

ALE Recording Class Meeting Data (Connect)

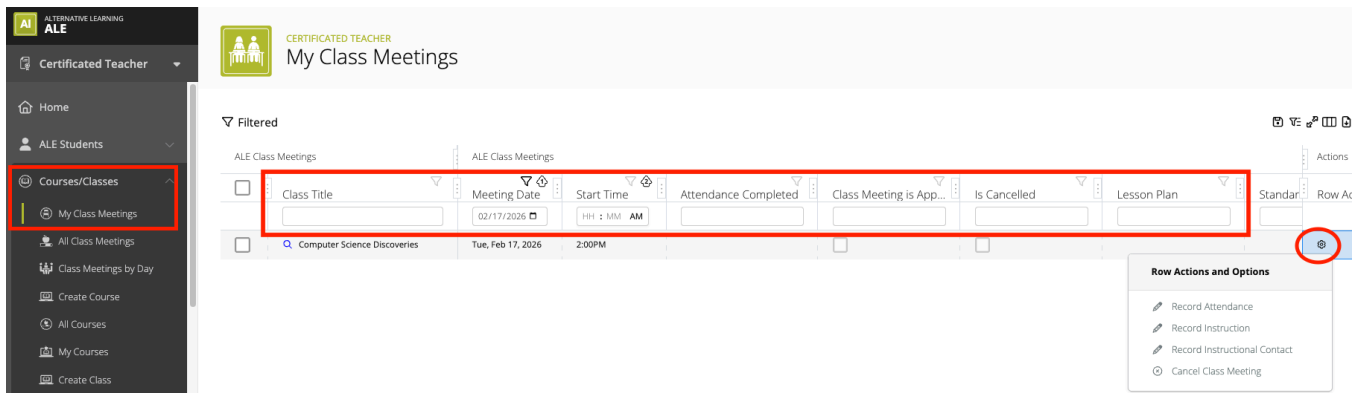
Users assigned to a class, either as the **Certificated Teacher** or as **School Support Staff**, can record specific data on what is covered during each class meeting, if desired.

This information is then surfaced on the Monthly Progress review interface for any student attending that particular class meeting.

Manage My Class Meetings

Role: Certificated Teacher, Staff

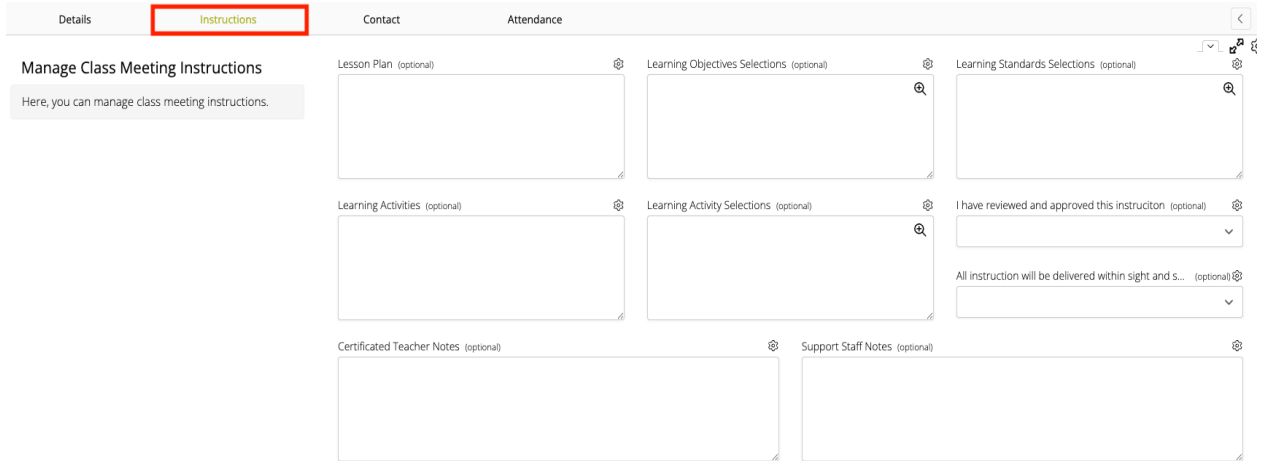
1. Start under **Course/Classes** in the left navigation menu and choose **My Class Meetings**.
2. By default, this table lists any class meeting today for which you are listed as the certificated teacher.
 - a. **Filter** to another date by clicking the **Class Meeting Date** column and selecting a date.



The screenshot shows the 'My Class Meetings' page for a 'CERTIFICATED TEACHER'. The left sidebar has 'Courses/Classes' and 'My Class Meetings' highlighted. The main table has columns: Class Title, Meeting Date, Start Time, Attendance Completed, Class Meeting is App..., Is Cancelled, Lesson Plan, and Row Action. A red box highlights the Meeting Date column and the Row Action gear icon. A 'Row Actions and Options' menu is open, showing options like Record Attendance, Record Instruction, Record Instructional Contact, and Cancel Class Meeting.

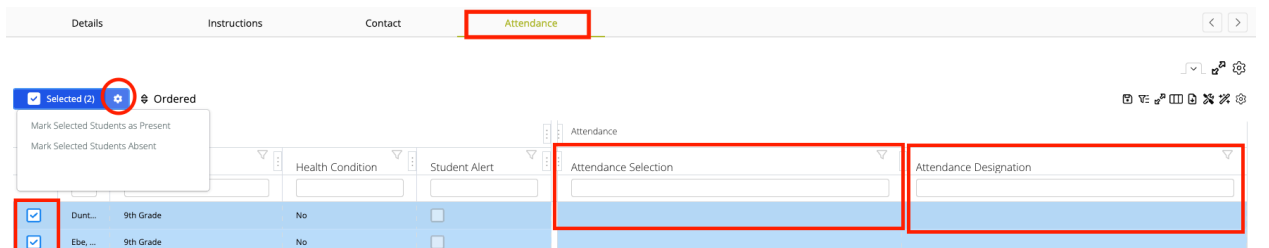
3. Select the **Row Action Gear** to the far right and choose the following.
 - a. **Record Instruction:** This will allow you to fill in an objective plan, activities, and notes for Instruction. Here, you will also designate whether a certified teacher was present to deliver the lesson.
 - i. Fill in the **Lesson Plan, Learning Activities, Certificated Teacher Notes, and Support Staff Notes**.
 - ii. Click the **magnifying glass** in the **Learning Objectives Selections** field, click the **checkbox** next to the learning objectives, and then click **Accept**.
 - iii. Select the **Learning Standard Selections** and **Learning Activity Selections** similarly.
 - iv. Select **Yes or No** from the "I have reviewed and approved this instruction" and "All Instructions will be delivered within sight and sound proximity to a certificated teacher" dropdown menus.

Note: The Learning Objectives, Learning Standards, and Learning Activities are managed via Data Administrator >> Manage ALE Data >> Reference Data Selections.



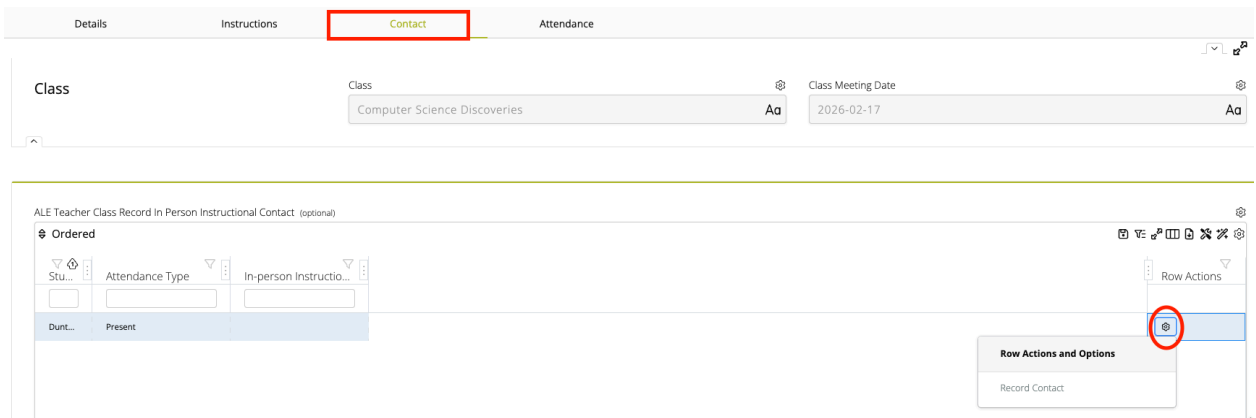
- b. **Record Attendance:** Here, you can mark students as present or absent.
- i. Select the **checkbox** next to one or more students.
 - ii. Click the **Selected Gear** at the top of the table and choose one.
 1. **Mark Selected Students as Present**
 2. **Mark Select Students Absent**
 - iii. Double-click in the **Attendance Selection cell** to set or change the attendance for a single student.
 - iv. Double-click in the **Attendance Designation cell** to set an attendance designation (e.g., Excused/Unexcused) for an absence.

Note: The Data Administrator sets Attendance Designations via Data Administrator >> Manage ALE Data >> Course Category Selections.

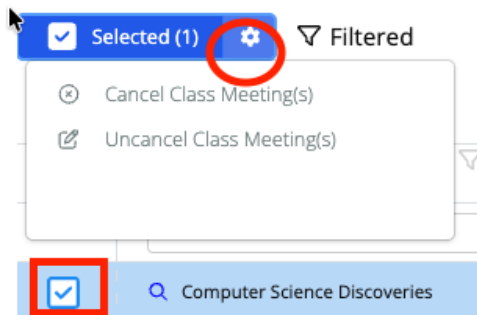


- c. **Record Instructional Contact:** This will allow you to record student contact.
- i. Click the **Row Actions Gear** and choose **Record Contact for the student**.

Note: Attendance must be taken first.



- d. **Cancel Class Meeting:** A window will appear to enter the **Cancellation Reason**. Fill in the reason, then click **Save**.
 - e. **Uncancel Class Meeting**
4. To manage multiple selections, select the **checkboxes** to the left of one or more class titles or choose the checkbox at the top to select all.
 5. Click the **Selected Gear** at the top of the table and choose one.
 - a. **Cancel Class Meetings(s)**
 - i. A window will appear to enter the **Cancellation Reason**. Fill in the reason, then click **Save**.
 - b. **Uncancel Class Meeting(s)**

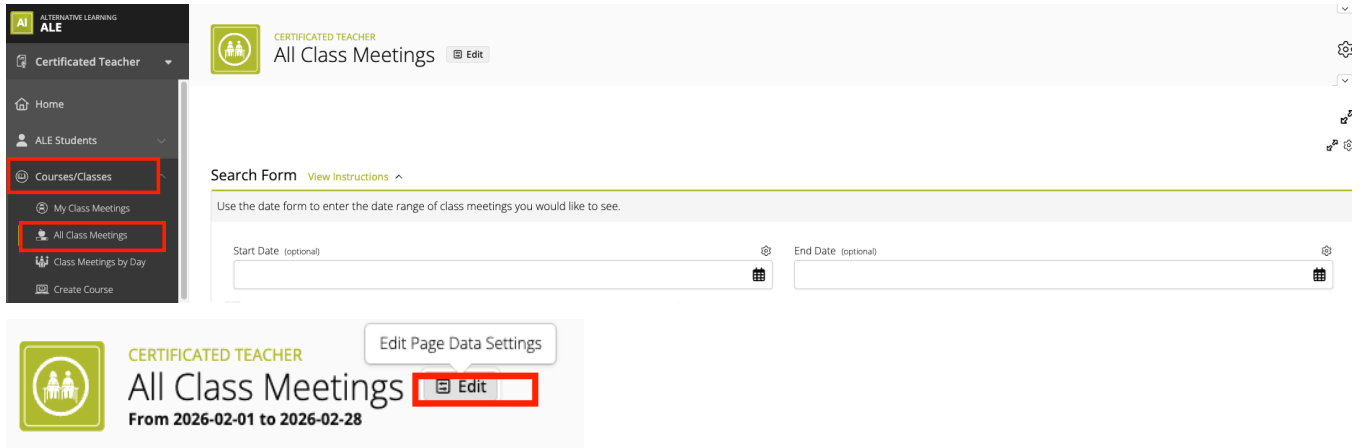


Manage All Class Meetings

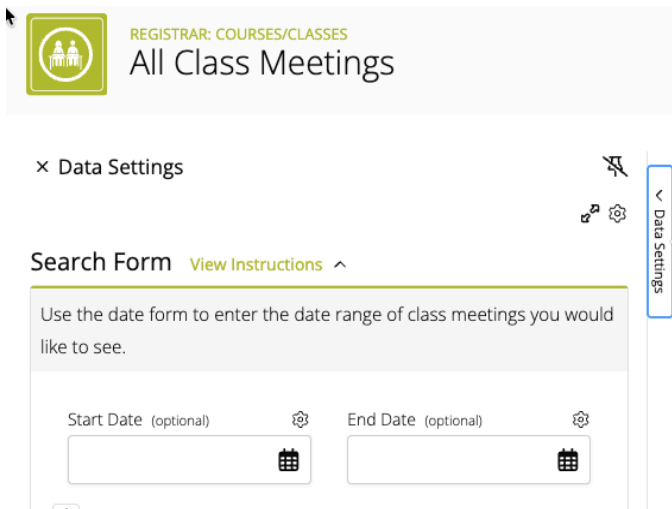
Here, you will learn how to quickly find all meetings within a specific time period.

Role: Certificated Teacher, Registrar, Staff

1. Start under **Courses/Classes** in the left navigation menu and choose **All Class Meetings**.
2. In the **Certificated Teacher Role**, select the date range for the class meetings you would like to see, then click **Save** or use the **Edit Page Data Settings** button next to the title to select a new date range.



- In the **Registrar and Staff Roles**, use the **Data Settings** drawer to the far left to enter the date range of class meetings you would like to see.



- Use the text box **filters** and icons in each column header to filter and sort as needed.
- Click the **Row Action Gear** to the far right and select one of the following choices.
 - Record/View Attendance** (Only Certificated Teacher Roles may record attendance: See My Meetings)
 - Record/View Instruction** (Only Certificated Teacher Roles may record instruction: See My Meetings)
 - Record/View Instructional Contact** (Only Certificated Teacher Roles may record instruction: See My Meetings)
 - Cancel Class Meeting:** A window will appear to enter the **Cancellation Reason**. Fill in the reason, then click **Save**.
 - Uncancel Class Meeting**
- Manage multiple selections by selecting the **checkbox** next to one or more Class Titles.
- Click the **Selected Gear** at the top of the table and choose one of the following.

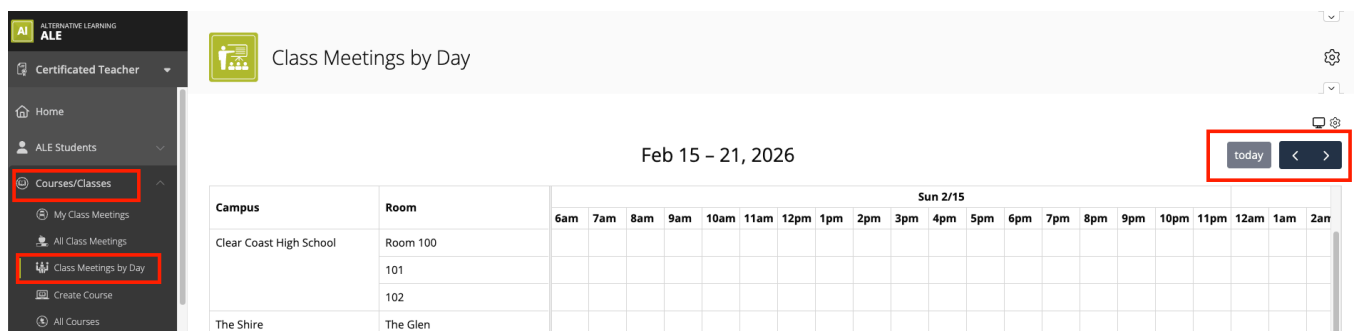
- a. **Cancel Class Meetings(s):** A window will appear to enter the **Cancellation Reason**. Fill in the reason, then click **Save**.
- b. **Uncancel Class Meeting(s)**

View Class Meetings By Day

Here, you can view all of your class meetings for each school week.

Role: Certificated Teacher

1. Start under **Courses/Classes** in the left navigation menu and choose **Class Meetings by Day**.
2. Navigate to a different week by using the **arrows** at the top of the data table.
3. Or click the **Today** button to navigate to today's date.



Campus	Room	Sun 2/15																					
		6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	1am	2am	
Clear Coast High School	Room 100																						
	101																						
	102																						
The Shire	The Glen																						