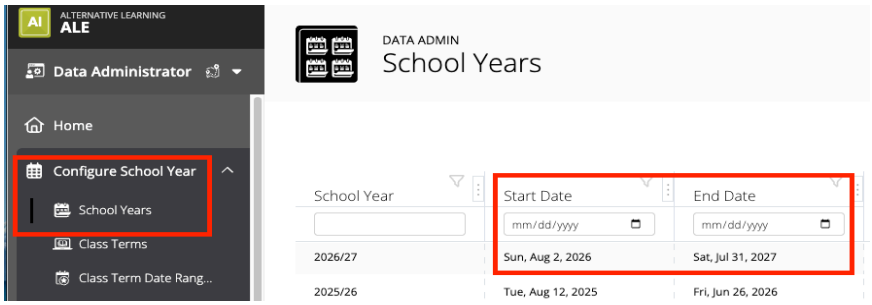
ALE Configure a School Year (Connect)

These instructions walk users through configuring a new school year or updating the current one.

Configure School Year

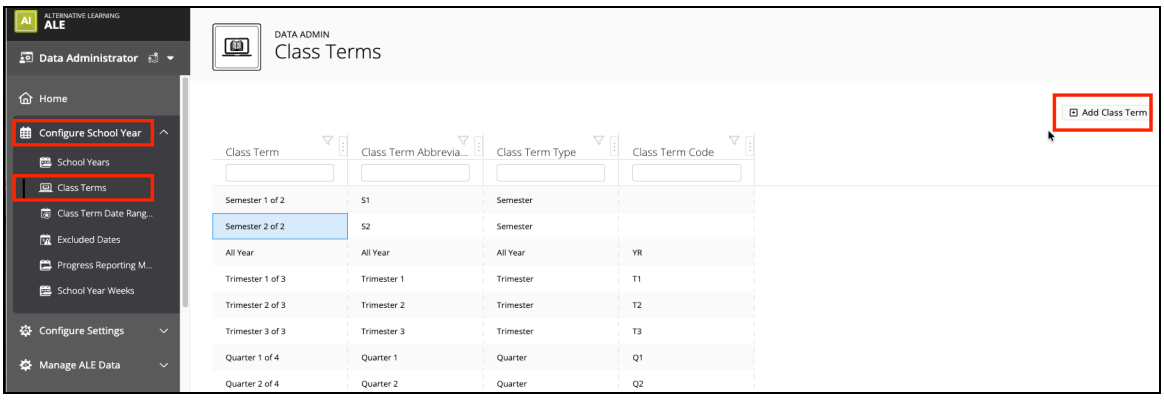
1. Start under **Configure School Year** in the left navigation menu and click **School Years.**
2. Double-click in the **Start Date or End Date column cells** to edit the date.
    a. Click on the **calendar icon** to select a date.
    b. Click Enter/Return on your keyboard to exit the cell and save the date selection.



Configure Class Terms and Class Term Dates

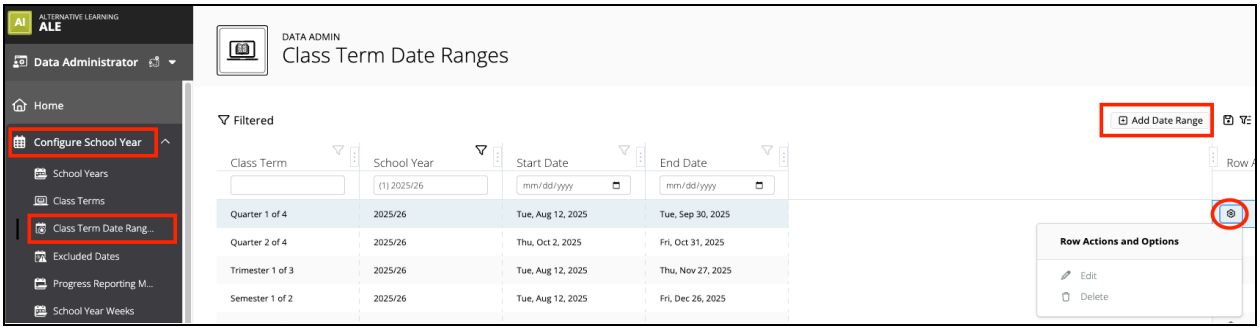
**Skip this section and go to Configure Excluded Dates if your program/school does not schedule classes in the ALE application or uses the Roll Over wSLP Courses process. **

1. Start under **Configure School Year** in the left navigation menu and click **Class Terms** to check that your class terms already exist. The available class terms are imported from your district's Student Information System (SIS).
    a. Click the **Add Class Term button** at the top right, and click the **checkbox** to the left to add a new term. Class terms are not program-specific; any term created will appear across all ALE programs with your school district.

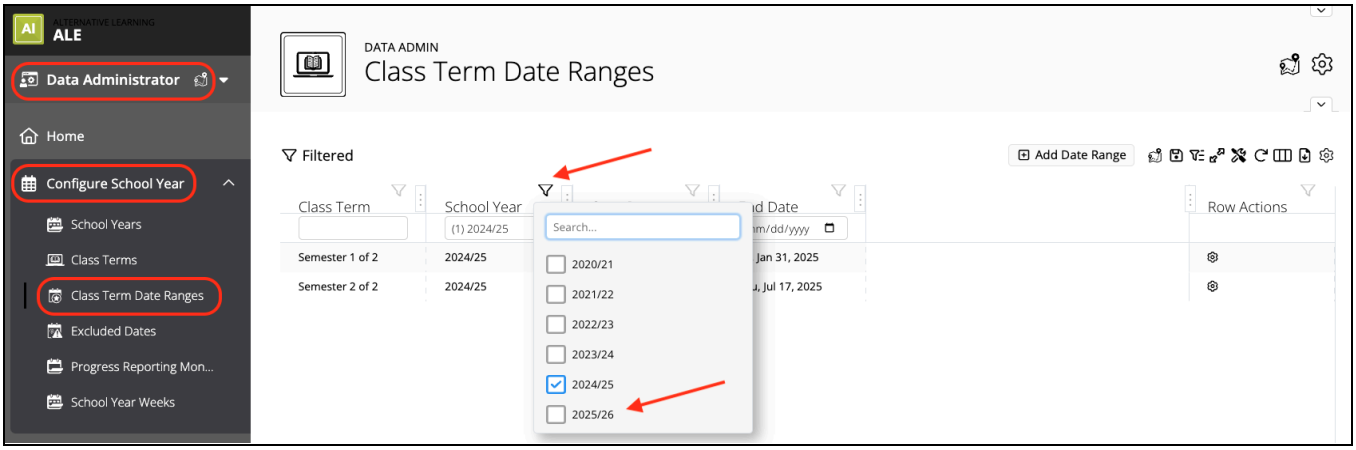


2. Select **Class Term Date Ranges** to set your class term **Start and End dates** for a school year. Class Term Date Ranges are program-specific.
    a. Click the **Add Date Range** button in the top right.
        i. Select a **School Year**, Class Term, **Start Date**, **End Date**, and click **Save**.

    b. Click the **Row Actions Gear** to the far right to **Edit or Delete.**



3. To view your newly created terms, refresh the page and use the **School Year** column to filter to the new school year.

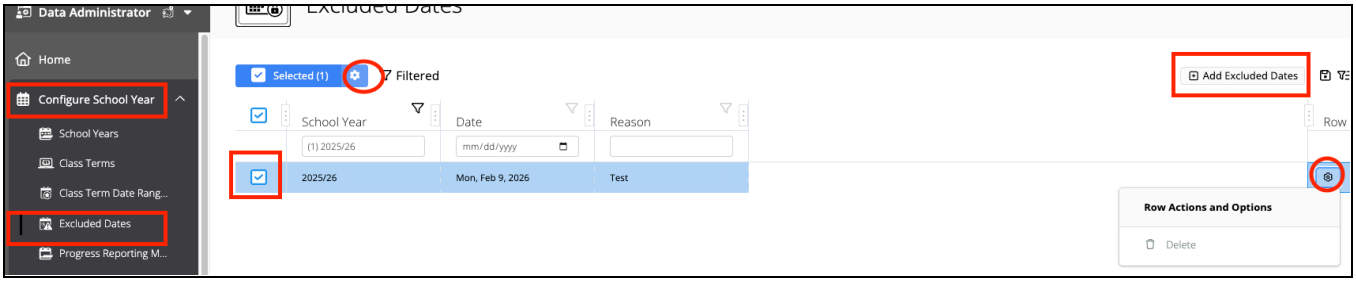


Configure Excluded Dates

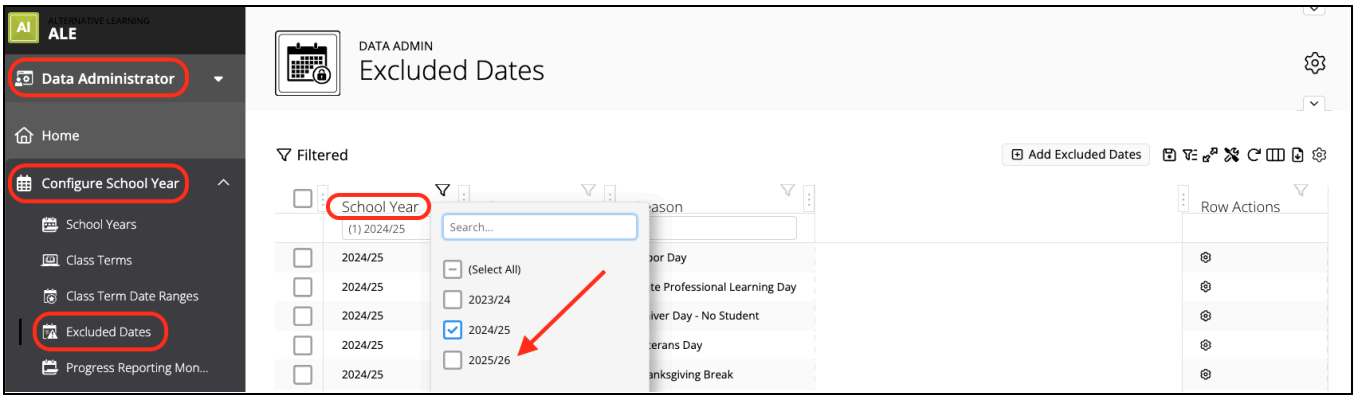
1. Start under **Configure School Year** in the left navigation menu, then choose **Excluded Dates** to enter the dates for the upcoming school year when your school will be closed to students.

Note: Do not enter conference or no-class days here. Class meetings for conference days, testing, etc., will need to be canceled. Helpful Resource: ALE Cancel Class Meetings.

2. Click the **Add Excluded Dates button** in the top right to add a new date.
    a. Select the **School Year**, **Start Date**, **End Date**, **Reason,** and click **Save**.



3. To see your newly created terms, use the **School Year** column to filter to the new school year. You may need to refresh the page to see and select a new school year.

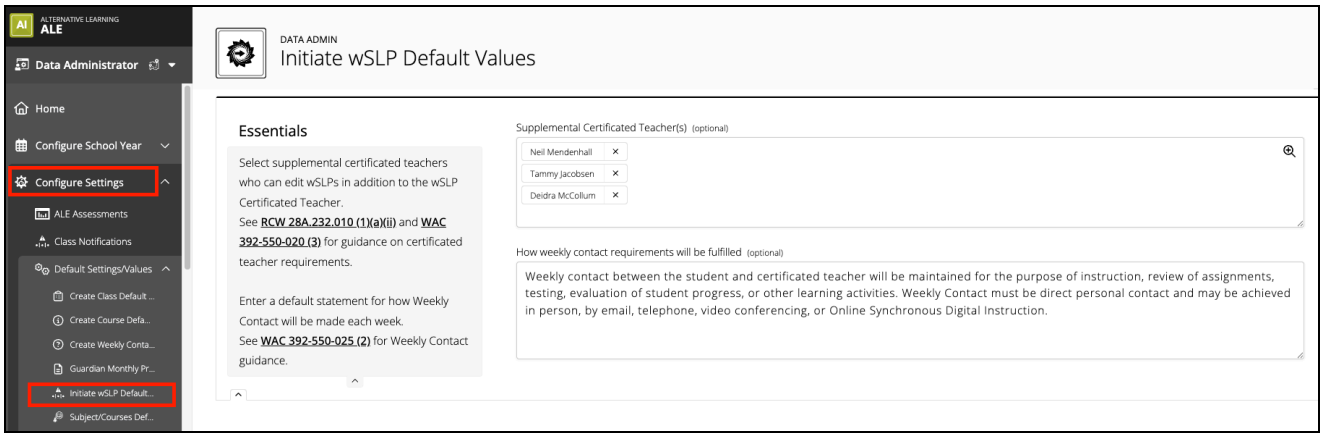


Update Initiate Your wSLP Default Values.

Update your default values for Initiating wSLPs via the **Data Administrator Role**.

Any changes made here will take effect immediately and apply to any newly initiated wSLPs.

1. Start under **Configure School Year** in the left navigation menu and choose **Initiate wSLP Default Values.**
2. Click the **magnifying glass** in the **Supplemental Certificated Teacher(s)** field and click the **checkbox** to select and grant additional teachers on the left of staff the ability to edit wSLPs in addition to the wSLP Certificated Teacher.
3. Enter a default statement for **How Weekly Contact will be fulfilled**. This statement will surface on newly initiated all wSLPs but can be edited on individual wSLPs.



4. In the **Time Commitment section**, update the **School Year**, **Start Date, and End Date.** Update the **Estimated Average Weekly Hours** if it has changed. If you have not set your **School Year Dates**, you will receive an error when initiating wSLPs for the new school year. However, regardless of the defaults, you can manually select the school year and dates for the student learning plans you are initiating.

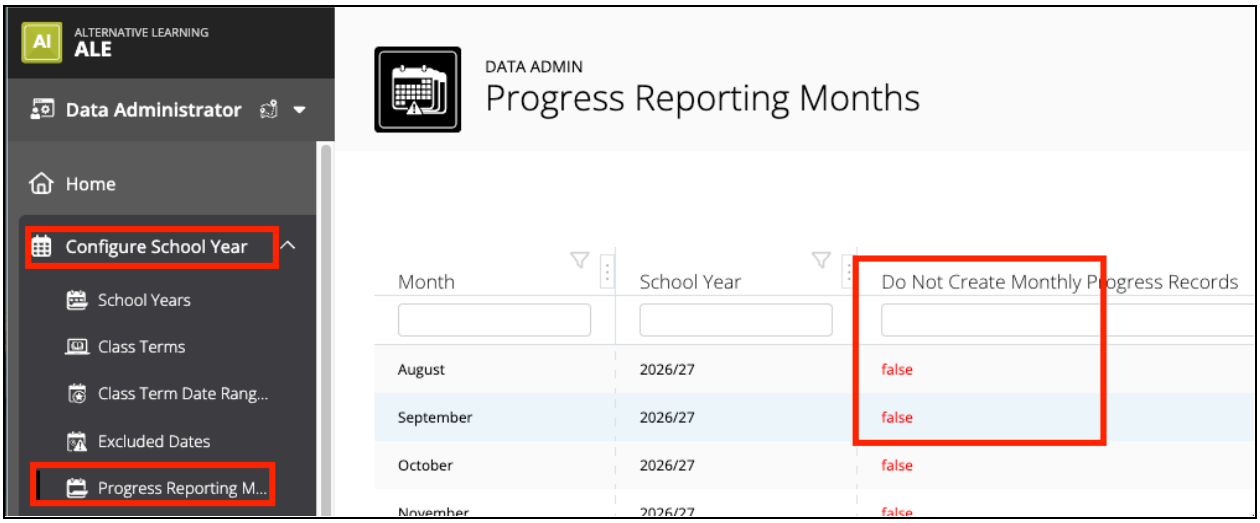
5. Click **Save**.

6. In the **Parent Enrollment Settings** section, you may add class registration settings if you are initiating wSLPs during a class registration window.

Configure Progress Reporting Months

1. Start under **Configure School Year** in the left navigation menu and choose **Progress Reporting Months**. The settings on this table apply to all ALE programs using the ALE application within the school district.

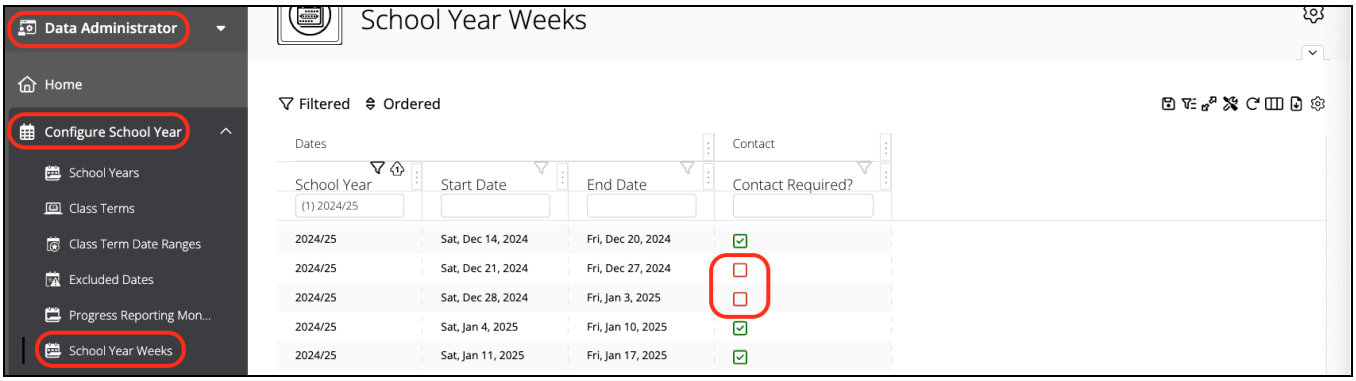
2. Click on the **false** in the **Do Not Create Monthly Progress Records column** to change it to true for any month where monthly progress is not required for the upcoming school year.



Configure School Year Weeks

This configuration controls which weeks display on all Monitor Weekly Contact tables.

1. Start under **Configure School Year** in the left navigation menu and choose **School Year Weeks**.
2. Uncheck any week with fewer than two (2) school days. Weekly contact is not required for these weeks.



Links To Other Important Help Docs That May Be Needed At The Beginning Of A School Year

- **ALE Initiating a Written Student Learning Plan (Connect)**
  - **Helpful Resource:** ALE Initiating a Written Student Learning Plan (Connect)
- **ALE Mass Initiate Written Student Learning Plans (Connect)**
  - **Helpful Resource:** ALE Mass Initiate Student Learning Plan (Connect)
- **ALE Adding Courses to wSLPs (Connect)**
  - **Helpful Resource:** ALE Adding Courses to wSLPs (Connect)
- **ALE Manually Create, View, and Link Students (Connect)**
  - **Helpful Resource:** ALE Manually Create, View, and Link ALE Students (Connect)
- **ALE Copying Class Schedules from One Term to Another or One School Year to Another (Connect)**
  - **Helpful Resource:** ALE Copying Classes from One Term or Year to Another (Connect)
- **ALE Copying In Progress Courses from One School Year to the Next (Connect)**
  - **Helpful Resource:** ALE Registrar: Copying 'In Progress' Courses from One School Year to the Next (Connect)