



E-Worksheets Frequently Asked Questions (FAQ's)

1. What is the purpose of the E-Worksheets?

The E-Worksheets are a tool designed to make it easier for LSA grantees and subgrantees to collect data on numbers of participants, program beneficiaries, program duration, and service activities from the various service-learning projects they support. The E-Worksheets provide a reporting tool that can be used by the teachers, faculty, youth workers, and others (known as "service-learning providers") who are directly involved in service-learning activities.

2. Who is a service-learning provider?

Learn and Serve funds go to support service-learning programs in schools and districts, higher education, and community based organizations. In each of those organizations there are people who are working directly with youth and adults who are engaged in the service-learning activity. In schools these might be teachers, in colleges and universities these might be faculty, and in community based organizations these might be youth workers. We refer to those who are running the LSA-funded service-learning activities as "service-learning providers."

3. How does a subgrantee start using the E-Worksheets?

The LSA subgrantee logs onto LASSIE, and starts by updating their grant profile. In the grant profile there is a question that asks "Would you like to enable E-Worksheets?" If the subgrantee checks the "yes" box, a link to the E-Worksheets will appear in the grey menu bar in LASSIE. Clicking on that link will bring the subgrantee to the E-Worksheets page where the names of service providers can be entered, and from which notification emails can be sent.

4. How does a service-learning provider start using the E-Worksheets?

The service-learning provider will receive an email from the subgrantee. The email will include a unique link to the service-learning provider's E-Worksheet. Service-learning providers do not need to log on to LASSIE or to set up a username or password to access their E-Worksheets. All they have to do is click on the link.

5. Is use of the E-Worksheets mandatory?

LASSIE users (grantees and subgrantees) are not required to make use of the E-Worksheets. It is up to the LASSIE users to decide if they want to require use of the E-Worksheets with their service-learning providers.

6. Does the information entered in the E-Worksheets go directly into LASSIE?

No. The information entered into the worksheets can be reviewed by the grantee/subgrantee before is it entered into LASSIE. Grantees/subgrantees can also decide which E-Worksheets should be included in their LASSIE reports.

7. How do I get help with the E-Worksheets?

If you are an LSA grantee or subgrantee, contact the LASSIE help desk at 866-337-8751 or email support@lsareports.org. There is also a Quick Start Guide for Grantees and Subgrantees in the LASSIE Help section

If you are a service-learning provider, contact your LSA grant administrator. You can find their contact information in the grey box on the "E-Worksheet Status" page. There is also a Quick Start Guide for Service-learning Providers in the E-Worksheets Help section.

8. Is the information in the E-Worksheets saved from year to year?

The information that is entered into the e-worksheets will not be saved beyond the reporting year. Subgrantees will be notified via email before the files are deleted. The completed e-worksheets can be printed by clicking on the "Print Worksheet" tab in the blue bar of the e-worksheet.