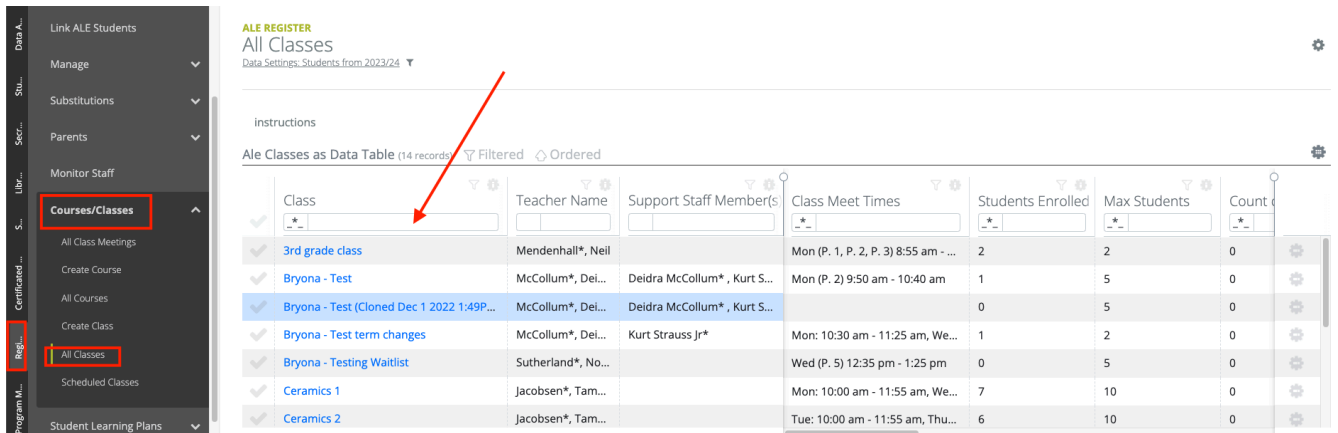


ALE Registrar: Recording Grades & Credits Earned for a Class V2

Upon completion of a Class, grades awarded and credits earned can be entered by the **Certificated Teacher** or **Registrar Role** for all students enrolled in the class. These are recorded on the Student Learning Plan's corresponding subject/course record.

Please note that this feature is only available for programs utilizing enrollment method 2; in enrollment method 1, many classes can correspond to a single subject/course record.*

1. In the **Registrar Role**, navigate to **Courses/Classes** in the left navigation menu, then choose **All Classes**.
2. Locate the class you would like to enter data for and click on the name to open the class.



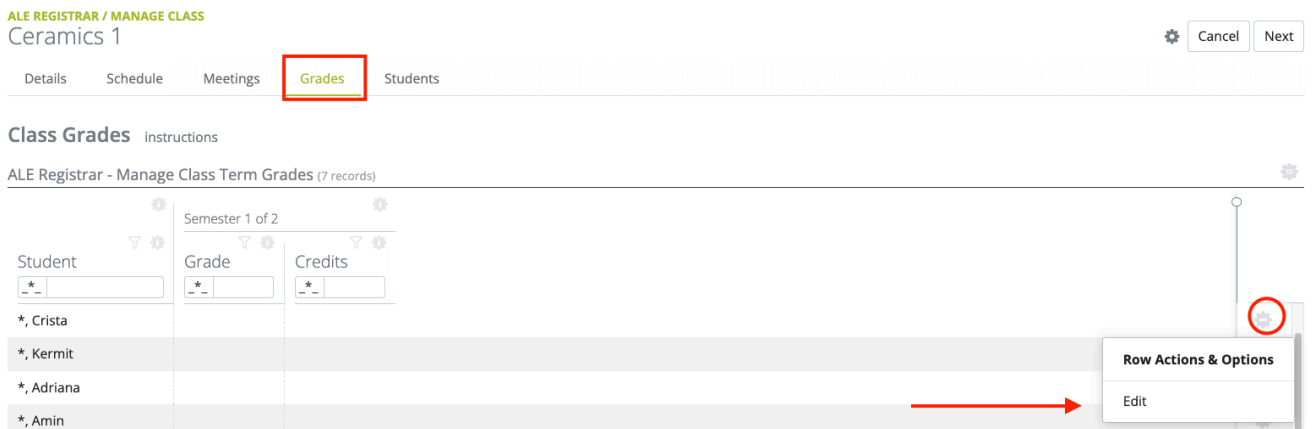
ALE REGISTER
All Classes
Data Settings: Students from 2023/24

instructions

Ale Classes as Data Table (14 records) Filtered Ordered

Class	Teacher Name	Support Staff Member(s)	Class Meet Times	Students Enrolled	Max Students	Count
3rd grade class	Mendhall*, Neil		Mon (P. 1, P. 2, P. 3) 8:55 am - ...	2	2	0
Bryona - Test	McCollum*, Dei...	Deidra McCollum*, Kurt S...	Mon (P. 2) 9:50 am - 10:40 am	1	5	0
Bryona - Test (Cloned Dec 1 2022 1:49P...	McCollum*, Dei...	Deidra McCollum*, Kurt S...		0	5	0
Bryona - Test term changes	McCollum*, Dei...	Kurt Strauss Jr*	Mon: 10:30 am - 11:25 am, We...	1	2	0
Bryona - Testing Waitlist	Sutherland*, No...		Wed (P. 5) 12:35 pm - 1:25 pm	0	5	0
Ceramics 1	Jacobsen*, Tam...		Mon: 10:00 am - 11:55 am, We...	7	10	0
Ceramics 2	Jacobsen*, Tam...		Tue: 10:00 am - 11:55 am, Thu...	6	10	0

3. Next, navigate to the **Grades Tab**, down the left-hand side.
4. You will see a list of all students enrolled in the class. Depending on how the class was scheduled, you may see two terms (Semesters/Quarters) or one.
5. Use the **Row Actions & Options** gear to select **Edit** for the student you wish to enter data for.



ALE REGISTRAR / MANAGE CLASS
Ceramics 1

Cancel Next

Details Schedule Meetings **Grades** Students

Class Grades instructions

ALE Registrar - Manage Class Term Grades (7 records)

Semester 1 of 2

Student	Grade	Credits
*, Crista		
*, Kermit		
*, Adriana		
*, Amin		

Row Actions & Options
Edit

6. A form will open. Designate the **Class Term (required)** you are entering data for, **Grade Selection (optional)**, and/or the **Credits Earned (optional)**.
7. Click **Save**, and the data will display in the table.

ALE - Manage Class Term Grades
Save
✕

Manage Term Grades

Class Term (required) Select

Semester 2 of 2 ✕

Credits Earned (optional)

0.5

Grade Selection (optional) Select

P ✕

8. The data is also automatically recorded in the student's corresponding subject/course record in the **Results section**, viewable by the Certificated Teacher. Likewise, if the certificated teacher records results in the Class Term Grades section of the student learning plan, they will be displayed in the Grades Tab of the corresponding Class.

Results

Grade Selection (optional) Select

Earned Credits (optional)

Ale Student Learning Plan Subject Course Class Term Grades (1 record) Add Class Term Grade ⚙

Class Term	Credits Earned	Grade Selection
S2	0.5	P