

ALE Application for Parents: Proposed Courses

In the ALE application, you can propose courses that the Certificated Teacher can add to the Student Learning Plan. The process involves several steps.

- 1. If desired, course templates can be created by school staff and made available to you.
- 2. You complete the course proposal form.
- 3. The Certificated Teacher reviews the proposed course and makes any necessary edits.
- 4. The course is then added to the Student Learning Plan by the Certificated Teacher.

To Propose a Course:

Click **Parent Home**, then choose **Summary** in the left navigation menu. This will open the Parent Summary page, where you can find your students and their Student Learning Plans (SLP).

Click **Review WSLP** or **Review Pending WSLP** under the SLP you would like. <u>Note the **School Year** if there are</u> <u>multiple SLPs</u>.

Parent Home 🔨	ALE PARENT	
Introduction	Summary	
Summary		
Statement of Understanding	Spotlight	Spotlight
All Classes		
ALE Class Survey	ALE WSLP for 2021/22	ALE WSLP for 2021/22
Library 🗸	 Start Date: Wednesday, December 8, 2021 End Date: Wednesday, 	 Start Date: Monday, October 4, 2021 End Date: Monday, June 20, 2022
Event Calendar	 Concluded: Yes Subdomain: dev School: Tahoma Senior 	 Concluded: Yes Subdomain: dev School: Tahoma Senior High School
Law 🗸	Review WSLPView Calendar	Review WSLPView Calendar
	ALE WSLP for 2022/23 Start Date: Thursday, November 3, 2022 End Date: Monday, July 3, 2023 Concluded: No Subdomain: dev School: Tahoma Senior High School Earliest Enrollment Date: Jul 3 2023 12:00AM Class Enrollment Limit: 3 Review WSLP View Calendar	ALE WSLP for 2022/23 Start Date: Wednesday, August 3, 2022 End Date: Friday, June 16, 2023 Concluded: No Subdomain: dev School: Tahoma Senior High School Earliest Enrollment Date: Dec 12 2022 9:55AM Class Enrollment Limit: 5 Review WSLP View Calendar



Once you have opened the Student Learning Plan, navigate to the **Subjects/Courses Tab** and select **SLP Proposed Courses**.

ALI C	e parent / view student	LEARNING PLAN	¢	Cancel	Next
Details	Subjects/Courses -	Approvals Classes - Attendance Weekly Contact - Monthly Progress Calendar			
Student	SLP Courses SLP Proposed Courses	IS instructions			

To add a course, click the Add Record button at the top right of the screen.

Details	Subjects/Courses -	Approvals	Classes -	Attendance	Weekly Contact	 Monthly Progress 	ss Calendar			
Courses										
SLP Propos	ed Courses (10 records)								O Ad	dd Record 💮
		7 🕸			7 🖶		7 #	7 🖗	70	9
Course Na	ame		Descripition		Sta	ate Course Codes	SIS Course Coo	les	Is On SLP	
*			_*_		_*	-	_*_		_*_	
Course Na	ame		Descripition		Sta	ate Course Codes	SIS Course Cod	les	Is On SLP	

The following form will open. The first step is to Name and save your course before you can begin making edits.

Add Ale Course	
Add Course	<u>^</u>
Template Option (optional) Select	Course Name (optional)
State Course Codes (optional) Select	Average Hours Per Week (optional) SIS Course Codes (optional) Select

If you are starting with a **Template Option** created by school staff, click the **Select** button to view a list of available templates. You can choose one using the **checkmark** to the left of the available selections.

Template Option

Template Option (18 records) 7 Filtered						
	Course Name	Description	Grade Level(s)	Subject Area(s)		
\checkmark	English 101	English 9 is a course i	9th Grade , 10th Grad	English Language and		
	Algebra 1	Algebra 1 is the foun	9th Grade , 10th Grad	Mathematics		



Whether you choose a template or create a course yourself, you have the option to rename or add a **Course Name** and **Description**. Click **Add** when finished.

Your saved course will now display in the list of **SLP Proposed Courses**. To edit the course details, use the **Row Action & Options gear** next to the desired course to select **Edit**.

Details Subjects/Courses Sched	uled Classes Approvals Attendance Weekly Contact Monthly Progress	
ourses		
LP Proposed Courses (3 records)		• Add Ale Course
Course Name	Descripition	ò
Sample Course	description	*
English Language Arts (ELA) 6-8 copy	OFFSITE COURSE The purpose of this class i	
Art at Home	OFFSITE COURSE The purpose of this class i	*
		Row Actions & Options
		Edit
		Delete

You will now be in the Edit Course interface, where there are several tabs across the top with different sections of the course available for edit.

ale parent / manage course English Language Arts (ELA) 6-8 copy	_
Details Syllabus Objectives Activities Evaluation	
Course Details instructions	-
Name (required) English Language Arts (ELA) 6-8 copy Default Certificated Teacher (optional)	Subdomain (optional) Select wenatcheeval Select
Description (optional)	District Approved Curricula (optional)
The purpose of this class is for the student to gain, maintain, and improve understanding of reading, writing, language, and speaking and listening skills.	
State Course Codes (optional)	Grading (optional)
Grade Levels (optional) Select	Credit (antional)



If you start with a template, you will see some fields will already have data filled in. If you start building a course from scratch, all your fields will be empty.

Parents are able to edit/add information to the following fields located on each tab (in parenthesis):

- Course Name (Details Tab)
- Description (Details)
- District Approved Curricula (Details Tab)
- Instructional Materials Needed (Details Tab)
- Learning Activities (Activities Tab)
- Evaluation (Evaluation Tab)
- Timelines (Evaluation Tab)

You will be able to view surfaced data in other fields but not edit or make additions. Once you are done making changes, click on the **Save** button in the top right corner.

Your proposed courses will now be available to your student's Advisor to view where they can make further edits and add the course to the Student Learning Plan.