

ALE Application: Creating a Class

In the ALE application, you have the ability to schedule a “Class.” A class has certain characteristics:

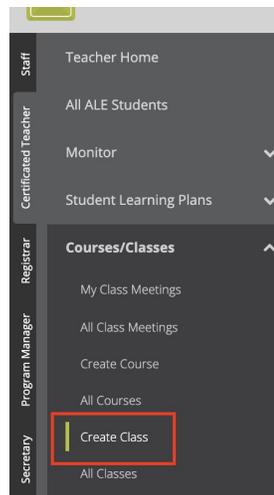
- It involves a group of students
- There is a regular time and place the class meets in a certain location
- The class may or may not be tied to a course
- Classes can be added to a student schedule (by parents, if set up that way, the certificated teacher or a registrar)
- Attendance can be recorded for the class (and if done by a certificated teacher, this will generate weekly contact records)

One important designation to understand before your begin is that the ALE application can be formatted for two methods of Student Learning Plan development involving Classes:

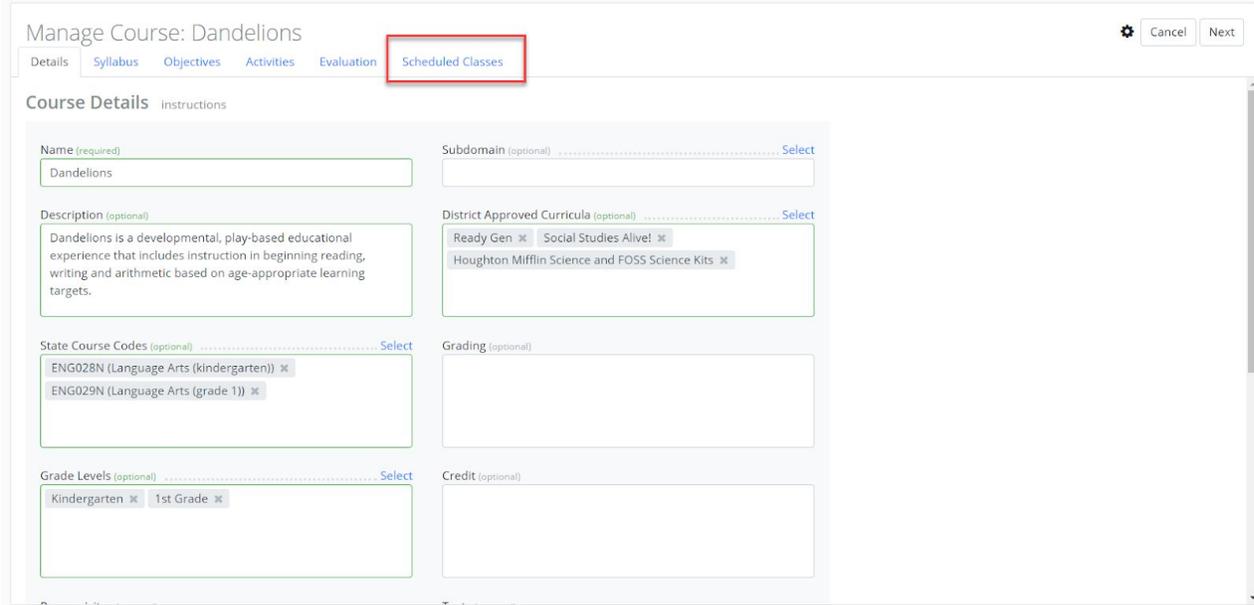
- Method 1: Courses/Subjects are manually added to the SLP and these determine which supplemental classes a student is eligible to register for.
- Method 2: Class registration (whether done by parent or school staff) generates subjects/course records on the SLP.

There are also two ways to schedule a class, both of which can be done by the certificated teacher or registrar:

1. Go to the Course/Class menu in the left nav and choose “Create Class”



- While in the manage course modal (accessed by going to Courses/Classes in the left nav then selecting “All Courses” and opening one to edit), click on “Scheduled Classes” and then “Schedule Class.”



The screenshot shows the 'Manage Course: Dandelions' interface. The 'Scheduled Classes' tab is highlighted with a red box. The form contains the following fields:

- Name (required):** Dandelions
- Description (optional):** Dandelions is a developmental, play-based educational experience that includes instruction in beginning reading, writing and arithmetic based on age-appropriate learning targets.
- State Course Codes (optional):** ENG028N (Language Arts (kindergarten)), ENG029N (Language Arts (grade 1))
- Grade Levels (optional):** Kindergarten, 1st Grade
- Subdomain (optional):** Select
- District Approved Curricula (optional):** Ready Gen, Social Studies Alive!, Houghton Mifflin Science and FOSS Science Kits
- Grading (optional):**
- Credit (optional):**

Create Class Modal: Details Tab

- Essentials: There are three required fields for this section, but each is explained in detail:
 - Title (Name of your Class) - this will display on student schedules and be the way your class is listed throughout the interface
 - Max number of students - how many “seats” are available. This will limit enrollment in the class
 - Omit from Parent Displays - checking this box will “hide” this class from the parent interface
 - Class Meeting is Optional - checking this box indicates that attendance is not taken/required
 - Average Hours of study per week - number of hours that the class content is studied per week for calculating total weekly hours on the Student Learning Plan (should be left blank if class is not counted towards weekly hours)
 - Learning Credit Cost - if your program utilizes the Learning Credit system to track individual student costs, a single overall class cost can be entered here and this total will be deducted from the Ledger for each student upon enrolling in this class
 - Learning Credit Cost per Meeting - if your program utilizes the Learning Credit system to track individual student costs, a per class meeting cost can be entered here and this total (cost x number of class meetings based on the established class schedule) will be deducted from the Ledger for each student upon enrolling in this class

- h. Grade Levels - one or more must be chosen and this will limit displays that this class is returned for (based on student grade level)
- i. Description - text that can be used to provide a description of this class (if you've described on the course you could consider copying/pasting from there)

Essentials

Title (required)

Max Number of Students (req)

Omit Class From Parent Displays
 Class Meeting is Optional

Average Hours of Study Per Week (optional)

Learning Credit Cost (optional)

Learning Credit Cost Per Meeting (optional)

Grade Levels (required) Select

Description (optional)

2. Dates: all four fields in this section are required and determine the length of the class.
 - a. School Year: this will default to the current school year for most of the year, then in the late spring, to the following school year, but can always be edited
 - b. Class Terms: these are established by your program and can include Semesters or Quarters; when scheduling a class you may choose one or more terms (i.e. if a yearlong class you could choose both Sem 1 and Sem 2)

*If you think there is the possibility that students may not continue the class for the whole year, it is best to set it up as two separate sections so that they can register for each independently
 - c. Start Date & End Date: selecting the Class Terms will automatically update these dates based on the Semester start and end dates in the system, but can be manually updated as well

Dates

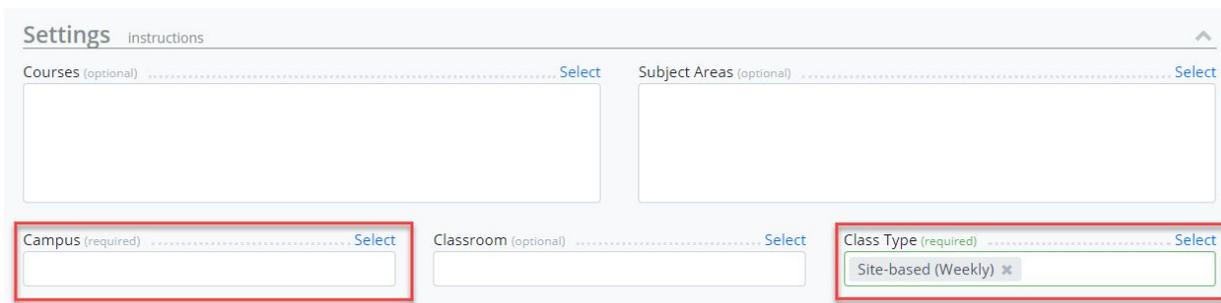
School Year (required) Select
 2019/20 ✕

Class Terms (required) Select

Start Date (required)
 9/4/19

End Date (required)
 6/11/20

3. Settings: Just two fields are required here, but you can also select a course to base your class on
 - a. Courses: if you've built a Course that defines the content of your class, link it here to carry all of the attached content down to Student Learning Plans
 - b. Subject Areas: this optional field will allow you to attach one or more subject areas to the class and will act as a filter for those using enrollment method 1 described above. **If you use enrollment method 2, it is important that you only designate one state subject area per class.**
 - c. Campus: for programs utilizing multiple campuses, this identifies which campus the Class will take place on and can be defaulted to a single campus if needed
 - d. Classroom: this field can be formatted to list your available classrooms and identifies where your class takes place
 - e. Class Type: this required field identifies what Type this class is for identification on the student learning plan



Settings instructions

Courses (optional) Select

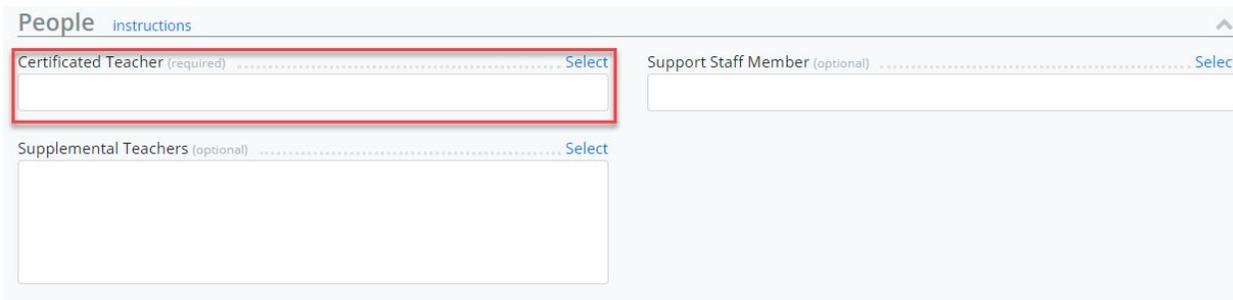
Subject Areas (optional) Select

Campus (required) Select

Classroom (optional) Select

Class Type (required) Select
Site-based (Weekly) x

4. People: Who is responsible for the teaching and/or oversight of this class?
 - a. Certificated Teacher: in this required field, identify the certificated teacher ultimately responsible for the content of this Class, even if being delivered by a non-certificated staff member
 - b. Support Staff Member: this optional field will allow you to identify one or more non-certificated staff members who are delivering Class Content
 - c. Supplemental Teachers: additional Certificated Teachers can be identified here who are team teaching the class



People instructions

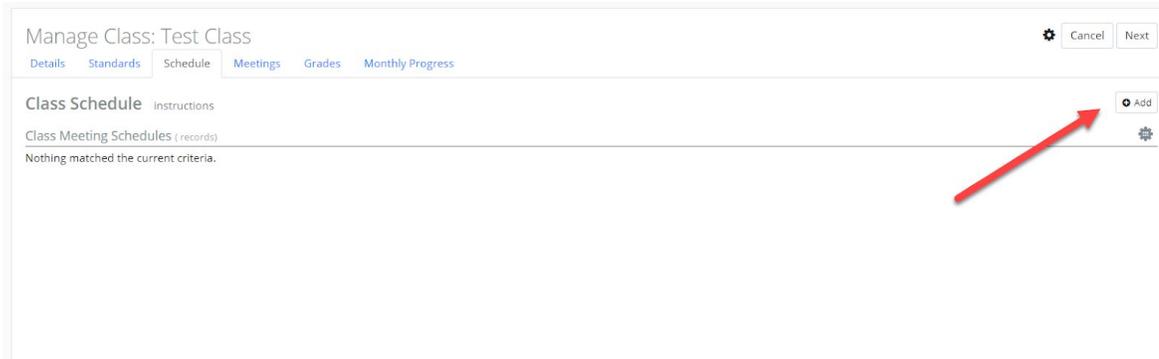
Certificated Teacher (required) Select

Support Staff Member (optional) Select

Supplemental Teachers (optional) Select

Create Class Modal: Schedule Tab

1. Click on the “Add” button at the top right to add the schedule - the times each week that this class will be meeting.



Manage Class: Test Class

Details Standards Schedule Meetings Grades Monthly Progress

Class Schedule Instructions

Class Meeting Schedules (records)

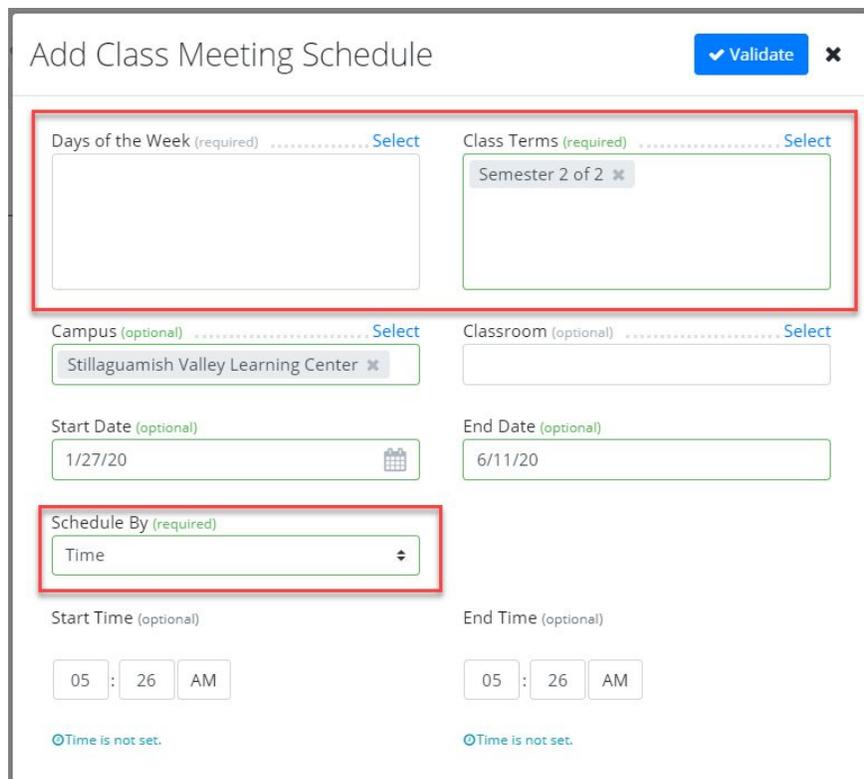
Nothing matched the current criteria.

Cancel Next

Add

In the “Add Class Meeting Schedule” modal you will make the following selections:

- a. Days of the Week - choose one or more days of the week that the class will meet
- b. Class Terms - this will autofill from the selections made on the “Details Tab”
- c. Campus - this will autofill from the selections made on the “Details Tab”
- d. Start & End Date - set based on the Class Term selected, but can be manually changed
- e. Schedule By - with this selector, choose either Time or Period (Planner or Period view) and make the corresponding selections



Add Class Meeting Schedule

Validate

Days of the Week (required) Select

Class Terms (required) Select

Semester 2 of 2

Campus (optional) Select

Stillaguamish Valley Learning Center

Classroom (optional) Select

Start Date (optional)

1/27/20

End Date (optional)

6/11/20

Schedule By (required)

Time

Start Time (optional)

05 : 26 AM

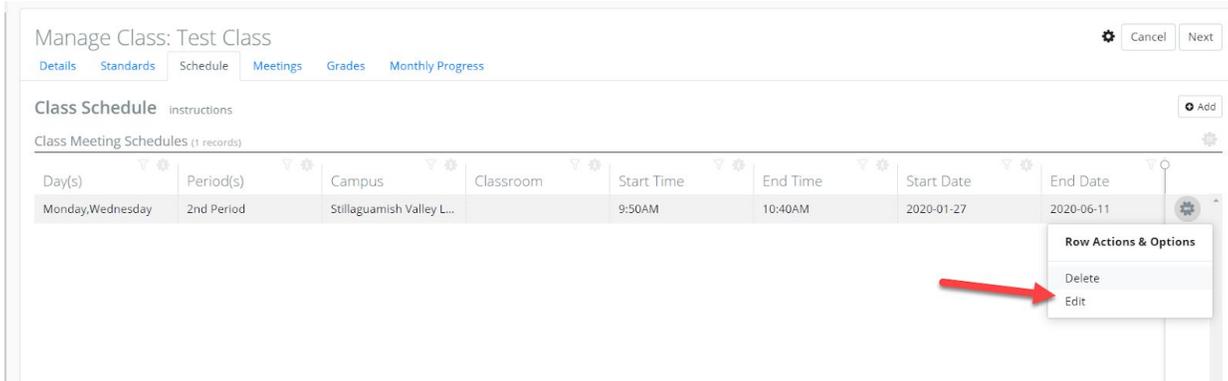
End Time (optional)

05 : 26 AM

Time is not set.

Time is not set.

2. Once all your selections are made click “Ok” and you will see a line added with the selected details. Using the row action gear at the far right, you can delete or edit the established class schedule.



Manage Class: Test Class

Details Standards Schedule Meetings Grades Monthly Progress

Class Schedule Instructions Add

Class Meeting Schedules (1 records)

Day(s)	Period(s)	Campus	Classroom	Start Time	End Time	Start Date	End Date
Monday,Wednesday	2nd Period	Stillaguamish Valley L...		9:50AM	10:40AM	2020-01-27	2020-06-11

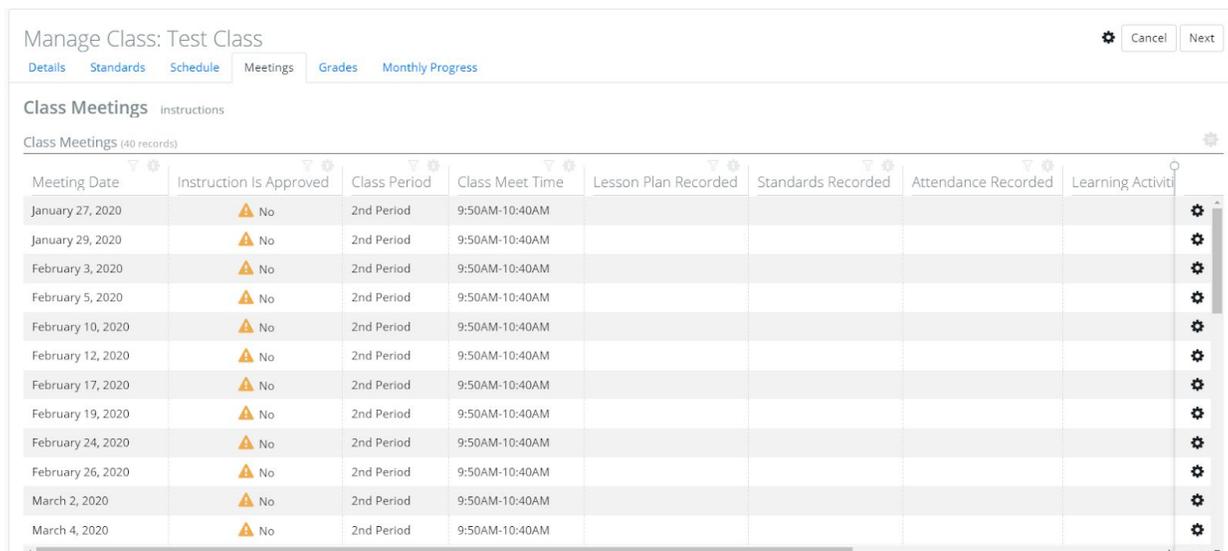
Row Actions & Options

- Delete
- Edit

Once a class has begun, only the Registrar can edit or delete the associated schedule.

Create Class Modal: Meetings Tab

Click on this tab to see a list of all class meetings generated based on the schedule input.



Manage Class: Test Class

Details Standards Schedule Meetings Grades Monthly Progress

Class Meetings Instructions

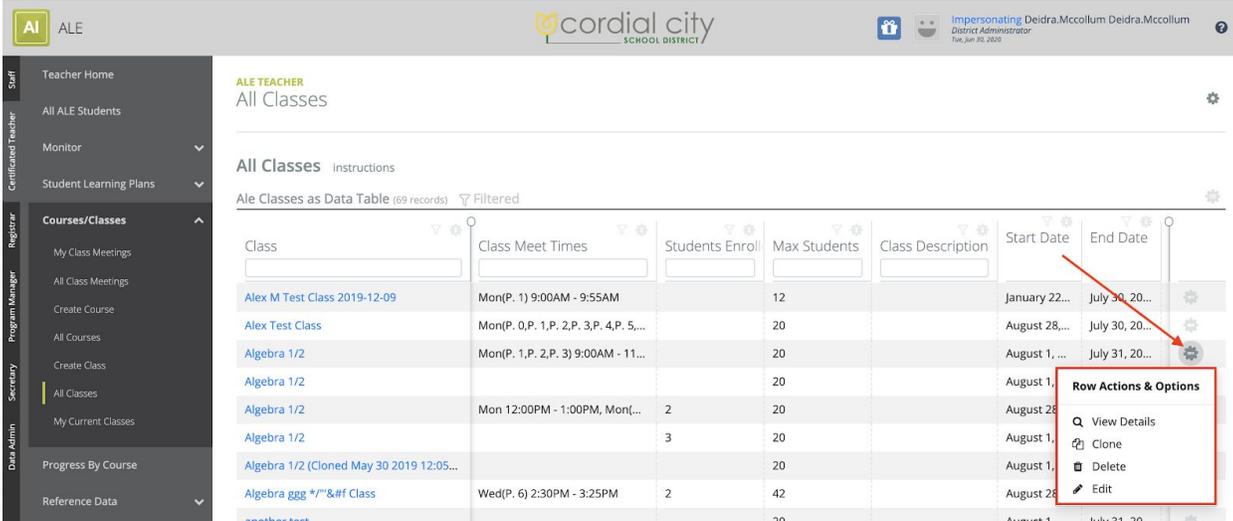
Class Meetings (40 records)

Meeting Date	Instruction Is Approved	Class Period	Class Meet Time	Lesson Plan Recorded	Standards Recorded	Attendance Recorded	Learning Activities
January 27, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
January 29, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 3, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 5, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 10, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 12, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 17, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 19, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 24, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
February 26, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
March 2, 2020	⚠ No	2nd Period	9:50AM-10:40AM				
March 4, 2020	⚠ No	2nd Period	9:50AM-10:40AM				

Your class is now ready to be added to student schedules.

Making Edits to a Class once Scheduled

To view a list of scheduled classes, navigate to “Courses/Classes” and “All Classes” in the left nav. Here you can view a table listing all scheduled classes and using the filters at the top of each column can search for specific Classes.

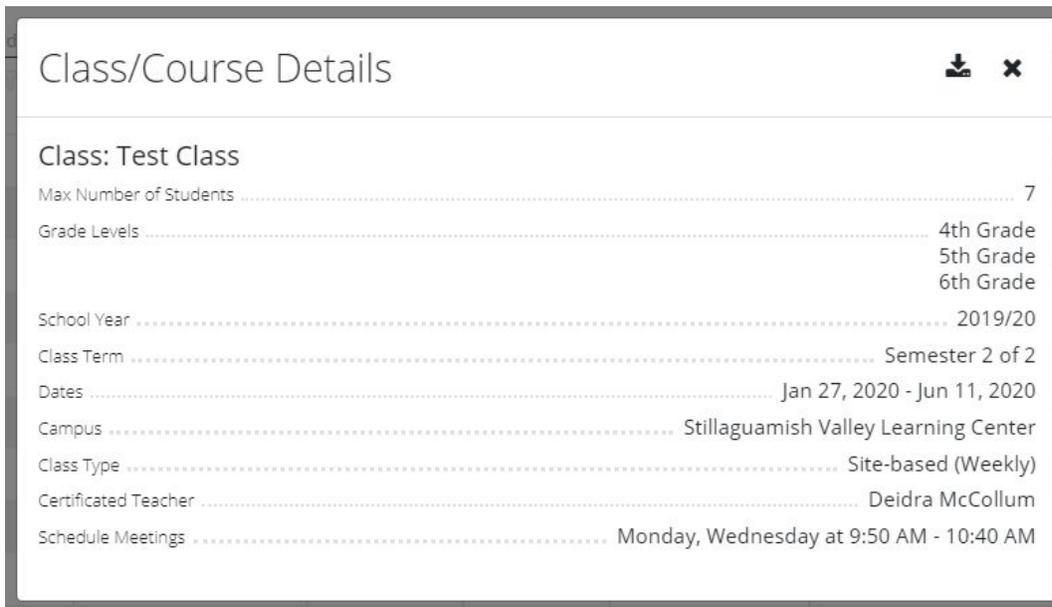


The screenshot shows the 'All Classes' table in the SchoolData.net interface. The table has columns for Class, Class Meet Times, Students Enroll, Max Students, Class Description, Start Date, and End Date. A red box highlights the 'Row Actions & Options' menu for a class row, which includes options for View Details, Clone, Delete, and Edit.

Class	Class Meet Times	Students Enroll	Max Students	Class Description	Start Date	End Date
Alex M Test Class 2019-12-09	Mon(P, 1) 9:00AM - 9:55AM		12		January 22...	July 30, 20...
Alex Test Class	Mon(P, 0.P, 1.P, 2.P, 3.P, 4.P, 5,...		20		August 28,...	July 30, 20...
Algebra 1/2	Mon(P, 1,P, 2,P, 3) 9:00AM - 11...		20		August 1, ...	July 31, 20...
Algebra 1/2			20		August 1,	
Algebra 1/2	Mon 12:00PM - 1:00PM, Mon[...	2	20		August 28	
Algebra 1/2		3	20		August 1,	
Algebra 1/2 (Cloned May 30 2019 12:05...			20		August 1,	
Algebra ggg *"/"&#f Class	Wed(P, 6) 2:30PM - 3:25PM	2	42		August 28	
another test			20		August 1,	July 31, 20...

Using the row action gear to the right of any Class, you can perform the following actions:

1. View Details: this will open a small modal that displays an overview of the basic class details



The screenshot shows the 'Class/Course Details' modal window. It displays the following information for the class 'Test Class':

- Class: Test Class
- Max Number of Students: 7
- Grade Levels: 4th Grade, 5th Grade, 6th Grade
- School Year: 2019/20
- Class Term: Semester 2 of 2
- Dates: Jan 27, 2020 - Jun 11, 2020
- Campus: Stillaguamish Valley Learning Center
- Class Type: Site-based (Weekly)
- Certificated Teacher: Deidra McCollum
- Schedule Meetings: Monday, Wednesday at 9:50 AM - 10:40 AM

2. Clone: this will create an exact copy of the selected class, duplicating everything from the “Details” tab that can then be renamed and the details edited. A class meeting schedule will need to be added, but this can be handy for duplicating a class that is offered both first and second semester.
3. Delete: this will completely delete a class and all of its associated data. Use with caution! Unless you are a registrar, you will be unable to delete a class using this action once students are enrolled in the class.



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4. If you delete a class after the start date for the class has passed, you will now effectively be “cancelling” the class rather than deleting it. This action can only be taken by a Registrar and while any students enrolled and their associated data will be removed, it will act the same as a deleted class in that the class will:
 - a. be hidden from “All Classes” menus by default
 - b. not show for attendance or “my classes” for teachers
 - c. no longer appear for registration on student schedules
 5. Edit: click on this or on the class title to open the Manage Class modal and make edits.
 6. Only the Registrar can make edits to a class schedule once the class has begun meeting.