

## ALE Application: Date Settings

This article looks at the four different Data Admin date settings available in the Data Admin role of the ALE Application. The four settings are School Years, Class Terms, Class Term Date Ranges, and Excluded Dates.

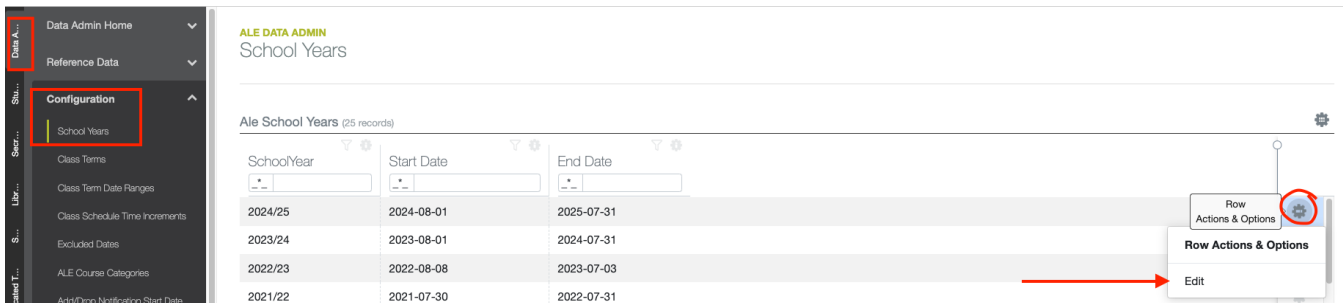
### Quick Links

<a href="#">School Years</a>	<a href="#">Class Terms</a>	<a href="#">Class Term Date Ranges</a>	<a href="#">Excluded Dates</a>
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### School Years (back to [Quick Links](#))

School Years include **Start and End Dates** for the school year that will populate the default start and end dates for Student Learning Plans.

Select the **Data Admin Role**. Click **Configuration** in the left navigation menu and select **School Years**. Use the **Row Action & Options** gear to choose **Edit** for the year you want to enter dates.



SchoolYear	Start Date	End Date
2024/25	2024-08-01	2025-07-31
2023/24	2023-08-01	2024-07-31
2022/23	2022-08-08	2023-07-03
2021/22	2021-07-30	2022-07-31

Fill in the fields and click **Update**.

Edit School Years [Update](#) ✕

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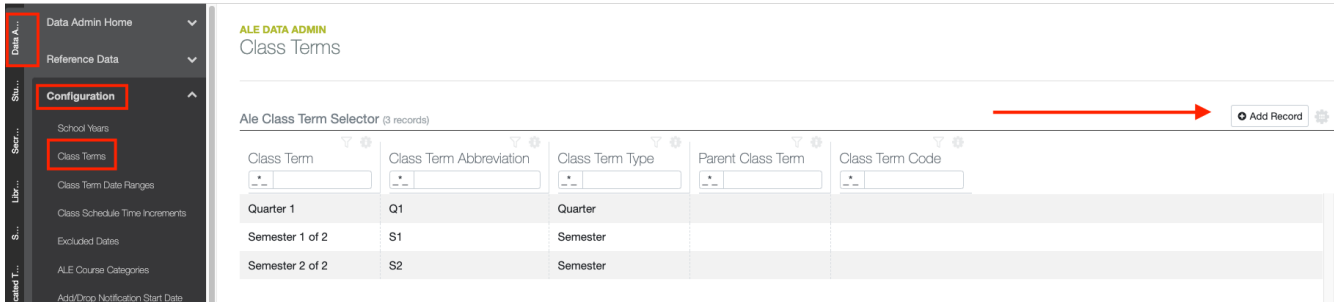
Please make a selection

School Year (required)  Select

Start Date (required)  📅 End Date (required)  📅

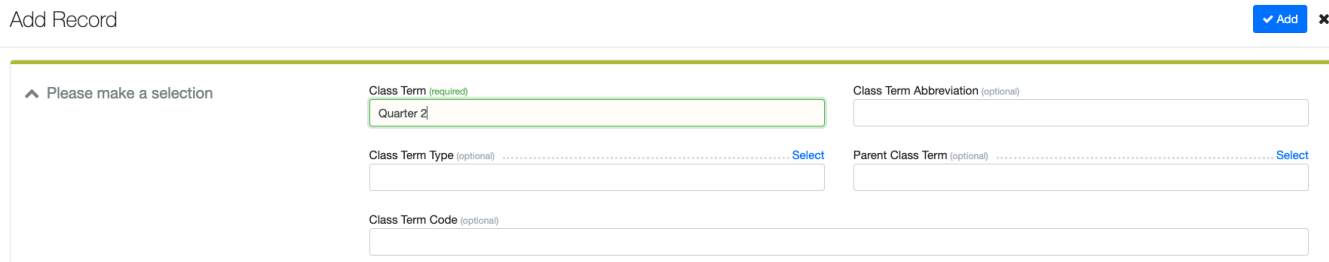
### Class Terms (back to [Quick Links](#))

This page can be accessed by clicking **Configuration** in the left navigation menu and choosing **Class Terms**. This page will only display the terms currently in use under **Configuration >> Class Term Date Ranges**. To see which terms already exist, click **Class Term Date Ranges** in the left navigation, click **Add Record**, and click the **Class Term** selector to see existing terms. If the term you need doesn't already exist, proceed with adding a new **Class Term**. Class Terms are used on the **Class Term Date Ranges**, **Manage Class**, and **Class Schedule** pages.



Click **Add Record** on the top right of the table. Fill out the Class Term Field and any other fields to which you would like to add information. Click **Add**.

\*If a Class Term already exists, you will get an error, and the class term won't be created.



**Class Term (Required)** - This name will appear in the Class Term Selectors and tables showing class terms. The information in this field cannot be the same as any other class term.

**Class Term Abbreviation (Optional)** - This is the short name for the class term. The information entered here does not need to be unique. This will also be displayed in tables and reports configured to user abbreviations.

**Class Term Type (Optional)** - This field has six (6) designations: **All Year, Monthly, Quarter, Semester, Trimester, and Triterm**. This field determines which view classes with the term will be displayed. This most notably affects student learning plans on the **Schedule Classes** page. There is a different view for each **Class Term Type**. Each view will only display classes correlating to the selected Class Term Type.

**Parent Class Term (Optional)** - This field allows you to select a Parent Term from a list of existing Terms. Class Terms must have designated ranges to show up in the list. This field is currently informational and doesn't connect to other places in the application.

**Class Term Code (Optional)** - A class term code can be entered here. This field is currently informational and doesn't connect to other places in the application.

## Class Term Date Ranges (back to [Quick Links](#))

**Class Term Date Ranges** dictate the Class Terms default start and end dates. These surface on the **Manage Class** page when terms are selected and on the **Class Schedule** page when creating a new schedule.

The ALE Class Term Date Ranges can be accessed by clicking **Configuration** in the left navigation menu and choosing **Class Term Date Ranges**. Class Term Date ranges can be **Viewed, Added, Removed, and Edited** from this page. While Class Terms are used by all ALE programs within a district, Class Term Date Ranges are program-specific.

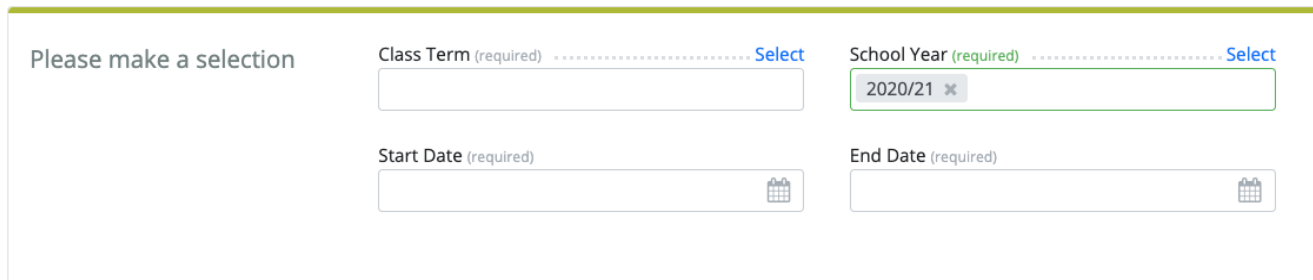
Click **Add Record** on the top right of the table.



The screenshot shows the ALE Admin interface for Pleasant Village School District. The left navigation menu has 'Configuration' and 'Class Term Date Ranges' highlighted. The main content area displays a table of Class Term Date Ranges with columns for Class Term, School Year, Start Date, and End Date. An 'Add Record' button is located at the top right of the table, indicated by a red arrow.

Class Term	School Year	Start Date	End Date
Semester 1 of 2	2023/24	August 1, 2023	February 2, 2024
Semester 2 of 2	2023/24	January 17, 2023	June 17, 2023
Quarter 1	2023/24	August 3, 2023	October 31, 2023

Select the **Class Term, School Year, Start and End Date**, then click **Add**. \*If a Date range already exists for the selected Class Term and year, you will get an error, and the date range won't be added.



The screenshot shows the 'Add Record' form with the following fields:

- Please make a selection** (Label)
- Class Term (required)**: A dropdown menu with a 'Select' button.
- School Year (required)**: A dropdown menu with '2020/21' selected and a 'Select' button.
- Start Date (required)**: A date input field with a calendar icon.
- End Date (required)**: A date input field with a calendar icon.

**Class Term (Required)** - A selector controls this field. The selected class term will be the date range the term is set for. The Class Terms in this selector come from the Class Terms in the Class Terms Table.

**School Year (Required)** - This field is controlled by a selector. The selected school year will be the date range the school year is part of. The field will default to the current school year.

**Start Date (Required)** - A date selector controls the field. This field will be the first date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

**End Date (Required)** - A date selector controls this field. This field will be the last date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

Click the **Row Action & Options gear** of the Class Term Date Range you want to **Edit** or **Delete**.

Ale Class Term Date Ranges (12 records) Filtered Add Record

Class Term	School Year	Start Date	End Date
Semester 1 of 2	2023/24	August 1, 2023	February 2, 2024
Semester 2 of 2	2023/24	January 17, 2023	June 17, 2023
Quarter 1	2023/24	August 3, 2023	October 31, 2023

**Row Actions & Options**  
 Edit  
 Delete

## Excluded Dates (back to [Quick Links](#))

Excluded Dates are non-student days within the school year. Dates entered here should include holidays, teacher contract/non-student days, breaks, Teacher PD days, etc. They should not include early release days, student conference days, student SLP Advisor days, testing days, etc because these days still count as student days.

Excluded dates serve two purposes. First, they are used in the 'Days Since Last Contact' calculation on the Monitor Weekly Contact pages. In order for the calculation to reflect an accurate total, your excluded dates must be entered correctly. Second, for those who schedule classes, when class meetings are created, meetings on excluded dates will not be created. Additionally, when excluded dates are added, the system will attempt to remove any existing class meetings on excluded dates.

You will need to remove class meetings for early release days, testing days, conference days, etc by canceling or deleting them. See the [ALE Application: Canceling vs. Deleting a Class](#) help doc for further instructions.

The **Excluded School Year Days** can be accessed by clicking **Configuration** in the left navigation menu and choosing **Excluded Dates**.

Click **Add Record** on the top right of the table.

- Data Admin Home
- Reference Data
- Configuration
- School Years
- Class Terms
- Class Term Date Ranges
- Class Schedule Time Increments
- Excluded Dates
- ALE Course Categories
- Add/Drop Notification Start Date
- ALE Assessments

ALE DATA ADMIN

Excluded School Year Days

Excluded Ale School Year Days (65 records) Filtered Add Record

School Year	Sub Domain	Date	Reason
2023/24	dev	September 4, 2023	Labor Day
2023/24	dev	November 10, 2023	Veteran's Day
2023/24	dev	November 22, 2023	Thanksgiving Break
2023/24	dev	November 23, 2023	Thanksgiving Break
2023/24	dev	November 24, 2023	Thanksgiving Break

Select the **School Year, Start, and End Date**, then select **Add**. \*Note: A Record will be created for every date in the chosen range. The system will attempt to remove any existing meetings in the date range when added. No class meetings will be created in the selected date range when scheduling classes.

Add Record

Add ✕

^ Please Make a selection.
 
 School Year (required)  Select
 Sub Domain (optional)  Select

Start Date (required) 

 End Date (required)

Reason (optional)

**School Year (Required)** - This is the school year for the Excluded date. Classes with different school years than the excluded date will not be affected by excluded dates. The filters and form will default to the current school year.

**Sub Domain (Optional)**- This is the Subdomain the Excluded date is tied to. Only classes with campuses in the subdomain will be affected by the excluded date. If no subdomain is selected, only Classes with Campuses that are not connected to a subdomain will be affected. The filters and form will default to the current subdomain.

**Date** - This is when all class meetings will not generate or be deleted when possible.

**Start Date (Required)** - A date selector controls the field. This field will be the first date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

**End Date (Required)** - A date selector controls the field. This field will be the last date in the date range. Clicking the field will open up the date selector. Dates can also be manually typed using the mm/dd/yy formatting.

Click the **Row Action & Options gear** of the Class Term Date Range you want to **Delete**. Click the **checkmark** next to the days you want to remove (They should be highlighted in blue when selected) to remove multiple dates simultaneously.

**\*Note:** The system will attempt to recreate any missing meetings when the excluded dates are removed.

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Excluded School Year Days

Excluded Ale School Year Days (65 records) Filtered Add Record ⚙

School Year	Sub Domain	Date	Reason	
<input type="text" value="2023/24"/>	<input type="text" value="dev"/>		<input type="text" value="--"/>	
2023/24	dev	September 4, 2023	Labor Day	<input checked="" type="checkbox"/> <span style="float: right;">⚙</span>
2023/24	dev	November 10, 2023	Veteran's Day	<input type="checkbox"/>
2023/24	dev	November 22, 2023	Thanksgiving Break	<input checked="" type="checkbox"/>
2023/24	dev	November 23, 2023	Thanksgiving Break	<input checked="" type="checkbox"/>

Row Actions & Options  
 Delete