

## **CREATING A SUB-CLASS USING A MASTER TEMPLATE**

Instructors using *ALEKS* on Open Learning can now create sub-classes using a district or school-level Master Template. If your district or school administrator has created a Master Template, you can follow these steps to add a sub-class using the new Master Template.

## To create a sub-class using a Master Template:

- **1.** SSO or log into your teacher account at my.mheducation.com. If necessary, switch over to your Open Learning Platform products.
- 2. From My Programs, select the Launch button next to your ALEKS class.



- **3.** Select a primary class from the menu at the top of the page.
- Hover over Class Administration, and then select the New Class option.
- 5. Select Create a New Class.

6. Select Create a Class Linked to a Master Template.



CLASS »

Algebra 1

Algebra 1

Algebra 2

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**7.** Select the Master Template you wish to use from the dropdown list.

**Note:** Only one sub-class per primary class can be linked to a given Master Template. Additional sub-classes under the same primary class may be linked to Master Templates, but each Master Template must be unique.

- 8. The class information will be auto-populated based on the primary class information, but you will need to enter a **Period/Section** to differentiate the sub-class. The Class Content will be auto-populated for you based on the selected Master Template.
- Select a Master Template:

| Class Information and     | d Content             | 2 Class Options |
|---------------------------|-----------------------|-----------------|
| New Class for A           | lgebra 1              |                 |
| Class Information         |                       |                 |
| Instructor                | Bailey, Robert        |                 |
| Class Name                | Algebra 1             |                 |
| Period/Section (optional) |                       |                 |
| Grade                     | 9th Grade             |                 |
| Class Dates               | 06/25/2021-05/25/2022 |                 |

- 9. Click the Create Class button to create your new sub-class.
- 10. After creating your class, move students into the subclass. You can also make any additional class customizations, but keep in mind that your sub-class is now linked to the Master Template at the district or school-level. Whenever updates are made to the Master Template, any changes you have made to your sub-class will be overwritten.

**Note:** If you want to edit Class Options for your sub-class, keep in mind that the Incoming Students Options are overruled by the Master Template exceptions. You can see these exceptions by clicking the **Exception** icon on your Class Summary page.



| Incoming Stud<br>the new class | ent Options: Carry Over Progress - Stu   | dent progress carries over to |
|--------------------------------|--|-------------------------------|
| Exception 🛆                    |  |                               |
| Unenrolled Stu                 | For all students moving between  |                               |
| Graphing Calcu                 | Template, the following options apply:   |                               |
|                                | <ul> <li>Carry over progress</li> <li>Calculate student Objective</li> <li>Carry over progress in the</li> </ul> |                               |
| Class Custon                   | previous class   |                               |



