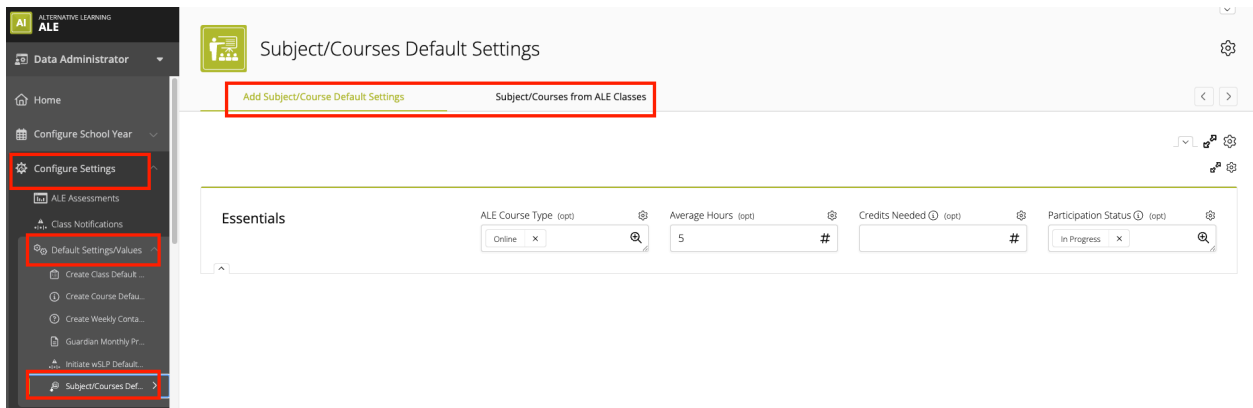


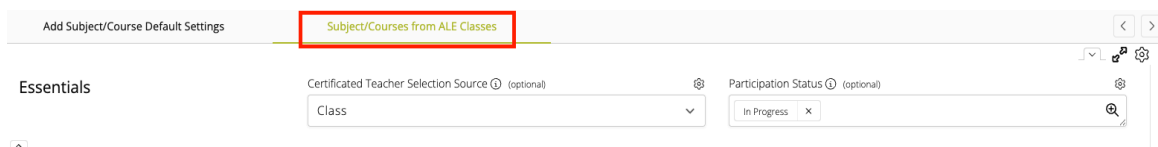
ALE Set Subject/Courses Default Settings (Connect)

Here, you will learn to set the default values for the Add Subject Course form used when manually adding a subject or course to a Student Learning Plan. Here, you can also set the default settings for Subject/Courses that are automatically generated as a result of enrolling in an ALE Class in Enrollment Method 2.

1. Start under **Configure Settings** in the left navigation menu, choose **Default Settings/Values**, and then **Subject/Courses Default Settings**.
2. You will see two subpages (tabs) at the top of the page to select from.



- a. You will be taken to the **Add Subject/Course Default Settings** tab by default. Here, you will choose default values for when manually adding a Subject/Course to an SLP.
 - i. Leave the **ALE Course Type** field blank if your program uses multiple course types and would like the ALE Course Type to be pulled from your course templates.
 - ii. If you have only one ALE course Type, you can select a default ALE Course Type for all courses that are manually added to your SLPs.
 1. Click the **magnifying glass** in the **ALE Course Type** field and click the **checkbox** to the left.
 2. Fill in the **Average Hours** and **Credits Needed** numerically.
 3. Click the **magnifying glass** in the **Participation Status** field, then check the **checkbox** to the left.
 4. Click **Save**.
- b. Click on the **Subject/Courses from the ALE Classes** tab at the top of the page. Here, you can choose the default settings for Subject/Courses that are automatically generated as the result of enrolling in an ALE Class in Enrollment Method 2.



- i. In the **Essentials** section:
 1. Select **Class**, **Course**, or **SLP** from the **Certificated Teacher Selection Source** dropdown menu. This is where the Subject/Course Certificated Teacher will be populated from.

2. Click the **magnifying glass** in the **Participation Status** field, then check the **checkbox** to the left.

ii. In the **Course Types** section:

Course Type

ALE Course Type Specification ⓘ (optional) ⚙️

Source Selection ▼

ALE Course Type Selection Source ⓘ (optional) ⚙️

Class ▼

1. Select **Static** or **Source Selection** from the **ALE Course Type Specification** dropdown menu.
2. Select a **Class** or **Course** from the **ALE Course Type Selection Source** dropdown menu.

iii. In the **Average Hours** section:

Average Hours

Average Hours Specification ⓘ (optional) ⚙️

Source Selection ▼

Average Hours Selection Source ⓘ (optional) ⚙️

Class ▼

1. Select **Static** or **Source Selection** from the **Average Hours Specification** dropdown menu.
2. Select **Class** or **Course** from the **Average Hours Selection Source** dropdown menu.

iv. In the **Class Designations** section:

Class Designations

Choose ALE Class Designations for which no subject/courses should be automatically created from ALE Class enrollments

ALE Class Designations ⓘ (optional) ⚙️

Workshop ×

Resource ×

Field Trip ×

Event ×

Club ×

1. Click on the **magnifying glass** in the **ALE Class Designations** field, click one or more **checkboxes**, and click **Accept**. Choose ALE Class Designations for which no subject/courses should be automatically created from ALE Class enrollments.

v. Click **Save**.