

ALE Adding Courses to wSLPs (Connect)

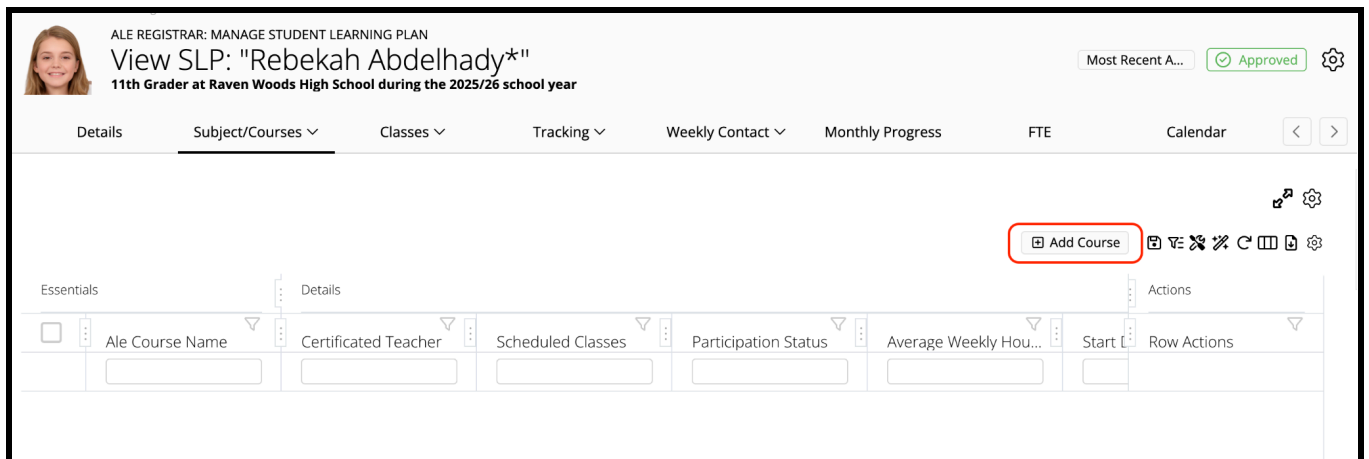
Once a Written Student Learning Plan (wSLP) has been “Initiated”, the plan is now ready for courses to be added and is accessible through two pathways:

- **Certificated Teacher or Registrar Role >> All Student Learning Plans**
- **Certificated Teacher Role >> My Student Learning Plans.**

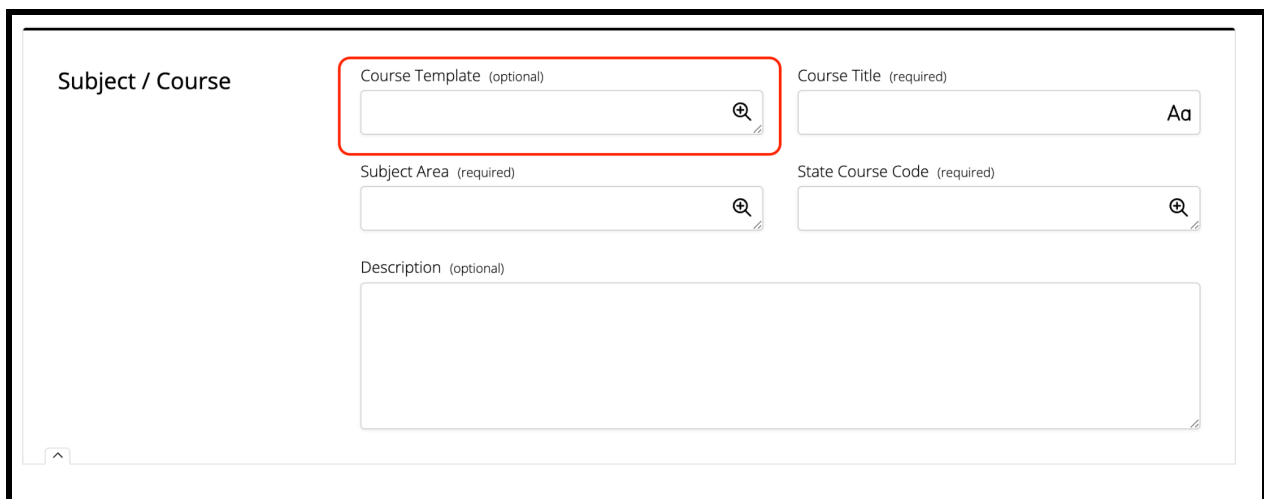
There are two ways to add courses to wSLPs.

Adding Courses to wSLPs via the Add Course button in the wSLP.

1. Navigate to either **All Student Learning Plans** or **My Student Learning Plans** and click on a **student’s name**.
2. The wSLP will open to the **Subjects/Courses Tab** under **SLP Courses**.
3. Select the **Add Course** button in the top right to add a course to the plan.



The screenshot shows the 'View SLP' page for 'Rebekah Abdelhady', a 11th Grader at Raven Woods High School during the 2025/26 school year. The page is managed by the ALE Registrar. The 'Subject/Courses' tab is selected. In the top right corner, there is an 'Add Course' button highlighted with a red box. Below the navigation tabs, there is a table with columns for 'Ale Course Name', 'Certificated Teacher', 'Scheduled Classes', 'Participation Status', 'Average Weekly Hou...', and 'Start L'. The table is currently empty.

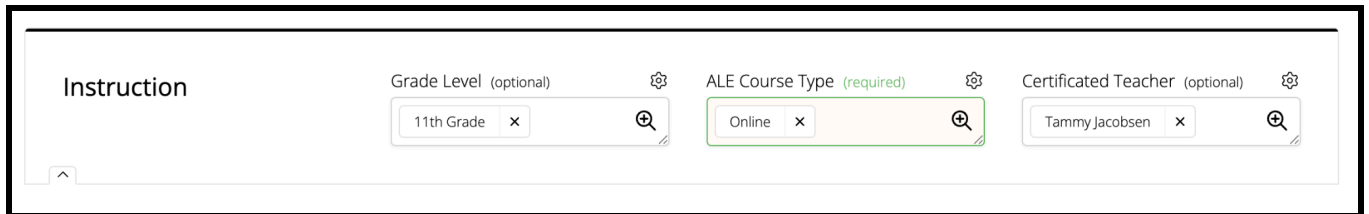


The screenshot shows the 'Add Course' form. The form has the following fields:

- Course Template (optional)**: A text input field with a search icon, highlighted with a red box.
- Course Title (required)**: A text input field with a search icon and a dropdown menu showing 'Aa'.
- Subject Area (required)**: A text input field with a search icon.
- State Course Code (required)**: A text input field with a search icon.
- Description (optional)**: A large text area for entering the course description.

4. In the **Subject Course Section:**

- a. Click the **magnifying glass** in the **Course Template** field and click the **checkbox** to the left.
 - i. If you have pre-defined **course templates** in your course catalog, you can select a course, which will automatically backfill the corresponding **subject area** and **state course code** if defined in the course.
 - ii. **For programs that build each course individually for each student**, 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 without an associated "course" from your catalog.
- b. The **Course Title, Subject Area, State Course Code, and Description** fields will populate from your course template. If building an individual course for a student, you may edit this field. If a State Subject Area has been selected, the resulting State Course Codes will be filtered to that Subject Area. The Description field may be blank if your course description is included in the course syllabus.

 5. In the **Instruction section:**


The screenshot shows the 'Instruction' section with three dropdown menus. The first is 'Grade Level (optional)' with '11th Grade' selected. The second is 'ALE Course Type (required)' with 'Online' selected. The third is 'Certificated Teacher (optional)' with 'Tammy Jacobsen' selected. Each dropdown has a magnifying glass icon to its right and a checkbox to its left.

- a. The **Grade Level** field defaults to the student's enrolled grade level, but can be manually changed to accommodate students enrolled in a specific course at a particular grade level.
- b. The **ALE Course Type** will either prepopulate or may be selected, depending on your school settings. Click the **magnifying glass** in the field, then click the **checkbox** to the left.

This may be set to default via the **Data Administrator >> Configure Settings >> Default Settings/Values >> Subject/Course Default Settings.**

- c. 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.

 6. In the **Dates/Times section:**


The screenshot shows the 'Dates / Times' section with four dropdown menus. The first is 'Start Date (opt)' with 'Tue, Aug 26, 2020' and a calendar icon. The second is 'End Date (opt)' with 'Fri, Jul 31, 2020' and a calendar icon. The third is 'Average Hours p... (opt)' with '#' selected. The fourth is 'Participation Sta... (opt)' with 'In Progress' selected. Each dropdown has a magnifying glass icon to its right and a checkbox to its left.

- a. The **Start and End Dates** are set to this SLP's start and end dates, but can be updated as needed.
- b. If the **Average Hours Per Week** is 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. This field can be left blank for programs that choose not to identify hours spent per course.

- c. Click the **magnifying glass** in the **Participation Status** field and click the checkbox to the left. (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.

This can be set for all courses via **Data Administrator >> Configure Settings >> Default Settings/Values >> Subject/Course Default Settings.**

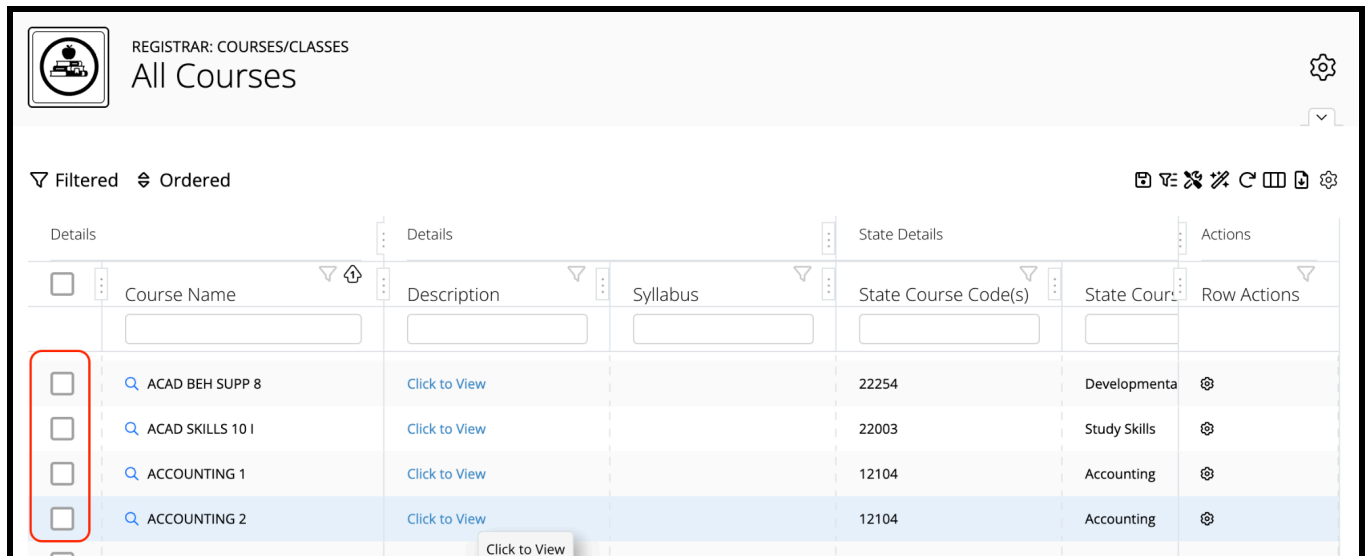
- d. Click **Save**.

Adding One or More Courses to One or More wSLPs

You can also add one or more courses to one or more wSLPs.

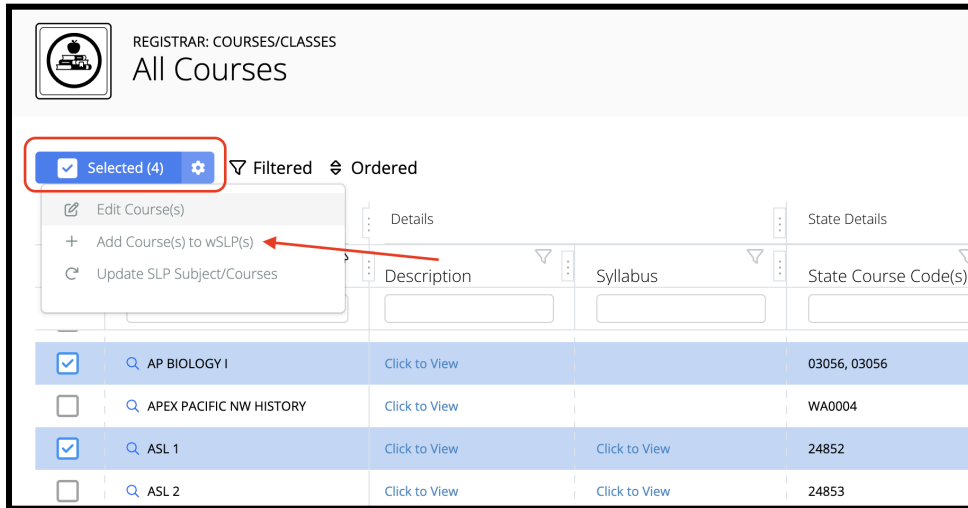
For Example:

- Select Algebra 1 and add it to the wSLPs of all students who will be completing that course.
 - Select all 1st-grade courses and add them to the corresponding 1st-grade wSLPs.
1. To use this feature, navigate to either **Certificated Teacher** or **Registrar >> Courses Classes >> All Courses**.
 2. Select the **checkboxes** to the left of one or more course names.

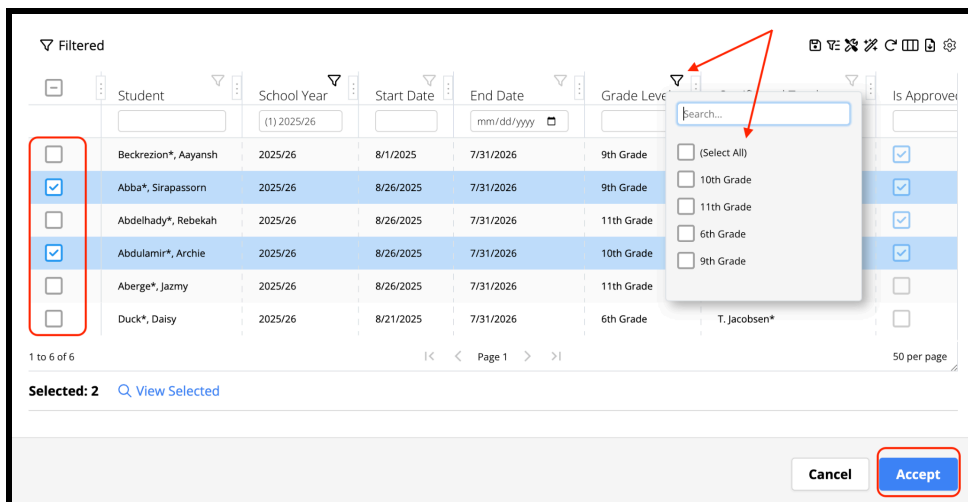
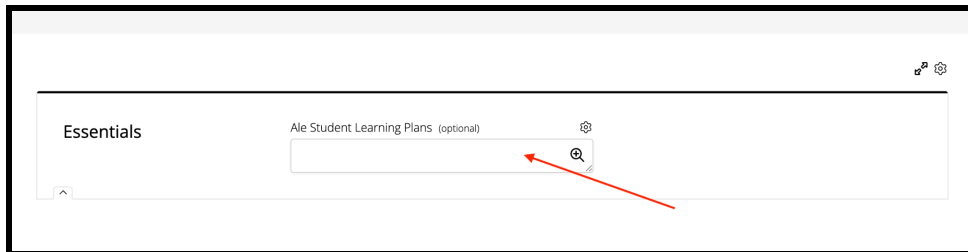


Details	Details	State Details	Actions
Course Name	Description	Syllabus	State Course Code(s)
<input type="checkbox"/>	ACAD BEH SUPP 8	Click to View	22254
<input type="checkbox"/>	ACAD SKILLS 10 I	Click to View	22003
<input type="checkbox"/>	ACCOUNTING 1	Click to View	12104
<input type="checkbox"/>	ACCOUNTING 2	Click to View	12104

3. Click on the **Selected Gear** in the **top left** and select **Add Course(s) to wSLP(s)**.



4. A pop-up modal will open. Click the **magnifying glass** in the **ALE Student Learning Plans** field, click one or more **checkboxes** to the left, and click **Accept**.
 - a. Use the column **filters** to search for specific students, filter by a specific grade level, and more.
5. Click **Save**.



6. Once you are done adding courses to wSLPs, navigate to **Certificated Teacher or Registrar >> Student Learning Plans >> All or My Student Learning Plans** to check that courses were added correctly or to make additional adjustments to courses.