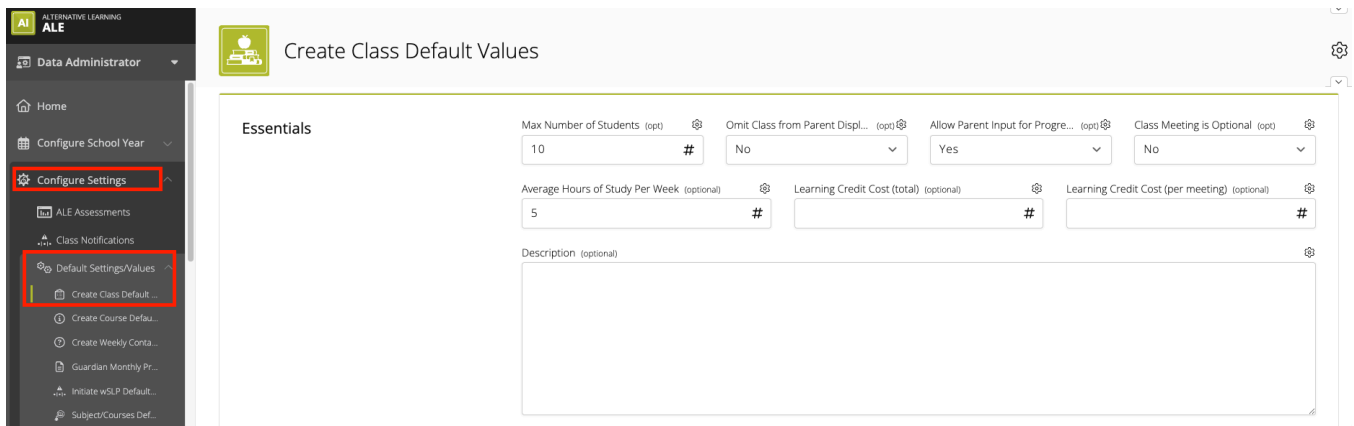


ALE Set Default Values for Creating Classes (Connect)

Here, you will learn how to use this interface to configure class defaults that will be used when scheduling a class from a course or when creating classes via **Courses/Classes >>Create Class**. When scheduling a class from a course, the data will autofill from the course and then fill in any blanks from these default settings.

These settings cannot be applied to existing classes.

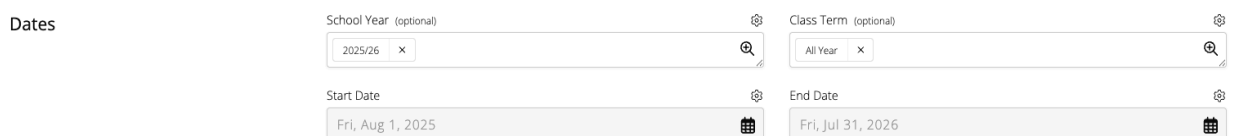
1. Start by going to **Configure Settings** in the left navigation menu, then choose **Default Settings/Values**, and finally **Create Class Default Values**.



The screenshot shows the 'Create Class Default Values' interface. On the left, a navigation menu is visible with 'Configure Settings' and 'Default Settings/Values' highlighted. The main content area is titled 'Create Class Default Values' and contains an 'Essentials' section with the following fields:

- Max Number of Students (opt)**: Input field with value '10' and a '#' icon.
- Omit Class from Parent Displ... (opt)**: Dropdown menu with 'No' selected.
- Allow Parent Input for Progre... (opt)**: Dropdown menu with 'Yes' selected.
- Class Meeting is Optional (opt)**: Dropdown menu with 'No' selected.
- Average Hours of Study Per Week (optional)**: Input field with value '5' and a '#' icon.
- Learning Credit Cost (total) (optional)**: Input field with a '#' icon.
- Learning Credit Cost (per meeting) (optional)**: Input field with a '#' icon.
- Description (optional)**: A large text area for entering a description.

2. When scheduling a class from a course, the data will autofill from the course template and then fill in any blanks from these default settings. You can choose which default fields to set or leave blank.
 - a. In the **Essential section**:
 - i. Fill the **Max Number of Students**, **Average Hours of Study Per Week**, **Learning Credit Cost (total)**, and **Learning Credit Cost (per meeting)** fields numerically.
 - ii. Select **Yes** or **No** from the **Omit Class from Parent Display**, **Allow Parent Input for Progress**, and **Class Meeting is Optional** dropdown menus.
 - iii. Fill in the **Description** field.
 - b. By default, in the **Dates section**, the **School Year**, **Class Term**, **Start**, and **End Dates** are set to the current-year settings. The School Year and Class Term may be edited as needed by clicking the **magnifying glass** in the field and clicking the **checkbox** to the left.



The screenshot shows the 'Dates' section of the interface. It contains four input fields:

- School Year (optional)**: Input field with value '2025/26', a magnifying glass icon, and a checkbox.
- Class Term (optional)**: Input field with value 'All Year', a magnifying glass icon, and a checkbox.
- Start Date**: Input field with value 'Fri, Aug 1, 2025', a calendar icon, and a checkbox.
- End Date**: Input field with value 'Fri, Jul 31, 2026', a calendar icon, and a checkbox.

- c. In the **Settings section**, click the **magnifying glass** icon in the **Campus** field, then check the **checkbox** next to the campus you want.

Settings

Campus (optional)

The Shire x

Classroom (optional)

ALE Course Type (optional)

Site-based (Weekly) x

Class Designation (optional)

- i. Select the **Classroom**, **ALE Course Type**, and **Class Designation** in the same way.
- d. Lastly, in the **People** section, click the **magnifying glass** icon in the **Certificated Teacher** field, then check the **checkbox** next to the staff member.

People

Certificated Teacher (optional)

Neil Mendenhall x

Supplemental Certificated Teacher(s) (optional)

Tammy Jacobsen x

Support Staff Member(s) (optional)

Neil Mendenhall x
Tammy Jacobsen x

- i. Select the **Supplemental Certificated Teacher(s)** and **Support Staff Member(s)** similarly.
3. Click **Save**.