



## **School Batch Registration: Alert Screens**

ALEKS will perform validation checks to ensure accuracy of the uploaded Batch Template data. Administrators will see alert screens when the Batch Template they uploaded contains any errors or missing data. Administrators must validate and correct the errors before the batch process can continue.

Following are examples of alert screens that an administrator may receive during the Batch Registration process.

### **Course Product Verification**

Administrators will see the page below when an ALEKS course product abbreviation entered in the Batch Template does NOT match what is in ALEKS. This error could be due to an incorrect ALEKS course product abbreviation. Administrators will also receive this message when the ALEKS course product is not compatible with the subscription type chosen. The column on the left will display what was entered in the spreadsheet. The column on the right will allow administrators to use the drop-down menu to select the correct ALEKS course product name/abbreviation.

**STEP 2 (Continued): Course Product Validation**

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ALEKS could not match the following Course Products in your spreadsheet or they are not compatible with the Subscription type chosen. For each name found below, please select the appropriate ALEKS Course Product from the ALEKS Course Product Names and Abbreviations list. View [ALEKS Course Products](#) descriptions.

Course Products in your Spreadsheet	ALEKS Course Product Names Abbreviations
MC1	Choose One ▾
MC2	Choose One ▾
MC3	Choose One ▾
MC4	Choose One ▾

Click on **"Next"** to confirm your ALEKS Course Product Names and Abbreviations.

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## Teacher Name Validation

Administrators will see the page below when a teacher name from the Batch Template does NOT match teachers with an existing account in ALEKS. ALEKS performs a match on the teacher name and email address combination.

Administrators have two options for validation:

- **Use this Existing ALEKS Teacher** – The drop-down menu contains a list of teacher names with existing ALEKS accounts. If the name entered in the Batch Template was misspelled and administrators see the teacher’s correct name in the drop-down menu, they can select the correct name.
- **Create a New ALEKS Account for this Teacher** – If the teacher does not have an existing ALEKS account, administrators can select “Create a new ALEKS account for this teacher.” **This is the default setting.** ALEKS will pre-fill the first and last names and e-mail address based on what was entered in the Batch Template. The administrator will receive a message in their ALEKS Message Center inbox with the login name for each new teacher account created during the Batch Registration. Teachers will receive an email with their login information.

After making a selection, administrators must click on the “Confirm” button next to each instance to apply the validation. Administrators will then click on the “Next” button to continue.

## STEP 2 (Continued): Confirm teacher name(s)

There are 3 teacher names in your spreadsheet that do not have an exact match in the system. For these teachers, please indicate whether you want to create new teacher accounts, or use existing teachers.

### ALEKS QC Department

#### Teachers that do not exist in ALEKS

ALEKS suspects that these are new teachers. Based on this information, an ALEKS account has been pre-filled for each teacher. You can adjust the accounts if needed, then click "Confirm". These accounts require your verification.

[-] ⚠ Sherry Harper (sharper@example.com)					
<input type="radio"/> Use this existing ALEKS Teacher: <input type="text"/>					<input type="button" value="Confirm"/>
<input checked="" type="radio"/> Create a new ALEKS account for this teacher:					
Title	*First name	Initial	*Last name	*Email	
<input type="text"/>	Sherry	<input type="text"/>	Harper	sharper@example.com	
*Required					
[-] ⚠ Rachel Jones (rjones@example.com)					
<input type="radio"/> Use this existing ALEKS Teacher: <input type="text"/>					<input type="button" value="Confirm"/>
<input checked="" type="radio"/> Create a new ALEKS account for this teacher:					
Title	*First name	Initial	*Last name	*Email	
<input type="text"/>	Rachel	<input type="text"/>	Jones	rjones@example.com	
*Required					
[-] ⚠ Christopher Smith (csmith@example.com)					
<input type="radio"/> Use this existing ALEKS Teacher: <input type="text"/>					<input type="button" value="Confirm"/>
<input checked="" type="radio"/> Create a new ALEKS account for this teacher:					
Title	*First name	Initial	*Last name	*Email	
<input type="text"/>	Christopher	<input type="text"/>	Smith	csmith@example.com	
*Required					

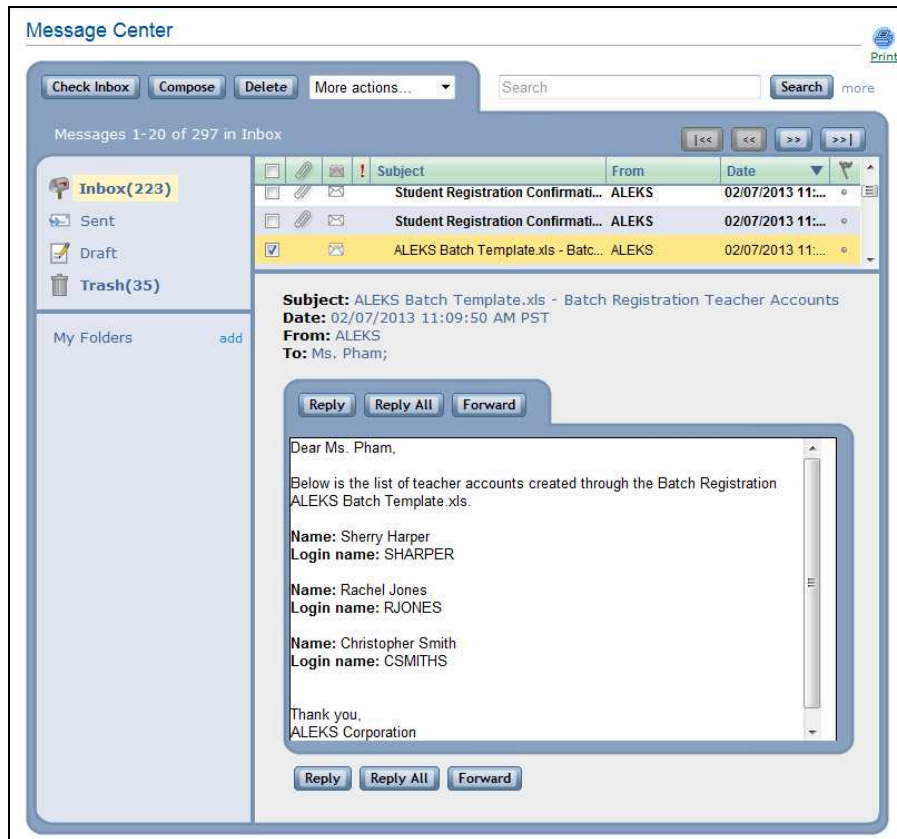
**Legend:**  Changes applied  Confirmation is needed

Click on the "Next" button when you are done.

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Below is an example of the message sent to administrators if new teacher accounts were created during the Batch Registration.



Below is an example of the email teachers receive with their login information.



## **Class Validation**

Administrators will see this page when classes from the Batch Template already exist in ALEKS. ALEKS displays a match when classes with the same ALEKS Course Product, subscription type, teacher name, and students have logged into the class within the last 3 months or have not logged in at all.

- **Use this Existing Class** –Administrators can select this option if they want to use an existing class to register students. Existing classes in the ALEKS database system will be displayed in the drop-down menu. Administrators select a class.
- **Create a New Class** – If the class does not exist in ALEKS, administrators can select the option to “Create a new class.” **This is the default setting.** The “Class Period” field is optional, but it is recommended that administrators enter information into this field.

After making a selection, administrators must click on the “Confirm” button next to each instance to apply the validation. Administrators will then click on the “Next” button to continue.

## STEP 2 (Continued): Confirm class name(s)

There are 3 class names in your spreadsheet that exists in ALEKS. For these classes, please indicate whether you want to use existing classes or create new classes.

ALEKS QC Department	
Classes that exist in ALEKS	
<b>Sherry Harper</b>	
Spring 2013 - 1	ALEKS Course Product Names Abbreviations: LV3
<input type="radio"/> Use this existing class: Spring 2013 - 1 (KJ3FW-A3KA4) ▼	<b>Confirm</b>
<input checked="" type="radio"/> Create a new class: Class Period (optional): <input type="text"/> ?	
<b>Rachel Jones</b>	
Spring 2013 - 2	ALEKS Course Product Names Abbreviations: LV4
<input type="radio"/> Use this existing class: Spring 2013 - 2 (EDC8E-DKXPD) ▼	<b>Confirm</b>
<input checked="" type="radio"/> Create a new class: Class Period (optional): <input type="text"/> ?	
<b>Christopher Smith</b>	
Spring 2013 - 3	ALEKS Course Product Names Abbreviations: LV5
<input type="radio"/> Use this existing class: Spring 2013 - 3 (MITER-4FT96) ▼	<b>Confirm</b>
<input checked="" type="radio"/> Create a new class: Class Period (optional): <input type="text"/> ?	

\*Please note, if you need to customize your classes, you can edit them through the "Class Admin" menu after completing the Batch Registration Process.

**Legend:** Changes applied Confirmation is needed


Click on the "Next" button when you are done.

## Incorrect File Format

The file formats acceptable for uploading into ALEKS are .xls and .xlsx only.

The system will return an alert message if administrators upload a Batch Template in a file format other than .xls or .xlsx.

Administrators must resave their spreadsheet with the correct file extension, and then proceed to re-upload the Batch Template again.

 **ALERT: The file format ".docx" is not accepted. Please resave the file as .xls or .xlsx format. Then re-upload your file.**

### STEP 2: Upload the Batch Template

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The students in this Batch will use **K12 - Three Month** subscriptions.

Click on the button below to select your file.

(The system cannot process more than 10,000 rows of data in one batch process.)

Accepted file formats: **.xls and .xlsx ONLY**

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## Not Enough Subscriptions for Student Registration

If administrators try to register more students than the number of subscriptions available, they will receive an insufficient number of subscriptions alert.

Administrators can do one of the following:

- Go back to the Batch Template and adjust their student list so that the number of students registered does not exceed the number of subscriptions available.
- Order more ALEKS subscriptions with the provided contact information.

NOTE: If placing an order, administrators 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, administrators can resume the Batch Registration.



**ALERT:** The number of students in your spreadsheet exceeds the number of available subscriptions in your account.

## STEP 2 (Continued): Not enough subscriptions for student registration

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The number of students you are trying to register is **48**. You currently have **35** K12 - Five Month subscriptions available in your account.

Please adjust your spreadsheet or order more subscriptions as necessary. When you are ready to re-upload your data, click on the "Next" button.

### 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)

**Note:** ALEKS will timeout after **30 minutes of inactivity**. If preparing your data will take longer than 30 minutes of offline work, please log out of ALEKS and login when you are ready to complete the Batch Pre-Registration.

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Or [Cancel](#)

## Change in the Number of Subscriptions During the Batch Registration

While the Batch Registration is processing, it is possible that subscriptions could be consumed through methods outside of the Batch Registration feature. If the number of subscriptions becomes insufficient for the amount of students being registered, administrators will receive a message in their ALEKS Message Center inbox. The message will confirm the total number of students registered, not registered, and the number of subscriptions remaining for the subscription type used.

The attachment at the bottom of the message will contain the students who were NOT registered successfully.

Below is an example of the message administrators will receive when the number of subscriptions available changes during the Batch Registration process.





Below is an example of the attachment that includes the students who were not registered.

	A	B	C	D	E	F	G	H	I	
1	School Name (Enter the full ALEKS Course Product	Class Period	Teacher First Name	Teacher Last Name	Teacher Email	Student First Name	Student Last Name	Student ID Number	Student Password	
2	Summerwind High School	alge2	1	Mary	Jones	<a href="mailto:mjones123@example.com">mjones123@example.com</a>	John	Doe	56985	123456

### Missing Data in the Spreadsheet

Administrators will see the following page if they have empty cells in their spreadsheet. Instead of returning to the Batch Template to enter the missing data and re-uploading, administrators can correct the missing data in the following ways:


- Administrators can navigate to the yellow box which contains the column and row where missing data was found. Clicking on the “Edit” link will go to the cell with the missing data. Administrators can make edits in the table as necessary.

- Administrators can go directly to the table to make edits. Each cell found with incomplete data will be outlined in the color red. Clicking in the cell will allow administrators to enter the missing data.

NOTE: Columns A-F are displayed in the table without having to scroll. To ensure that administrators enter data for all empty cells, they should use the scroll bar found at the bottom of the table to scroll to the right and review the remaining columns.

**STEP 2 (Continued): Missing data detected in spreadsheet**

You can edit the errors directly by modifying them in the window below.

 ALERT: There is incomplete data in your spreadsheet. Please view the following list and make the necessary edits. Click on "Edit" to go directly to the cell with the incomplete data.

1 INCOMPLETE: Row 7, Col A [Edit](#)      1 INCOMPLETE: Row 16, Col C [Edit](#)  
 1 INCOMPLETE: Row 11, Col B [Edit](#)      2 INCOMPLETE: Row 28, Col D and E [Edit](#)

		A	B	C	D	E
		ALEKS Course Product Names Abbreviations (see product codes tab for help)	Teacher First Name	Teacher Last Name	Teacher Email	Student First Name
<input type="checkbox"/>	7		Rachel	Jones	rjones@example.com	Sharon
<input type="checkbox"/>	11	MC2		Smith	csmith@example.com	Jackson
<input type="checkbox"/>	16	MC3	Christopher		csmith@example.com	Johson
<input type="checkbox"/>	28	MC1	Rachel	Jones		


[Go back to the Batch Upload](#)      [Next >>](#)      Or [Cancel](#)

### Duplicate Data in the Batch Template

Administrators will see the following page if they have duplicate data in the Batch Template. The rows that contain duplicate data are grouped and outlined in different colors. Administrators can correct the duplicate data by checking the box next to the row of data that they want to delete; however, deleting duplicate data is not required to continue from this page.

**STEP 2 (Continued): Duplicate data detected in spreadsheet**

You can delete duplicate rows of data by checking the entries below. (LAN ONLY): ALEKS Batch Template.xls

 ALERT: There is duplicate data in your spreadsheet. Please view the following list and make the necessary edits.


2 DUPLICATE(Group 1): Rows 8, 9      2 DUPLICATE(Group 2): Rows 12, 13

		A	B	C	D	E
		ALEKS Course Product Names Abbreviations (see product codes tab for help)	Teacher First Name	Teacher Last Name	Teacher Email	Student First Name
<input type="checkbox"/>	8	MC1	Rachel	Jones	rjones@example.com	Chistopher
<input type="checkbox"/>	9	MC1	Rachel	Jones	rjones@example.com	Chistopher
<input type="checkbox"/>	12	MC2	Christopher	Smith	csmith@example.com	Jackson
<input type="checkbox"/>	13	MC2	Christopher	Smith	csmith@example.com	Jackson

[Go back to the Batch Upload](#)      [Next >>](#)      Or [Cancel](#)

## Incomplete Data in the Spreadsheet (too many instances)

If ALEKS detects more than 10 rows of incomplete data in the Batch Template, administrators will see the alert below. Administrations can follow steps 1 – 4 as outlined to correct the incomplete data.

 **ALERT: There is too much incomplete data in your spreadsheet.**

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### STEP 2 (Continued): Edit your data

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ALEKS has detected more than 10 rows of incomplete data in your spreadsheet.

Please do the following:

1. Go back to your spreadsheet.
2. Enter the incomplete data. Verify that you have entered information in all required fields.
3. **Save** your spreadsheet.
4. Click on the **"Next"** button to re-upload your spreadsheet.

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[Go back to the Batch Upload](#)            Or [Cancel](#)

## Cancel the Batch Registration

Administrators will see the page below if they wish to cancel the Batch Registration process.

### Cancel Batch Registration

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You have elected to cancel the Batch Registration process.

**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)

If you would like to resume the Batch Registration, click on **"Resume"**.

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     Or [Cancel current Batch Registration](#)

## **Batch Registration Autosave**

Administrators will see the page below if they navigated away from the Batch Registration before completion and came back to the feature at a later time. ALEKS autosaves the last Batch Registration process. Administrators will be prompted to select whether to “Resume” the Batch Registration or “Cancel” the saved Batch Registration.

**Batch Registration - Auto Save**

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On 07-19-2012 you were working on a Batch Registration.

The Batch Registration was left unfinished.

If you would like to continue with the Batch Registration, click on "**Resume**". Click on "**Cancel**" to abort this saved Batch Registration process.

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Or [Cancel](#)