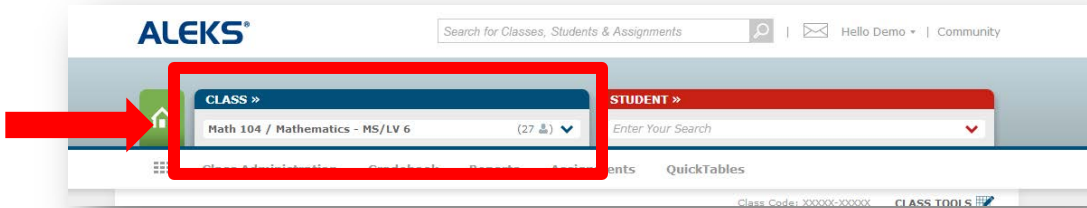
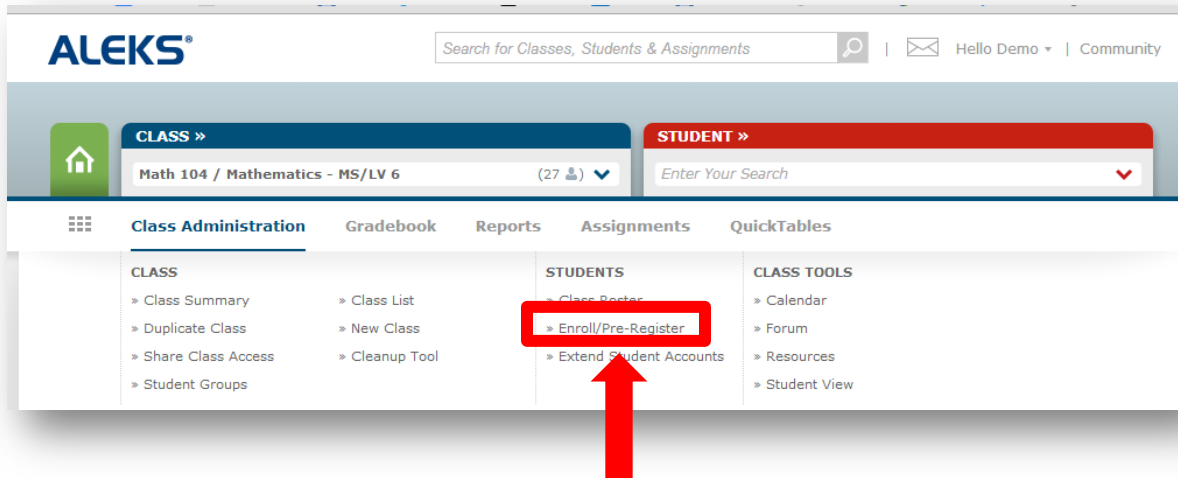


Enroll / Pre-Register Students

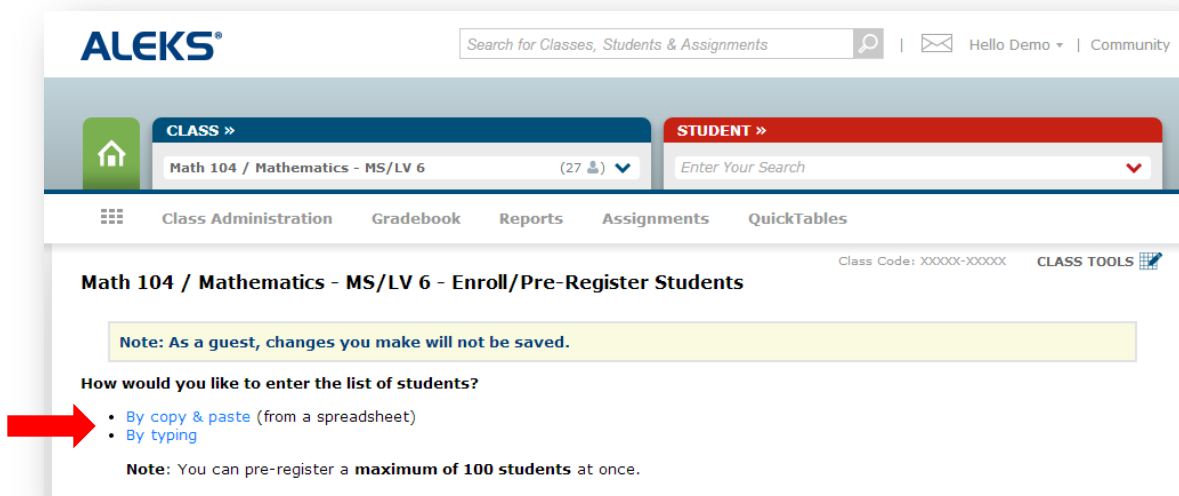
1. Login to your teacher account
2. Create or select the course in which you want to enroll students.



3. Go to Class Administration – under STUDENTS, select “Enroll/Pre-Register”



4. Select either “By Copy & Paste” or “By Typing” to enter your student list



By Copy & Paste:

5. Pull up your class spreadsheet. It MUST have Last Name and First Name in separate columns. (The order of first/last name doesn't matter.)
6. Highlight the names in the Last Name and First Name Columns and COPY them.

	A	B	C
1	Last Name	First Name	Grade
2	Abeln	Alec	9
3	Baggett	Andrew	10
4	Copeland	Max	12
5	Ely	Lydia	10
6	Franklin	James	12
7	Gaines	E.J.	12
8	Gatti	Anthony	11
9	Green-Beckham	Dorial	10
10	Hansbrough	Russell	10
11	Henning	Lisa	12
12	Josey	Henry	11
13	Kan	Carla	9
14	Keala	Loxley	9
15	Kreklow	Molly	12
16	Little	Whitney	11
17	Luce	Robert	11
18	Mauk	Maty	9

7. Go back to the ALEKS screen and paste into the box

ALEKS Search for Classes, Students & Assignments | Hello Demo | Community

CLASS » Math 104 / Mathematics - MS/LV 6 (27) STUDENT » Enter Your Search

Class Administration Gradebook Reports Assignments QuickTables

Math 104 / Mathematics - MS/LV 6 - Enroll/Pre-Register Students Class Code: XXXXX-XXXXX CLASS TOOLS

Note: As a guest, changes you make will not be saved.

Step 1 - Paste Your Student List
Begin the pre-registration process by pasting your student list in the area below.

1. 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).
2. Paste the information in the area below. (The area below will turn into a table.)
3. Choose a column label at the top of each column.
4. Verify your information and press the button labeled **Next** at the bottom of the screen.

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

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

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8. Select the appropriate row headings and click “Next”

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

[menu below to label each column]		Delete Selected					
Last Name	First Name	Discard Column	Discard Column	Discard Column	Discard Column		
1	Adem	Alec					
2	Baggett	Andrew					
3	Copeland	Max					
4	Ely	Lydia					
5	Franklin	James					
6	Gaines	E.J.					
7	Gatti	Anthony					
8	Green-Beckham	Dorial					
9	Hansbrough	Russell					
10	Henning	Lisa					
11	Josey	Henry					
12	Kan	Carla					
13	Keala	Loxley					
14	Kreklow	Molly					
15	Little	Whitney					
16	Luce	Robert					
17	Mauk	Maty					
18	Meek	Courtney					
19	Meister	Sarah					
20	Morse	Mitch					
21	Washington	L. Damian					

Add a new Row

Next

9. Continue through the next two screens to confirm and enroll your students. The final screen will provide student login information. You can print the information from this page. Student login information is also always available in your Class Roster.

If you chose BY TYPING:

5. Select the appropriate column headings. (The only required columns are First Name and Last Name.)

ALEKS Search for Classes, Students & Assignments Hello Demo | Community

CLASS » Math 104 / Mathematics - MS/LV 6 (27) STUDENT » Enter Your Search

Class Administration Gradebook Reports Assignments QuickTables

Math 104 / Mathematics - MS/LV 6 - Enroll/Pre-Register Students Class Code: XXXXX-XXXXX CLASS TOOLS

Note: As a guest, changes you make will not be saved.

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, click on 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).

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

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

Add a new Row

6. Type in student names. Click on "Add a new Row" as needed until all students are entered and click Next

ALEKS Search for Classes, Students & Assignments Hello Demo | Community

CLASS » Math 104 / Mathematics - MS/LV 6 (27) STUDENT » Enter Your Search

Class Administration Gradebook Reports Assignments QuickTables

Math 104 / Mathematics - MS/LV 6 - Enroll/Pre-Register Students Class Code: XXXXX-XXXXX CLASS TOOLS

Note: As a guest, changes you make will not be saved.

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, click on 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).

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

	First Name	Last Name	(Choose One)	(Choose One)	(Choose One)	(Choose One)
1	Grace	McKone				
2	Kevin	Thomas				
3	Alaina	Pavetha				
4	Audrey	Studt				
5	Levi	McKlasly				
6						

Add a new Row

Next

7. Continue through the next two screens to confirm and enroll your students. The final screen will provide student login information. You can print the information from this page. Student login information is also always available in your Class Roster.