LACES Reference Guide



CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. This material contains proprietary trade secrets of LiteracyPro Systems, Inc. and is also protected by U.S. and other copyright laws and applicable international treaties. Any use, modification, distribution, reproduction, performance, display, or disclosure ("Use") of this material is subject to the terms and conditions of your written agreement with LiteracyPro Systems, Inc. If you do not have such an agreement, then any Use of this material is strictly prohibited. Unauthorized Use of this material, or any portion of it, will result in civil liability and/or criminal penalties.

Table of Contents

LACES Reference Guide

Chapter 1: Getting Started Guide	q
Overview	10
Getting Started	
Navigation	
Data Entry	
Common Mistakes and Glossary	
Common Wistakes and Clossaly	10
Chapter 2: Administrator Guide	24
Overview	21
Technical Support	
Launching the Software	
Agency Information	
Passwords	
Getting Started	
Choice Lists	
Deleting Files/Records	. 21
Chapter 3: Data Entry Outline	31
Overview	
Student File	.35
New Student Intake	.35
Student Key Info	. 38
Student Accommodations	.42
Student Address History	.43
Student Assessments	43
Student Classes	
Student Class Hours	
Student Comments	.52
Student Custom Fields	
Student Demographics	
Student Diploma Info	
Student Disability	
Student Education	
Student Family	
Student Fiscal Year	
Student Goals & Achievements	
Student Groups	
Student Health Data	
Student Identification	
Student Instructional Areas	
Student Language	
Student Level History	
Student Material	
Student Overall Status History	
Student Pairs	
Student Pair/Group Hours	
Student Preferences	
Student Personal Data	
Student Programs	
Student Program History	
	3

Student Referral	
Student Social Services	84
Student Term Grades	86
Student Transcript	
Student Unlinked Hours	
Student User-Defined Tests	
Student Work History	
Student Workshops	
Student Tab	
All Students	94
Status	95
Primary Program	
Entry Level	
Current Level	
Subject Area	
Assessment Status	
Keyword/Keyword 2	
Ethnicity	
Correctional	. 99
Employment Status	100
Class File	
New Class Record	
Duplicating Classes	
Class Key Info	
Class Attendance	
Class Final Grades	
Class Directory	117
Class Staff	
Class Staff Hours	120
Class Logistics	120
Class Comments	
Class Tab.	
All Classes	
Status	
<u>Term</u>	
Level	
Program	
Keyword	125
Department	126
Staff File	
	127
Staff Key Info	
Staff Class Assignments	
Staff Hours.	
Staff Demographics	
Staff Credentials	
Staff History	
Staff Work History	140
Staff Material	
Staff Comments	
Staff Tab	
All Staff	
Current Status	
Employment Status	
Job Classification	
Program	145

Department	
Fulltime	
Keyword	147
Tutor File	
New Tutor Record	148
Tutor Key Info	150
Tutor Pairs	
Tutor Groups	
Tutor Workshops	
Tutor Pair/Group Hours	
Tutor Unlinked Hours	
Tutor Demographics	
Tutor History	
Tutor Goals	
Tutor Material	
Tutor Language	
Tutor Preferences	
Tutor Referrals	
Tutor Comments	
Tutor Work History	
Tutor Tab	
All Tutors	
Status	
Status Keyword	
<u>Reyword</u> Program	
Ethnicity	
Pair File	
New Pair Record	
Pair Key Info	
Pair History	
Pair Instructional Hours	
Pair Other Hours	
Pair Comments	
Pair Tab	
All Pair	
Status	
Program	
Keyword	
Level	
Group File	
New Group Record	
Group Key Info	
Group Attendance	
Group Directory	
Group Tutors	
Group Tutor Hours	
Group Comments	
Group Tab	
All Groups	
Status	
Program	
Level	
Keyword	
Workshop File	194
New Workshop Record	
Workshop Key Info	

Workshop Hours	
Workshop Staff	202
Workshop Staff Hours	204
Workshop Directory	204
Workshop Logistics	204
Workshop Tab	205
All Workshops	205
Agency	205
Type	
Status	206
Keyword	
Donor File	
Donor Key Info	
Donor Donations	
Donor Workshops	
Donor Status History	
Donor Material	
Donor Comments	
Donor Demographics	210
Donor Work History	
Donor Tab	
All Donors	
Status	
Keyword	
Contact File	
Contact Key Info	
Contact Material	
Contact Work History	
Contact Tab	
All Contacts	
Status	
Туре	
Keyword	
Volunteer File	
Volunteer Key Info	
Volunteer Hours	
Volunteer Status History	
Volunteer Workshops	
Volunteer Materials	
Volunteer Demographics	
Volunteer Comments	
Volunteer Work History	
Volunteer Tab	
All Volunteers	
Status	
Keyword	
Family File	
Family Key Info	
Family Status History	
<u>·</u>	

Family Tab	
All Family	
Status	
<u>Туре</u>	

Keyword	
Material File	
Material Key Info	
Material Tab	
All Material	
Status	
Туре	
Keyword	
All Person Tab	
All Assessments Tab	
All Goals Tab	
All Enrollments Tab	
All Group Enrollments Tab	
All FY Data Tab	

Chapter 4: Searching & Viewing Data2				
Overview	266			
Student Searches	267			
Quick Select				
Current FY	268			
Current FY in Selection	268			
<u>NRS</u>				
<u>Children</u>				
General Search				
Age Search				
Staff Search				
Class Search				
Group Search				
Hours Search				
Hours Attended				
<u>Class Hours Absent</u>				
<u>Missing Monthly Hours</u>				
<u>No Hours</u>				
Last Hours Date in Period				
Achievements & Goals				
<u>General Goals</u>				
Employment Outcomes Followup.				
Assessment Search				
<u>General Assessment</u>				
Assessment Status Search.				
History Search				
Began Active/Enrolled				
Active/Enrolled				
Level History				
Preference Search				
Class Searches				
Quick Select				
General Search				
Staff Searches				
Quick Select				
Current FY in Selection				
Class Assignments in Period				
Hours in Period				
Diploma Credential				
General Search				
Tutor Searches	313			

Age Search	
Quick Select	
Current FY	
History Search	
Began Active	
Active	
General Search	
Hours	
Hours Attended	
Missing Monthly Hours	
Preference Search	
Pair Searches	
Quick Select	
General Search	
Pair History Search.	
Group Searches	
Quick Select	
General Search	
Workshop Searches	
Quick Select	
General Search	
Donor Searches	
Quick Select	
General Search	
Contact Searches	
Quick Select	
General Search	
Volunteer Searches	
Quick Select	
General Search	
Material Searches	
Quick Select	
Viewing Data	
Selection Menu	
Custom Views	
Chapter 5: Printing	
Overview	
Print Button Options	
Print Screen	
Print HTML	
Print PDF	
Print Excel	
Export	
Print Reports	
Student Reports	
Student Assessment (with Date Range)	
Demographics Report (No NRS Requirements)	
Pair Hours	
Student Address Labels	
Student Calendar Hours Report	
Student File Update	
Student Goals and Names	
Student Goals Met	
Total Student Hours	

Student Total Hours (No Page Break)	
Class Reports	
Student Hours by Class	
Class Attendance Report	400
Student Hours by EFL	
Summary of Instructional Hours by EFL	405
Staff Reports	408
NRS Table 7	
Tutor Reports	
Total Tutor Hours	
Address Labels	
Tutor Calendar Hours Report	414
Tutor File Update	418
Pair Reports	
Pair Hours	
Pair Phone List	
Record Pair Comments	
Group Reports	
Active Members	
All Group Members	
Group Directory	
Master Attendance Roster	
Workshop Reports	
Workshop Attendance	
Donor Reports	
Donor Address Labels (Institution)	
Donor Address Labels (Person)	
Total Donations	
Contact Reports	
Contact Address Labels	
Volunteer Reports	
Volunteer Address Labels	
Volunteer Hours	
Volunteer Hours by Type	451
Chapter 6: NRS	

NRS Tables and Information

<u>Chapter One</u> 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.

Secure portal login For authorized users only!	Welcome to LACES Portal	
Username:	Through this portal you can access class schedules, register for classes, and look up grades.	
Password:	Registered users can login using the form at the left.	
Login Cancel	New users can apply for an account by following the Register Now link at the left.	
 Forgot username/password? Need help? 	Forgot your username or password? Click on the link at the left to have your password reset and a new one emailed to you.	
	For frequently asked questions or troubleshooting help, click on the help link.	
	Bookmark this page for future direct access.	
	View Agreement	

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.

Section 2 Navigation 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.

🗵 User				
Student				
All Students				
🗄 🚞 Status				
🗄 🛅 Primary Program				
🗄 🛅 Entry Level				
🗄 🛅 Current Level				
🗄 🚞 Subject Area				
🗄 🛅 Assessment Status				
🗄 🛅 Keyword				
🗄 🛅 Keyword2				
🗄 🚞 Ethnicity				
🗄 🚞 Correctional				
🗄 🚞 Employment Status				
🛛 Class				
🗉 Staff				
🗵 Tutor				
🗉 Pair				
I Group				
🛛 Workshop				
🗵 Donor				

Navigational Pane

Last Name	✓ Begins	s with 💌	98
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 preexisting 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.

New View Find Selection Print Help

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.

Section 3

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.

Section 4

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.

<u>Chapter Two</u> 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: <u>LACESHelp@literacypro.com</u>. 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
- 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)

Ø	Pair
Ø	Group
e	Workshop
Ð	Donor
Ð	Contact
Ø	Volunteer 1
e	Family
Ø	Material
	*

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	User Registration Form	
My Home		
My Settings		
Reports	User name:	LeaAdmin
Reports Admin	Title:	[Select]
	* First name:	SysAdmin
	Middle initial:	
	* Last name:	SysAdmin
	Street address 1;	
	(e.g., office location):	
	City:	
	State:	[Select State]
	Zip code:	
	Home phone:	
	Work phone:	
	* Email address:	
	* Re-type email address:	
	* Password:	
	* Re-type password:	
All Person		1) 1/
All Assessments	If You Forget Your Password	
All Goals	Security question:	elect a Question]
All Enrollments	Your answer:	

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).

🖾 Pai	r	
🖾 Gro	pup	
🖾 Wo	rkshop	
E Do	nor	
🖾 Co	ntact	
ष्ट्र Vo	lunteer 1	
🛛 Far	nily	
🖾 Ma	terial 🚽	
	<u>در</u>	

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.

Agency		
🛅 Key Info		
Choice Lists		
Custom Fields		
🛅 Login Summary		

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.

🖉 https://laceslite	racy.literacypro.com/?action=add&opti	ionUniqu 🔳 🗖 🔀
Add New Choi	ce List Item for Keyword	Help 🖗
ShortDescription		
LongDescription		
Visible	✓ Yes	
SystemTableID		
OptionCode	177042	
DisplayOrder		
Cancel		Add

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.

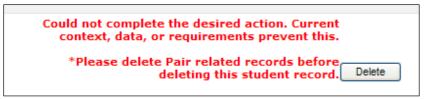
If you have determined that you must delete a record, use the following steps:

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

C https://lacesliteracy.lit	eracypro.com/ - LACES - Windows Internet Explor	er		
22		LACES Training		Logout 🚑
	Welcome, leaadmin!			1/24/2008 10:52:03 AM
E User	Student Key Information			Print Preview 🗐 Help 🖗
🖾 Student				
🗎 Key Info 🧄	STUDENTID-226356			🙌 🔶 11 of 58 🔶 🍋 Refresh 🝣
Accommodations				
Address History	Last Name Dwarf First Name Grumpy	Overall Status Active Primary Program No Value Entere		Current Level Beginning ABE Entry Level Beginning ABE
Classes	Middle Name	Keyword No Value Entere		or Subject Area Read
Class Hours	SSN	Last Level Low Intermediat		Edit this section
Comments		Click to Edit Last Level		
Custom Fields				
Demographics	* NTAK	DATE 10/22/2007	Phone at Address	
Diploma Info	Student Unique	lumber 1589	Home Phone	
Disability	Ad	dress1	Work Phone	
Education	Ad	dress2	Mobile Phone	
Family Fiscal Year		Zip 80058	Fax	
Goals & Ach		City	Pager	
Groups		State No Value Entered County No Value Entered	Other Phone Other Phone Type 1	
Health Data		erence No Value Entered	Contact Preference 1	
dentification	ADE FIG	E-Mail	Contact Profession	to value Litterau
instructional Areas				
🛅 Language 🚽				
< · · · · · · · · · · · · · · · · · · ·				
E Class				
凹 Staff			1	
El Tutor				
🗉 Pair				
Group)	
🖾 Workshop				
凹 Donor				
Contact				
E Volunteer		(
Family		()	N/A	
El Material			V	
2	Back to List		Delete	Add new student Edit
2.*.				
🏄 start 🔰 🖉 🗟 🕲	🗢 👻 Document i - Microsof 🧿 Inbox - Microsof	: Out 🌈 Gmail - Inbox - shann 🌈 LACES Help -	Window 🧷 https://lacesiteracy.li	— <mark>◎●●●■■ 製器 (% %</mark> 1155 AM

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.

Windows Internet Explorer				
2	If you delete this record, it CANNOT be restored. Are you sure you want to continue deleting?			
	OK Cancel			

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).

🛛 Pair	
🖾 Group	
🖾 Workshop	
Donor	
Contact	
🛛 Volunteer	1
Family	
Material	V
	20

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.

🗉 User	Agency Delete Log				
All Person					
All Assessments	AGENCYID-106				
🗉 All Goals					
All Enrollments	-				
I All Group Enrollments	Delete Log				
All FY Data	Deleted Person I	La: Deleted Person Fir	Account who deleted	Deletion Date	PersonID
I Agency	Clooney	George	LIT101	1/14/2008 12:00:00 AM	226891
	Mason	Sam	LeaAdmin	1/15/2008 12:00:00 AM	360868
Key Info	Diane	Chisholm	LeaAdmin	1/17/2008 12:00:00 AM	361376
Accounts	Black	Snowy	LeaAdmin	1/23/2008 12:00:00 AM	361411
Account Management	Bird	Tweety	LeaAdmin	1/24/2008 12:00:00 AM	361296
LogiXML Accounts	Alex	Cando	LeaAdmin	2/11/2008 12:00:00 AM	226879
Settings	Coyote	Wyle	LeaAdmin	3/12/2008 12:00:00 AM	362066
Choice Lists	Dumpty	Humpty	LeaAdmin	3/12/2008 12:00:00 AM	226873
Custom Fields	Schwartz	Michael	LeaAdmin	3/12/2008 12:00:00 AM	226872
Login Summary	O'Connor	Debbie	LeaAdmin	3/12/2008 12:00:00 AM	361374
Delete Log	Pitt	Brad	LeaAdmin	3/12/2008 12:00:00 AM	226881

Delete log summary

<u>Chapter Three</u> 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.

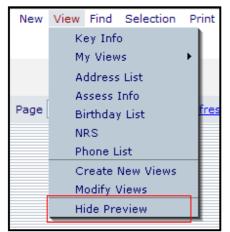
To display any individual record for viewing or editing, click the tab for that population. (By default, when you open a LACES database the number of records that display after clicking the tab will be either the Current FY records, if it is a person population, or the Active records, if it is an instructional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

	Dasani	Dan	Active	Low Intermediate AB	No Value Entered
	Delamare	David	Prospective	High Intermediate Al	3 No Value Entered
] Doe	John	On Hold	Level Not Defined	No Value Entered
	Dolly	Hello	Active	High Adult Secondar	y No Value Entered
	Dwarf	Grumpy	Active	Beginning ABE	No Value Entered
] Ehret	John	Active	Beginning ABE	No Value Entered
] fahrmann	colin	Active	Low Intermediate AE	No Value Entered
	Fett	Boba	Active	Beginning ABE	No Value Entered
	Froud	Brian	Prospective	Level Not Defined	No Value Entered
	Gallagher	Erin	Active	Beg Lit ABE	No Value Entered
	Gillman	Philip	Active	Beginning ABE	No Value Entered
	Golightly	Holly	Active	High Adult Secondar	y GED Fast Track (Be
Last Name Delamare Status Prospective Subject Area Read Phone First Name David Keyword No Value Entered Assessment Assessed once this FY City UNION Middle Name Level High Intermediate ABE SSN					

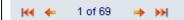
Preview Pane (in red) for a student record

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.

* LAST NAME	Banner	
* FIRST NAME	Bruce	
Middle Name		
Student Unique Number		
	Potential duplicate (last fin	st name)(click for options)
Address1		

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.

HECK FOR POTENTIAL DUPLICATES										
xisting record(s) appear to match your entered data.										
Person ID	SSN	Last Name	First Name	Middle Init	Birthday	Roles				
226332		Banner	Bruce		11/7/1978 12:00	Student				
Last Name Banner Status Active Subject Area Read Phone First Name Bruce Keyword Verizon Assessment Assessed once this FY City Ada Middle Name Level High Intermediate ABE SSN										
CTION TO BE TAKEN Cancel previous data entry - person that was being entered already is in database. Continue - person being entered is not listed above. Continue - person highlighted is same person, but adding information (e.g., new roles).										

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.

	New	View	Find	Selection	Print	Help				
	Student Intake									
	S									
	A									
	A									
+	Page	1	of 1	→ >>	Refre	<u>sh</u> 🗣				
	к	eywor	d							

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 9digit 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*ar	e 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 \star	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 Information			Print Preview 🗏 H
STUDENTID-359709		KK 🔶 1 of 49	🔸 🙌 Refre
Last Name Adams First Name Joyce Middle Name SSN	Overall Status Active Primary Program No Value Entered Keyword No Value Entered	Current Level Low Adult Secondary Entry Level Beginning ABE For Subject Area Read <u>Edit this section</u>	

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.

*NTAKE DATE 11/26/2007 Phone at Address Student Unique Number None Phone Address2 Work Phone Zp 45101 Fax Chy ABEROEEN Pager Stude OH Other Phone County BROWN Other Phone Mail Preference No Value Entered Contact Preference No Value Entered E-Mail E		
Address 1 1216 Longs Peak Avenue Work Phone Address Julia La	* INTAKE DATE 11/26/2007	Phone at Address
Address2 Uber Phone Up 45101 Uber Phone Up 45101 Uber Phone Up 45101 Uber Phone Up 45101 Uber Phone Up 4510 Uber Phone Up 4500W Uber Phone Type No Value Entered Uber Phone Type No Value Entered E-Mail Uber Phone Up 4500 Ub	Student Unique Number	Home Phone
Zip 45101 Fax City ABERDEEN Pager State OH Other Phone County BROWN Other Phone Type No Value Entered Mail Preference No Value Entered Contact Preference No Value Entered E-Mail E-Mail	Address1 1216 Longs Peak Avenue	Work Phone
City ABERDEEN Pager State OH OtherPhone County BROWN OtherPhone Type No Value Entered Cantact Preference No Value Entered E-Mail	Address2	Mobile Phone
Sale OH Other Phone County BROWN Other Phone Type No Value Entered Contact Preference No Value Entered E-Mail	Zip 45101	Fax
County BROWN Uther Phone Type No Value Entered Contact Preference No Value Entered E-Mail	City ABERDEEN	Pager
Mail Preference No Value Entered E-Mail	State OH	Other Phone
Edial	County BROWN	Other Phone Type No Value Entered
	Mail Preference No Value Entered	Contact Preference No Value Entered
Back to List Delete Add new student Edit	E-Mail	
Back to List Delete Add new student Edt		
Back to List Dekte Add new student Edt		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Dekte Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Delete Add new student Edit		
Back to List Dekte Add new student Edit		
Back to List Delete Add new student Edit		
	Back to List	Delete Edit

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

Edit Student Key Info							Pi	rint Pr
STUDENTID-359710						H4 🔶	1 of 102	•
Fields marked with an asteris	k*are required for reporting.							
Personal Title or Prefix		Last Surname at Birth		Assess Subject Area	Math			~
* FIRST NAME	Bob	Nickname		Keyword	No Value Entered	*		
Middle Name				* PRIMARY PROGRAM	No Value Entered	~		
* LAST NAME	Adams	Overall Status	Active 💌	SSN				
Generation Suffix		Status Change Date	00/00/0000					
Former Legal Name								

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 9digit 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.

Stu	Student Accommodations Add New Delete								
	Requested	Provided	End Date	Accommodation					

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.

Add Accommodations	Help 🖗	
Fields marked with an asterisk*are	required for NRS reporting.	
Requested	1/3/2008	
Provided	1/3/2008	
End Date	00/00/0000 🗸	
Accommodation	No Value Entered 💌	
Reason/Cause		
Notes	<u>~</u>	

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 Add New Delete									
	Primary	Start Date	End Date	Address1	Address2	City	State	Zip Code	
	True			1216 Longs Peak Avenu		Aberdeen	он	45101	

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.

Add Address History	Help 🖗
Fields marked with an asteris	k*are required for NRS reporting.
Primary Address	
Start Date	1/3/2008
End Date	1/3/2008
Address1	
Address2	
City	
State	No Value Entered 💌
Zip Code	
County	No Value Entered 💌
Area	No Value Entered 💌
Phone	
Cancel	Save & Return Save & New

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.

Fiscal Year	Date	Instrument	Form	Subtest	Level	Scaled	SPL/GLE	Assessed Level
2007-2008	11/30/2007	TABE	TABE 10	Reading	М	580		Low Adult Secondary
2007-2008	08/07/2007	TABE	Survey 10	Reading	М	450		Beginning ABE

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.

	Date assessed	
For Person Joe Schmo		Fiscal year 2007-2008
✓ ESL	12/12/2007 🗸	
Select Instrument		
ABE Wordlist		
ABLE		
Adult LAS		
Adult Reading Inventory		
AMES .		
Bader Reading and Language Inventor		
BEST		
BEST Plus		
CASAS Citizenship-Interview		
CASAS Citizenship-Reading		
CASAS ECS Appraisal		
CASAS Employability-Listening		
CASAS Employability-Math		
CASAS Employability-Reading		
CASAS ESL Appraisal		
CASAS Life & Work-Reading		
CASAS Life Skills Appraisal		
CASAS Life Skills-Listening		
CASAS Life Skills-Math		
CASAS Life Skills-Reading		
CASAS POWER	·	

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.

TUDENTID-844004					+ +	5 of 263 🍑	🙌 Refresh 🍣	
Last Name A	guilar	Overall	Status Active		Current Level	Level Not De	fined	
First Name Daniel Primary		Primary P	rogram Program	m1	Entry Level Level Not Defined			
Middle Name K		Ke	word No Valu	/alue Entered For Subject Area Oral				
SSN 1	11-11-1111					Edit this sect	ion	
Fiscal Year		Instrument	Form	Subtest	Level	Scaled	SPL/GLE	
1007.5RX 175734		2545577754657755	Weight -			2.520.52	SPL/GLE	
2005-2006	04/03/2006		Survey 7	Reading	A	310		
2005-2006	02/01/2006		TABE 9		D	560		
	10/16/2003		TABE 8	Reading	М	520		
	09/26/2002		TABE 8	Reading	М	520		
2001-2002	10/01/2001	TABE	TABE 7	Reading	E	400	2.5	

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.

STODENT	D-844004					+ +	5 of 263 🔶	🙌 Refresh 🕻
	Last Name A	Aguilar	Over	all Status Active	-	Current L	evel Beg Lit AB	E
		Program Progra	am1	Entry L	Entry Level Beg Lit ABE			
M	iddle Name		ł	Keyword No Va	lue Entered	For Subject A	Area Read	
	SSN 1	11-11-1111					Edit this s	ection
		C						
Stude	nt Assess	ment Add	New Delete					
i	Fiscal Year	Date	Instrument	Form	Subtest	Level	Scaled	SPL/GLE
2(005-2006	04/03/2006	ТАВЕ	Survey 7	Reading	А	310	
20	005-2006	02/01/2006	TABE	TABE 9	Total Mathematics	D	560	
20	003-2004	10/16/2003	TABE	TABE 8	Reading	M	520	
20	002-2003	09/26/2002	TABE	TABE 8	Reading	м	520	
20	001-2002	10/01/2001	TABE	TABE 7	Reading	E	400	2.5

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.

						Help 😵
Person	Daniel Aguilar			is ESL		
Instrument	ТАВЕ			Staff		
Form	Survey 7			Fiscal Year	2005-2006 No Value Entered	-
Difficulty/Level	A				2004-2005 2005-2006	
Subtest Name or Meas Reading	Sure Scaled	SPL/GLE	Completed 6/22/2006	i •	2008-2009 2009-2010 2001-2002 2002-2003 2003-2004 2000-2001	
Cancel					1999-2000	iru

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.

Stu	Student Class Enrollment Add New Delete Re-Enrollment							
	Student Start Date	Student End Date	Term	Enroll Status	Course Number		Title	Fees Paid (if app
	12/12/2007	06/30/2007	2007 Sum	Enrolled	CC123	Basic Math		

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.

Enroll New C Student Name: A			Help 🖓
Step 1:	Enter Enrollment Date	12/12/2007	
Step 2:	Select Classes to Enroll: Select Class(es)		8
Step 3:			Save & Return When Finished

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.

All Classes Status Term Level	Use checkb Title	✓ Begin		"Use Selected" buttor	to continue.		
			CourseNumber	ClassSectionTitle	Status	Keyward	AssignedStaffNam
Keyword		Term	Courselvumber	ClassSectionTitle	Status	Keyword	AssignedStanivan
		2007-2008	S1201	Science 101	Active	Class Keyword 1	
Department		2008 Win		Shannon's Super	Active	No Value Entered	
		No Value Entered		TEEN	Active	No Value Entered	
		No Value Entered		Debbie's Class	Active	No Value Entered	
		No Value Entered		Josh's Class	Active	No Value Entered	
		No Value Entered		DeShonda's Class	Active	No Value Entered	
		2007 Fall		Phyllis' ESL	Active	No Value Entered	
		2007 Spr	101	Jackie's Adult Day	Active	No Value Entered	

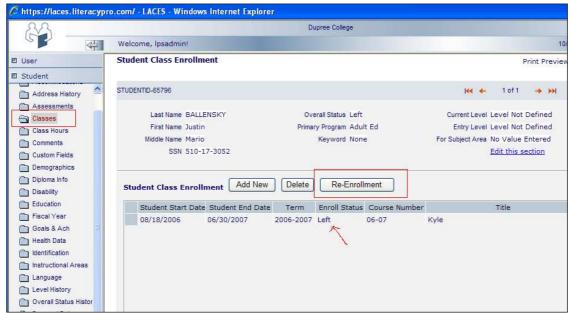
Data chooser for classes

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.

							^
Edit Class E	nrollment (Record I	D = 3	312997)		Help 🖓		
Fields marked	with an asterisk*are r	equire	d for NRS repor	rting.			
La	ast Name Adams		First Name I	loyce		^	
Class St	tart Date 2/7/2007	C	Class End Date (5/30/2007			
Enroll Date	12/12/2007		Enroll Status		*		
Student Start Date	12/12/2007 🗸		Student End Date	6/30/2007	*		
Variable Credit Class							
Possible Credits		0 ‡	Earned Credits		0 🗘		
Letter Grade			Quality Points		0 🌲		
Grade Points		0 🗘	Units		0 🌲		
Class Meets Requirement	No Value Entered	~				~	
Cancel			Sa	ave & Return			
							~

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.

Key Info	STUDENTID-66099						
Accommodations							
Address History		Last Name ADERMA	N		Ove	erall Status B	Enrolled
Assessments		First Name Pat			Prima	ry Program /	Adult Ed
Classes	N	liddle Name				Keyword	TANE
Class Hours		SSN 316-56-5	5014				
Comments							
The second s							
Custom Fields		C					
and the second	Student Class H	ours Add New	Delete				
Demographics Diploma Info				Type	Hours	Absent	Late
Demographics Diploma Info Disability	Date	Course Number	Class	Type	Hours	Absent	
Demographics Diploma Info Disability Education	Date 02/27/2008	Course Number	Class PRE-GED	Instruction	10	0	False
Demographics Diploma Info Disability Education Fiscal Year	Date 02/27/2008 02/15/2008	Course Number 204 812	Class PRE-GED GED	Instruction Instruction	10 8	0 0	False False
] Demographics] Diploma Info] Disability] Education] Fiscal Year	Date 02/27/2008 02/15/2008 01/31/2008	Course Number 204 812 812	Class PRE-GED GED GED	Instruction Instruction Instruction	10 8 8	0 0 0	False False False
Demographics Diploma Info Disability Education Fiscal Year	Date 02/27/2008 02/15/2008	Course Number 204 812	Class PRE-GED GED	Instruction Instruction	10 8	0 0	False False

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 atte	Add attendance or hours Help 🖗							
Reminders To log he	Note: This list only includes those who are eligible for hours on the date chosen ie their start date is prior to the hours date. Reminders: To log hours you must click the Log Hours checkboxes. Please click the Save&Return button only ONCE to avoid duplicate entries.							
Log				Attend	I			
Hours 🗹	Date	ClassSectionTitle CourseNumber	Туре	\checkmark	Hours Late Absen			
	4/15/2008	Josh's Class	Instruction	✓	6 🗌 0			
Cancel			Please click only ONC	E to avoi	Save & Return			

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.

Current FY Instruct Hours 187.00 Instructional Hours 278.00 Lifetime Hours 278.00

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.

El User	Student Comment	s						P	rint Previ
D Student									
Key Info	STUDENTID-66099						144 4-	1 of 57	-> >>1
Accommodations									
Address History	i	Last Name ADERMAN	Overall Status Enrol	lled		Current	Level Beginning ABE		
Assessments	First Name Pat Print		Primary Program Adult	t Ed		Entry	Level Beg Lit ABE		
Classes	Middle Name Keyword TANF				For Subject	Area Read			
Class Hours		SSN 316-56-501	4				Edit this section		
Comments									
Custom Fields									
Demographics	Student Commer	nts Add New	Delete	Pa	ir Comments				
Diploma info					Date	Туре	Comment		
Disability	Date	Туре	Comment						
Education	02/12/2008	general comment	Pat called and will miss class next week due to vacationMT						
Fiscal Year	10/26/2007	general comment	Pat called and is ill. Will be out 1-2 daysJS						
Goals & Ach									
Health Data									
dentification									
Instructional Areas									
Language									
C Level History									

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.

Date	ents ad with an asterisk [®] are required fo 3/31/2008 No Value Entered So Value Entered general comment	r NRS reporting.	Help 🖗
Cancel	Save		

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.

Student			
📋 Key Info	STUDENTID-66051		📢 🔶 2 of 57
Accommodations			
Address History	Last Name ALIM	Overall Status Enrolled	Current Level High Intermediate ABE
Assessments	First Name Lukas	Primary Program Adult Ed	Entry Level High Intermediate ABE
Classes	Middle Name	Keyword TANF	For Subject Area Read
Class Hours	SSN 509-77-3518		Edit this section
Comments			
🔄 Custom Fields	Our land of the state		Durlar Dila 4
Demographics	Custom String 1		Custom Date 1
🛅 Diploma Info	Custom String 2		Custom Date 2
Disability	Custom String 3		Custom Number 1 0
Education	Keyword2 Of	ff-Site Learner	Custom Number 2 0
Fiscal Year			
📋 Goals & Ach			

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 1Custom String 2:String 2Custom String 3:String 3Keyword2:Keyword2Custom Date 1: Date 1Keyword2Custom Date 2: Date 2Custom Number 1:Custom Number 1:Number 1Custom 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.

🛅 Key Info	STUDENTID-66051		😽 🌪 2	of 57 👒 📦	Re				
Accommodations									
Address History	Last Name ALIM	Overall Status Enrolled	Current Level High Intermediate ABE						
Assessments	First Name Lukas	Primary Program Adult Ed	Entry Level High Intermediate ABE						
Classes	Middle Name	Keyword TANF	For Subject Area Read						
Class Hours	SSN 509-77-3518		Edit this section						
Comments									
Custom Fields	* GENDER Male		Dislocated Worker False						
Demographics	* ETHNICITY Hispanic	Displaced Homemaker False							
🗋 Diploma Info	* BIRTHDATE 2/24/1981		Migrant Worker False						
Disability	Birthdate Verification	EMPLOYMENT STATUS Employed-Full							
Fiscal Year			CLICK TO EDIT EMPLOYMENT STATUS Martial Status Married						
Goals & Ach	Birthplace								
Health Data	City of Birth		Parents' Highest Education Completed High school diploma						
dentification	Born Outside US False		Military Service Experience Yes						
Instructional Areas	Country of Birth United States		Family Income Range \$30,000 to 39,999						
Language	Registered Voter True Immigrant False		Number of Dependents 2						
Level History	US Citizen False		Minor with Adult Status False						
Overall Status History	Country of Citizenship United States		Single Parent or Guardian False At Risk No						
Personal Data	Homeless False		ALKISK NO Abuse No Value Entered						
Programs	* RESIDENCE AREA Urban		Correctional No						
Program History	Public Assistance False		Correctional No Institutional No						
Social Services	Economic Disadvantage False								
Term Grades	Contine Distortantage - Lise								
Transcript					_				
Unlinked Hours	Age 27		(Age is recalculated w	hen birthdate is	saved)				
User-defined Tests									

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 dropdown 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 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 dropdown 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.

Student Diploma and	Credential Info	ormation			
STUDENTID-65978					
Last N	ame ANEZ		Overall Status	Enrolled	Current
First N	ame Kaitlyn		Primary Program	Adult Ed	Entry
Middle N	Middle Name Keyword TANF			For Subject	
:	SSN 602-62-2541				
Student Diploma ar	nd Credential In	formation A	dd New Delete		
Expected Date	Date Earned	Award Date	Name on Diploma	Diploma/Credential	Description/Number

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 Diploma/Credential Record	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Expected Award Date 2/4/2008	
Date Earned 2/4/2008	
Actual Award Date 2/4/2008	
Name of Diploma/Credential Diploma	
Description/Number	
Person's Name Displayed on Diploma/Credential	
Completed Require ments 🔽	
By Exam Only	
Cancel Save & Return Save & New	

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		Print Preview		
STUDENTID-65978		KK ← 3 of 57 → >>> Rei		
Last Name ANEZ	Overall Status Enrolled	Current Level Low Intermediate ABE		
First Name Kaitlyn	Primary Program Adult Ed	Entry Level Low Intermediate ABE		
Middle Name	Keyword TANF	For Subject Area Math		
SSN 602-62-2541		Edit this section		
Informed Disclosure Not Required	Apparent or Disclosed Disability False	Vision Impaired No Value Entered		
Legally Blind No Value Entered	Hearing Impaired No Value Entered	Deaf No Value Entered		
Speech Impaired No Value Entered	Mute No Value Entered	Paralysis No Value Entered		
Nonparalytic Orthopedic No Value Entered	Missing Extremities No Value Entered	Specific Learning Disability No Value Entered		

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 dropdown 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 Educational Information		Prir
STUDENTID-65978		K4 ← 3 of 57
Last Name ANEZ	Overall Status Enrolled	Current Level Low Intermediate ABE
First Name Kaitlyn	Primary Program Adult Ed	Entry Level Low Intermediate ABE
Middle Name	Keyword TANF	For Subject Area Math
SSN 602-62-2541		Edit this section
Di	te First Intake 12/14/2006	Current School Attending
L	ast Enroll Date 6/6/2007	Current School Contact Info
La	st Hours Date 2/15/2008	Last School Attended
Last Ass	essment Date 10/18/2007	Last School Attended Location
	ESL Student False	Source Type
Dis	ance Learner	Source Name
Enrolled in Other Re	ading Program	Why Enroll
Enrolled in Other	GED Program	Other Why Enroll
	Fee Waiver	Entry Grade Level
		Highest Education Completed
Adı	nission Status	
Mandated	Student Type	Reason Left
s	taff Assigned	Post School RecognitionGraduation Exercises
	File Location	
	File Security	

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 usermodifiable 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.

Family Data (PersonProperties) Add New Delete								
Propert	ty		Value		Last Update			
Family Members								
Family Name	Last Name	First Name	Role	Gender	Birthdate	Age		

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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								
STUDENTID-65978	STUDENTID-65978						₩ ←	
Last Name ANEZ First Name Kaitlyn Middle Name SSN 602-62-2541			Overali Status E Primary Program A Keyword T	dult Ed		Current Level Low Intermedi Entry Level Low Intermedi Subject Area Math <u>Edit this sectio</u>	ate ABE	
Student Goals	Add New	All Goals (Al	t+g) Delete					
Date Set	Date Met	Status	Goal	Туре	Category	Included in Survey	Responded to Survey	
07/01/2007	03/05/2008	Met	Enter employment	Economic	NRS	False	False	
12/14/2006 Unmet C		Complete educational funct	Educational	NRS	True	True		

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 Goal	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Set 2/26/2008 🛛 🗸	_
Met 00/00/0000	
Status Active	
Goal Obtain GED	
Additional Details	
Included in Survey	
Responded to Survey	•
Cancel Save & Return Save & New	

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 Goa	ls Set within current Fiscal Year							
Ξc	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.

1	Stu	dent Goals	Add New	All Goals (Alt	t+g) Delete		
		Date Set	Date Met	Status	Goal (Туре	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

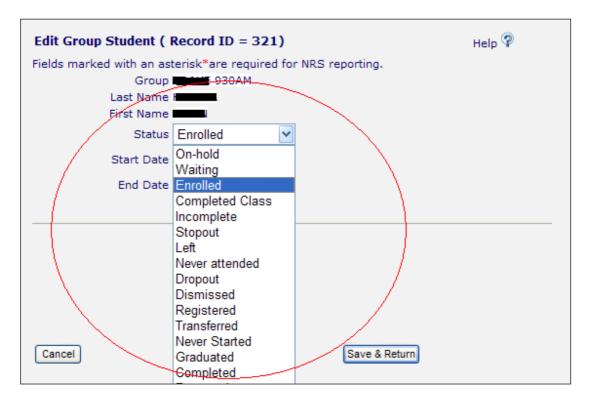
The Groups folder will display the student's groups, including:

- 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

Reg	ister for Group	dd New Delet	e Re-Enroll	ment		
	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 of "Waiting" or "On-Hold" will not change the student's Overall Status. There are three additional buttons:

Add New	Delete	Re-Enrollment
\square	\square	

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 reenrolled 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.

Medical Condition	
Medical Treatment	
Health Care Required at School	
Allergies	
Vision Evaluation	
Hearing Evaluation	
Speech and Language Evaluation	
Special Diet Considerations	
Non-medical Therapy	
Handedness	

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.

🗎 Key Info 📃 🔺	STUDENTID-65978			📢 🔶 3 of 57
Accommodations				
Address History	Last Name AN	EZ	Overall Status Enrolled	Current Level Low Intermediate
Assessments	First Name Ka	itlyn	Primary Program Adult Ed	Entry Level Low Intermediate
Classes	Middle Name		Keyword TANF	For Subject Area Math
Class Hours	SSN 6-0	02-6541		Edit this section
Comments				
Custom Fields				
Demographics	Identifying Docum	Add Ne	w Delete	
🛅 Diploma Info				
🛅 Disability	Creation Date	Last Update	Identification Type	Document or ID Number
Education	04/04/2008	04/04/2008	Drivers license number	CA509832
Fiscal Year	12/29/2006	04/04/2008	Social Security administration number	6026541
🛅 Goals & Ach				
🛅 Health Data				
Calification				
🛅 Instructional Areas				
🛅 Language				
🛅 Level History				

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.

Add Identification Record Fields marked with an asterisk*are required for NRS reporting.	Help 🖗
Creation Date 4/4/2008	
Identification Type School-assigned number	•
Document 986723	
Cancel Save & Return Save & New	

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.

🖾 User	Student	Instructional /	Area						
🖾 Student									
🛅 Key Info	STUDENTI	D-67792							
Accommodations									
Address History		* LAST NAI	ME Evans		Over	all Status Enrolled			
Assessments		* FIRST NAI	ME Steven		* PRIMARY PR	ROGRAM Adult Ed			
Classes		Middle Nar	me		,	Keyword No Value	Entered		
Class Hours									
Comments									
Custom Fields			-						
Demographics	Stude	nt Instructional	Areas Add N	lew Delete					
Diploma Info	Common Assess								
Disability	1	Area	Status	Test Date	Test Score	Test Form	Retest Date	Retest Score	Retest F
Education									
Fiscal Year									
Goals & Ach									
Health Data									
dentification									
a Instructional Areas									
Language									
Level History									

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.

Add Student	Instructional Area		Help 🖗
Fields marked	with an asterisk*are requ	uired for NRS reporting.	
Instructional Area	Govt & Law	Test 00/00/0000	
Status	In Progress 🛛 👻	Test Score]
Completed		TestForm]
Date Completed	00/00/0000 🗸	Retest 00/00/0000 V	
Hours		Retest Score]
Staff Name		Retest Form]
Cancel		Save & Return Save & New	

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 doubleclicking 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.

🗉 User	Student Language	5						
🗉 Student								
🛅 Key Info	STUDENTID-65644							
Accommodations								
Address History	Last 1	Name BENNIN			0	verall Stat	us Enrolled	
Assessments	First 1	Name Aaron			Prim	ary Progra	am Adult Ed	
Classes	Middle 1	Name James				Keywo	rd No Value Ente	red
Class Hours		SSN 622-73-1257						
Comments								
Custom Fields			2					
Demographics	Languages Ad	d New Delete	J					
🛅 Diploma Info			V 10209004 100004 100004	Conception			anation of the	
🛅 Disability	Date Noted	Language	Language Type	CONTRACTOR OF A			Write	
Education	02/06/2008	Spanish	Native language	True	True	True	True	
🛅 Fiscal Year								
Goals & Ach								
🛅 Health Data								
ldentification								
Instructional Areas								
anguage								

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.

	ent Language	Help 🖗
	ed with an asterisk*are required for NRS reporting. 2/6/2008	
Language	Spanish 🗸]
Language Type		
Native		
Read		
Write		
Speak		
Cancel	Save & Return Save & New	

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.

🗉 User	Student Level Hist	ory			
🖾 Student					
📋 Key Info	STUDENTID-65644				
Accommodations					
Address History	Last N	ame BENNIN	Overall Status Enrolled		
Assessments	First N	lame Aaron	Primary Program Adult Ed		
📋 Classes	Middle N	lame James	Keyword No Value Entered		
Class Hours		SSN 622-73-1257			
Comments					
Custom Fields					
Demographics	Student Level His	story Add New Delete			
🛅 Diploma Info					
🛅 Disability	Date	Level	Subject Area		
Education	11/21/2006	High Adult Secondary	Read		
Fiscal Year	05/01/2007	Completed High Adult Secondary	All		
Goals & Ach					
🛅 Health Data					
dentification					
Instructional Areas					
🛅 Language					
E Level History					

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 dropdown 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 Level History	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Date 2/7/2008	
Level Low Intermediate ABE	
Domain Read 🗸	
Cancel Save & Return Save & New	

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 Material Che	eckout						
STUDENTID-359445							
Last Na	me Boop		Overall Status Activ	/e			Current Lev
First Na	me Betty		Primary Program No V	alue Entered			Entry Lev
Middle Name		Keyword No Value Entered				For Subject Are	
S	SN						
Check out							
Material Name	Copy Number	Material Type	Status	Start Date	Due Date	Return Date	Amt. 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.

23				Miller School	District 9
	Welcome, Ipsadmin!				
1 User	Student History				
9 Student					
🗎 Key Info	STUDENTID-67073				
Accommodations					
Address History	Last Name Ri	chardson		Overall Status Left	
Assessments	First Name D	ebbie	P	rimary Program Adult Ed	
Classes	Middle Name			Keyword No Value	e Entered
Class Hours	SSN				
Comments					
Custom Fields					
Demographics	Student History Add N	ew Delete			
Diploma Info					
Disability	Program	Subject Area	Start Date	Status	Notes
Education	Adult Ed	No Value Entered	03/31/2008	Left	
Fiscal Year	Adult Ed	No Value Entered	02/15/2008	Enrolled	
Goals & Ach	Adult Ed	No Value Entered	02/15/2008	Prospective	
Health Data					
ldentification					
Instructional Areas					
Language					
Level History					
CVerall Status History					
C Dersonal Data					

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 Student I	History			Help 🖗
Fields marked w	vith an asterisk*are requ	ired for NRS repor	ting.	
Program	Adult Ed	~		
Subject Area	Read		*	
Start Date	2/17/2008			
Status	On-hold 🔽			
Notes	on vacation			
Cancel		Save & Return	Save & New	

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

Stu	dent 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.

Edit Student Pairs (Record ID = 181664)						
Fields marked with an asterisk*are required for NRS reporting.						
Match Date	2/1/2008					
Start Date	2/1/2008					
End Date	3/13/2008					
Status	Dissolved 🔽					
Tutor First name	HP					
Tutor Last name	Brother					
Hours	0					
Cancel	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.

Student Pair/Group Hours							
STUDENTID-360943							
Last Name Doe			Overall Status A				Current Level I
First Name John			Primary Program N	lo Value Entered			Entry Level I
Middle Name F			Keyword N	lo Value Entered		Fo	Subject Area I
SSN 123-34-5698							1
Pair Hours				Group Hours	Add New Delete		
Date Tutor	Туре	Hrs Present		Date	Class	Turne	Hours
						Туре	
				05/01/2008	Martha's ESL Group	Instruction	15

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

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 Preference Help 🖗		^
Fields marked with an asterisk*are required for NRS reporting. To fill out these fields it would be helpful to note: Choice - Type in a consistent text value in this field, such as for Smoking: Yes, No or Doesn't matter Weight - Type in a numeric value to assign importance, 1 = least important, 100 = most important	*	
Effective Date 2/1/2008 Item Age Range Choice 55-70 Weight 100 Comment Works best with this age		
Cancel Save & Return Save & New		~

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

22			Miller School D	listrict 9
	Welcome, Ipsadmin!			
🖾 User	Student Personal Data			
I Student				
🗎 Key Info	STUDENTID-67067			
Accommodations				
Address History	Last Name ZABBO		Overall Status Prospective	
Assessments	First Name Cindy	P	rimary Program Adult Ed	
Classes	Middle Name		Keyword No Value Enter	ed
Class Hours	SSN			
Comments				
Custom Fields				
Demographics	Personal Data (PersonProperties	a) Add New Delete		
Diploma Info				A A STATE OF A STATE O
Disability	Туре	Property	Value	Last Update
Education	Demo F	Female Head of Household	Yes	04/08/2008
Fiscal Year				
🛅 Goals & Ach				
🛅 Health Data				
ldentification				
instructional Areas				
Language				
Level History				
Overall Status History				
Personal Data				

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.

Edit Personal Information	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Туре	
Property	
Value	
Cancel Save & Return Save & New	

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.

🖾 User	Student Program Registra	tion			
I Student					
📋 Key Info	STUDENTID-67074				
Accommodations					
Address History	Last Name V	ARNER		Overall Status El	nrolled
Assessments	First Name D	avid		Primary Program A	dult Ed
Classes	Middle Name			Keyword N	o Value Entered
Class Hours	SSN				
Comments					
Custom Fields			81		
Demographics	Student Program Registr	ation Add New			
🛅 Diploma Info	-	I			_ % _
Disability	Program	1st Intake	Status	DateLeft	Exit Reason
Education	Adult Ed	02/05/2008 Er	nrolled		
🛅 Fiscal Year					
🛅 Goals & Ach					
📋 Health Data					
ldentification					
Instructional Areas					
🛅 Language					
Level History					
Overall Status History					
Personal Data					
Programs					
C Dragram History					

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 Program Registra	Help 🖗	
Fields marked with an as		
Program	Corrections 👻	
Date First Intake	2/5/2008	
Status	Left 💌	
Date Left	02/16/2008	
Exit Reason	To take a job 💌	
Cancel	Save & Return Save & New	

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.

🛛 User	Student Program History						
🖾 Student							
Key Info	STUDENTID-67074						
Accommodations							
Address History	Last Name VAR	NER.		Overall Status	Enrolled		
Assessments	First Name Davi	id		Primary Program	Adult Ed		
Classes	Middle Name			Keyword	No Value Entere	d	
Class Hours	SSN						
Comments							
Custom Fields							
Demographics	Student Program History	Add New [Delete				
Diploma Info	-		- 1				
Disability	Program	Start Date	End Date	Status	Notes	Created	
Education	Adult Ed	02/05/2008		Enrolled		04/08/2008	
Fiscal Year	Corrections	02/05/2008		Left		04/08/2008	
Coals & Ach							
🗎 Health Data							
Identification							
Instructional Areas							
🛅 Language							
Level History							
Overall Status History							
🗎 Personal Data							
Programs							
🔄 Program History							

Student Program History folder

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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 Program Hi	story	Help 🖗
Fields marked with	an asterisk*are required for NRS reporting.	
Program	Corrections 💌	
Start Date	2/5/2008	
End Date	6/30/2009 🗸	
Status	On-hold 💙	
Notes		
Cancel	Save & Return Save & New	

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.

Add Ref	erral rked with an asterisk*are required for NRS reporting.	Help 🖗
Date	3/26/2008	
Туре	No Value Entered 💌	
Status	Referring provider 💌	
Cause	Physical, health, sensory, and related conditions	
Purpose	School work or for intellectual, social, or emotional reasons 💌	
Cancel	Save & Return Save & New	

- 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.

🖾 User	Student Social Services		
🖾 Student			
🗎 Key Info	STUDENTID-67074		
Accommodations			
Address History	Last Name VARNER	Overall Sta	atus Enrolled
Assessments	First Name David	Primary Prog	ram Adult Ed
Classes	Middle Name	Keyw	ord No Value Entered
Class Hours	SSN		
Comments			
Custom Fields			
Demographics	Social Services Add New Dele	ete	
🛅 Diploma Info			processing and the second
Disability	Туре	Notes	Last Update
Education	Subsidized Housing Live	es in Group Home	04/08/2008
Fiscal Year			
Goals & Ach			
Health Data			
dentification			
Instructional Areas			
Language			
Level History			
Overall Status History			
Personal Data			
Programs			
Program History			
a second s			
 Instructional Areas Language Level History Overall Status History Personal Data Programs 			

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 Note	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Type Subsidized Housing 💙	
Notes Lives in Group Home	
Cancel Save & Return Save & New	

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.

🖸 User	Stude	ent Term Gr	ades						
🗉 Student									
Key Info	STUDEN	VTID-67074							
Accommodations									
Address History		L	ast Name VARN	IER		Ove	rall Status Enro	lled	
Assessments		F	irst Name David	ł		Primar	y Program Adul	t Ed	
Classes		Middle Name				Keyword No V	alue Entered		
Class Hours	SSN								
Comments									
Custom Fields	-								
Demographics	Terr	m Grades	Add New	Delete					
Diploma Info									-
Disability		Term	Credits Att	Credits Rovd	GP Rcvd	Term GPA	YTD GPA	cGPA	
Education		2007-2008	6	6	3.8	3.8	3.15	3.4	
Fiscal Year									
Goals & Ach									
Health Data									
ldentification									
Instructional Areas									
🗋 Language									
Level History									
Overall Status History									
Personal Data									
Programs									
Program History									
Social Services									
Term Grades									

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 Term Grades		Help 🖗
Fields marked with an a	asterisk*are required for NRS reporting.	
Term	2007-2008	
Credits Att	6 🗘	
Credits Rovd	6 🗘	
GP Rovd	3.8 🗘	
Term GPA	3.8 🗘	
YTD GPA	3.15 🗘	
Cum GPA	3.4 🗘	
Cancel	Save & Return Save & New	

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							
Key Info	STUDENTID-67074						
Accommodations							
Address History		Last Name VARM	IER	c	verall Status Enrolled		
Assessments		First Name David	3	Prin	nary Program Adult Ed		
Classes	M	ddle Name			Keyword No Value Ente	red	
Class Hours		SSN					
Comments							
Custom Fields			2.1	1.5			
Demographics	Student Unlink	ed Class Reg	istrations Add Ne	ew Delete			
Diploma Info							
Disability	Status	Term	Institution	Course Number	Course Name	Earned Credits	Grade
C Education	Left	2007-2008	Valley High School	486	Geometry	3	2.8
Fiscal Year	Left	2007-2008	Valley High School	351	English-Creative Writing	3	3.2
Goals & Ach							
Health Data							
ldentification							
-							
Instructional Areas							
 Instructional Areas Language 							
Instructional Areas Language Level History							
Instructional Areas Language Level History Overall Status History							
 Instructional Areas Language Level History Overall Status History Personal Data 							
Instructional Areas Language Level History Personal Data Programs							
Instructional Areas Language Level History Personal Data Programs Program History							
Instructional Areas Language Level History Overall Status History Personal Data Programs							

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 Unlinked Class Reg	istration	Help	9
Fields marked with an aster	risk*are required for NRS reportin	ng.	
Status	Completed 🐱	Registration Date	00/00/0000 🗸
Status Detail	Financial problem	StartDate	00/00/0000 🗸
Term	2007-2008	EndDate	00/00/0000 🗸
Institution Name	Valley High School	Elective	
Course Name	Science	Remedial	
Course Number	489	Honors	
Instructor		Standardized Test	
Grade	3.2	Work Credit	
Variable Credit Class		Advanced Placement	
Earned Credits	3 🗘		
Possible Credits	3 🗘		
Enrollment Type	Regular 🖌		
Class Meets Requirement	No Value Entered		
Cancel		Save & Return S	ave & New

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.

🛛 User	Student Unlinked Hours					
🗉 Student						
🛅 Key Info	ST	TUDENTID-67074				
Accommodations						
Address History	Last Name VARNER					
Assessments	First Name David					
Classes	Middle Name					
Class Hours	SSN					
Comments						
Custom Fields						
Demographics	Unlinked Hours Add New Delete					
🛅 Diploma Info		Date	Туре	Hours Present		
🛅 Disability		02/16/2008	Instruction	8		
Education		02/29/2008	Instruction	6		
🛅 Fiscal Year		03/01/2008	Preparation	4		
🛅 Goals & Ach		03/01/2000	reparation	-		
🛅 Health Data						
Identification						
Instructional Areas						
🛅 Language						
Level History						
Overall Status History						
Personal Data						
Programs						
Program History						
Social Services						
Term Grades						
Transcript						
Cal Unlinked 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 Student Unlin	ced Hours	Help 🖓
Fields marked with an	asterisk*are required for NRS reporting.	
Date	2/16/2008	
Туре	Instruction 🗸	
Hours Present	2.75	
Cancel	Save & Return Save	& New

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.

🗵 User	Student Assessment							
🛛 Student								
🗋 Key Info	STUDENTID-67074							
Accommodations								
Address History	Last Name VARNER	ર		Overall Status	s Enrolled			Current Level
Assessments	First Name David			Primary Program	n Adult Ed			Entry Level
Classes	Middle Name			Keyword	d No Value En	tered	Fo	or Subject Area
Class Hours	SSN							
Comments								
Custom Fields								
Demographics	Student User-Defined Tests	Delete						
🛅 Diploma Info			_					
Disability	Fiscal Year Date	Instrument	Form	Subtest	Level	Test Information	Scaled	SPL/GLE
Education								
Fiscal Year								

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.

Stu	Student Work History Add New Delete								
	Start Date	End Date	Status	Occupation	Employer	Salary			
	02/05/2008		Employed-Full	Insulation Workers					

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 Work	History	Help 🖗
Note: To	ed with an asterisk*are required for NRS reporting. change the Employment Status, be sure to also add an end o the previous Work History record after saving this record	^
Start Date	2/5/2008	
End Date	00/00/0000	
Status	Employed-Full	
Occupation	Insulation Workers	
Employer	Primatech	
Salary	12,500	~
<		>
Cancel	Save & Return Save & New	

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

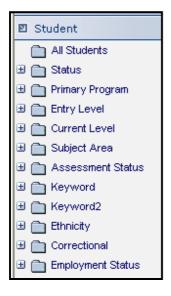
Student Workshop Enrollment						
	Enroll Date	Student Start Date Student End Date	Title	Term	Enroll Status	

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

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

🛛 Student				
All Students	Last N	ame 🛛 🔽 Be	gins with 🔽	99
🖃 🛅 Status				
Enrolled(43)	6 Rec	ords Selected Total 76	Records	
Prospective(27)		LastName 🔶	FirstName	OverallStatus
		Abe	Mike	Left
∃ ☐ Entry Level		ALCALA	BETTY	Left
		Apache	Shianna	Left
∃ 📄 Current Leven ∃ 🦳 Subject Area		Pomeon	Pam	Left
∃ ☐ Subject Area ∃ ☐ Assessment Status		Turner	Dean	Left
		Van	Millie	Left

Primary Program

Click the 🔳 in front of the Primary Program folder.

🖯 🛅 Primary Program
Adult Ed(30)
Adult Ed-Basic(13)
Adult Ed-Diploma(1)
Adult Ed-ESL(10)
🛅 Adult Ed-Exit Exam Only
Adult Ed-GED(16)
Corrections(3)
🛅 Unassigned(2)

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.

* PRIMARY PROGRAM	
* PRIMARY PROGRAM	×

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 Level
Advanced ESL(1)
🛅 Beg Lit ABE(70)
Beginning ABE(135)
🛅 High Adult Secondary(187)
High Beginning ESL(1)
🛅 High Intermediate ABE(587)
🛅 High Intermediate ESL(2)
🛅 Level Not Defined(2030)
📄 Low Adult Secondary(242)
🛅 Low Intermediate ABE(249)

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.

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

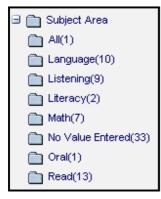
🖃 🚞 Current Level
Advanced ESL(11)
Beg Lit ABE(6)
Beg Lit ESL(56)
Beginning ABE(61)
Completed Advanced ESL(12)
Completed High Adult Secondary(3)
High Adult Secondary(72)

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."

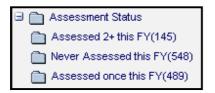
To assign a student's assessment subject area, click "Edit this Section" at the student key info screen.

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

Assess Subject Area	Language	*

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.

E Keyword
🛅 Basic Skills-Day (Allen)(1)
🛅 Gadsden Learning Center(2)
🛅 GED Fast Track (Bell)(1)
GED-17/18 (Bell)(3)
ED-Night (Poston)(2)
Mesalands(1)
🛅 No Value Entered(58)
One Stop Building(2)
SLPLC(1)
SPLC(5)
🖻 🧰 Keyword2
null(76)

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.

~	No Value Entered 💌	Keyword
---	--------------------	---------

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.

Keyword2	
· · · ·	

Ethnicity

Click the 🔳 in front of the Ethnicity folder.

🗉 🛅 Ethnicity
🛅 Asian(5)
🛅 Black(3)
🛅 Hispanic(42)
🛅 Native(5)
Pacific Islander(6)
🛅 White(15)

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.

🗉 🛅 Correctional
🛅 No(8)
📄 No Value Entered(62)
🛅 Yes - Community(2)
🛅 Yes - County(1)
🛅 Yes - State(3)

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.

Correctional	No Value Entered	*	
--------------	------------------	---	--

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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
Employed-Full(27)
Employed-Part(10)
Not looking for work(13)
Retired(5)
🛅 Unavailable for work(4)
Unemployed(17)

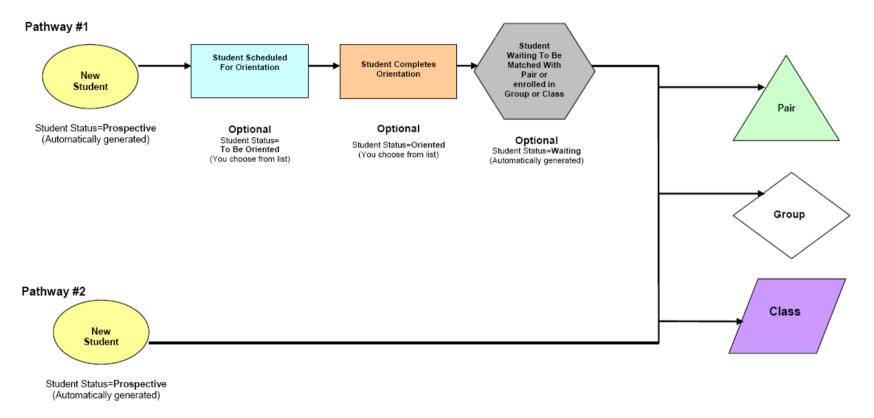
Employment Status is a required field on the Student Intake screen. To add an employment status, select from the drop down list.

* EMPLOYMENT STATUS No Value Entered 🛛 👻

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.

EMPLOYMENT STATUS Unemployed CLICK TO EDIT EMPLOYMENT STATUS Student Life Cycle (Part I) Enrolling New Students from Prospective to Active in Pair, Group or Class

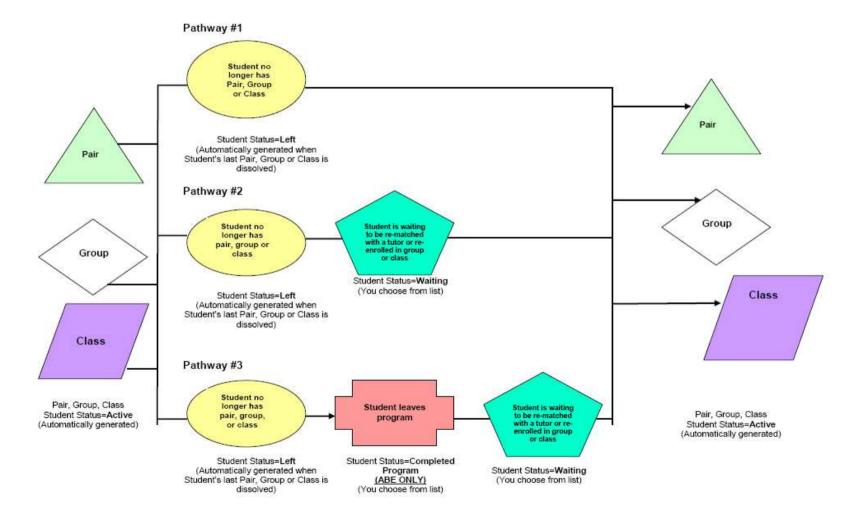
There are two pathways available for enrolling a student - based upon how your organization works. The choice is up to you.



Pair, Group. and Class Student Status=Active (Automatically generated)

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.



CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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.

New	View	Find	Selection				
Add class							
Duplicate classes							
_							

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."

Quick Add: Class	Help 🖗
Fields marked with an asterisk*are required for NRS r	eporting.
* CLASS START DATE	4/15/2008
Class End Date	00/00/0000 🗸
Course Number	
* TITLE	
* PROGRAM	No Value Entered
Dept	No Value Entered 🐱
Term	No Value Entered 💌
Days	No Value Entered 💌
Times	No Value Entered 💙
Bldg/Room	No Value Entered 🔽
* MAX ENROLL	30
* STATUS	No Value Entered 🕶
Keyword	No Value Entered
Level	No Value Entered

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.

🛛 User	Cla	ss li	st				
🗉 Student							
🖾 Class	Title	9		Pegins with	¥		99
All Classes							
🗉 🦳 Status	19	Rec	ords Selected	Total 32 Records			Turn OFF paging 🖊 🔶 F
Active(19)			Term	CourseNumber	ClassSectionTitle	Status	Keyword
Completed(12)			2006-2007		GED Math & Scier	Active	No Value Entered
Prospective(1)			2006-2007		GED Reading, Wri	Active	No Value Entered
🖯 🦳 Term			2006-2007		PreGED Read., W	Active	No Value Entered
🗄 🧰 Level			2006-2007		Reading	Active	No Value Entered
🛙 🚞 Program			2006-2007		Reading	Active	No Value Entered
🗄 🛅 Keyword			2006-2007		GED Read., Writ.,	Active	No Value Entered
🗄 🧰 Department			2006-2007		Computer	Active	No Value Entered
			2006-2007	10607	PreGED Math & S	Active	No Value Entered
			2006 Fall	20607	PreGED Math & S	Active	No Value Entered
			2006 Fall	30607	GED Soc St, Reac	Active	No Value Entered
			2006 Fall	40607	PreGED Soc St, R	Active	No Value Entered
			2006 Fall	50607	Reading	Active	No Value Entered
			No Value Entered		Math	Active	No Value Entered
			No Value Entered		EDP Math	Active	No Value Entered
			No Value Entered		Reading	Active	No Value Entered
			No Value Entered		GED Math	Active	No Value Entered
			No Value Entered		Special Reading	Active	No Value Entered

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	vou wish to duplicate.	ao to Selection>Subset.

Clas	ss li	st					New View	Find	Selection	Print
									All	
T				(mar)					Subset	
Title	9		✓ Begins with	*		8 🖻			Omit	
									Save	- 1
19	Rec	ords Selected	Total 32 Records		<u>Turr</u>	<u>n OFF paqinq</u> 🙌 🔶 P	age 1	of 1	Load	
		Term	CourseNumber	ClassSectionTitle	Status	Keyword	AssignedS	StaffNa	m	
	V	2006-2007		GED Math & Scien	Active	No Value Entered	McDonald	, Anne		
		2006-2007		GED Reading, Wri	Active	No Value Entered	McLaughli	n, Mau	re	
	V	2006-2007		PreGED Read., W	Active	No Value Entered	McLaughli	n, Mau	re	
		2006-2007		Reading	Active	No Value Entered	Bennett, P	Patricia		
	V	2006-2007		Reading	Active	No Value Entered	Bosler, Ro	osemar	ie	
		2006-2007		GED Read., Writ.,	Active	No Value Entered	McLaughli	n, Mau	re	
		2006-2007		Computer	Active	No Value Entered	Bell, Stan	ley		
		2006-2007	10607	PreGED Math & S	Active	No Value Entered	Garvin, K	ris		
		2006 Fall	20607	PreGED Math & S	Active	No Value Entered				
		2006 Fall	30607	GED Soc St, Read	Active	No Value Entered				

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

🗵 User	Class list					
🛛 Student						
🛛 Class	Title	💌 Begins with	~		Q	9
🛅 All Classes						
🖃 🛅 Status	7 Records Selected	Total 32 Records			<u>Turn Of</u>	FF paging 📕
Active(19)	Term	CourseNumber	ClassSectionTitle	Status		Keywo
Completed(12)	2006-2007		GED Math & Scier	Active		No Value E
Prospective(1)	2006-2007		GED Reading, Wri	Active		No Value E
🗄 🛅 Term	2006-2007		PreGED Read., W	Active		No Value E
🗄 🧰 Level	2006-2007		Reading	Active		No Value E
🗄 🛅 Program	2006-2007		Reading	Active		No Value E
🗄 🛅 Keyword	2006-2007		GED Read., Writ.,	Active		No Value E
🗄 🛅 Department	2006-2007		Computer	Active		No Value E

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.

- Title	Begins with	Ç	3 🖻	
7 Records Selecte	d Total 32 Records	<u>Turn</u>	OFF paging 🙌 🔶	Page 1 of 1
🖉 Duplicate Cl	asses - Microsoft Internet Explorer		-	StaffNa
Duplicate	Classes Setup			in, Mau in, Mau Patricia
	Duplicate classes will be created w	ith STATUS: Active	~	osema
	in TERM/	/semester: 2007-200	B 💌	in, Mau hley
	with the following B	egin date: 7/1/2007	~	
	and	I END DATE: 6/30/2008	}	
	Cancel	GOI		

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.

街 Confirm - Microsoft Internet Explorer	
Confirm	
[1] Duplicate	
GED Math & Science 2006-2007? Enroll all students from this class with registration date 6/14/2006	Cancel OK

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

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

🛅 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.

Enrollment		ollment En	roll Student(s)	Delete	Complete	e Student(s) from C	lass Ad	d Hours
	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

Back to List Delete	Add new class
---------------------	---------------

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.

+	1 of 69	-	ж

Enroll Student(s)

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

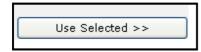
- 1. Click the Enroll Student(s) button.
- 2. At the next window, enter the student enroll date, then click Select Student(s).

🙆 LACES - Micr	osoft Internet Explorer	
Enroll New Class Title: Al		Help 🖗
Step 1:	Enter Enrollment Date	
Step 2:	Select Students to Enroll: Select Student(s)	
Step 3:		Save & Return When Finished
Cancel		

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.

LACES Data Chooser - Microsoft Internet Explorer										
 All Students 	Select from Student list Use checkbox(es) to make selection, and then click Last Name V Begins with V									
Primary Program Definition of the second s	75 Records Selected Total 75 R									
			LastName Abeyta		FirstN Mark					
⊞			AJremillo ALCALA		jello PETTY					
⊞			Apache Apple		Shianna Mac					
Correctional Correctional			Austin		Marlo					

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



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

🕙 LACES - Mic	crosoft Internet Explorer		×
Enroll Ne Class Title: J	w Students ABE	Help 🖓	~
Step 1:	Enter Enrollment Date	2/5/2008	
Step 2:	Select Students to Enroll: Select Student(s)	Austin, Marlo Abeyta, Mark Apple, Mac AJremillo, jello	
Step 3:		Save & Return When Finished	
Cancel			~

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.

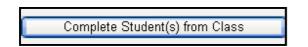


If all hours have been removed, the student will delete. The following message will appear if the student still has hours recorded.

🗿 GridDelete - Microsoft Internet Explorer		
Delete Record	Help 🖗	~
Are you sure you would like to dele record?	te this	
Yes No		
Could not complete the desired action. Current or requirements prevent this.	context, data, or	
'Please Delete hours associated to this Class fir	st.	
		$\mathbf{\mathbf{v}}$

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.

e)	CloseClass -	Microsoft In	ternet E	kplorer					(2
	Complete	this class								Help 🖗
l	Change Date 2/21/2008	for all								
	Update 🗌	End Date	Last Name	First Name	Status	Units	Final Grade	Quality Points	Grade Points	
		2/21/2008	SMITH	PAUL	Completed Class 👻	0		0	0	
		2/21/2008	Turner	Dean	Completed Class 👻	0		0	0	
	Cancel							C	Save & R	eturn

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.

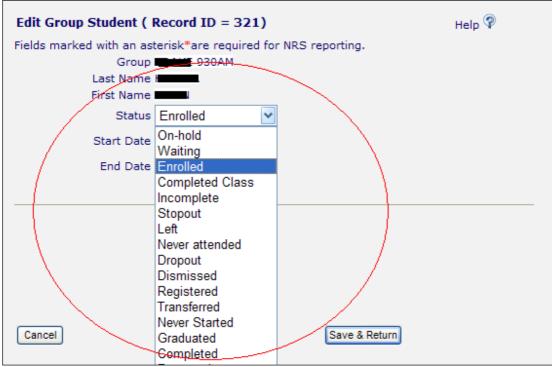
Optional fields:

- 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.

Add Attendance - Microsoft Internet Explorer
Add attendance or hours
For Class: Math class
Meeting on:
Today's Date: Thursday, February 21, 2008 Last Date hours entered: Monday, August 28, 2006
Enter
🔿 Today's Attendance
🔿 Yesterday's Attendance
 Another day's attendance
Date: 2/21/2008
Hours on Day Specified: 0
Type of Hours: Instruction 💌
Cancel Continue

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.

🕙 Add Attenda	ance - Microsof	ft Internet	t Explorer									
Add attend	Add attendance or hours											Help 🖗
	Reminders: To log hours you must dick the Log Hours checkboxes. Please dick the Save&Return button only ONCE to avoid duplicate entries.											
Log Hours 🗹	Date	Last Name	First Name	Туре	Attend	Hours L	ate /	Absent	Excus	e		
	2/19/2008	SMITH	PAUL	Instruction		2 [0				
	2/21/2008	Turner	Dean	Instruction		3 [0				
Cancel						Please o	:lick	only C	INCE to	avoid		& Return te entries

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.

4	Add Attendan	ice - Microsof	t Internet I	Explorer							
	Add attendance or hours										
	Reminders: To log hours you must click the Log Hours checkboxes. Please click the Save&Return button only ONCE to avoid duplicate entries.										
	Log Hours 🗹	Date	Last Name	First Name	Туре	Attend	Hours Late Absent Excuse				
		2/19/2008	SMITH	PAUL	Instruction		2 0]			
		2/21/2008	Turner	Dean	Instruction		3 0]			
	Cancel						Save & Ri Please click only ONCE to avoid duplicate e				
	NOTE: LACES ha Line 1 SMITH,PAU Line 2 Turner,Dea	JL: *Date of Atten	dance needs	to be during o	r after Studer	t's Class					

Class Attendance

Attendance	1 C C C C C C C C C C C C C C C C C C C	
	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 Add New Delete All Attendance All Attendance Add New Delete Recent Attendance All Attendance Add New Delete Recent 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.

🚰 GridDelete - Microsoft Internet Explorer				
Delete Record	Help 🖓			
Are you sure you would like to de record?	lete this			
Yes No				

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.

ire	ectory							
	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.

Sta	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	Marienuz	True			

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

LACES - Microso	ft Internet Explorer	
Assign Staff Class Title: Open	ı Lab	Help 🖗
Step 1:	Enter Assignment Date 8/14/2006 🗸 🗸	
Step 2:	Select Staff to Assign: Select Staff	
Step 3:	(Save & Return When Finished
Cancel		

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.

Edit Staff Record ID = 4083 - Microsoft Internet Explorer		
Edit Staff (Record ID = 4083)	Help 🖗	^
Fields marked with an asterisk*are required for NRS reporting.		
Assignment Date 8/14/2006 🛛 🗸		^
Start Date 7/3/2006		
End Date 6/30/2007		
Status Active 💙		
Last Name Balonis		
First Name Lisa		
Primary Assignment		
Title		
	10	
Teaching		
Assignment		
	4	
	A.	
Scope of		
Assignment		
	-	
		~
Cancel Save & Ré	sturn	
		~

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.

GridDelete - Microsoft Internet Explorer				
Delete Record	Help 🖗			
Are you sure you would like to delete this record?				
Yes No				

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

🕙 GridDelete - Microsoft Internet Explorer	
Delete Record He	<u>م</u> ۱p 🖗
Are you sure you would like to delete this record?	
Yes No	
Could not complete the desired action. Current context, da requirements prevent this.	ta, or
*Can not delete primary staff.	
	V

- 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:

GridDelete - Microsoft Internet Explorer	
Delete Record Help 🖗	
Are you sure you would like to delete this record?	
Yes No	
Could not complete the desired action. Current context, data, or requirements prevent this.	
*There are hours associated with this staff assignment.	
	~

Go to the Staff Hours folder and delete all hours.

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



🛅 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

C Logistics

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

Class Logistics					
CLASSSECTIONID-888					
Course Number	No Value Entered Open Lab	Level	Adult Ed No Value Entered No Value Entered	Status Enrolled Waiting Complete	Active 1 <u>Edit this section</u>
Logistics	Times Weeks of Class Hours per Week Hours per Term		Maxim ed Va Maxi Instru Class Meets	um Students um Students 500 ariable Credit Credits imum Credits uctional Area Requirement of Instruction	
Lo	Organization cation of Instruction Location Type Bldg/Room		Language o	Cost TotalPay	

Class Comments

Comments

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

To add a Comment, click Add New.

Comments	Add New	Delete

The following screen will appear:

🕙 LACES - Mic	rosoft Internet Explorer	
Date	Help 🖗 ed with an asterisk*are required for NRS reporting. 2/21/2008 🔹 No Value Entered 💌	^
Comment		
Cancel	Save & Return Save & New	
		~

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.

Class	
🛅 All Classes	
🗄 🛅 Status	
🗄 🛅 Term	
🗄 🛅 Level	
🗄 🛅 Program	
🗄 🛅 Keyword	
🗄 🛅 Department	

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
2005-2006(1)
2006 Fall(8)
2006-2007(1)
2007 Spr(7)
2007 Sum(1)
2007 Win(1)
No Value Entered(60)

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

Term No Value Entered 🔽

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	
Accepted as a high school equivale	nt(1)
🛅 Basic(14)	
📄 English Language Learner (ELL)(2)	
🛅 General(4)	
🛅 No Value Entered(58)	

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
Adult Ed(37)
Adult Ed-Basic(3)
🛅 Adult Ed-Diploma(1)
Adult Ed-ESL(23)
Adult Ed-GED(9)
Adult Ed-Other(2)
🛅 Adult Literacy(3)
🛅 Family Literacy(1)

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.

	* PROGRAM	Unassigned	*
--	-----------	------------	---

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.

Keyword No Value Entered 💙

Department

Click the 🔳 in front of the Department folder.

🗉 🛅 Department
🛅 null(28)
D ABE(6)
🛅 ESL(4)
GED Prep(5)
🛅 No Value Entered(35)
Social Studies(1)

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 preselected 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.

New	View	Find	Selection
A	dd Sta	ff Men	nber
_			

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.

		-
* CLASSIFICATION	Local Teacher 🗸 🗸	
* EMPLOYMENT STATUS	No Value Entered	
	Local Aide/Paraprofessional	
* FULLTIME POSITION	Local Counselor	
	Local Teacher	
FTE-Percent	Local Administrator	
Hire Date	Local Ancilliary Services	
Hire Date	Local Tutor	
Start Date	Local Supervisor	
	State Administrator	
Level of Education Completed	State Ancilliary Services	
	State Supervisor	
Prior Related Exp-Years	Clerical/Support	
Prior Teaching Exp-Years	Other	

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 dropdown 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."

New Staff Member		Help 🖗	
Fields marked with an	asterisk*are required for N	RS reporting.	
Title/Prefix	Sir 🗸	E-Mail	
* LAST NAME			
* FIRST NAME		SSN	
Middle Name		Birthdate	00/00/0000
Suffix	N/A 🕶	Gender	No Value Entered
		Ethnicity	No Value Entered 💌
Address1		Title of Position	
Address2		* CLASSIFICATION	No Value Entered
Zip		* EMPLOYMENT	No Value Entered 💌
City		* FULLTIME POSITION	
State	No Value Entered 💌	Hire Date	4/15/2008
Mail Preference	No Value Entered ⊻	Start Date	4/15/2008
		Level of Education Completed	No Value Entered
Home Phone		Prior Related Exp-Years	
Work Phone		Prior Teaching Exp-Years	
Mobile Phone			
Fax		* STATUS	No Value Entered 💌
Pager		Program	No Value Entered 💌
Other Phone		Department	No Value Entered 💌
Other Phone Type	No Value Entered 🛛 👻	Keyword	No Value Entered 💌

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:

* STATUS Active Title Department GED Prep	Program Adult Ed Keyword Academy/WW/BF <u>Edit this section</u>
	Title

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 Information					
PERSONID-52498				ж +	7 of
*	LAST NAME CEN	ICI	* STATUS Active	Program Adult Ed	
*	FIRST NAME Stac	2y	Title	Keyword Academy/WW/BF	
	Middle Name		Department GED Prep	Edit this section	
	Address1			E-Mail	
	Address2			SSN 2-41-2168	
	Zip 809	¥14		* CLASSIFICATION Clerical/Support	
	City CO	LORADO SPRINGS		* EMPLOYMENT STATUS Regular Staff	
	State CO			* FULLTIME POSITION False	
Ma	ail Preference No 1	Value Entered		FTE-Percent 0	
				Hire Date 9/11/2006	
	Home Phone 719	+-559-3693		Start Date 9/11/2006	
	Work Phone 719	}-564-6191 Ext		Level of Education Completed No Value Entered	
	Mobile Phone 719	} -560-7584		Prior Related Exp-Years 0	
	Fax 719	9-561-4529 Ext		Prior Teaching Exp-Years 0	
	Pager 719	9-561-9942			
	Other Phone 719	}-563-5366 Ext			
Othe	er Phone Type No 1	Value Entered			

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

PERSONID-52498				
Fields marked with an asterisk*are require	ed for reporting.			
	No Value Entered 💙	* STATUS	Active 💌	
* FIRST NAME	Stacy	Title]
Middle Name		Department	GED Prep 💌	
* LAST NAME	CENCI	Program	Adult Ed 💌	
Suffix	N/A 🛩	Keyword	Academy/WW/BF 💌	

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.

		7
* CLASSIFICATION	Local Teacher 🛛 👻	
* EMPLOYMENT STATUS	No Value Entered	
	Local Aide/Paraprofessional	
* FULLTIME POSITION	Local Counselor	
	Local Teacher	
FTE-Percent	Local Administrator	
Hire Date	Local Ancilliary Services	
Hire Date	Local Tutor	
Start Date	Local Supervisor	
	State Administrator	
Level of Education Completed	State Ancilliary Services	
	State Supervisor	
Prior Related Exp-Years	Clerical/Support	
Prior Teaching Exp-Years	Other	

Staff Classification menu

*Employment Status:

Staff should be assigned an employment status at intake, by choosing from the modifiable dropdown 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 dropdown 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.

Class Assign Class Delete								
	Term	Course Number	Title	Primary	Assigned	Start	End	Status
	2006-2007	ac-1	Academy	True	09/11/2006	09/11/2006	06/30/2007	Active
	2006-2007	bf-1	Belle Fourche	True	09/11/2006	09/11/2006	06/30/2007	Active

Staff: Class folder screen

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

Assign Class Staff Name: CE	gn Classes Help 🆓 Name: CENCI, Stacy		
Step 1:	Enter Assignment Date	2/5/2008	
Step 2:	Select Classes to Assign: Select Class(es)		
Step 3:		Save & Return When Finished	
Cancel			

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.

∃ Status ∃ Term ∃ Level	Use checkbox(es) to make selec Title V Begin			to continue.		
	Term	CourseNumber	ClassSectionTitle	Status	Keyword	AssignedStaffNam
Keyword	Term 2007-2008 2008 Win	S1201	Science 101	Active	Class Keyword 1	
Department	2008 Win		Shannon's Super	Active	No Value Entered	
	No Value Entered		TEEN	Active	No Value Entered	
	No Value Entered		Debbie's Class	Active	No Value Entered	
	No Value Entered		Josh's Class	Active	No Value Entered	
	No Value Entered		DeShonda's Class	Active	No Value Entered	
	2007 Fall		Phyllis' ESL	Active	No Value Entered	
	2007 Spr	101	Jackie's Adult Day	Active	No Value Entered	

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.

Edit Class Assignment (Record ID = 34353)					
Fields marked with an asterisk*are r	equired for NRS reporting.				
Term	2006-2007				
Course Number	ac-1				
Title	Academy				
Primary Assignment					
Assignment Date	9/11/2006				
Start Date	9/11/2006 🗸				
End Date	6/30/2007 🗸				
Status	Active 🔽				
Cancel	Save & Return				

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.

D-226203					
	* LAST NA		* CTATUR A NUM		
					Instructor
	Middle Na	ime		Department	Math
s Add New	Delete	Title	Туре	Hrs Present	Hrs Absent
		Courselant 400	Instruction	8	0
lo Value Enterec	01/31/2008	Geometry 422	Instruction		-
lo Value Enterec lo Value Enterec		Study Skills	Instruction	8	0
	s Add New	* LAST NA * FIRST NA Middle Na s Add New Delete	* LAST NAME Staff * FIRST NAME Stacey Middle Name	* LAST NAME Staff * FIRST NAME Stacey Middle Name	* LAST NAME Staff * STATUS * FIRST NAME Stacey Title Middle Name Department

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 Staff Hou	irs					Help 🖗
Log Hours 🗌	Date	Title	Туре	Attend V	Hours	
	4/15/2008	Geometry 422	Instruction 💌	V	2	
	4/15/2008	Study Skills	Instruction 💌	~	2	
	4/15/2008	Tutor Training 1/08	Instruction 💌		2	
Cancel			Please	click only	ONCE to a	Save & Return

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 Enro	llment				
PERSONID-226203					
	* LAST NAME Sta * FIRST NAME Sta Middle Name		* STATUS A Title I Department N	nstructor	
Staff Workshop Enro	llment				
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.

Staff Demographics							P	rint Pro	eview 🗳
PERSONID-226203					н	+	2 of 2	+)	🙌 Re
	* LAST NAME Staff * FIRST NAME Stacey Middle Name		* STATUS Active Title Instructor Department Math	Program Adul Level Keyword Staff Edit section <u>Click</u>	Keyword 1				
	Gender Female Ethnicity Hispanic Birthdate 3/7/1967 Birthdate verification Born outside US False Country of Birth No Value Entered Registered Voter False		Immigrant False USCitizen False Country of Citizenship United States Marital Status Married Number of Dependents 0						
Age 41					(Age is recal	culated	l when bir	thdate is	s saved)

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 dropdown 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.

Sta	aff Diploma and	Credential Info	mation Add New Delete		
	Date Earned	Award Date	Туре	Diploma/Credential	Description/Number
	01/31/2008	01/31/2008	Certification	Teacher Certification	56928

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 Diploma/Credential Record
Fields marked with an asterisk*are required for NRS reporting.
Expected Award Date 1/31/2008
Date Earned 1/31/2008
Actual Award Date 1/31/2008
Name of Diploma/Credential Teacher Certification
Diploma/Credential Type Certification
Description/Number 56928
Person's Name Displayed on Diploma/Credential
Completed Requirements 🔽
By Exam Only
Cancel Save & Return Save & New

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				
PERSONID-226203				
	* LAST NAM * FIRST NAM Middle Nam	IE Stacey	* STATUS Title Department	Instructor
Staff History	dd New Dele	ete		
Start Date 07/24/2007	End Date	Status Active		

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 Staff History	
Fields marked with an as	sterisk*are required for NRS reporting.
Start Date	4/15/2008
End Date	00/00/0000 🗸
Status	Active 🗸
Cancel	Save & Return Save & New

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.

S	Staff Work History Add New Delete						
		Start Date	End Date	Status	Occupation	Description	Salary
	10	0/01/2007		Employed-Full	File Clerks		

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 Work	History	Help 🖗	
Note: To d	ed with an asterisk*are required for NRS reporting. Change the Employment Status, be sure to also add an end o the previous Work History record after saving this record		^
Start Date	2/5/2008		
End Date	00/00/0000		
Status	Employed-Full		
Occupation	Insulation Workers		
Employer	Primatech		
Salary	12,500		~
<		>	
Cancel	Save & Return Save & New		

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 Checkout							
PERSONID-226203							
	* LAST NAME	Staff		* STATUS Act	ive		Pro
	* FIRST NAME	Stacey		Title Ins	tructor		Keyv
	Middle Name			Department Mat	th		
Check out							
Material Name	Copy Number	Material Type	Status	Start Date	Due Date	Return Date	Amt. 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.

Staff Comments				
PERSONID-226203				
	* LAST NAME S * FIRST NAME S Middle Name		* STATUS Title Department	Instructor
Comments Add	New Delete			
Date	Туре		Comment	
02/18/2008	Weekly Report	Tur	med in class hours today.	
09/12/2007	Phone	Sta	cey is sick and will not be at work today.	

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.

Add Com	ients	Help 🖗
Fields mark	ed with an asterisk*are required for NRS reporting.	
Date	3/31/2008	
Туре	No Value Entered 💌	
	No Value Entered	
Comment		
	~	
Cancel	Save & Return Save & New	

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.

🛛 Sta	aff
	All Staff
۵ 🖻	Current Status
🗉 🛅	Employment Status
🗉 🛅	Job Classification
🗉 🛅	Program
🗉 🛅	Department
± 🗎	Fulltime
± 🗎	Keyword

Staff tab

Each folder (with the exception of All Staff) can be expanded by clicking the plus (\blacksquare) 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 (\blacksquare) in front of the folder.

🖃 🛅 Current Status	
Active(8)	
Left(7)	

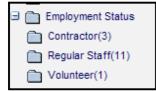
Staff Current Status folder

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 dropdown 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.

RSONID-8007		Her
elds marked with an asterisk*are required for reporting.		
* LAST NAME BANAS	* STATUS Left	Program Adult Ed
* FIRST NAME Teresa	Title Instructor	Keyword Academy/WW/BF
Middle Name	Department GED Prep	Edit this section
Address1 PO Box 91	E-Mail 0098	
Address2	SSN 511-40-0212	
Zip	* CLASSIFICATION Local Teacher	~
City	* EMPLOYMENT STATUS Regular Staff	
State CO	* FULLTIME POSITION	
Mail Preference No Value Entered	FTE-Percent 0	
	Hire Date 00/00/0000	
Home Phone	Start Date 00/00/0000	
Work Phone	Level of Education Completed Bachelor's Degree	
Mobile Phone	Prior Related Exp-Years 0.	
Fax	Prior Teaching Exp-Years 0	
Pager		
Other Phone		
Other Phone Type No Value Entered		

Staff Employment Status field in the Key Info folder

Job Classification

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

🖃 🚞 Job Classification	G
Clerical/Support(1)	-
Local Administrator(2)	
🛅 Local Ancilliary Service	s(3)
Local Teacher(9)	

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.

* CLASSIFICATION	Local Teacher	~	
* EMPLOYMENT STATUS	No Value Entered		
* FULLTIME POSITION	Local Aide/Paraprofessional Local Counselor		
FTE-Percent	Local Teacher		
	Local Administrator Local Ancilliary Services		
Hire Date	Local Tutor		
Start Date	Local Supervisor State Administrator		
Level of Education Completed	State Ancilliary Services		
Prior Related Exp-Years	State Supervisor		
Thor Related Exp-Tears	Clerical/Support Other		
Prior Teaching Exp-Years			

Staff Classification menu

Program

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

🖃 🛅 Program
Adult Ed(11)
Adult Literacy(1)
Corrections(2)
Workplace(1)

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.

Program	Adult Ed	~
Keyword	No Value Entered	
-	Adult Ed	
	Adult Literacy	
	Family Literacy	
	Workplace	
	Corrections	
	Other	

Staff Program menu

Department

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 To view the sub-folders in the Department folder, click the plus (1) in front of the folder.

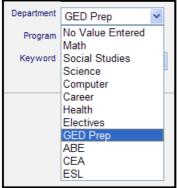


Expanded Staff Department folder

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 department 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.

Keyword	Philip	*	
	No Value Entered Staff Keyword 1		
	Spf/Lead		
	Sturgis		
	BF/Spf		
	Academy/WW/BF		
	Philip		

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.

New	View	Find	Selection	
Add Tutor				
Add Tutor -No DOB				

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 usermodifiable 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 N	RS reporting.	
Intake Date	00/00/0000	Keyword	No Value Entered 💙
Title	Sir 💌	Level	Level Not Defined
* LAST NAME			No Value Entered
Middle Name		Birthdate Not required but used by some reports	00/00/0000 💙
* FIRST NAME		Age	
		* GENDER	No Value Entered 🗸
		* ETHNICITY	No Value Entered 💌
Address1		Source Type	No Value Entered
Address2		Source Name	No Value Entered 💌
Zip			
City		Home Phone	
State	No Value Entered 💌	Work Phone	
Mail Preference	No Value Entered ⊻	Mobile Phone	
E-Mail		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
🛅 Pairs
🛅 Groups
Workshops
🛅 Pair/Group Hours
🛅 Unlinked Hours
Demographics
🛅 Tutor History
🛅 Goals
🛅 Material
🛅 Language
Preferences
🛅 Referrals
Comments
🛅 Work History

Tutor Key Info

🛅 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
- Top Pane
- Status •

•

- Keyword •
- Program •
- Intake Date •
- Address1
- Address2 •
- City •
- State •
- Zip
- Mail Preference •

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

- 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.

Reak to List		
Back to List	Delete	Edit

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

Edit this section

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.
If ← 1 of 69 → >>

Tutor Pairs



CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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

т	Tutor Pairs Add New Delete							
	Match Date	Start Date	End Date	Status	Student First Nar	Student Last Nan	Hours	
	07/18/2007	07/18/2007	03/18/2008	Dissolved	Dale	Michaels	0	

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.

https://lacesliteracy.literacypro.	com - Edit Tut	or Pairs Recor	d ID = 181735 - M	ii 💶 🗖 🔀
Edit Tutor Pairs (Record ID =			Help	?
Fields marked with an asterisk*are Match Date Start Date	7/18/2007	S reporting.		
End Date	3/18/2008 Dissolved 🗸	*		
Student First name Student Last name Hours	Dale Michaels			
Cancel		Save & Ref	urn	~
E Done			🔒 🎯 Interne	t 🥁

There are two additional buttons:

Add New	Delete

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)

R	egister for Group	Add New	Delete					
	Group	Assigned	Status	Start Date	End Date	Program	Primary	
	Army Communit	03/18/2006	Inactive	02/07/2008	03/18/2008	No Value Entered	False	

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)

т	itor Workshop Enr	ollment					
	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.

Tuto	r Pair/Group I	Hours										Pril
TUTO	RID-358626										+	2 of 39
First Name Lee Keyw					Status Left yword No Value <u>Edit this s</u>	Entered						
			_						-		-	
	Date	Student	Туре	Hrs Present		Date	Last Name	First Name	Туре	Hou	rs Pre	esent
	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								

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.

Unlinked Hours	Add New	Delete

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.

Demographics

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

🛅 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

🛅 Language

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

Tutor Preferences

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 Preference Help 🖓 Fields marked with an asterisk*are required for NRS reporting. To fill out these fields it would be helpful to note: Choice - Type in a consistent text value in this field, such as for Smoking: Yes, No or Doesn't matter Weight - Type in a numeric value to assign importance, 1 = least important, 100 =	
To fill out these fields it would be helpful to note: Choice - Type in a consistent text value in this field, such as for Smoking: Yes, No or Doesn't matter	8
most important	
Effective Date 2/1/2008 Item Age Range Choice 55-70 Weight 100 Comment Works best with this age	
Cancel Save & Return Save & New	*

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

🛅 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.

🗿 https://l	acesliteracy.literacypro.com - LACES - Microsoft Internet Exp	lorer	
Add Ref		Help 🖗	
	rked with an asterisk*are required for NRS reporting. 2/1/2008		
Туре	No Value Entered 💌		
Status	No Value Entered 💌		
Cause	No Value Entered		
Purpose	No Value Entered		
			語
Cancel	Save & Return Save & New		
			~
🗿 Done	A	🎯 Internet	

- 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



CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

	All Tutor
🗉 🧰	Status
🗉 🧰	Keyword
🗉 🧰	Program
🗉 🧰	Ethnicity

Each folder (with the exception of All Tutor) can be expanded by clicking the \square 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

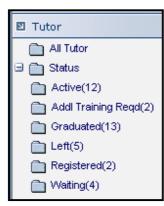
By default, when you open a LACES database the number of tutors who display after clicking the Tutor tab will be the number of *current fiscal year* tutors.

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."

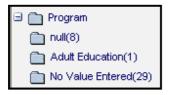
Keyword can be entered at the new tutor intake screen. If adding or editing a keyword:

- 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.

Program	No Value Entered 🛛 🗸	
	No Value Entered Adult Education Adult Literacy Family Literacy Workplace Work-based Project Learner Corrections Other	

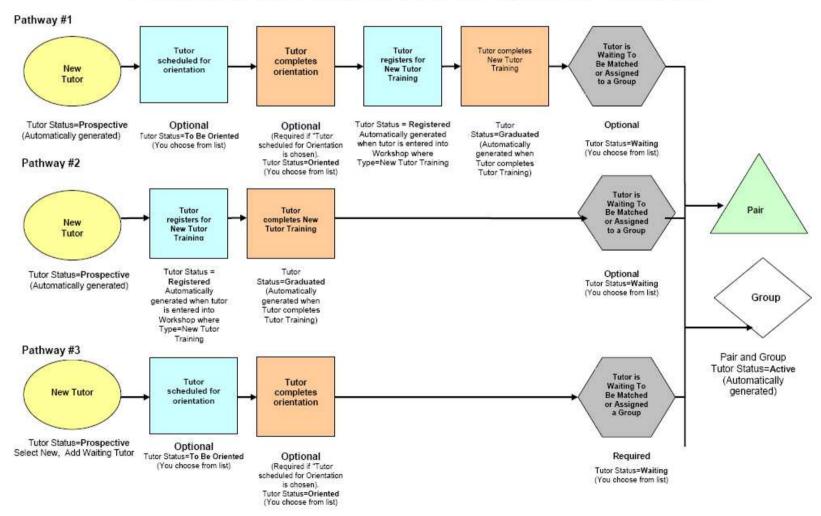
Ethnicity

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

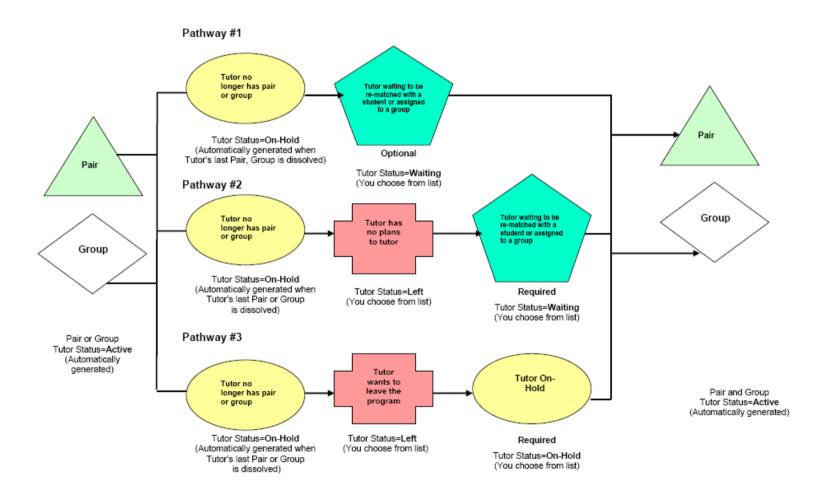
There are three pathways available for enrolling a tutor - based upon how your organization works. The choice is up to you.

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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.



CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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. Doubleclick 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.

Step 1:	Match Date	5/10/2007 🖌	
	Program	Adult Ed 🗸	
		<u> </u>	
Step 2:	Select Student		
		<u></u>	
Step 3:	Select Tutor		
		~	
Step 4:		[Save & Return When Finished

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	
PAIRD-181768	KK
Fields marked with an asterisk*are required for reporting.	
Student Name Perard, Gardy charles	Tutor Name Clooney, Brad
Student Status Active	Tutor Status Active
Work phone	Work phone
Home phone	Home phone

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.

	₩ ←
	Tutor Name Clooney, Brad
	Tutor Status Active
	Work phone
	Home phone
Status Active	Location
	Program Adult Literacy
	Status Active Keyword Weekly Time

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 dropdown 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				
PAIRID-181795				
		St	udent Name	e Delamare, David
		Stu	dent Status	s On Hold
		١	Vork phone	9
		н	ome phone	864-427-1111
Pair Histor	y	Add New Delete)	
Start (Status		
04/17/2	2008	Dissolved		
03/11/2	2008	Active		

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 Pair History
Fields marked with an asterisk*are required for NRS reporting.
Start Date 4/17/2008
Status On hold 💌

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.

Add Pair Hours			Help 🖗
7/23/2007			
	Tutor	Student	
Instruction		0	
e-hours	0	0	
Computer	0	0	
Lab	0	0	
Prep	0	0	
Travel	0	0	
Other	0	0	
Cancel		Save & Retu	urn Save & New

Adding hours to a Pairs record

Pair Other Hours

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

El User	Student Comment	s						Prin	int Previ
🛙 Student									
Key Info	STUDENTID-66099						H4 +-	1 of 57	+ >>
Accommodations									
Address History	1	Last Name ADERMAN	Overall Status Enrolle	ed		Current	Level Beginning ABE		
Assessments	1	First Name Pat	Primary Program Adult 8	Ed		Entry	Level Beg Lit ABE		
Classes	Mi	ddle Name	Keyword TANF			For Subject	Area Read		
Class Hours		SSN 316-56-501	4				Edit this section		
Comments							State of the state of the state of the		
Custom Fields									
Demographics	Student Commer	nts Add New	Delete		Pair Comments				
Diploma Info					Date	Туре	Comment	1	
Disability	Date	Туре	Comment		N N STATE	.7			
Education	02/12/2008	general comment	Pat called and will miss class next week due to vacationMT						
Fiscal Year	10/26/2007	general comment	Pat called and is ill. Will be out 1-2 daysJS						
Goals & Ach									
Health Data									
Identification									
Instructional Areas									
Language									
Level History									

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.

Add Comm	ents	Help 😨
Fields marke	d with an asterisk*are required for NRS reporting.	
Date	3/31/2008	
Туре	No Value Entered 🔽	
	No Value Entered A	
Comment		
	~	
L		
Cancel	Save & Return Save & New	

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.

🛛 Pair
🛅 All Pair
🗄 🛅 Status
🗄 🚞 Program
🗄 🛅 Keyword
🗄 🛅 Level

Each folder (with the exception of All Pair) can be expanded by clicking the \textcircled 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.

🛅 All Pair

Status

Click the 🔳 in front of the Status folder.

🛛 Pair
🛅 All Pair
🖃 🚞 Status
Active(10)
Dissolved(18)

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.

Program	No Value Entered	<	
	No Value Entered		
	Adult Education		
	Adult Literacy		
	Family Literacy		
	Workplace		
	Work-based Project Learner		
	Corrections		
	Other		

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.

No Value Entered 💌	Keyword
--------------------	---------

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 pregenerated 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-usermodifiable 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."

Quick Add: Group	Help 🖗
Fields marked with an aste	risk*are required for NRS reporting.
Group Name	ESL Prep
Start Date	7/1/2007 🗸
End Date	6/30/2008 🗸
Program	Adult Literacy
Dept	ESL 💌
Term	2007-2008
Days	MW
Times	MW 8:00-10:00
Bldg/Room	Building B Rm 230 💌
Max Enroll	30
Status	Active 🗸
Keyword	No Value Entered
Level	No Value Entered
Cancel	Save & Return Save & New

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	Rec	ords Selected	Total 22 Records					
		StartDate	GroupName 🔶	Status	InstructionalLevel	Keyword	MainTutor	
	V	01/28/2008	Adult Ed Experien	Active	No Value Entered	No Value Entered	Wookie, Chewie	
	V	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, Professo	a -
		07/01/2007	Basic Math	Completed	No Value Entered	English as a Seco		
	V	07/01/2008	Bob's Group	Active	No Value Entered	No Value Entered		
		03/01/2007	ESL Prep	Active	Basic	English as a Seco		
	V	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		
	V	01/01/2008	Instruction 2008	Active	No Value Entered	No Value Entered		
	V	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		
	V	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		
	V	10/08/2007	Liz's Group	Active	No Value Entered	No Value Entered		
	V	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		
	V	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.

New View	Find	Selection	Pri	nt	H
		All			
		Subset			
		Omit			
		Save			
Page 1	of 1	Load		es	h

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.

Duplicate Groups Setup
Duplicate groups will be created with STATUS: Active
in TERM/SEMESTER: 2007-2008
with the following BEGIN DATE: 00/00/0000
and END DATE: 00/00/0000
Cancel GO!

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.

🕙 Confirm - Microsoft Internet Explorer	
Confirm	
[1] Duplicate	
GED Math & Science 2006-2007? Enroll all students from this class with registration date 6/14/2006	Cancel OK

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
🛅 Atte	endance
📄 Dire	ctory
🛅 Tuto	ors
🛅 Tuto	or Hours
Con Con	nments

Group Key Info

Key Info	
 AU 1	

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.

Enr	roll A Student	Add New De	lete Add Stud	lent Hours	Add Tutor Hour	s Complete Group
	Last Name	First Name	Status	Start Date	End Date	

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.	

1 of 69

Enroll Student(s)

H4 🔶

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).

🕙 LACES - Mici	rosoft Internet Explorer	
Enroll Nev Class Title: A	w Students IBE	Help 🖗
Step 1:	Enter Enrollment Date	
Step 2:	Select Students to Enroll: Select Student(s)	
Step 3:	Sav	e & Return When Finished
Cancel		V

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.

LACES Data Chooser - Microsoft Internet Explorer										
All Students	Us	e check	box(es) to r		, and then click					
🗄 🛅 Primary Program	Last Name 💙 Begins with 💙									
🗄 🧰 Entry Level	75 Records Selected Total 75 Rec									
🗄 🛅 Current Level			Las	tName	FirstN					
🗄 🛅 Subject Area			Abeyta		Mark					
🗄 🛅 Assessment Status			AJremillo	1	jello					
🗄 🧰 Keyword			ALCALA		PETTY					
⊞			Apache		Shianna					
🕀 🛅 Ethnicity			Apple		Mac					
🗄 🧰 Correctional			Austin		Marlo					
🖽 🦳 Employment Status										

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

Use Selected >>

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

🕘 LACES - Micro	soft Internet Explorer		
Enroll New Class Title: ABI		Help 🖗	
Step 1:	Enter Enrollment Date	2/5/2008	
Step 2:	Select Students to Enroll: Select Student(s)	Austin, Marlo Abeyta, Mark Apple, Mac AJremillo, jello	
Step 3:		Save & Return When Finished	
Cancel			~

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.

🚰 GridDelete - Microsoft Internet Explorer	
Delete Record	Help 🖗
Are you sure you would like to de record?	elete this
Yes No	

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

🚳 GridDelete - Microsoft Internet Explorer		
Delete Record	Help 🖓	<u>~</u>
Are you sure you would like to delete record?	this	
Yes No		
Could not complete the desired action. Current con requirements prevent this.	text, data, or	
'Please Delete hours associated to this Class first.		
		~

Complete Students

1. Click the Complete Group:

Γ	Complete Group	٦
_		_

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

Change Date for all 2/29/2008 Image: Charmeless of Charmeless of Charmeless of Completed Class Status Image: Charmeless of Charmeless of Charmeless of Completed Class Image: Charmeless of Completed Class Image: Charmeless of Completed Class Image: Charmeless of Charmeless of Charmeless of Charmeless of Completed Class Image: Completed Class Image: Completed Class Image: Completed Class Image: Charmeless of Charmeless of Charmeless of Completed Class Image: Completed Class I	Complete this	s group				Help 🖗
✓ 2/29/2008 Charmless Princess Completed Class ✓ ✓ 2/29/2008 Granger Hermione Completed Class ✓						
		2/29/2008	Charmless	Princess	Completed Class 👻	Save & Return

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.

Add Attendance - Microsoft Internet Explorer
Add attendance or hours
For Class: Math class
Meeting on:
Today's Date: Thursday, February 21, 2008 Last Date hours entered: Monday, August 28, 2006 Enter O Today's Attendance
○ Yesterday's Attendance
 Another day's attendance
Date: 2/21/2008
Hours on Day Specified: 0
Type of Hours: Instruction
Cancel

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.

🕙 Add Attenda	ance - Microso	ft Internet	t Explorer									
Add atten	dance or hou	irs										Help 🖗
	irs you must did k the Save&Reti				cate entri	ies.						
Log Hours 🗹	Date	Last Name	First Name	Туре	Attend	Hours L	.ate A	Absent	Excuse			
	2/19/2008	SMITH	PAUL	Instruction		2 [0				
	2/21/2008	Turner	Dean	Instruction		3 [0				
Cancel						Please	click	only O	INCE to a) void di	Save & I uplicate	

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.

0	Add Attendar	ice - Microsof	t Internet I	Explorer				
	Add attenda	ance or hou	rs					Help 🖗
		s you must dick the Save&Retu				ate entri	ies.	
	Log Hours 🗹		Last	First		Attend		
	Hours 💌	Date	Name	Name	Туре	✓	Hours Late Absent Excuse	
		2/19/2008	SMITH	PAUL	Instruction	V	2 0	
		2/21/2008	Turner	Dean	Instruction	✓	3 0]
	Cancel						Save & Re Please click only ONCE to avoid duplicate e	
	NOTE: LACES ha Line 1 SMITH,PAU Line 2 Turner,Dea	JL: *Date of Atten	dance needs	to be during o	or after Studer	it's Class		

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

Recent Attendance Add New Delete All Attendance
All Attendance
All Attendance Add New Delete Recent 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.

🗿 GridDelete - Microsoft Internet Explorer		
Delete Record	Help 🖗	
Are you sure you would like to de record?	elete this	
Yes No		

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.

Dire	ctory							
	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.

Assign 03/11/20	ed St	art	E . J				
03/11/20		and	End	Status	Last Name	First Name	Primary
	008 10/01/	2007 12/3	31/2008 A	Active	Barebones	George	True
03/11/20	008 10/01/	2007 12/3	31/2008 A	Active	Fillion	Nathan	False
03/11/20	008 10/01/	/2007 12/3	31/2008 A	Active	Riddell	Christy	False

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

Assign Tutor Group Name: Jur	nping Jacks	Help 🖗
Step 1:	Enter Assignment Date 3/1	/2008
Step 2:	Select Tutor to Assign: Select Tutor(s)	× ×
Step 3:	<u>I</u>	Save & Return When Finished

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.

Edit Tutor (Record ID = 224239)	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Assignment Date 3/11/2008 🗸	
Start Date 10/1/2007 🗸	
End Date 12/31/2008	
Status Active 🗸	
Last Name Barebones	
First Name George	
Primary Assignment 🔽	
Cancel Save & Return	

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.

GridDelete - Microsoft Internet Explorer	
Delete Record	Help 🖓
Are you sure you would like to del record?	ete this
Yes No	

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.

Add New	Delete	
	Add New	Add New Delete

The following screen will appear:

🙆 LACES - Mic	rosoft Internet Explorer	
Date	Help ad with an asterisk*are required for NRS reporting. 2/21/2008	?
Comment		
Cancel	Save & Return Save & New	
		~

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.



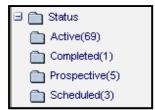
Each folder (with the exception of All Group) can be expanded by clicking the \exists symbol in front. The folders will display the number of groups that have additional information entered within the group record that causes them to count in the folder. To display a list of groups with a particular 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 <a>Immu 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
Accepted as a high school equivalent(1)
Basic(14)
English Language Learner (ELL)(2)
General(4)
No Value Entered(58)

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

🗉 🛅 Keyword
🛅 English as a Second
No Value Entered(19

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 Keyword 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."

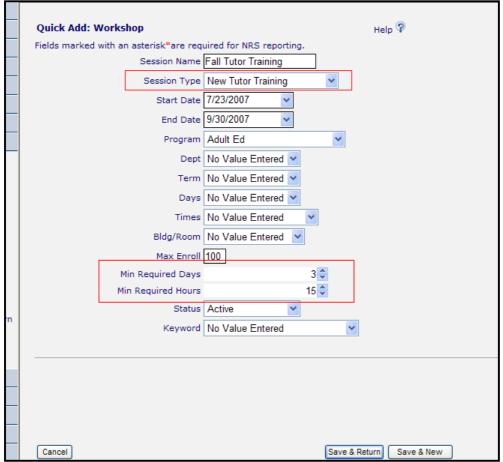
Min Required Hours: A numeric field to indicate the minimum number of required hours a person must attend the workshop in order to successfully complete it. **Please note:** You are not required to set a minimum number of days and/or minimum number of hours that a registrant must attend the workshop, 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).

Back to List	Delete

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.

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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.

Step 1: Enter Enrollment Date 2/1/2008	
Callert Triterate Errolly	
Step 2: Select Tutor to Enroll: Select Tutor	~
Step 3: Save & Retu	rn When Finished

Enroll Nev Vorkshop N	v Person ame: Orient Feb 2008	Help 🖗
Step 1:	Enter Enrollment I	Date 2/1/2008
Step 2:	Select Person Type to En Any Person V Select Pers Any Person Tutor	
Step 3:	Staff Donor	Save & Return When Finished
Cancel	Contact Volunteer Student	

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.

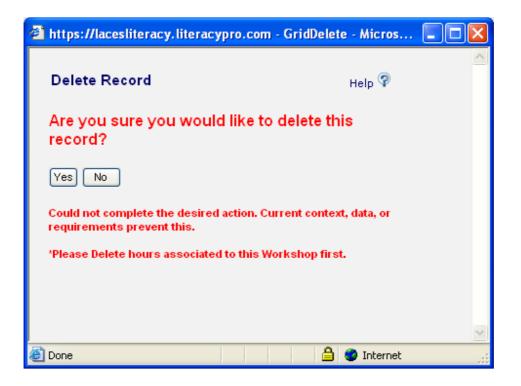
Delete

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.

🗿 https://lacesliteracy.litera	cypro.com - GridDelete - Micros 🔳 🗖 🔀
Delete Record	Help 🖗
Are you sure you wou record?	Id like to delete this
Yes No	
🙆 Done	🔒 🥩 Internet

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.

https://laceslite	eracy.literacypro.com	- CloseClass - Micr	osoft Internet Expl	orer	
Complete this	s Workshop				Help 🖗
Change Date for a 2/1/2008	all				
Update 🗹 🗸	End Date 2/1/2008	Last Name Saphie	First Name Etoile	Status Completed Class 💙	
Cancel				(Save & Return

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.

Add attendance or hours
For Workshop: Tutor Training 1/08
Meeting on:
Today's Date: Friday, February 1, 2008
Last Date hours entered:
Enter
🔿 Today's Attendance
🔿 Yesterday's Attendance
O Another day's attendance
Date:
2/1/2008
Hours on Day Specified: 10
Cancel

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.

🕙 https://lacesliterad	cy.literacypro.com -	Add Attendance -	Microsoft Internet	Explorer			
Add attendance	or hours						Help 🖗
	must dick the Log Hou ave&Return button only		licate entries.				
Log Hours 🗹	Date	Last Name	First Name	Attend 🔽	Hours	Absent	
	2/1/2008	Saphie	Etoile	✓	10	0	
Cancel			Please c	lick only Of	NCE to avoi		Return e entries

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.

st	aff Assign	Staff Del	ete							
	Assigned	Start	End	Last Name	First Name	Primary	Title	Teaching Assignment	Scope of Assignment	
	02/01/2008	01/08/2008	01/17/2008	Staff	Stacey	True				

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

Assign Staff Vorkshop Name	:: Tutor Training 1/08		Help 🖓
Step 1:	Enter Assignment Date	2/1/2008	
Step 2:	Select Staff to Assign:		
Step 3:		(Save & Return When Finished

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.

Edit Staff (Record ID = 107) Help ? Fields marked with an asterisk*are required for NRS reporting. Assignment 1/8/2008 · Start Date 1/8/2008 · End Date 1/17/2008 · Status Active · Isatus Active · Last Name Staff First Name Stacey Primary · Title · Teaching · Assignment · Scope of · Assignment · Cancel Save & Return	https://laceslite	racy.literacypro.com	- Edit Staff Record ID = 10	7 - Microsoft Int	
Assignment 1/8/2008 Date 1/8/2008 End Date 1/17/2008 Status Active Last Name Staff First Name Stacey Primary Assignment Title Teaching Assignment Scope of Assignment	Edit Staff (Rec	cord ID = 107)		Help 😨	
Teaching Assignment	Assignment 1 Date 1 Start Date 1 End Date 1 Status / Last Name S Prins Name S Primary p	1/8/2008 1/8/2008 1/8/2008 Active taff tacey	red for NRS reporting.		
Scope of Assignment	Teaching				
Assignment	Assignment			~	
Cancel Save & Return					ļ
	Cancel		Save & Return]	~

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.

🚰 GridDelete - Microsoft Internet Explorer	
Delete Record	Help 🖗
Are you sure you would like to dele record?	te this
Yes No	

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 Logistics				
WORKSHOPID-273948				
Session Nar	e Tutor Training 1/08	Program Adult Literacy	Times	W 7:00-8:00
Session Ty	e New Tutor Training	Dept No Value Entered	Status	Active
Te	m No Value Entered	Keyword No Value Entered	Enrolled	1
Start Da	te 1/8/2008	Bldg/Room No Value Entered	Maximum	100
End Da	te 1/17/2008	Days M		Edit this section
Logistics		Minimum Students		
		Cost		
		Location of Instruction		
		Notes / Meeting details		

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.

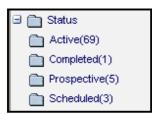
Туре

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 Keyword 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.

Back to List	Delete	Edit
]		

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

Edit this section

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

		ord and any of the corresponding folders, you can click the arrows move through the records viewing the same folder.
🔫 🔶 1 of 69	→ ₩	

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	The following	screen will appear.	Enter the information and click Save & Return
---	---------------	---------------------	---

A https://laces	literacy.literacypro.com - LACES - Microsoft Internet Explorer	
Add Donatio	n Help 🖗	
Туре	No Value Entered 💌	
Value \$		
Deductible\$	\$	
Campaign	No value entered 🛛 👻	
		=
Comment		
Commenc		
	<u>8</u>	
-		
· · · · · · · · · · · · · · · · · · ·		
Cancel	Save & Return Save & New	
		12223
8.		×
🕘 Done	🗎 🧶 Internet	

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

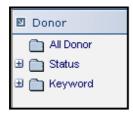
CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

- 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 \blacksquare 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.

🖃 🛅 Status
Active(9)
🛅 No Value Entered(11)

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.

🗄 🚞 Keyword

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	
Material	
🗎 Work History	

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.

Back to List	Delete	Edit

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

Edit this section

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 \square 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.

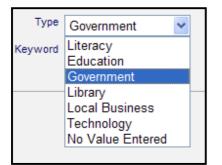


Contact status can be:

- 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.

New View Find Selection Print			Print	
Add Community Volunteer				

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 dropdown 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.

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	Status	Active
Last Name	Stedry	Keyword	No Value Entered 🖌
Middle Name		Туре	Office 💌
First Name	Judith		
Suffix	N/A 🛩		
		Home Phone	
		Work Phone	
Title of Position		Mobile Phone	
Address1	367 Kalmia Ave	Fax	
Address2		Pager	
Zip	80503	Other Phone	
City	LONGMONT	Other Phone Type	No Value Entered 🛛 👻
State	CO 🔽	E-Mail	
Mail Preference	Any		

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:

VOLUNTEERID-219499		
Last Name		
First Name	Glenn Type	Mailings
Middle Name	G Keyword	No Value Entered
		Edit this section

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 Information			
VOLUNTEERID-219499			H4 +
	Last Name Smith First Name Glenn Middle Name G	Status Active Type Mailings Keyword No Value Entered <u>Edit this section</u>	
Intake Date	7/30/2004	Mobile Phone	
Title		Fax	
Address1		Pager	
Address2		Other Phone	
City		Other Phone Type N	lo Value Entered
State	No Value Entered		
Zip		E-Mail	
Mail Preference	No Value Entered	Source Type	
		Source Name	
Home Phone		Highest Education Completed	
Work Phone			

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.

Hou	Hours Add New Delete						
	Date	Туре	Hours	Comment			
	03/06/2008	Fundraising	8.00				
	02/15/2008	Mailing	8.00				
	01/07/2008	Special Events	6.00	Spelling Bee			

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 Hours	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Date 3/6/2008 💙	
Type Fundraising	
Hours Present 8	
Comment	
Cancel Save & Return Save & New	

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.

Voli	unteer Histor	Add New	Delete
	Start Date	Status	
	03/18/2008	Left	
	07/01/2006	Active	

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 Volunteer Status History				
Fields marked with an asterisk*are require	d for NRS reporting.			
Start Date 3/18/2008	~			
Status On Hold	×			
Cancel	Save & Return Save & New			

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.

Volunteer Demographics		Print Preview 🗏 Help 🖗
VOLUNTEERID-219505		KK ← 6 of 9 → >>> Refresh 🍣
Last Name Jones First Name George Middle Name	Status Left Type Office Keyword No Value Entered <u>Edit this section</u>	
Gender Male Ethnicity Unknown Birthdate 6/7/1964 Birthdate verification Born outside US False Country of Birth No Value Entered	Registered Voter False Immigrant False USCItizen False Country of Citizenship No Value Entered EMPLOYMENT STATUS No Value Entered <u>CLICK TO EDIT EMPLOYMENT STATUS</u> Military Service Experience No Value Entered	Marital Status No Value Entered Number of Dependents 0
Age 43		(Age is recalculated when birthdate is saved)

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 dropdown 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.

Comments Add New Delete						
	Date	Туре	Comment			
	01/16/2008	comment 1	Would like to assist with the spelling bee in the spring			
	03/14/2008	No Value Entered	Wants to attend workshop in May			

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 Add New Delete						
	Start Date	End Date	Status	Occupation	Description	Salary
	10/01/2007		Employed-Full	Teacher Assistants		

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.

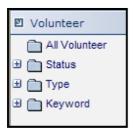
When you have completed adding or modifying the record, click Save & Return to return to the volunteer folder, or Save & New to save and add another work history record.

Add Work	History	Help 🖗	
Note: To (ed with an asterisk*are required for NRS reporting. change the Employment Status, be sure to also add an end o the previous Work History record after saving this record		^
Start Date	2/5/2008 🗸		
End Date	00/00/0000		
Status	Employed-Full		
Occupation	Insulation Workers		
Employer	Primatech		
Salary	12,500		~
<		>	
Cancel	Save & Return Save & New		

Add New Work History window

Volunteer Tab

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 The Volunteer Tab in LACES displays 4 folders.



Each folder (with the exception of All Volunteer) can be expanded by clicking the B 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.

🗄 🛅 Keyword

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.

N	lew	View	Find	Selection	Print	Help
	A	dd Fan	nily			

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."

Quick Add: Family	Help 🖗
Fields marked with an asterisk*are required for NRS reporting.	
Family Name	
Family Type	No Value Entered 🔽
Date Intake	4/23/2008
Family Unique Number	
Status	No Value Entered ⊻
Keyword	No Value Entered 🛩

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."

Add Family Family Name:		Help 🖗
Step 1:	Add Family Member as role	Father 💌
	Is Head of Household?	
	Is Emergency Contact?	
Step 2:	Select Student to Add: Select Student	
Step 3:		Save & Return When Finished
Cancel		

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.

Family Member (Record ID = 1355) Fields marked with an asterisk*are required for NRS reporting.		
Last Name Fowl First Name Artemis		
FFL Survey FFL Roles and Goals		
Role Son 💌 Is Head of Household 🗌		
Is Emergency Contact		
Cancel Save & Return		

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.

1	Fan	nily Status His	Add New Delete	
		Start Date	Status	
		04/23/2008	Left	
		10/23/2007	Active	

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."

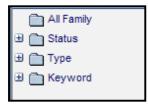
When you have completed adding or modifying the record, click Save & Return to return to the family folder, or Save & New to save and add another history item.

Add Family Status History		
Fields marked with an asterisk*are red	uired for NRS reporting.	
Start Date 3/16/2008	▼	
Status Left	×	
Cancel	Save & Return Save & New	

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 \blacksquare 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.

🖯 🛅 Status
Active(4)
🛅 Left(1)
No Value Entered(4)

Family status can be:

- Active
- On Hold
- Left
- No Value Entered or Null

Family Type

Click the 🔳 in front of the Type folder.

🗄 🛅 Туре
Married(3)
No Value Entered(1)
Teenage Parent(1)

Family type can be modified via the choice list under "FamilyType." The default list includes:

Married

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

- Single Head of Household
- Teenage Parent

Keyword

Click the 🔳 in front of the Keyword folder.

🗄 🛅 Keyword

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.

Quick Add: Material			Help 🖗
Fields marked with an asterisl	k*are required for I	NRS reporting.	
Name	Beginning English	Primer	
# Сору	14		
Status	Available	~	
Туре	Textbook	~	
Keyword	English	*	
Level	Basic	*	
			<u>~</u>
Description			
			~
Cost	14.99		

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 Material Name	e: Voyager 2	Help 🖗
Step 1:	Enter Checkout Date	3/11/2008
otep I.	Enter Oneokout Date	Given Away
Step 2:	Select Person to checkout:	
Step 3:		Save & Return When Finished
Cancel		

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.

Cł	eck out Add N	lew Delete							
	Last Name	First Name	Status	Туре	Start Date	Due Date	Return Date	Amt. Due	
	Adams	Bob	Given Away	No Value Entered	03/11/2008				
									ĺ

Key Info data for Materials

Material Tab

The Material Tab in LACES displays 4 folders.

All Material
🕀 🛅 Status
🗄 🛅 Туре
🗄 🛅 Keyword

Each folder (with the exception of All Material) can be expanded by clicking the \square 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.

🗉 🛅 Status
Checked Out(5)
🛅 Given Away(1)

Material Type

Click the 🔳 in front of the Type folder.

🖃 🛅 Туре
Book(2)
No Value Entered(2)
Textbook(2)

Keyword

Click the 😐 in front of the Keyword folder.



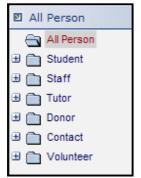
Keywords are additional fields for users to add material information if an existing field is not available. The **keyword** field is a drop down list and can be edited by the user by adding/editing items on the "MaterialKeyword" choice list.

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.

📇 All Person	
🗉 🛅 Student	
(76)	
🛅 X(105)	

Student folder: In this example, there are 105 students in the database, and 76 other populations, such as tutors, staff, etc.

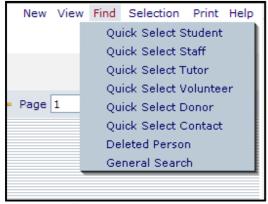
The All Person tab can be useful in determining persons in the database who fill more than one role. In the example below, we have selected the Volunteer folder to display the nine volunteers in our database. However, you can see that several of the volunteers also have an X in other categories, such as Tutor, Donor, and Contact.

All	Pers	on list							
Las	st Na	me	✓ Beg	ins with 💌			98		
91	Reco	rds Selected	Total 181	Records					
		LastSurname	FirstName	IsTutor	IsStudent	IsStaff	IsDonor	IsContact	IsVolunteer
		Black	Cole						х
		Black	Sirius						х
		Clooney	George				х		х
		Doughboy	Pillsbury	х					х
		Good	Johnny						х
		Jones	George						х
		Rosie	Mikey				х	х	х
		Smith	Glenn						Х
		Snickets	Lemony						х

All Person columns indicate persons in multiple roles

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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

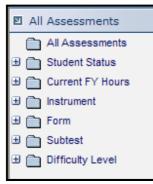
M	anage Reports					Help 🖓
C	rag a column header here to group by that column					
	Report Template Description	Based On	Category	Version	Last Update	Template File Name
	Person: Person Address Labels (Ordered by Last Name)	Person	LACES	205	02/18/2008	PersonAddressLabe
•	Person: Person Address Labels	Person	LACES	205	02/18/2008	PersonAddressLabe
<						>
_	ancel			Print PDF	Print Excel	Schedule Report

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 (\blacksquare) 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.

Criteria	Help 🖗
Restrict ViewAgencyStudentAssessments AgencyStudentAssessments.AgeAtAssessment AgencyStudentAssessments.AgencyID AgencyStudentAssessments.AssessDomain	ent
 AgencyStudentAssessments.AssessedLevel AgencyStudentAssessments.AssessmentID AgencyStudentAssessments.AssessmentStar AgencyStudentAssessments.CreationDate AgencyStudentAssessments.CurFYInstructHo AgencyStudentAssessments.CurFYInstructHo 	urs
 Meets the following dates Does not meet the following dates 	
From 7/1/2007 To 06/30/2008	
Cancel	Save & Return

Current Fiscal Year Hours

To view the sub-folders in the Current Fiscal Year Hours folder, click the plus (\blacksquare) in front of the folder.

🗉 🛅 Current FY Ho	urs
🛅 Yes(267)	
No(2030)	Gr

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 (\blacksquare) in front of the folder.

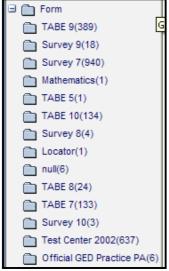
Π	Instrument
	GED(643)
	TABE(1647)
	null(6)
	Slosson(1)

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 (\blacksquare) 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.

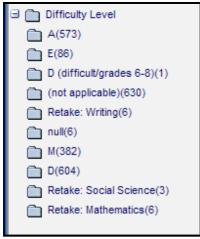


Expanded Subtest folder

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

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.

🛅 All Goals

Status

Click the 🔳 in front of the Status folder.

🖯 🚞 Status
Achievement(1)
Active(118)
i Met(16)
📄 No Value Entered(29)
🛅 Set higher goal(1)
🛅 Unmet(26)

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.



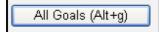
If no status has been set, the goal will display in the folder "No Value Entered."

Туре

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.

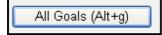


Goal type cannot be edited at the All Goals tab. **Category**

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

•	Keyword
	Achieve citizenship skills(1)
	Achieve work-based project learning goal(1)
	Complete educational functioning level(12)
	Enter employment(10)

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.

Set	2/2/1987
Met	00/00/0000
Status	Active
Keyword	Enter employment
Туре	Economic
Category	NRS
Description	Enter employment
Additional Details	
Included in Survey	
Responded to Survey	

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.

Goals Quick Select		Help 🖗
Select goals where GOAL is to and Goal STATUS	Complete EFL	*
and whose DATE SET was between		
and whose DATE MET was between	and	
and for students with Current FY Instructional Hours between	and	
and for students with Last Hours Date between	and	
O ADD the records O REMOVE those re	rds and display the result found to the current selection ecords from the current selection RRENT selection ONLY	
Car	GO	

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
🛅 All
🗄 🧰 Term
∃ 🛅 Status
∃ 🛅 Keyword
∃ 🧰 Level
∃ 🛅 Meets Requirement
∃ 🛅 Remedial
∃ 🛅 Variable Credit
∃ 🛅 Elective
∃ 🛅 Honors
∃ 🛅 Standardized Test
∃ 🛅 Work Credit
E Advanced Placement

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 B 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
Completed Class(9)
Dropped(1)
Enrolled(86)
🛅 Left(10)
Never attended(2)

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

🗆 🧰 Keyword
🛅 Class Keyword 1(7)
English as a Second Language(3
🛅 No Value Entered(62)

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.

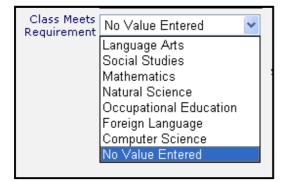
Meets Requirement

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.

```
CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved.
Revised 11/10/2011
```

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.

🛅 Standardized Test 🛅 null(90) 🛅 false(18)

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.

🗿 Edit Class Enrollment Record ID = 1	10372 - Microsoft Internet Explore	er	
Edit Class Enrollment (Record I Fields marked with an asterisk*are re Last Name Austin Class Start Date 7/3/2006	equired for NRS reporting. First Name Marlo	Help 🖗	~
Enroll Date 7/3/2006 Student 7/3/2006 Variable Credit Class	Enroll Status Left Student End Date 12/13/2006	~	
Possible Credits	0 🗢 Earned Credits	0 🗘	
Letter Grade	Quality Points	0 🗘	
Grade Points	0 🔹 Units	0 🗘	
Class Meets Requirement No Value Entered Elective Honors Work Credit Fees Paid Date Paid 00/00/0000	Remedial		
Cancel	Save & Return]	

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.

Class Section Title 🛛 👻	Begins v	with 🛛 🚩 GED		88
Last Name				
First Name	tal 2089	Records		
Course Number				
Class Section Title	tName	Term	ClassSectionTit	Status
Class Start Date	s	No Value Enter	GED	Completed Cla
Registration Date		No Value Enter	GED	Completed Cla
Last Date Hours Earned RegistrationID		2007-2008	GED	Enrolled
Alcantar-Martin Lillian	J	No Value Enter	GED	Left

- 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.

N	Aicrosoft Excel - report_122	107_13182	21822[1].xls			
	<u>File Edit View Insert For</u>	mat <u>T</u> ools	<u>D</u> ata <u>W</u> indow	Help <i>@</i> efax	Paper N	Naster
D	28888 8 8 V	X 🖻 🛍	• 🛷 🔊 • 1	a - 🤹 Σ - :		🛃 100% 👻 🕐 🔔
Ari						
AU	21 ISL 72 ISL 10			\$ % ,	410 TH TH	
	F2 ▼ <i>f</i> ∗ 45		~			-
	Α	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
	Bonner	Derek	No Value	GED	Left	15
	Boster	Kenneth	No Value	GED	Dismissed	13.5
-	Bowman	Cencrecha	No Value	GED	Dismissed	3
26						
20		-				

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.

И	All	Enrollments
		All
Ð		Term
Ð		Status
Ŧ		Keyword
Ð		Level
Ð		Meets Requirement
Ð		Remedial
Ð		Variable Credit
Ð		Elective
Ð		Honors
Ŧ		Standardized Test
Ŧ		Work Credit
Ŧ	È	Advanced Placement

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 \textcircled 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.

Я	All	Enrollments
-		All

Term

Click the 🔳 in front of the Term folder.



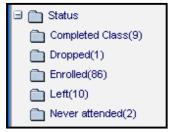
Term is an optional field when entering information for a new group. Term is used to identify the term when a group is offered.

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.

🖻 🛅 Keyword
Class Keyword 1(7)
📄 English as a Second Language(3)
🛅 No Value Entered(62)

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.

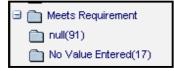
🗆 🛅 Level
🛅 High Intermediate ABE(6)
🛅 High Intermediate ESL(1)
Level Not Defined(64)
Low Intermediate ABE(37)

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.

Class Meets Requirement	No Value Entered 🛛 💊	*
	Language Arts	
	Social Studies	
	Mathematics	
	Natural Science	
	Occupational Education	
	Foreign Language	
	Computer Science	
	No Value Entered	

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.

🗉 🚞 Remedial	
🛅 false(17)	
🛅 true(1)	

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.

🗉 💼 Elective
🛅 null(90)
🛅 false(18)

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 I in front of the Honors folder.

🖻 🛅 Honors	
🛅 null(90)	
false(18)	

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.

🖃 🛅 Advanced Placement
🛅 null(90)
🛅 false(18)

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.

🚰 Edit Class Enrollment Record ID = 10	372 - Microsoft Internet Ex	plorer	
Edit Class Enrollment (Record ID Fields marked with an asterisk*are requ Last Name Austin Class Start Date 7/3/2006			
Enroll Date 7/3/2006	Enroll Status Left Student End 12/13/200 Date	6	
Letter Grade	Earned Credits Quality Points	0 🗘 0 🗘 0 🗘	
Class Meets Requirement No Value Entered Elective Honors Work Credit	Remedial Standardized Advanced Placement	UV	
Fees Paid 🔲 Date Paid 00/00/0000 💌	Fee Amount ()]	
Cancel	Save & F	Return	~

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.

Class Section Title 🗸 🗸	Begins v	with 🔽 GED		8
Last Name				
First Name Course Number	tal 2089	Records		
Class Section Title	tName	Term	ClassSectionTit	Status
Class Start Date	s	No Value Enter	GED	Completed Cla
Registration Date Last Date Hours Earned		No Value Enter	GED	Completed Cla
RegistrationID		2007-2008	GED	Enrolled
Alcantar-Martin Lillian	1	No Value Enter	GED	Left

- 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.

N 1	Aicrosoft Excel - report_122	107_13182	21822[1].xls			
8	<u>File Edit Vi</u> ew Insert For	mat <u>T</u> ools	<u>Data W</u> indow	Help Øefax	C Paper N	Naster
D	28888 8 8 V	X @ @	• 🛷 🗠 • 1	α - 🤹 Σ -		🛃 100% 👻 🕐 🚬
Ari						
AU				\$ % ,	FIG TH TH	🔲 • 🕭 • 🗛 • .
	F2 ▼ <i>f</i> ∗ 45	-		8	-	-
	A	В	С	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
	Blanco	Armin	No Value	GED	Left	9
19	Bohannon	Richie	2007-2008	GED	Enrolled	3
	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						
20		-				

<u>Chapter Four</u> Searching and Viewing Data

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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 Searches

Student Quick Select

🖉 https://lacesliteracy.literacypro.com/?xmll	File=StudentQuickSelect.xml - Quick Select Student - Windows In 🔳 🗖	X
Quick Select Student	Help 🖗	<u> </u>
	ныр 🗸	
Select persons who have the following STATUS	Select	
and who have the following KEYWORD	Select	
and who have the following LEVEL	Select 💌	
and who are in the following Program	Select	
and with Pair Status	Any pair status Never Matched	
	Currently or previously matched	
 Search ALL records and displayed to the second secon	splay the result	
O ADD the records found to	the current selection	
O REMOVE those records fro	m the current selection	
O Search in the CURRENT se	election ONLY	
Cancel	GO	
		V

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).

Student list					
Last Name	<mark>∼</mark> B∈	gins with	*		9
59 Records Selected	Total 7	'3 Records			
LastName		FirstName		OverallStatus	EducationalLevel

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	Help 🖗
Create New Query Use Existing Query Select Existing Search Delete this query	
Name: Share: F	Private
Add Criteria Modify Criteria Delete Criteria) A	ND/OR

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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	Help 🖗	-
Restrict		
Use View Custom Person Fields		~
TiewFiscalYearRecords		
ViewPairInstructionalHours		
E CiewPersonAddresses		
U iewPersonAssessments		
U CiewPersonClassHoursAttended		
Image: Strange Stra		
WiewPersonGoals		
WiewPersonidentifier		*
Cancel	Save & Return	

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.

ViewPersonC		
ViewPersonD		
and the strength should be	raphic.AbuseCode	
—	raphic.AgencyID	
PersonDemog		
🔄 PersonDemog		
PersonDemog	raphic.AtRiskCode	
PersonDemog	raphic.BirthCountry	
PersonDemog	raphic.BirthCountryCode	

An expanded PersonDemographic folder displays options

Criteria	Help 🖗
Restrict	
PersonDemographic FamilyIncomeRangeCode	
PersonDemographic.FamilyPublicAssistance	
PersonDemographic FirstEntryDate	
PersonDemographic.Gender	
PersonDemographic.GenderCode	
PersonDemographic.HispanicorLatinoEthnicity	
PersonDemographic.Homeless	
PersonDemographic.Immigrant	
PersonDemographic.Institutional	
Ocntains the following	
O Does not contain the following	
female	
Cancel	Save & Return

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.

🖉 https://lacesliteracy.literac	:ypro.com/ - Age Search - Windows Internet Explorer	
Age Search	Help 🖗	<u>^</u>
Search for STUDENTS		
Who are at least y	rears old and less than or equal to vears old	
according to NRS AGE req	quirements in FISCAL YEAR: 2007-2008	
-OR-		
O as of the following DATE:	2/13/2008	
Search ALL re	cords and display the result	
O ADD the recor	rds found to the current selection	
O REMOVE those	e records from the current selection	
O Search in the	CURRENT selection ONLY	
Cancel	Search	

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.

New	View	Find	Selection	Print	Help				
	Q	uick S	Select						
	C	urren	t FY						
	C	urren	t FY in Selec	ction					
r		RS							
🔶 Page	e e	hildre	n						
	G	enera	l Search						
	A	ge Se	arch						
	S	Staff Search							
	C	lass S	iearch						
	G	roup :	Search						
	н	lours S	Search						
	A	chieve	ements & G	oals	- •				
	A	ssessi	ment Seard	h					
	н	listory	Search						
	Р	refere	nce Search						
	s	tuden	t Diagnostic	s Repo	rt				

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.

New	View	Find	Selection	Print	Help	^				
	Q	uick s	Select							
	C	Current FY								
	C	Current FY in Selection								
		IRS								
⊨ Page	i c	hildre	n							
	G	Senera	l Search							
	A	ige Se	arch							
	s	Staff Search								
	0	Class Search								
	6	Froup :	Search		_					
	Н	lours S	Search		- + I					
	A	chieve	ements & G	oals						
	A	Assessment Search 🔹 🕨								
	н	History Search								
	P	refere	nce Search							
	s	tuden	t Diagnostic	s Repo	rt					
	-									

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.

ours Attend	ed Search			He	Ip 😨	
	Start Date	1/1/2006	~			
	End Date	12/31/2006	~			
hows persons	who have a to	al of at least 12	нои	RS attended		
		All	*			
Note: All - incl	udes Unlinked	hours that are not	assigned throug	h class/group/p	air	
		O ANY hours typ	e			
		O ANY hours typ O SPECIFIC Hou				
	Г	SPECIFIC Hou	irs:	y the result		
	ſ	SPECIFIC Hou	cords and display			
	[SPECIFIC Hou Instruction Search ALL re ADD the recor REMOVE those	cords and display ds found to the c	current selection e current select		
	[SPECIFIC Hou Instruction Search ALL re ADD the recor	cords and display ds found to the c	current selection e current select		
	[SPECIFIC Hou Instruction Search ALL re ADD the recor REMOVE those	cords and display ds found to the c	current selection e current select on ONLY		

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:

 Go to the Student tab in the navigation pane of LACES.
 Choose Find from the menu bar and select Hours Search and then select Class Hours Absent Search.

New	View Find Selection Print Help
	Quick Select Current FY
	Current FY in Selection NRS
Turn OFF paging 🙌 🔶 Page	Children General Search
	Age Search Staff Search Class Search
Hours Attended Search	Group Search Hours Search
Class Hours Absent Search Missing Monthly Hours Search No Hours Search Last Hours Date in Period	Achievements & Goals Assessment Search History Search
Last nours Date in Period	Preference Search Student Diagnostics Report

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.

Between Start Date	7/1/2007
and End Date	6/30/2008
shows persons who h	ave a total of at least 12 HOURS absent
as the following:	
	O ANY hours type
	O SPECIFIC Hours:
	Instruction
	Search ALL records and display the result
	\bigcirc ADD the records found to the current selection
	\bigcirc REMOVE those records from the current selection
	O Search in the CURRENT selection ONLY

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.

New	View Find Selection Print Help
	Quick Select Current FY
	Current FY in Selection
T <u>urn OFF paging</u> 🙌 🔶 Page	Children General Search
	Age Search Staff Search Class Search Group Search
Hours Attended Search	Hours Search 🔶 🕨
Class Hours Absent Search Missing Monthly Hours Search No Hours Search Last Hours Date in Period	Achievements & Goals Assessment Search History Search Preference Search
	Student Diagnostics Report

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.

Missing	Monthly Hou	rs Search	
Enter	a month and	l year:	
	Month:	February 🗸	
	Year:	2008	
	Instruction:	All	
		zero hours as "missing" hours	
* Note tha	t this search acts Cancel	on your current selection.	

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.



CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

No Inst	ructional Hou	rs Search
Enter	a date rang	e:
	From:	10/1/2007
	To:	12/31/2007
	Instruction:	All
		n zero hours as "missing" hours on your current selection. GO

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.

New	View Find Selection Print Help
	Quick Select Current FY Current FY in Selection
	NRS 🔸
<u>Turn OFF paging</u> ₩ ← Page	Children General Search
	Age Search Staff Search
	Class Search Group Search
Hours Attended Search	Hours Search 🔶 🕨
Class Hours Absent Search Missing Monthly Hours Search No Hours Search Last Hours Date in Period	Achievements & Goals Assessment Search History Search
Last nours Date in Peniou	Preference Search Student Diagnostics Report

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.

Last Hours arch	Help 🖗
Select persons who have the following STATUS Left and last hours dates between 01/01/2008 and 03/31/2008	
 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection 	
O Search in the CURRENT selection ONLY Cancel G0	

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.

New	View	Find	Selection	Print	Help
	Q	uick S	Select		
	C	urrent	t FY		
	C	urrent	t FY in Sele	ction	
r	NF	RS			
<u>Turn OFF paging</u> 🙌 🔶 Page	cł	hildre	n		
	Ge	enera	l Search		
	Aç	ge Se	arch		
	St	taff Se	earch		
	CI	lass S	earch		
	Gr	roup (Search		
	Ho	ours S	Search		- + I
General Goals Search	Ac	chieve	ements & G	oals	- + I
Employment Outcomes Followup	As	ssessi	ment Searc	h	
	Hi	story	Search		- - -
	Pr	refere	nce Search		
	st	tudent	t Diagnostic	s Repo	rt

Choose **Find>Achievements & Goals Search>General Goals Search** to access the search functions.

Search for:		the	followin	ng goal(s)				
O Achievem	ent Only		Vote or	r register to v	ote		~	
O Set but not met during period			Increased involvement in community activities					
2010 C 10	period (met or unmet)		Enter e	mployment			-	
O Met	period (met or drimety	V	Retain	employment				
O Set and M	at in pariod		Leave	public assista	nce		(2522)	
		-	12	94 B	1.4	5 - 5 - C	*	
	g time frame:							
Ourrent F	Y 🔘 Other		From:	7/1/2007	▼ To;	6/30/2008	~	
Restrict this s	earch to students who left in a	specific time period (fiscal ye	ear, quarter, e	tc.)?:			
	O Left Any Program			7/1/2007	~	6/30/2008	~	
💿 No	C Left Specific Program	o Value Entered 🞽	From:		To:	0.0012000		
	O Last Hours Date							
	earch to students who have att uarter, etc.)?:	ended 12 or more ins	truction	al hours in a s	specific time	e period		
⊙ No	O Yes		From:	7/1/2007	V To:	6/30/2008	~	
Search AL	L records and display the resul	t		<u>-</u>				
O ADD the r	ecords found to the current sel	ection						
O REMOVE t	hose records from the current	selection						
	the CURRENT selection ONLY							

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.

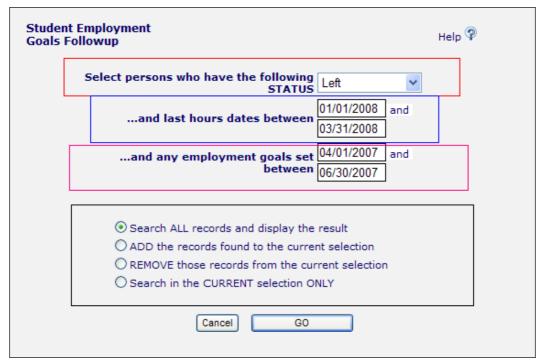
To generate this search, follow these steps:

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

Student Assessment Search

General Assessment

as necessary.

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.

New	View	Find	Selection	Print	Help
			Quick Select		
	С	urren	t FY		
	С	urren	t FY in Sele	ction	
	N	RS			
Turn OFF paging 🙌 🔶 Page	с	hildre	n		
Keyword	G	enera	il Search		
lue Entered	A	ge Se	arch		
Skills-Day (Alle	Staff Search				
lue Entered	Class Search				
lue Entered	Group Search				
pn	Hours Search			_ > 	
lue Entered	A	chieve	ements & G	ioals	_ → [
lue General Assessment	A	ssessi	ment Searc	:h	
lue Assessment Status Search	Ні	istory	Search		
as Last Assessment Date in Period	Preference Search				
Assessments generating levels in FY in selection			t Diagnostio	os Repo	irt
Assessments generating levels in FY and remove from selection					
Assessed 2+ in other subject area with levels	1				

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

nstrument		Form	Level (of T	est)	
Flesch Kincaid Writing GED IRI Phonemic Awareness READ SLEP Slosson Slosson Oral Reading Test TABE Verbal Communication Whole Language Wonderlic BST		Book 30 Locator Survey 10 Survey 11 Survey 7 Survey 8 Survey 9 TABE 10 TABE 11 TABE 5 TABE 6 TABE 7	A D E L M		
Measure		1			
Select Measure Read Math	-		Include only those wh		
Language Oral		With: V Date	Scaled Score	SPL or GLE	
Literacy Communication		From: 10/1/2007 💌	0.0		0.0
Computer Literacy Listening	~	то: 12/31/2007 🗸		8	16.0

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.

New	View Find	Selection	Print	Help
	Quick S	Select		
	Current	t FY		
	Curren	t FY in Sele	ction	
	NRS			
Turn OFF paging 🖊 🔶 Page	Childre	n		
Keyword	Genera	l Search		
ue Entered	Age Se	arch		
Skills-Day (Alle	Staff Search			
ue Entered	Class S			
ue Entered	Group :			
n	Hours S			- 1
ue Entered		ements & G		
ue General Assessment	Assessi	ment Searc	h	
ue Assessment Status Search	History	Search		
as Last Assessment Date in Period	Preference Search			
Le Assessments generating levels in FY in selection	Studen	t Diagnostic	s Repo	rt
Assessments generating levels in FY and remove from selection				
Assessed 2+ in other subject area with levels				

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 hours, based date, based on your choice of number of days.

Students Assessment Search	Help 🖗
○ who have never been assessed □ in their subject area	\bigcirc who have been given only a locator test
\bigcirc whose last assessed date was	with more than 50 instructional hours since their last assessed date
From: 7/1/2007 V To: 6/30/2008 V	O with more than 90 days elapsed since their last assessed date
O with no assessments in the period (inclusive	e)
7/1/2007	
To: 6/30/2008	
Search ALL records and display	the result
O ADD the records found to the c	urrent selection
REMOVE those records from the	e current selection
O Search in the CURRENT selection	on ONLY
Cancel	GO

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).

	New	View	Find	Selection	Print	Help
		Quick Select				
		C	urrent	t FY		
		C	urrent	t FY in Sele	ction	
	F	N	RS			- +
	Turn OFF paging 📢 🔶 Page	C	hildre	n		
		G	enera	l Search		
		A	ge Se	arch		
		s	taff Se	earch		
			lass S	earch		
			roup S	Search		
			lours S	Search		
		A	chieve	ements & G	oals	_ → [
		A	ssessi	ment Searc	h	_ → [
	Began Active/Enrolled	н	listory	Search		
	Active/Enrolled	P	refere	nce Search		
	Level History		tudent	t Diagnostic	s Repo	rt
	Student History					

Choose Find/History Search>Began Active/Enrolled to access the search functions.

Began Active/E	Enrolled Search	Help 🖗
	BECAME Active/Enrolled during the following time peri active, unless they left* and become active again in th	
Start Date:	7/1/2007	
End Date:	6/30/2008	
	 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY 	

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).

New	View Find Selection Print Help			
	Quick Select			
	Current FY			
	Current FY in Selection			
	NRS 🕨			
Turn OFF paqing 🙌 🔶 Page	Children			
	General Search			
	Age Search			
	Staff Search			
	Class Search			
	Group Search			
	Hours Search 🔹 🕨			
	Achievements & Goals 🔹 🕨			
	Assessment Search 💦 🕨			
Began Active/Enrolled	History Search 🔹 🕨			
Active/Enrolled	Preference Search			
Level History	Student Diagnostics Report			
Student History				
	-			

Choose Find/History Search>Active/Enrolled to access the search functions.

Active/Enrolled Se	arch	Help 🖗
Select people who WE	RE Active/Enrolled during the following time period.	
Start Date:	7/1/2007	
End Date:	6/30/2008	
	\odot Search ALL records and display the result	
	\bigcirc ADD the records found to the current selection	
	O REMOVE those records from the current selection	
	O Search in the CURRENT selection ONLY	
	Cancel GO	

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).

	New	View	Find	Selection	Print	Help
		Quick Select				
		Current FY				
		0	Curren	t FY in Sele	ction	
		- 1	IRS			
	<u>Turn OFF paqinq</u> 🖊 🔶 Page	e o	Childre	n		
			Genera	I Search		
		, A	Age Se	arch		
		s	Staff S	earch		
		0	Class S	Search		
		0	Group :	Search		
				Search		
		- A	Achieve	ements & G	oals	>
		, A	Assessi	ment Searc	h	→
	Began Active/Enrolled	l +	listory	Search		
	Active/Enrolled	F	refere	nce Search		
	Level History	s	Studen	t Diagnostic	s Repo	irt
	Student History					

Choose Find/History Search>Level History to access the search functions.

Level History Search	Help 🖗
Select students who completed a level during the following ti	me period:
● FISCAL YEAR (note this will recognize assessments brought forward 2007-2008	from previous fiscal years)
OTIME PERIOD (note this using only dates of assessments and will exclude assessments carried forward from previous Fiscal Years)	
7/1/2007	
6/30/2008	
Search ALL records and display the result	
○ ADD the records found to the current selection	
REMOVE those records from the current selection	
O Search in the CURRENT selection ONLY	
GO	

The Level History Search window.

4. Choose a Fiscal Year or date range by which to search.

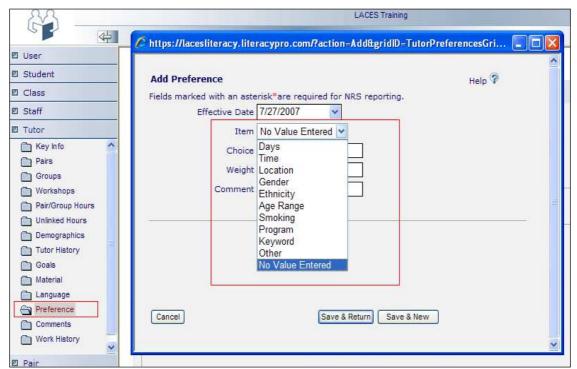
Choose one of the radio button selections.

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	Help 🖓		
Select tutors who: [Armenian	Read Write]Speak	~
with Preference Item:	Days 💊	equal to	
with Preference Item:	Time 💊	equal to	
with Preference Item:	Location 💊	equal to	
with Preference Item:	Days 💊	equal to	
O REMI O Sear	Days Time Location Gender Ethnicity Age Range Smoking Program Keyword Other No Value Entered	play the re he current : h the curre ection ONL ¹	selection ent selection

Preference Search window

Choose one of the radio button selections.

Click Search and review the returned selection.

Class Searches

Class Quick Select

Quick Select	Help 🖗					
Select classes which have the following STATUS						
and which have the folowing PROGRAM	Select					
and which have the following KEYWORD	Select					
and which are in the following SEMESTER/TERM	Select 💌					
and which meet on the following DAYS						
 Search ALL records and disp 	lay the result					
\bigcirc ADD the records found to th	e current selection					
O REMOVE those records from	the current selection					
O Search in the CURRENT sele	Search in the CURRENT selection ONLY					
Cancel GO						

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.

New	View	Find	Selection	Print	Help	
		Ģ	Quick Select			
		G	General Search			
		_				

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				Help 🖗
Oreate New Query Use Existing Query	Select Existing Search	V Delete th	is query	
Name:			Share: Priva	ite 💌
Add Criteria Mod	lify Criteria]		OP
IOT (Crite) AND/	OR

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.

Criteria	Help 🖗
Restrict Image: View ClassPersonDirectory Image: View ClassPersonHoursAttended Image: View ClassPersonRegistration Image: View ClassStaffAssignment Image: View ClassStaffHours	
Cancel	Save & Return

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.

Criteria	Help 🖗
Restrict	
UiewClassSectionComment	
ViewClassSectionKeyInfo	
ClassSectionKeyInfo.AgencyID	
ClassSectionKeyInfo.BuildingRoom	
ClassSectionKeyInfo.BuildingRoomCode	
ClassSectionKeyInfo.ClassBeginningTime	
ClassSectionKeyInfo.ClassEndDate	
ClassSectionKeyInfo.ClassEndingTime	
ClassSectionKeyInfo.ClassKeywordCode	
ClassSectionKeyInfo.ClassMeetingDay	
Cancel	Save & Return

An expanded ClassSectionKeyInfo folder displays options

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

Criteria	Help 🖗
Restrict ClassSectionKeyInfo.ClassSection Litle	
ClassSectionKeyInfo.ClassSectionTypeCode	
ClassSectionKeyInfo.ClassSiteCode	
ClassSectionKeyInfo.ClassStartDate	
ClassSectionKeyInfo.ClassStatusCode	
ClassSectionKeyInfo.Cost	
ClassSectionKeyInfo.CourseCode	
ClassSectionKeyInfo.CourseID	
ClassSectionKeyInfo.CourseNumber	
ClassSectionKeyInfo.CourseTitle	
A D D D D D D D D D D	
• Meets the following dates	
O Does not meet the following dates	
From	
7/1/2007	
To	
06/30/2008	
00/30/2000	
Cancel Save &	Return

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

Quick Select Staff		Help 🖗
Select staff who have the following STATUS	Active	*
and who teach the following PROGRAM	Adult Ed	~
and who have the following KEYWORD	Staff Keyword 1	*
and who are in the following DEPARTMENT	GED Prep	*
 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY Cancel 		

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.

Staff Members list		
Last Name	✓ Begins with	*
7 Records Selected	Total 16 Records	
7 Records Selecced	Total To Records	

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.

Select Staff by Class Assignment	Help 🖗
Select staff who have the following current STATUS	Active
and with STAFF CLASS ASSIGNMENT dated between	and
and with STAFF CLASS ASSIGNMENT START DATE between	and
 Search ALL records and display the res ADD the records found to the current s REMOVE those records from the curren Search in the CURRENT selection ONLY 	election t selection
Cancel GO	

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.

New	View	Find	Selection	Print	Help	
	Quick Select					
	Cu	Current FY in Selection				
	Class Assignments in Period					
	Hours in Period					
🕨 Page	Diploma Credential					
	General Search					

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.

Select Staff by Hours	Help 🖗
Select staff who have the following current STATUS Active and with STAFF HOURS dated 07/01/2007 and between 06/30/2008	
 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY 	
Cancel GO	

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.

Select Staff by Credential	Help 🖗
Select staff who have the following current STATUS and with STAFF CREDENTIAL TYPE Teacher (and with STAFF CREDENTIAL NAME	Certification
 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY 	n

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.

New	View	Find	Selection	Print	Help
	Quick Select				
	Current FY in Selection				
	Class Assignments in Period				
	Hours in Period				
📢 🔶 Page	Diploma Credential				
	General Search				

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).

Use Existing Query Select Existing Search Celete this query Name:	N	1			
Name:) Create New Query) Use Existing Query		Del	ete this query	1
Add Criteria Delete Criteria		n - 10-			
Add Criteria Delete Criteria					
Add Criteria Delete Criteria	Name:			St	are: Private
Add Criteria Delete Criteria	erintias:				
			57		<u></u>
	Add Criteria Mo	odify Criteria	ia		
)	AND/OR
	and the second se				1947
ancel Query in Selection Query All Save	Cancel	Query in Selec	ction Query All	1	Save

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.

Criteria	Help 🖗
Restrict	
ViewCustomPersonFields ViewPersonComments Comments C	
ViewPersonDemographic ViewPersonWorkHistory ViewStaffClassAssignment	
ViewStaffHistory ViewStaffHours	
 B → ViewStaffMemberQuickAdd B → ViewStaffMembers 	
Cancel	Save & Return

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.

Criteria	Help 💡
Restrict	
ViewStaffHistory	
StaffHistory.AgencyID	
StaffHistory.CreationDate	
StaffHistory.EndDate	
StaffHistory.LastUpdate	
StaffHistory.StaffHistoryID	
StaffHistory.StaffMemberID	
StaffHistory.StaffStatus	
StaffHistory.StartDate	
C StaffHistory.StatusCode	
Cancel	Save & Return

An expanded StaffHistory folder displays options

Criteria	Help 🖓
Restrict	
ViewStaffHistory	
StaffHistory.AgencyID	
StaffHistory.CreationDate	
StaffHistory.EndDate	
StaffHistory.LastUpdate	
StaffHistory.StaffHistoryID	
StaffHistory.StaffMemberID	
Carl StaffHistory.StaffStatus	
StaffHistory.StartDate	
C StaffHistorv.StatusCode	
Ontains the following	
\bigcirc Does not contain the following	
	_
Active	
Cancel	Save & Return

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.

🏉 https://lacesliteracy. literacyp	oro.com/ - Age Search - Windows Internet Explorer	
Age Search	Help 🖗	<
Who are at least yea	rs old and less than or equal to years old	
	rements in FISCAL YEAR: 2007-2008	
-OR-		
\bigcirc as of the following DATE:	2/13/2008	
O ADD the records O REMOVE those re	rds and display the result found to the current selection ecords from the current selection JRRENT selection ONLY	
Cancel	Search	

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

Quick Select Tutor	Help 🖗
Select Tutors which have the following STATUS	Select
and which have the following KEYWORD	Select
and which have the following LEVEL	Select
and who are in the following Program	Select
'Still available' (Wait Match):	-
	O Available for Match
	- level has a set the
Search ALL records and di ADD the records found to	
O REMOVE those records fro	
O Search in the CURRENT se	election ONLY
Cancel	GO

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).

Tutor list		
Last Name	✓ Begins with	*
42 Records Selected	Total 45 Records	

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).

	New	View	Find	Selection	Print	He	elp
			, A	ge Search			
			C C	uick Select			
			C	Current FY			
	Began Act	ive	۱ŀ	listory Sear	ch	×	
aqin	Active			General Seai	rch		
			F	lours		×	
			F	reference S	earch		^

Choose Find/History Search>Began Active to access the search functions.

Began Active/E	Enrolled Search	Help 🖓
	BECAME Active/Enrolled during the following time period, active, unless they left* and become active again in the s	
Start Date:	7/1/2007	
End Date:	6/30/2008	
	● Search ALL records and display the result	
	O ADD the records found to the current selection	
	\bigcirc REMOVE those records from the current selection	
	O Search in the CURRENT selection ONLY	
	Cancel GO	

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).

New View	Find Selection Print Help	
	Age Search	
	Quick Select	
	Current FY	
Began Active	History Search 🔹 🕨	
L Active	General Search	
	Hours 🕨	
	Preference Search	,

Choose Find/History Search>Active to access the search functions.

Active/Enrolled Se	arch	Help 🖗
Select people who WEF	RE Active/Enrolled during the following time period.	
Start Date:	7/1/2007	
End Date:	6/30/2008	
	Search ALL records and display the result	
	\bigcirc ADD the records found to the current selection	
	O REMOVE those records from the current selection	
	O Search in the CURRENT selection ONLY	
	Cancel G0	

The Active Search window.

4. Choose a Start Date and End date by which to search. The default dates are the current fiscal year.

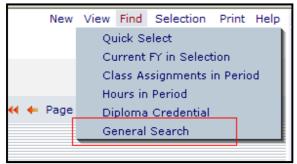
Choose one of the radio button selections.

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).

Use Existing Query Select Existing Search Delete this query Name:	Create Maily Ollen			
cription:	Create New Query		Delete this query	
cription:			12)
dd Criteria Delete Criteria	Name:			Share: Private 👻
	scription:			
	Add Criteria	odify Criteria		
T (Criteria) AND/OR	IOT (Cr	teria)	AND/OR

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.

Criteria	Help 🖗
Restrict	
ViewTutorKeyInfo	
Cancel	Save & Return

Tutor Criteria folders

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

Criteria	Help 🖗
Restrict	
UiewTutorHistory	
TutorHistory.AgencyID	
TutorHistory.EndDate	
TutorHistory.ProgramID	
TutorHistory.ProgramName	
TutorHistory.StartDate	
TutorHistory.StatusCode	
TutorHistory.TutorHistoryID	
TutorHistory.TutorID	
TutorHistory.TutorStatus	
Cancel	Save & Return

An expanded TutorHistory folder displays options

Criteria	Help 🖗
Restrict TutorHistory.EndDate TutorHistory.ProgramD TutorHistory.ProgramName TutorHistory.StartDate TutorHistory.StatusCode TutorHistory.TutorHistoryID TutorHistory.TutorD TutorHistory.TutorD ViewTutorKeyInfo ViewTutorPairs	
 Contains the following Does not contain the following Waiting]
Cancel	Save & Return

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.

lours Attende	ed Search			Help 🖓		
	Start Date	1/1/2006	~			
	End Date	12/31/2006	~			
hows persons w	vho have a tol	al of at least 12	HOURS att	ended		
		All	~			
		ANY hours type SPECIFIC Hours Instruction				
			ords and display the r		T	
			s found to the current records from the curr			
			URRENT selection ON			
			Search			

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.

Missing	Missing Monthly Hours Search Enter a month and year:				
Enter					
	Month:	February			
	Year:	2008			
	Instruction:	All			
🗹 Treat l	nours records with	zero hours as "missing" hours			
* Note tha	t this search acts	on your current selection.			
	Cancel	GO			

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.

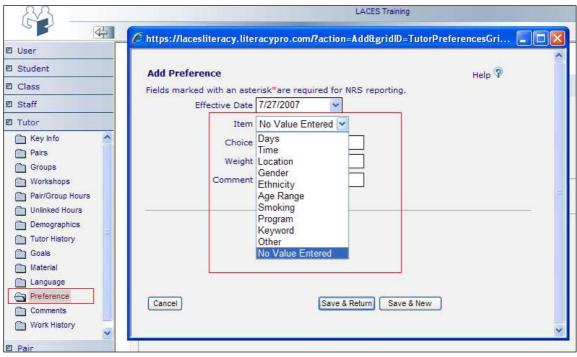
5. Once you have defined all the required parameters of your search, click the

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	ı			Help 🖗
Select tutors who:	Read Write		Speak	~
with Preference Item:	Days	*	equal to	
with Preference Item:	Time	¥	equal to	
with Preference Item:	Location	*	equal to	
with Preference Item:	Days	*	equal to	
○ REM(○ Sear	Days Time Location Gender Ethnicity Age Range Smoking Program Keyword Other No Value Entered		play the re he current s n the curren ection ONL ¹ arch	selection nt selection

Preference Search window

Choose one of the radio button selections.

Click **Search** and review the returned selection.

Pair Searches

Pair Quick Select

Quick Select			Help 🖗
	Select pairs which have the following STATUS and who are in the following PROGRAM and which have the following KEYWORD	Adult Literacy	~
 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY 			
	Cancel	GO	

Pair: Quick Select Window

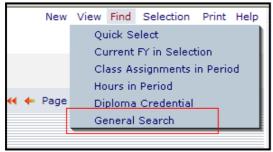
The Quick Select search lets you search through the pair population to locate pairs with a specific Status, Program, and/or Keyword. You do not have to select all three options; you can use any or all of the available options, singly or in combination with one another.

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).

	Create New Query		
Add Criteria Modify Criteria Delete Criteria	and the second	Select Existing Search	Delete this guery
Add Criteria Modify Criteria Delete Criteria	Name:]	Share. Private 👻
	scription:		
) AND/OR
	Or (Criteria) AND/OK

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.

Criteria	Help 🖗
Restrict	
Cancel	Save & Return

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.

Criteria	Help 🖗
Restrict PairComment ViewPairHistory PairHistory.AgencyID PairHistory.PairHistoryID PairHistory.PairD PairHistory.PairD PairHistory.StartDate PairHistory.StartDate WiewPairs	
Cancel	Save & Return

An expanded PairHistory folder displays options

Criteria	Help 🖗
Restrict PairComment ViewPairHistory Districtions	
 PairHistory.AgencyID PairHistory.PairHistoryID PairHistory.PairID PairHistory.PairStatus PairHistory.StartDate PairHistory.StatusCode WiewPairs 	
 Contains the following Does not contain the following 	
Dissolved	
Cancel	ave & Return

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.

Pair History Search	1	Help 🖗
Start Date:	7/1/2007	
End Date:	6/30/2008	
Status:	 Became the following status during the period Was the following status during the period On hold 	
	All Programs	
	 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY 	
	Cancel G0	

Group Searches

Group Quick Select

Quick Select	Help 🖗	
Select groups which have the following STATUS:		
and which have the following PROGRAM:		
and which have the following KEYWORD:		
and which meet on the following DAYS:	MW	
Search ALL records and display the result		
O ADD the records found to the current selection		
REMOVE those records from the current selection		
O Search in the CURRENT selection ONLY		
Cancel	GO	

Group: Quick Select Window

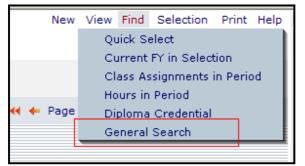
The Group: Quick Select search lets you search through the group population to locate groups with a specific Status, Program, and/or Keyword. Additionally, you can search for groups who meet on specific days. You do not have to select all four options; you can use any or all of the available options, 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).

					Help 🖓
Create New Oue		durin III	Delete live		
Use Existing Que	ry Select Existing	Search M	Delete this query		
Name:				Share: Private	
				Share. I mate	
escription:					
	Madify Critoria	elete Criteria			
	Modify Criteria	elete criteria		AND/OR	_
NOT (C	anteria)	AND/OR	-
Cancel		ery in Selection	uery All	Sa	ve

General Search options window

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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.

Criteria	Help 🖗
Restrict YiewClassPersonDirectory ViewClassPersonHoursAttended YiewClassPersonHoursAttended YiewClassPersonHoursAttended YiewClassPersonHoursAttended YiewClassPersonHoursAttended YiewClassPersonHoursAttended YiewGroups YiewGroupStudents YiewGroupTutorHours YiewTutorGroupAssignment	
Cancel	Save & Return

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.

Criteria	Help 🖗
Restrict	
Image: Second	
Groups.AgencyID	
Groups.ApplicableGrades	
Groups.BuildingRoom	
Groups.BuildingRoomCode	
Groups.ClassBeginningTime	
Groups.ClassEndingTime	
Groups.ClassKeywordCode	
Groups.ClassMeetsRequirementCode	
Cancel	Save & Return

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

Quick Select	Help 🖗	
Select a Workshop with the following STATUS:	Active	
and which have the following TYPE:		
and which have the following KEYWORD:		
and which START between (MM/DD/YYY):	01/01/2008 and 03/31/2008	
 Search ALL records and dis 	play the result	
O ADD the records found to the current selection		
O REMOVE those records from the current selection		
O Search in the CURRENT sel	ection ONLY	
Cancel	GO	

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.

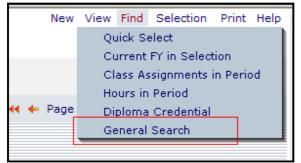
Finally, as with most searches in LACES, you have the capability of using any of the four search options designated with the radio buttons. Choose one of the radio button selections to search ALL records, ADD the records to the current selection, REMOVE the records from the current selection, or search 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).

Create New Query Use Existing Query	Select Existing Search	Delete this		
			s query	
Name:			Sh	are: Private
escription:				
Add Criteria Modify				

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.

Criteria	Help 🖗
Restrict Image: ViewClassPersonDirectory Image: ViewClassPersonHoursAttended Image: ViewWorkshopLogistics Image: ViewWorkshopRegistration Image: ViewWorkshops	
Cancel	Save & Return

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.

Criteria	Help 💡
Restrict	
Image: Second	
Workshops.AgencyID	
Workshops.AgencyName	
Workshops.Alias	
Workshops.BuildingRoom	
Workshops.BuildingRoomCode	
Workshops.ClassBeginningTime	
Workshops.ClassKeywordCode	
Workshops.ClassMeetingDay	
Workshops.ClassOrganizationCode	
Cancel	Save & Return

An expanded Workshops folder displays options

Criteria	Help 🖓
Restrict	
Workshops.CourseCode	
Workshops.CourseID	
Workshops.CourseNumber	
Workshops.CourseTitle	
Workshops.CreationDate	
Workshops.Department	
Workshops.DepartmentCode	
Workshops.EndDate	
Workshops.FirstName	
Workshops.InstructionalArea	
 Contains the following 	
\bigcirc Does not contain the following	
Life Skills]
Cancel	Save & Return

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

Quick Select Donor		Help 🖗
Select donors who have the following STATUS:	Active	*
and with the following KEYWORD:	Silver	*
and with the following TYPE:	Cash	*
and whose TOTAL DONATIONS are between:		
and for donations dated between	01/01/2008 and 03/31/2008	
and for donations with CAMPAIGN	Spelling Bee 2007	~
 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY 		
Cancel GO		

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.

New	View	Find	Selection	Print	Help
	Qu	Quick Select			
	Cu	Current FY in Selection			
	CI	Class Assignments in Period			
	Ho	ours in	Period		
📢 🔶 Page	Di	ploma	Credential		
	Ge	eneral	Search		

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).

				Help 🖓
Create New Query	Select Existing Search	Delete this	query	
Name:			Share:	Private
cription:				
Add Criteria Mod	ify Criteria Delete Criteria			16
OT (Crite) 4	ND/OR
			-3%	
	Query in Selection	Query All		1

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.

Criteria	Help 🖗
Restrict	
Cancel	Save & Return

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.

Criteria	Help 🖓
Restrict	
🖃 🛅 ViewDonorKeyInfo	
DonorKeyInfo.AddressID	
DonorKeyInfo.AgencyID	
DonorKeyInfo.ApartmentRoomSuiteNumber	
DonorKeyInfo.City	
DonorKeyInfo.CurrentBalance	
DonorKeyInfo.DateFirstIntake	
DonorKeyInfo.DonationAsPrivatePerson	
DonorKeyInfo.DonorCallPreferenceCode	
DonorKeyInfo.DonorDisplayName	
Cancel	Save & Return

An expanded Donor Key Info folder displays options

Criteria	Help 🖗
Restrict DonorKeyInfo.HomePhone DonorKeyInfo.InstitutionID DonorKeyInfo.LastUontactDate DonorKeyInfo.LastGiftAmount DonorKeyInfo.LastGiftDate DonorKeyInfo.LastGiftDate DonorKeyInfo.LastPersonIDContacting DonorKeyInfo.LastPledgeAmount	
 DonorKeyInfo.LastPledgeDate DonorKeyInfo.LastSurname 	
 Meets the following dates Does not meet the following dates 	
From 1/1/2008 To 03/31/2008	
Cancel	Save & Return

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

Quick Select Contact	Help 🖗
Select contacts who have the following STATUS and who are the following TYPE	Active
and who have the following KEYWORD	Key 1 💌
 Search ALL records and display the result ADD the records found to the current sele REMOVE those records from the current se Search in the CURRENT selection ONLY Cancel 	ction

Contact: Quick Select Window

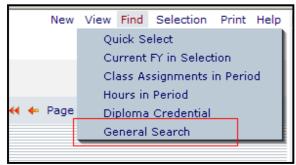
The Contact: Quick Select search lets you search through the contact population to locate contacts with a specific Status, Type, and/or Keyword. You do not have to select all options; you can use any or all of the available options, singly or in combination with one another.

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	Help 🖗
Create New Query Select Existing Search Select Existing Search	te this guery
Name:	Share: Private
Add Criteria Modify Criteria Delete Criteria) AND/OR

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.

Criteria	Help 💡
Restrict Image: Sector Secto	
Cancel	Save & Return

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.

Criteria	Help 🖗
Restrict	
ViewContacts	
Contacts.Address1	
Contacts.Address2	
Contacts.Age	
Contacts.AgencyID	
Contacts.Birthday	
Contacts.City	
Contacts.Company	
Contacts.ContactID	
Contacts.ContactKeyword	
Cancel	Save & Return

An expanded Contacts folder displays options

Criteria	Help 🖗
Restrict	
ViewContacts	
Contacts.Address1	
Contacts.Address2	
Contacts.Age	
Contacts.AgencyID	
Contacts.Birthday	
Contacts.City	
Contacts.Company	
Contacts.ContactID	
Contacts.ContactKeyword	
 Meets the following dates 	
O Does not meet the following dates	
O Does not meet the following dates	
From	
1/1/2008	
То	
1/31/2008	
Cancel	Save & Return

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

Quick Select Volunteer		Help 🖗
Select Volunteers which have the following STATUS:	Active	*
and who are in the following TYPE:	Board	*
and which have the following KEYWORD:	Key 1	*
 Search ALL records and display the result ADD the records found to the current selection REMOVE those records from the current selection Search in the CURRENT selection ONLY Cancel 		

Volunteer: Quick Select Window

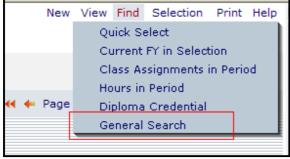
The Volunteer: Quick Select search lets you search through the volunteer population to locate volunteers with a specific Status, Type, and/or Keyword. You do not have to select all options; you can use any or all of the available options, singly or in combination with one another.

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	Help 🖗
Create New Query Ouse Existing Query Select Existing Search Delete this query	
Name: Description:	Share: Private
Add Criteria Modify Criteria Delete Criteria) AND/OR
Cancel Query in Selection Query All	Save

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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.

Criteria	Help 🖗
Restrict	
Cancel	Save & Return

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.

Criteria	Help 🖗
Restrict ViewVolunteerKeyInfo VolunteerKeyInfo.Address1 VolunteerKeyInfo.Address2 VolunteerKeyInfo.AgencyID VolunteerKeyInfo.AreaTypeCode VolunteerKeyInfo.City VolunteerKeyInfo.DateFirstIntake	
VolunteerKeyInfo.DisplayName VolunteerKeyInfo.ElectronicMailAddress VolunteerKeyInfo.Fax	Save & Return

An expanded Volunteer Key Info folder displays options

Criteria	Help 🖓
Restrict	
VolunteerKeyInfo.MailingPreference	
VolunteerKeyInfo.MailingPreferenceCode	
VolunteerKeyInfo.MiddleInitial	
VolunteerKeyInfo.MiddleName	
VolunteerKeyInfo.Mobile	
VolunteerKeyInfo.Note	
VolunteerKeyInfo.OtherPhone	
VolunteerKeyInfo.OtherPhoneType	
VolunteerKeyInfo.OtherPhoneTypeCode	
ColunteerKeyInfo.OverallStatusCode	
 Contains the following 	
\bigcirc Does not contain the following	
Any	
Cancel	Save & Return

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

Quick Select Material		Help 🖗
Select Materials which have the following STATUS:	Given Away	*
and who are in the following TYPE:	Textbook	*
and which have the following KEYWORD:	Select	*
and material DUE DATE between:	and	
and material CHECKOUT DATE between:	01/01/2008 and 03/31/2008	
 Search ALL records and display the ADD the records found to the currer REMOVE those records from the cur Search in the CURRENT selection Of 	nt selection rent selection	
Cancel GO		

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.

🛃 http://training.literac	ypro.com - LACES - Microsoft Internet Explorer					
22		LACES Training				Logout 🚑
	Welcome, OK991				3/	8/2006 1:03:52 PM
🖾 User	Student list		New	View Find	Selection	Print Help
Student All Students	Last Name 🔽 Begins with 🔽	9 19			All Subset	
 	108 Records Selected Total 121 Records	OverallStatus	Turn OFF paging KK + Page ducationalLevel Keywo		Omit Save Load	resh 🍣

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.

22				LACES Training					Logout
	Welcome,	, OK99!						3/8	/2006 1:03:52
I User	Student	list				New Vie	w Find	Selection	Print Help
I Student	Last Nam	ne 💌 Begins	s with	Q	R			All Subset	
All Students	1							Omit	
C Status	10 Reco	ords Selected	Total 121 Records		Turn OFF paging	Het 🔶 Page 1	of 1	Save	resh 😂
Enrolled(94)		LastName	FirstName	OverallStatus	EducationalLevel	Keyword	-	Load	
Left(3)		Arnott	Jason	Enrolled	Low Adult Secondary	KW6			
On-hold(12)		Berlin	Steve	Enrolled	Beg Lit ESL	EL Civics			
Prospective(12)	and the second se	Bowie	David	Enrolled	Low Intermediate AB	IEFF 1			
C Primary Program		Bray	Ruby	Enrolled	Low Adult Secondary	EFF 1			
I 🛅 Level		Brittain	Jessica	Enrolled	Low Adult Secondary	KW6			
Assessment Status		Burditt	Taylor	Enrolled	Low Adult Secondary	EFF			
Assessment Area		Caffey	Charlotte	Enrolled	Beg Lit ABE	EL Civics			
Ethnicity		Carlisle	Belinda	Enrolled	Beginning ABE	EFF			
		Carson	Matt	Enrolled	High Intermediate AB	B EFF			
		Chekov	Paflov	Enrolled	Low Adult Secondary	ESL			
2 Class									
I Staff									
All Assessments									
1 All Goals									
All Enrollments									
I All FY Data	1								

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.

22			LACES Training				Logout 🏅
	Welcome, OK99!					3/8	/2006 11:20:35 A
🖾 User	Student list				New	View Find Selection	Print Help
Student	Last Name 💌 Begins	with	8	R		Key Info Address My Views	
	121 Records Selected	Total 121 Records		Turn OFF paging	📢 🔶 Page	Create New Views	iresh 🤤
∃ Primary Program ∃ (Level)	LastName	FirstName	OverallStatus	EducationalLevel	Keywo	Modify Views	
	Arnott	Jason	Enrolled	Low Adult Secondary H	(W6	Show Preview	<u>^</u>
E Keyword	Baker	Tina	Enrolled	Low Adult Secondary 8	EL Civics		

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.

22			LACES Training				Logo ut 🚨
	Welcome, OK99!					3	/8/2006 9:33:13 Al
User	Student list				New View	Find Selection	Print Help
Student	Last Name 😽 Begir	ns with	8	R			
All Students	Lust Nume Degi	io with	4	Ed			
C Status	121 Records Selected		Turn OFF paging 😽 🔶 Page 2 of 2 🔶 🍽 Refre			Refresh 😂	
Primary Program	LastName	FirstName	OverallStatu	EducationalLevel	Keyword		
Level	White	Jack	On-hold	Low Adult Secondary I	KW6		•
Keyword	Dolenz	Mickey	On-hold	Low Adult Secondary 1	No Value Entered		
Assessment Status	Martian	Marvin	On-hold	Low Intermediate ESI	No Value Entered		
Assessment Area	Lozano	Steve	On-hold	High Intermediate AB I	No Value Entered		
Ethnicity	Perry	Luetta	On-hold	Low Intermediate ESI	No Value Entered		
	Miller	Darlene	On-hold	Low Adult Secondary 1	No Value Entered		(#
	Tork	Peter	On-hold	No Value Entered	No Value Entered		
	Weese	Kari	On-hold	Low Intermediate ESI	No Value Entered		
	Petree	Jim	On-hold	Low Intermediate ESI I	No Value Entered		
	Yarrow	Peter	Prospective	Low Intermediate ABI	TANE		
	Harmon	Simon	Prospective	Low Intermediate ESI	No Value Entered		
	Horn	James	Prospective	Beginning ESL I	No Value Entered		
	🗌 🗌 Vulcan	Spock	Prospective	Completed High Adult I	No Value Entered		
Class	Kirk	James	Prospective	High Adult Secondary I	No Value Entered		<u> </u>
Staff							
All Assessments							
All Goals							
All Enrollments							
All FY Data	1						
Agency							

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**.

	-
Key Info	
Address	
My Views	۲
Create New Views	
Modify Views	
Hide Preview	

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.

🕙 http://training.literacypro.com - View Configuration - Microsoft 🖃 🗖 🔀				
Add New Views	Help 🖓			
Give a name to new view. Phone List				
Fields LastName,FirstName,OverallStatus,Educ	cationalLevel,Keyword			
Sort By LastName				
Cancel	Save & Apply to Grid			
🙆 Done	🥥 Internet 🛒			

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.

http://training.literacyp	ro.com - ShowFields	- Microsoft Interne 💷 🗖 🔀	
Select Fields to Disp	Help 🖓		
Available fields: Address1 Address2 AdmissionDate AdmissionStatus Age AgencyID AssessDomain AssessmentStatus AssessmentStatusCode Birthday BoardingStatus City	Add ->	Show these fields in this order: LastName FirstName EducationalLevel HomePhone Move Up Move Down OK Cancel	
ど Done		🔮 Internet 🛒	

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).

🕘 http://training.literacypro.com - SortBy - Microsoft Inte 🖃 🗖 🔀				
Select Fields to Sort by Sort items by LastName	Help 🖗 OK Ascend Cancel			
Then by FirstName	Descend Ascend Descend			
Then by Select Column	 Ascend Descend 			
E Done	💓 Internet			

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).

22	LACES Training					Logou	
	Welcome, OK99!				3/8/2	2006 11:05:5	
l User	Student list New			New \	View Find Selection Print He		
I Student	Last Name 💌 Begins v	with 🔽	9 🛛	_	Key Info Address		
All Students			and the second sec	Educational Level	My Views		
C Status	108 Records Selected Total 121 Records		Phone List		Create New Views	resh 😂	
Primary Program	LastName	FirstName	EducationalLevel	HomePhone	Modify Views		
Level	Arnott	Jason	Low Adult Secondary	4059196565	Hide Preview		
Keyword	Baker	Tina	Low Adult Secondary	4059196565			
Assessment Status	Berlin	Steve	Beg Lit ESL	5554441111		l	
Assessment Area	Bischoff	Carissa	Low Adult Secondary	4059196565			
Ethnicity	Bouziden	Mickey	Low Adult Secondary	5803278000			
	Bowie	David	Low Intermediate ABE	3035551212			
	Bray	Ruby	Low Adult Secondary	4059196565			
	🔲 🔲 Brittain	Jessica	Low Adult Secondary	4059196565			
	Bunny	Bugs	High Intermediate ABE	3378889900			
	Burditt	Taylor	Low Adult Secondary	4059196565			
	Caffey	Charlotte	Beg Lit ABE	6678899999			
	Carlisle	Belinda	Beginning ABE	5554433211			
	Carson	Matt	High Intermediate ABE	4059196565			
l Class	Cast	Wendy	Beginning ESL	4059196599			
Staff							
All Assessments							
All Goals							
All Enrollments							
All FY Data							
Agency							
Done					🍅 Internet		

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.

🕙 http://training.literacypro.com - View Configuration - Microsoft 🖃 🗖 🔀				
Modify Views	Help 🖗			
Select the view you want to modify. Phone List	Delete			
Fields LastName,FirstName,EducationalLevel,F	IomePhone			
Sort By LastName,FirstName				
Cancel	Save & Apply to Grid			
Cone Cone	🔮 Internet			

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.

<u>Chapter Five</u> Printing

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

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.
- 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.

New View Find	Selection	Print	Help
	Print Sc	reen	
	Print HT	ML	
	Print PE)F	
	Print Ex	cel 👘	
Page 1 of 3	Export		
	Print Re	ports	
• • • • • • • • • • • • • • • • • • •			~

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.
- 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).

🛛 User		Studen	t list		
🛛 Student		Last Na	me 🔽 Begins	s with 🔽	
All Students					
⊡ 🛅 Status		150 Re	ecords Selected	Total 302 Records	
Active(14)	≡		LastName	FirstName	Overa
Enrolled(150)			Adams	John	Enrolled
Never Started(4)			Adams	Maria	Enrolled
On-hold(24)			Adams	Mary	Enrolled
Prospective(40)			Aguilar	Daniel	Enrolled
Waiting(7)		V	Aguilar	Dora	Enrolled
	-		Aldridge	Buzz	Enrolled
🛛 Class			Anders	David	Enrolled
Staff			Aquinus	Thomas	Enrolled
Tutor			Archer	Sam	Enrolled
	_		Armstrong	Louis	Enrolled
🛛 Par			Armstrong	Martina	Enrolled
🗵 Group			AtestLN	AtestFN	Enrolled
🛛 Workshop			Baker	Arthur	Enrolled
Donor			Bakor	Shirley	Enrolled
			Bekerson	Sandra	Enrolled

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.

.ast Na	me 🔽 Begins	with 🔽	9	8
11 Rec	ords Selected T	otal 302 Records		Turn
	LastName	FirstName	CverallStatus	Edu
	Adams	John	Enrolled	High A
	Adams	Maria	Enrolled	Low Ir
	Adams	Mary	Enrolled	Begin
	Aguilar	Daniel	Enrolled	Level
	Aguilar	Dora	Enrolled	High I
	Aldridge	Buzz	Enrolled	Level
Image: A start of the start	Anders	David	Enrolled	Begin
Image: Second	Aquinus	Thomas	Enrolled	Level
	Archer	Sam	Enrolled	Level
	Armstrong	Louis	Enrolled	Beginn
	Armstrong	Martina	Enrolled	Beg Li

The display of a subset of data

Find	Selection	Print	Help	
	Print	Scree	r	Ì
	Print	HTML		I
	Print	PDF		I
of 1	Print	Excel		I
d	Expo	ort		I
	Print	Repor	ts	1

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 In	formation	×
ß	This page contains both secure and nonsecure items.	
	Do you want to display the nonsecure items?	
	Yes No More Info	

Security notification

This report requires you to provide values for its paramet	ers Help 🖗
For Report: Student: Student Assessment (with date range)	
Where Assessed Date is Between (Ex. mm/dd/yyyy = 03/23/2005) 01/01/2008 And 03/31/2008	
Cancel	Print

Date range fields window

10. Review the report. From here you may print or save the report for future reference.

			Student Asse	ssments		04/22/2008
	Student:	Adams, Bob	ID: 3597	10 Instruct H	ours Since L	ast 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: 3604	71 Instruct He	ours Since L	ast 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).

🗵 User		Studer	nt list		
🗉 Student		Last Na	ame 🔽 Begins	s with	
All Students	^	150 R		Total 302 Records	
Active(14)	≡		LastName	FirstName	Overa
Left(63)			Adams	John	Enrolled
Never Started(4)		V	Adams	Maria	Enrolled
On-hold(24)			Adams	Mary	Enrolled
Prospective(40)			Aguilar	Daniel	Enrolled
Waiting(7)		Image: A start of the start	Aguilar	Dora	Enrolled
	~		Aldridge	Buzz	Enrolled
🛛 Class		Image: A start of the start	Anders	David	Enrolled
Staff			Aquinus	Thomas	Enrolled
M. Turner		Image: A start of the start	Archer	Sam	Enrolled
Tutor		Image:	Armstrong	Louis	Enrolled
🛛 Par		Image: A start of the start	Armstrong	Martina	Enrolled
🔟 Group		•	AtestLN	AtestFN	Enrolled
🛛 Workshop			Baker	Arthur	Enrolled
Donor			Bakor	Shirley	Enrolled
			Bekerson	Sendre	Enrolled

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**.

New View Find	Selection Print	nt
	All	I.
	Subset	
	Omit	l.
Page 1 of 1	Save	e
Keyword	Load	

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	a as a subset.
----	---------------------------	----------------------	-----------------------	----------------

Last Na	ime 🚩	Begins	with 🔽	8	R
11 Rei	cords Select	ted T	otal 302 Records		Turn
	LastN	lame	FirstName	CverallStatus	Edu
v	Adams		John	Enrolled	High A
	Adams		Maria	Enrolled	Low In
V	Adams		Mary	Enrolled	Begin
V	Aguilar		Daniel	Enrolled	Level
	Aguilar		Dora	Enrolled	High I
	Aldridge		Buzz	Enrolled	Level
v	Anders		David	Enrolled	Beginn
V	Aquinus		Thomas	Enrolled	Level
V	Archer		Sam	Enrolled	Level
V	Armstrong		Louis	Enrolled	Beginn
	Armstrong		Martina	Enrolled	Beg Li

The display of a subset of data

Find	Selection	Print Help
	Print	Screer
	Print	HTML
	Print	PDF
of 1	Print	Excel
d	Expo	ort
	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 In	formation			×
P	This page contair items.	ns both secure a	nd nonsecure	
	Do you want to d	isplay the nonse	cure items?	
	Yes	No	More Info	

Security notification

9. Review the report. From here you may print or save the report for future reference.

			Dem	ograp	hics l	Repor	t					
А	gency: L/	ACES TI	raining									
		16	-18	19	-24	25	-44	45	-59	60)+	Total
		М	F	M	F	М	F	М	F	М	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	e 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).

🛛 User		Studen	t list		
🛛 Student		Last Na	me 🔻 Begin	swith 🔽	
All Students	<u>^</u>				
🖻 🚞 Status		150 Re	cords Selected	Total 302 Records	
Active(14)	=		LastName	FirstName	Overa
Enrolled(150)			Adams	John	Enrolled
Left(63)			Adams	Maria	Enrolled
Never Started(4)			Adams	Mary	Enrolled
On-hold(24)			Aguilar	Daniel	Enrolled
Prospective(40)			Aguilar	Dora	Enrolled
Waiting(7)	~		Aldridge	Buzz	Enrolled
🗵 Class			Anders	David	Enrolled
🗵 Staff			Aquinus	Thomas	Enrolled
Tutor			Archer	Sam	Enrolled
	_		Armstrong	Louis	Enrolled
🛛 Par	_		Armstrong	Martina	Enrolled
🛛 Group			AtestLN	AtestFN	Enrolled
🛛 Workshop			Baker	Arthur	Enrolled
Donor			Baker	Shirley	Enrolled
			Bakerson	Sendre	Enrolled

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**.

New View	Find	Selection	Print
		All	
		Subset	
		Omit	
Page 1 d	of 1	Save	e
Keyword		Load	

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*).

Last Na	me 🝸 Begins	s with	9	8
11 Red	cords Selected T	otal 302 Records		Turn
	LastName	FirstName	CverallStatus	Edu
	Adams	John	Enrolled	High A
	Adams	Maria	Enrolled	Low In
	Adams	Mary	Enrolled	Begin
	Aguilar	Daniel	Enrolled	Level
Image: A start of the start	Aguilar	Dora	Enrolled	High I
	Aldridge	Buzz	Enrolled	Level
	Anders	David	Enrolled	Begin
	Aquinus	Thomas	Enrolled	Level
	Archer	Sam	Enrolled	Level
	Armstrong	Louis	Enrolled	Begin
	Armstrong	Martina	Enrolled	Beg L

5. This will adjust the List View to display only the pre-selected data as a subset.

The display of a subset of data



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 In	formation	×
ß	This page contains both secure and nonsecure items.	
	Do you want to display the nonsecure items?	
	Yes No More Info	

This report requires you to provide va	alues for its parameters He	elp 🖗
For Report: Student: Pair Hours		
Where Date is Between (mm/dd/yyyy) AND	07/01/2007 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.

Security notification

		Studen	t: Pair Hours	
AgencyID: 106	Sc	hool Distri	ct / Agency: LACES Training	
Dates Between:	07/01/2007	and	06/30/2008	
Description: This report d that this report only works			tutor hour pairs within the given ot tutor selections.	dates. Please note
<u>Student:</u> Aquafina, And	rew	Tutor: Br	other, Hal	
Month-Year	Hours			-
February-2008	25.00			
Total Hours:	25.00	_		
Student: Delamare, Da	vid	Tutor: W	hite, Neal]
Student. Delamare, Da	viu	<u>1001.</u> W	nite, Near	
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.
- 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).

🗵 User	Student list	
🛛 Student	Last Name 💙 Begins with 💙	
🗎 All Students 🔷		
🗉 🛅 Status	150 Records Selected Total 302 Reco	rds
Active(14)	LastName FirstNam	ne Overa
Enrolled(150)	Adams John	Enrolled
Left(63)	Adams Maria	Enrolled
Never Started(4)	Adams Mary	Enrolled
On-hold(24)	Aguilar Daniel	Enrolled
Prospective(40)	Aguilar Dora	Enrolled
Waiting(7)	Aldridge Buzz	Enrolled
Class	Anders David	Enrolled
Staff	Aquinus Thomas	Enrolled
I Tutor	Archer Sam	Enrolled
	Armstrong Louis	Enrolled
🗉 Par	Armstrong Martina	Enrolled
🗵 Group	AtestLN AtestFN	Enrolled
🛛 Workshop	Baker Arthur	Enrolled
Donor	Baker Shirley	Enrolled
	Bakercon Sandra	Enrolled

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**.

New View	Find	Selection	Print
		All	
		Subset	5
· · · · · · · · · · · · · · · · · · ·		Omit	
Page 1	of 1	Save	e
Keywon	d	Load	

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.

.ast Na	rme 🛛 🖌 Begins	s with 👻	9	8
11 Red	cords Selected T	otal 302 Records		<u>Turn (</u>
	LastName	FirstName	CverallStatus	Edu
Image: A start of the start	Adams	John	Enrolled	High A
	Adams	Maria	Enrolled	Low In
~	Adams	Mary	Enrolled	Beginr
Image: A start of the start	Aguilar	Daniel	Enrolled	Level
	Aguilar	Dora	Enrolled	High I
	Aldridge	Buzz	Enrolled	Level
~	Anders	David	Enrolled	Beginn
V	Aquinus	Thomas	Enrolled	Level
~	Archer	Sam	Enrolled	Level
	Armstrong	Louis	Enrolled	Beginn
	Armstrong	Martina	Enrolled	Beg Li

The display of a subset of data

Find	Selection	Print	Help
	Print	Scree	r
	Print	HTML	
	Print	PDF	
of 1	Print	Excel	
d	Expo	ort	
	Print	Repor	ts

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 In	formation	×						
ß	This page contains both secure and nonsecure items.							
_	Do you want to display the nonsecure items?							
	Yes No More Info							

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.

内	Adobe	Acrobat -	[PrintR	teport[2].pdf]															
因	File Ed	it Documen	nt Tools	View	Window	Hel	p				_										
0 .m		188 To - Si) 			91° -		6	• •	CC		0) • 🔛				
12	1	JC: * 59	B.,	• 44	. 49	×.	D	A 04	4	227	Π.	-	-	_						_	
Signatures Y Comments Y Thumbnails Y Bookmarks	2																				
B		Buzz A	Aldridge								Dani	el Ag	uilar					David Ander	s		
mbrails		300 Oa	k Street							1	111 0	ak Si	treet					133 Oak St.			
nut /		Longm	ont		со	805	503			1	Uptov	vn			CA	19709		Uptown		CA	19807
omnents		Dora A	Aguilar								John	Ada	ms					Louis Armst	rong		
8		111 Oa	k Street								100 B	irch	Lane					444 Elm St.			
natures		Uptown	n		CA	197	709				Anyto	wn			CA	19808		Anytown		CA	19808
Sip		Maria	Adams								Marti	na A	rmstr	ong				Mary Adams			
		222 WI	lliams B	lvd.						3	444 n	nichig	jan w	ay				222 Williams	Blvd.		
		Uptown	n		CA	197	709			1	Little	Rock	•		AR	72032		Uptown		CA	19709
		Sam A	Archer								Thon	nas A	quin	us							
		600 Ba	lsam)	100 A	spen	Driv	e							

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 userprovided 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).

🗵 User		Studen	t list					
🛛 Student		Last Name 💙 Begins with 💙						
 All Students ☐ ☐ Status 	^			otal 302 Records				
Active(14)	=		LastName	FirstName	Overa			
Left(63)			Adams Adams	John Maria	Enrolled Enrolled			
Never Started(4)			Adams	Mary	Enrolled			
Prospective(40)			Aguilar Aguilar	Daniel Dora	Enrolled Enrolled			
Waiting(7)	~		Aldridge Anders	Buzz David	Enrolled			
Staff	_		Aquinus	Thomas	Enrolled			
图 Tutor			Archer Armstrong	Sam Louis	Enrolled Enrolled			
🗉 Par			Armstrong	Martina	Enrolled			
Group			AtestLN Baker	AtestFN Arthur	Enrolled Enrolled			
 Workshop Donor 			Baker	Shirley	Enrolled			
E Donor			Bekerson	Sandra	Enrolled			

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**.

New	View	Find	Selection	Print
			All	
			Subset	6
			Omit	
Page	1	of 1	Save	1
K	eywor	d	Load	

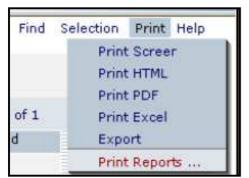
Select Subset to finalize the data selection

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*).

.ast Na	me 💙 Begins	with 💌	8	R
11 Red	ords Selected T	otal 302 Records		Turn
	LastName	FirstName	CverallStatus	Edu
2	Adams	John	Enrolled	High A
¥	Adams	Maria	Enrolled	Low I
	Adams	Mary	Enrolled	Begin
	Aguilar	Daniel	Enrolled	Level
V	Aguilar	Dora	Enrolled	High I
	Aldridge	Buzz	Enrolled	Level
	Anders	David	Enrolled	Begin
	Aquinus	Thomas	Enrolled	Level
	Archer	Sam	Enrolled	Level
	Armstrong	Louis	Enrolled	Begin
	Armstrong	Martina	Enrolled	Beg L

5. This will adjust the List View to display only the pre-selected data as a subset.

The display of a subset of data



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 Information								
ß	This page contains both secure and nonsecure items.							
	Do you want to display the nonsecure items?							
	Yes No More Info							

This report requires you to provide	Help 🖓	
For Report: Student: Student Calendar Hours		
Where Date is Between (mm/dd/yyyy) AND	07/01/2007 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.

Security notification

	Student:	Stude	nt Cale	endar I	lours	Report	4.	/22/2008
AgencyID: 106 School District / Agency: LACES Training								
Report Statistics	Report Statistics Dates Between: 07/01/2007 AND 06/30/2008						0/2008	
Total number of stude	ents: 82		Total st	tudents	w/ non-	zero ho	urs: 78	
Average Total Hours:	70.74 (A	verage o	alculate	d using s	students	w/ non-:	zero tota	al hours)
Maximum: 1,882.50								
Minimum: 0.00	Minimum: 0.00							
Total Hours of All Stu	Total Hours of All Students							
Instruction Compute 5,392.00 0.00	r Preparation 46.00	Travel 39.50		ther .00	TOTAL 5,517.5			
Instructional Hours N	umerical Break	down:						
Total Hours: <	>=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)							

Student File Update

Review, print, and/or Save from here

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).

🗵 User	Studen	t list				
🛛 Student	Last Name 🔻 Begins with 👻					
All Students	150 Re		otal 302 Records			
Active(14)		LastName	FirstName	Overa		
Enrolled(150) Left(63)		Adams	John	Enrolled		
Never Started(4)		Adams	Maria	Enrolled		
On-hold(24)		Adams	Mary	Enrolled		
Prospective(40)		Aguilar	Daniel	Enrolled		
Waiting(7)		Aguilar	Dora	Enrolled		
		Aldridge	Buzz	Enrolled		
🛛 Class		Anders	David	Enrolled		
🗉 Staff		Aquinus	Thomas	Enrolled		
Tutor		Archer	Sam	Enrolled		
		Armstrong	Louis	Enrolled		
🛛 Par		Armstrong	Martina	Enrolled		
🖾 Group		AtestLN	AtestFN	Enrolled		
🛛 Workshop		Baker	Arthur	Enrolled		
Donor		Bakor	Shirley	Enrolled		
		Bakercon	Sandra	Enrolled		

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**.

New View	Find	Selection	Print
		All	
		Subset	
		Omit	
Page 1	of 1	Save	e
Keyword	1	Load	

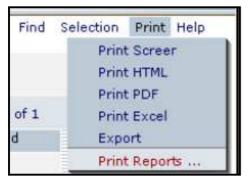
Select Subset to finalize the data selection

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*).

Last Na	ime 🛛 💌 Begins	with 🛛 💌	8	8
11 Re(cords Selected T	otal 302 Records		Turn
	LastName	FirstName	CverallStatus	Edu
	Adams	John	Enrolled	High /
~	Adams	Maria	Enrolled	Low I
	Adams	Mary	Enrolled	Begin
	Aguilar	Daniel	Enrolled	Level
	Aguilar	Dora	Enrolled	High I
	Aldridge	Buzz	Enrolled	Level
	Anders	David	Enrolled	Begin
	Aquinus	Thomas	Enrolled	Level
	Archer	Sam	Enrolled	Level
	Armstrong	Louis	Enrolled	Begin
	Armstrong	Martina	Enrolled	Beg L

5. This will adjust the List View to display only the pre-selected data as a subset.

The display of a subset of data



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 Information									
<u>P</u>	This page contai items.	ns both secure a	nd nonsecure						
	Do you want to display the nonsecure items?								
	Yes	No	More Info						

Security notification

9. Review the report. From here you may print or save the report for future reference.

	St	udent: S	student	File Upd	ate	
Name	Ali, Fatamah	М				
Address	1245 Longfe	llow				
	BATON ROL	JGE	70819			
Home Phone	(225) 928-17	17				
Work Phone	(22545) 077-			Any spec	ial	
Mobile	(22040) 011	1020		pho	ne No Value	Entered
	A			instructio	n?	
Primary Program	Adult Literac	y				
Overall Status	Active					
Birthday	1/1/1953	Age 55				
<u>Assessments</u>		NRS Level		t NRS Level	Last Assess	
	Beg	Lit ABE	High Inte	rmediate ABE	11/30/	2007
	Date	Scaled	SPL/GLE	NRS Level		
	11/30/2007	550.0		High Intermed	iate ABE	
	10/01/2007	222.0		Level Not Defi	ned	
	10/01/2007	504.0		Level Not Defi	ned	
	10/01/2007	336.0		Level Not Defi	ned	
	10/01/2007	440.0		Level Not Defi	ned	
	10/01/2007	280.0		Beg Lit ABE		
	10/01/2007	370.0		Beg Lit ABE		
	10/01/2007	530.0		High Intermed	iate ABE	
Comments	Date	Туре	Com	iments		
	Match Date	Start Date	End Date	Status		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).

🛛 User	Studer	nt list		
🛛 Student	Last Na	ame 🔽 Begins	s with 🔽	
All Students		U		
🖻 🛅 Status	150 R	ecords Selected	Total 302 Records	
Active(14)		LastName	FirstName	Overa
Enrolled(150)		Adams	John	Enrolled
Never Started(4)		Adams	Maria	Enrolled
On-hold(24)		Adams	Mary	Enrolled
Prospective(40)		Aguilar	Daniel	Enrolled
Waiting(7)		Aguilar	Dora	Enrolled
n 🚗 n		Aldridge	Buzz	Enrolled
Class		Anders	David	Enrolled
🗵 Staff		Aquinus	Thomas	Enrolled
Tutor	- ·	Archer	Sam	Enrolled
🗵 Par	-	Armstrong	Louis	Enrolled
e Par		Armstrong	Martina	Enrolled
🛛 Group		AtestLN	AtestFN	Enrolled
🛛 Workshop		Baker	Arthur	Enrolled
🛛 Donor		Bakercon Bakercon	Shirley Sendre	Enrolled

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**.

New View	Find	Selection	Print
		All	
		Subset	
		Omit	
Page 1	of 1	Save	e
Keyword	1	Load	

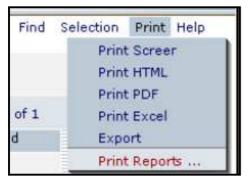
Select Subset to finalize the data selection

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*).

.ast Na	me 🖌 Begins	s with 🔛 🔽 🛄	8	R
11 Red	ords Selected T	otal 302 Records		Turn
	LastName	FirstName	CverallStatus	Edu
~	Adams	John	Enrolled	High A
	Adams	Maria	Enrolled	Low In
Image: A start of the start	Adams	Mary	Enrolled	Begin
Image: A start of the start	Aguilar	Daniel	Enrolled	Level
V	Aguilar	Dora	Enrolled	High I
 Image: A start of the start of	Aldridge	Buzz	Enrolled	Level
Image: A start of the start	Anders	David	Enrolled	Begin
 Image: A start of the start of	Aquinus	Thomas	Enrolled	Level
~	Archer	Sam	Enrolled	Level
Image: A start of the start	Armstrong	Louis	Enrolled	Begin
	Armstrong	Martina	Enrolled	Beg Li

5. This will adjust the List View to display only the pre-selected data as a subset.

The display of a subset of data



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 Information					
<u>P</u>	This page contai items.	ns both secure a	nd nonsecure		
	Do you want to display the nonsecure items?				
	Yes	No	More Info		

Security notification

9. Review the report. From here you may print or save the report for future reference.

Student Goals. S			/22/2008 2:03:3
School District / Agency	LACES Train	ing	
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).

🛛 User	St	uden	t list		
🛛 Student	La	ast Na	me 🔻 Begin	swith 👻	
🛅 All Students 🧹					
🖻 🛅 Status	1	150 Re	cords Selected	Total 302 Records	
Active(14)			LastName	FirstName	Overa
Enrolled(150)			Adams	John	Enrolled
Left(63)			Adams	Maria	Enrolled
On-hold(24)		V	Adams	Mary	Enrolled
Prospective(40)			Aguilar	Daniel	Enrolled
Waiting(7)		V	Aguilar	Dora	Enrolled
		V	Aldridge	Buzz	Enrolled
🗵 Class			Anders	David	Enrolled
🛛 Staff			Aquinus	Thomas	Enrolled
Tutor			Archer	Sam	Enrolled
			Armstrong	Louis	Enrolled
🛛 Par			Armstrong	Martina	Enrolled
🛛 Group			AtestLN	AtestFN	Enrolled
🛛 Workshop			Baker	Arthur	Enrolled
Donor			Baker Bakerson	Shirley Sandra	Enrolled

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**.

New View	Find	Selection	Print
		All	
		Subset	
		Omit	
Page 1	of 1	Save	e
Keyword	1	Load	

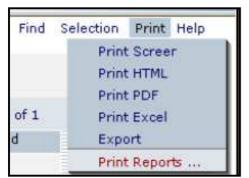
Select Subset to finalize the data selection

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*).

.ast Na	me 🖌 Begins	s with 🔛 🔽 🛄	8	R
11 Red	ords Selected T	otal 302 Records		Turn
	LastName	FirstName	CverallStatus	Edu
~	Adams	John	Enrolled	High A
	Adams	Maria	Enrolled	Low In
Image: A start of the start	Adams	Mary	Enrolled	Begin
Image: A start of the start	Aguilar	Daniel	Enrolled	Level
V	Aguilar	Dora	Enrolled	High I
 Image: A start of the start of	Aldridge	Buzz	Enrolled	Level
Image: A start of the start	Anders	David	Enrolled	Begin
 Image: A start of the start of	Aquinus	Thomas	Enrolled	Level
~	Archer	Sam	Enrolled	Level
Image: A start of the start	Armstrong	Louis	Enrolled	Begin
	Armstrong	Martina	Enrolled	Beg Li

5. This will adjust the List View to display only the pre-selected data as a subset.

The display of a subset of data



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 Information					
ß	This page contains both secure and nonsecure items.				
	Do you want to display the nonsecure items?				
	Yes No	More Info			

This report requi	ires you to provide values for its parameters	Help 🖓
For Report: Student: S	Student Goals Met	
Start Date End Date	07/01/2007 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.

Security notification

	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).

🛛 User		Studen	t list				
🛛 Student		Last Name 💙 Begins with 👻					
All Students							
⊡ 🛅 Status		15 <u>0 Rec</u> ords Selected Total 302 Records					
Active(14)	≡		LastName	FirstName	Overa		
Enrolled(150)			Adams	John	Enrolled		
Never Started(4)			Adams	Maria	Enrolled		
On-hold(24)			Adams	Mary	Enrolled		
Prospective(40)			Aguilar	Daniel	Enrolled		
Waiting(7)			Aguilar	Dora	Enrolled		
	-		Aldridge	Buzz	Enrolled		
🛛 Class			Anders	David	Enrolled		
Staff			Aquinus	Thomas	Enrolled		
Tutor			Archer	Sam	Enrolled		
	_		Armstrong	Louis	Enrolled		
🛛 Par			Armstrong	Martina	Enrolled		
🗵 Group			AtestLN	AtestFN	Enrolled		
🛛 Workshop			Baker	Arthur	Enrolled		
Donor			Bakor	Shirley	Enrolled		
			Bekerson	Sandra	Enrolled		

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**.

New	View	Find	Selection	Print
			All	
			Subset	
			Ornit	
Page 1 of 1 Keyword			Save	
			Load	

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.

Last Na	me 🛛 💙 Begins	with 🕙	8	8
11 Red	ords Selected T	otal 302 Records		Turn
	LastName	FirstName	CverallStatus	Edu
Image: A start of the start	Adams	John	Enrolled	High A
	Adams	Maria	Enrolled	Low In
~	Adams	Mary	Enrolled	Begin
Image: A start of the start	Aguilar	Daniel	Enrolled	Level
V	Aguilar	Dora	Enrolled	High I
Image: A start a st	Aldridge	Buzz	Enrolled	Level
~	Anders	David	Enrolled	Begin
	Aquinus	Thomas	Enrolled	Level
	Archer	Sam	Enrolled	Level
	Armstrong	Louis	Enrolled	Begin
	Armstrong	Martina	Enrolled	Beg Li

The display of a subset of data

Find	Selection	Print Help			
	Print Screer				
	Print	t HTML			
	Print PDF				
of 1	Print	t Excel			
d	Expo	ort			
	Print	t 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 Information						
ß	This page contains both secure and nonsecure items.					
Do you want to display the nonsecure items?						
	Yes No More Info					

This report requi	5 Help 🖗	
For Report: Student: To	otal Student Hours	
Start Date End Date	07/01/2007 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.

	02/29/2008				
AgencyID: 100	School D	istrict / A	Agency: LACES Trainir	ng	
Description: Pri range.	int all student ir	nstructional hou	urs record	led within the given dat	e
Start Date:	07/01/2007	End Date:	06/3	0/2008	
Name: Bob	Ada	ms			
	D	Date		Present	
	10/31/2007		18		
	02/15/2008		9		
	02/29/2008		16		
	<u>TOTAL:</u>		4	43.0	

Review, print, and/or Save from here

Class Reports

Security notification

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.

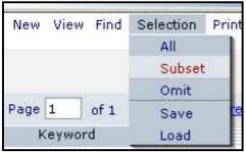
To generate this report, follow these steps:

- 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	Rec	ords Selected	Total 78 Red	ords					
		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-di		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-Cloor		110465	07/01/2007	06/30/2008	
	V	2007-2008		General ABE-da		110468	07/01/2007	06/30/2008	
	V	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."

This report requires you	This report requires you to provide values for its parameters				
For Report: Class: Student Hou	irs by Class				
Class Start Date:	07/01/2007				
Class End Date:	06/30/2008				
Cancel		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 Distric	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	Selec	ted 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	Rec	ords Selected	Total 78 Red	ords					
		Term	CourseNumber	ClassSectionTit	AssignedStaffN	ClassSectionID	ClassStartDate	ClassEndDate	E
		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-er	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-di		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	
	V	2007-2008		Basic Math-Edw		110464	07/01/2007	06/30/2007	
	~	2007-2008		Biology		110396	07/01/2007	06/30/2008	
	V	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-Cloor		110465	07/01/2007	06/30/2008	
	V	2007-2008		General ABE-da		110468	07/01/2007	06/30/2008	
	 Image: A start of the start of	2007-2008		Basic Math-Lira		110470	07/01/2007	06/30/2008	
►	V	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**.

New View		Selection	Print
		All	
		Subset	
		Omit	
Page 1	of 1	Save	2
Keywa	ord	Load	

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.

Subject: General ABE-evening School: No Value Entered			Teacher: Mary Armstrong						al Class I le #:	Hours: 0					
ocation: Learning Center	Class Days: MTuWThF					Cre	dits		Non-Credi	ts:					
Date Class Starts: 07/15/2003 Class Times: 6-9pm Date Class Ends: 06/30/2004 Hours / Session: 0 Total # of Weeks: 0 Hours / Week: 0					Tota	al Studen	ts Enrol	led: 7							
					Total Completed Clas					opout, T=T					
ENROLLMENT	Date				DAIL	Υ ΑΤΤΕΙ	NDANG	E				ReTe	st Date		
ENROLLMENT # Last Name, First Name	Date				DAIL	Y ATTEI		E						Test Score	Test D
	Date							E							Test D
# Last Name, First Name	Date							E							Test D
# Last Name, First Name 1. Bakerson, Sandra	Date							E							Test D
 # Last Name, First Name 1. Bakerson, Sandra 2. Dursley, Petunia 	Date							E							Test Da
 # Last Name, First Name 1. Bakerson, Sandra 2. Dursley, Petunia 3. King, Charles 	Date							E							Test Da
# Last Name, First Name 1. Bakerson, Sandra 2. Dursley, Petunia 3. King, Charles 4. Lincoln, Kennedy	Date							E							Test Da

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.

- 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	Rec	ords Selected	Total 78 Red	ords				
		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-er	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-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
	V	2007-2008		Basic Math-Edw		110464	07/01/2007	06/30/2007
	~	2007-2008		Biology		110396	07/01/2007	06/30/2008
	V	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
	V	2007-2008	100	ESL Conversati	Clooney, Janet	110463	07/01/2007	06/30/2008
	~	2007-2008		Job Skills-Cloor		110465	07/01/2007	06/30/2008
		2007-2008		General ABE-di		110468	07/01/2007	06/30/2008
	V	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

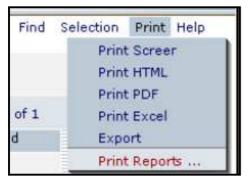
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.

New View Find	Selection	Print
	All	
	Subset	
	Ornit	
Page 1 of 1	Save	10
Keyword	Load	

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."

This report requires yo	🛚 Help 🖗	
For Report: Class: Student Ho		
Class Start Date: Class End Date:	07/01/2002 06/30/2008	
Cancel		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 To	otal 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.**

- 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	Rec	ords Selected	Total 78 Red	ords				
		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-di		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
	V	2007-2008		Biology		110396	07/01/2007	06/30/2008
		2007-2008	xTest3A	Reading Skills	Spoony, Sue	110460	07/01/2007	06/30/2008
	Image: A start of the start	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
	V	2007-2008		Job Skills-Cloor		110465	07/01/2007	06/30/2008
	V	2007-2008		General ABE-da		110468	07/01/2007	06/30/2008
	V	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

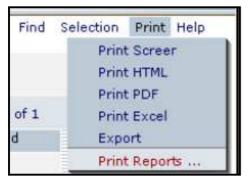
4. In order to finalize your selection of data, choose **Selection** from the menu bar and select **Subset**.

New View Find	Selection	Print
	All	
	Subset	
	Omit	
Page 1 of 1	Save	e
Keyword	Load	

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."

This report requires yo	'S Help 🖗					
For Report: Class: Summary of Instructional Hours by EFL						
Class Start Date:	07/01/2007					
Class End Date:	06/30/2008					
Cancel		Print				

Date range fields window

9. Review the report. From here you may print or save the report for future reference.

Staff Reports

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.

- 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).

Tut	or li	st		
Las	st Na	me 💌	Begins with	
42	2 Rec	ords Selected Tot	al 45 Records	
		LastSurname	FirstName	TutorStatus
	•	Barebones	George	Active
		Bourland	Katie	Left
		Brother	HP	Waiting
		Child	Lee	Waiting
	V	Clooney	Brad	Active
		Coppercorn	Jilly	Left
	V	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**.

New View Find	Selection Print
	All
	Subset
	Ornit
Page 1 of 1	Save
Keyword	Load

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.

Ī	Tutor list							
Π	Las	st Na	me	•	Begins with 📃 💌			
	6	Reco	rds Selected	Tota	l 45 Records			
			LastSurnan	ne	FirstName	TutorStatus		
			Barebones		George	Active		
			Clooney		Brad	Active		
			David		Miller	Active		
			Fillion		Nathan	Active		
			Guider		Gregory	Active		
		V	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.**

Find	Selection	Print	Help
	Print	Scree	
	Print	HTML	
	Print	PDF	
of 1	Print	Excel	
d	Expo	ort	
	Print	Report	5

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 In	nformation	×				
<u>P</u>	This page contains both secure and nonsecure items.					
	Do you want to display the nonsecure items?					
	Yes No More Info					

Security notification

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

This report requ	ires you to provide values for its parameters	Help 🖓
For Report: Tutor: Tot	al Tutor Hours	
Start Date End Date	07/01/2007	
Cancel	[Print

Date range fields window

10. Review the report. From here you may print or save the report for future reference.

_	LACES Trair	ning		
	Total Tutor Hours	s Report	2/23/2008 2:0	8:05 PM
Total Hou	urs From: 07/01/2007	To: 0	6/30/2008	
George	Barebones	26.00		
Katie	Bourland	16.00		
HP	Brother	33.00		
Lee	Child	26.00		
Brad	Clooney	157.00)	

Review, print, and/or Save from here

Tutor Address Labels

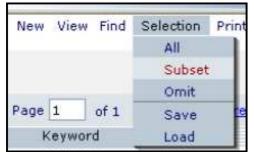
Description: This report will provide mailing labels with Name, Address, Address 1, Address 2, City, State, and Zip Code for a user-selected group of tutors.

- 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).

Tut	or li	st		
	st Na		Begins with	
]Las	stiva	me <u> </u>	I begins with	
42	2 Rec	ords Selected Tot	al 45 Records	
		LastSurname	FirstName	TutorStatus
	J	Barebones	George	Active
		Bourland	Katie	Left
		Brother	HP	Waiting
		Child	Lee	Waiting
	$\mathbf{\nabla}$	Clooney	Brad	Active
		Coppercorn	Dilly	Left
	V	David	Miller	Active
		Dell	Michael	Graduated
		Doughboy	Pillsbury	Graduated
		Dumbledore	Albus	Graduated
		Earp	Wyatt	Graduated
		Ella	Cinder	Graduated
	$\mathbf{\nabla}$	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.

T	Tutor list							
Γ	Last Name 💌 Begins with 💌							
	6 Records Selected Total 45 Records							
1			LastSurnam	ne	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.

Find	Selection	Print	Help
	Print	Scree	r
	Print	HTML	
	Print	PDF	
of 1	Print	Excel	
d	Expo	ort	
	Print	Repor	ს ა

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 In	formation	×
ß	This page contains both secure and nonsecure items.	
	Do you want to display the nonsecure items?	
	Yes No More Info	

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.

8888·#				• •	1929.	Acces		
Q • T • S • 1	• 4 • 🕎	S H & U	4 型 型・					
Buzz Aldridge			Daniel Aguilar			David Anders		
300 Oak Street			111 Oak Street			133 Oak St.		
Longmont	со	80503	Uptown	CA	19709	Uptown	CA	1980
Dora Aguilar			John Adams			Louis Armstrong		
111 Oak Street			100 Birch Lane			444 Elm St.		
Uptown	CA	19709	Anytown	CA	19808	Anytown	CA	1980
Maria Adams			Martina Armstron	g		Mary Adams		
222 Williams Blv	d.		444 michigan way			222 Williams Blvd.		
Uptown	CA	19709	Little Rock	AR	72032	Uptown	CA	1970
Sam Archer			Thomas Aquinus					
600 Balsam			100 Aspen Drive					

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.

- 1. Go to the **Tutor** tab in the navigation pane of LACES.
- 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												
Las	Last Name 🗾 Begins with 💌											
42	2 Rec	ords Selected 🛛 Tot	al 45 Records									
		LastSurname	FirstName	TutorStatus								
	J	Barebones	George	Active								
		Bourland	Katie	Left								
		Brother	HP	Waiting								
		Child	Lee	Waiting								
	V	Clooney	Brad	Active								
		Coppercorn	Jilly	Left								
	V	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 Regd								
	$\mathbf{\nabla}$	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**.

New	View	Find	Selection	Print	
			All		
			Subset		
			Omit		
Page	1	of 1	Save		
K	eywor	d	Load		

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.

Ī	Tutor list								
Π	Las	st Na	me	•	Begins with 📃 💌				
	6	Reco	rds Selected	Tota	l 45 Records				
			LastSurnan	ne FirstName		TutorStatus			
			Barebones		George	Active			
			Clooney		Brad	Active			
			David		Miller	Active			
			Fillion		Nathan	Active			
			Guider		Gregory	Active			
		V	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.

Find	Selection	Print	Help
	Print	Scree	r
	Print	HTML	
	Print	PDF	
of 1	Print	Excel	
d	Expo	ort	
	Print	Repor	ts

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 In	Security Information							
P	This page contains both secure and nonsecure items.							
	Do you want to display the nonsecure items?							
	Yes No More Info							

Security notification

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

This report requires you to provide v	alues for its parameters	Help 🖓
For Report: Tutor: Tutor Calendar Hours Report		
Where Date is Between (mm/dd/yyyy) AND	07/01/2007 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.

			Tu	tor Cal	endar	Hours	Repor	t			
AgencyID: 1	AgencyID: 106 School District / Agency: LACES Training										
D. C. du			D / D			07/0	4/2007		0.0/20	2000	
Report Statis	tics		Dates E	Between	:	07/0	1/2007	AND	06/30	/2008	
Total number	of tutor	s: 6			Total tu	itors w/	non-zer	o hours	: 6		
Average Tota	I Hours:	54.17	(Ave	erage ca	lculated	using tu	tors with	n non-ze	ro total h	nours)	
Maximum: 1	00.00										
Minimum: 0	.50										
Total Hours o	of All Tut	ors									
Instruction (255.00	Compute 0.00		aration .50	Travel 20.50		ther .00	TOTAL 325				
Instructional	Hours N	umerica	l Break	down:							
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
		100					100	100	100	-	
Total Hours:	<=110	<=120	<=180	<=240		<=360	<=420	<=480	480+	Tota	al
# of tutors	0	0	0	0	0	0	0	0	0	6	
	Note: # students				een the s <=20)	total hou	ırs. For	example	e, <=20 d	counts #	of
Roviow print	and/or S	ovo fro	mhoro								

Review, print, and/or Save from here

Tutor File Update

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011 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).

Tut	Tutor list											
Las	Last Name 🗾 Begins with 💌											
42 Records Selected Total 45 Records												
		LastSurname	FirstName	TutorStatus								
	V	Barebones	George	Active								
		Bourland	Katie	Left								
		Brother	HP	Waiting								
		Child	Lee	Waiting								
	$\mathbf{\nabla}$	Clooney	Brad	Active								
		Coppercorn	Jilly	Left								
	$\mathbf{\nabla}$	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**.

New View Find	Selection	Print	
	All		
	Subset		
11 A	Omit		
Page 1 of 1	Save		
Keyword	Load		

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.

ſ	Tutor list									
	Last Name 📕 Begins with									
	6 Records Selected Total 45 Records									
			LastSurname	FirstName	TutorStatus					
			Barebones	George	Active					
			Clooney	Brad	Active					
			David	Miller	Active					
I			Fillion	Nathan	Active					
I			Guider	Gregory	Active					
I			Hickock	Bill	Active					

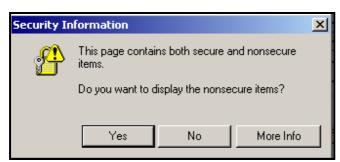
The display of a subset of data

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 Fil	le Up	date			
Name	Barebones, (Barebones, George Jonas						
Address	221 NoName	e Dr.						
	POST	TX 7	9356					
Home Phone	(915) 224-66	66						
Work Phone								
Mobile Phone								
Program	No Value Entered							
Status	Active							
Birthday	3/2/1945	Age 63		E-mail	dbarebones.cor	n		
Tutor History	Start Date	End Date	Status	Pro	gram			
	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	Туре	Com	ments				
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.
- 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).

	Pair list									
	Stu		9 🛛							
	36	i Rec	ords Selected	Total 37 R	ecords		Tu	rn OFF paging		
			StudentDisplay	TutorDisplayI	Program	Status	Keyword	MatchDate		
			Fowl, Artemis	Hickock, Bill	No Value Ent	Active		12/19/2007		
		V	Longbottom, N	Guider, Greg	Adult Educati	Active		04/13/2007		
			Miller, David	Fillion, Natha	Adult Literacy	Active		01/22/2008		
			Norris, Charles	Barebones, C	No Value Ent	Active		04/01/2008		
			Perard, Gardy	Clooney, Bra	Adult Literacy	Active		04/02/2008		
			Potter, Harry	Dumbledore,	Adult Literacy	Active		01/01/2002		
			Skywalker, Luk	Vader, Darth	Adult Literacy	Active		08/07/2007		
		V	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		
		V	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, Profi	No Value Ent	Dissolved	No Value Ent	08/01/2006		
			Aquafina, Andr	Brother, HP	Adult Literacy	Dissolved	No Value Ent	02/01/2008		
			Backhaus, Ros	Fitzgerald, C	Adult Literacy	Dissolved	No Value Ent	04/02/2008		
ĺ			Backhaus, Ros	Kringle, Kris	No Value Ent	Dissolved	No Value Ent	11/07/2007		
			Banner, Bruce	Dumbledore,	Adult Literacy	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**.

New View Find	Selection	Print
	All	
	Subset	
	Ornit	
Page 1 of 1	Save	e
Keyword	Load	

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 In	formation	×
ß	This page contains both secure and nonsecure items.	
	Do you want to display the nonsecure items?	
	Yes No More Info	

Security notification

CONFIDENTIAL AND PROPRIETARY. © 2011 LiteracyPro Systems, Inc. All rights reserved. Revised 11/10/2011

This report requires you to provi	ide values for its parameters	Help 🖗
For Report: Pair: Pair Hours		
Where Date is Between (mm/dd/yyyy) AND	07/01/2007 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.

Student: Delamare,	David	Tutor: White, Neal	
Month-Year	Hours		
March-2008	30.00		
Total Hours:	30.00		

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.

- 1. Go to the **Pair** tab in the navigation pane of LACES.
- 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).

	n ai	r list						
1	a	i iisu	•					
ſ	Stu	Ident	Name	- Begins	s with 🔽			99
	36	i Rec	ords Selected	Total 37 R	ecords		Tu	rn OFF paging
1			StudentDisplay	TutorDisplayl	Program	Status	Keyword	MatchDate
		☑	Fowl, Artemis	Hickock, Bill	No Value Ent	Active		12/19/2007
		V	Longbottom, N	Guider, Greg	Adult Educati	Active		04/13/2007
			Miller, David	Fillion, Natha	Adult Literacy	Active		01/22/2008
			Norris, Charles	Barebones, C	No Value Ent	Active		04/01/2008
		$\mathbf{\nabla}$	Perard, Gardy	Clooney, Bra	Adult Literacy	Active		04/02/2008
			Potter, Harry	Dumbledore,	Adult Literacy	Active		01/01/2002
		☑	Skywalker, Luk	Vader, Darth	Adult Literacy	Active		08/07/2007
		$\mathbf{\nabla}$	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
	►	V	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 Literacy	Dissolved	No Value Ent	02/01/2008
			Backhaus, Ros	Fitzgerald, C	Adult Literacy	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 Literacy	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.

New Vi	iew Find	Selection	Print
		All	
		Subset	
		Omit	
Page 1	of 1	Save	e
Key	word	Load	

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).

- This will adjust the List View to display only the pre-selected data as a subset.
 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	2/28/20 AM	008 11	:50:46	5	
	School	District / Agency	y: LACES Training					
		Home Phone	Work Phone	Tutor		ours Travel	Admn	Book
T: Barebones, George Jonas	;	(915) 224-6666						
S: Norris, Charles								
		Home Phone	Work Phone	Tutor		ours Travel	Admn	Book
T: Barebones, George Jonas	;	(915) 224-6666	Work Hiero					
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 userprovided 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.
- 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).

I	Pai	r list						
	Stu	Ident	Name	🗾 Begin:	s with 📃			99
								+
	36	i Rec	ords Selected	Total 37 R	ecords		<u>Tu</u>	rn OFF paging I
			StudentDisplay	TutorDisplayI	Program	Status	Keyword	MatchDate
		☑	Fowl, Artemis	Hickock, Bill	No Value Ent	Active		12/19/2007
		V	Longbottom, N	Guider, Greg	Adult Educati	Active		04/13/2007
			Miller, David	Fillion, Natha	Adult Literacy	Active		01/22/2008
			Norris, Charles	Barebones, C	No Value Ent	Active		04/01/2008
			Perard, Gardy	Clooney, Bra	Adult Literacy	Active		04/02/2008
			Potter, Harry	Dumbledore,	Adult Literacy	Active		01/01/2002
		☑	Skywalker, Luk	Vader, Darth	Adult Literacy	Active		08/07/2007
		V	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
	•	V	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 Literacy	Dissolved	No Value Ent	02/01/2008
			Backhaus, Ros	Fitzgerald, C	Adult Literacy	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 Literacy	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**.

New View Find	Selection	Print
	All	
	Subset	
	Ornit	
Page 1 of 1	Save	e
Keyword	Load	

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."

This report requ	uires you to provide values for its parameters	Help 🖓
For Report: Pair: Rec	cord Pair Comments	
Start Date	07/01/2001	
Cancel		Print
Canoor	L	

Date range fields window

9. Review the report. From here you may print or save the report for future reference.

Pair:	Record Pair Comments
Schoo	bl District / Agency: LACES Training
Tutoring dates set within time p	eriod: 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.

- 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).

🗉 User	Group list			
🗉 Student	Group Name	Begins with	×	
🗉 Class			(and)	
🗉 Staff	2 <u>3 Reco</u> rds Sele	ected Total 28	Records	
Tutor	StartD	ate GroupNam	GroupType	Status
🗉 Pair	07/01/20	06 Anthropolo	ogy Tutor-led smal	l Active
	- 09/01/20	06 Bank Balar	ncing Tutor-led smal	l Active
El Group	07/20/20	00 Basic Engli	ish-¥ Tutor-led smal	I Active
All GROUP	09/01/20	05 Biology	Tutor-led smal	I Active
🗄 🛅 Status	09/01/20	06 Biology	Tutor-led smal	I Active
Active(23)	09/01/20	05 Biology	Tutor-led smal	I Active
Not Active(5)	01/01/20	10 Calculus	Tutor-led smal	I Active
🗄 🫅 Program	07/01/20	06 Calculus	Tutor-led smal	I Active
E Cevel	07/01/20	06 Calculus	Tutor-led smal	I Active
E C Keyword	07/01/20	05 Calculus	Tutor-led smal	I Active
	9/02/20	06 Computer	Liter Tutor-led smal	I Active
	9/02/20	06 Computer	Liter Tutor-led smal	I Active
🗉 Workshop	09/02/20	06 Computer	Liter Tutor-led smal	I Active
Donor	09/01/20	06 Demo Gro	up Tutor-led smal	l Active
	- 09/01/19	99 Family Life	Skil Tutor-led smal	I Active
Contact	01/01/20	06 Group1613	3 Tutor-led smal	I Active
🗉 Volunteer		en en en la contra e		
2 Family				

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**.

New	View	Find	Selection	Print
			All	
			Subset	
			Omit	
Page	1	of 1	Save	0
K	eywor	d	Load	

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 Central City Adult Education	12/28/2006 12:09:55 PM
Group Name: Group Status:	Anthropology 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

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.
- 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).

🗉 User	Group list			
🗉 Student	Group Name	Begins with	~	1
🖾 Class			(control of the second se	
🗉 Staff	2 <u>3 Reco</u> rds Se	lected Total 28	Records	
🗉 Tutor	Start	Date GroupNam	e GroupType	Status
🗉 Pair	07/01/2	006 Anthropolo	gy Tutor-led smal	Active
	- 09/01/2	006 Bank Balar	ncing Tutor-led smal	Active
E Group	07/20/2	000 Basic Engli	sh-¥ Tutor-led smal	Active
All GROUP	✓ 09/01/2	2005 Biology	Tutor-led smal	Active
🗄 🛅 Status	☑ 09/01/2	2006 Biology	Tutor-led smal	Active
Active(23)	✓ 09/01/2	005 Biology	Tutor-led smal	Active
Not Active(5)	01/01/2	010 Calculus	Tutor-led smal	Active
🗄 🦳 Program	07/01/2	006 Calculus	Tutor-led smal	Active
원 🧰 Level 표 🛅 Keyword	07/01/2	2006 Calculus	Tutor-led smal	Active
	07/01/2	005 Calculus	Tutor-led smal	Active
	9/02/2	2006 Computer	Liter Tutor-led smal	Active
	9/02/2	006 Computer	Liter Tutor-led smal	Active
🗉 Workshop	09/02/2	006 Computer	Liter Tutor-led smal	Active
Donor	09/01/2	006 Demo Grou	up Tutor-led smal	Active
	- 09/01/1	.999 Family Life	Skil Tutor-led smal	Active
Contact	01/01/2	006 Group1613	Tutor-led smal	Active
🗉 Volunteer				
E Family				

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**.

New	View	Find	Selection	Print
			All	
			Subset	
-			Omit	
Page	1	of 1	Save	19
K	eywor	d	Load	

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.

Find	Selection	Print	Help
	Print Screer		
	Print	HTML	ć
	Print	PDF	
of 1	Print	Excel	(
h	Expo	ort	
	Print	Repor	ts

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: C	entral City Adult Education	
Group Name: Anthropology		
Group Status: Active		
Group Tutor: Torn 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

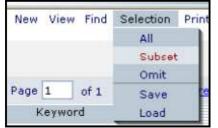
Description: This report generates a directory for groups selected by the user. The directory will contain the name and status of the group and contact information for the primary tutor and all actively enrolled students in the group. Contact information consists of name, address, home and work telephone number, and the contact preference for phone if that information was provided in the student record.

- 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).

🗉 User	Group list			
🗉 Student	Group Name 🔽 Be	qins with 💌		
El Class		3		
🗉 Staff	2 <u>3 Reco</u> rds Selected	Total 28 Red	ords	
Tutor	StartDate	GroupName	GroupType	Status
🗉 Pair	07/01/2006	Anthropology	Tutor-led small	Active
	- 09/01/2006	Bank Balancing	Tutor-led small	Active
El Group	07/20/2000	Basic English-W	Tutor-led small	Active
All GROUP	9/01/2005	Biology	Tutor-led small	Active
🗉 🦳 Status	09/01/2006	Biology	Tutor-led small	Active
Active(23)	09/01/2005	Biology	Tutor-led small	Active
Not Active(5)	01/01/2010	Calculus	Tutor-led small	Active
🗄 🦳 Program	07/01/2006	Calculus	Tutor-led small	Active
🗄 🫅 Level	07/01/2006	Calculus	Tutor-led small	Active
🗄 🧰 Keyword	07/01/2005	Calculus	Tutor-led small	Active
	09/02/2006	Computer Liter	Tutor-led small	Active
	09/02/2006	Computer Liter	Tutor-led small	Active
🗉 Workshop	09/02/2006	Computer Liter	Tutor-led small	Active
Donor	09/01/2006	Demo Group	Tutor-led small	Active
	09/01/1999	Family Life Skil	Tutor-led small	Active
El Contact	01/01/2006	Group1613	Tutor-led small	Active
🛛 Volunteer				
2 Family				

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.

Find	Selection	Print	Help
	Print	Scree	r i
	Print	HTML	
	Print	PDF	
of 1	Print	Excel	
d	Expo	rt	
	Print	Repor	ts

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.

	Group: Group [Group: Group Directory					
	LACES Training	4/28/2008 12:16:18 PM					
Student	mary contrary	Contact Preference: No Preference					
Address:		Home () -					
, luar coo.	LA	Work () - ext					
Student	John Ehret	Contact Preference: No Preference					
Address:		Home () -					
Address.		Work () - ext					
Student	ronnie gauthier	Contact Preference: No Preference					
Address:	2223 lark ave	Home (225) 998-9933					
Audress.	317 77th ave BATON ROUGE LA 70814	Work (225) 888-2222 ext 23456					
Student	Kimberly Jim	Contact Preference: No Preference					
Address [.]		Home () -					
Address.		Work () - ext					
Student	Linda Learner	Contact Preference: Any phone or time					
Address:	9725 Hollow Oak Drive	Home () -					
nuuress.	AUSTIN TX	Work (999) 555-1212 ext 34					

8. Review the report. From here you may print or save the report for future reference.

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).

凹 User	Group list			
凹 Student	Group Name	Begins with		
🖾 Class				-
🗉 Staff	2 <u>3 Reco</u> rds Sele	ected Total 28 Re	cords	
🗉 Tutor	StartD	ate GroupName	GroupType	Status
🗉 Pair	07/01/20	06 Anthropology	Tutor-led small	Active
	── 09/01/20	106 Bank Balancin	ç Tutor-led small	Active
E Group	07/20/20	00 Basic English-	Tutor-led small	Active
All GROUP	9/01/20	05 Biology	Tutor-led small	Active
∃ 🛅 Status	09/01/20	06 Biology	Tutor-led small	Active
Active(23)	09/01/20	05 Biology	Tutor-led small	Active
Not Active(5)	01/01/20	10 Calculus	Tutor-led small	Active
🗄 🦳 Program	07/01/20	06 Calculus	Tutor-led small	Active
🗄 🧰 Level	07/01/20	06 Calculus	Tutor-led small	Active
H Meyword	07/01/20	05 Calculus	Tutor-led small	Active
	09/02/20	06 Computer Lite	r Tutor-led small	Active
	09/02/20	06 Computer Lite	r Tutor-led small	Active
El Workshop	9/02/20	06 Computer Lite	r Tutor-led small	Active
Donor	09/01/20	06 Demo Group	Tutor-led small	Active
	09/01/19	99 Family Life Sk	il Tutor-led small	Active
Contact	01/01/20	06 Group1613	Tutor-led small	Active
🖾 Volunteer				
2 Family				

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**.

New	View	Find	Selection	Print
			All	
			Subset	
			Omit	
Page	1	of 1	Save	10
Keyword			Load	

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.**

Find	Selection	Print	Help
	Print	Scree	r
	Print	HTML	5
	Print	PDF	
of 1	Print	Excel	Ŧ
Ы	Fxpr	hrt	·
	Print	Repor	ts

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 Na	me: 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).

🛛 User	Works	hop list				
团 Student	Sessio	n Name 🔽 Beg	ins with 💌		99	
El Class					VED	
🗉 Staff	24 Re	cords Selected	Total 48 Records		Tu	rn OFF paqir
Tutor		StartDate	SessionName	SessionType	Status	Ke
🗉 Pair		08/10/2006	A Inservice works	New Tutor Trainin	Active	No Val
		07/01/2006	A Vol Workshop	Volunteer worksh	Active	No Val
Group		07/01/2006	A Volunteer Work	Volunteer worksh	Active	No Val
🗉 Workshop		07/01/2006	A Volunteer Work	Volunteer worksh	Active	No Val
All Workshop		11/16/2006	AAAAATest	New Tutor Trainin	Active	No Val
🗄 🛅 Type		09/01/2006	Adv. tutor Trainin	New Tutor Trainin	Active	Basic L
🗄 🛅 Status	•	11/06/2006	Another Tutor Wo	New Tutor Trainin	Active	No Val
Active(24)		09/15/2003	Fall 2003 Tutor Tr	Staff Workshop	Active	ABE
Completed(22)		08/10/2006	IN SERVICE	In-service	Active	No Val
No Value Entered(2)		09/02/2006	Initial Tutor Traini	New Tutor Trainin	Active	No Val
🗄 🫅 Keyword		09/08/2006	InserviceTest	In-service	Active	No Val
		10/10/2006	Mid-year Training	In-service	Active	No Val
		09/29/2006	Mid-Year Training	In-service	Active	No Val

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**.

New	View	Find	Selection	Print
			All	
			Subset	2
			Omit	
Page	1	of 1	Save	e
К	eywor	d	Load	

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.

Find	Selection	Print	Help
	Print	: Scree	r
	Print	HTML	
	Print	PDF	
of 1	Print	: Excel	
đ	Expo	ort	
	Print	: Repor	ts

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 Min Days Required: 0 End Date: 08/04/2007 Min Hours Required: 0				
Name	Home Phone	Work Phone	Grad?		dance 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	Min Days Require	ed: 2	
	End Date:	08/11/2007	<u>Min Hours Requi</u>	red: 1	2
				Attendance	
Name	Home Phone	Work Phone	Grad?	Days	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.
- 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).

	onstrated below).	
ਈ User	Donor list	
🗉 Student	Donor Display N 🛩 Begins with	Q
🗉 Class	e e e e e e e e e e e e e e e e e e e	V
🗉 Staff	14 Records Selected Total 37 Record	s
Tutor	DonorDisplayName	DonorStatus
🗉 Pair	Andrew Jackson Organization	Active
E Group	Grover Cleveland	Active
	James Madison	Active
🗉 Workshop	James Polk	Active
Donor	James PolkP	Active
All Donor	Samuel L Jackson	Active
E 🛅 Status	Samuel L xJackson	Active
Active(14)	Steve Forbes	Active
Do not contact(5)	Steve ForbesP	Active
No Value Entered(18)	The Learning Company	Active
E C Keyword	Tyrone Biggums	Active
	William Harrison	Active
	William HarrisonP	Active
	Wspangis, Meal	Active
E Contact		
El Volunteer		
图 Family		

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**.

New	View	Find	Selection	Print
			All	
			Subset	
-			Omit	
Page	1	of 1	Save	
K	eywor	d	Load	

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.

Find	Selection	Print	Help
	Print	Scree	г
	Print	HTML	
	Print	PDF	
of 1	Print	Excel	
ł	Expo	rt	
	Print	Repor	ts

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.

	Edit Document Tools View Window Help			
		• H • • • • 168% • • • 🗅 🖸 🖻 🖻 • 🔛		
87 Q	· E·S B·Ø·4·B& B	9 U 4 🛱 T -		
KS	James K Polk	Samuel L Jackson	William H Harrison	
Bookmarks	123 Green Street	333 Smith Ranch Road	333 Gibson Way	
Boe	Anytown CA 19709	DILLON BEACH 94929	Uptown	CA 198
umbriaits	Jr. Meal Wspangis	Jr. Samuel L xJackson		
Ę.	345324 Mailroom Mall	334 SMith Ranch Road Unit A		
omments	LOUISVILLE 80027	DILLON BEACH 94929		
3				
[sal				

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.

Find	Selection	Print	Help
	Print	Scree	r
	Print	HTML	
	Print	PDF	
of 1	Print	Excel	
d	Expo	ort	
	Print	Repor	ts

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).

This report requires you to provide value	es for its parameters	Help 🖗
For Report: Donor: Total Donations		
Donations Received Between (mm/dd/yyyy)	07/01/2007	
AND	06/30/2008	
Where Donation Amount is Between	1	
AND	50000	
Donation Type (Enter % for all Donation Types) AND	Cash	
Donation Campaign (Enter % for all Campaign Types)	Spelling Bee	
Cancel	C	Print

Search parameters for Total Donations report

5. Review the report.

	Donor: Total Donations							
AgencyID	106	School District	School District / Agency LACES Training					
Donations Recei	ved Between	07/01/01 /	06/30/08					
Donation Amoun	its Between	\$1.00 /	\$50,000.00					
Donor		Don	or Status	No Value Entered				
Donor Type Org	anization	Lifet	time Donations	\$50.00				
Donation Received	Donation Value	Donation Type	Campaign Type	Notes				
04/02/08	\$50.00	Computers	Annual Campaign 2007					
Total Donations	\$50.00							
Donor Barker, Be	ob	Don	or Status	No Value Entered				
Donor Type Org	anization	Lifet	time Donations	\$100.00				
Donation Received	Donation Value	Donation Type	Campaign Type	Notes				
04/24/08	\$100.00	Cash	Spelling Bee 2007					
Total Donations	\$100.00							

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).

Comm	unity Con	tacts list								
Last Name 🔹 Begins with 💌										
	ords Select			-	WorkPhon	Address1	Address2	City	State	ZipCode
	Goodperso		President		Workinon	Add(0331	Add10332	Frederick		20701
V	Ortega	Rosana		No Value B					No Value E	
	Rosie	Mikey	Marketer	Do not cor	454545454	0000 Nowł		SAN DIEG	No Value E	92111
	smith	will	super here	A setting	760888888	4444 11-00		CARLSBAD	~	92008

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.

- ison Louis	Document Tools View	window	Help						
08	88. A.M.		4 4 5 51 4	♦ \ominus 158% - ④	CC	089-18			
•	E-≶ ≣-0-4	- 10	发日多以女	<u>R</u> T-					
	and all the state of the state		and a second second						
	Buzz Aldridge			Daniel Aguilar			David Anders		
	300 Oak Street			111 Oak Street			133 Oak St.		
	Longmont	со	80503	Uptown	CA	19709	Uptown	CA	1980
	Dora Aguilar			John Adams			Louis Armstrong		
	111 Oak Street			100 Birch Lane			444 Elm St.		
	TTT Our Ou cot			Too Biren Lune					
	Uptown	CA	19709	Anytown	CA	19808	Anytown	CA	1980
	Maria Adams			Martina Armstrong			Mary Adams		
	222 Williams Blvd.			444 michigan way			222 Williams Blvd.		
	Uptown	CA	19709	Little Rock	AR	72032	Uptown	CA	1970
		~							
	Sam Archer			Thomas Aquinus					
				inomao riquinao					

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.
- 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										
Las	ast Name 🗸 Begins with 🖌										
9 F	9 Records Selected Total 9 Records										
		LastSurnai	FirstName	PositionTit	Volunteer	WorkPhon	Address1	Address2	City	State	ZipCode
	 Image: A start of the start of	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	454545454	0000 Nowł		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**.

New View Find	Selection	Print
	All	
	Subset	
	Omit	
Page 1 of 1	Save	e
Keyword	Load	

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.

	Adobe Acrobat - [PrintReport] ile Edit Document Tools View								
1000				A 1509 - A		1 e e e · 🔛			
	Q. T. S. E. 1.4								
11	≪.•10•59 [⊟••≠-22	•		at 11 .					
5									
Bookmarks									
Sook									
٣	Buzz Aldridge			Daniel Aguilar			David Anders		
nails	300 Oak Street			111 Oak Street			133 Oak St.		
Thumbnails				Uptown	CA	19709	Uptown	CA	19807
5	Longmont	co	80503	optown	CA	19709	optown	CA	19801
ants	Deer Amelian			John Adams			1		
Comments	Dora Aguilar						Louis Armstrong		
<u> </u>	111 Oak Street			100 Birch Lane			444 Elm St.		
les	Uptown	CA	19709	Anytown	CA	19808	Anytown	CA	19808
Signatures									
S	Maria Adams			Martina Armstrong			Mary Adams		
	222 Williams Blvd.			444 michigan way			222 Williams Blvd.		
				Little Rock	AR	72032	Untown	CA	19709
	Uptown	CA	19709	LILLIE ROCK	AR	12032	Uptown	CA	19109
	Sam Archer			Thomas A multime					
				Thomas Aquinus					
	600 Balsam			100 Aspen Drive					

Review, print, and/or Save from here

Volunteer Hours

Description: This report will display volunteer hours, including both volunteer tutor and nonvolunteer 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:

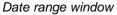
- 1. Go to the **Volunteer** tab in the navigation pane of LACES.
- 2. As with all reports, click Print from the menu bar and choose Print Reports.



Generating a report

- 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."

This report re	This report requires you to provide values for its parameters						
For Report: Volunt	eer: Volunteer Hours						
Start Date End Date	7/1/2005 6/30/2008						
Cancel		Print					



Review the report.

Volunteer: Volunteer Hours	Page 1	0
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).

Con	Community Volunteers list										
Las	t Nar	ne	*	Begins wit	th 🔽			9	R		
9 F	9 Records Selected Total 9 Records										
		LastSurnai	FirstName	PositionTit	Volunteer	WorkPhon	Address1	Address2	City	State	ZipCode
	Image: A start of the start	Black	Cole		Active					No Value B	
	V	Black	Sirius		Active					No Value B	
	V	Clooney	George		Active					No Value B	
		Doughboy	Pillsbury		No Value I	E	234 Baker			No Value B	
		Good	Johnny	Mr. Johnny	No Value I					No Value B	
		Jones	George		Left					No Value B	
		Rosie	Mikey		No Value I	454545454	0000 Nowł		SAN DIEG	No Value B	92111
	V	Smith	Glenn		Active					No Value B	
		Snickets	Lemony		No Value I					No Value B	

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**.

New View Find	Selection	Print	
	All		
	Subset		
	Omit		
Page 1 of 1	Save Load		
Keyword			

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."

This report re	Help 🖗	
For Report: Volun	teer: Volunteer Hours by Type	
Start Date	7/1/2005	
End Date	6/30/2008	
Cancel		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 o	of 1
		Between 7/1/2005 and 6/30/2008	
Name		Type Type Total	
Sirius	Black	Board 1 Fundraising <u>15</u> 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 <u>10</u> Total: 18	
Lemony	Snickets	Fundraising <u>7</u> Total: 7	
Cole	Black	Fundraising 10 Special Events <u>8</u> Total: 18	

Review, print, and/or Save from here

<u>Chapter Six</u> 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>U.S.</u> <u>Department of Education's</u> 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 <u>American Institutes for Research</u> (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.

Table 8

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.

Table 9

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.

Table 10

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.

Table 11

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.

Table 12

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.

Table 13

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>