

How To Share an ALEKS Course

ALEKS Training Series

Instructors



The Share Class Access Feature

The Share Class access feature allows you to give another instructor or TA access to your ALEKS course.

There are a few access level options including

- keeping track of student reports
- giving course access to a substitute who will take over your course in your absence
- giving course access to another instructor to copy your course

are several ways to use this feature.



Sharing Class Access

Navigate to your course homepage and click on Class Administration. Select Share Class Access.



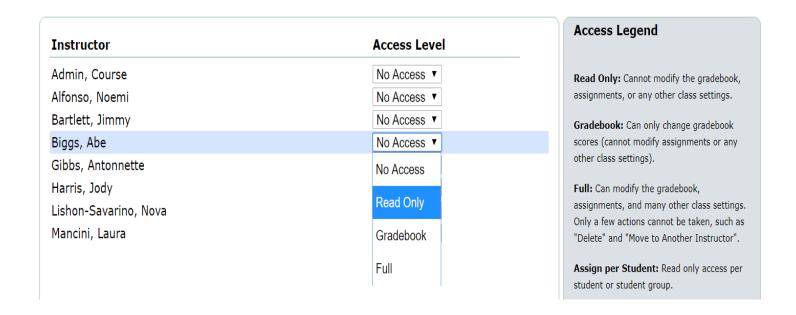
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Assigning Permissions

Next to a list of instructors and teaching assistants with ALEKS accounts at your institution, there is a drop-down box.

There are four levels of permission for each person. Select the level of access you wish to provide them.



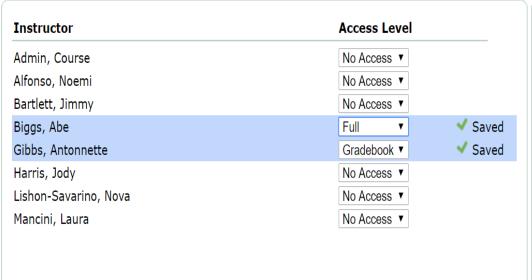
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Saving New Assigned Positions

You may repeat the process on the same screen with multiple people.

After access has changed, you will see a check mark and a Saved label to the right of the selection, indicating your change was successfully saved.



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.

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Support and Resources

TECH SUPPORT & FAQ:

CALL: (800) 258-2374

EMAIL & CHAT: 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

FIND MORE TIPS:

mheducation.com/highered/ideas