



**ALEKS<sup>®</sup>**

Because learning changes everything.<sup>®</sup>

# **Duplicating a Course from Last Term: Math and Chemistry (Modern Objectives Editor)**

ALEKS Training Series

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Instructors



# Duplicating your Previously Built Course

Choose the course you wish to duplicate by clicking on the blue CLASS tab in the upper left part of the screen.

Hover over Class Administration. Then select Duplicate Class.

The screenshot displays the McGraw Hill course management interface. At the top, there are two tabs: 'CLASS' (highlighted in blue) and 'STUDENT'. Below the tabs, a navigation bar shows 'Class Administration', 'Gradebook', 'Reports', and 'Assignments'. The 'Class Administration' section is expanded, showing a list of options: 'Class Summary', 'Duplicate Class' (circled in red), 'Share Class Access', 'Student Groups', 'Class List', 'New Class', and 'Cleanup Tool'. Below this, there is a section for 'Class Code: 66MRX-AYFA6', 'Class Duration: 08/19/19 - 12/11/19', and 'Registration is closed'. A progress chart shows '0' out of 252 topics. A legend indicates 'July 17 - July 23'. At the bottom, there are three buttons: 'Students Not Recently Logged In', 'Progress Overall', and 'Overall Grade'.



Fill in the appropriate Class Information, confirm the Copy Settings, and then select Copy Class

Melissa Robinson - Copy Class Login Name: MROBINSON4825

You are about to copy:

Math 1314 - Fall 2019

Instructor: Melissa Robinson  
Institution: McGraw-Hill HE University

[Change Class](#)

**Class Information**

Class Name

Section (optional)

Class Dates Start  End

☒ Automatically archive this class after the end date

**Class Content**

ALEKS Course Product College Algebra with Corequisite Support

**★ Copy Settings**

The following settings, assignments, pacing goals, and resources will be copied in the new class:

<input checked="" type="checkbox"/> Objectives	<input type="checkbox"/> QuickTables Quizzes	<input checked="" type="checkbox"/> Class Resources
<input type="checkbox"/> Homework	<input type="checkbox"/> QuickTables Assessments	<input type="checkbox"/> Ebook Notes
<input checked="" type="checkbox"/> Tests	<input checked="" type="checkbox"/> Pie Progress Goals	<input type="checkbox"/> Calendar Notes
<input type="checkbox"/> Quizzes	<input type="checkbox"/> Time Goals	<input checked="" type="checkbox"/> Gradebook Setup
<input checked="" type="checkbox"/> Scheduled Knowledge Checks	<input type="checkbox"/> Topic Goals	



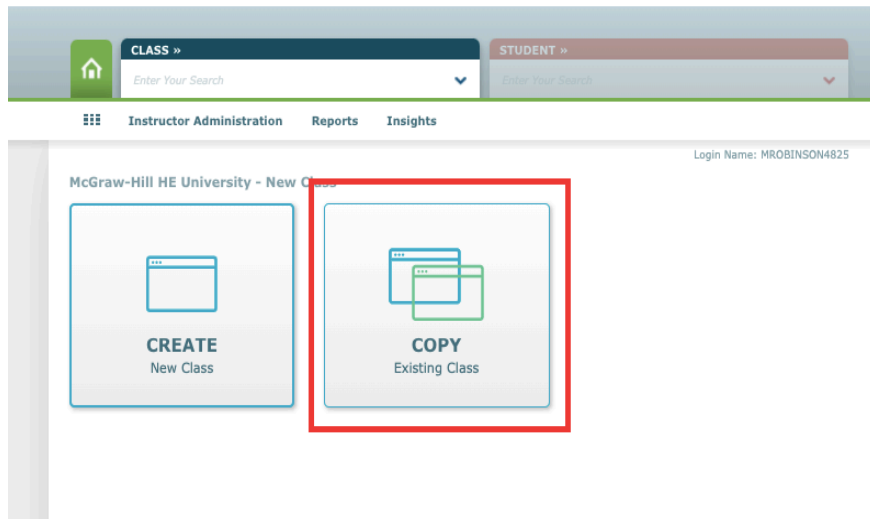
# Copying a Previously Built Course from another Instructor

Hover Over Instructor Administration. Then select New Class.

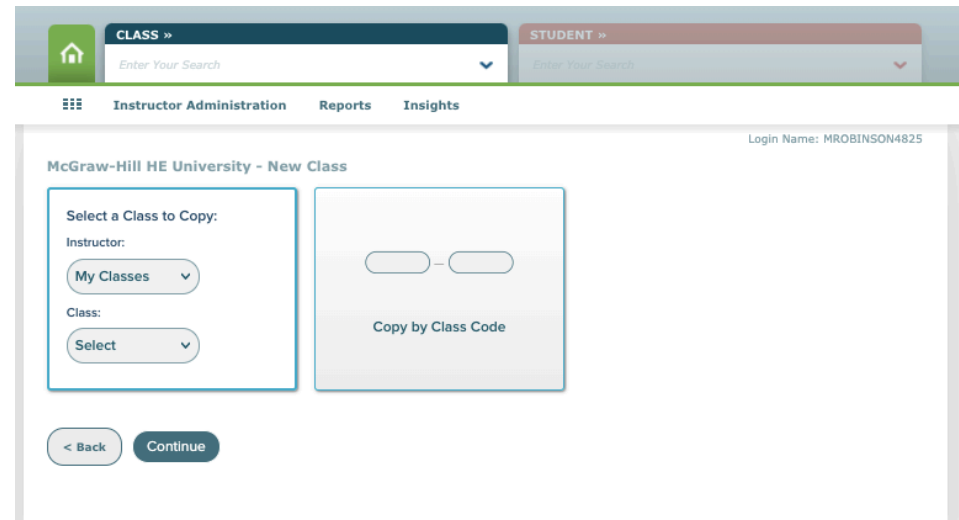
The screenshot displays the McGraw Hill ALEKS Instructor Administration interface. At the top, there are two search bars: 'CLASS »' and 'STUDENT »', both with 'Enter Your Search' text and a search icon. Below these is a navigation bar with 'Instructor Administration', 'Reports', and 'Insights'. The 'Instructor Administration' section is expanded, showing a sidebar with 'Account Summary', 'Course Product Upgrades', 'Class List', and 'New Class'. The 'New Class' option is highlighted with a red box. The main content area shows a summary for Melissa Robinson, including last login date (07/23/2020), email (melissa.robinson@aleks.com), total students (0), and total classes (0). It also displays a table of students not recently logged in, average progress by course product, and average progress by class, all showing 'No Classes'.



## Select Copy Existing Class



You can then copy a course from your school or by class code



\*If you get the warning message “the class you are attempting to duplicate is not public,” then the course owner needs to allow for copying in their Account Settings



Fill in the appropriate Class Information, confirm the Copy Settings, and then select Copy Class

Melissa Robinson - Copy Class Login Name: MROBINSON4825

You are about to copy:

Math 1314 - Fall 2019

Instructor: Melissa Robinson  
Institution: McGraw-Hill HE University

[Change Class](#)

**Class Information**

Class Name

Section (optional)

Class Dates Start  End

☒ Automatically archive this class after the end date

**Class Content**

ALEKS Course Product College Algebra with Corequisite Support

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The following settings, assignments, pacing goals, and resources will be copied in the new class:

<input checked="" type="checkbox"/> Objectives	<input type="checkbox"/> QuickTables Quizzes	<input checked="" type="checkbox"/> Class Resources
<input type="checkbox"/> Homework	<input type="checkbox"/> QuickTables Assessments	<input type="checkbox"/> Ebook Notes
<input checked="" type="checkbox"/> Tests	<input checked="" type="checkbox"/> Pie Progress Goals	<input type="checkbox"/> Calendar Notes
<input type="checkbox"/> Quizzes	<input type="checkbox"/> Time Goals	<input checked="" type="checkbox"/> Gradebook Setup
<input checked="" type="checkbox"/> Scheduled Knowledge Checks	<input type="checkbox"/> Topic Goals	




# The Course Code

The class code will need to be provided to your students on the first day of class.

They need this code to register for your ALEKS course *EXCEPT* if they register for this course through an LMS course page, they will not need the Course Code.

**Class Information**

**Basic Information**  [Edit](#)

**Class Code:** RVXJH-GKVDP

Instructor: **I am teaching this class**

Name: **MAC1105 College Algebra**

Section: **N/A**



# The Objective Editor

Objective Due Dates are adjusted to the date range that is set when your course from last term is copied.

Check and adjust these dates before starting a new term.

Scroll down to the Class Content section from the Class Summary page and click on Edit next to Objectives Editor.

**Class Content**

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Content Customization [Edit](#)

Textbook: **Miller/O'Neill/Hyde: Intermediate Algebra, 4th Ed. (McGraw-Hill) - ALEKS 360**

eBook Access: **Mandatory**

Objectives Type: **Custom Objectives with End Dates**

Objectives Editor [Edit](#)

⚠ It is recommended that you review your Objective dates.

Objectives: **8 custom Objectives selected**

Class Content: **248 topics**

Post Objective Knowledge Check: **Off**

Objective Completed Early: **Open All Objectives**



# Changing Due Dates

Start Dates and Due Dates can be changed by clicking on the Date. From a pop-up calendar, choose the due date and time you want for that Objective then click elsewhere on the screen to close out the calendar box when you're done.

Saving these changes requires two steps:

- FIRST, click on the green Continue button at the bottom center of the page.
- SECOND, click on the green Save button at the bottom center of the subsequent page.

Demo Course - Objectives Editor

Instructor: Robinson  
Name: Demo Course  
Course Product: College Algebra  
Start Date: 07/23/2020  
End Date: 11/05/2020  
Textbook: Miller/Gerken: College Algebra, 1st Ed. (McGraw-Hill) - ALEKS 360

[Switch to Objectives without Due Dates](#)

Objective	Start Date	Due Date	Post Objective Knowledge Check
Week #1 <a href="#">Edit</a> (47 goal topics)	07/23/2020 12:00 AM	07/28/2020 11:59 PM	<input type="checkbox"/>
Week #2 <a href="#">Edit</a> (35 goal topics)	07/29/2020 12:00 AM		
Week #3 <a href="#">Edit</a> (8 goal topics)	08/05/2020 12:00 AM		
Week #4 <a href="#">Edit</a> (63 goal topics)	08/12/2020 12:00 AM		
Week #5 <a href="#">Edit</a> (43 goal topics)	08/19/2020 12:00 AM		

[+ New Objective](#)

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

[Continue](#) [Cancel](#) [Save For Later](#)

Objective <a href="#">Edit</a>	Start Date	End Date	Post Objective Progress Assessment <a href="#">U</a>
Obj 1: R2-4.1.1,2.1-2.4 (72 goal topics)	08/19/2019	08/26/2019	<input type="checkbox"/>
Obj 2: 3.1 - 3.4 (11 goal topics)	08/27/2019	09/04/2019	<input type="checkbox"/>
Obj 3: 4.1, 4.5 - 4.8 (62 goal topics)	09/05/2019	09/11/2019	<input type="checkbox"/>
Obj 4: 5.1 - 5.2 (13 goal topics)	09/12/2019	09/16/2019	<input type="checkbox"/>
Obj 5: 5.3 - 5.5 (14 goal topics)	09/17/2019	09/20/2019	<input type="checkbox"/>
Obj 6: 6.1 - 6.3 (49 goal topics)	09/21/2019	09/26/2019	<input type="checkbox"/>
Obj 7: 6.4 - 6.6, 6.8 (22 goal topics)	09/27/2019	10/01/2019	<input type="checkbox"/>
Obj 8: 7.1 - 7.3 (9 goal topics)	10/02/2019	10/07/2019	<input type="checkbox"/>

[Back](#)

[Save](#) [Cancel](#)

[Save for Later](#)



# Viewing the ALEKS Syllabus

On the Class Summary page the View Syllabus: HTML, PDF provides you with an overview of your ALEKS course setup.

This is a good reference for you and you can post it for your student's reference as well.

✓ COMPLETE

Your changes have been saved successfully.  
Please allow the gradebook a few minutes to update.

**Class Information**

Basic Information

Edit

Class Code: RVXJH-GKVDP

Instructor: I am teaching this class

Name: MAC1105 College Algebra

Section: N/A

Course Product: Intermediate Algebra

Start Date: 08/19/2019

End Date: 12/09/2019

Archival Settings: Do not archive after class end date.

**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](#)



# The ALEKS Syllabus

This is a small preview of the ALEKS syllabus. It provides a nice overview of the schedule and course content that you have selected.

## ALEKS®

Class Syllabus

Class: MAC105 College Algebra      Class Code: RVXJH-GKVDP  
Subject: Intermediate Algebra      Instructor: Hammer  
Class Dates: 08/19/2019 - 12/09/2019      Class Content: 248 topics / 229 accessible topics  
Textbook: Miller/O'Neill/Hyde: Intermediate Algebra, 4th Ed. (McGraw-Hill)

Objectives	Dates
1. Obj 1: R2-4.1.1-2.4 (72 topics)	08/19/2019 12:00 AM - 08/26/2019 11:59 PM
2. Obj 2: 3.1 - 3.4 (11 topics)	08/27/2019 12:00 AM - 09/04/2019 11:59 PM
3. Obj 3: 4.1, 4.5 - 4.8 (62 topics)	09/05/2019 12:00 AM - 09/11/2019 11:59 PM
4. Obj 4: 5.1 - 5.2 (13 topics)	09/12/2019 12:00 AM - 09/16/2019 11:59 PM
5. Obj 5: 5.3 - 5.5 (14 topics)	09/17/2019 12:00 AM - 09/20/2019 11:59 PM
6. Obj 6: 6.1 - 6.3 (49 topics)	09/21/2019 12:00 AM - 09/26/2019 11:59 PM
7. Obj 7: 6.4 - 6.6, 6.8 (22 topics)	09/27/2019 12:00 AM - 10/01/2019 11:59 PM
8. Obj 8: 7.1 - 7.3 (9 topics)	10/02/2019 12:00 AM - 10/07/2019 11:59 PM

Accessible Topic - Topics accessible to visually impaired students using a screen reader.

Obj 1: R2-4.1.1-2.4 (72 Topics, due on 08/26/2019 11:59 PM)

### Section R.2 (1 Topic)

- Square root of a perfect square

### Section R.3 (11 Topics)

- Square root of a perfect square
- Division involving zero
- Least common multiple of 2 numbers
- Signed fraction addition or subtraction: Basic
- Signed fraction subtraction involving double negation
- Signed fraction multiplication: Basic
- Signed fraction division
- Exponents and integers: Problem type 1
- Exponents and integers: Problem type 2
- Order of operations with integers
- Order of operations with integers and exponents

### Section R.4 (8 Topics)

- Evaluating a linear expression: Integer multiplication with addition or subtraction
- Combining like terms: Whole number coefficients
- Combining like terms: Integer coefficients
- Multiplying a constant and a linear monomial
- Distributive property: Whole number coefficients
- Distributive property: Integer coefficients
- Using distribution and combining like terms to simplify: Univariate
- Combining like terms in a quadratic expression

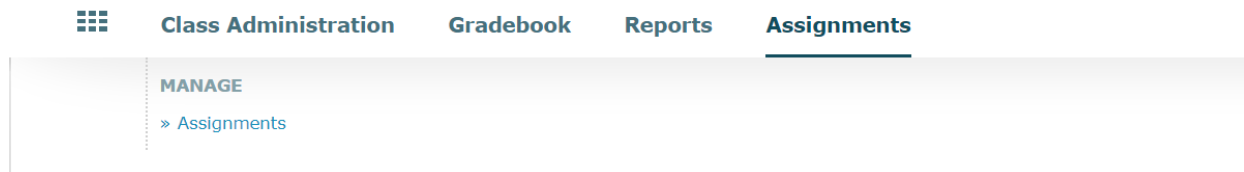


# Changing Assignment Due Dates

If you have any Assignments in your ALEKS course other than the Objectives, you'll want to change those now.

Hover over the Assignments tab.

Then click on Assignments.





# Method 1: Changing Assignment Due Dates in Bulk

Check the main box next to “Name” to select all the assignments at once.

Selecting the Shift Start & End Dates allows you to click on the drop-down arrow and choose how many days into the future you wish to shift your assignment dates.

Be sure to click on the green Apply button in the upper-right of the assignment box to save your changes.

**NOTICE**  
Assignments fall outside of the class start/end dates. Please check the dates below.

0 Assignments Selected

Filter ▼

+ New Assignment   Select one or more rows to perform an action

<input type="checkbox"/>	Name	Type	Start ▼	End
<input type="checkbox"/>	Test 3	Test	04/25/2019 12:20 pm	05/21/2019 1:50 pm
<input type="checkbox"/>	Practice Test 3	Quiz	04/22/2019 5:51 pm	04/26/2019 12:00 pm

8 Assignments Selected   Displaying 8 Assignments

Filter ▼   Search

+ New Assignment   Duplicate   Shift Start & End Dates   Set Start & End Dates   Delete

<input checked="" type="checkbox"/>	Name	Type	Start ▼	End	Goal Details	Status	Report
<input checked="" type="checkbox"/>	Test 3	Test	04/26/2019 12:20 pm	05/22/2019 1:50 pm	-	Completed	
<input checked="" type="checkbox"/>	Practice Test 3	Quiz	04/23/2019 5:51 pm	04/26/2019 12:00 pm	-	Completed	
<input checked="" type="checkbox"/>	Test 2	Test	04/12/2019 12:20 pm	04/12/2019 1:50 pm	-	Completed	

8 Assignments Selected   Displaying 8 Assignments

Filter ▼   Search

Cancel   **Apply**

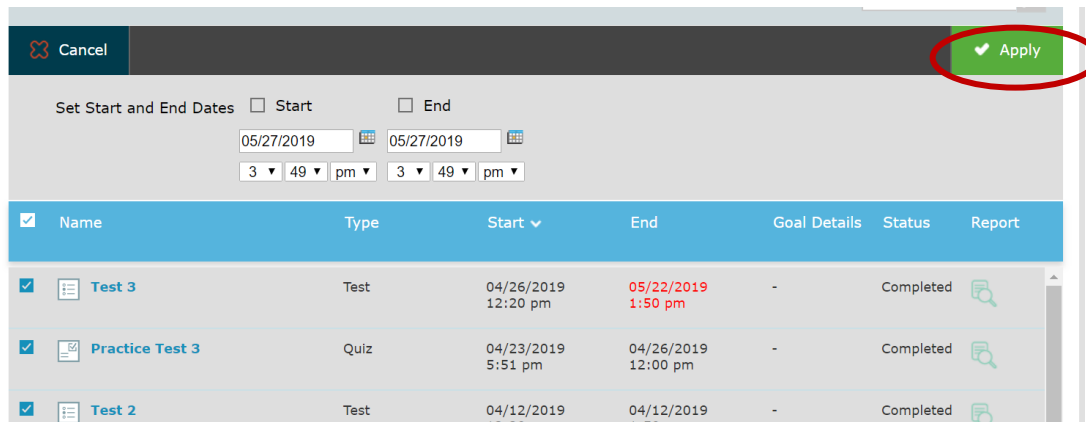
Shift Start and End Dates   Forward ▼   by 1 Days

<input checked="" type="checkbox"/>	Name	Type	Start ▼	End	Goal Details	Status	Report
<input checked="" type="checkbox"/>	Test 3	Test	04/25/2019 12:20 pm	05/21/2019 1:50 pm	-	Completed	
<input checked="" type="checkbox"/>	Practice Test 3	Quiz	04/22/2019 5:51 pm	04/25/2019 12:00 pm	-	Completed	
<input checked="" type="checkbox"/>	Test 2	Test	04/11/2019 12:20 pm	04/11/2019 1:50 pm	-	Completed	
<input checked="" type="checkbox"/>	Homework 2	Homework	04/10/2019 12:20 pm	04/10/2019 1:50 pm	-	Disabled	

## Method 2: Changing Assignment Due Dates in Bulk

Selecting the Set Start & End Dates option gives you the opportunity to choose a date and time range for the assignments.

Once you have selected the Start Date, End Date and Time, make sure to click on the green Apply button in the upper-right of the assignment box to save your changes.



The screenshot shows a dialog box for setting start and end dates for assignments. At the top, there are 'Cancel' and 'Apply' buttons. The 'Apply' button is green and has a checkmark icon. Below the buttons, there are checkboxes for 'Set Start and End Dates', 'Start', and 'End'. The 'Start' date is set to 05/27/2019 and the 'End' date is set to 05/27/2019. Below the dates, there are dropdown menus for time selection, currently showing 3:49 pm. Below the date and time selection, there is a table with columns: Name, Type, Start, End, Goal Details, Status, and Report. The table contains three rows of assignments: 'Test 3' (Test), 'Practice Test 3' (Quiz), and 'Test 2' (Test). The 'End' date for 'Test 3' is highlighted in red as 05/22/2019 1:50 pm.

Name	Type	Start	End	Goal Details	Status	Report
Test 3	Test	04/26/2019 12:20 pm	05/22/2019 1:50 pm	-	Completed	
Practice Test 3	Quiz	04/23/2019 5:51 pm	04/26/2019 12:00 pm	-	Completed	
Test 2	Test	04/12/2019 12:20 pm	04/12/2019 1:50 pm	-	Completed	








# Changing One Assignment Due Date

To change an individual assignment date, hover the cursor below the assignment name.

This will bring up the Quick Edit link which will reveal the Start and End date and Time.

These can be edited by clicking on the date and choosing the new Start and End date from the calendar.

Remember to hit the Save button when done changing each individual assignment's date.

Filter 		Search <input type="text"/>				
 New Assignment		Select one or more rows to perform an action				
<input type="checkbox"/>	Name	Type	Start 	End	Goal Details	Status Report
<input type="checkbox"/>	 <b>Test 3</b> <a href="#">Quick Edit</a>   <a href="#">Print</a>	Test	04/22/2019 12:20 pm	04/25/2019 1:50 pm	-	Completed 
<input type="checkbox"/>	 <b>Practice Test 3</b>	Quiz	04/22/2019 5:51 pm	04/25/2019 12:00 pm	-	Completed 

The screenshot shows the 'Edit Test' form in the LMS. The 'Save' button is circled in red. A calendar is open, showing April 2019, with a red arrow pointing to the date 04/25/2019. The form includes fields for 'Test Name', 'Test Type', 'Start Date', 'End Date', 'Status', and 'Test Content'.

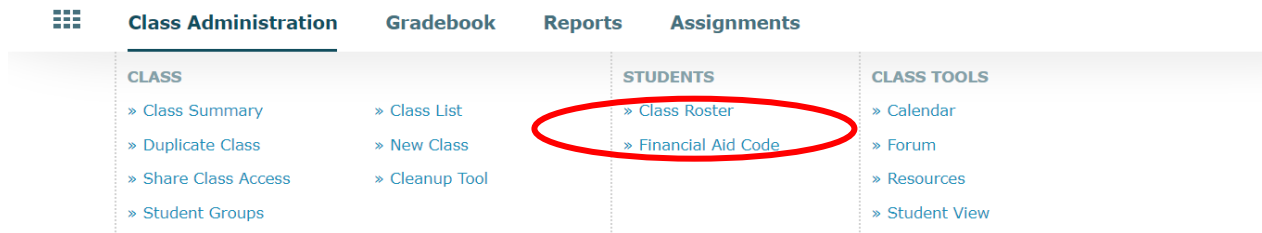


# The Financial Aid Access Code

The Financial Aid Access Code (FAAC) allows students to register for your course quickly and begin working right away.

The two weeks of temporary access gives your students time to purchase the code they will use for the remainder of the term, yet allows them to enroll in your ALEKS course on the very first day of class.

Hover over Class Administration. Then select Financial Aid Code.







# Information about the Financial Aid Access Code

You can read all the details about the FAAC, as well as click on Request a Financial Aid Access Code.

## MAT 1033 20192 - IV - 614864 - MHC - Financial Aid Access Code

### What is a Financial Aid Access Code?

The Financial Aid Access Code (FAAC) is designed to assist students experiencing financial aid delays. With the FAAC, students can enroll in this course and have temporary access to ALEKS for up to a two week period. [See an example](#)

Once students enroll in the course using the FAAC, it is highly recommended that they purchase a regular Student Access Code before the two-week period ends to extend their account and maximize their access to ALEKS. The start date of the student's account is the date the student activated the FAAC and NOT the date when the account was extended with a purchased Student Access Code.

**The Financial Aid Access Code does not add an additional two weeks to a student's account.**

[See an example](#)

### How does it work?

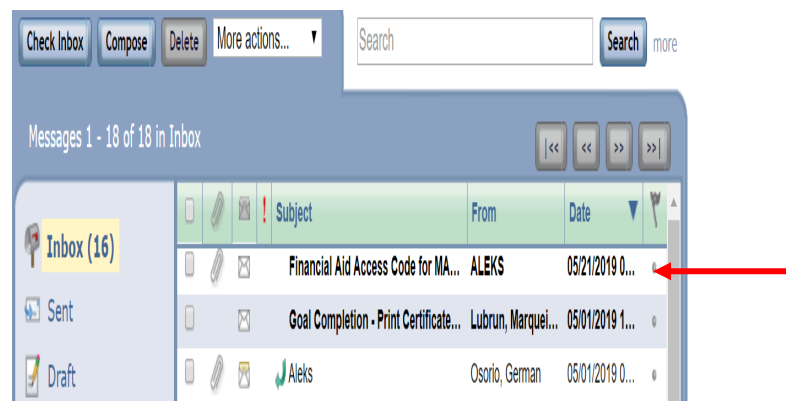
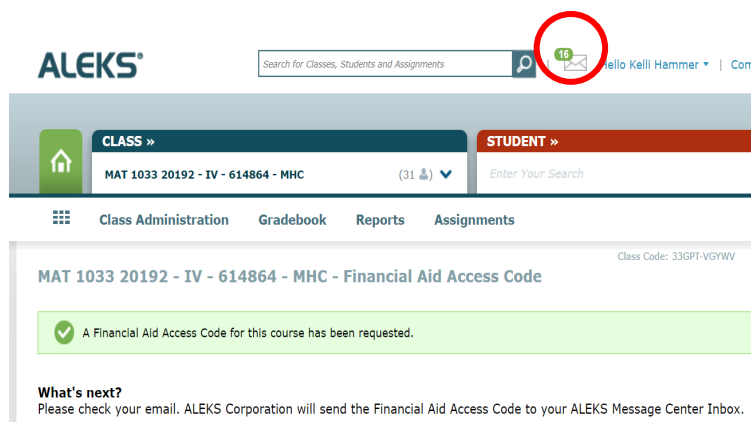
Request a Financial Aid Access Code for your course. You will receive a message in your ALEKS Message Center Inbox that contains your Financial Aid Access Code and instructions for the student on how to register with ALEKS. It is recommended you print out the message or forward it to the requesting student(s). The code can be used multiple times by different students in the course.

[Request a Financial Aid Access Code](#)

# Locating the Financial Aid Access Code

From the confirmation page, click on the envelope at top of the page next to your name.

You will immediately be able to see and open the Financial Aid Access Code email queued at the topic of your ALEKS Message Center inbox. This FAAC will work for every student enrolled in this particular ALEKS class.



# Support and Resources

## **TECH SUPPORT & FAQ:**

**CALL:** (800) 258-2374

**EMAIL & CHAT:** [aleks.com/support](https://aleks.com/support)

**MONDAY-THURSDAY:** 7 AM – 1 AM EST

**FRIDAY:** 7 AM – 9 PM EST

**SUNDAY:** 4 PM – 1 AM EST

## **FIND MORE SUPPORT:**

[supportateverystep.com](https://supportateverystep.com)

## **FIND MORE TIPS:**

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