

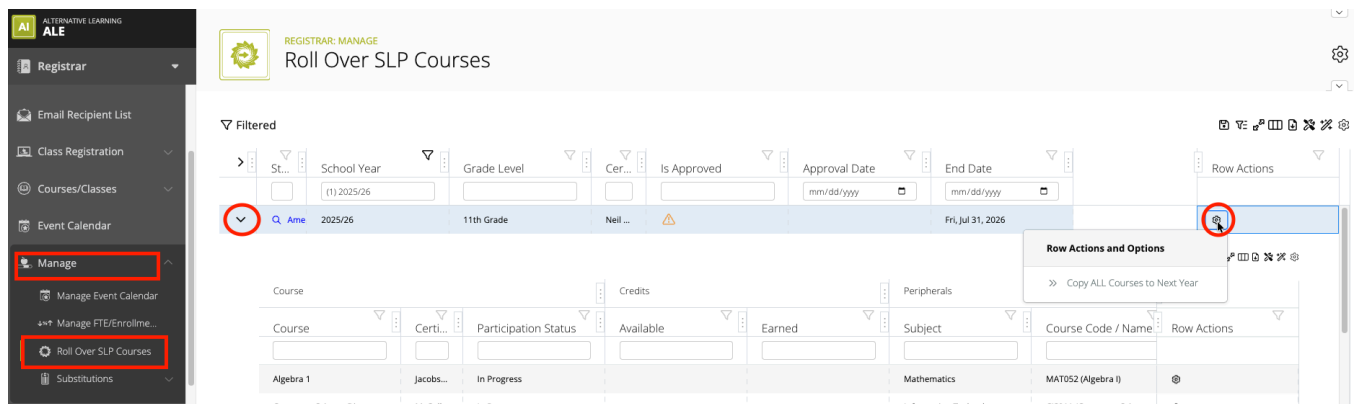
ALE Copying 'In Progress' Courses from One School Year to the Next (Connect)

At the end of one school year, not all coursework associated with a subject or course on a Student's Learning Plan may be completed, so the **Course Participation Status** remains 'In Progress'.

For any courses with this status, the subject/course record and some associated information can be copied to the Student Learning Plan for the upcoming school year, either on a student-by-student basis or as a mass copy of all existing records.

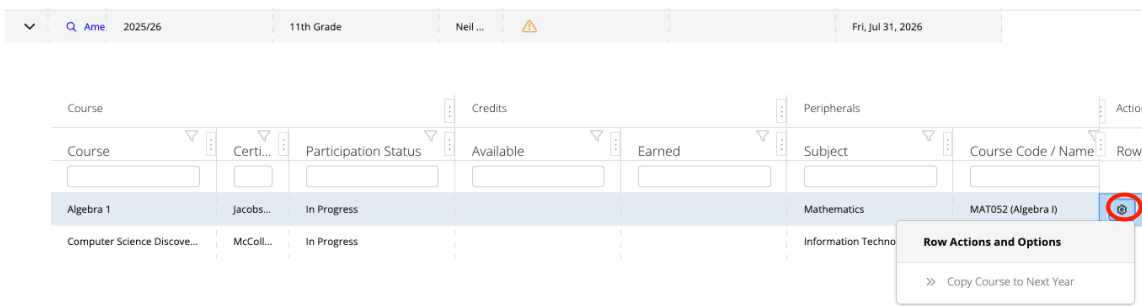
Note: Be sure that you want to take this action. It CANNOT be undone.

1. These actions can be taken in the **Registrar Role**. Click **Manage** in the left navigation menu, then select **Roll Over SLP Courses**.
2. You will see a table of all students with a current-year Student Learning Plan who have one or more courses with a course participation status of **In Progress**.



The screenshot shows the 'REGISTRAR: MANAGE Roll Over SLP Courses' interface. On the left, the 'Manage' menu is open, and 'Roll Over SLP Courses' is selected. The main table displays a student named 'Q. Ame' for the school year 2025/26, in 11th Grade. A course 'Algebra 1' is listed with a participation status of 'In Progress'. A 'Row Actions' menu is open for this student, showing the option 'Copy ALL Courses to Next Year'.

3. To see which courses are included for a particular student, click on the **arrow** to the left of the student's name to expand the list.
4. Use the **Row Actions Gear** at the far right of the student's name to **Copy All Courses to Next Year**.
5. Alternatively, the **Row Actions Gear** next to a single course also allows you to **Copy Course to Next Year**.



This close-up screenshot shows the course table for student 'Q. Ame'. The 'Algebra 1' row is highlighted, and the 'Row Actions' gear icon is circled. A 'Row Actions and Options' menu is open, showing the option 'Copy Course to Next Year'.

A Few Things to Note

- The certificated teacher will be copied from the previous year.
- The start and end dates of both the plan and the in-progress course will default to the system's term dates.
- If the existing Student Learning Plan already includes the courses in question, they will not be duplicated.