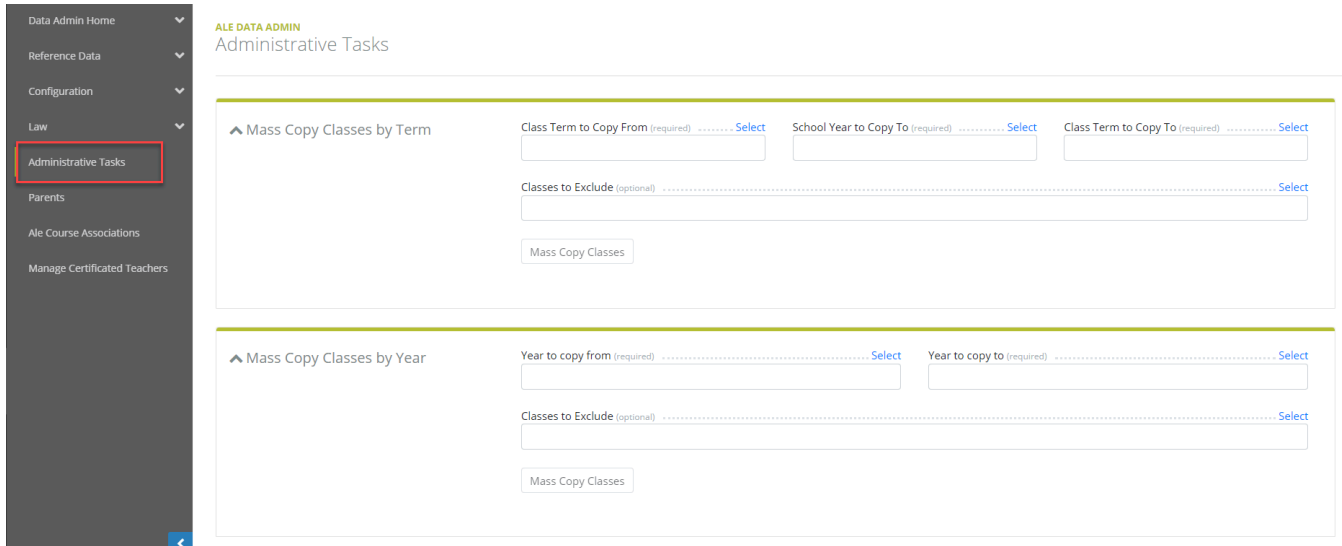


ALE Copying Classes from One Term or Year to Another V2

In the **Data Admin 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. This function is available in the Data Admin Role by clicking **Administrative Tasks** in the left navigation.



The screenshot shows the 'ALE DATA ADMIN' interface with a left-hand navigation menu. The 'Administrative Tasks' menu item is highlighted with a red box. The main content area is titled 'ALE DATA ADMIN Administrative Tasks' and contains two forms:

- Mass Copy Classes by Term:** This form has three required dropdown menus: 'Class Term to Copy From', 'School Year to Copy To', and 'Class Term to Copy To'. It also has an optional 'Classes to Exclude' dropdown menu and a 'Mass Copy Classes' button.
- Mass Copy Classes by Year:** This form has two required dropdown menus: 'Year to copy from' and 'Year to copy to'. It also has an optional 'Classes to Exclude' dropdown menu and a 'Mass Copy Classes' button.

2. Using the appropriate form, select which you would like to copy from and which you would like to copy to.
 - a. **Mass Copy Classes by Term:** Class Term to Copy From > School Year to Copy To > Class Term to Copy To (Required)
 - b. **Mass Copy Classes by Year:** Year to Copy From > Year to Copy To
3. Next, you may optionally select **Classes to Exclude**.
4. Use the column **filter** to locate classes, then click the **checkmark** to the far left. You can review your selection list by clicking **View Selected** in the bottom-right.
5. Once you have the complete list of selected classes you do not want to be copied and confirmed, click **Add Classes**.

Classes

➔ Add Classes ✕

Classes (98 records) Filtered

Class	Class Description	School Year	Start Date	End Date	Grade Level(s)	Class Meet Times	Class Term(s)	Teacher Name	Staff Member
3rd grade class		2023/24	August 1, ...	February ...	3	Mon(P. 1,P. 2,P. 3		Mendenhall, Neil	
<input checked="" type="checkbox"/> Bryona - Test		2023/24	August 1, ...	February ...	0, 1, 2, 3, 4, ...	Mon(P. 2) 9:50AM		McCollum, Deidra	
<input checked="" type="checkbox"/> Bryona - Test		2023/24	February 5...	June 21, ...	0, 1, 2, 3, 4, ...	Mon(P. 2) 9:50AM		McCollum, Deidra	
Bryona - Test (Cloned Dec 1 2022 1:49PM)		2023/24	August 1, ...	February ...	0, 1, 2, 3, 4, ...		Semester 1 ...	McCollum, Deidra	
Bryona - Test term changes		2023/24	August 1, ...	February ...	0, 1, 2, 3, 4, ...	Mon 10:30AM - 11:25AM, Wed ...	Semester 1 ...	McCollum, Deidra	
Bryona - Testing Waitlist		2023/24	August 1, ...	February ...	0, 1, 2, 3, 4, ...	Wed(P. 5) 12:35PM - 1:25PM	Semester 1 ...	Sutherland, Noah	
Ceramics 1	CERAMICS 1 provi...	2023/24	August 1, ...	February ...	11, 12	Mon 10:00AM - 11:55AM, Wed ...	Semester 1 ...	Jacobsen, Tam...	
Ceramics 2	CERAMICS 1 provi...	2023/24	August 1, ...	February ...	11, 12	Thurs 10:00AM - 11:55AM, Tue...	Semester 1 ...	Jacobsen, Tam...	
Class Title		2023/24	August 1, ...	February ...	0, 1, 2, 3, 4, ...	Thurs(P. 1) 8:55AM - 9:45AM	Semester 1 ...	Mendenhall, Neil	
Copy class test		2023/24	August 1, ...	February ...	9, 10, 11, 12	Mon 9:00AM - 9:55AM, Thurs 9...	Semester 1 ...	Mendenhall, Neil	

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Your Selected Classes View Selected

6. Click Mass Copy Classes.

ALE DATA ADMIN
Administrative Tasks

▲ Mass Copy Classes by Term

Class Term to Copy From (required) Semester 1 of 2 Select

School Year to Copy To (required) 2020/21 Select

Class Term to Copy To (required) Semester 2 of 2 Select

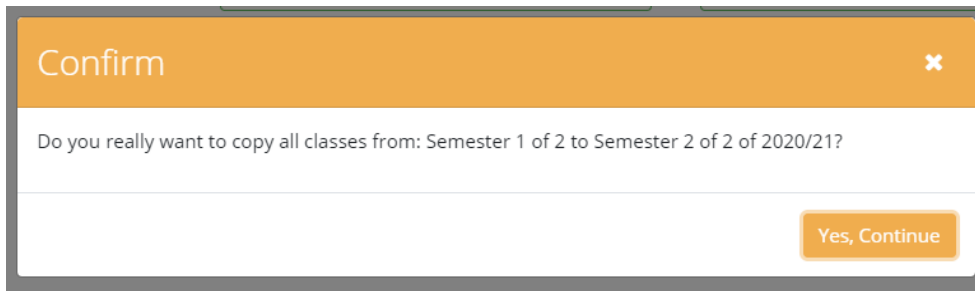
Classes to Exclude (optional)

Algebra 1 (Cloned Nov 17 2020 5:01PM) Algebra 1A - Version 1 (20/21) Beginning Quilting for Copying Semesters

Test Class (Cloned Sep 14 2020 4:52PM) Test Class Test Class Test Class

Mass Copy Classes

7. You will see a warning window to confirm you are ready.



8. Now, you should see duplicate copies of your classes on the All Classes list available on the Teacher, Registrar, or Program Manager Roles.

Additional Things To Note:

- Student enrollments are not copied over using this process. No students will be enrolled in the copied classes.

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- 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.