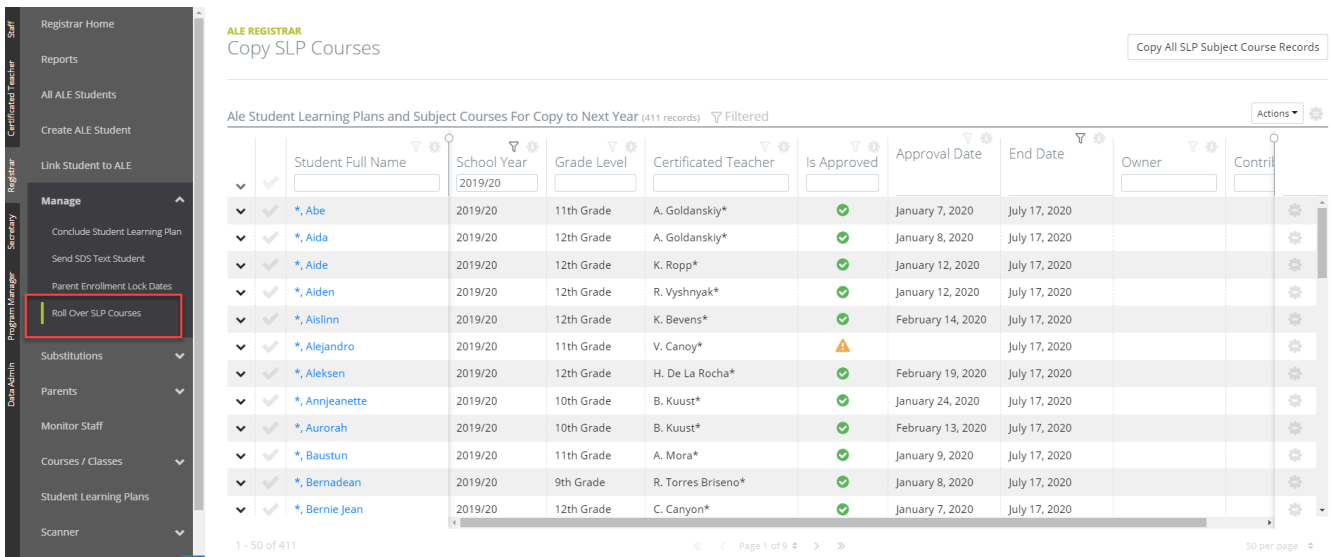


ALE Registrar: Copying Progress Courses from One School Year to the Next V2

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

For any courses with this status, that subject/course record and some of the 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.

1. These actions can be taken on the **Register Role**. Click **Manage** in the left navigation menu, then select **Roll over SLP Courses**.



The screenshot shows the ALE Registrar interface. On the left, a navigation menu is visible with the 'Manage' section expanded, and 'Roll Over SLP Courses' highlighted with a red box. The main content area displays a table titled 'Ale Student Learning Plans and Subject Courses For Copy to Next Year (411 records)'. The table has columns for Student Full Name, School Year, Grade Level, Certificated Teacher, Is Approved, Approval Date, End Date, Owner, and Contrib. The table lists 12 students with their respective details.

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contrib
, Abe	2019/20	11th Grade	A. Goldansky	✓	January 7, 2020	July 17, 2020		
, Aida	2019/20	12th Grade	A. Goldansky	✓	January 8, 2020	July 17, 2020		
, Aida	2019/20	12th Grade	K. Ropp	✓	January 12, 2020	July 17, 2020		
, Aiden	2019/20	12th Grade	R. Vyshnyak	✓	January 12, 2020	July 17, 2020		
, Aislinn	2019/20	12th Grade	K. Bevens	✓	February 14, 2020	July 17, 2020		
, Alejandro	2019/20	11th Grade	V. Canoy	⚠		July 17, 2020		
, Aleksen	2019/20	12th Grade	H. De La Rocha	✓	February 19, 2020	July 17, 2020		
, Annjeanette	2019/20	10th Grade	B. Kuust	✓	January 24, 2020	July 17, 2020		
, Aurorah	2019/20	10th Grade	B. Kuust	✓	February 13, 2020	July 17, 2020		
, Baustun	2019/20	11th Grade	A. Mora	✓	January 9, 2020	July 17, 2020		
, Bernadean	2019/20	9th Grade	R. Torres Briseno	✓	January 8, 2020	July 17, 2020		
, Bernie Jean	2019/20	12th Grade	C. Canyon	✓	January 7, 2020	July 17, 2020		

2. This list includes 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**.
3. To view which courses are included for a particular student, click on the drop-down arrow at the left of the student's name to expand the list:

ALE REGISTRAR
Copy SLP Courses

Copy All SLP Subject Course Records

Ale Student Learning Plans and Subject Courses For Copy to Next Year (411 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contrib																																										
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4. Use the Row Actions & Options gear at the right of the student's name to Copy All Courses to Next Year.

Ale Student Learning Plans and Subject Courses For Copy to Next Year (411 records) Filtered

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Row Actions & Options

- Edit
- Student Spotlight
- Copy ALL Courses to Next Year

5. Alternatively, the Row Actions & Options gear next to a single course includes the Copy Course to Next Year option.

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Row Actions & Options

- Copy Course to Next Year

6. If you have many courses to copy, you can use the button at the top right of the page to **Copy all SLP Subject Course Records** listed to SLPs for the upcoming school year.

Note: Be sure that you want to take this action before clicking, as it CANNOT be undone.

ALE REGISTRAR
Copy SLP Courses

[Copy All SLP Subject Course Records](#)

Ale Student Learning Plans and Subject Courses For Copy to Next Year (411 records) Filtered

	Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contrib
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1 - 50 of 411 Page 1 of 9 50 per page

A Few Things to Note

- Suppose a **Student Learning Plan does not yet exist** for the Student for whom you are copying a Subject/Course in the upcoming school year. In that case, **one will be automatically generated** for that student when you take this action. The certificated teacher will be copied from the previous year, while the start and end dates for both the plan and the course in progress will default to the system-set term dates.
- If a Student Learning Plan exists for the student in question for the upcoming year, courses will be added to it.
- If the existing Student Learning Plan already includes the courses in question, they will not be duplicated.