McGraw Hill Education | ALEKS®
QUICK START GUIDE
HE MATH
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LOGGING IN

To access your Instructor Account, go to www.aleks.com. Enter your login name and password in the Registered Users box. Then click on the LOGIN button.

Please note: Students will be logged out of ALEKS after 30 minutes of inactivity. Instructors can set their own logout time.

NAVIGATING THE ALEKS INSTRUCTOR MODULE

To get started, select an existing class, or see page 03 for details about creating a new class. Use the tabs described below to manage the selected class.

Home: The Home tab takes you to the main page for the selected class. It provides a snapshot of the current average course mastery, individual student progress, and upcoming due dates.

Reports: Access automated detailed reports at both the class and individual levels for data-driven instruction.

Gradebook: Access your Course Gradebook and gradebook setup.

Homework / Quizzes / Tests: Create automatically-graded, customizable assignments.

Assessments: Schedule and manage ALEKS Assessments.

Worksheets: Create printable worksheets for individual students.

Please note: The features outlined in this document are displayed in the Basic Instructor Module. All features can also be accessed from the Advanced Instructor Module by selecting the Use Advanced IM-2 link.
Creating classes in ALEKS is a simple process that allows you to dedicate as much or as little time as you need. To create a new ALEKS class, select the **Add a Course** link and you will be guided through the Course Set-up Wizard.

### Step 1 of the Course Set-up Wizard: Basic Information
First enter the basic information for your class, such as Course Name and Section Name. You can also select whether to automatically archive the class after the end date, which will simply move the class to the **Archived** folder.

### Step 2: Select Objectives (Textbook Integration, Custom Objectives and Modules)
This step is where you can choose to organize the ALEKS content into objectives that align with your textbook and syllabus. If you plan to use a textbook, choose **Yes** and select the title from the drop-down list (ALEKS 360 titles include an eBook version). The ALEKS content will automatically correlate with the textbook coverage, and chapter and section references will appear on the ALEKS Explain pages for individual topics.

Next select which type of Objectives you plan to use.

- **Chapter-based Objectives with optional Custom Objectives**: Select this option if you generally follow the order of the textbook, with a few modifications.
- **All Modules (Custom Objectives)**: Select this option if you prefer to build all of your Objectives without regard to the organization of the ALEKS pie or textbook.
- **No Objectives or Modules**: Select this option if you prefer not to have benchmarks guide student learning; students will only have textbook references on the Explain pages.
Once you have selected your type of Objectives, you can begin customizing them by assigning due dates, creating Custom Objectives, and rearranging them in a particular order.

Assign due dates for each Objective to keep students on pace. Once a due date passes, students will automatically progress to the next Objective. However, any topics that are prerequisites for future Objectives will appear to the student along with the goal topics of the future Objective.

Switch to **Objectives without End Dates** if you prefer to have students progress through the course by meeting a mastery requirement for each Objective (ideal for self-paced courses). With this option, all Objectives will have a single due date.

If you want to combine material across chapters or split chapters into multiple Objectives, select the **Create a New Custom Objective** button. You can then choose the ALEKS topics for the Custom Objective, assign it a name, and order it within the Objectives list.

Select the **Edit** link under an Objective to view and edit the ALEKS topics within the Objective. Next to this link you will see the number of goal topics in the Objective, which are the topics that affect students’ grades.

**Tip:** Double-clicking on a topic name will open an example problem for that topic in a pop-up window. To see a different example problem for the same topic, simply select F5 (Command+R for Macs) to generate a new instance of the problem.
There are two additional settings for Objectives:

**Objectives Assessment:** Choose whether students are assessed if they complete an Objective before the due date, or if they can simply move forward to the next Objective automatically. ALEKS recommends using the Objective Assessment to ensure that students moving quickly through the course are retaining what they learned in each Objective.

**Objectives Pie:** When this is enabled, students can toggle between two views of the pie:

The full ALEKS Pie encompasses all topics in the course divided into the different course areas, or pie slices. Dotted lines represent the Objective goal, and appear in the slices that contain the goal and prerequisite topics for the current Objective. The student will also have a dashboard in their Student Module that outlines how much they have left to complete for the current Objective and its due date.

The Objective Pie encompasses only the topics in the current Objective divided into two slices: goal topics and prerequisite topics that students need in order to master the goal topics. This helps students focus on completing the current Objective and not be overwhelmed by the full pie.

If you are using Objectives without end dates, students will see a third, tan slice that shows topics from earlier Objectives that have not yet been mastered.
Step 3: Edit Content – (Skip this step if you created Objectives for your ALEKS class). The Course Content Editor allows you to edit the content in your class if you chose not use Objectives. You can drill down to the individual topic level and check or uncheck any topics that you want to include or exclude from the course material.

Any topics with a checkmark in the box will be included in the student’s pie. You can remove individual topics, whole chapter sections, or entire chapters from the course content from here.

Double-clicking on a topic name will open an example problem for that topic in a pop-up window. To see a different example problem for the same topic, simply select F5 (Command+R for Macs) to generate a new instance of the problem.

If you integrate a textbook, you will see a Supplementary Topics folder in each chapter. This includes the ALEKS topics that are not covered in the textbook, but do align with the chapter content. To add these topics back into the pie, simply open the folder and select the topics.
Step 4: Topic Recommendations – Based on your selected course content, ALEKS will recommend additional prerequisite coverage to ensure optimal student learning. If recommendations are made, you can select a level that best suits the needs of your students.

Step 5: Confirmation – Once you have completed setting up the class, a confirmation page will appear outlining the main details.

The ALEKS Course Code is unique to the class you just built. Provide this to your students so that they can enroll in the ALEKS class.

The ALEKS Course Syllabus is a detailed outline of the class setup. It can be downloaded into several formats for easy sharing with students.

EDITING A CLASS

To edit an existing course, select the class from the drop-down and then select the Edit this Course link.
Please note: The student registration instructions below provide standard access to ALEKS. Students should check with their professor or advisor to confirm the registration method in use.

Students will need two pieces of information to register a class:

1. A 10-character Class Code (provided by the instructor)
2. A 20-character Access Code (purchased in the bookstore or online)

**Step 1:** Go to www.aleks.com and click on the **SIGN UP NOW!** link under the Registered Users box.

**Step 2:** Enter the 10-character class code for the class and confirm the enrollment information.

**Step 3:** Indicate whether you are a new or existing ALEKS user.

**Step 4:** Enter the unique, 20-character access code. To purchase an access code online, click on the **purchase an access code online** link.
Step 5: Clicking on **purchase an access code online** will redirect you to an ecommerce website to buy an access code online.

Step 6: Once the access code is entered, complete the ALEKS registration steps by creating an ALEKS profile.

You can also redirect students to [www.aleks.com/highered/math/instructors_resources](http://www.aleks.com/highered/math/instructors_resources) for step-by-step instructions on Student Registration, and an easy to follow guide on how to manage their Student Account Home.

*Note: If students have any issues with registration, please direct them to contact ALEKS Customer Support at [http://support.aleks.com](http://support.aleks.com).*
THE INITIAL ASSESSMENT

The first time a student accesses his ALEKS account, he will complete the ALEKS Initial Assessment. Questions are answered in a free-response environment; multiple-choice questions are avoided. The ALEKS Initial Assessment is meant to be a diagnostic tool, that is, its purpose is to determine a student’s initial knowledge of the course at a detailed topic level so that the ALEKS Artificial Intelligence can determine what topics the student is most ready to learn. At the conclusion of the Initial Assessment, ALEKS will develop a precise picture of the student’s knowledge and then deliver a personalized learning path, in which only the Ready to Learn Topics are made available.

ALEKS chooses each question based on how the previous questions were answered. As each student is unique, each assessment is unique.

Please note: In order for the student’s learning to be as meaningful and accurate as possible, the information gathered by the Initial Assessment should be the truest picture of the student’s knowledge. Therefor we neither time nor grade the assessment – two factors that often influence adversely how a student responds on an assessment. If students become tired or lose focus during the course of the assessment, they should take a break. When they return to ALEKS, the system will return them to exactly the same place they left. Additionally, students should take the assessment seriously and answer the questions to the best of their ability, without consulting outside resources.
Each student has a color-keyed chart that provides a visual representation of her knowledge of the course material. Each slice represents a different topic area of the course. The dark portion of the slice shows how much material the student has mastered and the light portion shows what is left to learn. Also, if Objectives are being used, white dotted lines will appear to show how much of the slice needs to be filled in order to complete the current Objective. Ready to Learn Topics are accessed by hovering the mouse over the pie slices.

Students can hover the mouse over a pie slice and select from the available topics. Only the topics the student is currently ready to learn are made available.

Upon completion of the Initial Assessment, students will work in Learning Mode (also a free-response environment) to master Ready to Learn Topics. When a topic is selected, ALEKS presents practice problems with detailed tutorials that teach the topic. These algorithmically-generated problems have enough variability that a student can only get them consistently correct by understanding the core principle that defines the topic. As the student learns new topics, ALEKS updates its map of the student’s knowledge and other topics become available to the student via her pie chart.

To ensure that topics learned are retained in long-term memory, ALEKS periodically reassesses the student and uses the results to adjust the student’s pie chart. Because students must demonstrate mastery through mixed-question, adaptive assessments, mastery of an ALEKS course means true mastery of the material. It’s vital that students understand the nature of how ALEKS works, so we highly recommend discussing this with them on the first day of class. For resources to assist you with this, please visit: www.aleks.com/highered/math/instructors_resources
THE ALEKS GRADEBOOK

It is important to make ALEKS an integral part of the course requirements and grading scheme. There are many ways to integrate ALEKS into your total class grade so as to make it worthwhile for students to complete the necessary learning.

The ALEKS Gradebook logs each student’s performance on Objectives, ALEKS Assignments (Homework, Quizzes, Tests, and Scheduled Assessments), and any external assignments uploaded by the instructor. You can then customize your gradebook to best suit your class needs.

To customize your Gradebook, click on the Gradebook Setup button.

1. Filter the gradebook by categories, such as Objectives or Assignments.
2. Send messages directly to students from the Gradebook. Any messages are sent through the ALEKS Message Center and students are blind copied.
3. The Total Grade column is updated each time an assignment grade is logged. This total grade can also be integrated with your LMS gradebook.
4. Download the Gradebook to Excel for full integration with your LMS or to keep a record once the class has ended.
After you have selected Gradebook Setup, adjust the weight of each category that you would like to include in your ALEKS grading system. To add additional categories for external assignments, see the next page.

Selecting the **Edit Weight** link for a specific category will allow you to adjust the point value for each assignment in that category. You can also designate Extra Credit, specify the number of assignments that can be dropped, and edit student scores.

### Gradebook Category

<table>
<thead>
<tr>
<th>Gradebook Category</th>
<th>Category Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz</td>
<td>5 %</td>
</tr>
<tr>
<td>Test</td>
<td>5 %</td>
</tr>
<tr>
<td>Homework</td>
<td>5 %</td>
</tr>
<tr>
<td>Assessment</td>
<td>15 %</td>
</tr>
<tr>
<td>Intermediate Objective</td>
<td>25 %</td>
</tr>
</tbody>
</table>

### Gradebook External Assignment Category

<table>
<thead>
<tr>
<th>Gradebook External Assignment Category</th>
<th>Add New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>35 %</td>
</tr>
<tr>
<td>Group Project</td>
<td>10 %</td>
</tr>
</tbody>
</table>

Total: 100 %

<table>
<thead>
<tr>
<th>Objective Name</th>
<th>Due Date</th>
<th>Extra Credit</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Readiness</td>
<td>07/23/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 1</td>
<td>08/02/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>08/12/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>08/24/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>09/03/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>09/13/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>09/25/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>10/07/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 8</td>
<td>10/18/2013</td>
<td></td>
<td>10 points</td>
</tr>
<tr>
<td>Chapter 9</td>
<td>10/31/2013</td>
<td></td>
<td>10 points</td>
</tr>
</tbody>
</table>
EXTERNAL ASSIGNMENTS

For assignments not administered within ALEKS, you can use the External Assignments feature to create an unlimited number of external assignment categories, each with a different weight. Once you create an External Assignment Category, you can add external assignments and student scores. This feature allows you to use the ALEKS Gradebook to capture total course performance.

To create a new External Assignment Category, select the Add New link on the Gradebook Setup page.

Once you have created different categories, you can quickly add an assignment by selecting the Add External Assignment link corresponding to the appropriate category. Student scores can be entered manually or by using copy-and-paste from a spreadsheet document.
ALEKS offers a variety of automated reports that provide you with detailed information on student usage and learning. These dynamic reports will greatly help you to easily monitor progress, deliver data-driven instruction, and incorporate ALEKS into the grading system. Additional information on ALEKS Reports can be found in the Training Center for Higher Education Math (www.aleks.com/highered/math/training_center).

ALEKS Reports are divided into six main categories:

**ALEKS Pie Report** shows average learning and can be used to direct instruction and group students based on topics they are currently ready to learn. See page 16 for more details.

**Progress Bar Report** shows overall student progress and average learning rates. It can be used to monitor progress and identify students who may need intervention. See page 17 for more details.

**Time and Topic Report** shows a daily breakdown of how students are spending their time in ALEKS. It can be used to monitor time on task and student learning patterns. See page 18 for more details.

**Knowledge Per Slice Report** shows a breakdown of student progress for each slice of the ALEKS Pie (or Objectives if they are used) and can help monitor progress.

**Assignments Report** shows the results of automatically-graded ALEKS assignments, which include Homework, Quizzes, and Tests.

**Custom Reports** allow you to mix and match data from the existing ALEKS reports to create your own custom report. See page 19 for more details.

Note: If you are using an ALEKS course below the College Algebra level, you will see two additional report categories: Standards and QuickTables. Please see the Higher Education User Guides for more information on these reports.
The ALEKS Pie Report shows average learning for all the students in the course. With this report, you can view which topics students have mastered, not mastered, and are ready to learn in order to direct instruction and group students based on level of readiness.

1. The pie chart represents average class mastery for each content area. The white dots represent the current Objective goal.

2. Below the pie chart you’ll see the ALEKS content organized by the Table of Contents (pie slices) or by Objectives.

3. Selecting the **Percentage Mastered** link for an objective or pie slice will display the percentage of students who have mastered, not mastered, and are ready to learn each topic within the objective or pie slice.

4. Selecting a percentage at the topic level will reveal exactly which students fall into the **Mastered**, **Not Mastered**, or **Ready to Learn** categories. You can send messages directly to these students and view other topics they are ready to learn.
The Progress Bar Report shows overall student progress in both Learning and Assessment, as well as average learning rates. It can be used to monitor progress and identify intervention students by comparing data points, such as total time, course mastery, and topics learned per hour.

You can change the view of the progress data directly from the View Menu. Views are categorized into three groups:

- Progress in Learning Mode: what students learned in the ALEKS Pie
- Progress in Assessment: what students master on an ALEKS Assessment
- Detailed Progress History: a combination of progress in Learning and Assessment

Once a view is selected, the report will update to show the requested data. The report includes basic information, such as total time in ALEKS, last login, and when a student took the last assessment.

The Performance and Learning data since latest assessment sections define the student’s current progress and average learning rates.

The bar graphs in the Performance section divide progress into three colors:

- Content mastered based on the most recent assessment
- Progress made in Learning Mode since the latest assessment
- Content that is not yet mastered

<table>
<thead>
<tr>
<th>Name</th>
<th>Total time in ALEKS (hrs)</th>
<th>Last login</th>
<th>Last assessment</th>
<th>Topics mastered</th>
<th>Topics learned since last assessment</th>
<th>Hours in ALEKS since last assessment</th>
<th>Topics learned per hour since last assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black, Karen R</td>
<td>102.0</td>
<td>08/20/2013</td>
<td>08/10/2013</td>
<td>50+64%</td>
<td>24+26%</td>
<td>10.5</td>
<td>2.3</td>
</tr>
<tr>
<td>Suck, Jill R</td>
<td>110.6</td>
<td>08/27/2013</td>
<td>09/10/2013</td>
<td>66+47%</td>
<td>21+9.6</td>
<td>9.6</td>
<td>2.2</td>
</tr>
<tr>
<td>Carter, Victoria V</td>
<td>64.1</td>
<td>08/27/2013</td>
<td>08/10/2013</td>
<td>66+47%</td>
<td>21+7.3</td>
<td>7.3</td>
<td>2.8</td>
</tr>
<tr>
<td>Clinton, Tracy C</td>
<td>145.8</td>
<td>08/27/2013</td>
<td>09/11/2013</td>
<td>72+47%</td>
<td>22+11.9</td>
<td>11.9</td>
<td>1.9</td>
</tr>
<tr>
<td>Cobin, Kai A</td>
<td>60.0</td>
<td>08/24/2013</td>
<td>08/05/2013</td>
<td>47+48%</td>
<td>24+7.2</td>
<td>7.2</td>
<td>3.3</td>
</tr>
</tbody>
</table>
The Time and Topic Report shows a daily breakdown of how students are spending their time in ALEKS. With this report, you can easily track time on task and get a clear picture of each student’s learning behaviors and patterns.

The Time Log shows daily time and number of topics mastered vs. attempted for the data range selected. You can adjust this range to include up to 20 weeks.

Select a student’s name to see that student’s individual Time and Topic Report.

Once you are in the student’s report, click on the link in the Topics Attempted column to see what topics the student attempted that day.

Click on a date to see the Learning Sequence Log, which shows the sequence of actions a student took to learn the topic.

List of topics attempted on 9/05/13:
- Algebra and Geometry Review / Rational Expressions and Variation
  - Adding rational expressions with different denominators: x + a, x + b
  - Adding rational expressions involving different quadratic denominators
    - Correct
    - Correct
    - Correct
    - Correct
    - Correct
  - Complex fraction involving multivariate monomials

The Time and Topic Report

<table>
<thead>
<tr>
<th>Time and Topic Report</th>
<th>Time Spent in ALEKS</th>
<th>Topics Attempted</th>
<th>Topics Mastered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu, 9/05/13</td>
<td>32 minutes</td>
<td>3 topics</td>
<td>2 topics</td>
</tr>
<tr>
<td>Wed, 9/04/13</td>
<td>34 minutes</td>
<td>1 topic</td>
<td>1 topic</td>
</tr>
<tr>
<td>Tue, 9/03/13</td>
<td>1 hour 43 minutes</td>
<td>12 topics</td>
<td>12 topics</td>
</tr>
</tbody>
</table>

Learning Sequence Log on 9/05/13:

- Adding rational expressions with different denominators: x + a, x + b
  - 7:18:36 am Correct
  - 7:22:47 am Correct
  - 7:25:06 am Wrong
  - 7:27:16 am Erased
  - 7:29:31 am Correct
  - 7:30:31 am Added to To Do

- Adding rational expressions involving different quadratic denominators
  - 7:40:56 am Correct
  - 7:42:20 am Correct
  - 7:44:16 am Added to To Do
Custom Reports allow you to mix and match data from ALEKS reports in order to create your own custom report. These reports are sent directly to your ALEKS Inbox as an Excel document, and can be scheduled to run at multiple levels ranging from a single class up to multiple campuses. With Custom Reports, instructors and administrators can easily collect, store, and share the specific metrics they need for advanced tracking and grading purposes.

**Create Template** – Build the foundation for your custom report by creating a template. In this step, you will choose the data fields to include. You can then schedule multiple reports to run off the template, which can be reused and duplicated to save time.

**Schedule Report** – Schedule when and how often to run your custom report. You can schedule a one-time report or recurring report. Once the report is scheduled, you will receive an email in your ALEKS Inbox when the report is ready.

Your Custom Templates and Reports will be saved under the Reports and Templates tabs. You can then manage your existing templates and reports from here. For example, you may want to re-download a previously run report or edit a custom template by adding a data field.
ALEKS ASSESSMENTS

Please note: Creating assignments and scheduling additional assessments are optional features not necessary for students to receive the maximum benefit of ALEKS.

ALEKS gives students automatic Progress Assessments at regular intervals as they work through the course material. You have the option to schedule additional assessments for your students. When scheduling an assessment, you can prevent automatic Progress Assessments from occurring up to seven days before the Scheduled Assessment. Please note that how a student performs on either automatic or scheduled assessments will affect the topics in her pie chart.

There are two types of Scheduled Assessments:

Progress Assessments focus on material that the student has recently learned. These assessments are just like the automatic assessments used by ALEKS throughout student learning.

Comprehensive Assessments focus on all of the material in the course. Please note that students who do not take these assessments seriously, or skip problems that they actually know how to do, can lose topics from their pies.
CREATING AND EDITING ASSIGNMENTS

Please note: Creating assignments and scheduling additional assessments are optional features not necessary for students to receive the maximum benefit of ALEKS.

As the instructor, you have the ability to create customized Homework, Quizzes, and Tests to assign to all or some of your students. These assignments are optional and are automatically graded by ALEKS. The grades are then recorded in the ALEKS Gradebook. You can view specific results for any assignment by viewing the Assignments Report.

Select the appropriate tab for the assignment you would like to create.

Create a new assignment by clicking the Add button.

Manage assignments by selecting an action from the drop-down menu.

See pages 22 and 23 for assignment customization options.
Please note: Student performance on ALEKS Homework, Quizzes, and Tests has no effect on their pie charts.

There are many customization options available when creating an ALEKS Homework, Quiz, or Test.

**Step 1:** You can edit the name of the assignment, the date and time to start and end the assignment, and the time limit. Additional customization options are also available, including requiring that the assignment be completed at school.

**Step 2:** Choose what content to include in the assignment by dragging and dropping topics or sections to the empty box on the right side of the screen. You can also use the Randomly add option to quickly create an assignment based on the contents of an integrated textbook chapter.
Step 3: Edit Gradebook Settings by selecting several options, including the number of times a student can take the assignment, and which score to record.

Step 4: With Assignment Access Options, you can allow students to choose when to start the assignment, or require them to start the assignment as soon as it is available. You can also set a password to control student access and facilitate the proctoring exams.

Step 5: Set a Grading Scale for the assignment by moving the green bars. This scale can also be changed after students complete the assignment in order to set a curve.
STUDENT VIEW

The Student View allows you to experience your course as a student. To access the Student View account, click on the Student View link from your Instructor Module.

The Student View behaves as it would for a regular student, but also allows you to skip the Initial Assessment, preset your knowledge level, and reset the Student View.

ALEKS MESSAGE CENTER

You can access your ALEKS Message Center from any screen in the Instructor Module by clicking on the Inbox link.

The ALEKS Inbox functions in much the same way that a typical email system does. The ALEKS Message Center allows you to send messages from various parts of the system, including the ALEKS Gradebook and most class reports.

The math palette allows you and your students to insert mathematical symbols and graphs in your message.

Students can automatically attach a screenshot of the problem they are working on in Learning Mode by clicking on the Inbox link, and then clicking the Compose button. Selecting the Attach Page box will attach a screenshot of the problem.
The following features can be found in the Administrator Center in the Basic Instructor Module, or on the Home Tab of the Advanced Module.

**SHARE COURSE ACCESS**

Share access to your classes with other ALEKS instructors, TAs, adjuncts, and tutors.

There are four levels of course access available:

- **Read Only** – Cannot modify any course settings
- **Gradebook** – Editing capabilities to the gradebook only
- **Full** – Complete access to the course with editing capabilities (cannot delete or move the course)
- **Assign Per Student** – Read only access at the individual student level

### Instructor Access Levels

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Kelly</td>
<td>Read Only</td>
</tr>
<tr>
<td>Brown, Linda</td>
<td>Gradebook</td>
</tr>
<tr>
<td>Brown, Thomas</td>
<td>No Access</td>
</tr>
<tr>
<td>Brucat, Phillip</td>
<td>No Access</td>
</tr>
<tr>
<td>Bryant, Don</td>
<td>No Access</td>
</tr>
<tr>
<td>Bryant, Peter</td>
<td>Full</td>
</tr>
<tr>
<td>Burton, Unique</td>
<td>Assign per Student</td>
</tr>
</tbody>
</table>

Share supplementary resources with your students by linking to online resources, uploading files, or adding a custom note directly in the Instructor Module. Any resources that you add to your ALEKS class can be linked at the topic level or at the class level, and can easily be organized into folders.

Students can access class-level resources by selecting the RESOURCES link in the upper-right corner of their Student Module. Topic-level resources will appear on the Explain pages of the linked topics so students can see the resources right when they need it.

### COURSE RESOURCES

Create groups of students within an ALEKS class in order to easily track specific students needing extra attention. Groups can then be used to filter reports and Gradebook scores. You can also have access to these groups with other ALEKS instructors, TAs, and adjuncts.

### STUDENT GROUPS
IMPLEMENTATION MODELS

There are various models for using ALEKS at your college or university. Below are some examples of how ALEKS can be implemented into your course, along with some key ALEKS features that can support each implementation model. You can also view our Implementation Strategies Database by visiting: www.aleks.com/highered/math/implementations

EMPORIUM
Students will use ALEKS in a computer lab setting and work at their own pace to complete the course. Instructors will supervise the lab and answer questions as needed.

MODULES
Instructors will divide the course material into attainable portions that students will work through at their own pace. The Initial Assessment results will place students into the appropriate module.

ONLINE
Students will complete courses remotely. There may be little or no access to a physical college.

HYBRID
Students will spend time using ALEKS to master course material, as well as attend in-class lectures.

TRADITIONAL LECTURE
Students will use ALEKS to supplement in-class lecture.

Please visit the Implementation Strategies Database: www.aleks.com/highered/math/implementations
• Consistent use of ALEKS throughout the class term will help students build learning momentum and achieve success. We recommend making ALEKS count for at least 15-20% of the overall class grade so students are encouraged to use ALEKS on a regular basis.

• Use Chapter and Custom Objectives to set benchmarks for your students as to what percentage of their pie should be completed at regular intervals throughout the term.

• Have students keep an ALEKS Notebook. Students can work out problems in the notebook, as well as use it to store ALEKS Explain pages and their own notes.

• Use the Time and Topic Report to ensure students are consistently logging in and making progress.

• Be proactive at the start of the course - check Initial Assessment scores!

**BEST PRACTICES**

**ADDITIONAL RESOURCES**

Implementation Strategies Database: www.aleks.com/highered/math/implementations
View a selection of implementation strategies from instructors who are successfully using ALEKS.

Higher Education Training Center: www.aleks.com/highered/math/training_center
Learn more about ALEKS features and how to maximize your use. Pre-recorded videos and printable training guides are conveniently available.

Instructor Resources: www.aleks.com/highered/math/instructors_resources
Download sample syllabus language, a student orientation to ALEKS, and more.

ALEKS Community: www.aleks.com/highered/math/community
Log in to share ideas and discuss best practices with your ALEKS colleagues.

Adoption Information: www.aleks.com/highered/math/adoption_information
Find your local ALEKS Consultant.

ALEKS Customer Support: www.aleks.com/support/contact_support
Contact ALEKS Customer Support directly for assistance with technical issues.