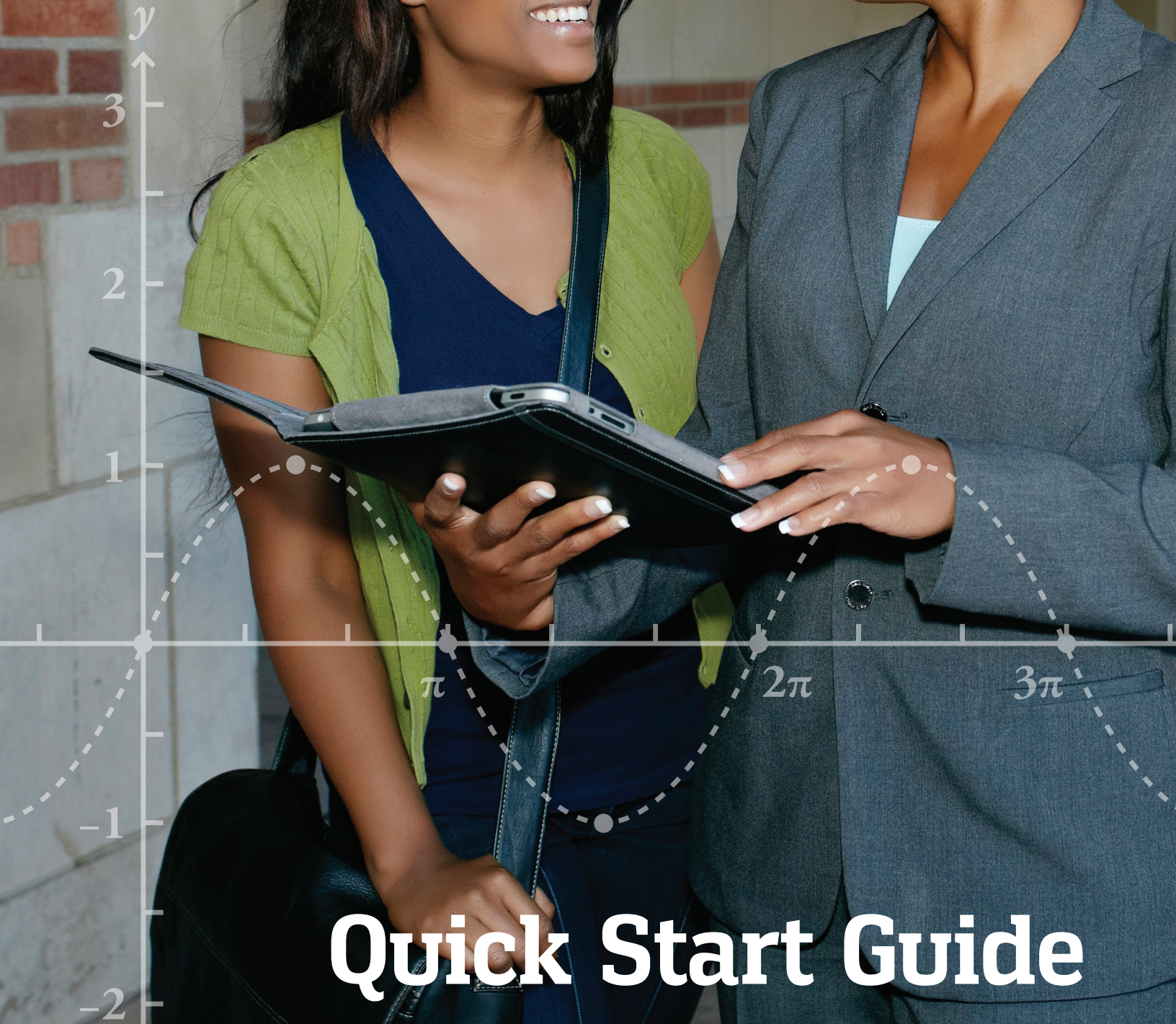


**Mc  
Graw  
Hill  
Education**

# ALEKS<sup>®</sup>



## Quick Start Guide

## TABLE OF CONTENTS

<b>HOW ALEKS WORKS</b>	<b>3-5</b>
What is ALEKS?	3
Why is adaptive learning important?	3
The ALEKS Student Experience	3
<b>GETTING STARTED</b>	<b>6-7</b>
Logging In and Navigating the ALEKS Instructor Module	6
Managing Your Instructor Account	7
<b>CLASS ADMINISTRATION</b>	<b>8-16</b>
Creating Classes	8
Managing and Editing Classes	12
Additional Management Features	15
<b>STUDENT ADMINISTRATION</b>	<b>17</b>
<b>ALEKS GRADEBOOK</b>	<b>18-19</b>
The ALEKS Gradebook	18
Gradebook Setup	18
External Assignments	19
Gradebook Log	19
<b>ALEKS REPORTS</b>	<b>20-22</b>
ALEKS Pie Report	20
Progress Report	21
Custom Report	21
Time and Topic Report	22
<b>ALEKS ASSIGNMENTS</b>	<b>23-24</b>
Manage Assignments	23
Assignment Types	23
Extensions (and Other Exceptions) for Objectives and Assignments	24
Assignment Reports	24
<b>ALEKS ADMINISTRATOR FEATURES</b>	<b>25-26</b>
Navigation and Account Management	25
Managing Instructors	26
Administrative Reports	26
Master Templates	26
<b>ALEKS RESOURCES</b>	<b>27-32</b>
Online Resources	27
Getting Started Checklist	28
Student Registration	29
<b>NOTES</b>	<b>33</b>

## WHAT IS ALEKS?

ALEKS is an online, mastery-based assessment and learning system. It provides an efficient, effective, and engaging learning experience for your students. Through artificial intelligence, ALEKS interacts with students like a personal human tutor, delivering the exact instruction they need, right when they need it.

ALEKS (Assessment and LEarning in Knowledge Spaces) is the product of more than thirty years of research by software engineers, mathematicians, and cognitive scientists in the application of Knowledge Space Theory. With support from the National Science Foundation, the research efforts by New York University and University of California, Irvine have been transformed into a ground-breaking artificial intelligence engine designed to improve student performance in math.

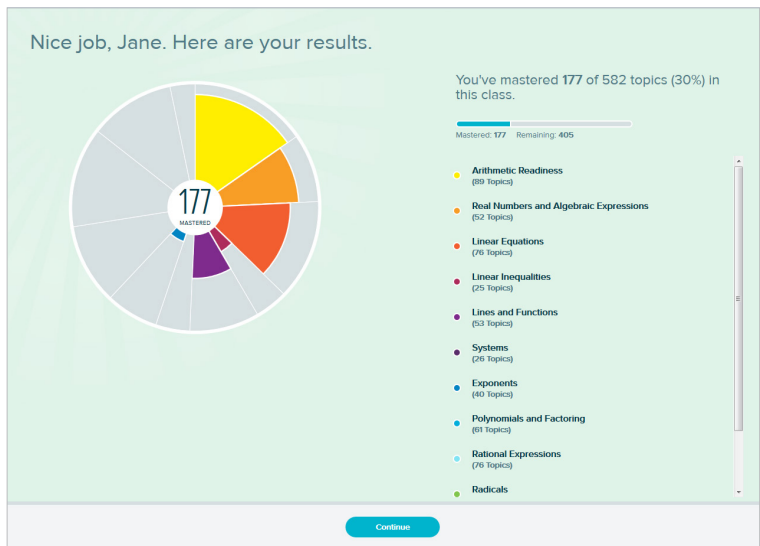
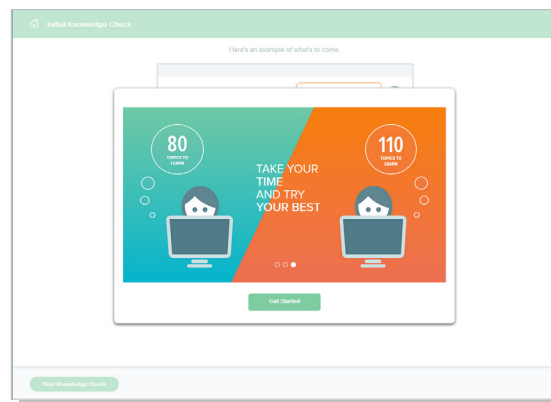
Learn More: [http://www.aleks.com/highered/research\\_behind](http://www.aleks.com/highered/research_behind)

## WHY IS ADAPTIVE LEARNING IMPORTANT?

Every student is different. Identifying each student's knowledge gaps is a luxury that time doesn't allow and a challenge for every instructor. With the ability to map each student's unique knowledge state, ALEKS can make these determinations before students even begin a course, allowing the instructor to focus on exactly the areas your students need to work on. In fact, ALEKS has been measuring and analyzing real data from millions of real students for over a decade. By having a deep understanding of each student's learning needs, ALEKS delivers meaningful instruction to students on content they have the prerequisite knowledge to successfully learn. The end result is a dramatic difference in student confidence and motivation.

## THE ALEKS STUDENT EXPERIENCE

ALEKS uses artificial intelligence to determine precisely what each student knows, doesn't know, and is most ready to learn in a given course. When students first log on to ALEKS they take the Initial Knowledge Check, which is a 25-30 question adaptive assessment. ALEKS chooses each question based on the student's answers to all of the previous questions. Each set of assessment questions is unique to that student and therefore are impossible to predict.



By the time the student has completed the Knowledge Check, ALEKS has developed a precise picture of the student's knowledge of the course, knowing which topics are mastered and which topics are not. The student's knowledge is then represented by a multi-colored pie chart. Each pie slice depicts an area of the course; the student knows exactly how many topics she knows and doesn't know in each area.

## THE ALEKS PIE AND TIMELINE

When students first reach the Home Page of their ALEKS course, they will see the ALEKS Pie. The toggle in the right-hand corner allows students to switch their home page view from the ALEKS Pie to the ALEKS Timeline. These provide a macro and micro view of the student's progress. A student can take several actions from the Home Page:

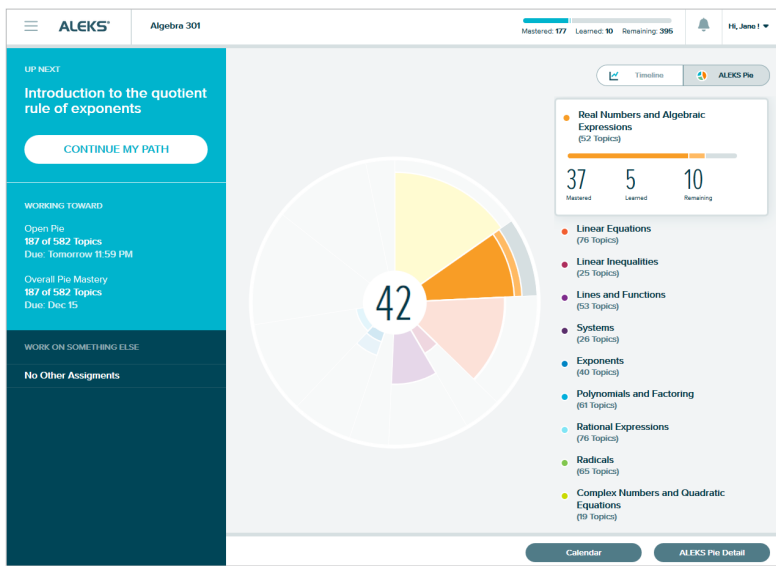
- Select the **CONTINUE MY PATH** button to begin their learning
- Under the **Work on Something Else** section, select an ALEKS assignment
- Open the navigation menu from the top, left corner to access resources such as the gradebook and reports

The ALEKS Pie shows overall course mastery. Each pie slice represents a different area of the course and has three color-coded sections:

- **Dark** = topics mastered on a Knowledge Check
- **Light** = topics learned, but not yet mastered
- **Grey** = Remaining topics not learned or mastered

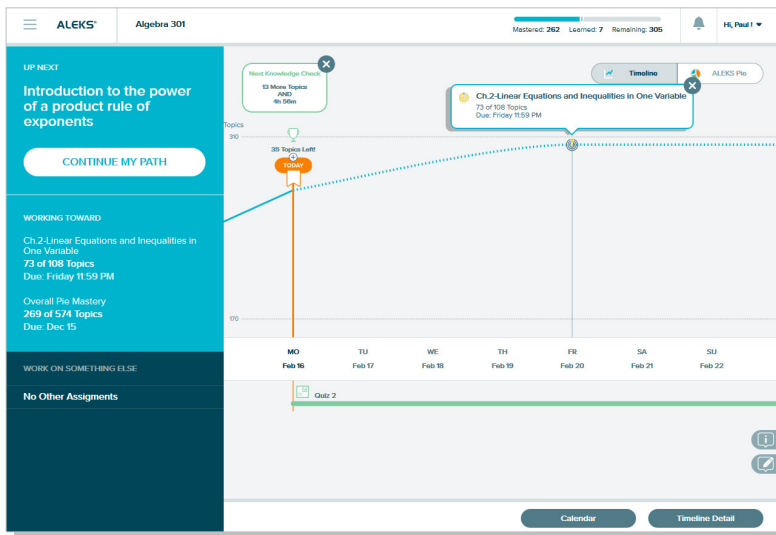
A student can select a pie slice name on the right to see the number of topics, mastered, learned, and remaining for that pie slice.

The ALEKS Pie will update each time a student learns a topic or completes a Knowledge Check, so students always have a clear idea of where they are in the course.



The Timeline View tracks students' weekly progress to help them manage their study time. Each day display how much the student has left to do in order to complete the assignment or Objective by the due date.

Students select the **Next Knowledge Check** icon to see when their next Knowledge Check will occur. If they need more time to review, they can delay the Knowledge Check for up to 24 hours.



### REMINDER!

You can experience your own ALEKS class as a student using the Student View tool. Navigate through the Objectives, work on problems, and take a Knowledge Check.

Open the Class Tools box in your Instructor Account to access the Student View tool.

## THE LEARNING MODE

Once students enter the Learning Mode, they are presented with the topic that they are most Ready to Learn. The first thing they see is the Lesson Page for that topic, which offers a detailed explanation of a sample problem. After reading the lesson, students select **Practice** to begin working on practice problems.

These problems have such variability that a student can only get them consistently correct by truly understanding the core principle rather than memorizing a process. Once the student can consistently get the problems for a given topic correct, ALEKS considers that the student has learned the topic and the student can move on to the next topic.

Support materials, such as the eBook and lecture videos, are easily accessible on any lesson page or practice problem should a student need additional help. They can also select **Explain** for a practice problem to see how it is worked out.

**QUESTION**  
Solve the inequality for  $y$ .  
 $10 < 14 + y$   
Simplify your answer as much as possible.

**EXPLANATION**  
We solve the inequality as we would solve an equation. We'll subtract 14 from both sides and simplify.

$$10 < 14 + y$$

$$10 - 14 < 14 + y - 14$$

$$-4 < y$$

**ANSWER**  
 $-4 < y$   
The answer can also be written as  $y > -4$ .

Buttons: **Practice**, **More about the answer**, **More**

In the Learning Mode, students are offered a choice of topics that they are Ready to Learn (have the prerequisite knowledge to successfully complete). They can filter the Ready to Learn topics available to them using several methods. For example, they may want to focus on a particular area of the course, take advantage of Open Pie Mode, or review previously learned topics.

- 1 The **Topic Carousel** allows students to quickly view available Ready to Learn topics and select one to work on. To change the topics that appear in the carousel, they use the filters described below.
- 2 The **Ready to Learn** drop-down menu allows students to navigate to another pie slice or Objective, if it is unlocked. They can also quickly see their progress for each Objective.
- 3 Students select the **Filters** menu in order to filter topics that appear in the Topic Carousel based on certain parameters. For example, students can select Review to see previously learned topics or select Needs More Practice to work on topics that they missed on a Knowledge Check.

**Ready to Learn** 99 Total

Topic	Ready to Learn	Completed
Ch.1-Real Numbers and Algebraic Expressions	24	78%
Ch.2-Linear Equations and Inequalities in One Variable	21	108
Ch.3-Linear Equations in Two Variables	17	55
Ch.4-Systems of Equations and Inequalities in Two Variables	3	27
Ch.5-Laws of Exponents and Polynomial Operations	13	58

**Polynomials and Factoring**

on to the quotient rule of exponents

**Multiplying conjugate binomials: Univariate**

We want to remove the parentheses from the **product**  $(u + 4)(u - 6)$ .

We first multiply each term in the first factor  $(u + 4)$  by each term in the second factor  $(u - 6)$  using **FOIL** (First, Outer, Inner, Last).

F: Multiply the two First terms:  $u \cdot u = u^2$   
 O: Multiply the two Outside terms:  $u \cdot (-6) = -6u$   
 I: Multiply the two Inside terms:  $4 \cdot u = 4u$   
 L: Multiply the two Last terms:  $4 \cdot (-6) = -24$

The product  $(u + 4)(u - 6)$  is then equal to the **sum** of these terms.

$$(u + 4)(u - 6) = u^2 - 6u + 4u - 24$$

Buttons: **Start**, **Filters**

As the student learns new topics, ALEKS updates its map of the student's knowledge. To ensure that topics learned are retained in long-term memory, ALEKS periodically reassesses the student through Knowledge Checks and provides extra remediation where needed. Because students are required to show mastery through mixed-question assessments that cannot be predicted, mastery of the ALEKS course means true mastery of the course.

## GETTING STARTED

The ALEKS Instructor Module provides an intuitive, easy-to-navigate system that is iPad and tablet compatible, making it easy to use from anywhere. This Quick Start Guide will help you get started with your ALEKS experience by outlining the most important features and functions within ALEKS.

If you have any questions or need help, please contact ALEKS Customer Support: <http://support.aleks.com>

## LOGGING IN AND NAVIGATING THE INSTRUCTOR MODULE

To access your account, go to [www.aleks.com](http://www.aleks.com). Enter your username and password in the Registered Users box and click on the Login button. Students will also login the same way. They will be automatically logged out after 30 minutes of inactivity.

After logging into ALEKS, you will be taken through a guided tour that highlights key features in the Instructor Module. Then you will land on the main page, your instructor dashboard, of the Instructor Module. You can then navigate the Instructor Module using various options.

**SEARCH**  
Search for classes, students, and assignments.

**ACCOUNT SETTING/HELP**  
Edit account information and access helpful tools.

**HOME ICON**  
Click on the green home icon to return to your instructor dashboard at any time.

**MAIN NAVIGATION**  
Start typing to find what you're looking for or open the menu to navigate.

**SUB-NAVIGATION**  
View menus related to the selected item in the main navigation.

**DASHBOARD**  
View snapshots of important information about classes and students.

**ALEKS®** | Search for Classes, Students & Assignments | Hello Professor | Community | Feedback

**CLASS »**  
Enter Your Search

**Instructor Administration** | Reports

**Professor - Dashboard** | Login Name: XXXXXXXX

**Instructor Information**

Professor

Last Login Date: 06/24/2015  
Email: a@a.com  
Total Students: 1,114 | Total Classes: 38

Account Summary »

**Recently Viewed Classes**

	# of Students
Math 101 / ALEKS 360	27
Math 106 / ALEKS 360	29
Math 103 / ALEKS 360	31
Math 135 / ALEKS 360	26
Math 111	26
Math 110 / ALEKS 360	27

View All »

**Announcements** | NEW

**Pacing Goals Relocated to Assignments**

The Pacing Goals feature has been relocated from the Gradebook to the Assignments menu for improved visibility and ease of use.

Learn More »

**Students Not Recently Logged In**

	More than	-	7	+	days	
Alberti, Jill Math 145	03/19/2015					
Black, Herbert Math 145	03/19/2015					
Browning, Jose Math 145	03/19/2015					
Browning, Kevin Math 145	03/19/2015					
Bush, Maria Math 145	03/19/2015					
Cameron, Ken Math 145	03/19/2015					

View All »

**Avg. Progress by Course Product**

	Highest	Lowest
68%	Florida Math 0022	
60%	Beginning Algebra	
60%	Preparation for Calculus with Limits	
59%	Developmental Math	
59%		

**Avg. Progress by Class**

	Highest	Lowest
68%	Math 123 / ALEKS 360 Florida Math 0022	
60%	Math 135 / ALEKS 360 Beginning Algebra	
60%	Math 119 Preparation for Calculus with Limits	

View All »

## MANAGING YOUR INSTRUCTOR ACCOUNT

Manage your accounts settings and find helpful resources directly from within the Instructor Module.

### MY ACCOUNT

**How to Find It:** Open the drop-down menu beside your name in the upper-right corner. This will display the **My Account** options. From here you will see a list of helpful features that include:

**Settings:** Update your ALEKS account settings, contact information, and email preferences.

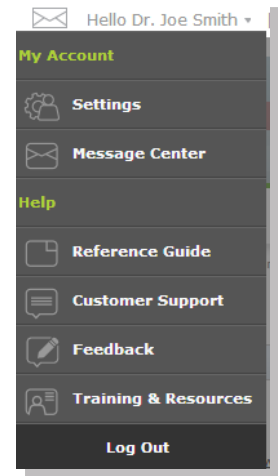
**Message Center:** Send messages to each other instructors, students, and ALEKS Customer Support.

**Reference Guide:** View this guide while navigating through the Instructor Module.

**Customer Support:** Clicking this link opens a pop-up with a partially populated customer support ticket.

**Feedback:** Click to send ALEKS feedback regarding the Instructor Module.

**Training & Resources:** ALEKS Corporation offers complimentary online resources and training.



### COMMUNITY

Next to your name in the upper-right corner, you will notice a Community link. The ALEKS Community is an online community where instructors can share ideas and discuss best practices with ALEKS colleagues. All ALEKS educators are members of the ALEKS Community and can log in directly from their Instructor Module by clicking on the **Community** link.



### INSTRUCTOR ADMINISTRATION

In addition to the My Account menu, you can easily manage your ALEKS account from the Account Summary page.

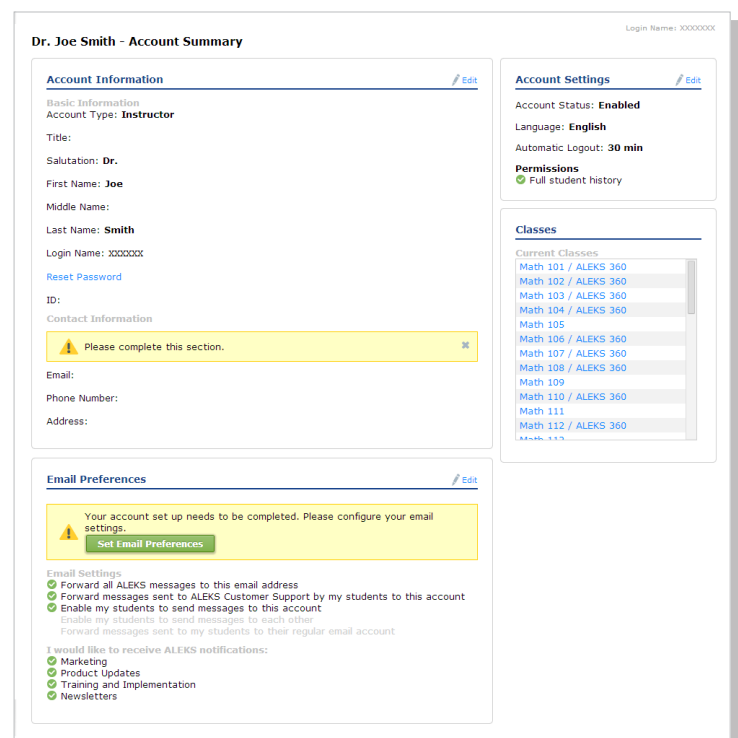
**How to Find It:** Select **Instructor Administration** | click **Account Summary**

**Account and Contact Information:** To update your basic information, click on the Edit link for the Account Information section. You can also update your password from here.

**Email Preferences:** Select which emails you would like to receive, such as feature updates, from ALEKS. From this section you can also choose how you want students to communicate with you and with each other through the ALEKS Message Center.

**Account Settings:** Adjust your account settings, such as automatic logout time, from this section.

**Classes:** View a list of your current ALEKS classes. Selecting a class will take you directly to the Class Summary page where you can view all the class settings and make changes.



## CLASS ADMINISTRATION

In this section, you'll learn how to create and manage your ALEKS classes. You'll also learn about additional features that allow you to customize your classes and overall ALEKS experience for both you and your students.





### CREATING CLASSES

Classes can be easily created through the class creation wizard. To get started, go to your instructor dashboard.

**How to Find It:** Select **Instructor Administration** | click **New Class**

**Alternate Route:** Select a class | click **Class Administration** | Click **New Class**

From this page, there are four ways to create a new class:

 <b>Create New Class</b>	◀ Click to go through the class creation wizard.
 <b>Duplicate a Class</b> <i>At This Institution</i>	◀ Duplicate one of your existing classes or a class from another instructor at the <b>same</b> institution.
 <b>Duplicate by Class Code</b> <i>Any Institution</i>	◀ Duplicate a class from another instructor at <b>any</b> institution. Click to enter the class code of the class you want to duplicate.
 <b>Create a Class Linked to a Master Template</b>	◀ Click to select the name of the Master Template to link the class to. <i>Note: Master Templates must exist in order for this option to appear.</i>

After selecting the **Create New Class** option, you will be taken through the Class Creation Wizard. The first step is to enter the basic class information, such as the name, course product, section, and start and end date.

### CREATE NEW CLASS / COURSE SPECIFIC SETTINGS

Under **Course Specific Settings**, you may see additional options for features that you can include or exclude from your class setup, such as QuickTables, the graphing calculator, or accommodations for visually impaired students. See page 9 for more information about accommodations for visually impaired students.

Once you have chosen your course specific settings, select the green **Create Class Now** button to save your basic settings. After you have saved your basic settings, you can choose to go to the Class Summary page and customize the class at a later point, or continue with customizing your class.

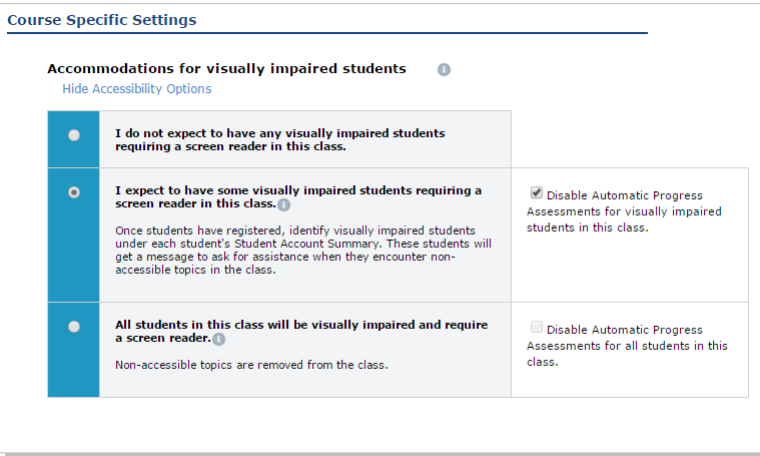
- **Continue to Class Summary**  
Goes to the Class Summary Page
- **Customize This Class**  
Goes to Customize This Class workflow

<b>Continue to Class Summary</b> Select this to start registering students. You can still customize this class later.	<b>Customize This Class</b> Select this to set objectives, edit the content, or integrate a textbook.
--	--

Click on the **Customize This Class** option to continue building your ALEKS class. You will be taken through several steps to integrate a textbook or eBook, setup Objectives/Modules, and edit the course content.



The course setting **Accommodations for visually impaired students** appears for select ALEKS course products, which include content that has been rewritten and coded to conform to screen-reader technology and level AA Web Content Accessibility Guidelines (WCAG). Select **Show Accessibility Options** to turn on this course setting.



There are two ways to turn on accessibility for students:

**Accessibility at the Individual Student Level (Default Setting):** If you expect to have some visually impaired students who require a screen reader in your class, select this option.

**Accessibility at the Class Level:** If all students in the class are visually impaired and require a screen reader, select this option.

You can also disable automatic progress assessments (i.e. Knowledge Checks) for the visually impaired students.

### When should an instructor select the Accessibility at the Individual Student Level option?

This scenario is ideal for classes or academic centers that have a mix of students who are visually-impaired and students who are not. Instructors should use this setting if they expect some students in the class to use a screen reader.

### What happens when the individual student level option is selected?

Students identified as visually impaired will be able to work on content that has been rewritten and coded to conform to screen-reader technology and level AA WCAG. These students will be prompted to ask for sighted assistance when they encounter topics that are not compatible with screen readers. The Objectives/Content Editor (see page 10) shows which topics are accessible, indicated by an Accessible Topic icon. The following features in the student module will also be disabled: eBook and its assets, ALEKS Dictionary, worksheets, calendar, class forum, message center, bilingual toggle, and the ALEKS Calculator.

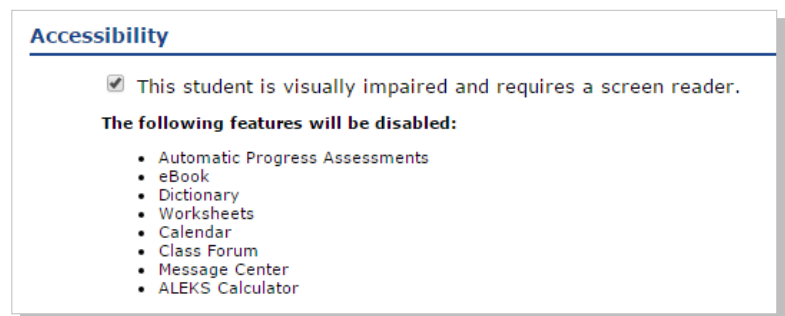
### How does an instructor identify individual students as visually impaired?

Make sure all visually impaired students have enrolled in the ALEKS class. Once enrolled, go to the **Student Account Summary** page for each student.

**How to Find It:** Navigate to the student's dashboard | Locate **Account Information** tile | Select **Account Summary** | Select **Edit** in **Account Settings**

Check the box designating the student as visually impaired and requires a screen reader. The instructor will need to do this for each visually impaired student.

See page 17 for more information on the Student Account Summary.



### When should an instructor select the Accessibility at the Class Level option?

This scenario is ideal for classes or academic centers that cater specifically to blind and visually-impaired students. Instructors should use this setting if they expect all students in the class to use screen-reader technology.

### What happens when the class level option is selected?

The ALEKS course content will be restricted to only include topics that have been rewritten and coded to conform to screen-reader technology and level AA WCAG. Any topics that are not compatible with screen readers will not be included in the ALEKS Pie, nor will they appear to instructors during the class setup. The following features will also be disabled: eBook and its assets, ALEKS Dictionary, worksheets, calendar, class forum, message center, bilingual toggle, and the ALEKS Calculator.

### What are the system requirements for using screen readers with ALEKS?

Students will need the following system requirements: Microsoft Windows 7+, JAWS 17, and Firefox 25+

## CUSTOMIZE THIS CLASS / TEXTBOOK INTEGRATION

With Textbook Integration, ALEKS automatically aligns the content of the ALEKS course with the textbook. It then places chapter and section references on the ALEKS explain pages, so students can look up parallel material in their textbook.

Select your textbook from the drop-down list to integrate it with your ALEKS class. McGraw-Hill eBooks are available by selecting the ALEKS 360 option.

## CUSTOMIZE THIS CLASS / SET OBJECTIVES / MODULES

The Objectives/Modules feature allows you to direct student learning. You can rearrange the ALEKS content into Objectives or modules based on specific curriculum plans.

First, select the type of Objective you prefer:

- **Chapter-based Objectives with optional Custom Objectives**—Select this option if you generally follow the order of the textbook, with a few modifications.
- **Custom Objectives**—Select this option if you prefer to build all of your Objectives without regard to the organization of the ALEKS pie or textbook.

### 2. Set Objectives / Modules

Objectives or Modules allow you to segment class content in the ALEKS Pie so students work on that content by a certain end date.

**Do you plan to use Objectives / Modules?**

Yes, I will use Objectives / Modules

**Types of Objectives**

Chapter-based Objectives with optional Custom Objectives

Custom Objectives

**Objective / Module End Dates**

Objectives / Modules with end dates:  
Each Objective must be completed by its end date.

Objectives / Modules without end dates:  
All Objectives are due by a single end date; students move to the next Objective after they meet the mastery requirement for the current Objective. This is ideal for a self-paced implementation model.

No, I will not use Objectives / Modules

Next, select how you want to pace your students' learning:

- **Objectives with End Dates**—Select this option if you want to assign due dates for each Objective. Once a due date passes, students will automatically progress to the next Objective. However, any unlearned prerequisite material will be carried into subsequent Objectives when needed.
- **Objectives without End Dates**—Select this option if you prefer to have students progress through the material by meeting a mastery requirement for each Objective (ideal for self-paced courses). All Objectives will then have a single due date.

## CUSTOMIZE THIS CLASS / OBJECTIVES EDITOR

After selecting your type of Objectives, you will see the Objectives Editor. From here you can customize Objectives:

- **End Date or Mastery %:** assign due dates or mastery requirement for each Objective
- **Post-Objective Progress Assessment:** assign an ALEKS assessment after students complete an Objective
- **Order:** arrange the Objectives in any order

Select **Edit** link for an Objective to open the Objectives Editor. This allows you to view and edit the ALEKS topics in the Objective.

*Note: If you have selected an option to accommodate visually impaired students, you will be able to see the designated topics that are compatible with screen readers in the Objectives/Content Editor.*

Next to the **Edit** link you will see the number of goal topics, which are the topics that count towards the Objective grade.

Objective	Start Date	End Date	Post Objective Progress Assessment	Order
<input checked="" type="checkbox"/> Ch.1-Real Numbers and Algebraic Expressions <a href="#">Edit</a> (47 goal topics)	02/21/2015	02/28/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Chp 2, Part 1 <a href="#">Edit</a> (46 goal topics)	03/01/2015	03/08/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Chp 2, Part 2 <a href="#">Edit</a> (18 goal topics)	03/09/2015	03/15/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Ch.3-Linear Inequalities and Absolute Value <a href="#">Edit</a> (39 goal topics)	03/16/2015	03/22/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Ch.4-Linear Equations in Two Variables and Functions <a href="#">Edit</a> (65 goal topics)	03/23/2015	03/29/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Ch.5-Solving Systems of Linear Equations <a href="#">Edit</a> (25 goal topics)	03/30/2015	04/05/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Ch.6-Polynomials and Polynomial Functions <a href="#">Edit</a> (65 goal topics)	04/06/2015	04/12/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Ch.7-Factoring Polynomials <a href="#">Edit</a> (43 goal topics)	04/13/2015	04/19/2015	<input checked="" type="checkbox"/>	▲▼
<input checked="" type="checkbox"/> Ch.8-Rational Expressions, Equations, and Functions <a href="#">Edit</a> (95 goal topics)	04/20/2015	04/26/2015	<input type="checkbox"/>	▲▼

If you want to create your own Objective, for example to split up a large chapter into two Objectives, select the **New Custom Objective** button. You can then choose the ALEKS content for the Objective, assign it a name, and order it among the other Objectives for the class.

+ New Custom Objective

If students finish an Objective before the Objective end date: 1

**Open Next Objective**  
Move students to the next Objective.

**Open All Objectives**  
Students have the option to work on Ready to Learn topics in any Objective (Open Pie) until the next Objective begins.

The last step in setting up your Objectives is selecting the behavior of ALEKS for when a student completes an Objective early, or before the due date. The default is "Open All Objectives", which is called Open Pie Mode. In this mode, students have the option to work on Ready to Learn topics from any Objective until the next Objective begins. This is beneficial if students want to work on previous Objectives they did not get to finish on time. If you prefer to have students move immediately into the next Objective and only work on topics in that Objective, then select "Open Next Objective."

For instructions on how to assign extensions to Objective due dates in order to give students more time, see page 23.

*Note: It is recommended to NOT change Objective due dates once your class has started, especially if the due date has passed.*

## CUSTOMIZE THIS CLASS / RECOMMENDED TOPICS FOR OPTIMAL LEARNING

Once your Objectives are setup, ALEKS will take a close look at the content you've selected. Based on this analysis, ALEKS may recommend additional prerequisite coverage to ensure optimal student learning. If you have selected an optimal mix of class content with supporting prerequisite topics, this step will be skipped.

**1** The total ALEKS topics in your course are a combination of goal and prerequisite topics.

**2** ALEKS will give you several recommendations for adjusting your course. See below for more details on these recommendations.

**3** Once you select an option, checkboxes appear in the **Update Your Class** column so you can adjust the prerequisite topics.

**4** Click on **Details** to see how a prerequisite topic relates to other topics in the course. Click on **Options** to assign the prerequisite topic as a goal topic in an Objective.

**Your Class Topics**

Goal Topics + Prerequisite Topics = Total Topics

583    32    615 1

**Prerequisite Topics**

Checked topics are added as prerequisites and do not count toward Objective grades. If the gradebook is enabled, prerequisite topics are NOT calculated in the gradebook.

Change all prerequisite topics to goal topics 1

Select **Details** to see how a topic relates to other topics.  
Select **Options** to change a prerequisite to a goal topic.

**Chp 2, Part 1** (16 prerequisites)

Plotting integers on a number line  
[Details](#) [Options](#)

Ordering integers  
[Details](#) [Options](#)

Integer addition: Problem type 1  
[Details](#) [Options](#)

Integer addition: Problem type 2  
[Details](#) [Options](#)

**4** You have the option to make this topic a goal topic (rather than a prerequisite topic). To make it a goal topic, you need to add this topic to one of your objectives.

Add to  
Chp 2, Part 2 v

Ok Cancel

Integer subtraction: Problem type 1  
[Details](#) [Options](#)

**Which should I choose?** 1

**2**

Recommended  
Minimum  
No Prerequisites

32 Topics    1 Topic    0 Topics

**Update Your Class**  
(32) Topics  
Continue  
Back

**3**

ALEKS will offer three levels:

- **Recommended**—This option provides the recommended prerequisite topics to add so that your students will have an optimal learning experience. Use this with most of your classes, especially if some students have prerequisite knowledge gaps.
- **Minimum**—This option provides the minimum number of prerequisite topics required for students to complete goal topics. Use this if you feel confident that your class already has enough low-level prerequisite topics.
- **No Prerequisites**—With this option no prerequisites will be in your class. Use this if you feel confident that your class is complete as is and your students will not require additional review to reinforce foundational knowledge.

*Note: Prerequisite topics do not count toward Objective grades.*

## MANAGING AND EDITING CLASSES

After setting up a new class, you will see the Class Summary page. Use the Class Summary page as a shortcut to manage and update class settings at any time. Some of these settings can also be found in the sub-navigation menus.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary**

### 1 IMPLEMENTATION

Provide implementation setup information.

### 2 RESOURCES

Add supplementary resources and link them to ALEKS topics for students to access.

### 3 CLASS DUPLICATE SETTINGS

Allow others to duplicate your class or keep it private.

### 4 GRADEBOOK

Quickly access the ALEKS Gradebook.

### 5 INCOMING & EXITING

Set rules for how to handle assessments and data when students switch from class to class.

### 6 SHARE CLASS ACCESS

Give other ALEKS instructors and TAs access to the class.

### 7 STUDENT GROUPS

Filter reports, the gradebook, and assignment data by groups of students in the same class.

To learn more about the Class Summary page, see pages 12-13.

## Math 101 / ALEKS 360 / Basic Math - Class Summary

### Class Information Edit

Basic Information

Class Code: XXXXX-XXXX

Instructor: **I am teaching this class**

Name: **Math 101 / ALEKS 360**

Section: **N/A**

ALEKS Course: **Basic Math**

Start Date: **10/11/2013**

End Date: **04/12/2014**

Archival Settings: **Archive after class end date.**

Subscription Length: **Higher-Ed any access code**

Settings

N/A

### Class Content Edit

Content Customization

Textbook: **Miller/O'Neill/Hyde: Basic College Mathematics, 2nd Ed. (McGraw-Hill, Paperback) - ALEKS 360**

eBook Access: **Disabled**

Objectives Type: **Chapter-Based and Custom Objectives with End Dates**

Objectives Editor Edit

Objectives: **30 out of 14 chapters selected**

Class Content: **278 topics**

Objectives Settings Edit

Objective Pie: **Off**

Post Objective Assessment: **On**

### QuickTables Settings Edit

Addition [0-12]  
Subtraction [0-12]  
Multiplication [0-12]  
Division [0-12]

Edit Tables

### Implementation Information 1 Edit

Student Goal

Mastery: **85%**

Min Time Required: **3 hrs/week**

Implementation Scenario

Scenario: **Online Courses**

### Resources 2 Edit

Name	Resource	Linked Topics	Visibility
See ALEKS in action	<a href="#">You Tube</a>	0	

### What's Next:

- Explore the Student View
- Download the Getting Started Checklist PDF
- Attend Online Training

### Syllabus

Syllabus ▼

### Class Options Edit

Access Options

Student Enrollment Status: **Open**

Class Access: **Regular**

Archived Status: **Not archived**

Student Activity Notifications **None**

Assessment Options

Initial Assessment Location: **Anywhere**

Other Assessment Location: **Anywhere**

Worksheet Options

Content: **16 Review Questions**

Notification: **On**

Access: **None**

### 3 Class Duplicate Settings Edit

Status: **Private**

Colleagues and peers cannot duplicate the settings, content and assignments for this class.

### 4 Gradebook

**Enabled**

[Gradebook Setup](#)

### 5 Incoming & Exiting Edit

**Incoming**  
Students will pickup where they left off.

Trigger a progress assessment  
Carry over Objective grades  
Except for students whose initial assessment was 30 days or more

**Exiting**  
Keep a record of student data if the student was enrolled 15 days or more.

### 6 Share Class Access

[Share Access to this Class](#)

### 7 Student Groups

[Create a Student Group](#)

## CLASS INFORMATION / CLASS CONTENT

The **Class Information** section shows basic information about your course, such as the class code and start/end dates.

The **Class Content** section shows the settings for the course, including the textbook integrated and details about the Objectives. You can adjust the settings for your class at any time by clicking on the Edit link next to the section you would like to update.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Navigate to the desired section

## IMPLEMENTATION INFORMATION

The **Implementation Information** section shows information about your implementation model. By filling out this section, you can help ALEKS and McGraw-Hill better understand how ALEKS is used in different course formats.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Implementation Information

## RESOURCES

Supplementary resources, such as lecture videos, can be added at the class and/or topic level and organized in folders. Students can then access them through the Resources page and/or the Explain pages of ALEKS topics.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Resources

**Alternate Route:** Select a class | Click **Class Tools** | Click **Resources**

**Basic Math 123013 - Resources**  
Add resources for students to access through the Resources page and/or the Explain pages of ALEKS topics.

Class Code: DNJTD-REWRG CLASS TOOLS

Total Number of Resources: 4 | File Space Remaining for this Class: 100 MB

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
Instructor's note <a href="#">Edit</a>   <a href="#">Quick Edit</a>	<a href="#">Class_notes_for_chapter_1.docx</a> (12 KB)	3 topics		04/02/14	
Chapter 1 <a href="#">Quick Edit</a>					
Chapter 2 <a href="#">Quick Edit</a>					
How to Use ALEKS <a href="#">Edit</a>   <a href="#">Quick Edit</a>	<a href="http://www.aleks.com">http://www.aleks.com</a>	No topics		04/02/14	
Link to YouTube <a href="#">Edit</a>   <a href="#">Quick Edit</a>	<a href="http://www.youtube.com">http://www.youtube.com</a>	No topics		04/02/14	

Legend: This resource is visible on each student's Resources page

*Note: When first accessing this feature, the ALEKS Class Resources Agreement appears. After reading and agreeing with the terms, check the box and click on >> Continue. You will see this message only once.*

To see an example of what students will see on the Explain pages, open the topics list under the **Topics Linked** column. Then click on the **topic name**.

The box showing your resources will appear above the box showing textbook integration information.

**Square root of a perfect square**

What is the value of  $\sqrt{9}$ ?

By definition,  $\sqrt{9}$  is a positive number that, when multiplied by itself, equals 9.

Note the following.

$$3 \times 3 = 9$$

So this is what we get.

$$\sqrt{9} = 3$$

We can show  $\sqrt{9}$  in a figure. It is the side length of a square whose area is 9.

As we can see, a square with area 9 has a side length of 3.

So  $\sqrt{9} = 3$  and we say that 3 is a *square root* of 9.

The answer is 3.

Resources From Your Instructor: [Square Roots Review](#)

Additional Resources: [Intermediate Algebra, 1st Ed. Messersmith/Perez/Feldman](#)

Open the Book to: Section 1.1 Sets of Numbers [Supplementary Resources](#)

Back

## CLASS OPTIONS

The Class Options section allows you to change settings such as when students can enroll, student activity notifications, turning on the class forum, and where students can take ALEKS assessments and Knowledge Checks.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Class Options

## CLASS DUPLICATE SETTINGS

You can choose to share your class with other instructors or keep it private. If you choose to share it, then you can choose which parts of your class you would like to share, such as your Objectives and Gradebook setup.

**Private**—(default setting) the class cannot be duplicated by anyone (except ALEKS Admins at your institution).

**Public**—the class can be duplicated by other instructors at the **same** institution or **any** institution.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Class Duplicate Settings

## INCOMING AND EXITING STUDENTS

With this option, you can choose how ALEKS will handle assessments and Knowledge Checks, Objectives grades, and progress data when students switch from one class to another using the same ALEKS Course Product.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Incoming and Exiting Students

## SHARE CLASS ACCESS

Share access to your classes with other ALEKS instructors and TAs. There are four access levels that you can assign: Read Only, Gradebook, Full, and Assign Per Student.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Click **Share Access to this Class**

**Alternate Route:** Select a class | Click **Class Administration** | Click **Share Class Access**

**Share Class Access**

Use the drop-down to select the access level for the Instructor(s) that will also be able to access this class.

Instructor	Access Level
Adams, Jillian	Full
Akerman, Dan	Gradebook
Allen, Monique	Assign per Student
Ammerson, Arnold	No Access
Anderson, Jane	Read Only
Aurther, Sean	No Access
Jackson, John	No Access
Maclaughlin, Janice	No Access
Nguyen, Lee	No Access
Pham, Ly	No Access
Quintero, Dina	Gradebook
Rochester, Bryan	No Access
Sanders, All	No Access

**Access Legend**

- Read Only:** Cannot modify the gradebook, assignments, or any other class settings.
- Gradebook:** Can only change gradebook scores (cannot modify assignments or any other class settings).
- Full:** Can modify the gradebook, assignments, and many other class settings. Only a few actions cannot be taken, such as "Delete Class" and "Move Class".
- Assign per Student:** Read only access per student or student group.

\* Institution administrators always have full access to all classes within the institution.

## STUDENT GROUPS

Create groups of students to track those needing extra attention or to organize large class enrollments. Groups can then be used to filter reports, the gradebook, and assignment data. You can also share access to these groups using Share Class Access.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Summary** | Click **Create a Student Group**

**Alternate Route:**

Select a Class | Click **Class Administration** | Click **Create a Student Group**

Class Code: DNJD-F

**Basic Math 123013**

<< Back to Class Summary

**Add Student Group**

**Current Student Groups** [Show all Students and Groups](#)

To add or remove students from an existing Student Group, click on the "edit student group" link, or select from the Action column.

Student Group	# of Students	Action
MW Section 1 <a href="#">Edit Student Group</a>	5	Select an Action
TTH Section 2 <a href="#">Edit Student Group</a>	3	Select an Action

## ADDITIONAL MANAGEMENT FEATURES

In addition to the Class Summary page, there are several features available that can help you to manage your ALEKS classes.

### CLASS LIST

The Class List displays information for all of your ALEKS classes. Many functions, such as archiving, are streamlined on this page for updating and managing classes.

**How to Find It:** Select Instructor Administration | Click **Class List**

**Alternate Route:** Select a class | Click **Class Administration** | Click **Class List**

**Dr. Joe Smith - Class List**

1 class selected

View:  Active (38) |  Archived (3)

Buttons: New Class, Edit, Dashboard, Duplicate, Archive

Class	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> Math 101 / ALEKS 360	Basic Math	Smith, Dr.	25	XXXXX-XXXXX
<input type="checkbox"/> Math 102 / ALEKS 360	Pre-Algebra	Smith, Dr.	29	XXXXX-XXXXX
<input type="checkbox"/> Math 103 / ALEKS 360	Pre-Algebra and Introductory Algebra	Smith, Dr.	33	XXXXX-XXXXX

Callout: After selecting a class, this area displays the actions available to manage the class. Note: the actions change based on the class or classes selected.

### CLASS ROSTER

The class roster displays student information. Many functions, such as enrolling/unenrolling students, are streamlined on this page for updating and managing accounts efficiently. In general, multiple student accounts can be managed through the **Class Roster**, and individual student accounts can be edited through each student's [Account Settings](#).

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Roster**

**Math 101 / ALEKS 360 / Basic Math - Class Roster**

Class Code: XXXXX-XXXXX CLASS TOOLS

1 Student selected | Displaying 25 Students

View:  Hidden (0)

Buttons: Edit, Dashboard, Send Msg, Move, Unenroll, Hide

Name	Mastery	Login	Password	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/> Alberti, Herbert	63%	HALBERTI3	APRILBENCH	226228	-	10.21.13	10.21.14	03.27.14
<input type="checkbox"/> Alberti, Jennifer	79%	JALBERTI10	APRILBENCH	226242	-	10.23.13	10.23.14	03.19.14
<input type="checkbox"/> Anderson, Jane	51%	JANDERSON2	APRILBENCH	226230	-	10.25.13	10.25.14	03.25.14

Callout: After selecting a student(s), this area displays the actions available. Note: the actions change based on the student(s) selected.

### CLASS ARCHIVE

Archiving can be used to simplify the CLASS drop-down tab so that only relevant classes appear. Archived classes can be accessed and un-archived at any time. Additionally, this does not impact students' ability to access classes. After archiving a class, the class can be found at the bottom of the **CLASS** tab under the **Archived** heading.

Class archiving can be done in multiple ways. In general, individual classes can be archived from the [Class Summary](#) page in the Class Options section, whereas multiple classes can be archived from the [Class List](#).

You can also automatically archive a class when the class end date passes. Select this option when you set your class start and end dates during class setup.

Math 101 / ALEKS 360 / Basic Math

- Math 133 / NCCCS Developmental Math Module 050 (29)
- Math 134 / NCCCS Developmental Math Module 060 (33)
- Math 135 / NCCCS Developmental Math Module 070 (27)
- Math 136 / NCCCS Developmental Math Module 080 (30)
- Math 137 / Math Placement (391)
- Math 138 / Developmental Math (33)
- Archived**
- Math 101 - Previous Semester / ALEKS 360 / Basic Math (27)
- Math 104 - Previous Semester / ALEKS 360 / Beginning Algebra (27)
- Math 106 - Previous Semester / ALEKS 360 / Intermediate Algebra (29)

## CLASS TOOLS MENU

The Class Tools menu gives you quick access to the Class Forum, Calendar, Student View, and Class Resources feature.

**How to Find It:** Select a class | Click **CLASS TOOLS** in the upper-right corner.

## FORUM

The Class Forum can be used to facilitate meaningful discussions with students in the class. You can also access the Class Forum through the Class Summary page.

*Note: Enable the class forum by clicking on **Yes, Enable Class Forum**. You will only see this message once.*

The screenshot shows the 'Basic Math - Class Forum for 'Basic Math'' interface. At the top right, it says 'Class Code: ELKPJ-TE030' and 'CLASS TOOLS'. There is a green button labeled 'Exit Class Forum'. Below this, a message states: 'The Class Forum is available to facilitate discussion among students and with the instructor. Would you like to enable the Class Forum for students?' with a green button labeled 'Yes, Enable Class Forum'. Below the message is a search bar and 'Page 1 of 1'. There are two posts:

- Mixed Fractions Review** (Add a Comment button):  
Mrs. Smith: Remember that you can use the Class Forum to work with your fellow students on the mixed fractions review (and use the ALEKS math palette). This is due tomorrow in class.  
0 minutes ago | Edit Post Delete
- Extra Credit Problem** (Add a Comment button):  
Mrs. Smith: Complete the problem in your ALEKS notebook for three extra credit points on your test tomorrow. Explain how to order integers and why the three examples below are correct.  
 $-3 < -2$   
 $5 < 5.5$   
 $3 > -2$   
10 hours 28 minutes ago | Edit Post Delete

## CALENDAR

Quickly view and schedule assignments from the calendar view. You can also add notes to the calendar. Students will have access to the same calendar through their account.

The screenshot shows the 'Math 101 / ALEKS 360 / Basic Math - Assignment Calendar' view. It features a calendar for April 2014. The calendar grid shows days from Sunday to Saturday. Assignments are listed in the calendar cells:

- April 7: Quiz 7
- April 8: Chapter 6
- April 9: Chapter 9
- April 10: Homework (due)
- April 11: Homework 13
- April 17: Quiz 7 (due)
- April 21: Chapter 7 (due)
- April 25: Homework (due)

Assignments in gray: Not published to any student calendar.

## STUDENT VIEW

Use the Student View feature to experience exactly what a student experiences in the Student Module when they are enrolled in your class. The Student View for an instructor behaves as it would for a student: instructors complete the ALEKS tutorial and Initial Knowledge Check, view their pie chart, enter Learning Mode, and can complete assignments if any have been created and assigned to the class. You can also reset the view to start over, and have the Fast Forward button to skip around.

## RESOURCES

The Resources feature allows you to add supplementary resources to your ALEKS class. See page 12 for more information.



## STUDENT ADMINISTRATION

This section describes how you can manage student accounts and move/enroll students through administration features.

### STUDENT GRADEBOOK

If the ALEKS Gradebook is enabled, the Student Gradebook can be used to see exactly what a student sees in his/her gradebook.

**How to Find It:** Select a class | Select a student | Click **Gradebook** | Click **Student Gradebook**

Students (Name   Lock   Select)	Total Grade	Quiz 1 (%)	Quiz 2 (%)	Quiz 3 (%)	Test 1 (%)
Alberti, Herbert B.	88%	80%	100%	95%	89%

**Gradebook Legend**  
e: Dropped score  
+score: Extra credit  
-score: Submitted but not due yet (not part of grade)

### STUDENT ACCOUNT SUMMARY

Instructors can manage students' account information from the Account Summary and by viewing [Student Groups](#) and [Share Class Access](#) information. You can also designate a student as visually impaired from here. This will allow the student to use their screen reader with the ALEKS course. See page 9 for more information on accommodating students who are visually impaired.

**How to Find It:** Select a class | Select a student | Click **Student Administration** | Click **Account Summary**

**Alternate Route:** Open the list beside the account name (grey arrow in the upper-right corner) | click **Settings**.

**Student Information**  
First Name: **Herbert**  
Middle Initial: **B.**  
Last Name: **Alberti**  
Login Name: xxxxxxxx  
Reset Password  
Student ID: **226228**  
Email: -

**Account Settings**  
Account Status: **Enabled**

**Account Status**  
Last Login: **03/27/2014**  
Creation Date: **10/21/2013**  
Enrollment Date: **10/21/2013**  
Expiration Date: -

**Parent/Guardian Contact Information & Notification**  
Please complete this section.

### MOVE/UNENROLL

The class roster can be used to move many students among classes, and to enroll/unenroll them to/from a class.

**How to Find It:** Select a class | Click **Class Administration** | Click **Class Roster**

**Alternate Route:** Click **Instructor Administration** | Click **Class Roster**

After selecting a student(s), this area displays the actions available.

*Note: the actions change based on the student(s) selected.*

**Math 101 / ALEKS 360 / Basic Math - Class Roster**

1 Student selected  
View:  Hidden (0)

Edit Dashboard Send Msg Move Unenroll Hide

Name	Mastery	Login	Password	ID	Group	Enrolled	Expires	Last Login
Alberti, Herbert	63%	HALBERT13	APRILBENCH	226228	-	10.21.13	10.21.14	03.27.14
Alberti, Jennifer	79%	JALBERT10	APRILBENCH	226242	-	10.23.13	10.23.14	03.19.14
Anderson, Jane	51%	JANDERSON2	APRILBENCH	226230	-	10.25.13	10.25.14	03.25.14

It is important to make ALEKS an integral part of the class requirements and grading scheme. There are many ways to integrate ALEKS into your total class grade so as to make it worthwhile for students to complete the necessary learning.

## CLASS GRADEBOOK

The ALEKS Gradebook tracks each student's performance on Objectives, ALEKS Assignments, and any external assignments you've added. It also tracks goal requirements you define for time logged, topics mastered, and pie mastery.

**How to Find It:** Select a class | Click **Gradebook** | Click **Class Gradebook**

The screenshot shows the ALEKS Gradebook interface. At the top, there are filters for 'Show: All' (callout 1) and 'Group Filter: All Students'. Below the filters is a 'Send Message to Selected Students' button (callout 2) and 'Display Options' and 'Full Screen View' links. The main table has columns for 'Students (Name | Login | Student ID)', 'Total Grade' (callout 3), 'Time - Week 1', 'Topic - Week 1', 'Time - Week 2', and 'Topic - Week 2'. The table lists students like Anderson, Ken B. with a 70% total grade. At the bottom, there is a 'Download to Excel' button (callout 4).

- 1 Filter the gradebook by categories, such as Objectives or Assignments.
- 2 Send messages directly to students from the Gradebook. Use the Shift key to select multiple students at once.
- 3 The **Total Grade** column is updated each time a single grade is logged. This total grade can also be integrated with your LMS gradebook.
- 4 Download the Gradebook to Excel for full integration with your LMS or to keep a record of it.

## GRADEBOOK SETUP

To customize your Gradebook, click on the **Gradebook Setup** button. From here you can adjust the weight of each category that you would like to include in your ALEKS grading system. To add additional categories, see the next page.

**How to Find It:** Select a class | Click **Gradebook** | Click **Gradebook Setup**

Assignments for each Gradebook category (except Objectives) can be made in the Assignments section of your Instructor Account. To learn more about creating assignments, see page 22.

Select the **Edit** link for a specific category to adjust the point value for each assignment in that category. You can also designate Extra Credit, drop lowest scores, and edit student scores.

*Note: Use the **Gradebook Setup Guide** for help on how ensure your gradebook aligns with the goals and pacing of your course.*

Gradebook Category	Category Weight (%)
Pie Progress <a href="#">Edit</a>	30 %
Time <a href="#">Edit</a>	10 %
Topic <a href="#">Edit</a>	10 %
Objective <a href="#">Edit</a>	30 %
Scheduled Assessment <a href="#">Edit</a>	0 %
Quiz <a href="#">Edit</a>	5 %
Test <a href="#">Edit</a>	0 %
Homework <a href="#">Edit</a>	0 %
<b>Gradebook External Assignment Category</b> <a href="#">Add New Row</a>	
External Assignment <a href="#">Edit Name</a> <a href="#">Edit</a> <a href="#">Add External Assignment</a>	15 %
<b>Total: 100 %</b>	

## EXTERNAL ASSIGNMENTS

For assignments not administered in ALEKS, you can use the External Assignments feature to create an unlimited number of categories for these assignments.

**How to Find It:** Select a class | Click **Gradebook** | Click **Gradebook Setup**

To create a new category, select the **Add New Row** link on the **Gradebook External Assignment Category** section.

Then click on the **Add External Assignment** link for the category. Student scores can be entered manually or by using copy-and-paste from an Excel spreadsheet.

Gradebook External Assignment Category <span>?</span> <a href="#">Add New Row</a>		
<input type="checkbox"/> <b>Group Project</b> <a href="#">Edit Name</a> <a href="#">Edit</a> <a href="#">Add External Assignment</a>	<input type="text" value="5"/> %	
<input type="checkbox"/> <b>Mid-Term Exam</b> <a href="#">Edit Name</a> <a href="#">Edit</a> <a href="#">Add External Assignment</a>	<input type="text" value="5"/> %	
		<b>Total: 100 %</b>

## GRADEBOOK LOG

The Gradebook Log lists adjustments made to students' scores by the primary instructor, TAs, or other instructors who have editing capabilities to the class Gradebook. This feature can be used to monitor adjustments made to the Gradebook by anyone with Shared Class Access.

**How to Find It:** Select a class | Click **Gradebook** | Click **Gradebook Log**

Class Code: URGPH-RHRPH CLASS TOOLS

### Pre-Algebra - Gradebook Log

The Gradebook Log lists adjustments made to the students' scores by instructors with access to this class. Click on the assignment link to view details about the adjustment.

**Date Range Selection:**  
From Date:    To Date:    Apply

<< 1 - 2 of 2 log entries >>

Student Name	Assignment	Previous Score	Adjusted Score	Date and Time	Adjusted by Instructor
Doe, Jane	<a href="#">Chapter 5</a>	18%	35%	Apr, 02, 2014 10:31 PM	Pham (Admin), Camtu
Smith, Chris	<a href="#">Chapter 5</a>	53%	75%	Apr, 02, 2014 10:31 PM	Pham (Admin), Camtu

## ALEKS REPORTS

ALEKS offers a variety of automated reports that provide you with detailed information on student usage and learning. These dynamic reports will help you monitor progress, deliver data-driven instruction, and incorporate ALEKS into the grading system.

ALEKS Reports are divided into eight categories. A description of each category is displayed by the report icon. The most commonly used reports are the ALEKS Pie, Progress, Time and Topic, and Custom. Learn more about these reports in this section.

### Class Level

**How to Find It:** Select a class | Click **Reports**

### Student Level

**How to Find It:** Select a class | Select a student | Click **Reports**

*Note: The Standards report icon only appears for ALEKS courses below the College Algebra level. The QuickTables report icon only appears if you included QuickTables in your class.*

## ALEKS PIE REPORT

The ALEKS Pie Report shows average learning for the class. With this report, you can view which topics students have mastered, not mastered, are ready to learn, and have attempted in order to direct instruction and group students based on level of readiness.

- 1 See students' mastery levels after the initial assessment, after the most recent assessment, or in their current learning.
  - 2 The pie chart represents average class mastery for each content area.
  - 3 Below the pie chart you'll see the ALEKS content organized by the Table of Contents (pie slices) or by Objectives.
  - 4 Select the **Progress Percentage** to see the topics in the Objective or pie slice, and the percentage of students who have learned it (progress) and who have yet to learn it (remaining). You can also see the percentage of students who are ready to learn a topic, and who have attempted but not mastered it.
- Note: Switching the display to Assessment will change the Attempted, Not Mastered column to Topics Lost in Assessment.*
- 5 Selecting a percentage at the topic level will reveal exactly which students fall into the categories listed. You can send messages directly to these students.

Topic	Progress	Remaining	Ready to Learn	Attempted, Not Yet Learned
Section 2.1 (Progress 91%)				
• Reading a point in the coordinate plane	100%	0%	0%	0%
• Plotting a point in the coordinate plane	100%	0%	0%	0%
• Table for a linear equation	100%	0%	0%	0%

## PROGRESS REPORT

The Progress Report shows overall student progress in both Learning and Assessment modes, as well as average learning rates. It can be used to monitor progress and identify intervention students by comparing data points.

1 Select the type of data you want to view, and which students to include in the report. There are five different views that display progress in assessment and in learning mode. Three of the views allow you to select a date range.

2 Once a view is selected, the report will update to show the requested data, as well as basic information, such as total time in ALEKS. You can also send a message directly to students from this report.

3 The **Performance** and **Learning data** sections define the student's current progress and average learning rates. Depending on which view you selected, this section will update with new information.

Number of Students Included in This Report: 29    Logged-in Students: 0

1 Show: **Learning Progress Since Latest A...**    Show: **All Students**

2 Message Students

Student Information				Performance		Since Last Assessment			
Student	Total Time	Last Login	Assessment Start	Assessment Finish	Course Progress	Current Objective	Topics Learned	Time in ALEKS	Topics Learned Per Hour
Name ID Login					Percent Topics				
Anderson, Ken B.	58h 52m	06/18/2015 07:14 PM	06/12/2015	06/12/2015 0h 35m	51 +2 %	31 %	9	3h 9m	2.9
Black, Karen S.	63h 2m	06/18/2015 07:14 PM	06/04/2015	06/04/2015 0h 39m	38 +4 %	25 %	18	8h 10m	2.2
Bush, Bart K.	59h 17m	06/18/2015 07:14 PM	06/11/2015	06/11/2015 0h 31m	49 +2 %	31 %	13	3h 48m	3.4
Bush, Victoria J.	58h 49m	06/18/2015 07:14 PM	06/11/2015	06/11/2015 0h 41m	58 +2 %	34 %	9	4h 9m	2.2
Cauchy, Kelly V.	48h 34m	06/18/2015 07:14 PM	06/15/2015	06/15/2015 0h 33m	73 +1 %	64 %	8	1h 6m	7.3

3

4

4 The bar graphs in the Performance section divide progress into three colors:

- Content mastered based on the most recent assessment
- Progress made in Learning Mode since the latest assessment
- Content that is not yet mastered

To view student data from previous ALEKS classes, select the **Detailed Progress History** view. If students have data from previous classes, it will appear in the **All Progress** tab. You can also view this data in an individual student's pie or progress report.

## CUSTOM REPORTS

Custom Reports is a convenient option for advanced reporting needs, and can include data at the student, class, and instructor levels. Administrators can also run these reports at the institution and multi-campus levels. You can select data from existing ALEKS reports and export the combined data into a single Excel report. Additionally, reports can be scheduled to save time.

### Class Level Custom Reports

**How to Find It:** Select a class | Click **Reports** | Click **Custom Reports**

### Instructor Level Custom Reports

**How to Find It:** go to your Instructor Dashboard | Click **Reports** | Click **Custom Reports**

To create a Custom Report:

**Create a Template:** Build the foundation for your report by choosing the data fields to include. You can then schedule multiple reports to run from the template.

**Schedule the Report:** Schedule when and how often to run your custom report. You can schedule a one-time report or a recurring report. Once it is scheduled, you will receive an email in your ALEKS Inbox with the report attached as an Excel document.

All of your templates and reports will then be saved under the **Custom Reports** section.

**Add Data**

- Student Information** ⓘ
- Assessment Performance** ⓘ
- Pie Mastery** ⓘ
  - Pie mastery at start of report
  - Pie mastery at end of report
  - DETAIL Course Mastery
  - MASTERY  Mastery (%)  Mastery (number of topics)  Total number of topics available
  - Best performance / pie mastery
- Gradebook** ⓘ
- Time and Topic** ⓘ

**Add+**

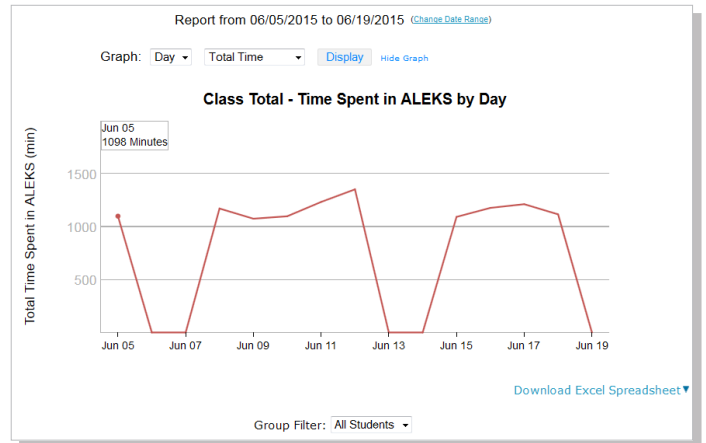
**Report Selections** clear all

- Student Information** edit ✕
  - STUDENT INFORMATION Name Last login date
- Assessment Performance Initial assessment** edit ✕
  - ASSESSMENT DATA Course Mastery
  - ASSESSMENT DATA Time in assessment
  - MASTERY Mastery (%)
- Pie Mastery Pie mastery at start of report** edit ✕
  - DETAIL Course Mastery
  - MASTERY Mastery (%)
- Time and Topic** edit ✕
  - BREAKDOWN Weekly
  - TIME & TOPIC Time spent in ALEKS Average topics mastered per hour

## TIME AND TOPIC REPORT

The Time and Topic Report shows a daily breakdown of how students are spending their time in ALEKS, including each problem they practiced and their answers. With this report, you can track time on task and get a clear picture of each student's learning behaviors and patterns.

To use the Time and Topic report, first select a date range (up to 20 weeks) for which you want to view the data. The graph displays class progress for your selected date range. You can then filter the report to show only data for a particular student group.



1 The first four columns display basic data on when and for how long students log into ALEKS. Click on **Login/Student ID** to hide students' names from the report.

2 The Time Log shows daily time logged and number of topics mastered vs. attempted for each day in the date range.

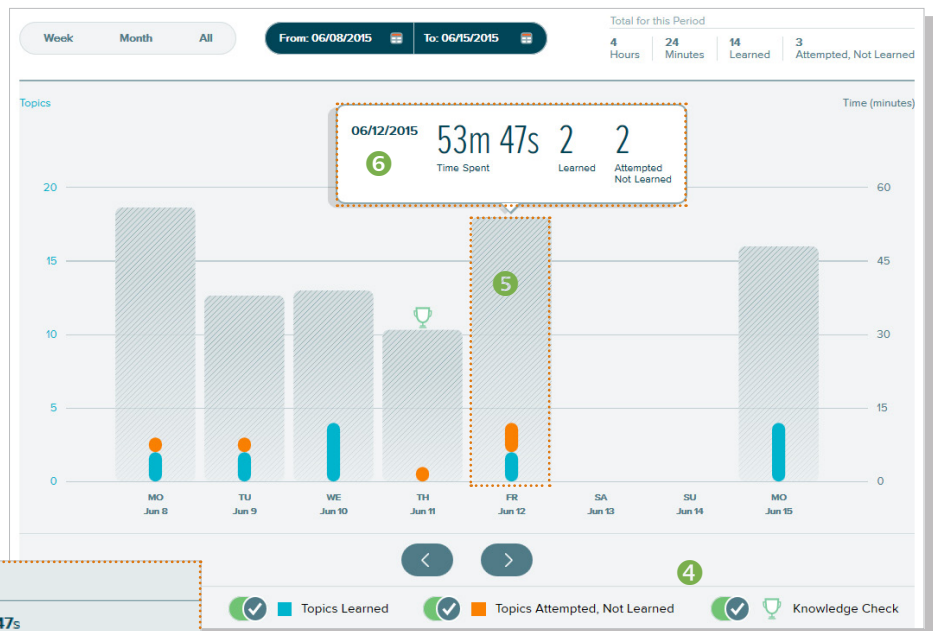
3 Select a student's name to see that student's individual Time and Topic Report.

All	Name (Login/Student ID)	Total time in ALEKS (hrs)	Last Login	Total Time (for date range)	Time Log (Number of topics mastered / Number of topics attempted)						
					Mon 04/07	Tue 04/08	Wed 04/09	Thu 04/10	Fri 04/11	Sat 04/12	Sun 04/13
1	Alberti, Daniel P.	165h 03m	05/09/2014	26h 56m (64/84)	3m (1/1)	0m (0/0)	-	7h 59m (10/27)	5h 33m (20/20)	9h 04m (30/32)	4h 17m (3/4)
2	Bush, David E.	114h 52m	05/08/2014	15h 17m (35/88)	7h 12m (18/40)	1h 51m (4/9)	-	1h 42m (5/12)	1h 35m (5/13)	2h 58m (3/14)	-
3	Bush, Herbert P.	56h 47m	05/08/2014	14h 23m (26/32)	4h 30m (11/12)	-	4h 10m (4/8)	5h 43m (11/12)	-	-	-

4 The legend at the bottom explains how to interpret the data. Out of the total time spent in ALEKS each day (gray columns), the blue and orange indicate topics attempted vs. mastered.

5 Click on a column to see the learning data for that day, including total time spent.

6 Click on the learning data popup to open the **Learning Sequence Log**. This log shows the sequence of actions a student took to learn a topic.



Date: 06/12/2015 | Total for this Period: 2 Learned | 2 Attempted, Not Learned | 53m 47s

Duration | Topic

8:01 AM | 10m 50s | Graphing a linear inequality in the plane: Slope-intercept form | Learned

Correct

8:01 AM | 0m 0s | 7

8:15 AM | 13m 52s | Word problem involving radical equations: Basic

8:32 AM | 6m 38s | Quotient rule with negative exponents: Problem type 1 | Learned

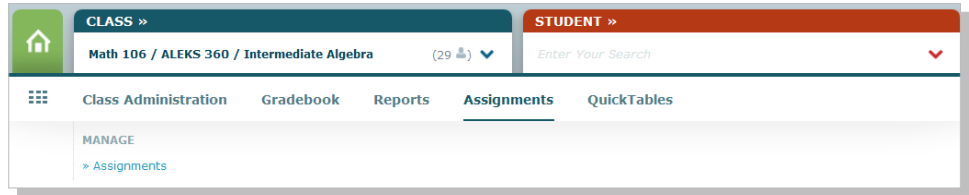
8:41 AM | 10m 23s | Properties of real numbers

7 In the Learning Sequence Log, the icons under each topic indicate when a student got a problem correct, incorrect, or clicked on Explain. Click on an icon to see the time stamp. The magnifying glass will show you the exact problem the student attempted and the student's answer.

## ALEKS ASSIGNMENTS

The Assignments menu allows you to create and manage your assignments, and view reports for those assignments. ALEKS assignments can be used for learning and pacing goals, as extra practice, or to supplement your grading.

**How to Find It:** Select a class | Click **Assignments**



### MANAGE ASSIGNMENTS

The Assignments table lists all of your assignments that you've created for your class. You can update and manage them efficiently from this page by selecting the assignments to edit. Editing options will appear based on your selection.

**How to Find It:** Select a class | Click **Assignments** | Click **Assignments**

From this table, you can also create or duplicate assignments by clicking on the **New Assignment** link.

A screenshot of the Assignments table in ALEKS. The table has a header row with columns: Name, Type, Start, End, Goal Details, Status, and Report. Below the header, there are several rows of assignments. A 'New Assignment' link is visible in the top left corner of the table area. The table data is as follows:

Name	Type	Start	End	Goal Details	Status	Report
Homework 8	Homework	05/25/2015 7:14 pm	06/08/2015 7:14 pm	-	Completed	[Report]
Quiz 5	Quiz	05/18/2015 7:14 pm	06/01/2015 7:14 pm	-	Completed	[Report]
Topic - Week 23	Topic	08/01/2015 7:14 pm	08/08/2015 7:14 pm	12 Topics	Upcoming	[Report]
Topic - Week 22	Topic	07/25/2015 7:14 pm	08/01/2015 7:14 pm	12 Topics	Upcoming	[Report]
Topic - Week 21	Topic	07/18/2015 7:14 pm	07/25/2015 7:14 pm	12 Topics	Upcoming	[Report]
Topic - Week 20	Topic	07/11/2015 7:14 pm	07/18/2015 7:14 pm	12 Topics	Upcoming	[Report]

*Note: Assignment duplication can only occur if both classes are using the same ALEKS Course Product.*

### ASSIGNMENT TYPES

There are three types of assignments in ALEKS outlined below. To create any of these, click on the **New Assignment** link from the Assignments table and select which type to create. Then, follow the steps to create and customize the assignment.

#### 1) Time, Topic, and Pie Progress Goals

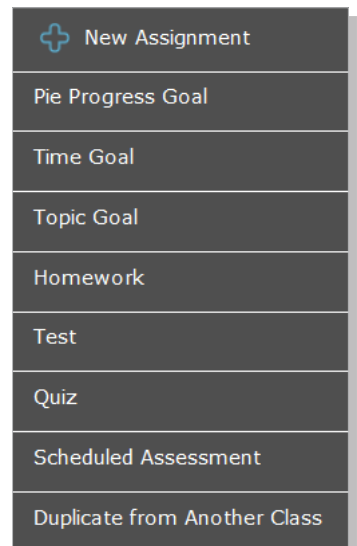
Use the Time, Topic, and Pie Progress Goals to require students to meet a specific level of progress or a minimum level of participation over a defined period of time, such as learning a set number of topics per week. Goals are then tracked in the ALEKS Gradebook in their respective Gradebook categories.

#### 2) Homework, Quizzes, and Tests

These types of assignments are best used for extra credit or practice since they do NOT affect the students' pie charts. You can choose the topics covered, how students access the assignment, and the grading scale. These assignments can also be proctored and assigned to any students.

#### 3) Scheduled ALEKS Assessments

ALEKS assessments, or Knowledge Checks, are triggered automatically throughout the course to ensure mastery. However, you can schedule an ALEKS assessment at any time and prevent the automatic Knowledge Checks from occurring up to seven days before the Scheduled Assessment. ALEKS assessments affect students' pie charts and are individualized to each student. These assignments can also be proctored and assigned to any students.



## EXTENSIONS (AND OTHER EXCEPTIONS) FOR OBJECTIVES AND ASSIGNMENTS

There are two methods to assign extensions for Objectives, Homework, Quizzes, Tests, and Scheduled Assessments. Extensions and other student-level exceptions (such as individual passwords) can be managed from the student-level Exceptions page.

**Method 1**—Create extensions one student at a time using the student-level Exceptions page. Method 1 can be used to assign extensions for both assignments and Objectives for a single student who may need extra time.

**How to Find It:** Select a class | Select a student | Click **Assignments** | Click **Exceptions**

Locate the assignment that you want to give an extension for, then click **Add**. Select **Extension**, input the new due date, then select **Save**.

**Method 2**—Create extensions for multiple students at once. Method 2 cannot be used to assign extensions for Objectives.

**How to Find It:** Select a class | Click **Assignments** | Click **Assignments**

Select the assignment from the Assignments table that you want to give an extension to, and click on the **Edit** link.

In Step 1, click on **Create Extension**. Then enter in the new due date and select which students will receive the extension.

## ASSIGNMENT REPORTS

You can view assignment results through the Assignments Reports menu. These reports will show the class average and each student's score and completion date. To view an individual student's results for a particular assignment, click on the student's name from the report. Or, go to the **Reports** menu from the student-level Dashboard and select **Assignments**.

**How to Find It:** Select a class | Click **Reports** | Click **Assignments**

Open the assignment report by clicking on the assignment name from the table.

Show: All

Assignment	Start Date	Due Date	Status	Class Average
Scheduled Assessment 2	08/05/2015 08:00 AM	08/12/2015 08:00 AM	Not published to the student calendar	0%
Topic - Week 23	08/01/2015 07:14 PM	08/08/2015 07:14 PM	Upcoming	100%
Time - Week 23	08/01/2015 07:14 PM	08/08/2015 07:14 PM	Upcoming	0%

For homework, quizzes, and tests, you can view the results for each question on the assignment, and a detailed report for each individual student.

**Homework 8**  
View: Student Scores | Per Question Results | Detailed Student Results

Class Average: 86%  
(29 out of 29 students)

Send Message to Selected Students

Student	Date Submitted	Score	Grade
Anderson, Ken B.	05/30/2015	87%	B
Black, Karen S.	05/27/2015	100%	A
Bush, Bart K.	06/04/2015	73%	C
Bush, Victoria J.	06/04/2015	73%	C
Cauchy, Kelly V.	06/05/2015	87%	B



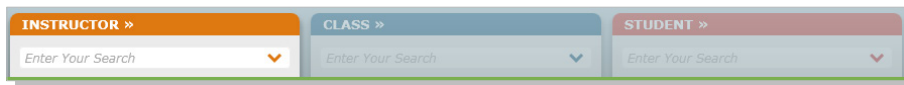
## ALEKS ADMINISTRATOR FEATURES

In addition to all the features available to instructors, ALEKS administrators also have additional features and functions to view data at the institution or multi-campus levels and manage all instructors and classes at that level.

### NAVIGATION AND ACCOUNT MANAGEMENT

Institution and Multi-Campus Administrators can easily navigate between different levels of data using the navigation options.

The INSTRUCTOR tab is an additional level of hierarchy. Admins can then navigate to the desired level. Multi-campus level admins will also have an INSTITUTION tab.



### DASHBOARD

When administrators first log in, they will see the Institution Dashboard. From here they can navigate quickly to areas within the module to view institution-level data. Multi-campus level administrators will see a multi-campus level dashboard as well.

### SUB-NAVIGATION

The sub-navigation links at the multi-campus and institution levels provide access to features and functions to manage institutional accounts.

	Institution Administration	Subscriptions	Reports	Master Templates
	<b>INSTITUTION</b> <ul style="list-style-type: none"><li>» Account Summary</li><li>» Schedule Domain Upgrade</li><li>» LMS Integration</li></ul>	<b>INSTRUCTORS</b> <ul style="list-style-type: none"><li>» Instructor Roster</li><li>» New Instructor</li></ul>	<b>CLASSES</b> <ul style="list-style-type: none"><li>» Class List</li><li>» New Class</li><li>» Class Activity</li></ul>	<b>STUDENTS</b> <ul style="list-style-type: none"><li>» Student Roster</li></ul>

### ACCOUNT SUMMARY

This page contains account settings and important contact information for the institution. Administrators also have a list of all ALEKS instructors at the school.

**How to Find It:** Click **Institution Administration** | Click **Account Summary**

**Alternate Route:** Click **Account Summary** from the Institution Information tile

### SCHEDULE DOMAIN UPGRADE

This page contains the upgrade schedule for enhanced ALEKS Course Products. Administrators can schedule to upgrade their school by entering the date for each course product. Administrators should schedule course upgrades only during term breaks so that course settings and student data are not disrupted. All ALEKS instructors at the school should also be notified ahead of time before an upgrade is scheduled.

**How to Find It:** Click Institution Administration | Click **Schedule Domain Upgrade**

### LEARNING MANAGEMENT SYSTEM (LMS) INTEGRATION

Institutions can integrate their Learning Management System (LMS) with ALEKS using MH Campus or Learning Tools Interoperability (LTI). This will allow instructors and students to access ALEKS from their LMS, such as Blackboard, Moodle, etc. It will also remove the need to share Class Codes by letting the LMS feed course information directly to ALEKS.

An institution can also integrate its LMS gradebook with the ALEKS Gradebook. This feature allows instructors to synchronize the Total Grade column in the ALEKS gradebook with their LMS gradebook.

## MANAGING INSTRUCTORS

Administrators can manage instructors at the institution through the Instructor Roster. From here they can set permission levels, view dashboards, send messages, and delete or archive accounts. In general, multiple instructor accounts can be updated through the **Instructor Roster**, and individual instructor accounts can be edited through each instructor's **Account Settings**.

**How to Find It:** Click **Institution Administration** | Click **Instructor Roster**

**Alternate Route:** Select an instructor | Click **Instructor Administration** | Click **Account Summary** | Click **Edit** by Account Information

After selecting an instructor account(s), this area displays the actions available to manage the instructor.

*Note: The actions change based on the instructor(s) selected.*

Name	Account Type	Last Login	Creation Date
Abba, Michelle, Ms.	Instructor	01.16.14 (02:24 pm)	07.21.10
Abel, Brad, Prof.	Instructor	11.30.11 (09:36 am)	11.30.11

## ADMINISTRATIVE REPORTS

There are a variety of reports available to administrators that will help monitor the institution's progress in terms of student and class performance across classes. In addition, they can create custom reports at the institution level. They also have access to any reporting available to instructors.

**How to Find It:** go to the Institution Dashboard | Click **Reports**

INSTITUTION	SERVER STATS
» Custom Reports	» Page Hits
» Enrollment/Activity	» User Hour
» Class Activity	

## MASTER TEMPLATES

A Master Template is a collection of class settings that can be created once and applied to multiple classes linked to the Master Template. This creates uniformity and consistency for classes across sections and departments.

Administrators can create a Master Template by defining the class content, adding assignments, and assigning linked classes to instructors. They can also update a Master Template at any time. Instructors teaching the linked classes can then edit their individual class settings and assignments, unless the administrator has locked the content or assignments for the Master Template.

**How to Find It:** Click **Master Templates** | Click **New Master Template**

Click to go through the Master Template creation wizard.

Click to enter the name of the instructor and class to create a Master Template from.

Click to select the name of the Master Template to duplicate.

**Create a New Master Template**

**Create a Master Template from an Existing Class**

**Duplicate a Master Template**

**What is a Master Template?**

Use Master Templates when setting up multiple classes with the same ALEKS Course Product.

This saves time when adding/editing assignments, setting up resources, etc.

New linked classes created from the Master Template inherit any changes made to the Master Template.

ALEKS offers a variety of complimentary resources and training to ensure instructors and students get the most out of their ALEKS experience. Some of these resources are available directly through the Instructor Module, and all of them can be found on the ALEKS website at [www.aleks.com/highered/math/](http://www.aleks.com/highered/math/) in the Instructor Resources and Student Resources section.

### ONLINE RESOURCES

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#### GETTING STARTED WITH ALEKS

Our getting started resources will help train your faculty as well as prepare your students for using ALEKS. Resources include student registration and orientation guides, testimonials, how-to training videos, and user guides.

**Getting Started and First Day of Class Materials:** [www.aleks.com/highered/math/getting\\_started](http://www.aleks.com/highered/math/getting_started)

**Training Center for Instructors:** [www.aleks.com/highered/math/training\\_center](http://www.aleks.com/highered/math/training_center)

**Case Studies and Efficacy Data:** [www.aleks.com/highered/math/case\\_studies](http://www.aleks.com/highered/math/case_studies)

#### STUDENT RESOURCES

ALEKS offers a variety of resources created just for students to help them get started in ALEKS and learn all about the video. Resources include registration guides, student testimonials, how-to videos, and user guides.

**Student Resources:** [www.aleks.com/highered/math/student\\_resources](http://www.aleks.com/highered/math/student_resources)

**Getting Started with ALEKS:** [www.aleks.com/highered/math/student\\_start](http://www.aleks.com/highered/math/student_start)

**ALEKS Customer Support:** [www.aleks.com/support](http://www.aleks.com/support)

#### ADDITIONAL RESOURCES

Additional resources for instructors include a discussion forum to share ideas with other ALEKS instructors, an implementation strategies database to see how others are using ALEKS, and detailed information on ALEKS features, such as ALEKS 360.

**ALEKS Community (Discussion Forum):** [www.aleks.com/highered/math/community](http://www.aleks.com/highered/math/community)

**Training Center with How-to Videos and Tutorials:** [www.aleks.com/highered/math/training\\_center](http://www.aleks.com/highered/math/training_center)

**User Guides:** [www.aleks.com/highered/math/user\\_guides](http://www.aleks.com/highered/math/user_guides)

**What is ALEKS?** [www.aleks.com/about\\_aleks](http://www.aleks.com/about_aleks)

**Textbook Integration:** [www.aleks.com/highered/math/textbook\\_integration](http://www.aleks.com/highered/math/textbook_integration)

**ALEKS Customer Support:** [www.aleks.com/support](http://www.aleks.com/support)

**System Requirements:** [www.aleks.com/support/system\\_requirements](http://www.aleks.com/support/system_requirements)

## GETTING STARTED CHECKLIST

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- ❑ Before students begin the course, find an opportunity to explain how ALEKS works and how it is unique from other systems. When students understand how ALEKS works, then they tend to trust the system and use it to their benefit. [CLICK HERE](#) for resources to help you get started.

Your ALEKS orientation to students should cover:

- » Specifying your expectations for students and due date requirements
- » The purpose of the Knowledge Checks and how they help students learn
- » How to navigate the ALEKS Pie, Timeline, and interface
- » How to manage their ALEKS account, including registration
- » ALEKS Customer Support contact information

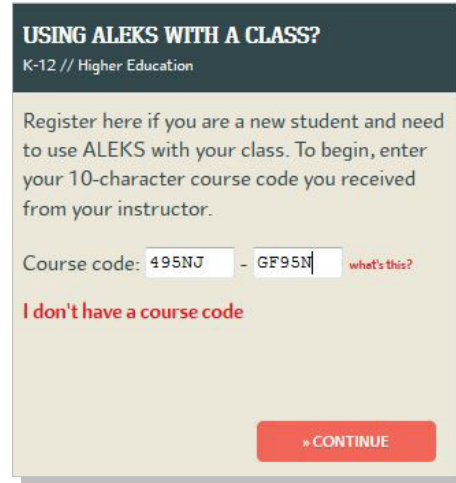
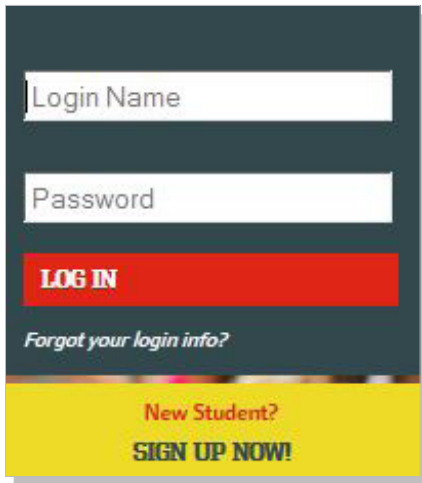
- ❑ Make sure your students complete the ALEKS Initial Knowledge Check within the first few days of class. It is important that they understand how the Knowledge Check works before they begin, and that it is NOT a test.
- ❑ Check your system requirements and share the [System Requirements page](#) with your students.
- ❑ Make sure ALEKS is part of the overall course grade. We recommend making ALEKS at least 15-20% of the grade for a full course and 10-15% if you are using ALEKS Prep.
- ❑ Be cautious of how many assignments you create in ALEKS (i.e. the Homework, Quiz, and Test assignments). Too many of these will keep students from working in the ALEKS Pie, and they do not affect students' pie charts. We recommend using the ALEKS Pie with Objectives in place of homework assignments.
- ❑ Since ALEKS does not rely on multiple-choice, students will need paper and pencil to work out each problem and input their answers. We recommend that students have a dedicated notebook to track their work and help them stay organized.
- ❑ Check out the Student View feature to see your ALEKS class from the student's perspective.
- ❑ Provide students with [ALEKS Customer Support](#) contact information. When students have technical questions, they should always contact Customer Support first.
- ❑ Familiarize yourself with ALEKS Reports before you begin using the system. The most widely used reports are the ALEKS Pie Report, Progress Report, and Time and Topic Report. You can view these reports in the [ALEKS Free Trial for Instructors](#). Or, [CLICK HERE](#) to get an overview of all reports.
- ❑ If you are concerned that financial aid students may experience delays in receiving their aid and may not be able to start their work in ALEKS on time, please contact [ALEKS Customer Support](#).
- ❑ Check out additional customization features on the Class Summary page for each of your ALEKS classes. From this page you can group students, add extra resources, and more.

**STUDENT REGISTRATION**

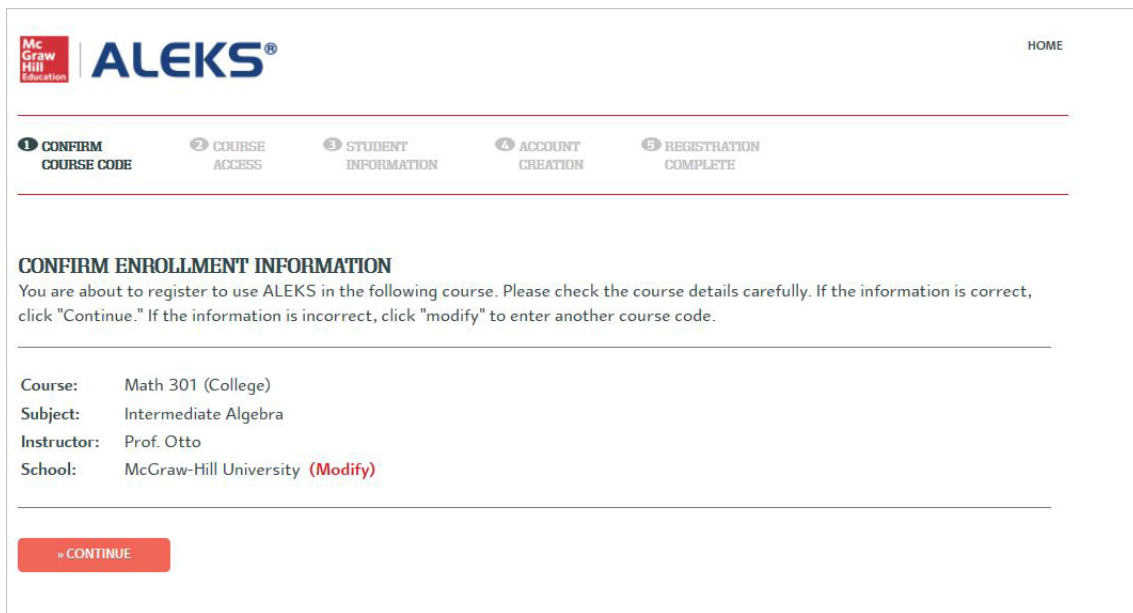
Before you begin, you will need a **10-character Class Code** and a **20-character ALEKS Access Code**. If you do not have an access code, you can purchase one during this registration process. For assistance during this registration process, please contact ALEKS Customer Support at <https://support.aleks.com>.

**Step 1:** Go to [www.aleks.com](http://www.aleks.com) and select **SIGN UP NOW!** under the Registered Users box.

**Step 2:** Enter the 10-character class code provided by your instructor and select **>>CONTINUE**.



**Step 3:** Verify your enrollment information. If it is incorrect, check your class code and select **(Modify)** to make any corrections. If your information is correct, select **>>CONTINUE**.



## ALEKS STUDENT REGISTRATION (CONT)

**Step 4:** Select whether or not you have used ALEKS before and then select **>>CONTINUE**. If you have used ALEKS before, you will be prompted to enter your existing login and password. You can retrieve your login information by selecting **I forgot my login information**.

The screenshot shows the 'ACCOUNT STATUS' step of the registration process. At the top, a progress bar indicates the following steps: 1. CONFIRM COURSE CODE, 2. ACCOUNT STATUS (current), 3. COURSE ACCESS, 4. STUDENT INFORMATION, 5. ACCOUNT CREATION, and 6. REGISTRATION COMPLETE. The main heading is 'WELCOME TO ALEKS!' followed by the question 'Have you used ALEKS before?'. There are two radio button options: 'I have never used ALEKS before or I do not have an ALEKS login name.' and 'I have an ALEKS login name.' (which is selected). Below this is a dashed line and the section 'Account Information'. It contains two input fields: 'Your ALEKS login name:' and 'Password:'. A red link 'I forgot my login information' is positioned below the password field. At the bottom, there is a red button labeled '>>CONTINUE'.

**Step 5:** Enter your 20-character ALEKS Access Code and select **>>CONTINUE**.

If you do not have an access code at this time, select **>>PURCHASE AN ACCESS CODE**. For purchasing steps, please see Appendix A.

**Be sure to select an access code that accommodates the full length of your class!**

The screenshot shows the 'COURSE ACCESS' step. The progress bar at the top highlights 'COURSE ACCESS' as the current step. The heading is 'STUDENT REGISTRATION: ENTER YOUR ACCESS CODE'. There are two main panels. The left panel is titled 'HAVE AN ACCESS CODE?' and asks the user to enter their 20-character access code. It provides an example: '721C4 - 15F89 - 80D65 - 92485'. Below the input field is a red button labeled '>>CONTINUE'. The right panel is titled 'DON'T HAVE A CODE?' and offers a link to purchase an access code. At the bottom of this panel is a red button labeled '>>PURCHASE AN ACCESS CODE'.

**Step 6:** If you entered your existing ALEKS account information in Step 4, you will be prompted to verify your email address at this time. Otherwise, complete the registration steps to create a new ALEKS account and select **>>CONTINUE**. A confirmation email will be sent to the email address you provided. **IMPORTANT: Be sure to save your new login information!**

**Step 7:** Once your registration is complete, you will be in your ALEKS class and can begin with the Answer Editor Tutorial.

**You are now officially an ALEKS student! Please see Appendix B for help on navigating and managing your ALEKS student account.**


**Be sure to check out the student resources available at:**  
[www.aleks.com/highered/math/student\\_resources](http://www.aleks.com/highered/math/student_resources)

**PURCHASING AN ALEKS ACCESS CODE ONLINE**

After selecting >>**PURCHASE AN ACCESS CODE** in Step 5, a pop-up box will appear. Select an access code from the dropdown menu that accommodates the length of your class. Depending on what type of code you selected, you may have to make an additional selection of purchasing an ALEKS 360 or ALEKS stand-alone code. ALEKS 360 will include the eBook version of your course textbook.


**PURCHASE A NEW CODE**

**1. CHOOSE YOUR ACCESS LENGTH:**

 18 Weeks (1 Semester) - expires Mar 21, 2016

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**2. CHOOSE YOUR COURSE TYPE FOR INTERMEDIATE ALGEBRA:**

<input checked="" type="radio"/>  <b>ALEKS 360</b> <small>Access Code + Interactive eBook</small> <a href="#">more »</a>	<b>\$ 92</b> <small>18 Weeks</small>
<input type="radio"/> <b>ALEKS</b> <small>Access Code</small>	<b>\$ 78</b> <small>18 Weeks</small>

Expiration Date: 03/21/2016

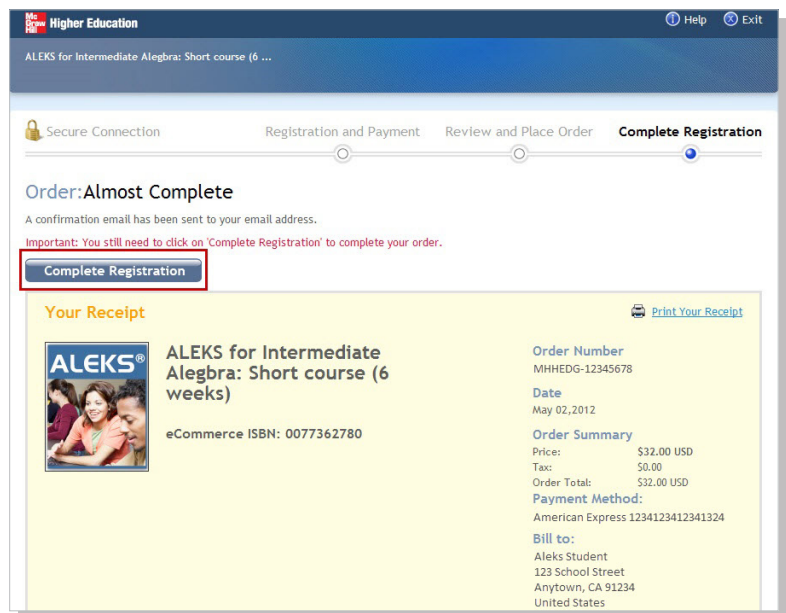
**» PURCHASE CODE**

You will now be redirected to the McGraw-Hill ecommerce website to complete your purchase.

- Complete the registration and payment steps.
- You will receive TWO confirmation emails.
- Be sure to select **Complete Registration** on the last step!

After selecting **Complete Registration**, you will be redirected back to the ALEKS website where you will receive your access code.

Select **Continue Sign Up** and return to **Step 6** of the registration instructions on the previous page.



**McGraw-Hill Higher Education** Help Exit

ALEKS for Intermediate Algebra: Short course (6 ...)

Secure Connection Registration and Payment Review and Place Order **Complete Registration**


**Order: Almost Complete**

A confirmation email has been sent to your email address.

Important: You still need to click on 'Complete Registration' to complete your order.

**Complete Registration**

**Your Receipt** [Print Your Receipt](#)

 <p><b>ALEKS</b><sup>®</sup></p> <p><b>ALEKS for Intermediate Algebra: Short course (6 weeks)</b></p> <p>eCommerce ISBN: 0077362780</p>	<p><b>Order Number</b> MHHEHG-12345678</p> <p><b>Date</b> May 02, 2012</p> <p><b>Order Summary</b> Price: \$32.00 USD Tax: \$0.00 Order Total: \$32.00 USD</p> <p><b>Payment Method:</b> American Express 1234123412341324</p> <p><b>Bill to:</b> Aleks Student 123 School Street Anytown, CA 91234 United States</p>
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**TIP:** Was there an error and you were unable to select **Continue Sign Up**? No problem! Write down your access code and return to **Step 1** of the registration instructions.

## APPENDIX B

### NAVIGATING YOUR ALEKS STUDENT ACCOUNT

Navigating your ALEKS student account is simple. All of your tools and resources are located in the navigation menu, which you open from the top, left corner of the page. You can access assignments, the gradebook, reports, the message center, your eBook, and more from this menu.

Select **Manage my Classes** from the menu to access your Student Account Home. The Account Home allows you to easily manage all of your ALEKS classes with one login. You can change your account information, sign up for new classes, suspend or extend access to a class, and view previous classes.

The screenshot shows the ALEKS navigation menu on the left, which includes options like Home, Assignments, Worksheet, Calendar, Gradebook, Reports, Message Center, Class Forum, Instructor Resources, Textbook, Dictionary, and Manage My Classes. The main dashboard on the right features a 'UP NEXT' section with a math problem and a 'CONTINUE MY PATH' button, and a 'WORKING TOWARD' section showing progress on 'Weekly Topic Completion - 11' and 'Ch.10-Quadratic Equations and Functions'.

### MANAGING YOUR ALEKS STUDENT ACCOUNT HOME

Once you are in your Student Account Home, you will see all of your current and previous ALEKS classes listed on the home page. Any classes that you are currently enrolled in and have purchased access to will appear in the **Active** section. Once you complete an ALEKS class or your access code is no longer active, the class will appear in the **Inactive** section.

- 1 Available **Actions** you can take for active, on-hold, or inactive classes appear under each class. For example, you can switch your access code to another class or put a class on-hold. You can also reactivate classes in the **Inactive** menu from here.
- 2 The **Show Details** option will open up details about that particular class, such as your current progress and the class code.
- 3 Click on **+NEW CLASS** to register for a new class using a new ALEKS access code.
- 4 Open the menu next to your name to access your Account Settings. You can change your email address and password from here.

The screenshot shows the 'My Classes' page in the ALEKS student account. It is divided into three sections: 'Active (1)', 'On-Hold (1)', and 'Inactive (1)'. The 'Active' section shows a class 'Math 301 / College Algebra' with options to 'Extend Access' and 'Switch Class'. The 'On-Hold' section shows a class 'Summer Refresher / Prep for College Algebra' with a 'Reactivate' button. The 'Inactive' section shows a class 'Math 030 / Intermediate Algebra' with options to 'Download progress (PDF)', 'Renew Access', 'Activate for Independent Use', and 'Delete from my account'. A '+ NEW CLASS' button is visible in the top right, and a user menu for 'Hi, Audrey!' is in the top right corner.

**TIP:** Have questions or need help? Contact ALEKS Customer Support. They are located at the ALEKS headquarters in Irvine, CA and are ready to help! [www.aleks.com/support/contact\\_support\\_highered](http://www.aleks.com/support/contact_support_highered)













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