

## ALE Activating/ Deactivating Certificated Teachers V2

Deactivating a Certificated Teacher removes them from Certificated Teacher selectors and from their access to the Role, without requiring the removal of role-dependent data.

The ability to activate and deactivate Certificated Teachers is restricted to users with the ALE **Data Admin Role**.

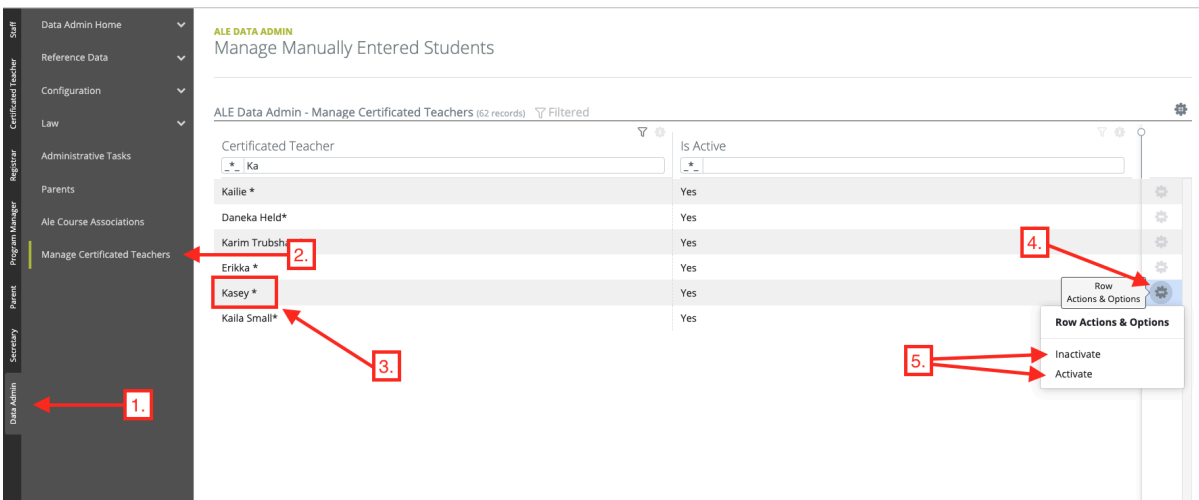
### What Happens When a Certificated Teacher is “Deactivated?”

Taking the **Deactivation** action affects the following items:

- Inactive Certificated Teachers cannot access any pages under the Certificated Teacher Role.
- They will not show in any of the following Certificated Teacher selectors:
  - Initiate Student Learning Plan
  - Create Class
  - Create Course
  - Add Subject-Course to Student Learning Plan
  - Details page of Student Learning Plans.
  - Add substitution record
  - Email List

### How to Activate/Deactivate Certificated Teachers

1. Select the **Data Admin Role**.
2. Click **Manage Certificated Teachers** in the left-hand navigation menu.
3. Find the **Certificated Teacher** you want to Activate/Deactivate in the Table.
4. Click the **Row Actions & Options** gear for the teacher.
5. Click **Activate** to Activate the Teacher and **Inactivate** to Deactivate the Teacher.



Certificated Teacher	Is Active
Kailie *	Yes
Daneka Held*	Yes
Karim Trubsh*	Yes
Erikka *	Yes
Kasey *	Yes
Kaila Small*	Yes