

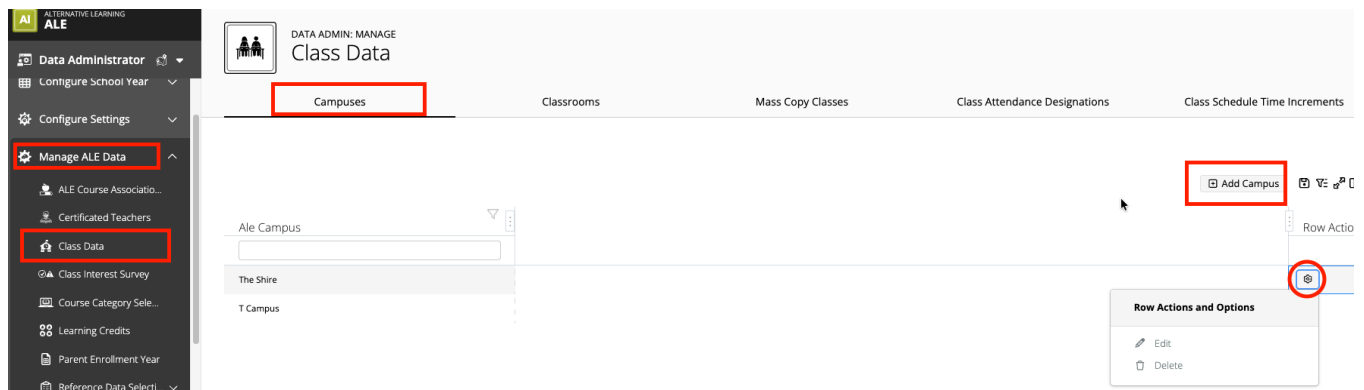
## ALE Manage Class Data (Connect)

Here in the **Data Administrator Role**, you will learn to manage class data.

### Add/Edit Campuses

Every program must have at least one campus to schedule classes.

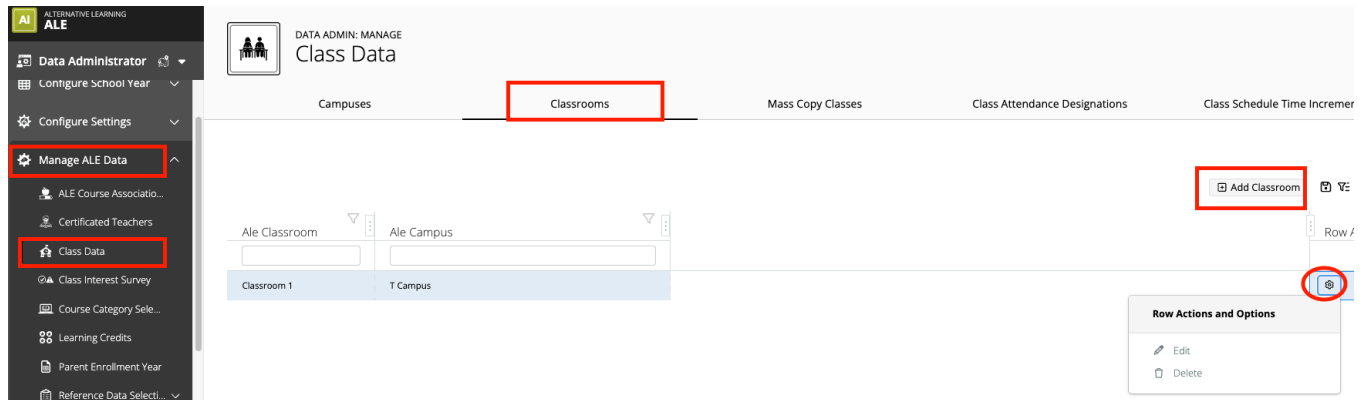
1. Start under **Manage ALE Data** in the left navigation menu and choose **Class Data**.
2. You will see the **Manage Class Data page** with several subpages (tabs) across the top of the page. It will default to the **Campuses** tab.



- a. Click **Add Campus** in the top right of the table.
    - i. Fill in the **Campus** field.
    - ii. Click **Save**.
- Add ALE Campus
- b. Click the **Row Actions Gear** and choose **Edit** or **Delete**.
    - i. **Edit:** Editing a campus name updates it for all classes that have ever been tied to that campus.
    - ii. **Delete:** You can delete a campus that has never been used. Deleting a campus with associated classes will require you to update those classes before you can manually delete the campus.
      1. Deleting a campus will remove all other associations, and a warning window will appear: **“Choosing to remove associations and delete a campus cannot be reversed.”** Click **Remove Associations**, then click **Delete** to proceed.

### Add/Edit Classrooms

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 various subpages (tabs) across the top.



- a. Click the **Classroom Tab**.
- b. Click **Add Classroom** in the top-right of the table.
  - i. Click the **magnifying glass** in the **Campus** field, then check the **checkbox** to the left.
  - ii. Fill in the **ALE Classroom** field.
  - iii. Click **Save**.

Add ALE Classroom

	Campus (optional) <input type="text"/>	Ale Classroom (optional) <input type="text"/>
--	--	---

- c. Click the **Row Actions Gear**, then choose **Edit** to move the classroom to a different campus or rename it.
- d. Click the **Row Actions Gear**, then choose **Delete** to remove a classroom.
  - i. A pop-up window will open, displaying a list of tables where the classroom has been used and a confirmation message: **“Are you sure you want to delete this classroom? This cannot be undone.”** Click **‘Yes’** to proceed or **‘No’** to cancel the delete process

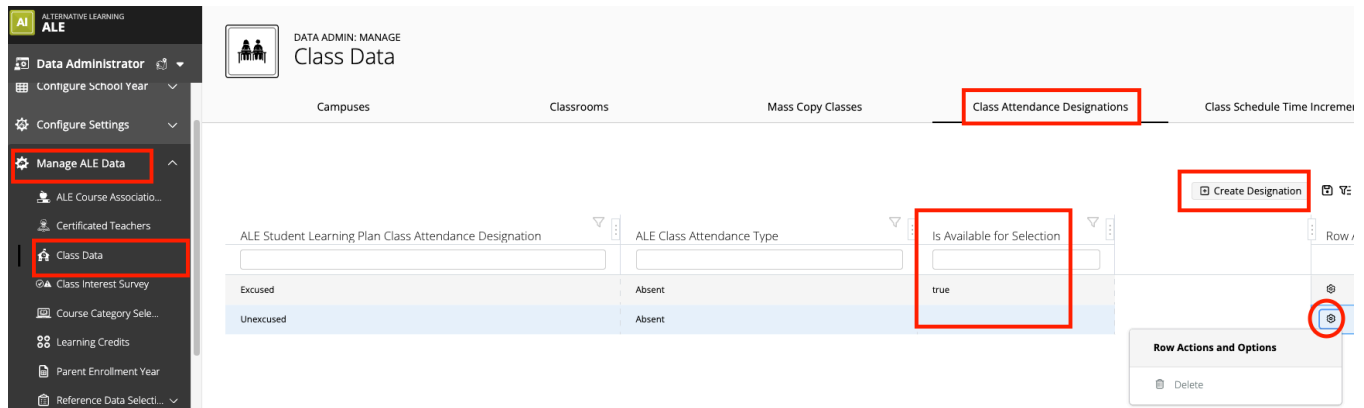
## Mass Copy Classes Tab

Helpful Resource: [ALE Copying Classes from One Term or Year to Another \(Connect\)](#)

## Add/Edit Class Attendance Designations

Designations surface on class attendance pages and allow you to add further detail to an attendance record, such as designating an absence as excused or unexcused.

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 **Class Attendance Designations** tab.



4. Click the **Create Designation** button in the top right.
  - a. Fill in the **ALE Student Learning Plan Class Attendance Designation** field.
  - b. Click the **magnifying glass** in the **ALE Class Attendance Type** field, and click the **checkbox** to the left to select the attendance type the new designation is connected to.
  - c. Click **Save**.

Create Class Attendance Designation

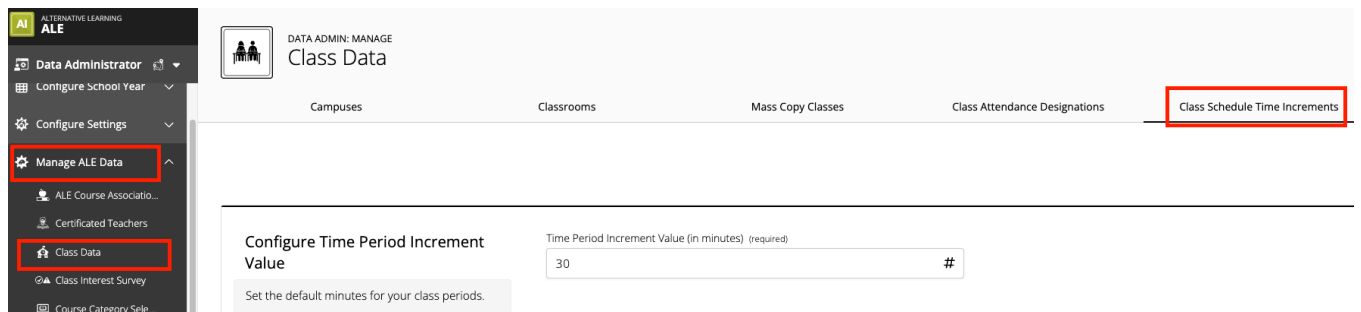
ALE Student Learning Plan Class Attendance Designation (optional)

ALE Class Attendance Type (opt)

5. Click the **Row Action gear** to the far right to **delete**. Once an Attendance Designation has been used, you cannot delete it.
6. Click the **Is Available for Selection** column cell and set it to **true** or **false**. False means it is no longer used.

## Set Default Minutes for Class Periods

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 **Class Schedule Time Increments** tab.



4. Numerically fill in the **Time Period Increment Value** (in minutes) field.
5. Click **Save**.