



Student User Guide

for K-12 Education

Advanced Customer Solutions

ALEKS Corporation

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Contents

1	System Requirements	1
2	Registration	1
3	Tools Tutorial	3
4	Knowledge Checks	3
	4.1 Knowledge Checks in ALEKS	4
	4.2 Knowledge Check Results	5
	4.3 Knowledge Checks and Your Learning	5
5	Home	6
	5.1 ALEKS Timeline	7
	5.2 ALEKS Pie and Details	8
	5.3 Primary Guidance Menu	10
	5.4 Main Navigation Menu	10
	5.5 Settings	11
6	Learning Mode	12
	6.1 Learning Page/Problem Page/Explanation Page	12
	6.2 Progress Indicator	13
	6.3 Topic Carousel	13
	6.4 Classes with Objectives	16
	6.5 Locked Topics	17
7	Message Center	17
8	Reports	18
	8.1 Progress History	19
	8.2 Time and Topic Report	19
	8.3 Objective Details Report	20
	8.4 QuickTables Report	20
9	Assignments	20
10	Gradebook	21

11	Student Account Home	21
	11.1 Account Management	22
	11.2 Class Management	23
12	QuickTables	24

1 System Requirements

ALEKS runs on many devices with various operating system and web browser configurations.

- PCs must have at least 64 MB of RAM and Windows 7 or higher. Compatible browsers are Internet Explorer 11.0 or higher, Firefox 25 or higher, and Chrome 30 or higher.
- PowerMacs or iMacs must have at least 64 MB of RAM and operating system Mac OS 10.7 or higher. Compatible browsers are Safari 6 or higher, Firefox 25 or higher, and Chrome 30 or higher.
- All courses are desktop and tablet compatible with the exception of AP Statistics (Quantitative), High School Prep for Statistics, Business Math, Fundamentals of Accounting, and Introduction to Statistics. These courses are not compatible with tablet devices.

NOTE. The most up-to-date requirements can always be found on the ALEKS website.

2 Registration

In order to register as an ALEKS user, you need a **Class Code** (10 characters) provided by your instructor. When you register with ALEKS, your name is entered into the database, and records of your progress are kept.

1. Go to the ALEKS website:

<https://www.aleks.com>

When entering this URL, pay careful attention to the spelling of **aleks**.

2. Click on **SIGN UP NOW!** on the left of the page, under the space for Registered Users (Fig. 1).
3. At the beginning of Registration you will be asked for your **Class Code**. The Class Code is supplied by your instructor. Enter this in the spaces provided, on the **left-hand side** of the window, and click on **Continue** (Fig. 2).



Figure 1: The ALEKS Website



Figure 2: Class Code

4. Next, ALEKS will check whether you have ever used ALEKS before. Check the appropriate response and click on **Continue**. If you have used ALEKS before, you will be prompted to enter your ALEKS Login Name and Password before moving on.
5. Enter your personal information and choose a Password. Supplying an email enables your site administrator to help you with problems more quickly. You will also be able to enter your Student ID number.
6. At the end of registration you will be given a Login Name. You will need the ALEKS Login Name and your Password to return to ALEKS.
Your Login Name and Password can be typed with upper- or lower-case letters. Neither may contain spaces or punctuation. If you forget your Password, click on the link **Forgot your login info?** located underneath the Password field on the ALEKS Home page.
7. You will need to wait for your instructor's authorization before starting to use your new account. If you need to log off now, you can log back on later using your Login Name and Password. As soon as your instructor authorizes your registration, you will be able to start using ALEKS by beginning the Tools Tutorial.

3 Tools Tutorial

The ALEKS Tools Tutorial teaches you how to enter your answers in ALEKS. ALEKS avoids multiple-choice questions. Most answers are complete mathematical expressions and constructions. The Tools Tutorial is not intended to teach mathematics. The Tools Tutorial teaches you how to use the ALEKS input tools called the **Answer Editor** (Fig. 3). Online help is also available while you are using ALEKS; just click the ? button next to the input tools when you are working in ALEKS. This will give you access to the various sections of the Tools Tutorial.

4 Knowledge Checks

Instruction through ALEKS is guided by a precise understanding of your knowledge of the ALEKS class material. This information is

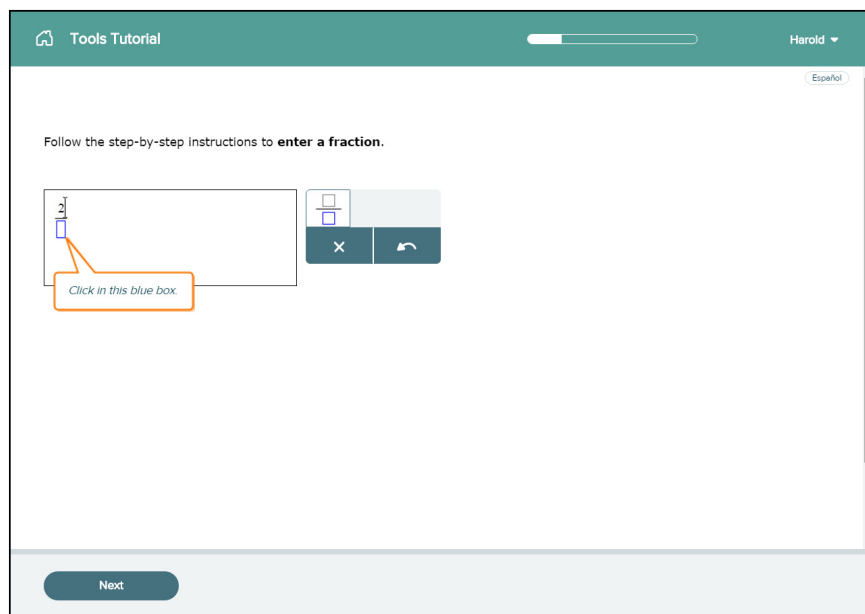


Figure 3: The Answer Editor

obtained by Knowledge Checks in which ALEKS asks you to solve a series of problems. (ALEKS's estimate of your knowledge is also updated when you make progress in the Learning Mode.) Your Initial Knowledge Check occurs immediately after the ALEKS Tools Tutorial.

4.1 Knowledge Checks in ALEKS

The Initial Knowledge Check determines which class topics you already have mastery of, which topics are not currently mastered, and which topics you are ready to learn. When the Initial Knowledge Check is completed ALEKS will display your unique knowledge state and individualized learning path.

Additional Knowledge Checks may be scheduled for you by your instructor. These may or may not need to be supervised, depending on the instructor's preference. ALEKS also prompts for automatic Knowledge Checks when you have spent a certain amount of time in ALEKS or have made a certain amount of progress (Fig. 4).

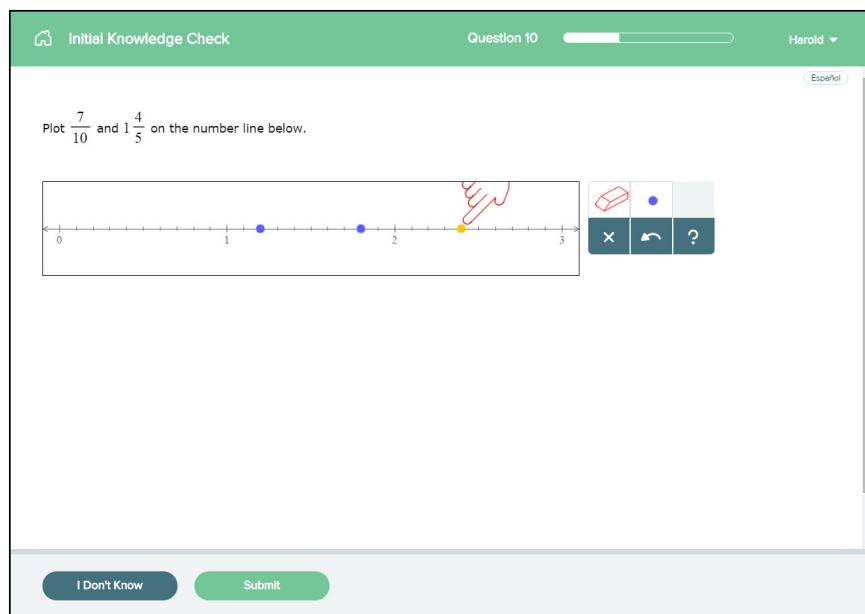


Figure 4: Knowledge Check

NOTE. Your instructor may require that the Initial Knowledge Check be taken under supervision. **Don't try to begin your Initial Knowledge Check at home until you find out where your instructor wants you to take it.**

4.2 Knowledge Check Results

Upon completion of your Initial Knowledge Check you will see your ALEKS Pie along with quick tips that describe how it works and how to use it. The ALEKS Pie will display the number of topics mastered per pie slice and the overall mastery percent in the class based on the Initial Knowledge Check. Clicking on an individual pie slice will give specific information about the topics in that slice.

4.3 Knowledge Checks and Your Learning

The purpose of Knowledge Checks in ALEKS is to throughout your learning path to confirm that you have retained material previously learned and to provide review and reinforcement when it is needed.

New Knowledge Checks occur at regular intervals (typically 20 new topics learned or 10 hours in the system), or after the completion or due date of an Objective. Note that any new Knowledge Check “resets the clock,” so that they don’t occur one after another.

You can see when your next Knowledge Check is coming up by clicking on the Knowledge Check icon on your Home page, next to the Timeline/ALEKS Pie switch. When it is time for the Knowledge Check, you will see a notification, and you will have 24 hours to begin it (the exact period may be different if your instructor sets it differently for your class). Before beginning the Knowledge Check, you may wish to review by clicking on **Review for Knowledge Check**; this option appears under the Knowledge Check notification and on your Primary Guidance Menu.

It is important to make your best effort on the Knowledge Check! Do not rush or work when tired; remember you can always break off and resume the Knowledge Check later. As always, only use the **I don’t know** button when you have no idea of the answer; it’s always better to try to respond if you possibly can, since “I don’t know” is counted as “incorrect.” Note that you are likely to get at least a couple of questions that you haven’t learned yet, due to the adaptive nature of the Knowledge Check mechanism.

Needs More Practice. It is also normal to lose some topics from your mastery count on a Knowledge Check. This simply means that those topics need additional reinforcement; in most cases you will add them back quickly. ALEKS will present these topics in the beginning of the Topic Carousel under **Needs More Practice**.

5 Home

The first time you enter your ALEKS Home page you will be guided through an introduction giving a brief description of how ALEKS works. There are also pop-ups and animations that appear when you are seeing something in ALEKS for the first time, to ensure that you understand the interface and know how to use it.

The Home page includes some important information such as the name of the ALEKS class, progress bar, notifications, Main Navigation Menu (Sec. 5.4), account Settings (Sec. 5.5), Primary Guidance Menu (Sec. 5.3), and next Knowledge Check indicator.

The Home page shows the Timeline by default (Sec. 5.1), but you can

switch to the ALEKS Pie view (Sec. 5.2) to see your progress within each slice. The view last selected will appear as your Home Page the next time you log in.

At any point in ALEKS, you can click on the Home symbol or ALEKS icon in the upper left corner to return to the Home page.

5.1 ALEKS Timeline

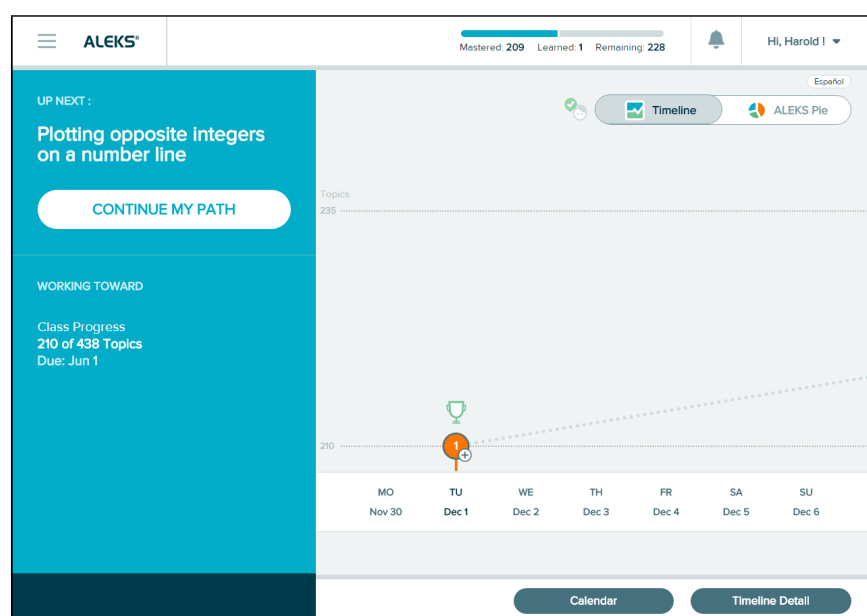


Figure 5: ALEKS Timeline

The ALEKS Timeline is a visual tool that graphs your progress and growth over time. It helps you understand how to achieve learning goals and reach milestones. You can use the timeline to view what you worked on in the past, what's ahead, and when topics are due next so you can plan your class accordingly. As you learn or lose topics, the timeline is updated with real-time information.

Some key points about the timeline:

- The timeline is intended to show information at a macro level. You can select points on the graph to access information. For

example, the blue goal topic marker is a projection to show what you are working towards next.

- The orange marker displays your progress today, and the number of topics you have left to reach the next goal on the timeline. It also shows what was completed on that day.
- The area below the timeline contains assignments created by the instructor, showing when the assignments start and end. You can select the assignment name to view detailed information. When there are multiple assignments available, they are stacked and prioritized by due dates.

You can select the **Timeline Detail** button to see a more detailed full-screen view and a longer time range than what is displayed on the Home page. You can filter the timeline by day, week, or month.

Timeline Icons	Past	Present/Future	Timeline Icons	Past	Present/Future
Objective Icons			Assignment (Homework)		
Goal (Topic)			Assignment (Quiz)		
Goal (Time)			Assignment (Test)		
Goal (Mastery)			Assignment (External)		
Knowledge Check			Assignment Worksheet		
QuickTables			Next Knowledge Check Indicator		

Figure 6: Timeline Icons

For a key to the icons that may appear on the timeline, see Fig. 6.

5.2 ALEKS Pie and Details

The ALEKS Pie view is an alternate Home page. You can switch back and forth between the Pie view and the Timeline; whichever you looked at last will appear as your Home page on your next login.

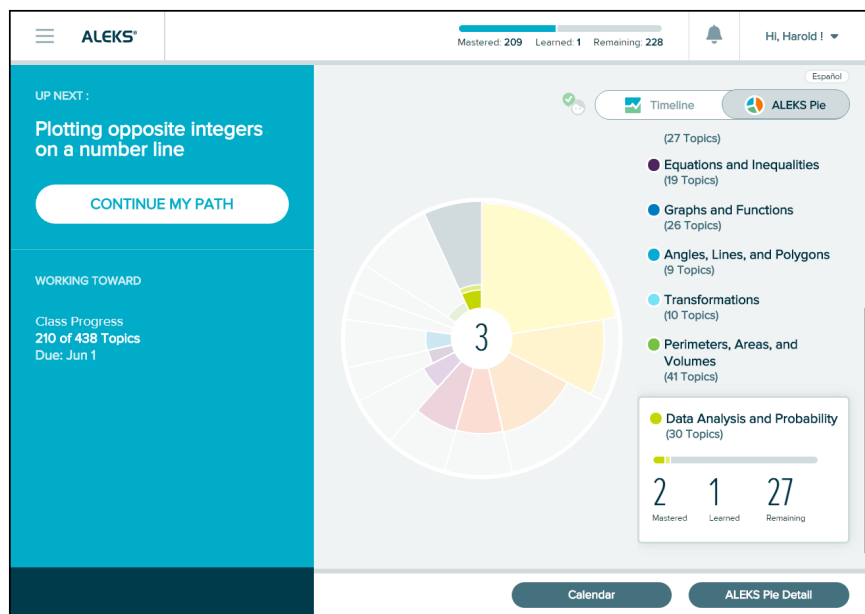


Figure 7: ALEKS Pie

The ALEKS Pie allows you to see your overall progress toward completion of the class. Slices represent topic categories. Mastered, learned, and remaining topics are shown in different colors within each slice. Each pie slice is color-coded to match the list next to the ALEKS Pie. The darker color in the slice represents topics mastered, the lighter color represents topics learned, and the outer space without color represents the topics remaining to be learned and mastered (Fig. 7).

You can view your progress in real time by selecting a pie slice. The area to the right is a legend that displays the slice name and the number of topics mastered, learned, and remaining in each category for the slice selected.

Mastered

The number of topics you have demonstrated mastery of in a Knowledge Check.

Learned

The number of topics that you have practiced successfully in Learning Mode but have not yet confirmed through a Knowledge Check.

Remaining

The number of topics you have left to learn.

The number in the middle of the ALEKS Pie is a counter that represents the total number of topics you have mastered or learned.

You can also click on the **ALEKS Pie Detail** button to see your class progress broken down by the topics that you are ready to learn, have learned, and have mastered in each slice. Category headings can be expanded to view progress and sample problems. The drop-down menu at the top of the report displays progress in Knowledge Checks. You can use this drop-down to track how they have performed across all Knowledge Checks in their class.

5.3 Primary Guidance Menu

The blue bar area on the left-hand side of the Home page is called the Primary Guidance Menu. This menu will show you the next topic in your path. You will also see your class progress and any upcoming assignments.

The Primary Guidance Menu displays the following features:

UP NEXT

This section contains buttons such as **START MY PATH/CONTINUE MY PATH** to direct you to Learning Mode to practice problems that are Ready to Learn. The **GET STARTED/CONTINUE** button begins or continues an assignment.

WORKING TOWARD

This section displays goals and what the student is working toward, including due dates.

WORK ON SOMETHING ELSE

This section contains class assignments as they become available to work on.

5.4 Main Navigation Menu

The ALEKS Navigation Menu located in the upper-left corner of your screen provides easy access to features in the Student Module. Depending on your ALEKS class, you will see some or all of the following menu options displayed:

- Assignments (Sec. 9)
- Worksheet
- Calendar
- Gradebook (Sec. 10)
- Reports (Sec. 8)
- Message Center (Sec. 7)
- Class Forum
- Dictionary
- Instructor Resources
- QuickTables (Sec. 12)
- Manage My Classes (Secs. 11.1 and 11.2)

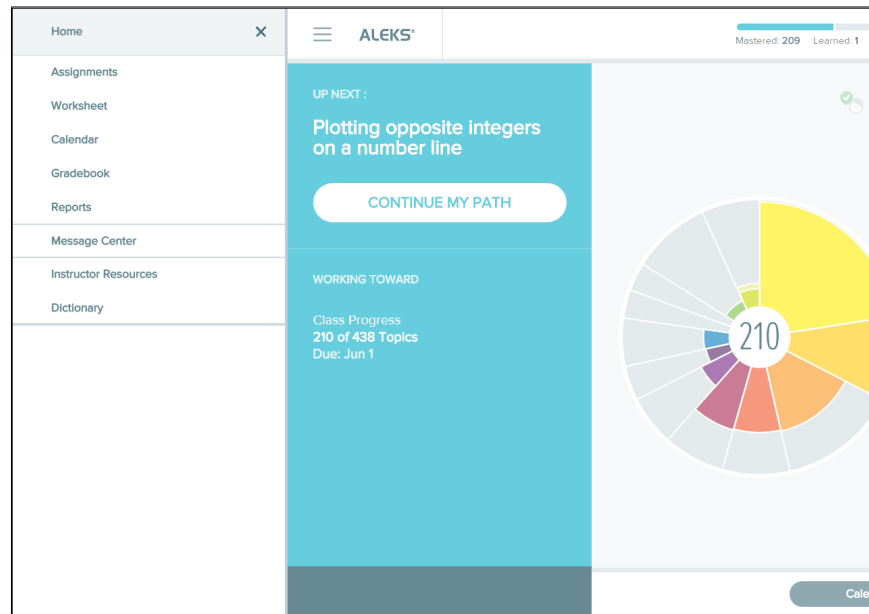


Figure 8: Main Navigation Menu

When the menu is open, you can return to the Home page by selecting Home or by clicking the **X**. (Fig. 8).

5.5 Settings

You can access your account settings and log out of ALEKS by selecting the down arrow in the upper-right corner by your name. On the

Settings page, you have the option to have ALEKS messages forwarded to your email address; if you did not provide one during Registration, you can put it in now.

6 Learning Mode

In Learning Mode you can practice Ready to Learn topics and review previously learned and mastered topics. To access Learning Mode, go to the Primary Guidance Menu and select **START MY PATH**.

6.1 Learning Page/Problem Page/Explanation Page

The screenshot shows the ALEKS Learning Page interface. At the top, the subject is 'DATA ANALYSIS AND PROBABILITY' and the topic is 'Constructing a bar graph for non-numerical data'. The user's name 'Harold' is visible in the top right. The page is divided into two main sections: 'QUESTION' and 'EXPLANATION'. The 'QUESTION' section contains the following text: 'A new model of shirt at the clothing store comes in 4 colors: black, white, green, and blue. There were 14 shirts sold this week. Here they are by color: blue, green, blue, green, blue, blue, blue, black, white, blue, blue, green, white, blue. Draw the bar graph for these data.' The 'EXPLANATION' section begins with: 'We begin by making marks in a tally table. We make one mark for each of the 14 shirts sold.' Below this is a table with two columns: 'Color' and 'Tally'. The table contains the following data:

Color	Tally
black	
white	
green	
blue	

At the bottom of the page, there is a blue 'Start' button.

Figure 9: Learning Page

The following pages are available in Learning Mode:

Learning Page

The ALEKS Learning Page provides a sample problem for the current topic, with detailed explanation and answer (Fig. 9). After reviewing the Learning Page, select the **Start** button to move to the first problem.

Problem Page

The ALEKS Problem Page displays a problem for the current topic. Enter your answer in the space provided and then select the **Check** button at the bottom of the screen. If your answer is correct, ALEKS will display the message **Correct** on the screen. If your answer is incorrect, you will be given the opportunity to correct the answer and then select the **re-check** button.

Explain Page

If you are not sure how to answer a problem, you can click on the **Explanation** button at the bottom of the screen. This will take you to the Explanation page showing detailed information about how to solve the problem. For some topics an **Additional Explanation** link will be available showing another method of solving the problem.

Resources

Resources on the right hand side of the Problem Pages and Explain Pages are provided to help you solve the problem. These may include tools such as a calculator, an eBook link, the ALEKS dictionary, and the Message Center.

6.2 Progress Indicator

Mastery of problems is based on a point system: one point added for a correct answer, two points added for two correct in a row without using the Explanation page, and one point subtracted for an incorrect answer. The number of points cannot go below zero. ALEKS considers a topic learned when a student earns a total of five points for that topic. The bars in the progress indicator represent how many points you have earned for the current topic (top right of the Learning Page). The progress bars change color to show how the topic is going: green to show success, yellow, orange, and red to indicate difficulty.

6.3 Topic Carousel

In Learning Mode you can access the Topic Carousel by selecting the downward arrow tab in the upper left corner of your screen (Fig. 10). The Carousel lists topics that you are currently ready to learn, sorted by degree of difficulty or complexity, with the most accessible first. Each topic has its own card containing the slice name, the topic name,

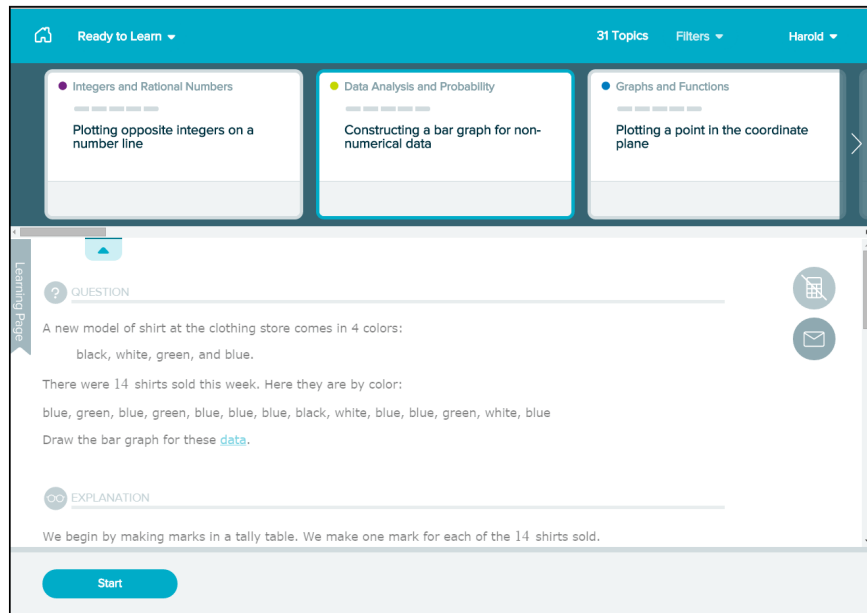


Figure 10: Topic Carousel

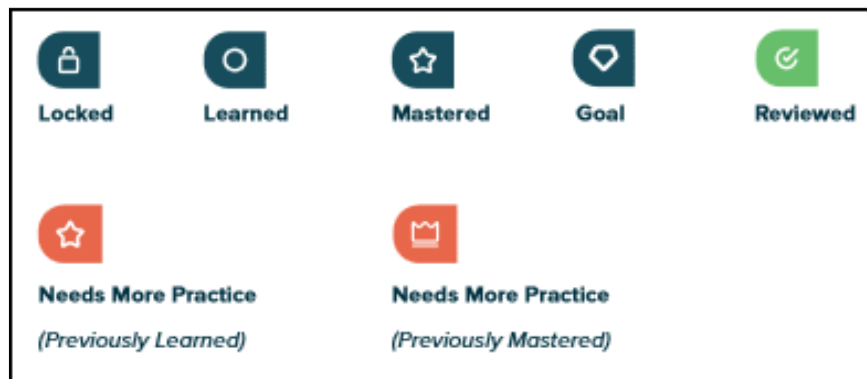


Figure 11: Topic Icons






Ch.9-Systems of Equations and Inequalities	
Appendix A-A Review of Basic Concepts and Skills 	67% Completed
Ch.1-Relations, Functions, and Graphs 	68% Completed
Ch.2-More on Functions 	100% Completed
Ch.3-Quadratic Functions and Operations on Functions 	38% Completed
Ch.4-Polynomial and Rational Functions 	20% Completed

Figure 12: Objectives/Ready to Learn Drop-Down Menu

and attributes (if any) indicated by icons (Fig. 11). The Topic Carousel shows three cards at a time and is scrolled using the scroll bar or the back/forward arrows.

Filters

You can filter topics by selecting **Filters** in the upper right corner of the screen (Fig. 10). The Filters feature lets you search for topics by name and type.

Switching Topics

You can switch topics at any time by selecting a new topic card in the Topic Carousel. When you select a card, a sample problem is previewed in the bottom half of the window. Switching topics mid-way through a topic will not cause you to lose work; when

you return to the topic, ALEKS will resume where you left off.

Objectives/Ready to Learn Drop-Down Menu

The drop-down menu above the Topic Carousel allows you to see progress in Objectives (if used in the class) or Ready to Learn pie slices. To see this drop-down menu, select the Ready to Learn/Objectives drop-down menu in the upper left (Fig. 12).

Review

You can review previously-learned topics by choosing **Review** (rather than **Ready to Learn**) in the filter. Note that you will also be prompted to review when you receive the notification for a new Knowledge Check (Sec. 4.3).

6.4 Classes with Objectives

Objectives are sections of the material in your class, similar to chapters in a textbook or units or modules in a lecture course. If your ALEKS class uses Objectives, they will be in a definite order and you will need to work through them in that order. They may have individual due dates, or there may be one due date for all the Objectives; the following paragraphs explain how the Objectives work on both cases. Note that when the next Objective begins, you will be notified by tool tips appearing on the Home page and in the Topic Carousel.

Objectives with Due Dates

In Learning Mode, the Topic Carousel will display Ready to Learn topics in the current Objective. If you complete the current Objective before the scheduled due date, you will move into Open Pie Mode, which unlocks all Ready to Learn topics until the start of the next Objective. During this time, you can return to previous Objectives and work on topics you did not learn or may have lost during a Knowledge Check. For example, if you missed an Objective, did not complete all topics in an Objective by the due date, or lost topics from previous Objectives in a Knowledge Check, you can go back to the previous Objectives and learn or re-learn those topics. After you learn all topics in a given Objective, the Topic Carousel will be empty. You can select another Objective to work on from the Objectives drop-down menu, or use the review filter to practice previously learned and mastered topics in the selected Objective.

Objectives with One Final Due Date

In Learning Mode, the Topic Carousel will display Ready to Learn topics in the current Objective. The Objectives drop-down menu conveniently displays the breakdown for the number of topics that must be learned to complete the current Objective. Future Objectives are locked. Completing the current Objective at the level specified by your instructor (e.g., 90%) will unlock the next Objective.

6.5 Locked Topics

Some topics that appear in the Topic Carousel may be locked. This occurs when there is one or more prerequisite topic that must be learned prior to attempting the topic. A lock icon appears in the topic card to distinguish the locked topics.

7 Message Center

The Message Center allows you to send messages to your instructor if you need assistance with a topic or problem in ALEKS. To compose a message, click the Navigation Menu in the upper left corner of your screen. Next, click the **Message Center** link and select the **Compose** button to create an email.

To include mathematical notation and illustrations:

1. Click the **Math** or **Graphs** tab at the right end of the tool bar. This switches you to the Enhanced message editor, with a robust set of math input tools.
2. Click on the **Graphs** tab for graphing tools, or on **Algebra**, **Trig**, **Matrix**, or **Stat** for symbolism specific to these areas.

While working in the Learning Mode, you can send a specific problem to your instructor for assistance. This will include a link in the message, showing a screenshot of the practice problem that you see on your screen.

To attach a specific problem, with the problem on the screen:

1. Click on the **Envelope** icon (located on the right-hand side of the screen). This will take you into the ALEKS Message Center. The system will automatically be in the **Compose** mode.

2. Fill in the **Subject** line and any details you want included in your message.
3. Below the body message section, the system will automatically check the box next to **Attach Page** to include the current problem. Uncheck this box if you don't want the page attached to your message.
4. Click on the **Send** button to send the message.

You can also include attachments of up to 2MB in your messages.

8 Reports

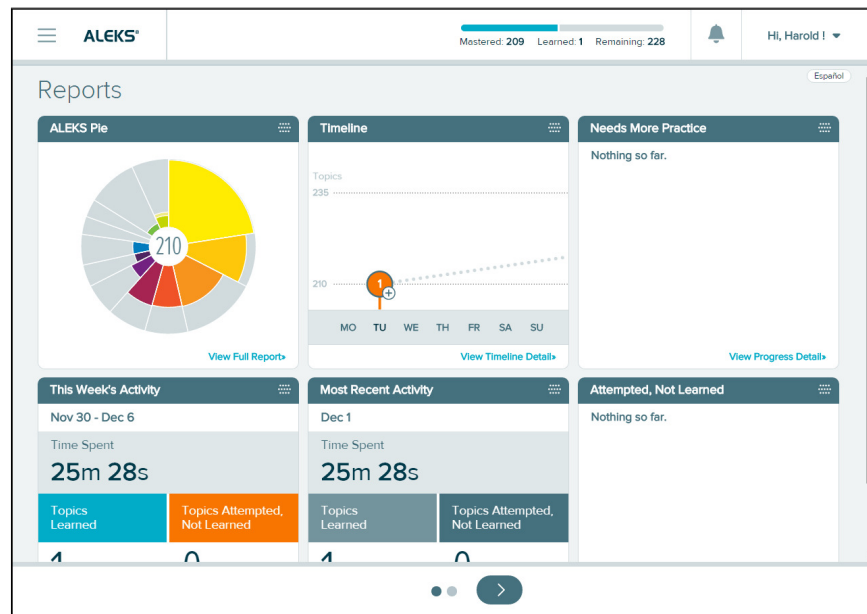


Figure 13: Report Dashboard

You can access a wide range of reports in your ALEKS account by selecting the Main Navigation Menu in the upper left corner and then selecting **Reports**.

The Report dashboard displays quick overviews of important data applicable to your progress in ALEKS (Fig. 13). You can move the tiles around by selecting the icon in the upper-right corner of a tile.

Selecting **View Full Report** on a tile will give you more detailed information about that report.

Reports that may be available in your account include:

- ALEKS Pie (Sec. 5.2)
- Timeline (Sec. 5.1)
- Progress History (Sec. 8.1)
- Time and Topic Report (Sec. 8.2)
- Objective Details Report (Sec. 8.3)
- QuickTables Report (Sec. 8.4)

8.1 Progress History

This report shows your progress on Knowledge Checks and in Learning Mode. Clicking on the **Current Class** tab shows the progress for the current class. Clicking on the **All Classes** tab shows the progress for all classes that you have been enrolled in.

- The dark blue bar shows the content mastered based on your most recent Knowledge Check.
- The light blue bar shows progress made in Learning Mode since your last Knowledge Check.
- The gray bar shows the content remaining to be learned.

8.2 Time and Topic Report

This report gives a daily breakdown of time spent in ALEKS. The view can be adjusted to a weekly, monthly, or cumulative view or to a specific date range.

- Hover over a bar to see how much time was spent and which topics were attempted and learned on a given day.
- Select a bar to view the Learning Sequence Log, which shows the sequence of actions you followed to learn the topic, including the exact problems practiced and the answers entered.
- Select the magnifying glass icon to see the answer that you entered with the correct answer if different.

8.3 Objective Details Report

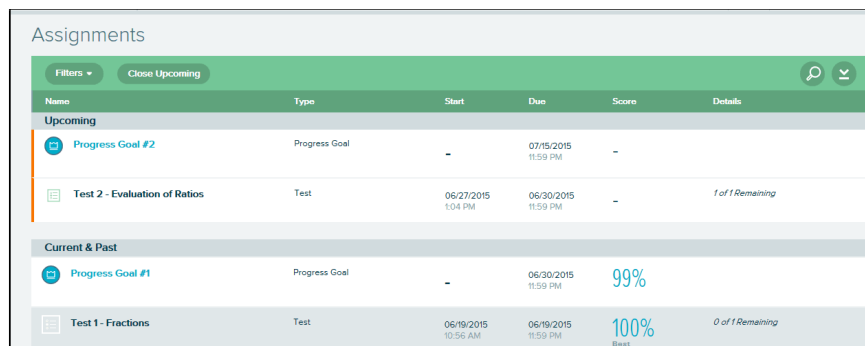
This report helps you track your progress towards Objective completion for classes set up to use Objectives. The report displays goal topics, prerequisite topics, and locked topics (topics not yet Ready to Learn). You can scroll through the Carousel to view details on past, current, or future objectives.

8.4 QuickTables Report

This report shows your progress in QuickTables (Sec. 12) based on Knowledge Checks and Learning Mode. The report displays the following information:

- The total time spent in Quicktables since completion of the typing tutorial.
- The last login date.
- The date the last Knowledge Check was completed.

9 Assignments



The screenshot shows a table titled "Assignments" with columns for Name, Type, Start, Due, Score, and Details. The table is divided into "Upcoming" and "Current & Past" sections. The "Upcoming" section includes "Progress Goal #2" and "Test 2 - Evaluation of Ratios". The "Current & Past" section includes "Progress Goal #1" and "Test 1 - Fractions".

Name	Type	Start	Due	Score	Details
Upcoming					
Progress Goal #2	Progress Goal	-	07/15/2015 11:59 PM	-	
Test 2 - Evaluation of Ratios	Test	06/27/2015 1:04 PM	06/30/2015 11:59 PM	-	1 of 1 Remaining
Current & Past					
Progress Goal #1	Progress Goal	-	06/30/2015 11:59 PM	99%	
Test 1 - Fractions	Test	06/19/2015 10:56 AM	06/19/2015 11:59 PM	100% Best	0 of 1 Remaining

Figure 14: Assignments

The Assignments link on the Navigation Menu allows you to view all current, upcoming, and past assignments in your class. Assignments are displayed in a table that includes the assignment type, start date, due date, score, and details about the specific assignment. Assignments

are sorted by due date. Assignments can be started by selecting an assignment name. ALEKS indicates when assignments are **In Progress** or **Saved for Later**; clicking on such assignments lets you pick up where you left off. Clicking on an assignment score (for assignments that have been completed) will display detailed information about that assignment (Fig. 14).

10 Gradebook

Name	Type	Due	Grade	Points
Current & Past				
Chapter 1	Objective	09/30/2015 11:59 PM	100%	
Chapter 2	Objective	09/30/2015 11:59 PM	91%	
Chapter 3	Objective	09/30/2015 11:59 PM	84%	
Progress Goal #1	Progress Goal	06/30/2015 11:59 PM	99%	
Test 1 - Fractions	Test	06/19/2015 11:59 PM	100%	

Figure 15: Student Gradebook

The ALEKS Gradebook allows you to check your overall grade in the class as well as individual assignment scores. The Gradebook link will be available on the Navigation Menu for classes where the Gradebook has been enabled. Selecting the Gradebook link displays assignments in your ALEKS class, e.g., tests, quizzes, and Objectives. You can click on the Filters drop-down to customize the Gradebook display to show specific assignment types (Fig. 15).

11 Student Account Home

The Student Account Home groups all your ALEKS accounts under one profile with one Login Name and Password. When you log on to

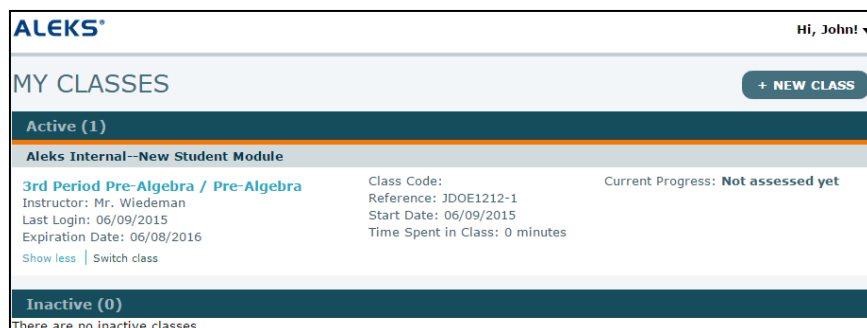


Figure 16: Student Account Home Main Screen

ALEKS, you will go directly to your currently active class unless there is more than one. If for any reason you have more than one active class, you will come to the Student Account Home, where you can click on the name of the class you wish to work in now.

The Student Account Home lists your current and past ALEKS classes, and includes options to sign up for new classes, switch classes, download summary reports, and continue working on an expired account as an independent user.

11.1 Account Management

When you log in to your ALEKS account, you arrive at the Student Account Home main screen.

Active Classes

All classes in which you have an active account will be listed here. You will see the name of the class, the name of the instructor, the date you last logged in to the account, and the date your access to the class will expire. Additional information can be accessed by clicking on the **Show more** link, including the Class Code, the Reference ID for the account, the date the account was started, the amount of time spent in the class, and the current level of progress.

Accessing a Class

You can access an active class by clicking on the class name. You will be taken to your Home page for that class and will be able to work on topics. To return to the Student Account Home main

screen, click on your name in the upper right corner and select the **Account home** option. To completely log out, choose the **Log out** option after clicking on your name.

Inactive Classes

The INACTIVE section will display a list of your classes that are no longer active. The same class information that is displayed in the ACTIVE courses is available here.

Adding a New Class

You can add a new class by clicking on the + **NEW CLASS** button (Fig. 16). You will be prompted to enter the class code for the new class. Once the new class has been added, it will be displayed in the ACTIVE section on the Student Account Home main page, along with any other active courses.

+ **NEW CLASS** creates a new account in a new class, using a new subscription; it does not transfer your current subscription to a different class. To transfer a currently active subscription to a different class (and set the previously active account to inactive), use **Switch class** (below, Sec. 11.2).

Account Settings

To access your account settings, click on your name in the upper right corner of the Student Account Home main screen, and select **Account settings**. The pop-up window displays information both for the profile account and for the school that you attend. This information includes your name, Student ID number, and the email address linked to the account. The email address is the only editable entry. To return to the main screen, click on the **Save** button (if changes were made to the email address) or on the **Cancel** link.

11.2 Class Management

Different options are available, depending on whether a class is ACTIVE, INACTIVE, or Pending Instructor Authorization:

ACTIVE Class Options

The following options are available for ACTIVE classes:

Switch class. You can switch to a new class by entering a new class code. When you do this, the new class will become active and the previously active class will normally appear under INACTIVE (depending on the instructor's configuration of the class).

If the new class uses the same course product or a closely related course product to the one you were in previously, your progress will be carried over; otherwise, a new Initial Knowledge Check will be required.

To begin a new class with a new subscription, leaving the current class active, use + **NEW CLASS** (above, Sec. 11.1).

INACTIVE Class Options

The following options are available for **INACTIVE** classes:

Summary Report. Clicking on this link will give you access to a PDF report displaying the pie chart and learning history progress achieved in the inactive class.

Continue this class on your own. You can continue your work in an inactive class as an independent user by clicking on the **Activate** link and following the prompts for purchase and registration. This option should only be used if you wish to use ALEKS independently; it will not allow you to continue within the regular school class you were previously enrolled in.

Pending Instructor Authorization

The following option is available for classes where you are waiting for your instructor to authorize your enrollment:

Switch class. If your instructor had you register your ALEKS account through the ALEKS website, using a class code, you may see your account pending authorization the first time you log in. If you mistakenly enrolled into the wrong class, you can switch into the correct class using the **Switch class** link and the class code of the class you need to move into.

12 QuickTables

QuickTables is a special tool in ALEKS for learning the math facts of Addition, Subtraction, Multiplication, and Division. It is available where needed as a component in ALEKS classes or as a separate class in ALEKS.

When you log in to an ALEKS class where QuickTables is enabled, you will see the **QuickTables** link in the Main Navigation Menu. Clicking on this link will switch you into the QuickTables environment (Fig. 17).

The first time you use QuickTables, you will have a short training session before starting to practice. The purpose of the training is to

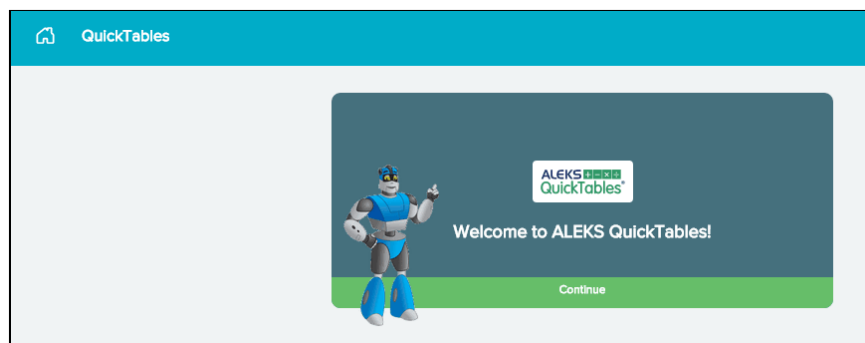


Figure 17: ALEKS QuickTables

make sure that you are comfortable typing and entering numbers in ALEKS. There will be a series of quick drills in which you are asked to type numbers that appear on the screen. If you make a mistake, QuickTables will stop to let you correct it. You can enter the numbers by pressing either your computer's Enter key or the Space bar (the long bar at the bottom of the keyboard).

You will need to enter the numbers quickly; QuickTables wants you to learn the math facts so well that you can answer easily and smoothly. If you prefer to click numbers using the onscreen keypad, contact your instructor to turn on this feature.

After this training, you will begin a Knowledge Check of what you know now about the math facts. Do not be anxious about this Knowledge Check; just relax and do your best. The results of the Knowledge Check will tell QuickTables where you should start off in your math facts table. **This Initial Knowledge Check must be finished in one login session. Logging out before it is complete will require restarting the test.**

You may have more than one table set up. If so, you will see different tabs on your screen with the names of the tables: Addition, Subtraction, Multiplication, Division. Simply click on the tab for the table you wish to work in. You will need to take a brief Knowledge Check when you first start working in any table.

Once you finish the test, you will see a colored display that shows all the facts in the table (Fig. 18). The colors in the cells show whether you have learned that fact, and how well you know it. In general, you

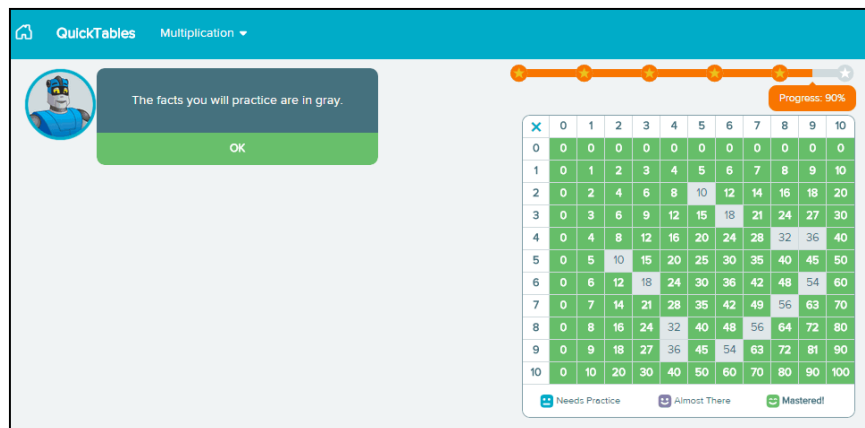


Figure 18: QuickTables Learning Display

will see that the colors fill in through the table diagonally, from the top left corner down. The **hardest** facts are the ones you get to last, in the lower right-hand corner.

Above the table is a Progress bar that gives your overall percentage of the table. Notice that there are gold stars on the bar. Every time you reach one of these stars, there will be a new game for you to play. You earn access to the games by the progress that you make filling in your table. Any time you want to play a game that you have earned, click on the **Games** link top right. These are fun games that give you extra practice on the math facts that you have been learning.

NOTE. You will only be able to use QuickTables for a certain amount of time on any day, and only a certain number of times per week. These limits are set for the best possible progress in learning and remembering math facts.

Index

- account management **22**
- ALEKS Pie and Details **8**
- ALEKS Timeline **7**
- answer editor, purpose of **3**
- Assignments **20**
- Carousel, Topic **13**
- changing your password **22**
- class code **1**
- Classes with Objectives **16**
- class management **23**
- Details, ALEKS Pie and **8**
- Explanation Page **12**
- Filters, Topic **13**
- Gradebook **21**
- Home **6**
- inbox **17**
- Indicator, Progress **13**
- Knowledge Check Results **5**
- Knowledge Checks and Learning **5**
- Knowledge Checks **3, 4**
- Learning and Knowledge Checks **5**
- Learning Mode **12**
- Learning Page **12**
- Locked Topics **17**
- login name **3**
- Main Navigation Menu **10**
- managing an account **22**
- Menu, Main Navigation **10**
- Menu, Primary Guidance **10**
- message center **17**
- Objective Details Report **20**
- Objectives, Classes with **16**
- password, changing **22**
- password, obtaining **3**
- Primary Guidance Menu **10**
- Problem Page **12**
- Progress History **19**
- Progress Indicator **13**
- QuickTables Report **20**
- QuickTables **24**
- registration in ALEKS **1**
- Report, Objective Details **20**
- Report, Progress History **19**
- Report, QuickTables **20**
- Reports **18**
- Report, Time and Topic **19**
- Requirements, System **1**
- Results, Knowledge Check **5**
- Review **13**
- SAH (Student Account Home) **21**
- Settings **11**
- Student Account Home **21**
- System Requirements **1**
- Time and Topic Report **19**
- Timeline, ALEKS **7**
- Tools Tutorial, purpose of **3**
- Topic Carousel **13**
- Topic Filters **13**
- Topics, Locked **17**