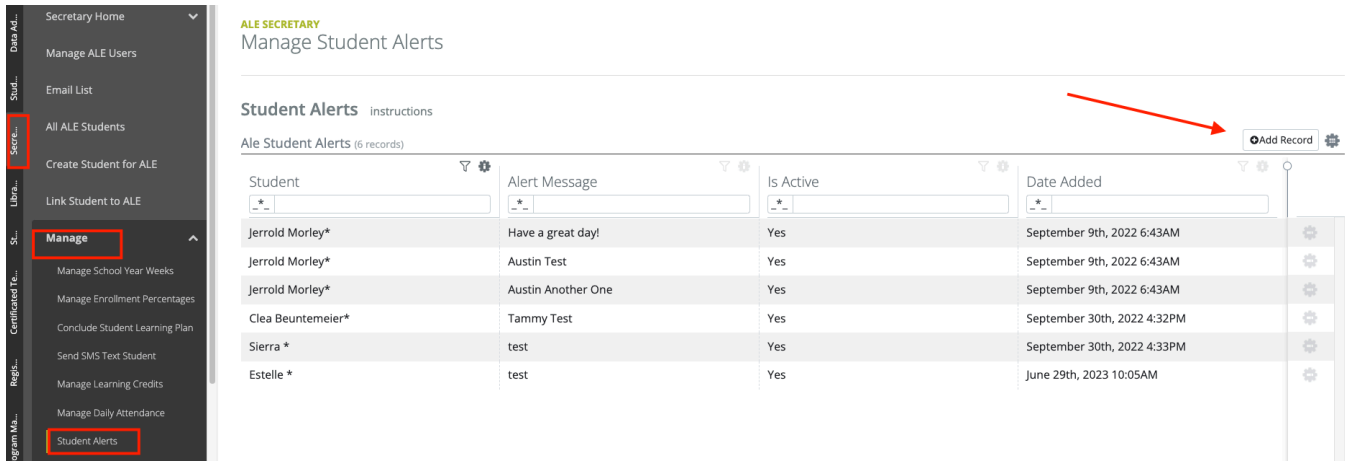


ALE Secretary: Setting Student Alerts V2

In the ALE Application, student **Alerts** can be set to receive reminders for language interpretation needs, immunization violations, restraining orders, FERPA permissions, etc. These Alerts are entered in the **Secretary Role** but will show on the **Manage Attendance** interface for any staff taking attendance.

- From the **Secretary Role**, click **Manage** in the left-hand navigation menu and choose **Student Alerts**. Click **Add Record**.



ALE SECRETARY
Manage Student Alerts

Student Alerts instructions

Ale Student Alerts (6 records)

Student	Alert Message	Is Active	Date Added
Jerrold Morley*	Have a great day!	Yes	September 9th, 2022 6:43AM
Jerrold Morley*	Austin Test	Yes	September 9th, 2022 6:43AM
Jerrold Morley*	Austin Another One	Yes	September 9th, 2022 6:43AM
Clea Beunteimeier*	Tammy Test	Yes	September 30th, 2022 4:32PM
Sierra *	test	Yes	September 30th, 2022 4:33PM
Estelle *	test	Yes	June 29th, 2023 10:05AM

- Select the **Student** by placing a checkmark next to the name. Fill in an **Ale Student Alert Message**, then select Yes or No from the drop-down menu in the **Ale Student Alert Message Is Active**. Be sure to click **Validate** once these steps are complete. Please note that whatever is entered into the message box will be exactly what is displayed to the staff member taking attendance.

Add Student Alert ✓ Validate ✕

Section 1

Student (required) Select

Ale Student Alert Message (required)

Ale Student Alert Message is Active (optional)







Yes ▼

- These student alerts can be managed using the corresponding **Row Action & Options gear** by selecting **Edit** or **Delete**. Note: Changing **Ale Student Alert Message is Active** to **No** will retain the alert in the table but no longer display it.

ALE SECRETARY

Manage Student Alerts

Ale Student Alerts (6 records) Add Student Alert

Student	Alert Message	Is Active	Date Added	
Cesar Abarca De La Mora	This is the test message for Cesar	Yes	December 2nd, 2020 12:59PM	
Cesar Abarca De La Mora	this is test number two (edited)	Yes	December 2nd, 2020	
Braelin Abbott	testing ale student alerts for braelin ab...	Yes	December 2nd, 2020	
Nathalie Acosta	Message about Nathalie plus some oth...	Yes	December 3rd, 2020	
Jay Adams-Ray	message about jay	Yes	December 3rd, 2020 10:40AM	
Nathalie Acosta	another message for nathalie	Yes	December 3rd, 2020 10:40AM	

Row Actions & Options
 Edit
 Delete


- These alerts are surfaced in the **Manage Attendance** interface for any staff taking class attendance.

ALE TEACHER

My Class Meetings

My Class Meetings instructions

My ALE Class Meetings For Teacher (330 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certif	
Beginning Quilting	January 4, 2021	(P. 2) 8:50AM					Deidra 
Algebra 1	January 4, 2021	(P. 3) 9:45AM					

Row Actions & Options
 Manage Instruction
 Manage Attendance
 Record Instructional Contact
 Delete Meeting

- If an alert is set for a student, a **cheddar triangle icon** will appear in the **Student Alert** column of the class's **Record Attendance** table.

Record Attendance ✕

Class Beginning quilting Class Meeting Date 1/11/21

Student Attendance (4 records) ⚙

Student	Grade Level	Health Condition	Student Alert	Notify Secretary	Attendance Sele	Excused
Beck*, Bruce	8th Grade	⚠				
Berrios*, Jason						
Leone*, Colin						
Savatier*, Milo	12th Grade	⚠	⚠			

6. To view the alert, the user can click the **cheddar triangle icon**.

Grade Level Health Condition Student Alert Notify Secretary Attendance Sele Excused

8th Grade ⚠

12th Grade

Student Alerts for Savatier*, Milo ✕

December 10th, 2020 6:44AM:

No immunizations on file