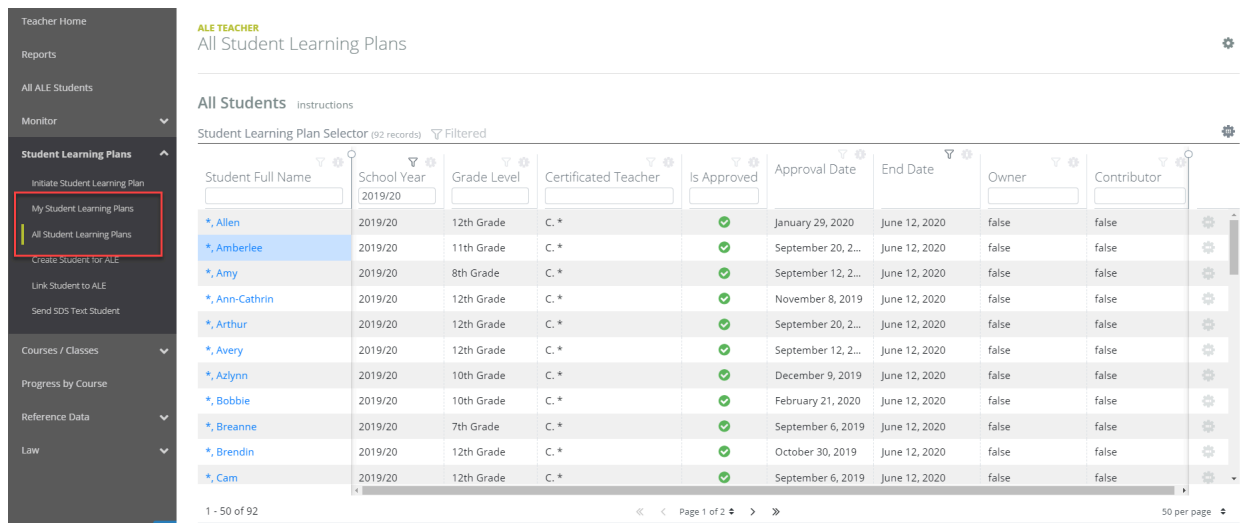


## ALE Awarding Grades/Credits to a Course/Class V2

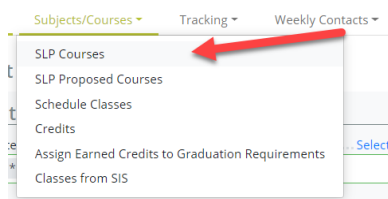
Once a student has completed a course, or even at mid-term, Grades and/or Credits can be awarded for that particular Course.

1. First, open the **Student Learning Plan** you would like to edit by locating the student on the **All Student Learning Plans** or **My Student Learning Plans** pages.

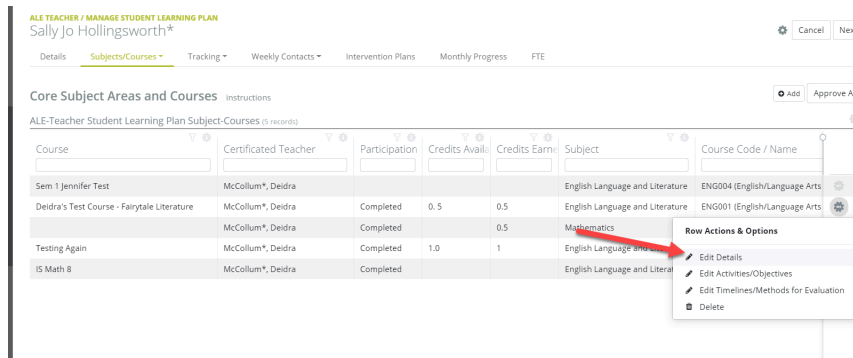


Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
*, Allen	2019/20	12th Grade	C.*	✓	January 29, 2020	June 12, 2020	false	false
*, Amberlee	2019/20	11th Grade	C.*	✓	September 20, 2...	June 12, 2020	false	false
*, Amy	2019/20	8th Grade	C.*	✓	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

2. To **edit** a plan, click on the **student's name**. You will land on the **Details Tab**.
3. Click on the **Subjects/Courses Tab** and select **SLP Courses**.

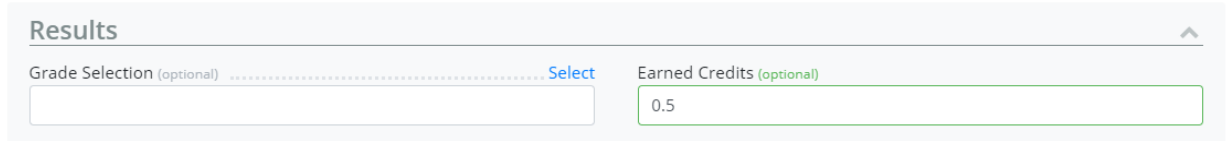


4. From the list of courses, choose the course you would like to award Grades/Credits for, and using the **Row Action gear**, choose **Edit Details**.



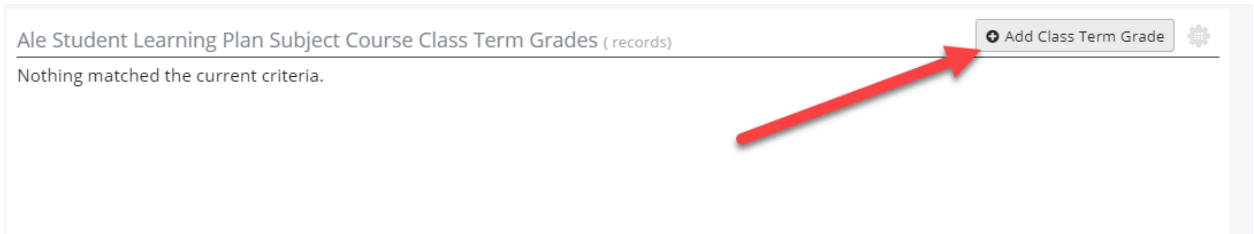
Course	Certificated Teacher	Participation	Credits Avail	Credits Earn	Subject	Course Code / Name
Sem 1 Jennifer Test	McCollum*, Deidra				English Language and Literature	ENG004 (English/Language Arts)
Deidra's Test Course - Fairytale Literature	McCollum*, Deidra	Completed	0.5	0.5	English Language and Literature	ENG001 (English/Language Arts)
Mathematics	McCollum*, Deidra	Completed	0.5	0.5	Mathematics	
Testing Again	McCollum*, Deidra	Completed	1.0	1	English Language and Literature	
IS Math 8	McCollum*, Deidra	Completed			English Language and Literature	

5. You will see the **Results** section at the bottom of the next screen.
6. The first decision is whether you need to assign overall grades/credits for the entire course or whether you will assign grades/credits per term (i.e., for the first and second semesters, for example)
  - a. **Awarding an Overall Grade/Credits for the Course:** If you are awarding a single overall grade for the course, use the top two fields.



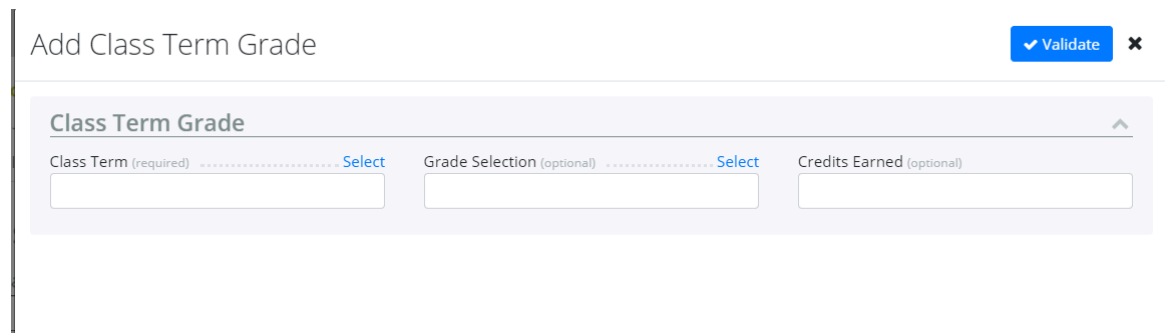
The screenshot shows a 'Results' section with two input fields. The first field is labeled 'Grade Selection (optional)' and has a 'Select' button next to it. The second field is labeled 'Earned Credits (optional)' and contains the value '0.5'.

- i. **Grade Selection:** This field only becomes available when the course participation status is updated to “Completed.” This selector lets you choose the course grade from a list.
  - ii. **Earned Credits:** If this were a predefined Course that was added to the SLP, and a value was recorded in the “Credits Available” field on that Course, that value will automatically display here when the Course Participation Status is marked as “Completed.” It can be edited as needed at that time, or manually entered if no predefined value is displayed (Note: If the earned credit is < 1, you must enter a “0” before the decimal point).
- b. **Awarding Grades/Credits per Term for the Course:** If you work on a more term-based system and would like to award grades and credits for each term, you can use the **Add Class Term Grades** button at the bottom right of the **Results** section.



The screenshot shows a table header 'Ale Student Learning Plan Subject Course Class Term Grades ( records)' and a message 'Nothing matched the current criteria.' A red arrow points to a button labeled 'Add Class Term Grade' with a gear icon.

- i. This can be done at any time, regardless of the Course Participation Status. This allows a course to remain In Progress throughout the school year, with Grades/Credits awarded after the completion of each term.
- ii. The following form will appear where you may choose the **Class Term, Grade, and/or Credits Earned.**



The screenshot shows a form titled 'Add Class Term Grade' with a 'Validate' button. Below the title is a 'Class Term Grade' section with three input fields: 'Class Term (required)' with a 'Select' button, 'Grade Selection (optional)' with a 'Select' button, and 'Credits Earned (optional)'.

- iii. Once entered, the recorded grades and/or credits will be displayed in a table at the bottom of the results section.

Ale Student Learning Plan Subject Course Class Term Grades (1 records)

+ Add Class Term Grade ⚙

Class Term	Credits Earned	Grade Selection
S1	0.5	C

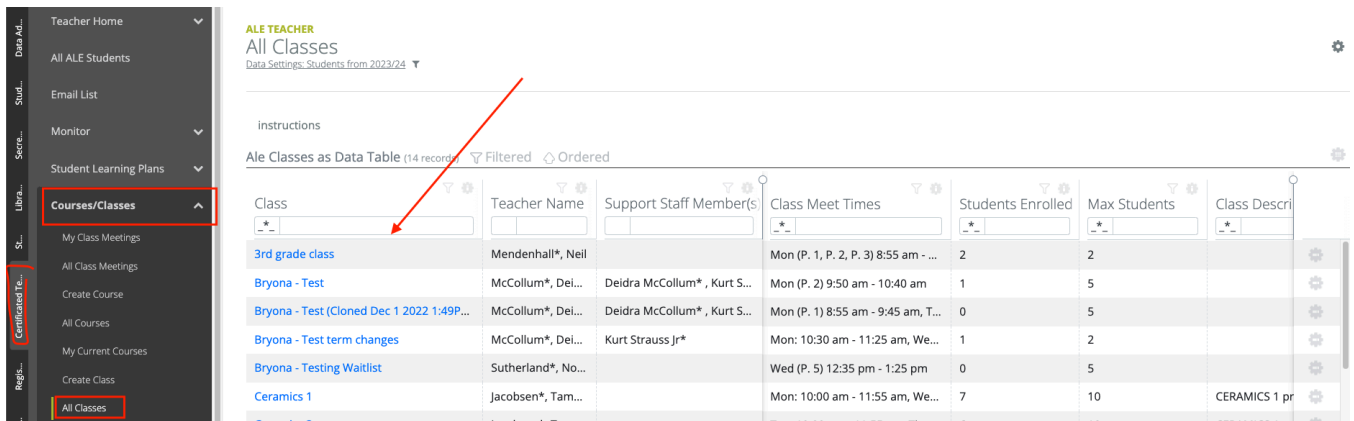
7. Whichever method you choose, the entered grades can be included on your printed version of the Student Learning Plan, if desired, and used in other reports.

## Recording Grades & Credits Earned for a Class

Upon completing a Class, grades awarded and credits earned can be entered by the **Certificated Teacher** or **Registrar Role** for all enrolled students. These are recorded on the Student Learning Plan's corresponding subject/course record.

Please note that this feature is only available for programs utilizing enrollment method 2; in enrollment method 1, many classes can correspond to a single subject/course record.

1. On the **Certificated Teacher Role**, navigate to **Courses/Classes** in the left navigation menu, then choose **All Classes**.
2. Locate the class you would like to enter data for and click on the name to open the class.



**ALE TEACHER**  
All Classes  
Data Settings: Students from 2023/24

Instructions

Ale Classes as Data Table (14 records) Filtered Ordered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Class Description
3rd grade class	Mendenhall*, Neil		Mon (P. 1, P. 2, P. 3) 8:55 am - ...	2	2	
Bryona - Test	McCollum*, Dei...	Deidra McCollum*, Kurt S...	Mon (P. 2) 9:50 am - 10:40 am	1	5	
Bryona - Test (Cloned Dec 1 2022 1:49P...	McCollum*, Dei...	Deidra McCollum*, Kurt S...	Mon (P. 1) 8:55 am - 9:45 am, T...	0	5	
Bryona - Test term changes	McCollum*, Dei...	Kurt Strauss Jr*	Mon: 10:30 am - 11:25 am, We...	1	2	
Bryona - Testing Waitlist	Sutherland*, No...		Wed (P. 5) 12:35 pm - 1:25 pm	0	5	
Ceramics 1	Jacobsen*, Tam...		Mon: 10:00 am - 11:55 am, We...	7	10	CERAMICS 1 pr
Ceramics 2	Jacobsen*, Tam...		Tue: 10:00 am - 11:55 am, Thu...	6	10	CERAMICS 1 pr

3. Next, navigate to the **Grades Tab**. Down the left-hand side, you will see a list of all students enrolled in the class. Depending on how the class was scheduled, you may see two terms (Semesters/Quarters) or one. Use the **Row Actions & Options** gear to select **Edit** for the student you wish to enter data for.

ALE REGISTRAR / MANAGE CLASS  
Ceramics 1

Details Schedule Meetings **Grades** Students

Class Grades instructions

ALE Registrar - Manage Class Term Grades (7 records)

Student	Grade	Credits
*. Crista		
*. Kermit		
*. Adriana		
*. Amin		

Row Actions & Options  
Edit

- A form will open. Designate the **Class Term (required)** you are entering data for, **Grade Selection (optional)**, and/or the **Credits Earned (optional)**. Click **Save**, and the data will display in the table.

ALE - Manage Class Term Grades Save

Manage Term Grades

Class Term (required) Select  
Semester 2 of 2

Grade Selection (optional) Select Credits Earned (optional)  
P 0.5

- The data is also automatically recorded in the student's corresponding subject/course record in the Results section, viewable by the Certificated Teacher. Likewise, if results are recorded by the certificated teacher in the Class Term Grades section of the student learning plan, they will be displayed in the Grades Tab of the corresponding Class.

Results

Grade Selection (optional) Select Earned Credits (optional)

Ale Student Learning Plan Subject Course Class Term Grades (1 record) Add Class Term Grade

Class Term	Credits Earned	Grade Selection
S2	0.5	P