# McGraw Hill ALEKS®

FEATURES OF THE *ALEKS* SCHOOL ADMINISTRATOR ACCOUNT

Use this guide to understand your *ALEKS* School Administrator account and the reporting features which make it a powerful tool for gaining insight into your class' 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 Instructor, Class, and Student
2. **Menus** for Institution Administration, Subscriptions, Reports, and Master Templates
3. A **dashboard** containing tiles with various categories of helpful information
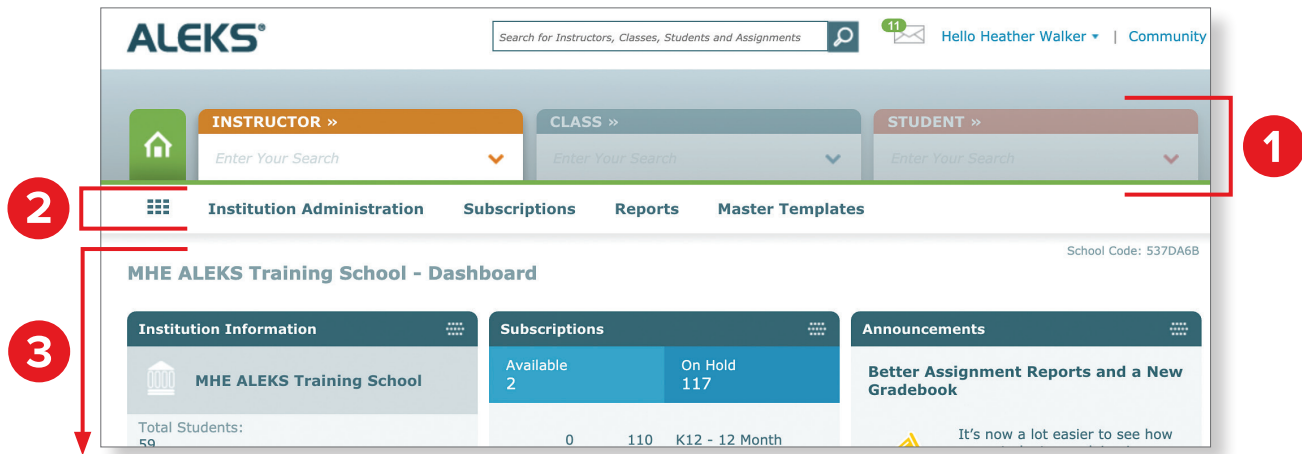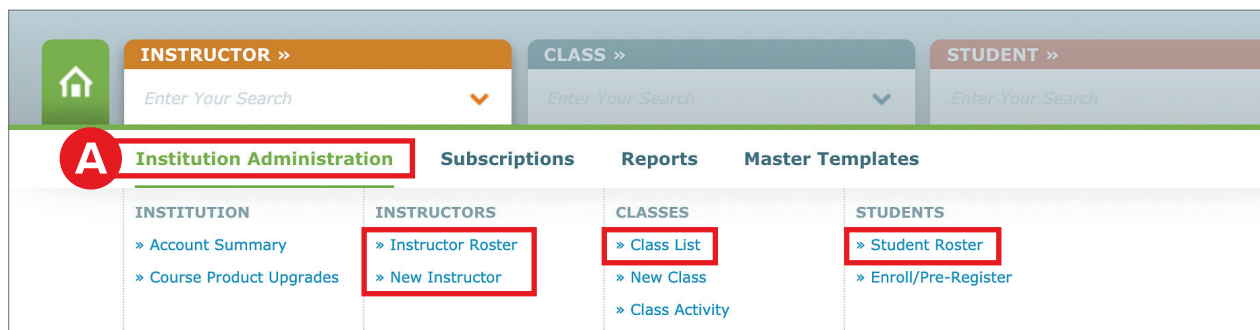

Information and Reports

A. Institution Administration Menu

Key features:

- See other instructors and administrators at your school in the **Instructor Roster**.
- Add an instructor by selecting **New Instructor** (This is covered in detail later in this document).
- See all students enrolled in *ALEKS* school wide in the **Student Roster**.

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

- See a list of all classes school wide in **Class List**.

B. Subscriptions Menu

Key features:

- See used and unused subscription counts, by length, and change the on-hold/usable status of unused subscriptions in **Subscription Management**.

- Extend access for students that have expired or are approaching expiration in **Extend Student Accounts**.

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.

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

MHE ALEKS Training School - Enrollment/Activity

Show: Last 3 Months

	Total Students	Enrolled and Active*					
		Active Last Week - hours/week		Active Last Month - hours/week		Active Last 3 Months - hours/week	
MHE ALEKS Training School	1041	7	2.2	13	1	30	0.8
MHE ALEKS Training School	1041	7	2.2	13	1	30	0.8

(*) Hours/week averaged over total enrollment time in the system, including vacation, holidays, and week-ends.

D. Master Templates Menu

Key features:

- See Master Templates currently being used in the **Master Templates List**.

- Create a new master template in **New Master Template**, or create a new master template from an existing class in the Master Templates List.
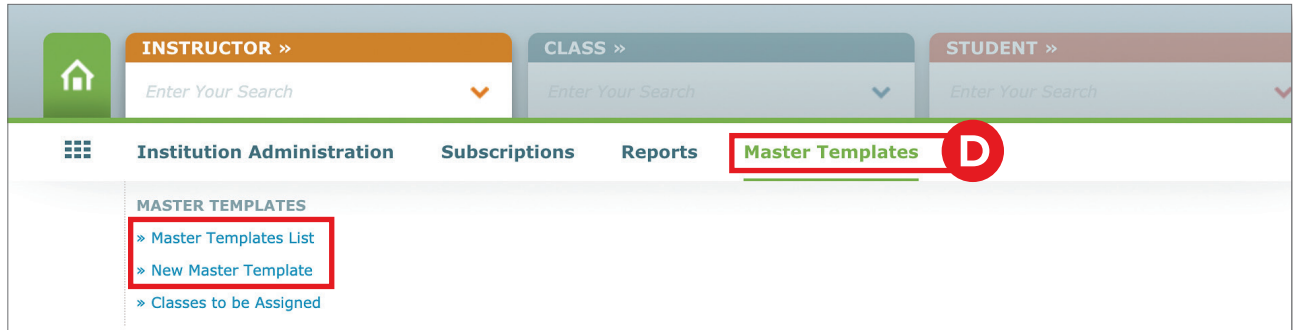
Adding a New Instructor

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

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.

Note: Most instructors prefer having the **Forward all ALEKS messages to my email address** setting checked.
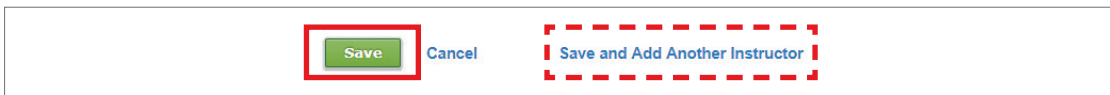
2. Once you have completed the needed fields, click the **Save** button, or, if you have more instructors to add, click **Save and Add Another Instructor**.

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

Creating Report Templates and Custom Reports

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

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.

2. **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.

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.

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.

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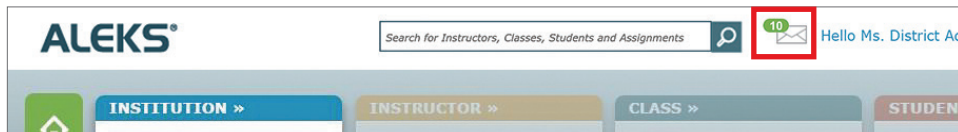
Select Classes

	Class Name	Instructor	Course Product	End Date
☐	**Pre-Algebra** (no student) Archived	Admin, Colette	Pre-Algebra	07/31/2018
☐	**Alg 2019-20SY - sy 19-20** (no student) Archived	Admin, Jeannette	Algebra 1 and Prep for Algebra 1 Combined	08/02/2020
☐	**D - S** (no student) Archived	Admin, Jeannette	High School Geometry	06/10/2017
☐	**ALG 2 - 101** (no student) Archived	Admin, Melissa	Algebra 2	12/23/2020
☐	**Alg 2019-20SY - sy 19-20** (no student) Archived	Admin, Melissa	Algebra 1 and Prep for Algebra 1 Combined	08/02/2020
☐	**Algebra 1 Template - Fall 2015 - Period 1** (1 student)	Admin, Melissa	Algebra 1	08/31/2016
☐	**Pre-Algebra - 3** (1 student)	Admin, Melissa	Pre-Algebra	06/30/2021

Type of Data ⓘ
☑ Individual student data
☐ Average for each selected class
☐ Average for each instructor
☐ Average for all selected classes

Cancel   **Schedule Report**

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, Students and Assignments 🔍 10 ✉ Hello Ms. District Ad

⌂ **INSTITUTION »**   **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)

Creating an Average Progress Report

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

To create the report:

1. From the **Reports** menu, select **Average Progress Report**.
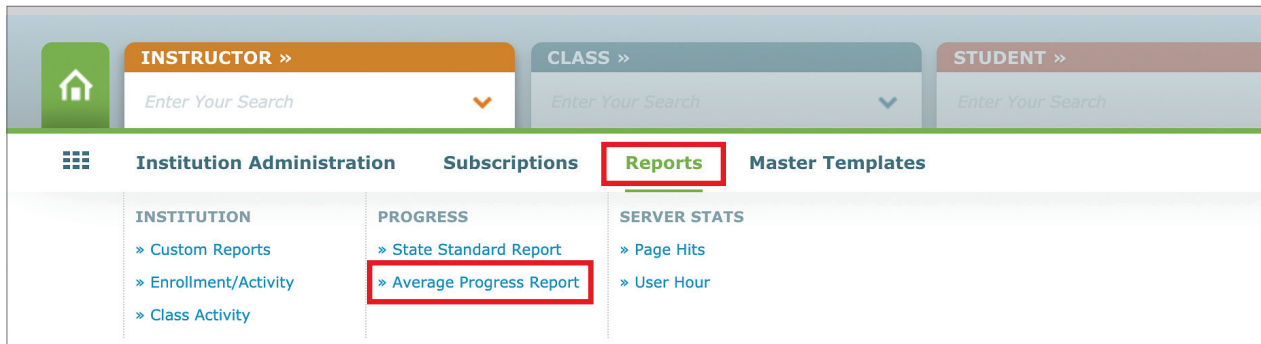
2. Select the start/end dates for the report. The APR will automatically highlight students who have worked a minimum number of hours in *ALEKS* during the period you have specified.

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)

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.

MHE ALEKS Training School
Average Progress Report

Based on ALEKS use from 08/30/2014 to 06/30/2015

Summary of all courses

ALEKS course	Number of students	Average hours spent in ALEKS	Beginning Knowledge (student avg)	Ending Knowledge (student avg)	Percentage Points Gained
Mathematics - LV 3 (with QuickTables)	3	0.8 hours	26%	29%	3
Mathematics - LV 4 (with QuickTables)	1	1.4 hours	72%	77%	5
Texas Middle School Math Course 2	1	0.9 hours	35%	38%	3
Texas Middle School Math Course 3	1	0.6 hours	18%	31%	13
Pre-Algebra	1	1.2 hours	41%	41%	0
Algebra 1	1	3.8 hours	20%	30%	10
TX Algebra 1	1	0.3 hours	10%	19%	9
High School Geometry	2	4.1 hours	13%	26%	13
Algebra 2	1	0.5 hours	16%	16%	0
Mastery of SAT Math	4	7.8 hours	42%	59%	17
Fundamentals of Accounting (Sole Proprietorship)	1	0.6 hours	10%	12%	2

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*.

MHE ALEKS Training School
Mathematics - LV 3 (with QuickTables) Average Progress Report

Based on ALEKS Mathematics - LV 3 (with QuickTables) use from 08/30/2014 to 06/30/2015

Key: ☐ Beginning Knowledge ☐ Ending Knowledge

Summary:
From **08/30/2014** to **06/30/2015**, a total of **3** students took an initial assessment in ALEKS Mathematics - LV 3 (with QuickTables). These students worked an average total of **0.8 hours** during this period. They began with an average knowledge of **26%** of the topics in the course and ended with an average knowledge of **29%** of the topics in the course.

There are 0 students who worked more than 10 hours in this period.

Group	Number of students	Average hours spent in ALEKS	Average Topics Mastery		Place Value and Money		Addition and Subtraction		Multiplication and Division		Geometry, Measurement, and Graphs		Fractions and Decimals	
All students using ALEKS	3	0.8	27%	29%	55%	57%	56%	65%	34%	34%	11%	12%	5%	8%
Students with less than 10 hours using ALEKS	3	0.8	27%	29%	55%	57%	56%	65%	34%	34%	11%	12%	5%	8%
Students with more than 10 hours using ALEKS	0	0.0	N/A		N/A		N/A		N/A		N/A		N/A	

You'll then see the same topic area beginning/ending knowledge broken down by instructor, for each instructor in the school 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%