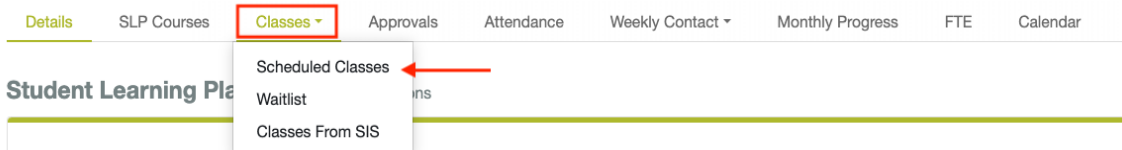


ALE Scheduling a Student Into Classes V2


After Classes are set up in the ALE application, classes can be added to student schedules. Depending on how permissions are established, various roles can register students: **Parent, Registrar, and Certificated Teacher**.

















































1. Adding a student to classes is done on a per-student basis via the **Scheduled Classes** tab on the Student Learning Plan. This is nested under the **Classes** drop-down menu.



2. There are two different calendar views. The **Period View** divides time by pre-established class periods. This view allows scheduling by class term, day of the week, or class period.


Classes instructions

S1 Enroll 

	Mon 	Tue 	Wed 	Thurs 
Zero Period				
1st Period				
2nd Period				
3rd Period				
4th Period				
5th Period				
6th Period				
7th Period				
8th Period				
9th Period				
10th Period				

3. In the **Planner View**, classes can be scheduled by their exact start and end times, allowing for greater flexibility. In this view, classes are scheduled by class term.

Classes instructions

Semester 1 of 2 Enroll 

	MON	TUE	WED	THU	FRI
7 AM					
8 AM					
9 AM	4-5 Block, M, F (12hr) 8:30 AM - 11:25 AM				4-5 Block, M, F (12hr) 8:30 AM - 11:25 AM
10 AM		Art 3-5 (1hr) 9:30 AM - 10:25 AM			
11 AM		Engineering 3-5 (1hr) 10:30 AM - 11:25 AM			
12 PM	Computer Science Discoveries (1 hr) 12:00 PM - 12:55 PM	Spanish 1 4-8 (2 hrs) 12:00 PM - 12:55 PM			
1 PM	Washington State History 3-5 (2.5hr) 1:00 PM - 1:55 PM	Astronomy (1 hr) 1:00 PM - 1:55 PM			
2 PM		Ecology (1 hr) 2:00 PM - 2:55 PM			
3 PM					

4. Click the **Enroll** button. **Users** will see a list of available classes filtered to meet the Student Learning Plan criteria. Two different enrollment methods determine the criteria by which plans are filtered:
 - a. **Method 1:** Courses/Subjects are added to the SLP before parents register for classes, and these determine which supplemental classes a student is eligible to register for.
 - b. **Method 2:** Class registration determines which courses/subjects are added to the SLP, and available classes are only filtered by grade level.

Classes
Add Classes
✕

	S1				
	Mon	Tue	Wed	Thurs	Fri
7:00 am					
8:00 am	4-5 Block, M, F (12hr) i +	PE 3-5 (1hr) i +			4-5 Block, M, F (12hr) i +
9:00 am		Art 3-5 (1hr) i +	Hands on Health an... i + Piano Wed 9:30 (2.5... i +	Piano Th 9:30. (2.5hrs) i + Science Investigatio... i +	
10:00 am		Engineering 3-5 (1hr) i + Spanish II 2-8 (2 hrs) i +	Art 3-5 (1hr) i + Magic Tree House (2... i + Piano Wed 10:30. (2... i +	Piano Th 10:30 (2.5h... i + Writers' Workshop 3... i + Writers' Workshop 3... i +	
11:00 am					
12:00 pm	Authors, Art & Me G... i + Computer Science D... i +	Astronomy (1 hr) i + Authors, Art & Me G... i + Fun With Children's ... i + Spanish I 4-8 (2 hrs) i +	Physical Education ... i + Piano Wed 12. (2.5h... i + Writers' Workshop 3... i + Writers' Workshop 3... i +	Coding with Dot & D... i + Engineering 3-5 (1hr) i + Piano Th 12 (2.5hrs) i +	
1:00 pm	Reading Skills 2-5 (1... i + Washington State Hi... i +	Astronomy (1 hr) i + C.I.A. Reading: Colle... i + Farm to Table Grad... i +	Chess & Games of S... i + Guitar 3-8 (2 hrs) i + Painting: Watercolo... i + Piano Wed 1. (2.5hrs) i + Science Investigatio... i +	3-D Art Grades 2 - 5 ... i + Guitar 3-8 (2 hrs) i + Piano Th 1 (2.5hrs) i +	
2:00 pm		Art 3-5 (1hr) i + Chess & Games of S... i + Ecology (1 hr) i + Reading Skills 4-8 (1... i +	Computer Science D... i + Physical Education ... i + Piano Wed 2. (2.5hrs) i + Reading Skills 2-5 (1... i +	C.I.A. Reading: Colle... i + Mixed-Media Folk A... i + Piano Th 2 (2.5hrs) i +	
3:00 pm					

^
Your Selected Classes
0

5. Icons next to each class provide additional information:

i	<p>Information Icon: This opens a separate window with specific information for each class, including the maximum number of students, grade levels, dates, location, and teacher.</p>
+	<p>“+” icon indicates that this class still has available seats and can be added to the student’s schedule.</p> <p>A red “+” icon indicates that although this class meets this student’s registration criteria, it also indicates that. No more open seats are available, or there is a scheduling conflict because the student is already enrolled in another class during that time period.</p>

- To select classes to add to the student’s schedule, click the gray “+” icon next to any available class. Classes will be added to the **Your Selected Classes** list at the bottom of the screen:

- After selecting all desired classes, click the **Add Classes** button in the top right corner. The student schedule will be displayed with the selected classes added.
- Any classes that cannot be added to the schedule will display an error message explaining the reason.
- To unenroll or remove a class from a student's schedule, click the class to reopen the **Class/Course Details Information Screen**. An **Unenroll** button will appear at the top. Click this to remove the student from the class.

Enrollment Overrides

Users with the **Registrar Role** can override class enrollment restrictions and place students into classes:

- Outside of their Grade Level

- Bypassing class enrollment limits
- Those do not match established subject/course criteria (for enrollment method 1 outlined above)

When clicking the **Enroll** button, Registrars will, by default, see available classes filtered to meet the criteria established by the enrollment method and Student Learning Plan:

Classes

Filtered to SLP

Add Classes

✕

	S1				
	Mon	Tue	Wed	Thurs	Fri
7:00 am					
8:00 am	4-5 Block, M, F (12hr) <i>i</i> o	PE 3-5 (1hr) <i>i</i> o			4-5 Block, M, F (12hr) <i>i</i> o
9:00 am		Art 3-5 (1hr) <i>i</i> o	Hands on Health an... <i>i</i> o Piano Wed 9:30 (2.5... <i>i</i> o	Piano Th 9:30, (2.5hrs) <i>i</i> o Science Investigatio... <i>i</i> o	
10:00 am		Engineering 3-5 (1hr) <i>i</i> o Spanish II 2-8 (2 hrs) <i>i</i> o	Art 3-5 (1hr) <i>i</i> o Magic Tree House (2... <i>i</i> o Piano Wed 10:30, (2... <i>i</i> o	Piano Th 10:30 (2.5h... <i>i</i> o Writers' Workshop 3... <i>i</i> o Writers' Workshop 3... <i>i</i> o	
11:00 am					
12:00 pm	Authors, Art & Me G... <i>i</i> o Computer Science D... <i>i</i> o	Astronomy (1 hr) <i>i</i> o Authors, Art & Me G... <i>i</i> o Fun With Children's... <i>i</i> o Spanish I 4-8 (2 hrs) <i>i</i> o	Physical Education ... <i>i</i> o Piano Wed 12, (2.5h... <i>i</i> o Writers' Workshop 3... <i>i</i> o Writers' Workshop 3... <i>i</i> o	Coding with Dot & D... <i>i</i> o Engineering 3-5 (1hr) <i>i</i> o Piano Th 12 (2.5hrs) <i>i</i> o	
1:00 pm	Reading Skills 2-5 (1... <i>i</i> o Washington State HL... <i>i</i> o	Astronomy (1 hr) <i>i</i> o C.I.A. Reading: Colle... <i>i</i> o Farm to Table Grad... <i>i</i> o	Chess & Games of S... <i>i</i> o Guitar 3-8 (2 hrs) <i>i</i> o Painting: Watercolo... <i>i</i> o Piano Wed 1, (2.5hrs) <i>i</i> o Science Investigatio... <i>i</i> o	3-D Art Grades 2- 5 ... <i>i</i> o Guitar 3-8 (2 hrs) <i>i</i> o Piano Th 1 (2.5hrs) <i>i</i> o	
2:00 pm		Art 3-5 (1hr) <i>i</i> o Chess & Games of S... <i>i</i> o Ecology (1 hr) <i>i</i> o Reading Skills 4-8 (1... <i>i</i> o	Computer Science D... <i>i</i> o Physical Education ... <i>i</i> o Piano Wed 2, (2.5hrs) <i>i</i> o Reading Skills 2-5 (1... <i>i</i> o	C.I.A. Reading: Colle... <i>i</i> o Mixed-Media Folk A... <i>i</i> o Piano Th 2 (2.5hrs) <i>i</i> o	
3:00 pm					

⤴ Your Selected Classes 0

The **toggle** button to flip to **All Classes** will display all available classes, regardless of the established enrollment restrictions.

Classes

All Classes
Add Classes
✕

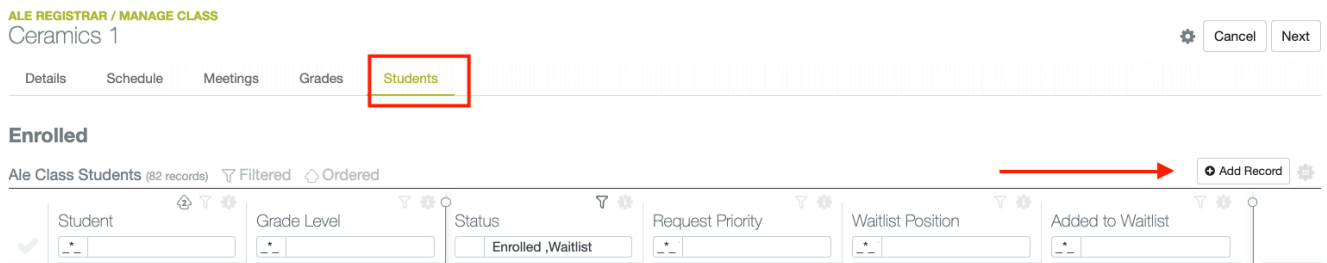
	S1				
	Mon	Tue	Wed	Thurs	Fri
7:00 am					
8:00 am	1st Block, M, F (9hr) <i>i</i> o 2-3 Block, M, F (10hr) <i>i</i> o 4-5 Block, M, F (12hr) <i>i</i> o MS ELA & SS Grades... <i>i</i> o	2-3 Block, T only (7 ... <i>i</i> o MS ELA & SS Grades... <i>i</i> o PE 3-5 (1hr) <i>i</i> o	Kindergarten Block ... <i>i</i> o MS ELA & SS Grades... <i>i</i> o	Kindergarten Block ... <i>i</i> o MS ELA & SS Grades... <i>i</i> o	1st Block, M, F (9hr) <i>i</i> o 2-3 Block, M, F (10hr) <i>i</i> o 4-5 Block, M, F (12hr) <i>i</i> o
9:00 am		Art 3-5 (1hr) <i>i</i> o Entomology (1 hr) <i>i</i> o Google Apps / Type ... <i>i</i> o Spanish I 1-3 (2 hrs) <i>i</i> o	Art 1-3 (1hr) <i>i</i> o Google Apps / Type ... <i>i</i> o Hands on Health an... <i>i</i> o Math Manipulative... <i>i</i> o Piano Wed 9:30 (2.5... <i>i</i> o	Art 1-3 (1hr) (Lamb... <i>i</i> o History through Lit... <i>i</i> o Piano Th 9:30, (2.5h... <i>i</i> o Science Investigatio... <i>i</i> o	
10:00 am		Art 1-3 (1hr) <i>i</i> o Engineering 3-5 (1hr) <i>i</i> o Fishing Rod Constr... <i>i</i> o Spanish II 2-8 (2 hrs) <i>i</i> o	Art 3-5 (1hr) <i>i</i> o Children of the Wor... <i>i</i> o Hands on Health an... <i>i</i> o Magic Tree House (... <i>i</i> o Piano Wed 10:30, (2... <i>i</i> o Science 1-3 (1hr) <i>i</i> o	Children of the Wor... <i>i</i> o Digital Editing 5-8 (... <i>i</i> o Math Manipulative... <i>i</i> o Piano Th 10:30 (2.5... <i>i</i> o Writers' Workshop ... <i>i</i> o Writers' Workshop ... <i>i</i> o	
11:00 am					
12:00 pm	Authors, Art & Me ... <i>i</i> o Computer Science ... <i>i</i> o Lego Science 1-3 (1 ... <i>i</i> o Math 6 (5hr) <i>i</i> o	Algebra I (5hrs) <i>i</i> o Astronomy (1 hr) <i>i</i> o Authors, Art & Me ... <i>i</i> o Fun With Children's... <i>i</i> o Spanish I 4-8 (2 hrs) <i>i</i> o Story Time 1-3 (1 hr) <i>i</i> o Yearbook and New... <i>i</i> o	Art 6-8 (1 hr) <i>i</i> o Fun With Music K-2 ... <i>i</i> o Math 6 (5hr) <i>i</i> o Physical Education ... <i>i</i> o Piano Wed 12, (2.5h... <i>i</i> o Sewing & Fiber Arts... <i>i</i> o Veterinary Science (... <i>i</i> o Writers' Workshop ... <i>i</i> o Writers' Workshop ... <i>i</i> o Zoology- Animal Dis... <i>i</i> o	Algebra I (5hrs) <i>i</i> o Chalk & Mural Art ... <i>i</i> o Coding with Dot & ... <i>i</i> o Engineering 3-5 (1hr) <i>i</i> o Fun With Music K-2 ... <i>i</i> o Piano Th 12 (2.5hrs) <i>i</i> o Science 1-3 (1hr) <i>i</i> o Woodworking (6-8) ... <i>i</i> o	

⤴ Your Selected Classes 0

Enrolling a Group of Students Directly Into a Class

Registrars can also select one or more students to enroll directly into a class via the **Students Tab** in the **Manage Class Interface**.

1. Click on **Classes/Courses** in the left navigation, then **All Classes**.
2. Filter and/or sort to find the class you want to enroll students in, then click the **title**.
3. Next, click on the **Students Tab**.



4. If any students are already enrolled in the class or have been added to the waitlist, they will be listed in the table.
5. You may enroll students directly into the class by clicking the **Add Record** button at the top right.
6. Choose one or more students in the resulting selector to add them to the class.



7. Remember that, as a registrar, you can override any set class enrollment limits, so this selector will return all students and not enforce any limits (e.g., grade level, maximum enrollment limits, or even conflicting classes on the student's schedule).
8. Registrars can also add students to the waitlist for an individual class via this interface. A predefined filter in the **Status** column defaults to showing only enrolled or waitlisted students. To find students not yet enrolled or on the waitlist, toggle to the **Not Enrolled** status.

ALE TEACHER / MANAGE CLASS
*Irish Dance

Cancel Next

Details Schedule Meetings Grades **Students**

Enrolled

Ale Class Students (523 records) Filtered

Add Students

Student Request Priority Waitlist Position Added to Waitlist

Column Filter

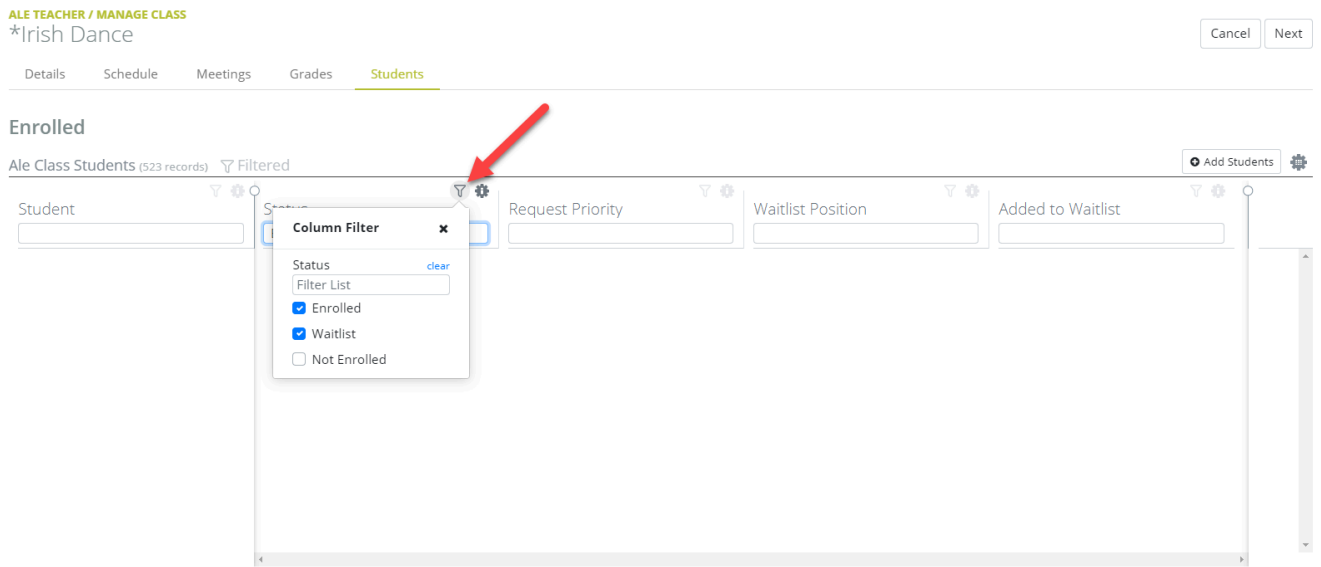
Status clear

Filter List

Enrolled

Waitlist

Not Enrolled



- From the resulting list, sort/filter to find the student you would like to add to the waiting list, and using the **Row Action & Options** gear, select **Add to Waitlist**.

ALE TEACHER / MANAGE CLASS
*Irish Dance

Cancel Next

Details Schedule Meetings Grades **Students**

Enrolled

Ale Class Students (523 records) Filtered

Add Students

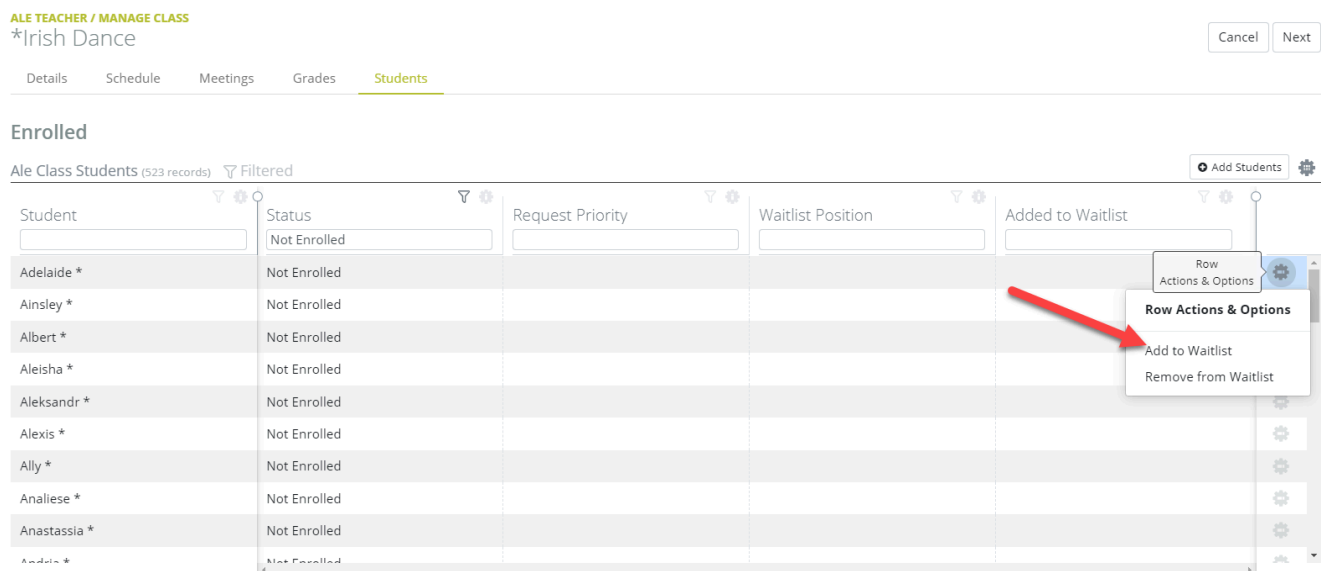
Student	Status	Request Priority	Waitlist Position	Added to Waitlist
Adelaide *	Not Enrolled			
Ainsley *	Not Enrolled			
Albert *	Not Enrolled			
Aleisha *	Not Enrolled			
Aleksandr *	Not Enrolled			
Alexis *	Not Enrolled			
Ally *	Not Enrolled			
Analliese *	Not Enrolled			
Anastassia *	Not Enrolled			
Andela *	Not Enrolled			

Row Actions & Options

Row Actions & Options

Add to Waitlist

Remove from Waitlist



- They will appear now by default on the **Students Tab** and the **Waitlist Position**.

*Although parents cannot yet request that students be added to a waitlist, this functionality will be introduced in a future release.