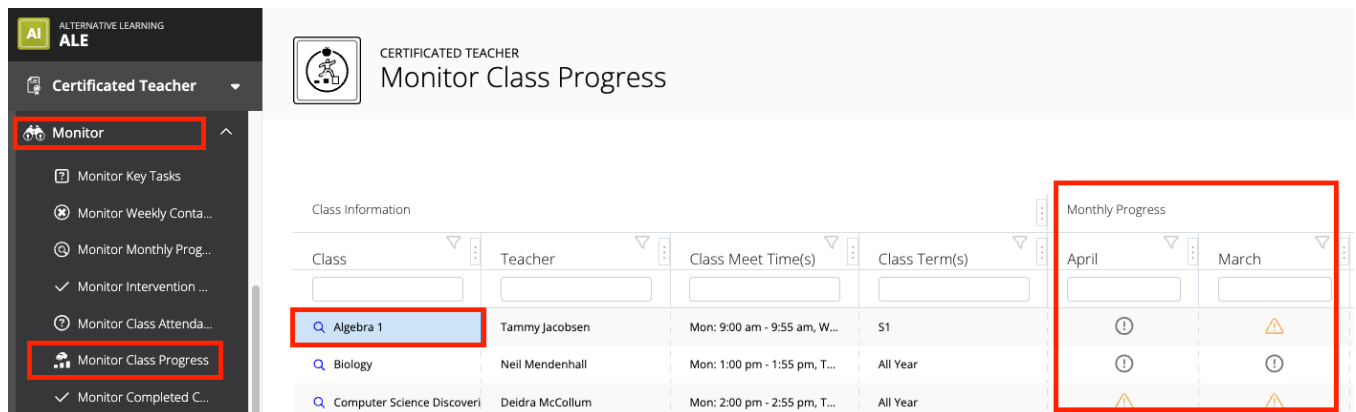


ALE Monitoring Class Progress (Connect)

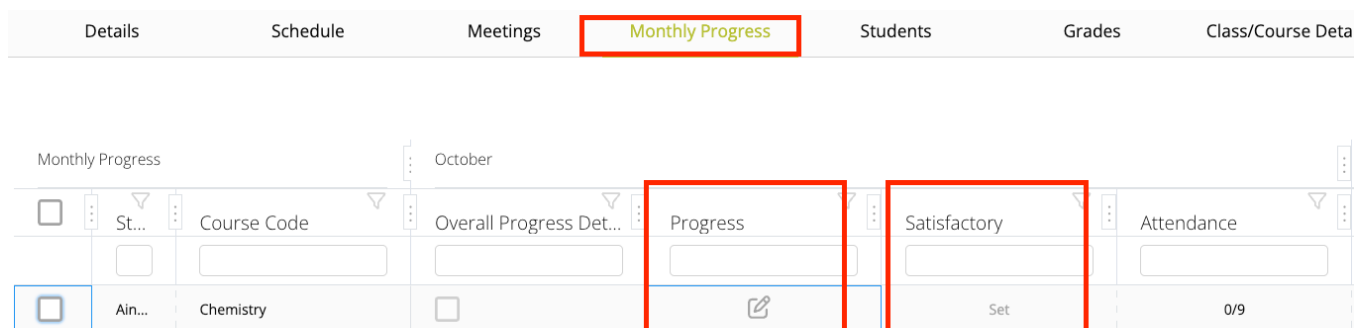
In the ALE Application, the Monitor Class Progress table can be used to quickly see the status of class progress completion by month. **Certificated Teachers** can view assigned classes, while the **Secretary** and **Program Manager** roles can view all currently scheduled classes.

1. Start by selecting **Monitor** in the left navigation menu, then choose **Monitor Class Progress**.
2. This table includes all classes where you are the Certificated Teacher, columns for each month, and the class progress status for each month.



The screenshot shows the ALE application interface. On the left, the navigation menu has 'Monitor' and 'Monitor Class Progress' highlighted. The main area shows the 'Monitor Class Progress' table. The table has columns for Class, Teacher, Class Meet Time(s), Class Term(s), and Monthly Progress (April, March). The 'Algebra 1' class is highlighted in the Class column. The 'Monthly Progress' tab is selected, and the 'April' and 'March' columns are visible.

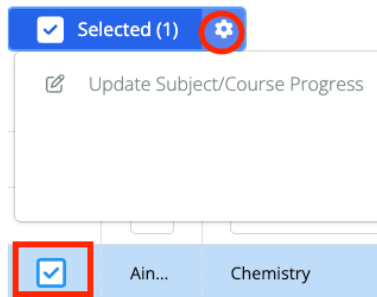
3. In the **Certificated Teacher Role**, click the **magnifying glass** in the **Class** column to open the **Manage Class modal** in the **Monthly Progress** tab. Here you can record class progress for the current month.



The screenshot shows the 'Manage Class modal' in the 'Monthly Progress' tab. The modal has tabs for Details, Schedule, Meetings, Monthly Progress (selected), Students, Grades, and Class/Course Data. The 'Monthly Progress' tab shows a table with columns for Student, Course Code, Overall Progress Detail, Progress, Satisfactory, and Attendance. The 'Satisfactory' column has a 'Set' button.

- a. Click **Set** in the **Satisfactory** column for the corresponding month and student.
 - i. Click once to set the student as **Satisfactory** (checkmark)
 - ii. Click twice to set the student as **Unsatisfactory** (X)
 - iii. Click a third time to return to **Set**.
- b. Click the **paper icon** in the **Progress** column to add a comment.
- c. To mass-generate the same designation and/or comment for a group of students, click one or more **checkboxes** to the left of student names or select the top checkbox to select all.
- d. Click the **Selected Gear** in the top left and choose **Update Subject/Course Progress**.
 - i. Select the **magnifying glass** in the **Month** field, and select the **checkbox** for the chosen month.

- ii. Select **Yes** or **No** from the **Satisfactory** dropdown menu.
- iii. Fill in a **Comment**.
- iv. Click **Save**.



- e. Click the **pencil/paper icon** in the **Months Progress column**.
 - i. Fill in the **Progress** field.
 - ii. Click **Save**.
 - f. Click the **Satisfactory column cell** to change to the following.
 - i. **Check Mark = Satisfactory**
 - ii. **“X” = Unsatisfactory**
 - iii. **Set = Undetermined**
 - g. Click the **“x”** in the top right corner to close the window.
4. In the **Monthly Progress columns**, an icon will appear.
 - a. Hover over icons to see a fraction of the total students with progress marked, along with the total number of enrolled students.

	Indicates that the class has students, but not all of them have progress marked.
	Indicates that the class has students, and that all of them have progress marked.
	Indicates that the class has no students enrolled.