

***Virginia LACES Training Agenda***  
***August 2024***  
***Draft***

**Wifi network: TBD**  
**Password: TBD**

LACES is the student management system software created and managed by LiteracyPro Systems, a division of GeniusSIS, a nation-wide adult education vendor. Training will include topics on using the search and reporting functions of LACES for data output and analysis. There will also be reinforcement practice and time to generate implementation considerations. A session led by the VDOE team will review the many changes that have been released by the National Reporting System this year as released to Virginia providers in Adult Education Director's Memos.

**Food:** Snacks will be provided on Tuesday afternoon; breakfast coffee and snacks will be provided on Wednesday and Thursday. Lunch will be provided on Wednesday only.

**Materials:** Bring the copies of the *LACES User Guide* from the April training if you would like to make notes; new print editions will not be provided. Bring digital or print copies of your program's Data Analysis Tool and questions you had for your call with the LACES team. Bring copies of Director's Memos if you have questions or would like to annotate them for your team; we will review memos beginning with #70-24.

**Location:** All training activities will be held in the training rooms on the ground floor of the Arboretum Building as full-group activities. There are spaces in the lobby and outdoors where teams can gather. Parking is freely available at the Arboretum Building.

<b>Day/Time</b>	<b>Topics</b>
<b>Tuesday, August 6</b>	
1-2:30 p.m.	Welcome and Q&A on LACES, prep for the search-a-thon on Day 3
2:30-2:45 p.m.	Break
2:45-4:30 p.m.	Refresh on in-column filtering, custom views, choice lists to assist with searches/reports, and creating and saving searches
<b>Wednesday, August 7</b>	
8:30-10 a.m.	Welcome, Q&A on searches, student diagnostic searches
10-10:15 a.m.	Break
10:15 a.m.-Noon	NRS participants issues, eligible for post-testing searches and reports, practice time
Noon-1 p.m.	Lunch, continue discussions in your program team
1-3 p.m.	NRS tables and tracking exceptions (scheduled services, future enrollments, exclusions), searching by class/staff
3-3:15 p.m.	Break
3:15-4:45 p.m.	The Student Portal and digital intake
<b>Thursday, August 8</b>	
8:30-10 a.m.	Q&A from Day 2; recommended reports and report-specific questions
10-10:15 a.m.	Break
10:15 a.m.-12:30 p.m.	Search-a-Thon showcase and next steps; VDOE Team with grant management updates
12:30-12:45 p.m.	Wrap-up and adjournment; drive safely!