Subscription Management System for ALEKS Administrators
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School-Level Subscription Management

School administrators can manage ALEKS subscriptions for their school through the Subscription Management System (SMS) in their ALEKS Administrator account. Using this system, administrators can monitor the number of ALEKS subscriptions available for student registration and can also place subscriptions on-hold at their school.

**NOTE:** The Subscription Management System is available to all K-12 schools, but is only visible to ALEKS school and district administrators.

**Navigation**

Administrators can find Subscription Management from the Subscriptions sub-navigation menu at the Institution level.

Administrators can also view the types of ALEKS subscriptions and the number available and on hold as a dashboard tile at the Institution level.

Once the administrator selects “Subscription Management” or “Manage Subscriptions,” they will be taken to the Subscription Management System for their school.
Subscription Management Tab

The Subscription Management tab is the primary tab within the SMS. This tab allows administrators to see the types of ALEKS subscriptions available at their school, as well as the total number of unused subscriptions available for each subscription type.

If the school is part of a district hierarchy, the school administrator can also see any subscriptions that have been placed at their school by a district-level ALEKS administrator.

Under the “Subscriptions Purchased by this Institution” column, administrators can see the following subscription information:

1. **Usable Now** represents unused subscriptions that can be used to register, extend, or authorize student accounts at the school at any time.

2. **On-Hold** represents unused subscriptions that cannot be used to register, extend, or authorize student accounts at the current time. When subscriptions are placed “on-hold,” administrators have reserved these unused subscriptions for later use. No student accounts can be registered, extended, or authorized with subscriptions that have been placed on-hold.

If the administrator selects the “Action” link next to a subscription type, they can edit the number of available or on-hold subscriptions for their school. The administrator can also include an optional note to keep track of subscription availability and/or movement that will be placed in the Activity Log tab. Once the administrator selects “Confirm,” the new distribution of usable and on-hold subscriptions will be automatically updated.
Orders Tab

School administrators can use the Orders tab to view details about the ALEKS subscriptions that have been ordered or placed at their school and/or district.

The Orders tab contains information on when an order was placed, the invoice number for the order (and whether it was sub-subscribed from the district), subscription type associated with that invoice, number (or quota) of subscriptions purchased, and number of subscriptions used and any remaining related to the specific invoice or subscription type.

Administrators can view this information by invoice (top portion of screen) or by total subscription type (lower portion of screen).
If the administrator selects any of the hyperlinked numbers in the “# Used” column, they can see a list of students who have been assigned a subscription tied to a specific invoice or a list of students who have been assigned a subscription based on subscription type.
Administrators can also select “Email Me the # Used Report” to send themselves a subscription report on the subscriptions that have been used during the date range selected. The report will be emailed to the administrator’s ALEKS Message Center.

**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, which administrator completed the action, and any optional notes that were included during the action. Administrators can use this tab to audit subscription movement when necessary.
District-Level Subscription Management

District administrators can manage ALEKS subscriptions for all schools within their district through the Subscription Management System (SMS) in their ALEKS Administrator account. Using this system, 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.

**NOTE:** The Subscription Management System is available to all K-12 districts, but is only visible to ALEKS district administrators.

Navigation

Administrators can find Subscription Management from the Subscriptions sub-navigation menu at the Institution level.

Administrators can also view the types of ALEKS subscriptions and the number available and on hold as a dashboard tile at the Institution level.

Once the administrator selects “Subscription Management” or “Manage Subscriptions,” they will be taken to the Subscription Management System for their district.
Subscription Management Tab

The Subscription Management tab is the primary tab within the SMS. This tab allows administrators to see the types of ALEKS subscriptions available at their district and at each individual school, as well as the total number of unused subscriptions available for each subscription type.

Under the “Subscriptions Purchased by this District,” administrators can see the following subscription information:

1. **Usable Now** represents unused subscriptions that can be used to register, extend, or authorize student accounts at any school within the district at any time.
2. **On-Hold** represents unused subscriptions that cannot be used to register, extend, or authorize student accounts at the current time. When subscriptions are placed “on-hold,” administrators have reserved these unused subscriptions for later use. No student accounts can be registered, extended, or authorized with subscriptions that have been placed on-hold.

If the administrator selects the “Action” link next to a subscription type, they can move subscriptions to schools within their district, as well as edit the number of available or on-hold subscriptions for that subscription type.

Administrators can easily move subscriptions to schools within their district by selecting the “Action” link next to a subscription type and then selecting “Move.”
Additionally, administrators can place subscriptions on hold at the district or individual school level through the “Action” link when they select “Edit On-hold.”

The administrator can also include an optional note to keep track of subscription availability and/or movement that will be placed in the Activity Log tab. Once the administrator selects “Confirm,” the new distribution of usable and on-hold subscriptions will be automatically updated.

Administrators also have the ability to see a breakdown of subscriptions at each individual school within their district, including information on the subscription type(s) available and whether subscriptions are usable now or have been placed on-hold. Subscriptions can also be moved from school to school, rolled back to the district level, or placed on-hold via the “Action” link next to each subscription type.
Orders Tab

District administrators can use the Orders tab to view details about the ALEKS subscriptions that have been ordered or placed by their district.

The Orders tab contains information on when an order was placed, the invoice number for the order, subscription type associated with that invoice, number (or quota) of subscriptions purchased, and number of subscriptions used and any remaining related to the specific invoice or subscription type.

Administrators can view this information by invoice (top portion of screen) or by subscription type (lower portion of screen).
If the administrator selects any of the hyperlinked numbers in the “# Used” column from the Invoice section, they can see a page that displays the invoice number and the name of the school where subscriptions were sub-subscribed. The administrator can also select a value in the “Quota Sub Subscribed” column to see details about the invoice number at the institution (individual school) level. 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.

If the administrator selects the “# Used” from the Total Subscription Type, they can see all invoices for that subscription type, as well as how subscriptions were sub-subscribed by each individual school and any student accounts that are associated with that subscription type.
Administrators can also select “Email Me the # Used Report” to send themselves a subscription report on the subscriptions that have been used during the date range selected. The report will be emailed to the administrator’s ALEKS Message Center.

### 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, which administrator completed the action, and any optional notes that were included during the action. Administrators can use this tab to audit subscription movement when necessary.