# CREATING A SUB-CLASS

Instructors can create sub-classes within a primary class. Sub-classes give teachers the option to assign a new course product without having to move students to a new primary class and to use a district or school-level Master Template. By default, progress will carry over if the course product assigned is in the same course family as the original class. Otherwise, students will need to redo the Initial Knowledge Check, as they would when moving from one primary class to another.

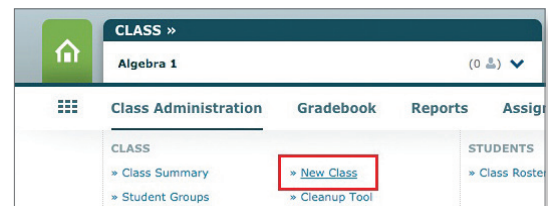**To create a sub-class:**

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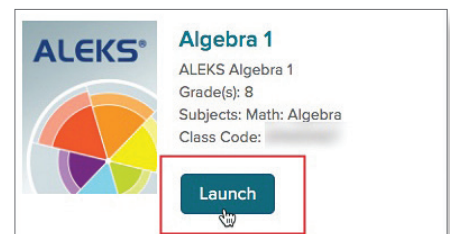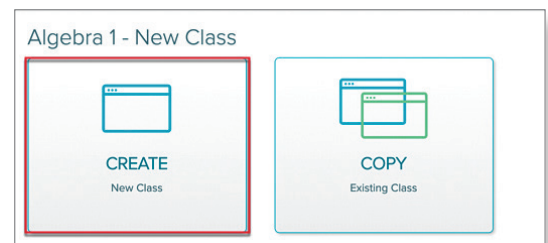
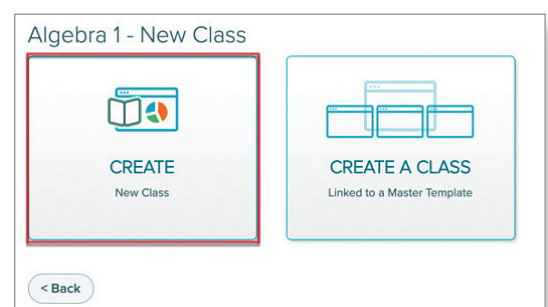3. Select a primary class from the menu at the top of the page.
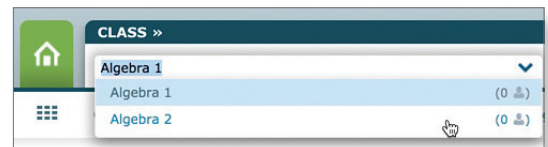
4. Hover over **Class Administration**, and then select the **New Class** option.
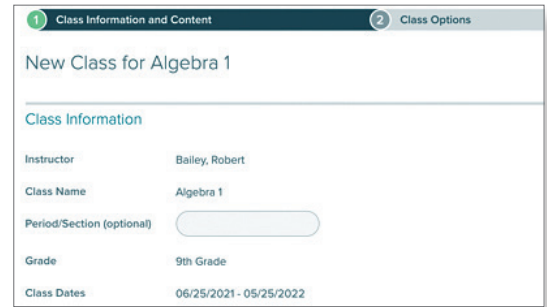

5. Select **Create a New Class**.

6. Select **Create New Class** to create a brand new sub-class. If you would like to create a sub-class linked to a district or school Master Template, you will select **Create a Class Linked to a Master** Template.

7. Enter a name for your sub-class into the **Section** field.
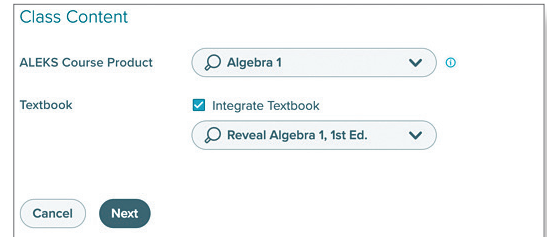
8. Select the desired **Course product** you wish to teach in your class. You can also choose which textbook to integrate by checking **Integrate Textbook**. Click **Next**.
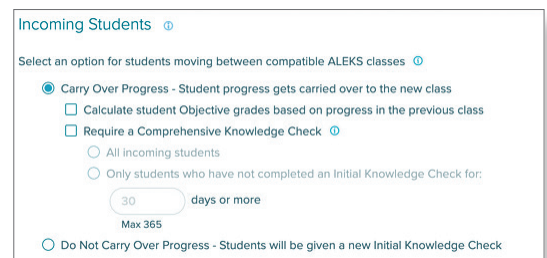
9. By default, student progress will be carried over into the new class. If you do not wish to have student progress carry over, you can select **Do Not Carry Over Progress** instead.

10. Select any of the remaining options, if desired.

- Show or Hide Unenrolled Students (hidden by default)
- Include QuickTables
- Course Specific Settings, such as Accessibility Settings or the option to include a Graphing Calculator.

Note: Changing the Accessibility options may impact the number of topics students see in their Pie.

11. Click the **Create Class** button.

Once the class is created, you can either continue to the Class Summary (where you can move students from the primary class roster into the sub-class) or you customize the class content/settings. Either of these actions can also be completed at a later date.