

COURSE SELECTION AND CLASS CREATION

This document illustrates the steps needed for instructors to select the appropriate course and create a new class in *ALEKS*.

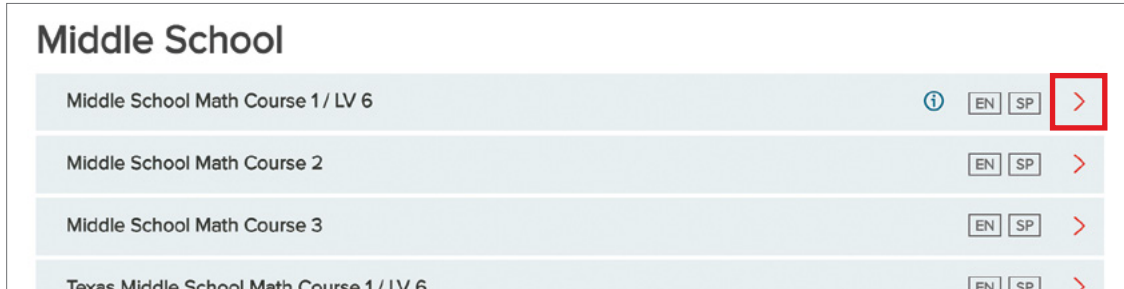
ALEKS offers a variety of courses for students from third grade through precalculus. Students should be placed in the *ALEKS* course that is appropriate, based on course and student goals. Individual students (or groups of students) in your classroom may be enrolled in different courses in *ALEKS* based on specific needs. A student may need to be moved from one *ALEKS* course to another if they need a more—or less—challenging course.

Review *ALEKS* Course Products

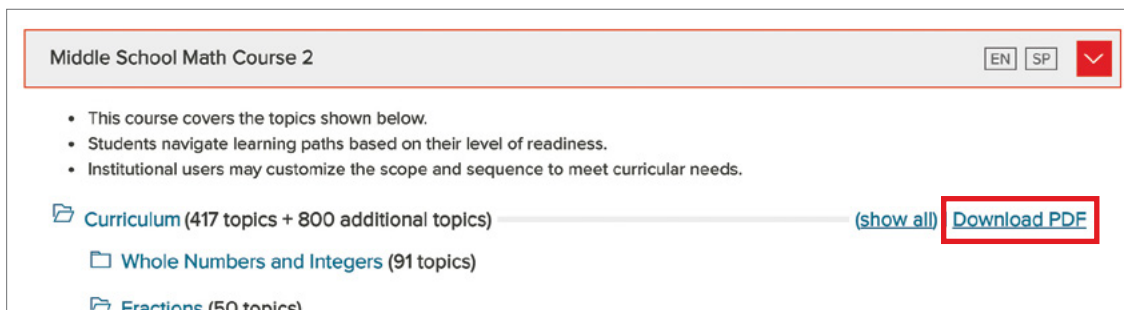
Before creating a class, it's a good idea to get acquainted with the available courses in *ALEKS*.

To see a complete listing of *ALEKS* courses:

1. Visit aleks.com/k12/course_products.
2. Click on the red arrow next to the course to view detailed information about the topics covered in a particular course.



3. To view and print a PDF of the list of topics for your course, click the **Download PDF** link.

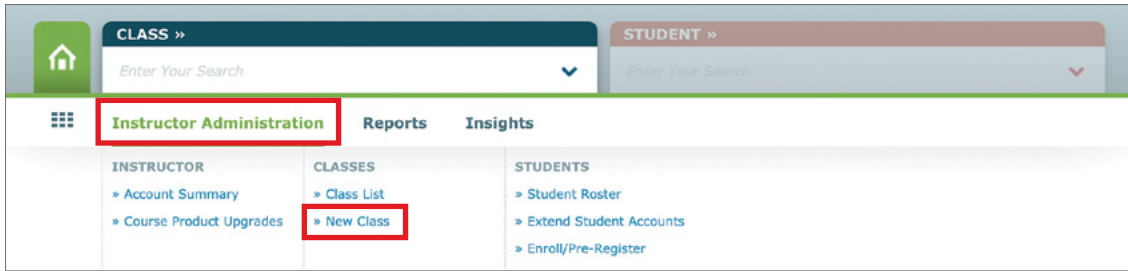


4. To view *ALEKS* course recommendations with some general guidelines for the placement of students, visit aleks.com/k12/course_products/recommendations.

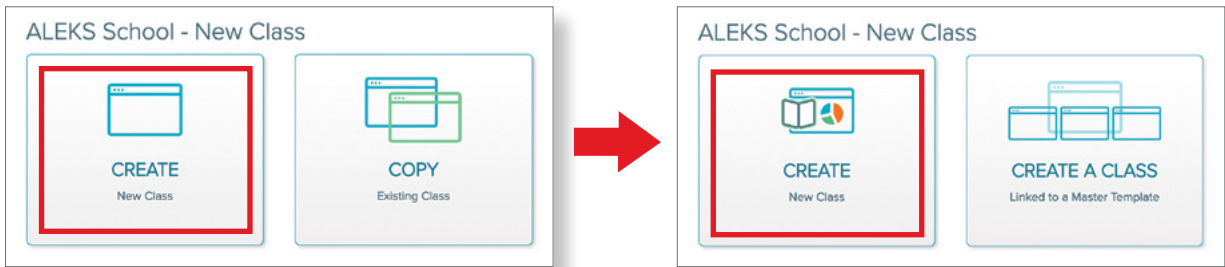
For instructors interested in exploring an *ALEKS* course based on state-specific standards correlations, visit aleks.com/k12/standards.

How to Create a New Class:

1. Hover over **Instructor Administration** and select **New Class**.



2. Select **Create a New Class** (or Copy Existing Class, if appropriate).
3. Select **Create a New Class** again (or Create a Class Linked to a Master Template, if appropriate).



4. Complete the **Class Information** section of the page.
 - a. Select the **Instructor** for this class.
 - b. **Name** your class and include a **Period/Section** (optional). Note that students will be able to see the name of your class.
 - c. Choose the appropriate **Grade**, or, if you're teaching mixed grades, select a group (i.e. High School).

The screenshot shows the 'Class Information and Content' section of the ALEKS interface. The page is titled 'ALEKS School - New Class'. The 'Class Information' section is highlighted with a red box. The 'Instructor' field is labeled 'a', the 'Class Name' field is labeled 'b', and the 'Grade' field is labeled 'c'. The 'Instructor' field contains 'Williams, Jawan'. The 'Class Name' field contains 'Williams Algebra 1'. The 'Period/Section (optional)' field contains 'Period 2'. The 'Grade' field contains '9th Grade'.

- d. Include start and end **Class Dates**. These dates are used primarily for planning and archiving and do not need to be exact. Students will still be able to access the course, even after the end date, if they have time left on their subscription. Click the checkbox next to **Automatically archive this class after the end date** if you wish to use this feature.
 - d. Select the **Course Product** for this class. If textbook integration is desired, click **Integrate Textbook** and select the title from the drop-down menu.
 - e. Select your **Subscription Length** from the drop-down menu. Your available choices are based on the subscriptions your school has purchased.
- Note:** If you are piloting *ALEKS*, you must select a subscription that begins with “K12 Pilot...”.

The screenshot shows a form with three main sections: **Class Dates**, **Class Content**, and **Subscription Length**.
- **Class Dates:** Includes 'Start' (Aug 23, 2021) and 'End' (May 27, 2022) date pickers, and a checked checkbox for 'Automatically archive this class after the end date'. A red bracket labeled 'd' is on the left.
- **Class Content:** Includes 'ALEKS Course Product' (Algebra 1A), 'Textbook' (Integrate Textbook checked, Algebra 1), and 'Subscription Length' (K12 - 12 Month). A red bracket labeled 'e' is on the left of the Textbook section, and another labeled 'f' is on the left of the Subscription Length section.

A prompt will appear if you have selected a subscription type not available at your school. If you do not know what subscription type you need, ask an administrator, or contact *ALEKS* support.

i Important: You may continue and save this class, but the class you have created uses a subscription type not currently available at your institution. You may move existing ALEKS students to this class, but to enroll new students, your institution will need to [purchase](#) the appropriate subscription type and quantity. Questions regarding this message? Contact us at <https://www-awn.aleks.com/support/form>

- 5. Confirm your selections and click **Next**.

The screenshot shows two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red square.

6. Select and confirm your settings in the **Incoming Students** section. This section includes settings for students that you inherit from other classes or instructors that use *ALEKS*.
- a. Typically, it is recommended that you use the default settings in this section.
 - b. If you select the **Do Not Carry Over Progress** option, students will be given a new Initial Knowledge Check, and any work that the student has done from a previous *ALEKS* class will not be carried over.

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:
 days or more
Max 365
- Do Not Carry Over Progress - Students will be given a new Initial Knowledge Check**

7. Select your settings for **Unenrolled Students**. We typically recommend that you select **Hide Unenrolled Students** from your rosters, reports, and gradebook.

Unenrolled Students

Select an option for unenrolled students in rosters, dashboards, reports and the gradebook.

- Show Unenrolled Students
- Hide Unenrolled Students

8. Choose your option for **QuickTables**.

QuickTables (QT) is a research-based, math fact mastery program for addition, subtraction, multiplication, and division. It uses distributed practice and is complimentary with any *ALEKS* math course.

To learn more about QuickTables, visit aleks.com/k12/quicktables

QuickTables ⓘ

- Include QuickTables
- Do not set up QuickTables at this time

9. Click **Create Class** to save your Class.

