



# Creating a New Class

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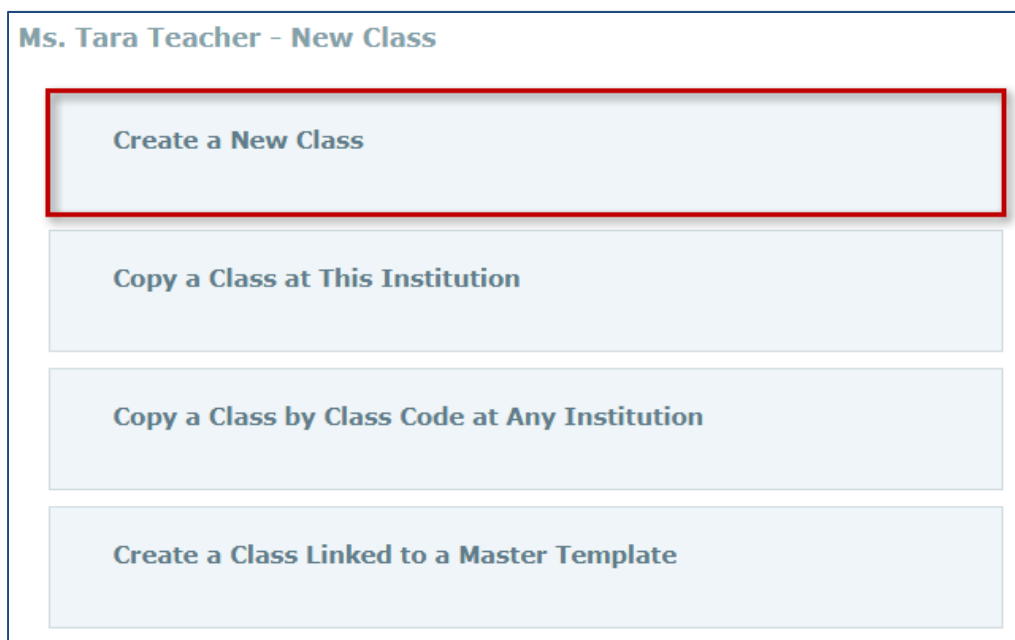
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## Creating a New Class

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Instructors can quickly and easily create new classes in ALEKS. There are four ways to create classes: create a new class, copy a class at the current institution, copy a class by class code at any institution, and create a class that is linked to a Master Template.

After logging into the Instructor Module, select “New Class” under the Instructor Administration sub-navigation menu. Once the link has been selected, the Class Creation menu will appear. The most common option is “Create a New Class.” Additional class creation options are covered on pages 4-7.



After selecting “Create a New Class,” instructors enter basic class information, including the class name, and class start and end dates, and also select options for incoming student options and, when applicable, QuickTables.

### Class Information

First, instructors must choose the ALEKS Course Product to use with their class. Then the instructor can name their class (be aware that students can see the name of their ALEKS class in the Student Module), add a section or period, choose the class start and end dates\*, and finally, select the ALEKS subscription length that will be used for their class.

**\*NOTE:** The maximum duration of a class is 15 months. The start date of a class can be modified for up to 8 months from when the class was originally created. However, once the first student starts the Initial Knowledge Check, the start date of the class cannot occur after the start date of this Initial Knowledge Check. Additionally, students will no longer be able to enroll in the class after the end date for that class has passed.

Class Information	
Instructor	I am teaching this class
Course product	Algebra 1 <span>▼</span> ⓘ
Grade	High School <span>▼</span>
Name	Algebra 1 / 2018-2019
Section (optional)	Period 1
Dates	Start Date ⓘ <input type="text" value="09/04/2018"/> ⓘ
	End Date ⓘ <input type="text" value="08/30/2019"/> ⓘ
	<input checked="" type="checkbox"/> Automatically archive this class after the end date
Subscription Length	K12 - 12 Month <span>▼</span> ⓘ

## Incoming Student Options

For any students moving between classes with compatible ALEKS course products, instructors can choose whether students carry over progress to their new class or take a new Initial Knowledge Check.

Incoming Students from Compatible ALEKS Classes
Select an option for students moving between <a href="#">compatible ALEKS classes</a>
<input checked="" type="radio"/> <b>Carry Over Progress - Student progress gets carried over to the new class</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Calculate student Objective grades based on progress in the previous class</li> <li><input type="checkbox"/> Require a <a href="#">Comprehensive Knowledge Check</a> <ul style="list-style-type: none"> <li><input type="radio"/> All incoming students</li> <li><input type="radio"/> Only students who have not completed an Initial Knowledge Check for: <input type="text" value="30"/> days or more. <small>Max 365 days</small></li> </ul> </li> </ul>
<input type="radio"/> <b>New Initial Knowledge Check - Students are given an Initial Knowledge Check. No progress carries over</b>

## Unenrolled Students

Instructors can choose whether to show or hide students who have been unenrolled from their class.

Unenrolled Students
Select an option for unenrolled students in rosters, dashboards, reports, and the gradebook.
<input type="radio"/> Show Unenrolled Students <input checked="" type="radio"/> Hide Unenrolled Students

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## QuickTables

When setting up a new class, the option to add QuickTables to any math class is available. ALEKS QuickTables is a research-based, math fact mastery program for multiplication, division, addition, and subtraction for grades 3 and up.

All actions related to QuickTables such as managing settings, QuickTables scheduled Knowledge Checks, QuickTables quizzes and reports can be managed through the QuickTables sub-navigation after selecting a class.

**QuickTables** ⓘ

Include QuickTables

- Range of numbers used for **Addition**: 0-12
- Range of numbers used for **Subtraction**: 0-12
- Range of numbers used for **Multiplication**: 0-9  
1-9  
0-10  
1-10  
**0-12**  
1-12
- Range of numbers used for **Division**: 1-9

Do not set up QuickTables at this time

Not available to student

## Course Specific Settings

Course specific settings are available for select ALEKS course products.

**Course Specific Settings**

**Graphing Calculator**

Don't provide the ALEKS graphing calculator functionality to the students in this course

## Completion of Class Creation

Once the instructor has selected “Create Class,” they will be taken to the “What’s Next” screen. From here, instructors can continue to their Class Summary or customize the content of their class. Instructors can also begin registering/enrolling students in the class.

**Algebra 1 / 2018-2019 - Period 1 - Class Customization**

COMPLETE

Your class information has been saved.

**What's Next**

**Continue to Class Summary**  
*Select this to go to the Class Summary. You can still customize the class later.*

**Customize This Class**  
*Select this to set objectives, edit the content, or integrate a textbook.*

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## Additional Class Creation Options

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Additional class creation options are available to instructors, including copying/duplicating a class from their current institution, copying a class using a class from any institution, and (if applicable) creating a class linked to a Master Template.

**Ms. Tara Teacher - New Class**

Create a New Class

**Copy a Class at This Institution**

Copy a Class by Class Code at Any Institution

Create a Class Linked to a Master Template

### Copy a Class at This Institution

Instructors can duplicate their own class(es) or a class from another instructor at the same institution.

**Copy a Class at This Institution**

Instructor

Class

**Continue**

Once the class has been created, instructors can name their class, add a section or period, choose the class start and end dates, and update the ALEKS subscription length that will be used for their class (if needed). Instructors can also adjust incoming student and unenrolled student options (see page 2 for more details).

**Ms. Tara Teacher - Duplicate Class**

**REVIEW INFORMATION**

You have selected to duplicate this class from Ms. Tara Teacher at ALEKS NEW IM Training School:  
 Class: Algebra 1 / 2018-2019 – Period 1  
[Change Class](#)

**New Class Information**

Instructor: I am teaching this class

Name:

Course product: Algebra 1

Section (optional):

Dates: Start Date  End Date

Automatically archive this class after the end date

Subscription Length:

Instructors can also copy settings into their new class, including created assignments, objectives, resources, and gradebook setup.

**Copy Settings**

The following settings, assignments, pacing goals and resources will be copied in the new class:

<input checked="" type="checkbox"/> Objectives	<input type="checkbox"/> QuickTables Quizzes	<input type="checkbox"/> Class Resources
<input checked="" type="checkbox"/> Homeworks	<input type="checkbox"/> QuickTables Assessments	<input type="checkbox"/> Ebook Notes
<input checked="" type="checkbox"/> Tests	<input type="checkbox"/> Pie Progress Goals	<input type="checkbox"/> Calendar Notes
<input type="checkbox"/> Quizzes	<input checked="" type="checkbox"/> Time Goals	<input checked="" type="checkbox"/> Gradebook Setup
<input type="checkbox"/> Scheduled Assessments	<input checked="" type="checkbox"/> Topic Goals	

### Copy a Class by Class Code at Any Institution

Instructors can duplicate a class from another instructor at any institution\*. To copy a class, simply enter the 10-digit class code belonging to the class the instructor wants to duplicate.

**\*NOTE:** Instructors must change their Class Duplicate Settings to “Public” to allow other instructors to copy their class. This setting can be accessed in the Class Summary under the Class Administration sub-navigation menu.

**Copy a Class by Class Code at Any Institution**

Enter class code:

-

Once the class has been created, instructors can name their class, add a section or period, choose the class start and end dates, and update the ALEKS subscription length that will be used for their class (if needed). Instructors can also adjust incoming student and unenrolled student options (see page 2 for more details).

**Ms. Tara Teacher - Duplicate Class**

**REVIEW INFORMATION**

You have selected to duplicate this class from Mr. Sample Teacher at MHE ALEKS Training School:  
**Class: Algebra 1 Combo – Period 6**  
[Change Class](#)

**New Class Information**

Instructor	I am teaching this class		
Name	<input type="text" value="Algebra 1 Prep Combo / 2018-2019"/>		
Course product	Algebra 1 and Prep for Algebra 1 Combined		
Section (optional)	<input type="text" value="Period 2"/>		
Dates	Start Date <span style="font-size: small;">?</span>	End Date <span style="font-size: small;">?</span>	
	<input type="text" value="09/04/2018"/>	<input type="text" value="08/30/2019"/>	
	<input checked="" type="checkbox"/> Automatically archive this class after the end date		
Subscription Length	<input type="text" value="K12 - 12 Month"/>		

Instructors can also copy settings into their new class, including created assignments, objectives, resources, and gradebook setup.

**Copy Settings**

The following settings, assignments, pacing goals and resources will be copied in the new class:

<input type="checkbox"/> Objectives	<input type="checkbox"/> QuickTables Quizzes	<input checked="" type="checkbox"/> Class Resources
<input type="checkbox"/> Homeworks	<input type="checkbox"/> QuickTables Assessments	<input type="checkbox"/> Ebook Notes
<input type="checkbox"/> Tests	<input checked="" type="checkbox"/> Pie Progress Goals	<input type="checkbox"/> Calendar Notes
<input type="checkbox"/> Quizzes	<input checked="" type="checkbox"/> Time Goals	<input checked="" type="checkbox"/> Gradebook Setup
<input type="checkbox"/> Scheduled Assessments	<input checked="" type="checkbox"/> Topic Goals	

### Create a Class Linked to a Master Template

If applicable, instructors can create a class linked to a Master Template that has been created at their institution.

**Create a Class Linked to a Master Template**

Select a Master Template: ▼

Select a Master Template:

Algebra 1 - 2018/2019

Continue

Can't find your Master Template?



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By creating a class that been linked to a Master Template, instructors can only add a section or period to their class – all other settings are controlled by the Master Template. In some cases, settings can be changed from the Class Summary (located in the Class Administration sub-navigation menu).

**New Linked Class**

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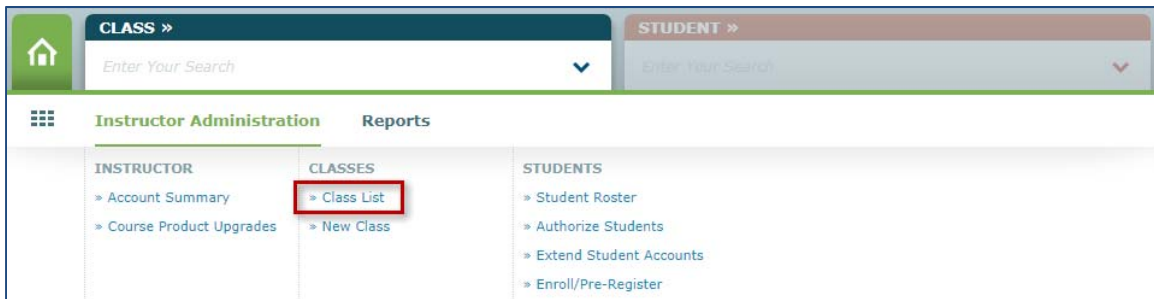
Instructor: I am teaching this class

Master Template Name: **Algebra 1 - 2018/2019**

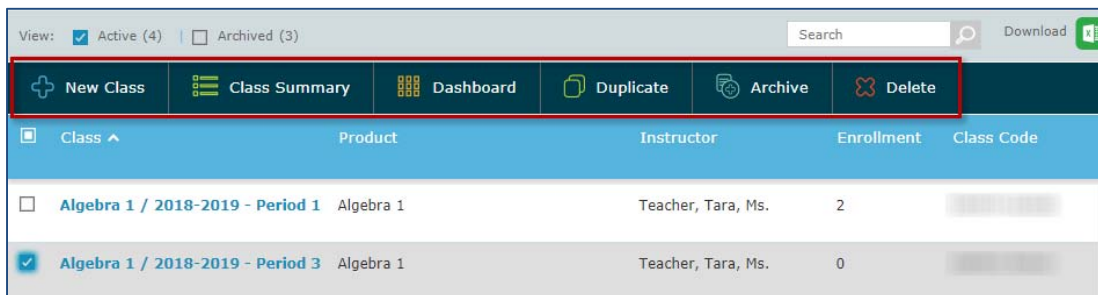
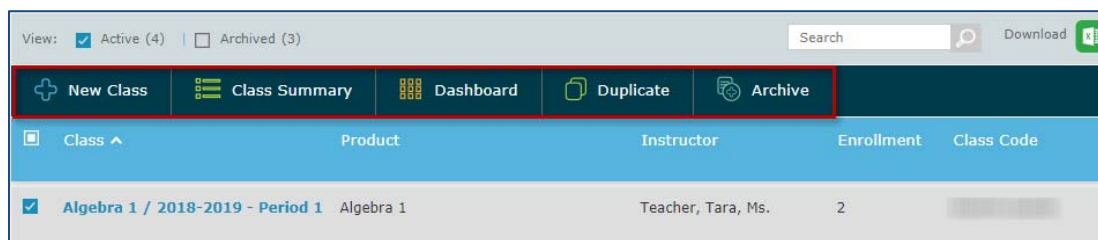
Section/CRN:

## The Class List

The Class List displays information for all classes taught by the instructor. It can be used to perform actions on many classes, including viewing the class dashboard, duplicating, and archiving or deleting classes. The Class List can be accessed from the Instructor Administration sub-navigation menu.



After selecting a class, the actions available to manage the class are displayed. These actions change based on individual or multiple class selection.





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