

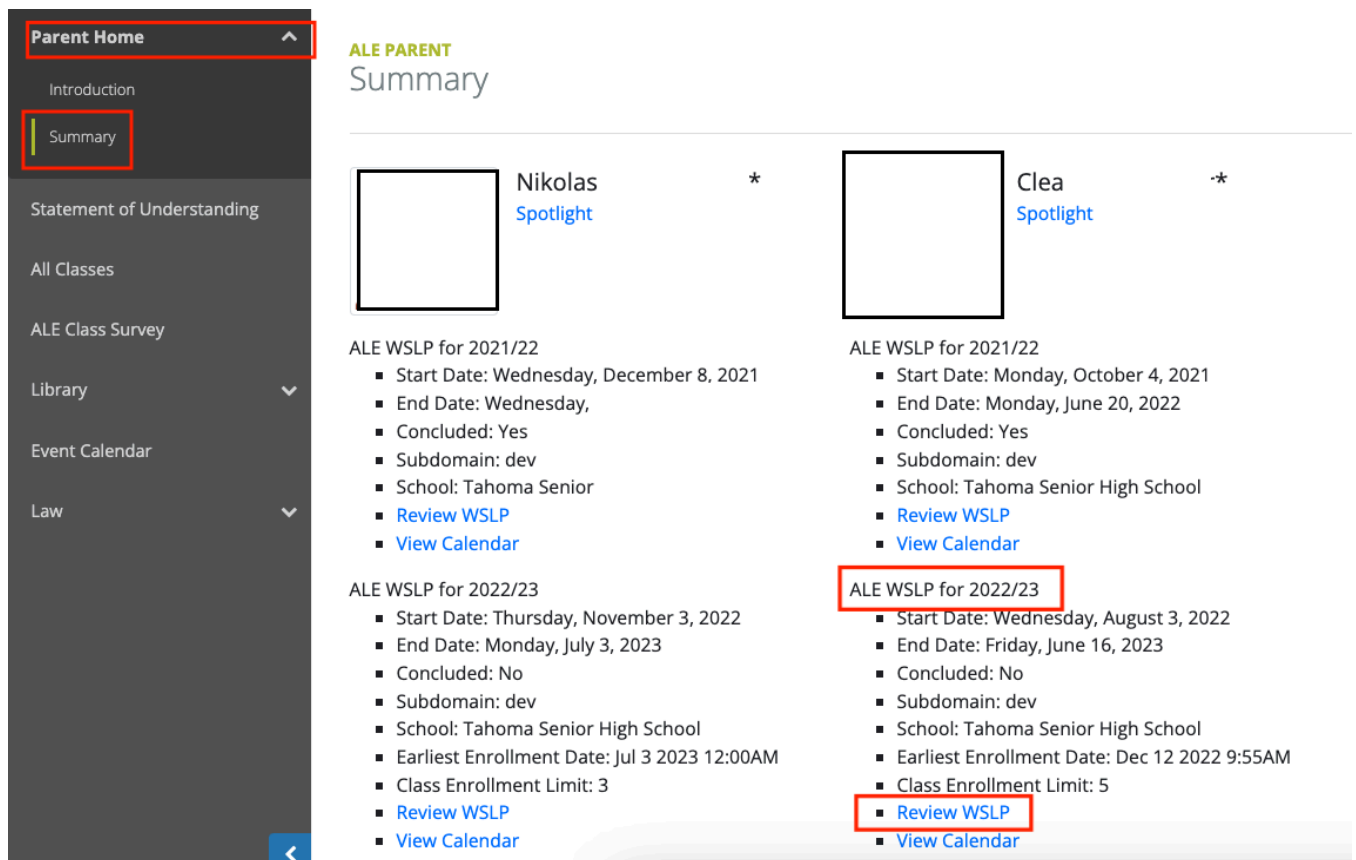
ALE Parents: Proposed Courses V2

In the ALE application, you can propose courses that the Certificated Teacher can add to the Student Learning Plan. The process involves several steps.

- If desired, school staff can create course templates and make them available to you.
- You complete the course proposal form.
- The Certificated Teacher reviews the proposed course and makes any necessary edits.
- The course is then added to the Student Learning Plan by the Certificated Teacher.

To Propose a Course:

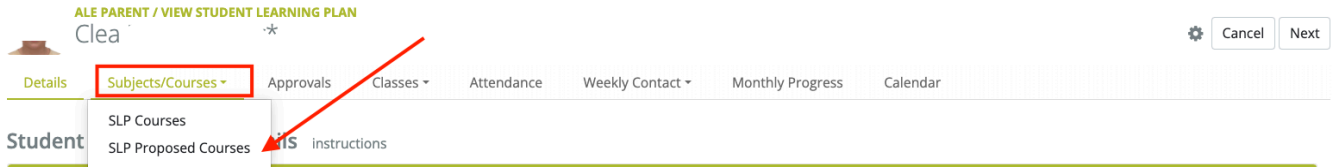
1. Click **Parent Home**, then choose **Summary** in the left navigation menu. This will open the Parent Summary page, where you can find your students and their Student Learning Plans (SLP).
2. Click **Review WSLP** or **Review Pending WSLP** under the SLP you would like. Note the **School Year** if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



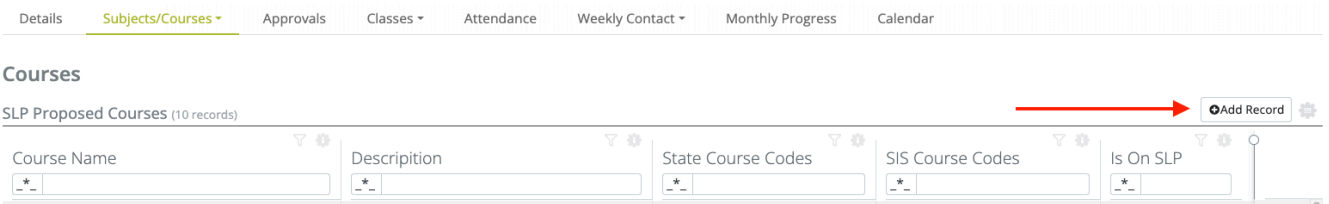
The screenshot displays the 'ALE PARENT Summary' interface. On the left is a dark navigation sidebar with 'Parent Home' at the top, followed by 'Introduction', 'Summary' (highlighted with a red box), 'Statement of Understanding', 'All Classes', 'ALE Class Survey', 'Library', 'Event Calendar', and 'Law'. The main content area is titled 'ALE PARENT Summary' and shows two student profiles: 'Nikolas Spotlight' (marked with a single asterisk) and 'Clea Spotlight' (marked with a double asterisk). Each profile has a placeholder for a photo. Below each profile, there are two sections for 'ALE WSLP for 2021/22' and 'ALE WSLP for 2022/23'. The 'Review WSLP' link for the 2022/23 section for Clea is highlighted with a red box. The 'ALE WSLP for 2022/23' section header for Clea is also highlighted with a red box.

Student	Star Rating	2021/22 WSLP	2022/23 WSLP
Nikolas Spotlight	*	<ul style="list-style-type: none">Start Date: Wednesday, December 8, 2021End Date: Wednesday,Concluded: YesSubdomain: devSchool: Tahoma SeniorReview WSLPView Calendar	<ul style="list-style-type: none">Start Date: Thursday, November 3, 2022End Date: Monday, July 3, 2023Concluded: NoSubdomain: devSchool: Tahoma Senior High SchoolEarliest Enrollment Date: Jul 3 2023 12:00AMClass Enrollment Limit: 3Review WSLPView Calendar
Clea Spotlight	**	<ul style="list-style-type: none">Start Date: Monday, October 4, 2021End Date: Monday, June 20, 2022Concluded: YesSubdomain: devSchool: Tahoma Senior High SchoolReview WSLPView Calendar	<ul style="list-style-type: none">Start Date: Wednesday, August 3, 2022End Date: Friday, June 16, 2023Concluded: NoSubdomain: devSchool: Tahoma Senior High SchoolEarliest Enrollment Date: Dec 12 2022 9:55AMClass Enrollment Limit: 5Review WSLPView Calendar

- Once you have opened the Student Learning Plan, navigate to the **Subjects/Courses Tab** and select **SLP Proposed Courses**.



- To add a course, click the **Add Record** button at the top right of the screen.



- The following form will open. The first step is to name and save your course before you can begin making edits.

Add Ale Course [Add](#) ✕

Add Course

<p>Template Option (optional) Select</p> <p>Description (optional)</p> <p>State Course Codes (optional) Select</p>	<p>Course Name (optional)</p> <p>Average Hours Per Week (optional)</p> <p>SIS Course Codes (optional) Select</p>
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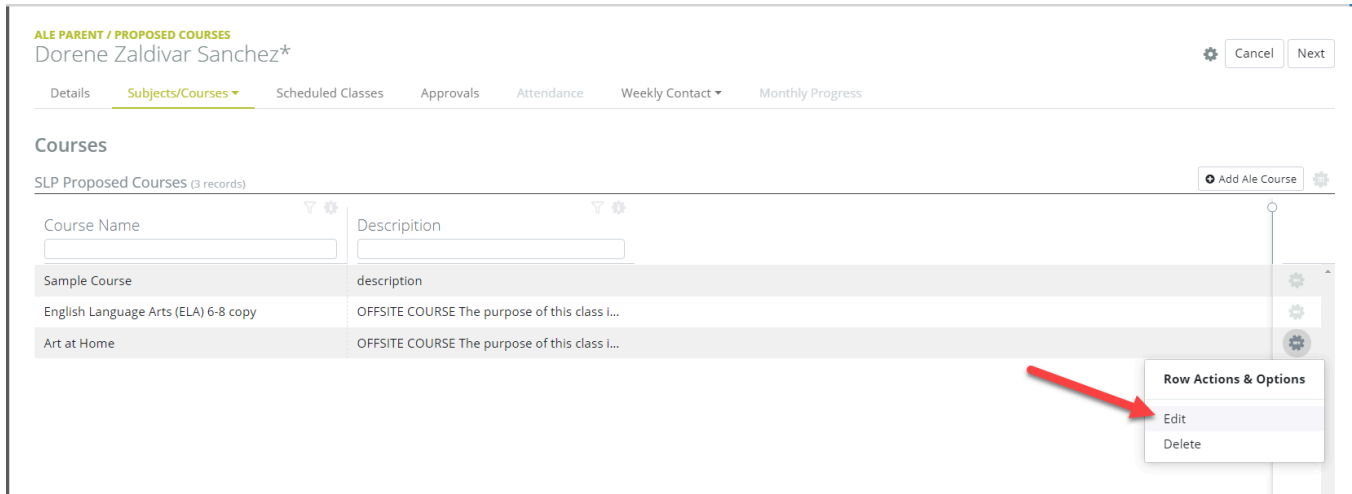
- If you are starting with a **Template Option** created by school staff, click the **Select** button to view a list of available templates.
- You can choose one by checking the **box** to the left of the available selections.

Template Option

Template Option (18 records) Subject Area(s)

	Course Name	Description	Grade Level(s)	Subject Area(s)
<input type="checkbox"/>	*_*	*_*	12th Grade	*_*
<input checked="" type="checkbox"/>	English 101	English 9 is a course i...	9th Grade , 10th Grad...	English Language and...
<input checked="" type="checkbox"/>	Algebra 1	Algebra 1 is the four...	9th Grade , 10th Grad...	Mathematics

8. Whether you choose a template or create a course yourself, you have the option to rename or add a **Course Name** and **Description**.
9. Click **Add** when finished.
10. Your saved course will now display in the list of **SLP Proposed Courses**.
11. To edit the course details, use the **Row Action & Options** gear next to the desired course to select **Edit**.



ALE PARENT / PROPOSED COURSES
Dorene Zaldivar Sanchez*

Details **Subjects/Courses** Scheduled Classes Approvals Attendance Weekly Contact Monthly Progress

Courses

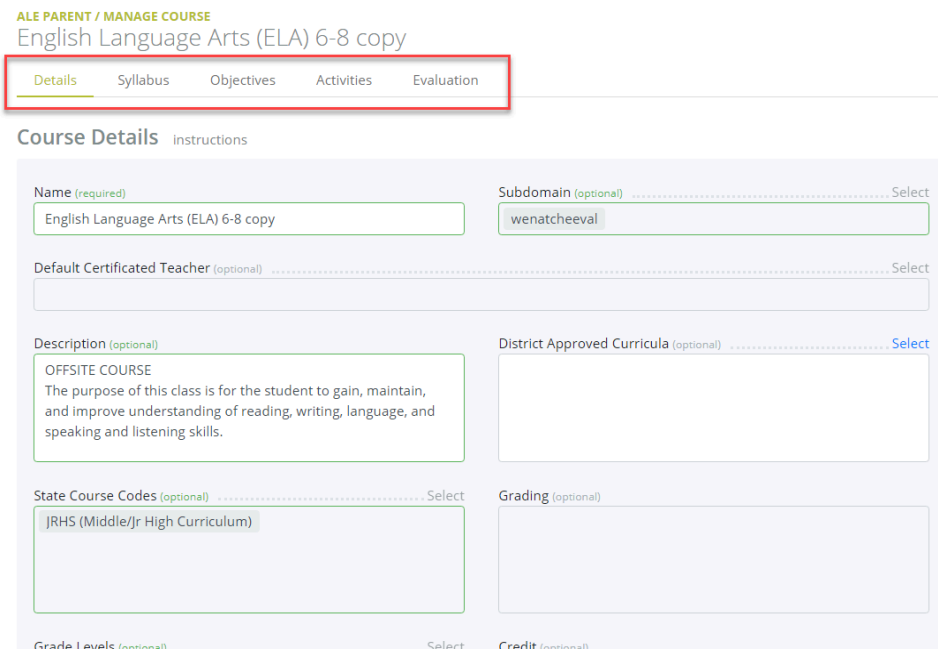
SLP Proposed Courses (3 records) Add Ale Course

Course Name	Description
Sample Course	description
English Language Arts (ELA) 6-8 copy	OFFSITE COURSE The purpose of this class i...
Art at Home	OFFSITE COURSE The purpose of this class i...

Row Actions & Options

- Edit
- Delete

12. You will now be in the Edit Course interface, where several tabs across the top provide access to different sections of the course for editing.



ALE PARENT / MANAGE COURSE
English Language Arts (ELA) 6-8 copy

Details Syllabus Objectives Activities Evaluation

Course Details instructions

Name (required) English Language Arts (ELA) 6-8 copy

Subdomain (optional) wenatcheeval

Default Certificated Teacher (optional)

Description (optional) OFFSITE COURSE
The purpose of this class is for the student to gain, maintain, and improve understanding of reading, writing, language, and speaking and listening skills.

District Approved Curricula (optional)

State Course Codes (optional) JRHS (Middle/Jr High Curriculum)

Grading (optional)

Grade Levels (optional) **Credit (optional)**

13. If you start with a template, you will see that some fields will already have data filled in. If you start building a course from scratch, all your fields will be empty.
14. Parents can edit/add information to the following fields located on each tab (in parentheses):
 - a. **Course Name (Details Tab)**
 - b. **Description (Details)**
 - c. **District Approved Curricula (Details Tab)**
 - d. **Instructional Materials Needed (Details Tab)**
 - e. **Learning Activities (Activities Tab)**
 - f. **Evaluation (Evaluation Tab)**
 - g. **Timelines (Evaluation Tab)**
15. You will be able to view surfaced data in other fields, but not edit or add to it.
16. Once you are done making changes, click the **Save** button in the top-right corner.
17. Your proposed courses will now be available to your student's Advisor to view, where they can make further edits and add the course to the Student Learning Plan.