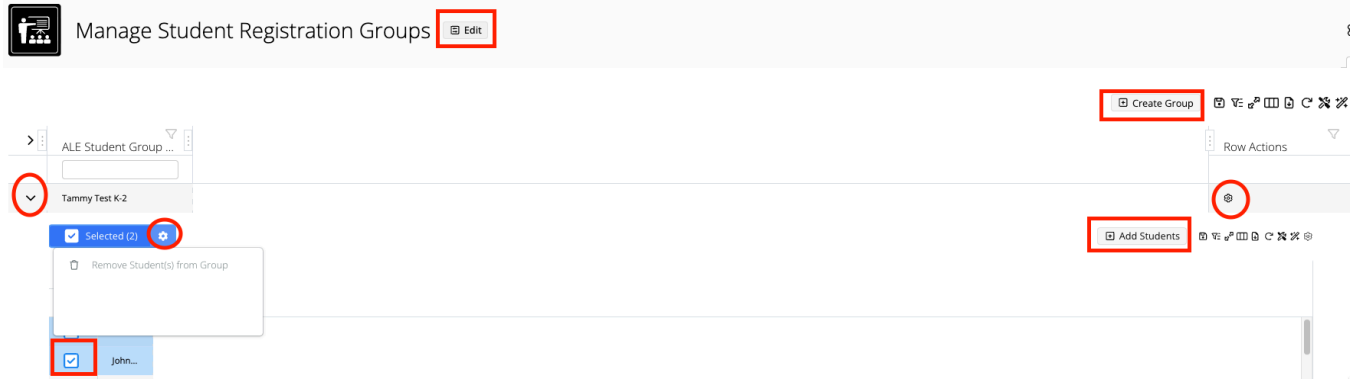


ALE Registrar: Create and Manage Registration Groups (Connect)

Here, you will learn to build registration groups.


1. Start under **Class Registration** in the left navigation menu and choose **Manage Parent Registration Groups** or **Manage Student Registration Groups**.



2. Select the **magnifying glass** in the **School Year** field and click the **checkmark** to the left.



3. Use the **Edit Page Data Settings** button to the right of the title to modify.
4. Click the **Create Group** button at the top right
 - a. Fill in the **Parent/Student Group Label** field and click **Save**.



5. Click the **Row Action Gear** to the far right to **Edit** or **Delete**.
6. Once a group has been created, click the **left arrow** to expand it.
 - a. Click the **Add Parent/Students** button at the top right.
 - i. Click the **checkbox** next to one or more student(s), and click **Accept**.
 - b. Click the **checkbox** next to one or more names in the expanded group to remove them.
 - i. Click the **Selected Gear** at the top of the table and choose **Remove Student(s) from Group**.
 - ii. A window will appear to **confirm**. Click **Yes** or **No**.

A few notes about this process:

- When Enrollment limits are set, they will automatically be applied to all students/parents in that group who have a Student Learning Plan for the selected year and will be populated in those plans.
- Establishing enrollment caps for group functions is similar to a copy-and-paste operation. These updates take effect instantly and persist until modified at the individual level or overwritten by new group-wide settings. **Note that existing data in these fields, whether input manually into the Student Learning Plan or through other automated processes, will be replaced by these group actions.**

- Any further changes made at the student level will not affect the parent/student group or other associated students.
- To allow for increasing enrollment limits (i.e., enrolling in 5 classes the first two days of registration, then 10 the last two days), you would need to apply a limit of 5 to the established group, then go back after the two initial days had passed, and set new dates and a new limit of 10 to apply to all group members and save.