OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A⁺

<u>Frequently Asked Questions-LACES Tech Support</u>

Student

❖ *Assessments*

- **TABE plus/minus (+/−) and Out of Range (O/R) best practice guidelines**:
  https://tabetest.com/PDFs/TABE_11_12_Scoring_Best_Practice_Guidelines.pdf

- **Assessment Imports Date Range**:
  ▪ TABE and HiSET scores are only imported from July 1, 2019 to present.

- **Troubleshooting TABE Imports** – the following Student Profile fields in TABE and LACES must match exactly:
  ▪ First Name
  ▪ Last Name
  ▪ Date of Birth. Required format is MM/DD/YY.
  ▪ Gender. Must be "M" or "F" only. TABE supports "O," but this value is not recognized in LACES. Make sure gender "M" or "F" is used in TABE.
  ▪ Do NOT manually enter TABE score – Please see WIOA AE Supplemental Policy Document

- **Troubleshooting HiSET Imports** – Students in LACES that match any of the conditions outlined below are considered an exact match and the HiSET results will import:
  ▪ SSN
  ▪ Date of Birth
  OR
  ▪ First Name
  ▪ Last Name
  ▪ Date of Birth
  ▪ and at least one of (Email, Address (Line 1 + Line 2), Phone Number)
  OR
  ▪ First Name
  ▪ Last Name
  ▪ Email
  ▪ and at least one of (Address (Line 1 + Line 2), Phone Number)
  FYI
  ▪ We have not had any HiSET mismatches reported as of December 2019. Please contact the state if you have a student who had HiSET assessments and those records are not populating into LACES.

- ❖ **Referred Students:**
  - **Question**: When a student is referred to Adult Education from another agency, where should we be recording this information in LACES?
  - **Answer**: In the Education tab > Education panel of the student record, there are fields available for 'Source Type' and 'Source Name' that agencies typically use for this information. Both have a dropdown menu associated with them that you can edit to suit your needs in the Choice Lists area of LACES. A video about modifying the choice lists is available at https://vimeo.com/344909758.

- ❖ **Goals/Interests**:
  - **Question**: In the past, we have kept a spreadsheet regarding students' interest in various things (e.g. SERV Safe class, Job Corps, etc.) for bringing in representatives or setting up a job shadow, etc. I would appreciate some guidance on how to enter this information into LACES and how to pull out a report that tells me which students are interested in a specific area (e.g. who is interested in a first-aid/CPR class). We can schedule a class if enough want to participate and contact those who expressed an interest.

  - **Answer**: There is a Preferences panel in the Student Data tab of the student record that initially seemed like it might be the best place for this information, but the information in the Preferences cannot be included in a view, and the report available (STUDENT: Preferences) is not a format that seems like it would work well for what you need. In some agencies, the 'Goals and Achievements' panel, under the Outcomes tab of the student record, is not being used. Sites may want to consider using this panel to enter student interests. There is a Goals choice list where sites can enter each of the options such as CPR Class, Job Corps, etc. so they will be available to select for your students. Then, in the 'Goals and Achievements' panel, you can set the "goals" for each student. If you go this route, you could have the status 'active' on the goal if it is something the student is still interested in. If the student later decides they are not interested, you could either delete the goal or update it to 'unmet' (or you could create your own goal status). In the student area, if you go to Reports, there are several Goal reports available, but the thing that may be most useful is if you click 'More' in the green bar at the top of the LACES screen and choose 'All Goals' in the dropdown menu. This area of LACES lists each goal that has been set in the system. You can filter by goal (or in your case, interest), by date set, status, and several other fields so you can easily see how many students are interested in each option. If you think this option may meet your needs, you may want to start with adding one or two goals in the choice list and setting those for one or two students, so you can run some of the reports from the student area and play around a bit in the All Goals area to make a final decision about whether this will work for you.

Class
- ❖ **Attendance**
  - **Question:** There are reports of occasional changes in data saved when entering a student's attendance. For example, a teacher will select the appropriate students and times present, but once saved, the time might change on a student from 1.5 hours to 1. If the teachers do not catch this, then the half hour will be missed. How can we fix this issue?

- **Answer:** Watch this webinar video: Adding Attendance from the Student or Class Record: https://vimeo.com/344408493 (password is sesame).

- ❖ **Enrollment**
    - Complete the student from classes (instead of unenrolling them): Rather than updating the student status in the student record > Student Data > Key Info panel, you will need to complete the student from any enrolled classes. This can be done from either the student record > Enrollments tab or from the class record > Enrollment tab. Instructions for completing students from their classes are available in a video: https://vimeo.com/344234090 (password is sesame).

- ❖ *IETP*
    - **IETP/IELCE tutorials (**The password is sesame):
        - https://sites.google.com/a/literacypro.com/wioa-nrs-tables/nrs-table-11
        - IETP & IELCE: https://vimeo.com/344684035 (15:19)
        - Table 11 IETP MSGs: https://vimeo.com/344838015 (15:58)

    - **IETP Certificate upload**:
        - You can enter a record for an IETP program certificate in the student's Outcomes tab > IETP Measurable Skill Gains panel. You will find more details about this starting at #3: https://sites.google.com/a/literacypro.com/release-notes-laces/2019-4-0
        - If you want to store the actual certificate in the student record, you can do so from the Student Data tab > Documents panel, but uploading it there is just optional storage and will not count towards anything.

Staff
- ❖ **Locked account/inactive account**
    - Contact LACES Technical Support first. They can usually unlock account within a few minutes.

LACES Tables
- ❖ **FY Summaries**
    - In LACES, the NRS Tables are generated from the FY Summaries rather than from the raw data in the student record. The FY Summary is basically a 'snapshot' of the data as of the time the FY Summary is generated. If the FY Summaries are not updated prior to generating the NRS Tables, the data on the tables may not reflect all the data that has been entered in the student record. Once you update the FY Summary, the student should show a gain on NRS Tables. Here is a video tutorial on Creating/Updating FY Summaries: https://vimeo.com/344909783

- ❖ **Establishing Subject Area for Educational Functioning Level (EFL) Gains:**
    - Upon completion of pretesting and goal setting, the primary subject area will be selected and is determined based on lowest EFL. *LACES automatically chooses the lowest EFL/SPL from the first day of pretesting. In instances where programs test over two or more days or a student completes a test with a result of N/A, it is the program's responsibility to change the subject area*

to the lowest EFL. This provides consistent practices for EFL/SPL designation and opportunities to achieve EFL/SPL gains at posttest. (Assessment Policy)

- Subject area move forward (Change PAI): LACES selects the first lowest assessment as the tracked subject. You can override that by clicking on the move forward (arrow pointing right in a circle) icon. If applicable, you will find an option that says, "Use as subject area for PoP 1." Click on the circle to the left of it, and click "Save." You may select which subject area a student is tracked in, and this selection will determine the Entering EFL that the student will be reported in on the EFL-based NRS tables. (Page 33 MT LACES User Manual)