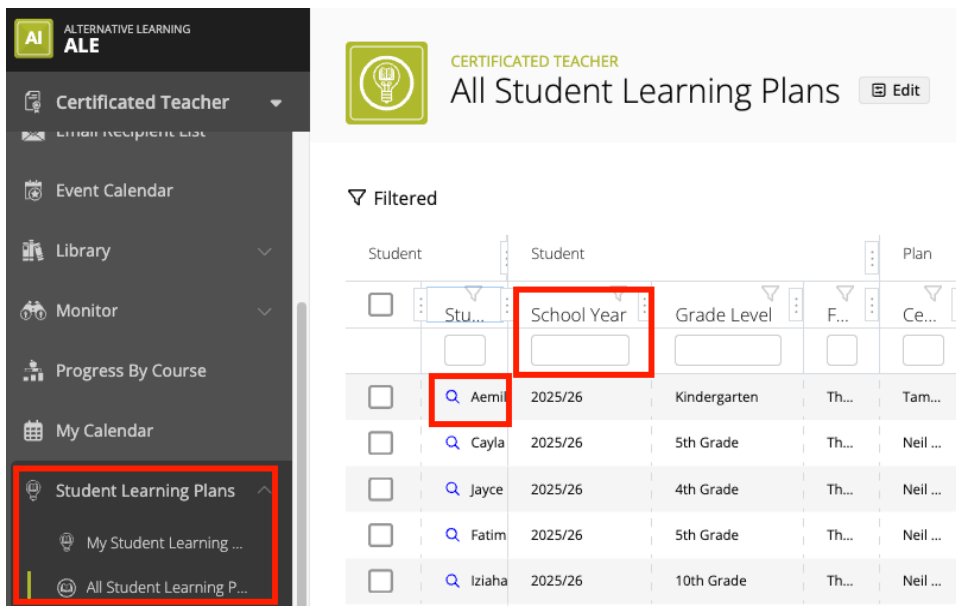


## ALE Adding or Hiding Subject/Course Records on the SLP (Connect)

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:** [ALE Creating & Editing Courses](#)

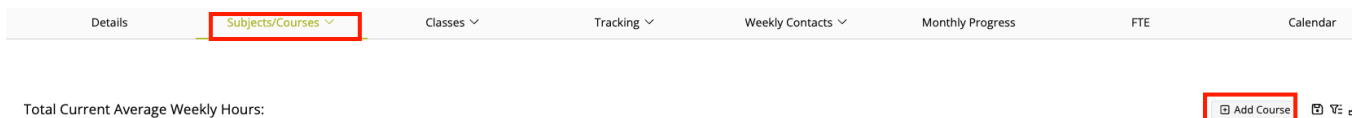
1. Start under Student Learning Plans in the left navigation menu and select **All Student Learning Plans** or **My Student Learning Plans**.
2. The **School Year** column defaults to the current year. Use the **filter** at the top of the column to view the upcoming school year.



The screenshot shows the ALE interface for a Certificated Teacher. On the left is a navigation menu with 'Student Learning Plans' highlighted. The main area displays a table of Student Learning Plans with columns for Student, School Year, Grade Level, F..., and Ce... The 'School Year' column has a filter dropdown menu open, and the 'Student' column has a search icon next to the name 'Aemi'.

Student	Student	School Year	Grade Level	F...	Ce...
<input type="checkbox"/>	Stu...				
<input type="checkbox"/>	Aemi	2025/26	Kindergarten	Th...	Tam...
<input type="checkbox"/>	Cayla	2025/26	5th Grade	Th...	Neil ...
<input type="checkbox"/>	Jayce	2025/26	4th Grade	Th...	Neil ...
<input type="checkbox"/>	Fatim	2025/26	5th Grade	Th...	Neil ...
<input type="checkbox"/>	Iziaha	2025/26	10th Grade	Th...	Neil ...

3. To **edit** a plan, click on the **student’s name**.
4. You will see the **Manage Student Learning Plan** page defaulted to the **Subjects/Courses** tab.
5. Click the **Add Course** button in the upper right corner to add the first course.



The screenshot shows the Manage Student Learning Plan page with the 'Subjects/Courses' tab selected. The 'Add Course' button is highlighted in the upper right corner.

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

- i. If you have a predefined course template in your course catalog, you can select a course in the **Course Template** field, which automatically backfills the corresponding **Course Title**, **Subject Area**, **State Course Code**, and **Description** fields if defined in the course.

1. Click the **magnifying glass** in the **Course Template** field and click the **checkbox** to the left.
- ii. You may also build a course from start to finish here, making individual selections.
  - a. Fill in the **Course Title** and optional **Description** fields.
  - b. Then, select the magnifying glass in the **Subject Area** and **State Course Code** fields, and select the **checkbox** to the left, even if there is no associated “course” in your catalog.

Subject / Course

Course Template (optional)	<input type="checkbox"/>	Course Title (required)	<input type="checkbox"/>
<input type="text" value="Algebra 1"/>	<input checked="" type="checkbox"/>	<input type="text" value="Algebra 1"/>	<input type="text" value="Aa"/>
Subject Area (required)	<input type="checkbox"/>	State Course Code (required)	<input type="checkbox"/>
<input type="text" value="Mathematics"/>	<input checked="" type="checkbox"/>	<input type="text" value="02052"/>	<input type="text" value=""/>
Description (optional)	<input type="checkbox"/>	<input type="text" value="See Course Syllabus"/>	

b. In the **Instruction** section:

- i. The **Grade Level** field 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. Click the **magnifying glass icon** in the **ALE Class Type** field, then select the checkbox to the left. (Remote, Online, Site-based (weekly), Site-based (less than weekly)). This field can be set to default by the Data Administrator if that is helpful for your program.
- iii. 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.

Instruction

Grade Level (optional)	<input type="checkbox"/>	ALE Course Type (required)	<input type="checkbox"/>	Certificated Teacher (optional)	<input type="checkbox"/>
<input type="text" value="Kindergarten"/>	<input checked="" type="checkbox"/>	<input type="text" value="Online"/>	<input checked="" type="checkbox"/>	<input type="text" value="Tammy Jacobsen"/>	<input checked="" type="checkbox"/>

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

- i. By default, the **Start and End Dates** are set to this Student Learning Plan's start and end dates, but can be updated as needed.
- ii. If an **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 can also be left blank, as some programs choose not to identify hours spent per course.
- iii. Click the **magnifying glass** in the **Participation Status** field and click the **checkbox** to the left to indicate: 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.

Dates / Times

Start Date (opt)	<input type="checkbox"/>	End Date (opt)	<input type="checkbox"/>	Average Hours per Week (opt)	<input type="checkbox"/>	Participation Status (opt)	<input type="checkbox"/>
<input type="text" value="Wed, Mar 18, 2026"/>	<input checked="" type="checkbox"/>	<input type="text" value="Fri, Jul 31, 2026"/>	<input checked="" type="checkbox"/>	<input type="text" value="5"/>	<input checked="" type="checkbox"/>	<input type="text" value="In Progress"/>	<input checked="" type="checkbox"/>

6. Once all desired selections are made, click **Save** to add the course to the plan.
7. Click the **magnifying glass** in the **ALE Course Name** column to view the **Manage Core Subject Area and Course** page.
8. Click the **Activities Objectives** tab at the top of the page. If a predefined course was selected, all associated data has now been copied into the Subject/Course record for the student and can be edited to meet their individualized needs.

CERTIFICATED TEACHER: MANAGE CORE SUBJECT AREA AND COURSE

**Batman vs Superman!**

Student Learning Plan for Aemilia Aparicio Concha | School Year: 2025/26 | Course Status: Approved

Details **Activities/Objectives** Evaluation/Timelines Syllabus

---

**Learning Goals & Performance Objectives**

Learning Goals Text (optional)

Learning Requirements (optional)


Objective Statement (optional)

Objective Selections (optional)





9. Once done, click **Save** or click the **"X"** in the upper right to close the window.
10. Continue adding courses to the plan as desired.
11. Once the course(s) are ready, they should be approved. 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.
12. Use the **Row Action gear** at the far right of each course and select one of the following:

Details **Subjects/Courses** Classes Tracking Weekly Contacts Monthly Progress FTE Calendar

Total Current Average Weekly Hours: Add Course

Essentials	Details	Participation Status	Average Weekly Hou...	Start Date	End Date	ALE Course Ty...	Approval Sta	Row
<input type="checkbox"/>	Ale Course Name Batman vs Supermant	Certificated Teacher Jacobsen, Tammy	Hidden	5.00	Wed, Mar 18, 2026	Fri, Jul 31, 2026	Online Approved	

**Row Actions and Options**

-  Approve Course
-  Complete Course
-  Edit Course Details
-  Hide Course

- a. **Approve Course**
- b. **Complete Course**

- c. **Edit Course Details:** 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.
- d. **Hide Course:** 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. 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.
  - i. Courses with a **Hidden** participation status will no longer be included in any Monthly Progress Review.
  - ii. Subject/course records with a **Hidden** participation status will be filtered from the subject/course table by default. By using the **Participation Status column filter**, they can be selected for display.
  - iii. To restore this subject/course record, the Certificated Teacher assigned to it, or the person overseeing the plan, can select **Edit Details**, change the participation status to **In Progress** or **Null (Blank)**, and **update the start/end dates**.

13. To modify courses en masse, click one or more **checkboxes** to the left.

- a. Click the **Selected Gear** in the top left and choose one of the following options:
  - i. **Complete Courses**
  - ii. **Edit Selected Courses**
  - iii. **Approve Courses**

