

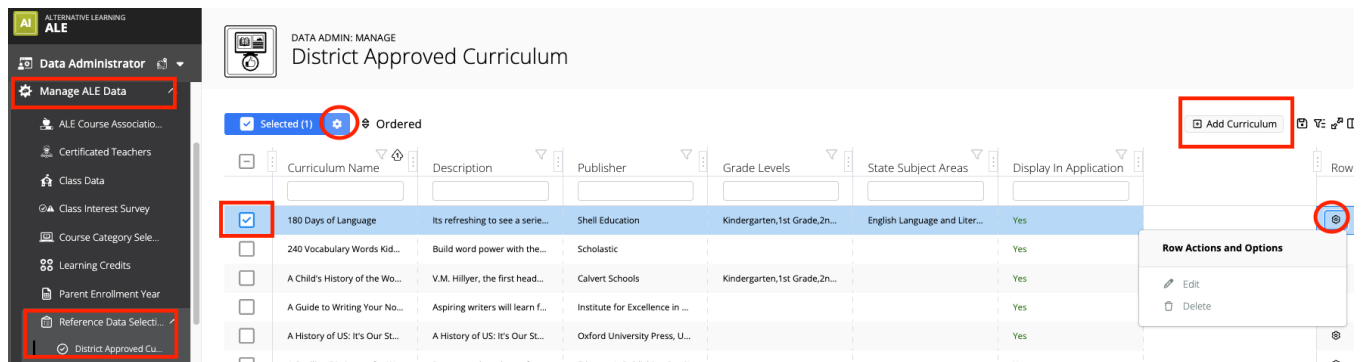
ALE Manage Reference Data Selections (Connect)

These are the building blocks for the system's courses and student learning plans. They include the State Course Codes, Learning Activities, Objectives, and Standards, etc. If you want to change any available data, you can do so in the **Data Administrator Role**.

Manage District-Approved Curriculum

This table is not prepopulated and is ready for you to add your own curriculum list. This table is program-specific and is not shareable between programs.

1. Start under **Manage ALE Data** on the left navigation menu, choose **Reference Data Selections**, and then **District Approved Curriculum**.



2. Click **Add Curriculum** in the top right.
 - a. Select **Yes or No** from the **Display In Application** field dropdown menu. If you select Yes, the curriculum will be displayed in the application for users to select when building or editing course templates or when editing individual courses on a wSLP.
 - b. Fill in the **District Approved Curriculum Description**, **District Approved Curriculum Name**, and **District Approved Curriculum Publisher**.
 - c. Click the magnifying glass in the **Grade Level(s)** field, click one or more checkboxes to the left, and click **Accept**.
 - d. Select the **State Subjects** similarly.
 - e. Click **Save**.

Add District Approved Curriculum

Display In Application (required) ☒ Yes ☐ No	District Approved Curriculum Name (optional)
District Approved Curriculum Description (optional) 	District Approved Curriculum Publisher (optional)
Grade Level(s) (optional) 	State Subjects (optional)

3. Click the **Row Actions Gear** and choose **Edit or Delete**. When you choose Delete, a confirmation window will open; this action cannot be undone. Click **Yes or No**.

Note: Items used in a Student Learning Plan cannot be deleted.

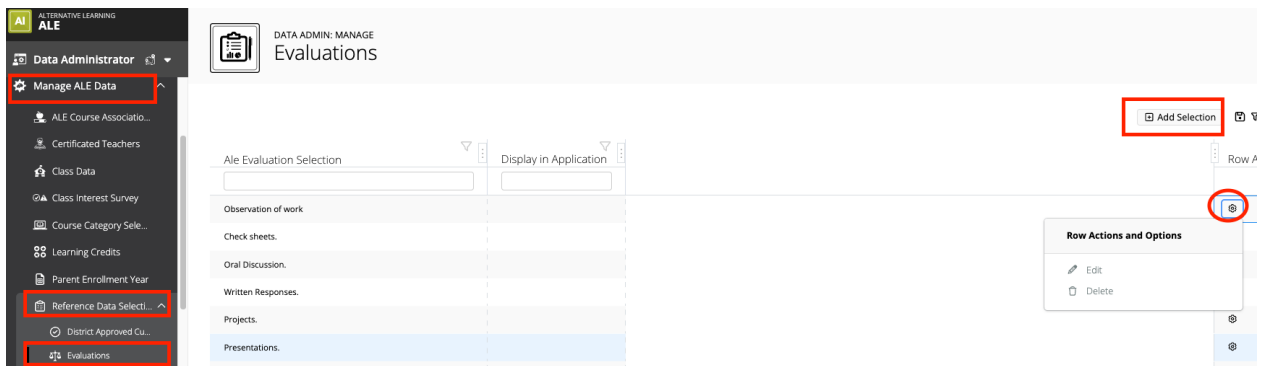
4. If you want an item to no longer appear as an option for user selection, click **Yes or No** in the **Display in Application column** to change a single entry. (You can surface this list on the **Details tab** of any course by clicking on **Select for the District Approved Curriculum** field.)
5. To change the display for multiple items at once:
 - a. Click one or more **checkboxes** to the left of the curriculum name, or select the top checkbox to select all.
 - b. Click the **Selected Gear** at the top of the data table and choose **Edit Display in Application**.
 - i. Select **Yes or No** from the **Display In Application** field dropdown menu. No, will remove the curriculum from the application display.
 - ii. Choose **Delete**. When choosing Delete, a confirmation window will open. Click **Yes or No**. This action cannot be undone, and the curriculum will be deleted from the application display.

Note: Items that have already been used in a Student Learning Plan cannot be deleted. If you try to delete them and they have been used, this process will set the **Display in Application field to **No** for all selected items**

Manage Evaluation Selectors

Here, you will learn how to manage which subject areas appear in evaluation selectors. This list populates the Evaluation Selections on the Evaluation tab of any course.

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, then **Evaluations**.



2. Click **Add Selection** in the top right.
 - a. Fill in the **Evaluation Selection** field.
 - b. Click **Save**.

Essentials

Evaluation Selection (optional)

Aa

3. Click the **Row Actions Gear** to **Edit or Delete**.

- a. When you choose Delete, a confirmation window will open. Click Yes or No. This action cannot be undone.

Manage Learning Activities

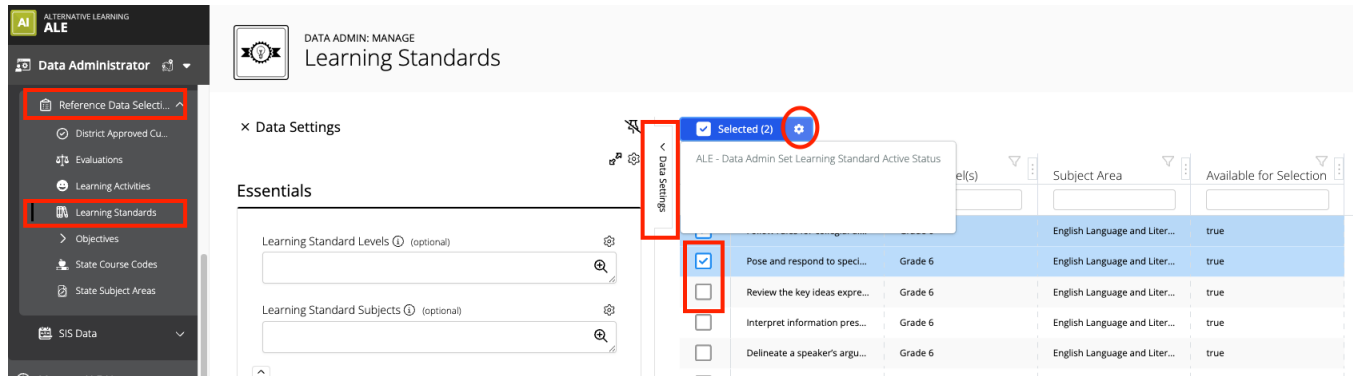
Here, you will learn how to manage which subject areas appear in evaluation selectors. This list populates the Evaluation Selections on the Evaluation tab of any course.

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, then **Learning Activities**.
2. Click **Add Selection** in the top right.
 - a. Fill in the **Activity Selection** field .
 - b. Click **Save**.
3. Click the **Row Actions Gear** to **Edit or Delete**.
 - a. When you choose Delete, a confirmation window will open. Click Yes or No. This action cannot be undone.

Manage Learning Standards

Here, you will learn to manage which standards surface for learning standards selections. By default, all K-12 standards are available for selection. This list populates the standards selections on the objectives tab of any course. This is a master list of all state standards that SDS maintains for all schools.

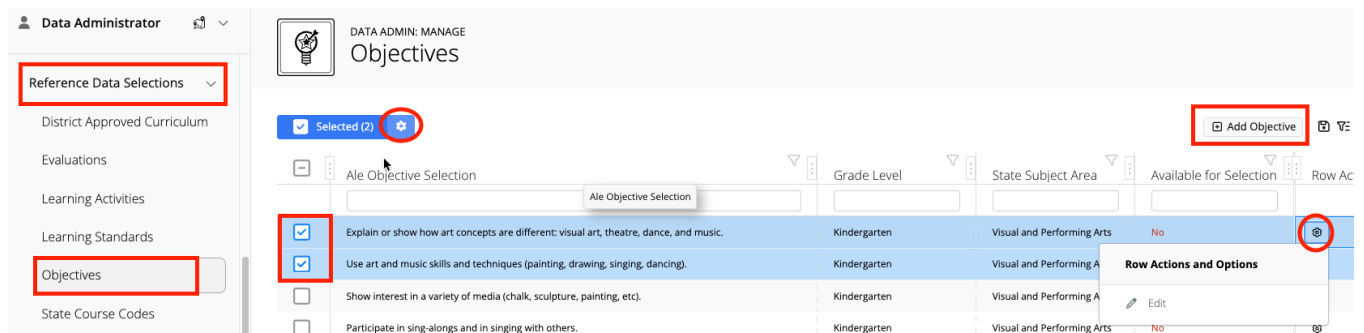
1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **Learning Standards**.
2. Use the **Data Table Data Settings Drawer** to the left to filter by **Learning Standard Levels** and **Learning Standard Subjects**.
 - a. Click the **magnifying glass** in the field, then select one or more **checkmarks** to the left and click **Accept**.
3. In the data table to the right, click one or more **checkboxes** to the far left or click the checkbox at the top to select all.
4. Click the **Selected Gear** at the top of the table and choose **ALE - Data Admin Set Learning Standard Active Status**.
 - a. Select **Yes or No** from the dropdown menu for **"Is Active."** Yes means the learning standards are available for selection when building or editing courses.



Objectives Selectors

Here, you will learn to manage which subject areas surface for objective selectors. This list populates the objective selection on the objectives tab of any course.

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **Objectives**.

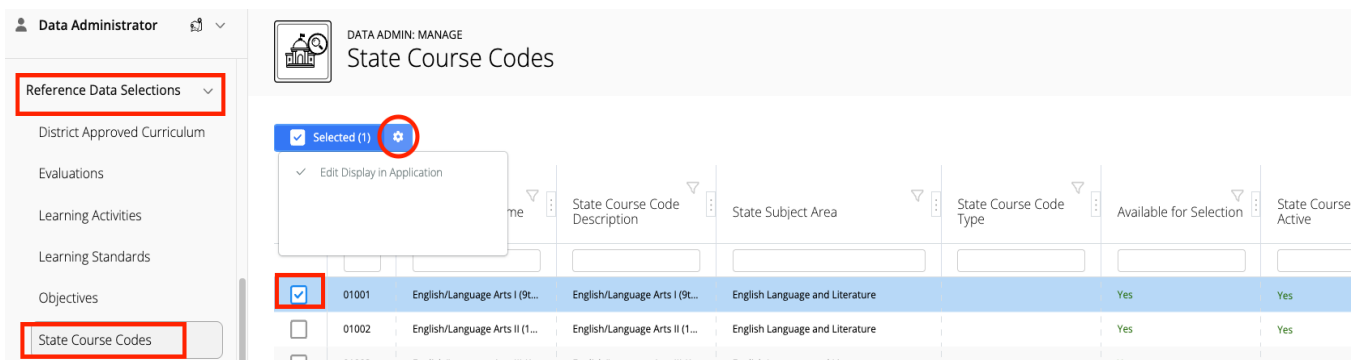


2. Click **Add Objective** in the top right.
 - a. Fill in the **ALE Objective Selection**.
 - b. Click the **magnifying glass** in the **Grade Level** field, and click the **checkbox** to the left.
 - c. Select the **State Subject Area** similarly.
 - d. Select **Yes or No** from the **Is Selectable** dropdown menu. Yes, it means it will be selectable.
3. Click the **Row Actions Gear** to **Edit**.
4. To remove multiple items at once, select one or more **checkboxes** in the far-left column, or select the checkbox at the top of the table to select all.
5. Click the **Selected Gear** at the top of the table and choose **Delete** or **Inactivate Objective(s)**.

Note: Once an Objective has been used in a wSLP, it cannot be deleted. If it is selected for deletion, it will be marked as Available for Selection = No

Manage State Course Codes

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **State Course Codes**.



	State Course Code	Description	State Subject Area	State Course Code Type	Available for Selection	State Course Active
☒	01001	English/Language Arts I (9t...	English/Language Arts I (9t...	English Language and Literature	Yes	Yes
☐	01002	English/Language Arts II (1...	English/Language Arts II (1...	English Language and Literature	Yes	Yes
☐	01003	English/Language Arts III (1...	English/Language Arts III (1...	English Language and Literature	Yes	Yes

2. To edit multiple items at once, select one or more **checkboxes** next to the State Course Code, or select the checkbox at the top of the table to select all.
3. Click the **Selected Gear** at the top of the table and choose **Edit Display in Application**.
 - a. Select **Yes or No** from the **Display in Application** dropdown menu. If the course code is selected, it will be displayed in the application.

Manage State Subject Areas

1. Start under **Manage ALE Data** in the left navigation menu, choose **Reference Data Selections**, and then **State Subject Areas**.
2. Check/uncheck the **checkbox** in the **Available for Selection** column to control whether a state subject area appears for selection in the ALE application. Checked means it will be available for selection, and Unchecked means it will not.

Data Administrator

Reference Data Selections

District Approved Curriculum

Evaluations

Learning Activities

Learning Standards

Objectives

State Course Codes

State Subject Areas

 DATA ADMIN: MANAGE

State Subject Areas

State Subject Area	State Subject Area Abbreviation	Is Core Subject	Available for Selection
English Language and Literature	ENG	Yes	☒
Life and Physical Sciences	SCI	Yes	☒
Mathematics	MAT	Yes	☒
Social Sciences and History	SOC	Yes	☒
Agriculture, Food, and Natural Resources	AGR	No	☒