



ALE Application: FTE Tracking and Monitoring

In the ALE Application, several tools have been developed to assist in tracking and monitoring FTE (Full-Time Equivalent) percentages for each student based on the contents of their Student Learning Plan. The use of these tools is optional and it is up to each program to determine how they would like to use the tracking tools available.

The very first place that FTE is established and the only place it is required is while creating the Student Learning Plan On the “Details” tab in the “Time Commitment” section. An estimated enrollment field records the “total weekly time: or estimated average hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan.

The screenshot shows a form titled "Time Commitment" with an "instructions" link. It contains several input fields: "School Year (required)" with a dropdown menu showing "2020/21" and a "Select" button; "Estimated Enrollment (required)" with a text box containing "28" (highlighted with a red box); "FTE from SIS (optional)" with an empty text box; "Start Date (required)" with a date picker showing "9/8/20"; and "End Date (required)" with a date picker showing "6/11/21".

This is an editable text box where numbers and decimals can be entered. Currently, 27.75 is the minimum number of hours a student must have on their plan to be considered full-time or at a 1.0 FTE.

When adding courses and classes to the Student Learning Plan, an average weekly hours field can be used to closely monitor how many hours the student is working on each subject.

Defaults can be set here to aid in speeding up data entry (if 5 hours is the common average hours per course, for example) or you can set the exact number of hours when adding the course. Contact the Help Desk or your Customer Service agent if you'd like to set up default values.

Hours spent on one specific course are indicated via the “Add Core Subject Area and Course” modal in the “Average Hours Per Week” field and can be individualized for each student as needed:

Add Core Subject Area and Course to Student Learning Plan Validate ✕

Student: Gavin Adkins

Subject / Course

Subject Area (required) Select State Course Code (required) Select Course (optional) Select

Instruction

Grade Level (optional) Select ALE Course Type (optional) Select Certificated Teacher (optional) Select

4th Grade ✕ Denise Buys ✕

Dates/Times

Start Date (opt) 9/8/20 End Date (opt) 6/11/21 Average Hours Per Week (optional) 5

Self Directed Study Sessions (optional) Select Participation Status (optional) Select

Results

Earned Credits (optional)

When scheduling a Class, a default amount can be set on the Class Details Page in the “Average Hours of Study Per Week” field:

ALE TEACHER
Create Class

Details Standards Schedule Meetings Grades Monthly Progress

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)

Teachers can easily monitor how many total hours are listed on the student learning plan between courses and classes on the “My Student Learning Plans” page. Scroll to

the right to view the “Projected FTE Hours” and “Hours on Plan” columns.

ALE TEACHER
My Student Learning Plans

My Students instructions

Student Learning Plan Selector (32 records) Filtered Ordered

Student Full Name	Start Date	End Date	Owner	Contributor	Hours on Plan	Projected FTE Hours	Count Of Courses	Count of Income
Fredenderg*, Kylee		June 17, 2020	true	true	25	27.75	7	0
*, Christyan	19	June 17, 2020	true	true	30	27.75	6	0
*, Everyl		June 17, 2020	true	true	30	27.75	6	0
*, Guy		June 17, 2020	true	true	30	27.75	6	0
*, Kelsi	2019	June 17, 2020	true	true	30	27.75	6	0
*, Samson	2019	June 17, 2020	true	true	30	27.75	6	0
*, Steve		June 17, 2020	true	true	30	27.75	6	0
*, Thelliah	19	June 17, 2020	true	true	30	27.75	6	0
Aragon*, Leeza	19	June 17, 2020	true	true	30	27.75	6	0
Dustin*, Dakota		June 17, 2020	true	true	30	27.75	6	0

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The “Hours” on plan total includes and subject/course records with either no Course Participation Status, or one of “In Progress.” These totals can be used to easily identify discrepancies and find students who are lacking hours on their plan.

If desired, you can continue to monitor hours closely as the year progresses. Each month when the monthly progress review is completed, the Certificated Teacher can document actual hours spent on each course by entering the “Actual Average Hours” into the text box alongside the surfaced “Projected Hours.”

Update monthly progress Save

Student: Kylee Fredenderg* School Year: 2019/20 Recording Date: July 15, 2020

Reporting Month (req): March 2020 Progress (optional):

Progress is Satisfactory (opt):

Language Arts (grade 8) Algebra I Science (grade 8) Social Studies (grade 8) Physical and Health Education (grade 8) Dance (grade 8) State-Specific Studies All

Copy Project Hours to Actual Hours

ENG036N Language Arts (grade 8)

Parent Input (opt): ELA Independent reading books: Grammar/spelling completed: objectives:

Student Input (opt):

Progress:

Progress is Satisfactory (opt):

Projected... (opt): 5 Actual Av... (opt): 0

MAT052 Algebra I

Parent Input (opt): Math Core math curriculum completed: objective: approach/evaluation

Student Input (opt):

Progress:

Progress is Satisfactory (opt):

Projected... (opt): Actual Av... (opt):

Alternatively, if the student is logging the exact hours expected, the teacher can click “Copy Project Hours to Actual Hours” and with one click, copy those hours for all courses.

Once the Monthly Progress Review has been completed, these numbers are surfaced on the FTE Tab, which by default displays overall monthly time totals

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Kylee Fredenderg*

Cancel Next

Details Subjects/Courses Schedule Classes Credits Approvals Attendance Weekly Contact Monthly Progress **FTE**

FTE instructions

Monthly Totals (8 records)

School Year	Month	Weekly Average Hours	Calculated FTE	Reported FTE	Notes
2019/20	April	35	1	0	
2019/20	March	0	0	0	
2019/20	February	35	1	0	
2019/20	January	35	1	0	
2019/20	December	35	1	0	
2019/20	November	35	1	0	
2019/20	October	35	1	0	
2019/20	September	35	1	0	

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Using the toggle at the top right and selecting “Monthly Time Allocations” will provide a breakdown of hours recorded by course and month, with a more detailed view.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Kylee Fredenderg*

Cancel Next

Details Subjects/Courses Schedule Classes Credits Approvals Attendance Weekly Contact Monthly Progress **FTE**

FTE instructions

Monthly Time Allocations (average hrs/week each month) (7 records)

Subject	Course	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
English Language and Literature	ENG036N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Mathematics	MAT052	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Life and Physical Sciences	SCI238N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Social Sciences and History	SOC438N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Physical, Health, and Safety Ed...	PE112N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Fine and Performing Arts	FA038N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Social Sciences and History	SOC105	5.00	5.00	5.00	5.00	5.00	5.00		5.00		

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The Secretary role has some additional FTE management tools via the “Manage Enrollment Percentages” Page found under the “Manage” menu in the left hand

navigation bar.

ALE SECRETARY
Edit Student Learning Plan FTE

ALE Secretary Edit Student Learning Plan FTE Values (550 records) Filtered Ordered

Student	School Year	Grade Level	Running Start	FTE from SIS	Sept Avg	Oct Avg	Nov Avg	Dec Avg	Jan Avg	Feb Avg	Estimated Hours
	2019/20	1st Grade	No	100	30	30	30	30	30	30	27.75
	2019/20	6th Grade	No	100	30	30	30	25	30	30	27.75
	2019/20	4th Grade	No	100	0	26	31	31	0	0	27.75
	2019/20	8th Grade	No	100	0	32	32	30	0	0	27.75
	2019/20	5th Grade	No	100	30	30	30	30	30	30	27.75
	2019/20	11th Grade	No								27.75
	2019/20	1st Grade	No	100	30	28	28	28	28	30	27.75
	2019/20	11th Grade	No		0	0	0	0	0	0	27.75
	2019/20	12th Grade	No		0	0	0	0	0	0	27.75
	2019/20	4th Grade	No	100	30	0	0	30	0	0	27.75
	2019/20	11th Grade	No	100	5.55	10	12	12	0	0	27.75

Here, a table with all enrolled students is surfaced, with their projected enrollment hours from the Student Learning Plan, total hours by month (if recorded when monthly progress reviews are completed) and the FTE percentage that is being claimed as surfaced from the SIS.

The estimated hours for any one student can be adjusted right in this “Estimated Hours” column and will be reflected on the corresponding Student Learning Plan.

ALE SECRETARY
Edit Student Learning Plan FTE

ALE Secretary Edit Student Learning Plan FTE Values (550 records) Filtered Ordered

Student	School Year	Grade Level	Running Start	FTE from SIS	Sept Avg Weekly Hours	Oct Avg Weekly Hours	Estimated Hours
	2019/20	1st Grade	No	100	30	30	27.75
	2019/20	6th Grade	No	100	30	30	27.75
	2019/20	4th Grade	No	100	0	26	27.75
	2019/20	8th Grade	No	100	0	32	27.75
	2019/20	5th Grade	No	100	30	30	27.75
	2019/20	11th Grade	No				27.75
	2019/20	1st Grade	No	100	30	28	27.75
	2019/20	11th Grade	No		0	0	27.75
	2019/20	12th Grade	No		0	0	27.75
	2019/20	4th Grade	No	100	30	0	27.75
	2019/20	11th Grade	No	100	5.55	10	27.75

If additional information is needed, using the row action gear at far right and selecting “Manage FTE” will open the FTE Tab from that student’s SLP with the monthly and by course totals available.

ALE Secretary Edit Student Learning Plan FTE Values (550 records) Filtered Ordered

Student	School Year	Grade Level	Running Start	FTE from SIS	Sept Avg Weekly Hours	Oct Avg Weekly Hours	Estimated Hours
	2019/20	11th Grade	No		0	0	27.75
	2019/20	12th Grade	No		0	0	27.75
	2019/20	4th Grade	No	100	30	0	27.75
	2019/20	11th Grade	No	100	5.55	10	27.75
	2019/20	11th Grade	Yes	100	10	10	5.55
	2019/20	3rd Grade	No	100	30	30	27.75
	2019/20	2nd Grade	No	100	29	30	27.75
	2019/20	12th Grade	No	80	20	20	22.2
	2019/20	9th Grade	No	100	0	0	27.75

Row Actions & Options
Manage FTE

Laree Lyle* FTE

Student Laree Lyle* School Year 2019/20

FTE instructions Monthly Totals (10 records)

School Year	Month	Weekly Average Hours	Calculated FTE	Reported FTE	Notes
2019/20	June	0	0	0	
2019/20	May	0	0	0	
2019/20	April	0	0	0	
2019/20	March	0	0	0	
2019/20	February	0	0	0	
2019/20	January	0	0	0	
2019/20	December	12	0.43	0	
2019/20	November	12	0.43	0	
2019/20	October	10	0.36	0	
2019/20	September	5.55	0.2	0	

Row Actions & Options
Update Reported FTE

If even more granular tracking is desired, the row action gear for each month can be used to open a form that will allow the user to “Updated Reported FTE.” Here the actual FTE amount that is reported for each month can be recorded and tracked per student.

The Manage Enrollment Percentages Table can be downloaded to Excel via the Data Table Actions & Options gear at the top right.

ALE SECRETARY
Edit Student Learning Plan FTE

ALE Secretary Edit Student Learning Plan FTE Values (550 records) Filtered Ordered

Student	School Year	Grade Level	Running Start	FTE from SIS	Sept Avg Weekly Hours	Oct Avg Weekly Hours	Estimated Hours
	2019/20	11th					
	2019/20	12th					
	2019/20	4th					
	2019/20	11th					
	2019/20	11th					
	2019/20	3rd					
	2019/20	2nd					
	2019/20	12th Grade	No	80	20	20	22.2
	2019/20	9th Grade	No	100	0	0	27.75
	2019/20	6th Grade	No	100	0	0	27.75
	2019/20	12th Grade	Yes	0			0

Data Table Actions & Options

- Display Options
 - Display as: Table Columns
 - Text Lines Per Row: 1 text line
 - Show Pagination Controls:
- Columns / Properties
 - Student:
 - School Year:
 - Grade Level:
 - Running Start:
 - FTE from SIS:
 - Sept Avg Weekly Hours:
- Filtering
 - Filter Form:
 - Show Quick Filters:
- Grouping/Arrangement
 - Arrange Columns:
 - Order Rows:
- Grid Actions
 - Download Data:

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In addition, any FTE data points available in the system can be used to create custom reports or downloads if desired - contact the Help Desk or your Customer Service Agent to request a custom report.