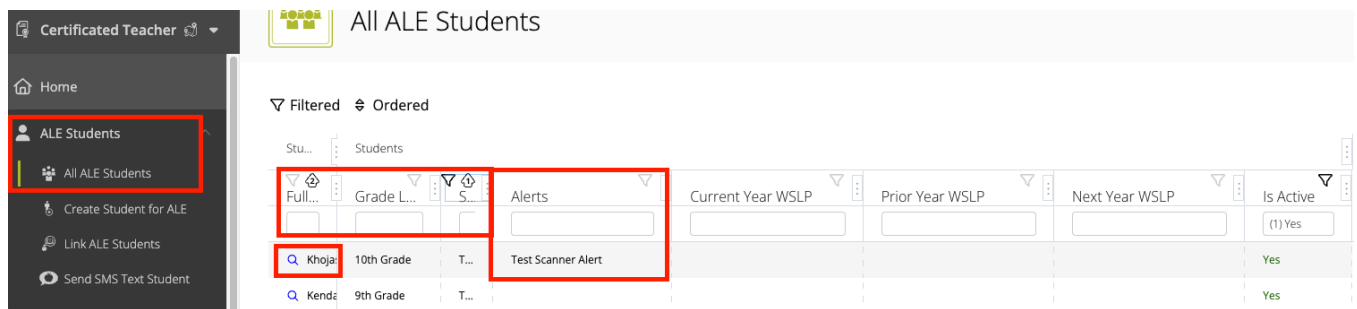


ALE Adding and Removing “Scanner Alerts” (Connect)

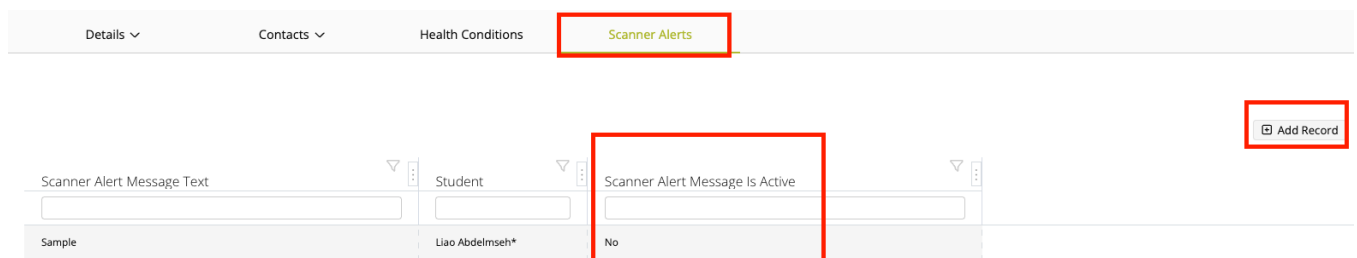
A scanner alert is an option you can set that appears when you scan students into your building. Programs that do not scan students into their building can still use it to flag students.

Roles: Certificated Teacher, Program Manager, Registrar, Secretary

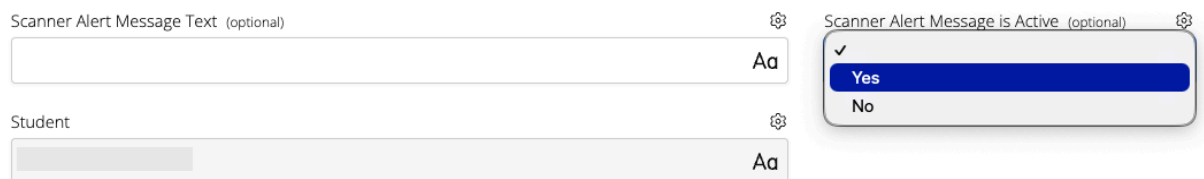
1. Start under **All ALE Students** in the left navigation menu.
2. Filter the name column to find the student for whom you wish to add or stop, and alert.
3. Click the **magnifying glass** next to the name to open the **Manage Student** page.



4. Click the **Scanner Alerts** tab at the top of the page.
5. You will see a table of Scanner Alert Message Text and whether the Scanner Alert Message is Active.

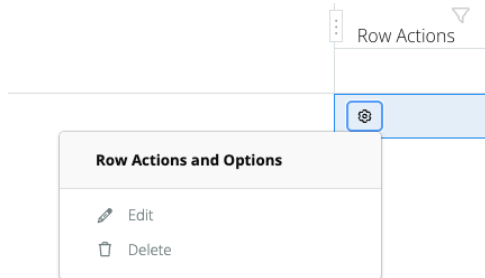


6. Click the **Add Record** button in the top right to add an alert. Multiple scanner alerts can be applied to the same student.
 - a. Fill in the **Scanner Alert Message Text**.
 - b. Select **Yes or No** from the **Scanner Alert Message is Active** dropdown menu.
 - c. The **Student** field will be filled automatically.
 - d. Click **Save**.



7. You will now see an active Scanner Alert for the student, displayed in table format.

8. You can inactivate (yet retain) an alert by clicking on the **Row Action Gear** to the far right and choosing **Edit**. Set the "**Scanner Alert Message is Active**" toggle to **No**, then click **Save**. The scanner alert will no longer be displayed but will be retained for future use.
9. To completely remove a scanner alert, click the **Row Action Gear** to the far right, then choose **Delete**.



10. Click the **"X"** in the top right corner to return to the **All ALE Students** page. The **Alert** column will display the student's active alert.

