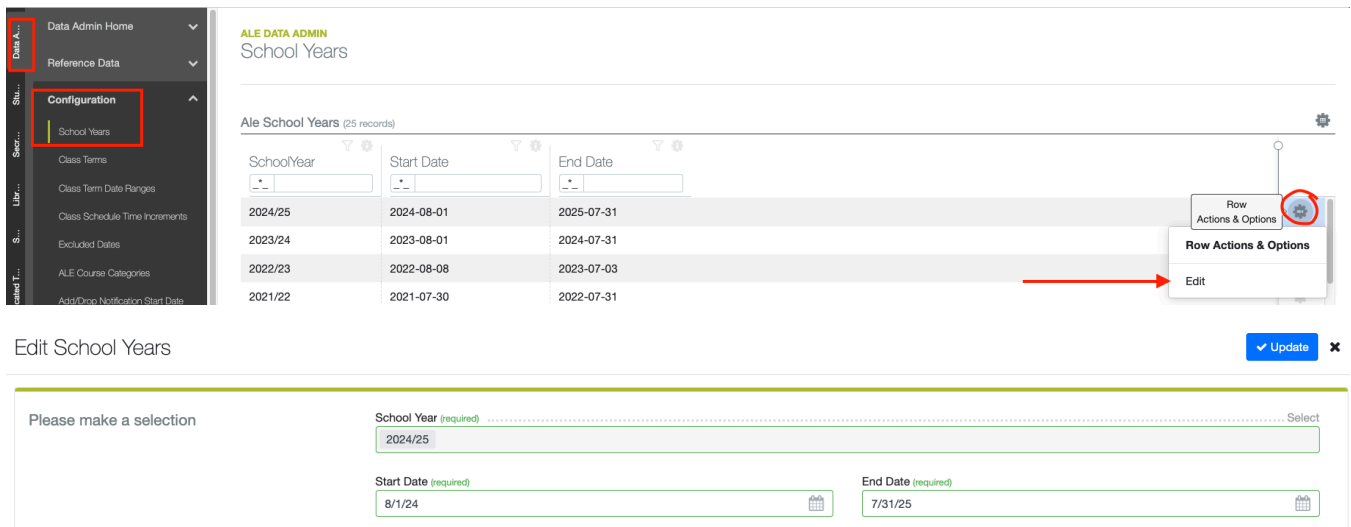


ALE Date Settings V2

Here, you will learn how to configure the school-year date settings. This needs to be done for every upcoming school year by the **Data Admin Role**.

School Years

1. Start under **Configuration** in the left navigation menu and select **School Years**. These dates will populate the Student Learning Plans' start and end dates, and the SLP subjects and courses.
2. Use the **Row Action & Options** gear to the far right to select **Edit** for the year you wish to enter dates for.
3. Fill in the fields and click **Update**.



ALE DATA ADMIN
School Years

Ale School Years (25 records)

SchoolYear	Start Date	End Date
2024/25	2024-08-01	2025-07-31
2023/24	2023-08-01	2024-07-31
2022/23	2022-08-08	2023-07-03
2021/22	2021-07-30	2022-07-31

Edit School Years Update

Please make a selection

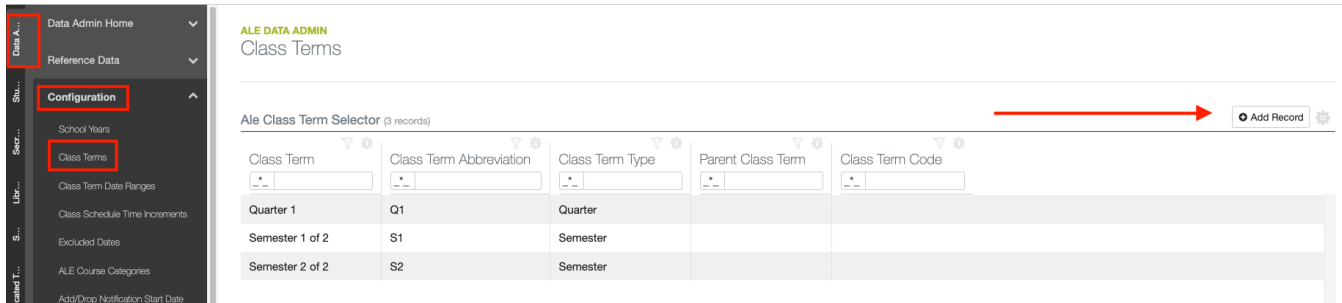
School Year (required) Select

Start Date (required)

End Date (required)

Class Terms

1. Click **Configuration** in the left navigation menu and choose **Class Terms**.
2. This page will only display the terms currently in use under **Configuration >> Class Term Date Ranges**. To see which terms already exist, click **Class Term Date Ranges** in the left navigation.
 - a. Click **Add Record** in the top right and click the **Class Term** selector to see existing terms. If the term you need doesn't already exist, proceed with adding a new **Class Term**. Class Terms are used on the **Class Term Date Ranges**, **Manage Class**, and **Class Schedule** pages.



ALE DATA ADMIN
Class Terms

Ale Class Term Selector (3 records)

Class Term	Class Term Abbreviation	Class Term Type	Parent Class Term	Class Term Code
Quarter 1	Q1	Quarter		
Semester 1 of 2	S1	Semester		
Semester 2 of 2	S2	Semester		

3. Click **Add Record** on the top right of the table.
 - a. Fill out the **Class Term** Field and any other fields to which you would like to add information.
 - i. **Class Term (Required)**: This will appear in the Class Term Selectors and in tables that show class terms. The information in this field cannot be the same as any other class term.
 - ii. **Class Term Abbreviation (Optional)**: This is the short name for the class term. The information entered here does not need to be unique. This will also be displayed in tables and reports configured to use abbreviations.
 - iii. **Class Term Type (Optional)**: This field has six (6) designations (**All Year, Monthly, Quarter, Semester, Trimester, and Triterm**) that determine which view classes with the term will be displayed. This most notably affects student learning plans on the **Schedule Classes** page. There is a different view for each Class Term Type. Each view will display only classes that correspond to the selected **Class Term Type**.
 - iv. **Parent Class Term (Optional)**: This field allows you to select a Parent Term from a list of existing Terms. Class Terms must have designated ranges to show up in the list. This field is currently informational and doesn't connect to any other parts of the application.
 - v. **Class Term Code (Optional)**: A class term code can be entered here. This field is currently informational and doesn't connect to any other parts of the application.
 - b. Click **Add**. If a Class Term already exists, you will get an error, and the class term won't be created.

Add Record [Add](#) ✕

⤴ Please make a selection

Class Term (required)	<input type="text" value="Quarter 2"/>	Class Term Abbreviation (optional)	<input type="text"/>
Class Term Type (optional)	<input type="text"/>	Parent Class Term (optional)	<input type="text"/>
Class Term Code (optional)	<input type="text"/>		

Class Term Date Ranges

1. Click **Configuration** in the left navigation menu and choose **Class Term Date Ranges**. These dictate the Class Terms' default start and end dates. These surfaces are on the **Manage Class** page when terms are selected and on the **Class Schedule** page when creating a new schedule. Class Term Date Ranges are program-specific.

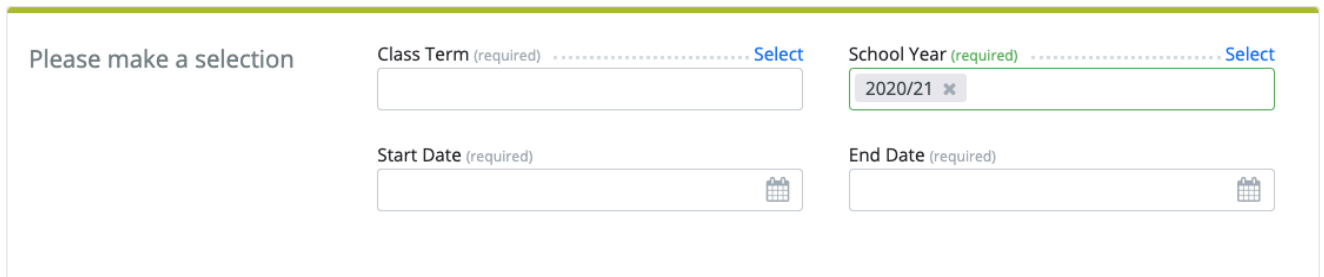
2. Click **Add Record** on the top right of the table.



The screenshot shows the 'ALE DATA ADMIN' interface for 'pleasant village school district'. The left sidebar has 'Configuration' and 'Class Term Date Ranges' highlighted. The main area displays a table of 'Ale Class Term Date Ranges' with 12 records. The table has columns for Class Term, School Year, Start Date, and End Date. An 'Add Record' button is located at the top right of the table, indicated by a red arrow.

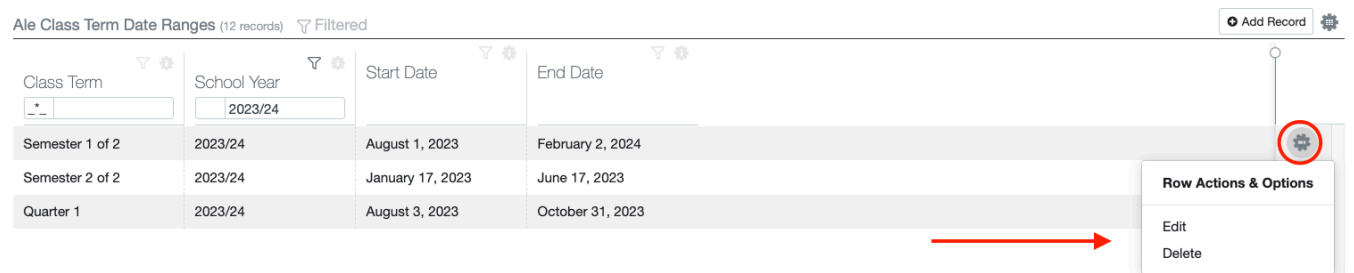
Class Term	School Year	Start Date	End Date
Semester 1 of 2	2023/24	August 1, 2023	February 2, 2024
Semester 2 of 2	2023/24	January 17, 2023	June 17, 2023
Quarter 1	2023/24	August 3, 2023	October 31, 2023

- a. Select the **Class Term, School Year, Start, and End Date.**
 - i. **Class Term** (Required): A selector-controlled field derived from the Class Terms Table.
 - ii. **School Year** (Required): This field is controlled by a selector. The field will default to the current school year.
 - iii. **Start Date** (Required): A date selector controls the field. Clicking the field opens the date selector. Dates can also be manually typed using the mm/dd/yy format.
 - iv. **End Date** (Required): A date selector controls this field. Clicking the field opens the date selector. Dates can also be manually entered in mm/dd/yy format.
- b. Click **Add**. If a Date range already exists for the selected Class Term and year, you will get an error, and the date range won't be added.



The screenshot shows a form titled 'Please make a selection' for adding a new record. It includes four required fields: Class Term (with a 'Select' button), School Year (with a dropdown menu showing '2020/21'), Start Date (with a calendar icon), and End Date (with a calendar icon).

3. Click the **Row Action & Options** gear of the Class Term Date Range you want to edit or delete.



The screenshot shows the 'ALE DATA ADMIN' interface for 'pleasant village school district'. The left sidebar has 'Configuration' and 'Class Term Date Ranges' highlighted. The main area displays a table of 'Ale Class Term Date Ranges' with 12 records. The table has columns for Class Term, School Year, Start Date, and End Date. A gear icon for the 'Row Action & Options' menu is highlighted with a red circle and arrow.

Class Term	School Year	Start Date	End Date
Semester 1 of 2	2023/24	August 1, 2023	February 2, 2024
Semester 2 of 2	2023/24	January 17, 2023	June 17, 2023
Quarter 1	2023/24	August 3, 2023	October 31, 2023

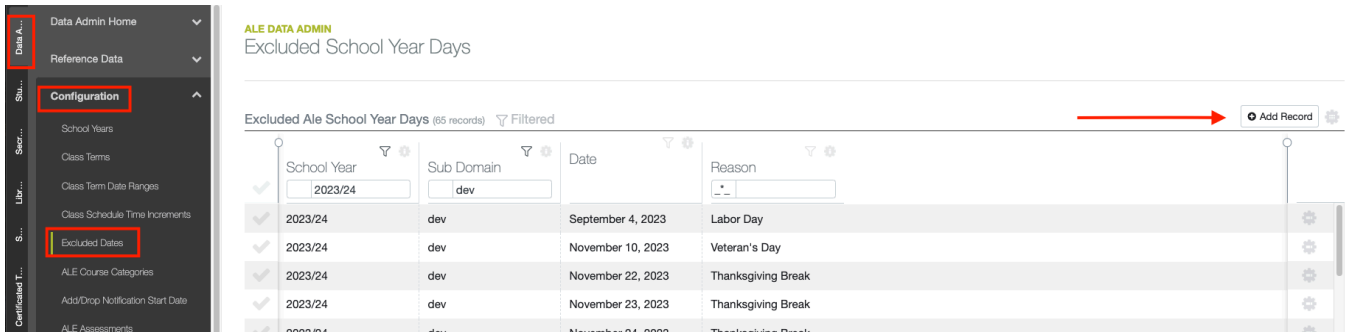
Excluded Dates

Excluded Dates are non-student days used within the school year. They serve two main purposes:

- **Days Since Last Contact:** These are used in the calculation on the **Monitor Weekly Contact pages** to ensure an accurate total.
- **Class Scheduling:** For those who schedule classes, meetings will not be created on excluded dates. Additionally, the system will attempt to remove any existing class meetings when excluded dates are added.
- **Dates to include:** Holidays, teacher contract/non-student days, breaks, and Teacher Professional Development days.
- **Dates to exclude:** Early release days, student conference days, student SLP Advisor days, and testing days, as these are considered student days. Class Meetings for conference/no-class days need to be canceled or deleted via the All Class Meetings pages.

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/360039707874>

1. Click **Configuration** in the left navigation menu, then choose **Excluded School Year Days**.
2. Click **Add Record** on the top right of the table.



ALE DATA ADMIN
Excluded School Year Days

Excluded Ale School Year Days (65 records) Filtered

School Year	Sub Domain	Date	Reason
2023/24	dev	September 4, 2023	Labor Day
2023/24	dev	November 10, 2023	Veteran's Day
2023/24	dev	November 22, 2023	Thanksgiving Break
2023/24	dev	November 23, 2023	Thanksgiving Break
2023/24	dev	November 24, 2023	Thanksgiving Break



3. Select the **School Year, Start, and End Date**, then select **Add**.
 - a. **School Year** (Required): The school year for the Excluded date. Classes with school years that differ from the excluded dates will not be affected. The filters and form will default to the current school year.
 - b. **Sub Domain** (Optional): This is the Subdomain the excluded date is tied to. Only classes with campuses in the subdomain will be affected by the excluded date. If no subdomain is selected, only Classes with Campuses that are not connected to a subdomain will be affected. The filters and form will default to the current subdomain.
 - c. **Date:** This is when all class meetings will not be generated or deleted, when possible.
 - d. **Start Date** (Required): A date selector controls the field. Clicking the field opens the date selector. Dates can also be manually entered in mm/dd/yy format.
 - e. **End Date** (Required): A date selector controls the field. Clicking the field opens the date selector. Dates can also be manually entered in mm/dd/yy format.

Note: A Record will be created for every date in the chosen range. The system will attempt to remove any existing meetings in the date range when the meeting is added. No class meetings will be created in the selected date range when scheduling classes.

Add Record

Add ✕



^ Please Make a selection.






School Year (required) <small>..... Select</small>	Sub Domain (optional) <small>..... Select</small>
2023/24 ✕	dev ✕
Start Date (required)	End Date (required)
2023-08-29 	2023-06-16 
Reason (optional)	
<input type="text"/>	

4. Click the **Row Action & Options gear** of the Class Term Date Range you want to **delete**.
5. Click the **checkmark** next to the days you want to remove (They should be highlighted in blue when selected) to remove multiple dates simultaneously.

Note: The system will attempt to recreate any missing meetings when the excluded dates are removed.

ALE DATA ADMIN
Excluded School Year Days

Excluded Ale School Year Days (65 records)  Filtered Add Record 

School Year	Sub Domain	Date	Reason	
2023/24	dev	September 4, 2023	Labor Day	 
2023/24	dev	November 10, 2023	Veteran's Day	
2023/24	dev	November 22, 2023	Thanksgiving Break	
2023/24	dev	November 23, 2023	Thanksgiving Break	

Row Actions & Options
Delete