre- and post-tested (column B) may not be the same number as your participants, as is the case in Tables 1-4.

Table 4C

Table FourC

Table 5

Table Five looks at the Core Follow-Up Outcome Achievement for four different goals: Entered Employment, Retained Employment, Obtained a GED or Secondary School Diploma, and Entered Post-Secondary Education or Training. *Students MUST have a status of "Left" to show on Table Five.* You can use Find>Achievements & Goals Search to look at information related to Table Five. *Goals MUST have been set within the current fiscal year to count on the NRS Table; they are not automatically carried over*. You are able to check the "Included in Survey" and "Responded to Survey" checkboxes as a batch. To do this, create a subset of students that contains all students you want to be included for either "Included in Survey" or "Responded to Survey." Then, go to Find>Adjust NRS Survey Data>Fill in Fiscal Year field>Check the "Included in Survey" box or the "Responded to Survey" box> select the applicable Goal(s) for students you are wanted to make this adjustment to. This will automatically go through your selection and batch click the related Survey box for all students who have that goal within the fiscal year selected. There are numerous requirements related to Entered Employment that can keep students from displaying on Table Five; please closely read the NRS tip sheet for additional information.

Table 6

Table Six looks at Participant Status on Entry into the program and Program Enrollment. Following is a list of where LACES looks for the information for the different categories represented in Table Six:
Disabled: Disability
ApparentOrDisclosed Disability set to True
Not In Workforce: Demographics Employment Status ='Not looking for work", "Un-available for work" or "Retired" (using the codes we have predefined. If other statuses were created in LACES or migrated, the report will ignore these. Generally speaking, the reports use OptionCodes not the descriptions to count people.)
On Public Assistance: Demographics Public Assistance =True
Living in a Rural Area: Demographics Residence Area = Rural
In Workplace Literacy: KeyInfo: PrimaryProgram has an internal code that equates to "workplace" (agency specific)
In Programs for the Homeless: Demographics Homeless =True
In Programs for Work-based Project Learners: Goal = "Achieve Work-based Project Learning" that was Set this FY, or level or program type.
In Correctional Facility: Demographics ProgramType is "Correctional" or Correctional = <any value that starts with "Yes">
In Community Correctional Programs: Demographics Correctional =Yes-Community
In Other Institutional Settings: Demographics Institutional =Yes
Low Income: Demographics Economic Disadvantage =True
Displaced Homemaker: Demographics Displaced Homemaker =True
Single Parent: Demographics Single Parent or Guardian =True
Learning Disabled Adults: Disability Specific Learning Disability =<any value that starts with "Yes">

Table 7

Table Seven looks at Adult Education Personnel by Function and Job Status. **You must be in the Staff tab of the navigation to be able to display or print Table Seven.** To display on this table, staff must be active and have an NRS approved status and classification. Compare the wording on the table to what you have for your staff classifications and functions if the numbers appear to be off.

<u>Table 8</u>

Table Eight is an optional report that looks at outcomes for adults in **Family Literacy** programs. To display in column B, participants must have 12 or more hours of service in a family literacy program. Instructions for this table are similar to Table Five, but only family literacy program participants are included. Students MUST have a status of “Left” to show on Table Eight.

<u>Table 9</u>

Table Nine is an optional report that looks at outcomes for adults in **Workplace Literacy** programs. To display in column B, participants must have 12 or more hours of service in a workplace literacy program. Instructions for this table are similar to Table Five, but only workplace literacy program participants are included. Students MUST have a status of “Left” to show on Table Nine.

<u>Table 10</u>

Table Ten is an optional report that looks at outcomes for adults in **Correctional Education** programs. To display in column B, participants must have 12 or more hours of service in a correctional education program. Instructions for this table are similar to Table Five, but only correctional education program participants are included. Students MUST have a status of “Left” to show on Table Ten.

<u>Table 11</u>

Table Eleven is an optional report that looks at Secondary Outcome Measures for participants. For the rows of “Increased Involvement in children’s education” and “Increased involvement in children’s literacy activities,” enter the total number of participants who achieved this goal regardless of whether the participant was in a family literacy program. Use Table 8 to enter achievements of family literacy participants. The number reported here may be higher than reported in Table 8 because it includes all participants who achieved this goal. Students MUST have a status of “Left” to show on Table Eleven.

<u>Table 12</u>

Table Twelve is an optional report that looks at Work-Based Project Learners by Age, Ethnicity and Gender. Only participants who are Work-Based Project Learners should be included on this report and they are identified by having a Work-based Project learner Goal. They would therefore not appear on Tables 1-5. The total number (Column N) should match with the number of work-based project learners displayed in Table Six.

<u>Table 13</u>

Table Thirteen looks at Core Follow-Up Outcome Achievement for Prior Reporting Year and for Unintended Outcomes. Students must meet the same Participant criteria, but for the prior fiscal year. Students MUST have a status of “Left” to show on Table Thirteen.

<End of Manual>