Student Account Home: Class Management through Account Home

**Actions for “ACTIVE” Classes**

When there are actions available for an active class, they will appear under the “Actions” menu.

**Switch to a New Class**

Students can switch to a new class by clicking on the “Switch to a new class” option. This option will always be available when students have access time remaining.

![Switch to a New Class](image)

The student enters the new class code and clicks on the “Switch” button.

![Switch to a New Class](image)
The student reviews the class details and then, clicks on the “>> Continue” button to go to the new class.

After clicking on the “>> Continue” button, the student receives a confirmation message to display that she has switched to her new class.
After clicking on the “>> Continue to your ALEKS class” button, the student will be taken to her new class and may need to complete an Initial Assessment.

In the Account Home, the student will now see the new class she switched into under the “ACTIVE” classes heading.
NOTE: If students have been enrolled in a class for more than 15 days and decide to switch to a new class -- or if their instructor moves them to a new class -- students will also see their previous class they switched from in the “INACTIVE” classes heading, along with any progress made in the previous class.

Additional Details Regarding Switching to a New Class

- **Switching within the first 15 days of a class:**
  - The student’s new class will appear in ACTIVE.
  - The student’s old class will no longer appear (not even in INACTIVE).
  - The student’s record/progress made in the old class will not appear to the instructor of the old class.
  - Progress made in the old class may or may not appear to the student.
    - If the ALEKS course product for the old class is the same as the ALEKS course product for the new class, the student’s progress in the course product will be carried forward from the old class to the new class. A new Initial Assessment will not be given.
    - If the ALEKS course product for the old class is different from the ALEKS course product for the new class, the student’s progress in the course product will not be carried forward. A new Initial Assessment will be given.

- **Switching after the first 15 days of a class:**
  - The student’s new class will appear in ACTIVE.
  - The student’s old class will appear in INACTIVE.
  - The student’s record/progress made in the old class will continue to appear to the instructor of the old class.
Progress made in the old class will appear to the student.

Additionally:

- If the ALEKS course product for the old class is the same as the ALEKS course product for the new class, the student’s progress in the course product will be carried forward from the old class to the new class. A new Initial Assessment will not be given.

- If the ALEKS course product for the old class is different from the ALEKS course product for the new class, the student’s progress in the course product will not be carried forward. A new Initial Assessment will be given.

### Switching to a New Class by Drag/Drop in the Instructor Module

The drag and drop student move action has also been affected by the “15 day” rule. In addition to reflecting the behavior outlined above in the Student Account Home, this behavior occurs in the Instructor Module:

- **Drag/drop student within the first 15 days of a class:**
  - The student will appear in the new class.
  - The student and her record/progress will no longer appear in the old class.

- **Drag/drop student after the first 15 days of a class:**
  - The student will appear in the new class.
  - The student and her record/progress will still appear in the old class.

Additionally:

- If the ALEKS course product for the old class is the same as the ALEKS course product for the new class, the student’s progress in the course product will be carried forward from the old class to the new class. A new Initial Assessment will not be given.

- If the ALEKS course product for the old class is different from the ALEKS course product for the new class, the student’s progress in the course product will not be carried forward. A new Initial Assessment will be given.
Suspend Access to this Class Feature

The option to manually suspend access to a class is available while the student’s subscription meets the guidelines for suspension. This option is available to the student within a certain window of time after starting her ALEKS class, and is available for 6-week, 11-week, 18-week, 2-semester, 3-quarter, and 52-week access codes.

The student can suspend access to her ALEKS class and use the access code in a subsequent quarter/semester.

A class may only be suspended if the student has not exceeded the following maximum time or usage hours (whichever comes first) since class activation:

<table>
<thead>
<tr>
<th>Access Code Length</th>
<th>Maximum Time Elapsed Since Activation</th>
<th>Maximum Hours Logged in ALEKS Since Activation</th>
<th>Minimum Suspension Length</th>
<th>Maximum Suspension Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-week</td>
<td>&lt; 7 days</td>
<td>&lt; 5 hours</td>
<td>5 weeks</td>
<td>1 year</td>
</tr>
<tr>
<td>11-week</td>
<td>&lt; 14 days</td>
<td>&lt; 8 hours</td>
<td>9 weeks</td>
<td>1 year</td>
</tr>
<tr>
<td>18-week</td>
<td>&lt; 30 days</td>
<td>&lt; 10 hours</td>
<td>14 weeks</td>
<td>1 year</td>
</tr>
<tr>
<td>2-semester</td>
<td>&lt; 30 days</td>
<td>&lt; 10 hours</td>
<td>14 weeks</td>
<td>1 year</td>
</tr>
<tr>
<td>3-quarter</td>
<td>&lt; 30 days</td>
<td>&lt; 10 hours</td>
<td>14 weeks</td>
<td>1 year</td>
</tr>
<tr>
<td>52-week</td>
<td>&lt; 30 days</td>
<td>&lt; 10 hours</td>
<td>14 weeks</td>
<td>1 year</td>
</tr>
</tbody>
</table>

NOTE: If a student suspends her class but then changes her mind and decides she wants to reactivate her class prior to the agreed upon reactivation date, she will need to contact ALEKS Customer Support to cancel the suspension. If the suspension is cancelled, the time remaining on the access code will be recalculated from the original start date (i.e., the original expiration date will be reinstated).

Leave of Absence Feature

In contrast to the “Suspend access to this class” feature, the “Leave of Absence” feature only applies to 2-semester (40 weeks), 3-quarter (also 40 weeks), and 52-week access codes, and automatically takes effect after 21 weeks have passed since the access code was activated.
Suspend Access to this Class Option

Students can manually suspend access to their class by selecting the “Suspend access to this class” option.

NOTE: The examples below are based on a 52-week access code.

Students will see a page that explains what happens when they suspend access to their class.

After clicking on the “Suspend” button, the student must confirm the suspension by clicking on the “Confirm” button.
The student receives a confirmation message. The class that was suspended now appears under the “ON-HOLD” heading. Students will be able to reactivate access to the class on or after the specified date.

Additional Details Regarding the “Suspend Access to this Class” Option

- If the student accepts the reactivation date and clicks on the “Confirm” button, she will not be able to reactivate her class until that date.
- On that date, the student will be able to manually reactivate access to her class.

To see examples of how students reactivate suspended classes, refer to the section “Actions for “ON-HOLD” Classes.”
Extend Access to This Class

Students can extend access to their class by selecting the “Extend access to this class” option.

The student enters a 20-character access code.
After clicking on the “Submit” button, the student receives a confirmation message that shows the new expiration date for her access.

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**Actions for “ON-HOLD” Classes**

When there are actions available for an on-hold class, they will appear under the “Actions” menu.

There are two ways classes appear under the “ON-HOLD” heading: when students use the “Suspend access to this class” option to manually suspend access to their class, and when access to the class was automatically placed on-hold for a Leave of Absence between terms.
Reactivate (When Access Was Manually Suspended)

Students can click on the “Reactivate” button when they are ready to reactivate a suspended class.

NOTE: The examples below are based on a 52-week access code.

The student will arrive at the page below and enter a 10-character class code. Then she can click on the “>> Reactivate” button.

The student reviews the class details, and then clicks on the “>> Continue” button.
The student will receive a confirmation message. She can click on the “>> Continue to your ALEKS class” to begin working in her class.

NOTE: When access to a class is currently suspended, the “Reactivate” button is disabled. Students will see the date that they can reactivate access to their class. The “Reactivate” button will be enabled starting on the specified date.
Reactivate (When Access Was Placed On-Hold Automatically for Leave of Absence)

Below is an example of the message students receive after 20 weeks have passed since the access code for that class was activated. This message appears after students access their class and it reminds them that their class will automatically be placed on-hold after 21 weeks.

On the date that the class can be reactivated, the “Reactivate” button is enabled and students can click on the “Reactivate” button when they are ready to reactivate their class following a leave of absence.
The student will arrive at the page below and will be asked to make a selection from the following two options:

- **Continue working in your current class.**
  - Selecting this option reactivates the student’s access in her current class and she can continue to work in ALEKS where she left off. **This is the default setting.**

- **Reactivate access in a new class.**
  - Selecting this option allows the student to enter a new course code and reactivates the student’s access in the new ALEKS class. The student will begin working in her new class.

![Reactivate Access Screen](image)

**First Option: Continue Working in Your Current Class**

After clicking on the “>> Reactivate” button, the student reviews the class details, and then clicks on the “>> Continue” button.

![Confirm Enrollment Information](image)
The student will receive a confirmation message. She can click on the “>> Continue to your ALEKS class” to begin working in her class. A new initial assessment will not be given.

Second Option: Reactivate Access in a New Class

After selecting the “Reactivate access in a new class” option, the box expands and allows the student to enter a new course code. The student clicks on the “>> Reactivate” button.

The student reviews the class details and then clicks on the “>> Continue” button.
The student will receive a confirmation message. She can click on the “>> Continue to your ALEKS class” to begin working in her new class. A new initial assessment will be given.

**Actions for “INACTIVE” Classes**

When there are actions available for an inactive class, they will appear under the “Actions” menu.

**Download Progress (PDF)**

Students can view their progress in an inactive class by selecting the “Download progress (PDF)” option.
Below is an example of a student’s PDF report.

Renew Access to This Class

Students can renew access to an inactive class by selecting the “Renew access to this class” option.
The student enters a 20-character access code, and then clicks on the “Submit” button.

After clicking on the “Submit” button, the student sees a confirmation message. The class that was renewed now appears under the “ACTIVE” classes heading.
Delete From My Account

Students can delete an inactive class from their Account Home by selecting the “Delete from my account” option.

A confirmation message will appear. Students must confirm if they want to continue with the deletion or cancel.
After clicking on the “Delete” button, students receive a confirmation message to show that the class was deleted from their Account Home. The class will no longer appear under the “INACTIVE” heading.

NOTE: Deleting an inactive class from the Student Account Home will NOT delete the class from the instructor’s records for that class.