# UTILIZING BATCH REGISTRATION AT THE SCHOOL AND DISTRICT LEVEL

## School Level Batch Registration

School administrators can quickly create multiple classes and register multiple *ALEKS* student accounts (up to 10,000 rows of data) using the School Batch Registration feature. This feature significantly reduces the amount of time spent registering a large volume of students across many instructors and classes.

**Note:** Only one registration method should be used for enrolling students (Batch Registration, Pre-Registration, or Student Self-Registration).
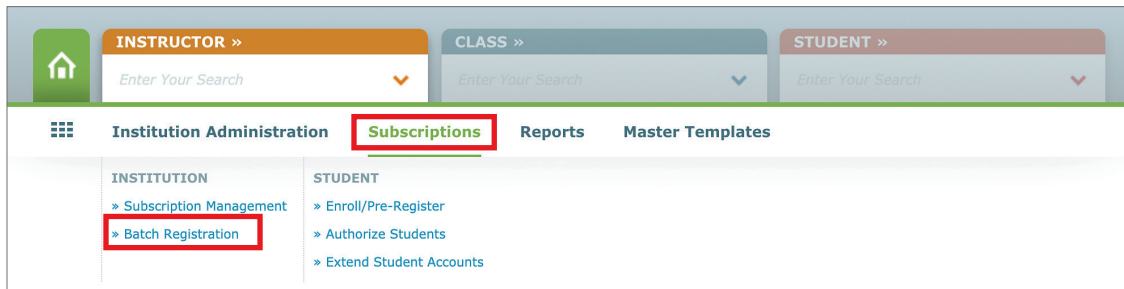
### Overview

Batch Registration takes collected data (such as instructor, class, and student information) provided by a school level administrator and processes the information to generate new classes and *ALEKS* accounts for new instructors and students. This helps to ensure students are registered in the appropriate classes.

When Batch Registration is completed, *ALEKS* will automatically send a confirmation message to the school administrator, and instructors will receive a message in their *ALEKS* Message Center inbox containing the login names and passwords of registered students for each newly created class. The school administrator will also receive a copy of each instructor message.

**Note:** The Batch Registration feature is available to all K–12 schools, but is only visible to *ALEKS* school administrators.

### Getting Started with School Batch Registration

At the institution level, hover over **Subscriptions** and select **Batch Registration**.

You will arrive at an introductory page with a brief description of **Batch Registration** with instructions and helpful links for getting started.

**Batch Registration**

You can create multiple classes and student accounts for your school with Batch Registration. Prepare your student, teacher, and class information and register up to 10,000 students at once. ALEKS will then generate new classes, accounts for new teachers and students, and register students in the appropriate classes. A confirmation email will be sent to the administrator and teachers that includes the login names and passwords for the registered students.

**NOTE:** Only authorized administrators should use Batch Registration to register students. Batch Registration is designed to register a large number of students and will consume ALEKS subscriptions.

**To get started, prepare the following:**

**1. Fill out the Batch Template**
- Download Batch Template (excel spreadsheet)
- View Batch Template instructions and required information
- View ALEKS Course Product Names

**2. Make sure you have enough subscriptions**
Only one subscription type can be used per Batch Registration
- Check the number of subscriptions you have available
- Order additional ALEKS subscriptions if needed

**Start Batch Registration**      Or Cancel

Before starting a Batch Registration for the school, it is recommended that you follow these preparation steps:

**1.** **Fill out the batch template.**

The Batch Template is a preformatted excel spreadsheet that contains column headers based on the required information needed to process a Batch Registration.

**1. Fill out the Batch Template**
- Download Batch Template (excel spreadsheet)
- View Batch Template instructions and required information
- View ALEKS Course Product Names

Click the **Download the Batch Template (excel spreadsheet)** link. This excel spreadsheet must be downloaded to your computer to fill out. **You should not edit, add, delete, or rearrange any of the columns in this spreadsheet.** Detailed steps for filling out this spreadsheet are on page 4.

| | A | B | C | D | E | F | |
|---|---|---|---|---|---|---|---|
| 1 | REQUIRED INFORMATION: Begin entering your information on Row 3. DO NOT ADD, DELETE, OR REARRANGE any of the columns.  You can only use ONE subscription | | | | | | |
| 2 | ALEKS Course Product Names Abbreviations (see product codes tab for help) | Class Period (optional) | Teacher First Name | Teacher Last Name | Teacher Email | Student First Name | Studer |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

If you need guidance on filling out the batch template, click the **View Batch Template instructions and required information** link. This will open a new window that you can refer to while entering your data into the Batch Template.

**Batch Template Instructions**

**Required Information**
All information below is required in the Batch Template. If your data is in another spreadsheet, you can copy and paste the information from that spreadsheet into the Batch Template.

Class information:
- ALEKS Course Product Names Abbreviations

Teacher information:
- Teacher First Name
- Teacher Last Name
- Teacher Email

Student information:
- Student First Name
- Student Last Name

Optional information: Student ID Number, Student Password, Class Period

Begin entering information on row 3 of the Batch Template. Do NOT add, delete, or rearrange any of the columns. Blank rows will be ignored.

**How to Fill Out the Batch Template**

**Column A:** ALEKS Course Product Names Abbreviations:
For help with Column A, click on the "product codes" tab located in the Batch Template. You will use the "product codes" tab as a

If you are uncertain about which *ALEKS* course product abbreviation to enter into the Batch Template, click the **View *ALEKS* Course Product Names** link to see a list of *ALEKS* course product abbreviations. You can also refer to the product codes tab in the excel spreadsheet you downloaded.

ALEKS Course Product Names Abbreviations List

Use the **abbreviation** to complete the ALEKS Course Product Names Abbreviations column in your spreadsheet.

Here are the steps:

1. Find your ALEKS Course Product Name in the list. (View ALEKS Course Products descriptions, as needed).
2. Copy the abbreviation in the corresponding column.
3. Go to your spreadsheet.
4. Find the column titled "ALEKS Course Product Names Abbreviations".
5. Paste the abbreviation into the cell for the appropriate class.

| ALEKS COURSE PRODUCT NAMES | ABBREVIATIONS |
|---|---|
| K-12 – Elementary School | |
| QuickTables | QT |
| Mathematics - LV 3 (with QuickTables) | LV3 |
| Mathematics - LV 4 (with QuickTables) | LV4 |
| Mathematics - LV 5 (with QuickTables) | LV5 |
| Middle School Math Course 1 / LV 6 | MS1LV6 |
| 3rd Grade Arithmetic (with QuickTables) | ARITH3 |
| 4th Grade Arithmetic (with QuickTables) | ARITH4 |

**2.** **Make sure you have enough subscriptions.**

You can see the total number of subscriptions available at your school by clicking the **Check the number of subscriptions you have available** link. A pop-up window will show available subscriptions in your account.

**2. Make sure you have enough subscriptions**
Only one subscription type can be used per Batch Registration
- Check the number of subscriptions you have available
- Order additional ALEKS subscriptions if needed

Below are the available subscriptions in your account. The totals are a combination of subscriptions at the district and school levels.

There must be enough subscriptions for the number of students you are trying to batch register in your spreadsheet.

**Use one subscription type per Batch Registration.**

| | |
|---|---|
| K12 - 12 Month | **97** Available Subscriptions |
| K12 - 12 Month – ALEKS 360 Miller PreCalculus | **2** Available Subscriptions |

If you need additional *ALEKS* subscriptions, contact your McGraw Hill sales representative or click the **Order additional *ALEKS* subscriptions if needed** link. A pop-up window will provide several options for ordering.

**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

## Batch Template Instructions

Once the Batch Template spreadsheet has been downloaded and opened, you will enter the required information in all columns under the headers highlighted in yellow. Once the Batch Template is completed, it is important that you review your spreadsheet for any incomplete data before processing the Batch Registration. A correctly completed spreadsheet will help prevent you from having to correct errors that may be found during the registration process.

The required information in the Batch Template is highlighted in yellow. This includes:

a. *ALEKS* Course Product Names Abbreviations (refer to the product tab in this spreadsheet or the *View Course Products List* link on the Batch Registration introductory screen for help locating product abbreviations)

b. **Teacher First Name**

c. **Teacher Last Name**

d. **Teacher Email**

e. **Student First Name**

f. **Student Last Name**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | REQUIRED INFORMATION: Begin entering your information on Row 3. DO NOT ADD, DELETE, OR REARRANGE any of the columns. You can only use ONE subscription type per batch. | | | | | | |
| 2 | ALEKS Course Product Names Abbreviations (see product codes tab for help) | Class Period (optional) | Teacher First Name | Teacher Last Name | Teacher Email | Student First Name | Student Last Name |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |

Additional optional information is highlighted in gray. This includes:

g. **Class Period:** In the event that more than one Batch Registration is processed for the same Starting Term (example: Fall 2021), it is recommended that you enter the class period or a unique identifier in this column. *ALEKS* will append this information to the Starting Term, and together they will become the **Class Name** (example: Fall 2021 - 3)**.** Establishing a clear naming convention like this will eliminate duplicate class names and will allow you to distinguish one class from another in instructors' class lists.

| bbreviations | Class Period (optional) | Teacher Firs |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

h. **Student ID Number:** This column can be used to enter each student's school or district ID number. Using a student ID number allows for the tracking of student progress across *ALEKS* classes and allows students to keep the same *ALEKS* login name and password.

i. **Student Password:** If you want to assign each student's password, the password must contain 8–14 characters, at least 1 letter, 1 number, and no spaces. Passwords are case-sensitive. If this requirement is not met, *ALEKS* will suggest a new password.

j. **Parent/Guardian Email 1 and 2:** You can include parent/guardian email addresses (up to 2) for each student. Including this information allows parents/guardians to receive an automatic progress report, emailed weekly, for their student **Note:** Please be advised that by adding an email address for a teacher, parent, or guardian, and enabling email forwarding, you may be sending personal data to third parties outside of *ALEKS*.

| Optional - Student ID can be used to track student progress across classes. | | Parent/Guardian Notification (Optional) >> (Parents will receive student progress reports via email weekly on Saturdays.) | |
|---|---|---|---|
| Student ID Number (optional) | Student Password (optional) 8-14 characters, at least 1 letter and 1 number, no spaces, case sensitive | Parent/Guardian Email 1 | Parent/Guardian Email 2 |
| | | | |
| | | | |
| | | | |

Once you have completed the Batch Template, click **Start Batch Registration** and the batch registration process will begin.

**Start Batch Registration**   Or Cancel

## Completing the School Batch Registration

**Step 1: Select a starting term and subscription type.**

**a.** Select the **Starting Term** for the Batch Registration. **Note:** After your Batch Registration is processed, the Starting Term will become the Class Name.

**b. Select a start and end date for the classes**. The maximum duration of a class is 15 months. The start date of a class can be modified for up to 8 months from when the class was originally created. However, once the first student starts the Initial Knowledge Check, the start date of the class cannot occur after the start date of this Initial Knowledge Check. Additionally, students will no longer be able to enroll in the class once the end date for that class has occurred.

**STEP 1: Select a starting term and subscription**

Select a starting term to register your students:

Starting Term: (Choose one) ▾

Select a starting term to register
Starting Term ✓ (Choose one)
Spring 2021
Summer 2021
Fall 2021
Winter 2021
Spring 2022
Summer 2022
Fall 2022
Winter 2022

Select a start and end date for the classes:

Dates    Start Date ⓘ     End Date ⓘ
         04/06/2021        04/06/2021

Select a subscription type:

Below are the available subscriptions in your account. The totals are a combination of subscriptions at the district and school levels.

There must be enough subscriptions for the number of students you are trying to batch register in your spreadsheet.

**Use one subscription type per Batch Registration.**

○ K12 - 12 Month                              **92** Available Subscriptions
○ K12 - 12 Month - ALEKS 360 Miller PreCalculus    **2** Available Subscriptions

Need help ordering ALEKS subscriptions?

**Next**   Or Cancel

**c. Select a subscription type** that you wish to use for the Batch Registration (example: K12 - 12 Month). You can only use one subscription type per batch process; each student in your Batch Template excel document will be assigned the subscription type selected.

**d.** The number of **Available Subscriptions** will be displayed by each subscription type. There must be enough subscriptions available for the number of students being registered. Only one subscription type can be registered at a time. If more than one subscription type is needed, you will need to conduct a batch registration for each subscription type.
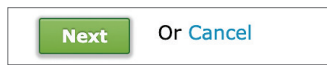
**Order ALEKS Subscriptions**

- 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

If more *ALEKS* subscriptions are needed, click **Need help ordering ALEKS subscriptions?** A pop-up window will provide several options for ordering.

Once all sections are completed, click **Next** to upload your Batch Template.

**Next**   Or Cancel

**Step 2: Upload the batch template.**

Click **Choose File** to attach your completed Batch Template spreadsheet. Accepted file formats are .xls and .xlsx extensions only.

Click **Next** to upload your template.
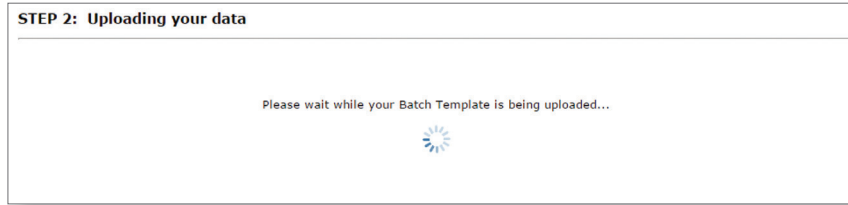
**STEP 2: Upload the Batch Template**

The students in this Batch will use **K12 - 12 Month** subscriptions.

Select the button below to choose your file.

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

Choose File | No file chosen

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

<< Previous                **Next**   Or Cancel

The system will begin uploading the information from your Batch Template into *ALEKS*.

**STEP 2: Uploading your data**

Please wait while your Batch Template is being uploaded...

**Step 3: Review the summary of information.**

Once the upload is complete, you will see a summary of the information processed from your Batch Template.

Selecting a linked number in the **# of students that will be registered** column will open a pop-up window that displays the names of the students that will be registered for each class.

Once you have carefully reviewed the summary, click **I authorize using [#] subscriptions** to complete the Batch Registration process. **Note: Batch Registration consumes purchased ALEKS subscriptions and is NOT reversible;** you should not authorize the Batch Registration until you are fully satisfied with the data you have entered. If needed, you can stop the Batch Registration by clicking **Cancel.**

**STEP 3: Summary of information**

You are about to use **4 K12 - 12 Month subscriptions** from your account. Please review the information below.

Select the **Authorize** button to complete your Batch Registration. **Important:** Once you press **Authorize** all the students included in this Batch Registration will be registered in ALEKS.

| Teacher | Starting Term - Period | ALEKS Course Product Names Abbreviations | # of students that will be registered |
|---|---|---|---|
| Sample Teacher (implementation@aleks.com) | Fall 2021 - 2 | ALGE1 | 2 |
| Taylor Teacher (tss@aleks.com) | Fall 2021 - 3 | ALGE1PREPCOMB | 2 |

The students' login names and passwords will be sent to the appropriate instructor. You will receive a copy of each message in your ALEKS Message Center Inbox.

Go back to the Batch Upload        **I authorize using 4 subscriptions**    Or Cancel

**Sample Teacher: Fall 2021 - 2**

| | Last Name | First Name |
|---|---|---|
| 1. | StudentA | Jordan |
| 2. | StudentB | Riley |

After authorizing, you will arrive at a page which informs you that *ALEKS* is processing your Batch Registration.

Click **Done.**

**Processing Batch Registration**

We are processing your request. This will usually take no more than 15-30 minutes to process.

You have **4 students** that will be registered in ALEKS.

The students' login names and passwords will be sent to the appropriate teacher. You will receive a copy of each message in your ALEKS Message Center Inbox.

**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
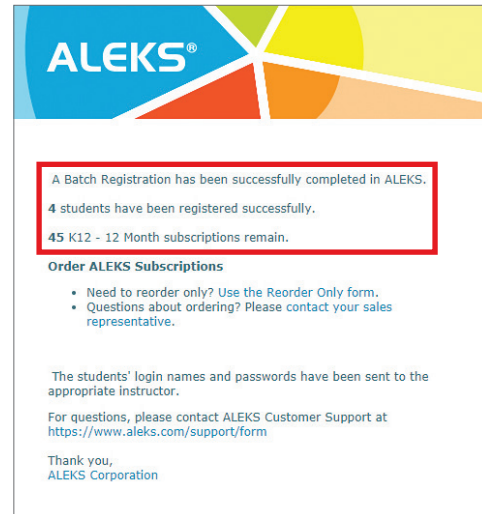  Fax: (714) 619-6898 or (714) 242-6673
  Email: k12orders@aleks.com

**Do you need to register more students?** Start another Batch Registration

**Done**

Once the Batch Registration process is successfully completed, you will receive a confirmation message in your *ALEKS* Message Center inbox. This message confirms the total number of students registered in each class and the number of subscriptions remaining for the subscription type used.
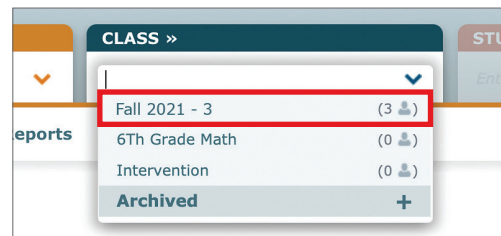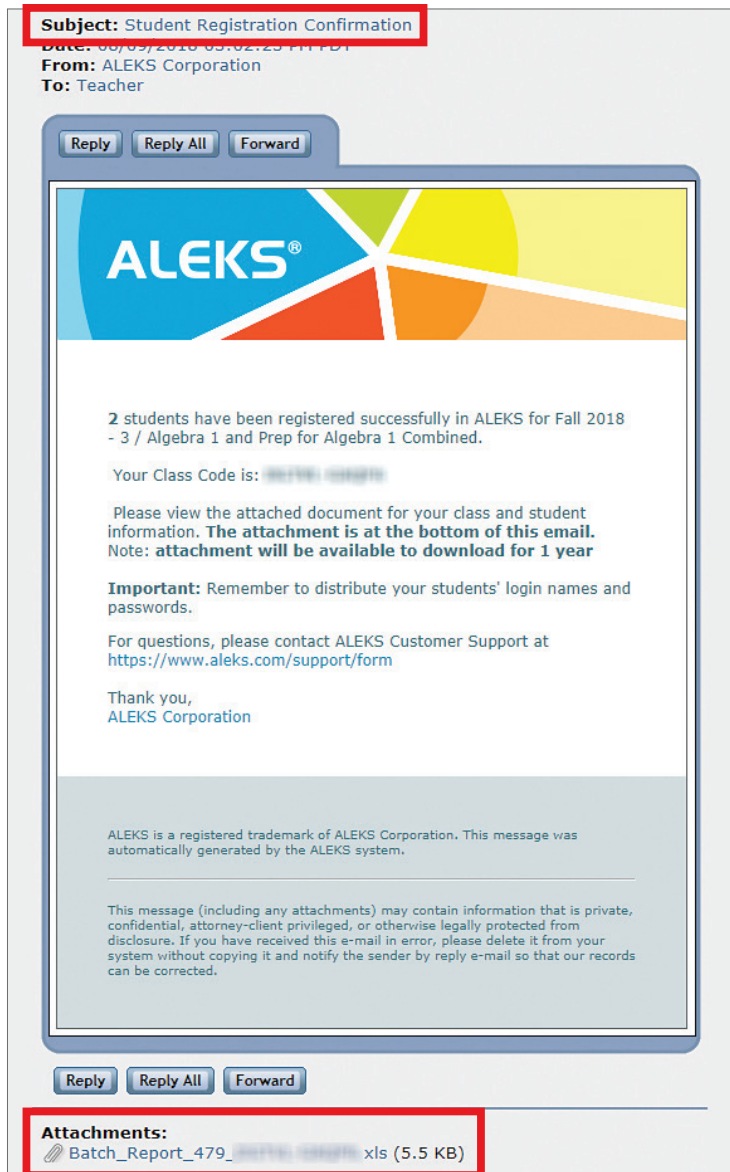
Instructors will also receive a **Student Registration Confirmation** message in their *ALEKS* Message Center inbox with their class and student information.

The attachment at the bottom of the message contains the student login names and passwords for the class. Instructors will need to distribute the assigned *ALEKS* login names and passwords to each student. You will also receive a copy of the instructor message.

After the new classes have been created, instructors can locate them in the Class drop-down menu in their Instructor Account.

**Note:** If information was entered into the **Class Period** column of the Batch Template, it will appear after the **Starting Term** (example: Fall 2021 - 3, as shown here).

After an instructor has selected a class from the Class drop-down menu, they can update or change the class name and/or section/period name by navigating to Class Summary (under the Class Administration sub-navigation menu) and clicking Edit in the Class Information section. The instructor can also adjust the start/end dates, grade, incoming student options, and other settings.

## Fall 2021 – 3 – Edit Class

### Class Information

| | |
|---|---|
| Instructor | Norris |
| Course Product | Algebra 1 ⓘ |
| Grade | 9th Grade ▾ |
| Name | Algebra 1 (Fall 2021) |
| Section (optional) | Period 3 |
| Dates | Start Date ⓘ    End Date ⓘ<br>08/23/2021    11/19/2021 |
| | ☐ Automatically archive this class after the end date |
| Subscription Length | K12 - 12 Month ▾ |

### Incoming Students from Compatible ALEKS Classes

Select an option for students moving between compatible ALEKS classes

◉ **Carry Over Progress - Student progress gets carried over to the new class**
  ☐ Calculate student Objective grades based on progress in the previous class
  ☐ Require a Comprehensive Knowledge Check

   ○ All incoming students
   ○ Only students who have not completed an Initial Knowledge Check for:
     30    days or more.
     *Max 365 days*

○ **New Initial Knowledge Check - Students are given an Initial Knowledge Check. No progress carries over**

### Unenrolled Students

Select an option for unenrolled students in rosters, dashboards, reports, and the gradebook. Changing this setting does not affect students who are already unenrolled; use the roster to show or hide these students.

○ Show Unenrolled Students
◉ Hide Unenrolled Students

### Course Specific Settings

**Accommodations for visually impaired students** ⓘ
Show Accessibility Options

**Graphing Calculator**
☐ Don't provide the ALEKS graphing calculator functionality to the students in this course

**Save**    Cancel

Once instructors have provided each student with their *ALEKS* login name and password, students can log in to *ALEKS* and begin working in the program.

# District Level Batch Registration

District administrators can quickly create multiple classes and register multiple *ALEKS* student accounts (up to 10,000 rows of data) for schools within their district using the District Batch Registration feature. This feature significantly reduces the amount of time spent registering a large volume of students across many schools, instructors, and classes.

**Note:** Only one registration method should be used for enrolling students (Batch Registration, Pre-Registration, or Student Self-Registration).

## Overview

Batch Registration takes collected data (such as school, instructor, class, and student information) provided by a district level administrator and processes the information to generate new classes and *ALEKS* accounts for new instructors and students. This helps to ensure students are registered in the appropriate classes.

When Batch Registration is completed, *ALEKS* will automatically send a confirmation message to the district administrator, and instructors will receive a message in their *ALEKS* Message Center inbox containing the login names and passwords of registered students for each newly created class. The district administrator will also receive a copy of each instructor message.

**Note:** The district level Batch Registration feature is available to all K–12 districts, but is only visible to *ALEKS* district administrators.

## Getting Started with District Batch Registration

At the district level, hover over **Subscriptions** and select **Batch Registration**.
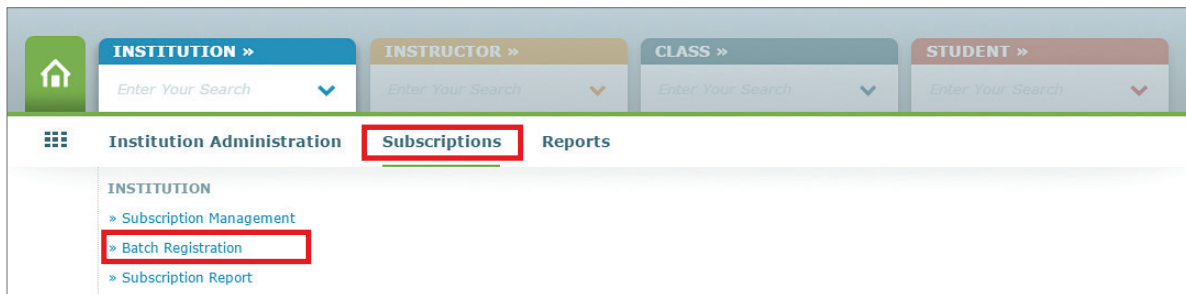
You will arrive at an introductory page with a brief description of **Batch Registration** and instructions and helpful links for getting started.

**Batch Registration**                                    View Batch Registration training documentation

You can create multiple classes and student accounts for many schools within your district with Batch Registration. Prepare your student, teacher, and class information and register up to 10,000 students at once. ALEKS will then generate new classes, accounts for new teachers and students, and register students into the appropriate classes. A confirmation email will be sent to the administrator and teachers that includes the login names and passwords for the registered students.

**NOTE:** Only authorized administrators should use Batch Registration to register students. Batch Registration is designed to register a large number of students and will consume ALEKS subscriptions.

**To get started, prepare the following:**

**1. Fill out the Batch Template**
- Download Batch Template (excel spreadsheet)
- View Batch Template instructions and required information
- View ALEKS Course Product Names

**2. Make sure you have enough subscriptions**
Only one subscription type can be used per Batch Registration
- Check the number of subscriptions you have available through the Subscription Management System
- Order additional ALEKS subscriptions if needed

**Start Batch Registration**    Or Cancel

Before starting a Batch Registration for the district, it is recommended that you follow these preparation steps:

**1.** **Fill out the batch template.**

The Batch Template is a preformatted excel spreadsheet that contains column headers based on the required information needed to process a Batch Registration.

**1. Fill out the Batch Template**
- Download Batch Template (excel spreadsheet)
- View Batch Template instructions and required information
- View ALEKS Course Product Names

Click the **Download the Batch Template (excel spreadsheet)** link. This excel spreadsheet must be downloaded to your computer to fill out. **You should not edit, add, delete, or rearrange any of the columns in this spreadsheet.** Detailed steps for filling out this spreadsheet are on page 12.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | REQUIRED INFORMATION: Begin entering your information on Row 3. DO NOT ADD, DELETE, OR REARRANGE any of the columns. You can only use ONE subscription type per batch. | | | | | |
| 2 | School Name (Enter the full school name as it exists in the ALEKS system.) | ALEKS Course Product Names Abbreviations (see product codes tab for help) | Class Period (optional) | Teacher First Name | Teacher Last Name | Teacher Email |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

If you need guidance on filling out the batch template, click the **View Batch Template instructions and required information** link. This will open a new window that you can refer to while entering your data into the Batch Template.

**Batch Template Instructions**

**Required Information**

All information below is required in the Batch Template. If your data is in another spreadsheet, you can copy and paste the information from that spreadsheet into the Batch Template.

Class information:
- ALEKS Course Product Names Abbreviations

Teacher information:
- Teacher First Name
- Teacher Last Name
- Teacher Email

Student information:
- Student First Name
- Student Last Name

Optional information: Student ID Number, Student Password, Class Period

Begin entering information on row 3 of the Batch Template. Do NOT add, delete, or rearrange any of the columns. Blank rows will be ignored.

**How to Fill Out the Batch Template**

**Column A:** School Name - Enter the School's Full Name

**Column B:** ALEKS Course Product Names Abbreviations:

If you are uncertain about which *ALEKS* course product abbreviation to enter into the Batch Template, click the **View *ALEKS* Course Product Names** link to see a list of *ALEKS* course product abbreviations. You can also refer to the product codes tab in the excel spreadsheet you downloaded.

ALEKS Course Product Names Abbreviations List

Use the **abbreviation** to complete the ALEKS Course Product Names Abbreviations column in your spreadsheet.

Here are the steps:

1. Find your ALEKS Course Product Name in the list. (View ALEKS Course Products descriptions, as needed).
2. Copy the abbreviation in the corresponding column.
3. Go to your spreadsheet.
4. Find the column titled "ALEKS Course Product Names Abbreviations".
5. Paste the abbreviation into the cell for the appropriate class.

| ALEKS COURSE PRODUCT NAMES | ABBREVIATIONS |
| --- | --- |
| K-12 – Elementary School | |
| QuickTables | QT |
| Mathematics - LV 3 (with QuickTables) | LV3 |
| Mathematics - LV 4 (with QuickTables) | LV4 |
| Mathematics - LV 5 (with QuickTables) | LV5 |
| Middle School Math Course 1 / LV 6 | MS1LV6 |
| 3rd Grade Arithmetic (with QuickTables) | ARITH3 |
| 4th Grade Arithmetic (with QuickTables) | ARITH4 |

2. **Make sure enough subscriptions are available.**

You can check the Subscription Management System to view the number of subscriptions available for student registration, move subscriptions from the district level to one or more schools, put subscriptions on hold, or move subscriptions from one school to another.

**2. Make sure you have enough subscriptions**
Only one subscription type can be used per Batch Registration
- Check the number of subscriptions you have available through the Subscription Management System
- Order additional ALEKS subscriptions if needed

If you need additional *ALEKS* subscriptions, contact your McGraw Hill sales representative or click the **Order additional *ALEKS* subscriptions if needed** link. A pop-up window will provide several options for ordering.

**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

# Batch Template Instructions

Once the Batch Template spreadsheet has been downloaded and opened, you will enter the required information in all columns under the headers highlighted in yellow. Once the Batch Template is completed, it is important that you review your spreadsheet for any incomplete data before processing the Batch Registration. A correctly completed spreadsheet will help prevent you from having to correct errors that may be found during the registration process.

The required information in the Batch Template is highlighted in yellow. This includes:

a. **School Name** (must be entered as it appears in the ALEKS system)

b. *ALEKS* **Course Product Names Abbreviations** (refer to the product tab in this spreadsheet or the *View Course Products List* link on the Batch Registration introductory screen for help locating product abbreviations)

c. **Teacher First Name   d. Teacher Last Name   e. Teacher Email   f. Student First Name  g. Student Last Name**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| REQUIRED INFORMATION: Begin entering your information on Row 3. DO NOT ADD, DELETE, OR REARRANGE any of the columns.  You can only use ONE subscription type per batch. | | | | | | | |
| School Name (Enter the full school name as it exists in the ALEKS system.) | ALEKS Course Product Names Abbreviations (see product codes tab for help) | Class Period (optional) | Teacher First Name | Teacher Last Name | Teacher Email | Student First Name | Student Last Name |
| **a** | **b** | | **c** | **d** | **e** | **f** | **g** |

Additional optional information is highlighted in gray. This includes:

h. **Class Period:** In the event that more than one Batch Registration is processed for the same Starting Term (example: Fall 2021), it is recommended that you enter the class period or a unique identifier in this column. *ALEKS* will append this information to the Starting Term, and together they will become the **Class Name** (example: Fall 2021 - 3)**.** Establishing a clear naming convention like this will eliminate duplicate class names and will allow you to distinguish one class from another in instructors' class lists.

| bbreviations | Class Period (optional) | Teacher Firs |
|---|---|---|
| | **h** | |

i. **Student ID Number:** This column can be used to enter each student's school or district ID number. Using a student ID number allows for the tracking of student progress across *ALEKS* classes and allows students to keep the same *ALEKS* login name and password.

j. **Student Password:** If you want to assign each student's password, the password must contain 8–14 characters, at least 1 letter, 1 number, and no spaces. Passwords are case-sensitive. If this requirement is not met, *ALEKS* will suggest a new password.

k. **Parent/Guardian Email 1 and 2:** You can include parent/guardian email addresses (up to 2) for each student. Including this information allows parents/guardians to receive an automatic progress report, emailed weekly, for their student. **Note:** Please be advised that by adding an email address for a teacher, parent, or guardian, and enabling email forwarding, you may be sending personal data to third parties outside of *ALEKS*.

| | | | |
|---|---|---|---|
| Optional - Student ID can be used to track student progress across classes. | | Parent/Guardian Notification (Optional) >> (Parents will receive student progress reports via email weekly on Saturdays.) | |
| Student ID Number (optional) | Student Password (optional) 8-14 characters, at least 1 letter and 1 number, no spaces, case sensitive | Parent/Guardian Email 1 | Parent/Guardian Email 2 |
| **i** | **j** | **k** | |

Once you have completed the Batch Template, click **Start Batch Registration** and the batch registration process will begin.

**Start Batch Registration**  Or Cancel

## Completing the District Batch Registration

**Step 1: Select a starting term and subscription type.**

**a.** Select the **Starting Term** for the Batch Registration. **Note:** After your Batch Registration is processed, the Starting Term will become the Class Name.

**b. Select a start and end date for the classes**. The maximum duration of a class is 15 months. The start date of a class can be modified for up to 8 months from when the class was originally created. However, once the first student starts the Initial Knowledge Check, the start date of the class cannot occur after the start date of this Initial Knowledge Check. Additionally, students will no longer be able to enroll in the class once the end date for that class has occurred.

**c. Select a subscription type** that you wish to use for the Batch Registration (example: K12 - 12 Month). You can only use one subscription type per batch process; each student in your Batch Template excel document will be assigned the subscription type selected.

**d.** The number of **Available Subscriptions** will be displayed by each subscription type. There must be enough subscriptions available for the number of students being registered. Only one subscription type can be registered at a time. If more than one subscription type is needed, you will need to conduct a batch registration for each subscription type.

---

**STEP 1: Select a starting term and subscription**

**Select a starting term to register your students:**

Starting Term: (Choose one) ▾

Dropdown options:
- (Choose one)
- Spring 2021
- Summer 2021
- Fall 2021
- Winter 2021
- Spring 2022
- Summer 2022
- Fall 2022
- Winter 2022

**Select a start and end date for the classes:**

| Dates | Start Date ℹ | End Date ℹ |
|---|---|---|
| | 04/06/2021 | 04/06/2021 |

**Select a subscription type:**

Below are the available subscriptions in your account. The totals are a combination of subscriptions at the district and school levels.

There must be enough subscriptions for the number of students you are trying to batch register in your spreadsheet.

**Use one subscription type per Batch Registration.**

- ◉ K12 - 12 Month — **192** Available Subscriptions
- ○ K12 - 12 Month - ALEKS 360 Miller PreCalculus — **2** Available Subscriptions
- ○ K12 - 12 Month - QuickTables Only — **7** Available Subscriptions
- ○ K12 - 12 Month - AP Chemistry — **94** Available Subscriptions

Need help ordering ALEKS subscriptions?

**Next**  Or Cancel

---

**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

If more *ALEKS* subscriptions are needed, click **Need help ordering ALEKS subscriptions?** A pop-up window will provide several options for ordering.

Once all sections are completed, click **Next** to view available schools in your district.

**Next**  Or Cancel
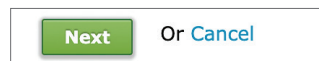
## Step 2: Check list of available schools within your district.

Confirm your school name(s) from the list of existing schools in their district. Each school name must be listed in *ALEKS* in order to continue with the Batch Registration.



If a school is not listed, you can request a new school account be added to *ALEKS* by clicking the **request a school account** link, then complete the missing school's information.



After submitting the school account information, you will see a confirmation page for your request. Once the school account has been added by *ALEKS* Customer Support, you will receive an email confirmation. Please allow up to two business days for your request to be processed.

Once all existing schools in your district are listed, click **Next** to upload your Batch Template.

## Step 3: Upload the batch template.

Click **Choose File** to attach your completed Batch Template spreadsheet. Accepted file formats are .xls and .xlsx extensions only.

Click **Next** to upload your template.

The system will begin uploading the information from your Batch Template into *ALEKS*.



**Step 4: Review the summary of information.**

Once the upload is complete, you will see a summary of the information processed from your Batch Template.

Selecting a linked number in the **# of students that will be registered** column will open a pop-up window that displays the names of the students that will be registered for each class.

Once you have carefully reviewed the summary, click **I authorize using [#] subscriptions** to complete the Batch Registration process. **Note: Batch Registration consumes purchased ALEKS subscriptions and is NOT reversible;** you should not authorize the Batch Registration until you are fully satisfied with the data you have entered. If needed, you can stop the Batch Registration by clicking **Cancel.**



After authorizing, you will arrive at a page which informs you that *ALEKS* is processing your Batch Registration.

Click **Done.**

Once the Batch Registration process is successfully completed, you will receive a confirmation message in your *ALEKS* Message Center inbox. This message confirms the total number of students registered in each class and the number of subscriptions remaining for the subscription type used.
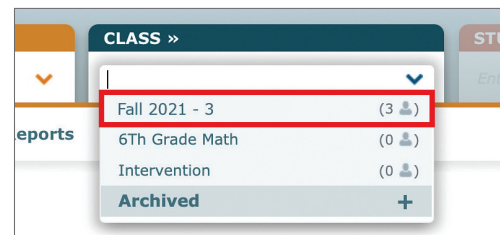
Instructors will also receive a **Student Registration Confirmation** message in their *ALEKS* Message Center inbox with their class and student information.

The attachment at the bottom of the message contains the student login names and passwords for the class. Instructors will need to distribute the assigned *ALEKS* login names and passwords to each student. You will also receive a copy of the instructor message.



A Batch Registration has been successfully completed in ALEKS.

4 students have been registered successfully.

45 K12 - 12 Month subscriptions remain.

**Order ALEKS Subscriptions**

- Need to reorder only? Use the Reorder Only form.
- Questions about ordering? Please contact your sales representative.

The students' login names and passwords have been sent to the appropriate instructor.

For questions, please contact ALEKS Customer Support at https://www.aleks.com/support/form

Thank you,
ALEKS Corporation



**Subject:** Student Registration Confirmation
**Date:** 08/09/2018 05:02:23 PM PDT
**From:** ALEKS Corporation
**To:** Teacher

Reply | Reply All | Forward

2 students have been registered successfully in ALEKS for Fall 2018 - 3 / Algebra 1 and Prep for Algebra 1 Combined.

Your Class Code is:

Please view the attached document for your class and student information. **The attachment is at the bottom of this email.** Note: attachment will be available to download for 1 year

**Important:** Remember to distribute your students' login names and passwords.

For questions, please contact ALEKS Customer Support at https://www.aleks.com/support/form

Thank you,
ALEKS Corporation

ALEKS is a registered trademark of ALEKS Corporation. This message was automatically generated by the ALEKS system.

This message (including any attachments) may contain information that is private, confidential, attorney-client privileged, or otherwise legally protected from disclosure. If you have received this e-mail in error, please delete it from your system without copying it and notify the sender by reply e-mail so that our records can be corrected.

Reply | Reply All | Forward

**Attachments:**
Batch_Report_479_ xls (5.5 KB)

After the new classes have been created, instructors can locate them in the Class drop-down menu in their Instructor Account.

**Note:** If information was entered into the **Class Period** column of the Batch Template, it will appear after the **Starting Term** (example: Fall 2021 - 3, as shown here).



| CLASS » | | STU |
| --- | --- | --- |
| Fall 2021 - 3 | (3 👤) | |
| 6Th Grade Math | (0 👤) | |
| Intervention | (0 👤) | |
| **Archived** | **+** | |

After an instructor has selected a class from the Class drop-down menu, they can update or change the class name and/or section/period name by navigating to Class Summary (under the Class Administration sub-navigation menu) and clicking Edit in the Class Information section. The instructor can also adjust the start/end dates, grade, incoming student options, and other settings.

**Fall 2021 - 3 - Edit Class**

**Class Information**

| | |
|---|---|
| Instructor | Norris |
| Course Product | Algebra 1 ⓘ |
| Grade | 9th Grade ▾ |
| Name | Algebra 1 (Fall 2021) |
| Section (optional) | Period 3 |

Dates

Start Date ⓘ  08/23/2021 📅

End Date ⓘ  11/19/2021 📅

☐ Automatically archive this class after the end date

Subscription Length  K12 - 12 Month ▾

**Incoming Students from Compatible ALEKS Classes**

Select an option for students moving between compatible ALEKS classes

◉ **Carry Over Progress - Student progress gets carried over to the new class**
 ☐ Calculate student Objective grades based on progress in the previous class
 ☐ Require a Comprehensive Knowledge Check

 ○ All incoming students
 ○ Only students who have not completed an Initial Knowledge Check for:
 [ 30 ] days or more.
 *Max 365 days*

○ **New Initial Knowledge Check - Students are given an Initial Knowledge Check. No progress carries over**

**Unenrolled Students**

Select an option for unenrolled students in rosters, dashboards, reports, and the gradebook. Changing this setting does not affect students who are already unenrolled; use the roster to show or hide these students.

○ Show Unenrolled Students
◉ Hide Unenrolled Students

**Course Specific Settings**

**Accommodations for visually impaired students** ⓘ
Show Accessibility Options

**Graphing Calculator**

☐ Don't provide the ALEKS graphing calculator functionality to the students in this course

**Save**  Cancel

Once instructors have provided each student with their *ALEKS* login name and password, students can log in to *ALEKS* and begin working in the program.

McGraw Hill ALEKS®