

## GETTING STARTED CHECKLIST FOR ALEKS

- Before students begin the course, find an opportunity to explain how ALEKS works and how it is unique from other systems. When students understand how ALEKS works, then they tend to trust the system and use it to their benefit. [Click here](#) for resources to help you get started.

Your ALEKS orientation to students should cover:

- » Specifying your expectations for students and due date requirements
  - » The purpose of the ALEKS assessments and how they help students learn
  - » How to navigate the ALEKS Pie and work in the system
  - » How to manage their ALEKS account, including registration
  - » ALEKS Customer Support contact information
- Make sure your students complete the ALEKS Initial Assessment within the first few days of class. It is important that they understand how the assessment works before they begin, and that it is NOT a test.
  - Check your system requirements and share the [System Requirements page](#) with your students.
  - Make sure ALEKS is part of the overall course grade. We recommend making ALEKS at least 15-20% of the grade for a full course and 10-15% if you are using an ALEKS Prep course.
  - Be cautious of how many assignments you create in ALEKS (i.e. the Homework, Quiz, and Test assignments). 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.
  - Since ALEKS does not rely on multiple-choice, students will need paper and pencil to work out each problem in order to input their answers. We recommend that students have a dedicated notebook to track their work and help them stay organized.
  - Check out the Student View feature to see your ALEKS class from the student's perspective.
  - Provide students with [ALEKS Customer Support](#) contact information. When students have technical questions, they should always contact Customer Support first.
  - Familiarize yourself with ALEKS Reports before you begin using the system. The most widely used reports are the ALEKS Pie, Progress Bar, and Time and Topic. You can view these reports in the [ALEKS Free Trial for Instructors](#). Or, [click here](#) to get an overview of all reports.
  - If you are concerned that financial aid students may experience delays in receiving their aid and may not be able to start their work in ALEKS on time, please contact [ALEKS Customer Support](#).
  - Check out additional customization features on the Class Summary page for each of your ALEKS classes. From this page you can group students, add extra resources, and more.