

ALE Recording Monthly Progress V2

Each month, the certificated teacher overseeing each Student's Learning Plan must determine the student's progress. Ultimately, a Yes or No determination with a date assigned must be made. However, the ALE Application offers many tools that can be optionally used to assist the Certificated Teacher in making this determination.

Monthly Progress Determination per Class or Course

For groups of students participating in a Class or Course, the Certificated Teacher or Support Staff providing that instruction can, on a per-student, per-month basis, designate how well the student is progressing.

Monthly Progress by Class

To set monthly progress for students in one class:

1. A **Certificated Teacher** will go to **Courses/Classes**, then **My Current Classes** in the left navigation.
2. Click on the **Class Title** you want to enter progress for.
3. You will land on the **Monthly Progress** tab.
4. A **Support Staff** member will navigate to **Courses/Classes**, then select **My Classes** from the left navigation.
5. Once you locate the class you want to document progress for, click on the **Class Title** you want to enter progress for.
6. You will land on the **Monthly Progress** tab.

LE TEACHER / MANAGE CLASS
Academic Sign Language Cancel Nex

Details Standards Schedule Meetings Grades **Monthly Progress**

Monthly Progress instructions

Student Monthly Progress (4 records)

Student Name	Course Code	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Ratliff*, Janel	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set	<input type="checkbox"/> Set	<input type="checkbox"/> ✓	<input type="checkbox"/> Set
Higley*, Carley	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set
Riggs*, Hwa Yo...	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set
Ratliff*, Debby	American Sign L...	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✗	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> Set	<input type="checkbox"/> Set	<input type="checkbox"/> ✓	<input type="checkbox"/> Set

7. Here, either user can set a **Is Satisfactory?" (Yes/No)** for monthly progress for each student and/or enter a **text comment**. This can be done for one student at a time or en masse for a group.
8. This data will feed directly into the **Monthly Progress Report** for that student and month in the corresponding subject/course record.

Single Student

1. **Is Satisfactory? (Yes/No):** Click Set next to the corresponding month and student.
 - a. Once for **green (Yes)**
 - b. Twice for **red (No)**
 - c. Third time to return to **Set**
2. **Comment:** Click on the **paper icon** to the left of the **Set** button, and a text box will appear where a comment can be entered.

Group of Students

1. If you have the same designation and/or comment for a group of students, use the **check marks** at the left of student names to choose the students you wish to enter progress for. Select all students by clicking the check mark in the top-left corner.
2. Next, choose **Update Progress** from the **Select Row Actions** button in the top-right.

ALE TEACHER / MANAGE CLASS
Jedi Training

Details Schedule Meetings **Monthly Progress** Students Grades

Monthly Progress instructions

ALE Teacher Manage Class Monthly Progress (10 records)

Student Name	Course Code	November		October		September	
		Progress	Class Meetings Attended	Progress	Class Meetings Attended	Progress	Class Meetings Attended
<input checked="" type="checkbox"/> Federico	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	4/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	2/2
<input checked="" type="checkbox"/> *, Jaziah	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	1/2
<input checked="" type="checkbox"/> *, Natalie	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	3/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	2/2
<input checked="" type="checkbox"/> *, Phuong	Elementary Curriculu...	<input type="checkbox"/> Set	1/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	2/2
<input checked="" type="checkbox"/> *, Pulliam	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	4/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	2/2
<input checked="" type="checkbox"/> *, Sean-Mikeal	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	3/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	1/2
<input type="checkbox"/> *, Tija	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	3/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	2/2
<input type="checkbox"/> Aucoin*, Pablo	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	4/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	1/2
<input type="checkbox"/> Cunard*, Jovani	Elementary Curriculu...	<input type="checkbox"/> Set	2/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	4/4	<input type="checkbox"/> <input checked="" type="checkbox"/>	1/2

Update Progress

3. A form will appear to select the month for which you are recording progress. Indicate whether it is satisfactory (Yes/No) and/or enter a Comment that will be applied to all selected students.

ALE Class Monthly Progress Multi-Update Save X

Monthly Reporting

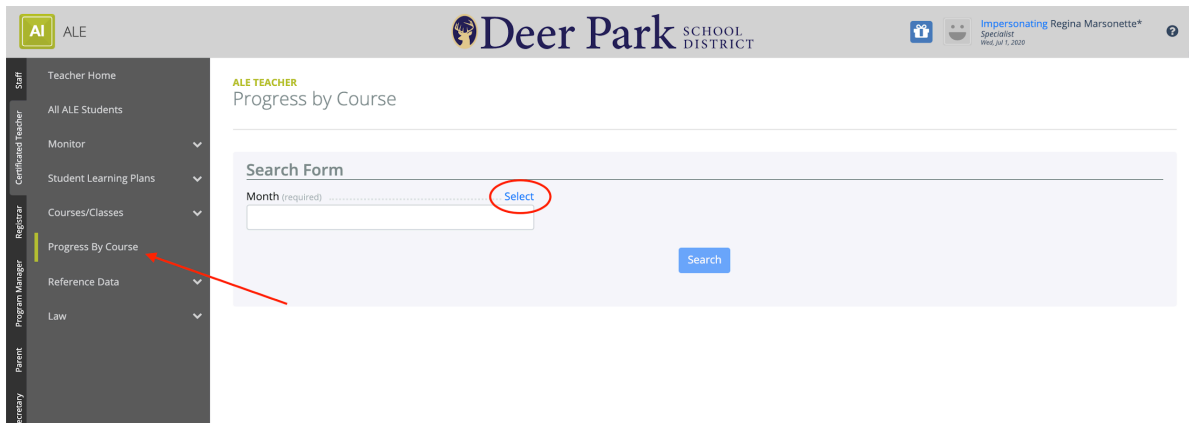
Month (required)Select

Is Satisfactory? (optional)

Comment (optional)

Monthly Progress by Course

1. In the left navigation, click **Progress by Course**, select the **Month** you'd like to enter progress for, and click **Search**.



2. The resulting list will include students whose Student Learning Plan lists you as the Certificated Teacher overseeing that course.

ALE Teacher Progress by Course

Search Form

Results

Ale Student Learning Plan Monthly Subject Course Progress Records (37 records) Filtered

Student	Certificated Teacher	Course	Is Satisfactory	Progress	Month
		Medical Office Procedures	Set		January 2020
		Miscellaneous—Other	Set		January 2020
		Miscellaneous—Other	Set		January 2020
		Miscellaneous—Other	Set		January 2020
		General Construction—Other	Set		January 2020
		Automotive Mechanics—Com...	Set		January 2020
		Computer Applications	Set		January 2020
		Restaurant Management and ...	Set		January 2020
		Pre-Engineering Technology	Set		January 2020
		Dental Science	Set		January 2020
		General Construction—Other	Set		January 2020

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- Sort the resulting list by student's **Last Name** by clicking on the top of the **Student** column or by **Course** by clicking on the top.
- Indicate whether the students progressed in the corresponding course during the month by marking **Is Satisfactory? (Yes/No)** and/or entering a **Comment**. This can be done for one student at a time or for a group en masse.

Single Student

- Is Satisfactory? (Yes/No):** Click on **Set** next to the corresponding month and student.
 - Once for **green (Yes)**
 - Twice for **red (No)**
 - Third time to return to **Set**

Course	Is Satisfactory	Progress	Month
Automotive Mechanics—Com...	Yes		January 2020
Automotive Mechanics—Com...	No		January 2020

- Comment:** Click on the **Row Action Gear** to the far right and select **Edit**. You will see a text box where you can enter your comment:

Edit Record

Update ✕

Monthly Subject Course Progress

Is Satisfactory (required)

False

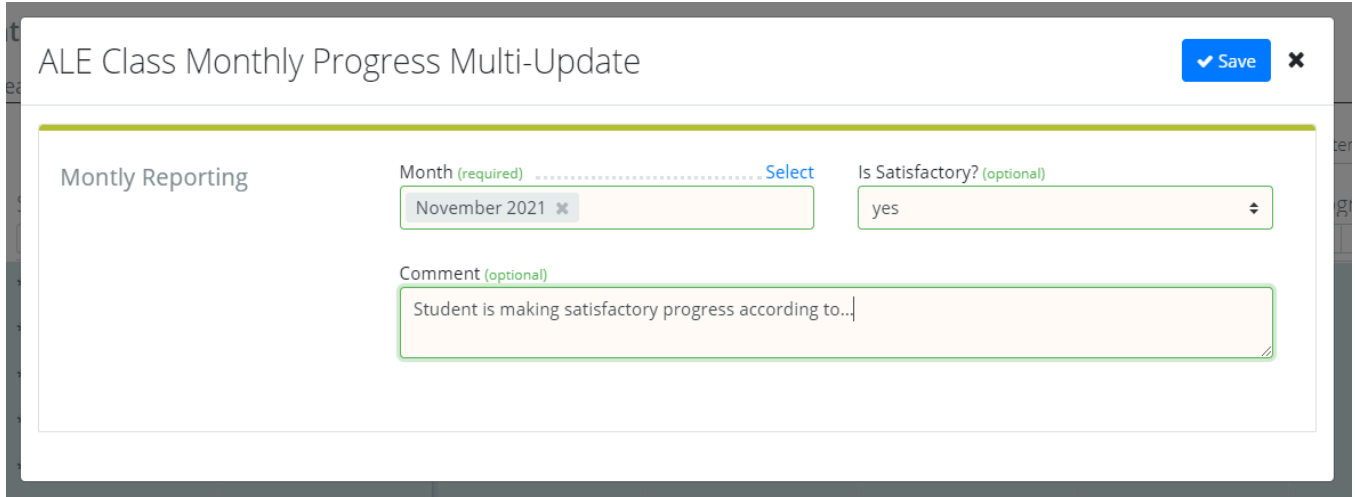
Progress (required)

Student didn't complete necessary coursework for satisfactory progress.

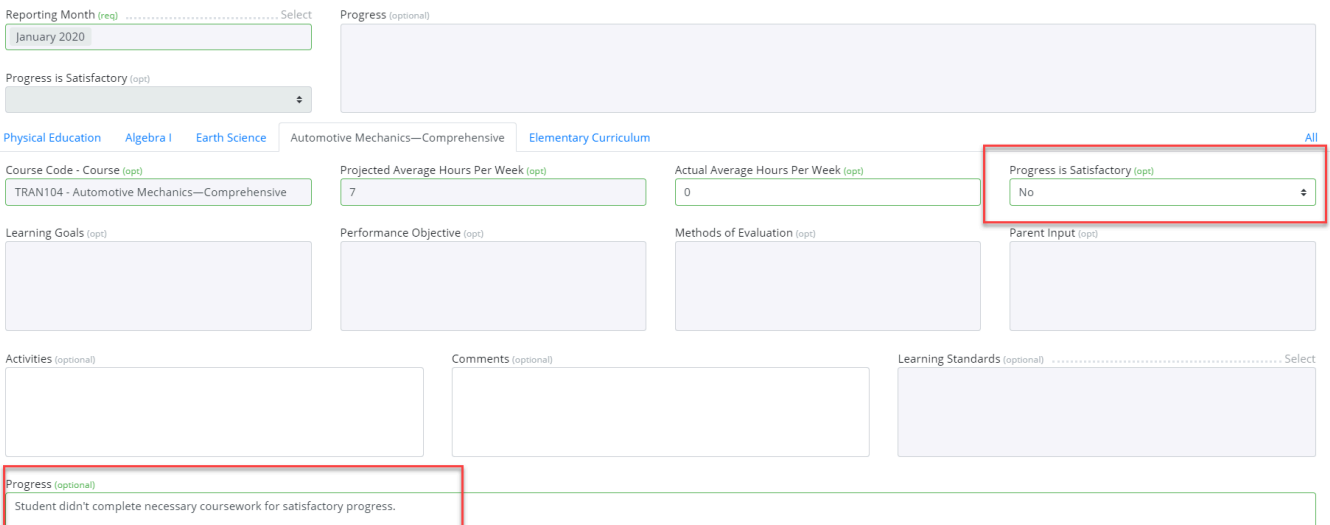
Group of Students:

- If you have the same designation and/or comment for a group of students, use the **check marks** at the left of student names to choose the students you wish to enter progress for. Select all students by clicking the check mark in the top-left corner.
- Next, choose **Update Progress** from the **Select Row Actions** button in the top-right.

- A form will appear to select the month for which you are recording progress. Indicate whether the progress **Is satisfactory (Yes/No)** and/or **Comment**. This will be applied to all selected students.



- Regardless of whether entered for a class or a course, both the **Is Satisfactory? (Yes/No)** and the **Comment** will be surfaced on the **Monthly Progress modal** for the selected month and corresponding course here:



Determining Overall Monthly Progress

There are two ways to access and record the overall Monthly Progress:

- Via each Student’s Learning Plan by clicking on the **Monthly Progress Tab**, selecting the correct **Month**, clicking on the corresponding **Row Action Gear**, and choosing **Record Monthly Progress**. You can also click on the name of the month.

Manage Student Learning Plan for Rand Altukoff*

[Details](#)
[Subjects/Courses](#)
[Schedule Classes](#)
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[Attendance](#)
[Weekly Contact](#)
Monthly Progress
[FTE](#)

Monthly Progress instructions

Monthly Activity and Progress Details (5 records)

Reporting Month	Progress Determination Made	Progress is Satisfactory
January 2020	No	
December 2019	No	
November 2019	No	
October 2019	No	
September 2019	No	

Row Actions & Options
Record Monthly Progress

- Utilize the **Monitor Monthly Progress** page in the left navigation, which will list for each of your students (as a certificated teacher) the **Month** and the following icons:




Monitor Monthly Progress instructions

Monitor Monthly Progress for Certificated Teacher (38 records)

Student Name	Jan	Dec	Nov	Oct	Sept

	No Progress determination has yet been made.
	Satisfactory Progress was recorded for the month.
	Unsatisfactory Progress was recorded for the month.

- From this interface, by clicking on the **cheddar triangle**, the corresponding **Monthly Progress** modal opens, and you can record progress for that student.
- To monitor parent input for **Monthly Progress**, click the **Action Gear icon** at the top of the column you want to view, then choose **Parent Input Status**. You will now see an additional column in your table displaying this data. The same three icons are used to convey the status of parent input for the month:

	Some data has been submitted, but progress has not been finalized.
	The parent has completed their input for the month and submitted it for your review.
	No input has yet been submitted for this month.

Using either method one or method two, you should now see:

Update monthly progress
Save
✕

Student [Redacted]
School Year 2019/20
Recording Date July 1, 2020

Reporting Month (req) Select

April 2020

Progress (optional)

Progress is Satisfactory (opt)

Algebra II
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
Miscellaneous—Other
All

Copy Project Hours to Actual Hours

MAT056 Algebra II

Parent Input (opt)	Student Input (opt)	Progress	Progress is Satisfactory (opt) <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
			Project... (opt) Actual ... (opt) <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 30px; text-align: center;">7</div> <div style="border: 1px solid #ccc; padding: 2px 5px; width: 30px; text-align: center;">0</div> </div>

MISC999 Miscellaneous—Other

Parent Input (opt)	Student Input (opt)	Progress	Progress is Satisfactory (opt) <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
			Project... (opt) Actual ... (opt)

1. You will see subpages (tabs) across the center of the screen, each representing a subject/course record on the student's plan.
 - a. The logic used to determine which courses are included here is as follows:
 - i. Courses with pending or planned participation status are never displayed.
 - ii. If you are viewing the current month, any subject course that does not have an end date before today has a participation status of In Progress or null (blank).
 - iii. If viewing for a previous month, any subject course with a start date less than or equal to the last day of that month and with an end date after the first of that month, with a participation status of null (blank), in progress, withdrawn, completed, or dropped.

- This initial view is the “quick” view, where the text boxes down the left-hand side currently display any parent-entered feedback for monthly progress, and the yes/no boxes down the right-hand side will display (or can be used to make) monthly progress determinations for each subject/course the student is enrolled in.
- In addition, the progress history for a single course can be viewed in a table by clicking on the **History Tab** at the far right and selecting a course:

Update monthly progress Save ✕

Student: Reynold * School Year: 2020/21 Recording Date: March 4, 2021

Reporting Month (req) Select

Progress (optional)

Progress is Satisfactory (opt)

Parent Received Progress Determination
 Monthly Progress Reviewed with Student

Parent Comments (optional)

Parent Acknowledgement Date (opt)

[Math 3rd grade](#)
 [Language Arts/Reading 3rd Grade](#)
 [Guitar \(Year 1\)](#)
 [Let's Get Messy](#)
 [Space Cadets - Astronaut Training](#)
 [Guitar \(Year 1\)](#)
 [Super Concoctions & Experiments](#)
 [History](#)
 [All](#)

ELEM Math 3rd grade
 Parent Input (opt)
 Student Input (opt)
 Progress

- The table will be displayed in the bottom half of the screen:

ALE Course History (5 records)

Month	Is Satisfactory	Progress
October	Yes	Student has successfully completed all required goals for the month with at least 70% accuracy or higher.
November	Yes	Student has successfully completed all required goals for the month with at least 70% accuracy or higher.
December	Yes	Student completed review 7 and 8 this month. Student has successfully completed all required goals for the month with at least 70% accuracy or higher.
January	Yes	Student completed lessons 9-10 for the month in math. Student has successfully completed all required goals for the month with at least 90% accuracy or higher.
February	Yes	Student completed lessons 11-12 this month in math. Student has successfully completed all required goals for the month with at least 70% accuracy or higher.

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- Clicking the course name tabs in the middle of the modal opens a view that displays all data associated with that course, including comments recorded by the teacher for this course or any classes associated with it.

Update monthly progress Save

Student [Redacted] School Year 2019/20 Recording Date July 1, 2020

Reporting Month (req) April 2020 Progress (optional)

Progress is Satisfactory (opt) [Dropdown]

Algebra II Miscellaneous—Other Miscellaneous—Other Miscellaneous—Other Miscellaneous—Other Miscellaneous—Other Miscellaneous—Other All

Course Code - Course (opt) MAT056 - Algebra II Projected Average Hours Per Week (opt) 7 Actual Average Hours Per Week (opt) 0 Progress is Satisfactory (opt) [Dropdown]

Learning Goals (optional) Performance Objective (optional) Methods of Evaluation (optional)

Student will be evaluated in these areas:
Weekly evaluation is based on student successfully meeting with teacher during direct personal contact and completing all work required for this course each week according to the class syllabus.

Parent Input (optional) Student Input (optional)

6. If desired, you can make additional notes and comments and/or designate progress on a per-course basis here.
7. To determine **Overall Progress**, select **Yes** or **No** using the drop-down selector below. **Progress is Satisfactory**. Record overall progress comments in the **Monthly Progress** text box, then click **Save**.
8. Depending on your interface (in the SLP or on the Monitor screen), the corresponding icon should now update to reflect your selection.

Monthly Progress instructions

Monthly Activity and Progress Details (5 records)

Reporting Month	Progress Determination Made	Progress is Satisfactory
January 2020	✔ Yes	✔ satisfactory
December 2019	✔ Yes	✔ satisfactory
November 2019	✔ Yes	✔ satisfactory
October 2019	✔ Yes	✔ satisfactory
September 2019	✔ Yes	✔ satisfactory

Additional Notes:

- The recording date for the monthly progress is captured only when the overall progress determination is made. No other edits or input in the monthly progress review form will change or capture the recording date.
- Once monthly progress has been recorded, progress by course or class can no longer be added/edited in the group interfaces, nor can parent input be modified or added.
- The Monthly Progress interface can now be configured per district to hide/show which form elements are applicable, so your view may differ from the screenshots above based on those settings.