Student Move	Description	Implementation
Add/Drop	Student switches to a class with the same	Student uses Switch Class link
	Master Template in the first 10 days	 License transfers with them
		 Progress carries over
		Note: Switch Class will disappear
		after 10 days
Repeating Class	Student moves to the same level class after	Instructor Moves Student
	10 days (same MT)	 Previous class is inactive
		 New license used
		 Progress carries over
Promoted	Student moves to the next level class in the	Student uses + NEW CLASS button or
Student	series	Instructor moves student
		 Previous class is inactive
		 New license used
		Fresh start

1. New Student (non SSO)



Enter class code and confirm enrollment information



Graw Hill Education	EKS ®				HOME
COURSE CODE	ACCOUNT STATUS	STUDENT INFORMATION	ACCOUNT CREATION	REGISTRATION COMPLETE	
WELCOME TO A Have you way a ALE I have never us I have an ALE CONTINUE	LEKSI KS before? sed ALEKS before KS login name.	or I do not have an AL	EKS login name.		
Mc Graw Hill Education					
TERMS OF USE PRIVAC	Y				©2018 McGraw-Hill Education. All rights reserved.

ALEKS®	Kent Student 🗸
STUDENT REGISTRATION: REGISTRATION COMPLETE Make sure to remember your login name and password. You will need them every time you log into ALEKS.	
Your Login Name: KSTUDENT15	
Please click on "Continue".	
* CONTINUE	

Follow prompts, take Knowledge Check, then click Hamburger menu, and Manage My Classes to reach Student Account Home:





Student Account Home:

ALEKS	Hi, Kent! 🔻
My Classes	+ NEW CLASS
Active (1)	
Kent State UniversityStark	
Math 10020 V1 - Section 1A / Pre-Algebra Instructor: Varney Last Login: 06/06/2018 Expiration Date: 08/13/2018 Show Details	
Switch Class	
Inactive (0)	
There are no inactive classes.	

2. Student Switching Sections - in first 10 days of class

Click on Switch Class link

ALEKS	Hi, Kent! 🔻
My Classes	+ NEW CLASS
Active (1)	
Kent State UniversityStark	
Math 10020 V1 - Section 1A / Pre-Algebra Instructor: Varney Last Login: 06/06/2018 Expiration Date: 08/13/2018 Show Details Switch Class	
Inactive (0) There are no inactive classes.	

Enter new class code

Mc Graw Hill Education	.eks®						Kent Student 🔻
ENTER CLASS CODE	CONFIRM COURSE CODE	REGISTRATION COMPLETE					
SWITCH TO A Before switching • After you s Algebra") c	NEW CLASS to a new class, please switch to the new class or any of the progress	note: 5, you will no longer be abl you have made in that cla	e to access y ss.	your current	class ("Math 1	0020 V1 – Se	ction 1A / Pre-
Please enter t	he new course code:	hat's this?	w class.				
		Cancel	» SV	МІТСН			

CONFIRM ENROLLMENT INFORMATION

You are about to switch to:

Course: Math 10020 V1 - Section 1B

Subject: Pre-Algebra Instructor: Varney

instructor. varie

School: Kent State University--Stark (Modify)

	Cancel	* CONTINUE	
			Kent A1 ▼
STUDENT REGISTRATION: REGISTRATION COMPLETE			
You have switched to:			
Class: Math 10020 V1 - Section 1B Subject: Pre-Algebra Instructor: Varney School: Kent State University-Stark			
Reminder! Your Login Name is KA1			
BACK TO ACCOUNT CONTINUE TO YOUR A	ALEKS CLASS		



Student switching sections should NOT use the + NEW CLASS button, as their progress will not transfer. If the instructor moves the student, their progress transfers but a new license will be used.

3. Student Repeating Sections – after first 10 days of class

After 10 days the Switch Class link disappears

ALEKS	Hi, Kent! 🔻
My Classes	+ NEW CLASS
Active (1)	
Kent State UniversityStark	
Math 10021 V1 - Section 2A / Beginning Algebra Instructor: Varney Last Login: 06/06/2018 Expiration Date: 07/22/2018 Show Details	

For the student progress to carry over, the instructor has to move the student

Find the student in the Instructor Module:

ALEKS	Search for Institutions, Instru Search History	ctors, Classes and Students	Hello Rosie	Varney • Com	munity Feedback
ALEKS HIGHERED MATH	 > KENT STATE UNIVE INSTRUCTOR Varney, Rosie 	RSITY CLASS » Math 100	20 V1 (9 🏝) 🗸	STUDENT » A5, Kent	~
Student Administration Kent A5 - Dashboard	n Gradebook R	eports Assignments	QuickTables	ogin Name: KA5	CLASS TOOLS 🔛
Account Information A5, Kent	ALEKS Pie		Timeline Topics		
Last Login Date: 06/06/2018 Access Expires: 07/13/2018		157	180		
Account S This Week's Activity	ummary »	View Full Re Topic - Learning Mode	mo Tu	U WE TH F	R SA SU View Detail »

Click on Student Administration

AL	EKS°	Search for Institutions, Instructors, Cla Search History
R	ALEKS HIGHERED MATH > INSTITUTION > Kent State University V	KENT STATE UNIVERSITY INSTRUCTOR » Varney, Rosie
	Student Administration	Gradebook Report
	STUDENT » Account Summary » Move/Unenroll » Cleanup Tool	

Click on Move/Unenroll

ALE	EKS°	Search for Institutions, Instructors, Cla Search History
Â	ALEKS HIGHERED MATH > INSTITUTION > Kent State University >	KENT STATE UNIVERSITY INSTRUCTOR » Varney, Rosie
	Student Administration STUDENT » Account Summary » Move/Unenroll » Cleanup Tool	Gradebook Report

Move Student To: Kent State University Varney, Rosie Select a Class Can't find your class? Select a Class Math 10020 V1 - Section 1A (CSR: TQUFW-6AXGU) Math 10020 V1 - Section 1A (CSR: 4WEFK-QMW6V) Math 10021 V1 - Section 2A (CSR: 4WEFK-QMW6V) Math 10022 V1 - Section 3A (CSR: YGLH4-MYWWD) Math 10022 V1 - Section 3B (CSR: MUEMP-HCAJ3) Math 10023 V1 - Section 5B (CSR: MUEMP-HCAJ3) Math 10024 - Section 5B (CSR: ATFG4-C3NAQ) Math 10024 - Section 5B (CSR: QRAA4-V3CEF)	Kent A5 - Move and Unenroll	Login Name: KA5 CLASS TOOLS
Move Student To: Kent State University: Varney, Rosie Unenroll Select a Class V Can't find your class? Select a Class Math 10020 V1 - Section 1A (CSR: TQUFW-6AXGU) Math 10020 V1 - Section 1B (CSR: 4RD4U-6ERVK) Math 10021 V1 - Section 2A (CSR: 4WEFK-QMW6V) Math 10021 V1 - Section 2B (CSR: HC3YJ-X63LC) Math 10022 V1 - Section 3A (CSR: YGLH4-MYWWD) Math 10022 V1 - Section 3A (CSR: YGLH4-MYWWD) Math 10022 V1 - Section 4A (CSR: MUEMP-HCAJ3) Math 10023 V1 - Section 5A (CSR: KTFG4-C3NAQ) Math 10024 - Section 5B (CSR: QRAA4-V3CEF)	tudent Options	
Onenroll Select a Class Math 10020 V1 - Section 1A (CSR: TQUFW-6AXGU) Math 10020 V1 - Section 1B (CSR: 4RDAU-6ERVK) Math 10021 V1 - Section 2A (CSR: 4WEFK-QMW6V) Math 10021 V1 - Section 2B (CSR: HC3YJ-X63LC) Math 10022 V1 - Section 3A (CSR: YGLH4-MYWWD) Math 10022 V1 - Section 3A (CSR: YGLH4-MYWWD) Math 10022 V1 - Section 3B (CSR: LLYJ-YMJW9) Math 10023 V1 - Section 4B (CSR: MUEMP-HCAJ3) Math 10024 - Section 5A (CSR: KTFG4-C3NAQ) Math 10024 - Section 5B (CSR: QRAA4-V3CEF)	Move Student To: Kent State University Varney, Rosie	Select a Class Can't find your class?
Confirm Math 10021 V1 - Section 2B (CSR: HC3YJ-X63LC) Math 10022 V1 - Section 3A (CSR: YGLH4-MYVWD) Math 10022 V1 - Section 3B (CSR: LLVTJ-YMJW9) Math 10023 V1 - Section 4A (CSR: PMDH6-UATQW) Math 10023 V1 - Section 4B (CSR: MUEMP-HCAJ3) Math 10024 - Section 5A (CSR: KTFG4-C3NAQ) Math 10024 - Section 5B (CSR: QRAA4-V3CEF)	Duenroll	Select a Class Math 10020 V1 - Section 1A (CSR: TQUFW-6AXGU) Math 10020 V1 - Section 1B (CSR: 4RD4U-6ERVK) Math 10021 V1 - Section 2A (CSR: 4WEEK OMW6A)
ConfirmMath 10023 V1 - Section 4A (CSR: PMDH6-UATQW) Math 10023 V1 - Section 4B (CSR: MUEMP-HCAJ3) Math 10024 - Section 5A (CSR: KTFG4-C3NAQ) Math 10024 - Section 5B (CSR: QRAA4-V3CEF)		Math 10021 V1 - Section 2B (CSR: HC3YJ-X63LC) Math 10022 V1 - Section 3A (CSR: HC3YJ-X63LC) Math 10022 V1 - Section 3A (CSR: YGLH4-MYWWD) Math 10022 V1 - Section 3B (CSR: LLVTJ-YMJW9)
Math 10024 - Section 5B (CSR: QRAA4-V3CEF)	Confirm	Math 10023 V1 - Section 4A (CSR: PMDH6-UATQW) Math 10023 V1 - Section 4B (CSR: MUEMP-HCAJ3) Math 10024 - Section 5A (CSR: KTFG4-C3NAQ)
		Math 10024 - Section 5B (CSR: QRAA4-V3CEF)



ALEKS	Hi, Kent! 🔻
My Classes	+ NEW CLASS
Active (1)	
Kent State UniversityStark	
Math 10020 V1 - Section 1B / Pre-Algebra Instructor: Varney Last Login: 06/06/2018 Expiration Date: Pre-registered Show Details	
Inactive (1)	
Kent State UniversityStark	
Math 10020 V1 - Section 1A / Pre-Algebra Instructor: Varney Start Date: 06/06/2018 Expiration Date: Completed on 06/06/2018 Show Details	
Download progress (PDF) Activate for Independent Use	Delete from my account

Student should NOT use the + NEW CLASS button, as their progress will not transfer.

4. Student being promoted to next class in the series

Students can use the +NEW CLASS button



Or Instructors can move students

Either way, a new license will be consumed and the student always starts with a new Initial Knowledge Check.