INSTRUCTOR MODULE
QUICK START GUIDE

GETTING STARTED

The ALEKS Instructor Module provides an intuitive, easy-to-navigate system that is iPad and tablet compatible, making it easy to use from anywhere. This Quick Start Guide will help you get started with your ALEKS experience by outlining the most important features and functions within ALEKS.

If you have any questions or need help, please contact ALEKS Customer Support: http://support.aleks.com

LOGGING IN AND NAVIGATING THE INSTRUCTOR MODULE

To access your account, go to www.aleks.com. Enter your username and password in the Registered Users box and click on the Login button. Students will also login the same way. They will be automatically logged out after 30 minutes of inactivity.

After logging into ALEKS, you will be taken through a guided tour that highlights key features in the Instructor Module. Then you will land on the main page, your instructor dashboard, of the Instructor Module. You can then navigate the Instructor Module using various options.

SEARCH
Search for classes, students, and assignments.

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

HOME ICON
Click on the green home icon to return to your instructor dashboard at any time.

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

SUB-NAVIGATION
View menus related to the selected item in the main navigation.

DASHBOARD
View snapshots of important information about classes and students.

ALEKS®

Search for Classes, Students & Assignments

Hello Prof. Joe Smith ▾ | Community | Feedback

CLASS »

Enter Your Search

Instructor Administration   Reports

Login Name: XXXXXX

Prof. Joe Smith - Dashboard

Instructor Information

Dr. Joe Smith

Last Login Date:
01.01.94

Total Students: Total Classes:
1,563   40

Account Summary

Recently Viewed Classes

	# of Students
Math 104 / ALEKS 360	29
Math 101 / ALEKS 360	25
Math 123	26
Math 116	32
Math 102 / ALEKS 360	29

View All

Announcements NEW

Extensions for Objectives and Assignments

You can provide students with additional time to complete Objectives and/or assignments by giving extensions.

Learn More

Students Not Recently Logged In

More than − 7 + days

Davis, Robert Math 137	04.14.14	✉
McArthur, Paul Math 137	04.14.14	✉
Knuth, Bill Math 137	04.14.14	✉
Sanchez, Kevin Math 137	04.14.14	✉
Laplace, Jose Math 137	04.14.14	✉
Collins, Karen	04.15.14	✉

View All

Avg. Mastery by Course Product

Highest   Lowest

83% Prep for Beginning Algebra
82% Prep for Statistics
76% Beginning Algebra
76% Prep for Intermediate Algebra
74%

View All

Avg. Mastery by Class

Highest   Lowest

83% Math 114 Prep for Beginning Algebra
82% Math 121 Prep for Statistics
76% Math 115 Prep for Intermediate Algebra

View All

MANAGING YOUR INSTRUCTOR ACCOUNT

Manage your accounts settings and find helpful resources directly from within the Instructor Module.

MY ACCOUNT

How to Find It: Open the drop-down menu beside your name in the upper-right corner. This will display the **My Account** options. From here you will see a list of helpful features that include:

Settings: Update your ALEKS account settings, contact information, and email preferences.

Message Center: Send messages to each other instructors, students, and ALEKS Customer Support.

Reference Guide: View this guide while navigating through the Instructor Module.

Customer Support: Clicking this link opens a pop-up with a partially populated customer support ticket.

Feedback: Click to send ALEKS feedback regarding the Instructor Module.

Training & Resources: ALEKS Corporation offers complimentary online resources and training.
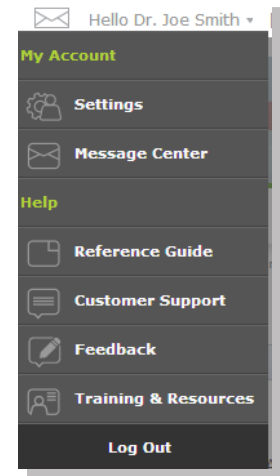
COMMUNITY

Next to your name in the upper-right corner, you will notice a Community link. The ALEKS Community is an online community where instructors can share ideas and discuss best practices with ALEKS colleagues. All ALEKS educators are members of the ALEKS Community and can log in directly from their Instructor Module by clicking on the **Community** link.

INSTRUCTOR ADMINISTRATION

In addition to the My Account menu, you can easily manage your ALEKS account from the Account Summary page.

How to Find It: Select **Instructor Administration** | click **Account Summary**

Account and Contact Information: To update your basic information, click on the Edit link for the Account Information section. You can also update your password from here.

Email Preferences: Select which emails you would like to receive, such as feature updates, from ALEKS. From this section you can also choose how you want students to communicate with you and with each other through the ALEKS Message Center.

Account Settings: Adjust your account settings, such as automatic logout time, from this section.

Classes: View a list of your current ALEKS classes. Selecting a class will take you directly to the Class Summary page where you can view all the class settings and make changes.

In this section, you'll learn how to create and manage your ALEKS classes. You'll also learn about additional features that allow you to customize your classes and overall ALEKS experience for both you and your students.

CREATING CLASSES

Classes can be easily created through the class creation wizard. To get started, go to your instructor dashboard.

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

Alternate Route: Select a class | click **Class Administration** | Click **New Class**

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

Create New Class	◄ Click to go through the class creation wizard.
Duplicate a Class At This Institution	◄ Duplicate one of your existing classes 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. Click to enter the class code of the class you want to duplicate.
Create a Class Linked to a Master Template	◄ Click to select the name of the Master Template to link the class to. *Note: Master Templates must exist in order for this option to appear.*

After selecting the **Create New Class** option, you will be taken through the Class Creation Wizard. The first step is to enter the basic class information, such as the name, section, and start and end date.

Then, select whether or not you would like to include ALEKS QuickTables. ALEKS QuickTables is a research-based, math fact mastery program for multiplication, division, addition, and subtraction. Your QuickTables settings can be managed through the **QuickTables** sub-navigation after selecting a class.

Last, click on the green **Create Class Now** button to save your basic settings.

After you have saved your basic settings, you can choose to go to the Class Summary page and customize the class at a later point, or continue with customizing your class.

- **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.

Click on the **Customize This Class** option to continue building your ALEKS class. You will be taken through several steps to integrate a textbook or eBook, setup Objectives/Modules, and edit the course content.

With Textbook Integration, ALEKS automatically aligns the content of the ALEKS course with the textbook. It then places chapter and section references on the ALEKS explain pages, so students can look up parallel material in their textbook.

Select your textbook from the drop-down list to integrate it with your ALEKS class. McGraw-Hill eBooks are available by selecting the ALEKS 360 option.

CUSTOMIZE THIS CLASS / **SET OBJECTIVES / MODULES**

The Objectives/Modules feature allows you to direct student learning. You can rearrange the ALEKS content into Objectives or modules based on specific curriculum plans.

First, select the type of Objective you prefer:

- **Chapter-based Objectives with optional Custom Objectives**—Select this option if you generally follow the order of the textbook, with a few modifications.

- **Custom Objectives**—Select this option if you prefer to build all of your Objectives without regard to the organization of the ALEKS pie or textbook.

Next, select how you want to pace your students' learning:

- **Objectives with End Dates**—Select this option if you want to assign due dates for each Objective. Once a due date passes, students will automatically progress to the next Objective. However, any unlearned prerequisite material will be carried into subsequent Objectives when needed.

- **Objectives without End Dates**—Select this option if you prefer to have students progress through the material by meeting a mastery requirement for each Objective (ideal for self-paced courses). All Objectives will then have a single due date.

CUSTOMIZE THIS CLASS / **OBJECTIVES EDITOR**

After selecting your type of Objectives, you will see the Objectives Editor. From here you can customize Objectives by assigning due dates, editing their content, and more.

Select the **Edit** link for an Objective to view and edit the ALEKS topics within the Objective. Next to this link you will see the number of goal topics.

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

Select the **New Custom Objective** button at the bottom to create your own Objective. You can choose the ALEKS content for the Objective, assign it a name, and order it.

Note: For instructions on how to assign extensions to Objective due dates in order to give students more time, please see page 21.

Once your Objectives are setup, ALEKS will take a close look at content you've selected. Based on this analysis, ALEKS may recommend additional prerequisite coverage to ensure optimal student learning using the Topic Recommendation (TREC) tool.

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

❶ ALEKS will make up to 4 recommendations: Recommended, Moderate, Minimum, and None.

❷ Click on **Select** under a level to make the column active. Checkboxes appear that allow you to choose which topics you want to add to your class content.

❸ For inactive levels, a green checkmark is placed on the recommended topics simply for reference.

Note: Switching between the recommendations resets any selections you've made.

❹ This column shows the prerequisite topics available.

Class - Recommended Topics for Optimal Learning

⚠ Based on your objectives and course content, students will need the following prerequisite topics for optimal learning.

Continue with the Current Selection, or select another column.

All checked topics will be added as prerequisites and will not count towards the Objective grade. Or, you can add a checked topic to a specific objective by clicking on **Options**. To view additional information about why this topic is recommended, click on **Details**.

Number of topics to be added: 89.   Total number of topics in class: 103   Back   **Continue**

Prerequisite Topics ❹ 89 Topics	❶ Current Selection 89 Topics [Select]	Recommended 89 Topics [Select]	Moderate 82 Topics [Select]	Minimum 9 Topics [Select] ❷
Addition of aligned decimals	✓	☑		
Addition or subtraction of fractions with different denominators	✓	☑		
Addition or subtraction of fractions with the same denominator	✓	☑	✓ ❸	
Additive property of equality with a negative coefficient	✓	☑	✓	
Additive property of equality with decimals	✓	☑	✓	
Additive property of equality with integers	✓	☑	✓	

ALEKS will offer up to 4 recommendation levels:

• **Recommended**—These topics are the maximum number of prerequisite topics, and should be used with most typical classes that have some students who need extensive review of prerequisite topics.

• **Moderate**—These topics are recommended for classes that have students who need less review of prerequisite topics.

• **Minimum**—These topics are "steppingstone" topics between goal topics. No lower prerequisite topics are included. This selection should be used only for classes where all the students do NOT need some review of prerequisite topics.

• **None**—Instructors can choose not to add any topics by selecting this level.

❶ When hovering over a prerequisite topic, a Details link appears. Clicking on this link displays information about the topic, including where in the TOC it may come from and the goal topics it is linked to.

❷ If a class includes Objectives, the Options link will appear. Clicking on this link displays information about the topic, with the option to add it to an Objective as a goal topic.

Prerequisite topics do not count toward students' grades. Only goal topics will count toward the grade.

The last step for setting up your Objectives are the Objective Settings.

OBJECTIVE PIE: When this is enabled students can toggle between two views of the pie:
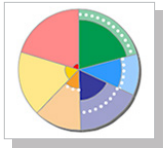
The full ALEKS Pie encompasses all of the topics in the course divided into pie slices. Dotted lines represent the Objective goal, and appear in the slices that contain the topics for the current Objective. The student also has a dashboard in their Student Module that identified the current Objective goal and its due date.
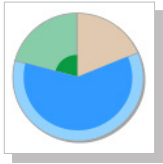
The Objective Pie encompasses all of the topics in the current Objective, including its prerequisites. This view of the pie helps students focus their attention on goal topics needed for the current Objective.

There are 3 slices in the Objective Pie:

The **Goal Topics slice** shows the topics the student must master for the current Objective. These are the topics that affect a student's grade. If no topics appear in this slice and the student has not completed the Objective, then he should work on prerequisite material first.

The **Prerequisite Topics slice** shows the topics that will help students learn the goal topics. These topics do not affect a student's grade. When a student runs out of goal topics and still has not completed the Objective, he should work on topics in the prerequisite topic slice.

The **Previous Objectives Topics slice** shows topics from earlier Objectives. If you are using Objectives with end dates, then this slice will show only topics from previous Objectives that have extensions. If you are using Objectives without end dates, then this slice will show all topics from previous Objectives that have not yet been mastered.
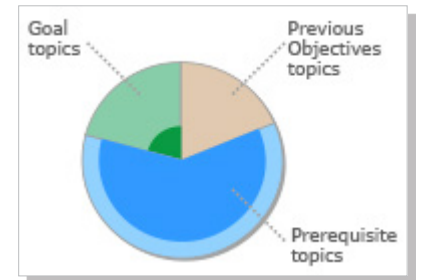
POST-OBJECTIVE ASSESSMENT: Choose whether or not to assess students if they complete an Objective before the due date, or if they meet the mastery level requirement. ALEKS recommends using the Objective Assessment to ensure that students moving quickly through the course material are retaining what they learned in each Objective.

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: Post-Objective Assessments will "reset the clock" for triggering Progress Assessments in ALEKS.

MANAGING AND EDITING CLASSES

After setting up a new class, you will see the Class Summary page. Use the Class Summary page as a shortcut to manage and update class settings at any time. Some of these settings can also be found in the sub-navigation menus.

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

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❶ IMPLEMENTATION
Provide implementation setup information.

❷ RESOURCES
Add supplementary resources and link them to ALEKS topics for students to access.

❸ CLASS DUPLICATE SETTINGS
Allow others to duplicate your class or keep it private.

❹ GRADEBOOK
Quickly access the ALEKS Gradebook.

❺ INCOMING & EXITING
Set rules for how to handle assessments and data when students switch from class to class.

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

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

To learn more about the Class Summary page, see pages 10-11.

Math 101 / ALEKS 360 / Basic Math - Class Summary

Class Information   🖉 Edit

Basic Information | **Class Code: XXXXX-XXXXX** |

Instructor: **I am teaching this class**
Name: **Math 101 / ALEKS 360**
Section: **N/A**
ALEKS Course: **Basic Math**
Start Date: **10/11/2013**
End Date: **04/12/2014**
Archival Settings: **Archive after class end date.**
Subscription Length: **Higher-Ed any access code**

Settings
N/A

Class Content

Content Customization   🖉 Edit

Textbook: **Miller/O'Neill/Hyde: Basic College Mathematics, 2nd Ed. (McGraw-Hill, Paperback) - ALEKS 360**
eBook Access: **Disabled**
Objectives Type: **Chapter-Based and Custom Objectives with End Dates**

Objectives Editor   🖉 Edit

Objectives: **30 out of 14 chapters selected**
Class Content: **278 topics**

Objectives Settings   🖉 Edit

Objective Pie: **Off**
Post Objective Assessment: **On**

QuickTables Settings   🖉 Edit

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

🖉 Edit Tables

Implementation Information ❶   🖉 Edit

Student Goal

Mastery: **85%**
Min Time Required: **3 hrs/week**

Implementation Scenario

Scenario: **Online Courses**

Resources ❷   🖉 Edit

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

Syllabus

Syllabus ▼

Class Options   🖉 Edit

Access Options

Student Enrollment Status:
Open

Class Access:
Regular

Archived Status:
Not archived

Student Activity Notifications
None

Assessment Options

Initial Assessment Location:
Anywhere

Other Assessment Location:
Anywhere

Worksheet Options

Content:
16 Review Questions

Notification:
On

Access: **None**

❸ Class Duplicate Settings   🖉 Edit

Status: **Private**

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

❹ Gradebook

Enabled

Gradebook Setup

❺ Incoming & Exiting   🖉 Edit

Incoming
Students will pickup where they left off.
   Trigger a progress assessment
   Carry over Objective grades
   Except for students whose initial assessment was **30** days or more

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

❻ Share Class Access

Share Access to this Class

❼ Student Groups

Create a Student Group

CLASS INFORMATION / CLASS CONTENT

The **Class Information** section shows basic information about your course, such as the class code and start/end dates.

The **Class Content** section shows the settings for the course, including the textbook integrated and details about the Objectives. You can adjust the settings for your class at any time by clicking on the Edit link next to the section you would like to update.

How to Find It: Select a class | Click **Class Administration** | Click **Class Summary** | Navigate to the desired section

IMPLEMENTATION INFORMATION

The **Implementation Information** section shows information about your implementation model. By filling out this section, you can help ALEKS and McGraw-Hill better understand how ALEKS is used in different course formats.

How to Find It: Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Implementation Information

RESOURCES

Supplementary resources, such as lecture videos, can be added at the class and/or topic level and organized in folders. Students can then access them through the Resources page and/or the Explain pages of ALEKS topics.

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

Alternate Route: Select a class | Click **Class Tools** | Click **Resources**

		Class Code: DNJTD-REWRC	CLASS 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**

Actions ▼   Select one or more rows to perform an action.

	Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
☐	**Instructor's note** Edit | Quick Edit	📄 Class_notes_for_chapter_1.docx (12 KB)	3 topics	👁	04/02/14	▲ ▼
☐ ▶ 📁	**Chapter 1** Quick Edit					▲ ▼
☐ ▶ 📁	**Chapter 2** Quick Edit			👁		▲ ▼
☐	**How to Use ALEKS** Edit | Quick Edit	🔗 http://www.aleks.com	No topics	👁	04/02/14	▲ ▼
☐	**Link to YouTube** Edit | Quick Edit	🔗 http://www.youtube.com	No topics	👁	04/02/14	▲ ▼

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

Note: When first accessing this feature, the ALEKS Class Resources Agreement appears. After reading and agreeing with the terms, check the box and click on >> Continue. You will see this message only once.

To see an example of what students will see on the Explain pages, open the topics list under the **Topics Linked** column. Then click on the **topic name**.

The box showing your resources will appear above the box showing textbook integration information.

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

CLASS OPTIONS

The Class Options section allows you to change settings such as when students can enroll, student activity notifications, turning on the class forum, and where students can take ALEKS assessments.

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

CLASS DUPLICATE SETTINGS

You can choose to share your class with other instructors or keep it private. If you choose to share it, then you can choose which parts of your class you would like to share, such as your Objectives and Gradebook setup.

Private—(**default setting**) the class cannot be duplicated by anyone (except ALEKS Admins at your institution).
Public—the class can be duplicated by other instructors at the *same* institution or *any* institution.

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

INCOMING AND EXITING STUDENTS

With this option, you can choose how ALEKS will handle assessments, Objectives grades, and progress data when students switch from one class to another using the same ALEKS Course Product.

How to Find It: Select a class | Click **Class Administration** | Click **Class Summary** | Click **Edit** by Incoming and Exiting Students

SHARE CLASS ACCESS

Share access to your classes with other ALEKS instructors and TAs. There are four access levels that you can assign: Read Only, Grade-book, Full, and Assign Per Student.

How to Find It: Select a class | Click **Class Administration** | Click **Class Summary** | Click **Share Access to this Class**

Alternate Route: Select a class | Click **Class Administration** | Click **Share Class Access**

STUDENT GROUPS

Create groups of students to track those needing extra attention or to organize large class enrollments. Groups can then be used to filter reports, the grade-book, and assignment data. You can also share access to these groups using Share Class Access.

How to Find It: Select a class | Click **Class Administration** | Click **Class Summary** | Click **Create a Student Group**

Alternate Route:
Select a Class | Click **Class Administration** | Click **Create a Student Group**

ADDITIONAL MANAGEMENT FEATURES

In addition to the Class Summary page, there are several features available that can help you to manage your ALEKS classes.

CLASS LIST

The Class List displays information for all of your ALEKS classes. Many functions, such as archiving, are streamlined on this page for updating and managing classes.

How to Find It: Select Instructor Administration | Click **Class List**

Alternate Route: Select a class | Click **Class Administration** | Click **Class List**

Dr. Joe Smith - Class List

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.* ▼

1 class selected

View: ☑ Active (38) | ☐ Archived (3)   Displaying 38 classes

						Download [XLS]
⊕ New Class	✏ Edit	▦ Dashboard	▯ Duplicate	⟳ Archive		

⊟ Class ^	Product	Instructor	Enrollment	Class Code
☑ Math 101 / ALEKS 360	Basic Math	Smith, Dr.	25	XXXXX-XXXXX
☐ Math 102 / ALEKS 360	Pre-Algebra	Smith, Dr.	29	XXXXX-XXXXX
☐ Math 103 / ALEKS 360	Pre-Algebra and Introductory Algebra	Smith, Dr.	33	XXXXX-XXXXX

CLASS ROSTER

The class roster displays student information. Many functions, such as enrolling/unenrolling students, are streamlined on this page for updating and managing accounts efficiently. 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.

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

After selecting a student(s), this area displays the actions available.

Note: the actions change based on the student(s) selected.

Math 101 / ALEKS 360 / Basic Math - Class Roster

Class Code: XXXXX-XXXXX   CLASS TOOLS ✎

1 Student selected   Displaying 25 Students

View: ☑ Hidden (0)

✏ Edit	▦ Dashboard	✉ Send Msg	⟳ Move	Unenroll	Hide

⊟ Name ^	Mastery	Login	Password	ID	Group	Enrolled	Expires	Last Login
☑ Alberti, Herbert	63%	HALBERTI3	APRILBENCH	226228	-	10.21.13	10.21.14	03.27.14
☐ Alberti, Jennifer	79%	JALBERTI10	APRILBENCH	226242	-	10.23.13	10.23.14	03.19.14
☐ Anderson, Jane	51%	JANDERSON2	APRILBENCH	226230	-	10.25.13	10.25.14	03.25.14

CLASS ARCHIVE

Archiving can be used to simplify the CLASS drop-down tab so that only relevant classes appear. Archived classes can be accessed and un-archived at any time. Additionally, this does not impact students' ability to access classes. After archiving a class, the class can be found at the bottom of the **CLASS** tab under the **Archived** heading.

Class archiving can be done in multiple ways. In general, individual classes can be archived from the Class Summary page in the Class Options section, whereas multiple classes can be archived from the Class List.

You can also automatically archive a class when the class end date passes. Select this option when you set your class start and end dates during class setup.

Math 101 / ALEKS 360 / Basic Math	▼	Enter Your S
Math 133 / NCCCS Developmental Math Module 050	(29 👤)	
Math 134 / NCCCS Developmental Math Module 060	(33 👤)	
Math 135 / NCCCS Developmental Math Module 070	(27 👤)	
Math 136 / NCCCS Developmental Math Module 080	(30 👤)	
Math 137 / Math Placement	(391 👤)	
Math 138 / Developmental Math	(33 👤)	
Archived	—	
Math 101 - Previous Semester / ALEKS 360 / Basic Math	(27 👤)	
Math 104 - Previous Semester / ALEKS 360 / Beginning Algebra	(27 👤)	
Math 106 - Previous Semester / ALEKS 360 / Intermediate Algebra	(29 👤)	

CLASS TOOLS MENU

The Class Tools menu gives you quick access to the Class Forum, Calendar, Student View, and Class Resources feature.

How to Find It: Select a class | Click **CLASS TOOLS** in the upper-right corner.

FORUM

The Class Forum can be used to facilitate meaningful discussions with students in the class. You can also access the Class Forum through the Class Summary page.

*Note: Enable the class forum by clicking on **Yes, Enable Class Forum**. You will only see this message once.*

CALENDAR

Quickly view and schedule assignments from the calendar view. You can also add notes to the calendar. Students will have access to the same calendar through their account.

STUDENT VIEW

Use the Student View feature to experience exactly what a student experiences in the Student Module when they are enrolled in your class. 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. You can also reset the view to start over, and have the Fast Forward button to skip around.

RESOURCES

The Resources feature allows you to add supplementary resources to your ALEKS class. See page 10 for more information.

STUDENT ADMINISTRATION

This section describes how you 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 | Click **Gradebook** | Click **Student Gradebook**

STUDENT ACCOUNT SUMMARY

Instructors can manage students' account information from the Account Summary and by viewing Student Groups and Share Class Access information.

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

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

MOVE/UNENROLL

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

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

Alternate Route: Click **Instructor Administration** | Click **Class Roster**

After selecting a student(s), this area displays the actions available.

Note: the actions change based on the student(s) selected.

It is important to make ALEKS an integral part of the class requirements and grading scheme. There are many ways to integrate ALEKS into your total class grade so as to make it worthwhile for students to complete the necessary learning.

CLASS GRADEBOOK

The ALEKS Gradebook tracks each student's performance on Objectives, ALEKS Assignments (Homework, Quiz, Test, and Scheduled Assessments), and any external assignments uploaded by the instructor. It also tracks any goal requirements you define for time logged, topics mastered, and pie mastery. You can then customize the gradebook to best suit your class needs.

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

❶ Filter the gradebook by categories, such as Objectives or Assignments.

❷ Send messages directly to students from the Gradebook. Any messages sent through the ALEKS Message Center and students are blind copied.

❸ The **Total Grade** column is updated each time a single grade is logged. This total grade can also be integrated with your LMS gradebook.

❹ Download the Gradebook to Excel for full integration with your LMS or to keep a record of it.

GRADEBOOK SETUP

To customize your Gradebook, click on the **Gradebook Setup** button. From here you can adjust the weight of each category that you would like to include in your ALEKS grading system. To add additional categories, see the next page.

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

Selecting the **Edit** link for a specific category will allow you to adjust the point value for each assignment in that category. You can also designate Extra Credit, drop lowest scores, and edit student scores.

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

EXTERNAL ASSIGNMENTS

For assignments not administered in ALEKS, you can use the External Assignments feature to create an unlimited number of categories for these assignments.

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

To create a new category, select the **Add New Row** link on the **Gradebook External Assignment Category** section.

Then click on the **Add External Assignment** link for the category. Student scores can be entered manually or by using copy-and-paste from an Excel spreadsheet.

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 | Click **Gradebook** | Click **Gradebook Log**

ALEKS REPORTS

ALEKS offers a variety of automated reports that provide you with detailed information on student usage and learning. These dynamic reports will help you monitor progress, deliver data-driven instruction, and incorporate ALEKS into the grading system.

ALEKS Reports are divided into eight categories. A description of each category is displayed by the report icon. The most commonly used reports are the ALEKS Pie, Progress, Time and Topic, and Custom. Learn more about these reports in this section.

Class Level

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

Student Level

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

CLASS »	STUDENT »
Math 101 / ALEKS 360 / Basic Math (25 👤) ✔	Enter Your Search ✔

Class Administration Gradebook **Reports** Assignments QuickTables

ALEKS Pie Direct classroom instruction.

Progress View overall class progress.

Time & Topic Gauge student study habits.

Knowledge Per Slice View mastery in each pie slice.

Assignments View assignment results.

Standards View ALEKS progress in relation to standards.

QuickTables View basic math fact mastery.

Custom Reports Schedule recurring reports in this class.

Note: The Standards report icon only appears for ALEKS courses below the College Algebra level. The QuickTables report icon only appears if you included QuickTables in your class.

ALEKS PIE REPORT

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

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

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

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

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

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

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

❶ Number of Students Included in This Report: 33 ⓘ   Tips 💡 Tutorial ⊙

Show: Current Learning ✔   Downloads ⌄

Systems of Linear Equations 8.2 of 14 Topics	58%

ALEKS Pie Mastery: 180.2 of 307 Topics
Current Objective: Chapter 6 (09/15/2014)   59%

Top Ready to Learn Topics

• Solving a word problem using a 3x3 system of linear equations	45%
• Solving a system of 3 linear equations in 3 unknowns	33%
• Solving a system of linear equations that is inconsistent or consistent dependent	30%
• Graphically solving a system of linear equations	21%

Current Learning

ALEKS Table of Contents	**Objectives** ❸	Standards	

View Course Content by Objectives   view all topics / hide all topics ⓘ

▶ Ch.1-Review of Basic Algebraic Concepts	90% Mastered
▶ Ch.2-Linear Equations in Two Variables and Functions	69% Mastered
▼ Ch.3-Systems of Linear Equations	❹ 56% Mastered

	Mastered ⓘ	Not Mastered ⓘ	Ready to Learn ⓘ	Attempted, Not Mastered ⓘ
Section 3.1 (67% Mastered)				
• Classifying systems of linear equations from graphs	64%	36%	18%	0%
• Graphically solving a system of linear equations	70%	30%	❺ 21%	0%

7 students out of 33 (21%) are **Ready to Learn** this topic.	✉ **Message Students** ✕

Chang, Jill C.
Hoffman, Robert C.
Porter, Cindy V.
Porter, Ken B.
Kitel, Karen C.
Chang, Ken B.
Dixon, Karen S.

(4) Other topics that these students are **Ready to Learn** in this Objective show »

PROGRESS REPORT

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.

❶ You can change the view of the progress data from the drop-down menu. There are five different views that display student progress in assessment and in learning mode. Three of the views allow you to select a date range.

❷ Once a view is selected, the report will update to show the requested data, as well as basic information, such as total time in ALEKS. You can also send a message directly to students from this report.

❸ The **Performance** and **Learning data** sections define the student's current progress and average learning rates. Depending on which view you selected, this section will update with new information.

Number of Students Included in This Report: 26   Logged-in Students: 0

❶ Show: Learning Progress Since Latest Asses... ▼

❷ ✉ Message Students   ❸

Student Information					Performance		Since Last Assessment		
Student Name ID Login	Total Time	Last Login	Assessment Start	Assessment Finish	Course Mastery ⓘ Percent Topics	Current Objective	Topics Learned	Time in ALEKS	Topics Learned Per Hour
☐ Browning, Victoria T.	65h 21m	09/18/2014 4:25 PM	09/03/2014	09/03/2014 0h 42m	57 +6 %	40 %	30	5h 58m	5
☐ Bush, Kelly S.	77h 42m	09/18/2014 4:25 PM	09/01/2014	09/01/2014 0h 31m	38 +4 %	20 %	20	9h 47m	2
☐ Cauchy, Bill T.	60h 58m	09/18/2014 4:25 PM	09/08/2014	09/08/2014 0h 37m	59 +5 %	20 %	24	4h 8m	5.8
☐ Chang, Bill A.	59h 12m	09/18/2014 4:25 PM	09/04/2014	09/04/2014 0h 38m	60 +5 %	60 %	28	6h 3m	4.6
☐ Davis, Jill C.	51h 29m	09/18/2014	09/08/2014	09/08/2014			25	4h 23m	5.7

❹ The bar graphs in the Performance section divide progress into three colors:
- ● Content mastered based on the most recent assessment
- ● Progress made in Learning Mode since the latest assessment
- ● Content that is not yet mastered

To view student data from previous ALEKS classes, select the **Detailed Progress History** view. If students have data from previous classes, it will appear in the **All Progress** tab. You can also view this data in an individual student's pie or progress report.

CUSTOM REPORTS

Custom Reports is a convenient option for advanced reporting needs, and can include data at the student, class, and instructor levels. Administrators can also run these reports at the institution and multi-campus levels. You can select data from existing ALEKS reports and export the combined data into a single Excel report. Additionally, reports can be scheduled to save time.

Class Level Custom Reports

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

Instructor Level Custom Reports

How to Find It: go to your Instructor Dashboard | Click **Reports** | Click **Custom Reports**

To create a Custom Report:

Create a Template: Build the foundation for your report by choosing the data fields to include. You can then schedule multiple reports to run from the template, which can be reused and duplicated to save time.

Add Data

👥 Student Information	?
☰ Assessment Performance	?
🥧 Pie Mastery	?
Pie mastery at start of report
Pie mastery at end of report
DETAIL Course Mastery ▼
MASTERY ☑ Mastery (%)
☐ Mastery (number of topics)
☐ Total number of topics available
Add+
Best performance / pie mastery
GRADES % Pts Gradebook	?
⏱ Time and Topic	?

Report Selections   clear all

Student Information   edit ✖
STUDENT INFORMATION   Name   Last login date

Assessment Performance   edit ✖
Initial assessment
DETAIL   Course Mastery
ASSESSMENT DATA   Time in assessment
MASTERY   Mastery (%)

Pie Mastery   edit ✖
Pie mastery at start of report
DETAIL   Course Mastery
MASTERY   Mastery (%)

Time and Topic   edit ✖
BREAKDOWN   Weekly
TIME & TOPIC   Time spent in ALEKS   Average topics mastered per hour

Schedule the Report: Schedule when and how often to run your custom report. You can schedule a one-time report or a recurring report. Once it is scheduled, you will receive an email in your ALEKS Inbox with the Excel report attached.

All of your templates and reports will then be saved under the **Custom Reports** section.

TIME AND TOPIC REPORT

The Time and Topic Report shows a daily breakdown of how students are spending their time in ALEKS, including each problem they practiced in Learning Mode and their answers. With this report, you can easily track time on task and get a clear picture of each student's learning behaviors and patterns.

❶ The Time Log shows daily time logged and number of topics mastered vs. attempted for each day in the date range. You can adjust this range to include up to 20 weeks.

❷ Select a student's name to see that student's individual Time and Topic Report.

❸ Once you are in the student's report, click on the link in the **Topics Attempted** column to see what topics the student attempted and mastered that day.

❹ Click on a date to see the **Learning Sequence Log**, which shows the sequence of actions a student took to learn the topic. You can also view the exact problems a student practiced and her answers from this log.

❶ Time Log (Number of topics mastered / Number of topics attempted)

	Name ▲ (Login|Student Id)	Total time in ALEKS (hrs) ⓘ	Last Login	Total Time (for date range) ⓘ	Mon 04/07	Tue 04/08	Wed 04/09	Thu 04/10	Fri 04/11	Sat 04/12	Sun 04/13
[1]	❷ Alberti, Daniel P.	165h 03m	05/09/2014	26h 56m (64/84)	3m (1/1)	0m (0/0)	-	7h 59m (10/27)	5h 33m (20/20)	9h 04m (30/32)	4h 17m (3/4)
[2]	Bush, David E.	114h 52m	05/08/2014	15h 17m (35/88)	7h 12m (18/40)	1h 51m (4/9)	-	1h 42m (5/12)	1h 35m (5/13)	2h 56m (3/14)	
[3]	Bush, Herbert P.	56h 47m	05/06/2014	14h 23m (26/32)	4h 30m (11/12)	-	4h 10m (4/8)	5h 43m (11/12)	-	-	
[4]	Cameron, Jane J.	44h 54m	05/09/2014	9h 39m (39/54)	-	-	37m (1/4)	3h 19m (12/14)	2h 17m (8/12)	2h 46m (16/19)	40m (2/5)
[5]	Carter, John R.	22h 08m	05/08/2014	8h 53m (86/95)	-	18m (3/4)	1h 11m (12/14)	2h 45m (28/30)	37m (6/7)	4h 02m (37/40)	

Date	Time Spent in ALEKS ⓘ	Topics Attempted ⓘ	Topics Mastered
❹ Fri 5/09/14	55 minutes	❸ 3 topics	2 topics
Thu 5/08/14	1 hour 41 minutes	5 topics	5 topics
Wed 5/07/14	-	-	-
Tue 5/06/14	1 hour 54 minutes	5 topics	2 topics

Learning Sequence Log on 5/08/14 ☒

Time	Result
Learning: Identifying parallel and perpendicular lines from equations	
11:40:49 AM	Correct
11:43:49 AM	Wrong
11:43:53 AM	Wrong
11:45:57 AM	Wrong
11:45:58 AM	Explain
11:52:08 AM	❺ Wrong
11:53:46 AM	Correct
11:55:17 AM	Correct
11:57:48 AM	Correct
12:00:57 PM	Wrong
12:01:05 PM	Correct
12:04:42 PM	Added to Pie
Learning: Writing equations of lines parallel and perpendicular to a given line through a point	
12:06:53 PM	Wrong
12:06:57 PM	Explain
12:14:13 PM	Wrong
12:16:41 PM	Wrong
12:16:47 PM	Explain
12:26:58 PM	Wrong
12:31:35 PM	Correct
12:34:59 PM	Correct
12:38:20 PM	Correct
12:41:58 PM	Correct
12:45:35 PM	Added to Pie

List of topics attempted on 5/09/14:
Optional: You may click on the topic titles to have ALEKS display an example of the topic.

- Lines, Functions, Systems / Graphs of Functions
  - Choosing a graph to fit a narrative : Advanced*
  - Graphing a parabola of the form $y = ax^2$*
- Lines, Functions, Systems / Systems of Linear Equations
  - Identifying solutions to a system of linear equations

❺ Click on a link in the Result column to see the exact problem the student attempted and the answer the student submitted. With this level of detail, you can pinpoint common mistakes and where the student may need extra guidance.

The Assignments menu allows you to create and manage your assignments, and view reports. Assignments can be used as extra practice, extra credit, or to supplement your grading. However, the homework, quizzes, and test assignments in ALEKS do not affect student's pies.

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

MANAGE ASSIGNMENTS

The Assignments table lists all homework, tests, quizzes, and scheduled assessments for the class. Many functions are streamlined on this page for updating and managing assignments efficiently.

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

From this table, you can also create new assignments, duplicate them from one class to another, and create extensions to deadlines.

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

CREATE ASSIGNMENTS

To create an assignment, simply follow the steps in the Assignment Creation Wizard for homework, quizzes, and tests. There are five simple steps that allow you to customize the content, how students access the assignment, and the grading scale.

How to Find It: Select a class | Click **Assignments** | Click **Assignments** | Click **Create New Assignment**

Alternate Route: Select a class | Click **Assignments** | select an assignment type under the **CREATE** menu

Note: Be cautious of how many assignments you create in ALEKS (homework, quiz, test). Too many of these will keep students from working in the ALEKS Pie, and they do not affect students' pie charts. We recommend using the ALEKS Pie with Objectives in place of homework assignments.

ALEKS Assessments are different from the homework, quizzes, and test assignments in that they affect the students' pie charts and they are individualized to each student's mastery level. ALEKS gives students automatic Progress Assessments at regular intervals as they work through the course material. You have the option to schedule additional assessments for your students. When schedule an assessment, you can prevent the automatic Progress Assessments from occurring up to seven days before the Scheduled Assessment.

EXTENSIONS FOR OBJECTIVES AND ASSIGNMENTS

You can assign extensions to students for Objectives and assignments if they need extra time to complete the work.

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

• **Method 1**—Create extensions one student at a time. After selecting a class and the student, the navigation menu allows access to the feature. Method 1 can be used to assign extensions for both assignments and Objectives.

• **Method 2**—Create extensions for multiple students at once. Edit the assignment that will be given an extension. Method 2 can be used to assign extensions for only assignments (homework, quizzes, and tests) and NOT Objectives.

Method 1

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

Method 2

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

ASSIGNMENT REPORTS

You can view assignment results on homework, tests, quizzes, and scheduled assessments through the Assignments Reports menu. The reports for homework, quizzes, and tests will show the problems each student received and their answers. Assessment results will show the percentage mastery in the ALEKS Pie for the student.

How to Find It: Select a class | Click **Assignments** | Select a report type under the **REPORTS** menu

Alternate Route: Select a class | Click **Reports** | Click **Assignments**

In addition to all the features available to instructors, ALEKS administrators also have additional features and functions to view data at the institution or multi-campus levels and manage all instructors and classes at that level.

NAVIGATION AND ACCOUNT MANAGEMENT

Institution and Multi-Campus Administrators can easily navigate between different levels of data using the navigation options.

The INSTRUCTOR tab is an additional level of hierarchy. Admins can then navigate to the desired level. Multi-campus level admins will also have an INSTITUTION tab.
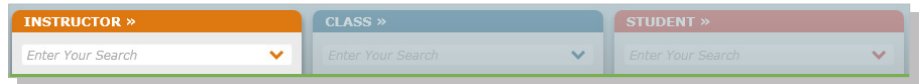
DASHBOARD

When administrators first log in, they will see the Institution Dashboard. From here they can navigate quickly to areas within the module to view institution-level data. Multi-campus level administrators will see a multi-campus level dashboard as well.

SUB-NAVIGATION

The sub-navigation links at the multi-campus and institution levels provide access to features and functions that help administrators manage their ALEKS accounts.
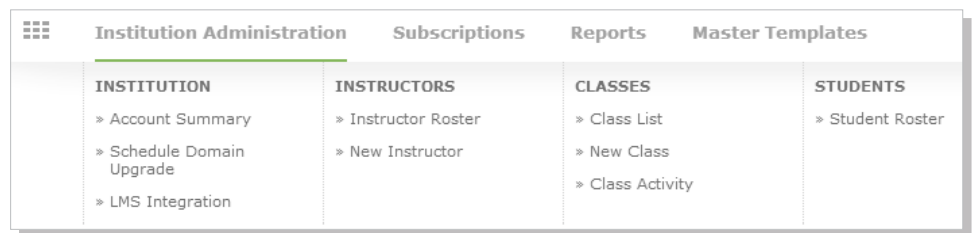
ACCOUNT SUMMARY

This page contains account settings and important contact information for the institution. Administrators also have a list of all ALEKS instructors at the school.

How to Find It: Click **Institution Administration** | Click **Account Summary**

Alternate Route: Click **Account Summary** from the Institution Information tile

SCHEDULE DOMAIN UPGRADE

This page contains the upgrade schedule for enhanced ALEKS Course Products. Administrators can schedule to upgrade their school by entering the date for each course product. Administrators should schedule course upgrades only during term breaks so that course settings and student data are not disrupted. All ALEKS instructors at the school should also be notified ahead of time before an upgrade is scheduled.

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

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 access ALEKS from their LMS such as Blackboard, Moodle, etc. 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 instructors to synchronize the Total Grade column in the ALEKS gradebook with their LMS gradebook.

MANAGING INSTRUCTORS

Administrators can manage instructors at the institution through the Instructor Roster. From here they can set permission levels, view dashboards, send messages, and delete or archive accounts. 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**.

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

Alternate Route: Select an instructor | Click **Instructor Administration** | Click **Account Summary** | Click **Edit** by Account Information

After selecting an instructor account(s), this area displays the actions available to manage the instructor.

Note: The actions change based on the instructor(s) selected.

ADMINISTRATIVE REPORTS

There are a variety of reports available to administrators that will help monitor the institution's progress in terms of student and class performance across classes. In addition, they can create custom reports at the institution level. They also have access to any reporting available to instructors.

How to Find It: go to the Institution Dashboard | Click **Reports**

MASTER TEMPLATES

A Master Template is a collection of class settings that can be created once and applied to multiple classes linked to the Master Template. This creates uniformity and consistency for classes across sections and departments.

Administrators can create a Master Template by defining the class content, adding assignments, and assigning linked classes to instructors. They can also update a Master Template at any time. Instructors teaching the linked classes can then edit their individual class settings and assignments, unless the administrator has locked the content or assignments for the Master Template.

How to Find It: Click **Master Templates** | Click **New Master Template**

Click to go through the Master Template creation wizard.

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

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

ALEKS offers a variety of complimentary resources and training to ensure instructors and students get the most out of their ALEKS experience. Some of these resources are available directly through the Instructor Module, but all of them can be found on the ALEKS website at www.aleks.com/highered/math/instructors_resources.

GETTING STARTED WITH ALEKS

Our getting started resources will help you train your faculty as well as help prepare your students for using ALEKS. Resources include student registration and orientation guides, testimonials, how-to training videos, and user guides.

Getting Started and First Day of Class Materials: http://www.aleks.com/highered/math/getting_started

Training Center for Instructors: http://www.aleks.com/highered/math/training_center

Student Resources: http://www.aleks.com/highered/math/student_resources

ADDITIONAL RESOURCES

Additional resources for instructors include a discussion forum to share ideas with other ALEKS instructors, an implementation strategies database to see how others are using ALEKS, and detailed information on ALEKS features, such as ALEKS 360.

ALEKS Community (Discussion Forum): http://www.aleks.com/highered/math/community

Training Center for Instructors: http://www.aleks.com/highered/math/training_center

Implementation Strategies Database: http://www.aleks.com/highered/math/implementations

User Guides: http://www.aleks.com/highered/math/user_guides

What is ALEKS? http://www.aleks.com/about_aleks

Textbook Integration: http://www.aleks.com/highered/math/textbook_integration

ALEKS Customer Support: http://www.aleks.com/support