CREATING A SUB-CLASS USING A MASTER TEMPLATE

Instructors using *ALEKS* on Open Learning can now create sub-classes using a district or school-level Master Template. If your district or school administrator has created a Master Template, you can follow these steps to add a sub-class using the new Master Template.

To create a sub-class using a Master Template:

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**.

. Select **Create a Class Linked to a Master Template**.

. Select the Master Template you wish to use from the dropdown list.

  Note: Only one sub-class per primary class can be linked to a given Master Template. Additional sub-classes under the same primary class may be linked to Master Templates, but each Master Template must be unique.

. The class information will be auto-populated based on the primary class information, but you will need to enter a **Period/Section** to di erentiate the sub-class. The Class Content will be auto-populated for you based on the selected Master Template.

. Click the **Create Class** button to create your new sub-class.

10. After creating your class, move students into the subclass. You can also make any additional class customizations, but keep in mind that your sub-class is now linked to the Master Template at the district or school-level. Whenever updates are made to the Master Template, any changes you have made to your sub-class will be overwritten.

    Note: If you want to edit Class Options for your sub-class, keep in mind that the Incoming Students Options are overruled by the Master Template exceptions. You can see these exceptions by clicking the **Exception** icon on your Class Summary page.