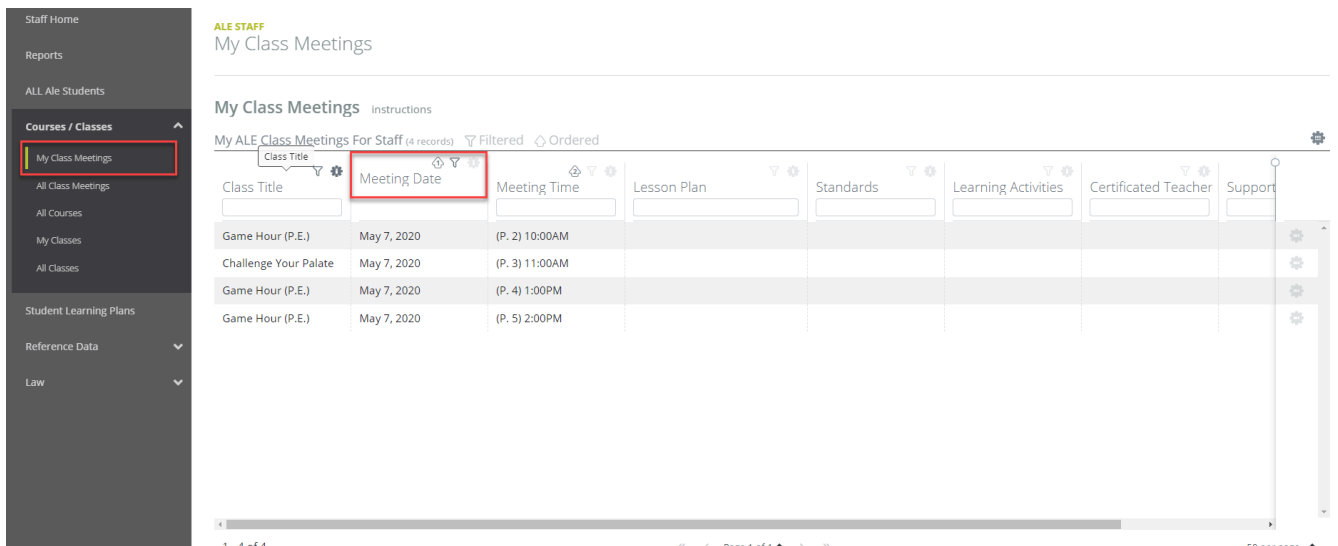


ALE Recording Class Meeting Data V2

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.

1. To enter Class Meeting Data, navigate to **Courses/Classes** and **My Class Meetings** in the left-hand navigation.



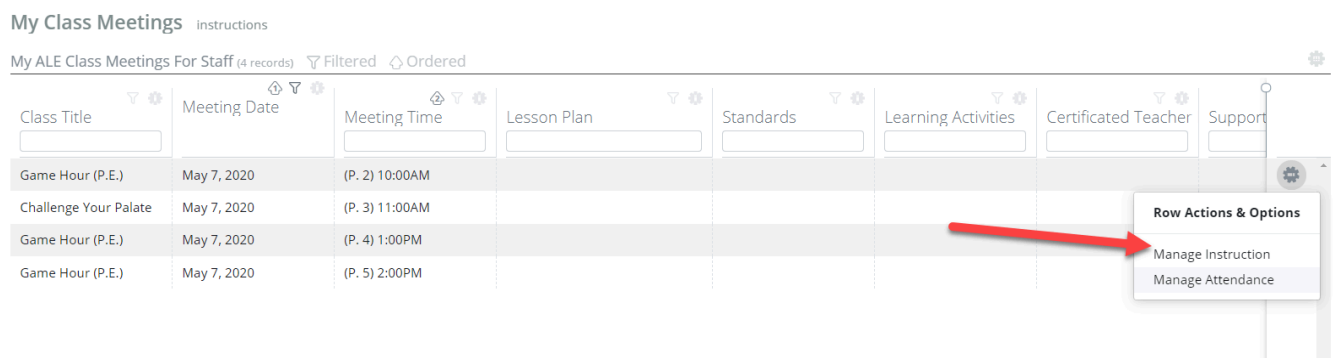
ALE STAFF
My Class Meetings

My Class Meetings instructions

My ALE Class Meetings For Staff (4 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher	Support
Game Hour (P.E.)	May 7, 2020	(P. 2) 10:00AM					
Challenge Your Palate	May 7, 2020	(P. 3) 11:00AM					
Game Hour (P.E.)	May 7, 2020	(P. 4) 1:00PM					
Game Hour (P.E.)	May 7, 2020	(P. 5) 2:00PM					

2. 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 that date.
3. Using the **Row Action gear** at the far right, choose the class you want to record Class data for and select **Manage Instruction**.



My Class Meetings instructions

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Row Actions & Options

- Manage Instruction
- Manage Attendance

4. You will see the following form, where you can enter data points for a single class meeting.

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

Manage Class Meeting Instructions



Class Game Hour (P.E.) **Class Meeting Date** 5/7/20

You are able to edit the lesson plan, learning objectives, standard selections, learning activities and make notes, on a per class meeting basis. You can also view any notes recorded by the Certificated Teacher who is providing oversight for this class.

Lesson Plan (optional)	Learning Objectives (optional) Select	Standard Selections (optional) Select
<input type="text"/>	<input type="text"/>	<input type="text"/>
Learning Activities (optional)	Learning Activity Selections (optional) Select	<input type="checkbox"/> I have reviewed and approved this instruction <input type="checkbox"/> All instruction will be delivered within sight and sound proximity to a certificated teacher.
<input type="text"/>	<input type="text"/>	
Certificated Teacher Notes (optional)	Support Staff Notes (optional)	
<input type="text"/>	<input type="text"/>	

- **Lesson Plan:** Enter information about what you plan to cover during this class meeting.
- **Learning Objectives:** Choose from a selectable list of Objectives filtered to the class's subject area and grade level(s).
- **Standard Selections:** Choose from a selectable list of Standards filtered to the class's subject area and grade level(s).
- **Learning Activities:** Enter Learning Activities for the class meeting.
- **Learning Activity Selections:** Choose from a selectable list of Learning Activity Selections.

The following fields can only be edited by a Certificated Teacher:

- **Checkboxes 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 communicate planned instruction to the Support Staff.

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

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

The following fields will be surfaced on the Monthly Progress Review for any student 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 writl...		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 irregulari...	
2019-12-17	Seuss on the Loose	Today we are reading the Grinch with a reading...		Understand story elements such as character, settin...	