

ALE Creating & Editing Courses (Connect)

Courses are used for Written Student Learning Plans (wSLPs) and for scheduling class meetings. Review the course requirements in [WAC 392-550-025](#). The required and optional designations on the form below do NOT refer to ALE WAC requirements.

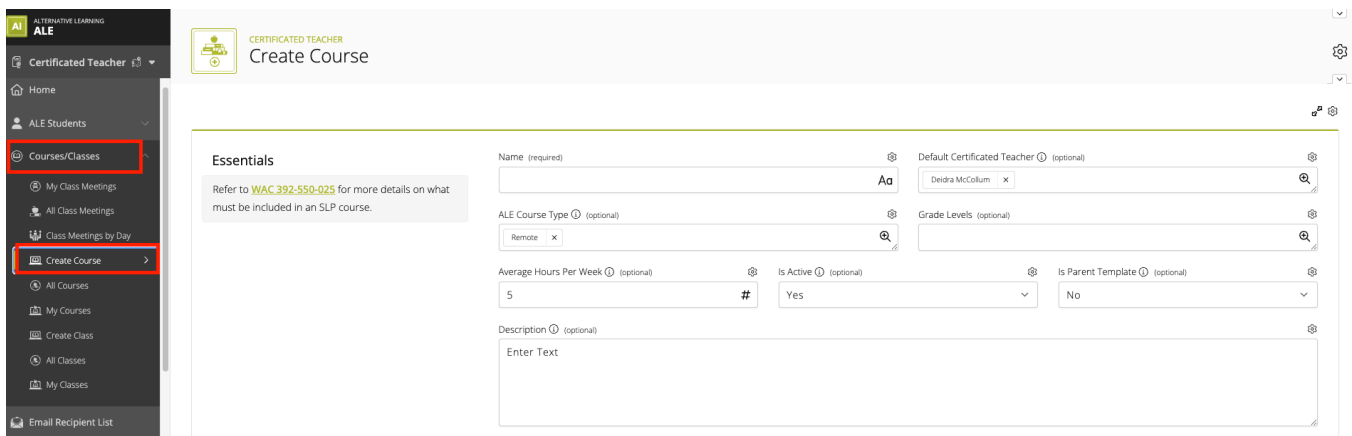
The Course template is flexible, allowing specific learning goals, performance objectives, and learning activities to be included to facilitate the monthly evaluation of student progress. Most fields are optional, allowing programs to determine which fields constitute a complete course record.

Role: Certificated Teacher, Registrar

Course Details Tab

1. Start under **Courses/Classes** in the left navigation menu and choose **Create Course**.

Note: Before building courses, you can set default values for fields via the **Data Administrator >> Configure Settings >> Default Settings/Values >> Create Course Default Values**.



2. First, in the **Essential section**, fill in the **Course Name**. Clever naming conventions may be used to make courses easily identifiable or filterable:
 - An asterisk at the beginning of the name pulls a group of courses to the top of the alphabetical list.
 - Including district course codes at the end of the name for easy filtering.
 - Each remote course is given a unique name.
3. Select a **Default Certificated Teacher** if you would like a specific certificated teacher to surface on the course when it is added to a wSLP. Leave it blank if you would like this field to be populated with the wSLP Certificated Teacher assigned to oversee the wSLP.
4. Select an **ALE Course Type**.

5. Click the **magnifying glass** in the **Grade Levels** field, select the **checkbox** next to each grade level you'd like to add to the course, and click **Accept**.
6. Fill in the **Average Hours Per Week** with a numeric value.
7. Select **Yes or No** from the **Is Active** and **Is Parent Template** dropdown menus.
8. Fill in the **Description**.
9. Next, in the **Course Codes section**, click the **magnifying glass** in the **State Course Codes** field, select the **checkbox** next to the state course codes, and click **Accept**.

NOTE: Courses or coursework must be identified using course names, codes, and designators specified in the most recent Comprehensive Education Data and Research System (CEDARS) data manual published by the Office of Superintendent of Public Instruction (OSPI).

If you add more than one state course code to a course, you **must** also configure which state course code is to be used for each grade level. This is done via **Data Administrator >> Manage ALE Data >> ALE Course Associations**.

10. Select the **SIS Course Codes** and **Subject Area** in the same way.



The screenshot shows a form with three search fields: "State Course Codes (optional)", "SIS Course Codes (optional)", and "Subject Area (optional)". Each field has a magnifying glass icon. To the left of the "State Course Codes" field is a text box containing the following text: "WAC 392-550-025 (1) (iv) (A) Courses or course work must be identified using course names, codes, and designators specified in the most recent Comprehensive Education Data and Research System data manual published by the office of superintendent of public instruction;"

11. Next, in the **Resources section**, click the **magnifying glass** in the **District Approved Curricula** field, select the **checkbox** next to the curricula, and click **Accept**.

Note: You will only have items to select if they have been added to the master District Approved Curriculum list. This is managed via **Data Administrator >> Manage ALE Data >> Reference Data Selections >> District Approved Curriculum**.

- Fill in **Texts**, **Instructional Materials Needed**, and **Additional Resources** as needed. If recorded here and this course record is attached to a class, this information will be surfaced to parents in the Course/Class Details modal during Class registration.
 - i. **Texts:** This field can be used to list any textbooks required or used in the course.
 - ii. **Additional Resources:** List other resources to access during class, such as websites, videos, and other learning materials.

- iii. **Instructional Materials Needed (Optional):** List the supplies or materials the student needs to complete this course. This information also appears in the subject/course record for an individual Student Learning Plan and is customizable there.

Resources

Select resources from the District Approved Curriculum list or add resources in any of the other fields.

District Approved Curricula (optional)	Tests (optional)
Test	Test
Instructional Materials Needed (optional)	Additional Resources (optional)
Test	test

12. Last, in the **Elements** section, fill in the **Grading, Prerequisites, Credits, and Essential Learnings** fields. If recorded here and this course record is attached to a class, this information will be surfaced to parents in the Course/Class Details modal during Class registration.
- **Grading:** This field can be used to record how grades are assigned in this course.
 - **Prerequisites:** Are there any prerequisites required for this course?
 - **Credit:** This can be used to record the standard credit amount to be earned for completing this course. This will be displayed as “available credits” when this course is added to a Student Learning Plan.
 - **Essential Learnings:** This field lets you record any learning information you prefer not to share with parents. It does not copy into the student learning plan and is not displayed on the Monthly Progress Interface.

13. Click the **magnifying glass** in the **Course Category** field, select the **checkbox** next to the categories, and click **Accept**. This field is used to organize courses into groups for a school that operates multiple programs under the same entity.

Note: You will only have items to select if they have been added to the master Course Category Selections list. This is managed via **Data Administrator >> Manage ALE Data >> Course Category Selections**.

14. Click **Save**. A Certificated Teacher Manage Course modal window will open, displaying an additional table with the Syllabus, Objectives, Activities, Evaluation, Scheduled Classes, and Students.

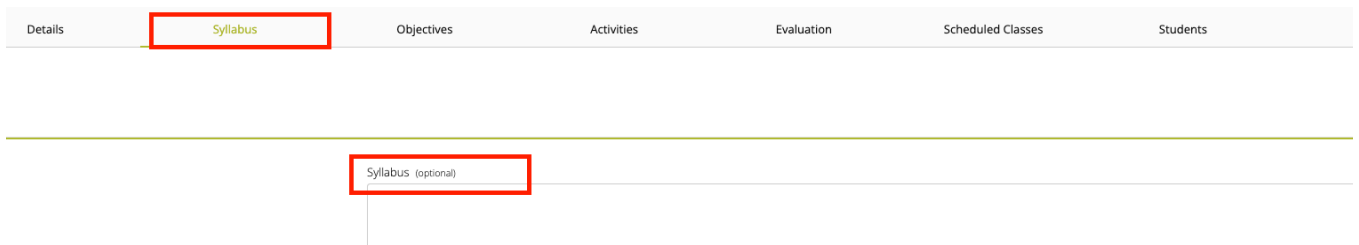
Elements

Grading (optional)	Prerequisites (optional)
test	test Aa
	Credits (optional)
	1 Aa
	Course Category (optional)
	<input checked="" type="checkbox"/> Montessori <input checked="" type="checkbox"/> On Site
Essential Learnings (optional)	
test	

Syllabus Tab

Note: Information in this box will be available when creating a printed version of your course description, wSLP report, or wSLP Audit report. However, information saved here does not display in the Monthly Progress review interface. Using the **Objectives, Activities, and Evaluation tabs** (a deconstructed syllabus) requires more initial effort but will be copied into the SLP when the course is added, allowing individualization. In addition, several of the fields are displayed in the Monthly Progress interface, allowing certificated teachers to make informed decisions based on the course's goals and objectives.

1. Continue working in the **Certificated Teacher Manage Course** modal window by clicking the **Syllabus Tab** found at the top of the page.
 - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Course Name** column.
2. Copy and paste the syllabus into the syllabus field and click Save.

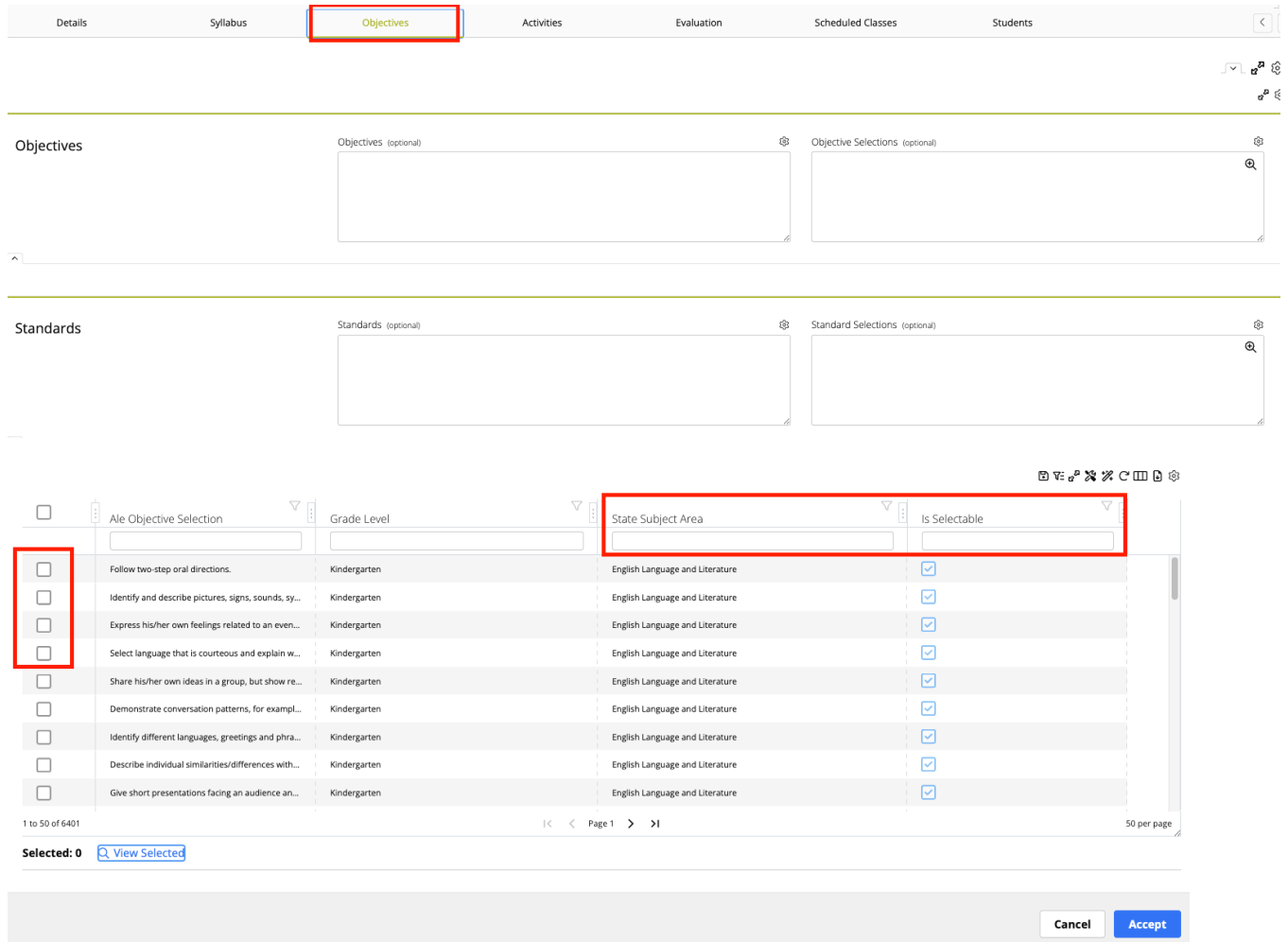


Objectives Tab

Note: The Objectives, Activities, and Evaluation tabs (the deconstructed syllabus) will be copied into the SLP when the course is added, allowing for individualization. In addition, several fields are displayed in the Monthly Progress interface, enabling certified teachers to make informed decisions based on the course's goals and objectives.

1. Continue working in the **Certificated Teacher Manage Course** modal window by clicking the **Objectives Tab** found at the top of the page.
 - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Course Name** column.
2. In the **Objectives** section: The Objectives Selections selector options are managed via the **Data Administrator >> Manage ALE Data >> Reference Data Selections >> Objectives**.
 - a. Fill in the **Objectives**, often called "Performance Objectives" in the WACs. These are surfaced in the Monthly Progress Review interface.
 - b. Or choose from a selectable list of Objectives by clicking the **magnifying glass** in the **Objective Selections** field, clicking one or more **checkboxes** to the left of the objective selections, and clicking **Accept**. These are **not** surfaced in the Monthly Progress review interface.

i. **Filter** and search by grade level or subject area at the top of each column.



The screenshot shows the 'Objectives' tab selected in the top navigation bar. Below the navigation bar, there are two sections: 'Objectives' and 'Standards'. Each section has a text input field for optional entries and a search icon. Below the 'Standards' section, a table of learning standards is displayed. The table has four columns: 'Ale Objective Selection', 'Grade Level', 'State Subject Area', and 'Is Selectable'. The 'State Subject Area' column header is highlighted with a red box. The first four rows of the table have checkboxes in the 'Ale Objective Selection' column, which are also highlighted with a red box. At the bottom right, there are 'Cancel' and 'Accept' buttons.

Ale Objective Selection	Grade Level	State Subject Area	Is Selectable
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Kindergarten	English Language and Literature	<input checked="" type="checkbox"/>

3. In the **Standards** section, the Standard Selections selector options are managed in **Data Administrator >> Manage ALE Data >> Reference Data Selections >> Learning Standards**.

- Fill in the **Standards** for this course.
- Or choose from a selectable list of Standards by clicking the **magnifying glass** in the **Standard Selections** field, clicking one or more **checkboxes** to the left of the learning standards, and clicking **Accept**.
 - These include Common Core State Standards, EALRs, GLEs, or State-Defined Standards by subject. These are surfaced in the Monthly Progress review interface.
 - Filter** and search by grade level and state subject area.

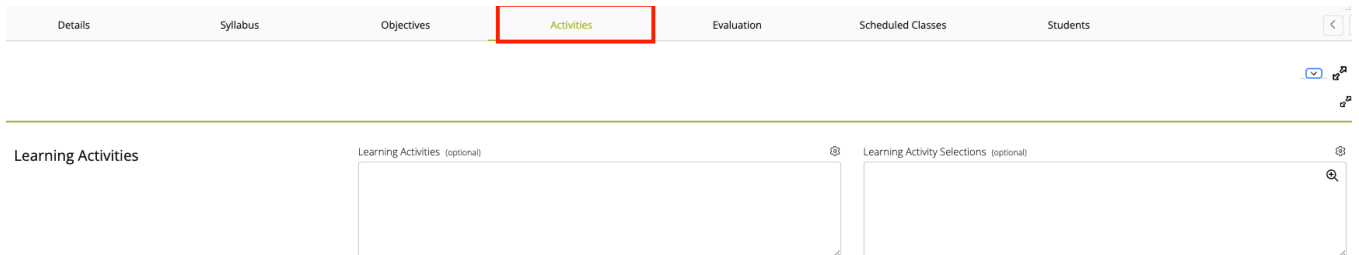
4. In the **Learning** section:

- Fill in the **Learning Requirements** and **Learning Goals**. Learning goals are surfaced in the Monthly Progress review interface

Activities Tab

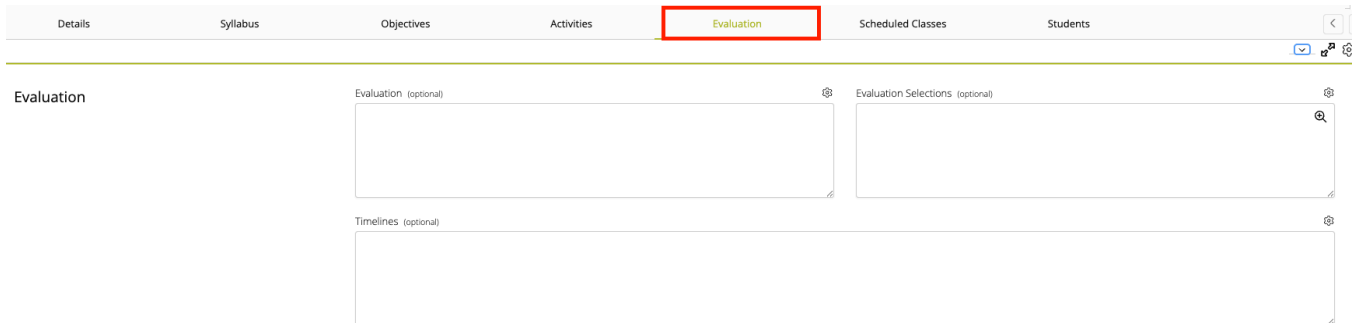
This tab allows you to outline the course's Learning Activities. Both boxes can be pre-configured. Programs often settle on just one to meet their program needs. Both are surfaced in the Student Learning Plan's individual Subject/Course record. The Activities Selections selector options are managed via the **Data Administrator >> Manage ALE Data >> Reference Data Selections >> Learning Activities**.

1. Continue working in the **Certificated Teacher Manage Course** modal window by clicking the **Activities Tab** found at the top of the page.
 - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Course Name** column.
2. Fill in the **Learning Activities** field with a list of learning activities for this course.
3. Or choose from a selectable list of learning activities by clicking the **magnifying glass** in the **Learning Activity Selections** field, clicking on one or more **checkboxes** to the left of the selections, and clicking **Accept**.



Evaluation Tab

This tab indicates how student progress in the course will be evaluated. In addition, a more detailed monthly timeline can be defined. These fields are surfaced in the individual Subject/Course records and are customizable at the student level. The Evaluation Selections selector options are managed via the **Data Administrator >> Manage ALE Data >> Reference Data Selections >> Evaluations**.



1. Continue working in the **Certificated Teacher Manage Course** modal window by clicking the **Evaluation Tab** found at the top of the page.

- a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Course Name** column.
2. In the **Evaluation section**, all of these are surfaced in the Monthly Progress review interface.
 - a. Fill in the **Evaluation** field with methods used to determine progress in the course. Or select from a list of evaluation methods by clicking the **magnifying glass** in the **Evaluation Selections** field, clicking one or more **checkboxes** to the left of the selections, and clicking **Accept**.
 - b. Fill in the **Timelines** field with an overview or overall timetable for the course.
3. In the **Monthly Timelines section**, fill in the ten fillable text boxes, one for each month from September through June. This allows for a more detailed timeline.

Monthly Timelines ^

September Timeline (optional)

October Timeline (optional)

November Timeline (optional)

Schedule Tab

1. Continue working in the **Certificated Teacher Manage Course** modal window by clicking the **Schedule Tab** found at the top of the page.
 - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Course Name** column.
2. Click the **Add Schedule Class** button in the top right to schedule a class that will be tied to this course.

Details
Syllabus
Objectives
Activities
Evaluation
Scheduled Classes
Students

Filtered
Schedule Class

Class Title	Occurrence	Term	Start Date	End Date	School Year	Canceled	Campus	Room	Certificated Teacher
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. In the **Essentials section**:

Default Values in this section can be set via **Data Admin >> Configure Settings >> Create Class Default Values**

- a. Edit the **Title** field if you would like a different class title than what is auto-populated from the course.
- b. Fill in the **Max Number of Students**, **Average Hours of Study Per Week**, and **Learning Credit Cost Per Meeting** fields numerically.
- c. Select **Yes** or **No** from the **Omit Class From Parent Displays**, **Allow Parent Input for Progress**, and **Class meeting is Optional** fields.
- d. Click the **magnifying glass** in the **Grade Levels** field and click one or more **checkboxes** to the left of the grade levels, and click **Accept**.
- e. Edit the **Description** if you would like a different description to surface for users in the class registration interface.

Essentials

Default Values in this section can be set via Data Admin >> Configure Settings >> Create Class Default Values

Title (required)	ⓘ		ⓘ
ASL 1		Aa	Max Number of Students (req) ⓘ
			5 #
Omit Class From Parent Displays (optional) ⓘ		Allow Parent Input for Progress (required) ⓘ	Average Hours of Study Per Week (optional) ⓘ
No		No	4.7 #
Class Meeting is Optional (optional) ⓘ		Learning Credit Cost (optional) ⓘ	Learning Credit Cost Per Meeting (optional) ⓘ
		#	#
Grade Levels (required) ⓘ		Description (optional) ⓘ	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 9th Grade x </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 10th Grade x </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 11th Grade x </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 12th Grade x </div> </div>		American Sign Language level 1 (ASL) is a vibrant and expressive language used by the Deaf community, characterized by a unique combination of body language, facial expressions, handshapes, and movements. In this course, you will immerse yourself in the world of ASL through a non-verbal classroom where	

4. In the **Dates** section:

Default Values in this section can be set via **Data Admin >> Configure Settings >> Create Class Default Values**

- a. Click the **magnifying glass** in the **School Year** field, and click the **checkbox** to the left of the school year.
- b. Select the **Class Term** field similarly.
- c. Select the **Report Class Terms**. You may leave this blank if you do not enter grades in the ALE Application.
- d. The **Start and End Date** fields are populated based on the selected **Class Term** and can't be edited.

Dates

Default Values in this section can be set via Data Admin >> Configure Settings >> Create Class Default Values

School Year (required)	ⓘ			ⓘ
2025/26				Class Terms (required) ⓘ
				Semester 1 of 2
				Semester 2 of 2
Start Date		End Date		
Tue, Aug 12, 2025		Fri, Jun 26, 2026		

5. In the **Settings** section:

See [WAC 392-550-020 \(1\)\(b\)](#) and your current [Annual CEDARS Reporting Guidance](#) for more information on ALE Course Types.

- a. Click the **magnifying glass** in the **Courses** field, select one or more **checkboxes** to the left of the selection, and click **Accept**.
- b. Select the **Subject Areas**, **Campus**, **Classroom**, **ALE Course Type**, and **Class Designation** fields similarly.

Settings

See [WAC 392-550-020 \(1\)\(b\)](#) and your current [Annual CEDARS Reporting Guidance](#) for more information on ALE Course Types.

Courses <small>(required)</small> ASL 1 ✕	Subject Areas <small>(optional)</small> World Languages ✕
Campus <small>(required)</small> The Shire ✕	Classroom <small>(optional)</small>
ALE Course Type <small>(required)</small> Site-based (Weekly) ✕	Class Designation <small>(optional)</small>

6. In the People section:

- a. Click the **magnifying glass** in the **Certificated Teacher** field, and click the **checkbox** to the left of the selection.
- b. Select the **Support Staff Member(s)** and **Supplemental Teacher(s)** fields similarly.

People

Certificated Teacher

[RCW 28A.232.010 \(1\)\(a\)\(ii\)](#)

ALE courses must be "Supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed by the school district or under contract as permitted by applicable rules."

[WAC 392-550-020 \(3\)](#)

Certificated Teacher <small>(required)</small> Deidra McCollum* ✕	Support Staff Member(s) <small>(optional)</small>
Supplemental Teacher(s) <small>(optional)</small> Neil Mendenhall ✕ Bryona Jacobsen ✕ Deidra McCollum ✕	

7. Click Save.

This table defaults to surface active wSLP courses for the current year. You will need to adjust the table filters to see wSLP courses in other statuses or from previous school years. This table will populate with students' names as courses are added to their wSLP.

1. Continue working in the **Certificated Teacher Manage Course** modal window by clicking the **Students Tab** found at the top of the page.
 - a. Alternatively, you can access this via **Courses/Class** in the left navigation menu by choosing **All Courses** and clicking the **magnifying glass** in the **Course Name** column.
2. Click the **magnifying glass** to view the student's **Manage Student Learning Plan** page.

	Details	Syllabus	Objectives	Activities	Evaluation	Scheduled Classes	Students
▼ Filtered	<input type="checkbox"/> St... School Year (1) 2025/26 Start Date mmm/dd/yyyy End Date mmm/dd/yyyy Participation Status Certificated Teacher Subject/Course Course Type						<input type="checkbox"/> Q Joy... 2025/26 9/16/2025 7/17/2026 Withdrawn Deidra McCollum* ASL 1 Online