

ALE Application: Basic Navigation

Quick Links

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

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Getting Help (Back to Quick Links)



Tammy Jacobsen District Administrator Mon, Aug 21, 2023

🛱 Gift Icon	Access new release updates
Bell Icon	Access to view alerts. Alerts let you know if a report initiated is ready for download, among other things. 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.
	Image: Processes Image: Processes <th< td=""></th<>



Question Mark Icon Test Account District Administrator Wed, Dec 30, 2020	 Access to the help desk. A pop-over will appear offering the following options: Visit our Help Center Search our Knowledge Base via the Search box or by clicking the ALE Management box.
Search our Knowledge Base Request Help View My Requests	Comment? SchoolDeta.net boolDeta.net boolDet
	Homeroom Dashboards Professional Development Opportunctions Homeroom Dashboards Professional Development Opportunctions Setupcoming courses or access completed course volted and presentations Dire development Opportunctions and presentations Sold Plan ALE Management Absence Response Settion SO4 of the Rebuildingtion Act of 1973 continues to ble an ura requiring indicate for both puertes and school Absence Response
	 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).
Video Icon	Access to help videos.
District Administrator Mon, Nov 21, 2022	Access further the Application Actions and Options Menu Notice a new window will open; within it, you will have two tab choices: SchoolData.net Settings and ALE Settings.

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

Account Settings: Username, Password				
To Change Password: Click Edit account info t o redirect you to an Account Management page. Type in the new password twice and the current password and click Save.	Account Settings	Usemame teri.larew	Password	(Edit account info)



ALE BASICS FOR EVERYONE

Screen Settings: Zoom, High Contrast Mode	Screen Settings	Zoom % 50 75	100	125	150	200
Recommendation : Enable high contrast mode and enlarge your screen if you have less than perfect vision.		High Contrast Mode			ON	OFF
Impersonation and Demonstration: Impersonation, Reference Date, Demonstration Mode.	Impersonation and Demonstration	Impersonation		GO	(Select per	sona or user)
NOTE: For further information,		Reference Date		Mo	n, Nov 14, 3	2022 🛗
Homeroom Dashboards - Impersonation and Validation Article		Demonstration Mode			ON	OFF
Logout will allow you to log out from the account you are currently logged into.						Logout

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.

All ALE Students										Pagard Direct Contact
ې Email List د پې	Monitor Weekly	y Contact instructio	ins							Nection Direct Contact
o Monitor	Vonitor Weekly Con	tact for ALE Teacher (2)	6 records)							
Monitor Weeky Contact Monitor Monthly Progress	Student Name	Days Since Last Con	Jun 26-Jul 02, 2022	Jun 19-Jun 25,	2022 Jun 12-Jun 18, 2022	Jun 05-Jun 1	1, 2022 May	29-Jun 04, 2022	May 22-May 28, 2	1022
 Monitor Weekly Attendance 										
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instructions									Class Schedule	by Campus
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Column Actio	ons & Options (Gears : top right of	each colu	mn. It will appea	ar grey until y	ou hover over or click on
11.						
	AL A Da	E TEACHER II Classes ta Settings: Students from 2021/22				
					_/	
	AI	e Classes as Data Table (22 records) 💎 Filtered			
	(Class	Teacher Name	Column Actions & Options Support	Class Meet Times	
	l.	 English Class - Tammy Test Class	McCollum, Deidra	Column Actions & Options	Tue (P. 8) 3:20 am	
	1	Algebra 2 (Semester 1) US History - Tammy Test	noah.sutherland	L Sort Ascending L Sort Descending	Mon: 1:00 pm - 6:00 Mon (P. 1) 8:55 am	
	1	Deidra's Class for Testing Schedul EditAleClassMeetingSchedule	McCollum, Deidra neil.mendenhall,	 Filter Pin Right Unpin 	Wed (P. 1, P. 2, P. 3) Mon: 9:40 am - 10:4	
	1	EditAleClassMeetingSchedule2 (d Algebra 2 (S2) - Tammy Test 2	neil.mendenhall, McCollum, Deidra		Tue: 6:00 pm - 6:30	
Row Actions	& Options Gea	rrs : Each row of da s a list of actions th	ta has its o nat can be	own gear to the taken for that s	right. It will a pecific piece	ppear grey until you hover of data.
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	Algebra 1	Boland, Laura	Mon: 1:00 pm - 1:55	0 15 Alg	ebra 1 is the fou 2021-08-25	2021- Actions & Options
						Q. View Details De Class Roster (2) Clone Delate
						Print Class Contact Info
Column Grou	IP Actions & O	ptions Gears: Surfa	ace additi	onal data for ea	ch column gro	oup.
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	м	onitor Monthly Progress instru	ctions	Monitor Monthly Progress Monitor Monthly Progress for Cert	S instructions	
	Mc	Column Group June	Teroner (28 records)	Student Name Pro	nt Input Status ress	
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				; .		đ



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**.



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

Ale Classes as Data Table (22 records)	Filtered 🗘 O	rdered	
Class	Teache	Column Filter ×	E
Test Missing Course	McCollum*,	Teacher Name clear	2
English Class - Tammy Test Class	McCollum*,	Filter List kurt.strauss.ir*, kurt.strauss.ir	2
Lego Worlds	Okcefe*, Sha	Lind*, Alivia	2
Deidra's Class for Testing Schedule Cha	McCollum,	 McCollum*, Deidra 	-
Interpretive Dance	kurt.strauss.	neil.mendenhall*, neil.mendenhall	-
Interpretive Dance	McCollum*,	olucit olucit	2

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





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.

ACTIONS	^
Refresh Data Table	
Reset Data Table Settings	

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.

▲ Dates	Sch	ool Y	'ear (n	equire	d)				Sel
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	Star	t Dat	e (req	uired)					
	1/	10/22	2	1				•	Ê
	<	_	J	anua	ry 202	22		>	
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	52	26	27	28	29	30	31	01	
	1	02	03	04	05	06	07	08	
▲ Settings	2	09	10	4	12	13	14	15	Sel
Class Type /AC 392-121-182 (3)(a)(ii)	3	16	17	18	19	20	21	22	
ne categories of alternative learning experience courses are:	4	23	24	25	26	27	28	29	
as the same meaning as provided in RCW 28A.250.010.	5	30	31	01	02	03	04	05	
Remote course' means an alternative learning experience course or ourse work that is not an online course where the written student	То	day	Clea				С	se	

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

<		J	anua	y 202	2		>	<	2022	>	<	2022	>		<	2	021 - 204	D	>
52	Sun 26	Mon 27	Tue 28	Wed	Thu 30	Fri 31	Sat 01	January	February	March	January	February	March	$\left - \right $	2021	2022	2023	2024	2025
1	02	03	04	05	06	or	08	April	May	June	April	May	Jun	Η	2026	2027	2028	2029	2030
2	09	10	11	12	13	14	15		Ividy	Unic			ļ						
3	16	17	18	19	20	21	22	July	August	September	July	August	September	H	2031	2032	2033	2034	2035
4	23	24	25	26	27	28	29	October	November	December	October	November	December		2036	2037	2038	2039	2040
5	30	31	01	02	03	04	05							11					
Т	oday	Clear				С	lose	Today Cl	ear	Close	Today Cle	ar	Close		Today	Clear			Close

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

<	2	2021 - 204	0	>
2021	2022	2023	2024	2025
2026	2027	2028	2029	2030
2031	2032	2033	2034	2035
2036	2037	2038	2039	2040
Today	Clear			Close



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.

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	V 0	7.0	7.0.	A 7 0	Υ 0	Y ()	Remove Class E	nrollment	ts
~	Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	C Cancel Class(es)		
~	Test Missing Course	McCollum, Deidra	Deidra McCollum , Tammy	Mon: 4:51 pm - 5:51 pm	5	10	0		φ.
\sim	US History - Tammy Test	neil.mendenhall,		Mon (P. 1) 8:55 am - 9:45 am, T	5	5	1	test	
~	3rd grade class	neil.mendenhall,		Mon (P. 2) 9:50 am - 10:40 am,	0	2	0		φ.
~	Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55 pm, Wed:	0	15	0	Algel	
1	EditAleClassMeetingSchedule	neil.mendenhall		Mon: 9:40 am - 10:40 am. Tue:	1	1	0		

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 Satinas: Students from 2021/22									٠
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	Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Count on Waitlist	Clas	
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~	Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55 pm, Wed:	0	15	0	Algeł	
~	Algebra 2 (Semester 1)	noah.sutherland	kurt.strauss.jr kurt.strauss.jr	Mon: 1:00 pm - 6:00 pm, Wed:	1	25	0		
~	Algebra 2 (S2) - Tammy Test 2	McCollum, Deidra		Tue: 6:00 pm - 6:30 pm, Thurs (8	7	1		Φ.



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.

r alont Displayo Optional		prona.	ioi i rogioso		5
Learning Credit C	ost (optional)		HELP		e
			Select one or more grade levels that will determine which students are eligible to enroll in the class.		
Grade Levels (requ	uired)			🕜 Select	Description (or
7th Grade × 11th Grade ×	8th Grade X 12th Grade X	9th Grade 🗙	10th Grade 🗙	1	Algebra 1 is bridge from focuses on g develop equ problems ar

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

Algebra 1								
Details	Schedule	Meetings	Monthly Progress	Grades				
Class D	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.								
▲ Esse	ntials		Title	(required)				
			Alg	jebra 1				