

Student Account Home: Class Management through Account Home

Actions for “ACTIVE” Classes

When there are actions available for an active class, they will appear under the “Actions” menu.

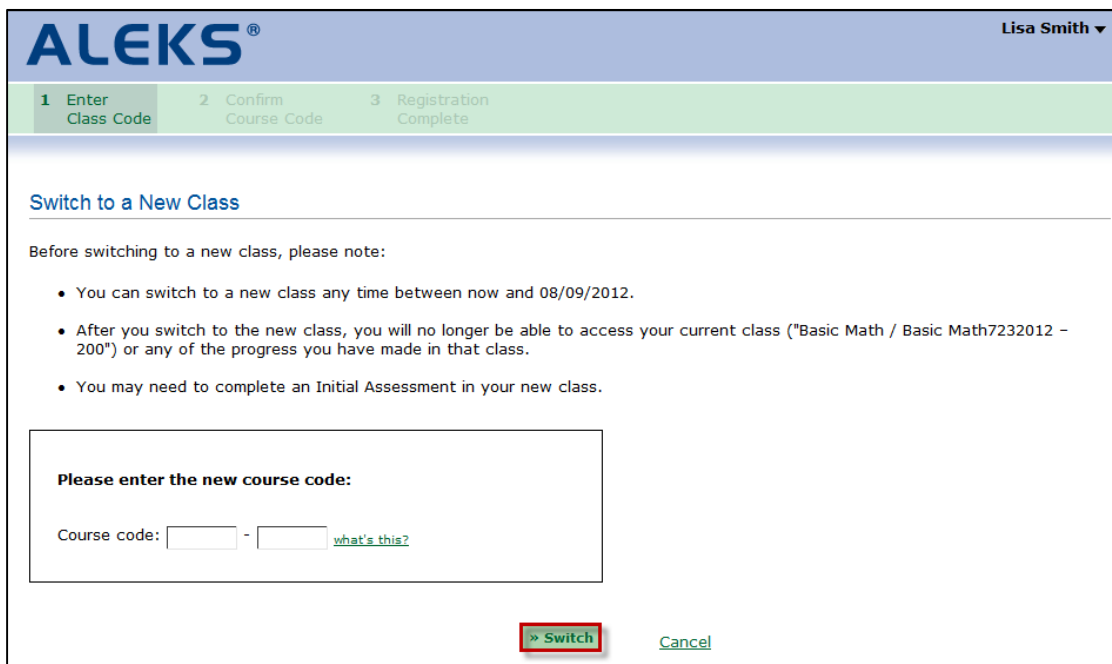
Switch to a New Class

Students can switch to a new class by clicking on the “Switch to a new class” option. This option will always be available when students have access time remaining.



The screenshot shows a user interface for an active class. At the top, it says "ACTIVE (1)". Below that, the institution is "Truman College". The class name is "Basic Math / Basic Math7232012 - 200". The instructor is "Dr. Smith", the last login is "07/25/2012", and the expiration date is "12/08/2012". There is a "Show more" link. To the right, there is an "Actions" dropdown menu with three options: "Switch to a new class" (highlighted with a red border), "Suspend access to this class", and "Extend access to this class".

The student enters the new class code and clicks on the “Switch” button.



The screenshot shows the "Switch to a New Class" form. At the top, it says "ALEKS®" and "Lisa Smith". Below that, there are three steps: "1 Enter Class Code", "2 Confirm Course Code", and "3 Registration Complete". The title is "Switch to a New Class". Below the title, it says "Before switching to a new class, please note:" followed by three bullet points: "You can switch to a new class any time between now and 08/09/2012.", "After you switch to the new class, you will no longer be able to access your current class ('Basic Math / Basic Math7232012 - 200') or any of the progress you have made in that class.", and "You may need to complete an Initial Assessment in your new class." Below the notes, there is a form with the text "Please enter the new course code:" and "Course code: [] - [] what's this?". At the bottom, there is a "Switch" button (highlighted with a red border) and a "Cancel" button.

The student reviews the class details and then, clicks on the “>> Continue” button to go to the new class.

The screenshot shows the ALEKS interface with the user name 'Lisa Smith' in the top right. A progress bar at the top indicates three steps: '1 Enter Class Code', '2 Confirm Course Code', and '3 Registration Complete'. The main heading is 'Confirm Enrollment Information'. Below this, it says 'You are about to switch to:'. A box contains the following details: Course: Pre-Algebra - 7252012, Subject: Pre-Algebra, Instructor: Dr. Smith, and School: Truman College with a '(modify)' link. At the bottom, there are two buttons: '>> Continue' (highlighted with a red box) and 'Cancel'.

After clicking on the “>> Continue” button, the student receives a confirmation message to display that she has switched to her new class.

The screenshot shows the ALEKS interface with the user name 'Lisa Smith' in the top right. The progress bar now shows '3 Registration Complete' as the active step. The main heading is 'Registration Complete'. A yellow box with a green checkmark icon contains the message: 'You have switched to: Class: Pre-Algebra - 7252012, Subject: Pre-Algebra, Instructor: Dr. Smith, School: Truman College. Reminder! Your Login Name is: LSMITH140'. Below this, there is a section titled 'ALEKS Plug-in Detection' with the text 'We will now check your computer to see if you have the ALEKS plug-in. Learn more'. At the bottom, there are two buttons: '>> Continue to your ALEKS class' (highlighted with a red box) and 'Back to account'.

After clicking on the “>> Continue to your ALEKS class” button, the student will be taken to her new class and may need to complete an Initial Assessment.

Move your mouse to a pie slice to see what you are ready to learn. Then click on any available topic.

Pre-Algebra

MyPie

Course Mastery (39 of 295 Topics) [Need Help?](#)

- ▶ Geometry (0 of 44)
- ▶ Whole Numbers (35 of 58)
- ▶ Fractions and Proportions (3 of 41)
- ▶ Decimals and Percents (0 of 44)
- ▶ Measurement, Data and Probability (0 of 28)
- ▶ Variable Expressions and Polynomials (1 of 52)
- ▶ Equations and Graphs (0 of 28)

The ALEKS pie shows your learning progress. As you learn new topics, the pie slices are filled with the darker colors. Keep working on new topics until you have mastered all of them.

Click on at any time to return to your pie chart. For more information, click on "Report."

In the Account Home, the student will now see the new class she switched into under the “ACTIVE” classes heading.

ALEKS® Lisa Smith ▾

Welcome back, Lisa!

Click on one of your active classes to continue working on ALEKS or click on "Sign up for a new class" to enroll in a new class.

[Sign up for a new class](#)

ACTIVE (1)

Truman College

Pre-Algebra / Pre-Algebra - 7252012 [Actions ▾](#)

Instructor: Dr. Smith
Last Login: 07/25/2012
Expiration Date: 12/08/2012
[Show more](#)

NOTE: If students have been enrolled in a class for more than 15 days and decide to switch to a new class -- or if their instructor moves them to a new class -- students will also see their previous class they switched from in the "INACTIVE" classes heading, along with any progress made in the previous class.

INACTIVE (1)

Truman College

Basic Math / Basic Math7232012 - 200

Instructor: Dr. Smith
Last Login: 08/03/2012
Expiration Date: 12/08/2012
[Show more](#)

Actions ▼

Additional Details Regarding Switching to a New Class

- **Switching within the first 15 days of a class:**
 - The student's new class will appear in ACTIVE.
 - The student's old class will no longer appear (not even in INACTIVE).
 - The student's record/progress made in the old class will not appear to the instructor of the old class.
 - Progress made in the old class may or may not appear to the student.
 - If the ALEKS course product for the old class is the same as the ALEKS course product for the new class, the student's progress in the course product will be carried forward from the old class to the new class. A new Initial Assessment will not be given.
 - If the ALEKS course product for the old class is different from the ALEKS course product for the new class, the student's progress in the course product will not be carried forward. A new Initial Assessment will be given.
- **Switching after the first 15 days of a class:**
 - The student's new class will appear in ACTIVE.
 - The student's old class will appear in INACTIVE.
 - The student's record/progress made in the old class will continue to appear to the instructor of the old class.

- Progress made in the old class will appear to the student.
- Additionally:
 - If the ALEKS course product for the old class is the same as the ALEKS course product for the new class, the student's progress in the course product will be carried forward from the old class to the new class. A new Initial Assessment will not be given.
 - If the ALEKS course product for the old class is different from the ALEKS course product for the new class, the student's progress in the course product will not be carried forward. A new Initial Assessment will be given.

Switching to a New Class by Drag/Drop in the Instructor Module

The drag and drop student move action has also been affected by the "15 day" rule. In addition to reflecting the behavior outlined above in the Student Account Home, this behavior occurs in the Instructor Module:

- **Drag/drop student within the first 15 days of a class:**
 - The student will appear in the new class.
 - The student and her record/progress will no longer appear in the old class.

- **Drag/drop student after the first 15 days of a class:**
 - The student will appear in the new class.
 - The student and her record/progress will still appear in the old class.

Additionally:

- If the ALEKS course product for the old class is the same as the ALEKS course product for the new class, the student's progress in the course product will be carried forward from the old class to the new class. A new Initial Assessment will not be given.
- If the ALEKS course product for the old class is different from the ALEKS course product for the new class, the student's progress in the course product will not be carried forward. A new Initial Assessment will be given.

Suspend Access to this Class Feature

The option to **manually** suspend access to a class is available while the student's subscription meets the guidelines for suspension. This option is available to the student within a certain window of time after starting her ALEKS class, and is available for 6-week, 11-week, 18-week, 2-semester, 3-quarter, and 52-week access codes.

The student can suspend access to her ALEKS class and use the access code in a subsequent quarter/semester.

A class may only be suspended if the student has not exceeded the following maximum time or usage hours (whichever comes first) since class activation:

Access Code Length	Maximum Time Elapsed Since Activation	Maximum Hours Logged in ALEKS Since Activation	Minimum Suspension Length	Maximum Suspension Length
6-week	< 7 days	< 5 hours	5 weeks	1 year
11-week	< 14 days	< 8 hours	9 weeks	1 year
18-week	< 30 days	< 10 hours	14 weeks	1 year
2-semester	< 30 days	< 10 hours	14 weeks	1 year
3-quarter	< 30 days	< 10 hours	14 weeks	1 year
52-week	< 30 days	< 10 hours	14 weeks	1 year

NOTE: If a student suspends her class but then changes her mind and decides she wants to reactivate her class prior to the agreed upon reactivation date, she will need to contact ALEKS Customer Support to cancel the suspension. If the suspension is cancelled, the time remaining on the access code will be recalculated from the original start date (i.e., the original expiration date will be reinstated).

Leave of Absence Feature

In contrast to the "Suspend access to this class" feature, the "Leave of Absence" feature only applies to 2-semester (40 weeks), 3-quarter (also 40 weeks), and 52-week access codes, and **automatically** takes effect after 21 weeks have passed since the access code was activated.

Suspend Access to this Class Option

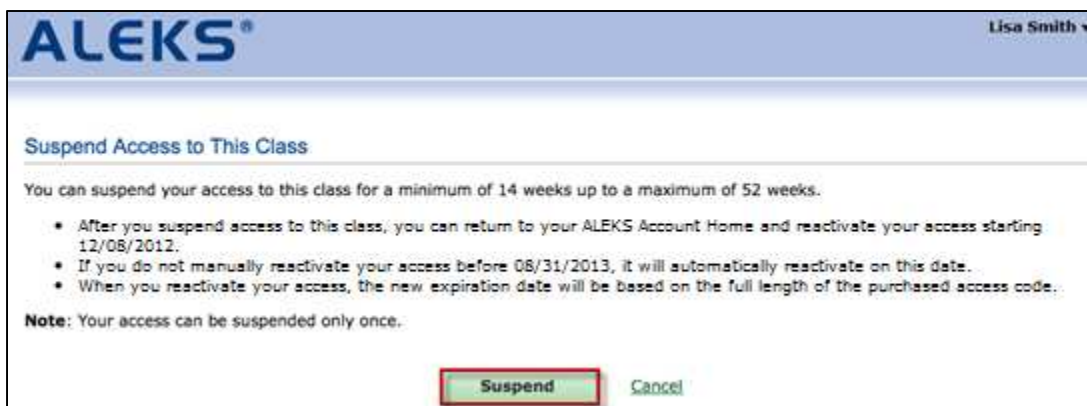
Students can manually suspend access to their class by selecting the “Suspend access to this class” option.

NOTE: The examples below are based on a 52-week access code.



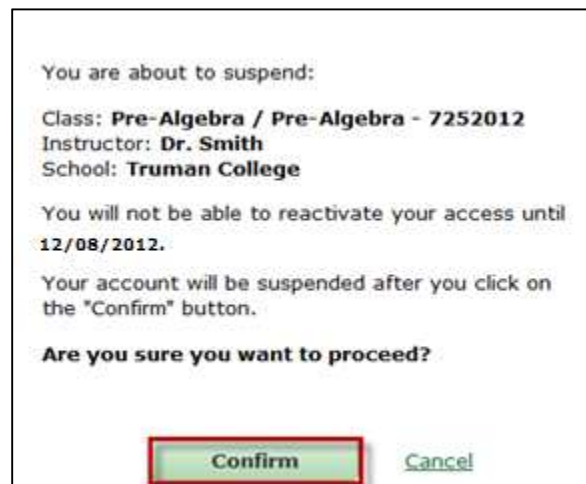
The screenshot shows a class card for Truman College. The class is titled "Pre-Algebra / Pre-Algebra - 7252012" and is currently active. The instructor is Dr. Smith, and the last login was on 07/25/2012. The expiration date is 08/31/2013. To the right of the class details is an "Actions" dropdown menu. The menu is open, showing three options: "Switch to a new class", "Suspend access to this class" (which is highlighted with a red border), and "Extend access to this class".

Students will see a page that explains what happens when they suspend access to their class.



The screenshot shows the "Suspend Access to This Class" page in the ALEKS interface. The page title is "Suspend Access to This Class". Below the title, there is a paragraph explaining that access can be suspended for a minimum of 14 weeks up to a maximum of 52 weeks. There are three bullet points: "After you suspend access to this class, you can return to your ALEKS Account Home and reactivate your access starting 12/08/2012.", "If you do not manually reactivate your access before 08/31/2013, it will automatically reactivate on this date.", and "When you reactivate your access, the new expiration date will be based on the full length of the purchased access code." A note states: "Note: Your access can be suspended only once." At the bottom of the page, there are two buttons: "Suspend" (highlighted with a red border) and "Cancel".

After clicking on the “Suspend” button, the student must confirm the suspension by clicking on the “Confirm” button.



The screenshot shows a confirmation dialog box. The text inside reads: "You are about to suspend:" followed by "Class: Pre-Algebra / Pre-Algebra - 7252012", "Instructor: Dr. Smith", and "School: Truman College". Below this, it says: "You will not be able to reactivate your access until 12/08/2012." and "Your account will be suspended after you click on the 'Confirm' button." At the bottom, it asks: "Are you sure you want to proceed?" There are two buttons at the bottom: "Confirm" (highlighted with a red border) and "Cancel".

The student receives a confirmation message. The class that was suspended now appears under the “ON-HOLD” heading. Students will be able to reactivate access to the class on or after the specified date.

The screenshot displays the ALEKS user interface. At the top, it says "Welcome back, Lisa!" and provides instructions to click on active classes or sign up for a new one. A green button labeled "Sign up for a new class" is visible. Below this is a yellow notification box with a green checkmark icon, stating "Your changes have been saved successfully!" and "Your access to Pre-Algebra / Pre-Algebra - 7252012 has been suspended. You can re-activate your class access starting 11/06/2012." The main content area is divided into two sections: "ACTIVE (1)" and "ON-HOLD (1)". The "ACTIVE (1)" section shows a class titled "Basic Math / Basic Math7232012 - 200" at Truman College, with instructor Dr. Smith, last login on 08/01/2012, and expiration date 10/21/2012. The "ON-HOLD (1)" section shows a class titled "Pre-Algebra / Pre-Algebra - 7252012" at Truman College, with instructor Dr. Smith, last login on 07/25/2012, and a message stating "Your access is suspended. You cannot reactivate access until 12/08/2012." A "Reactivate" button is present next to the class name in the ON-HOLD section.

Additional Details Regarding the “Suspend Access to this Class” Option

- If the student accepts the reactivation date and clicks on the “**Confirm**” button, she will not be able to reactivate her class until that date.
- On that date, the student will be able to manually reactivate access to her class.

To see examples of how students reactivate suspended classes, refer to the section “Actions for “ON-HOLD” Classes.”

Extend Access to This Class

Students can extend access to their class by selecting the “Extend access to this class” option.

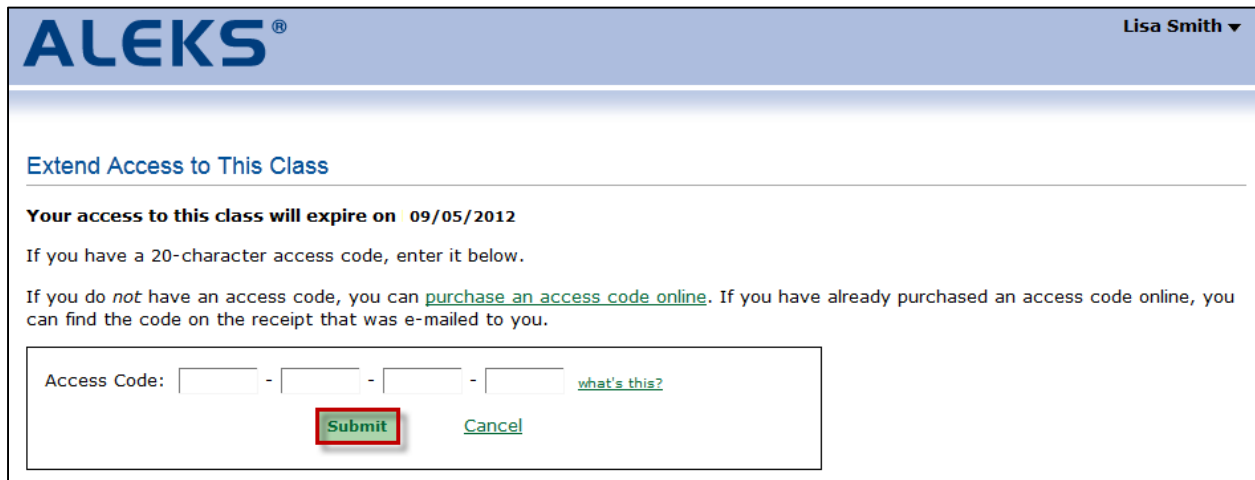


The screenshot shows a user interface for managing classes. At the top, a blue header bar contains the text "ACTIVE (2)". Below this, a grey bar displays "Truman College". Two class entries are listed:

- Pre-Algebra / Pre-Algebra - 7252012**
Instructor: Dr. Smith
Last Login: 07/25/2012
Expiration Date: 12/08/2012
[Show more](#)
- Basic Math / Basic Math7232012 - 200**
Instructor: Dr. Smith
Last Login: 07/31/2012
Expiration Date: 8/15/2012
[Show more](#)

To the right of the class list is an "Actions" dropdown menu. The menu is open, showing three options: "Switch to a new class", "Suspend access to this class", and "Extend access to this class". The "Extend access to this class" option is highlighted with a red border.

The student enters a 20-character access code.



The screenshot shows the "Extend Access to This Class" page in the ALEKS system. The top header features the "ALEKS" logo and the user name "Lisa Smith" with a dropdown arrow. The page title is "Extend Access to This Class".

The main content area contains the following text:

Your access to this class will expire on 09/05/2012

If you have a 20-character access code, enter it below.

If you do *not* have an access code, you can [purchase an access code online](#). If you have already purchased an access code online, you can find the code on the receipt that was e-mailed to you.

Below the text is a form for entering the access code. It consists of four input fields separated by hyphens, followed by a "what's this?" link. Below the input fields are two buttons: "Submit" (highlighted with a red border) and "Cancel".

After clicking on the “Submit” button, the student receives a confirmation message that shows the new expiration date for her access.

Welcome back, Lisa!

Click on one of your active classes to continue working on ALEKS or click on "Sign up for a new class" to enroll in a new class.

[Sign up for a new class](#)

✔ Your changes have been saved successfully!

The new expiration date for Basic Math / Basic Math7232012 - 100 is **05/01/2013**.

ACTIVE (2)

Truman College

[Basic Math / Basic Math7232012 - 100](#) [Actions ▼](#)

Instructor: Dr. Smith
Last Login: 08/01/2012
Expiration Date: **05/01/2013**
[Show more](#)

[Basic Math / Basic Math7232012 - 200](#) [Actions ▼](#)

Instructor: Dr. Smith
Last Login: 08/01/2012
Expiration Date: 8/15/2012
[Show more](#)

Actions for “ON-HOLD” Classes

When there are actions available for an on-hold class, they will appear under the “Actions” menu.

There are two ways classes appear under the “ON-HOLD” heading: when students use the “Suspend access to this class” option to manually suspend access to their class, and when access to the class was automatically placed on-hold for a Leave of Absence between terms.

Reactivate (When Access Was Manually Suspended)

Students can click on the “Reactivate” button when they are ready to reactivate a suspended class.

NOTE: The examples below are based on a 52-week access code.



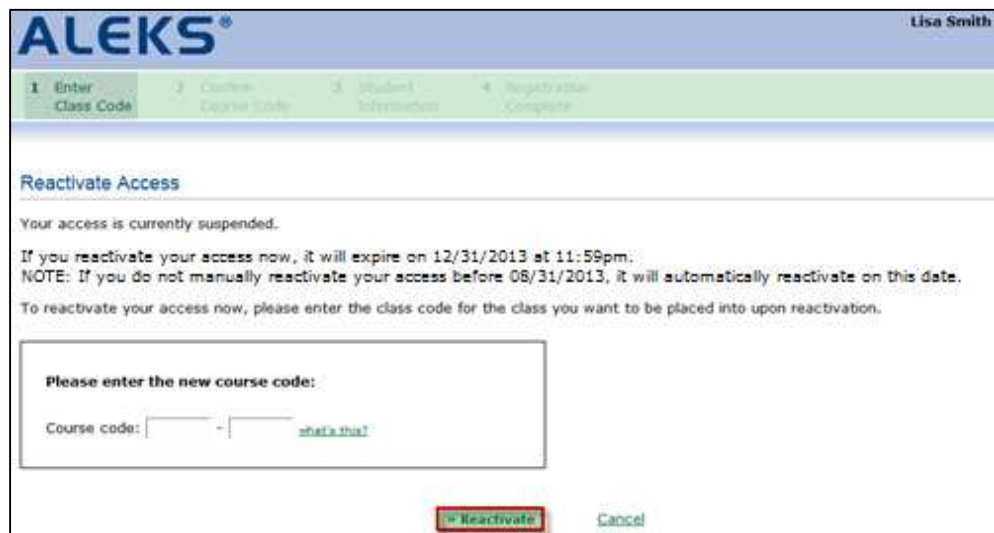
ON-HOLD (1)

Truman College

Pre-Algebra / Pre-Algebra - 7252012 **Reactivate**

Instructor: **Dr. Smith**
Last Login: **07/25/2012**
[Show more](#)

The student will arrive at the page below and enter a 10-character class code. Then she can click on the “>> Reactivate” button.



ALEKS® Lisa Smith

1 Enter Class Code 2 Confirm Course Code 3 Student Information 4 Registration Complete

Reactivate Access

Your access is currently suspended.

If you reactivate your access now, it will expire on 12/31/2013 at 11:59pm.
NOTE: If you do not manually reactivate your access before 06/31/2013, it will automatically reactivate on this date.

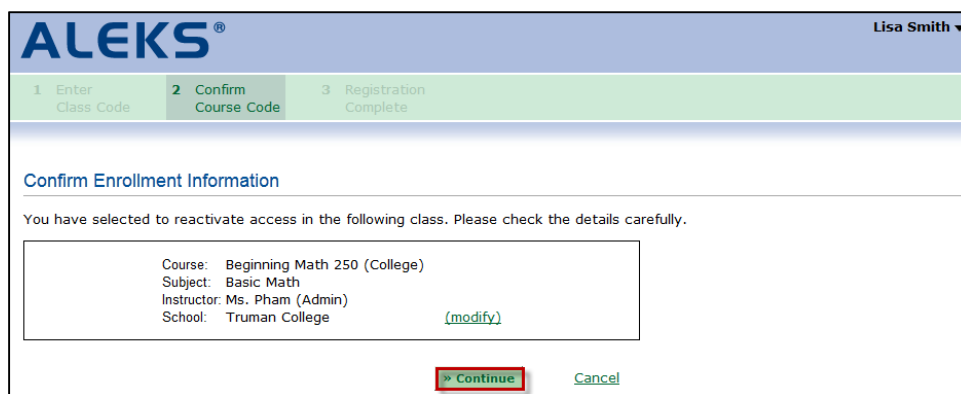
To reactivate your access now, please enter the class code for the class you want to be placed into upon reactivation.

Please enter the new course code:

Course code: - [what's this?](#)

>> Reactivate Cancel

The student reviews the class details, and then clicks on the “>> Continue” button.



ALEKS® Lisa Smith

1 Enter Class Code 2 Confirm Course Code 3 Registration Complete

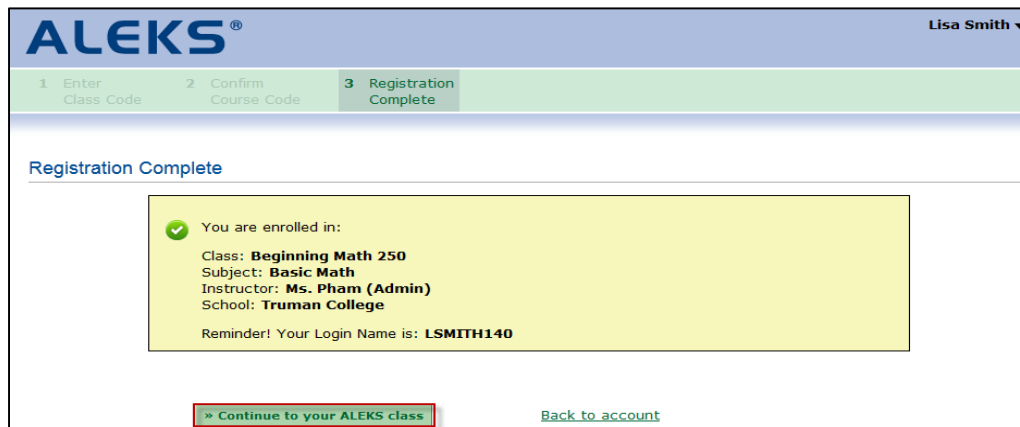
Confirm Enrollment Information

You have selected to reactivate access in the following class. Please check the details carefully.

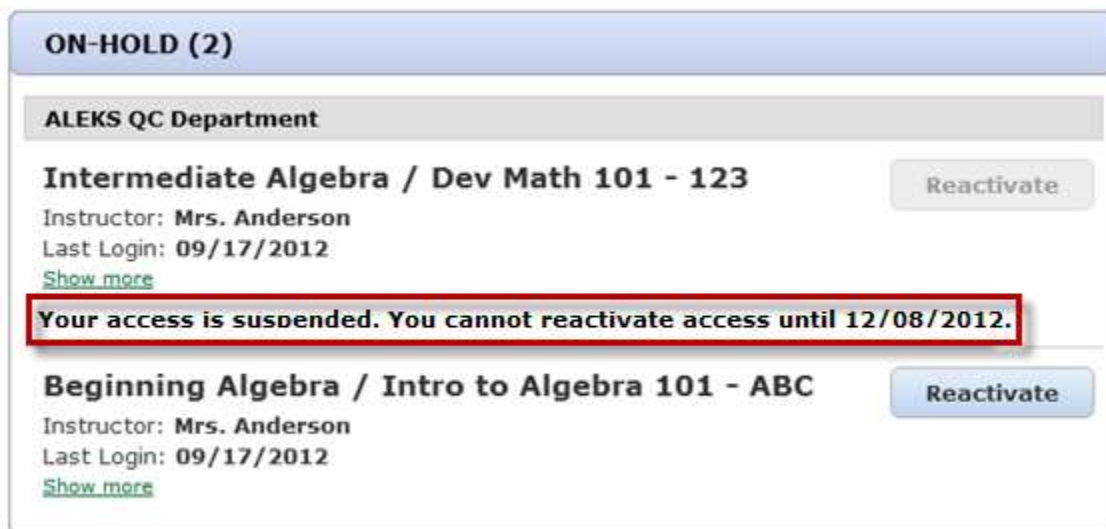
Course: Beginning Math 250 (College)
Subject: Basic Math
Instructor: Ms. Pham (Admin)
School: Truman College [\(modify\)](#)

>> Continue Cancel

The student will receive a confirmation message. She can click on the “>> Continue to your ALEKS class” to begin working in her class.



NOTE: When access to a class is currently suspended, the “Reactivate” button is disabled. Students will see the date that they can reactivate access to their class. The “Reactivate” button will be enabled starting on the specified date.



Reactivate (When Access Was Placed On-Hold Automatically for Leave of Absence)

Below is an example of the message students receive after 20 weeks have passed since the access code for that class was activated. This message appears after students access their class and it reminds them that their class will automatically be placed on-hold after 21 weeks.



On the date that the class can be reactivated, the "Reactivate" button is enabled and students can click on the "Reactivate" button when they are ready to reactivate their class following a leave of absence.



The student will arrive at the page below and will be asked to make a selection from the following two options:

- Continue working in your **current** class.
 - Selecting this option reactivates the student’s access in her current class and she can continue to work in ALEKS where she left off. **This is the default setting.**
- Reactivate access in a **new** class.
 - Selecting this option allows the student to enter a *new* course code and reactivates the student’s access in the new ALEKS class. The student will begin working in her new class.

ALEKS® Lisa Smith ▾

1 Enter Class Code 2 Confirm Course Code 3 Student Information 4 Registration Complete

Reactivate Access

Your access has been automatically placed on hold for a likely leave of absence in between terms.
If you reactivate your access now, it will expire on 10/04/2013 at 11.59pm.
NOTE: if you do not manually reactivate your access before 01/05/2014, it will automatically reactivate on this date.

Continue working in your **current** class (Basic Math - Beginning Math 250).
 Reactivate access in a **new** class.

[>> Reactivate](#) [Cancel](#)

First Option: Continue Working in Your Current Class

After clicking on the “>> Reactivate” button, the student reviews the class details, and then clicks on the “>> Continue” button.

ALEKS® Lisa Smith ▾

1 Enter Class Code 2 Confirm Course Code 3 Registration Complete

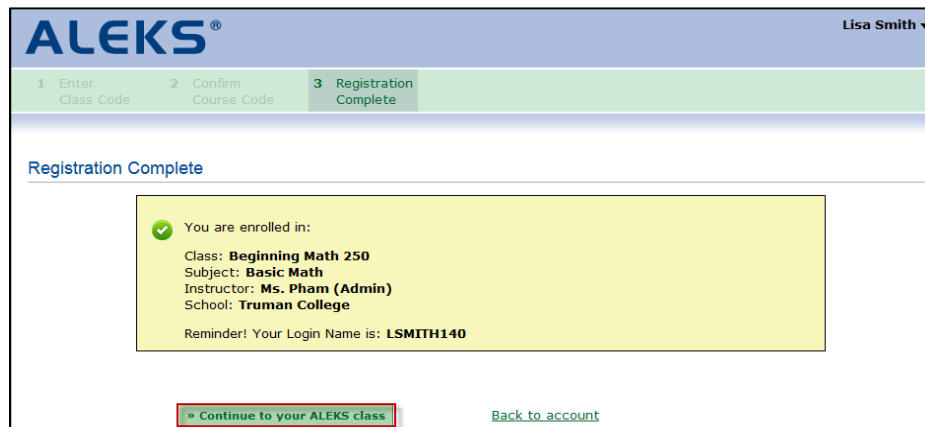
Confirm Enrollment Information

You have selected to reactivate access in the following class. Please check the details carefully.

Course: Beginning Math 250 (College)
Subject: Basic Math
Instructor: Ms. Pham (Admin)
School: Truman College [\(modify\)](#)

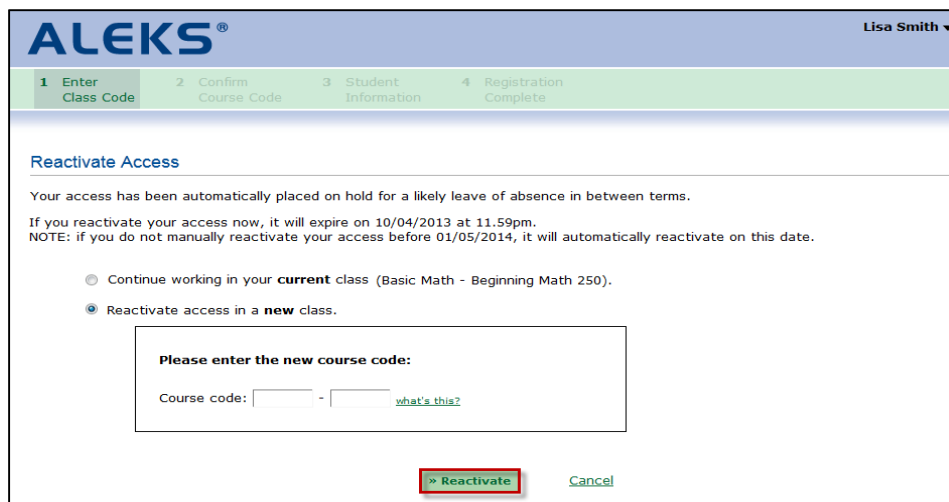
[>> Continue](#) [Cancel](#)

The student will receive a confirmation message. She can click on the “>> Continue to your ALEKS class” to begin working in her class. A new initial assessment will not be given.

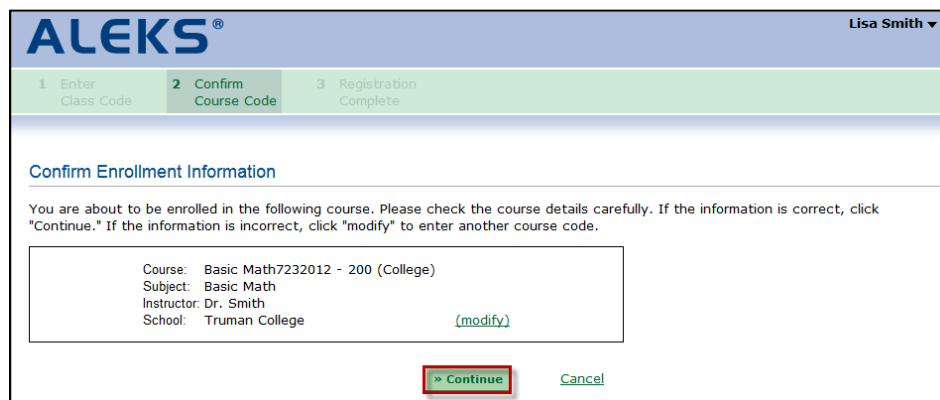


Second Option: Reactivate Access in a New Class

After selecting the “Reactivate access in a new class” option, the box expands and allows the student to enter a new course code. The student clicks on the “>> Reactivate” button.



The student reviews the class details and then clicks on the “>> Continue” button.



The student will receive a confirmation message. She can click on the “>> Continue to your ALEKS class” to begin working in her new class. A new initial assessment will be given.

The screenshot shows the ALEKS user interface for Lisa Smith. At the top, the ALEKS logo is on the left and the user name 'Lisa Smith' is on the right. Below the logo is a progress bar with three steps: '1 Enter Class Code', '2 Confirm Course Code', and '3 Registration Complete'. The 'Registration Complete' step is highlighted. The main content area is titled 'Registration Complete' and contains a yellow box with a green checkmark icon. The text inside the box reads: 'You are enrolled in:', 'Class: **Basic Math7232012 - 200**', 'Subject: **Basic Math**', 'Instructor: **Dr. Smith**', 'School: **Truman College**', and 'Reminder! Your Login Name is: **LSMITH140**'. Below the yellow box, there is a red-bordered button that says '>> Continue to your ALEKS class' and a blue link that says 'Back to account'.

Actions for “INACTIVE” Classes

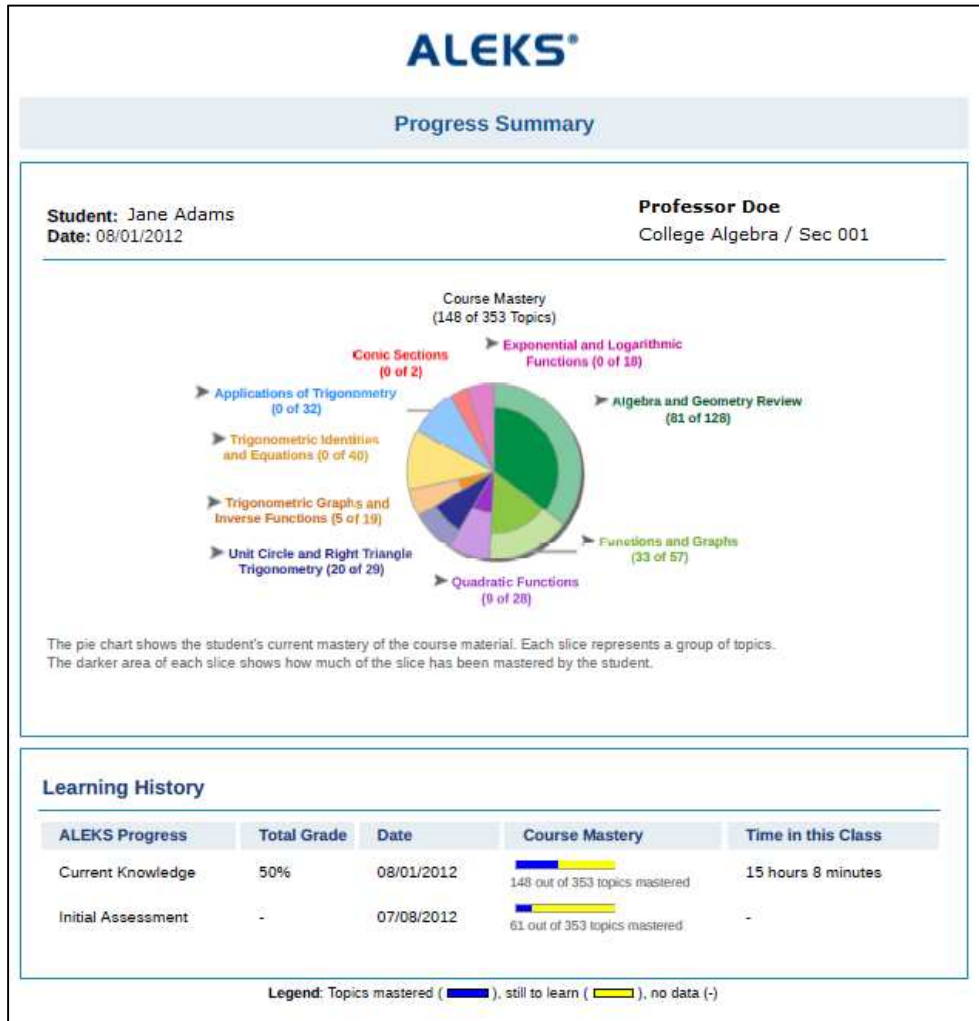
When there are actions available for an inactive class, they will appear under the “Actions” menu.

Download Progress (PDF)

Students can view their progress in an inactive class by selecting the “Download progress (PDF)” option.

The screenshot shows a list of inactive classes. The first class is 'Truman College' with the title 'Basic Math / Basic Math7232012 - 100'. Below the title, it lists 'Instructor: Dr. Smith', 'Start Date: 07/25/2012', and 'Expiration Date: 07/25/2012'. There is a 'Show more' link. To the right of the class information is an 'Actions' dropdown menu. The 'Download progress (PDF)' option is highlighted with a red border. Other options in the menu are 'Renew access to this class' and 'Delete from my account'.

Below is an example of a student's PDF report.



Renew Access to This Class

Students can renew access to an inactive class by selecting the “Renew access to this class” option.

INACTIVE (1)

Truman College

Basic Math / Basic Math7232012 - 100

Instructor: **Dr. Smith**
 Start Date: **07/25/2012**
 Expiration Date: **07/25/2012**
[Show more](#)

Actions ▼

- Download progress (PDF)**
- Renew access to this class**
- Delete from my account**

The student enters a 20-character access code, and then clicks on the “Submit” button.

ALEKS Lisa Smith ▾

[Renew Access to This Class](#)

Your access for this class has class expired.

If you have a 20-character access code, enter it below.

If you do *not* have an access code, you can [purchase an access code online](#). If you have already purchased an access code online, you can find the code on the receipt that was e-mailed to you.

Access Code: - - - [what's this?](#)

After clicking on the “Submit” button, the student sees a confirmation message. The class that was renewed now appears under the “ACTIVE” classes heading.

Welcome back, Lisa!

Click on one of your active classes to continue working on ALEKS or click on "Sign up for a new class" to enroll in a new class.

✓ Your changes have been saved successfully!

The new expiration date for Basic Math / Basic Math7232012 - 100 is 12/15/2012.

ACTIVE (2)

Truman College

Basic Math / Basic Math7232012 - 100

Instructor: Dr. Smith
Last Login: 08/01/2012
Expiration Date: 12/15/2012
[Show more](#)

Basic Math / Basic Math7232012 - 200

Instructor: Dr. Smith
Last Login: 08/01/2012
Expiration Date: 8/15/2012
[Show more](#)

ON-HOLD (1)

Truman College

Pre-Algebra / Pre-Algebra - 7252012

Instructor: Dr. Smith
Last Login: 07/25/2012
[Show more](#)
Your access is suspended. You cannot reactivate access until 11/06/2012.

INACTIVE (0)

There are no inactive classes.

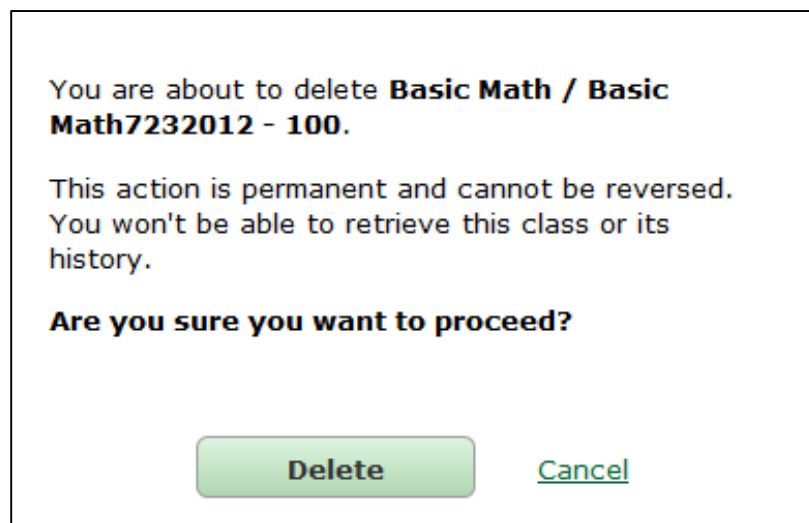
Delete From My Account

Students can delete an inactive class from their Account Home by selecting the “Delete from my account” option.



The screenshot shows a user interface for managing inactive classes. At the top, a blue header bar reads "INACTIVE (1)". Below this, a grey bar identifies the institution as "Truman College". The main content area displays details for a class: "Basic Math / Basic Math7232012 - 100". Below the class name, it lists the instructor as "Dr. Smith", the start date as "07/25/2012", and the expiration date as "07/25/2012". A link labeled "Show more" is provided. To the right of the class details is an "Actions" dropdown menu. The menu is open, showing three options: "Download progress (PDF)", "Renew access to this class", and "Delete from my account". The "Delete from my account" option is highlighted with a red border.

A confirmation message will appear. Students must confirm if they want to continue with the deletion or cancel.



The confirmation dialog box contains the following text:

You are about to delete **Basic Math / Basic Math7232012 - 100**.

This action is permanent and cannot be reversed. You won't be able to retrieve this class or its history.

Are you sure you want to proceed?


At the bottom of the dialog, there are two buttons: a green "Delete" button and a blue "Cancel" button.

After clicking on the “Delete” button, students receive a confirmation message to show that the class was deleted from their Account Home. The class will no longer appear under the “INACTIVE” heading.

Welcome back, Lisa!

Click on one of your active classes to continue working on ALEKS or click on "Sign up for a new class" to enroll in a new class.

[Sign up for a new class](#)

 **Your changes have been saved successfully!**

Basic Math / Basic Math7232012 - 100 has been deleted from your account.

INACTIVE (0)

There are no inactive classes.

NOTE: Deleting an inactive class from the Student Account Home will NOT delete the class from the instructor’s records for that class.