Teacher Account Instructions

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Welcome and thank you for your interest in ALEKS!

ALEKS is an educator’s co-pilot. ALEKS helps educators build their students’ foundational math knowledge, confidence, and math fluency by differentiating instruction, targeting gaps in student knowledge, and providing detailed, real-time data and powerful class management and administrative tools. Rather than only being able to provide a single avenue of learning for all students in a class, educators can count on ALEKS to provide personalized learning paths for each student.

The real-time reporting and management tools available allow educators to spend more time in small-group and one-on-one instruction with struggling students, focus on topics the class is ready to learn, and track student progress toward mastering the Common Core and state standards. For example, educators can select their teaching methods using the data stored in the Teacher Module, develop lessons using ALEKS problems, or create a research assignment based on the topics students have recently learned. ALEKS facilitates a more efficient and effective learning and teaching experience.

By using the ALEKS Teacher Module, educators can monitor student progress and identify their needs in ALEKS is. The Module houses the ALEKS reports, class administration tools, a workshop where educators can create quizzes, worksheets and assessments, and a QuickTables reporting and tools section. The Teacher Module is entirely web-based and available 24/7.

Step 1. If you have not already received your account access information for your ALEKS Content Review Account, please go to http://www.aleks.com/webform/california to request your user name and password information. You will receive a response by email within 24 hours.

Step 2. Once you have obtained your user name and password, go to http://www.aleks.com to log into your account. In the box titled “Registered Users,” log in using the provided user name and password.

Step 3. For the purposes of this instructional materials review process, you have administrative access to the class named 8th Grade SA-CA Algebra 1/Algebra 1 taught by Ms. Cheng. Please select this class.
Please note that because this is a real teacher account, there may be no student data displayed unless there has been activity by the students in this class. We recommend that you work in your student account first before looking at the teacher account.

Step 4. The Teacher’s Module menu bar (located on the left-side of your screen) offers immediate access to the key components of the Module. Let’s review the sections of the menu bar.

On the Class Admin page, you can customize the class attributes (name, standards, grade level, etc.), change student passwords and account preferences, move students from one class to another, un-enroll students from a class, extend student accounts, and add resources to a class.

The Taking Actions page offers the teacher tools to create and edit quizzes and worksheets, and schedule assessments.

The Reporting page provides a comprehensive list of robust reports to track class and student progress.

The ALEKS QuickTables page is automatically enabled for only select ALEKS courses; however, teachers can change their settings to enable it in any course that does not have it automatically enabled.

On this page, a teacher can edit QuickTables settings, schedule a QuickTables assessment or quiz, create worksheets, or view detailed reports on class and student progress in QuickTables.

The Advanced link takes you to the Advanced K-12 Teacher’s Module, an interface created for more advanced ALEKS users. It is not necessary to use the Advanced Module to manage your classes and it will not be explained in this review guide.
Step 5. Click on “Class Admin.” A key feature available from the Class Admin page is Textbook Integration. ALEKS provides a comprehensive curriculum for each course that stands on its own without a textbook, and therefore, teachers are not required by ALEKS to integrate a textbook. However, for teachers who use a textbook or are required to follow a syllabus or pacing guide, the Textbook Integration tool allows teachers to easily supplement the textbook they are using with an ALEKS course. To view this feature, click “Customize this class.”


Step 7. A drop-down menu provides a list of the math textbooks that ALEKS can currently integrate with for the specific course you are reviewing.

This list is updated frequently. For a complete list of the textbooks ALEKS can integrate with for every ALEKS course, visit www.aleks.com/k12/textbook_integration. If your textbook is not shown on the list, you can request that it be added by sending a request to ALEKS Customer Support. Select a textbook from the drop-down menu.
Step 8. Teachers have two options for integrating a textbook with a course. If the teacher selects a textbook and checks the box next to "Only reference the textbook...,” then for every practice problem in the Student Module Learning Mode, a box will appear with references to the specific textbook chapter and section that correspond to the topic being studied.
To see the second option available for textbook integration, select a textbook and do not check the box next to “Only reference the textbook...” Then click “Next” at the bottom of the page.

Step 9. The next page allows teachers to set a due date for each chapter of the textbook they selected in any order they wish. Enter some dates for completion (you do not need to set dates for all chapters), and then click “Save” at the bottom of the page.

When a teacher sets completion dates, ALEKS will automatically remind students when the due date of a certain chapter objective is approaching so that the students can complete the required ALEKS topics before the due date.
Step 10. Let’s now look at ALEKS Reporting. ALEKS makes a plethora of detailed information available in real time to every educator and administrator at all levels – from the district to the class to the individual student. Virtually all progress reports, diagnostic analyses of individual students and groups, and other learning management information are instantaneously available to educators and administrators (and, where appropriate, parents). Individual learners may also view reports of their own progress at all times. Progress can be evaluated relative to the curriculum, Common Core State Standards, and individual state standards. Through ALEKS Reporting, educators have accurate, instructionally-actionable data to target and adapt instruction, in response to student’s academic needs.

To view reports for a class, click on the “Reporting” box in the left-side navigation bar. On this page, each icon represents a report available in the ALEKS Teacher’s Module. Teachers can view the reports at the class or student level by clicking on the “Class” or “Individual” links below each icon.

Let’s look at the class reports first.

Step 11. Choose the “Class” link under the Standards icon.

Step 12. On the next page, select which standards you would like to view for the grade/course you are reviewing.
Step 13. You are now viewing the State Standards Report. The Standards Report can be used to track student progress towards meeting state standards or the CCSS. This data can help teachers direct instruction and track student knowledge of each strand of the standards.

The bar graph is a breakdown of each standard by strand. When viewing the class report, the bar graph displays the average percent of a standards strand mastered per student. The display mode can be set to show this information based on students’ most recent assessments, current learning, or Initial Assessments. You can also filter the report based on how many hours students have worked in ALEKS. Choose which to display by clicking on the “Display Mode” drop-down menu and/or the “Select students” menu. Once the display mode has been selected, click on the “Graph” button. The vertical bars and the overall average will change to correspond with the selected display mode.

The breakdown by standard section of the page lists each standard and the class’s average percentage mastery of each standard.
Step 14. Click on the percentage mastery link of any standard to view which students have mastered the ALEKS topics that correspond to each standard, and the names of students who have not.

Step 15. To see which ALEKS topics correspond with any standard, click on the “ALEKS topics” link.
Step 16. To view the State Standards Report broken down by student instead of by standard, click on the “Breakdown by student” link.

Step 17. Click on a student’s percentage mastery to view which standards that specific student has mastered and has not yet mastered.
Step 18. Let’s look next at the ALEKS Pie Class Report. Click the “Return to Reports” link and choose the “Class” link under the ALEKS Pie icon.

The ALEKS Pie Report shows the average learning rates for the class and detailed information on the topics students have mastered, not mastered, and are ready to learn. Teachers can use the “Show” drop-down menu to filter the report by “Current Learning,” “Most Recent Assessment,” or “Initial Assessment.” The most effective use of this report is using the detailed, topic-by-topic information on student knowledge of a course to plan classroom instruction, group students based on knowledge and level of readiness, and communicate directly with each group.

The ALEKS Pie chart at the top of the Report is an average of all the pie charts for the class.
Step 19. Scroll down the page to the ALEKS Table of Contents, which lists the ALEKS pie slices and the class’s average percentage mastery of each slice. If a teacher integrates a textbook with the ALEKS course, a separate tab will be available that lists the textbook chapters and the class’s average percentage mastery of each textbook chapter (this is not available in the free trial).

Step 20. Click on a percentage mastered link to view all topics for that pie slice, as well as the percentage of students who have mastered, not mastered, and are ready to learn each topic.
Step 21. Click on one of the percentage links in the Ready to Learn category to see a list of the students ready to learn that particular topic. Teachers can use this feature to create learning groups.

Step 22. Instructors can also send a message to students who have mastered, not mastered, or are ready to learn a topic directly from the ALEKS Pie Report. Click on the “Send message to these students” link.
Step 23. The ALEKS Message Center will then open up with a blank message to the selected recipients. The messaging system provides teachers with a fully developed palette of math equations, formulas, graphs, and anything else a math teacher would need to clearly communicate math concepts to students via e-mail. Teachers can also attach documents to messages.

Step 24. Return to the Reporting page by clicking on the “Reporting” link in the left-hand menu bar.

Step 25. Let’s look at the Progress Bar Class Report next. From the ALEKS Reporting Menu, click on the “Class” link under the Progress Bar icon.

Step 26. The default view is set to “Learning Progress Since Latest Assessment.” If you would like to view the progress history for any other time period, select the “View” drop-down menu, choose an option, and then click “Show.”
The “Learning Progress Since Latest Assessment Report” shows the students’ total time in ALEKS, their last login dates, and the dates of their last assessments. There are also bar graphs for each student located under the “Performance” section. These bars represent each student’s progress for the entire course. The blue portion displays what the student has mastered on the most recent assessment, while the green shows the student’s progress in Learning Mode, and the yellow represents what the student still has left to learn.

**Step 27.** Return to the ALEKS Reporting menu by clicking on the “Return to Reports” link near the top of the page.
Step 28. Click on the “Class” link under the Time and Topic icon. The Time and Topic Report assists teachers in gauging student study habits by viewing time spent in ALEKS and which topics were attempted and mastered.

Step 29. The class-level Time and Topic Report can be viewed in 1 or 2 week intervals. Teachers can adjust the report period by clicking on the “Change Date Range” link. Enter a “From Date” and a “To Date,” or click on the radio button next to the desired time interval. Finally, click on the “Compute” button.

Step 30. Scroll down the Report to view 1) the total time spent by each student in ALEKS, 2) the total time each student spent in ALEKS on school premises (this feature is only available if schools give ALEKS the IP addresses of the computers used), 3) the time each student spent in ALEKS for each day of the date range selected, and 4) the number of topics mastered over the number attempted.
Step 31. To view a detailed Time and Topic Report for a single student, click on a student’s name.

Step 32. The individual Time and Topic Report can be viewed in any time interval up to six months. This report displays for the date range selected: 1) the total time the student has spent working in ALEKS, 2) the number of topics the student attempted, and 3) the number of topics mastered.
Step 33. Click on a link to the number of topics attempted or mastered to generate a detailed list. Teachers will see what topics students have been working on and help them with the topics that they attempted but did not master. Topics learned successfully by the student are marked with an asterisk.

![List of topics attempted](image)

Step 34. Return to the Reporting page and select the “Individual” link under the ALEKS Pie icon.

Step 35. Select a student from the class list.

Step 36. The ALEKS Pie Report for a single student is one way to share student progress with parents and other education professionals who have a vested interest in the student’s progress. The information in this report can be used to easily create and maintain comprehensive individualized education plans (IEPs) and guide effective one-on-one instruction. Select the “Using this Report with IEP” link to learn how each section of this report can be used to create and maintain an IEP.
Step 37. Selecting the “Download Student Progress Summary” link will generate a one-page progress summary for the student. The PDF contains the student’s current pie chart and a Learning History section that shows the student’s Initial and most recent assessment results.

Teachers can print this report by selecting the print button in the upper right corner of the page; only the pie and the expanded sections will be printed.

Expandable sections are collapsed by default; teachers can select the “View” link to expand a section.

The Standards Report will show what ALEKS topics the student has mastered and not mastered as they relate to each standard. The student’s “Ready to Learn” topics are highlighted in yellow under the “Topics Not Mastered” section. “
There are other class and individual student reports in ALEKS that you can explore at your leisure. For the purposes of this tour, we will move on to other features available in the ALEKS Teacher Module.

**Step 38.** The last portion of the Teacher Module’s we will review is the Taking Actions section, where you can schedule and edit quizzes and assessments and create and manage individualized worksheets for your students.

Click on the “Taking Actions” link from the left-hand menu bar.

**Step 39.** The ALEKS quiz feature uses the ALEKS platform, ALEKS algorithmically-generated content, and automatic grading. However, students’ quiz results do not change students’ individual pie charts. Teachers use quizzes for other instructional purposes, such as preparing their students for specific, upcoming exams, reinforcing certain subjects, gauging their students’ knowledge of particular course topics. Additionally, unlike ALEKS Assessments, the ALEKS Quiz does not utilize ALEKS artificial intelligence for the delineation of student knowledge. The quiz results, therefore, may not be an indicator of a student’s overall knowledge of the subject.

ALEKS Progress Assessments (which happen automatically at regular intervals of progress) will efficiently assess a student’s overall knowledge of the subject, determine exactly what each student is ready to learn, and adjust the ALEKS Pie Chart accordingly.

From the Taking Actions page, click on the “Create a Quiz” link.

![Taking Actions](image)

**Step 40.** Enter a name for your quiz. Any quiz a teacher creates is given a default title (e.g. “Quiz 1”), but the teacher can enter any desired name in the “Enter a Quiz name” box.
Step 41. Select the radio button next to “I want to manually choose the topics for this Quiz” and then click on the “Next” button.

Step 42. Expand the “Topics” folders to access ALEKS topics (or textbook chapters, if enabled).
**Step 43.** To add questions to the quiz, you must choose the ALEKS topics (or State Standards topics) that you want to include. To create a quiz based on ALEKS topics, choose the “Textbook” tab and expand the folders beneath the tab to access ALEKS topics. Add questions to the Quiz either by dragging topics from the left-hand window into the right-hand window, or by highlighting topics in the left-hand window and clicking on the "Add" button. Teachers can also use the “Shift” and “Control” keys to add multiple topics at one time. Use the “Remove” button to remove any unwanted topics for the quiz. Once all topic selections have been made, click on the “Save” button.

To create a quiz based on your state standards, choose the “State Standard” tab and then follow the same procedure described above for dragging or adding items to the quiz.

**Step 44.** The next page provides a summary of the quiz with editing options. Click on the “Change how this Quiz is made available to your students” link.

Teachers can either create a Scheduled Quiz or a Homework Quiz. The Scheduled Quiz requires students to take the quiz as soon as they log into ALEKS at the designated time. The Homework Quiz is more flexible and allows students to complete the quiz at any time before the due date.
**Step 45.** Select the radio button for the “Homework Quiz,” and then click “Next.”

**Step 46.** First, select a due date for the quiz. Note that the student will be able to complete the quiz at any time before the selected due date.

**Step 47.** Teachers have the option of being notified when students submit their quizzes. A duration for the quiz can also be set; the duration can be as little as 5 minutes or as long as 3 hours and 55 minutes. For a quiz with no time limit, teachers can leave the “Set a duration for this Quiz” box unchecked—this option is only available in the “Homework Quiz” features. Please set a time limit for the quiz.

**Step 48.** Additional homework quiz settings allow teachers to choose how many times students can take a quiz. The default is one time, but can be changed to any number or set to be taken an unlimited number of times. ALEKS will provide a different instance of the quiz each time a student retakes the quiz so that the student must demonstrate true mastery of the material. Once the homework quiz settings are selected, click on the “Next” button to finish scheduling the quiz.

This concludes the tour of the ALEKS Teacher Account.

When you are finished exploring, click the “Exit” link in the upper right side of the page. Then, on the following page, click on the “Back to Home Page” link to return to www.aleks.com.