

ALEKS Course Readiness Checklist - Before Class

Course Build/Setup

- 1. **ALEKS login:** Make note of your ALEKS login. If you've misplaced it, go to www.aleks.com and Click on "Forgot your login info?"
 - Login and ensure your course sections are in your account.

- 2. **Schedule your First Day of Class** with [your McGraw Hill Representative](#). If you're teaching face to face, will you have your students take the Initial Knowledge Check in a computer lab on Day 1? If not, pick a date by which they must complete the Initial Knowledge Check (recommended within the first two days of class).

- 3. **Class Creation** – Go through the course creation flow by either creating a new course or copying an existing course. Here you'll select a textbook, if using, and your ALEKS Course Product. Click Path: Select Instructor Administration → Click New Class

- 4. **Build your Objectives** – These are "adaptive assignments" for the class. Click Path: Hover over Class Administration → Class Summary. Scroll down and click "Edit" next to Objectives Editor.
 - Preview topics in each Objective (Click "Edit" under the Objective title).
 - Set your start and due dates and times (or Mastery % if you are not using dates).
 - Understand pacing in ALEKS (consider some schools report their students learn 2-4 topics per hour on average. Students must answer questions correctly multiple times before they have "learned" that topic).
 - Save any changes.

- 5. **Build your Non-Adaptive Assignments** – These assignments can take the form of quizzes, tests, or homework and can be used for exposure learning, review, or anything else you'd like your students to learn outside of their adaptive learning path. Click Path: Hover Over Assignments → Click Assignments. Click + New Assignment.
 - Select Homework, Test or Quiz.
 - Add topics from ALEKS Objectives, Textbook TOC, questions from your textbook (Math only), ALEKS TOC or Previous Assignments.
 - Adjust settings, preview, and save.

- 6. **Manage Assignments** – You can both view and edit all your adaptive and non-adaptive assignments from your assignment list. Click Path: Select a class → Click Assignments → Click Assignments





- 7. Manage time expectations.** Think about how much time you want your students to work in ALEKS each week. (We recommend about 2 hours per credit hour per week, though this can vary. Refer to your Implementation Manager for topic count assistance and advice.)

- 8. Gradebook Setup.** We recommend ALEKS is at least 20% of your overall grade. Click Path: Hover over Gradebook → Click Gradebook Setup
 - Objective scores are tracked in the Objective Category of the gradebook.
 - Any homework, Quizzes or Tests are tracked in the gradebook. Note: these assignments do not affect students' objective progress or overall learning/mastery.

- 9. Prepare Syllabus**
 - Reference the **ALEKS generated Syllabus/ topics list** for adaptive assignments or the **Assignment list** for all assignments
 - Click Path: Hover over Class Administration → Class Summary or Hover over Assignments → Click Assignments
 - Make note of Class ID Codes to add to your class syllabus
 - Add ALEKS language to your class syllabus via our **[Syllabus Guide](#)**

- 10. Work as a student.** Before class starts, complete the Initial Knowledge Check as a student. Note the “Skip” button in lower right (only available to instructors). Answer the questions as your average student would. After you submit, work a couple topics in the Learning Path. The tool tips will take you through this. Click Path: Hover over Class Administration → Click on Student View

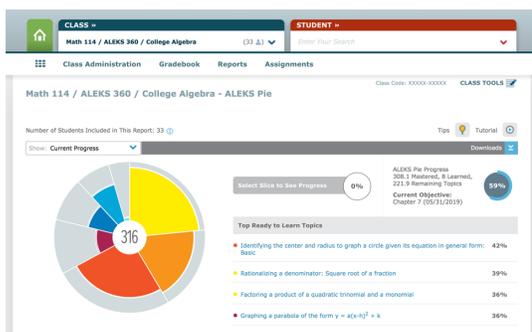
- 11. Establish goals** for using ALEKS. In other words, complete this sentence: “If I/my students achieve _____, then using ALEKS was a success for me.”

- 12. Plan time to monitor reports** to inform class time. See below screenshots for Insights options and a glimpse at one of our most-used reports, the ALEKS Pie Report! Work with your MHE Team to learn more about maximizing your class and student data.

- 13. Generate Financial Aid Code** (one per course) to have on hand for 1st day

- 14. Read through First Week and Week 2 and Beyond Checklists.

ALEKS Pie Report



ALEKS Insights

