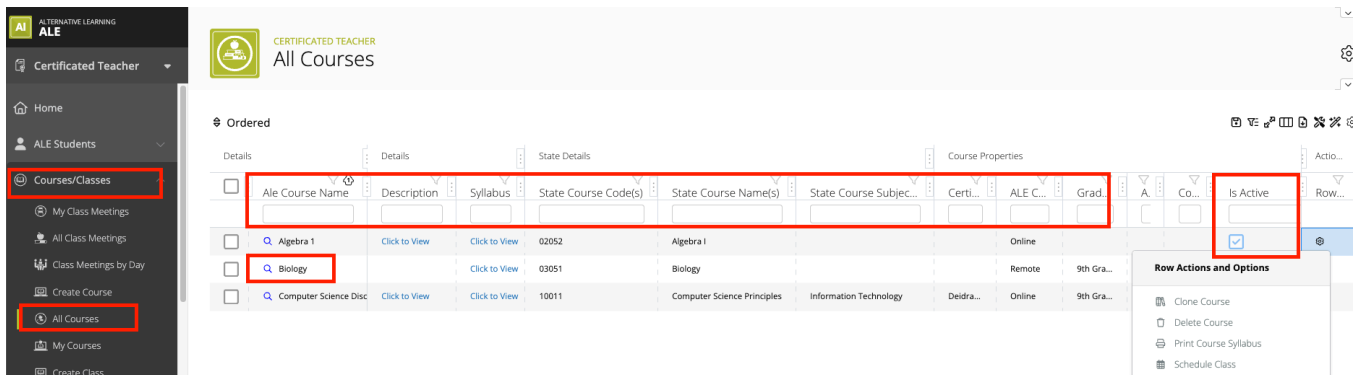


ALE View and Manage Courses (Connect)

MULTIPLE ROLES: Certificated Teacher, Program Manager, Registrar, Staff

Here, you will learn to view all course templates. In the **Certificated Teacher** and **Registrar Role**, courses may be managed.

1. Start under **Courses/Classes** in the left navigation menu and choose **All Courses**.
 - a. Alternatively, start by navigating to **Courses/Classes** in the left navigation menu, then select **My Courses**. Here, you can view and or manage all the active courses for which you are the certificated teacher.



Ale Course Name	Description	Syllabus	State Course Code(s)	State Course Name(s)	State Course Subjec...	Certi...	ALE C...	Grad.	A...	Co...	Is Active
Algebra 1	Click to View	Click to View	02052	Algebra I			Online				<input checked="" type="checkbox"/>
Biology	Click to View	Click to View	03051	Biology			Remote	9th Gra...			<input type="checkbox"/>
Computer Science Disc	Click to View	Click to View	10011	Computer Science Principles	Information Technology	Deidra...	Online	9th Gra...			<input type="checkbox"/>

2. Use the text box **filters** in each column to sort and filter as needed.
3. Only those courses with an active status will be displayed by default.
 - a. To view inactive courses, set the **Is Active** column filter to **False** (empty box).
4. Click the **magnifying glass** next to a course's name to open the **Manager View Course page**, which defaults to the **Details** tab.
5. Click **"Click to View"** in the **Description** column to view the description of the course.
6. Click **"Click to View"** in the **Syllabus** column to view the syllabus.
7. In the **Certificated Teacher** or **Registrar Role**:
 - a. Click the **Row Action Gear** to the far right of a single course and choose one of the following.
 - i. **Clone Course:** Use this to make a copy of a similar course and edit as needed.
 - ii. **Delete Course:** Courses can only be deleted if they have not been added to a wSLP.
 - iii. **Print Course Syllabus**
 - iv. **Schedule Class:** You need to schedule a class tied to this course.
 - b. Select the **checkbox** next to one or more **Course Titles** to add one or more courses to one or more written Student Learning Plans.
 - c. Click the **Selected Gear** at the top of the table and choose **Add Course(s) to wSLPs**.

- i. Click the **magnifying glass** in the **ALE Student Plans** field to select students, click the **checkbox** next to one or more students, and click **Accept**.
- ii. Click **Save**.

