

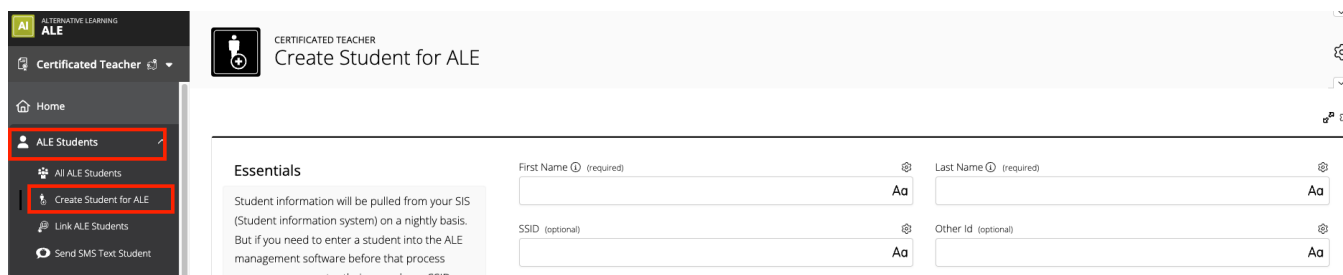
ALE Manually Create, View, and Link Students (Connect)

Here, you will learn how to manually create a student in ALE before they are migrated from your District Student Information System (SIS). Student information is pulled nightly from your District SIS.

NOTE: Creating students should be done manually **only** when you can't wait for a student to migrate from your District SIS, and only for temporary use. We recommend checking the All ALE Students page to see whether a student has already migrated to ALE before manually creating them.

MULTIPLE ROLES: Certificated Teacher, Registrar, Secretary

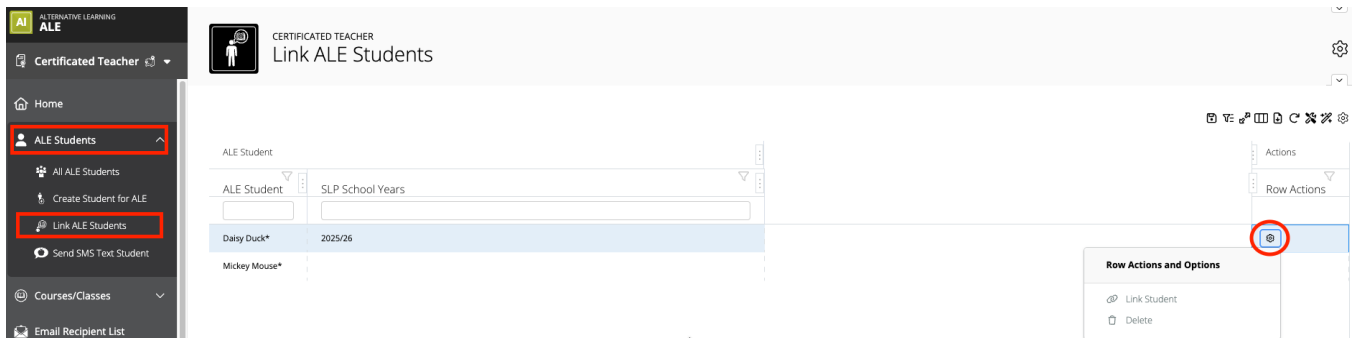
1. Start by going to **ALE Students** in the left navigation menu, then choose **Create Student for ALE**.
2. Fill in the **First and Last Name**. The SSID and Other ID fields are optional. If a student is shared between schools in your district and does not appear in your school, **do not** fill in the SSID or Other ID fields. Entering an SSID or Other ID will automatically link the manually created student to the SIS record, preventing you from initiating a wSLP.
3. Once a name is entered and saved, you can initiate a Student Learning Plan for them.



Link Manually Created ALE Students to SIS

MULTIPLE ROLES: Certificated Teacher, Registrar, Secretary

1. Start by going to **ALE Students** in the left navigation menu, then choose **Link ALE Students**.
2. You will see a list of all students who have been “manually created” in the ALE system but are not yet linked to a record being pulled in from your Student Information System (SIS), and which school years for which a wSLP exists for each student.
3. Use the search text box in the column headers to **filter** or search for a student.
4. Click the **Row Action Gear** on the far right and choose **Link Student** to link the manually created student to their SIS record by name, SSID, or Other ID.



5. Choose one of the following radio buttons.
 - a. **Select Student Search:** Click the **magnifying glass** in the **Student** field and click the **checkmark** next to the student.

Selection Source (optional)

☒ Student Search
 ☐ SSID
 ☐ Other ID

Student (optional)

- b. **Select SSID:** Fill in the SSID numerically.

Selection Source (optional)

☐ Student Search
 ☒ SSID
 ☐ Other ID

SSID (optional)

#

- c. **Select Other ID:** Fill in the **Other ID** field.

Selection Source (optional)

☐ Student Search
 ☐ SSID
 ☒ Other ID

Other ID (optional)

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- d. Click **Save**.

6. A **Confirm Link Student** popover modal will open, surfacing the name of the manually created student, the selected student, and the selected student's SIS info. Click **'Yes'** if the records match; click **'X'** to close the box if the records do not match, which cancels the process.
7. Click the **Row Action Gear** on the far right and choose **Delete** to remove a student you no longer need. You cannot delete a student who has an existing wSLP.

FAQS

1. What if you link a manually created student to the wrong student SIS record?
 - **Answer:** Contact our help desk ASAP.
2. What if you manually created a student, initialized a wSLP, but the student was deleted from the district SIS before you linked them and the student is not going to attend?
 - **Answer:** Delete the wSLP, and then delete the manually created student.
3. What if a manually created student is not linked to their SIS record?
 - **Answer:** There is a risk that multiple wSLPs may be created for a single student within the same school year. One tied to the SIS record and 1 tied to the manually created student. If this happens, contact the help desk ASAP.
 - All wSLP reports that include SIS student and guardian information will be missing important data.