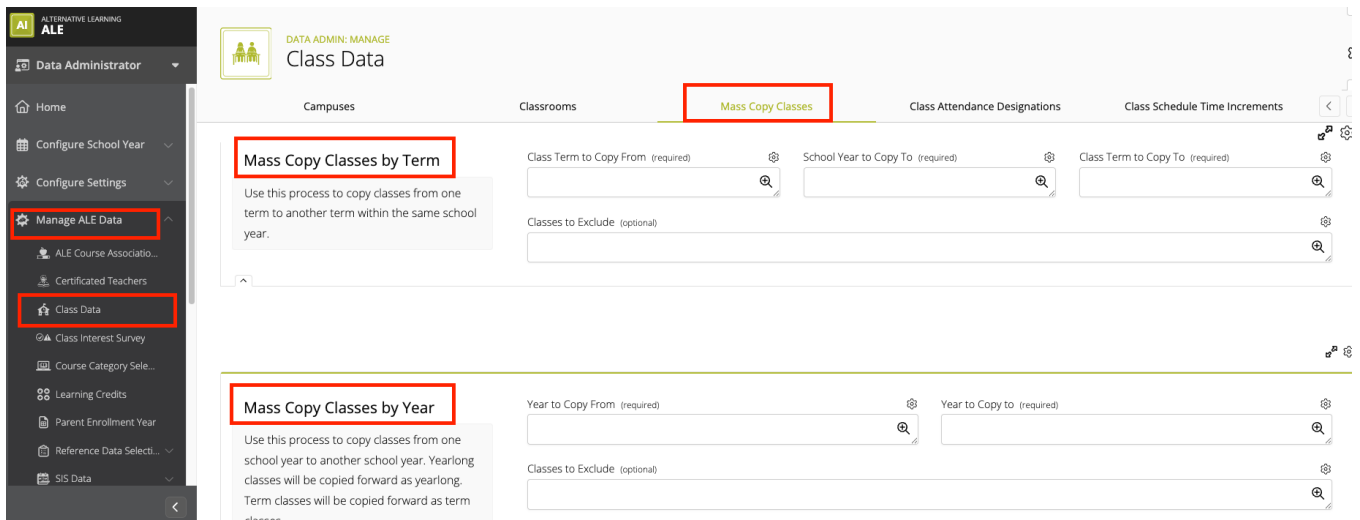


ALE Copying Classes from One Term or Year to Another (Connect)

In the **Data Administrator Role**, there is a tool to copy a set of classes by term or year, so that once the class schedule is established, it does not have to be built from the ground up each year. Multiple Classes can be copied, along with all associated details, from one class term to another or from one school year to another (excluding student enrollments).

1. Start under **Manage ALE Data** in the left navigation menu and choose **Class Data**.
2. You will see the **Manage Class Data** page with several subpages (tabs) across the top of the page.
3. Click the **Mass Copy Classes Tab**.
4. Select one of the following sections to complete:
 - a. **Mass Copy Classes by Term section:** Use this process to copy classes from one term to another term within the same school year.
 - b. **Mass Copy Classes by Year section:** Use this process to copy classes from one school year to another. Yearlong classes will be copied forward as yearlong.



The screenshot displays the 'DATA ADMIN: MANAGE Class Data' interface. The left navigation menu shows 'Manage ALE Data' and 'Class Data' highlighted. The main content area has tabs for 'Campuses', 'Classrooms', 'Mass Copy Classes' (selected), 'Class Attendance Designations', and 'Class Schedule Time Increments'. Under 'Mass Copy Classes', there are two sections: 'Mass Copy Classes by Term' and 'Mass Copy Classes by Year'. Both sections include input fields for 'Class Term to Copy From (required)', 'School Year to Copy To (required)', and 'Class Term to Copy To (required)', along with a 'Classes to Exclude (optional)' field. Each section also has a magnifying glass icon for selection and a checkbox for selection.

5. Click the **magnifying glass** in the **Class Term/Year to Copy From** field, and click the **checkbox** to the left of your selection.
6. Select the **School Year to Copy To** and **Class Term to Copy to** fields similarly.
7. Select the **magnifying glass** in the **Classes to Exclude** field, click one or more **checkboxes** to the left, and click **Accept**. You can review your selection list by clicking **View Selected** in the bottom-left corner.

Ordered

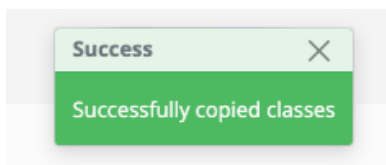
	Ale Class Title	School Year	Class Start Date	Class End Date	Ale Class Term(s)	Class Meet Tim
☒	Creative Writing Workshop	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2	Tue: 1:00 pm - 1:55
☐	Fencing 103	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2	Tue: 2:30 pm - 3:32
☒	Test Waitlist	2024/25	8/1/2024	4/10/2025	Semester 1 of 2	Thurs: 12:00 pm - 1
☒	Ordinal test	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2	Mon (P. 1) 7:55 am
☒	Lego Worlds	2024/25	8/1/2024	9/25/2025	Semester 1 of 2, Semester 2	Mon: 9:00 am - 9:55
☒	Class meeting schedule testing	2024/25	8/1/2024	7/31/2025	Semester 1 of 2	Kindergarten, 1st Grade, 2nd Grad...
☒	Create class test	2024/25	9/1/2024	12/12/2024	Semester 1 of 2	4th Grade, 7th Grade
☐	English 101	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2 of 2	9th Grade, 10th Grade, 11th Grade...
☐	Budget Management	2024/25	2/1/2025	7/31/2025	Semester 2 of 2	11th Grade, 12th Grade
☐	Martial Arts 1	2024/25	2/1/2025	7/31/2025	Semester 2 of 2	Kindergarten, 1st Grade, 2nd Grad...
☐	Computer Science Discoveries	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2 of 2	Kindergarten, 1st Grade, 2nd Grad...
☐	Computer Science Discoveries	2024/25	8/1/2024	7/31/2025	Semester 1 of 2, Semester 2 of 2	Kindergarten, 1st Grade, 2nd Grad...
☐	Biology	2024/25	8/1/2024	1/31/2025	Semester 1 of 2	9th Grade, 10th Grade, 11th Grade...
☐	Biology	2024/25	2/1/2025	7/17/2025	Semester 2 of 2	9th Grade, 10th Grade, 11th Grade...

1 to 14 of 14

Selected: 6 [View Selected](#)

Cancel Accept

8. Click **Mass Copy Classes**. You will see a confirmation that your classes have been successfully copied.



9. To see the classes you have copied to a new term or school year, navigate to Courses/Classes>>All Classes via the Registrar, Certificated Teacher, or Program Manager role.

Additional Things To Note:

- Student enrollments are not copied over using this process.
- All other class details, including the schedule, are copied forward. The appropriate class term dates for the new term/year will be applied.
- If you copy classes from one school year to another and the class term does not exist in the 'copy to' school year, the class will be copied, but not the term or class schedule.
- If the class is not following the same class schedule as the previous term/year, delete the existing class schedule and add a new one.