

ALEKS Course Readiness Checklist - Before Class

Course Build/Setup

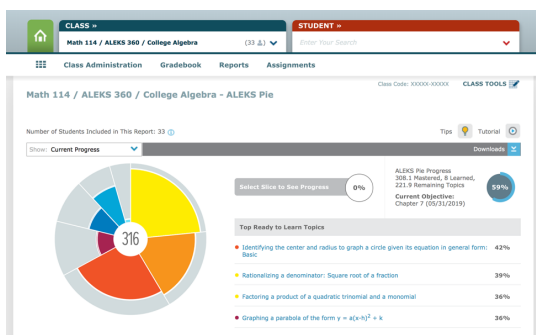
- 1. **ALEKS login:** Make note of your ALEKS login. If you've misplaced it, go to www.aleks.com and Click on "Forgot your login info?"
 - Log in and ensure your course sections are in your account.
- 2. **Schedule your First Day of Class** with [your McGraw Hill Representative](#). If you're teaching face to face, will you have your students take the Initial Knowledge Check in a computer lab on Day 1? If not, pick a date by which they must complete the Initial Knowledge Check (recommended within the first two days of class).
- 3. **Class Creation** – Go through the course creation flow by either creating a new course or copying an existing course. Here you'll select a textbook, if using, and your ALEKS Course Product. Click Path: Instructor Administration → "Create New Class" or "Create a Class Linked to a Master Template.
- 4. **Build your Objectives** – These assignments use ALEKS's adaptive engine and make up your student's pie. Click Path: Hover over Class Administration → Class Summary. Scroll down to the Class Customization heading and click "Edit" next to ALEKS Content Customization. Then, click Objectives.
 - Preview topics in each Objective (Click "Edit" under the Objective title).
 - Set your start and due dates and times (or Progress Level % if you are not using dates).
 - Set Post Object Knowledge Checks by checking the box next to the Objective you'd like it to follow.
 - Understand pacing in ALEKS (consider some schools report their students learn 2-4 topics per hour on average. Students must answer questions correctly multiple times before they have "learned" that topic).
 - Save any changes.
- 5. **Build your Homework, Tests and Quizzes** – These assignments can be used for exposure learning, review, or anything else you'd like your students to learn outside of their adaptive learning path. Click Path: Hover Over Assignments → Click Assignments. Click + New Assignment.
 - Select Homework, Test or Quiz.
 - Add topics from ALEKS Objectives, Textbook TOC, questions from your textbook (Math only), ALEKS TOC or Previous Assignments.
 - Adjust settings, preview, and save.
- 6. **Manage Assignments** – You can both view and edit all your Objectives and assignments from your assignment list. Click Path: Select a class → Click Assignments → Click Assignments





- 7. Manage time expectations.** Think about how much time you want your students to work in ALEKS each week. (We recommend about 2 hours per credit hour per week, though this can vary. Connect with your Implementation Manager for topic count assistance and advice.)
- 8. Gradebook Setup.** We recommend ALEKS is at least 20% of your overall grade. Click Path: Hover over Gradebook → Click Gradebook Setup.
 - Your Adaptive Objective scores are tracked in the Objective category and other assignments are recorded in Homework, Test and Quic categories.
 - Add in External assignments (such as Extra Credit assignments) under the Gradebook External Assignment Category.
- 9. Prepare Syllabus**
 - Reference the **ALEKS generated Syllabus/ topics list** for adaptive assignments or the **Assignment list** for all assignments
Click Path: Hover over Class Administration → Class Summary or Hover over Assignments → Click Assignments
 - Make note of Class ID Codes to add to your class syllabus
 - Add ALEKS language to your class syllabus via our **Syllabus Guide**
- 10. Work as a student.** Before class starts, consider working through a couple problems in the IKC as a student. Note the 'skip' button in lower right (only available to instructors). After you submit, work a couple topics in the Learning Path. These Tool Tips will take you through this. Click Path: Hover over Class Administration → Click on Student View.
- 11. Establish Goals for using ALEKS.** In other words, complete this sentence: "If I/my students achieve: _____ , then using ALEKS was a success for me."
- 12. Plan time to monitor reports** to inform class time. See below screenshots for Insights options and a glimpse at one of our most-used reports, the ALEKS Pie Report! Work with your ALEKS Team to learn more about maximizing your class and student data.
- 13. Generate Financial Aid Code** (one per course) to have on hand for 1st day.
- 14. Read through First Week and Week 2 and Beyond Checklists.

ALEKS Pie Report



ALEKS Insights

