



Class and Topic Resources

User Guide

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Class and Topic Resources

Teachers can add resources for students to access in ALEKS at the class or individual topic level. With this feature, teachers can share files, links, and notes to aid student learning. For example, teachers 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 teacher. Additionally, teachers can organize their resources in folders.

This feature is available for all K12 classes in the Basic Teacher Module only.

How to Access the Feature in the Teacher Module

Basic Teacher Module

Teachers can access the feature after first selecting a class, clicking on **Class Admin**, and then clicking on **Class Resources**.

The screenshot displays the ALEKS Teacher Module interface. At the top, the ALEKS logo is on the left, and 'INBOX' and 'EXIT' links are on the right. Below the logo, a dropdown menu shows 'My Class: 3rd Grade Math 101 / Mathematics - LV 3 (with QuickTables)'. On the right side of the header, it says 'K12 Guest Account (Teacher C)' and 'Class code: XXXXX-XXXXX'. The left sidebar contains several menu items: 'Home', 'Class Admin' (highlighted with a red box), 'Reporting', 'Taking Actions', 'ALEKS QuickTables', and 'Advanced'. The main content area is titled 'Class Admin' and lists several options: 'Customize this class', 'View class roster', 'Password issues', 'Student Account preferences', 'Move a student from this class to another.', 'Unenroll a student from this class.', 'Delete this class', 'Extend Student Accounts', and 'Class Resources' (highlighted with a red box). A 'Print' icon is located in the top right corner of the main content area.

When first accessing this feature, the following ALEKS Class Resources Agreement appears. After reading and agreeing with the terms, teachers check the box and click on >> **Continue**.

ALEKS Class 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 Class Resources Agreement.

[» Continue](#)

When no resources have been added, the page below appears. Teachers 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.

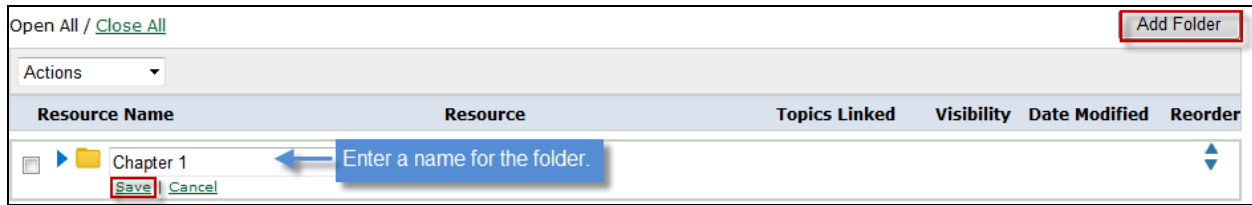
Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
There are currently no resources for this class.					

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

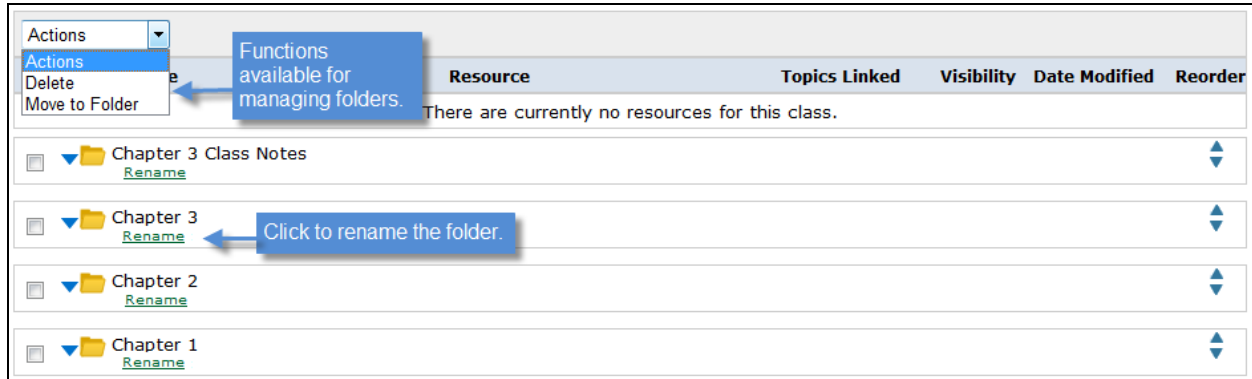
How to Add Folders

Add a New Folder

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



Below is an example of what the page looks like when many resources have been added. Teachers can manage folders with the functions available from the Actions drop-down menu.

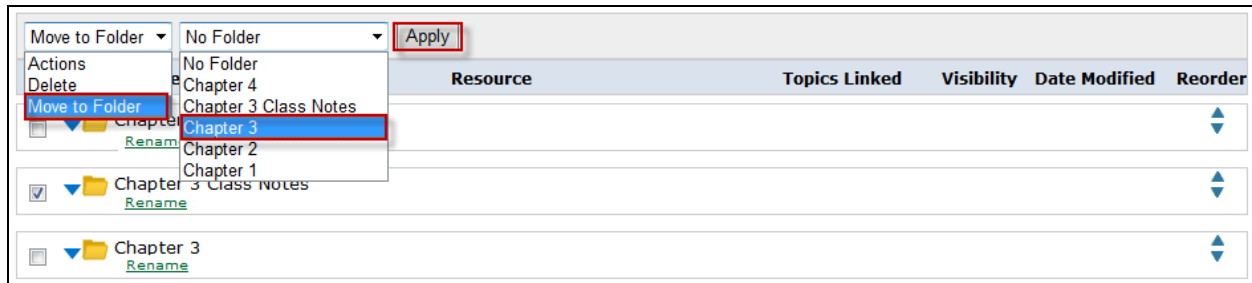


Create a Subfolder

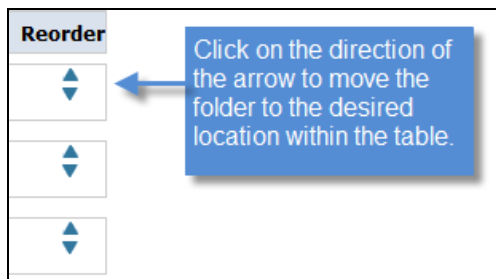
Folders can be further organized by creating subfolders. Folders can be moved through the following three ways:

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**



















B. Use the Arrows Under the Reorder Column to Move the Folder Under the Desired Folder



C. Drag and Drop the Folders to the Desired Location Within the Table

Below is an example of a class 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:

- Teachers 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 class is up to 100MB

From the Add Resource page, teachers can perform several actions:

Add Resource

Name and Type

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

Choose a Resource Type

File:
 Link (URL):
 Note: (250 characters max)

Organize Resource (Optional)

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

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

Topics selected: 0

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

Resources linked
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

Callouts:

- Click on an option to select the type of resource that will be added.
- Check the box to add the resource to an existing folder.
- 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.

Below is an example of a class with many resources. Resources can be moved within the table in the same way as folders described on page 3. Teachers can perform several actions from this page:

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

Open All / Close All

Resource Name	Resource	Topics Linked	Visibility	Date Modified	Reorder
<input type="checkbox"/> Link to YouTube <small>Edit Rename</small>	<input checked="" type="checkbox"/> http://www.youtube.com	No topics	<input type="checkbox"/>	07/29/13	↑ ↓
<input type="checkbox"/> How to Use ALEKS <small>Edit Rename</small>	<input checked="" type="checkbox"/> http://www.aleks.com	No topics	<input type="checkbox"/>	07/29/13	↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Chapter 4 <small>Rename</small>			<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Videos <small>Rename</small>			<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Chapter 4 Class Notes <small>Rename</small>			<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Instructor's Note <small>Edit Rename</small>	<input checked="" type="checkbox"/> Display Note	No topics	<input type="checkbox"/>	07/29/13	↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Class Notes <small>Edit Rename</small>	<input checked="" type="checkbox"/> Class_Notes.pdf (12 KB)	No topics	<input type="checkbox"/>	07/29/13	↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Chapter 3 <small>Rename</small>			<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Videos <small>Rename</small>			<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Chapter 3 Class Notes <small>Rename</small>			<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Instructor's Note <small>Edit Rename</small>	<input checked="" type="checkbox"/> Display Note	2 topics	<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Class Notes <small>Edit Rename</small>	<input checked="" type="checkbox"/> Class_Notes.pdf (12 KB)	2 topics	<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Chapter 2 <small>Rename</small>			<input type="checkbox"/>		↑ ↓
<input type="checkbox"/> <input checked="" type="checkbox"/> Chapter 1 <small>Rename</small>			<input type="checkbox"/>		↑ ↓

Callouts:

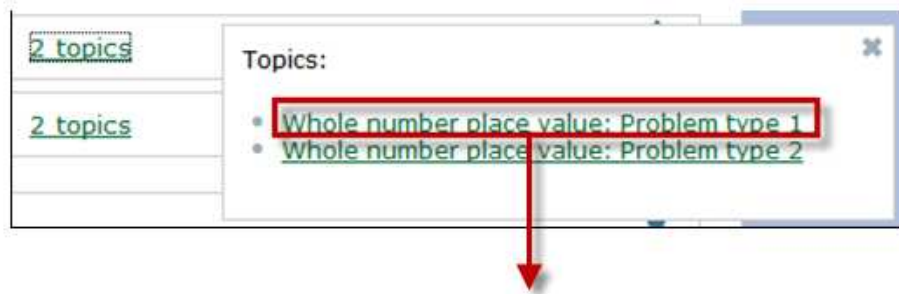
- Use these links to expand or collapse the view for all folders.
- To collapse the view for individual folders, click on the arrow beside a folder.
- Click to see the topic(s) the resource is linked to.
- Click on the direction of the arrow to move the folder or resource to the desired location within the table.

Topics Dialog:

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

How to Preview Resources from the Teacher 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.



Whole number place value: Problem type 1

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

8,740

Here are the digits of the number and their places.

Thousands	Hundreds	Tens	Ones
8	7	4	0

The digit in the hundreds place is 7 .

The digit in the tens place is 4 .

Here is the answer.

hundreds: 7

tens: 4

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

More

View of Resources from the Student Module

Students will see the RESOURCES link after their teacher has added at least one resource. (The link will not show if resources have not been added to the class.)

Below are examples of the two places where students can view resources based on the accessibility options selected by their teacher.

a. From the Resources Link

Students will see a table with the folders and resources that their teacher 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.

The screenshot shows the ALEKS interface with the 'RESOURCES' link highlighted in the top navigation bar. Below the navigation bar, there is a table titled 'Resources' with the following content:

Resources
Link to YouTube
How to Use ALEKS
▶ Chapter 4
▶ Chapter 3

Example of the **Open All** view.

The screenshot shows the ALEKS interface with the 'Open All / Close All' link highlighted. A blue callout box states: "Students can use these links to expand or collapse the view for all folders." The main content area shows a table titled 'Resources' with the following content:

Resources
Link to YouTube
How to Use ALEKS
▼ Chapter 4
▼ Chapter 4 Class Notes
<input checked="" type="checkbox"/> Instructor's Note 07/29/13 Please use the class notes as reference while working on the chapter 4 assignment.
Class Notes (12 KB)
▼ Chapter 3
▼ Chapter 3 Class Notes
<input checked="" type="checkbox"/> Instructor's Note 07/29/13 Please use the class notes as reference while working on the chapter 3 assignment.
Class Notes (12 KB)

b. From the Individual Topic

If resources are linked to a topic, students click on the **Explain** button to see the resources.

The screenshot shows the ALEKS interface with a math problem: "Whole number place value: Problem type 1". The problem asks: "Give the digits in the thousands place and the hundreds place." and shows the number "3,027". Below the problem is an input field with "Clear", "Undo", and "Help" buttons. At the bottom, there are "Next >>" and "Explain" buttons. A yellow callout box says: "Click on 'Explain' if you need help."

From the Explain page, students see the resources added by their teacher.

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

Practice

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



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