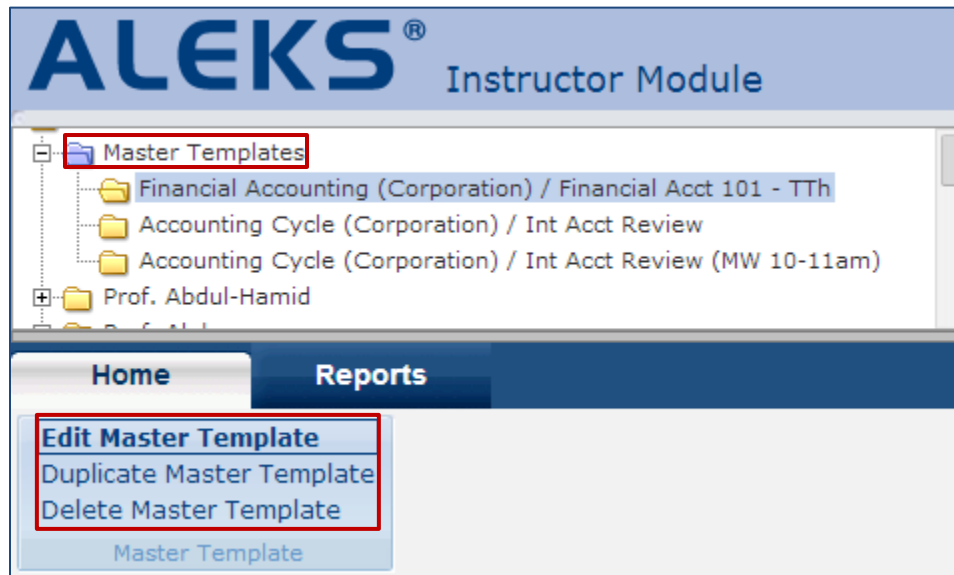


# ALEKS

## Managing Master Templates

Administrators can edit, duplicate, or delete a Master Template after selecting it from the list of existing templates. All Master Templates can be found in the purple **Master Templates** folder.



### Edit a Master Template

Administrators can edit a Master Template by clicking on the **Edit Master Template** link from the **Home** tab. Edits to a Master Template are applied automatically to all linked courses. **Any update to the Master Template will override customizations made by the instructors of the linked courses.** The override will only apply to the portion of the template that was updated. Instructors will receive a message in their ALEKS Inbox when an administrator has made a change to the Master Template.

### Duplicate a Master Template

Administrators can duplicate a Master Template by clicking on the **Duplicate Master Template** link from the **Home** tab. The settings that will be duplicated are:

- Content Editor
- Textbook Integration
- Grading (Gradebook or assignment grading settings)
- Other miscellaneous course options
- Supplementary resources linked to the course and/or ALEKS topics

Once the Master Template is duplicated, administrators can then edit the newly duplicated template if needed. They will also need to create linked courses and assign instructors to the linked courses. It is recommended that administrators change the start and end dates in the duplicated Master Template, including dates on assignments.

## Delete a Master Template

Administrators can delete a Master Template by clicking on the **Delete Master Template** link from the **Home** tab. Once a template is deleted, all linked behaviors will no longer apply. Deleting a Master Template will NOT delete any linked courses; none of the settings in any of the linked courses will be affected by the deletion. A message is sent to the instructors of linked courses when a template has been deleted.

## Locking the Master Templates

Administrators can lock Master Templates to prevent instructors from editing the course content or assignments in linked courses. It's recommended that administrators lock the course content or assignments while creating the template. However, they can still enable the lockout settings at a later time.

To lock the Master Template during the creation process, administrators first complete Step1: Template Basics of the creation wizard. The lockout options will then appear on the Template Basics Summary page.

To lock an existing Master Template, administrators first select the template from the purple folder, and then click on the **Edit Master Template** link from the **Home** tab. The administrator will then see the template summary page and click on the **view/edit** link for Part 1 to get to the Template Basics Summary page.

 **Part 1. Template Basics** [Expand / Collapse](#)

---

You have completed Part 1: "Define Template Basics". [\[ view/edit \]](#)

The Template Basics Summary page includes the Template Basics Details, Advanced Options, and Lockout Options. Click on the **show more** link in the **Lockout Options** section, and then click on the **edit** link.

**Lockout Options** [\[ show less \]](#)

---

Use these options to prevent instructors from editing the course content or assignments in courses linked to this Master Template.

Lock Course Content or Assignments [\[ edit \]](#)

Administrators have the following two lockout options:

- **Course Content** – Instructors of linked courses cannot edit the course content. However, they can edit the due dates for Objectives, but cannot edit the content within each Objective.
- **Assignments** – Instructors of linked courses cannot edit or delete their assignments linked to the Master Template. However, they can adjust the dates and create new assignments.

**Edit Master Template: 310 TTH 8-10AM / General Chemistry (First Semester)**

---

**Lockout Options**

**Course Content**

Lock the course content in this Master Template [Learn more](#)


---

**Assignments**

Lock the assignments in this Master Template [Learn more](#)

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

If the administrator has locked the course content of the Master Template, the ability for instructors to modify the ALEKS course product, course content, or Objectives will be disabled. Instructors will see a lock icon and a message that they cannot modify the settings when appropriate. However, instructors will be able to modify due dates and times for Objectives.

 Objectives in this course are linked to a Master Template and they have been locked by an administrator to prevent editing. You can edit the due dates for each Objective, but cannot edit the content within each Objective.

If the administrator has locked any assignments of the Master Template, instructors will be unable to modify or delete these assignments. However, they will be able to modify due dates.

### **Editing Linked Courses to a Master Template**

Instructors can view and edit their individual linked course settings at any time by clicking on the name of their course from the view pane. From the **Home** tab, they can then edit the course as they would a regular course. Any edits to a linked course will only apply to that course; it will not change the Master Template nor will it affect any other linked courses.

To edit any assignments in the linked courses, the instructor can simply select the tab of the assignment type and edit the assignment from there.