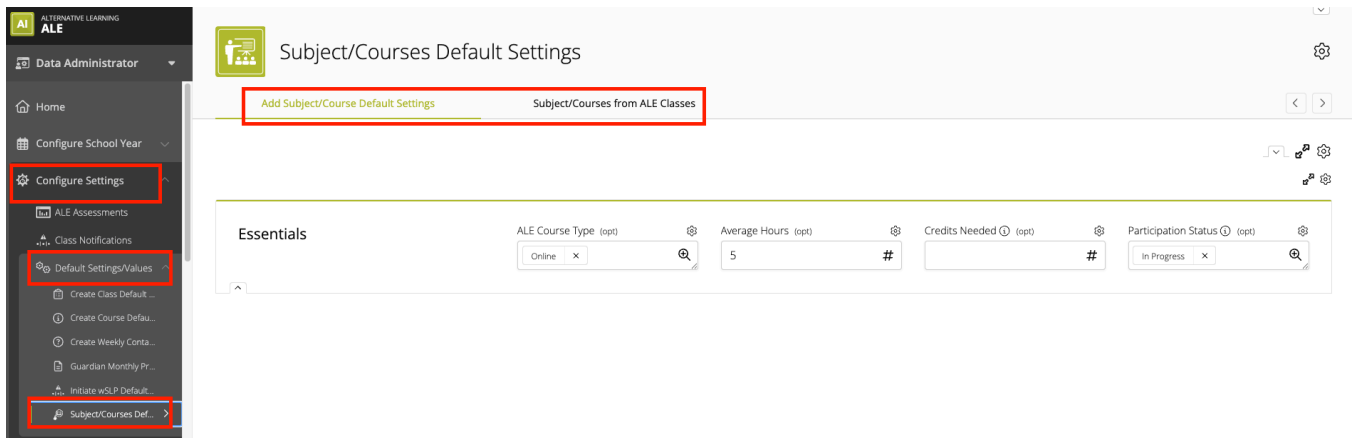


ALE Configure Subject/Courses Default Settings (Connect)

Here, you will learn to configure the default values when manually adding courses to wSLPs. You can also configure the default values for courses that are automatically generated as a result of enrolling in ALE Classes in Enrollment Method 2 or for courses populated from SIS Classes

1. Start under **Configure Settings** in the left navigation menu, choose **Default Settings/Values**, and then **Subject/Courses Default Settings**.
2. You will see two subpages (tabs) at the top of the page to select from.



- a. You will be taken to the **Add Subject/Course Default Settings** tab by default. Here, you will choose default values when manually adding courses to wSLPs.
 - i. Leave the **ALE Course Type** field blank if your program uses multiple course types and set the ALE Course Type on course templates.
 - ii. If you have only one **ALE course Type**, you can select a default ALE Course Type for all courses that are manually added to your SLPs.
 1. Click the **magnifying glass** in the **ALE Course Type** field and click the **checkbox** to the left.
 2. Fill in the **Average Hours** and **Credits Needed** numerically.
 3. Click the **magnifying glass** in the **Participation Status** field, then check the **checkbox** to the left.
 4. Click **Save**.
- b. Click on the **Subject/Courses from Classes** tab at the top of the page. Here, you can choose the default settings for Subject/Courses that are automatically generated as the result of enrolling in an ALE Class in Enrollment Method 2 or for courses populated from SIS Classes.



- i. In the **Essentials** section:

1. Select **Class**, **Course**, or **SLP** from the **Certificated Teacher Selection Source** dropdown menu. This is where the Subject/Course Certificated Teacher will be populated from.
2. Click the **magnifying glass** in the **Participation Status** field, then check the **checkbox** to the left.

ii. In the **Course Types** section:

Course Type

ALE Course Type Specification ⓘ (optional) ⚙️

Source Selection ▼

ALE Course Type Selection Source ⓘ (optional) ⚙️

Class ▼

1. Select **Static** or **Source Selection** from the **ALE Course Type Specification** dropdown menu.
 - a. If you select **Static**, the **Course Type** field will appear. Click the **magnifying glass** in the **Course Type** field, then check the **checkbox** to the left.
 - b. If you select **Source Selection**, the **ALE Course Type Selection Source** field will appear. Select **Class** or **Course** from the dropdown menu.

iii. In the **Average Hours** section:

Average Hours

Average Hours Specification ⓘ (optional) ⚙️

Source Selection ▼

Average Hours Selection Source ⓘ (optional) ⚙️

Class ▼

1. Select **Static** or **Source Selection** from the **Average Hours Specification** dropdown menu.
 - a. If you select **Static**, the **Average Hours** field will appear. Set the number of hours.
 - b. If you select **Source Selection**, the **Average Hours Selections Source** field will appear. Select **Class** or **Course** from the dropdown menu.

iv. In the **Class Designations** section:

Class Designations

Choose ALE Class Designations for which no subject/courses should be automatically created from ALE Class enrollments

ALE Class Designations ⓘ (optional) ⚙️

Workshop ×

Resource ×

Field Trip ×

Event ×

Club ×

1. Click on the **magnifying glass** in the **ALE Class Designations** field, click one or more **checkboxes**, and click **Accept**. Choose ALE Class Designations for which no subject/courses should be automatically created from ALE Class enrollments.
- v. Click **Save**.