

At-a-Glance Task Guide for the ALEKS Instructor Module

Your ALEKS Instructor Module contains many exciting tools and features! To help you get the most out of your Instructor Account, please use this task guide to help you learn more about the features and actions that are available.

1 Home icon

2 CLASS / STUDENT navigation tabs

3 Search bar

4 Class Administration, Gradebook, Reports, Assignments, QuickTables navigation tabs

5 Dashboard content area

- 1 Home**
Easily navigate to the Instructor Dashboard.
- 2 Tabs**
These main navigation tabs help you move between the instructor, class, and student levels.
- 3 Search**
Easily search for classes, students, or assignments.

- 4 Sub-Navigation**
Menus for commonly used tasks related to the tab you have selected.
- 5 Dashboard**
View snapshots of important information about classes and students.

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Use the table below to find the path to complete commonly used tasks in your Instructor Account.

	TASK	TAB	SUB-NAVIGATION
Class/Student Administration	Create a New Class	Home Icon	Instructor Administration » New Class
	Pre-Register/Enroll Students	Class Tab (Select a Class)	Class Administration » Enroll/Pre-Register
	Class Roster	Class Tab (Select a Class)	Class Administration » Class Roster
	Move a Student to a New Class	Class Tab (Select a Class) » Student Tab (Select a Student)	Student Administration » Move/Unenroll
	Student Account Preferences	Class Tab (Select a Class)» Student Tab (Select a Student)	Student Administration » Account Summary
Reports	Class Level Reports	Class Tab (Select a Class)	Reports
	Individual Student Reports	Class Tab (Select a Class) » Student Tab (Select a Student)	Reports
	Custom Reports	Home Icon	Reports » Custom Reports
Taking Actions	Create Assignments or Learning Goals	Class Tab (Select a Class)	Assignments » Assignments
	Create Class Worksheets	Class Tab (Select a Class)	Assignments » Worksheets
OTHER TOOLS & FEATURES			
Dashboards		View snapshots of data and information relevant to your account, or a particular class or student	
Class Administration » Class Summary		Manage class settings, including Content, Objectives, Class Options, QuickTables, Standards, and Resources	
Class Administration » Class Summary » Share Class Access		Grant other teachers various levels of access to particular classes or students	
Class Administration » Class Summary » Student Groups		Group students for reporting, Gradebook, or organizational purposes	
Class Tools » Student View		Experience ALEKS as a student in any of your classes from within your Instructor Account—now there is no need to log in to a separate student account!	