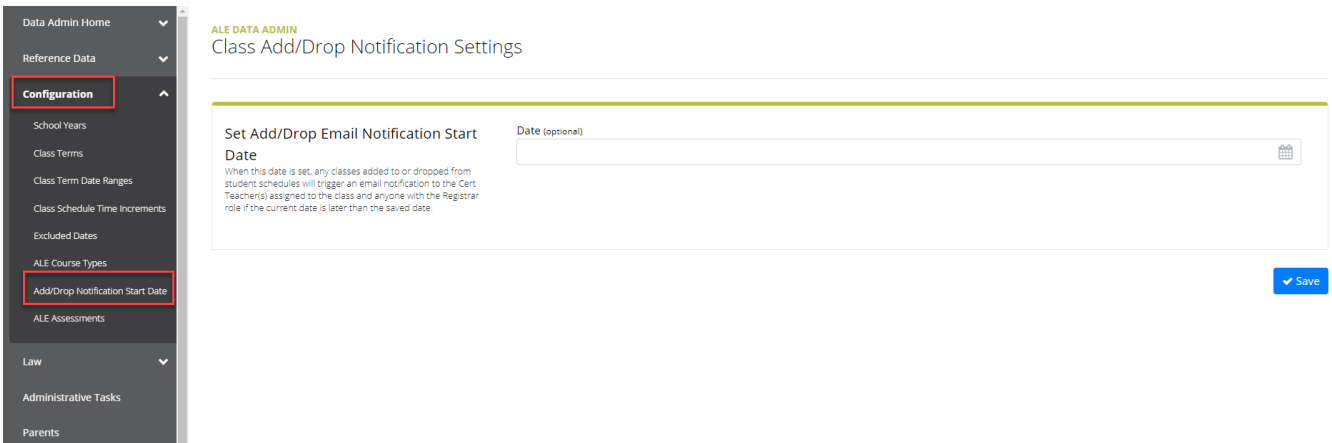


## ALE Application: Managing Email Notifications for Class Add/Drops

The ALE application has a feature that will enable email notifications to be generated whenever students add or drop a class. This can be turned on and off as needed by the **Data Admin Role**, and messages are currently generated to the Certificated Teacher or Supplemental Teacher assigned to a class and anyone with the Registrar Role.

To enable notifications, Navigate to **Configuration** in the left navigation menu, then choose **Add/Drop Notification Start Date**.



**ALE DATA ADMIN**  
Class Add/Drop Notification Settings

**Set Add/Drop Email Notification Start Date**

Date (optional)

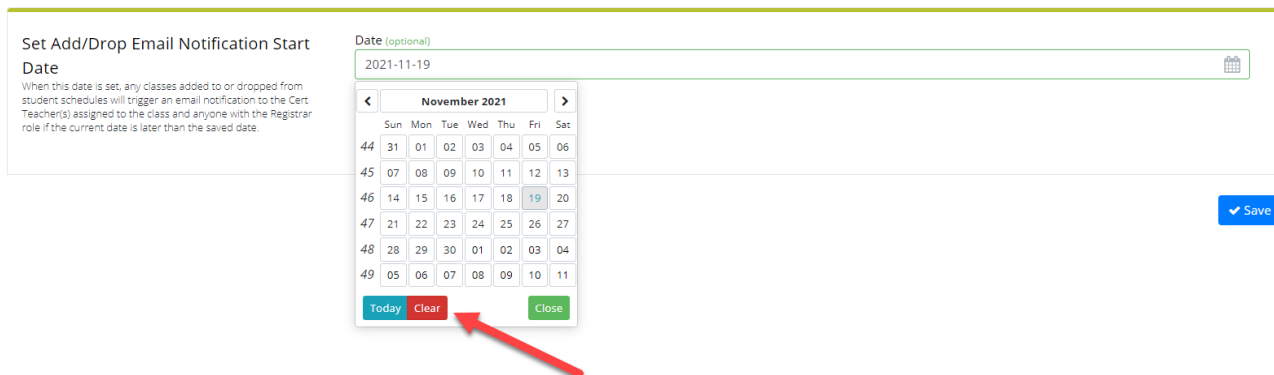
When this date is set, any classes added to or dropped from student schedules will trigger an email notification to the Cert Teacher(s) assigned to the class and anyone with the Registrar role if the current date is later than the saved date.

[Save](#)

Enter a **Date** in the form and click **Save**. When this date is set, any classes added to or dropped from student schedules will trigger an email notification to the Certificated Teacher(s) assigned to the class and anyone with the Registrar Role if the current date is later than the saved date.

To **discontinue notifications**, remove the date by clicking on the calendar tool, clicking **Clear**, and then **Save**.

**ALE DATA ADMIN**  
Class Add/Drop Notification Settings



**Set Add/Drop Email Notification Start Date**

Date (optional)

When this date is set, any classes added to or dropped from student schedules will trigger an email notification to the Cert Teacher(s) assigned to the class and anyone with the Registrar role if the current date is later than the saved date.

[Save](#)

Calendar: November 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
44	31	01	02	03	04	05	06
45	07	08	09	10	11	12	13
46	14	15	16	17	18	19	20
47	21	22	23	24	25	26	27
48	28	29	30	01	02	03	04
49	05	06	07	08	09	10	11

Buttons: [Today](#) [Clear](#) [Close](#)