

ALE Application: Using the Waitlist Feature

The waitlist feature can track class interest and help Registrars fill seats as they become available. Registrars and Parents will be the primary users of this feature.

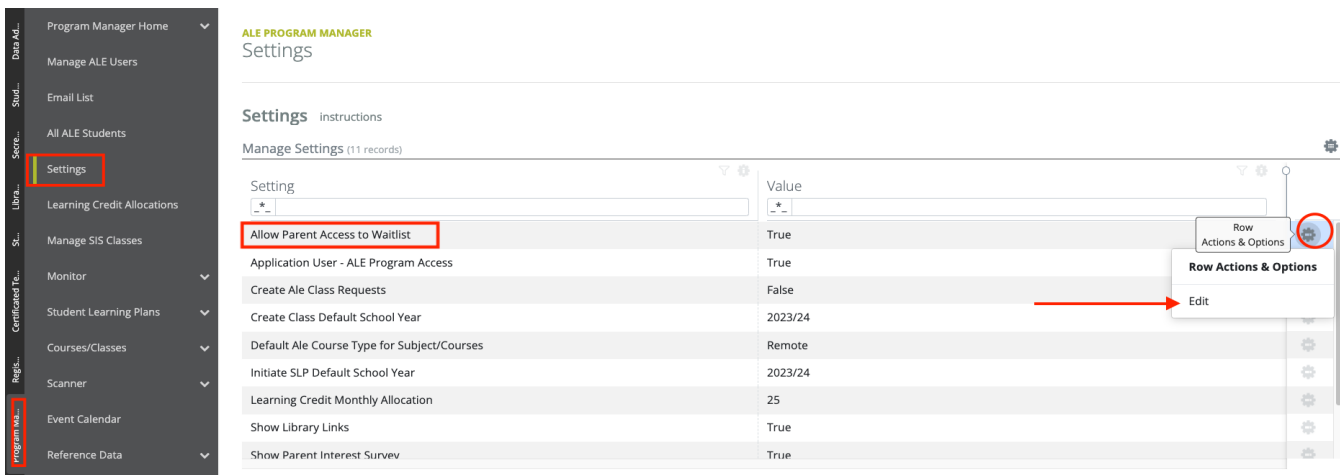
Quick Links

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Enable Waitlist Feature for Parents (Back to [Quick Links](#))

Before parents can start using the waitlist feature, it must be activated by setting **Allow Parent Access to Waitlist** to **True**.

In the **Program Manager Role**, select **Settings** in the left navigation menu. Click the **Row Action and Options** gear and select **Edit** for the **Allow Parent Access to Waitlist**.



ALE PROGRAM MANAGER Settings

Settings instructions

Manage Settings (11 records)

Setting	Value
Allow Parent Access to Waitlist	True
Application User - ALE Program Access	True
Create Ale Class Requests	False
Create Class Default School Year	2023/24
Default Ale Course Type for Subject/Courses	Remote
Initiate SLP Default School Year	2023/24
Learning Credit Monthly Allocation	25
Show Library Links	True
Show Parent Interest Survey	True

Set **Allow Parent Access to Waitlist** to **True** and click **Update** to save the change. The same steps can be followed to turn off Parent access to the waitlist feature by setting **False** instead of **True**.

Edit Record



Setting

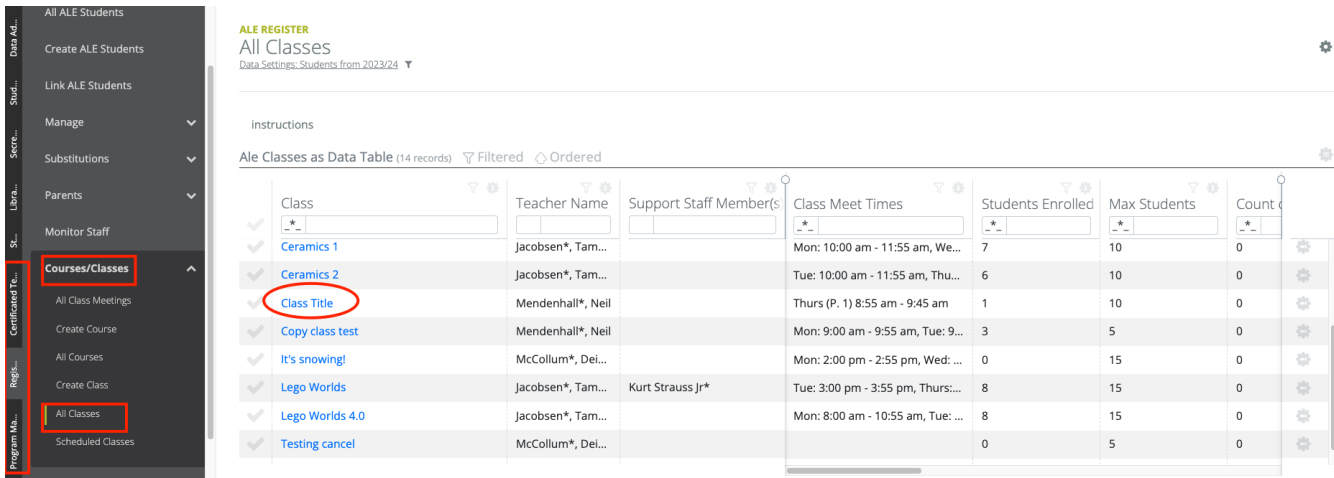
Enabling "Application User - ALE Program Access" will restrict access to the application based on the current User - Program(s) configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.

Learning Credit Monthly Allocation (required) <input type="text" value="25"/>	Allow Parent Access to Waitlist (required) <input type="text" value="true"/>
Create Ale Class Requests (required) <input type="text" value="false"/>	Enable Parent Interest Survey (required) <input type="text" value="true"/>
Enable Library Links (required) <input type="text" value="true"/>	SLP Teacher change updates subject/courses (required) <input type="text" value="true"/>
Default Class Type for Subject/Courses (optional) Select <input type="text" value="Remote"/>	Create Ale Class Default School Year (optional) Select <input type="text" value="2023/24"/>
Initiate SLP Default School Year (optional) Select <input type="text" value="2023/24"/>	Default Subject/Course Participation Status (optional) Select <input type="text" value="In Progress"/>
Enable Application User - ALE Program Access (optional) <input type="text" value="true"/>	

Checking Which Students are on a Class Waitlist (Back to [Quick Links](#))

You can view all students waitlisted in a class using the **Ale Class Students** table.

Select the **Registrar, Certificated Teacher, or Program Manager Role**. Click **Courses/Classes** in the left navigation menu, then choose **All Classes**. Click the name of the class you want to manage the waitlist for.



ALE REGISTER
All Classes
Data Settings: Students from 2023/24

Instructions

Ale Classes as Data Table (14 records) Filtered Ordered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Count
Ceramics 1	Jacobsen*, Tam...		Mon: 10:00 am - 11:55 am, We...	7	10	0
Ceramics 2	Jacobsen*, Tam...		Tue: 10:00 am - 11:55 am, Thu...	6	10	0
Class Title	Mendenhall*, Neil		Thurs (P. 1) 8:55 am - 9:45 am	1	10	0
Copy class test	Mendenhall*, Neil		Mon: 9:00 am - 9:55 am, Tue: 9...	3	5	0
It's snowing!	McCollum*, Dei...		Mon: 2:00 pm - 2:55 pm, Wed: ...	0	15	0
Lego Worlds	Jacobsen*, Tam...	Kurt Strauss Jr*	Tue: 3:00 pm - 3:55 pm, Thurs:...	8	15	0
Lego Worlds 4.0	Jacobsen*, Tam...		Mon: 8:00 am - 10:55 am, Tue: ...	8	15	0
Testing cancel	McCollum*, Dei...			0	5	0

This will open the **Manage Class** page. Click the **Students Tab** at the top of the page. You should now see the **ALE Class Students Table**. By default, this table will list six (6) columns — **Student, Grade Level, Status Request Priority, Waitlist Position, and Added to Waitlist**. The table will automatically filter to enrolled and waitlisted students. If a student is on the waitlist, then the Status will be listed as "Waitlist," and data will surface for the student in the **Waitlist Position** and **Added to Waitlist** columns.

ALE TEACHER / MANAGE CLASS

*Algebra 1

Cancel Next

 Details Schedule Meetings Grades **Students** 5.
Enrolled

Ale Class Students (24 records) Filtered Ordered

Add Students

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
	9th Grade	Waitlist	2	1	12/30/20 12:16:45 PM
	10th Grade	Enrolled			
	12th Grade	Enrolled	2		
	4th Grade	Enrolled			
	10th Grade	Enrolled			

Managing Waitlists (Back to [Quick Links](#))

Registrars can add, remove, and enroll students from the waitlist directly from a class via the **Students Tab** in the **Manage Class** Interface. You can access this interface by following the steps from [Check Which Students are on a Class Waitlist](#) listed earlier in this article. **Note:** Changes made to classes by a registrar will bypass enrollment restrictions.

Adding Students to the Waitlist (Back to [Quick Links](#))

Method #1 - Adding one student to the waitlist

1. Go to the **Students Tab** in any class.
2. Click the **Status column filter icon** and click **clear** so all students surface
3. Using the **Student Search box**, filter to the student you wish to add to the waitlist
4. Click the **Row Actions & Options gear** for the student you would like to add to the waitlist.
5. Select **Add to Waitlist**

ALE REGISTRAR / MANAGE CLASS

Coding + Music (S1) (WI)

Cancel Next

 Details Schedule Meetings Grades **Students** #1
#2
Enrolled

Ale Class Students (545 records) Filtered Ordered

Add Record Select Row Actions

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
	7th Grade	Enrolled			
	11th Grade	Enrolled			
	5th Grade	Enrolled			
	8th Grade	Enrolled			
	6th Grade	Enrolled			
	8th Grade	Enrolled		2	Jun 8 2023 1:26PM

ALE REGISTRAR / MANAGE CLASS

Coding + Music (S1) (WI)

Cancel Next

 Details Schedule Meetings Grades **Students**
Enrolled

Ale Class Students (545 records) Filtered Ordered

Add Record

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
*_wil					
	7th Grade	Not Enrolled			
	8th Grade	Not Enrolled			
	3rd Grade	Not Enrolled			
	7th Grade	Not Enrolled			
	11th Grade	Not Enrolled			
	11th Grade	Not Enrolled			
	5th Grade	Not Enrolled			
	4th Grade	Not Enrolled			

#3

#4

#5

Row Actions & Options

- Add to Waitlist
- Remove from Waitlist

Method #2 - Adding one or more students to the waitlist

1. Go to the **Students Tab** in any class.
2. Click the **Status column filter icon** and click **clear** so all students surface
3. Using the **Student Search box**, filter to the student(s) you wish to add to the waitlist
4. **Select Students** using the checkmarks to the left of the student name
5. Click the blue **Select Row Actions** button.
6. Select **Add Student(s) to Waitlist**
7. The number of students selected surfaces on the blue button

ALE REGISTRAR / MANAGE CLASS

Coding + Music (S1) (WI)

Cancel Next

 Details Schedule Meetings Grades **Students**
Enrolled

Ale Class Students (545 records) Filtered Ordered

Add Record Select Row Actions

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
*_wil		Enrolled ,Waitlist			
	7th Grade	Enrolled			
	11th Grade	Enrolled			
	5th Grade	Enrolled			
	8th Grade	Enrolled			
	6th Grade	Enrolled			
	8th Grade	Enrolled		2	Jun 8 2023 1:26PM

#1

#2

Column Filter

- Status
- Filter List
- Enrolled
- Waitlist
- Withdrawn
- Not Enrolled
- Dropped

ALE REGISTRAR / MANAGE CLASS
Coding + Music (S1) (WI)

Cancel Next

Details Schedule Meetings Grades **Students**

Enrolled

Ale Class Students (545 records) Filtered Ordered

#4	Student	Grade Level	Status	Request Priority	Waitlist Position	#6	#7	#5
<input type="checkbox"/>	*_ wil	*_		*_	*_			
<input type="checkbox"/>		7th Grade	Not Enrolled					
<input type="checkbox"/>		8th Grade	Not Enrolled					
<input checked="" type="checkbox"/>		3rd Grade	Not Enrolled					
<input type="checkbox"/>		7th Grade	Not Enrolled					
<input type="checkbox"/>		11th Grade	Not Enrolled					
<input type="checkbox"/>		11th Grade	Not Enrolled					
<input checked="" type="checkbox"/>		5th Grade	Not Enrolled					
<input type="checkbox"/>		4th Grade	Not Enrolled					

2 Select Row Actions

- Unenroll Students
- Add Student(s) to Waitlist
- Print SLP Schedule(s)

Enrolling Students from the Waitlist (Back to [Quick Links](#))

1. Go to the **Students Tab**.
2. Click the **Add Students**. A window labeled **Add Students** will appear.
3. Click **Select** on the **Students** field. A table with all the students in the class will open up.
4. In this table, find the student(s) you would like to add to enroll and click the **checkmark**.
5. After you are done selecting students, click the **Add Students** button.
6. The highlighted students should appear in the **Add Students** window. Click **Add** to add the students to the Class.

ALE TEACHER / MANAGE CLASS
*Algebra 1

Details Schedule Meetings Grades **Students**

Enrolled

Ale Class Students (24 records) Filtered Ordered

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
*_ Anise	11th Grade	Enrolled			
*_ Eldon	10th Grade	Waitlist	3	1	12/30/20 1:21:59 PM
*_ Ryanne	12th Grade	Enrolled	2		
*_ Noland	4th Grade	Waitlist	1	2	12/30/20 1:22:04 PM
*_ Bjorn	10th Grade	Enrolled			

Students

5. Add Students

Students (25 records)

Student	Waitlist Position	Added to Waitlist
Eldon	1	12/30/20 1:21:59 PM
Noland	2	12/30/20 1:22:04 PM
Roberto		
res*, Minh		

Add Students

3. Add

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

Students (required) Select

Evans*, Eldon Vader*, Noland

Removing Students from the Waitlist (Back to [Quick Links](#))

1. Go to the **Students Tab**.
2. Click the **Row Actions & Options** gear for the student you would like to remove from the waitlist.
3. Select **Remove From Waitlist**

ALE TEACHER / MANAGE CLASS
*Algebra 1

Details Schedule Meetings Grades **Students**

Enrolled
Ale Class Students (24 records) Filtered Ordered Add Students

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
Evans*, Eldon	10th Grade	Waitlist	3	1	12/30/20 1:21:59 PM
Garver*, Ryanne	12th Grade	Enrolled	2		
Vader*, Noland	4th Grade	Waitlist	1	2	12/30/20
Venera*, Bjorn	10th Grade	Enrolled			

Row Actions & Options
Add to Waitlist
Remove from Waitlist

How the Waitlist Appears to Parents (Back to [Quick Links](#))

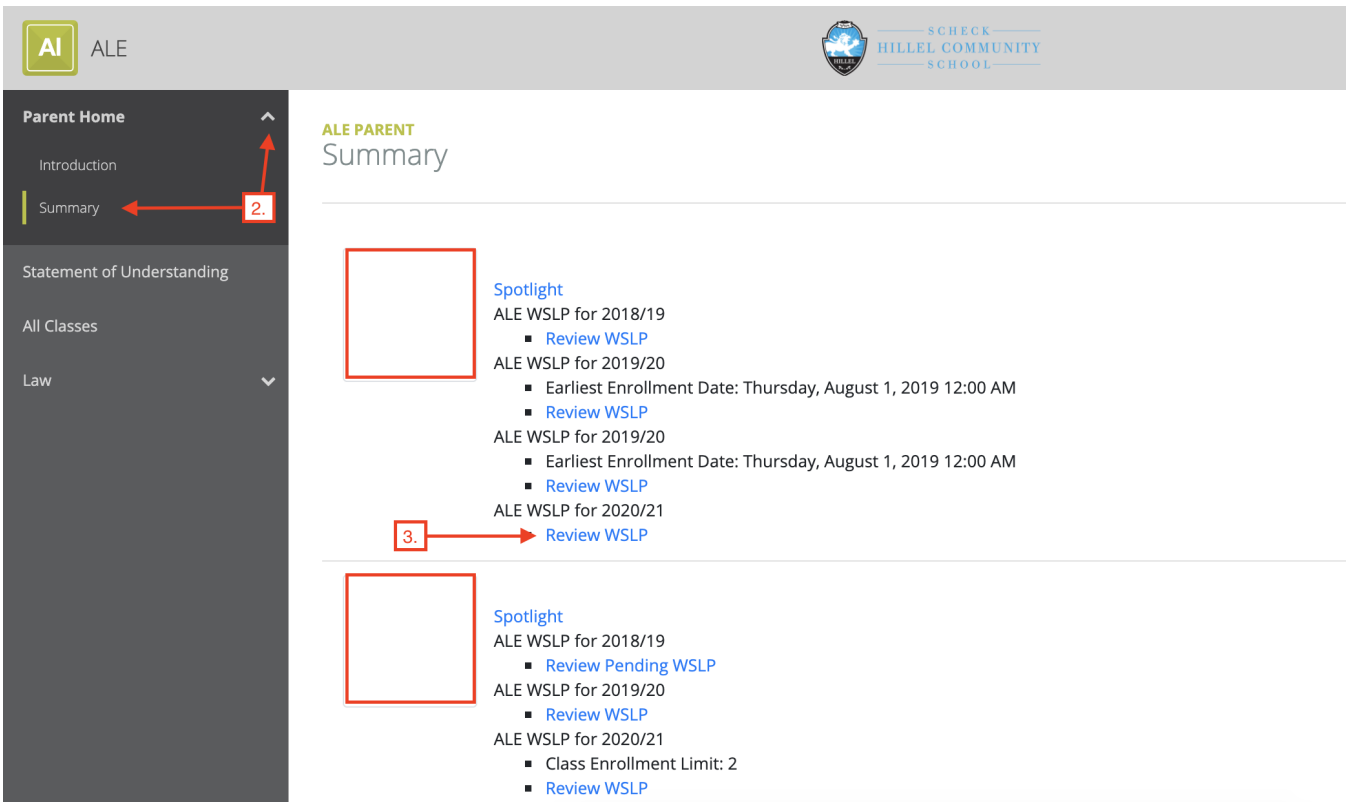
Note: The waitlist feature is only available to parents if first turned on by a Program Manager.

When a parent tries to enroll their student in a full class, they will be added to the class waitlist instead of being enrolled. This is signified to parents by a **yellow '+'** instead of a **gray +** when adding a class. When a parent clicks the **yellow +**, they will also receive a notification that the class is full, and the student will be added to the class waitlist.

Classes can only be waitlisted by parents when they are full, and the open enrollment deadline has not been passed. Once a class has reached its enrollment limit, parents cannot enroll their students in the class until the waitlist has been cleared.

Parents can view classes their students are waitlisted on by following the steps below:

1. Login to the ALE application. [ALE Application For Parents: Login Instructions](#)
2. Click **Summary** under **Parent Home** in the left navigation menu.
3. The summary page will list all your students enrolled in the ALE program. Click the **Review WSLP** under the **Student** and **School Year** you would like to view the waitlist for.
4. Hover your mouse over the **Classes Tab** drop-down and click **Waitlist**.



The screenshot shows the ALE Parent Summary page. The left navigation menu is expanded to 'Summary', indicated by a red arrow and a box labeled '2.'. The main content area displays a list of 'ALE WSLP' entries for different school years (2018/19, 2019/20, 2020/21). Each entry includes a 'Spotlight' section and a 'Review WSLP' link. A red arrow and box labeled '3.' point to the 'Review WSLP' link for the 2020/21 school year.



ALE PARENT / VIEW STUDENT LEARNING PLAN

- Details
- Subjects/Courses ▾
- Classes ▾
- Approvals
- Attendance
- Weekly Contact ▾
- Monthly Progress

Classes Waitlist

Scheduled Classes

Waitlist

4.

Ale Student Learning Plan Waitlist Classes (0 records)

No data to display.