ALEKS®

Subscription Management System

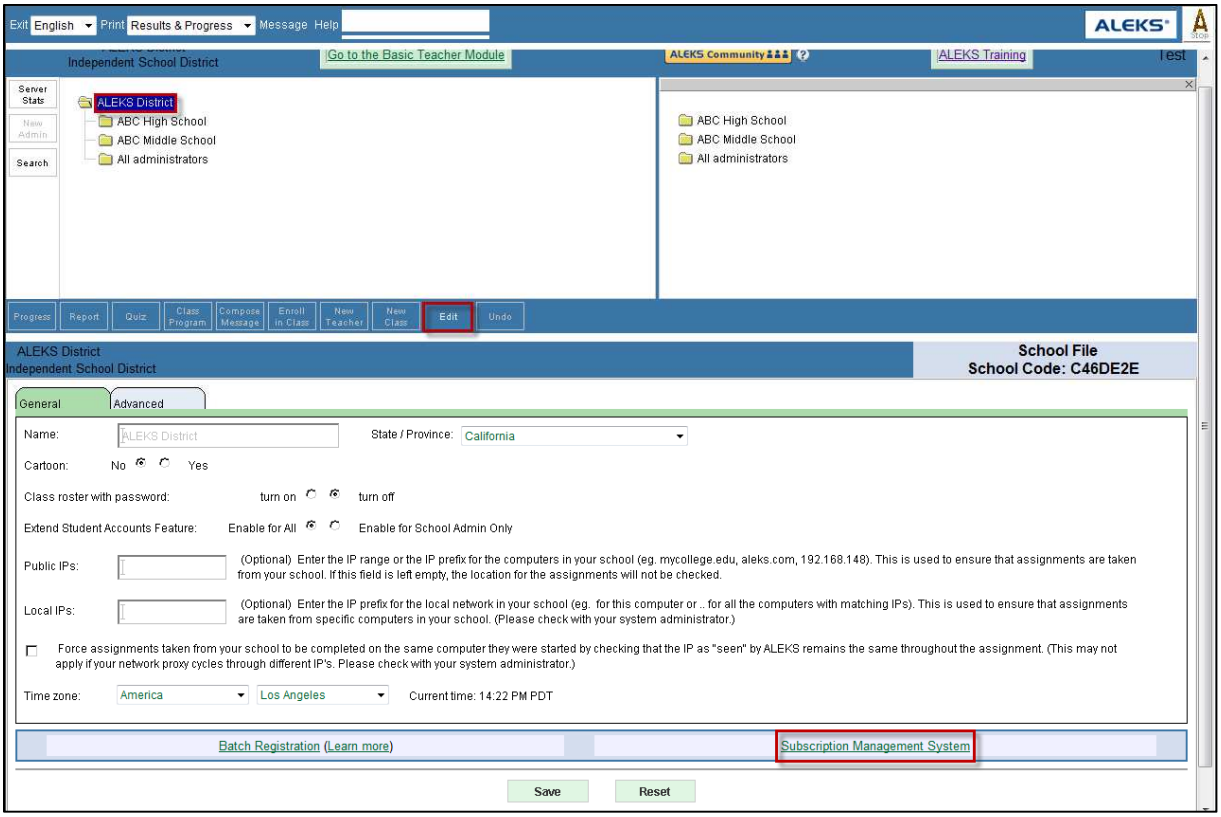
ALEKS District Administrators and School Administrators can now manage ALEKS subscriptions for their district and schools through the Subscription Management System (SMS). With this system, District Administrators can monitor the number of available subscriptions for student registration, move subscriptions 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.



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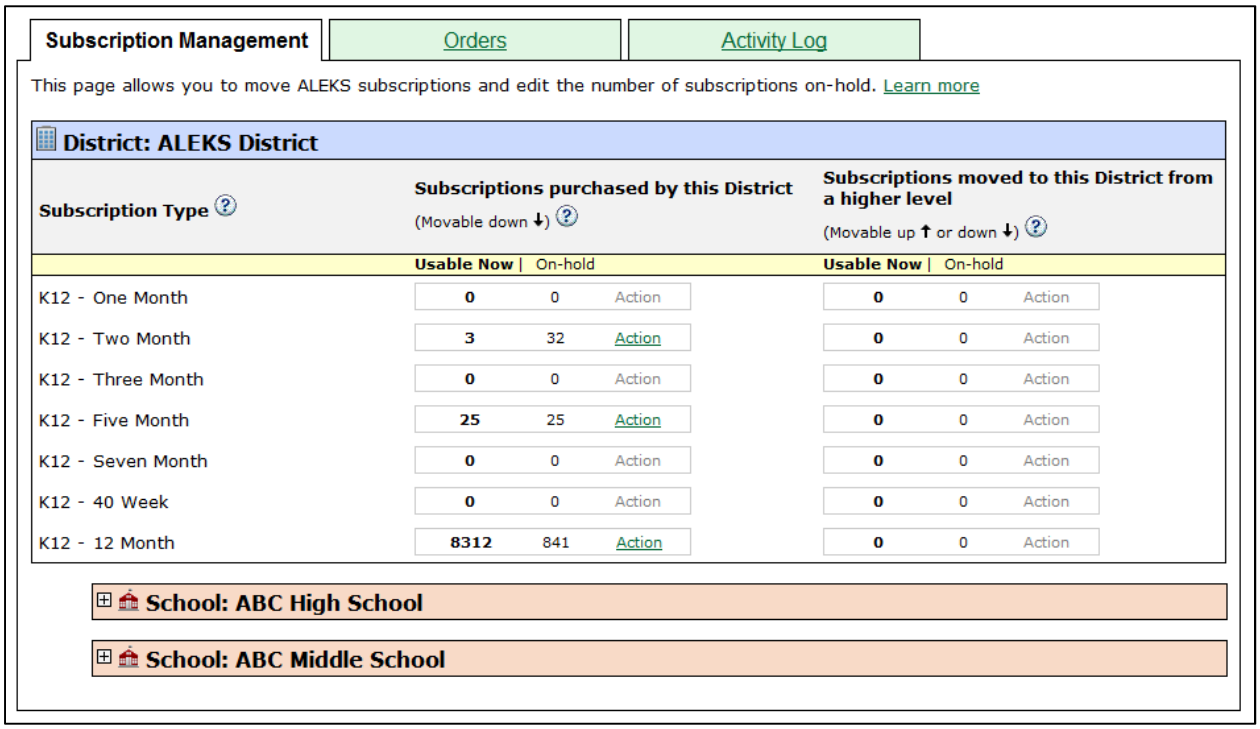
Subscription Management Tab

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.”



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.

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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.

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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	28	0	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	40	6	Action
K12 - 40 Week	0	0	Action	2	0	Action
K12 - 12 Month	1000	0	Action	0	0	Action

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		Usable Now	On-hold	
K12 - One Month	0	0	Action	1	0	Action
K12 - Three Month	44	156	Action	1	0	Action
K12 - Seven Month	0	0	Action	19	0	Action
K12 - 12 Month	3980	20	Action	55	792	Action

Action, Move, and Edit On-hold Links

Whenever the number of subscriptions is at least 1, an "Action" link will be active and displayed to the right of the On-hold column. Clicking on "Action" will open a menu with options to "Move" or "Edit On-hold." (The Move link will be inactive whenever the subscriptions cannot be moved.)

Here are some examples.

- ABC High School has **"0 K-12 Two Month"** subscriptions in both the "Usable Now" and "On-hold" columns. Since no action can be performed, the "Action" link is disabled.

- A total of **"500 K12 – Three Month"** subscriptions were purchased by ABC High School and CANNOT be moved, so therefore the "Move" link is disabled. However, subscriptions can still be switched from On-hold to Usable Now and vice versa; therefore the "Edit On-hold" link will be active.

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	28	0	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	40	6	Action
K12 - 40 Week	0	0	Action	2	0	Action
K12 - 12 Month	1000	0	Action	0	0	Action

Move
Edit On-hold

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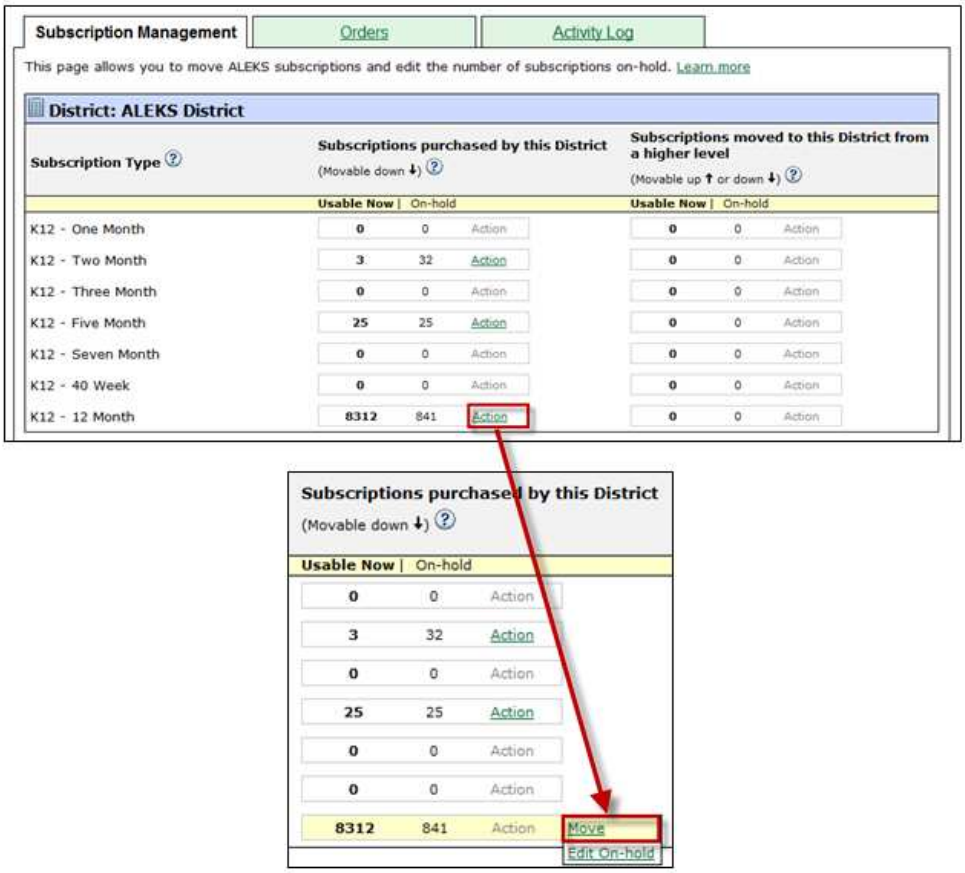
Example 1: Moving Subscriptions From a District to a School

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.



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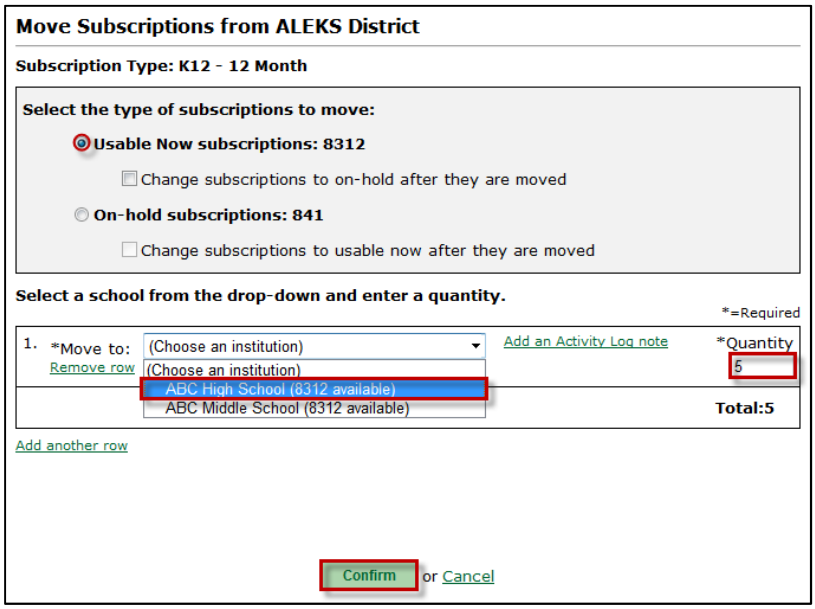
After clicking on the “Move” link, the administrator sees the pop-up box below.

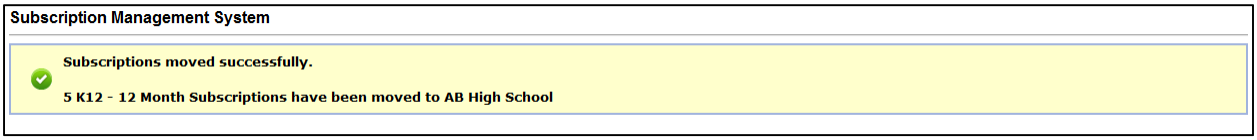
- First, the administrator must select the type of subscriptions to move. The default setting is to move “Usable Now” subscriptions. And in this example, that is the selection.

  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.



- 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.



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.

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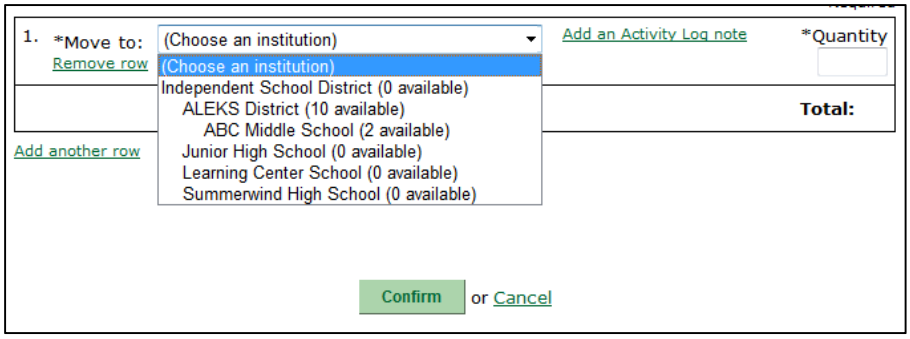
The number of subscriptions available that can be moved to an institution may vary depending on where the subscriptions originate from (i.e. higher purchasing levels.) In the example below, a maximum of "**10"** subscriptions can be moved to ALEKS District, whereas a maximum of "**2**" subscriptions 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.



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.

<u>Example 2: Putting Subscriptions On-hold at a School</u>

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

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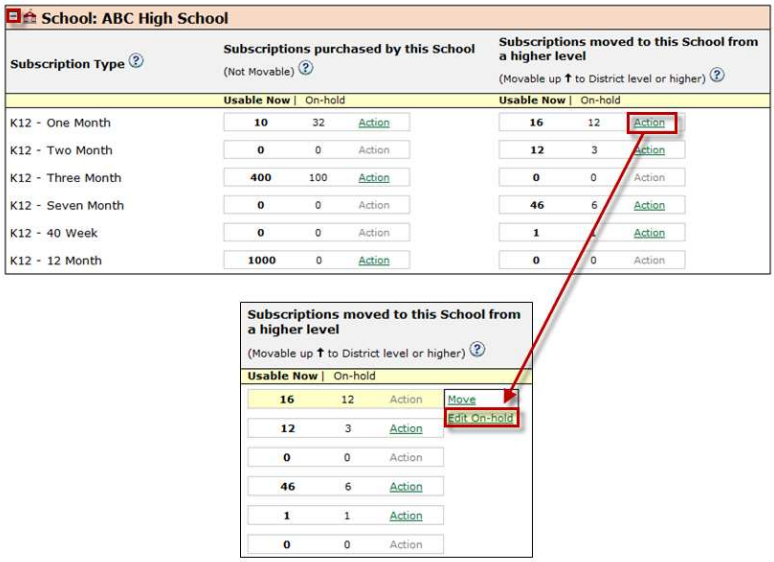
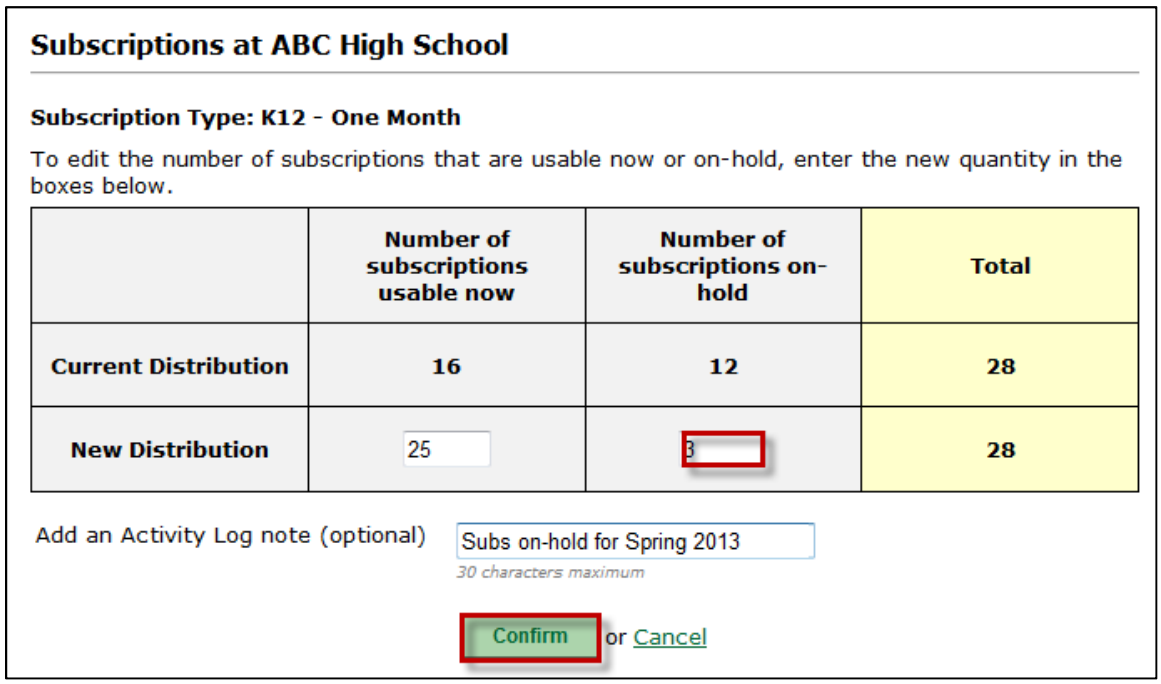
moved to this school from a higher level." Then, the administrator clicks on the "Action" link and finally, clicks on the "Edit On-hold" link.



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.



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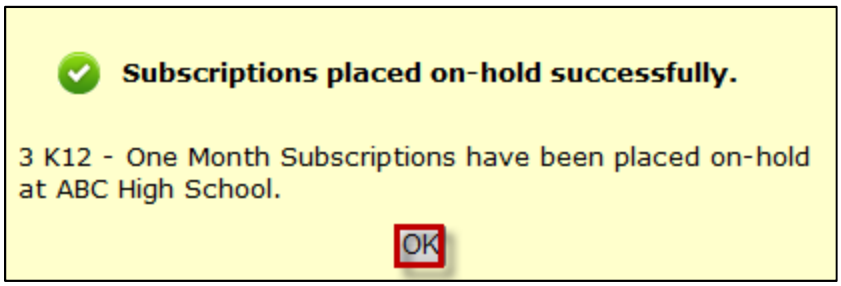
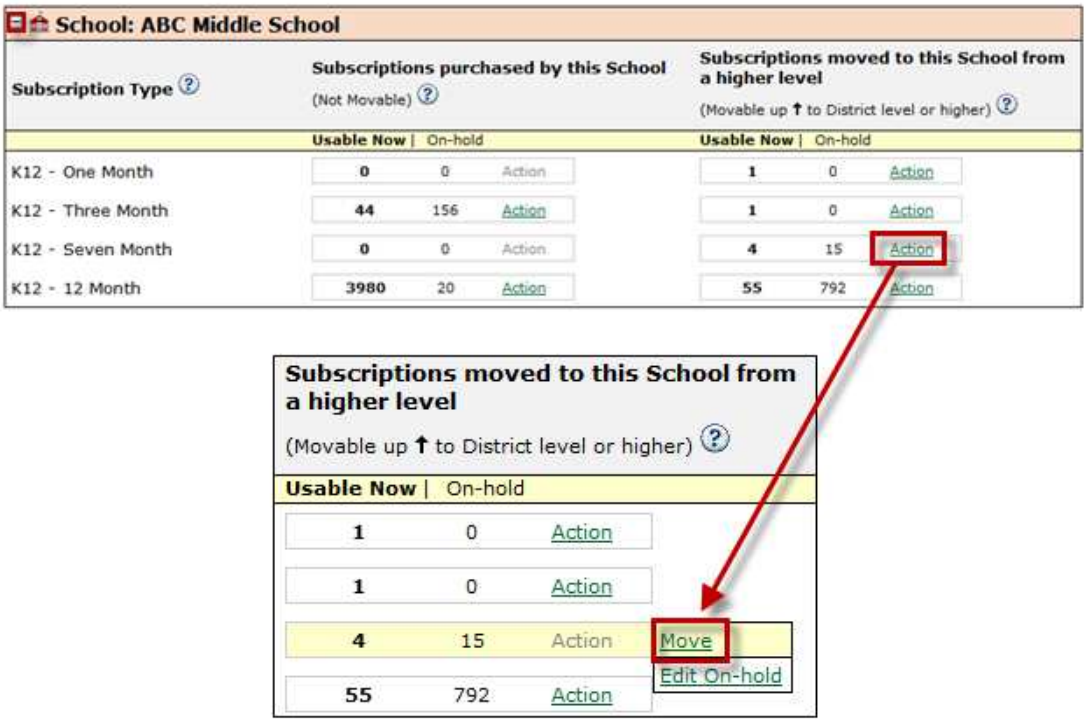
- The administrator sees the following confirmation message. Clicking on the “OK” button will close the pop-up box.



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.



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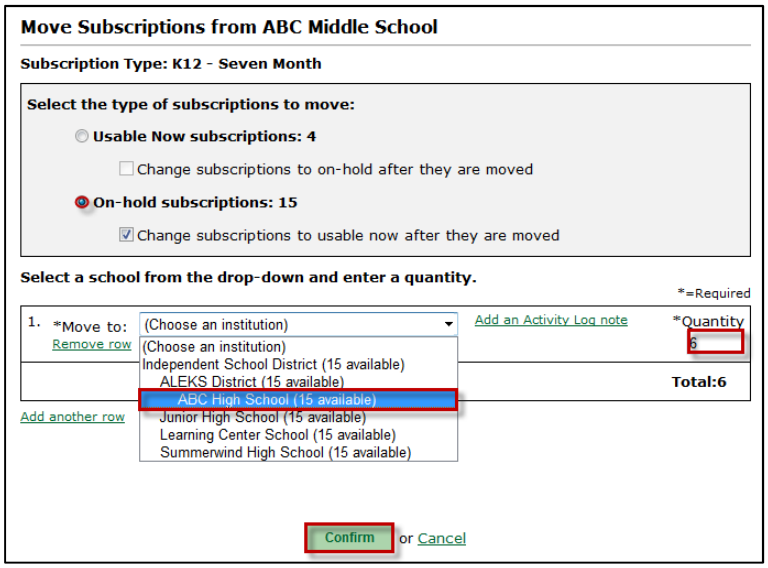
After clicking on the “Move” link, the administrator sees the pop-up box below.

- 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.

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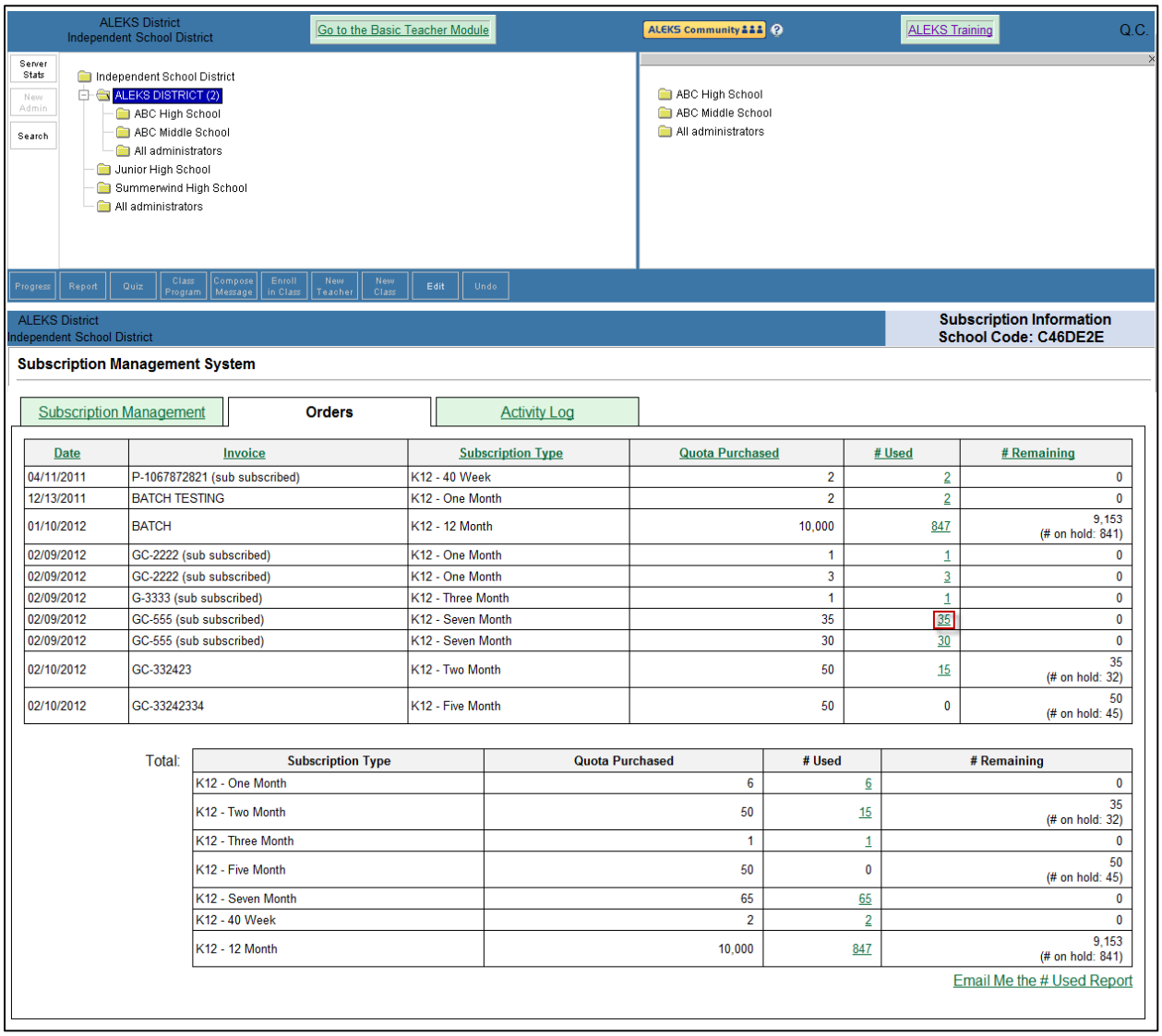
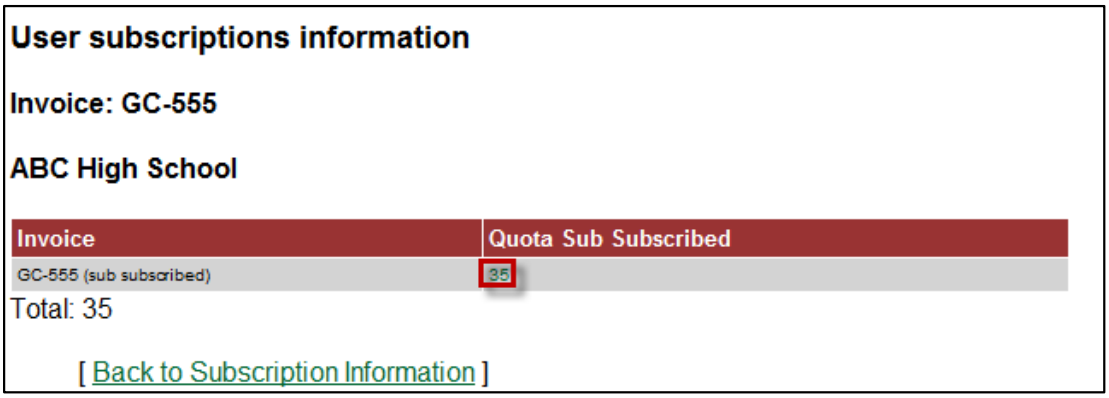


After clicking on "**35**," the administrator sees a page that displays the invoice number and the name of the school where subscriptions were sub subscribed. In the example below, **35** subscriptions were sub subscribed to ABC High School. The administrator can click on a value in the "Quota Sub Subscribed"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



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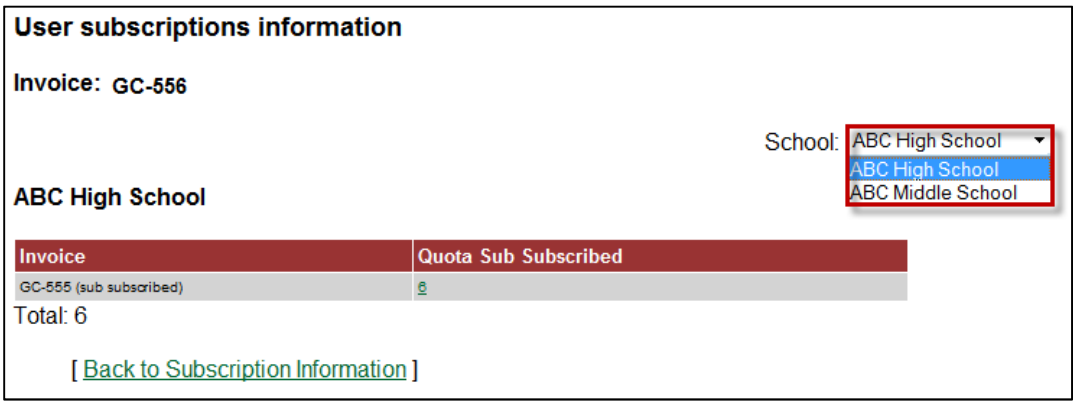
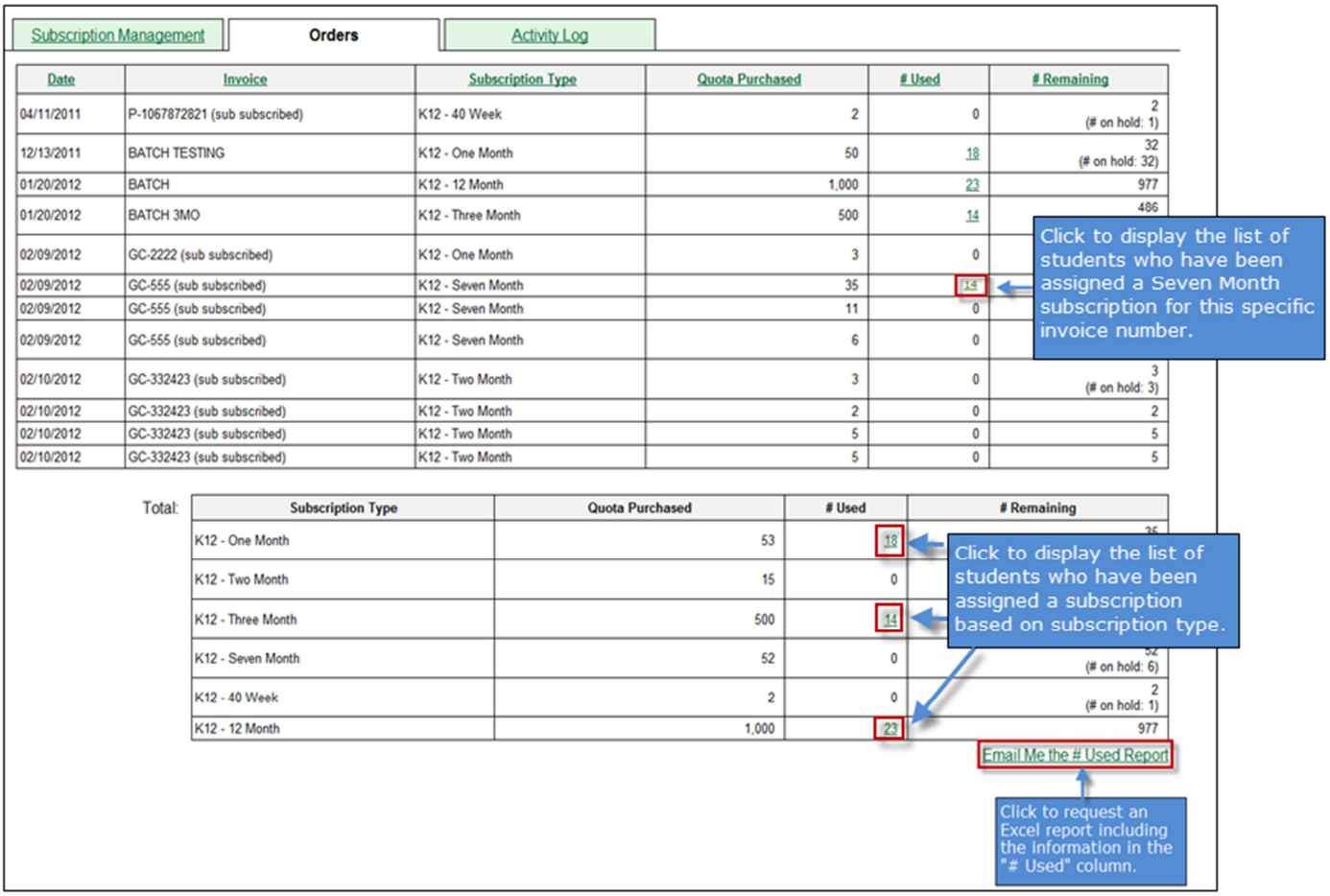
NOTE: If subscriptions were sub subscribed to multiple schools, the administrator can select the name of the school in the drop-down menu to see the details about the invoice number at the selected school.



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:



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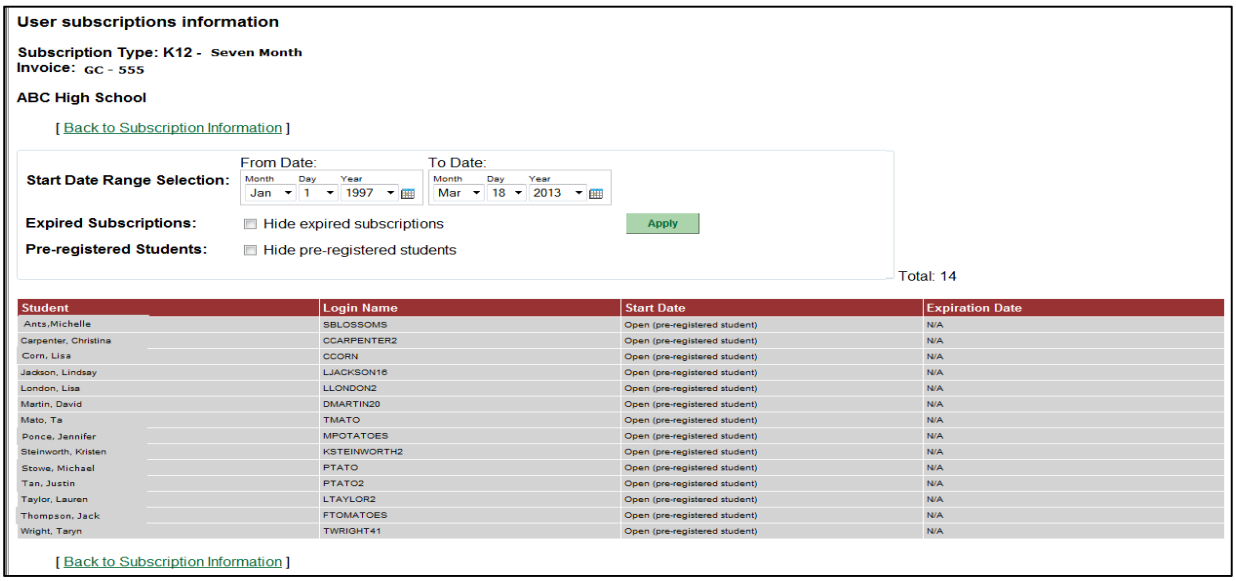
View a List of Students Who Have Been Assigned a Subscription

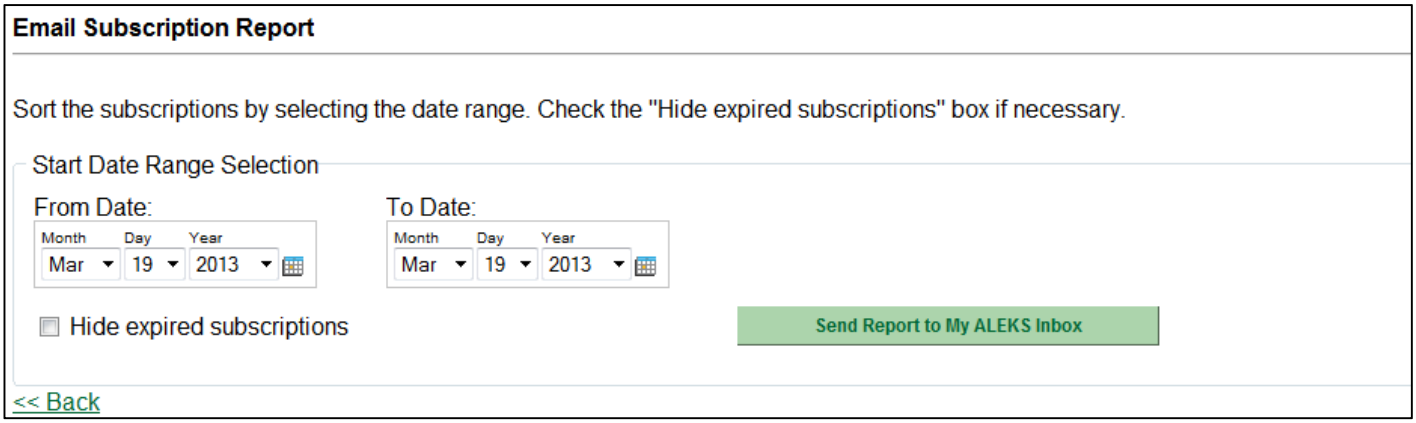
After clicking on "**14**" in the "# Used" column, a list of students who have been assigned a K12 – Seven Month subscription is displayed. The administrator can filter the list further by entering a date range or checking the boxes next to "Hide expired subscriptions" or "Hide pre-registered students"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



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.



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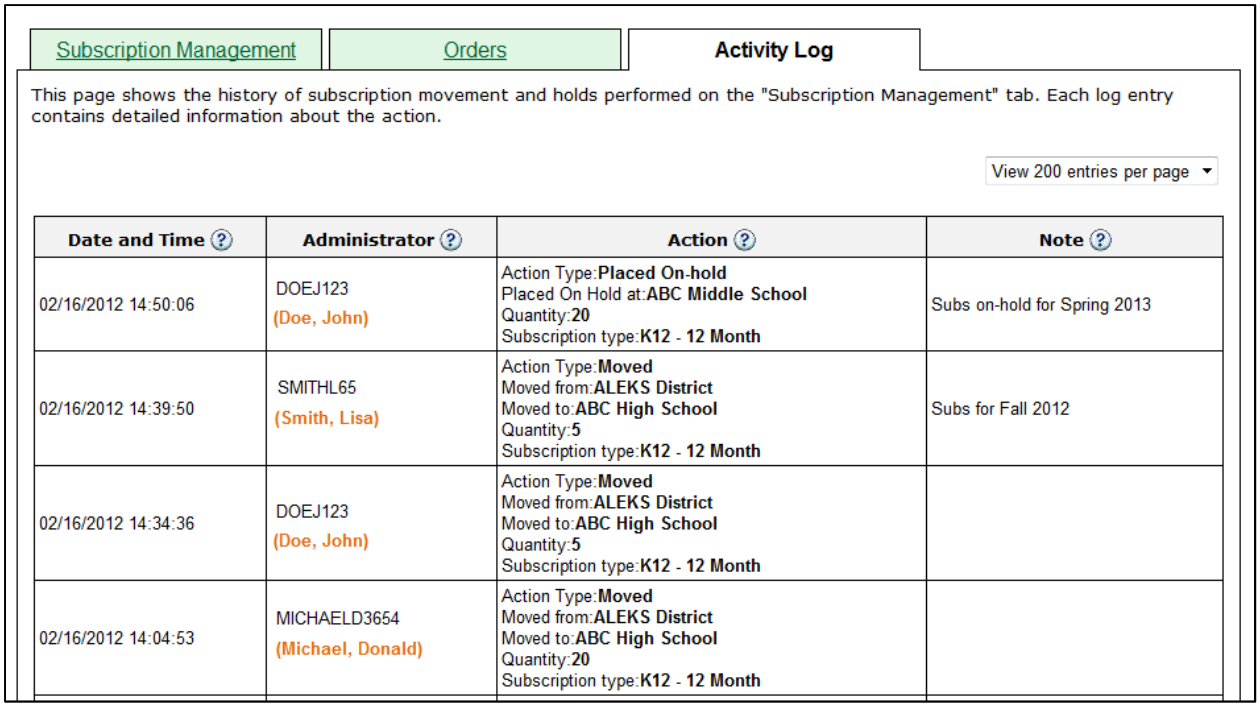
Activity Log Tab

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**	

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