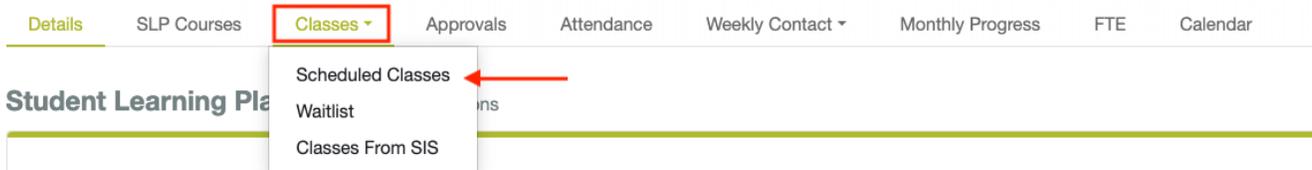


ALE Application: Scheduling a Student Into Classes

After Classes are set up in the ALE application, classes can be added to student schedules. Depending on how permissions are established, various roles can register students: parent, registrar, and certificated teacher.

Adding a student to classes is done per student via the **Scheduled Classes** tab on the Student Learning Plan. This is nested under the **Classes** drop-down menu.



There are two different calendar views. The Period View divides time by pre-established class periods. This view allows scheduling by class term, day of the week, or class period.

Classes instructions

	S1			
	Mon	Tue	Wed	Thurs
Zero Period				
1st Period				
2nd Period				
3rd Period				
4th Period				
5th Period				
6th Period				
7th Period				
8th Period				
9th Period				
10th Period				

In the **Planner View**, classes can be scheduled by their exact start and end times, allowing for greater flexibility. In this view, classes are scheduled by class term.

Classes [instructions](#)

Semester 1 of 2 [Enroll](#) 

	MON	TUE	WED	THU	FRI
7 AM					
8 AM					
9 AM	4-5 Block, M, F (12hr) 8:30 AM - 11:25 AM				4-5 Block, M, F (12hr) 8:30 AM - 11:25 AM
10 AM		Art 3-5 (1hr) 9:30 AM - 10:25 AM			
11 AM		Engineering 3-5 (1hr) 10:30 AM - 11:25 AM			
12 PM	Computer Science Discoveries (1 hr) 12:00 PM - 12:55 PM	Spanish I 4-8 (2 hrs) 12:00 PM - 12:55 PM			
1 PM	Washington State History 3-5 (2.5hr) 1:00 PM - 1:55 PM	Astronomy (1 hr) 1:00 PM - 1:55 PM			
2 PM		Ecology (1 hr) 2:00 PM - 2:55 PM			
3 PM					

Click the **Enroll** button. **Users** will see a list of available classes that are filtered to meet the criteria of the Student Learning Plan. Two different enrollment methods determine the criteria plans are filtered by:

- **Method 1:** Courses/Subjects are added to the SLP before parents register for classes, and these determine which supplemental classes a student is eligible to register for.
- **Method 2:** Class registration determines which courses/subjects are added to the SLP, and available classes are only filtered by grade level.

- A gray “+” sign (blue when hovered over) indicates that this class still has available seats and can be added to the student’s schedule.
- A red “+” sign indicates that although this class meets this student’s criteria for registration, either.
 - No more open seats are available.
 - There is a scheduling conflict because the student is already enrolled in another class during that time period.

To select classes to add to the student’s schedule, click the gray “+” icon next to any available class. Classes will be added to the **Your Selected Classes** list at the bottom of the screen:

Classes

Add Classes

✕

	S1				
	Mon	Tue	Wed	Thurs	Fri
7:00 am					
8:00 am	4-5 Block, M, F (12hr) +	PE 3-5 (1hr) +			4-5 Block, M, F (12hr) +
9:00 am		Art 3-5 (1hr) +	Hands on Health an... + Piano Wed 9:30 (2.5... +	Piano Th 9:30. (2.5hrs) + Science Investigatio... +	
10:00 am		Engineering 3-5 (1hr) + Spanish II 2-8 (2 hrs) +	Art 3-5 (1hr) + Magic Tree House (2... + Piano Wed 10:30. (2.... +	Piano Th 10:30 (2.5h... + Writers' Workshop 3... + Writers' Workshop 3... +	
11:00 am					
12:00 pm	Authors, Art & Me G... + Computer Science D... +	Astronomy (1 hr) + Authors, Art & Me G... + Fun With Children's ... + Spanish I 4-8 (2 hrs) +	Physical Education ... + Piano Wed 12. (2.5h... + Writers' Workshop 3... + Writers' Workshop 3... +	Coding with Dot & D... + Engineering 3-5 (1hr) + Piano Th 12 (2.5hrs) +	
1:00 pm	Reading Skills 2-5 (1... + Washington State Hi... +	Astronomy (1 hr) + C.I.A. Reading: Colle... + Farm to Table Grad... +	Chess & Games of S... + Guitar 3-8 (2 hrs) + Painting: Watercolo... + Piano Wed 1. (2.5hrs) + Science Investigatio... +	3-D Art Grades 2 - 5 ... + Guitar 3-8 (2 hrs) + Piano Th 1 (2.5hrs) +	
2:00 pm		Art 3-5 (1hr) + Chess & Games of S... + Ecology (1 hr) + Reading Skills 4-8 (1... +	Computer Science D... + Physical Education ... + Piano Wed 2. (2.5hrs) + Reading Skills 2-5 (1... +	C.I.A. Reading: Colle... + Mixed-Media Folk A... + Piano Th 2 (2.5hrs) +	
3:00 pm					

⤴
Your Selected Classes
3

PE 3-5 (1hr)
✖

Piano Th 9:30. (2.5hrs)
✖

Engineering 3-5 (1hr)
✖

After selecting all desired classes, click the blue **Add Classes** button in the top right corner. The student schedule will be displayed with the selected classes added.

Any classes that could not be added to the schedule will provide an error message with the reason for the error.

To un-enroll or remove a class from a student schedule, click on the class itself, which will open the **Class/Course Details Information Screen** again, but an **Unenroll** button will appear at the top. Click this to remove the student from the class.

Class/Course Details Unenroll  

Class: Google Apps / Type to Write 5-8 (1hr)
 (Basic Keyboarding skills needed) This class is designed to enhance presentation, storytelling, and reporting skills through the use of on-line technology. Class focus will include various computer programs, research tools, and educational applications. Students will be provided the opportunity to develop stronger skills through assigned projects in word processing, internet exploration, graphic design, spreadsheet development, photo enhancement and presentations. (Pre-req: Basic keyboarding and computer skills) Homework = 0

Max Number of Students 16

Enrollment Overrides

Users with the Registrar role can override class enrollment restrictions and place students into classes:

- Outside of their Grade Level
- Bypassing class enrollment limits
- That do not match established subject/course criteria (for enrollment method 1 outlined above)

When clicking the **Enroll** button, Registrars will, by default, see available classes filtered to meet the criteria established by the enrollment method and Student Learning Plan:

Classes Filtered to SLP Add Classes 

	S1				
	Mon	Tue	Wed	Thurs	Fri
7:00 am					
8:00 am	4-5 Block, M, F (12hr)  	PE 3-5 (1hr)  			4-5 Block, M, F (12hr)  
9:00 am		Art 3-5 (1hr)  	Hands on Health an...   Piano Wed 9:30 (2.5...  	Piano Th 9:30. (2.5hrs)   Science Investigatio...  	
10:00 am		Engineering 3-5 (1hr)   Spanish II 2-8 (2 hrs)  	Art 3-5 (1hr)   Magic Tree House (2...   Piano Wed 10:30. (2...  	Piano Th 10:30 (2.5h...   Writers' Workshop 3...   Writers' Workshop 3...  	
11:00 am					
12:00 pm	Authors, Art & Me G...   Computer Science D...  	Astronomy (1 hr)   Authors, Art & Me G...   Fun With Children's ...   Spanish I 4-8 (2 hrs)  	Physical Education ...   Piano Wed 12. (2.5h...   Writers' Workshop 3...   Writers' Workshop 3...  	Coding with Dot & D...   Engineering 3-5 (1hr)   Piano Th 12 (2.5hrs)  	
1:00 pm	Reading Skills 2-5 (1...   Washington State Hi...  	Astronomy (1 hr)   C.I.A. Reading: Colle...   Farm to Table Grad...  	Chess & Games of S...   Guitar 3-8 (2 hrs)   Painting: Watercolo...   Piano Wed 1. (2.5hrs)   Science Investigatio...  	3-D Art Grades 2 - 5 ...   Guitar 3-8 (2 hrs)   Piano Th 1 (2.5hrs)  	
2:00 pm		Art 3-5 (1hr)   Chess & Games of S...   Ecology (1 hr)   Reading Skills 4-8 (1...  	Computer Science D...   Physical Education ...   Piano Wed 2. (2.5hrs)   Reading Skills 2-5 (1...  	C.I.A. Reading: Colle...   Mixed-Media Folk A...   Piano Th 2 (2.5hrs)  	
3:00 pm					

▲ Your Selected Classes 0

The toggle button to flip to **All Classes** will display all available classes, regardless of the established enrollment restrictions.

Classes

All Classes ▼ ✓ Add Classes ✕
All Classes Filtered to SLP

	Mon	Tue	Wed	Thurs	Fri
7:00 am					
8:00 am	1st Block, M, F (9hr) i + 2-3 Block, M, F (10hr) i + 4-5 Block, M, F (12hr) i + MS ELA & SS Grades... i +	2-3 Block, T only (7 ... i + MS ELA & SS Grades... i + PE 3-5 (1hr) i +	Kindergarten Block ... i + MS ELA & SS Grades... i +	Kindergarten Block ... i + MS ELA & SS Grades... i +	1st Block, M, F (9hr) i + 2-3 Block, M, F (10hr) i + 4-5 Block, M, F (12hr) i +
9:00 am		Art 3-5 (1hr) i + Entomology (1 hr) i + Google Apps / Type ... i + Spanish I 1-3 (2 hrs) i +	Art 1-3 (1hr) i + Google Apps / Type ... i + Hands on Health an... i + Math Manipulative... i + Piano Wed 9:30 (2.5... i +	Art 1-3 (1 hr) (Lamb... i + History through Lit... i + Piano Th 9:30. (2.5h... i + Science Investigatio... i +	
10:00 am		Art 1-3 (1hr) i + Engineering 3-5 (1hr) i + Fishing Rod Constr... i + Spanish II 2-8 (2 hrs) i +	Art 3-5 (1hr) i + Children of the Wor... i + Hands on Health an... i + Magic Tree House (... i + Piano Wed 10:30. (2... i + Science 1-3 (1hr) i +	Children of the Wor... i + Digital Editing 5-8 (... i + Math Manipulative... i + Piano Th 10:30 (2.5... i + Writers' Workshop ... i + Writers' Workshop ... i +	
11:00 am					
12:00 pm	Authors, Art & Me ... i + Computer Science ... i + Lego Science 1-3 (1 ... i + Math 6 (5hr) i +	Algebra I (5hrs) i + Astronomy (1 hr) i + Authors, Art & Me ... i + Fun With Children's... i + Spanish I 4-8 (2 hrs) i + Story Time 1-3 (1 hr) i + Yearbook and New... i +	Art 6-8 (1 hr) i + Fun With Music K-2 ... i + Math 6 (5hr) i + Physical Education ... i + Piano Wed 12. (2.5h... i + Sewing & Fiber Arts... i + Veterinary Science (... i + Writers' Workshop ... i + Writers' Workshop ... i + Zoology- Animal Dis... i +	Algebra I (5hrs) i + Chalk & Mural Art ... i + Coding with Dot & ... i + Engineering 3-5 (1hr) i + Fun With Music K-2 ... i + Piano Th 12 (2.5hrs) i + Science 1-3 (1hr) i + Woodworking (6-8) ... i +	

▲ Your Selected Classes **0**

Enrolling a Group of Students Directly Into a Class

Registrars can also select one or more students to enroll directly into a class via the **Students Tab** in the **Manage Class Interface**. To navigate to this screen, click on **Classes/Courses** in the left navigation, then **All Classes**. Filter and/or sort to find the class you want to enroll students into and click on the **title**. Next, click on the **Students Tab**.

ALE REGISTRAR / MANAGE CLASS
Ceramics 1

Details Schedule Meetings Grades **Students** Cancel Next

Enrolled

Ale Class Students (82 records) Filtered Ordered ➡ ⚙️ Add Record

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
✓ <input type="text"/>	<input type="text"/>	Enrolled, Waitlist	<input type="text"/>	<input type="text"/>	<input type="text"/>

If any students are already enrolled in the class or have been added to the waitlist, they will be listed in the table. You may enroll students directly into the class by clicking the **Add Record** button at the top right.

Choose one or more students in the resulting selector to add them to the class.

Add Students

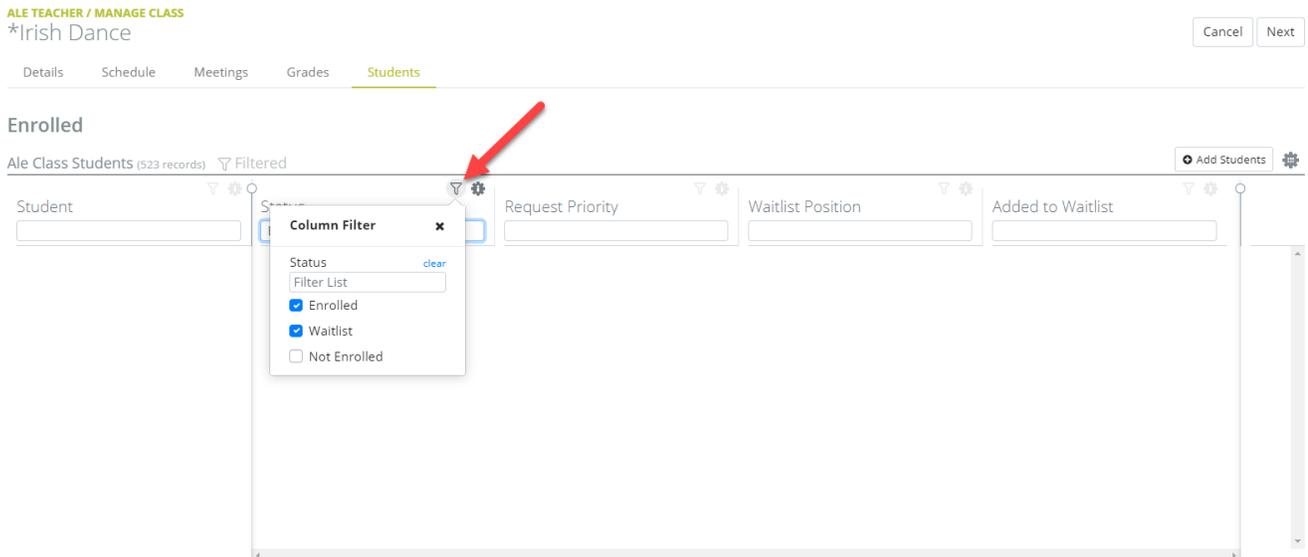
Validate ✕

Choose one or more students to enroll in the class. Students already on the waitlist are sorted to the top.

Students (required) [Select](#)

Remember that as registrar, you can override any set class enrollment limits, so this selector will return all students and not enforce any limits (i.e., grade level, maximum enrollment limits, or even conflicting classes on the student schedule.)

Registrars also can add students to the waitlist for an individual class via this interface. A predefined filter in the **Status** column shows only enrolled or waitlisted students by default. To find students not yet enrolled or on the waitlist, toggle to the **Not Enrolled** status.



ALE TEACHER / MANAGE CLASS
*Irish Dance

Cancel Next

Details Schedule Meetings Grades Students

Enrolled

Ale Class Students (523 records) Filtered

Add Students ⚙

Student	Status	Request Priority	Waitlist Position	Added to Waitlist
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Column Filter ✕

Status [clear](#)

Filter List

Enrolled

Waitlist

Not Enrolled

From the resulting list, sort/filter to find the student you would like to add to the waiting list, and using the **Row Action & Options** gear, select **Add to Waitlist**.

ALE TEACHER / MANAGE CLASS

*Irish Dance

Cancel Next

Details Schedule Meetings Grades Students

Enrolled

Ale Class Students (523 records) Filtered

Add Students

Student	Status	Request Priority	Waitlist Position	Added to Waitlist
Adelaide *	Not Enrolled			
Ainsley *	Not Enrolled			
Albert *	Not Enrolled			
Aleisha *	Not Enrolled			
Aleksandr *	Not Enrolled			
Alexis *	Not Enrolled			
Ally *	Not Enrolled			
Analliese *	Not Enrolled			
Anastassia *	Not Enrolled			
Andela *	Not Enrolled			



They will appear now by default on the **Students Tab** and the **Waitlist Position**.

*Although parents cannot yet request that students be added to a waitlist, this functionality will be introduced in a future release.