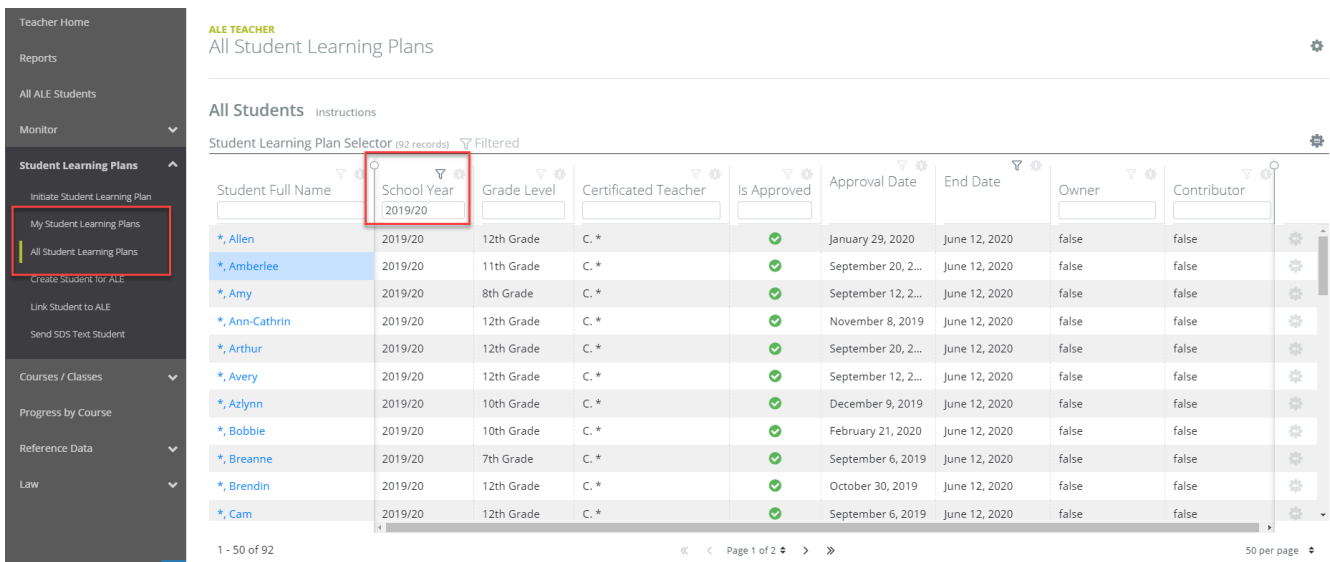


ALE Adding or Hiding Subject/Course Records on the Student Learning Plan V2

Once a Student Learning Plan (SLP) has been “Initiated” and the Details tab has been filled out, the plan is ready for the Certificated Teacher to add courses.

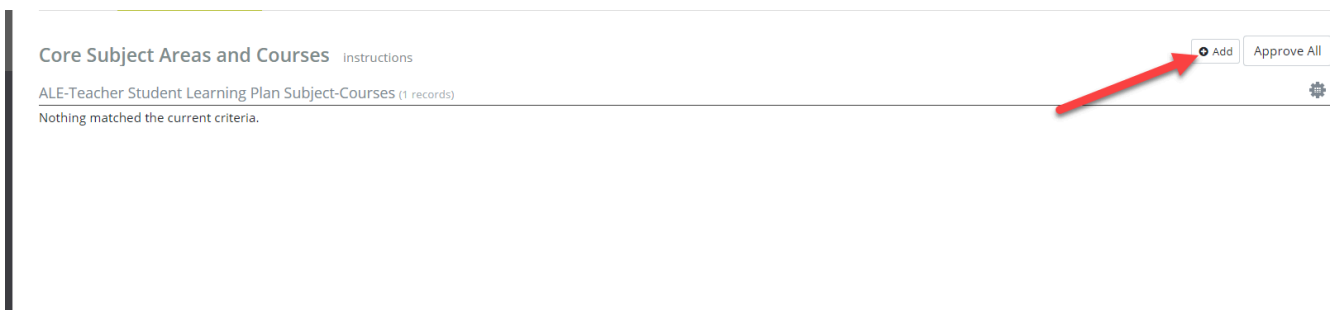
Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/1500004469242>

1. Student Learning Plans will be visible in both the **All Student Learning Plans** and **My Student Learning Plans** lists for the assigned Certificated Teacher.
2. Both lists have a default filter that shows only the current year’s plans, so this may need to be toggled to see plans for the upcoming school year.



Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
*, Allen	2019/20	12th Grade	C. *	✓	January 29, 2020	June 12, 2020	false	false
*, Amberlee	2019/20	11th Grade	C. *	✓	September 20, 2...	June 12, 2020	false	false
*, Amy	2019/20	8th Grade	C. *	✓	September 12, 2...	June 12, 2020	false	false
*, Ann-Cathrin	2019/20	12th Grade	C. *	✓	November 8, 2019	June 12, 2020	false	false
*, Arthur	2019/20	12th Grade	C. *	✓	September 20, 2...	June 12, 2020	false	false
*, Avery	2019/20	12th Grade	C. *	✓	September 12, 2...	June 12, 2020	false	false
*, Azlynn	2019/20	10th Grade	C. *	✓	December 9, 2019	June 12, 2020	false	false
*, Bobbie	2019/20	10th Grade	C. *	✓	February 21, 2020	June 12, 2020	false	false
*, Breanne	2019/20	7th Grade	C. *	✓	September 6, 2019	June 12, 2020	false	false
*, Brendin	2019/20	12th Grade	C. *	✓	October 30, 2019	June 12, 2020	false	false
*, Cam	2019/20	12th Grade	C. *	✓	September 6, 2019	June 12, 2020	false	false

3. To **edit** a plan, click on the **student’s name**.
4. You will land on the **Subjects/Courses Tab** under **SLP Courses**.
5. Click the **Add** button in the upper right corner to add the first course.



Core Subject Areas and Courses Instructions

ALE-Teacher Student Learning Plan Subject-Courses (1 records)

Nothing matched the current criteria.

Add Approve All

6. The following box will appear for selecting options to add a course to the plan.

Add Core Subject Area and Course to Student Learning Plan
✓ Validate
✕

Student Thomas Allen

^ Subject / Course
Course Template (optional) [Select](#)
Course Title (required)

Subject Area (required) [Select](#)

State Course Code (required) [Select](#)

Description (optional)

a. In the **Subject/Course** section:

- i. **Course Template** (optional) If you have a predefined course template in your course catalog, you can select a course, which automatically backfills the corresponding **subject area** and **state course code** if defined in the course.
 1. 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, even if there is no associated “course” in your catalog.
- ii. **Course Title** (required)
- iii. **Subject Area** (required) From a selectable list, you may choose one of the State Subject Areas defined by the OSPI CEDARs manual.
- iv. **State Course Code** (required) 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.
- v. **Description** (optional)

b. In the **Instruction** section:

Instruction
^

Grade Level (optional) [Select](#)

10th Grade ✕

ALE Class Type (optional) [Select](#)

Site-based (Weekly) ✕

Certificated Teacher (optional) [Select](#)

Teresa McClintic ✕

- i. **Grade Level:** This defaults to the student's enrolled grade level, but can be manually changed to accommodate students studying a particular course outside their grade level.
- ii. **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 default if that is helpful for your program.
- iii. **Certificated Teacher:** If a Certificated Teacher was designated on the Course record and a Course was added to this plan, the teacher will be displayed. If no course was chosen or a

Certificated Teacher was not associated with that course, the default is the Certificated Teacher assigned to the plan. In either case, it can be edited as needed.

- c. In the **Dates/Times** section:
 - i. **Start Date/End Date:** By default, these are set to this Student Learning Plan's start and end dates, but can be updated as needed.
 - ii. **Average Hours Per Week:** If an amount was set for the course, it will autofill based on the estimated hours per week the student will devote to it. This can be individualized for this student at this time if needed. If no hours were defined on the course, they can be set now. Some programs choose not to identify hours spent per course; this field can be left blank.
 - iii. **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.

7. Once all desired selections are made, click the **OK** button in the top-right corner to add the course to the plan. A new screen titled **Update Core Subject Area and Course**.

Update Core Subject Area and Course
✓ Ok ✕

Student Sanday Hanning*

Course Code MAT038N (Mathematics (grade 8))

Learning Goals & Performance Objectives ^

Learning Goals Text (optional)

Learning Requirements (optional)

Objective Statement (optional)

Objective Selections (optional) Select

Read and use exponential notation to represent large numbers. ✕

Use the distributive property to simplify mathematical expressio... ✕

Complete a proportion for a given situation. ✕

Compute with rational numbers using order of operations. ✕

Solve problems using rational numbers with whole number pow... ✕

Learning Activities v

Standards v

Required Curriculum / Instructional Materials v

8. 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.
9. This interface can now define the accompanying data if no Course was selected. To save changes, click **OK** in the top-right corner.
10. Once the course is ready, it should be **Approved**. This can be done course-by-course, using the **Row Action gear** at the right of each course and selecting **Approve**. Or when all courses are complete, click

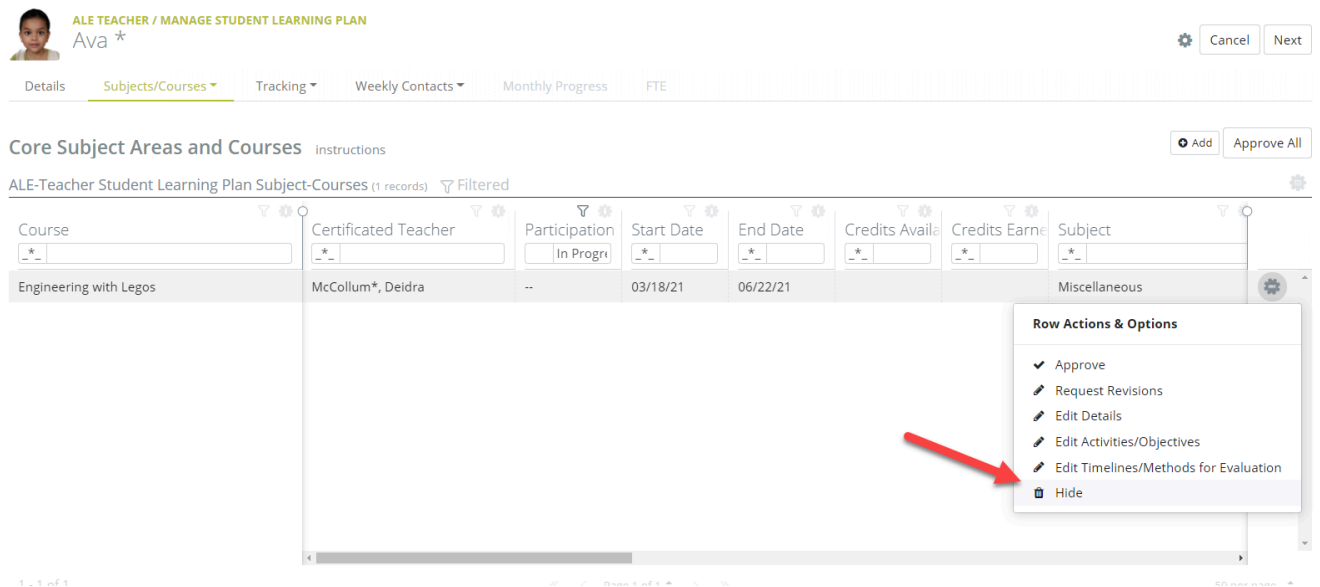
Approve All at the top right. If you are just building the learning plan at the start of the year, you can skip this step, and all courses will be marked as “approved” when the overall plan is approved.

11. Continue adding courses to the plan as desired.
12. Courses can be **edited at** any time using the **Row Action gear** at the right of the course to select which section you want to edit: **Details, Activities/Objectives, or Timelines/Methods for Evaluation**.
 - a. Only the Certificated Teacher assigned to the SLP, any Supplemental Certificated Teachers assigned to the plan, or the Certificated Teacher assigned to teach that course can make edits to the course. All others will have **view-only** rights.

Hiding Subject/Course Records

A student's learning plan's subject/course records can be hidden rather than completely deleted to ensure that no vital information is ever mistakenly deleted.

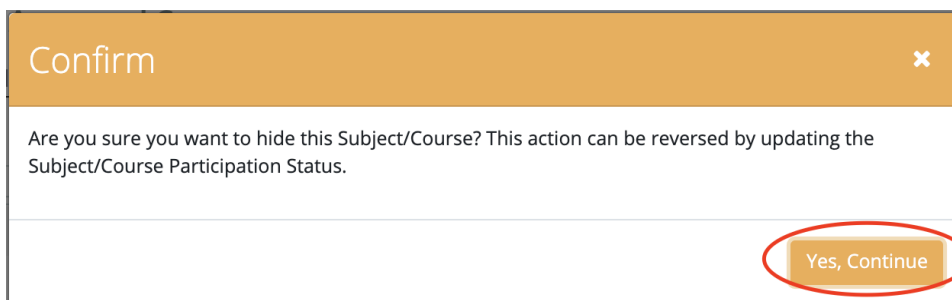
1. In the **Subject/Courses Tab** of the Student Learning Plan, click the **Row Action gear** associated with the record you'd like to hide. Then select **Hide** from the menu.



The screenshot shows the 'ALE TEACHER / MANAGE STUDENT LEARNING PLAN' interface for student 'Ava *'. The 'Subjects/Courses' tab is active. Below the navigation tabs, there's a section for 'Core Subject Areas and Courses' with an 'Add' button and an 'Approve All' button. A table displays one record for 'Engineering with Legos' taught by 'McColum*, Deidra'. A gear icon (Row Action) is visible at the end of the row. A dropdown menu is open, showing options: 'Approve', 'Request Revisions', 'Edit Details', 'Edit Activities/Objectives', 'Edit Timelines/Methods for Evaluation', and 'Hide'. A red arrow points to the 'Hide' option.

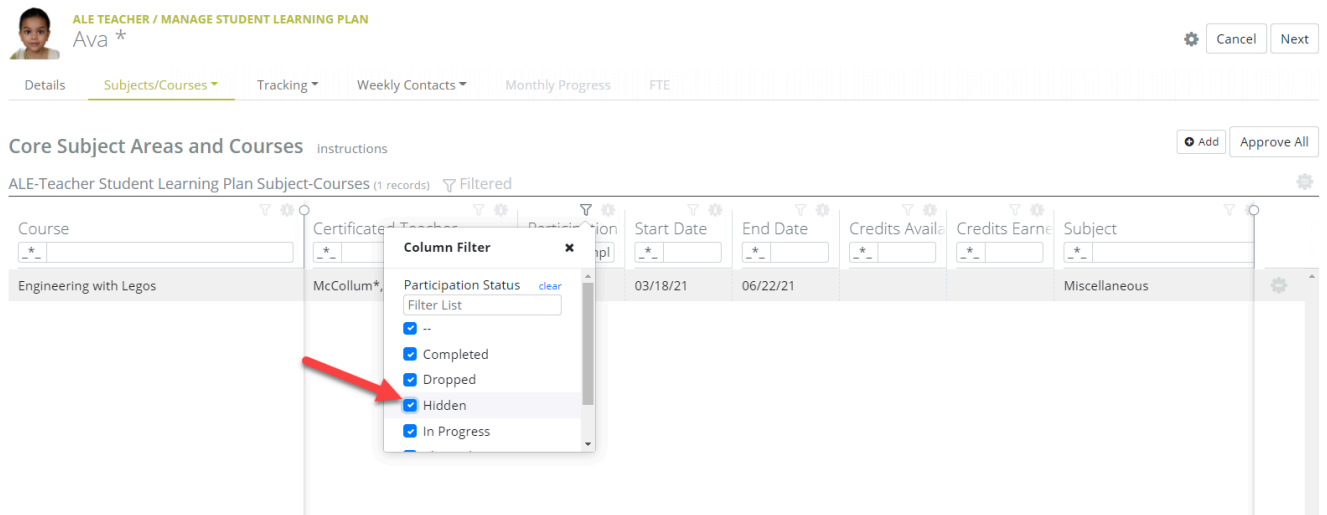
Course	Certificated Teacher	Participation	Start Date	End Date	Credits Avail	Credits Earn	Subject
Engineering with Legos	McColum*, Deidra	In Progre	03/18/21	06/22/21			Miscellaneous

2. A warning flag will appear, asking if you are sure you want to take this action.



The dialog box has a title bar 'Confirm' with a close button (X). The main text reads: 'Are you sure you want to hide this Subject/Course? This action can be reversed by updating the Subject/Course Participation Status.' At the bottom right, there is a button labeled 'Yes, Continue' which is circled in red.

3. Once the **Hide** action is taken, the subject/course record will have a participation status of **Hidden**. The subject/course record is never deleted, only hidden from view.
 - a. Courses with a **Hidden** participation status will no longer be included in any Monthly Progress Review.
4. Subject/course records with a **Hidden** participation status will be filtered from the subject/course table by default. By using the **Participation Status** filter, they can be selected for display.



ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Ava *

Details Subjects/Courses Tracking Weekly Contacts Monthly Progress FTE

Core Subject Areas and Courses instructions Add Approve All

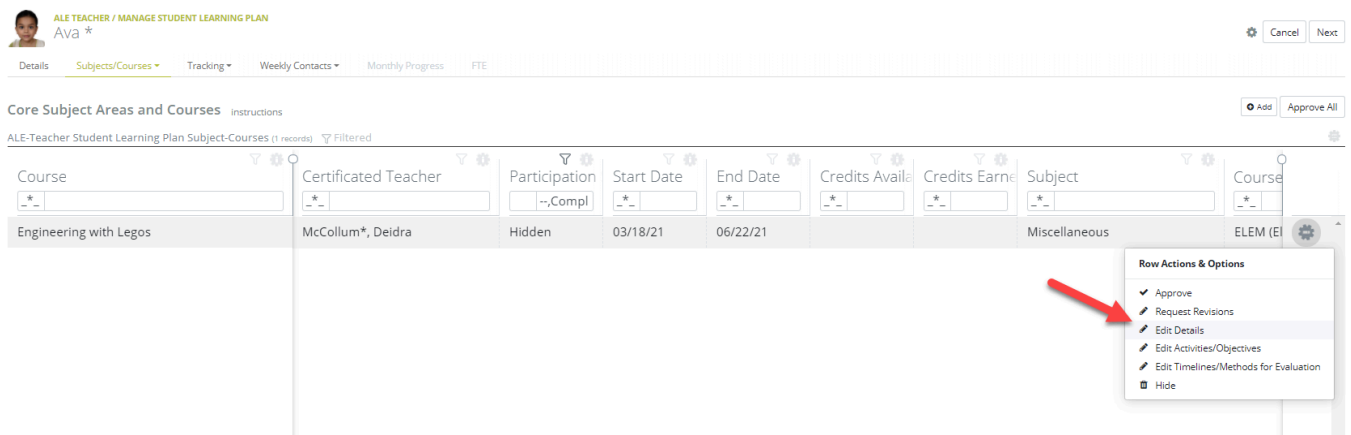
ALE-Teacher Student Learning Plan Subject-Courses (1 records) Filtered

Course	Certificated Teacher	Participation	Start Date	End Date	Credits Availa	Credits Earned	Subject
Engineering with Legos	McCollum*	Hidden	03/18/21	06/22/21			Miscellaneous

Column Filter

- Participation Status clear
- Filter List
-
- Completed
- Dropped
- Hidden
- In Progress

5. To restore this subject/course record, the Certificated Teacher assigned to this record, or the person overseeing the plan, can choose **Edit Details**, change the participation status to **In Progress** or **Null (Blank)**, and update the start/end dates.



ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Ava *

Details Subjects/Courses Tracking Weekly Contacts Monthly Progress FTE

Core Subject Areas and Courses instructions Add Approve All

ALE-Teacher Student Learning Plan Subject-Courses (1 records) Filtered

Course	Certificated Teacher	Participation	Start Date	End Date	Credits Availa	Credits Earned	Subject	Course
Engineering with Legos	McCollum*, Deidra	Hidden	03/18/21	06/22/21			Miscellaneous	ELEM (E)

Row Actions & Options

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

Update Core Subject Area and Course Ok

Student: Ava *
Course Code: ELEM (Elementary Curriculum)

Subject / Course

Subject Area (required) Select State Course... (required) Select Course (optional) Select

Miscellaneous ✕ ELEM (Elementary Cur... ✕ Engineering with Legos ✕

Description (optional)

Instruction

Grade Level (optional) Select ALE Course T... (optional) Select Certificated T... (optional) Select

3rd Grade ✕ D, McCollum* ✕

Dates/Times

Start Date (opt) 3/18/21 End Date (opt) 6/22/21 Average Hours Per Week (optional)

Participation Status (optional) Select

In Progress ✕

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

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Ava *

Details Subjects/Courses Tracking Weekly Contacts Monthly Progress FTE

Core Subject Areas and Courses instructions Add Approve All

ALE-Teacher Student Learning Plan Subject-Courses (1 records) Filtered

Course	Certificated Teacher	Start Date	End Date	Credits Available	Credits Earned	Subject	Course
Engineering with Legos	McCullum*, Deidra	03/18/21	06/22/21			Miscellaneous	ELEM (E

Column Filter

Participation Status clear

Filter List

-
- Completed
- Dropped
- Hidden
- In Progress