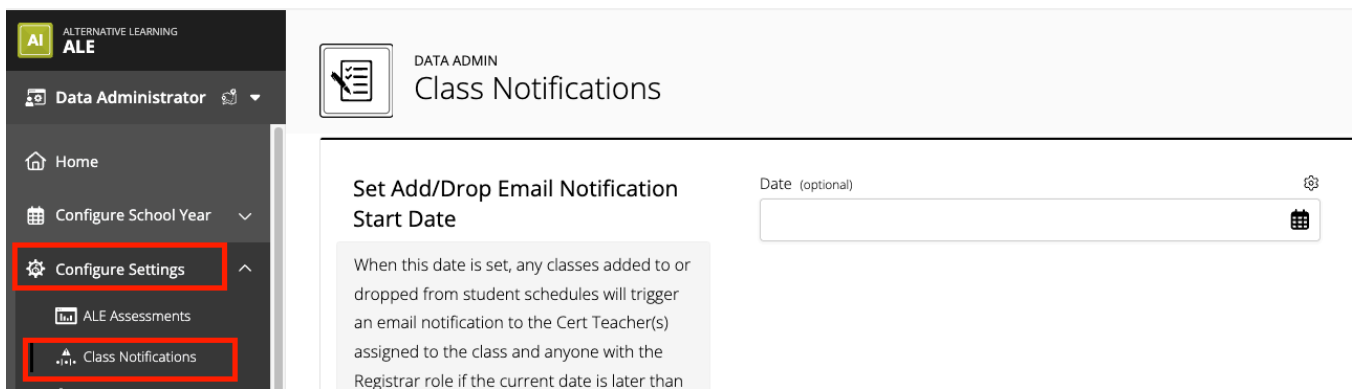


## ALE Configure Settings: Notifications (Connect)

Here, you can learn to configure notification settings in the **Data Administrator Role**.

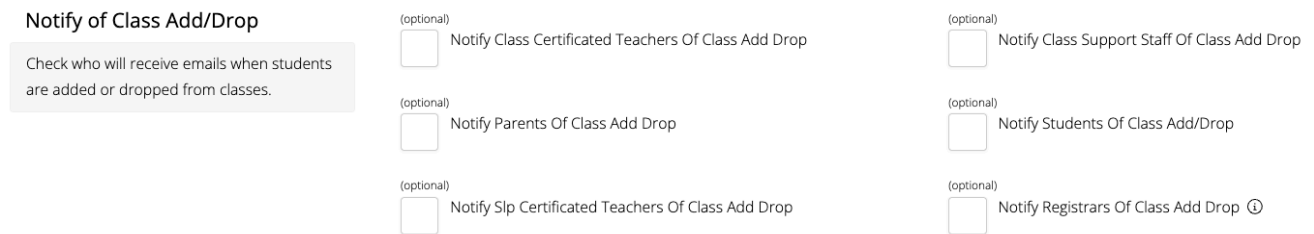
### Set Class Add/Drop Notifications

1. Start by going to **Configure Settings** in the left navigation menu, then choose **Class Notifications**.
2. To enable notifications, enter a **Date**. 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.



The screenshot shows the ALE Data Administrator interface. On the left, the navigation menu includes 'Data Administrator', 'Home', 'Configure School Year', 'Configure Settings' (highlighted with a red box), 'ALE Assessments', and 'Class Notifications' (highlighted with a red box). The main content area is titled 'DATA ADMIN Class Notifications'. It features a section 'Set Add/Drop Email Notification Start Date' with a text input field and a calendar icon. A tooltip explains: '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'.

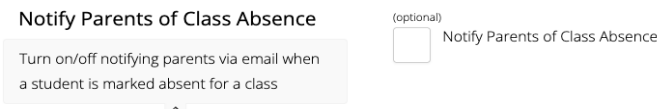
3. Click the **checkbox** to turn on or off who receives emails when students are added to or dropped from classes. A checkmark means they will receive an email.



**Notify of Class Add/Drop**  
Check who will receive emails when students are added or dropped from classes.

- (optional) Notify Class Certificated Teachers Of Class Add Drop
- (optional) Notify Class Support Staff Of Class Add Drop
- (optional) Notify Parents Of Class Add Drop
- (optional) Notify Students Of Class Add/Drop
- (optional) Notify Slp Certificated Teachers Of Class Add Drop
- (optional) Notify Registrars Of Class Add Drop ⓘ

4. Click the **checkbox** to enable or disable notifications to parents via email when a student is marked absent from a class. A checkmark means they will receive an email.



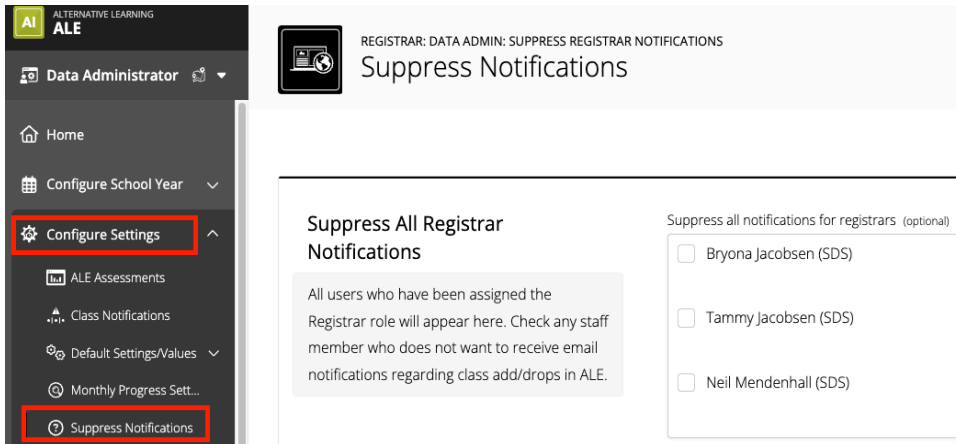
**Notify Parents of Class Absence**  
Turn on/off notifying parents via email when a student is marked absent for a class

- (optional) Notify Parents of Class Absence

5. Click **Save**. Any class additions or drops will generate emails starting on the selected date.
6. To stop receiving notifications, clear the Date field.
  - a. Click **Save**. Email notifications of discontinuation will be generated and sent to those selected.

## Set Suppress Registrar Notifications

1. Start by going to **Configure Settings** in the left navigation menu, then choose **Suppress Registrar Notifications**.
2. All users assigned the Registrar role will appear here. Click the **checkbox** next to the name to turn on/off suppression in the **Suppress all notifications for registrars** field. The checkmark denotes that notifications for the registrars will be on.



The screenshot displays the 'Supress Notifications' page for a Registrar (Data Admin). The left navigation menu is visible, with 'Configure Settings' and 'Suppress Notifications' highlighted with red boxes. The main content area shows the title 'Supress Notifications' and a sub-header 'REGISTRAR: DATA ADMIN: SUPPRESS REGISTRAR NOTIFICATIONS'. Below this, there is a section titled 'Suppress All Registrar Notifications' with a descriptive text box: 'All users who have been assigned the Registrar role will appear here. Check any staff member who does not want to receive email notifications regarding class add/drops in ALE.' To the right, there is a section titled 'Suppress all notifications for registrars (optional)' containing three unchecked checkboxes for users: Bryona Jacobsen (SDS), Tammy Jacobsen (SDS), and Neil Mendenhall (SDS).