



ALE Application: Managing the Learning Credits System

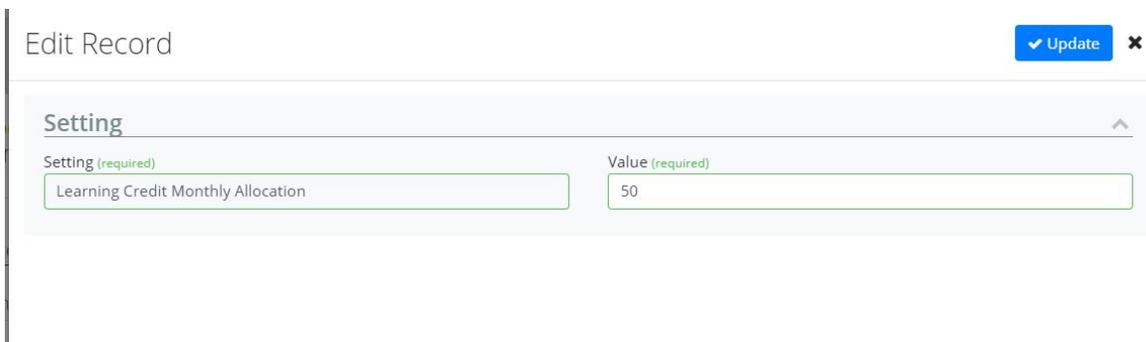
The ALE application has a system of monitoring tools that can be used to track expenses (which we have named Learning Credits) per student. Per guidance from OSPI, these are internal tools only and none of this data is surfaced to parents at any time.

Setting Monthly Amount and Allocating Learning Credits

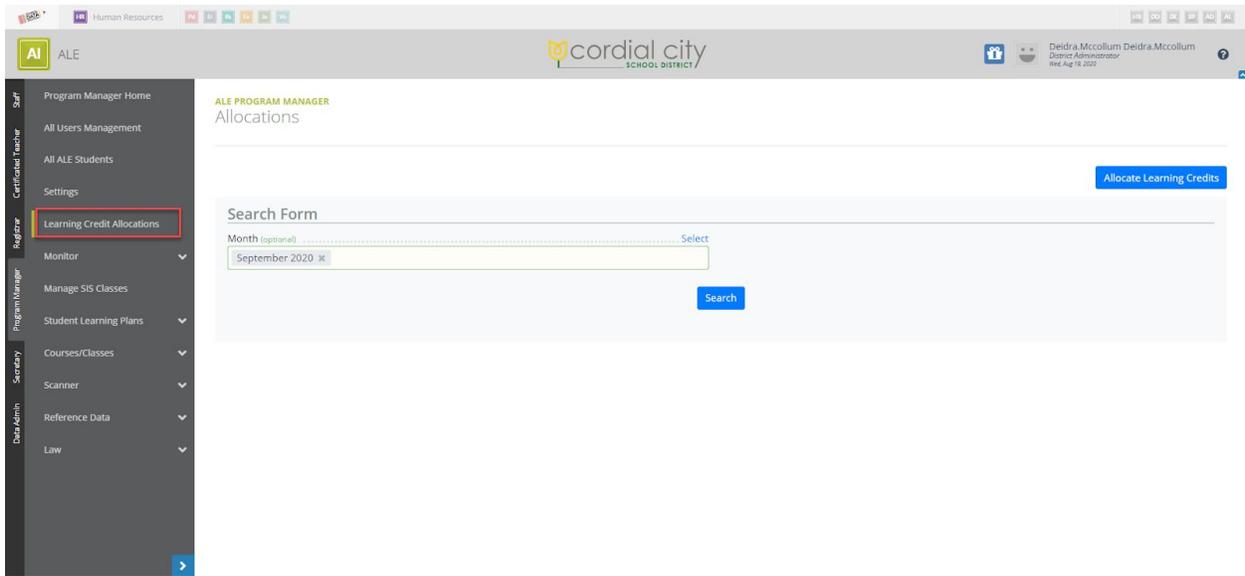
The first task is to set up a monthly amount that is to be allocated to each student based on their FTE enrollment. This is done on the Program Manager Role via the “Settings” link in the left nav.



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.

ALE PROGRAM MANAGER
Allocations



Student	Calculated FTE	Reported FTE	Running Start	Calculated Learning Credit Allocation	Current Monthly A	Submit Monthly A
Braelin Abbott	0	1	No	50	50	50
Chloe Abel	0	0.5	No	25	25	25
Margaret Alexander	0	1	No	50	50	50
Amar Abdelrahman	0	0	No	0	0	0

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.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Chloe Abel

Details Subjects/Courses Tracking Weekly Contacts Monthly Progress FTE

Ledger Current Balance: 25

Ale Student Learning Plan Ledger Transactions (1 records)

Transaction Description	Transaction Date	Transaction Amount
Monthly Learning Credit Allocation: September 2020/21	August 19, 2020	25

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.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Braelin Abbott

Details Subjects/Courses Tracking Weekly Contacts Monthly Progress FTE

Ledger Current Balance: 36

Ale Student Learning Plan Ledger Transactions (4 records)

Transaction Description	Transaction Date	Transaction Amount
Field Trip Fee	May 20, 2020	-10
Class Fee: Dance	May 20, 2020	-5
Book Fee	July 29, 2020	-1
Monthly Learning Credit Allocation: September 2020/21	August 19, 2020	50

Individual transactions can be edited or deleted here as needed.

Edit Record Update

Add/Edit Ledger Record

Description (optional)
Field Trip Fee

Transaction Date (required)
5/20/20

Amount (optional)
-10

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.

The screenshot shows the 'ALE TEACHER / MANAGE CLASS' interface for a '20/21 Math Class'. The 'Class Details' section is expanded, showing the following fields and values:

- Title (required): 20/21 Math Class
- Max Number of Students (req): 42
- Class Meeting is Optional:
- Average Hours of Study Per Week (optional): 5.2
- Learning Credit Cost (optional): 30 (highlighted with a red box)
- Learning Credit Cost Per Meeting (optional):
- Grade Levels (required): Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, 8th Grade, 9th Grade, 10th Grade, 11th Grade, 12th Grade
- Description (optional):

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.

The screenshot displays the 'ALE SECRETARY Manage Learning Credits' interface. It features a table with the following columns: Student, School Year, Transaction Desc, Transaction Date, Transaction Amo, Purchase Order, Class Name, Completed, and Notes. The table contains several rows of data, including records for students like Abel, Chloe and Alexander, Marga... with transaction amounts of 25 and 50 respectively. A red arrow points to the 'Add Record' button in the top right corner. Another red box highlights the 'Edit' button in the 'Row Actions & Options' menu for a specific record.

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.

Edit Record

The 'Edit Record' form is titled 'Add/Edit Ledger Record' and includes an 'Update' button. The form contains the following fields:

- Student Learning Plan (required):** A dropdown menu with the selected value 'Chloe Abel, 2020/21'.
- Description (optional):** A text area containing 'Monthly Learning Credit Allocation: September 2020/21'.
- Transaction Date (required):** A date picker showing '8/19/20'.
- Amount (optional):** A text input field containing '25'.
- Purchase Order (optional):** An empty text input field.
- Completed (optional):** A dropdown menu.
- ALE Class (optional):** A dropdown menu with a 'Select' link.
- Notes (optional):** An empty text area.

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.