

District Batch Registration: Overview

In the Basic and Advanced Teacher Module, district administrators can simultaneously create multiple classes and student accounts for many schools within their district using District Batch Registration. This feature will help administrators to significantly reduce the amount of time they spend registering a large volume of students across many schools and classes.

What does it mean to Batch Register?

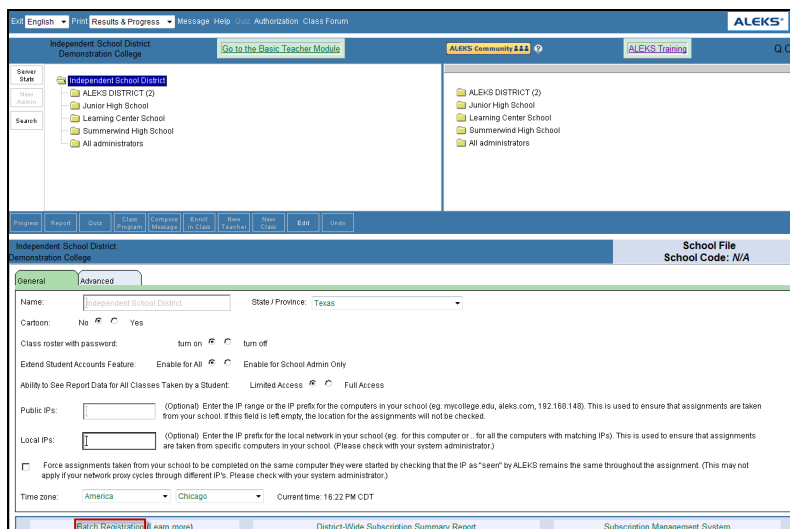
Batch Registration will take the collection of data (e.g. school, teacher, class, and student information) provided by a district administrator and process the information so that the system generates new ALEKS classes, as well as ALEKS accounts for new teachers and students, and registers students in the appropriate classes.

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

The District Batch Registration feature is available for all K-12 schools, but is only visible to ALEKS district administrators.

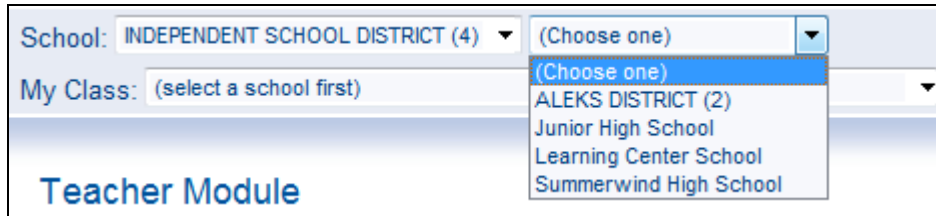
Advanced Teacher Module

After logging into ALEKS, district administrators can easily transition to the Batch Registration feature in the Basic Teacher Module. From the District School folder, administrators can click on the “Edit” button and see the “General” tab in the lower panel. Clicking on the “Batch Registration” link at the bottom of the page will take administrators to the feature in the Basic Teacher Module.



Basic Teacher Module

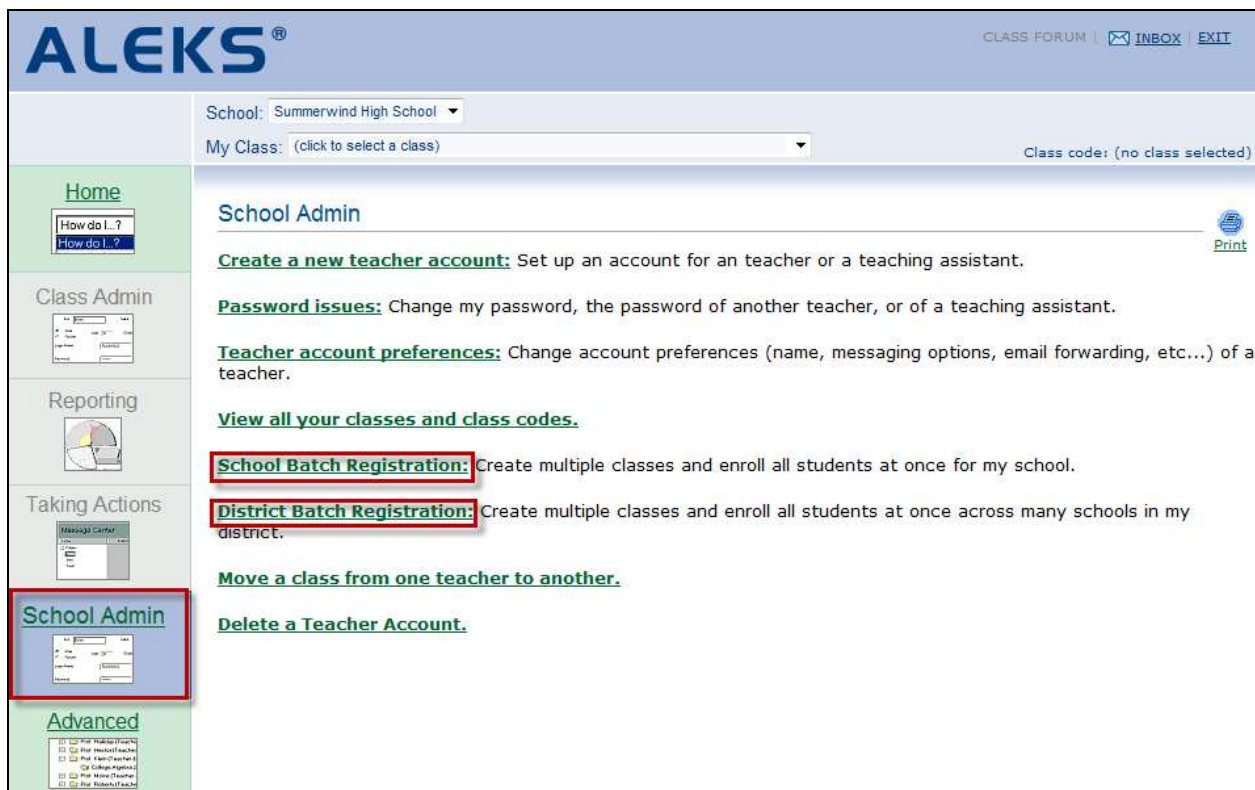
In the Basic Teacher Module, district administrators can access both the District and School Batch Registration feature. School Batch Registration will create multiple classes and enroll all students for **one school** at a time. To access school Batch Registration, administrators will first select a school name in the “School” drop-down menu at the top of the page.



The screenshot shows a registration form with the following elements:

- School:** A dropdown menu currently set to "INDEPENDENT SCHOOL DISTRICT (4)".
- My Class:** A dropdown menu with the text "(select a school first)".
- Teacher Module:** A large blue button.
- Dropdown Menu:** A secondary dropdown menu is open, showing options: "(Choose one)", "ALEKS DISTRICT (2)", "Junior High School", "Learning Center School", and "Summerwind High School".

Then, administrators will click on “School Admin” on the left navigation panel. Finally, administrators will click on the “District Batch Registration” link or “School Batch Registration” link to suit their Batch Registration needs.



The screenshot shows the ALEKS interface with the following details:

- Header:** "ALEKS" logo on the left, and "CLASS FORUM | INBOX | EXIT" on the right.
- Form:** "School: Summerwind High School" and "My Class: (click to select a class)". A "Class code: (no class selected)" label is also present.
- Left Navigation Panel:** Includes "Home", "Class Admin", "Reporting", "Taking Actions", "School Admin" (highlighted with a red box), and "Advanced".
- Main Content Area:** Titled "School Admin", it contains several links and descriptions:
 - Create a new teacher account:** Set up an account for an teacher or a teaching assistant.
 - Password issues:** Change my password, the password of another teacher, or of a teaching assistant.
 - Teacher account preferences:** Change account preferences (name, messaging options, email forwarding, etc...) of a teacher.
 - View all your classes and class codes.**
 - School Batch Registration:** Create multiple classes and enroll all students at once for my school. (This link is highlighted with a red box.)
 - District Batch Registration:** Create multiple classes and enroll all students at once across many schools in my district. (This link is highlighted with a red box.)
 - Move a class from one teacher to another.**
 - Delete a Teacher Account.**

District Batch Registration

After clicking on the “District 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 class. A confirmation email will be sent to the administrator and teacher, including the login name and password 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](#)

Or [Cancel](#)

Getting Started:

Before starting a Batch Registration, it is recommended that administrators prepare the following:

- 1. Fill out the Batch Template** - For a detailed overview of the Batch Template, administrators can view the “School Batch Registration: The Batch Template” documentation after clicking on the “View Batch Registration training documentation” link at the top of the page.

Administrators can also click on the “View Batch Template instructions and required information” link to view specific instructions on how to fill out the Batch Template.

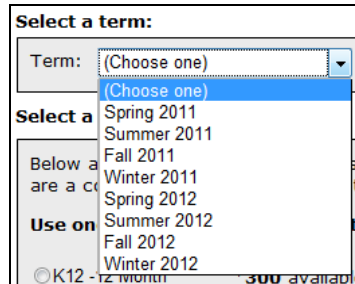
- 2. Make sure you have enough subscriptions** – district administrators can check the Subscription Management System in the Advanced Teacher Module to view the number of subscriptions available for student registration, move subscriptions from district level to a school, put subscriptions on-hold, or 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.

Step 1:

After clicking on the “Start Batch Registration >>” button, administrators will see “Step 1: Select a term and subscription type.”

Administrators can select the “Starting Term” for the Batch Registration.

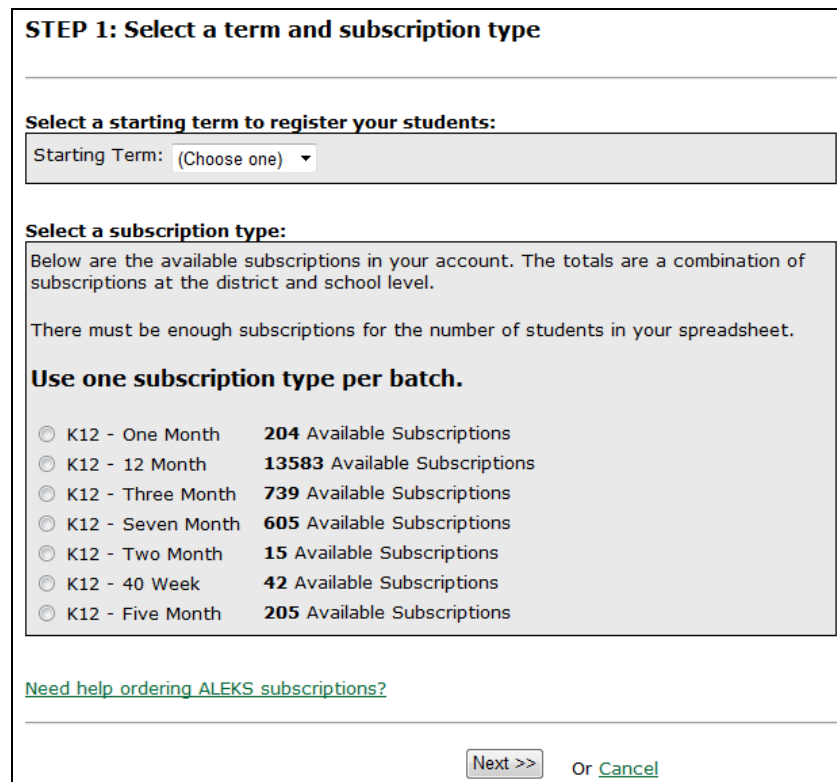
NOTE: After the Batch Registration is processed, the Starting Term is used in the “Class Name.”



The screenshot shows a dropdown menu titled "Select a term:". The menu is open, displaying a list of terms: (Choose one), Spring 2011, Summer 2011, Fall 2011, Winter 2011, Spring 2012, Summer 2012, Fall 2012, and Winter 2012. The "Fall 2012" option is highlighted. Below the dropdown, there is a radio button for "K12 - 12 Month" and a note that "300 available".

Administrators can choose the option next to the ALEKS subscription type they want 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.


For this example, the Starting Term selected is Fall 2012. The subscription type selected is K12-One Month subscriptions.



The screenshot shows the "STEP 1: Select a term and subscription type" form. It includes a "Select a starting term to register your students:" section with a "Starting Term: (Choose one)" dropdown. Below this is a "Select a subscription type:" section with a text box explaining that the totals are a combination of subscriptions at the district and school level, and that there must be enough subscriptions for the number of students in the spreadsheet. A "Use one subscription type per batch." section follows, listing seven subscription options with their respective available counts: K12 - One Month (204), K12 - 12 Month (13583), K12 - Three Month (739), K12 - Seven Month (605), K12 - Two Month (15), K12 - 40 Week (42), and K12 - Five Month (205). A link for "Need help ordering ALEKS subscriptions?" is provided. At the bottom, there are "Next >>" and "Or Cancel" buttons.

If more ALEKS subscriptions are needed, administrators can click on the “Need help ordering ALEKS subscriptions?” link at the bottom of the page. Clicking on the link will open the pop-up below. For additional questions, administrators can contact their sales representative or the K12 Orders Department using the provided contact information.

[Need help ordering ALEKS subscriptions?](#)



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

Step 2:

In “Step 2: List of available school(s) within your district,” administrators will confirm their school name(s) from a list of available schools in their district.

STEP 2: Check list of available school(s) within your district

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


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

Schools in the system
ABC High School
ABC Middle School
Junior High School
Learning Center School
Summerwind High School

Click on **"Next"** to learn more about how to prepare your data for the batch process.

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

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 clicking on the “request a school account” link. After clicking on the “request a school account” link, administrators can fill out the missing school’s information.

School Admin 

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 <http://support.aleks.com>

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: John Doe
Login: JDOE22
Email Address:

New school's full name and web site address

Full (Official) School Name:
School Web Site Address:
(i.e. <http://www.cranberrymiddleschool.edu>)

Or [Cancel](#)

After clicking on the “Submit” button, administrators will see the following page.

Thank you for submitting your request

You will receive a confirmation email once your school account has been created. Please allow for up to **2 business days** to process your request. If you do not receive an email within 48 hours after submitting this form, please contact ALEKS Customer Support at <http://support.aleks.com>.

The following information has been submitted to ALEKS Customer Support:

New School Account Request
Name: John Doe Login: JDOE22 Email: jdoe22@cms.edu
Full School Name: Cranberry Middle school School Web Site Address:

[Request another school account](#)

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.

Step 3:

In “Step 3: Upload the Batch Template,” administrators can click on the “Browse” button to upload their file into ALEKS.

Accepted file formats are .xls and .xlsx extensions only.

After clicking on the “Next” button, the system will begin processing the information uploaded from the Batch Template.

STEP 3: Upload the Batch Template

The students in this Batch will use **K12 - One Month** subscriptions.

Click on the button below to select your file.

(The system cannot process more than 10,000 rows of data in one batch process.)

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

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

Step 4:

Administrators will arrive at “Step 4: Summary of information.” Administrators can review the summary provided. The Batch Registration will not be complete until administrators click on the “Authorize” button. **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 should cancel the Batch Registration by clicking on “Cancel.”**

STEP 4: Summary of information

You are about to use **19 K12 - One Month subscriptions** from your account. Please review the information below.

Click on the "**Authorize**" button to complete your Batch Registration. **Important:** Once you press "**Authorize**" all the students included on the previously uploaded spreadsheet will be registered in ALEKS.

ABC High School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Joshua Morgan (jmorgan@example.com)	Fall 2012 - Period 1	ALGE1	6

ABC Middle School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Allison Cooper (acooper@example.com)	Fall 2012 - Period 2	ALGE2	2

Summerwind High School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Jose Melendez (jmelendez@example.com)	Fall 2012 - Period 3	LV3	6
Jose Melendez (jmelendez@example.com)	Fall 2012 - Period 4	LV4	5

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.

[Go back to the Batch Upload](#) Or [Cancel](#)

Clicking on the number 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 in that class.

ABC High School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Joshua Morgan (jmorgan@example.com)	Fall 2012 - Period 1	ALGE1	6

Joshua Morgan: Fall 2012 - Period 1

	Last Name	First Name
1.	Carpenter	Selena
2.	Jackson	Lindsay
3.	London	John
4.	Martin	Samantha
5.	Steinworth	Lauren
6.	Wright	Taryn

NOTE: If students were already registered in a class and their names were included in the Batch Template, they will not be enrolled again and subscriptions will not be used for these students. An asterisk will be displayed in the “# of students that will be registered” column for the class.

STEP 4: Summary of information

You are about to use **18 K12 - One Month subscriptions** from your account. Please review the information below.

Click on the **"Authorize"** button to complete your Batch Registration. **Important:** Once you press **"Authorize"** all the students included on the previously uploaded spreadsheet will be registered in ALEKS.

ABC High School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Joshua Morgan (jmorgan@example.com)	Fall 2012	LV4	1
Joshua Morgan (jmorgan@example.com)	Fall 2012 - Period 1	ALGE1	*5

ABC Middle School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Allison Cooper (acooper@example.com)	Fall 2012 - Period 2	ALGE2	1
Allison Morgan (acooper@example.com)	Fall 2012 - Period 2	ALGE2	1

Summerwind High School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Jose Melendez (jmelendez@example.com)	Fall 2012 - Period 2	ALGE2	1
Jose Melendez (jmelendez@example.com)	Fall 2012 - Period 3	LV3	*4
Jose Melendez (jmelendez@example.com)	Fall 2012 - Period 4	LV4	5

*NOTE: there are students included in the Batch Template that were already registered for this class. They will not be registered as part of this batch process and no subscriptions will be used for these students. 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.

[Go back to the Batch Upload](#)

Or [Cancel](#)

Clicking on the number 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 that class. Students who will NOT be registered will appear in the color red.

ABC High School			
Teacher	Starting Term - Period	ALEKS Course Product Names Abbreviations	# of students that will be registered
Joshua Morgan (jmorgan@example.com)	Fall 2012	LV4	1
Joshua Morgan (jmorgan@example.com)	Fall 2012 - Period 1	ALGE1	5

Joshua Morgan: Fall 2012 - Period 1

	Last Name	First Name
1.	Carpenter	Christina
2.	Jackson	Lindsay
3.	London	Lisa
4.	Martin	David
5.	Steinworth	Kristen
6.	Taylor	Lauren
7.	Wright	Taryn

Students in red have already been preregistered in this class and will not be registered

close

After clicking on the “Authorize” button, administrators will arrive at a page that informs them ALEKS is processing their Batch Registration. Administrators can click on “Done.”

Processing Batch Registration

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

You have **28 students** that will be registered with 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?

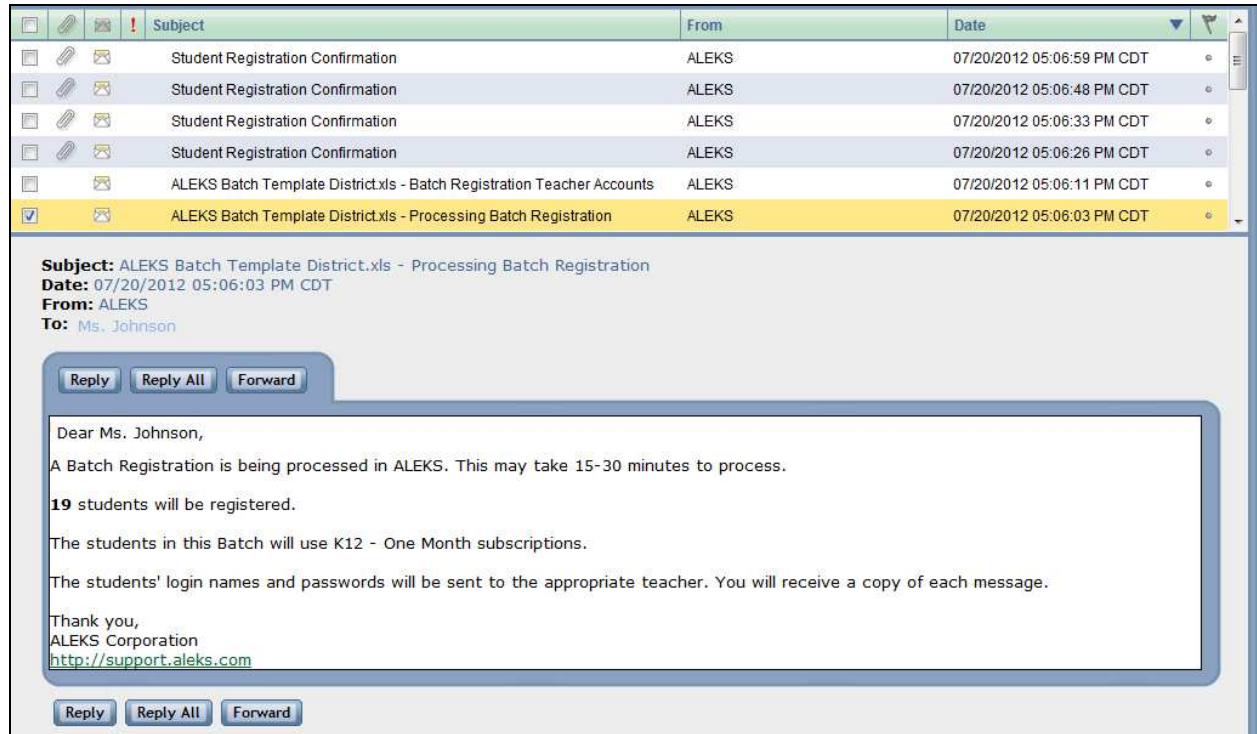
- Please [contact your sales representative](#).
- K12 Orders Department:
Phone: (714) 619-7095
Fax: (714) 619-6898 or (714) 242-6673
Email: k12orders@aleks.com

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

Done

Once the Batch Registration process is complete, administrators will receive a confirmation message in their ALEKS Message Center inbox. The message will confirm the total number of students registered and the number of subscriptions remaining for the subscription type used. The subject line will contain the name of the uploaded file.

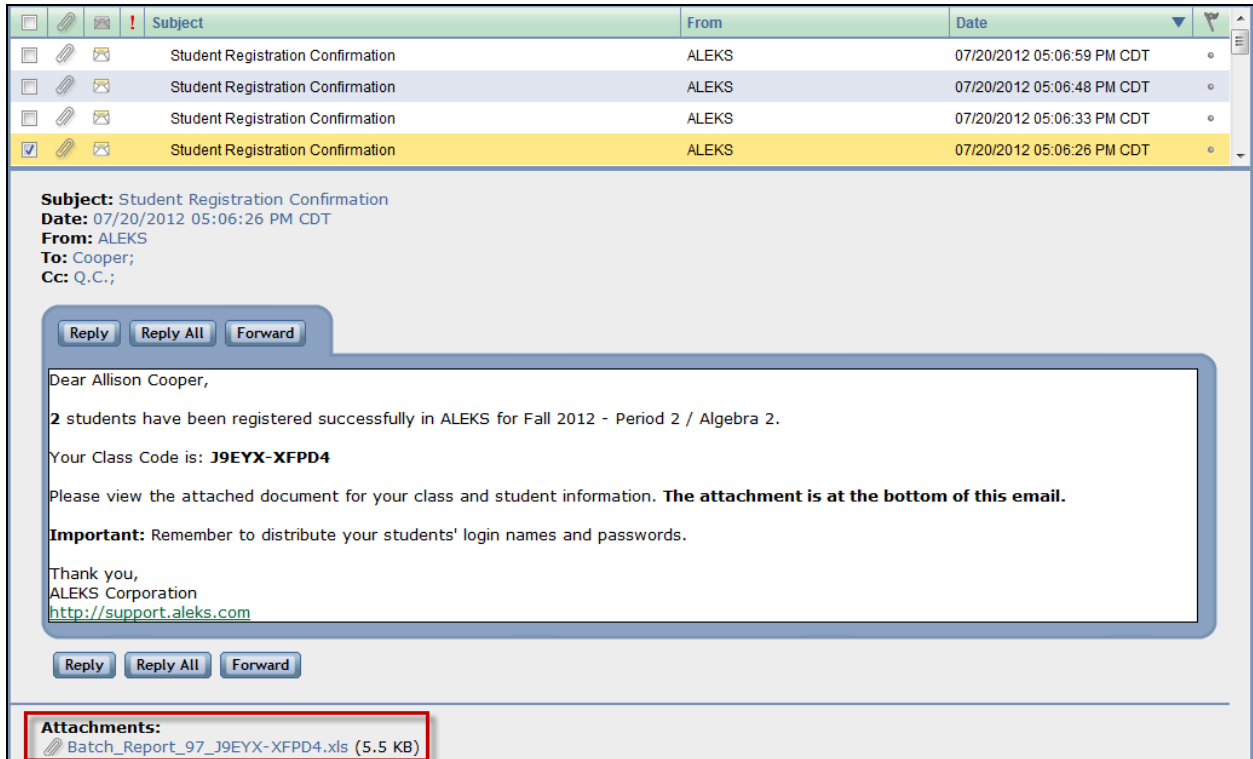
Below is an example of the message the administrator receives.



Teachers with classes included in the Batch Registration will also receive a message in their ALEKS Message Center inbox including their class and student information.

Below is an example of the message a teacher receives.

The attachment at the bottom of the message contains the student login names and passwords for the class he or she will be teaching. It is important for teachers to remember to distribute the assigned ALEKS login name and password to each student. Administrators also receive a copy of the message.



Below is an example of the attachment.

ALEKS Student List: ABC Middle School							
Class Code	Term	Class Period	Student First Name	Student Last Name	Student ID	ALEKS Login Name	ALEKS Student Password
J9EYX-XFPD4	Fall 2012	Period 2	Jose	Dias		JDIAS	OVENONE
J9EYX-XFPD4	Fall 2012	Period 2	Sheila	Thompson		STHOMPSON	BUSPEN

After new classes have been created, teachers can locate them in the “My Class” drop-down menu. The Batch Registration class list structure is organized by Starting Term – Class Period / ALEKS Course Product.

NOTE: If information was entered into the “Class Period” column of the Batch Template, it will appear after the “Starting Term” (e.g., Fall 2012 – **Period 1**)

