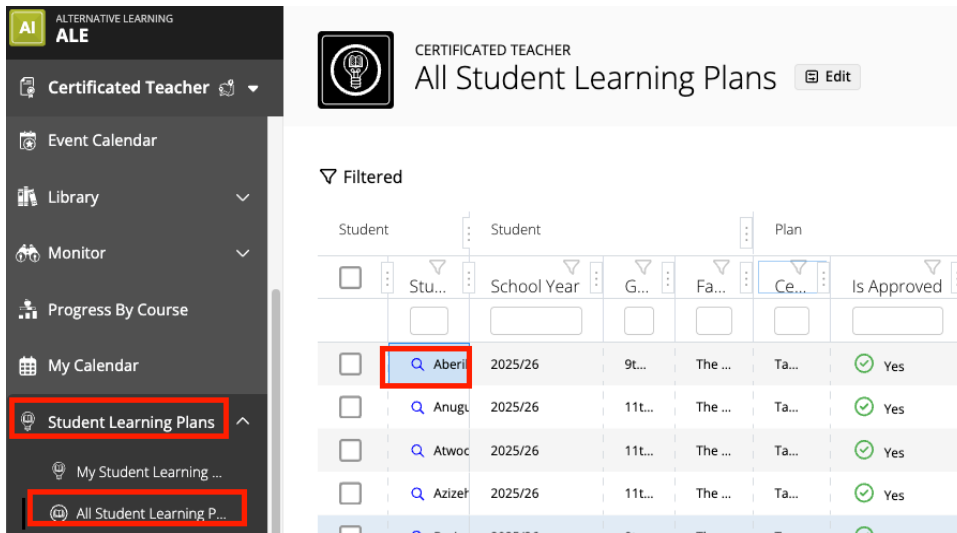


ALE Scheduling a Student Into Classes (Connect)

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.

Roles: Registrars, Certificated Teacher

1. Start under **Student Learning Plans** in the left navigation and choose **All Student Learning Plans**.
2. Click the **magnifying glass** next to the student's name to open the **Manage Student Learning Plan** page.



3. Click the **Classes** tab at the top of the page and select **Scheduled Classes**.

Class Schedule Views

There are two different views. The **Registrar Role** can set this under **Class Registration > Class Registration Settings > Class Scheduling Mode**.

Period View: This view divides time by **pre-established class periods**. It allows scheduling by class-term, day of the week, or class period.

Class Schedule Views

There are two different views. The Registrar Role can set this under **Class Registration > Class Registration Settings > Class Scheduling Mode**.






Planner View: Here, classes can be scheduled with **exact start and end times**, allowing greater flexibility. In this view, classes are scheduled by class term.

4. Click the **Enroll button** in the top right of the term. In the Period View, it may also be selected by period.
5. 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:
 - o **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.
 - o **Method 2:** Class registration determines which courses/subjects are added to the SLP; available classes are only filtered by grade level.

🔍 🗖 🌐

Semester 1 of 2 Filtered to Grade Level

| | Mon | Tue | Wed | Thurs |
|------|---|---|---|-------------------------------------|
| P. 1 | 🔍 Lego Worlds 1 | 🔍 It's snowing! 🔍 Lego Worlds 2 | 🔍 Lego Worlds 1 | 🔍 It's snowing! 🔍 Lego Worlds 2 |
| P. 2 | 🔍 Sem 1 Period Class 🔍 year class (period) | 🔍 Sem 1 Period Class 🔍 year class (period) | 🔍 Sem 1 Period Class 🔍 year class (period) | |
| P. 3 | 🔍 Batman vs Superman! (Period-Year) 🔍 cost / credit 🔍 MSB: The Great Outdoors | 🔍 Batman vs Superman! (Period-Year) | 🔍 Batman vs Superman! (Period-Year) 🔍 cost / credit 🔍 MSB: The Great Outdoors | 🔍 Batman vs Superman! (Period-Year) |
| P. 4 | 🔍 Geometry 🔍 Martial Arts 3 🔍 Race Car Driving | 🔍 Race Car Driving | 🔍 Geometry 🔍 Martial Arts 3 🔍 Race Car Driving | 🔍 Race Car Driving |
| P. 5 | 🔍 cost / credit | | 🔍 cost / credit | |
| P. 6 | 🔍 Martial Arts 1 | 🔍 Martial Arts 1 | 🔍 Martial Arts 1 | 🔍 Martial Arts 1 |
| P. 7 | 🔍 Dance | 🔍 Geometry | 🔍 Dance | 🔍 Geometry |

| Icons | |
|---|---|
| Icons next to each class provide additional information. | |
|  | Class Details: Specific information about the class, including the maximum number of students, grade levels, dates, location, and teacher. |
|  | Enroll: The class can be added to the student's schedule. A red icon indicates that, although this class meets this student's registration criteria: No more open seats are available. There is a scheduling conflict because the student is already enrolled in another class during that time period. |
|  | Student is Enrolled |
|  | Enrolling in this class will cause a scheduling conflict with other active class enrollments. The student is withdrawn. |
|  | The student is on the waitlist |

6. Any classes that cannot be added to the schedule will display an error message explaining the reason.
7. Click the "X" in the top right corner to close the window.
8. To unenroll or remove a class from a student's schedule, click the **Withdraw button** for the selected class.

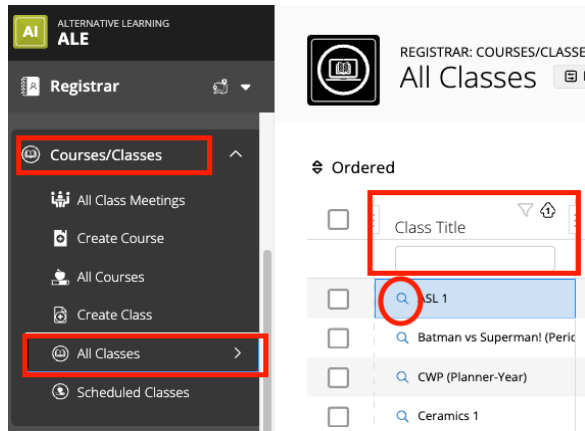
Semester 1 of 2 👤+ Enroll

| | MON | 👤+ TUE | 👤+ WED | 👤+ THURS | 👤+ |
|-----|--|---------------|---------------|---------------|----|
| P.0 | | | | | |
| P.1 | Lego Worlds 1 | Lego Worlds 2 | Lego Worlds 1 | Lego Worlds 2 | |
| P.2 | Withdraw | Withdraw | Withdraw | Withdraw | |
| P.3 | 👤+ | 👤+ | 👤+ | | |

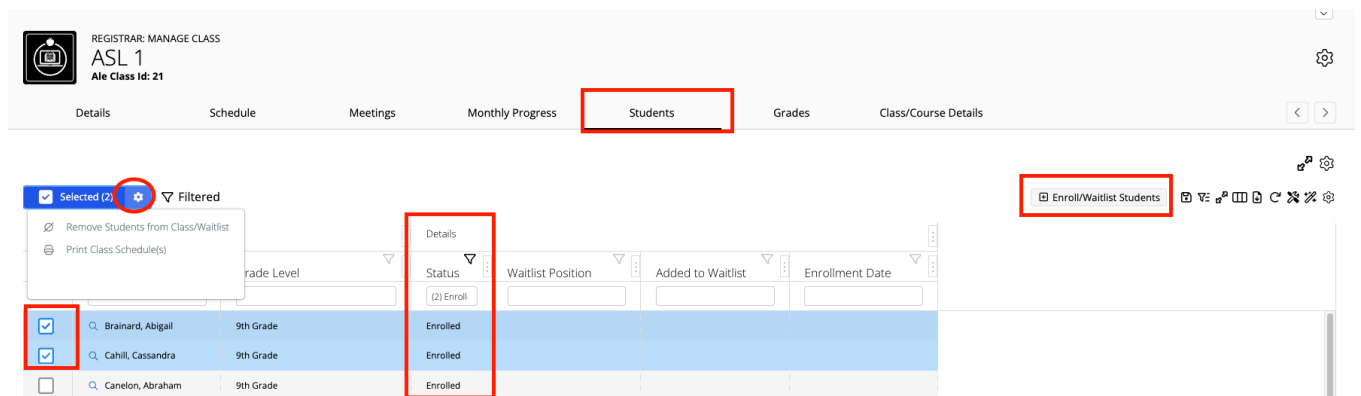
Enrolling a Group of Students Directly Into a Class

Registrars can select one or more students to enroll directly into a class. Registrars can override any set class enrollment limits, so this selector will return all students and not enforce any limits (i.e., grade level, maximum enrollment limits, or even conflicting classes on the student schedule)

1. Start under **Courses/Classes** in the left navigation and choose **All Classes**.
2. Filter and/or sort to find the class you want to enroll students into at the top of the column, then click the **magnifying glass** next to the name.



3. You will see the Manage Class page with several subpages (tabs) at the top.
4. Click the **Students** tab.
5. If any students are already enrolled in the class or have been added to the waitlist, they will be listed in the table.
6. Click the **Enroll/Waitlist Students** button in the top-right corner.



- a. Click the **Action** checkbox (Enroll or Waitlist).
- b. Click the **magnifying glass** in the **Students** field, click one or more of the **checkboxes** to the left, and click **Accept**.

Action (required)

Enroll
 Waitlist

Students (required)

- i. The **Status** column shows students who are enrolled, waitlisted, or not enrolled. To find students not yet enrolled or on the waitlist, use the **filter** at the top of the column.

| <input type="checkbox"/> | Stu... | Grade Level | Status | Waitlist Position | Added to Waitlist |
|-------------------------------------|---------|-------------|--------------|-------------------|-------------------|
| <input checked="" type="checkbox"/> | Lak... | 11th Grade | Waitlist | 1 | 3/23/2026 |
| <input checked="" type="checkbox"/> | Anu... | 11th Grade | Waitlist | 2 | 4/15/2026 |
| <input type="checkbox"/> | Abe... | 9th Grade | Withdrawn | | |
| <input type="checkbox"/> | Atw... | 11th Grade | Withdrawn | | |
| <input type="checkbox"/> | Aziz... | 11th Grade | Withdrawn | | |
| <input type="checkbox"/> | Clar... | 9th Grade | Not Enrolled | | |
| <input type="checkbox"/> | Das,... | 11th Grade | Not Enrolled | | |

c. Click **Save**.

7. Click one or more **checkboxes** to the far left, then click the **Selected Gear** in the top left and choose one of the following:
 - a. **Remove students from Class/Waitlist:** A confirmation window will appear. Click **Yes** to remove the students.
 - b. **Print Class Schedule(s)**