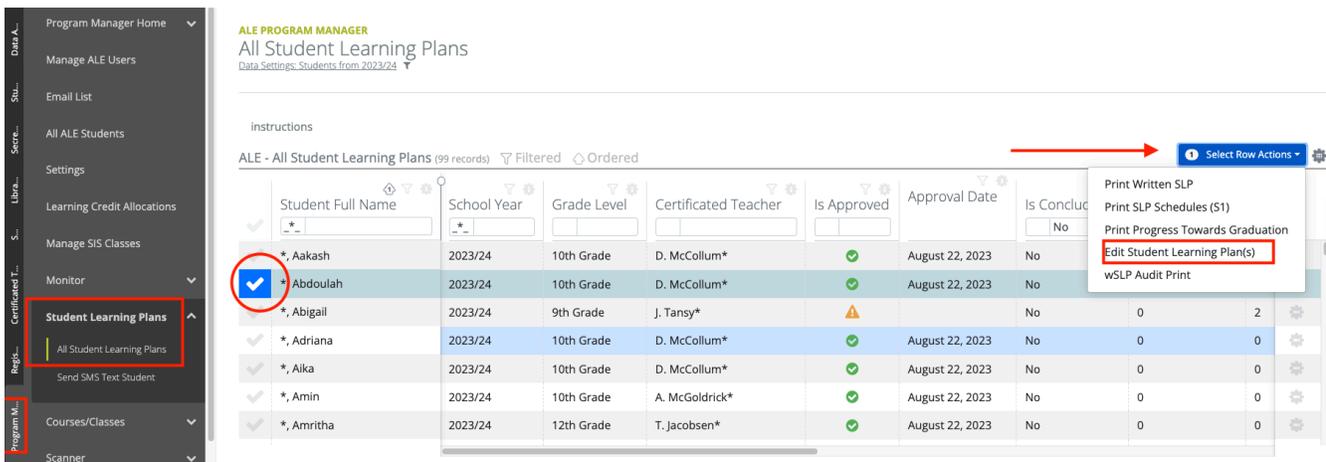


## ALE Application: Mass Editing Student Learning Plans

Every so often, a group of Student Learning Plans needs the same update. The **Registrar** or **Program Manager** has the option to update the following fields for a group of learning plans all at the same time:

- Certificated Teacher
- Supplemental Certificated Teacher
- SLP Start and End Date
- How Weekly Contact Requirements will be Fulfilled

On the Registrar or Program Manager Role, navigate to **Student Learning Plans** in the left navigation and choose **All Student Learning Plans**. Use the **checkmarks** on the left to select the plans you would like to make edits to, then using the **Selected Row Actions** menu at the top right, choose **Edit Student Learning Plans**.



The screenshot shows the 'ALE PROGRAM MANAGER' interface for 'All Student Learning Plans'. The table below lists student records with columns for Student Full Name, School Year, Grade Level, Certificated Teacher, Is Approved, Approval Date, and Is Concluded. A red circle highlights a checkmark in the left margin next to the student 'Abdoulah'. A red arrow points to the 'Select Row Actions' dropdown menu, which is open and shows the option 'Edit Student Learning Plan(s)' highlighted with a red box.

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded
*, Aakash	2023/24	10th Grade	D. McCollum*	✓	August 22, 2023	No
*, Abdoulah	2023/24	10th Grade	D. McCollum*	✓	August 22, 2023	No
*, Abigail	2023/24	9th Grade	J. Tansy*	⚠	August 22, 2023	No
*, Adriana	2023/24	10th Grade	D. McCollum*	✓	August 22, 2023	No
*, Aika	2023/24	10th Grade	D. McCollum*	✓	August 22, 2023	No
*, Amin	2023/24	10th Grade	A. McGoldrick*	✓	August 22, 2023	No
*, Amritha	2023/24	12th Grade	T. Jacobsen*	✓	August 22, 2023	No

The following form will appear. Update one or more available fields. If no selection is made for a particular field, that field on the selected plans will not be affected. Make any necessary updates and click **Save**.

- Certificated Teacher
- Supplemental Certificated Teacher(s)
- SLP Start and End Date
- How weekly contact requirements will be fulfilled

### Additional Notes:

- Any edits made in this form are not additive but will replace/overwrite the current data for all selected SLPs. For example, if you already have a default certificated teacher assigned to all plans and are attempting to add a second, you will want to choose both the existing default and the new one you are adding.
- Edits made via this feature will not require that learning plans be re-approved. For example, updating the Certificated Teacher assigned to plans will not cause them to be moved to “unapproved” status.

## Edit Ale Student learning Plans for Program Manager

[Save](#) ✕

### Please make a selection

Please note that these edits are NOT additive. The selections made here for the selected slps will overwrite the current data for the slps. Leaving a selection blank will not overwrite the current selections on the slps.

Certificated Teacher (optional) ..... [Select](#)

Supplemental Certificated Teach... (optional) [Select](#)

Start Date (optional)

End Date (optional)

How weekly contact requirements will be fulfilled (optional)