

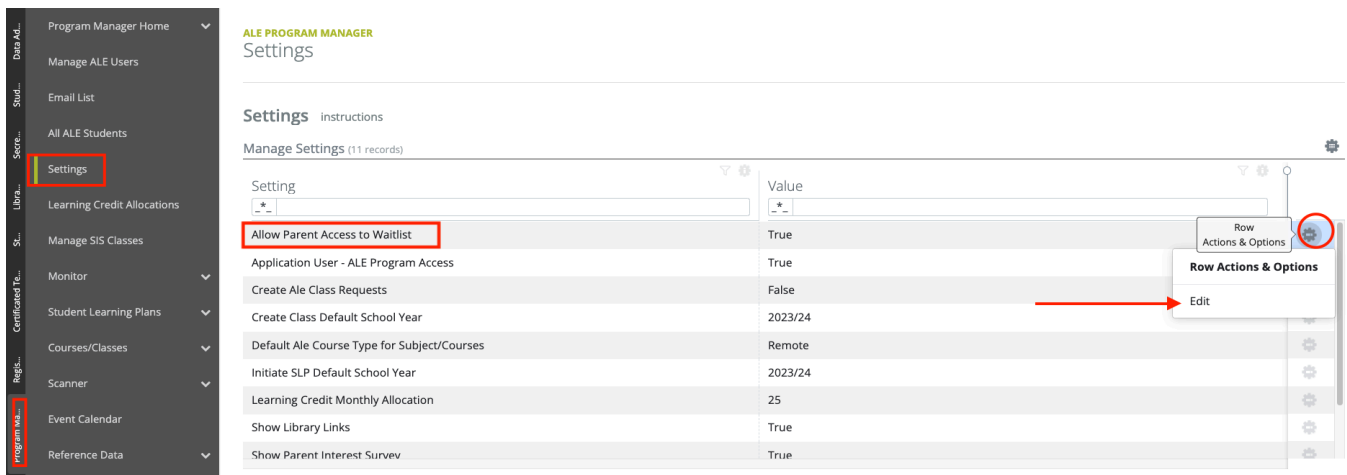
## ALE Using the Waitlist Feature V2

The waitlist feature can track class interest and help Registrars fill seats as they become available. Registrars and Parents will be the primary users of this feature.

### Enable Waitlist Feature for Parents

Before parents can start using the waitlist feature, it must be activated by setting **Allow Parent Access to Waitlist** to **True**.

1. In the **Program Manager Role**, select **Settings** in the left navigation menu.
2. Click the **Row Action and Options** gear, then select **Edit** for **Allow Parent Access to Waitlist**.



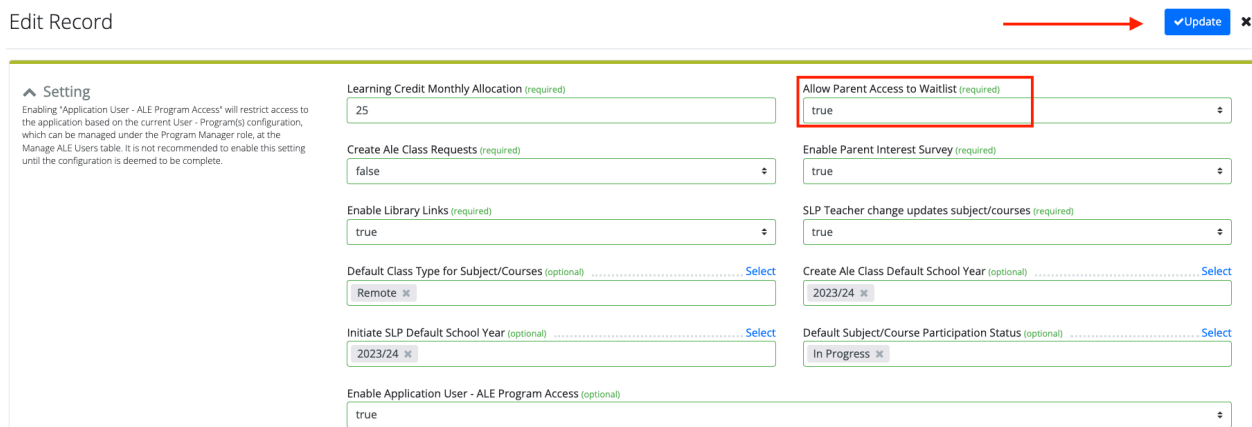
**ALE PROGRAM MANAGER Settings**

Settings instructions

Manage Settings (11 records)

Setting	Value
<b>Allow Parent Access to Waitlist</b>	True
Application User - ALE Program Access	True
Create Ale Class Requests	False
Create Class Default School Year	2023/24
Default Ale Course Type for Subject/Courses	Remote
Initiate SLP Default School Year	2023/24
Learning Credit Monthly Allocation	25
Show Library Links	True
Show Parent Interest Survey	True

3. Set **Allow Parent Access to Waitlist** to **True** and click **Update** to save the change.
4. The same steps apply to **turn off Parent access to the waitlist feature** by setting Parent access to **False** instead of **True**.



Edit Record

Setting

Enabling "Application User - ALE Program Access" will restrict access to the application based on the current User - Programs configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.

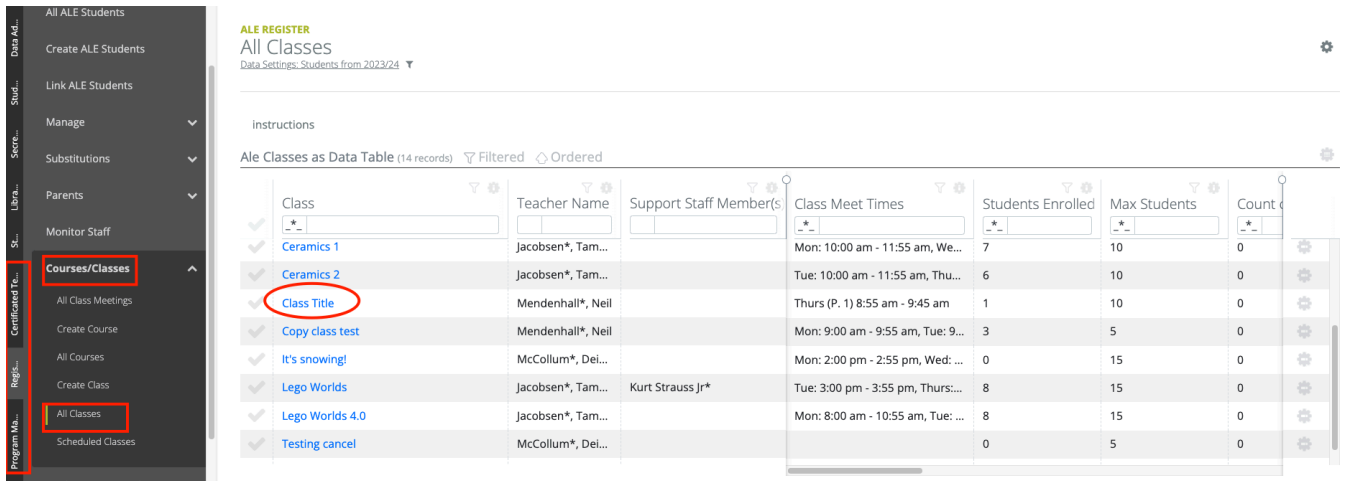
Learning Credit Monthly Allocation (required)	25	Allow Parent Access to Waitlist (required)	true
Create Ale Class Requests (required)	false	Enable Parent Interest Survey (required)	true
Enable Library Links (required)	true	SLP Teacher change updates subject/courses (required)	true
Default Class Type for Subject/Courses (optional)	Remote	Create Ale Class Default School Year (optional)	2023/24
Initiate SLP Default School Year (optional)	2023/24	Default Subject/Course Participation Status (optional)	In Progress
Enable Application User - ALE Program Access (optional)	true		

Update

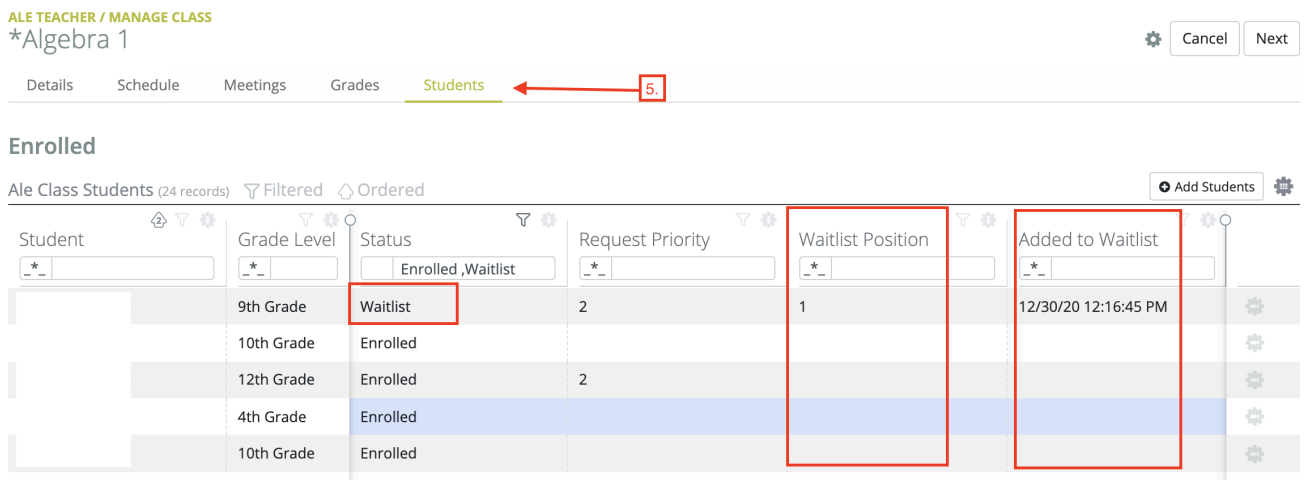
## Checking Which Students are on a Class Waitlist

You can view all students waitlisted in a class using the **Ale Class Students** table.

1. Select the **Registrar, Certificated Teacher, or Program Manager Role**.
2. Click **Courses/Classes** in the left navigation menu, then choose **All Classes**.
3. Click the name of the class you want to manage the waitlist for. This will open the **Manage Class** page.



4. Click the **Students Tab** at the top of the page.
5. You should now see the **ALE Class Students Table**. By default, this table lists six (6) columns: **Student, Grade Level, Status Request Priority, Waitlist Position, and Added to Waitlist**. The table will automatically filter to enrolled and waitlisted students. If a student is on the waitlist, the Status will be listed as "Waitlist," and data will appear in the **Waitlist Position** and **Added to Waitlist** columns.



## Managing Waitlists

1. Registrars can add, remove, and enroll students from the waitlist directly from a class via the **Students Tab** in the **Manage Class Interface**.
2. You can access this interface by following the steps from [Check Which Students are on a Class Waitlist](#) listed earlier in this article. **Note:** Changes made to classes by a registrar will bypass enrollment restrictions.

## Adding Students to the Waitlist

### Method #1 - Adding one student to the waitlist

1. Go to the **Students Tab** in any class.
2. Click the **Status column filter icon** and click **clear** so all students surface
3. Using the **Student Search box**, filter to the student you wish to add to the waitlist
4. Click the **Row Actions & Options gear** for the student you would like to add to the waitlist.
5. Select **Add to Waitlist**

ALE REGISTRAR / MANAGE CLASS  
Coding + Music (S1) (WI)

Details Schedule Meetings Grades **Students** #1 Cancel Next

Enrolled

Ale Class Students (545 records) Filtered Ordered Add Record Select Row Actions

Student	Grade Level	Status	Waitlist Position	Added to Waitlist
	7th Grade	Enrolled		
	11th Grade	Enrolled		
	5th Grade	Enrolled		
	8th Grade	Enrolled		
	6th Grade	Enrolled		
	8th Grade	Enrolled	2	Jun 8 2023 1:26PM

**Column Filter** (Status)

- Filter List
- Enrolled
- Waitlist
- Withdrawn
- Not Enrolled
- Dropped

clear #2

ALE REGISTRAR / MANAGE CLASS  
Coding + Music (S1) (WI)

Details Schedule Meetings Grades **Students** Cancel Next

Enrolled

Ale Class Students (545 records) Filtered Ordered Add Record

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
<input type="text" value="wil"/>	7th Grade	Not Enrolled			
	8th Grade	Not Enrolled			
	3rd Grade	Not Enrolled			
	7th Grade	Not Enrolled			
	11th Grade	Not Enrolled			
	11th Grade	Not Enrolled			
	5th Grade	Not Enrolled			
	4th Grade	Not Enrolled			

**Row Actions & Options**

- Add to Waitlist #4
- Remove from Waitlist #5

#3

## Method #2 - Adding one or more students to the waitlist

1. Go to the **Students Tab** in any class.
2. Click the **Status column filter icon** and click **clear** so all students surface
3. Using the **Student Search box**, filter to the student(s) you wish to add to the waitlist.
4. **Select Students** using the checkmarks to the left of the student name
5. Click the blue **Select Row Actions** button.
6. Select **Add Student(s) to Waitlist**
7. The number of students selected surfaces on the blue button

ALE REGISTRAR / MANAGE CLASS  
Coding + Music (S1) (WI)

Details Schedule Meetings Grades **Students** #1

Enrolled

Ale Class Students (545 records) Filtered Ordered Add Record **2 Select Row Actions**

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
*_	*_	Enrolled, Waitlist		*_	*_
✓	7th Grade	Enrolled			
✓	11th Grade	Enrolled			
✓	5th Grade	Enrolled			
✓	8th Grade	Enrolled			
✓	6th Grade	Enrolled			
✓	8th Grade	Enrolled		2	Jun 8 2023 1:26PM

**Column Filter** #2

Status clear

Filter List

Enrolled

Waitlist

Withdrawn

Not Enrolled

Dropped

ALE REGISTRAR / MANAGE CLASS  
Coding + Music (S1) (WI)

Details Schedule Meetings Grades **Students** Cancel Next

Enrolled

Ale Class Students (545 records) Filtered Ordered Add Record **2 Select Row Actions**

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
*_ wil <span style="color: red;">#3</span>	*_	Enrolled, Waitlist		*_	*_
✓	7th Grade	Not Enrolled			
✓	8th Grade	Not Enrolled			
✓	3rd Grade	Not Enrolled			
✓	7th Grade	Not Enrolled			
✓	11th Grade	Not Enrolled			
✓	11th Grade	Not Enrolled			
✓	5th Grade	Not Enrolled			
✓	4th Grade	Not Enrolled			

**Select Row Actions** #5

Unenroll Students

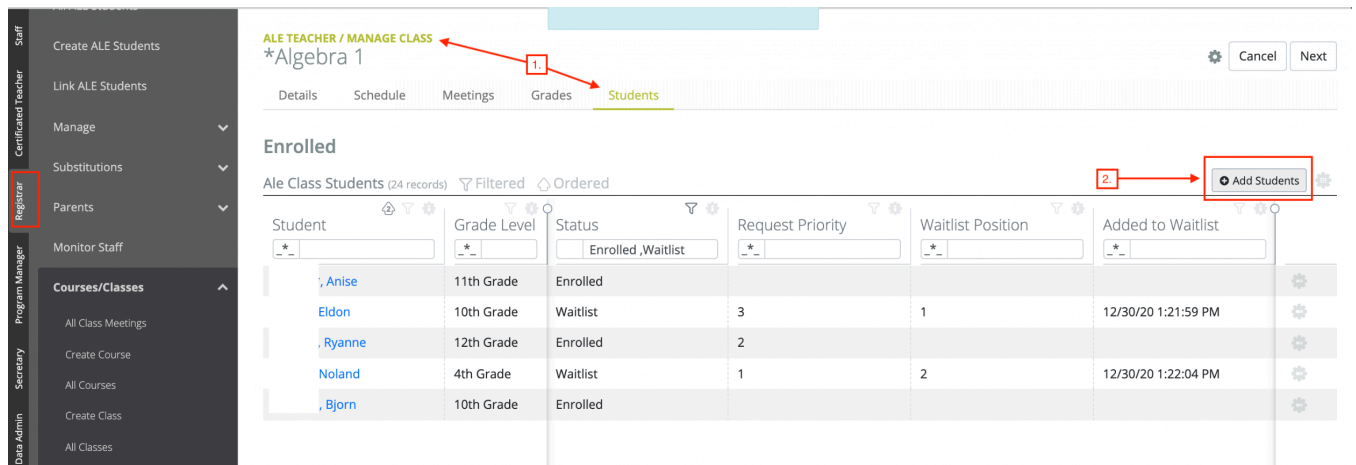
**Add Student(s) to Waitlist** #6

Print SLP Schedule(s)

**2** #7

## Enrolling Students from the Waitlist

1. Go to the **Students Tab**.
2. Click the **Add Students**. A window labeled **Add Students** will appear.
3. Click **Select** on the **Students** field. A table for all the students in the class will open.
4. In this table, find the student(s) you would like to add to enroll and click the **checkmark**.
5. After you are done selecting students, click the **Add Students** button.
6. The highlighted students should appear in the **Add Students** window. Click **Add** to add the students to the Class.



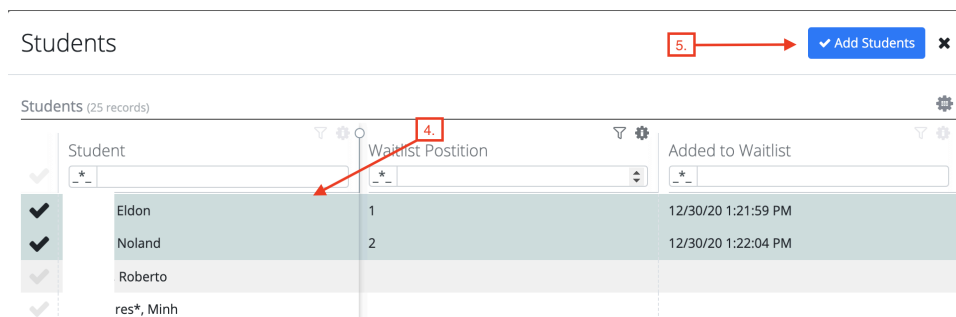
**ALE TEACHER / MANAGE CLASS**  
\*Algebra 1

Details Schedule Meetings Grades **Students**

Enrolled

Ale Class Students (24 records) Filtered Ordered

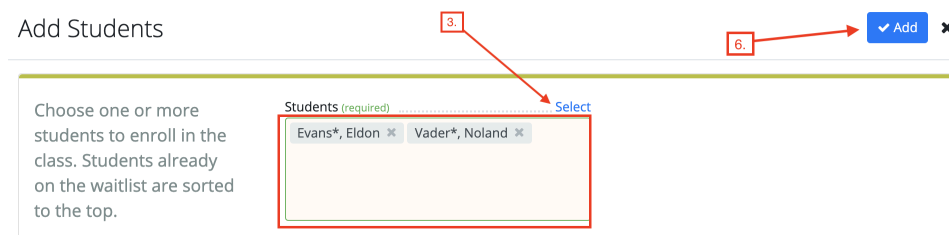
Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
Anise	11th Grade	Enrolled			
Eldon	10th Grade	Waitlist	3	1	12/30/20 1:21:59 PM
Ryanne	12th Grade	Enrolled	2		
Noland	4th Grade	Waitlist	1	2	12/30/20 1:22:04 PM
Bjorn	10th Grade	Enrolled			



Students

Students (25 records)

Student	Waitlist Position	Added to Waitlist
Eldon	1	12/30/20 1:21:59 PM
Noland	2	12/30/20 1:22:04 PM
Roberto		
res*, Minh		



Add Students

Choose one or more students to enroll in the class. Students already on the waitlist are sorted to the top.

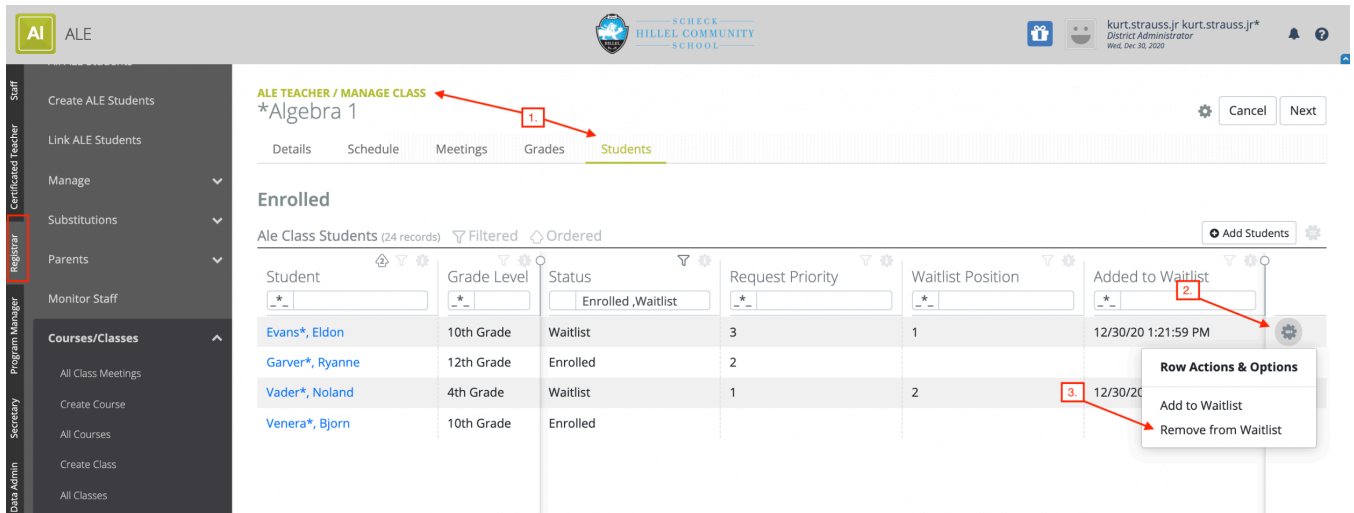
Students (required)

Evans\*, Eldon ✕    Vader\*, Noland ✕

Add

## Removing Students from the Waitlist

1. Go to the **Students Tab**.
2. Click the **Row Actions & Options** gear for the student you would like to remove from the waitlist.
3. Select **Remove From Waitlist**



The screenshot shows the ALE application interface for a class named '\*Algebra 1'. The 'Students' tab is selected, displaying a table of students. The table has columns for Student, Grade Level, Status, Request Priority, Waitlist Position, and Added to Waitlist. A student named 'Evans\*, Eldon' is on the waitlist. A red box labeled '1' points to the 'Students' tab. Another red box labeled '2' points to the gear icon for the 'Evans\*, Eldon' row. A third red box labeled '3' points to the 'Remove from Waitlist' option in the dropdown menu that appears when the gear icon is clicked.

Student	Grade Level	Status	Request Priority	Waitlist Position	Added to Waitlist
Evans*, Eldon	10th Grade	Waitlist	3	1	12/30/20 1:21:59 PM
Garver*, Ryanne	12th Grade	Enrolled	2		
Vader*, Noland	4th Grade	Waitlist	1	2	12/30/20
Venera*, Bjorn	10th Grade	Enrolled			

## How the Waitlist Appears to Parents

**Note:** The waitlist feature is only available to parents if a **Program Manager** first enables it.

When a parent tries to enroll their student in a full class, they will be added to the class waitlist instead of being enrolled. This is indicated to parents by a **yellow '+'** instead of a **gray '+'** when adding a class. When a parent clicks the **yellow +**, they will also receive a notification that the class is full, and the student will be added to the class waitlist.

Classes can only be waitlisted by parents when they are full, and the open enrollment deadline has not passed. Once a class has reached its enrollment limit, parents cannot enroll their students in the class until the waitlist has been cleared.

Parents can view classes their students are waitlisted for by following the steps below:

1. Log in to the ALE application. [ALE Application For Parents: Login Instructions](#)
2. Click **Summary** under **Parent Home** in the left navigation menu.
3. The summary page will list all your students enrolled in the ALE program. Click the **Review WSLP** under the **Student** and **School Year** you would like to view the waitlist for.
4. Hover your mouse over the **Classes Tab** drop-down and click **Waitlist**.

AI ALE

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Parent Home

- Introduction
- Summary **2.**
- Statement of Understanding
- All Classes
- Law

### ALE PARENT Summary

**3.** [Review WSLP](#)

**Spotlight**  
ALE WSLP for 2018/19  
▪ [Review WSLP](#)

ALE WSLP for 2019/20  
▪ Earliest Enrollment Date: Thursday, August 1, 2019 12:00 AM  
▪ [Review WSLP](#)

ALE WSLP for 2019/20  
▪ Earliest Enrollment Date: Thursday, August 1, 2019 12:00 AM  
▪ [Review WSLP](#)

ALE WSLP for 2020/21  
▪ [Review WSLP](#)

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**Spotlight**  
ALE WSLP for 2018/19  
▪ [Review Pending WSLP](#)

ALE WSLP for 2019/20  
▪ [Review WSLP](#)

ALE WSLP for 2020/21  
▪ Class Enrollment Limit: 2  
▪ [Review WSLP](#)

ALE PARENT / VIEW STUDENT LEARNING PLAN

Details Subjects/Courses **Classes** Approvals Attendance Weekly Contact Monthly Progress

**Classes Waitlist**

- Scheduled Classes
- Waitlist** **4.**

Ale Student Learning Plan Waitlist Classes (0 records)

No data to display.