

ALE Application: Setting up Substitutes

You have a couple of different options for setting up Substitutes to use the ALE application while they are on campus:

- Create a couple of generic substitute accounts attached to email addresses that you maintain and assign for use when a sub is in your building - resetting the password each time it is used. This makes sense if many subs rotate through and don't often return.
- Create a user account for each individual who subs, attach it to their email address, and make it active only when they are in the building. This makes sense if a small group of individuals often sub for you.

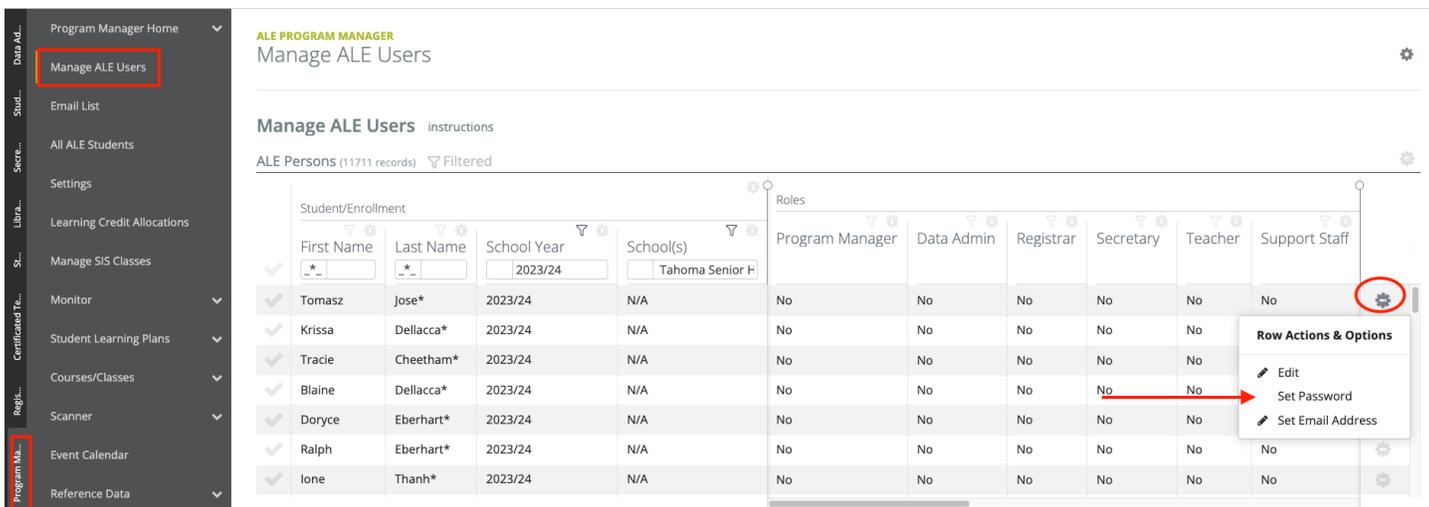
Setting up Generic Substitute Accounts

Each account will need a unique email address associated with it. You could set something up on Gmail as simple as teachersubatourschool@gmail.com

You can submit a ticket to the SDS Help Desk or email your Customer Service Representative to request that the accounts be generated in the Admin with a generic name associated, such as "Teacher Substitute 1." You could also create substitute accounts for the Support Staff Role and Secretary/Registrar.

Once the account is set up and you have a substitute in your building, you will take the following steps to grant them access to the system.

Reset the password for the sub-account you plan to assign. This step can be done in the **Program Manager Role** on the **Manage ALE Users** page. Filter to find the account(s) you are going to assign.



The screenshot displays the 'Manage ALE Users' page. The left sidebar has 'Manage ALE Users' highlighted. The main table lists users with columns for Student/Enrollment and Roles. A gear icon in the 'Support Staff' column for Tomasz Jose* is highlighted, and a dropdown menu is open showing 'Set Password' as the selected option.

Student/Enrollment				Roles					
First Name	Last Name	School Year	School(s)	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff
Tomasz	Jose*	2023/24	N/A	No	No	No	No	No	No
Krissa	Dellacca*	2023/24	N/A	No	No	No	No	No	No
Tracie	Cheetham*	2023/24	N/A	No	No	No	No	No	No
Blaine	Dellacca*	2023/24	N/A	No	No	No	No	No	No
Doryce	Eberhart*	2023/24	N/A	No	No	No	No	No	No
Ralph	Eberhart*	2023/24	N/A	No	No	No	No	No	No
Ione	Thanh*	2023/24	N/A	No	No	No	No	No	No

Next, use the **Row Action & Options** gear at the far right to select **Set Password**.

Follow the prompts to change the password to whatever you would like for this individual for this use. You will give them the generic email address for login and whatever password you just created.

Set Password ✕

Username (optional)

Password (required)

Confirm Password (required)

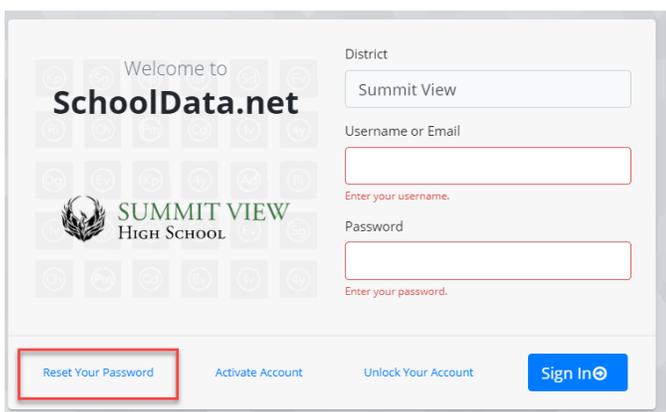
Now the account is ready to go, and you can proceed to the last section, [Assigning User as a Substitute](#).

At the end of the individual's time substituting, the password is suggested to be changed to remove their access. You can either set it up for the next user or change it to something generic that will be reset again when the next user needs the account.

Creating Unique Accounts for Each Individual Substitute

You can submit a ticket to the SDS Help Desk or email your Customer Service Representative to request that the accounts be generated in the Admin for each substitute who frequently returns to your building. You will need to submit their name and email address for them when making the request.

Once the account is created, they will maintain their password, and the first time they use the account, they will need to go through the **Reset Your Password** process from your program login screen, utilizing the email address submitted to create their account.



Welcome to
SchoolData.net

 SUMMIT VIEW
HIGH SCHOOL

District

Username or Email

Enter your username.

Password

Enter your password.

[Reset Your Password](#) [Activate Account](#) [Unlock Your Account](#) [Sign In](#)

You will need to “activate” the individual’s account each time they are in your building. This step can be done in the **Program Manager Role** on the **Manage ALE Users** page. Start by clicking the **page action gear** in the top right and selecting **Add Employee**.



The screenshot shows the 'Manage ALE Users' page in the ALE PROGRAM MANAGER. A dropdown menu is open, showing options: Add Person, Add Employee, Add Student, and Generate User Accounts for all Users. A red arrow points to the 'Add Employee' option.

First Name	Last Name	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Librarian	Parent	Student	
Abbigail	*	No	No	No	No	No	Yes	No	Yes	No	⚙️
Abby	*	No	No	No	No	No	No	No	No	Yes	
Adair	*	No	No	No	No	No	No	No	No	Yes	

Next, select the **Employee** and use the filters in the resulting table to locate the user whose account you would like to activate. Place a **checkmark** next to the name and click **Apply**.

Once the employee is selected, assign the **Roles** they will need to access while in the building by putting a checkmark in the box. Click **OK** when finished. Now the account is ready to go, and you can proceed to the next section, [Assigning User as a Substitute](#).

Manage Person ✕

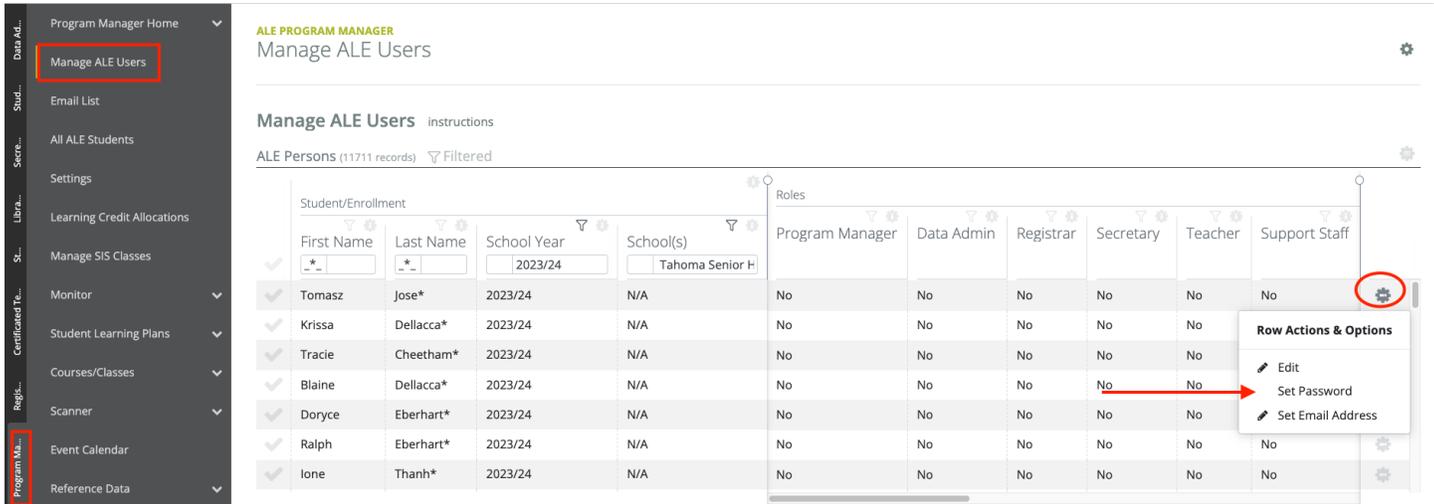
People (required) Select

Roles

- Is Program Manager
- Is Data Admin
- Is Registrar
- Is Teacher
- Is Staff
- Is Secretary
- Is Librarian
- Is Parent
- Is Student

When the user has completed their substitute assignment, you will need to “deactivate” their account or remove their roles in the ALE application. This step can be done in the **Program Manager Role** on the **Manage ALE Users** page. Filter to find the account you are going to deactivate.

Next, use the **Row Action & Options** gear at the far right to select **Edit**.



Manage ALE Users instructions

ALE Persons (11711 records) Filtered

Student/Enrollment				Roles					
First Name	Last Name	School Year	School(s)	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff
✓	Tomasz	Jose*	2023/24	N/A	No	No	No	No	No
✓	Krissa	Dellacca*	2023/24	N/A	No	No	No	No	No
✓	Tracie	Cheetham*	2023/24	N/A	No	No	No	No	No
✓	Blaine	Dellacca*	2023/24	N/A	No	No	No	No	No
✓	Doryce	Eberhart*	2023/24	N/A	No	No	No	No	No
✓	Ralph	Eberhart*	2023/24	N/A	No	No	No	No	No
✓	Ione	Thanh*	2023/24	N/A	No	No	No	No	No

Remove the check marks next to all assigned roles to deactivate their account.

Manage Person ✕

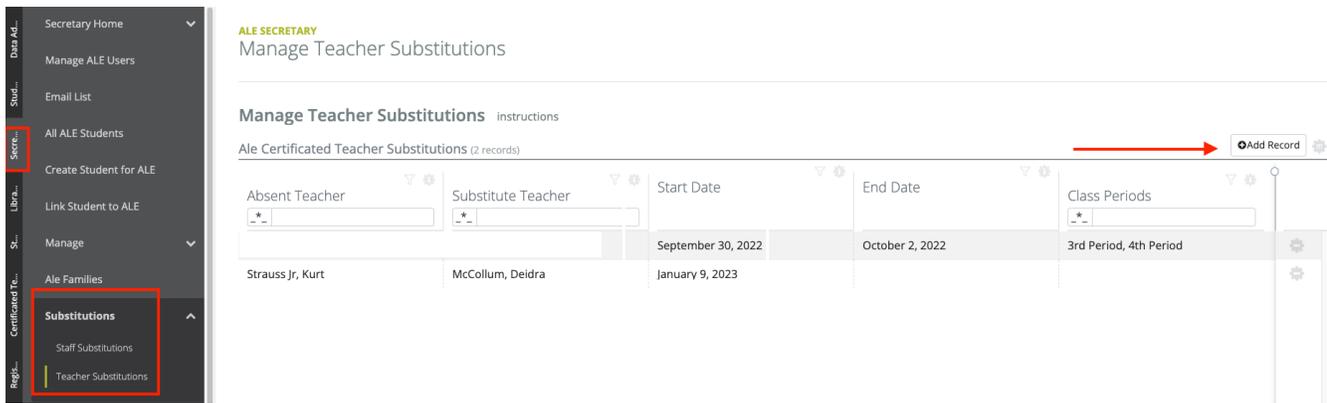
People (required) Select

Roles

- Is Program Manager
- Is Data Admin
- Is Registrar
- Is Teacher
- Is Staff
- Is Secretary
- Is Librarian
- Is Parent
- Is Student

Assigning User as a Substitute

Once the account is set up using either of the methods outlined above, you are ready to assign the user as a substitute for the staff member they are covering for. This can be done in the **Secretary Role** under **Substitutions** in the left navigation menu and choose **Staff** or **Teacher Substitutions**. Click **Add Record**.



ALE SECRETARY
Manage Teacher Substitutions

Manage Teacher Substitutions instructions

Ale Certificated Teacher Substitutions (2 records)

Absent Teacher	Substitute Teacher	Start Date	End Date	Class Periods
Strauss Jr, Kurt	McCollum, Deidra	September 30, 2022	October 2, 2022	3rd Period, 4th Period
		January 9, 2023		

Add Record

You will see the following modal. Once all required selections are made, click **Add**.

- **Absent Certificated Teacher/Support Staff (Required)**
- **Substitute Certificated Teacher/Support Staff (optional)**
- **Start and End Date**
- **Class Periods (optional).**

Add Substitution Record **Validate** ✕

Absent Certificated Teacher <small>(required)</small> Select	Substitute Certificated Teacher <small>(optional)</small> Select
Start Date <small>(required)</small> 📅	End Date <small>(optional)</small> 📅
Class Periods <small>(optional)</small> Select	

The assigned substitute will now have access to and see all My Classes, Student Learning Plans, etc., for the individual they are substituting for.