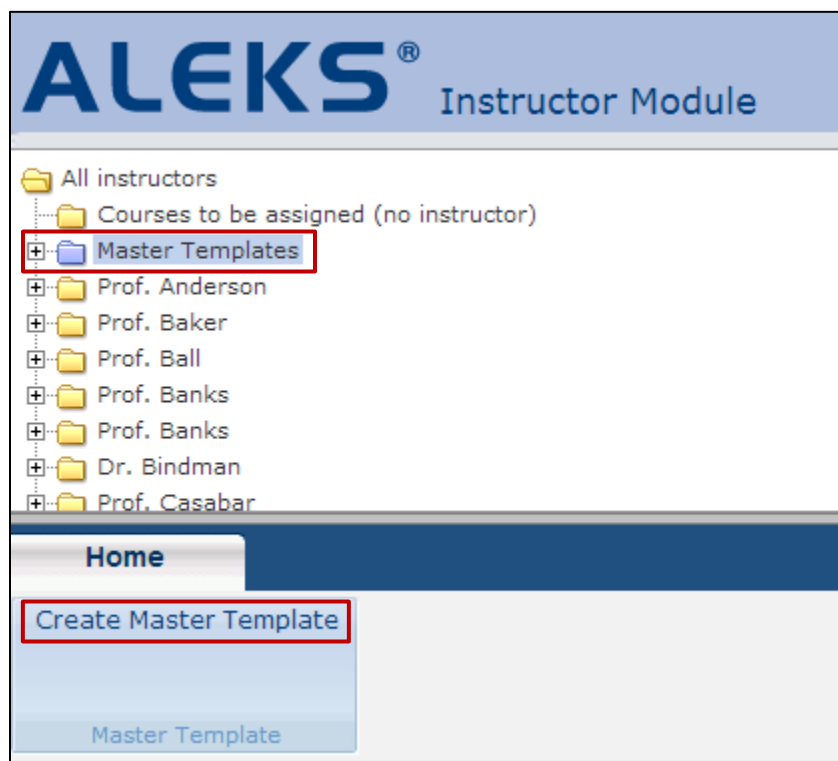# ALEKS®

Creating Master Templates

An ALEKS Master Template is a set of defined class settings that can be created once and applied to multiple classes linked to the Master Template. This creates uniformity and consistency across sections.

Administrators can create a Master Template, add assignments, and update any number of linked classes based on the 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 settings and assignments, including adding their own assignments. However, administrators can prevent instructors from editing the course content or assignments should they choose to do so.

The Master Template is available to ALEKS administrators, and can only be accessed through the Advanced Instructor Module by clicking on the purpose **Master Templates** folder.

After clicking on the **Create Master Template** link in the **Home** tab, administrators will arrive at an introductory page. Administrators can either click on the **Continue** button to create a new Master Template, or click on the provided link to create a Master Template based on an existing ALEKS class (see image on next page).

Introducing the Master Template

How it works

Creating a Master Template is a 3-part process. Each part will involve multiple steps. You will be able to save and edit your information in the process.

Part 1. Define Template Basics - Define the course settings and subject matter content and select a textbook for the Master Template.
Part 2. Create Assignments - Set up assignments that will be applied to each course linked to the Master Template.
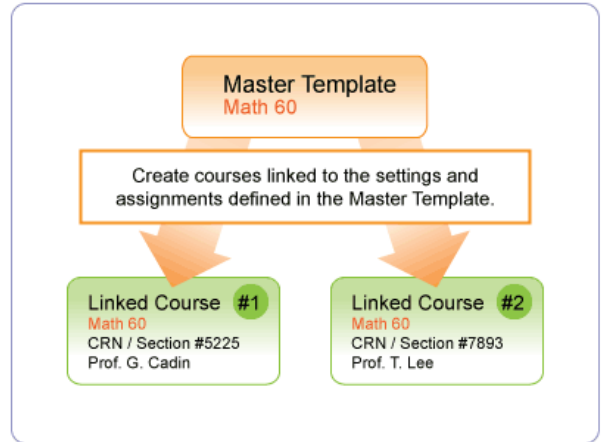**Part 3. Create Linked Courses** - Create and link courses to the Master Template and assign them to instructors.

Once linked courses have been assigned, instructors will be able to customize their own individual courses to suit their needs by:

    a. Adding and editing additional assignments.
    b. Editing assignment start dates and due dates.
    c. Making other setting changes.

Alternatively, you have the option to create a Master Template based on an existing course.

To create a Master Template from the beginning, click on "Continue".

Master Template
Math 60

Create courses linked to the settings and assignments defined in the Master Template.

Linked Course #1
Math 60
CRN / Section #5225
Prof. G. Cadin

Linked Course #2
Math 60
CRN / Section #7893
Prof. T. Lee

Continue

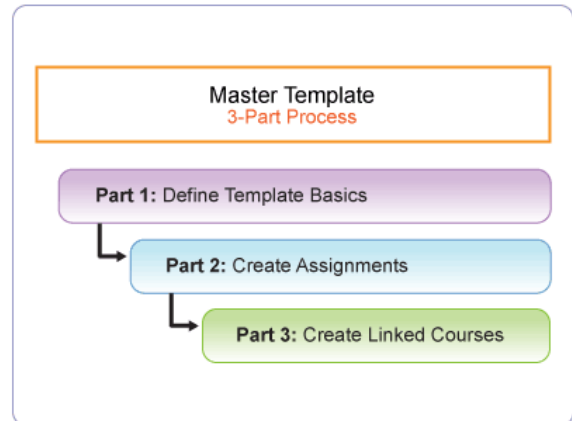## Option A: Create a New Master Template from Scratch

After clicking on the **Continue** button, administrators will see an introductory page that outlines the three steps they will take to create a new master template.

Part 1. Define Template Basics - Introduction

In Part 1, you will select a textbook and define the course content and settings.

Before you begin, please have the following information ready:
1. The name of the Master Template (e.g., Math 100)
2. The name of the ALEKS course product that the Master Template will be using
3. The start and end dates of the Master Template
4. The name of the Textbook used with the Master Template (if any)
5. The course syllabus

Master Template
3-Part Process

Part 1: Define Template Basics

Part 2: Create Assignments

Part 3: Create Linked Courses

Previous Step   Start Template Basics

Part 1: Define Template Basics

In Part 1 of the Master Template set-up wizard, administrators will walk through the standard ALEKS class creation steps beginning with the Basic Information.

Part 1. Define Template Basics - Basic Information

Master Template Name: Financial Acct 101 - TTh (example: Math 60) ⑦

ALEKS Course: Financial Accounting (Corporation) ▼ (Required)

Course Dates: Start: Month [Jan ▼] Day [3 ▼] Year [2014 ▼] 🗓 End: Month [May ▼] Day [5 ▼] Year [2014 ▼] 🗓 ⑦

Next Step

Course Wizard Progress Indicator

The next step is selecting whether or not to integrate a textbook with the Master Template, and choosing which type of Objectives to use.

Part 1. Define Template Basics - Textbook Integration, Custom Objectives and Modules

You have the option to integrate a textbook(*) with your course and to create objectives.

(1) *Textbook Integration.* With Textbook Integration, ALEKS will automatically place chapter and section references on the ALEKS explanation pages. This way, your students can easily look up parallel material in their textbook to expand on what they are doing in ALEKS.

Using Textbook Integration, you can also create Objectives (with due dates) based on the textbook chapters. These chapter objectives include all the ALEKS topics that correspond to the textbook chapter. The students' goal is to master all of these topics by the due date for the objective, and the percentage of topics mastered by the due date is automatically sent to the gradebook.

(2) *Custom Objectives.* When using Textbook Integration you also have the option to create and assign Custom Objectives, where an Objective can contain material across multiple chapters of the textbook.

(3) *ALEKS Modules.* You also have the option to create a set of Modules, which are all Custom Objectives. You determine the entire content of each Module without regard to the organization of the material in the ALEKS Pie or the textbook (if you are using a textbook).

┌─ Do you plan to use a textbook with ALEKS? ─────────────
  ◉ Yes
  ○ No

  Select your textbook:
  [Libby/Libby/Short: Financial Accounting, 8th Ed. (McGraw-Hill Education)   ▼]
                                                                  my textbook isn't here...
└──

┌─ Do you plan to use: ───────────────────────────────────
  ◉ Chapter-based Objectives with optional Custom Objectives
  ○ All Modules (Custom Objectives)
  ○ No Objectives or Modules of any kind
  (Students will see textbook references, but the textbook will not direct student learning and ALEKS topics not covered in the textbook will be turned off by default.)
└──

  ┌──┐
  │ (*)References to any part of any textbook are for identification purposes only. No implication is intended that ALEKS │
  │ Corporation is endorsing any textbook, or that any textbook author or publisher is endorsing ALEKS. ALEKS Corporation is │
  │ solely responsible for the development, selection, and sequencing of all ALEKS content. │
  └──┘

Previous Step   **Next Step**

If the administrator chose to integrate a textbook, the next step is to select the content for each Objective. Otherwise, the administrator would see the Content Editor, from which they can remove or add topics.

Last, administrators can review their course settings. They can edit information here, or click the **Save** button to continue with the Master Template set-up process.

When administrators have completed Part 1 of the Master Template creation process, they will see a confirmation page. **Advanced Options** is where administrators can customize additional settings for the class, gradebook, worksheets, and assessments. **Lockout Options** allow administrators to lock the content and/or any assignments so instructors cannot make adjustments to these two settings.

Part 2: Define Template Basics

Once administrators complete Part 1, they can proceed to **Part 2: Create Assignments** if they plan to include ALEKS assignments (Homework, Quiz, or Test). To skip Part 2, administrators click on the **I will create assignments later** link, which will allow them to proceed to **Part 3: Create Linked Courses**.

Part 3: Create Linked Courses

When administrators get to Part 3, they will first see an introductory page. From this page, they can continue by clicking on the **Create Linked Courses** button or simply view the Master Template Summary instead.

Administrators can easily create as many linked courses as they need from one page. First they assign a name to each course, and then they select an instructor to assign the course to. Administrators also have the option to assign the course later or create an instructor account directly from this page.

Option B: Create a Master Template Based on an Existing Course

To create a Master Template from an existing course, administrators first click on the **Create a Master Template** link from the **Home** tab, and then click on the **create a Master Template based on an existing course** link from the introductory page. They will then see a drop-down menu from which they can select the existing course they want to create a Master Template from.

After clicking on the **Create Master Template** button, a confirmation message will appear to inform administrators that their Master Template has been created. All course settings and assignments from the existing course are copied into the Master Template.

Administrators can then view and edit the template settings by clicking on the **Go to Master Template Summary** button. This page may be used as a guide to show which parts have been completed or require completion. Administrators can view or edit each part by selecting the appropriate link next to each part.

After a Master Template has been created, administrators can view it in the purple Master Templates folder. The Master Templates folder is structured by ALEKS Course / Master Template name.