Number of Participants

- 1. Log in to LACES
- 2. Navigate to the Class Tab
- 3. Find the Active Filter
- 4. Click the X to the right of the Active Filter
- 5. Find the class and program year
- 6. Open the class
- 7. Find the Enrollment tab
- 8. Locate the number enrolled in the bottom right-hand corner
- 9. Record the number in the appropriate box in the table







	l	PY23 – 7/1/202	22 to 6/30/202	3	P	PY 24 - 7/1/2023 to 6/30/2024			
				Number Who				Number Who	
			Number Who	Transitioned			Number Who	Transitioned	
		Number Who	Attained a	to		Number Who	Attained a	to	
		Gained or	Secondary	Postsecondary		Gained or	Secondary	Postsecondary	
	Number of	Retained	School	Education or	Number of	Retained	School	Education or	
\mathbf{a}	Participants	Employment	Diploma	Training	Participants	Employment	Diploma	Training	
y									
J • '									

Number Who Gained or Retained Employment

- 1. Log in to LACES
- 2. Find the >Searches on the Student Tab
- 3. Locate the Enrollment Panel
- 4. Select Class- All Students and click Replace
- A new window will appear with classes from the Current fiscal year. Find the Status column and select the filter icon.
- 6. Click Clear
- 7. Select the class based on the program year.
- 8. Then select Apply
- 9. With the new class appear, find reports in the white part of the screen
- 10. Find the Goals met in Time Period by Type Summary
- 11. Enter the dates for the corresponding program year
- 12. Click Export
- 13. Find the Achievement in the report
- 14. Record the number of Obtained and Retained Employment

	DASH	IBO,	ARD	STUDE	NT	CLASS	STAFF	т
	Stud	den	ts s	itudent L	ist		'	
า	57 o	of 3	07 ar	nd Curre	ent Fisca	al Year 🥖	× Add S	earch
Z	• > Se	earc	hes					
		< S	earches					
		•	NRS					
		۲	Gener	al				
		•	Assess	ments				
		•	Demo	graphics				
		►	Hours					
		•	Histor	у				
		•	Outco	mes				
		•	Adult l	Education	Follow-L	р		
		►	Enroll	ments				
		►	NRS D	eduplicate	ed			
		►	State a	and Local F	Performa	ance (SPR)		
		►	State a	and Local F	Performa	ance (SPR) [Deduplicated	
	~	۲	My Sea	arches				
	3	•	Enro	llments			4	
			0	lass - All	Studer	nts Add	Replace	•

Class - Enrolled Students

All Students in Class with Any Enrollment Status Search

	term T	COURSE NUMBER	тптье	Ţ	STATUS). 	program T	INSTRUC AT 9TH GRADE LEVEL OR ABOVE	
	2023-2024		WV AdultEd is cool6 MB		Active	Sho	w items with val	ue that:	1
	2024-2025		2024-25 Denmar GED/AdultEd		Active	Is	equal to	•	1
	2024-2025		ABE First Class		Active				1
	2024-2025		Adult ed		Active	Ac	tive		1
	2024-2025		Adult Education		Active	Ar	id 🔻		1
•						St	arts with		
M	∢ 1	► ►						6.	

Y Clear



a column header and drop it here to group by that column	R	Report Title	Goals Met in Time Period by Type Summary	
REPORT TITLE	CATEGORY	L	.ast Update	7/25/2015
BEST Pre Assessments (with no Post) by Fiscal Year including Demographics	LACES	R	Report File Name	StudentGoalsMetInTimePeriodByTyp e.rpx
BEST Pre-Post Assessments by Fiscal Year including Demographics	LACES	R	Report takes the following p	arameters:
Change of Employment History	LACES	G	Goal Met Date between	7/1/2022
Class Days, Time and Building/Room	LACES	(1	mm/dd/yyyy):	
Class Enrollment with Grade and Credit	LACES	a	and:	6/30/2023
Class Including Program, Keyword and Term	LACES			
Class Including Program, Keyword and Term (by current student list)	LACES			
Class, Teacher, Grades and Hours	LACES			
Comments by Date Range, Comment Type and Comment like	LACES			
Demographic Report (based on OT table)	LACES			
Employment including Occupation and Keyword	LACES			
Goals by Date Met Range	LACES			
Goals by Date Set Range	LACES			
Goals Met in Time Period by Type Summary	LACES			
Goals Met with Status, Keywords and Date Range	LACES			12
Hours Potwoon Accossmonts	LACES	•		ТС.

10.

Goal Type

Employment Related Certificates

	Goal Keyword	Number of Records
	Applied for a job/interviewed for a job	1
	CPR, First Aid, or AED Certificate	2
4.0	Driver's License	2
12	Obtained / retained unsubsidized job	1
тЭ.	Obtained a better job or job promotion	1
	Total Number of Records:	7

Goal Type

	PY23 – 7/1/202	22 to 6/30/202	3	PY 24 – 7/1/2023 to 6/30/2024				
Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training	Number of Participants	Number Who Gained or Retained Employment	Number Who Attained a Secondary School Diploma	Number Who Transitioned to Postsecondary Education or Training	



Number Who Attend a Secondary School Diploma

- 1. Log in to LACES
- Find the >Searches on the Student Tab
- 3. Locate the Enrollment Panel
- 4. Select Class- All Students and click Replace
- A new window will appear with classes from the Current fiscal year. Find the Status column and select the filter icon.
- 6. Click Clear
- 7. Select the class based on the program year.
- 8. Then select Apply
- Under the <Searches on the student tab, Find Adult Education Follow Up Panel
- 10. Select Secondary School Diploma Earned and then Add
- 11. Enter dates that correspond to the program year
- 12. Select Apply
- 13. Record the number is correct column

DASHBOARD	STUDENT CLASS STAFF T
Students S	tudent List 🔹
57 of 307 ar	d Current Fiscal Year 🖌 🗙 Add Search
Searches	< Searches
	 NRS
	 General
	 Assessments
	 Demographics
	 Hours
	 History
	 Outcomes
	 Adult Education Follow-Up
1	Enrollments 4.
	Class - All Students Add Replace
	Class - Enrolled Students
	Group - All Students
	Staff
s in Class with Any Enr	ollment Status Search
	INST

TERM T	COURSE T	ТІТLЕ	T STATUS	T PROGRAM T ABOVE
2023-2024		WV AdultEd is cool6 MB	Active	Show items with value that:
2024-2025		2024-25 Denmar GED/AdultEd	Active	ls equal to
2024-2025		ABE First Class	Active	
2024-2025		Adult ed	Active	Active
2024-2025		Adult Education	Active	And 🔻
-				Starts with
H A 1	► N			6
				Tilter 🌾 Clear



Number who Transitioned to Postsecondary Education or Training

- 1. Log in to LACES
- Find the >Searches on the Student Tab
- 3. Locate the Enrollment Panel
- 4. Select Class- All Students and click Replace
- A new window will appear with classes from the Current fiscal year.
 Find the Status column and select the filter icon.
- 6. Click Clear
- 7. Select the class based on the program year.
- 8. Then select Apply
- 9. Under the <Searches on the student tab, Find Adult Education Panel
- 10. Select Add
- 11. Enter dates that correspond to the program year

Add Search

12. Select Apply

5 of 307 and Class - All Students 🖌 🗙

< Searches

►

NRS

General

History

Outcomes

Adult Education Follow-Up

Diploma Credential

Class - All Students

Group - All Students

Participants

Class - Enrolled Students

PS Ed Training Add Replace

Secondary School Diploma Earned

PY23 - 7/1/2022 to 6/30/2023

Gained or

Retained

Employmen

Number Who

Attained a

Secondary

School

Diploma

Transiti

Postsecondary

Number of

Participants

Education or

Training

Document

Referral

Enrollments

Staff

Employment

Assessments Demographics Hours

13. Record the number is correct column



mber Who

Transitioned

Postsecondar

Education or

Training

Number Who

Secondary

School

Diploma

Number Who

Gained or

Employment

Retained