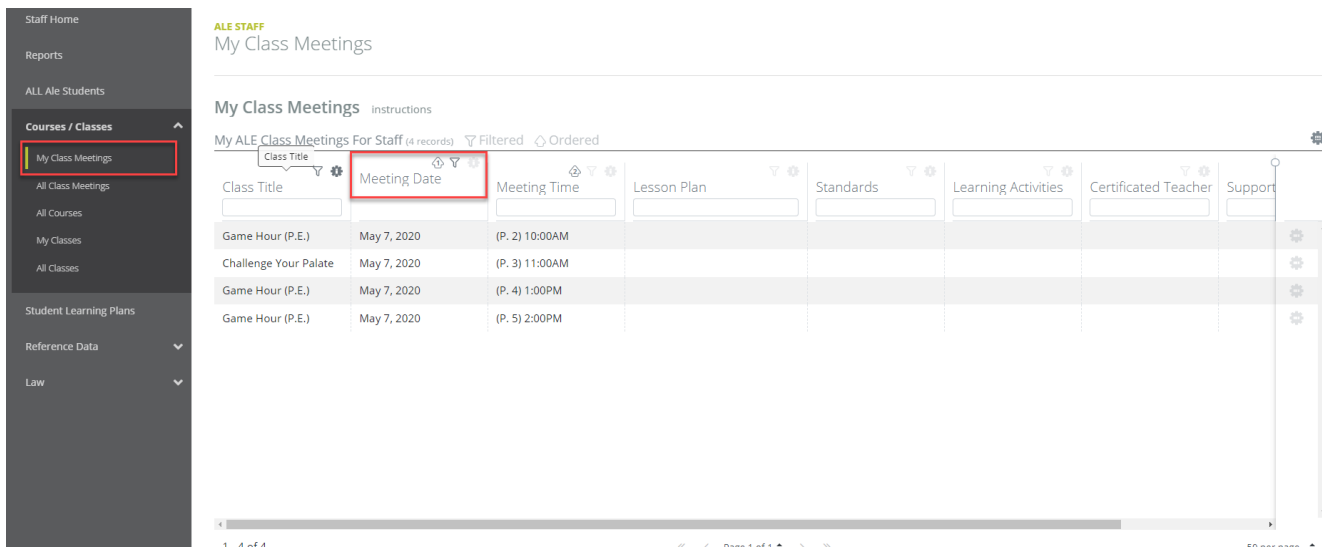


## ALE Application: Recording Class Meeting Data

Users assigned to a class, either as the Certificated Teacher or School Support Staff, can record specific data about what is covered during each class meeting if desired.

This information is then surfaced on the Monthly Progress review interface for any student attending that particular class meeting.

To enter Class Meeting Data, navigate to **Courses/Classes** and **My Class Meetings** in the left-hand navigation.



**ALE STAFF**  
My Class Meetings

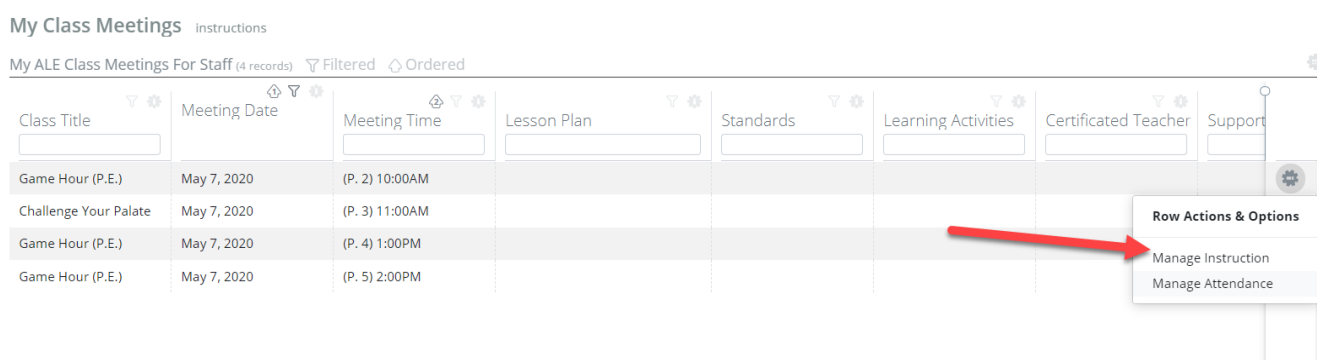
My Class Meetings Instructions

My ALE Class Meetings For Staff (4 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher	Support
Game Hour (P.E.)	May 7, 2020	(P. 2) 10:00AM					
Challenge Your Palate	May 7, 2020	(P. 3) 11:00AM					
Game Hour (P.E.)	May 7, 2020	(P. 4) 1:00PM					
Game Hour (P.E.)	May 7, 2020	(P. 5) 2:00PM					

This view, by default, includes a filter that limits the list to the Classes occurring today (or on the next scheduled school day.) If you need to view class meetings on a date other than today, you can update the filter to the date needed.

Using the **Row Action gear** at the far right, choose the class you want to record Class data for and select **Manage Instruction**.



**My Class Meetings** Instructions

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**Row Actions & Options**

- Manage Instruction
- Manage Attendance

You will see the following form where different data points associated with a single class meeting can be entered.

## Manage Class Meeting Instructions



Class Game Hour (P.E.)

Class Meeting Date 5/7/20

You are able to edit the lesson plan, learning objectives, standard selections, learning activities and make notes, on a per class meeting basis. You can also view any notes recorded by the Certificated Teacher who is providing oversight for this class.

Lesson Plan (optional)

Learning Objectives (optional) ..... Select

Standard Selections (optional) ..... Select

Learning Activities (optional)

Learning Activity Selections (optional) ..... Select

- I have reviewed and approved this instruction  
 All instruction will be delivered within sight and sound proximity to a certificated teacher.

Certificated Teacher Notes (optional)

Support Staff Notes (optional)

The following fields can be edited by either a Certificated Teacher or a School Support Staff:

**Lesson Plan:** Enter information about what you plan to cover during this class meeting.

**Learning Objectives:** Choose from a selectable list of Objectives filtered to the class's subject area and grade level(s).

**Standard Selections:** Choose from a selectable list of Standards filtered to the class's subject area and grade level(s).

**Learning Activities:** Enter Learning Activities for the class meeting.

**Learning Activity Selections:** Choose from a selectable list of Learning Activity Selections.

**The following fields can only be edited by a Certificated Teacher:**

Checkboxes for:

1. I have reviewed and approved this instruction
2. All instruction will be delivered within sight and sound proximity to a certificated teacher

**Certificated Teacher Notes:** This can communicate the planned instruction with the Support Staff.

**The following field can only be edited by the Support Staff:**

**Support Staff Notes:** This can be used to communicate about the planned instruction with the Certificated Teacher.

The following fields will be surfaced on the Monthly Progress Review for any student marked present or tardy for the associated class meeting: Lesson Plan, Learning Activities, Learning Objectives, and Standards.

Class Meetings By Subject-Course (20 records)

Meeting Date	Class Title	Lesson Plan	Learning Activities	Learning Objectives	Standards
2019-12-03	Seuss on the Loose	Read/review Trees and Me. Read Cat in the Hat...		Read own work and make some revisions (especially...	
2019-12-03	Sensational Sight Wo...	We read a book together to gain exposure to si...	Listen, read, memorization.	Read correctly from left to right, I can read common ...	
2019-12-10	Seuss on the Loose	Cat in the hat. Word recognition game and writi...		Draw and write to communicate with and entertain ...	
2019-12-10	Sensational Sight Wo...	We read The Missing Mitten Mystery to reinforc...		I can spell by myself, I can read first grade irregular...	
2019-12-17	Seuss on the Loose	Today we are reading the Grinch with a reading...		Understand story elements such as character, settin...	