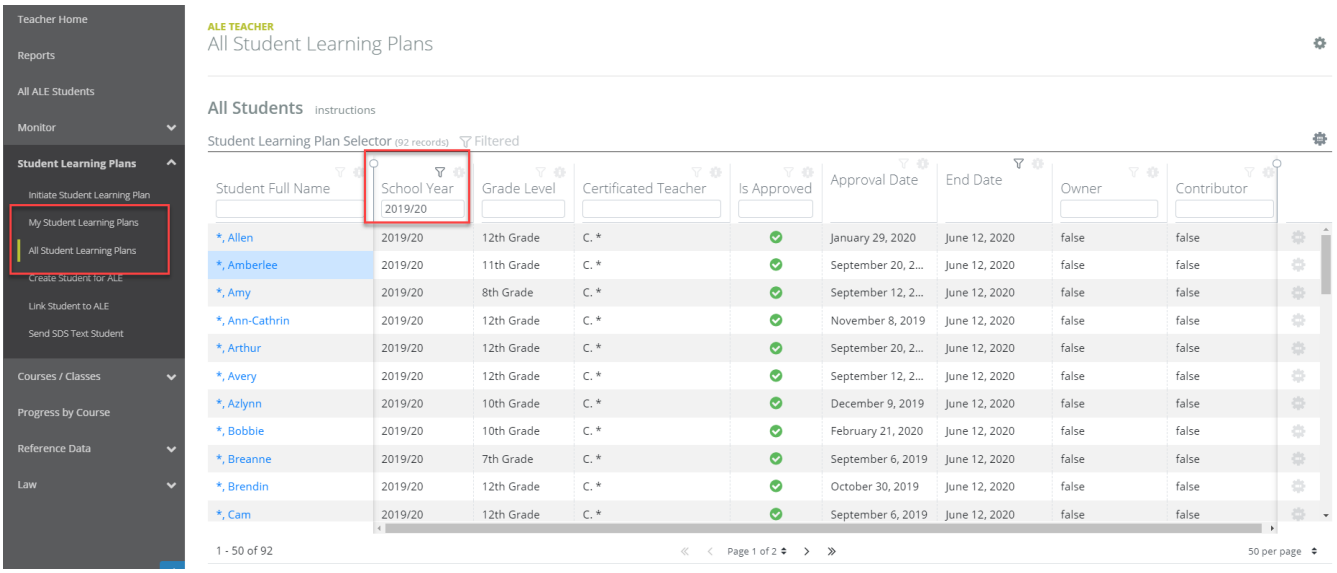
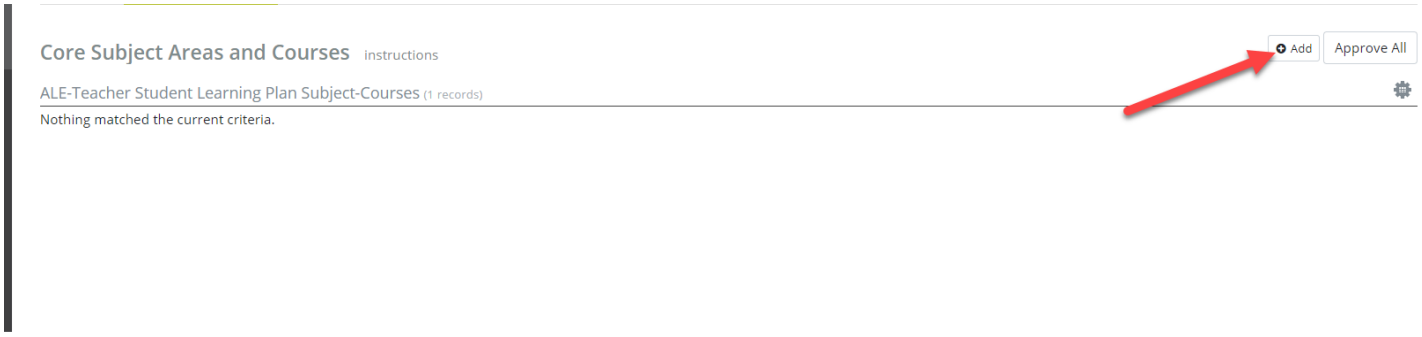
ALE Application: Adding or Hiding Subject/Course Records on the Student Learning Plan

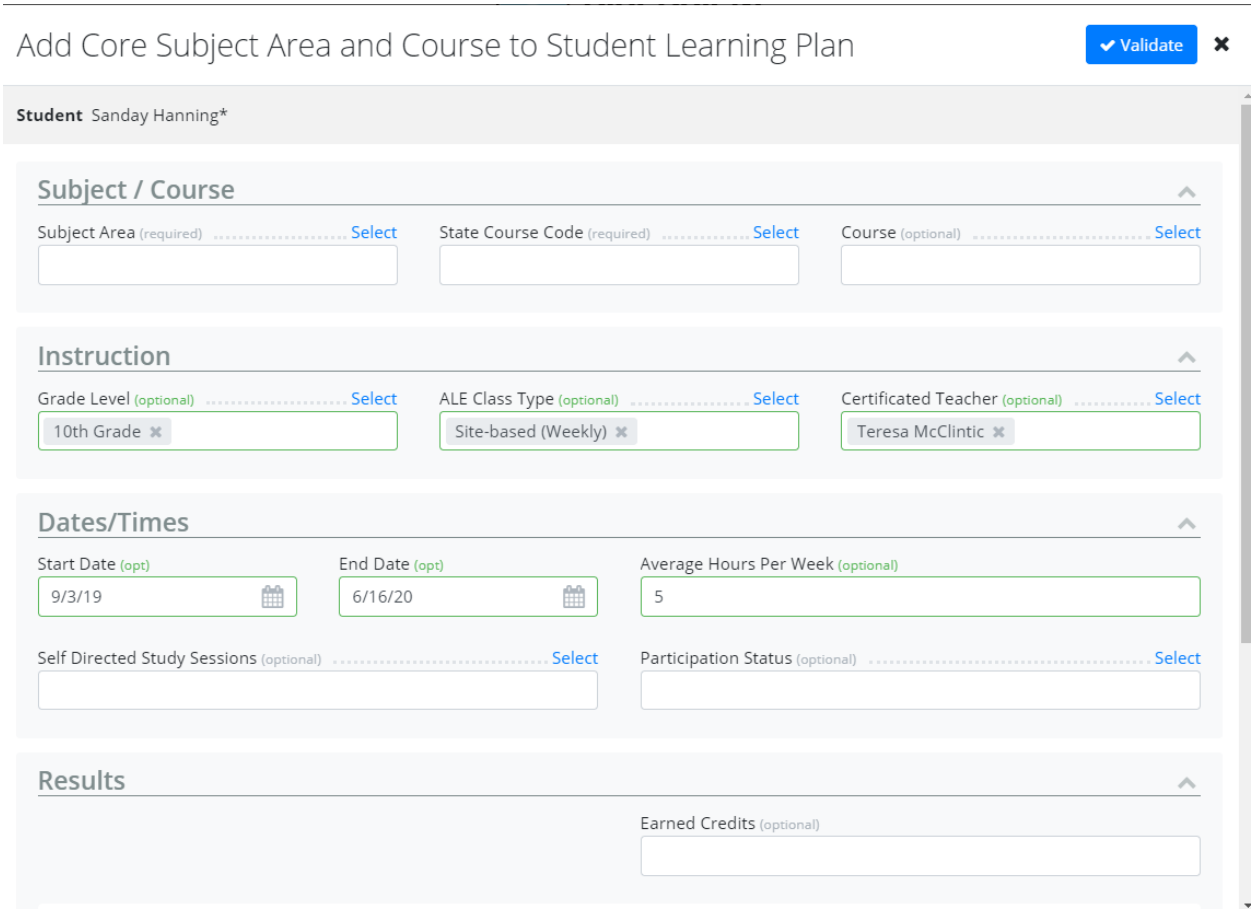
Once a Student Learning Plan (SLP) has been "Initiated" and the Details tab has been filled out, the plan is now ready for the Certificated Teacher to add courses to. Student Learning Plans will be visible in the "All Student Learning Plans" list and the "My Student Learning Plans" list for the assigned Certificated Teacher. Both of these lists have a default filter that shows only the current year's plans, so this may need to be toggled to see plans created for the upcoming school year.



To edit a plan, click on the student's name. You will land on the "Subjects/Courses" tab and under "SLP Courses." From here, you will click on the "Add" button in the upper right corner to add the first course.



The following box will appear, where you can make selections for adding a course to the plan.



Subject/Course

If you have predefined "courses" in your course catalog, you may skip to the third field and select a course, which will automatically back fill the corresponding subject area and state course code if defined in the course. You may also build a course from start to finish here, making individual selections for Subject Area and State Course Code for this one student's plan, without an associated "course" from your catalog.

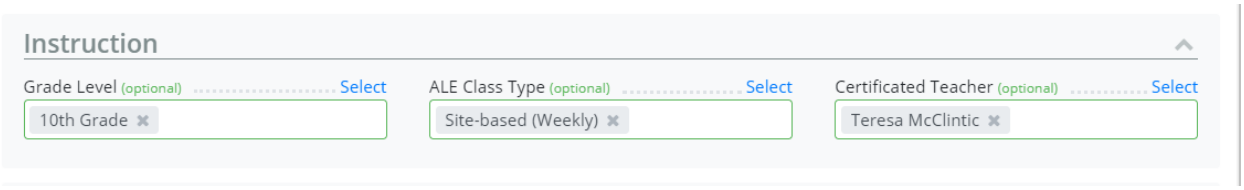
**A separate help document is available that walks through all the steps for Creating a Course.*

Subject Area: From a selectable list, you may choose one of the State Subject Areas defined by the OSPI CEDARs manual.

State Course Code: From a selectable list, you may choose one of the State Course Codes defined by the OSPI CEDARs manual. If a State Subject Area has been selected, the resulting State Course Codes will be filtered to that Subject Area.

Course: Here you may select one of the predefined courses that has been set up in your system to add to this student's learning plan, along with all of the associated data.

Instruction



Grade Level: This defaults to the enrolled grade level of the student, but can be manually changed to accommodate students that are studying one particular course off grade level.

ALE Class Type: Here you will choose one of the four identified ALE Course types designated by the state, for this particular course:

- Remote
- Online
- Site-based (weekly)
- Site-based (less than weekly)

**This can be set to a default if that is helpful for your program.*

Certificated Teacher: If a Certificated Teacher was designated on the Course record and a Course was added to this plan, this will display that teacher. If no course was chosen, or a Certificated Teacher was not associated with that particular course, this will default to the Certificated Teacher assigned to the plan. In either case, it can be edited as needed.

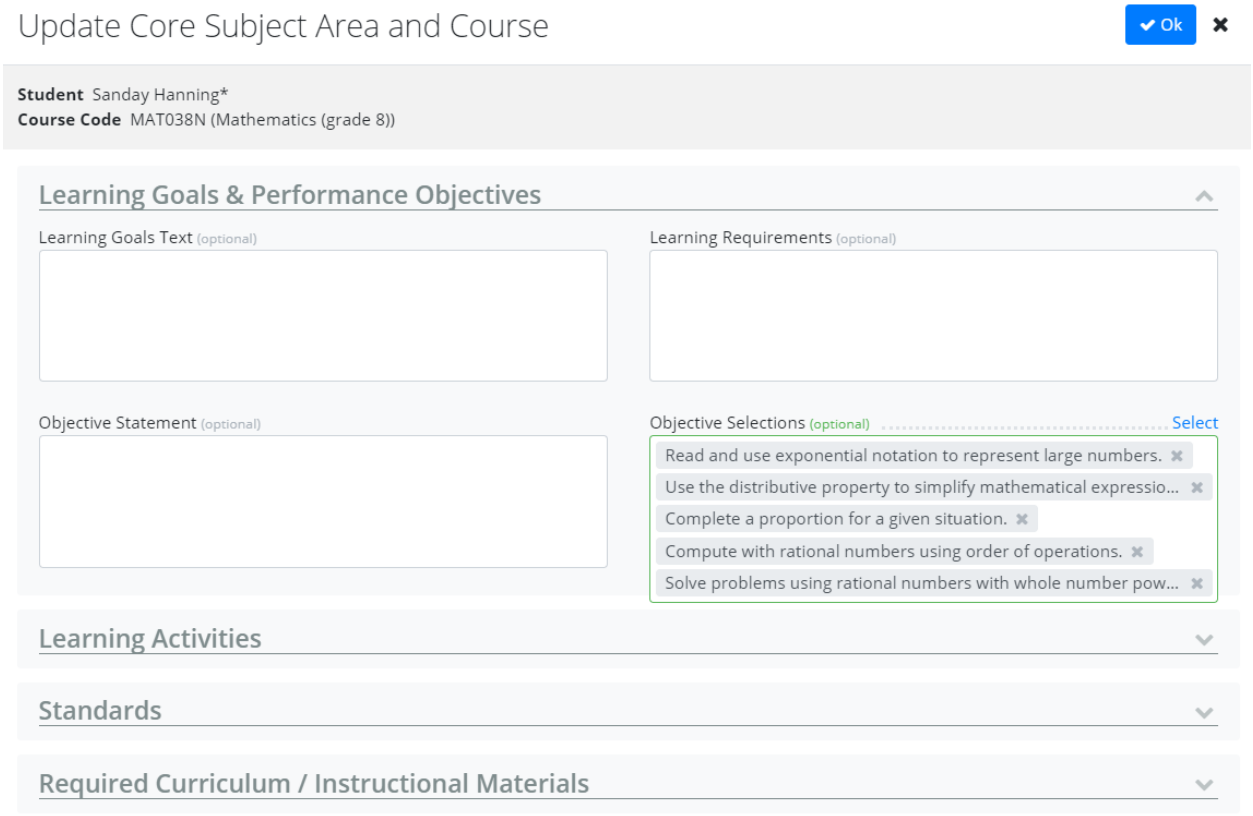
Dates/Times

Start Date/End Date: By default, these are set to the start and end dates for this Student Learning Plan, but can be updated as needed.

Average Hours Per Week: If an amount was set on the course, this will autofill based on that estimate of hours per week the student will devote to this course. This can be individualized for this student at this time if needed. If no hours were defined on the course, that can be set at this time. Some programs choose not to identify hours spent per course and this field can be left blank.

Participation Status: From this selectable list, you can indicate that a course is In Progress, Planned, Withdrawn, Dropped or Completed. If no selection is made, the system considers the course "in progress" based on start and stop dates.

Once all desired selections are made, click the "Ok" button at the top right corner to add the course to the plan. A new screen will open up titled "Update Core Subject Area and Course."



If a predefined Course was selected, all of the associated data has now been copied into this Subject/Course record for this student. It can be edited to meet their individualized needs.

If no Course was selected, all of the accompanying data can now be defined in this interface. To save changes, click “Ok” in the top right corner.

Once the course is all set and ready to go, it should be “approved.” This can be done on a course-by-course basis, using the row action gear at the right of each course and selecting “approve.” Or when all courses are complete, clicking “Approve All” at the top right. In addition, if you are just building the learning plan at the start of the year, you can skip this step and all courses will be marked as “approved” at the time the overall plan is approved.

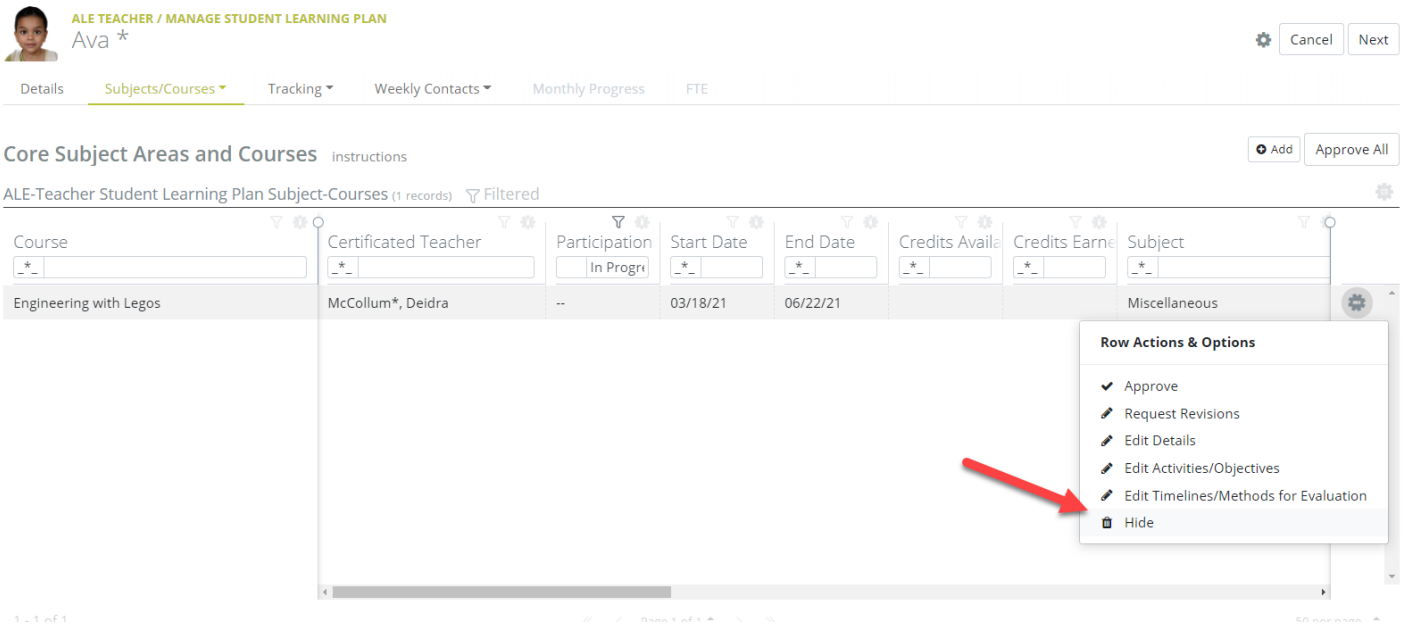
Continue adding courses as desired to the plan. Courses can be edited at any time by using the row action gear at the right of the course to select which section you would like to make edits to: Details, Activities/Objectives or Timelines/Methods for Evaluation.

*Note: Only the Certificated Teacher assigned to the SLP, any Supplemental Certificated Teachers assigned to the plan, or the Certificated Teacher who is assigned to teach that course can make edits to the course. All others will have “view only” rights.

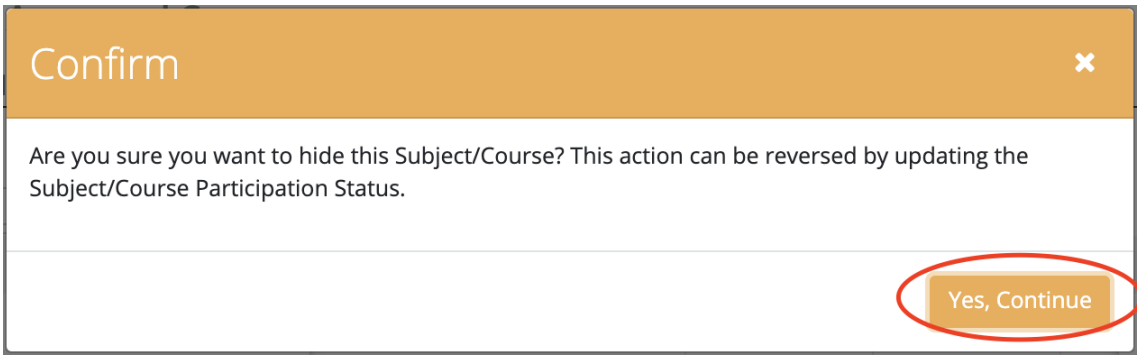
Hiding Subject/Course Records

In an attempt to ensure that no vital information is ever mistakenly deleted, a student learning plan's subject/course records can be "hidden," rather than be completely deleted.

In the Subject/Courses tab of the Student Learning Plan, click the row action gear associated with the record that you'd like to hide. Then select "Hide" from the menu.



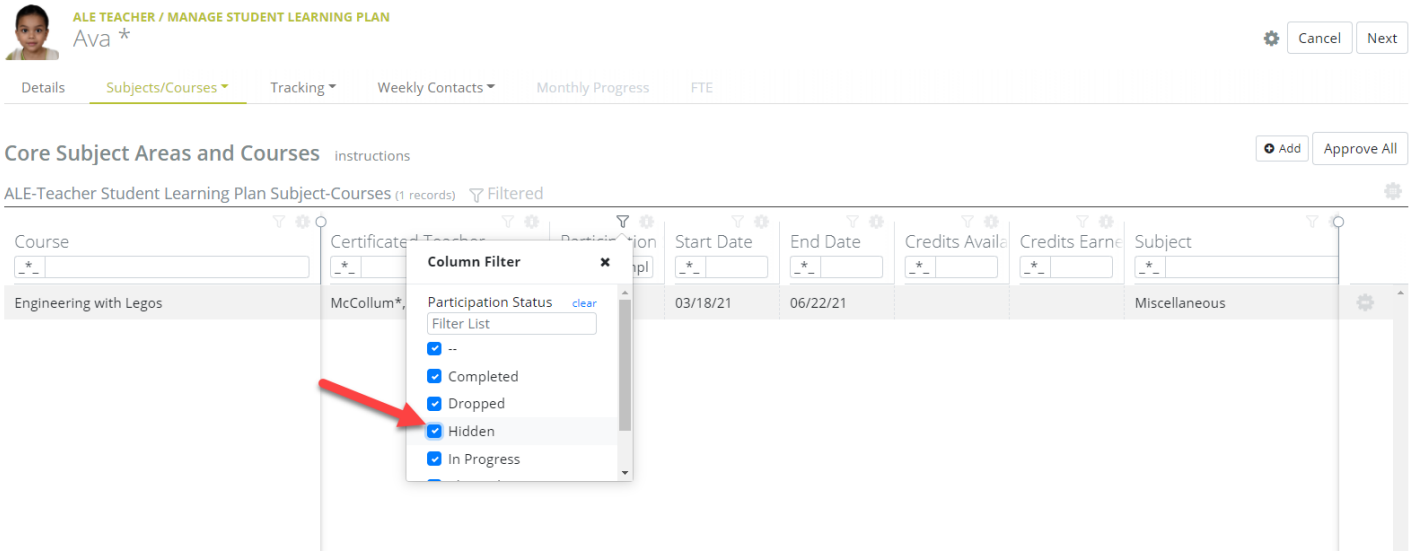
A warning flag will display, asking if you are sure you'd like to take this action.



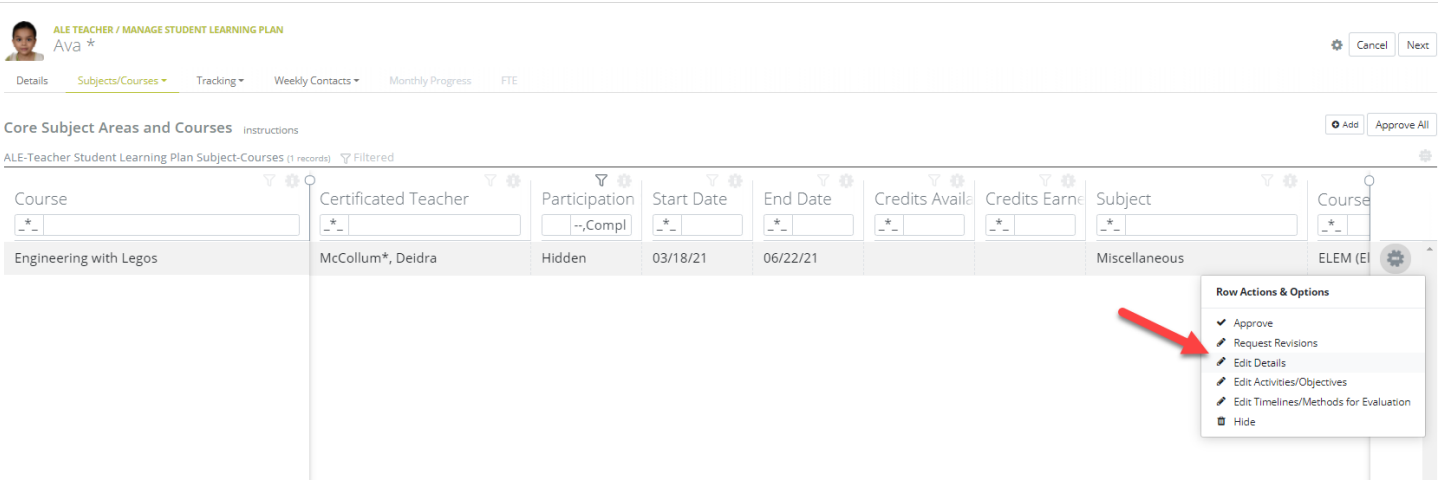
Once the "Hide" action is taken, the subject/course record will have a participation status of "Hidden." The subject/course record is never really deleted, only hidden from view. Courses with a participation status of "Hidden" will no longer be included in any Monthly Progress Review.

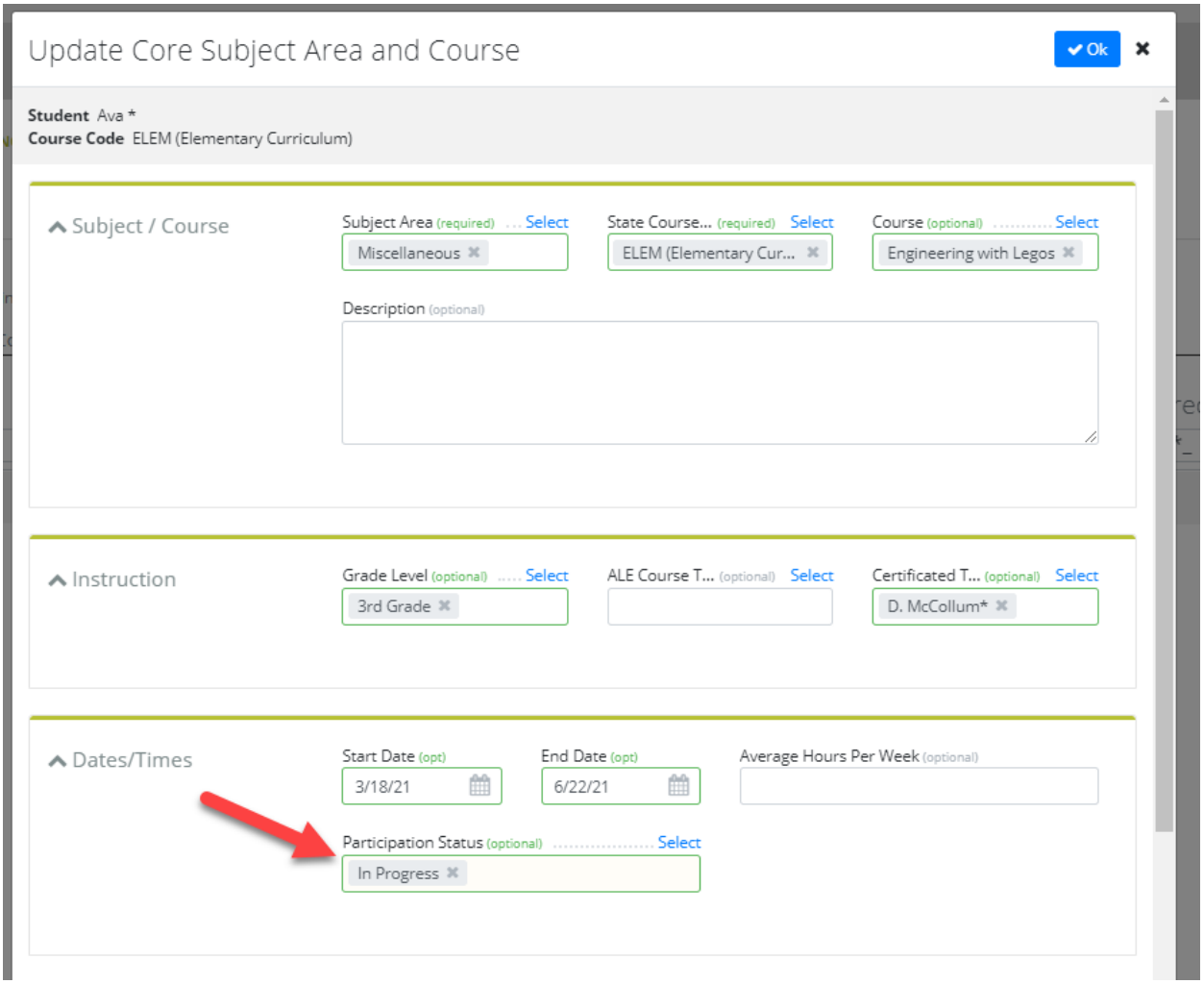
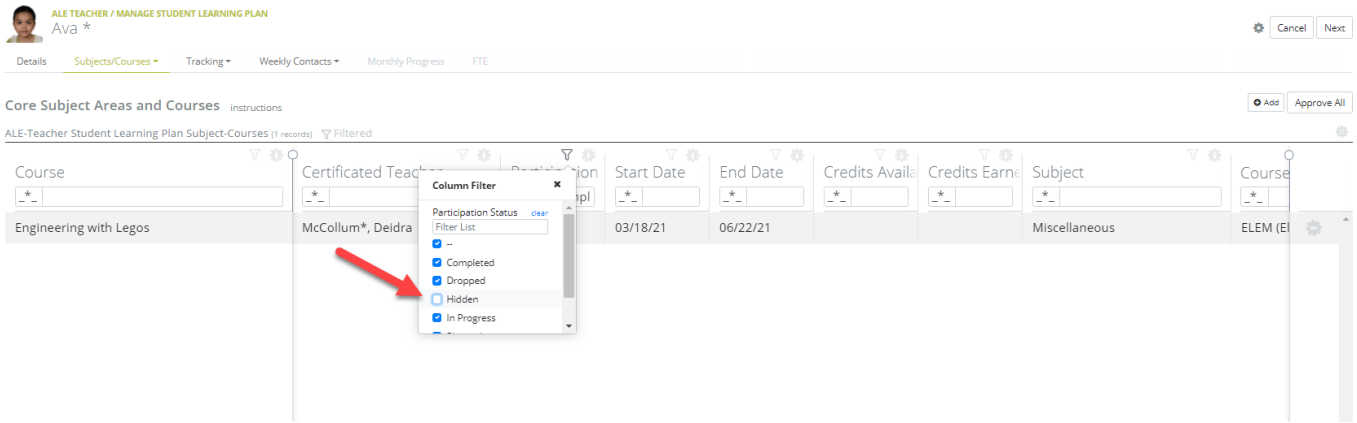
Subject/course records with a participation status of "Hidden" will be filtered from the subject/course table by default.

By using the "Participation Status" filter, they can be selected for display.



To restore this subject/course record, the Certificated Teacher who is assigned to this subject/course record or assigned to oversee the plan can choose Edit Details and then change the participation status to "In Progress" or Null (Blank) then updating the start/end dates.





After restoring the record, once again update the "Participation Status" filter so that records with a participation status of "Hidden" are not displayed.