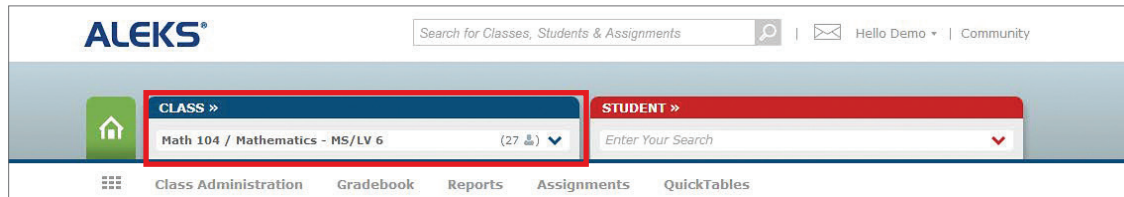
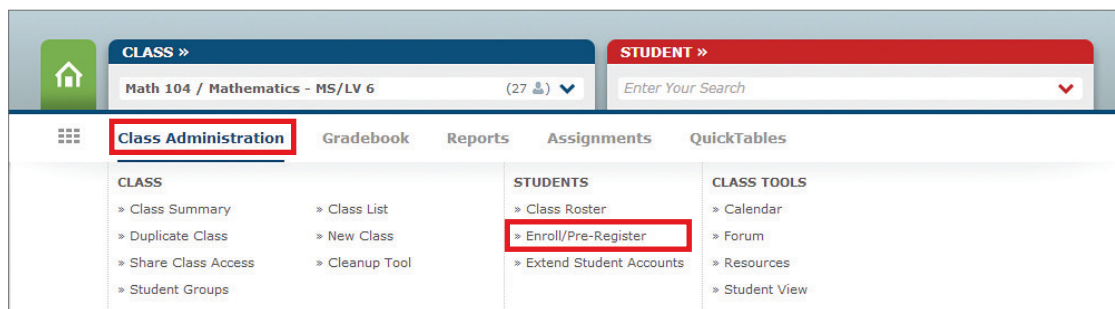


ENROLLING AND PRE-REGISTERING STUDENTS

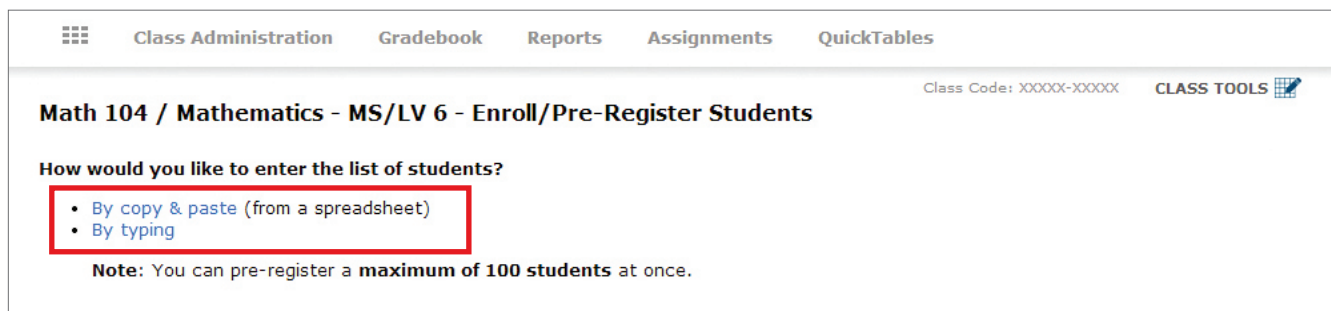
1. Select the class in which you want to enroll students from the **Class** drop-down menu.



2. Hover over **Class Administration** and select **Enroll/Pre-Register**.



3. Select either **By copy & paste** or **By typing** to enter your student list.



Enrolling students by Copy & Paste:

4. Pull up your class spreadsheet. It **MUST** have **Last Name** and **First Name** in separate columns. (The order of columns doesn't matter—you'll label these columns once pasted into *ALEKS*.) We recommend including the **Student ID** numbers, as well. If you want to specify a password for students, you can create a column for that, too. Otherwise, *ALEKS* will assign a password to students. You may also add parent emails here if you think you'll be using the Parent Notification feature at some point.
5. Highlight the columns you need and **COPY** them.

	A	B	C	D	E
1	Last Name	First Name	Student ID	Parent Email 1	Parent Email 2
2	Allen	William	123456	allen123@email.com	myfamily2@gmail.com
3	Barton	Meredith	234567	jkbmb@home.com	
4	Cosic	Elena	345678	cosicfamily@gmail.com	
5	Davison	Ben	456789	peggy@email.com	hugh@email.com
6	Edgerton	Elsa	134567		
7	Fernandez	Carlos	145678	fernandezj@email.com	
8	Habsburg	Seth	213456	habmail@home.com	
9	Johnson	Dakari	245678	dj3333@gmail.com	
10	Katsuro	Akihiko	256789	katsuro12@charter.net	momsemail@gmail.com
11	Nguyen	Kelly	312345	myhouse@gmail.com	
12	Perez	Julio	323456	juliosfamily@email.com	

6. Go back to the *ALEKS* screen and PASTE into the box.

CLASS »

Math 104 / Mathematics - LV 6 (31 👤) ▼

STUDENT »

Enter Your Search ▼

⌵

[Class Administration](#)
[Gradebook](#)
[Reports](#)
[Assignments](#)
[QuickTables](#)

Class Code: XXXXX->XXXXX
 [**CLASS TOOLS** ⌵](#)

Math 104 / Mathematics - LV 6 (with QuickTables) - Enroll/Pre-Register Students

Step 1 - Paste Your Student List

Begin the pre-registration process by pasting your student list in the area below.

- Copy the student information from a spreadsheet.
Minimum required student information: **First Name** and **Last Name**. (1 column each).
Optional Parent/Guardian (P/G) Email(s): **P/G Email 1** and **P/G Email 2** (1 column each). Used for parent notification.
- Paste the information in the area below. (The area below will turn into a table.)
- Choose a column label at the top of each column.**
- Verify your information and select the button labeled **Next** at the bottom of the screen.

To add additional students to your list, select the **Add a new Row** button at the bottom left of the table.

Passwords must contain 8-14 characters, at least 1 letter and 1 number and no spaces. Passwords are case sensitive.

Undo Ctrl+Z
 Redo Ctrl+Shift+Z

 Cut Ctrl+X
 Copy Ctrl+C
Paste Ctrl+V
 Paste as plain text Ctrl+Shift+V
 Delete

 Spell-checker options ▶
 Writing Direction ▶

 Select all Ctrl+A

 Inspect element

Excel and paste it in this area.

Next

7. Select the column headings that match your column content and click **Next**.

(Required: Enter the data, then use the drop-menu below to label each column)

Delete Selected ↓

	✓ (Choose One) First Name	(Choose One)	(Choose One)	(Choose One)	Discard Colum	Discard Colum	Discard Colum	
1	Last Name	William	123456	allen123@email.cor	myfamily2@com.ne			
2	Middle Name	Meredith	234567	jbkbmb@home.com				
3	Student ID	Elena	345678	cosicfamily@gmail.i				
4	Email	Ben	456789	peggy@email.com	hugh@email.com			
5	Password	Elsa	134567					
6	P/G Email 1	Fernandez	Carlos	145678	fernandezj@email.c			
7	P/G Email 2	Habsburg	Seth	213456	habmail@home.com			
8	Discard Column	Johnson	Dakari	245678	dj3333@gmail.com			
9		Katsuro	Akihiko	256789	katsuro12@charter.	momsemail@home.		
10		Nguyen	Kelly	312345	myhouse@gmail.cc			
11		Perez	Julio	323456	juliosfamily@email.c			

Add a new Row

Next

8. Review student information and click **Confirm** to enroll your students.

Step 3 - Confirmation

Congratulations, you have successfully pre-registered your students. Here is the login information.

First Name	Last Name	Student ID	Login Name	Password
William	Allen	123456	WALLEN1	SEATMARS
Meredith	Barton	234567	MBARTON5	DUCKONE
Elena	Cosic	345678	ECOSIC3	THREECAT
Ben	Davison	456789	BDAVISON2	TWOOAK
Elsa	Edgerton	134567	EEDGERTON2	PENROOF
Carlos	Fernandez	145678	CFERNANDEZ8	NINEMARS
Seth	Habsburg	213456	SHABSBURG8	JUNETREE
Dakari	Johnson	245678	DJOHNSON2	PAGEIRON
Akihiko	Katsuro	256789	AKATSURO4	SALTCOIN
Kelly	Nguyen	312345	KNGUYEN7	BUSPAGE
Julio	Perez	323456	JPEREZ7	SUNSEVEN

Back Confirm

9. The final confirmation screen will provide student login information. You can print the information from this page. It has also been sent to your ALEKS message center. Student login information is also always available in your Class Roster.
10. Distribute login information to your students.

Enrolling Students by Typing:

- 4. Select the appropriate column headings.

Step 1 - Type Your Student List

Begin the pre-registration process by entering the student's information in the table below.
To add additional students to your list, select the **Add a new Row** button at the bottom left of the table.

Minimum required student information: **First Name** and **Last Name** (1 column each).

Optional Parent/Guardian (P/G) Email(s): **P/G Email 1** and **P/G Email 2** (1 column each). Used for parent notification.

(Required: Enter the data, then use the drop-menu below to label each column)

Delete Selected ↓

	First Name ▾	Last Name ▾	Student ID ▾	(Choose One) ▾	(Choose One) ▾	(Choose One) ▾	(Choose One) ▾	(Choose One) ▾
1								
2								
3								
4								
5								

Add a new Row

- 5. Type in student info. Click on **Add a new Row** if needed until all students are entered , then click **Next**.

Step 1 - Type Your Student List

Begin the pre-registration process by entering the student's information in the table below.
To add additional students to your list, select the **Add a new Row** button at the bottom left of the table.

Minimum required student information: **First Name** and **Last Name** (1 column each).

Optional Parent/Guardian (P/G) Email(s): **P/G Email 1** and **P/G Email 2** (1 column each). Used for parent notification.

(Required: Enter the data, then use the drop-menu below to label each column)

Delete Selected ↓

	First Name ▾	Last Name ▾	Student ID ▾	(Choose One) ▾	(Choose One) ▾	(Choose One) ▾	(Choose One) ▾	(Choose One) ▾
1	Haddad	Norah	987987					
2	Jones	D'Neisha	876543					
3	Benton	Jonah	246802					
4								
5								

Add a new Row

Next

- 6. Continue through the next two screens to confirm and enroll your students.
- 7. The final confirmation screen will provide student login information. You can print the information from this page. It has also been sent to your ALEKS message center. Student login information is also always available in your Class Roster.
- 8. Distribute login information to your students.

