

ALEKS®

Share Course Access

Instructors can share access to their courses with TAs or other instructors by assigning access levels through the Share Course Access feature.

This feature is available for all IM-2 Higher-Ed courses.

Instructors can find the feature in the Administrator Center of the Basic or Advanced Instructor Module after selecting a course.

Basic Instructor Module

The screenshot shows the ALEKS Instructor Module interface. At the top, the navigation bar includes links for Student View, Course Forum, Inbox (36 new), Use Advanced IM-2, and Sign Out. Below this, the user is identified as Mr. Jones (Admin). The main navigation bar contains Home, Reports, Gradebook, Homework, Quizzes, Tests, Assessments, and Worksheets. The Administrator Center is active, displaying course administration options. The 'Share Course Access' link is highlighted with a red circle.

Advanced Instructor Module

The screenshot shows the ALEKS Instructor Module interface for an Advanced Instructor. The course list on the left includes 'Basic Math / Basic Math - 222'. The main navigation bar includes Home, Reports, Gradebook, and Homework. The 'Actions' dropdown menu is open, and the 'Share Course Access' option is circled in red.

After selecting “Share Course Access,” a pop-up window will appear with a summary of how to use the feature. The pop-up window will continue to appear each time the feature is selected until instructors assign access levels.

Share Course Access

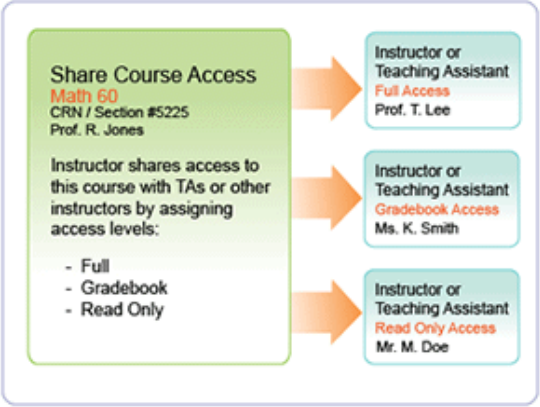
Introducing Share Course Access

How it works

The primary instructor for a course can give access to their course to any TA or instructor with an existing ALEKS account.

For each shared course, the instructor can choose one of these three permission levels: Full, Gradebook, or Read Only. Depending on the permission level, the other instructors with access can view or edit the shared course.

Note: School administrators always have full access to all courses within the school.



Important note about TA accounts

Before assigning an access level to a TA through the Share Course Access feature, it is important TAs have the correct account type. Administrators creating a new instructor account for their TA should always select the “TA (Instructor)” account type. With this account, TAs will only be allowed access to other instructors’ courses, they will not be able to create their own course.

[Start using Share Course Access now](#)

Instructors will arrive at the Share Course Access page. All TAs and other instructors with an existing ALEKS account at the school will be listed here. Access levels will be defaulted to “No Access” for each instructor for the selected course.

Instructors can use the drop-down next to the name of the TA or other instructor they want to share their course with and assign an access level.

The instructor of the course will have three options for assigning an access level:

- **Read Only** – TAs and Instructors cannot modify the Gradebook, assignments, or any other course settings.
- **Gradebook** - TAs and Instructors can only change Gradebook scores (cannot modify assignments or any other course settings).
- **Full** – TAs and Instructors can modify the Gradebook, assignments, and many other course settings. Only a few settings cannot be modified, such as "Delete Course" and "Move Course."

Note: School administrators always have full access to all courses within the school.

Share Course Access

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

Instructor	Access Level
Adams, Jane	No Access
Andrews, John	No Access
Barnes, Matthew	Read Only
Brown, Thomas	Gradebook
Burnes, Kathryn	Full
Caroll, Jessica	No Access
Cooper, James	No Access
Connelly, Timothy	No Access
Donnelly, Megan	No Access
Douglas, Carl	No Access
Dowd, Kevin	No Access
Evans, Molly	No Access

Course Access Legend

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


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

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

* School administrators always have full access to all courses within the school.

[Save](#) Or [Cancel](#)

Instructors will see a confirmation page that will display the name of the TAs and other instructors that now have access to their course.

 **Your changes have been saved successfully.**

Share Course Access

The following instructors now have share access to this course.
[Edit Access Levels](#)

Instructor	Access Level
Adams, Jane	Read Only
Barnes, Matthew	Gradebook
Burnes, Kathryn	Full

Course Access Legend

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

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

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

* School administrators always have full access to all courses within the school.

Instructors will be able to view and edit access levels by clicking on the "Edit Access Levels" link.

Share Course Access

The following instructors now have share access to this course.

[Edit Access Levels](#)

If instructors click on the “Edit Access Levels” link, the name of the TAs and other instructors with access to the course will be highlighted. Instructors can modify access levels as needed. The names of anyone with access to the course will remain highlighted anytime instructors return to this page.

Share Course Access

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

Instructor	Access Level
Adams, Jane	Read Only
Andrews, John	No Access
Barnes, Matthew	Gradebook
Brown, Thomas	No Access
Burnes, Kathryn	Full
Caroll, Jessica	No Access
Cooper, James	No Access
Connelly, Timothy	No Access
Donnelly, Megan	No Access
Douglas, Carl	No Access
Dowd, Kevin	No Access
Evans, Molly	No Access

Course Access Legend

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

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

Full: Can modify the gradebook, assignments, and many other course settings. Only a few actions cannot be taken, such as “Delete Course” and “Move Course”.

* School administrators always have full access to all courses within the school.

Or

TA (Instructor) Account Type

As part of this feature, administrators will be able to create a new type of instructor account called “TA (Instructor).” This account type should be selected when an administrator creates an account for a TA.

Basic Instructor Module

Administrators can create a new instructor account from the Administrator Center of the Basic Instructor Module.

School Administration:

- [View all your courses and course codes.](#)
- [Create a new instructor account:](#) A new instructor account can be used, for instance, by a colleague or a teaching assistant.
- [Password issues:](#) Change my password, the password of another instructor, or of a teaching assistant.
- [Instructor account preferences:](#) Change account preferences (name, messaging options, email forwarding, etc...) of an instructor.
- [Move a course from one instructor to another.](#)
- [Delete an Instructor Account.](#)

Advanced Instructor Module

Administrators can create a new instructor account from the Home tab after selecting the “All instructors” folder in the Advanced Instructor Module.

The screenshot shows the ALEKS Instructor Module interface. At the top, there are navigation links: Student View, Course Forum, Inbox (36 new), Use Basic IM-2, and Sign Out. The user is identified as Ms. Pham (Admin). The main area contains a tree view on the left with folders for 'All instructors', 'Courses to be assigned (no instructor)', 'Master Templates', '223', and 'Mr. Abba'. On the right, there is a list of items: 'Courses to be assigned (no instructor)', 'Master Templates', '223', 'Mr. Abba', and 'Adams'. Below this is a navigation bar with 'Home' and 'Reports' tabs. Under the 'Reports' tab, there are several buttons: 'Edit College Search College', 'Add Instructor' (circled in red), 'View Course Codes Schedule Domain Upgrade', 'Enrollment List', and 'Edit Subscription'. At the bottom, there are labels for 'College', 'Instructor', 'Course', 'Students', and 'Subscriptions'.

With this account, TAs will only be allowed access to other instructors' courses and will not be able to create their own courses. The TA (Instructor) account type has the following permissions:

- Can only access other instructors' courses
- Course access is given by the instructor of the course
- Course access permissions are: Read Only, Gradebook, or Full and can be assigned through the Share Course Access feature.

Create a New Instructor Account

Please fill-in the following information:

Title: (no title) ▾

Name: First:
Initial:
Last:

Type of instructor account:

Instructor
 Instructor and Administrator
 TA (Instructor)

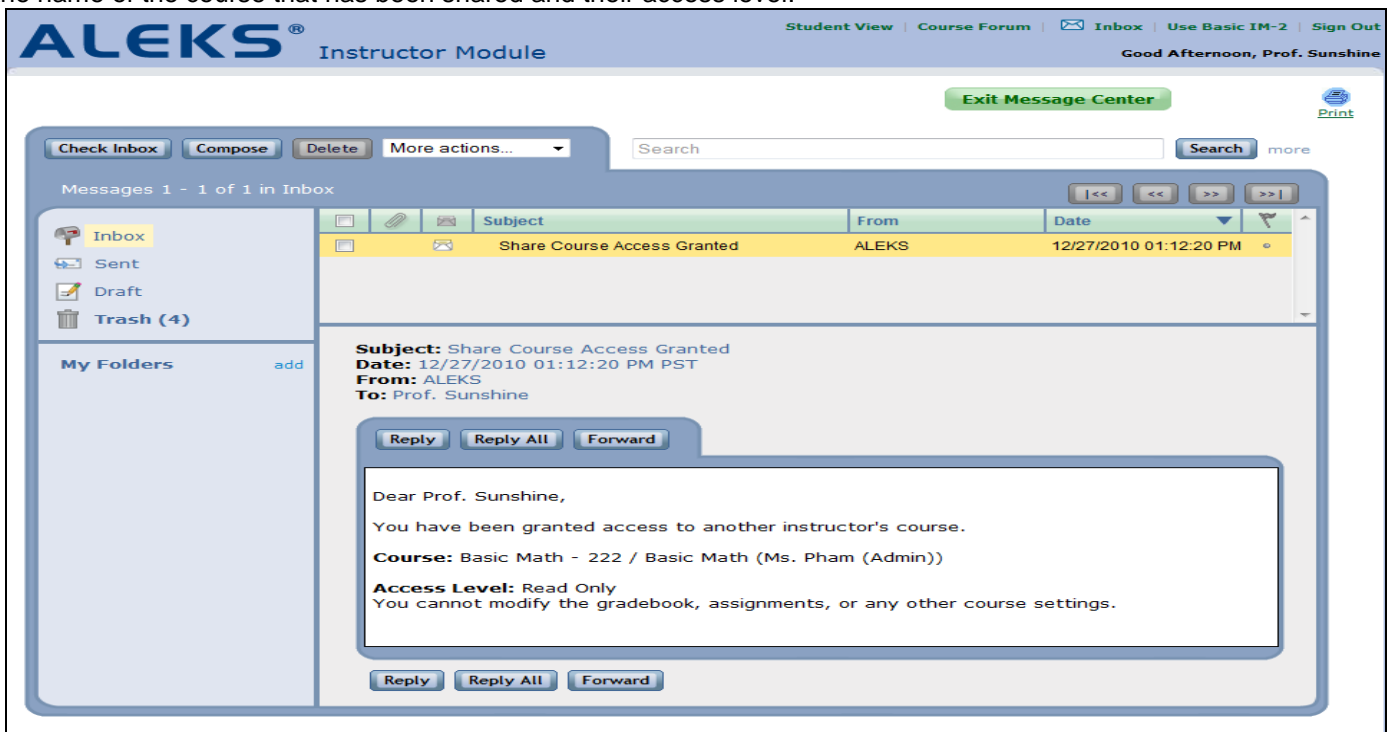
TA (Instructor) permissions [learn more](#)

- Can only access other instructors' courses
- Course access is given by the instructor of the course
- Course access permissions range from read only to full edit capabilities

[Next](#)

Once the TA (Instructor) account is created, administrators should communicate the completion of the TA's account to the instructor of the course. It is important for instructors to remember to use the Share Course Access feature to assign the TA an access level immediately following the creation of the instructor account.

After an access level has been assigned, the TA will receive an email in their ALEKS Message Center Inbox including the name of the course that has been shared and their access level.



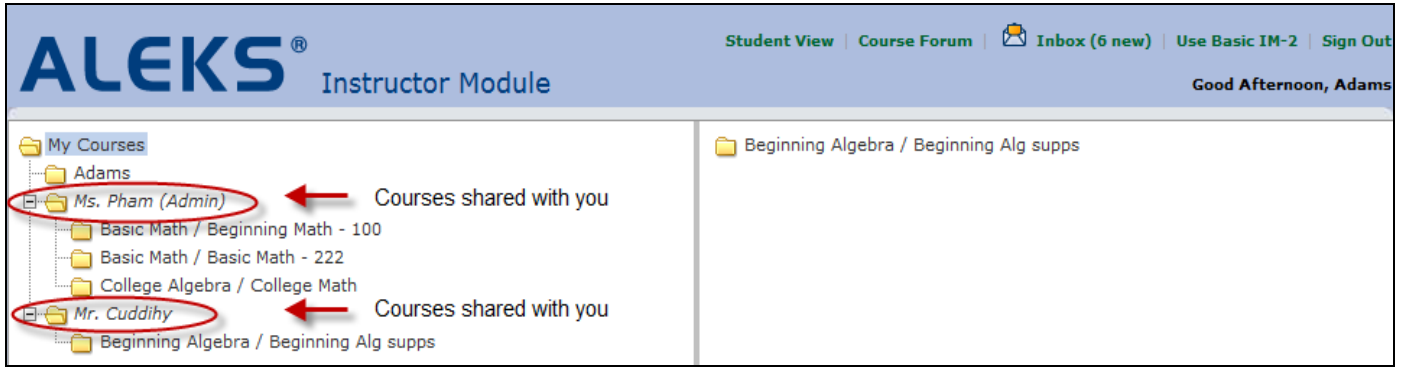
In the Basic Instructor Module, if a TA has only been assigned one course, the shared course will be automatically selected.

The screenshot shows the ALEKS Instructor Module interface. At the top, the navigation bar includes "Student View", "Course Forum", "Inbox (1 new)", "Use Advanced IM-2", and "Sign Out". The user is identified as "Prof. Sunshine". The "My Course" dropdown menu is set to "Basic Math - 222 / Basic Math (Ms. Pham (Admin))". The main navigation tabs are "Home", "Reports", "Gradebook", "Homework", "Quizzes", "Tests", "Assessments", and "Worksheets". The "Reports" tab is active, displaying "Basic Math - 222 / Basic Math". A "Course Mastery" pie chart shows progress for six topics: Signed Numbers and Introduction to Algebra (red), Whole Numbers (green), Fractions (blue), Decimals, Proportion and Percent (purple), Measurement and Data Analysis (orange), and Geometry (yellow). The text "Course Mastery (0 of 307 Topics)" is displayed above the chart. A "Learning Progress" bar is at the bottom, with links for "Detailed Learning Progress", "Overall Progress in Assessment", and "Individual Progress". A calendar widget on the right shows "December 28, 2010" with "No event due in the future".

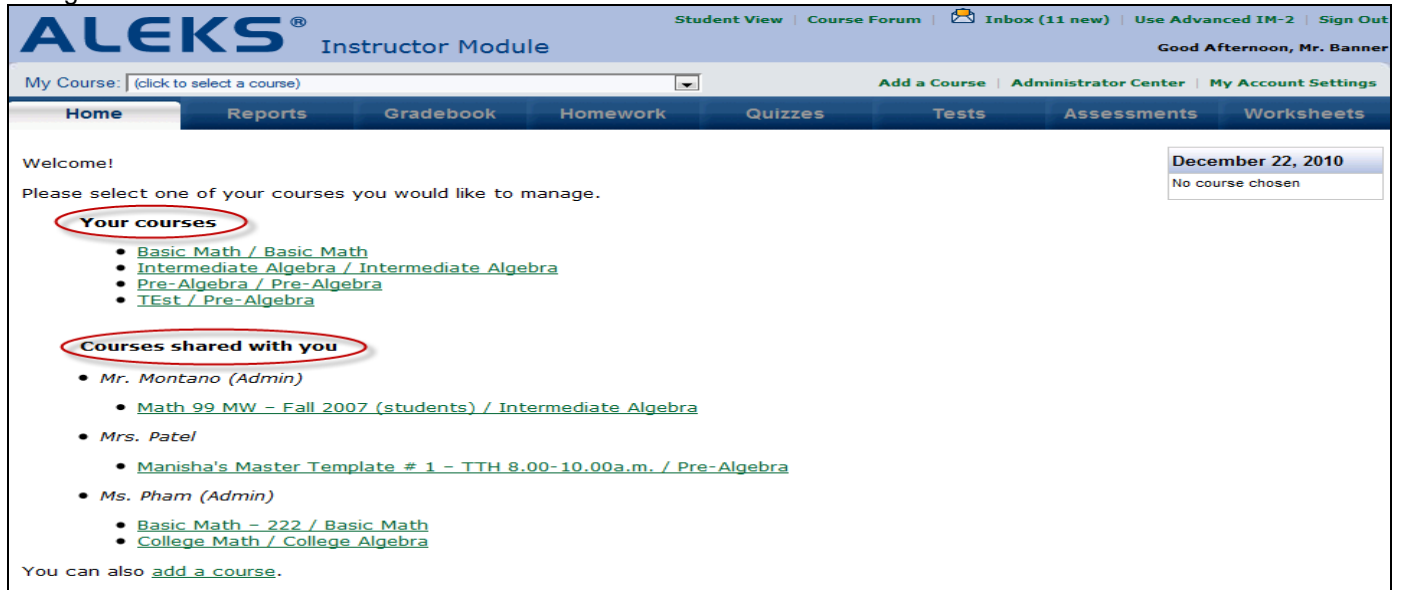
When TAs have been assigned more than one course, they will be able to locate courses they have access to from the Home tab. The name of the instructor who has shared their course will be in italics.

The screenshot shows the ALEKS Instructor Module Home page. The navigation bar includes "Student View", "Course Forum", "Inbox (5 new)", "Use Advanced IM-2", and "Sign Out". The user is identified as "Adams". The "My Course" dropdown menu is set to "(click to select a course)". The main navigation tabs are "Home", "Reports", "Gradebook", "Homework", "Quizzes", "Tests", "Assessments", and "Worksheets". The "Home" tab is active, displaying a "Welcome!" message and a prompt: "Please select one of your courses you would like to manage." A "Courses shared with you" section is highlighted with a red oval. It lists two instructors: "Mr. Cuddihy" and "Ms. Pham (Admin)". Under "Mr. Cuddihy", there is a link for "Beginning Alg supps / Beginning Algebra". Under "Ms. Pham (Admin)", there are three links: "Basic Math - 222 / Basic Math", "Beginning Math - 100 / Basic Math", and "College Math / College Algebra". A calendar widget on the right shows "December 22, 2010" with "No course chosen".

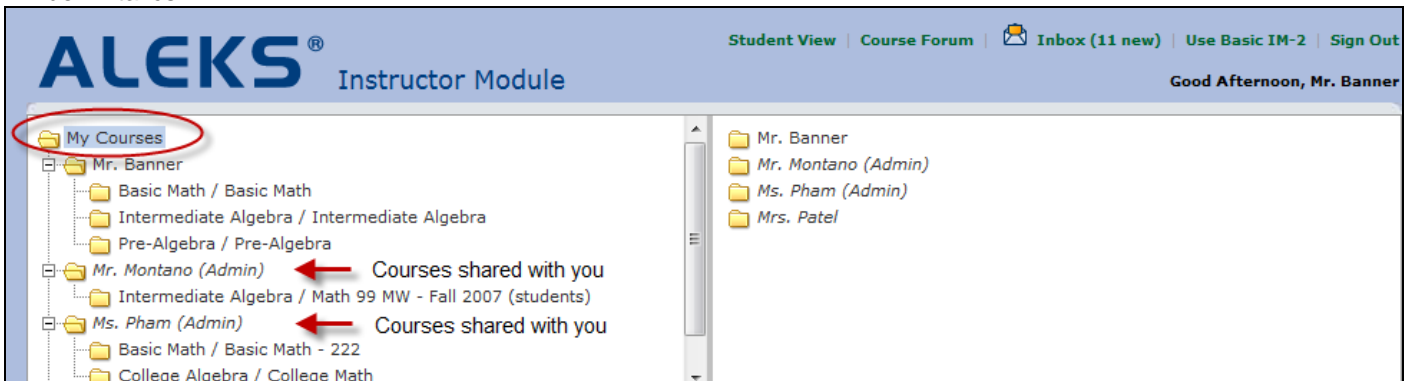
From the Advanced Instructor Module, TAs will be able to locate courses they have access to after selecting their folder name. The name of the instructor who has shared their course will be in italics.



In the Basic Instructor Module, instructors will be able to view their own courses and the shared courses they have been given access to from the Home tab. The name of the instructor who has shared their course will be in italics.

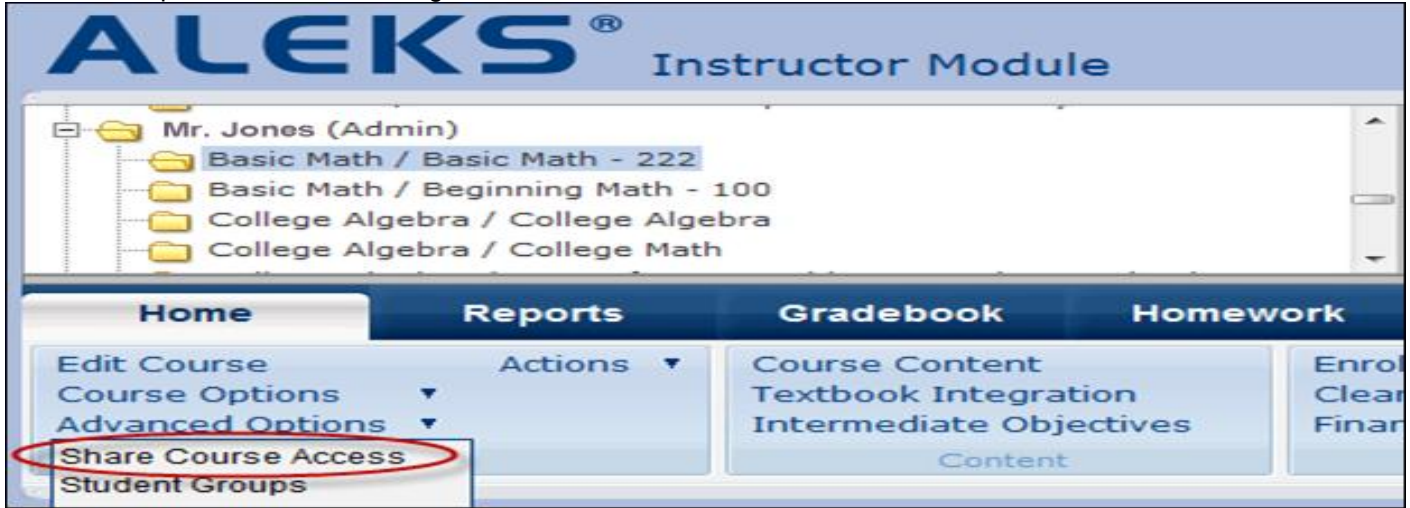


From the Advanced Instructor Module, instructors will be able to view their own courses and the shared courses they have been given access to after clicking on their folder name. The name of the instructor who has shared their course will be in italics.

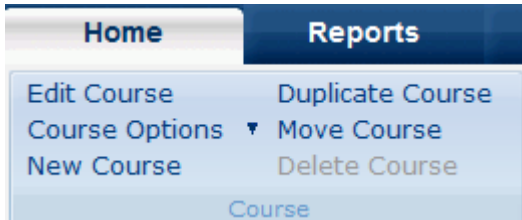


Additional Notes

Please note, the options under the Home tab in the Advanced Instructor Module were consolidated. There is now an "Advanced Options" menu containing the Share Course Access feature.



Previously, the Home tab contained separate links for New Course, Move Course, Delete Course, and Duplicate Course.



These options are now grouped under the "Actions" menu under the Home tab.

