

## 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.

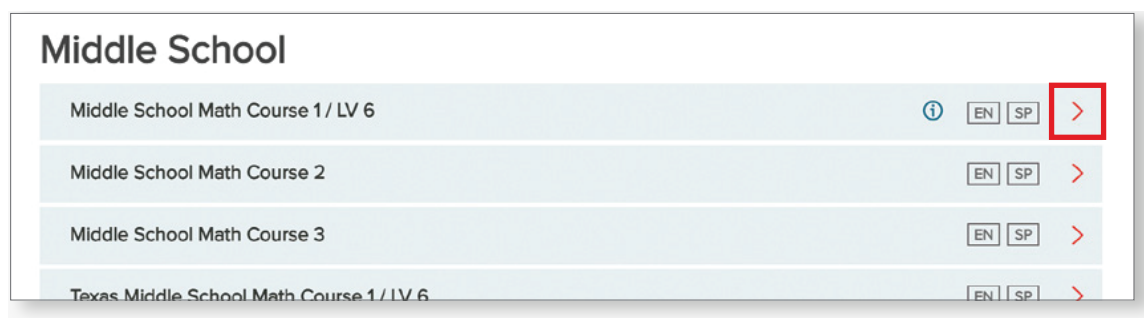
### Review *ALEKS* Course Products

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](https://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.

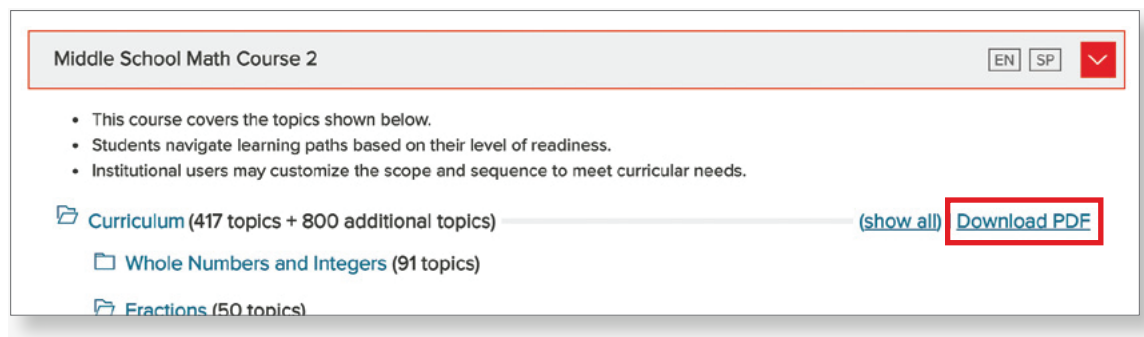
*Note: Grade-level ALEKS courses will automatically customize the topics to align with your state's standards. The actual number of topics in your course may vary.*



**Middle School**

Middle School Math Course 1 / LV 6	EN SP	>
Middle School Math Course 2	EN SP	>
Middle School Math Course 3	EN SP	>
Texas Middle School Math Course 1 / LV 6	EN SP	>

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



**Middle School Math Course 2** EN SP

- This course covers the topics shown below.
- Students navigate learning paths based on their level of readiness.
- Institutional users may customize the scope and sequence to meet curricular needs.

Curriculum (417 topics + 800 additional topics) (show all) **Download PDF**

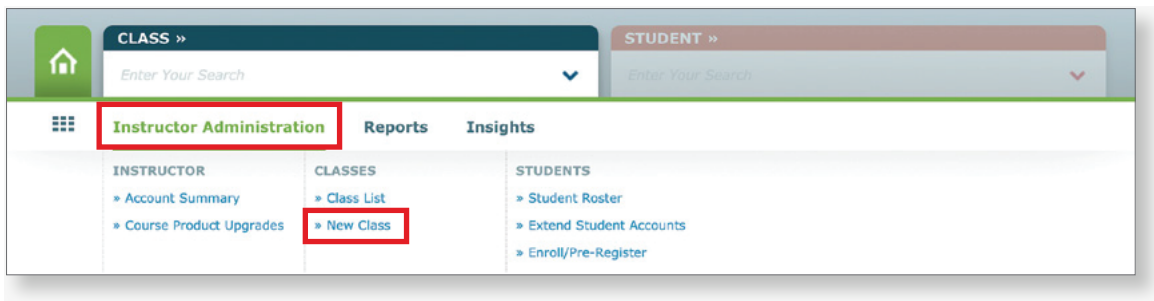
Whole Numbers and Integers (91 topics)

Fractions (50 topics)

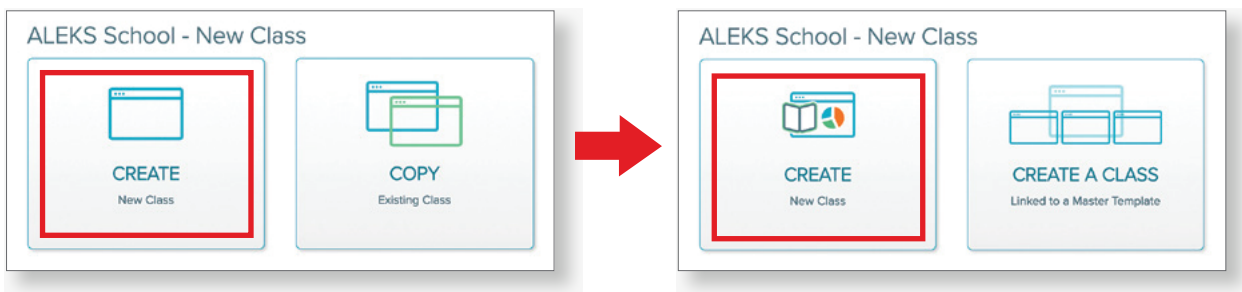
4. To view *ALEKS* course recommendations with some general guidelines for the placement of students, visit [aleks.com/k12/course\\_products/recommendations](https://aleks.com/k12/course_products/recommendations).

## 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).

A screenshot of the 'ALEKS School - New Class' form. The form has two tabs: '1 Class Information and Content' and '2 Class Options'. The 'Class Information' section is active. It contains four fields: 'Instructor' (with a dropdown menu showing 'Williams, Jawan'), 'Class Name' (with a text input field containing 'Williams Algebra 1'), 'Period/Section (optional)' (with a text input field containing 'Period 2'), and 'Grade' (with a dropdown menu showing '9th Grade'). The 'Instructor', 'Class Name', and 'Grade' fields are highlighted with red boxes and labeled with 'a', 'b', and 'c' respectively.

- 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.
  - e. Select a **Course Product** for this class. In most courses, ALEKS automatically customizes the topics to align with your state's **Standards**, listed below. To optionally integrate a textbook, select the box to **Integrate Textbook** and select a title from the menu.
  - f. 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 the 'Class Content' configuration page. A red box labeled 'd' highlights the 'Class Content' header. Another red box labeled 'e' highlights the 'Textbook' section, which includes a checked 'Integrate Textbook' checkbox and a dropdown menu showing 'Reveal Algebra 1, 1st Ed.'. A third red box labeled 'f' highlights the 'Subscription Length' dropdown menu, which is set to 'K12 - 12 Month'.

**d** Class Content

ALEKS Course Product Algebra 1 ⓘ

Standards California's Common Core State Standards for Algebra I (2013) ⓘ [View Correlation](#)

**e** Textbook ☒ Integrate Textbook

Reveal Algebra 1, 1st Ed. ▼

**f** Subscription Length K12 - 12 Month ▼ ⓘ

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 the bottom navigation bar with two buttons: 'Cancel' and 'Next'. The 'Next' button is highlighted with a red box.

Cancel Next

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*.
- Typically, it is recommended that you use the default settings in this section.
  - 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 ⓘ

**a** ☒ **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

**b** ☐ **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. Select if you'd like students to take the Course Placement Check. This is available for middle school and high school courses and recommends if students should start in a lower or higher-level course.

**Course Placement Check** ⓘ

☐ Include Course Placement Check

☐ Course Placement Check must be completed at the institution

☒ **Do not include Course Placement Check at this time**

9. 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](https://aleks.com/k12/quicktables)

**QuickTables** ⓘ

☐ Include QuickTables

☒ **Do not set up QuickTables at this time**

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