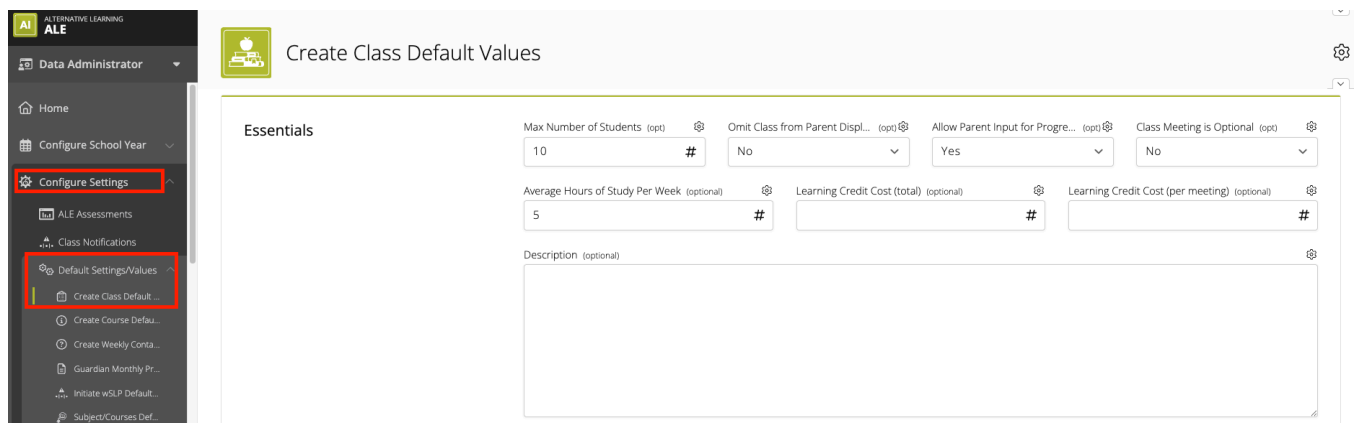


ALE Configure Default Values for Creating Classes (Connect)

Here, you will learn how to use this interface to configure 'create class' defaults that will be used when scheduling a class from a course or when creating classes via **Courses/Classes >> Create Class or All Classes >> Add Class button**. When scheduling a class for a course, the data will autofill from the course and fill in any blanks using these default settings.

Note: These settings cannot be applied to existing classes.

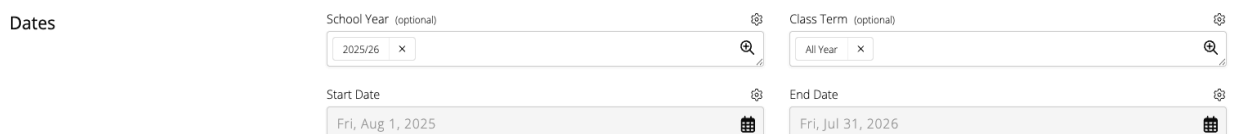
1. Start by going to **Configure Settings** in the left navigation menu, then choose **Default Settings/Values**, and finally **Create Class Default Values**.



The screenshot shows the 'Create Class Default Values' interface. On the left, the navigation menu has 'Configure Settings' and 'Default Settings/Values' highlighted. The main content area is titled 'Create Class Default Values' and contains an 'Essentials' section with the following fields:

- Max Number of Students (opt):** 10
- Omit Class from Parent Displ... (opt):** No
- Allow Parent Input for Progre... (opt):** Yes
- Class Meeting is Optional (opt):** No
- Average Hours of Study Per Week (optional):** 5
- Learning Credit Cost (total) (optional):** #
- Learning Credit Cost (per meeting) (optional):** #
- Description (optional):** (empty text area)

2. When scheduling a class for a course, the data will autofill from the course template first, then fill in any blanks using these default settings. You can choose which default fields to set or leave blank.
 - a. In the **Essential section**:
 - i. Fill the **Max Number of Students, Average Hours of Study Per Week, Class Cost, Class Cost Per Meeting, and Learning Credit Amount** fields numerically.
 - ii. Select **Yes or No** from the **Omit Class from Parent Display, Allow Parent Input for Progress, and Class Meeting is Optional** dropdown menus.
 - iii. Fill in the **Description** field.
 - b. In the **Dates section**, select the **School Year and Class Term**. The School Year and Class Term may be edited as needed by clicking the **magnifying glass** in the field and clicking the **checkbox** to the left. The Start and End dates populate based on the selected term and cannot be edited.



The screenshot shows the 'Dates' section of the interface. It contains the following fields:

- School Year (optional):** 2025/26
- Class Term (optional):** All Year
- Start Date:** Fri, Aug 1, 2025
- End Date:** Fri, Jul 31, 2026

- c. In the **Settings section**, click the **magnifying glass** icon in the Campus field, then check the **checkbox** next to the campus you want.

Settings

Campus (optional)	Classroom (optional)
<input type="text" value="The Shire"/>	<input type="text"/>
ALE Course Type (optional)	Class Designation (optional)
<input type="text" value="Site-based (Weekly)"/>	<input type="text"/>

- i. Select the **Classroom**, **ALE Course Type**, and **Class Designation** in the same way.
- d. Lastly, in the **People** section, click the **magnifying glass** icon in the **Certificated Teacher** field, then check the **checkbox** next to the staff member.

People

Certificated Teacher (optional)
<input type="text" value="Neil Mendenhall"/>
Supplemental Certificated Teacher(s) (optional)
<input type="text" value="Tammy Jacobsen"/>
Support Staff Member(s) (optional)
<input type="text" value="Neil Mendenhall"/> <input type="text" value="Tammy Jacobsen"/>

- i. Select the **Supplemental Certificated Teacher(s)** and **Support Staff Member(s)** similarly.
3. Click **Save**.