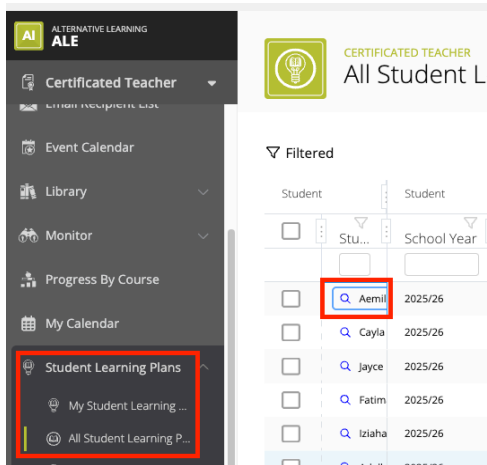


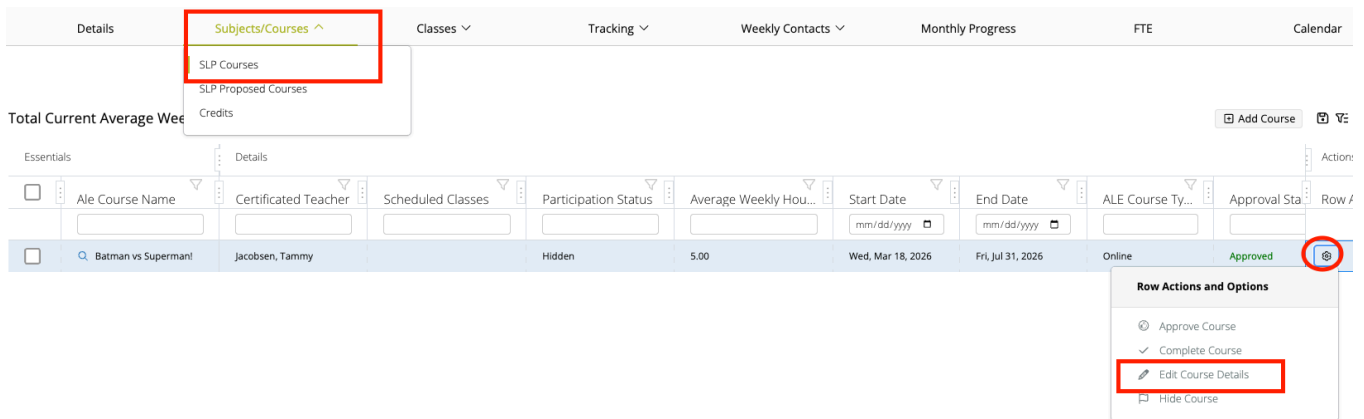
## ALE Awarding Grades/Credits to a Course/Class (Connect)

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

1. Start under Student Learning Plans in the left navigation menu and select **All Student Learning Plans** or **My Student Learning Plans**.
2. To **edit** a plan, click on the magnifying glass next to the **student's name**.



3. You will see the **Manage Student Learning Plan** page.
4. Click the **Subjects/Courses Tab** >> **SLP Courses** at the top of the page.
5. Use the **Row Action gear** to the far right and choose **Edit Details**.



Details	Subjects/Courses ^	Classes v	Tracking v	Weekly Contacts v	Monthly Progress	FTE	Calendar
Total Current Average Weekly Credits							
Essentials							
Ale Course Name	Certificated Teacher	Scheduled Classes	Participation Status	Average Weekly Hou...	Start Date	End Date	ALE Course Ty...
Batman vs Superman!	Jacobsen, Tammy		Hidden	5.00	Wed, Mar 18, 2026	Fri, Jul 31, 2026	Online
							Approved
							Row f
							Row Actions and Options
							<input type="checkbox"/> Approve Course <input checked="" type="checkbox"/> Complete Course <input checked="" type="checkbox"/> Edit Course Details <input type="checkbox"/> Hide Course

6. Scroll to the bottom of the screen to the **Results** section.
  - a. If this is 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 in the **Earned Credits** field when the course participation status is marked as "Completed." It can be edited as needed at the

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).

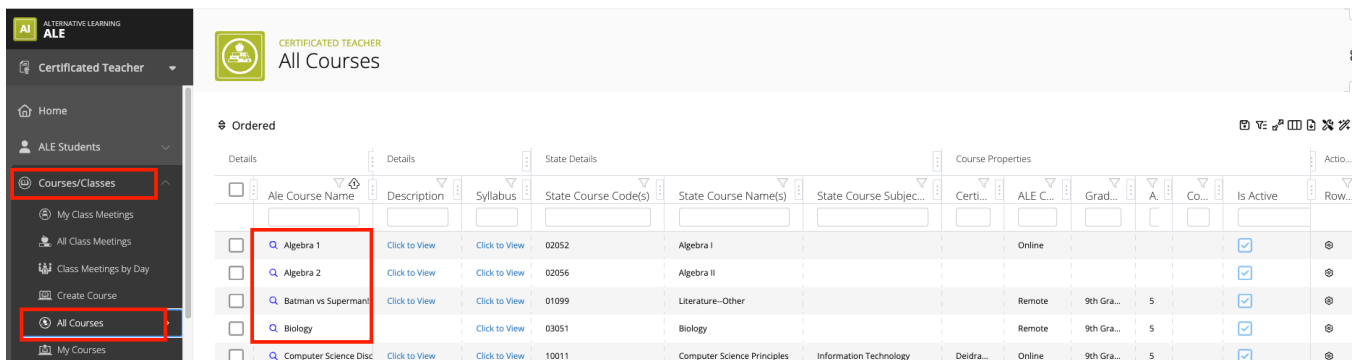
- b. The **Grade Selection** field only becomes available when the course participation status is updated to "Completed." Click the **magnifying glass** in the field and select the **checkbox** to the far left of the chosen grade.

## 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.

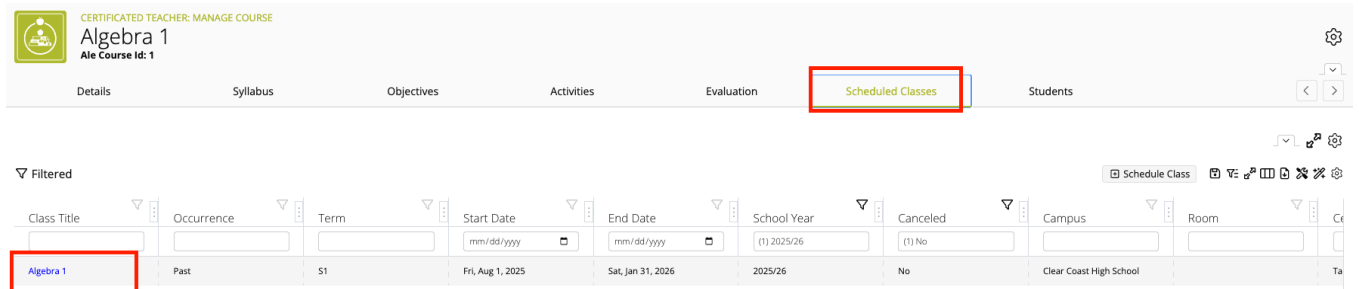
Please note that this feature is only available for programs utilizing enrollment method 2; in enrollment method 1, many classes can correspond to a single subject/course record.

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 **magnifying glass** to open the class.



Ale Course Name	Description	Syllabus	State Course Code(s)	State Course Name(s)	State Course Subject	Cert...	ALE C...	Grad...	A	Co...	Is Active	Row...
Algebra 1	Click to View	Click to View	02052	Algebra I			Online				<input checked="" type="checkbox"/>	
Algebra 2	Click to View	Click to View	02056	Algebra II							<input checked="" type="checkbox"/>	
Batman vs Superman	Click to View	Click to View	01099	Literature-Other			Remote	9th Gra...			<input checked="" type="checkbox"/>	
Biology	Click to View	Click to View	03051	Biology			Remote	9th Gra...			<input checked="" type="checkbox"/>	
Computer Science Disc	Click to View	Click to View	10011	Computer Science Principles	Information Technology	Deidra...	Online	9th Gra...			<input checked="" type="checkbox"/>	

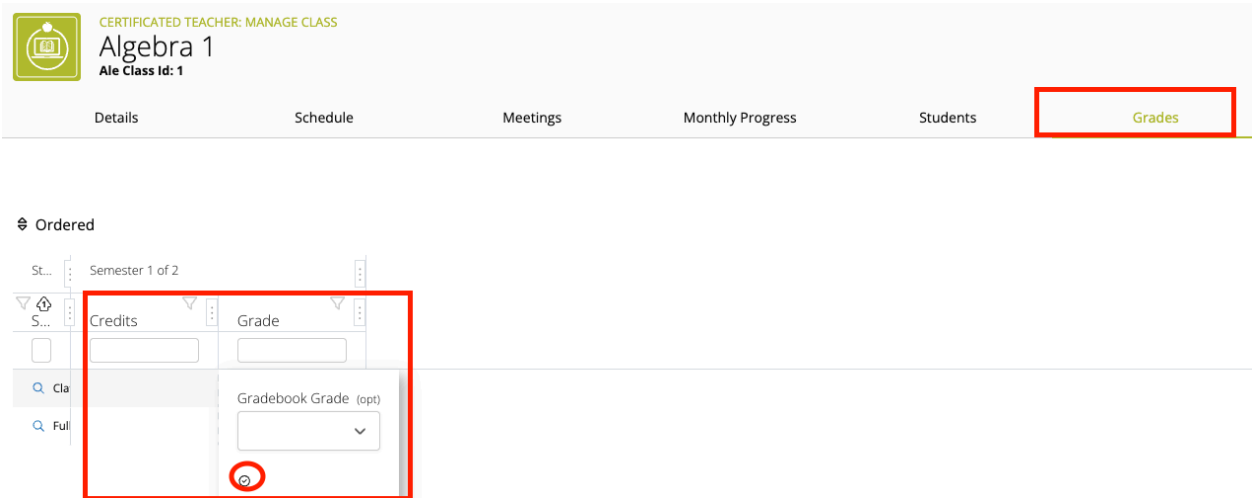
3. Click the **Scheduled Classes** tab at the top of the **Manage Course** page and click the chosen class title.



Class Title	Occurrence	Term	Start Date	End Date	School Year	Canceled	Campus	Room	Ce
Algebra 1	Past	S1	Fri, Aug 1, 2025	Sat, Jan 31, 2026	2025/26	No	Clear Coast High School		Ta

4. Next, navigate to the **Grades Tab** of the **Manage Class** page. 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.
5. Double-click the **Credits** or **Grade** column cell for in-cell editing.

- a. Fill in the **Credits** numerically
- b. Select the **Grade** from the **Gradebook Grade** dropdown menu.
- c. Click the **checkmark** to close the window.



CERTIFICATED TEACHER: MANAGE CLASS  
**Algebra 1**  
 Ale Class Id: 1

Details      Schedule      Meetings      Monthly Progress      Students      **Grades**

Ordered

St... Semester 1 of 2

S... Credits Grade

Gradebook Grade (opt)

Cla

Full

6. 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.