INTRODUCTION

The ALEKS Instructor Module is available to all instructors and ALEKS institution and district administrators to create and manage classes, assignments, ALEKS subscriptions, and student accounts.

INSTRUCTOR MODULE REFERENCE GUIDE

This guide provides an overview of the Instructor Module and its features, including how to find each feature in the system. This document is written for instructors, but also applies generally to administrators. Instructors have access to most features with exception to the ALEKS administrative features described at the end of this guide. The examples in this guide refer to the student experience in the new Student Module. For questions, please contact ALEKS Customer Support through the Customer Support link within the Instructor Module, or go to http://www.support.aleks.com

How to Find It: From the Instructor Module homepage, select the account name in the upper-right corner | Select Reference Guide

NEW STUDENT MODULE REFERENCE GUIDE

Instructors can also view the New Student Module Reference Guide to read about the student experience and help students get started in ALEKS. Students can work in the new Student Module or classic Student Module to learn and progress through their class. Most classes are supported in the new Student Module, which is a redesigned interface that provides students with an adaptive learning environment focused on guidance, transparency, engagement, and motivation. Students enrolled in classes not supported in the new Student Module use the classic Student Module.

How to Find It: From the Instructor Module homepage, select the account name in the upper-right corner | Select New SM Reference Guide

Alternate Navigation: Go to https://www.aleks.com/k12/training_center | Under the New Student Module Reference Guide heading, select PDF

Video: Watch a short 6-minute overview of the new Student Module at: https://www.aleks.com/video/K12_IM_Student_Account_Overview

After receiving an ALEKS Login Name, instructors receive an email that includes their ALEKS Login Name and link to set their password. Please see the Appendix for an example.

FIRST TIME USE

Instructors who log into ALEKS for the first time will be taken through a short, guided tour which highlights key features in the Instructor Module based on their account type (e.g. district administrator, institution administrator, instructor, or teaching assistant).
Upon completion of the guided tour, instructors land on their homepage. Here are some key areas of the homepage with a description of how each area can be used.

1 | **Search:** Search for classes, students, and assignments
2 | **Account Setup/Help:** Edit account information and access helpful tools
3 | **Main Navigation:** Start typing to find what you’re looking for or open the menu to navigate
4 | **Sub-Navigation:** Menu related to the selected item in the main navigation
5 | **Dashboard:** View snapshots of important information about classes and students
6 | **Dots:** Indicates this dashboard has two pages of tiles. Selecting the second dot navigates to the second page
7 | **Arrows:** Slide to the next page to see more tiles. Alternate way to navigate to the second page
HOW TO NAVIGATE

There are several ways to navigate the Instructor Module. This includes using the main navigation and sub-navigation, or using second forms of navigation such as search or the dashboard. Each navigation technique is described below.

MAIN NAVIGATION

Instructors have access to a three level hierarchy: instructor, class, then student. The instructor level contains instructor related menus and the instructor’s dashboard. It is accessible after selecting the Home button (🏠) in the upper-left corner.

The navigation structure is tab-driven for easy navigation, and starts with the CLASS tab on the left. The class tab contains all classes taught by the instructor who is logged in. Instructors begin by opening the CLASS drop-down menu and making a selection, or typing into the open box to bring up matches.

![CLASS Tab Example]

After selecting a class, the CLASS tab becomes the active tab (the current level in the hierarchy) and instructors have access to class-related menus and the class dashboard.

![CLASS and STUDENT Tabs Example]

Instructors can remain at the CLASS level or make a selection in the STUDENT tab to move to that level. The STUDENT tab contains a list of all students enrolled in the selected class. The STUDENT tab becomes the active tab after making a selection. Instructors will then have access to student-related menus and that specific student’s dashboard.
SUB-NAVIGATION

This area displays menus related to the selected item in the main navigation. For example, after selecting a student in the STUDENT tab, the sub-navigation appears on hover or tap and expands to display student-related menus.

To go back to the CLASS level, simply select the top of the tab to make it active again.

DASHBOARDS

A dashboard displays snapshots of important data applicable to each level. Each dashboard consists of dynamic tiles that update as students work in ALEKS. Tiles can be moved around on the page and placed in order of importance by selecting the tiles icon (around) in the upper-right corner of each tile and moving it to a new position or onto the next page. From most dashboard tiles, instructors can navigate to a full, detailed report containing the information shown on that tile by selecting the link in the bottom-right corner of the tile. Below are examples of instructor, class, and student dashboards.

Instructor Dashboard
Class Dashboard

Student Dashboard
**DASHBOARD NAVIGATION ICONS**

The following icons can be used to quickly navigate between dashboards.

**Home:** Select from any page to return to the Instructor Dashboard

![Home Icon](image)

**Dashboard Tiles:** Select from any page to view the active tab's dashboard

![Dashboard Tiles Icon](image)

**SEARCH**

The search box can always be found at the top of any page. This navigation can be used to search all pages in the Instructor Module except the ALEKS Community and the Class Forum.

To search, type a search query in the box and select **Enter** or select the search icon ( ).

![Search Icon](image)

**MY ACCOUNT**

This menu provides links to account settings, ALEKS Message Center, and helpful resources within the Instructor Module.

**How to Find It:** Select the account name in the upper-right corner to display the My Account options.
**SETTINGS**

This page holds the ALEKS account settings, contact information, email preferences, and the classes of the instructor who is logged in. Instructors can update a section by selecting Edit.

**How to Find It:** Select the account name in the upper-right corner | Select **Settings**

**MESSAGE CENTER**

Instructors and students have access to the ALEKS Message Center, which can be used to send and receive messages and to contact ALEKS Customer Support. When students send a message to their instructor to ask for help, the question they are working on will automatically be attached to the message.

Answer keys for worksheets generated by instructors or self-generated by students are also sent to the Message Center. Please see the **Worksheets** section for more details on the ALEKS and QuickTables worksheets.

**How to Find It:** From the homepage, select the Message Center icon (✉️) found in the top-right corner. The number displayed by the envelope indicates unread messages.

**Alternate Navigation:** Select the account name in the upper-right corner | Select **Message Center**

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**REFERENCE GUIDES**

Reference Guides are available for instructors to read about the features in the Instructor Module and in the new Student Module.

**Instructor Module Reference Guide**

View this guide onscreen while navigating through the Instructor Module, or print it out to use as reference.

**How to Find It:** Select the account name in the upper-right corner | Select **Reference Guide**.

**New Student Module Reference Guide**

Instructors can also view the New Student Module Reference Guide to read about the student experience and help students get started in ALEKS.

**How to Find It:** Select the account name in the upper-right corner | Select **New SM Reference Guide**.

**Alternate Navigation:** These guides are available on the K-12 Training Center at: [http://www.aleks.com/K12/training_center](http://www.aleks.com/K12/training_center)
CUSTOMER SUPPORT

Selecting this link opens a pop-up with a partially populated customer support ticket.

How to Find It: Select the account name in the upper-right corner | select Customer Support

ALEKS SUPPORT WEBSITE

The ALEKS Support website available at: https://mhedu.force.com/aleks/s/ contains articles, videos, and content that can be helpful in understanding and navigating the Instructor Module. The content can be easily searched with a few key words or filter selections. ALEKS Customer Support can be contacted through the Contact Support link provided on the right of the page under Quick Links.

Tip: The ALEKS Support website can be used to:

- Quickly find suggested articles, videos, or attachments as keywords are typed
- Search the available content using filters
- See Top & Trending Articles
- Give feedback to content and submit comments for improvement
- Check System Setup by viewing the ALEKS Troubleshooting page
- Find the System Requirements and User Guides
- Contact Customer Support

TRAINING & RESOURCES

ALEKS Corporation offers online training sessions with an ALEKS Certified Trainer.

How to Find It: Select the account name in the upper-right corner | Select Training & Resources.
**LOG OUT**

Instructors can log out of ALEKS and end their working session through this link.

**How to Find It:** Select the account name in the upper-right corner | Select **Log Out**

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**COMMUNITY**

The ALEKS Community is an online community where instructors can share ideas and discuss best practices with ALEKS colleagues.

**How to Find It:** All ALEKS instructors are members of the ALEKS Community and can access it directly from their Instructor Module by selecting **Community** in the upper-right corner.

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**FEEDBACK**

ALEKS feedback regarding the Instructor Module and ideas for improvement can be submitted through the **Feedback** link.

**How to Find It:** Select **Feedback** in the upper-right corner.
This section of the guide describes how instructors can set up new classes and manage existing classes.

**CREATING CLASSES**

Classes can be easily created. There are up to four ways to create a new class:

**How to Find It:** Select **Instructor Administration** | select **New Class**

**Alternate Sub-Navigation Route:** Select a class | select **Class Administration** | Select **New Class**

1. **Create a New Class**
   - Select to go through the new class creation workflow

2. **Copy a Class at This Institution**
   - Duplicate your own class or a class from another instructor at the same institution. Supported classic Student Module classes will be duplicated and used as classes in the new Student Module

3. **Copy a Class by Class Code at Any Institution**
   - Duplicate a class from another instructor at any institution. Select to enter the class code belonging to the class to duplicate (class duplication setting must be enabled in order to duplicate). Supported classic Student Module classes will be duplicated and used in the new Student Module

4. **Create a Class Linked to a Master Template**
   - Select to choose the name of the Master Template to link the class to. At least one Master Template must have already been created at the institution for this option to appear
The example below describes the **Create a New Class** workflow. After selecting **Create New Class**, instructors enter basic class information, including the class name, section, and start and end dates.

**Note:** The class start and end date cannot be more than 15 months apart. The start date 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. Students will no longer be able to enroll or be registered in the class after the end date has passed.

**New class created with supported ALEKS Course Products will be created in the new Student Module. New classes created with unsupported course products will be automatically created in the classic Student Module.**

**NEW CLASS SET UP WITH 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.

**How to Find It:** Select a class | Select **QuickTables**
CLASS SUMMARY AND CUSTOMIZATIONS

After saving the basic class settings, instructors can choose to customize their class at a later time, or proceed to customize their class using Objectives and Textbook Integration.

CUSTOMIZE THIS CLASS/TEXTBOOK INTEGRATION

With Textbook Integration, ALEKS automatically places chapter and section references on the ALEKS Explanation pages, so students can look up parallel material in their textbook as needed.

How to Find It: Select Instructor Administration | Select New Class | Select Create New Class | Go through the steps to create a new class | Select Customize This Class | Select options to customize the class

If a textbook will be integrated, the instructor is prompted to select a textbook from a drop-down list.

CUSTOMIZE THIS CLASS / SET OBJECTIVES / MODULES

The Objectives/Modules feature allows instructors to direct student learning. Instructors can rearrange ALEKS class content into custom Objectives or modules based on specific curriculum plans such as textbooks, learning goals, and syllabi. Completion dates may be assigned to each Objective.

Instructors can choose whether to use Objectives/Modules with their class. Selecting Yes will display the option to use Objectives with End Dates or Objectives without End Dates. Selecting No will take instructors to the Content Editor.
CUSTOMIZE THIS CLASS / OBJECTIVES EDITOR

Objectives allow instructors to segment class content in the ALEKS Pie so students work on that content by a certain end date. Chapter-based Objectives and Custom Objectives can be created using the Objectives Editor. Classes can include Objectives with End Dates for each Objective or without End Dates for all Objectives. The Edit link allows instructors to view and edit the ALEKS topics with the Objective.

How to Find It: Select Class Administration | Select New Class | Complete the steps to create a new class | Select Customize This Class | Choose whether to integrate a textbook | Select Yes, I will use Objectives.

Objective Types: If instructors previously selected the option to integrate a textbook, additional options will appear in the options for setting Objectives

• Chapter-Based Objectives with Optional Custom Objectives: Instructors can quickly apply pre-built Chapter Objectives by simply selecting an end date for each chapter they want to cover. Customization can be done within the chapters

• Custom Objectives: Custom Objectives can be used to split chapters into multiple Objectives or they can be used to combine material across multiple chapters. With this option, there are no pre-built Chapter Objectives. Unlike Chapter-based Objectives, instructors start with a clean slate and build all Objectives using the Custom Objectives feature. If instructors do not integrate a textbook, all Objectives will be Custom Objectives

• Objectives with End Dates: Each Objective must be completed by its end date. Objective completion dates (or end dates) may be assigned to each Objective. Chapter Objectives do not have to be in chronological order. Multiple Objectives can share the same end dates. When students complete Objectives early, instructors can keep Open All Objectives (known as "Open Pie" in the new Student Module) as the default setting or disable the default setting and allow ALEKS to only Open the Next Objective

• Open Next Objective: Allow students to only work on the next Objective when they complete Objectives before the assigned end date.

• Open All Objectives: (Default Setting): If students complete an Objective before the assigned end date, they will move into "Open Pie", which gives them the option to work on Ready to Learn topics in future Objectives or return to previous Objectives to work on topics they did not learn or may have lost during a Knowledge Check until the start of the next Objective. When the next Objective starts, Open Pie ends and students can only work on topics from the current Objective. If students do not complete an Objective before the assigned end date, they will move to the next Objective; however, any unlearned prerequisite material will be carried into subsequent Objectives

• Objectives without End Dates: All Objectives are due by a single end date; students move to the next Objective after they meet the progress level for the current Objective. Instructors set the progress level for the completion of each Objective. Students must complete a percentage of the topics specified in the progress level in each Objective before they can advance to the next Objective.
Below is an example of the Objectives Editor for a class using Objectives with End Dates. The bottom of the page contains the option where instructors can keep **Open All Objectives** as the default setting, or change it to **Open Next Objective**.

### Post Objective Progress Assessment:
Instructors can decide per Objective whether or not to assess students if they complete the Objective before the end date, or if they meet the Progress Level requirement. After students take this Knowledge Check, ALEKS may ask them to review a few topics to strengthen their skills and be prepared for future Objectives.

### CUSTOMIZE THIS CLASS / CONTENT EDITOR

Instructors can edit the content of each Objective by selecting or unselecting the ALEKS topics to include or exclude in the Objective.
Tip: To see a sample question for a topic, double-click or tap on a topic and an example will appear in a pop-up. A toggle at the top of the new topic pop-up allows instructors to switch between viewing a Problem, its Explanation, and for certain topics, Another Explanation. Selecting Next Problem generates a new problem instance of the same topic. Resources available for the topic display to the right.

CUSTOMIZE THIS CLASS / TOPIC RECOMMENDATION (TREC) TOOL

The Topic Recommendation (TREC) tool appears after instructors have chosen their desired class content. It makes recommendations of appropriate prerequisite topics to ensure optimal student learning. The TREC tool provides instructors with a way to add prerequisite topics to their class.

If the instructor selected an optional mix of class content with supporting prerequisite topics, the TREC will be skipped.
CLASS SUMMARY

After a new class is created, the Class Summary is shown. The Class Summary can be used to manage and update many class settings that are also found in the sub-navigation. An email is also sent to the instructor of the class that includes class information and the Class Code. Please see the Appendix for an example of the email.

How to Find It: Select Instructor Administration | Select a class | Select Class Summary

Below are key areas of the Class Summary and an overview of its features. For more details, select any link to go to the applicable section in this guide.

1. Instructors can pre-register students into the class or have them self-register by giving out the Class Code to enroll into the class.

2. Provide implementation setup information to ALEKS to help enable training and best practices.

3. Add resources for students to access in the new Student Module.

4. Invite parents to receive periodic student progress reports by email.

5. Allow others to duplicate the class.

6. Records the grades for all assignment types, scheduled Knowledge Checks, and Objectives.

7. Give other instructors and TAs access to the class through Share Class Access.

8. Filter dashboard information reports, gradebook, and assignment data by groups of students from the same class.
IMPLEMENTATION INFORMATION

It is recommended that instructors enter information into these fields to provide ALEKS with more information about their implementation setup, which will help enable effective training and identify best practices.

How to Find It: Select a class | Select Class Administration | Select Class Summary | Select Edit by Implementation Information.

RESOURCES

Resources can be added at the class and/or topic level and organized in folders so students can access them through the Resources page and/or the Explanation pages of ALEKS topics in the Student Module.

Additionally, instructors can tag a resource as a video so that it is labeled "VIDEO" for students to see in the Topic Carousel and in the Instructor Resources section of the new Student Module.

How to Find It: Select a class | Select Class Administration | Select Class Summary | Select Edit by Resources

Alternate Sub-Navigation Route: Select a class | Select Class Tools | Select Resources

From the resources table, selecting the topic name within the pop-up shows what the resource looks like for students.
WHAT'S NEXT

This box displays helpful links for getting started in ALEKS and what instructors can do next after creating a new class for the first time.

How to Find It: Found in the upper-right corner of the Class Summary

SYLLABUS AND STANDARDS

The syllabus lists all topics in the class, grouped by Objective (if Objectives are used). It can be downloaded to HTML or PDF format from the Class Summary. Also, a standards correlation can be selected for the class.

How to Find It: Select a class | Select Class Administration | Select Class Summary | Locate the Syllabus and Standards heading

CLASS OPTIONS

This page displays the settings for many class options.

How to Find It: Select a class | Select Class Administration | Select Class Summary | Select Edit by Class Options
PARENT NOTIFICATION

This feature allows instructors to send an email invitation to the parent/guardian of a student inviting them to receive periodic student progress reports for the class period (i.e. the class start date to the class end date) From the email report, parents can view their students’ performance through an abbreviated version of the new Student Module.

Instructors can enter up to two parent/guardian email addresses for each student in the class from the student’s Account Summary. Parent email addresses can also be entered during Pre-registration or Batch Registration.

Instructors can apply class settings to indicate how often and when progress reports are sent, or apply customized notification settings for individual students.

Please see the Appendix for an example of the student Progress Report Email

How to Find It: Select a class | Select Class Administration | Select Class Summary | Select Edit next to Class Options

CLASS DUPLICATE SETTINGS

After a class has been created, the instructor can choose to share the class publicly or keep it private. There are options to indicate whether a class is private or public. Instructors can specify the settings they would like other instructors to be able to duplicate by checking the box next to the setting.

Private: (Default setting) The class cannot be duplicated by other instructors.

Public: The class can be duplicated by other instructors at the same institution, or any institution. At other institutions, instructors must have the class code.

How to Find It: Select a class | Select Class Administration | Select Class Summary | Select Edit next to Class Duplicate Settings

SHARE CLASS ACCESS

Instructors can share access to their classes or specific students with TAs or other instructors by assigning access levels through the Share Class Access feature.

How to Find It: Select a class | Select Class Administration | Select Share Class Access

Alternate Sub-Navigation Route: Select a Class | Select Class Administration | Select Class Summary | Select Edit next to Share Class Access
After a class is shared, the TA or instructor who was given access to the class will see an indicator (ër) to the right of the class name to help distinguish their own classes (if any) from a shared class.

STUDENT GROUPS

Student Groups allow instructors to view dashboard information, reports, gradebooks, ALEKS Message Center, and assignment data by groups of students from the same class.

**How to Find It:** Select a class | Select Class Administration | Select Class Summary | Select Create a Student Group

**Alternate Sub-Navigation Route:**
Select a Class | Select Class Administration | Select Student Groups

Once a student group is created for the class, the Student Group filter will appear on applicable pages. Here is an example:

CLEANUP TOOL

This feature is used to clear statistics and records at the class level. Please proceed with caution when using the Cleanup Tool. The Cleanup tool is also available at the student-level.

**How to Find It:** Select a class | Select Class Administration | Select Cleanup Tool

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**Warning:** These operations are irreversible and will result in the inability to generate valuable reports for students in this class. None of these options will return subscriptions. Proceed with caution!
CLASS TOOLS

Instructors can use the Class Tools menu to access resources and learning aids available for each class.

How to Find It: Select a class | Select CLASS TOOLS in the upper-right corner

FORUM

The Class Forum can be used to facilitate meaningful discussions with students in the class.

How to Find It: Select a class | Select CLASS TOOLS | Select Forum

Enable the Class Forum by selecting Yes, Enable Class Forum. Instructors will see this message only the first time they access the Class Forum.

CALENDAR

Instructors can view and schedule assignments by calendar view. They can also add notes to the calendar.

How to Find It: Select a Class | select CLASS TOOLS | Select Calendar
RESOURCES

This is the same feature that is also accessible on the Class Summary as described in the previous Resources section.

How to Find It: Select a class | Select CLASS TOOLS | Select Resources

Alternate Navigation Route: Select a class | Select Class Administration | Select Class Summary | Select Edit by Resources

STUDENT VIEW

The student view can be used to experience exactly what a student experiences in the new Student Module. The Student View for an instructor behaves as it would for a student: instructors complete the ALEKS tutorial and Initial Knowledge Check, view their pie chart, enter Learning Mode, and can complete assignments if any have been created and assigned to the class.

How to Find It: Select a class | Select CLASS TOOLS | Select Student View

Here is an example of the new Student Module accessible via the Student View:

![Student View Example](image-url)
CLASS ARCHIVE

Archiving can be used to simplify the CLASS drop-down tab so that only relevant classes appear. For example, use this feature to archive classes at the end of each term so that only active classes at the start of a new term are displayed.

**Note:** Instructors can only archive their own classes; administrators can archive any class. Archived classes can be accessed and unarchived at any time; archiving does not impact students’ ability to access their classes or retrieval of reports.

Class archiving can be done in multiple ways. The following sections show different ways to archive. In general, individual classes can be archived from the Class Summary page, whereas multiple classes can be archived from the Class List.

1. **Class Archive Through the Class Summary**
   From the Class Summary, instructors can archive the selected class by selecting the **Archived** checkbox. This option is unchecked by default.

   **How to Find It:** Select a class | Select Class Administration | Select Class Summary | Select Edit next to Class Options | Select the **Archived** checkbox

   After archiving a class, the class can be found at the bottom of the CLASS tab after expanding the **Archived** heading.

2. **Auto-Archiving Classes**
   Class start and end dates are required during class creation. After the class end date passes, ALEKS will automatically archive the class.

   **How to Find It:** Select a class | Select Class Administration | Select Class Summary | Select Edit next to Class Information

   **Tip:** The option below is checked by default. Classes older than a year are automatically archived to simplify the class display. Instructors can see their active and inactive classes by going to the Class List.
3. Archiving Through the Class List

Multiple classes can be archived through the Class List.

Steps:
1. First select the class(es) to archive
2. Select the Archive button

How to Find It: Select a class | Select Class Administration | Select Class List

After selecting a class, the actions available to manage the class are displayed. Actions change based on the amount of classes selected.

CLASS LIST

The Class List displays information for all classes taught by the instructor logged in. It can be used to perform actions on many classes, including viewing the class dashboard, duplicating, and archiving classes. Many functions for updating and managing classes are streamlined on this page. After selecting a class, the actions available to manage the class are displayed. Actions change based on individual or multiple class selection.

How to Find It: Select a class | Select Class Administration | Select Class List
INSTRUCTOR ADMINISTRATION

This section of the guide describes how instructors can manage their ALEKS accounts through Instructor Administration features. The additional features available under the Instructor Administration sub-navigation menu are the same features described in the Class Administration and Student Administration sections of this guide.

INSTRUCTOR ACCOUNT SUMMARY

Instructors can manage their account information from the Account Summary and see their classes and permission settings. They can also provide their contact information and email preferences.

How to Find It: Select Instructor Administration | Select Account Summary | Select Edit by Account Information

Alternate Navigation Route: Open the menu beside the account name in the upper-right corner | Select Settings

Tracy Smith - Account Summary

**Account Information**

<table>
<thead>
<tr>
<th>Basic Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type: Instructor</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Salutation:</td>
<td></td>
</tr>
<tr>
<td>First Name: Tracy</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name: Smith</td>
<td></td>
</tr>
<tr>
<td>Login Name: TSMITH10293</td>
<td></td>
</tr>
<tr>
<td>Reset Password</td>
<td></td>
</tr>
<tr>
<td>ID:</td>
<td></td>
</tr>
</tbody>
</table>

**Account Settings**

| Account Status: Enabled |  |
| Language: English |  |
| Automatic Logout: 30 min |  |

**Permissions**

- Student Subscriptions
  - Authorize students
  - Enroll/Pre-register students
  - Batch register students
  - Alternate Subscription Length
  - Extend student accounts
  - Other
  - Full student history

**Classes**

- Current Classes
  - 8th Grade

**Email Preferences**

<table>
<thead>
<tr>
<th>Email Settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward all ALEKS messages to this email address</td>
<td></td>
</tr>
<tr>
<td>Enable my students to send messages to this account</td>
<td></td>
</tr>
<tr>
<td>Forward messages sent to my students to their regular email account</td>
<td></td>
</tr>
<tr>
<td>Send a message to this account when registered students are waiting for my authorization</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT ADMINISTRATION

This section of the guide describes how instructors can manage student accounts and subscriptions through the Student Administration features.

ALEKS SUBSCRIPTIONS

The features below allow administrators to authorize, register, and extend student accounts, and move and unenroll students from one class to another.

AUTHORIZE STUDENT ACCOUNTS

If students self-register into the class, this feature allows instructors to authorize the students' registrations in their own classes so that they can begin using ALEKS. The instructor of the class will be notified on the dashboard tile when a student's account requires authorization. Selecting the link takes instructors to the Authorize Students page below.

How to Find It: Select Instructor Administration | Select Authorize Students

Alternate Sub-Navigation Route:
Select a class | Select Class Administration | Select Authorize Students

The Actions menu becomes active when at least one student is selected. Available actions display based on what is selected in the table to prevent users from performing actions that are prohibited.

Note: By default, instructors do not see the Change Subscription button unless they have been given permission to the Authorize Subscription Length feature by an administrator. See the Permissions section for details on permission levels.
New Student Module View

In the new Student Module, students who self-register see a pending authorization message after logging into ALEKS. The student's account must be authorized by an instructor or administrator in the ALEKS Instructor Module before the student can begin working in the class. After the student's account is authorized, the message disappears and the student can begin working in the class by selecting the class name.

PRE-REGISTRATION

This feature allows instructors to register a group of students at the same time for a single class. Students do not need to self-register when instructors use the Pre-registration feature.

How to Find It: Select Instructor Administration | Select Enroll/ Pre-Register

Alternate Sub-Navigation Route: Select a class | Select Class Administration | Select Enroll/ Pre-Register

Math 126 / Pre-Algebra - Enroll/Pre-Register Students

How would you like to enter the list of students?

- By copy & paste (from a spreadsheet)
- By typing

Note: You can pre-register a maximum of 100 students at once.
PRE-REGISTRATION WITH ALTERNATE SUBSCRIPTION LENGTH

Note: Instructors who have been given permission to the Alternate Subscription Length feature see the screen below with additional options to register students using the subscription length assigned to the class or to assign a different subscription length.

8th Grade - Enroll/Pre-Register Students

Step 1: Select a Subscription Length

- Subscription Length Assigned to This Class:
  K12 - 12 Month (33 Subscriptions)

- Assign a Different Subscription Length to Pre-Register Students:
  Note: This will not affect the primary subscription length assigned to this class or any students who were previously registered.
  Select a Subscription Length ▼

Step 2: Select how you would like to enter your list of students

- Copy and Paste
- Enter by Typing

Note: You can pre-register a maximum of 33 students in this class.

EXTEND STUDENT ACCOUNTS

Instructors can efficiently extend student accounts with this feature. After the extension, students can continue to use their accounts without interruption.

How to Find It: Select a class | Select Class Administration | Select Extend Student Accounts

Choose the subscription type that will be used to extend your students

Subscription Type:

(Choose one) ▼ Order Additional ALEKS Subscriptions

Check the box next to one or more student accounts to extend. Then, select the Extend button.

Important: After selecting Extend, the student account(s) will be renewed and assigned a subscription.

The new subscription will be used immediately after the old subscription expires.

Filter by Expiration Date:

View All Students ▼

1 Student selected

Displaying 29 Students

<table>
<thead>
<tr>
<th>Extend</th>
<th>Student</th>
<th>Login Name</th>
<th>Time Remaining</th>
<th>Expiration Date</th>
<th>Subscription Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daniels, Linda</td>
<td>LDANIELS2</td>
<td>Expired 128 Weeks and 5 Days Ago</td>
<td>04/05/2015 01:00 AM</td>
<td>K12 - 40 Week</td>
</tr>
<tr>
<td></td>
<td>Are, Dan</td>
<td>DARE</td>
<td>Expired 97 Weeks and 6 Days Ago</td>
<td>11/07/2015 02:00 AM</td>
<td>K12 - 12 Month</td>
</tr>
</tbody>
</table>
CLASS ROSTER

The Class Roster displays student information. It can be used to perform bulk and individual actions on student accounts within the class selected, including viewing a student’s dashboard, sending messages, and moving and unenrolling students. Many functions for updating and managing accounts efficiently are streamlined on this page.

Note: Students cannot be moved into expired classes from the Class Roster. Expired classes do not appear in the drop-down menu after selecting the Move button.

How to Find It: Select a class | Select Class Administration | Select Class Roster

In general, multiple student accounts can be managed through the Class Roster, and individual student accounts can be edited through each student’s Account Settings. Examples are shown below.

1. Edit Multiple Student Accounts Through the Class Roster

How to Find It: Select a class | Select Class Administration | Select Class Roster

Filters

Instructors can filter students by Active, Former, and Hidden.

- **Active:** All students currently in the class are tagged as active and displayed by default
- **Former:** Students are tagged with this status when they were in this class and have moved/exited the class into another class, but their records still appear in this class
- **Hidden:** These students are hidden from reports and drop-down menus. Instructors can select students to tag as hidden

For example, instructors who do not wish to see former student records included in reports can use the Hide button.

2. Edit Individual Student Account Settings

How to Find It: Select a class | Select a student | Select Student Administration | Select Account Summary
STUDENT GRADEBOOK

When the ALEKS Gradebook feature is enabled, the Gradebook for each student will appear. Instructors can view students’ grades and send messages to individual or multiple students.

How to Find It: Select a class | Select a student | Select Gradebook | Select Student Gradebook

![Gradebook Image]

MOVE/UNENROLL

Moving students from one class into another and enroll or unenroll can be done in multiple ways. The following sections show different ways to move students. In general, individual students can be moved and unenrolled from the Move/Unenroll feature, whereas the Class Roster can be used to bulk move students from one class to another, and to enroll/unenroll them to/from a class.

Note: The following rules apply when moving students:
- Moving students is limited to 20 at a time
- Unenrolling a student does not return the subscription
- Students cannot be moved into expired classes.
- Expired classes do not appear in the drop-down menu when using the Move option

1. Bulk Move Students Through the Class Roster

How to Find It: Select a class | Select Class Administration | Select Class Roster

Steps to Move Students

1. Select the students to move by selecting the checkbox next to their names
2. Select Move
3. Select the class to move the student to or unenroll the student from
4. Select Confirm
### 2. Bulk Unenroll Students Through the Class Roster

**How to Find It:** Select a class | Select **Class Administration** | Select **Class Roster**

**Steps to Unenroll Students**

1. Select the students to unenroll
2. Select **Unenroll**
3. Select **Confirm**
3. Move or Unenroll Individual Students Through the Move/Enroll Page

How to Find It: Select a class | Select a student | Select Student Administration | Select Move/Unenroll

Steps to Move or Unenroll a Student

1. Select the option to Move Student To or Unenroll
2. Select an instructor
3. Select a class
4. Select Confirm

Kevin Anderson - Move and Unenroll

Student Options

- Move Student To: [Select a Class...]
- Unenroll

[Confirm] [Cancel]
ASSIGNMENTS

This section of the guide describes how instructors can create and manage assignments through the Assignments sub-navigation after selecting a class. The Assignments menu allows instructors to create homework, learning goals, tests, quizzes, Scheduled Knowledge Checks and worksheets to manage all assignments, and view reports.

How to Find It: Select a class | Select Assignments

There are three types of assignments that instructors can create:

• **Time, Topic, and Progress Goals:** Require students to meet a specific progress level or a minimum participation level over a defined period of time, such as learning a set number of topics per week
• **Homework, Quizzes, and Tests:** These are extra assignments that can be created for students. Instructors choose the questions on the assignment. Best used for extra credit or practice since these assignments do not affect the students' pie charts
• **Scheduled ALEKS Knowledge Checks:** Knowledge Checks are given automatically throughout the course to ensure retention and mastery of topics learned. Instructors use Scheduled Knowledge Checks if they want a Knowledge Check to occur on a specific date and time.

ASSIGNMENT LIST

This list includes all homework, learning goals, scheduled Knowledge Checks, tests, and quizzes for the class. Many functions for updating and managing assignments efficiently, including viewing assignment results are streamlined on this page.

How to Find It: Select a class | Select Assignments
DUPLICATE ASSIGNMENTS FROM ANOTHER CLASS

Instructors can duplicate assignments from another class by selecting the Duplicate from Another Class option. Instructors then select the name of the instructor and class to duplicate the assignment from. A table will appear displaying the assignments in the class selected.

Note: Assignments can only be duplicated from classes using the same ALEKS Course Product.

How to Find It: Select a class | Select Assignments | Select New Assignment | Select Duplicate from Another Class

---

DUPLICATE ASSIGNMENTS TO ANOTHER CLASS

Instructors can duplicate assignments to another class by selecting the Duplicate to Another Class option then selecting the name of the instructor and class to duplicate the assignment to. Instructors can duplicate assignments to their own classes only.

Note: Assignments can only be duplicated from classes using the same ALEKS Course Product.

How to Find It: Select a class | Select Assignments | Select New Assignment | Select the assignment to duplicate | Select Duplicate
ALEKS WORKSHEETS AND QUICKTABLES WORKSHEETS

ALEKS Worksheets and QuickTables Worksheets can be created for additional practice or review and assigned to the entire class or to individual students. These worksheets are uniquely generated based on each student's current knowledge and can be printed to work on offline using a pencil and paper. Students can also self-generate worksheets. A copy of each worksheet and answer key is sent to the instructor through the ALEKS Message Center.

New ALEKS Worksheet: Contains 16 questions based on the student's current learning. When a worksheet is generated, a message is sent to the instructor's ALEKS Message Center with the answer key attached.

New QuickTables Worksheet: Contains 16 questions based on the math fact table selected. The answer key is sent to the instructor as an ALEKS message with an attachment.

How to Find It: Select a class | Select Assignments | Select Worksheets

New Student Module View

Math 126 / Pre-Algebra - Create Worksheets for All Students

This action will generate worksheets for 32 students in this class. Each worksheet contains customized questions based on the current learning state of each student. The worksheet will be couple of minutes as an attachment to a Message Center message.

Name:

Class Worksheet #1

Language:

English

Optimize Worksheets for double-sided printing

Yes

Cancel

ALEKS® Worksheet Answers

Jane Doe - Class Worksheet #1 - 06/25/2017 2:14 PM
Mathematics - LV 3 / Third Grade 2017 (jDoe120)

Review Questions

1. 5
2. 48
3. 21
4. 77
5. 81

Attached are the answers to Worksheet #1.

For questions, please contact ALEKS Customer Support at https://www.aleks.com:8443/support/form

Thank you,
ALEKS Corporation

Attachment:
>> Worksheet Answers
When the student logs in, worksheets generated by their instructor can be downloaded and printed from the Worksheet menu by selecting the download icon ().

Students can also self generate ALEKS or QuickTables Worksheets by selecting the applicable button to the right of the Worksheet heading. Student generated worksheets also appear in the download list after they are created.
EXTENSIONS FOR OBJECTIVES AND ASSIGNMENTS & OTHER STUDENT-LEVEL EXCEPTIONS

Instructors can give individual students exceptions for password and location settings, create an exception that decreases the time limit for an assignment and manage all exceptions for a student from a student-level exceptions page. Exceptions can be created for class Objectives and assignments, including Knowledge Checks, homework, tests, and quizzes.

There are two ways instructors can access the feature and give class extensions and individual student-level exceptions:

1. Create Exceptions One Student at a Time
   After selecting a class and student, the navigation menu allows access to the feature. Exceptions can be created for assignments and Objectives.

   How to Find It: Select a class | Select a student | Select Assignments | Select Exceptions | Locate the assignment that requires an exception and select Add

![Kevin Anderson - Exceptions](image)

2. Create Extensions for Multiple Students at Once
   Instructors can give the whole class extensions on assignments, time limits, and Post Objective Knowledge Checks. Extensions can also be created for multiple students at once. Edit the assignment that will be given an extension. Unlike method 1, extensions can be given to assignments, but not Objectives.

   How to Find It: Select a class | Select Assignments | Select Assignments | Edit the assignment that will be given an extension | Select Create Extension under Step 1: Name & Date

![STEP 1: Name & Date](image)
PARTIAL CREDIT GRADING

Instructors can enable partial credit grading for a homework assignment, test, and/or quiz.

**How to Find It:** Select a class | Select Assignments | Create or edit an existing homework, test, and/or quiz. Scroll down to STEP 3: Gradebook Settings | Check the box next to Have ALEKS automatically assign partial credit for multi-part problems

Selecting the information icon (i) displays a pop-up that describes how partial credit works.

**Note:** This box is not checked by default.

QUICKTABLES

This menu allows instructors to manage their QuickTables settings and access QuickTables features including, Knowledge Checks, worksheets, quizzes, and reports.

**How to Find It:** Select a class | Select QuickTables
This section of the guide describes the class gradebook and how to manage it through the Gradebook sub-navigation menu.

**ENABLING THE GRADEBOOK**

The gradebook records the grades for homework, tests, quizzes, Scheduled Knowledge Checks, Objectives, and external assignments manually entered by the instructor. The gradebook is disabled by default unless the class is using Objectives, but can be enabled per class by the instructor. It is recommended that instructors enable the gradebook for classes with Objectives and/or assignments. The gradebook can be enabled from the Gradebook Setup or the Class Summary.

1. **Enable the gradebook from the Gradebook Setup:**

   **How to Find It:** Select a class | Select Gradebook | Select Gradebook Setup | Select Enable the Gradebook for This Class

   Once selected, the gradebook will be visible to the instructor and students in the class.

2. **Enable the gradebook from the Class Summary:**

   **Alternate Sub-Navigation Route:** Select a class | Select Class Administration | Select Class Summary | Select Enable Gradebook.

   Once selected, the gradebook will be visible to the instructor and students in the class.
CLASS GRADEBOOK VIEW

How to Find It: Select a class | Select Gradebook | Select Class Gradebook

GRADEBOOK SETUP

Instructors can change category weights, display settings, and modify the grading scale from this page. The Gradebook Setup Guide can be viewed for help on how to set up a basic weighting system for the class.

How to Find It: Select a class | Select Gradebook | Select Gradebook Setup
GRADEBOOK LOG

The Gradebook Log lists adjustments made to students’ scores by the primary instructor, administrators, TAs, or other instructors who have editing capabilities to the class Gradebook. This feature can be used to monitor adjustments made to the Gradebook.

How to Find It: Select a class | Select Gradebook | Select Gradebook Log

---

**Third Grade NSM - Gradebook Log**

The Gradebook Log lists adjustments made to the students’ scores by instructors with access to this class. Select the assignment name to view details about the adjustment.

**Date Range Selection:**

**From Date:**

- Month: Dec
- Day: 13
- Year: 2017

**To Date:**

- Month: Jan
- Day: 12
- Year: 2018

**Apply**

<< 1 - 2 of 2 log entries >>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Assignment</th>
<th>Previous Score</th>
<th>Adjusted Score</th>
<th>Date and Time</th>
<th>Adjusted by Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>Homework 1</td>
<td>60%</td>
<td>65%</td>
<td>01/12/2018 02:00 PM</td>
<td>Smith, S</td>
</tr>
<tr>
<td>Doe, Jane</td>
<td>Quiz 1</td>
<td>83%</td>
<td>85%</td>
<td>01/12/2018 02:01 PM</td>
<td>Smith, S</td>
</tr>
</tbody>
</table>
REPORTS (PRE-BUILT AND CUSTOM)

This section of the guide describes how instructors can view standard ALEKS reports or create their own custom reports through the Reports sub-navigation menu. Instructors can select the Tips or Tutorial icon on the report page (where applicable) to view brief descriptions and a tutorial on how to use the report. Reports can also be downloaded to various file formats by selecting the arrow beside Downloads (⬇).

ALEKS PRE-BUILT REPORTS

There are a variety of reports available to instructors. These reports will help instructors monitor student and class progress, direct student learning, and assign grades based on student usage and individual progress. Reports can be run for the entire class for an individual student. A description of the report is displayed by each icon.

Class Level Reports

**How to Find It:** Select a class | Select Reports

![Class Level Reports](image)

Student Level Reports

**How to Find It:** Select a class | Select a student | Select Reports

![Student Level Reports](image)
CUSTOM REPORTS

This feature has many options for advanced reporting needs across classes. Instructors can select data from pre-built ALEKS reports and export the combined data into a single customized Excel report. Additionally, reports can be conveniently scheduled to save time. For example, instructors teaching multiple sections of the same subject can run reports to view the course mastery per student across all sections of the class. Custom Reports are available to download for one year after they are generated.

Class Level Custom Reports

How to Find It: Select a class | Select Reports | Select Custom Reports

Instructor Level Reports

How to Find It: Select a class | Select Reports | Select Custom Reports

Instructors can also run the Custom Reports at the instructor level to create a report that includes multiple classes.
The ALEKS Pie Report shows average learning for the class. With this report, instructors can view which topics students have mastered or learned, are ready to learn, and the number of remaining topics a student has left. This supports instructors in directing instruction and grouping students based on level of readiness.

How to Find It: Select a class | Select Reports | Select ALEKS Pie
See students' mastery levels after the Initial Knowledge Check, after the most recent Knowledge Check, or based on their current learning.

The pie chart represents average class progress for each content area.

The ALEKS content below the pie is organized by the Table of Contents (pie slices), Objectives, or Standards.

Select a percentage to see a list of students in that category. Note: switching the display to Most Recent Knowledge Check will change the Attempted, Not Yet Learned column to Topics Lost in Knowledge Check.

A message can be sent directly to these students and instructors can view other topics they are Ready to Learn.

**PROGRESS REPORTS**

The Progress Report shows overall student progress in both Learning Mode and Knowledge Checks, as well as average learning rates. It can be used to monitor progress and identify students needing additional help.

**How to Find It:** Select a class | Select Reports | Select Progress

The view of the progress data can be changed from the drop-down menu. There are five different views that display student progress in Knowledge Check and in Learning Mode. Three of the views allow selecting a date range.

Once a view is selected, the report will update to show the requested data, as well as basic information, such as total time in ALEKS. A message can be sent directly to students from this report.

The Performance and Learning data sections define the student's current progress and average learning rates. Depending on the view selected, this section will update with new information.
TOPIC SUMMARY REPORT

Instructors can run this report to view each student's mastery broken down by Pie slice or Objective.

How to Find It: Select a class | Select Reports | Select ALEKS Pie | Select Downloads

STUDENT HISTORY REPORTS

This report allows instructors to view student data across multiple ALEKS classes. This comprehensive view can be used to identify each student's progress history, and to preserve a record of their work after they have been moved to a new ALEKS class. It can be found by running a Full progress report for a class, or an individual student ALEKS Pie or Progress report.

The All Progress tab displays all students' current and previous class progress results (if applicable).

How to Find It: Select a class | Select Reports | Select Progress | Select Detailed Progress History in the Show drop-down menu | Select All Progress
TIME AND TOPIC REPORT

The Time and Topic Report shows a daily breakdown of how students are spending their time in ALEKS, including each problem they practiced and their answers. With this report, instructors can track time on task and get a clear picture of students' learning behavior patterns. To use the Time and Topic Report, first select a date range (up to 20 weeks) for the data. The graph displays class progress for the selected date range. The report can be filtered to only show data for a particular student.

How to Find It: Select a class | Select Reports | Select Time & Topic

1 | The first four columns display basic data on when and for how long students logged in to ALEKS
2 | The Time Log shows daily time logged and the number of topics learned vs. attempted for each day in the date range
3 | Select a student’s name to see that student’s individual Time and Topic Report
4 | The legend at the bottom explains how to interpret the data. Out of the total time spent in ALEKS each day (gray columns), the blue and orange sections indicate topics attempted vs. learned
5 | Hover over a column to see the learning data for that day, including total time spent
6 | Select a column to open the Learning Sequence Log. This log shows the sequence of actions a student took to learn or attempt a topic
7 | In the Learning Sequence Log, the icons under each topic indicate when a student got a question correct, incorrect, or selected Explanation. Select an icon to see the time stamp. Select the magnifying glass to see the exact problem the student attempted and the student's answer
TIMELINE REPORT

The Timeline report shows an individual student’s progress milestones over time. Instructors can use the timeline to view what the student worked on in the past, what’s ahead, and when topics are due next. As students learn or lose topics, the timeline report is updated with real-time information. Instructors can view a student’s timeline detail by Week, Month, or by All progress.

The orange marker depicts the student's progress today, and displays how many topics the student has left to reach the next goal on the timeline. The timeline is intended to show information at a macro level. Instructors can select icons on the graph to access information and see what the student is working towards next. The area below the timeline shows assignments created by the instructor. It graphically displays when assignments start and end. Instructors can select the assignment name to view details. When there are multiple assignments available to take, assignments are stacked and prioritized by due dates.

How to Find It: Select a class | Select a student | Select Reports | Select Timeline
ALEKS INSTITUTION ADMINISTRATOR FEATURES

This section is written for ALEKS Institution administrators. In addition to all the features available to instructors, Institution administrators have access to the features described below.

The distinction between instructor and administrator accounts is the additional tabs and tools available for administrators. ALEKS Institution administrators have access to four levels of hierarchy: institution, instructor, class, and student.

**Note:** The institution level contains institution-related menus and the institution's dashboard. It is accessible after selecting the Home icon.

Administrators begin with the INSTRUCTOR tab on the far left. They make selections in the succeeding tabs until the desired level is reached. To move between levels, they simply need to select on the tab they want to make active again.

### INDICATORS IN THE INSTRUCTOR AND CLASS TABS

Below are some indicators displayed in the INSTRUCTOR and CLASS drop-down menus that can be helpful to administrators.

**Instructor Tab**

Administrators can distinguish each instructor’s account type through the identification in the INSTRUCTOR drop-down menu.

All accounts are Instructor accounts unless they include one of these labels:

(A) = Administrator account
(TA) = Teaching Assistant account

**Class Tab**

The number of students in each class is indicated to the right of the class name. This indication is available to administrators and instructors.
INSTITUTION SETTINGS

Institution administrators can access institution settings from the Institution Administration sub-navigation. Features from this menu allow administrators to perform actions such as update their institution’s settings, create new instructor accounts, and manage all classes and instructors at the institution.

How to Find It: Select Institution Administration

INSTITUTION ACCOUNT SUMMARY

This page contains account settings and important contact information for the institution.

How to Find It: Select Institution Administration | Select Account Summary

Alternate Dashboard Route: Select Account Summary from the Institution Information Account Summary tile
**COURSE PRODUCT UPGRADE**

This page contains a table listing upcoming course product releases and recent course product releases that occurred within the past 90 days at the institution, and additional information on how upgrades work (after selecting Show More).

**How to Find It:** Select [Institution Administration](#) | Select [Course Product Upgrades](#)

<table>
<thead>
<tr>
<th>ALEKS High School - Course Product Upgrades</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How Course Product Upgrades Work</strong></td>
</tr>
<tr>
<td>After the release date for a new course product, all newly created classes will use the new course product [i.e., the latest version]. Classes created before the release date will not be changed.</td>
</tr>
<tr>
<td><strong>Show More</strong></td>
</tr>
</tbody>
</table>

### Upcoming Releases

<table>
<thead>
<tr>
<th>Course Product</th>
<th>Release Date</th>
<th>Topic Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Preparation for Algebra 1</td>
<td>04/05/2018</td>
<td>PDF</td>
</tr>
</tbody>
</table>

### Recent Releases (Within the past 90 days)

<table>
<thead>
<tr>
<th>Course Product</th>
<th>Release Date</th>
<th>Topic Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no recent releases.
INSTRUCTOR ROSTER

The instructor roster displays instructor information. The roster can be used to manage other instructors’ account settings, including setting permission levels, viewing dashboards, sending messages, and archiving or deleting accounts. Many functions are streamlined on this page for updating and managing accounts efficiently.

In general, multiple instructor accounts can be updated through the Instructor Roster, and individual instructor accounts can be edited through each instructor’s Account Settings from their Account Summary.

1. Edit Multiple Instructor Account Settings

How to Find It: Select Institution Administration | Select Instructor Roster

After selecting an instructor account(s), this area displays the actions available to manage the instructor. Note: The actions change based on the instructor/ instructors selected.

2. Edit Individual Instructor Account Settings

How to Find It: Select an instructor | Select Instructor Administration | Select Account Summary | Select Edit in the Account Information
PERMISSIONS

There are features in the Instructor Module that can be used to manage ALEKS subscriptions, register students, and manage student accounts. Some features consume ALEKS subscriptions purchased by the institution; therefore, administrators can limit instructors’ access to these features by enabling or disabling permissions per instructor. A description of each feature can be found in the ALEKS Subscriptions section or select on a link in the table below for more detail.

The following table displays the default settings for administrators and instructors.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Administrator</th>
<th>Instructor/TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorize Student</td>
<td>Default</td>
<td>Default</td>
</tr>
<tr>
<td>Enroll/Pre-register Students</td>
<td>Default</td>
<td>Default</td>
</tr>
<tr>
<td>Batch Register</td>
<td>Default</td>
<td>Default</td>
</tr>
<tr>
<td>Extend Student Accounts</td>
<td>Default</td>
<td>Default</td>
</tr>
<tr>
<td>Alternate Subscription Length</td>
<td>Default</td>
<td>Default</td>
</tr>
<tr>
<td>Full Student History</td>
<td>Default</td>
<td>Default</td>
</tr>
</tbody>
</table>

**Edit Multiple Permissions**: Can be done from the Instructor Roster. See Edit Multiple Instructor Account Settings for details.

**Edit Individual Permissions**: Can be done through each instructor’s Account Summary.

**How to Find It**: Select an instructor | Select Instructor Administration | Select Account Summary | Select Edit by Account Settings

NEW INSTRUCTOR

New administrator, instructor, or teaching assistant accounts can be created through this feature.

**How to Find It**: Select Institution Administration | Select New Instructor

**Alternate Sub-Navigation Route**: Select an instructor | Select Instructor Administration | Select New Instructor
ALEKS SUBSCRIPTIONS

Administrators can manage subscriptions and student accounts through the Subscriptions sub-navigation menu.

How to Find It: Select Subscriptions

<table>
<thead>
<tr>
<th>Institution Administration</th>
<th>Subscriptions</th>
<th>Reports</th>
<th>Master Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTITUTION</td>
<td>STUDENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; Subscription Management</td>
<td>&gt; Enroll/Pre-Register</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; Batch Registration</td>
<td>&gt; Authorize Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt; Extend Student Accounts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBSCRIPTION MANAGEMENT SYSTEM (SMS)

Administrators can monitor the number of available subscriptions for student registration and put subscriptions on-hold.

How to Find It: Select Subscriptions | Select Subscription Management

ALEKS School - Subscription Management System

This page allows you to move ALEKS subscriptions and edit the number of subscriptions on-hold. Learn more

<table>
<thead>
<tr>
<th>Institution: ALEKS QC Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscription Type</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>K12 - 12 Month</td>
</tr>
<tr>
<td>K12 - 12 Month - AP Stats</td>
</tr>
<tr>
<td>K12 - 12 Month - ALEKS 360 Miller PreCalculus</td>
</tr>
<tr>
<td>K12 - 12 Month - QuickTables Only</td>
</tr>
</tbody>
</table>
AUTHORIZE STUDENT ACCOUNTS

This is the same feature available to instructors as described in the ALEKS Subscriptions section for instructors. Administrators can authorize all students at their institution.

How to Find It: Select Subscriptions | Select Authorize Students

PRE-REGISTRATION WITH ALTERNATE SUBSCRIPTION LENGTH

This is the same feature available to instructors as described in the ALEKS Subscriptions section for instructors.

How to Find It: Select an instructor | Select a class | Select Class Administration | Select Pre-Registration

BATCH REGISTRATION

Administrators can quickly create multiple classes and student accounts with the Batch Registration feature. This feature significantly reduces the amount of time administrators spend registering a large volume of students across many classes.

Note: New classes for supported ALEKS Course Products will be created in the new Student Module. New classes created with unsupported course products will be created in the classic Student Module.

How to Find It: Select Subscriptions | Select Batch Registration.

EXTEND STUDENT ACCOUNTS

This is the same feature available to instructors as described in the ALEKS Subscriptions section for instructors. Please see the section for details.

How to Find It: Select Subscriptions | Select Extend Student Accounts

STUDENT HISTORY

This is the same feature available to instructors as described in the Reports (Pre-Built and Custom) section for instructors.

How to Find It: Select an instructor | Select a class | Select Reports | Select Progress | Select Detailed Progress History Report
ADMINISTRATIVE REPORTS (PRE-BUILT AND CUSTOM)

Administrators can view standard ALEKS reports or create their own custom report at the institution level.

How to Find It: Select Reports

<table>
<thead>
<tr>
<th>Institution Administration</th>
<th>Subscriptions</th>
<th>Reports</th>
<th>Master Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTITUTION</td>
<td>PROGRESS</td>
<td>SERVER STATS</td>
<td></td>
</tr>
<tr>
<td>» Custom Reports</td>
<td>» State Standard Report</td>
<td>» Page Hits</td>
<td></td>
</tr>
<tr>
<td>» Enrollment/Activity</td>
<td>» Average Progress Report</td>
<td>» User Hour</td>
<td></td>
</tr>
<tr>
<td>» Class Activity</td>
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</tbody>
</table>

ALEKS PRE-BUILT REPORTS

There are a variety of reports available to administrators. These reports can be used to monitor the institution’s progress in terms of student and performance across classes and applicable standards.

How to Find It: Select Reports | Select a report

CUSTOM REPORTS

This feature is a powerful tool that can help administrators gather important metrics to show how institutions, instructors, and classes are performing in comparison to each other.

How to Find It: Make a selection in each tab until the level of the desired report is reached | Select Reports | Select Custom Reports

This is the same feature available to instructors as described in the Custom Reports section for instructors. However, administrators can also create reports at the institution and instructor levels.

MASTER TEMPLATE

A Master Template is a collection of class settings that can be created once and applied to multiple classes linked to the Master Template to create uniformity and consistency for a class across instructors. In the Instructor Module, administrators can create a Master Template, add assignments, and update any number of linked classes based on the Master Template. Administrators have the ability to define class content, settings, and assignments at any time while using a Master Template. Once linked classes are created based on the Master Template and assigned to instructors, the Master Template settings will apply to all linked classes. Instructors teaching the linked classes can edit anything in their individual class settings and assignments, including adding their own assignments with some limitations based on lockout options.

Note: New Master Templates will be created as classes to be used in the new Student Module. New Master Templates using unsupported ALEKS Course Products will automatically be created as classes in the classic Student Module. Linked classes must use the same version of the Student Module as the Master Template.

How to Find It: Select Master Templates | Select New Master Template
Below is an example of the Master Template introduction page that explains how the feature works.

**Note:** The maximum duration of a Master Template is 15 months. The start date can be modified for up to 8 months from when the Master Template was originally created. However, once the first student in a linked class starts the Initial Knowledge Check, the start date of the Master Template cannot occur after the start date of this Initial Knowledge Check.

1. Select to go through the Master Template creation wizard
2. Select to enter the name of the instructor and class to create a Master Template from
3. Select to choose the name of the Master Template to duplicate

**MASTER TEMPLATES LIST**

The Master Template List displays all Master Templates at the institution. Administrators can link classes to Master Templates by selecting on a Master Template name and creating linked classes from the Class Summary. They can also view Master Template reports or create Custom Reports from this page.

**How to Find It:** Select **Master Templates** | Select **Master Templates List**
CLASSES TO BE ASSIGNED

If the name of the instructor is unknown when a linked class is created, administrators can select Instructor to be announced (TBA). Once the instructor’s name is known, administrators can update the Instructor field.

How to Find It: Select Master Templates | Select Classes to be Assigned

Administrators can select the name of the Master Template to update the Instructor field on the Class Summary.

CLASS ACTIVITY

Administrators can view the number of students who worked in ALEKS or QuickTables each month, and the average hours worked each week.

How to Find It: Select Institution Administration | Select Class Activity

STUDENT ROSTER

The student roster displays student information. The roster can be used to manage all student accounts within the institution, including viewing their dashboards, sending messages, and moving and unenrolling students. Many functions are streamlined on this page for updating and managing accounts efficiently. The student roster contains Student Class Management information. The default roster setting shows all active classes that students are currently enrolled in. For example, if students have more than one ALEKS class, their classes are grouped under the Class column.

Note: Students cannot be moved into expired classes from the Class Roster. Expired classes do not appear in the drop-down menu after selecting the Move action.

How to find it: Select Institution Administration | Student Roster
Here is an example of a student with active classes in Pre-Algebra and Algebra 1.

Tip: Instructors can optionally check the Unenrolled or Expired filters to view classes that students have taken in the past.
DISTRICT ADMINISTRATOR FEATURES

This section is written for ALEKS district administrators. In addition to all the features that are available to Institution administrators, district administrators have access to the features described below.

District administrators have five levels of hierarchy; district, institution, instructor, class, and student. Note: The district level contains district-level menus and the district’s dashboard. It is accessible after selecting the Home icon.

District administrators begin with the INSTITUTION tab on the far left. They make selections in the succeeding tabs until the desired level is reached. To move between levels, they simply select the tab they want to make active again.

ACCOUNT SUMMARY

This page contains account settings, a list of administrators, and important contact information for the district.

ALEKS School District - Account Summary

![Account Summary](image-url)
ADMINISTRATOR ROSTER

The administrator roster displays administrator information. This roster can be used to manage administrator accounts, including viewing their dashboards, archiving and deleting accounts, and sending messages. Many functions for updating and managing accounts efficiently are streamlined on this page.

How to find it: Select Institution Administration | Select Administrator Roster

Here is an example of an administrator roster and the actions available after selecting an administrator’s account.

NEW ADMINISTRATOR

New district administrator accounts can be created through this feature.

How to Find It: Select Institution Administration | Select New Administrator

Here is an example of a new administrator form and the fields available for creating a new administrator account.
ARCHIVE ADMINISTRATORS

Archiving can be used to simplify the Administrator Roster so that only current administrators appear in the roster. Note: Archived accounts can be accessed and un-archived at any time; archiving does not impact administrators’ ability to access their accounts.

SUBSCRIPTION MANAGEMENT SYSTEM (SMS)

District administrators can monitor the number of available subscriptions for student registration, move subscriptions among institutions, put subscriptions on-hold, or move subscriptions from one institution to another.
APPENDIX

Below are examples of the automated emails sent from ALEKS.

ALEKS LOGIN INFORMATION

This email provides administrators and instructors with their login name and link to set their password.

![ALEKS Login Information]

Login name: TSMITH11437

Click on this link to set your password: Set password now

If you require technical assistance, please contact ALEKS Customer Support at https://www.aleks.com/support/form

Thank you,
ALEKS Corporation

NEW CLASS CREATION

After a new class has been created, the instructor receives an email with the class information and the Class Code. Instructors can pre-register students into the class or have them self-register by giving out the class code to enroll into the class.

![New Class Creation]

The following new class has been created in ALEKS:

Class: 8th Grade Pre-Algebra / Pre-Algebra
Class Code: 99HUJ-3DIYA

You can start pre-registering students in this class, or if you choose to have them self-register, please give them the class code to enroll in this class.

For questions, please contact ALEKS Customer Support at https://www.aleks.com/support/form

Thank you,
ALEKS Corporation
CLASS COMPLETION

When a student reaches class completion, a special celebration page is displayed to indicate that the student completed the class, and their ALEKS Pie will be completely filled in.

Email Message Sent to the Instructor

The instructor and student receive a certificate in their ALEKS Message Center. Selecting the link opens the certificate below.

Certificate of Achievement

The instructor and student can view and print the certificate.
STUDENT PROGRESS REPORT EMAIL

Here is an example of the student Progress Report that is optionally available to email to the parent signed up to receive progress reports. This report summarizes the student's current knowledge state, including what the student knows, how the student's time was spent in ALEKS, results of quizzes taken, and QuickTables results (if applicable). A link is provided for parents to view the full report details online through an abbreviated version of the new Student Module.

Email Message Sent to the Parent

Online Report Page 1
Parents can view the **Needs More Practice** tile to see the topics that the student needs more practice on. Selecting a topic displays a pop-up with a sample of the problem.

**Finding outputs of a one-step function that models a real-world situation: Function notation**

**SAMPLE QUESTION**

Henry tutors chemistry. For each hour that he tutors, he earns 20 dollars. His earnings, \( E \) (in dollars), after tutoring for \( h \) hours is given by the following function.

\[
E(h) = 20h
\]

How much does Henry earn if he tutors for 2 hours?
OVERVIEW OF THE NEW STUDENT MODULE

Below is a brief overview of the new Student Module. Instructors can use this section to help students get started in ALEKS. For additional questions related to the new Student Module, please contact ALEKS Customer Support.

LOGGING INTO ALEKS

Students first log into ALEKS at http://www.aleks.com with their Login Name and Password. After accessing ALEKS for the first time, students take a guided tour that introduces ALEKS and gives an overview of how ALEKS works. Students then complete the ALEKS Tools Tutorial, take the initial Knowledge Check (less than 30 questions and, once completed, determines the student’s unique knowledge state and individualized learning path), see their results, and finally, explore some features on the homepage.
Upon completion of the First Time Use Experience, students land on their personal homepage, which provides information to help students prioritize activities and displays their progress in Learning Mode.

Below are some key areas of the homepage with the Timeline as the default view, and an overview of each feature.

1. **Menu**: Provides access to important features in ALEKS
2. **ALEKS Logo**: When visible, students can select the ALEKS Logo to return to their homepage
3. **Progress Bar**: Displays the overall number of topics Mastered, Learned, and Remaining in real-time. Topics Learned in Learning Mode are not considered Mastered until retention is demonstrated in a Knowledge Check
   - **Mastered**: The number of topics the student has demonstrated mastery of in the most recent Knowledge Check
   - **Learned**: The number of topics the student has practiced successfully in Learning Mode but has not yet been assessed on in a Knowledge Check
   - **Remaining**: The number of topics the student has left to learn
4. **Notifications**: Alerts students with real-time notifications such as new quizzes, messages, and Knowledge Checks
5. **Account Information**: Displays the student’s account settings and links for Settings, Shortcut Keys, Help, and Logout
6. **Next Knowledge Check Indicator**: Displays a countdown to the next Knowledge Check
7. **Timeline / ALEKS Pie**: Students can toggle their view between Timeline to see their progress in Learning Mode and ALEKS Pie to see their progress within each slice
**Primary Guidance Menu:** Contains the primary call to action, which is usually to work on the learning path, and secondary tasks such as Homework assignments. It may also contain quizzes or Knowledge Checks the student can begin, and shows the student’s overall progress in the class.

**Timeline Marker:** Shows where the student is on the Timeline

**Assignments:** Shows assignments created by the instructor

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**MENU**

The left side menu provides access to features in the new Student Module.

**How to Find It:** Select menu ( ). The menu expands to display menu options. Close the menu by selecting the menu again

- **Home:** Returns students to their homepage
- **Learn:** Takes students to Learning Mode where they can practice Ready to Learn topics, and review previously Learned and Mastered topics
- **Review:** Takes students to Review Mode where the Topic Carousel includes previously learned and mastered topics for students to practice and review
- **Assignments:** Students can start and view details on assignments created by their instructor
- **Worksheet:** Students can access worksheets generated by their instructor and self-generate ALEKS worksheets and QuickTables worksheets to print and practice offline
- **Calendar:** Students can view their assignments by calendar view
- **Gradebook:** Students can view their overall grade and also check their scores on Objectives, learning goals, and assignments
- **Reports:** Navigates to the Reports dashboard. Provides students with detail on how they performed in the past and allows them to see their progress
- **Message Center:** The student can send a message to their instructor or ALEKS Customer Support
- **Instructor Resources:** Students can access resources their instructor has uploaded such as, attachments and notes
- **Dictionary:** The ALEKS Dictionary can be used to search for definitions of terms relevant to the class content
- **QuickTables:** A special tool in ALEKS for learning the math facts: addition, subtraction, multiplication, and division. Available to the student if enabled by the instructor
- **Manage My Classes:** Students can manage their classes, access current and previous ALEKS classes, and sign up for new classes
LEARNING MODE

In Learning Mode, students practice and learn Ready to Learn topics in their personalized learning path, and review previously Learned and Mastered topics. To enter Learning Mode, students can start their path from the Primary Guidance Menu.

How to Find It: Go to the Primary Guidance Menu | Select START MY PATH

Alternate Navigation Route: Select the Menu in the upper-left corner | Select Learn

Below is an example of a question in Learning Mode, with key areas described. For more details, select any link to go to the applicable section in this guide.

1 | Slice Name: The pie slice containing the topic the student is working in
2 | Topic Name: The topic the student is working in
3 | Topic Carousel Tab: Opens/closes the Topic Carousel where the student can choose other topics to work on
4 | Underlined Mathematical Terms: Navigates to the ALEKS Dictionary. The student can select any term to view its complete definition
5 | Progress Indicator: Displays immediate feedback messages and a counter to show how many correct answers the student needs to complete the topic
6 | Explanation: Provides an explanation of how to solve the current question and displays the correct answer. Using this button does not count against the student
7 | Check: Once the student has input their final answer, selecting Check submits and checks their answer
8 | Resources: For help on a question, students have access to learning resources that appear on the right side of the question and Explanation pages
9 | Message Center: Students can send a message to their instructor. When students send a message from within Learning Mode, the question they are working on will automatically be attached to the message
TOPIC CAROUSEL

In Learning Mode, students can access the Topic Carousel by selecting the downward arrow tab ( ). Topics are sorted from easiest to hardest so students first work on topics they are most likely to learn. Each topic has its own card containing the slice name, the topic name, and attributes (if any). The Topic Carousel shows three cards at a time and is easy to scroll through by using the scroll bar or back/forward arrows. ALEKS offers quick tips when students encounter the Topic Carousel for the first time.

How to Find It: Go to Learning Mode | Select the Topic Carousel downward arrow tab

Below are descriptions of key areas of the Topic Carousel. Select any link to navigate to the applicable section of this guide for more detail.

1 | Menu: Students can navigate to the homepage or other pages in the new Student Module
2 | Ready to Learn/Pie Slice Drop-Down Menu: Displays students' progress in each pie slice and filters available topics by specific pie slices
3 | Slice Name
4 | Progress Indicator: Shows how much progress the student has made in that topic and matches the topic's progress indicator in Learning Mode
5 | Topic Name
6 | Tags: Topics are tagged to display attributes (if any). e.g., Video, Needs More Practice
7 | Topic Carousel Tab: Opens/closes the Topic Carousel
8 | Topic Carousel Filters: Opens a filters menu to allow students to sort or filter the Topic Carousel by tags
9 | Arrows: Use to scroll through a set of three topics at a time. Tip: Double clicking or tapping on the arrows jumps to the start or end of the list
10 | Scroll: Use to quickly scroll through topics
PROGRESS KNOWLEDGE CHECKS

When it's time for a Knowledge Check, notifications appear on the homepage. Once a Knowledge Check is given, Students have up to 24 hours to start the Knowledge Check. During the 24 hours, students can start the Knowledge Check, continue working in their learning path, or review previously earned and mastered topics. To prepare for the Knowledge Check, students see a suggestion to review previously learned topics. Note that the 24 hours begins counting down as soon as the Knowledge Check is given and does not pause if the student logs out of ALEKS.

Topics Lost in Knowledge Check

After completing a Knowledge Check, students may gain or lose topics from their Mastered count. Both outcomes are normal as the Knowledge Check measures learning retention, and students may not immediately retain each topic they learn. The status (Mastered, Learned, or Remaining) of each topic in the class is updated after a Knowledge Check to reflect the student's current knowledge state. Previously learned topics the student retains in the Knowledge Check become Mastered. Previously learned topics not retained in the Knowledge Check are tagged as Needs More Practice. In general, ALEKS automatically loads the Needs More Practice topics in the beginning of the Topic Carousel to help students immediately re-learn them the next time they enter Learning Mode.

To practice and re-learn topics that were lost in a Knowledge Check, students can use the Needs More Practice filter in Learning Mode or select the Needs More Practice tile from their Reports dashboard.

Needs More Practice Filter in Learning Mode

The diameter, \( D \), of a sphere is 9.2 cm. Calculate the sphere's volume, \( V \).

Use the value 3.14 for \( \pi \), and round your answer to the nearest tenth. (Do not round any intermediate computations.)

\[
V = \frac{4}{3} \pi D^3
\]
Needs More Practice Tile from the Student’s Report Dashboard

Finding outputs of a one-step function that models a real-world situation: Function notation

**SAMPLE QUESTION**

Henry tutors chemistry. For each hour that he tutors, he earns 20 dollars. His earnings, \( E \) (in dollars), after tutoring for \( h \) hours is given by the following function.

\[ E(h) = 20h \]

How much does Henry earn if he tutors for 2 hours?
CLASS COMPLETION

After the student learns all topics in the class and completes a final Knowledge Check, their ALEKS Pie will be completely filled in.

The homepage shows that zero topics remain and displays a congratulatory message to indicate that the student has completed the class. From the homepage, the student can choose to review topics.