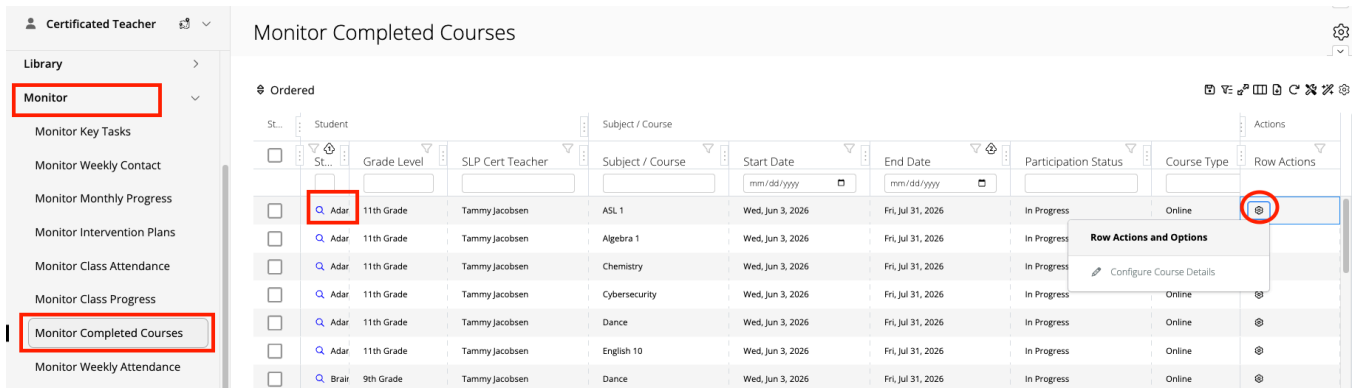


ALE Monitor Completed Courses (Connect)

Here, you will learn to mark courses as completed. This page surfaces any SLP courses with an end date before today and is especially helpful during term changes when you need to mark many courses as completed.

We recommend carefully reviewing potential courses before changing multiple courses simultaneously, as there is no 'undo.' You would have to fix them manually.

1. Start under **Monitor** in the left navigation menu and choose **Monitor Completed Courses**.
2. Click the **magnifying glass** next to the student's name to manage the student's learning plan.



St...	Student	Grade Level	SLP Cert Teacher	Subject / Course	Start Date	End Date	Participation Status	Course Type	Row Actions
<input type="checkbox"/>	Adar	11th Grade	Tammy Jacobsen	ASL 1	Wed, Jun 3, 2026	Fri, Jul 31, 2026	In Progress	Online	
<input type="checkbox"/>	Adar	11th Grade	Tammy Jacobsen	Algebra 1	Wed, Jun 3, 2026	Fri, Jul 31, 2026	In Progress	Online	
<input type="checkbox"/>	Adar	11th Grade	Tammy Jacobsen	Chemistry	Wed, Jun 3, 2026	Fri, Jul 31, 2026	In Progress	Online	
<input type="checkbox"/>	Adar	11th Grade	Tammy Jacobsen	Cybersecurity	Wed, Jun 3, 2026	Fri, Jul 31, 2026	In Progress	Online	
<input type="checkbox"/>	Adar	11th Grade	Tammy Jacobsen	Dance	Wed, Jun 3, 2026	Fri, Jul 31, 2026	In Progress	Online	
<input type="checkbox"/>	Adar	11th Grade	Tammy Jacobsen	English 10	Wed, Jun 3, 2026	Fri, Jul 31, 2026	In Progress	Online	
<input type="checkbox"/>	Brail	9th Grade	Tammy Jacobsen	Dance	Wed, Jun 3, 2026	Fri, Jul 31, 2026	In Progress	Online	

3. Click the **Row Actions Gear** and select **Configure Course Details**. This will open the **Manage Core Subject Area and Course** in the **Details** tab.
 - a. In the **Dates/Times** section, click the **magnifying glass** in the **Participation Status** field, select **Completed**, then click **Save**.



Dates / Times

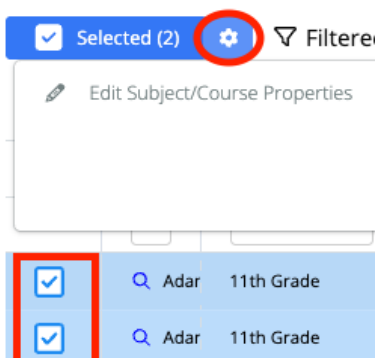
Start Date (opt) Wed, Jun 3, 2026

End Date (opt) Thu, Jun 4, 2026

Average Hours per Week (opt) 4.7 #

Participation Status (opt) Completed

4. Modify subject/course properties for one or more students by clicking the **checkbox(es)** to the left of one or more students, or select the checkbox at the top of the table to select all.
5. Click the **Selected Gear** at the top of the table and choose **Edit Subject/Course Properties**.



Selected (2) Filter

Edit Subject/Course Properties

<input checked="" type="checkbox"/>	Adar	11th Grade
<input checked="" type="checkbox"/>	Adar	11th Grade

- Click the **magnifying glass** in the **Grade Level** field and select one or more **checkboxes** to the left.
- Select the **ALE Course Type**, **Certificated Teacher**, and **Participation in a similar manner**.
- Select the **Start/End Dates**.
- Fill in the **Average Hours Per Week** field numerically.
- Click the **magnifying glass** in the **Participation Status** field and select the checkbox to the left of **Completed**.
- Click **Save**.

Edit Subject/Courses

Grade Level (optional)	<input type="text"/>	ALE Course Type (optional)	<input type="text"/>
Certificated Teacher (optional)	<input type="text"/>		
Start Date (optional)	<input type="text"/>	End Date (optional)	<input type="text"/>
Average Hours Per Week (optional)	<input type="text"/>	Participation Status (optional)	<input type="text" value="Completed"/>