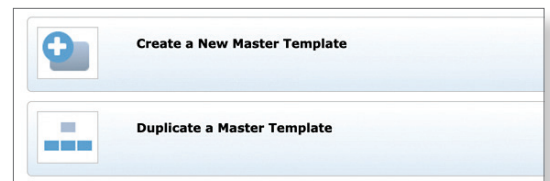
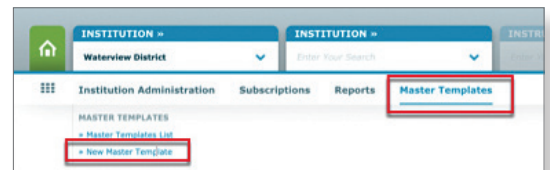
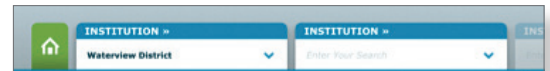
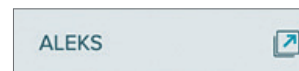


CREATING A MASTER TEMPLATE

Master Templates can be created by a district or school administrator to set up multiple classes with the same *ALEKS* Course Product. This saves time when adding/editing assignments, setting up resources, etc. Any changes made to the Master Templates will also update all linked classes. We recommend making any necessary edits before teachers begin linking classes to the Master Template. This article will walk through how administrators can create Master Templates at the district or school level for *ALEKS* on Open Learning.

To create a Master Template, follow these steps:

1. SSO or log into your administrator account at my.mheducation.com. You may need to toggle between roles and organizations in order to get to your **Admin Tools**.
2. In the left-hand menu, click the menu option for *ALEKS*. You will see this menu option if you are an administrator and your organization has licenses for *ALEKS* on Open Learning.
3. On your *ALEKS* administrator account, first select the institution you wish to work with from the **Institution** dropdown. You can create Master Templates at the district level or at the school level.
4. Hover over **Master Templates** and select **New Master Template**.
5. Select **Create a New Master Template** to create a brand new template, or you can select **Duplicate a Master Template** if you wish to make a copy of an existing Master Template.
6. To create a new Master Template, enter the following information:
 - Name:** Give your Master Template a title
 - Grade:** Select a grade level for the Master Template
 - Dates:** Select the start date and end date for your Master Template. Here, you can also select the option to auto-archive the Master Template after the end date.
 - ALEKS Course Product:** Select the course product that you are creating the Master Template for.
 - Integrate Textbook:** You can select or de-select this option to use an existing textbook.



7. Click the **Next** button.

8. By default, student progress will be carried over into the new class. If you do not wish to have student progress carry over, you can select **Do Not Carry Over Progress** instead.

9. Select any of the remaining options, if desired:

- Show or Hide Unenrolled Students (hidden by default)
- Include QuickTables
- Course Specific Settings, such as Accessibility Settings or the option to include a Graphing Calculator.

Note: Changing the Accessibility options may impact the number of topics students see in their Pie.

10. Click the **Create Master Template** button.

11. Once your Master Template has been created, you will land on the Master Template Summary page where you can customize the Master Template by clicking the **Customize Class Content** link.

12. Here you can choose to add Objectives or choose the Self-Paced mode. If you choose to add Objectives and linked a textbook, you can build Textbook-based Objectives. You can also build your own objectives. Once you have customized the Master Template, review and save your changes.

13. Back on the Master Template Summary page, you can also edit Lockout Options if you do not want teachers to make changes to Class Content, Assignments, or Incoming Student Options.

You will also see that there are exceptions to the Incoming Students Options for Master Templates. You can see these exceptions by clicking the Exception icon on your Master Template Summary page.

Once the template is created and customized, teachers within the district or school can now create sub-classes using the Master Template.

WARNING: Editing the Master Template will overwrite any changes teachers have made to their sub-classes linked to the Master Template.

Next

Incoming Students

Select an option for students moving between compatible ALEKS classes

- Carry Over Progress - Student progress gets carried over to the new class
- Calculate student Objective grades based on progress in the previous class
- Require a Comprehensive Knowledge Check
 - All Incoming students
 - Only students who have not completed an Initial Knowledge Check for:
30 days or more
Max 365
- Do Not Carry Over Progress - Students will be given a new Initial Knowledge Check

Course Specific Settings

Accommodations for visually impaired students

- I expect to have some visually impaired students requiring a screen reader in this class. Once students have registered, identify visually impaired students under each student's Student Account Summary. These students will get a message to ask for assistance when they encounter non-accessible topics in this class.
- All students in this class will be visually impaired and require a screen reader. Non-accessible topics are removed from this class.
- Disable Automatic Progress Knowledge Checks for visually impaired students in this class. LockDown Browser will be disabled for students using a screen reader.
- Disable Automatic Progress Knowledge Checks for all students in this class. LockDown Browser will be disabled.

Graphing Calculator

- Provide ALEKS graphing calculator to students in this course

Create Master Template

Master Template Customization

You can customize the ALEKS adaptive content included in your class. Optionally, you can assign ALEKS topics in a sequence by creating ALEKS Objectives.

[Customize Class Content](#)

Master Template 1- Master Template Content

OBJECTIVES

Assign ALEKS Pie topics and set the order (with or without due dates)

SELF-PACED

Assign ALEKS Pie topics and let ALEKS set the order

Lockout Options

Class Content: **Not Locked**

Assignments: **Not Locked**

Incoming Student Options: **Not Locked**

Master Template Options

Incoming Student Options: **Carry Over Progress - Student progress carries over to the new class**

Exception

Unenrolled Students

Graphing Calculator

For all students moving between classes within the same Master Template, the following options apply:

- Carry over progress
- Calculate student Objective grades based on progress in the previous class
- Transfer of assignment grades

Note: When moving students from one *ALEKS* class to another in Open Learning, if the student is moved into a primary class that also has a sub-class with the same Master Template, the student will automatically be moved into that sub-class. If no sub-class with the matching Master Template exists, the student will be enrolled into the primary class.

Master Templates List

1. Administrators can view all Master Templates at the district or school level by hovering over **Master Template** and clicking on **Master Templates List**.
2. In this list, administrators can view active templates, archived templates, see the total number of linked classes, and download the list of Master Templates if desired.

