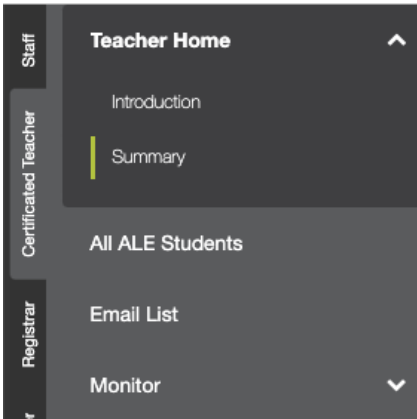![SchoolData.net logo]

# ALE Application: Tips for Teachers

Here are a few tips/tricks that might be helpful to teachers using our ALE application.

## Teacher Summary Page



The teacher summary page is designed to be one place you can go and quickly find any issues you need to take action on as a teacher. To navigate there, click on **Teacher Home** and select **Summary**.

There are tabs across the top that will surface the following data:
**WSLP**: Any Student Learning Plan(s) on your caseload that are not approved.



**Pending Courses:** Any student learning plans that include courses in a pending/unapproved state.
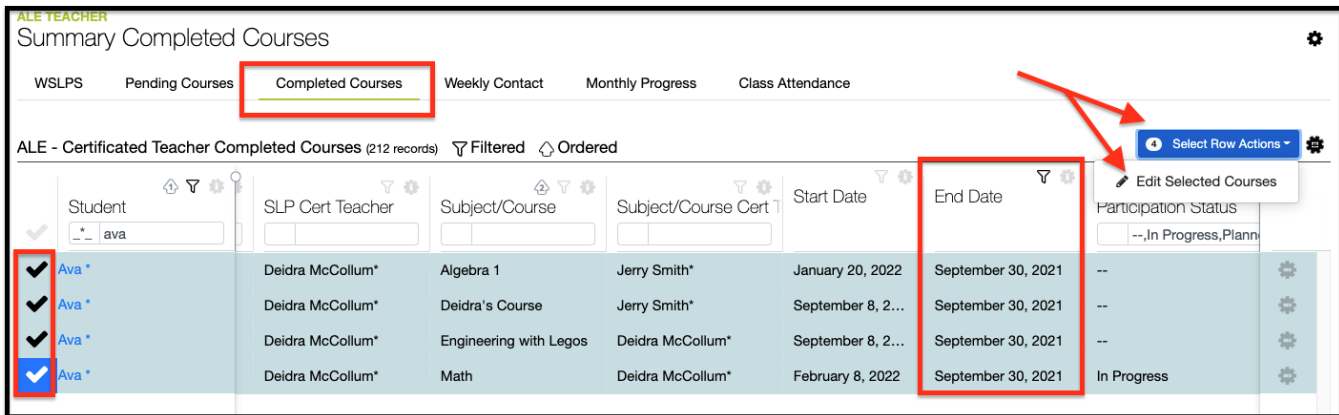
**Completed Courses**: Any courses where the course end date has passed.

Select one or more courses to edit using the **Row Actions button.**

We recommend carefully reviewing potential courses before changing multiple courses simultaneously, as there is no 'undo.' You would have to fix them manually.

You can edit the following fields:

- **Grade level** in Course Grade level Column
- ALE Course Type
- **Course Certificated Teacher**
- **Course Start Date**
- **Course End Date**
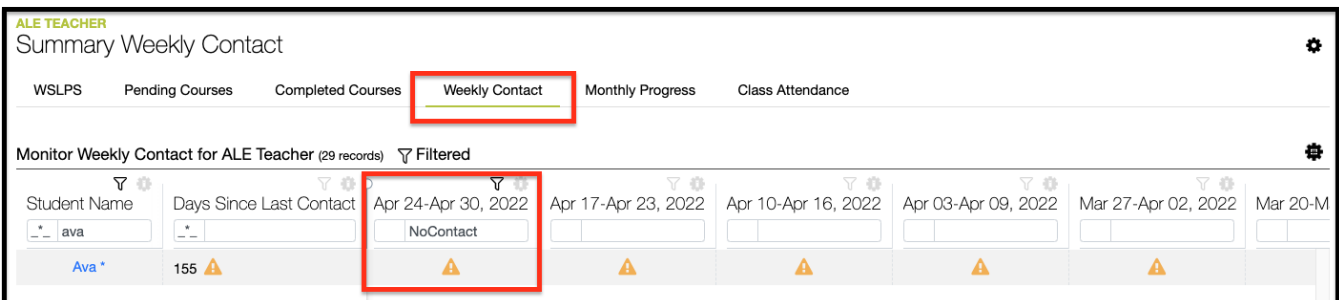- **Average Hours Per Week**
- **Participation Status**



**Weekly Contact:** Any students on your caseload for whom weekly contact has not been recorded for the current week



**Monthly Progress**: Any students on your caseload for whom monthly progress has not yet been recorded for the current month.

**Class Attendance**: Any classes for which attendance has not been completed



# Quick Navigation Tool between Student Learning Plans

If you have a Student Learning Plan open for one student and need to navigate to that view for another student, try the **Quick Navigation Tool.**  Click on **Select Student** at the top of the screen:



A selector will open where you will see a list of all the students on your caseload by default.  You can quickly find/choose another student by clicking the **checkmark** next to their name and then **View SLP**.

You will land on the same page within the selected student's SLP that you were just viewing:



If you need to navigate to the SLP for a student outside your caseload, click the toggle at the top right, **Filter to My Student Learning Plans.**

## The shortcut between Student Learning Plan and Student Profile

On any tab within a student's learning plan, you can quickly navigate to view the student's profile data, including contact information.  Using the **page action gear**, choose **Student Profile**.



A new tab will open in your browser with the student's profile. On the profile, and need to see their Student Learning Plan?  Use the page action gear to go in the other direction by clicking the **page action gear** and choosing **Current SLP**.