# ALE Application: Managing the Learning Credits System

The ALE application has a system of monitoring tools that can be used to track expenses (which we have named Learning Credits) per student. Per guidance from OSPI, these are internal tools only and none of this data is surfaced to parents at any time.

## Setting Monthly Amount and Allocating Learning Credits

The first task is to set up a monthly amount that is to be allocated to each student based on their FTE enrollment. This is done on the Program Manager Role via the "Settings" link in the left nav.

Use the row action gear for "Learning Credit Monthly Allocation" and select "Edit" to set the monthly value.
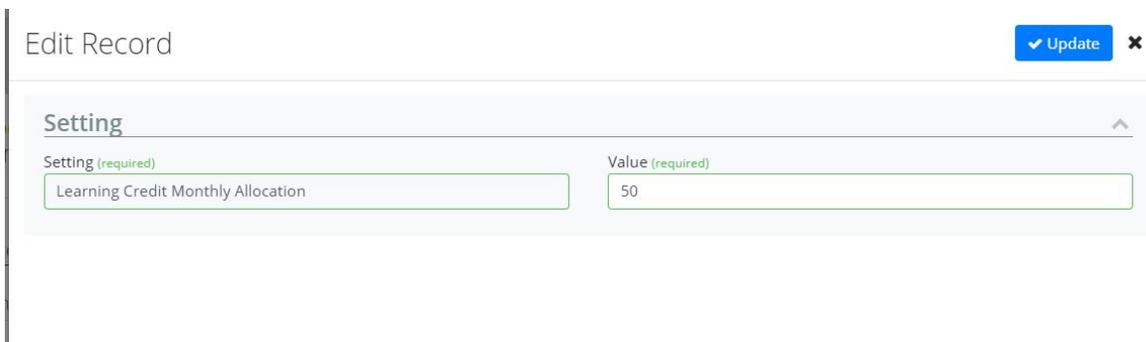
Now that the monthly amount is set, you have the ability to allocate per month, which is also done by the Program Manager via "Learning Credit Allocations" found in the left nav.
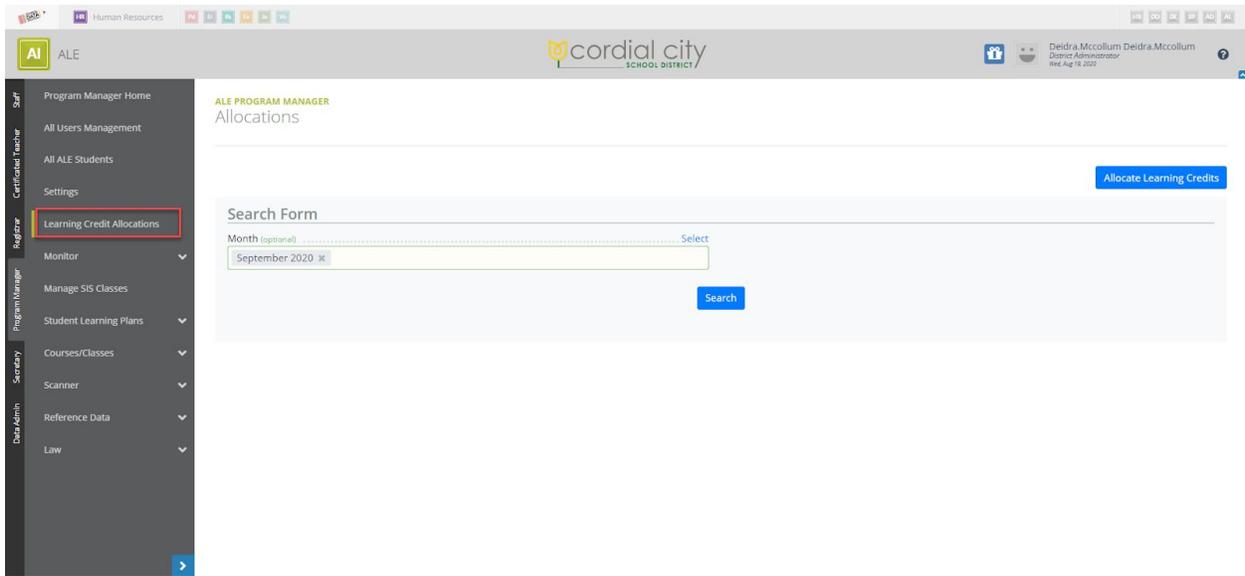
First, select the month you'd like to allocate credits for. A list of students who have an active Student Learning Plan for the selected month will be returned.

The table will attempt to determine the appropriate amount that should be allocated to each student based on their Reported FTE. For more information on how this number is determined, see the help document "ALE Application: FTE Tracking and Monitoring." Any amounts can be manually adjusted directly in the column to the far right.
When all amounts are correctly entered, click on the blue "Allocate Learning Credits" button in the top right corner.

The amount allocated will now be reflected in the individual "Ledger" on each student's Learning Plan that is located under the "Tracking" tab.

The current balance is noted in the top right corner.

Ledger on Student Learning Plan
Each student's Learning Plan has their individual "Ledger" which lists all charges and credits.

Individual transactions can be edited or deleted here as needed.

In addition, a transaction can be added by clicking the "Add record" button in the top right. After changes are made, click on the "Current balance" button to refresh the total.

Establishing a Learning Credit "Fee" for Classes
When creating a Class, a learning credit cost for the class as a whole, or a Learning Credit Cost Per Meeting can be entered.

If the "Learning Credit Cost" field is used, upon registering into the class, this total amount will be automatically deducted from the student ledger.

If the "Learning Credit Cost Per Meeting" field is utilized, this amount times the number of class meetings set based on the established schedule will be deducted from the student ledger when they register into the class. For example, a class meeting 10 times during the year, with a Learning Credit Cost Per Meeting of 2 would result in a deduction of 20 Learning Credits from the Student Ledger.

Additional refinements to this feature are planned for a future release, but at this time, if the student un-enrolls from the class before the date of the first class meeting, the associated Learning Credit charge will be removed from the ledger. If they unenroll from the class *after* the first date the class begins, the charge will remain.

Manage Learning Credits for Secretary
The Manage Learning Credits page for Secretary role can be found in the Manage menu in the left navigation bar. This tool provides a list of all learning credit transactions

that can be filtered by school year, student or even class.

New records can be added here or existing entries can be edited via the row action gear at the right and additional fields are available for tracking purposes here.

Additional fields allow you to record an associated Purchase Order Number if desired, mark when the transaction has been completed, record a charge for a specific class and add notes.