Managing the Learning Credits System

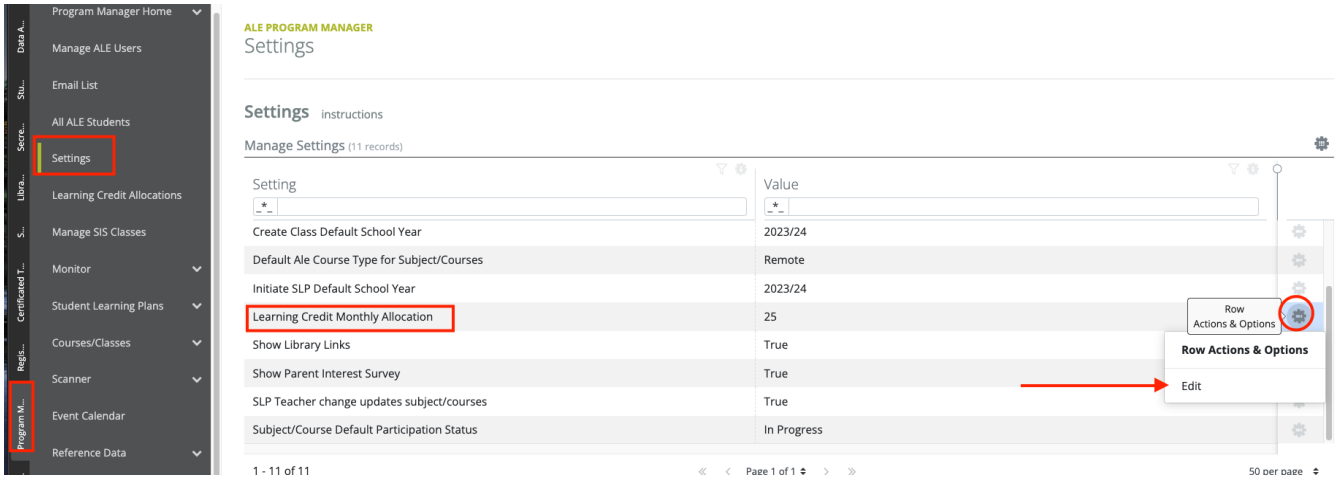
The ALE application has a system of monitoring tools that can be used to track expenses (which we have named Learning Credits) per student. Per guidance from OSPI, these are internal tools only, and none of this data is surfaced to parents at any time.

Quick Links

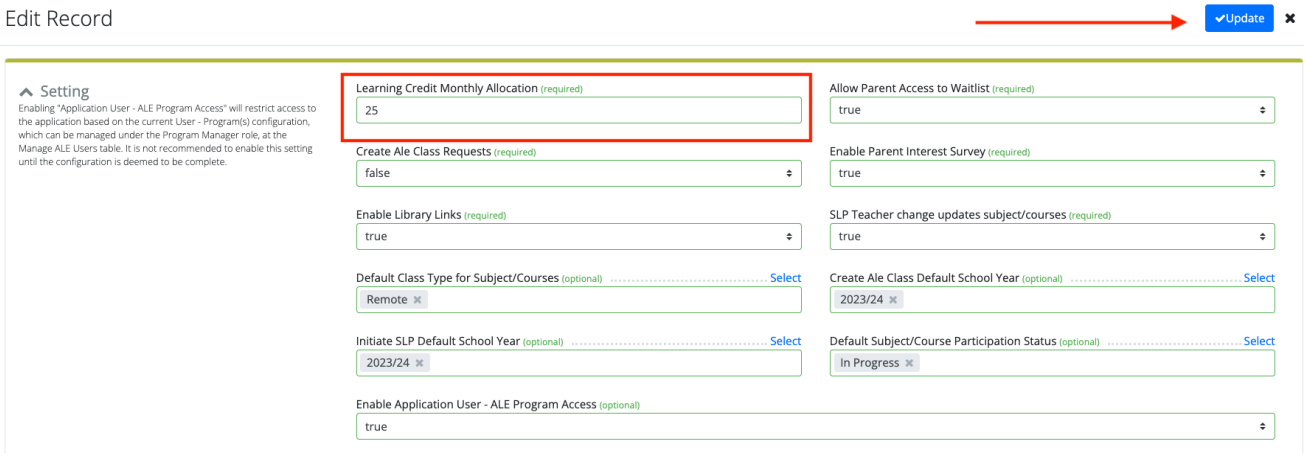
Program Manager: Setting Monthly Amount and Allocating Learning Credits	Ledger on Student Learning Plan	Establishing a Learning Credit "Fee" for Classes	Secretary: Manage Learning Credits

Program Manager: Setting Monthly Amount and Allocating Learning Credits (back to Quick Links)

The first task is to set up a monthly amount for each student based on their FTE enrollment. This is done on the **Program Manager Role** via the **Settings** link in the left navigation menu. Use the **Row Action & Options gear** for **Learning Credit Monthly Allocation** and select **Edit** to set the monthly value.

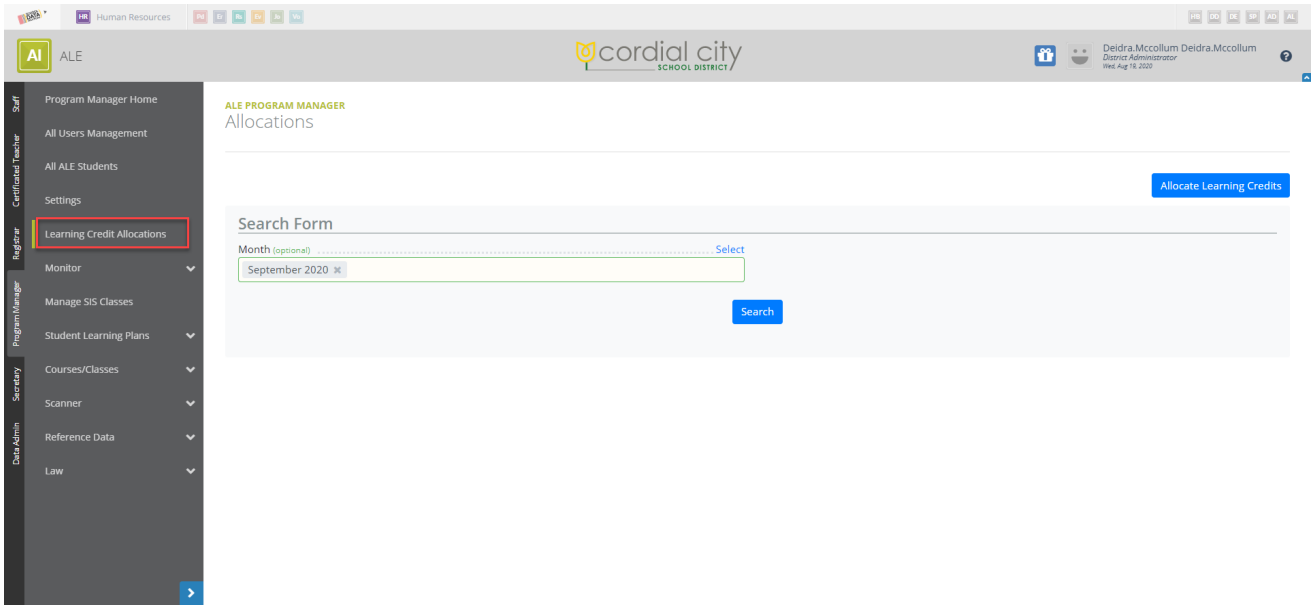


Click **Update** when finished.

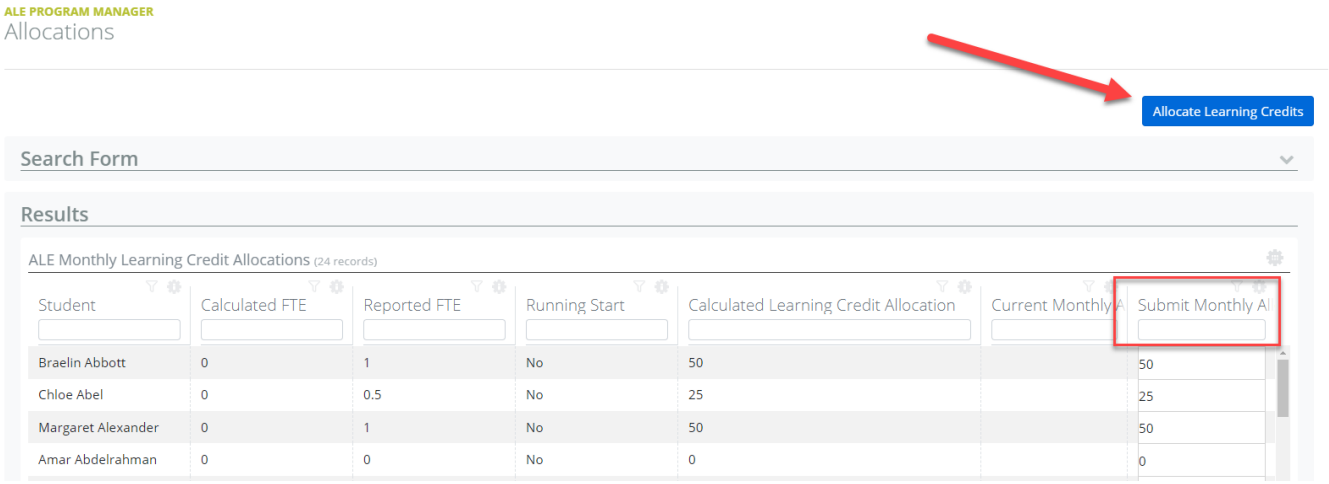


- Learning Credit Monthly Allocation (Required) numerical
- Allow Parent Access to Waitlist (Required - True/False)
- Create Ale Class Requests (Required - True/False)
- Enable Parent Interest Survey (Required - True/False)
- Enable Library Links (Required - True/False)
- SLP Teacher change updates subject/courses (Required - True/False)
- Default Class Type for Subject/Courses (Optional)
- Create Ale Class Default School Year (Optional)
- Initiate SLP Default School Year (Optional)
- Default Subject/Course Participation Status (Optional)
- Enable Application User - ALE Program Access (Optional)

Now that the monthly amount is set, you can allocate per month, which is also done by the Program Manager by selecting **Learning Credit Allocations** in the left navigation menu.



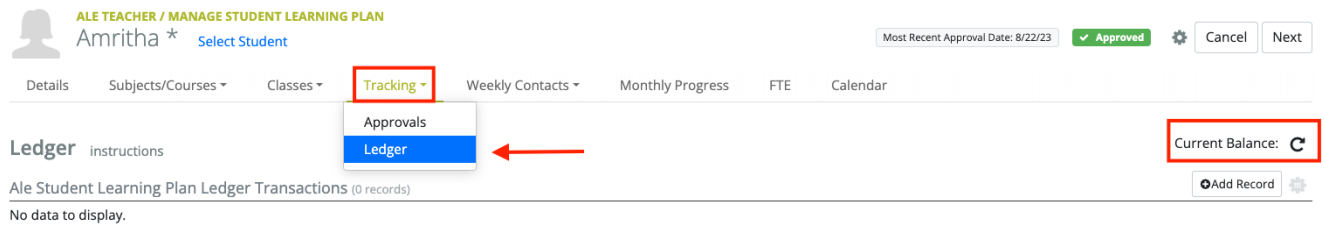
First, select the **Month** you'd like to allocate credits for. A list of students with an active Student Learning Plan for the selected month will be returned.



The table will attempt to determine the appropriate amount allocated to each student based on their Reported FTE. For more information on determining this number, see the help document ALE Application: FTE Tracking and Monitoring. Any amounts can be manually adjusted directly in the column to the far right.

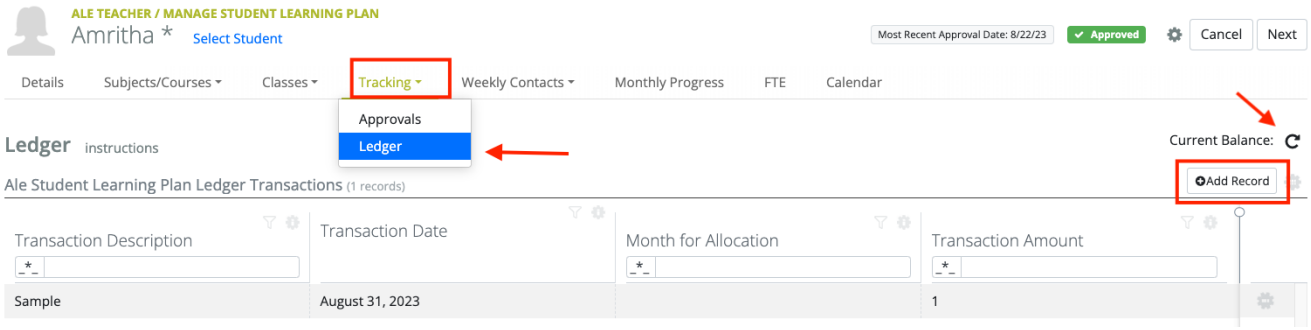
When all amounts are correctly entered, click the **Allocate Learning Credits** button in the top right corner.

The amount allocated will now be reflected in the individual **Ledger** on each student's Learning Plan, located under the **Tracking Tab**. The current balance is noted in the top right corner.

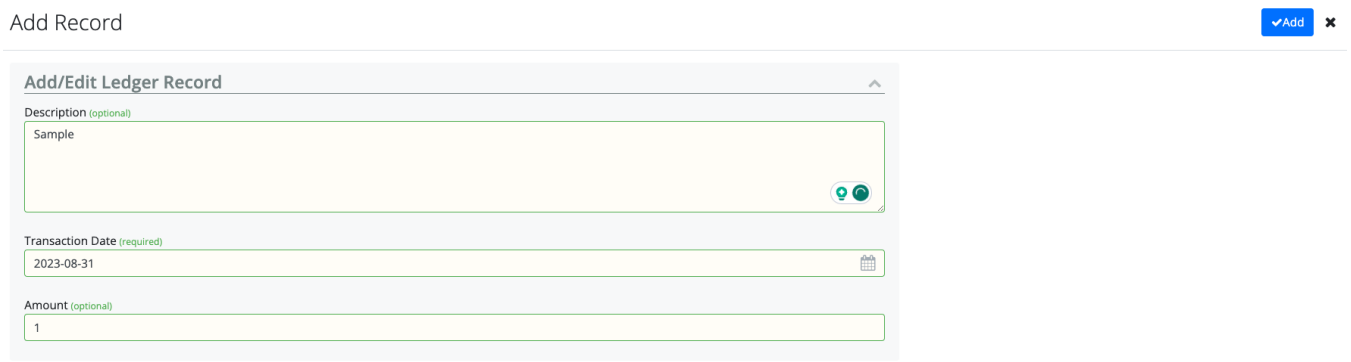


Ledger on Student Learning Plan (back to Quick Links)

Each student's Learning Plan has a **Ledger,** which lists all charges and credits. A transaction can be added by clicking the **Add Record** button in the top right.

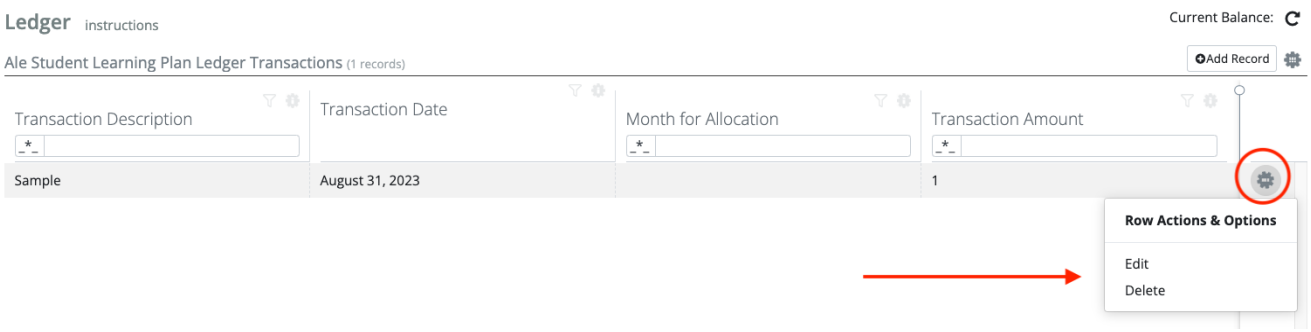


Fill in a **Description** and **Amount (Optional)**. Then select a **Transaction Date (Required)**. Click **Add** when finished.



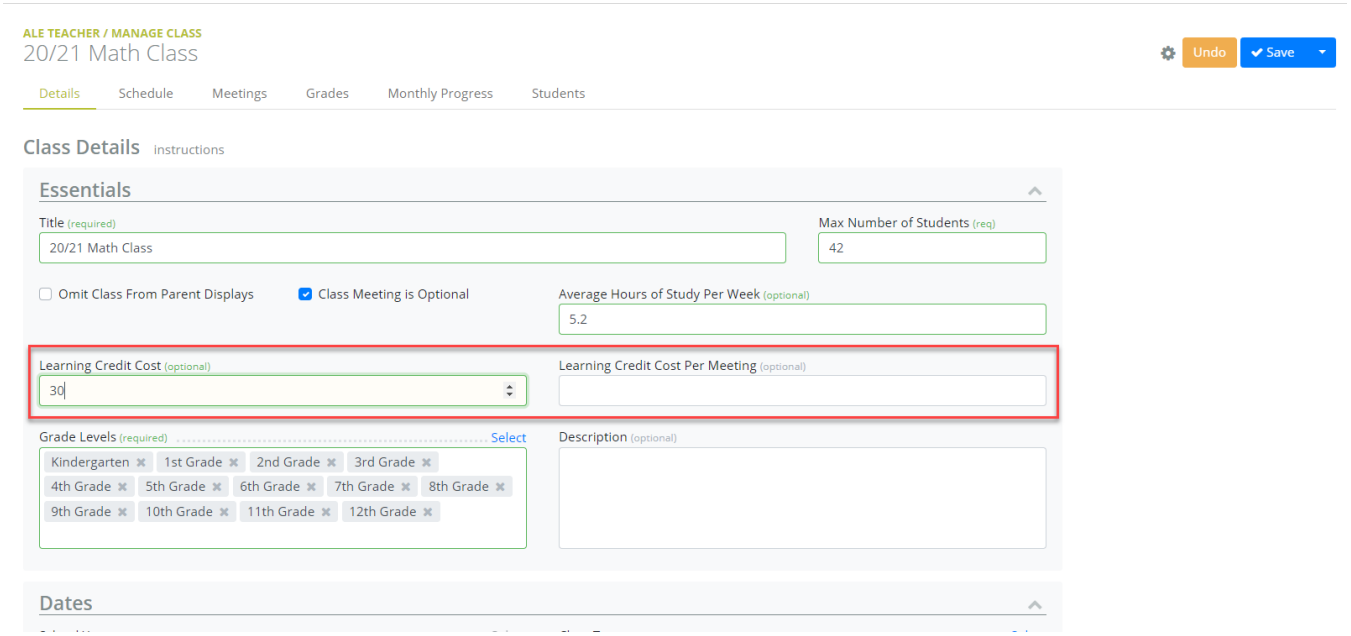
After making changes, click the **Current Balance** button to refresh the total.

Individual transactions can be **edited** or **deleted** here by clicking the **Row Actions & Options Gear.**



Establishing a Learning Credit "Fee" for Classes (back to Quick Links)

When creating a Class, a **Learning Credit Cost** for the class as a whole or a **Learning Credit Cost Per Meeting** can be entered. This is found in the **Details Tab** under **Essentials**.



If the **Learning Credit Cost** field is used upon class registration, this total amount will be automatically deducted from the student ledger.

If the **Learning Credit Cost Per Meeting** field is utilized, this amount of times the number of class meetings set based on the established schedule will be deducted from the student ledger when they register for the class. For example, a class meeting ten (10) times during the year, with a Learning Credit Cost Per Meeting of 2, would deduct 20 Learning Credits from the Student Ledger.

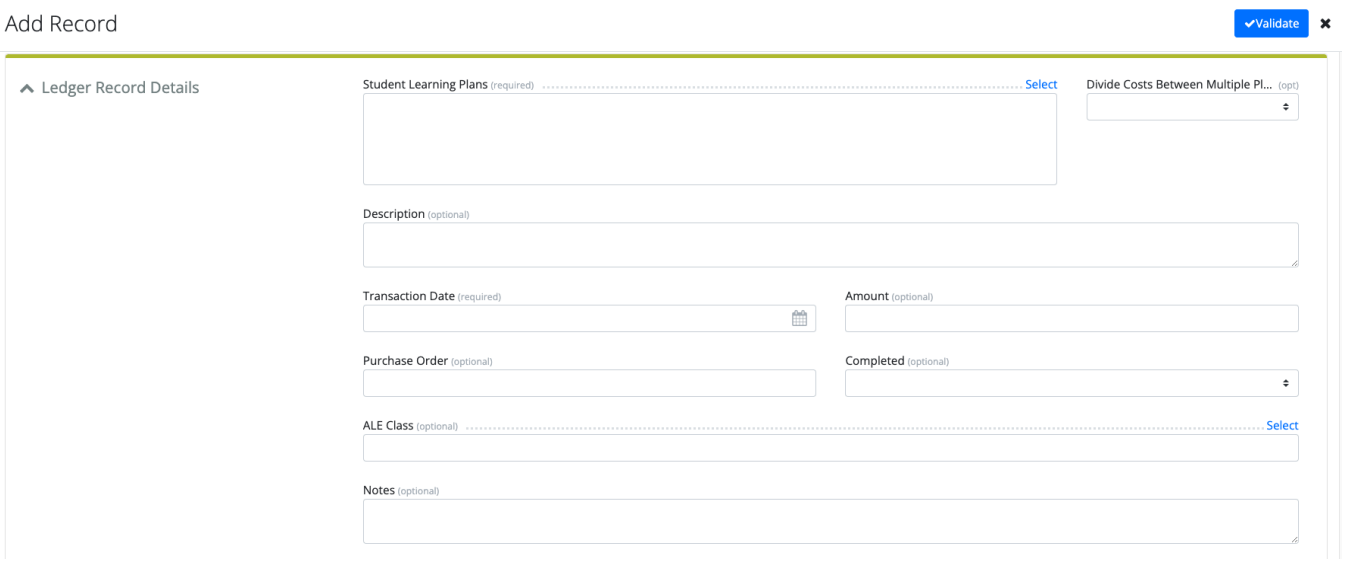
If the student un-enrolls from the class before the date of the first class meeting, the associated Learning Credit charge will be removed from the ledger. If they unenroll from the class after the first date the class begins, the charge will remain.

Secretary: Manage Learning Credits (back to Quick Links)

In the **Secretary Role**, select **Manage** in the left navigation and choose **Manage Learning Credits.** This tool lists all learning credit transactions that can be filtered by school year, student, or even class.

New records can be added by clicking **Add Record**. Existing entries can be edited by clicking the **Row Actions & Options gear** at the right, selecting **Edit,** and then selecting **Update** when finished.

Entries can be made for a single student, or by selecting multiple students, the same transaction can be recorded for all selected students.



- Student Learning Plans (Required)
- Divide Costs Between Multiple Plans (Optional)
- Description (Optional)
- Transaction Date (Required)
- Amount (Optional)

- Purchase Order (Optional)
- Completed (Optional)
- ALE Class (Optional)
- Notes (Optional)