

HIGHER EDUCATION MATH 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 within the Instructor Module, or go to <https://support.aleks.com>.

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

After logging into ALEKS for the first time, 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.

The screenshot shows the ALEKS Instructor Module dashboard for Tracy Smith. The interface includes a top navigation bar with a search bar, user profile, and links to Community and Feedback. Below this is a main navigation bar with a home icon, a search bar, and a dropdown menu. The dashboard itself is divided into several sections: Instructor Information, Recently Viewed Classes, Announcements, Students Not Recently Logged In, Avg. Progress by Course Product, and Avg. Progress by Class. Callouts provide detailed information about these sections and how to interact with them.

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 on 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 Tracy Smith | Community | Feedback

CLASS »
Enter Your Search

Instructor Administration **Reports**

Tracy Smith - Dashboard

Instructor Information
Tracy Smith
Last Login Date: 08/11/2015
Email: tsmith@aleks.com
Total Students: 2,280
Total Classes: 11

Recently Viewed Classes
of Students
Math 101 32
Math 103 26
Math 102 29
Math 128 27
Math 122 32
Math 118 27
View All »

Announcements **NEW**
Spanish Translation Now Available for the New Student Module
An English/Spanish toggle is available for your students to view the new ALEKS Student Module in English or Spanish.
Learn More »

Students Not Recently Logged In
More than 7 days
Carter, Tracy Math 109 06/08/2015
Lopes, Charles Math 109 06/08/2015
Wagner, Robert Math 109 06/08/2015
Baker, Karen Math 109 06/08/2015
Walker, Jill Math 109 06/08/2015
Nguyen, Bill Math 109 06/08/2015
View All »

Avg. Progress by Course Product
Highest Lowest
71% Math Prep for California High School Exit Exam
67% High School Geometry
62% Foundations of High School Math
61% Integrated Mathematics I
View All »

Avg. Progress by Class
Highest Lowest
71% Math 146 Math Prep for California High School Exit Exam
68% Math 133 High School Geometry
66% Math 133 High School Geometry
View All »

HOW TO NAVIGATE

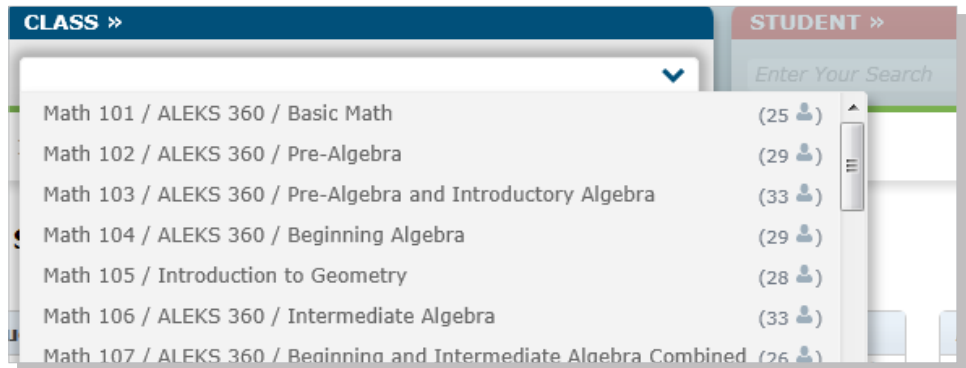
There are several ways to navigate the Instructor Module. This includes using the main navigation and sub-navigation, or using second forms of navigation such as search or the dashboard. Each navigation technique is described below.

MAIN NAVIGATION

Instructors have access to a three-level hierarchy: instructor, class, and student.

Note: The instructor level contains instructor-related menus and the instructor's dashboard. It is accessible after selecting the Home button.

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.

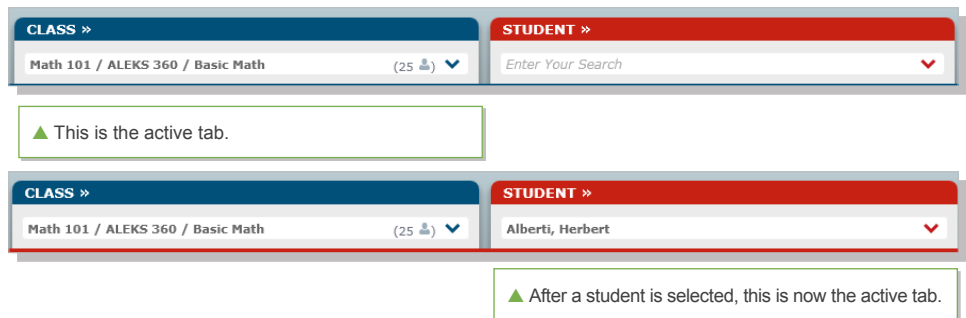


Instructors begin by opening the CLASS drop-down menu and making a selection, or typing into the open box to bring up matches.

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.

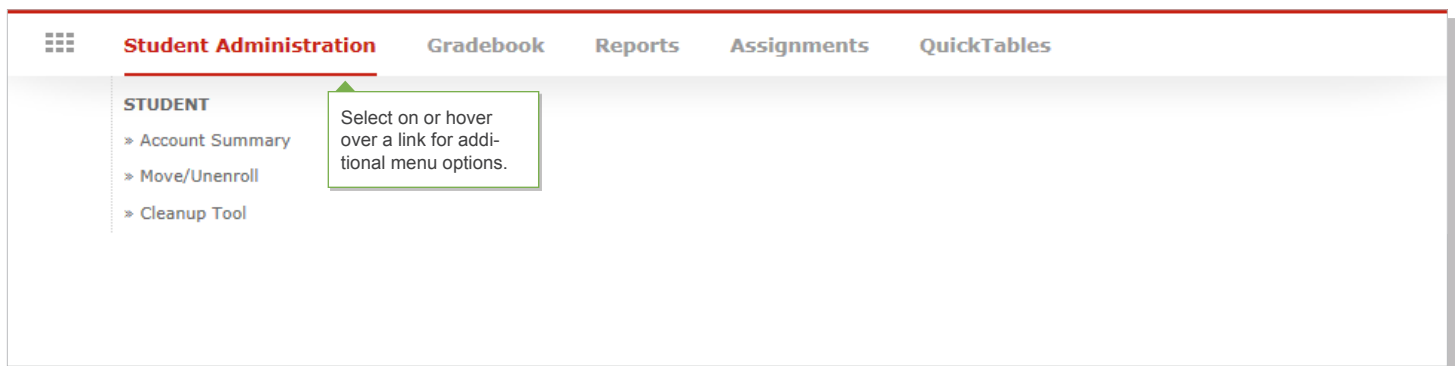
Instructors can remain at the CLASS level or make a selection in the STUDENT tab to move to that level. The STUDENT tab contains all the students enrolled in the selected class.

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.

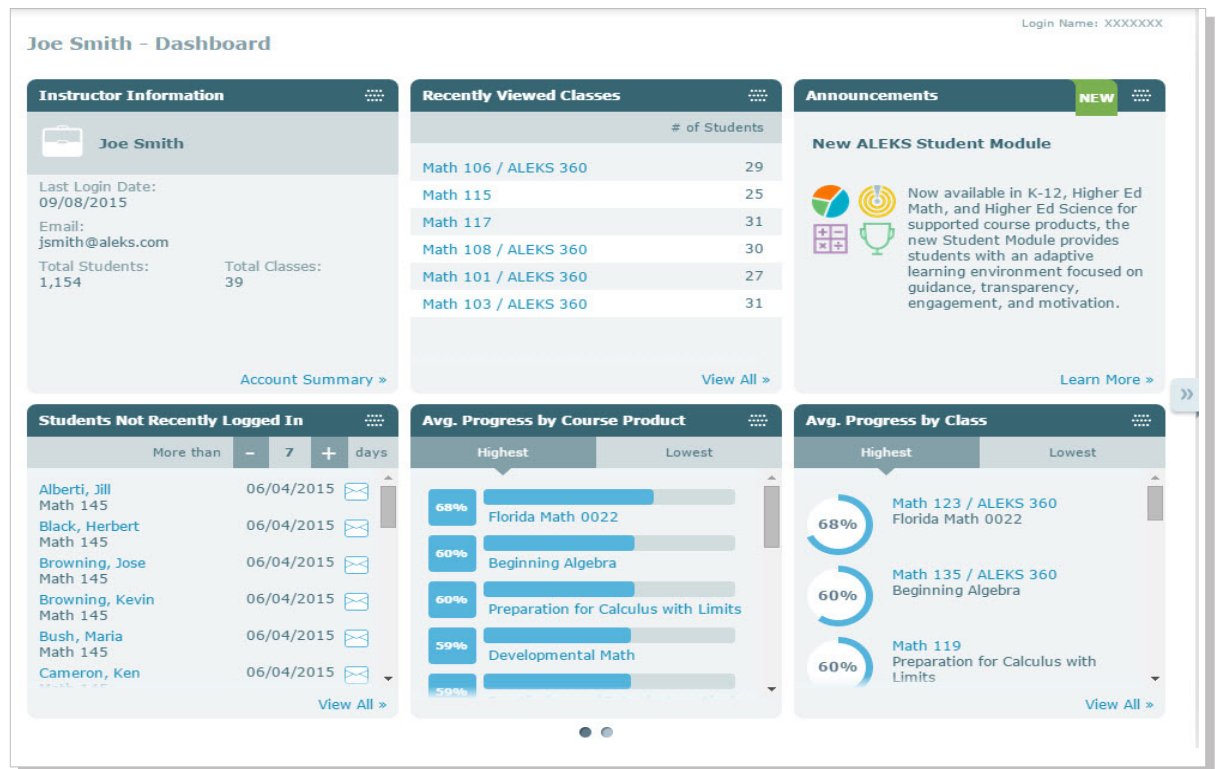
To go back to the CLASS level, select the top of the tab to make it active again.



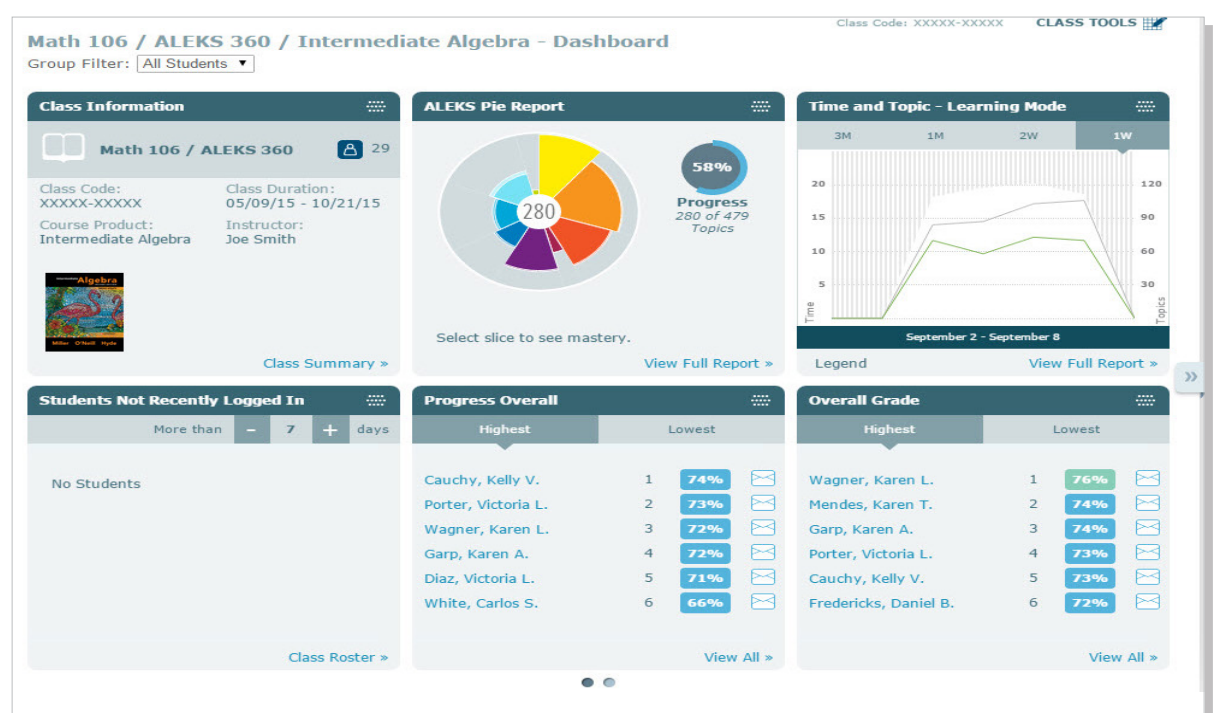
DASHBOARD

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. Tiles can be moved around on the page and placed in order of importance by selecting the upper-right corner of each tile and moving it to a new position on the page or onto the next page. From most dashboard tiles, instructors can navigate to pages containing more detail regarding the information shown in the dashboard tile. Below are examples of instructor, class, and student dashboards.

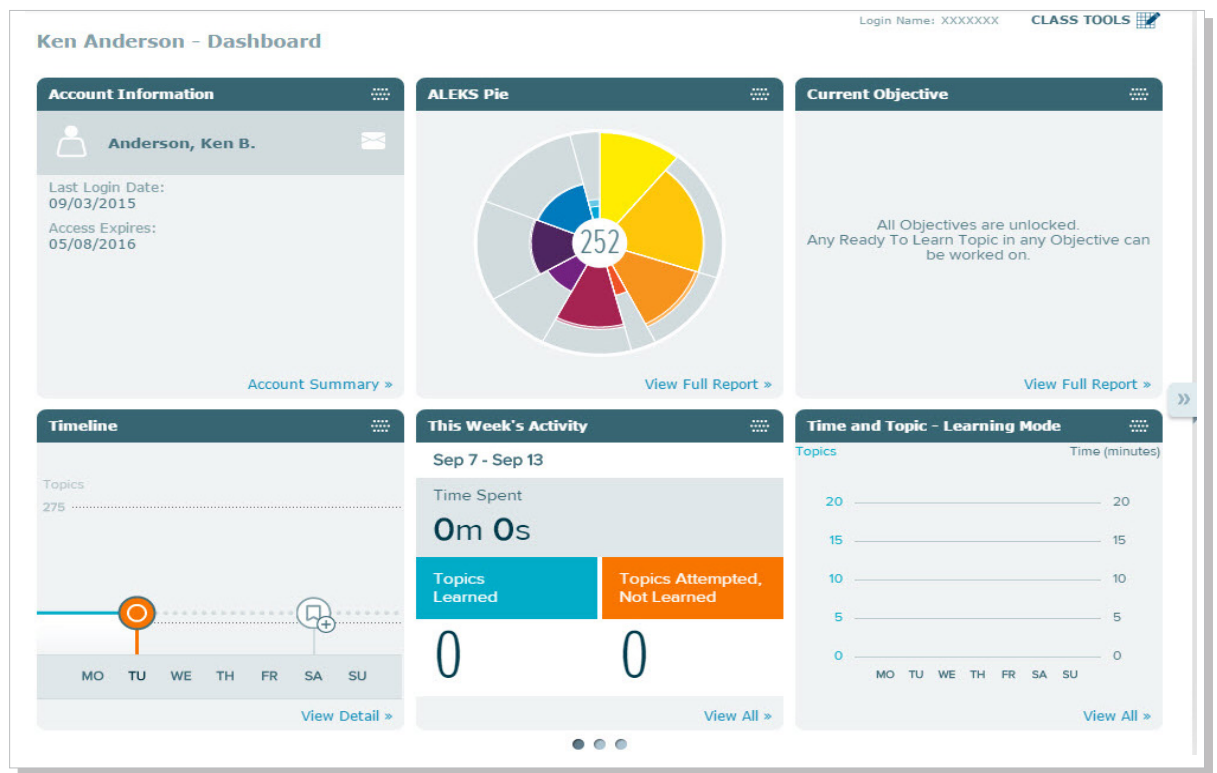
INSTRUCTOR DASHBOARD



CLASS DASHBOARD



STUDENT DASHBOARD



DASHBOARD NAVIGATION ICONS

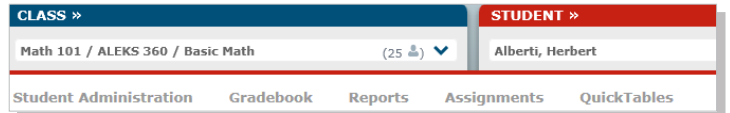
The following icons can be used to quickly navigate between dashboards.

Home Icon



▲ Click from any page to return to the instructor dashboard.

Dashboard Tiles Icon



▲ Click 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 except the ALEKS Community and the Class Forum.

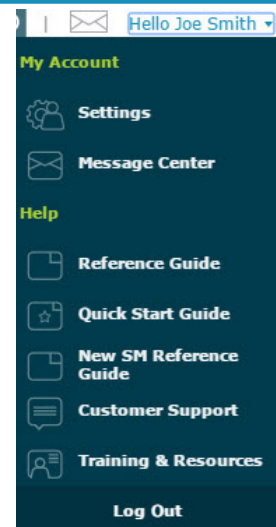
Search for Classes, Students & Assignments

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 available within the Instructor Module.

How to Find It: Select the down-arrow by the account name in the top upper-right corner to display the **My Account** options.



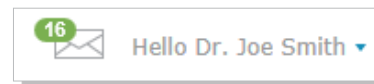
SETTINGS

This page holds the ALEKS account settings, contact information, email preferences, and the classes of the instructor logged in. Instructors can update their settings by selecting **Edit** in the section they want to change.

How to Find It: Select the down-arrow by the account name in the top upper-right corner | Select **Settings**.

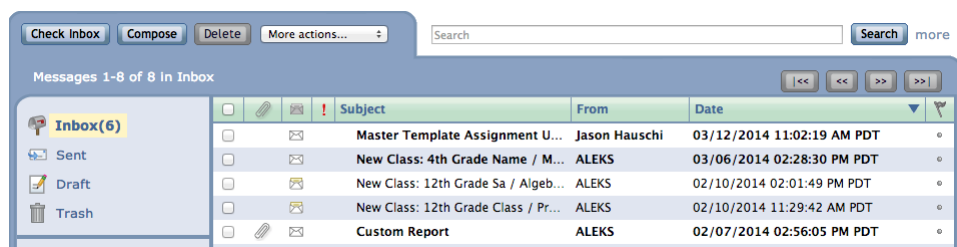
MESSAGE CENTER

Instructors and students have access to the ALEKS Message Center. This is where messages can be sent and received between instructor and 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: Select the down-arrow by the account name in the top upper-right corner | Select **Message Center**.

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



REFERENCE GUIDES

View the **New Instructor Module Reference Guide** on-screen while navigating through the Instructor Module, or print it out to use as reference.

How to Find It: Select the down-arrow by the account name in the top upper-right corner | Select **Reference Guide**.

Instructors can also view the **New ALEKS Student Module Reference Guide** to read about its features and help students get started in ALEKS.

How to Find It: Select the down-arrow by the account name in the top upper-right corner | Select **New SM Reference Guide**.

The **Quick Start Guide** will help instructors to get started with ALEKS by outlining the most important features and functions.

How to Find It: Select the down-arrow by the account name in the top upper-right corner | Select **Quick Start Guide**.

CUSTOMER SUPPORT

Selecting this link opens a pop-up with a partially populated customer support ticket.

How to Find It: Select the down-arrow by the account name in the top upper-right corner | Select **Customer Support**.

ALEKS CUSTOMER SUPPORT

Subject: [Choose one] (required)

First Name: (required)

Last Name: (required)

Email: (required)

Market: [Choose one] (optional)

ALEKS login name: (optional)

Detailed description (as specific as possible) (required)

TRAINING & RESOURCES

ALEKS Corporation offers online training sessions.

How to Find It: Select the down-arrow by the account name in the top upper-right corner | Select **Training & Resources**.

INSTRUCTORS TRAINING CENTER

ALEKS offers complimentary resources and training to ensure instructors and students get the most out of their ALEKS experience. For additional instructor training, [Request an Online Training with an ALEKS Specialist](#).

PRINTABLE AND ONLINE GUIDES

- Checklist Guide
- Comprehensive User Guides
- New Student Module Reference Guide

ADDITIONAL RESOURCES FOR INSTRUCTOR TRAININGS:

- Getting Started with ALEKS
- Implementation Strategies
- Success Stories and Testimonials

HOW-TO VIDEOS:

- GETTING STARTED VIDEO TUTORIAL
- CLASS MANAGEMENT TOOLS VIDEO TUTORIAL
- HIGHLIGHTS AND GRADEBOOK VIDEO TUTORIAL
- ASSIGNMENTS AND ASSESSMENTS VIDEO TUTORIAL
- ALEKS ADMINISTRATIONS VIDEO TUTORIAL

LOG OUT

Instructors can log out of ALEKS and end their working session through this link.

How to Find It: Select the down-arrow by the account name in the top upper-right corner | Select **Log Out**.

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 instructors are members of the ALEKS Community and can log in directly from their Instructor Module by selecting **Community** in the top upper-right corner.

Hello Dr. Joe Smith ▾ | **Community**

FEEDBACK

Select to send 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 your 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

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 four ways to create a new class:

 Create New Class	◀ Select to go through the class creation wizard.
 Duplicate a Class At This Institution	◀ Duplicate your own class or a class from another instructor at the same institution.
 Duplicate by Class Code Any Institution	◀ Duplicate 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>

CREATING CLASSES

After selecting the Create New Class option, instructors enter basic class information, such as the class name, section, and start and end dates.

Note: Instructors will have the option to create new classes in the New Student Module or the Classic Student Module. When creating a new class, the instructor will see a pop-up after selecting a course product. By default, supported course products will automatically be created in the New Student Module, unless the instructor selects the Classic Student Module checkbox. However, the class can be upgraded from the Classic Student Module to the New Student Module anytime through the Class Summary (see example below). Unsupported course products will automatically be created in the Classic Student Module.

CLASSIC

College Algebra - Class Summary

Class Code: E9RUN-LU3PW CLASS TOOLS

Class Information
Basic Information / Edit
Instructor: Ms. Adamson
Name: College Algebra
Section: N/A
Course Product: College Algebra
Start Date: 09/15/2015

What's Next:

- Explore the Student View
- Download the Getting Started Checklist (PDF)
- View Resources and FDOC Materials
- Access the ALEKS Training Center

New Student Interface
Switch to the New Student Module

If the instructor is using an unsupported course product, a message will inform the instructor that the course product is only supported in the Classic Student Module.

What are the System Requirements for Using Screen-Read-

ALEKS QC Department - New Class

Class Information

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

Course product: Basic Math

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)

New Student Module Course Product Good News!
This ALEKS Course Product is supported in the New Student Module. Give your students the opportunity to try out the New Student Experience!
☐ **Rather use the previous version?** Checking this box will create this class in the Classic Student Module.

ALEKS QC Department - New Class

Class Information

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

Course product: Introduction to Statistics

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)

Classic Student Module Course Product
This ALEKS Course Product is only supported in the Classic Student Module (previous version).

ACCOMODATIONS FOR VISUALLY IMPAIRED STUDENTS

The course setting option **Accommodations for visually impaired students** appears for select ALEKS course products, which offer content that has been rewritten and coded to conform to screen-reader technology and level AA Web Content Accessibility Guidelines (WCAG).

After selecting **Show Accessibility Options**, the following three options are available:

► **No Accessible Students in the Class**

► **Accessibility at the Individual Student Level: (Default Setting)** If instructors expect to have some visually-impaired students who require a screen-reader in the class, they select this second option.

► **Accessibility at the Class Level:** If all students in the class are visually impaired and require a screen-reader, instructors select this third option.

Automatic progress assessments (i.e., Knowledge Checks) can be disabled for visually-impaired students.

Below are frequently asked questions regarding Accessibility

When Should an Instructor Select the Accessibility at the Individual Student Level Option?

This scenario is ideal for classes or academic centers that have a mix of students who are visually-impaired and students who are not. Instructors should use this setting if they expect some students in the class to use a screen-reader.

What Happens When the Individual Student Level Option is Selected?

Students identified as visually-impaired will be able to work on content that has been rewritten and coded to conform to screen-reader technology and level AA Web Content Accessibility Guidelines (WCAG). These students will be prompted to ask for sighted assistance when they encounter topics that are not accessible with screen readers. The Content Editor shows which topics are accessible, indicated by an Accessible Topic icon. The following features in the student module will be disabled: eBook and its assets, bilingual toggle, ALEKS Dictionary, worksheets, calendar, class forum, message center, the ALEKS Calculator, etc.

How Does an Instructor Identify Individual Students as Visually Impaired?

Make sure all visually impaired students have enrolled in the ALEKS class. Once enrolled, instructors go to the **Student Account Summary** page for each student.

How to Find It: Navigate to the student's dashboard | Locate the **Account Information** tile | Select **Account Summary** | Select **Edit** in Account Settings

Check the box designating the student as visually impaired and requires a screen reader. Instructors will need to do this for each visually-impaired student in the class.

When should an instructor select the Accessibility at the Class Level Option?

This scenario is ideal for classes or academic centers that cater specifically to blind and visually-impaired students. Instructors should use this setting if they expect all students in the class to be using screen-reader technology.

What Happens When the Class Level Option is Selected?

The ALEKS course content will be restricted to only include topics that have been rewritten and coded to conform to level AA Web Content Accessibility Guidelines (WCAG). Any topics that are not yet accessible will not be included in the ALEKS Pie, nor will they appear to instructors during the class setup. The following features in the student module will be disabled: eBook and its assets, bilingual toggle, ALEKS Dictionary, worksheets, calendar, class forum, message center, the ALEKS Calculator, etc.

What are the system requirements for using screen readers with ALEKS?

Students will need the following system requirements: Microsoft Windows 7+, JAWS 17, and Firefox 25+

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 using Objectives, and textbook integration.

- **Continue to Class Summary**
Goes to the Class Summary Page
- **Customize This Class**
Goes to Customize This Class workflow

Continue to Class Summary

Select this to start registering students. You can still customize this 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 explanation 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

If a textbook will be integrated, the instructor is 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?

☒ Yes, integrate textbook

Select your textbook

Miller/O'Neill/Hyde: Basic College Mathematics, 2nd Ed. (McGraw-Hill, Paperback) - ALEKS 360

[My Textbook Isn't Here](#)

This textbook is available with the ALEKS 360 eBook.
Please choose one of the following options:

- ☐ eBook Access will be mandatory.
- ☐ eBook Access will be optional.
- ☒ eBook Access will be disabled.

☐ No, do not integrate textbook

CUSTOMIZE THIS CLASS / SET OBJECTIVES / MODULES

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

Instructors can choose whether to use Objectives/Modules with their class. Selecting **Yes** will display the option to use Objectives with End Dates or Objectives without End Dates. Selecting **No** will take instructors to the Content Editor.

Objective Types: If instructors previously selected the option to integrate a textbook, additional options will appear in the options for setting Objectives.

2. Set Objectives / Modules

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 / Modules?

☒ Yes, I will use Objectives / Modules

Types of Objectives

- ☒ Chapter-based Objectives with optional Custom Objectives
- ☐ Custom Objectives

Objective / Module End Dates

- ☒ Objectives / Modules with end dates:
Each Objective must be completed by its end date.
- ☐ Objectives / Modules without end dates:
All Objectives are due by a single end date; students move to the next Objective after they meet the mastery requirement for the current Objective. This is ideal for a self-paced implementation model.

☐ No, I will not use Objectives / Modules

- **Chapter Based Objectives with Optional Custom Objectives**—Instructors can quickly make Chapter Objectives by simply putting a due date on each chapter they want to cover.
- **Custom Objectives**—Custom Objectives can be used to split chapters into multiple Objectives or they can be used to combine material across multiple chapters. With this option, there are no pre-built Chapter Objectives. Unlike Chapter-based Objectives, instructors start with a clean slate and build all Objectives using the Custom Objectives feature.

If instructors do not integrate a textbook, all Objectives will be Custom Objectives.

Objectives with End Dates: Each Objective must be completed by its end date. Objective completion dates (or end dates) may be assigned to each Objective. Chapter Objectives do not have to be in chronological order. Multiple Objectives can share the same end dates. When students complete Objectives early, instructors can keep **Open All Objectives** (known as "Open Pie" in the ALEKS New Student Module) as the default setting or disable the default setting and allow ALEKS to only **Open the Next**

Objective.

- **Open Next Objective:** Allow students to only work on the next Objective when they complete Objectives before the assigned end date.
- **Open All Objectives:** Default Setting. If students complete an Objective before the assigned end date, students will move into "Open Pie", which gives them the option to work on Ready to Learn topics in future Objectives or return to previous Objectives to work on topics they did not learn or may have lost during an assessment until the start of the next Objective. When the next Objective starts, Open Pie will end and students can only work on topics from the current Objective. If students do not complete an Objective before the assigned end date, they will move to the next Objective; however, any unlearned prerequisite material will be carried into subsequent Objectives.

Objectives without End Dates: All Objectives are due by a single end date; students move to the next Objective after they meet the progress level for the current Objective. Instructors set the progress level for the completion of each Objective. Students must complete a percentage of the topics in each Objective before they can advance to the next Objective.

CUSTOMIZE THIS CLASS / OBJECTIVES EDITOR

Objectives allow instructors to segment class content in the ALEKS Pie so students work on that content by a certain end date. Chapter-based Objectives and Custom Objectives can be created using the Objectives Editor. Classes can include Objectives with End Dates for each Objectives without End Dates for all Objectives. The **Edit** link allows instructors to view and edit the ALEKS topics with the Objective.

Post Objective Progress Assessment: Instructors can decide per Objective whether or not to assess students if they complete the Objective before the end date, or if they meet the Progress 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.

Note: "Assessments" are known as "Knowledge Checks" for students in the New ALEKS Student Module.

Here is an example of the Objectives Editor for a class with Objectives with End Dates. The bottom of the page contains the setting where instructors can keep **Open All Objectives** as the default, or change the selection to **Open Next Objective**.

Objective	Start Date	End Date	Post Objective Progress Assessment	Order
<input checked="" type="checkbox"/> Ch.1-Basic Concepts Edit (88 goal topics)	09/01/2015		<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/> Ch.2-Equations and Inequalities Edit (111 goal topics)			<input checked="" type="checkbox"/>	2
<input checked="" type="checkbox"/> Ch.3-Graphs and Functions Edit (67 goal topics)			<input checked="" type="checkbox"/>	3

[+ New Custom Objective](#)

If students finish an Objective before the Objective end date:

☐ Open Next Objective
Move students to the next Objective.

☒ Open All Objectives
Students have the option to work on Ready to Learn topics in any Objective (Open Pie) until the next Objective begins.

[Reset Changes](#)

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

How to Find It: Select **Class Administration** | Select **New Class** | Create a new class | Select **Customize This Class** | Choose whether to integrate a textbook | Select **Yes, I will use Objectives**.

CUSTOMIZE THIS CLASS / CONTENT EDITOR

Instructors can edit the content of each Objective by selecting on the **Edit** link shown above.

Note: If the option to accommodate visually impaired students was selected, instructors can see the designated topics that are accessible with screen readers in the Content Editor.

Edit Objective

The checked chapters, sections and topics represent the goal topics of this Objective. You can include additional content in this Objective by selecting additional topics and sections.

To remove content from this Objective, deselect the sections and topics.

Objective Name: Ch.1-Whole Numbers

Note: Adjusting the course content after students have started working in ALEKS may affect student pie charts, gradebook, and reports. Please complete changes to the course before the course starts.

You have selected **68 goal topics** out of **76 available**.

[Reset Changes](#)

Textbook View

Basic College Mathematics: An Applied Approach, 8th Ed. [[open all](#)] [[close all](#)]

- Ch.1-Whole Numbers
 - Section 1.1
 - Whole number place value: Problem type 1
 - Whole number place value: Problem type 2
 - Expanded form
 - Expanded form with zeros
 - Numeral translation: Problem type 1
 - Numeral translation: Problem type 2
 - Introduction to inequalities
 - Ordering large numbers
 - Rounding to tens or hundreds

Legend

- ☒ Accessible Topic.
- ☐ Topic is in more than one chapter.

The Topic Recommendation (TREC) tool provides instructors with a way to add prerequisite topics to their class content. It makes recommendations of appropriate prerequisite topics to ensure optimal student learning. The TREC tool provides instructors with a way to add prerequisite topics to their class.

The TREC appears after instructors have chosen their desired class content. The TREC calculates if the selected content contains the appropriate prerequisite topics to support optimal student learning.

Note: If the instructor selected an optimal mix of class content with supporting prerequisite topics, the TREC step will be skipped.

- 1 The total ALEKS topics in the class are a combination of goal and prerequisite topics.
- 2 ALEKS will give several recommendations for adjusting the class.
- 3 Once an option is selected, checkboxes appear in the Update Your Class column so that the prerequisite topics can be adjusted.
- 4 Select Details to see how a prerequisite topic relates to other topics in the class. Select Options to assign the prerequisite topic as a goal topic in an Objective.
- 5 Once all the topics are adjusted, select Continue to update the class.

Your Class Topics

Goal Topics + Prerequisite Topics = Total Topics

265 3 268

Prerequisite Topics

Checked topics are added as prerequisites and do not count toward Objective grades. If the gradebook is enabled, prerequisite topics are NOT calculated in the gradebook.

☐ Change all prerequisite topics to goal topics

Select **Details** to see how a topic relates to other topics.
Select **Options** to change a prerequisite to a goal topic.

Ch.3-Graphs and Functions (3 prerequisites)

Solving a proportion of the form $x/a = b/c$
[Details](#) [Options](#)

Solving a proportion of the form $(x+a)/b = c/d$
[Details](#) [Options](#)

Graphing a parabola of the form $y = (x-h)^2 + k$
[Details](#) [Options](#)

You have the option to make this topic a goal topic (rather than a prerequisite topic). To make it a goal topic, you need to add this topic to one of your objectives.

Add to
Ch.3-Graphs and Functions

[Ok](#) [Cancel](#)

Which should I choose?

Recommended
No Prerequisites

3 Topics
0 Topics

Update Your Class

(3) Topics

[Continue](#)
[Back](#)

CLASS SUMMARY

Upon completion of a new class creation, 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.

Math 106 / ALEKS 360 / Intermediate Algebra - Class Summary

Class Information

Basic Information [Edit](#)

Class Code: XXXXX-XXXX

Instructor: **I am teaching this class**

Name: **Math 106 / ALEKS 360**

Section: **N/A**

Course Product: **Intermediate Algebra**

Start Date: **05/09/2015**

End Date: **10/21/2015**

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

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

Settings

Graphing Calculator: **On**

What's Next:

- Explore the Student View
- Download the Getting Started Checklist (PDF)
- View Resources and FDOC Materials
- Access the ALEKS Training Center

Syllabus

View Syllabus: [HTML PDF](#)

Class Options

[Edit](#)

Access Options

Student Enrollment Status:
Open

Class Access:
Regular

Archived Status:
Not archived

Student Activity Notifications

✓ Notify Me - Assessed at 90%

Learning Options

- ✓ Show Learning Page First
- ✓ Show Learning Resources on Problem
- ✓ Show Send Message Button

Assessment Options

Initial Assessment Location:
Anywhere

Other Assessment Location:
Anywhere

Progress Assessment Delay Window:
24 hours

Worksheet Options

Content:
16 Review Questions

Notification:
On

Access: **None**

Class Content

Content Customization [Edit](#)

Textbook: **Miller/O'Neill/Hyde: Intermediate Algebra (2010), 2nd Ed. (McGraw-Hill, Paperback) - ALEKS 360**

eBook Access: **Disabled**

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

Objectives Editor [Edit](#)

Objectives: **11 out of 11 chapters selected**

Class Content: **467 Goal + 12 Prerequisite = 479 Total Topics** [Edit Prerequisites](#)

Post Objective Assessment: **On**

QuickTables Settings

[Edit](#)

Addition [0-12]
Subtraction [0-12]
Multiplication [0-12]
Division [0-12]

[Edit Tables](#)

Implementation Information

[Edit](#)

Progress Goal

Progress: **85%**

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

Implementation Scenario

Scenario: **Online Courses**

Resources

[Edit](#)

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

Class Duplicate Settings

[Edit](#)

Status: **Private**

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

Gradebook

Enabled

[Gradebook Setup](#)

Incoming & Exiting

[Edit](#)

Incoming
Students will pick up 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.

Share Class Access

[Share Access to this Class](#)

Student Groups

Group A (9 [People Icon](#))
Group B (9 [People Icon](#))
Group C (11 [People Icon](#))

[Manage Student Groups](#)

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 Explanation pages of ALEKS topics.

Additionally, instructors can tag a resource as a video so that it is labeled “VIDEO” for students to see in the Topic Carousel and in the Instructor Resources section of the New Student Module.

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

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.

Class Code: DNUTD-REWRGCLASS TOOLS

Basic Math 123013 - Resources
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](#)

ActionsSelect 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

Whole number place value: Problem type 1

Give the digits in the hundreds place and the tens place.

2,870

Here are the digits of the number and their places.

Thousands	Hundreds	Tens	Ones
2	8	7	0

[More](#)

The digit in the hundreds place is 8 .

The digit in the tens place is 7 .

Here is the answer.

hundreds: 8
tens: 7

[Back](#)

Resources From Your Instructor

- ☒ Instructor's note
Please use the chapter 1 notes while working on these topics.

Additional Resources

For additional explanation, see your textbook:

Section 1.1: Introduction to Whole Numbers

WHAT'S NEXT

This box displays helpful links for getting started in ALEKS.

What's Next:

- [Explore the Student View](#)
- [Download the Getting Started Checklist \(PDF\)](#)
- [View Resources and FDOC Materials](#)
- [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

[Syllabus](#) ▼

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

1 STUDENT ACTIVITY NOTIFICATION OPTIONS

When students complete certain milestones, instructors can select options to trigger certificates of achievement when students complete Objectives, Knowledge Checks, or when they reach 80%, 85%, 90%, or 95% completion of the class.

2 LEARNING OPTIONS

Resources available for students as they work in Learning Mode. These options are on by default.

3 STUDENT ASSESSMENT OPTIONS

Options to change the assessment location or delay progress assessment up to 24 hours.

4 WORKSHEET OPTIONS

Select worksheet content, notification, and access options.

Math 106 / ALEKS 360 / Intermediate Algebra - Class Options

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 and present a certificate of achievement to students when they assess at 90% of my syllabus

Learning Options

- ☒ On first encounter with a topic, show learning page first before problems
☒ Show learning resources on problem page
☒ Show Send Message to Instructor button inside learning mode

Student Assessment Options

Initial Assessment Location

☒ Anywhere ☐ At the Institution

Other Assessment Location

☒ Anywhere ☐ At the Institution

Progress Assessment Delay Window

24 Hours

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):
 Review Questions Ready to Learn Questions

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.

Math 101 / ALEKS 360 / Basic Math - Implementation Information

Student Goal

Finish Pie to 85%
Work in ALEKS a minimum of 3 hours per week

Implementation

Scenario

- ☐ Blended/Hybrid Courses
☐ Course Preparation
☐ Course Redesign
☐ Emporium
☐ Lecture-based Courses
☐ Modules
☒ Online Courses
☐ Optional Supplement
☐ Placement
☐ 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

Math 106 / ALEKS 360 / Intermediate Algebra - Class Duplicate Settings

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"/> Pie Progress Goals |
| <input type="checkbox"/> Homeworks | <input type="checkbox"/> Time Goals |
| <input type="checkbox"/> Tests | <input type="checkbox"/> Topic Goals |
| <input type="checkbox"/> Quizzes | <input type="checkbox"/> Class Resources |
| <input type="checkbox"/> Scheduled Assessments | <input type="checkbox"/> Ebook Notes |
| <input type="checkbox"/> QuickTables Quizzes | <input type="checkbox"/> Calendar Notes |
| <input type="checkbox"/> QuickTables Assessments | <input type="checkbox"/> Gradebook Setup |

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 the Same ALEKS Course Product

You may have students who are switching from a class that used the same 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 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 day(s)* or more.

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

* The days are calculated from when students first registered in your 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
Aurther, 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.

Gradebooks: 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 dashboard information, reports, gradebook, ALEKS Message Center, 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**

Math 106 / ALEKS 360 / Intermediate Algebra - Student Groups

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

Student Group	# of Students	Action
Group A Edit Student Group	9	Select an Action
Group B Edit Student Group	9	Select an Action
Group C Edit Student Group	11	Select an Action

Once a student group is created for the class, the Student Group filter will appear on applicable pages. Here is an example:

Math 106 / ALEKS 360 / Intermediate Algebra - Progress Report

Number of Students Included in This Report: 29 Logged-in Students: 0

Show: **Learning Progress Since Latest Asses...** Show: **All Students**

View each student's progress in Learning Mode since

Legend: ■ Content mastered based on the assessment
■ * Assessment in progress
■ ** The student completed the Objective before the due date and received 100% in the gradebook. He

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 for updating and managing classes are streamlined on this page.

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

Dr. Joe Smith - Class List

1 class selected

View: ☒ Active (38) ☐ Archived (3)

Class **Product** **Instructor** **Enrollment** **Class Code**

<input checked="" type="checkbox"/> Math 101 / ALEKS 360	Basic Math	Smith, Dr.	25	XXXXX-XXXXX
<input type="checkbox"/> Math 102 / ALEKS 360	Pre-Algebra	Smith, Dr.	29	XXXXX-XXXXX
<input type="checkbox"/> Math 103 / ALEKS 360	Pre-Algebra and Introductory Algebra	Smith, Dr.	33	XXXXX-XXXXX

After selecting a class, this area displays the actions available to manage the class. *Note: the actions change based on the class or classes selected.*

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.

Basic Math - Cleanup Tool

Class Code: 30DPL-YPMXY **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**

Clear Statistics and Records: This will clear time and data accumulated in this class. Students will be prompted to complete a new Initial Assessment. **Clear Statistics and Records**

CLASS TOOLS

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 »**

Math 106 / ALEKS 360 / Intermediate Algebra (29) Enter Your Search

Class Administration **Gradebook** **Reports** **Assignments** **QuickTables**

Math 106 / ALEKS 360 / Intermediate Algebra - Student Groups

Class Code: XXXXX-XXXXX **CLASS TOOLS**

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.*

The screenshot shows the 'Basic Math - Class Forum for Basic Math' interface. At the top, there's a header with 'Class Code: ELKP3-TED3D' and 'CLASS TOOLS'. Below the header, a green button says 'Exit Class Forum'. A message states: 'The Class Forum is available to facilitate discussion among students and with the instructor. Would you like to enable the Class Forum for students?' with a green button 'Yes, Enable Class Forum'. Below this is a search bar and pagination 'Page 1 of 1'. The forum posts are listed under the heading 'Mixed Fractions Review'. The first post is by 'Mrs. Smith' with the text: '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.' It has '0 minutes ago' and links for 'Edit Post' and 'Delete'. The second post is also by 'Mrs. Smith' with the text: '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.' It lists three inequalities: $-3 < -2$, $5 < 5.5$, and $3 > -2$. It has '10 hours 28 minutes ago' and links for 'Edit Post' and '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**

The screenshot shows the 'Math 101 / ALEKS 360 / Basic Math - Assignment Calendar' interface. It has a header with 'Add Note to Calendar' and 'Create New Assignment'. Below is a calendar for April 2014. The calendar shows days from Sunday to Saturday. The 1st is highlighted in green. The 2nd has a green square. The 7th has a blue square. The 10th has a blue square. The 13th has a blue square. The 14th has a blue square. The 15th has a blue square. The 16th has a blue square. The 17th has a blue square. The 18th has a blue square. The 19th has a blue square. The 20th has a blue square. The 21st has a blue square. The 22nd has a blue square. The 23rd has a blue square. The 24th has a blue square. The 25th has a blue square. The 26th has a blue square. The 27th has a blue square. The 28th has a blue square. The 29th has a blue square. The 30th has a blue square. The 1st has a blue square. The 2nd has a blue square. The 3rd has a blue square.

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**

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

The screenshot shows the 'Math 106 / ALEKS 360 / Intermediate Algebra - View the Student Interface' interface. It has a header with 'Explore the Student Module'. Below the header, it says 'In your Student View, you can explore the Student Module:'. There is a list of tasks: 'Complete the Tools Tutorial', 'Complete the Initial Knowledge Check', 'Learn topics in the class', 'Complete assignments', and 'View grades and reports'. There is a checkbox for 'Reset the Student View'. Below the list is a button 'Enter Student View'. The interface also shows a sidebar with 'UP NEXT: Take the Tools Tutorial' and 'GET STARTED'. The main area shows a 'Tools Tutorial' with a 'Welcome to ALEKS' message.

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.

1. 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.

2. 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 screenshot shows the 'Access Options' section with three sections: 'Student Enrollment Status' (Open selected), 'Class Access' (Regular selected), and 'Archived Status' (Archived checked). Below this is the 'Class Information' section with fields for Instructor, Course Product (Basic Math), Name (Math 101 / ALEKS 360), Section (optional), and Dates (Start Date: 10/11/2013, End Date: 04/12/2014). The 'Automatically archive this class after the end date' checkbox is checked.

3. Archiving Through the Class List

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

Steps:

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 screenshot shows the 'Class List' page with a table of classes. The table has columns: Class, Product, Instructor, Enrollment, and Class Code. Three classes are listed, with the first two selected (checked).

Class	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> Math 101 / ALEKS 360	Basic Math	Smith, Dr.	25	XXXXX-XXXXX
<input checked="" type="checkbox"/> Math 102 / ALEKS 360	Pre-Algebra	Smith, Dr.	29	XXXXX-XXXXX
<input type="checkbox"/> Math 103 / ALEKS 360	Pre-Algebra and Introductory Algebra	Smith, Dr.	33	XXXXX-XXXXX

CLASS ROSTER

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

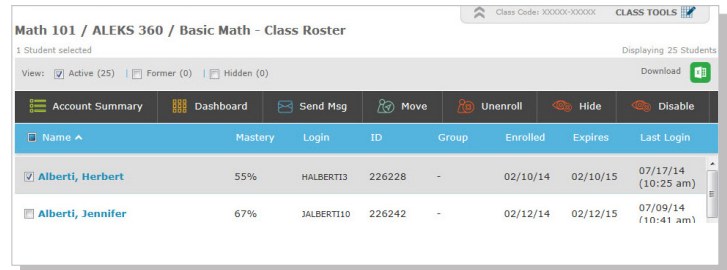
How to Find It: Select a class | Select **Class Administration** | Select **Class Roster**

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.

1. Edit Multiple Student Accounts Through the Class Roster

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.*



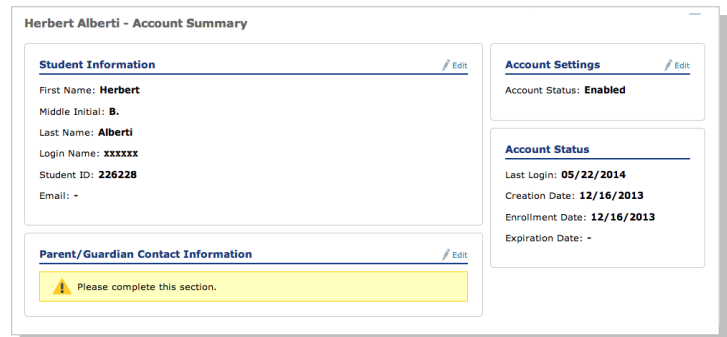
Name	Mastery	Login	ID	Group	Enrolled	Expires	Last Login
Alberti, Herbert	55%	HALBERT13	226228	-	02/10/14	02/10/15	07/17/14 (10:25 am)
Alberti, Jennifer	67%	JALBERT10	226242	-	02/12/14	02/12/15	07/09/14 (10:41 am)

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.

2. 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 gray arrow | Select **Settings**

Dr. Joe Smith - Account Summary Login Name: XXXXXXXX

Account Information Edit	Account Settings Edit
Basic Information Account Type: Instructor Title: Salutation: Dr. First Name: Joe Middle Name: Last Name: Smith Login Name: XXXXXXXX Reset Password	Account Status: Enabled Language: English Automatic Logout: 30 min Permissions <input checked="" type="checkbox"/> Full student history
	Classes Current Classes Math 101 / ALEKS 360 Math 102 / ALEKS 360

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	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="(Choose one)"/>
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text" value="jsmith@example.com"/> *

☐ 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. Joe Smith - Edit Email Preferences

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**

Students (Name Logout Student ID)	Total Grade	Quiz 1 (Date)	Quiz 2 (Date)	Quiz 3 (Date)	Test 1 (Date)
Alberti, Herbert B.	88%	Nov 10, 2013 80%	Dec 3, 2013 100%	Dec 26, 2013 95%	Jan 2, 2014 89%

Gradebook Legend

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

Download to Excel

STUDENT ACCOUNT SUMMARY

Instructors can manage students' account information from the Account Summary and view [Student Groups](#) and [Share Class Access](#) information. They can also check the box designating a student as visually impaired and requires a screen reader. Instructors will need to do this for each visually-impaired student in the class. See the [Accommodations for Visually Impaired Students](#) section for details.

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.

Alternate Navigation Route: Select the down-arrow by the account name in the top-upper right corner | Select **Settings**.

MOVE/UNENROLL

The class roster can be used to move students from one class to another, and to enroll/unenroll them to/from a class.

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.

Note: Unenrolling a student does not return the subscription.

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

Math 101 / ALEKS 360 / Basic Math - Class Roster

1 Student selected

View: ☒ Hidden (0)

[Edit](#) [Dashboard](#) [Send Msg](#) [Move](#) [Unenroll](#) [Hide](#)

Name	Mastery	Login	Password	ID	Group	Enrolled	Expires	Last Login
<input checked="" type="checkbox"/> Alberti, Herbert	63%	HALBERT13	APRILBENCH	226228	-	10.21.13	10.21.14	03.27.14
<input type="checkbox"/> Alberti, Jennifer	79%	JALBERT110	APRILBENCH	226242	-	10.23.13	10.23.14	03.19.14
<input type="checkbox"/> Anderson, Jane	51%	JANDERSON2	APRILBENCH	226230	-	10.25.13	10.25.14	03.25.14

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

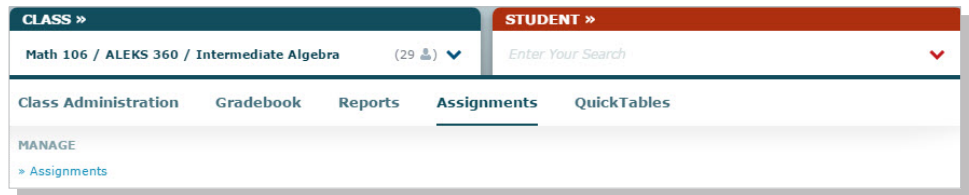
Steps:

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, learning goals, tests, quizzes, scheduled assessments, manage all assignments, and view reports.



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

There are three types of assignments that instructors can create for their class:

- **Time, Topic, and Progress Goals:** Require students to meet a specific progress level or a minimum participation level over a defined period of time, such as learning a set number of topics per week.
- **Homework, Quizzes, and Tests:** Best used for extra credit or practice since these assignments do not affect the students' pie charts.
- **Scheduled ALEKS Assessments:** ALEKS assessments or, Knowledge Checks, are triggered automatically throughout the course to ensure retention and mastery of topics learned.

ASSIGNMENTS

This list includes all homework, learning goals, scheduled assessments, tests, and quizzes for the class. Many functions for updating and managing assignments efficiently, including viewing assignment results are streamlined on this page.

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

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

Math 106 / ALEKS 360 / Intermediate Algebra - Assignment List [View in Calendar](#)

1 Assignment Selected

Filter

[New Assignment](#)
[Edit](#)
[Quick Edit](#)
[View Report](#)
[Duplicate](#)
[More](#)

<input type="checkbox"/>	Name	Type	Start	End	Goal Details	Status	Report
<input checked="" type="checkbox"/>	Topic - Week 23	Topic	10/10/2015 7:14 pm	10/17/2015 7:14 pm	12 Topics	Upcoming	View Report
<input type="checkbox"/>	Time - Week 23	Time	10/10/2015 7:14 pm	10/17/2015 7:14 pm	4h 0m	Upcoming	View Report

DUPLICATE ASSIGNMENTS FROM ANOTHER CLASS

Instructors can duplicate assignments from another class by selecting the **Duplicate from Another Class** option.

Instructors then Select on 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.

[New Assignment](#)
[Edit](#)
[Quick Edit](#)
[View Report](#)
[Duplicate](#)
[More](#)

	Type	Start	End	Goal Details	Status	Report
Pie Progress Goal						
Time Goal	Topic	10/10/2015 7:14 pm	10/17/2015 7:14 pm	12 Topics	Upcoming	View Report
Topic Goal	Time	10/10/2015 7:14 pm	10/17/2015 7:14 pm	4h 0m	Upcoming	View Report
Homework	Topic	10/03/2015 7:14 pm	10/10/2015 7:14 pm	12 Topics	Upcoming	View Report
Test	Time	10/03/2015 7:14 pm	10/10/2015 7:14 pm	4h 0m	Upcoming	View Report
Quiz	Topic	09/26/2015 7:14 pm	10/03/2015 7:14 pm	12 Topics	Upcoming	View Report
Scheduled Assessment	Time	09/26/2015 7:14 pm	10/03/2015 7:14 pm	4h 0m	Upcoming	View Report
Duplicate from Another Class	Time	09/26/2015	10/03/2015	4h 0m	Upcoming	View Report

Math 101 / ALEKS 360 / Basic Math - Duplicate Assignment From

Class Code: XXXXX-XXXXX CLASS TOOLS

0 Assignments Selected

Displaying 25 Assignments

<input type="checkbox"/>	Name	Type	Start	End	Status
<input type="checkbox"/>	Homework 1	Homework	12.06.13	12.20.13	Completed

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:

1. Create Extensions One Student at a Time

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.

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

2. Create Extensions for Multiple Students at Once

Create extensions for multiple students at once. Edit the assignment that will be given an extension. This method can only be used for assignments, but **not** Objectives.

How to Find It: Select a class | Select **Assignments** | Select **Assignments** | Edit the assignment that will be given an extension.

PARTIAL CREDIT GRADING

Instructors can enable partial credit grading per homework assignment, test, and/or quiz.

How to Find It: Select a class | Select **Assignments** | Create or edit an existing homework, test, and/or quiz.

Scrolling down to **STEP 3: Gradebook Settings** and then, checking the box next to **Have ALEKS automatically assign partial credit for multi-part problems**.

Selecting on the information icon (i) displays a pop-up that describes how partial credit works.

STEP 3: Gradebook Settings

- ☐ Make grades available to student after due date
- ☒ Make grades available to student immediately upon completion

☒ Have ALEKS automatically assign partial credit for multi-part problems i

- ☒ This Homework can be taken only once
- ☐ This Homework can be taken multiple times

STEP 4: Advanced Options

- ☐ Prevent automatic assessments the same day ▼
- ☒ Assign to entire class
- ☐ Assign to specific student(s)

Assignment Access Options: [Learn more](#)

- ☒ Students choose when to start assignment after it is available

☐ Require Password Show Password

Some problems in ALEKS are multi-part.

When this feature is enabled, ALEKS will automatically assign partial credit to these multi-part problems using the following formula:

$$\text{partial credit} = \frac{\text{number of parts correct}}{\text{total number of parts}}$$

For example, if a problem has 4 parts and a student gets 3 parts correct, she will get 75% credit for that problem.

As always, instructors can also manually adjust scores if necessary.

Note: This box is not checked by default.

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.

Math 101 / ALEKS 360 / Basic Math - Gradebook Setup
Class Code: XXXXX-XXXXX
CLASS TOOLS

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

Gradebook

Enabled

[Gradebook Setup](#)

CLASS GRADEBOOK

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

Math 106 / ALEKS 360 / Intermediate Algebra - Gradebook
Class Code: XXXXX-XXXXX
CLASS TOOLS

Show: All
Group Filter: All Students

Send Message to Selected Students
Display Options
Full Screen View

Students (Name Link Student ID)	Total Grade	Time - Week 1 Est	Topic - Week 1 Est	Time - Week 2 Est	Topic - Week 2 Est
		May 16, 2015	May 16, 2015	May 23, 2015	May 23, 2015
1 Anderson, Ken B.	70%	89%	75%	82%	92%
2 Black, Karen S.	58%	100%	42%	100%	75%
3 Bush, Bart K.	69%	85%	83%	100%	67%
4 Bush, Victoria J.	69%	78%	83%	97%	92%
5 Cauchy, Kelly V.	73%	75%	83%	70%	100%
6 Corbin, Nicole J.	70%	100%	67%	87%	100%
7 Davis, Kevin C.	71%	100%	100%	88%	83%
8 Diaz, Victoria L.	72%	68%	92%	87%	100%
9 Dixon, Daniel	67%	89%	100%	93%	67%

Gradebook Legend

===== Dropped score

+score: Extra credit

score: Submitted but not due yet (not part of grade)



















[Download to Excel](#)

GRADEBOOK SETUP


Instructors can change category weights, display settings, and modify the grading scale from this page.

Instructors can view the Gradebook Setup Guide for help on how to set up a basic weighting system for their class.

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

Gradebook Category			Category Weight (%)
	Pie Mastery Edit		30 %
	Time Edit		10 %
	Topic Edit		10 %
	Objective Edit		30 %
	Scheduled Assessment Edit		0 %
	Quiz Edit		5 %
	Test Edit		0 %
	Homework Edit		0 %
Gradebook External Assignment Category 			Add New Row
	External Assignment Edit Name Edit Add External Assignment		15 %
			Total: 100 %

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

 [Gradebook Setup Guide](#)

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**

Class Code: URGPH-RHRPH

CLASS TOOLS

Pre-Algebra - Gradebook Log

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	Pham (Admin), Camtu
Smith, Chris	Chapter 5	53%	75%	Apr, 02, 2014 10:31 PM	Pham (Admin), Camtu

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.

Instructors can select the Tips or Tutorial icon on the report page (where applicable) to view brief descriptions and a tutorial on how to use the report.

Reports can also be downloaded (where applicable) to various file formats by selecting the arrow beside Downloads.

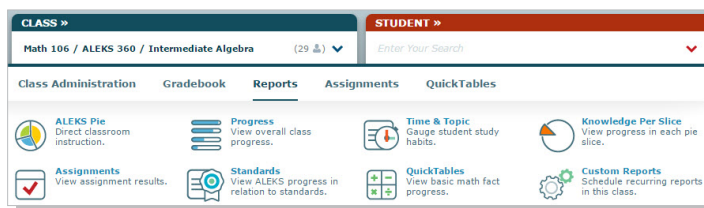


ALEKS PRE-BUILT REPORTS

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. Reports can be run for the entire class or by individual student. A description of the report is displayed by each icon.

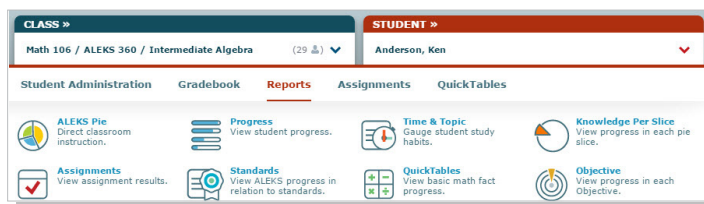
Class Level

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.

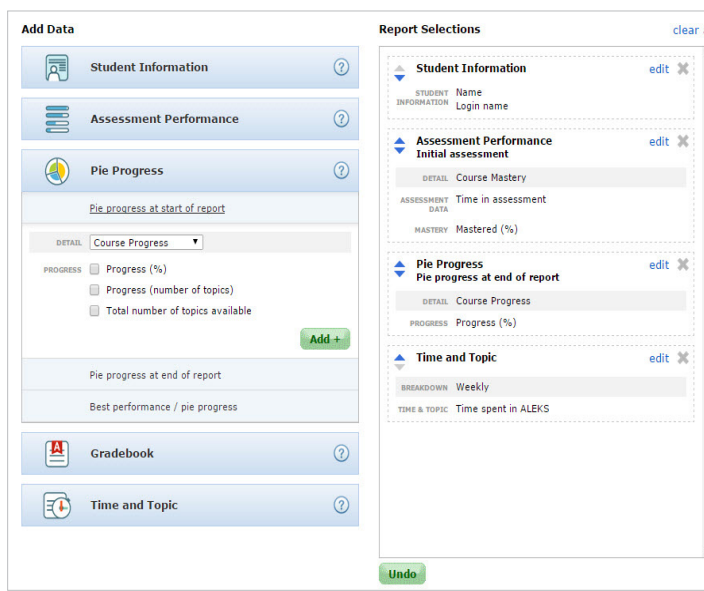
Class Level Custom Reports

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.



ALEKS PIE REPORT

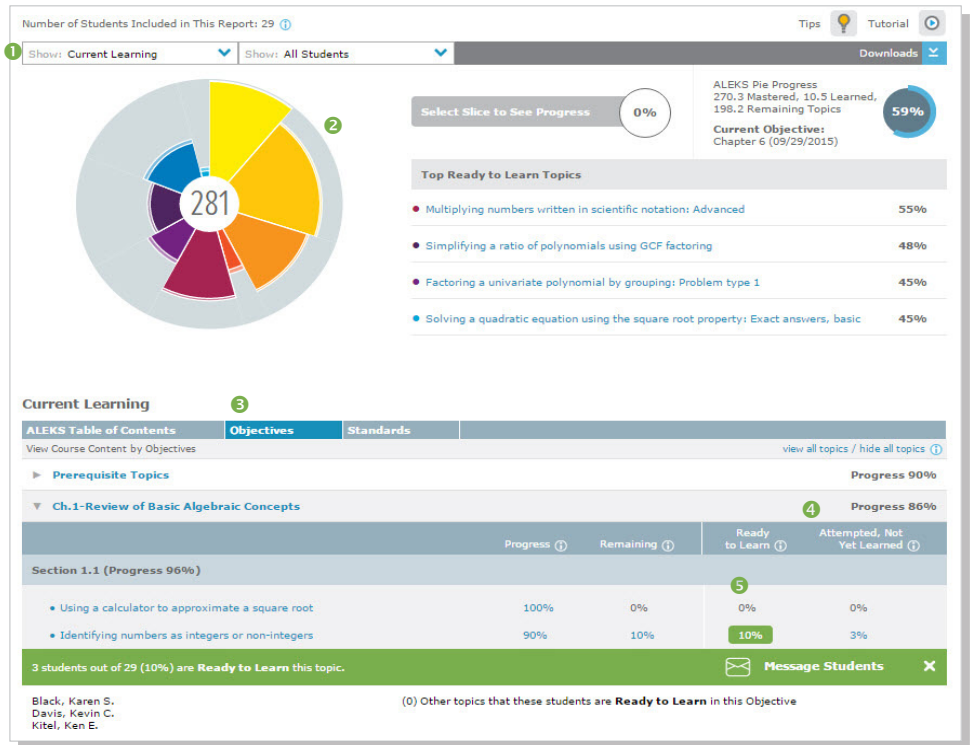
The ALEKS Pie Report shows average learning for the class. With this report, instructors can view which topics students have mastered or learned, are ready to learn, and the number of remaining topics a student has left in order to direct instruction and group students based on level of readiness.

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

- 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 progress for each content area.
- 3 The ALEKS content below the Pie is organized by the Table of Contents (pie slices), Objectives, or Standards.
- 4 Select a percentage to see a list of students who belong to each category.

Note: switching the display to Most Recent Assessment will change the Attempted, Not Yet Learned column to Topics Lost in Assessment.

- 5 A message can be sent directly to these students and instructors can 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.

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

- 1 The view of the progress data can be changed 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 selecting 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. A message can be sent 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 selected, this section will update with new information.

Number of Students Included in This Report: 29 Logged-in Students: 0

1 Show: Learning Progress Since Latest Assess... Show: All Students Downloads

View each student's progress in Learning Mode since the latest assessment.

Legend: ■ Content mastered based on the assessment ■ Progress made in Learning Mode ■ Content Remaining
 * Assessment in progress ● Student logged in
 ** The student completed the Objective before the End Date and received 100% in the gradebook. However, some topics were not mastered based on the assessment.

2

Message Students 3

Student Information					Performance		Since Last Assessment		
Student	Total Time	Last Login	Assessment Start	Assessment Finish	Course Progress ①	Current Objective	Topics Learned	Time in ALEKS	Topics Learned Per Hour
Name ID Login					Percent Topics				
Anderson, Ken B.	58h 52m	09/17/2015 07:14 PM	09/11/2015	09/11/2015 0h 35m	51 +2 %	31 %	9	3h 9m	2.9
Black, Karen S.	63h 2m	09/17/2015 07:14 PM	09/03/2015	09/03/2015 0h 39m	38 +4 %	25 %	18	8h 10m	2.2
Bush, Bart K.	59h 17m	09/17/2015 07:14 PM	09/10/2015	09/10/2015 0h 31m	49 +2 %	31 %	13	3h 48m	3.4
Bush, Victoria J.	58h 49m	09/17/2015	09/10/2015	09/10/2015			0	4h 9m	2.2

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 Full progress 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 a class | Select **Reports** | Select **Progress** | Select **Detailed Progress History** Report

Math 106 / ALEKS 360 / Intermediate Algebra - Progress Report

Number of Students Included in This Report: 29 Logged-in Students: 0 [Tips](#) [Tutorial](#) [Download](#)

Show: **Detailed Progress History** Show: **All Students** Report from 09/09/2014 to 09/09/2015 (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 Remaining
● Assessment in progress ● Student logged in ■ Progress Assessment
○ Comprehensive Assessment

Progress For Math 106 / ALEKS 360 **All Progress** ⓘ

[Message Students](#)

Student Information				Performance	Since Last Assessment		
<input type="checkbox"/> Student	Total Time	Assessment	Reason	Course Progress ⓘ	Topics Learned	Time in ALEKS	Topics Learned Per Hour
Name ID Login				Percent Topics			
<input type="checkbox"/> Anderson, Ken B. Last Login: 09/03/2015 07:14 PM	58h 52m	Start: 08/28/2015 Finish: 08/28/2015 Time: 0h 35m	Progress Assessment	<div><div></div></div> 243 +9 / 479 topics	9	3h 9m	2.9
		Start: 08/17/2015 Finish: 08/17/2015 Time: 0h 36m	Progress Assessment	<div><div></div></div> 229 +22 / 479 topics	22	6h 0m	3.7
		Start: 07/31/2015 Finish: 07/31/2015 Time: 0h 31m	Ⓢ Scheduled Assessment 1	<div><div></div></div> 214 +21 / 479 topics	21	7h 38m	2.7
<input type="checkbox"/> Black, Karen S. Last Login: 09/03/2015 07:14 PM	63h 2m	Start: 08/20/2015 Finish: 08/20/2015 Time: 0h 39m	Progress Assessment	<div><div></div></div> 184 +18 / 479 topics	18	8h 10m	2.2
		Start: 07/31/2015 Finish: 07/31/2015 Time: 0h 44m	Ⓢ Scheduled Assessment 1	<div><div></div></div> 172 +17 / 479 topics	17	10h 2m	1.7

TOPIC SUMMARY REPORT

Instructors can run this report to view each student's mastery broken down by slice or Objective.

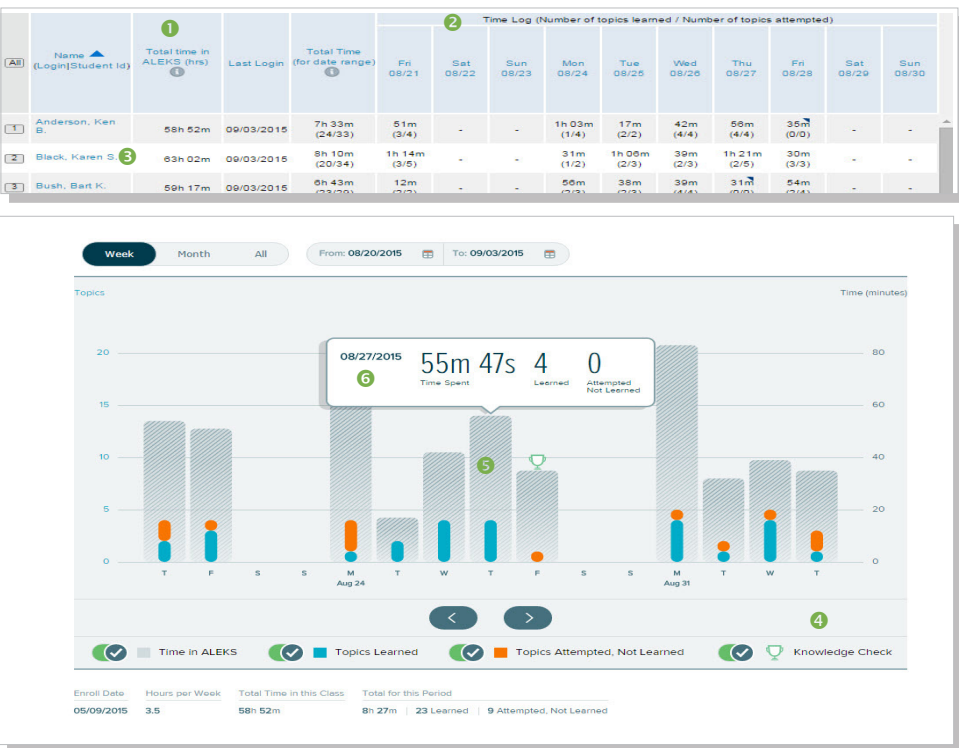
How to Find It: Select a class | Select **Reports** | Select **ALEKS Pie** | Select **Downloads**

Topic Summary by Slice ⓘ

Slice Name	Sub Slice Name	Topic Name	Progress	Remaining	Ready to Learn	Attempted, Not Yet Learned	Lost in Recent Assessment
Arithmetic Readiness	Whole Numbers	Introduction to exponents	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Writing expressions using exponents	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Order of operations with whole numbers	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Order of operations with whole numbers and grouping symbols	97%	3%	3%	3%	3%
Arithmetic Readiness	Whole Numbers	Order of operations with whole numbers and exponents: Basic	100%	0%	0%	0%	0%
Arithmetic Readiness	Whole Numbers	Factors	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Fractional position on a number line	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Plotting integers on a number line	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Plotting rational numbers on a number line	97%	3%	3%	3%	3%
Real Numbers and	Integers and Rational	Writing a signed number for a real-world situation	100%	0%	0%	0%	0%
Real Numbers and	Integers and Rational	Ordering integers	100%	0%	0%	0%	0%

To use the Time and Topic report, first select a date range (up to 20 weeks) for the data. The graph displays class progress for the selected date range. Filter the report to show only data for a particular student.

How to Find It: Select a class | Select Reports | Select Time & Topic



- 4 The legend at the bottom explains how to interpret the data. Out of the total time spent in ALEKS each day (gray columns), the blue and orange indicate topics attempted vs. learned.
- 5 Select a column to see the learning data for that day, including total time spent.
- 6 Select on the learning data pop-up to open the Learning Sequence Log. This log shows the sequence of actions a student took to learn a topic.

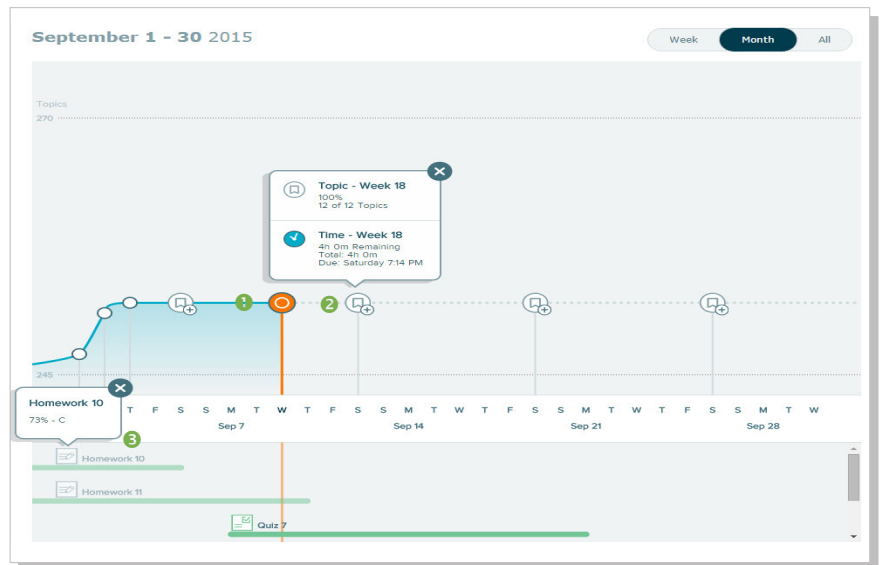
Date	Total for this Period										
09/03/2015	1 Learned	2 Attempted, Not Learned	34m 58s								
Duration	Topic										
7:16 PM	12m 21s	Finding the n^{th} root of a perfect n^{th} power fraction	Learned								
											7
7:29 PM	9m 38s	Solving a radical equation that simplifies to a linear equation: Two radicals									
7:42 PM	5m 16s	Writing an equation in slope-intercept form given the slope and a point									

TIMELINE REPORT

The timeline report shows an individual student's progress milestones over time. Instructors can use the timeline to view what the student worked on in the past, what's ahead, and when topics are due next. As students learn or lose topics, the timeline report is updated with real-time information. Instructors can view a student's timeline detail by month, week, or by all progress.

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

- 1 The orange marker depicts the student's progress today, and displays how many topics the student has left to reach the next goal on the timeline.
- 2 The timeline is intended to show information at a macro level. Instructors can select on points and icons on the graph to access information and see what the student is working towards next.
- 3 The area below the timeline shows assignments created by the instructor. It graphically displays when assignments start and end. Instructors can select the assignment name to view details. When there are multiple assignments available to take, assignments are stacked and prioritized by due dates.



ALEKS INSTITUTION-LEVEL FEATURES

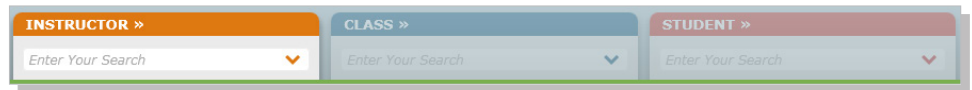
This section is written for ALEKS institution-level administrators. In addition to all the features available to instructors, institution-level administrators have access to the features described below.

The distinction between instructor and administrator accounts are the additional tabs and tools available for administrators. ALEKS institution-level administrators have access to four levels of hierarchy: institution, instructor, class, and student.

Note: The institution level contains institution-related menus and the institution's dashboard. It is accessible after selecting the Home icon

Institution-level administrators begin with the INSTRUCTOR tab on the far left.

They 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.



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.

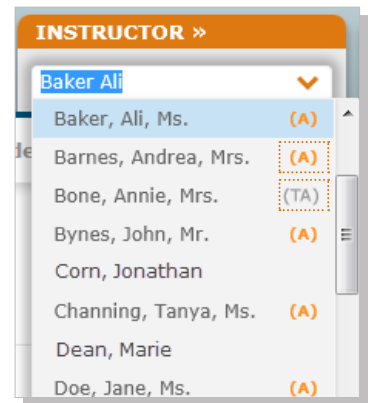
Instructor Tab

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:

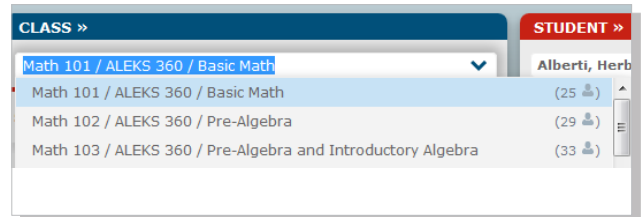
(A) = Administrator account type

(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**

Truman College - Schedule Domain Upgrade

ALEKS for Math Review for AP Calculus, ALEKS for Basic Math, ALEKS for Pre-Algebra and Introductory Algebra, ALEKS for Beginning and Intermediate Algebra Combined, ALEKS for Business Math, ALEKS for College Algebra with Trigonometry, ALEKS for College Algebra, ALEKS for Prep for the CSU - ELM, ALEKS for Florida Math 0022, ALEKS for Florida Math 0018, ALEKS for Florida Math 0028, ALEKS for Intermediate Algebra, ALEKS for Preparation for Calculus with Limits, ALEKS for Math Placement, ALEKS for NCCCS Developmental Math Module 010, ALEKS for Prep for Beginning Algebra, ALEKS for PreCalculus, ALEKS for Pre-Algebra, ALEKS for Preparation for Calculus, ALEKS for Prep for College Algebra, ALEKS for Prep for College Algebra with Trigonometry, ALEKS for Prep for PreCalculus and ALEKS for Trigonometry have been improved. The changes were designed to broaden the scope of these subjects, improve their educational content, and make the learning paths followed by students as efficient as possible. We believe that the improved subjects will make ALEKS an even more powerful tool in assisting your students in achieving success.

All ALEKS accounts in your institution will be automatically upgraded to the new version according to the following schedule. This will not require any action on your part.

Subject	Date on which your institution will be upgraded	Latest date on which the upgrade can be scheduled
Math Review for AP Calculus	02/15/2013	07/06/2013
Basic Math	08/09/2014	08/09/2014

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.

1. Edit Multiple Instructor Account Settings

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

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.

Truman College - Instructor Roster

1 instructor selected

View: Active (167) Archived (7) Instructor (95) Admin (59) TA (13)

New Instructor Edit Dashboard Send Msg Permissions Archive

Name	Account Type	Last Login	Creation Date
Abba, Michelle, Ms.	Instructor	01.16.14 (02:24 pm)	07.21.10
Abel, Brad, Prof.	Instructor	11.30.11 (09:36 am)	11.30.11

2. Edit Individual Instructor Account Settings

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

Dr. Joe Smith - Account Summary

Account Information / Edit

Basic Information
Account Type: **Instructor**

Title:
Salutation: **Dr.**
First Name: **Joe**
Middle Name:
Last Name: **Smith**
Login Name: xxxxxxxx
Reset Password

ID:
Contact Information
Please complete this section. ✖
Email:
Please complete this section. ✖
Email:
Phone Number:
Address:

Account Settings / Edit

Account Status: **Enabled**
Language: **English**
Automatic Logout: **30 min**
Permissions
Full student history

Classes

Current Classes
Math 101 / ALEKS 360
Math 102 / ALEKS 360
Math 103 / ALEKS 360
Math 104 / ALEKS 360
Math 105
Math 106 / ALEKS 360
Math 107 / ALEKS 360
Math 108 / ALEKS 360
Math 109
Math 110 / ALEKS 360
Math 111 / ALEKS 360
Math 112 / ALEKS 360

Email Preferences / Edit

Email Settings
✔ Forward all ALEKS messages to this email address
✔ Forward messages sent to ALEKS Customer Support by my students to this account
✔ Enable my students to send messages to this account
Enable my students to send messages to each one:
Forward messages sent to my students to their regular email account
I would like to receive ALEKS notifications:

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

School Code: ECKY7GP

Basic Information * Required

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.

Permissions

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

Save Cancel Save and Add Another 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**

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.

Note: Administrators will have the option to create new Master Templates to be used in the New Student Module or the Classic Student Module. When creating a new Master Template, the administrator will see a popup after selecting a course product. By default, supported course products will automatically be created in the New Student Module, unless the administrator selects the Classic Student Module checkbox. Unsupported course products will automatically be created in the Classic Student Module. If the administrator is using an unsupported course product, a message will inform the administrator that the course product is only supported in the Classic Student Module. Linked classes must use the same version of the Student Module as the Master Template.


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.

Truman College - Master Template List			
1 Master Template selected			
View: <input checked="" type="checkbox"/> Active (128) <input type="checkbox"/> Archived (0)			
<div><div> New Master Template</div><div> Edit</div><div> Duplicate</div><div> Archive</div></div>			
Master Template	Product	Linked Classes	Reports
Basic Math 100	Basic Math	1	
Basic Math 101	Basic Math	1	
Basic Math Master	Basic Math	4	

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.

Truman College - Classes to be Assigned

1 class selected

View: ☒ Active (17) ☐ Archived (0)

Search

Download

New Class

Edit

Dashboard

Duplicate

Archive

Delete

Move

Class	Product	Instructor	Enrollment	Class Code
<input checked="" type="checkbox"/> 102 - Afternoon Session	Basic Math	Courses to be assigned (no instructor)	0	JWCRC-ATWQ4
<input type="checkbox"/> 102 - Linked Course	Basic Math	Courses to be assigned (no instructor)	0	NMLGH-PPXNC

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

ALEKS QC Department - Class Activity

School Code: EK9Y7GP

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
ALEKS QC Department (**)	6869	348	0.1	107	0.1	97	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 Basic Math and PreCalculus.

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 Calculus and an active login in Basic Math—101.

Truman College - Student Roster

0 Students Selected

Last updated: 05.27.14 (2:09 pm)

Refresh

Displaying 9 students

☒ Enrolled (1321) ☐ Unenrolled (92)

Subscription: ☒ Valid (9) ☐ Expired (1312)

Search

Download

Please select one or more rows to perform an action.

Name	Class	Instructor	Login	ID	Enrolled	Expires	Last Login
<input type="checkbox"/> Brown, John	Pre - Algebra	Abba	BROWNJ128		07.09.12	Pre-registered	07.19.12 (00:38 am)
<input type="checkbox"/> Corwin, Lisa	Basic Math	John	CORWINLS		05.21.14	10.04.14	05.21.14 (6:59 pm)
	PreCalculus	John	CORWINLS		05.21.14	10.04.14	05.21.14 (6:00 pm)

Please select one or more rows to perform an action.

Class	Instructor	Login	ID	Enrolled	Expires	Last Login
Pre - Algebra	Abba	JADAMS	-	06.26.12	07.12.13	06.26.12 (4:58 pm)
Pre - Algebra	Abba	JADAMS	-	03.28.11	03.22.13	06.26.12 (4:21 pm)
Calculus	Habibi	JADAMS5	-	02.27.14	05.02.14	02.27.14 (4:24 pm)
Basic Math - 101	Habibi	JADAMS5	-	01.18.13	10.22.15	02.27.14 (3:25 pm)

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.

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:

Shared PIN:

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>

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	Total Grade	Homework 1	Quiz 1	Test 1	Test 2
(Name) (Subject) (Student ID)		(Score)	(Score)	(Score)	(Score)
13 Hall, Jessica	61%	30%	72%	-	+ 0%
33 Vogel, Erika	52%	40%	70%	-	+ 0%
33 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

Learning Management System (LMS) Integration

Select your LMS or mode of integration:

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

MH Campus Configuration

College Code:

Shared PIN:

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

Gradebook (Optional)

☐ No gradebook integration

☒ Gradebook Integration ⓘ

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

☒ 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 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.

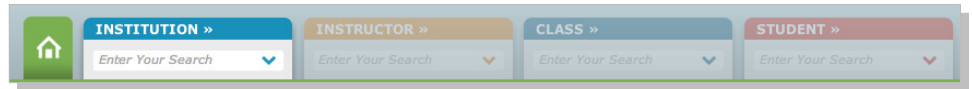
Name of the gradebook column in your LMS gradebook for the ALEKS total grade: (required if Total Grade is selected)

ALEKS Total Grade Weight: 100 points ⓘ

MULTI-CAMPUS ADMINISTRATOR FEATURES

This section is written for 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 five levels of hierarchy; district, institution, instructor, class, and student.



Note: Note: The district level contains district-level menus and the district's dashboard. It is accessible after selecting the Home icon.

Multi-campus administrators begin with the **INSTITUTION** tab on the far left.

They 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 Summary

Account Information [Edit](#)

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

Important Contacts [Edit](#)

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
Heckeroth, 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**

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

ALEKS Multi-Campus - Administrator Roster

District Code: FAF7D0D

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"/> 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

District Code: FAF7D0D

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 New Administrator Roster

ALEKS Multi-Campus - Administrator Roster

District Code: FAF7D0D

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"/> Chan, Dennis	District Admin	02.19.14 (06:33 am)	02.19.14

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 | Select Student Roster

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

Truman College - Student Roster

School Code: Y6UX69U

0 Students Selected

Last updated: 05.27.14 (2:09 pm)

Refresh

Displaying 9 students

☒ Enrolled (1321) ☐ Unenrolled (92)

Subscription: ☒ Valid (9) ☐ Expired (1312)

Search

Download

Please select one or more rows to perform an action.

Name	Class	Instructor	Login	ID	Enrolled	Expires	Last Login
<input type="checkbox"/> Brown, John	Pre - Algebra	Abba	BROWNJ128		07.09.12	Pre-registered	07.19.12 (00:38 am)
<input type="checkbox"/> Corwin, Lisa	Basic Math	John	CORWINL5		05.21.14	10.04.14	05.21.14 (6:59 pm)
	PreCalculus	John	CORWINL5		05.21.14	10.04.14	05.21.14 (6:00 pm)
<input type="checkbox"/> Dean, Melinda	0 - TEST1 - Two	John	DEAN123		05.20.14	08.15.14	05.20.14 (7:57 pm)



15460 Laguna Canyon Road
Irvine, CA 92618 USA