

ALE Application for Parents: Proposed Courses

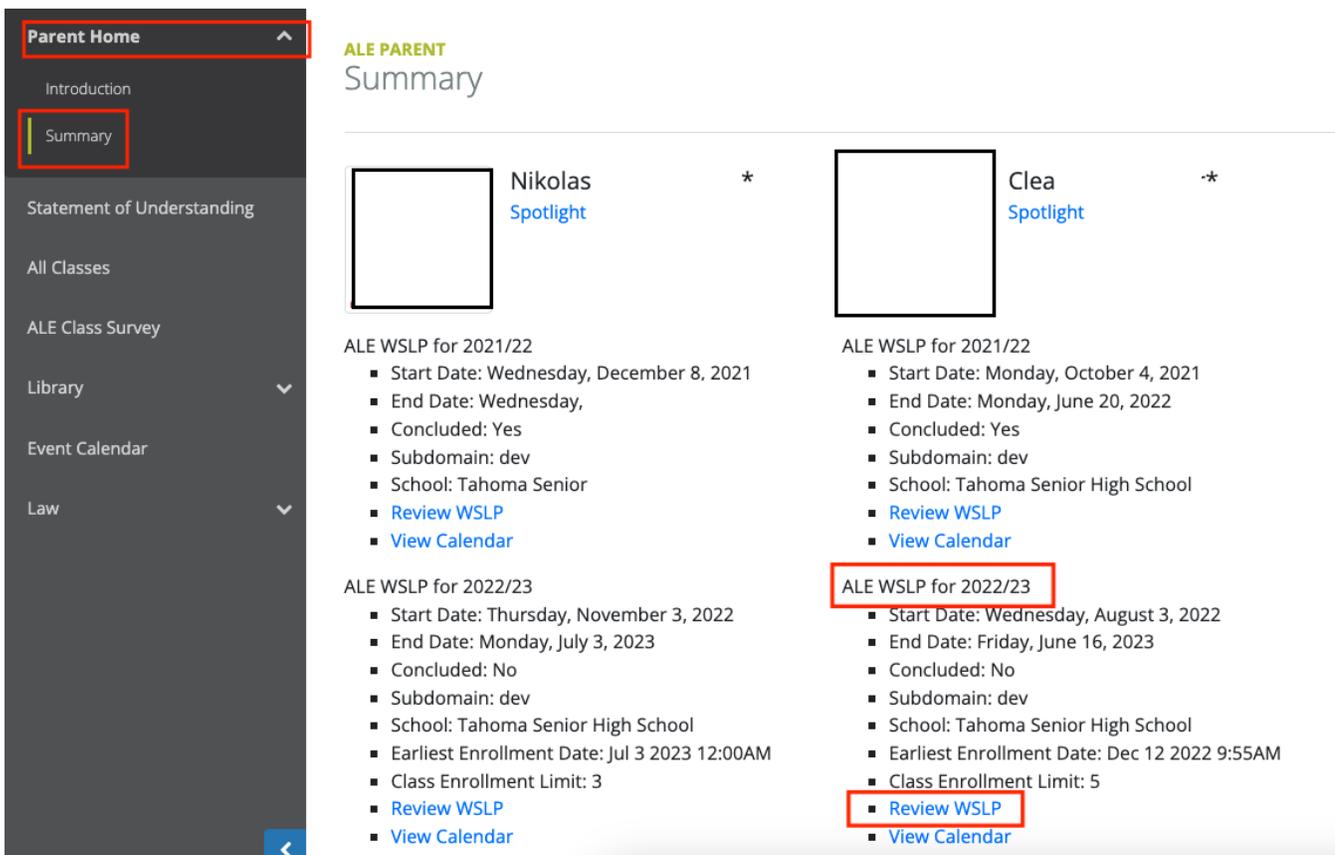
In the ALE application, you can propose courses that the Certificated Teacher can add to the Student Learning Plan. The process involves several steps.

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).

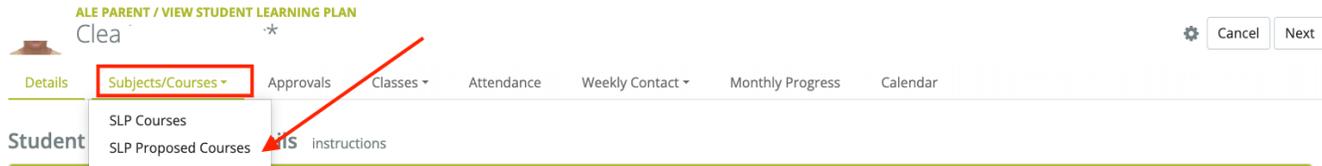
Click **Review WSLP** or **Review Pending WSLP** under the SLP you would like. Note the **School Year** if there are multiple SLPs.



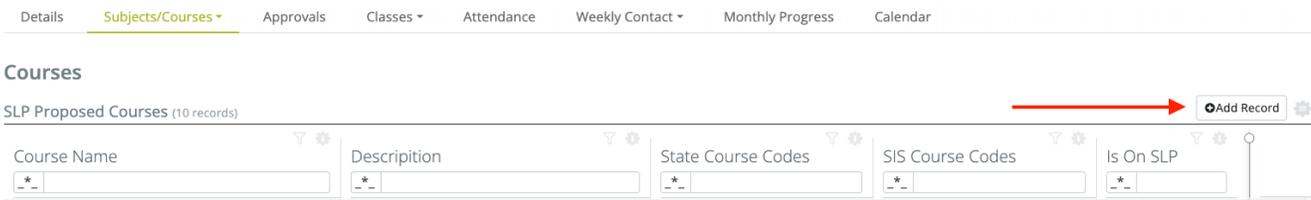
The screenshot shows the ALE PARENT Summary page. On the left is a navigation menu with 'Parent Home' and 'Summary' highlighted. The main content area displays two student profiles: Nikolas Spotlight and Clea Spotlight. Each profile has a list of ALE WSLP for 2021/22 and 2022/23. The 'Review WSLP' link for Clea's 2022/23 WSLP is highlighted with a red box.

Student Name	Star	2021/22 WSLP	2022/23 WSLP
Nikolas Spotlight	*	<ul style="list-style-type: none">ALE WSLP for 2021/22<ul style="list-style-type: none">Start Date: Wednesday, December 8, 2021End Date: Wednesday,Concluded: YesSubdomain: devSchool: Tahoma SeniorReview WSLPView Calendar	<ul style="list-style-type: none">ALE WSLP for 2022/23<ul style="list-style-type: none">Start Date: Thursday, November 3, 2022End Date: Monday, July 3, 2023Concluded: NoSubdomain: devSchool: Tahoma Senior High SchoolEarliest Enrollment Date: Jul 3 2023 12:00AMClass Enrollment Limit: 3Review WSLPView Calendar
Clea Spotlight	-*	<ul style="list-style-type: none">ALE WSLP for 2021/22<ul style="list-style-type: none">Start Date: Monday, October 4, 2021End Date: Monday, June 20, 2022Concluded: YesSubdomain: devSchool: Tahoma Senior High SchoolReview WSLPView Calendar	<ul style="list-style-type: none">ALE WSLP for 2022/23<ul style="list-style-type: none">Start Date: Wednesday, August 3, 2022End Date: Friday, June 16, 2023Concluded: NoSubdomain: devSchool: Tahoma Senior High SchoolEarliest Enrollment Date: Dec 12 2022 9:55AMClass Enrollment Limit: 5Review WSLPView Calendar

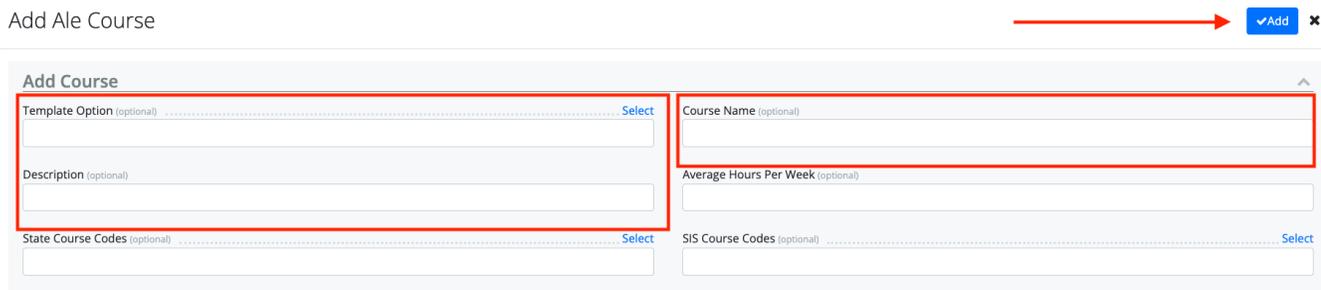
Once you have opened the Student Learning Plan, navigate to the **Subjects/Courses Tab** and select **SLP Proposed Courses**.



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

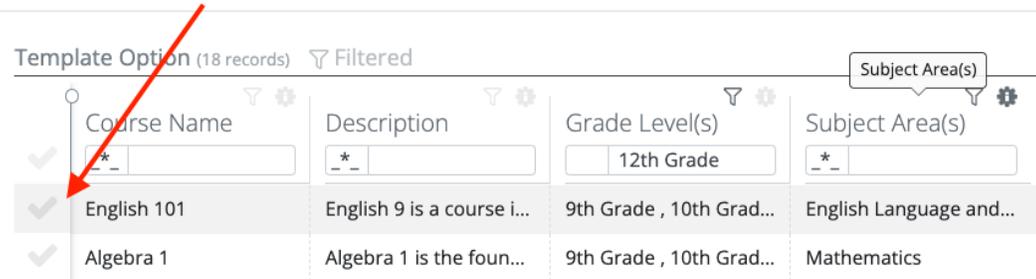


The following form will open. The first step is to Name and save your course before you can begin making edits.



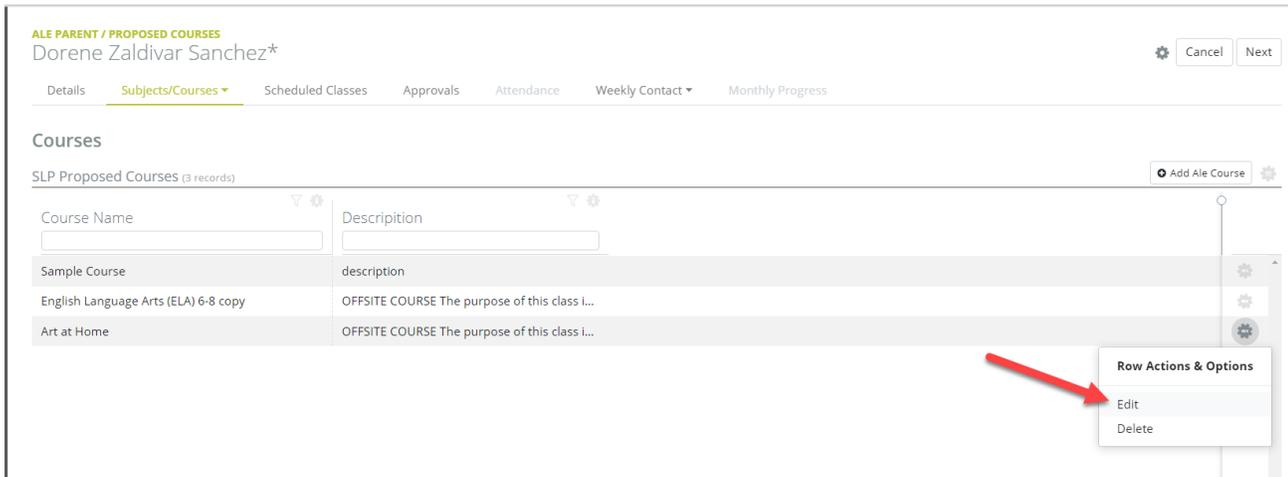
If you are starting with a **Template Option** created by school staff, click the **Select** button to view a list of available templates. You can choose one using the **checkmark** to the left of the available selections.

Template Option

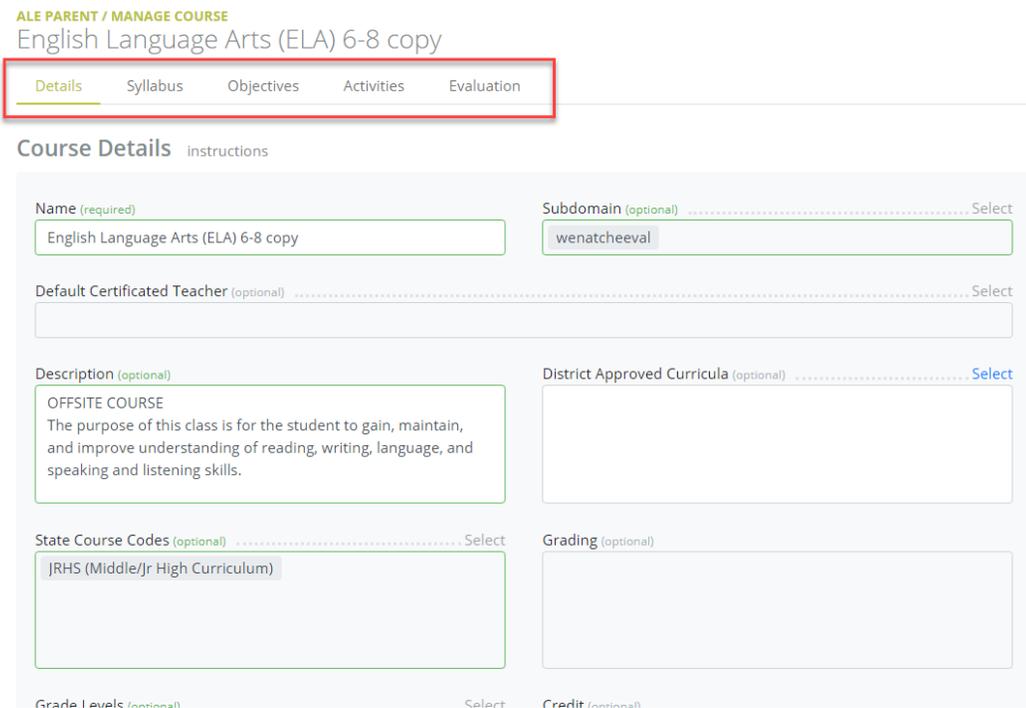


Whether you choose a template or create a course yourself, you have the option to rename or add a **Course Name** and **Description**. Click **Add** when finished.

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**.



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.



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.