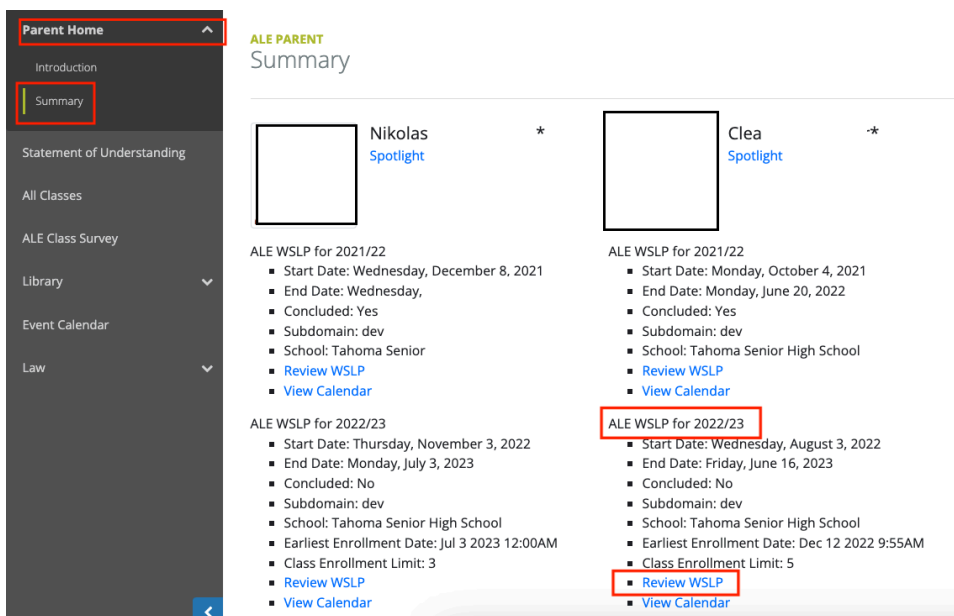


ALE Parents: View and Acknowledge Monthly Progress via Email V2

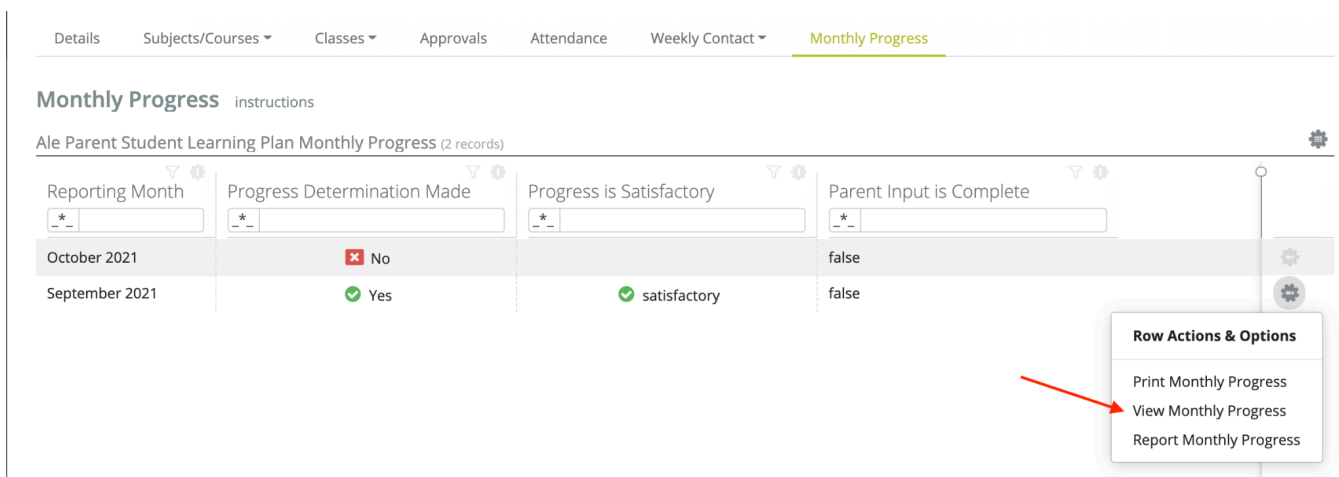
View Monthly Progress

1. Click **Parent Home**, then choose **Summary** in the left navigation menu. This will open the Parent Summary page, where you can find your students and their Student Learning Plans (SLP).
2. Click **Review WSLP** or **Review Pending WSLP** under the SLP you would like. Note the **School Year** if there are multiple SLPs.



The screenshot shows the 'Parent Home' navigation menu on the left with 'Summary' selected. The main content area is titled 'ALE PARENT Summary' and displays two student profiles: 'Nikolas Spotlight' and 'Clea Spotlight'. Each profile has a list of 'ALE WSLP' entries for the 2021/22 and 2022/23 school years. The 'Review WSLP' link for the 2022/23 entry for Clea is highlighted with a red box.

3. To access Monthly Progress Reports, click on the **Monthly Progress** tab. Use the **Row Action & Options** gear and choose **View Monthly Progress** for the desired month.



The screenshot shows the 'Monthly Progress' tab selected in the navigation bar. Below the navigation bar, there are filters for 'Reporting Month', 'Progress Determination Made', 'Progress is Satisfactory', and 'Parent Input is Complete'. A table displays two records for October 2021 and September 2021. A 'Row Actions & Options' menu is open, showing 'View Monthly Progress' as the selected action.

Reporting Month	Progress Determination Made	Progress is Satisfactory	Parent Input is Complete
October 2021	No		false
September 2021	Yes	satisfactory	false

4. When viewing Monthly Progress, you will first see the **All Tab**, which shows basic course information.

View Monthly Progress Complete ✕

All
 US History
 Lego Worlds 3.0
 It's snowing!
 Creative Writing
 It's snowing!
 ALGEBRA IIb
 Algebra 1

Reporting Month (req) Select

Overall Progress is Satisfactory (opt)

Parent Received Progress Determination (opt)

Monthly Progress Reviewed with Student (opt)

Overall Monthly Progress (optional)

Parent Comments (optional)

Parent Acknowledgement Date (opt)

SOC109 US History
 Parent Input (opt)
 Student Input (opt)
 Monthly Progress

Progress is Satisfactory (opt)
 Projected Average Hours Per Week (opt)
 Actual Average Hours Per Week (opt)

5. To view information for a single course, click the Tab for that course on the left.

View Monthly Progress Complete ✕

All
 US History
 Lego Worlds 3.0
 It's snowing!
 Creative Writing
 It's snowing!
 ALGEBRA IIb
 Algebra 1

Course Code - Course (opt)

Projected Average Hours Per Week (opt)

Actual Average Hours Per Week (opt)

Progress is Satisfactory (opt)

Progress (optional)

Comments (optional)

Learning Goals Text (optional)
 Formulate a thesis and support it with academically-appropriate historical evidence.

Performance Objective Text (optional)

Student Input (optional)

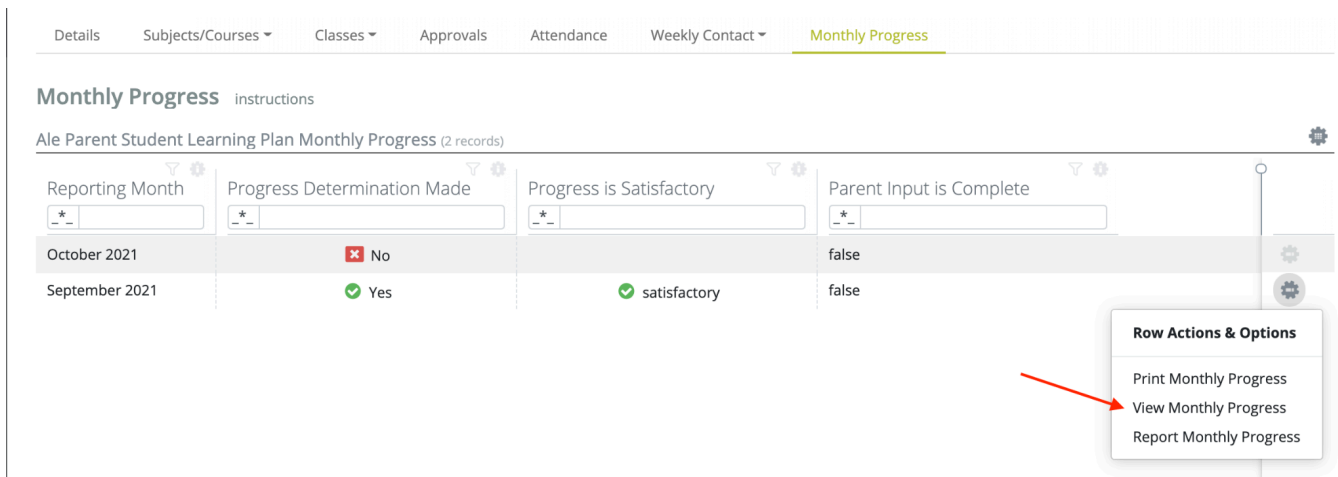
Methods of Evaluation Text (optional)
 Monthly assessments will include one or more of the following: completion of assignments, test, quizzes, self-reflection

Acknowledge Monthly Progress via Email

Each month, after a determination of Monthly Progress is made, parents will receive a notice that their student has Monthly Progress to be reviewed. The notice will come as an email from School Data Solutions with a link to log in to their student's Monthly Progress. Parents with multiple students will receive an email for each student. The email will be similar to this one, with their school's information displayed.



- Parents should click the **View Monthly Progress** button in the email. They will then be directed to log in and will be taken directly to the **Monthly Progress** page. Next, click the **Row Action & Options** gear for the appropriate month and select **View Monthly Progress**.



Reporting Month	Progress Determination Made	Progress is Satisfactory	Parent Input is Complete
October 2021	No		false
September 2021	Yes	satisfactory	false

- Here, you will see the box labeled "**Parent Received Progress Determination.**" Click the box to checkmark the box.
- Enter any comments in the **Parent Comments** box. The **Parent Acknowledgment Date** will be filled in automatically when the form is submitted as Complete.
- Click:
 - Save:** If you would like to continue adding more notes, but keep the window open.
 - Save and Close:** If you would like to exit, but continue adding more notes later.

- c. **Complete:** If you have added all the necessary notes for the monthly progress review, clicking this button will record that you have reviewed the Monthly Progress Determination.

View Monthly Progress Complete Save Save and Close ✕

Student School Year 2022/23 Recording Date July 5, 2023

All
 [US History](#)
[Lego Worlds 3.0](#)
[It's snowing!](#)
[Creative Writing](#)
[It's snowing!](#)
[ALGEBRA Iib](#)
[Algebra 1](#)

Reporting Month (req)
 Overall Monthly Progress (optional)
 Overall Progress is Satisfactory (opt)

Parent Received Progress Determination (opt)
 Parent Comments (optional)
 Parent Acknowledgement Date (opt)

Monthly Progress Reviewed with Student (opt)

OC109 US History
 Parent Input (opt)
 Student Input (opt)
 Monthly Progress

Progress is Satisfactory (opt)
 Projected Average... (opt)
 Actual Average Ho... (opt)

Print Monthly Progress

This will create a PDF file of your student's Monthly Progress Report.

1. Use the **Row Action & Options** gear for the desired month in the Monthly Progress Table and choose **Print Monthly Progress**.

Monthly Progress instructions

Ale Parent Student Learning Plan Monthly Progress (11 records)

Reporting Month	Progress Determination Made	Progress is Satisfactory	Parent Input is Complete	
June 2023	Yes	unsatisfactory	false	<input checked="" type="checkbox"/> Row Actions & Options Print Monthly Progress View Monthly Progress Report Monthly Progress
May 2023	No		false	
April 2023	No		false	
March 2023	Yes	unsatisfactory	true	
February 2023	Yes	unsatisfactory	false	
January 2023	No		false	
December 2022	Yes	unsatisfactory	false	
November 2022	Yes	unsatisfactory	false	