

# LASSIE Quick Start Guide

Welcome to LASSIE – the online program reporting system for grantees and subgrantees of Learn and Serve America. If you would like more information on the Learn and Serve America program, please visit [www.learnandserve.gov](http://www.learnandserve.gov).

## To begin you'll need:

- A username and password. If you are a grantee, these were sent to you from the Corporation. If you are a subgrantee, you received them from your grantee. If you did not receive these, please contact the source of your LSA grant, or call the LASSIE hotline at 866-337-8751.
- A computer with an internet connection. This system is compatible with Macs and PC's, and with any browser including Internet Explorer, Netscape, and Firefox.

## Logging On

Go to [www.lsareports.org](http://www.lsareports.org)

The screenshot shows the LASSIE login interface. At the top left is the Learn and Serve America logo. To its right is the text "Learn and Serve America" and "LASSIE". A navigation bar contains links for "Contact Us", "Public Reports", "Download Surveys", "Online Help", and "Login". Below the navigation bar is a welcome message: "Welcome to Learn and Serve America's LASSIE!". A paragraph of text explains that all recipients of grant funds are required to report on service-learning activities. Below this is a "Login Details" form with fields for "Username:" and "Password:", a "Keep me logged in" checkbox, and a "Forgot Password" link. A "Log In" button is located below the form. A green arrow points from the text "Enter the Username and Password in the areas provided." to the Username and Password input fields. Another green arrow points from the text "Click on the Login button." to the "Log In" button. At the bottom of the page, there are logos for "Abt" and the Department of Education, along with a footer containing "Contact Us | Download Surveys | Online Help | Privacy Policy" and "OMB Control Number 3045-0089".



## The Select Grant Page

After you log in you will be taken to the “**Select Grant**” page. Here you will see a list of all of the Learn and Serve grants your organization has received. This could contain just one grant or several grants from previous years. Click the grant you want to work on. This will take you to the **Overview** page.

[Note that you can navigate the LASSIE site by clicking on the links in the grey navigation bar at the top of this and every page.]

## The Overview Page

This page includes all of the information about the grant you selected above. There are seven frames that you can use to quickly access information about the grant you selected, the status of the LASSIE survey, any subgrantees you might have, and your data.

## Start by Updating Your Grant Profile

On the Overview page, click on the **Update Grant Profile** link at the bottom of the Grant Profile frame, or click on **Profile** in the grey menu bar at the top of the page.

To complete the grant profile you must answer questions in the four tabs:


### Tab 1: Organization Details

### Tab 2: Who Has Access

Primary Contact	Full Name	Telephone	Primary Email	Last Login	Status
demo demo*			info@relyonmedia.com	10/06/10	revoke_access
Mary Smart		781-736-3762	burack@brandeis.edu	08/30/10	revoke_access



### Tab 3: Organization Type



## Learn and Serve America

Grant : CNCS [CNCS-SPECIAL0001]

[Switch to a different Grant](#)

Survey Status: **In progress**

Percent Complete: **0%**

LASSIE

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Overview
Profile
Sub-Grants
E-Worksheet
Survey
Data and Reports



PROFILE : To complete this grant profile please answer questions in all 4 tabs..

Organization Details
Who Has Access
Organization Type
Grant Activities

Describe your organization (Check one)


K-12 District	Higher Education	Community-Based Organization
<input type="radio"/> School District	<input type="radio"/> 2 Year Public College	<input checked="" type="radio"/> National Not-for-Profit Organization
<input type="radio"/> Regional Education Agency	<input type="radio"/> 2 Year Private College	<input type="radio"/> State or Regional Not-for-Profit
<input type="radio"/> State Education Agency	<input type="radio"/> 4 Year Public College or University	<input type="radio"/> Local Not-for-Profit
	<input type="radio"/> 4 Year Private College or University	<input type="radio"/> State Service Commission
<input type="radio"/> Public School	<input type="radio"/> Graduate/Professional Program	
<input type="radio"/> Indian/Tribal School	<input type="radio"/> Higher Education Association/Consortia	
<input type="radio"/> Private School		
<input type="radio"/> Public Charter School		

Click on the button that best describes your organization.





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### Tab 4: Grant Activities



## Learn and Serve America

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LASSIE

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Overview
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PROFILE : To complete this grant profile please answer questions in all 4 tabs..

Organization Details
Who Has Access
Organization Type
Grant Activities

Please indicate which of the following activities you performed during the 2009-2010 program year using Learn and Serve grant funds--

My institution or organization used Learn and Serve funds to provide training and technical assistance and/or curriculum development for service-learning providers:

Yes  
 No

My institution or organization sub-granted Learn and Serve funds to other institutions or organizations:

Yes  
 No

My institution or organization ran Learn and Serve funded service-learning activities (Note: answering yes to this question indicates that you will report participants and service-learning activities for this program year):

Yes  
 No



**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 : participant counts and demographics). You may use LASSIE E-Worksheets to send E-Worksheets to your service learning providers (in the field) and to record details of their activities and participation. Data from the E-worksheets can be reviewed and automatically imported into your LASSIE survey at time.

Yes - (You must run LSA activities to use the E-Worksheets tool.)  
 No


Now answer questions about your grant activities, whether or not your organization:

- 1) provided technical assistance;
- 2) made sub-grants;
- 3) directly operated LSA funded service-learning activities this year; and if you would like to enable the use of worksheets.

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Please note that you **must** update your profile before you can complete a survey or enter subgrantee information. You may make changes to your Grant Profile at any time. **If you make sub grants, click on Sub-Grants in the grey bar at the top of the page.**



## Next, Enter Your Sub Grant Information (Skip this step if you do not make sub-grants)

If you make grants to other organizations, use the **Active Sub-Grants** page to enter your new subgrantees into LASSIE (i.e., set up user accounts) or update information on existing grantees.

Learn and Serve America  
Grant: CNC.S.SPECIAL001002

Survey Status: Not Started  
Percent Complete: 0%

LASSIE

ACTIVE SUB-GRANTS

Refresh/Filter View All Grants Email Selected Grants Download to Excel

Search Text Year Level Type Survey Status Percent Complete (Showing 2 of 2) Add New Grant

Org Name and Grant Number	Year	Level	Type	Contact Person	Amount	Survey Status	Percent	Select
<a href="#">Demo Sub-Grant CNC.S.SPECIAL0010020001</a>	2010-11	Sub	CBO	Chris Macsek 413-522-4803 <a href="mailto:macsek@relvionmedia.com">macsek@relvionmedia.com</a>	\$10,000	OP Not Started	0%	<input type="checkbox"/>
<a href="#">Summer of Service 2010 Grantees CNC.S.SPECIAL0010020002</a>	2010-11	Sub Sub	K12	demo demo 413-239-3564 <a href="mailto:info@relvionmedia.com">info@relvionmedia.com</a>	\$100,000	OP Profile Incomplete SUB	0%	<input type="checkbox"/>

To add new subgrantees, click on the **Add New Grant** button. That will open up a new page where you can create a profile for your new subgrantee (see below).

On this page you can also manage your subgrants by –

- Searching by grant name, type or level
- Checking on their survey completion status
- Sending email to selected subgrantees
- Download information to Excel

To change subgrantee contact and grant information, including the subgrant amount, click on the **Grant Information (1)** link in the first column. Correct the information.

If you would like to email your subgrantees, check the box under the **Select (2)** column for those subgrantees you would like to email and click on **Email Selected Grants (3)**. Complete the email and press send.

NOTE: Subgrantees will be able to access their grant profile information but not the survey until the LASSIE survey opens; they can download the survey instrument, use the worksheets, and review the help desk materials any time.



## Complete the Survey

If you run Learn and Serve funded programs that include service-learners, curriculum development, or provide technical assistance you must complete a survey. You can go to the survey by clicking on the **Survey** link. The survey is broken into tabbed sections. The survey status area will help you keep track of how many of the sections you've completed.

demo demo | [My Info](#) | [Sign Out](#) | [HELP](#)

**Learn and Serve America**  
Grant: [CNCS-SPECIAL001002]  
[Switch to a different Grant](#)

Survey Status: **Not Started**  
Percent Complete: **0%**

**LASSIE**

Overview Profile Sub-Grants E-Worksheet **Survey** Data and Reports

Survey Intro Organization Participants Program Duration Characteristics Community Needs Service Activities Partners Tech Assistance

<| Previous Question [Next Question](#) >

Welcome to the 2010 Summer of Service Learn and Serve Program and Performance Reporting Form!



You indicated that you directly operated or managed Learn and Serve-funded service-learning activities between April 1, 2010 and September 30, 2010, and therefore are requested to report on those activities through this survey form. The survey has been divided into sections, indicated by the tabs above.

Note that all data that you enter will be automatically saved. If you are unable to complete the survey all at once, you have the option of returning to the site at a later time to complete the survey.

For help in completing the survey, please visit the Online Help Page. The Help Page contains a downloadable copy of the survey form, a worksheet for collecting participant information, a Quick Start Guide, FAQs, and a web-based training session. If you need assistance with a technology-related issue, please contact the LASSIE help desk at 866-337-8751, or send an email to [support@lsareports.org](mailto:support@lsareports.org). If you have programmatic questions, please contact your granting institution.

When you have completed the survey, please click the Submit link above the survey section tabs.

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Survey tabs: Click on the tab in order to answer questions in that section.



Feel free to answer sections out of order or stop and come back later, LASSIE automatically saves your responses.

demo demo | [My Info](#) | [Sign Out](#) | [HELP](#)

**Learn and Serve America**  
Grant: **CNC-SPECIAL001002**  
[Switch to a different Grant](#)

Survey Status: **Not Started**  
Percent Complete: **0%**

**LASSIE**

Overview Profile Sub-Grants E-Worksheet **Survey** Data and Reports

Questions Summary Errors Print Submit

Survey Intro Organization **Participants** Program Duration Characteristics Community Needs Service Activities Partners Tech Assistance

[< Previous Question](#) [Next Question >](#)

Learn and Serve America Supported Service-Learners	Estimated Number of Service-Learners
Total number of individual service-learners in Learn and Serve America supported activities/programs	<input type="text" value="33"/>

These are the questions under the Participants tab. All questions in a tab will appear on the left and you can choose which one you want to answer by clicking on it. The question you are currently answering will be highlighted.

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You can print a copy of the survey with your answers at any time by clicking on the **Print** button at the top of the page.

## Submit Your Survey

When you have completed all of the questions click on the **Submit** button. You're done!

## Help

The online help page includes a number of resources, including:

- A copy of this Quick Start Guide
- Links to an online training video
- Help on how to use the e-Worksheets
- Who to contact with questions

For help about survey questions or who should be completing a report contact your grantor.

If you are having technical difficulties, or a problem navigating the site, call 866-337-8751 or email [support@lsareports.org](mailto:support@lsareports.org).

