

## ALE Application: Data Admin Date Settings

This article looks at the 3 different Data Admin date settings available in the Data Admin role of the ALE Application. The 3 settings are Class Terms, Class Term Date Ranges, and Excluded Dates.

**Class Terms** are the terms available in the “Manage Class” and “Class Schedule” pages. Changes to these dates directly affect the listed and Available Terms

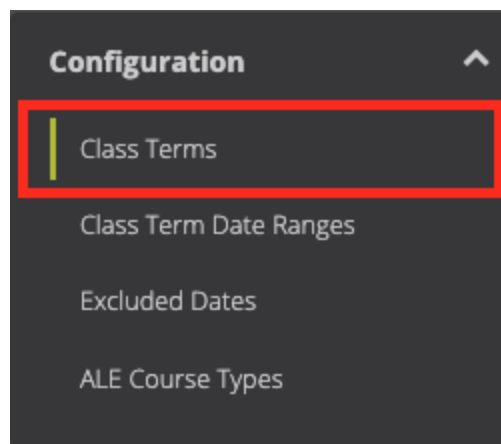
**Class Term Date Ranges** dictate the default start and end dates of the Class Terms. These are surfaced in the “Manage Class” page when terms are selected, and in the “Class Schedule” page when creating a new schedule.

**Excluded Dates** are days where no Class Meetings should happen. When class meetings are created, meetings that would normally happen on excluded dates will not be created. Additionally, when excluded dates are added, the system will attempt to remove any existing class meetings on excluded dates.

*\*All of these settings can be found by clicking the “Configuration” dropdown in the left-hand navigation of the Data Admin role.*

### Class Terms

This page can be accessed by clicking Class Terms in the “Configuration” dropdown. Class Terms can be Viewed, Added, Removed, and Edited from this page. Class Terms in this table do not have a concept of subdomains. *Be advised that modifications here will affect every ALE program in the district.*



### Class Term Fields and Columns

#### Class Term (Required) -

This is the name that will show up in the Class Term Selectors and the various tables where class terms are shown. The information in this field cannot be the same as any other class term.

#### Class Term Abbreviation (Optional) -

This is the short name for the class term. The information entered here does not need to be unique. This will also be what displays in tables and reports that are configured to user term abbreviations.

### Class Term Type (Optional) -

There are 6 designations for this field: *All Year, Monthly, Quarter, Semester, Trimester, Triterm*. This field determines which view classes with the term will display in. This most notably affects the "Schedule Classes" page found in student learning plans. There is a different view for each "Class Term Type." Each view will only display classes that correlate to the selected "Class Term Type."

### Parent Class Term (Optional) -

This field allows you to select a Parent Term from a list of the already existing Terms. Class Terms must have designated ranges to show up in the list. This field is currently informational and doesn't connect to other places in the application.

### Class Term Code (Optional) -

A class term code can be entered here. This field is currently informational and doesn't connect to other places in the application.

**ALE DATA ADMIN**  
Manage Class Terms

Ale Class Terms for selector (8 records) Add Record

Class Term	Class Term Abbreviation	Class Term Type	Parent Class Term	Class Term Code
Semester 1 of 2	S1	Semester		
Semester 2 of 2	S2	Semester		
Quarter 1 - Changed	Q1	Quarter		QT1
Quarter 2	Q2	Quarter		
Quarter 3	Q3	Quarter		
Quarter 4	Q4	Quarter		
All Year Term	AYT	All Ye		
All Year Term 2	AYT2	All Ye		

Please make a selection

Class Term (required)

Class Term Abbreviation (optional)

Class Term Type (optional) ..... [Select](#)

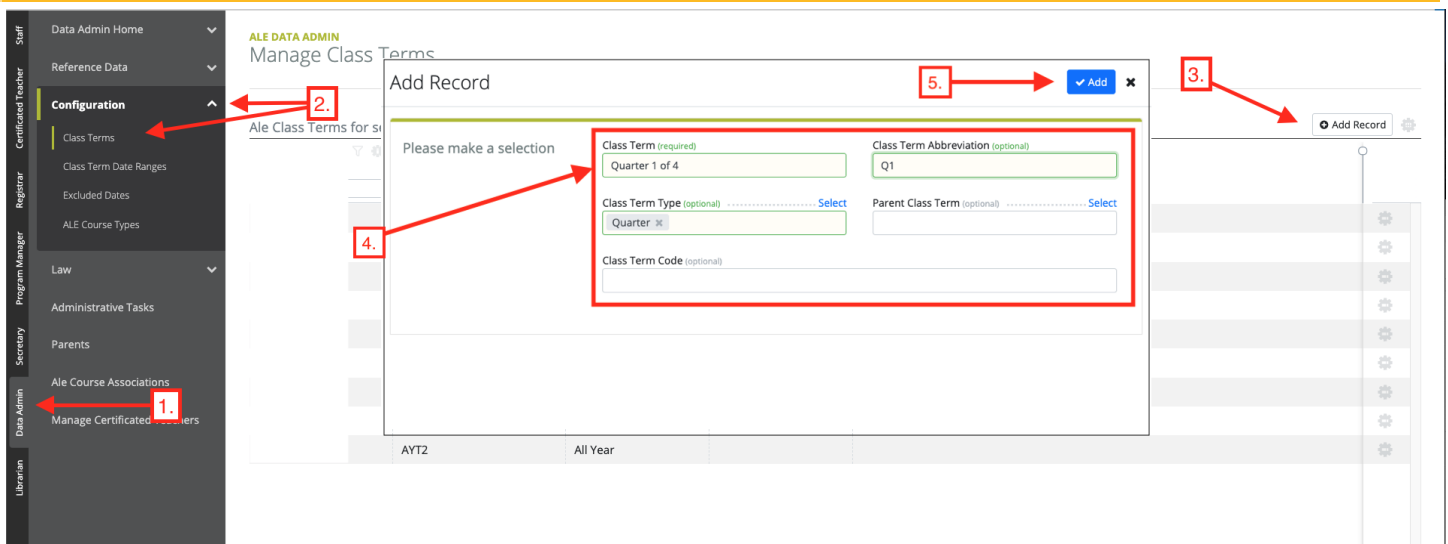
Parent Class Term (optional) ..... [Select](#)

Class Term Code (optional)

1 - 8 of 8

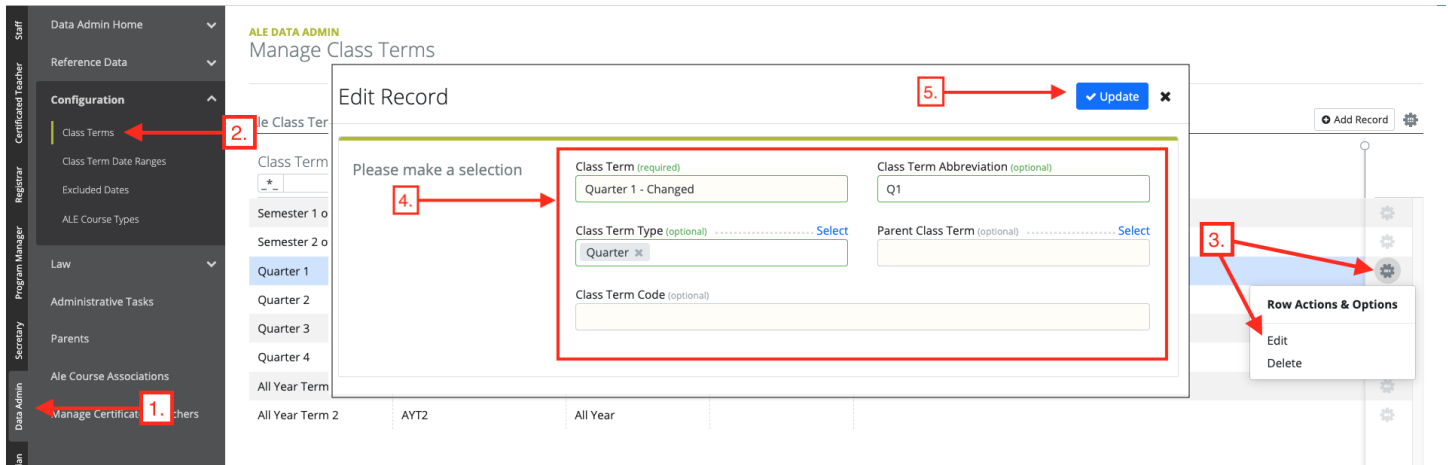
### How to Add Class Terms:

1. Select the Data Admin role.
2. Click Class Terms under Configuration in the left-hand Nav.
3. Click Add Record on the top right of the table.
4. Fill out the Class Term Field and any other fields you would like to add information to.
5. Click Add



## How to Edit Class Terms:

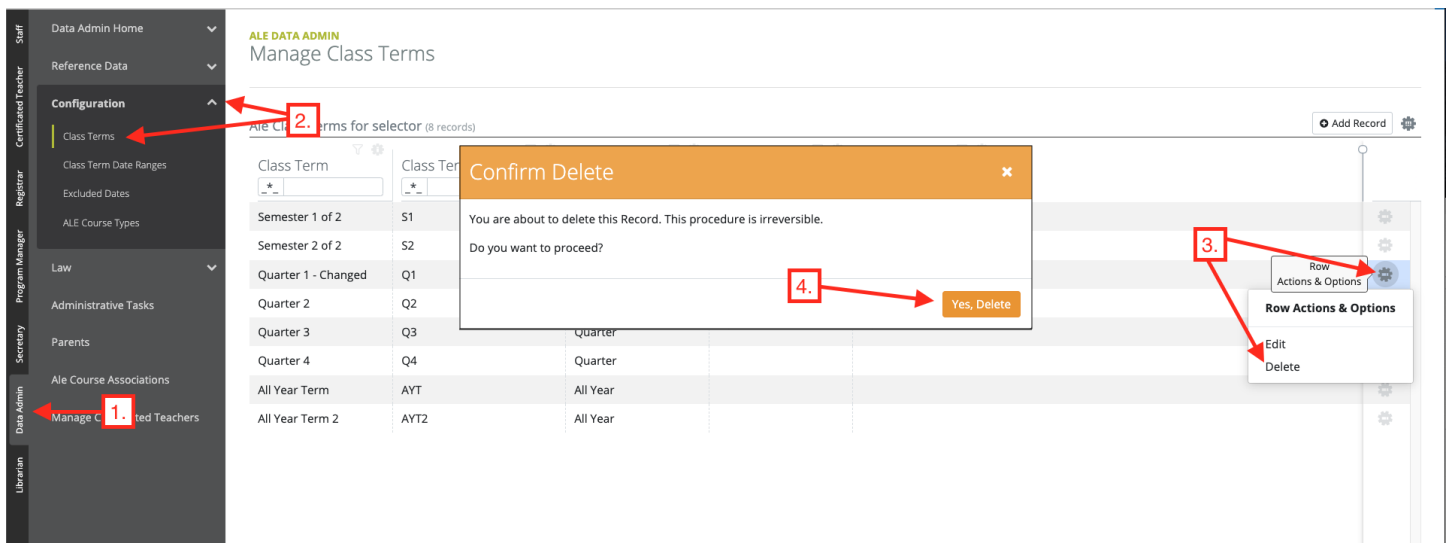
1. Select the Data Admin role.
2. Click Class Terms under Configuration in the left-hand Nav.
3. Click Edit under the Row Action & Options gearbox of the Class Term you want to edit.
4. Fill out the Class Term Field and any other fields you would like to change.
5. Click Update



## How to Delete Class Terms:

1. Select the Data Admin role.
2. Click Class Terms under Configuration in the left-hand Nav.
3. Click Delete under the Row Action & Options gearbox of the Class Term you want to Delete
4. Click: Yes, Delete

*Note: Terms With Connected Classes can **NOT** be deleted. Associated Class Term dates will be deleted with the Class Term.*



**ALE DATA ADMIN**  
Manage Class Terms

ALE Class Terms for selector (8 records)

Class Term	Class Term	Class Term
Semester 1 of 2	S1	
Semester 2 of 2	S2	
Quarter 1 - Changed	Q1	Quarter
Quarter 2	Q2	Quarter
Quarter 3	Q3	Quarter
Quarter 4	Q4	Quarter
All Year Term	AYT	All Year
All Year Term 2	AYT2	All Year

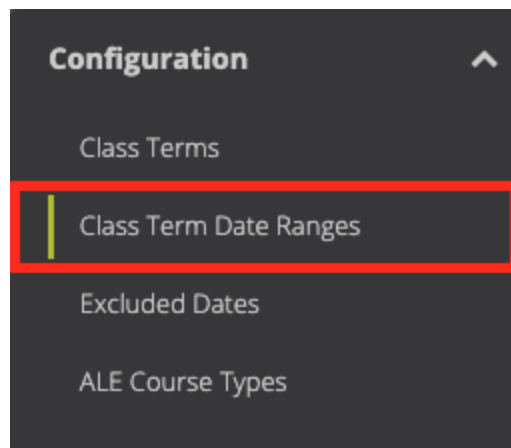
**Confirm Delete**  
You are about to delete this Record. This procedure is irreversible.  
Do you want to proceed?  
**Yes, Delete**

**Row Actions & Options**  
Edit  
Delete

## Class Term Date Ranges

### ALE Class Term Date Ranges Table:

The ALE Class Term Date Ranges can be accessed by clicking Class Term Date Ranges in the Configuration Dropdown. Class Term Date ranges can be Viewed, Added, Removed, and Edited from this page. Just like class terms, Class Term Date Ranges do not have a concept of subdomains. *Be advised that modifications here will affect every ALE program in the district using the modified terms.*



**Configuration**

- Class Terms
- Class Term Date Ranges**
- Excluded Dates
- ALE Course Types

## Class Term Date Range Fields:

Please make a selection

<p><b>Class Term</b> (required) ..... Select</p> <input style="width: 90%;" type="text"/>	<p><b>School Year</b> (required) ..... Select</p> <input style="width: 90%; border: 1px solid green;" type="text" value="2020/21 x"/>
<p><b>Start Date</b> (required)</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p><b>End Date</b> (required)</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>

**Class Term** (Required) - This field controlled by a selector. The selected class term will be the date range the term is set for. The Class Terms that show up in this selector come from the Class Terms in the Class Terms Table.

**School Year** (Required) - This field is controlled by a selector. The selected school year will be the date range the school year is part of. The field will default to the current school year.

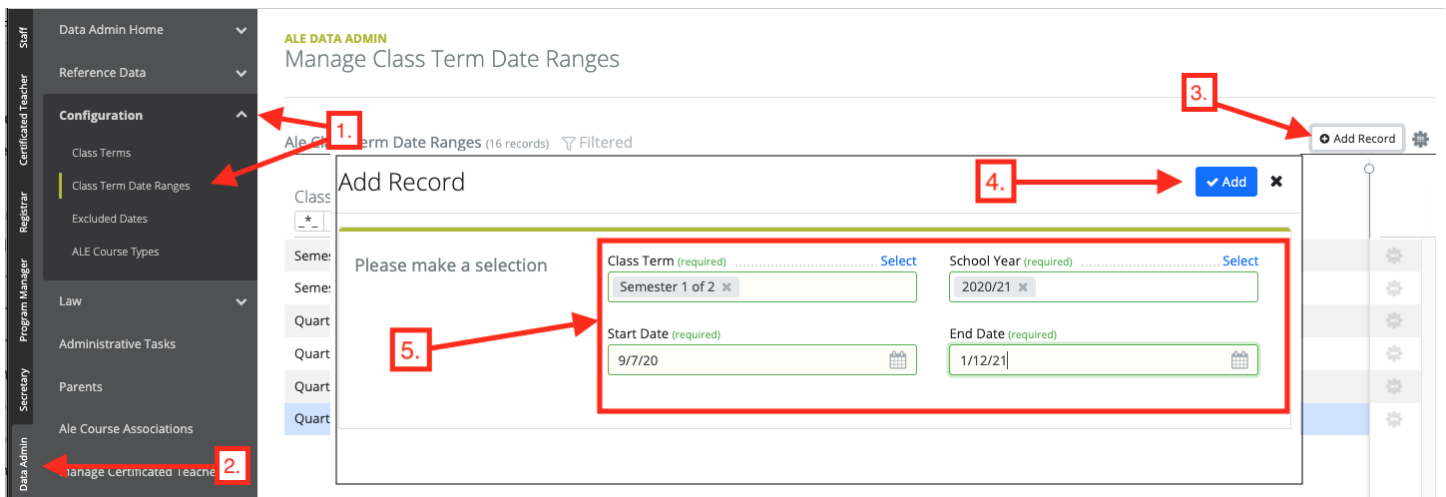
**Start Date** (Required) - The field is controlled by a date selector. This field will be the first date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

**End Date** (Required) - This field is controlled by a date selector. This field will be the last date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

## How to Add Class Term Date Ranges:

1. Select the Data Admin role.
2. Click Class Term Date Ranges under Configuration in the left-hand Nav.
3. Click Add Record on the top right of the table.
4. Fill out all of the fields
5. Click Add

*\*If a Date range already exists for the selected Class Term and year, you will get an error and the date range won't be added.*



## How to Edit Class Term Date Ranges:

1. Select the Data Admin role.
2. Click Class Term Date Ranges under Configuration in the left-hand Nav.
3. Click Edit under the Row Action & Options gearbox of the Class Term Date Range you want to edit.
4. Update the dates to be the new desired range
5. Click Update

Edit Record
✓ Update
✕

Please make a selection

**Class Term (required)** ..... Select

Semester 1 of 2

**School Year (required)** ..... Select

2020/21

**Start Date (required)**

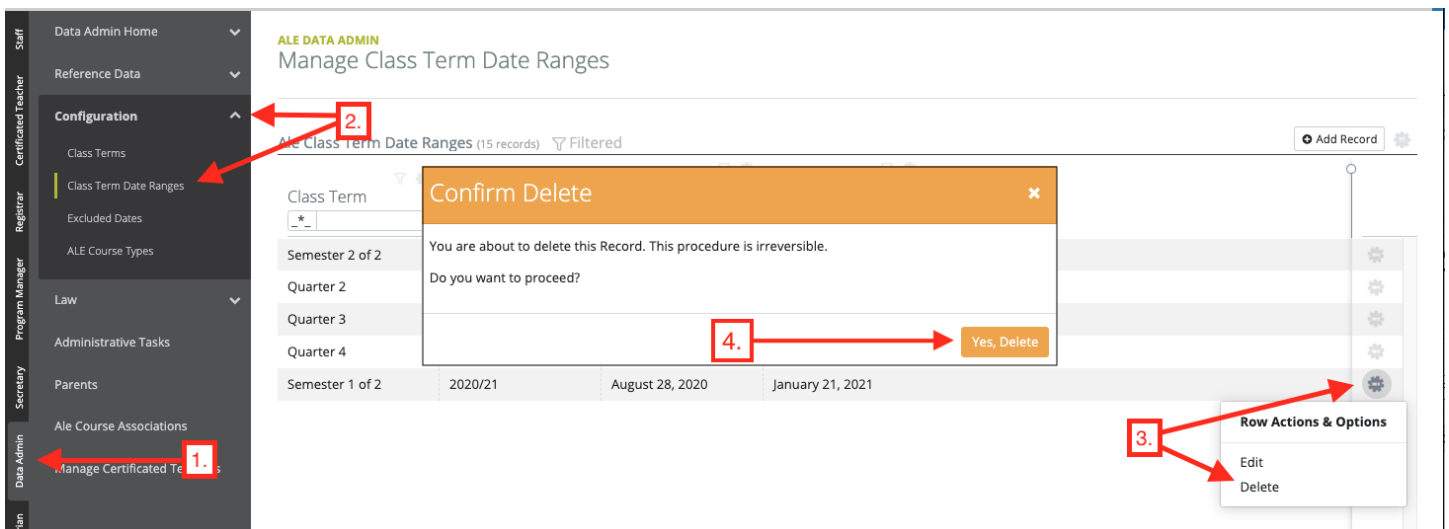
11/3/20

**End Date (required)**

2/3/21

## How to Delete Class Term Date Ranges:

1. Select the Data Admin role.
2. Click Class Term Date Ranges under Configuration in the left-hand Nav.
3. Click Delete under the Row Action & Options gearbox of the Class Term Date Range you want to Delete
4. Click: Yes, Delete

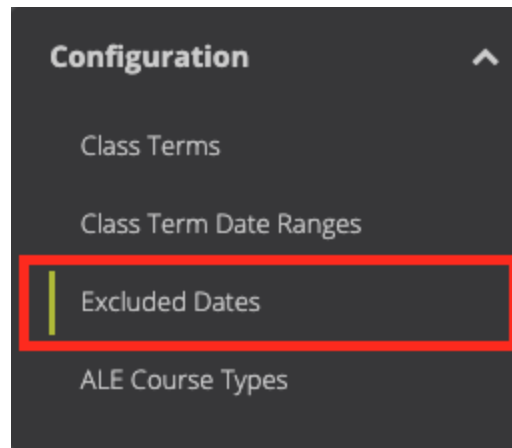


The screenshot shows the 'Manage Class Term Date Ranges' interface. The left-hand navigation menu is open, with 'Class Term Date Ranges' selected under 'Configuration'. A 'Confirm Delete' dialog box is displayed over a table of records, with the 'Yes, Delete' button highlighted. A 'Row Actions & Options' menu is also visible, showing 'Delete' as an option.

Class Term	School Year	Start Date	End Date
Semester 2 of 2			
Quarter 2			
Quarter 3			
Quarter 4			
Semester 1 of 2	2020/21	August 28, 2020	January 21, 2021

## Excluded Dates

The Excluded School Year Days can be accessed by clicking Excluded Dates in the Configuration Dropdown. Class Term Date ranges can be Viewed, Added, and Removed. Excluded dates can be configured per subdomain but ability to affect other Subdomains is not limited on this page.



### Excluded Dates Fields and Columns

#### School Year (Required) -

This is the school year that the Excluded date is in. Classes with different school years than the excluded date will not be affected by excluded dates. The filters and form will default to the current school year.

#### Sub Domain (Optional)-

This is the Subdomain the Excluded date is tied to. Only classes with campuses in the subdomain will be affected by the excluded date. If no subdomain is selected, then only Classes with Campuses who are not connected to a subdomain will be affected. The filters and form will default to the current subdomain

#### Date -

This is the date where all class meetings will not generate or be deleted when possible.

#### Start Date (Required) -

The field is controlled by a date selector. This field will be the first date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

#### End date (Required) -

The field is controlled by a date selector. This field will be the last date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

ALE DATA ADMIN

Manage Excluded School Year Days

Excluded Ale School Year Days (5 records) Filtered Add Record

School Year	Sub Domain	Date
* 2020/21		
2020/21		March 15, 2021
2020/21		March 16, 2021
2020/21		March 17, 2021
2020/21		March 18, 2021
2020/21		March 19, 2021

**Add Record** Validate

Please Make a selection.

School Year (required) Select      Sub Domain (optional) Select

2020/21 x     

Start Date (required) [Calendar Icon]      End Date (required) [Calendar Icon]

1 - 5 of 5

**How to Add Excluded School Year Days:**

1. Select the Data Admin role.
2. Click Excluded Dates under Configuration in the left-hand Nav.
3. Click Add Record on the top right of the table.
4. Fill out all of the fields
5. Click Add

*\*Note: A Record will be created for every date in the chosen date range. When they are added, the system will attempt to remove any already existing meetings in the date range. No class will be created in the selected date range.*

ALE DATA ADMIN  
Manage Excluded School Year Days

Excluded Ale School Year Days (5 records) Filtered Add Record

**Add Record** Add

Please Make a selection.

School Year (required) Select      Sub Domain (optional) Select

2020/21 x     

Start Date (required) [Calendar Icon]      End Date (required) [Calendar Icon]

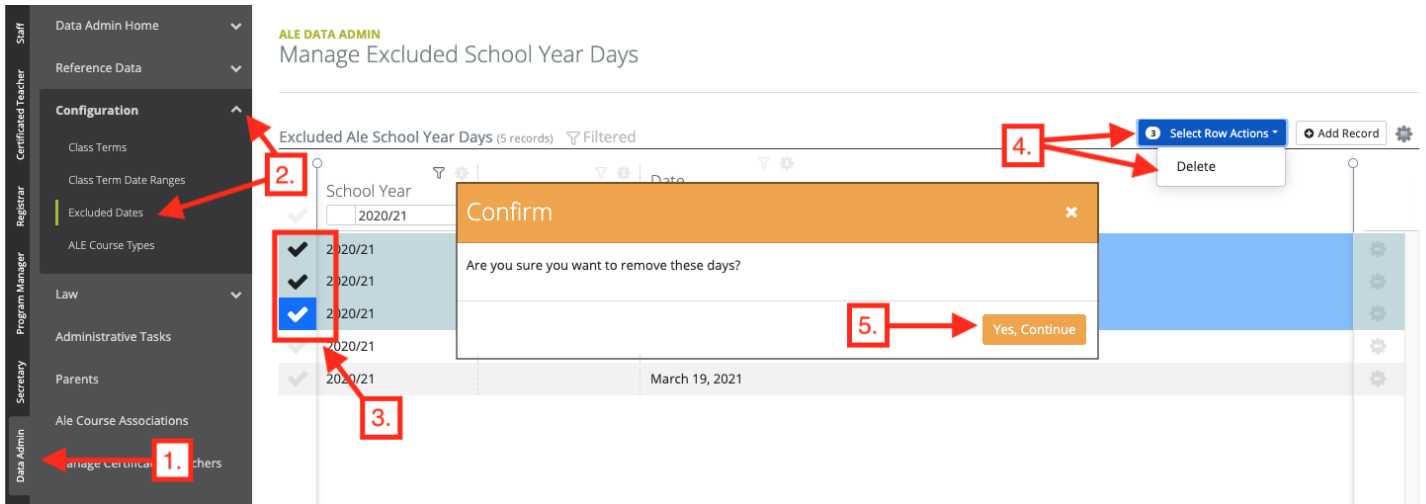
4/11/21      4/17/21



## How to Remove Excluded School Year Days:

1. Select the Data Admin role.
2. Click Excluded Dates under Configuration in the left-hand Nav.
3. Click the checkmark next to the days you want to remove (They should be highlighted in blue when selected)
4. Click Delete under Select Row Actions
5. Click Yes, Continue

*\*Note: The system will attempt to recreate any missing meetings when the excluded dates are removed.*



The screenshot illustrates the process of removing excluded school year days. The left-hand navigation menu is open, showing the 'Configuration' section with 'Excluded Dates' selected. The main content area displays a table titled 'Excluded Ale School Year Days (5 records)'. The table has columns for 'School Year' and 'Date'. Three rows are selected, indicated by blue checkmarks in the first column. A confirmation dialog box is open, asking 'Are you sure you want to remove these days?'. The 'Yes, Continue' button is highlighted. The 'Delete' button is also visible in the 'Select Row Actions' dropdown menu.

School Year	Date
2020/21	
2020/21	
2020/21	
2020/21	
2020/21	March 19, 2021