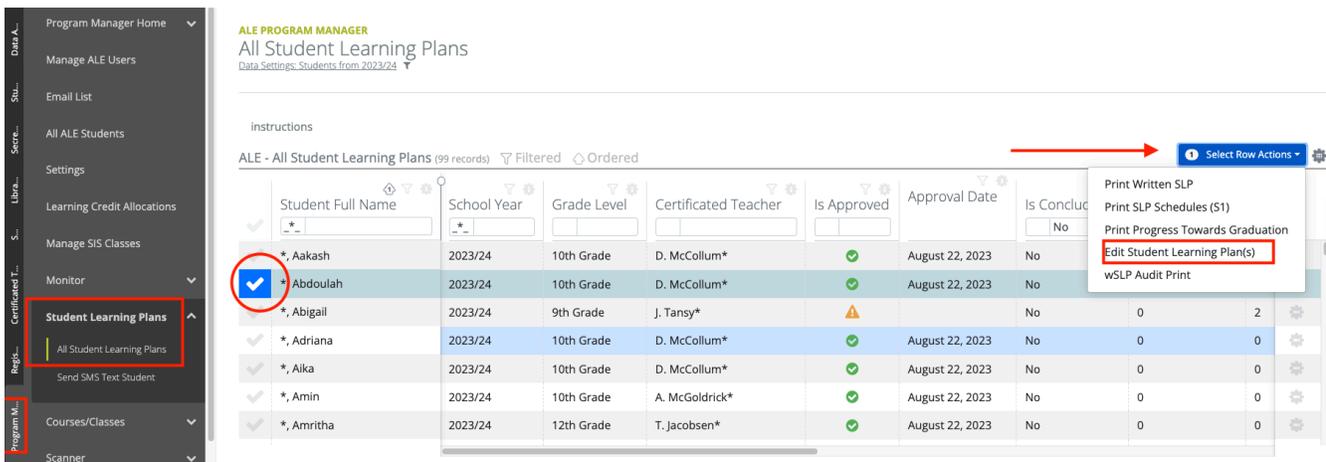# ALE Application: Mass Editing Student Learning Plans

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 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.

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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)