Digital Teacher & Student Guide

Use this *ALEKS* digital guide if you have:

- Completed your registration.
- Received your account authorization.
- Successfully logged in.

Note:

ALEKS can be logged into through **aleks.com** or **my.mheducation.com.**

To log in through **aleks.com** or **my.mheducation. com,** please follow the instructions located at the end of this quick start guide.

Tools Tutorial

1. Once a student's account is authorized, their registration is complete, and they've logged in, the student should click the **Tools Tutorial**. This tutorial reviews the use of *ALEKS* and how to input answers into *ALEKS*.

Note: *ALEKS* avoids multiple-choice questions.

©McGraw Hill 2020

Knowledge Check

2. Upon completion of the Tools Tutorial, students should click **Continue**, which will redirect them to the **Initial Knowledge Check** screen. Click **Start Knowledge Check** to begin.
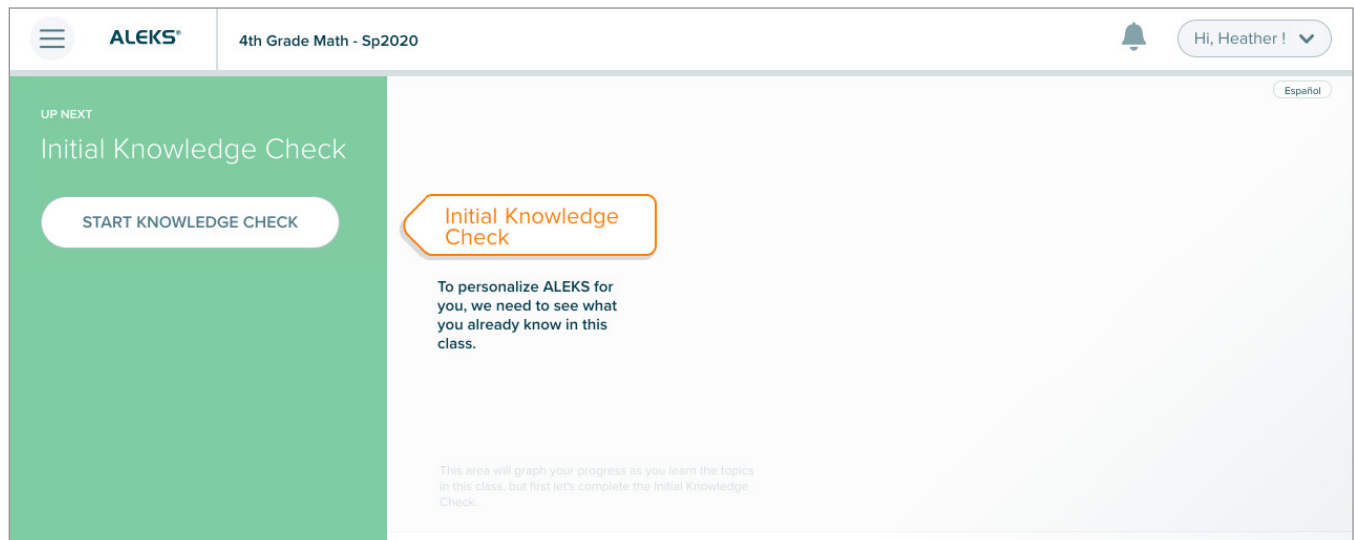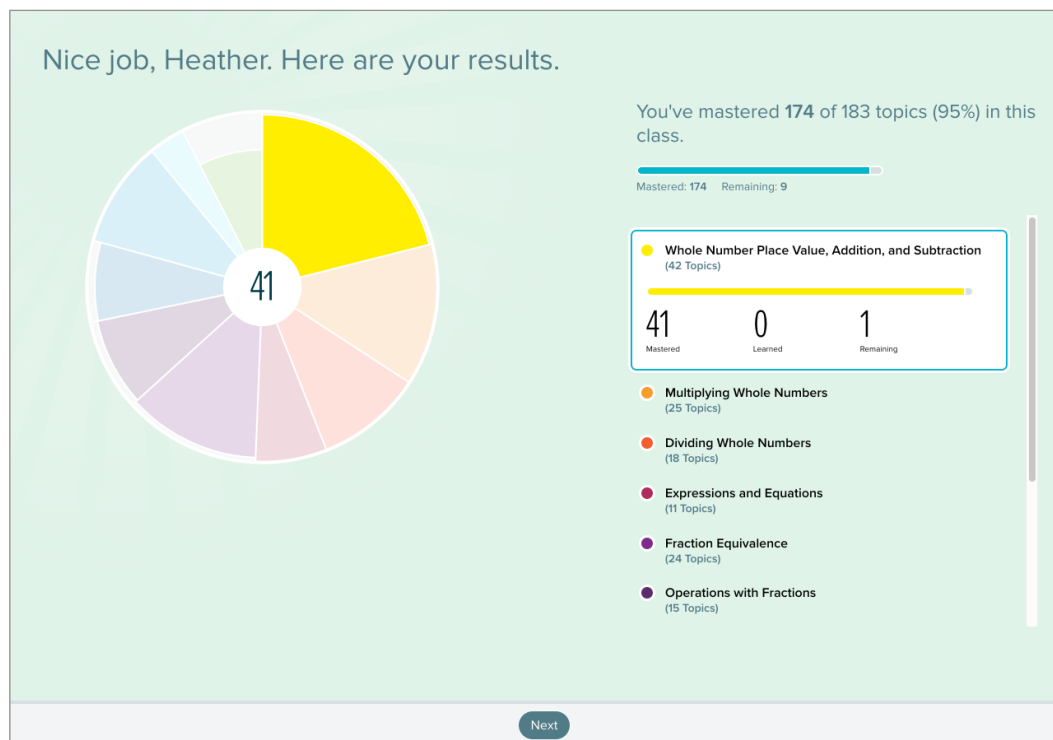

The **Initial Knowledge Check** identifies:

- Class topics mastered.
- Class topics not mastered.
- Class topics ready to be learned.

3. A progress bar on the top right of the screen displays progress through the knowledge check.
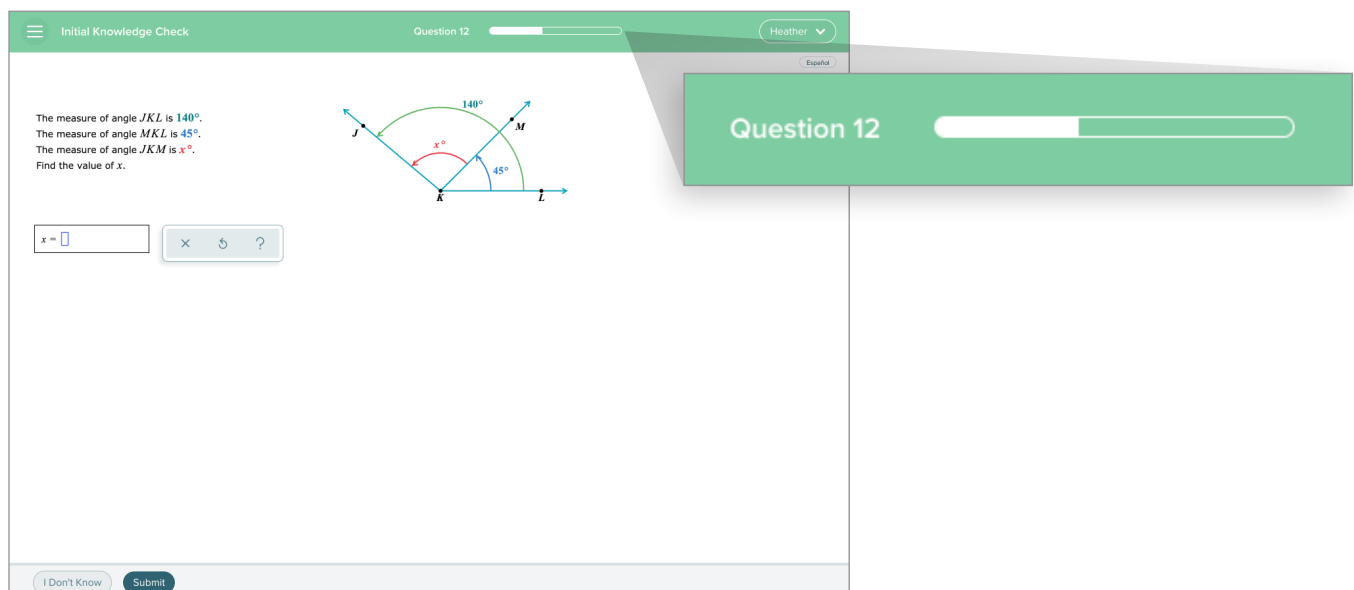
4.   Upon completion, the **Initial Knowledge Check** provides an *ALEKS* **Pie** that depicts the Knowledge State. Click the **Continue** button located below the graphic to navigate to the student's homepage.


5.   The student's homepage displays the *ALEKS* **Pie** from the **Initial Knowledge Check.** Clicking a slice of the *ALEKS* **Pie** provides information on topics mastered, learned, and remaining in that slice.
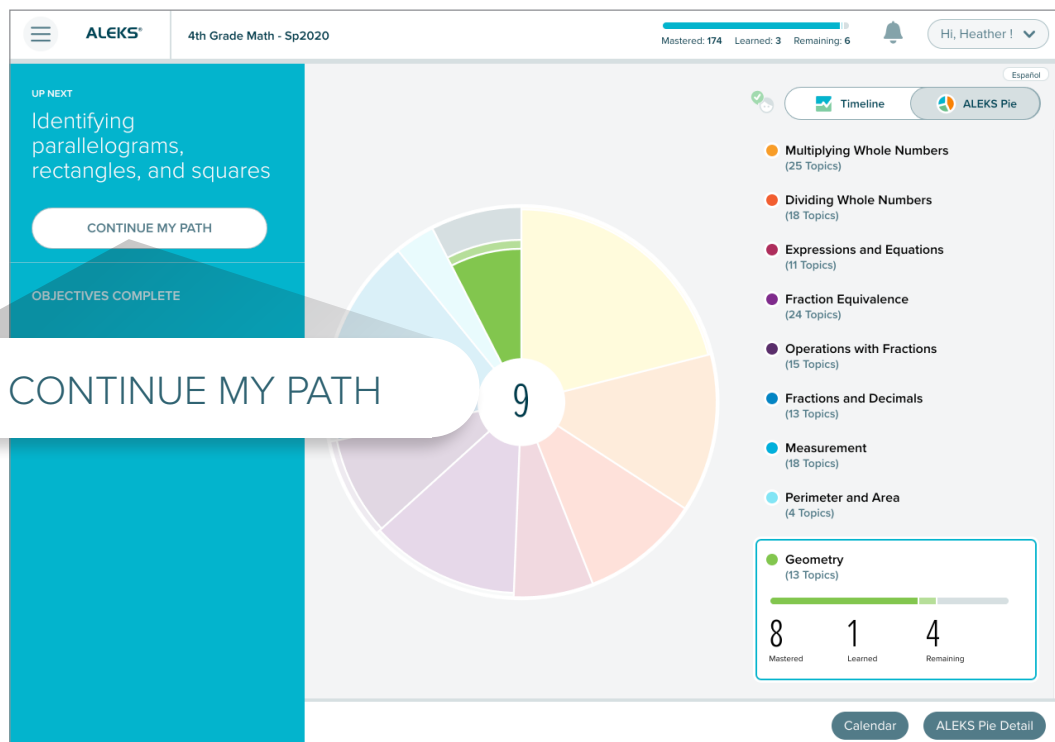
Individualized Learning Path | Personal Homepage

6. Upon completion of the **Initial Knowledge Check**, each student is assigned an **Individualized Learning Path** on their personal homepage. Click the toggle switch in the upper right corner to change the view from the student's **Timeline** to their *ALEKS* **Pie** chart.
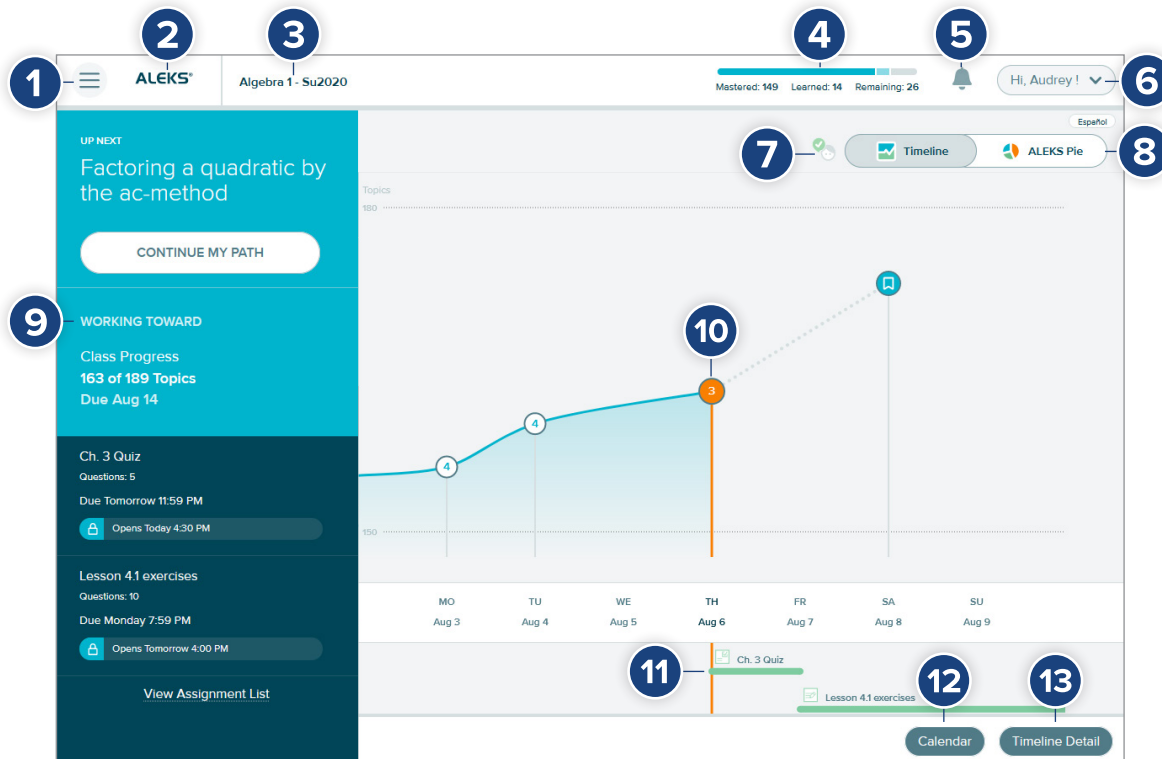

Personal Homepage Navigation and Information Features:

1. **Menu** – Accesses *ALEKS* features.

2. *ALEKS* **Logo** – Returns to student homepage from any page in the student module.

3. **Class Name Display** – Displays class the student is enrolled in.

4. **Progress Bar** – Displays topics mastered, learned, and remaining in real-time.

5. **Notifications** – Provides real-time alerts such as new assignments, messages, Knowledge Checks, etc.

6. **Account Settings** – Displays student's account settings.

7. **Next Knowledge Check Indicator** – Displays when the next Knowledge Check will occur.

8. **Timeline/*ALEKS* Pie Chart** – Students can toggle between viewing their Learning Mode progress (depicted on the Timeline), or the *ALEKS* Pie to view their progress within each slice. The toggle that is selected will be the default view on the homepage.

9. **Primary Guidance** – Contains learning path guidance, topics students can work on, what's coming up, and goals and deadlines.

10. **Timeline Marker** – Shows student's progress on the timeline.

11. **Assignments** – Displays assignments, and where they start and end.

12. **Calendar** – Calendar view of assignments.

13. **Timeline Detail** – Student's timeline that can be filtered by week, month, or day.

Student Learning Progress, Pathway, and Learning Mode

7. The **Home** screen displays a timeline of the student's learning progress. Click the *ALEKS* **Pie** button to view progress in the pie chart format.
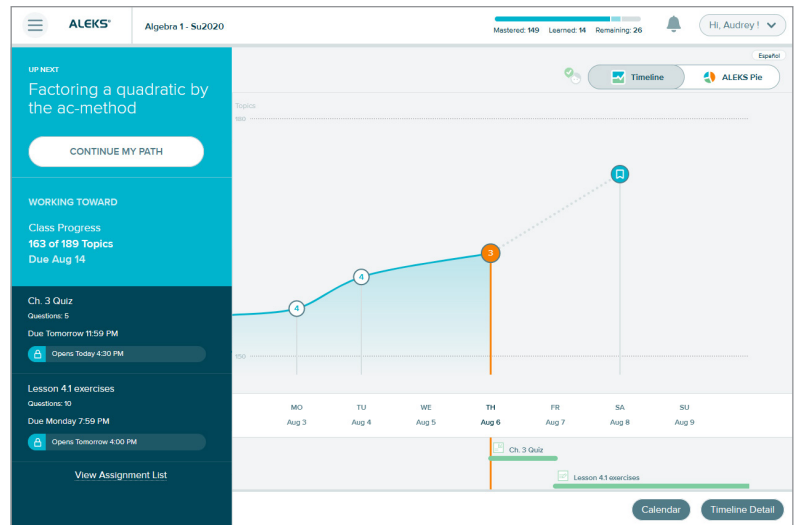

Note: The last selected view (Timeline or *ALEKS* Pie) will appear on your Home page upon your next login.

8. The *ALEKS* **Pie** chart view displays:

a. Overall progress toward completion of the class.

b. Topic categories represented as pie slices.

c. Darker colors in pie slices representing topics mastered.

d. Lighter colors in pie slices representing topics learned.

e. Outer space with no color in pie slices representing topics that need to be learned/mastered.
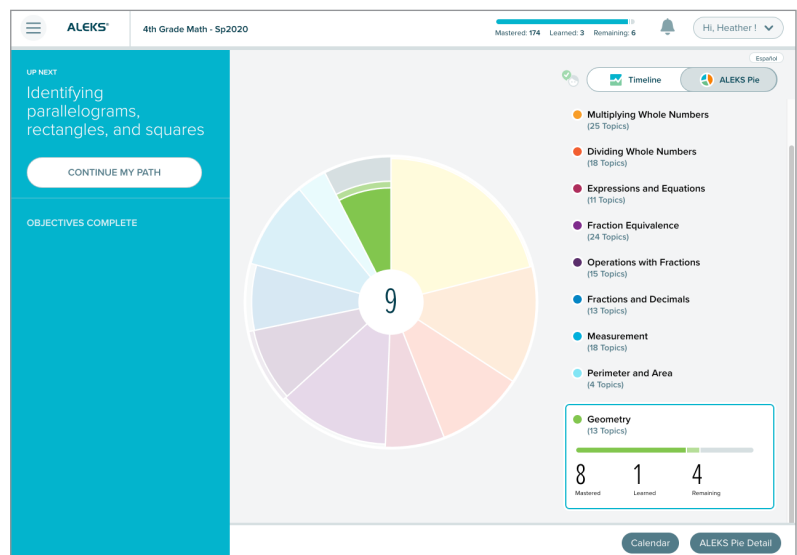
9. The blue bar on the left side of the Home page is the **Primary Guidance Menu**. It displays a number of options that the student can click depending on their progress within that topic. Options include:

1. **Up Next –** Includes buttons such as **Start My Path** and **Continue My Path.**

2. **Working Toward –** Displays what the student is working toward and due dates.

3. **Work on Something Else –** Contains assignments and gives task options based on priority.
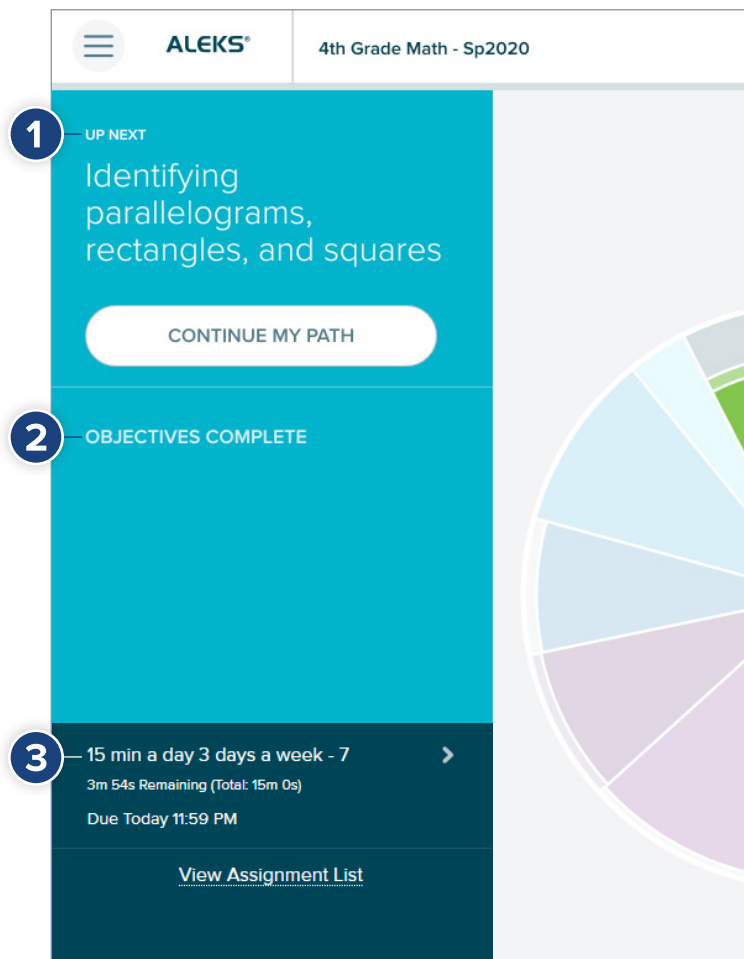
10. Students can click **Start My Path** or **Continue My Path** in the **Primary Guidance Menu** to access **Learning Mode. Learning Mode** allows students to:

a. Practice ready-to-learn topics.

b. Review previously learned topics.

c. Review mastered topics.

11. Click on the hamburger menu on the top right of the **Primary Guidance Menu** to open the **Navigation Menu.**
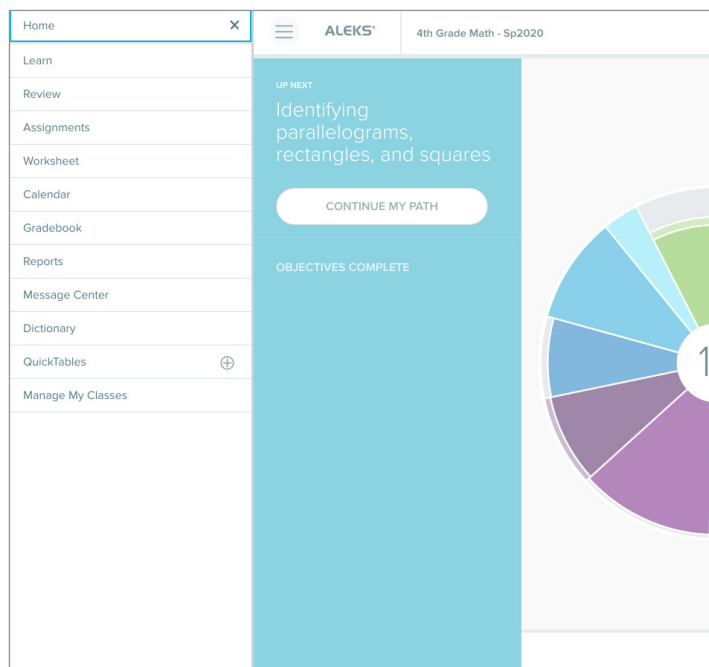
12. The **Navigation Menu** provides links to:

a. **Home Page –** Navigate to the Home page.

b. **Assignments –** View current, upcoming, and future assignments (homework, tests, and quizzes).

c. **Worksheets –** Access assigned worksheets. Students can also generate a new worksheet in this location.

d. **Calendar –** View class assignments by day, two-week period, or month.

e. **Gradebook –** View overall grade and check the scores on objectives, learning goals, and assignments.

f. **Reports –** Quick overviews of important data for students.

g. **Message Center –** Where students can send and receive messages from their instructor and *ALEKS* Customer Support.

h. **Class Forum –** Facilitates student discussions in class.

i. **Instructor Resources –** Student accesses any resources the instructor has uploaded here, such as notes at the class or topic level.

j. **E-Book –** If the class has an E-Book, it can be accessed here.

k. **Dictionary –** Dictionary of terms relevant to the class.

l. **Manage My Classes –** Students can manage all their past and current classes, and add more classes to their umbrella account.

Practice Page

13.   Clicking **Start My Path** or **Continue My Path** in the **Primary Guidance Menu** accesses a **Learning Mode Practice Page.**

14.   The **Practice Page** helps the student learn the topic being studied, and has a number of features:

1. Home – Click to navigate to the homepage.

2. Slice Name – Name of the slice on the *ALEKS* Pie Chart.

3. Topic Name – Name of the topic that the student is learning.

4. Topic Carousel Tab – Click to open or close the Topic Carousel that displays topics the student can work on.

5. Underlined Mathematical Terms – These items link to a dictionary definition of the term.

6. Progress Indicator – Displays student's progress on answering problems.

7. Resources – Tools the student can access to help with problem-solving.

8. Explanation – Click to open an explanation of how to solve the problem. Use of this feature doesn't count against the student's score.

9. Check – Checks the accuracy of the student's answer.

15. After an answer is entered in the space provided on the **Practice Page**, click the **Check** button located at the bottom of the screen.

a. **"Correct"** will display if the answer is correct. Click **Next** to start a new problem.

b. If the answer is incorrect, an opportunity is provided to correct the answer by clicking the **Try Again** button.

Try Again

Your answer is incorrect.

- (b): Your answer is incorrect.

Write $\frac{5}{7}$ as a sum of fractions in two different ways.

None of your fractions should be equal to 0.

(a)

$\frac{5}{7} = \frac{1}{7} + \frac{4}{7}$

(b)

$\frac{5}{7} = \frac{1}{7} + \frac{1}{7} + \frac{1}{7} + \frac{2}{7} + \frac{1}{7}$

16. For detailed information on how to solve the problem, students can click the **Explanation** button located at the bottom of the screen. **Resources** to help solve problems are on the right-hand side of each **Practice Page**, and may include:

a. Calculator

b. Videos

c. eBook Link

d. Message Center

e. *ALEKS* Dictionary

Tracking Levels of Learning

17. The **Progress Indicator** is located at the top right corner of Practice Pages. It displays the student's learning progress.

One bar will turn green for a correct answer on the first attempt. Two additional bars will turn green for a correct answer on the second attempt.

An incorrect answer shades the bars yellow. If the answer is incorrect a second time, the bar turns orange. Red indicates a third incorrect attempt:

18. Learning a topic is based on answering multiple questions correctly:

   a. One point for th correct answer.

   b. Two points for two correct answers in a row without using the Explanation page.

   c. One point subtracted for an incorrect answer.

Topics are learned when the progress bar is completely filled.

19. If a student answers a problem incorrectly, a **Try Again** message displays. Upon completing the problem, the student clicks the **Re-Check** button at the bottom of the Problem Page.

Recheck

OPERATIONS WITH FRACTIONS
Decomposing a fraction into a sum of fractions with the same...
Try again.

Try Again

Your answer is incorrect.

• (b): Your answer is incorrect.

Write $\frac{5}{7}$ as a sum of fractions in two different ways.

None of your fractions should be equal to 0.

(a)

$\frac{5}{7} = \frac{1}{7} + \frac{4}{7}$

(b)

$\frac{5}{7} = \frac{1}{7} + \frac{1}{7} + \frac{1}{7} + \frac{2}{7} + \frac{1}{7}$

Explanation   Recheck

20. If the student's answer is incorrect on the second attempt:

- The **Explanation Page** for the problem is displayed.

- The **Progress Indicator** turns yellow.

- The **Continue** button opens a new problem within the same topic.

21. If the student's answer is incorrect on the third attempt:

- The student is presented with the same problem again.

- The **Check** button is replaced with **Re-Check**.

22. If the student's answer is incorrect on the fourth attempt:

- The **Progress Indicator** turns orange.

- The **Explanation Page** displays.

- The student clicks **Continue** to open a new problem within the same topic.
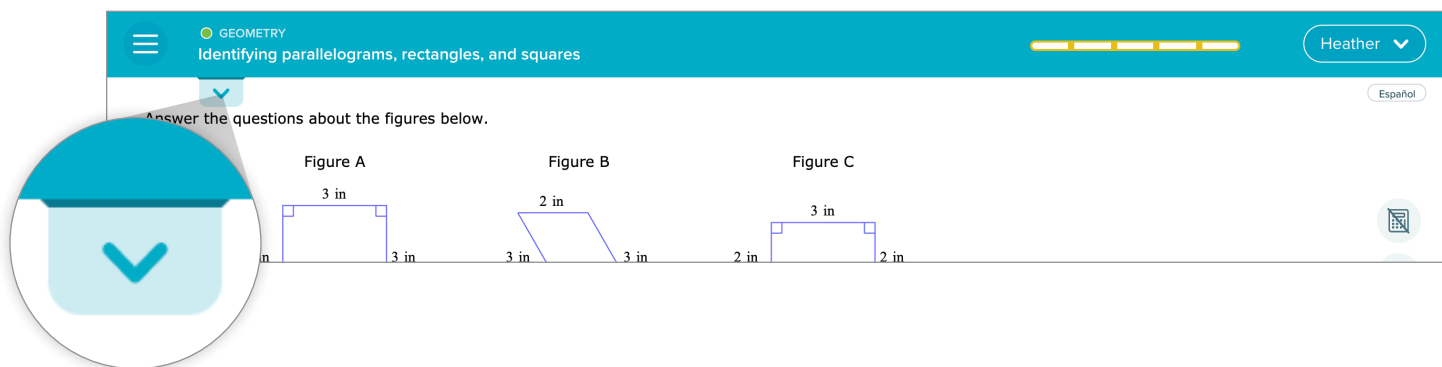
23. If the student's answer is incorrect on the fifth attempt:

- The **Progress Indicator** turns red. The Explanation Page displays.

- The correct answer displays.

- Student clicks **Work on Something Else** to open a new topic. The current topic moves to the last card in the **Topic Carousel** so that the student can revisit that particular topic at a later date.
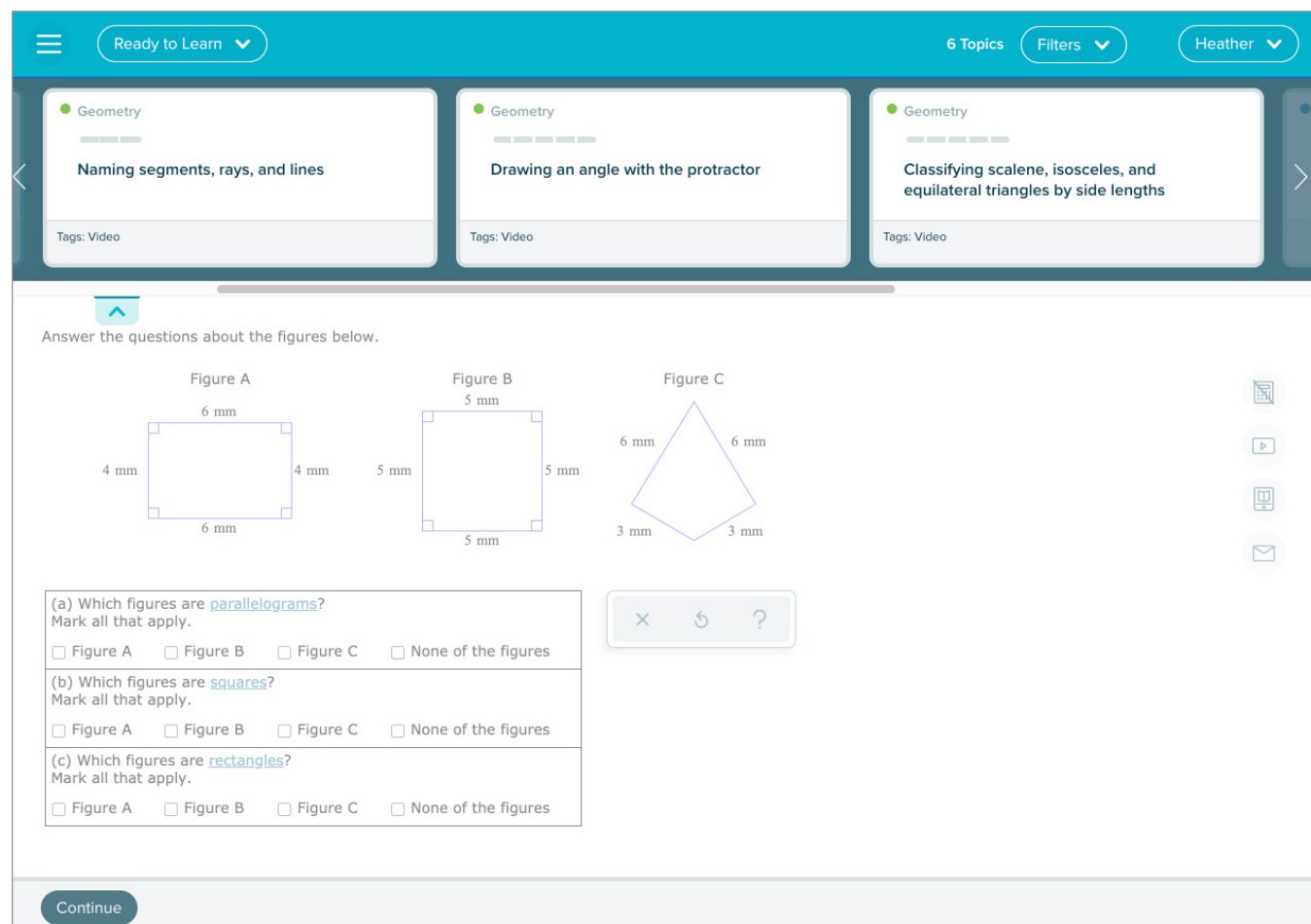
24. The **Topic Carousel** is an important resource that can be accessed from a **Practice Page**. The **Topic Carousel** lists topics that students are ready to learn. Topics are sorted by degree of difficulty or complexity. The topics with the highest probability for successful learning are listed first.

To access the **Topic Carousel,** click the "down arrow" tab located under the title of the topic in the upper left-hand corner of the **Practice Page**.
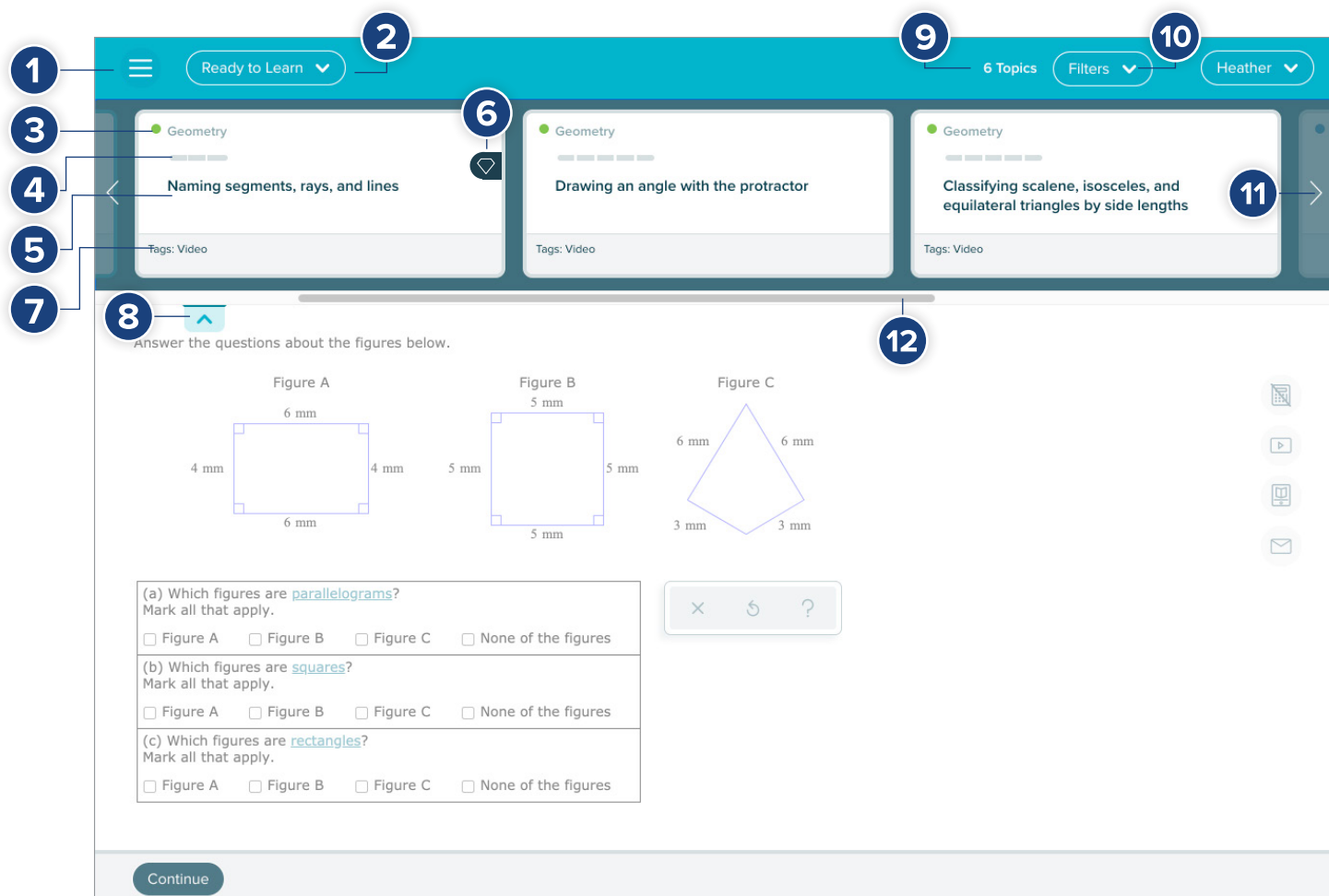

The **Topic Carousel** displays at the top of the page. Topics can be scrolled through using the arrow located on the right side of the carousel. Once the end of the topics is reached, an arrow will appear on the left side of the carousel for navigating back through the topics.

13

25. **Topic Carousel** features include:

1. **Home –** Click to navigate to the homepage.

2. **Ready to Learn/Objectives Drop-Down Menu –** Displays progress in R**eady to Learn pie slices** or **Objectives.**

3. **Slice Name –** Name of the slice on the *ALEKS* **Pie Chart.**

4. **Progress Indicator -** Displays student's progress on answering problems.

5. **Topic Name –** Name of the topic that the student is learning

6. **Topic Icons –** Click to display "topic icons" and information about each icon.

7. **Tags –** Displays applicable attributes of a topic, such as videos, instructor resources, needs more practice, goal topic, etc.

8. **Topic Carousel Tab –** Click to open or close the **Topic Carousel** that displays topics the student can work on.

9. **Number of Topics –** Displays the number of topics in the **Topic Carousel.**

10. **Topic Carousel Filter –** Allows students to sort or filter the **Topic Carousel.**

11. **Right Arrow –** Click to scroll through topics at a time.

12. **Scroll –** Use to scroll quickly through topics.

Reviewing Topics and Worksheets

26. Students wishing to review topics they've mastered can open the Filter dropdown menu in the **Topic Carousel** and select **Review**.


Note: Review work does not affect the student's pie chart or progress records.

27. Students can click the **Worksheet** button in the upper left of the **Main Navigation Menu** to generate a printable homework sheet with questions based on their most recent work in *ALEKS*.

Assignments

28. Students can start or continue instructor-created assignments (homework, tests, quizzes, requested **Knowledge Checks**, etc.) as they appear on the **Primary Guidance Menu**.
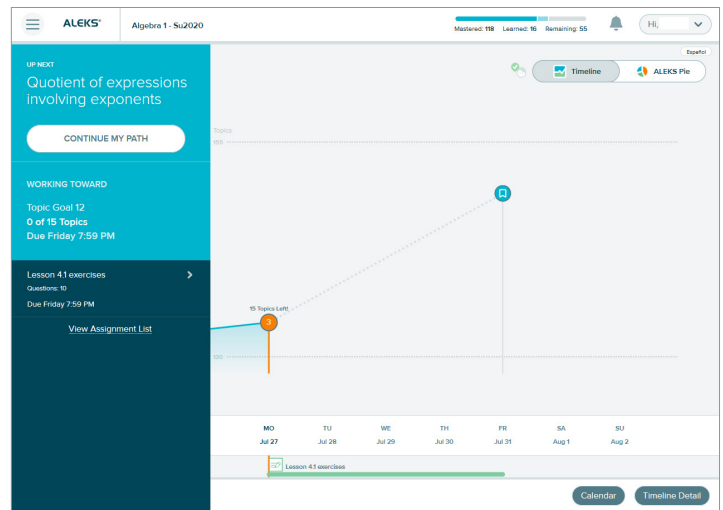
29. When a student begins an assignment, an introduction provides due dates, the number of attempts possible, the number of questions, and time allotted for the assignment.

30. Assignments can be password protected, requiring the student to enter the password.

31. After submitting an assignment, students may have access to topics if the teacher has provided access.

32. Students can also view all current, upcoming, and past assignments by selecting the **Navigation Menu** in the upper-left corner, and then clicking **Assignments**.

33. In addition to assignments, students can find instructor-assigned worksheets by selecting the **Navigation Menu** in the upper-left corner and clicking **Worksheet**.
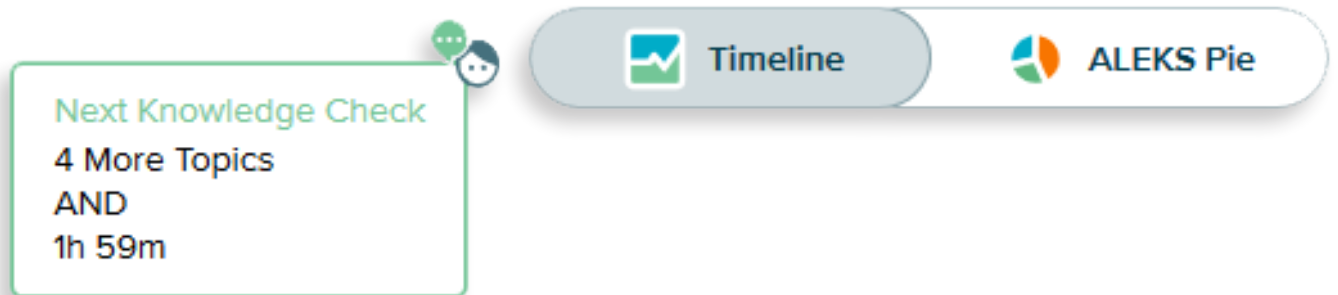
Assessments

34. Student assessments are provided throughout *ALEKS*.

35. The **Initial Knowledge Check** takes place after students log in and complete the **Tools Tutorial**. The **Initial Knowledge Check** measures each student's topic knowledge and mastery.

36. **Knowledge Checks** occur throughout *ALEKS*. The **Knowledge Check** indicator is available on the homepage. Students can click the **Knowledge Check** icon located to the right of the Timeline to view the number of topics that must be completed and the time spent in *ALEKS* before their next **Knowledge Check**.

37. **Automatic assessments** are triggered based on student progress and the time spent learning new topics in *ALEKS*. These include:

    a. **Progress Assessment –** Student has learned at least 20 topics in Learning Mode and has worked five hours in *ALEKS* since their last assessment.

    b. **Login Time Assessment –** The student has spent 10 hours in Learning Mode since the last assessment.

    c. **Periodic Assessment –** Sixty days have passed since student's last assessment.

    d. **Objective Completion Assessment –** The student has completed the chapter material, or the due date for the objective has passed.

    e. **Goal Completion Assessment –** The student has completed the final topic of the pie chart.

38. Teachers can also **schedule assessments** for their entire class or specific students:

    a. Select a class.

    b. Select the **Assignment tab.**

    c. Click **Assignments.**

    d. Click **New Assignment.**

    e. Select **Scheduled Assessment.**

    f. Specify the assessment's start date, end date, and time.

39. Teachers can also request assessments for a single student:

    a. Select the student.

    b. Click **Request Assessment** on the Assignments menu. (The assessment will take place immediately the next time the student logs in.)

Instructor Module

40. The *ALEKS* **Instructor Module** provides access to classes or students for simple class management and teaching options. The Initial Knowledge Check takes place after students log in and complete the Tools Tutorial. The Initial Knowledge Check measures each student's topic knowledge and mastery of the course topics.

a. To open the **Class Dashboard** or the **Student Dashboard,** select the **appropriate tab** (Class or Student tab) on the **Main Navigation Menu**. Then click on the class or student you'd like to review.

b. Each dashboard includes sub-categories with important data, such as:

i. Class Information

ii. *ALEKS* Pie Report

iii. Time and Topic – Learning Mode

iv. Students Not Recently Logged In

v. Progress Overall

vi. Overall Grades

(Additional dashboard items can be viewed by clicking the navigational arrow button to the right or left of the dashboard.)

Reports

41. Click **Reports** to view automated reports for individual students and class data:

a. *ALEKS* **Pie**
Shows topics students have mastered, are ready to learn, have regressed in according to the Knowledge Check, or have attempted but not mastered.

b. **Progress**
View student progress on Knowledge Checks and in Learning Mode. Allows instructors to monitor progress and provide intervention when it's needed most.

c. **Time and Topic**
View the amount of time spent by each student in *ALEKS* daily and topics attempted and mastered each day.

d. **Knowledge Per Slice**
Shows either the class or individual student's level of mastery for each *ALEKS* pie slice.

e. **Assignments**
Displays all assignments in the currently selected class and can be filtered by homework, quiz, test, or knowledge check.

f. **State Standards**
Analyzes overall class progress in terms of the strands and sub-strands of the state standards.

g. **Quick Tables**
Special tool for learning addition, subtraction, multiplication, and division.
**(See step 42 for more information.)**

h. **Custom Reports**
Insights provided the failed topic report. Custom Reports allows teachers to set up one-time or scheduled reports (i.e. weekly, monthly) based on the specific information they want to track.

i. **Insights**
Provides an alert when a student may be at risk of failing, allowing the teacher to take immediate action.
**(See step 43 for more information.)**
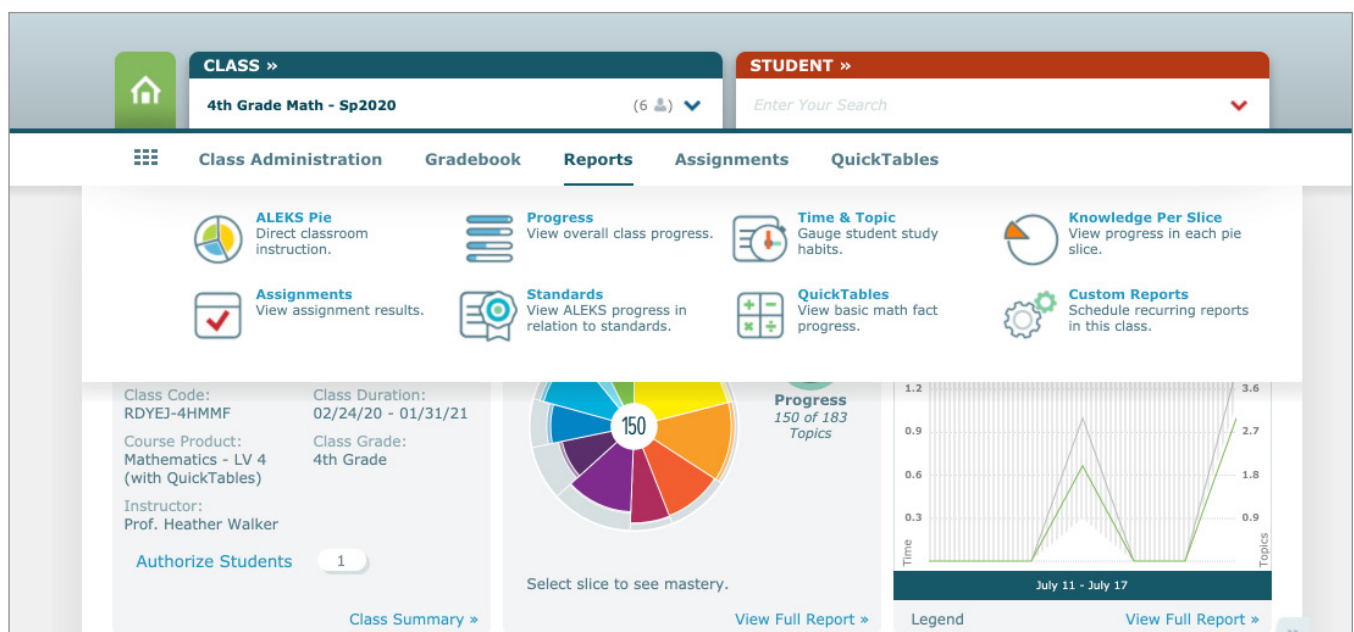
**Note:** Review work does not affect the student's pie chart or progress records.

42. **Quick Tables Overview**

This *ALEKS* tool helps students work on their math fluency of addition, subtraction, multiplication, and division. To start, click the hamburger icon (three lines stacked over one another) in the upper-left corner.

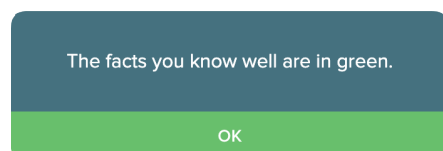Click the plus sign next to **Quick Tables** and select the table you'd like to access.
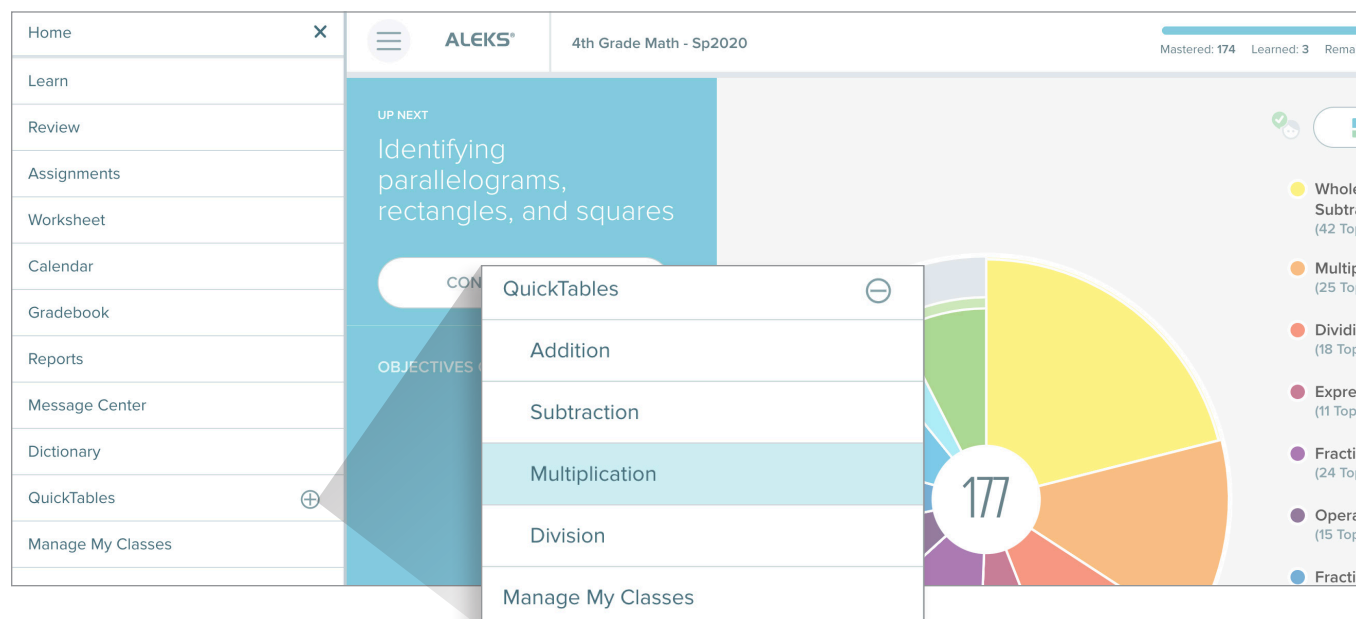
Quick Tables will guide the student through a learning task.

> Use this table to learn multiplication facts.
> For example, 2 × 5 = 10.
>
> OK
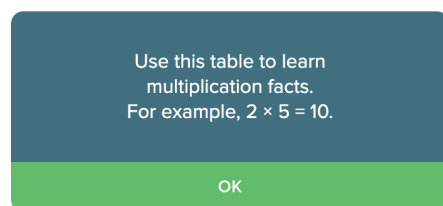
When the student completes the task, Quick Tables shows the students what they've learned.

> Select a yellow square to learn a new fact.

And areas they need additional work in.

> The facts you know well are in green.
>
> OK

43. Insight Overview

ALEKS **Insights** provides information on students who might be at risk of falling behind and may require immediate action from the teacher. A notification appears on the instructor dashboard upon login when new student insights are available. New student insight messages, along with a summary of the new insights, also appear in the *ALEKS* Message Center.

To access **Insights:**

From the homepage of the administrator account, move the cursor over **Insights**. Click on one of four topics:

- **Failed Topics –** View topics that students have failed.

- **Decreased Learning –** View students whose learning rates have dropped.

- **Unusual Learning –** View students with unusually high learning rates.

- **Procrastination –** View students with low learning or possible cramming activity.

Note: Insights data uses only student learning data—**Insights** uses no data from Knowledge Checks, Assignments, or Quick Tables.The **Failed Topics** category is updated in real-time. Other categories update every Sunday evening.
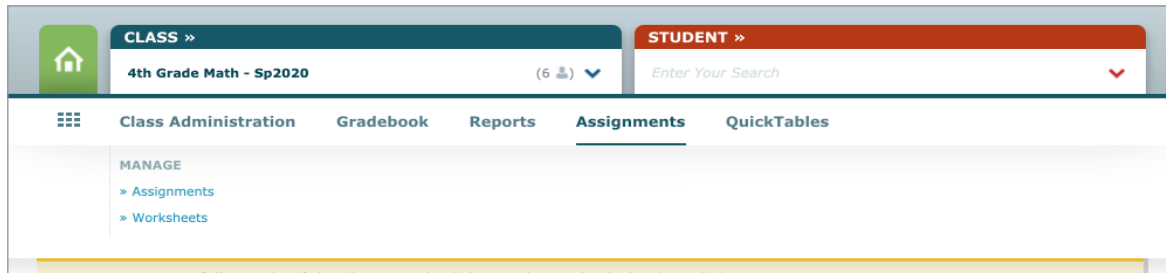
Class Creation and Configuration of Assignments

44. **Create New Class or Copy Existing Class.** If the user chooses Copy Existing Class, they will be given two options:

    a. **Copy a Class from This School**

    b. **Copy by Class Code**
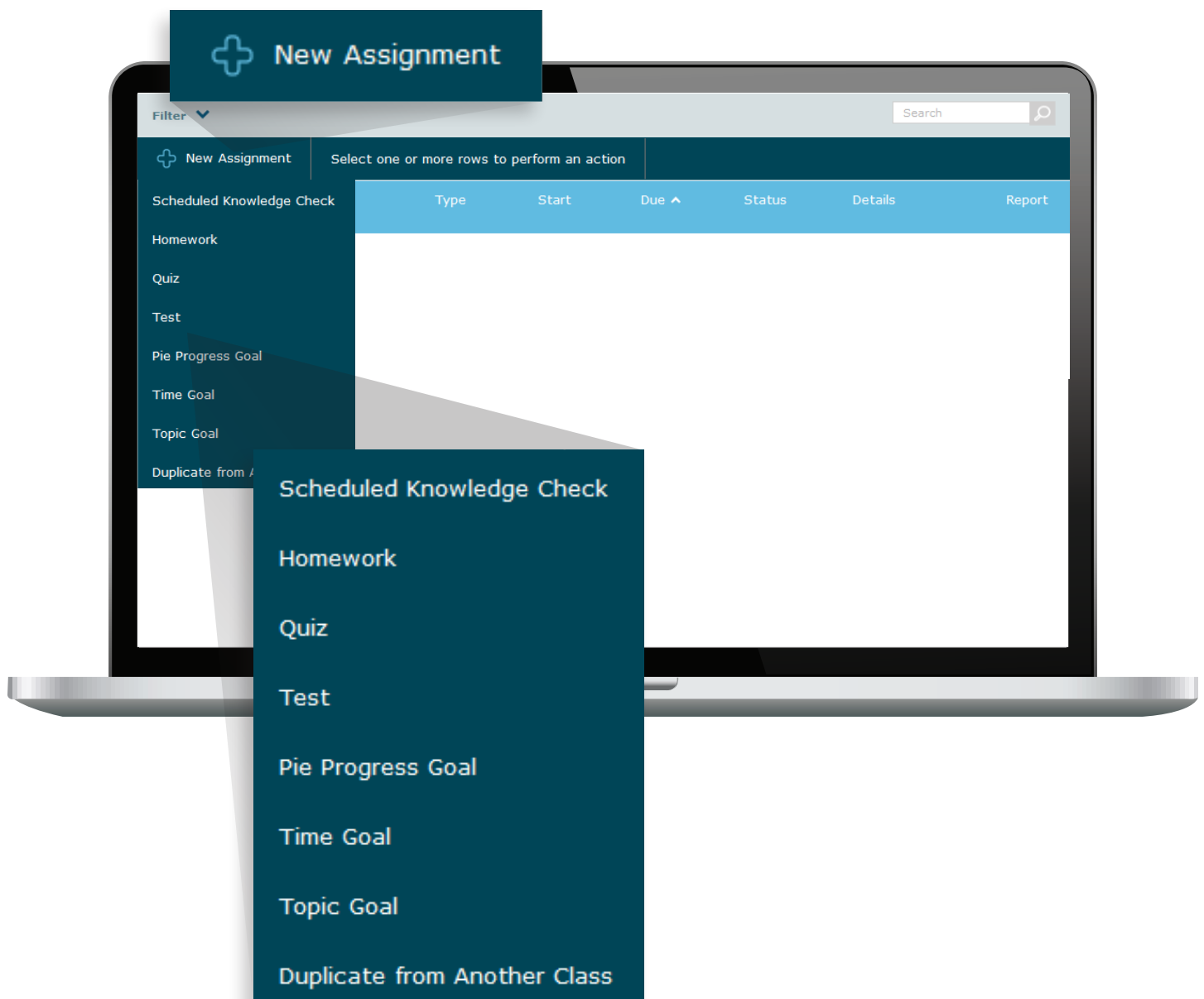
Creating Assignments

45. Click on + **New Assignment** button in the toolbar and select the type of assignment you want to create.

a. **Create Homework, Tests, and Quizzes (Similar process)**
    Click **New Homework, New Test,** or **New Quiz** and fill out the following:

    1. **Name & Date -** Name the item and specify the date it's available.

    2. **Content -** Add content.

    3. **Gradebook Settings -** Specify when students can see their grades, or if multiple attempts are permitted for completing the item.

    4. **Advanced Options -** Control student access to the item.

b. **Create a Scheduled Assessmen**t
    Click **New Scheduled Assessment** and fill out the following:

    1. **Name & Date -** Name the item and specify the date it's available. This section also includes **Assessment Type,** where you will select either **Progress Assessment** or **Comprehensive Assessment. Progress Assessments** are shorter and focus on students' recent learning. **Comprehensive Assessments** are longer and look at students' overall knowledge of class content.

    2. **Advanced Options -** Control student access to the assessment.

    3. **Grading Scale -** Specify the grading scale for the assessment.

Need More *ALEKS* Information or Training?

46. Have questions? Need more info? Explore these Student, Teacher, and Administrator *ALEKS* training resources:

a. **Teacher/Administrator Basic Session –** Register Now
This complimentary one-hour session provides an overview, reviews best practices, and answers any questions about the program. Participants will explore *ALEKS* as both a teacher and a student.

b. **Teacher/Administrator Advanced Session –** Register Now
Complimentary one-hour session provides an overview of advanced features, including reports, creating assignments, and using data to drive instruction.

c. **At-A-Glance Task Guide**
Step-by-step instructions on how to find and perform commonly used tasks within the Instructor Module.
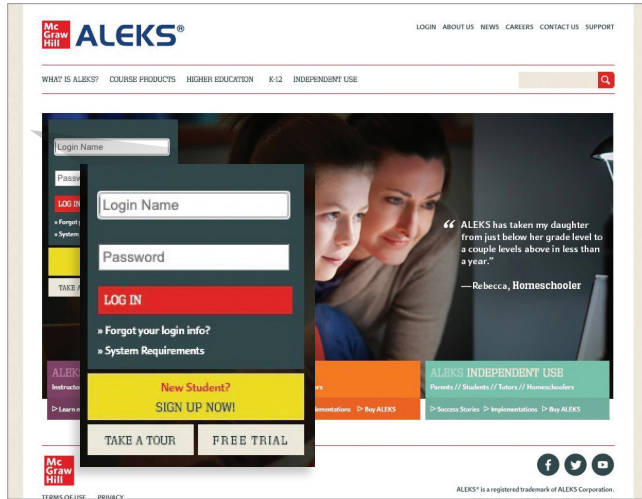
PDF

d. **On-Demand Videos and Tutorials**
Videos and printable tutorials on how to use a number of popular *ALEKS* features are available on the *ALEKS* Training and Resources For K-12 Educators webpage.

Student Registration Instructions for *ALEKS*®

Note: These instructions are for students registering through aleks.com

Step 1:

Navigate to aleks.com and click **Sign Up Now.**

Step 2:

Enter your class code:

Class	Code

Click **Continue**.

Register here if you are a new student and need to use ALEKS with your class. To begin, enter your 10-character class code you received from your instructor.

Class code: [   ] - [   ]   » CONTINUE

Step 3:

Verify that your enrollment information is correct.
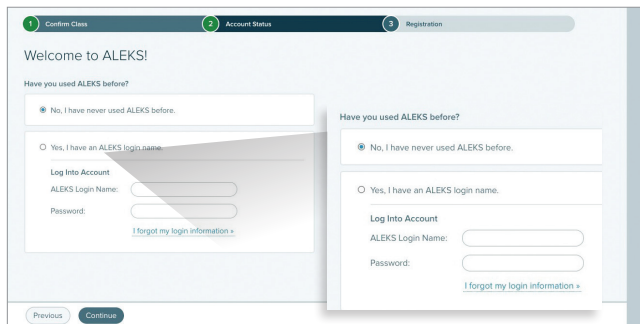
Information is correct:
Click **Confirm** at the bottom of the screen.

Information is not correct:
Check the class code. If code is incorrect, click **Cancel** at the bottom of the screen to return to Step 1.

Confirm Class Information

You are about to be enrolled in the following ALEKS class. Check the class details carefully.

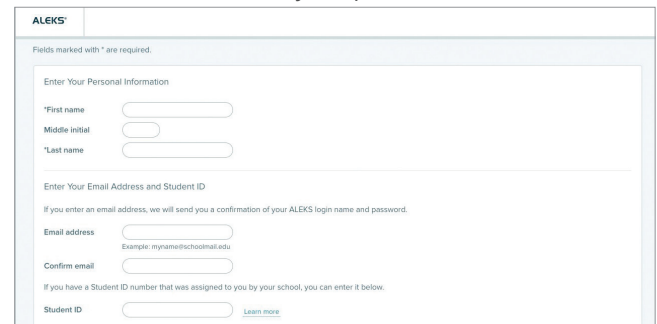|	
Class Code:	XYQRL-6GJL9
Class:	Mathematics - LV 3 (with QuickTables) - Demo - Su 2020 (2 months)
Subject:	Mathematics - LV 3
Instructor:	Jen Sims
Class Dates:	06/22/2020 - 09/21/2021
Institution:	Scranton School District (Demo)

Cancel   Confirm

Step 4:

Select the radio button option that applies to you.

Click **Continue** at the bottom of the screen.

Step 5:

If you selected "No, I have never used *ALEKS* before." You'll be asked to enter your personal information.
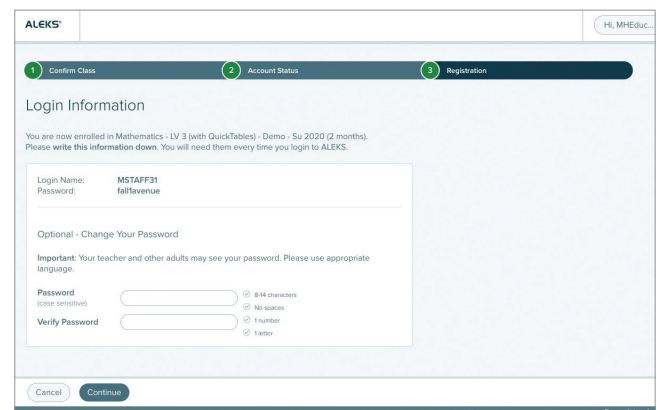

Note: Your first and last name are required. Your email address isn't required, but is necessary if you need to retrieve your login name and password (passwords are reset via email).

Step 6:

Your login name and password will display. You may create a new password using the fields under the "Optional – Change Your Password" heading.

Record your login name and password for your records, then click **Continue**.

Step 7:

Congratulations, you've completed your *ALEKS* registration!

Next steps:

- Log in to *ALEKS* using your login name and password
- Take the **Guided Tour**
- Complete the **Tools Tutorial**
- Take an **Initial Knowledge Check**
- Enhance your learning with your **Personalized Learning Path**

Enjoy your learning journey with *ALEKS*.
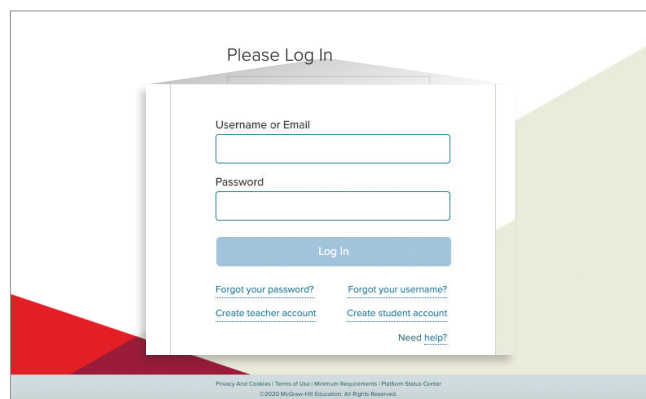
Student Login Instructions for *ALEKS®*

Note: These instructions are for students logging in through my.mheducation.com

Step 1:

Navigate to my.mheducation.com.
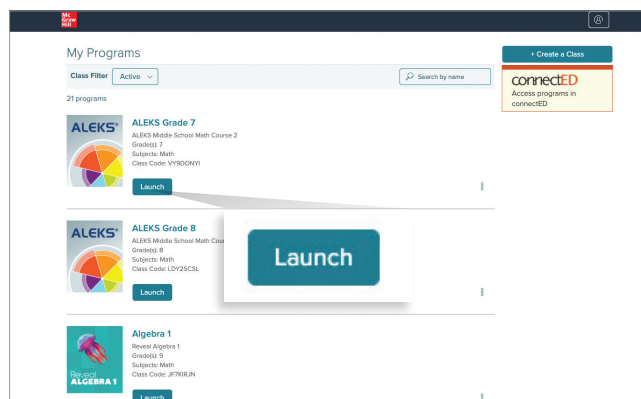
Enter your Username and Password in the required fields.

Click **Log In.**

Step 2:

Locate ALEKS in **My Programs** (scroll through programs or enter "ALEKS" in the search field).

Click **Launch** to access *ALEKS.*

Next Steps

- Log in to *ALEKS* using your login name and password
- Take the **Guided Tour**
- Complete the **Tools Tutorial**
- Take an **Initial Knowledge Check**
- Enhance your learning with your **Personalized Learning Path**

Enjoy your learning journey with *ALEKS*!