



Because learning changes everything.®

## Week 1 to 3 Tasks

ALEKS Training Series

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Instructors



# The Course Dashboard

Navigate to your course dashboard. On the course dashboard there are six tiles.

The screenshot shows the Course Dashboard for 'Math 109 / ALEKS 360 / Beginning and Intermediate Algebra Combined'. The dashboard is organized into six main tiles:

- Class Information:** Displays class details such as Class Code (NHGDL-3KKUT), Class Duration (12/23/18 - 07/11/19), Course Product (Beginning and Intermediate Algebra Combined), and Instructor (Joe Smith). It also shows a class summary icon and a '32' student count.
- ALEKS Pie Report:** A circular chart showing progress. It indicates '64%' progress and '381 of 600 Topics' completed. A '381' is displayed in the center of the pie chart. Below the chart, it says 'Select slice to see mastery.' and 'View Full Report >'. There are also navigation icons for 'Home', 'Class', and 'Student' at the top of this section.
- Time and Topic - Learning Mode:** A line graph showing 'Time' (Y-axis, 0-20) and 'Topics' (X-axis, May 27 - June 2). It includes a legend and a 'View Full Report >' link.
- Students Not Recently Logged In:** A table showing 'No Learning Data' for students who haven't logged in for more than 7 days. It includes a 'Class Roster >' link.
- Progress Overall:** A table showing the overall progress of students. It lists student names, their rank, and their percentage completion.
- Overall Grade:** A table showing the overall grade for students. It lists student names, their rank, and their overall grade percentage.

Progress Overall	
Highest	Lowest
Browning, Bart A. 1 89%	
Gates, Kevin S. 2 88%	
Fisher, Cindy K. 3 88%	
McArthur, Kevin 4 86%	
Kitel, Jane A. 5 77%	
Frankel, Herbert J. 6 76%	

Overall Grade	
Highest	Lowest
Gates, Kevin S. 1 87%	
Fisher, Cindy K. 2 87%	
Walker, Jose 3 86%	
Simpson, John S. 4 85%	
Frankel, Herbert J. 5 85%	
Clinton, Herbert P. 6 85%	



# The Class Information Tile

Locate the Class Information tile.

Make sure the number of students registered in ALEKS matches the number of students in your class.

**Class Information**

Math 109 / ALEKS 360 32

Class Code: NHGDL-3KJUT  
Course Product: Beginning and Intermediate Algebra Combined

Class Duration: 12/23/18 - 07/11/19  
Instructor: Joe Smith

[Class Summary >](#)

**ALEKS Pie Report**

64% Progress  
381 of 600 Topics

Select slice to see mastery. [View Full Report >](#)

**Time and Topic - Learning Mode**

3M 1M 2W 1W

Time  
Topic

May 27 - June 2 [View Full Report >](#)

**Students Not Recently Logged In**

More than - 7 + days

No Learning Data [Class Roster >](#)

**Progress Overall**

	Highest	Lowest
Browning, Bart A.	1	89%
Gates, Kevin S.	2	88%
Fisher, Cindy K.	3	88%
McArthur, Kevin	4	86%
Kitel, Jane A.	5	77%
Frankel, Herbert J.	6	76%

[View All >](#)

**Overall Grade**

	Highest	Lowest
Gates, Kevin S.	1	87%
Fisher, Cindy K.	2	87%
Walker, Jose	3	86%
Simpson, John S.	4	85%
Frankel, Herbert J.	5	85%
Clinton, Herbert P.	6	85%

[View All >](#)



# Checking ALEKS Accounts

The course roster will show if students have temporary course access or paid access and will show when the access expires.

Remind students to get their paid codes as soon as possible to help eliminate accounts getting locked right before an exam.

The screenshot displays the ALEKS course management interface for a class titled "Math 109 / ALEKS 360 / Beginning and Intermediate... (32)". The interface is divided into several sections:

- Navigation:** Includes "CLASS" and "STUDENT" tabs, a search bar, and a menu with options like "Class Administration", "Gradebook", "Reports", "Assignments", and "QuickTables".
- Class Information:** Shows "Class Code: NHGDL-3KKUT", "Class Duration: 12/23/18 - 07/11/19", "Course Product: Beginning and Intermediate Algebra Combined", and "Instructor: Joe Smith".
- Progress:** A circular progress indicator shows 381 topics mastered out of 600. A line graph shows progress over time from May 27 to June 2.
- Students Not Recently Logged In:** A table showing no learning data for students who haven't logged in for more than 7 days.
- Progress Overall:** A table listing students and their progress percentages, sorted from highest to lowest.
- Overall Grade:** A table listing students and their overall grades, sorted from highest to lowest.

Student Name	Rank	Progress (%)	Overall Grade (%)
Browning, Bart A.	1	89%	87%
Gates, Kevin S.	2	88%	87%
Fisher, Cindy K.	3	88%	86%
McArthur, Kevin	4	86%	85%
Kitel, Jane A.	5	77%	85%
Frankel, Herbert J.	6	76%	85%



# Checking Expiration of ALEKS Accounts

If a student's account is about to expire, you can click on the student and send them an email reminder about buying a code.

A common error that students make early on is to create multiple accounts.

Contact the ALEKS support desk at 1-800-258-2374 to resolve any multiple account issues.

0 Students selected Displaying 32 Students

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

Please select one or more rows to perform an action.

<input type="checkbox"/>	Name	Mastery	Login	ID	Group	Enrolled	Expires ^	Last Login
<input type="checkbox"/>	Anderson, Maria	62%	MANDERSON...	244722	-	12/23/18	12/23/18	06/27/19 01:19 PM
<input type="checkbox"/>	Frankel, Nicole	70%	NFRANKEL27	244719	-	12/23/18	12/23/18	06/27/19 01:19 PM
<input type="checkbox"/>	Frankel, Nicole	71%	NFRANKEL28	244748	-	12/23/18	12/23/18	06/27/19 01:19 PM
<input type="checkbox"/>	Gates, Carlos	61%	CGATES25	244721	-	12/23/18	12/23/18	06/27/19 01:19 PM
<input type="checkbox"/>	Gates, Kevin	88%	KGATES24	244742	-	12/23/18	12/23/18	06/27/19 01:19 PM
<input type="checkbox"/>	Hard, Cindy	52%	CHARD19	244747	-	12/23/18	12/23/18	06/27/19 01:19 PM
<input type="checkbox"/>	Kennedy, Ken	51%	KKENNEDY28	244743	-	12/23/18	12/23/18	06/27/19 01:19 PM



# Students Not Recently Logged In Tile

On the course dashboard, ALEKS will let you know who has not logged in recently.

Locate the Students Not Recently Logged In tile.

By clicking on the mail icon you can send each student an email and coach them to log into ALEKS and work on their skills.

The screenshot displays the ALEKS course dashboard for 'Math 109 / ALEKS 360 / Beginning and Intermediate Algebra Combined'. The dashboard includes several tiles:

- Class Information:** Shows class code (NHGDL-3KKUT), duration (12/23/18 - 07/11/19), instructor (Joe Smith), and course product (Beginning and Intermediate Algebra Combined).
- ALEKS Pie Report:** A circular chart showing progress of 64% (381 of 600 topics).
- Time and Topic - Learning Mode:** A line graph showing time spent on topics from May 27 to June 2.
- Students Not Recently Logged In:** A table listing students who have not logged in recently. The table has columns for 'More than' (set to 7 days), 'Highest', and 'Lowest' scores. The data is as follows:

Student Name	Rank	Score	Action
Browning, Bart A.	1	88%	✉
Gates, Kevin S.	2	88%	✉
Fisher, Cindy K.	3	88%	✉
McArthur, Kevin	4	86%	✉
Kitel, Jane A.	5	77%	✉
Frankel, Herbert J.	6	76%	✉

The 'Students Not Recently Logged In' tile also includes a 'Class Roster' link and a 'View All' link.



# What to Do With High and Low Knowledge Checks

After all your students have completed the initial knowledge check it is important to assess the results.

The initial knowledge check can be reassigned to reassess student knowledge under a proctor.

To do this, click on the name of the student and select Assignments and Request Knowledge Check.

Student Administration Gradebook Reports **Assignments** QuickTables

MANAGE  
» Exceptions  
» Worksheet  
» Class Assignments

KNOWLEDGE CHECKS  
» Request Knowledge Check  
» Cancel Knowledge Check

Last Login: 05/24/2019 | Enroll Date: 04/02/2019 | Hours per Week: 3.5 | Total Time in this Class: 27h 50m

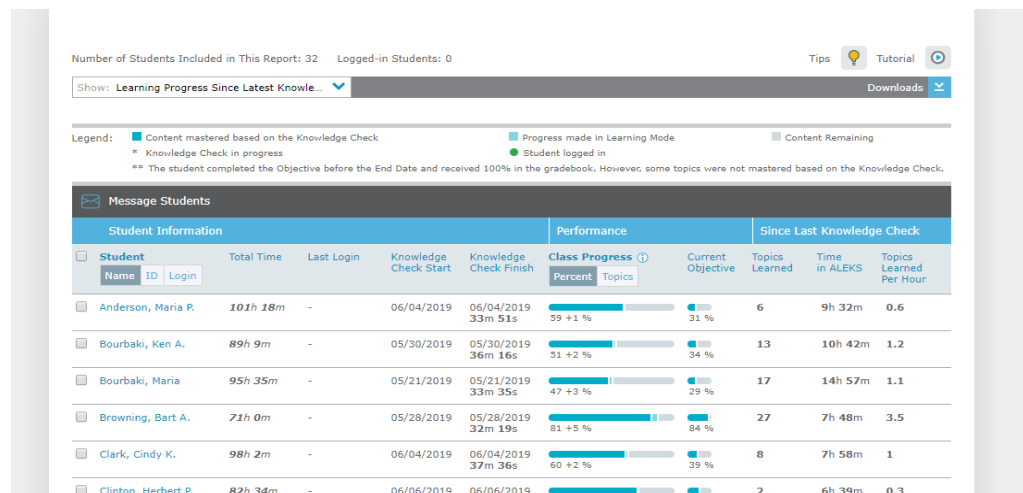
Spring 2019 Math 95 - 40098 (Current Class)		All Classes		Since Last Knowledge Check				
Reason	Start	Finish	Progress	Percent	ALEKS Grade	Topics Learned	Hours in ALEKS	Topics Learned per Hour
Spring 2019 Math 95 - 40098 (Current Class) - 385 Topics - Instructor Maurer								
Week 6 Objective Completion	May 14	May 15 44m 58s		78 +6%		25	4.1	6
Week 4 Objective Completion	Apr 23	Apr 23 23m 13s		73 +6%		22	3.7	5.9
Aleks Test 1 Assigned Knowledge Check -	Apr 19	Apr 19 40m 44s		71 +4%		16	1.4	11.2



# Monitoring Student Progress Through The Progress Report

The Progress shows at a glance who is working on the current objective.

Students who are not making progress can be emailed by clicking on their names and then selecting the Message Students icon.







# Monitoring Time and Topics

To verify how often students are logging into ALEKS and learning skills, return to the course dashboard and select Reports and then Time and Topic.

The screenshot displays the ALEKS instructor dashboard for the course 'Spring 2019 Math 95 - 40098'. The interface includes a navigation bar with 'INSTRUCTOR', 'CLASS', and 'STUDENT' tabs. Below this is a menu with 'Class Administration', 'Gradebook', 'Reports', 'Assignments', and 'QuickTables'. The 'Reports' section is active, showing several report options: 'ALEKS Pie', 'Progress', 'Time & Topic', 'Knowledge Per Slice', 'Assignments', 'Standards', 'QuickTables', and 'Custom Reports'. The 'Time & Topic' report is selected, displaying a pie chart for 'Progress' (300 of 385 Topics) and a line graph for 'Time' (May 18 - May 24). Below the charts are three summary tables: 'Class Information', 'Progress Overall', and 'Overall Grade'.

Class Information	
Class Code: GALP3-QFMQ9	Class Duration: 04/02/19 - 06/14/19
Course Product: Developmental Math	Instructor: Vikki Maurer

Progress Overall	
Highest	Lowest
Wardrop, David	1 95%
Nelson, Semele	2 91%
Bedke, Madison J.	3 91%
Rodriguez, Frank	4 87%
Johnson, Casey R.	5 86%
Cvitanich, Jaeric R.	6 86%

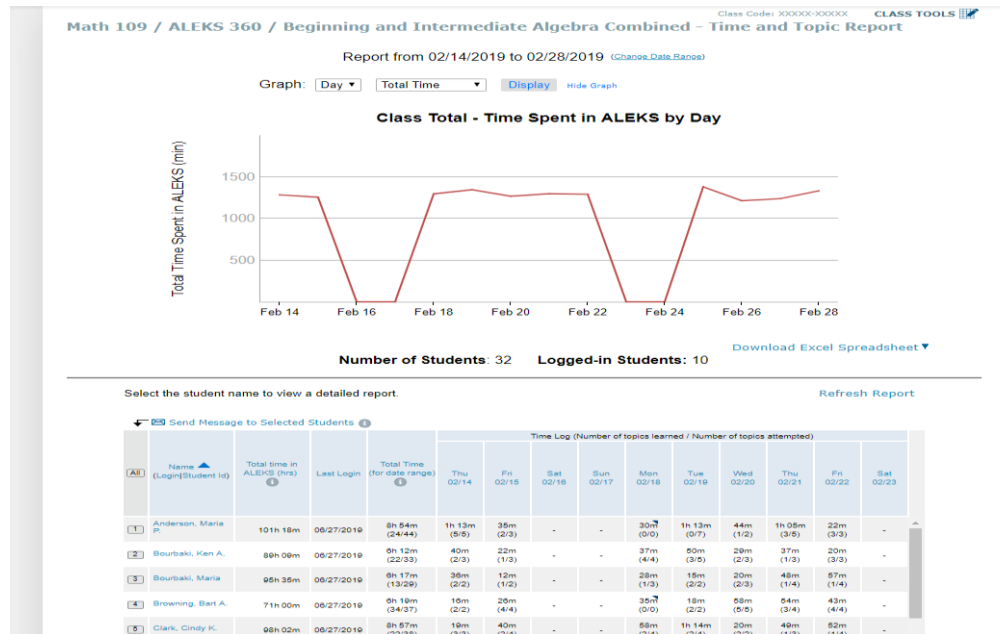
Overall Grade	
Highest	Lowest
Wardrop, David	1 99%
Aldaus, Bilal A.	2 98%
Pellett, Tyler E.	3 97%
Armstrong, Abby L.	4 95%
Cvitanich, Jaeric R.	5 94%
Bedke, Madison J.	6 94%



# Monitoring Time Using The Line Graph

The line graph shows you at a glance how many minutes your class spends in ALEKS each day.

As work habits are being established early in a term it is important to coach students to work in ALEKS several times each week.

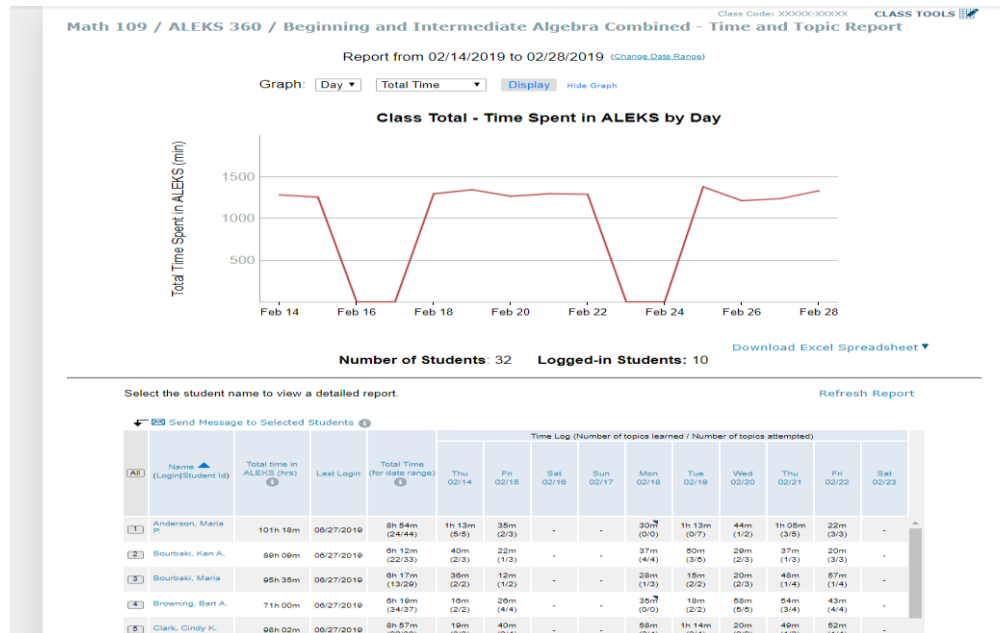




# The Time and Topics Report

The Time and Topic Report also shows individual students daily progress, including the time spent and number of topics attempted and learned.

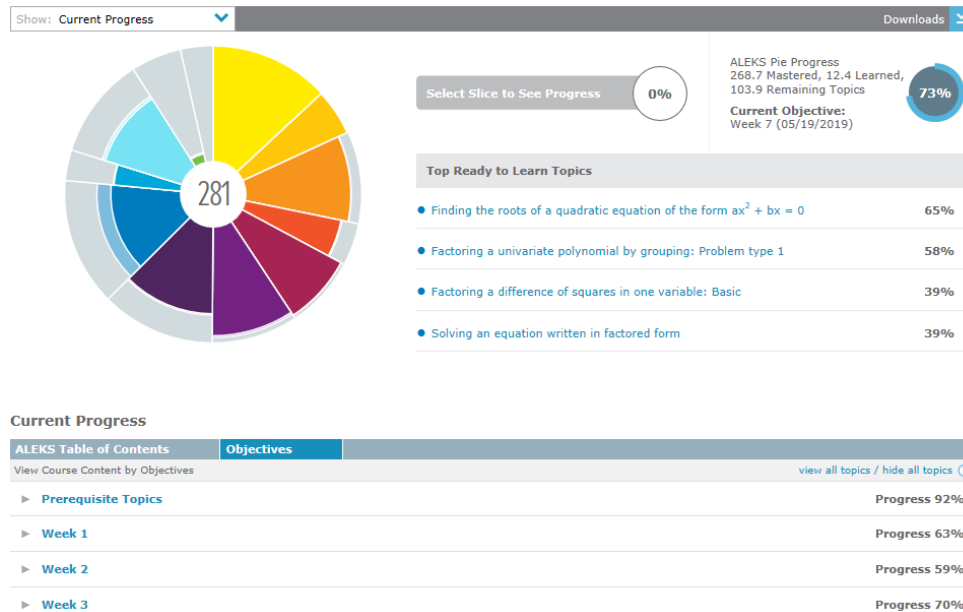
Students who are not logging in need coaching.





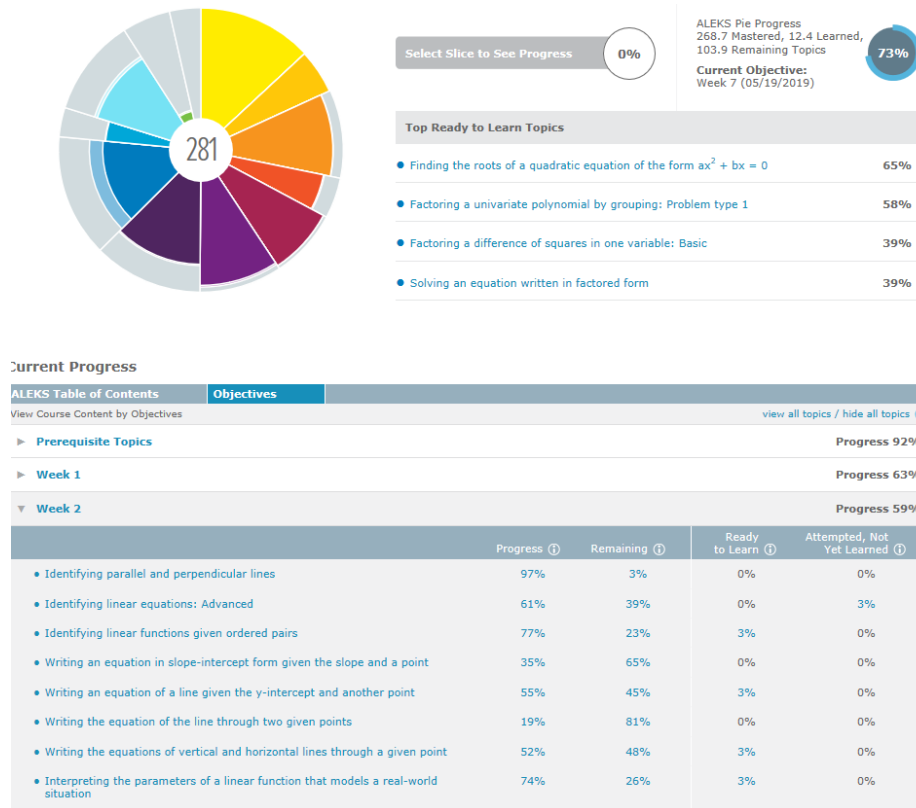
# Week By Week Reporting

The ALEKS Pie Report will give you a week-by-week breakdown of how your students are progressing through the topics.



# Topics Reporting

By selecting an objective, you will see which topics your class is mastering and which topics your class is struggling with.



# Examples Based on Topics Reporting

By clicking on the topic, an example question will pop up which can be used as a warm-up exercise during class.

Not only would this remind students to work in ALEKS but it would be a good time for students to ask questions about ALEKS and let you know if they are having any issues.

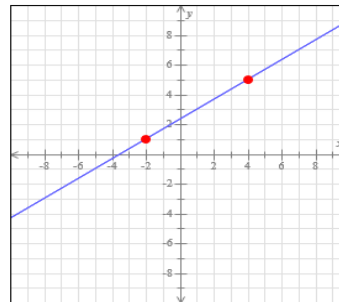
In the first few weeks of the course, monitoring these reports and coaching students will encourage them to use time wisely, make steady progress, and keep communication open.

## Writing the equation of the line through two given points



QUESTION

Find an equation for the line below.



# 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)