



ALEKS[®]

Extensions for Objectives and Assignments

User Guide

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Introduction

Instructors can now give students extensions for course Objectives and assignments which includes assessments, homework, tests, and quizzes.

This feature allows instructors to provide individual students with additional time to complete objectives and/or assignments.

Instructor Side

How to Access the Extensions for Objectives and Assignments Feature

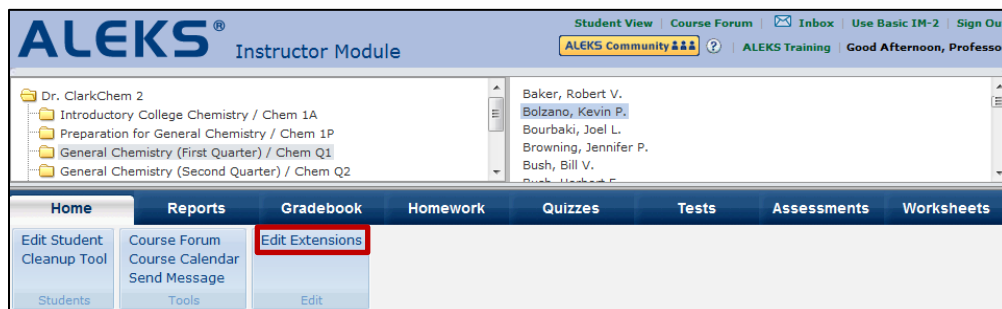
This feature is available for all Higher Ed courses in the Advanced Instructor Module.

There are two ways instructors can access the feature and give extensions:

- **Method 1** - Create extensions one student at a time. After selecting a course and student, the navigation menu allows access to the feature. Extensions can be given on assignments *and* Objectives.
- **Method 2** - Create extensions for multiple students at once. Edit the assignment that will be given an extension. Method 2 only works for ALEKS assignments, and not Objectives.

Method 1: Create Extensions One Student at a Time

Instructors click on a class, and then select the student to give the extension to. Finally, from the **Home** tab, they click on **Edit Extensions**.



Instructors arrive at the following page.

The screenshot shows the 'Edit Extensions' page for Lisa Brown. The page title is 'Edit Extensions: Lisa Brown'. Below the title, there is a message: 'The **Post Objective Assessment** for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.' Below this message, there is a 'View' section with filters: 'All (21) | Assessments (2) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)'. Below the filters is a table of assignments:

Name	Start	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	Add Extension
Objective #1	-	01/08/2014 (6:00 AM)	-	Objective	Add Extension
Objective #2	-	01/16/2014 (6:00 AM)	-	Objective	Add Extension

Annotations on the page include:

- A blue box on the left says: 'This message reminds instructors of the course setting for post Objective assessments and how ALEKS will behave when students complete an Objective before the scheduled end date. Click to edit this assignment.'
- A blue box on the right says: 'Click on an assignment type to filter the list below.'
- A blue box on the right says: 'Click to add an extension for this assignment.'

Example 1: How to Give an Extension on an Objective

Scenario: An instructor wishes to give student, Lisa Brown, an extension on Objective 1.

1. Click **Add Extension**.

Edit Extensions: Brown, Lisa
Login Name: LBROWN183

Edit Extensions for Lisa Brown

The **Post Objective Assessment** for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.

View: All (20) | Assessments (1) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)

Name	Start [▲]	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	Add Extension
Objective #1	-	01/06/2014 (6:00 AM)	-	Objective	Add Extension
Objective #2	-	01/16/2014 (6:00 AM)	-	Objective	Add Extension

After clicking on **Add Extension**, the window expands to allow instructors to input the new date and time.

2. Enter the date for the extension. For this example, the instructor gives an extension date of **1/08/2014** and a time of **11:59pm**.
3. Check whether or not to enable the Objective completion assessment. If the Objective was originally created without an assessment, then this checkbox will not appear.
4. Click **Save**. The instructor then receives a confirmation message.

Objective #1	-	01/06/2014 (6:00 AM)	-	Objective	<input type="text" value="01/08/2014"/>
					<input type="text" value="11"/> <input type="text" value="59"/> <input type="text" value="pm"/>
					<input checked="" type="checkbox"/> Enable Assessment upon Objective completion
					<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Remove Extension"/>

The instructor sees the new extension date for the Objective, including if the assessment is enabled or disabled. She can click on **Edit Extension** to modify the extension if needed.

Objective #1	-	01/06/2014 (6:00 AM)	-	Objective	01/08/2014 (11:59 PM)
					Assessment enabled
					Edit Extension

Example 2: How to Give an Extension on an Assignment

Scenario: An instructor wishes to give student, Lisa Brown, an extension on Homework 1.

1. Click **Add Extension**.

Edit Extensions: Brown, Lisa
Login Name: LBROWN183

Edit Extensions for Lisa Brown

The **Post Objective Assessment** for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.

View: **All (20)** | Assessments (1) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)

Name	Start [▲]	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	Add Extension
Objective #1	-	01/06/2014 (6:00 AM)	-	Objective	Add Extension
Objective #2	-	01/16/2014 (6:00 AM)	-	Objective	Add Extension

After clicking on **Add Extension**, the window expands to allow instructors to input the new date and time.

2. Enter the date and time for the extension. For this example, the instructor gives an extension date of **1/13/2014** and a time of **5:00pm**.
3. Click **Save**. The instructor then receives a confirmation message.

Name	Start [▲]	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	<div style="display: flex; align-items: center;"> <input style="width: 100px;" type="text" value="01/13/2014"/> <input type="button" value="📅"/> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> 5 00 pm </div>

Save
Cancel
Remove Extension

The instructor sees the new extension date and can click on **Edit Extension** to modify if needed.

Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	01/13/2014 (5:00 PM)
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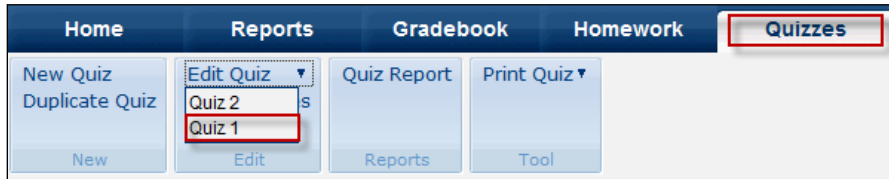
[Edit Extension](#)

Method 2: Create Extensions for Multiple Students at Once for ALEKS Assignments

Example 3: How to Give an Extension on a Quiz

Scenario: An instructor wishes to give two students an extension on Quiz 1.

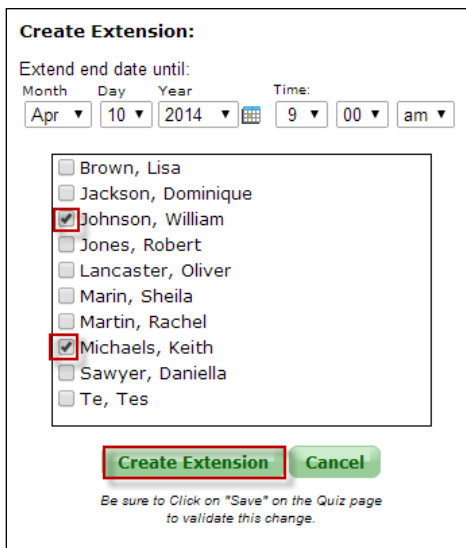
1. Click on the **Quizzes** tab. Under **Edit Quiz**, select **Quiz 1**.



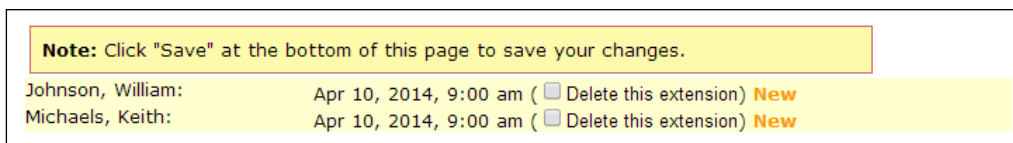
2. Click **Create Extension** in the Step 1: Name and Date section.



3. Check the box for the students that need the extension.
4. Enter the new extension date and/or time. For this example, the instructor gives an extension date of **4/10/2014** and a time of **9:00am**.
5. Click **Create Extension**.



6. Review the extensions and then, click **Save** at the bottom of the page.



Student Side

What the ALEKS Pie Looks Like for Objectives with Extensions

The scenario below explains what the ALEKS Pie can show a student who has been given an extension.

Scenario: When creating Objectives, the instructor sets the class due date for Objective #1 on **1/10/2014 at 6:00 PM**. He gives the student, Jane Doe, an extension to **1/15/2014 at 11:00 PM**.

One of the following outcomes will occur based on Jane Doe's actions:

- Jane Doe completes Objective #1 *before* the original due date of **1/10/2014 at 6:00 PM**. Jane's ALEKS Pie will now go into open pie mode, which means she is free to work on any ALEKS topic that she has mastered the prerequisites for until the original deadline passes. After the deadline passes, Jane will be required to work only on goal and prerequisite topics for the next Objective, which is Objective #2.

ALEKS® HELP CALENDAR WORKSHEET GRADEBOOK INBOX REPORT OPTIONS Jane Doe

MyPie Review ALEKSpedia Calculator Data Per. Table Assignments Intro Chem

Introductory College Chemistry

MyPie Course Mastery (71 of 97 topics) [Need Help?](#)

Stoichiometry (2 of 14)

Math and Physics (23 of 23)

Measurement (20 of 20)

Matter (15 of 15)

Atoms, Ions and Molecules (11 of 25)

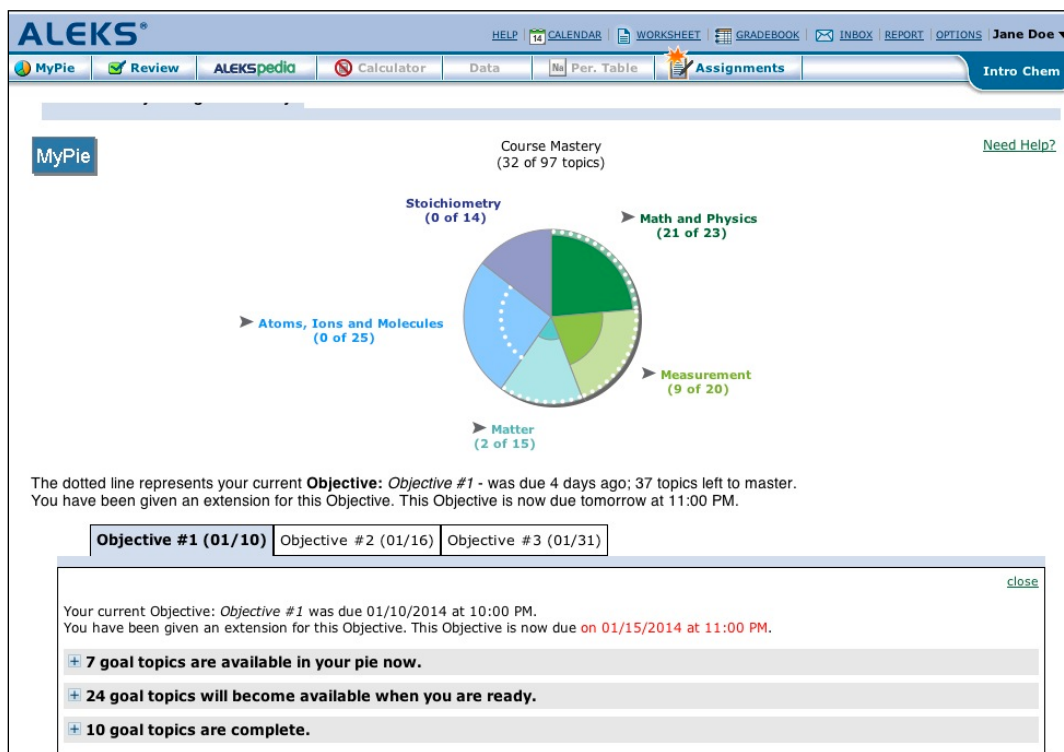
Objective #1 (01/14) Objective #2 (01/16) Objective #3 (01/31)

[close](#)

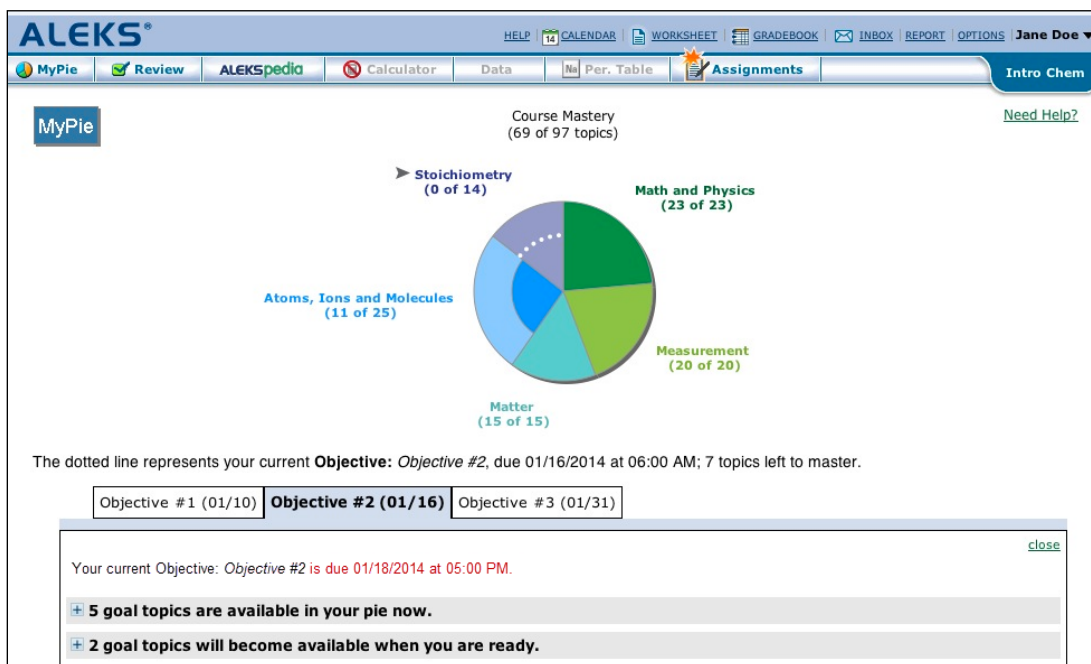
Your current Objective: Objective #1 is due 01/10/2014 at 6:00 PM.
You have been given an extension for this Objective. This Objective is now due on 01/15/2014 at 11:00 PM.

+ 41 goal topics are complete.

- b. Jane Doe does not complete Objective #1 before the original deadline of **6:00 PM** on **1/10/2014**. Therefore, the extension she has been assigned will go into effect. Jane's ALEKS Pie will continue to show Objective #1 until **11:00 PM** on **1/15/2014**, which is the new deadline. Once the new deadline passes, Jane will move on to the next Objective, which is Objective #2.



- c. Jane Doe completes Objective #1 *after* the original deadline of **6:00 PM** on **1/10/2014**, but before the extension deadline of **11:00 PM** on **1/15/2014**. Jane moves onto Objective #2, reflected in the pie.



NOTE: Objectives cannot have extensions that go beyond the end date of the next Objective. The following alert will occur.

Alert ✖

The extension of 02/12/2014 (6:00 AM) is not valid because it occurs after the next Objective that is due on 01/31/2014 (6:00 AM). Please adjust the extension accordingly.

OK

Class and Student Gradebook

When students have been given an extension for an Objective or assignment, instructors see a clock icon near the student's score in the gradebook. Hovering over this icon displays the extension date. Students will see also the clock icon when they access their own gradebook. Once the extension deadline passes, the gradebook will reflect the student's latest grade for that Objective.

Course Gradebook: Basic Math 123013 / Basic Math

Gradebook
 Show: All

[Send Message to Selected Students](#) [Display Options](#) [Full Screen View](#)

All	Students (Name Login Student ID)	Total Grade	Homework 1 [Edit]	Ch.1-Introduction to Whole Num... [Edit]	Ch.2-Fractions [Edit]	Ch.3-Decimals [Edit]
			Jan 5, 2014	Jan 8, 2014	Jan 16, 2014	Jan 30, 2014
1	Brown, Lisa	86%	80%	91%	61%	
2	Jackson, Dominique	56%	0%	<div style="border: 1px solid gray; padding: 2px;">Extension Date: Jan 13, 2014</div>	61%	
3	Johnson, William	0%	0%	0%		
4	Jones, Robert	0%	0%	0%		
5	Lancaster, Oliver	54%	0%	91%	61%	
6	Marin, Sheila	0%	0%	0%		



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