



ALEKS®

Subscription Management System for ALEKS Administrators

Table of Contents

School-Level Subscription Management.....	1
Navigation.....	1
Subscription Management Tab	2
Orders Tab	3
Activity Log Tab	5
District-Level Subscription Management.....	6
Navigation.....	6
Subscription Management Tab	7
Orders Tab	9
Activity Log Tab	11

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.

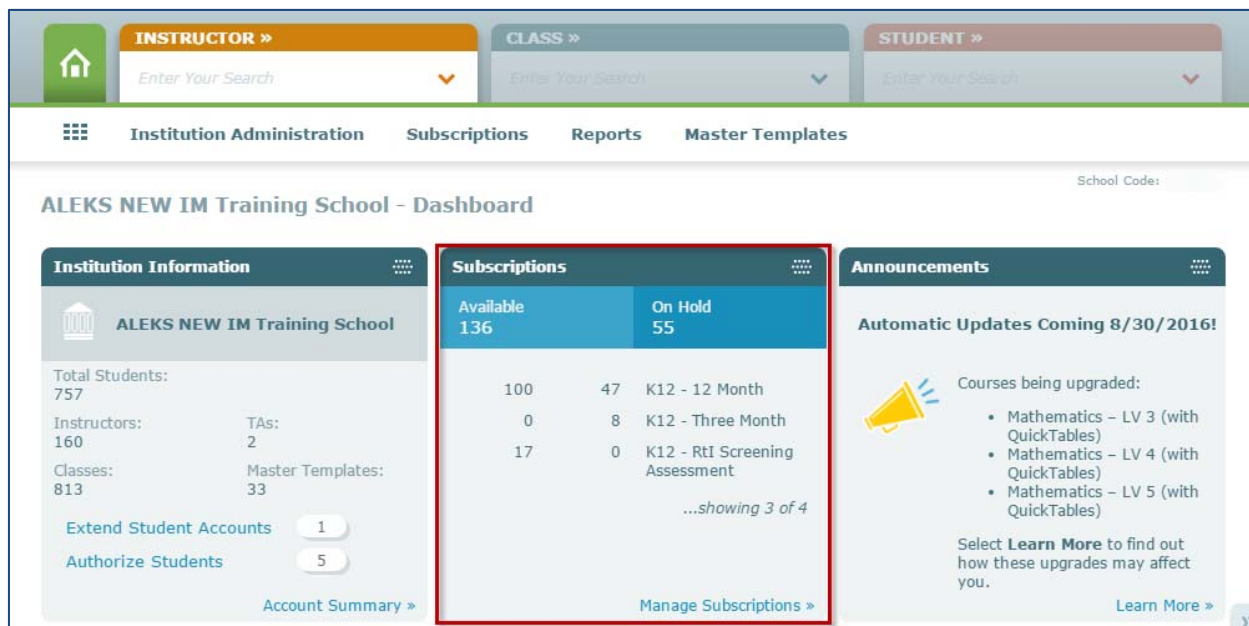
NOTE: The Subscription Management System is available to all K-12 schools, but is only visible to ALEKS school and district administrators.

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.

ALEKS NEW IM Training School - Subscription Management System

Subscription Management | Orders | Activity Log

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

Institution: ALEKS NEW IM Training School

Subscription Type ⓘ	Subscriptions Purchased by this Institution		Subscriptions Moved to this Institution from a Higher Level		
	(Not Movable) ⓘ		(Movable Up ↑ to District Level or Higher) ⓘ		
	Usable Now	On-hold	Usable Now	On-hold	
K12 - Three Month	0	8	0	0	Action
K12 - 12 Month	100	0	0	47	Action
K12 - 12 Month - ALEKS 360 Miller College Algebra	0	0	0	0	Action
K12 - 12 Month - QuickTables Only	19	0	0	0	Action
K12 - RTI Screening Assessment	17	0	0	0	Action

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.

Subscriptions at ALEKS NEW IM Training School

Subscription Type: K12 - 12 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	100	0	100
New Distribution	<input type="text" value="75"/>	<input type="text" value="25"/>	100

Add an Activity Log note (optional)
30 characters maximum

or [Cancel](#)

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).

Subscription Management		Orders	Activity Log		
Date	Invoice	Subscription Type	Quota Purchased	# Used	# Remaining
04/11/2016	TRAINING PURPOSE	K12 - Rtl Screening Assessment	20	3	17
05/31/2016	TESTING	K12 - Three Month	10	2	8 (# on hold: 8)
07/12/2016	TESTING II (sub subscribed)	K12 - 12 Month	100	53	47 (# on hold: 47)
08/31/2016	TESTING/TRAINING	K12 - 12 Month - ALEKS 360 Miller College Algebra	1	1	0
09/23/2016	P-683748076	K12 - 12 Month	100	0	100 (# on hold: 25)
09/23/2016	P-1066287876	K12 - 12 Month - QuickTables Only	20	1	19
Total:		Subscription Type	Quota Purchased	# Used	# Remaining
		K12 - Three Month	10	2	8 (# on hold: 8)
		K12 - 12 Month	440	285	147 (# on hold: 80)
		K12 - 12 Month - AP Stats	1	1	0
		K12 - 12 Month - ALEKS 360 Miller College Algebra	1	1	0
		K12 - 12 Month - QuickTables Only	20	1	19
		K12 - Rtl Screening Assessment	20	3	17 (# on hold: 17)

[Email Me the # Used Report](#)

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.

Subscription Management		Orders	Activity Log		
Date	Invoice	Subscription Type	Quota Purchased	# Used	# Remaining
04/11/2016	TRAINING PURPOSE	K12 - Rtl Screening Assessment	20	3	17
05/31/2016	TESTING	K12 - Three Month	10	2	8 (# on hold: 8)
07/12/2016	TESTING II (sub subscribed)	K12 - 12 Month	100	53	47 (# on hold: 47)
08/31/2016	TESTING/TRAINING	K12 - 12 Month - ALEKS 360 Miller College Algebra	1	1	0
09/23/2016	P-683748076	K12 - 12 Month	100	0	100 (# on hold: 25)
09/23/2016	P-1066287876	K12 - 12 Month - QuickTables Only	20	1	19

ALEKS NEW IM Training School - User Subscriptions Information			
Subscription Type: K12 - 12 Month			
Invoice: TESTING II			
[Back]			
Total: 53			
Student	Login Name	Start Date	Expiration Date
Addams, Ava		Open (pre-registered student)	N/A
Amos, Tori		09/09/2016	09/09/2017
Anderson, Cody		09/17/2016	09/17/2017
Ava, Ava		Open (pre-registered student)	N/A
Brian, Brian		Open (pre-registered student)	N/A
Byers, Lily		09/09/2016	09/09/2017
Clarkson, Kelly		09/09/2016	09/09/2017
Davis, Cara		09/29/2016	09/29/2017

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.

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:

Month Day Year

Sep ▼ 29 ▼ 2016 ▼

To Date:

Month Day Year

Sep ▼ 29 ▼ 2016 ▼

Hide expired subscriptions

[Send Report to My ALEKS Inbox](#)

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.

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 ⓘ
09/29/2016 10:35:54	Admin, School	Action Type: Placed On-hold Placed On Hold at: ALEKS NEW IM Training School Quantity: 25 Subscription type: K12 - 12 Month	Hold for spring extensions
09/15/2016 11:15:01	Admin, School	Action Type: Placed On-hold Placed On Hold at: ALEKS NEW IM Training School Quantity: 47 Subscription type: K12 - 12 Month	Placing on-hold until Sept 16
08/10/2016 13:47:17	Admin, Melissa	Action Type: Placed On-hold Placed On Hold at: ALEKS NEW IM Training School Quantity: 8 Subscription type: K12 - Three Month	
07/25/2016 10:10:16	Admin, Raymond	Action Type: Placed On-hold Placed On Hold at: ALEKS NEW IM Training School Quantity: 30 Subscription type: K12 - 12 Month	For SPED
07/12/2016 15:26:48	Admin, District	Action Type: Moved Moved from: ALEKS Training Program District Moved to: ALEKS NEW IM Training School Quantity: 100 Subscription type: K12 - 12 Month	

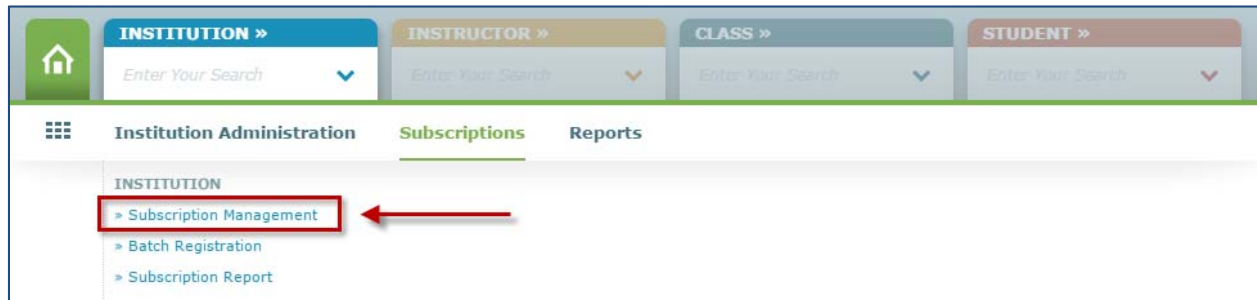
District-Level Subscription Management

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.

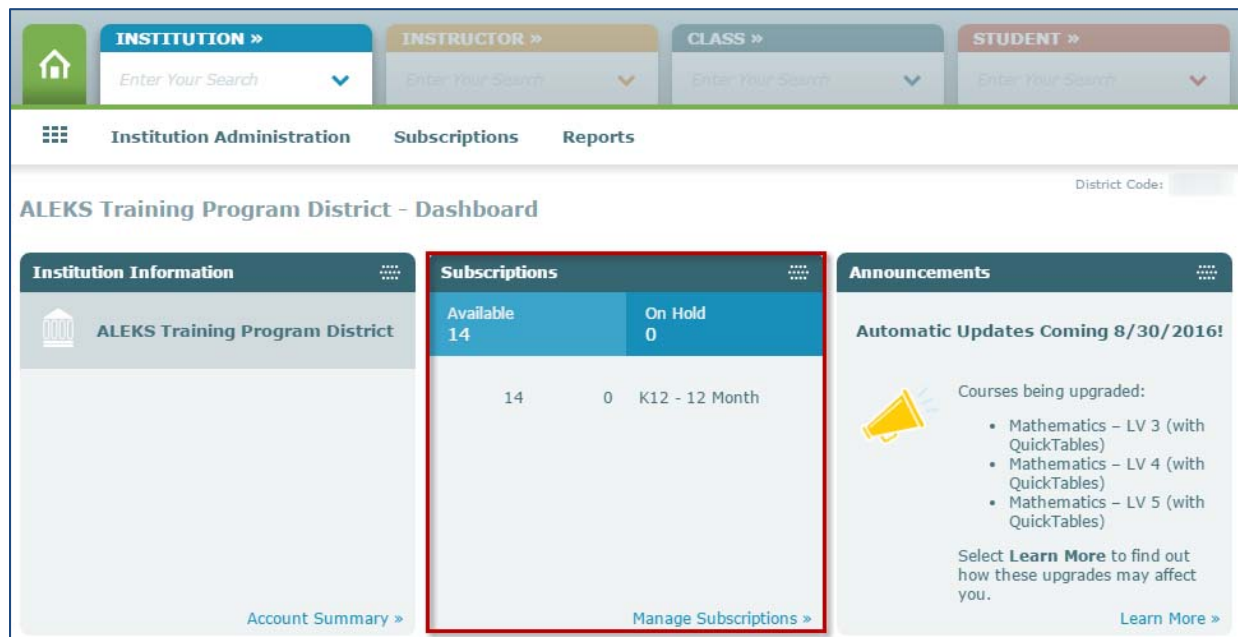
NOTE: The Subscription Management System is available to all K-12 districts, but is only visible to ALEKS district administrators.

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.

ALEKS Training Program District - Subscription Management System

Subscription Management | Orders | Activity Log

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

District: ALEKS Training Program District

Subscription Type ⓘ	Subscriptions Purchased by this District	
	Usable Now	On-hold
K12 - 12 Month	14	0

(Movable Down ↓) ⓘ

Action | Move | Edit On-hold

- 🏠 Institution: ALEKS NEW IM Training School
- 🏠 Institution: ALEKS Training Program School
- 🏠 Institution: ALEKS Training Program School--2nd
- 🏠 Institution: MHE ALEKS Training School
- 🏠 Institution: Stand-Alone QuickTables School

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.”

Move Subscriptions from ALEKS Training Program District

Subscription Type: K12 - 12 Month

Select the type of subscriptions to move:

Usable Now subscriptions: 14
 Change subscriptions to on-hold after they are moved

On-hold subscriptions: 0
 Change subscriptions to usable now after they are moved

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

1. *Move to:	<input type="text" value="ALEKS NEW IM Training School"/>	<input type="text" value="For Intervention"/>	*Quantity
	<small>30 characters maximum</small>		<input type="text" value="2"/>
	Remove row		
2. *Move to:	<input type="text" value="MHE ALEKS Training School"/>	<input type="text" value="For Intervention"/>	*Quantity
	<small>30 characters maximum</small>		<input type="text" value="2"/>
	Remove row		
			Total: 4

[Add another row](#)

or [Cancel](#)

Additionally, administrators can place subscriptions on hold at the district or individual school level through the “Action” link when they select “Edit On-hold.”

Subscriptions at ALEKS Training Program District

Subscription Type: K12 - 12 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	10	0	10
New Distribution	<input type="text" value="5"/>	<input type="text" value="5"/>	10

Add an Activity Log note (optional)

30 characters maximum

or [Cancel](#)

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.

Subscription Management | **Orders** | **Activity Log**

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

District: ALEKS Training Program District

Subscription Type ⓘ **Subscriptions Purchased by this District**
 (Movable Down ↓) ⓘ

Usable Now | On-hold

K12 - 12 Month 10 0 [Action](#)

Institution: ALEKS NEW IM Training School

Subscription Type ⓘ **Subscriptions Purchased by this Institution** **Subscriptions Moved to this Institution from a Higher Level**
 (Not Movable) ⓘ (Movable Up ↑ to District Level or Higher) ⓘ

Usable Now | On-hold **Usable Now** | On-hold

K12 - Three Month	0	8	Action	0	0	Action
K12 - 12 Month	75	25	Action	2	47	Action
K12 - 12 Month - ALEKS 360 Miller College Algebra	0	0	Action	0	0	Action
K12 - 12 Month - QuickTables Only	19	0	Action	0	0	Action
K12 - RtI Screening Assessment	17	0	Action	0	0	Action

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).

Subscription Management | **Orders** | **Activity Log**

Date	Invoice	Subscription Type	Quota Purchased	# Used	# Remaining
09/02/2009	B-000895	K12 - 12 Month	150	150	0
03/07/2011	B-00TESTING	K12 - Assessment Only	25	18	7 Expired
08/08/2012	TEST	K12 - Three Month	50	50	0
07/14/2015	TRAINING	K12 - 12 Month	186	186	0
10/28/2015	TRAINING-2	K12 - Assessment Only	20	9	11 Expired
07/12/2016	TESTING II	K12 - 12 Month	100	100	0
09/28/2016	TESTING-	K12 - 12 Month	14	4	10

Total:

Subscription Type	Quota Purchased	# Used	# Remaining
K12 - Assessment Only	45	27	0
K12 - Three Month	50	50	0
K12 - 12 Month	450	440	10

[Email Me the # Used Report](#)

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.

Subscription Management
Orders
Activity Log

Date	Invoice	Subscription Type	Quota Purchased	# Used	# Remaining
09/02/2009	B-000895	K12 - 12 Month	150	150	0
03/07/2011	B-00TESTING	K12 - Assessment Only	25	18	7 Expired
08/08/2012	TEST	K12 - Three Month	50	50	0
07/14/2015	TRAINING	K12 - 12 Month	186	186	0
10/28/2015	TRAINING-2	K12 - Assessment Only	20	9	11 Expired
07/12/2016	TESTING II	K12 - 12 Month	100	100	0
09/28/2016	TESTING-	K12 - 12 Month	14	4	10

ALEKS Training Program District - User Subscriptions Information

Invoice: TESTING-

ALEKS NEW IM Training School

Institution: ALEKS NEW IM Training School ▼
 ALEKS NEW IM Training School
 MHE ALEKS Training School

Invoice	Quota Sub Subscribed
TESTING- (sub subscribed)	2
Total: 2	

[\[Back \]](#)

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.

ALEKS Training Program District - User Subscriptions Information

Subscription Type: K12 - 12 Month

Institution: ALEKS NEW IM Training School ▼

ALEKS NEW IM Training School

Invoice	Quota Sub Subscribed
TRAINING (sub subscribed)	50
TRAINING (sub subscribed)	10
TRAINING (sub subscribed)	20
TRAINING (sub subscribed)	10
TESTING II (sub subscribed)	100
TESTING- (sub subscribed)	2
Total: 192	

[\[Back \]](#)

Total: 28

Student	Login Name	Start Date	Expiration Date
Aardvark, Ava	AAARDVARK0	09/01/2015	08/31/2016
Adams, Apple	AADAMS988	09/01/2015	08/31/2016
Adams, Ava	AADAMS954	09/01/2015	08/31/2016
Alg1Student, Ray	RALG1STUDENT	09/01/2015	08/31/2016

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.

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:

Month	Day	Year
Sep ▼	29 ▼	2016 ▼

To Date:

Month	Day	Year
Sep ▼	29 ▼	2016 ▼

Hide expired subscriptions

Send Report to My ALEKS Inbox

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.

Subscription Management	Orders	Activity Log	
<p>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.</p> <p style="text-align: right;">View 200 entries per page ▼</p>			
Date and Time i	Administrator i	Action i	Note i
09/29/2016 16:19:56	Admin, District	Action Type: Moved Moved from: ALEKS Training Program District Moved to: ALEKS NEW IM Training School Quantity: 2 Subscription type: K12 - 12 Month	For Intervention
09/29/2016 16:19:56	Admin, District	Action Type: Moved Moved from: ALEKS Training Program District Moved to: MHE ALEKS Training School Quantity: 2 Subscription type: K12 - 12 Month	For Intervention
07/12/2016 15:26:48	Admin, District	Action Type: Moved Moved from: ALEKS Training Program District Moved to: ALEKS NEW IM Training School Quantity: 100 Subscription type: K12 - 12 Month	
07/12/2016 11:33:44	Admin, District	Action Type: Moved Moved from: ALEKS Training Program District Moved to: ALEKS NEW IM Training School Quantity: 10 Subscription type: K12 - 12 Month	



15460 Laguna Canyon Road
Irvine, CA 92618 USA
E: <http://support.aleks.com>
