

# LASSIE E-Worksheets

## Quick Start Guide

### for LSA Grantees and Subgrantees

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Welcome to LASSIE and the E-Worksheets. The E-Worksheets are a tool that service-learning providers, such as teachers, faculty members, and agency staff, can use to record information on their LSA funded service-learning activities and participants. The E-Worksheets are designed to help you collect data on LSA funded service-learning activities so that completing LASSIE is easier and more accurate. The E-Worksheets focus on numbers of service-learning participants and beneficiaries, the duration of the service-learning activity, and the issues the activity addresses. These are the same questions that are in the LASSIE survey. You can download a copy of the LASSIE survey in the Online Help section of this website.

This Quick Start Guide is intended for Learn and Serve America grantees and subgrantees who want to provide use of the E-Worksheets to their service-learning providers.

#### Step One: Enable the use of the E-Worksheets

After you log onto LASSIE, go to "Update Your Grant Profile." You will see a question that asks: **Would you like to enable E-Worksheets?**

In order to use the E-Worksheets you need to click **YES** to this question and then click **SAVE** to save your Profile. You will now see the "Field Tools" link on the grey navigation bar.

##### 5. Would you like to enable E-Worksheets?

LASSIE now offers E-Worksheets to help administrators and facilitators keep more accurate account of certain collected data elements of the LASSIE survey (e.g. - participant counts and demographics). You may use LASSIE E-Worksheets to send E-Worksheets to your service learning providers (in the field) and they can record the details of their activities and participation. Data from the E-worksheets can be reviewed and automatically imported into your LASSIE survey at reporting time.

Yes

No



## Step Two: Adding Service-learning Providers

Click on the **E-Worksheets** link in the grey toolbar. You'll see this page – it is the “home page” for the LASSIE E-Worksheets.

The screenshot shows the LASSIE 2009 E-Worksheets interface. At the top left is the 'LEARN AND SERVE' logo. To its right is the text 'Corporation for NATIONAL & COMMUNITY SERVICE'. On the right side, it says 'LASSIE 2009' and 'Current User: LSADemo GranteeDemo'. Below this is a grey toolbar with links: Home, Update Your Grant Profile, Enter Sub-Grant Information, Manage Active Sub-Grants, Complete Your Survey, Update Your LASSIE User Account, Print Survey, E-Worksheets, View Reports, Online Help, and Logout. Below the toolbar is a blue header for 'LASSIE E-Worksheets' with tabs: Provider Summary (circled in green), Participants, Beneficiaries, Duration, and Service Categories. Below the tabs are three links: Add New Provider (pointed to by a green arrow), Send Email To Selected Providers, and Send Message To Selected Providers. The main content area is titled 'Service Learning Providers' and contains a table with columns: SL Program Provider, Organization / Dept, Activity Description, Worksheet submitted, and Link. The table is currently empty, displaying 'No providers to display!'. At the bottom of the page are logos for Abt and the Department of Education, along with links for Contact Us, Download Surveys, Online Help, and Privacy Policy. A footer note mentions 'OMB data collection approval number: 3045-0095'.

To add the names of service-learning providers whom you want to use the E-Worksheets, start by clicking on the “**Add New Provider**” link while on the **Provider Summary tab**. You can decide who should use them and if you’d like for their use to be optional or mandatory.

When you click on the link this window pops up.

The screenshot shows a 'Manage Provider' window in Internet Explorer. The window title is 'Manage Provider - Windows Internet Explorer'. It is divided into two main sections. The left section is titled 'Service Learning Provider' and contains the following text: 'By adding a Service Learning Provider, you create an E-worksheet for that person to record information used in LASSIE reporting. The name, email address, and activity description are required.' and 'You may add the same person multiple times if they are providing multiple activities or in multiple contexts. (i.e. - 2 semesters, 3 classes, 2 projects, etc)'. Below this text is a button labeled 'Add New Provider' (labeled with a green '2') and a 'Cancel' button. The right section is titled 'Provider Information:' and contains several input fields: 'First & Last Name:' (filled with 'Terry Teacher', labeled with a green '1'), 'Email:' (filled with 'teacher@elm.edu'), 'Phone Number:' (filled with '555-555-5555'), 'Organization:' (filled with 'Elm Middle School'), 'Activity Description:' (filled with 'Park tree identification project'), and 'Due Date:' (filled with '12/31/2009').

Fill in the **Provider Information (1)** fields, and when complete, click the **Add New Provider (2)** button.



## Step Three: Notifying Service-learning providers that they can use the E-Worksheets

When you click the **Add New Provider** button (see Step Two), the provider's name is saved on the Provider Summary page. You can add as many people as you want. If a provider has two projects, you can add the provider's name twice with different **Activity Descriptions**.

When you are ready to notify your service-learning providers that the E-Worksheets are ready:

1. Check the boxes of the providers you wish to notify
2. Click the **Send Email to Selected Providers** link.



## Step Four: Reviewing Results and Copying Data to LASSIE

To see the totals from your service-learning providers' E-worksheet data, click on the tab of interest: Participants, Beneficiaries, Duration, Service Categories. Below, we have clicked on the **Participants** tab.

This section will show you the totals from your Service Learning Providers' E-Worksheet Data. You may include or exclude providers from the totals column by using the checkbox under their name. Rollover a provider's name to see more details (department, activity, etc).

**Copy to LASSIE**

Clicking the "Copy to LASSIE" button will copy the values in the totals column above to the corresponding questions on your lassie survey. It will replace any values you may have to these questions. This only applies to this section of the survey and the specific questions listed in this table. You may edit the totals (here) before copying, you may also edit them in the LASSIE survey after you copy them.

Note there are helpful instructions here.

Participants Provider Data		Re-Calculate	Frank Faculty	Frank Faculty	Terry Teacher
Provider Name:			25	<input type="radio"/>	<input type="radio"/>
Total Participants:			25	<input type="radio"/>	<input type="radio"/>
Marked as Completed:			No	<input type="radio"/>	<input type="radio"/>
Include in Total:			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	Totals				
1.	Number of individual service-learners.	25	25	-	-
a.	Undergraduate students (all ages)		-	-	-
b.	Graduate students		-	-	-
c.	Unknown		-	-	-
2.	Number of non-higher ed student service-learners.		-	-	-
a.	K - 5 <sup>th</sup> grade	15	15	-	-
b.	6 <sup>th</sup> grade - 8 <sup>th</sup> grade	10	10	-	-
c.	9 <sup>th</sup> grade - 12 <sup>th</sup> grade		-	-	-
d.	School Dropout		-	-	-
e.	Grade unknown		-	-	-
3.	Number of faculty and staff.		-	-	-
b.	Faculty involved in teaching		-	-	-
c.	Number of faculty participating in funded activities		-	-	-
d.	Total staff involved		-	-	-

Put a check mark in the box(es) of the providers whose totals you wish to include. You can choose to include none, some, or all of the providers.

You can edit the totals if you do not think they are correct. Once you are satisfied that the totals are correct and complete, click on the **Copy to LASSIE** button.

The totals will automatically be copied to this section in the LASSIE survey, and will replace information that is already in this section of the LASSIE survey.

