

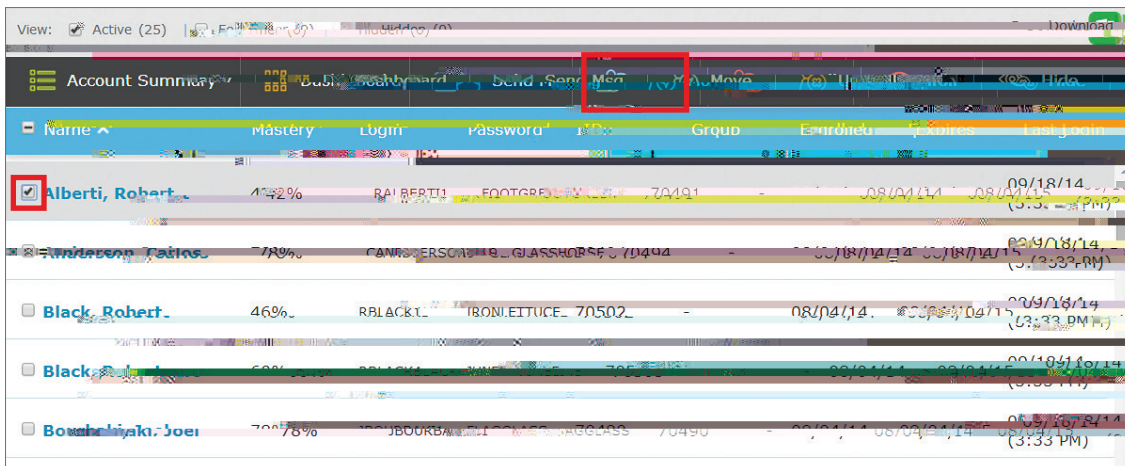
MOVING A STUDENT IN ALEKS

Once a student has been enrolled in a class in *ALEKS*, they can be easily moved to a different class without consuming another subscription.

Moving a student to a different class with the same instructor:

If you want to move a student from one of your classes to another class that you also teach, follow these steps to complete this move within ALEKS:

1. Create the new class to which you want to move your student(s).
2. Go back to the class in which they are currently enrolled.
3. Under Class Administration, select Class Roster.
4. Choose the student(s) you wish to move by clicking the checkbox next to their name(s), then click **Move** in the black bar above the roster.



5. Finally, select the class from the drop-down menu to which the student(s) should be moved and click **Apply**.



Moving a student to a different instructor's class at the same school:

An educator with School Level Administrator Access in *ALEKS* can move students from one instructor to another within the same school.

Moving a student to a different school within the same district:

An educator with District Level Administrator Access in *ALEKS* can move students from one school to another within the same district.