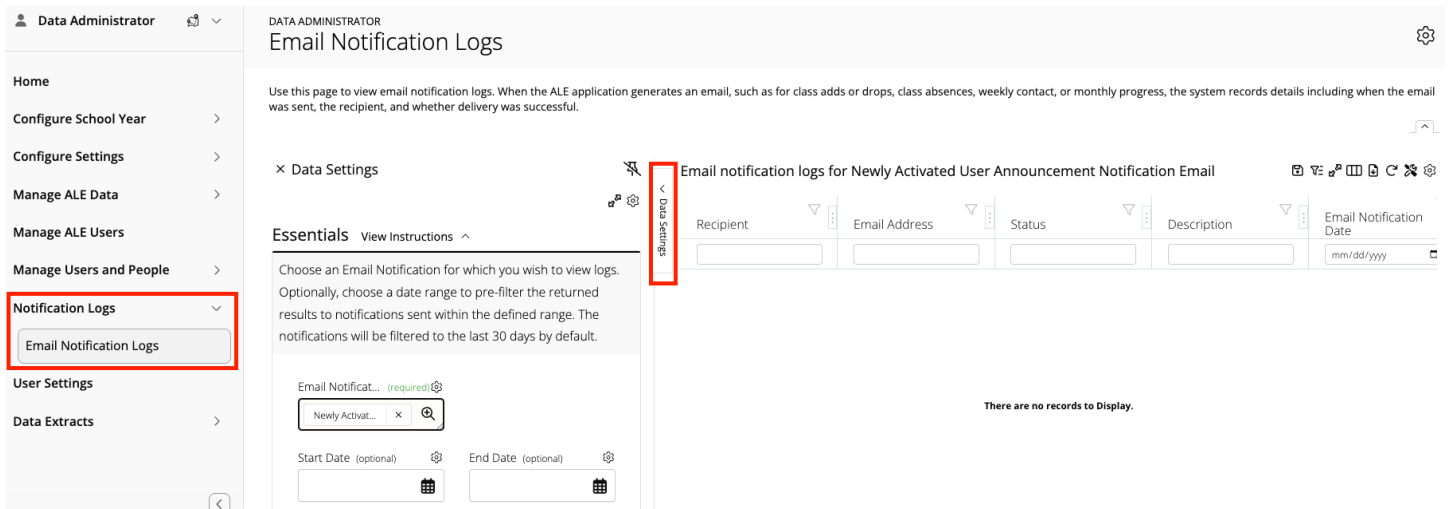


ALE View Notification Log (Connect)

Here, you will learn how to view email notification logs. When the ALE application generates an email, such as for class adds or drops, class absences, Weekly Contact, or monthly progress, the system records details including when the email was sent, the recipient, and whether delivery was successful.

1. Start by selecting **Notification Logs** in the left navigation menu, then choose **Email Notification Logs**.
2. Click the **Data Settings Drawer** to the far left.
 - a. Click the **magnifying glass** in the **Email Notification** field and click the **checkbox** to the left. The notifications will be filtered to the last 30 days by default.
 - b. Optionally, choose a **Start and End Date** to pre-filter the returned results.
 - c. Click **Save Settings**.
3. You will see a data table with columns for recipients, email address, status, description, email notification date and time, open date and time, initiated by, and view email.



The screenshot displays the 'Email Notification Logs' page in the ALE Data Administrator. The left sidebar contains a navigation menu with 'Notification Logs' and 'Email Notification Logs' highlighted. The main content area features a 'Data Settings' drawer on the left, which includes a magnifying glass icon and a date range selector. The table header shows columns for Recipient, Email Address, Status, Description, and Email Notification Date. The table body is empty, displaying 'There are no records to Display.'