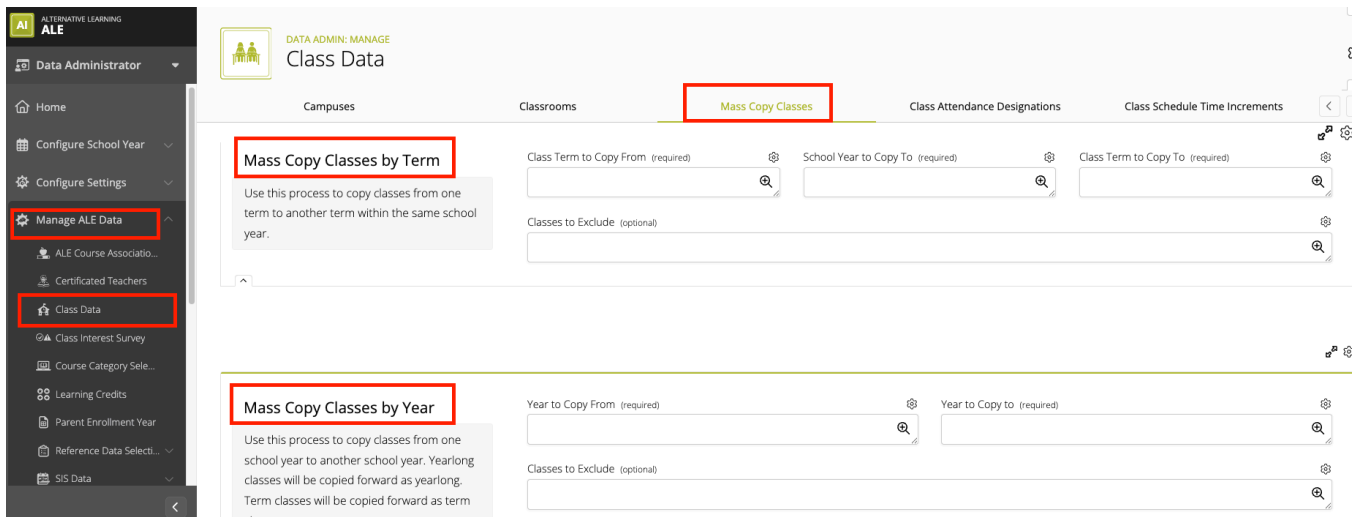


ALE Copying Classes from One Term or Year to Another (Connect)

In the **Data Administrator Role**, there is a tool to copy a set of classes by term or year, so that once the class schedule is established, it does not have to be built from the ground up each year. Multiple Classes can be selected and copied, along with all associated details, from one class term to another or from one school year to another (excluding student enrollments).

1. Start under **Manage ALE Data** in the left navigation menu and choose **Class Data**.
2. You will see the **Manage Class Data** page with several subpages (tabs) across the top of the page.
3. Click the **Mass Copy Classes Tab**.
4. Select one of the following sections to complete:
 - a. **Mass Copy Classes by Term section:** Use this process to copy classes from one term to another term within the same school year.
 - b. **Mass Copy Classes by Year section:** Use this process to copy classes from one school year to another. Yearlong classes will be copied forward as yearlong.



5. Click the magnifying glass in the **Class Term/Year to Copy From** field, and click the checkbox to the left of your selection.
6. Select the **School Year to Copy To** and **Class Term to Copy to** fields similarly.
7. Select the magnifying glass in the **Classes to Exclude** field, click one or more checkboxes to the left, and click **Accept**. You can review your selection list by clicking **View Selected** in the bottom-left corner.

Ordered

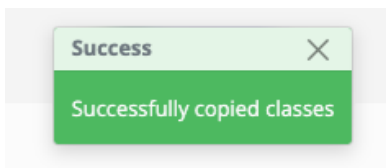
Ale Class Title	School Year	Class Start Date	Class End Date	Ale Class Term(s)	Class Meet Tim
<input checked="" type="checkbox"/> Creative Writing Workshop	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2	Tue: 1:00 pm - 1:55
<input type="checkbox"/> Fencing 103	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2	Tue: 2:30 pm - 3:32
<input checked="" type="checkbox"/> Test Waitlist	2024/25	8/1/2024	4/10/2025	Semester 1 of 2	Thurs: 12:00 pm - 1
<input checked="" type="checkbox"/> Ordinal test	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2	Mon (P. 1) 7:55 am
<input checked="" type="checkbox"/> Lego Worlds	2024/25	8/1/2024	9/25/2025	Semester 1 of 2, Semester 2	Mon: 9:00 am - 9:55
<input checked="" type="checkbox"/> Class meeting schedule testing	2024/25	8/1/2024	7/31/2025	Semester 1 of 2	Kindergarten, 1st Grade, 2nd Grad...
<input checked="" type="checkbox"/> Create class test	2024/25	9/1/2024	12/12/2024	Semester 1 of 2	4th Grade, 7th Grade
<input type="checkbox"/> English 101	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2 of 2	9th Grade, 10th Grade, 11th Grade...
<input type="checkbox"/> Budget Management	2024/25	2/1/2025	7/31/2025	Semester 2 of 2	11th Grade, 12th Grade
<input type="checkbox"/> Martial Arts 1	2024/25	2/1/2025	7/31/2025	Semester 2 of 2	Kindergarten, 1st Grade, 2nd Grad...
<input type="checkbox"/> Computer Science Discoveries	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2 of 2	Kindergarten, 1st Grade, 2nd Grad...
<input type="checkbox"/> Computer Science Discoveries	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2 of 2	Kindergarten, 1st Grade, 2nd Grad...
<input type="checkbox"/> Biology	2024/25	8/1/2024	1/31/2025	Semester 1 of 2	9th Grade, 10th Grade, 11th Grade...
<input type="checkbox"/> Biology	2024/25	2/1/2025	7/17/2025	Semester 2 of 2	9th Grade, 10th Grade, 11th Grade...

1 to 14 of 14 Page 1 50 per page

Selected: 6 [View Selected](#)

Cancel Accept

8. Click **Mass Copy Classes**. You will see a confirmation that your classes have been successfully copied.



9. To see the classes you have copied to a new term or school year, navigate to **Courses/Classes>>All Classes** via the Registrar, Certificated Teacher, or Program manager role.

Additional Things To Note:

- Student enrollments are not copied over using this process. No students will be enrolled in the copied classes.
- All other class details, including the schedule, are copied forward. The appropriate class term dates for the new term/year will be applied.
- If the class is not following the same class schedule as the previous term/year, delete the existing class schedule and add a new one.