



ALEKS®

END-OF-YEAR GUIDE FOR INSTRUCTORS AND ADMINISTRATORS

If you access *ALEKS* this way:

My Programs

Class Filter: Active

Search by name

+ Create a Class

connectedED
Access programs in connectED

1 program

ALEKS® Algebra 1
ALEKS Algebra 1
Subjects: Math

Launch

Click Here for Your End-of-Year Instructions

If your *ALEKS* login screen looks like this:

ALEKS K-12 Higher Ed Independent Use Course Products About

Support Free Trial Sign Up Now! Log In

Search

Log In

Log In Name
ALEKSUser21

Password

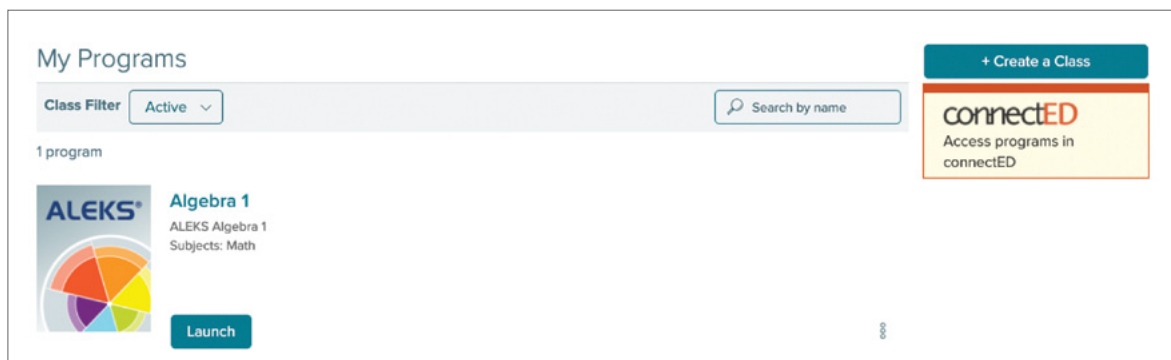
LOG IN

Forgot your login info?

New Student?
SIGN UP NOW!

Click Here for Your End-of-Year Instructions

End-of-Year Instructions for those who access *ALEKS* this way:



This guide provides important instructions for instructors and administrators as you close out the current school year in *ALEKS* and prepare for next year. **This document is intended for users who access *ALEKS* through SSO and/or the Open Learning Environment.**

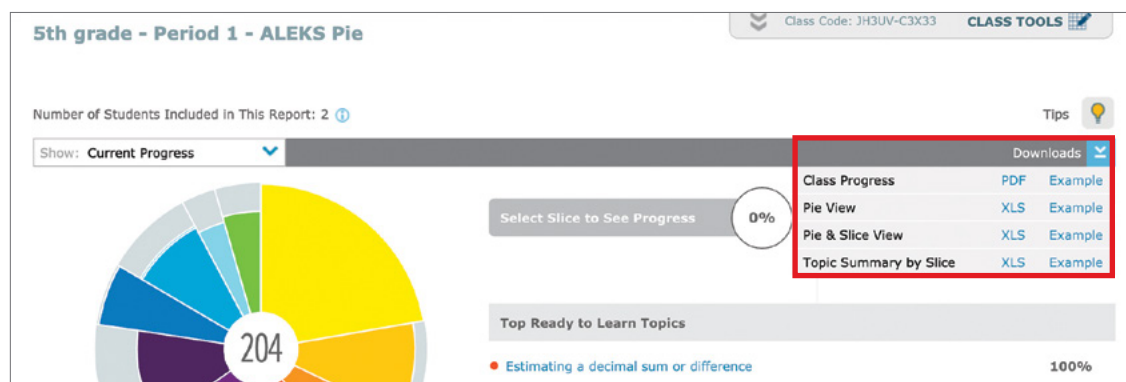
If you need assistance with end-of-year tasks outside of *ALEKS*, please refer to the [End-of-Year Guide for the Open Learning Environment](#) or contact [ALEKS Customer Support](#).

Reporting

Instructors and administrators can download report data for their schools, classes, and individual students, as needed, for recordkeeping purposes. **NOTE: *ALEKS* data is NOT deleted and will continue to be available to students, instructors, and administrators beyond the end of each school year.**

ALEKS Pie Report

The *ALEKS* Pie Report shows the average learning and mastery for a class and offers PDF and Excel downloads that display students' current Pie and learning history, progress percentage toward each Pie Slice and/or topic, and more. We recommend the **Class Progress** and **Pie View** downloads for end-of-year reports.



Progress Report

The Progress Report shows overall student progress in both Learning Mode and Knowledge Checks. The Progress Report offers multiple views, including Detailed Progress History, Learning Progress Since Latest Knowledge Check, and more. Once a view has been selected, the information can be downloaded as an Excel file.

6th Grade Math - Progress Report

Number of Students Included in This Report: 1 Logged-in Students: 0 Tips

Show: Learning Progress Since Latest Knowle...
Learning Progress Since Latest Knowledge Check
Most Recent Knowledge Check
Best Performance in Learning Mode Over Time
Progress in Knowledge Check Over Time
Detailed Progress History

Downloads
Progress Report XLS Example

Check Progress made in Learning Mode Content Remaining
Student logged in

Custom Reports

Administrators and instructors who have created Custom Reports for their district, schools, and/or classes should download any Custom Reports for the current school year for recordkeeping purposes. Custom Report downloads are available for one year after creation/scheduling and are in Excel format.

Reports Templates Refresh Table

Custom Reports for school MHE ALEKS Training School. Note: There is a maximum of 15 scheduled reports at a time.

Report Name	Start Date	End Date	Status	Report Template
Class Progress - Second Semester Edit Cancel Report	01/22/2021	04/01/2021	Scheduled (recurring)	Class Progress
Class Progress - First Semester Download Report Delete Report (Expires 03/26/2022)	01/22/2021	03/25/2021	Completed	Class Progress
ALEKS Report 1 Download Report Delete Report (Expires 03/19/2022)	01/22/2021	03/18/2021	Completed	Custom Report

Optional Downloads

Additional reports that can be downloaded include the Standards Report, Time and Topic Report, and IEP Report (for individual students). Instructors and administrators also have the option of downloading Assignments or their Gradebook.

Administrator Reports—Average Progress Report

District and school administrators can download the Average Progress Report at any time to see student growth and mastery across schools, classes, and instructors. The report includes a comprehensive overview of student, class, and school performance on ALEKS courses and can be an effective report to show student growth over the school year.

ALEKS Training Program District - Average Progress Report

View student progress from beginning date to ending date for the period selected below. In general, the report will be most useful if the dates coincide with the beginning and ending of the school year.

From: 08/01/2018 To: 04/30/2019

Note: The minimum period that may be selected is 1 month.

Highlight students who have worked in ALEKS at least: 30 hours

Select **Generate PDF** to create this report. It will take a few minutes to process. You will receive an email with the report in your ALEKS Message Center when it's ready.

Generate PDF

Class Customizations

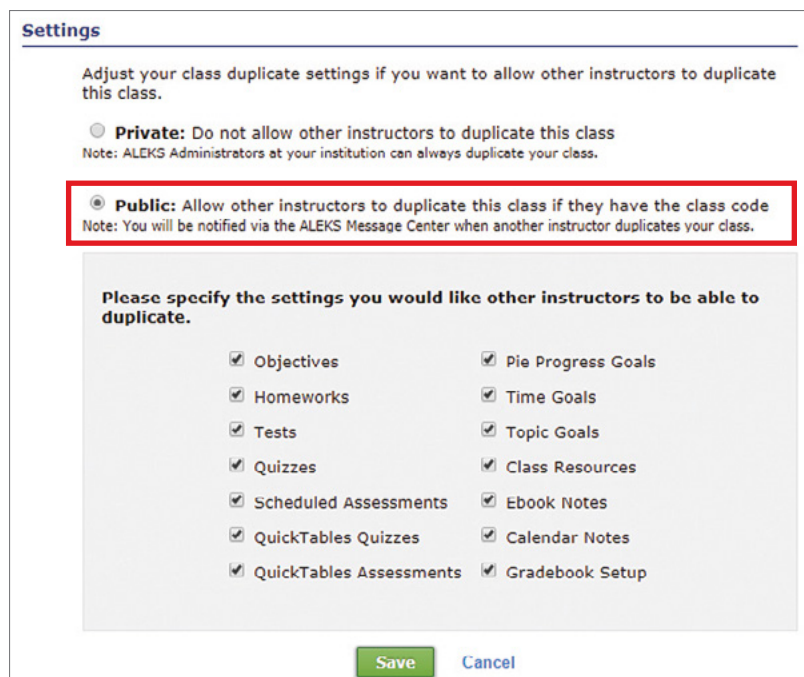
Instructors can use previous class customizations, such as objectives or assignments, by copying their 10-digit class code for use next school year.

NOTE: Class codes can only be used to create new sub-classes within *ALEKS*.

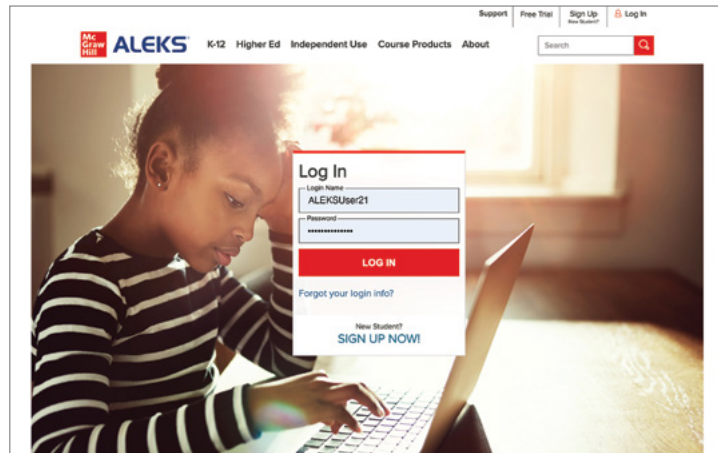
The *ALEKS* **Class Code** can be found at the top of each page in the Instructor Module, on the Class Information dashboard tile, or under Class Summary.



This class code can also be made **Public** and shared with other instructors to allow duplication of the current class now, or in the future. To make a class public, navigate to Class Duplicate Settings (found under Class Summary), and select **Public**.



End-of-Year Instructions for *ALEKS* users with this login screen:



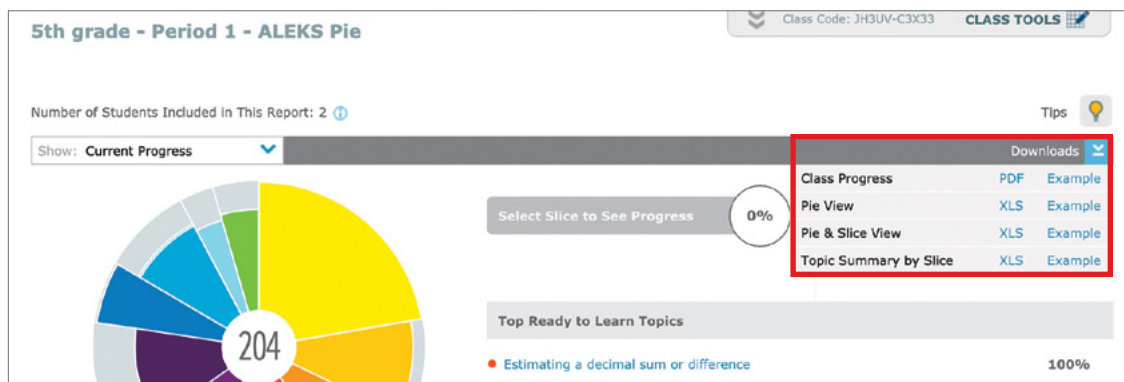
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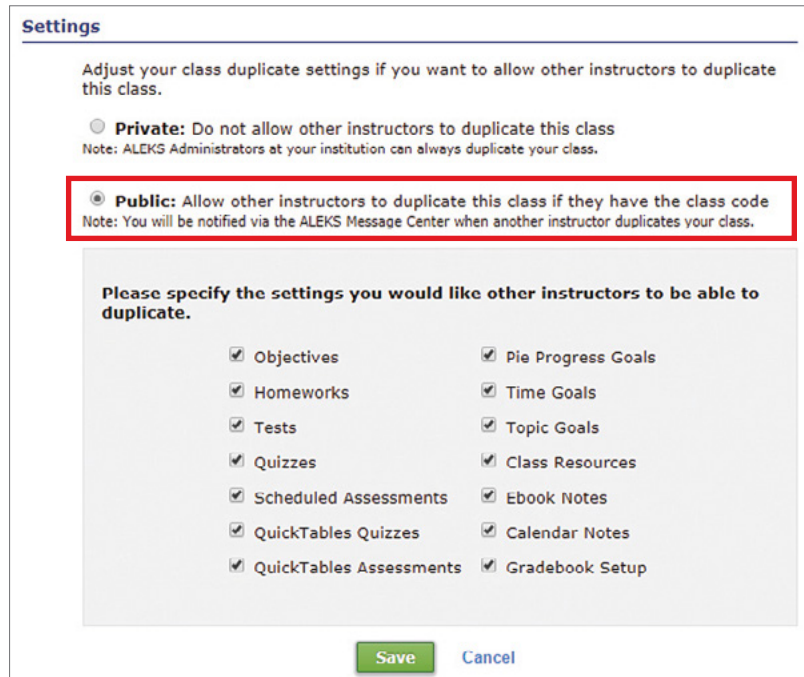
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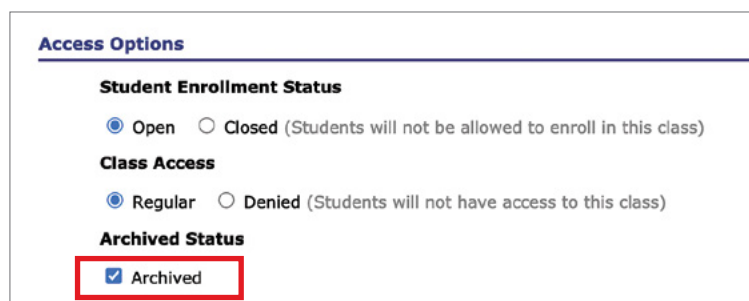
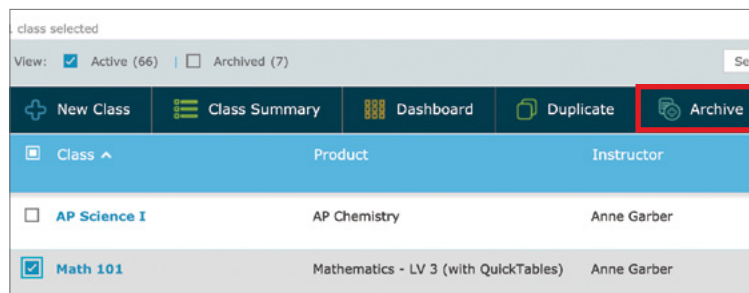
This class code can also be made **Public** and shared with other instructors to allow duplication of the current class now, or in the future. To make a class public, navigate to Class Duplicate Settings (found under Class Summary), and select **Public**.



Archiving Classes

Archiving classes can simplify and organize the **Class List** view so that only relevant classes appear. Archived classes can be accessed at any time and archiving does not impact student access to a class. Class archiving can be done in multiple ways:

- Navigate to Class List (found under Class Administration or Instructor Administration), select a class from the Class List, and click **Archive**.
- Navigate to the Class Summary (found under Class Administration) for the class you wish to archive. Under Class Options click the check box next to **Archived** (found under Access Options).



Classes can also be automatically archived after a class end date. This option can be selected during the class set-up process or enabled in the **Class Information** section of the Class Summary.

Class Information

Instructor: I am teaching this class

Course Product: Algebra 1 and Prep for Algebra 1 Combined ⓘ

Grade: High School ▾

Name: Algebra 1 Combo

Section (optional): Enter a period name, i.e. MW 10-12:30

Dates: Start Date ⓘ 08/03/2018 ⓘ End Date ⓘ 08/03/2019 ⓘ

Automatically archive this class after the end date

Subscription Length: K12 - 12 Month ▾ ⓘ

Remove Shared Class Access

You can remove class access permissions for any instructors/staff who will no longer need access to your class after the end of the school year.

These settings can be accessed by navigating to Share Class Access (found under Class Summary) and changing Access Level to **No Access** for each instructor. These settings will auto-save after each selection.

Math 133 / Algebra 1 - 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	Status
Rimawi, Mahdi	No Access ▾	✓ Saved
Smith, Tracy	No Access ▾	✓ Saved
Summers, Jennifer	No Access ▾	✓ Saved

Disable Class Access for Students

In some cases, you may want to disable class access for students during the final grading period of the school year or during the summer months. These settings can be accessed by navigating to Class Options (found under Class Summary) and selecting **Denied**.

Math 133 / Algebra 1 - Class Options

Access Options

Student Enrollment Status

Open Closed (Students will not be allowed to enroll in this class)

Class Access

Regular Denied (Students will not have access to this class)

Archived Status

Archived