

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

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

Scanning Students In and Out (Secretary Only)

Here, you will learn to scan students in and out of the building. Students can be scanned using a barcode scanner connected to the scanning computer.

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, type in the **Barcode** and click **Save** if you are not using a barcode scanner.

Essentials

(optional)
☐ Auto Focus

Barcode (optional)

4. In the **Student Scan Records** section, view who has scanned in/out.

Student Scan Records

Records (optional)

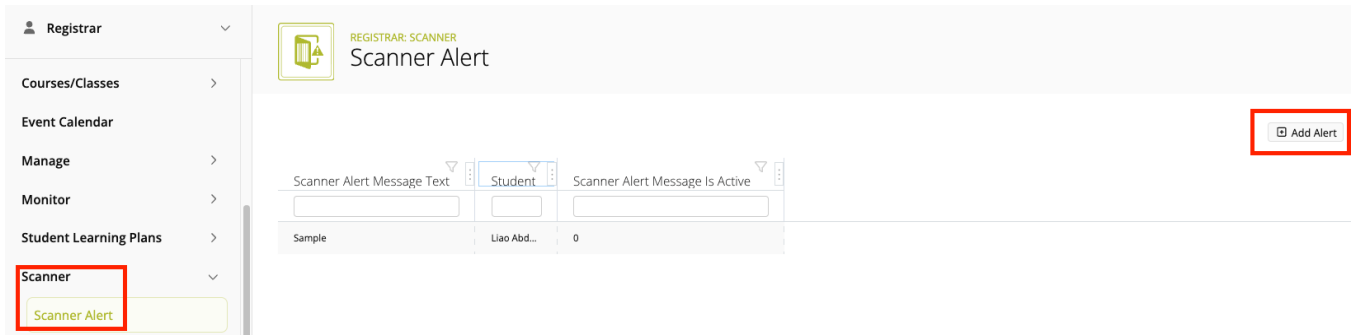
Essentials			Actions
Date	Text	Result Message	Row Actions
mm/dd/yyyy			

Manage Scanner Alerts for Students

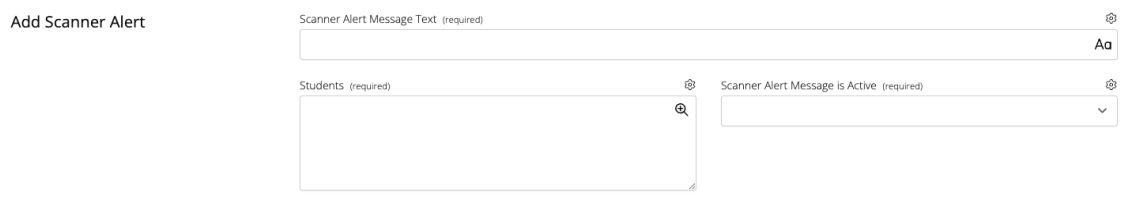
Here, you will learn to view the Scanner Alerts set up for students.

Multiple Roles: Program Manager, Registrar, Secretary

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



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**.



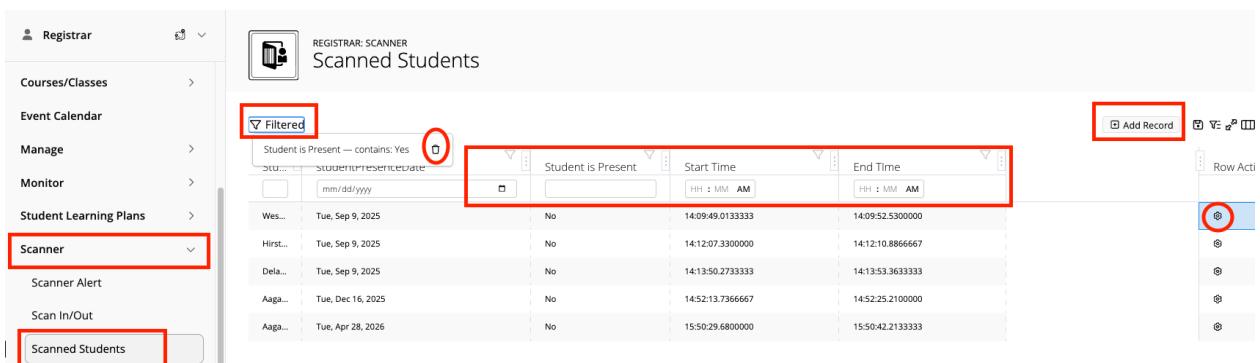
4. Click the **Row Actions Gear** at the far right to **Edit** existing alerts.

Scanned Students

Here, you can see a record of students who have scanned in/out today.

Multiple Roles: Program Manager, Registrar, Secretary

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
Wes...	Tue, Sep 9, 2025	No	14:09:49.0133333
Hirst...	Tue, Sep 9, 2025	No	14:12:07.3300000
Dela...	Tue, Sep 9, 2025	No	14:13:50.2733333
Aaga...	Tue, Dec 16, 2025	No	14:52:13.7366667
Aaga...	Tue, Apr 28, 2026	No	15:50:29.6800000

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)

5. 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.

Multiple Roles: Program Manager, Registrar, Secretary

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

Dates

Start Date (required)

End Date (required)

3. Use the **Edit Page Data Settings** button next to the page title to edit start and end dates.
4. 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).
5. Use the search fields at the top of each column to **filter** your results, or click any column name to sort the table.

Secretary

ALE Families
 ALE Students
 Email Recipient List
 Event Calendar
 Manage
 Monitor
 Scanner
 Scanner In/Out
 Scanner Alert
 Scanner History

SECRETARY
 Scanner History
 Edit
 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
Asgha...	0984...	Tue, Apr 28, 2026	3:50 pm	Scanned Studen...	3:50 pm	Scanned Student ...	0:00:12.533