

ALE Setting Up the Parent Class Interest Survey (Connect)

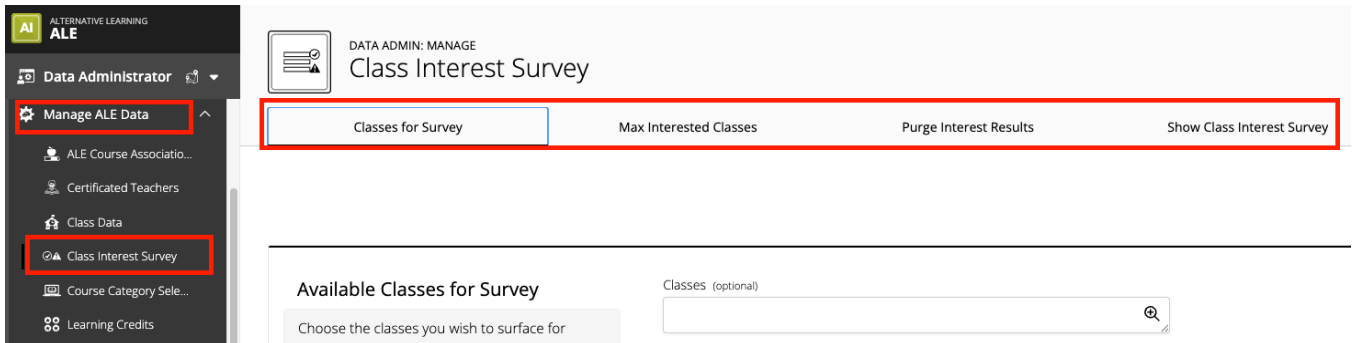
Here, in the **District Administrator Role**, set up a survey for parents to complete that indicates their interest in class offerings for the upcoming term or school year. Programs can use these results to plan which classes to offer and, in larger programs, how many sections are needed.

Survey Steps:

1. Choose which classes to include. Classes from the system's All Classes list are available to be included.
2. Assign parents a number of "votes" per student. When taking the survey, parents will see the following data points for each class: Class Name, Certificated Teacher, Support Staff, Grade Levels, Subject Area, and Description.
3. Make the survey available to the parents.
4. Download survey results.
5. Purge results (if needed).

This task is completed in the **Data Admin Role**.

1. Start under **Manage ALE Data** in the left navigation menu and choose **Class Interest Survey**.
2. You will see the **Manage Class Interest Survey** page with four subpages (tabs) across the top of the page from which to select.



The screenshot displays the 'Manage Class Interest Survey' interface. On the left, a navigation sidebar includes 'Data Administrator', 'Manage ALE Data', 'ALE Course Associatio...', 'Certificated Teachers', 'Class Data', 'Class Interest Survey', 'Course Category Sele...', and 'Learning Credits'. The main area is titled 'DATA ADMIN: MANAGE Class Interest Survey' and features four tabs: 'Classes for Survey', 'Max Interested Classes', 'Purge Interest Results', and 'Show Class Interest Survey'. The 'Classes for Survey' tab is selected, showing a section for 'Available Classes for Survey' with a search bar and a magnifying glass icon.

- a. Click the **Classes for Survey** tab: Here, you will choose the classes you wish to surface for selection in a class interest survey.
 - i. Click the **magnifying glass** in the **Classes** field, click one or more **checkboxes** to the left, and click **Accept**. Use the filters to sort and find all the classes you would like to include in the survey for parents.
- b. Click the **Max Interested Classes** tab: Here, you will set the maximum number of classes all parents can select in a class interest survey.
 - i. Fill in the **Max Count of Parent Interested Classes** field numerically.
 - ii. Once saved, it can be manually changed for an individual in the **SLP > Details tab > Parent Enrollment Settings > Max Count of Parent-Interested Classes** field.

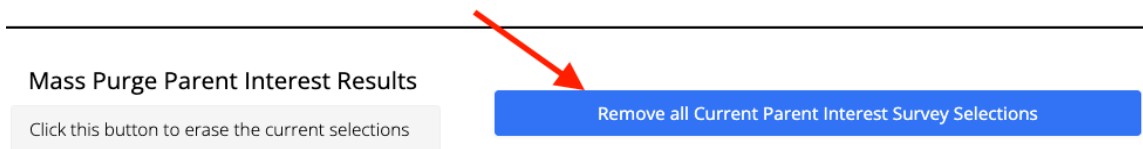
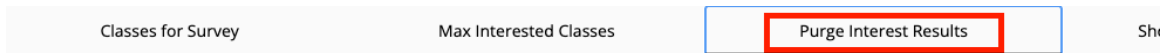


Apply Maximum Count of Parent Interested Classes

Max Count of Parent Interested Classes (optional)

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- c. Click the **Purge Interest Results** tab. Here, you will erase the current selections parents have made.
- i. Click the **Remove all Current Parent Interest Survey Selections** button.



- d. Click the **Show Class Interest Survey** tab. Here, you can turn the left navigation survey link for parents/guardians on or off.
- i. Toggle on/off the **Show Class Interest Survey**. If the toggle is blue, it is turned on.

