



ALEKS®

Extending Student Accounts for Administrators

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Extending Student Accounts

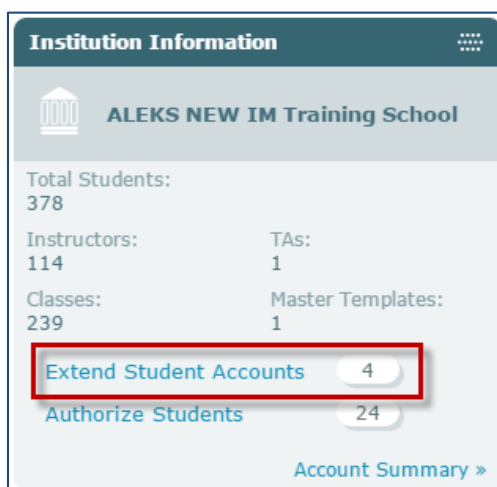
ALEKS Administrators can quickly and easily extend student accounts at the district, school, instructor, or individual class levels. This enables administrators to efficiently manage student accounts with no action required from instructors or students. After extending these accounts, students can continue to use their accounts without any interruption to their subscription.

ALEKS Instructors can extend student accounts at the instructor or class levels. To learn more, please read the “Extending Student Accounts for Instructors” documentation on the K-12 Training Center.

Extending Student Accounts at the School Level

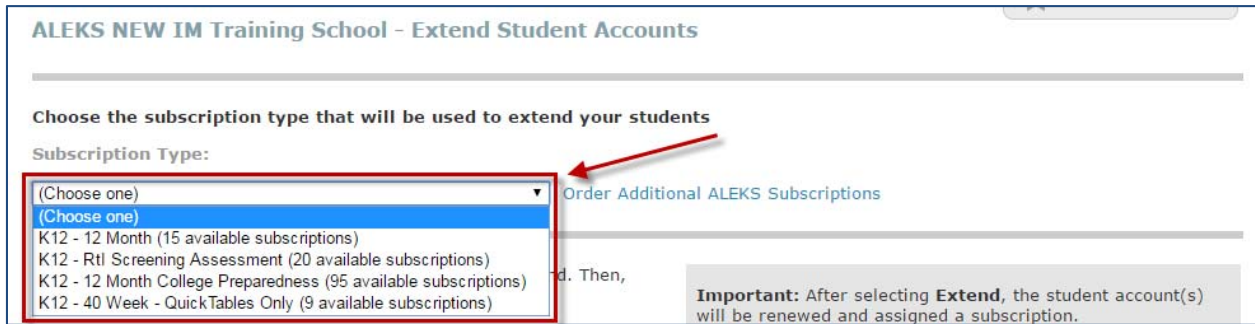
Navigation

ALEKS School-Level Administrators can easily extend student accounts across multiple instructors and classes within their school from the Institution dashboard or sub-navigation menu. On the Institution Information dashboard tile, there will be a link to extend student accounts. If there is no link on the dashboard tile, navigate to the Subscriptions sub-navigation menu and select “Extend Student Accounts” from the Student menu.



Extending Student Accounts

To extend expired or soon-to-be expired student accounts, administrators will need to first choose the subscription type that will be used to extend the accounts. **Please note that administrators can extend student accounts with a new subscription type that is different than a student's current subscription type.** For example, a student with an expiring 5-month subscription can be extended with a new 12-month subscription.



ALEKS NEW IM Training School - Extend Student Accounts

Choose the subscription type that will be used to extend your students

Subscription Type:

(Choose one) Order Additional ALEKS Subscriptions

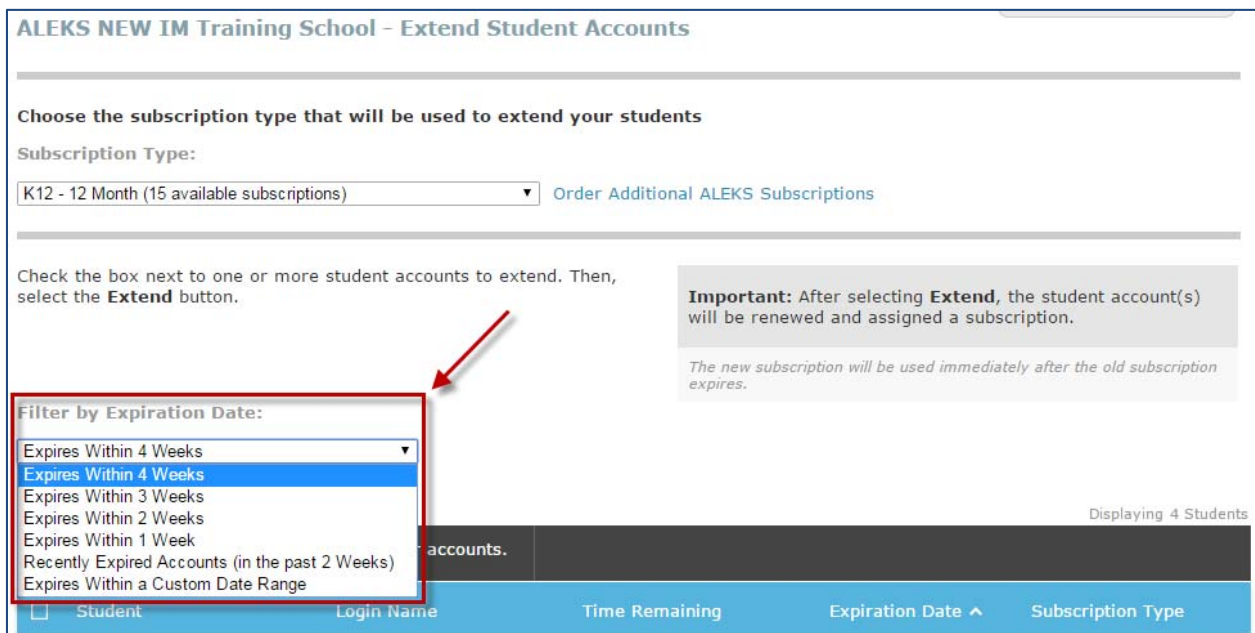
(Choose one)
K12 - 12 Month (15 available subscriptions)
K12 - RtI Screening Assessment (20 available subscriptions)
K12 - 12 Month College Preparedness (95 available subscriptions)
K12 - 40 Week - QuickTables Only (9 available subscriptions)

Then, **Important:** After selecting **Extend**, the student account(s) will be renewed and assigned a subscription.

If extra subscriptions are needed, ALEKS administrators can order additional ALEKS subscriptions directly from the Extend Student Accounts page.

Next, administrators will choose the student accounts that need to be extended. There are multiple filtering options, including:

- Students with accounts that are expiring within 1-4 weeks;
- Students with recently expired accounts (expired within previous 2 weeks); or
- A custom date range selected by the administrator (up to 120 days);



ALEKS NEW IM Training School - Extend Student Accounts

Choose the subscription type that will be used to extend your students

Subscription Type:

K12 - 12 Month (15 available subscriptions) Order Additional ALEKS Subscriptions

Check the box next to one or more student accounts to extend. Then, select the **Extend** button.

Filter by Expiration Date:

Expires Within 4 Weeks
Expires Within 4 Weeks
Expires Within 3 Weeks
Expires Within 2 Weeks
Expires Within 1 Week
Recently Expired Accounts (in the past 2 Weeks)
Expires Within a Custom Date Range

Important: After selecting **Extend**, the student account(s) will be renewed and assigned a subscription.
The new subscription will be used immediately after the old subscription expires.

Displaying 4 Students

<input type="checkbox"/>	Student	Login Name	Time Remaining	Expiration Date	Subscription Type
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Once the administrator has filtered the student accounts by expiration date, he can select the checkbox next to each student’s name and select “Extend” at the top of the table.

Filter by Expiration Date:
 Expires Within 4 Weeks

4 Students selected Displaying 4 Students

Extend

<input checked="" type="checkbox"/>	Student	Login Name	Time Remaining	Expiration Date ^	Subscription Type
<input checked="" type="checkbox"/>	Adams, Ashley	AADAMS1379	1 Week	04/27/2016 12:00 AM	K12 - 12 Month
<input checked="" type="checkbox"/>	Lincoln, Brian	BLINCOLN39	2 Weeks and 3 Days	05/07/2016 12:00 AM	K12 - Seven Month
<input checked="" type="checkbox"/>	Madison, Christine	CMADISON104	3 Weeks and 5 Days	05/16/2016 12:00 AM	K12 - 12 Month
<input checked="" type="checkbox"/>	Washington, Daniel	DWASHINGTON817	3 Weeks and 6 Days	05/17/2016 12:00 AM	K12 - 12 Month

After the administrator selects “Extend,” he will be taken to a confirmation page that lists the students whose accounts have been extended, as well as their login name, new expiration date, and the subscription type for their account. **Please note that the new subscription will be used immediately after the old subscription expires.**

ALEKS NEW IM Training School - Extend Student Accounts

COMPLETE

These 4 student accounts have been extended successfully.
Note: The new subscription will be used immediately after the old subscription expires.

Student ^	Login Name	New Expiration Date	Subscription Type
Adams, Ashley	AADAMS1379	08/31/2016	K12 - 12 Month
Lincoln, Brian	BLINCOLN39	08/31/2016	K12 - 12 Month
Madison, Christine	CMADISON104	08/31/2016	K12 - 12 Month
Washington, Daniel	DWASHINGTON817	08/31/2016	K12 - 12 Month

Extending Student Accounts at the District Level

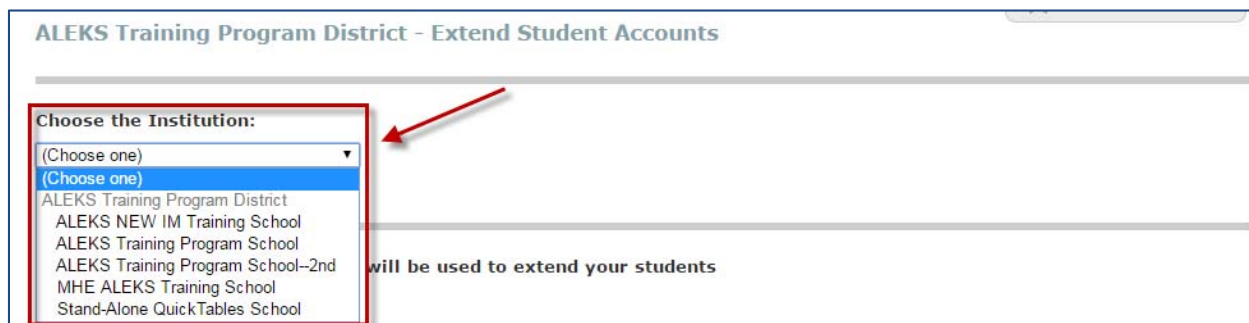
Navigation

ALEKS District-Level Administrators can easily extend student accounts across multiple institutions, instructors, and classes within their district. To extend these accounts, navigate to the Institution Administration sub-navigation menu and select “Extend Student Accounts” from the Students menu.



Extending Student Accounts

To extend expired or soon-to-be expired student accounts, administrators will need to first choose an institution in their district.



Next, the administrator will need to choose the subscription type that will be used to extend the accounts. **Please note that administrators can extend student accounts with a new subscription type that is different than a student’s current subscription type.** For example, a student with an expiring 5-month subscription can be extended with a new 12-month subscription.

ALEKS Training Program District - Extend Student Accounts

Choose the Institution:
 ALEKS NEW IM Training School

Choose the subscription type that will be used to extend your students

Subscription Type:
 (Choose one) Order Additional ALEKS Subscriptions
 (Choose one)
 K12 - 12 Month (16 available subscriptions)
 K12 - RtI Screening Assessment (20 available subscriptions)
 K12 - 12 Month College Preparedness (95 available subscriptions)
 K12 - 40 Week - QuickTables Only (9 available subscriptions)

nd. Then,

Important: After selecting **Extend**, the student account(s) will be renewed and assigned a subscription.

The new subscription will be used immediately after the old subscription expires.

If extra subscriptions are needed, ALEKS administrators can order additional ALEKS subscriptions directly from the Extend Student Accounts page.

Next, administrators will choose the student accounts that need to be extended. There are multiple filtering options, including:

- Students with accounts that are expiring within 1-4 weeks;
- Students with recently expired accounts (expired within previous 2 weeks); or
- A custom date range selected by the administrator (up to 120 days);

Choose the Institution:
 ALEKS NEW IM Training School

Choose the subscription type that will be used to extend your students

Subscription Type:
 K12 - 12 Month (14 available subscriptions) Order Additional ALEKS Subscriptions

Check the box next to one or more student accounts to extend. Then, select the **Extend** button.

Filter by Expiration Date:
 Expires Within 4 Weeks
 Expires Within 4 Weeks
 Expires Within 3 Weeks
 Expires Within 2 Weeks
 Expires Within 1 Week
 Recently Expired Accounts (in the past 2 Weeks)
 Expires Within a Custom Date Range

Important: After selecting **Extend**, the student account(s) will be renewed and assigned a subscription.

The new subscription will be used immediately after the old subscription expires.

Displaying 4 Students

Once the administrator has filtered the student accounts by expiration date, he can select the checkbox next to each student’s name and select “Extend” at the top of the table.

Filter by Expiration Date:
 Expires Within 4 Weeks

4 Students selected Displaying 4 Students

Extend

<input checked="" type="checkbox"/>	Student	Login Name	Time Remaining	Expiration Date ^	Subscription Type
<input checked="" type="checkbox"/>	Adams, Ashley	AADAMS1379	1 Week	04/27/2016 12:00 AM	K12 - 12 Month
<input checked="" type="checkbox"/>	Lincoln, Brian	BLINCOLN39	2 Weeks and 3 Days	05/07/2016 12:00 AM	K12 - Seven Month
<input checked="" type="checkbox"/>	Madison, Christine	CMADISON104	3 Weeks and 5 Days	05/16/2016 12:00 AM	K12 - 12 Month
<input checked="" type="checkbox"/>	Washington, Daniel	DWASHINGTON817	3 Weeks and 6 Days	05/17/2016 12:00 AM	K12 - 12 Month

After the administrator selects “Extend,” he will be taken to a confirmation page that lists the students whose accounts have been extended, as well as their login name, new expiration date, and the subscription type for their account. **Please note that the new subscription will be used immediately after the old subscription expires.**

ALEKS Training Program District - Extend Student Accounts

COMPLETE

These 4 student accounts have been extended successfully.
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Student ^	Login Name	New Expiration Date	Subscription Type
Adams, Ashley	AADAMS1379	08/31/2016	K12 - 12 Month
Lincoln, Brian	BLINCOLN39	08/31/2016	K12 - 12 Month
Madison, Christine	CMADISON104	08/31/2016	K12 - 12 Month
Washington, Daniel	DWASHINGTON817	08/31/2016	K12 - 12 Month



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