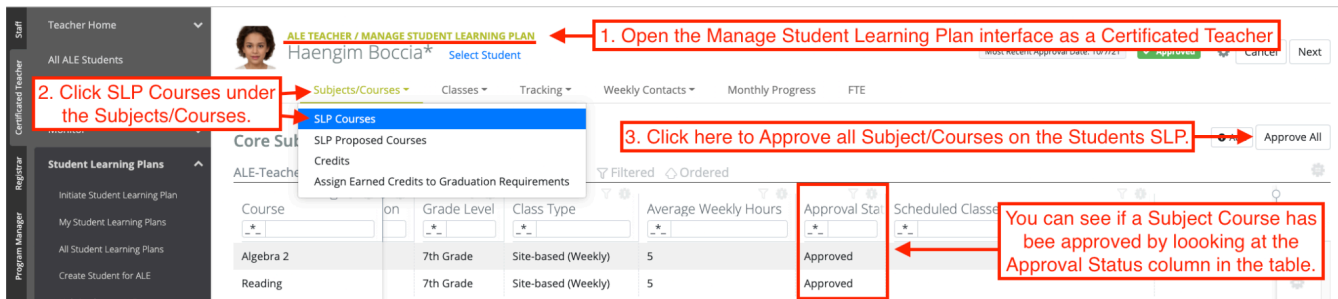


ALE Application: Approving Subject/Courses

Only a Certificated Teacher can approve Subjects/Courses on SLPs.

1. Open the **Manage Student Learning Plan** interface for the SLP in which you want to approve the Subject/Course(s).
2. In the Page Navigation, Click **Subjects/Courses >> SLP Courses**. This will open the Core Subject Areas and Courses table and page. (Depending on how you opened the Manage SLP interface, you may already be there)
3. To approve all Subjects/Courses click **Approve All** on the top right side of the table.



1. Open the Manage Student Learning Plan interface as a Certificated Teacher

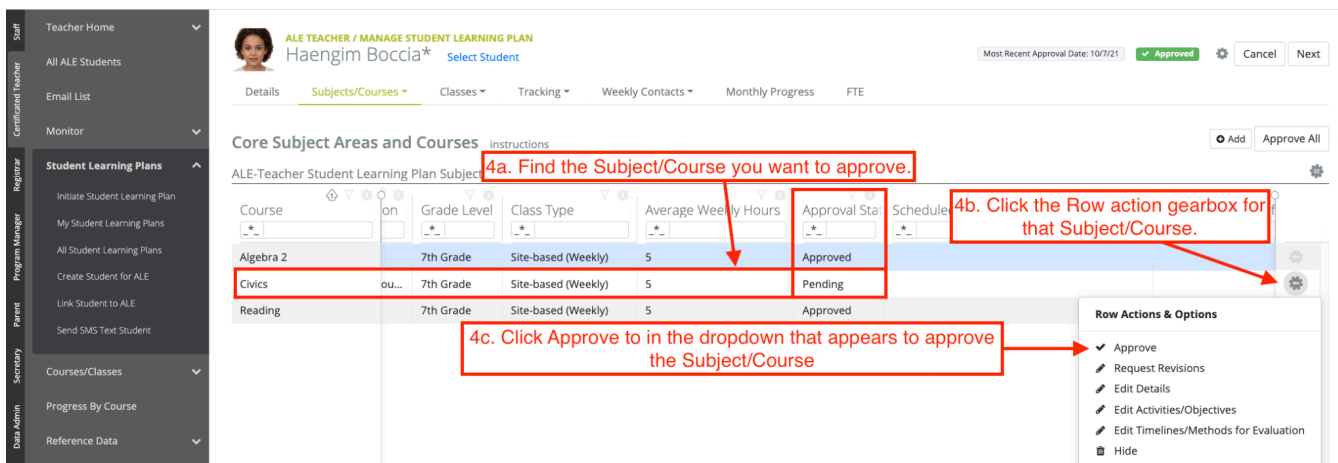
2. Click SLP Courses under the Subjects/Courses.

3. Click here to Approve all Subject/Courses on the Students SLP

You can see if a Subject Course has been approved by looking at the Approval Status column in the table.

Course	Grade Level	Class Type	Average Weekly Hours	Approval Status	Scheduled Class
Algebra 2	7th Grade	Site-based (Weekly)	5	Approved	
Reading	7th Grade	Site-based (Weekly)	5	Approved	

4. To approve a Single Subject/Course:
 - a. Find the **Subject/Course** you want to approve in the table.
 - b. Click the **Row Action** gear for that Subject/Course.
 - c. Click **Approve** in the dropdown that appears. **Note:** The **Approve Row Action** will not show up if the Subject/Course is already approved or if you are not a Certificated Teacher on the SLP or Subject/Course.



4a. Find the Subject/Course you want to approve.

4b. Click the Row action gearbox for that Subject/Course.

4c. Click Approve to in the dropdown that appears to approve the Subject/Course

Course	Grade Level	Class Type	Average Weekly Hours	Approval Status	Schedule
Algebra 2	7th Grade	Site-based (Weekly)	5	Approved	
Civics	7th Grade	Site-based (Weekly)	5	Pending	
Reading	7th Grade	Site-based (Weekly)	5	Approved	

Row Actions & Options

- ✓ Approve
- ✎ Request Revisions
- ✎ Edit Details
- ✎ Edit Activities/Objectives
- ✎ Edit Timelines/Methods for Evaluation
- 🔒 Hide