

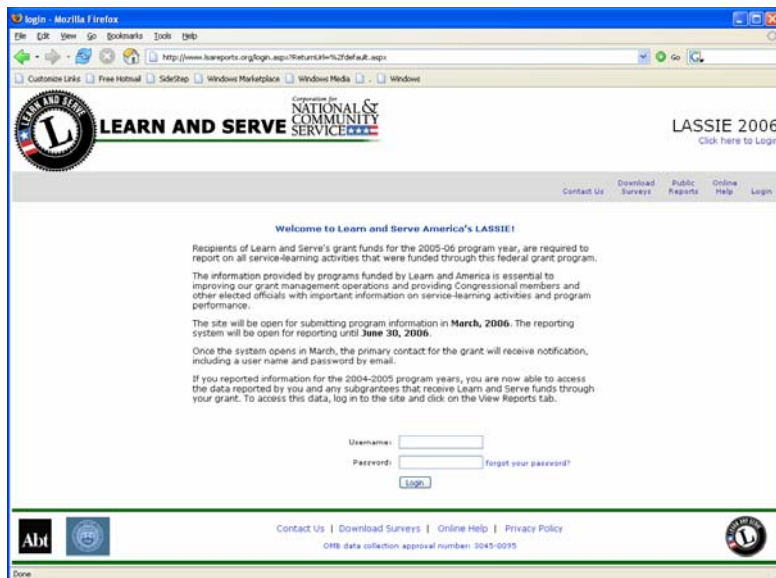
LASSIE Quick Start Guide

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.nationalservice.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.

Step One: Logging On



Go to www.lsareports.org and click on the Login button in the upper right hand corner of the screen.

Enter the Username and Password in the areas provided.

Click on the **Login** button.



Step Two: The Home Page

LASSIE Home Page
Welcome to the Learn and Serve (LASSIE) reporting system home page. You can use this page as a starting point for navigating the site and to monitor the status of your reporting activities. You can also use the gray navigation bar above to navigate from and to anywhere in the site.

Update Your Grant Profile
Since you received a Learn and Serve grant, we ask that you take a minute to verify the information we have about your organization, users, etc. This is where you can create new users to access this system, update your organization's name, address, website, etc. You must complete the profile before starting the survey.
Your current profile status is: **Complete**

Create and Manage Your Sub-Grants
If you sub-grant any part of your grant, we ask that you let us know using this section. We have pre-loaded any sub-grants that you identified in the E-Grants system. If a sub-grant is not listed, you can add it by clicking on the "Create and Manage your Sub-grants" link at the top of the page. You can monitor your sub-grants' survey progress on this screen.
You indicated in your grant profile that you do NOT provide subgrants to other organizations. Yet you have subgrants defined in LASSIE. Please either adjust your profile or delete the subgrants.
Sub-grants currently defined: **1**
Sub-grants who submitted surveys: **2**

Total	Funding Level	Never Logged In	Profile Incomplete	Not Started	In Progress	Submitted	Not Required
11	Sub	2	5	0	7	2	0
2	Sub-Sub	1	0	1	1	0	0

Complete Your Survey
We ask all grantees who run Learn and Serve programs and all sub-grantees to complete a survey to tell us about those activities. In this section, you may complete your survey.
Your current survey status is: **Not Required**

Submit Your Survey
When you have answered all of the survey questions, we ask that you submit your survey (so we know you're done). Once you submit your survey, you will not be able to change your responses unless you re-open the survey. (which you may do until June 30th, 2006).
Your survey is currently: **Not Required**

After you log in you will be taken to the "Home" page. The four boxes correspond to the steps that users will take in completing their reports: Update Your Grant Profile, Create and Manage Your Sub-grants, Complete Your Survey and Submit Your Survey

You can navigate the LASSIE site by clicking on any one of the four headings, or by using the menus in the gray navigation bar at the top of this and every page.

The first step in completing the report is to update your own grant profile. Click on **Update Your Grant Profile**

Step Three: Updating Your Profile

Update Your Grant Profile
Please take a moment to review and update your grant profile, and answer a few questions about your organization. You must complete this section before starting the survey. You can come back and edit this section at any time during the survey. Click the Save button at the bottom of the page after you have completed all questions.

Organization/School Name:
Grant Amount:
School District (if applicable):
Website (if any):
Street Address:
City:
State:
Zip:

Contact

Name	Title	Phone	Email	Send Login	Del
text_text		23423	jsmash@lyonmedia.com	<input type="button" value="Send"/>	<input type="button" value="Del"/>

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

Review your organization's contact information and make any necessary changes. Please make sure that your nine-digit zip code is listed. If you do not know your nine-digit zip code, a link has been provided so that you can look it up using the US Postal Service website.

Below your organization's contact information you will see a table containing the contact person on record for the grant. If you want others to have access to this site, add their contact information here by clicking on the **Add Additional Contacts** button.

After you enter their contact information click **Save**. The new contact name will now appear in this list. To send the person an email with their login information, click the **Send** button under the Send Login column. An email will be automatically generated for that contact.



Step Four: Complete your Grant Profile

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 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
K-12 School	<input type="radio"/> 4 Year Private College or University	
<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	Check if your college or university is one of the following:	
<input type="radio"/> Public Charter School	<input type="radio"/> Historically Black University	
	<input type="radio"/> Hispanic Serving Institution	
	<input type="radio"/> Tribal Institution	

Is your institution or organization religious or faith-based?

Yes
 No
 Don't Know

Did your institution or organization directly operate or manage LSA funded service-learning activities this year? (Do not include service-learning activities, for the purposes of this survey, DO NOT include providing technical assistance or subgranting funds to other organizations.)

Yes
 No

Did your institution or organization use your funds and serve funds to provide training and technical assistance or curriculum development for service-learning activities?

Yes
 No

Did your institution or organization subgrant Learn and Serve America funds to other institutions this year?

Yes
 No

If you answered yes to the question above (i.e. - you do provide subgrants), please answer the following question. If you answered no to the question above (i.e. - you do not provide subgrants), please do not answer the last.

You may need to scroll down to see the table with a list of organizational types. Click on the button that best describes your organization.

Now answer four “yes” or “no” questions about whether or not your organization is: 1) faith-based; 2) directly operating LSA funded activities this year (Answer NO if you only offer technical assistance or make grants to other organizations. Answer YES if your institution needs to report on any activities between July 1 and June 30 that involve service-learning participants); 3) offering LSA funded technical assistance or

curriculum development; 4) providing subgrants to other organizations. If you do make subgrants answer the technical assistance questions.

When you have completed this profile page, click **Save Profile**. You will then be taken back to the site’s home page. Please note that you **must** update your profile page before you can complete a survey. You may edit your Grant Profile at any time.

Step Five: Create and Manage Subgrants

Grants That You Manage

Org Name and Grant Number	Level	Type	Contact Person	Survey Status	Percent Complete	DEL	Select
	add	add		add	add		

(Skip this step if you do not make subgrants)

If you make subgrants to other organizations, you can manage your subgrantees by clicking on the **Create and Manage Your Subgrants** link.

Any subgrants that have already been reported to LSA are listed. You can update or delete any of the subgrantees listed up until the subgrantee logs on and completes their own grant profile. You can also add other subgrants by clicking the **Add a Subgrant** button.

On this page you can also manage your subgrants by –

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



Step Six: Complete My Survey

If you run programs, you can go to the survey by clicking on the **“Complete Your Survey”** link.

Survey Section	Completed Questions	Total Questions	Status
Organization	0	5	Not started
Funding	3	4	In progress
People	0	5	Not started
Participants	0	5	Not started
Program Duration	0	5	Not started
Activities	0	5	Not started
Partners	0	7	Not started
Instructional Support	0	4	Not started
Coordinator	0	6	Not started
Outcomes	0	5	Not started
Dissemination	0	5	Not started
Tech Assistance	2	2	Complete

All programs that run Learn and Serve funded programs and activities (those activities that include service-learners) are required to complete this section. The survey is broken into 12 tabbed sections. The survey progress area will help you keep track of how many of the sections you've completed.

If you did not receive your grant funds directly from Learn and Service and indicated that you do not directly run any service-learning programs, you will only need to complete sections 1,2,10,11,and 12. Tabs for the

other sections will automatically be grayed out.

Before you start your survey, you may want to check the “Frequently Asked Questions” area of the Help page for guidance on how to deal with missing information and other survey-related questions.

Feel free to answer sections out of order or click **Save** and come back later. You can also print a copy of the survey with your answers at any time by clicking on the **Print Survey** button in the gray bar at the top of the page.

Step Seven: Submit My Survey

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

Help

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

- Frequently Asked Questions
- A copy of this Quick Start Guide
- Links to an online training video
- Worksheets that can be distributed to collect information on participants and service activities at the classroom level
- 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.

