



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 you have a high number of subs who rotate through and they don't often return.
- Create a user account for each individual who subs, attached to their own email address and make it active only when the individual is in the building. This makes sense if you have a small group of individuals who 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.

1. Reset the password for the Sub Account you plan to assign. This step can be done in the Program Manager Role, on the "Manage User Accounts" page. Filter to find the account you are going to assign.

The screenshot displays the 'Manage ALE Users' interface in the ALE Program Manager. The sidebar on the left has 'ALE Users Management' highlighted. The main area shows a table of users with the following columns: First Name, Last Name, Program Manager, Data Admin, Registrar, Secretary, Teacher, Support Staff, Parent, Student, User, and Email. The table contains 15 rows of user data. At the bottom, it indicates '1 - 50 of 6753' records and 'Page 1 of 136'.

First Name	Last Name	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Parent	Student	User	Email
A Paul	*	No	No	No	No	No	No	Yes	No		
Aaden	*	No	No	No	No	No	No	No	Yes		
Aalyah	*	No	No	No	No	No	No	Yes	No		
Aalysha	*	No	No	No	No	No	No	Yes	No		
Aaron	*	No	No	No	No	No	No	Yes	No		
Abdias	*	No	No	No	No	No	No	Yes	No		
Abe	*	No	No	No	No	No	No	No	Yes	427850	LIND_ETH000@battle...
Abihail	*	No	No	No	No	No	No	No	Yes		
Abraham	*	No	No	No	No	No	No	Yes	No		
Ada	*	No	No	No	No	No	No	Yes	No		
Adeline	*	No	No	No	No	No	No	No	Yes		
Aden	*	No	No	No	No	No	No	No	Yes		
Adiah	*	No	No	No	No	No	No	No	Yes		
Adicella	*	No	No	No	No	No	No	Yes	No		

2. Next use the row action gear at the far right to select “Set Password.”



3. Follow the prompts to change the password to whatever you would like it to be for this individual for this use. You will give them the generic email address to use for login and whatever password you just created. Now the account is ready to go and you can proceed to the last section “Assigning User as a Substitute.”
4. At the end of the individual’s time substituting, it is suggested that the password 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 an email address for them when making the request.

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

A screenshot of the SchoolData.net login page for Summit View High School. The page features a grid of district logos in the background. On the left, it says 'Welcome to SchoolData.net' and 'SUMMIT VIEW HIGH SCHOOL'. On the right, there are three input fields: 'District' (with 'Summit View' entered), 'Username or Email', and 'Password'. Below each field is a red error message: 'Enter your username.' and 'Enter your password.'. At the bottom, there are four buttons: 'Reset Your Password' (highlighted with a red box), 'Activate Account', 'Unlock Your Account', and 'Sign In'.

1. 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 User Accounts” page. Start by clicking the page action gear in the top right and selecting “Add Employee.”

2. Next you will click “Select” next to employee and use the filters in the resulting table to locate the user whose account you would like to activate.

3. Once the employee is selected, assign the roles they will need to access while in the building and click “ok.” Now the account is ready to go and you can proceed to the next section “Assigning User as a Substitute.”
4. 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 User Accounts” page. Filter to find the account you are going to deactivate.

Program Manager Home

ALE Users Management

Reports

Select Role

All ALE Students

Monitor

Student Learning Plans

All Student Learning Plans

Send SMS Text Student

Courses / Classes

Scanner

Reference Data

Law

ALE Program Manager Manage ALE Users

Manage ALE Users instructions

All ALE Users and their Roles (6753 records)

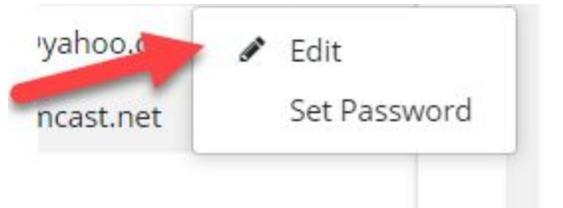
First Name	Last Name	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Parent	Student	User	Email
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Aalysha	*	No	No	No	No	No	No	Yes	No		
Aaron	*	No	No	No	No	No	No	Yes	No		
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Abraham	*	No	No	No	No	No	No	Yes	No		
Ada	*	No	No	No	No	No	No	Yes	No		
Adeline	*	No	No	No	No	No	No	No	Yes		
Aden	*	No	No	No	No	No	No	No	Yes		
Adiah	*	No	No	No	No	No	No	No	Yes		
Adicella	*	No	No	No	No	No	No	Yes	No		

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50 per page

5. Next use the row action gear at the far right to select “Edit.”



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

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. In this example we are going to set up a substitute for a Certificated Teacher. Click “Add Substitution Record”

ALE Secretary Manage Teacher Substitutions

Ale Certificated Teacher Substitutions (records)

Nothing matched the current criteria.

Add Substitution Record

Teacher Substitutions

https://summitview.schooldata.net/v2/aie-ss/#/secretary/manage-teacher-substitutions

You will see the following modal where you can select the user who is absent, assign the substitute who will be covering for them, and set a start and end date.

The screenshot shows a modal window titled "Add Substitution Record" with a "Validate" button in the top right corner. The form contains four input fields arranged in a 2x2 grid. The top-left field is labeled "Absent Certificated Teacher (required)" and has a "Select" link to its right. The top-right field is labeled "Substitute Certificated Teacher (required)" and also has a "Select" link. The bottom-left field is labeled "Start Date (required)" and includes a calendar icon. The bottom-right field is labeled "End Date (optional)" and includes a calendar icon. All fields are currently empty.

Once all required selections are made, click “add.”

This screenshot shows the same "Add Substitution Record" modal, but now with data entered into the fields. The "Absent Certificated Teacher" field contains "Weidman*, Asa" with a close icon. The "Substitute Certificated Teacher" field contains "Arave*, Tam" with a close icon. The "Start Date" field contains "1/6/20" with a calendar icon. The "End Date" field contains "1/10/20" with a calendar icon. The "Add" button in the top right corner is now active.

The assigned substitute will now have access to and see all of “my” classes, student learning plans, etc. for the individual they are substituting for.