Batch Registration
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School-Level Batch Registration

School administrators can quickly create multiple classes and register multiple student accounts (up to 10,000 rows of data) with the School Batch Registration feature. This feature significantly reduces the amount of time school administrators spend registering a large volume of students across many instructors and classes.

Please note that only one registration method should be used for enrolling students (Batch Registration, Pre-Registration, or Student Self-Registration).

Overview

Batch Registration takes the collection of data (e.g., instructor, class, and student information) provided by a school-level administrator and processes the information so the ALEKS system generates new classes, as well as ALEKS accounts for new instructors and students. This also ensures students are registered in the appropriate classes.

ALEKS automatically sends a confirmation message to the administrator when the Batch Registration is completed. Instructors will receive a message in their ALEKS Message Center inbox containing the login names and passwords of registered students for each newly created class. The administrator will also receive a copy of each message.

**NOTE:** The Batch Registration feature is available to all K-12 schools, but is only visible to ALEKS school administrators.

Getting Started with School Batch Registration

Administrators can find Batch Registration from the Subscriptions sub-navigation menu at the Institution level.

After clicking on the “Batch Registration” link, administrators will arrive at a page that explains Batch Registration and how to get started.
Before starting a Batch Registration for the school, it is recommended that administrators prepare the following:

1. **Fill out the Batch Template**: For a detailed overview of the Batch Template, see “The Batch Template” section below.
2. **Make sure enough subscriptions are available**: Administrators can see the total number of subscriptions available at their institution by selecting “Check the number of subscriptions you have available.” If the administrator needs additional ALEKS subscriptions, she can contact her McGraw-Hill Education sales representative or select “Order additional ALEKS subscriptions if needed.”

Once the administrator has gathered all required information, she can begin the registration process by selecting “Start Batch Registration” (see page 5).

**The School Batch Template**

The Batch Template is a preformatted spreadsheet that contains column headers based on the required information needed to process a Batch Registration. **Administrators should not edit, add, delete, or rearrange any of the columns in the spreadsheet.**

**NOTE: Batch Registration can register a maximum of 10,000 rows of student data per batch process.**

1. **Fill out the Batch Template**
   - Download Batch Template (excel spreadsheet)
   - View Batch Template instructions and required information
   - View ALEKS Course Product Names

Administrators must select “Download the Batch Template (excel spreadsheet)” and save the spreadsheet to their computer.
If administrators need guidance on how to fill out the Batch Template, they can select “View Batch Template instructions and required information.” Selecting this will open a new window that administrators can refer to while entering data into the Batch Template.

If there is uncertainty about which ALEKS course product abbreviation to enter into the Batch Template, administrators can select “View ALEKS Course Product Names” to see a list of ALEKS course product abbreviations.
Batch Template Instructions

Once the Batch Template has been opened, administrators must enter required information in all column headers highlighted in yellow. Once the Batch Template is completed, it is important for administrators to check their spreadsheet for any incomplete data before processing the Batch Registration. A correctly completed spreadsheet will help prevent administrators from having to correct errors that may be found during the registration process.

The required information in the Batch Template includes (in yellow):

- **ALEKS Course Product Names Abbreviations** (see product tab in spreadsheet or “View Course Products List” link on Batch Registration screen)
- **Teacher First Name**
- **Teacher Last Name**
- **Teacher Email**
- **Student First Name**
- **Student Last Name**

Additional optional information includes (in grey):

- **Class Period**: In case more than one Batch Registration is processed for the same Starting Term (e.g., Fall 2018), it is recommended that administrators enter the class period or a unique identifier in this column. This will prevent instructors and administrators from seeing duplicate class names in their class lists. ALEKS will append the "Class Period" information to the "Starting Term" (e.g., Fall 2018 - 3), and together they will become the “Class Name.” Establishing a naming convention will allow administrators to distinguish one class from another in instructors’ class lists.
- **Student ID**: This column can be used to enter each student’s school or district ID number. Using a student ID tracks student progress across ALEKS classes and allows students to keep the same ALEKS login name and password.
- **Student Password**: If administrators want to assign each student’s password, the password must contain 8-14 characters, at least 1 letter and 1 number and no spaces. Passwords are case sensitive. If the requirement is not met, ALEKS will suggest a new password.
- **Parent/Guardian Email 1 and 2**: Administrators can include parent/guardian email addresses (up to 2) for each student. Including this information allows parents/guardians to receive an automatic progress report via email weekly on Saturdays for their student.

**NOTE**: Please be advised that by adding an email address for a teacher, parent, or guardian, and enabling email forwarding, you may be sending personal data to third parties outside of ALEKS.

Once the Batch Template has been completed by the administrator, the Batch Registration process can begin.
Completing the School Batch Registration

After selecting “Start Batch Registration,” the administrator will be taken to “Step 1: Select a starting term and subscription type.”

**STEP 1: Select a starting term and subscription type**

Select a starting term to register your students:

- **Starting Term:** (Choose one)

Select a start and end date for the classes:

- **Dates**
  - **Start Date:** 08/09/2018
  - **End Date:** 08/09/2019

Select a subscription type:

Below are the available subscriptions in your account. The totals are a combination of subscriptions at the district and school levels.

There must be enough subscriptions for the number of students you are trying to batch register in your spreadsheet.

Use one subscription type per Batch Registration.

- **K12 - 12 Month - QuickTables Only**
- **96 Available Subscriptions**

- **K12 - 12 Month**
- **50 Available Subscriptions**

Need help ordering ALEKS subscriptions?

First, the administrator will select the “Starting Term” for the Batch Registration.

**NOTE:** After the Batch Registration is processed, the Starting Term is used as the “Class Name.”
Next, the administrator must select the start and end date for the classes. The maximum duration of a class is 15 months. The start date of a class can be modified for up to 8 months from when the class was originally created. However, once the first student starts the Initial Knowledge Check, the start date of the class cannot occur after the start date of this Initial Knowledge Check. Additionally, students will no longer be able to enroll in the class after the end date for that class has passed.

After selecting class start and end dates, the administrator can then choose the ALEKS subscription type she wants to use for the Batch Registration (e.g., K12 – 12 Month). **Administrators can only use one subscription type per batch process;** each student will be assigned the subscription type selected.

If more than one subscription type needs to be used, the administrator should conduct multiple batch registrations, one for each subscription type. The number of available subscriptions will be displayed by each subscription type. There must be enough subscriptions for the number of students being registered.

If more ALEKS subscriptions are needed, the administrator can select “Need help ordering ALEKS subscriptions?” at the bottom of the page. If additional ALEKS subscriptions are needed, the administrator can contact her McGraw-Hill Education sales representative or ALEKS K-12 Orders, or order additional subscriptions through the online order form.
Once the administrator has selected a Starting Term and Subscription Type, she can select “Next” to move to “**Step 2: Upload the Batch Template.**”

On Step 2, the administrator will upload the completed Batch Template. The administrator can select the “Choose File” button to upload the Batch Template file into ALEKS. Accepted file formats are .xls and .xlsx extensions only. After selecting “Next,” the system will begin processing the information uploaded from the Batch Template.

Once the information has been processed, the administrator will be taken to “**Step 3: Summary of information.**” From this page, the administrator can review the summary provided.
Selecting the linked number(s) in the “# of students that will be registered” column will open a pop-up that displays the names of the students that will be registered for each class.

Once the administrator has carefully reviewed the summary, she can select “Authorize” to complete the Batch Registration process.

**NOTE:** Batch Registration consumes purchased ALEKS subscriptions and is NOT reversible; administrators should not authorize the Batch Registration until they are fully satisfied with the data they have entered. If needed, administrators can stop the Batch Registration by clicking on “Cancel.”

After selecting “Authorize,” the administrator will arrive at a page that informs her that ALEKS is processing the Batch Registration.
Once the Batch Registration process is complete, the administrator will receive a confirmation message in her ALEKS Message Center inbox. The message confirms the total number of students registered in each class and the number of subscriptions remaining for the subscription type used.

Instructors will also receive a message in their ALEKS Message Center inbox with their class and student information.

The attachment at the bottom of the message contains the student login names and passwords for the class. It is important for instructors to remember to distribute the assigned ALEKS login names and passwords to each student. Administrators will also receive a copy of this message.
After the new classes have been created, instructors can locate them in the Class drop-down in their Instructor Account.

**NOTE:** If information was entered into the “Class Period” column of the Batch Template, it will appear after the “Starting Term” (e.g., Fall 2018 – 3).
After an instructor has selected a class, they can update/change the name of the class or adjust the start/end dates by navigating to the Class Summary (under the Class Administration sub-navigation menu) and editing the “Class Information” section. The instructor can also update/change the section/period, grade, and incoming student options.

Once instructors have provided each student with his/her ALEKS login name and password, students can log into ALEKS and begin working in the program.
District-Level Batch Registration

District administrators can quickly create multiple classes and register multiple student accounts (up to 10,000 rows of data) for schools within their district using the District Batch Registration feature. This feature significantly reduces the amount of time district administrators spend registering a large volume of students across many schools, instructors, and classes.

Please note that only one registration method should be used for enrolling students (Batch Registration, Pre-Registration, or Student Self-Registration).

Overview

Batch Registration takes the collection of data (e.g., school, instructor, class, and student information) provided by a district-level administrator and processes the information so the ALEKS system generates new classes, as well as ALEKS accounts for new instructors and students. This also ensures students are registered in the appropriate classes.

ALEKS automatically sends a confirmation message to the administrator when the Batch Registration is completed. Instructors will receive a message in their ALEKS Message Center inbox containing the login names and passwords of registered students for each newly created class. The administrator will also receive a copy of each message.

**NOTE:** District Batch Registration is available to all K-12 districts, but is only visible to ALEKS district administrators.

Getting Started with District Batch Registration

Administrators can find Batch Registration from the Subscriptions sub-navigation menu at the district Institution level.

![Batch Registration Menu](image)

After clicking on the “Batch Registration” link, administrators will arrive at a page that explains Batch Registration and how to get started.
Before starting a Batch Registration for the district, it is recommended that administrators prepare the following:

1. **Fill out the Batch Template**: For a detailed overview of the Batch Template, see “The Batch Template” section below.
2. **Make sure enough subscriptions are available**: District administrators can check the Subscription Management System to view the number of subscriptions available for student registration, move subscriptions from the district level to a school(s), put subscriptions on-hold, or move subscriptions from one school to another. If more ALEKS subscriptions are needed, administrators can click on the “Order additional ALEKS subscriptions if needed” link for ordering information.

Once the administrator has gathered all required information, he can begin the registration process by selecting “Start Batch Registration” (see page 16).

**The District Batch Template**

The Batch Template is a preformatted spreadsheet that contains column headers based on the required information needed to process a Batch Registration. **Administrators should not edit, add, delete, or rearrange any of the columns in the spreadsheet.**

*NOTE: Batch Registration can register a maximum of 10,000 rows of student data per batch process.*

Administrators must select “Download the Batch Template (excel spreadsheet)” and save the spreadsheet to their computer.
If administrators need guidance on how to fill out the Batch Template, they can select “View Batch Template instructions and required information.” Selecting this will open a new window that administrators can refer to while entering data into the Batch Template.

If there is uncertainty about which ALEKS course product abbreviation to enter into the Batch Template, administrators can select “View ALEKS Course Product Names” to see a list of ALEKS course product abbreviations.
Batch Template Instructions

Once the Batch Template has been opened, administrators must enter required information in all column headers highlighted in yellow. Once the Batch Template is filled out, it is important for administrators to check their spreadsheet for any incomplete data before processing the Batch Registration. A correctly completed spreadsheet will help prevent administrators from having to correct errors that may be found during the registration process.

The required information in the Batch Template includes (in yellow):

- **School Name** (must be entered as it appears in the ALEKS system)
- **ALEKS Course Product Names Abbreviations** (see product tab in spreadsheet or “View Course Products List” link on Batch Registration screen)
- **Teacher First Name**
- **Teacher Last Name**
- **Teacher Email**
- **Student First Name**
- **Student Last Name**

Additional optional information includes (in grey):

- **Class Period**: In case more than one Batch Registration is processed for the same Starting Term (e.g., Fall 2018), it is recommended that administrators enter the class period or a unique identifier in this column. This will prevent instructors and administrators from seeing duplicate class names in their class lists. ALEKS will append the "Class Period" information to the "Starting Term" (e.g., Fall 2018 - 4), and together they will become the “Class Name.” Establishing a naming convention will allow administrators to distinguish one class from another in instructors’ class lists.
- **Student ID**: This column can be used to enter each student’s school or district ID number. Using a student ID tracks student progress across ALEKS classes and allows students to keep the same ALEKS login name and password.
- **Student Password**: If administrators want to assign each student’s password, the password must contain 8-14 characters, at least 1 letter and 1 number and no spaces. Passwords are case sensitive. If the requirement is not met, ALEKS will suggest a new password.
- **Parent/Guardian Email 1 and 2**: Administrators can include parent/guardian email addresses (up to 2) for each student. Including this information allows parents/guardians to receive an automatic progress report via email weekly on Saturdays for their student.

**NOTE**: Please be advised that by adding an email address for a teacher, parent, or guardian, and enabling email forwarding, you may be sending personal data to third parties outside of ALEKS.

Once the Batch Template has been completed by the administrator, the Batch Registration process can begin.
Completing the District Batch Registration

After selecting “Start Batch Registration,” the administrator will be taken to “Step 1: Select a starting term and subscription type.”

First, the administrator can select the “Starting Term” for the Batch Registration.

**NOTE:** After the Batch Registration is processed, the Starting Term is used as the “Class Name.”
Next, the administrator will select the start and end date for the classes. The maximum duration of a class is 15 months. The start date of a class can be modified for up to 8 months from when the class was originally created. However, once the first student starts the Initial Knowledge Check, the start date of the class cannot occur after the start date of this Initial Knowledge Check. Additionally, students will no longer be able to enroll in the class after the end date for that class has passed.

After selecting class start and end dates, the administrator can then choose the ALEKS subscription type he wants to use for the Batch Registration (e.g., K12 – 12 Month). Administrators can only use one subscription type per batch process; each student will be assigned the subscription type selected.

If more than one subscription type needs to be used, the administrator should conduct multiple batch registrations, one for each subscription type. The number of available subscriptions will be displayed by each subscription type. There must be enough subscriptions for the number of students being registered.

If more ALEKS subscriptions are needed, the administrator can select “Need help ordering ALEKS subscriptions?” at the bottom of the page. If additional ALEKS subscriptions are needed, the administrator can contact his McGraw-Hill Education sales representative or ALEKS K-12 Orders, or order additional subscriptions through the online order form.
Once the administrator has selected a Starting Term and Subscription Type, he can select “Next” to move to “Step 2: Check list of available schools within your district.”

On Step 2, administrators will confirm their school name(s) from the list of existing schools in their district. Each school name must be listed in ALEKS in order to continue with the Batch Registration.

If a school is not listed, administrators can request a new school account be added to ALEKS by selecting “request a school account.” After selecting “request a school account,” the administrator can fill out the missing school’s information.

After submitting the missing school’s information, the administrator will see a confirmation page for his request. The administrators will receive an email confirmation once the school account has been added by ALEKS Customer Support. Administrators should allow for up to two business days to process the request.
Once the administrator has confirmed the schools in his district, he can select “Next” to be taken to “Step 3: Upload the Batch Template.”

**STEP 3: Upload the Batch Template**

> The students in this Batch will use **K12 - 12 Month** subscriptions.
> Select the button below to choose your file.
> (The system cannot process more than 10,000 rows of data in one batch process.)

```
Choose File: No file chosen

Accepted file formats: .xls and .xlsx ONLY
```

On Step 3, the administrator will upload the completed Batch Template. The administrator can select the “Choose File” button to upload the Batch Template file into ALEKS. Accepted file formats are .xls and .xlsx extensions only. After selecting “Next,” the system will begin processing the information uploaded from the Batch Template.

Once the information has been processed, the administrator will be taken to “**Step 4: Summary of information.**” From this page, the administrator can review the summary provided.

**STEP 4: Summary of information**

You are about to use 4 K12 - 12 Month subscriptions from your account. Please review the information below.

Select the **Authorize** button to complete your Batch Registration. **Important:** Once you press **Authorize** all the students included in this Batch Registration will be registered in ALEKS.

<table>
<thead>
<tr>
<th>School</th>
<th>Teacher</th>
<th>Starting Term - Period</th>
<th>ALEKS Course Product Names Abbreviations</th>
<th># of students that will be registered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maple Middle School</td>
<td>Tara Teacher</td>
<td>Fall 2018 - 1</td>
<td>MS2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:tara@aleks.com">tara@aleks.com</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walnut High School</td>
<td>Taylor Teacher</td>
<td>Fall 2018 - 4</td>
<td>ALGE2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:taylor@aleks.com">taylor@aleks.com</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The students’ login names and passwords will be sent to the appropriate instructor. You will receive a copy of each message in your ALEKS Message Center Inbox.

Go back to the Batch Upload  
1 authorize using 4 subscriptions Or Cancel
Selecting the linked number(s) in the “# of students that will be registered” column will open a pop-up that displays the names of the students that will be registered for each class.

Once the administrator has carefully reviewed the summary, he can select “Authorize” to complete the Batch Registration process.

**NOTE:** Batch Registration consumes purchased ALEKS subscriptions and is NOT reversible; administrators should not authorize the Batch Registration until they are fully satisfied with the data they have entered. If needed, administrators can stop the Batch Registration by clicking on “Cancel.”

After selecting “Authorize,” the administrator will arrive at a page that informs him that ALEKS is processing the Batch Registration.
Once the Batch Registration process is complete, the administrator will receive a confirmation message in his ALEKS Message Center inbox. The message confirms the total number of students registered in each class and the number of subscriptions remaining for the subscription type used.

Instructors will also receive a message in their ALEKS Message Center inbox with their class and student information.

The attachment at the bottom of the message contains the student login names and passwords for the class the class. It is important for instructors to remember to distribute the assigned ALEKS login name and password to each student. Administrators will also receive a copy of this message.
After the new classes have been created, instructors can locate them in the Class drop-down in their Instructor Account.

**NOTE:** If information was entered into the “Class Period” column of the Batch Template, it will appear after the “Starting Term” (e.g., Fall 2018 – 4).
After an instructor has selected a class, they can update/change the name of the class or adjust the start/end dates by navigating to the Class Summary (under the Class Administration sub-navigation menu) and editing the “Class Information” section. The instructor can also update/change the section/period, grade, and incoming student options.

Once instructors have provided each student with his/her ALEKS login name and password, students can log into ALEKS and begin working in the program.