

## Extend Student Accounts

Teachers and school administrators can quickly extend student accounts at the school or class level. In the Basic Teacher Module, a notification will display when student accounts are due to expire in the current week. This enables teachers to efficiently manage student accounts with no action required from their students. After the extension, students can continue to use their accounts without any interruption to their subscription.

The Extend Student Accounts feature is available for K-12 schools in the Basic and Advanced Teacher Module.

### Basic Teacher Module – Class Level Available

Teachers can find a link to the feature after selecting a class. Under the “Home” or “Class Admin” menu, a message in red will appear if there are student accounts expiring in the current week. The message will show the number of student accounts that will be expiring within a week and display an “Extend Student Accounts” link. Teachers can click on the link to access the class level feature. If teachers click on the top “Extend Student Accounts” link, the page will show student accounts that “Expires within 1 week.” Teachers can quickly extend these accounts without having to filter though all student accounts in the class.

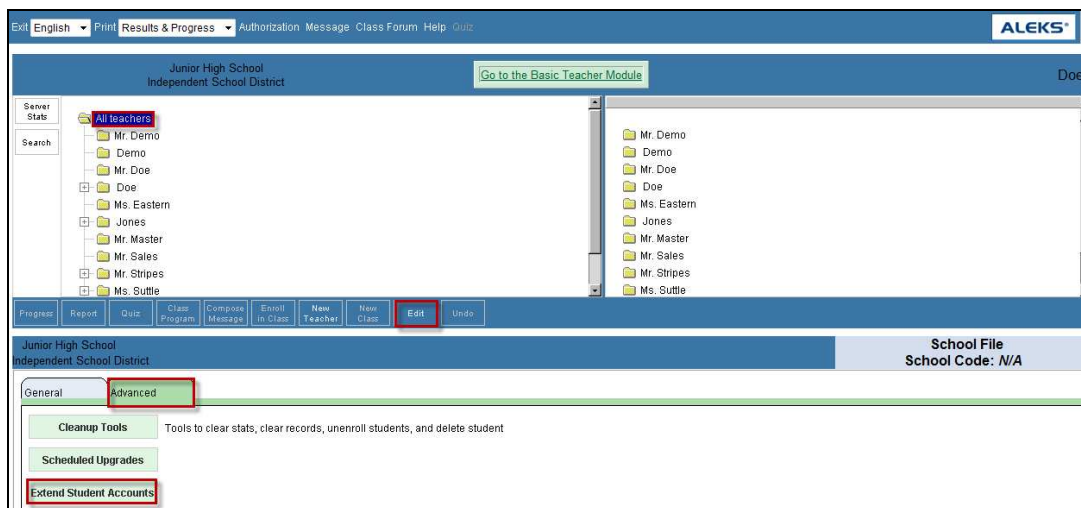
NOTE: The “Extend Student Accounts” link is always available in the list of provided links even if no student accounts are set to expire during the current week. Clicking on this link will show the “View all Students” filter by default. All student accounts in the class and the time remaining on each student’s account will be displayed on the page.

The screenshot displays the ALEKS Teacher Module interface for a class named "7th Grade 7th Grade Math (Course 2) / Middle School Math Course 2 (Mr. Sales)". The interface includes a left-hand navigation menu with options like Home, Class Admin, Reporting, Taking Actions, ALEKS QuickTables, School Admin, and Advanced. The main content area shows a welcome message and a notification: "You have 4 student accounts that will be expiring this week. You can extend them now by following this link: [Extend Student Accounts](#)". Below this, a list of actions is provided, with "Extend Student Accounts 4 student accounts will be expiring this week!" highlighted in red. At the bottom, there is a search bar and a link to contact customer support.

## Advanced Teacher Module – School and Class Levels Available

### School level

School administrators can access the school level Extend Student Accounts feature in the Advanced Teacher Module. Administrators will first click on the “All teachers” folder, and then click on the “Edit” button. Then, they will click on the “Advanced” tab. Finally, they will click on the “Extend Student Accounts” button.



### School Administrators can restrict the Extend Student Accounts Feature to School Administrators Only

School administrators and teachers have access to the Extend Student Accounts feature by default, but school administrators have the option to restrict access to school administrators only.

To do this, administrators will first click on the “All teachers” folder, and then click on the “Edit” button. Then, they will click on the “General” tab. Finally, they will click on the “Enable for School Admin Only” option. Administrators must click on the “Save” button at the bottom of the page to save the change. Clicking on the “Enable for All” option will enable the feature for both school administrators *and* teachers again.

The screenshot shows the ALEKS interface for a teacher. At the top, there is a navigation bar with 'Exit', 'English', 'Print', 'Results & Progress', 'Authorization', 'Message', 'Class Forum', 'Help', and 'Quiz'. The 'Edit' button is highlighted in red. Below this is a tree view of 'All teachers' with a search box. The main area shows the 'School File' for 'Junior High School Independent School District' with 'School Code: N/A'. The 'General' tab is selected, showing fields for Name, State/Province, Cartoon, Class roster with password, Extend Student Accounts Feature, Public IPs, Local IPs, and Time zone. The 'Save' button is highlighted in red at the bottom.

## Class level

Teachers can access the class level Extend Student Accounts feature in the Advanced Teacher Module. Teachers will first select a class, and then click on the “Enroll in Class” link. Finally, they will click on the “Extend Student Accounts” link.

The screenshot shows the 'Class Enrollment' screen for '7th Grade Middle School Math Course 2 / 7th Grade Math (Course 2)'. It displays a list of 55 students enrolled in the class. The 'Extend Student Accounts' button is highlighted in red. The interface includes a legend for student enrollment status and a 'Save' button at the bottom.

Students Enrolled in Class: 55		
A-S	T-W	
A. Dillon	B. Janice	K. Ada
A. Jordan	B. Emilee	K. Chelsea
A. Thomas	B. Anaeli	K. Elizabeth
A. Tyler	B. Cody	K. Rachel
A. Tyler	B. Jari	L. Isaac
B. Ashton	B. Kyler	L. Jordan
B. David	B. Kael	L. Mark
B. Dennis	H. Choyelle	M. Kaylee
B. Jon	H. Hayden	M. Savannah
B. Meagan	H. Julie	O. Faith
D. Brandon	H. Kacie	P. Ashlyn
D. Cali	H. Lippie	R. Oscar
D. Dakota	H. Leah	S. Cole
D. Devin	H. Marisa	S. Jake Lynn
D. Diamond	L. Mikey	S. Joe
D. Joni	I. Shelby	S. Sam
D. Tyler	J. Reagan	S. Selene

## Example of how a Teacher can Extend Student Accounts

**Example 1:** In this scenario a teacher wishes to extend some student accounts that are expiring within a week.

- After selecting the “Extend Student Accounts” link, the teacher arrives at the following page. By default, students with accounts expiring within a week are shown. For each student shown, the time remaining on the account and other relevant information will be displayed. The teacher can sort on each column as needed.

### Extend Student Accounts

**Step 1: Choose the subscription type that will be used to extend your students**

Subscription Type:  [Order additional ALEKS subscriptions](#)

**Step 2: Select the student accounts to extend**

Check the box by the name of the student account(s) you would like to extend. Click on the "I authorize Extending Student Accounts" button to extend your student(s).

**Important:** Once you press "I Authorize Extending Student Accounts" the student account(s) will be extended and the student will be assigned a subscription.

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

Filter by Time Remaining:

Showing: 4 entries

Select All	Student	Login Name	Time Remaining	Expiration Date/time	Subscription Type
<input type="checkbox"/>	B, David	DBLANSETT2	2 Days	01/08/2012 12:00 am	K12 - Five Month
<input type="checkbox"/>	B, Meagan	MBROWN914	2 Days	01/08/2012 12:00 am	K12 - 12 Month
<input type="checkbox"/>	G, Araceli	AGALICIA10	2 Days	01/08/2012 12:00 am	K12 - 12 Month
<input type="checkbox"/>	G, Cody	CGIBSON129	2 Days	01/08/2012 12:00 am	K12 - 12 Month

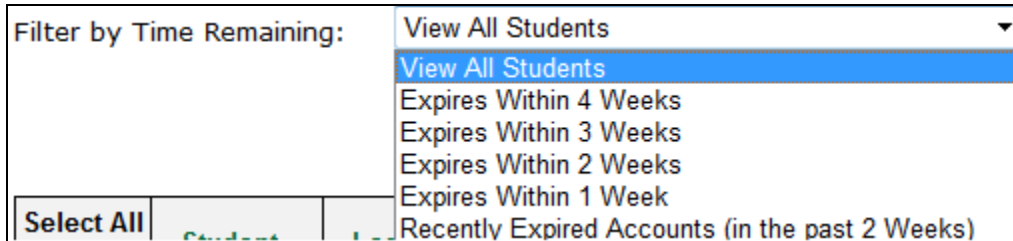
Showing: 4 entries

or

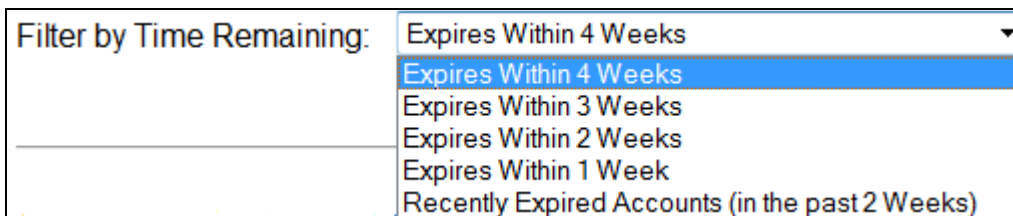
- The teacher will use the drop-down menu to select the Subscription type that will be used to extend the student accounts. This list will contain subscriptions that are available at the school and district for use. The number of available subscriptions will be displayed in parentheses.

- (Choose one)
- K12 - Five Month (99 available subscriptions)
- K12 - 12 Month (120 available subscriptions)

- The teacher can use the “Filter by Time Remaining” drop-down menu to filter student accounts by the week they expire. For example, if the “View All Students” option is selected, all student accounts in the class and the time remaining on each student’s account will be displayed.



NOTE: The “View All Students” option is not available at the school level. The default for the school level is “Expires Within 4 Weeks”. All other options are available as well.



- Next, the teacher checks the box by the student accounts to extend.
- Extending Student Accounts is not complete until the teacher clicks on the “I Authorize Extending Student Accounts” button. **Extending Student Accounts consumes purchased ALEKS subscriptions and is NOT reversible; the teacher should not authorize Extending Student Accounts until fully satisfied with the boxes checked; if needed, the teacher should cancel Extending Student Accounts by clicking on the “Cancel” link.**

Select All	Student	Login Name	Time Remaining	Expiration Date/time	Subscription Type
<input type="checkbox"/>	A, Dillon	DANAYA12	Expired 2 Days Ago	01/04/2012 12:00 am	K12 - 12 Month
<input type="checkbox"/>	A, Jordan	JANDERSON775	Expired 1 Week and 2 Days Ago	12/28/2011 12:00 am	K12 - 12 Month
<input type="checkbox"/>	A, Thomas	TANDREWS68	Expired 2 Days Ago	01/04/2012 12:00 am	K12 - 40 Week
<input type="checkbox"/>	A, Tyler	TADDESSO2	Expired 1 Week and 5 Days Ago	12/25/2011 12:00 am	K12 - 12 Month
<input type="checkbox"/>	A, Tyler	TARCHER7	Expired 1 Week and 2 Days Ago	12/28/2011 12:00 am	K12 - 40 Week
<input type="checkbox"/>	B, Ashton	ABINGER3	Expired 2 Days Ago	01/04/2012 12:00 am	K12 - 12 Month
<input checked="" type="checkbox"/>	B, David	DBLANSETT2	2 Days	01/08/2012 12:00 am	K12 - Five Month
<input type="checkbox"/>	B, Dennis	DBUHMAN2	Expired 2 Days Ago	01/04/2012 12:00 am	K12 - Five Month
<input type="checkbox"/>	B, Jon	JBELFIORE3	Expired 1 Week and 2 Days Ago	12/28/2011 12:00 am	K12 - 12 Month
<input checked="" type="checkbox"/>	B, Meagan	MBROWN914	2 Days	01/08/2012 12:00 am	K12 - 12 Month

Showing: 55 entries

[I Authorize Extending Student Accounts](#) or [Cancel](#)

- Finally, the teacher receives a confirmation message when the student accounts have been extended. The new expiration date, time, and subscription type will be displayed in the table.

Student	Login Name	New Expiration Date/time	Subscription Type
B, David	DBLANSETT2	01/07/2013 12:00 am	K12 - 12 Month
B, Meagan	MBROWN914	01/07/2013 12:00 am	K12 - 12 Month

[Done](#) or [Extend More Student Accounts](#)


## Subscription Information

- Teachers can extend student accounts with a new Subscription type other than the student's current Subscription type. For example, a student with an expiring 12 month account can be extended with a new 5-month subscription.
- Teachers can extend accounts that have expired. When these accounts are extended, the new subscription will begin immediately after teachers click on the "I Authorize Extending Student Accounts" button.
- If teachers extend student accounts with time remaining on the subscription, the new subscription will be begin immediately after the current subscription date and time expiration has passed.

## Not Enough Subscriptions for Extending Student Accounts

Teachers will receive an alert when the number of students they are trying to extend is more than the number of subscriptions available in their school account.

Extend Student Accounts

 **Alert:** The number of student accounts you are trying to extend is 23. You currently have 19 K12 - Five Month subscriptions available in your account. Please adjust the number of student accounts to extend or order more subscriptions as necessary.


Step 1: Choose the subscription type that will be used to extend your students

Subscription Type: K12 - Five Month (19 available subscriptions) [Order additional ALEKS subscriptions](#)

Teachers can do one of the following:

- Adjust the number of student accounts they are trying to extend so that it does not exceed the number of subscriptions available.
- Order more ALEKS subscriptions by clicking on the “Order additional ALEKS subscriptions” link and using the provided contact information.  
NOTE: If placing an order, teachers should allow 2-3 business days for the subscriptions to be added to their school account by the ALEKS Orders Department. Once subscriptions have been added, teachers can resume Extending Student Accounts.

[Order additional 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](mailto:k12orders@aleks.com)