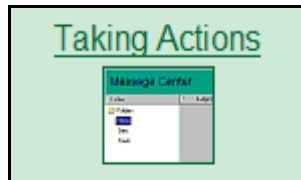


Scheduling an Assessment

By default, ALEKS automatically reassesses students. Students are issued a Progress Assessment after they have added approximately 20 topics to their ALEKS Pie. However, if you want to schedule an assessment for your students, you can do so at any time by clicking on the Taking Actions box on the left.



Next, click on the “Schedule a new assessment” link.

Taking Actions

Scheduled Assessment:

- Schedule a new assessment:** Allows you to schedule a new assessment (graded or not).
- Cancel an assessment:** Prevent a previously scheduled assessment from taking place.
- Change the name, date, grading scale of an assessment:** Edit the grading scale, date or name of a past or upcoming scheduled/requested assessment.

Any scheduled assessment you create is given a default title, e.g. “Requested Assessment 4.” However, you have the option of changing the default name of the scheduled assessment by typing the desired name in the “Assessment name” box.

Taking Actions

[Schedule a new assessment](#)

Please enter a **name** for this new assessment:

Assessment name:

[Progress Assessment](#) (recent learning -- approx. 25 questions)

[Comprehensive Assessment](#) (whole class -- approx. 30 questions)

Schedule the assessment: *(if not today, please select another date.)*

Date:

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Next >>](#)

Then, select the radio button next to the type of assessment you would like to schedule:

- Progress assessments consist of approximately 25 questions and assess your students on material relevant to their individual learning histories (primarily topics recently learned).
- Comprehensive assessments consist of approximately 30 questions and assess your students on all the material in the class.

Taking Actions

[Schedule a new assessment](#)

Please enter a **name** for this new assessment:

Assessment name:

[Progress Assessment](#) (recent learning -- approx. 25 questions)

[Comprehensive Assessment](#) (whole class -- approx. 30 questions)

Schedule the assessment: *(if not today, please select another date.)*

Date:

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Next >>](#)

Select the date on which you would like the assessment to start and click on the “Next” button.

Taking Actions

[Schedule a new assessment](#)

Please enter a **name** for this new assessment:

Assessment name:

[Progress Assessment](#) (recent learning -- approx. 25 questions)

[Comprehensive Assessment](#) (whole class -- approx. 30 questions)

Schedule the assessment: *(if not today, please select another date.)*

Date:

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Next >>](#)

Select a start time for your scheduled assessment by clicking on the “Start time” drop-down boxes. Next, click on the “detailed scheduling options” link.

Schedule a new assessment

[Requested Assessment 4 \(5/17/2012\)](#)

At what **time** should this assessment **start**?

Start time: :

Notify students of this assessment.

For more control, you may also specify [detailed scheduling options.](#)

[Save](#)

Within the detailed scheduling options, you can choose to prevent automatic assessments for up to seven days before the scheduled assessment. Click on the drop-down box next to “Prevent automatic assessment” to make your selection.

Schedule a new assessment (continued)

Requested Assessment 4 (5/17/2012)

If you would like to prevent ALEKS from **automatically triggering assessments**, please indicate the period below:

Prevent automatic assessment: On the same day ▾

How long should this assessment be available?

Keep this assessment available: until the next scheduled assessment ▾

Where should the assessment take place?

The assessment should take place **at school only**.

Save

By default, the assessment is available until the next scheduled assessment. You have the option of selecting how long you would like to keep this assessment available. Click on the drop-down box next to “Keep this assessment available” to make your selection.

Schedule a new assessment (continued)

Requested Assessment 4 (5/17/2012)

If you would like to prevent ALEKS from **automatically triggering assessments**, please indicate the period below:

Prevent automatic assessment: On the same day ▾

How long should this assessment be available?

Keep this assessment available: until the next scheduled assessment ▾

Where should the assessment take place?

The assessment should take place **at school only**.

Save

You have the option of limiting the location of the scheduled assessment so students can take it at school only. To use this feature, complete an online webform at <http://support.aleks.com> and provide your IP address information to ALEKS Customer Support; ALEKS Customer Support will contact you regarding the IP address setup.

Note: You will only need to provide the IP address once, not each time you're limiting access.

Schedule a new assessment (continued)

Requested Assessment 4 (5/17/2012)

If you would like to prevent ALEKS from **automatically triggering assessments**, please indicate the period below:

Prevent automatic assessment: On the same day ▾

How long should this assessment be available?

Keep this assessment available: until the next scheduled assessment ▾

Where should the assessment take place?

The assessment should take place **at school only.**

Save

Once you have made your selections, click on the "Save" button.

Schedule a new assessment (continued)

Requested Assessment 4 (5/17/2012)

If you would like to prevent ALEKS from **automatically triggering assessments**, please indicate the period below:

Prevent automatic assessment: On the same day ▾

How long should this assessment be available?

Keep this assessment available: until the next scheduled assessment ▾

Where should the assessment take place?

The assessment should take place **at school only.**

Save

This schedules the assessment and gives you the option of assigning a grading scale for this assessment. Click on the “a grading scale” link to assign a grading scale.

Schedule a new assessment

Requested Assessment 4 (5/17/2012)

Thank you!

The following **assessment has been scheduled:**

Name: Requested Assessment 4,
Assessment: Progress Assessment (recent learning)
On: May 17th, 2012, available until the next scheduled assessment,
Starting at: 08:45 AM PDT
Automatic Assessments prevented the same day

The students have been notified of the assessment.

You may now assign [a grading scale](#) to be used for this assessment.

The grading scale has sliding bars that can be used to define and label grade intervals. Additional grade intervals may be added by dragging the right-hand or left-hand sliders; sliders may also be removed by dragging them off to the right or left of the scale. Teachers can set and label the sliders as desired. To change the label on a new or existing interval, select the text of the current label and type in the new desired label.

The three radio buttons under the scale determine how the grading scale will be used:

- If "Show grades to teacher only" is selected, the teacher sees the grading scale for the quiz, but the students do not.
- If "Show grades to the student and teacher" is selected, the teacher sees the grading scale and the student also sees it for her personal work.
- If "Disable" is selected, no one sees the grading scale.

Once the selections are made, click on the "Save" button.


Indicate below the **grade to be assigned**. Eg. between 70% and 100%, assign an "A". (More categories can be added by dragging the left-most or the right-most bar.)

Grading (score)

Show grades to teacher only Show grades to the student and teacher Disable grading

Save

You will then be provided with the grading scale that will be used for this assessment, with a print option for record keeping.

Edit Assessment 

Change Grading Scale
Requested Assessment 4 (5/17/2012)

Thank you!

The following **grading scale** will be used:

Between...	...And	Grade
80.0%	100%	A
70.0%	79%	B
50.0%	69%	C
10.0%	49%	See Me
0%	9%	0

You may now return to [this assessment's customization page](#) .

In summary, you have the ability to schedule an assessment for your students that will take place on a specific date and time. If you choose not to schedule an assessment for your students, ALEKS will automatically issue a Progress Assessment after the student has added approximately 20 topics to his ALEKS Pie.