

# Completing an Assignment in ALEKS

Liberty University Digital Training Series

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Student



**This tutorial focuses on Non-Adaptive ALEKS Assignments Only.**



# Step 1a – Viewing Assignments (Pie View)

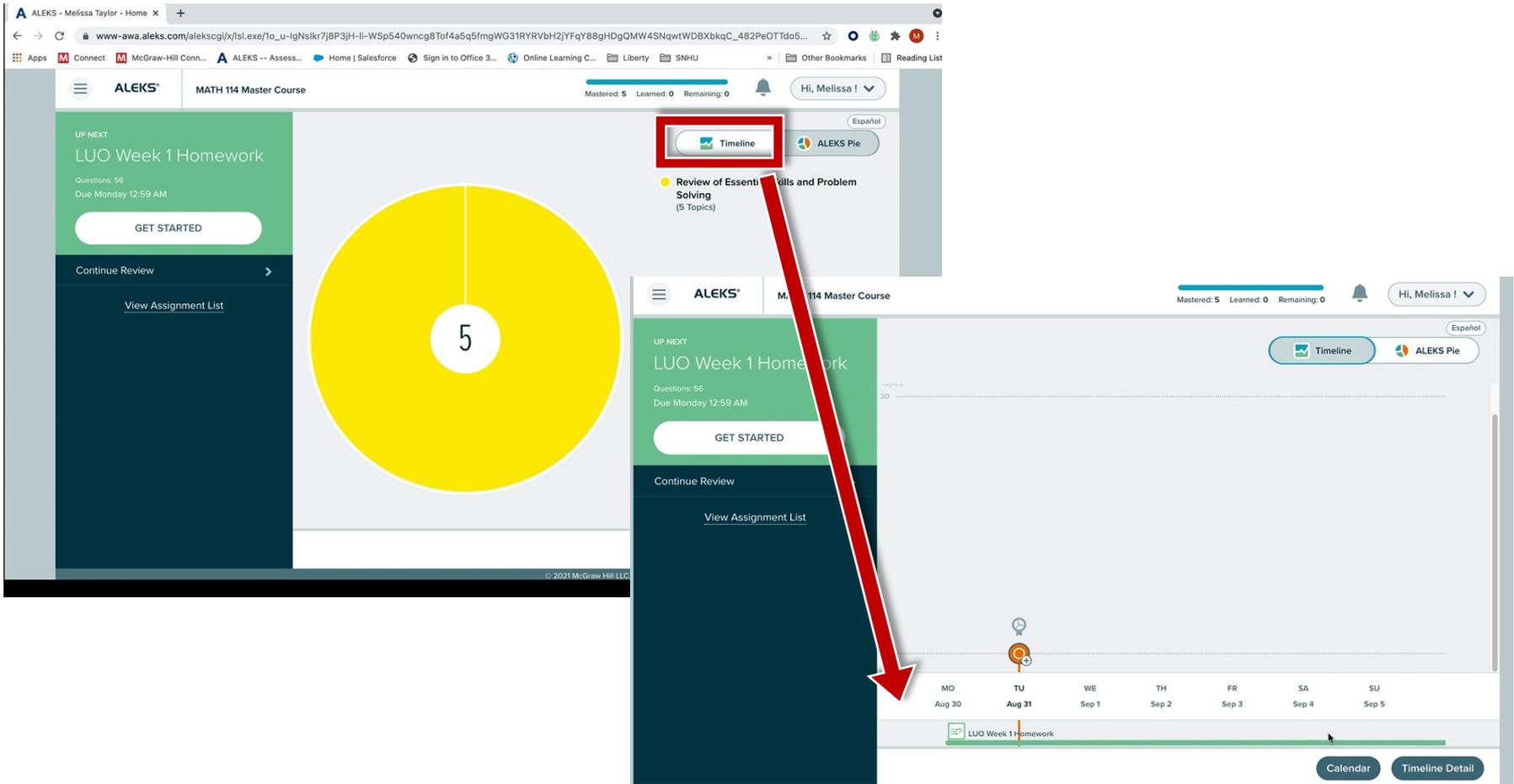
Review the **Up Next** menu to review assignments due in the next 7 days. Click **“Get Started”** to begin that assignment.

The screenshot displays the ALEKS interface for a user named Melissa Taylor. The page title is "ALEKS - Melissa Taylor - Home". The URL is "www-awa.aleks.com/alekscgi/x/!sl.exe/!o\_u-!gNslkr7!8P3!H-!i-WSp540wncg8Tof4a5q5fmgWG31RYRVbH2!YFqY88gHDgQMw4SNqwtWDBXbkqC\_482PeOT!do5...". The page shows the "ALEKS" logo and "MATH 114 Master Course". A progress bar indicates "Mastered: 5", "Learned: 0", and "Remaining: 0". The user's name "Hi, Melissa!" is visible. The "UP NEXT" menu is highlighted with a red box and a red arrow pointing to the "GET STARTED" button. The menu item is "LUO Week 1 Homework" with "Questions: 56" and "Due Monday 12:59 AM". Below the menu is a "Continue Review" button and a "View Assignment List" link. The main area features a large yellow pie chart with the number "5" in the center. To the right of the pie chart, there is a section titled "Review of Essential Skills and Problem Solving (5 Topics)". At the bottom of the page, there are "Calendar" and "ALEKS Pie Detail" buttons. The footer contains the copyright notice "© 2021 McGraw Hill LLC. All Rights Reserved." and links for "Terms of Use", "Privacy Center", and "Accessibility".



# Step 1b – Viewing Assignments (Timeline View)

You'll be automatically placed in your ALEKS Pie View. To change to a linear view of assignments, click the “**Timeline**” toggle.





# Step 1c – Viewing Assignments (List View)

To access a full list of assignments, click the “View Assignment List” link.

The screenshot displays the ALEKS interface for a MATH 114 Master Course. On the left, the 'UP NEXT' section shows 'LUO Week 1 Homework' with a 'GET STARTED' button. Below this, a 'Continue Review' section contains a 'View Assignment List' link, which is highlighted with a red box. A yellow circle with the number '5' is placed over the link, with a red arrow pointing to it. The right side of the image shows the 'Assignments' list view, which includes a table of assignments.

Name	Type	Start	Due	Progress	Details
There are no upcoming assignments for your selection					
<b>Current</b>					
LUO Week 1 Homework	Homework	08/30/2021 7:37 PM	09/06/2021 12:59 AM	-	0 of Unlimited Attempts Final Submission Date: 10/15/2021 12:59 AM Quick Retake available
<b>Closed</b>					
Initial Knowledge Check	Knowledge Check	-	-	100%	
Discussion Board 1: Mortgages	External Assignment	-	05/07/2021 12:59 AM	-	
Discussion Board 2: Mortality	External Assignment	-	05/07/2021 12:59 AM	-	
Project 1: Standard Deviations	External Assignment	-	05/07/2021 12:59 AM	-	
Project 2: Electricity	External Assignment	-	05/07/2021 12:59 AM	-	



# Step 1d – Viewing Assignments (from Menu)

You can also access this list by clicking the **Menu (A)** and then **“Assignments” (B)**.

The screenshot shows the ALEKS interface for a MATH 114 Master Course. The top navigation bar includes the ALEKS logo, course name, and user information. A red box labeled 'A' highlights the menu icon (three horizontal lines) in the top left. A red arrow points from this icon to a dropdown menu. In this menu, the 'Assignments' option is highlighted with a red box labeled 'B'. The main content area shows the 'Assignments' page with a table of assignments.

Name	Type	Start	Due	Progress
There are no upcoming assignments for your selection				
<b>Current</b>				
LUO Week 1 Homework	Homework	08/30/2021 7:37 PM	09/06/2021 12:59 AM	-
<b>Closed</b>				
Initial Knowledge Check	Knowledge Check	-	-	100%
Discussion Board 1: Mortgages	External Assignment	-	05/07/2021 12:59 AM	-
Discussion Board 2: Mortality	External Assignment	-	05/07/2021 12:59 AM	-
Project 1: Standard Deviations	External Assignment	-	05/07/2021 12:59 AM	-
Project 2: Electricity	External Assignment	-	05/07/2021 12:59 AM	-



# Step 2

Click on the assignment you wish to begin.

ALEKS<sup>®</sup> MATH 114 Master Course

Mastered: 5 Learned: 0 Remaining: 0 Hi, Melissa!

Assnignments Español

Filters

Name	Type	Start	Due	Progress	Details
There are no upcoming assignments for your selection					
<b>Current</b>					
LUO Week 1 Homework	Homework	08/30/2021 7:37 PM	09/06/2021 12:59 AM	-	0 of Unlimited Attempts Final Submission Date: 10/15/2021 12:59 AM Quick Retake available
<b>Closed</b>					
Initial Knowledge Check	Knowledge Check	-	-	100%	
Discussion Board 1: Mortgages	External Assignment	-	05/07/2021 12:59 AM	-	
Discussion Board 2: Mortality	External Assignment	-	05/07/2021 12:59 AM	-	
Project 1: Standard Deviations	External Assignment	-	05/07/2021 12:59 AM	-	
Project 2: Electricity	External Assignment	-	05/07/2021 12:59 AM	-	



## Step 3

Review the details of your assignment, such as the **Due Date (A)**, **Number of Attempts (B)**, **Number of Questions (C)**, and any other **reminders (D)**.

When you are ready to begin your assignment, click **“Start”**.

LUO Week 1 Homework  
Introduction

Melissa ▾  
Español

**A** Due  
Monday 12:59 AM

**B** Attempts  
1 of Unlimited Attempts

**C** Number of Questions  
56 Questions

Grading Policy: Best Score  
Partial Credit: Enabled

🕒 Final Submission Date: Oct 15 12:59 AM

**D** Please remember:

- Once you start the Homework, you must finish it (or save it for later) before you can work on anything else.

Assignments List Start

## Step 4

Use the question map at the top to navigate to upcoming questions or return to a previous question **(A)**. Use the **Assignment Helps (B)** for assistance. When ready, enter your answer **(C)** and, if you have the option, **Check (D)** your response.

The screenshot shows a homework question interface. At the top, a green header displays "LUO Week 1 Homework" and "Question 1 of 56 (1 point) | Question Attempt: 1 of Unlimited". A user profile "Melissa" is visible in the top right. A navigation bar (A) contains buttons for questions 1 through 14, with question 14 highlighted. Below the navigation bar, the question text reads "Express the decimal as a percent." To the right of the question is a vertical toolbar (B) with icons for infinity, a diamond, a document, a calculator, and an envelope. The answer input area (C) shows "0.23 =  %" with a "x" button and a refresh button. At the bottom left, a "Check" button (D) is highlighted. At the bottom right, there are "Save For Later" and "Submit Assignment" buttons.

## Step 5

ALEKS will provide you automatic feedback. In this example, the submitted answer is recorded as correct. When ready, click “**Continue**” (A) to progress to the next question.

You may also choose to “**Save for Later**” (B), which will allow you to save your progress and return later.

When you are ready, click “**Submit Assignment**” (C) to submit your assignment.

The screenshot shows the ALEKS interface for a homework assignment. At the top, it displays 'LUO Week 1 Homework', 'Question 1 of 56 (1 point)', and 'Question Attempt: 1 of Unlimited'. The user's name 'Melissa' is visible in the top right. A progress bar at the top shows 14 questions, with question 1 highlighted and marked as correct. The main question asks to 'Express the decimal as a percent.' The user has entered '0.23 = 23%' in the input field, which is marked as correct with a green checkmark. On the right side of the input field, there are icons for help, hints, and a flag. At the bottom of the interface, there are three buttons: 'Try Another', 'Continue' (labeled A), 'Save For Later' (labeled B), and 'Submit Assignment' (labeled C). The 'Continue', 'Save For Later', and 'Submit Assignment' buttons are highlighted with red boxes.



## Step 6

If you have any incomplete questions, ALEKS will inform you.

Click “**Cancel**” (A) if you are not ready to submit your assignment.

Click “**Submit Assignment**” (B) if you are ready to submit your assignment.

The screenshot shows the ALEKS interface for a homework assignment. At the top, it says "LUO Week 1 Homework" and "Question 2 of 56 (1 point) | Question Attempt: 1 of Unlimited". The user's name "Melissa" is in the top right. A progress bar shows questions 1 through 14, with question 6 highlighted. The main question asks to "Express the decimal as a percent." and shows the input "2.289 = %". A calculator icon is visible. An "Incomplete" dialog box is open, displaying the message: "Incomplete. You left 55 questions unanswered. To answer them, select Cancel. Otherwise, select Submit Assignment." Below the dialog box, two buttons are highlighted with red boxes: a dark blue "Cancel" button labeled "A" and a green "Submit Assignment" button labeled "B". At the bottom of the interface, there are buttons for "Check", "Save For Later", and "Submit Assignment".



## Step 7

After submitting your assignment, you will have the option to:

- Return to your **Assignments List (A)**,
- Complete the **Quick Retake (B)** if that option is available to you, or
- Proceed to your **Report (C)**.

LUO Week 1 Homework Confirmation

Melissa

Español

Attempts	Progress	Submitted	Elapsed Time
1 of Unlimited Attempts	2%	Today 10:58 AM	1m 31s

**Submitted**

You submitted LUO Week 1 Homework.  
Your score is 2%. View your report for details.

**Retake Available**

You have unlimited attempts if you'd like to complete this assignment again.

**A** **B** **C**

Assignments List Quick Retake Report



## Step 8

From your report view, you can return to your assignments by clicking the **Main Menu** button (A) or the **Assignments List** button or (B).

The screenshot shows a homework report interface. At the top left, a red box labeled 'A' highlights a hamburger menu icon. The page title is '...UO Week 1 Homework Report' and the overall score is '2%'. The user's name 'Melissa' is in the top right. Below the title, there's a progress bar and a table with columns: 'Attempt 1 (2%)', 'Progress', 'Submitted', and 'Elapsed Time'. The progress bar shows '1 of 56 points (2%)', 'Submitted: Today 10:58 AM', and 'Elapsed Time: 1m 31s'. A row of 14 buttons follows, with the first being green with a checkmark and the rest red with an 'X'. The main content area shows 'Question 1 of 56: 2.1 Express a decimal as a percent 1 (practice)'. The score is '1 of 1 point', submitted 'Today 10:57 AM', and time spent is '0m 40s'. The question text is 'Express the decimal as a percent.' and the input field contains '0.23 = 23 %' with a green checkmark. At the bottom, a red box labeled 'B' highlights the 'Assignments List' button.



## Step 9

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-lgM...'. 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 <a href="#">Exceptions</a>	

# 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](https://supportateverystep.com)

## **FIND MORE TIPS:**

[mheducation.com/highered/aleks](https://mheducation.com/highered/aleks)