

ALE Manage Class Interest Survey (Connect)

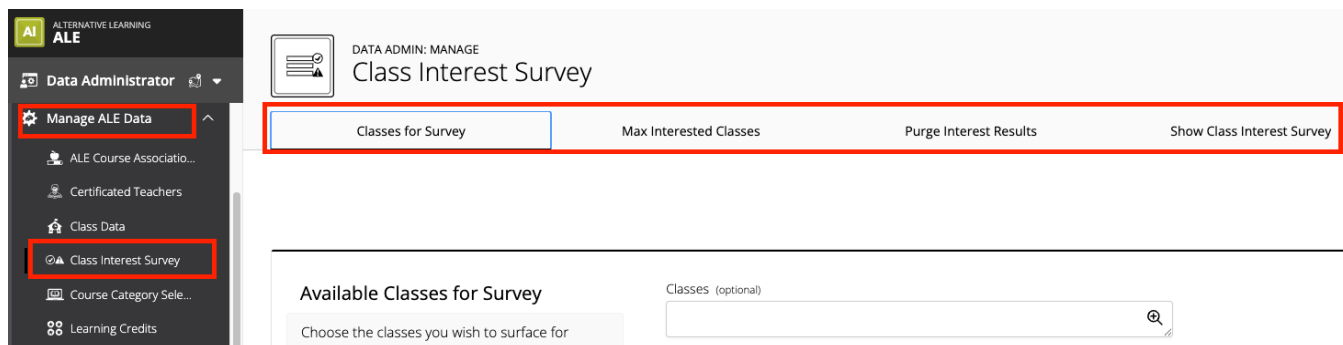
Here, in the **District Administrator Role**, set up a survey for parents to complete that indicates their interest in class offerings for the upcoming term or school year. Programs can use these results to plan which classes to offer and, in larger programs, how many sections are needed.

Survey Steps:

1. Choose which classes to include. Classes from the system's All Classes list are available to be included.
2. Assign parents a number of "votes" per student. When taking the survey, parents will see the following data points for each class: Class Name, Certificated Teacher, Support Staff, Grade Levels, Subject Area, and Description.
3. Make the survey available to the parents.
4. Download survey results.
5. Purge results (if needed).

This task is completed in the **Data Admin Role**.

1. Start under **Manage ALE Data** in the left navigation menu and choose **Class Interest Survey**.
2. You will see the **Manage Class Interest Survey** page with four subpages (tabs) across the top of the page from which to select.



- a. Click the **Classes for Survey** tab. Here, you will choose the classes you wish to surface for selection in a class interest survey.
 - i. Click the **magnifying glass** in the **Classes** field, click one or more **checkboxes** to the left, and click **Accept**. Use the filters to sort and find all the classes you would like to include in the survey for parents.
- b. Click the **Max Interested Classes** tab. Here, you will set the maximum number of classes all parents can select in a class interest survey.
 - i. Fill in the **Class Survey Selection Limit** field numerically.
 - ii. Once saved, it can be manually changed for an individual in the **wSLP > Details tab > Parent Enrollment Settings > Class Survey Selection Limit** field.

Classes for Survey	Max Interested Classes	Purge Interest Results	Show Class Interest Survey
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Mass Apply Class Survey Selection Limit 	Class Survey Selection Limit (optional) #
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- c. Click the **Purge Interest Results** tab. Here, you will erase the current selections parents have made.
- i. Click the **Remove all Current Parent Interest Survey Selections** button.

Classes for Survey	Max Interested Classes	Purge Interest Results	Show Class Interest Survey
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Mass Purge Parent Interest Results Click this button to erase the current selections	 Remove all Current Parent Interest Survey Selections
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- d. Click the **Show Class Interest Survey** tab. Here, you can turn the left navigation survey link for parents/guardians on or off.
- i. Toggle on/off the **Show Class Interest Survey**. If the toggle is blue, it is turned on.

Classes for Survey	Max Interested Classes	Purge Interest Results	Show Class Interest Survey
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Essentials Turn this on when you are ready to turn on the	 Show Class Interest Survey (optional) ☒
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