1. **Basics of Data Entry in LACES**

In this session, we will focus on entering data into LACES. Attendees will learn about reporting changes in LACES and how they impact NRS data collection, reporting, and other systems. This session is most appropriate for new data entry staff and new staff in a leadership position.

Supporting links in LACES for this session:

* Data Entry: [Data Entry (literacypro.com)](https://laces.literacypro.com/Help/LACESNexGen/NetHelp/index.html#!Documents/dataentry.htm)
* Student Import and Student Partial Import: [LACES Washington Customizations - Imports (google.com)](https://sites.google.com/literacypro.com/laces-wa-customizations/imports)
* WIOA Information: [WIOA: LACES UPDATES - NRS Tables (google.com)](https://sites.google.com/a/literacypro.com/wioa-laces-updates/home)
* Period of Participation Tracking in LACES: [WIOA: LACES UPDATES - PoP Data Collection in LACES (google.com)](https://sites.google.com/a/literacypro.com/wioa-laces-updates/periods-of-participation)
* NRS Tables: [WIOA NRS Tables (google.com)](https://sites.google.com/a/literacypro.com/wioa-nrs-tables/)

1. **Searches, Reports, and Dashboards for Managing Programs***(repeated)*

In this session, we will focus on the various reporting features throughout LACES that enable users to pinpoint data quality and performance issues within their program or area of responsibility. Attendees will learn about filters and searches as well as static and dynamic reports. This session is most appropriate for data entry staff and program leaders.

Supporting links in LACES for this session:

* In-Column Filtering: [LPS Support - Column Header Filters (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/column-header-filters)
* Using Search Tiles: [LPS Support - How do I search using Search Tiles? (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/how-do-i-search-using-search-tiles)
* Saving Searches: [LPS Support - Save Search (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/save-search)
* Student Reports: [LPS Support - Student Reports (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/student-reports)
* Student Diagnostic Searches: [LPS Support - Student Diagnostic Search (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/student-diagnostic-search)
* Dashboard: [Dashboard (literacypro.com)](https://laces.literacypro.com/Help/LACESNexGen/NetHelp/index.html#!Documents/dashboard.htm)
* General Searches: [Search (literacypro.com)](https://laces.literacypro.com/Help/LACESNexGen/NetHelp/index.html#!Documents/search.htm)

1. **Searches, Reports, and Dashboards for Managing Programs***(repeated)*

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Supporting links in LACES for this session:

* In-Column Filtering: [LPS Support - Column Header Filters (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/column-header-filters)
* Using Search Tiles: [LPS Support - How do I search using Search Tiles? (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/how-do-i-search-using-search-tiles)
* Saving Searches: [LPS Support - Save Search (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/save-search)
* Student Reports: [LPS Support - Student Reports (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/student-reports)
* Student Diagnostic Searches: [LPS Support - Student Diagnostic Search (google.com)](https://sites.google.com/a/literacypro.com/lps-support/faq/student-diagnostic-search)
* Dashboard: [Dashboard (literacypro.com)](https://laces.literacypro.com/Help/LACESNexGen/NetHelp/index.html#!Documents/dashboard.htm)
* General Searches: [Search (literacypro.com)](https://laces.literacypro.com/Help/LACESNexGen/NetHelp/index.html#!Documents/search.htm)

1. **Teachers Guide to LACES**

In this session, we will focus on ways instructors can enter attendance, send messages to students, and run reports for students in their classes. Attendees will learn about the limitations and privileges of the Teacher III role in LACES. This session is most appropriate for instructors.

Supporting links in LACES for this session:

* Teacher Role Information: [LACES Washington Customizations - Account Management (google.com)](https://sites.google.com/literacypro.com/laces-wa-customizations/account-management)
* Adding Attendance: [Attendance Tab (literacypro.com)](https://laces.literacypro.com/Help/LACESNexGen/NetHelp/index.html#!Documents/attendancetab.htm)
* Messaging: [Email and Text Messaging (google.com)](https://sites.google.com/literacypro.com/emailandtextmessaging/home)

1. **LACES Beyond the Basics: Using Non-Required Fields for Data Entry**

In this session, we will review the non-mandatory fields and options in LACES that are no required for state or federal reporting purposes, but that program staff may find beneficial for getting a holistic picture of the student to provide better tracking and progress. This session is most appropriate for data entry staff and program leaders.