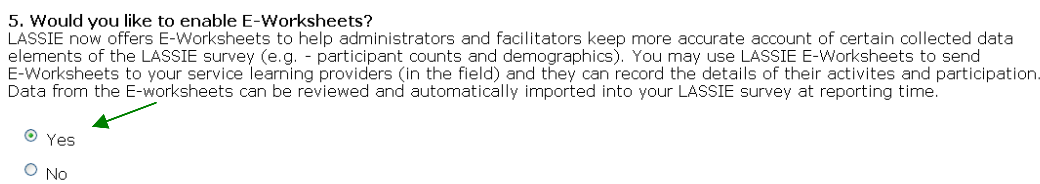
LASSIE E-Worksheets
Quick Start Guide
for LSA Grantees and Subgrantees

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.

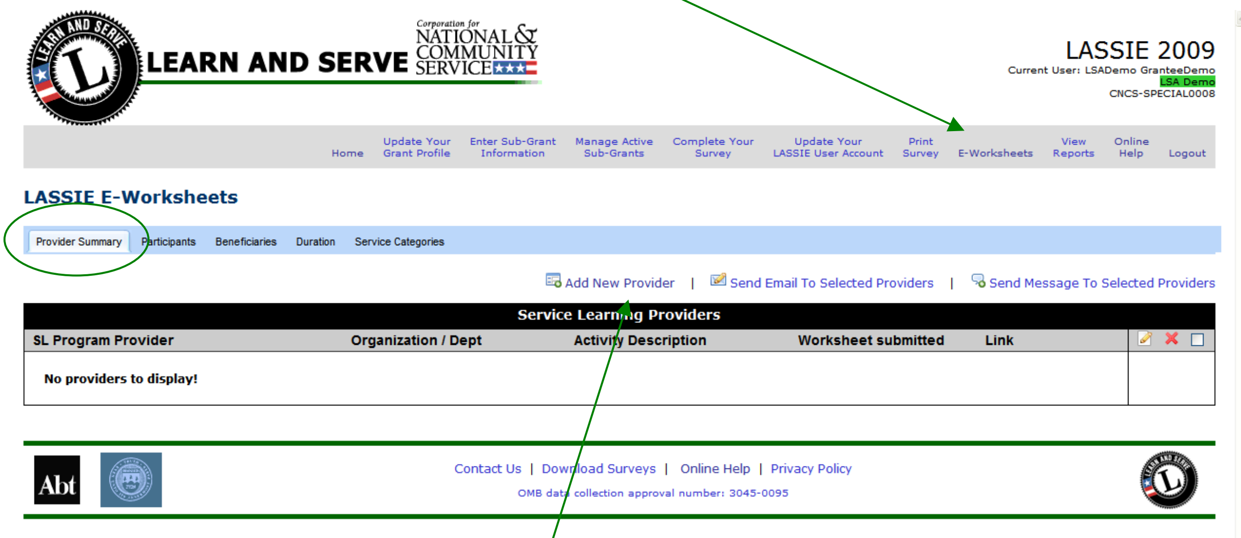

5. Would you like to enable E-Worksheets?
LASSIE now offers E-Worksheets to help administrators and facilitators keep more accurate account of certain collected data elements of the LASSIE survey (e.g. - participant counts and demographics). You may use LASSIE E-Worksheets to send E-Worksheets to your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

Yes

No

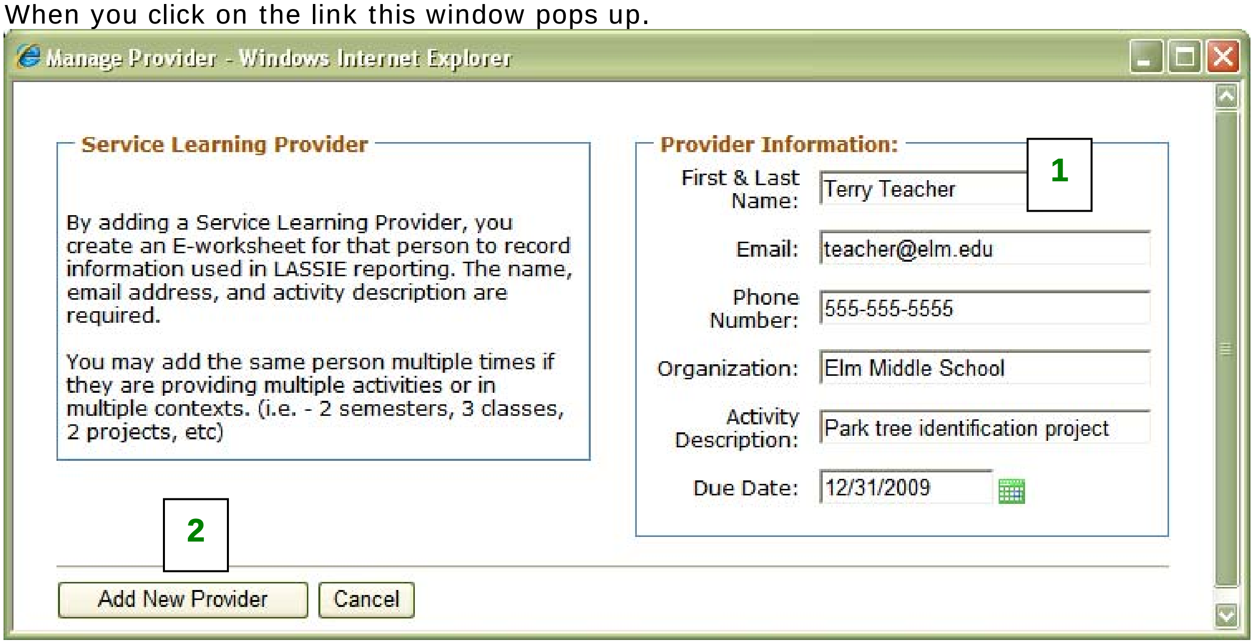
Step Two: Adding Service-learning Providers

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.



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.

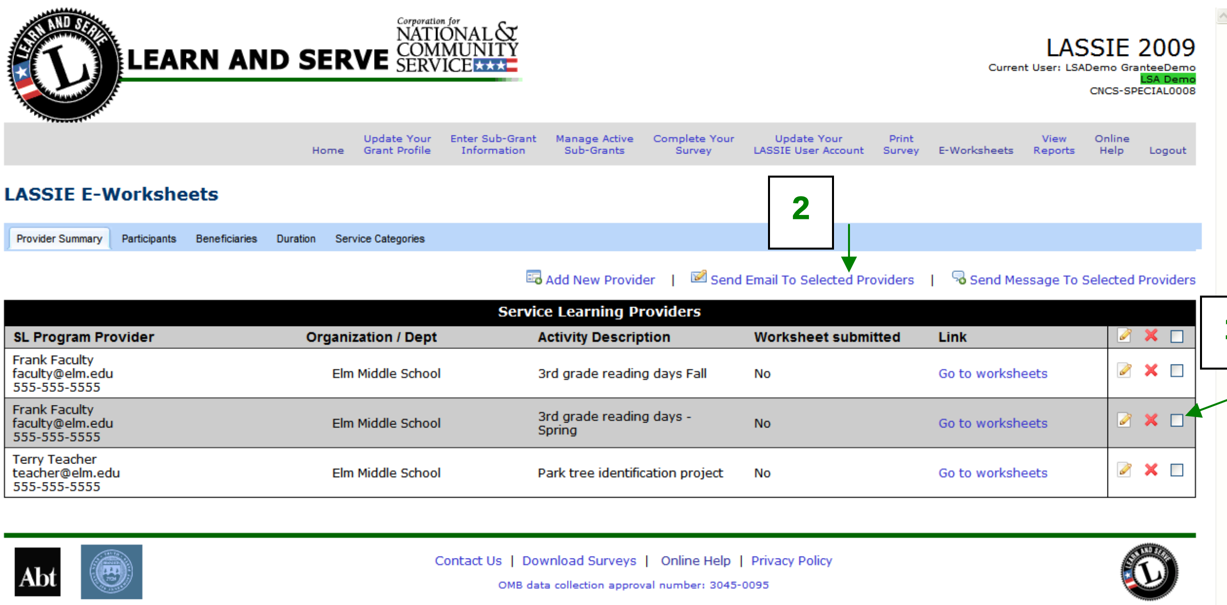
When you click on the link this window pops up.



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

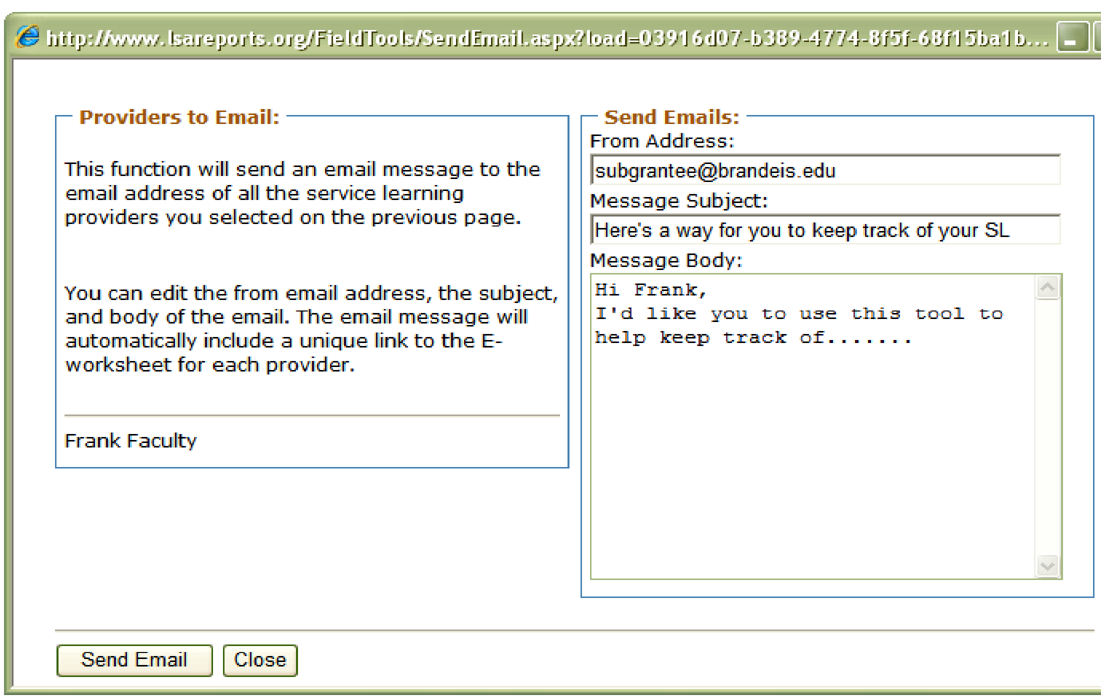
Step Three: Notifying Service-learning providers that they can use the E-Worksheets

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.

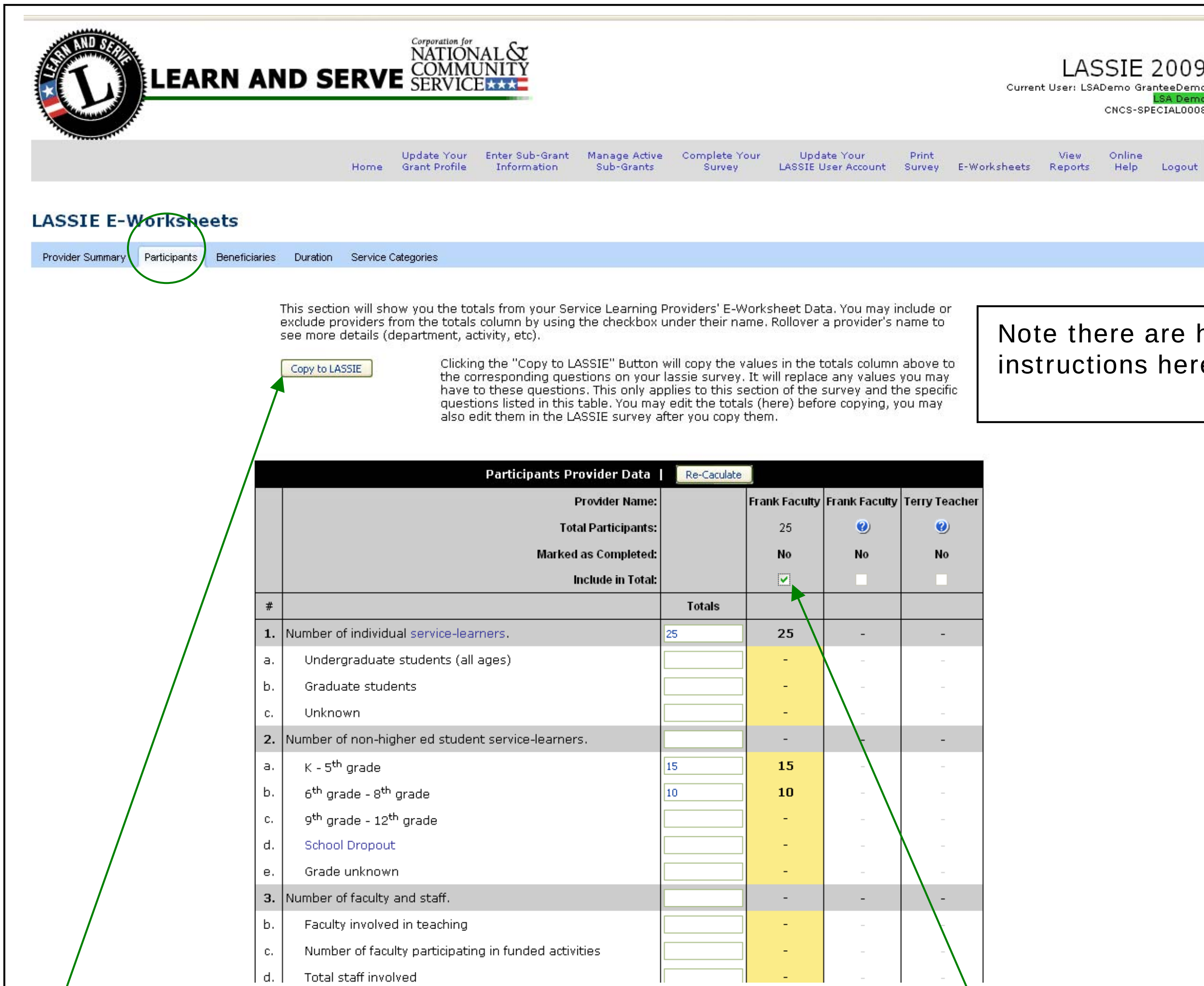


This window pops up. The email you write here will go to all of the providers that you checked in the step above.

A unique web link will automatically be added to the bottom of the email that goes to each provider so that they can access their e-worksheet.

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.



Note there are helpful instructions here.

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.