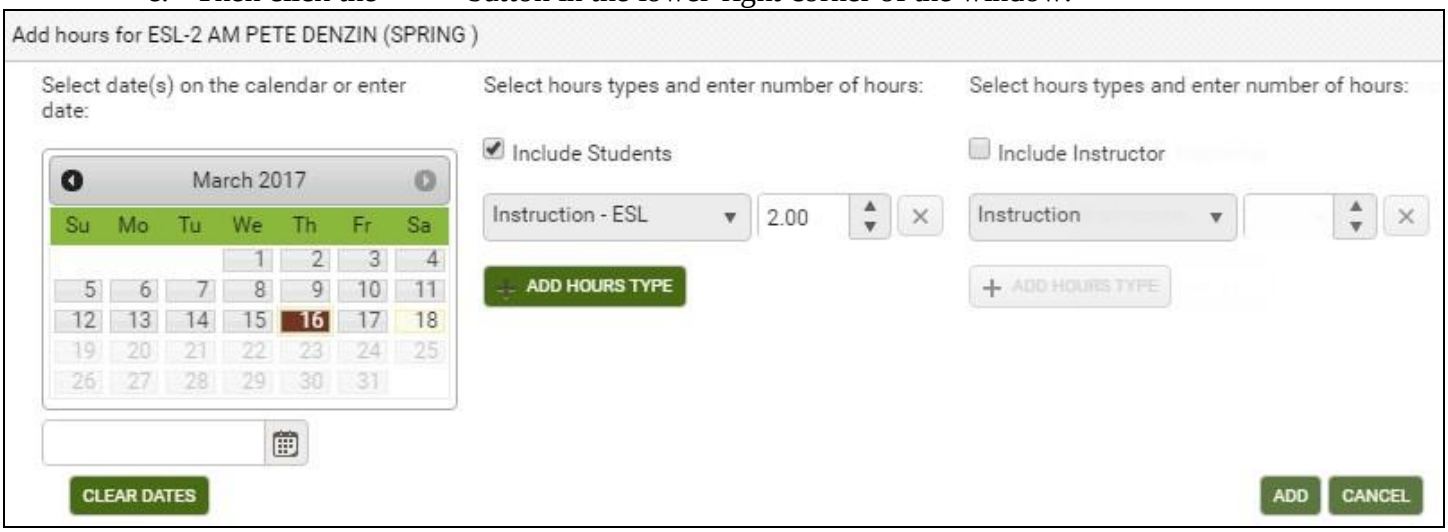
LACES for Right to Read Teachers

Logging On

1. Launch your browser and go to https://cdeapps.cde.state.co.us/index.html
2. Click on "LACES" in the left column.
3. In the logon window which appears, enter your User Name (your full email address) and your LACES password. Then click the Login button.

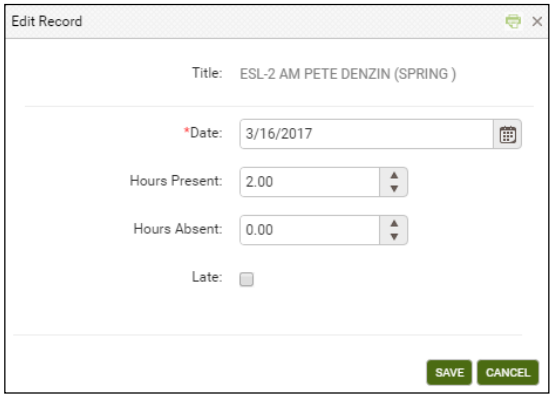
Entering Attendance Data for a Class

1. Find the class and semester for which you wish to enter attendance data.
2. Click on the little green ñeyeò ( ) on the far right of that class (or just double-click anywhere on the class line) to open the class.
3. Click on the Attendance tab. Then click on the ADD button.
4. In the window (below) which pops up,
   a. click on the date.
   b. Select ñInstruction ï ESLò from the drop-down menu.
   c. Enter the number of hours of instruction.
   d. Click the × to the right of the instruction hours.
   e. Then click the ADD button in the lower-right corner of the window.



5. A window with your class roster for that date pops up. By default, all students names are already checked. Click on the checkbox to the left of an individualôs name to remove the checkmark if he/she is ***absent***. (Or you can blank out all the check boxes by clicking on the top check box and then check each student ***in*** as they arrive.) Also change the ñHoursò number (in quarter-hour increments) for students who do not attend the full class session, and indicate a ñyesò under the ñLateò column if that student was tardy to class. Note: Remember to ***add 2 extra hours to the first day a NEW student attends*** your class, since students are given two hours of instructional credit for their registration and assessment time.
6. When all data is entered correctly, scroll down with the scroll bar on the right edge of the window and click the SAVE button at the bottom of the window.
7. Click on the button in the upper-right corner of the screen, and select "SSO SIGN OUT" from the drop-down menu. This should take you back to the CDE Identity Management page. Youôre done!

Editing an Attendance Record



1. Click on the Attendance tab.
2. Scroll to the student and date of the record you want to change.
3. Double-click on the attendance record you wish to edit.
4. Make whatever changes in date &/or hours present are needed, and click the SAVE button.
5. Be sure to log out when your editing is completed.

Exporting Attendance Records for Review/Verification

This process is completely optional, for use only by those paranoid type-A teachers (like me) who want to double-check that the attendance data they have entered for a period of time is accurate.

1. Click on the Attendance tab.
2. Use the drop-down on the right entitled ñDate Rangeò to enter the start date (From) and end date (To) of the date range you want to export. Then click on the APPLY button.
3. Click on the EXPORT button. This creates a file called ñattendance.csvò in the ñDownloadò folder on the hard drive of your computer.
4. Open this file with a spreadsheet program like *Excel*. You will note that there is a line of attendance data for each student for each day that he/she was present. These lines of data are in order by date.
5. You may want to check all of the attendance records for one or more individual students. If so, click on the ñBò on the top of the second column of data to select that whole column.
6. Then sort all the data by the studentsô last names, perhaps by clicking on the Sort & Filter button on the right of the Excel menu bar. This should cluster all the records for each student together.
7. Scroll down the spreadsheet to check the accuracy of the LACES attendance records for each student. Now, wasnôt that fun!? ☺