

Adult Education New Teacher Training

Module 10

Using LACES: A Brief Overview

A) Overview

The LACES database houses all of our Adult Education student files. All documentation completed throughout the service area is submitted to the main office and the information is entered into the database at least once a week. Because the Adult Education program is a performance based program upon which funding is directly tied, it is crucial that all student and instructor data is entered correctly. It is for this reason that some AE programs in the State limit an instructor's access to 'Read Only' and reserves data entry to one or two individuals only.

Login

At the request of the local director new instructors are sent log in information to LACES. In order to access the database, instructors need to log in to the following website:

<https://laces.literacypro.com/laces/Account>

Using the information sent to you enter your account name and your password. Then click 'Sign in'.

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Please Sign In To Your Account

Account Name:

Password:

Forgot account name
Forgot password
License Agreement

This site is proprietary and confidential.
Only authorized users are permitted to sign into this site.

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Once you are logged in, a complete user's guide can be found by on the question mark in the dark green bar.



B) Negotiating LACES

Once you are logged in, you will see a screen that looks like this. There are several things I'd like to draw your attention to.

Last Name	First Name	Overall Status	Program	Entry Level	Current Level	Assess Status in Subj Area	Current FY Instr Hrs	Highest Ed Level Compl on Entry	Highest Ed Level Compl on Entry Loc	SSN	Student Keyword	Gender	Ethnicity	Age	Employment Status
Anderson	Karen	Enrolled	Adult Education	ABE L6	ABE L6	Assessed onc...	36.5	Grades 9-12 (...)	U.S. Based Sc...	520150572	Moorcroft	Female	White	38	Unemployed
Armentrout	Christopher	Completed Pr...	Adult Education	ABE L6	Compl...	Assessed onc...	35.5	Grades 9-12 (...)	U.S. Based Sc...	223857277	Douglas	Male	Two or more r...	18	Unemployed
Ballieu	Charlotte	Enrolled	Adult Education	ABE L4	ABE L4	Assessed onc...	27	Grades 9-12 (...)	U.S. Based Sc...	520410318	Newcastle	Female	White	18	Employed-Part
Baughman	Codi	Enrolled	Adult Education	ABE L3	ABE L4	Assessed 2+ t...	58.65	Grades 9-12 (...)	U.S. Based Sc...	520191469	Glenrock	Female	White	31	Employed-Part
Bennett	Allie	Enrolled	Adult Education	ABE L3	ABE L3	Assessed onc...	11.5	Grades 9-12 (...)	U.S. Based Sc...	520414192	Glenrock	Female	White	17	Unemployed
Betancourt	Julie	Enrolled	Transition	ABE L5	ABE L6	Assessed 2+ t...	80.7	Secondary Sc...	U.S. Based Sc...	634647751	Eastern Wyo...	Female	Hispanic or L...	19	Unemployed
Bledsoe	Trey	Enrolled	Adult Education	ABE L4	ABE L4	Assessed onc...	68	Grades 9-12 (...)	U.S. Based Sc...	520395630	Glenrock	Male	White	18	Unavailable fo...
Browning	Japhia	Enrolled	Adult Education	ABE L2	ABE L2	Assessed onc...	16.5	Grades 9-12 (...)	U.S. Based Sc...	541270161	Newcastle	Female	White	29	Unemployed
Bunning (Ack...	Philine	Enrolled	Adult Education	ABE L2	ABE L2	Assessed onc...	31.08	Grades 9-12 (...)	U.S. Based Sc...	520255681	Eastern Wyo...	Female	White	27	Unemployed
Burdick	Robert	Completed Pr...	Adult Education	ABE L6	Compl...	Assessed onc...	16.25	Grades 9-12 (...)	U.S. Based Sc...	520250415	Lusk	Male	White	27	Employed-Full

If you click on any of the words shown on the green bar, a different folder opens up. When you first log in, the student file is automatically opened and that is what will appear on your screen. There are only four folders that instructors will find useful in utilizing LACES: Dashboard, Student, Class, and Staff. Each of these will be discussed below.

If you click on the 'Dashboard', a number of different things will come up.

1) Student Alerts

Alert Description	Count
Students not assessed within [X] days of intake	N/A
Enrolled students with no instructional hours in [90] days	2
Students eligible for post testing	2
Students eligible for post testing with no measurable skills gain	2
Students requiring follow-up survey for 2nd quarter employment with median earnings - ALL	36
Students requiring survey for 2nd quarter employment with median earnings - No SSN	8
Students requiring survey for 4th quarter employment - ALL	46
Students requiring survey for 4th quarter employment - No SSN	11
Students requiring survey for Attained a SSD/Recognized Eq. and enrolled in PS Ed/Tmg	95
Students requiring survey for Attained a SSD/Recognized Eq. and Employed	105
Students requiring survey for Attained a SSD/Recognized Eq.	75
Students requiring survey for Enrolled in PS Ed/Tmg with Attainment of SSD/Recognized Equivalent	20

This screen will the total number of people who need to be surveyed for various reasons as well as those who need to be exited and post tested. Clicking on the number shown to the right hand size will open up a screen to tell you:

- 1) Who needs to be exited because of no hours in the last 90 days.
- 2) Who needs to be post tested.

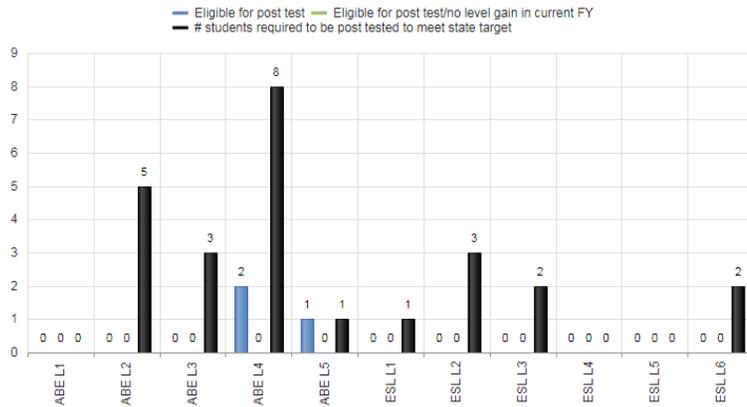
The rest of the information found on this screen is for students who need follow up information added into their student files. This is typically done by data match either by the program director or at the State level. However, instructors should pay particular attention to any students who do NOT have a social security number as data matching cannot be done on those students. These students must have a manual survey conducted with them or they will show as 'unsuccessful' to the grant.

2) Post Test Eligible by EFL

Post Test Eligible by EFL

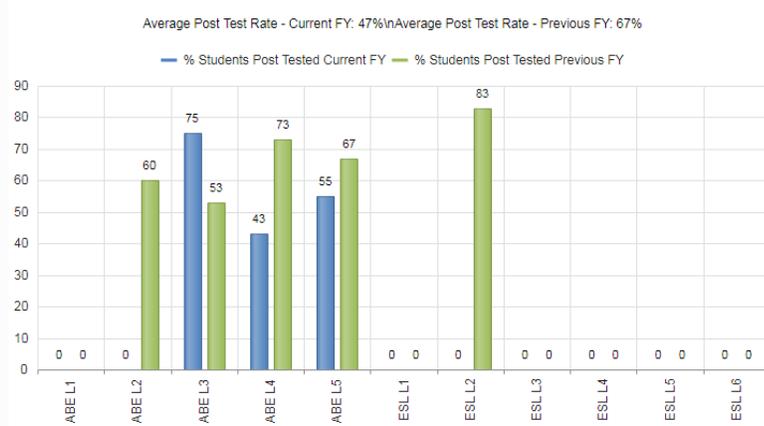


Clicking on the **blue** bars will tell you which students are eligible for a post test.



3) Post Test Percentage Rate by EFL Past Two Fiscal Years

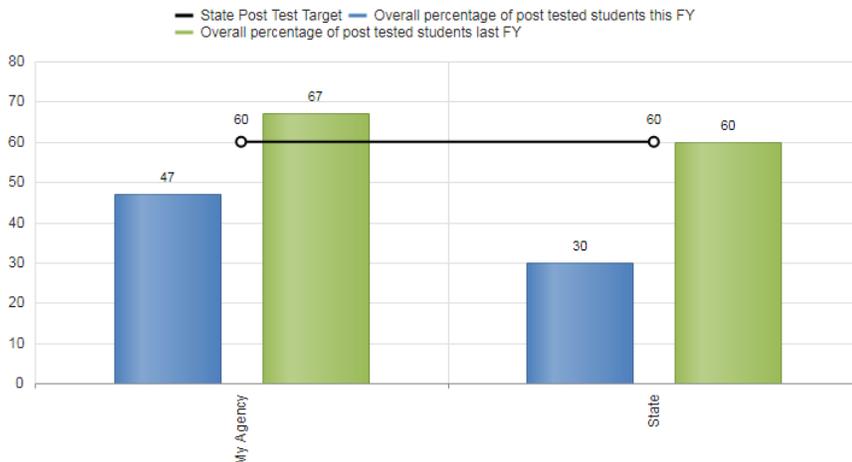
Post Test Percentage Rate by EFL Past Two Fiscal Years



This chart compares our current year's performance to the previous year's performance by each EFL.

4) Post Test Percentage Rate Over the Past Two Fiscal Years

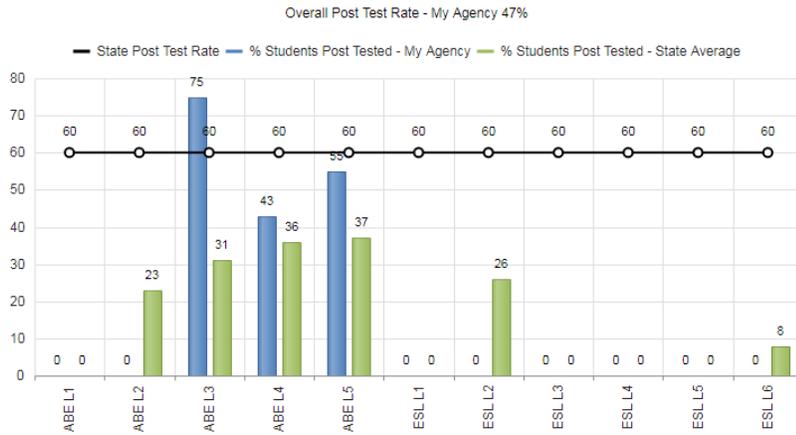
Post Test Percentage Rate Over the Past Two Fiscal Years



This chart tells us several things. First, it shows how well our program compares to State averages across a two year period. Second, it shows how close/far the local program is from meeting the minimum performance percentile mark of 60%.

5) Post Test Percentage Rate by EFL Current FY

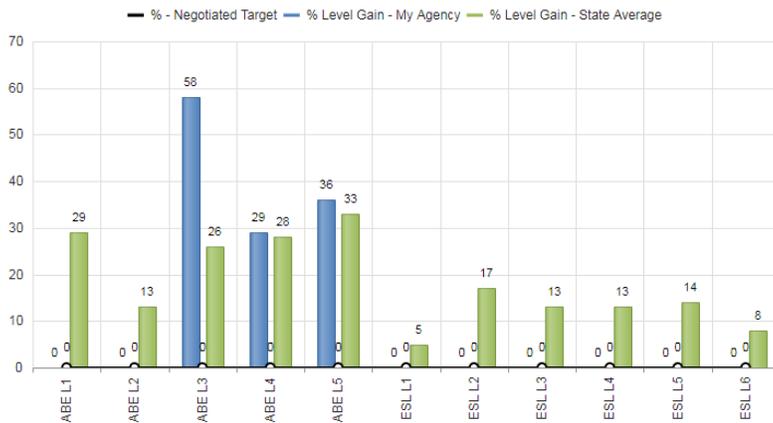
Post Test Percentage Rate by EFL Current FY



This chart examines current year program performance by EFL and measures how close/far the program is in meeting the 60% minimum at each educational functioning level.

6) Level Completion by EFL

Level Completion by EFL



This chart compares each EFL in the local program to State averages for the current fiscal year.

Once you are done viewing the dashboard, you can easily move around the database by going back to the 'green bar' and clicking on different folder names found there.

Last Name	First Name	Overall Status	Program	Entry Level	Current Level	Asses Status in Subj Area	Current FY Instr Hrs	Highest Ed Level Compl on Entry	Highest Ed Level Compl on Entry Loc	SSN	Student Keyword	Gender	Ethnicity	Age	Employment Status
Anderson	Karen	Enrolled	Adult Education	ABE L6	ABE L6	Assessed onc...	36.5	Grades 9-12 (...)	U.S. Based Sc...	520150572	Moorcroft	Female	White	38	Unemployed
Armentrout	Christopher	Completed Pr...	Adult Education	ABE L6	Compl...	Assessed onc...	35.5	Grades 9-12 (...)	U.S. Based Sc...	223857277	Douglas	Male	Two or more r...	18	Unemployed
Ballieu	Charlotte	Enrolled	Adult Education	ABE L4	ABE L4	Assessed onc...	27	Grades 9-12 (...)	U.S. Based Sc...	520410318	Newcastle	Female	White	18	Employed-Part
Baughman	Codi	Enrolled	Adult Education	ABE L3	ABE L4	Assessed 2+ t...	58.65	Grades 9-12 (...)	U.S. Based Sc...	520191469	Glenrock	Female	White	31	Employed-Part
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Browning	Japhia	Enrolled	Adult Education	ABE L2	ABE L2	Assessed onc...	16.5	Grades 9-12 (...)	U.S. Based Sc...	541270161	Newcastle	Female	White	29	Unemployed
Bunning (Ack...	Philene	Enrolled	Adult Education	ABE L2	ABE L2	Assessed onc...	31.08	Grades 9-12 (...)	U.S. Based Sc...	520255681	Eastern Wyo...	Female	White	27	Unemployed

Clicking on the 'Student' tab will bring up a screen that gives you a lot of information about students who have been/are enrolled in the current fiscal year.

- 1) First and last name of student: Instructors should notify the program director of any spelling inaccuracies.
- 2) The EFL the student is being tracked in.
- 3) The number of times the student has been assessed in the current fiscal year.
- 4) The total number of hours the student has accrued in the current fiscal year. Instructors should carefully track this so that you know when a post test is due.
- 5) Whether or not we have a valid social security number for the student
- 6) Age
- 7) Employment status
- 8) Which outreach site the student is from.
- 9) Overall status: Instructors should occasionally verify this information. If the student is showing 'completed program', this means the student has earned a HSEC. If they are showing left, that means they have been exited.
- 10) Program: There are several types of programs that will show under this column. Adult Education includes ESL, HSEC, and general literacy. Workforce literacy includes workforce courses and on the job trainings. Transitions typically means that the student was/is enrolled in post secondary/training.

Opening a Student Record

To open a student record, double click on the student's name. This will bring up a file which includes all of the data we have collected on the student.

Student Data Tab

The first part of the record, student data, will have a lot of the general information taken off of the intake form. Below this, in the tab entitled 'comments' are several other tabs:

- comments:** this folder holds all of the information taken from forms completed during Start Smart
- custom fields: this is not used by our program
- documents:** this folder holds copies of the Age Waiver School District Withdrawn form, a Leave of Absence form, and other documents that we are required to upload into LACES.
- personal data: this is not used by our program
- preferences: this is not used by our program

Anderson, Karen

[+ ADD NEW STUDENT](#)
[DELETED STUDENT RECORD](#)
[PRINT](#)
[DROP STUDENT](#)
1 of 1

Student ID: 114080

Overall Status: Enrolled

Program: Adult Education

Intake Date: 8/30/2017

Left Date:

Student Keyword: Moorcroft

Current Level: ABE L6

Entry Level: ABE L6

Subject Area: Language

Student Data

Assessments

Enrollments

Hours

Outcomes

Demographics

Education

Services

History

Key Info

Overall Status: <input type="text" value="Enrolled"/>	Address 1: <input type="text" value="PO Box 455"/>	Home Phone: <input type="text" value="307-756-2346"/>
Manual Status Change Date: <input type="text"/>	Address 2: <input type="text"/>	Work Phone: <input type="text"/>
*Intake Date: <input type="text" value="8/30/2017"/>	Zip: <input type="text" value="82721"/>	Mobile Phone: <input type="text"/>
*Last Name: <input type="text" value="Anderson"/>	City: <input type="text" value="MOORCROFT"/>	Other Phone: <input type="text"/>
*First Name: <input type="text" value="Karen"/>	State: <input type="text" value="WY"/>	Other Phone Type: <input type="text" value="No Value Entered"/>
Middle Name: <input type="text"/>	County: <input type="text" value="CROOK"/>	Emergency Contact Phone: <input type="text"/>
Suffix: <input type="text"/>	District: <input type="text" value="No Value Entered"/>	Emergency Contact Name: <input type="text"/>
*Program: <input type="text" value="Adult Education"/>	Mail Preference: <input type="text" value="No Value Entered"/>	Emergency Contact Relation: <input type="text" value="No Value Entered"/>
Student Unique ID: <input type="text"/>	Email: <input type="text" value="karenlandvaughnsanderson@gmail.com"/>	Contact Preference: <input type="text" value="No Value Entered"/>
Student Keyword: <input type="text" value="Moorcroft"/>	Phone at Address: <input type="text"/>	Data Sharing Agreed: <input checked="" type="checkbox"/>

Comments

+ ADD NEW RECORD
EXPORT

Date	Comment Type	Comment	Creation Date	
09/13/2017	Computer Literacy Checklist		09/18/2017	<input type="checkbox"/> <input type="checkbox"/>
09/13/2017	Pathways form	signed form on file	09/18/2017	<input type="checkbox"/> <input type="checkbox"/>
09/13/2017	Learning Styles Inventory		09/18/2017	<input type="checkbox"/> <input type="checkbox"/>
08/30/2017	Integrated Student Learning Maps		09/27/2017	<input type="checkbox"/> <input type="checkbox"/>
08/30/2017	Career Pathways	career ladder	09/27/2017	<input type="checkbox"/> <input type="checkbox"/>

Pair Comments

Custom Fields

Documents

Personal Data

Preferences

Assessments Tab

Clicking on this tab will open up a complete assessment record for the student. All assessments, the dates of each assessment and the scale score increases/decreases are shown.

Student ID: 114080 Intake Date: 8/30/2017 Current Level: ABE L6
 Overall Status: Enrolled Left Date: Entry Level: ABE L6
 Program: Adult Education Student Keyword: Moorcroft Subject Area: Language

Student Data | **Assessments** | Enrollments | Hours | Outcomes | Demographics | Education | Services | History

View: [Change](#) Add Assessment: EXPORT Fiscal Year Filter: All Fiscal Years

Assess Status in Subj Area: Assessed once this FY Scaled Gain in Subj Area: Instr Hrs Since Last Assess in S... 36.5
 ESL Student: No Current FY Instr Hrs: 36.5 Instr Hrs Between Pre/Post in S...

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Fiscal Year	Assessed Date	Pre/Post	PoP 1 Pre/Post	PoP 2 Pre/Post	PoP 3 Pre/Post	PoP 4 Pre/Post	Instrument/Form/Level	Subtest	Scaled	Scaled Gain +/-	SPL/GLE	SPL/GLE Gain +/-	Assessed Level	Subject Area	Creation Date
<input type="checkbox"/>	2017-2018	11/10/2017						HISET / Official HISET / (not...	Total Score	30				Level Not Defi...	All	11/17/2017
<input type="checkbox"/>	2017-2018	11/10/2017						HISET / Official HISET / (not...	Language Art...	14				Level Not Defi...		11/17/2017
<input type="checkbox"/>	2017-2018	11/09/2017						HISET / Official HISET / (not...	Mathematics	16				Level Not Defi...		11/17/2017
<input type="checkbox"/>	2017-2018	09/13/2017						TABE / TABE 10 / A	Reading	656		12.9		ABE L6	Read	09/15/2017
<input type="checkbox"/>	2017-2018	09/13/2017						TABE / TABE 10 / A	Total Mathem...	647		12.9		ABE L6	Math	09/15/2017
<input type="checkbox"/>	2017-2018	09/13/2017	Pre	Pre				TABE / TABE 10 / A	Language	623		12.9		ABE L6	Language	09/15/2017
<input type="checkbox"/>	2017-2018	09/13/2017						TABE / TABE 10 / A	Mathematics ...	648		12.9		Level Not Defi...	Subtest M...	09/15/2017
<input type="checkbox"/>	2017-2018	09/13/2017						TABE / TABE 10 / A	Applied Math...	646		12.9		Level Not Defi...	Subtest A...	09/15/2017
<input type="checkbox"/>	2017-2018	09/13/2017						TABE / TABE 10 / A	Total Battery	642		12.9		Level Not Defi...		09/15/2017

Enrollments Tab

AE students typically have two class records here: one for Career Services (Start Smart) and one for their program of study. Students who are ready to take a HSE exam and do not have NRS 5/6 in all subjects will also show an enrollment in an ABE/ASE 9+ class. Students who have come and gone throughout the years will have more than one enrollment showing here.

Student ID: 114080 Intake Date: 8/30/2017 Current Level: ABE L6
 Overall Status: Enrolled Left Date: Entry Level: ABE L6
 Program: Adult Education Student Keyword: Moorcroft Subject Area: Language

Student Data | Assessments | **Enrollments** | Hours | Outcomes | Demographics | Education | Services | History

View: [Change](#) Enrollments Select action: Enroll: RE-ENROLL STUDENT EXPORT Fiscal Year Filter: All Fiscal Years

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Enrollment Type	Match/Enroll Date	Start Date	End Date	Enrollment ID	Enroll Status	IETP	Term	Course Number	Title	Program	Instructor Type	Instructor Name	Fees Paid	Min Required Days
<input type="checkbox"/>	Class	08/30/2017	08/30/2017	06/30/2018	46453	Enrolled	No	FY 2017/18	AE100	Adult Educat...	Adult Edu...	Staff		No	
<input type="checkbox"/>	Class	08/30/2017	08/30/2017	06/30/2018	46611	Enrolled	No	FY 2017/18	STSMRT101	Start Smart	Adult Edu...	Staff		No	

Hours Tab

Opening this folder allows you to see the total number of hours logged for the student since they first enrolled in the program. Weekly hours are also recorded here.

Hours logged in the current fiscal year

Weekly hours

Enrollment Type	Date	Title	Instructor Name	Hours Type	Hours Present	Hours Absent	Late	Creation Date
Class	10/21/2017	Adult Education: ...		Instruction-A...	2.00	0.00	No	10/23/2017
Class	10/21/2017	Adult Education: ...		Instruction - D...	3.00	0.00	No	10/23/2017
Class	10/14/2017	Adult Education: ...		Instruction-A...	2.00	0.00	No	10/23/2017
Class	10/07/2017	Adult Education: ...		Instruction-A...	2.00	0.00	No	10/12/2017
Class	09/23/2017	Adult Education: ...		Instruction - D...	1.50	0.00	No	09/27/2017
Class	09/23/2017	Adult Education: ...		Instruction-A...	3.00	0.00	No	09/27/2017
Class	09/15/2017	Adult Education: ...		Instruction-A...	3.00	0.00	No	09/18/2017
Class	09/15/2017	Adult Education: ...		Instruction-A...	10.00	0.00	No	10/16/2017
Class	09/15/2017	Start Smart		Instruction-A...	10.00	0.00	No	09/15/2017

Outcomes Tab

Opening this tab, you will see three sub-folders: Cohorts, Goals and Achievements, and PoP summary/measurable outcomes. We no longer use the Cohorts sub-folder as of FY 2016/17. The Goals and Achievements tab can be used to record the completion of PowerPath, when applicable. The PoP Summary sub-folder tells you how many PoPs a student has in a fiscal year and all of the performance measure outcomes recorded for the student in that PoP.

Cohorts - NRS Reporting 12/13 to 15/16

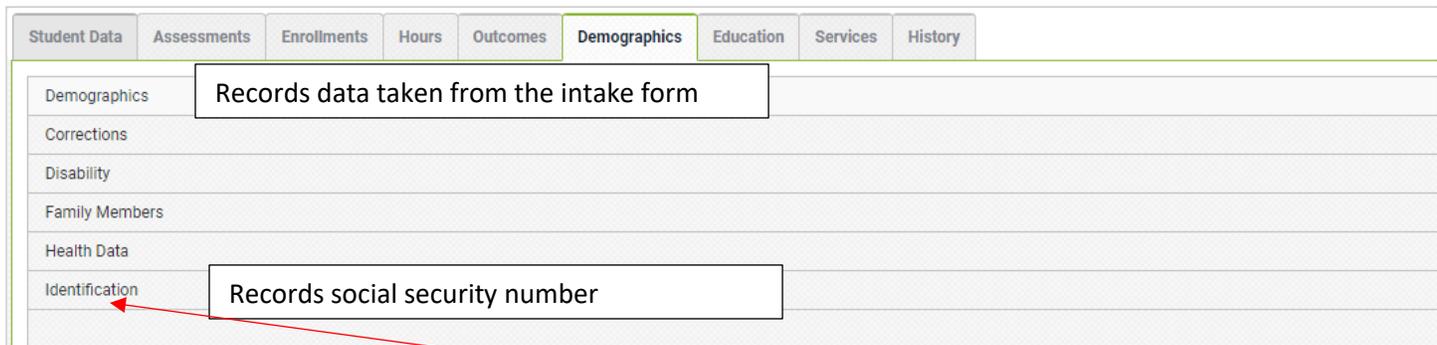
Goals and Achievements

PoP Summary/Measurable Outcomes

FY PoP	Start Date	End Date	Instruct Hours	Subject Area	Entry Level	Exit Level	Left Date	Enrolled PS Ed/Trng (MSG)	EFL Gain (MSG)	Attained SSD (MSG)	Employed 2nd Qtr (Outcome Measure)	Employed 4th Qtr (Outcome Measure)	2nd Qtr Earnings (Outcome Measure)	Attained SSD (Outcome Measure)	Enrolled PS Ed/Trng (Outcome Measure)	Employed w/n 1 year (Outcome Measure)	Attained PS Cred w/n 1 year (Outcome Measure)	Creation Date
2017-2018 PoP 1	08/30/2017	11/10/2017	36.5	Language	ABE L6	ABE L6			No	No								11/17/2017

Demographics Tab

This folder has six sub-folders. We only use two of these sub-folders as described below.



To view the information in each sub-folder, simply click on the name of the sub-folder.

Education Tab

This tab has eight sub-folders, of which we use only two: education and postsecondary education or training.



The education sub-folder contains information taken from the intake form. Which the postsecondary education or training sub-folder contains student information related to enrollments in postsecondary. This sub-folder is VERY important to our performance as all students who enter postsecondary/training must have data included in this folder. It is for this reason that the program director runs data matches to the National Student Clearinghouse at least three times per year. Additionally, as soon as instructors are aware that a student (or former student) has enrolled in postsecondary/training anywhere in the USA, they must let the program director know. The information needed for this sub-folder is:

- 1) Name of institution where the student has enrolled
- 2) Course of study (if known)
- 3) Date of enrollment
- 4) Date of completion (if known)
- 5) Total hours or credits earned
- 6) Credential attained (if known)
- 7) Date credential was earned

Services Tab

At present we only use the 'Referrals' tab to track individual referrals made for a student.

Student Data	Assessments	Enrollments	Hours	Outcomes	Demographics	Education	Services	History
Accommodations								
Referrals								
Social Services								

History Tab

Each one of the sub-folders found under the history tab contain information gathered on the student. Instructors should periodically check these sub-folders to verify that information is correct.

Address History
Barriers to Employment History
ESL History
Enrollment Program History
Fiscal Year
Level History
Overall Status History
Work History
Audit History

Opening the Class Tab



To find out what classes our program currently has available, instructors may click on the 'Class' tab found on the green bar at the top of the screen. This will open up a screen that shows all of the current classes for our AE program.

<input type="checkbox"/>	Term	Course Number	Title ↑	Status	Program	Class Keyword	Start Date	End Date	Instruc
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Douglas	Active	Adult Education	Douglas	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Glenrock	Active	Adult Education	Glenrock	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Lusk	Active	Adult Education	Lusk	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Moorcroft	Active	Adult Education	Moorcroft	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Newcastle	Active	Adult Education	Newcastle	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Sundance	Active	Adult Education	Sundance	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Upton	Active	Adult Education	Upton	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education: Wheatland	Active	Adult Education	Wheatland	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE100	Adult Education:Torrington	Active	Adult Education	Eastern Wyo...	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	AE Post 2	AE Post secondary	Active	Transition	Eastern Wyo...	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	CAPD101	Career & Personal Development: Co...	Active	Adult Education	Wheatland	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	CPET1100	Career Pathways Explorations & Trai...	Active	Adult Education	Eastern Wyo...	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	HMDV1000	College Studies	Active	Transition	Eastern Wyo...	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	ELA101	ELA Wheatland	Active	Adult Education	Wheatland	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	ELA101	ELA: Douglas	Active	Adult Education	Douglas	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	ELA101	ELA: Newcastle	Active	Adult Education	Newcastle	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	ELA 101	ELA: Sundance	Active	Adult Education	Sundance	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	ELA101	ELA:Torrington	Active	Adult Education	Eastern Wyo...	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	BR101	EWC Bridge	Active	Transition	Eastern Wyo...	08/01/2017	08/26/2017	
<input type="checkbox"/>	FY 2017/18	STSMRT101	Start Smart	Active	Adult Education	Eastern Wyo...	08/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	WFCNA102	Workforce Lit Training	Active	Transition	Eastern Wyo...	07/01/2017	06/30/2018	
<input type="checkbox"/>	FY 2017/18	WFCDL101	Workforce Literacy train	Active	Transition	Eastern Wyo...	07/01/2017	06/30/2018	

Instructors who know that a student is enrolling concurrently in postsecondary should also let the program director know how many credit hours the student will complete before the end of the semester.

Opening the 'Staff' Tab



Clicking on this tab opens up a screen which shows the names of all instructors and tutors who have been active at any time in the current fiscal year.

To open an instructor's folder, double click on the name. This opens up the folder where data collected on the instructor is kept. Instructors should periodically check this folder to verify that the information is correct.