



## District Batch Registration: 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 A, click on the “product codes” tab located in the Batch Template. You will use the “product codes” tab as reference to fill out steps 1 – 5 below.

1. Find your ALEKS Course Product Name in the list.
2. Copy the abbreviation in the corresponding column.
3. Go to the Batch Template
4. Find the column titled “ALEKS Course Product Names Abbreviations.”
5. Paste the abbreviation into the cell for the appropriate class.

**Column C:** Class Period (optional) – In case more than one Batch Registration is processed for the same Term (e.g., Fall 2012), it is recommended that you enter the Class Period or a unique identifier in the "Class Period" column. This will prevent duplicate class names from appearing in your class list. ALEKS will append the "Class Period" information to the "Starting Term" (e.g., Fall 2012 - Period 3) and together this will allow you to distinguish one class from another.

**Column D:** Teacher First Name - Enter the teacher's first name.

**Column E:** Teacher Last Name - Enter the teacher's last name.

**Column F:** Teacher Email – Enter the teacher's email address. (e.g., jdoe@example.com)

**Column G:** Student First Name - Enter the student's first name.

**Column H:** Student Last Name - Enter the student's last name.

**Column I:** Student ID Number (optional) – This is defined by the school or teacher. The student ID can be alphanumeric.

**Column J:** Student Password (optional) – This is the ALEKS password that will be assigned to the student. 6 character minimum required. If the requirement is not met, ALEKS will suggest a new password.