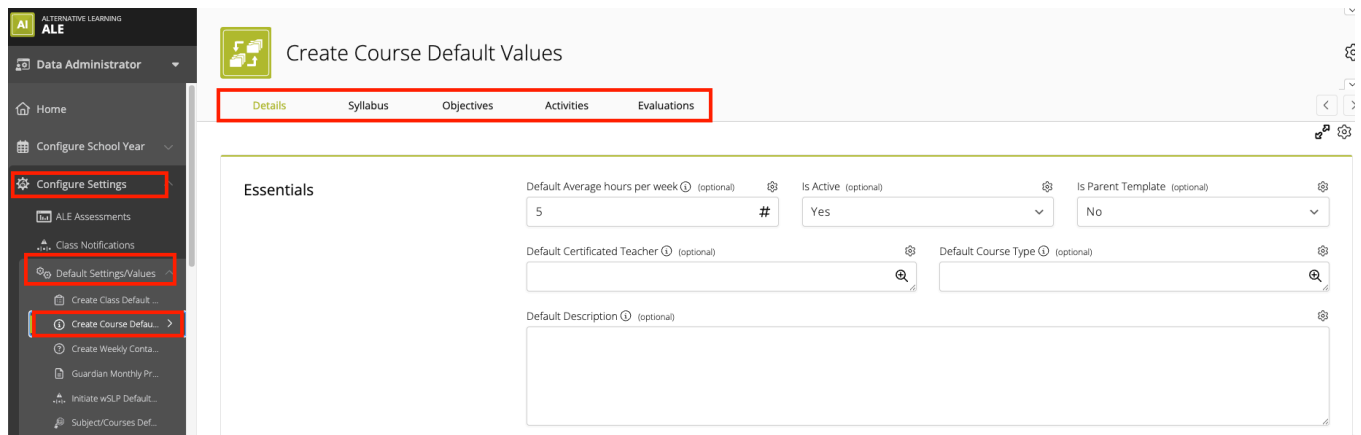


## ALE Configure Default Values for Creating Courses (Connect)

Here, you will learn to configure course defaults when creating new courses via **Courses/Classes > Create Course**.

**Note: Fill in only the fields that apply to all courses you will be creating. These settings can be updated as often as needed, but cannot be applied to existing courses.**

1. Start by going to **Configure Settings** in the left navigation, choosing **Default Settings/Values**, and then **Create Course Default Values**.



2. You will see several supages (tabs) across the top of the page.
  - a. Click the **Details Tab**:
    - i. In the **Essential section**:
      1. Fill in the **Default Average hours per week** field numerically.
      2. Select **Yes or No** from the **Is Active** and **Is Parent Template** dropdown menus.
      3. Click the **magnifying glass** in the **Default Certificated Teacher** field and click the **checkbox** to the left of the selection.
      4. Select the **Default Course Type** field in the same way.
      5. Fill in the **Description** field.

- ii. In the **Resources section**:



1. Click the **magnifying glass** in the **Default District Approved Curriculum** field, click one or more **checkboxes** to the left, and click **Accept**. Manage available selector options via **Data Administrator > Manage ALE Data > Reference Data Selections > District Approved Curriculum**

2. Fill in the **Default Texts, Default Additional Resources, and Default Instructional Materials Needed** fields.

iii. In the **Elements** section:

Elements

Default Grading (optional)

Default Course Category (optional)

Default Prerequisites (optional)

Default Credits (optional)

Default Essential Learnings (optional)

1. Fill in the **Default Grading, Default Prerequisites, and Default Essential Learnings** fields.
2. Click the **magnifying glass** in the **Course Category** field, click one or more **checkboxes** to the left, and click **Accept**. Manage available selector options via **Data Administrator > Manage ALE Data > Course Category Selections**.
3. Fill in the **Default Credits** numerically.

iv. Click **Save**.

b. Click the **Syllabus Tab**.

Details **Syllabus** Objectives Activities Evaluations

Syllabus

Syllabus (optional)

URL:

- i. Fill in the **Syllabus** field.
- ii. Click **Save**.

c. Click the **Objectives Tab**.

Details Syllabus **Objectives** Activities Evaluations

Objectives

Objectives (optional)

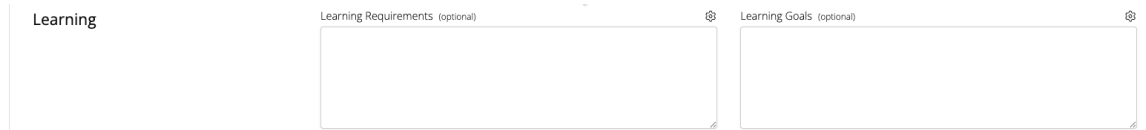
Objective Selections (optional)

Standards

Standards (optional)

Standard Selections (optional)

- i. Fill in the **Objectives** field.
- ii. Click the **magnifying glass** in the **Objective Selections** field, click one or more **checkboxes** next to the left, and click **Accept**. Manage available selector options via **Data Administrator > Manage ALE Data > Reference Data Selections > Objectives**.
- iii. Fill in and select the **Standards** and **Standard Selections** fields similarly. Manage available selector options via **Data Administrator >> Manage ALE Data >> Reference Data Selections >> Learning Standards**.
- iv. Fill in the **Learning Requirements** and **Learning Goals** fields.

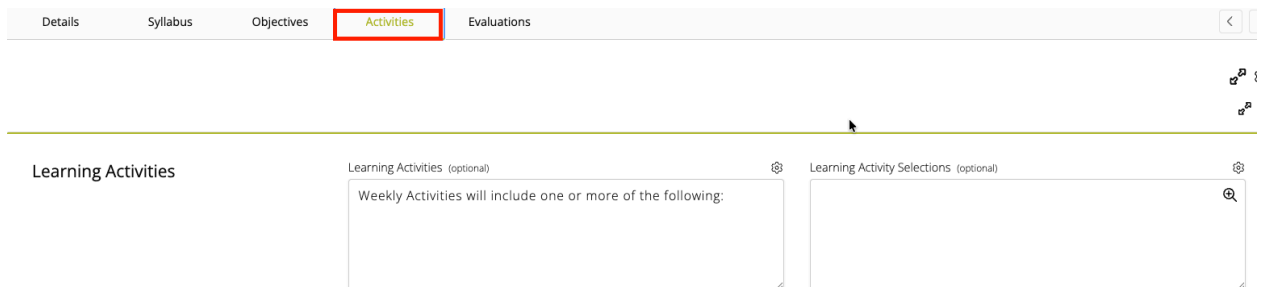


Learning

Learning Requirements (optional)

Learning Goals (optional)

- v. Click **Save**.
- d. Click the **Activities** tab.



Details Syllabus Objectives **Activities** Evaluations

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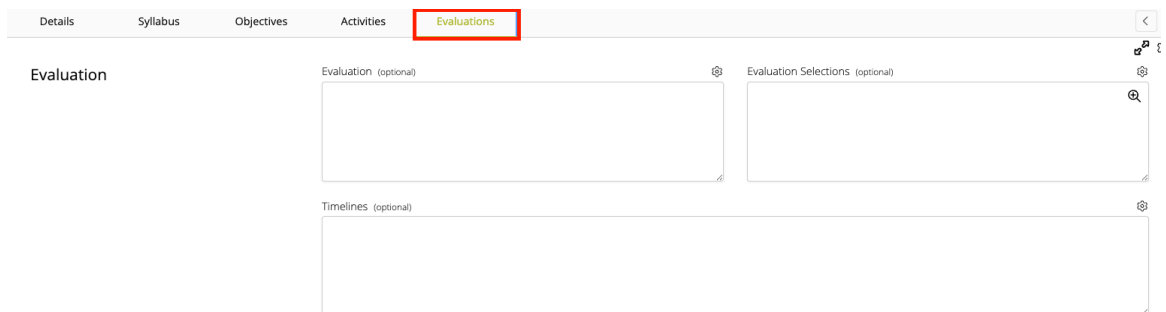
Learning Activities

Learning Activities (optional)

Weekly Activities will include one or more of the following:

Learning Activity Selections (optional)

- i. Fill in the **Learning Activities** field.
  - ii. Click the **magnifying glass** in the **Learning Activity Selections** field, click one or more **checkboxes** to the left, and click **Accept**. Manage available selector options via **Data Administrator > Manage ALE Data > Reference Data Selections > Learning Activities**.
  - iii. Click **Save**.
- e. Click the **Evaluations** Tab.



Details Syllabus Objectives Activities **Evaluations**

Evaluation


Evaluation (optional)


Evaluation Selections (optional)


Timelines (optional)

- i. In the **Evaluation** section, fill in the **Evaluation** and **Timelines** fields.
  1. Click the **magnifying glass** in the **Evaluation Selections** field, click one or more **checkboxes** to the left, and click **Accept**. Manage available selector options via **Data Administrator > Manage ALE Data > Reference Data Selections > Evaluations**.
- ii. In the **Monthly Timelines** section, fill in the monthly Timelines fields.

Monthly Timelines

September Timeline (optional) 

October Timeline (optional) 

November Timeline (optional) 

iii. Click **Save**.