ALEKS®

Course and Topic Resources

User Guide

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

ALEKS Course Resources Agreement

** IMPORTANT **   Print this document

By clicking in the box below, Customer acknowledges and agrees that Customer is solely responsible for (a) the content all resources added by Customer to any ALEKS Class Resources page ("Content"), and (b) compliance with all requirements established by any owner of any Content or by applicable law. Customer also acknowledges and agrees that ALEKS Corporation will under no circumstances be responsible for (i) the quality, functionality, usability, suitability, accessibility, educational value or any other attribute of the Content, or (ii) any loss or liability of any kind whatsoever arising in connection with the Content, including (without limitation) any loss or liability arising from the Content's being defamatory or infringing on any copyright, trademark or other intellectual property rights.

☑ I have read and agree to the terms of the ALEKS Course Resources Agreement.

» 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.

Resources

Add resources for students to access through the Resources page and/or the Explain pages of ALEKS topics.

Add Resource   ← Click to add a resource.

Total Number of Resources: **0** | File Space Remaining for this Class: **100 MB**

Open All / Close All   Add Folder   ← Click to add a folder to organize the resources.

Actions ▼ Select one or more rows to perform an action.

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
	There are currently no resources for this class.				

Legend: 👁 This resource is visible on each student's Resources page

How to Add Folders

Add a New Folder

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

Open All / Close All   Add Folder

Actions ▾

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
☐ ▶ 📁 Chapter 1 ← Enter a name for the folder. Save	Cancel					▲▼
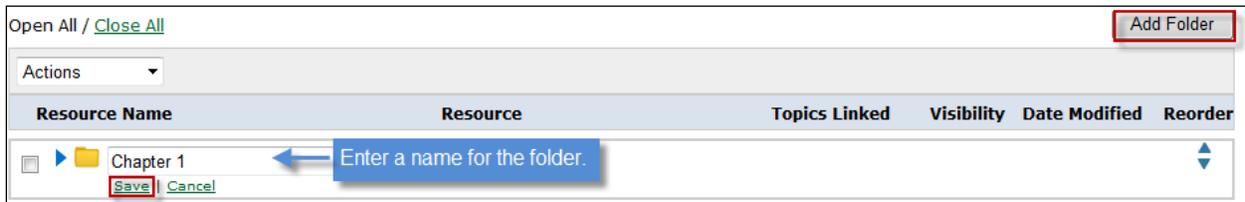
Below is an example of what the page looks like when many resources have been added. Instructors can manage folders with the functions available from the Actions drop-down menu.

Actions ▾
Actions
Delete   Functions
Move to Folder available for
                managing folders.

e	Resource	Topics Linked	Visibility	Date Modified	Reorder
	There are currently no resources for this class.				
☐ ▾📁 Chapter 3 Class Notes Rename					▲▼
☐ ▾📁 Chapter 3 Rename ← Click to rename the folder.					▲▼
☐ ▾📁 Chapter 2 Rename					▲▼
☐ ▾📁 Chapter 1 Rename					▲▼
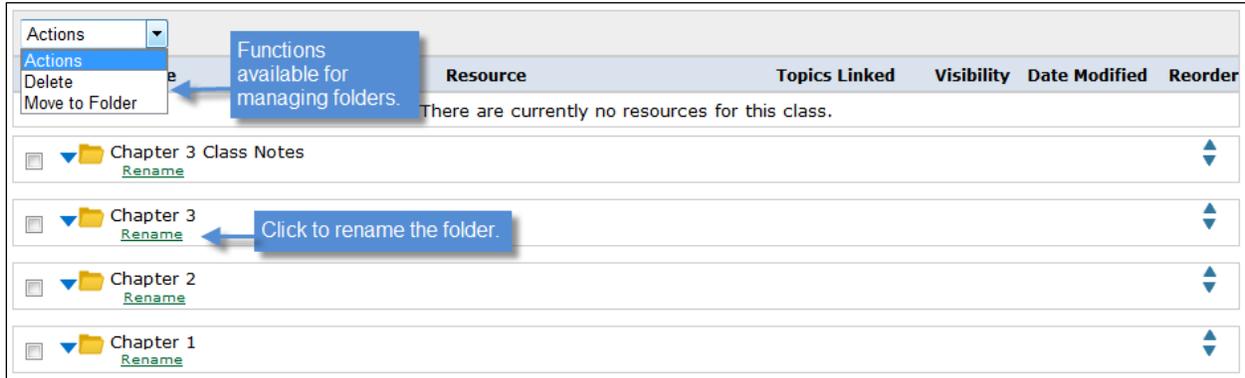
Create a Subfolder

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**

Move to Folder ▾   No Folder ▾   Apply
Actions   No Folder
Delete   Chapter 4
Move to Folder   Chapter 3 Class Notes
                   Chapter 3
                   Chapter 2
                   Chapter 1

	Resource	Topics Linked	Visibility	Date Modified	Reorder
☐ ▾📁 Chapter Renam					▲▼
☑ ▾📁 Chapter 3 Class Notes Rename					▲▼
☐ ▾📁 Chapter 3 Rename					▲▼
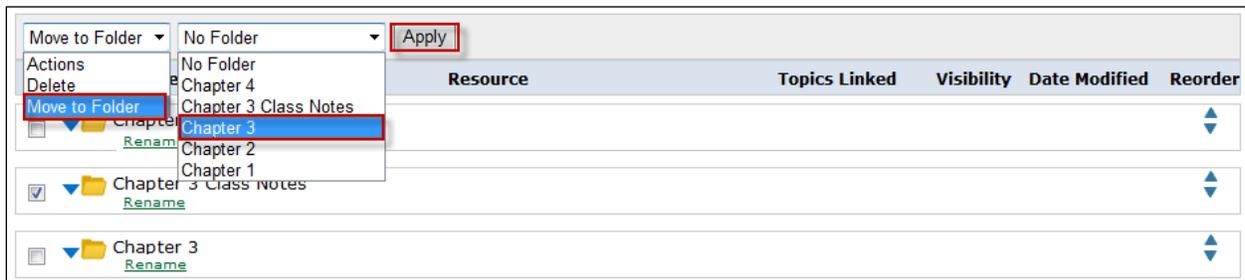
B. Use the Arrows Under the Reorder Column to Move the Folder Under the Desired Folder

Reorder
▲▼ ← Click on the direction of the arrow to move the folder to the desired location within the table.
▲▼
▲▼
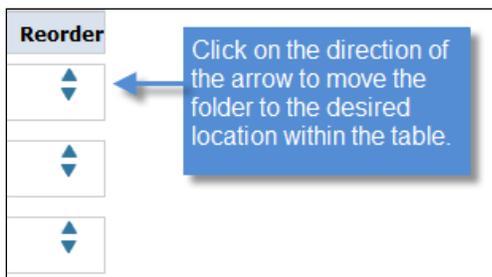
C. Drag and Drop the Folders to the Desired Location Within the Table

Below is an example of a course with several subfolders:

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
	There are currently no resources for this class.				
▼ Chapter 4 Rename					▲▼
▼ Videos Rename					▲▼
▼ Chapter 4 Class Notes Rename					▲▼
▼ Chapter 3 Rename					▲▼
▼ Videos Rename					▲▼
▼ Chapter 3 Class Notes Rename					▲▼
▼ Chapter 2 Rename					▲▼
▼ Chapter 1 Rename					▲▼

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:

Add Resource

Name and Type

Enter a Resource Name   ← Enter a name for the resource.

Choose a Resource Type

Click on an option to select the type of resource that will be added. →

- File: ⑦   Browse...
- Link (URL):
- Note:

250 characters max

Organize Resource (Optional)

Check the box to add the resource to an existing folder. →

☐ Add this resource to an existing folder in the Resources table   Chapter 4 ▼

The drop-down menu contains a list of folders that have been created.

Student Resource Visibility

☑ Display this resource on each student's **Resources** page when student is in Learning Mode. The resource will be accessible and organized in the order specified by the instructor.

Link Resource to Topics

Check the box to add the resource to individual topics so that students can see it on the Explain page.

NOTE: The interface becomes active after checking the box.

Instructors then check the topics to link the resource to. →

☐ Link this resource to individual topics. Students will be able to view this resource on the Explain pages for the selected topics.

Select one or more topics below. Preview topics by double clicking on the topic name.

Topics selected: 0   Resources linked ⑦

Basic Math [open all | close all]
☐ Whole Numbers
  ☐ Expanded Form and Numeral Translation
    ☐ Whole number place value: Problem type 1
    ☐ Whole number place value: Problem type 2
    ☐ Expanded form
    ☐ Expanded form with zeros
    ☐ Numeral translation: Problem type 1
    ☐ Numeral translation: Problem type 2
  ☐ Addition and Subtraction
    ☐ One-digit addition with carry
    ☐ Addition of 3 or 4 one-digit numbers
    ☐ Adding a 2-digit number and a 1-digit number with carry
    ☐ Addition without carry
    ☐ Addition with carry
    ☐ Addition with carry to the hundreds place

[Save] [Cancel]

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:

Use these links to expand or collapse the view for all folders. → Open All / Close All

Total Number of Resources: 6 | File Space Remaining for this Class: 100 MB

[Add Folder]

Actions ▼

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
☐ **Link to YouTube** Edit | Rename	↗ http://www.youtube.com	No topics	👁	07/29/13	⬍
☐ **How to Use ALEKS** Edit | Rename	↗ http://www.aleks.com	No topics	👁	07/29/13	⬍
☐ 📁 Chapter 4 Rename			👁		⬍
☐ 📁 Videos Rename					⬍
☐ 📁 Chapter 4 Class Notes Rename			👁		⬍
☐ **Instructor's Note** Edit | Rename	✎ Display Note	No topics	👁	07/29/13	⬍
☐ **Class Notes** Edit | Rename	📄 Class_Notes.pdf (12 KB)	No topics	👁	07/29/13	⬍
☐ 📁 Chapter 3 Rename			👁		⬍
☐ 📁 Videos Rename					⬍
☐ 📁 Chapter 3 Class Notes Rename			👁		⬍
☐ **Instructor's Note** Edit | Rename	✎ Display Note	2 topics			⬍
☐ **Class Notes** Edit | Rename	📄 Class_Notes.pdf (12 KB)	2 topics			
☐ 📁 Chapter 2 Rename					⬍
☐ 📁 Chapter 1 Rename					⬍

To collapse the view for individual folders, click on the arrow beside a folder.

Click on the direction of the arrow to move the folder or resource to the desired location within the table.

Click to see the topic(s) the resource is linked to.

Topics: ✕
- Whole number place value: Problem type 1
- Whole number place value: Problem type 2

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.

Whole number place value: Problem type 1

Give the digits in the thousands place and the tens place.

2,836

Here are the digits of the number and their places.

Thousands	Hundreds	Tens	Ones
2 ,	8	3	6

More

The digit in the thousands place is 2 .

The digit in the tens place is 3 .

Here is the answer.

thousands: 2
tens: 3

Resources From Your Instructor

☑ Instructor's Note

Please use the class notes as reference while working on the chapter 3 assignment.

📄 Class Notes

Additional Resources

For additional explanation, see your textbook:

Section 1.1: Introduction to Whole Numbers

Practice

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