ALEKS®

Course and Topic Resources

User Guide

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PLEASE NOTE: Examples in this document are taken from ALEKS HE Math courses. However, the information is also applicable to ALEKS HE Business courses.

Course and Topic Resources

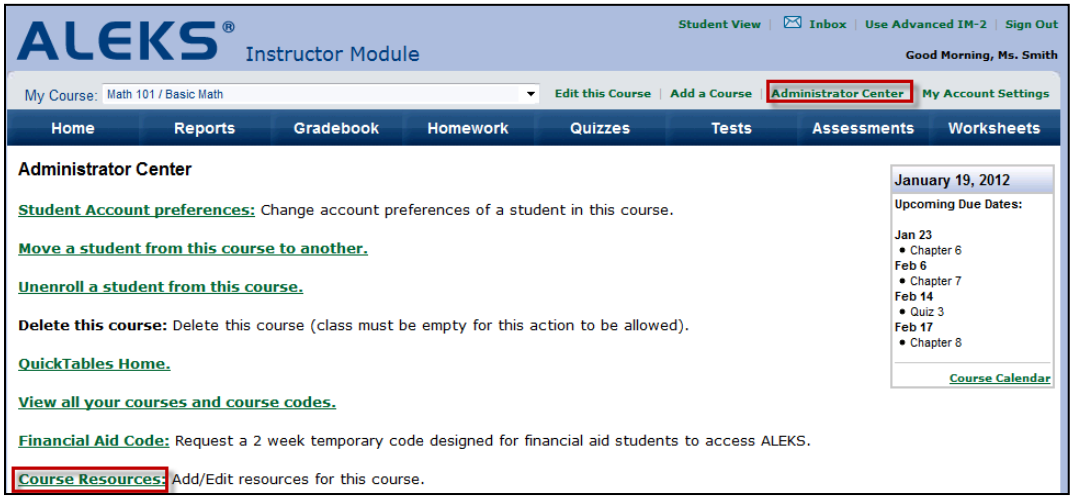
Instructors can add resources for students to access in ALEKS at the course or individual topic level. With this feature, instructors can share files, links, and notes to aid student learning. For example, instructors can add a link to a video they found online or created themselves that supports a particular lesson in ALEKS. Students can access resources through the Resources page and/or the Explain pages of ALEKS topics based on the accessibility options selected by their instructor. Additionally, instructors can organize their resources in folders.

This feature is available for all Higher Ed courses in the Basic and Advanced Instructor Modules.

How to Access the Feature in the Instructor Module

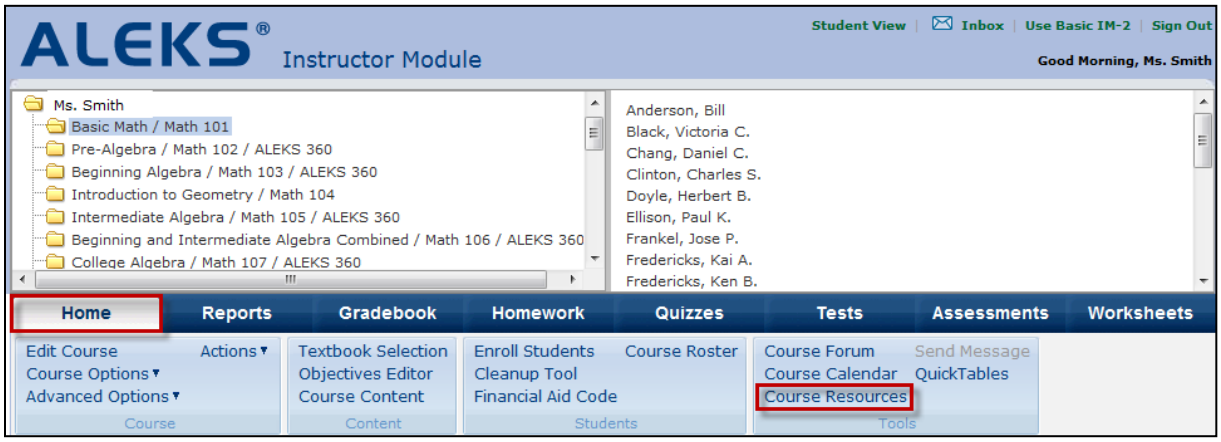
Basic Instructor Module

Instructors can access the feature after selecting a course, clicking on **Administrator Center**, and then clicking on **Course Resources**.

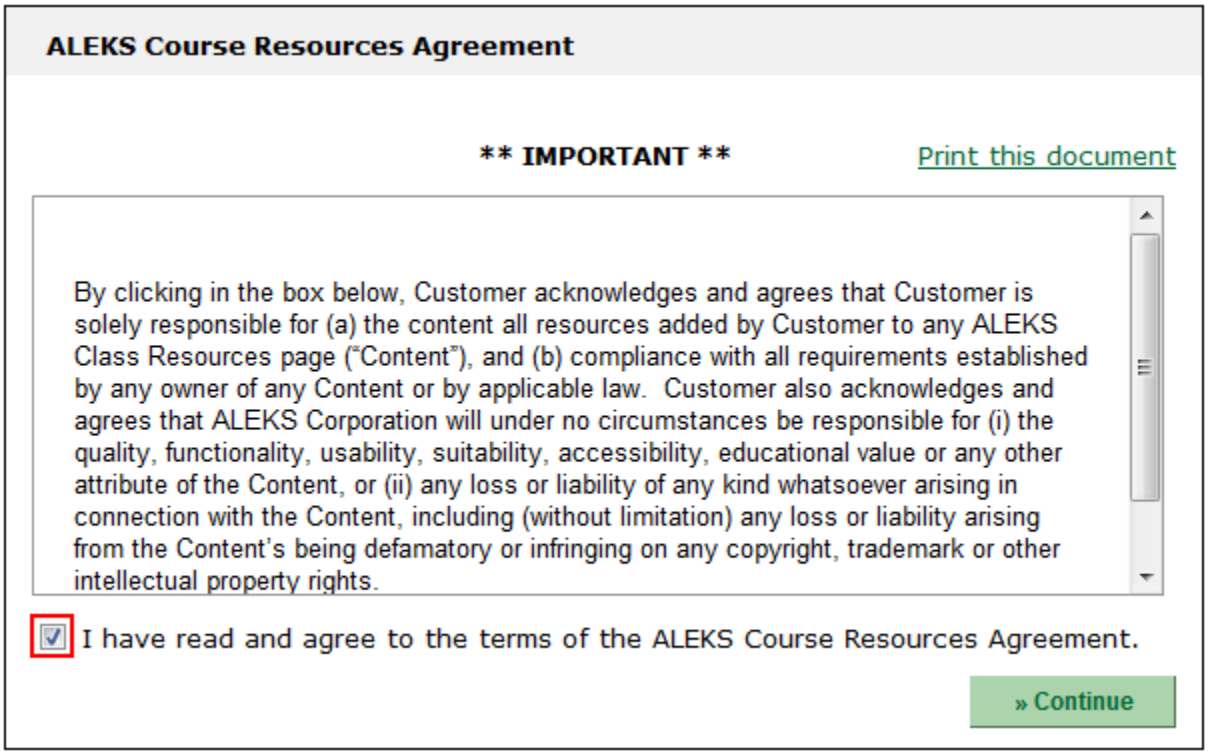


Advanced Instructor Module

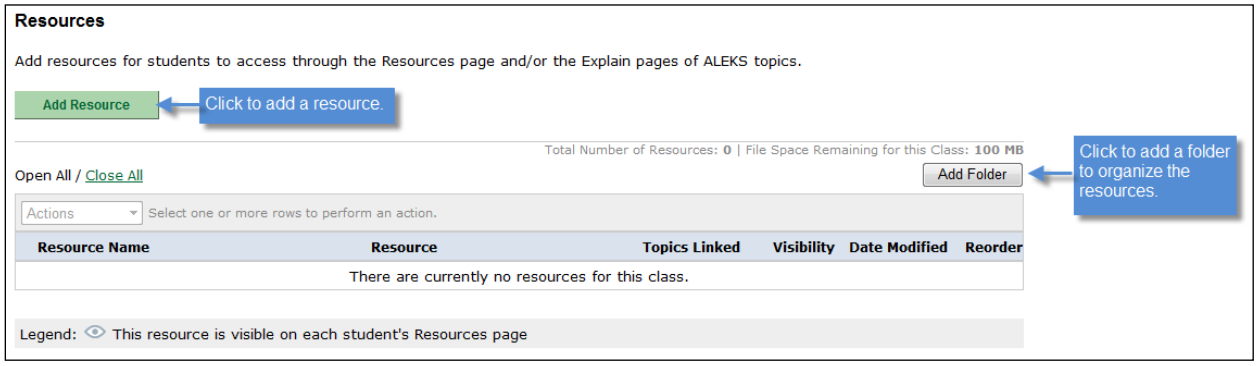
Instructors can access the feature after selecting a course, clicking on the **Home** tab, and then clicking on **Course Resources**.



When first accessing this feature, the following ALEKS Course Resources Agreement appears. After reading and agreeing with the terms, instructors check the box and click on **>> Continue**.



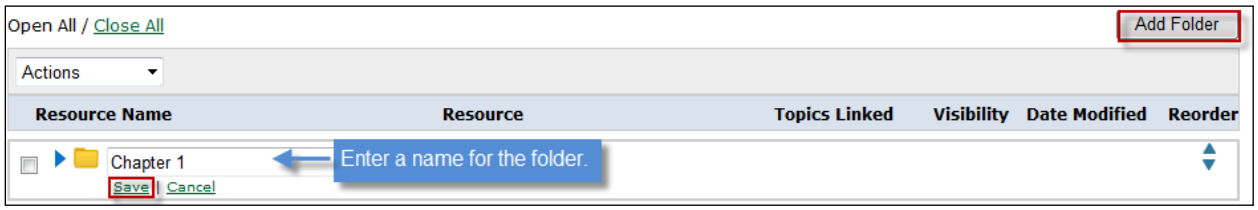
When no resources have been added, the page below appears. Instructors can begin by first adding resources or by creating folders to organize the resources. Resources and folders can be added at any time and in any order.



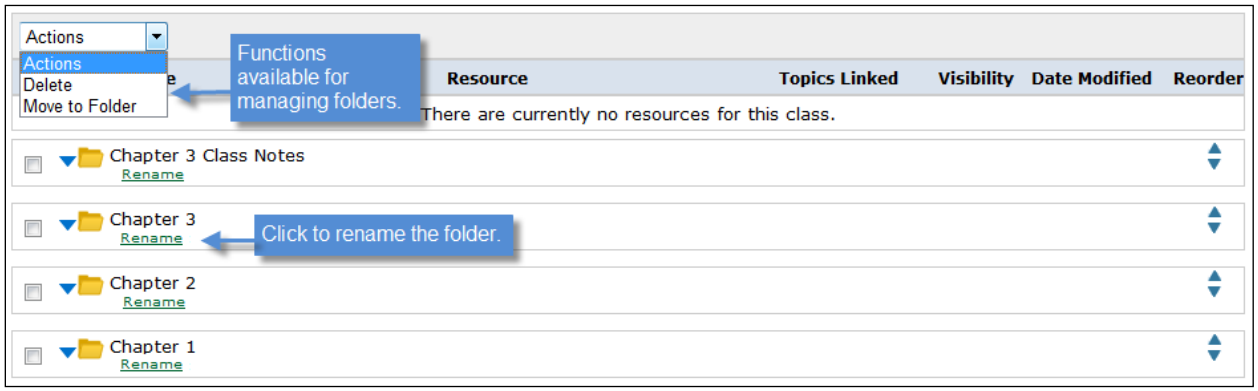
How to Add Folders

Add a New Folder

1. Click **Add Folder**
2. Enter a name for the folder
3. Click **Save**



Below is an example of what the page looks like when many resources have been added. Instructors can manage folders with the functions available from the Actions drop-down menu.

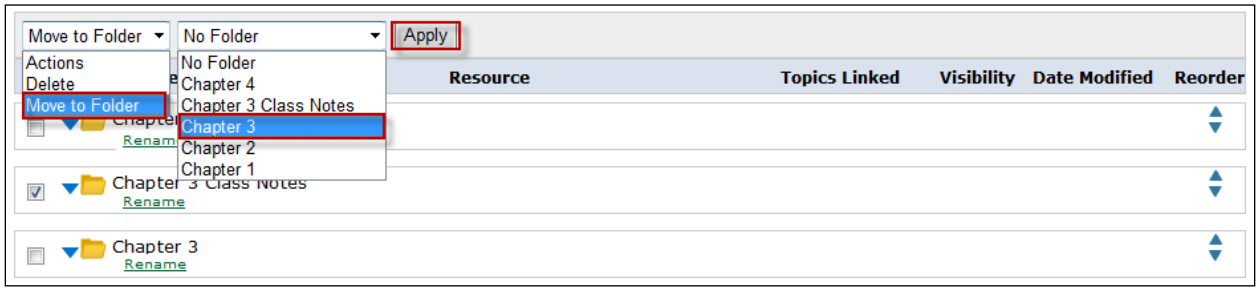


Create a Subfolder

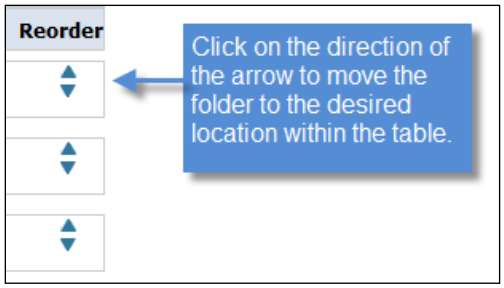
Folders can be further organized by creating subfolders. Folders can be moved through the following three ways:

A. Use the Actions Drop-Down Menu

1. Check the box next to the folder that you wish to move under a main folder
2. Under the Actions drop-down menu, select **Move to Folder**
3. Select the name of the folder to move the folder under
4. Click **Apply**

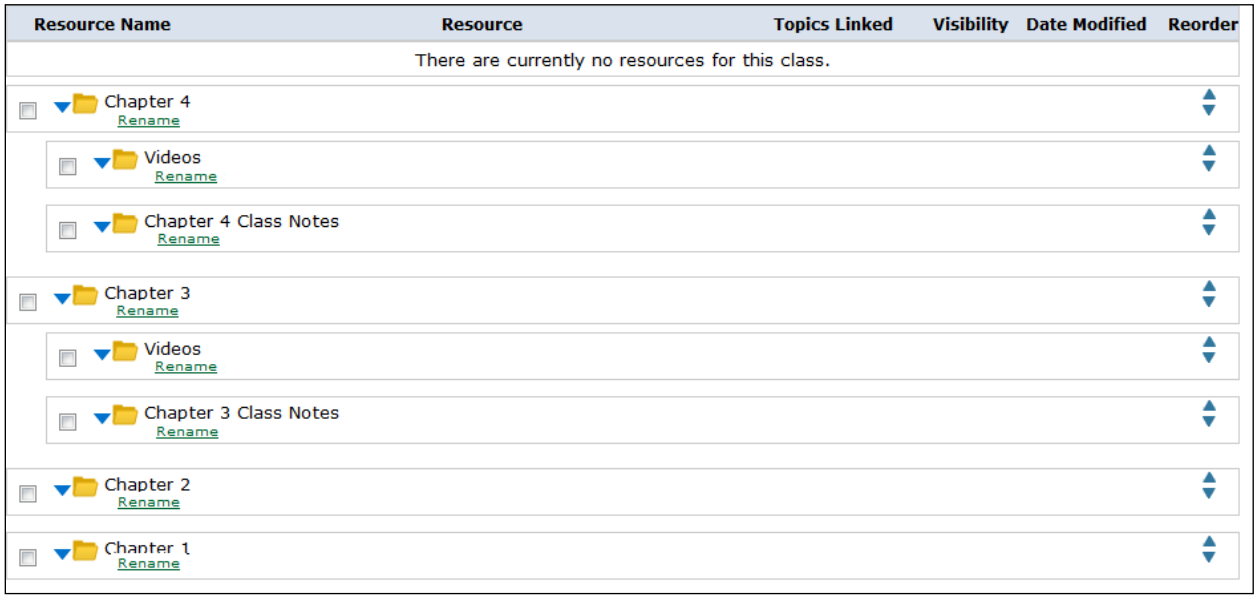


B. Use the Arrows Under the Reorder Column to Move the Folder Under the Desired Folder



C. Drag and Drop the Folders to the Desired Location Within the Table

Below is an example of a course with several subfolders:



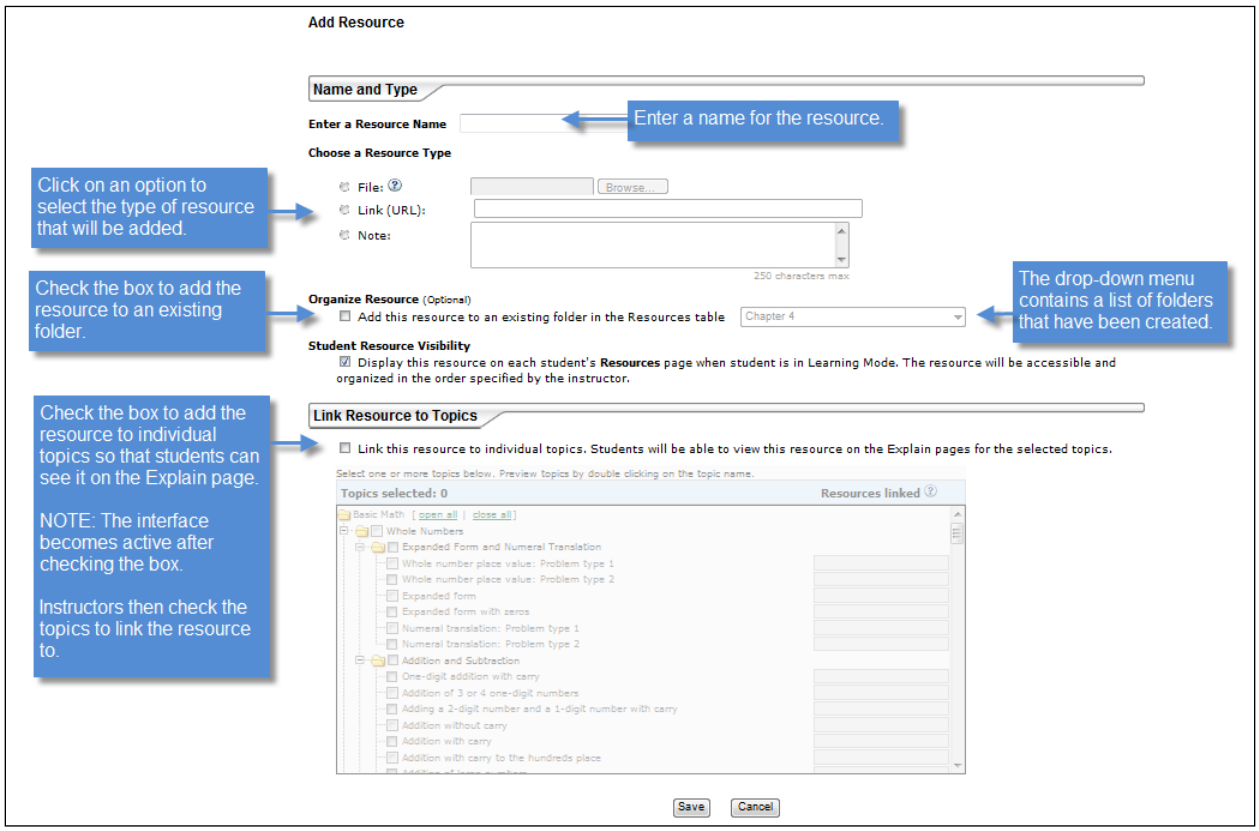
Add Resource

Below are the resource requirements:

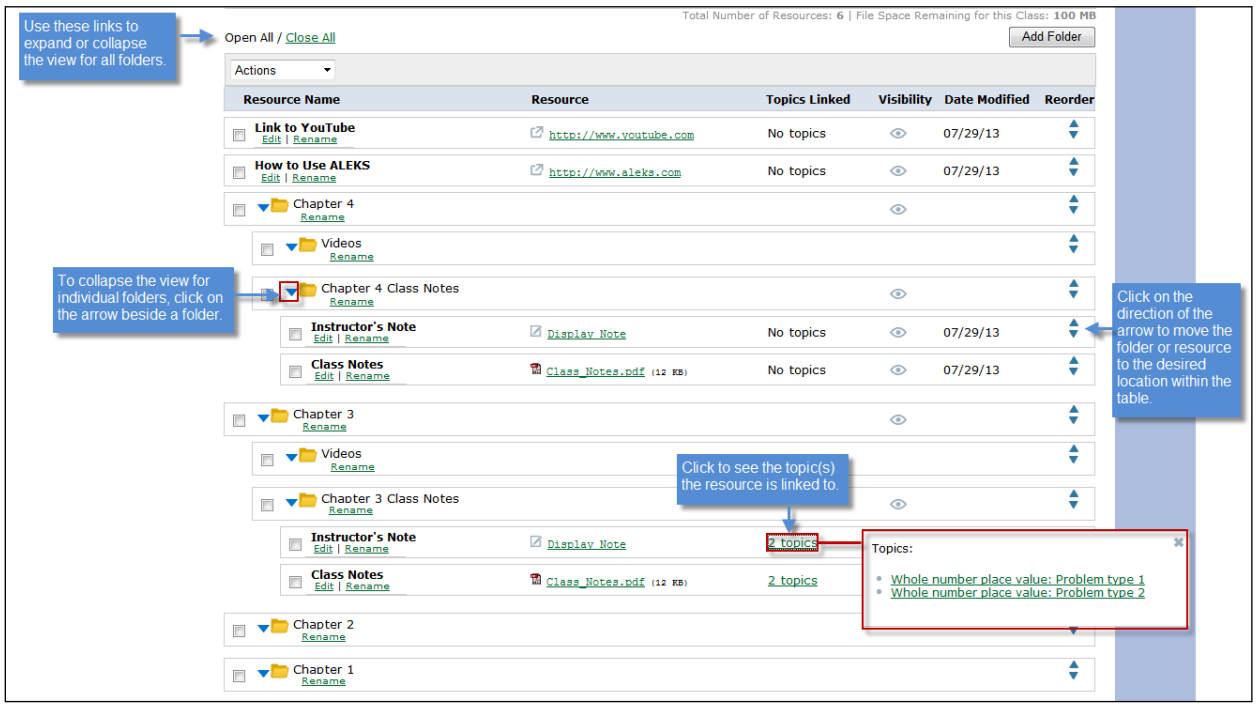
- Instructors can add three types of resources:
  - Upload a file
  - Type or paste a link
  - Type a text-only note up to 250 characters
- The total amount of resources that can be uploaded per topic is unlimited, but ALEKS recommends a maximum of three resources to enable a student-friendly view in the Student Module
- Valid URLs must begin with http://, https://, or www.
- File uploads can be up to 4MB per file
  - The following extensions are accepted for file upload:

    .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .ps, .pdf, .pps, .psp, .rtf, .txt, .xml, .swf, .jnt, .csv.
- The total amount of resources that can be uploaded in each course is up to 100MB

From the Add Resource page, instructors can perform several actions:

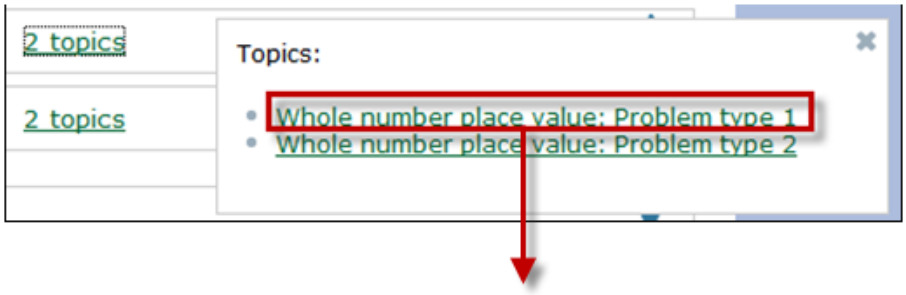


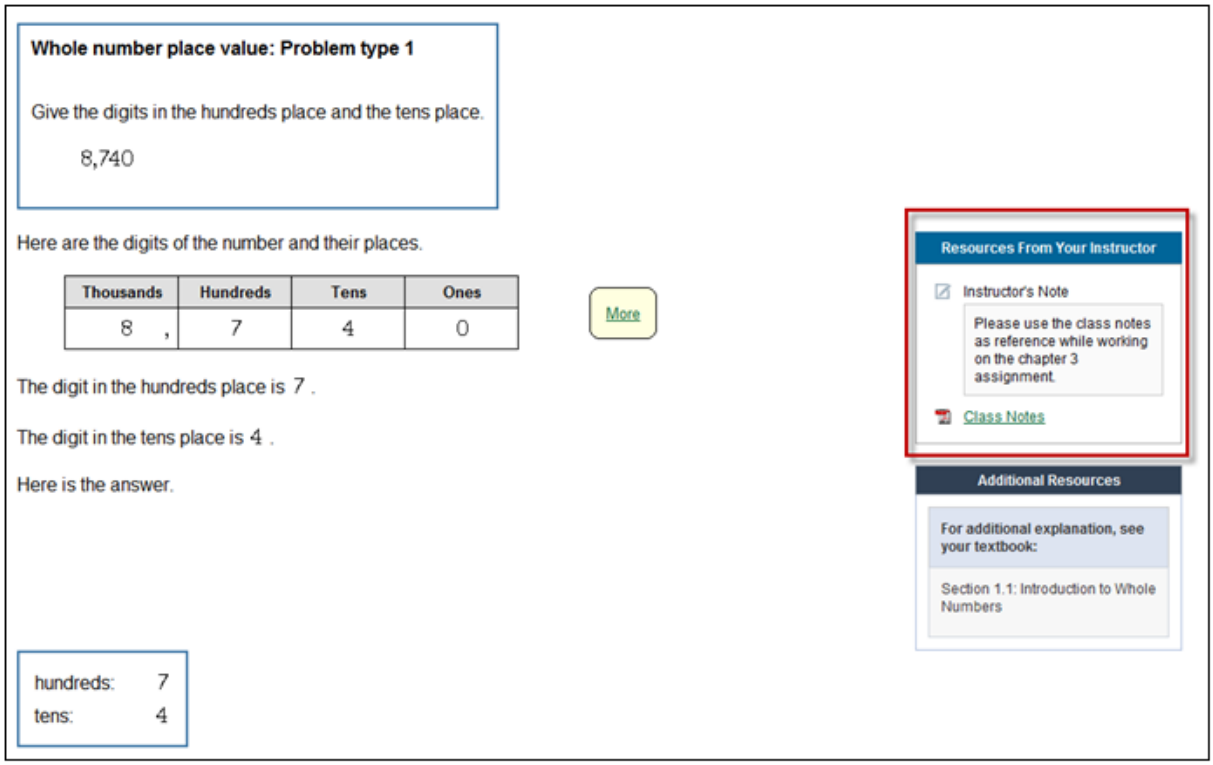
Below is an example of a course with many resources. Resources can be moved within the table in the same way as folders described on page 3. Instructors can perform several actions from this page:



How to Preview Resources from the Instructor Module

From the resources table, clicking on the topic name within the pop-up shows what the resource looks like for students when they click on the Explain button.





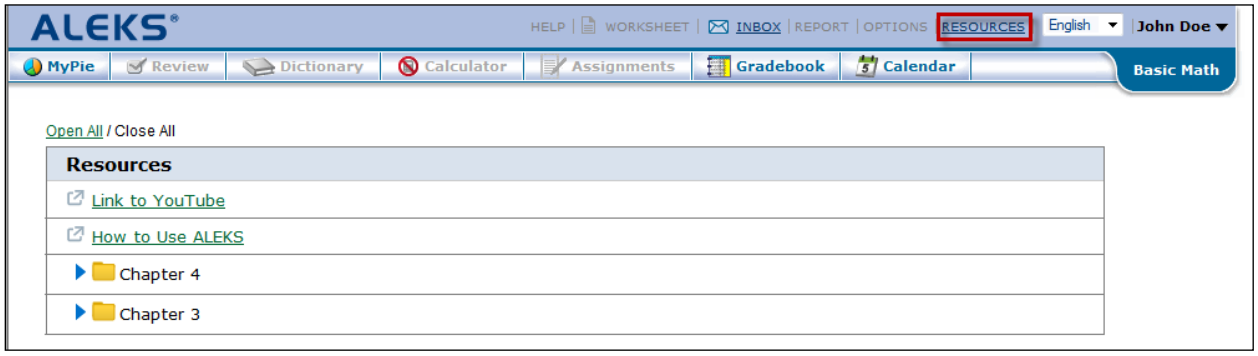
View of Resources from the Student Module

Students will see the RESOURCES link after their instructor has added at least one resource. (The link will not show if resources have not been added to the course.)

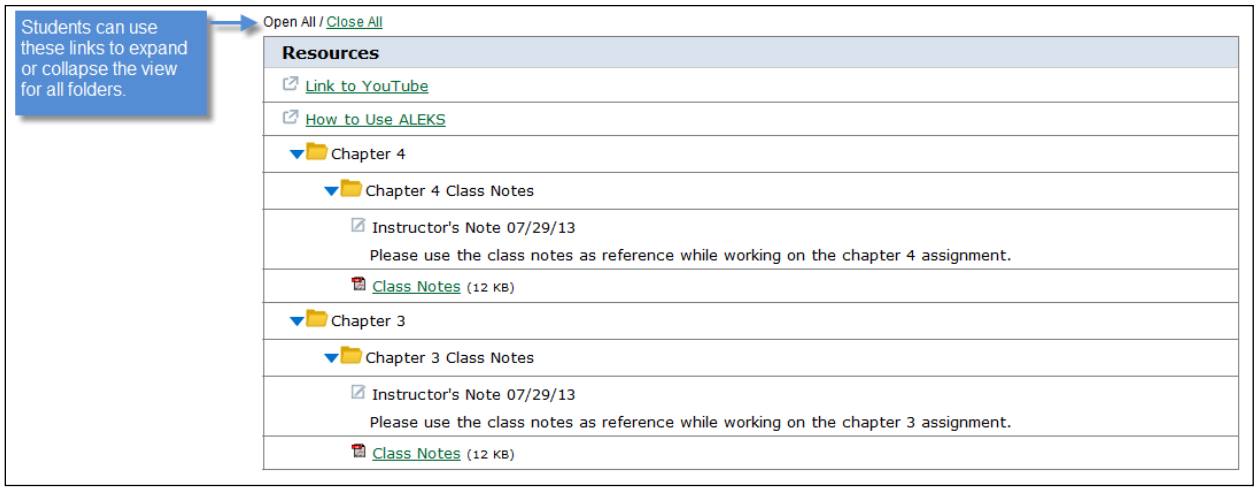
Below are examples of the two places where students can view resources based on the accessibility options selected by their instructor.

a. From the Resources Link

Students will see a table with the folders and resources that their instructor has added. Students can click on the resource or folder they want to view. By default, all folders are collapsed when arriving at this page.

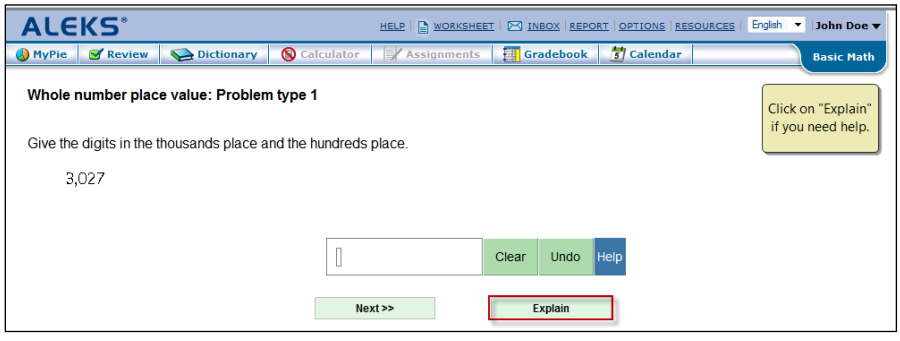


Example of the **Open All** view.

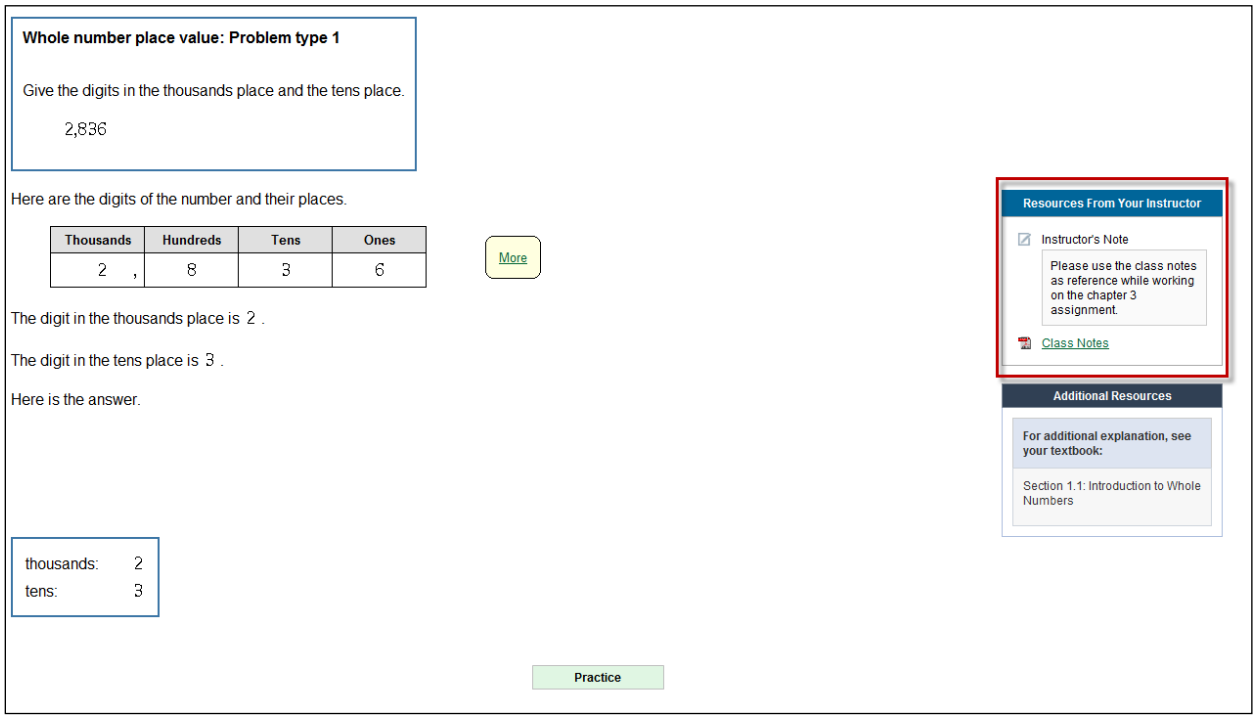


b. From the Individual Topic

If resources are linked to a topic, students click on the **Explain** button to see the resources.



From the Explain page, students see the resources added by their instructor.



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