***Virginia LACES Training Agenda***

***April 2024***

**Wifi network:** JSR-Events

**Password:** GoReynolds!1972

LACES is the student management system software created and managed by LiteracyPro Systems, a division of GeniusSIS, a nation-wide adult education vendor. Training over the next two and a half days will include topics on student records, creating classes and entering enrollment, data entry, assessments, creating reports, and more. There will also be reinforcement practice and time to generate policy considerations.

Lunch will be provided on Wednesday and Thursday; any offsite meals will be on your own. Please enjoy your full lunch break; afternoon sessions will begin promptly at their listed times.

**Where we will be:** The LACES team will be training in the large Gallery room of the Workforce Development Center. This is where we will begin and end as a full group. The classroom spaces for reinforcement practice led by the VDOE team are in Burnett Hall, rooms 203 and 208 on Wednesday, and rooms 209 and 210 on Thursday. We will post signage to help with the transitions.

**Groups:** Program teams have been kept together as much as possible so you can talk and think about developing new data routines. See the sticker on your name badge to see to which group you have been assigned. Stay with this group for the entire training so that you receive all the content.

* My group name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* On Wednesday, my practice room is BH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* On Thursday, my practice room is BH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Materials:** Bound copies pf the *LACES User Guide* and a graphic organizer are provided for teams to make notes and assist with implementation. Use the materials to plan new routines and data flows and make note of your questions for future Q&A calls with the LACES and VDOE teams**.**

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| **Tuesday, April 16th – Day One** |  |
| **Time** | **Topic** | **Group** | **Location** |
| 1:00 - 2:15 p.m. | *Welcome, LACES, to Virginia adult education!*Introductions and orientation to the training agenda. | All | Gallery |
|  |  |  |  |
| 2:15 - 2:30 p.m. | Break |  |  |
|  |  |  |  |
| 2:30 - 5 p.m. | Learn about the technical assistance and training options of LACES. Familiarize yourself with the LACES user interface and documentation.  |  |  |
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| 5 p.m. | Adjourn |  |  |

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| **Wednesday, April 17th – Day Two (Morning)** |
| **Time** | **Topic** | **Group** | **Location** |
| 8:30 - 10 a.m. | Student intake and student records | 1a and 1b | Gallery |
|  |  |  |  |
|  | Reinforcement practice, Q&A from Day 1, and state policy considerations | 2a and 2b | Practice Rooms |
|  |  |  |  |
| 10 - 10:20 a.m. | Break |  |  |
|  |  |  |  |
| 10:20 - 11:50 a.m. | Student intake and student records | 2a and 2b | Gallery |
|  |  |  |  |
|  | Reinforcement practice, Q&A from Day 1, and state policy considerations | 1a and 1b | Practice Rooms |
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| **Lunch Break from 12 – 1 p.m.*****Box lunches will be available outside of the Gallery*** |

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| **Wednesday, April 17th – Day Two (Afternoon)** |
| **Time** |  | **Topic** | **Group** | **Location** |
| 1 - 2:30 p.m. | Assessments and assessment integrations, creating, importing, and duplicating classes, and using the class indicator for IETP Students | 1a and 1b | Gallery |
|  |  |  |  |
|  | Reinforcement practice and state policy considerations | 2a and 2b | Practice Rooms |
|  |  |  |  |
| 2:30 - 2:45 p.m. | Break |  |  |
|  |  |  |  |
| 2:45 - 4:15 p.m. | Assessments and assessment integrations, creating, importing, and duplicating classes, and using the class indicator for IETP students | 2a and 2b | Gallery |
|  |  |  |  |
|  | Reinforcement practice and state policy considerations | 1a and 1b | Practice Rooms |
|  |  |  |  |
| 4:15 p.m. | Adjourn |  |

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| **Thursday, April 18th – Day Three (Morning)** |
| **Time** | **Topic** | **Group** | **Location** |
| 8:30 - 10 a.m. | Class enrollment, manually adding and importing hours, and completing students/classes | 1a and 1b | Gallery |
|  |  |  |  |
|  | Reinforcement practice, Q&A from Day 2, and state policy considerations | 2a and 2b | Practice Rooms |
|  |  |  |  |
| 10 - 10:20 a.m. | Break |  |  |
|  |  |  |  |
| 10:20 - 11:50 a.m. | Class enrollment, manually adding and importing hours, and completing students/classes | 2a and 2b | Gallery |
|  |  |  |  |
|  | Reinforcement practice, Q&A from Day 2, and state policy considerations | 1a and 1b | Practice Rooms |

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| **Lunch Break from 12 – 1 p.m.*****Box lunches will be available outside of the Gallery*** |

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| **Thursday, April 18th – Day Three (Afternoon)** |
| **Time** | **Topic** | **Group** | **Location** |
| 1 - 2:15 p.m. | MSG data entry and NRS tables | 1a and 1b | Gallery |
|  |  |  |  |
|  | Reinforcement practice and state policy considerations | 2a and 2b | Practice Rooms |
|  |  |  |  |
| 2:15 - 2:30 p.m. | Break |  |  |
|  |  |  |  |
| 2:30 - 3:45 p.m. | MSG data entry and NRS tables | 2a and 2b | Gallery |
|  |  |  |  |
|  | Reinforcement practice and state policy considerations | 1a and 1b | Practice Rooms |
|  |  |  |  |
| 3:45 - 4 p.m. | Break |  |  |
|  |  |  |  |
| 4 - 4:30 p.m. | Technical support, documentation, and next steps | All | Gallery |
| 4:30 p.m. | Adjourn. Safe travels, everyone!  |  |

Mark your calendars for the following:

**Webinars:**

* April 29, 1:30-3 p.m., NRS Table 4 MSG Tracking <https://us02web.zoom.us/j/82865495315>
* May 20, 1:30-3 p.m., IET Enrollments and MSG Tracking <https://us02web.zoom.us/j/81045992270> (this is offered in place of the regularly-scheduled Bimonthly Program Manager webinar)
* June 24, 1:30-3 p.m., Fiscal Year End Closeout

<https://us02web.zoom.us/j/82927476679>

**Data Review Calls with Q&A** will be scheduled with each agency before fiscal year close out.

**August Annual Training:** August 7, 8, and 9 at the Arboretum in Richmond, VA

**Bookmark these pages** to stay up to date on the transition to LACES in Virginia.

Virginia-specific plans: <https://valrc.org/resource/laces-data-system-resources/>

LACES Help Desk: <https://sites.google.com/a/literacypro.com/lps-support/lps-help-center?pli=1>

An interactive map of the facility is located at: <https://www.reynolds.edu/who_we_are/map_prc.html>



**Burnette Hall, 2nd floor**

**Breakout Practice Rooms**

