

## ALE Program Manager/Registrar/Secretary: Manage Scanned Student Records (Connect)

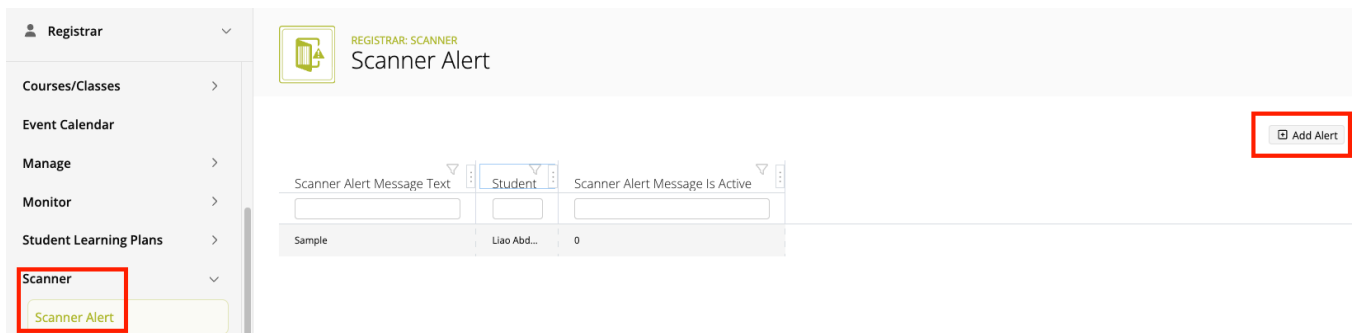
Here, you will learn to view, scan, and record students.

**Multiple Roles: Program Manager, Registrar, Secretary**

### View Scanner Alerts

Here, you will learn to view the Scanner Alerts set up for students.

1. Start under **Scanner** in the left navigation menu and choose **Scanner Alert**.
2. You will see a table of scanner alert messages.



Scanner Alert Message Text	Student	Scanner Alert Message Is Active
Sample	Liao Abd...	0

3. Click the **Add Alert** button in the top right to add a new alert.
  - a. Fill in the **Scanner Alert Message Text** field.
  - b. Click the **magnifying glass** in the **Students** field, click the **checkbox** to the left of one or more student name(s), then click **Accept**.
  - c. Select **Yes** or **No** from the **Scanner Alert Message is Active** dropdown menu. Yes indicates the message is viewable.
  - d. Click **Save**.

Add Scanner Alert

Scanner Alert Message Text (required)

Students (required)

Scanner Alert Message is Active (required)

### Scan In and Out Students

Here, you will learn to scan students in and out of the building.

1. Start under **Scanner** in the left navigation menu and choose **Scan In/Out**.
2. Click the **Autofocus** box to automatically reselect the Barcode box each time a student is scanned in.

### 3. Optionally, fill in the **Barcode**.

Essentials

(optional)

 Auto Focus

Barcode (optional)

### 4. Click **Save**.

### 5. In the **Student Scan Records** section, records, including dates, text, and result messages, may be viewed.

Student Scan Records

Records (optional)

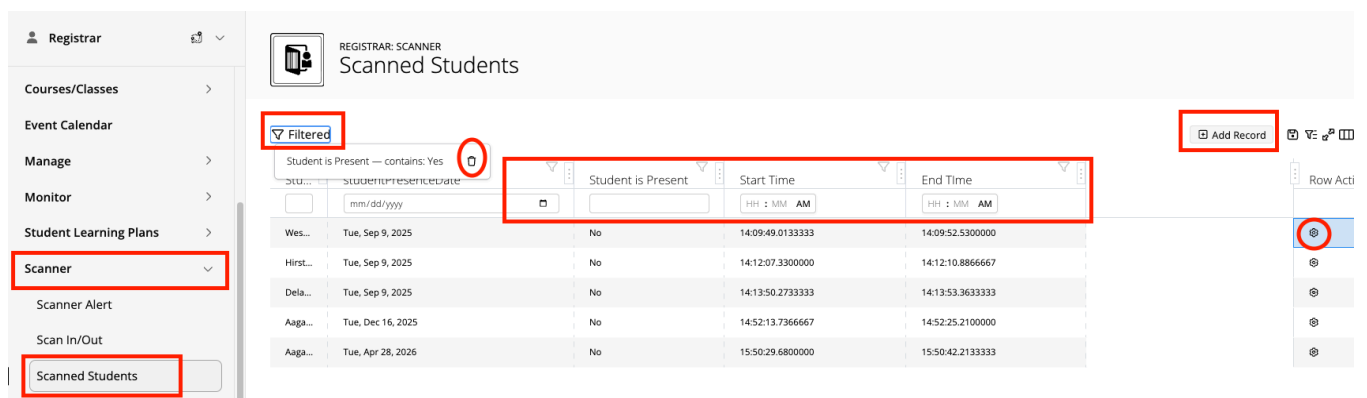
Essentials
Actions

Date	Text	Result Message	Row Actions
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	

## Manage Scanned Students

Here, you will learn to find a record of scanned students.

1. Start under **Scanner** in the left navigation menu and choose **Scanned Students**.
2. Use the search fields at the top of each column to **filter** your results, or click any column name to sort the table.
3. Click the **Filter** button in the top-left, then click the **trash can icon** to remove filters quickly.



Student is Present	Start Time	End Time
Yes	14:09:49.0133333	14:09:52.5300000
No	14:12:07.3300000	14:12:10.8866667
No	14:13:50.2733333	14:13:53.3633333
No	14:52:13.7366667	14:52:25.2100000
No	15:50:29.6800000	15:50:42.2133333

4. You can manually add records by clicking the **Add Record** button on the top right side of the table.
  - a. Select the **ALE Student Scan Record Date Time**.
  - b. Fill in the **ALE Student Scan Record Result Message** and **ALE Student Scan Record Text**.
  - c. Click the **magnifying glass** in the **Scanner ID** field, click the **checkbox** next to the ID, and click **Accept**.
  - d. Select the **Student Presence Record ID** similarly.

e. Click **Save**.

Automatically Generated Form Elements

Ale Student Scan Record Date Time (optional)

Ale Student Scan Record Result Message (optional)

Ale Student Scan Record Text (optional)

Scanner Id (optional)

Student Presence Record Id (optional)

- Click the **Row Action Gear** on the right side of the table and choose **Edit** or **Delete**.

## Search and Edit Scanner History

Here, you will learn to view scanner history.

### Role: Secretary

- Start under **Scanner** in the left navigation menu and choose **Scanner History**.
- Select the **Start and End Date** and click **Save**.

Dates

Start Date (required)

End Date (required)

- Use the **Edit Page Data Settings** button next to the page title to edit start and end dates.
- You will see a data table of scans, including their date, time, text, resulting message, and presence (Scan In Time, Scan Out Time, and Total Elapsed Time).
- Use the search fields at the top of each column to **filter** your results, or click any column name to sort the table.

SECRETARY Scanner History

Start Date: 1/1/2026 | End Date: 6/30/2026

Stud...	Stu...	Scan Date	Scan In Time	Scan In Mes...	Scan Out Time	Scan Out Mes...	Elapsed Time
Aagah...	0984...	Tue, Apr 28, 2026	3:50 pm	Scanned Studen...	3:50 pm	Scanned Student ...	0:00:12.533