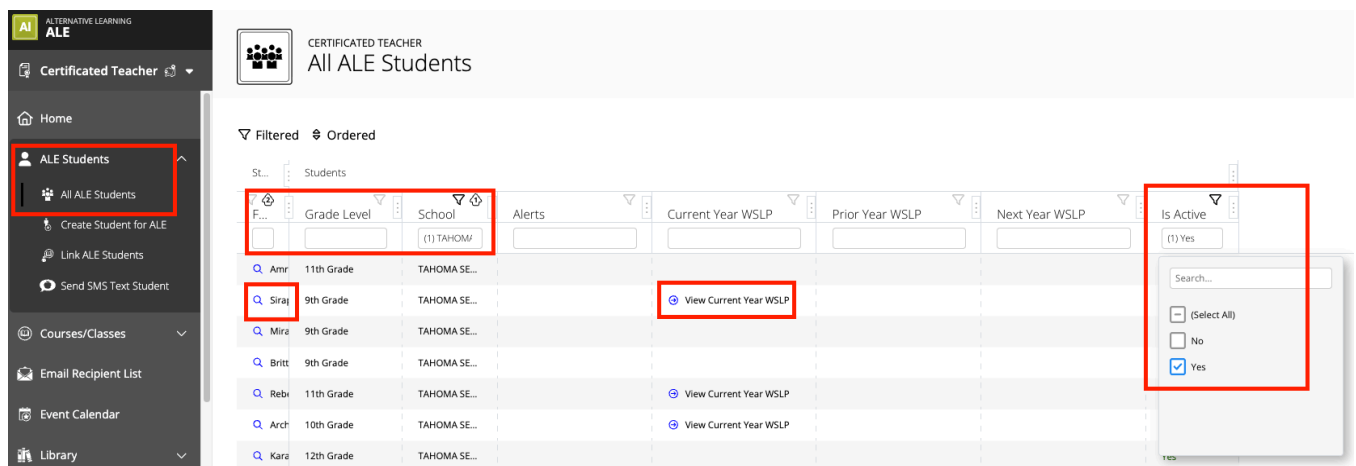


View, Create, and Link ALE Students (Connect)

Here, you will learn how to view all active ALE students currently associated with your entity in this school year.

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

1. Start under **ALE Students** in the left navigation menu and choose **All ALE Students**.
2. You will see a data table of all active ALE students associated with your entity, subentity, or category code in this school year.
3. Use the search box **filter** at the top of each column to find a specific student.
4. By default, only active students are displayed in the list. Still, you can view inactive students by setting the **Is Active** column filter to **No**.
5. Click the **magnifying glass** next to the student's name to view the **Manage Student page** (Additional information about the student).
6. Click the **Current, Prior, or Next Year WSLP** icon links to view the Student Learning Plan.



St...	Grade Level	School	Alerts	Current Year WSLP	Prior Year WSLP	Next Year WSLP	Is Active
Amr	11th Grade	TAHOMA SE...					(1) Yes
Siraj	9th Grade	TAHOMA SE...		View Current Year WSLP			(1) Yes
Mira	9th Grade	TAHOMA SE...					(1) Yes
Britt	9th Grade	TAHOMA SE...		View Current Year WSLP			(1) Yes
Rebi	11th Grade	TAHOMA SE...		View Current Year WSLP			(1) Yes
Arch	10th Grade	TAHOMA SE...		View Current Year WSLP			(1) Yes
Kara	12th Grade	TAHOMA SE...					(1) Yes

Manually Create a Student For ALE

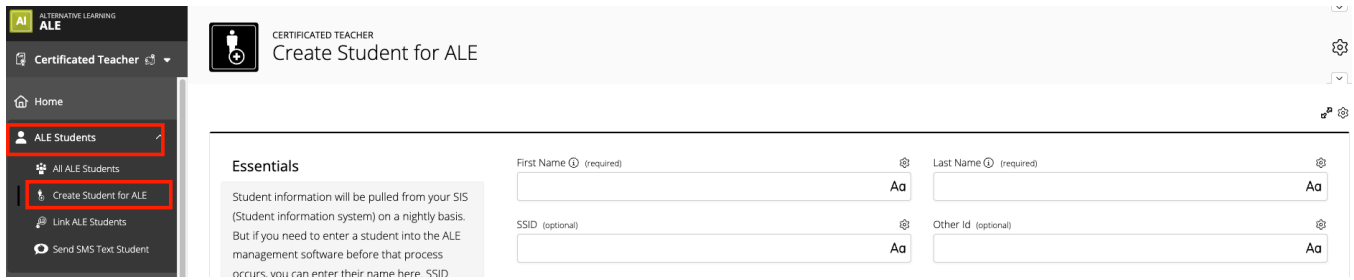
MULTIPLE ROLES: Certificated Teacher, Registrar, Secretary

Here, you will learn how to manually create a student in ALE before they are migrated from your District Student Information System (SIS). Student information is pulled nightly from your District SIS.

NOTE: Creating students should be done manually only when you can't wait for a student to migrate from your District SIS, and only for temporary use. We recommend checking the All ALE Students page to see whether a student has already migrated to ALE before manually creating them.

1. Start by going to **ALE Students** in the left navigation menu, then choose **Create Student for ALE**.
2. Fill in the **First and Last Name**. The SSID and Other ID fields are optional.

- Once a name is entered and saved, you can initiate a Student Learning Plan for them.

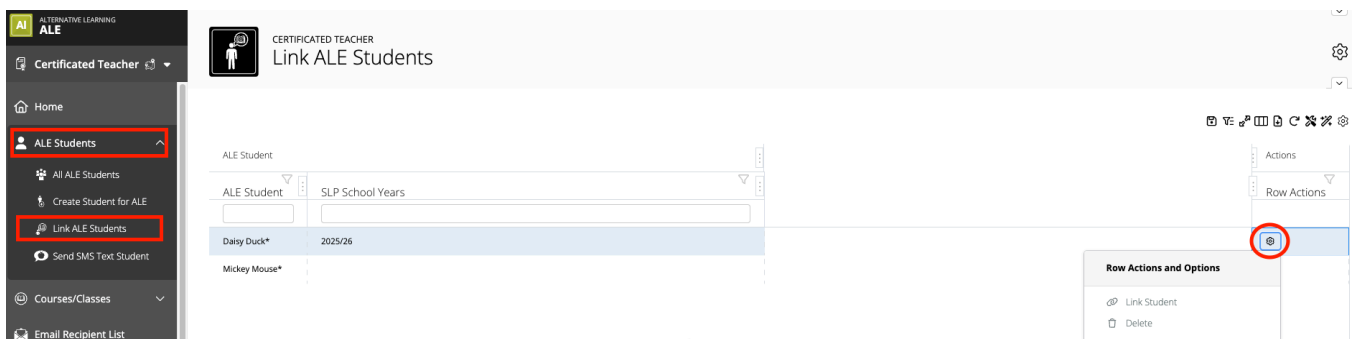


Link Manually Created ALE Students to SIS

MULTIPLE ROLES: Certificated Teacher, Registrar, Secretary

Here, you will learn how to manually link students in the ALE system to their SIS records.

- Start by going to **ALE Students** in the left navigation menu, then choose **Link ALE Students**.
- You will see a list of all students who have been “manually created” in the ALE system but are not yet linked to a record being pulled in from your Student Information System (SIS).
- Use the search text box in the column headers to **filter** or search for a student.
- Click the **Row Action Gear** on the far right and choose **Link Student** to link the manually created student to their SIS record by name, SSID, or Other ID.



- Choose one of the following radio buttons.
 - Select Student Search:** Click the **magnifying glass** in the **Student** field and click the **checkmark** next to the student.

Selection Source (optional)

Student Search
 SSID
 Other ID

Student (optional)

- Select SSID:** Fill in the SSID numerically.

Selection Source (optional)

Student Search SSID Other ID

SSID (optional)

- c. **Select Other ID:** Fill in the **Other ID** field.

Selection Source (optional)

Student Search SSID Other ID

Other ID (optional)

- d. Click **Save**.

6. A **Confirm Link Student** popover modal will open, surfacing the name of the manually created student, the selected student, and the student's info. Click **'Yes'** if the records match; click **'X'** to close the box if the records do not match, which cancels the process.
7. Click the **Row Action Gear** on the far right and choose **Delete** to remove a student you no longer need. You cannot delete a student with an SLP.