

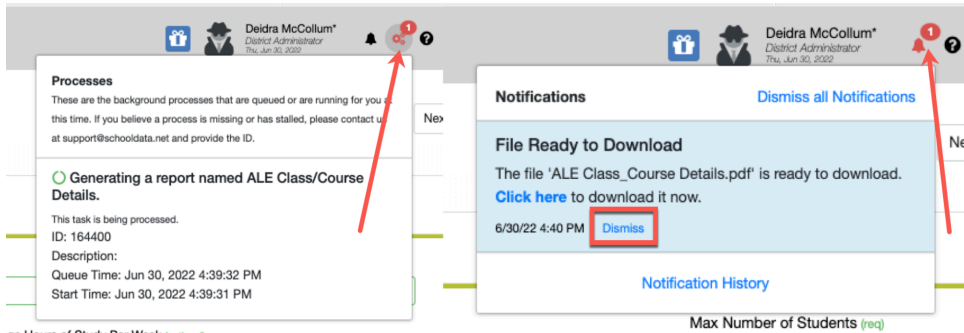

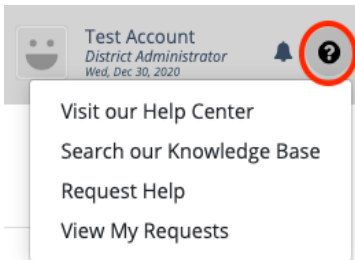
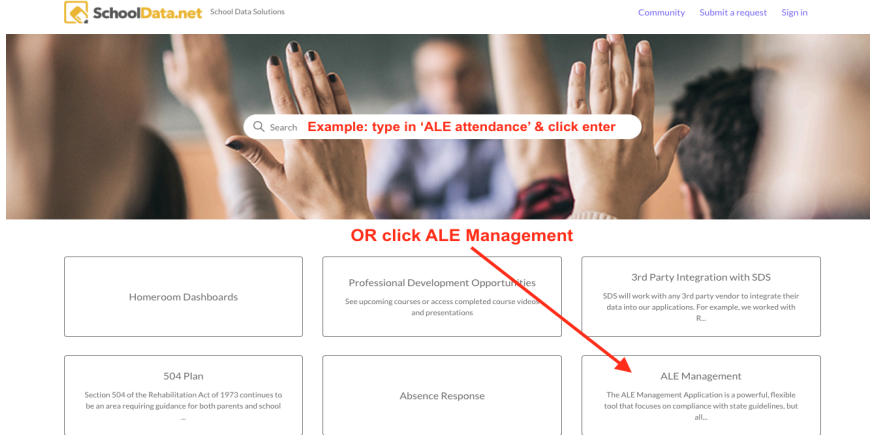




ALE Basic Navigation V2



Getting Help



 Gift Icon	Access new release updates
 Bell Icon	<p>Access to view alerts. Alerts notify you when a report is ready for download, among other notifications.</p> <p>When you run a report, a gear icon typically appears in the top-right corner between the bell & the question mark icons. This indicates that a report is being processed. Once the report has been processed, the gear icon will disappear, and the bell will turn red, indicating that a file is ready to download. You may also receive an email informing you that a report has finished processing and is ready for download. Click on 'Dismiss' to get rid of the notification.</p> 
 Question Mark Icon	<p>Access to the help desk. A pop-over will appear offering the following options:</p> <ul style="list-style-type: none"> ● Visit our Help Center ● Search our Knowledge Base via the Search box or by clicking the ALE Management box. 

	 <p>OR click ALE Management</p> <ul style="list-style-type: none"> • Request Help will surface the form you can complete and submit. You will receive an email with a copy of your submitted ticket, including any updates. OR email a support representative: support@schooldata.net) • View My Requests allows you to view your history for specific requests you have initiated or been cc'd on (followings and contributions).
 Video Icon	Access to help videos.
	Access further the Application Actions and Options Menu Notice a new window will open; within it, you will have two tab choices: SchoolData.net Settings and ALE Settings .

My Account Settings - SchoolData.net

<p>Account Settings: Username, Password</p> <p>To Change Password: Click Edit account info to redirect you to an Account Management page. Enter the new password twice and the current password, then click Save.</p>	
<p>Screen Settings: Zoom, High Contrast Mode</p> <p>Recommendation: Enable high-contrast mode and enlarge your screen if you have less-than-perfect vision.</p>	

Impersonation and Demonstration:

Impersonation, Reference Date, Demonstration Mode.

NOTE: For further information, [Homeroom Dashboards - Impersonation and Validation Article](#)

Logout will log you out of the account you are currently logged into.

Impersonation and Demonstration

Impersonation

GO[\(Select persona or user\)](#)

Reference Date

Mon, Nov 14, 2022 

Demonstration Mode

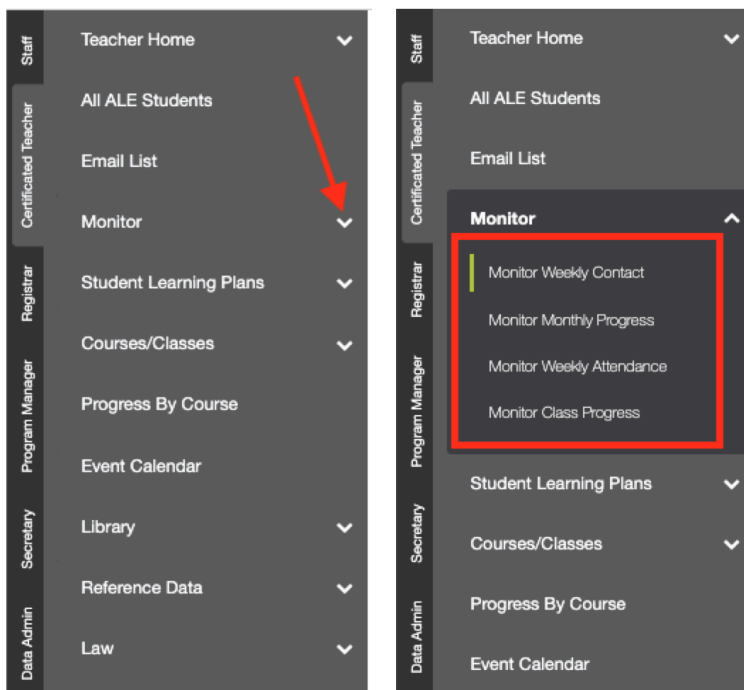
ON

OFF

[Logout](#)

Expanding or Collapsing Form Sections

Wherever you see an arrow in the application, click on it to reveal further options under that heading. In this example, clicking the arrow next to **'Monitor'** in the left-hand navigation expands the menu, revealing additional options.



Gear Icons

The gear icon is designed to provide a menu of selections linked to one specific item. We have several types of gears, as illustrated below.

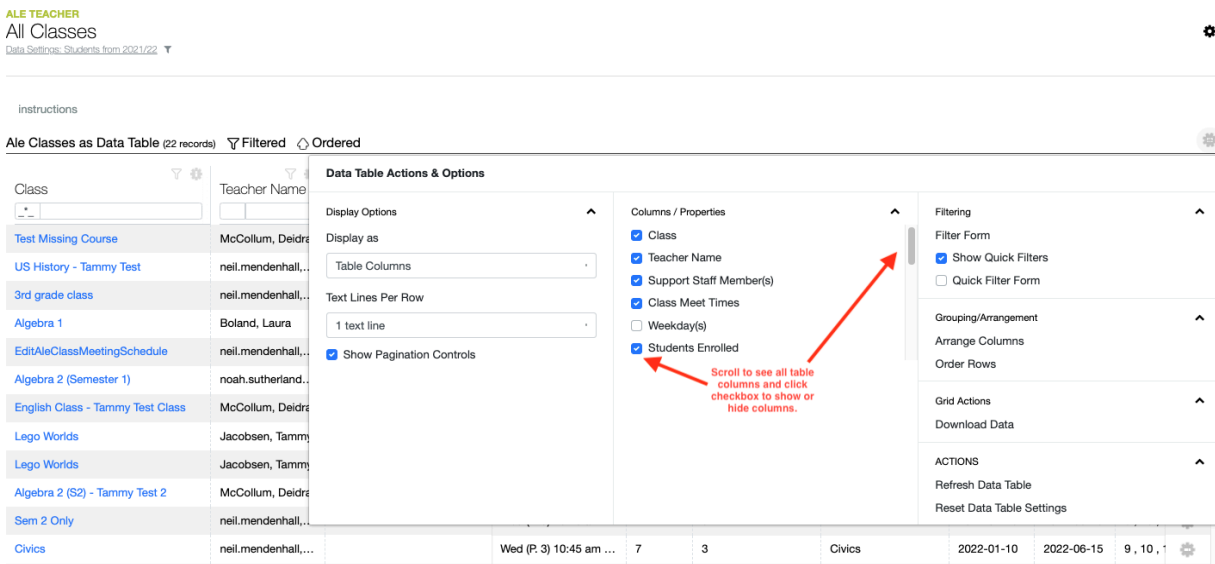
Page Action Gears: top right of the page. Not all pages have Page Action Gears. In this example, clicking the **Page Action Gear** on the **Certificated Teacher Monitor Weekly Contact** page surfaces **Record Direct Contact**, allowing you to enter Weekly Contact for several of your students simultaneously.



In this example, clicking on the **Page Action Gear** surfaces **Reports** related to the **All Classes Table** data.



Data Table Actions & Options Gears: Located above any data table, at the top right of the page. It will appear grey until you hover over or click on it. This example shows that users can hide and reorder columns, download table data, and perform other actions.



Column Actions & Options Gears: top right of each column. It will appear grey until you hover over or click on it.

ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times
English Class - Tammy Test Class	McCollum, Deidra		Tue (P. 8) 3:20 am - ...
Algebra 2 (Semester 1)	noah.sutherland...		Mon: 1:00 pm - 6:00...
US History - Tammy Test	neil.mendenhall...		Mon (P. 1) 8:55 am - ...
Deidra's Class for Testing Schedul...	McCollum, Deidra		Wed (P. 1, P. 2, P. 3) ...
EditAleClassMeetingSchedule	neil.mendenhall...		Mon: 9:40 am - 10:4...
EditAleClassMeetingSchedule2 (d...	neil.mendenhall...		
Algebra 2 (S2) - Tammy Test 2	McCollum, Deidra		Tue: 6:00 pm - 6:30 ...

Column Actions & Options

- Sort Ascending
- Sort Descending
- Filter
- Pin Right
- Unpin

Row Actions & Options Gears: Each row of data has its own gear to the right. It will appear grey until you hover over or click on one. Surfaces a list of actions that can be taken for that specific piece of data.

ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students	Max Students	Class Description	Start Date	End Date	Grade
Algebra 2 (Semester 1)	noah.sutherland...	kurt.trauss,jr kurt.trauss,jr	Mon: 1:00 pm - 6:00...	1	25		2021-08-25	2022-06-15	8, 9, 10
Algebra 2 (S2) - Tammy Test 2	McCollum, Deidra		Tue: 6:00 pm - 6:30 ...	8	7		2022-01-10	2022-06-15	8, 9, 10
Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55...	0	15	Algebra 1 is the fou...	2021-08-25		

Row Actions & Options

- View Details
- Class Roster
- Clone
- Delete
- Print Class Contact Info

Column Group Actions & Options Gears: Surface additional data for each column group.

ALE TEACHER
Monitor Monthly Progress

Monitor Monthly Progress instructions

Monitor Monthly Progress for Certificated Teacher (28 records)

Student Name	Progress	Progress
* Adam	⚠	⚠
* Insuh	⚠	⚠

Column Group Actions & Options

- Parent Input Status
- Progress
- Student Input Status
- Parent Acknowledged Receipt
- Student Acknowledged Receipt
- Reviewed with Student
- All Subject Courses Progress Complete
- Progress Review Data

Filters

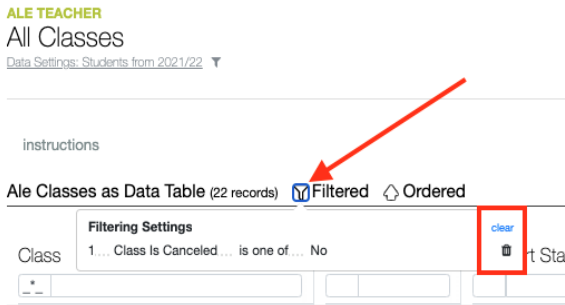
Table Filter: the right of the table name. Surfaces all the filters on a table that are currently on. **Clear** the filter by clicking on the **clear** or the **trash can icon**.

ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) **Filtered** Ordered

Filtering Settings
1... Class Is Canceled ... is one of ... No clear



A **Column Filter** will typically give you a predetermined list of items to select and apply.

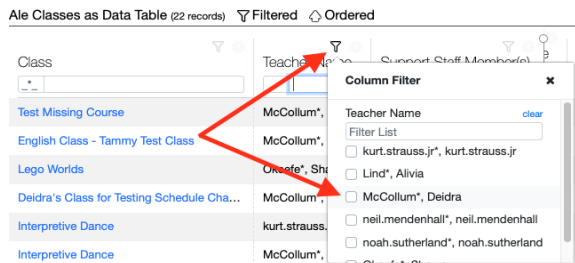
Ale Classes as Data Table (22 records) Filtered Ordered

Class Teacher Name Support Staff Member(s)

Column Filter

Teacher Name
Filter List

- kurt.strauss.jr*, kurt.strauss.jr
- Lind*, Alivia
- McCollum*, Deidra
- neil.mendenhall*, neil.mendenhall
- noah.sutherland*, noah.sutherland



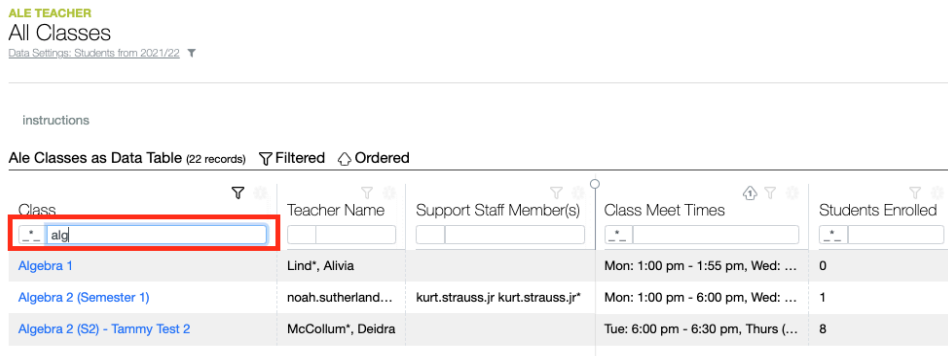
You may also type in the text box at the top of each column to filter or search for specific information.

ALE TEACHER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered Ordered

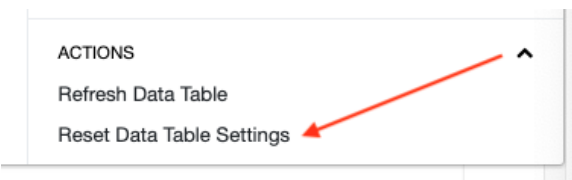
Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled
Algebra 1	Lind*, Alivia		Mon: 1:00 pm - 1:55 pm, Wed: ...	0
Algebra 2 (Semester 1)	noah.sutherland...	kurt.strauss.jr kurt.strauss.jr*	Mon: 1:00 pm - 6:00 pm, Wed: ...	1
Algebra 2 (S2) - Tammy Test 2	McCollum*, Deidra		Tue: 6:00 pm - 6:30 pm, Thurs (...)	8



Some tables retain your filter settings. You can reset the table to its **default settings** by clicking the **Table Data Actions & Options Gear**, then selecting **Reset Data Table Settings** in the bottom-right corner of the pop-up window.

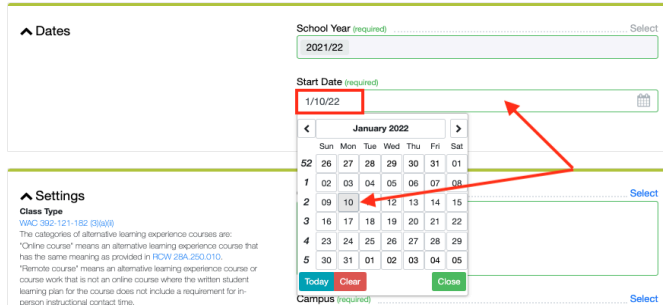
ACTIONS

- Refresh Data Table
- Reset Data Table Settings



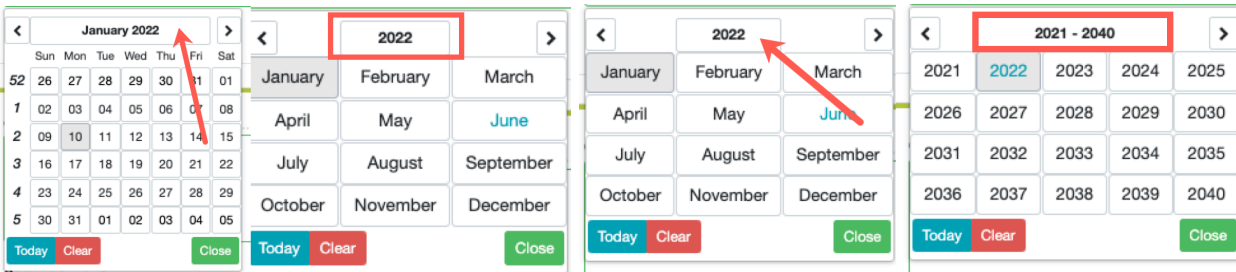
Date Selections

Clicking a date field will open the calendar. Click a **specific date** to autofill the date field.



School Year (required) Select
 Start Date (required) Select
 January 2022
 Sun Mon Tue Wed Thu Fri Sat
 52 26 27 28 29 30 31 01
 1 02 03 04 05 06 07 08
 2 09 10 11 12 13 14 15
 3 16 17 18 19 20 21 22
 4 23 24 25 26 27 28 29
 5 30 31 01 02 03 04 05
 Today Clear Close

Navigate through selections using the **arrows** at the top or click on the **month** and **year** to choose from the available options.



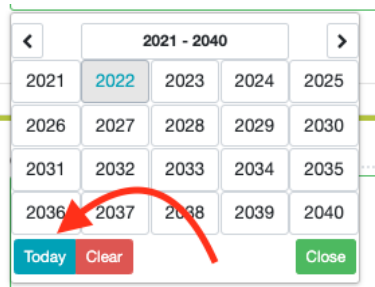
January 2022
 Sun Mon Tue Wed Thu Fri Sat
 52 26 27 28 29 30 31 01
 1 02 03 04 05 06 07 08
 2 09 10 11 12 13 14 15
 3 16 17 18 19 20 21 22
 4 23 24 25 26 27 28 29
 5 30 31 01 02 03 04 05
 Today Clear Close

2022
 January February March
 April May June
 July August September
 October November December
 Today Clear Close

2022
 January February March
 April May June
 July August September
 October November December
 Today Clear Close

2021 - 2040
 2021 2022 2023 2024 2025
 2026 2027 2028 2029 2030
 2031 2032 2033 2034 2035
 2036 2037 2038 2039 2040
 Today Clear Close

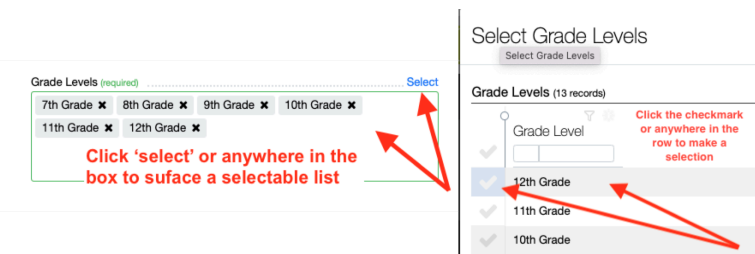
Navigate to **Today** in the bottom left-hand corner of the calendar.



2021 - 2040
 2021 2022 2023 2024 2025
 2026 2027 2028 2029 2030
 2031 2032 2033 2034 2035
 2036 2037 2038 2039 2040
 Today Clear Close

Making Form Selections

Many fields allow you to open a pop-up menu and make form selections. Click **Select** surface to select a selectable list.



Grade Levels (required) Select
 Click 'select' or anywhere in the box to surface a selectable list

Select Grade Levels
 Select Grade Levels
 Grade Levels (13 records)
 Grade Level
 Click the checkmark or anywhere in the row to make a selection
 12th Grade
 11th Grade
 10th Grade

Select Row Actions

Some tables allow you to select one or more rows to take action. A **Select Row Actions** button appears on the right above the table when one or more rows are selected.

ALE REGISTER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered Ordered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Count on Waitlist	Class
<input checked="" type="checkbox"/> Test Missing Course	McCollum, Deidra	Deidra McCollum , Tammy ...	Mon: 4:51 pm - 5:51 pm	5	10	0	
<input checked="" type="checkbox"/> US History - Tammy Test	neil.mendenhall,...		Mon (P. 1) 8:55 am - 9:45 am, T...	5	5	1	test
<input checked="" type="checkbox"/> 3rd grade class	neil.mendenhall,...		Mon (P. 2) 9:50 am - 10:40 am, ...	0	2	0	
<input checked="" type="checkbox"/> Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55 pm, Wed: ...	0	15	0	Algel
<input type="checkbox"/> EditAleClassMeetinoSchedule	neil.mendenhall,...		Mon: 9:40 am - 10:40 am, Tue: ...	1	1	0	

Select Row Actions menu: Remove Class Enrollments, Cancel Class(es)

Click the top left checkmark to select all rows in the table. You may also filter the table, then click the top-left checkmark to select only the rows that appear after applying your filters.

ALE REGISTER
All Classes
Data Settings: Students from 2021/22

instructions

Ale Classes as Data Table (22 records) Filtered Ordered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Count on Waitlist	Class
<input checked="" type="checkbox"/> algebra							
<input checked="" type="checkbox"/> Algebra 1	Boland, Laura		Mon: 1:00 pm - 1:55 pm, Wed: ...	0	15	0	Algel
<input checked="" type="checkbox"/> Algebra 2 (Semester 1)	noah.sutherland,...	kurt.strauss,jr kurt.strauss,jr	Mon: 1:00 pm - 6:00 pm, Wed: ...	1	25	0	
<input checked="" type="checkbox"/> Algebra 2 (S2) - Tammy Test 2	McCollum, Deidra		Tue: 6:00 pm - 6:30 pm, Thurs (...)	8	7	1	

Built-in Instructions / Tool Tips

Some pages contain instructions and tooltips.

Hovering over 'select' will sometimes surface a **cheddar** question mark icon. Click the icon to surface the tip and click it again to dismiss the tip.

Learning Credit Cost (optional)

Grade Levels (required) **? Select**

7th Grade x 8th Grade x 9th Grade x 10th Grade x
11th Grade x 12th Grade x

HELP
Select one or more grade levels that will determine which students are eligible to enroll in the class.

Description (optional)
Algebra 1 is bridge from ... focuses on ... develop equ ... problems an

Some pages will have 'instructions' that you can click to show/hide important instructions.

ALE TEACHER / MANAGE CLASS

Algebra 1

Details

Schedule

Meetings

Monthly Progress

Students

Grades

Class Details instructions

Click on 'instructions' to show or hide

Here you will set up classes you offer in person for which a student would need to register. Walking through the gear icon at the top right of the "Manage Class" tab to delete the class record.

^ Essentials

Title (required)

Algebra 1