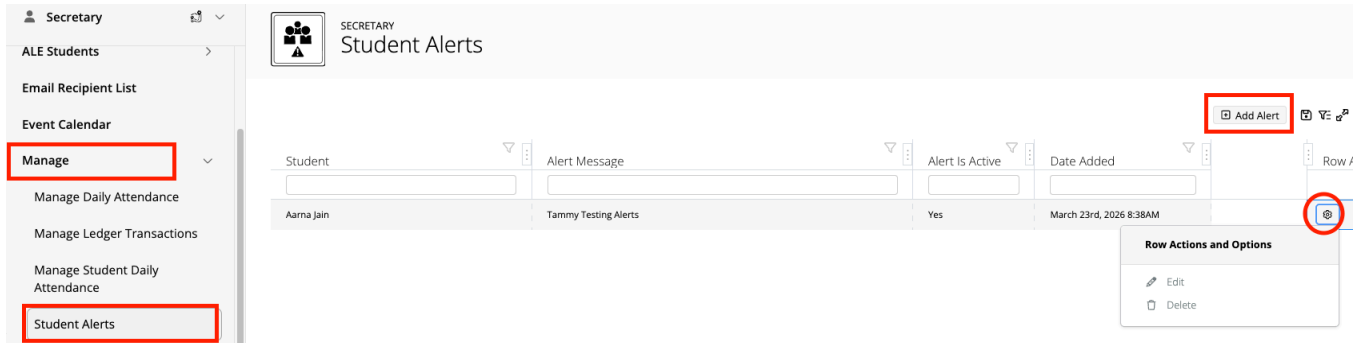


ALE Secretary: Manage Student Alerts for Staff (Connect)

Here, you will learn to view, edit, add, and delete student alerts that surface in the app for staff.

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



The screenshot shows the 'Manage' menu on the left with 'Student Alerts' highlighted. The main area displays the 'SECRETARY Student Alerts' table. The table has columns: Student, Alert Message, Alert Is Active, Date Added, and Row Actions. A red box highlights the 'Add Alert' button in the top right. Another red box highlights the 'Row Actions' gear icon for the first row.

Student	Alert Message	Alert Is Active	Date Added	Row Actions
Aarna Jain	Tammy Testing Alerts	Yes	March 23rd, 2026 8:38AM	Row Actions and Options

Row Actions and Options:

- Edit
- Delete

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.