

FEATURES OF THE DISTRICT ADMINISTRATOR ACCOUNT

Use this guide to understand your *ALEKS* District Administrator account and the reporting features which make it a powerful tool for gaining insight into your schools', instructors', and students' progress with *ALEKS*.

The first time you log in to your account you will be guided through a brief tour of your home page. You will see:

- 1. Tabs for Institution, Instructor, Class, and Student
- 2. Menus for Institution Administration, Subscriptions, and Reports
- 3. A dashboard containing tiles with summary reports, announcements, and other helpful information



District Level Information and Reports

You will find the following district level menus under the institution tab (with no institution selected).

A. Institution Administration Menu

Key features:

- See other District Administrators at your district in the Administrator Roster.
- See all students enrolled in *ALEKS* district wide in the **Student Roster**.

Note: It may take several minutes for the roster to load if your district is large. If you need to access a roster that is not properly loading, contact *ALEKS* Customer Support at 800-258-2374.

INSTITUTION »				CLASS »	STUDENT »
Enter Your Search	~		~	Enter Your Search	• Enter Your Search
Institution Adminis	tration	Subscriptions	Reports		
INSTITUTION	ADMI	NISTRATORS	CLASSES	STUDENTS	
INSTITUTION » Account Summary		NISTRATORS	CLASSES » Class Activity]

B. Subscriptions Menu

Key features:

	INSTITUTION »	INSTRUCT		CLASS »		STUDENT »	
俞	Enter Your Search 🗸 🗸 🗸	Enter Your S	iearch 🗸 🗸		~		~
	Institution Administre	Subscriptio	ns Reports	Master Templates			
	INSTITUTION						
	» Subscription Management						
	» Batch Registration						
	» Subscription Report						

See and reallocate unused subscriptions in your district and at each school in **Subscription Management**.

C. Reports Menu

Key features:

- Create your own custom excel reports in Custom Reports. Custom Reports are covered in detail later in this document.
- View average student progress for a specified time interval in the Average Progress Report (APR).
 APR is covered in detail at the end of this document.

~	INSTITUTION »			CLASS >	>	ST	UDENT »	
î	Enter Your Search	~		✓ Enter Yo		► Eni		~
	Institution Administ	ration	Subscriptions	Reports Cer	Femplates			
	INSTITUTION	SUM	IARY		PROGRESS		SERVER STATS	
	» Custom Reports	» Pie	Progress	» Learning Rate Breakdowr	» State Standa	ard Report	» Page Hits	
	» Enrollment/Activity	» Lea	rning Rate	» Activity Time Breakdown	» Average Prog	gress Report	» User Hour	
	» Class Activity	» Acti	vity Time					

See at-a-glance information on total vs. active ALEKS students in Enrollment/Activity. For each school, see the total number of students in ALEKS, and the number that were active in the past week, month, 3 months, or 12 months.

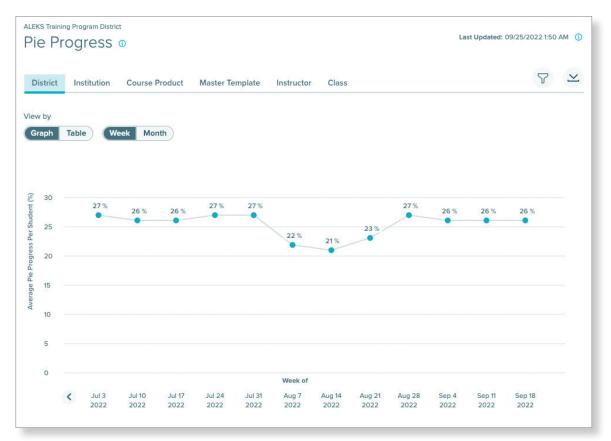
Show: Last 3 Months	~							
		Total Students		e Last Week - urs/week	Activ	ed and Active* e Last Month - ours/week		Last 3 Months - ours/week
CITY SCHOOLS								
A Elementary School		502	0	0	0	0	0	0
AB Elementary School		2662	265	1.6	351	1	448	0.9
Ava Elementary School		334	0	0	0	0	0	0
Avona Elementary School		494	0	0	0	0	0	0
Betty Elementary School		210	0	0	0	0	0	0
Beech High School		3425	156	2.2	340	1.2	428	0.8
Berg Elementary School		1902	190	2.7	225	1.8	252	1.5

View district-wide reports of students' Pie Progress, Learning Rate, Activity Time, Learning Rate Breakdown, and Activity Time Breakdown. These reports can also be accessed from their corresponding dashboard tiles on the home page.

District-wide Pie Progress

Dashboard Tile

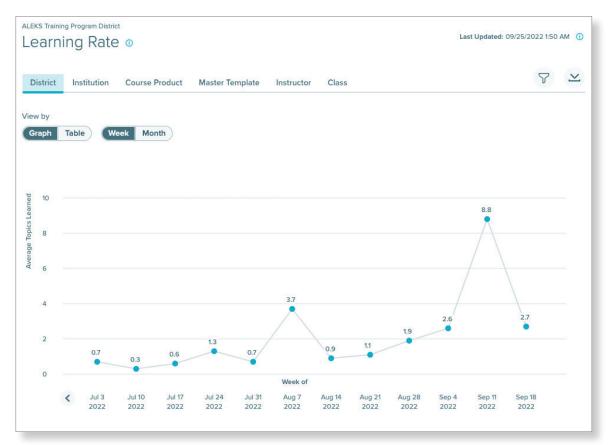




District-wide Learning Rate

Dashboard Tile

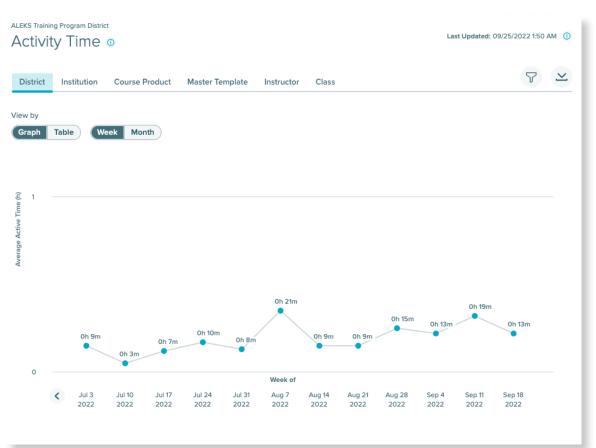




District-wide Activity Time

Dashboard Tile





District-wide Learning Rate Breakdown

Dashboard Tile

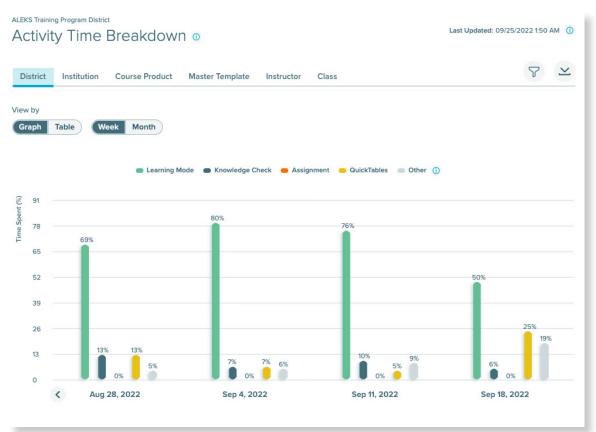




District-wide Learning Rate Breakdown

Dashboard Tile





School Level Information and Reports

As a District Administrator, you can select a specific school in your district to view and monitor information for that school. For school level information, first select a school from the **Institution tab**. You can start typing or scroll through the list of schools.

Once you select a school, the menus and dashboard will update to reflect that school's information.

	INSTITUTION »	IN STRUCTOR »
	Enter Your Search	Erter Your Search
	ALEKS NEW IM Training School	
	ALEKS Training Program School	bscriptions Repo
	ALEKS Training Program School-	-2nd
ALEKS	MHE ALEKS Training School	Dashboard

You will find the following school level menus under the institution tab (with your desired institution selected). If you need to get back to the district level, select the green home tab.

A. Institution Administration Menu

Key features:

- View all instructors and administrators at the school in the **Instructor Roster**.
- Add a new instructor or administrator to the school by selecting **New Instructor**.
- Add new students to an existing class by selecting **Enroll/Pre-Register**.

INSTITUTION »	INSTRUCTOR >		CLASS »	STUDENT »
ALEKS NEW IM Trainin	Enter Your Search	· 🖌	Enter Your Search 🗸 🗸	Enter Your Searc
Institution Administrat	ion Subscriptions	Reports	Master Templates	
INSTITUTION	INSTRUCTORS	CLASSES	STUDENTS	
» Account Summary	» Instructor Roster	» Class List	» Student Roster	
» Schedule Domain Upgrade	» New Instructor	» New Class	» Enroll/Pre-Register	
		» Class Activity		-

B. Subscriptions Menu

Key features:

 Use available subscriptions to extend students' existing ALEKS accounts by using Extend Student Accounts.

~	INSTITUTION »		INSTRUCTOR »		CLASS »		STUDENT »
î	ALEKS NEW IM Trainin	~	Enter Your Search	~	Enter Your Search	~	Enter Your Search
	Institution Administrat	tion	Subscriptions	ports	Master Templates		
	INSTITUTION » Subscription Management » Batch Registration		ENT DII/Pre-Register norize Students				
		» Exte	end Student Accounts				

C. Reports Menu

Key features:

• View reports specific to the selected school.

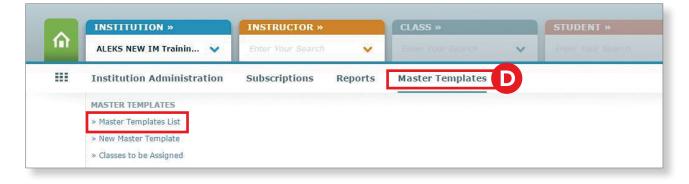
	INSTITUTION »		INSTRUCTOR »		CLASS »		STU	DENT »
俞	ALEKS NEW IM Trainin	~	Enter Your Search	~	Enter Your	Search 🗸	Ente	er Your Search
===	Institution Administra	ation	Subscript	Reports	Master Te	mplates		
	INSTITUTION * Custom Reports * Enrollment/Activity * Class Activity	» Pie » Lea	MARY Progress rning Rate vity Time	 Learning Ra Activity Tim 		PROGRESS » State Standard Repo » Average Progress Re		SERVER STATS » Page Hits » User Hour

D. Master Templates Menu

Key features:

• See Master Templates currently being used by the school in Master Templates List.

Note: Master Templates are not available at the district level; they are set up and controlled at the school level.



Adding a New Instructor

Any ALEKS Administrator can add a new instructor to the account.

Select the institution for which you want to add a new instructor from the **Institution** drop-down menu, then hover over **Institution Administration** and select **New Instructor**.

1. Complete the required fields: First Name, Last Name, and Email. Additional fields are available but optional.

Information		* Required
Account Type Title Salutation First Name Middle Initial Last Name ID (optional) Login Name New Password (case sensitive) Verify Password	Instructor (Choose one)	 Instructor Permissions Can view and edit their own class Can view their own gradebook Can view and edit their student accounts
Address		⊘ 1 letter
City State Zip Code Phone Number Email	(Choose one) (Choose one)	Please be advised that when email * Please be advised that when email forwarding is enabled, you may be sending personal data to third partie outside of ALEKS,
es Taught		
	K 7 9 1 8 10 2 11 3 12	

Note: Most instructors prefer having the Forward all ALEKS messages to my email address setting checked.

2. Once you have completed the needed fields, click the Save button, or, if you have more instructors to add, click Save and Add Another Instructor.

Save Cancel Save and Add Another Instructor

3. Instructors will receive an email from *ALEKS* with their user name, and directions to set a password.

Allocating Subscriptions

Follow these steps to allocate your ALEKS subscription to the institutions where you will be using it.

Select the institution to which you want to allocate the subscription from the **Institution** drop-down menu, then hover over **Subscriptions** and select **Subscription Management**.

1. All available subscriptions are listed in alphabetical order. Select the subscriptions you wish to move by hovering over **Action** and clicking the **Move** link.

ty Schools - Subscription Ma	nagement System					District Code, OSSEM
Subscription Management	Orders		Activity	Log		
his page allows you to move ALEKS s	ubscriptions and edit the nun	nber of s	ubscriptio	ns on-hold. Learn	more	
Subscription Type 🕕	Subscription (Movable Down↓		ased by t	his District		
K12 - 12 Month	Usable Now 0	2,702	Action	<u>Move</u> Edit On-hold		
🗄 🏠 Institution: A Elem	-		-			
 	-					
🗄 🏦 Institution: Avona	Elementary School					
🖽 🏫 Institution: Betty	elementary School					

- 2. From the drop-down menu, select the **Institution** to which to move the subscription, and fill in the **Quantity** field.
- 3. When ready, click Confirm.

	Orders		Activity Log				
e ALEKS subs	criptions and	Move Subs	criptions from	City Schools			
ols		Subscription	Type: K12 - 12 Mo	onth			
	S	Select the t	ype of subscriptior	s to move:			
	(OUsa	ble Now subscript	ons: 0			
		● On•	hold subscriptions	: 2,702			
A Elemen	tary Scho		Change subscriptic	ns to usable no	w after they ar	e moved	
AB Eleme	ntary Sch	Select a sch	ool from the drop-o	lown and ente	r a quantity.		*=Require
Ava Elam	entary Sc	1. *Move to	L.	n)	~	Add an Activity Log note	*Quantity
Ava cielli							
	ddle Scho						Total:
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Avona Mi	mentary s						lotai:
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Avona Mid Betty Ele Beech Hig	mentary s jh School nentary S			Confirm	n r <u>Cancel</u>		ι οται:

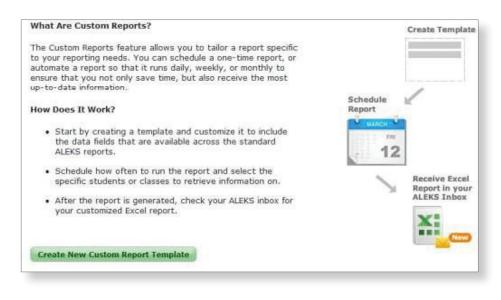
Creating Report Templates and Custom Reports

Use Custom Reports to create Excel report documents which contain specific data points that you select for specific schools in your district. Use Report Templates to make reporting more efficient across multiple classes and schools.

From the district level (with no school selected), hover over the **Reports** menu and select **Custom Reports**. Detailed steps for creating a custom report begin on the next page, but as an overview, the main steps to create a custom report are:

- 1. Create Your Report Template By first creating a template, you can determine the foundation for the custom report, then schedule multiple reports to run off the template. Templates can be re-used and duplicated for your convenience.
- Review and Save Your Template Confirm and save your custom report parameters specified for the template.
- **3.** Schedule a Report from Your Template Run one or multiple scheduled iterations of reports from your template, modifying the date range and classes you wish to include.

The first time you access the Custom Reports feature, the following introduction will appear:



Begin by clicking Create New Custom Report Template.

Note: + New Report Template will appear on subsequent visits.



Create Your Report Template

- **4.** A number of actions can be performed on this page to build specific data into your custom report. Follow these steps to select template criteria from existing *ALEKS* reports:
 - **a.** Enter a name for the report template.
 - b. Select a report option. This will determine how the data is displayed in the Excel report document.
 Note: If you select the comprehensive report option, some categories will show additional data options.
 - c. Click on a data category to expand the section and show data options.
 - d. Select the data you wish to include in the custom report template.
 - e. Click Add+ to move your data selections into the Report Selections window.
 - **f.** The **Report Selections** window displays the order that the data will appear in the Excel report. To reorder the data groupings, click on the up/down directional arrow next to the data groupings until they appear in the desired order.
 - g. Click Edit to make changes to the data selections within the grouping.
 - **h.** Click the **X** to remove the data grouping.

Name:		a	
Type: In:	stitution report		
xcel Report O	ptions		
	All data in one tab (summary report)		
) One tab per ALEKS Course Product (summa	n report)	
- (One tab per class (comprehensive report)	•	
elect Data			
	he categories on the left and select the data yo	ou want to include in your report template. ata fields will appear on the downloaded excel report in	the order they are
	lections" window.		the order they are
Add Data		Report Selections	clear a
	Student and Class Information	Student and Class Information	edit 🗙
		STUDENT Name	g
	Assessment Performance	(2) INFORMATION Last login date	9
		Assessment Performance	edit 🗙
	Pie Progress	OETAIL Course Mastery	
	Pie progress at start of report	ASSESSMENT ASSESSMENT end date	
DETAY	Course Progress V	MASTERY Mastered (%) Mastered (number of topics)	
	Progress (%)	Mastered (number of topics)	
PROGRESS	Progress (number of topics)	Assessment Performance Latest assessment	edit 🗙
	Total number of topics available	DETAIL Course Mastery	
	Add	d + ASSESSMENT ASSESSment end date	
	Pie progress at end of report	MASTERY Mastered (%) Mastered (number of topics)	
	Best performance / pie progress	e Time and Topic	edit 🗶
		BREAKDOWN Total	
	Standards	TIME & TOPIC Time spent in ALEKS	
	Gradebook	0	

5. Review your data selections and click **Next Step**.



Review and Save Your Template

Review your custom report information. Click **Previous Step** if you need to go back and make any adjustments to your data parameters; otherwise, click **Save**. You'll now be able to schedule a new report, based on this template.

STEP 2. Re	wiew and	5ava	1. Create Template	2. Review and Save	2. Schodulo Bonort
SIEP Z. RO	eview and	Save	1. Create Template	2. Review and Save	3. Schedule Report
Template I	nformation				
	Type: Instit	Name: Custom EOY Report Template tution report rt Option: All data in one tab (summary report)			
Data Select	ed				
	Student ar	nd Class Information			
R	STUDENT INFORMATION	Name Last login date			
	Assessmen	nt Performance: Initial assessment			
	DETAIL	Course Mastery			
	ASSESSMENT DATA	Assessment end date			
	MASTERY	Mastered (%) Mastered (number of topics)			
	Assessmen	nt Performance: Latest assessment			
	DETAIL	Course Mastery			
	ASSESSMENT DATA	Assessment end date			
	MASTERY	Mastered (%) Mastered (number of topics)			
	Time and 1	Горіс			
E	BREAKDOWN	Total			
	TIME & TOPIC	Time spent in ALEKS			
				Cancel Previo	us Step Save

Schedule a Report from Your Template

- **1.** Complete scheduling steps:
 - a. Name your new report.
 - **b.** Select your report's output format and duration display.
 - **c.** Choose when and how often you would like to run the report. Reports can be scheduled to run one time, or they can be scheduled to recur daily, weekly, or monthly.

Type: Institution report Excel Report Option: All data in one tab (summary rep of Duration rs & Minutes (e.g. 1h12m) utes (e.g. 72m)
of Duration rs & Minutes (e.g. 1h12m)
of Duration rs & Minutes (e.g. 1h12m)
rrs & Minutes (e.g. 1h12m)
rt End Date:
Day Year ▼[28 √] 2021 ▼

2. Select which schools in the district should be included in the report and the type of data you wish to see, such as, data for individual students, averages for each class, instructor, or selected institution, or the average for all selected institutions.

_	Institutions	
	Institutions	
	A Elementary School	
	AB Elementary School	
	Ava Elementary School	
	Avona Elementary School	
	Betty Elementary School	
	Beech High School	
	Berg Elementary School	
Ind Ave Ave Ave	of Data ividual student data arage for each class arage for each instructor arage for each selected institution arage for all selected institutions	
		Cancel Schedule Repor

3. After the report is scheduled, it will be sent to your *ALEKS* Message Center. It may take up to 30–60 minutes, depending on the size of the report. Check your *ALEKS* Message Center by clicking the envelope in the top-right corner of your home page.

ALEKS	Search for Instructors, Classes, Stu	dents and Assignments	Hello Ms. District Ad
	INSTRUCTOR »	CLASS »	STUDEN

Note: Custom Reports are excel files and not unlimited in size. A best practice for large districts and schools is to create or schedule multiple instances of a report using the same template, and selecting different schools (or instructors, for a school level report) in each instance.

Suggested Data Points for Custom Reports

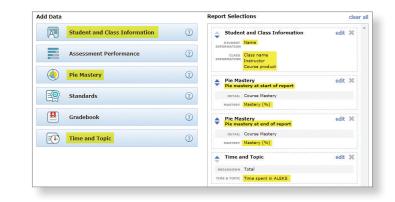
Here are some recommendations for data points you can use:

Time and Total Progress

This data will show how each student is progressing through the content, and the total amount of time they have spent working. This report is great to set as a bi-weekly or monthly recurring report.

Time and Total Progress =

Student and Class Information + Pie Mastery (Start and End of Report) + Time and Topic



Time and Assessment Growth

This data will highlight the student's mastery percentage (earned in assessment), as well as the total amount of time they have spent working. This report is great to set as a monthly recurring report, since assessments are taken approximately every 2–4 weeks (assessments are triggered after students have spent at least 5 hours working and have learned at least 20 topics).

Time and Assessment Growth =

Student and Class Information + Assessment Performance (Earliest and Latest assessment) + Time and Topic

Overall Standards Growth

This data will allow you to compare starting standards knowledge to current/ending standards knowledge. This report is great to schedule mid-year and end-of-year, to show overall standards growth and mastery.

Overall Standards Growth =

Student and Class Information + Standards (Standards Progress at latest assessment and End of Report)

dd Data			Report Selections		clear
R	Student and Class Information	0	Student and Class Information	edit	×
	Assessment Performance	0	INFORMATION CLASS INFORMATION Instructor Course product		
٩	Pie Progress	0	Assessment Performance Earliest assessment	edit	×
	Standards	0	DETAIL Course Mastery MASTERY Mastered (%)		
	Gradebook	0	Assessment Performance	edit	×
I	Time and Topic	0	DETAIL Course Mastery MASTERY Mastered (%)		
			Time and Topic	edit	×
			BREAKDOWN Total TIME & TOPIC Time spent in ALEKS		

Add Data			Report Selections	cle	ear a
A	Student and Class Information	?	Student and Class Information	edit 🗙	1
1111	Assessment Performance	0	INFORMATION INFORMATION INFORMATION Course product		
	Pie Progress	?	Standards Standards progress at latest assessment	edit 🗙	
	Standards	?	DETAIL Overall Standards Progress		
	Gradebook	?	PROGRESS Standards progress (%)		
E	Time and Topic	?	Standards Standards progress at end of report	edit 🗙	
			At least 50% PROGRESS Standards progress (%)		

Creating an Average Progress Report

Use the Average Progress Report (APR) to monitor average student growth for each *ALEKS* Course Product used in the district or school.

To create the report:

1. From the Reports menu, select Average Progress Report.

District Level — when you have no school selected in the Institution tab, as shown below, you'll be pulling a district level APR.

School Level — when you have a school selected in the Institution tab, you'll be pulling a school level APR.



2. Select the start/end dates for the report. The APR will automatically highlight students who have worked a minimum number of hours in *ALEKS* during the period you have specified.

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: 02/06/2021
To: 03/08/2021 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

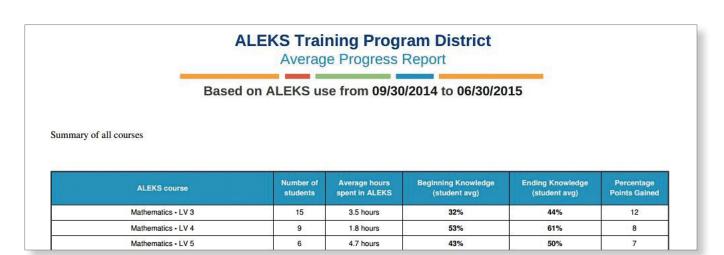
3. Click Generate PDF.

The report may take several minutes to load and will be sent to your ALEKS Message Center when ready.

Understanding the Average Progress Report (APR)

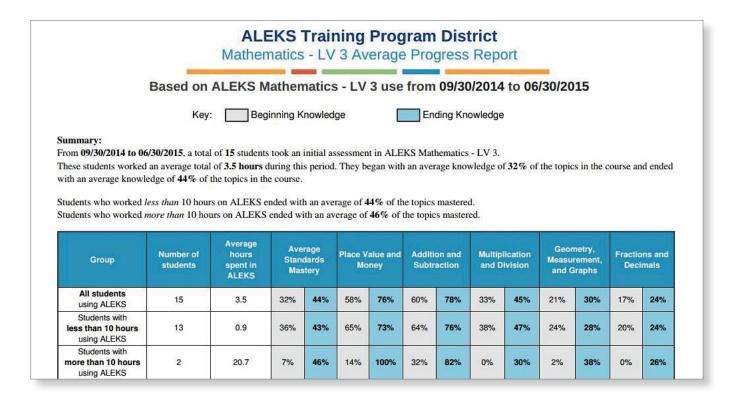
District Level APR:

The first page of the APR lists each *ALEKS* Course Product that was used in the district during the specified time period. For each Course Product, the number of students and their average hours in *ALEKS* (for a specified time period) are shown, as well as average beginning and ending knowledge percentages.



Scroll down to see an individual page detailing each Course Product. For each topic area/pie slice in the course, you'll see average beginning and ending percent masteries for all students district-wide, and for the groups of students that used *ALEKS* less than and more than the minimum hour threshold set.

Note: For optimal learning outcomes, *ALEKS* recommends students work in the program a minimum of two hours per week. Insignificant progress may be due to students' not spending adequate time in *ALEKS*.

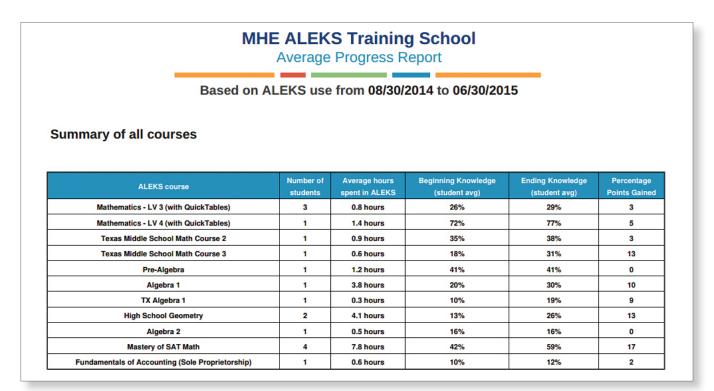


You'll then see the same topic area beginning and ending knowledge broken down by school, for each school in the district that had students use that Course Product.

				Breal	kdown k	oy institu	ıtion							
ALEKS NEW IM Training School	5	1.4	42%	57%	67%	84%	64%	84%	39%	61%	33%	44%	30%	37%
ALEKS Training Program School	1	0.4	8%	10%	18%	18%	40%	55%	0%	0%	0%	0%	0%	0%
ALEKS Training Program School2nd	6	7.4	32%	46%	59%	89%	60%	82%	33%	43%	19%	31%	16%	26%

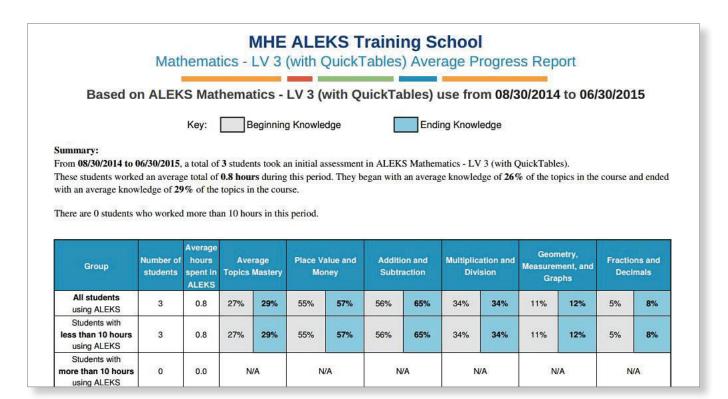
School Level APR:

The first page of the APR lists each *ALEKS* Course Product that was used in the school during the specified time period. For each Course Product, the number of students and their average hours in *ALEKS* (for a specified time period) are shown, as well as average beginning and ending knowledge percentages.



Scroll down to see an individual page detailing each Course Product. For each topic area/pie slice in the course, you'll see average beginning and ending percent masteries for all students district wide, and for the groups of students that used *ALEKS* less and more than the minimum hour threshold set.

Note: For optimal learning outcomes, *ALEKS* recommends students work in the program a minimum of two hours per week. Insignificant progress may be due to students' not spending adequate time in *ALEKS*.



You'll then see the same topic area beginning/ending knowledge broken down by school, for each school in the district that had students use that Course Product.

Breakdown by instructor														
Smith's classes	1	1.2	5%	9%	9%	9%	25%	50%	0%	0%	0%	0%	0%	0%
Beach's classes	1	0.6	39%	43%	73%	82%	80%	80%	53%	53%	20%	22%	5%	14%
Meyers's classes	1	0.6	35%	35%	82%	82%	65%	65%	50%	50%	13%	13%	10%	10%

