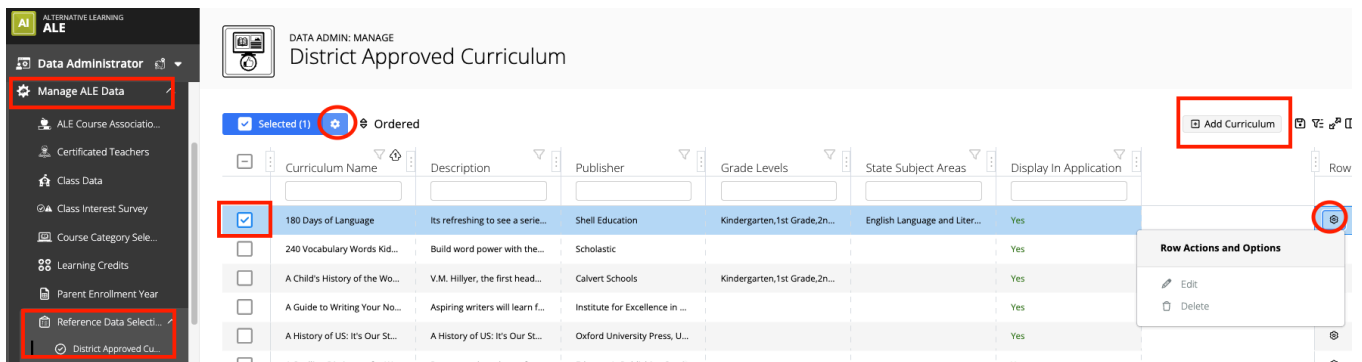


## ALE Configuring Reference Data Selections (Connect)

These are the building blocks for the system's courses and student learning plans. They include the State Course Codes, Learning Activities, Objectives, and Standards, etc. We typically load default data. If you want to change any available data, you can do so in a couple of ways in the **Data Administrator Role**.

### District Approved Curriculum

1. Start under **Manage ALE Data** on the left navigation menu, choose **Reference Data Selections**, and then **District Approved Curriculum**.



| Curriculum Name                     | Description                     | Publisher                        | Grade Levels                    | State Subject Areas          | Display In Application        |     |
|-------------------------------------|---------------------------------|----------------------------------|---------------------------------|------------------------------|-------------------------------|-----|
| <input checked="" type="checkbox"/> | 180 Days of Language            | Its refreshing to see a serie... | Shell Education                 | Kindergarten,1st Grade,2n... | English Language and Liter... | Yes |
| <input type="checkbox"/>            | 240 Vocabulary Words Kid...     | Build word power with the...     | Scholastic                      |                              |                               | Yes |
| <input type="checkbox"/>            | A Child's History of the Wo...  | V.M. Hillyer, the first head...  | Calvert Schools                 | Kindergarten,1st Grade,2n... |                               | Yes |
| <input type="checkbox"/>            | A Guide to Writing Your No...   | Aspiring writers will learn f... | Institute for Excellence in ... |                              |                               | Yes |
| <input type="checkbox"/>            | A History of US: It's Our St... | A History of US: It's Our St...  | Oxford University Press, U...   |                              |                               | Yes |

2. Click **Add Curriculum** in the top right.
  - a. Select **Yes** or **No** from the **Display In Application** field dropdown menu. If you select Yes, the curriculum will be displayed in the application.
  - b. Fill in the **District Approved Curriculum Description**, **District Approved Curriculum Name**, and **District Approved Curriculum Publisher**.
  - c. Click the magnifying glass in the **Grade Level(s)** field, click one or more checkboxes to the left, and click **Accept**.
  - d. Select the **State Subjects** similarly.
  - e. Click **Save**.

Add District Approved Curriculum

|   |   |
|---|---|
| Display In Application (required)<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | District Approved Curriculum Name (optional)<br><input type="text" value="Aa"/> |
| District Approved Curriculum Description (optional)<br><input type="text"/>                                 | District Approved Curriculum Publisher (optional)<br><input type="text"/>       |
| Grade Level(s) (optional)<br><input type="text"/>   | State Subjects (optional)<br><input type="text"/>                               |

3. Click the **Row Actions Gear** and choose **Edit** or **Delete**. When you choose Delete, a confirmation window will open; this action cannot be undone. Click **Yes** or **No**.

**Note: Items used in a Student Learning Plan cannot be deleted.**

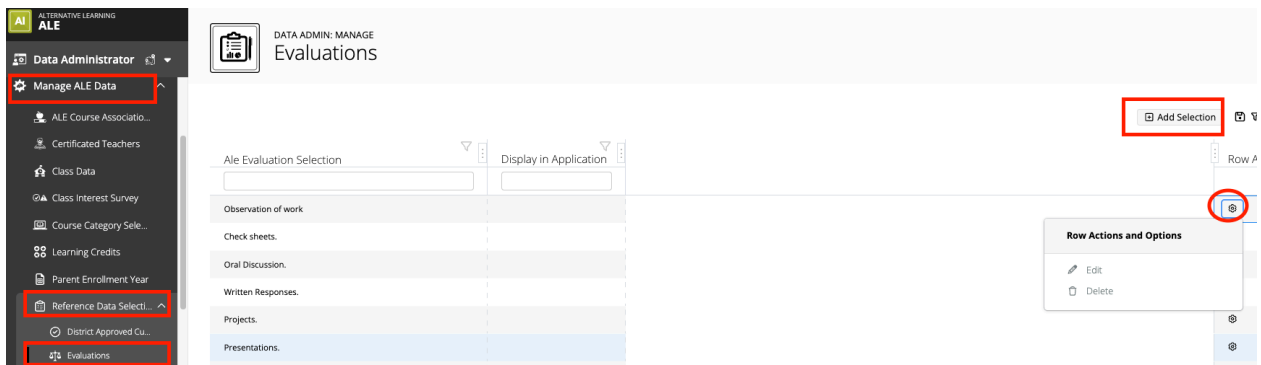
4. If you want an item to no longer surface as an option for user selection, click on the **Yes or No** in the **Display in Application** column to change a single entry. (You can surface this list on the **Details** tab of any course by clicking on **Select for the District Approved Curricula** field.)
5. To change the display for multiple items at once:
  - a. Click one or more **checkboxes** to the left of the curriculum name, or select the top checkbox to select all.
  - b. Click the **Selected Gear** at the top of the data table and choose **Edit Display in Application**.
    - i. Select **Yes or No** from the **Display In Application** field dropdown menu. No, will remove the curriculum from the application display.
    - ii. Choose **Delete**. When choosing Delete, a confirmation window will open. Click **Yes or No**. This action cannot be undone, and the curriculum will be deleted from the application display.

**Note:** Items that have already been used in a Student Learning Plan cannot be deleted.

## Manage Evaluation Selectors

Here, you will learn how to manage which subject areas appear in evaluation selectors. This list populates the Evaluation Selections on the Evaluation tab of any course.

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, then **Evaluations**.



The screenshot shows the 'Manage ALE Data' navigation menu on the left with 'Reference Data Selections' and 'Evaluations' highlighted. The main content area is titled 'DATA ADMIN: MANAGE Evaluations' and contains a table with columns 'Ale Evaluation Selection' and 'Display in Application'. The 'Add Selection' button is in the top right, and a gear icon in the 'Row Actions and Options' menu is highlighted.

2. Click **Add Selection** in the top right.
  - a. Fill in the **Evaluation Selection** field.
  - b. Click **Save**.

Essentials

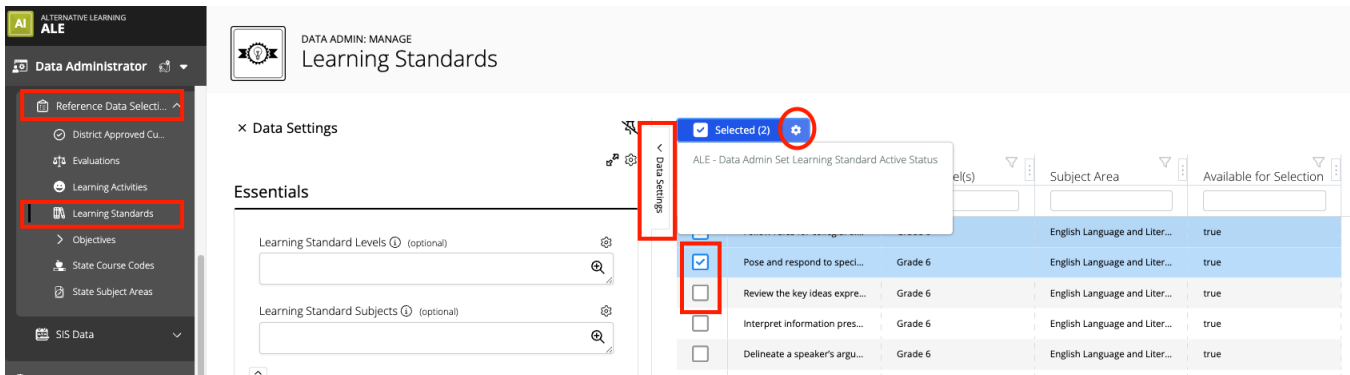
Evaluation Selection (optional)

3. Click the **Row Actions Gear** to **Edit or Delete**.
  - a. When you choose Delete, a confirmation window will open. Click Yes or No. This action cannot be undone.

## Learning Standards

Here, you will learn to manage which subject areas surface for learning standards selections. By default, all K-12 standards are available for selection. This list populates the standards selections on the objectives tab of any course.

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **Learning Standards**.
2. Use the **Data Table Data Settings Drawer** to the left to filter by **Learning Standard Levels** and **Learning Standard Subjects**.
  - a. Click the **magnifying glass** in the field, then select one or more **checkmarks** to the left and click **Accept**.
3. In the data table to the right, click one or more **checkboxes** to the far left or click the checkbox at the top to select all.
4. Click the **Selected Gear** at the top of the table and choose **ALE - Data Admin Set Learning Standard Active Status**.
  - a. Select **Yes** or **No** from the dropdown menu for **"Is Active."** Yes means the learning standards will be active.



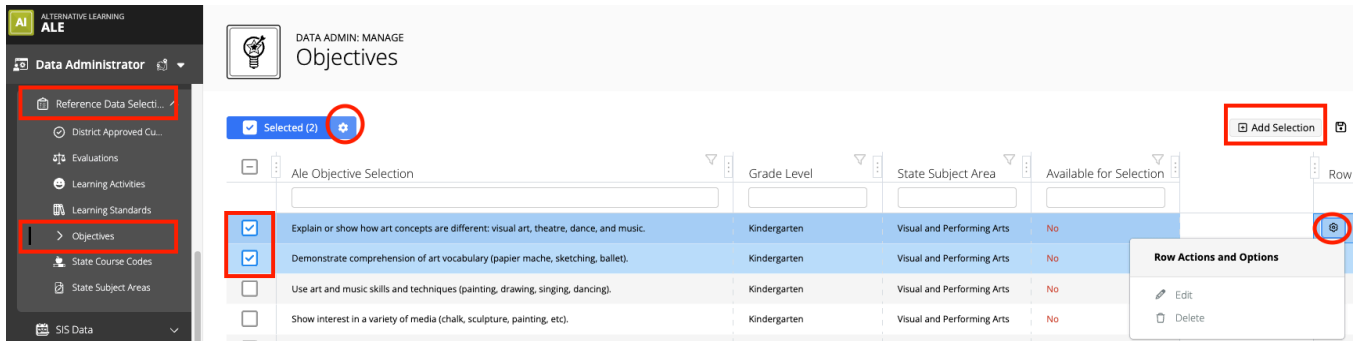
The screenshot displays the 'Data Admin: Manage Learning Standards' interface. On the left, the navigation menu includes 'Reference Data Selections' and 'Learning Standards'. The main content area shows 'Data Settings' for 'Learning Standards' with 'Essentials' for 'Learning Standard Levels' and 'Learning Standard Subjects'. A data table is visible with columns for 'Is Active', 'Subject Area', and 'Available for Selection'. A 'Data Settings' drawer is open, showing a 'Selected (2)' button and a dropdown menu for 'ALE - Data Admin Set Learning Standard Active Status'.

| Is Active                           | Subject Area                  | Available for Selection |
|-------------------------------------|-------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | English Language and Liter... | true                    |
| <input checked="" type="checkbox"/> | English Language and Liter... | true                    |
| <input type="checkbox"/>            | English Language and Liter... | true                    |
| <input type="checkbox"/>            | English Language and Liter... | true                    |
| <input type="checkbox"/>            | English Language and Liter... | true                    |

## Objectives Selectors

Here, you will learn to manage which subject areas surface for objective selectors. This list populates the objective selection on the objectives tab of any course.

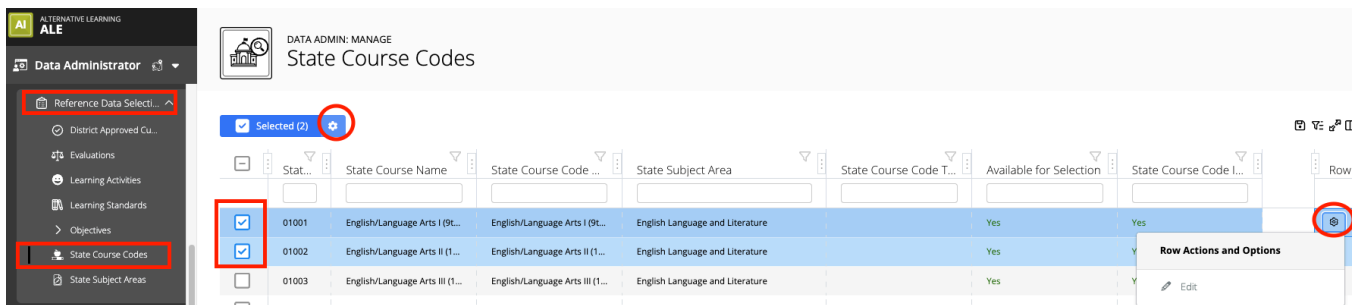
1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **Objectives**.



2. Click **Add Selection** in the top right.
  - a. Fill in the **ALE Objective Selection**.
  - b. Click the **magnifying glass** in the **Grade Level** field, and click the **checkbox** to the left.
  - c. Select the **State Subject Area** similarly.
  - d. Select **Yes or No** from the **Is Selectable** dropdown menu. Yes, it means it will be selectable.
3. Click the **Row Actions Gear** to **Edit or Delete**.
  - a. When choosing Delete, a confirmation window will open. Click **Yes or No**. This action cannot be undone.
4. To remove multiple items at once, select one or more **checkboxes** in the far left column, or select the checkbox at the top of the table to select all.
5. Click the **Selected Gear** at the top of the table and choose **Delete** or **Inactivate Objective(s)**.

## State Subject Areas

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **State Course Codes**.

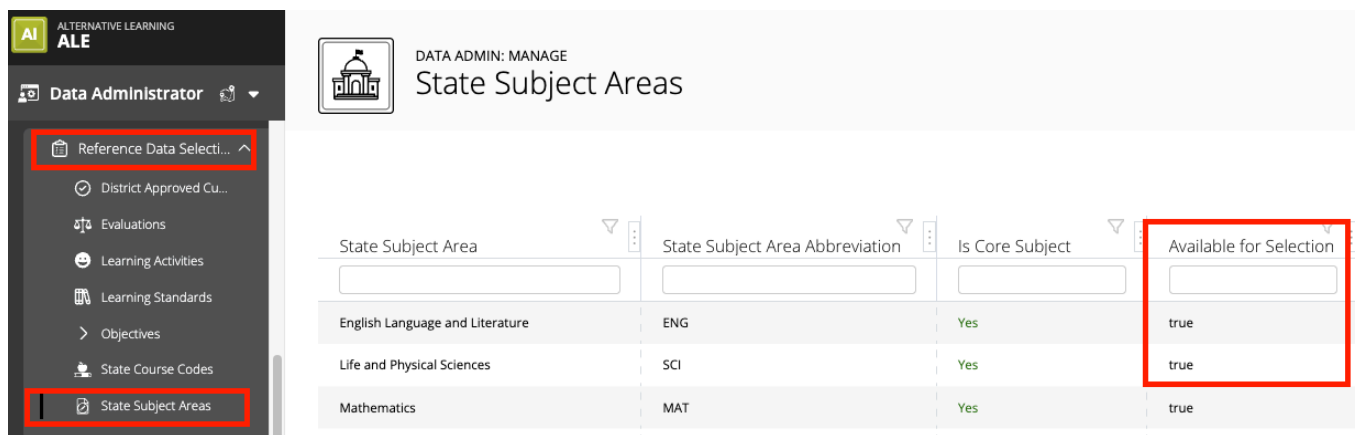


2. Click the **Row Actions Gear** to choose **Edit**.
3. To edit multiple items at once, select one or more **checkboxes** next to the State Course Code, or select the checkbox at the top of the table to select all.
4. Click the **Selected Gear** at the top of the table and choose **Edit Display in Application**.

- a. Select **Yes** or **No** from the **Display in Application** dropdown menu. If the course code is selected, it will be displayed in the application.

## State Course Codes

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **State Subject Areas**.
2. Click on **True** or **False** in the **Available for Selection** column to change whether or not a state subject area surfaces for selection with the ALE application. True means it will be available for selection, and False means it will not.



ALTERNATIVE LEARNING  
ALE

Data Administrator

DATA ADMIN: MANAGE  
State Subject Areas

| State Subject Area              | State Subject Area Abbreviation | Is Core Subject | Available for Selection |
|---------------------------------|---------------------------------|-----------------|-------------------------|
| English Language and Literature | ENG                             | Yes             | true                    |
| Life and Physical Sciences      | SCI                             | Yes             | true                    |
| Mathematics                     | MAT                             | Yes             | true                    |