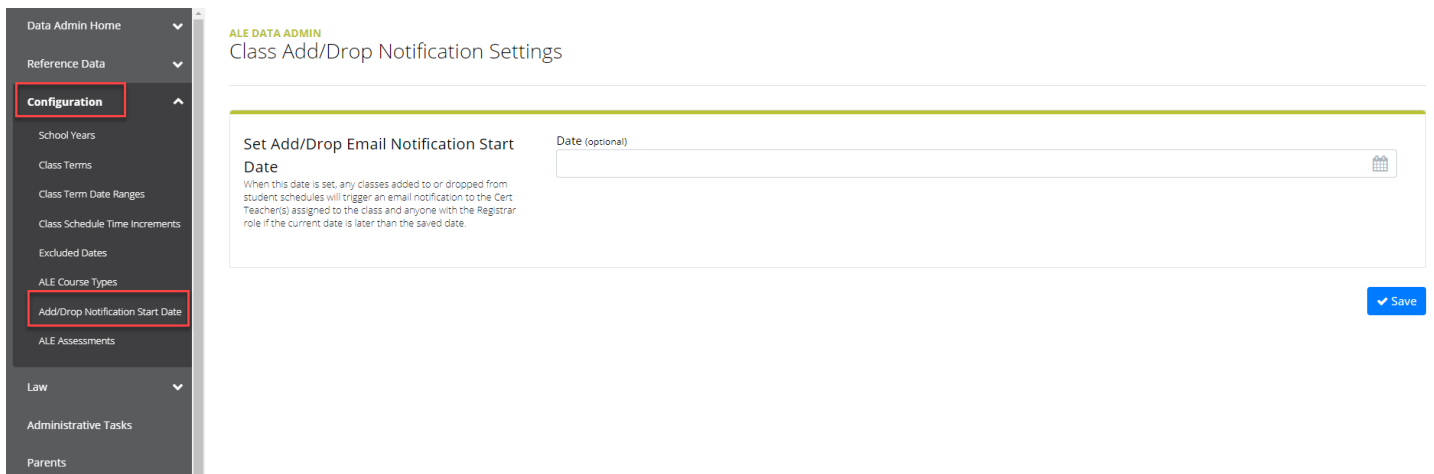


ALE Application: Data Admin Managing Email

Notifications for Class Add/Drops

The ALE application has a feature which 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 as well as anyone with the Registrar role.

To enable notifications, Navigate to Configuration then Add/Drop Notification Start Date in the left nav on the Data Admin Role .



ALE DATA ADMIN
Class Add/Drop Notification Settings

Set Add/Drop Email Notification Start Date

Date (optional)

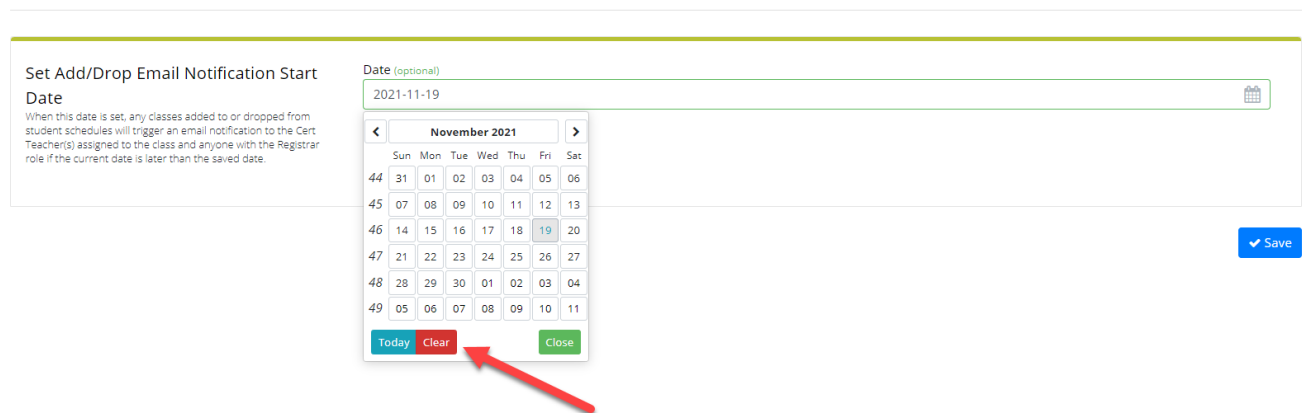
When this date is set, any classes added to or dropped from student schedules will trigger an email notification to the Cert Teacher(s) assigned to the class and anyone with the Registrar role if the current date is later than the saved date.

[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 Cert 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 saving.

ALE DATA ADMIN
Class Add/Drop Notification Settings



Set Add/Drop Email Notification Start Date

Date (optional)

2021-11-19

November 2021

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

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

[Save](#)