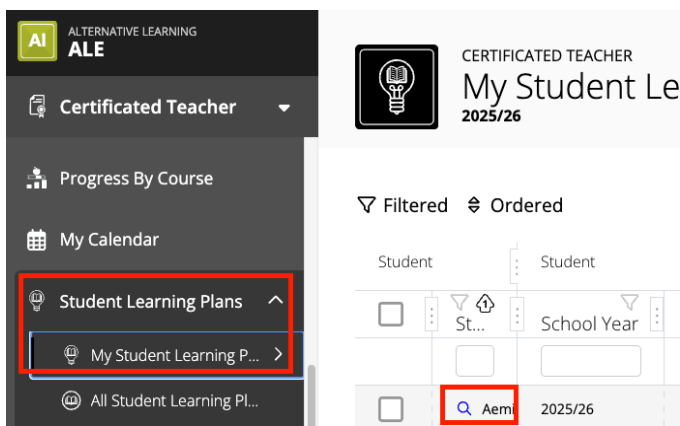


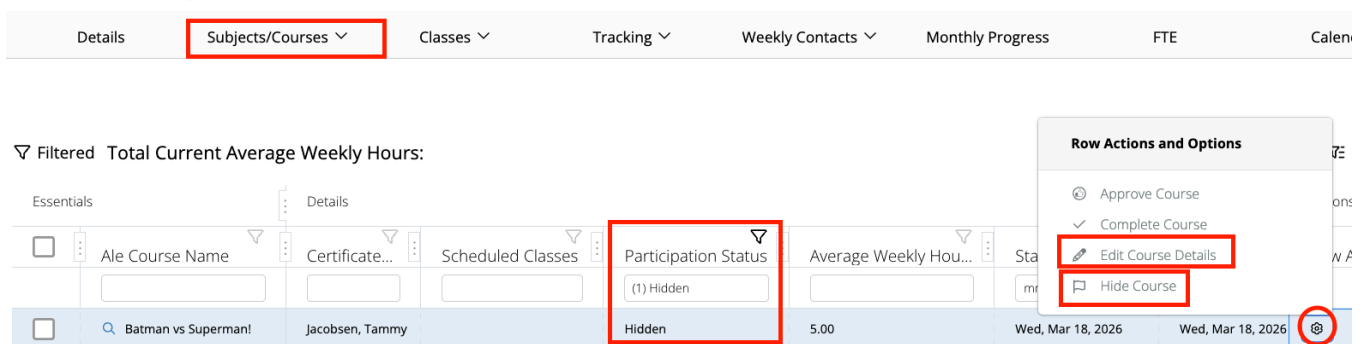
ALE How to Hide/Unhide Subject/Courses (Connect)

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. A Subject/Course can be unhidden by removing the **Hidden Participation Status**. Only the Overseeing Certificated teacher or a Supplemental Certificated Teacher on the plan can unhide hidden Subjects/Courses.

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.

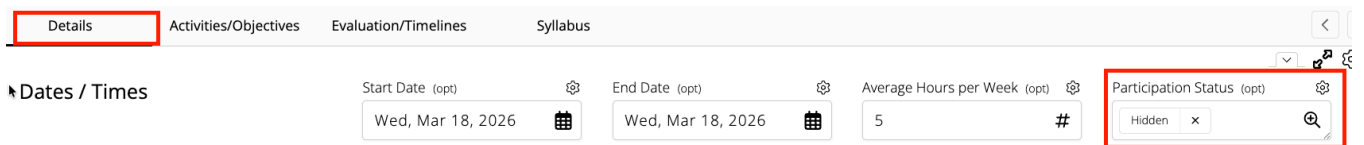


3. You will see the **Manage Student Learning Plan page** defaulted to the **Subjects/Courses** tab.
4. Use the **Row Action gear** at the far right and choose **Hide Course**. Once the **Hide** action is taken, the subject/course record will have a participation status of **Hidden**. The subject/course record is never deleted, only hidden from view.
 - a. Courses with a **Hidden** participation status will no longer be included in any Monthly Progress Review.
 - b. Subject/course records with a **Hidden** participation status will be filtered from the subject/course table by default.



5. Click the **funnel** in the **Participation Status** column. This will show a list of different participation statuses.

- a. Click the **checkbox** to the left of **Hidden**. This will now show all hidden subjects/courses.
6. To restore this subject/course record, click the Row Action Gear to the far right and select **Edit Course Details**.
7. In the **Details** tab of the **Manage Core Subject Area and Course** page, scroll to the **Dates/Times** section.
 - a. Click the **magnifying glass** in the **Participation Status** field, and click the **checkbox** to the left to change the participation status, or click the **"x"** to the right of **"Hidden"** to leave it **Null (Blank)**.
 - b. Update the **start/end dates** as needed.
 - c. Click **Save**.



The screenshot shows the 'Details' tab selected in the 'Manage Core Subject Area and Course' page. The 'Dates / Times' section is visible, containing fields for 'Start Date (opt)', 'End Date (opt)', 'Average Hours per Week (opt)', and 'Participation Status (opt)'. The 'Participation Status' field is highlighted with a red box and shows 'Hidden' with a magnifying glass icon and a checkbox.