

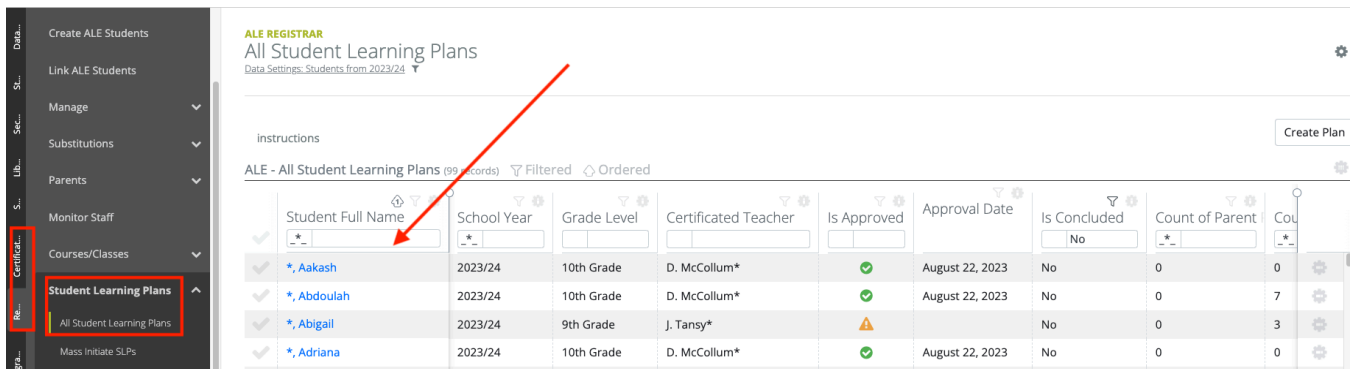
ALE Setting Parent Class Enrollment Limits V2

When a program permits parents/guardians to enroll their students in classes, using the ALE app's enrollment limit functionality can be helpful. Limits can be put on the number of classes each student can be registered for, the dates enrollment is open for that student, and even the time of day that enrollment becomes available.

Setting Limits Per Student

Enrollment limits can be set per student on the **Certificated Teacher Role** at any time or on the **Registrar Role** prior to plan approval.

1. Navigate to **Student Learning Plans** in the left-hand navigation menu and choose **All Student Learning Plans**.



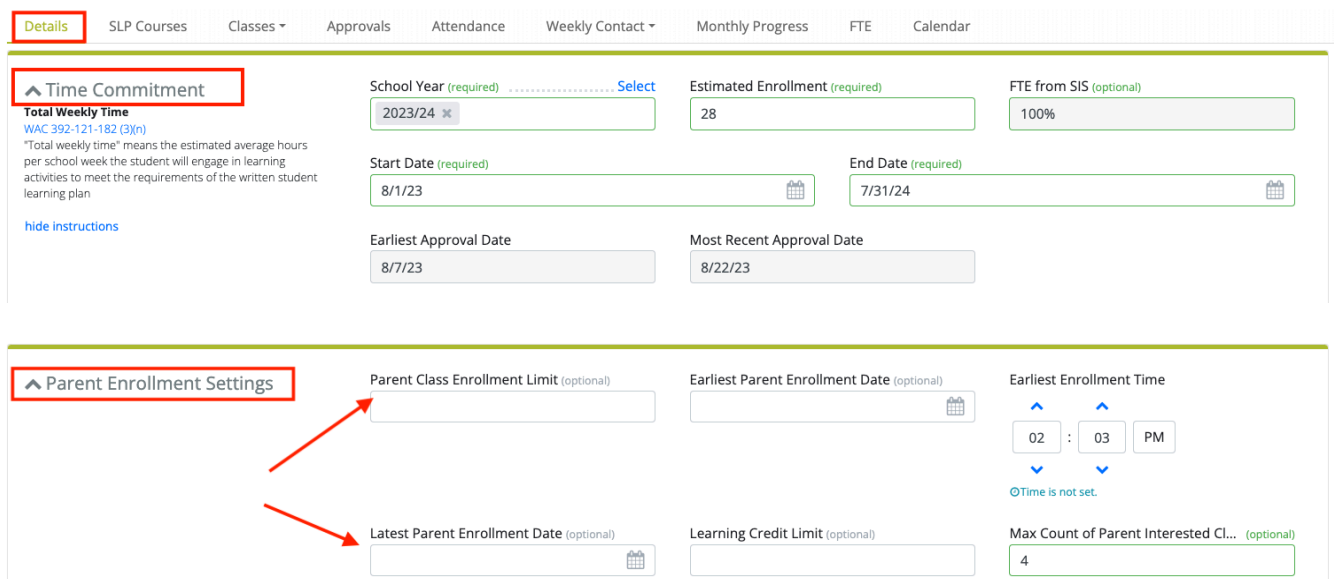
ALE REGISTRAR
All Student Learning Plans
Data Settings: Students from 2023/24

instructions Create Plan

ALE - All Student Learning Plans (99 records) Filtered Ordered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent	Cou
, Aakash	2023/24	10th Grade	D. McCollum	✓	August 22, 2023	No	0	0
, Abdoulah	2023/24	10th Grade	D. McCollum	✓	August 22, 2023	No	0	7
, Abigail	2023/24	9th Grade	J. Tansy	⚠		No	0	3
, Adriana	2023/24	10th Grade	D. McCollum	✓	August 22, 2023	No	0	0

2. Select the student by clicking their name.
3. In the **Details Tab**, time and class limits can be set under the **Time Commitment** and **Parent Enrollment Settings** sections.



Details SLP Courses Classes Approvals Attendance Weekly Contact Monthly Progress FTE Calendar

Time Commitment

School Year (required) 2023/24 x Estimated Enrollment (required) 28 FTE from SIS (optional) 100%

Start Date (required) 8/1/23 End Date (required) 7/31/24

Earliest Approval Date 8/7/23 Most Recent Approval Date 8/22/23

Parent Enrollment Settings

Parent Class Enrollment Limit (optional) Earliest Parent Enrollment Date (optional)

Latest Parent Enrollment Date (optional) Learning Credit Limit (optional)

Earliest Enrollment Time 02 : 03 PM Max Count of Parent Interested Cl... (optional) 4

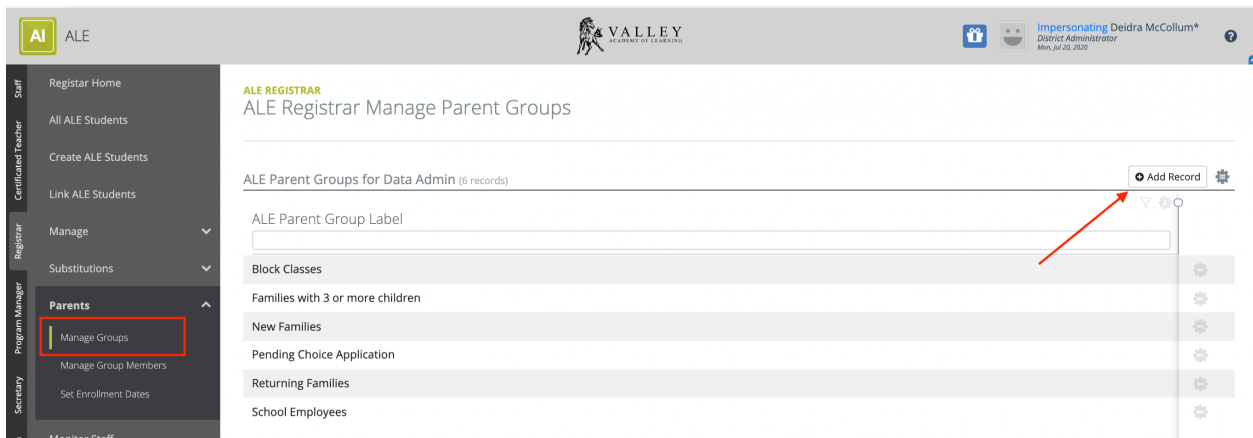
⊙Time is not set.

4. **Class Enrollment Limits** apply per class term, and the **Latest Enrollment Date** prevents parents from adding classes after that date, but not from unenrolling.

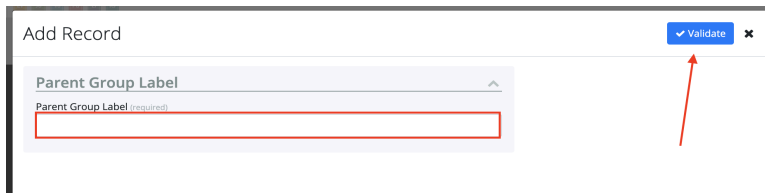
Setting Limits per Parent/Family

Enrollment limits can be set and applied to groups of parents and all students associated with the identified parent(s).

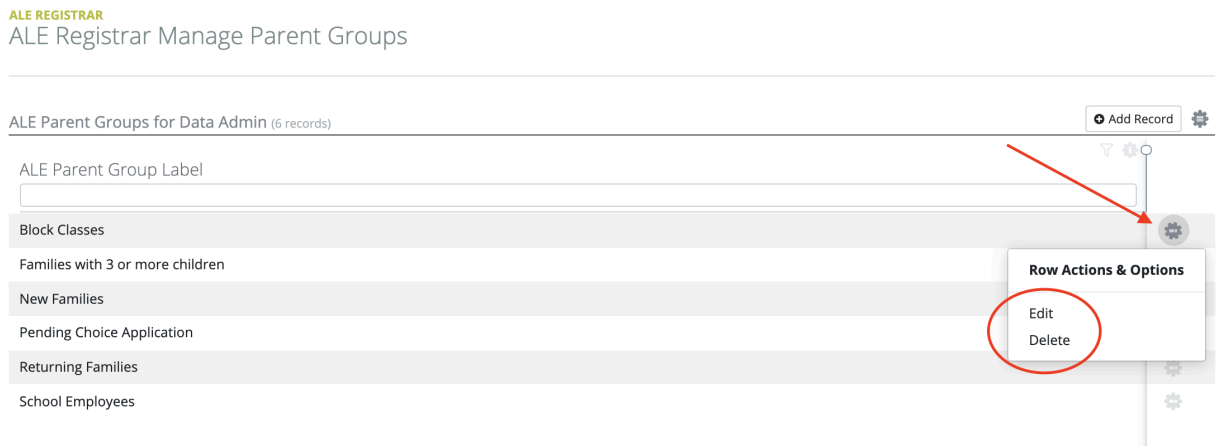
1. In the **Registrar Role**, select **Parents** in the left-hand navigation menu and choose **Manage Groups**. You will first establish groups of parents/guardians for the enrollment process.



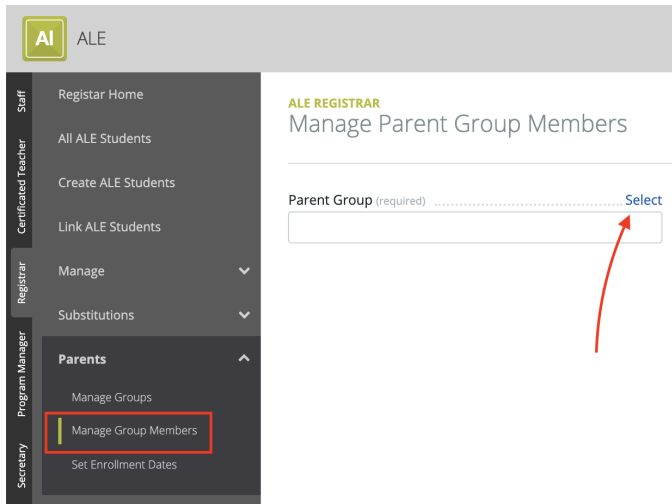
2. Clicking **Add Record** lets you enter a name for this group of parents/guardians. Click **Validate** to create the parent group.



3. The name of a Parent Group can be edited or deleted by clicking the **Row Actions & Options** gear.



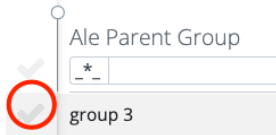
- Once you have created the parent groups, you can begin selecting parents/guardians to add to each group. From the left-hand navigation menu, choose **Manage Group Members**.



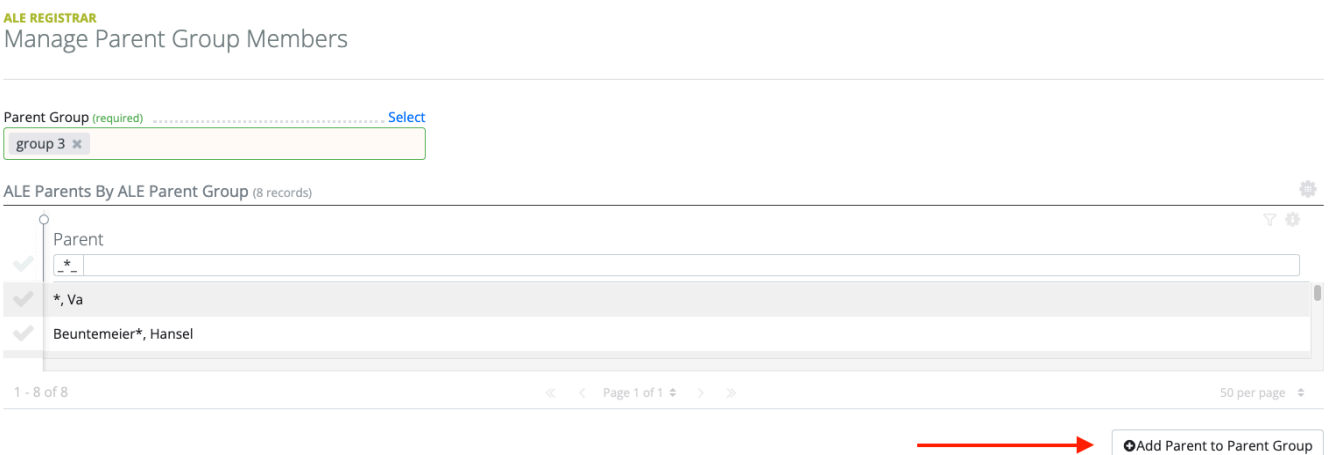
- Select the parent group from this interface that you would like to add members to, then click the **check mark**.

Parent Group

Select (2 records)



- Then click on the **Add Parent to Parent Group** button in the bottom right-hand corner of the screen.



- Select the parent(s) that you would like to add by clicking on the **checkmark** next to each name. ***Note:** First Name and Last Name columns can be filtered or sorted to find parent names more easily and/or

searched by their Student Name(s). If you have entered Initial Enrollment Years for parents, they can also be used to filter/find parents for adding to groups.

- Continue selecting names, which will be added to the **Your Selected Items** table at the bottom of the page. You can click **View Selected** to see a list of selected names here. Once you are done making selections, click the **Add** button in the top-right corner.

Item → [Add Item](#) ✕

Select (6932 records)

First Name	Last Name	Student Name(s)	Initial Enrollment Year
<input checked="" type="checkbox"/>	Aaby	* Gavyn *, Kaiea *	
<input checked="" type="checkbox"/>	Aadi	* Laef *	
<input type="checkbox"/>	Abbey	* Dong *, Jevin Vreeken*	
<input type="checkbox"/>	Abbie	* Charmaine *, Owen *	
<input checked="" type="checkbox"/>	Abdel Rahman	* Jayshon *, Natthaya *	
<input checked="" type="checkbox"/>	Abdulah	* Chanale Beal*, Darian Beal*	
<input checked="" type="checkbox"/>	Abdul	* Coulter *, Zahraa *	
<input checked="" type="checkbox"/>	Abdulaziz	* Jaycen *	

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Your Selected Item [View Selected](#)

- Once you have added parents/guardians, a searchable table will be created. If you need to remove parents from the group, click the **checkmark** to the left of their name(s), then click the **Remove Parent from Parent Group** button. You can also add additional parents to the group.

ALE REGISTRAR

Manage Parent Group Members

Parent Group (required) [Select](#)

Tammy Test ✕

ALE Parents By ALE Parent Group (2 records)

Parent

<input checked="" type="checkbox"/>	, Aaby
<input type="checkbox"/>	*, Aadi

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[Remove Parent from Parent Group](#) [Add Parent to Parent Group](#)

- To set enrollment date windows for Parent Groups, select **Parents** from the left-hand navigation menu and choose **Set Enrollment Dates**. Select the **Parent Group**, **School Year**, set the **Parent Class Enrollment Limit** (the maximum number of classes a parent/guardian is allowed to enroll their student in), **Earliest and Latest Parent Enrollment Dates**, and the **Earliest Enrollment Time**; then click **Save**.

The screenshot shows the 'ALE REGISTRAR Parent Enrollment' page. The left navigation menu has 'Set Enrollment Dates' highlighted. The main content area includes fields for 'Parent Group (required)', 'School Year (required)', 'Parent Class Enrollment... (req)' (set to 5), 'Earliest Parent Enrollment... (req)', 'Earliest Enrollment Time' (04:21 PM), and 'Latest Parent Enrollment... (req)'. A calendar for July 2020 is displayed on the right. A red arrow points to the 'Save' button at the bottom left of the form.

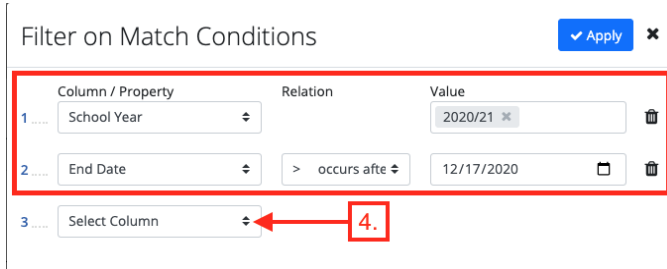
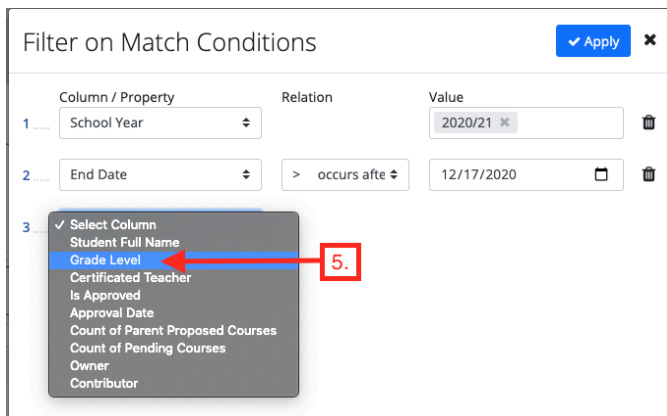
Setting Limits by Student Groups

1. You can set Class Enrollment Limits for groups of students on the **Registrar Role**. This can be done by filtering the All Student Learning Plans table to the desired group of students, then setting enrollment limits for the selected students.
2. Go to **Student Learning Plans** in the left-hand navigation menu and choose **All Student Learning Plans**. Click the **Table Actions & Options Gear** and select **Filter Form**.

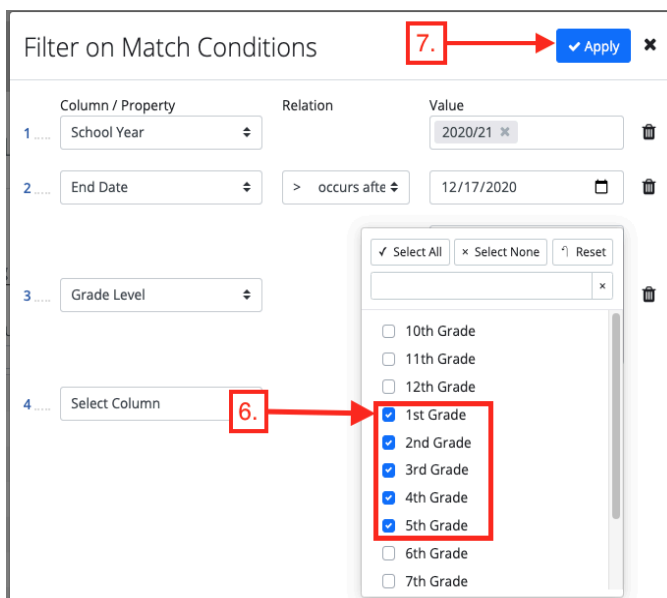
The screenshot shows the 'ALE REGISTRAR Student Learning Plans - All Students' page. The left navigation menu has 'Student Learning Plans' selected. The main content area shows a table of student learning plans with columns for 'Student Full Name' and 'School Year'. A 'Data Table Actions & Options' panel is open, showing the 'Filtering' section with 'Filter Form' selected. Red arrows and numbers 1, 2, and 3 indicate specific steps in the process.

3. A window labeled **Filter Search Results** will appear. There will be two filters preloaded in this window. **School Year and End Date**: You will want to leave these filters unchanged unless you wish to set

Enrollment dates for SLPs outside the current school year or with an end date that has already passed. Click **Select Column** to open a drop-down of columns, and select the one you would like to filter for.

- After selecting a **Column** to filter, a box will appear to the right of the selector. Click the box to open the list of possible filters, then select each condition you want to filter. Repeat this process until the desired conditions have been added. Click **Apply** in the top-right corner of the window to confirm the filters and close the window.



- You can verify that the filters were set by clicking the **funnel icon** to the right of the **Student Learning Plan Selector** and checking the content under **Filtering Settings**.

- Click the **checkmark** to the left of the column names in the table to select all remaining students. Selected students will be highlighted in blue. You can also select/deselect individual students. Once at least one student has been selected, the **Select Row Actions** button will appear in the top right corner of the table. Click this box and select **Set Enrollment Dates** in the drop-down.

- A window labeled "Ale Parent Enrollment Dates" will open. Select the **School Year**, set the **Class Enrollment Limit**, **Earliest and Latest Enrollment Dates**, and **Earliest Enrollment Time**; then click **Validate** in the top right corner.

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.
- Setting the enrollment limits for a group is like a copy/paste action. Changes are applied immediately and remain until changes are made at the individual student level or new limits are applied in a group setting. Any current entries in those fields, whether created via one of these methods or manually entered into the Student Learning Plan, will be overwritten with these 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.