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Managing Student Extensions in ALEKS

Liberty University Digital Training Series

Instructor



Step 1

Log into your Canvas account and navigate into the appropriate course section. Click on any **ALEKS** link to get started.

MATH114_LUO_MASTER_202220D

MATH114_LUO_MASTER_202220D

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McGraw-Hill: ALEKS

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Prepare: Pair and Sync Your ALEKS Course



Step 2

Click the “Load Prepare: Pair and Sync Your ALEKS Course in a New Window” button.

The screenshot shows a Canvas LMS interface. At the top, there is a navigation bar with links for Online, Residential, Athletics, Alumni, Parents, and a menu icon. On the right side of this bar are links for Request Info, Apply Now, Visit Us, Create Guest Account, and Sign In. Below this is a secondary navigation bar with the Liberty University logo and the Canvas logo, followed by links for Account, Dashboard, Courses (which is underlined), Calendar, Inbox, History, Commons, and Resources. The main content area shows a breadcrumb trail: COURSE MENU > MATH114_LU... > Modules > Faculty Reso... > Prepare: Pair and Sync Your ALEKS Course. On the left, there is a vertical menu with Home, Announcements, and Assignments. In the center, there is a message: "This tool needs to be loaded in a new browser window". Below this message is a button with the text "LOAD PREPARE: PAIR AND SYNC YOUR ALEKS COURSE IN A NEW WINDOW". A large red arrow points from the left side of the page towards this button.



Step 3a – Providing Extensions to One Student

Select the student from your “Student Dropdown Menu”.

The screenshot shows the ALEKS interface for the class 'MATH 114 - Spring D 2022'. The 'STUDENT' dropdown menu is highlighted in red, and the student 'Taylor, Melissa' is selected. The dashboard includes sections for Class Information, ALEKS Pie Report (67% progress, 4 of 6 topics), Current Objective Progress (No Current Objective), Students Not Recently Logged In (7 days), Assignments, and Overall Grade.

Class Information

- MATH 114 - Spring D 2022
- Class Code: PWYD3-GGTL3
- Class Duration: 01/25/22 - 05/06/22
- Course Product: Quantitative Reasoning
- Instructor: McGraw Support_i

ALEKS Pie Report

- Progress: 67%
- 4 of 6 Topics

Current Objective Progress

- No Current Objective

Students Not Recently Logged In

- More than 7 days

Assignments

- Score
- Due Date

Overall Grade

- Highest
- Lowest



Step 3b – Providing Extensions to One Student

Hover over Assignments and under “Manage” select “Exceptions”.

The screenshot shows the ALEKS interface for a student named Taylor, Melissa. The top navigation bar includes a search bar, a notification icon with '24', and the text 'Hello McGraw Support_i | Community'. Below this, the 'CLASS' is identified as 'MATH 114 - Spring D 2022' and the 'STUDENT' as 'Taylor, Melissa'. The main navigation menu includes 'Student Administration', 'Gradebook', 'Reports', 'Assignments', and 'QuickTables'. The 'Assignments' menu is highlighted in yellow, and a red arrow points to it. Under the 'MANAGE' section, the 'Exceptions' option is highlighted in yellow. Other options under 'MANAGE' include 'Worksheet' and 'Class Assignments'. Under 'KNOWLEDGE CHECKS', there are options for 'Request Knowledge Check' and 'Delay Knowledge Check'. Below the navigation, the student's profile is shown with 'Last Login Date: -' and 'Access Expires: 06/10/2022'. A circular progress indicator shows a score of 4. The bottom of the screen displays three assignment cards: 'Assignments', 'This Week's Pie Activity' (Jan 24 - Jan 30), and 'Time and Topic - Learning Mode'.



Step 3c – Providing Extensions to One Student

Select “**Add**” to the right of the assignment that you would like to Extend.

The screenshot shows the 'Melissa Taylor - Exceptions' page in the McGraw Hill system. The navigation bar includes 'Student Administration', 'Gradebook', 'Reports', 'Assignments', and 'QuickTables'. The user's login name is 'MTAYLOR3385'. The main content area displays a table of assignments with columns for Name, Start, Due, Type, and Exceptions. The first row, 'HW: 2.1, 2.3 – 2.4, and 2.6 Assignment', has its 'Add' button highlighted with a red box.

Name	Start ^	Due	Type	Exceptions
HW: 2.1, 2.3 – 2.4, and 2.6 Assignment	03/14/2022 (12:00 am)	03/21/2022 (11:59 pm)	Homework	Add
HW: 2.2 and 2.7 Assignment	03/14/2022 (12:00 am)	03/28/2022 (11:57 pm)	Homework	Add
HW: 4.8 and 5.1 – 5.4 Review for Exam Assignment	03/14/2022 (12:00 am)	04/25/2022 (11:58 pm)	Homework	Add
Exam: 4.8 and 5.1 – 5.4 Assignment	03/14/2022 (12:00 am)	04/25/2022 (11:59 pm)	Test	Add
HW: 8.1 – 8.2 Assignment	03/14/2022	05/02/2022	Homework	Add



Step 3d – Providing Extensions to One Student

Make your desired changes to the Due Date and Time, Time Limit, Password, and/or allow the student to Bypass any applicable Prerequisites. Click “**Save**” to apply your changes.

NOTE: The options available will vary by the type of assignment.

Student Administration Gradebook Reports Assignments QuickTables

Login Name: MTAYLOR3385 CLASS TOOLS

Melissa Taylor - Exceptions

Filter

Name	Start	Due	Type	Exceptions
HW: 4.8 and 5.1 – 5.4 Review for Exam Assignment	03/14/2022 (12:00 am)	04/25/2022 (11:58 pm)	Homework	<input checked="" type="checkbox"/> Save
Exam: 4.8 and 5.1 – 5.4 Assignment	03/14/2022 (12:00 am)	04/25/2022 (11:59 pm)	Test	Add

***Assignment Settings**

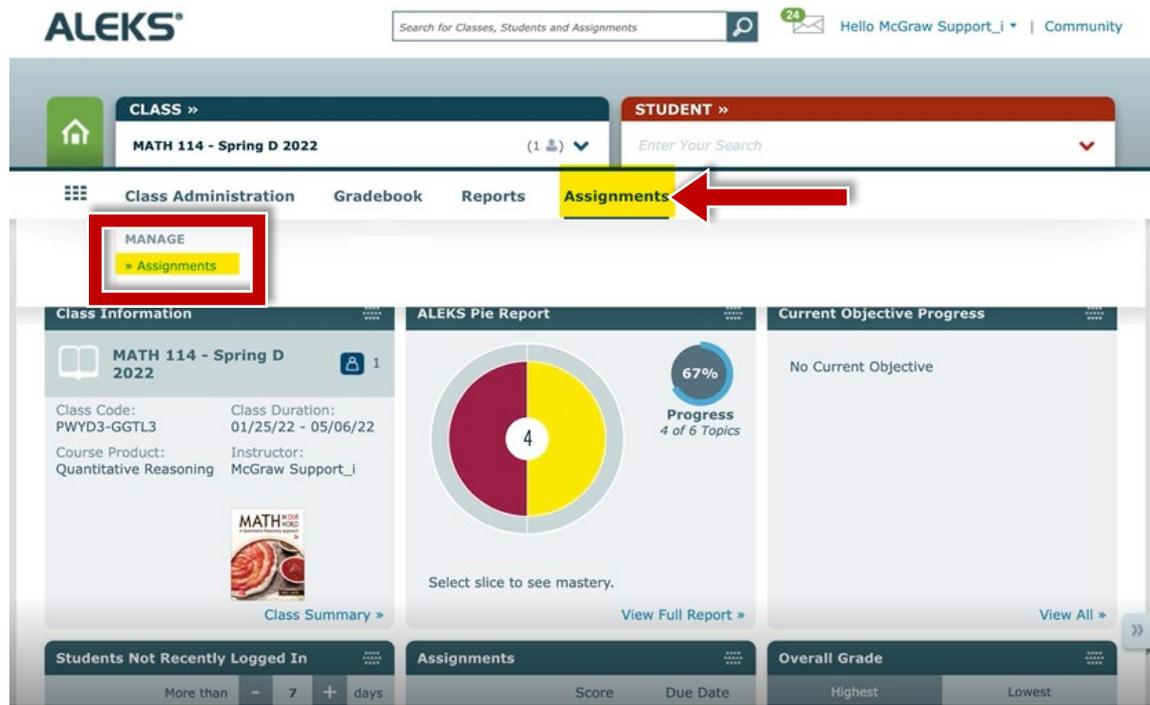
- Extension: 04/25/2022
- Time Limit: *None
- Password: *None
- Bypass Prerequisite

11:58 pm

Step 4a – Providing Extensions to Multiple Students

From the Class-level in ALEKS, hover over Assignments and click on “**Assignments**”.

NOTE: Class-level means that you have not selected a specific student in the Student drop-down. Click on “**Class**” to return to the Class-level.





Step 4b – Providing Extensions to Multiple Students

Select the Assignment(s) that you would like to extend (A) and click “Exceptions” (B).

Class Administration Gradebook Reports Assignments QuickTables

Class Code: PWYD3-GGTL3 CLASS TOOLS

MATH 114 - Spring D 2022 – Assignment List

+ New Assignment Copy Edit Dates **Exceptions** Delete

Name	Type	Start	Due	Status	Details	Report
Initial Knowledge Check	Knowledge Check	-	-	Open		
<input checked="" type="checkbox"/> HW: 2.1, 2.3 – 2.4, and 2.6 Assignment	Homework	03/14/2022 12:00 AM	03/21/2022 11:59 PM	Upcoming	56 Questions	
<input checked="" type="checkbox"/> HW: 2.2 and 2.7 Assignment	Homework	03/14/2022 12:00 AM	03/28/2022 11:57 PM	Upcoming	26 Questions Prerequisite	
<input checked="" type="checkbox"/> HW: 2.1 – 2.4, 2.6 – 2.7 Review for Exam Assignment	Homework	03/14/2022 12:00 AM	03/28/2022 11:58 PM	Upcoming	37 Questions Prerequisite	

Quick Edit Print Preview



Step 4c – Providing Extensions to Multiple Students

Use the dropdown (A) to select “All Students” or one or more multiple students in the list.

Apply changes to Due Date, Time Limit, Password, and/or Bypass Prerequisite (B). Click the “Apply” button (C) to continue.

NOTE: You can shift the **Due Date** or apply a Custom Date.

The screenshot displays the 'Exceptions' dialog box in the McGraw Hill system. On the left, the 'Select Student(s)' dropdown (A) is set to 'All Students'. Below it, a search bar and a list of students with checkboxes are visible. The 'Exceptions' panel (B) is highlighted with a red box and contains the following options: Due Date, Time Limit, Password, and Bypass Prerequisite. The 'Apply' button (C) is highlighted with a red box at the bottom. A yellow callout on the right shows the 'Custom Due Date' options, including 'Custom Due Date', 'Custom Shift', and a list of shifts from '+ 1 day' to '+ 7 days'.



Step 5

When you are ready to return to Canvas, simply close your browser tab to return.

The screenshot shows a web browser window with the ALEKS interface. The browser tab is titled 'ALEKS - Liberty University' and has a red 'x' icon next to it, which is highlighted by a red arrow. The URL bar shows 'www-awa.aleks.com/alekscgi/x/isl.exe/1o_u-1gM...'. The ALEKS interface includes a search bar, a navigation menu with 'CLASS' and 'STUDENT' options, and a main content area displaying 'MATH 114 - Spring D 2022 - Assignment List'. A green notification bar at the top of the content area says 'Exceptions applied. Undo'. Below this are buttons for 'New Assignment', 'Copy', 'Edit Dates', 'Exceptions', and 'Delete'. A table lists assignments with columns for Name, Type, Start, Due, Status, Details, and Report.

Name	Type	Start	Due	Status	Details	Report
<input type="checkbox"/> Initial Knowledge Check	Knowledge Check	-	-	Open		
<input checked="" type="checkbox"/> HW: 2.1, 2.3 — 2.4, and 2.6 Assignment	Homework	03/14/2022 12:00 AM	03/21/2022 11:59 PM	Upcoming	56 Questions Exceptions	

Support and Resources

TECH SUPPORT & FAQ:

CALL: (800) 258-2374

EMAIL: [aleks.com/support/form/](https://www.aleks.com/support/form/)

MONDAY-THURSDAY: 7 AM – 1 AM ET

FRIDAY: 7 AM - 9 PM ET

SUNDAY: 4 PM – 1 AM ET

SUBMIT A SUPPORT TICKET:

<https://www.aleks.com/support/form/>

FIND MORE SUPPORT:

supportateverystep.com

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mheducation.com/highered/aleks