

## ALE Setting Up the Parent Class Interest Survey V2

Here, parents can complete a survey indicating 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.
2. Assign parents a number of “votes” per student.
3. Make the survey available to the parents.
4. Download survey results.
5. Purge results (if needed).

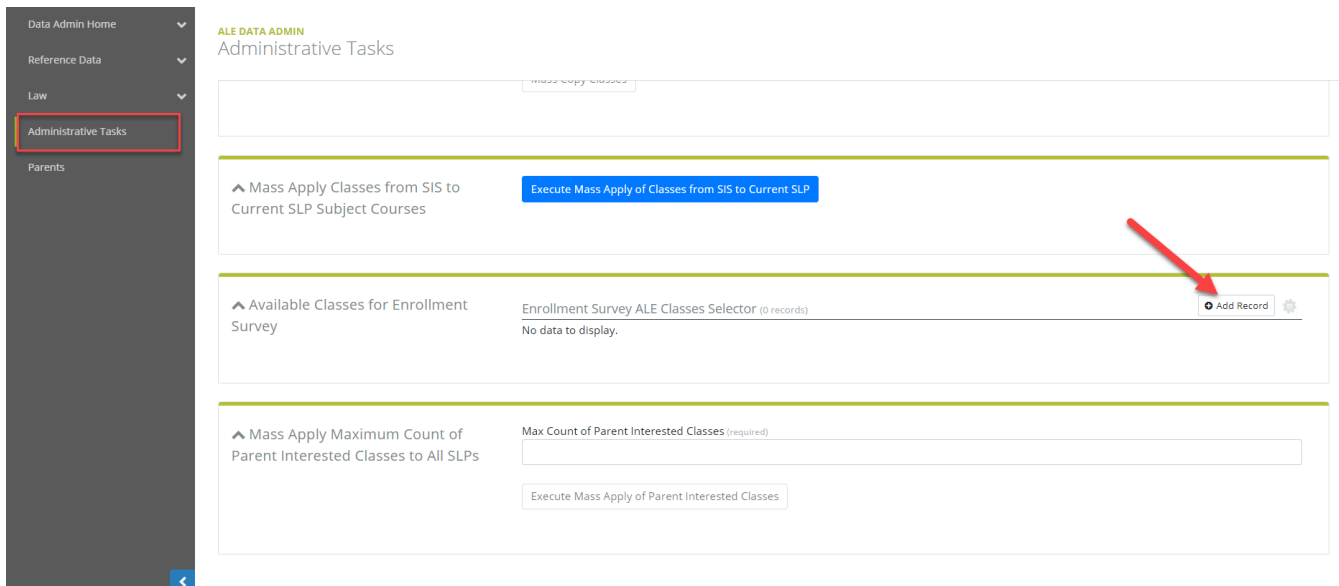
**Class Selection:** Classes from the system’s All Classes list are available to be included.

**Information for Parents:** 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.

**New Classes:** Classes not currently offered can be added, but they will only include the data points listed above. You may consider adding a naming convention that lets you quickly filter for classes created for this purpose, making them easy to delete if they are not used after the survey.

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

1. Navigate to the **Administrative Tasks** in the left navigation menu.
2. Scroll down to **Available Classes for Enrollment Survey** and click **Add Record**.



The screenshot displays the 'ALE DATA ADMIN' interface under the 'Administrative Tasks' section. The left-hand navigation menu is visible, with 'Administrative Tasks' selected and highlighted by a red rectangle. The main content area is divided into three distinct sections, each with a title and associated controls:

- Mass Apply Classes from SIS to Current SLP Subject Courses:** This section includes a blue button labeled 'Execute Mass Apply of Classes from SIS to Current SLP'.
- Available Classes for Enrollment Survey:** This section shows 'Enrollment Survey ALE Classes Selector (0 records)' and 'No data to display.' A red arrow points to the 'Add Record' button in the top right corner of this section.
- Mass Apply Maximum Count of Parent Interested Classes to All SLPs:** This section features a text input field for 'Max Count of Parent Interested Classes (required)' and a button labeled 'Execute Mass Apply of Parent Interested Classes'.

- Next, a form will open up where you will select the classes to include. Click on **Select** to view the list of available classes.

Add Record Add

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ALE Classes For Enrollment Survey

Classes (optional) Select

- Use the filters to sort and find all the classes you would like to include in the parents' survey. Use the **check marks** to select individual classes, or select the check mark at the top to select all from your list. You can view which you have chosen by clicking on **View Selected** in the bottom right corner, and a tally of how many classes you have chosen displays the count in the bottom left corner.

Classes Add Classes

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Classes (702 records)

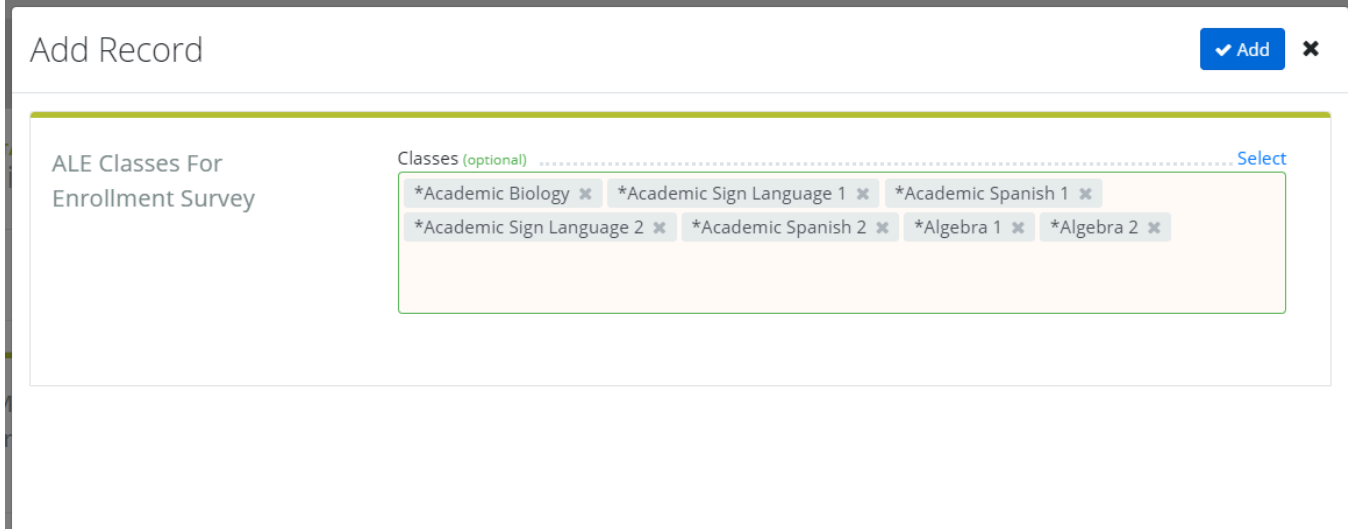
Class	Class Description	Start Date	End Date	Grade Level(s)	Class Meet Time
<input checked="" type="checkbox"/> *Academic Biology	Students will be le...	Septembe...	May 28, 2...	9, 10, 11, 12	Tue(P. 2,P. 3) 10:00AM
<input type="checkbox"/> *Academic Physical Science	Physical Science Th...	Septembe...	May 28, 2...	9, 10, 11, 12	Mon(P. 5,P. 6) 1:30PM
<input checked="" type="checkbox"/> *Academic Sign Language 1	American Sign Lan...	Septembe...	May 28, 2...	8, 9, 10, 11, 12	Tue(P. 2) 10:00AM
<input checked="" type="checkbox"/> *Academic Sign Language 2	Must have taken si...	Septembe...	May 28, 2...	9, 10, 11, 12	Mon(P. 1,P. 2) 9:00AM
<input checked="" type="checkbox"/> *Academic Spanish 1	Spanish I is a broa...	Septembe...	May 28, 2...	8, 9, 10, 11, 12	Tue(P. 2) 10:00AM
<input checked="" type="checkbox"/> *Academic Spanish 2	In this course, stud...	Septembe...	May 28, 2...	9, 10, 11, 12	Tue(P. 1) 9:00AM
<input type="checkbox"/> *Academic US History	History shouldn't b...	Septembe...	May 28, 2...	9, 10, 11, 12	Tue(P. 1,P. 2) 9:00AM
<input checked="" type="checkbox"/> *Algebra 1	Each student will 1...	Septembe...	May 28, 2...	8, 9, 10, 11, 12	Thurs(P. 4) 1:00PM
<input checked="" type="checkbox"/> *Algebra 2	The student will: 1...	Septembe...	May 28, 2...	9, 10, 11, 12	Mon(P. 5,P. 6) 1:30PM

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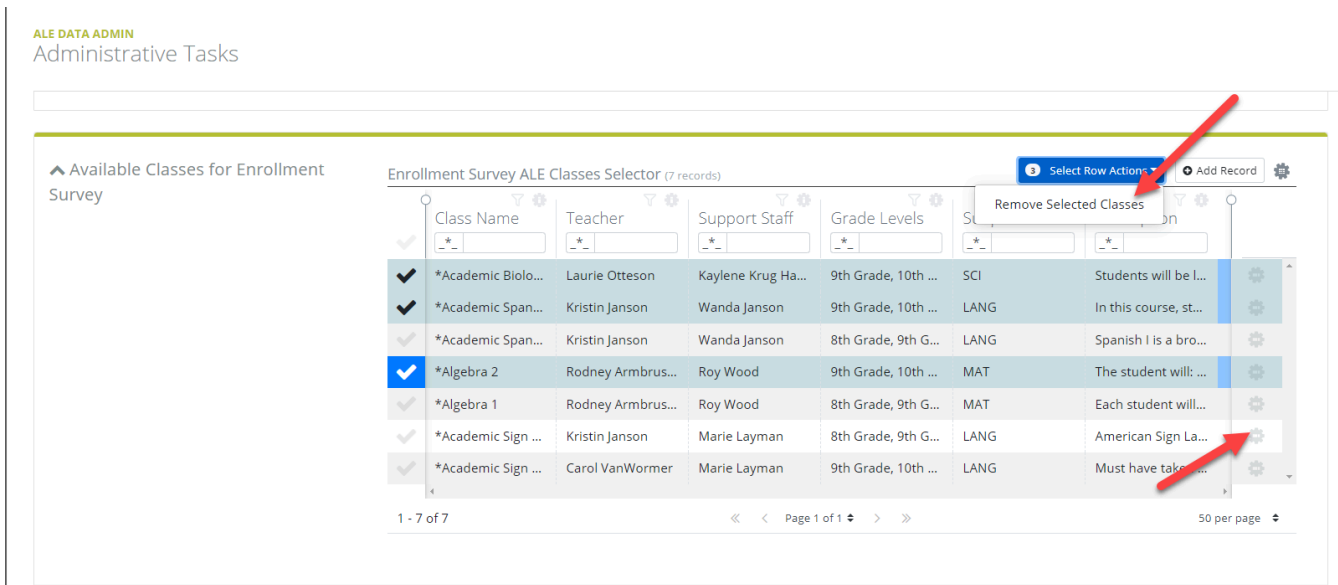
Your Selected Classes 0

View Selected

- Once you are done, click **Add Classes** in the top right. You will see a list of all the classes you are about to add to the survey.



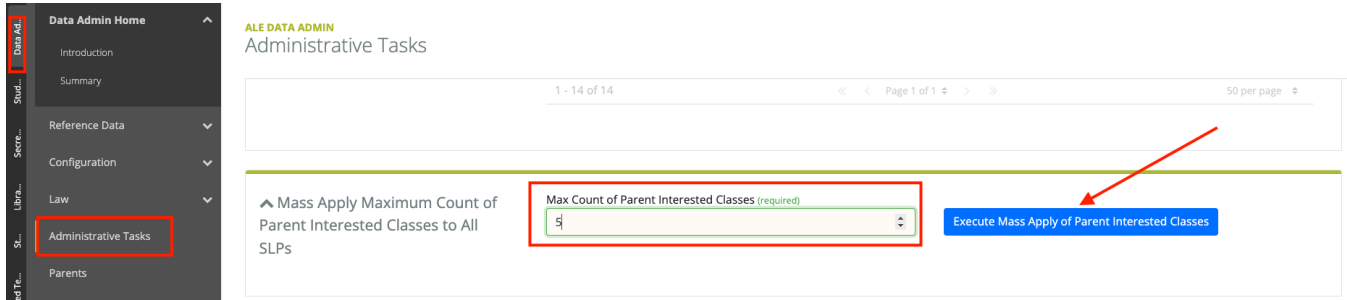
6. In this view, you can remove classes that need to be **removed** by clicking the “x” next to the class name. You can add more classes by clicking the add button again; your selections will be retained.
7. Once you are done, click **Add** in the top-right.
8. You will see a table displaying a list of all the classes you have selected to add.



9. From this view, you can select one or more classes with the **check marks** at the left and click **Select Row Actions** to choose **Remove Selected Classes** from the list.
10. Another option is to use the **Row Action & Options gear** and choose **Remove**.

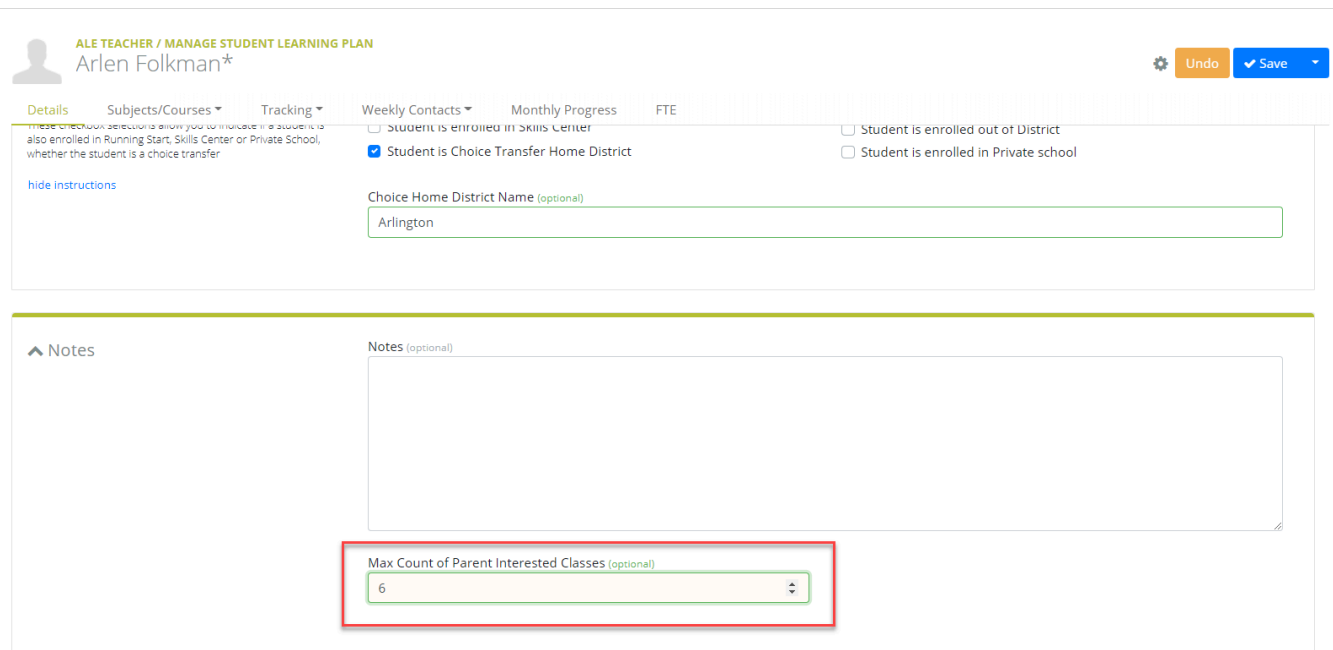
## Assigning Votes to Parents

- Next, you will need to determine how many “votes” each parent may cast per student. Each vote represents one class. Currently, there is a utility that lets you mass-apply the same number of votes to all students. Any individualization can then be done on a per-student basis if needed.
- This task is also completed in the **Data Admin Role** and by clicking **Administrative Tasks** in the left navigation menu. Scroll down to **Mass Apply Maximum Count of Parent Interested Classes to All SLPs**.



The screenshot shows the 'Data Admin Home' navigation menu on the left with 'Administrative Tasks' highlighted. The main content area is titled 'ALE DATA ADMIN Administrative Tasks' and displays a list of tasks. The task 'Mass Apply Maximum Count of Parent Interested Classes to All SLPs' is expanded, showing a form with a dropdown menu for 'Max Count of Parent Interested Classes (required)' set to '5'. A blue button labeled 'Execute Mass Apply of Parent Interested Classes' is visible to the right of the dropdown.

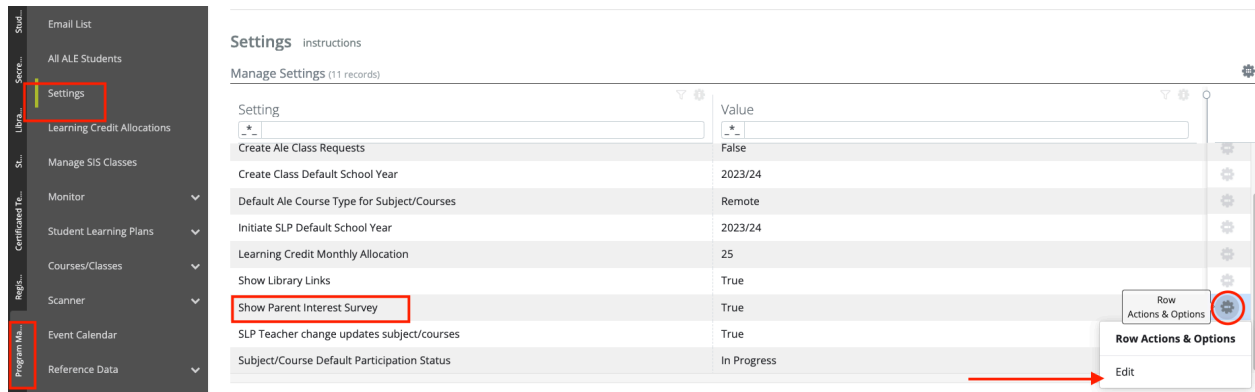
- Enter the number of “votes”, **Max Count of Parent Interested Classes** you would like to assign to every student, and click **Execute Mass Apply of Parent Interested Classes**.
- On an individual SLP, you can see where this number has been captured by scrolling down to the bottom of the **Details Tab** to **Max Count of Parent Interested Classes**. If individual changes are needed for some students, they can be made here and saved.



The screenshot shows the 'ALE TEACHER / MANAGE STUDENT LEARNING PLAN' interface for 'Arlen Folkman\*'. The 'Details' tab is selected, showing various student information fields. The 'Max Count of Parent Interested Classes' dropdown is highlighted with a red box and contains the number '6'. Other fields include 'Choice Home District Name (optional)' with 'Arlington' entered, and a 'Notes (optional)' text area.

## Making the Survey Available to Parents

1. Now that you have determined which classes are going to be included in the survey and assigned each student a number of “votes,” you need to activate the survey link for parents. This task is completed in the **Program Manager Role** under **Settings** in the left navigation menu.
2. Using the **Row Action & Options** gear for **Show Parent Interest Survey**, choose **Edit** and set it to true or false as needed.

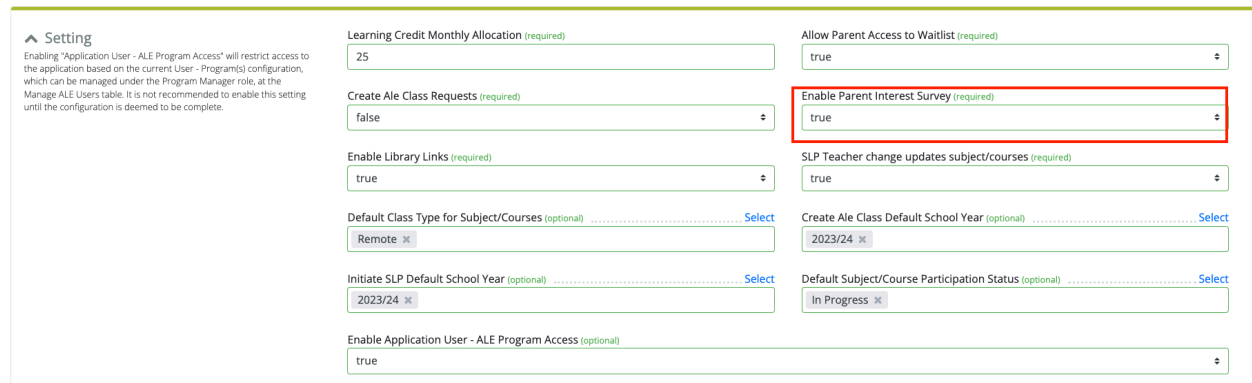


The screenshot shows the 'Settings' page in the SchoolData.net admin interface. The left navigation menu has 'Settings' selected. The main area displays a table of settings for 'Manage Settings (11 records)'. The 'Show Parent Interest Survey' setting is highlighted, and its gear icon is circled. A dropdown menu is open, showing 'Edit' as an option.

Setting	Value
Create Ale Class Requests	False
Create Class Default School Year	2023/24
Default Ale Course Type for Subject/Courses	Remote
Initiate SLP Default School Year	2023/24
Learning Credit Monthly Allocation	25
Show Library Links	True
Show Parent Interest Survey	True
SLP Teacher change updates subject/courses	True
Subject/Course Default Participation Status	In Progress

3. In the **Enable Parent Interest Survey** drop-down menu, click **True** and then **Update**. When **True**, the link for the **ALE Class Survey** will be visible in the left navigation for parents in your program. When set to **False**, parents will not see the link.

Edit Record

The screenshot shows the 'Edit Record' form for the 'Show Parent Interest Survey' setting. The 'Enable Parent Interest Survey' dropdown is set to 'true' and is highlighted with a red box. An 'Update' button is visible in the top right corner.

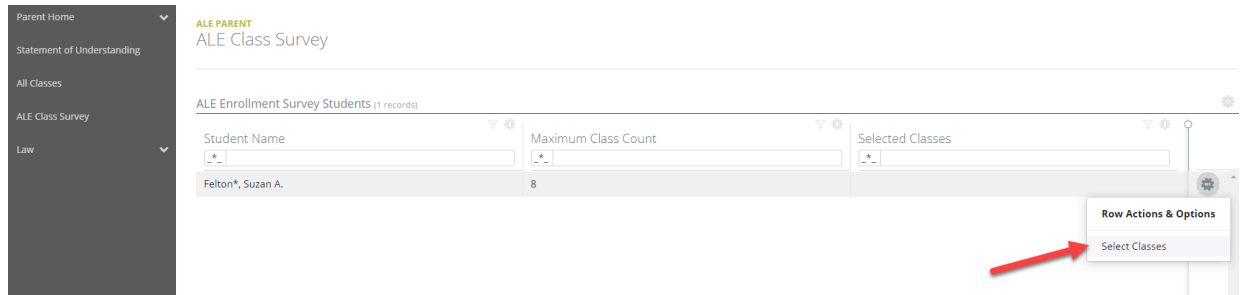


The screenshot shows the SchoolData.net parent portal. The 'ALE Class Survey' link is visible in the left navigation menu. The main content area shows a 'WELCOME TO YOUR ALE PROGRAM' banner.

## How Parents Complete the Survey

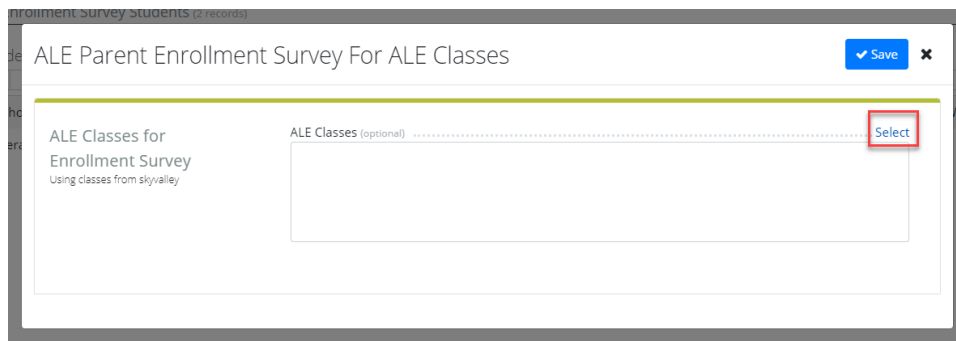
Once the link is activated, parents will see a table with one row for each of their students in the program who has an active SLP for the current or upcoming school year.

- Using the **Row Action & Options** gear, they can select **Select Classes**, which opens a form selector.



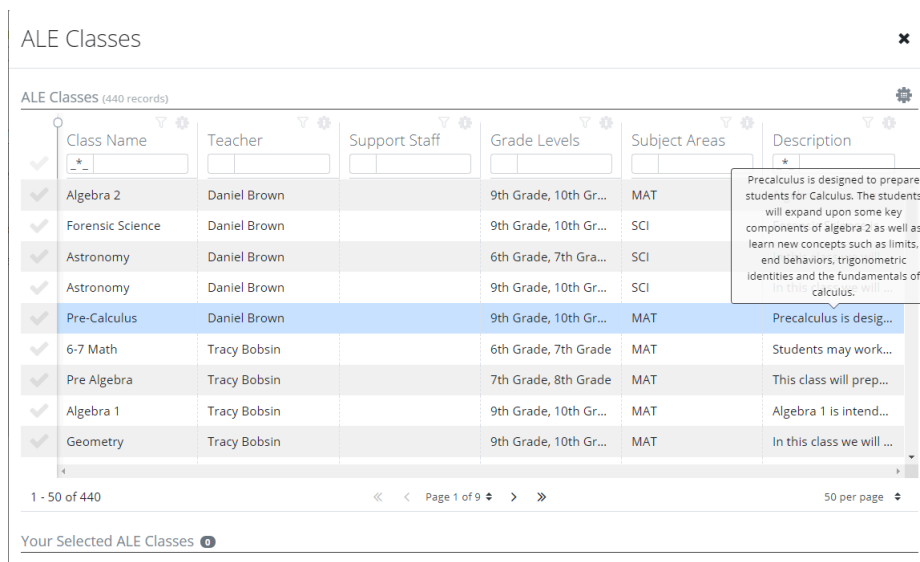
The screenshot shows the 'ALE PARENT ALE Class Survey' interface. On the left is a navigation menu with options like 'Parent Home', 'Statement of Understanding', 'All Classes', 'ALE Class Survey', and 'Law'. The main area displays 'ALE Enrollment Survey Students (1 records)'. Below this is a table with columns for 'Student Name', 'Maximum Class Count', and 'Selected Classes'. A row for 'Felton\*, Suzan A.' with a class count of '8' is visible. To the right of this row is a gear icon for 'Row Actions & Options', which has a dropdown menu containing a 'Select Classes' option. A red arrow points to this option.

- They will click **Select** to see a list of classes available.



The screenshot shows the 'ALE Parent Enrollment Survey For ALE Classes' form. At the top right is a 'Save' button. Below the title is a section for 'ALE Classes for Enrollment Survey' with the subtitle 'Using classes from skyvalley'. A large empty box is provided for class selection, and a red box highlights a 'Select' button in the top right corner of this section.

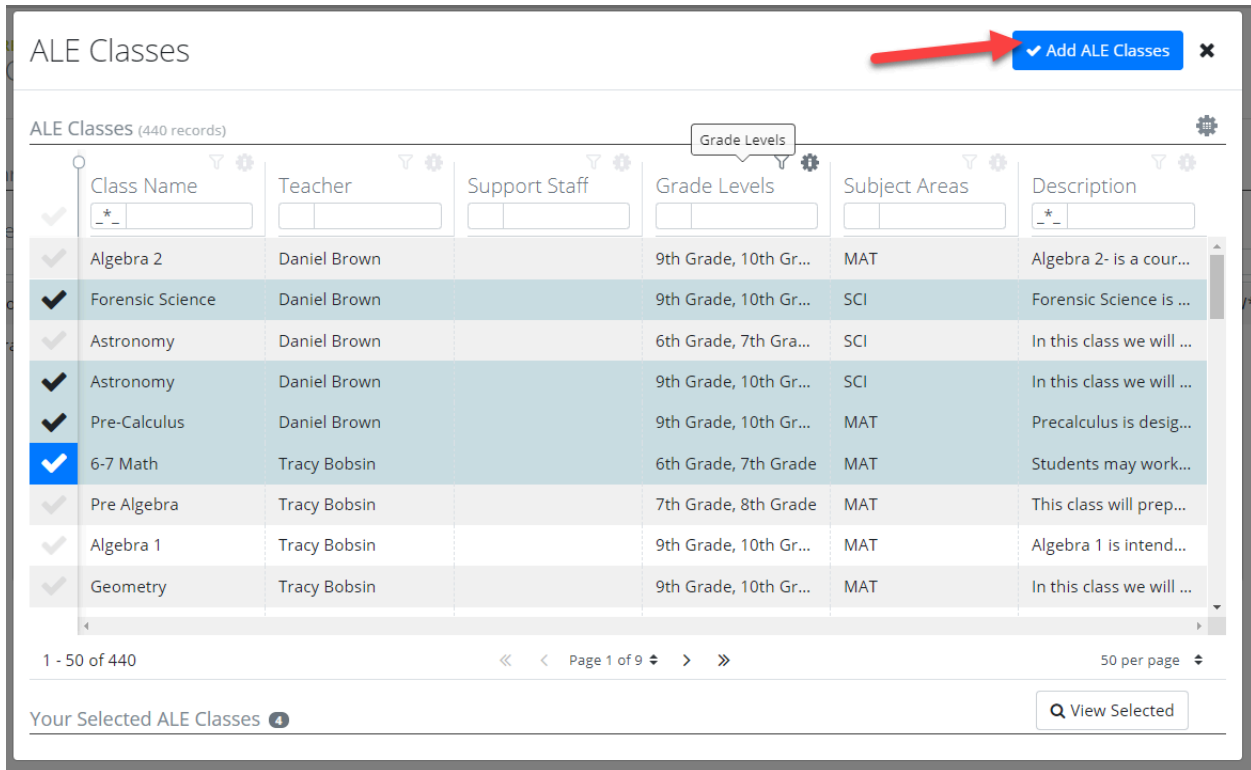
- In the resulting table, filters let parents search by class name, teacher, support staff, grade level, and subject. Clicking the **hyperlink** in the **Description** column opens a pop-up window with the full class description.



The screenshot shows the 'ALE Classes' table with 440 records. The table has columns for 'Class Name', 'Teacher', 'Support Staff', 'Grade Levels', 'Subject Areas', and 'Description'. A row for 'Pre-Calculus' is highlighted in blue. A pop-up window is open over the 'Description' column of this row, displaying the text: 'Pre-calculus is designed to prepare students for Calculus. The students will expand upon some key components of algebra 2 as well as learn new concepts such as limits, end behaviors, trigonometric identities and the fundamentals of calculus. Will ...'. The table footer shows '1 - 50 of 440', 'Page 1 of 9', and '50 per page'.

Class Name	Teacher	Support Staff	Grade Levels	Subject Areas	Description
Algebra 2	Daniel Brown		9th Grade, 10th Gr...	MAT	
Forensic Science	Daniel Brown		9th Grade, 10th Gr...	SCI	
Astronomy	Daniel Brown		6th Grade, 7th Gra...	SCI	
Astronomy	Daniel Brown		9th Grade, 10th Gr...	SCI	
Pre-Calculus	Daniel Brown		9th Grade, 10th Gr...	MAT	Pre-calculus is desig...
6-7 Math	Tracy Bobsin		6th Grade, 7th Grade	MAT	Students may work...
Pre Algebra	Tracy Bobsin		7th Grade, 8th Grade	MAT	This class will prep...
Algebra 1	Tracy Bobsin		9th Grade, 10th Gr...	MAT	Algebra 1 is intend...
Geometry	Tracy Bobsin		9th Grade, 10th Gr...	MAT	In this class we will ...

- Parents can select the classes they wish to “vote” for by using the checkmarks, then click **Add Ale Classes** in the top-right.



**ALE Classes** Add ALE Classes ✕

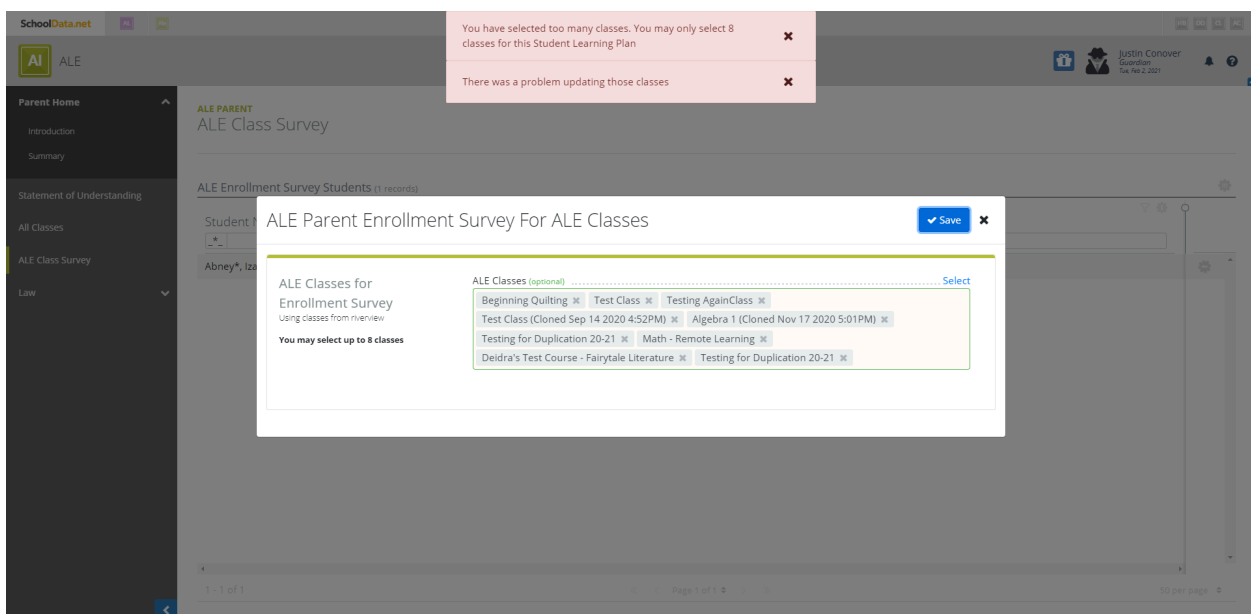
ALE Classes (440 records)

<input type="checkbox"/>	Class Name	Teacher	Support Staff	Grade Levels	Subject Areas	Description
<input type="checkbox"/>	Algebra 2	Daniel Brown		9th Grade, 10th Gr...	MAT	Algebra 2- is a cour...
<input checked="" type="checkbox"/>	Forensic Science	Daniel Brown		9th Grade, 10th Gr...	SCI	Forensic Science is ...
<input type="checkbox"/>	Astronomy	Daniel Brown		6th Grade, 7th Gra...	SCI	In this class we will ...
<input checked="" type="checkbox"/>	Astronomy	Daniel Brown		9th Grade, 10th Gr...	SCI	In this class we will ...
<input checked="" type="checkbox"/>	Pre-Calculus	Daniel Brown		9th Grade, 10th Gr...	MAT	Precalculus is desig...
<input checked="" type="checkbox"/>	6-7 Math	Tracy Bobsin		6th Grade, 7th Grade	MAT	Students may work...
<input type="checkbox"/>	Pre Algebra	Tracy Bobsin		7th Grade, 8th Grade	MAT	This class will prep...
<input type="checkbox"/>	Algebra 1	Tracy Bobsin		9th Grade, 10th Gr...	MAT	Algebra 1 is intend...
<input type="checkbox"/>	Geometry	Tracy Bobsin		9th Grade, 10th Gr...	MAT	In this class we will ...

1 - 50 of 440 Page 1 of 9 50 per page

Your Selected ALE Classes 4 View Selected

- If they attempt to exceed the number of “votes” allotted to this student, they will receive an error message reminding them of the number of classes they may choose.



**SchoolData.net**

You have selected too many classes. You may only select 8 classes for this Student Learning Plan ✕

There was a problem updating those classes ✕

**ALE PARENT**  
ALE Class Survey

ALE Enrollment Survey Students (1 records)

Student: Abney\*, Iz...

**ALE Parent Enrollment Survey For ALE Classes** Save ✕

ALE Classes for Enrollment Survey  
Using classes from overview  
You may select up to 8 classes

ALE Classes (optional) Select

- Beginning Quilting ✕
- Test Class ✕
- Testing AgainClass ✕
- Test Class (Cloned Sep 14 2020 4:52PM) ✕
- Algebra 1 (Cloned Nov 17 2020 5:01PM) ✕
- Testing for Duplication 20-21 ✕
- Math - Remote Learning ✕
- Deidra's Test Course - Fairytale Literature ✕
- Testing for Duplication 20-21 ✕

- Once selected, the classes will be displayed in a list on the **Ale Class Survey** page.

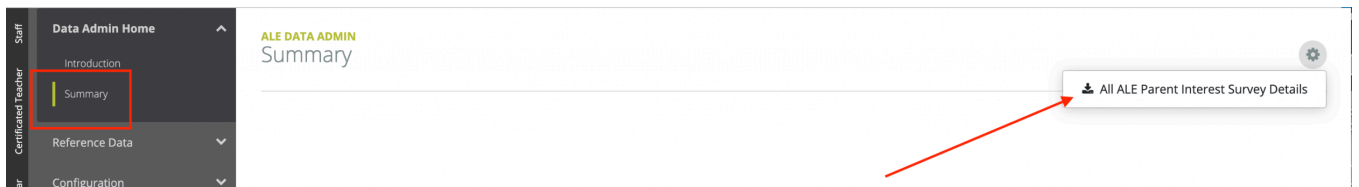
ALE PARENT  
ALE Class Survey

ALE Enrollment Survey Students (1 records)

Student Name	Maximum Class Count	Selected Classes
Abney*, Izaac A.	8	Beginning Quilting, Test Class, Algebra 1, Math - Remote Learnin...

## Download Parent Interest Survey Results

- Once parents complete the Parent Interest Survey, you can download the survey results into a spreadsheet. The download can be found via the **Data Admin Role**, under **Summary**, on the left navigation menu. Then use the **page action gear** to open the "All ALE Parent Interest Survey Results" report.

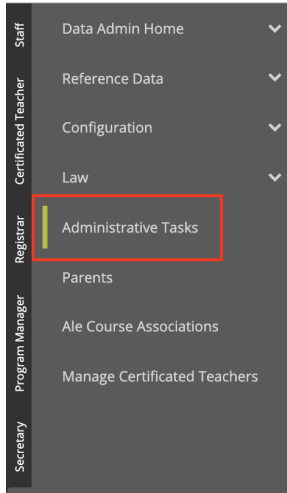


- This report will indicate which students who were assigned votes completed the survey and provide a summary of the total votes per class.

	A	B	C	D	E	F
1	<b>Class Name</b>	<b>Certificated Teacher</b>	<b>Total Number of Votes</b>	<b>Grade Levels</b>	<b>Subject Areas</b>	
2	To Test removing schedule	Connie Schutte	0	Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, 8th Grade, 9th Grade, 10th Grade, 11th Grade, 12th Grade		
3	Beginning Quilting	Deidra McCollum	0	8th Grade, 9th Grade, 10th Grade	Fine and Performing Arts, Miscellaneous	
4	To Test Removing	Connie Schutte	0	Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, 8th Grade, 9th Grade, 10th Grade, 11th Grade, 12th Grade	English Language and Literature	
5	To test deleting enrollments	Alex Martin	0	11th Grade	Miscellaneous	
6	Parents Shouldn't See This Class	Deidra McCollum	0	9th Grade, 10th Grade, 11th Grade, 12th Grade		
7	Test Class	John Bomar	0	9th Grade, 10th Grade, 11th Grade, 12th Grade		
8	Test Class	John Bomar	0	9th Grade, 10th Grade, 11th Grade, 12th Grade		
9	Testing AgainClass	Jerry Smith	0	6th Grade, 8th Grade, 9th Grade		
10	Test Class (Cloned Sep 14 2020 4:52PM)	John Bomar	0	9th Grade, 10th Grade, 11th Grade, 12th Grade		
11	Physical Science	Alex Martin	0	8th Grade, 9th Grade	Life and Physical Sciences	
12	Algebra 1	Deidra McCollum	0	8th Grade, 9th Grade, 10th Grade, 11th Grade	Mathematics	
13	Deidra's Test Course - Fairytale Literature	Deidra McCollum	0	8th Grade, 9th Grade, 10th Grade	English Language and Literature	
14	Math - Remote Learning	Teresa McClintic	0	8th Grade	Mathematics	
15	Test Class	John Bomar	0	10th Grade, 11th Grade, 12th Grade		

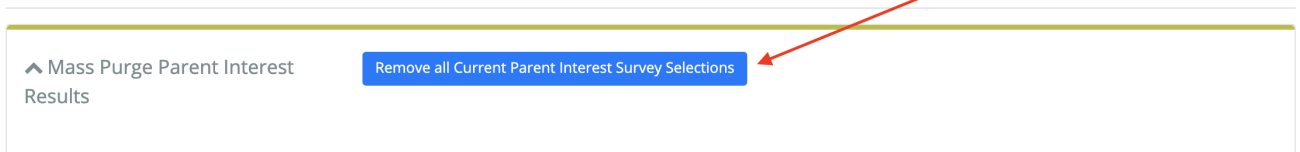
## Purge Survey Choices and "Reset" Survey

- Once parents complete the Parent Interest Survey, programs can purge the survey results, clearing the tables so the survey can be used again.



2. Select **Administrative Tasks** from the left navigation menu on the Data Admin Role. Scroll to **Mass Purge Parent Interest Results** and click **Remove all Current Parent Interest Survey Selections**.

ALE DATA ADMIN  
Administrative Tasks



3. Clicking this button will display a warning that this process is irreversible and should be completed only after **you have downloaded your survey results and verified their validity. Would you like to proceed?** When you are ready to verify this action, click **Yes, Continue**.

