



Subscription Management System

ALEKS District Administrators and School Administrators can now manage ALEKS subscriptions for their district and schools through the Subscription Management System (SMS). With this system, District Administrators can monitor the number of available subscriptions for student registration, move subscriptions from the district level to a school, put subscriptions on-hold, or move subscriptions from one school to another. School Administrators can put subscriptions on-hold at their school.

The Subscription Management System is available to all K-12 schools and districts and can be accessed in the Advanced Teacher Module by District Administrators and School Administrators. Administrators will only see what is relevant to their administration level. For example, District Administrators will see subscriptions for their district and schools within the district, whereas School Administrators will see the subscriptions only for their school.

NOTE: This documentation is written from the viewpoint of a District Administrator but also applies generally to School Administrators.

How to Access the SMS

To access the SMS, the administrator first selects the district folder. Next, she will click on the “Edit” link. Finally, she will click on the “Subscription Management System” link.

The screenshot displays the ALEKS District Administrator interface. At the top, there is a navigation bar with links for 'Exit', 'English', 'Print', 'Results & Progress', 'Message', and 'Help'. Below this, a sidebar on the left contains 'Server Stats', 'New Admin', and 'Search'. The main content area shows a tree view of the 'ALEKS District' with sub-items 'ABC High School', 'ABC Middle School', and 'All administrators'. A right-hand pane also lists these items. A toolbar below the tree view includes buttons for 'Progress', 'Report', 'Quiz', 'Class Program', 'Compose Message', 'Enroll in Class', 'New Teacher', 'New Class', 'Edit' (highlighted with a red box), and 'Undo'. Below the toolbar, the 'ALEKS District' section is visible, showing 'Independent School District' and 'School File' with 'School Code: C46DE2E'. The 'General' tab is active, displaying fields for 'Name' (ALEKS District), 'State / Province' (California), 'Cartoon' (No), 'Class roster with password' (turn on/off), 'Extend Student Accounts Feature' (Enable for All/School Admin Only), 'Public IPs', 'Local IPs', and a checkbox for 'Force assignments taken from your school to be completed on the same computer they were started by checking that the IP as "seen" by ALEKS remains the same throughout the assignment. (This may not apply if your network proxy cycles through different IP's. Please check with your system administrator.)'. The 'Time zone' is set to 'America' and 'Los Angeles', with a 'Current time' of '14:22 PM PDT'. At the bottom, there are links for 'Batch Registration (Learn more)' and 'Subscription Management System' (highlighted with a red box), along with 'Save' and 'Reset' buttons.

Subscription Management Tab

There are three tabs in the SMS, and the most important is the Subscription Management tab. Here, administrators will see their district and schools (as well as any additional purchasing levels) displayed as a hierarchy.

For example, referring to the image below, “ALEKS District” is a district that contains the schools “ABC High School” and” ABC Middle school.”

Subscription ManagementOrdersActivity Log

This page allows you to move ALEKS subscriptions and edit the number of subscriptions on-hold. [Learn more](#)

District: ALEKS District

Subscription Type ?	Subscriptions purchased by this District (Movable down ↓) ?		Subscriptions moved to this District from a higher level (Movable up ↑ or down ↓) ?	
	Usable Now	On-hold	Usable Now	On-hold
K12 - One Month	0	0	0	0
K12 - Two Month	3	32	0	0
K12 - Three Month	0	0	0	0
K12 - Five Month	25	25	0	0
K12 - Seven Month	0	0	0	0
K12 - 40 Week	0	0	0	0
K12 - 12 Month	8312	841	0	0

School: ABC High School

School: ABC Middle School

District Subscription Information Example

Let’s take a closer look at the subscription information for ALEKS District:

- The “**Subscription Type**” column displays the ALEKS subscription lengths available at the district for use. Each subscription type has its own row and the number of available subscriptions per length is displayed by the row under the applicable column heading.
- Subscriptions can be set to either “**Usable Now**” or “**On-hold**” and can easily be switched from Usable Now to On-hold and vice versa.

The “**Usable Now**” column represents “unused” subscriptions that can be used to “authorize” student accounts from any school within the district, at any time.

The **“On-hold”** column represents “unused” subscriptions that CANNOT be used to “authorize” student accounts at the current time. When subscriptions are placed On-hold, administrators reserve unused subscriptions for later use. No student can be authorized or pre-registered with subscriptions under the On-hold column.

- The **“Subscriptions purchased by this district”** section displays the number of Usable Now and On-hold subscriptions available per subscription length. Subscriptions in this section can be moved down to lower level districts or schools.
- The **“Subscriptions moved to this District from a higher level”** section displays the number of Usable Now and On-hold subscriptions available per subscription type. Since this district is the highest level (that is, there are no higher purchasing levels), there will be 0 subscriptions in this section for this example.

School Subscription Information Example

Now, let’s take a closer look at the subscription information for ABC High School and ABC Middle School.

After clicking on the “+” sign beside the school name, the box expands and displays the subscription information for that school.

- The **“Subscriptions purchased by this school”** section displays subscriptions that were purchased by this school and are intended to be used by this school. Therefore, these subscriptions CANNOT be moved.
- The **“Subscriptions moved to this School from a higher level”** section displays subscriptions that were moved to the school from a higher level, in this case ALEKS District. These subscriptions can be moved back up to the higher level (ALEKS District) or from school to school within the district. For example, subscriptions can be moved between ABC High School and ABC Middle School.

Example 1: Moving Subscriptions From a District to a School

In this scenario an administrator wishes to move “5 K12 – 12 Month Usable Now” subscriptions purchased by “ALEKS District” to “ABC High School.”

- The administrator locates the row that displays the K12 – 12 Month subscription type and clicks on the “Action” link.
- Clicking on the “Action” link expands the window. The administrator clicks on the “Move” link.

The screenshot shows the 'Subscription Management' interface. At the top, there are tabs for 'Orders' and 'Activity Log'. Below the tabs, a message states: 'This page allows you to move ALEKS subscriptions and edit the number of subscriptions on-hold. [Learn more](#)'. The main section is titled 'District: ALEKS District'. It contains two tables. The first table, 'Subscriptions purchased by this District (Movable down ↓)', lists subscription types and their counts. The second table, 'Subscriptions moved to this District from a higher level (Movable up ↑ or down ↓)', lists subscription types and their counts. A red arrow points from the 'Action' link in the first table to a detailed view of the 'Subscriptions purchased by this District' table. In this detailed view, the 'Action' link for the 'K12 - 12 Month' subscription type is highlighted, and a red box is drawn around it. Below the 'Action' link, there are two buttons: 'Move' and 'Edit On-hold'.

Subscription Type	Usable Now	On-hold	Action
K12 - One Month	0	0	Action
K12 - Two Month	3	32	Action
K12 - Three Month	0	0	Action
K12 - Five Month	25	25	Action
K12 - Seven Month	0	0	Action
K12 - 40 Week	0	0	Action
K12 - 12 Month	8312	841	Action

Subscription Type	Usable Now	On-hold	Action
K12 - One Month	0	0	Action
K12 - Two Month	0	0	Action
K12 - Three Month	0	0	Action
K12 - Five Month	0	0	Action
K12 - Seven Month	0	0	Action
K12 - 40 Week	0	0	Action
K12 - 12 Month	0	0	Action

Subscriptions purchased by this District (Movable down ↓)			
Usable Now	On-hold	Action	
0	0	Action	
3	32	Action	
0	0	Action	
25	25	Action	
0	0	Action	
0	0	Action	
8312	841	Action	Move Edit On-hold

After clicking on the “Move” link, the administrator sees the pop-up box below.

- First, the administrator must select the type of subscriptions to move. The default setting is to move “Usable Now” subscriptions. And in this example, that is the selection.

NOTE: In selecting the type of subscriptions to move, there is an option to “Change subscriptions to On-hold after they are moved.” (This option was not used in this example.) Likewise, if On-hold subscriptions are moved, there is an option to automatically change them to Usable Now subscriptions after they are moved.

- Next, the administrator selects where she wants to move the subscriptions—in this case ABC High School — and enters “5” for the subscription quantity.

Move Subscriptions from ALEKS District

Subscription Type: K12 - 12 Month

Select the type of subscriptions to move:

☒ Usable Now subscriptions: 8312
☐ Change subscriptions to on-hold after they are moved
☐ On-hold subscriptions: 841
☐ Change subscriptions to usable now after they are moved

Select a school from the drop-down and enter a quantity. *=Required


1.	*Move to:	(Choose an institution)	Add an Activity Log note	*Quantity
		(Choose an institution)		5
		ABC High School (8312 available)		
		ABC Middle School (8312 available)		
				Total:5

[Add another row](#)

[Confirm](#) or [Cancel](#)

- Finally, after clicking on “Confirm,” 5 Usable Now subscriptions from ALEKS District will be moved to the ABC High School Usable Now column and the following confirmation message is shown.

Subscription Management System

 Subscriptions moved successfully.
5 K12 - 12 Month Subscriptions have been moved to AB High School

Maximum Number of Subscriptions

The maximum number of subscriptions that can be moved to another institution is displayed in parentheses. In the example above, a maximum of **8312** K12 – 12 Month subscriptions can be moved to ABC High School or ABC Middle School.

The number of subscriptions available that can be moved to an institution may vary depending on where the subscriptions originate from (i.e. higher purchasing levels.) In the example below, a maximum of “10” subscriptions can be moved to ALEKS District, whereas a maximum of “2” subscriptions can be moved to ABC Middle School, and “0” subscriptions can be moved to Learning Center School. This is meant to prevent administrators from trying to move more than the maximum number of subscriptions possible.

The screenshot shows a web form for moving subscriptions. It features a table with one row labeled '1.' and a header '*Move to:'. A dropdown menu is open, displaying a list of institutions with their available subscription counts: 'Independent School District (0 available)', 'ALEKS District (10 available)', 'ABC Middle School (2 available)', 'Junior High School (0 available)', 'Learning Center School (0 available)', and 'Summerwind High School (0 available)'. To the right of the dropdown is a text input field for '*Quantity' and a 'Total:' label. Below the table is a green 'Confirm' button and a 'Cancel' link. There are also links for 'Remove row' and 'Add another row', and a link to 'Add an Activity Log note'.

Add Another Row

The “Add another row” link can be used to move subscriptions to multiple institutions (up to 5 institutions at one time.) Administrators can click on the “Remove row” link to remove an institution, if needed.

Add an Activity Log Note

Administrators can enter an optional note that is displayed on the Activity Log tab. After clicking on the “Add an Activity Log note” link, a text box appears. Administrators can enter up to 30 characters for each subscription movement.

This screenshot shows the same interface as the previous one, but with the 'Add an Activity Log note' link highlighted by a red box. A red arrow points from this link to a text input box that has appeared below the table. The text box contains the text 'Subs for Fall 2012' and a note '30 characters maximum'. The table above shows 'ABC High School' selected in the dropdown, '5' in the quantity field, and a 'Total:5' label.

Example 2: Putting Subscriptions On-hold at a School

In this scenario an administrator wishes to put “3 K12 – One Month Usable Now” subscriptions On-hold at **ABC Middle School**.

- First, the administrator locates “ABC Middle School” and clicks on the “+” sign to expand the subscription information. The administrator locates the row that displays the K12 – One Month subscription type and (for this example) navigates to the section “Subscriptions

moved to this school from a higher level.” Then, the administrator clicks on the “Action” link and finally, clicks on the “Edit On-hold” link.

School: ABC High School

Subscription Type ?	Subscriptions purchased by this School (Not Movable) ?		Subscriptions moved to this School from a higher level (Movable up ↑ to District level or higher) ?	
	Usable Now	On-hold	Usable Now	On-hold
K12 - One Month	10	32 Action	16	12 Action
K12 - Two Month	0	0 Action	12	3 Action
K12 - Three Month	400	100 Action	0	0 Action
K12 - Seven Month	0	0 Action	46	6 Action
K12 - 40 Week	0	0 Action	1	1 Action
K12 - 12 Month	1000	0 Action	0	0 Action

**Subscriptions moved to this School from
a higher level
(Movable up ↑ to District level or higher) ?**

Usable Now	On-hold	
16	12	Action Move Edit On-hold
12	3	Action
0	0	Action
46	6	Action
1	1	Action
0	0	Action

After clicking on the “Edit On-hold” link, the administrator sees the pop-up box below.

- The administrator navigates to the “Number of subscriptions on-hold” column and enters “3” in the text box that is in the same row as “New Distribution.” The “Number of subscriptions usable now” column automatically populates, in this case the system will input “25.” The two distributions added together equal “28” – the total subscriptions at ABC Middle School. The administrator then enters an optional activity note and clicks on the “Confirm” button.

Subscriptions at ABC High School

Subscription Type: K12 - One Month

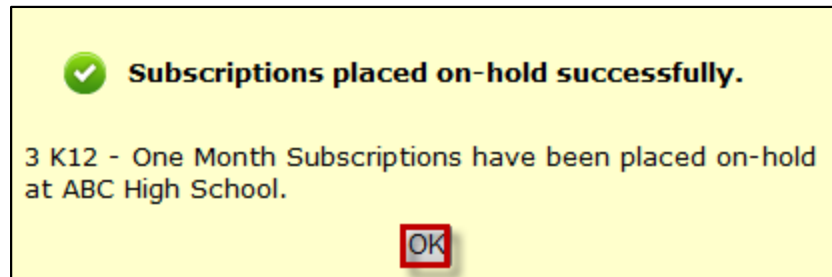
To edit the number of subscriptions that are usable now or on-hold, enter the new quantity in the boxes below.

	Number of subscriptions usable now	Number of subscriptions on- hold	Total
Current Distribution	16	12	28
New Distribution	25	3	28

Add an Activity Log note (optional)
30 characters maximum

[Confirm](#) or [Cancel](#)

- The administrator sees the following confirmation message. Clicking on the “OK” button will close the pop-up box.



Example 3: Moving Subscriptions From one School to Another

In this scenario, an administrator sees that ABC High School is low on K12 Seven Month subscriptions. The administrator decides to move “6 K12 – Seven Month On-hold” subscriptions from **ABC Middle School** to **ABC High School** and automatically change them to Usable Now subscriptions after the movement.

- First, the administrator locates ABC Middle School and clicks on the “+” sign to expand the subscription information. The administrator navigates to the “Subscriptions moved to this School from a higher level” section and clicks on the “Action” link that is in the same row as the K12 –Seven Month subscription type. Clicking on the “Action” link will expand the window. Finally, the administrator clicks on the “Move” link.

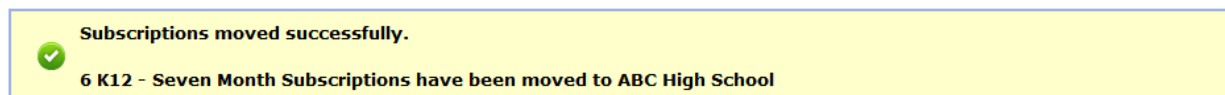
School: ABC Middle School					
Subscription Type ?	Subscriptions purchased by this School (Not Movable) ?			Subscriptions moved to this School from a higher level (Movable up ↑ to District level or higher) ?	
	Usable Now	On-hold	Action	Usable Now	On-hold
K12 - One Month	0	0	Action	1	0
K12 - Three Month	44	156	Action	1	0
K12 - Seven Month	0	0	Action	4	15
K12 - 12 Month	3980	20	Action	55	792

Subscriptions moved to this School from a higher level (Movable up ↑ to District level or higher) ?					
Usable Now On-hold					
1	0	Action			
1	0	Action			
4	15	Action	Move		
55	792	Action	Edit On-hold		

After clicking on the “Move” link, the administrator sees the pop-up box below.

- The administrator selects the option next to “On-hold subscriptions: 15.” (NOTE: “Change subscriptions to usable now after they are moved” is automatically selected when moving On-hold subscriptions). The administrator selects ABC High School in the drop-down and enters “6” for the subscription quantity. Finally, the administrator clicks on the “Confirm” button.

- The administrator sees the following confirmation message.



Orders Tab

Administrators can use the Orders tab to view the details about the ALEKS subscriptions purchased at the school or district.

Viewing the Orders Tab for a District

The example below shows how an administrator can view the Orders tab for ALEKS District. The same steps also apply generally to viewing the details for a school after selecting the school’s folder.

- First, the administrator selects the “ALEKS District” folder. Next, she clicks on the “Edit” link. Then, she clicks on the “Subscription Management System” link. Finally, after the SMS is enabled in the lower panel, she clicks on the “Orders” tab. The details about the subscriptions purchased at the ALEKS District will be displayed. The administrator clicks on a value in the “# Used” column to display the details about the invoice number.

ALEKS District

Independent School District

[Go to the Basic Teacher Module](#)

ALEKS Community

?

[ALEKS Training](#)

Q.C.

Server Stats

New Admin

Search

Independent School District

ALEKS DISTRICT (2)

ABC High School

ABC Middle School

All administrators

Junior High School

Sumnerwind High School

All administrators

ABC High School

ABC Middle School

All administrators

Progress

Report

Quiz

Class Program

Compose Message

Enroll in Class

New Teacher

New Class

Edit

Undo

ALEKS District

Independent School District

Subscription Information

School Code: C46DE2E

Subscription Management System

Subscription Management

Orders

Activity Log

Date	Invoice	Subscription Type	Quota Purchased	# Used	# Remaining
04/11/2011	P-1067872821 (sub subscribed)	K12 - 40 Week	2	2	0
12/13/2011	BATCH TESTING	K12 - One Month	2	2	0
01/10/2012	BATCH	K12 - 12 Month	10,000	847	9,153 (# on hold: 841)
02/09/2012	GC-2222 (sub subscribed)	K12 - One Month	1	1	0
02/09/2012	GC-2222 (sub subscribed)	K12 - One Month	3	3	0
02/09/2012	G-3333 (sub subscribed)	K12 - Three Month	1	1	0
02/09/2012	GC-555 (sub subscribed)	K12 - Seven Month	35	35	0
02/09/2012	GC-555 (sub subscribed)	K12 - Seven Month	30	30	0
02/10/2012	GC-332423	K12 - Two Month	50	15	35 (# on hold: 32)
02/10/2012	GC-33242334	K12 - Five Month	50	0	50 (# on hold: 45)

Total:

Subscription Type	Quota Purchased	# Used	# Remaining
K12 - One Month	6	6	0
K12 - Two Month	50	15	35 (# on hold: 32)
K12 - Three Month	1	1	0
K12 - Five Month	50	0	50 (# on hold: 45)
K12 - Seven Month	65	65	0
K12 - 40 Week	2	2	0
K12 - 12 Month	10,000	847	9,153 (# on hold: 841)

[Email Me the # Used Report](#)

After clicking on “35,” the administrator sees a page that displays the invoice number and the name of the school where subscriptions were sub subscribed. In the example below, 35 subscriptions were sub subscribed to ABC High School. The administrator can click on a value in the “Quota Sub Subscribed” column to see details about the invoice number.

User subscriptions information

Invoice: GC-555

ABC High School

Invoice	Quota Sub Subscribed
GC-555 (sub subscribed)	35

Total: 35

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NOTE: If subscriptions were sub subscribed to multiple schools, the administrator can select the name of the school in the drop-down menu to see the details about the invoice number at the selected school.

User subscriptions information
Invoice: GC-556

ABC High School

School:

ABC High School
ABC High School
ABC Middle School

Invoice	Quota Sub Subscribed
GC-555 (sub subscribed)	6
Total: 6	

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After clicking on “35,” the administrator sees a page that displays the details about the invoice number at ABC High School, including how many subscriptions have been used out of the 35 subscriptions. In this example, “14” out of the “35” subscriptions have been assigned to students for the specific invoice number.

The administrator can do several actions:

Subscription Management		Orders	Activity Log		
Date	Invoice	Subscription Type	Quota Purchased	# Used	# Remaining
04/11/2011	P-1067872821 (sub subscribed)	K12 - 40 Week	2	0	2 (# on hold: 1)
12/13/2011	BATCH TESTING	K12 - One Month	50	18	32 (# on hold: 32)
01/20/2012	BATCH	K12 - 12 Month	1,000	23	977
01/20/2012	BATCH 3MO	K12 - Three Month	500	14	486
02/09/2012	GC-2222 (sub subscribed)	K12 - One Month	3	0	
02/09/2012	GC-555 (sub subscribed)	K12 - Seven Month	35	14	
02/09/2012	GC-555 (sub subscribed)	K12 - Seven Month	11	0	
02/09/2012	GC-555 (sub subscribed)	K12 - Seven Month	6	0	
02/10/2012	GC-332423 (sub subscribed)	K12 - Two Month	3	0	3 (# on hold: 3)
02/10/2012	GC-332423 (sub subscribed)	K12 - Two Month	2	0	2
02/10/2012	GC-332423 (sub subscribed)	K12 - Two Month	5	0	5
02/10/2012	GC-332423 (sub subscribed)	K12 - Two Month	5	0	5

Click to display the list of students who have been assigned a Seven Month subscription for this specific invoice number.

Total:	Subscription Type	Quota Purchased	# Used	# Remaining
	K12 - One Month	53	18	35
	K12 - Two Month	15	0	
	K12 - Three Month	500	14	
	K12 - Seven Month	52	0	52 (# on hold: 6)
	K12 - 40 Week	2	0	2 (# on hold: 1)
	K12 - 12 Month	1,000	23	977

Click to display the list of students who have been assigned a subscription based on subscription type.

[Email Me the # Used Report](#)
Click to request an Excel report including the information in the "# Used" column.

View a List of Students Who Have Been Assigned a Subscription

After clicking on “14” in the “# Used” column, a list of students who have been assigned a K12 – Seven Month subscription is displayed. The administrator can filter the list further by entering a date range or checking the boxes next to “Hide expired subscriptions” or “Hide pre-registered students” as applicable.

User subscriptions information
Subscription Type: K12 - Seven Month
Invoice: GC - 555
ABC High School
[\[Back to Subscription Information \]](#)

Start Date Range Selection:

From Date:

To Date:

Month Day Year

Month Day Year

Jan 1 1997

Mar 18 2013

Expired Subscriptions:

Pre-registered Students:

☐ Hide expired subscriptions

☐ Hide pre-registered students

Apply

Total: 14

Student	Login Name	Start Date	Expiration Date
Ants, Michelle	SBLOSSOM5	Open (pre-registered student)	N/A
Carpenter, Christina	CCARPENTER2	Open (pre-registered student)	N/A
Corn, Lisa	CCORN	Open (pre-registered student)	N/A
Jackson, Lindsay	LJACKSON16	Open (pre-registered student)	N/A
London, Lisa	LLONDON2	Open (pre-registered student)	N/A
Martin, David	DMARTIN20	Open (pre-registered student)	N/A
Mato, Ta	TMATO	Open (pre-registered student)	N/A
Ponce, Jennifer	MPOTATOES	Open (pre-registered student)	N/A
Steinworth, Kristen	KSTEINWORTH2	Open (pre-registered student)	N/A
Stowe, Michael	PTATO	Open (pre-registered student)	N/A
Tan, Justin	PTATO2	Open (pre-registered student)	N/A
Taylor, Lauren	LTAYLOR2	Open (pre-registered student)	N/A
Thompson, Jack	FTOMATOES	Open (pre-registered student)	N/A
Wright, Taryn	TWRIGHT41	Open (pre-registered student)	N/A

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Email Me the # Used Report

After clicking on the “Email Me the # Used Report” link, the administrator sees the following box in the lower panel.

The administrator can enter a date range to retrieve the number of used subscriptions within a date range. Checking the box next to “Hide expired subscriptions” will filter the results to include only active subscriptions. When the administrator is finished, she can click on the “Send Report to My ALEKS Inbox”. The Excel report will be attached to a message sent to the administrator’s ALEKS Message Center Inbox.

Email Subscription Report

Sort the subscriptions by selecting the date range. Check the "Hide expired subscriptions" box if necessary.

Start Date Range Selection

From Date:

To Date:

Month Day Year

Month Day Year

Mar 19 2013

Mar 19 2013

☐ Hide expired subscriptions

Send Report to My ALEKS Inbox

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Activity Log Tab

The Activity Log tab displays the history of subscription movement and holds performed via the Subscription Management tab. Each entry contains detailed information about the action. Administrators can use this tab to audit subscription movement when necessary.

Subscription Management	Orders	Activity Log	
This page shows the history of subscription movement and holds performed on the "Subscription Management" tab. Each log entry contains detailed information about the action.			
View 200 entries per page ▼			
Date and Time ?	Administrator ?	Action ?	Note ?
02/16/2012 14:50:06	DOEJ123 (Doe, John)	Action Type:Placed On-hold Placed On Hold at:ABC Middle School Quantity:20 Subscription type:K12 - 12 Month	Subs on-hold for Spring 2013
02/16/2012 14:39:50	SMITHL65 (Smith, Lisa)	Action Type:Moved Moved from:ALEKS District Moved to:ABC High School Quantity:5 Subscription type:K12 - 12 Month	Subs for Fall 2012
02/16/2012 14:34:36	DOEJ123 (Doe, John)	Action Type:Moved Moved from:ALEKS District Moved to:ABC High School Quantity:5 Subscription type:K12 - 12 Month	
02/16/2012 14:04:53	MICHAELD3654 (Michael, Donald)	Action Type:Moved Moved from:ALEKS District Moved to:ABC High School Quantity:20 Subscription type:K12 - 12 Month	