

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.

The screenshot shows a course management interface with a navigation bar at the top. The navigation bar includes a hamburger menu icon on the left, followed by four tabs: **Class Administration**, **Gradebook**, **Reports**, and **Assignments**. The **Class Administration** tab is selected and underlined. Below the navigation bar, the interface is divided into three columns by vertical dashed lines. The first column is titled **CLASS** and contains a list of options: [» Class Summary](#), [» Duplicate Class](#), [» Share Class Access](#) (circled in red), and [» Student Groups](#). The second column is titled **STUDENTS** and contains [» Class Roster](#) and [» Financial Aid Code](#). The third column is titled **CLASS TOOLS** and contains [» Calendar](#), [» Forum](#), [» Resources](#), and [» Student View](#).



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.

Instructor	Access Level
Admin, Course	No Access ▼
Alfonso, Noemi	No Access ▼
Bartlett, Jimmy	No Access ▼
Biggs, Abe	No Access ▼
Gibbs, Antonnette	No Access
Harris, Jody	Read Only
Lishon-Savarino, Nova	Gradebook
Mancini, Laura	Full

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.



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.

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Bartlett, Jimmy	No Access ▼	
Biggs, Abe	Full ▼	✓ Saved
Gibbs, Antonnette	Gradebook ▼	✓ Saved
Harris, Jody	No Access ▼	
Lishon-Savarino, Nova	No Access ▼	
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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