

K-12 INSTRUCTOR MODULE
REFERENCE GUIDE
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INTRODUCTION

The ALEKS Instructor Module is available to all instructors and ALEKS institution and district administrators to create and manage classes, assignments, ALEKS subscriptions, and student accounts.

INSTRUCTOR MODULE REFERENCE GUIDE

This guide provides an overview of the Instructor Module and its features, including how to find each feature in the system. This document is written for instructors, but also applies generally to administrators. Instructors have access to most features with exception to the ALEKS administrative features described at the end of this guide. The examples in this guide refer to the student experience in the new Student Module. For questions, please contact ALEKS Customer Support through the Customer Support link within the Instructor Module, or go to <http://www.support.aleks.com>

How to Find It: From the Instructor Module homepage, select the account name in the upper-right corner | Select **Reference Guide**

NEW STUDENT MODULE REFERENCE GUIDE

Instructors can also view the New Student Module Reference Guide to read about the student experience and help students get started in ALEKS. Students can work in the new Student Module or classic Student Module to learn and progress through their class. Most classes are supported in the new Student Module, which is a redesigned interface that provides students with an adaptive learning environment focused on guidance, transparency, engagement, and motivation. Students enrolled in classes not supported in the new Student Module use the classic Student Module.

How to Find It: From the Instructor Module homepage, select the account name in the upper-right corner | Select **New SM Reference Guide**



Alternate Navigation: Go to https://www.aleks.com/k12/training_center | Under the New Student Module Reference Guide heading, select **PDF**



Video: Watch a short 6-minute overview of the new Student Module at: https://www.aleks.com/video/K12_IM_Student_Account_Overview

After receiving an ALEKS Login Name, instructors receive an email that includes their ALEKS Login Name and link to set their password. Please see the [Appendix](#) for an example.

FIRST TIME USE

Instructors who log into ALEKS for the first time will be taken through a short, guided tour which highlights key features in the Instructor Module based on their account type (e.g. district administrator, institution administrator, instructor, or teaching assistant).

The screenshot shows the ALEKS Instructor Module dashboard. At the top, there is a search bar and user information for 'Hello Tracy Smith'. Below this is a navigation bar with 'INSTRUCTOR', 'CLASS', and 'STUDENT' tabs. The main dashboard area is titled 'ALEKS QC Department - Dashboard' and includes sections for 'Institution Information', 'Subscriptions', and 'Announcements'. A large, colorful ALEKS logo is overlaid on the dashboard, with a text box that reads: 'Welcome to your ALEKS Instructor Module. By selecting "I Agree" below, you agree to the McGraw-Hill Education Terms of Use and Privacy Policy.' Below the text is an 'I Agree' button. The background dashboard shows various data points and charts, including a 'Time & Topic - Learning Mode' chart and a 'Avg. Progress by Course/Prerequisites' chart.

USER INTERFACE

Upon completion of the guided tour, instructors land on their homepage. Here are some key areas of the homepage with a description of how each area can be used.

The screenshot shows the ALEKS instructor homepage for a class named "Math 126 / Pre-Algebra". The interface is organized into several sections:


- Search Bar (1):** Located at the top, it contains the text "Search for Classes, Students and Assignments".
- Account Information (2):** Shows "Hello Tracy Smith" with a dropdown arrow, and links for "Community" and "Feedback".
- Main Navigation (3):** Includes a home icon, a "CLASS" dropdown menu, and the class name "Math 126 / Pre-Algebra" with a student count of "(29)".
- Sub-Navigation (4):** A horizontal menu with options: "Class Administration", "Gradebook", "Reports", "Assignments", and "QuickTables".
- Dashboard (5):** The main area titled "Math 126 / Pre-Algebra - Dashboard" with a "Group Filter" set to "All Students".
- Class Information Tile:** Displays "Math 126" with 29 students, class code "XXXXX-XXXXX", duration "02/18/17 - 09/06/17", course product "Pre-Algebra", and instructor "Joe Smith".
- ALEKS Pie Report Tile:** Shows a circular progress chart with 377 topics mastered out of 602, representing 63% progress.
- Time and Topic - Learning Mode Tile:** A line graph showing learning time and topics over a period from August 24 to August 30.
- Students Not Recently Logged In Tile:** Shows a filter for "More than 7 days" and indicates "No Learning Data".
- Progress Overall Tile:** A table listing students and their progress percentages.
- Overall Grade Tile:** A table listing students and their overall grades.
- Navigation (6, 7):** A pagination indicator with two dots (6) and a right arrow (7) to navigate between dashboard pages.

- 1 | Search:** Search for classes, students, and assignments
- 2 | Account Setup/Help:** Edit account information and access helpful tools
- 3 | Main Navigation:** Start typing to find what you're looking for or open the menu to navigate
- 4 | Sub-Navigation:** Menu related to the selected item in the main navigation
- 5 | Dashboard:** View snapshots of important information about classes and students
- 6 | Dots:** Indicates this dashboard has two pages of tiles. Selecting the second dot navigates to the second page
- 7 | Arrows:** Slide to the next page to see more tiles. Alternate way to navigate to the second page

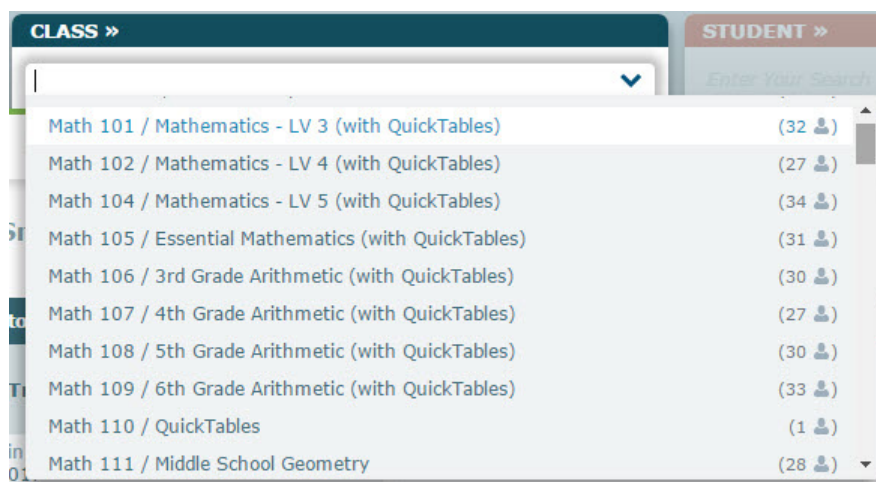
HOW TO NAVIGATE

There are several ways to navigate the Instructor Module. This includes using the main navigation and sub-navigation, or using second forms of navigation such as search or the dashboard. Each navigation technique is described below.

MAIN NAVIGATION

Instructors have access to a three level hierarchy: instructor, class, then student. The instructor level contains instructor related menus and the instructor's dashboard. It is accessible after selecting the **Home** button () in the upper-left corner.

The navigation structure is tab-driven for easy navigation, and starts with the CLASS tab on the left. The class tab contains all classes taught by the instructor who is logged in. Instructors begin by opening the CLASS drop-down menu and making a selection, or typing into the open box to bring up matches.



After selecting a class, the CLASS tab becomes the active tab (the current level in the hierarchy) and instructors have access to class-related menus and the class dashboard.



Instructors can remain at the CLASS level or make a selection in the STUDENT tab to move to that level. The STUDENT tab contains a list of all students enrolled in the selected class. The STUDENT tab becomes the active tab after making a selection. Instructors will then have access to student-related menus and that specific student's dashboard.



SUB-NAVIGATION


This area displays menus related to the selected item in the main navigation. For example, after selecting a student in the STUDENT tab, the sub-navigation appears on hover or tap and expands to display student-related menus.

The screenshot shows a navigation bar with two tabs: 'CLASS' (active) and 'STUDENT'. Below the tabs, there are five menu items: 'Student Administration', 'Gradebook', 'Reports', 'Assignments', and 'QuickTables'. A dropdown menu is open under 'Student Administration', showing three options: 'Account Summary', 'Move/Unenroll', and 'Cleanup Tool'.

To go back to the CLASS level, simply select the top of the tab to make it active again.

The screenshot shows the navigation bar with two tabs: 'CLASS' (active) and 'STUDENT'.

DASHBOARDS

A dashboard displays snapshots of important data applicable to each level. Each dashboard consists of dynamic tiles that update as students work in ALEKS. Tiles can be moved around on the page and placed in order of importance by selecting the tiles icon () in the upper-right corner of each tile and moving it to a new position or onto the next page. From most dashboard tiles, instructors can navigate to a full, detailed report containing the information shown on that tile by selecting the link in the bottom-right corner of the tile. Below are examples of instructor, class, and student dashboards.

Instructor Dashboard

The screenshot shows the 'Tracy Smith - Dashboard' with six main tiles:

- Instructor Information:** Tracy Smith, Last Login Date: 09/06/2017, Email: tsmith@aleks.com, Total Students: 2,205, Total Classes: 82. Account Summary »
- Recently Viewed Classes:** Table with columns for class name and number of students.

	# of Students
Math 126	29
Math 104	34
Math 133	25
AP Science I	35
Math 101	32

View All »
- Announcements:** NEW: New Student-level Exceptions Available for Assignment Settings. Individual student passwords and other student-level Assignment exceptions now available! Learn More »
- Students Not Recently Logged In:** Filter: More than 7 days. Bush, Ken (Math 110) logged in on 06/10/2017. View All »
- Avg. Progress by Course Product:** Highest to Lowest: College Algebra with Trigonometry (ALEKS 360) 75%, PreCalculus 72%, RTI 8 71%, Integrated Mathematics III 69%. View All »
- Avg. Progress by Class:** Highest to Lowest: Math 143 College Algebra with Trigonometry (ALEKS 360) 75%, Math 145 / ALEKS 360 PreCalculus 72%, Math 146 PreCalculus 71%. View All »

Class Dashboard

Math 126 / Pre-Algebra - Dashboard

Group Filter: All Students ▾

Class Information

Math 126 29

Class Code: XXXXX-XXXXX
 Class Duration: 02/18/17 - 09/06/17
 Course Product: Pre-Algebra
 Class Grade: 9th Grade
 Instructor: Joe Smith

[Class Summary >](#)

ALEKS Pie Report

63%
Progress
377 of 602 Topics

Select slice to see mastery.

[View Full Report >](#)

Time and Topic - Learning Mode

3M 1M 2W 1W

Time Topics

August 24 - August 30

[Legend](#) [View Full Report >](#)

Students Not Recently Logged In

More than - 7 + days

No Learning Data

[Class Roster >](#)

Progress Overall

Highest	Lowest
Waltham, Paul L.	1
Olson, Jill V.	2
Simpson, Cindy P.	3
Doe, Jose E.	4
Waltham, Tracy B.	5
Doyle, Cindy V.	6

[View All >](#)

Overall Grade

Highest	Lowest
Olson, Jill V.	1
Warren, Charles P.	2
Waltham, Paul L.	3
Hard, Jose T.	4
Waltham, Tracy B.	5
Simpson, Cindy P.	6

[View All >](#)

Student Dashboard

Joel Black - Dashboard

Account Information

Black, Joel L.

Last Login Date: 08/31/2017
 Access Expires: 02/18/2018

[Account Summary >](#)

ALEKS Pie

395

[View Full Report >](#)

Timeline

Topics: 420

MO TU WE TH FR SA SU

[View Detail >](#)

This Week's Activity

Sep 4 - Sep 10

Time Spent: **0m 0s**

Topics Learned: **0** | Topics Attempted, Not Learned: **0**

[View All >](#)

Time and Topic - Learning Mode

Time (minutes)

MO TU WE TH FR SA SU

[View All >](#)

Most Recent Activity

08/31/2017 22m 52s 3 Topics

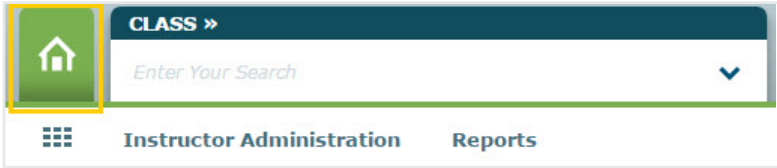
- Interpreting the graphs of two functions
4m 54s | 12:41 PM
[X] [✓] [✓] [✓]
- Introduction to the product rule with negative exponents: Whole number base
7m 14s | 12:46 PM
[✓] [✓] [✓] [X] [✓] [✓]
- Word problem with multiple decimal operations: Problem type 1

[View All >](#)

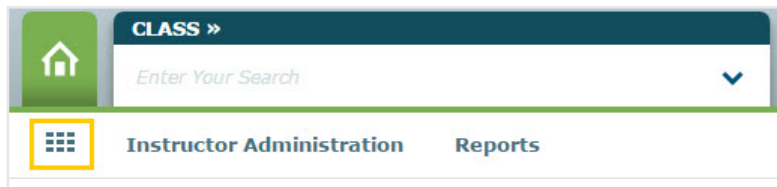
DASHBOARD NAVIGATION ICONS

The following icons can be used to quickly navigate between dashboards.

Home: Select from any page to return to the Instructor Dashboard




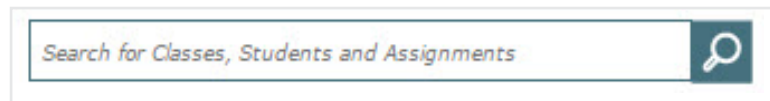
Dashboard Tiles: Select from any page to view the active tab's dashboard



SEARCH

The search box can always be found at the top of any page. This navigation can be used to search all pages in the Instructor Module except the ALEKS Community and the Class Forum.

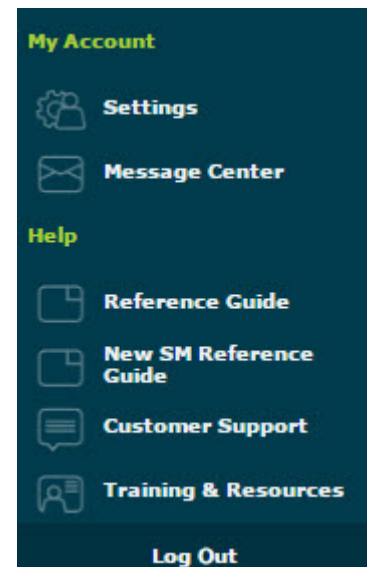
To search, type a search query in the box and select **Enter** or select the search icon ().



MY ACCOUNT

This menu provides links to account settings, ALEKS Message Center, and helpful resources within the Instructor Module.

How to Find It: Select the account name in the upper-right corner to display the My Account options.



SETTINGS


This page holds the ALEKS account settings, contact information, email preferences, and the classes of the instructor who is logged in. Instructors can update a section by selecting **Edit**.

How to Find It: Select the account name in the upper-right corner | Select **Settings**

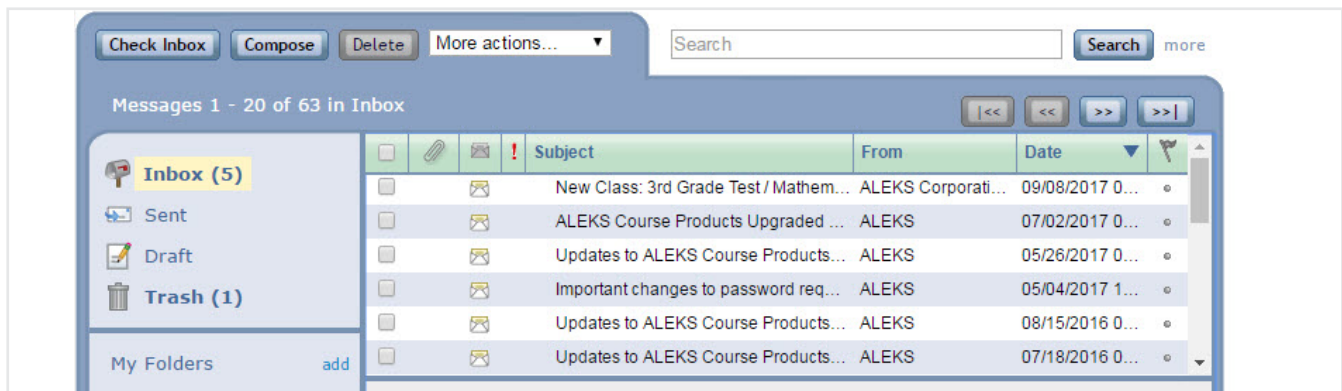
MESSAGE CENTER

Instructors and students have access to the ALEKS Message Center, which can be used to send and receive messages and to contact ALEKS Customer Support. When students send a message to their instructor to ask for help, the question they are working on will automatically be attached to the message.

Answer keys for worksheets generated by instructors or self-generated by students are also sent to the Message Center. Please see the [Worksheets](#) section for more details on the ALEKS and QuickTables worksheets.

How to Find It: From the homepage, select the Message Center icon () found in the top-right corner. The number displayed by the envelope indicates unread messages.

Alternate Navigation: Select the account name in the upper-right corner | Select **Message Center**



REFERENCE GUIDES

Reference Guides are available for instructors to read about the features in the Instructor Module and in the new Student Module.

Instructor Module Reference Guide

View this guide onscreen while navigating through the Instructor Module, or print it out to use as reference.

How to Find It: Select the account name in the upper-right corner | Select **Reference Guide**.

New Student Module Reference Guide

Instructors can also view the New Student Module Reference Guide to read about the student experience and help students get started in ALEKS.

How to Find It: Select the account name in the upper-right corner | Select **New SM Reference Guide**.

Alternate Navigation: These guides are available on the K-12 Training Center at: http://www.aleks.com/K12/training_center

CUSTOMER SUPPORT

Selecting this link opens a pop-up with a partially populated customer support ticket.

How to Find It: Select the account name in the upper-right corner | select **Customer Support**

ALEKS CUSTOMER SUPPORT

Subject: (required)

First Name:

Last Name:

Email: (required)

Market:

ALEKS login name: (if you have one)

Detailed description (as specific as possible) (required)

ALEKS SUPPORT WEBSITE

The ALEKS Support website available at: <https://mhedu.force.com/aleks/s/> contains articles, videos, and content that can be helpful in understanding and navigating the Instructor Module. The content can be easily searched with a few key words or filter selections. ALEKS Customer Support can be contacted through the **Contact Support** link provided on the right of the page under **Quick Links**.



Tip: The ALEKS Support website can be used to:

- Quickly find suggested articles, videos, or attachments as keywords are typed
- Search the available content using filters
- See Top & Trending Articles
- Give feedback to content and submit comments for improvement
- Check System Setup by viewing the ALEKS Troubleshooting page
- Find the System Requirements and User Guides
- Contact Customer Support

TRAINING & RESOURCES

ALEKS Corporation offers online training sessions with an ALEKS Certified Trainer.

How to Find It: Select the account name in the upper-right corner | Select **Training & Resources**.

LOG OUT

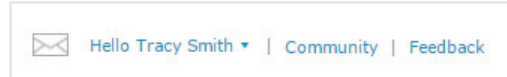
Instructors can log out of ALEKS and end their working session through this link.

How to Find It: Select the account name in the upper-right corner | Select **Log Out**

COMMUNITY

The ALEKS Community is an online community where instructors can share ideas and discuss best practices with ALEKS colleagues.

How to Find It: All ALEKS instructors are members of the ALEKS Community and can access it directly from their Instructor Module by selecting **Community** in the upper-right corner.



FEEDBACK

ALEKS feedback regarding the Instructor Module and ideas for improvement can be submitted through the **Feedback** link.

How to Find It: Select **Feedback** in the upper-right corner.

FEEDBACK

Have a question or need to report an issue? Please contact [Customer Support](#). *Required

Rate your **Overall Satisfaction** with ALEKS* **Comments and Suggestions*** **Are you interested in providing feedback in paid user testing sessions?** Yes No

Please enter your comments here.

CLASS ADMINISTRATION

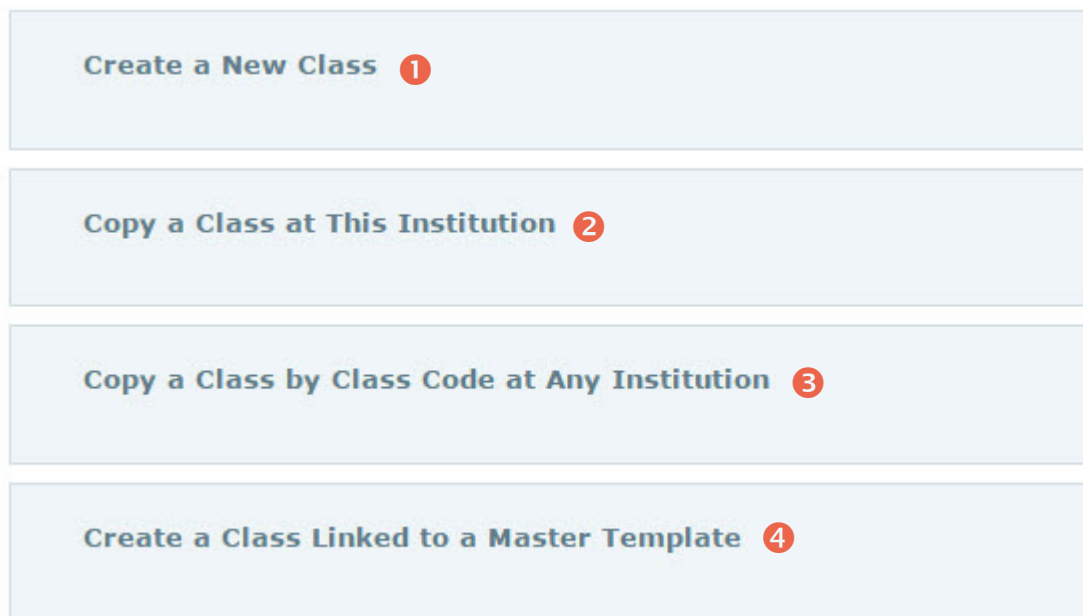
This section of the guide describes how instructors can set up new classes and manage existing classes.

CREATING CLASSES

Classes can be easily created. There are up to four ways to create a new class:

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

Alternate Sub-Navigation Route: Select a class | select **Class Administration** | Select **New Class**



- 1 | Select to go through the new class creation workflow
- 2 | Duplicate your own class or a class from another instructor at the same institution. Supported classic Student Module classes will be duplicated and used as classes in the new Student Module
- 3 | Duplicate a class from another instructor at any institution. Select to enter the class code belonging to the class to duplicate (class duplication setting must be enabled in order to duplicate). Supported classic Student Module classes will be duplicated and used in the new Student Module
- 4 | Select to choose the name of the Master Template to link the class to. At least one Master Template must have already been created at the institution for this option to appear

The example below describes the **Create a New Class** workflow. After selecting **Create New Class**, instructors enter basic class information, including the class name, section, and start and end dates.



Note: The class start and end date cannot be more than 15 months apart. The start date can be modified for up to 8 months from when the class was originally created. However, once the first student starts the Initial Knowledge Check, the start date of the class cannot occur after the start date of this Initial Knowledge Check. Students will no longer be able to enroll or be registered in the class after the end date has passed.

Class Information

Instructor I am teaching this class

Course product (Choose one) ▼ ⓘ

Grade (Choose one) ▼

Name

Section (optional)

Dates

Start Date ⓘ ⓘ

End Date ⓘ ⓘ

Automatically archive this class after the end date

Subscription Length (Choose one) ▼ ⓘ

New classes created with supported ALEKS Course Products will be created in the new Student Module. New classes created with unsupported course products will be automatically created in the classic Student Module.

NEW CLASS SET UP WITH QUICKTABLES

When setting up a new class, the option to add QuickTables to any math class is available.

ALEKS QuickTables is a research-based, math fact mastery program for multiplication, division, addition, and subtraction for grades 3 and up.

All actions related to QuickTables such as managing settings, QuickTables scheduled Knowledge Checks, QuickTables quizzes and reports can be managed through the QuickTables sub-navigation after selecting a class.

How to Find It: Select a class | Select **QuickTables**

QuickTables ⓘ

Include QuickTables

- Range of numbers used for **Addition**: ▼
- Range of numbers used for **Subtraction**: ▼
- Range of numbers used for **Multiplication**: ▼
- Range of numbers used for **Division**: ▼

Do not set up QuickTables at this time

Class Administration	Gradebook	Reports	Assignments	QuickTables
<p>MANAGE</p> <ul style="list-style-type: none"> > Create a Table > Edit Tables > Class Settings > Student Settings 	<p>ASSIGNMENTS</p> <ul style="list-style-type: none"> > New Scheduled Assessment > Edit Scheduled Assessment > New Quiz 	<p>REPORTS</p> <ul style="list-style-type: none"> > Progress > Quiz > Scheduled Assessments 	<p>ASSIGNMENTS</p> <ul style="list-style-type: none"> > Edit Quiz > Worksheets 	<p>REPORTS</p> <ul style="list-style-type: none"> > Progress > Quiz > Scheduled Assessments

CLASS SUMMARY AND CUSTOMIZATIONS

After saving the basic class settings, instructors can choose to customize their class at a later time, or proceed to customize their class using Objectives and Textbook Integration.

Math 126 / Pre-Algebra - Class Customization Class Code: XXXXX-XXXXX CLASS TOOLS

What's Next

Continue to Class Summary 1

Select this to go to the Class Summary. You can still customize the class later.

Customize This Class 2

Select this to set objectives, edit the content, or integrate a textbook.

1 | Goes to the [Class Summary](#)

2 | Goes to [Customize This Class](#)

CUSTOMIZE THIS CLASS/TEXTBOOK INTEGRATION

With Textbook Integration, ALEKS automatically places chapter and section references on the ALEKS Explanation pages, so students can look up parallel material in their textbook as needed.

How to Find It: Select **Instructor Administration** | Select **New Class** | Select **Create New Class** | Go through the steps to create a new class | Select **Customize This Class** | Select options to customize the class

If a textbook will be integrated, the instructor is prompted to select a textbook from a drop-down list.

1. Textbook Integration

With Textbook Integration, ALEKS automatically places chapter and section references on the ALEKS explanation pages, so your students can look up parallel material in their textbook as needed.

Do you want to integrate a textbook?

No, do not integrate textbook

Yes, integrate textbook

Select your textbook

Pre-Algebra (Glencoe, 2010) ▼

[Can't Find Your Textbook?](#)

Pre-Algebra
2010

Publisher:
Glencoe

CUSTOMIZE THIS CLASS / SET OBJECTIVES / MODULES

The Objectives/Modules feature allows instructors to direct student learning. Instructors can rearrange ALEKS class content into custom Objectives or modules based on specific curriculum plans such as textbooks, learning goals, and syllabi. Completion dates may be assigned to each Objective.

Instructors can choose whether to use Objectives/Modules with their class. Selecting **Yes** will display the option to use Objectives with End Dates or Objectives without End Dates. Selecting **No** will take instructors to the Content Editor.

CUSTOMIZE THIS CLASS / OBJECTIVES EDITOR

Objectives allow instructors to segment class content in the ALEKS Pie so students work on that content by a certain end date. Chapter-based Objectives and Custom Objectives can be created using the Objectives Editor. Classes can include Objectives with End Dates for each Objective or without End Dates for all Objectives. The **Edit** link allows instructors to view and edit the ALEKS topics with the Objective.

How to Find It: Select **Class Administration** | Select **New Class** | Complete the steps to create a new class | Select **Customize This Class** | Choose whether to integrate a textbook | Select **Yes, I will use Objectives**.

Objective Types: If instructors previously selected the option to integrate a textbook, additional options will appear in the options for setting Objectives

- **Chapter-Based Objectives with Optional Custom Objectives:** Instructors can quickly apply pre-built Chapter Objectives by simply selecting an end date for each chapter they want to cover. Customization can be done within the chapters
- **Custom Objectives:** Custom Objectives can be used to split chapters into multiple Objectives or they can be used to combine material across multiple chapters. With this option, there are no pre-built Chapter Objectives. Unlike Chapter-based Objectives, Instructors start with a clean slate and build all Objectives using the Custom Objectives feature. If instructors do not integrate a textbook, all Objectives will be Custom Objectives
- **Objectives with End Dates:** Each Objective must be completed by its end date. Objective completion dates (or end dates) may be assigned to each Objective. Chapter Objectives do not have to be in chronological order. Multiple Objectives can share the same end dates. When students complete Objectives early, instructors can keep Open All Objectives (known as "Open Pie" in the new Student Module) as the default setting or disable the default setting and allow ALEKS to only Open the Next Objective
- **Open Next Objective:** Allow students to only work on the next Objective when they complete Objectives before the assigned end date.
- **Open All Objectives:** (Default Setting): If students complete an Objective before the assigned end date, they will move into "Open Pie", which gives them the option to work on Ready to Learn topics in future Objectives or return to previous Objectives to work on topics they did not learn or may have lost during a Knowledge Check until the start of the next Objective. When the next Objective starts, Open Pie ends and students can only work on topics from the current Objective. If students do not complete an Objective before the assigned end date, they will move to the next Objective; however, any unlearned prerequisite material will be carried into subsequent Objectives
- **Objectives without End Dates:** All Objectives are due by a single end date; students move to the next Objective after they meet the progress level for the current Objective. Instructors set the progress level for the completion of each Objective. Students must complete a percentage of the topics specified in the progress level in each Objective before they can advance to the next Objective.

Below is an example of the Objectives Editor for a class using Objectives with End Dates. The bottom of the page contains the option where instructors can keep **Open All Objectives** as the default setting, or change it to **Open Next Objective**.

Post Objective Progress Assessment: Instructors can decide per Objective whether or not to assess students if they complete the Objective before the end date, or if they meet the Progress Level requirement. After students take this Knowledge Check, ALEKS may ask them to review a few topics to strengthen their skills and be prepared for future Objectives.

[Switch to Objectives without End Dates](#)

Objective	Start Date	End Date ¹	Post Objective Progress Assessment	Order
<input checked="" type="checkbox"/> Course Readiness & Chapter 0 Edit (102 goal topics)	02/18/2017	<input type="text" value="02/24/2017"/>	<input checked="" type="checkbox"/>	▲ ▼
<input checked="" type="checkbox"/> Chapter 1 Edit (32 goal topics)	02/25/2017	<input type="text" value="02/28/2017"/>	<input checked="" type="checkbox"/>	▲ ▼
<input checked="" type="checkbox"/> Chapter 2 Edit (43 goal topics)	03/01/2017	<input type="text" value="03/09/2017"/>	<input checked="" type="checkbox"/>	▲ ▼
<input checked="" type="checkbox"/> Chapter 3 Edit (77 goal topics)	03/10/2017	<input type="text" value=""/>	<input checked="" type="checkbox"/>	▲ ▼

[+ 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.

CUSTOMIZE THIS CLASS / CONTENT EDITOR

Instructors can edit the content of each Objective by selecting or unselecting the ALEKS topics to include or exclude in the Objective.

Class Code: LU9DU-WN3TX
CLASS TOOLS

PreAlgebra - Content Editor

Instructor: Pham
Name: PreAlgebra
Course Product: Pre-Algebra
Start Date: 09/08/2017
End Date: 12/07/2018

Select or deselect to edit topics and sections.
Deselecting topics will remove them from your class.

630 topics have been selected out of the available **1194 topics**. Reset Changes

Pre-Algebra [\[open all\]](#) | [\[close all\]](#)

- Whole Numbers and Integers
 - Place Value and Numeral Translation
 - Whole number place value: Problem type 1
 - Whole number place value: Problem type 2
 - Comparing place values of digits in a whole number: Problem type 1
 - Numeral translation: Problem type 1
 - Numeral translation: Problem type 2
 - Expanded form: 2 and 3-digit numbers
 - Expanded form: 4 and 5-digit numbers
 - Expanded form with zeros
 - Addition and Subtraction with Whole Numbers
 - Adding 2-digit numbers with regrouping a hundred
 - Adding 3 or 4 numbers with two-digits with regrouping
 - Adding 3-digit numbers with regrouping
 - Adding 3 numbers with two, three, and four-digits



Tip: To see a sample question for a topic, double-click or tap on a topic and an example will appear in a pop-up. A toggle at the top of the new topic pop-up allows instructors to switch between viewing a **Problem**, its **Explanation**, and for certain topics, **Another Explanation**. Selecting **Next Problem** generates a new problem instance of the same topic. Resources available for the topic display to the right.

Problem
Explanation
Next Problem >>

Rounding to hundreds or thousands

QUESTION

Round 6,798 to the nearest hundred.

EXPLANATION

First, we find the rounding place (hundreds). More

6 , 7 9 8

Next, we look at the digit to its right.

6 , 7 9 8

↑

If this digit is less than 5, we round down.
If this digit is 5 or greater, we round up.

9 is greater than 5, so we round up.

6 , 8 0 0

ANSWER

CUSTOMIZE THIS CLASS / TOPIC RECOMMENDATION (TREC) TOOL

The Topic Recommendation (TREC) tool appears after instructors have chosen their desired class content. It makes recommendations of appropriate prerequisite topics to ensure optimal student learning. The TREC tool provides instructors with a way to add prerequisite topics to their class.

If the instructor selected an optional mix of class content with supporting prerequisite topics, the TREC will be skipped.

PreAlgebra - Recommended Topics for Optimal Learning

Class Code: LU9DU-WN3TX
CLASS TOOLS

Select your prerequisite topics for your class.

Your Class Topics

Goal Topics + Additional Topics = Total Topics

596 0 596

Additional Topics

These recommendations are based on class content. Topics you select will appear in table of contents order.

*Select **Details** to see how a topic relates to other topics.*

- Adding 2-digit numbers with regrouping a hundred [Details](#)
- Adding 3 or 4 numbers with two-digits with regrouping [Details](#)
- Adding 3-digit numbers with regrouping [Details](#)

Which should I choose? ⓘ

Recommended

34 Topics

No Prerequisites

0 Topics

Update Your Class

(0) Topics

Continue

Back

CLASS SUMMARY

After a new class is created, the Class Summary is shown. The Class Summary can be used to manage and update many class settings that are also found in the sub-navigation. An email is also sent to the instructor of the class that includes class information and the Class Code. Please see the [Appendix](#) for an example of the email.

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

Below are key areas of the Class Summary and an overview of its features. For more details, select any link to go to the applicable section in this guide.

- 1 | Instructors can [pre-register](#) students into the class or have them self-register by giving out the Class Code to enroll into the class
- 2 | Provide [implementation](#) setup information to ALEKS to help enable training and best practices
- 3 | Add [resources](#) for students to access in the new Student Module
- 4 | Invite parents to receive periodic student [progress reports by email](#)
- 5 | Allow others to [duplicate the class](#)
- 6 | Records the grades for all assignment types, scheduled Knowledge Checks, and Objectives
- 7 | Give other instructors and TAs access to the class through [Share Class Access](#)
- 8 | Filter dashboard information reports, gradebook, and assignment data by [groups of students](#) from the same class

PreAlgebra - Class Summary Class Code: LU9DU-WN3TX CLASS TOOLS

Class Information Class Code: LU9DU-WN3TX

Basic Information [/ Edit](#)

Instructor: **I am teaching this class**

Name: **PreAlgebra**

Section: **N/A**

Course Product: **Pre-Algebra**

Grade: **8th Grade**

Start Date: **09/08/2017**

End Date: **12/07/2018**

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

Subscription Length: **K12 - 12 Month**

Settings: **N/A**

Class Content

Content Customization [/ Edit](#)

Textbook: **N/A**

Objectives Type: **N/A**

Content Editor [/ Edit](#)

Class Content: **677 topics**

QuickTables Settings [/ Edit](#)

Addition [0-10]
Subtraction [0-10]
Multiplication [0-10]
Division [0-10]

[/ Edit Tables](#)

Implementation Information [/ Edit](#)

Progress Goal
Progress: **N/A**

Min Time Required: **N/A**

Grade Taught: **N/A**

Implementation Scenario
Scenario: **N/A**
Purpose: **N/A**

Resources [/ Edit](#)

There are no resources for this class.

What's Next:

- Enroll students in your class
- Explore the Student View
- Download the Getting Started Reference Sheet (PDF)
- Download the At-a-Glance Task Guide (PDF)
- Attend Online Training
- Download the Reference Guide

Syllabus and Standards

View Syllabus: **HTML PDF**

Standards [/ Edit](#)

Correlation of the ALEKS course **Pre-Algebra to the Common Core State Standards for Accelerated Grade 7 (2010)**

[View Report](#)
[View Correlation](#)

Class Options [/ Edit](#)

Access Options

Student Enrollment Status: **Open**

Class Access: **Regular**

Archived Status: **Not archived**

Student Activity Notifications
 Notify Me - Assessed at 85%

Learning Options
 Show Learning Page First
 Show Learning Resources on Problem
 Show Send Message Button

Parent Notification
Weekly on Saturday

Knowledge Check Options

Initial Knowledge Check Location: **Anywhere**

Other Knowledge Check Location: **Anywhere**

Progress Knowledge Check Delay Window: **24 hours**

Worksheet Options

Content: **16 Review Questions**

Notification: **On**

Access: **None**

Class Duplicate Settings [/ Edit](#)

Status: **Private**

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

Gradebook

! If you are using Objectives or assignments, it is recommended that you enable the gradebook.

[Enable Gradebook](#)

Incoming & Exiting [/ Edit](#)

Incoming
Students will pick up where they left off.

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

Exiting
Always keep a record of student data in my class, regardless if they exit my class.

Share Class Access

[Share Access to this class](#)

Student Groups

[Create a Student Group](#)

IMPLEMENTATION INFORMATION

It is recommended that instructors enter information into these fields to provide ALEKS with more information about their implementation setup, which will help enable effective training and identify best practices.

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

PreAlgebra - Implementation Information

Student Goal

Finish Pie to 85%

Work in ALEKS a minimum of 3 hours per week

Grades Taught in This Class

<input type="checkbox"/> K	<input type="checkbox"/> 7	<input type="checkbox"/> 9
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 10
<input type="checkbox"/> 2		<input type="checkbox"/> 11
<input type="checkbox"/> 3		<input type="checkbox"/> 12
<input type="checkbox"/> 4		
<input type="checkbox"/> 5		
<input type="checkbox"/> 6		

Implementation

Scenario

<input type="checkbox"/> Computer in Classroom	<input type="checkbox"/> Laptop Carts
<input type="checkbox"/> Computer Lab	<input type="checkbox"/> One to One Laptop
<input type="checkbox"/> Home Access	<input type="checkbox"/> Online School

Purpose

<input type="checkbox"/> After-School	<input type="checkbox"/> Exit Exam
<input type="checkbox"/> At-Risk Students	<input type="checkbox"/> Improve State Test Score
<input type="checkbox"/> College and Career Readiness	<input type="checkbox"/> Intervention
<input type="checkbox"/> Core Curriculum	<input type="checkbox"/> RTI
<input type="checkbox"/> Credit Recovery	<input type="checkbox"/> Special Education
<input type="checkbox"/> Enrichment	<input type="checkbox"/> Summer School
<input type="checkbox"/> ESL Students	<input type="checkbox"/> Supplement

RESOURCES

Resources can be added at the class and/or topic level and organized in folders so students can access them through the Resources page and/or the Explanation pages of ALEKS topics in the Student Module.

Additionally, instructors can tag a resource as a video so that it is labeled "VIDEO" for students to see in the Topic Carousel and in the Instructor Resources section of the new Student Module.

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

Alternate Sub-Navigation Route: Select a class | Select **Class Tools** | Select **Resources**

From the resources table, selecting the topic name within the pop-up shows what the resource looks like for students.

Class Code: LU9DU-WN3TX
CLASS TOOLS

PreAlgebra - Resources

Add resources for students to access through the Resources page and/or the Explain pages of ALEKS topics.

Important: By adding a resource that is a link to an external website, students will be able to access external websites from within ALEKS. We encourage you to review the privacy policies of each website you visit and use.

Add Resource

Total Number of Resources: 2 | File Space Remaining for this Class: 100 MB

Open All / Close All
Add Folder

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
<input type="checkbox"/> Chapter 1 Notes <small>Edit Quick Edit</small>	Chapter_1_Notes.docx (18 KB)	105 topics	👁	09/08/2017	⬆ ⬇ ⬆
<input type="checkbox"/> See ALEKS in action <small>Edit Quick Edit</small>	Display Note				✖

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

Topics:

- Whole number place value: Problem type 1
- Whole number place value: Problem type 2
- Numeral translation: Problem type 1
- Numeral translation: Problem type 2
- Expanded form: 2 and 3-digit numbers

[View more topics that are linked](#)

WHAT'S NEXT

This box displays helpful links for getting started in ALEKS and what instructors can do next after creating a new class for the first time.

How to Find It: Found in the upper-right corner of the Class Summary

What's Next:

- [Enroll students in your class](#)
- [Explore the Student View](#)
- [Download the Getting Started Reference Sheet \(PDF\)](#)
- [Download the At-a-Glance Task Guide \(PDF\)](#)
- [Attend Online Training](#)
- [Download the Reference Guide](#)

SYLLABUS AND STANDARDS

The syllabus lists all topics in the class, grouped by Objective (if Objectives are used). It can be downloaded to HTML or PDF format from the Class Summary. Also, a standards correlation can be selected for the class.

How to Find It: Select a class | Select **Class Administration** | Select **Class Summary** | Locate the Syllabus and Standards heading

Syllabus and Standards

View Syllabus: [HTML PDF](#)

Standards [Edit](#)

Correlation of the ALEKS course Pre-Algebra to the Common Core State Standards for Accelerated Grade 7 (2010)

[View Report](#)

[View Correlation](#)

CLASS OPTIONS

This page displays the settings for many class options.

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

PreAlgebra - Class Options Class Code: LU9DU-WN3TX

Access Options

Student Enrollment Status

Open Closed (Students will not be allowed to enroll in this class)

Class Access

Regular Denied (Students will not have access to this class)

Archived Status

Archived

Student Activity Notification Options

Notify me when a student completes an Objective

Notify a student when he (she) completes an Objective

Notify me and present a certificate of achievement to students when they assess at 85% of my syllabus

Notify me and present a certificate of achievement to students when they reach (Choose one)

Parent Notification [view sample email](#)

Email student progress reports to parent(s)/guardian(s).

Once the parent/guardian email(s) have been verified, the report will be sent:

Weekly on Saturday

Allow parent/guardian to reply directly to me from progress emails.

Please be advised that by enabling parent/guardian notifications, you personal data to third parties outside of ALEKS.

Learning Options

On first encounter with a topic, show learning page first before problems

Show learning resources on problem page

Show Send Message to Instructor button inside learning mode

Student Knowledge Check Options

Initial Knowledge Check Location

Anywhere At the Institution

Other Knowledge Check Location

Anywhere At the Institution

Progress Knowledge Check Delay Window

24 Hours

Worksheet Options

Content

16 Review Questions

12 Review Questions + 4 Ready to Learn Questions

Select your own worksheet combination (Worksheets must have at least 1 question):

Review Questions Ready to Learn Questions

Notification

Automatically send me messages with answers to worksheets

Access

Remind students to print a worksheet before exiting ALEKS

Allow students access to their worksheet answers

PARENT NOTIFICATION

This feature allows instructors to send an email invitation to the parent/guardian of a student inviting them to receive periodic student progress reports for the class period (i.e. the class start date to the class end date) From the email report, parents can view their students' performance through an abbreviated version of the new Student Module.

Instructors can enter up to two parent/guardian email addresses for each student in the class from the student's Account Summary. Parent email addresses can also be entered during Pre-registration or Batch Registration.

Instructors can apply class settings to indicate how often and when progress reports are sent, or apply customized notification settings for individual students.

Please see the [Appendix](#) for an example of the student Progress Report Email

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

Parent Notification [view sample email](#)

Email student progress reports to parent(s)/guardian(s).
Once the parent/guardian email(s) have been verified, the report will be sent:
Weekly on Saturday

Allow parent/guardian to reply directly to me from progress emails.

Please be advised that by enabling parent/guardian notifications, you may be sending personal data to third parties outside of ALEKS.

CLASS DUPLICATE SETTINGS

After a class has been created, the instructor can choose to share the class publicly or keep it private. There are options to indicate whether a class is private or public. Instructors can specify the settings they would like other instructors to be able to duplicate by checking the box next to the setting.

Private: (Default setting) The class cannot be duplicated by other instructors.

Public: The class can be duplicated by other instructors at the same institution, or any institution. At other institutions, instructors must have the class code.

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

PreAlgebra - Class Duplicate Settings

Settings

Adjust your class duplicate settings if you want to allow other instructors to duplicate this class.

Private: Do not allow other instructors to duplicate this class
Note: ALEKS Administrators at your institution can always duplicate your class.

Public: Allow other instructors to duplicate this class if they have the class code
Note: You will be notified via the ALEKS Message Center when another instructor duplicates your class.

Please specify the settings you would like other instructors to be able to duplicate.

<input type="checkbox"/> Objectives	<input type="checkbox"/> Pie Progress Goals
<input type="checkbox"/> Homeworks	<input type="checkbox"/> Time Goals
<input type="checkbox"/> Tests	<input type="checkbox"/> Topic Goals
<input type="checkbox"/> Quizzes	<input type="checkbox"/> Class Resources
<input type="checkbox"/> Scheduled Assessments	<input type="checkbox"/> Ebook Notes
<input type="checkbox"/> QuickTables Quizzes	<input type="checkbox"/> Calendar Notes
<input type="checkbox"/> QuickTables Assessments	<input type="checkbox"/> Gradebook Setup

SHARE CLASS ACCESS

Instructors can share access to their classes or specific students with TAs or other instructors by assigning access levels through the Share Class Access feature.

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

Alternate Sub-Navigation Route: Select a Class | Select **Class Administration** | Select **Class Summary** | Select **Edit** next to Share Class Access

Math 126 / Pre-Algebra - 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	
ALEKS	Read Only	✓ Saved
Smith, Tracy	Gradebook	✓ Saved
Summers, Jennifer	Full	✓ Saved

Access Legend

Read Only: Cannot modify the gradebook, assignments, or any other class settings.

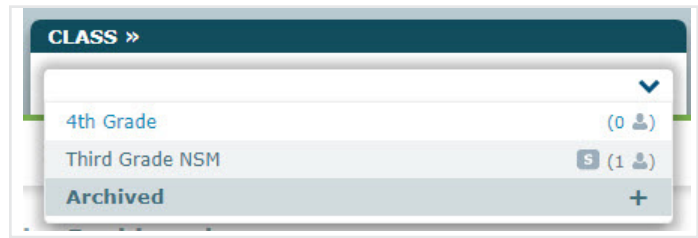
Gradebook: Can only change gradebook scores (cannot modify assignments or any other class settings).

Full: Can modify the gradebook, assignments, and many other class settings. Only a few actions cannot be taken, such as "Delete" and "Move to Another Instructor".

Assign per Student: Read only access per student or student group.

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

After a class is shared, the TA or instructor who was given access to the class will see an indicator (**S**) to the right of the class name to help distinguish their own classes (if any) from a shared class.



STUDENT GROUPS

Student Groups allow instructors to view dashboard information, reports, gradebooks, ALEKS Message Center, and assignment data by groups of students from the same class.

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

Alternate Sub-Navigation Route: Select a Class | Select **Class Administration** | Select **Student Groups**

Math 126 / Pre-Algebra - Student Groups

[<< 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, select the "edit student group" link, or select from the Action column.

Student Group	# of Students	Action
Group A Edit Student Group	32	Edit Student Group <input type="button" value="Go"/>

Once a student group is created for the class, the Student Group filter will appear on applicable pages. Here is an example:

Group Filter: **Number of Students:** 9 **Students:** 0

Select the student name to view a detailed report. [Refresh Report](#)

All	Name (Login Student id)	Total Time in this Class (hrs)	Last Login	Total Time (for date range)	Time Log (Number of topics mastered / Number of topics attempted)							
					Wed 02/14	Thu 02/15	Fri 02/16	Sat 02/17	Sun 02/18	Mon 02/19	Tue 02/20	
<input type="checkbox"/>	Doe, Jane	-	10/15/2014	-	-	-	-	-	-	-	-	-

CLEANUP TOOL

This feature is used to clear statistics and records at the class level. Please proceed with caution when using the Cleanup Tool. The Cleanup tool is also available at the student-level

How to Find It: Select a class | Select **Class Administration** | Select **Cleanup Tool**

PreAlgebra - Cleanup Tool

Warning: These operations are **irreversible** and will result in the inability to generate valuable reports for students in this class. None of these options will return subscriptions. Proceed with caution!

Clear Statistics: This will clear time spent logged in this class.

Clear Statistics and Records: This will clear time and data accumulated in this class. Students will be prompted [Contact Customer Support](#) to complete a new Initial Assessment.

CLASS TOOLS

Instructors can use the Class Tools menu to access resources and learning aids available for each class.

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

The screenshot shows the ALEKS interface for a class named "Math 126 / Pre-Algebra". At the top, there are two tabs: "CLASS" and "STUDENT". Below the tabs, there are navigation links: "Class Administration", "Gradebook", "Reports", "Assignments", and "QuickTables". The main content area is titled "126 / Pre-Algebra - Dashboard" and includes a "Filter: All Students" dropdown. There are several widgets: "Information" showing "Math 126" and "32" students, "ALEKS Pie Report" showing a 63% progress indicator, and "Time and Topic" showing a 3M duration. On the right, the "CLASS TOOLS" menu is open, showing options for "Forum", "Calendar", "Resources", and "Student View".

FORUM

The Class Forum can be used to facilitate meaningful discussions with students in the class.

How to Find It: Select a class | Select **CLASS TOOLS** | Select **Forum**

Enable the Class Forum by selecting **Yes, Enable Class Forum**. Instructors will see this message only the first time they access the Class Forum.

The screenshot shows the Class Forum interface. At the top, there is a "Post a New Thread" button and a "Refresh" button. Below that, there is a search bar and a "Page 1 of 1" indicator. The forum contains two posts by "Mrs. Smith". The first post is titled "Mixed Fractions Review" and includes a reminder to use the ALEKS math palette. The second post is titled "Extra Credit Problem" and includes a math problem: "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." The examples are: $-3 < -2$, $5 < 5.5$, and $3 > -2$.

CALENDAR

Instructors can view and schedule assignments by calendar view. They can also add notes to the calendar.

How to Find It: Select a Class | select **CLASS TOOLS** | Select **Calendar**

The screenshot shows the Class Calendar interface. At the top, there is an "Add Note to Calendar" button and a "Create New Assignment" dropdown. The calendar is for "SEPTEMBER 2017" and shows days from Sunday to Saturday. Assignments are listed in the calendar cells: "Homewor. (due)", "Test 2", "Homewor. (due)", "Scheduled Ass...", "Test 2 (due)", "Final-Exam", and "Schedule. (due)". The date 18 is highlighted in green. At the bottom, there is a note: "Assignments in gray: Not published to any student calendar."

RESOURCES

This is the same feature that is also accessible on the Class Summary as described in the previous [Resources](#) section.

How to Find It: Select a class | Select **CLASS TOOLS** | Select **Resources**

Alternate Navigation Route: Select a class | Select **Class Administration** | Select **Class Summary** | Select **Edit by Resources**

STUDENT VIEW

The student view can be used to experience exactly what a student experiences in the new Student Module. 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.

How to Find It: Select a class | Select **CLASS TOOLS** | Select **Student View**

Here is an example of the new Student Module accessible via the Student View:

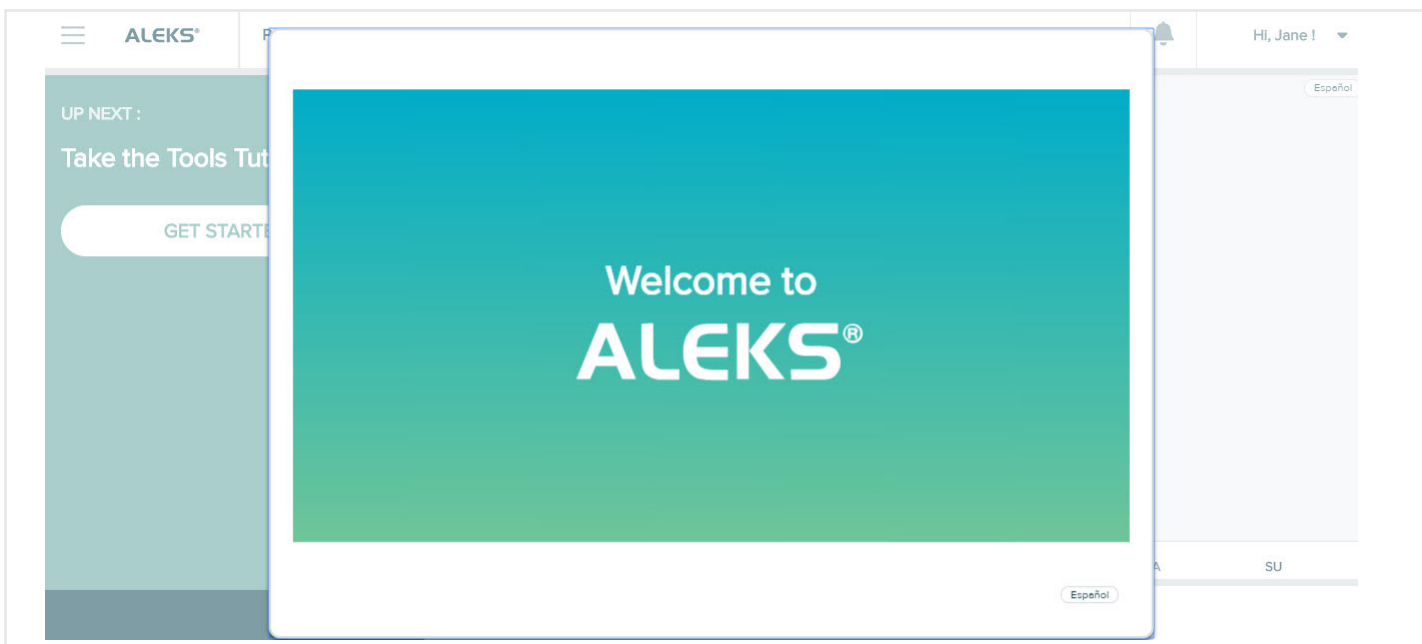
Math 126 / Pre-Algebra - View the Student Interface

Explore the Student Module

In your Student View, you can explore the Student Module:

- Complete the Tools Tutorial
 - Complete the Initial Knowledge Check
 - Learn topics in the class
 - Complete assignments
 - View grades and reports
- Reset the Student View

Enter Student View



CLASS ARCHIVE

Archiving can be used to simplify the CLASS drop-down tab so that only relevant classes appear. For example, use this feature to archive classes at the end of each term so that only active classes at the start of a new term are displayed.

Note: Instructors can only archive their own classes; administrators can archive any class. Archived classes can be accessed and unarchived at any time; archiving does not impact students' ability to access their classes or retrieval of reports.

Class archiving can be done in multiple ways. The following sections show different ways to archive. In general, individual classes can be archived from the Class Summary page, whereas multiple classes can be archived from the Class List.

1. Class Archive Through the Class Summary

From the Class Summary, instructors can archive the selected class by selecting the **Archived** checkbox. This option is unchecked by default.

How to Find It: Select a class | Select **Class Administration** | Select **Class Summary** | Select **Edit** next to Class Options | Select the **Archived** checkbox

After archiving a class, the class can be found at the bottom of the CLASS tab after expanding the **Archived** heading.

2. Auto-Archiving Classes

Class start and end dates are required during class creation. After the class end date passes, ALEKS will automatically archive the class.

How to Find It: Select a class | Select **Class Administration** | Select **Class Summary** | Select **Edit** next to Class Information

Access Options

Student Enrollment Status

Open Closed (Students will not be allowed to enroll in this class)

Class Access

Regular Denied (Students will not have access to this class)

Archived Status

Archived

The screenshot shows the CLASS tab interface. At the top, there are two tabs: 'CLASS' and 'STUDENT'. Below the tabs is a search bar with the text 'Enter Your Search'. A list of classes is displayed, including 'Math 104 - Previous Semester / Mathematics - LV 5 (with QuickTables)', 'Math 161 / AP Statistics (Quantitative) / Classic', 'Math 162 / High School Prep for Statistics / Classic', 'Math 163 / Math Review for AP Physics', 'Math 164 / Math Review for AP Calculus', 'Math 165 / Business Math / Classic', 'Math and Accounting / Fundamentals of Accounting (Corporation) / Classic', 'Math and Accounting / Fundamentals of Accounting (Sole Proprietorship) / Classic', and 'Science 1A / Prep for AP Chemistry'. At the bottom of the list, there is an 'Archived' section with a plus sign, which is expanded to show 'Math 104 - Previous Semester / Mathematics - LV 5 (with QuickTables)' with 25 students.



Tip: The option below is checked by default. Classes older than a year are automatically archived to simplify the class display. Instructors can see their active and inactive classes by going to the Class List.

3. Archiving Through the Class List

Multiple classes can be archived through the Class List

Steps:

1. First select the class(es) to archive
2. Select the **Archive** button

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

After selecting a class, the actions available to manage the class are displayed. Actions change based on the amount of classes selected.

Class Information

Instructor	I am teaching this class	
Course Product	Pre-Algebra ⓘ	
Grade	9th Grade ▾	
Name	<input type="text" value="Math 126"/>	
Section (optional)	<input type="text" value="Enter a period name, i.e. MW 10-12:30"/>	
Dates	Start Date ⓘ	End Date ⓘ
	<input type="text" value="02/22/2017"/> 📅	<input type="text" value="09/22/2017"/> 📅
	<input checked="" type="checkbox"/> Automatically archive this class after the end date	
Subscription Length	K12 - 12 Month ▾ ⓘ	

Tracy Smith - Class List

2 classes selected Displaying 67 classes

View: Active (67) | Archived (7) Search Download

New Class
 Archive

<input type="checkbox"/> Class ^	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> Math 102	Mathematics - LV 4 (with QuickTables)	Tracy Smith	29	XXXXX-XXXXX
<input checked="" type="checkbox"/> Math 103	Mathematics - LV 5 (with QuickTables)	Tracy Smith	35	XXXXX-XXXXX
<input type="checkbox"/> Math 105	Essential Mathematics (with QuickTables)	Tracy Smith	26	XXXXX-XXXXX

CLASS LIST

The Class List displays information for all classes taught by the instructor logged in. It can be used to perform actions on many classes, including viewing the class dashboard, duplicating, and archiving classes. Many functions for updating and managing classes are streamlined on this page. After selecting a class, the actions available to manage the class are displayed. Actions change based on individual or multiple class selection.

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

Tracy Smith - Class List

1 class selected Displaying 67 classes

View: Active (67) | Archived (7) Search Download

New Class
 Class Summary
 Dashboard
 Duplicate
 Archive

<input type="checkbox"/> Class ^	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> Math 101	Mathematics - LV 3 (with QuickTables)	Tracy Smith	32	XXXXX-XXXXX
<input type="checkbox"/> Math 102	Mathematics - LV 4 (with QuickTables)	Tracy Smith	29	XXXXX-XXXXX

INSTRUCTOR ADMINISTRATION

This section of the guide describes how instructors can manage their ALEKS accounts through Instructor Administration features. The additional features available under the Instructor Administration sub-navigation menu are the same features described in the Class Administration and Student Administration sections of this guide.

INSTRUCTOR ACCOUNT SUMMARY

Instructors can manage their account information from the Account Summary and see their classes and permission settings. They can also provide their contact information and email preferences.

How to Find It: Select **Instructor Administration** | Select **Account Summary** | Select **Edit** by Account Information

Alternate Navigation Route: Open the menu beside the account name in the upper-right corner | Select **Settings**

Login Name: TSMITH10293

Tracy Smith - Account Summary

Account Information [Edit](#)

Basic Information
Account Type: **Instructor**

Title:

Salutation:

First Name: **Tracy**

Middle Name:

Last Name: **Smith**

Login Name: TSMITH10293

[Reset Password](#)

ID:

Contact Information
Email: **tsmith@aleks.com**

Phone Number: **123-4567**

Address: **123 ALEKS Way , Irvine, California, 92618**

Grade(s) Taught
8

Account Settings [Edit](#)

Account Status: **Enabled**

Language: **English**

Automatic Logout: **30 min**

Permissions

Student Subscriptions

- ✓ Authorize students
- ✓ Enroll/Pre-register students
 - Batch register students
 - Alternate Subscription Length
- ✓ Extend student accounts

Other

- ✓ Full student history

Classes

Current Classes
8th Grade

Email Preferences [Edit](#)

Email Settings
Forward all ALEKS messages to this email address

- ✓ Enable my students to send messages to this account
- Enable my students to send messages to each other
- Forward messages sent to my students to their regular email account
- Send a message to this account when registered students are waiting for my authorization

STUDENT ADMINISTRATION

This section of the guide describes how instructors can manage student accounts and subscriptions through the Student Administration features.

ALEKS SUBSCRIPTIONS

The features below allow administrators to authorize, register, and extend student accounts, and move and unenroll students from one class to another.

AUTHORIZE STUDENT ACCOUNTS

If students self-register into the class, this feature allows instructors to authorize the students' registrations in their own classes so that they can begin using ALEKS. The instructor of the class will be notified on the dashboard tile when a student's account requires authorization. Selecting the link takes instructors to the Authorize Students page below.

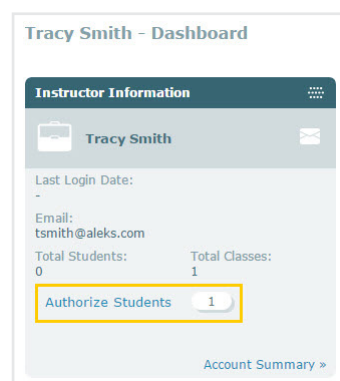
How to Find It: Select **Instructor Administration** | Select **Authorize Students**

Alternate Sub-Navigation Route:

Select a class | Select **Class Administration** | Select **Authorize Students**

The Actions menu becomes active when at least one student is selected. Available actions display based on what is selected in the table to prevent users from performing actions that are prohibited.

Note: By default, instructors do not see the **Change Subscription** button unless they have been given permission to the Authorize Subscription Length feature by an administrator. See the [Permissions](#) section for details on permission levels.



Class Code: F49KF-9EFY9 **CLASS TOOLS**

8th Grade - Authorize Students

The following students are awaiting authorization to start using ALEKS.
Please select the names of the students you want to authorize, and select an action.

Note: Students should only have one ALEKS account registered per class. If you suspect a duplicate account, use the **Do Not Authorize** action to remove the account from the table.

1 student selected Displaying 1 student

Authorize Change Subscription Do Not Authorize

<input checked="" type="checkbox"/>	Class	Subscription Length	
<input checked="" type="checkbox"/>	8th Grade/Smith	K12 - 12 Month	<input type="text"/>
<input checked="" type="checkbox"/>	Doe, Jane (JDOE1880)		

Need More Subscriptions?

- » Order Subscriptions
- » Subscription Management System

Subscriptions	Available	Marked to Authorize
K12 - 12 Month	33	0
K12 - 12 Month - AP Stats	249	0
K12 - 12 Month - ALEKS 360 Miller PreCalculus	98	0
K12 - 12 Month - QuickTables Only	44	0

New Student Module View

In the new Student Module, students who self-register see a pending authorization message after logging into ALEKS. The student's account must be authorized by an instructor or administrator in the ALEKS Instructor Module before the student can begin working in the class. After the student's account is authorized, the message disappears and the student can begin working in the class by selecting the class name.



The screenshot shows the ALEKS user interface. At the top left is the ALEKS logo, and at the top right is the user name "Hi, Jane!" with a dropdown arrow. Below the header is a "My Classes" section with a "+ NEW CLASS" button. Under "My Classes", there are two categories: "Active (0)" and "Pending Instructor Authorization (1)". The "Active (0)" section contains a message: "You have no active classes. Click on the 'NEW CLASS' button above to enroll in a new class." The "Pending Instructor Authorization (1)" section is expanded to show a class entry for "ALEKS QC Department" with the title "8th Grade / RtI 8". A warning icon and text "Pending Instructor Authorization" are displayed next to the title. Below the title, the instructor is listed as "Smith" and the last login is "pending". There is a "Show Details" link and a "Switch Class" link at the bottom of the class entry.

PRE-REGISTRATION

This feature allows instructors to register a group of students at the same time for a single class. Students do not need to self-register when instructors use the Pre-registration feature.

How to Find It: Select **Instructor Administration** | Select **Enroll/ Pre-Register**

Alternate Sub-Navigation Route: Select a class | Select **Class Administration** | Select **Enroll/ Pre-Register**

Math 126 / Pre-Algebra - Enroll/Pre-Register Students

How would you like to enter the list of students?

- [By copy & paste](#) (from a spreadsheet)
- [By typing](#)

Note: You can pre-register a **maximum of 100 students** at once.

PRE-REGISTRATION WITH ALTERNATE SUBSCRIPTION LENGTH

Note: Instructors who have been given permission to the Alternate Subscription Length feature see the screen below with additional options to register students using the subscription length assigned to the class or to assign a different subscription length.

Class Code: F49KF-9EFY9
CLASS TOOLS

8th Grade - Enroll/Pre-Register Students

Step 1: Select a Subscription Length

Subscription Length Assigned to This Class:

K12 - 12 Month (33 Subscriptions)

Assign a Different Subscription Length to Pre-Register Students:

Note: This will not affect the primary subscription length assigned to this class or any students who were previously registered.

Subscriptions	Available	Marked to Authorize
K12 - 12 Month	33	0
K12 - 12 Month - AP Stats	249	0
K12 - 12 Month - ALEKS 360 Miller PreCalculus	98	0
K12 - 12 Month - QuickTables Only	44	0

Step 2: Select how you would like to enter your list of students

Copy and Paste
Enter by Typing

Note: You can pre-register a **maximum of 33 students** in this class.

Need More Subscriptions?

- [Order Subscriptions](#)
- [Subscription Management System](#)

EXTEND STUDENT ACCOUNTS

Instructors can efficiently extend student accounts with this feature. After the extension, students can continue to use their accounts without interruption.

How to Find It: Select a class | Select **Class Administration** | Select **Extend Student Accounts**

Choose the subscription type that will be used to extend your students

Subscription Type:

[Order Additional ALEKS Subscriptions](#)

Check the box next to one or more student accounts to extend. Then, select the **Extend** button.

Important: After selecting **Extend**, the student account(s) will be renewed and assigned a subscription.

The new subscription will be used immediately after the old subscription expires.

Filter by Expiration Date:

1 Student selected Displaying 29 Students

Extend

<input type="checkbox"/>	Student	Login Name	Time Remaining	Expiration Date ^	Subscription Type
<input checked="" type="checkbox"/>	Daniels, Linda	LDANIELS2	Expired 128 Weeks and 5 Days Ago	04/05/2015 01:00 AM	K12 - 40 Week
<input type="checkbox"/>	Are, Dan	DARE	Expired 97 Weeks and 6 Days Ago	11/07/2015 02:00 AM	K12 - 12 Month

CLASS ROSTER

The Class Roster displays student information. It can be used to perform bulk and individual actions on student accounts within the class selected, including viewing a student's dashboard, sending messages, and moving and unenrolling students. Many functions for updating and managing accounts efficiently are streamlined on this page.

Note: Students cannot be moved into expired classes from the Class Roster. Expired classes do not appear in the drop-down menu after selecting the **Move** button.

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

<input type="checkbox"/>	Name ^	Mastery	Login	Password	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/>	Anderson, Kevin	71%	KANDERSON...	FALLFLAG	96631	Group A	02/22/17	02/22/17	09/14/17 02:13 PM
<input checked="" type="checkbox"/>	Anderson, Paul	70%	PANDERSON1	FLAGGLASS	96635	Group A	02/22/17	02/22/17	09/14/17 02:13 PM
<input type="checkbox"/>	Black, Daniel	87%	DBLACK8	FISHFORTY	96633	Group A	02/22/17	02/22/17	09/14/17 02:13 PM

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. Examples are shown below.

1. Edit Multiple Student Accounts Through the Class Roster

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

Filters

Instructors can filter students by Active, Former, and Hidden.

- **Active:** All students currently in the class are tagged as active and displayed by default
- **Former:** Students are tagged with this status when they were in this class and have moved/exited the class into another class, but their records still appear in this class
- **Hidden:** These students are hidden from reports and drop-down menus. Instructors can select students to tag as hidden

For example, instructors who do not wish to see former student records included in reports can use the **Hide** button.

2. Edit Individual Student Account Settings

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

Kevin Anderson - Account Summary

Student Information / Edit First Name: Kevin Middle Initial: E. Last Name: Anderson Student ID: 96631 Email: Anderson.Kevin@mock.data Login Name: XXXXX Password: FALLFLAG Reset Password	Account Settings / Edit Account Status: Enabled
Parent/Guardian Contact Information & Notification / Edit Please complete this section.	Account Status Last Login: 09/14/2017 Creation Date: 02/22/2017 Enrollment Date: 02/22/2017 Expiration Date: 02/20/2017
	Student Groups Group A

STUDENT GRADEBOOK

When the ALEKS Gradebook feature is enabled, the Gradebook for each student will appear. Instructors can view students' grades and send messages to individual or multiple students.

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

Kevin Anderson - Gradebook

Show:

Send Message to Selected Students Display Options Full Screen View

All	Students (Name Login Student ID)	Total Grade	Time - Week 1 <small>Edit</small>	Topic - Week 1 <small>Edit</small>	Time - Week 2 <small>Edit</small>	Topic - Week 2 <small>Edit</small>	
			Mar 1, 2017	Mar 1, 2017	Mar 8, 2017	Mar 8, 2017	M
<input type="checkbox"/>	Anderson, Kevin E.	83%	73%	67%	87%	100%	

Gradebook Legend

eere: Dropped score
+score: Extra credit
score: Submitted but not due yet (not part of grade)

MOVE/UNENROLL

Moving students from one class into another and enroll or unenrolling can be done in multiple ways. The following sections show different ways to move students. In general, individual students can be moved and unenrolled from the Move/Unenroll feature, whereas the Class Roster can be used to bulk move students from one class to another, and to enroll/unenroll them to/from a class.



Note: The following rules apply when moving students:

Moving students is limited to 20 at a time

Unenrolling a student does not return the subscription

Students cannot be moved into expired classes.

Expired classes do not appear in the drop-down menu when using the **Move** option

1. Bulk Move Students Through the Class Roster


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






Steps to Move Students

1. Select the students to move by selecting the checkbox next to their names
2. Select **Move**
3. Select the class to move the student to or unenroll the student from
4. Select **Confirm**

Math 126 / Pre-Algebra - Class Roster

2 Students selected Displaying 32 Students

View: Active (32) | Former (0) | Hidden (0) Download 

 Send Msg	 Move	 Unenroll	 Hide	 Disable Access					
<input type="checkbox"/>	Name ^	Mastery	Login	Password	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/>	Anderson, Kevin	71%	KANDERSON...	FALLFLAG	96631	Group A	02/22/17	02/22/17	09/14/17 02:13 PM
<input checked="" type="checkbox"/>	Anderson, Paul	70%	PANDERSON1	FLAGGLASS	96635	Group A	02/22/17	02/22/17	09/14/17 02:13 PM
<input type="checkbox"/>	Black, Daniel	87%	DBLACK8	FISHFORTY	96633	Group A	02/22/17	02/22/17	09/14/17 02:13 PM

2. Bulk Unenroll Students Through the Class Roster


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






Steps to Unenroll Students

1. Select the students to unenroll
2. Select **Unenroll**
3. Select **Confirm**

Math 126 / Pre-Algebra - Class Roster

2 Students selected Displaying 31 Students

View: Active (31) | Former (0) | Hidden (0) Download 

 Send Msg	 Move	 Unenroll	 Hide	 Disable Access					
<input type="checkbox"/>	Name ^	Mastery	Login	Password	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/>	Anderson, Paul	70%	PANDERSON1	FLAGGLASS	96635	Group A	02/22/17	02/22/17	09/14/17 02:13 PM
<input checked="" type="checkbox"/>	Black, Daniel	87%	DBLACK8	FISHFORTY	96633	Group A	02/22/17	02/22/17	09/14/17 02:13 PM
<input type="checkbox"/>	Black, Kelly	64%	KBLACK33	BIRDBOX	96606	Group A	02/22/17	02/22/17	09/14/17 02:13 PM

3. Move or Unenroll Individual Students Through the Move/Enroll Page

How to Find It: Select a class | Select a student | Select **Student Administration** | Select **Move/Unenroll**

Steps to Move or Unenroll a Student

1. Select the option to **Move Student To** or **Unenroll**
2. Select an instructor
3. Select a class
3. Select **Confirm**

Kevin Anderson - Move and Unenroll

Student Options

Move Student To:

Unenroll

ASSIGNMENTS

This section of the guide describes how instructors can create and manage assignments through the Assignments sub-navigation after selecting a class. The Assignments menu allows instructors to create homework, learning goals, tests, quizzes, Scheduled Knowledge Checks and worksheets to manage all assignments, and view reports.

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

There are three types of assignments that instructors can create:

- **Time, Topic, and Progress Goals:** Require students to meet a specific progress level or a minimum participation level over a defined period of time, such as learning a set number of topics per week
- **Homework, Quizzes, and Tests:** These are extra assignments that can be created for students. Instructors choose the questions on the assignment. Best used for extra credit or practice since these assignments do not affect the students' pie charts
- **Scheduled ALEKS Knowledge Checks:** Knowledge Checks are given automatically throughout the course to ensure retention and mastery of topics learned. Instructors use Scheduled Knowledge Checks if they want a Knowledge Check to occur on a specific date and time.

The screenshot shows the top navigation bar with 'CLASS' and 'STUDENT' tabs. The 'CLASS' tab is active, showing 'Math 126 / Pre-Algebra' with a dropdown for '(32)' students. Below this is a navigation menu with 'Class Administration', 'Gradebook', 'Reports', 'Assignments' (highlighted), and 'QuickTables'. Under 'MANAGE', there are links for 'Assignments' and 'Worksheets'.

ASSIGNMENT LIST

This list includes all homework, learning goals, scheduled Knowledge Checks, tests, and quizzes for the class. Many functions for updating and managing assignments efficiently, including viewing assignment results are streamlined on this page.

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

The screenshot shows the 'Assignment List' for 'Math 126 / Pre-Algebra'. It includes a 'Filter' dropdown, a search box, and a toolbar with buttons for 'New Assignment', 'Edit', 'Quick Edit', 'Notify Students', 'View Report', and 'More'. The list table has columns for Name, Type, Start, End, Goal Details, Status, and Report. Two assignments are visible: 'Scheduled Assessment 4' (Knowledge Check, Current) and 'Test 2' (Test, Completed).

Name	Type	Start	End	Goal Details	Status	Report
<input checked="" type="checkbox"/> Scheduled Assessment 4 Quick Edit Notify Students	Knowledge Check	09/11/2017 8:00 am	09/18/2017 11:59 pm	-	Current	
<input type="checkbox"/> Test 2	Test	08/28/2017 2:13 pm	09/11/2017 2:13 pm	-	Completed	

DUPLICATE ASSIGNMENTS FROM ANOTHER CLASS

Instructors can duplicate assignments from another class by selecting the Duplicate from Another Class option. Instructors then select the name of the instructor and class to duplicate the assignment from. A table will appear displaying the assignments in the class selected.

Note: Assignments can only be duplicated from classes using the same ALEKS Course Product.

How to Find It: Select a class | Select **Assignments** | Select **New Assignment** | Select **Duplicate from Another Class**

3rd Grade - Duplicate Assignment From

Adams, Allison, Ms. | 3rd Grade

Select an Instructor...
Classes to be assigned (no instructor)

Aurthur, Sean, Mr.
Barnes, Andrea, Mrs.
Bynes, John, Mr.
Channing, Tanya, Ms.
Doe, Jane, Ms.
Luis, Renee, Mrs.
Marshall, Jenny, Ms.

Displaying 18 Assignments

Type	Start	End	Goal Details	Status
Time	06/11/2015	06/11/2015	0h 10m	Completed

DUPLICATE ASSIGNMENTS TO ANOTHER CLASS

Instructors can duplicate assignments to another class by selecting the Duplicate to Another Class option then selecting the name of the instructor and class to duplicate the assignment to. Instructors can duplicate assignments to their own classes only.

Note: Assignments can only be duplicated from classes using the same ALEKS Course Product

How to Find It: Select a class | Select **Assignments** | Select **New Assignment** | Select the assignment to duplicate | Select **Duplicate**

1 Assignment Selected | Displaying 18 Assignments

Filter | Search

Cancel | Apply

Duplicate to Another Class | Adams, Allison, Ms. | Select a Class...

Name	Type	Start	End	Goal Details	Status	Report
<input type="checkbox"/> Homework 6	Homework	08/26/2015 11:05 pm	08/26/2015 11:59 pm	-	Completed	
<input checked="" type="checkbox"/> Homework 5	Homework	07/28/2015 6:22 pm	07/28/2015 11:59 pm	-	Completed	

ALEKS WORKSHEETS AND QUICKTABLES WORKSHEETS

ALEKS Worksheets and QuickTables Worksheets can be created for additional practice or review and assigned to the entire class or to individual students. These worksheets are uniquely generated based on each student's current knowledge and can be printed to work on offline using a pencil and paper. Students can also self-generate worksheets. A copy of each worksheet and answer key is sent to the instructor through the ALEKS Message Center.

New ALEKS Worksheet: Contains 16 questions based on the student's current learning. When a worksheet is generated, a message is sent to the instructor's ALEKS Message Center with the answer key attached.

New QuickTables Worksheet: Contains 16 questions based on the math fact table selected. The answer key is sent to the instructor as an ALEKS message with an attachment.

How to Find It: Select a class | Select **Assignments** | Select **Worksheets**
New Student Module View

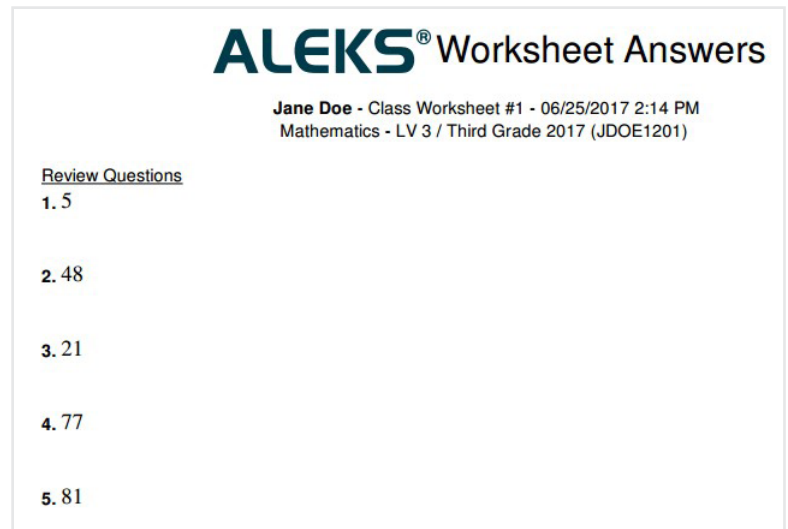
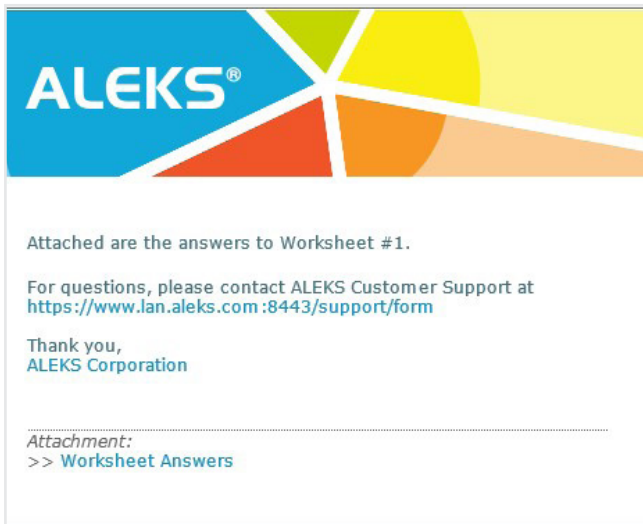
Math 126 / Pre-Algebra - Create Worksheets for All Students

This action will generate worksheets for 32 students in this class.
Each worksheet contains customized questions based on the current learning state of each student. The worksheet will be couple of minutes as an attachment to a Message Center message.

Name

Language

Optimize Worksheets for double-sided printing ⁱ



When the student logs in, worksheets generated by their instructor can be downloaded and printed from the Worksheet menu by selecting the download icon (⌵).

Students can also self generate ALEKS or QuickTables Worksheets by selecting the applicable button to the right of the Worksheet heading. Student generated worksheets also appear in the download list after they are created.

Worksheet New ALEKS Worksheet

June

Class Worksheet #1 (Sent from your instructor)
Created Today ⌵

ALEKS[®] Worksheet

Jane Doe - Class Worksheet #1 - 06/25/2017 2:14 PM
Mathematics - LV 3 / Third Grade 2017 (JDOE1201)

Review Questions

1. Subtract.

$$\begin{array}{r} 12 \\ - 7 \\ \hline \end{array}$$

2. Multiply.

$$6 \times 8$$

3. Add.

$$8 + 9 + 4$$

EXTENSIONS FOR OBJECTIVES AND ASSIGNMENTS & OTHER STUDENT-LEVEL EXCEPTIONS



Instructors can give individual students exceptions for password and location settings, create an exception that decreases the time limit for an assignment and manage all exceptions for a student from a student-level exceptions page. Exceptions can be created for class Objectives and assignments, including Knowledge Checks, homework, tests, and quizzes.

There are two ways instructors can access the feature and give class extensions and individual student-level exceptions:

1. Create Exceptions One Student at a Time

After selecting a class and student, the navigation menu allows access to the feature. Exceptions can be created for assignments and Objectives.

How to Find It: Select a class | Select a student | Select **Assignments** | Select **Exceptions** | Locate the assignment that requires an exception and select **Add**

Kevin Anderson - Exceptions				
View: <input checked="" type="checkbox"/> Scheduled Assessments (0) <input checked="" type="checkbox"/> Homework (17) <input checked="" type="checkbox"/> Objectives (0) <input checked="" type="checkbox"/> Quizzes (9) <input checked="" type="checkbox"/> Tests (2)				
Name	Start ^	End	Type	Exceptions
 Quiz 1	02/22/2017 (2:13 pm)	03/08/2017 (2:13 pm)	Quiz	Add
 Homework 1	02/27/2017 (2:13 pm)	03/13/2017 (2:13 pm)	Homework	Add

2. Create Extensions for Multiple Students at Once

Instructors can give the whole class extensions on assignments, time limits, and Post Objective Knowledge Checks. Extensions can also be created for multiple students at once. Edit the assignment that will be given an extension. Unlike method 1, extensions can be given to assignments, but not Objectives.

How to Find It: Select a class | Select **Assignments** | Select **Assignments** | Edit the assignment that will be given an extension | Select **Create Extension** under Step 1: Name & Date

STEP 1: Name & Date

Scheduled Knowledge Check Name:

Status: ⓘ

Goal: % ⓘ

Scheduled Knowledge Check Type: Progress Knowledge Check ⓘ Comprehensive Knowledge Check ⓘ

Scheduled Knowledge Check Dates:

Start Date: Month Day Year Time:

End Date: Month Day Year Time:

Publish this Scheduled Knowledge Check to the student calendar.

Extension:

Create Extension:

Extend end date until:


Month Day Year Time:

Anderson, Kevin E.
 Anderson, Paul J.
 Black, Daniel C.
 Black, Kelly R.
 Bourbaki, Kai J.
 Cameron, Karen B.
 Clark, Karen S.
 Collins, Kai J.
 Diaz, Nicole A.
 Doe, Bart B.
 Paul, Ken B.

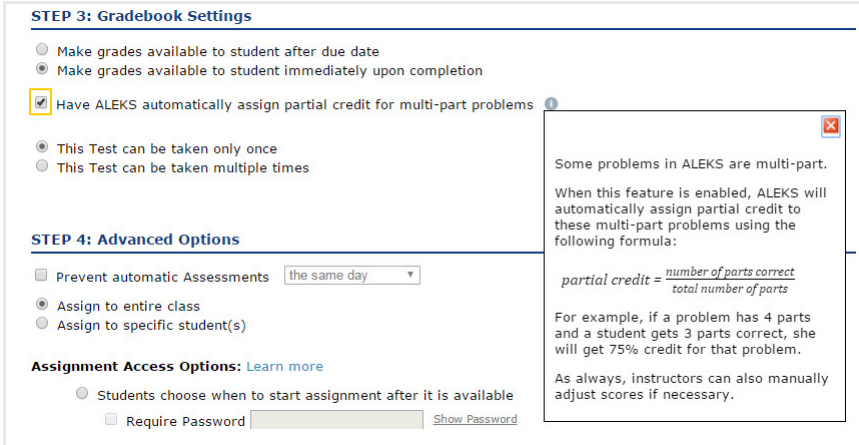
PARTIAL CREDIT GRADING

Instructors can enable partial credit grading for a homework assignment, test, and/or quiz.


How to Find It: Select a class | Select **Assignments** | Create or edit an existing homework, test, and/or quiz. Scroll down to STEP 3: Gradebook Settings | Check the box next to **Have ALEKS automatically assign partial credit for multi-part problems**

Selecting the information icon () displays a pop-up that describes how partial credit works.

Note: This box is not checked by default.



STEP 3: Gradebook Settings

- Make grades available to student after due date
- Make grades available to student immediately upon completion
- Have ALEKS automatically assign partial credit for multi-part problems 
- This Test can be taken only once
- This Test can be taken multiple times

STEP 4: Advanced Options

- Prevent automatic Assessments the same day ▾
- Assign to entire class
- Assign to specific student(s)

Assignment Access Options: [Learn more](#)

- Students choose when to start assignment after it is available
- Require Password [Show Password](#)

Some problems in ALEKS are multi-part. When this feature is enabled, ALEKS will automatically assign partial credit to these multi-part problems using the following formula:

$$\text{partial credit} = \frac{\text{number of parts correct}}{\text{total number of parts}}$$

For example, if a problem has 4 parts and a student gets 3 parts correct, she will get 75% credit for that problem. As always, instructors can also manually adjust scores if necessary.

QUICKTABLES

This menu allows instructors to manage their QuickTables settings and access QuickTables features including, Knowledge Checks, worksheets, quizzes, and reports.

How to Find It: Select a class | Select **QuickTables**



Class Administration	Gradebook	Reports	Assignments	QuickTables
MANAGE	ASSIGNMENTS			REPORTS
» Create a Table	» New Scheduled Assessment		» Edit Quiz	» Progress
» Edit Tables	» Edit Scheduled Assessment		» Worksheets	» Quiz
» Class Settings	» New Quiz			» Scheduled Assessments
» Student Settings				

ALEKS GRADEBOOK

This section of the guide describes the class gradebook and how to manage it through the Gradebook sub-navigation menu.

ENABLING THE GRADEBOOK

The gradebook records the grades for homework, tests, quizzes, Scheduled Knowledge Checks, Objectives, and external assignments manually entered by the instructor. The gradebook is disabled by default unless the class is using Objectives, but can be enabled per class by the instructor. It is recommended that instructors enable the gradebook for classes with Objectives and/or assignments. The gradebook can be enabled from the Gradebook Setup or the Class Summary.

1. Enable the gradebook from the Gradebook Setup:

How to Find It: Select a class | Select **Gradebook** | Select **Gradebook Setup** | Select **Enable the Gradebook for This Class**
Once selected, the gradebook will be visible to the instructor and students in the class.

Math 101 - Gradebook Setup

[Enable the Gradebook for This Class](#) ⓘ


The gradebook is currently disabled for this class. If you are using Objectives or assignments, it is recommended that you enable the gradebook for you and your students. To enable the gradebook, select the **Enable the Gradebook for This Class** link.

2. Enable the gradebook from the Class Summary:

Alternate Sub-Navigation Route: Select a class | Select **Class Administration** | Select **Class Summary** | Select **Enable Gradebook**.

Once selected, the gradebook will be visible to the instructor and students in the class.

Gradebook

 If you are using Objectives or assignments, it is recommended that you enable the gradebook.

[Enable Gradebook](#)

CLASS GRADEBOOK VIEW

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

Math 126 / Pre-Algebra - Gradebook

Show:

Group Filter:

[Send Message to Selected Students](#) [Display Options](#) [Full Screen View](#)

Students (Name Login Student ID)	Total Grade	Time - Week 1	Topic - Week 1	Time - Week 2	Topic - Week 2
		Mar 1, 2017	Mar 1, 2017	Mar 8, 2017	Mar 8, 2017
1 Anderson, Kevin E.	81%	73%	67%	87%	100%
2 Anderson, Paul J.	78%	69%	75%	76%	83%
3 Black, Daniel C.	79%	86%	100%	63%	100%
4 Black, Kelly R.	81%	79%	33%	92%	83%
5 Bourbaki, Kai J.	75%	100%	83%	100%	67%
6 Cameron, Karen B.	68%	71%	58%	90%	25%
7 Clark, Karen S.	78%	100%	42%	98%	100%
8 Collins, Kai J.	78%	65%	67%	68%	92%
9 Diaz, Nicole A.	81%	93%	83%	68%	100%

[Download to Excel](#)

Gradebook Legend

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

GRADEBOOK SETUP

Instructors can change category weights, display settings, and modify the grading scale from this page. The **Gradebook Setup Guide** can be viewed for help on how to set up a basic weighting system for the class.

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

Gradebook Category

Category	Category Weight (%)
Pie Progress	13 %
Time	13 %
Topic	13 %
Objective	0 %
Scheduled Knowledge Check	13 %
Quiz	12 %
Test	12 %
Homework	12 %
Gradebook External Assignment Category	
External Assignment	0 %

The total percentage adds up to less than 100%. **Total: 88 %**

[Gradebook Setup Guide](#)

Total Grade Display Settings

- Show total grades to students
- Hide total grades from students

Grading Scale for Total Grade

* Note that this scale is only for the total class grade. It does not apply to individual assignments (quizzes, tests, etc.).

- Do not show letter grades on the instructor or student gradebook.
- Show letter grades on instructor gradebook only.
- Show letter grades on both instructor and student gradebooks.


Using this Tool: To change the grading scale, drag the green triangles to the desired percentages. To create a new grading category, drag an end triangle toward the middle. You can change the letter of a grade category by selecting it and typing a new letter.

Key: The blue bars show the distribution of total grade percentages at this time.

GRADEBOOK LOG

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

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

Class Code: X3WAX-MAX9W **CLASS TOOLS** 

Third Grade NSM - Gradebook Log

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



Date Range Selection:
From Date: To Date:

<< 1 - 2 of 2 log entries >>

Student Name	Assignment	Previous Score	Adjusted Score	Date and Time	Adjusted by Instructor
Doe, Jane	Homework 1	60%	65%	01/12/2018 02:00 PM	Smith, S
Doe, Jane	Quiz 1	83%	85%	01/12/2018 02:01 PM	Smith, S

REPORTS (PRE-BUILT AND CUSTOM)

This section of the guide describes how instructors can view standard ALEKS reports or create their own custom reports through the Reports sub-navigation menu. Instructors can select the Tips or Tutorial icon on the report page (where applicable) to view brief descriptions and a tutorial on how to use the report. Reports can also be downloaded to various file formats by selecting the arrow beside Downloads (▼).

Tips  Tutorial 		
Downloads ▼		
Class Progress	PDF	Example
Pie View	XLS	Example
Pie & Slice View	XLS	Example
Topic Summary by Slice	XLS	Example

ALEKS PRE-BUILT REPORTS

There are a variety of reports available to instructors. These reports will help instructors monitor student and class progress, direct student learning, and assign grades based on student usage and individual progress. Reports can be run for the entire class for an individual student. A description of the report is displayed by each icon.

Class Level Reports

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

CLASS »

STUDENT »


Math 126 / Pre-Algebra

(32 👤) ▼


Enter Your Search

▼


Class Administration
Gradebook
Reports
Assignments
QuickTables




ALEKS Pie
Direct classroom instruction.




Progress
View overall class progress.




Time & Topic
Gauge student study habits.




Knowledge Per Slice
View progress in each pie slice.




Assignments
View assignment results.



Standards
View ALEKS progress in relation to standards.



QuickTables
View basic math fact progress.



Custom Reports
Schedule recurring reports in this class.

Student Level Reports

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

CLASS »

STUDENT »


Math 126 / Pre-Algebra

(32 👤) ▼


Anderson, Kevin

▼


Student Administration
Gradebook
Reports
Assignments
QuickTables




ALEKS Pie
Direct classroom instruction.




Progress
View student progress.




Time & Topic
Gauge student study habits.




Knowledge Per Slice
View progress in each pie slice.




Assignments
View assignment results.




Standards
View ALEKS progress in relation to standards.



QuickTables
View basic math fact progress.



Timeline
View progress milestones over time.



IEP Report
Track progress using individualized education plan.

CUSTOM REPORTS

This feature has many options for advanced reporting needs across classes. Instructors can select data from pre-built ALEKS reports and export the combined data into a single customized Excel report. Additionally, reports can be conveniently scheduled to save time. For example, instructors teaching multiple sections of the same subject can run reports to view the course mastery per student across all sections of the class. Custom Reports are available to download for one year after they are generated.

Class Level Custom Reports

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

Instructor Level Reports

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

Instructors can also run the Custom Reports at the instructor level to create a report that includes multiple classes.

Select Data

Browse through the categories on the left and select the data you want to include in your report template. Each selected data field will represent a column in the report. Data fields will appear on the downloaded excel report in the order they are listed in the "Report Selections" window.

Add Data

- Student Information** (?)
- Assessment Performance** (?)
- Pie Progress** (?)
 - Pie progress at start of report
 - DETAIL: Course Progress ▾
 - PROGRESS Progress (%)
 - Progress (number of topics)
 - Total number of topics available Add +
 - Pie progress at end of report
 - Best performance / pie progress
- Standards** (?)
- Assignments** (?)
- Gradebook** (?)
- Time and Topic** (?)

Report Selections clear all

- Student Information** edit ✕
 - STUDENT INFORMATION: Name, Login name, Student ID, Email
- Assessment Performance** edit ✕
 - DETAIL: Course Mastery
 - ASSESSMENT DATA: Assessment start date, Assessment end date, Reason for assessment, Time in assessment
 - MASTERY: Mastered (%), Mastered (number of topics), Total number of topics available

Undo

ALEKS PIE REPORT

The ALEKS Pie Report shows average learning for the class. With this report, instructors can view which topics students have mastered or learned, are ready to learn, and the number of remaining topics a student has left. This supports instructors in directing instruction and grouping students based on level of readiness.

How to Find It: Select a class | Select **Reports** | Select **ALEKS Pie**

Math 126 / Pre-Algebra - ALEKS Pie

Class Code: XXXXX-XXXXX
CLASS TOOLS

Number of Students Included in This Report: 32

Tips
Tutorial

Show: Current Progress 1
Show: All Students
Downloads

Select Slice to See Progress 0%

ALEKS Pie Progress
382 Mastered, 14.2 Learned, 233.8 Remaining Topics 63%

Top Ready to Learn Topics

- Using numerical methods to approximate a square root to the nearest tenth 44%
- Solving a one-step word problem using the formula $d = rt$ 41%
- Establishing facts about the angles created when parallel lines are cut by a transversal 38%
- Solving a linear equation with several occurrences of the variable: Variables on the same side 34%

Current Progress

ALEKS Table of Contents
Standards

View Course Content by ALEKS Table of Contents view all topics / hide all topics

▼ • Whole Numbers and Integers 3
Progress 96%

	Progress	Remaining	Ready to Learn	Attempted, Not Yet Learned
Place Value and Numeral Translation (Progress 100%)				
• Whole number place value: Problem type 1	100%	0%	0%	0%
Addition and Subtraction with Whole Numbers (Progress 100%)				
• Adding 2-digit numbers with regrouping a hundred	100%	0%	0%	0%
Multiplication and Division with Whole Numbers (Progress 99%)				
• Division with no remainder and a two-digit divisor: Problem type 2	94%	4 6%	6%	0%

2 students out of 32 (6%) have **Not Learned** this topic.
5
 Message Students

Doyle, Ken B.
Velasquez, Kevin S.

- 1 | See students' mastery levels after the Initial Knowledge Check, after the most recent Knowledge Check, or based on their current learning
- 2 | The pie chart represents average class progress for each content area
- 3 | The ALEKS content below the pie is organized by the Table of Contents (pie slices), Objectives, or Standards
- 4 | Select a percentage to see a list of students in that category. **Note:** switching the display to Most Recent Knowledge Check will change the Attempted, Not Yet Learned column to Topics Lost in Knowledge Check
- 5 | A message can be sent directly to these students and instructors can view other topics they are Ready to Learn.

PROGRESS REPORTS

The Progress Report shows overall student progress in both Learning Mode and Knowledge Checks, as well as average learning rates. It can be used to monitor progress and identify students needing additional help.

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

- 1 | The view of the progress data can be changed from the drop-down menu. There are five different views that display student progress in Knowledge Check and in Learning Mode. Three of the views allow selecting 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. A message can be sent 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 the view selected, this section will update with new information

Math 126 / Pre-Algebra - Progress Report
Class Code: XXXXX-XXXXX **CLASS TOOLS**

Number of Students Included in This Report: 32 Logged-in Students: 0

Tips Tutorial

Show: **Learning Progress Since Latest Knowle..** Show: **All Students** Downloads

Legend: ■ Content mastered based on the Knowledge Check ■ Progress made in Learning Mode ■ Content Remaining

* Knowledge Check in progress ● Student logged in

Message Students

Student Information		Performance			Since Last Knowledge Check			
Student	Total Time	Last Login	Knowledge Check Start	Knowledge Check Finish	Class Progress	Topics Learned	Time in ALEKS	Topics Learned Per Hour
Name	ID	Login			Percent	Topics		
<input type="checkbox"/> Anderson, Kevin E.	94h 29m	09/14/2017 2:13 PM	09/07/2017	09/07/2017 42m 14s	<div style="width: 69%; background-color: #0070C0; border: 1px solid #0070C0;"></div> 69 +2 %	13	4h 35m	2.8
<input type="checkbox"/> Anderson, Paul J.	96h 59m	09/14/2017 2:13 PM	09/11/2017	09/11/2017 32m 23s	<div style="width: 69%; background-color: #0070C0; border: 1px solid #0070C0;"></div> 69 +1 %	8	2h 41m	3

TOPIC SUMMARY REPORT

Instructors can run this report to view each student's mastery broken down by Pie slice or Objective.

How to Find It: Select a class | Select **Reports** | Select **ALEKS Pie** | Select **Downloads**

Slice Name	Sub Slice Name	Topic Name	Progress	Remaining	Ready to Learn	Attempted, Not Yet Learned	Lost in Recent Assessment
Arithmetic Readiness	Whole Numbers	Introduction to exponents	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Writing expressions using exponents	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Order of operations with whole numbers	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Order of operations with whole numbers and grouping symbols	97%	3%	3%	3%	3%
Arithmetic Readiness	Whole Numbers	Order of operations with whole numbers and exponents: Basic	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Factors	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Fractional position on a number line	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Plotting integers on a number line	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Plotting rational numbers on a number line	97%	3%	3%	3%	3%
Real Numbers and	Integers and Rational	Writing a signed number for a real-world situation	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Ordering integers	100%	0%	0%	0%	0%

STUDENT HISTORY REPORTS

This report allows instructors to view student data across multiple ALEKS classes. This comprehensive view can be used to identify each student's progress history, and to preserve a record of their work after they have been moved to a new ALEKS class. It can be found by running a Full progress report for a class, or an individual student ALEKS Pie or Progress report.

The All Progress tab displays all students' current and previous class progress results (if applicable).

How to Find It: Select a class | Select **Reports** | Select **Progress** | Select **Detailed Progress History** in the **Show** drop-down menu | Select **All Progress**

Math 126 / Pre-Algebra - Progress Report

Number of Students Included in This Report: 32 Logged-in Students: 0

Show: **Detailed Progress History** Show: **All Students** Report from **09/22/2016 to 09/22/2017** (Change) Downloads

Legend:
■ Content mastered based on the Knowledge Check
 ■ Progress made in Learning Mode
 ■ Content Remaining
 * Knowledge Check in progress
 ● Student logged in
 P Progress Knowledge Check
C Comprehensive Knowledge Check

Progress For Math 126 **All Progress**

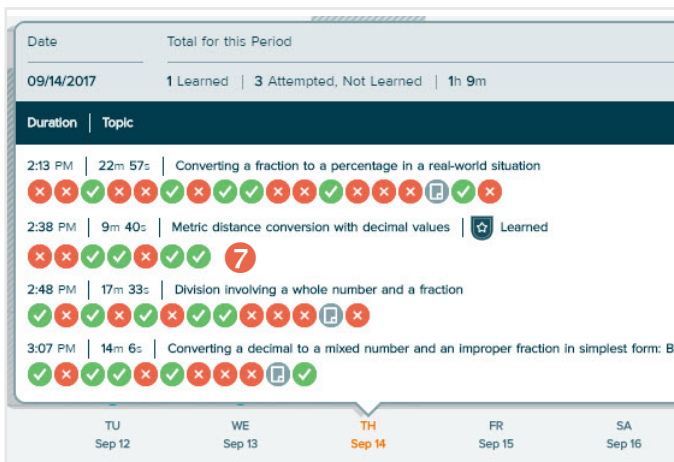
Student Information		Performance		Since Last Knowledge Check			
Student	Total Time	Knowledge Check	Reason	Class Progress	Topics Learned	Time in ALEKS	Topics Learned Per Hour
Name ID Login				Percent Topics			
<input type="checkbox"/> Anderson, Kevin E. Last Login: 09/14/2017 2:13 PM	94h 29m	Start: 09/07/2017 Finish: 09/07/2017 Time: 42m 14s	Progress Knowledge Check	<div style="width: 69%;"><div style="width: 69%;"></div></div> 69 +2 %	13	4h 35m	2.8
		Start: 08/24/2017 Finish: 08/24/2017 Time: 38m 0s	Progress Knowledge Check	<div style="width: 67%;"><div style="width: 67%;"></div></div> 67 +3 %	21	5h 55m	3.5
<input type="checkbox"/> Anderson, Paul J. Last Login: 09/14/2017 2:13 PM	96h 59m	Start: 09/11/2017 Finish: 09/11/2017 Time: 32m 23s	Progress Knowledge Check	<div style="width: 69%;"><div style="width: 69%;"></div></div> 69 +1 %	8	2h 41m	3
		Start: 08/29/2017 Finish: 08/29/2017 Time: 42m 45s	Progress Knowledge Check	<div style="width: 67%;"><div style="width: 67%;"></div></div> 67 +3 %	21	5h 5m	4.1

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, instructors can track time on task and get a clear picture of students' learning behavior patterns. To use the Time and Topic Report, first select a date range (up to 20 weeks) for the data. The graph displays class progress for the selected date range. The report can be filtered to only show data for a particular student.

How to Find It: Select a class | Select **Reports** | Select **Time & Topic**

- 1 | The first four columns display basic data on when and for how long students logged in to ALEKS
- 2 | The Time Log shows daily time logged and the number of topics learned 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
- 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 sections indicate topics attempted vs. learned
- 5 | Hover over a column to see the learning data for that day, including total time spent
- 6 | Select a column to open the Learning Sequence Log. This log shows the sequence of actions a student took to learn or attempt a topic
- 7 | In the Learning Sequence Log, the icons under each topic indicate when a student got a question correct, incorrect, or selected **Explanation**. Select an icon to see the time stamp. Select the magnifying glass to see the exact problem the student attempted and the student's answer

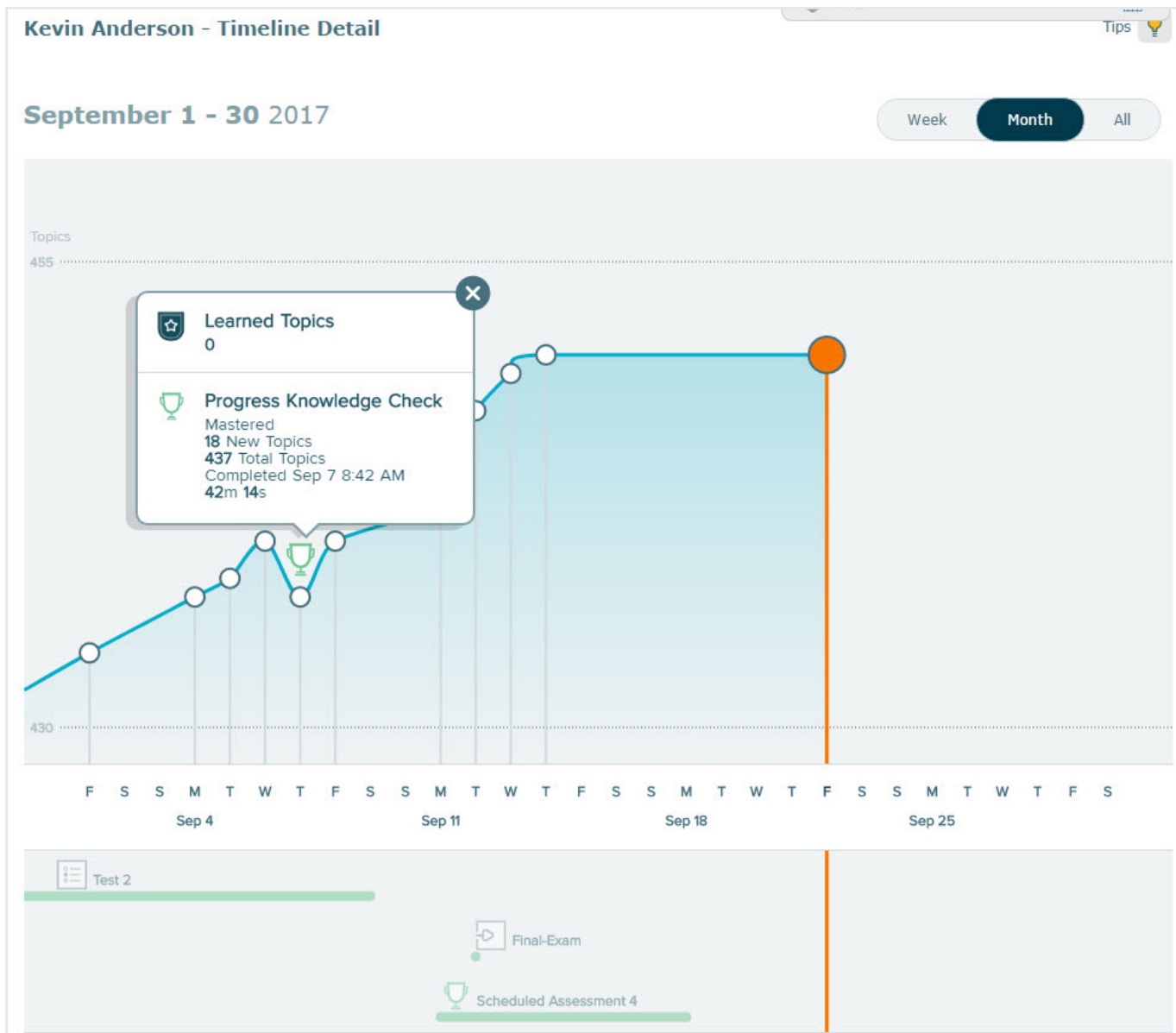


TIMELINE REPORT

The Timeline report shows an individual student's progress milestones over time. Instructors can use the timeline to view what the student worked on in the past, what's ahead, and when topics are due next. As students learn or lose topics, the timeline report is updated with real-time information. Instructors can view a student's timeline detail by Week, Month, or by All progress.

The orange marker depicts the student's progress today, and displays how many topics the student has left to reach the next goal on the timeline. The timeline is intended to show information at a macro level. Instructors can select icons on the graph to access information and see what the student is working towards next. The area below the timeline shows assignments created by the instructor. It graphically displays when assignments start and end. Instructors can select the assignment name to view details. When there are multiple assignments available to take, assignments are stacked and prioritized by due dates.

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



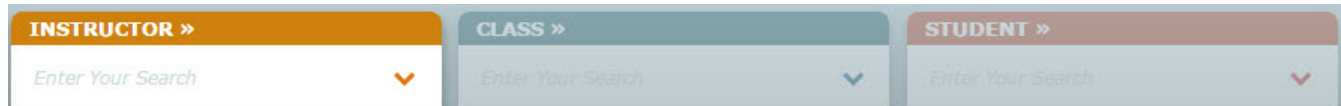
ALEKS INSTITUTION ADMINISTRATOR FEATURES

This section is written for ALEKS Institution administrators. In addition to all the features available to instructors, Institution administrators have access to the features described below.

The distinction between instructor and administrator accounts is the additional tabs and tools available for administrators. ALEKS Institution administrators have access to four levels of hierarchy: institution, instructor, class, and student.

Note: The institution level contains institution-related menus and the institution's dashboard. It is accessible after selecting the Home icon.

Administrators begin with the INSTRUCTOR tab on the far left. They make selections in the succeeding tabs until the desired level is reached. To move between levels, they simply need to select on the tab they want to make active again.



INDICATORS IN THE INSTRUCTOR AND CLASS TABS

Below are some indicators displayed in the INSTRUCTOR and CLASS drop-down menus that can be helpful to administrators

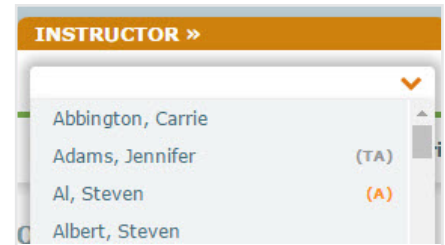
Instructor Tab

Administrators can distinguish each instructor's account type through the identification in the INSTRUCTOR drop-down menu.

All accounts are Instructor accounts unless they include one of these labels:

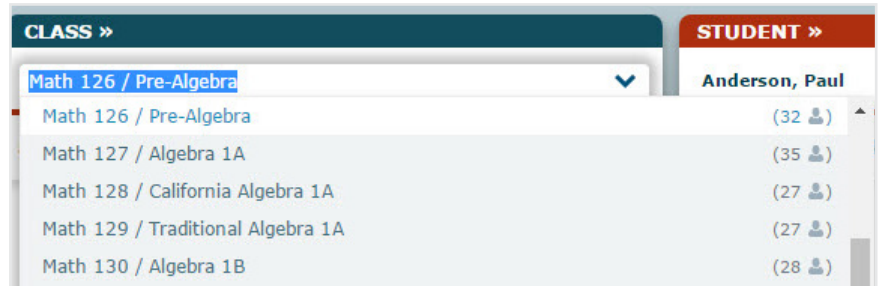
(A) = Administrator account

(TA) = Teaching Assistant account



Class Tab

The number of students in each class is indicated to the right of the class name. This indication is available to administrators and instructors.



INSTITUTION SETTINGS

Institution administrators can access institution settings from the Institution Administration sub-navigation. Features from this menu allow administrators to perform actions such as update their institution's settings, create new instructor accounts, and manage all classes and instructors at the institution.

How to Find It: Select **Institution Administration**

INSTITUTION ACCOUNT SUMMARY

This page contains account settings and important contact information for the institution.

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

Alternate Dashboard Route: Select **Account Summary** from the Institution Information Account Summary tile

School Code: YAVY76P

ALEKS QC Department - Account Summary

Account Information / Edit

Name: **ALEKS QC Department**
State: **CA**
Time Zone: **America / Los Angeles** (Current Time: 03:41 PM PDT)
Address: **15460 Laguna Canyon Rd. , Irvine, California, 92618**
Billing Address: **15460 Laguna Canyon Rd. , Irvine, California, 92618**
Academic Year: **Jan, Feb, Mar, Apr, May, Sep, Oct, Nov, Dec**
Institution Type: **Private (No Religious Affiliation)**
Grade Taught: **High School**

Settings / Edit

Show student passwords on Class Roster: **On**

Show Cartoon: **On**

Institution Network Information

Public IPs: **Set**

Complete assignments on same computer: **Off**

Important Contacts / Edit

- Billing Contact**
Name: **Kenneth Henderson**
Email:
- Technical Contact**
Name: **Jennifer Brown**
Email: **jbrown@example.com**
- Implementation Specialist**
Name: **Jane Jones**
Email: **test@aleks.com**
- Course Product / Feature Upgrade Contact**
Name: **John Doe**
Email: **t@t.com**

Incoming & Exiting / Edit

Incoming

Students will pick up where they left off.

- Trigger a progress assessment
- Carry over Objective grades
- Exclude students whose initial assessment was 30 or more days ago

Exiting

Always keep a record of student data in my class, regardless if they exit my class.

Lockout

Option: **Not Locked**

Administrators and Instructors

Anderson, Roselyn	(A) ▲
Archer, Lisa	■
Ascencio, Eduardo	(A)

COURSE PRODUCT UPGRADE

This page contains a table listing upcoming course product releases and recent course product releases that occurred within the past 90 days at the institution, and additional information on how upgrades work (after selecting **Show More**).

How to Find It: Select **Institution Administration** | Select **Course Product Upgrades**

School Code: YAVY76P

ALEKS High School - Course Product Upgrades

How Course Product Upgrades Work
After the release date for a new course product, all newly created classes will use the new course product (i.e., the latest version). Classes created before the release date will not be changed.

[Show More](#)

Upcoming Releases

Course Product	Release Date	Topic Changes
High School Preparation for Algebra 1	04/05/2018	PDF

Recent Releases (Within the past 90 days)

Course Product	Release Date	Topic Changes
There are no recent releases.		

INSTRUCTOR ROSTER

The instructor roster displays instructor information. The roster can be used to manage other instructors' account settings, including setting permission levels, viewing dashboards, sending messages, and archiving or deleting accounts. Many functions are streamlined on this page for updating and managing accounts efficiently.

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 from their Account Summary.

1. Edit Multiple Instructor Account Settings

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

After selecting an instructor account(s), this area displays the actions available to manage the instructor. **Note:** The actions change based on the instructor/ instructors selected.

ALEKS School - Instructor Roster										
1 account selected								Displaying 195 a		
View: <input checked="" type="checkbox"/> Active (195) <input type="checkbox"/> Archived (3)								Download		
<input checked="" type="checkbox"/> Instructor (102)		<input checked="" type="checkbox"/> Admin (84)		<input checked="" type="checkbox"/> TA (9)						
+ New Instructor		Account Summary		Dashboard		Send Msg		Permissions		Archive
<input type="checkbox"/>	Name ^	Account Type	Authorize	Enroll/Pre-reg.	Batch Register	Alternate Sub. Len.	Extend Accounts	Student History	Last Login	Creation Date
<input checked="" type="checkbox"/>	Abbington, Carrie	Instructor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/03/16 02:45 PM	08/14/2006
<input type="checkbox"/>	Adams, Jennifer	TA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		04/04/14 11:55 AM	09/02/2011

2. Edit Individual Instructor Account Settings

How to Find It: Select an instructor | Select **Instructor Administration** | Select **Account Summary** | Select **Edit** in the Account Information

Login Name: TSMITH10293

Tracy Smith - Account Summary

Account Information [/ Edit](#)

Basic Information
Account Type: **Instructor**
Title:
Salutation:
First Name: **Tracy**
Middle Name:
Last Name: **Smith**
Login Name: TSMITH10293
[Reset Password](#)
ID:
Student Information
Email: **tsmith@aleks.com**
Phone Number: **123-4567**
Address: **123 ALEKS Way , Irvine, California, 92618**
Grade(s) taught:
8

Account Settings [/ Edit](#)

Account Status: **Enabled**
Language: **English**
Automatic Logout: **30 min**

Permissions
Student Subscriptions
 Authorize students
 Enroll/Pre-register students
 Batch Register Students
 Alternate Subscription Length
 Extend student accounts
Other
 Full student history

Classes [/ Edit](#)

Current Classes
8th Grade

Email Preferences [/ Edit](#)

Email Settings
 Forward all ALEKS messages to this email address
 Enable my students to send messages to this account
 Block my students to send messages to each other
 Forward messages sent to my students to their regular email account
 Send a message to this account when registered students are waiting for my authorization

PERMISSIONS

There are features in the Instructor Module that can be used to manage ALEKS subscriptions, register students, and manage student accounts. Some features consume ALEKS subscriptions purchased by the institution; therefore, administrators can limit instructors' access to these features by enabling or disabling permissions per instructor. A description of each feature can be found in the ALEKS Subscriptions section or select on a link in the table below for more detail.

The following table displays the default settings for administrators and instructors.

Feature	Administrator	Instructor/TA
Authorize Student	Default	Default
Enroll/Pre-register Students	Default	Default
Batch Register	Default	
Extend Student Accounts	Default	Default
Alternate Subscription Length	Default	
Full Student History	Default	Default

Permissions ⓘ

Student Subscriptions

- Authorize Students
- Enroll/Pre-Register Students
- Alternate Subscription Length
- Extend Student Accounts

Other

- Full Student History

Edit Multiple Permissions: Can be done from the Instructor Roster. See Edit Multiple Instructor Account Settings for details

Edit Individual Permissions: Can be done through each instructor's Account Summary

How to Find It: Select an instructor | Select **Instructor Administration** | Select **Account Summary** | Select **Edit** by Account Settings

NEW INSTRUCTOR

New administrator, instructor, or teaching assistant accounts can be created through this feature.

How to Find It: Select **Institution Administration** | Select **New Instructor**

Alternate Sub-Navigation Route: Select an instructor | Select **Instructor Administration** | Select **New Instructor**

ALEKS School - New Instructor / Administrator

Basic Information * Required

Account Type	Instructor	
Title	(Choose one)	
Salutation		
First Name		*
Middle Initial		
Last Name		*
ID (optional)		ⓘ
Login Name		
New Password (case sensitive)		<input checked="" type="checkbox"/> 8-14 characters <input checked="" type="checkbox"/> No spaces <input checked="" type="checkbox"/> 1 number <input checked="" type="checkbox"/> 1 letter
Verify Password		

Instructor Permissions

- Can view and edit their own class
- Can view their own gradebook
- Can view and edit their student accounts

Contact Information

Address	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
City	<input style="width: 95%;" type="text"/>
State	(Choose one)
Zip Code	<input style="width: 95%;" type="text"/>
Phone Number	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/> *

Forward all ALEKS messages to my email address.

Please be advised that when email forwarding is enabled, you may be sending personal data to third parties outside of ALEKS.

Grades Taught

<input type="checkbox"/> K	<input type="checkbox"/> 7	<input type="checkbox"/> 9
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 10
<input type="checkbox"/> 2		<input type="checkbox"/> 11
<input type="checkbox"/> 3		<input type="checkbox"/> 12
<input type="checkbox"/> 4		
<input type="checkbox"/> 5		
<input type="checkbox"/> 6		

ALEKS SUBSCRIPTIONS

Administrators can manage subscriptions and student accounts through the Subscriptions sub-navigation menu.

How to Find It: Select **Subscriptions**

Institution Administration **Subscriptions** Reports Master Templates

INSTITUTION	STUDENT
<ul style="list-style-type: none"> » Subscription Management » Batch Registration 	<ul style="list-style-type: none"> » Enroll/Pre-Register » Authorize Students » Extend Student Accounts

SUBSCRIPTION MANAGEMENT SYSTEM (SMS)

Administrators can monitor the number of available subscriptions for student registration and put subscriptions on-hold.

How to Find It: Select **Subscriptions** | Select **Subscription Management**

School Code: YAVY76P

ALEKS School - Subscription Management System

Subscription Management

Orders

Activity Log

This page allows you to move ALEKS subscriptions and edit the number of subscriptions on-hold. [Learn more](#)

Institution: ALEKS QC Department

Subscription Type i	Subscriptions Purchased by this Institution <small>(Not Movable) i</small>	Subscriptions Moved to this Institution from a Higher Level <small>(Movable Up ↑ to District Level or Higher) i</small>
	Usable Now On-hold	Usable Now On-hold
K12 - 12 Month	33 0 Action	0 0 Action
K12 - 12 Month - AP Stats	249 0 Action	0 0 Action
K12 - 12 Month - ALEKS 360 Miller PreCalculus	98 0 Action	0 0 Action
K12 - 12 Month - QuickTables Only	44 0 Action	0 0 Action

AUTHORIZE STUDENT ACCOUNTS

This is the same feature available to instructors as described in the [ALEKS Subscriptions](#) section for instructors. Administrators can [authorize all students](#) at their institution.

How to Find It: Select **Subscriptions** | Select **Authorize Students**

PRE-REGISTRATION WITH ALTERNATE SUBSCRIPTION LENGTH

This is the same feature available to instructors as described in the ALEKS Subscriptions section for instructors.

How to Find It: Select an instructor | Select a class | Select **Class Administration** | Select **Pre-Registration**

BATCH REGISTRATION

Administrators can quickly create multiple classes and student accounts with the Batch Registration feature. This feature significantly reduces the amount of time administrators spend registering a large volume of students across many classes.

Note: New classes for supported ALEKS Course Products will be created in the new Student Module. New classes created with unsupported course products will be created in the classic Student Module.

How to Find It: Select **Subscriptions** | Select **Batch Registration**.

ALEKS School - Batch Registration

[View Batch Registration training documentation](#)

Batch Registration

You can create multiple classes and student accounts for your school with Batch Registration. Prepare your student, teacher, and class information and register up to 10,000 students at once. ALEKS will then generate new classes, accounts for new teachers and students, and register students in the appropriate classes. A confirmation email will be sent to the administrator and teachers that includes the login names and passwords for the registered students.

NOTE: Only authorized administrators should use Batch Registration to register students. Batch Registration is designed to register a large number of students and will consume ALEKS subscriptions.

To get started, prepare the following:

- 1. Fill out the Batch Template**
 - [Download Batch Template \(excel spreadsheet\)](#)
 - [View Batch Template instructions and required information](#)
 - [View ALEKS Course Product Names](#)
- 2. Make sure you have enough subscriptions**

Only one subscription type can be used per Batch Registration

 - [Check the number of subscriptions you have available](#)
 - [Order additional ALEKS subscriptions if needed](#)

[Start Batch Registration](#) Or [Cancel](#)

EXTEND STUDENT ACCOUNTS

This is the same feature available to instructors as described in the [ALEKS Subscriptions](#) section for instructors. Please see the [section](#) for details.

How to Find It: Select **Subscriptions** | Select **Extend Student Accounts**

STUDENT HISTORY

This is the same feature available to instructors as described in the [Reports \(Pre-Built and Custom\)](#) section for instructors.

How to Find It: Select an instructor | Select a class | Select **Reports** | Select **Progress** | Select **Detailed Progress History Report**

ADMINISTRATIVE REPORTS (PRE-BUILT AND CUSTOM)

Administrators can view standard ALEKS reports or create their own custom report at the institution level.

How to Find It: Select **Reports**

Institution Administration	Subscriptions	Reports	Master Templates
INSTITUTION » Custom Reports » Enrollment/Activity » Class Activity	PROGRESS » State Standard Report » Average Progress Report	SERVER STATS » Page Hits » User Hour	

ALEKS PRE-BUILT REPORTS

There are a variety of reports available to administrators. These reports can be used to monitor the institution's progress in terms of student and performance across classes and applicable standards.

How to Find It: Select **Reports** | Select a report

CUSTOM REPORTS

This feature is a powerful tool that can help administrators gather important metrics to show how institutions, instructors, and classes are performing in comparison to each other.

How to Find It: Make a selection in each tab until the level of the desired report is reached | Select **Reports** | Select **Custom Reports**

This is the same feature available to instructors as described in the [Custom Reports](#) section for instructors. However, administrators can also create reports at the institution and instructor levels.

MASTER TEMPLATE

A Master Template is a collection of class settings that can be created once and applied to multiple classes linked to the Master Template to create uniformity and consistency for a class across instructors. In the Instructor Module, administrators can create a Master Template, add assignments, and update any number of linked classes based on the Master Template. Administrators have the ability to define class content, settings, and assignments at any time while using a Master Template. Once linked classes are created based on the Master Template and assigned to instructors, the Master Template settings will apply to all linked classes. Instructors teaching the linked classes can edit anything in their individual class settings and assignments, including adding their own assignments with some limitations based on lockout options.



Note: New Master Templates will be created as classes to be used in the new Student Module. New Master Templates using unsupported ALEKS Course Products will automatically be created as classes in the classic Student Module. Linked classes must use the same version of the Student Module as the Master Template.

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




Below is an example of the Master Template introduction page that explains how the feature works.




Note: The maximum duration of a Master Template is 15 months. The start date can be modified for up to 8 months from when the Master Template was originally created. However, once the first student in a linked class starts the Initial Knowledge Check, the start date of the Master Template cannot occur after the start date of this Initial Knowledge Check.

- 1 | Select to go through the Master Template creation wizard
- 2 | Select to enter the name of the instructor and class to create a Master Template from
- 3 | Select to choose the name of the Master Template to duplicate

ALEKS School - New Master Template School Code: YAVV76P

-  **Create a New Master Template** 1
-  **Create a Master Template from an Existing Class** 2
-  **Duplicate a Master Template** 3

What is a Master Template? ¹



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.


MASTER TEMPLATES LIST





The Master Template List displays all Master Templates at the institution. Administrators can link classes to Master Templates by selecting on a Master Template name and creating linked classes from the Class Summary. They can also view Master Template reports or create Custom Reports from this page.





How to Find It: Select **Master Templates** | Select **Master Templates List**

ALEKS School - Master Template List

1 Master Template selected Displaying 88 Master Templates

View: Active (88) | Archived (2) Search Download 

 New Master Template |  Class Summary |  Duplicate |  Archive

<input type="checkbox"/> Master Template ^	Product	Linked Classes	Reports
<input checked="" type="checkbox"/> Geometry Master Class	High School Geometry	2	 
<input type="checkbox"/> Int obj 2	Middle School Math Course 1	0	 

CLASSES TO BE ASSIGNED

If the name of the instructor is unknown when a linked class is created, administrators can select **Instructor to be announced (TBA)**. Once the instructor's name is known, administrators can update the **Instructor** field.

How to Find It: Select **Master Templates** | Select **Classes to be Assigned**

Administrators can select the name of the Master Template to update the Instructor field on the Class Summary.

CLASS ACTIVITY

Administrators can view the number of students who worked in ALEKS or QuickTables each month, and the average hours worked each week.

How to Find It: Select **Institution Administration** | Select **Class Activity**

ALEKS QC Department - Class Activity

View the number of students who worked in ALEKS or QuickTables each month, and the average hours worked per week.

Show: QuickTables

	Total Students	Aug 2017		Jul 2017		Jun 2017		May 2017		Apr 2017		Mar 2017	
		#	H/W	#	H/W	#	H/W	#	H/W	#	H/W	#	H/W
ALEKS QC Department	16157	4	0	3	0.1	4	0.1	5	0	2	0	2	0
002 (1 Class)	1	0	0	0	0	0	0	0	0	0	0	0	0
Abbingtion (2 Classes)	2	0	0	0	0	0	0	0	0	0	0	0	0
Adams (1 Class)	3	0	0	0	0	0	0	0	0	0	0	0	0

STUDENT ROSTER

The student roster displays student information. The roster can be used to manage all student accounts within the institution, including viewing their dashboards, sending messages, and moving and unenrolling students. Many functions are streamlined on this page for updating and managing accounts efficiently. The student roster contains Student Class Management information. The default roster setting shows all active classes that students are currently enrolled in. For example, if students have more than one ALEKS class, their classes are grouped under the Class column.

Note: Students cannot be moved into expired classes from the Class Roster. Expired classes do not appear in the drop-down menu after selecting the Move action.

How to find it: Select **Institution Administration** | **Student Roster**

Here is an example of a student with active classes in Pre-Algebra and Algebra 1.

0 Students Selected Last updated: 09/22/2017 (04:37 PM) [Refresh](#) | Displaying 200 students

Enrolled (16007) | Unenrolled (150) | Subscription: Valid (12778) | Expired (3229) Search [Download](#)

Please select one or more rows to perform an action.

<input type="checkbox"/>	Name	Class	Instructor	Login	Password	ID	Enrolled	Expires	Last Login	
<input type="checkbox"/>	Doe, Jane	Pre-Algebra	Dumont	GDUMONT26	aleks123	-	03/16/17	11/10/17	09/19/17 01:12 PM	<input type="checkbox"/>
<input type="checkbox"/>	Doe, Jane	Pre-Algebra	Dumont	GDUMONT26	aleks123	-	03/16/17	11/10/17	09/19/17 01:12 PM	<input type="checkbox"/>
<input type="checkbox"/>		Algebra 1	Dumont	GDUMONT26	aleks123	-	11/07/16	02/28/18	09/19/17 12:12 PM	<input type="checkbox"/>



Tip: Instructors can optionally check the **Unenrolled** or **Expired** filters to view classes that students have taken in the past.

DISTRICT ADMINISTRATOR FEATURES

This section is written for ALEKS district administrators. In addition to all the features that are available to Institution administrators, district administrators have access to the features described below.

District administrators have five levels of hierarchy; district, institution, instructor, class, and student. **Note:** The district level contains district-level menus and the district's dashboard. It is accessible after selecting the Home icon.

District administrators begin with the INSTITUTION tab on the far left. They make selections in the succeeding tabs until the desired level is reached. To move between levels, they simply select the tab they want to make active again.



ACCOUNT SUMMARY

This page contains account settings, a list of administrators, and important contact information for the district.

District Code: A69F199

ALEKS School District - Account Summary

Account Information Edit

Name: **ALEKS Testing School District**
State: **CA**
Time Zone: **America / Phoenix** (Current Time: 02:17 PM MST)
Address: **, , Armed Forces Pacific,**

Important Contacts Edit

- Billing Contact**
Name: **Nadia Uribe**
Email: **nuribe@escuela.com**
- Technical Contact**
Name: **Mario Rivero**
Email: **mrivero@escuela.com**
- Implementation Specialist**
Name: **Juan Romo**
Email: **jromo@escuela.com**
- Course Product / Feature Upgrade Contact**
Name: **Lorena Soto**
Email: **lsoto@escuela.com**

Administrators

- Abidi, Aim
- AdminNguyen, Trang
- Alamo, Veronica
- Anderson, L
- Ascuncion, Manuel
- Doe, Chris
- Doe, Jane

[Go to Administrator Roster](#)

ADMINISTRATOR ROSTER


The administrator roster displays administrator information. This roster can be used to manage administrator accounts, including viewing their dashboards, archiving and deleting accounts, and sending messages. Many functions for updating and managing accounts efficiently are streamlined on this page.





How to find it: Select **Institution Administration** | Select **Administrator Roster**

Here is an example of an administrator roster and the actions available after selecting an administrator's account.

ALEKS School District - Administrator Roster

2 administrators selected Displaying 66 administrators

View: Active (66) | Archived (1) Download 

 New Administrator Send Msg Archive Delete

<input type="checkbox"/>	Name ^	Account Type	Last Login	Creation Date
<input checked="" type="checkbox"/>	Ascuncion, Manuel	District Admin	05/01/14 02:31 PM	05/01/2014
<input type="checkbox"/>	Bone, Ali	District Admin	02/24/14 01:44 PM	08/06/2013

NEW ADMINISTRATOR


New district administrator accounts can be created through this feature.

How to Find It: Select **Institution Administration** | Select **New Administrator**

ALEKS School District - New Administrator

District Code: A69F199

Basic Information * Required

Title	<input type="text" value="(Choose one)"/>	
Salutation	<input type="text"/>	
First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*
ID (optional)	<input type="text"/>	
Login Name	<input type="text"/>	
New Password (case sensitive)	<input type="text"/>	<input checked="" type="checkbox"/> 8-14 characters
Verify Password	<input type="text"/>	<input checked="" type="checkbox"/> No spaces
		<input checked="" type="checkbox"/> 1 number
		<input checked="" type="checkbox"/> 1 letter

Contact Information

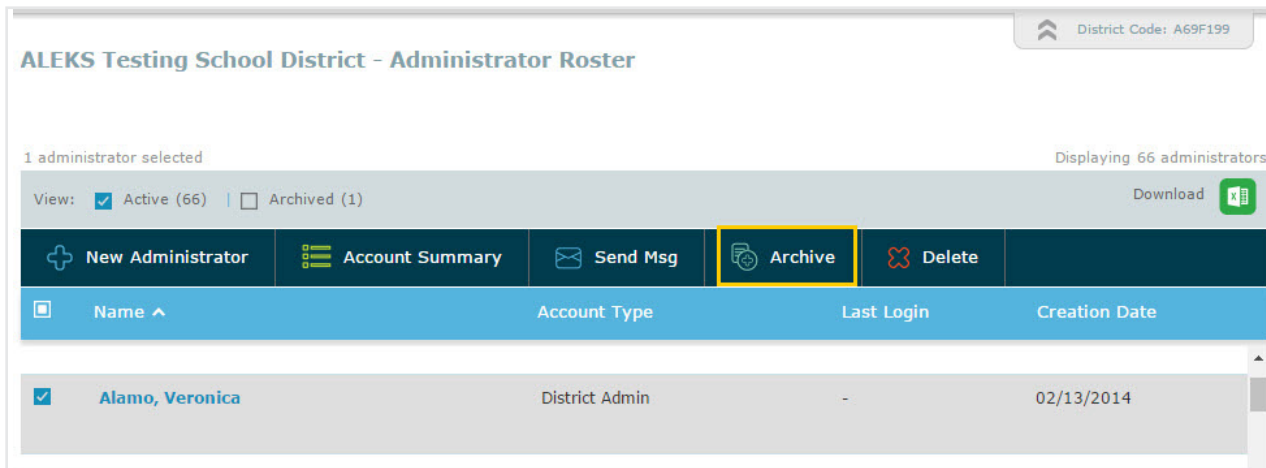
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="(Choose one)"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>

Forward all ALEKS messages to my email address.

Please be advised that when email forwarding is enabled, you may be sending personal data to third parties outside of ALEKS.

ARCHIVE ADMINISTRATORS

Archiving can be used to simplify the Administrator Roster so that only current administrators appear in the roster. Note: Archived accounts can be accessed and un-archived at any time; archiving does not impact administrators' ability to access their accounts.



The screenshot displays the 'ALEKS Testing School District - Administrator Roster' interface. At the top right, the district code is 'A69F199'. Below the title, it indicates '1 administrator selected' and 'Displaying 66 administrators'. The view is set to 'Active (66)' and 'Archived (1)'. A 'Download' button is visible. The main action bar includes 'New Administrator', 'Account Summary', 'Send Msg', 'Archive' (highlighted in yellow), and 'Delete'. The table below has columns for 'Name', 'Account Type', 'Last Login', and 'Creation Date'. The first row shows 'Alamo, Veronica' as a 'District Admin' with a last login of '-' and a creation date of '02/13/2014'.

Name	Account Type	Last Login	Creation Date
Alamo, Veronica	District Admin	-	02/13/2014

SUBSCRIPTION MANAGEMENT SYSTEM (SMS)

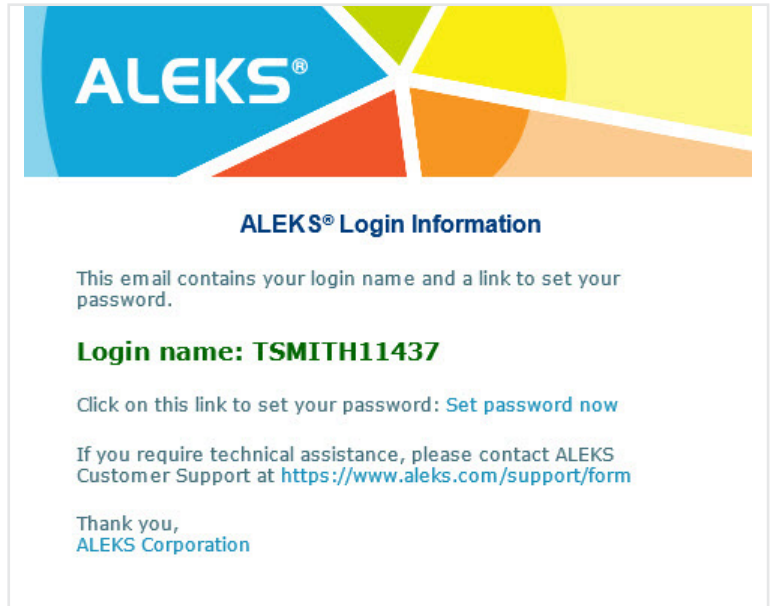
District administrators can monitor the number of available subscriptions for student registration, move subscriptions among institutions, put subscriptions on-hold, or move subscriptions from one institution to another.

APPENDIX

Below are examples of the automated emails sent from ALEKS.

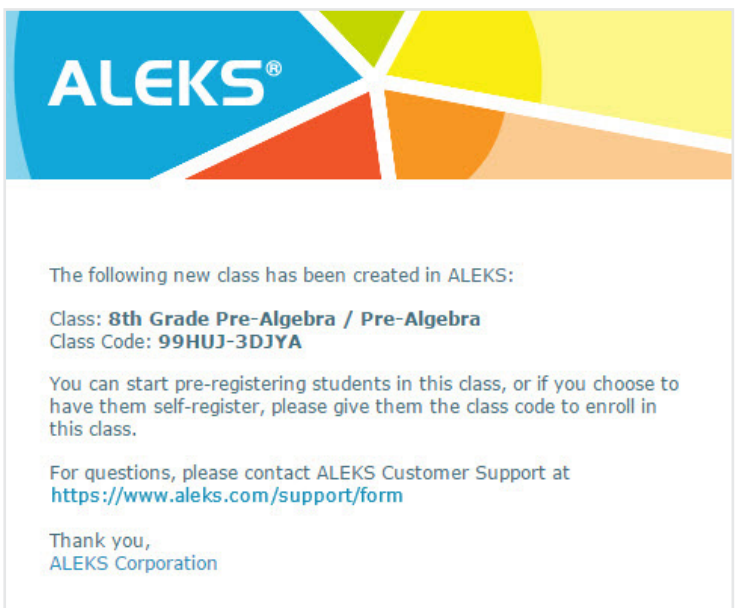
ALEKS LOGIN INFORMATION

This email provides administrators and instructors with their login name and link to set their password.



NEW CLASS CREATION

After a new class has been created, the instructor receives an email with the class information and the Class Code. Instructors can pre-register students into the class or have them self-register by giving out the class code to enroll into the class.



CLASS COMPLETION

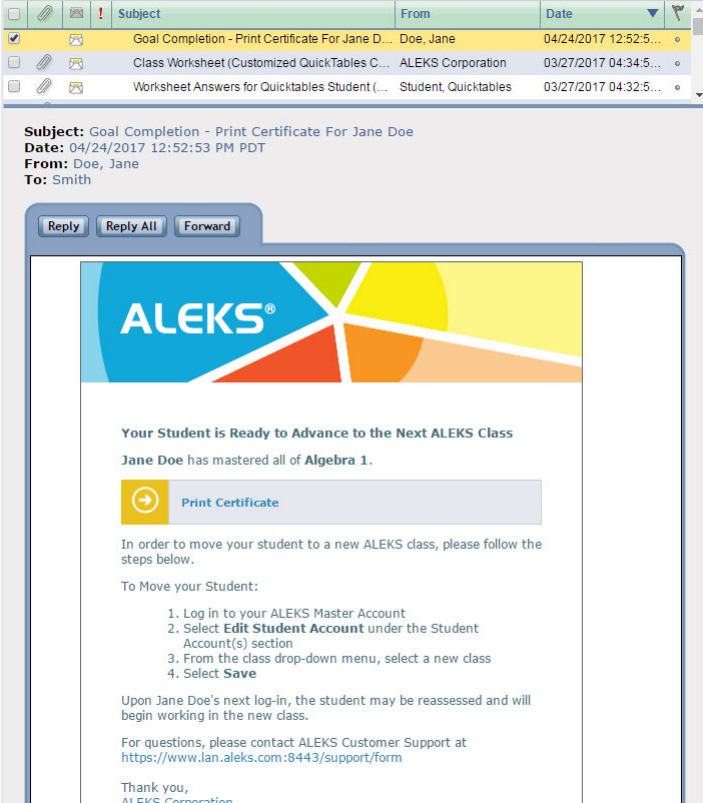
When a student reaches class completion, a special celebration page is displayed to indicate that the student completed the class, and their ALEKS Pie will be completely filled in.

Email Message Sent to the Instructor

The instructor and student receive a certificate in their ALEKS Message Center. Selecting the link opens the certificate below.

Certificate of Achievement

The instructor and student can view and print the certificate.




The screenshot shows an email interface with a list of messages. The selected message is titled "Goal Completion - Print Certificate For Jane D..." from "Doe, Jane" on "04/24/2017 12:52:53 PM PDT". The email body contains the following information:

Subject: Goal Completion - Print Certificate For Jane Doe
Date: 04/24/2017 12:52:53 PM PDT
From: Doe, Jane
To: Smith

Buttons: Reply, Reply All, Forward

ALEKS®

Your Student is Ready to Advance to the Next ALEKS Class
Jane Doe has mastered all of **Algebra 1**.

 **Print Certificate**

In order to move your student to a new ALEKS class, please follow the steps below.

To Move your Student:

1. Log in to your ALEKS Master Account
2. Select **Edit Student Account** under the Student Account(s) section
3. From the class drop-down menu, select a new class
4. Select **Save**

Upon Jane Doe's next log-in, the student may be reassessed and will begin working in the new class.

For questions, please contact ALEKS Customer Support at <https://www.ian.aleks.com:8443/support/form>


Thank you,
ALEKS Corporation



STUDENT PROGRESS REPORT EMAIL

Here is an example of the student Progress Report that is optionally available to email to the parent signed up receive progress reports. This report summarizes the student's current knowledge state, including what the student knows, how the student's time was spent in ALEKS, results of quizzes taken, and QuickTables results (if applicable). A link is provided for parents to view the full report details online through an abbreviated version of the new Student Module.

Email Message Sent to the Parent



Jane Doe
Algebra

Instructor: Mr. Jones
Last Login: 10/06/17

Overall Progress: 52%

Last Period: Sep 25 - Oct 08

★	Learned	2 Topics
🕒	Time in ALEKS	14h 3m
💡	Scheduled Knowledge Check 1	Completed
📄	Quiz 2	Completed
📄	Quiz 1	Completed

This Period: Oct 09 - Oct 22

Nothing so far. Check the [Parent Portal](#) for latest information.

If you would like to stop receiving these reports, please click [here](#).

For questions, please contact ALEKS Customer Support at <https://www.aleks.com/support/form>

Online Report Page 1

ALEKS
Algebra


Mastered: 46 Learned: 4 Remaining: 39

Tips:
Reports for: Jane Doe

Spanish

Reports

ALEKS Pie

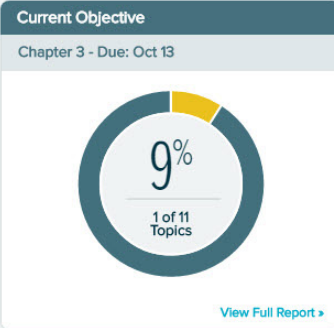


50

[View Full Report >](#)

Current Objective

Chapter 3 - Due: Oct 13

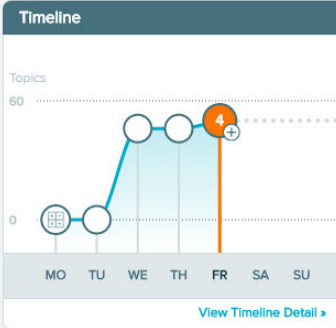


9%

1 of 11 Topics

[View Full Report >](#)

Timeline



MO TU WE TH FR SA SU

[View Timeline Detail >](#)

Gradebook

Select to see your grade

[View Grade Details >](#)

This Week's Activity

Oct 9 - Oct 15

Time Spent
4h 6m

Topics Learned	Topics Attempted, Not Learned
4	1

[View Full Report >](#)

Most Recent Activity

Oct 13

Time Spent
6m 56s

Topics Learned	Topics Attempted, Not Learned
4	1

[View Full Report >](#)

Online Report Page 2

ALEKS
Algebra

Mastered: 46 Learned: 4 Remaining: 39

Tips:
Reports for: Jane Doe

Español

Reports

Attempted, Not Learned

- Writing an inequality for a real-world situation >
- Determining whether given points lie on one, both, or neither of 2 lines given equations
Goal Topic >

[View Progress Detail >](#)

Needs More Practice

Nothing so far.

[View Progress Detail >](#)

QuickTables

+

0 +100%

[View Full Report >](#)

Assignments

- Scheduled Knowledge Check 2
Due: Oct 11, 2021
- Scheduled Knowledge Check 1
Due: Aug 18, 2021
- Quiz 1
Due: Aug 1, 2021
- Quiz 2
Password Protected, Due: Sep 25, 2020

[View Detail >](#)

Standards

Overall Progress:
California's Common Core State Standards

9%

4 Progress
40 Remaining

[View Detail >](#)

Progress History

Skipped Knowledge Check
Oct 11

52 +4%

Skipped Knowledge Check
Oct 2

0 +0%

[View All >](#)

Parents can view the **Needs More Practice** tile to see the topics that the student needs more practice on. Selecting a topic displays a pop-up with a sample of the problem.

Needs More Practice

- Converting a mixed number to a terminating decimal: Advanced >
- Signed fraction subtraction involving double negation >
- Signed fraction division >
- Exponents and integers: Problem type 2
Goal Topic >

[View Progress Details >](#)

Finding outputs of a one-step function that models a real-world situation: Function notation ✕

? SAMPLE QUESTION

Henry tutors chemistry. For each hour that he tutors, he earns 20 dollars. His earnings, E (in dollars), after tutoring for h hours is given by the following function.

$$E(h) = 20h$$

How much does Henry earn if he tutors for 2 hours?

OVERVIEW OF THE NEW STUDENT MODULE

Below is a brief overview of the new Student Module. Instructors can use this section to help students get started in ALEKS. For additional questions related to the new Student Module, please contact [ALEKS Customer Support](#).

LOGGING INTO ALEKS

Mc Graw Hill Education | **ALEKS**[®] | LOGIN ABOUT US NEWS CAREERS CONTACT US SUPPORT FEEDBACK

WHAT IS ALEKS? COURSE PRODUCTS HIGHER EDUCATION K-12 INDEPENDENT USE & HOMESCHOOL

Login Name
Password
LOG IN
» Forgot your login info?
» System Requirements
New Student?
SIGN UP NOW!
TAKE A TOUR FREE TRIAL

“ ALEKS has taken my daughter from just below her grade level to a couple levels above in less than a year.”
—Rebecca, Homeschooler

Students first log into ALEKS at <http://www.aleks.com> with their Login Name and Password. After accessing ALEKS for the first time, students take a guided tour that introduces ALEKS and gives an overview of how ALEKS works. Students then complete the ALEKS Tools Tutorial, take the initial Knowledge Check (less than 30 questions and, once completed, determines the student's unique knowledge state and individualized learning path), see their results, and finally, explore some features on the homepage.

ALEKS[®] Pre-Algebra | Hi, Jane! | Español

UP NEXT:
Take the Tools Tutorial
GET STARTED

Tools Tutorial
You will learn how to enter your answers into ALEKS.

Welcome to
ALEKS[®]

SA SU
p 30 Oct 1

Español

HOMEPAGE

Upon completion of the First Time Use Experience, students land on their personal homepage, which provides information to help students prioritize activities and displays their progress in Learning Mode.

The screenshot displays the ALEKS Pre-Algebra homepage. At the top, there is a navigation bar with the ALEKS logo (1), the course name 'Pre-Algebra', a progress bar (3) showing 'Mastered: 70', 'Learned: 2', and 'Remaining: 286', a notification bell (4) with '1' alert, and the user's name 'Hi, Jane!' (5) with a dropdown arrow. Below the navigation bar, the main content area is split into a blue sidebar on the left and a main content area on the right. The sidebar contains 'UP NEXT:' with 'Numeral translation: Problem type 2' and a 'CONTINUE MY PATH' button (6), and 'WORKING TOWARD' with 'Class Progress 72 of 358 Topics Due: May 14, 2019'. The main content area features a 'Topics' progress bar (7) at 95%, a 'Timeline' button (6), and an 'ALEKS Pie' button (7). Below this is a timeline view showing progress from Monday, Feb 19 to Sunday, Feb 25. A green trophy icon is on Wednesday, Feb 21. A blue line with a white circle is on Tuesday, Feb 20. An orange line with a white circle is on Friday, Feb 23, with a red '9' above it. A red '2' is on the orange line. A green bar at the bottom represents 'Homework 1' (10) with a red '10' above it. At the bottom right are 'Calendar' and 'Timeline Detail' buttons.


Below are some key areas of the homepage with the Timeline as the default view, and an overview of each feature.

- 1 | **Menu:** Provides access to important features in ALEKS
- 2 | **ALEKS Logo:** When visible, students can select the ALEKS Logo to return to their homepage
- 3 | **Progress Bar:** Displays the overall number of topics Mastered, Learned, and Remaining in real-time. Topics Learned in Learning Mode are not considered Mastered until retention is demonstrated in a Knowledge Check
 - **Mastered:** The number of topics the student has demonstrated mastery of in the most recent Knowledge Check
 - **Learned:** The number of topics the student has practiced successfully in Learning Mode but has not yet been assessed on in a Knowledge Check
 - **Remaining:** The number of topics the student has left to learn
- 4 | **Notifications:** Alerts students with real-time notifications such as new quizzes, messages, and Knowledge Checks
- 5 | **Account Information:** Displays the student's account settings and links for Settings, Shortcut Keys, Help, and Logout
- 6 | **Next Knowledge Check Indicator:** Displays a countdown to the next Knowledge Check
- 7 | **Timeline / ALEKS Pie:** Students can toggle their view between Timeline to see their progress in Learning Mode and ALEKS Pie to see their progress within each slice

- 8 | Primary Guidance Menu:** Contains the primary call to action, which is usually to work on the learning path, and secondary tasks such as Homework assignments. It may also contain quizzes or Knowledge Checks the student can begin, and shows the student's overall progress in the class
- 9 | Timeline Marker:** Shows where the student is on the Timeline
- 10 | Assignments:** Shows assignments created by the instructor

MENU

The left side menu provides access to features in the new Student Module.

How to Find It: Select menu () | The menu expands to display menu options | Close the menu by selecting the menu again

- **Home:** Returns students to their homepage
- **Learn:** Takes students to Learning Mode where they can practice Ready to Learn topics, and review previously Learned and Mastered topics
- **Review:** Takes students to Review Mode where the Topic Carousel includes previously learned and mastered topics for students to practice and review
- **Assignments:** Students can start and view details on assignments created by their instructor
- **Worksheet:** Students can access worksheets generated by their instructor and self-generate ALEKS worksheets and QuickTables worksheets to print and practice offline
- **Calendar:** Students can view their assignments by calendar view
- **Gradebook:** Students can view their overall grade and also check their scores on Objectives, learning goals, and assignments
- **Reports:** Navigates to the Reports dashboard. Provides students with detail on how they performed in the past and allows them to see their progress
- **Message Center:** The student can send a message to their instructor or ALEKS Customer Support
- **Instructor Resources:** Students can access resources their instructor has uploaded such as, attachments and notes
- **Dictionary:** The ALEKS Dictionary can be used to search for definitions of terms relevant to the class content
- **QuickTables:** A special tool in ALEKS for learning the math facts: addition, subtraction, multiplication, and division. Available to the student if enabled by the instructor
- **Manage My Classes:** Students can manage their classes, access current and previous ALEKS classes, and sign up for new classes

Home
Learn
Review
Assignments
Worksheet
Calendar
Gradebook
Reports
Message Center
Instructor Resources
Dictionary
QuickTables
Manage My Classes

LEARNING MODE

In Learning Mode, students practice and learn Ready to Learn topics in their personalized learning path, and review previously Learned and Mastered topics. To enter Learning Mode, students can start their path from the Primary Guidance Menu.

How to Find It: Go to the Primary Guidance Menu | Select **START MY PATH**

Alternate Navigation Route: Select the Menu in the upper-left corner | Select **Learn**

Below is an example of a question in Learning Mode, with key areas described. For more details, select any link to go to the applicable section in this guide.

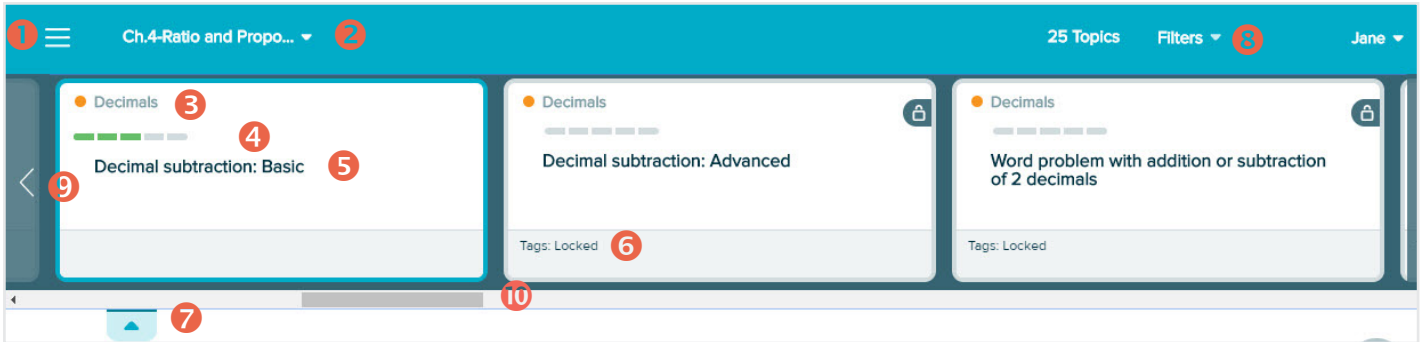
- 1 | Slice Name:** The pie slice containing the topic the student is working in
- 2 | Topic Name:** The topic the student is working in
- 3 | Topic Carousel Tab:** Opens/closes the Topic Carousel where the student can choose other topics to work on
- 4 | Underlined Mathematical Terms:** Navigates to the ALEKS Dictionary. The student can select any term to view its complete definition
- 5 | Progress Indicator:** Displays immediate feedback messages and a counter to show how many correct answers the student needs to complete the topic
- 6 | Explanation:** Provides an explanation of how to solve the current question and displays the correct answer. Using this button does not count against the student
- 7 | Check:** Once the student has input their final answer, selecting Check submits and checks their answer
- 8 | Resources:** For help on a question, students have access to learning resources that appear on the right side of the question and Explanation pages
- 9 | Message Center:** Students can send a message to their instructor. When students send a message from within Learning Mode, the question they are working on will automatically be attached to the message

The screenshot shows the ALEKS Learning Mode interface for the topic "Plotting Integers on a number line". The interface includes a teal header with a menu icon, the topic name "INTEGERS Plotting Integers on a number line", and a progress indicator showing 5 out of 5. Below the header is a question prompt: "Plot -7, 3, and 1 on the number line." A number line is displayed with tick marks from -10 to 10. To the right of the number line is a toolbar with a red eraser, a blue dot, a blue "x" button, a blue undo button, and a blue question mark button. On the right side of the interface are three circular icons: a play button (8), a list icon (9), and an envelope icon (9). At the bottom, there are buttons for "Explanation" (6), "Check" (7), and "Solve".

TOPIC CAROUSEL

In Learning Mode, students can access the Topic Carousel by selecting the downward arrow tab (). Topics are sorted from easiest to hardest so students first work on topics they are most likely to learn. Each topic has its own card containing the slice name, the topic name, and attributes (if any). The Topic Carousel shows three cards at a time and is easy to scroll through by using the scroll bar or back/forward arrows. ALEKS offers quick tips when students encounter the Topic Carousel for the first time.

How to Find It: Go to Learning Mode | Select the Topic Carousel downward arrow tab



Below are descriptions of key areas of the Topic Carousel. Select any link to navigate to the applicable section of this guide for more detail.

- 1 | Menu:** Students can navigate to the homepage or other pages in the new Student Module
- 2 | Ready to Learn/Pie Slice Drop-Down Menu:** Displays students' progress in each pie slice and filters available topics by specific pie slices
- 3 | Slice Name**
- 4 | Progress Indicator:** Shows how much progress the student has made in that topic and matches the topic's progress indicator in Learning Mode
- 5 | Topic Name**
- 6 | Tags:** Topics are tagged to display attributes (if any). e.g., Video, Needs More Practice
- 7 | Topic Carousel Tab:** Opens/closes the Topic Carousel
- 8 | Topic Carousel Filters:** Opens a filters menu to allow students to sort or filter the Topic Carousel by tags
- 9 | Arrows:** Use to scroll through a set of three topics at a time. Tip: Double clicking or tapping on the arrows jumps to the start or end of the list
- 10 | Scroll:** Use to quickly scroll through topics

PROGRESS KNOWLEDGE CHECKS

When it's time for a Knowledge Check, notifications appear on the homepage. Once a Knowledge Check is given, Students have up to 24 hours to start the Knowledge Check. During the 24 hours, students can start the Knowledge Check, continue working in their learning path, or review previously earned and mastered topics. To prepare for the Knowledge Check, students see a suggestion to review previously learned topics. Note that the 24 hours begins counting down as soon as the Knowledge Check is given and does not pause if the student logs out of ALEKS.

Topics Lost in Knowledge Check

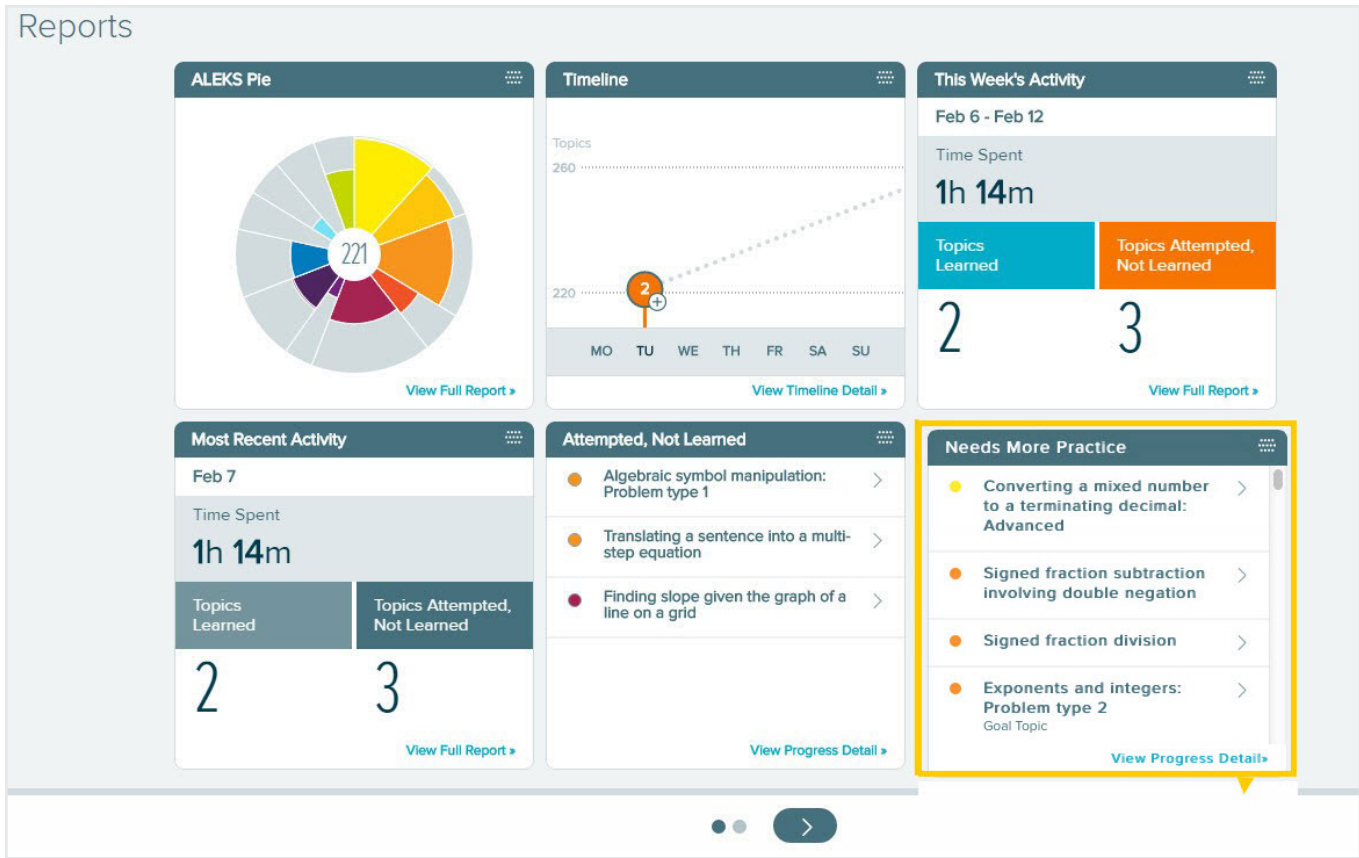
After completing a Knowledge Check, students may gain or lose topics from their Mastered count. Both outcomes are normal as the Knowledge Check measures learning retention, and students may not immediately retain each topic they learn. The status (Mastered, Learned, or Remaining) of each topic in the class is updated after a Knowledge Check to reflect the student's current knowledge state. Previously learned topics the student retains in the Knowledge Check become Mastered. Previously learned topics not retained in the Knowledge Check are tagged as Needs More Practice. In general, ALEKS automatically loads the Needs More Practice topics in the beginning of the Topic Carousel to help students immediately re-learn them the next time they enter Learning Mode.

To practice and re-learn topics that were lost in a Knowledge Check, students can use the **Needs More Practice** filter in Learning Mode or select the **Needs More Practice** tile from their Reports dashboard.

Needs More Practice Filter in Learning Mode

The screenshot displays the ALEKS Learning Mode interface. At the top, the course title is "Ch.5-Polynomials and Properties of Exponents" and the current topic count is "2 Topics". The main content area shows two topic cards: "Exponents and integers: Problem type 2" (tagged as Goal Topic, Needs More Practice, Video, Instructor Resources) and "Simplifying a ratio of univariate monomials" (tagged as Goal Topic, Needs More Practice, Instructor Resources). Below these cards is a math problem: "The diameter, D , of a sphere is 9.2 cm. Calculate the sphere's volume, V . Use the value 3.14 for π , and round your answer to the nearest tenth. (Do not round any intermediate computations.)". A diagram of a sphere with diameter D is shown. Below the diagram is an input field for the volume $V = \square \text{ cm}^3$ and buttons for "x", "←", and "?". On the right side, there is a "Filters" sidebar. It includes a search bar, a "Sort by" dropdown with "Easiest" and "Pie Slice" options, and a "Ready to Learn" / "Review" toggle. Under the "TAGS" section, the following filters are listed with checkboxes: "Any Topic (7)", "Needs More Practice (2)" (checked), "Goal Topic (7)", "Unlocked (5)", "Video (3)", and "Instructor Resources (7)". At the bottom of the sidebar are "Show All Topics" and "Reset" buttons.

Needs More Practice Tile from the Student's Report Dashboard



Finding outputs of a one-step function that models a real-world situation: Function notation

? SAMPLE QUESTION

Henry tutors chemistry. For each hour that he tutors, he earns 20 dollars. His earnings, E (in dollars), after tutoring for h hours is given by the following function.

$$E(h) = 20h$$

How much does Henry earn if he tutors for 2 hours?

CLASS COMPLETION

After the student learns all topics in the class and completes a final Knowledge Check, their ALEKS Pie will be completely filled in.



The homepage shows that zero topics remain and displays a congratulatory message to indicate that the student has completed the class. From the homepage, the student can choose to review topics.

The screenshot shows the ALEKS homepage for a student named Jane. The page is titled "Intermediate Algebra" and displays the following information:

- Navigation:** ALEKS logo, menu icon, and user name "Hi, Jane!".
- Progress:** Mastered: 389, Learned: 0, Remaining: 0.
- Review Section:** A blue sidebar with the text "UP NEXT: Review" and a "START" button.
- Message:** "Congratulations! You have finished your Intermediate Algebra class."
- Timeline:** A horizontal timeline showing the student's progress. The timeline starts at 385 and ends at 410. A marker at 389 indicates the current position, with the text "0 Topics Left!" below it.
- Buttons:** "Timeline" and "ALEKS Pie" buttons are visible in the top right.



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