

## 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 be available for the first 7 days the student is enrolled in a class.

Below is an example of what happens when a student switches to a new class. Note: The student is currently in **Basic Math / Kent 101 – section 1** and wants to switch to **Basic Math / Kent 101 – section 2**.

The screenshot displays the ALEKS Student Account Home interface. At the top left is the ALEKS logo, and at the top right is the user name "Jane Doe" with a dropdown arrow. Below the header, a welcome message reads "Welcome back, Jane!" followed by instructions: "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." A green button labeled "Sign up for a new class" is visible. The main content area is divided into two sections: "ACTIVE (1)" and "INACTIVE (0)". Under "ACTIVE (1)", there is a card for "Kent State University" containing the class name "Basic Math / Kent 101 - section 1" (underlined in green), instructor "Dr. Smith", last login "08/15/2012", and expiration date "09/29/2012". A "Show more" link is present. To the right of this card is an "Actions" dropdown menu, which is open to show a yellow button labeled "Switch to a new class". The "INACTIVE (0)" section contains the text "There are no inactive classes."

The student enters the new 10-character class code and clicks on the “>> Switch” button.

**ALEKS**® Jane Doe ▾

1 Enter Class Code 2 Confirm Course Code 3 Registration Complete

### Switch to a New Class

Before switching to a new class, please note:

- After you switch to the new class, you will no longer be able to access your current class ("Basic Math / Kent 101 - section 1") or any of the progress you have made in that class.
- You may need to complete an Initial Assessment in your new class.

Please enter the new course code:

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

[>> Switch](#) [Cancel](#)

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

**ALEKS**® Jane Doe ▾

1 Enter Class Code 2 Confirm Course Code 3 Registration Complete

### Confirm Enrollment Information

You are about to switch to:

Course: Kent 101 - section 2  
Subject: Basic Math  
Instructor: Dr. Smith  
School: Kent State University [\(modify\)](#)

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

The student can click on the “>> Continue to your ALEKS class” button to go to her new ALEKS class or click on the “Back to account” link to go to her Account Home.

**ALEKS**® Jane Doe ▾

1 Enter Class Code 2 Confirm Course Code 3 Registration Complete

### Registration Complete

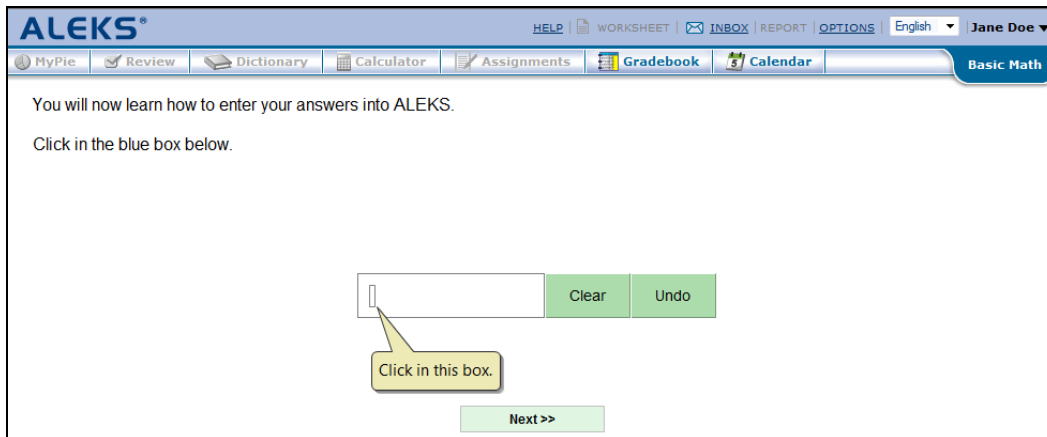
✔ You have switched to:

Class: **Kent 101 - section 2**  
Subject: **Basic Math**  
Instructor: **Dr. Smith**  
School: **Kent State University**

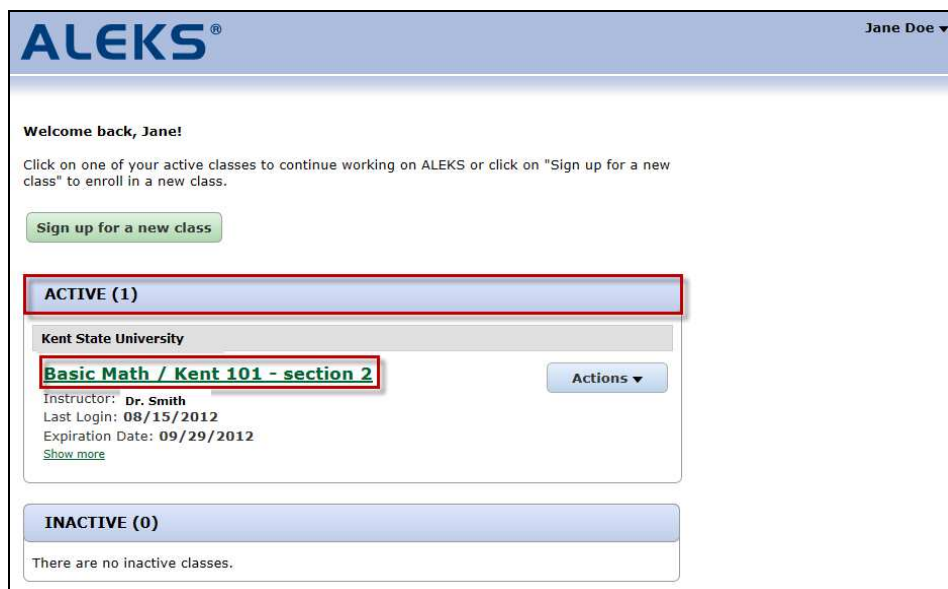
Reminder! Your Login Name is: **JDOE437**

[>> Continue to your ALEKS class](#) [Back to account](#)

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



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



## Additional Details Regarding Switching to a New Class

- **Switching within the first 7 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 for the old class is the same as the ALEKS course for the new class, the student's progress in the course will be carried forward from the old class to the new class. A new Initial Assessment will not be given.
- If the ALEKS course for the old class is different from the ALEKS course for the new class, the student's progress in the course 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 "7 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 7 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 7 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.

### Actions for "INACTIVE" Classes

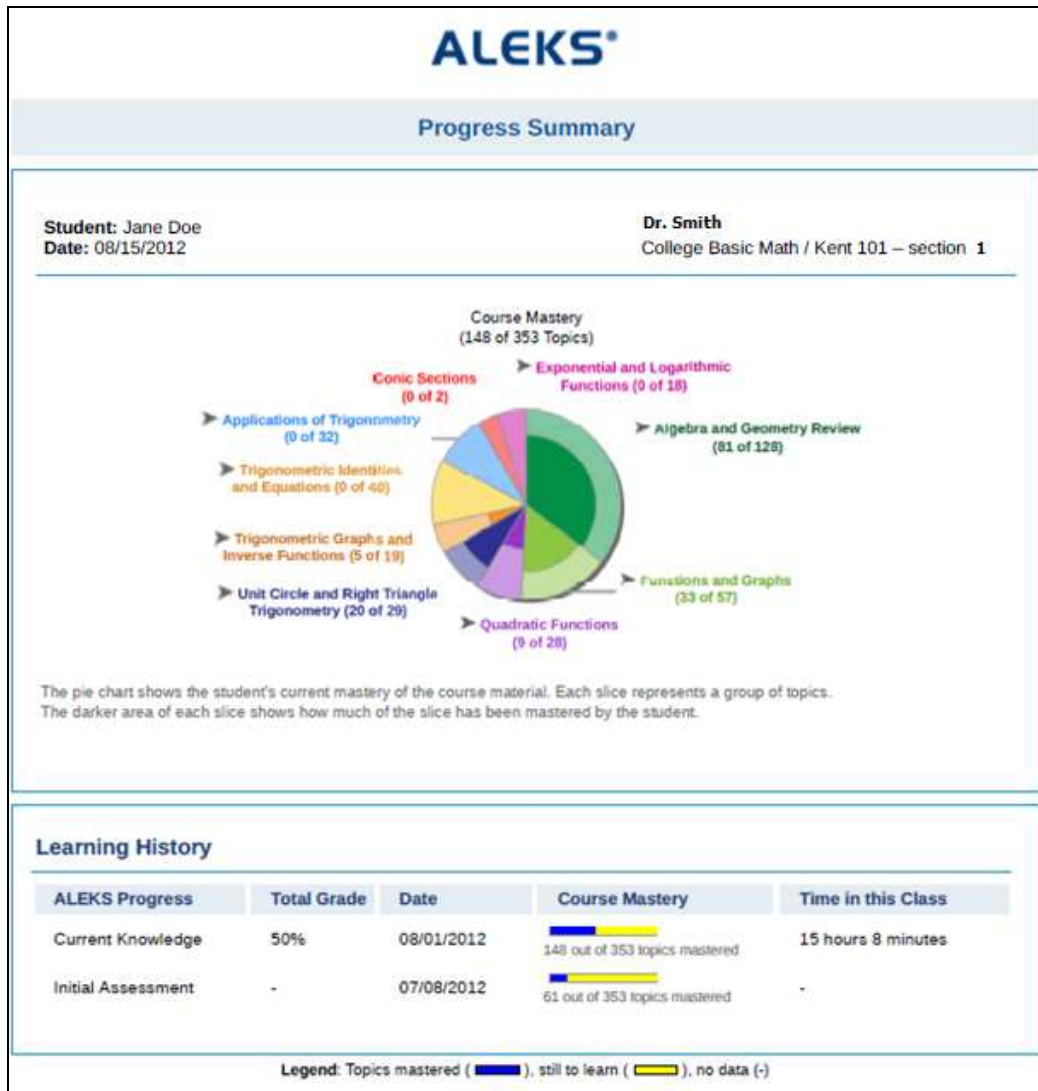
When there are actions available for an inactive class, they will appear under the "Actions" menu.

#### Download Progress (PDF)

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



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



## Delete From My Account

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

**INACTIVE (1)**

**Kent State University**

**Basic Math / Kent 101 - section 1**

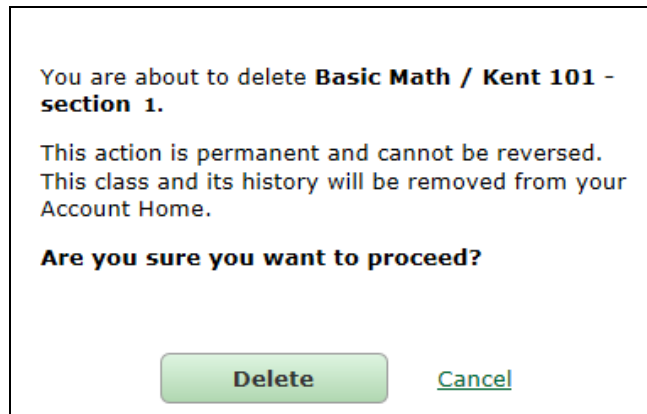
Instructor: **Dr. Smith**  
Start Date: **06/13/2012**  
Expiration Date: **08/15/2012**  
[Show more](#)

**Actions ▼**

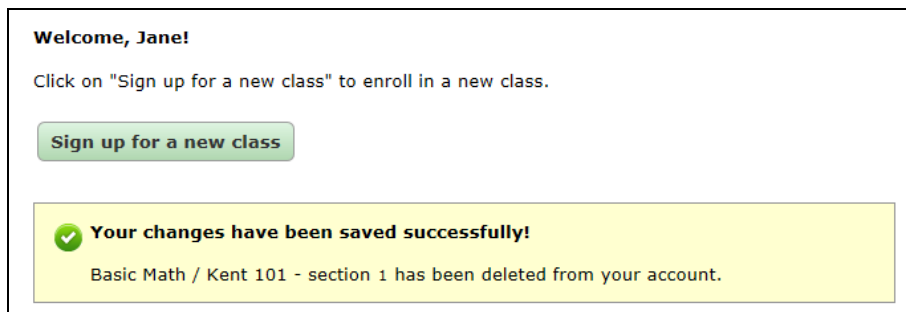
**Download progress (PDF)**

**Delete from my account**

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



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.



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