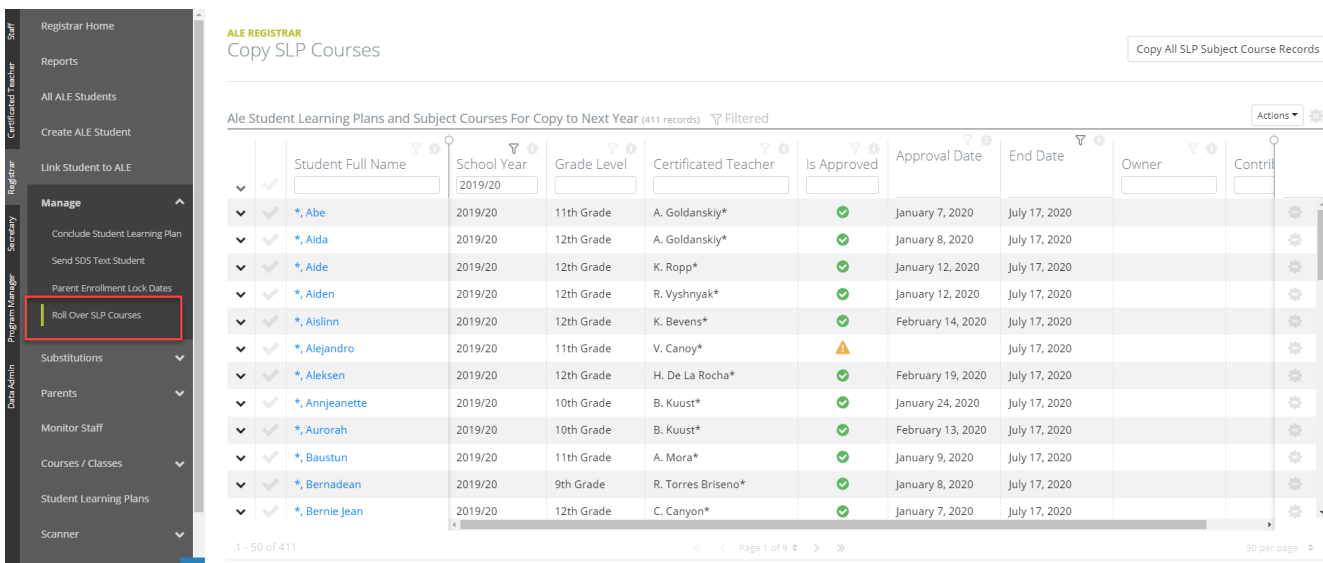# ALE Application: Copying Progress Courses from One School Year to the Next

At the close of one school year, not all coursework associated with subject/course records on a Student Learning Plan may be completed, so the **Course Participation Status** remains **In Progress.**

For any courses with this status, that subject/course record and some of the associated information can be copied to the Student Learning Plan for the upcoming school year - either on a student-by-student basis or as a mass copy of all existing records.

These actions can be taken on the **Register Role.** Click **Manage** in the left navigation menu, then select **Roll over SLP Courses**.

This list includes a table of all students with a current year Student Learning Plan with one or more courses with a course participation status of **In Progress.**

To see which courses are included for a particular student, click on the drop-down arrow at the left of the student's name to expand the list:

You may use the **Row Actions & Options** gear at the right of the student's name to **Copy All Courses to Next Year**.

Alternatively, the **Row Actions & Options gear** next to a single course permits **Copy Course to Next Year**.

If you have many courses to copy, you can use the button at the top right of the page to **Copy all SLP Subject Course Records** listed to SLPs for the upcoming school year.

Note: Be sure that you want to take this action before clicking as it CANNOT be undone.

A Few Things to Note

Suppose a Student Learning Plan does not yet exist for the Student for whom you are copying a Subject/Course in the upcoming school year. In that case, one will be automatically generated for that student upon taking this action. The certificated teacher will be copied from the previous year, while the start and end dates of both the plan and the course in progress will default to the term dates set in the system.

If a Student Learning Plan does exist for the student in question for the upcoming year, courses will be added to the plan.

If the existing Student Learning Plan already has the courses in question added, they will not be duplicated.