

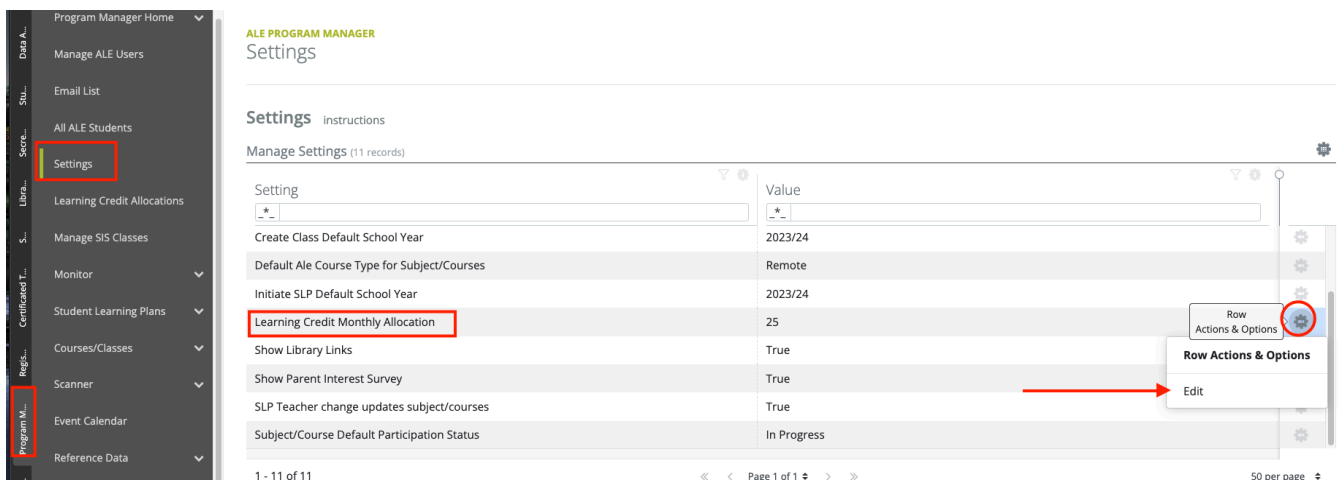
## Managing the Learning Credits System V2

The ALE application includes a set of monitoring tools to track per-student expenses (which we have named Learning Credits). Per OSPI guidance, these are internal tools only, and none of this data is shared with parents at any time.

### Program Manager: Setting Monthly Amount and Allocating Learning Credits

The first task is to set up a monthly amount for each student based on their FTE enrollment.

1. This is done on the **Program Manager Role** via the **Settings** link in the left navigation menu.
2. Use the **Row Action & Options** gear for **Learning Credit Monthly Allocation** and select **Edit** to set the monthly value.



**ALE PROGRAM MANAGER Settings**

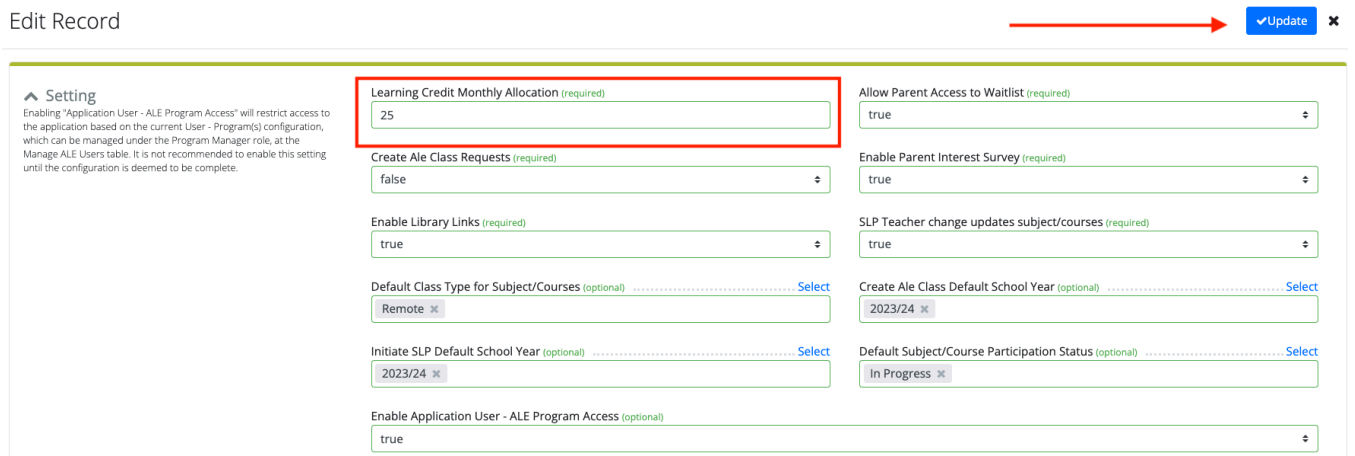
Settings instructions

Manage Settings (11 records)

Setting	Value
Create Class Default School Year	2023/24
Default Ale Course Type for Subject/Courses	Remote
Initiate SLP Default School Year	2023/24
<b>Learning Credit Monthly Allocation</b>	25
Show Library Links	True
Show Parent Interest Survey	True
SLP Teacher change updates subject/courses	True
Subject/Course Default Participation Status	In Progress

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3. Click **Update** when finished.



Edit Record

Setting

Enabling "Application User - ALE Program Access" will restrict access to the application based on the current User - Program(s) configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.

**Learning Credit Monthly Allocation (required)**

Create Ale Class Requests (required)

Enable Library Links (required)

Default Class Type for Subject/Courses (optional)

Initiate SLP Default School Year (optional)

Enable Application User - ALE Program Access (optional)

Allow Parent Access to Waitlist (required)

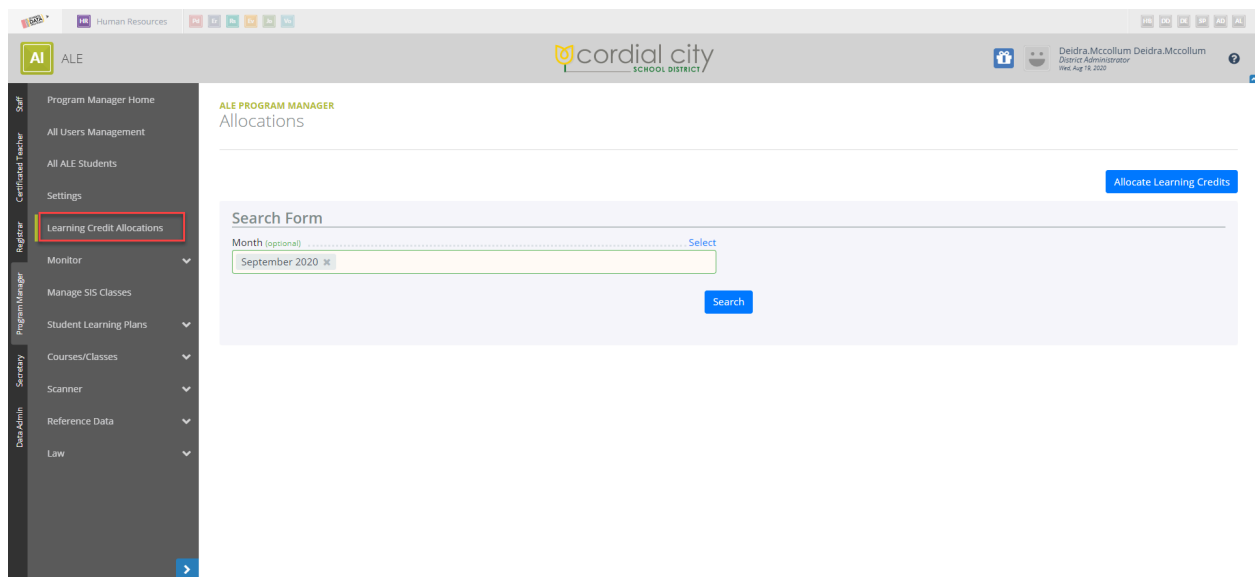
Enable Parent Interest Survey (required)

SLP Teacher change updates subject/courses (required)

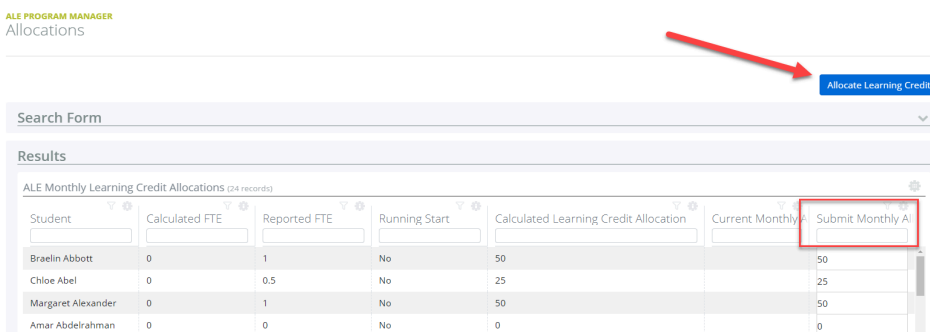
Create Ale Class Default School Year (optional)

Default Subject/Course Participation Status (optional)

- a. **Learning Credit Monthly Allocation** (Required) numerical
  - b. **Allow Parent Access to Waitlist** (Required - True/False)
  - c. **Create Ale Class Requests** (Required - True/False)
  - d. **Enable Parent Interest Survey** (Required - True/False)
  - e. **Enable Library Links** (Required - True/False)
  - f. **SLP Teacher change updates subject/courses** (Required - True/False)
  - g. **Default Class Type for Subject/Courses** (Optional)
  - h. **Create Ale Class Default School Year** (Optional)
  - i. **Initiate SLP Default School Year** (Optional)
  - j. **Default Subject/Course Participation Status** (Optional)
  - k. **Enable Application User - ALE Program Access** (Optional)
4. Now that the monthly amount is set, you can allocate it per month.
  5. The **Program Manager** can also do this by selecting **Learning Credit Allocations** in the left navigation menu.



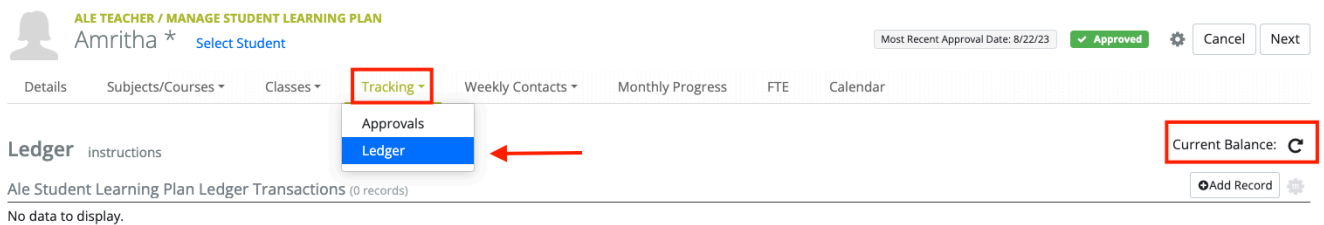
6. First, select the **Month** for which you'd like to allocate credits. A list of students with an active Student Learning Plan for the selected month will be returned.



The screenshot shows the results of a search for learning credit allocations. A red arrow points to the 'Allocate Learning Credits' button. Below the search form, a table displays the results for 'ALE Monthly Learning Credit Allocations (24 records)'. The table has columns for Student, Calculated FTE, Reported FTE, Running Start, Calculated Learning Credit Allocation, Current Monthly Allocation, and a 'Submit Monthly Allocation' button (highlighted with a red box).

Student	Calculated FTE	Reported FTE	Running Start	Calculated Learning Credit Allocation	Current Monthly Allocation	Submit Monthly Allocation
Braelin Abbott	0	1	No	50	50	
Chloe Abel	0	0.5	No	25	25	
Margaret Alexander	0	1	No	50	50	
Amar Abdelrahman	0	0	No	0	0	

- The table will attempt to determine the appropriate amount allocated to each student based on their Reported FTE. For more information on determining this number, see the help document [ALE FTE Tracking and Monitoring V2](#). Any amounts can be adjusted manually in the column on the far right.
- When all amounts are entered correctly, click the **Allocate Learning Credits** button in the top-right corner.
- The amount allocated will now be reflected in the individual **Ledger** on each student's Learning Plan, located under the **Tracking Tab**. The current balance is shown in the top-right corner.



ALE TEACHER / MANAGE STUDENT LEARNING PLAN  
Amritha \* [Select Student](#)

Most Recent Approval Date: 8/22/23 Approved Cancel Next

Details Subjects/Courses Classes **Tracking** Weekly Contacts Monthly Progress FTE Calendar

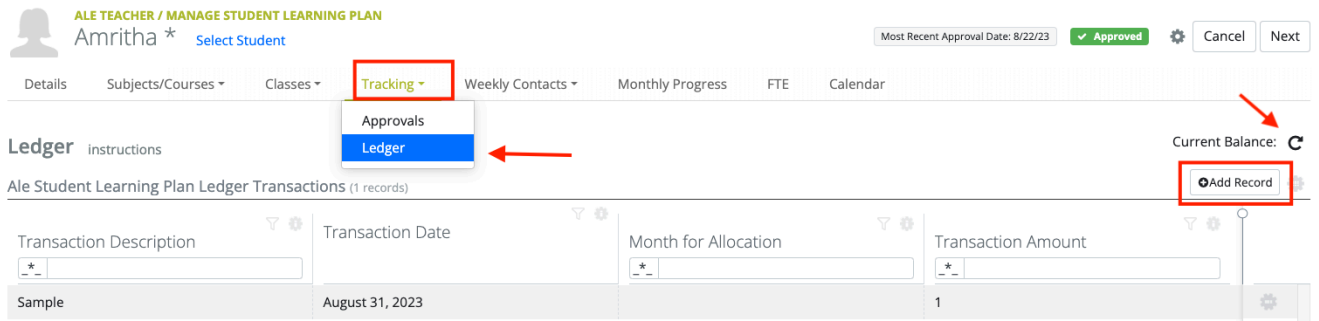
Ledger instructions Current Balance: C

Ale Student Learning Plan Ledger Transactions (0 records) Add Record

No data to display.

## Ledger on Student Learning Plan

- Each student's Learning Plan includes a **Ledger** that lists all charges and credits. A transaction can be added by clicking the **Add Record** button in the top right.



ALE TEACHER / MANAGE STUDENT LEARNING PLAN  
Amritha \* [Select Student](#)

Most Recent Approval Date: 8/22/23 Approved Cancel Next

Details Subjects/Courses Classes **Tracking** Weekly Contacts Monthly Progress FTE Calendar

Ledger instructions Current Balance: C

Ale Student Learning Plan Ledger Transactions (1 records) Add Record

Transaction Description	Transaction Date	Month for Allocation	Transaction Amount
Sample	August 31, 2023		1

- Fill in a **Description** and **Amount (Optional)**. Then select a **Transaction Date (Required)**. Click **Add** when finished.

Add Record Add

**Add/Edit Ledger Record**

Description (optional)  
Sample

Transaction Date (required)  
2023-08-31


Amount (optional)  
1

- After making changes, click the **Current Balance** button to refresh the total.
- Individual transactions can be **edited** or **deleted** here by clicking the **Row Actions & Options Gear**.

**Ledger** instructions Current Balance:

Ale Student Learning Plan Ledger Transactions (1 records)

Transaction Description	Transaction Date	Month for Allocation	Transaction Amount
Sample	August 31, 2023		1



**Row Actions & Options**

Edit

Delete

→

## Establishing a Learning Credit “Fee” for Classes

When creating a Class, a **Learning Credit Cost** for the class as a whole or a **Learning Credit Cost Per Meeting** can be entered. This is found in the **Details Tab** under **Essentials**.

ALE TEACHER / MANAGE CLASS  
20/21 Math Class  Undo Save

Details Schedule Meetings Grades Monthly Progress Students

**Class Details** instructions

**Essentials**

Title (required)  Max Number of Students (req)

Omit Class From Parent Displays  Class Meeting is Optional Average Hours of Study Per Week (optional)

Learning Credit Cost (optional)  Learning Credit Cost Per Meeting (optional)

Grade Levels (required)  Kindergarten x 1st Grade x 2nd Grade x 3rd Grade x 4th Grade x 5th Grade x 6th Grade x 7th Grade x 8th Grade x 9th Grade x 10th Grade x 11th Grade x 12th Grade x

Description (optional)

**Dates**

If the **Learning Credit Cost** field is used upon class registration, this total amount will be automatically deducted from the student ledger.

If the **Learning Credit Cost Per Meeting** field is used, the number of class meetings set based on the established schedule will be deducted from the student ledger when they register for the class. For example, a class meeting ten (10) times during the year, with a Learning Credit Cost Per Meeting of 2, would deduct 20 Learning Credits from the Student Ledger.

If the student unenrolls from the class before the first class meeting, the associated Learning Credit charge will be removed from the ledger. If they unenroll from the class after the first day, the charge will remain.

## Secretary: Manage Learning Credits

1. In the **Secretary Role**, select **Manage** in the left navigation and choose **Manage Learning Credits**. This tool lists all learning credit transactions that can be filtered by school year, student, or even class.



**ALE SECRETARY**  
Manage Learning Credits

ALE Secretary Learning Credits Transactions (158 records) Filtered

Student	School Year	Transaction Desc	Transaction Date	Transaction Amo	Purchase Order	Class Name	Completed	Notes
Abel, Chloe	2020/21	Monthly Learning...	August 19, 2020	25				
Alexander, Marga...	2020/21	Monthly Learning...	August 19, 2020	50				
Abbott, Braelin	2020/21	Monthly Learning...	August 19, 2020	50				
Abbott, Braelin	2020/21	Class Fee: Dance	May 20, 2020	-5				
Abbott, Braelin	2020/21	Field Trip Fee	May 20, 2020	-10				
Abdelrahman, A...	2020/21	Monthly Learning...	August 19, 2020	0				
Afualo, Mason	2020/21	Monthly Learning...	August 19, 2020	0				
Afualo, Oakley	2020/21	Monthly Learning...	August 19, 2020	0				
Abarca De La Mo...	2020/21	Monthly Learning...	August 19, 2020	0				
Adams, Sidney	2020/21	Monthly Learning...	August 19, 2020	0				
Gonzalez Contrer...	2020/21	Monthly Learning...	August 19, 2020	0				

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2. New records can be added by clicking **Add Record**. Existing entries can be edited by clicking the **Row Actions & Options gear** at the right, selecting **Edit**, and then selecting **Update** when finished.
3. Entries can be made for a single student, or by selecting multiple students, the same transaction can be recorded for all selected students.

Add Record


[Validate](#) ✕

[Ledger Record Details](#)

**Student Learning Plans** (required) ..... [Select](#)

**Divide Costs Between Multiple Pl...** (opt)

**Description** (optional)

**Transaction Date** (required) ..... 

**Amount** (optional)

**Purchase Order** (optional)

**Completed** (optional)

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

**Notes** (optional)

- a. **Student Learning Plans (Required)**
- b. **Divide Costs Between Multiple Plans (Optional)**
- c. **Description (Optional)**
- d. **Transaction Date (Required)**
- e. **Amount (Optional)**
- f. **Purchase Order (Optional)**
- g. **Completed (Optional)**
- h. **ALE Class (Optional)**
- i. **Notes (Optional)**