

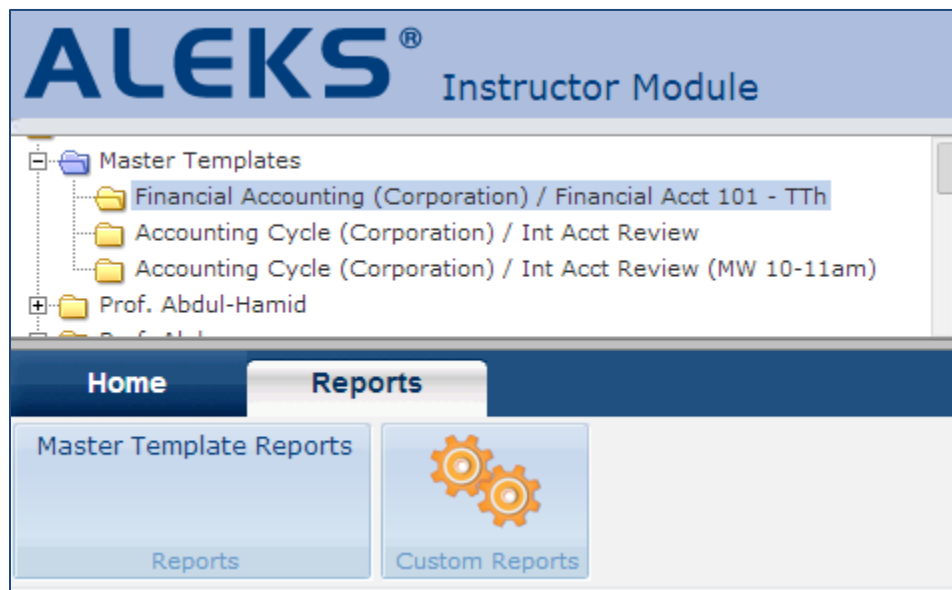
ALEKS

Master Template Asynchronous Reporting

Administrators can quickly and easily run reports at the Master Template level. Instead of generating a separate report for each course linked to a Master Template, this feature allows administrators to generate asynchronous reports for all courses linked to a Master Template.

For each Master Template in use, administrators can select from a variety of report options. ALEKS will generate the report and email it to the administrator as an Excel attachment. The report will include the students' names, instructors' names, and any relevant data for the linked courses.

To access the Master Template reports, administrators will first click on the purple **Master Templates** folder and select the template they wish to run reports for. Then, they will click on the **Reports** tab.



There are two main options for running reports:

Option 1 - Master Template Reports: Administrators can run existing ALEKS reports at the Master Template level. Data for all linked courses will be included in each report.

Option 2 - Custom Reports: Administrators can run a custom report at the Master Template level, which allows them to choose the data they want to include from linked courses.

Option 1 - Master Template Reports:

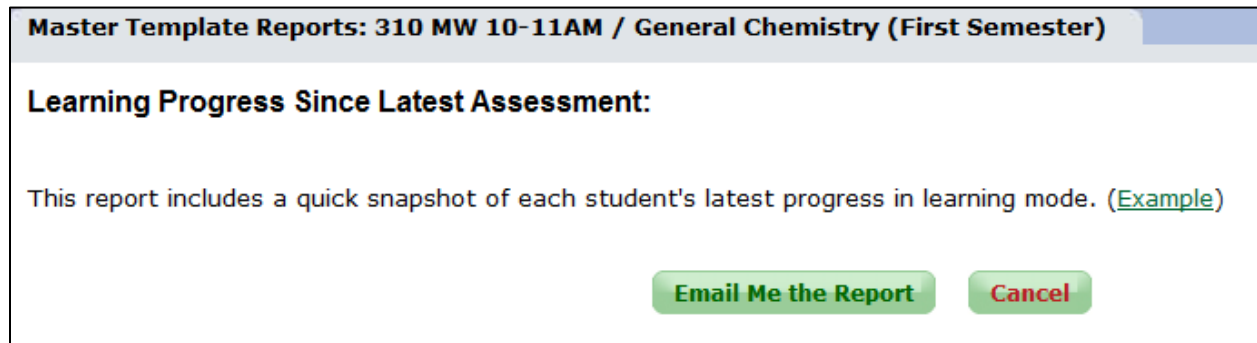
Clicking on the [Master Template Reports](#) link will show a list of available ALEKS reports that can be run at the Master Template level.

Progress Reports:

- **[Learning Progress Since Latest Assessment:](#)** Quick snapshot of each student's latest progress in learning mode.
- **[Detailed Progress History:](#)** Complete snapshot of each student's progress both in learning mode and in assessment mode over a period of time.
- **[Overall Progress in Assessment:](#)** Compares each student's first and latest assessment results.
- **[Average Report \(Pie Chart\):](#)** Average of the pie charts of all students in the course.
- **[Time and Topic Report for All Students:](#)** Shows time spent in ALEKS, topics attempted, and topics mastered over a period of time.
- **[Knowledge Per Slice:](#)** Shows each student's current mastery of each slice in this course.

Once administrators select a report link, they will see the following page explaining what the report will include. Clicking on the [Email me the report](#) button will generate the report and email it to the administrator's ALEKS Inbox. To see an example of the report, click on the [Example](#) link.

Note: Some reports may take longer than other to generate depending on the amount of data included.



Master Template Reports: 310 MW 10-11AM / General Chemistry (First Semester)

Learning Progress Since Latest Assessment:

This report includes a quick snapshot of each student's latest progress in learning mode. ([Example](#))

[Email Me the Report](#) [Cancel](#)

Administrators will receive an email from ALEKS with the Excel report attached once the report is ready.

Option 2 – Custom Master Template Reports:

Clicking on the [Custom Reports](#) tab will take the administrator through the Custom Reports creation wizard. There are three main steps to creating a custom report:

1. **Create Template** – By first creating a template, administrators and instructors can determine the foundation for their custom report, and then schedule multiple reports to run off the template. Templates can be reused and duplicated to save time.
2. **Review and Save** – In this step, users will confirm and save their custom report parameters.
3. **Schedule Report** – Administrators and instructors can run multiple iterations of their template, modifying the date range and student/class/instructor data to focus on.

To learn more about creating custom reports in ALEKS, please see the training document on Custom Reports in the ALEKS Training Center.