

## ALE Recording Monthly Progress (Connect)

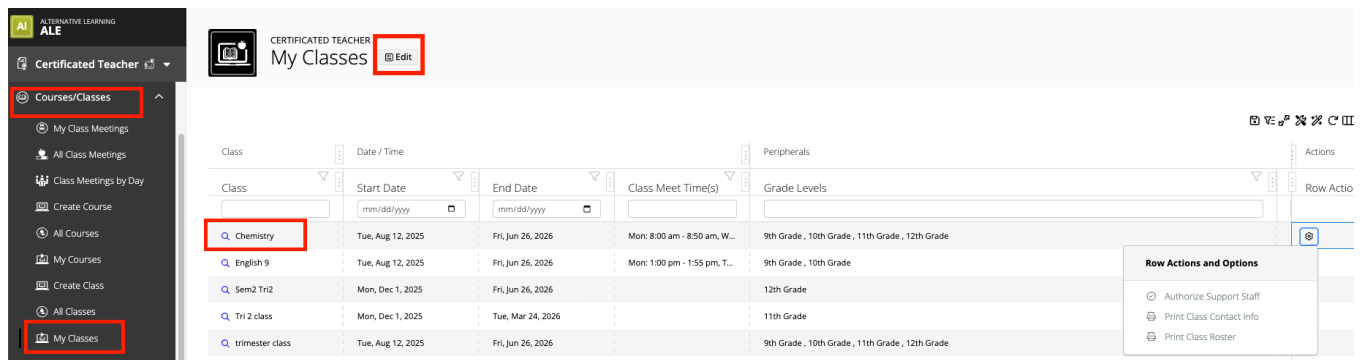
Each month, the certificated teacher overseeing each Student's Learning Plan must determine the student's progress. Ultimately, a **Yes/No** determination with a **date assigned** must be made. However, the ALE Application offers several tools that can be optionally used to assist the Certificated Teacher in making this determination.

### Monthly Progress Determination per Class or Course

For groups of students participating in a Class or Course, the Certificated Teacher or Support Staff providing that instruction may, on a per-student, per-month basis, designate the extent of each student's progress.

### Monthly Progress by Class

1. Start under **Courses/Classes** in the left navigation menu and choose **My Current Classes**.
2. If a school year has not been selected, click the **magnifying glass** in the **school year** field, then select the **checkbox** to the left of the school year.
3. Click **Save**.
4. Use the **Edit Page Data Settings** button next to the title to edit the school year if needed.
5. You will see a data table of the current classes that you are assigned to oversee and/or teach as a certificated teacher. The table includes the start and end dates, the support staff member (s) ' names, and whether you have authorized them to teach on your behalf.
6. Click the **magnifying glass** in the **class column** to enter progress.



Class	Start Date	End Date	Class Meet Time(s)	Grade Levels
Chemistry	Tue, Aug 12, 2025	Fri, Jun 26, 2026	Mon: 8:00 am - 8:50 am, W...	9th Grade , 10th Grade , 11th Grade , 12th Grade
English 9	Tue, Aug 12, 2025	Fri, Jun 26, 2026	Mon: 1:00 pm - 1:55 pm, T...	9th Grade , 10th Grade
Sem2 Trn2	Mon, Dec 1, 2025	Fri, Jun 26, 2026		12th Grade
Tri 2 class	Mon, Dec 1, 2025	Tue, Mar 24, 2026		11th Grade
trimester class	Tue, Aug 12, 2025	Fri, Jun 26, 2026		9th Grade , 10th Grade , 11th Grade , 12th Grade

7. Click the **Monthly Progress Tab** at the top of the page.
8. You will see a data table of all students enrolled in the class, along with columns for each month the class is scheduled.




Details    Schedule    Meetings    **Monthly Progress**    Students    Grades    Class/Course Deta

Monthly Progress    October

St...	Course Code	Overall Progress Det...	Progress	Satisfactory	Attendance
<input type="checkbox"/>	Ain...	Chemistry	<input type="text"/>	<input type="text"/>	0/9

## Single Student


1. Click **Set** in the **Satisfactory** column for the corresponding month and student.

	Click once to set the student as Satisfactory.
	Click twice to set the student as Unsatisfactory.
	Click a third time to return to Set

2. Click the **paper icon** in the **Progress** column to add a comment.

## Group of Students

1. If you have the same designation and/or comment for a group of students, click one or more **checkmarks** to the left of student names.
2. Click the **Selected Gear** in the top left and choose **Update Subject/Course Progress**.

Selected (1) 

Update Subject/Course Progress

Ain...    Chemistry

3. Select the **magnifying glass** in the **Month** field, then check the **checkbox** for the chosen month.
4. Select **Yes** or **No** from the **Satisfactory** dropdown menu.
5. Fill in a **Comment**.
6. Click **Save**.

Progress Month (required) ⚙️ Satisfactory (optional) ⚙️

July   Yes

Comments (optional) ⚙️

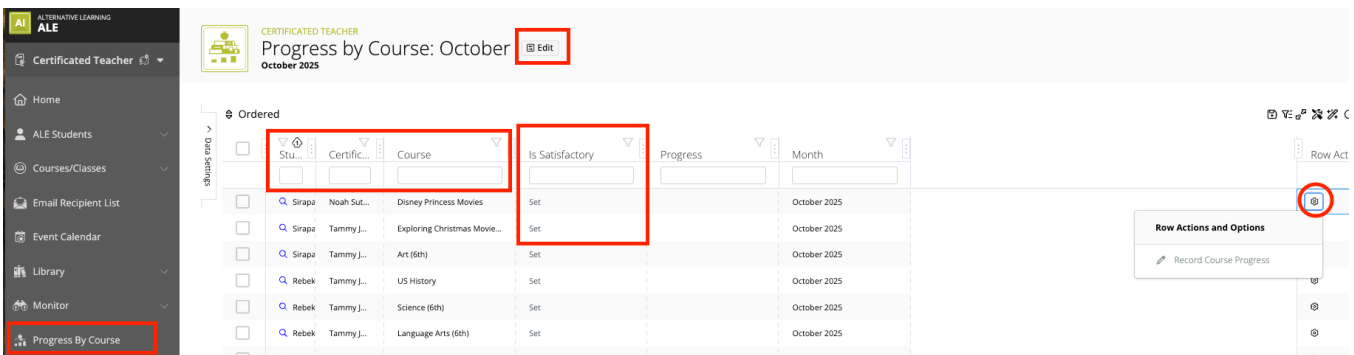
Example

Cancel

Save

## Progress by Course

1. Start under **Progress By Course** in the left navigation menu.
2. Click the **magnifying glass** in the **ALE Progress Reporting Month** field and select the **checkbox** for the chosen month.
3. Click **Save**.
4. To change the month, click **Edit Page Data Settings** to the right of the page title, then select a new month.
5. The resulting list will include students with a course on their Student Learning Plan for which you are listed as the **Certificated Teacher** overseeing that course.
6. Use the **filters** at the top of the columns to sort and search.





Stu...	Certific...	Course	Is Satisfactory	Progress	Month
Sirapa	Noah Sut...	Disney Princess Movies	Set		October 2025
Sirapa	Tammy J...	Exploring Christmas Movie...	Set		October 2025
Sirapa	Tammy J...	Art (6th)	Set		October 2025
Rebek	Tammy J...	US History	Set		October 2025
Rebek	Tammy J...	Science (6th)	Set		October 2025
Rebek	Tammy J...	Language Arts (6th)	Set		October 2025

## Single Student

1. Click **Set** in the **Is Satisfactory** column.



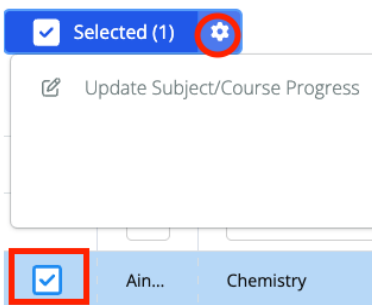
Click once to set the student as Satisfactory.

	Click twice to set the student as Unsatisfactory.
	Click a third time to return to Set

- Alternatively, click on the **Row Action Gear** to the far right and select **Record Course Progress**.
- In the popover window, select **True** or **False** from the **Is Satisfactory** dropdown menu.
- Fill in the **Progress** field with any comments.
- Click **Save**.

## Group of Students

- If you have the same designation and/or comment for a group of students, click one or more **checkmarks** to the left of student names.
- Click the **Selected Gear** in the top left and choose **Update Subject/Course Progress**.



- Select the **magnifying glass** in the **Month** field, then check the **checkbox** for the chosen month.
- Select **True** or **False** from the **Is Satisfactory** dropdown menu.
- Fill in the **Progress** field with any comments.
- Click **Save**.

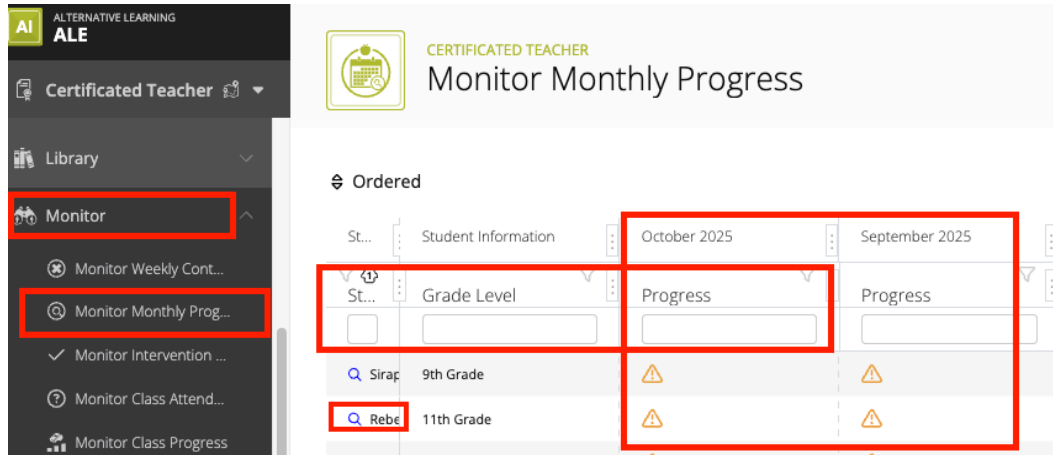
## Monitor Monthly Progress

### Multiple Roles: Certificated Teacher, Program Manager




Here, you will learn to record and monitor monthly progress for the approved wSLPs you manage. Per [WAC 392-550-025\(3\)](#), monthly progress must be completed each month a student is claimed for state funds. You can only record monthly progress via the certified teacher role.

- Start by selecting **Monitor** in the left navigation menu, then choose **Monitor Monthly Progress**.

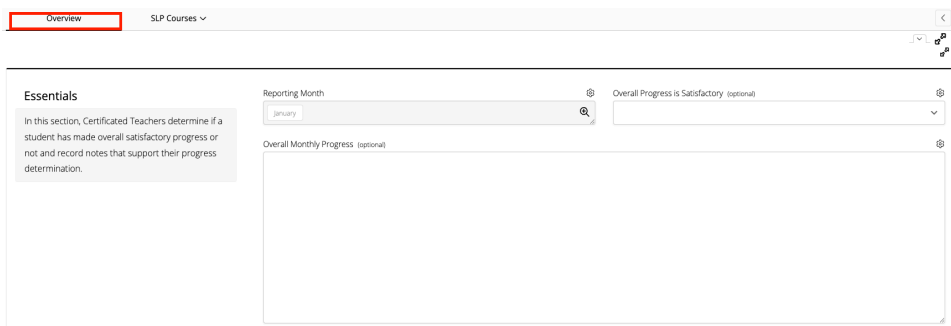
2. This table will include monthly columns for all students, indicating whether the monthly progress review has been completed.
3. Use the text box and **filter** icons at the top of each column to sort and filter as desired.



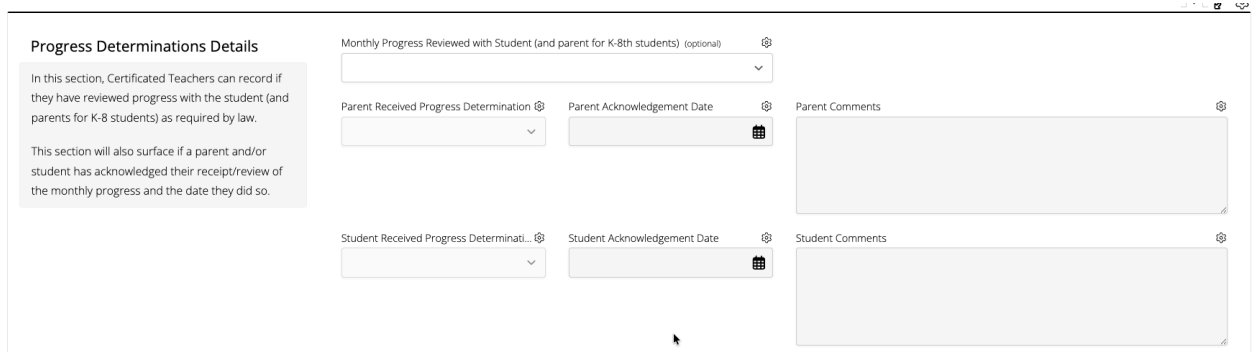
4. In the **Monthly Progress columns**, an icon will appear.

	Indicates that monthly progress has yet to be recorded.
	Indicates Satisfactory Progress.
	Indicates Unsatisfactory Progress

5. Click the **monthly progress column icons** to view a student's progress for each month.
  - a. You will see the **Update Monthly Progress** page open to the **Overview tab** by default. In the **Essentials section**, Certificated Teachers determine whether a student has made satisfactory progress and record notes supporting their decision.
    - i. The Reporting Month field will automatically fill.
    - ii. Select **Yes or No** from the **Overall Progress is Satisfactory** dropdown menu.
    - iii. Fill in the **Overall Monthly Progress** field.



- b. In the next section, the Certificated Teacher can indicate whether they have reviewed progress with the student (and parents for K-8 students), as required by law. This section will also surface whether a parent and/or student has acknowledged receipt of the monthly progress and the date they did so. Once monthly progress has been determined, parents can no longer edit the “parent input” box, which becomes read-only.
- i. Select **Yes or No** from the **Monthly Progress Review with Student (and parent for K-8th students)** dropdown menu.



**Progress Determinations Details**

In this section, Certificated Teachers can record if they have reviewed progress with the student (and parents for K-8 students) as required by law.

This section will also surface if a parent and/or student has acknowledged their receipt/review of the monthly progress and the date they did so.

Monthly Progress Reviewed with Student (and parent for K-8th students) (optional)

Parent Received Progress Determination

Parent Acknowledgement Date

Parent Comments

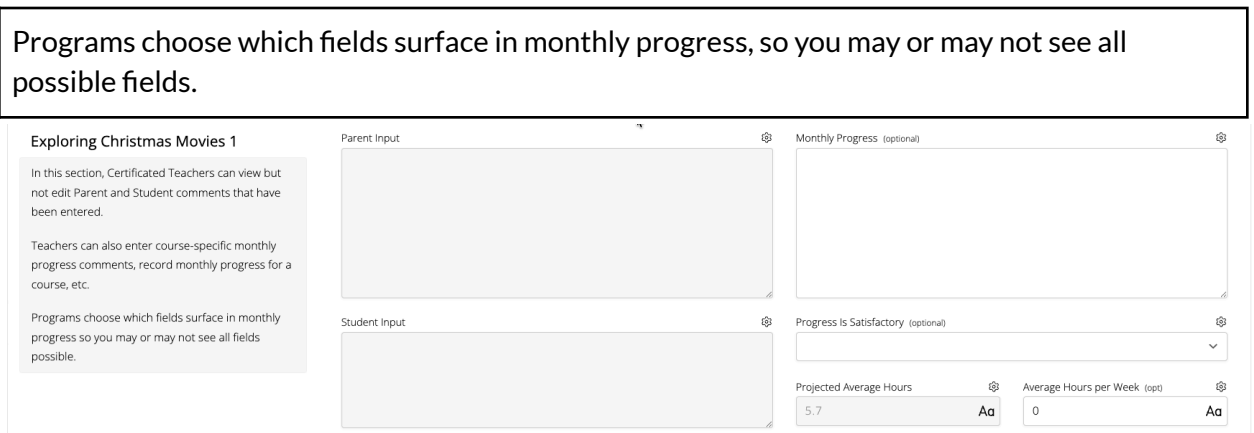
Student Received Progress Determination

Student Acknowledgement Date

Student Comments

- c. In the next sections, the Certificated Teacher can view but not edit Parent and Student comments that have been entered. Teachers can also enter course-specific **Monthly Progress** comments and record monthly progress for a course (Select **Yes or No** from the **Progress is Satisfactory** field).

Programs choose which fields surface in monthly progress, so you may or may not see all possible fields.



**Exploring Christmas Movies 1**

In this section, Certificated Teachers can view but not edit Parent and Student comments that have been entered.

Teachers can also enter course-specific monthly progress comments, record monthly progress for a course, etc.

Programs choose which fields surface in monthly progress so you may or may not see all fields possible.

Parent Input

Student Input

Monthly Progress (optional)

Progress is Satisfactory (optional)

Projected Average Hours: 5.7

Average Hours per Week (opt): 0

- d. Scroll down to **Completed Courses History**. Here, you can view the history of completed courses.
  - e. Alternatively, click the **SLP Course tab** at the top of the page and select the course of choice. Here, you can view the courses, course progress, course details, and data tables.
6. Click the **magnifying glass** next to the student's name to view their **Manage Student Learning Plan page** in the **Monthly Progress tab**.
- a. Click the **Row Action Gear** to the far right to:
    - i. **Print Monthly Progress**
    - ii. **Print Monthly Progress with Course Details**
    - iii. **Record Monthly Progress** (Certificated Teacher Role only)
    - iv. **Print Intervention Plan** (Program manager Role only)

Reporting Month	Progress Determination Made	Progress is Satisfactory	Progress Review Date	Progress Comment(s)	Intervention Plan
April 2026	No				
March 2026	Yes	Yes	2026-03-11	Tammy Test	
February 2026	No				
January 2026	No				
December 2025	No				

7. In the **Registrar Role**, click one or more **checkboxes** to the far left, click the **Selected Gear** in the top left, and choose:
  - a. **Notify Parents of Monthly Progress Review**
  - b. **Notify Students of Monthly Progress Review**
  - c. **Notify Parent of Missing Progress Entry**
  
8. You can surface additional columns by clicking on the **Show Column Panel icon** at the top right of the table. This will open a list of extra columns.
  - a. Click the **checkbox** for the months you want to view.
  - b. Click the **Hide Column Panel icon** to close the column panel.

## Additional Notes:

- The recording date for the monthly progress is captured only when the overall progress determination is made. No other edits or input in the monthly progress review form will change or capture the recording date.
- Once monthly progress has been recorded, progress by course or class cannot be added/edited in the group interfaces, nor can parent input be modified or added.
- The Monthly Progress interface can now be configured per district to hide/show which form elements are applicable, so your view may differ from the screenshots above based on those settings.