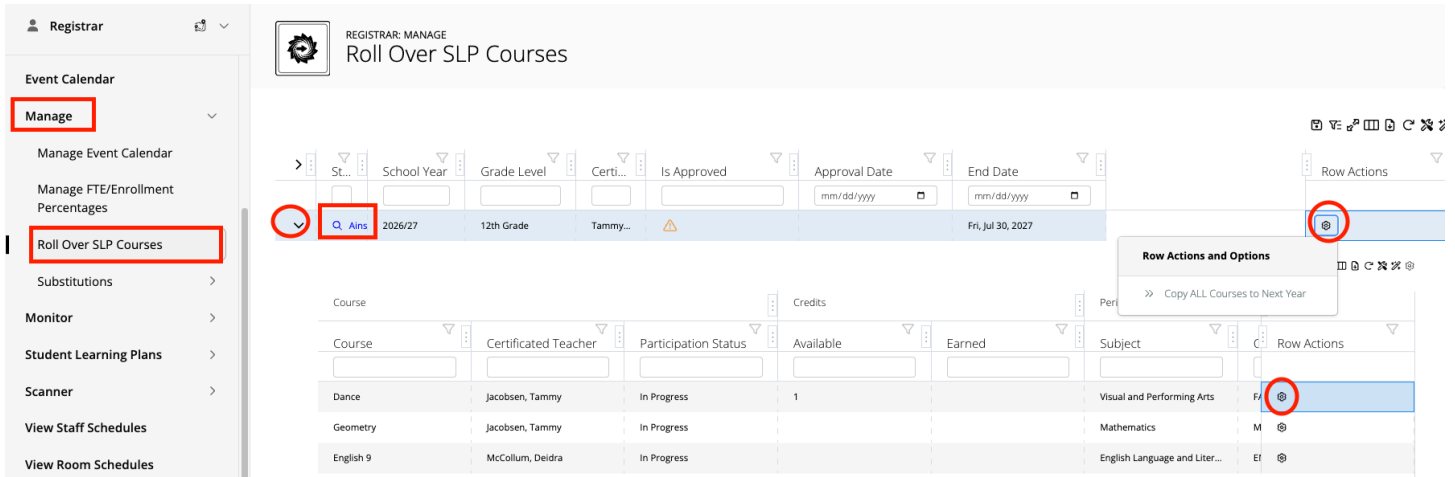


## ALE Registrar: Roll Over SLP Courses to Next Year (Connect)

At the close of one school year, not all coursework associated with subject/course records on a Student Learning Plan may be completed, so that the Course Participation Status is still “In Progress”. For any courses with this status, the subject/course record and some of the associated information can be copied over 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. Start under **Manage** in the left navigation menu and choose **Roll Over SLP Courses**.
2. Click the **magnifying glass** in the **Student** column to view the **Manage Student Learning Plan** page.
3. Click the **left arrow** to reveal a list of individual courses for the student.
  - a. Click the **Row Action Gear** and choose **Copy Course to Next Year** to roll over an individual course.
    - i. A confirmation window will appear: “Do you really want to copy the subject/course records to the next year? This cannot be undone.” Click **Yes** or **No**.
4. Click the **Row Action Gear** to the right and choose **Copy ALL Courses to Next Year** to roll over multiple courses or the complete list of courses en masse.
  - a. A confirmation window will appear: “Do you really want to copy the subject/course records to the next year? This cannot be undone.” Click **Yes** or **No**.



The screenshot displays the Registrar's interface for managing SLP courses. The left sidebar contains a navigation menu with 'Manage' and 'Roll Over SLP Courses' highlighted. The main content area is titled 'REGISTRAR: MANAGE Roll Over SLP Courses'. It features a table with columns for Student, School Year, Grade Level, Certification, Is Approved, Approval Date, and End Date. A search filter 'Ains' is applied to the Student column. Below the main table, a detailed view of a student's courses is shown, including Dance, Geometry, and English 9. A 'Row Actions and Options' menu is open over the 'Dance' row, showing the option 'Copy ALL Courses to Next Year'.