

1. YEAR ONE (17/18) ENROLLMENT: Number of participants served

To generate all 17/18 participants served:

1. From student grid, go to:
2. Searches>
3. Hours>
4. Hours Attended>**REPLACE**
5. Enter as shown:

The screenshot shows the LACES system interface. The top navigation bar includes DASHBOARD, STUDENT, CLASS, STAFF, TUTOR, PAIR, GROUP, WORKSHOP, CONTACT, DONOR, MATERIAL, and MORE. The main content area displays a search filter for 'Hours Attended' with 2374 of 37039 results. A dialog box titled 'Specify Search Values' is open, showing search criteria for 'Hours Attended Search'. The criteria include: 'Who have at least: 0.01 hours', 'between these dates: 7/1/2017 and 6/30/2018', 'In the following enrollments: Select a value:', and 'With the following hours type: Select a value:'. The 'Hours Attended' option is selected in the left sidebar. The 'APPLY' and 'CLOSE' buttons are visible at the bottom right of the dialog box.

6. This will produce all students who had hours in 17/18, defining them as active FY18 students. would have populated your NRS tables for 17/18. Note this number for calculating your percentage, later.
7. **To break this list down by those who were assessed in Reading, Writing, Mathematics and ELS as a duplicated count, do the following additional steps:**
 - a. Create a custom view that shows the Student ID for the participants returned in the above search (see attached doc for creating a custom view if needed)
 - b. Export the list with the student ID's from the student grid by going to Export>CSV
 - c. In Excel, copy the column that contains the Student ID's.
 - d. Open a Word document and click the Paste button at the upper left and then select Paste Special. In the resulting window, choose Unformatted Text.
 - e. In Word, click 'Replace' at the upper right of the Word screen. In the window, for 'Find What,' enter “^p” (without the quotes.) For 'replace with,' enter “,” (without the quotes, and that is a comma). Click Replace All. This will leave you with a comma separated list of the Student ID's. Copy this list.
 - f. In LACES, click More in the green bar at the top of the screen and choose 'All Assessments'
 - g. In the search window, in the gray box on the left, start typing in 'Student ID' and then click on it when it appears in the dropdown menu. For the operator,

select 'in the list' and in the box on the right, right-click and choose Paste to paste in your list of Student IDs. Apply this search.

h. This will produce the assessment list for everyone who was an active student participant in the 17/18 FY.

8. To break this down by subject, do the following additional steps:

- a) For Reading, type reading into the Subtest column header search window, then click the filter icon and select Is equal to
- b) From this selection, go the Fiscal Year column and type 2017-2018 into the column header search window, then click the filter icon and select Is equal to
- c) From this selection, go to the Instrument column header and type CLAS into the column header search window, then click the filter icon and select Does not Contain
- d) Click Export>CSV to send to an Excel spreadsheet
- e) Once in the Excel spreadsheet, go to the "Tell me what you want to do" option and type Remove Duplicates

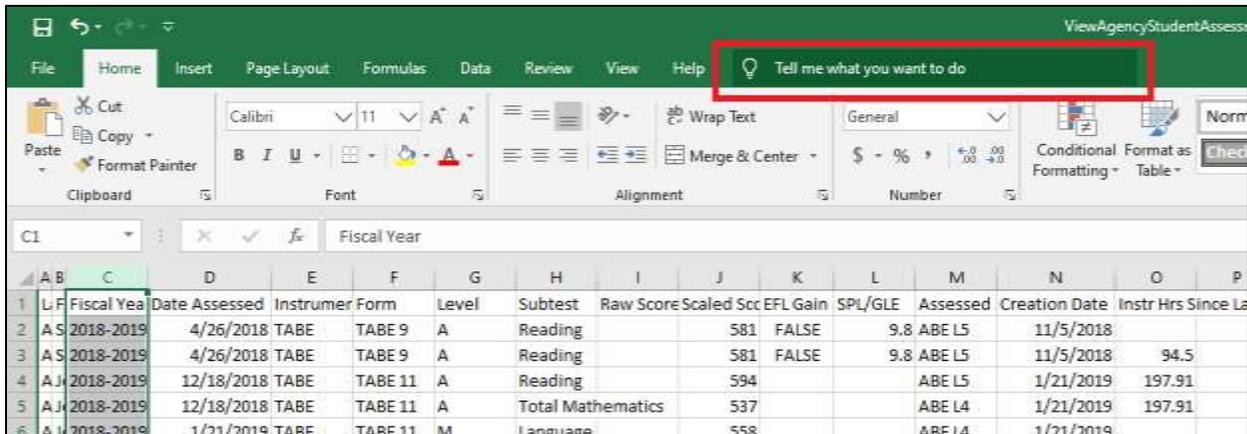
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	L	F	Fiscal Year	Date Assessed	Instrument	Form	Level	Subtest	Raw Score	Scaled Score	EFL Gain	SPL/GLE	Assessed	Creation Date	Instr Hrs Since La	
2	A	S	2018-2019	4/26/2018	TABE	TABE 9	A	Reading		581	FALSE	9.8	ABE L5	11/5/2018		
3	A	S	2018-2019	4/26/2018	TABE	TABE 9	A	Reading		581	FALSE	9.8	ABE L5	11/5/2018	94.5	
4	A	J	2018-2019	12/18/2018	TABE	TABE 11	A	Reading		594			ABE L5	1/21/2019	197.91	
5	A	J	2018-2019	12/18/2018	TABE	TABE 11	A	Total Mathematics		537			ABE L4	1/21/2019	197.91	
6	A	J	2018-2019	1/21/2019	TABE	TABE 11	M	Language		558			ABE L4	1/21/2019		

- f) In the resulting window, uncheck all boxes except First, Last and Middle Name (or Unselect All and recheck First Name, Last Name, and Middle Name), then click OK.
- g) This will remove duplicate assessments, leaving you with just students who had an ABE Reading assessment in 17/18.
- h) Note the total number by observing the last row of the Excel spreadsheet with data in it and subtracting one row for the header.
- i) Divide this number by your number of NRS participants to get the Percentage of Total Enrollments for Reading. *Note that the percentages for all subjects WILL NOT sum to 100%, but will total as more than 100% due to students taking assessments in multiple subject areas.*
- j) Back in LACES, you can now determine who of these students demonstrated a gain in their scaled score using the following additional steps:
 - a. From the selection of students with Reading Assessments, create a view that includes the field called Scaled Gain +/-

- b. In the column header search window for Scaled Gain +/-, enter 0.1, then click the filter icon and select Greater than or Equal
 - c. This will return all students who had a Scaled Score gain in the Reading area in the 17/18 fiscal year.
9. **To generate this for Mathematics**, in LACES, close the green filters by clicking the white X for Assessment.Subtest, Assessment.Instrument, and Assessment.ScaledGain +/- . You should be left with the grid filtered by Assessment. Student ID and Assessment.Fiscal Year.



10. From this selection, type Total Mathematics into the Subtest column header search window, then click the filter icon and select Is equal to
11. Click Export>CSV to send to an Excel spreadsheet
12. Once in the Excel spreadsheet, go to the “Tell me what you want to do” option and type Remove Duplicates

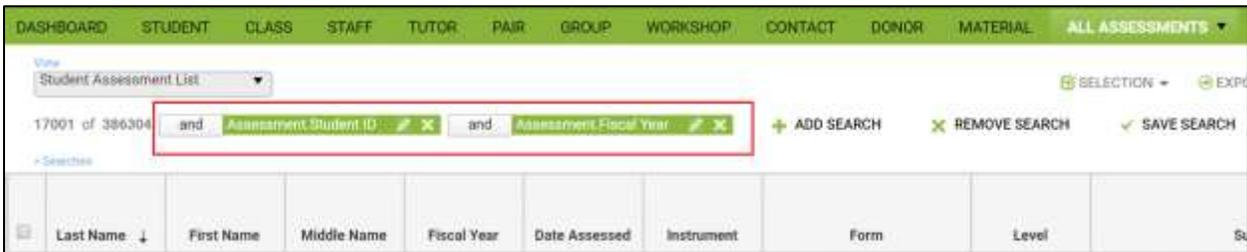


13. In the resulting window, uncheck all boxes except First, Last and Middle Name (or Unselect All and recheck First Name, Last Name, and Middle Name), then click OK.
14. This will remove duplicate assessments, leaving you with just students who had an ABE Mathematics assessment in 17/18.
15. Note the total number by observing the last row of the Excel spreadsheet with data in it and subtracting one row for the header.
16. Divide this number by your number of NRS participants to get the Percentage of Total Enrollments for Reading. *Note that the percentages for all subjects WILL NOT sum to*

100%, but will total as more than 100% due to students taking assessments in multiple subject areas.

17. Back in LACES, you can now determine who of these students demonstrated a gain in their scaled score using the following additional steps:
 - a. From the selection of students with Mathematics Assessments, create a view that includes the field called Scaled Gain +/-
 - b. In the column header search window for Scaled Gain +/-, enter 0.1, then click the filter icon and select Greater than or Equal
 - c. This will return all students who had a Scaled Score gain in the ABE Math area in the 17/18 fiscal year.

18. **To generate this for English Language Acquisition**, in LACES, close the green filters by clicking the white X for Assessment.Subtest, Assessment.Instrument, and Assessment.ScaledGain +/- . You should be left with the grid filtered by Assessment. Student ID and Assessment.Fiscal Year.

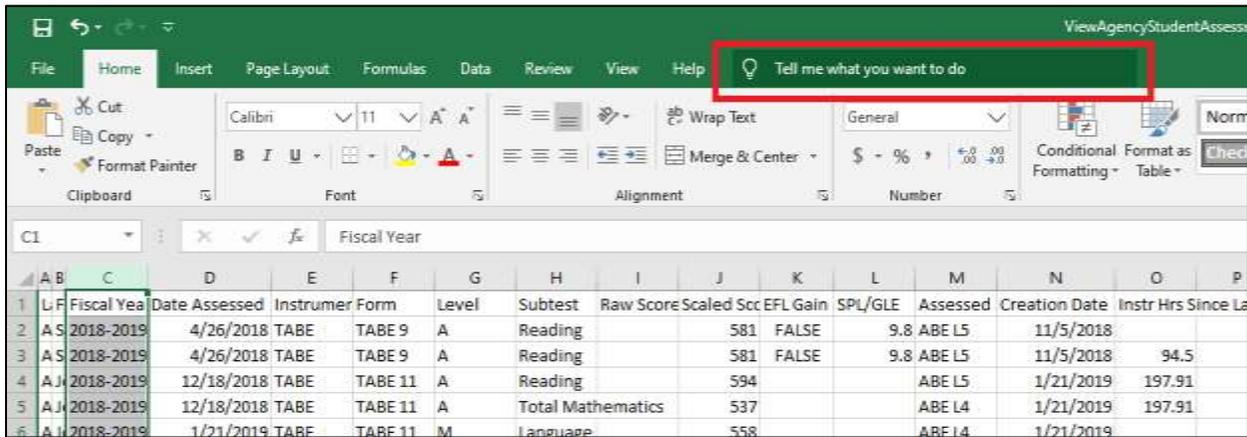


19. From this selection, go to **+ ADD SEARCH**.
20. In the white window, start typing Instrument and click that field name when it comes up. Change the middle window to Contains. In the next window, type Best (not case sensitive). Click the grouping icon at the end of the row.
21. In the next row, change the middle window to contains. In the next window, type CLAS (not case sensitive).
22. Click the green **APPLY** button.



23. Click Export>CSV to send to an Excel spreadsheet

24. Once in the Excel spreadsheet, go to the “Tell me what you want to do” option and type Remove Duplicates



25. In the resulting window, uncheck all boxes except First, Last and Middle Name (or Unselect All and recheck First Name, Last Name, and Middle Name), then click OK.
26. This will remove duplicate assessments, leaving you with just students who had any English Language Acquisition assessment in 17/18.
27. Note the total number by observing the last row of the Excel spreadsheet with data in it and subtracting one row for the header.
28. Divide this number by your number of NRS participants to get the Percentage of Total Enrollments for Reading. *Note that the percentages for all subjects WILL NOT sum to 100%, but will total as more than 100% due to students taking assessments in multiple subject areas.*
29. Back in LACES, you can now determine who of these students demonstrated a gain in their scaled score using the following additional steps:
- From the selection of students with ELA Assessments, create a view that includes the field called Scaled Gain +/-
 - In the column header search window for Scaled Gain +/-, enter 0.1, then click the filter icon and select Greater than or Equal
 - This will return all students who had a Scaled Score gain in an ELA area in the 17/18 fiscal year.

2. YEAR TWO (18/19) ENROLLMENT: Number of participants served

Repeat all steps using 18/19 date ranges for the next set of columns.