

District Batch Registration: The 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 click on the “Download the Batch Template (excel spreadsheet)” link and save it to their computer.

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](#)

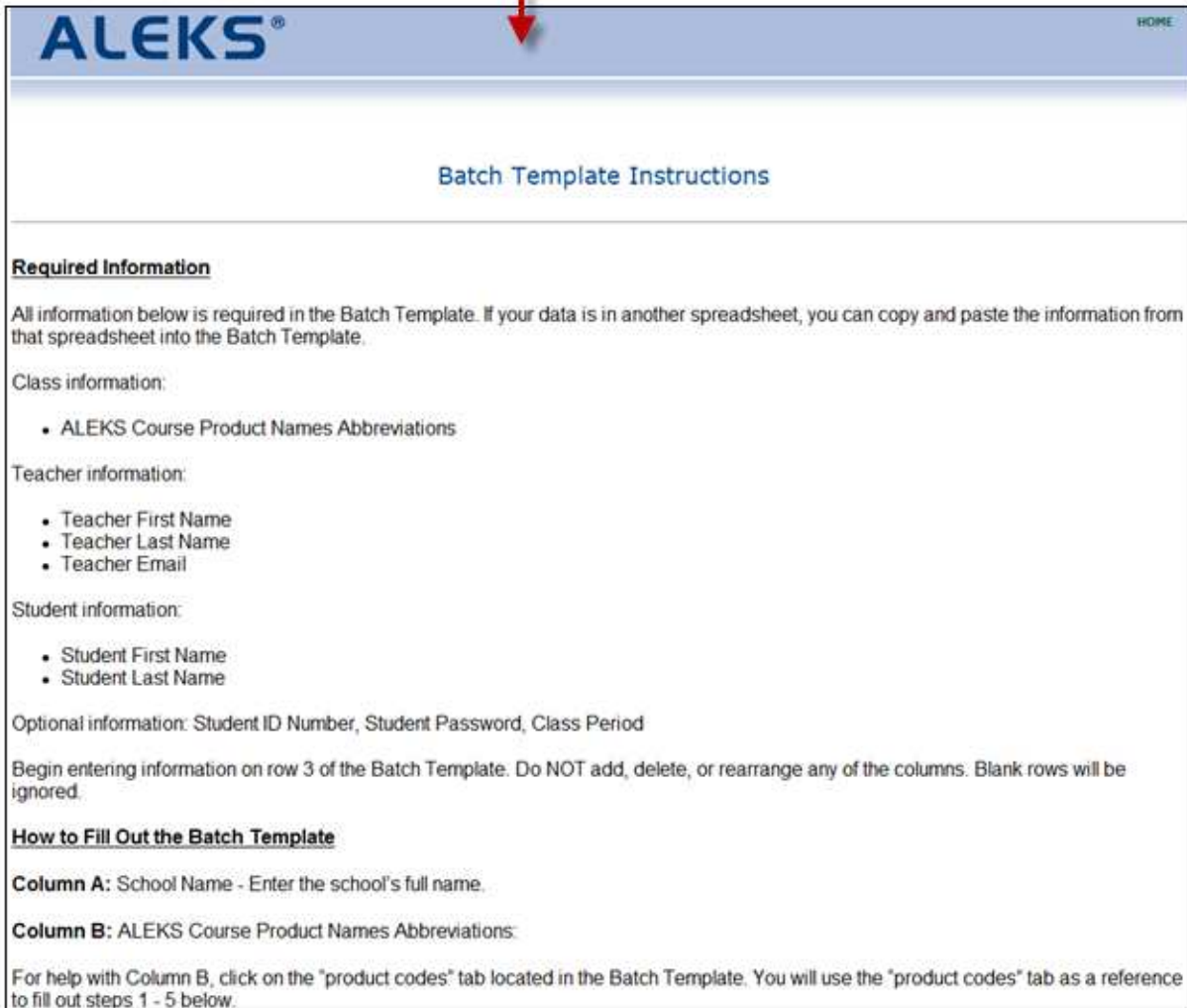
	A	B
1		REQUIRED INFORMATION: Begin entering your information on Row 3. DO NOT
2	School Name (Enter the full school name as it exists in the ALEKS system)	[ALEKS Course Product Names Abbreviations (see product codes tab for help)] [Class Period (
3		

If administrators need guidance on how to fill out the Batch Template, they can click on the “View Batch Template instructions and required information” link. Clicking on this link will open a pop-up. Administrators can refer to this pop-up while entering data into the Batch Template.

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ALEKS HOME

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:

For help with Column B, click on the "product codes" tab located in the Batch Template. You will use the "product codes" tab as a reference to fill out steps 1 - 5 below.

Required Information

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.

ALEKS Course Product Names

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

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](#)

ALEKS Course Product Names Abbreviations List

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

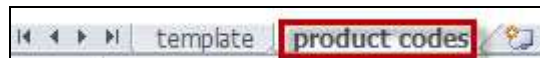
Here are the steps:

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
Elementary School	
QuickTables	QT
Mathematics - LV 3 (with QuickTables)	LV3
Mathematics - LV 4 (with QuickTables)	LV4
Mathematics - LV 5 (with QuickTables)	LV5
Mathematics - MS/LV 6	LV6

To view ALEKS course product descriptions, administrators can click on the “ALEKS Course Products” link.

Administrators can also click on the second tab of the Batch Template to view the abbreviations.



This resource is very helpful when determining which ALEKS courses to properly place students into; please reference this resource to ensure proper course placement. Remember that ALEKS allows administrators to set up multiple courses for individual teachers without any additional cost (i.e. not all of a teacher’s students have to be in the same ALEKS course). This flexibility allows teachers to easily move students or segments of students into different ALEKS courses throughout the subscription period in order to best meet students’ individual learning needs.

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.

Optional Information

Column headers highlighted in grey are “Optional.”

- **Class Period** – In case more than one Batch Registration is processed for the same Starting Term (e.g., Fall 2012), it is recommended that administrators enter the class period or a unique identifier in this column. This will prevent administrators from seeing duplicate class names in their class list. ALEKS will append the “Class Period” information to the “Starting Term” (e.g., Fall 2012 – Period 3), and together they will become the “Class Name.” Establishing a naming convention will allow administrators to distinguish one class from another in their class list.
- **Student ID** – This column can be used to enter each student’s school ID number.
- **Student Password** – If administrators want to assign each student’s password, they must enter a minimum of 6 characters.