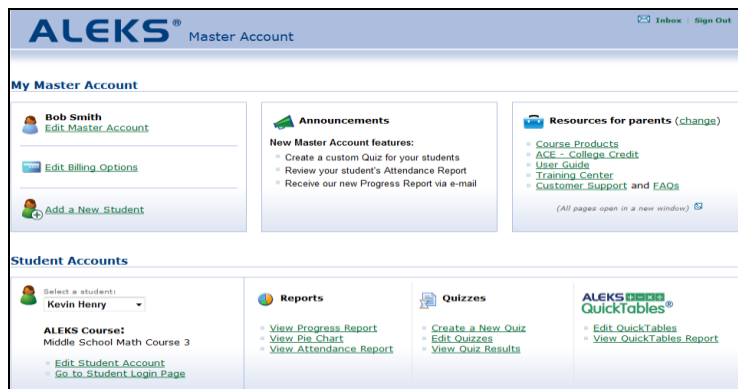# ALEKS®

Getting the Most Out of Your Master Account

When you purchase an ALEKS independent use subscription, your subscription includes two accounts.

- A **Master Account**: With this account, you can monitor student progress through automated reports, assign quizzes, manage student accounts, and much more.
- A **Student Account for each registered student**: This is the account that the student will use to access the ALEKS Student Module which will serve as an interactive tutor.

The ALEKS Master Account is where you can manage all of your independent use subscriptions and monitor student learning progress. The top portion includes administrative functions, and the bottom portion includes actions related to each Student Account.


Click on "Inbox" to access the ALEKS Message Center.

Within ALEKS, both you and your student have access to the ALEKS Message Center. This is where you can send and receive email messages to each other and ALEKS Customer Support. This is also where you'll receive the answer keys for worksheets generated in the Student Account.
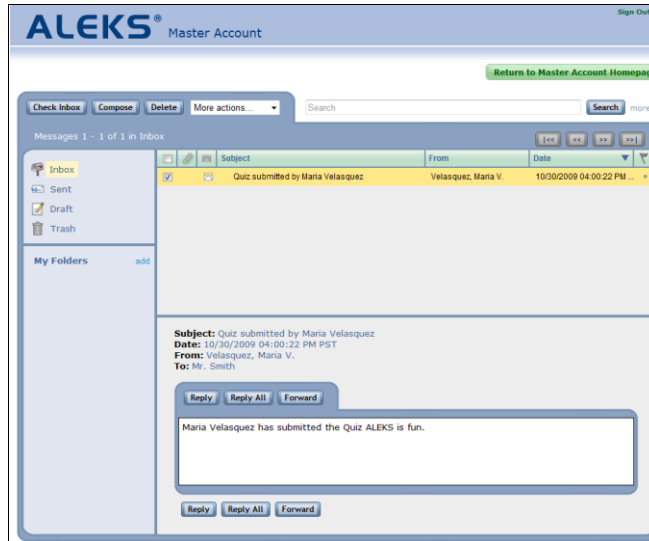
We will now look at actions you can take to modify or monitor the Student Account. For a Master Account with more than one student in ALEKS, this drop down allows you to move among students.
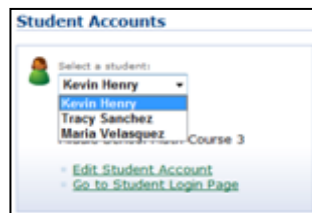
Click on the "Edit Student Account" link. Here you can change the student's password and course. You can also select your state standards which will allow you to view your student's progress against state standards in the Reports section.
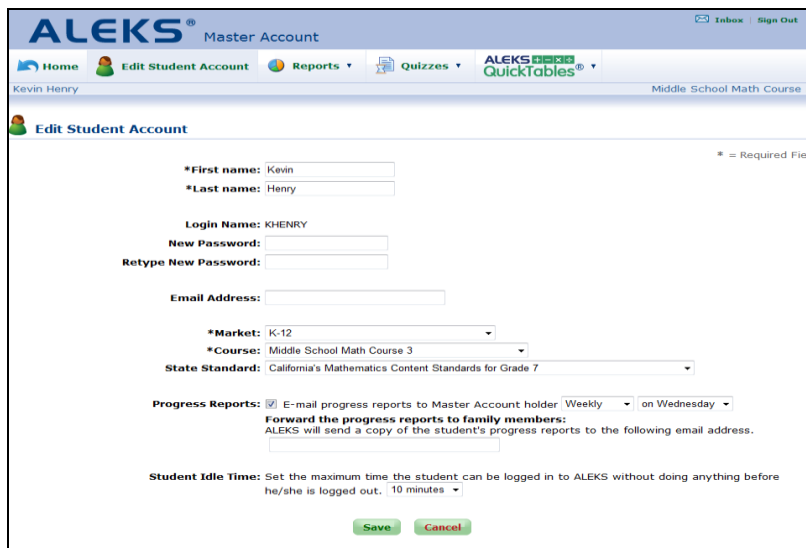
One of our most popular Master Account features is the ability to receive automated student progress reports via email. You can set the frequency and day of the week that you would like to receive these reports. You are also given the option to enter an additional email address of a family member, tutor, or someone else who you would like to receive the student's progress reports via automated email.

ALEKS®
Student Report

Report Period: 11/9/09 - 11/13/09

Tracy Sanchez

What Tracy Knows: 135 of 288 Topics
Approximately 47% of Course Content Mastered

- Arithmetic Readiness: 95%
- Real Numbers and Linear Equations: 67%
- Functions and Systems of Equations: 17%
- Polynomials and Quadratic Equations: 1%
- Rational Expressions and Proportions: 1%
- Exponents and Square Roots: 37%
- Geometry and Trigonometry: 47%
- Data Analysis and Probability: 50%

Attendance Report

Total Hours in This Course: 28 hours 21 minutes

Topics Mastered During This Period: 13 topics

Computing a percentage from a table of values
Using back-to-back stem-and-leaf plots to compare data sets
Mean and median of a data set
Volume of a cylinder
Finding if a question can be answered by the data
Integer subtraction: Problem type 3
Signed decimal addition
Operations with absolute value
Fraction division
Mixed number division
Distributive property: Advanced
Combining like terms: Basic
Solving a proportion: Basic

Quiz Results

Quiz Name: Quiz 1

Score: 82%

Grade: B

Date Submitted: 11/29/09

Time Spent: 1 hour and 13 minutes

View list of quiz topics included in this Quiz

View Reports in Detail

Visit your Master Account to view current reports in detail

www.aleks.com

Finally on this page, you can set the maximum time that the student can be logged into ALEKS without any activity before he or she gets logged out. This will help to ensure that your student stays on task and is only logging time while actively working in ALEKS.

Once you have made your selections, click on "Save."

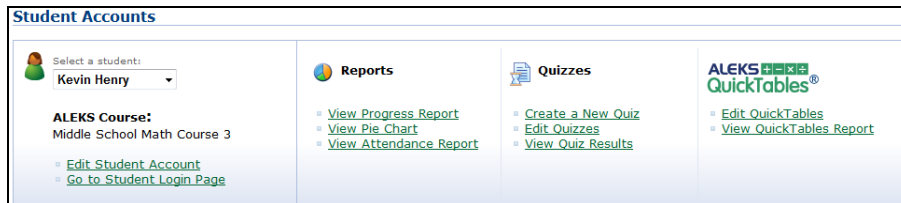To return to the Master Account homepage, click on Home.

Just a reminder that the student will work on ALEKS in the Student Account. To have the student quickly log in to her account from the Master Account, click on the "Go to Student Login Page" link. This will take you to the student login page where the student's login name will already be filled in. The student simply needs to enter her password to begin using ALEKS.
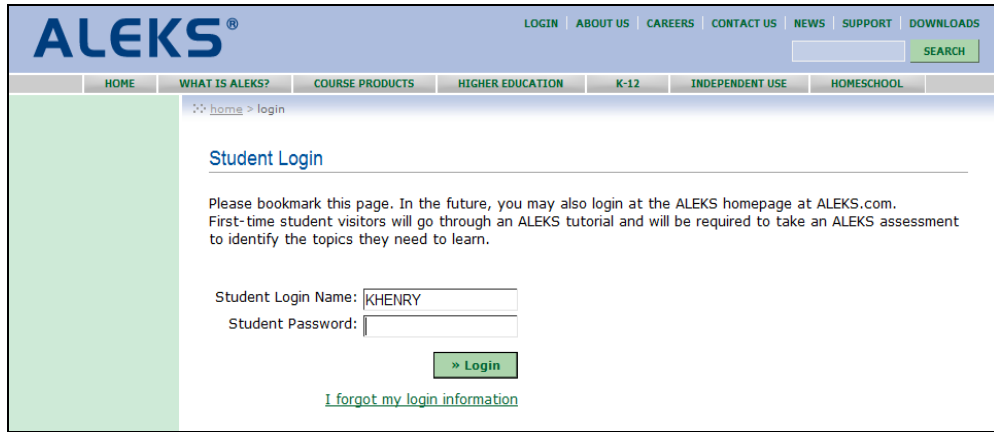
This is what the Student Account looks like.
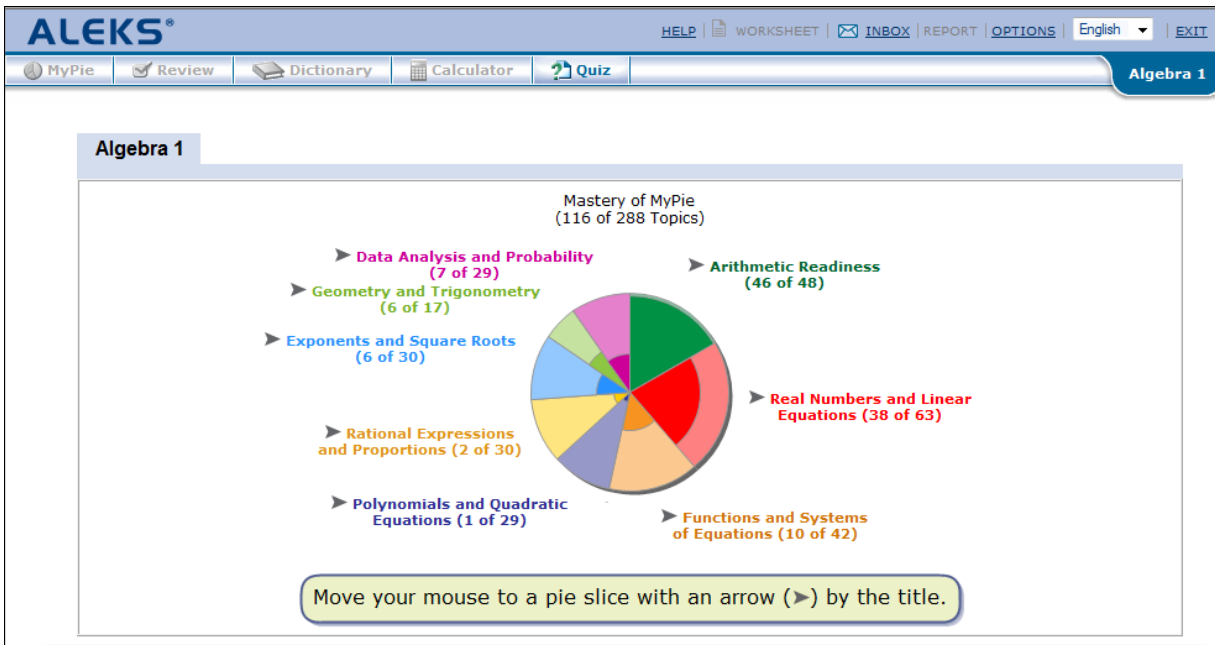
Returning to the Master Account, let's now look at some of the other actions you can execute for the Student Account. Under Reports, you can view various dynamic, automated reports, including the student's progress report, pie chart, and attendance report; simply click on the appropriate link.


Also to note, you can view reports from anywhere within the Master Account without having to return to the Master Account homepage simply by selecting a report from the Reports drop-down menu at the top of the page.
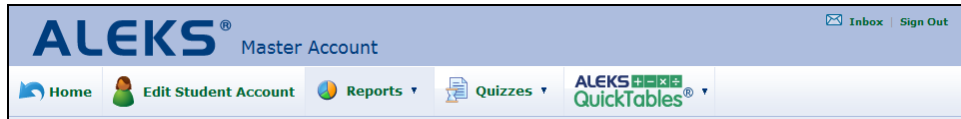
You have the option to create quizzes for your student by clicking on the "Create a New Quiz" link. The Quiz feature in ALEKS allows the Master Account owner to create quizzes for a student using ALEKS topics in the student's course. The automatically graded quiz results can be seen by clicking on the "View Quiz Results" link. ALEKS quizzes do NOT influence students' pie charts or their guided learning in ALEKS; again, they are an optional feature.
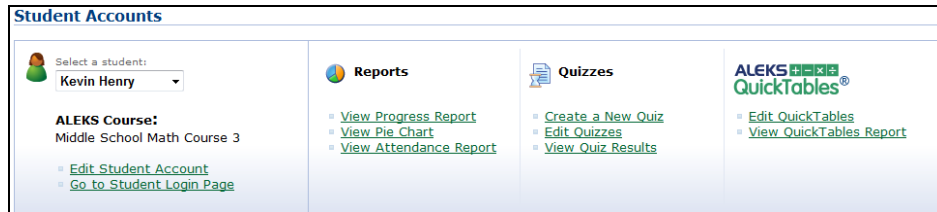
To create a quiz, enter a name for the quiz, select the date you would like the quiz to begin, and specify the time it should begin from within the Student Account. Under Advanced Options, you also have the option to create a recent knowledge quiz; for this type of quiz, ALEKS will automatically select quiz questions based on course material the student has recently learned.
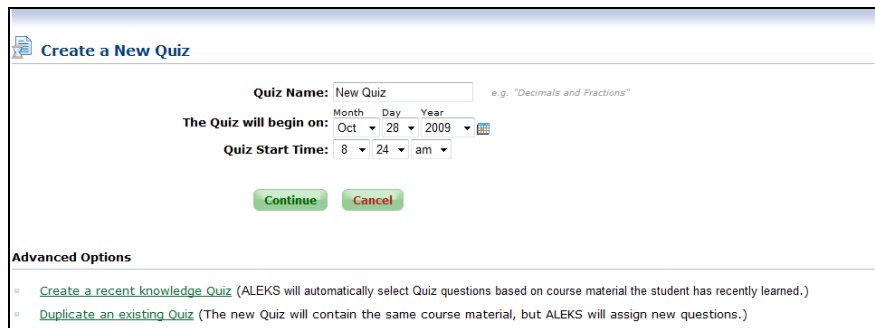
Once you have made your selections, click on "Continue." Now you are ready to select the question types for your quiz. To do so, click on a folder to expand it until you see individual questions. Click once on a question to select it and press the "Add+" button. This will add one instance of this question type to the Quiz. You can also click once on a question to select it and then drag it with your mouse to the "Questions for the Quiz" side. If you want to see a sample question, double- click on a question and an example will pop up.

Also note that for many lower level ALEKS courses, you may also have a second tab under Question Types that you can use to create a quiz based on your state standards. After clicking on the State Standards tab, you can proceed to build a quiz following the steps previously outlined.

Once the questions are on the right side of the split screen, you can reorder them or remove them if necessary.

Once you have made your selections, click on "Save." You will be provided with a summary of the quiz you have created. On the bottom of the page you are provided with editing options for the quiz.

If you click on "Change Quiz duration, grading scale and more," you can set the time limit for the quiz. You also have the option to be notified when the student submits the quiz, as well as the option to adjust the grading scale.

To adjust the grading scale, use your mouse to slide the bars to the desired percents. You can also add new grading fields and rename any of the percents to words or letters. Once you have made your selection, click on "Save".
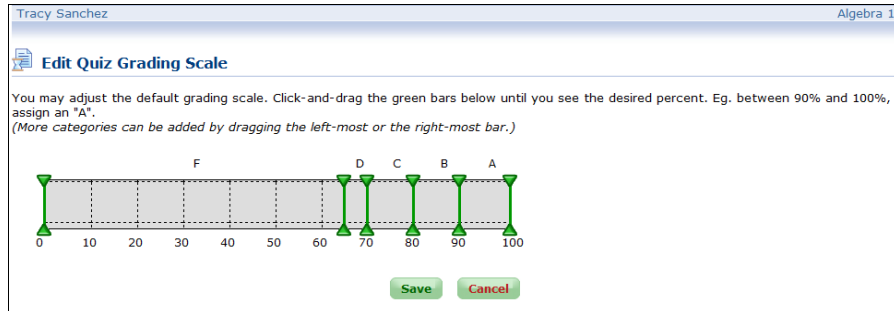
To view quiz results after your student completes the quiz, click on "View Quiz Results" from the Master Account homepage or by selecting "View Quiz Results" from the Quizzes drop-down menu at the top of the page.

Click on the date submitted for a quiz to view the question type the student was asked, the results, and the points given. To view the actual questions given during the quiz, either click on the question type or click on the "Print detailed Quiz Results" link.

To return to the Master Account homepage click on "Home."

ALEKS QuickTables settings and reports can also be accessed via the Master Account. ALEKS QuickTables is a research-based math fact mastery program for multiplication, division, addition and subtraction for grades 3 and up. If QuickTables is not included as an option for your student's course, you can contact ALEKS Customer Support and it can be added at no additional charge.

We will now look at how to set up QuickTables for the Student Account. Click on the "Edit QuickTables" link.

Select the table you want your student to work on, and click on the "Edit QuickTables settings" link.

The default time limit for quick tables is 15 minutes per day, seven days per week; this can be adjusted. You also have a character selection option. The selected character will guide students through QuickTables as they master their math facts.
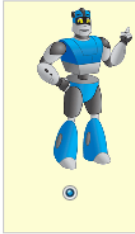
Under the game settings, you can set the minimum time the student must work in QuickTables before the program's games become available. The default time is 10 minutes and this also can be adjusted. The maximum number of games per day is 6 and this too can be adjusted. The high score chart can also be adjusted from the default setting of weekly to either monthly or never reset. Once you have made your selections, click on "Save."

To view the QuickTables progress report, click on "View QuickTables Report" from the Master Account homepage or by selecting "View QuickTables Report" from the ALEKS QuickTables drop-down menu at the top of the page.

This QuickTables report will show you the tables the student is working on, the date each table was started, the student's last log in, the student's total hours spent on each table, and the student's overall progress. You can also request a new assessment for your student and generate a worksheet. In the "Options" area, you can also add an onscreen keypad if the student has trouble typing with the full-size computer keypad, include a visual timer per question, and specify the amount of time a student has to enter each answer.
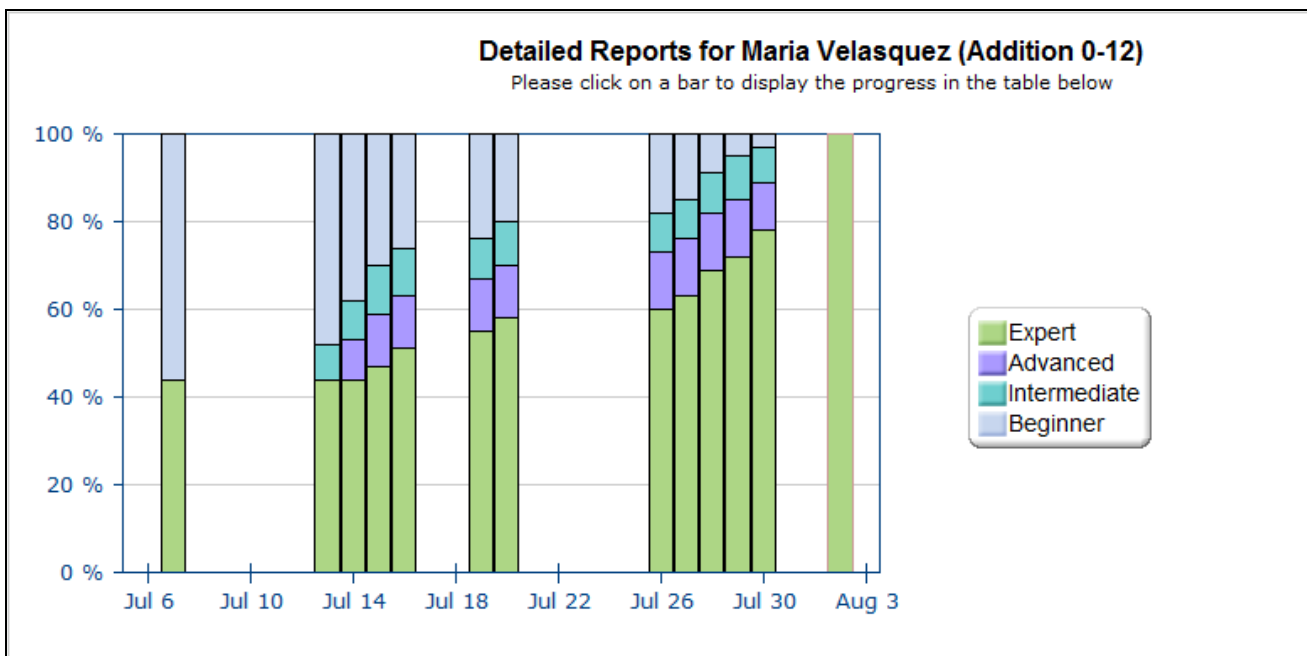
QuickTables Report

Student Name	Table Type	Date Started	Last Login	Total Hours	Progress	New Assessment (select All/None)	Worksheet (select All/None)	Options Keypad, timer, time
	Addition 0-12	07/06/09	09/14/09	3.9	44 + 56 %	☐	☐	
Velasquez, Maria	Subtraction 0-12	N/A	N/A	0.0	N/A			Timer off [edit]
	Multiplication 1-12	N/A	N/A	0.0	N/A			
	Division 0-10	N/A	N/A	0.0	N/A			

Display past data: Show all the assessments

Submit All

Legend: Assessment (▬), progress in learning mode (▬), still to learn (▭), not assessed (▭)

(*) Table hidden to the student. A table must be visible to give a new Assessment.

To see a detailed report for the student, click on the percentage in the "Progress" column and then you will be provided with a detailed report for the student's progress on that table.

Detailed Reports for Maria Velasquez (Addition 0-12)
Please click on a bar to display the progress in the table below

To see the student's progress over a period of time, you can use the "Date" drop down and select the date that you would like to view the progress for.
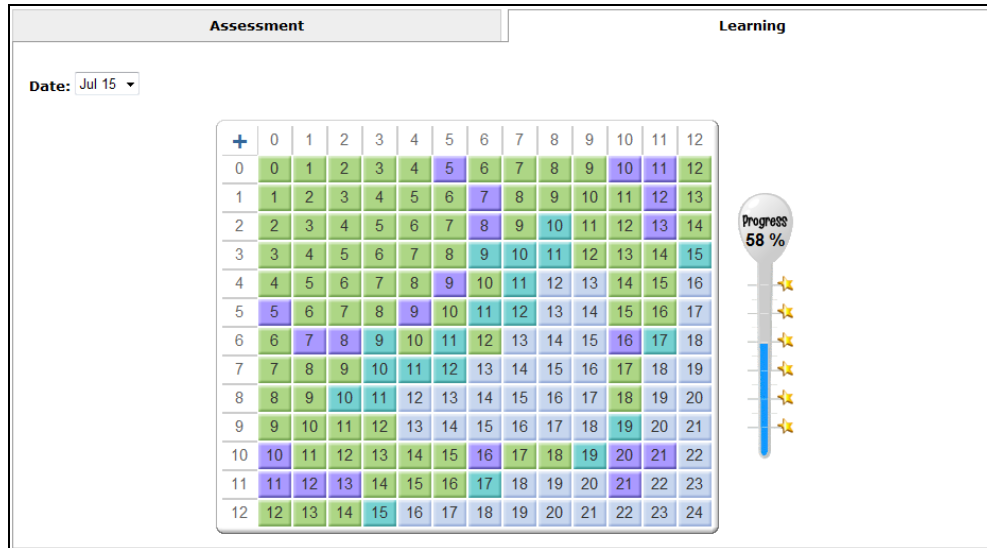
Returning to the Master Account homepage, you can update your billing information and options by clicking on "Edit Billing Options."
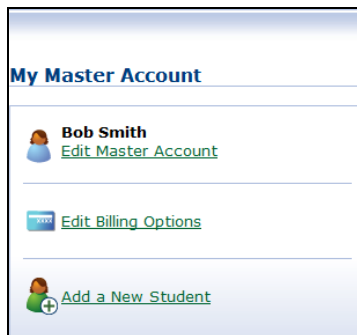

Select the student who you would like to edit the billing options for and you will enter a page where you can edit the payment terms and method, and also view payment history and previous transactions.

Finally, if you would like to purchase an ALEKS independent use subscription for an additional student, make sure to add it via your Master Account so you can manage all of your student accounts from one central location. To add a new student to ALEKS via your Master Account, click on "Add a New Student."

My Master Account

Bob Smith
Edit Master Account

Edit Billing Options

Add a New Student
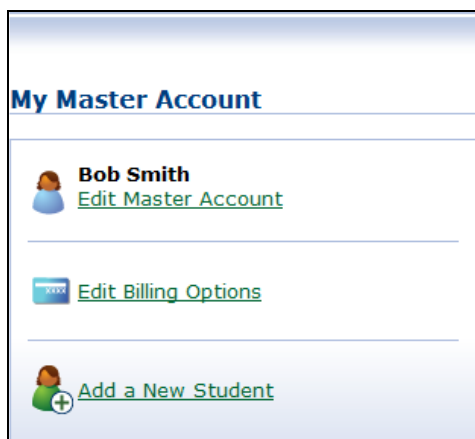
The ALEKS Master Account offers many tools to help you manage your student accounts, and allows you to get the most out of your ALEKS independent use subscription. Please remember that most of these features are optional. The student simply needs to log in to the Student Account and ALEKS will take it from there.