

## ALE Creating & Editing Classes (Connect)

A class within the ALE application is a foundational element with specific characteristics and functions:

- It involves a group of students.
- There is a regular time and place for the class to meet.
- The class may or may not be tied to a course.
- Classes can be added to a student's schedule (by parents, certificated teachers, or a registrar)
- Attendance can be recorded for the class (which generates weekly contact records if done by a certificated teacher).

### One Important Designation to Understand

The ALE application supports two (2) methods for Student Learning Plan (SLP) development involving classes:

- **Method 1:** Courses/Subjects are **manually added** to the SLP, and these determine which supplemental classes a student is eligible to register for.
- **Method 2:** Class registration (by parents or school staff) automatically generates subjects/course records on the SLP

If you are scheduling a class associated with a course, we recommend scheduling it through the course to save time. Scheduling a class from a course auto-fills many fields.

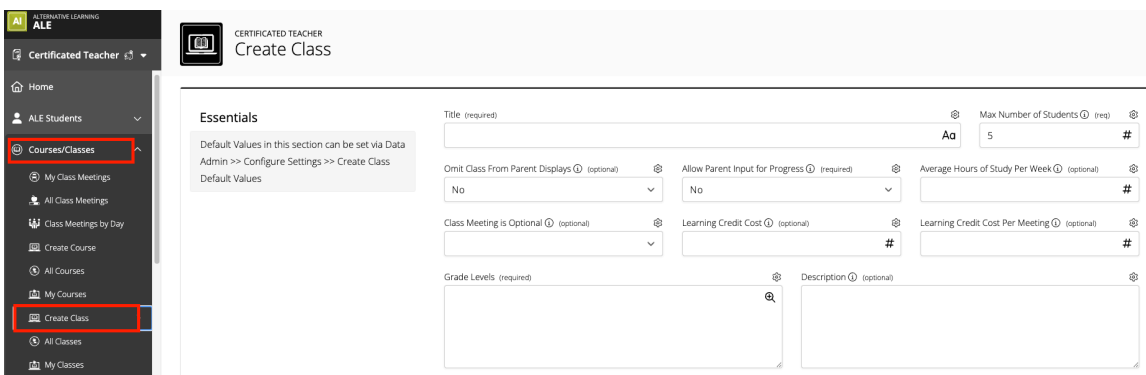
### Creating a Class (Details Tab)

**Role: Certificated Teacher, Registrar**

1. Start under **Courses/Classes** in the left navigation menu and choose **Create Class**.
  - a. Alternatively, you can access this via **Courses/Classes** in the left navigation menu, choose **All Classes**, and click the **Add Class** button in the top right.

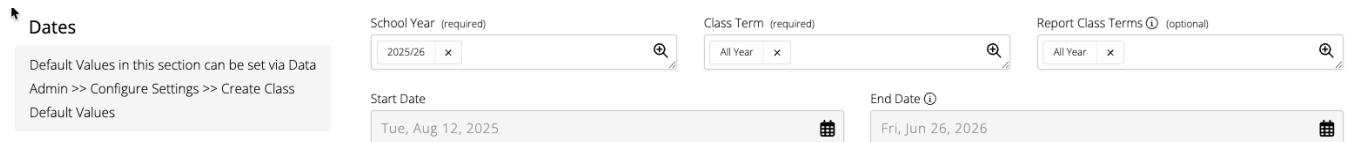
**Note:** Before creating classes, you can set default values for fields via the **Data Administrator >> Configure Settings >> Default Settings/Values >> Create Class Default Values**.

2. First, in the **Essential** section:



- Fill in the **Title and Description**. The class name will be displayed on the student schedules and listed throughout the interface.
- Fill in the **Max Number of Students** numerically. This will show the number of available seats and allow you to limit enrollment.
- Fill in the **Average Hours of Study Per Week** numerically. Leave blank if the class is not counted towards weekly hours.
- Fill in the **Class Cost** numerically. This total will be deducted from each student's ledger upon enrollment in this class.
- Fill in the **Class Cost Per Meeting** numerically. This total (cost x number of class meetings based on the established class schedule) will be deducted from each student's ledger upon enrollment in this class.
- Fill in the **Learning Credit Amount** numerically.
- Select **Yes or No** from the **Omit Class From Parent Displays, Allow Parent Input for Progress, and Class Meeting is Optional** dropdown menus.
- Click the **magnifying glass** in the **Grade Levels** field, click the **checkbox** to add one or more grade levels, and click **Accept**.

### 3. Next, in the **Dates** section:



- Default Values will be automatically filled in if configured in the Data Administrator role. (**Data Admin>>Configure Settings>>Create Class Default Values**).
- Click the **magnifying glass** to select a **school year** and **class terms**.
- Select the **Report Class Terms**. You may leave this blank if you do not enter grades in the ALE Application.
- The **Start and End Dates** fields are populated based on the selected Class Term and can not be edited.

### 4. Next, in the **Settings** section:



**Note:** See [WAC 392-550-020 \(1\)\(b\)](#) and your current [Annual CEDARS Reporting Guidance](#) for more information on ALE Course Types.

- Click the **magnifying glass** in the **Courses** field, click the **checkbox** following the course choice, and click **Accept**.
- Select the **Subject Areas, Campus, Classroom, ALE Course Type, and Class Designation** similarly.

**Note:** Subject Areas serves as a filter for manually added classes that a student is eligible to register for. When using class registration by parents or school staff, please designate only one state subject area per class.

### 5. Last, in the **People** section:



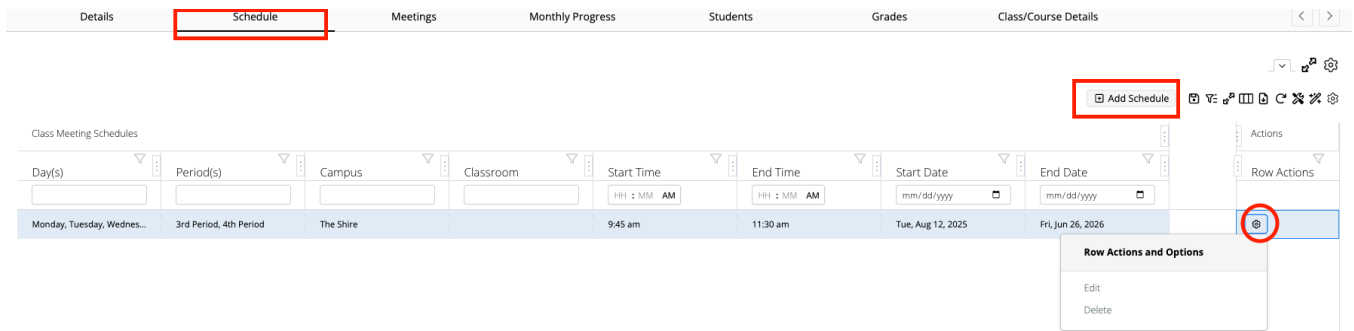
- a. Click the **magnifying glass** in the **Certificated Teacher** field, click the **checkbox** next to the teacher's name, and click **Accept**.
- b. Select the **Support Staff Member(s)** and **Supplemental Teacher(s)** similarly.

### 6. Click **Save**.

7. Once you click **Save**, a **Certificated Teacher Manage Class** modal window will open, with additional subpages (tabs): **Schedule**, **Meetings**, **Monthly Progress**, **Students**, **Grades**, and **Class/Course Details**.

## Schedule Tab

1. Continue from the **Create Class: Manage Class** page by clicking the **Schedule Tab** found at the top of the page.
  - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Class Title** column.



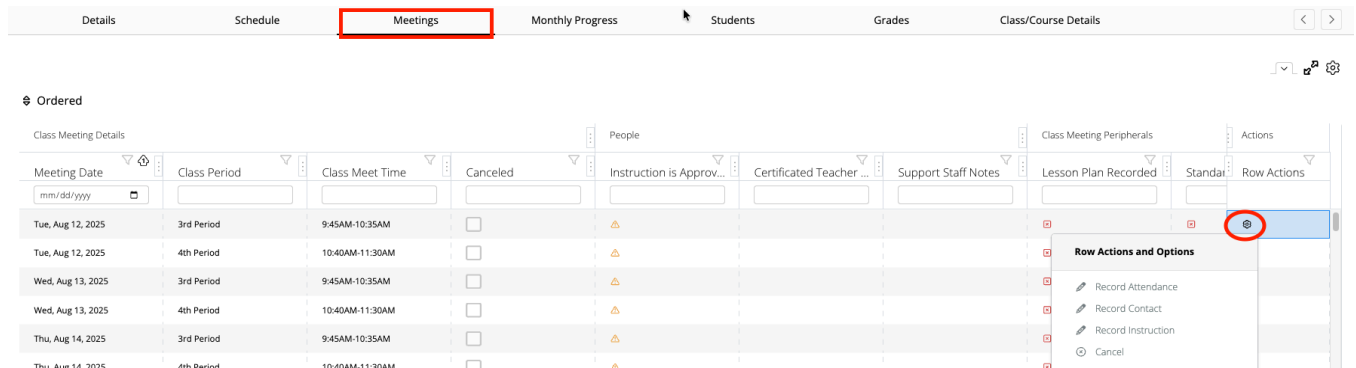
2. Click the **Add Schedule** button in the top right.
  - a. Click the **magnifying glass** in the **Days of the Week** field, click one or more **checkboxes**, and click **Accept**.
  - b. The **Campus**, **Classroom**, **Start Date**, and **End Date** will autofill but may be edited.
  - c. Click the **magnifying glass** in the **Schedule** field, then check the **checkbox** to the left. Additional selections will appear to be completed similarly.
    - i. **Time:** Select Start/End Time, (Planner View)
    - ii. **Class Period:** Select Class Periods (Period View)
  - d. Click **Save**.

3. You will see the class schedule added with the selected details.
4. Click the **Row Action & Options Gear** at the far right to edit or delete.

Note: Once a class has begun, only the Registrar can edit or delete the associated schedule.

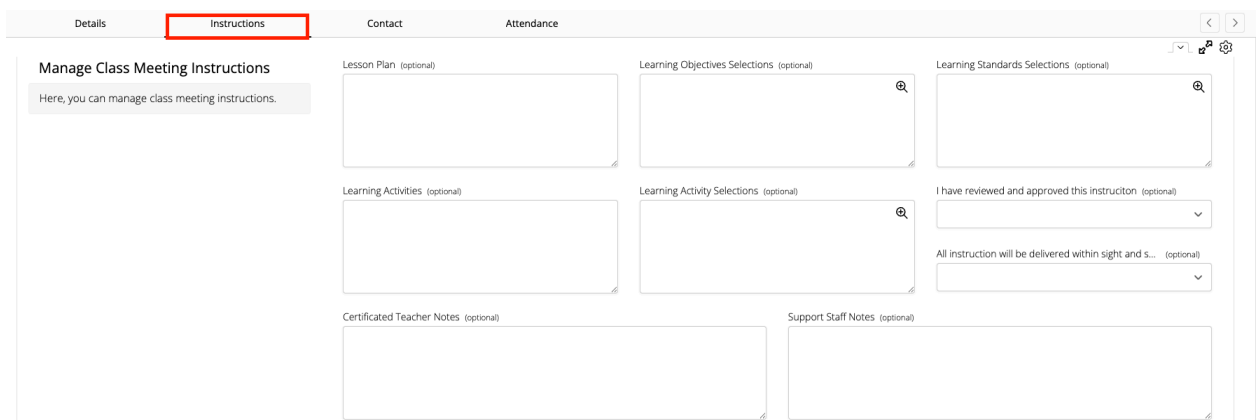
## Meetings Tab

1. Continue from the **Create Class: Manage Class** page by clicking the **Meetings Tab** found at the top of the page.
  - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Class Title** column.



Meeting Date	Class Period	Class Meet Time	Canceled	Instruction is Approved	Certified Teacher	Support Staff Notes	Lesson Plan Recorded	Standards	Row Actions
Tue, Aug 12, 2025	3rd Period	9:45AM-10:35AM	<input type="checkbox"/>	⚠			<input type="checkbox"/>		⚙
Tue, Aug 12, 2025	4th Period	10:40AM-11:30AM	<input type="checkbox"/>	⚠			<input type="checkbox"/>		⚙
Wed, Aug 13, 2025	3rd Period	9:45AM-10:35AM	<input type="checkbox"/>	⚠			<input type="checkbox"/>		⚙
Wed, Aug 13, 2025	4th Period	10:40AM-11:30AM	<input type="checkbox"/>	⚠			<input type="checkbox"/>		⚙
Thu, Aug 14, 2025	3rd Period	9:45AM-10:35AM	<input type="checkbox"/>	⚠			<input type="checkbox"/>		⚙

2. You will see a data table of all class meetings generated based on the schedule input, and your class is now ready to be added to student schedules.
3. Click the **Row Actions Gear** to the far right and select one of the following:
  - a. **Record Instruction:** This will allow you to fill in an objective plan, activities, and notes for Instruction. Here, you will also designate whether a certified teacher was present to deliver the lesson.

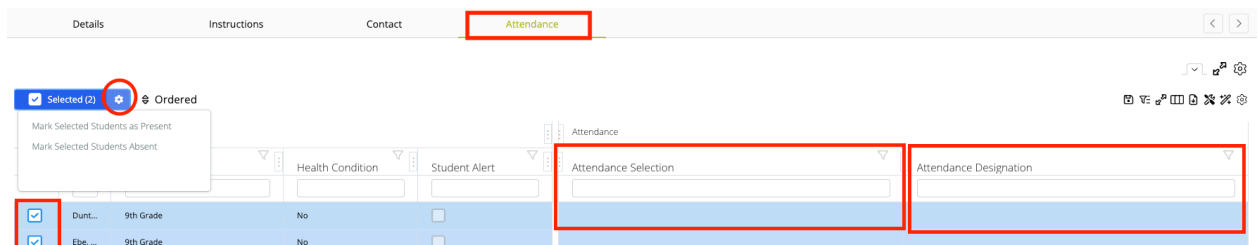


- i. Fill in the **Lesson Plan, Learning Activities, Certificated Teacher Notes, and Support Staff Notes.**

- ii. Click the **magnifying glass** in the **Learning Objectives Selections** field, click the **checkbox** next to the learning objectives, and then click **Accept**.
- iii. Select the **Learning Standard Selections** and **Learning Activity Selections** similarly.
- iv. Select **Yes or No** from the "I have reviewed and approved this instruction" and "All instructions will be delivered within sight and sound proximity to a certificated teacher" dropdown menus.

**Note:** The Learning Objectives, Learning Standards, and Learning Activities are managed via **Data Administrator >> Manage ALE Data >> Reference Data Selections**.

b. **Record Attendance:** Here, you can mark students as present or absent.

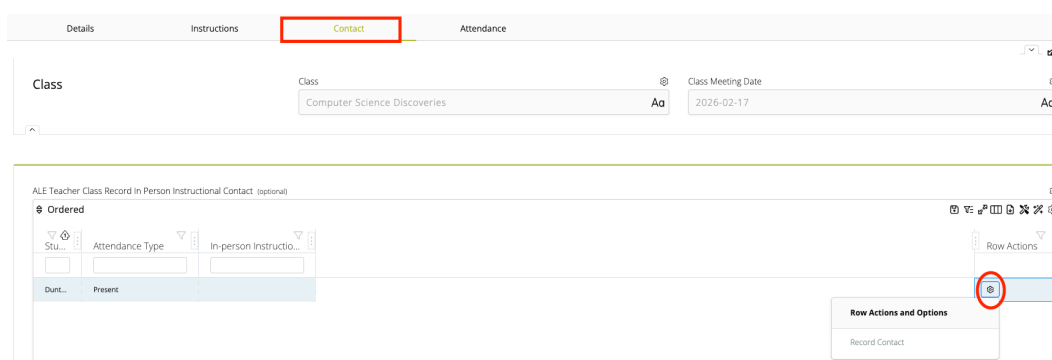


- i. Select the **checkbox** next to one or more students.
- ii. Click the **Selected Gear** at the top of the table and choose one.
  1. **Mark Selected Students as Present**
  2. **Mark Select Students Absent**
- iii. Double-click the **Attendance Selection** cell to set or change a student's attendance.
- iv. Double-click in the **Attendance Designation** cell to set an attendance designation (e.g., Excused/Unexcused) for an absence.

**Note:** The Data Administrator sets Attendance Designations via **Data Administrator >> Manage ALE Data >> Course Category Selections**.

c. **Record Instructional Contact:** This allows you to record student contact. Click the **Row Actions Gear**, then choose **Record Contact** for the student.

**Note:** Attendance must be taken first.



- d. **Cancel Class Meeting:** This will cancel the class meeting and can be reversed.
- e. **Uncancel Class Meeting:** This will uncancel the class meeting and can be reversed.

## Monthly Progress Tab

The tab will appear when creating a class, but will be blank until the students are enrolled. See **Monitor and Record Monthly Progress** for further instructions.

Helpful Resource: [ALE Recording Monthly Progress \(Connect\)](#)

## Students Tab

The tab will appear when creating a class, but will be blank until the students are enrolled. This table lists all students enrolled in this class, including those on the waitlist or who have withdrawn.

Helpful Resource: [ALE Adding or Hiding Subject/Course Records on the SLP \(Connect\)](#)

## Grades Tab

The tab will appear when creating a class, but will be blank until the students are enrolled. This table will list student currently enrolled in the class and their credits and grades.

Helpful Resource: [ALE Awarding Grades/Credits to a Course \(Connect\)](#)

## Class/Course Details Tab

1. Continue from the **Create Class: Manage Class** page by clicking the **Class/Course Details Tab** found at the top of the page.
  - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Class Title** column.
2. You will see a summary of this class and its connected course details. This summary will surface on the class scheduling page.

Details	Schedule	Meetings	Monthly Progress	Students	Grades	Class/Course Details
<p>American Sign Language level 1 (ASL) is a vibrant and expressive language used by the Deaf community, characterized by a unique combination of body language, facial expressions, handshapes, and movements. In this course, you will immerse yourself in the world of ASL through a non-verbal classroom where communication is achieved in a truly expressive manner. By taking this course you are eligible to count this as credit toward world language and CTE.</p>						
School Year						2025/26
Start Date						8/12/2025
End Date						6/26/2026
Class Type						Site-based (Weekly)
Campus						The Shire
Certificated Teacher						Deidra McCollum
Is Approved						No
Maximum Number of Students						5
Number of Hours of Study Per Week						4.7
Count of Students Enrolled						3
Meeting Schedule						Mon: 2:00 pm - 2:55 pm, Wed: 2:00 pm - 2:55 pm
Support Staff Member(s)						Neil Mendenhall Bryona Jacobsen Tammy Jacobsen
Subject Area(s)						World Languages
Grade Level(s)						9th Grade 10th Grade 11th Grade 12th Grade
Class Term(s)						All Year
Supplemental Certificated Teacher(s)						Neil Mendenhall Deidra McCollum Bryona Jacobsen

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## Managing Classes or Making Edits to a Class Once Scheduled

Helpful Resource: [ALE View and Manage Classes \(Connect\)](#)