

ALE Registrar: Scheduled Classes (Connect)

In the ALE Application, the **Registrar** can view all Scheduled Classes in a grid view based on the district's period or planner settings.

1. Start under **Courses/Classes** in the left-hand navigation menu and choose **Scheduled Classes**.
2. Click the **magnifying glass** in the **School Year** field and click the **checkmark** to the left.
3. Select the **Class Term** field similarly.
4. Optionally, select the **Campus**, **Grade Level**, **Certificated Teacher**, and **Classroom** fields in the same way.
5. Click **Save**.

Essentials

School Year (required)	<input type="text"/>	Class Term (required)	<input type="text"/>
Campus (optional)	<input type="text"/>	Grade Level (optional)	<input type="text"/>
Certificated Teacher (optional)	<input type="text"/>	Classroom (optional)	<input type="text"/>

6. Select a new data set using the **Edit Page Data Settings** button next to the title.
7. A grid view will display, in either period or planner view, based on your district's settings.

The Registrar sets Class Registration Settings under **Class Registration > Class Registration Settings > Essentials section > Class Scheduling Mode**.

a. Planner View:

- b. The **columns** will be the days that classes occur.
- c. The **rows** will be the times at which class meetings occur.
- d. If a **date/time combination** has more than one class, an additional row will be created for the time.

TimeSlot	Mon	Tue	Wed	Thurs
8:00AM	Chemistry		Chemistry	
8:00AM	Graphic Design 1		Graphic Design 1	
9:00AM	Ceramics 1	Ceramics 1		
10:00AM				

e. Period Data Table:

- i. The **columns** will be the times at which class meetings occur.

- ii. The **rows** will be the days that classes occur.
- iii. If a **date/time combination** has more than one class, an additional row will be created for the time.

	Mon	Tue	Wed	Thurs
Class Period	Class Title	Class Title	Class Title	Class Title
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	

8. Use the search fields at the top of each column to filter your results.
9. Click the **Class Title** to manage the class.

View Room/Staff Schedules

Here, you will learn to view a list of rooms and the campus schedules.

1. Start under **View Room Schedules/View Staff Schedules** in the left navigation menu.
2. Click the **magnifying glass** to the left of a classroom to view the room's schedule.
 - a. Click the **arrows** to the far right to move by week/month.
 - b. Click **today** to view the present schedule.

Registrar

- ALE Students >
- Email Recipient List >
- Class Registration >
- Courses/Classes >
- Event Calendar >
- Manage >
- Monitor >
- Student Learning Plans >
- Scanner >
- View Staff Schedules
- View Room Schedules**

View Room Schedules

Room: Campus:

Classroom: Campus:

- Room 100 Clear Coast High School
- 101 Clear Coast High School
- 102 Clear Coast High School
- Brandywine The Shire
- Hobbiton The Shire
- Bywater The Shire
- Buckland The Shire
- Westmarch The Shire

View Staff Schedules

View Staff Schedules

ALE Staff Member: Descriptor:

- Neil Mendenhall Certificated Teacher, Support Staff Member
- Deidra McCollum Certificated Teacher, Support Staff Member
- Tammy Jacobsen Certificated Teacher, Support Staff Member
- Phillip Smith Certificated Teacher, Support Staff Member

May 2026 **today** < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 +2 more	27 April 28, 2026 • 1p Biology • 2p Computer Science Discoveries +2 more	+2 more	29 +2 more	30 +2 more	1 +2 more	2
3 +2 more	4 +2 more	+2 more	+2 more	6 +2 more	7 +2 more	8 +2 more
						9