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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.
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.
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**

**CLASS DASHBOARD**
STUDENT DASHBOARD

DASHBOARD NAVIGATION ICONS

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

Home Icon

Dashboard Tiles Icon

Select from any page to return to the instructor dashboard.

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

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 **Customer Support.**

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.

**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.
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:

- **Create a Standard Class**
  - Select from a library of pre-built classes provided by ALEKS (editing in limited).
  - 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. Note: Master Templates must have been created at this institution in order for this option to appear.

- **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.
Chapter 1: Chemistry: The Science of Change

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 empiria, 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 is 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.
CUSTOM CLASS CREATION

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

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

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.

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.

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**

---

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]

<table>
<thead>
<tr>
<th>Available Topics</th>
<th>ALEKS Objectives</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Textbook Chapters</strong></td>
<td><strong>open all / close all</strong></td>
<td><strong>open all / close all</strong></td>
</tr>
<tr>
<td>Ch.1-Math and Physics</td>
<td>Prerequisite Review (25 topics)</td>
<td>Edit</td>
</tr>
<tr>
<td>Ch.2-The Components of Matter</td>
<td>Ch.2-The Components of Matter</td>
<td>06/26/2014 12:00 am</td>
</tr>
<tr>
<td>Ch.3-Stoichiometry of Formulas and Equations</td>
<td>Ch.1-Keys to the Study of Chemistry</td>
<td>Edit</td>
</tr>
<tr>
<td>Ch.4-Three Major Classes of Chemical Reactions</td>
<td>Ch.2-The Components of Matter</td>
<td>07/10/2014 12:00 am</td>
</tr>
<tr>
<td>Ch.5-Gases and the Kinetic-Molecular Theory</td>
<td>Appendix A-Common Mathematical Operations in Chemistry</td>
<td>07/10/2014 12:00 am</td>
</tr>
<tr>
<td>Ch.6-Thermochemistry: Energy Flow and Chemical Change</td>
<td>Objective #1 (25 topics)</td>
<td>Edit</td>
</tr>
<tr>
<td>Ch.7-Quantum Theory and Atomic Structure</td>
<td>Ch.2-The Components of Matter</td>
<td>07/31/2014 12:00 am</td>
</tr>
<tr>
<td>Ch.8-Electron Configuration and Chemical Periodicity</td>
<td>Objective #2 (37 topics)</td>
<td>Edit</td>
</tr>
</tbody>
</table>

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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](image)

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**

- Textbook Chapters: open all / close all
  - Ch.0-Math and Physics
  - Ch.1-Key to the Study of Chemistry
  - Ch.2-The Components of Matter
  - Ch.3-Stoichiometry of Formulas and Equations
  - Ch.4-The Major Classes of Chemical Reactions
  - Ch.5-States of Matter and the Kinetic-Molecular Theory
  - Ch.6-Thermochemistry: Energy Flow and Chemical Change
  - Ch.7-Quantum Theory and Atomic Structure
  - Ch.8-Electron Configuration and Chemical Periodicity
  - Ch.9-Models of Chemical Bonding
  - Ch.10-The Shapes of Molecules
  - Ch.11-Theories of Covalent Bonding
  - Ch.12-Intermolecular Forces: Liquids, Solids, and Phase Changes
  - Ch.13-The Properties of Solutions
  - Ch.14-The Main-Group Elements: Applying Principles of Bonding and S
  - Ch.15-Organic Compounds and the Atomic Properties of Carbon

**ALEKS Objectives**

- open all / close all
  - Prerequisite Review (25 topics)
  - Ch.0-Math and Physics
  - Ch.2-The Components of Matter
  - Objective #1 (0 topics)

**Final Due Date**

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

01/31/2015 6:00 am
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

IMPLEMENTATION
Provide implementation setup information.

RESOURCES
Add resources for students to access.

CLASS DUPLICATE SETTINGS
Allow others to duplicate the class.

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

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

SHARE CLASS ACCESS
Give other instructors and TAs access to the class.

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

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.

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

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
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

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.

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
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.

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

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
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.

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.

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.

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:
**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 unarchived 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.

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.*

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

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.

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

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.
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

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

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
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

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.

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.

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

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.

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.

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.
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.

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.
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
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:
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

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
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

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.

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.

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

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.
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.

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.

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.

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.

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

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

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.
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:

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

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
**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.

**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
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.

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

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.

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.
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.
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.

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.
NEW ADMINISTRATOR

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

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

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

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.