ALE Managing the Learning Credits System (Connect)

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.

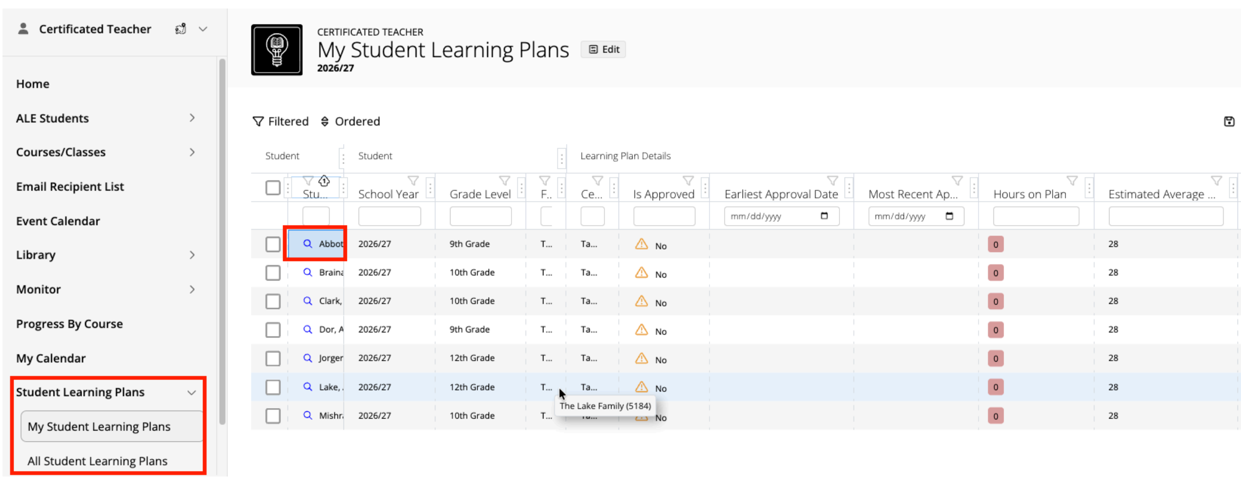
The first task is to set up a monthly amount for each student based on their FTE enrollment.

Helpful Resource: ALE Setting Learning Credit Enrollment Limits for Parents

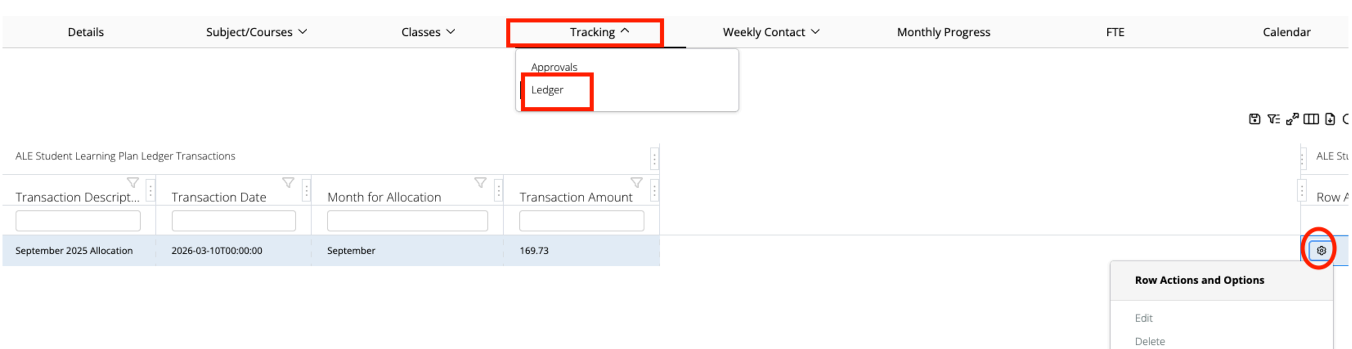
Ledger on Student Learning Plan

Each student's Learning Plan includes a **Ledger** that lists all charges and credits.

1. Click **My Student Learning Plans** or **All Student Learning Plans** in the left navigation.
2. Click the **magnifying glass** in the **student column** to open the **Manage Student Learning Plan page.**



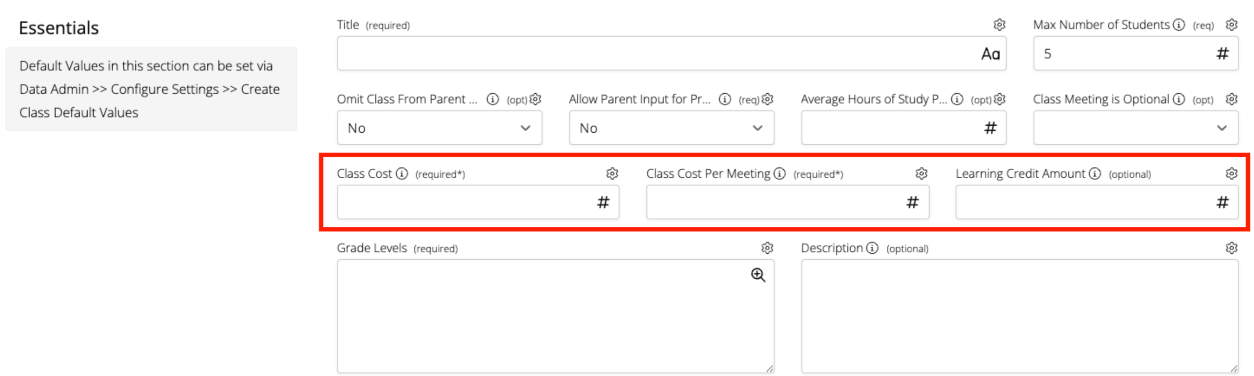
3. Select the **Tracking tab** at the top of the page and choose **Ledger** from the dropdown menu.



4. Individual transactions can be **edited** or **deleted** here by clicking the **Row Actions & Options Gear.**

Establishing a Learning Credit "Fee" for Classes

When creating a Class, a **Class Cost** for the class as a whole or a **Class Cost Per Meeting** can be entered.



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

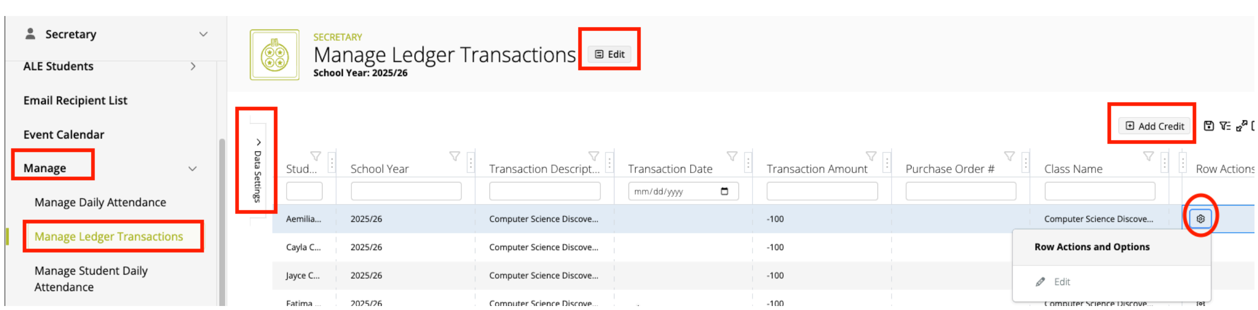
If the **Class Cost Per Meeting** field is used, the number of class meetings set based on the established schedule will be deducted from the student ledger when they register for the class. For example, a class meeting ten (10) times during the year, with a Class Cost Per Meeting of 2, would deduct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

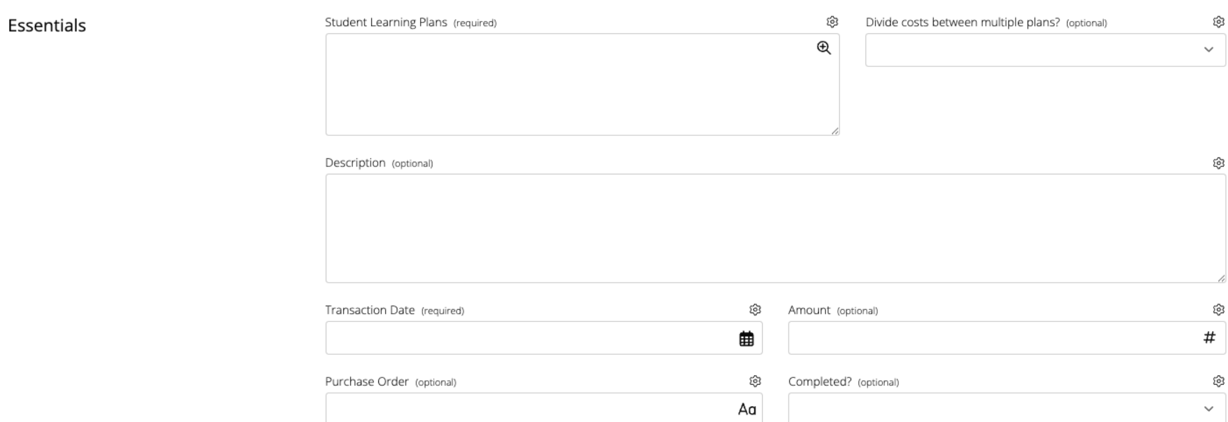
Secretary: Manage Learning Credits

This tool lists all learning credit transactions that can be filtered by school year, student, or even class.

1. Start under **Manage** in the left navigation and choose **Manage Learning Credits.**
2. Use the **Data Settings Drawer** to the far left to manage the school year. Click the **magnifying glass**, then the checkbox to the left.
3. Alternatively, click the **Edit Page Data Settings button** to the right of the title to manage the school year.



4. Click **Add Credit.**
    a. Click the **magnifying glass** in the **Student Learning Plans** field, click the **checkbox** next to one or more students, and click **Accept**.
    b. Select **Yes or No** from the **Divide Costs Between Multiple Plans** dropdown menu.
    c. Fill in the **Description** and **Notes fields.**
    d. Select the **Transaction Date.**
    e. Fill in the **Amount** numerically.
    f. Fill in the **Purchase Order** field.
    g. Select **Yes or No** from the **Completed?** dropdown menu.
    h. Click **Save.**



5. Existing entries can be edited by clicking the **Row Actions & Options gear** at the right, selecting **Edit,** and then selecting **Update** when finished.