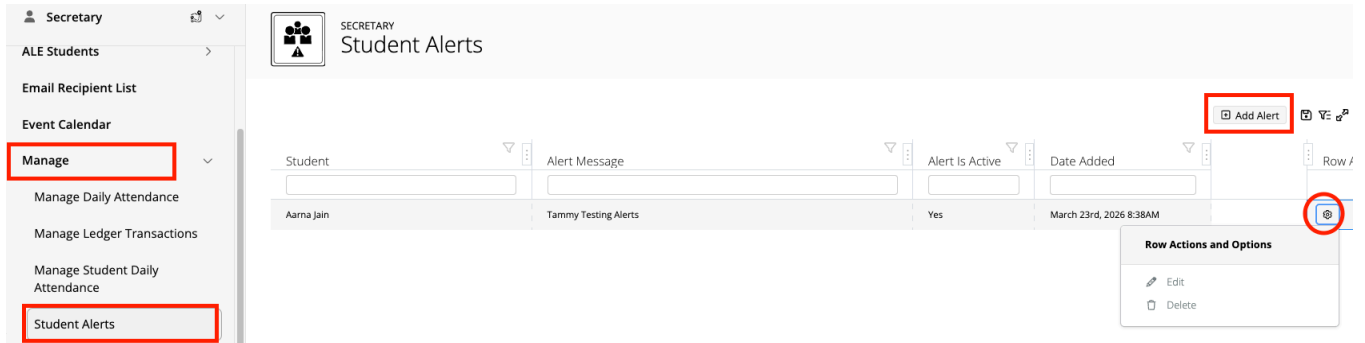


ALE Secretary: Manage Student Alerts (Connect)

Here, you will learn to view, edit, add, and delete student alerts.

1. Start under **Manage** in the left navigation menu and choose **Student Alerts**.



The screenshot displays the 'SECRETARY Student Alerts' interface. On the left, a navigation menu includes 'Secretary', 'ALE Students', 'Email Recipient List', 'Event Calendar', 'Manage' (highlighted with a red box), 'Manage Daily Attendance', 'Manage Ledger Transactions', 'Manage Student Daily Attendance', and 'Student Alerts' (highlighted with a red box). The main area shows a table with columns: Student, Alert Message, Alert Is Active, Date Added, and Row Actions. A table row is visible with the student 'Aarna Jain' and alert message 'Tammy Testing Alerts'. An 'Add Alert' button is highlighted with a red box. A gear icon in the Row Actions column is also highlighted with a red box, and its dropdown menu shows 'Edit' and 'Delete' options.

2. Click **Add Alert**.
 - a. Click the **magnifying glass** in the **Student** field and click the **checkbox** next to the student.
 - b. Select **Yes** or **No** from the **ALE Student Message Is Active?** field.
 - c. Fill in the **ALE Student Alert Message**.
 - d. Click **Save**.

Essentials

Student (optional) 

ALE Student Message Is Active? (optional)

ALE Student Alert Message (optional)

3. Click the **Row Actions Gear** at the far right to **Edit** or **Delete** existing alerts.