

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

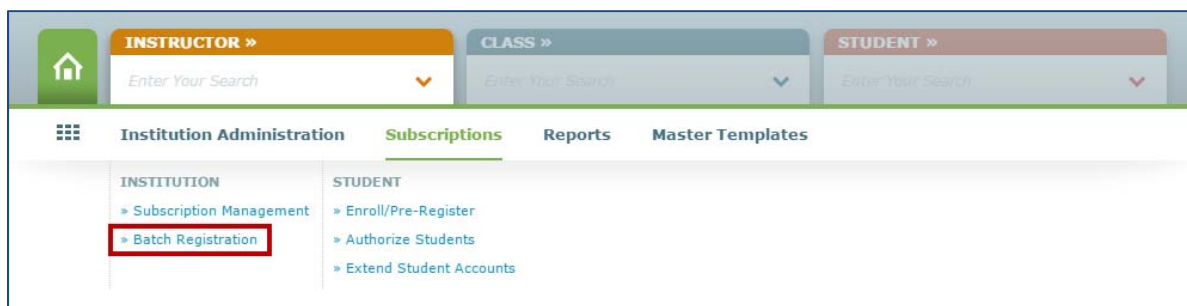
Batch Registration takes the collection of data (e.g., instructor, class, and student information) provided by a school-level administrator and processes the information so the ALEKS system generates new classes, as well as ALEKS accounts for new instructors and students. This also ensures students are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

Batch Registration

[View Batch Registration training documentation](#)

You can create multiple classes and student accounts for your school with Batch Registration. Prepare your student, teacher, and class information and register up to 10,000 students at once. ALEKS will then generate new classes, accounts for new teachers and students, and register students in the appropriate classes. A confirmation email will be sent to the administrator and teachers that includes the login names and passwords for the registered students.

NOTE: Only authorized administrators should use Batch Registration to register students. Batch Registration is designed to register a large number of students and will consume ALEKS subscriptions.

To get started, prepare the following:

1. Fill out the Batch Template

- [Download Batch Template \(excel spreadsheet\)](#)
- [View Batch Template instructions and required information](#)
- [View ALEKS Course Product Names](#)

2. Make sure you have enough subscriptions

Only one subscription type can be used per Batch Registration

- [Check the number of subscriptions you have available](#)
- [Order additional ALEKS subscriptions if needed](#)

[Start Batch Registration](#)

[Or Cancel](#)

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.

1	REQUIRED INFORMATION: Begin entering your information on Row 3. DO NOT ADD, DELETE, OR REARRANGE any of the columns. You can only use				
2	ALEKS Course Product Names Abbreviations (see product codes tab for help)	Class Period (optional)	Teacher First Name	Teacher Last Name	Teacher Email
3					
4					

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.



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Batch Template Instructions

Required Information

All information below is required in the Batch Template. If your data is in another spreadsheet, you can copy and paste the information from that spreadsheet into the Batch Template.

Class information:

- ALEKS Course Product Names Abbreviations

Teacher information:

- Teacher First Name
- Teacher Last Name
- Teacher Email

Student information:

- Student First Name
- Student Last Name



Optional information: Student ID Number, Student Password, Class Period

Begin entering information on row 3 of the Batch Template. Do NOT add, delete, or rearrange any of the columns. Blank rows will be ignored.

How to Fill Out the Batch Template

Column A: ALEKS Course Product Names Abbreviations:

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.



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ALEKS Course Product Names Abbreviations List

Use the **abbreviation** to complete the ALEKS Course Product Names Abbreviations column in your spreadsheet.

Here are the steps:

1. Find your ALEKS Course Product Name in the list. (View [ALEKS Course Products](#) descriptions, as needed).
2. Copy the abbreviation in the corresponding column.
3. Go to your spreadsheet.
4. Find the column titled "ALEKS Course Product Names Abbreviations".
5. Paste the abbreviation into the cell for the appropriate class.

ALEKS COURSE PRODUCT NAMES	ABBREVIATIONS
K-12 - Elementary School	
QuickTables	QT
Mathematics - LV 3 (with QuickTables)	LV3
Mathematics - LV 4 (with QuickTables)	LV4
Mathematics - LV 5 (with QuickTables)	LV5

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.

To get started, prepare the following:

- 1. Fill out the Batch Template**
 - Download Batch Template (excel spreadsheet)
 - View Batch Template instructions and required information
 - View ALEKS Course Product Names
- 2. Make sure you have enough subscriptions**

Only one subscription type can be used per Batch Registration

 - Check the number of subscriptions you have available
 - Order additional ALEKS subscriptions if needed

Start Batch Registration Or Cancel

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	End Date
	08/09/2018	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?](#)

Next Or Cancel

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.”

Select a starting term to register:

Starting Term: (Choose one) ▼

(Choose one)

Spring 2018

Summer 2018

Fall 2018

Winter 2018

Spring 2019

Summer 2019

Fall 2019

Winter 2019

Select a start and end date for the classes:

Dates

Select a subscription type:

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.

Select a start and end date for the classes:

Dates

Start Date ⓘ

08/09/2018

End Date ⓘ

06/28/2019

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.

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 49 Available Subscriptions

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.**”

STEP 2: 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**

<< Previous


Next

Or Cancel

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.

STEP 2: Uploading your data

Please wait while your Batch Template is being uploaded...



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.

STEP 3: 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.

Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Sample Teacher (implementation@aleks.com)	Fall 2018 - 2	ALGE1	2
Taylor Teacher (tss@aleks.com)	Fall 2018 - 3	ALGE1PREPCOMB	2

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

I 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.

Sample Teacher: Fall 2018 - 2

	Last Name	First Name
1.	StudentA	Jordan
2.	StudentB	Riley

Close

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.

Processing Batch Registration

We are processing your request. This will usually take no more than 15-30 minutes to process.

You have **4 students** that will be registered in ALEKS.

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

Order ALEKS Subscriptions

- To order more subscriptions, go to the [online order form](#).

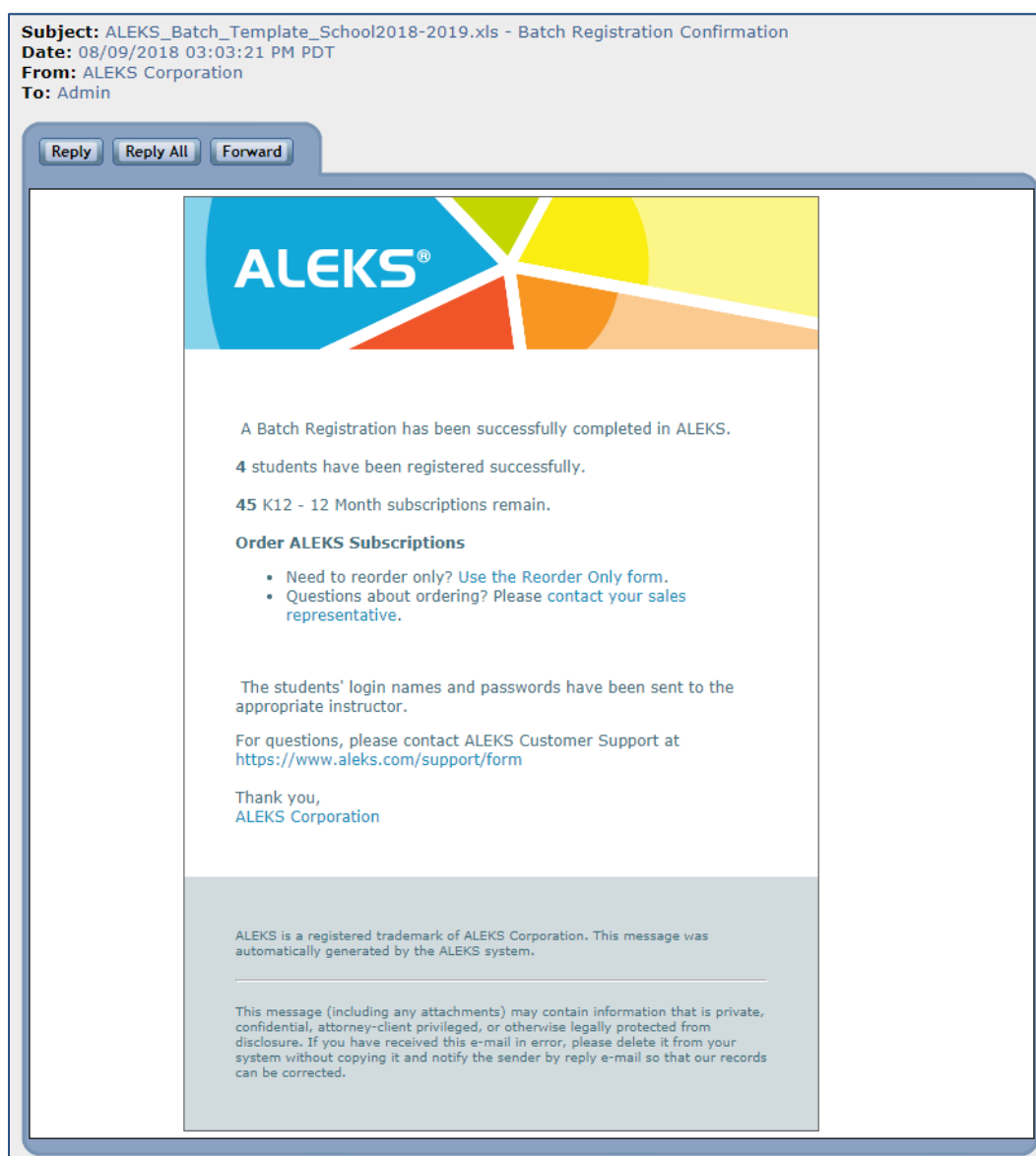
Questions about ordering?

- Please [contact your sales representative](#).
- K12 Orders Department:
Phone: (714) 619-7095
Fax: (714) 619-6898 or (714) 242-6673
Email: k12orders@aleks.com

Do you need to register more students? [Start another Batch Registration](#)

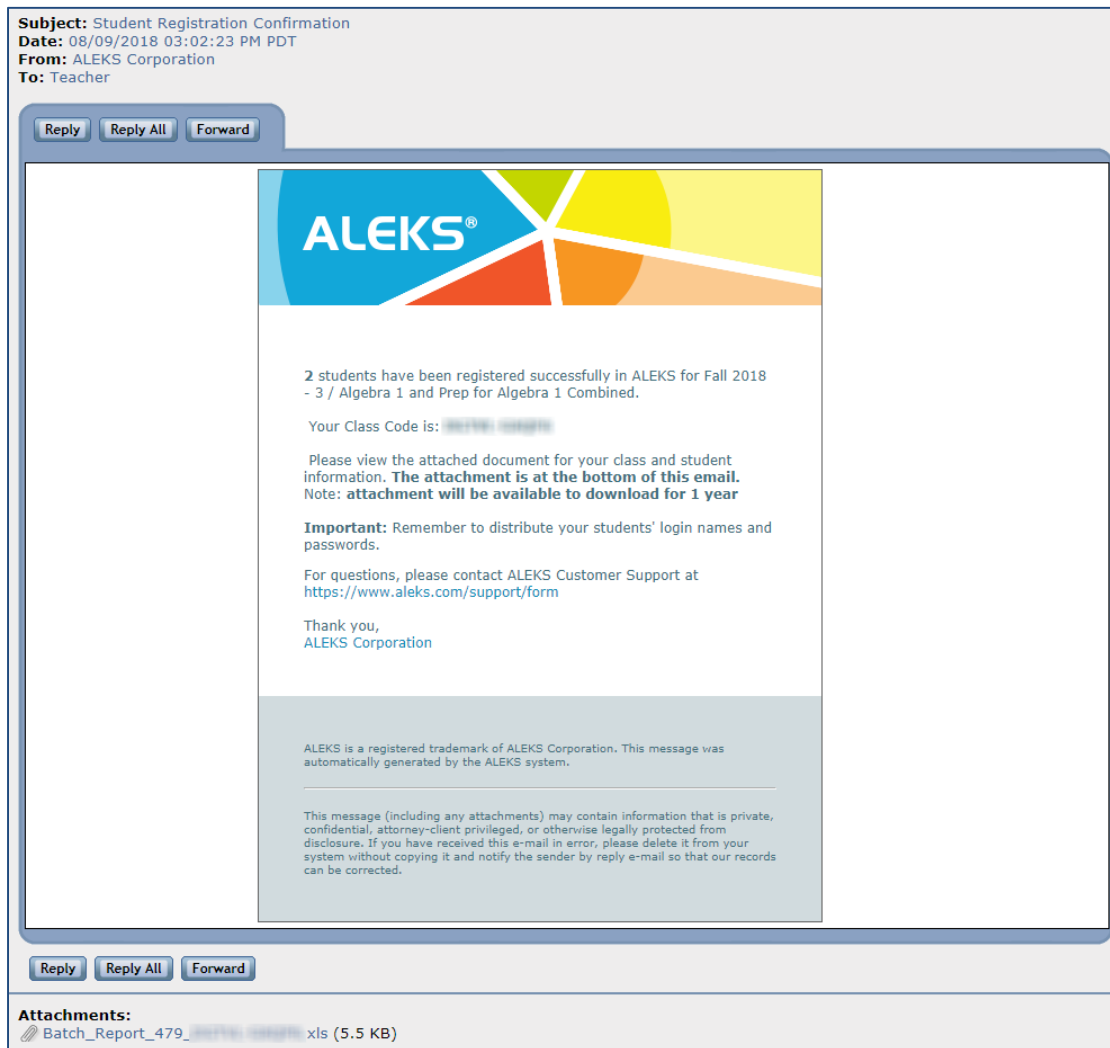
Done

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.

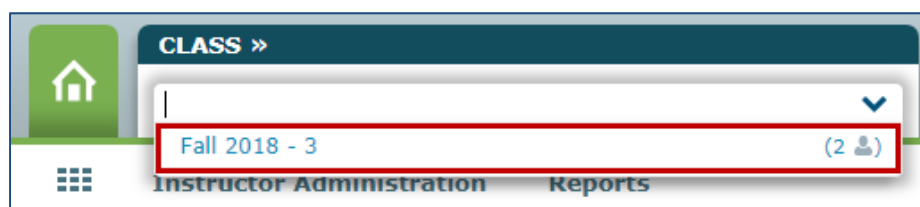


Instructors will also receive a message in their ALEKS Message Center inbox with their class and student information.

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.

Fall 2018 - 3 - Edit Class

Class Information

InstructorI am teaching this class

Course productAlgebra 1 and Prep for Algebra 1 Combined

Grade(Choose one)

NameAlgebra 1 (Fall 2018)

Section (optional)Period 3

Dates

Start Date08/09/2018

End Date06/28/2019

☒ Automatically archive this class after the end date

Subscription LengthK12 - 12 Month

Incoming Students from Compatible ALEKS Classes

Select an option for students moving between compatible ALEKS classes

☒ **Carry Over Progress - Student progress gets carried over to the new class**

☐ Calculate student Objective grades based on progress in the previous class

☐ Require a Comprehensive Knowledge Check

☐ All incoming students

☐ Only students who have not completed an Initial Knowledge Check for:

30 days or more.

Max 365 days

☐ **New Initial Knowledge Check - Students are given an Initial Knowledge Check. No progress carries over**

Course Specific Settings

Graphing Calculator

☐ Don't provide the ALEKS graphing calculator functionality to the students in this course

Save

Cancel

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

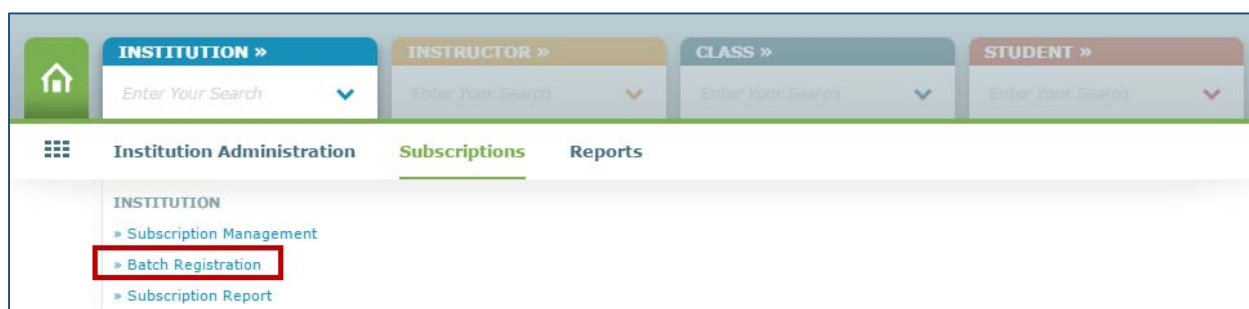
Batch Registration takes the collection of data (e.g., school, instructor, class, and student information) provided by a district-level administrator and processes the information so the ALEKS system generates new classes, as well as ALEKS accounts for new instructors and students. This also ensures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



After clicking on the “Batch Registration” link, administrators will arrive at a page that explains Batch Registration and how to get started.

Batch Registration[View Batch Registration training documentation](#)

You can create multiple classes and student accounts for many schools within your district with Batch Registration. Prepare your student, teacher, and class information and register up to 10,000 students at once. ALEKS will then generate new classes, accounts for new teachers and students, and register students into the appropriate classes. A confirmation email will be sent to the administrator and teachers that includes the login names and passwords for the registered students.

NOTE: Only authorized administrators should use Batch Registration to register students. Batch Registration is designed to register a large number of students and will consume ALEKS subscriptions.

To get started, prepare the following:

1. Fill out the Batch Template

- [Download Batch Template \(excel spreadsheet\)](#)
- [View Batch Template instructions and required information](#)
- [View ALEKS Course Product Names](#)

2. Make sure you have enough subscriptions

Only one subscription type can be used per Batch Registration

- Check the number of subscriptions you have available through the Subscription Management System
- [Order additional ALEKS subscriptions if needed](#)

[Start Batch Registration](#) [Or Cancel](#)

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.

- 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.

	A	B	
1	REQUIRED INFORMATION: Begin entering your information on Row 3. DO NOT ADD, DELETE, OR REARRANGE a		
2	School Name (Enter the full school name as it exists in the ALEKS system.)	ALEKS Course Product Names Abbreviations (see product codes tab for help)	Class Period
3			
4			

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.



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Batch Template Instructions

Required Information

All information below is required in the Batch Template. If your data is in another spreadsheet, you can copy and paste the information from that spreadsheet into the Batch Template.

Class information:

- ALEKS Course Product Names Abbreviations

Teacher information:

- Teacher First Name
- Teacher Last Name
- Teacher Email

Student information:

- Student First Name
- Student Last Name

Optional information: Student ID Number, Student Password, Class Period



Begin entering information on row 3 of the Batch Template. Do NOT add, delete, or rearrange any of the columns. Blank rows will be ignored.

How to Fill Out the Batch Template

Column A: School Name - Enter the school's full name.

Column B: ALEKS Course Product Names Abbreviations:

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.



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ALEKS Course Product Names Abbreviations List

Use the **abbreviation** to complete the ALEKS Course Product Names Abbreviations column in your spreadsheet.

Here are the steps:

- Find your ALEKS Course Product Name in the list. (View [ALEKS Course Products](#) descriptions, as needed).
- Copy the abbreviation in the corresponding column.
- Go to your spreadsheet.
- Find the column titled "ALEKS Course Product Names Abbreviations".
- Paste the abbreviation into the cell for the appropriate class.

ALEKS COURSE PRODUCT NAMES	ABBREVIATIONS
K-12 - Elementary School	
QuickTables	QT
Mathematics - LV 3 (with QuickTables)	LV3

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.

To get started, prepare the following:

1. Fill out the Batch Template

- [Download Batch Template \(excel spreadsheet\)](#)
- [View Batch Template instructions and required information](#)
- [View ALEKS Course Product Names](#)

2. Make sure you have enough subscriptions

- Only one subscription type can be used per Batch Registration
- Check the number of subscriptions you have available through the Subscription Management System
- [Order additional ALEKS subscriptions if needed](#)

Start Batch Registration

Or [Cancel](#)

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.**”

STEP 1: Select a starting term and subscription type

Select a starting term to register your students:

Starting Term:

Select a start and end date for the classes:

Dates Start Date  End Date 

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.

- | | |
|---|------------------------------------|
| <input type="radio"/> K12 - 12 Month - ALEKS 360 Miller College Algebra | 7 Available Subscriptions |
| <input type="radio"/> K12 - 12 Month - AP Chemistry | 9 Available Subscriptions |
| <input type="radio"/> K12 - 12 Month | 156 Available Subscriptions |
| <input type="radio"/> K12 - 12 Month - QuickTables Only | 96 Available Subscriptions |

[Need help ordering ALEKS subscriptions?](#)

Next

Or [Cancel](#)

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.”

Select a starting term to register

Starting Term: (Choose one) ▼

(Choose one)

Spring 2018

Summer 2018

Fall 2018

Winter 2018

Spring 2019

Summer 2019

Fall 2019

Winter 2019

Select a start a

Dates

Select a subscri

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.

Select a start and end date for the classes:

Dates

Start Date ⓘ 08/09/2018 📅

End Date ⓘ 06/28/2019 📅

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.

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.

<input type="radio"/> K12 - 12 Month - ALEKS 360 Miller College Algebra	7 Available Subscriptions
<input type="radio"/> K12 - 12 Month - AP Chemistry	9 Available Subscriptions
<input checked="" type="radio"/> K12 - 12 Month	156 Available Subscriptions
<input type="radio"/> K12 - 12 Month - QuickTables Only	96 Available Subscriptions

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.**”

STEP 2: Check list of available schools within your district

Below is a list of schools within your district that exist in ALEKS. **Your schools must be in the system in order to register students.**

Please confirm that your schools are listed below, then select the “**Next**” button. If you do not see your schools, then please [request a school account](#) so that they can be added to ALEKS. Please allow for up to **2 business days** to process your request.

Schools in the system
Acorn Elementary School
Cedar Elementary School
Maple Middle School
Oak Middle School
Walnut High School

Select “**Next**” to learn more about how to prepare your data for the batch process.

[<< Previous](#) [Next](#) Or [Cancel](#)

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.

STEP 2 (Continued): Request a new school account

Important Note:
Please allow for up to **2 business days** to process your request. If you do not receive an email within 48 hours after this form, please contact ALEKS Customer Support at <https://www.aleks.com/support/form>

Request a new school account

Please enter the information below for the new school. When you are finished, click on the “**Submit**” button. You will receive a confirmation email from ALEKS Customer Support once the new account has been created.

I am requesting a new school account

Name: District Admin

Login: DADMIN

Email Address:

New school's full name and web site address

Full (Official) School Name:

School Web Site Address:

(e.g. <http://www.cranberrymiddleschool.edu>)

[Submit](#) Or [Cancel](#)

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**

<< Previous

Next

Or Cancel

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.

Maple Middle School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Tara Teacher (implementation@aleks.com)	Fall 2018 - 1	MS2	2

Walnut High School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Taylor Teacher (tss@aleks.com)	Fall 2018 - 4	ALGE2	2

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

I 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.

Taylor Teacher: Fall 2018 - 4

	Last Name	First Name
1.	Cobalt	Cory
2.	Dino	Dana

Close

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.

Processing Batch Registration

We are processing your request. This will usually take no more than 15-30 minutes to process.

You have **4 students** that will be registered in ALEKS.

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

Order ALEKS Subscriptions

- To order more subscriptions, go to the [online order form](#).

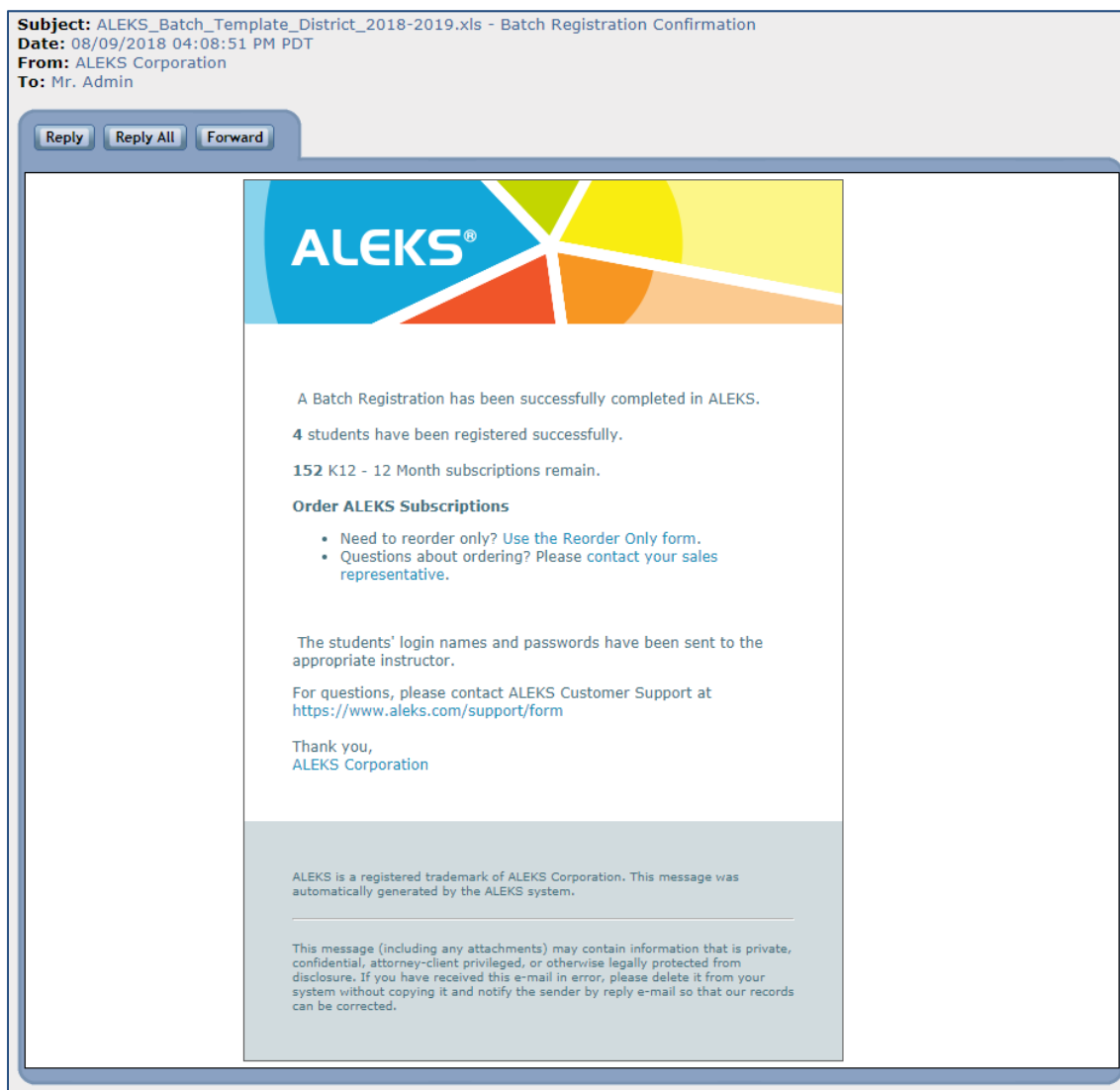
Questions about ordering?

- Please [contact your sales representative](#).
- K12 Orders Department:
Phone: (714) 619-7095
Fax: (714) 619-6898 or (714) 242-6673
Email: k12orders@aleks.com

Do you need to register more students? [Start another Batch Registration](#)

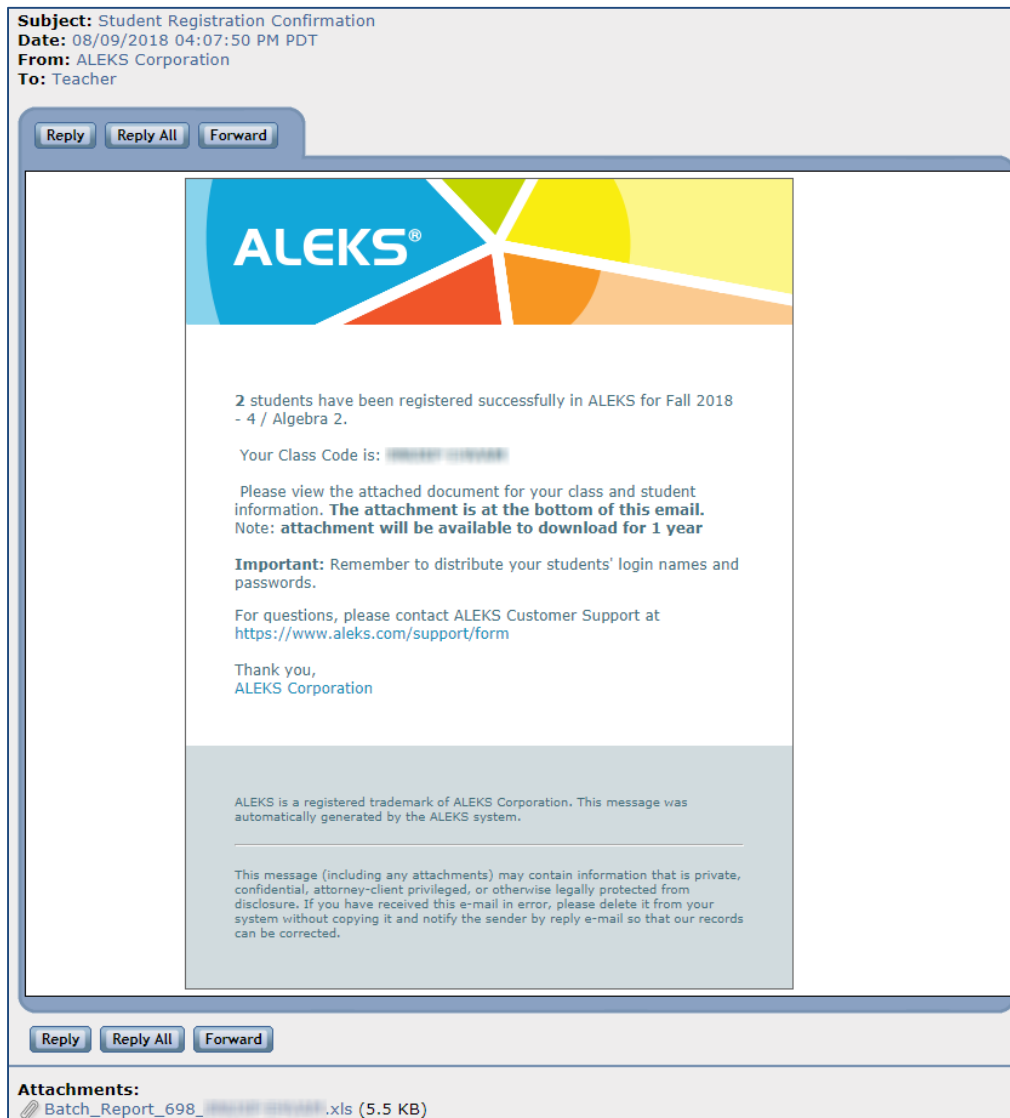
Done

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.

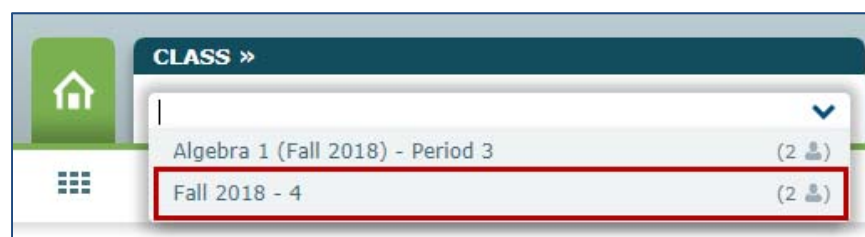


Instructors will also receive a message in their ALEKS Message Center inbox with their class and student information.

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.

Fall 2018 - 4 - Edit Class

Class Information

Instructor	I am teaching this class	
Course product	Algebra 2	
Grade	High School	
Name	Algebra 2 (Fall 2018)	
Section (optional)	Period 4	
Dates	Start Date 08/09/2018	End Date 06/28/2019
	<input checked="" type="checkbox"/> Automatically archive this class after the end date	
Subscription Length	K12 - 12 Month	

Incoming Students from Compatible ALEKS Classes

Select an option for students moving between compatible ALEKS classes

☒ **Carry Over Progress - Student progress gets carried over to the new class**

- ☐ Calculate student Objective grades based on progress in the previous class
- ☐ Require a [Comprehensive Knowledge Check](#)

☐ All incoming students

☐ Only students who have not completed an Initial Knowledge Check for:
 days or more.
Max 365 days

☐ **New Initial Knowledge Check - Students are given an Initial Knowledge Check. No progress carries over**

Course Specific Settings

Graphing Calculator

☐ Don't provide the ALEKS graphing calculator functionality to the students in this course

[Save](#) [Cancel](#)

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.



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E: <https://support.aleks.com>
