

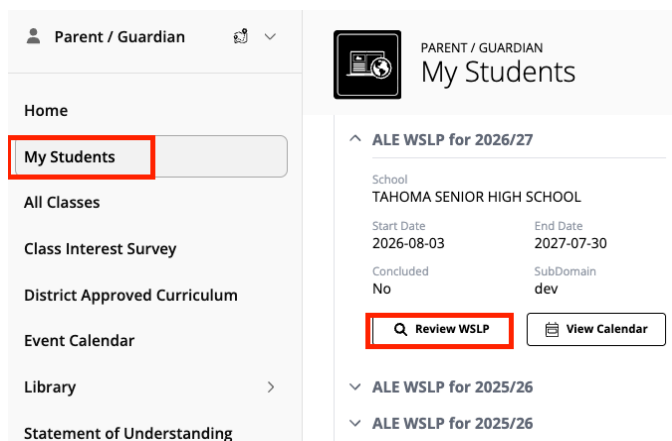
ALE Parents: Proposed Courses (Comment)

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

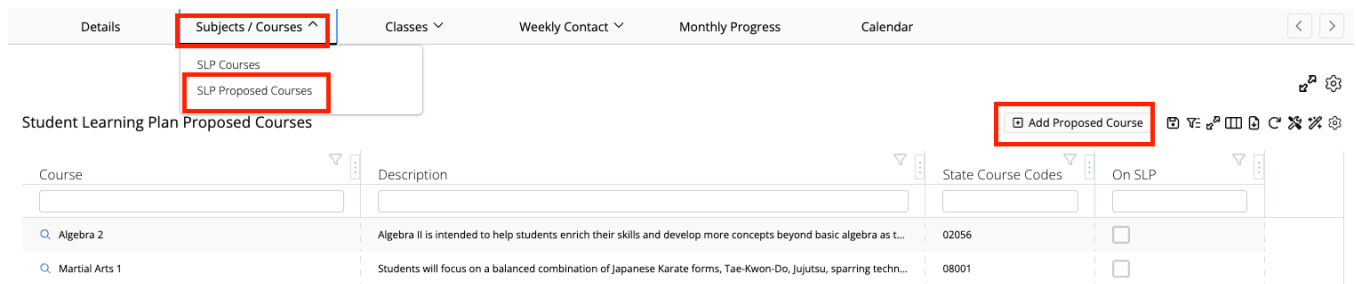
- If desired, school staff can create course templates and make them available to you.
- You complete the course proposal form.
- The Certificated Teacher reviews the proposed course and makes any necessary edits.
- The course is then added to the Student Learning Plan by the Certificated Teacher.

To Propose a Course:

1. Click **My Students** in the left navigation menu.
2. Click **Review WSLP** under the SLP you would like. Note the **School Year** if there are multiple SLPs.



3. Once you have opened the Manage Student Learning Plan, navigate to the **Subjects/Courses Tab** at the top of the page and select **SLP Proposed Courses**.



4. To add a course, click the **Add Proposed Course** button at the top right.

Course Template

Course Template (required)

Course Details

Course Name

Aa

Average Hours Per Week

#

Description

State Course Code(s)

SIS Course Code(s)

5. Click the **magnifying glass** in the **Course Template** field, click the **checkbox** to the left, and click **Save**. You will see that some fields will already have data filled in.
6. To edit course details, click the **magnifying glass** in the **Course** column. Depending on your program's specific settings, you will see a mix of fields in each wSLP tab that you can edit or that are locked (grayed out).
7. 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.