

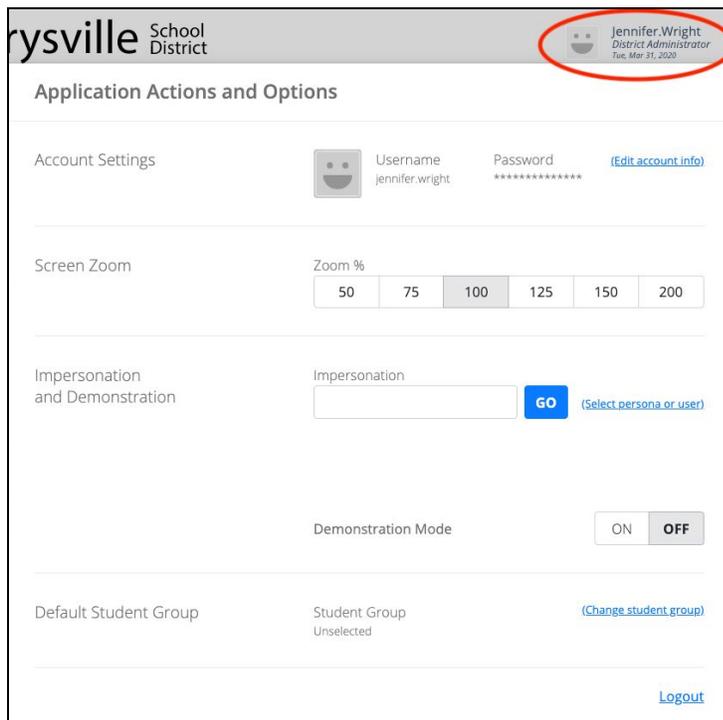
## ALE Application: Impersonation Instructions

### Why Impersonate?

You may impersonate another user to see exactly what they see the ALE Management Application. When impersonating, it is important to note that anything you do in the system assumes you are them.

The Impersonation Role must be assigned to a user through the Homeroom Admin module in the Admin application. If you need help setting up an individual for impersonation, please contact [support@schooldata.net](mailto:support@schooldata.net).

Once the role has been assigned, impersonation will become an option in the drop down menu associated with your name in the upper right hand corner of the screen.

A screenshot of the ALE Management Application user interface. The top header shows "rysville School District" on the left and a user profile on the right. The user profile, which is circled in red, displays a smiley face icon, the name "Jennifer Wright", the title "District Administrator", and the date "Tue, Mar 31, 2020". Below the header is a section titled "Application Actions and Options". This section contains several settings: "Account Settings" with fields for "Username" (jennifer.wright) and "Password" (masked with asterisks), and a link "(Edit account info)"; "Screen Zoom" with a "Zoom %" label and a row of buttons for 50, 75, 100, 125, 150, and 200; "Impersonation and Demonstration" with an "Impersonation" dropdown menu, a blue "GO" button, and the text "(Select persona or user)"; and "Demonstration Mode" with "ON" and "OFF" radio buttons. At the bottom, there is a "Default Student Group" section with a "Student Group" dropdown set to "Unselected" and a link "(Change student group)". A "Logout" link is located at the bottom right of the page.

The Impersonation section allows you to:

1. Type in a user name and then select GO, or
2. Select from a list of personas or users.

Impersonation and Demonstration

Impersonation

**GO** 2 [\(Select persona or user\)](#)

“Select persona or user” gives the user two options.

Under Application Users, you are presented with a list of users and their roles. Note that you can filter using the gear or searchable text boxes to find a specific user to impersonate.

Select a User or Persona to Impersonate

Persona Aliases Application Users

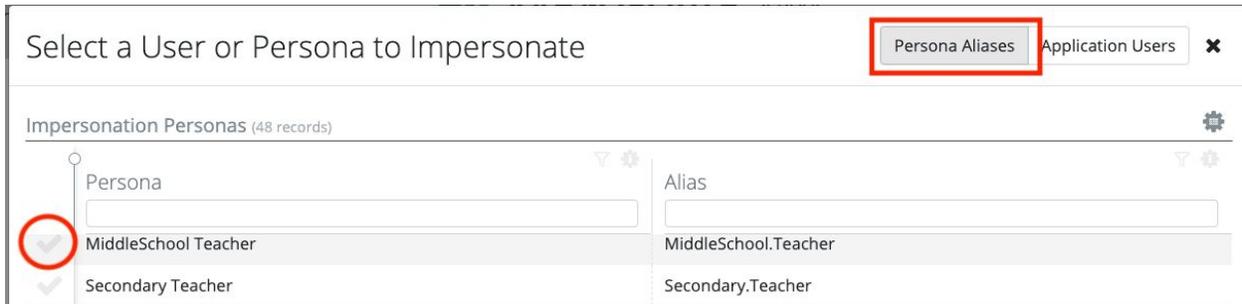
Application Users (1659 records)

Application User	Person	Is Teacher	Is Specialist	Is School Administrator	Is District Administrator
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Garman*, Clany				
<input checked="" type="checkbox"/>	Reigers*, Ingrid			true	
<input checked="" type="checkbox"/>	Bradstreet*, Jean				
<input checked="" type="checkbox"/>	Reinert-Osuji*, Anton				
<input checked="" type="checkbox"/>	Higgins-O'Brien*, Jori	true	true		
<input checked="" type="checkbox"/>	Kokinda*, Jennifer		true		
<input checked="" type="checkbox"/>	Fritts*, MoneT		true		

Clicking the check mark on the left will then reload the application and you will be seeing that specific user.

<input checked="" type="checkbox"/>	<input type="text"/>	Kokinda*, Jennifer	true		
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Selecting a Persona Alias allows you to select a type of individual without knowing a specific user. Again selecting the check mark on the list will then reload the application.



Persona	Alias
<input type="checkbox"/> MiddleSchool Teacher	MiddleSchool.Teacher
<input type="checkbox"/> Secondary Teacher	Secondary.Teacher

When you are impersonating, the application clearly indicates that you are in impersonation mode in the user name displayed in the upper right hand corner of the screen.



Once in Impersonation mode there are two options - to stop impersonating or impersonate a new user..

1. To impersonate a new user, return to the Impersonation menu option and type in a new user name or select another user/persona.



2. To stop Impersonating and return to your account, hover over the word "Impersonation" at the top right and a link will appear to "Stop Impersonating". Clicking will stop the impersonation.

