

# ALEKS

## Share Course Access

Instructors can share access to their ALEKS classes and student data with other instructors who have an ALEKS account. This will allow for easier management of courses with multiple instructors, TAs, etc.

### Basic Instructor Module

The feature is located in the Administrator Center of the Basic Instructor Module after selecting a class.

The screenshot shows the ALEKS Instructor Module interface. At the top, there is a navigation bar with links for Student View, Course Forum, Inbox, Use Advanced IM-2, and Sign Out. Below this is a header for the 'ALEKS Instructor Module' with a class selector dropdown set to 'Gen Chem - MWF / General Chemistry (First Semester) (Your courses)'. A secondary navigation bar includes links for 'Edit this Course', 'Add a Course', 'Administrator Center', and 'My Account Settings'. A main navigation bar contains tabs for Home, Reports, Gradebook, Homework, Quizzes, Tests, Assessments, and Worksheets. The 'Administrator Center' section is active, displaying 'Course Administration' options: View course roster, Student account preferences, Move a student from this course to another, Unenroll a student from this course, Access this course Forum, Delete this course, Objective display options, Financial Aid Code, Student Groups, Share Course Access (highlighted with a red box), and Course Resources. A 'Course Calendar' widget on the right shows the date 'November 13, 2013' and 'No event due in the future'.

### Advanced Instructor Module

Instructors can find the feature on the Home tab under the **Advanced Options** after selecting a class.

The screenshot shows the ALEKS Instructor Module interface with the 'Home' tab selected. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there is a tree view of course folders for Prof. Mootz and Prof. Otto. The 'Advanced Options' menu is open, and 'Share Course Access' is highlighted with a red box. Other options in the menu include Edit Course, Course Options, and Student Groups. The main content area shows a list of course folders, with 'General Chemistry (First Semester) / Gen Chem - MWF' selected. A 'Student, Audrey' list is visible on the right. The bottom navigation bar contains tabs for Home, Reports, Gradebook, Homework, Quizzes, Tests, Assessments, and Worksheets, with various action buttons like 'Enroll Students', 'Course Roster', 'Course Forum', and 'Send Message'.

After selecting **Share Course Access** from the **Advanced Options** menu, instructors will see a summary of how to use the feature. When they are ready to start sharing access, they can click on the **Start using Share Course Access now** link at the bottom of the summary.

## Share Course Access

### Introducing Share Course Access

#### How it works

The primary instructor for a course can give access to their course to any TA or instructor with an existing ALEKS account.

For each shared course, the instructor can choose one of these four permission levels: Full, Gradebook, Read Only, or Assign per Student. Depending on the permission level, the other instructors with access can view or edit the shared course.

The Assign per Student permission level assigns Read Only access to selected students.

*Note: School administrators always have full access to all courses within the school.*

#### Share Course Access

**Math 60**  
CRN / Section #5225  
Prof. R. Jones

Instructor shares access to this course with TAs or other instructors by assigning access levels:

- Full
- Gradebook
- Read Only
- Assign per Student

Instructor or TA  
**Full**  
Prof. T. Lee

Instructor or TA  
**Gradebook**  
Ms. K. Smith

Instructor or TA  
**Read Only**  
Mr. M. Doe

Instructor or TA  
**Assign per Student**  
Mrs. C. Brown

#### Important note about TA accounts

Before assigning an access level to a TA through the Share Course Access feature, it is important TAs have the correct account type. Administrators creating a new instructor account for their TA should always select the "TA (Instructor)" account type. With this account, TAs will only be allowed access to other instructors' courses, they will not be able to create their own course.

[\*\*Start using Share Course Access now\*\*](#)

Instructors will then arrive at the Share Course Access page. All TAs and other instructors with an existing ALEKS account at the school will be listed here. **No Access** is the default setting.

Instructors can use the drop-down next to the name of the TA or instructor they want to share their class with and assign an access level.

There are four options for assigning an access level:

- **Read Only** – Cannot modify the Gradebook, assignments, or any other class settings
- **Gradebook** – Can only change Gradebook scores (cannot modify assignments or other settings)
- **Full** – Can modify the Gradebook, assignments, and most other class settings. Only a few settings cannot be modified, such as "Delete Course" and "Move Course."
- **Assign per Student** – Read only access to selected students. NOTE: This option becomes available once students are enrolled in the course.

*Note: School administrators always have full access to all classes within the school.*

### Share Course Access

Use the drop-down to select the access level for the Instructor(s) that will also be able to access this course. To assign access per student or to all students within a student group, select the Assign per Student option from the drop down.

Instructor	Access Level
Aayers, Alice	No Access
Abba, Lawrence	No Access
Abel, Jennifer	Read Only
Anderson, Monica	Gradebook
Anderson, Lynn	Full
Anderson, Sharmaine	Assign per Student
Angelo, Mary	No Access
Ant, Adam	No Access
Banner, Bruce	No Access
Barnes, John	No Access
Brandt, Lisa	No Access
Bridget Test, Bridget	No Access

#### Access Legend

**Read Only:** Cannot modify the gradebook, assignments, or any other course settings.

**Gradebook:** Can only change gradebook scores (cannot modify assignments or any other course settings).

**Full:** Can modify the gradebook, assignments, and many other course settings. Only a few actions cannot be taken, such as "Delete Course" and "Move Course".

**Assign per Student:** Read only access per student.

\* School administrators always have full access to all courses within the school.

If instructors select the **Assign per Student** access level, a **Select students** link appears. Instructors click on this link to select individual students or a Student Group that they created in order to assign access to it.

Instructor	Access Level
Abba, Lawrence	<a href="#">Select students</a> Assign per Student
Ayers, Amanda	No Access

✓ Saved

After instructors assign an access level, they will see a green check mark and **Saved** by the name of the instructor or TA who has access to their class.

Instructor	Access Level	
Aayers, Alice	Full	✓ Saved
Abba, Lawrence	No Access	

Instructors can access the feature again if they want to edit the access levels for their courses. The name of the TAs and other instructors with access to the class will be highlighted.

Instructor	Access Level	
Aayers, Alice	Full	
Abba, Lawrence	No Access	
Abel, Jennifer	Gradebook	
Anderson, Monica	No Access	
Anderson, Lynn	No Access	
Anderson, Sharmaine	No Access	
Angelo, Mary	Read Only	
Ant, Adam	No Access	
Banner, Bruce	Assign per Student	<a href="#">Edit students</a>
Barnes, John	No Access	
Brandt, Lisa	No Access	

After an access level has been assigned, the TA or instructor will receive an email in their ALEKS Message Center Inbox that includes the name of the class that has been shared and their access level.

From the Advanced Instructor Module, instructors and TAs will be able to view their own classes and the shared classes they have been given access to after clicking on their folder name. The name of the instructor who has shared their class will be in italics.

### **Additional Notes**

If an access level is removed, the instructor will receive an email in their ALEKS Message Center Inbox including the name of the class that was removed and their access level.