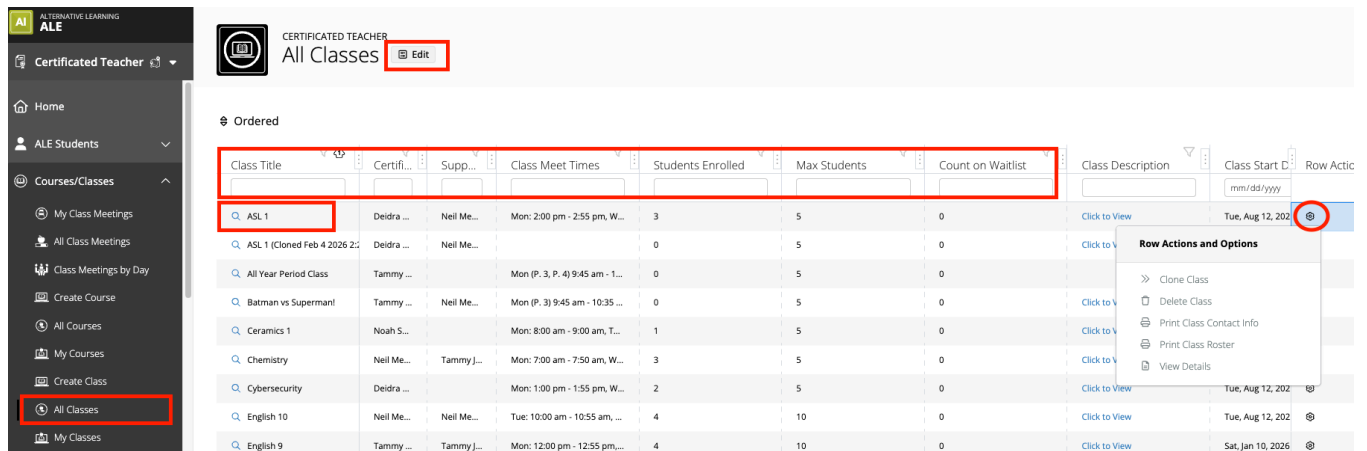


ALE View and Manage Classes (Connect)

Multiple Roles: Certificated Teacher, Program Manager, Registrar, Staff

Here, you will learn to search for any available class with a scheduled meeting.

1. Start under **Courses/Classes** in the left navigation menu and choose **All Classes**.



Class Title	Certifi...	Supp...	Class Meet Times	Students Enrolled	Max Students	Count on Waitlist	Class Description	Class Start D	Row Acti
ASL 1	Deidra ...	Neil Me...	Mon: 2:00 pm - 2:55 pm, W...	3	5	0		Tue, Aug 12, 202...	⚙️
ASL 1 (Cloned Feb 4 2026 2...	Deidra ...	Neil Me...		0	5	0			
All Year Period Class	Tammy ...		Mon (P, 3, P, 4) 9:45 am - 1...	0	5	0			
Batman vs Superman!	Tammy ...	Neil Me...	Mon (P, 3) 9:45 am - 10:35 ...	0	5	0			
Ceramics 1	Noah S...		Mon: 8:00 am - 9:00 am, T...	1	5	0			
Chemistry	Neil Me...	Tammy J...	Mon: 7:00 am - 7:50 am, W...	3	5	0			
Cybersecurity	Deidra ...		Mon: 1:00 pm - 1:55 pm, W...	2	5	0		Tue, Aug 12, 202...	
English 10	Neil Me...	Neil Me...	Tue: 10:00 am - 10:55 am, ...	4	10	0		Tue, Aug 12, 202...	
English 9	Tammy ...	Tammy J...	Mon: 12:00 pm - 12:55 pm, ...	4	10	0		Sat, Jan 10, 2026	

2. If a school year has not been selected, click the **magnifying glass** in the **school year** field, then check the **checkbox** to the left of it, then click **Save**.

School Year (required)

3. Use the **Edit Page Data Settings** button next to the title to edit the school year.
4. Use the search fields at the top of each column to **filter** your results.
5. Click the **magnifying glass** next to the **Class Title** to go to the **Manage Class** page.
6. In the **Certificated Teacher or Registrar Roles**:
 - a. Click the **Row Actions Gear** at the right and choose the following:
 - i. **Clone Class**: Creates a copy of the Details Tab for the selected class. Handy for duplicating a class offered in the first/second semesters. A class meeting schedule will need to be added.
 - ii. **Delete Class**

Note: This will completely delete a class and its associated data. Use with caution!
 This action can only be taken by a Registrar after the class start date has passed. It is effectively canceling the class rather than deleting it, in that the class will:

- Be hidden from the All Classes menus by default.
- Not showing for attendance or My Classes for teachers.
- No longer appear on student schedules for registration.

- iii. **Print Class Contact Info**
- iv. **Print Class Roster**
- v. **View Details**

Note: Only the **Registrar Role** can edit a class schedule once the class has begun meeting.

When using class registration by parents or school staff, making edits to classes once corresponding subject/course records have been created on SLP via class enrollment, the following fields will automatically be updated on the subject/course records based on changes saved in the Class Detail Tab:

- Certificated Teacher
- Average Hours Per Week
- Start and End Date
- ALE Class Type

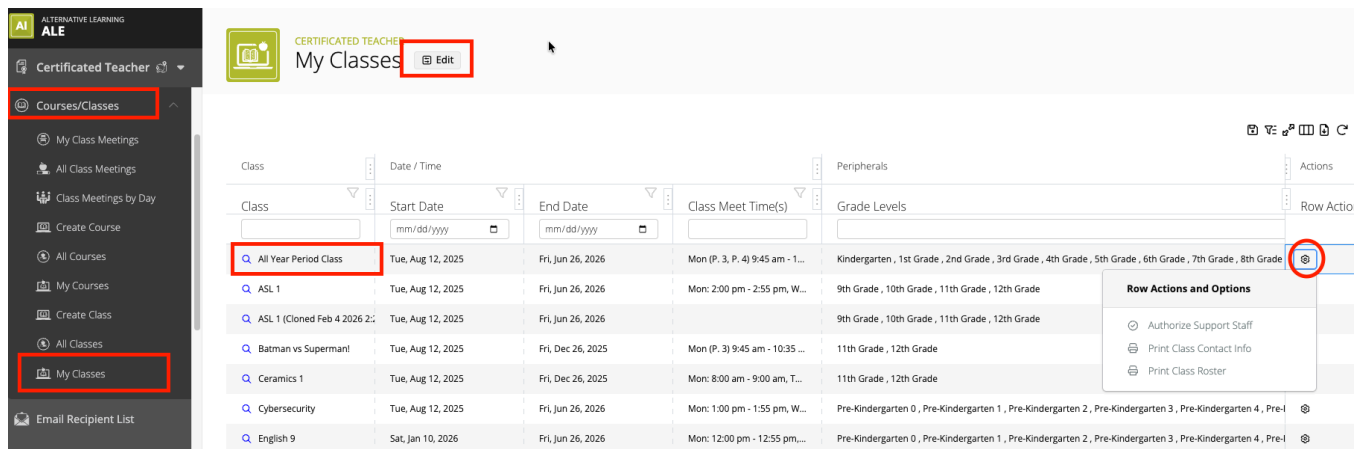
1. To manage multiple selections simultaneously, select the **checkbox** next to one or more Class Titles or the checkbox at the top to select all.
2. Click the **Selected Gear** at the top of the table and choose one.
 - a. **Delete Class(es)**
 - b. **Edit Class(es)**
 - c. **Cancel Class(es)**
 - d. **Remove Class Enrollments**

Manage My Classes

Role: Certificated Teacher


Here, you will learn to manage the current classes you are assigned to oversee and/or teach as a certified teacher.


1. Start under **Courses/Classes** in the left navigation menu and choose **My Classes**.



Class	Date / Time	End Date	Class Meet Time(s)	Grade Levels	Actions
All Year Period Class	Tue, Aug 12, 2025	Fri, Jun 26, 2026	Mon (P. 3, P. 4) 9:45 am - 1...	Kindergarten , 1st Grade , 2nd Grade , 3rd Grade , 4th Grade , 5th Grade , 6th Grade , 7th Grade , 8th Grade	<input type="checkbox"/> ⚙
ASL 1	Tue, Aug 12, 2025	Fri, Jun 26, 2026	Mon: 2:00 pm - 2:55 pm, W...	9th Grade , 10th Grade , 11th Grade , 12th Grade	
ASL 1 (Cloned Feb 4 2026 2...	Tue, Aug 12, 2025	Fri, Jun 26, 2026		9th Grade , 10th Grade , 11th Grade , 12th Grade	
Batman vs Superman!	Tue, Aug 12, 2025	Fri, Dec 26, 2025	Mon (P. 3) 9:45 am - 10:35 ...	11th Grade , 12th Grade	
Ceramics 1	Tue, Aug 12, 2025	Fri, Dec 26, 2025	Mon: 8:00 am - 9:00 am, T...	11th Grade , 12th Grade	
Cybersecurity	Tue, Aug 12, 2025	Fri, Jun 26, 2026	Mon: 1:00 pm - 1:55 pm, W...	Pre-Kindergarten 0 , Pre-Kindergarten 1 , Pre-Kindergarten 2 , Pre-Kindergarten 3 , Pre-Kindergarten 4 , Pre-I	<input type="checkbox"/>
English 9	Sat, Jan 10, 2026	Fri, Jun 26, 2026	Mon: 12:00 pm - 12:55 pm...	Pre-Kindergarten 0 , Pre-Kindergarten 1 , Pre-Kindergarten 2 , Pre-Kindergarten 3 , Pre-Kindergarten 4 , Pre-I	<input type="checkbox"/>

2. If a school year has not been selected, click the **magnifying glass** in the **school year** field, then check the **checkbox** to the left of it, then click **Save**.

School Year (required) 

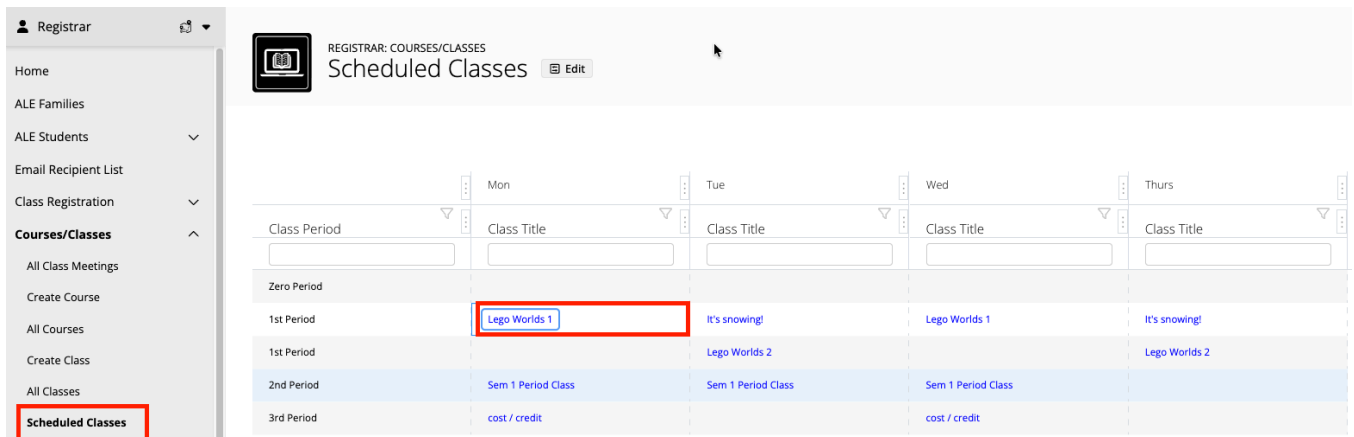
3. Use the **Edit Page Data Settings** button next to the title to edit the school year.
4. The table includes the **start and end dates**, the support staff member (s) ' names, and whether you have authorized this staff member to teach on your behalf.
5. Click the **magnifying glass** next to the **Class Title** to go to the **Manage Class** page.
6. Click the **Row Actions Gear** on the far right and choose one of the following:
 - a. **Authorize Support Staff (Certificated Teacher only)**
 - b. **Print Class Contact Info**
 - c. **Print Class Roster**

Manage Scheduled Classes

Here, you will learn to manage a table of class meetings sorted by date and time.

Role: Registrar

1. Start under **Courses/Classes** in the left navigation menu and choose **Scheduled Classes**.
2. Select a new date range using the **Edit Page Data Settings** button next to the title.
3. Use the search fields at the top of each column to **filter** your results.
 - a. The **columns** will be the time at which class meetings occur.
 - b. The **rows** will be the days that classes occur.
 - c. If a date/time combination has more than one class, an additional row will be created for that time.
4. Click the **Class Title** to manage the class.



Class Period	Mon	Tue	Wed	Thurs
Zero Period				
1st Period	Lego Worlds 1	It's snowing!	Lego Worlds 1	It's snowing!
1st Period		Lego Worlds 2		Lego Worlds 2
2nd Period	Sem 1 Period Class	Sem 1 Period Class	Sem 1 Period Class	
3rd Period	cost / credit		cost / credit	