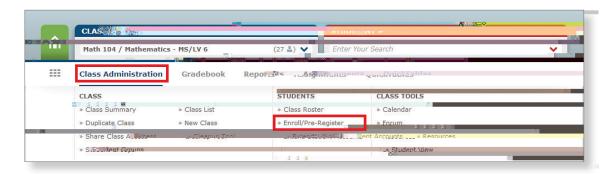


ENROLLING AND PRE-REGISTERING STUDENTS

1. Select the class in which you want to enroll students from the Class drop-down menu.



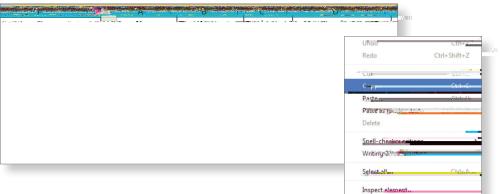
2. Hover over Class Administration and select Enroll/Pre-Register





Enrolling students by Copy & Paste:

- **4.** Pull up your class spreadsheet. It MUST have Last Name and First Name in separate columns. (The order of columns doesn't matter—you'll label these columns once pasted into *ALEKS*.) We recommend including the Student ID numbers, as well. If you want to specify a password for students, you can create a column for that, too. Otherwise, *ALEKS* will assign a password to students. You may also add parent emails here if you think you'll be using the Parent Notification feature at some point.
- **5.** Highlight the columns you need and COPY them.



6. Go back to the ALEKS screen and PASTE into the box.

