



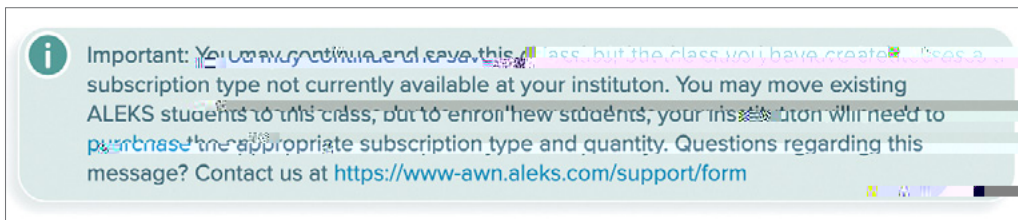
How to Create a New Class:

1. Hover over Instructor Administration and select New Class...

- d. Include start and end Class Dates. These dates are used primarily for planning and archiving and do not need to be exact. Students will still be able to access the course, even after the end date, if they have time left on their subscription. Click the checkbox next to Automatically archive this class after the end date if you wish to use this feature.
- d. Select the Course Product for this class. If textbook integration is desired, click Integrate Textbook and select the title from the drop-down menu.
- e. Select your Subscription Length from the drop-down menu. Your available choices are based on the subscriptions your school has purchased.
Note: If you are piloting ALEKS, you must select a subscription that begins with “K12 Pilot...”.

The screenshot shows the ALEKS class setup interface. A red box labeled 'd' highlights the 'Class Dates' section, which includes 'Start' (Aug 23, 2021) and 'End' (May 27, 2022) date pickers, and a checked checkbox for 'Automatically archive this class after the end date'. A red box labeled 'e' highlights the 'Textbook' section, which includes a checked checkbox for 'Integrate textbook' and a search bar containing 'Algebra 1'. A red box labeled 'f' highlights the 'Subscription length' section, which shows a dropdown menu set to 'K12 - 12 Month'.

A prompt will appear if you have selected a subscription type not available at your school. If you do not know what subscription type you need, ask an administrator, or contact ALEKS support.



- 5. Confirm your selections and click Next.

The screenshot shows two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red square.

