

INSTRUCTOR MODULE
REFERENCE GUIDE



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INTRODUCTION

The Instructor Module is available to all instructors and ALEKS institution-level administrators and multi-campus administrators. This reference guide provides an overview of the system and its features, including how to find each feature in the Instructor Module. For additional questions, please contact ALEKS Customer Support.

Note: This document is written for instructors but also applies generally to administrators. Instructors have access to most features with the exception of the ALEKS administrative features described at the end of this document.

After logging into ALEKS, instructors will be taken through a short, guided tour, which highlights key features in the Instructor Module based on their account type (e.g. multi-campus administrator, institution-level administrator, instructor, or teaching assistant).

USER INTERFACE

Upon completion of the guided tour, instructors land on the main page of the Instructor Module. Here are some key areas of the page with a description of how each feature can be used.

Dashboards can have up to two pages of tiles displaying important information at each level. Tiles can be moved around on the page and placed in order of importance. Select the tiles icon in the upper-right corner of each tile to move it into a new position on the page or onto the second page.

SEARCH
Search for classes, instructors, students, and assignments.

ACCOUNT SETTING/HELP
Edit account information and access helpful tools.

MAIN NAVIGATION
Start typing to find what you're looking for or open the menu to navigate.

SUB-NAVIGATION
Menu related to the selected item in the navigation.

DASHBOARD
View snapshots of important information about classes and students.

Select the tiles icon to move the tile into a new position on the page.

Slide to the next page.

Indicates this dashboard has two pages of tiles.

ALEKS®

Search for Classes, Students & Assignments

Hello Jane Doe | Community | Feedback

CLASS »

Enter Your Search

Instructor Administration Reports

Jane Doe - Dashboard

Instructor Information

Joe Smith

Last Login Date: 11/25/2014

Email: aleks@aleks.com

Total Students: 315 Total Classes: 0

Account Summary

Recently Viewed Classes

Class	# of Students
Chem S1	35
Chem 1A	35
Sum Chem	35
Chem S2	35
Chem 1P	35
Chem Q1	35

View All

Announcements

Customizable Dashboards

New tiles are now available at every dashboard level. Tiles can be moved around and placed in order of importance.

Learn More

Students Not Recently Logged In

Name	Last Login	Days
Baker, Carlos	08/21/14	7
Baker, Victoria	08/21/14	7
Bourbaki, Bill	08/21/14	7
Bush, Carlos	08/21/14	7
Carter, Paul	08/21/14	7
Cauchy, Kelly	08/21/14	7

View All

Avg. Mastery by Course Product

Product	Mastery
General Chemistry (Third Quarter)	60%
General Chemistry (Second Quarter)	57%
General Chemistry (First Quarter)	56%
Preparation for General Chemistry	56%

Avg. Mastery by Class

Class	Mastery
Chem Q3 General Chemistry (Third Quarter)	60%
Chem Q2 General Chemistry (Second Quarter)	57%
Chem Q1 General Chemistry (First Quarter)	56%

View All

HOW TO NAVIGATE

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

MAIN NAVIGATION

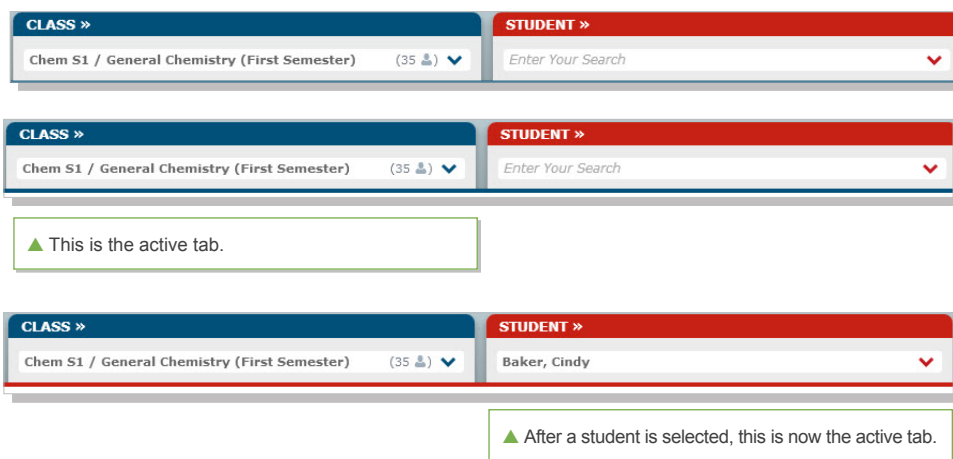
Instructors have access to a two-level hierarchy; class and student. The navigation structure is tab-driven for easy navigation and starts with the CLASS tab on the left. The class tab contains all classes taught by the instructor who is logged in.

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.

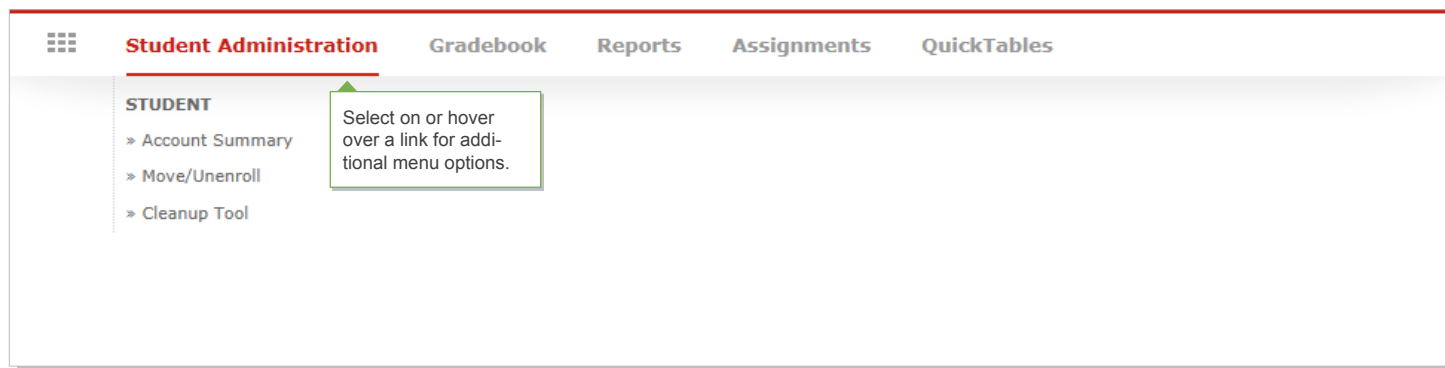
Instructors can remain at the CLASS level or make a selection in the STUDENT tab to move to that level. The STUDENT tab contains all the students enrolled in the selected class.

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, selecting a student in the STUDENT tab displays student-related menus in the sub-navigation.



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

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



DASHBOARD

A dashboard displays snapshots of important data applicable to each level. Each dashboard consists of six dynamic tiles that update when navigating to the dashboard. From most dashboard tiles, users can navigate to pages containing more detail regarding the information listed on the dashboard. Below are examples of instructor, class, and student dashboards.

INSTRUCTOR DASHBOARD

Joe Smith - Dashboard Login Name: XXXXXXXX

Instructor Information

Dr. Joe Black

Last Login Date:
12/08/2014

Email:
aleks@aleks.com

Total Students:
1,361

Total Classes:
47

Account Summary

Recently Viewed Classes

	# of Students
Math 154 / ALEKS 360	29
Math 150 / ALEKS 360	28
Math 118	30
Math 101	34
Math 149	31
Math 152	29

View All

Announcements

NEW

New Georgia Math 0999 - Math 1111 Course

Features include ALEKS 360 eBook option, available on tablets, and accessible in Spanish. Tour the new Georgia Math course through ALEKS Free Trial.

Learn More

Students Not Recently Logged In

More than - 7 + days

Anderson, Kevin Math 149	08/28/14	
Anderson, Robert Math 149	08/28/14	
Bolzano, Herbert Math 149	08/28/14	
Bourbaki, Cindy Math 149	08/28/14	
Bourbaki, Nicole Math 149	08/28/14	

Avg. Mastery by Course Product

30%

Avg. Mastery by Class

30%

CLASS DASHBOARD

Chem S1 / General Chemistry (First Semester) - Dashboard

Class Information

Chem S1 35

Class Code:
XXXX-XXXX

Class Duration:
6/22/14 - 9/15/14

Course Product:
General Chemistry
(First Semester)

Instructor:
Joe Smith

Class Summary

ALEKS Pie Mastery

New Report Design

54%
Mastery
137 of 256 Topics

Chemical Bonding

9.4 of 30 Topics - 31%

ALEKS Pie Report

Time and Topic - Learning Mode

3M 1M 2W 1W

November 19 - November 25

Legend View Full Report

Students Not Recently Logged In

More than - 7 + days

Baker, Cindy	08/21/14	
Baker, Maria	08/21/14	
Bolzano, Bart	08/21/14	
Bourbaki, Daniel	08/21/14	
Bush, Cindy	08/21/14	
Cauchy, Ken	08/21/14	
Chang, Jill	08/21/14	

Class Roster

Mastery Overall

	Highest	Lowest
Chang, Tracy P.	1	80%
Doe, Bart P.	2	79%
Henry, Ken T.	3	74%
Garp, David A.	4	70%
Ellison, Charles	5	67%
Sanchez, Charles E.	6	66%

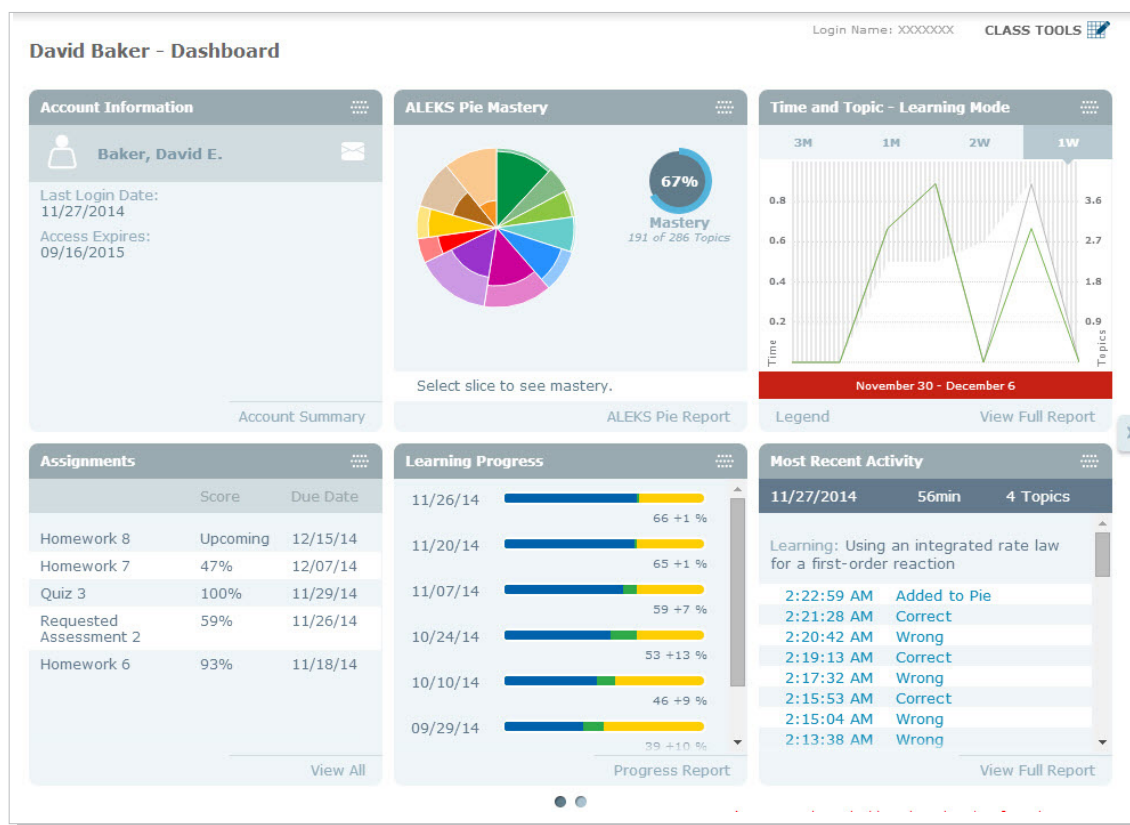
View All

Overall Grade

	Highest	Lowest
Collins, Tracy A.	1	74%
Ellison, Charles	2	71%
Doe, Bart P.	3	71%
Wagner, Bill E.	4	70%
Summers, John V.	5	70%
Sanchez, Charles E.	6	70%

View All

STUDENT DASHBOARD



DASHBOARD NAVIGATION ICONS

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

Home Icon

Select from any page to return to the instructor dashboard.

Select from any page to view the active tab's dashboard.

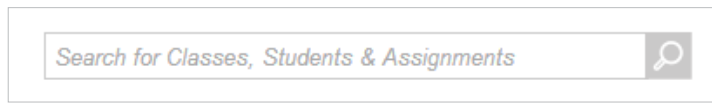
Dashboard Tiles Icon



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 with exception of the ALEKS Community and the Class Forum.

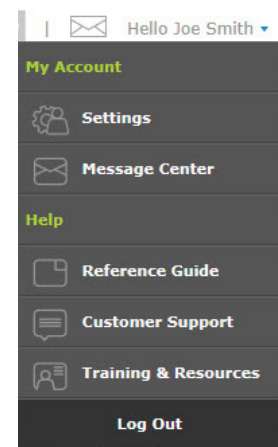
To **search**, type a search query in the box and hit **Enter** or select the search icon.



MY ACCOUNT

Account settings and helpful resources are accessible within the Instructor Module.

How to Find It: Open the list beside the account name in the upper-right corner by selecting the blue arrow to display the **My Account** options.



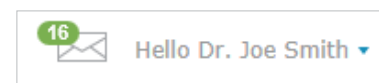
SETTINGS

This page holds the ALEKS account settings, contact information, and email preferences of the instructor logged in.

How to Find It: Open the list beside the account name in the upper-right corner by selecting the blue arrow to display the **My Account** options | select **Settings**.

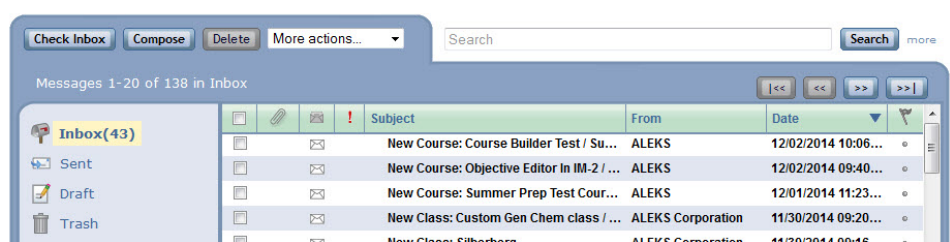
MESSAGE CENTER

Instructors and students both have access to the ALEKS Message Center. This is where messages can be sent and received from instructor to student and ALEKS Customer Support. Students can send a message to their instructor to ask for help and ALEKS will automatically attach the problem they are working on to the message.



How to Find It: Open the list beside the account name in the upper-right corner by selecting on the blue arrow | Select **Message Center**.

Alternate Route: Select on the envelope icon. The number of unread messages is displayed by the envelope to indicate unread messages. Below is an example of the ALEKS Message Center:



REFERENCE GUIDE

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

How to Find It: Open the list beside the account name in the upper-right corner by selecting the blue arrow | Select **Reference Guide**.

CUSTOMER SUPPORT

Selecting this link opens a pop-up with a partially populated Customer Support ticket.

How to Find It: Open the list beside the account name in the upper-right corner by selecting the blue arrow | select **Cus-
tomer Support**.

ALEKS CUSTOMER SUPPORT

Subject:

(Choose one)

(required)

First Name:

First Name

Last Name:

Last Name

Email:

Your Email Address

(required)

Market:

(Choose one)

ALEKS login name:

(if you have one)

Detailed description (as specific as possible)

(required)

ADD ATTACHMENT

SUBMIT

TRAINING & RESOURCES

ALEKS Corporation offers online training resources.

How to Find It: Open the list beside the account name in the upper-right corner by selecting the blue arrow | Select **Training & Resources**.

COMMUNITY

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

Hello Dr. Jane Doe ▾ | [Community](#) | [Feedback](#)

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

FEEDBACK

Select to submit ALEKS feedback regarding the Instructor Module.

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

Help Us Improve Your Instructor Module

If you are looking for assistance, please click on the "Customer Support" in you account drop-down menu.

1. What were you trying to do in the Instructor Module?

2. Were you successful?

☐ Yes

☐ No

☐ Somewhat

3. Please rate your satisfaction with your Instructor Module:

Extremely Dissatisfied	Very Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Very Satisfied	Extremely Satisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Are you interested in providing feedback in paid user testing sessions?

☐ Yes

☐ No

Submit Your Feedback

Cancel

CLASS ADMINISTRATION

This section of the document describes how instructors can set up new classes and manage their classes through class administration features.

CLASS CREATION WIZARD

Classes can be easily created through the class creation wizard.

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

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

From this page, there are up to five ways to create a new class:

Ms. Jane Doe - New Class

Create a Standard Class <i>Select from a library of pre-built classes provided by ALEKS (editing is limited)</i>	◀ Select to go through the standard class creation wizard.
Copy a Class at this Institution	◀ Copy your own class or a class from another instructor at the same institution.
Copy a Class by Class Code at Any Institution	◀ Copy 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).
Create a Class Linked to a Master Template	◀ Select to select the name of the Master Template to link the class to. <i>Note: Master Templates must have been created at this institution in order for this option to appear.</i>
Create a Custom Class	◀ Select to go through the custom class creation wizard.

STANDARD CLASS CREATION

This workflow contains a simple course builder where instructors can select from pre-built courses with limited editing capabilities. Textbooks are automatically linked to a course product and designed to use Objectives with a due date for each Objective or one final due date for all Objectives.

Ms. Jane Doe - New Class

Login Name: CPHAMV5

Choose a class.

4 classes available [show all/hide all](#)

Course Product	Description
<input type="radio"/> Summer Prep For General Chemistry (6 weeks)	This is a self-paced approximately 6-week preparation for college-level general chemistry. It reviews necessary math and algebra, then covers working with measurements, the more »
<input type="radio"/> Summer Prep For General Chemistry (With Dates) (6 weeks)	This is a self-paced approximately 6-week preparation for college-level general chemistry. It reviews necessary math and algebra, then covers working with measurements, the more »

Camtu Pham - Edit Class Content

Instructor: Pham
 Name: Standard Class
 Start Date: 12/01/2014
 End Date: 12/31/2014
 Textbook: Burdge et al.: Chemistry: Atoms First, 2nd Ed. (McGraw-Hill) - ALEKS 360

Objectives	Topics	Due Date and Time	Post Objective Progress Assessment	Student Introductions to Objectives
<input checked="" type="checkbox"/> Ch 0-Review Edit	(52 topics)	12/08/2014 6:00 am	<input checked="" type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Ch 1-Chemistry: The Science of Change Edit	(23 topics)	12/15/2014 6:00 am	<input type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Ch 2-Atoms and the Periodic Table Edit	(11 topics)	12/22/2014 6:00 am	<input checked="" type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Ch 3-Quantum Theory and the Electronic Structure Edit	(21 topics)	12/29/2014 6:00 am	<input type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Ch 4-Periodic Trends of the Elements Edit	(18 topics)	01/05/2015 6:00 am	<input checked="" type="checkbox"/>	Preview

[Back](#)
[Continue](#)
[Cancel](#)
[Save for Later](#)

Camtu Pham - Edit Class Content

Instructor: Pham
 Name: Da - D
 Start Date: 12/01/2014
 End Date: 12/31/2014
 Textbook: Gen Chem Prep, 1st Ed.

Objectives	Topics	Post Objective Progress Assessment	Student Introductions to Objectives
<input checked="" type="checkbox"/> Math and Physics Prerequisites Edit	(61 topics)	<input checked="" type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Measurements Edit	(31 topics)	<input checked="" type="checkbox"/>	Preview
<input checked="" type="checkbox"/> The Atomic Theory of Matter Edit	(16 topics)	<input checked="" type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Chemical Compounds Edit	(17 topics)	<input checked="" type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Chemical Reactions Edit	(14 topics)	<input checked="" type="checkbox"/>	Preview
<input checked="" type="checkbox"/> Thermochemistry Edit	(10 topics)	<input checked="" type="checkbox"/>	Preview

Final Due Date

Please select the final day that students can complete these Objectives.
(After that day, the scores for all Objectives will be sent to the gradebook.)

12/31/2014 6:00 am

[Back](#)
[Continue](#)
[Cancel](#)
[Save for Later](#)

Chapter 1: Chemistry: The Science of Change

[\[close window\]](#)

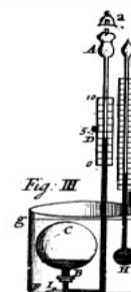
Modern chemistry is an **empirical** science. That means measurements are given the final authority on what's true — not logic or even common sense. If there is a conflict between what we measure and what reason and logic tell us must be true, empiricism demands we accept the *measurement* and reconsider the *reasoning*. (The English word *empirical* comes from the Greek *empeiria*, meaning "experience," and is meant to emphasize the supreme role of experience, that is, of data and measurement.)

The supremacy we give measurements naturally means we have to be very careful with them. We have to express them precisely and clearly, so we know just what they tell us and what they don't. Scientists have developed a whole system of measurement units to express measurements clearly, called the **International System of Units**, or **SI** for short.

We must also be able to say clearly what the limitations of a measurement is. No measurement is perfect. There are always experimental errors, perhaps large and perhaps small, from causes we know about and from causes unknown. We must be able to state clearly what uncertainty these errors give a measurement, and keep track of how that uncertainty might make any calculation we make with that measurement uncertain. The field of error analysis is large and complex, but in many cases we can use a set of shortcut rules, called the rules of **significant digits**, which usually give us a reasonable idea of the uncertainty in calculations that's caused by uncertainty in the experimental data.

In this Objective, you will also practice setting up scientific calculations, that is, going from the idea of the problem you want to solve to a math equation that will produce the answer. Setting up calculations is often the hardest part of solving problems, even for experienced scientists. So take your time and think hard about this step. Writing the equation down and reaching for the calculator is usually the *last* important step in solving a problem, not the first.

You may want to take a look at the resources below before you tackle the ALEKS topics in this Objective. They will help you get a "big picture" feel for what you're about to study. Don't worry about remembering specifics: each topic you study in ALEKS comes with a detailed and comprehensive Explanation that covers all you need to know to master the topic. You will also find links within each Explanation to more general information found in the ALEKSPedia.



The first new instrument invented as modern chemistry emerged was the thermometer. This sketch dates from the early 1700s.

CUSTOM CLASS CREATION

Instructors select a course product, enter the class information, and add the start/end date of their class.

Ms. Jane Doe - New Class

Class Information

Instructor
☒ I will be teaching this class
☐ Another instructor will be teaching this class
Select instructor (Choose one)

Course product (Choose one)

Name Enter a name for this class

Section (optional) Enter a period name, i.e. MW 10-12:30

Dates Start Date End Date

☒ Automatically archive this class after the end date

Subscription Length (Choose one)

Course Specific Settings

No settings available for this course product.

Create Class Now Cancel

CLASS SUMMARY AND CUSTOMIZATIONS

During new class setup, administrators and instructors can choose to complete class customizations at a later time or proceed to customize their class with Objectives, content, and textbook integration.

Continue to Class Summary

Goes to the Class Summary Page

Customize This Class

Goes to Customize This Class workflow

What's Next

Continue to Class Summary

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

Customize This Class

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

CUSTOMIZE THIS CLASS / TEXTBOOK INTEGRATION

With Textbook Integration, ALEKS automatically places chapter and section references on the ALEKS explain 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** | Create a new class | Select **Customize This Class** | Select options to customize the class

Here is the option to include or exclude Textbook Integration. If a textbook will be integrated, the instructor will be 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
Silberberg, Chemistry: The Molecular Nature of Matter and Change, 6th Ed (McGraw-Hill) - ALEKS 360
Can't Find Your Textbook?

Chemistry: The Molecular Nature of Matter and Change
6th Ed. (McGraw-Hill)

Authors:
Silberberg, Martin S.

This textbook is available with the ALEKS 360 eBook.

eBook access will be:

☒ Mandatory.
Students must purchase an ALEKS 360 subscription; eBook access is available for the entire course.
☐ Optional.
Available if students upgrade to an ALEKS 360 subscription.
☐ Disabled.
Not available.

CUSTOMIZE THIS CLASS / SET OBJECTIVES

Instructors can choose whether to use Objectives with their class.

With Objectives, ALEKS rearranges class content into Objectives based on a custom curriculum plan, such as a textbook, syllabus, or pacing guide. Completion dates may be set for each Objective.

Objectives or Modules allow you to segment class content in the ALEKS Pie so students work on that content by a certain end date.

Do you plan to use Objectives?

- ☐ No
☒ Yes, with a due date for each objective
☐ Yes, with only one final due date for all objectives

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

ties. Textbooks are automatically linked to a course product and designed to use Objectives with or without Due Dates.

Instructors can choose whether to set up Objectives with or without due dates. Selecting **Yes** will display the option to use Objectives with or without due dates.

Objectives with Due Dates—Each Objective must be completed by its due date. Objective completion dates (or due dates) may be assigned to each Objective. Dates do not have to be in chronological order. Multiple Objectives can share the same due dates, and Objectives may be open-ended (without due dates).

If students complete an Objective before the assigned due date, ALEKS will open the next Objective. Students can review content in prior Objectives or work ahead on topics from future Objectives until the start date of the next Objective. If students do not complete an Objective before the assigned due date, they will move to the next Objective; however, any unlearned prerequisite material will be carried into subsequent Objectives.

Objectives without Due Dates—All Objectives are due by a single due date; students move to the next Objective after they meet the 100% mastery requirement for the current Objective. Instructors enter a final due date for all Objectives. Students must master 100% of the topics in each Objective before they can advance to the next Objective.

CUSTOMIZE THIS CLASS / OBJECTIVES EDITOR

If instructors are using Objectives with their class, they can customize Objectives by assigning due dates, editing their content, and more from the Objectives Editor.

Below is an example of the Objectives Editor when Objectives are selected with due dates.

NOTE: Only goal topics count toward a student's Objective grade. Prerequisite topics do not count toward the grade.

How to Find It:

1. Select **Instructor Administration**
2. Select **New Class**.
3. Create a Custom Class.
4. Fill out the class information.
5. Select **Customize This Class**.
6. Choose whether to integrate a textbook.
7. Select **Yes, with a due date for each objective**.

Custom Class Using Objectives with a Due Date for Each Objective

Instructor: Smith
Name: Chem S1
Course Product: General Chemistry (First Semester)
Start Date: 06/22/2014
End Date: 09/15/2014
Textbook: Silberberg: Principles of General Chemistry, 3rd Ed. (McGraw-Hill Companies, Inc.) - ALEKS 360

Drag chapters and/or sections from Textbook Alignment to ALEKS Objectives folders. Students will be required to master all the topics in the ALEKS Objectives by the Due Dates. [Detailed Instructions](#)

Available Topics	ALEKS Objectives	Due Date
Textbook Chapters open all / close all <ul style="list-style-type: none">Ch.0-Math and PhysicsCh.1-Keys to the Study of ChemistryCh.2-The Components of MatterCh.3-Stoichiometry of Formulas and EquationsCh.4-Three Major Classes of Chemical ReactionsCh.5-Gases and the Kinetic-Molecular TheoryCh.6-Thermochemistry: Energy Flow and Chemical ChangeCh.7-Quantum Theory and Atomic StructureCh.8-Electron Configuration and Chemical Periodicity	open all / close all <ul style="list-style-type: none">Prerequisite Review (25 topics) EditCh.0-Math and PhysicsCh.2-The Components of MatterAppendix A-Common Mathematical Operations in ChemObjective #1 (25 topics) Edit<ul style="list-style-type: none">Ch.1-Keys to the Study of ChemistryObjective #2 (37 topics) Edit<ul style="list-style-type: none">Ch.2-The Components of Matter	<ul style="list-style-type: none">06/26/2014 12:00 am07/10/2014 12:00 am07/31/2014 12:00 am

Below is an example of the Objectives Editor when Objectives are selected *without* due dates.

NOTE: Only goal topics count toward a student's Objective grade. Prerequisite topics do not count toward the grade.

How to Find It:

1. Select **Instructor Administration**
2. Select **New Class**.
3. Create a Custom Class.
4. Fill out the class information.
5. Select **Customize This Class**.
6. Choose whether to integrate a textbook.
7. Select **Yes, with only one final due date for all Objectives**.

Custom Class Using Objectives with One Final Due Date

General Chemistry - Objectives Editor ⓘ

Class Code: YYPHM-3QMUG CLASS TOOLS ⓘ

Instructor: Pham
Name: General Chemistry
Course Product: General Chemistry (First Semester)
Start Date: 12/01/2014
End Date: 01/31/2015
Textbook: Silberberg: Principles of General Chemistry, 1st Ed. (McGraw-Hill)

Drag chapters and/or sections from Textbook Alignment to ALEKS Objectives folders. Students will be required to master all the topics in the ALEKS Objectives by the Due Dates. [Detailed Instructions](#)

Available Topics	ALEKS Objectives
<div>Textbook Chapters open all / close all</div> <ul style="list-style-type: none">Ch.0-Math and PhysicsCh.1-Keys to the Study of ChemistryCh.2-The Components of MatterCh.3-Stoichiometry of Formulas and EquationsCh.4-The Major Classes of Chemical ReactionsCh.5-Gases and the Kinetic-Molecular TheoryCh.6-Thermochemistry: Energy Flow and Chemical ChangeCh.7-Quantum Theory and Atomic StructureCh.8-Electron Configuration and Chemical PeriodicityCh.9-Models of Chemical BondingCh.10-The Shapes of MoleculesCh.11-Theories of Covalent BondingCh.12-Intermolecular Forces: Liquids, Solids, and Phase ChangesCh.13-The Properties of SolutionsCh.14-The Main-Group Elements: Applying Principles of Bonding and SCh.15-Organic Compounds and the Atomic Properties of Carbon	<div>open all / close all</div> <ul style="list-style-type: none">Prerequisite Review (25 topics) ⓘCh.0-Math and PhysicsCh.2-The Components of MatterObjective #1 (0 topics) ⓘ <div>New Objective Folder</div>

Final Due Date

Please select the final day that students can complete these Objectives.
(After that day, the scores for all Objectives will be sent to the gradebook.)

01/31/2015
6:00 am

Back

Continue

Cancel

Save for Later

If instructors are not using Objectives with their class, they can edit the class content through the Content Editor. Below is an example of the Content Editor

How to Find It:

1. Select **Instructor Administration**
2. Select **New Class**.
3. Create a Custom Class.
4. Fill out the class information.
5. Select **Customize This Class**.
6. Choose whether to integrate a textbook.
7. Select **No** to indicate that you will not be using Objectives.

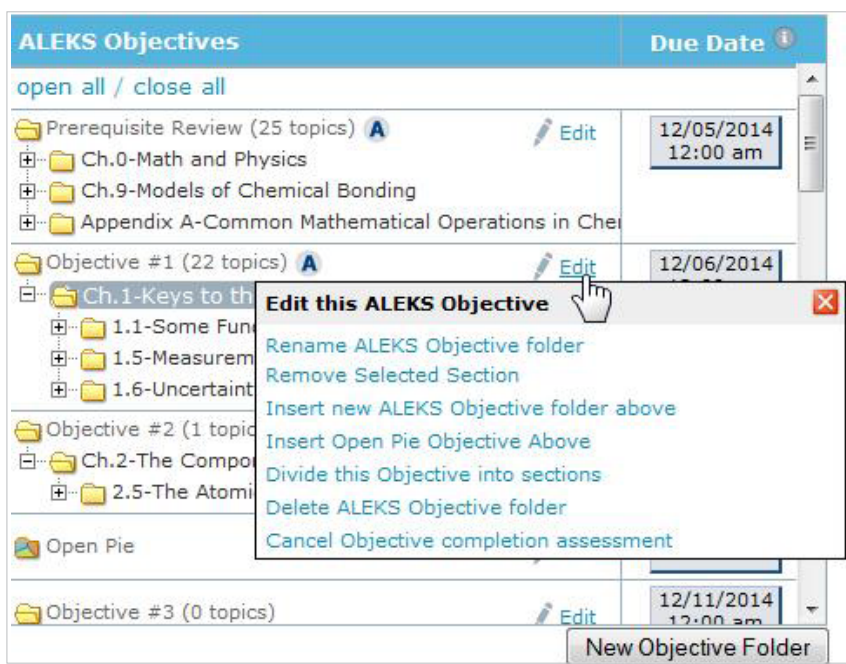
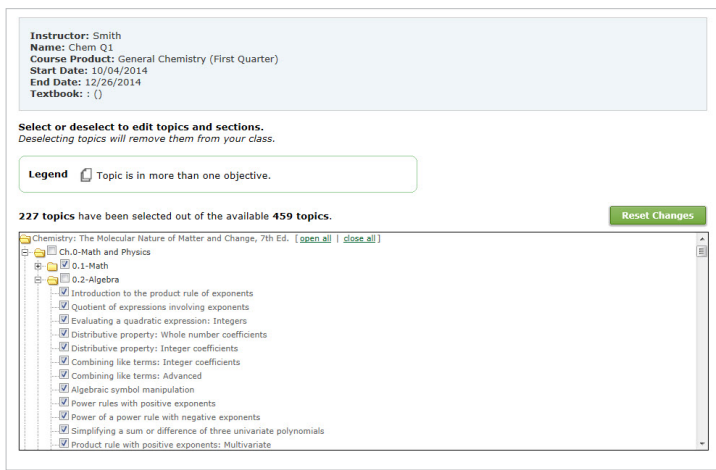
OBJECTIVES EDIT MENU

The **Edit** menu contains many options to manage Objectives, including adding Post Objective Progress Assessments and inserting Open Pie Objectives between content Objectives.

Post-Objective Progress Assessment: Instructors can choose whether or not to assess students if they complete an Objective before the due date, or if they meet the mastery level requirement.

After students take this assessment, ALEKS may ask them to review a few topics to strengthen their skills and be prepared for future Objectives.

Open Pie Objective: For custom classes using Objectives with Due Dates, instructors can create a non-content Objective for a defined period of time where students can review content in prior Objectives or work ahead on topics from future Objectives. There are no goal topics, and grades are not submitted to the Gradebook when students are working in Open Pie.



CLASS SUMMARY

Upon completion of a new class setup, the Class Summary is shown. The Class Summary can be used as a shortcut to manage and update many class settings that are also found in the sub-navigation.

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

Alternate Sub-navigation Route: Select a Class | Select **Class Administration** | Select **Class Summary**

1 IMPLEMENTATION

Provide implementation setup information.

2 RESOURCES

Add resources for students to access.

3 CLASS DUPLICATE SETTINGS

Allow others to duplicate the class.

4 GRADEBOOK

Records the grades for all assignment types, scheduled assessments, and Objectives.

5 INCOMING & EXITING

Set rules for how to handle assessments, Objective grades, and student's data when they switch from one class to another.

6 SHARE CLASS ACCESS

Give other instructors and TAs access to the class.

7 STUDENT GROUPS

Filter reports, gradebook, and assignment data by groups of students from the same class.

Chem S2 / General Chemistry (Second Semester) - Class Summary

Class Code: XXXXX-XXXXX

CLASS TOOLS

Class Information

Edit

Basic Information

Class Code: XXXXX-XXXXX

Instructor: **I am teaching this class**

Name: **Chem S2**

Section: **N/A**

Course Product: **General Chemistry (Second Semester)**

Start Date: **09/16/2014**

End Date: **01/01/2015**

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

Subscription Length: **Higher-Ed any access code**

Settings

Significant Digits Option: **Students are required to know and apply significant digits rules.**

Significant Digits Warning: **Do not display significant digit pop-up warning in Learning Mode.**

Class Content

Content Customization Edit

Textbook: **:**

eBook Access: **Optional**

Objectives Type: **Chapter-Based and Custom Objectives with End Dates**

Objectives Editor Edit

Objectives: **0 ALEKS Objectives created**

Class Content: **286 topics**

Objectives Settings Edit

Objective Pie: **Off**

Post Objective Assessment: **On**

Implementation Information 1

Edit

Student Goal

Mastery: **85%**

Min Time Required: **3 hrs/week**

Implementation Scenario

Scenario: **Online Courses**

Resources 2

Edit

Name	Resource	Linked Topics	Visibility
See ALEKS in action	You Tube	0	

What's Next:

- [Explore the Student View](#)
- [Access the ALEKS Training Center](#)

Syllabus

Syllabus ▼

Class Options

Edit

Access Options

Student Enrollment Status: **Open**

Class Access: **Regular**

Archived Status: **Not archived**

Student Activity Notifications: **None**

Assessment Options

Initial Assessment Location: **Anywhere**

Other Assessment Location: **Anywhere**

Worksheet Options

Content: **16 Review Questions**

Notification: **On**

Access: **None**

3 Class Duplicate Settings

Edit

Status: **Private**

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

4 Gradebook

Enabled

[Gradebook Setup](#)

5 Incoming & Exiting

Edit

Incoming: Students will pickup where they left off.

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

Exiting: Keep a record of student data if the student was enrolled 15 days or more.

6 Share Class Access

[Share Access to this Class](#)

7 Student Groups

[Create a Student Group](#)

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 Explain pages of ALEKS topics.

How to Find It: Select a class | Select **Class Tools** | Select **Resources**

Alternate Sub-navigation Route:

Select a class | Select **Class Administration** | Select **Class Summary** | Select **Edit by Resources**

General Chemistry - Resources Class Code: DNUTD-REWRC CLASS TOOLS

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

[Add Resource](#)

Total Number of Resources: 4 | File Space Remaining for this Class: 100 MB

[Open All](#) / [Close All](#) [Add Folder](#)

Actions Select one or more rows to perform an action.

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
<input type="checkbox"/> Instructor's note Edit Quick Edit	Class_notes_for_chapter_1.docx (12 KB)	3 topics		04/02/14	
<input type="checkbox"/> Chapter 1 Quick Edit					
<input type="checkbox"/> Chapter 2 Quick Edit					
<input type="checkbox"/> How to Use ALEKS Edit Quick Edit	http://www.aleks.com	No topics		04/02/14	
<input type="checkbox"/> Link to YouTube Edit Quick Edit	http://www.youtube.com	No topics		04/02/14	

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

Note: When first accessing this feature, the ALEKS Class Resources Agreement appears. After reading and agreeing with the terms, check the box and select on >> Continue. Instructors will see this message only the first time they access Resources.

From the resources table, selecting on the **topic name** within the pop-up shows what the resource looks like for students when they select on the Explain button.

ALEKS HELP CALENDAR WORKSHEET GRADEBOOK INBOX REPORT OPTIONS RESOURCES EXIT

MyPie Review ALEKSpedia Calculator Data Per. Table Assignments Book Gen Chem I

Print

Read this explanation carefully.

Power and quotient rules with positive exponents

Simplify.

$$\left(\frac{2x^2}{3x^7y^2} \right)^4$$

Write your answer using only positive exponents.

We'll use [properties of exponents](#) to [simplify](#).

$$\left(\frac{2x^2}{3x^7y^2} \right)^4 = \left(\frac{2}{3x^5y^2} \right)^4 \quad \text{By the quotient rule}$$
$$= \frac{16}{81x^{20}y^8} \quad \text{By the power rules}$$

Here is the answer.

Resources From Your Instructor

[Chapter 1 notes](#)

Additional Resources

Principles of General Chemistry, 3rd Ed. Silberberg

WHAT'S NEXT

This box displays helpful links for getting started in ALEKS.

How to Find It: Select a class | Select **Class Administration** | Select **Class Summary** | Locate the **What's Next:** heading

What's Next:

- [Explore the Student View](#)
- [Access the ALEKS Training Center](#)

SYLLABUS

The class syllabus can be downloaded to HTML or PDF format from the Class Summary.

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

Syllabus

View Syllabus: [HTML](#) [PDF](#)

CLASS OPTIONS

This page displays the settings for class access options, archived status, student activity notifications, student assessment options and worksheets.

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

Chem S1 / General Chemistry (First Semester) Class Code: XXXXX-XXXXX CLASS TOOLS

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 when a student assesses at (Choose one) ▼

Student Learning Options

Student View Option

☐ Display a list of goal topics below the student pie charts.

Student Learning Options

Student View Option

☐ Display a list of goal topics below the student pie charts.

Student Assessment Options

Initial Assessment Location

☒ Anywhere ☐ At the Institution

Other Assessment Location

every:

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):

IMPLEMENTATION INFORMATION

The Implementation Information section shows information about the class's implementation model. By filling out this section, instructors can help ALEKS better understand how ALEKS is used in different class formats.

Chem S1 / General Chemistry (First Semester)

Student Goal

Finish Pie to 85% ▼

Work in ALEKS a minimum of 3 hours ▼ per week

Implementation

Scenario

<input type="checkbox"/> Blended/Hybrid Courses	<input type="checkbox"/> Modules
<input type="checkbox"/> Course Preparation	<input checked="" type="checkbox"/> Online Courses
<input type="checkbox"/> Course Redesign	<input type="checkbox"/> Optional Supplement
<input type="checkbox"/> Emporium	<input type="checkbox"/> Placement
<input type="checkbox"/> Lecture-based Courses	<input type="checkbox"/> Summer Bridge Program

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.

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.

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

Chem S1 / General Chemistry (First Semester) Class Code: XXXXX-XXXXX CLASS TOOLS

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"/> Class Resources
<input type="checkbox"/> Homeworks	<input type="checkbox"/> Ebook Notes
<input type="checkbox"/> Quizzes	<input type="checkbox"/> Calendar Notes
<input type="checkbox"/> Tests	<input type="checkbox"/> Gradebook Setup
<input type="checkbox"/> Scheduled Assessments	<input type="checkbox"/> QuickTables Quizzes
	<input type="checkbox"/> QuickTables Assessments

Save Cancel

INCOMING AND EXITING STUDENTS

Instructors can select options on how ALEKS will handle assessments, Objective grades, and progress data when students switch from one class to another using the same ALEKS Course Product.

Incoming Students from a Class Using a Compatible ALEKS Course Product

You may have students who are switching from a class that used a compatible ALEKS course product. What would you like to do with these students?

☒ **Students Will Pick Up Where They Left Off** - Students' pie progress gets carried over to this class.

Optional Settings

☐ Trigger a progress assessment

☒ Carry over Objective grades

☒ Exclude the following students:

Students whose last initial assessment was 30 day(s)* or more will be given an initial assessment.

(These may be students coming from a different term.)

☐ **Fresh Start** - All students will be given an Initial Assessment.

Exiting Students

These students are tagged as "Former" students in class rosters.

In the event that students exit your class or you move them to another class, what would you like to do with their data in this class?

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

☒ Keep a record of student data if the student was enrolled 15 day(s)* or more.

☐ Never keep a record of student data in my class.

* The days are calculated from the start date of this class.

Save

Cancel

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

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
Adams, Jillian	Full
Akerman, Dan	Gradebook
Allen, Monique	Assign per Student
Ammerson, Arnold	No Access
Anderson, Jane	Read Only
Aurthur, Sean	No Access
Jackson, John	No Access
MacLaughlin, Janice	No Access
Nguyen, Lee	No Access
Pham, Ly	No Access
Quintero, Dina	Gradebook
Rochester, Bryan	No Access
Sanders, Ali	No Access

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 Class" and "Move Class".

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

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

STUDENT GROUPS

Student groups allow instructors to view reports, gradebook, 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**

Chem S1 / General Chemistry (First Semester)

Class Code: DNUTD

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

Student Group	# of Students	Action
MW Section 1 Edit Student Group	5	Select an Action
THH Section 2 Edit Student Group	3	Select an Action

CLASS LIST

The Class List displays information for all classes taught by the instructor logged in. It can be used to edit many classes, including viewing the class dashboard, duplicating, and archiving classes. Many functions are streamlined on this page for updating and managing classes.

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

Here is an example of the Class List including the actions available after selecting a class.

Dr. Jane Doe - Class List

1 class selected

View: ☒ Active (9) ☐ Archived (0)

Buttons: New Class, Class Summary, Dashboard, Duplicate, Archive

Class	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> Chem 1A	Introductory College Chemistry	Dr. Jane Doe	35	XXXXX-XXXXX
<input type="checkbox"/> Chem 1P	Preparation for General Chemistry	Dr. Jane Doe	35	XXXXX-XXXXX
<input type="checkbox"/> Chem 01	General Chemistry (First Quarter)	Dr. Jane Doe	35	XXXXX-XXXXX

Displaying 9 classes

CLEANUP TOOL

This feature is used to clear statistics and records at the class level. Please proceed with caution when using the Cleanup Tool.

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

Note: The Cleanup Tool is also available at the student level.

Chem S1 / General Chemistry (First Semester)

Class Code: XXXXX-XXXXX CLASS TOOLS

Warning: These operations are irreversible and will result in the inability to generate valuable reports for students in this class. 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 to complete a new Initial Assessment.

CLASS TOOLS

Administrators and 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.

CLASS » STUDENT »

Chem S2 / General Chemistry (Second Semester) (35)

Enter Your Search

Class Administration Gradebook Reports Assignments

Chem S2 / General Chemistry (Second Semester) - Dashboard

Class Code: XXXXX-XXXXX CLASS TOOLS

Class Information: Chem S2, 35 students, Class Code: XXXXX-XXXXX, Class Duration: 5/23/14 - 9/25/14, Course Product: General Chemistry (Second Semester), Instructor: Joe Smith

ALEKS Pie Mastery: 55% Mastery, 207 of 375 Topics

Time and Topic: 3M

Forum, Calendar, Resources, 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**

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

Here is an example of the Class Forum:

Class Forum for Chem S1 / General Chemistry (First Semester)

Class Code: ELKPJ-TED3D CLASS TOOLS

Exit Class Forum

The Class Forum is available to facilitate discussion among students and with the instructor.

Would you like to enable the Class Forum for students?

Yes, Enable Class Forum

The ALEKS Class Forum is a class-based discussion board for instructors and students to communicate with each other, as well as for students to communicate with their peers in the class. After the instructor has enabled the Class Forum, participants can post new topics or comment on existing discussions. As a guest, you do not have access to the ALEKS Class Forum.

Post a New Thread At any time, you can mark all the new messages as read Refresh

Filter: All Topics Search Page 1 of 1

Mixed Fractions Review Add a Comment

Mrs. Smith Remember that you can use the Class Forum to work with your fellow students on the mixed fractions review (and use the ALEKS math palette). This is due tomorrow in class. 0 minutes ago Edit Post Delete

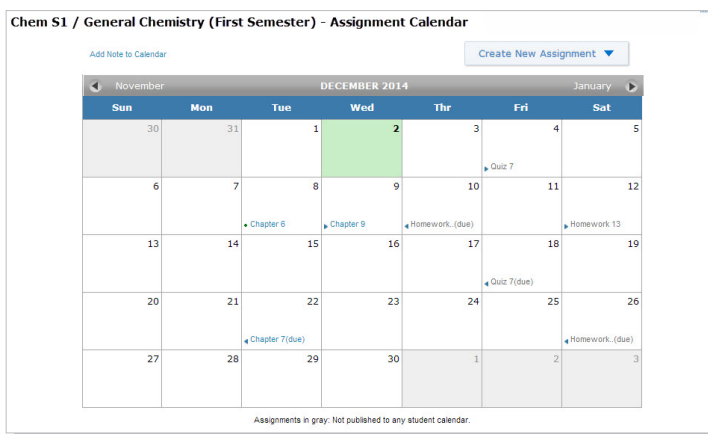
Extra Credit Problem Add a Comment

Mrs. Smith 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. -3 < -2 5 < 5.6 3 > -2 10 hours 28 minutes ago Edit Post Delete

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**

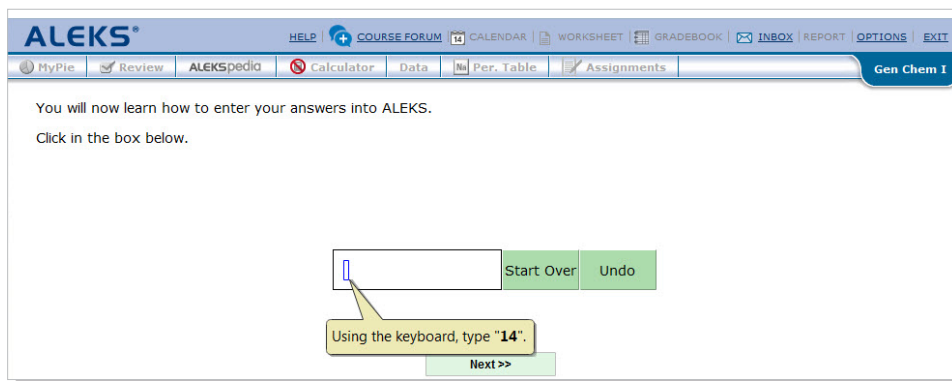
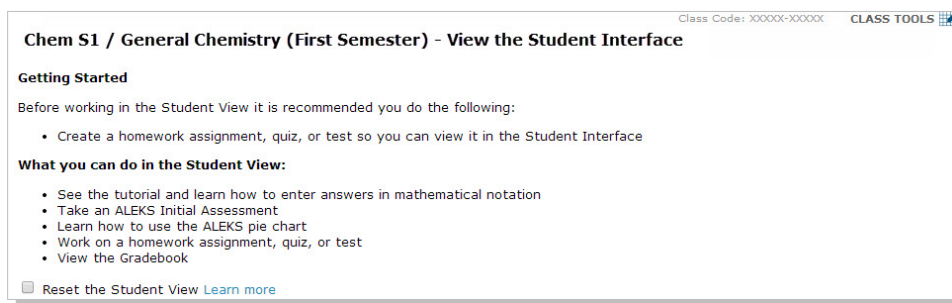


STUDENT VIEW

The student view can be used to experience what a student experiences in the Student Module. The Student View for an instructor behaves as it would for a student: instructors complete the ALEKS tutorial and Initial Assessment, 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**

Below is an example of the Student Module accessible via the Student View link:



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; admins can archive any class. Archived classes can be accessed and un-archived 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](#). Examples are shown below.

Class Archive Through the Class Summary

From the [Class Summary](#), instructors can archive the selected class.

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

Note: This option is unchecked by default.

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

The 'Access Options' dialog box has three sections: 'Student Enrollment Status' with 'Open' selected and 'Closed' (Students will not be allowed to enroll in this class) unselected; 'Class Access' with 'Regular' selected and 'Denied' (Students will not have access to this class) unselected; and 'Archived Status' with 'Archived' checked. Below this is a screenshot of a class list with a search bar and a dropdown menu. The dropdown menu shows '1st (Ed Ex 6)' (3 people), '1st (Ex ex 19)' (3 people), 'Chem (Edit Exten 3)' (1 person), and an 'Archived' section containing 'Gen Chem 2nd (L.O.A)' (2 people), 'Gen Chem First Sem 50 - 1st sem 50A' (1 person), and 'Gen Chem First Sem 50 - 1st sem 50B' (1 person).

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

Note: This option 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](#).

The 'Class Information' form includes fields for 'Instructor' (I am teaching this class), 'Course product' (General Chemistry (Second Semester)), 'Name' (Chem S2), 'Section (optional)' (Enter a period name, i.e. MW 10-12:30), and 'Dates' (Start Date: 05/23/2014, End Date: 09/25/2014). The 'Automatically archive this class after the end date' checkbox is checked.

Archiving Through the Class List

Multiple classes can be archived through the [Class List](#).

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

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

The 'Joe Smith - Class List' interface shows '2 classes selected' and 'Displaying 9 classes'. It has a 'View' section with 'Active (9)' selected and 'Archived (0)' unselected. There are buttons for 'New Class' and 'Archive'. Below is a table with columns: Class, Product, Instructor, Enrollment, and Class Code.

Class	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> Chem 1A	Introductory College Chemistry	Joe Smith	34	XXXXX-XXXXX
<input checked="" type="checkbox"/> Chem 1P	Preparation for General Chemistry	Joe Smith	29	XXXXX-XXXXX

CLASS ROSTER

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

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

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.

Edit Multiple Student Accounts Through the Class Roster

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

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

After selecting a student/students, this area displays the actions available to manage the student. *Note: the actions change based on the student/students selected.*

Chem S2 / General Chemistry (Second Semester) - Class Roster

1 Student selected

View: ☒ Active (35) ☐ Former (0) ☐ Hidden (0)

Download

Dashboard Account Summary Send Msg Move Unenroll Hide Disable

Name	Mastery	Login	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/> Bourbaki, Karen	40%	KBOURBAK14	-	-	05/23/14	05/23/15	08/21/14 11:07 AM
<input type="checkbox"/> Bush, John	44%	JBUSH2	-	-	05/23/14	05/23/15	08/21/14 11:07 AM

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 action.

Edit Individual Student Account Settings

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

Herbert Alberti - Account Summary

Student Information / Edit

First Name: **Herbert**

Middle Initial: **B.**

Last Name: **Alberti**

Login Name: **xxxxxx**

Student ID: **226228**

Email: -

Account Settings / Edit

Account Status: **Enabled**

Account Status

Last Login: **05/22/2014**

Creation Date: **12/16/2013**

Enrollment Date: **12/16/2013**

Expiration Date: -

Parent/Guardian Contact Information / Edit

Please complete this section.

INSTRUCTOR ADMINISTRATION

This section of the document describes how instructors can manage their ALEKS accounts through instructor administration features.

INSTRUCTOR ACCOUNT SUMMARY

Instructors can manage their account information from the Account Summary and see their classes, email preferences, and permissions.

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

Alternate Navigation Route: Open the list beside the account name in the upper-right corner by selecting on the blue arrow | select **Settings**

Joe Smith - Account Summary Login Name: XXXXXXXX

Account Information Edit
Basic Information
Account Type: **Instructor**
Title:
Salutation:
First Name: **Joe**
Middle Name:
Last Name: **Smith**
Login Name: **XXXXXX**
[Reset Password](#)

Account Settings Edit
Account Status: **Enabled**
Language: **English**
Automatic Logout: **30 min**
Permissions
[Full student history](#)

Classes
Current Classes
[Chem S1 \(Saved for Later\)](#)
[Chem 1A](#)

CONTACT INFORMATION

Instructors are asked to provide complete contact information.

How to Find It: From the instructor dashboard, select **Instructor Administration** | Select **Account Summary** | Select **Edit** next to Account Information

Contact Information

Address

City
State
Zip Code
Phone Number
Email *

☐ Forward all ALEKS messages to my email address.

Save [Cancel](#)

EMAIL PREFERENCES

Instructors can check the boxes next to their email preferences .

How to Find It: Select **Instructor Administration** | Select **Account Summary** | Select **Edit** next to Email Preferences

Dr. Jane Doe - Edit Email Preferences Login Name: XXXXXXXX

Email Preferences

☐ Forward all ALEKS messages to my email address
☒ Forward messages sent to ALEKS Customer Support by my students to my account
☐ 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

STUDENT ADMINISTRATION

This section of the document describes how instructors can manage student accounts and move/enroll students through administration features.

STUDENT GRADEBOOK

If the ALEKS Gradebook is enabled, the Student Gradebook can be used to see exactly what a student sees in his/her gradebook.

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

Karen Bourbaki - Gradebook

Login Name: XXXXXXXX CLASS TOOLS

Show: All

Students (Name Login Student ID)	Total Grade	Time - Week 1 (View)	Topic - Week 1 (View)	Time - Week 2 (View)	Topic - Week 2 (View)
Bourbaki, Karen J.	67%	May 30, 2014	May 30, 2014	Jun 6, 2014	Jun 6, 2014
		100%	42%	100%	67%

Download to Excel

Gradebook Legend

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

STUDENT ACCOUNT SUMMARY

Instructors can manage students' account information from the Account Summary and view [Student Groups](#) and [Share Class Access](#) information.

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

Alternate Navigation Route: Open the list beside the account name (blue arrow in the upper-right corner) | select **Settings**.

Herbert Alberti - Account Summary

Student Information Edit

First Name: **Herbert**
Middle Initial: **B.**
Last Name: **Alberti**
Login Name: **XXXXXX**
Student ID: **226228**
Email: -

Account Settings Edit

Account Status: **Enabled**

Account Status

Last Login: **05/22/2014**
Creation Date: **12/16/2013**
Enrollment Date: **12/16/2013**
Expiration Date: -

Parent/Guardian Contact Information Edit

Please complete this section.

MOVE/UNENROLL

The class roster can be used to move many students among classes, and to enroll/unenroll them to/from a class.

Note: Unenrolling a student does not return the subscription.

After selecting a student/students, this area displays the actions available to manage the student.
Note: the actions change based on the student/students selected.

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

Chem S2 / General Chemistry (Second Semester) - Class Roster

Class Code: XXXXXXXX CLASS TOOLS

1 Student selected

View: ☒ Active (35) ☐ Former (0) ☐ Hidden (0)

Download

Dashboard Account Summary Send Msg Move Unenroll Hide Disable

Name	Mastery	Login	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/> Bourbaki, Karen	40%	KBourBAK14	-	-	05/23/14	05/23/15	08/21/14 11:07 AM
<input type="checkbox"/> Bush, John	44%	JBUSH2	-	-	05/23/14	05/23/15	08/21/14 11:07 AM

Here is an example of the interface and the actions available after selecting a student's account:

1. Select the student to move
2. Select the **Move** button
3. Select the class to move the student to
4. Select **Apply**
5. Select Confirm

ASSIGNMENTS

This section of the document 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, tests, quizzes, scheduled assessments, worksheets, manage all assignments, and view reports.

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

ASSIGNMENT LIST

This list includes all homework assignments, assessments, tests, and quizzes for the class. Many functions are streamlined on this page for updating and managing assignments efficiently.

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

Here is an example of an assignments list and the actions available.

The screenshot shows the 'ASSIGNMENTS' menu for the class 'Chem S2 / General Chemistry (Second Semester)'. The menu is divided into three sections: CREATE, MANAGE, and REPORTS. The CREATE section includes 'New Homework', 'New Test', 'New Quiz', and 'New Scheduled'. The MANAGE section includes 'Assignment List'. The REPORTS section includes 'Homework Report', 'Quiz Report', 'Test Report', and 'Assessment Report'.

The screenshot shows the 'Assignment List' for the class 'Chem S2 / General Chemistry (Second Semester)'. It displays 19 assignments. The table has columns for Name, Type, Start, End, Status, and Report. The first two assignments are 'Homework 8' (Completed) and 'Quiz 5' (Completed). The table also includes a 'View in Calendar' link and a 'Displaying 19 Assignments' indicator.

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: Assignment duplication can only occur if both classes are using the same ALEKS Course Product.

The screenshot shows the 'Duplicate Assignment From' interface. It displays a table of assignments from another class. The table has columns for Name, Type, Start, End, Status, and Report. The first four assignments are 'New Homework', 'New Test', 'New Quiz', and 'New Scheduled Assessment'. The fifth assignment is 'New Worksheet'. The 'Duplicate from Another Class' option is selected. The table also includes a 'Select one or more rows to perform an action' button and a 'Displaying 25 Assignments' indicator.

The screenshot shows the 'Duplicate Assignment From' interface. It displays a table of assignments from another class. The table has columns for Name, Type, Start, End, Status, and Report. The first assignment is 'Homework 1'. The table also includes a 'Select one or more rows to perform an action' button and a 'Displaying 25 Assignments' indicator.

DUPLICATE ASSIGNMENTS TO ANOTHER CLASS

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

Note: Assignment duplication can only occur if both classes are using the same ALEKS Course Product.

Chem S2 / General Chemistry (Second Semester) - Assignment List

Class Code: E9RUN-LU3PW CLASS TOOLS

1 Assignment Selected Displaying 4 Assignments

View: ☒ Assessments (0) | ☒ Homework (2) | ☒ Quizzes (1) | ☒ Tests (1)

Name	Start	End	Time Limit	Type	Status	Report
<input checked="" type="checkbox"/> Test 1	03.04.11 (2:38 PM)	03.04.11 (11:59 PM)		Test	Completed	
<input type="checkbox"/> Homework 1	03.04.11 (5:38 PM)	03.05.11 (11:59 PM)		Homework	Completed	

EXTENSIONS FOR OBJECTIVES AND ASSIGNMENTS

Instructors can give individual students extensions for class Objectives and assignments which includes assessments, homework, tests, and quizzes.

There are two ways instructors can access the feature and give extensions:

- Method 1**—Create extensions one student at a time. After selecting a class and student, the navigation menu allows access to the feature. Extensions can be given to assignments and Objectives.
- Method 2**—Create extensions for multiple students at once. Edit the assignment that will be given an extension. Method 2, can only be used for assignments, but **not** Objectives.

Method 1: Create Extensions one Student at a Time

How to Find It: Select a class | Select a student | Select **Assignments** | Select **Edit Extensions**

Method 2: Create Extensions for Multiple Students at Once

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

Edit the assignment that will be given an extension.

CLASS > Math 101 / ALEKS 360 / Basic Math (25)

STUDENT > Alberti, Herbert

Login Name: XXXXXXXX CLASS TOOLS

Karen Bourbaki - Edit Extensions

View: ☒ Assessments (0) | ☒ Homework (8) | ☒ Objectives (0) | ☒ Quizzes (5) | ☒ Tests (2)

Name	Start	End	Time Limit	Type	Extension End Date/Time
Quiz 1	05/23/2014 (11:07 AM)	06/06/2014 (11:07 AM)	-	Quiz	Add Extension
Homework 1	05/28/2014 (11:07 AM)	06/11/2014 (11:07 AM)	-	Homework	Add Extension

ASSIGNMENT REPORTS

Instructors can view assignment results on homework, tests, quizzes, and scheduled assessments through the Assignments Reports menu.

How to Find It: Select a class | Select **Assignments** | Under the Reports heading, select on a report type

STEP 1: Name & Date

Name:

Status: Enabled 🔒

Start Date: Month Mar Day 19 Year 2014 Time 8 00 am

End Date: Month Apr Day 2 Year 2014 Time 11 59 pm

☐ Time Limit: 0 00

☐ Allow students to save this assignment for later and go back to Learning Mode.

☐ Publish this Homework to the student calendar

☐ Allow student access to "Worked Example" while working on this Homework

Extension: Create Extension

Create Extension:

Extend end date until:

Month Apr Day 2 Year 2014 Time 11 59 pm

☐ Alberti, Joel P.
☐ Anderson, Tracy R.
☐ Baker, Jill S.
☐ Bolzano, John V.
☐ Cameron, Tracy A.
☐ Chang, Charles V.
☐ Chang, Tracy B.
☐ Ellison, Kevin S.
☐ Frankel, Paul R.
☐ Fredericks, Jennifer B.
☐ Young, Victoria T.

Create Extension Cancel

Be sure to Click on "Save" on the Homework page to validate this change.

Class Administration	Gradebook	Reports	Assignments
CREATE	MANAGE	REPORTS	
» New Homework	» Assignment List	» Homework Report	
» New Test		» Quiz Report	
» New Quiz		» Test Report	
» New Scheduled Assessment		» Assessment Report	

This section of the document describes the class gradebook and how to manage the gradebook through the Gradebook sub-navigation menu after selecting a class.

DISABLING THE GRADEBOOK

The gradebook records the grades for homework, tests, quizzes, requested assessments, Objectives, and external assignments manually entered by the instructor. The gradebook is enabled for classes with objectives and/or assignments by default, but can be disabled per class by the instructor.

The gradebook can be disabled from the [Gradebook Setup](#) or the [Class Summary](#).

To disable the gradebook from the Gradebook Setup:

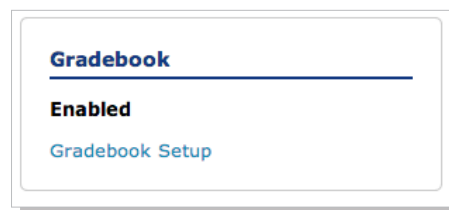
How to Find It: Select a class | Select **Gradebook** | Select **Gradebook Setup**

Select **disable the Gradebook for this Class**. Once Selected, the gradebook will not be visible to the instructor and students in the class.



To disable the gradebook from the Class Summary:

Alternate Sub-Navigation Route: Select a class | Select **Class Administration** | Select **Class Summary** | Select **Gradebook Setup** | Select **disable the Gradebook for this Class**.



Once Selected, the gradebook will not be visible to the instructor and students in the class.

CLASS GRADEBOOK

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

Below is an example of a class gradebook:

Students		Total Grade	Time - Week 1	Topic - Week 1	Time - Week 2	Topic - Week 2
(Name Login Student ID)			(Edit)	(Edit)	(Edit)	(Edit)
			May 30, 2014	May 30, 2014	Jun 6, 2014	Jun 6, 2014
1 Bourbaki, Karen J.	67%	100%	42%	100%	67%	
2 Bush, John S.	64%	100%	33%	100%	92%	
3 Carter, Kai K.	75%	100%	100%	67%	92%	
4 Cauchy, Herbert S.	75%	85%	67%	87%	100%	
5 Clark, Herbert K.	68%	100%	33%	100%	50%	
6 Clinton, Bart L.	70%	100%	58%	100%	92%	
7 Clinton, Maria B.	74%	71%	100%	73%	100%	
8 Collins, Kevin C.	75%	97%	75%	100%	100%	
9 Diaz, Bill A.	69%	100%	67%	100%	75%	
10 Diaz, Cindy E.	76%	100%	83%	100%	100%	
11 Diaz, Karen L.	72%	100%	100%	100%	92%	
12 Doyle, Bart J.	63%	100%	33%	100%	50%	

Gradebook Legend

e score: Dropped score
 +score: Extra credit
 s 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.

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

Chem S2 / General Chemistry (Second Semester) - Gradebook Setup

Class Code: XXXXX-XXXXX CLASS TOOLS

[View Gradebook](#)
[Disable the Gradebook for this Class](#)

Gradebook Category	Category Weight (%)
Pie Mastery Edit	50 %
Time Edit	0 %
Topic Edit	0 %
Objective Edit	50 %
Assessment Edit	0 %
Quiz Edit	0 %
Test Edit	0 %
Homework Edit	0 %
Gradebook External Assignment Category Add New Row	
External Assignment Edit Name Edit Add External Assignment	0 %
Total: 100 %	

Need a suggestion? The guides below can help you set up a basic weighting system.

[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.

Number of students

0 1 2 3 4 5

0 10 20 30 40 50 60 70 80 90 100

F D C B A

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.

GRADEBOOK LOG

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

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

General Chemistry - Gradebook Log

Class Code: URGPH-RHRPH CLASS TOOLS

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

Date Range Selection:
 From Date: Month Day Year
 Mar 3 2014
 To Date: Month Day Year
 Apr 2 2014
[Apply](#)

<< 1 - 2 of 2 log entries >>

Student Name	Assignment	Previous Score	Adjusted Score	Date and Time	Adjusted by Instructor
Doe, Jane	Chapter 5	18%	35%	Apr, 02, 2014 10:31 PM	Smith, Joe
Smith, Chris	Chapter 5	53%	75%	Apr, 02, 2014 10:31 PM	Smith, Joe

REPORTS (PRE-BUILT AND CUSTOM)

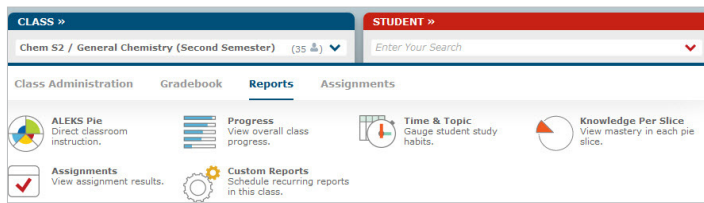
This section of the document describes how instructors can view standard ALEKS reports or create their own custom reports through the Reports sub-navigation menu. Reports can be run for the entire class or by individual student.

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. A description of the report is displayed by each icon.

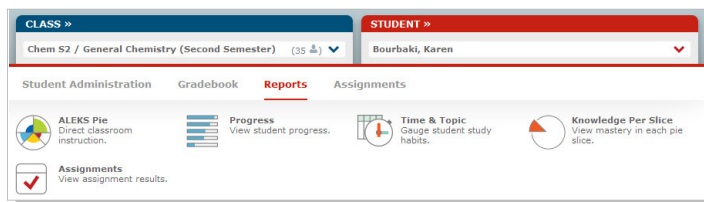
Class Level

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



Individual Student Level

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



CUSTOM REPORTS

This feature has many options to suit advanced reporting needs across classes. Instructors can select data from existing ALEKS reports and export the combined data into a single customized Excel report. Additionally, reports can conveniently be 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.

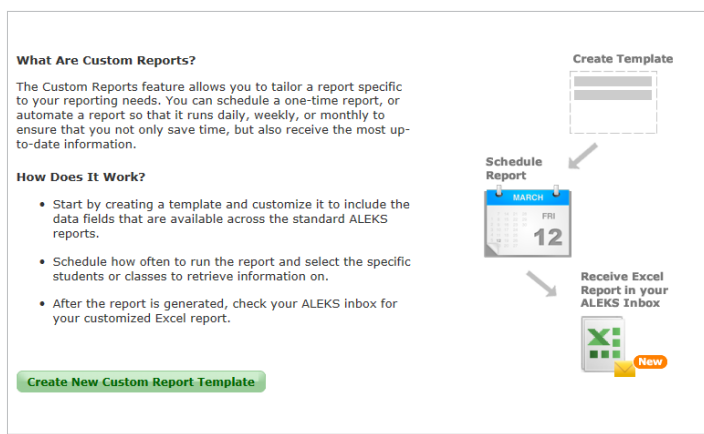
Class Level Custom Reports

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

Instructor Level Custom Reports

How to Find It: Select **Reports** | Select **Custom Reports**.

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



STUDENT HISTORY REPORTS

This feature 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. This feature can be found by running a Detailed Progress History report for a class, or an individual student pie or progress bar report.

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

How to Find It: Select **Reports** | Select **Reports** | Select **Progress** | Select the **Detailed Progress History** report

General Chemistry - Progress Report

Number of Students Included in This Report: 8 Logged-in Students: 0

Show: **Detailed Progress History** Report from **12/08/2013** to **12/08/2014** (Change) Downloads

View all assessments and Learning Mode progress for each student within any date range up to one year in the past.

Legend:
■ Content mastered based on the assessment ■ Progress made in Learning Mode ■ Content that is not yet mastered
* Assessment in progress ● Student logged in P Progress Assessment

Progress for General Chemistry **All Progress**

Message Students

Student Information		Performance	Since Last Assessment	
Name	Log in	Course Mastery Percent Topics	Topics Learned	Time in ALEKS Topics Learned Per Hour
Current class progress				
General Chemistry (Current Class) - 256 Topics - Instructor Smith				
Start: 02/06/2014	Initial Assessment	11 %	0	-
Finish: 02/06/2014				
Time: 0h 2m				
Previous Class Progress				
Prep for General Chemistry (Current Class) - 375 Topics - Instructor Brown				
Start: 02/04/2014	Initial Assessment	0 %	0	-
Finish: 02/04/2014				
Time: 0h 1m				
Last Login: 02/04/2014 11:46 AM				

ALEKS PIE REPORT

The ALEKS Pie Report shows average learning for the class. With this report, instructors can view which topics students have mastered, not mastered, are ready to learn, and have attempted in order to direct instruction and group students based on level of readiness.

Number of Students Included in This Report: 34

Show: **Current Learning** Downloads

1 See students' mastery levels after the initial assessment, after the most recent assessment, or in their current learning.

2 The pie chart represents average class mastery for each content area. The white dots represent the current Objective goal.

3 Below the pie chart you'll see the ALEKS content organized by the Table of Contents (pie slices) or by Objectives

4 Select the Percentage Mastered to see the topics for the Objective or pie slice, and the percentage of students who have mastered, not mastered, are ready to learn, and who have attempted but not mastered each topic.

5 Selecting a percentage at the topic level will reveal exactly which students fall into the categories listed. you can send messages directly to these students and view other topics they are ready to learn.

Note: switching the display to assessment will change the Attempted, Not Mastered column to Topics Lost in Assessment.

ALEKS Pie Mastery: 185.1 of 286 Topics **65%**
 Current Objective: Chapter 19 (12/14/2014)

Topics Ready to Learn Topics

- Multiplication involving binomials and trinomials in two variables 100%
- Understanding how electrostatic forces cancel 41%
- Applying the quadratic formula: Exact answers 26%
- Solving a rational equation that simplifies to quadratic: Binomial denominators and numerators 24%

Current Learning

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

Ch.2-The Components of Matter 100% Mastered

Ch.4-Three Major Classes of Chemical Reactions 68% Mastered

Ch.5-Gases and the Kinetic-Molecular Theory 88% Mastered

	Mastered	Not Mastered	Ready to Learn	Attempted, Not Mastered
Interconverting atmospheres and kilopascals	100%	0%	0%	6%
Using the ideal equation of state	100%	0%	0%	6%
Interpreting a graph of molecular speed distribution	91%	9%	9%	3%
Predicting how molecular speed distribution changes with temperature and molar mass	53%	47%	35%	3%

12 students out of 34 (35%) are Ready to Learn this topic. Message Students

Walker, Kai
 Corbin, Karen K.
 Browning, Victoria V.
 Knuth, Jill R.
 Trish, Daniel L.
 Nguyen, David L.

(0) Other topics that these students are Ready to Learn in this Objective

PROGRESS REPORTS

The Progress Report shows overall student progress in both Learning and Assessment, as well as average learning rates. It can be used to monitor progress and identify intervention students by comparing data points.

Number of Students Included in This Report: 34 Logged-in Students:

Show: Learning Progress Since Latest Assess...

1 You can change the view of the progress data from the drop-down menu. There are five different views that display student progress in assessment and in learning mode. Three of the views allow you to select 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. You can also send a message 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 which view you selected, this section will update with new information.

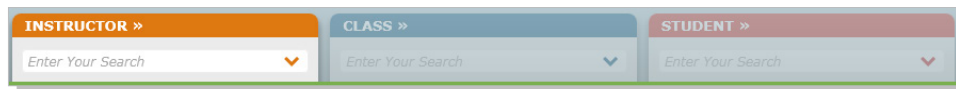
Message Students										
Student Information					Performance		Since Last Assessment			
Student	Total Time		Last Login	Assessment Start	Assessment Finish	Course Mastery		Current Objective	Topics Learned	Time in ALEKS
	Name	ID				Percent	Topics			
Anderson, Maria P.			11/27/2014 10:49 PM	11/25/2014	11/25/2014 0h 40m	77 +1 %	50 %	3	-	-
Baker, John R.			11/27/2014 10:49 PM	11/26/2014	11/26/2014 0h 34m	46 %	8 %	0	-	-
Browning, Robert C.			11/27/2014 10:49 PM	11/12/2014	11/12/2014 0h 42m	52 +6 %	8 %	16	9h 3m	1.8
Browning, Victoria V.			11/27/2014 10:49 PM	11/12/2014	11/12/2014 0h 38m	56 +3 %	17 %	9	7h 43m	1.2

ALEKS INSTITUTION-LEVEL FEATURES

This section is written for the viewpoint of ALEKS institution-level administrators. In addition to all the features available to instructors, institution-level 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-level administrators have access to three levels of hierarchy: instructor, class, and student. They begin with the INSTRUCTOR tab on the far left.

Administrators make selections in the successive tabs until the desired level is reached. To move between levels, they simply need to select the tab they want to make active again.



INDICATIONS IN THE INSTRUCTOR AND CLASS TABS

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

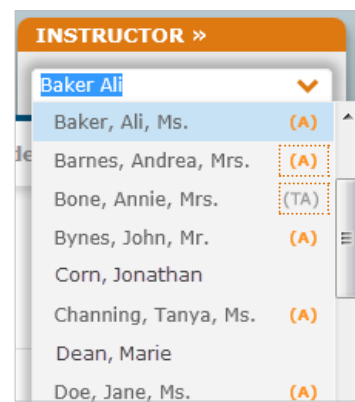
Instructor Tab

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

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

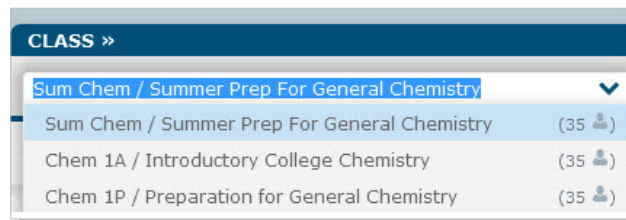
(A) = Administrator account type

(TA) = Teaching Assistant account type



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-level administrators can access institution level 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 button

ALEKS - Account Summary

Account Information

Name: ALEKS - Account Summary
State: **NC**
Time Zone: **America / Los Angeles** (Current Time: 10:44 AM PDT)
Address:
Billing Address:
Academic Year:
Institution Type: **Baccalaureate Colleges and Universities - Private**

Settings

Institution Network Information

Public IPs: **Set**

Complete assignments on same computer: **Off**

Important Contacts

Please complete this section.

Incoming & Exiting

Incoming
Students will pickup where they left off.
Trigger a progress assessment
Carry over Objective grades
Exclude students whose initial

SCHEDULE DOMAIN UPGRADE

This page contains the upgrade schedule for improved ALEKS Course Products.

How to Find It: Select Institution Administration | Select **Schedule Domain Upgrade**

ALEKS QC Department - Schedule Domain Upgrade

All classes already use the latest version for Introductory College Chemistry, General Chemistry I, General Chemistry II (Partial), General Chemistry (First Semester), General Chemistry (Second Semester), General Chemistry (First Quarter), General Chemistry (Second Quarter), General Chemistry (Third Quarter), Preparation for General Chemistry, Summer Prep For General Chemistry and Math Prep for Statics.

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**. Examples are shown below.

Edit Multiple Instructor Account Settings

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

Below is an example of an instructor roster and the actions available after selecting instructor accounts.

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 QC Department - Instructor Roster

1 instructor selected

View: ☒ Active (110) | ☐ Archived (0) | ☒ Instructor (43) | ☒ Admin (61) | ☒ TA (6)

New Instructor

Account Summary

Dashboard

Send Msg

Permissions

Archive

<input type="checkbox"/>	Name ^	Account Type	Last Login	Creation Date
<input checked="" type="checkbox"/>	Doe, Jane	Instructor	03/10/12 9:39 AM	03/06/12
<input type="checkbox"/>	Doe, Benjamin	Instructor	11/28/14 1:45 PM	11/28/14

Edit Individual Instructor Account Settings

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

Below is an example of an instructor's account summary:

Joe Smith - Account Summary

Account Information

Basic Information

Account Type: **Instructor**

Title:

Salutation:

First Name: **Joe**

Middle Name:

Last Name: **Smith**

Login Name: **xxxxxx**

ID:

Contact Information

Please complete this section.

Email:

Phone Number:

Address:

Reset Password

Account Settings

Account Status: **Enabled**

Language: **English**

Automatic Logout: **30 min**

Permissions

Full student history

Classes

Current Classes

Chem S1 (Saved for Later)

Chem 1A

Chem 1P

Chem Q1

Chem Q2

Chem Q3

Chem S2

Engineering 101

Sum Chem

Email Preferences

Your account set up needs to be completed. Please configure your email settings.

Set Email Preferences

Email Settings

Forward all ALEKS messages to this email address

Forward messages sent to ALEKS Customer Support by my students to this account

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 QC Department - New Instructor / Administrator

Basic Information

Account Type: **Instructor**

Title: (Choose one)

Salutation: (Choose one)

First Name:

Middle Initial:

Last Name:

ID (optional):

Login Name:

New Password:

New Password (again):

Contact Information

Address:

City:

State: (Choose one)

Zip Code:

Phone Number:

Email:

Forward all ALEKS messages to my email address.

Save Cancel Save and Add Another Instructor

Instructor permissions

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

STUDENT HISTORY

This is the same feature available to instructors as described in the [Reports \(Pre-Built and Custom\)](#) section for instructors. Administrators can see the full history by default (instructors cannot unless they have been given permission).

ADMINISTRATIVE REPORTS (PRE-BUILT AND CUSTOM)

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

How to Find It: Select **Reports**

Institution Administration Subscriptions **Reports**

INSTITUTION

- Custom Reports
- Enrollment/Activity
- Class Activity

SERVER STATS

- Page Hits
- User Hour

ALEKS Pre-Built Reports

There are a variety of reports available to administrators. These reports will help monitor the institution's progress in terms of student and class performance across classes.

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.


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.


Select to go through the Master Template creation wizard.


Select to enter the name of the instructor and class to create a Master Template from.

Select to select the name of the Master Template to duplicate.

**Create a New Master Template**

**Create a Master Template from an Existing Class**

**Duplicate a Master Template**

What is a Master Template?

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 Templates 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 QC Department - Master Template List

School Code: 12D4ACD





1 Master Template selected

Displaying 22 Master Templates

View: ☒ Active (22) | ☐ Archived (0)

Search Download

Class Summary Dashboard

Master Template	Product	Linked Classes	Reports
<input checked="" type="checkbox"/> 1St Sem (Cus Rep)	General Chemistry (First Semester)	4	 
<input type="checkbox"/> Ajay Lockout	General Chemistry (Second Semester)	2	 

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 on the name of the Master Template to update the instructor field on the Class Summary.

ALEKS QC Department - Classes to be Assigned

0 classes selected

View: ☒ Active (5) | ☐ Archived (0)

Displaying 5 classes

Download

<input type="checkbox"/>	Class ^	Product	Instructor	Enrollment	Class Code
<input type="checkbox"/>	Chem (cus rep qc9) - 1*	General Chemistry (First Quarter)	Courses to be assigned (no instructor)	2	E439W-AF9PK
<input type="checkbox"/>	Erika Chem MT - TBA	General Chemistry (First Semester)	Courses to be assigned (no instructor)	0	EYMCR-XYFPC

CLASS ACTIVITY

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

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

School Code: EK9Y7GP

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.

Choose a report: ALEKS Generate

	Total Students	Apr 14		Mar 14		Feb 14		Jan 14		Dec 13		Nov 13	
		#	H/W	#	H/W	#	H/W	#	H/W	#	H/W	#	H/W
ALEKS QC Department (++)	6869	348	0.1	107	0.1	59	0.1	97	0.1	35	0.1	79	0.1
Mr. (A) (1 class)	2	-	-	-	-	-	-	-	-	-	-	-	-
A (2 classes)	3	-	-	-	-	-	-	-	-	-	-	-	-
Abidi (1 class)	1	-	-	-	-	-	-	-	-	-	-	-	-
Prof. Adams (1 class)	3	-	-	-	-	-	-	-	-	-	-	-	-
Ms. Adamson (3 classes)	3	-	-	1	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 account home 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.

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

Here is an example of a student with active logins in Prep for Chemistry and General Chemistry.

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

ALEKS QC Department - Student Roster

0 Students Selected

Last updated: 12/08/2014 (1:19 pm) | Displaying 627 students

☒ Enrolled (2348) | ☐ Unenrolled (76) Subscription: ☒ Valid (1056) | ☐ Expired (1264)

Please select one or more rows to perform an action.

<input type="checkbox"/>	Name	Class	Instructor	Login	ID	Enrolled	Expires	Last Login
<input type="checkbox"/>	Dumont, John	General Chemistry	Dumont	GDUMONT8	-	10/27/14	10/22/15	12/02/14 2:11 PM
<input type="checkbox"/>		Prep for Chemistry	Dumont	GDUMONT8	-	05/07/14	05/02/15	10/27/14 5:26 PM
<input type="checkbox"/>	Dumont, John	Chemistry Test - nothing	Dumont	GDUMONT12	-	04/23/14	05/10/15	12/08/14 09:23 AM

Here is an example of a student with an expired account in General Chemistry First Semester and an active login in General Chemistry Second Semester.

ALEKS QC Department - Student Roster

1 Student Selected

Last updated: 12/08/2014 (1:19 pm) | Displaying 428 students

☒ Enrolled (2348) | ☐ Unenrolled (76) Subscription: ☒ Valid (1056) | ☒ Expired (1264)

<input type="checkbox"/>	Name	Class	Instructor	Login	ID	Enrolled	Expires	Last Login
<input type="checkbox"/>	B, Spruce	General Chemistry First Semester	Hausy	SB7	-	10/15/14	10/15/14	10/15/14 12:31 AM
<input type="checkbox"/>		General Chemistry Second Semester	Hausy	SB7	-	10/15/14	04/13/15	10/15/14 12:44 AM

LEARNING MANAGEMENT SYSTEM (LMS) INTEGRATION

Institutions can integrate their Learning Management System (LMS) with ALEKS using MH Campus or Learning Tools Interoperability (LTI). This will allow instructors and students to link from their LMS such as Blackboard, Desire2Learn, Moodle, etc. to ALEKS without having to remember separate login names and passwords for each system. It will also remove the need to share Class Codes by letting the LMS feed course information directly to ALEKS.

An institution can also integrate its LMS gradebook with the ALEKS Gradebook. This feature allows the passing of scores from the ALEKS Gradebook to a school's LMS gradebook so that instructors can synchronize the final score for each student in their ALEKS gradebook with their LMS gradebook.

Here is an example of where institution-level administrators can set up the LMS and gradebook integration with ALEKS.

MH CAMPUS LMS GRADEBOOK INTEGRATION WITH THE ALEKS GRADEBOOK

A school can integrate its Learning Management System (LMS) gradebook with the ALEKS Gradebook via MH Campus. MH Campus allows the passing of grades from the ALEKS Gradebook to a school's LMS gradebook. Enabling this feature will allow instructors to synchronize the grades for each student in their ALEKS gradebook with their LMS gradebook.

School administrators must first enable the LMS gradebook integration on the "Learning Management System (LMS) Integration" page in ALEKS.

After the gradebook integration is enabled by school administrators, instructors can configure their class gradebook in ALEKS for synchronization with their LMS. Once this step has been completed, grades (if any) will start syncing and will be kept automatically in sync.

Here is an example of a class Gradebook Setup. Below is an example of an ALEKS Gradebook that has been synchronized with a school's LMS gradebook.

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

	Students (Name Login Student ID)	Total Grade	Homework 1 (Edit)	Quiz 1 (Edit)	Test 1 (Edit)	Test 2 (Edit)
			Jun 30, 2014	Jun 30, 2014	Jun 30, 2014	Jun 30, 2014
1	Hall, Jessica	61%	30%	77%	-	-
2	Vogel, Erika	52%	40%	70%	-	+ 0%
3	Vela, Eric	67%	60%	80%	-	+ 78%

[Gradebook Sync: Completed](#) [Download to Excel](#)

Detailed Status
Last sync update: 07/01/2014 10:04:52 AM
Total Number of Students in Class: 3
Paired students: 3
Students with all grades up-to-date: 2
Issues with Gradebook Sync:
Students with grades failing to sync: 1
[Clear and Resync All Records](#)

Truman College - LMS Integration

Learning Management System (LMS) Integration

ALEKS is set up for integration with: MH Campus [\[Edit\]](#)

To integrate ALEKS with your LMS using MH Campus, use the following parameters:

MH Campus Configuration

College Code: 496BF37

Shared PIN: 496BF37

You can also integrate ALEKS with the gradebook of your LMS.

Gradebook (Optional)

Gradebook Integration (MH Campus) [?](#)

Gradebook configuration completed.

TC Profile URL: <https://lms.truman.edu/aleks>

Learning Management System (LMS) Integration
Select your LMS or mode of integration: [MH Campus](#)

To integrate ALEKS with your LMS using MH Campus, use the following parameters:

MH Campus Configuration
College Code: 496BF37
Shared PIN: 496BF37

You can also integrate ALEKS with the gradebook of your LMS.

Gradebook (Optional)
☐ No gradebook integration
☒ Gradebook Integration [?](#)

[View Gradebook](#) [Disable the Gradebook for this Class](#)

☒ Automatically synchronize ALEKS grades with your LMS gradebook

Gradebook Category	Category Weight (%)	Sync
Pie Mastery Edit	0 %	<input type="checkbox"/>
Time Edit	0 %	<input type="checkbox"/>
Topic Edit	0 %	<input type="checkbox"/>
Objective Edit	25 %	<input type="checkbox"/>
Assessment Edit	0 %	<input type="checkbox"/>
Quiz Edit	25 %	<input checked="" type="checkbox"/>
Test Edit	50 %	<input type="checkbox"/>
Homework Edit	0 %	<input type="checkbox"/>
Gradebook External Assignment Category Add New Row		
External Assignment Edit Name Edit Add External Assignment	0 %	<input type="checkbox"/>
Total: 100 %		<input checked="" type="checkbox"/>

[Need a suggestion? The guides below can help you set up a basic weighting system.](#)
[Gradebook Setup Guide](#)

Select individual categories for synchronization. Assignments in categories selected for synchronization will be weighted in the LMS Gradebook with the points entered on the "edit weight" pages.

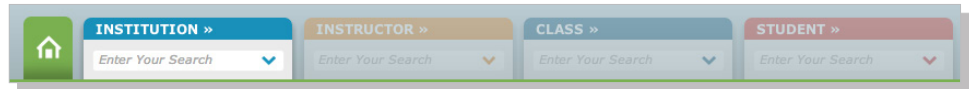
Check to include the Total Grade value from the ALEKS Gradebook.

Name of the gradebook column in your LMS gradebook for the ALEKS total grade: (required if Total Grade is selected)
ALEKS Total Grade Weight: 100 points

MULTI-CAMPUS ADMINISTRATOR FEATURES

This section is written for the viewpoint of ALEKS multi-campus administrators. In addition to all the features that are available to institution-level administrators, multi-campus administrators have access to the features described below.

Multi-campus administrators have four levels of hierarchy; institution, instructor, class, and student. They begin with the **INSTITUTION** tab on the far left.



Administrators 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.

ACCOUNT SUMMARY

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

ALEKS Multi-Campus - Account SummaryDistrict Code: FAF7D0D

Account Information

Name: ALEKS Multi-Campus - Account Summary
State: CA
Time Zone: (Current Time: 11:08 AM PDT)
Address:

Important Contacts

Billing Contact
Name: Allen Howe
Email: fakeemail@gmail.com

Technical Contact
Name: First Last
Email: test@aleks.com

Implementation Specialist
Name: First Last
Email: test@aleks.com

Course Product / Feature Upgrade Contact
Name: First Last
Email: test@aleks.com

Administrators

- Ambat, Charles
- Cadin, Gildas
- Cadin, Gildas
- Chhor, Nguon
- Chhor, Nguon
- Delfosse, Anne-Marie
- Hass (dis admin 3), Jason, Mr.
- Hauschild, Jason
- Heckerroth, Ken
- Lauly, Damien
- Mednick, Barry
- Melendez, Ramon, Mr.

[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 and sending messages. Many functions are streamlined on this page for updating and managing accounts efficiently.

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

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

ALEKS Multi-Campus - Administrator RosterDistrict Code: FAF7D0D

1 administrator selected

Displaying 23 administrators

View: ☒ Active (23) | ☐ Archived (1)

Download

New Administrator

Account Summary

Send Msg

Archive

Delete

Name	Account Type	Last Login	Creation Date
<input checked="" type="checkbox"/> Adams, Lynn	District Admin	10.04.13 (03:03 pm)	10.02.13
<input type="checkbox"/> Chan, Dennis	District Admin	02.19.14 (06:33 am)	02.19.14

NEW ADMINISTRATOR

New multi-campus administrator accounts can be created through this feature.

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

ALEKS Multi-Campus - New Administrator

Basic Information * Required

Title	(Choose one)
Salutation	
First Name	
Middle Initial	
Last Name	
ID (optional)	
Login Name	
New Password:	
New Password (again):	

Contact Information

Address	
City	
State	(Choose one)
Zip Code	
Phone Number	
Email	

☒ Forward all ALEKS messages to my email address.

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.

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

Administrators can archive any administrator account by doing the following:

1. Select the administrator to archive
2. Select the **Archive** button

ALEKS Multi-Campus - Administrator Roster

1 administrator selected Displaying 23 administrators

View: ☒ Active (23) | ☐ Archived (1) Download

	New Administrator	Account Summary	Send Msg	Archive	Delete	
<input type="checkbox"/>	Name ^	Account Type	Last Login	Creation Date		
<input checked="" type="checkbox"/>	Adams, Lynn	District Admin	10.04.13 (03:03 pm)	10.02.13		
<input type="checkbox"/>	Chen, Dennis	District Admin	02.19.14	02.19.14		

INSTITUTION STUDENT ROSTER

The institution student roster can be used to manage many student accounts within the multi-campus, including viewing their dashboards, sending messages, and moving and unenrolling students. Many functions are streamlined on this page for updating and managing accounts efficiently.

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

Below is an example of a student roster and the actions available after selecting a student's account.

District Code: A69F199

ALEKS Multi-Campus - Student Roster

1 Student Selected

Last updated: 12/06/2014 (5:38 pm) [Refresh](#) | Displaying 200 students

☒ Enrolled (1215)

☐ Unenrolled (203)

Subscription: ☒ Valid (1174) ☐ Expired (41)

[Download](#)

Dashboard

Account Summary

Send Msg

Move

Unenroll

<input type="checkbox"/>	Name	Institution	Class	Instructor	Login	Password	ID	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/>	Aleks2, Student2	ALEKS High School	Fall 2013 - Period 1	Pham	SALEKS213	TREEIRON	-	06/18/13	Pre-registered	06/18/13 3:30 PM
<input type="checkbox"/>	Aleks233, Bwaldron	ALEKS High School	PA	Waldronk12In	BALEKS2333	123456	-	04/25/13	Pre-registered	04/26/13 12:29 AM
<input type="checkbox"/>	Aleks235, Bwaldron	ALEKS High School	PA	Waldronk12In	BALEKS2353	123456	-	04/25/13	Pre-registered	04/26/13 12:29 AM



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Irvine, CA 92618 USA