

ALE Set Defaults for Managing ALE Class Designations (Connect)

Here, you will learn how to manage class designation settings. Select which class designations create weekly contact records when students are marked present or tardy. By default, all class designations create weekly contact records.

1. Start by going to **Configure Settings** in the left navigation menu, then choose **Default Settings/Values**, and finally **Manage ALE Class Designations**.
2. Check the **Create Contact Records** column box to allow **Class Designation** to generate weekly contact records. Uncheck it to prevent **Class Designation** from generating weekly contact records when class attendance is recorded.
3. Check the **Applies to Parent Learning Credit Limit** to allow **Class Designation** to count towards parent class registration/request learning credit limits. Uncheck it to exclude Class Designation from counting towards parent class registration/request learning credit limits.
4. Check the **Applies to Parent Class Enrollment Limit** to allow **Class Designation** to count towards parent class registration/request enrollment limits. Uncheck it to exclude Class Designation from counting towards parent class registration/request enrollment limits.

