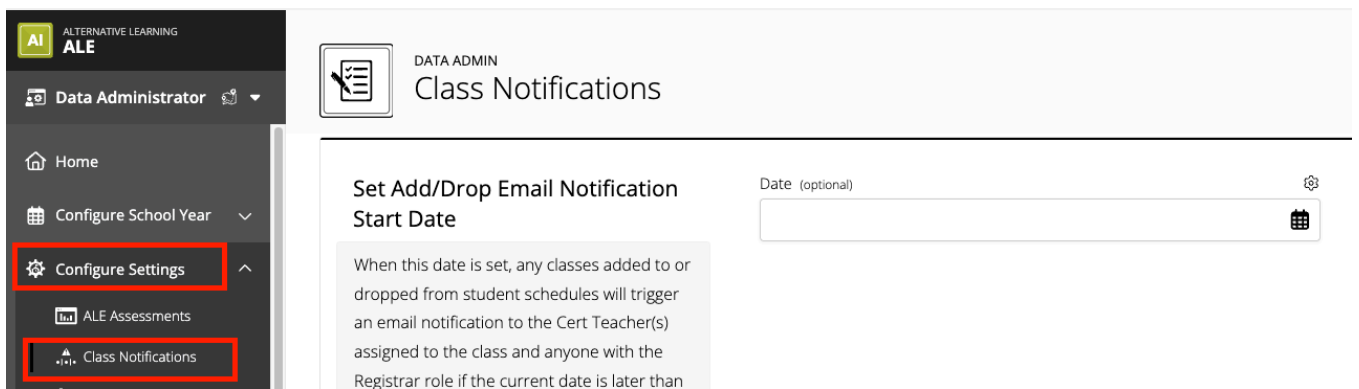


## ALE Configure Class Notifications (Connect)

Here, you can learn to configure notification settings in the **Data Administrator Role**.

### Configure Class Add/Drop Notifications

1. Start by going to **Configure Settings** in the left navigation menu, then choose **Class Notifications**.
2. To enable notifications, enter a **Date**. When this date is set, any classes added to or dropped from student schedules will trigger an email notification to the Certificated Teacher(s) assigned to the class and anyone with the Registrar role if the current date is later than the saved date.



3. Click the **checkbox** to turn on or off the notification of who receives emails when students are added to or dropped from classes. A checkmark means they will receive an email.

#### Notify of Class Add/Drop

Check who will receive emails when students are added or dropped from classes.

(optional)

Notify Class Certificated Teachers Of Class Add Drop

(optional)

Notify Class Support Staff Of Class Add Drop

(optional)

Notify Parents Of Class Add Drop

(optional)

Notify Students Of Class Add/Drop

(optional)

Notify Slp Certificated Teachers Of Class Add Drop

(optional)

Notify Registrars Of Class Add Drop ⓘ

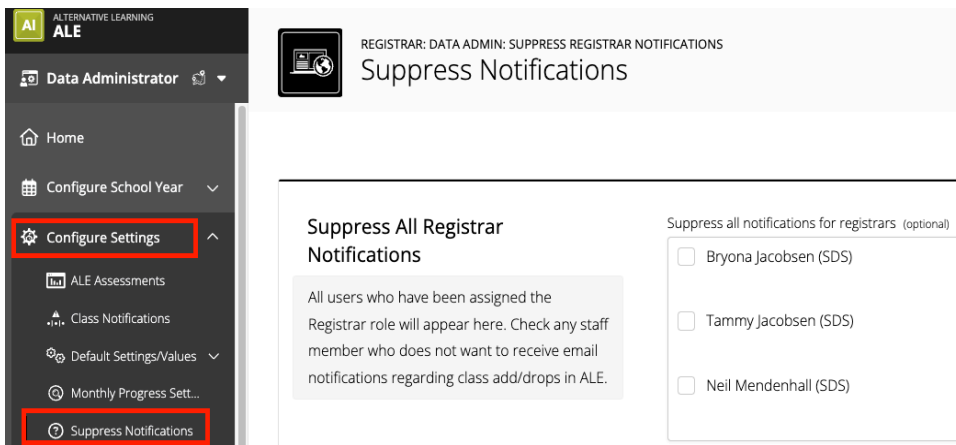
**Note:** All users assigned the Registrar role within the district will receive email notifications for class adds and drops. This setting applies district-wide and cannot be configured by individual programs or schools.

If you enable **Notify Registrars of Class Add/Drop**, follow the instructions under **Configure Suppress Registrar Notification** below to disable these notifications for specific users.

4. Click **Save**. Any class additions or drops will generate emails starting on the selected date.
5. To stop sending notifications, clear the Date field.
  - a. Click **Save**. Email notifications will no longer be sent as long as the date field does not contain a date.

## Configure Suppress Registrar Notifications

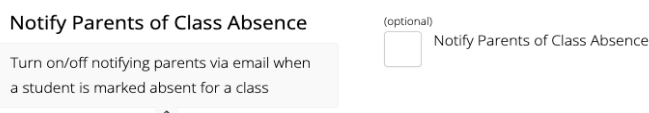
1. Start by going to **Configure Settings** in the left navigation menu, then choose **Suppress Registrar Notifications**.
2. All users assigned the Registrar role in the district will appear here. Click the **checkbox** next to the name to turn on/off suppression in the **Suppress all notifications for registrars** field. A checkmark denotes that notifications for the specific user will be suppressed. Clear the checkbox for any user who does not need to receive notifications.



The screenshot shows the ALE Data Administrator interface. On the left is a navigation menu with 'Configure Settings' and 'Suppress Notifications' highlighted with red boxes. The main content area is titled 'REGISTRAR: DATA ADMIN: SUPPRESS REGISTRAR NOTIFICATIONS' and 'Suppress Notifications'. It features a section 'Suppress All Registrar Notifications' with a descriptive text box: 'All users who have been assigned the Registrar role will appear here. Check any staff member who does not want to receive email notifications regarding class add/drops in ALE.' To the right, under the heading 'Suppress all notifications for registrars (optional)', there are three unchecked checkboxes for 'Bryona Jacobsen (SDS)', 'Tammy Jacobsen (SDS)', and 'Neil Mendenhall (SDS)'.

## Configure Class Absent Notifications

1. Start by going to **Configure Settings** in the left navigation menu, then choose **Class Notifications**.
2. Scroll down the page to the Notify Parents of Class Absence section
3. Click the **checkbox** to enable or disable email notifications to parents when a student is marked absent from a class. A checkmark means they will receive an email.



The screenshot shows the 'Notify Parents of Class Absence' configuration section. It includes a text box: 'Turn on/off notifying parents via email when a student is marked absent for a class'. To the right, under the heading '(optional) Notify Parents of Class Absence', there is an unchecked checkbox.