

HSED Initiatives Reporting Instructions

The Office of Adult Education will reimburse adult education programs/providers for initial GED Ready and the Official GED Test for qualifying students. LACES will be used to export the HSED initiatives data to be used on the Excel spreadsheet, where the data can then be saved and emailed to mhugee@ed.sc.gov. The file must be emailed in an Excel spreadsheet.

GED Ready Qualifying Criteria:

The student must;

1. Be an NRS participant in the adult education program at the time that the HSED readiness test is taken,
2. Enter the program at the qualifying NRS Levels:
 - a. NRS Level 4, 5, or 6
 - b. NRS Level 3 (TABE Level D tests only), and
3. Have GED Ready test scores be entered into LACES in order to qualify for reimbursement.

GED Testing Qualifying Criteria:

The student must;

1. Be an NRS participant in the adult education program at the time that the HSED readiness test is taken,
2. Achieve a passing score on GED Ready of 145 or greater, and
3. Official GED test scores must be entered into LACES in order to qualify for reimbursement.

December Reimbursement

Reporting Period: January 1 – October 31

Report Due: November 15

May Reimbursement

Reporting Period: July 1 - March 31

Report Due: April 15

How to Export LACES Data

Step 1: NRS Fundable Students

1. Click the <Searches link at the student area
2. Expand the NRS category
3. Select NRS Table 4
4. Select NRS FY on the drop-down list at the 'Select Reporting System' field
5. The new report will display
6. Once the table loads, click on “grand total” numbers in **Columns B** to see which students “populate” that number

Student List

< Searches

NRS

- Age as of NRS Fiscal Year
- Current Fiscal Year
- Fiscal Year Data Search
- NRS Fundables
- NRS Table 1
- NRS Table 2
- NRS Table 2A
- NRS Table 3
- NRS Table 4

DASHBOARD STUDENT CLASS STAFF

View Student List

89 of 3579 and Current Fiscal Year

< Searches

NRS

- Age as of NRS Fiscal Year
- Current Fiscal Year
- Fiscal Year Data Search
- NRS Fundables
- NRS Table 1
- NRS Table 2
- NRS Table 2A

Select Count

NRS Table 4

Select Reporting System: Select a value:

NRS Table 4

Select Reporting System:

NRS FY 19-20

Measurable Skill Gains by Entry Level

Enter the number of participants for each category listed, total attendance hours, number achieving at least one educational functioning level gain, nu

First Period of Participation	
Entering Educational Functioning Level (A)	Number of Participants (B)
ABE Level 1	4
ABE Level 2	26
ABE Level 3	25
ABE Level 4	5
ABE Level 5	5
ABE Level 6	5
ABE Total	70
ESL Level 1	0
ESL Level 2	0
ESL Level 3	0
ESL Level 4	0
ESL Level 5	0
ESL Level 6	0
ESL Total	0
Grand Total	70



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Step 2: All Assessments

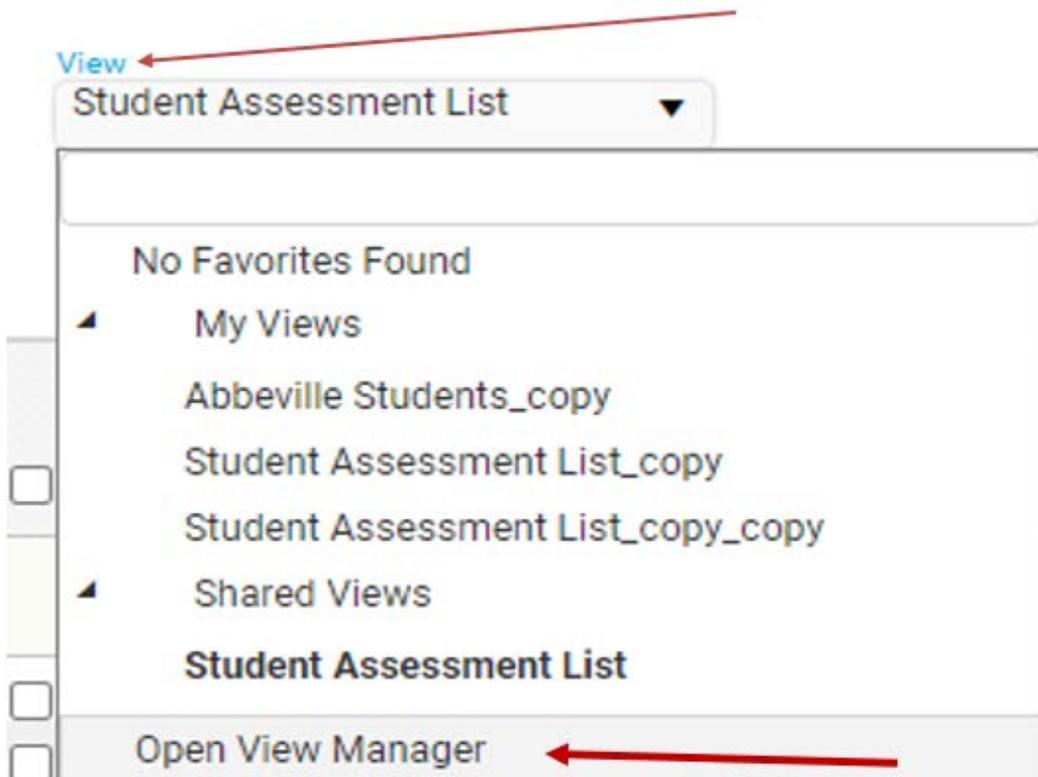
1. Select “More” drop down menu.
2. Select All Assessments.



Now that you have the list of students, you will want to change the “view” to include information that will be entered into the HSED Initiatives Reimbursement Report template.

Step 3: Create a new view

1. Click the down arrow on the View dropdown list, or click the ‘View’ link.
2. Click the Open View Manager at the bottom of the dropdown list.
3. Select the view name you wish to copy and modify (i.e. student assessment list)
4. Click “COPY” and enter a name for the view. If you don’t enter a name for the view, the default name will be the name of the view with ‘_copy’.
5. Click SAVE. The new view will display in the view list under View.



6. Modify the view by adding the selected fields.
7. Sort the fields by Last Name. Highlight Last Name, click “sort by”.



1. Last Name
2. First Name
3. Student ID
4. Fiscal Year
5. Date Assessed
6. Instrument
7. Form
8. Level
9. Subtest
10. Scaled Score
11. Assessed Level **(HSED Ready Only)**

8. Click SAVE

Step 4: Filtering the Columns

Click on the filter symbol (looks like a funnel) and choose “Contains” or “Does not Contain” from the drop down.



Filters for HSED Readiness

1. Instrument – contains
 - a. GED
 - b. TABE - add
2. Form – does not contain
 - a. 2014 GED
3. Subtest – do not contain
 - a. Total score
4. Date Assessed
 - a. **Optional - Some ready scores might be outside of the reporting period**

Step 5: Exporting to CSV File

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Click the Export menu at the top right and choose CSV file. Then it will ask you to SAVE. So SAVE it and then you'll see "open" appears. You can then open it. It probably saves in your computer under "downloads", with the name "ViewStudent" or look at your downloads for the time and date to see the name of file. You should **rename** it to your program and report date as an **Excel Workbook**.



Step 6: HSED Initiative Reimbursement Report Template

1. Select the students that qualify for reimbursement
2. Verify that the students meet the qualifying criteria
 - a. Official GED and GED Ready Subtest scores are in LACES
 - b. GED Ready Subtest score is ≥ 145
 - c. NRS Level 4, 5, or 6
 - d. NRS Level 3 (TABE Level D tests only)
 - e. NRS Participant at the time the HSED Readiness Test is taken
3. Transfer the list of students for reimbursement into the HSED Initiatives Reimbursement template
4. Save report as **HSED Readiness or Testing Reimbursement Initiative**

Step 7: Where to Send Report

Please email the HSED Initiative Reimbursement Reports to:

mhugee@ed.sc.gov

Subject Line: Program Name:
HSED Testing – December Reimbursement

Subject Line: Program Name:
HSED Readiness – December Reimbursement

Point of Contact: Mary D. Hugee, mhugee@ed.sc.gov, 803-734-1566