

ALE Application: Adding and Removing “Scanner Alerts”

What is a Scanner Alert?

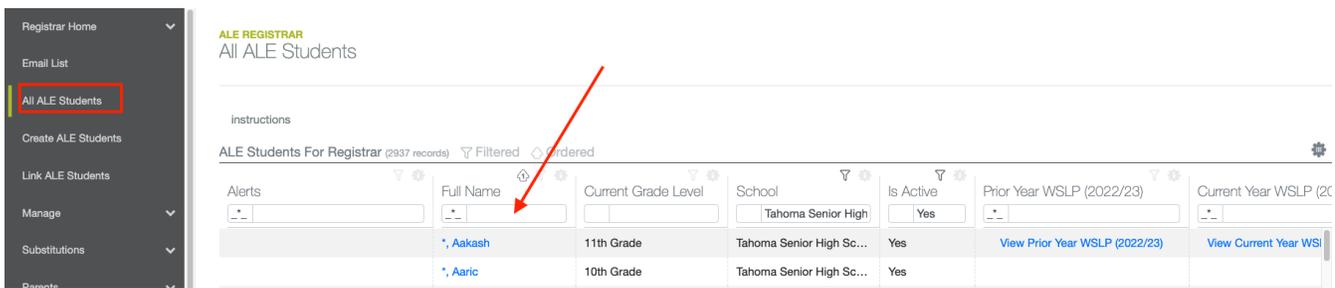
A scanner alert is an alert you can put in place that will surface when you scan students into your building. Programs that do not scan students into their building can still use it to flag students.

Where do Alerts surface?

Scanner Alerts surface on the All ALE Students page.

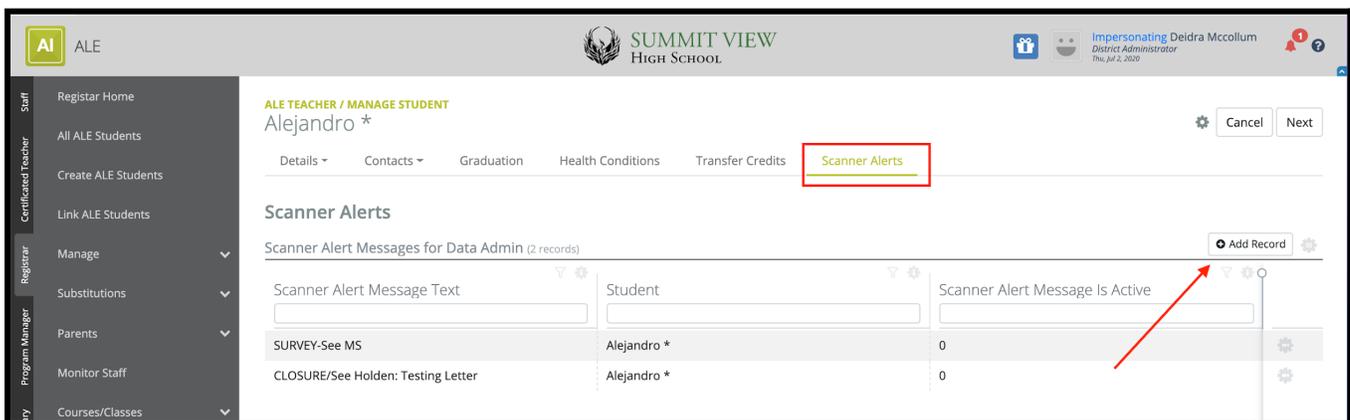
You can add a scanner alert or STOP to a student following these steps.

Go to **All ALE Students** in the left navigation menu and, using the filters on the name column, filter to find the student for whom you wish to add a stop.



Alerts	Full Name	Current Grade Level	School	Is Active	Prior Year WSLP (2022/23)	Current Year WSLP (2023/24)
	*, Aakash	11th Grade	Tahoma Senior High...	Yes	View Prior Year WSLP (2022/23)	View Current Year WSLP (2023/24)
	*, Aaric	10th Grade	Tahoma Senior High Sc...	Yes		

Click on their name to open the **Manage Student** interface for that student, then click on the **Scanner Alerts** tab. This is what you will see if no current alerts exist. You can add a new one by clicking **Add Record** at the top right.



Scanner Alert Message Text	Student	Scanner Alert Message Is Active
SURVEY-See MS	Alejandro *	0
CLOSURE/See Holden: Testing Letter	Alejandro *	0

The **Add Record** modal will open where the **Student (Required)** will be auto-selected, and the **Scanner Message is Active (Required)** selector defaults to **True**. Enter the **Scanner Alert Message Text (Required)** and hit **Add**.

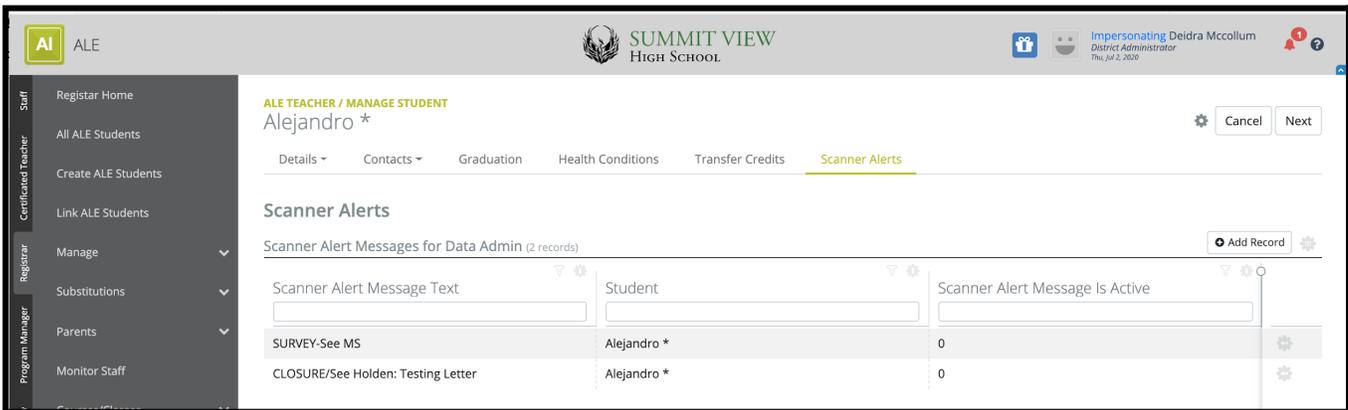
Add/Edit Scanner Alert Messages

Scanner Alert Message Text (required)

Students (required) Select Scanner Alert Message is Active (required)

True

You will now see an active Scanner Alert for the student listed in a table format.



ALE TEACHER / MANAGE STUDENT
Alejandro *

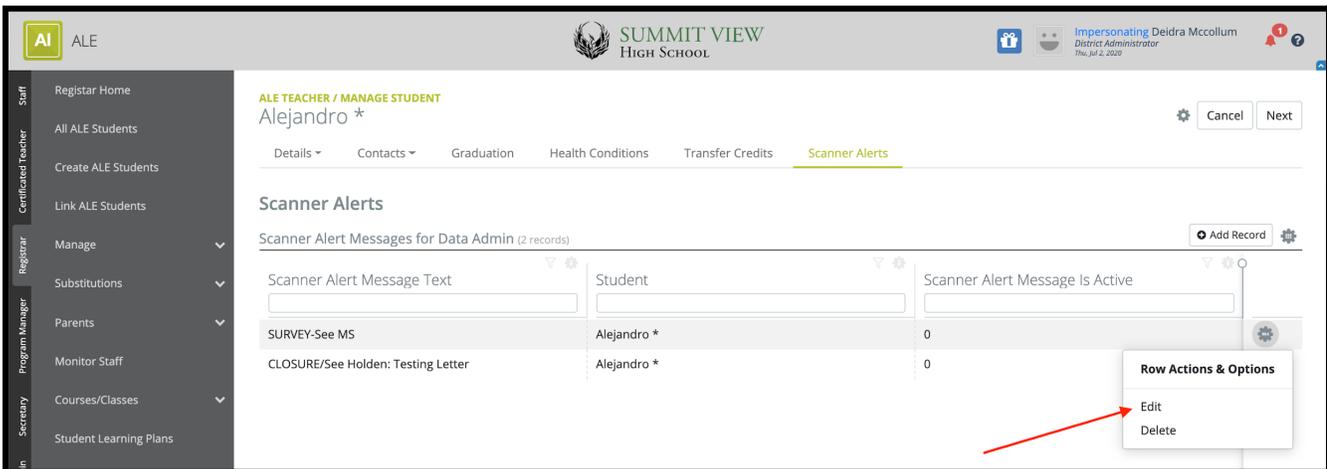
Details ▾ Contacts ▾ Graduation Health Conditions Transfer Credits **Scanner Alerts**

Scanner Alert Messages for Data Admin (2 records) Add Record

Scanner Alert Message Text	Student	Scanner Alert Message Is Active
SURVEY-See MS	Alejandro *	0
CLOSURE/See Holden: Testing Letter	Alejandro *	0

Multiple scanner alerts can be applied to the same student, and all will display.

You can inactivate (yet retain) an alert by clicking on the **Row Action & Options gear** next to the alert and choosing **Edit**.



ALE TEACHER / MANAGE STUDENT
Alejandro *

Details ▾ Contacts ▾ Graduation Health Conditions Transfer Credits **Scanner Alerts**

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Row Actions & Options

- Edit
- Delete

Set the **Scanner Alert Message is Active** toggle to **False** and click **Update** in the top right corner.

Edit Record



Add/Edit Scanner Alert Messages

Scanner Alert Message Text (required)

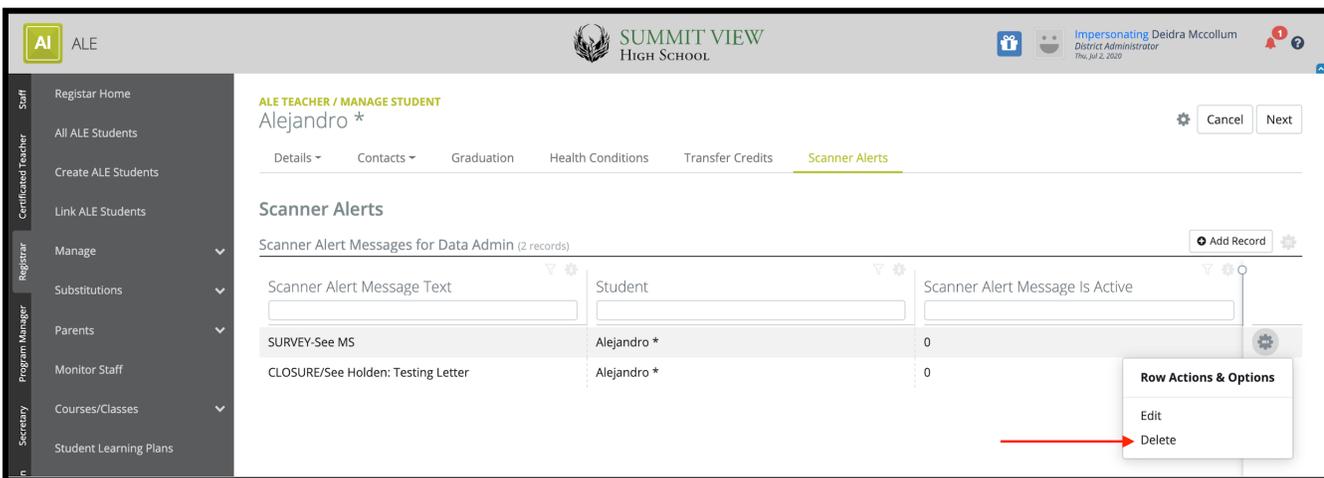
Please send student to check i

True

False

The scanner alert will no longer display but is retained for future use.

To completely remove a scanner alert, click on the **Row Action & Options** gear next to the alert and choose **Delete**.



ALE TEACHER / MANAGE STUDENT
Alejandro *

Scanner Alerts

Scanner Alert Messages for Data Admin (2 records)

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CLOSURE/See Holden: Testing Letter	Alejandro *	0

Row Actions & Options

- Edit
- Delete

You will see a warning confirming that you want to remove the alert, as **this step is irreversible**. Click **Yes, Delete** when you're ready.

Confirm Delete

You are about to delete this Record. This procedure is irreversible.

Do you want to proceed?

On the **All ALE Students** page, a column to the far left will display only if one or more students have an active alert with a warning icon.

ALE Students for Data Table (424 records) Filtered

	Full Name	Cur
See Rene		11th
		10th
		11th
		12th
		12th

By hovering over the icon, you can see the text of the alert. You can also search the text in the alerts using the filter and search icon at the top of the column.





ALE Teacher All ALE Students

All ALE Students instructions

ALE Students for Data Table (1 records) Filtered

	Full Name	Current Grade Level	Is Active	Prior Year WSLP (2018/19)
		11th Grade	Yes	

Column Filter ✕

Alerts clear

* Contains ▾

Rene