

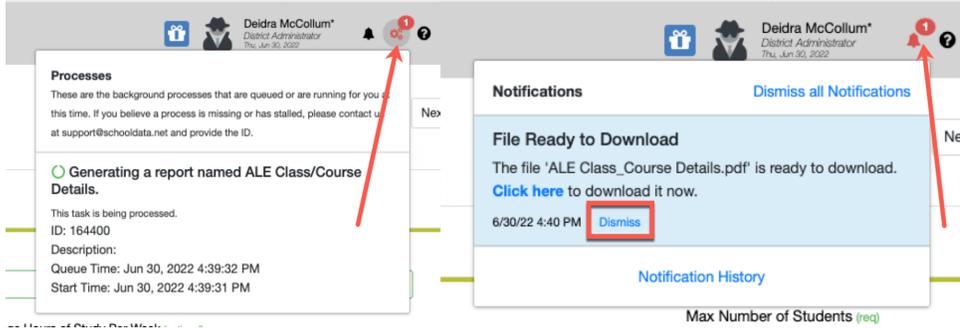
ALE Application: Basic Navigation

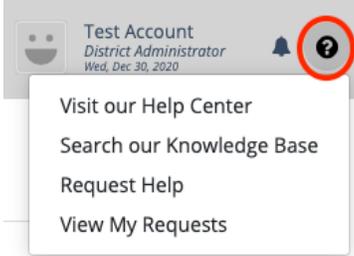
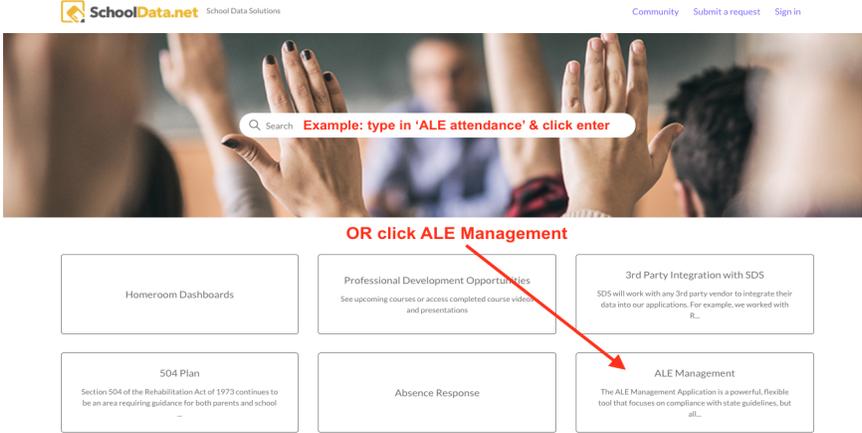
Quick Links

Getting Help	Expanding or Collapsing Form Sections	Filters	Making Form Selections	Built-in Instructions / Tool Tips
My Account Settings	Gear Icons	Date Selections	Select Row Actions	

Getting Help (Back to [Quick Links](#))

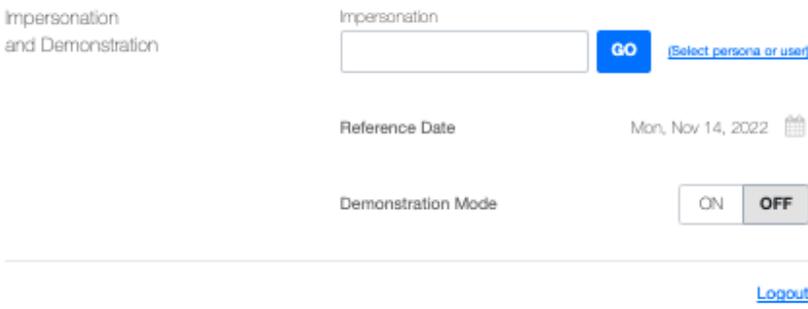


 Gift Icon	Access new release updates
 Bell Icon	<p>Access to view alerts. Alerts let you know if a report initiated is ready for download, among other things.</p> <p>When you run a report, a red gear will typically appear in the top right corner between the bell & the question mark icons. This lets you know that a report is being processed. Once the report has been processed, the gear icon will disappear, and the bell will turn red, letting you know you have a file ready to download. You may also receive an email informing you that a report has finished processing and is ready for download. Click on 'Dismiss' to get rid of the notification.</p> 

<p>? Question Mark Icon</p> 	<p>Access to the help desk. A pop-over will appear offering the following options:</p> <ul style="list-style-type: none"> • Visit our Help Center • Search our Knowledge Base via the Search box or by clicking the ALE Management box.  <p style="text-align: center;">OR click ALE Management</p> <ul style="list-style-type: none"> • Request Help will surface the form you can complete and submit. You will receive an email and a copy of your submitted ticket for any ticket updates. OR email a support representative: support@schooldata.net • View My Requests allows a view of the user history for specific requests you have initiated or been cc'd on (followings and contributions).
<p>📺 Video Icon</p>	<p>Access to help videos.</p>
	<p>Access further the Application Actions and Options Menu</p> <p>Notice a new window will open; within it, you will have two tab choices: SchoolData.net Settings and ALE Settings.</p>

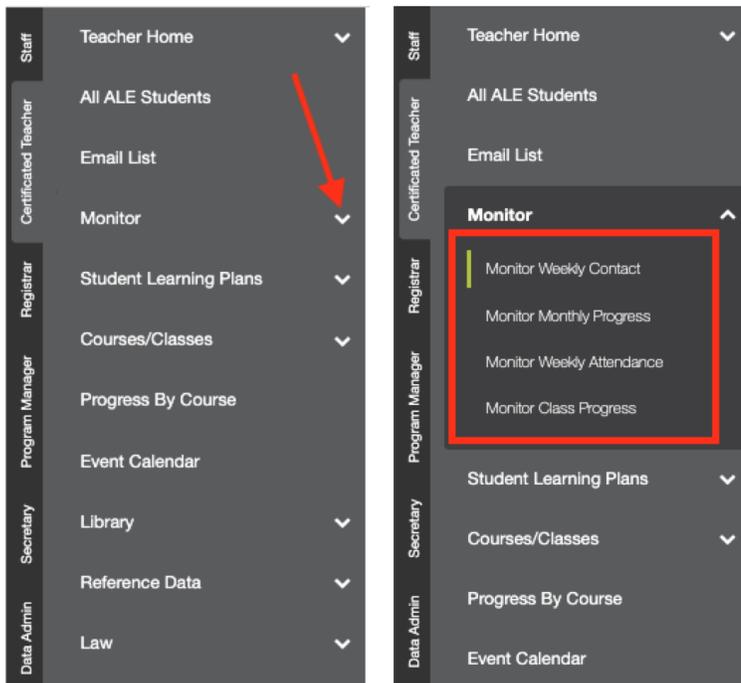
My Account Settings - SchoolData.net (Back to [Quick Links](#))

<p>Account Settings: Username, Password</p> <p>To Change Password: Click Edit account info to redirect you to an Account Management page. Type in the new password twice and the current password and click Save.</p>	
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<p>Screen Settings: Zoom, High Contrast Mode</p> <p>Recommendation: Enable high contrast mode and enlarge your screen if you have less than perfect vision.</p>	 <p>Screen Settings</p> <p>Zoom %</p> <p>50 75 100 125 150 200</p> <p>High Contrast Mode <input type="checkbox"/> ON <input type="checkbox"/> OFF</p>
<p>Impersonation and Demonstration: Impersonation, Reference Date, Demonstration Mode.</p> <p>NOTE: For further information, Homeroom Dashboards - Impersonation and Validation Article</p> <p>Logout will allow you to log out from the account you are currently logged into.</p>	 <p>Impersonation and Demonstration</p> <p>Impersonation <input type="text"/> <input type="button" value="GO"/> (Select persona or user)</p> <p>Reference Date Mon, Nov 14, 2022 <input type="text"/></p> <p>Demonstration Mode <input type="checkbox"/> ON <input type="checkbox"/> OFF</p> <p>Logout</p>

Expanding or Collapsing Form Sections (Back to [Quick Links](#))

Wherever you see an arrow in the application, click on it to reveal further options under that heading. In this example, clicking the arrow next to **'Monitor'** in the left-hand navigation expands the menu, and we see additional options.



Gear Icons (Back to [Quick Links](#))

The gear icon is designed to provide a menu of selections linked to one specific item. We have several types of gears, as illustrated below.

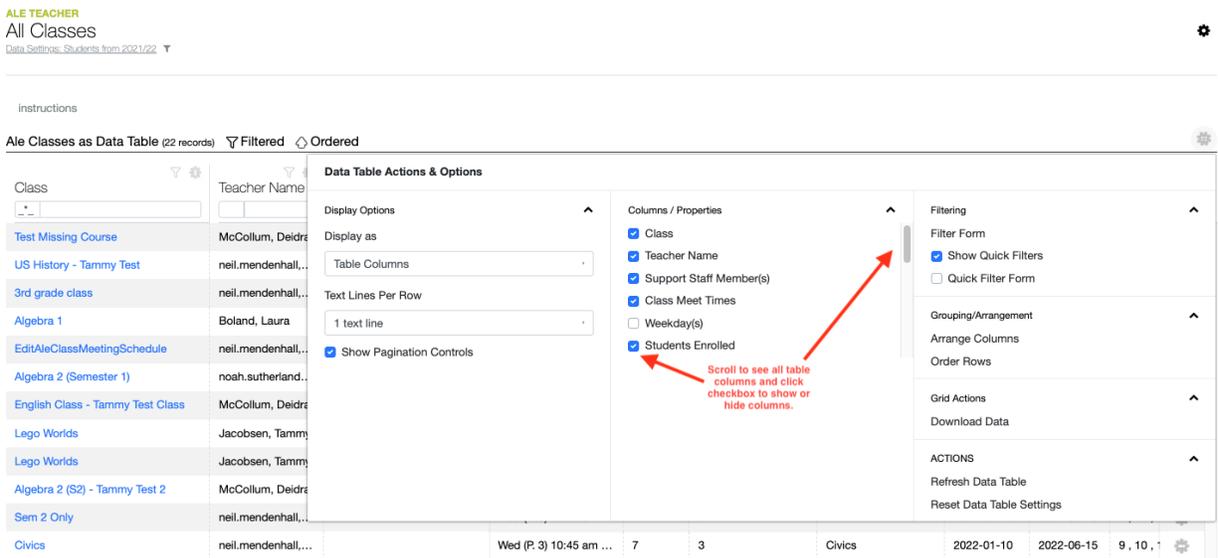
Page Action Gears: top right of the page. Not all pages have Page Action Gears. In this example, clicking the **Page Action Gear** on the **Certificated Teacher Monitor Weekly Contact** page surfaces **Record Direct Contact**, allowing you to simultaneously enter **Weekly Contact** for several of your students.



In this example, clicking on the **Page Action Gear** surfaces **Reports** related to the **All Classes Table** data.



Data Table Actions & Options Gears: Above any data table, top right of the page. It will appear grey until you hover over or click on it. This example shows that users can hide columns, arrange columns, download the table data, etc.



Column Actions & Options Gears: top right of each column. It will appear grey until you hover over or click on it.

ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times
English Class - Tammy Test Class	McCollum, Deidra		Tue (P. 8) 3:20 am - ...
Algebra 2 (Semester 1)	noah.sutherland...		Mon: 1:00 pm - 6:00...
US History - Tammy Test	neil.mendenhall...		Mon (P. 1) 8:55 am - ...
Deidra's Class for Testing Schedul...	McCollum, Deidra		Wed (P. 1, P. 2, P. 3) ...
EditAleClassMeetingSchedule	neil.mendenhall...		Mon: 9:40 am - 10:4...
EditAleClassMeetingSchedule2 (d...	neil.mendenhall...		
Algebra 2 (S2) - Tammy Test 2	McCollum, Deidra		Tue: 6:00 pm - 6:30 ...

Column Actions & Options

- Sort Ascending
- Sort Descending
- Filter
- Pin Right
- Unpin

Row Actions & Options Gears: Each row of data has its own gear to the right. It will appear grey until you hover over or click on one. Surfaces a list of actions that can be taken for that specific piece of data.

ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students	Max Students	Class Description	Start Date	End Date	Grade
Algebra 2 (Semester 1)	noah.sutherland...	kurt.strauss jr kurt.strauss jr	Mon: 1:00 pm - 6:00...	1	25		2021-08-25	2022-06-15	8, 9, 10
Algebra 2 (S2) - Tammy Test 2	McCollum, Deidra		Tue: 6:00 pm - 6:30 ...	8	7		2022-01-10	2022-06-15	8, 9, 10
Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55...	0	15	Algebra 1 is the fou...	2021-08-25	2021-08-25	8, 9, 10

Row Actions & Options

- View Details
- Class Roster
- Clone
- Delete
- Print Class Contact Info

Column Group Actions & Options Gears: Surface additional data for each column group.

ALE TEACHER
Monitor Monthly Progress

Monitor Monthly Progress instructions

Monitor Monthly Progress for Certificated Teacher (28 records)

Student Name	Progress	Progress
Adam		
Insuh		

Column Group Actions & Options

- Parent Input Status
- Progress
- Student Input Status
- Parent Acknowledged Receipt
- Student Acknowledged Receipt
- Reviewed with Student
- All Subject Courses Progress Complete
- Progress Review Date

Filters (back to [Quick Links](#))

Table Filter: the right of the table name. Surfaces all the filters on a table that are currently on. **Clear** the filter by clicking on the **clear** or the **trash can icon**.

ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) **Filtered** Ordered

Filtering Settings clear

Class 1... Class Is Canceled ... is one of ... No

A **Column Filter** will typically give you a predetermined list of items to select and apply.

Ale Classes as Data Table (22 records) Filtered Ordered

Class Teacher Name Support Staff Member(s)

Test Missing Course
English Class - Tammy Test Class
Lego Worlds
Deidra's Class for Testing Schedule Cha...
Interpretive Dance
Interpretive Dance

Column Filter

Teacher Name clear

Filter List

- kurt.strauss.jr*, kurt.strauss.jr
- Lind*, Alivia
- McCollum*, Deidra
- neil.mendenhall*, neil.mendenhall
- noah.sutherland*, noah.sutherland

You may also type in the text box at the top of each column to filter or search for specific information.

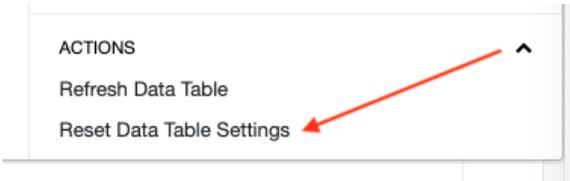
ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered Ordered

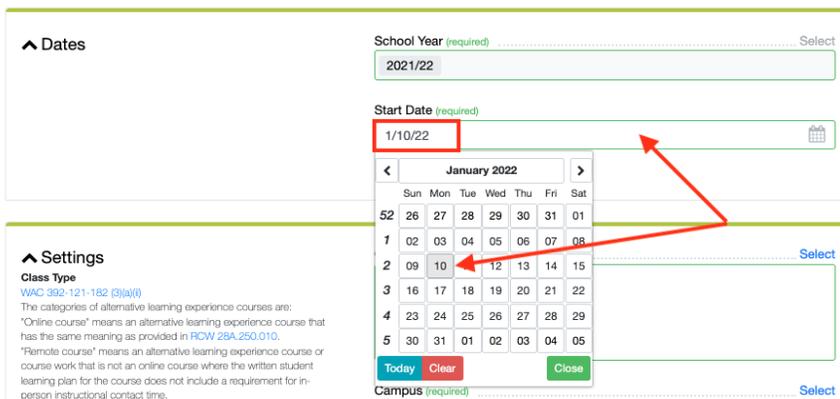
Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled
<input type="text" value="alg"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Algebra 1	Lind*, Alivia		Mon: 1:00 pm - 1:55 pm, Wed: ...	0
Algebra 2 (Semester 1)	noah.sutherland...	kurt.strauss.jr kurt.strauss.jr*	Mon: 1:00 pm - 6:00 pm, Wed: ...	1
Algebra 2 (S2) - Tammy Test 2	McCollum*, Deidra		Tue: 6:00 pm - 6:30 pm, Thurs (...)	8

Some tables retain your filter settings. You can reset the table to its **default settings** by clicking the **Table Data Actions & Options Gear** and **Reset Data Table Settings** in the bottom right corner of the popup window.

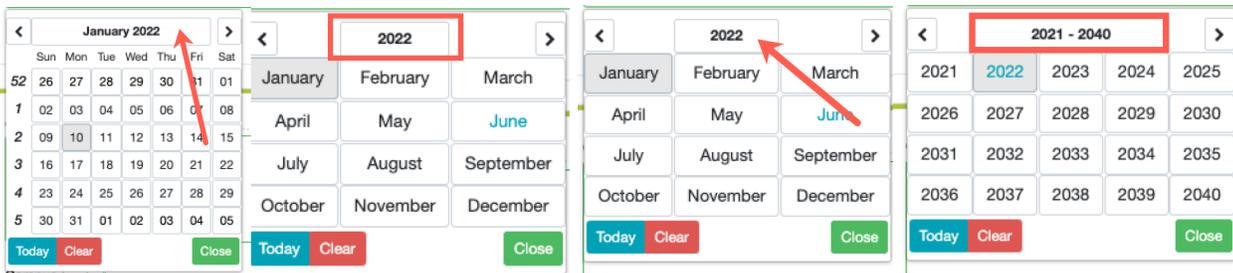


Date Selections (Back to [Quick Links](#))

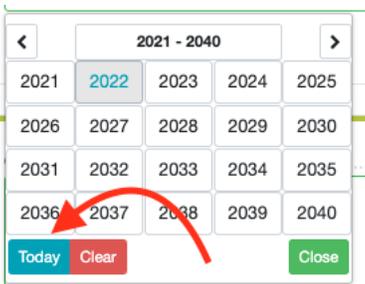
Clicking in a **date field** will surface a calendar. Click on a **specific date** to have it autofill the date field.



Navigate through selections using the **arrows** at the top or click on the **month** and **year** to choose from available.



Navigate to **Today** in the bottom left-hand corner of the calendar.



Making Form Selections (Back to [Quick Links](#))

Many fields allow opening a pop-up menu and making form selections. Click **Select** surface a selectable list.

Select Row Actions (Back to [Quick Links](#))

Some tables allow you to select one or more rows to take action. A **Select Row Actions** button appears on the right above the table when one or more rows are selected.

ALE REGISTER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered Ordered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Count on Waitlist	Class
<input checked="" type="checkbox"/> Test Missing Course	McCullum, Deidra	Deidra McCullum , Tammy ...	Mon: 4:51 pm - 5:51 pm	5	10	0	
<input checked="" type="checkbox"/> US History - Tammy Test	neil.mendenhall,...		Mon (P. 1) 8:55 am - 9:45 am, T...	5	5	1	test
<input checked="" type="checkbox"/> 3rd grade class	neil.mendenhall,...		Mon (P. 2) 9:50 am - 10:40 am, ...	0	2	0	
<input checked="" type="checkbox"/> Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55 pm, Wed: ...	0	15	0	Algel
<input checked="" type="checkbox"/> EditAleClassMeetinoSchedule	neil.mendenhall,...		Mon: 9:40 am - 10:40 am, Tue: ...	1	1	0	

Select Row Actions

- Remove Class Enrollments
- Cancel Class(es)

Click the top left checkmark to select all rows in the table. You may also filter the table and then click the top left checkmark to select only the rows that surface after applying your filters.

ALE REGISTER
All Classes
Data Settings: Students from 2021/22

instructions

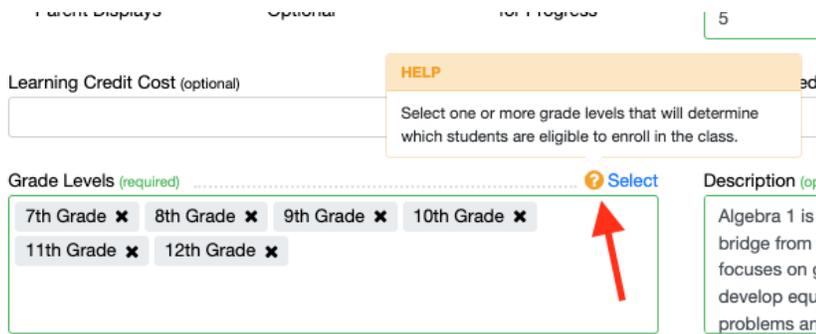
Ale Classes as Data Table (22 records) Filtered Ordered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Count on Waitlist	Class
<input checked="" type="checkbox"/> algebra							
<input checked="" type="checkbox"/> Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55 pm, Wed: ...	0	15	0	Algel
<input checked="" type="checkbox"/> Algebra 2 (Semester 1)	noah.sutherland...	kurt.strauss,jr kurt.strauss,jr	Mon: 1:00 pm - 6:00 pm, Wed: ...	1	25	0	
<input checked="" type="checkbox"/> Algebra 2 (S2) - Tammy Test 2	McCullum, Deidra		Tue: 6:00 pm - 6:30 pm, Thurs (...	8	7	1	

Built-in Instructions / Tool Tips (Back to [Quick Links](#))

Some pages contain instructions and tooltips.

Hovering over 'select' will sometimes surface a **cheddar** question mark icon. Click the icon to surface the tip and click it again to dismiss the tip.



Learning Credit Cost (optional)

HELP
Select one or more grade levels that will determine which students are eligible to enroll in the class.

Grade Levels (required) ? Select

7th Grade x 8th Grade x 9th Grade x 10th Grade x
11th Grade x 12th Grade x

Description (optional)
Algebra 1 is a bridge from middle school math to high school algebra. It focuses on developing equation-solving skills and solving problems and

Some pages will have 'instructions' that you can click to show/hide important instructions.

ALE TEACHER / MANAGE CLASS

Algebra 1

- Details
- Schedule
- Meetings
- Monthly Progress
- Students
- Grades

Class Details instructions

Click on 'instructions' to show or hide

Here you will set up classes you offer in person for which a student would need to register. Walking through the gear icon at the top right of the "Manage Class" tab to delete the class record.

^ Essentials

Title (required)

Algebra 1