



ALEKS[®]

Extending Student Accounts for Instructors

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Extending Student Accounts

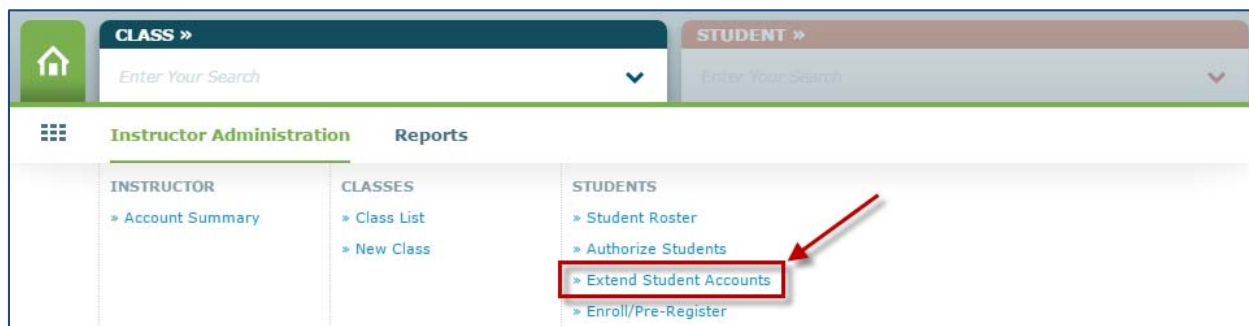
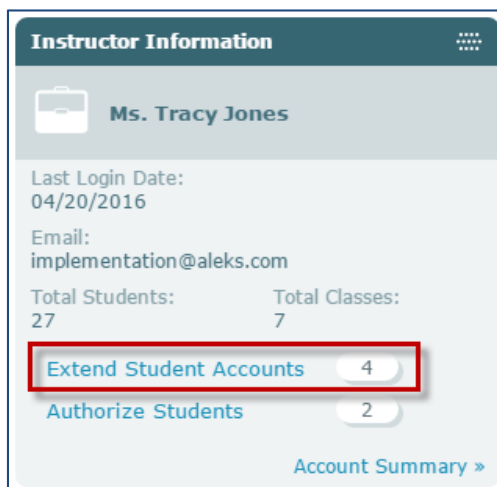
Instructors can quickly and easily extend student accounts at the instructor or class levels. In the Instructor Module, a notification will display when student accounts are due to expire on the Instructor or Class Information dashboard tiles. This enables educators to efficiently manage student accounts with no action required from their students. After extending these accounts, students can continue to use their accounts without any interruption to their subscription.

ALEKS Administrators can also extend student accounts at the school or district level. To learn more, please read the “Extending Student Accounts for Administrators” documentation on the K-12 Training Center.

Extending Student Accounts at the Instructor Level

Navigation

Instructors can easily extend student accounts across multiple classes from the Instructor dashboard or sub-navigation menu. On the Instructor Information dashboard tile, there will be a link to extend expiring student accounts. If there is no link on the dashboard tile, navigate to the Instructor 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, instructors will need to first choose the subscription type that will be used to extend the accounts. **Please note that instructors 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.

The screenshot shows the 'Ms. Tracy Jones - Extend Student Accounts' page. The main heading is 'Choose the subscription type that will be used to extend your students'. Below this, there is a 'Subscription Type:' label followed by a dropdown menu. The dropdown menu is open, showing 'K12 - 12 Month (20 available subscriptions)' as the selected option, with '(Choose one)' and 'K12 - 12 Month (20 available subscriptions)' as other options. A red arrow points to the dropdown menu. To the right of the dropdown menu is a link that says 'Order Additional ALEKS Subscriptions'.

If additional subscriptions are needed, instructors can contact their ALEKS administrator and/or order additional ALEKS subscriptions directly from the Extend Student Accounts page.

Next, instructors will choose the student accounts that need to be extended. Instructors can filter by expiration date or can view all students. Filtering options include:

- Students with accounts that are expiring within 1-4 weeks;
- Students with recently expired accounts (expired within previous 2 weeks);
- A custom date range selected by the instructor (up to 120 days); or
- A list of all students in the class (regardless of subscription expiration date)

The screenshot shows the 'Ms. Tracy Jones - Extend Student Accounts' page. The main heading is 'Choose the subscription type that will be used to extend your students'. Below this, there is a 'Subscription Type:' label followed by a dropdown menu. The dropdown menu is open, showing 'K12 - 12 Month (20 available subscriptions)' as the selected option, with '(Choose one)' and 'K12 - 12 Month (20 available subscriptions)' as other options. A red arrow points to the dropdown menu. To the right of the dropdown menu is a link that says 'Order Additional ALEKS Subscriptions'. Below the subscription type selection, there is a text box that says 'Check the box next to one or more student accounts to extend. Then, select the **Extend** button.' To the right of this text box is an 'Important!' note: '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.' Below the text box and note is a 'Filter by Expiration Date:' dropdown menu. The dropdown menu is open, showing 'Expires Within 4 Weeks' as the selected option, with 'View All Students', 'Expires Within 4 Weeks', 'Expires Within 3 Weeks', 'Expires Within 2 Weeks', 'Expires Within 1 Week', 'Recently Expired Accounts (in the past 2 Weeks)', and 'Expires Within a Custom Date Range' as other options. A red arrow points to the dropdown menu. Below the filter dropdown menu is a table with columns for 'Name', 'Time Remaining', 'Expiration Date', and 'Subscription Type'. The table is currently empty, with 'Displaying 0 Students' shown to the right. The table header is highlighted in blue.

Once the instructor has filtered the student accounts by expiration date, she can select the checkbox next to each student's name and select "Extend" at the top of the table.

Filter by Expiration Date:

View All Students

4 Students selected Displaying 9 Students

Extend

| <input 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 - Seven Month |
| <input checked="" type="checkbox"/> | Lincoln, Brian | BLINCOLN39 | 1 Week | 04/27/2016 12:00 AM | K12 - Seven Month |
| <input checked="" type="checkbox"/> | Madison, Christine | CMADISON104 | 1 Week | 04/27/2016 12:00 AM | K12 - Seven Month |
| <input checked="" type="checkbox"/> | Washington, Daniel | DWASHINGTON817 | 1 Week | 04/27/2016 12:00 AM | K12 - Seven Month |
| <input type="checkbox"/> | Demo, Aleks | ADEMO126 | Expired 10 Weeks and 2 Days Ago | 02/08/2016 12:00 AM | K12 - Seven Month |
| <input type="checkbox"/> | Math, Aleks | AMATH15 | Expired 10 Weeks and 2 Days Ago | 02/08/2016 12:00 AM | K12 - Seven Month |

After the instructor selects "Extend," she 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.**

Ms. Tracy Jones - Extend Student Accounts

COMPLETE X

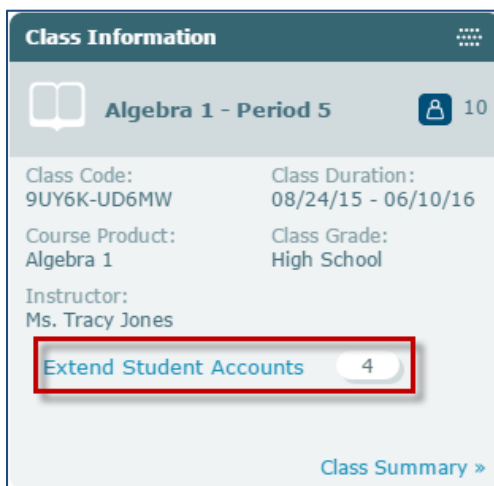
These 4 student accounts have been extended successfully.
Note: The new subscription will be used immediately after the old subscription expires.

| 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 Class Level

Navigation

Instructors can also quickly extend student accounts for a single class. Once an instructor has logged into her ALEKS account, she can select a class from the Class drop-down. On the Class Information dashboard tile, there will be a link to extend student accounts. If there is no link on the dashboard tile, navigate to the Class Administration sub-navigation menu and select “Extend Student Accounts” from the Students menu.



Extending Student Accounts

To extend student accounts for the selected class, instructors will need to first choose the subscription type that will be used to extend students' accounts. **Please note that instructors 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.

Algebra 1 - Period 5 - Extend Student Accounts

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

Subscription Type:

K12 - 12 Month (20 available subscriptions) ▾

(Choose one)

K12 - 12 Month (20 available subscriptions)

[Order Additional ALEKS Subscriptions](#)

If additional subscriptions are needed, instructors can contact their ALEKS administrator and/or order additional ALEKS subscriptions directly from the Extend Student Accounts page.

Next, instructors will choose the student accounts that need to be extended. Instructors can filter by expiration date or can view all students. Filtering options include:

- Students with accounts that are expiring within 1-4 weeks;
- Students with recently expired accounts (expired within previous 2 weeks);
- A custom date range selected by the instructor (up to 120 days); or
- A list of all students in the class (regardless of subscription expiration date)

Algebra 1 - Period 5 - Extend Student Accounts

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

Subscription Type:

K12 - 12 Month (20 available subscriptions) ▾ [Order Additional ALEKS Subscriptions](#)

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

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.

Filter by Expiration Date:

- View All Students ▾
- View All Students
- 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

Displaying 9 Students

| Time Remaining | Expiration Date ▲ | Subscription Type |
|----------------|-------------------|-------------------|
|----------------|-------------------|-------------------|

Once the instructor has filtered the student accounts by expiration date, she can select the checkbox next to each student's name and select "Extend" at the top of the table.

Filter by Expiration Date:

View All Students

4 Students selected Displaying 9 Students

Extend

| <input 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 - Seven Month |
| <input checked="" type="checkbox"/> | Lincoln, Brian | BLINCOLN39 | 1 Week | 04/27/2016 12:00 AM | K12 - Seven Month |
| <input checked="" type="checkbox"/> | Madison, Christine | CMADISON104 | 1 Week | 04/27/2016 12:00 AM | K12 - Seven Month |
| <input checked="" type="checkbox"/> | Washington, Daniel | DWASHINGTON817 | 1 Week | 04/27/2016 12:00 AM | K12 - Seven Month |
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After the instructor selects “Extend,” she 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.**

Algebra 1 - Period 5 - 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 |



15460 Laguna Canyon Road
Irvine, CA 92618 USA
E: <http://support.aleks.com>
