ALEKS Reference Guide

Your Go-To Guide for Navigating ALEKS

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How ALEKS Works

What Is ALEKS?

McGraw Hill ALEKS is a course assistant that helps Math and Chemistry instructors forge Constructive Learning Paths for their students—blending personalized modules with instructor-driven assignments to ensure every student always has another block to build on their knowledge base. ALEKS gives ypu the flexibility to assign homework, share curated content such as videos, review student progress, and provide student support anytime, anywhere. You can identify what their students know and don't know and, from there, ALEKS will deliver customized practice until they truly get it.

Learn More: **mheducation.com/highered/aleks**

The ALEKS Blend

Flexibility is key! ALEKS allows you to blend personalized modules with your own, instructor-driven assignments. That means you can assign homework, share videos, review your students progress, and provide student support 24/7, anywhere, all in one course assistant.

Personalized Modules

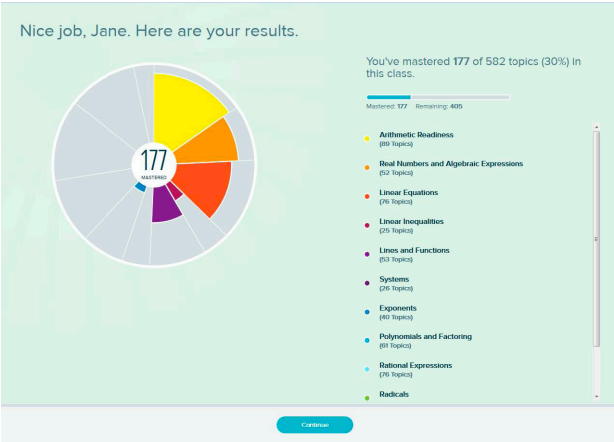
To assist you in overcoming the challenge of student preparedness and unfinished learning, you can build ALEKS personalized modules to allow students to build or improve the skills necessary to succeed in your course. A common application of personalized modules is a front-loaded prerequisite assignment or series of just in time assignments.

Homework, Tests, and Quizzes

In addition to the personalized learning path, ALEKS assignments are available to help you create your perfect course. They allow you to assign specific content that supports your teaching style and provides flexibility in the classroom. Use these homework, quiz, or test assignments for test preparation or application of skills, and to create exposure to concepts not requiring mastery. You'll also know which students need your attention with the help of powerful Assignment Reports

The ALEKS Student Experience

Students begin by taking an Initial Knowledge Check, up to 25 questions, which is based on the content you have identified to be the most important for your students to practice and master. ALEKS will identify and celebrate what a student already knows coming into the course and create a personalized learning path so they can efficiently focus on what they are most ready to learn next.



By the time the student has completed the Initial Knowledge Check, ALEKS has developed a precise picture of the student's knowledge of the course, knowing which topics are mastered and which topics are not. The student's knowledge is then represented by a multicolored pie chart. Each pie slice depicts an area of the course; the student knows exactly how many topics they know and don't know in each area.

The ALEKS Pie and Timeline

When students first reach the homepage of their ALEKS course, they will see the ALEKS Pie. The toggle in the right-hand corner allows students to switch their home page view from the ALEKS Pie to the ALEKS Timeline. These provide a macro and micro view of the student's progress. A student can take several actions from the homepage:

- Select the **Start My Path** button to begin their learning.
- Under the **Work on Something Else** section, select an ALEKS assignment.
- Open the navigation menu from the top, left corner to access resources such as the gradebook and reports.

The ALEKS Pie shows overall course mastery. Each pie slice represents a different area of the course and has three color-coded sections:

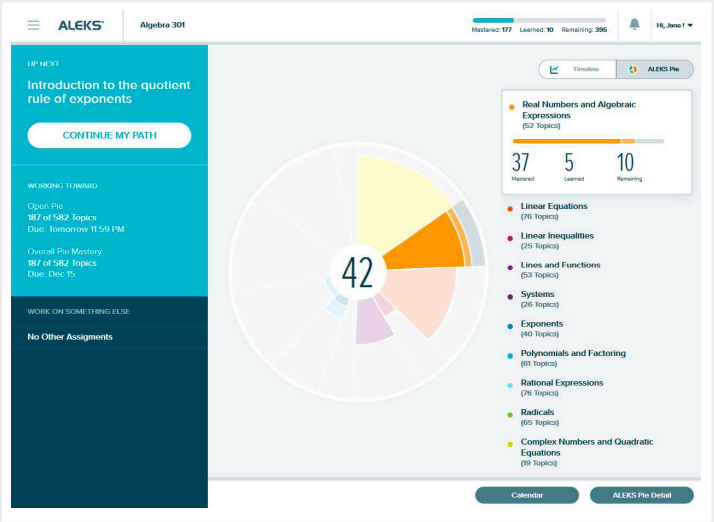
Dark = Topics mastered on a Knowledge Check

Light = Topics learned, but not yet mastered

Grey = Remaining topics not learned or mastered

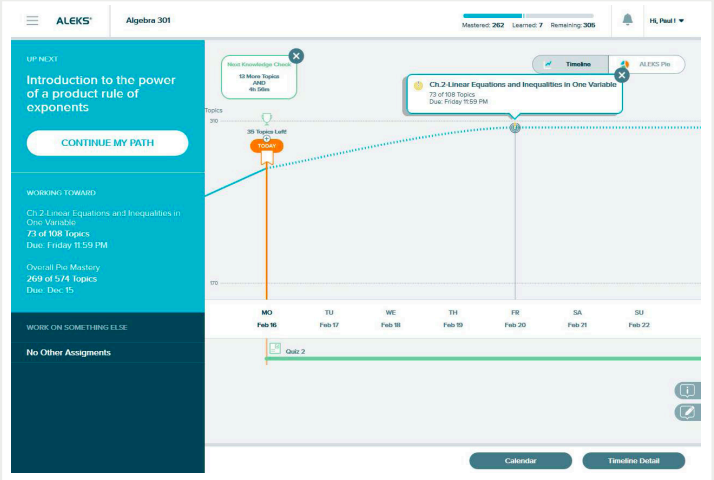
A student can select a pie slice name on the right to see the number of topics mastered, learned, and remaining for that pie slice.

The ALEKS Pie will update each time a student learns a topic or completes a Knowledge Check, so students always have a clear idea of where they are in the course.



The Timeline View tracks students' weekly progress to help them manage their study time. Each day displays how much the student has left to do in order to complete the assignment or Module by the due date.

Students select the **Next Knowledge Check** icon to see when their next Knowledge Check will occur. If they need more time to review, they can delay the Knowledge Check for up to 24 hours.



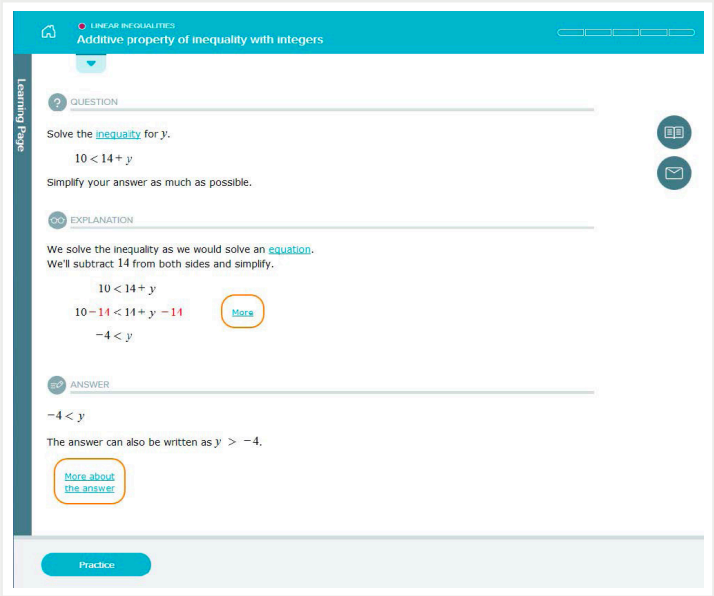
Reminder!

You can experience your own ALEKS class as a student using the Student View tool. Navigate through the Modules, work on problems, and take a Knowledge Check.

Open the Class Tools box in your Instructor Account to access the Student View tool.

The Learning Mode

Once students enter the Learning Mode, they are presented with the topic that they are most Ready to Learn. The first thing they see is the Learning Page for that topic, which offers a detailed explanation of a sample problem. After reading the lesson, students select **Practice** to begin working on Practice Problems.



These problems have such variability that a student can only get them consistently correct by truly understanding the core principle rather than memorizing a process. Once the student consistently gets the problems for a given topic correct, ALEKS considers that the student has learned the topic and the student can move on to the next topic.

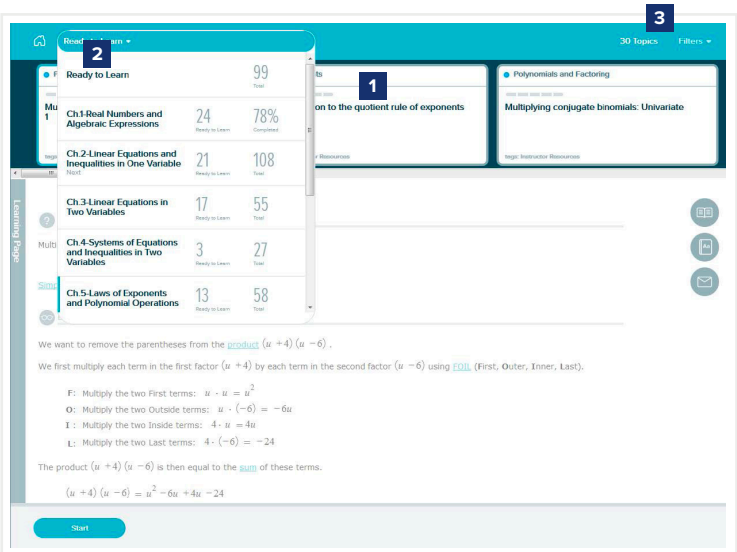
Support materials, such as the eBook and lecture videos, are easily accessible on any Lesson Page or Practice Problem should a student need additional help. They can also select **Explanation** for a Practice Problem to see how it is worked out.

In the Learning Mode, students are offered a choice of topics that they are Ready to Learn (have the prerequisite knowledge to successfully complete). They can filter the Ready to Learn topics available to them using several methods. For example, they may want to focus on a particular area of the course or review previously learned topics.

1 The **Topic Carousel** allows students to quickly view available Ready to Learn topics and select one to work on. To change the topics that appear in the carousel, they use the filters described below.

2 The **Ready to Learn** drop-down menu allows students to navigate to another pie slice or Module, if it is unlocked. They can also quickly see their progress for each Module.

3 Students select the **Filters** menu in order to filter topics that appear in the Topic Carousel based on certain parameters. For example, students can select Review to see previously learned topics or select Needs More Practice to work on topics that they missed on a Knowledge Check.



As the student learns new topics, ALEKS updates its map of the student's knowledge. To ensure that topics learned are retained in long-term memory, ALEKS periodically reassesses the student through Knowledge Checks and provides extra remediation where needed. Because students are required to show mastery through mixed-question assessments that cannot be predicted, mastery of the ALEKS course means true mastery of the course.

Getting Started

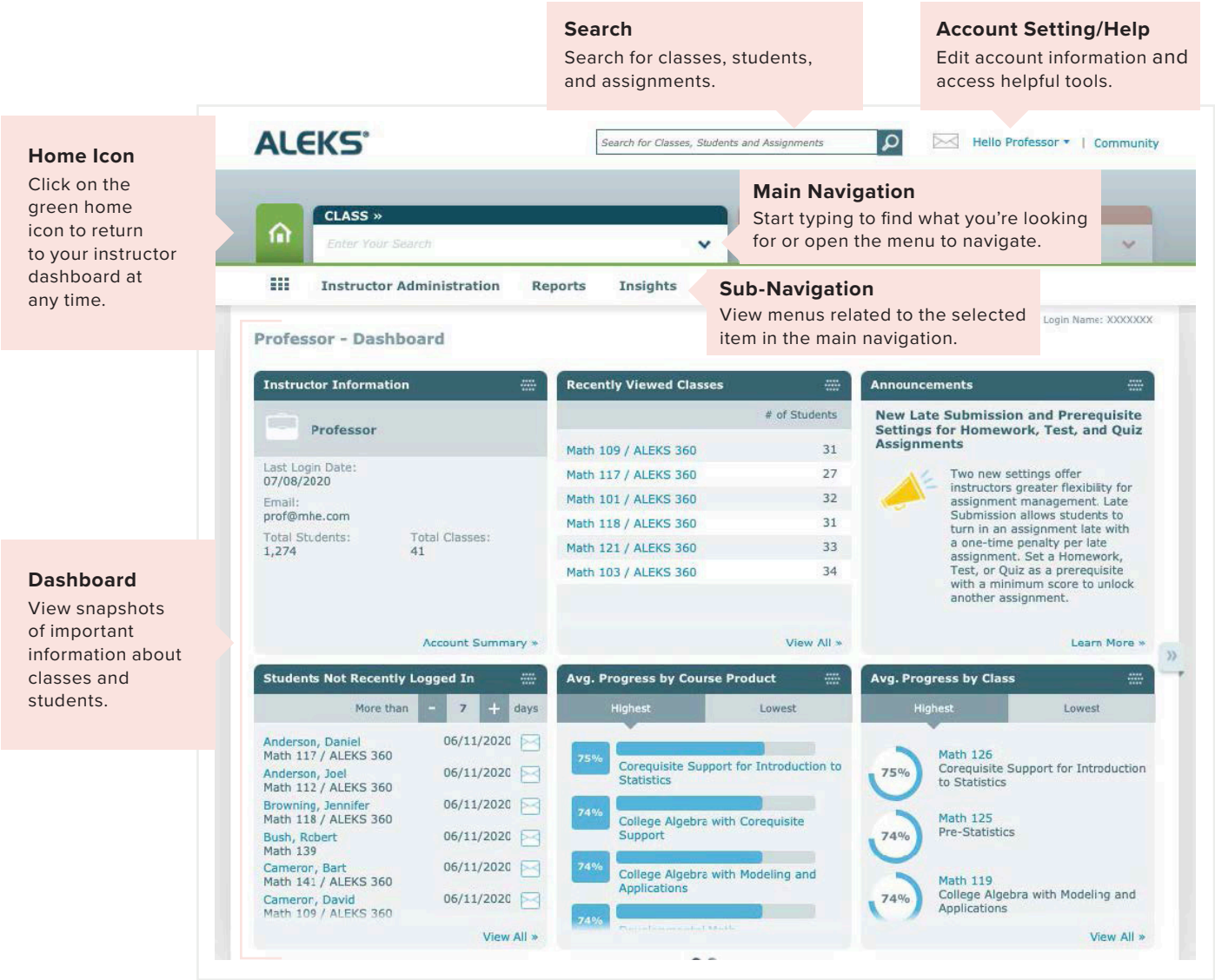
The ALEKS Instructor Module provides an intuitive, easy-to-navigate system that is iPad and tablet compatible, making it easy to use from anywhere. This Reference Guide will help you get started with your ALEKS experience by outlining the most important features and functions within ALEKS.

If you have any questions or need help, please contact ALEKS Customer Support: **support.aleks.com**

Logging In and Navigating The Instructor Module

To access your account, go to **www.aleks.com**. Enter your username and password in the Registered Users box and click on the Log In button. Students will also log in the same way. They will be automatically logged out after 30 minutes of inactivity.

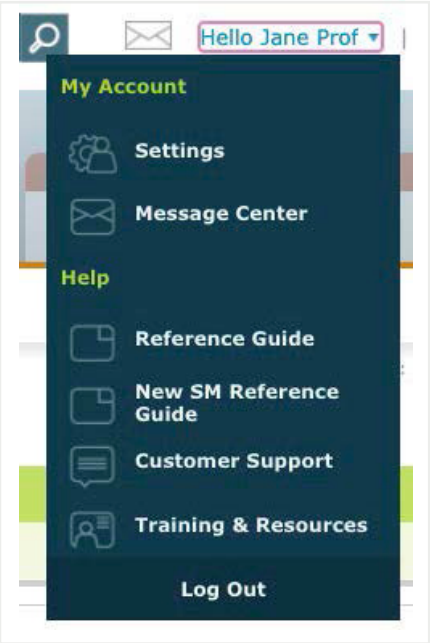
After logging into ALEKS, you will be taken through a guided tour that highlights key features in the Instructor Module. Then you will land on the main page of the Instructor Module, which is called your instructor dashboard. You can then navigate the Instructor Module using various options.



Managing Your Instructor Account

Manage your accounts settings and find helpful resources directly from within the Instructor Module.

My Account



How to Find It: Click drop-down menu by your name. Under **My Account** options you will see these features:

Settings: Update your ALEKS account settings, contact information, and email preferences.

Message Center: Send messages to each other instructors, students, and ALEKS Customer Support.

Reference Guide: View this guide while navigating through the Instructor Module.

New Student Module Reference Guide: View this guide while navigating through the Student View.

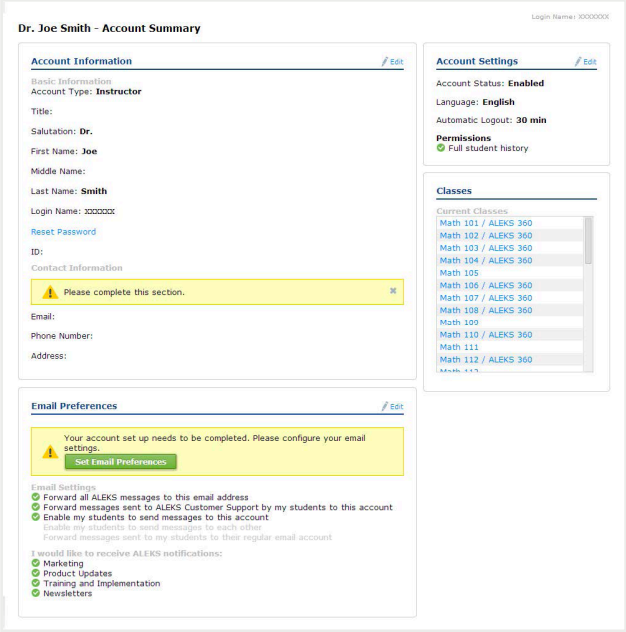
Customer Support: Clicking this link opens a pop-up with a partially populated customer support ticket.

Training & Resources: ALEKS Corporation offers complimentary online resources and training.

Community

Next to your name in the upper-right corner, you will notice a **Community** link. The ALEKS Community is an online community where instructors can share ideas and discuss best practices with ALEKS colleagues. All ALEKS educators are members of the ALEKS Community and can log in directly from their Instructor Module by clicking on the Community link.

Instructor Administration



In addition to the My Account menu, you can easily manage your ALEKS account from the Account Summary page.

How to Find It: Select Instructor Administration I Click Account Summary

Account and Contact Information: To update your basic information, click on the **Edit** link for the Account Information section. You can also update your password from here.

Email Preferences: Select which emails you would like to receive, such as feature updates, from ALEKS. From this section you can also choose how you want students to communicate with you and with each other through the ALEKS Message Center.

Account Settings: Adjust your account settings, such as automatic logout time, from this section.

Classes: View a list of your current ALEKS classes. Selecting a class will take you directly to the Class Summary page where you can view all the class settings and make changes.

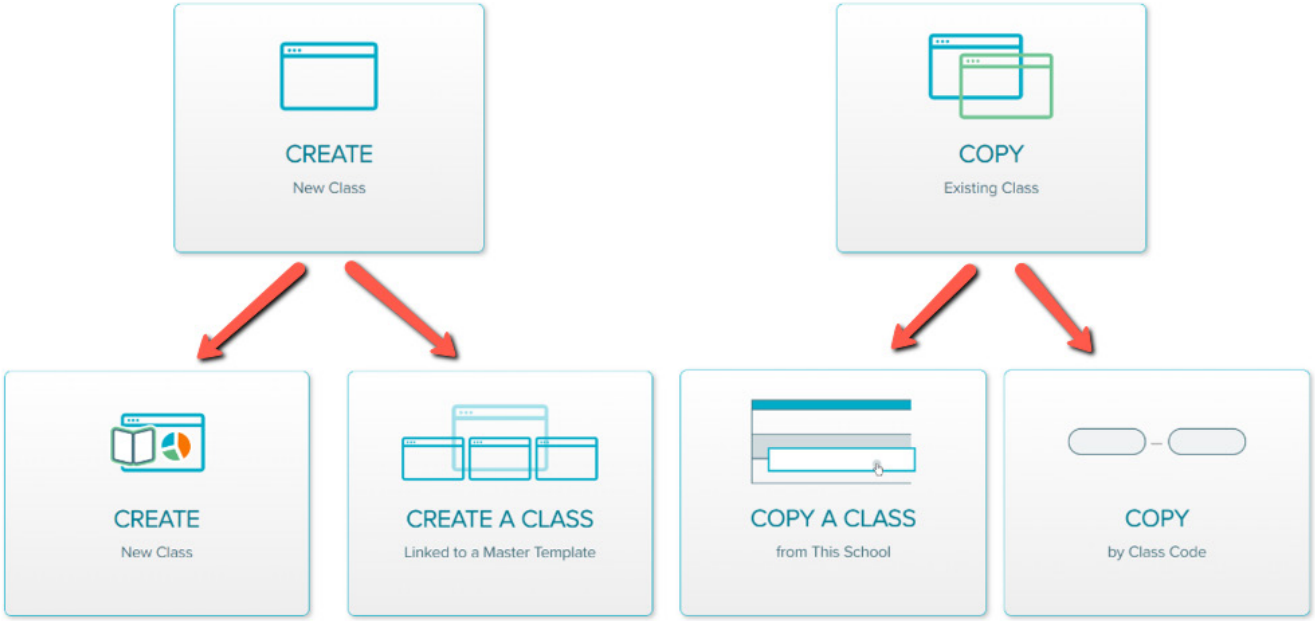
Class Creation

In this section, you'll learn how to create and manage your ALEKS classes. You'll also learn about additional features that allow you to customize your classes and overall ALEKS experience for both you and your students.

Creating Classes

How to Find It: Select Instructor Administration I Click New Class
Alternate Route: Select a class I Click Class Administration I Click New Class

From this page, you'll choose to either create a new class or copy an existing class. There are four ways to proceed:



Click to go through the class creation wizard.

Click to create a course linked to a preexisting master template.

Duplicate one of your existing classes or a class from another instructor at the same institution.

Click to enter the class code of the class you want to duplicate.

Note: In the Chemistry Course Creation flow, you will also see the option to choose between the Modern Modules Editor or Classic Modules Editor. We recommend proceeding with the Modern Modules Editor so you have access to Start and End Dates and Times.

Textbook Integration

You have the option to select a textbook from the drop-down list to integrate with your ALEKS course. If you require the eBook, the textbook you select will include instructor and student resources that accompany the book and for Math and some Chemistry Disciplines', you can select textbook questions to create Homework, Quizzes, and Tests. To provide greater flexibility in aligning your course to your goals, you can choose a different discipline for your adaptive Course Product to complement your non-adaptive assignments, such as the Prep or Corequisite product.

Class Options

Under Class Options, you may see additional options for features that you can include or exclude from your class setup, such as QuickTables, the graphing calculator, or accommodations for visually impaired students. See below for more information about accommodations for visually impaired students.

- **Incoming Students:** Here you can select an option for students moving between compatible ALEKS classes. Select either Carry Over Progress or Do Not Carry Over Progress (default).
- **Unenrolled Students:** Here you can select an option for unenrolled students in rosters, dashboards, reports, and the gradebook. Select to either Show Unenrolled Students or Hide Enrolled Students (default).
- **QuickTables:** Here you can choose to include or not to include QuickTables, which is a research-based, math fact mastery program. Select to either Include QuickTables or Do Not Set Up QuickTables At This Time (default).
- **Accommodations for Visually Impaired Students:** See below

Once you have chosen your class options, select the blue **Create Class** button to save your basic settings.

Course Specific Settings

Accommodations For Visually Impaired Students

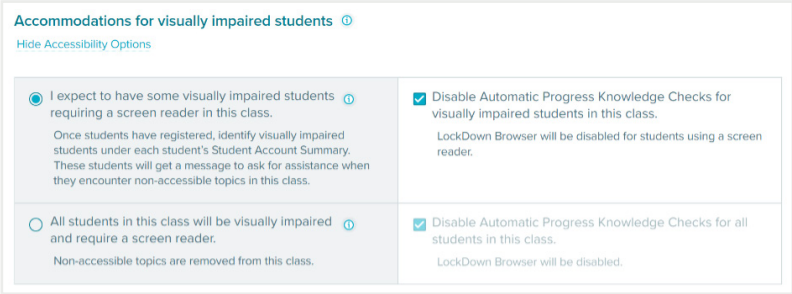
The course setting **Accommodations for visually impaired students** appears for select ALEKS course products, which include content that has been rewritten and coded to conform to screen-reader technology and level AA Web Content Accessibility Guidelines (WCAG). Select **Show Accessibility Options** to turn on this course setting. The default setting is *"I expect to have some visually impaired students requiring a screen reader in this class."*

There are two ways to turn on accessibility for students:

Accessibility at the Individual Student Level (Default Setting): If you expect to have some visually impaired students who require a screen reader in your class, select this option.

Accessibility at the Class Level: If all students in the class are visually impaired and require a screen reader, select this option.

You can also disable automatic progress assessments (i.e., Knowledge Checks) for the visually impaired students.



When should an instructor select the Accessibility at the Individual Student Level option?

This scenario is ideal for classes or academic centers that have a mix of students who are visually-impaired and students who are not. Instructors should use this setting if they expect some students in the class to use a screen reader.

What happens when the Individual Student Level option is selected?

Students identified as visually impaired will be able to work on content that has been rewritten and coded to conform to screen-reader technology and level AA WCAG. These students will be prompted to ask for sighted assistance when they encounter topics that are not compatible with screen readers. The Modules/Content Editor (see page 11) shows which topics are accessible, indicated by an **Accessible Topic** icon. The following features in the student module will also be disabled: eBook and its assets, ALEKS Dictionary, worksheets, calendar, class forum, message center, bilingual toggle, and the ALEKS Calculator.

Accommodations For Visually Impaired Students (Continued)

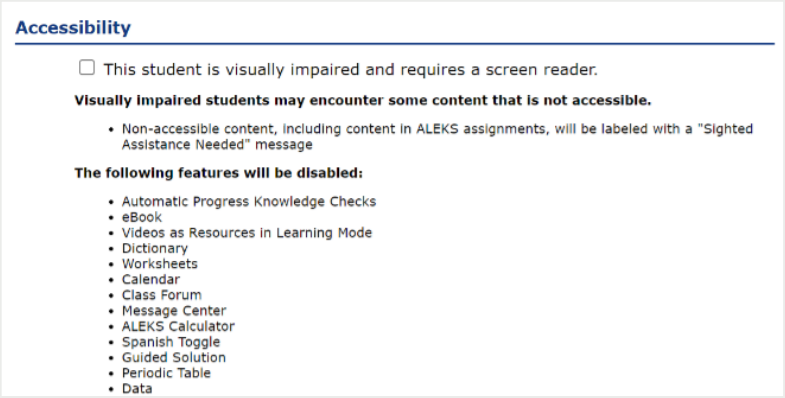
How does an instructor identify individual students as visually impaired?

Make sure all visually impaired students have enrolled in the ALEKS class. Once enrolled, go to the Student Account Summary page for each student.

How to Find It: Navigate to the student's dashboard | Locate Account Information tile | Select Account Summary | Select Edit in Account Settings

Check the box designating the student as visually impaired and requires a screen reader. The instructor will need to do this for each visually impaired student.

See page 25 for more information on the Student Account Summary.



When should an instructor select the Accessibility at the Class Level option?

This scenario is ideal for classes or academic centers that cater specifically to blind and visually-impaired students. Instructors should use this setting if they expect all students in the class to use screen-reader technology.

What happens when the Class Level option is selected?

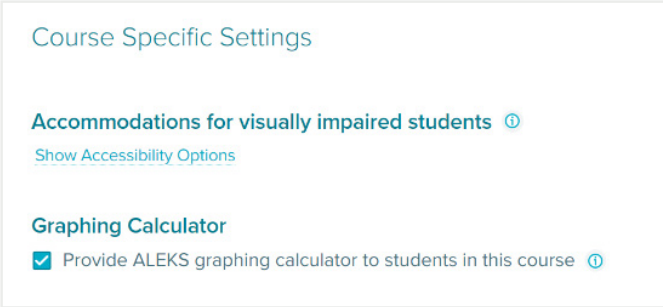
The ALEKS course content will be restricted to only include topics that have been rewritten and coded to conform to screen-reader technology and level AA WCAG. Any topics that are not compatible with screen readers will not be included in the ALEKS Pie, nor will they appear to instructors during the class setup. The following features will also be disabled: eBook and its assets, ALEKS Dictionary, worksheets, calendar, class forum, message center, bilingual toggle, and the ALEKS Calculator.

What are the system requirements for using screen readers with ALEKS?

Students will need the following system requirements: Microsoft Windows 10+, JAWS 2019, 2020, 2021 and Firefox 90+.

The Graphing Calculator

The graphing calculator is on by default for relevant course products. When you deselect this option, topics requiring a graphing calculator are removed from the course.

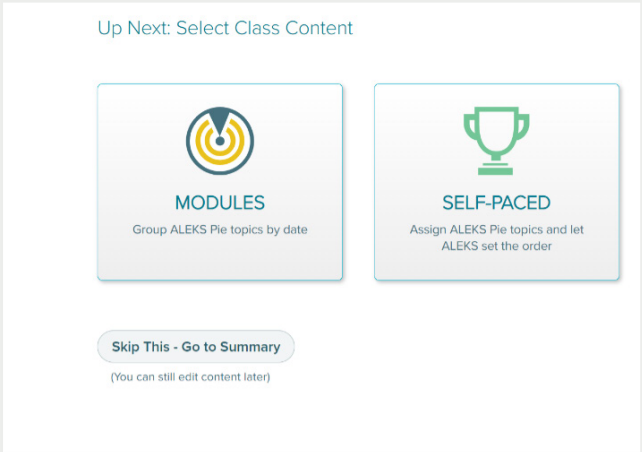


Select Class Content

Modules

At this point the best practice is to select Modules to begin selecting the content in your course that will require mastery. Reminder: a common application of modules is to target prerequisite skills.

- **Modules—**Select this option if you prefer your students work through ALEKS based on start and due dates that you assign.
- **Self-Paced—**Select this option if you prefer your students work through ALEKS based on Progress Level rather than by date.



Customize This Class

Modules Editor

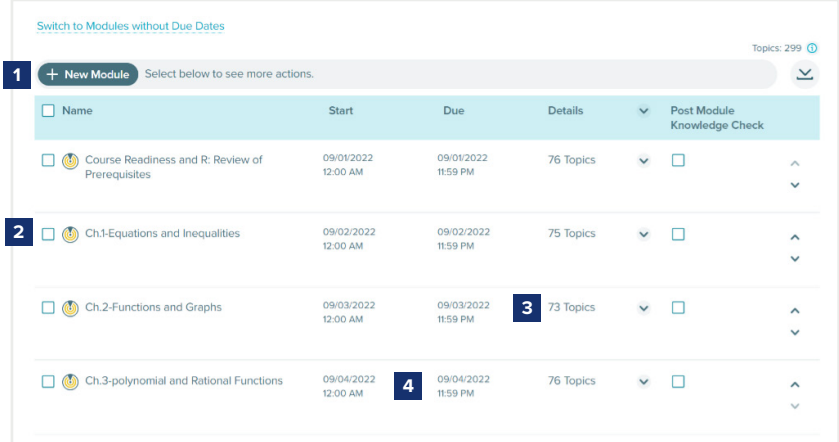
When you choose to use Modules you will see the Modules Editor. From here you can customize:

- You select the topics you want to cover
- **Start/Due Date or Mastery %:** assign start and due dates/times or mastery requirement for each Module
- **Post-Module Knowledge Check:** assign a Knowledge Check after students complete an Module
- **Order:** arrange the Modules in any order using the arrows on the right

1 To begin, select the New Module button. You can then choose the ALEKS content for the Module, assign it a name, and order it among the other Modules for the class.

2 Select the check box next to a Module and then click Edit at the top of the page to open the Module Editor. This allows you to view and edit the ALEKS Topics in the Module.

3 Next to each Module you will see the number of goal topics, which are the topics that count toward the Module grade.

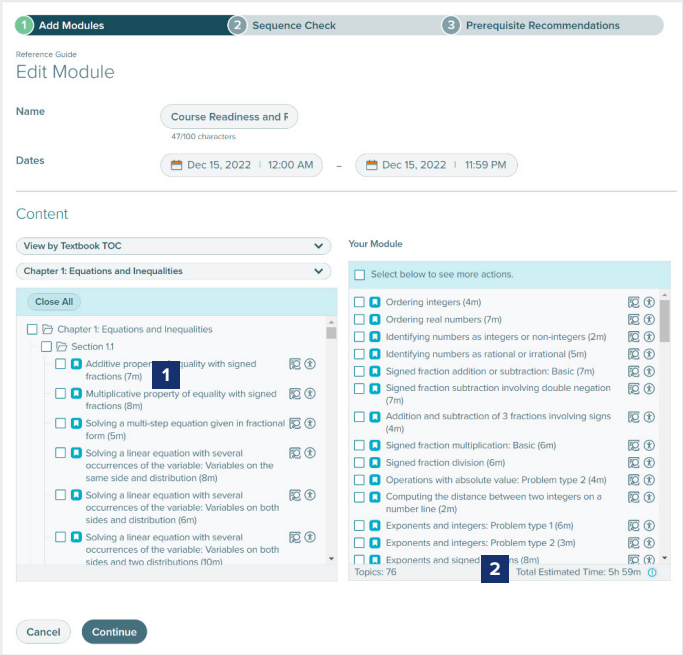


Note: It is recommended to NOT change Module due dates once your class has started, especially if the due date has passed.

4 You can also use start and due dates/times to build gaps for Homework, Quizzes, and Tests or review between Modules. In the gaps, ALEKS guides students to work on completing any past Modules first, providing your underprepared students a chance to catch up and giving all your students a chance to stay on track. For more information on Module extensions, see page 19.

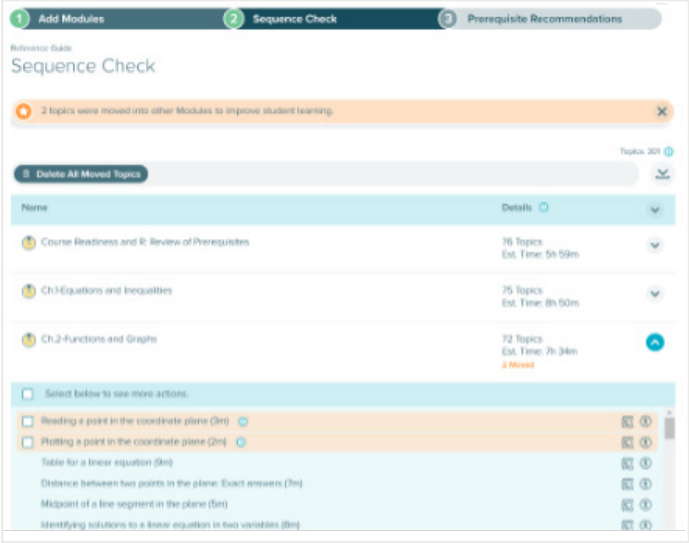
Time Estimates

When adding topics to your modules, you will see a time estimate for each individual topic (1) as well as a total estimated time to complete the module (2). These times are the average based on data we've compiled. Some students will complete this faster, others will take longer, but most will be around these time estimates.



Sequence Check

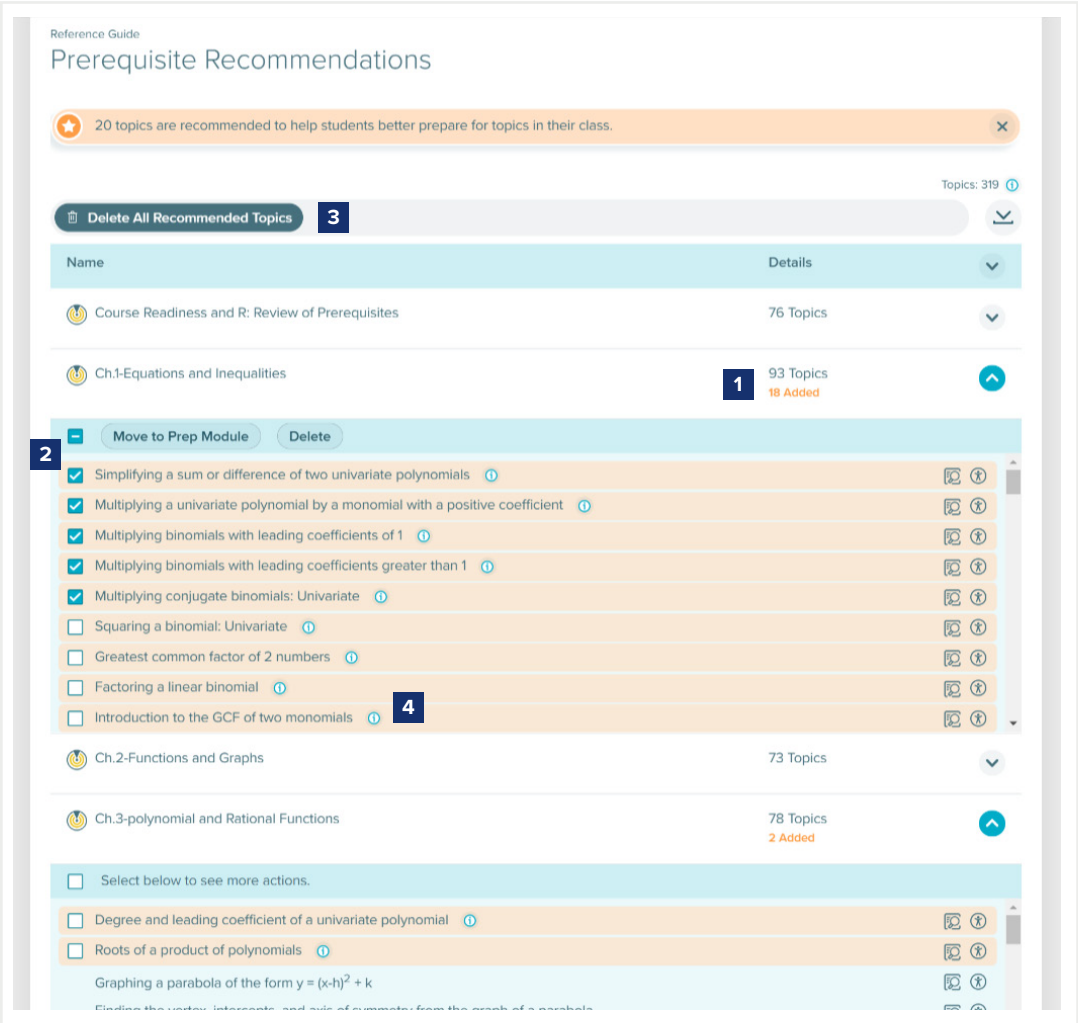
The adaptive ALEKS Pie has an underlying topic structure. This structure links the different topics in the course based on historical student learning data. Essentially, we measure the probability if a student answers topic A correctly, how likely they are to also answer a separate topic B correctly. And similarly, if they answer topic C incorrectly, how likely they are to also answer a separate topic D incorrectly. This is how the topic structure in ALEKS is established and maintained – entirely based on student data. So when we move a topic into a different module, it's because our data shows a strong relationship with one or more topics in that module.



Recommended Topics For Optimal Learning

Once your Modules are set up, ALEKS will take a close look at the content you've selected. Based on this analysis, ALEKS may recommend additional prerequisite coverage to ensure optimal student learning and support instructional scaffolding.

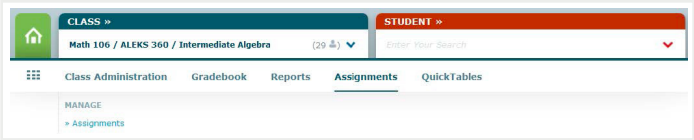
1. The number of recommended prerequisite topics will be shown in orange for each module.
2. You can choose to assign some, all, or none of the topics and add them to the applicable module or in a separate prep module.
3. To remove all recommended prerequisite topics from your course, click the Delete All Recommended Topics button at the top of the page.
4. Click on **Information Icon** to see how a prerequisite topic relates to other topics in the course.



ALEKS Assignments

The Assignments menu allows you to create and manage your assignments and view reports for those assignments. ALEKS assignments can be used for learning and pacing goals, as extra practice/homework, or as quizzes/tests.

How to Find It: Select a class | Click Assignments



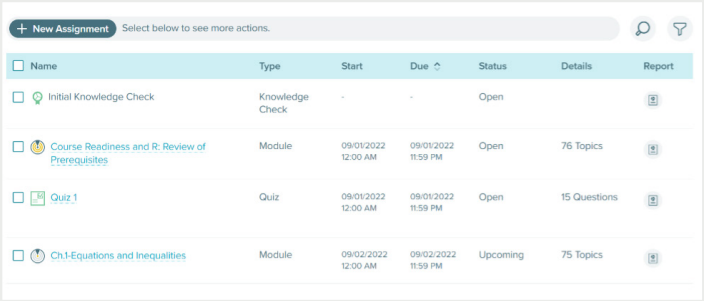
Manage Assignments

The Assignments table lists all of your personalized modules and Homework, Quizzes, and Tests that you've created for your class in one list. You can update and manage them efficiently from this page by selecting the assignments to edit. Editing options will appear based on your selection.

How to Find It: Select a class | Click Assignments | Click Assignments

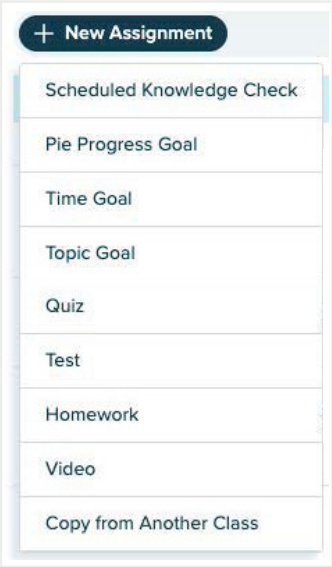
From this table, you can also create or duplicate assignments by clicking on the New Assignment link.

Note: Assignment duplication can only occur if both classes are using the same ALEKS Course Product.



Assignment Types

There are three types of assignments in ALEKS outlined below. To create any of these, click on the New Assignment link from the Assignments table and select which type to create. Then, follow the steps to create and customize the assignment.



Time, Topic, and Pie Progress Goals

Use the Time, Topic, and Pie Progress Goals to require students to meet a specific level of progress or a minimum level of participation over a defined period of time, such as learning a set number of topics per week. Goals are then tracked in the ALEKS Gradebook in their respective Gradebook categories.

Scheduled Knowledge Checks

ALEKS Knowledge Checks are triggered automatically throughout the course to ensure mastery. However, you can schedule a Knowledge Check at any time and prevent the automatic Knowledge Checks from occurring up to seven days before the Scheduled Assessment. ALEKS assessments affect students' pie charts and are individualized to each student. These assignments can also be proctored and assigned to any students.

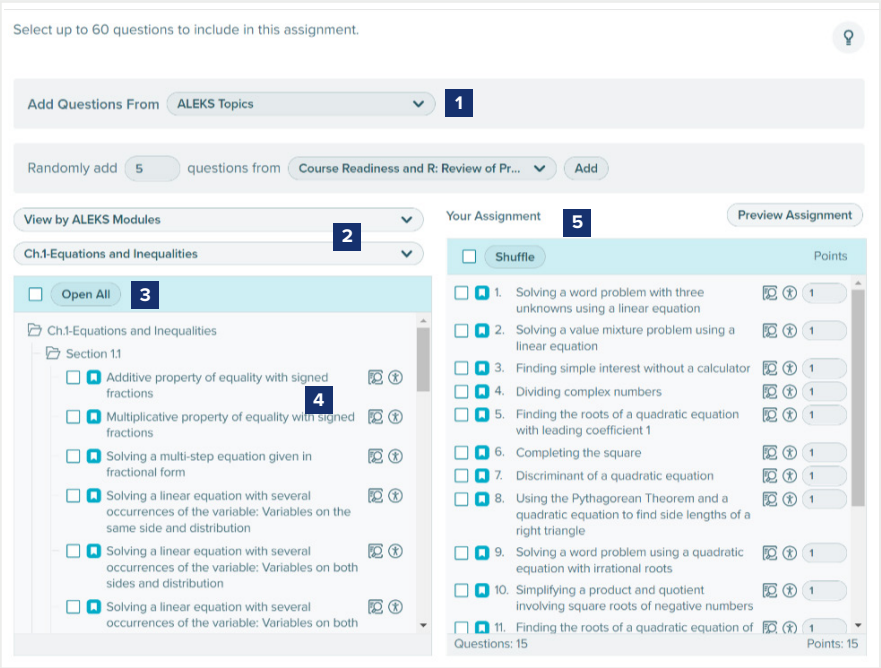
Homework, Quizzes, and Tests

Assign traditional ALEKS Homework, Tests, or Quizzes for test preparation, pre-lecture practice, or to expose students to concepts not requiring mastery.

Video Assignments

Your students can learn material through videos that correlate to your Chapter or Sections from your own textbook, as well as other books in Math, and you'll have access to video assignment reporting.

Textbook Questions



1 In all courses, ALEKS Topics are available to include in assignments. Textbook Questions are also available to include in assignments. Note the toggle to choose a content source.

2 Use the pull down menus to choose your textbook, chapter, and section or your ALEKS TOC.

3 Select the questions that you want to assign by checking the boxes.

4 You can also preview a question by selecting the magnifying glass. Whether you build an assignment from ALEKS topics or Textbook Questions, each question is algorithmically generated to ensure no two assignments are exactly alike.

5 Simply drag and drop the questions you'd like to add into your assignment.

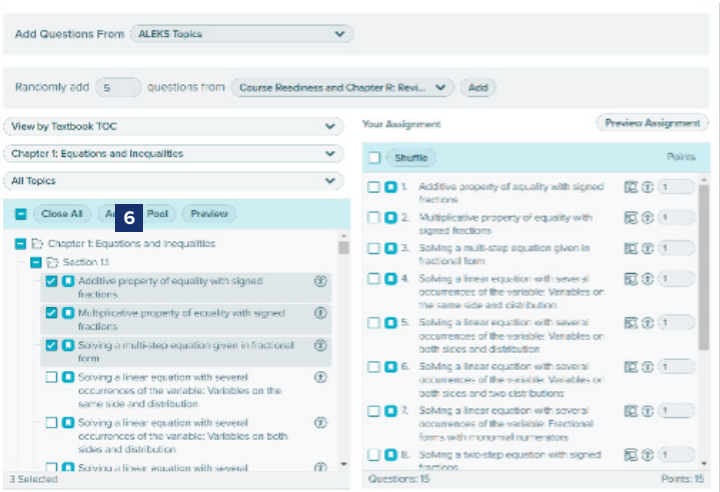
Note: You *cannot* combine ALEKS Topics and Textbook Questions in the same assignment.

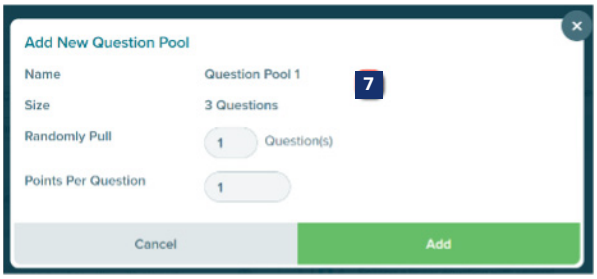
Question Pooling

When creating a homework assignment, quiz, or test you can also choose to pool questions. This helps to randomize the assignment so that all students do not get the exact same questions.

6 After selecting your questions, click the pool button.

7 Then select how many of the selected questions you want your students to answer. In this example, students will answer 1 of the 3 questions in the pool.

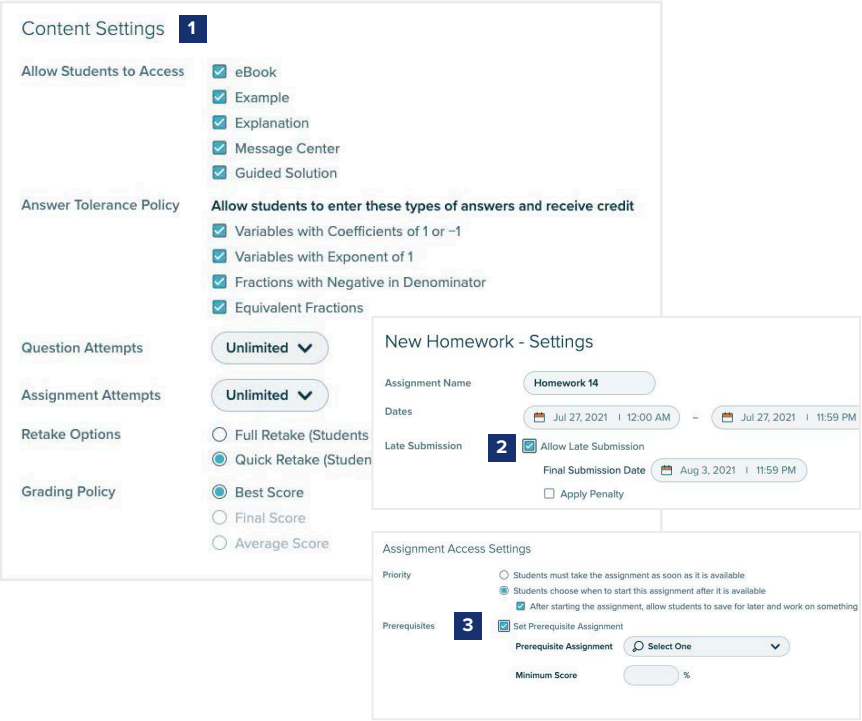




You can pool ALEKS Topics, textbook questions, and custom authored questions.

Content Settings

1. Content Settings: Allow students to access certain resources, set answer tolerances and per-question attempts, specify a grading scale, and more.
2. Late Submission: Select the check box to allow late submission.
3. Prerequisite Assignment: Set Modules or Homework, Quizzes, and Tests as prerequisites to assignments with a minimal mastery score.

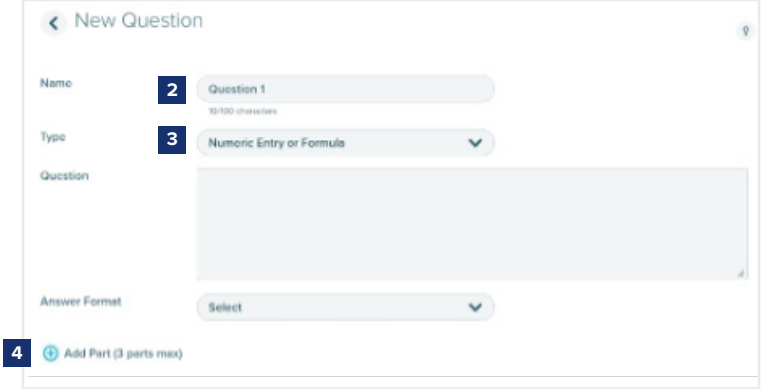


Question Authoring Tool

The “My Questions” tool allows you to author your own questions that can be assigned in a Homework, Test, or Quiz alongside other content types and is designed to be easy to use. It also includes customizable folder options so you can stay organized across all your courses and quickly select your questions!

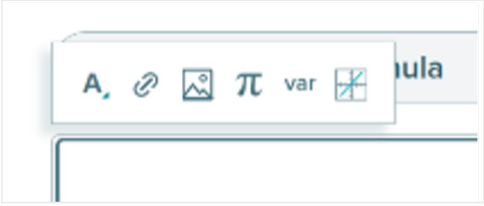
Note: The Question Authoring Tool is not tied to a specific course. That means when you log in to ALEKS you will see a My Questions option has been added to your top navigation.

1. Click on the My Questions tab to be taken to your custom question management page.
2. First, name your question.
3. Select a question type. The options are Multiple Choice, Numeric Entry or Formula, Matching, or Free-Response. All of these options are auto-graded except for Free-Response.
4. You can choose to create multiple parts to a question. By clicking on Add Part you can mix and match different question types and combine them into one question.

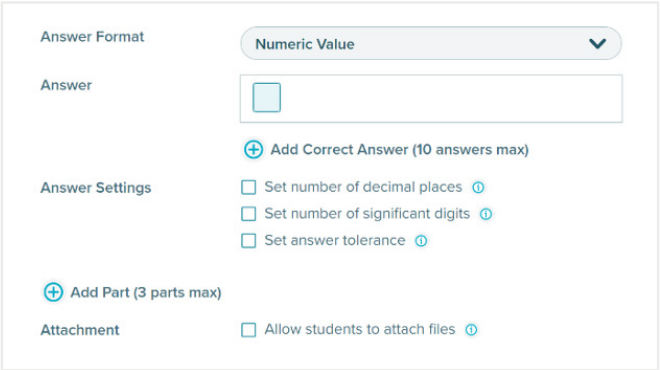


You have a variety of authoring capabilities, very similar to if you were working in a Word document.

- Insert a Link
- Insert an Image
- Include Graphs, Charts, or Diagrams
- Include Chemical and Mathematical Symbols, formulas, and equations



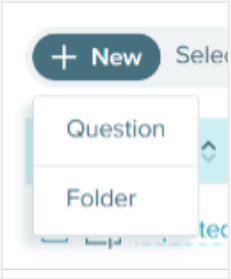
You can specify the answer format, add multiple correct answers, set answer tolerances, number of significant digits, and number of decimal places, and allow students to upload a file to submit.



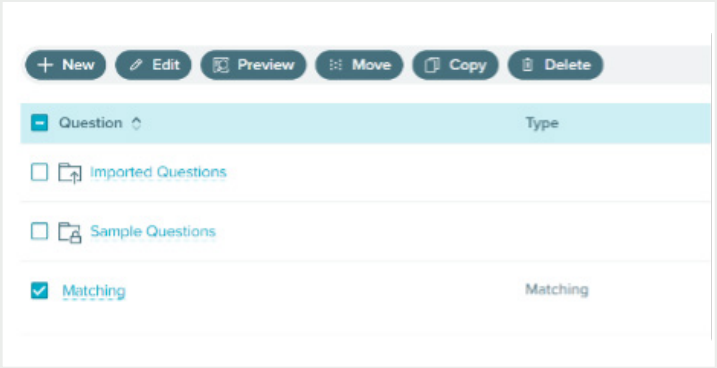
Question Authoring Tool (Continued)

On your custom question management page, you can organize your questions into folders with up to 3 levels.

Click on + New, then Folder and enter a name for the new folder.



By using the check boxes next to a question, you can edit, preview, move, copy, or delete question. Questions will appear in your assignment builder however you organize them here without needing to tag each one.

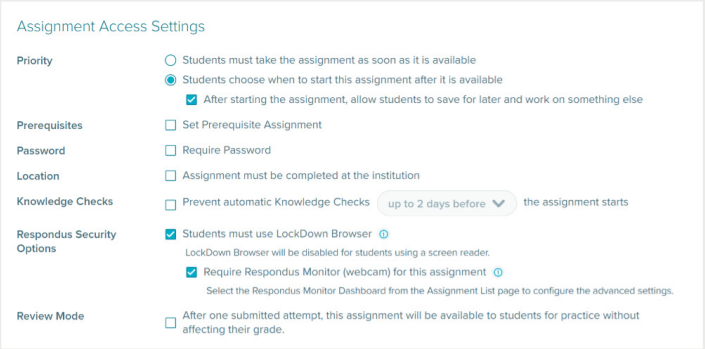


Note: If you would like additional help with Question Authoring please visit:
mheducation.com/highered/support/aleks/assignments#authoring

Lockdown Browser and Respondus Monitor®

Once Respondus Monitor® has been enabled for your institution, instructors can turn on LockDown Browser and Respondus Monitor® for an ALEKS Test, Quiz, or Scheduled Knowledge Check. To gain access, your ALEKS administrator must enable the Respondus Monitor® setting and you can work with your Implementation Manager to do so. Check out our FAQs for more information!

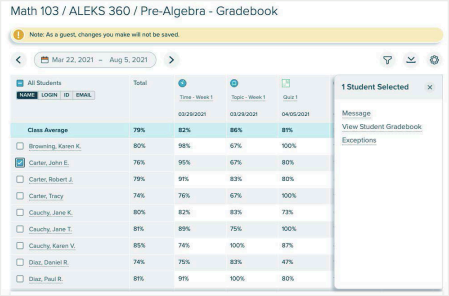
How to Find It: Select a class I Click Assignments I Click Assignments I When creating a Scheduled Knowledge Check, Test or Quiz, see Advanced Settings.

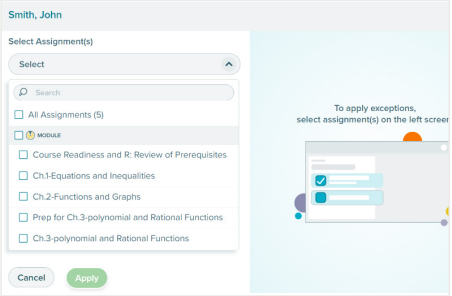


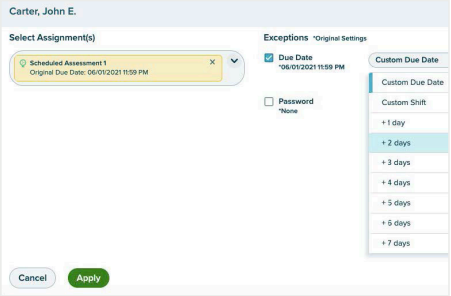
Extensions for Modules and Assignments

Exceptions (such as edits to due date, time limit, and proctoring) can be given to multiple students of the entire class right from your Gradebook. The Gradebook Exception badge is clickable for all assignments, including Modules, to provide details about the indicated exception.

How to Find It: Select a class | Click Gradebook | Select the name(s) of the students you would like to grant an exception | Click Exceptions in the pop up on the right side of the screen | Select the assignment(s) to which the exception will apply







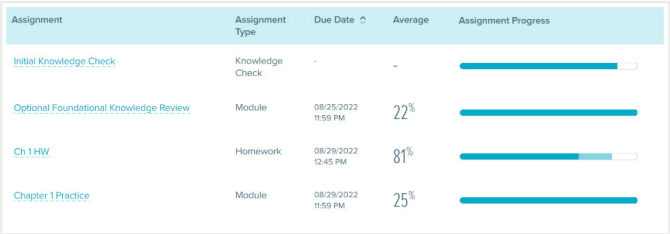
Assignment Reports

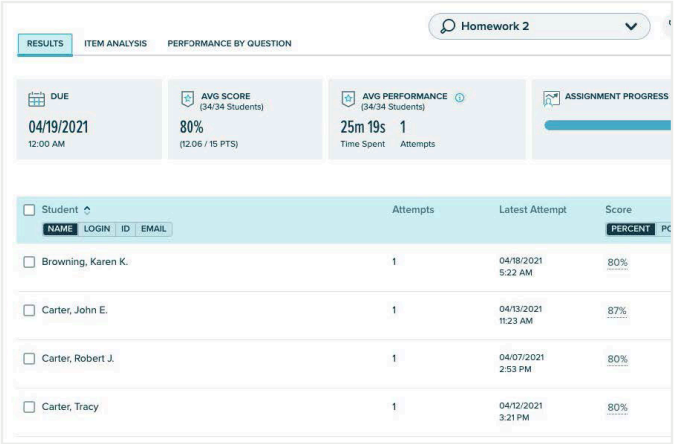
You can view assignment results through the Assignments Reports menu. These reports will show the class average and each student's score and completion date. To view an individual student's results for a particular assignment, click on the student's name from the report. Or, go to the Reports menu from the student-level Dashboard and select Assignments.

How to Find It: Select a class | Click Reports | Click Assignments

Open the assignment report by clicking on the assignment name from the table.

For Homework, Quizzes, and Tests, you can view the results for each question on the assignment, and a detailed report for each individual student.





Managing and Editing Classes

After setting up a new class, you will see the Class Summary page. Use the Class Summary page as a shortcut to manage and update class settings at any time. Some of these settings can also be found in the sub-navigation menus.

How to Find It: Select a class | Click Class Administration | Click Class Summary

1 **Implementation**
Provide implementation setup information.

2 **Resources**
Add supplementary resources and link them to ALEKS topics for students to access.

3 **Class Duplicate Settings**
Allow others to duplicate your class or keep it private.

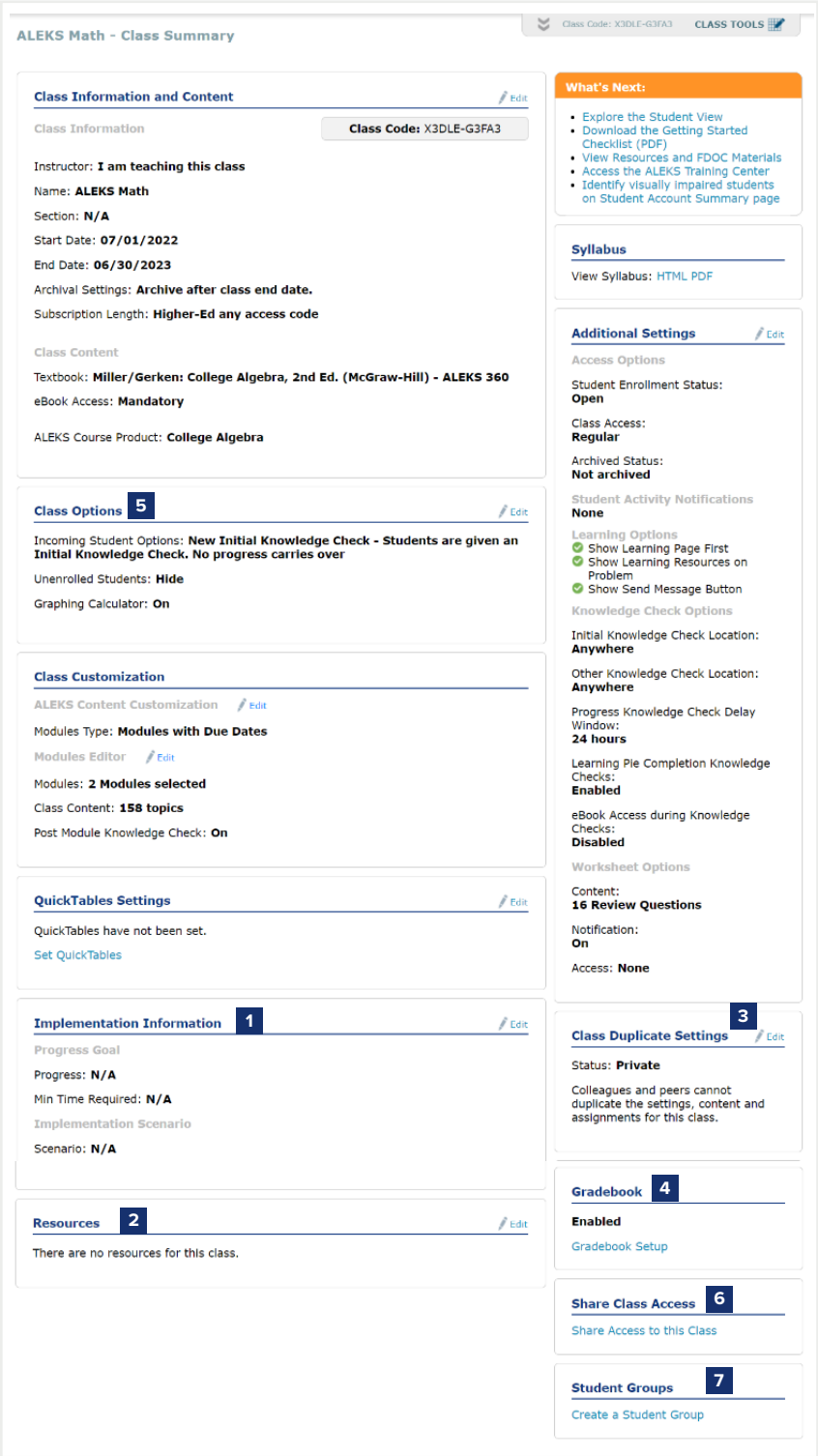
4 **Gradebook**
Navigate to the setup for gradebook.

5 **Class Options**
Set rules for how to handle assessments and data when students switch from class to class and enable Graphing Calculator.

6 **Share Class Access**
Give other ALEKS instructors and TAs access to the class.

7 **Student Groups**
Filter reports, the Gradebook, and assignment data by groups of students in the same class.

To learn more about the Class Summary page, see pages 21-22.



Class Information and Content

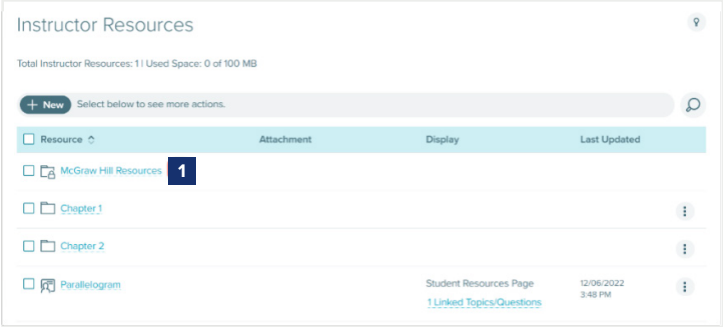
The Class Information and Content section shows basic information about your course, such as the class code and start/end dates. It also shows the settings for the course, including the textbook integrated and the Course Product. You can adjust the settings for your class at any time by clicking on the Edit link next to the section you would like to update.

How to Find It: Select a class | Click Class Administration | Click Class Summary | Navigate to the desired section

Resources

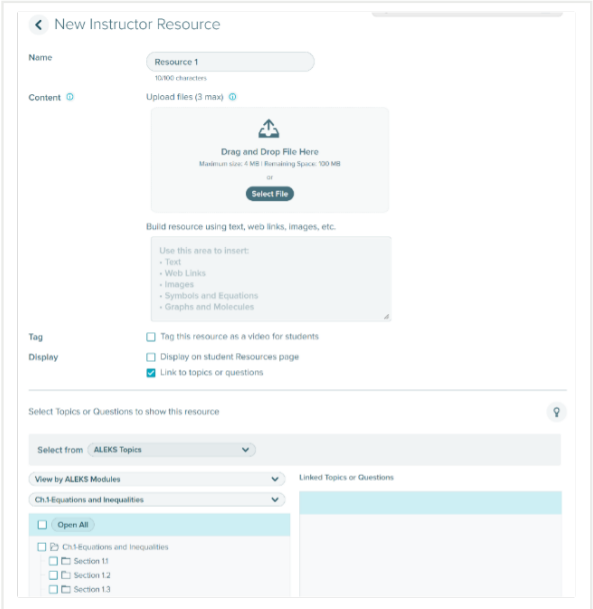
Instructor resources, such as lecture videos, can be added at the class and/or topic level and organized in folders. They can be linked to one individual topic or all of the topics in a module. Students can then access them through the Student Resources page, within the designated ALEKS topic(s), within a non-adaptive question in a homework or within a custom authored question.

1 For ALEKS 360 courses, McGraw Hill Resources will be in the first folder of your library



How to Find It: Select a class | Click Class Tools (under your Students tab) | Click Resources

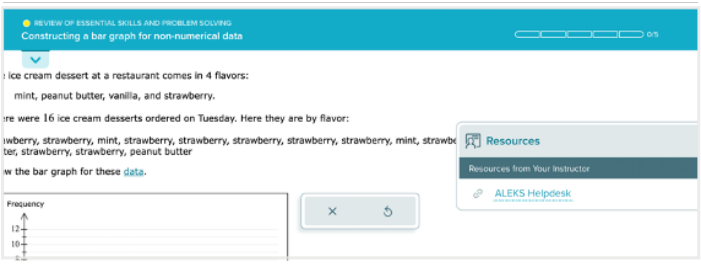
Note: When first accessing this feature, the ALEKS Class Resources Agreement appears. After reading and agreeing with the terms, check the box and click on >> Continue. You will see this message only once.



Resources can be documents, text, links, images, symbols and equations, or graphs and molecules. You can mark it as a video for students and link the resource to topics in your course.

There are multiple ways to preview the resource that you have tagged to a topic. You can use the assignment preview option when building an assignment or when in the assignment list, or you can navigate to Instructor Resources and click on a topic within the Topics Linked Column.

Here is what the resource will look like for a student when working on an ALEKS topic or an assignment question.



Class Options

The Class Options section allows you to change settings such as progress carry over, unenrolled student visibility, accessibility accommodations and, if relevant, the Graphing Calculator.

How to Find It: Select a class | Click Class Administration | Click Class Summary | Click Edit by Class Options

Class Duplicate Settings

You can choose to share your class with other instructors or keep it private. If you choose to share it, then you can choose which parts of your class you would like to share, such as your Modules and Gradebook setup.

Private—(default setting) the class cannot be duplicated by anyone (except ALEKS Admins at your institution).

Public—the class can be duplicated by other instructors at the same institution or any institution with the class code. You can adjust what can be duplicated using the check boxes.

How to Find It: Select a class | Click Class Administration | Click Class Summary | Click Edit by Class Duplicate Settings

Additional Settings

In this section, you'll find settings for enrollment status and access, student activity notifications, Knowledge Check settings, and Worksheet options.

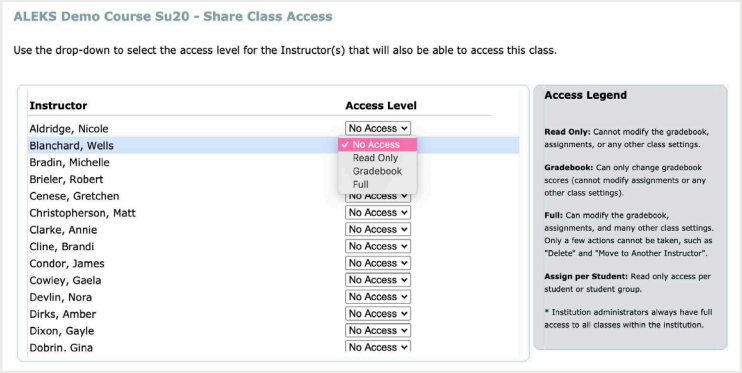
How to Find It: Select a class | Click Class Administration | Click Class Summary | Click Edit by Additional Settings

Share Class Access

Share access to your classes with other ALEKS instructors and TAs. There are four access levels that you can assign: Read Only, Gradebook, Full, and Assign Per Student.

How to Find It: Select a class | Click Class Administration | Click Class Summary | Click Share Access to this Class

Alternate Route: Select a class | Click Class Administration | Click Share Class Access

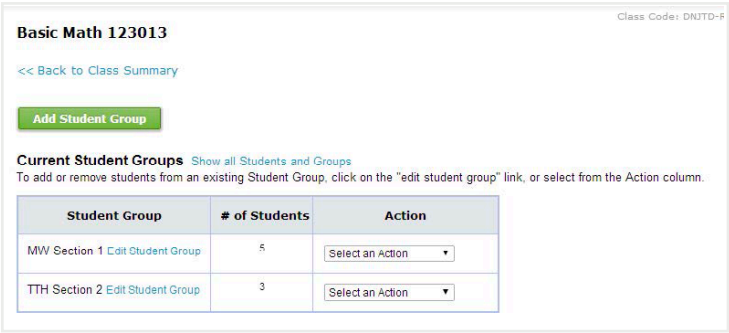


Student Groups

Create groups of students to track those needing extra attention or to organize large class enrollments. Groups can then be used to filter reports, the Gradebook, and assignment data. You can also share access to these groups using Share Class Access.

How to Find It: Select a class | Click Class Administration | Click Class Summary | Click Create a Student Group

Alternate Route: Select a Class | Click Class Administration | Click Create a Student Group



Additional Management Features

In addition to the Class Summary page, there are several features available that can help you to manage your ALEKS classes.

Class List

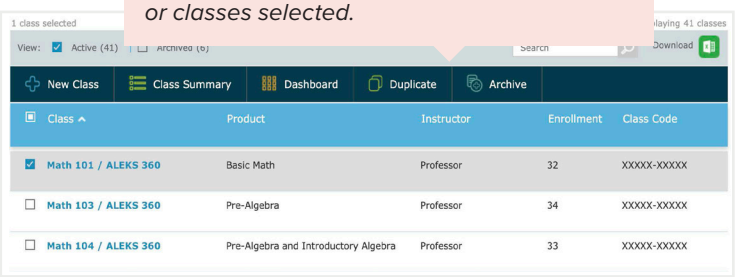
The Class List displays information for all of your ALEKS classes. Many functions, such as archiving, are streamlined on this page for updating and managing classes.

How to Find It: Select Instructor Administration | Click Class List

Alternate Route: Select a class | Click Class Administration | Click Class List

After selecting a class, this area displays the actions available to manage the class.

Note: the actions change based on the class or classes selected.

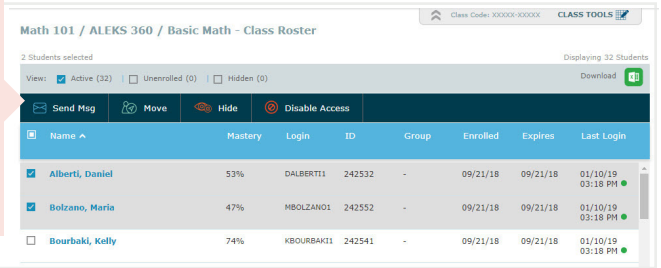


Class Roster

The class roster displays student information. Many functions, such as enrolling/unenrolling students, are streamlined on this page for updating and managing accounts efficiently. In general, multiple student accounts can be managed through the Class Roster, and individual student accounts can be edited through each student's Account Settings.

After selecting a student(s), this area displays the actions available.

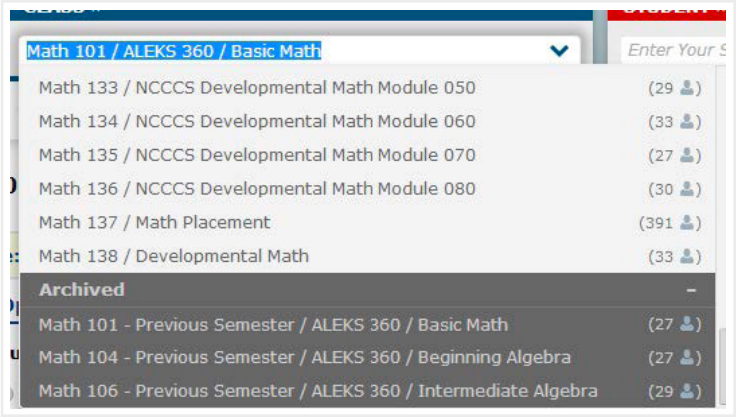
Note: the actions change based on the student(s) selected.



How to Find It: Select a class | Click Class Administration | Click Class Roster

Class Archive

Archiving can be used to simplify the CLASS drop-down tab so that only relevant classes appear. Archived classes can be accessed and un-archived at any time. Additionally, this does not impact a student's ability to access classes. After archiving a class, the class can be found at the bottom of the CLASS tab under the Archived heading.



Class archiving can be done in multiple ways. In general, individual classes can be archived from the Class Summary page in the Class Options section, whereas multiple classes can be archived from the Class List.

You can also automatically archive a class when the class end date passes. Select this option when you set your class start and end dates during class setup.

Class Tools Menu

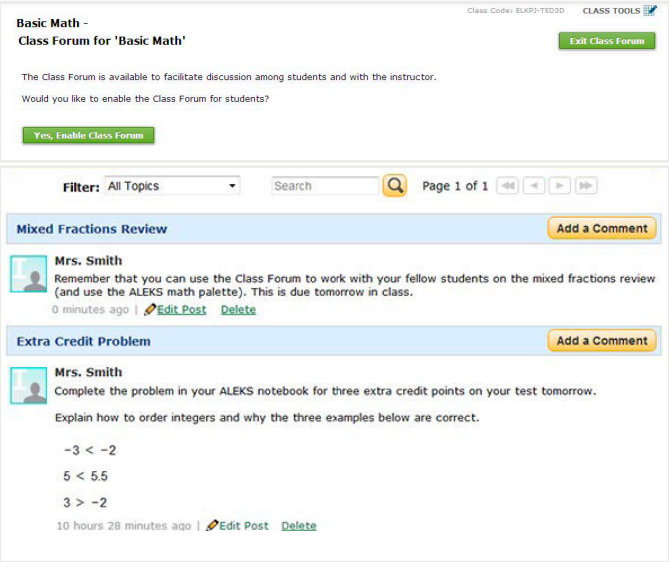
The Class Tools menu gives you quick access to the Class Forum, Calendar, Student View, and Class Resources feature.

How to Find It: Select a class | Click **Class Tools** in the upper-right corner

Forum

The Class Forum can be used to facilitate meaningful discussions with students in the class. You can also access the Class Forum through the Class Summary page.

Note: Enable the class forum by clicking on Yes, Enable Class Forum. You will only see this message once.



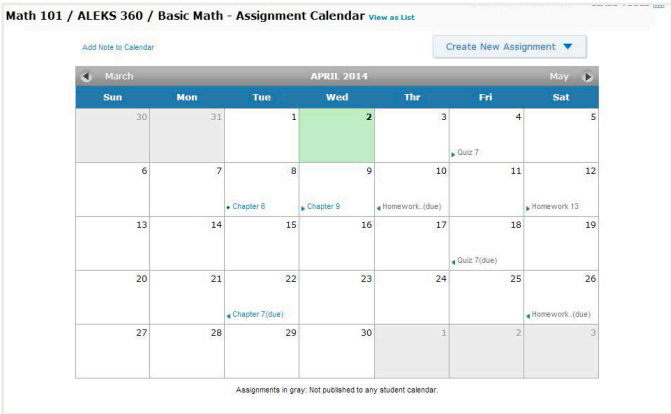
Calendar

Quickly view and schedule assignments from the calendar view. You can also add notes to the calendar. Students will have access to the same calendar through their account.

Student View

Use the Student View feature to experience exactly what a student experiences in the Student Module when they are enrolled in your class. The Student View for an instructor behaves as it would for a student: instructors complete the ALEKS tutorial and Initial Knowledge Check, view their Pie Chart, enter Learning Mode, and can complete assignments if any have been created and assigned to the class. You can also reset the view to start over, and have fast-forward functionality to skip around.

Calendar



Resources

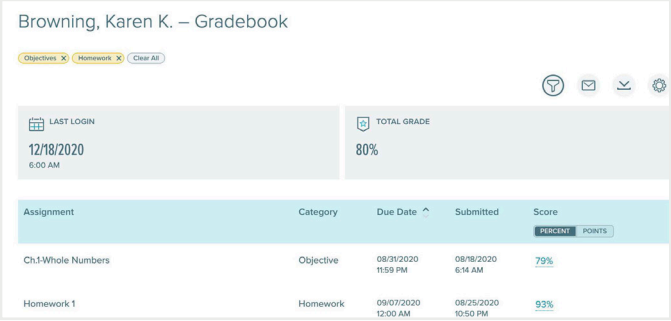
The Resources feature allows you to add supplementary resources to your ALEKS class.
See page 21 for more information.

Student Administration

This section describes how you can manage student accounts and move/enroll students through administration features.

Student Gradebook

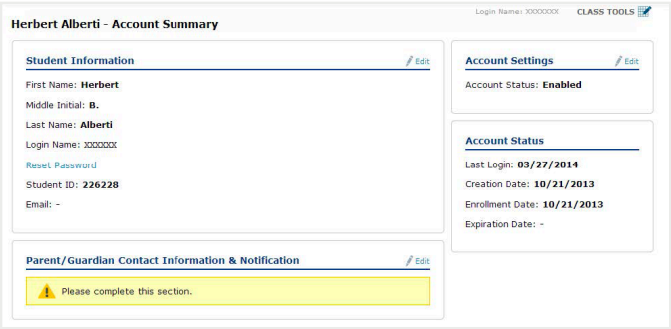
If the ALEKS Gradebook is enabled, the Student Gradebook can be used to see exactly what a student sees in their Gradebook. You'll also see the option to send a message to the selected student in this view.



How to Find It: Select a class | Click Gradebook tab | Select a student | Click Student Gradebook

Student Account Summary

Instructors can manage students' account information from the Account Summary and by viewing Student Groups and Share Class Access information. You can also designate a student as visually impaired from here. This will allow the student to use their screen reader with the ALEKS course. See page 9 for more information on accommodating students who are visually impaired.

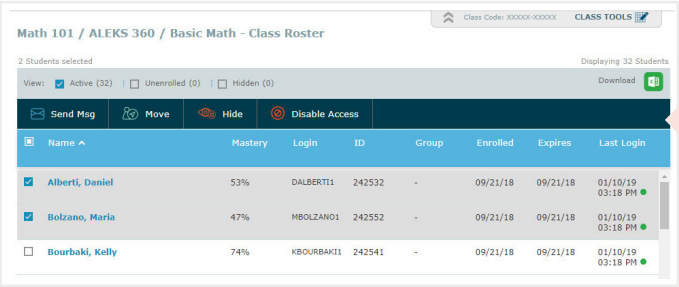


How to Find It: Select a class | Select a student | Click Student Administration | Click Account Summary

Alternate Route: Open the list beside the account name (grey arrow in the upper-right corner) | Click Settings.

Move/Unenroll

The class roster can be used to move many students among classes, and to enroll/unenroll them to/from a class.



After selecting a student(s), this area displays the actions available.

Note: the actions change based on the student(s) selected.

How to Find It: Select a class | Click Class Administration | Click Class Roster

Alternate Route: Click Instructor Administration | Click Class Roster

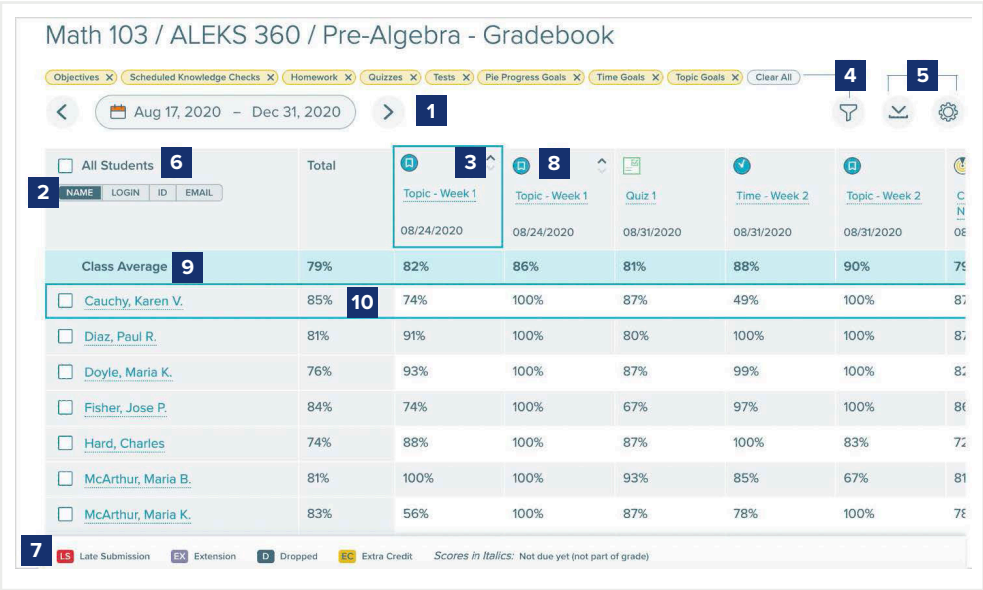
ALEKS Gradebook

It is important to make ALEKS an integral part of the class requirements and grading scheme. There are many ways to integrate ALEKS into your total class grade to make it worthwhile for students to complete the necessary learning.

Class Gradebook

The ALEKS Gradebook tracks each student's performance on Modules, Homework, Tests, and Quizzes, and any external assignments you've added. It also tracks goal requirements you define for time logged, topics mastered, and pie master.

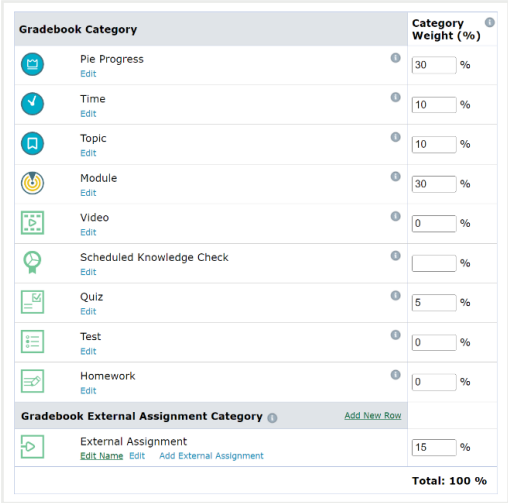
How to Find It: Select a class | Click Gradebook | Click Class Gradebook



1. Use the date range selector to streamline assignment view.
2. Toggle student list to display by name, login, ID, or email.
3. Columns can be sorted in ascending or descending order or alphabetically.
4. Filter by Gradebook Category and easily remove filters by clicking X on the yellow word.
5. Tools include download and options to navigate to other Gradebook related pages.
6. Checking the box next to All Students selects all students listed in the Class Gradebook and presents options to manage students.
7. A Gradebook legend appears at the bottom of the Class Gradebook to indicate meanings of colored badges.
8. Selecting the assignment name in a column opens a pop-up with details about the assignment.
9. The row/column shows Class Average.
10. When hovering over a row or column header, that row or column header is outlined in dark blue.

Gradebook Setup

To customize your Gradebook, click on the Gradebook Setup link. From here you can adjust the weight of each category that you would like to include in your ALEKS grading system. To add additional categories, see the next page.



How to Find It: Select a class | Click Gradebook | Click Gradebook Setup

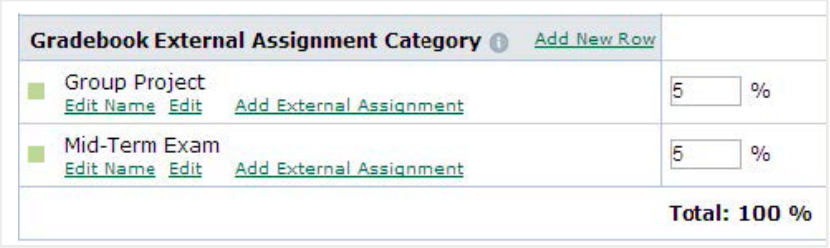
Assignments for each Gradebook category can be made in the Assignments section of your Instructor Account. To learn more about creating assignments, see page 14.

Select the Edit link for a specific category to adjust the point value for each assignment in that category. You can also designate Extra Credit, drop lowest scores, and edit student scores.

Note: Use the Gradebook Setup Guide for help on how to ensure your Gradebook aligns with the goals and pacing of your course.

External Assignments

For assignments not administered in ALEKS, you can use the External Assignments feature to create an unlimited number of categories for these assignments.

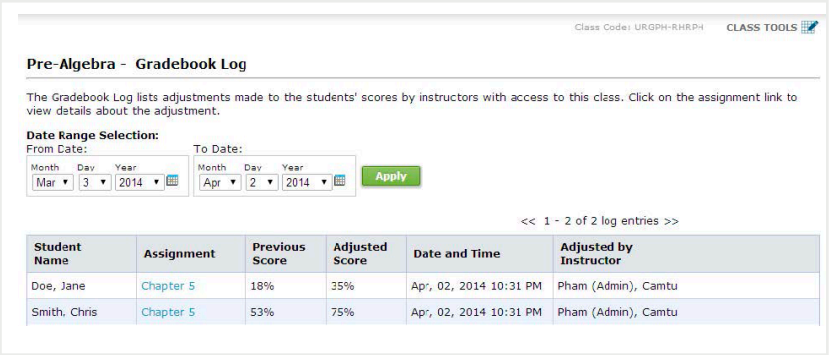


How to Find It: Select a class | Click Gradebook | Click Gradebook Setup

To create a new category, select the Add New Row link on the Gradebook External Assignment Category section. Then click on the Add External Assignment link for the category. Student scores can be entered manually or by using Copy and Paste from an Excel spreadsheet.

Gradebook Log

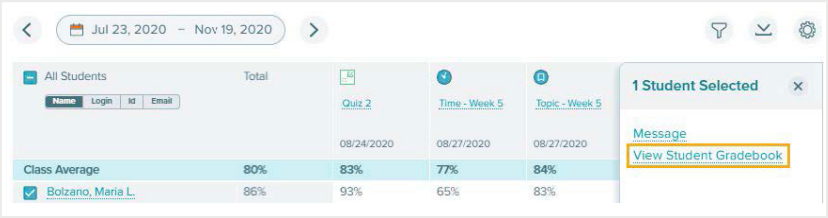
The Gradebook Log lists adjustments made to students' scores by the primary instructor, TAs, or other instructors who have editing capabilities to the class Gradebook. This feature can be used to monitor adjustments made to the Gradebook by anyone with Shared Class Access.



How to Find It: Select a class | Click Gradebook | Click Gradebook Log

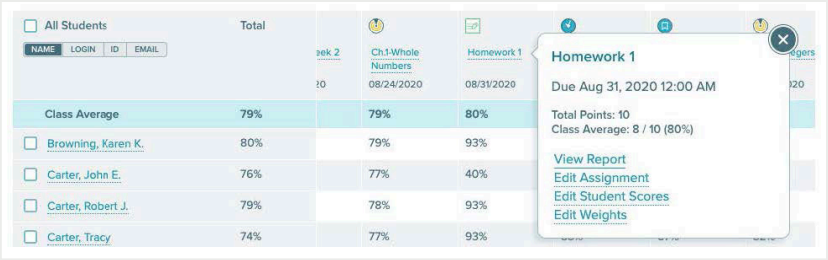
Navigating From The Gradebook

From the Gradebook, you're able to efficiently navigate to a number of other places in ALEKS. To get to the Student Gradebook from the Class Gradebook, check the box next to a student's name or select the linked name, then select View Student Gradebook from the side panel.



How to Find It: Select a class | Click Gradebook | Click Student's Name | Click View Student Gradebook

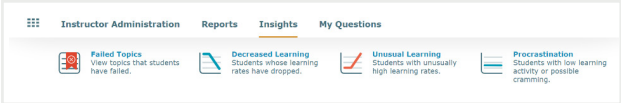
You can also quickly navigate to assignment-level reporting from the Gradebook by selecting the assignment name in the Class Gradebook, then selecting View Report (where available). For more information, see page 30.



How to Find It: Select a class | Click Gradebook | Click Assignment Name | Click View Report

ALEKS Insights

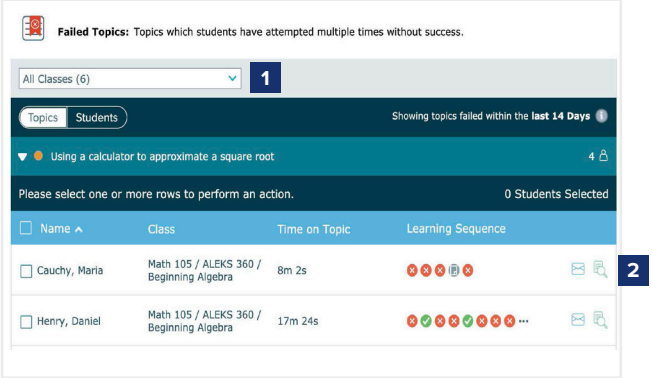
ALEKS Insights alert you when students might be at risk of falling behind so you can take immediate action. Insights summarize students exhibiting at least one of four negative behaviors that may require intervention.



How To Find It: From The Instructor Dashboard, Select Insights I Choose An Insight Report To Access All.
(Note: Insights will not appear if you are in a class.)

Failed Topics

Students have attempted these topics multiple times without success. You can select students and message them from the report and toggle between a topic view and a student view.

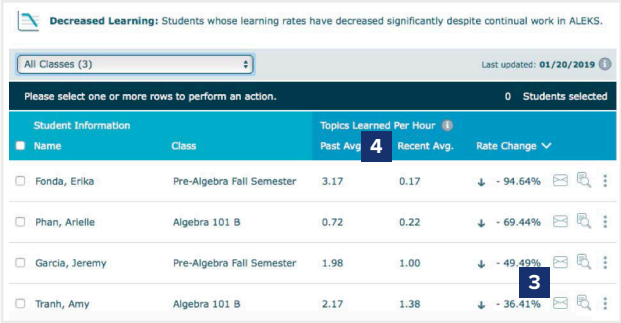


1 Instructors can view insights across all their sections, or one section at a time through the dropdown.

2 Instructors can gain more information about work habits by clicking on the magnifying glass icon. This takes you to the time and topic report to see additional student working habits.

Decreased Learning

Identifies students whose learning rate has decreased significantly despite continual work in ALEKS. This may mean that a student is "hitting a wall" and requires help.

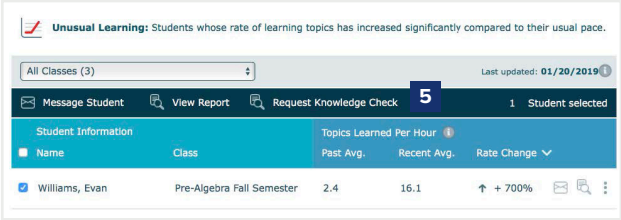


3 Email your students from the envelope mail icon.

4 Sort the learning rates by clicking on Past Avg or Recent Avg.

Unusual Learning

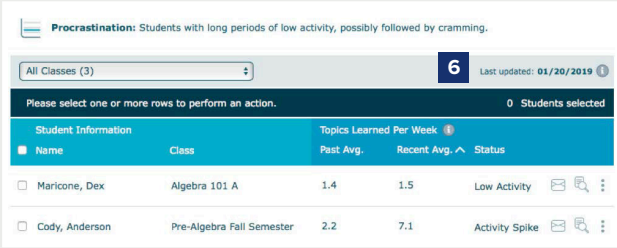
Identifies students whose learning rate has increased significantly compared to their usual pace. This signifies that a student may not be doing their own work.



5 If the student's learning behavior is a concern, select the student and request a Knowledge Check to verify that their knowledge state is accurate.

Procrastination & Cramming

Identifies students in ALEKS exhibiting extremely long periods of inactivity followed by possible cramming.



6 Decreased learning, unusual learning, and procrastination insights are updated each Sunday evening and emailed to instructors. Failed topics are updated in realtime.

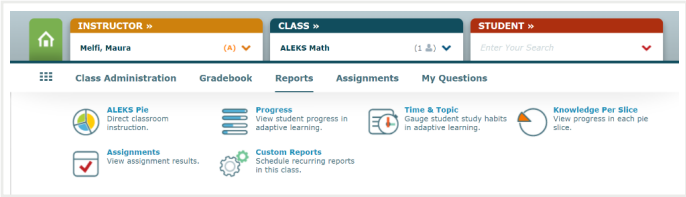
ALEKS Reports

ALEKS offers a variety of automated reports that provide you with detailed information on student usage and learning. These dynamic reports will help you monitor progress, deliver data-driven instruction, and incorporate ALEKS into the grading system.

ALEKS Reports are divided into eight categories. A description of each category is displayed by the report icon. The most commonly used reports are the ALEKS Pie, Progress, Time and Topic, and Custom. Learn more about these reports in this section.

Class Level
How to Find It: Select a class | Click Reports

Student Level
How to Find It: Select a class | Select a student | Click Reports



Note: The Standards report icon only appears for ALEKS courses below the College Algebra level. The QuickTables report icon only appears if you included QuickTables in your class.

Aleks Pie Report

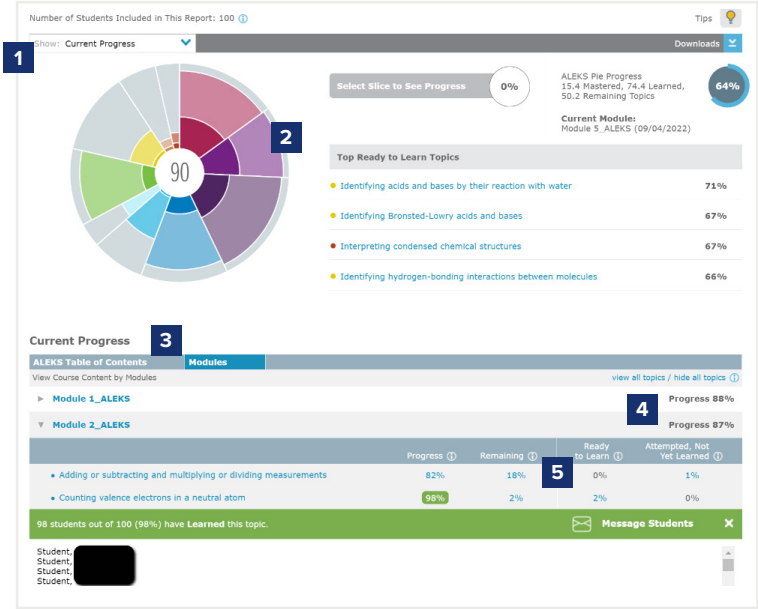
The ALEKS Pie Report shows average learning for the class. With this report, you can view which topics students have mastered, not mastered, are ready to learn, and have attempted, in order to direct instruction and group students based on level of readiness.

1 See students' mastery levels after the Initial Knowledge Check, after the most recent assessment, or in their current learning.

2 The pie chart represents average class mastery for each content area.

3 Below the pie chart you'll see the ALEKS content organized by the Table of Contents (pie slices) or by Modules.

4 Select the Progress Percentage to see the topics in the Module or pie slice, and the percentage of students who have learned it (progress) and who have yet to learn it (remaining). You can also see the percentage of students who are ready to learn a topic, and who have attempted but not mastered it.

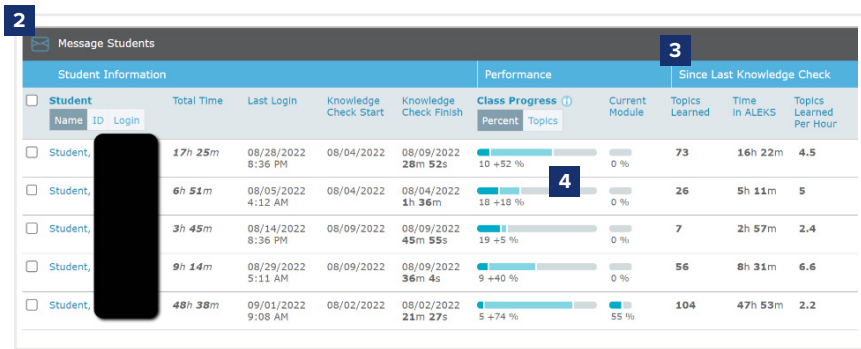


Note: Switching the display to Assessment will change the Attempted, Not Mastered column to Topics Lost in Assessment.

5 Selecting a percentage at the topic level will reveal exactly which students fall into the categories listed. You can send messages directly to these students.

Progress Report

The Progress Report shows overall student progress in both Learning and Assessment modes, as well as average learning rates. It can be used to monitor progress and identify intervention students by comparing data points.



1. Select the type of data you want to view, and which students to include in the report. There are five different views that display progress in assessment and in learning mode. Three of the views allow you to select a date range.

2. Once a view is selected, the report will update to show the requested data, as well as basic information, such as total time in ALEKS. You can also send a message directly to students from this report.

3. The **Performance** and **Learning data** sections define the student's current progress and average learning rates. Depending on which view you selected, this section will update with new information.

4. The bar graphs in the Performance section divide progress into three colors:
   - Content mastered based on the most recent assessment
   - Progress made in Learning Mode since the latest assessment
   - Content that is not yet mastered

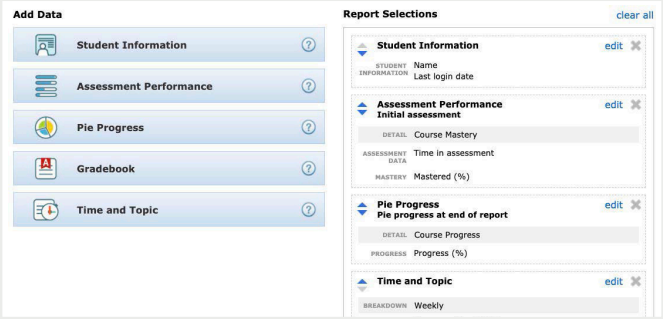
To view student data from previous ALEKS classes, select the **Detailed Progress History** view. If students have data from previous classes, it will appear in the **All Progress** tab. You can also view this data in an individual student's pie or progress report.

Custom Reports

Custom Reports is a convenient option for advanced reporting needs, and can include data at the student, class, and instructor levels. Administrators can also run these reports at the institution and multi-campus levels. You can select data from existing ALEKS reports and export the combined data into a single Excel report. Additionally, reports can be scheduled to save time.

Class Level Custom Reports
How to Find It: Select a class | Click Reports | Click Custom Reports

Instructor Level Custom Reports
How to Find It: Go to your Instructor Dashboard | Click Reports | Click Custom Reports



To create a Custom Report:

Create a Template: Build the foundation for your report by choosing the data fields to include. You can then schedule multiple reports to run from the template.

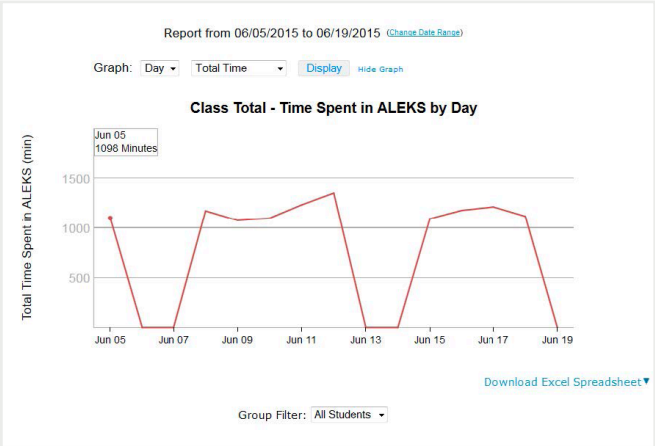
Schedule the Report: Schedule when and how often to run your custom report. You can schedule a one-time report or a recurring report. Once it is scheduled, you will receive an email in your ALEKS Inbox with the report attached as an Excel document.

All of your templates and reports will then be saved under the Custom Reports section.

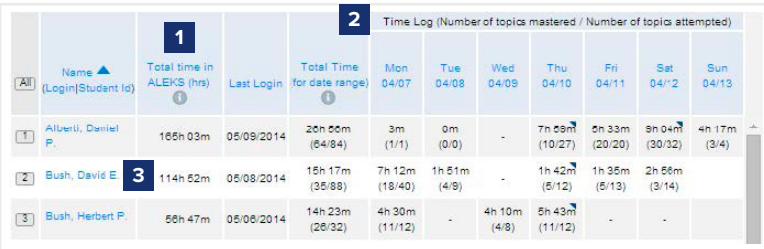
Time and Topic Report

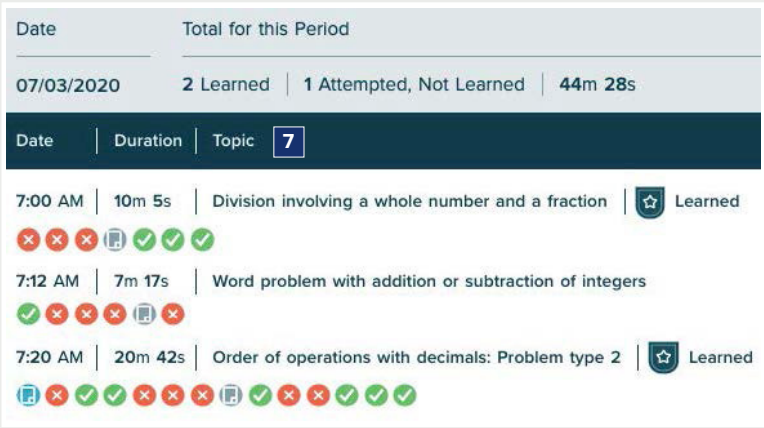
The Time and Topic Report shows a daily breakdown of how students are spending their time in ALEKS, including each problem they practiced and their answers. With this report, you can track time on task and get a clear picture of each student's learning behaviors and patterns.

To use the Time and Topic report, first select a date range (up to 20 weeks) for which you want to view the data. The graph displays class progress for your selected date range. You can then filter the report to show only data for a particular student group.



1. The first four columns display basic data on when and for how long students log into ALEKS. Click on Login/Student ID to hide students' names from the report.
2. The Time Log shows daily time logged and number of topics mastered vs. attempted for each day in the date range.
3. Select a student's name to see that student's individual Time and Topic Report.
4. The legend at the bottom explains how to interpret the data. Out of the total time spent in ALEKS each day (gray columns), the blue and orange indicate topics attempted vs. mastered.
5. Click on a column to see the learning data for that day, including total time spent.
6. Click on the learning data pop-up to open the Learning Sequence Log. This log shows the sequence of actions a student took to learn a topic.
7. In the Learning Sequence Log, the icons under each topic indicate when a student got a problem correct, incorrect, or clicked on Explain. Click on an icon to see the time stamp. The magnifying glass will show you the exact problem the student attempted and the student's answer.

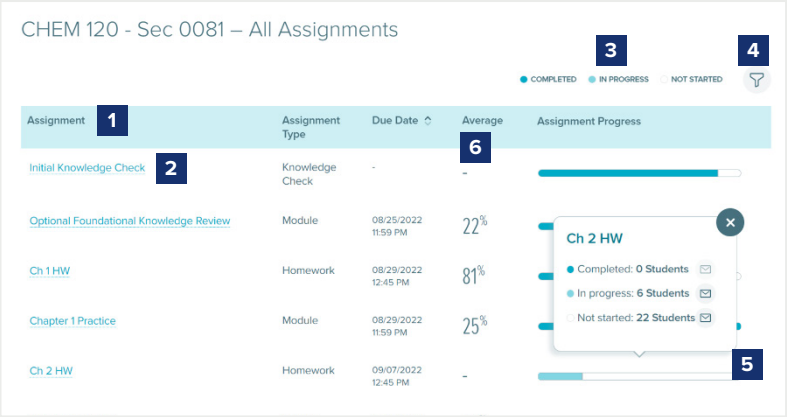




Class Assignment Reports

The Assignment Reports List shows progress on most assignments, including Homework, Tests, Quizzes, Initial Knowledge Checks, Scheduled Knowledge Checks, Pie Progress Goals, Time Goals, Topic Goals, and Modules. External Assignments and Post Module Knowledge Checks will not have Assignment Reports.

How to Find It: Select a class | Click Reports | Click Assignments



1. Columns can be sorted in ascending or descending numeric or alphabetical order.
2. When selected, the link navigates to the applicable assignment results report.
3. Legend shows an icon that represents each color that may appear in the progress bar by each assignment—Completed, In Progress, and Not Started.
4. Use filters to view by student groups or view results at the class or student level to monitor overall progress, time spent, attempts, and more.
5. A real-time progress bar indicator visually displays the assignment completion rate for each assignment. Hovering over the progress bar opens a pop-up that provides a numeric breakdown of the completion rate.
6. Column shows the average score for students given the assignment. Before the assignment due date, the average only includes the students who have submitted at least one attempt. After the assignment due date, the average score includes "0" for students who were given the assignment and did not submit at least one attempt.

Homework, Test, and Quiz

When selecting Homework, Test, or Quiz from the Assignment Reports List, you will see the below report.

Results

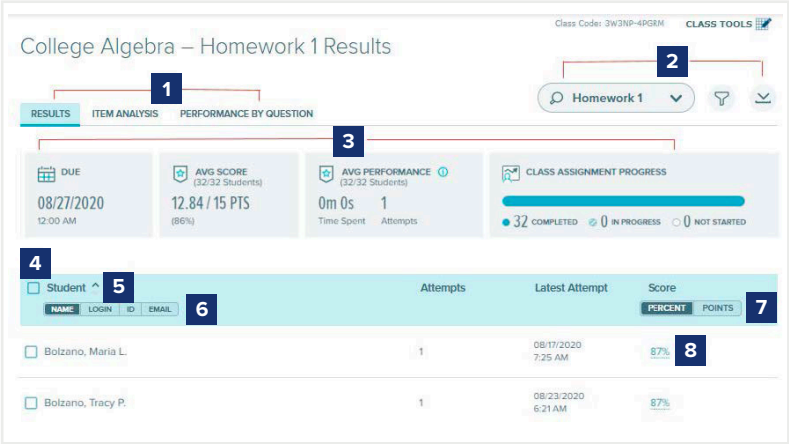
This report provides a high level summary of class assignment results information, including the due date, average score, average performance, and an overall assignment completion rate. You can also view more detailed information about specific assignments and toggle your view between the three tabs: Results, Item Analysis, and Performance by Question.

Item Analysis

This report shows a breakdown of questions on the assignment, the percentage of students who answered correctly, incorrectly, or who did not answer each question. By default, the table is sorted by the question with the least percent of correct answers for that assignment appearing at the top. Selecting a question opens a pop-up with a sample of the question.

Performance By Question

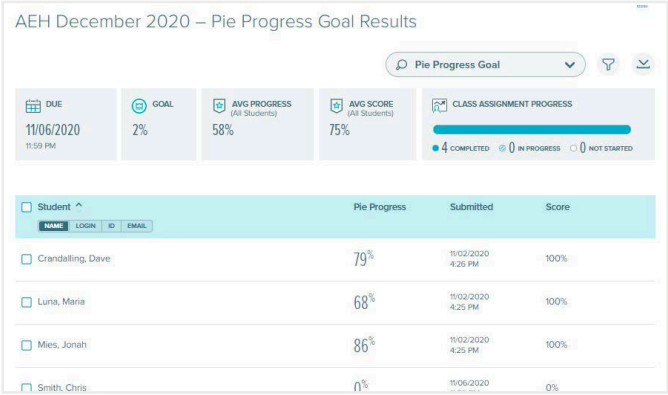
This report shows a list of all students and all questions on the assignment, with the number of points awarded for each question. The number of points displayed is for each student's best attempt. Selecting the number of points opens the Student Assignment Report for that particular question. Adjustments can then be made to the score. Instructors can select one or more students to open the ALEKS Message Center and send a message to.



1. Toggle view between Results (default tab), Item Analysis, or Performance by Question to see different views of class results. See below!
2. Tools include Search and Navigation Bar, Filter, and Download.
3. Shows summary information for an assignment, which (with the exception of due date) changes based on the filters applied to the report.
4. Send a message to all students or an individual student conveniently from the report.
5. Columns can be sorted in ascending or descending numeric or alphabetical order.
6. Toggle student list to display by name, login, ID, or email.
7. Toggle score column by Percent (default setting) or by Points.
8. Select a score to see an individual student's assignment report, including details about the student's score, assignment report, assignment attempts, and how the student answered each question on the assignment. You can also adjust questions scores from the report.

Time Goal, Topic Goal, and Pie Progress Goal

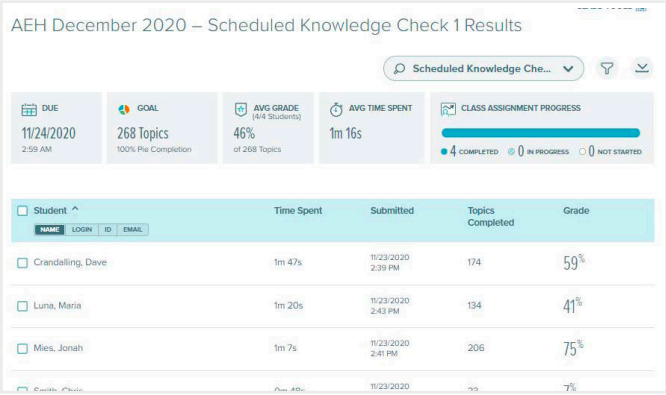
Selecting a Goal Assignment link from the Class Assignment Report List will take you to a report that shows summary information at the top of each report based on the students' progress toward the goal and relevant information for the Time Goal, Topic Goal, and Pie Progress Goal assignment report being viewed. This includes the assignment due date and time, the amount of time students are required to spend in ALEKS, the average progress of all students, the average score of all students, and the class assignment progress. You can also filter by student group, which appears in the Filter tool when at least one student group is created in your class.



How to Find It: Select a class | Click Reports | Click Assignments | Select a Goal Assignment

Scheduled Knowledge Check

Selecting a Scheduled Knowledge Check link from the Class Assignment Report List will take you to a report that shows the time a student spent on the Scheduled Knowledge Check, the date and time the assignment was submitted, the number of topics the student completed, and the student's grade. The boxed report information at the top shows information about the entire class, including average grade and average time spent. Assignments with no submission yet show a dash (-) in the Submitted column. The submitted date displays once the student reaches the goal or when the assignment due date passes.



How to Find It: Select a class | Click Reports | Click Assignments | Select a Scheduled Knowledge Check

Modules and Initial Knowledge Check

Selecting the Initial Knowledge Check or a Modules link from the Class Assignment Report List navigates to your class ALEKS Pie Report. The class ALEKS Pie Report opens to the Initial Knowledge Check view. For Modules, the class ALEKS Pie Report opens to the Modules tab of the Current Progress view.

How to Find It: Select a class | Click Reports | Click Assignments | Select the Initial Knowledge Check or a Modules

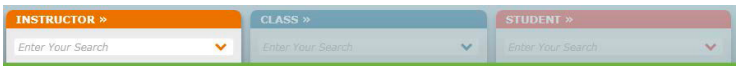
ALEKS Administrator Features

In addition to all the features available to instructors, ALEKS administrators also have additional features and functions to view data at the institution or multi-campus levels and manage all instructors and classes at that level.

Navigation and Account Management

Institution and multi-campus administrators can easily navigate between different levels of data using the navigation options.

The **Instructor Tab** is an additional level of hierarchy. Admins can then navigate to the desired level. Multi-campus level admins will also have an **Institution Tab**.

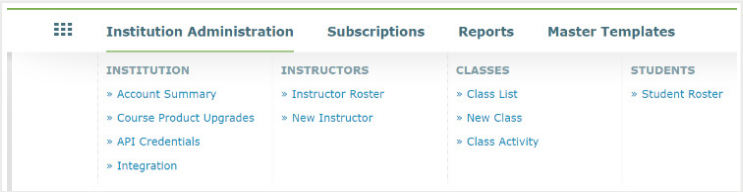


Dashboard

When administrators first log in, they will see the Institution Dashboard. From here they can navigate quickly to areas within the module to view institution-level data. Multi-campus level administrators will see a multi-campus level dashboard as well.

Sub-Navigation

The sub-navigation links at the multi-campus and institution levels provide access to features and functions to manage institutional accounts.



Account Summary

This page contains account settings and important contact information for the institution. Administrators also have a list of all ALEKS instructors at the school.

How to Find It: Click Institution Administration | Click Account Summary

Alternate Route: Click Account Summary from the Institution Information tile

Schedule Course Product Upgrade

This page contains the upgrade schedule for enhanced ALEKS Course Products. Administrators can schedule to upgrade their school by entering the date for each course product. Administrators should schedule course upgrades only during term breaks so that course settings and student data are not disrupted. All ALEKS instructors at the school should also be notified ahead of time before an upgrade is scheduled.

How to Find It: Click Institution Administration | Click Course Product Upgrades

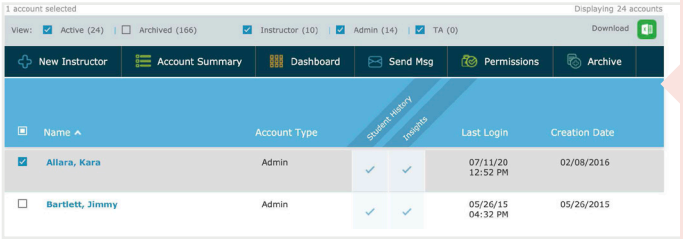
Learning Management System (LMS) Integration

Institutions can integrate their Learning Management System (LMS) with ALEKS using MH Campus or Learning Tools Interoperability (LTI). This will allow instructors and students to access ALEKS from their LMS, such as Blackboard, Moodle, etc. It will also remove the need to share Class Codes by letting the LMS feed course information directly to ALEKS.

An institution can also integrate its LMS Gradebook with the ALEKS Gradebook. This feature allows instructors to synchronize the Total Grade column in the ALEKS Gradebook with their LMS Gradebook.

Managing Instructors

Administrators can manage instructors at the institution through the Instructor Roster. From here they can set permission levels, view dashboards, send messages, and delete or archive accounts. In general, multiple instructor accounts can be updated through the Instructor Roster, and individual instructor accounts can be edited through each instructor's Account Settings.



After selecting an instructor account(s), this area displays the actions available to manage the instructor.

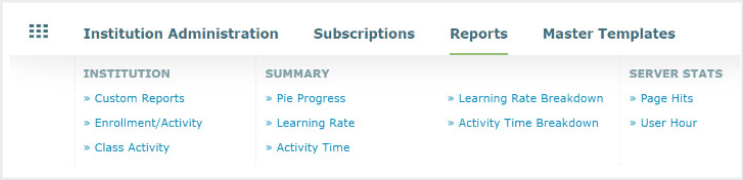
Note: The actions change based on the instructor(s) selected.

How to Find It: Click Institution Administration I Click Instructor Roster

Alternate Route: Select an instructor I Click Instructor Administration I Click Account Summary I Click Edit by Account Information

Administrative Reports

There are a variety of reports available to administrators that will help monitor the institution's progress in terms of student and class performance across classes. In addition, they can create custom reports at the institution level. They also have access to any reporting available to instructors.



How to Find It: Go to the Institution Dashboard I Click Reports

Master Templates

A Master Template is a collection of class settings that can be created once and applied to multiple classes linked to the Master Template. This creates uniformity and consistency for classes across sections and departments.

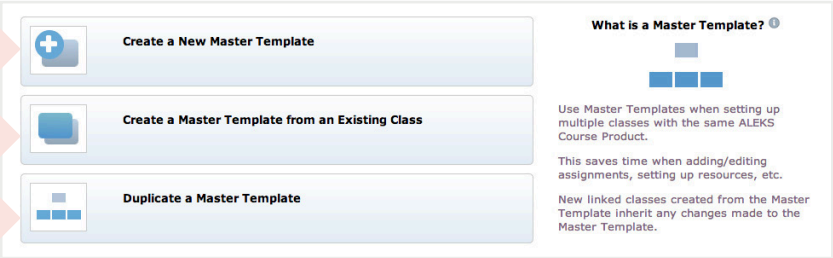
Administrators can create a Master Template by defining the class content, adding assignments, and assigning linked classes to instructors. They can also update a Master Template at any time. Instructors teaching the linked classes can then edit their individual class settings and assignments, unless the administrator has locked the content or assignments for the Master Template.

How to Find It: Click Master Templates I Click New Master Template

Click to go through the Master Template creation wizard.

Click to enter the name of the instructor and class to create a Master Template from.

Click to select the name of the Master Template to duplicate.



Getting Started Checklist

For Students

- ☐ Before students begin the class, find an opportunity to explain how ALEKS works and how it is unique compared to other systems. When students understand that ALEKS is personalized and dynamic, then they will trust the system and use it to their benefit. Click Here for resources to help.

  Your ALEKS orientation to students should cover:

  - Your expectations for students and due date requirements
  - The purpose of the ALEKS Knowledge Checks and how they help students
  - How to locate their assignments and navigate the ALEKS Pie. They should also know how to use the resources within their Learning Path.
  - How to register for their class and manage their ALEKS account
  - ALEKS Customer Support contact information—phone, email, or chat options

- ☐ Make sure your students complete the ALEKS Initial Knowledge Check within the first few days of class. It is important that they understand how the Initial Knowledge Check works before they begin, and that it is NOT a test.
- ☐ Check your system requirements and share the System Requirements page with your students.
- ☐ Since ALEKS does not rely on multiple choice questions, students will need paper and pencil to work out each problem in order to input their answers. We recommend that students have a dedicated ALEKS notebook to track their work and help them stay organized.

For Instructors

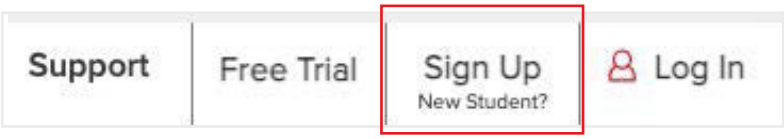
- ☐ Make sure ALEKS is part of the overall course grade. We recommend making ALEKS at least 15-20% of the grade for a full course and 10-15% if you are using an ALEKS Prep course.
- ☐ Check out the Student View feature to see your ALEKS class from the student's perspective.
- ☐ Familiarize yourself with ALEKS Reports as students begin working in the system and to help identify at-risk students. The most widely used reports are the ALEKS Pie, ALEKS Progress, and Time and Topic Reports. You can view these reports in the ALEKS Free Trial for Instructors. Or, Click Here to get an overview of all reports.
- ☐ If your financial aid students experience delays in receiving their aid, you can enable and provide the Financial Aid Access Code for your class. See FAAC registration details and FAQ here.
- ☐ Check out additional customization features on the Class Summary, which is available in the first tile on the class dashboard for each of your ALEKS classes. From this page you can group students, add extra resources, and more.
- ☐ Visit the ALEKS Support at Every Step Site. These getting started resources will help train your faculty as well as prepare your students for using ALEKS. Resources include student registration and orientation guides, testimonials, how-to training videos, and user guides.
  Visit: **mheducation.com/highered/support/aleks**

Student Registration

Before you begin, you will need a 10-character Class Code provided by your instructor. For help during this registration process, please contact ALEKS Customer Support at **support.aleks.com**.

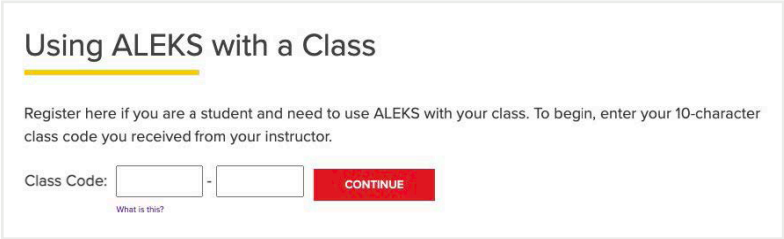
Sign Up Now:

Go to **www.aleks.com** and select **Sign Up** in the top right bar, next to Log In.



Class Code:

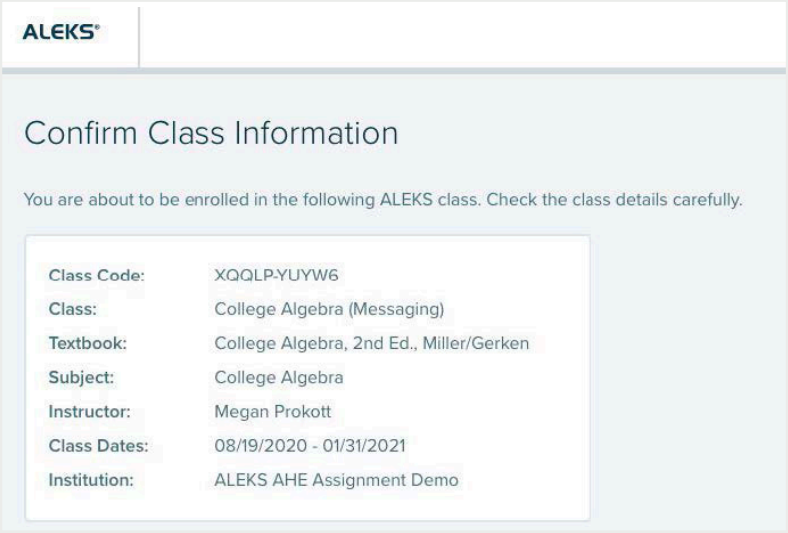
Enter the 10-character class code provided by your instructor and select **Continue**.



Step 1

Confirm Class Information

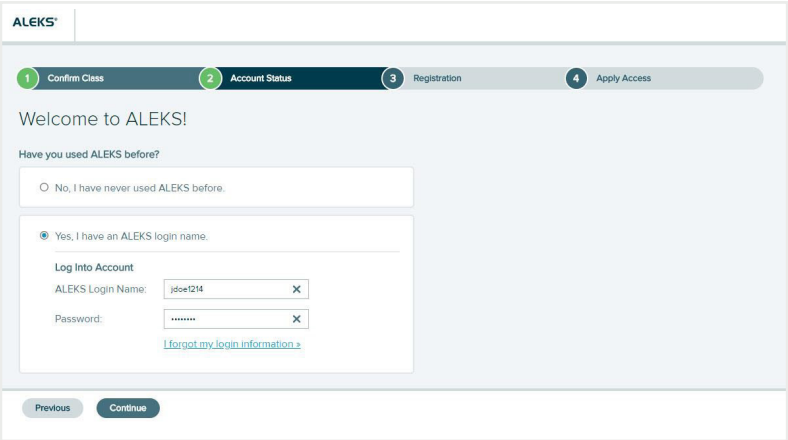
Verify your enrollment information. If it is incorrect, check your class code and select **Cancel** to return to the previous page. If your information is correct, select the **Confirm** button.



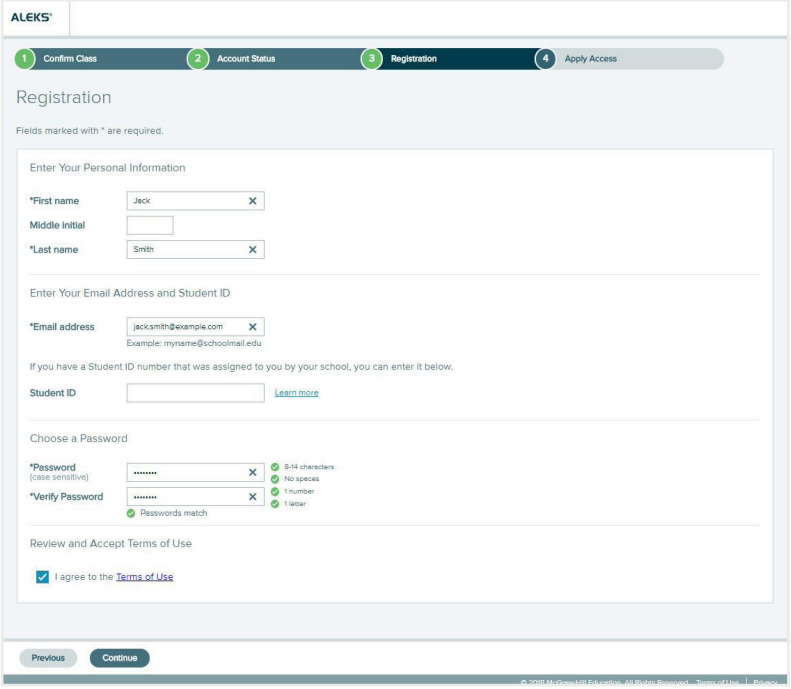
Step 2

Account Status

Indicate whether you have used ALEKS before and then select the **Continue** button. If you have used ALEKS before, you will be prompted to enter your existing login and password. You can retrieve your login information by selecting the **I forgot my login information** link.



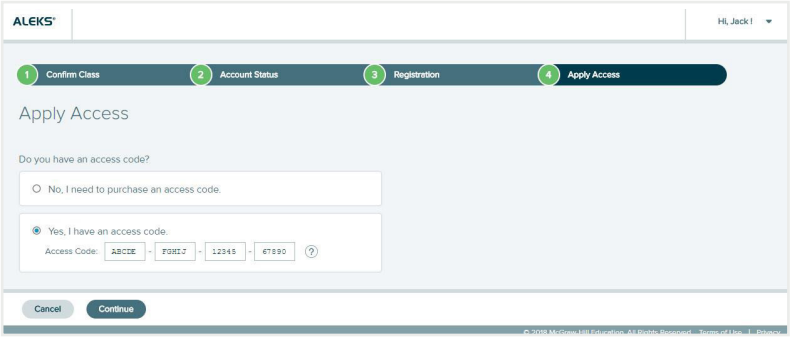
Student Registration (Continued)



Step 3

Registration

If you entered existing ALEKS account information in Step 2 you will bypass Step 3 and arrive at your My Classes page. Otherwise, complete the registration steps to create an ALEKS account and select **Continue**. A confirmation email will be sent to the email you provided. **Be sure to save your new login information!**



Step 4

Apply Access

If you have an ALEKS access code, select **Yes, I have an access code**, enter your 20-character code, and select **Continue.** If you do not have an access code, select **No, I do not have an access code** and select **Continue.** For purchasing steps, see Appendix A. **Select an access code that accommodates the full length of your class!**

Step 5

My Classes

After applying a valid access code to the new class, you will be taken to your My Classes page where the class tile displays in the Active section. Select the tile to begin working in the class, beginning with the ALEKS Tools Tutorial.

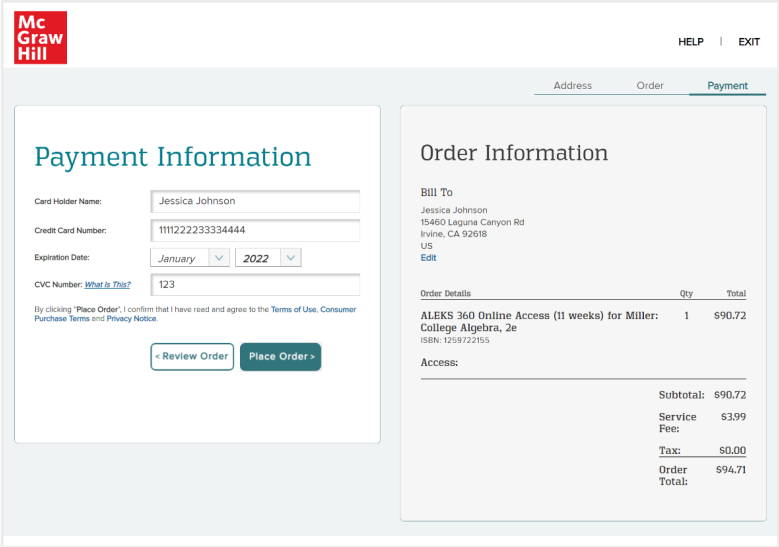
You are now officially an ALEKS student! Please see Appendix B for help on navigating and managing your ALEKS My Classes page.

Be sure to check out the student resources available at:
aleks.com/highered/math/student_resources

APPENDIX A

Purchasing an ALEKS Access Code Online

If you selected **No, I need to purchase an access code** on the Apply Access page (Step 4), follow these steps to complete your purchase. Once finished purchasing, you will be automatically redirected back to ALEKS.



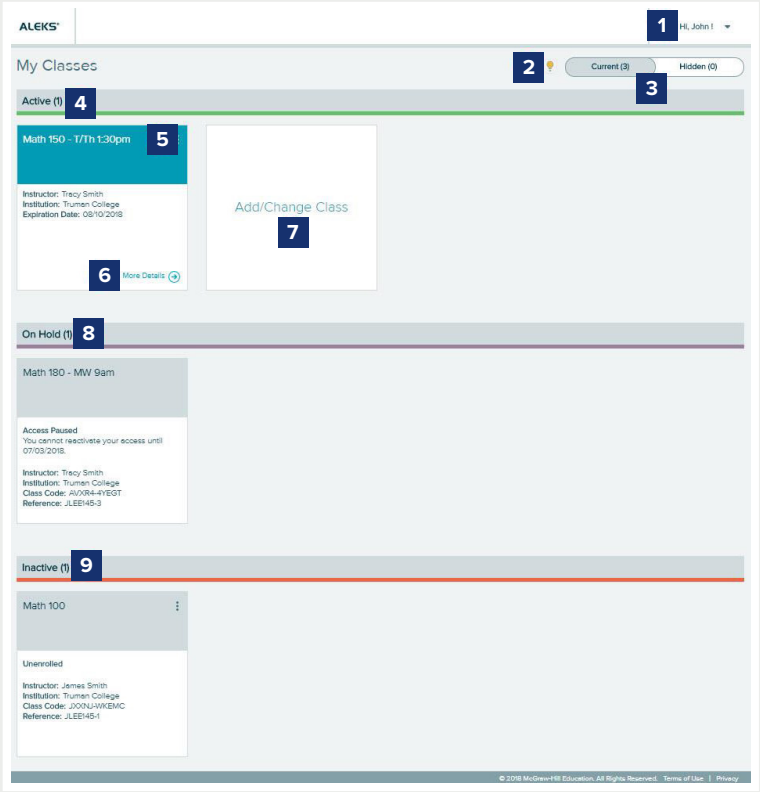
- Select the access length (from a drop-down menu) that accommodates the full length of your class. Then, choose your course type from one or more options and select the Continue button.
- You will now be redirected to the McGraw Hill eCommerce website to complete your purchase.
- Complete the registration steps and review your order, then select **Payment**.
- Fill in your payment information and select **Place Order** to complete the transaction process.
- You will receive TWO confirmation emails. Be sure to check BOTH emails for information.
- You will be redirected back to the ALEKS website where you will see a receipt indicating that your access code has been applied to the class.
- Select the Continue button to arrive at your My Classes page where the class is Active.

Note: If the code does not automatically apply to the class, select the error message link to retrieve your access code (write this down) and select **Proceed to Log In** to return to Aleks.com and log in. Locate the class in the On Hold section and select **Apply Access** from the menu in the top right corner of the class tile to enter your new access code.

APPENDIX B

The ALEKS My Classes Page At-a-Glance

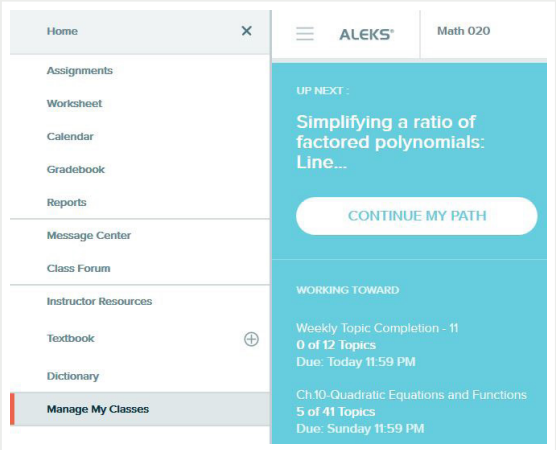
Your My Classes page allows you to easily manage all your ALEKS classes with one login. You can change your account information, sign up for new classes, pause or extend access, and view previous classes.



1. Select the arrow in the top-right corner to manage your settings.
2. The light bulb icon toggles tips on and off.
3. Select **Hidden** from the **Current | Hidden** toggle to show classes you have hidden.
4. The Active section displays tiles for classes that you are enrolled in and have valid access for. You can select any tile to navigate to that class and begin working in ALEKS.
5. Select the menu icon (⋮) in the top-right corner of a class tile to display available actions for that class. Continue to the next page to learn more about the actions you can take.
6. Select **More Details** to flip a class tile to the reverse side to display additional details about that class.
7. Select the **Add/Change Class** tile to add a new ALEKS class by entering a new class code.
8. The On Hold section displays tiles for classes that are on hold, which may be classes you haven't applied access to and classes with paused access.
9. The Inactive section displays tiles for your previous classes, which may be classes you have unenrolled from or have expired access for.

Navigating To Your My Classes Page

To return to your My Classes page from within an ALEKS class at any time, open the menu icon from the top left corner and select **Manage My Classes** from the menu.



Tip: Have questions or need help? Contact ALEKS Customer Support. They are located at the ALEKS headquarters in Irvine, CA, and are ready to help!
mhedu.force.com/aleks/s/alekscontactsupport

15460 Laguna Canyon Road Irvine, CA 92618 USA

Tech Support
support.aleks.com

Support Resources
supportateverystep.com