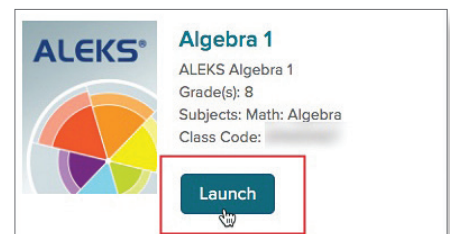


CREATING A SUB-CLASS

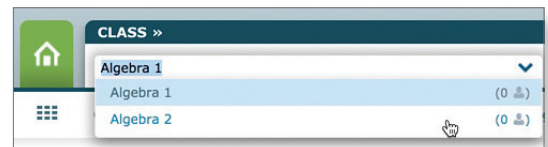
Instructors can create sub-classes within a primary class. Sub-classes give teachers the option to assign a new course product without having to move students to a new primary class and to use a district or school-level Master Template. By default, progress will carry over if the course product assigned 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:

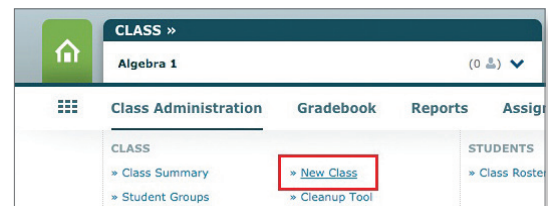
1. SSO or log into your teacher account at my.mheducation.com.
If necessary, switch over to your Open Learning Platform products.
2. From **My Programs**, select the **Launch** button next to your *ALEKS* class.



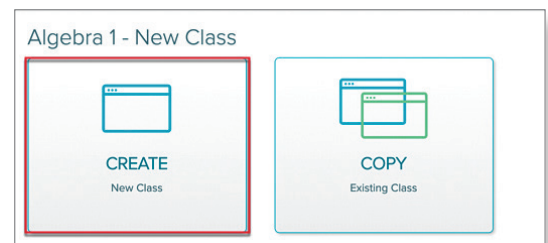
3. Select a primary class from the menu at the top of the page.



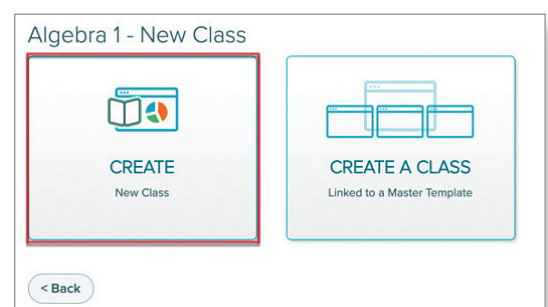
4. Hover over **Class Administration**, and then select the **New Class** option.



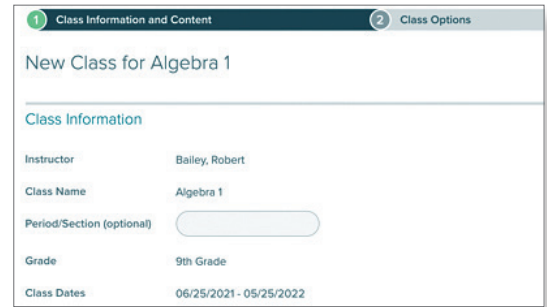
5. Select **Create a New Class**.



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.



1 Class Information and Content 2 Class Options

New Class for Algebra 1

Class Information

Instructor: Bailey, Robert

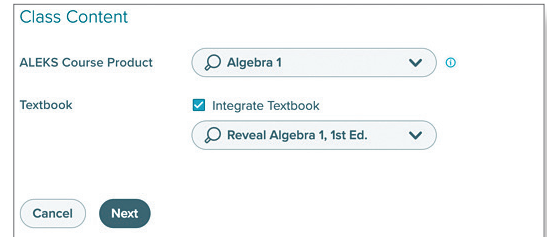
Class Name: Algebra 1

Period/Section (optional):

Grade: 9th Grade

Class Dates: 06/25/2021 - 05/25/2022

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**.



Class Content

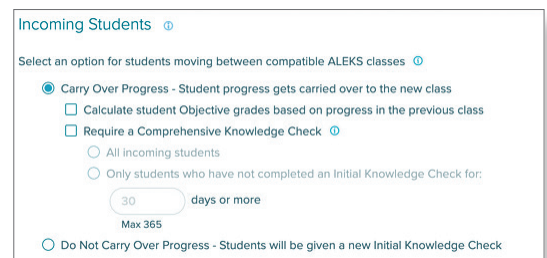
ALEKS Course Product: Algebra 1

Textbook: Integrate Textbook

Reveal Algebra 1, 1st Ed.

Cancel 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.



Incoming Students

Select an option for students moving between compatible ALEKS classes

Carry Over Progress - Student progress gets carried over to the new class

Calculate student Objective grades based on progress in the previous class

Require a Comprehensive Knowledge Check

All incoming students

Only students who have not completed an Initial Knowledge Check for:

30 days or more

Max 365

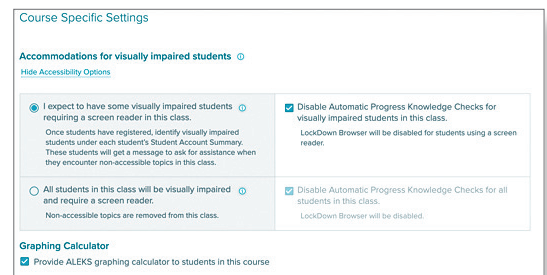
Do Not Carry Over Progress - Students will be given a new Initial Knowledge Check

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.



Course Specific Settings

Accommodations for visually impaired students

I expect to have some visually impaired students requiring a screen reader in this class. Once students have registered, identify visually impaired students under each student's Student Account Summary. These students will get a message to ask for assistance when they encounter non-accessible topics in this class.

All students in this class will be visually impaired and require a screen reader. Non-accessible topics are removed from this class.

Disable Automatic Progress Knowledge Checks for visually impaired students in this class. LockDown Browser will be disabled for students using a screen reader.

Disable Automatic Progress Knowledge Checks for all students in this class. LockDown Browser will be disabled.

Graphing Calculator

Provide ALEKS graphing calculator to students in this course

Create Class

