

## ALE Application: Recording Monthly Progress

Each month, a determination of students' monthly progress must be made by the certificated teacher who is overseeing each Student's Learning Plan. Ultimately, a determination of **Yes** or **No** with a **date assigned** must be made. But, the ALE Application has many tools that may be optionally used to help the Certificated Teacher make this determination.

### Monthly Progress Determination per Class or Course

For groups of students participating in a Class or Course, the Certificated Teacher or Support Staff providing that instruction can designate, on a per-student basis, per month, how well the student is progressing.

#### Monthly Progress by Class

To set monthly progress for students in one class:

- A **Certificated Teacher** will go to **Courses/Classes** and **My Current Classes** in the left navigation. Click on the **Class Title** you want to enter progress for. You will land on the **Monthly Progress** tab.
- A **Support Staff** will go to **Courses/Classes**, then **My Classes** in the left navigation. Once you locate the class you want to document progress for, click on the **Class Title** you want to enter progress for. You will land on the **Monthly Progress** tab.

LE TEACHER / MANAGE CLASS  
Academic Sign Language Cancel Nex

Details Standards Schedule Meetings Grades **Monthly Progress**

**Monthly Progress** instructions

Student Monthly Progress (4 records)

Student Name	Course Code	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Ratliff*, Janel	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set	<input type="checkbox"/> Set	<input type="checkbox"/> ✓	<input type="checkbox"/> Set
Higley*, Carley	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set
Riggs*, Hwa Yo...	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set
Ratliff*, Debby	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set	<input type="checkbox"/> Set	<input type="checkbox"/> ✓	<input type="checkbox"/> Set

Here, either user can set a **Is Satisfactory? (Yes/No)** for monthly progress for each student and/or enter a **text comment**. This can be done for one student at a time or en masse for a group.

This data will feed directly into the Monthly Progress Report for that student and month in the corresponding subject/course record.

### To Set for a Single Student:

Is Satisfactory? (Yes/No): Click **Set** next to the corresponding month and student

- Once for **green (Yes)**
- Twice for **red (No)**
- Third time to return to **Set**

**Comment:** Click on the **paper icon** to the left of the **Set** button, and a text box will appear where a comment can be entered.

### To Set for a Group of Students:

If you have the same designation and/or comment for a group of students, use the **checkmarks** at the left of student names to choose the students you wish to enter progress for. You can choose all students by clicking the checkmark at the top left. Next, choose **Update Progress** on the **Select Row Actions** button at the top right.

ALE TEACHER / MANAGE CLASS  
Jedi Training

Details Schedule Meetings **Monthly Progress** Students Grades

Monthly Progress instructions

ALE Teacher Manage Class Monthly Progress (10 records)

Select Row Actions Update Progress

Student Name	Course Code	November	October	September	
Progress	Class Meetings Attended	Progress	Class Meetings Attended	Progress	Class Meetings Attended
<input checked="" type="checkbox"/> Federico	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 4/4	<input checked="" type="checkbox"/> 2/2	
<input checked="" type="checkbox"/> *, Jaziah	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 2/4	<input checked="" type="checkbox"/> 1/2	
<input checked="" type="checkbox"/> *, Natalie	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 3/4	<input checked="" type="checkbox"/> 2/2	
<input checked="" type="checkbox"/> *, Phuong	Elementary Curriculu...	<input type="checkbox"/> Set 1/4	<input checked="" type="checkbox"/> 2/4	<input checked="" type="checkbox"/> 2/2	
<input checked="" type="checkbox"/> *, Pulliam	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 4/4	<input checked="" type="checkbox"/> 2/2	
<input checked="" type="checkbox"/> *, Sean-Mikeal	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 3/4	<input checked="" type="checkbox"/> 1/2	
<input checked="" type="checkbox"/> *, Tija	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 3/4	<input checked="" type="checkbox"/> 2/2	
<input checked="" type="checkbox"/> Aucoin*, Pablo	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 4/4	<input checked="" type="checkbox"/> 1/2	
<input checked="" type="checkbox"/> Cunard*, Jovani	Elementary Curriculu...	<input type="checkbox"/> Set 2/4	<input checked="" type="checkbox"/> 4/4	<input checked="" type="checkbox"/> 1/2	

A form will appear where you will select the **Month** you are recording progress for, **Is Satisfactory? (Yes/No)** and/or enter a **Comment** that will be applied to all selected students.

ALE Class Monthly Progress Multi-Update

Save

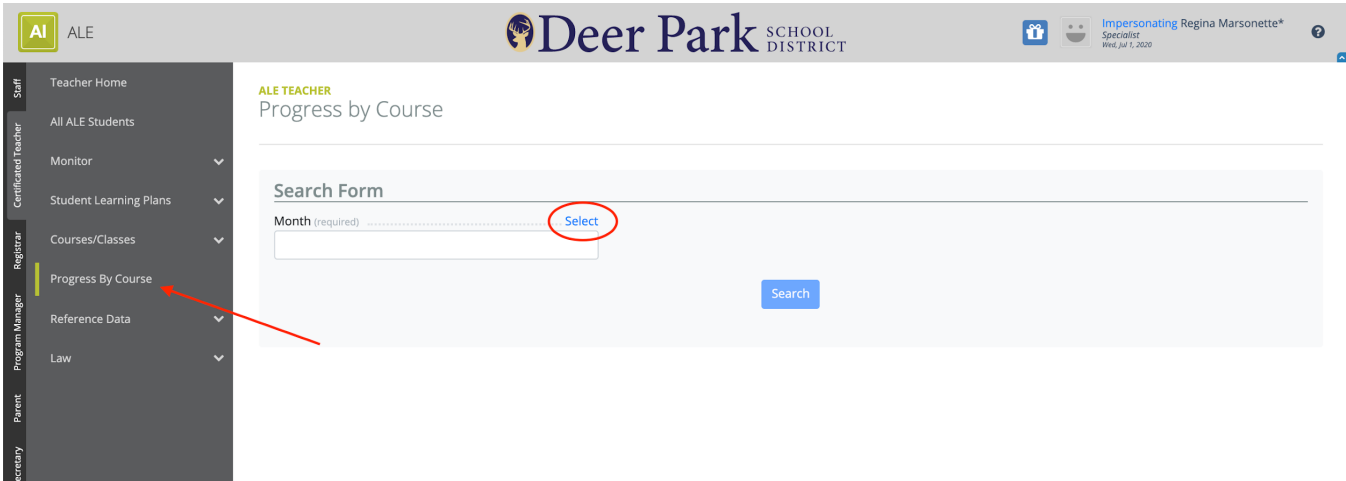
Montly Reporting

Month (required)  Select Is Satisfactory? (optional)

Comment (optional)

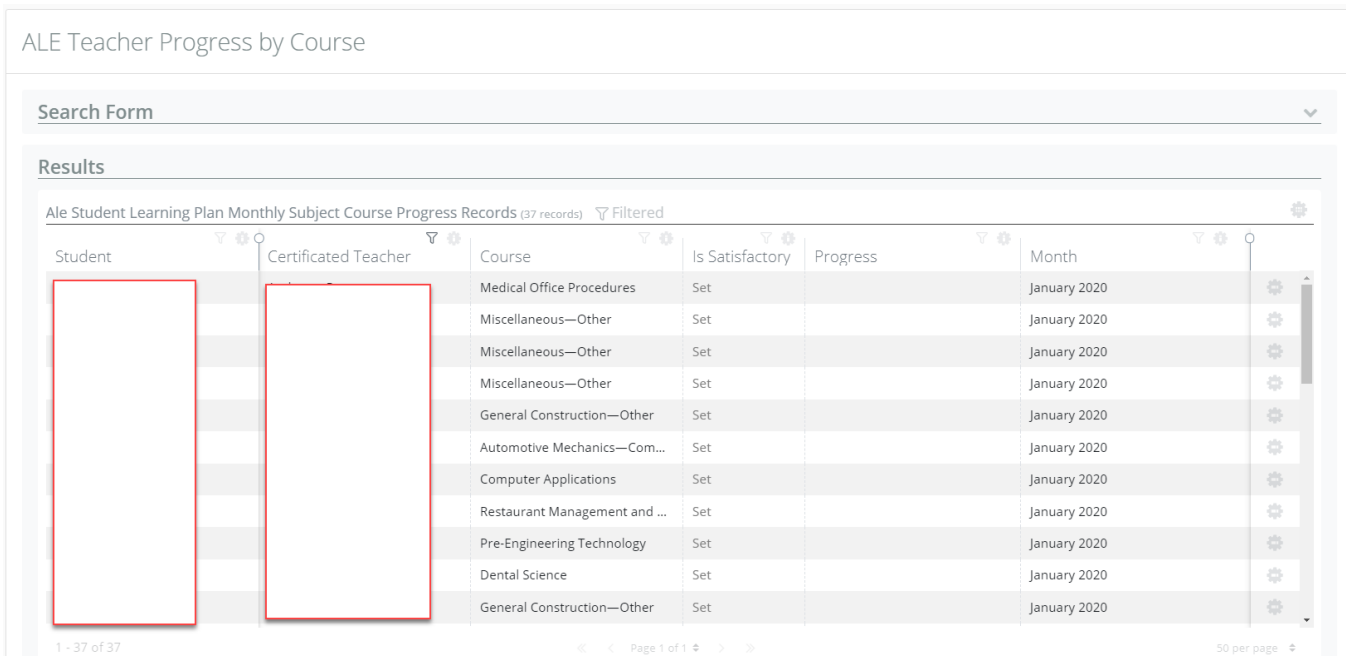
## Monthly Progress by Course

Certificated Teachers also can set Monthly Progress by Course for all students in a simple interface. In the left navigation, click **Progress by Course**, select the **Month** you'd like to enter progress for, and click **Search**.



The screenshot shows the ALE Teacher interface for 'Deer Park SCHOOL DISTRICT'. The user is logged in as 'Impersonating Regina Marsonette\* Specialist Wed, Jul 1, 2020'. The left navigation menu includes options for Staff, Certificated Teacher, Registrar, Program Manager, Parent, and Secretary. Under 'Program Manager', 'Progress By Course' is selected. The main area displays the 'ALE TEACHER Progress by Course' page with a search form containing a 'Month (required)' dropdown menu (set to 'Select') and a 'Search' button.

The resulting list will include a list of students with a course on their Student Learning Plan that lists you as the Certificated Teacher overseeing that course.



The screenshot shows the 'ALE Teacher Progress by Course' results page. The search form is empty. The results table is titled 'Ale Student Learning Plan Monthly Subject Course Progress Records (37 records) Filtered'. The table has the following columns: Student, Certificated Teacher, Course, Is Satisfactory, Progress, and Month. The data rows show various courses like 'Medical Office Procedures', 'Miscellaneous—Other', 'General Construction—Other', 'Automotive Mechanics—Com...', 'Computer Applications', 'Restaurant Management and ...', 'Pre-Engineering Technology', 'Dental Science', and 'General Construction—Other', all with 'Set' progress and 'January 2020' month. The first two columns, 'Student' and 'Certificated Teacher', are highlighted with red boxes.

Student	Certificated Teacher	Course	Is Satisfactory	Progress	Month
		Medical Office Procedures	Set		January 2020
		Miscellaneous—Other	Set		January 2020
		Miscellaneous—Other	Set		January 2020
		Miscellaneous—Other	Set		January 2020
		General Construction—Other	Set		January 2020
		Automotive Mechanics—Com...	Set		January 2020
		Computer Applications	Set		January 2020
		Restaurant Management and ...	Set		January 2020
		Pre-Engineering Technology	Set		January 2020
		Dental Science	Set		January 2020
		General Construction—Other	Set		January 2020

You can sort the resulting list by student's **Last Name** by clicking on the top of the **Student** column or by **Course** by clicking on the top.

You can make a **Is Satisfactory? (Yes/No)** to indicate whether the students progressed for the month in the corresponding course and/or enter a **Comment**. This can be done for one student at a time or en masse for a group.

### To Set for a Single Student:

**Is Satisfactory? (Yes/No):** Click on **Set** next to the corresponding month and student.

- Once for **green (Yes)**
- Twice for **red (No)**
- Third time to return to **Set**

Course	Is Satisfactory	Progress	Month
Automotive Mechanics—Com...	Yes		January 2020
Automotive Mechanics—Com...	No		January 2020

**Comment:** Click on the **Row Action Gear** to the far right and select **Edit**. You will see a text box where you can enter your comment:

Edit Record
✓ Update
✕

**Monthly Subject Course Progress**

Is Satisfactory (required)

False

Progress (required)

Student didn't complete necessary coursework for satisfactory progress.

### To Set for a Group of Students:

If you have the same designation and/or comment for a group of students, use the **checkmarks** at the left of student names to choose the students you wish to enter progress for. You can choose all students by clicking the checkmark at the top left. Next, choose **Update Progress** on the **Select Row Actions** button at the top right.

A form will appear where you select the **Month** you are recording progress for, and then you can make a **Is Satisfactory? (Yes/No)** and/or **Comment** that will be applied to all selected students.

### ALE Class Monthly Progress Multi-Update

✔ Save
✕

#### Monthly Reporting

Month (required) ..... Select

November 2021 ✕

Is Satisfactory? (optional)

yes

Comment (optional)

Student is making satisfactory progress according to..|

Regardless of whether entered for a class or a course, both the Is Satisfactory? (Yes/No) and the Comment will be surfaced on the Monthly Progress modal for the selected month and corresponding course here:

Reporting Month (req) ..... Select

January 2020

Progress (optional)

Progress is Satisfactory (opt)

No

Progress is Satisfactory (opt)

No

Physical Education

Algebra I

Earth Science

Automotive Mechanics—Comprehensive

Elementary Curriculum

All

Course Code - Course (opt)

TRAN104 - Automotive Mechanics—Comprehensive

Projected Average Hours Per Week (opt)

7

Actual Average Hours Per Week (opt)

0

Progress is Satisfactory (opt)

No

Progress (optional)

Student didn't complete necessary coursework for satisfactory progress.

## Determining Overall Monthly Progress

There are two ways to access and record overall Monthly Progress:

1. Via each Student's Learning Plan by clicking on the **Monthly Progress Tab**, selecting the correct **Month**, clicking on the corresponding **Row Action Gear**, and choosing **Record Monthly Progress**. You can also click on the name of the month.

Manage Student Learning Plan for Rand Altukoff\*

Details Subjects/Courses Schedule Classes Approvals Attendance Weekly Contact **Monthly Progress** FTE

Monthly Progress instructions

Monthly Activity and Progress Details (5 records)

Reporting Month	Progress Determination Made	Progress is Satisfactory
January 2020	No	
December 2019	No	
November 2019	No	
October 2019	No	
September 2019	No	

Row Actions & Options  
Record Monthly Progress

- Utilize the **Monitor Monthly Progress** page in the left navigation, which will list for each of your students (as a certificated teacher) the **Month** and the following icons:

Monitor Monthly Progress instructions




Monitor Monthly Progress for Certificated Teacher (38 records)

Student Name	Jan	Dec	Nov	Oct	Sept

	<b>No Progress</b> determination has yet been made.
	<b>Satisfactory Progress</b> was recorded for the month.
	<b>Unsatisfactory Progress</b> was recorded for the month.

Right from this interface, by clicking on the **cheddar triangle**, the corresponding **Monthly Progress** modal opens, and you can record progress for that student.

To monitor parent input for **Monthly Progress**, click the **Action Gear** icon at the top of the column you wish to view data for and choose **Parent Input Status**. You will now see an additional column in your table displaying this data. The same three icons are used to convey the status of parent input for the month:

	Some data has been submitted, but progress has not been finalized.
	The parent has completed their input for the month and submitted it for your review.
	No input has yet been submitted for this month.

Using either method one or method two, you should now see:

Update monthly progress
Save
✕

Student  
School Year 2019/20
Recording Date July 1, 2020

Reporting Month (req) ..... Select

April 2020

Progress (optional)

Progress is Satisfactory (opt)

▾

Algebra II
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
All

Copy Project Hours to Actual Hours

**MAT056 Algebra II**

Parent Input (opt)	Student Input (opt)	Progress	Progress is Satisfactory (opt)		Project... (opt)	Actual... (opt)
			<span style="font-size: 10px;">▾</span>		7	0

**MISC999 Miscellaneous—Other**

Parent Input (opt)	Student Input (opt)	Progress	Progress is Satisfactory (opt)		Project... (opt)	Actual... (opt)
			<span style="font-size: 10px;">▾</span>			

The blue tabs across the center of the screen represent each subject/course record on the student's plan.

The logic used to determine which courses are included here is as follows:

- Courses with pending or planned participation status are never displayed.

- If you are viewing the current month, any subject course that does not have an end date before today has a participation status of In Progress or null (blank).
- If viewing for a previous month, any subject course with a start date less than or equal to the last day of that month and with an end date after the first of that month, with a participation status of null (blank), in progress, withdrawn, completed or dropped.

This initial view is the “quick” view, where the text boxes down the left-hand side currently display any parent-entered feedback for monthly progress, where the yes/no boxes down the right-hand side will display (or can be used to make) monthly progress determinations for each subject/course the student is enrolled in.

In addition, the progress history for a single course can be viewed in a table by clicking on the **History Tab** at the far right and selecting a course:

Update monthly progress Save ✕

Student: Reynold \*      School Year: 2020/21      Recording Date: March 4, 2021

Reporting Month (req)       Progress (optional)  
 The student had satisfactory progress in at least 70% of onsite and remote class hours combined, resulting in overall satisfactory progress for the month of February. Keep up the great work Gage (Joshua)!

Progress is Satisfactory (opt)

Parent Received Progress Determination  
 Monthly Progress Reviewed with Student

Parent Comments (optional)       Parent Acknowledgement Date (opt)

Math 3rd grade    Language Arts/Reading 3rd Grade    Guitar (Year 1)    Let's Get Messy    Space Cadets - Astronaut Training    Guitar (Year 1)    Super Concoctions & Experiments

History ▾    All

Math 3rd grade  
 Language Arts/Reading 3rd Grade  
 Guitar (Year 1)  
 Let's Get Messy  
 Space Cadets - Astronaut Training  
 Guitar (Year 1)  
 Super Concoctions & Experiments

▲ ELEM Math 3rd grade

Parent Input (opt)       Student Input (opt)       Progress  
 Student completed lessons 11-12 this month completed all required goals for the month

Progress is Satisfac... (opt)    Projected Average ... (opt)    Actual Average Hou... (opt)

The table will be displayed in the bottom half of the screen:

ALE Course History (5 records)

Month	Is Satisfactory	Progress
October	Yes	Student has successfully completed all required goals for the month with at least 70% accuracy or higher.
November	Yes	Student has successfully completed all required goals for the month with at least 70% accuracy or higher.
December	Yes	Student completed review 7 and 8 this month. Student has successfully completed all required goals for the month with at least 70% accuracy or higher.
January	Yes	Student completed lessons 9-10 for the month in math. Student has successfully completed all required goals for the month with at least 90% accuracy or higher.
February	Yes	Student completed lessons 11-12 this month in math. Student has successfully completed all required goals for the month with at least 70% accuracy or higher.

1 - 5 of 5      Page 1 of 1      50 per page

Clicking on the blue course name tabs in the middle of the modal will open up a view to show all data associated with that course, including comments recorded by the teacher related to this course or any classes associated with this course.



Update monthly progress
Save

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Student 
School Year 2019/20
Recording Date July 1, 2020

Reporting Month (req) ..... Select

April 2020

Progress (optional)

Progress is Satisfactory (opt)

▼

Algebra II
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
All

Course Code - Course (opt)

MAT056 - Algebra II

Projected Average Hours Per Week (opt)

7

Actual Average Hours Per Week (opt)

0

Progress is Satisfactory (opt)

▼

Learning Goals (optional)

Performance Objective (optional)

Methods of Evaluation (optional)

Student will be evaluated in these areas:  
 Weekly evaluation is based on student successfully meeting with teacher during direct personal contact and completing all work required for this course each week according to the class syllabus.

Parent Input (optional)

Student Input (optional)

If desired, you can make additional notes and comments and/or designate progress on a per-course basis here.

To determine **Overall Progress**, select **Yes/No** using the drop-down selector below **Progress is Satisfactory**. Record overall progress comments in the **Monthly Progress** text box, then click **Save**.

Depending on your interface (in the SLP or on the Monitor screen), the corresponding icon should now update to reflect your selection.

**Monthly Progress** instructions

Monthly Activity and Progress Details (5 records) ⚙

Reporting Month	Progress Determination Made	Progress is Satisfactory	
January 2020	✔ Yes	✔ satisfactory	
December 2019	✔ Yes	✔ satisfactory	
November 2019	✔ Yes	✔ satisfactory	
October 2019	✔ Yes	✔ satisfactory	
September 2019	✔ Yes	✔ satisfactory	

## Additional Notes:

- The recording date for monthly progress is captured only when the overall progress determination is made. No other edits or input in the monthly progress review form will result in the recording date being changed/captured.
- Once monthly progress has been recorded, progress by course or class can no longer be added/edited in the group interfaces, nor can parent input be modified or added.
- The Monthly Progress interface can now be configured per district to hide/show which form elements are applicable, so your view may differ from the screenshots above based on those settings.