

## ALE Creating & Editing Classes V2

In the ALE application, you can schedule a **Class**. A class has specific characteristics:

- It involves a group of students
- There is a regular time and place that the class meets in a certain location
- The class may or may not be tied to a course

Classes can be added to a student's schedule (by parents, if set up that way, the certificated teacher, or a registrar)

Attendance can be recorded for the class (and if done by a certificated teacher, this will generate weekly contact records)

## One Important Designation to Understand Before You Begin

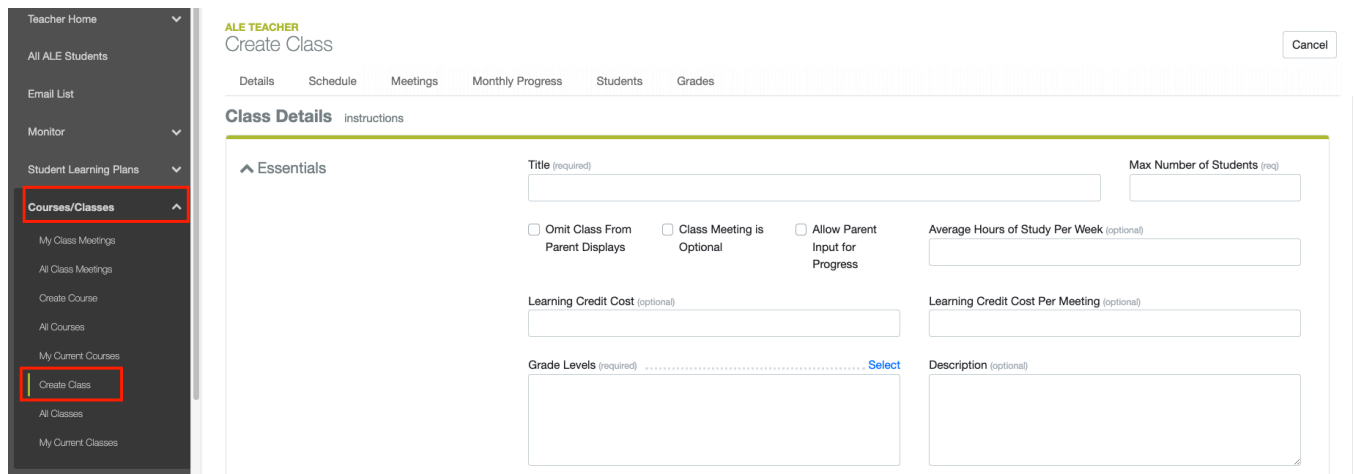
The ALE application can be formatted for two methods of Student Learning Plan development involving Classes:

- **Method 1:** Courses/Subjects are manually added to the SLP, and these determine which supplemental classes a student is eligible to register for.
- **Method 2:** Class registration (whether by parents or school staff) generates subject/course records in the SLP.

## Scheduling a Class

There are two ways to schedule a class, both of which can be done by the certificated teacher or registrar:

1. Go to the Course/Class menu in the left nav and choose Create Class.



2. To access the managing course modal, go to **Courses/Classes** in the left navigation and select **All Courses**. Click the **Row Actions & Options gear** and select **Schedule Class**.

**ALE TEACHER**  
All Courses

**All Courses** instructions

Ale Courses for Teacher (67 records) Filtered

Ale Course Name	Description	Syllabus	State Course Code(s)	State Course Name(s)	State Subject Area(s)	Grade Level(s)	Is H
Deidra's Test Course ...							
Disney Princess Movies		Movies: Diehard A Ch...	05250	Media Arts--Compreh...	Visual and Performing...	11th Gr	
English 101	English 9 is a course i...	Day 1. Introductions ...	01001	English/Language Art...	English Language and...	9th Gr	
English 9A	English 9 is a course i...	Day 1. Introductions ...	01001	English/Language Art...	English Language and...	9th Gr	
English 9B	English 9 is a course i...	Day 1. Introductions ...	01001	English/Language Art...	English Language and...	9th Gr	
Exploring Christmas ...	What makes a movie ...	Movies: Diehard A Ch...	05154, 05250, 05185...	Visual Arts--Compreh...	Visual and Performing...	6th Gr	
fgdf	fgdfsg		01003	English/Language Art...	English Language and...		

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**ALE TEACHER**  
Create Class for: Deidra's Online Course for Testing

Undo Validate

Details Schedule Meetings Monthly Progress Students Grades

**Class Details** instructions

Essentials

Title (required) Deidra's Online Course for Testing

Max Number of Students (req) [dropdown]

Omit Class From Parent Displays  Class Meeting is Optional  Allow Parent Input for Progress

Average Hours of Study Per Week (optional) [input] Please fill out this field.

Learning Credit Cost (optional) [input]

Learning Credit Cost Per Meeting (optional) [input]

Grade Levels (required) 9th Grade 10th Grade Select

Description (optional) [input]

## Details Tab

### Essentials

**Class Details** instructions

Essentials

Title (required) Sample

Max Number of Students (req) 15

Omit Class From Parent Displays  Class Meeting is Optional  Allow Parent Input for Progress

Average Hours of Study Per Week (optional) [input]

Learning Credit Cost (optional) [input]

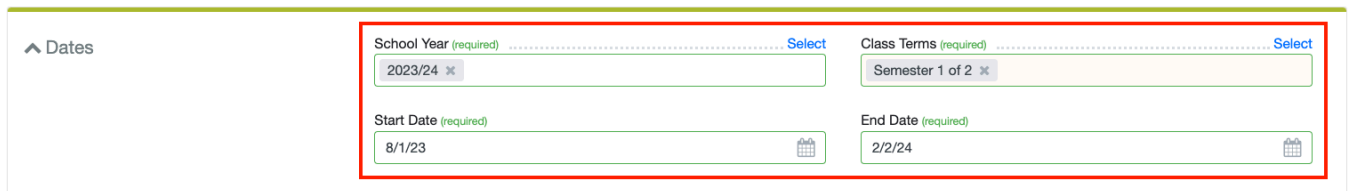
Learning Credit Cost Per Meeting (optional) [input]

Grade Levels (required) 12th Grade Select

Description (optional) [input]

- **Title (Required):** This class name will be displayed on the student schedules and listed throughout the interface.
- **Max Number of Students (Required):** This setting limits class enrollment. How many “seats” are available?
- **Omit from Parent Displays:** Checking this box will “hide” this class from the parent interface.
- **Class Meeting is Optional:** Checking this box indicates that attendance is not taken/required.
- **Allow Parent Input for Progress:** Checking this box enables parents to input progress.
- **Average Hours of Study per Week (Optional):** Number of hours that the class content is studied per week for calculating total weekly hours on the Student Learning Plan (should be left blank if the class is not counted towards weekly hours).
- **Learning Credit Cost (Optional):** Enter a single overall class cost here if your program uses the Learning Credit system to track individual student costs. This total will be deducted from the Ledger for each student upon enrolling in this class.
- **Learning Credit Cost per Meeting (Optional):** Enter a per-class meeting cost here if your program uses the Learning Credit system to track individual student costs. This total (cost x number of class meetings based on the established class schedule) will be deducted from the Ledger for each student upon enrolling in this class.
- **Grade Levels (Required):** One or more must be chosen. This will limit displays for which this class is returned (based on student grade level).
- **Description (Optional):** Text that can be used to describe this class (if you’ve described the course, you could consider copying/pasting from there).

## Dates

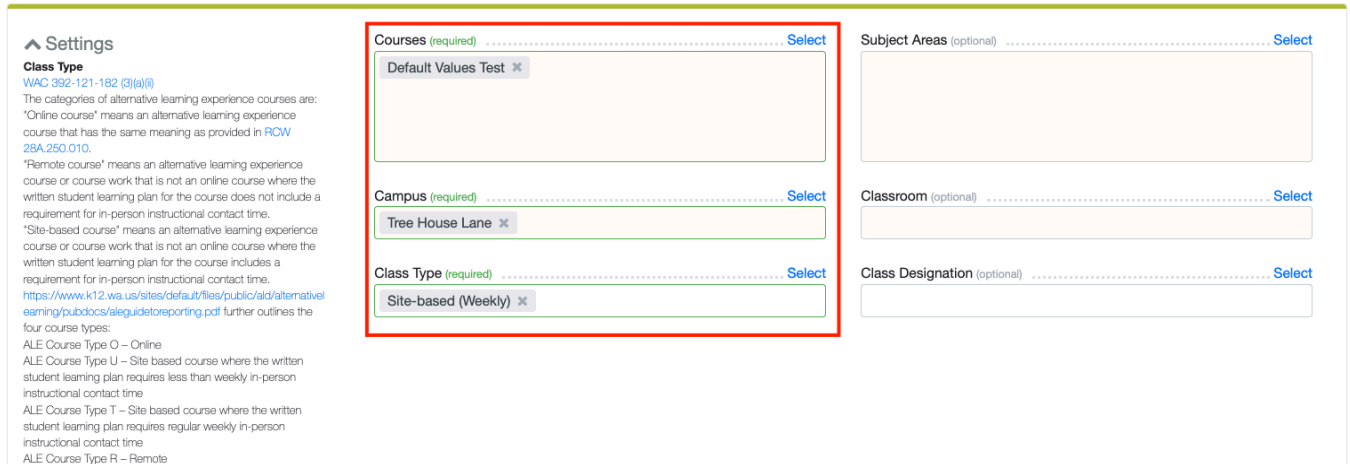


- **School Year (Required):** Defaults to the current school year for most of the year, then shifts to the following school year in late spring, but it can always be edited.
- **Class Terms (Required):** Your program establishes these and may include Semesters or Quarters. When scheduling a class, you may choose one or more terms (e.g., if it is a yearlong class, you could choose both Sem 1 and Sem 2).

\*If you think there is the possibility that students may not continue the class for the whole year, it is best to set it up as two separate sections so that they can register for each independently.

- **Start Date & End Date (Required)** - Selecting the Class Terms will automatically update these dates based on the Semester start and end dates in the system, but they can also be manually updated.

## Settings



**Settings**

**Class Type**  
 WAC 392-121-182 (3)(a)(ii)  
 The categories of alternative learning experience courses are:  
 "Online course" means an alternative learning experience course that has the same meaning as provided in RCW 28A.250.010.  
 "Remote course" means an alternative learning experience course or course work that is not an online course where the written student learning plan for the course does not include a requirement for in-person instructional contact time.  
 "Site-based course" means an alternative learning experience course or course work that is not an online course where the written student learning plan for the course includes a requirement for in-person instructional contact time.  
[https://www.k12.wa.us/sites/default/files/public/aid/alternative\\_earning/pubdocs/aeguidetoreporting.pdf](https://www.k12.wa.us/sites/default/files/public/aid/alternative_earning/pubdocs/aeguidetoreporting.pdf) further outlines the four course types:  
 ALE Course Type O – Online  
 ALE Course Type U – Site based course where the written student learning plan requires less than weekly in-person instructional contact time  
 ALE Course Type T – Site based course where the written student learning plan requires regular weekly in-person instructional contact time  
 ALE Course Type R – Remote

**Courses (required)** ..... [Select](#)  
 Default Values Test x

**Campus (required)** ..... [Select](#)  
 Tree House Lane x

**Class Type (required)** ..... [Select](#)  
 Site-based (Weekly) x

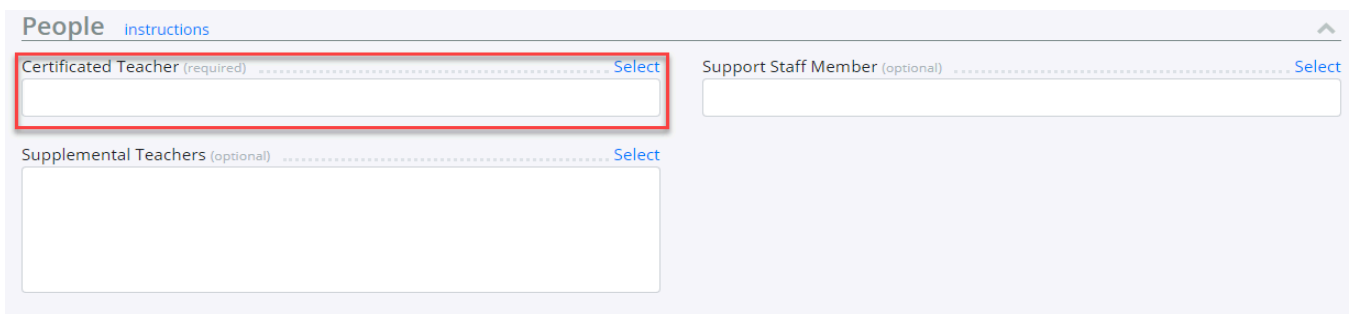
**Subject Areas (optional)** ..... [Select](#)

**Classroom (optional)** ..... [Select](#)

**Class Designation (optional)** ..... [Select](#)

- **Courses (Required):** If you've built a Course that defines the content of your class, link it here to carry all of the attached content down to Student Learning Plans.
- **Subject Areas (Optional):** This optional field lets you attach one or more subject areas to the class, which serve as filters for users of enrollment method 1 described above. If you use enrollment method 2, it is important that you only designate one state subject area per class.
- **Campus (Required):** For programs that utilize multiple campuses, this field identifies which campus the Class will take place on and can default to a single campus if needed.
- **Classroom (Optional):** This field can be formatted to list your available classrooms and identify where your class takes place.
- **Class Type (Required):** This required field identifies the type of class for the student learning plan.
- **Class Designation(Optional)**

## People



**People** [instructions](#)

**Certificated Teacher (required)** ..... [Select](#)

**Support Staff Member (optional)** ..... [Select](#)

**Supplemental Teachers (optional)** ..... [Select](#)

- **Certificated Teacher (Required):** In this required field, identify the certificated teacher ultimately responsible for the content of this Class, even if a non-certificated staff member is delivering it.
- **Support Staff Member:** This optional field allows you to identify one or more non-certificated staff members who deliver Class Content.
- **Supplemental Teachers:** Additional certified teachers who are team-teaching the class can be identified here.

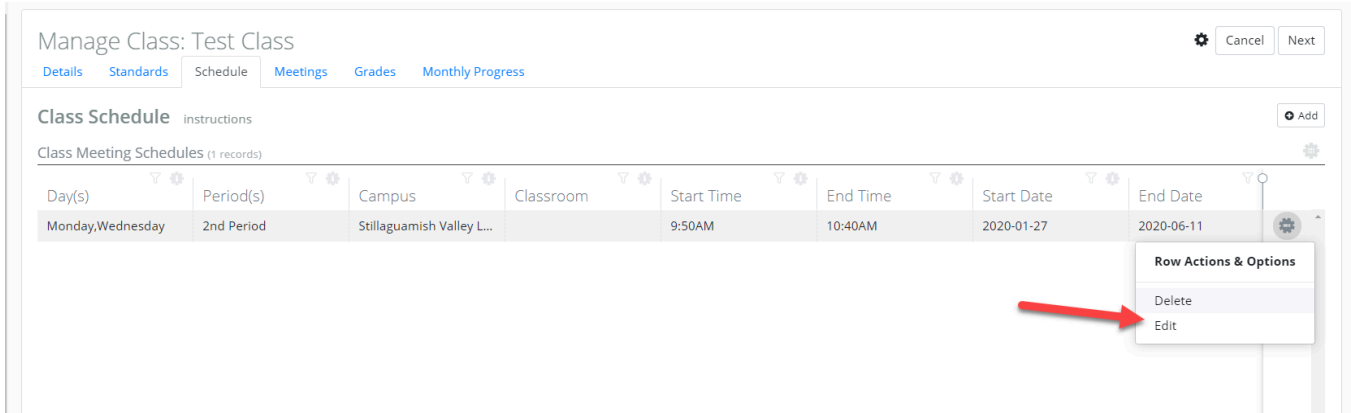
## Schedule Tab

1. Click the **Add** button at the top right to add the schedule, which shows the times this class meets each week.

2. In the **Add Class Meeting Schedule** modal, you will make the following selections:

- **Days of the Week (Required):** Choose one or more days the class will meet.
- **Campus (Optional):** This will autofill from the selections on the Details Tab.
- **Classroom (Optional):** This will autofill from the selections on the Details Tab.
- **Start & End Date (Optional):** Set based on the selected Class Term, but can be manually changed.
- **Schedule By (Required):** Choose the following and make the corresponding selections.
  - **Time** (Select **Start/End Time**, Planner View)
  - **Class Period** (Select **Class Periods**, Period View)

Once all your selections are made, click **OK**. You will see a line added with the selected details. You can delete or edit the established class schedule using the **Row Action & Options** gear at the far right.



The screenshot shows the 'Manage Class: Test Class' interface with the 'Class Meeting Schedules' tab selected. The table below shows one record for a class meeting.

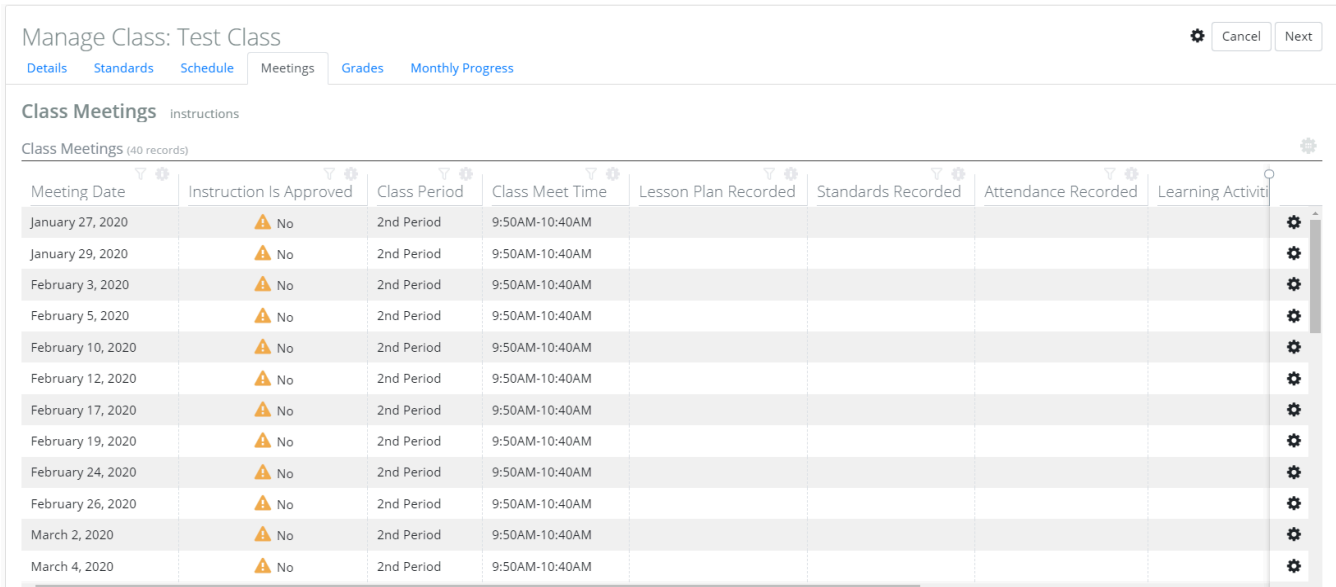
Day(s)	Period(s)	Campus	Classroom	Start Time	End Time	Start Date	End Date
Monday,Wednesday	2nd Period	Stillaguamish Valley L...		9:50AM	10:40AM	2020-01-27	2020-06-11

A red arrow points to the 'Delete' option in the 'Row Actions & Options' menu.

Once a class has begun, only the Registrar can edit or delete the associated schedule.

## Meetings Tab

Click this tab to see a list of all class meetings generated from the schedule input.



The screenshot shows the 'Manage Class: Test Class' interface with the 'Class Meetings' tab selected. The table below lists 40 records of class meetings.

Meeting Date	Instruction Is Approved	Class Period	Class Meet Time	Lesson Plan Recorded	Standards Recorded	Attendance Recorded	Learning Activities
January 27, 2020	No	2nd Period	9:50AM-10:40AM				
January 29, 2020	No	2nd Period	9:50AM-10:40AM				
February 3, 2020	No	2nd Period	9:50AM-10:40AM				
February 5, 2020	No	2nd Period	9:50AM-10:40AM				
February 10, 2020	No	2nd Period	9:50AM-10:40AM				
February 12, 2020	No	2nd Period	9:50AM-10:40AM				
February 17, 2020	No	2nd Period	9:50AM-10:40AM				
February 19, 2020	No	2nd Period	9:50AM-10:40AM				
February 24, 2020	No	2nd Period	9:50AM-10:40AM				
February 26, 2020	No	2nd Period	9:50AM-10:40AM				
March 2, 2020	No	2nd Period	9:50AM-10:40AM				
March 4, 2020	No	2nd Period	9:50AM-10:40AM				

Your class is now ready to be added to student schedules.

## Monthly Progress Tab

Here, a list of students enrolled in the class is displayed along with a column for each month the class is scheduled. Here, you can set monthly progress for each student.

**Helpful Resource:** <https://support.schooldata.net/hc/en-us/articles/4411893794195>

## Students Tab

This table lists all students enrolled in this class, including those on the waitlist or who have withdrawn.

## Grades Tab

Here, you can view any grades recorded for students enrolled in this class.

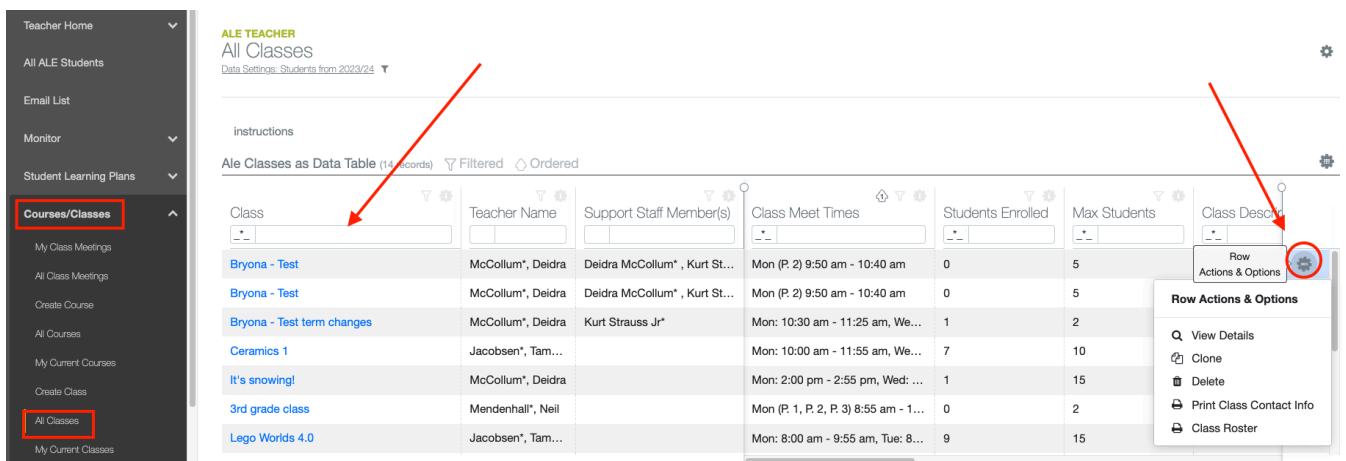
## Making Edits to a Class Once Scheduled

1. To view a list of scheduled classes, navigate to **Courses/Classes** and click **All Classes** in the left navigation. Here, you can view a table listing of all scheduled classes.
2. Use the **filters** at the top of each column to search for specific Classes.
3. Click on the class title to open the Manage Class modal and make **edits**.

Only the Registrar can edit a class schedule once the class has begun meeting.

**Special note for Enrollment Method 2 Districts:** When making edits to classes once corresponding subject/course records have been created on Student Learning Plans via class enrollment, the following fields will be automatically updated on subject/course records based on changes saved in the **Class Details Tab**:

- Certificated Teacher
- Average Hours Per Week
- Start and End Date
- ALE Class Type



The screenshot displays the 'All Classes' table with the following columns: Class, Teacher Name, Support Staff Member(s), Class Meet Times, Students Enrolled, Max Students, and Class Description. The table contains several rows of class data. A red arrow points to the 'Class' column header, and another red arrow points to the gear icon for 'Row Actions & Options' in the rightmost column.

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Class Description
Bryona - Test	McCollum*, Deidra	Deidra McCollum*, Kurt St...	Mon (P. 2) 9:50 am - 10:40 am	0	5	
Bryona - Test	McCollum*, Deidra	Deidra McCollum*, Kurt St...	Mon (P. 2) 9:50 am - 10:40 am	0	5	
Bryona - Test term changes	McCollum*, Deidra	Kurt Strauss Jr*	Mon: 10:30 am - 11:25 am, We...	1	2	
Ceramics 1	Jacobsen*, Tam...		Mon: 10:00 am - 11:55 am, We...	7	10	
It's snowing!	McCollum*, Deidra		Mon: 2:00 pm - 2:55 pm, Wed: ...	1	15	
3rd grade class	Mendenhall*, Neil		Mon (P. 1, P. 2, P. 3) 8:55 am - 1...	0	2	
Lego Worlds 4.0	Jacobsen*, Tam...		Mon: 8:00 am - 9:55 am, Tue: 8...	9	15	

4. Use the **Row Actions & Options** gear to the right of any Class to perform the following actions:
5. **View Details** - Opens a small modal that displays an overview of the basic class details.

Class/Course Details ⏏

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Class: Test Class

Max Number of Students ..... 7

Grade Levels ..... 4th Grade  
5th Grade  
6th Grade

School Year ..... 2019/20

Class Term ..... Semester 2 of 2

Dates ..... Jan 27, 2020 - Jun 11, 2020

Campus ..... Stillaguamish Valley Learning Center

Class Type ..... Site-based (Weekly)

Certificated Teacher ..... Deidra McCollum

Schedule Meetings ..... Monday, Wednesday at 9:50 AM - 10:40 AM

- **Clone** - This creates an exact copy of the selected class, duplicating everything from the Details Tab. The copy can then be renamed and edited. A class meeting schedule will need to be added, but this can be handy for duplicating a class offered in both the first and second semesters.
- **Delete:** This will permanently **delete a class and its associated data. Use with caution!** Unless you are a registrar, you cannot delete a class using this action once students are enrolled.

If you delete a class after the start date for the class has passed, you will now effectively be **canceling the class** rather than deleting it. This action can only be taken by a Registrar, and while any students enrolled and their associated data will be removed, it will act the same as a deleted class in that the class will:

- a. Be hidden from the **All Classes** menus by default.
  - b. Not showing for attendance or **My Classes** for teachers.
  - c. No longer appear on student schedules for registration.
- **Print Class Contact Info**
  - **Class Roster**