

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.

| Registrar Home 🗸 🗸 | ALE REGISTRAR | | | | | | |
|---------------------------|--|-------------------------|---------------------|-----------------------|-----|--------------------------------|-----------------------|
| Email List | All ALE Students | | 1 | | | | |
| All ALE Students | | | | | | | |
| Create ALE Students | Instructions ALE Students For Registrar (2937 rec | ords) 🝸 Filtered 🔿 grde | ered | | | | |
| Link ALE Students | ⊕ 7 | | 7.0 | Υ 🔅 | V 🕚 | | |
| Manage 🗸 🗸 | Alerts | | Current Grade Level | Tahoma Senior High | Yes | Prior Year WSLP (2022/23) | Current Year WSLP (20 |
| Substitutions 🗸 🗸 🗸 🗸 🗸 🗸 | | *, Aakash | 11th Grade | Tahoma Senior High Sc | Yes | View Prior Year WSLP (2022/23) | View Current Year WSI |
| | | *, 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.

| | ALE | | | SUMMIT VIEW High School | | District Administrator Thu, JA 2, 2020 | dra Mccollum 👔 👩 |
|------------|---------------------|---|---|------------------------------------|----------------|---|------------------|
| Staff | Registar Home | | ALE TEACHER / MANAGE STUDENT | | | | |
| Ŀ | All ALE Students | | Alejandro * | | | | Cancel Next |
| ted Teach | Create ALE Students | | Details - Contacts - Graduation | Health Conditions Transfer Credits | Scanner Alerts | | |
| Certifical | Link ALE Students | | Scanner Alerts | | | | |
| trar | Manage | ~ | Scanner Alert Messages for Data Admin (2 re | ecords) | | | • Add Record |
| r Regis | Substitutions | ~ | Scanner Alert Message Text | Student | ₹ Ф | Scanner Alert Message Is Active | |
| am Manage | | ~ | SURVEY-See MS | Alejandro * | c | , | \$ |
| Progr | Monitor Staff | | CLOSURE/See Holden: Testing Letter | Alejandro * | c | | • |
| λi | Courses/Classes | ~ | | | | | |

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 | ^ | - |
|--|--|---|
| Scalifier Areit (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 | | SUMMIT VIEW High School | District Administration | Deidra Mccollum 👔 👩 |
|----------|---------------------|---|---------------------------------|---------------------------------|---------------------|
| Staff | Registar Home | ALE TEACHER / MANAGE STUDENT | | | |
| ther | All ALE Students | Alejandro * | | | Cancel Next |
| ated Tea | Create ALE Students | Details - Contacts - Graduation Hea | Ith Conditions Transfer Credits | Scanner Alerts | |
| Certific | Link ALE Students | Scanner Alerts | | | |
| strar | Manage | Scanner Alert Messages for Data Admin (2 records) | - | | • Add Record |
| Reg | Substitutions | Scanner Alert Message Text | Student | Scanner Alert Message Is Active | |
| n Manage | | SURVEY-See MS | Alejandro * | 0 | • |
| Progran | Monitor Staff | 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**.

| A | ALE | | SUMMIT VIEW High School | District Administrator Thu, jul 2, 2020 | eidra Mccollum 🚺 👩 |
|-----------|------------------------|---|---|--|---------------------|
| Staff | Registar Home | ALE TEACHER / MANAGE STUDENT | | | |
| cher | All ALE Students | Alejandro * | | | Cancel Next |
| cated Tea | Create ALE Students | Details - Contacts - Graduation Heal | th Conditions Transfer Credits Scanner Alerts | | |
| Certific | Link ALE Students | Scanner Alerts | | | |
| jistrar | Manage | Scanner Alert Messages for Data Admin (2 records) | | | • Add Record |
| Reg | Substitutions | Scanner Alert Message Text | Student | Scanner Alert Message Is Active | |
| ı Manager | | SURVEY-See MS | Aleiandro * | 0 | 8 |
| Program | Monitor Staff | CLOSURE/See Holden: Testing Letter | Alejandro * | 0 Rov | v Actions & Options |
| tary | Courses/Classes | ~ | | Edit | : |
| Secre | Student Learning Plans | | | Del | ete |
| Ę | | | | F | |

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



| Edit Record | > | ✓ Update X |
|---|---|------------|
| Add/Edit Scanner Alert Messages Scanner Alert Message Text (moulined) | | ~ |
| Please send student to check i | | |
| True V 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.

| | AI ALE | | SUMMIT VIEW High School | District Adr | nating Deidra Mccollum |
|-------------------------|--|--|---|-------------------------------|------------------------|
| tificated Teacher Staff | Registar Home All ALE Students Create ALE Students | ALE TEACHER / MANAGE STUDENT Alejandro * Details - Contacts - Graduation | Health Conditions Transfer Credits Scanner Alerts | | Cancel Next |
| ar Cert | Link ALE Students | Scanner Alerts | ords) | | • Add Record |
| Registr | Substitutions | Scanner Alert Message Text | Student | Scanner Alert Message Is Acti | Ve 🖓 🚯 o |
| im Manager | | V SURVEY-See MS | Alejandro * | 0 | |
| Progra | Monitor Staff | CLOSURE/See Holden: Testing Letter | Alejandro * | 0 | Row Actions & Options |
| n Secretary | Courses/Classes Student Learning Plans | * | | | 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.



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.





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.

| AI Schoolbate.ner | SUMMIT VIEW High School |
|--------------------------------|--|
| # | ALE Teacher All ALE Students |
| Select Role | All ALE Students instructions |
| Reports | ALE Students for Data Table (1 records) 😙 Filtered |
| All ALE Students | Full Name Current Grade Level Is Active Prior Year WSLP (2018/19 |
| Monitor 🗸 🗸 | Alerts clear |
| Student Learning Plans | _*_Contains • |
| Initiate Student Learning Plan | |
| My Student Learning Plans | |
| All Student Learning Plans | |