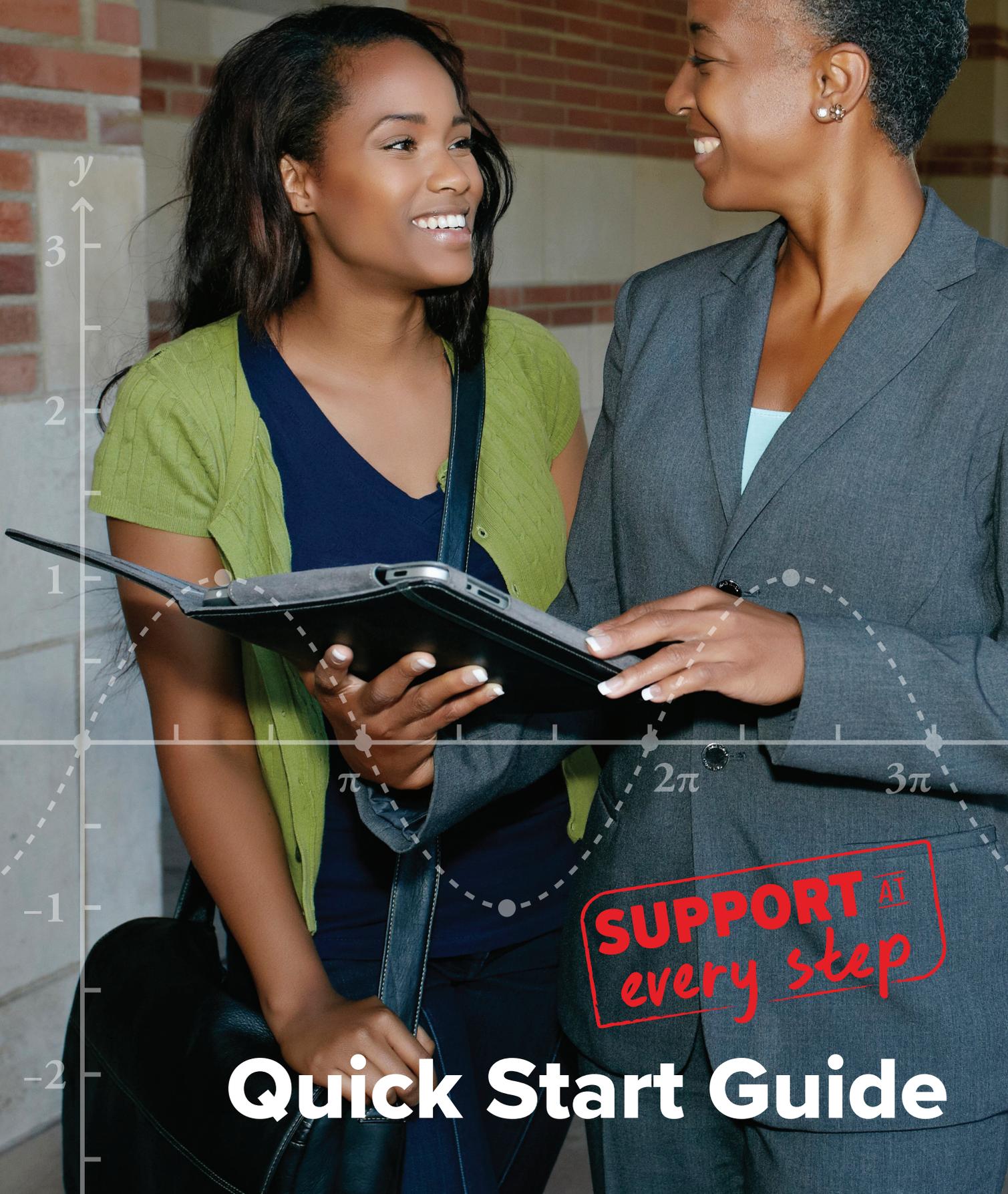


**Mc
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Hill**

ALEKS[®]



SUPPORT ^{AI}
every step

Quick Start Guide

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WHAT IS ALEKS?

ALEKS is a proven, online learning platform for Math and Chemistry that helps you get to know each student and provide the equitable support required for all students to succeed. In one single solution, you can design and control your course with both personalized learning to prepare students and your choice of adaptive and non-adaptive assignments and assessments that align to your approach. And, no matter your course format, with ALEKS actionable insights, you can intervene before it's too late and have more time to create more lightbulb moments.

ALEKS (Assessment and LEarning in Knowledge Spaces) is the product of more than thirty years of research by software engineers, mathematicians, and cognitive scientists in the application of Knowledge Space Theory. With support from the National Science Foundation, the research efforts by New York University and University of California, Irvine have been transformed into a ground-breaking artificial intelligence engine designed to improve student performance.

Learn More: <https://www.mheducation.com/highered/aleks/learning.html>

WHY ADAPTIVE LEARNING?

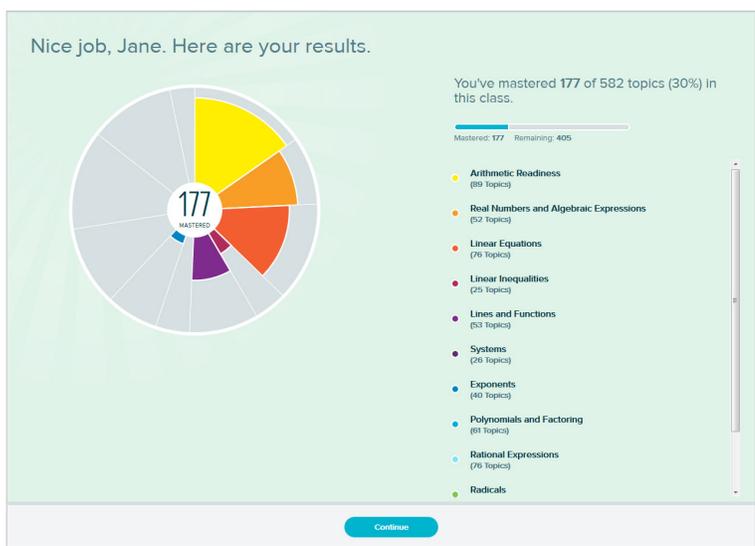
Every student is different. Identifying each student's knowledge gaps is a luxury that time doesn't allow and a challenge for every instructor. With the ability to map each student's unique knowledge state, ALEKS can make these determinations before students even begin a course, allowing you to focus on exactly the areas your students need to work on. In fact, ALEKS has been measuring and analyzing real data from millions of real students for over a decade. By having a deep understanding of each student's learning needs, ALEKS delivers meaningful instruction to students on content they have the prerequisite knowledge to successfully learn. The end result is a dramatic difference in student confidence and motivation.

WHY NON-ADAPTIVE HOMEWORK, QUIZZES AND TESTS?

In addition to the personalized learning path, ALEKS non-adaptive 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 non-adaptive 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. Though non-adaptive assignments do not affect students' learning paths within the adaptive assignments, they provide strong support to any implementation model.

THE ALEKS STUDENT EXPERIENCE

ALEKS uses artificial intelligence to determine precisely what each student knows, doesn't know, and is most ready to learn in a given course. When students first log on to ALEKS they take the Initial Knowledge Check, which is a 25-30 question adaptive assessment. ALEKS chooses each question based on the student's answers to all of the previous questions. Each set of assessment questions is unique to that student and therefore are impossible to predict.



By the time the student has completed the 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 multi-colored 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 Home Page 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 Home Page:

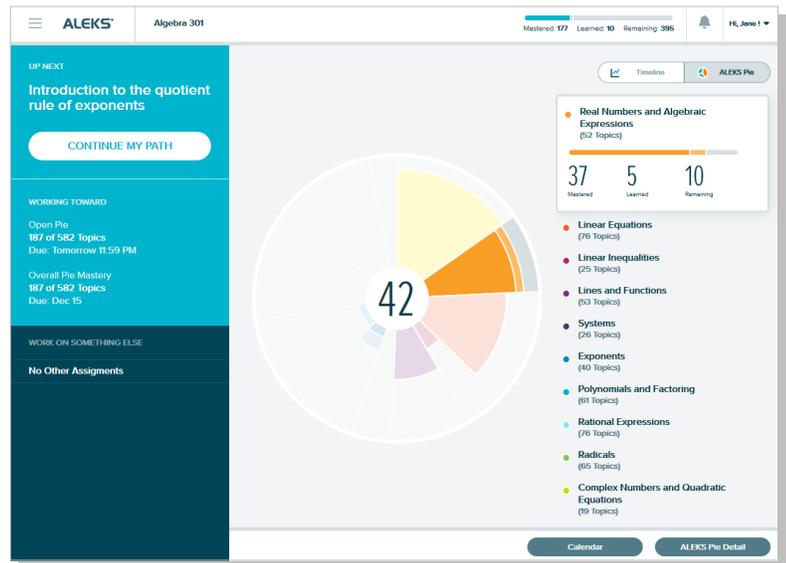
- Select the **START MY PATH** button to begin their learning
- Under the **Work on Something Else** section, select an ALEKS assignment
- Open the navigation menu from the top, left corner to access resources such as the gradebook and reports

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

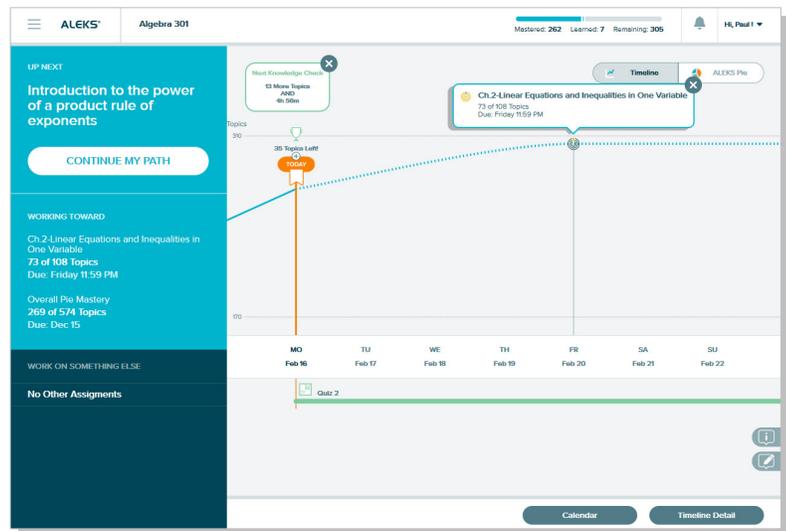
A student can select a pie slice name on the right to see the number of topics, mastered, learned, and remaining for that pie slice.

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 Objective 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 Objectives, 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 Lesson 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 can consistently get 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 Objective, if it is unlocked. They can also quickly see their progress for each Objective.
- 3 Students select the **Filters** menu in order to filter topic 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 learn 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 Quick Start 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: <http://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 Login button. Students will also login 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.

SEARCH
Search for classes, students, and assignments.

ACCOUNT SETTING/HELP
Edit account information and access helpful tools.

HOME ICON
Click on the green home icon to return to your instructor dashboard at any time.

MAIN NAVIGATION
Start typing to find what you're looking for or open the menu to navigate.

SUB-NAVIGATION
View menus related to the selected item in the main navigation.

DASHBOARD
View snapshots of important information about classes and students.

ALEKS®
Search for Classes, Students and Assignments

Hello Professor | Community

CLASS »
Enter Your Search

Instructor Administration Reports Insights

Professor - Dashboard

Login Name: XXXXXXX

Instructor Information

Professor

Last Login Date: 07/08/2020

Email: prof@mhe.com

Total Students: 1,274

Total Classes: 41

Account Summary »

Recently Viewed Classes

	# of Students
Math 109 / ALEKS 360	31
Math 117 / ALEKS 360	27
Math 101 / ALEKS 360	32
Math 118 / ALEKS 360	31
Math 121 / ALEKS 360	33
Math 103 / ALEKS 360	34

View All »

Announcements

New Late Submission and Prerequisite Settings for Homework, Test, and Quiz Assignments

Two new settings offer instructors greater flexibility for assignment management. Late Submission allows students to turn in an assignment late with a one-time penalty per late assignment. Set a Homework, Test, or Quiz as a prerequisite with a minimum score to unlock another assignment.

Learn More »

Students Not Recently Logged In

More than	-	7	+	days	
Anderson, Daniel	06/11/2020				
Anderson, Joel	06/11/2020				
Browning, Jennifer	06/11/2020				
Bush, Robert	06/11/2020				
Cameron, Bart	06/11/2020				
Cameron, David	06/11/2020				

View All »

Avg. Progress by Course Product

Highest	Lowest
75%	Corequisite Support for Introduction to Statistics
74%	College Algebra with Corequisite Support
74%	College Algebra with Modeling and Applications
74%	Discrete and Combinatorics Math

Avg. Progress by Class

Highest	Lowest
75%	Math 126 Corequisite Support for Introduction to Statistics
74%	Math 125 Pre-Statistics
74%	Math 119 College Algebra with Modeling and Applications

View All »

MANAGING YOUR INSTRUCTOR ACCOUNT

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

MY ACCOUNT

How to Find It: Open the drop-down menu beside your name in the upper-right corner. This will display the **My Account** options. From here you will see a list of helpful features that include:

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

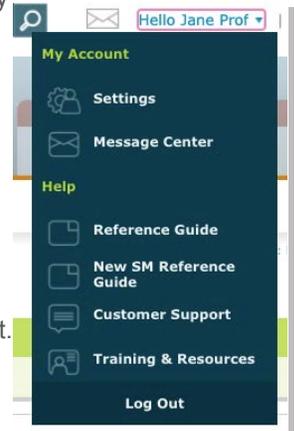
Message Center: Send messages to each other instructors, students, and ALEKS Customer Support.

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

New SM 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.

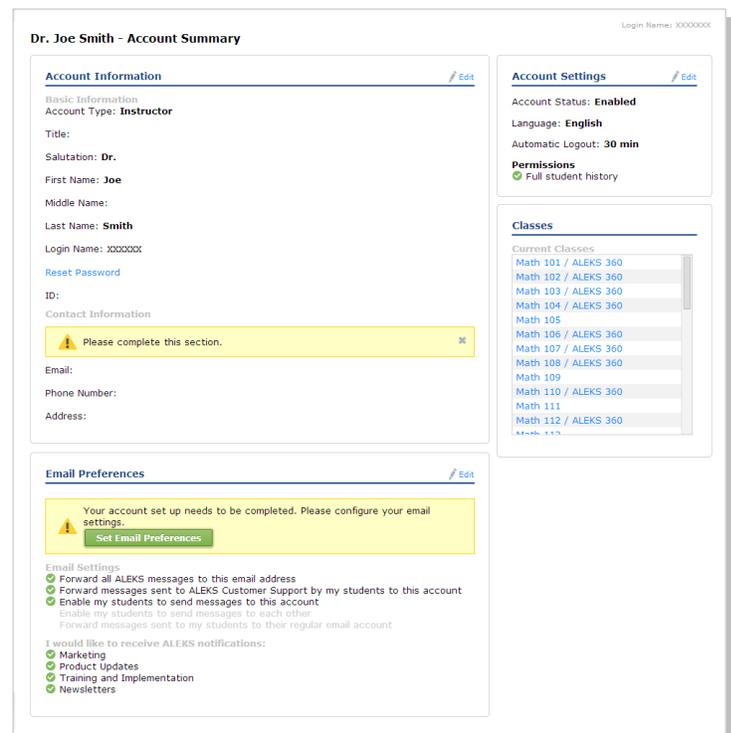
How to Find It: Select **Instructor Administration** | Click **Account Summary**

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.

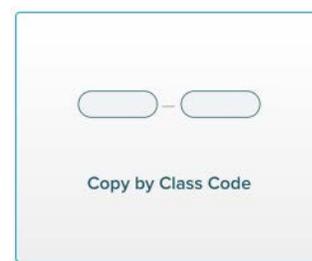
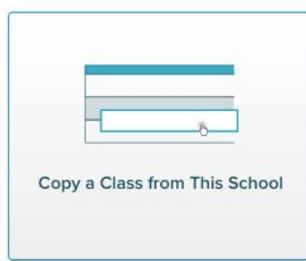
CREATING CLASSES

Classes can be easily created through the class creation wizard. To get started, go to your instructor dashboard.

How to Find It: Select **Instructor Administration** | Click **New Class**

Alternate Route: Select a class | Click **Class Administration** | 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 pre-existing master template.

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

▲ Duplicate a class from another instructor at **any** 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 View and the Classic View. We recommend proceeding with the Modern View so you have access to Start and End Dates and times.

CREATE NEW CLASS / 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 disciplines, you can select textbook questions to create non-adaptive assignments. To provide greater flexibility in aligning your course to your goals, you can choose a different discipline for your adaptive Course Product to compliment your non-adaptive assignments, such as the Prep or Corequisite product.

CREATE NEW CLASS / 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 page 9 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 page 9

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

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."*

Accommodations for visually impaired students ⓘ

[Hide Accessibility Options](#)

I do not expect to have any visually impaired students requiring a screen reader in this class.

I expect to have some visually impaired students requiring a screen reader in this class. ⓘ
 Once students have registered, identify visually impaired students under each student's Student Account Summary. These students will get a message to ask for assistance when they encounter non-accessible topics in this class.

All students in this class will be visually impaired and require a screen reader. ⓘ
 Non-accessible topics are removed from this class.

Disable Automatic Progress Knowledge Checks for visually impaired students in this class.
 LockDown Browser will be disabled for students using a screen reader.

Disable Automatic Progress Knowledge Checks for all students in this class.
 LockDown Browser will be disabled.

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 Objectives/Content Editor (see page 10 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.

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 17 for more information on the Student Account Summary.

Accessibility

This student is visually impaired and requires a screen reader.

Visually impaired students may encounter some content that is not accessible.

- Non-accessible content will be labeled with a "Sighted Assistance Needed" message

The following features will be disabled:

- Automatic Progress Assessments
- eBook
- Videos
- Dictionary
- Worksheets
- Calendar
- Class Forum
- Message Center
- ALEKS Calculator
- Spanish Toggle

Visually impaired students will need the following system requirements:

- Microsoft Windows 10, JAWS 2018 or 2019, and Firefox 63+

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 2018, JAWS 2019, and Firefox 63+

SELECT CLASS CONTENT / SET OBJECTIVES / MODULES

At this point, you will choose to either assign ALEKS Pie topics and set the order or choose a self-paced option.

- **Objectives**—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.

If you choose Objectives, you'll also have the opportunity to select the pacing for your student's learning:

- **Objectives with Due Dates**—Select this option if you want to assign due dates for each Objective. Once a due date passes, students will automatically progress to the next Objective. However, any unlearned prerequisite material will be carried into subsequent Objectives when needed.
- **Objectives without Due Dates**—Select this option if you prefer to have students progress through the material by meeting a mastery requirement for each Objective (ideal for self-paced courses). All Objectives will then have a single due date.

Up Next: Select Class Content



OBJECTIVES
Assign ALEKS Pie topics and set the order (with or without due dates)



SELF-PACED
Assign ALEKS Pie topics and let ALEKS set the order

[Skip This - Go to Summary](#)
(You can still edit content later)

CUSTOMIZE THIS CLASS / OBJECTIVES EDITOR

After selecting your type of Objectives, you will see the Objectives Editor. From here you can customize Objectives:

- **Start/ Due Date or Mastery %:** assign start and due dates/times or mastery requirement for each Objective
- **Post-Objective Knowledge Check:** assign a Knowledge Check after students complete an Objective
- **Order:** arrange the Objectives in any order using the arrows on the right

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

2 Select **Edit** link below an Objective to open the Objectives Editor. This allows you to view and edit the ALEKS topics in the Objective.

Note: Unless you have selected that you do not expect to have any visually impaired students in the Accessibility Options, you will be able to see the designated topics that are compatible with screen readers in the Objectives/Content Editor.

3 Next to the **Edit** link you will see the number of goal topics, which are the topics that count towards the Objective grade.

4 You can also use start and due dates/times to build gaps for non-adaptive assignments or review between Objectives. In the gaps, ALEKS guides students to work on completing any past Objectives 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 Objective extensions, see page 26

[Switch to Objectives without Due Dates](#)

Objective	Start Date	Due Date	Post Objective Knowledge Check
Course Readiness and R-Review of Prerequisites Edit (128 goal topics)	01/24/2020 12:00 AM	02/15/2020 12:00 AM	<input type="checkbox"/>
Ch.1-Equations and Inequalities Edit (97 goal topics) 2	02/15/2020 12:00 AM	03/08/2020 12:00 AM	<input type="checkbox"/>
Ch.2-Functions and Relations Edit (133 goal topics) 3	03/08/2020 12:00 AM	03/30/2020 12:00 AM	<input type="checkbox"/>
Ch.3-Polynomial and Rational Functions Edit (63 goal topics)	03/30/2020 12:00 AM	04/21/2020 12:00 AM	<input type="checkbox"/>
Ch.7-Analytic Geometry Edit (24 goal topics)	06/26/2020 12:00 AM	07/18/2020 12:00 AM	<input type="checkbox"/>

[+ New Objective](#) 1

If students finish an Objective early or are in between Objectives, they can catch up on past Objectives first, then work ahead.

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

CUSTOMIZE THIS CLASS / RECOMMENDED TOPICS FOR OPTIMAL LEARNING

Once your Objectives are setup, 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 total ALEKS topics in your course are a combination of goal and prerequisite topics.

2 ALEKS will give you a recommendation for adjusting your course. See below for more details on these recommendations.

3 Once you select an option, checkboxes appear in the **Update Your Class** column so you can adjust the prerequisite topics.

4 Click on **Details** to see how a prerequisite topic relates to other topics in the course. Click on **Options** to assign the prerequisite topic as a goal topic in an Objective.

Your Class Topics

Goal Topics	+ Prerequisite Topics	= Total Topics
538	6	544

Prerequisite Topics

Checked topics are added as prerequisites and do not count toward Objective grades. If the gradebook is enabled, prerequisite topics are NOT calculated in the gradebook.

Change all prerequisite topics to goal topics

Select **Details** to see how a topic relates to other topics.
Select **Options** to change a prerequisite to a goal topic.

Course Readiness and R-Review of Prerequisites (3 prerequisites)

- Ordering Integers
[Details](#) [Options](#)
- Signed fraction addition or subtraction: Advanced
[Details](#) [Options](#)
- Simplifying the square root of a whole number greater than 100
[Details](#) [Options](#)

Ch.2-Functions and Relations (1 prerequisite)

- Graphing a line given its x- and y-intercepts
[Details](#) [Options](#)

Ch.6-Matrices and Determinants and Applications (1 prerequisite)

- Identifying the operations used to create equivalent systems of equations
[Details](#) [Options](#)

Ch.7-Analytic Geometry (1 prerequisite)

- Graphing a parabola of the form $y = ax^2 + bx + c$; Rational coefficients
[Details](#) [Options](#)

Which should I choose?

Recommended: 6 Topics
No Prerequisites: 0 Topics

Update Your Class
(6) Topics

Continue **Back**

Add to
Ch.6-Matrices and Determinants and Applications

Ok **Cancel**

ALEKS will offer two broad choices:

- **Recommended**—This option provides the recommended prerequisite topics to add so that your students will have an optimal learning experience. Use this with most of your classes, especially if some students have prerequisite knowledge gaps. You'll still have the option to uncheck individual prerequisites if you'd like to customize this option.
- **No Prerequisites**—With this option no prerequisites will be in your class. Use this if you feel confident that your class is complete as is and your students will not require additional review to reinforce foundational knowledge.

Note: Prerequisite topics do not count toward Objective grades.

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 adaptive and non-adaptive assignments 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.

A screenshot of the Assignments table in ALEKS. The table has columns for Name, Type, Start, Due, Status, Details, and Report. There are five rows of assignments. A 'New Assignment' button is visible at the top left of the table area.

Name	Type	Start	Due	Status	Details	Report
<input type="checkbox"/> Scheduled Assessment 4	Scheduled Knowledge Check	07/14/2020 8:00 am	07/21/2020 2:51 pm	Upcoming	-	
<input type="checkbox"/> Homework 9	Homework	07/07/2020 1:51 pm	07/21/2020 2:51 pm	Open	15 Questions	
<input type="checkbox"/> Homework 8	Homework	06/22/2020 12:00 am	07/21/2020 12:00 am	Open	15 Questions	
<input type="checkbox"/> Test 2	Test	06/29/2020 12:00 am	07/13/2020 1:00 am	Closed	15 Questions	
<input type="checkbox"/> Quiz 6	Quiz	06/26/2020 11:59 pm	07/10/2020 11:59 pm	Open - In Late Submission	15 Questions	

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.

1) Time, Topic, and Pie Progress Goals

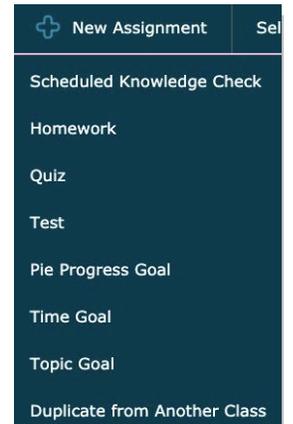
Use the Time, Topic, and Pie Progress Goals to require students to meet a specific level of progress or a minimum level of participation over a defined period of time, such as learning a set number of topics per week. Goals are then tracked in the ALEKS Gradebook in their respective Gradebook categories.

2) 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.

3) Non-Adaptive 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.



1 In all courses, **ALEKS Topics** are available to include in assignments. In Math courses integrated with a textbook, **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 Select **Add** or simply drag and drop the questions you want to assign into Your Assignment.

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

Content

Select up to 60 questions to include in this assignment.

ALEKS Topics | Textbook Questions 1

Randomly add 5 questions from Chapter 1: Problem Solving Add Preview

Math in Our World, 4th Ed. Change

Chapter 5: The Real Number System 2

Section 1: The Natural Numbers

All Problems

3 5 Add

4

5.1 Section Exercise 1,4-6

5.1 Section Exercise 9,13,18,21,26

5.1 Section Exercise 10,12,14,17,22

5.1 Section Exercise 11,15,16,23,25

5.1 Section Exercise 19,20

5.1 Section Exercise 24

5.1 Section Exercise 27,28

5.1 Section Exercise 19,20,21,27,28

5.1 Section Exercise 19

5.1 Section Exercise 20

Your Assignment

Shuffle Remove

9 total questions Total points: 9

6 Content Settings: Allow students to access certain resources, set answer tolerances and per-question attempts, specify a grading scale, and more.

7 Late Submission: Select the check box to allow late submission

8 Prerequisite Assignment: Set objectives or non-adaptive assignments as prerequisites to assignments with a minimal mastery score

Content Settings 6

Allow students to access:

- eBook
- Example
- Explanation
- Message Center
- Guided Solution

Answer Tolerance Policy:

Allow students to enter these types of answers and receive credit:

- Variables with Coefficient of 1 or -1
- Variables with Exponent of 1
- Fractions with Negative in Denominator
- Equivalent Fractions

Attempts:

Question attempts: Unlimited

Assignment attempts: Unlimited

Retake options:

- Full Retake (Students must retake all problems.)
- Quick Retake (Students only retake incorrect problems.)

In the gradebook, record the:

- Best score
- Final score
- Average score

Late Submission 7

Allow late submission

Prerequisites 8

Set prerequisite assignment

Prerequisite Assignment Minimum Score

OBJECTIVES

- Ch.1-Whole Numbers
- Ch.2-Fractions and Mixed Numbers: Multiplication and Division

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 | Click **Assignments** | Click **Assignments** | When creating a Scheduled Knowledge Check, Test or Quiz, see **Advanced Settings**.

Advanced Options

Prevent automatic Knowledge Checks up to 2 days before the assignment starts.

- Assign to entire class
- Assign to specific student(s)

Assignment Access Options: [Learn more](#)

- Students choose when to start assignment after it is available
 - Require Password 10 characters max. No special characters. Show Password
- Students must take assignment as soon as it is available
 - Require Password 10 characters max. No special characters. Show Password

Respondus Security Options:

- Students must take this assignment using LockDown Browser LockDown Browser will be disabled for students using a screen reader.
- Require Respondus Monitor (webcam) for this assignment Select the Respondus Monitor Dashboard from the Assignment List page to configure the advanced settings.

EXTENSIONS FOR OBJECTIVES AND ASSIGNMENTS

There are several methods to assign extensions for Objectives, Homework, Quizzes, Tests, and Scheduled Assessments if any students need extra time to complete the work (extensions are not available for the Time, Topic, or Pie Progress Goals).

Method 1—Create extensions one student at a time. Method 1 can be used to assign extensions for both assignments and Objectives for a single student who may need extra time.

How to Find It: Select a class | Select a student | Click **Assignments** | Click **Exceptions**

To the right of the assignment that you want to give the student extra time to complete, click **Add** to enter the new due date.

Name	Start ^	Due	Type	Exceptions
Quiz 1	03/24/2020 (12:00 am)	04/07/2020 (12:00 am)	Quiz	Add
Ch.1-Whole Numbers	03/24/2020 (12:00 am)	04/02/2020 (12:00 am)	Objective	Add

Note: In this screen, you can also allow a student to bypass prerequisites, add a time limit, or require a password.

Method 2—Create extensions for multiple students at once. Method 2 cannot be used to assign extensions for Objectives.

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

Select the assignment from the Assignments table that you want to give an extension to, and click on the **Edit** link.

In Step 1, click on **Create Extension**. Then enter in the new due date and select which students will receive the extension.

STEP 1: Name & Date

Name:

Status:

Start Date: Month: Mar, Day: 19, Year: 2014, Time: 8:00 am

End Date: Month: Apr, Day: 2, Year: 2014, Time: 11:59 pm

Time Limit: 0:00

Allow students to save this assignment for later and go back to Learning Mode.

Publish this Homework to the student calendar

Allow student access to "Worked Example" while working on this Homework

Extension:

Create Extension:

Extend end date until: Month: Apr, Day: 2, Year: 2014, Time: 11:59 pm

- Alberti, Joel P.
- Anderson, Tracy R.
- Baker, Jill S.
- Bolzano, John V.
- Cameron, Tracy A.
- Chang, Charles V.
- Chang, Tracy B.
- Ellison, Kevin S.
- Ellison, Paul R.
- Frankel, Carlos A.
- Fredericks, Jennifer B.
- Young, Victoria T.

Be sure to Click on "Save" on the Homework page to validate this change.

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.

Show: All

Assignment	Start Date	Due Date	Status	Class Average
Scheduled Assessment 2	08/05/2015 08:00 AM	08/12/2015 08:00 AM	Not published to the student calendar	0%
Topic - Week 23	08/01/2015 07:14 PM	08/08/2015 07:14 PM	Upcoming	100%
Time - Week 23	08/01/2015 07:14 PM	08/08/2015 07:14 PM	Upcoming	0%

For homework, quizzes, and tests, you can view the results for each question on the assignment, and a detailed report for each individual student.

Homework 8
View: Student Scores | Per Question Results | Detailed Student Results

Class Average: 86%
(29 out of 29 students)

Student	Date Submitted	Score	Grade
Anderson, Ken B.	05/30/2015	87%	B
Black, Karen S.	05/27/2015	100%	A
Bush, Bart K.	06/04/2015	73%	C
Bush, Victoria J.	06/04/2015	73%	C
Cauchy, Kelly V.	06/05/2015	87%	B

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 set-up 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 13- 14.

ALEKS Demo Course Su20 - Class Summary Class Code: FVHVC-D4VXF [CLASS TOOLS](#)

Class Information and Content [/ Edit](#)

Class Information Class Code: FVHVC-D4VXF

Instructor: **I am teaching this class**

Name: **ALEKS Demo Course Su20**

Section: **N/A**

Start Date: **07/07/2020**

End Date: **03/09/2021**

Archival Settings: **Archive after class end date.**

Subscription Length: **Higher-Ed any access code**

Class Content

Textbook: **OpenStax: College Algebra, 1st Ed. (OpenStax)**

ALEKS Course Product: **Intermediate Algebra**

Class Options 5 [/ Edit](#)

Incoming Student Options: **New Initial Knowledge Check - Students are given an Initial Knowledge Check. No progress carries over**

Unenrolled Students: **Hide**

Graphing Calculator: **Off**

Class Customization

ALEKS Content Customization [/ Edit](#)

Objectives Type: **Objectives with Due Dates**

Objectives Editor [/ Edit](#)

Objectives: **3 Objectives selected**

Class Content: **252 Goal + 13 Prerequisite = 265 Total Topics** [Edit Prerequisites](#)

Post Objective Knowledge Check: **On**

QuickTables Settings [/ Edit](#)

Multiplication [0-10]

[/ Edit Tables](#)

Implementation Information 1 [/ Edit](#)

Progress Goal

Progress: **N/A**

Min Time Required: **N/A**

Implementation Scenario

Scenario: **N/A**

Resources 2 [/ Edit](#)

There are no resources for this class.

What's Next:

- Explore the Student View
- Download the Getting Started Checklist (PDF)
- View Resources and FDOC Materials
- Access the ALEKS Training Center
- Download the Quick Start Guide
- Identify visually impaired students on Student Account Summary page

Syllabus

View Syllabus: [HTML PDF](#)

Additional Settings [/ Edit](#)

Access Options

Student Enrollment Status: **Open**

Class Access: **Regular**

Archived Status: **Not archived**

Student Activity Notifications

None

Learning Options

- Show Learning Page First
- Show Learning Resources on Problem
- Show Send Message Button

Knowledge Check Options

Initial Knowledge Check Location: **Anywhere**

Other Knowledge Check Location: **Anywhere**

Progress Knowledge Check Delay Window: **24 hours**

Learning Pie Completion Knowledge Checks: **Enabled**

Worksheet Options

Content: **16 Review Questions**

Notification: **On**

Access: **None**

Class Duplicate Settings 3 [/ Edit](#)

Status: **Private**

Colleagues and peers cannot duplicate the settings, content and assignments for this class.

Gradebook 4 [/ Edit](#)

Enabled

[Gradebook Setup](#)

Share Class Access 6 [/ Edit](#)

[Share Access to this Class](#)

Student Groups 7 [/ Edit](#)

[Create a Student Group](#)

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

IMPLEMENTATION INFORMATION

The **Implementation Information** section shows information about your implementation model. By filling out this section, you can help ALEKS and McGraw-Hill better understand how ALEKS is used in different course formats and allow your Implementation Manager to help you more efficiently.

How to Find It: Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Implementation Information

RESOURCES

Supplementary resources, such as lecture videos, can be added at the class and/or topic level and organized in folders. Students can then access them through the Resources page and/or the Explain pages of ALEKS topics.

- 1 You can also link to McGraw Hill resources from this screen.

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

Alternate Route: Select a class | Click **Class Tools** | Click **Resources**

The screenshot shows the 'Basic Math 123013 - Resources' page. At the top right, it displays 'Class Code: DNUTD-REWRG' and 'CLASS TOOLS'. Below the title, there is a green 'Add Resource' button and a notification for 'McGraw-Hill Resources'. A status bar indicates 'Total Number of Resources: 4 | File Space Remaining for this Class: 100 MB' and an 'Add Folder' button. A table lists resources with columns for 'Resource Name', 'Resource', 'Topics Linked', 'Visibility', 'Date Modified', and 'Reorder'. The resources listed are: 'Instructor's note' (linked to a docx file), 'Chapter 1' and 'Chapter 2' (folders), 'How to Use ALEKS' (linked to a website), and 'Link to YouTube' (linked to a website). A legend at the bottom explains the visibility icon.

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
Instructor's note <small>Edit Quick Edit</small>	Class_notes_for_chapter_1.docx (12 KB)	3 topics		04/02/14	
Chapter 1 <small>Quick Edit</small>					
Chapter 2 <small>Quick Edit</small>					
How to Use ALEKS <small>Edit Quick Edit</small>	http://www.aleks.com	No topics		04/02/14	
Link to YouTube <small>Edit Quick Edit</small>	http://www.youtube.com	No topics		04/02/14	

Legend: This resource is visible on each student's Resources page

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.

To see an example of what students will see on the Explain pages, open the topics list under the **Topics Linked** column. Then click on the **topic name**.

The box showing your resources will appear above the box showing textbook integration information. Toggle from Problem to Explanation at the top left.

The screenshot shows an 'Explain' page for the topic 'Square root of a perfect square'. The question asks 'What is the value of $\sqrt{9}$?'. The explanation states that by definition, $\sqrt{9}$ is a positive number that, when multiplied by itself, equals 9. It shows the equation $3 \times 3 = 9$ and concludes that $\sqrt{9} = 3$. A diagram of a 3x3 grid is shown with side length 3 and area $3 \times 3 = 9$. The final answer is 'The answer is 3.' On the right side, there are sections for 'Resources From Your Instructor' (Square Roots Review) and 'Additional Resources' (Intermediate Algebra, 1st Ed. by Messersmith/Perez/Feldman).

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 Objectives 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**

ALEKS Demo Course Su20 - Share Class Access

Use the drop-down to select the access level for the Instructor(s) that will also be able to access this class.

Instructor	Access Level
Aldridge, Nicole	No Access ▼
Blanchard, Wells	✓ No Access
Bradin, Michelle	Read Only
Brieler, Robert	Gradebook
Cenese, Gretchen	Full
Christopherson, Matt	No Access ▼
Clarke, Annie	No Access ▼
Cline, Brandi	No Access ▼
Condor, James	No Access ▼
Cowley, Gaela	No Access ▼
Devlin, Nora	No Access ▼
Dirks, Amber	No Access ▼
Dixon, Gayle	No Access ▼
Dobrin, Gina	No Access ▼

Access Legend

Read Only: Cannot modify the gradebook, assignments, or any other class settings.

Gradebook: Can only change gradebook scores (cannot modify assignments or any other class settings).

Full: Can modify the gradebook, assignments, and many other class settings. Only a few actions cannot be taken, such as "Delete" and "Move to Another Instructor".

Assign per Student: Read only access per student or student group.

* Institution administrators always have full access to all classes within the institution.

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**

Class Code: DNJD-F

Basic Math 123013

<< Back to Class Summary

Add Student Group

Current Student Groups [Show all Students and Groups](#)

To add or remove students from an existing Student Group, click on the "edit student group" link, or select from the Action column.

Student Group	# of Students	Action
MW Section 1 Edit Student Group	5	Select an Action ▼
TTH Section 2 Edit Student Group	3	Select an Action ▼

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**

1 class selected

View: Active (41) | Archived (6)

Displaying 41 classes

Download

New Class | Class Summary | Dashboard | Duplicate | Archive

Class	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> Math 101 / ALEKS 360	Basic Math	Professor	32	XXXXX-XXXXX
<input type="checkbox"/> Math 103 / ALEKS 360	Pre-Algebra	Professor	34	XXXXX-XXXXX
<input type="checkbox"/> Math 104 / ALEKS 360	Pre-Algebra and Introductory Algebra	Professor	33	XXXXX-XXXXX

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](#).

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

Math 101 / ALEKS 360 / Basic Math - Class Roster

Class Code: XXXXX-XXXXX CLASS TOOLS

2 Students selected

View: Active (32) | Unenrolled (0) | Hidden (0)

Download

Send Msg | Move | Hide | Disable Access

Name	Mastery	Login	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/> Alberti, Daniel	53%	DALBERTI1	242532	-	09/21/18	09/21/18	01/10/19 03:18 PM
<input checked="" type="checkbox"/> Bolzano, Maria	47%	MBOLZANO1	242552	-	09/21/18	09/21/18	01/10/19 03:18 PM
<input type="checkbox"/> Bourbaki, Kelly	74%	KBOURBAKI1	242541	-	09/21/18	09/21/18	01/10/19 03:18 PM

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 students' 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.

Math 101 / ALEKS 360 / Basic Math

Math 133 / NCCCS Developmental Math Module 050 (29)

Math 134 / NCCCS Developmental Math Module 060 (33)

Math 135 / NCCCS Developmental Math Module 070 (27)

Math 136 / NCCCS Developmental Math Module 080 (30)

Math 137 / Math Placement (391)

Math 138 / Developmental Math (33)

Archived

Math 101 - Previous Semester / ALEKS 360 / Basic Math (27)

Math 104 - Previous Semester / ALEKS 360 / Beginning Algebra (27)

Math 106 - Previous Semester / ALEKS 360 / Intermediate Algebra (29)

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.*

The screenshot shows the 'Basic Math - Class Forum for 'Basic Math'' interface. At the top right, it says 'Class Code: ELKPJ-TE030' and 'CLASS TOOLS'. There is a green button labeled 'Exit Class Forum'. Below this, a message states: 'The Class Forum is available to facilitate discussion among students and with the instructor. Would you like to enable the Class Forum for students?' with a green button labeled 'Yes, Enable Class Forum'. The forum content includes a search bar, a filter set to 'All Topics', and a page indicator 'Page 1 of 1'. There are two posts by 'Mrs. Smith':

- Mixed Fractions Review:** 'Remember that you can use the Class Forum to work with your fellow students on the mixed fractions review (and use the ALEKS math palette). This is due tomorrow in class.' (0 minutes ago)
- Extra Credit Problem:** 'Complete the problem in your ALEKS notebook for three extra credit points on your test tomorrow. Explain how to order integers and why the three examples below are correct.' (10 hours 28 minutes ago)

The examples for the extra credit problem are:

$$-3 < -2$$
$$5 < 5.5$$
$$3 > -2$$

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.

The screenshot shows the 'Math 101 / ALEKS 360 / Basic Math - Assignment Calendar' view. It features a calendar for April 2014. The calendar grid shows days from Sunday to Saturday. Assignments are listed below the calendar grid:

- Chapter 6 (due Tuesday, April 15)
- Chapter 9 (due Wednesday, April 16)
- Homework (due) (due Thursday, April 17)
- Quiz 7 (due) (due Friday, April 18)
- Quiz 7 (due) (due Friday, April 25)
- Chapter 7 (due) (due Saturday, April 26)
- Homework (due) (due Saturday, April 26)

Assignments in gray are not published to any student calendar.

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.

RESOURCES

The Resources feature allows you to add supplementary resources to your ALEKS class. See page 12 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 his/her 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**

Browning, Karen K. – Gradebook

Questions Homework Clear All

LAST LOGIN: 12/18/2020 6:00 AM

TOTAL GRADE: 80%

Assignment	Category	Due Date	Submitted	Score
Ch1-Whole Numbers	Objective	08/31/2020 11:59 PM	08/30/2020 6:14 AM	79%
Homework 1	Homework	09/07/2020 12:00 AM	08/25/2020 10:50 PM	93%

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**.

Herbert Alberti - Account Summary

Login Name: XXXXXXXX CLASS TOOLS

Student Information	Account Settings
First Name: Herbert Middle Initial: B. Last Name: Alberti Login Name: XXXXXXXX Reset Password Student ID: 226228 Email: -	Account Status: Enabled
Parent/Guardian Contact Information & Notification Please complete this section.	Account Status Last Login: 03/27/2014 Creation Date: 10/21/2013 Enrollment Date: 10/21/2013 Expiration Date: -

MOVE/UNENROLL

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

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

Alternate Route: Click **Instructor Administration** | Click **Class Roster**

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

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

Math 101 / ALEKS 360 / Basic Math - Class Roster

Class Code: XXXXX-XXXXX CLASS TOOLS

2 Students selected Displaying 32 Students

View: Active (32) Unenrolled (0) Hidden (0) Download

Send Msg Move Hide Disable Access

Name	Mastery	Login	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/> Alberti, Daniel	53%	DALBERT11	242532	-	09/21/18	09/21/18	01/10/19 03:18 PM
<input checked="" type="checkbox"/> Bolzano, Maria	47%	MBOLZANO1	242552	-	09/21/18	09/21/18	01/10/19 03:18 PM
<input type="checkbox"/> Bourbaki, Kelly	74%	KBOURBAK11	242541	-	09/21/18	09/21/18	01/10/19 03:18 PM

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 so as to make it worthwhile for students to complete the necessary learning.

CLASS GRADEBOOK

The ALEKS Gradebook tracks each student's performance on Objectives, Non-Adaptive Assignments, 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**

Math 103 / ALEKS 360 / Pre-Algebra - Gradebook

Objectives X Scheduled Knowledge Checks X Homework X Quizzes X Tests X Pie Progress Goals X Time Goals X Topic Goals X Clear All

Aug 17, 2020 - Dec 31, 2020

All Students

NAME	LOGIN	ID	EMAIL	Total	Topic - Week 1	Topic - Week 1	Quiz 1	Time - Week 2	Topic - Week 2	C	N	O
Class Average				79%	82%	86%	81%	88%	90%	7%		
<input type="checkbox"/> Cauchy, Karen V.				85%	74%	100%	87%	49%	100%	8%		
<input type="checkbox"/> Diaz, Paul R.				81%	91%	100%	80%	100%	100%	8%		
<input type="checkbox"/> Doyle, Maria K.				76%	93%	100%	87%	99%	100%	8%		
<input type="checkbox"/> Fisher, Jose P.				84%	74%	100%	67%	97%	100%	8%		
<input type="checkbox"/> Hard, Charles				74%	88%	100%	87%	100%	83%	7%		
<input type="checkbox"/> McArthur, Maria B.				81%	100%	100%	93%	85%	67%	8%		
<input type="checkbox"/> McArthur, Maria K.				83%	56%	100%	87%	78%	100%	7%		

Late Submission Extension Dropped Extra Credit Scores in Italics: Not due yet (not part of grade)

- 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 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 popup with details about the assignment.
- 9 This row/column shows Class Average.
- 10 When hovering 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 22.

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.

Gradebook Category	Category Weight (%)
Pie Progress Edit	30 %
Time Edit	10 %
Topic Edit	10 %
Objective Edit	30 %
Scheduled Knowledge Check Edit	0 %
Quiz Edit	5 %
Test Edit	0 %
Homework Edit	0 %
Gradebook External Assignment Category Add New Row	
External Assignment Edit Name Edit Add External Assignment	15 %
Total: 100 %	

*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 External Assignment Category 1 Add New Row		
<input type="checkbox"/> Group Project Edit Name Edit Add External Assignment		5 %
<input type="checkbox"/> Mid-Term Exam Edit Name Edit Add External Assignment		5 %
		Total: 100 %

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**

Class Code: URGPH-RHRPH [CLASS TOOLS](#)

Pre-Algebra - Gradebook Log

The Gradebook Log lists adjustments made to the students' scores by instructors with access to this class. Click on the assignment link to view details about the adjustment.

Date Range Selection:

From Date: To Date: [Apply](#)

<< 1 - 2 of 2 log entries >>

Student Name	Assignment	Previous Score	Adjusted Score	Date and Time	Adjusted by Instructor
Doe, Jane	Chapter 5	18%	35%	Apr, 02, 2014 10:31 PM	Pham (Admin), Camtu
Smith, Chris	Chapter 5	53%	75%	Apr, 02, 2014 10:31 PM	Pham (Admin), Camtu

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**

Jul 23, 2020 - Nov 19, 2020

All Students	Total	Quiz 2	Time - Week 5	Topic - Week 5
<input type="checkbox"/> Bolzano, Maria L.	86%	93%	65%	83%
Class Average	80%	83%	77%	84%

1 Student Selected

[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 27.

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

All Students	Total	sek 2	Ch1-Whole Numbers	Homework 1
<input type="checkbox"/> Browning, Karen K.	80%	79%	93%	
<input type="checkbox"/> Carter, John E.	76%	77%	40%	
<input type="checkbox"/> Carter, Robert J.	79%	78%	93%	
<input type="checkbox"/> Carter, Tracy	74%	77%	93%	
Class Average	79%	79%	80%	

Homework 1

Due Aug 31, 2020 12:00 AM

Total Points: 10
Class Average: 8 / 10 (80%)

[View Report](#)

[Edit Assignment](#)

[Edit Student Scores](#)

[Edit Weights](#)

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 assessment, 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 Objectives.
 - 4 Select the **Progress Percentage** to see the topics in the Objective 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.

Number of Students Included in This Report: 29

Show: Current Learning | Show: All Students

Linear Equations and Inequalities 77%
72.1 of 93 Topics

ALEKS Pie Progress 270.3 Mastered, 10.5 Learned, 198.2 Remaining Topics
56%
Current Objective: Chapter 5 (06/18/2015)

Top Ready to Learn Topics

- Solving a linear equation with several occurrences of the variable: Variables on both sides and fractional coefficients 28%
- Solving a linear equation with several occurrences of the variable: Fractional forms with binomial numerators 28%
- Solving a linear equation with several occurrences of the variable: Fractional forms with monomial numerators 24%
- Solving a linear equation with several occurrences of the variable: Variables on both sides and two distributions 21%

Current Learning

ALEKS Table of Contents	Objectives	Standards	Progress	Remaining	Ready to Learn	Attempted, Not Yet Learned
View Course Content by Objectives view all topics / hide all topics						
▶ Prerequisite Topics Progress 90%						
▶ Ch.1-Review of Basic Algebraic Concepts Progress 86%						
▼ Ch.2-Linear Equations in Two Variables and Functions Progress 68%						
Section 2.1 (Progress 91%)						
• Reading a point in the coordinate plane				100%	0%	0%
• Plotting a point in the coordinate plane				100%	0%	0%
• Table for a linear equation				100%	0%	0%

29 students out of 29 (100%) have Learned this topic.

[Message Students](#)

Anderson, Ken B.
Black, Karen S.
Bush, Bart K.
Bush, Victoria J.
Cauchy, Kelly V.
Corbin, Nicole J.

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.

Number of Students Included in This Report: 29 Logged-in Students: 0

1 Show: **Learning Progress Since Latest A...** Show: **All Students**

2 Message Students

Student Information				Performance		Since Last Assessment			
Student	Total Time	Last Login	Assessment Start	Assessment Finish	Course Progress	Current Objective	Topics Learned	Time in ALEKS	Topics Learned Per Hour
Name ID Login					Percent Topics				
Anderson, Ken B.	58h 52m	06/18/2015 07:14 PM	06/12/2015	06/12/2015 0h 35m	51 +2 %	31 %	9	3h 9m	2.9
Black, Karen S.	63h 2m	06/18/2015 07:14 PM	06/04/2015	06/04/2015 0h 39m	38 +4 %	25 %	18	8h 10m	2.2
Bush, Bart K.	59h 17m	06/18/2015 07:14 PM	06/11/2015	06/11/2015 0h 31m	49 +2 %	31 %	13	3h 48m	3.4
Bush, Victoria J.	58h 49m	06/18/2015 07:14 PM	06/11/2015	06/11/2015 0h 41m	58 +2 %	34 %	9	4h 9m	2.2
Cauchy, Kelly V.	48h 34m	06/18/2015 07:14 PM	06/15/2015	06/15/2015 0h 33m	73 +1 %	64 %	8	1h 6m	7.3

3

4

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.

Add Data

- Student Information ?
- Assessment Performance ?
- Pie Progress ?
- Gradebook ?
- Time and Topic ?

Report Selections clear all

- Student Information edit ✕

STUDENT INFORMATION Name Last login date
- Assessment Performance Initial assessment edit ✕

DETAIL Course Mastery

ASSESSMENT DATA Time in assessment

MASTERY Mastered (%)
- Pie Progress Pie progress at end of report edit ✕

DETAIL Course Progress

PROGRESS Progress (%)
- Time and Topic edit ✕

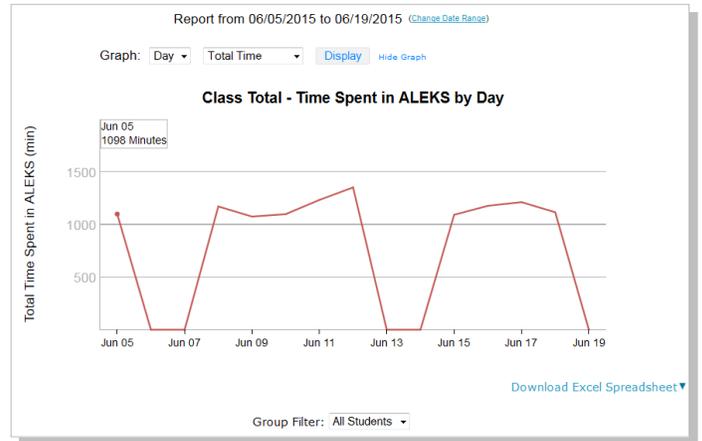
BREAKDOWN Weekly

TIME & TOPIC Time spent in ALEKS

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 popup to open the **Learning Sequence Log**. This log shows the sequence of actions a student took to learn a topic.



Date	Total for this Period		
07/03/2020	2 Learned	1 Attempted, Not Learned	44m 28s
Date	Duration	Topic	
7:00 AM	10m 5s	Division involving a whole number and a fraction	Learned
7:12 AM	7m 17s	Word problem with addition or subtraction of integers	
7:20 AM	20m 42s	Order of operations with decimals: Problem type 2	Learned

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.

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 Objectives. External Assignments and Post Objective Knowledge Checks will not have Assignment Reports.

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

- Columns can be sorted in ascending or descending numeric or alphabetical order.
- When selected, the link navigates to the applicable assignment results report.
- Legend shows an icon to represent each color that may appear in the progress bar by each assignment-- Completed, In Progress, and Not Started.
- 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.
- A real-time progress bar indicator visually displays the assignment completion rate for each assignment. Hovering the progress bar opens a popup that provides a numeric breakdown of the completion rate
- 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" scores for students who were given the assignment and did not submit at least one attempt.

Assignment	Assignment Type	Due Date	Average	Class Assignment Progress
Initial Knowledge Check	Knowledge Check	-	-	
Final Pie Progress	Progress Goal	02/28/2021 11:59 PM	58%	
Final Review	Homework	03/31/2021 11:59 PM	-	
Homework 1	Homework	12/02/2020 11:59 PM	74%	
Homework 2	Homework	12/03/2020 12:30 PM	68%	

Class Assignment Report for Homework, Test, and Quiz

When selecting a Non-Adaptive 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 popup 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 are for each student's best attempt. Selecting the number of points opens the Student Assignment Report to 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.

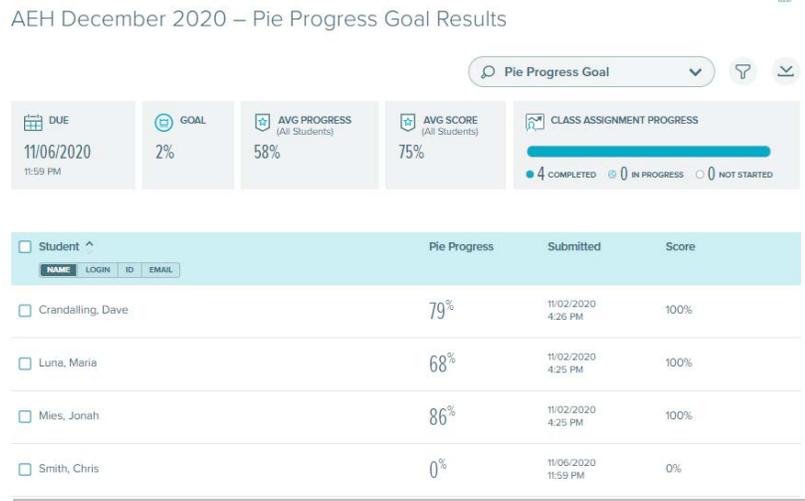
- Toggle view between Results (default tab), Item Analysis or Performance by Question to see different views of class results. See below!
- Tools include Search and Navigation Bar, Filter, and Download.
- Shows summary information for an assignment, which (with the exception of due date) changes based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

Student	Attempts	Latest Attempt	Score
Bolzano, Maria L.	1	08/17/2020 7:25 AM	87%
Bolzano, Tracy P.	1	08/23/2020 6:21 AM	87%

Class Assignment Report for 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 student 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.

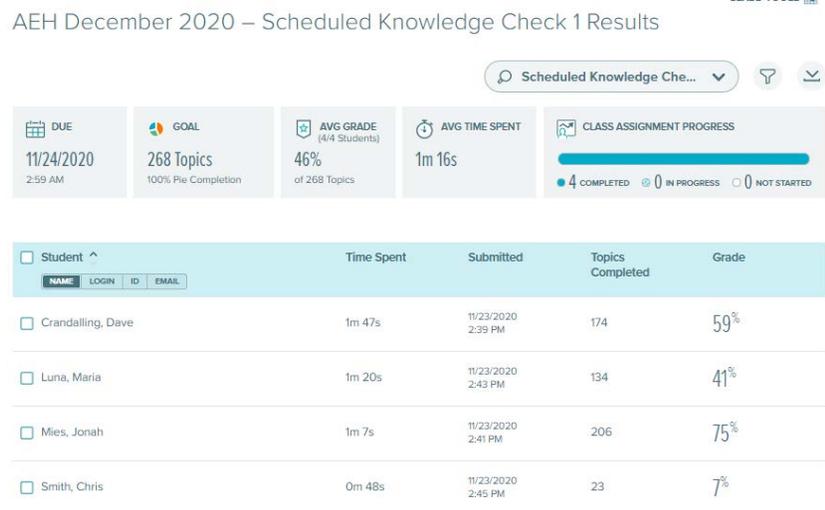
How to Find It: Select a class | Click **Reports** | Click **Assignments** | Select a **Goal Assignment**



Class Assignment Report for 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**



Class Assignment Reports for Objectives and Initial Knowledge Check

Selecting the Initial Knowledge Check or an Objectives 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 Objectives, the class ALEKS Pie Report opens to the Objectives tab of the Current Progress view.

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

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.

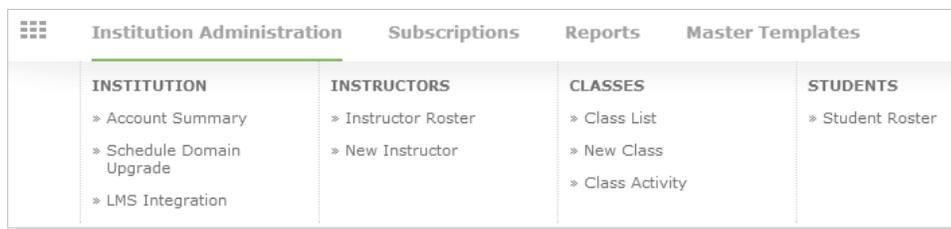


DASHBOARD

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**.

How to Find It: Click **Institution Administration** | Click **Instructor Roster**

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

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.

Name	Account Type	Student History	Toilets	Last Login	Creation Date
Allara, Kara	Admin	✓	✓	07/11/20 12:52 PM	02/08/2016
Bartlett, Jimmy	Admin	✓	✓	05/26/15 04:32 PM	05/26/2015

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 | Click **Reports**

INSTITUTION	SERVER STATS
» Custom Reports	» Page Hits
» Enrollment/Activity	» User Hour
» Class Activity	

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** | 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.

- Create a New Master Template**
- Create a Master Template from an Existing Class**
- Duplicate a Master Template**

What is a Master Template?

Use Master Templates when setting up multiple classes with the same ALEKS Course Product.

This saves time when adding/editing assignments, setting up resources, etc.

New linked classes created from the Master Template inherit any changes made to the Master Template.

ALEKS offers a variety of complimentary resources and training to ensure instructors and students get the most out of their ALEKS experience. Some of these resources are available directly through the Instructor Module, and all of them can be found at www.mheducation.com/highered/support/aleks

ONLINE RESOURCES

COURSE PREP AND READINESS

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.

www.mheducation.com/highered/support/aleks/course-prep

Download the ALEKS Get Started Success Kit: www.mheducation.com/highered/support/aleks/course-prep.getstarted.html

FIRST DAY OF CLASS

Access easy-to-use resources to help students get registered. These are available by Learning Management system or a stand-alone version, both license-based and access code versions.

<https://www.mheducation.com/highered/support/aleks/first-day-of-class.html>

BEYOND THE FIRST DAY

Access these resources to keep your students on the path to success with report resources, pacing and progress, and what to be doing after week 1.

www.mheducation.com/highered/support/aleks/beyond

STUDENT RESOURCES

ALEKS offers a variety of resources created just for students to help them get started in ALEKS. Resources include registration guides, student testimonials, how-to videos, and user guides.

Student Resources: <https://www.aleks.com/highered/students>

Contact ALEKS Customer Support: <https://mhedu.force.com/aleks/s/alekscontactsupport>

ADDITIONAL RESOURCES

ALEKS Community (Discussion Forum): www.aleks.com/highered/math/community

ALEKS Customer Support: www.aleks.com/support

System Requirements: www.aleks.com/support/system_requirements

GETTING STARTED CHECKLIST

FOR STUDENTS

- ❑ Before students begin the class, find an opportunity to explain how ALEKS works and how it is unique from 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 navigate the ALEKS Pie, use the filters, search for topics, and use the resources
 - » 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 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, 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. For more detail on the student experience, reference the [New Student Module Guide](#).
- ❑ 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.

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

**If you will be working in a Connect Math Hosted by ALEKS class in addition to an ALEKS class, you can access both your ALEKS and Connect Math classes from the same login and My Classes page.*

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**.



Using ALEKS with a Class

Register here if you are a student and need to use ALEKS with your class. To begin, enter your 10-character class code you received from your instructor.

Class Code: -

What is this?

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.

Confirm Class Information

You are about to be enrolled in the following ALEKS class. Check the class details carefully.

Class Code:	XQQLP-YUYW6
Class:	College Algebra (Messaging)
Textbook:	College Algebra, 2nd Ed., Miller/Gerken
Subject:	College Algebra
Instructor:	Megan Prokott
Class Dates:	08/19/2020 - 01/31/2021
Institution:	ALEKS AHE Assignment Demo

ALEKS STUDENT REGISTRATION (CONT)

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.

The screenshot shows the 'Account Status' step in the ALEKS registration process. At the top, a progress bar indicates four steps: 1. Confirm Class, 2. Account Status (current), 3. Registration, and 4. Apply Access. The main heading is 'Welcome to ALEKS!'. Below it, the question 'Have you used ALEKS before?' is asked. There are two radio button options: 'No, I have never used ALEKS before.' and 'Yes, I have an ALEKS login name.' The 'Yes' option is selected. Under 'Log Into Account', there are input fields for 'ALEKS Login Name' (containing 'jdoe1214') and 'Password' (containing six dots). A link for 'I forgot my login information' is provided. At the bottom, there are 'Previous' and 'Continue' buttons.

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!**

The screenshot shows the 'Registration' step. The progress bar highlights step 3. The heading is 'Registration'. A note says 'Fields marked with * are required.' The form is divided into sections: 'Enter Your Personal Information' with fields for 'First name' (Jack), 'Middle initial', and 'Last name' (Smith); 'Enter Your Email Address and Student ID' with an 'Email address' field (jack.smith@example.com) and a 'Student ID' field; and 'Choose a Password' with 'Password' and 'Verify Password' fields. A list of password requirements is shown: 8-14 characters, No spaces, 1 number, 1 letter, and Passwords match. At the bottom, there is a 'Review and Accept Terms of Use' section with a checked box for 'I agree to the Terms of Use'. 'Previous' and 'Continue' buttons are at the bottom.

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!**

The screenshot shows the 'Apply Access' step. The progress bar highlights step 4. The heading is 'Apply Access'. The question 'Do you have an access code?' has two radio button options: 'No, I need to purchase an access code.' and 'Yes, I have an access code.' The 'Yes' option is selected. Below it, an 'Access Code' field contains a 20-character alphanumeric code: 'ABCE' followed by 'F02L' in a dropdown, '12345' in a dropdown, and '67890' in a dropdown. There is a help icon (?) next to the field. At the bottom, there are 'Cancel' and 'Continue' buttons.

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:
www.aleks.com/highered/math/student_resources

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.

The screenshot shows a payment page with a progress bar at the top indicating the current step is 'Payment'. The page displays the user's address, the course name 'ALEKS for Beginning Algebra: One-semester (18 weeks)', and the order total of \$81.00 USD. Below this, there are input fields for payment information: Card Holder Name (Sally Doe), Credit Card Number (1111222233334444), Expiration Date (January 2018), and CVC Number (123). There are 'Review Order' and 'Place Order' buttons at the bottom. A disclaimer at the bottom explains that clicking 'Place Order' will pre-authorize the charge.

Secure Connection Address Review **Payment** Complete Registration

Sally Doe
15460 Laguna Canyon Road
Irvine, CA 92618
US
[Edit](#)

ALEKS for Beginning Algebra: One-semester (18 weeks)
Order Total: \$81.00 USD

Card Holder Name:

Credit Card Number:

Expiration Date:

CVC Number: [What is this?](#)

By clicking the "Place Order" button, we are processing your order and charging your debit or credit card. Your debit or credit card will be pre-authorized for the full order amount to verify sufficient funds. This pre-authorized charge will be credited by your bank once the invoice is processed. Please note a delay with your bank posting this credit could occur.

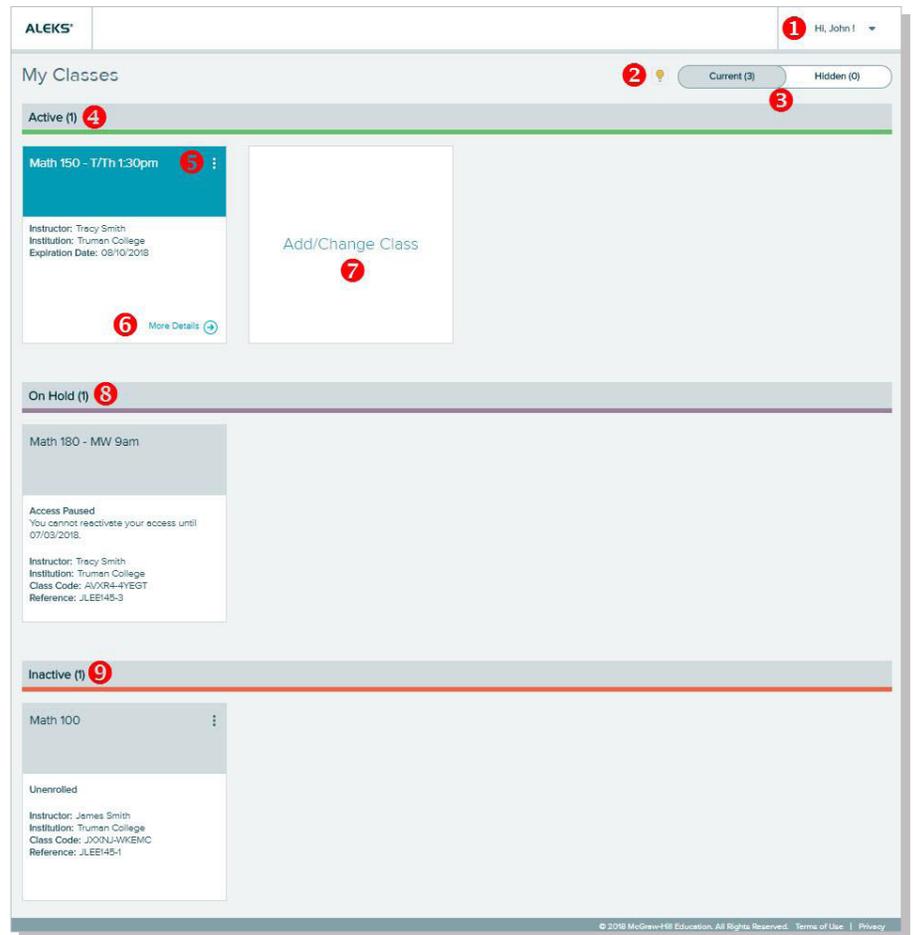
- You will be redirected back to the ALEKS website where you will see a receipt indicating that your access code has been applied to the class.
- Select the **Continue** button to arrive at your **My Classes** page where the class is **Active**.

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.

The ALEKS My Classes Page At-a-Glance

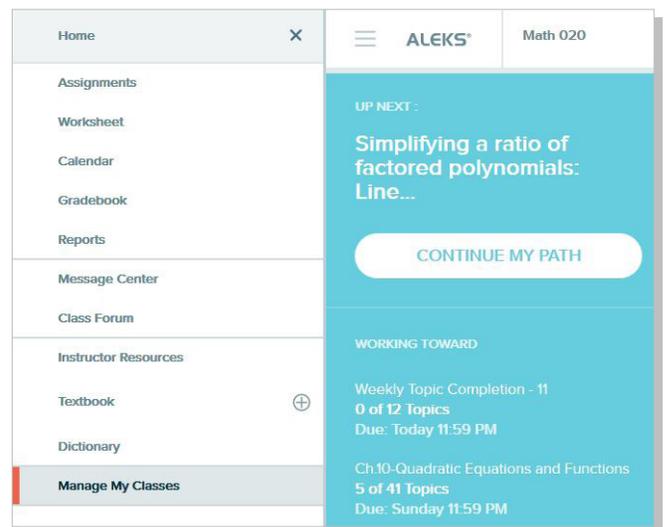
Your My Classes page allows you to easily manage all your ALEKS classes with one login. You can change your account information, sign up for new classes, pause or extend access, and view previous classes.

- 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 (☰) 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! www.aleks.com/support/contact_support_highered



ALEKS[®]

15460 Laguna Canyon Road
Irvine, CA 92618 USA

Tech Support:
support.aleks.com

Support Resources
supportateverystep.com