

Managing the Learning Credits System

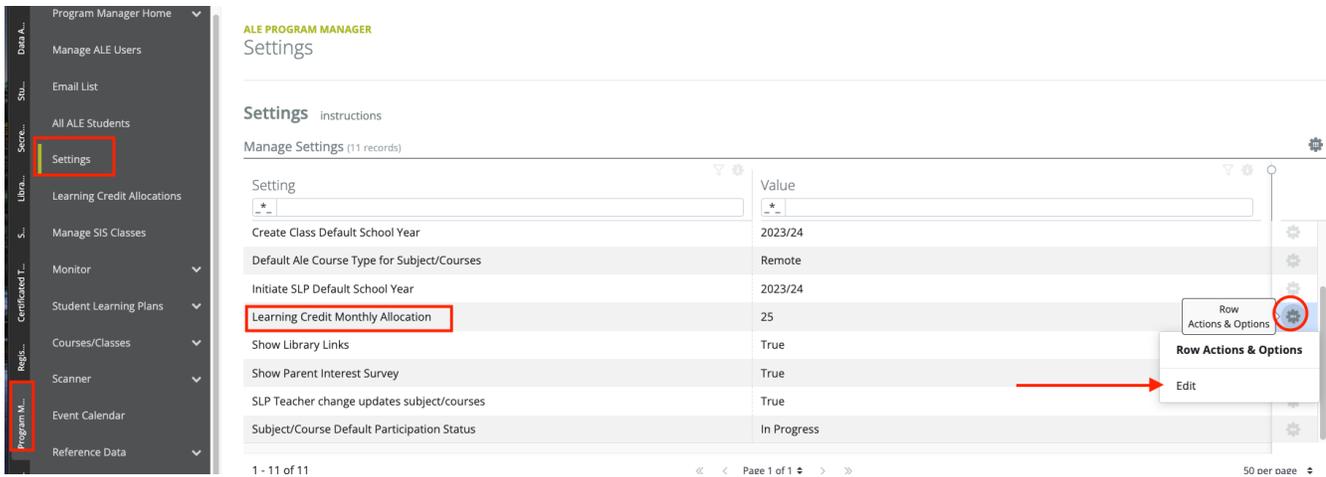
The ALE application has a system of monitoring tools that can be used to track expenses (which we have named Learning Credits) per student. Per guidance from OSPI, these are internal tools only, and none of this data is surfaced to parents at any time.

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
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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.



ALE PROGRAM MANAGER Settings

Settings instructions

Manage Settings (11 records)

Setting	Value	Row Actions & Options
Create Class Default School Year	2023/24	
Default Ale Course Type for Subject/Courses	Remote	
Initiate SLP Default School Year	2023/24	
Learning Credit Monthly Allocation	25	Row Actions & Options Edit
Show Library Links	True	
Show Parent Interest Survey	True	
SLP Teacher change updates subject/courses	True	
Subject/Course Default Participation Status	In Progress	

1 - 11 of 11 | Page 1 of 1 | 50 per page

Click **Update** when finished.

Edit Record

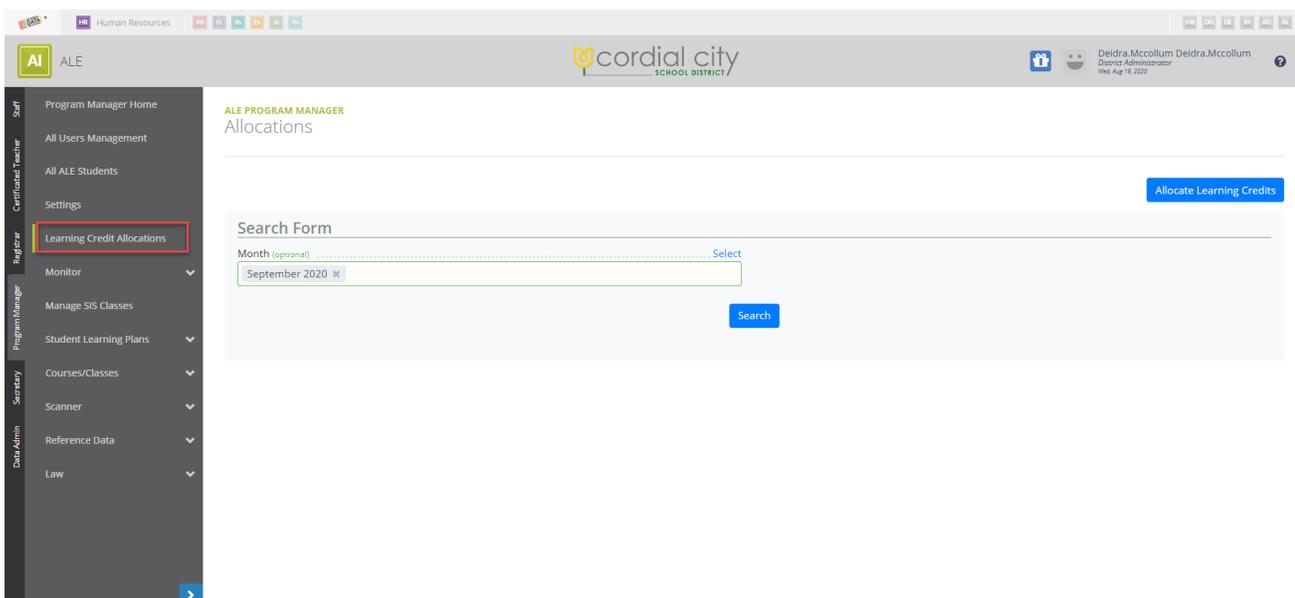


Setting
Enabling "Application User - ALE Program Access" will restrict access to the application based on the current User - Program(s) configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.

<div style="border: 2px solid red; padding: 2px; margin-bottom: 10px;"> Learning Credit Monthly Allocation (required) <input type="text" value="25"/> </div> Create Ale Class Requests (required) <input type="checkbox"/>	Allow Parent Access to Waitlist (required) <input type="checkbox"/>
Enable Library Links (required) <input type="checkbox"/>	Enable Parent Interest Survey (required) <input type="checkbox"/>
Default Class Type for Subject/Courses (optional) Select <input type="text" value="Remote"/>	SLP Teacher change updates subject/courses (required) <input type="checkbox"/>
Initiate SLP Default School Year (optional) Select <input type="text" value="2023/24"/>	Create Ale Class Default School Year (optional) Select <input type="text" value="2023/24"/>
Enable Application User - ALE Program Access (optional) <input type="checkbox"/>	Default Subject/Course Participation Status (optional) Select <input type="text" value="In Progress"/>

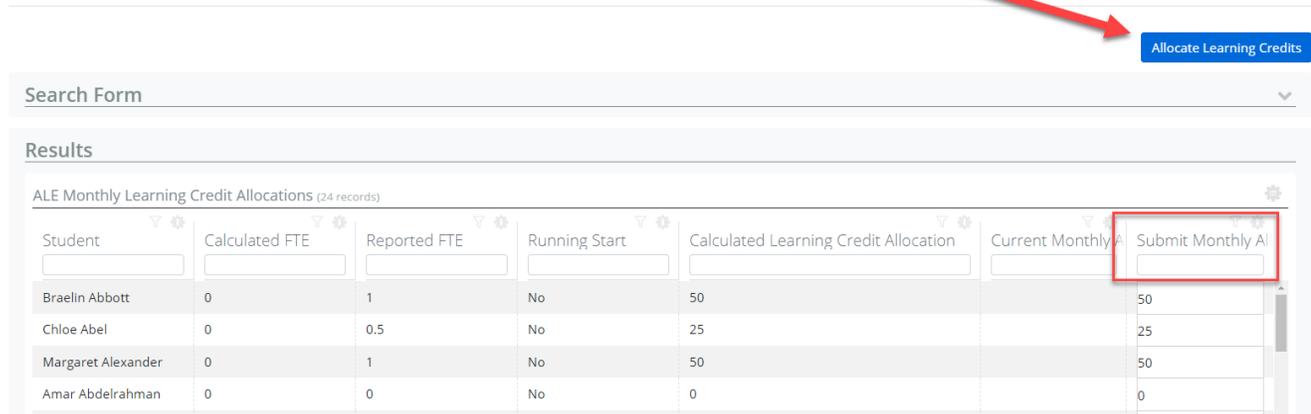
- Learning Credit Monthly Allocation (Required) numerical
- Allow Parent Access to Waitlist (Required - True/False)
- Create Ale Class Requests (Required - True/False)
- Enable Parent Interest Survey (Required - True/False)
- Enable Library Links (Required - True/False)
- SLP Teacher change updates subject/courses (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.

ALE PROGRAM MANAGER
Allocations

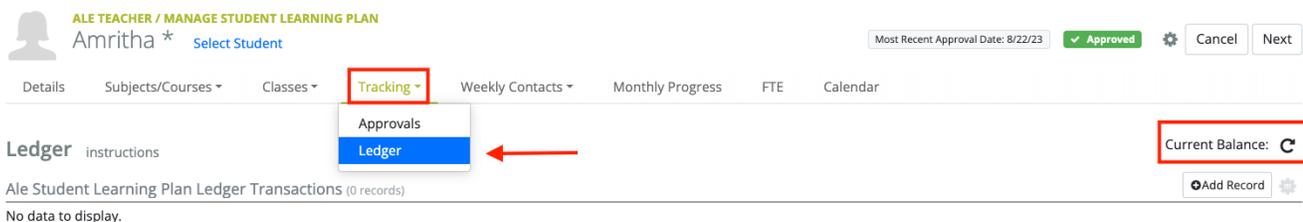


Student	Calculated FTE	Reported FTE	Running Start	Calculated Learning Credit Allocation	Current Monthly Allocation	Submit Monthly Allocation
Braelin Abbott	0	1	No	50		50
Chloe Abel	0	0.5	No	25		25
Margaret Alexander	0	1	No	50		50
Amar Abdelrahman	0	0	No	0		0

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.



ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Amritha * [Select Student](#)

Most Recent Approval Date: 8/22/23 Approved Cancel Next

Details Subjects/Courses Classes Tracking Weekly Contacts Monthly Progress FTE Calendar

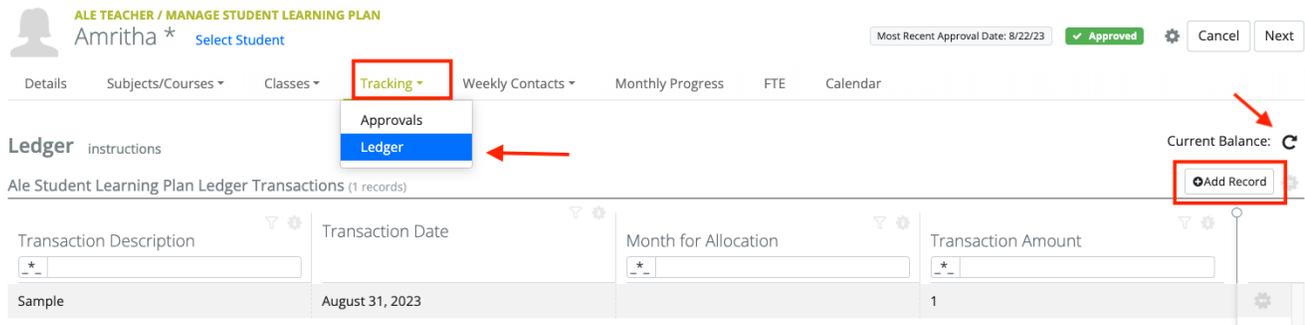
Ledger instructions Approvals Ledger Current Balance: 0

Ale Student Learning Plan Ledger Transactions (0 records) Add Record

No data to display.

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.



ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Amritha * [Select Student](#) Most Recent Approval Date: 8/22/23 Approved Cancel Next

Details Subjects/Courses ▾ Classes ▾ **Tracking ▾** Weekly Contacts ▾ Monthly Progress FTE Calendar

Ledger instructions Current Balance: **C**

Ale Student Learning Plan Ledger Transactions (1 records) **Add Record**

Transaction Description	Transaction Date	Month for Allocation	Transaction Amount
Sample	August 31, 2023		1

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

Add Record

Add ✕

Add/Edit Ledger Record

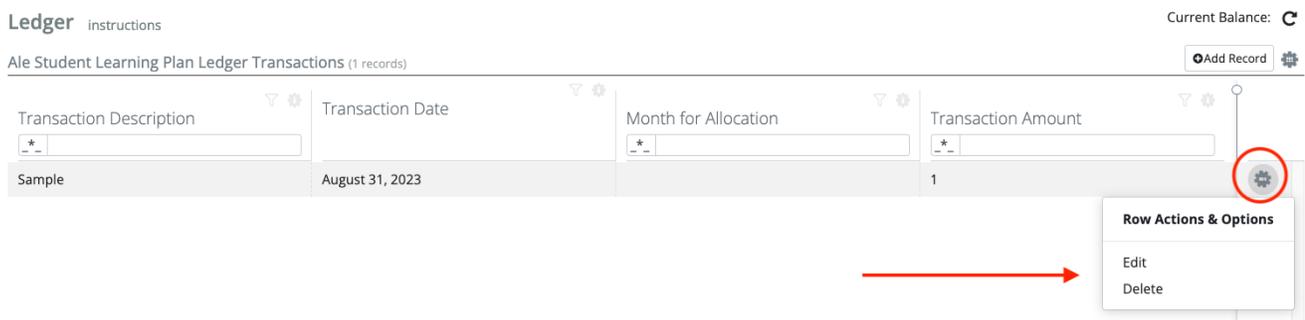
Description (optional)

Transaction Date (required)

Amount (optional)

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**.



Ledger instructions Current Balance: **C**

Ale Student Learning Plan Ledger Transactions (1 records) **Add Record**

Transaction Description	Transaction Date	Month for Allocation	Transaction Amount
Sample	August 31, 2023		1

Row Actions & Options

Edit

Delete

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**.

ALE TEACHER / MANAGE CLASS

20/21 Math Class

⚙️ Undo Save

Details Schedule Meetings Grades Monthly Progress Students

Class Details instructions

Essentials

Title (required) **Max Number of Students (req)**

Omit Class From Parent Displays Class Meeting is Optional **Average Hours of Study Per Week (optional)**

Learning Credit Cost (optional) **Learning Credit Cost Per Meeting (optional)**

Grade Levels (required) Select

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade 6th Grade 7th Grade 8th Grade 9th Grade 10th Grade 11th Grade 12th Grade

Description (optional)

Dates

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.



ALE SECRETARY
Manage Learning Credits

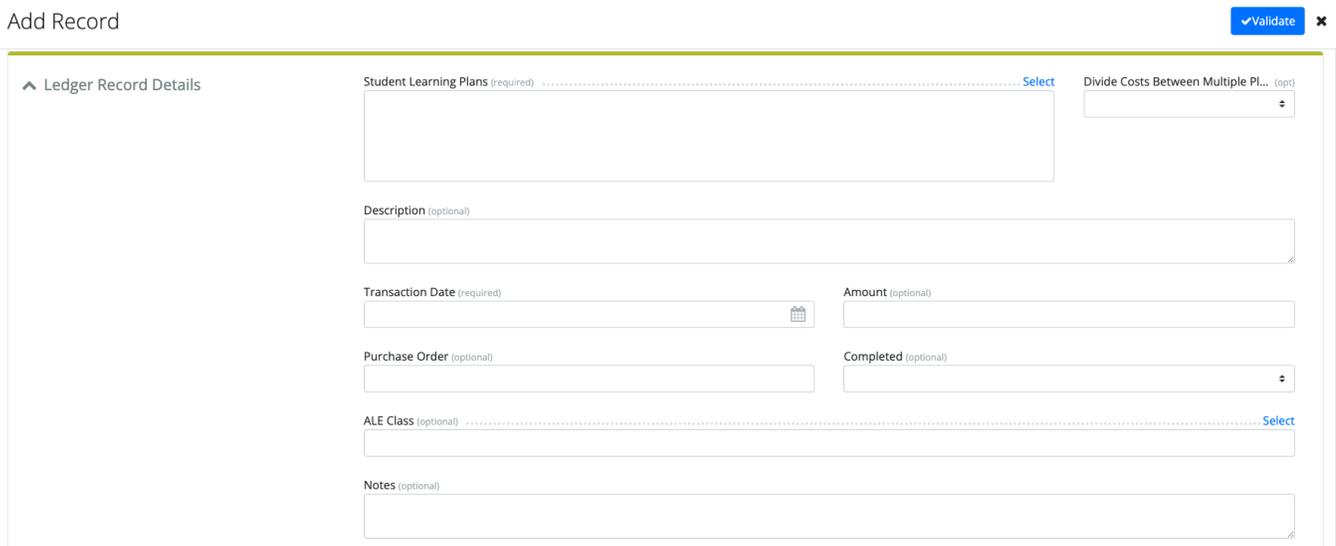
ALE Secretary Learning Credits Transactions (158 records) Filtered

Student	School Year	Transaction Desc	Transaction Date	Transaction Amo	Purchase Order #	Class Name	Completed	Notes
Abel, Chloe	2020/21	Monthly Learning...	August 19, 2020	25				
Alexander, Marga...	2020/21	Monthly Learning...	August 19, 2020	50				
Abbott, Braelin	2020/21	Monthly Learning...	August 19, 2020	50				
Abbott, Braelin	2020/21	Class Fee: Dance	May 20, 2020	-5				
Abbott, Braelin	2020/21	Field Trip Fee	May 20, 2020	-10				
Abdelrahman, A...	2020/21	Monthly Learning...	August 19, 2020	0				
Afualo, Mason	2020/21	Monthly Learning...	August 19, 2020	0				
Afualo, Oakley	2020/21	Monthly Learning...	August 19, 2020	0				
Abarca De La Mo...	2020/21	Monthly Learning...	August 19, 2020	0				
Adams, Sidney	2020/21	Monthly Learning...	August 19, 2020	0				
Gonzalez Contrer...	2020/21	Monthly Learning...	August 19, 2020	0				

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.

Add Record



Add Record Validate ✕

Student Learning Plans (required) Select Divide Costs Between Multiple Pl... (opt)

Description (optional)

Transaction Date (required) Amount (optional)

Purchase Order (optional) Completed (optional)

ALE Class (optional) Select

Notes (optional)

- 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)