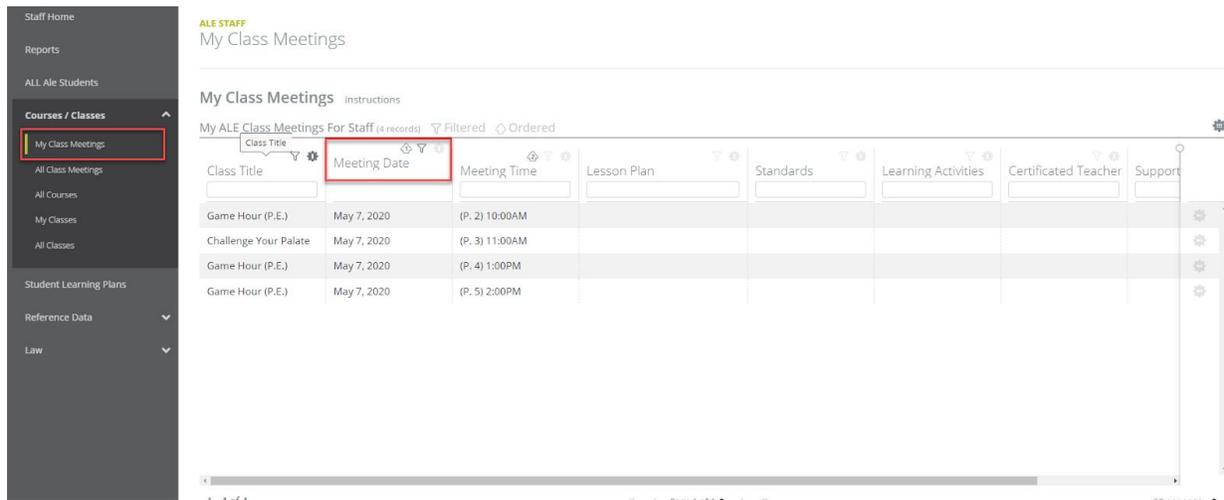## ALE Application: Recording Class Meeting Data

Users assigned to a class either as the Certificated Teacher or School Support Staff can record specific data about what is covered during each class meeting, if desired.
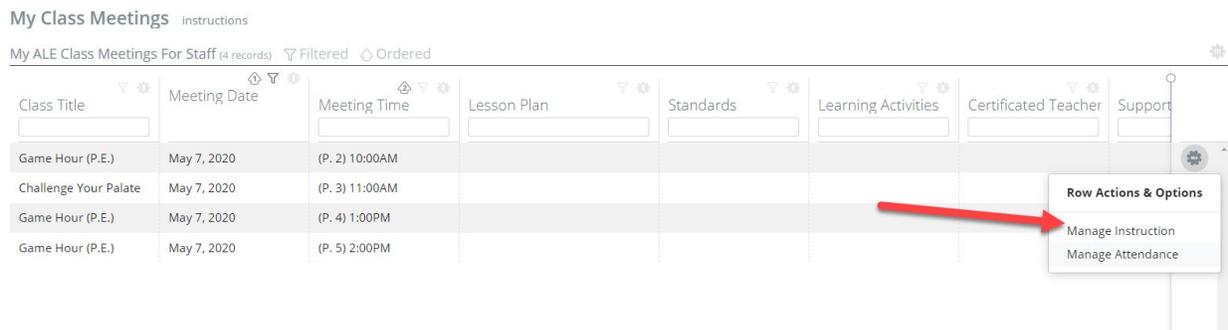
This information is then surfaced on the Monthly Progress review interface for any student attending that particular class meeting.

To enter Class Meeting Data, navigate to "Courses/Classes" then "My Class Meetings" in the left hand navigation.

This view by default, includes a filter that limits the list to the Classes occurring today (or on the next scheduled school day.) If you need to view class meetings on a date other than today, you can update the filter to the date needed.

Using the row action gear at the far right, choose the class you would like to record Class data for and select "Manage Instruction."

You will see the following form where different data points can be entered associated with a single class meeting.

The following fields can be edited by either a Certificated Teacher or a School Support Staff:

Lesson Plan: This text box will allow you to enter information about what you plan to cover during this class meeting.

Learning Objectives: Choose from a selectable list of Objectives that have been filtered to the subject area and grade level(s) of the class.

Standard Selections: Choose from a selectable list of Standards that have been filtered to the subject area and grade level(s) of the class.

Learning Objectives: This text box allows you to enter Learning Objectives for the class meeting.

Learning Activity Selections: Choose from a selectable list of Learning Activity Selections.

The following fields can only be edited by Certificated Teacher:

Check boxes for:
   1. I have reviewed and approved this instruction
   2. All instruction will be delivered within sight and sound proximity to a certificated teacher

Certificated Teacher Notes: This can be used to communicate about the planned instruction with the Support Staff

The following field can only be edited by the Support Staff:

Support Staff Notes: This can be used to communicate about the planned instruction with the Certificated Teacher.

The following fields will be surfaced on the Monthly Progress Review for any student who is marked present or tardy for the associated class meeting: Lesson Plan, Learning Activities, Learning Objectives and Standards.

Class Meetings By Subject-Course (20 records)

Meeting Date	Class Title	Lesson Plan	Learning Activities	Learning Objectives	Standards
2019-12-03	Seuss on the Loose	Read/review Trees and Me. Read Cat in the Hat,...		Read own work and make some revisions (especially...	
2019-12-03	Sensational Sight Wo...	We read a book together to gain exposure to si...	Listen, read, memorization.	Read correctly from left to right.,I can read common ...	
2019-12-10	Seuss on the Loose	Cat in the hat. Word recognition game and writi...		Draw and write to communicate with and entertain ...	
2019-12-10	Sensational Sight Wo...	We read The Missing Mitten Mystery to reinforc...		I can spell by myself.,I can read first grade irregularl...	
2019-12-17	Seuss on the Loose	Today we are reading the Grinch with a reading...		Understand story elements such as character, settin...	