



User's Guide

for Tutors

Advanced Customer Solutions

ALEKS Corporation

ALEKS User's Guide for Tutors, Version 3.18.
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1 Master Account

All ALEKS accounts for Independent Use have an accompanying Master account with a range of features for class management and reporting. Several Independent use student accounts may be grouped under a single Master account.

For the teacher administering an independent study or distance learning program, ALEKS includes features to manage, evaluate, and communicate to their students. All of the information needed to keep track of each student's progress is at the teacher's fingertips, through the features of the Master Module.

Teachers have these features in their Master Account to help manage their class:

Edit Student Account

Select the **Edit Student Account** link to change the class the student is enrolled in and to update individual student account preferences.

Quizzes

Teachers can create Quizzes to test students on specific topics and check their current progress.

Reports

The reports available in the Master account include the Progress Report, Pie Chart Report, and Attendance Report.

ALEKS QuickTables

Students are able to study Math Facts in a fun and effective way using ALEKS QuickTables.

ALEKS's internal message system

This system allows the teacher to keep in touch with their students directly through the ALEKS system.

Resources for teachers and students

The Resource links include a link to the ALEKS course products, the ALEKS User Guides, Customer Support, and more.

2 System Requirements

ALEKS runs on many devices with various operating system and web browser configurations.

- PCs must have at least 64 MB of RAM and Windows 7 or higher. Compatible browsers are Internet Explorer 11.0 or higher, Firefox 25 or higher, and Chrome 30 or higher.
- PowerMacs or iMacs must have at least 64 MB of RAM and operating system Mac OS 10.7 or higher. Compatible browsers are Safari 6 or higher, Firefox 25 or higher, and Chrome 30 or higher.
- All courses are desktop and tablet compatible with the exception of AP Statistics (Quantitative), High School Prep for Statistics, Business Math, Fundamentals of Accounting, and Introduction to Statistics. These courses are not compatible with tablet devices.

NOTE. The most up-to-date requirements can always be found on the ALEKS website.

3 Logging on to Your Account

In order to register as an ALEKS user, you must purchase a monthly subscription to ALEKS. When you register with ALEKS, your name is entered into the database and records of your progress are kept.

Here are concise instructions for accessing your ALEKS account.

1. You always log on from the ALEKS website:

<https://www.aleks.com>

If you are typing this URL by hand, pay careful attention to the spelling **aleks**. For your convenience, add a **Bookmark** or **Favorite** at this location.

2. On the login page, enter your Login Name and Password provided at the time of registration. Be sure to type these correctly, without any spaces or punctuation.

Your Login Name and Password can be typed with upper- or lower-case letters. Neither may contain spaces or punctuation. If you forget your Login Name or Password, use the link on the ALEKS Home page marked **Did you forget your password?** If you entered an email address at registration time and you remember your Login Name, your Password will be sent to you by email. Otherwise, contact ALEKS Corporation Customer Support at <https://support.aleks.com>. It is a good idea to change

your Password to one you will remember easily but is difficult for others to guess (Sec. 6.5).

3. If you enter your Login Name and Password correctly, you will then come to the place you left off in your previous ALEKS session, or begin using ALEKS as a first-time user.

4 Tools Tutorial

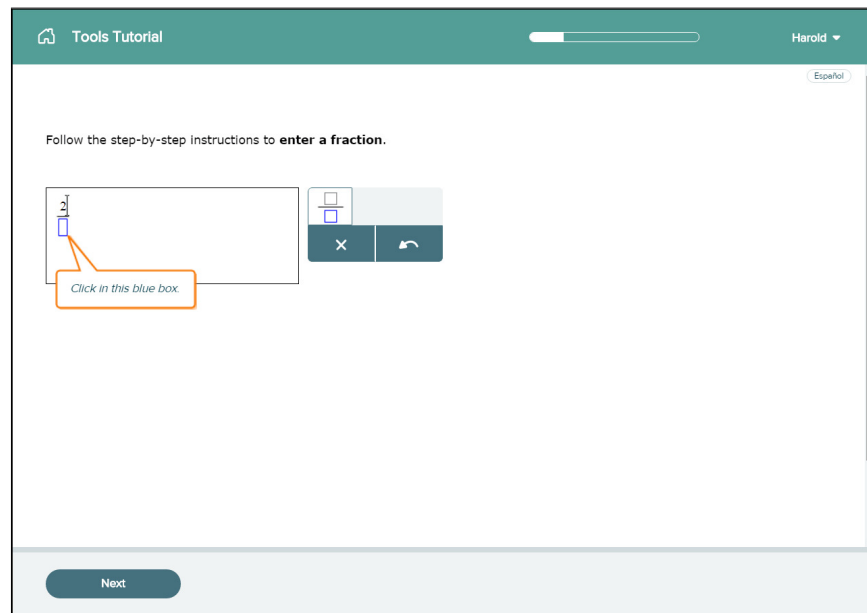


Figure 1: The Answer Editor

The ALEKS Tools Tutorial teaches you how to enter your answers in ALEKS. ALEKS avoids multiple-choice questions. Most answers are complete mathematical expressions and constructions. The Tools Tutorial is not intended to teach mathematics. The Tools Tutorial teaches you how to use the ALEKS input tools called the **Answer Editor** (Fig. 1). Online help is also available while you are using ALEKS; just click the ? button next to the input tools when you are working in ALEKS. This will give you access to the various sections of the Tools Tutorial.

5 Knowledge Checks

Instruction through ALEKS is guided by a precise understanding of your knowledge of the ALEKS class material. This information is obtained by Knowledge Checks in which ALEKS asks you to solve a series of problems. (ALEKS's estimate of your knowledge is also updated when you make progress in the Learning Mode.) Your Initial Knowledge Check occurs immediately after the ALEKS Tools Tutorial.

5.1 Knowledge Checks in ALEKS

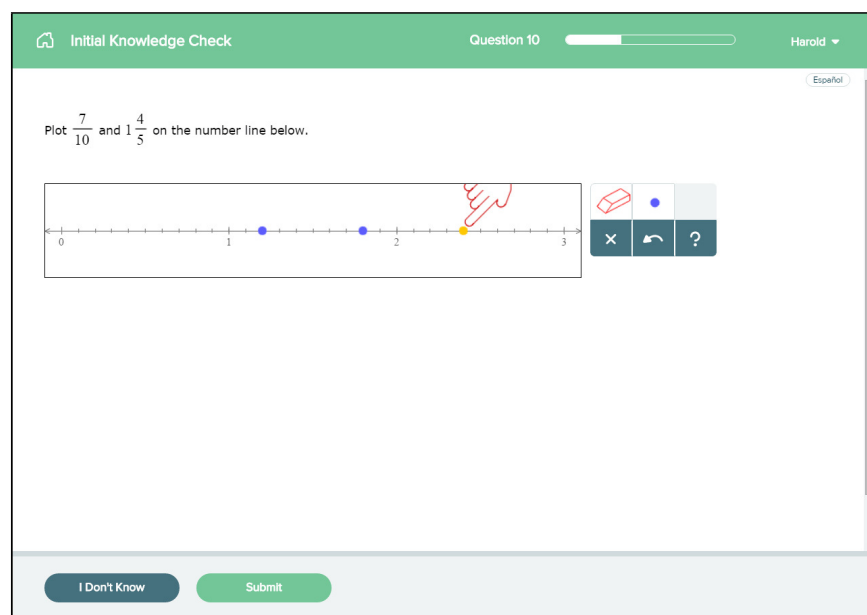


Figure 2: Knowledge Check

5.2 Knowledge Check Results

Upon completion of your Initial Knowledge Check you will see your ALEKS Pie along with quick tips that describe how it works and how to use it. The ALEKS Pie will display the number of topics mastered per pie slice and the overall mastery percent in the class based on the

Initial Knowledge Check. Clicking on an individual pie slice will give specific information about the topics in that slice.

5.3 Knowledge Checks and Your Learning

The purpose of Knowledge Checks in ALEKS is to throughout your learning path to confirm that you have retained material previously learned and to provide review and reinforcement when it is needed. New Knowledge Checks occur at regular intervals (typically 20 new topics learned or 10 hours in the system), or after the completion or due date of an Objective. Note that any new Knowledge Check “resets the clock,” so that they don’t occur one after another.

You can see when your next Knowledge Check is coming up by clicking on the Knowledge Check icon on your Home page, next to the Timeline/ALEKS Pie switch. When it is time for the Knowledge Check, you will see a notification, and you will have 24 hours to begin it (the exact period may be different if your teacher sets it differently for your class). Before beginning the Knowledge Check, you may wish to review by clicking on **Review for Knowledge Check**; this option appears under the Knowledge Check notification and on your Primary Guidance Menu.

It is important to make your best effort on the Knowledge Check! Do not rush or work when tired; remember you can always break off and resume the Knowledge Check later. As always, only use the **I haven’t learned this yet** button when you have no idea of the answer; it’s always better to try to respond if you possibly can, since “I haven’t learned this yet” is counted as “incorrect.” Note that you are likely to get at least a couple of questions that you haven’t learned yet, due to the adaptive nature of the Knowledge Check mechanism.

Needs More Practice. It is also normal to lose some topics from your mastery count on a Knowledge Check. This simply means that those topics need additional reinforcement; in most cases you will add them back quickly. ALEKS will present these topics in the beginning of the Topic Carousel under **Needs More Practice**.

6 Home

The first time you enter your ALEKS Home page you will be guided through an introduction giving a brief description of how ALEKS

works. There are also pop-ups and animations that appear when you are seeing something in ALEKS for the first time, to ensure that you understand the interface and know how to use it.

The Home page includes some important information such as the name of the ALEKS class, progress bar, notifications, Main Navigation Menu (Sec. 6.4), account Settings (Sec. 6.5), Primary Guidance Menu (Sec. 6.3), and next Knowledge Check indicator.

The Home page shows the Timeline by default (Sec. 6.1), but you can switch to the ALEKS Pie view (Sec. 6.2) to see your progress within each slice. The view last selected will appear as your Home Page the next time you log in.

At any point in ALEKS, you can click on the Home symbol or ALEKS icon in the upper left corner to return to the Home page.

6.1 ALEKS Timeline

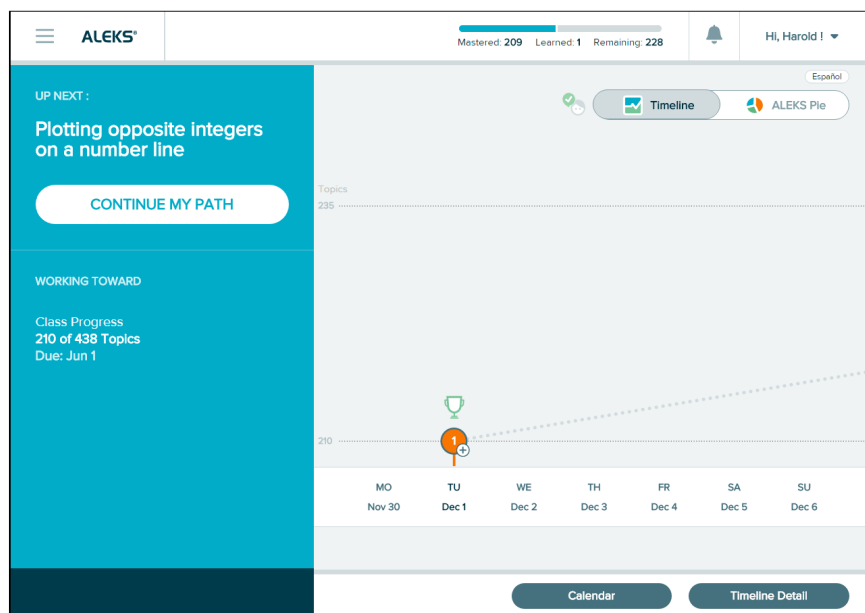


Figure 3: ALEKS Timeline

The ALEKS Timeline is a visual tool that graphs your progress and growth over time. It helps you understand how to achieve learning

goals and reach milestones. You can use the timeline to view what you worked on in the past, what's ahead, and when topics are due next so you can plan your class accordingly. As you learn or lose topics, the timeline is updated with real-time information.

Some key points about the timeline:

- The timeline is intended to show information at a macro level. You can select points on the graph to access information. For example, the blue goal topic marker is a projection to show what you are working towards next.
- The orange marker displays your progress today, and the number of topics you have left to reach the next goal on the timeline. It also shows what was completed on that day.
- The area below the timeline contains assignments created by the instructor, showing when the assignments start and end. You can select the assignment name to view detailed information. When there are multiple assignments available, they are stacked and prioritized by due dates.

You can select the **Timeline Detail** button to see a more detailed full-screen view and a longer time range than what is displayed on the Home page. You can filter the timeline by day, week, or month.

Timeline Icons	Past	Present/ Future	Timeline Icons	Past	Present/ Future
Objective Icons			Assignment (Homework)		
Goal (Topic)			Assignment (Quiz)		
Goal (Time)			Assignment (Test)		
Goal (Mastery)			Assignment (External)		
Knowledge Check			Assignment Worksheet		
QuickTables			Next Knowledge Check Indicator		

Figure 4: Timeline Icons

For a key to the icons that may appear on the timeline, see Fig. 4.

6.2 ALEKS Pie and Details

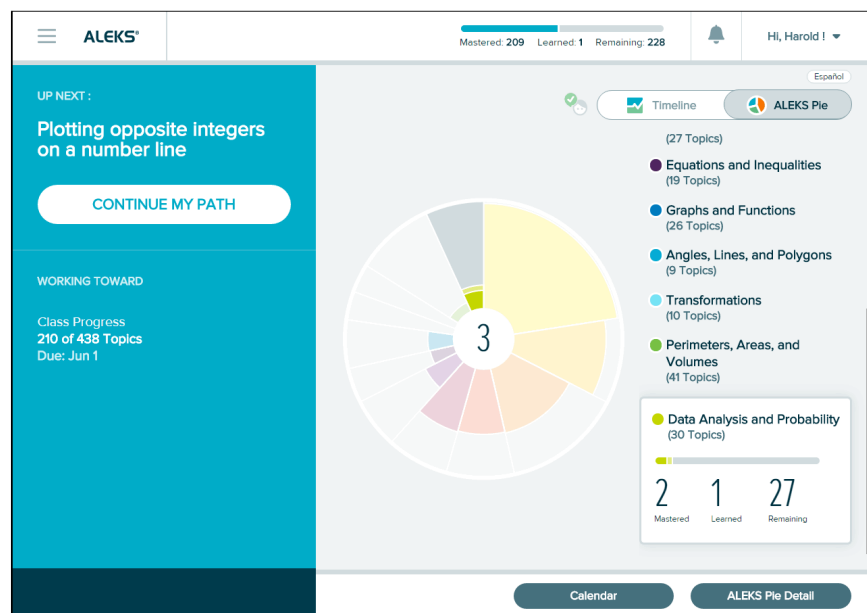


Figure 5: ALEKS Pie

The ALEKS Pie view is an alternate Home page. You can switch back and forth between the Pie view and the Timeline; whichever you looked at last will appear as your Home page on your next login.

The ALEKS Pie allows you to see your overall progress toward completion of the class. Slices represent topic categories. Mastered, learned, and remaining topics are shown in different colors within each slice. Each pie slice is color-coded to match the list next to the ALEKS Pie. The darker color in the slice represents topics mastered, the lighter color represents topics learned, and the outer space without color represents the topics remaining to be learned and mastered (Fig. 5).

You can view your progress in real time by selecting a pie slice. The area to the right is a legend that displays the slice name and the number of topics mastered, learned, and remaining in each category for the slice selected.

Mastered

The number of topics you have demonstrated mastery of in a Knowledge Check.

Learned

The number of topics that you have practiced successfully in Learning Mode but have not yet confirmed through a Knowledge Check.

Remaining

The number of topics you have left to learn.

The number in the middle of the ALEKS Pie is a counter that represents the total number of topics you have mastered or learned.

You can also click on the **ALEKS Pie Detail** button to see your class progress broken down by the topics that you are ready to learn, have learned, and have mastered in each slice. Category headings can be expanded to view progress and sample problems. The drop-down menu at the top of the report displays progress in Knowledge Checks. You can use this drop-down to track how they have performed across all Knowledge Checks in their class.

6.3 Primary Guidance Menu

The blue bar area on the left-hand side of the Home page is called the Primary Guidance Menu. This menu will show you the next topic in your path. You will also see your class progress and any upcoming assignments.

The Primary Guidance Menu displays the following features:

UP NEXT

This section contains buttons such as **START MY PATH/CONTINUE MY PATH** to direct you to Learning Mode to practice problems that are Ready to Learn. The **GET STARTED/CONTINUE** button begins or continues an assignment.

WORKING TOWARD

This section displays goals and what the student is working toward, including due dates.

WORK ON SOMETHING ELSE

This section contains class assignments as they become available to work on.

6.4 Main Navigation Menu

The ALEKS Navigation Menu located in the upper-left corner of your screen provides easy access to features in the Student Module. Depending on your ALEKS class, you will see some or all of the following menu options displayed:

- Assignments (Sec. 9)
- Worksheet
- Calendar
- Gradebook (Sec. 10)
- Reports (Sec. 8)
- Class Forum
- Dictionary
- Instructor Resources
- QuickTables (Sec. 11)

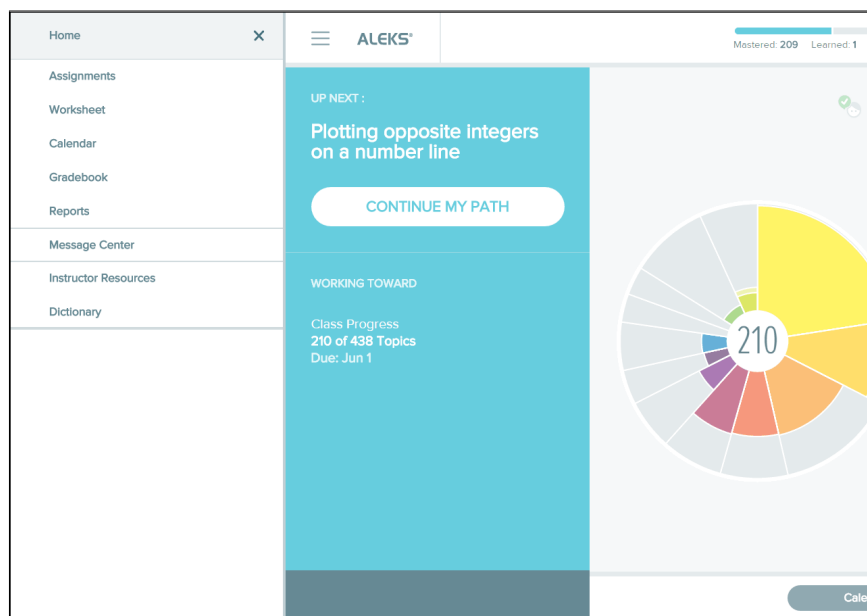


Figure 6: Main Navigation Menu

When the menu is open, you can return to the Home page by selecting Home or by clicking the **X**. (Fig. 6).

6.5 Settings

You can access your account settings and log out of ALEKS by selecting the down arrow in the upper-right corner by your name. On the Settings page, you have the option to have ALEKS messages forwarded to your email address; if you did not provide one during Registration, you can put it in now.

7 Learning Mode

In Learning Mode you can practice Ready to Learn topics and review previously learned and mastered topics. To access Learning Mode, go to the Primary Guidance Menu and select **START MY PATH**.

7.1 Learning Page/Problem Page/Explanation Page

The screenshot shows the ALEKS Learning Page interface. At the top, the subject is 'DATA ANALYSIS AND PROBABILITY' and the topic is 'Constructing a bar graph for non-numerical data'. The user's name 'Harold' is in the top right. A 'Español' language selector is also present. The page is divided into two main sections: 'QUESTION' and 'EXPLANATION'. The 'QUESTION' section contains the following text: 'A new model of shirt at the clothing store comes in 4 colors: black, white, green, and blue. There were 14 shirts sold this week. Here they are by color: blue, green, blue, green, blue, blue, blue, black, white, blue, blue, green, white, blue. Draw the bar graph for these data.' The 'EXPLANATION' section begins with: 'We begin by making marks in a tally table. We make one mark for each of the 14 shirts sold.' Below this is a table with two columns: 'Color' and 'Tally'. The table contains the following data:

Color	Tally
black	
white	
green	
blue	

At the bottom of the page, there is a blue 'Start' button.

Figure 7: Learning Page

The following pages are available in Learning Mode:

Learning Page

The ALEKS Learning Page provides a sample problem for the current topic, with detailed explanation and answer (Fig. 7). After reviewing the Learning Page, select the **Start** button to move to the first problem.

Problem Page

The ALEKS Problem Page displays a problem for the current topic. Enter your answer in the space provided and then select the **Check** button at the bottom of the screen. If your answer is correct, ALEKS will display the message **Correct** on the screen. If your answer is incorrect, you will be given the opportunity to correct the answer and then select the **re-check** button.

Explain Page

If you are not sure how to answer a problem, you can click on the **Explanation** button at the bottom of the screen. This will take you to the Explanation page showing detailed information about how to solve the problem. For some topics an **Additional Explanation** link will be available showing another method of solving the problem.

Resources

Resources on the right hand side of the Problem Pages and Explain Pages are provided to help you solve the problem. These may include tools such as a calculator, an eBook link, the ALEKS dictionary, and the Message Center.

7.2 Progress Indicator

Mastery of problems is based on a point system: one point added for a correct answer, two points added for two correct in a row without using the Explanation page, and one point subtracted for an incorrect answer. The number of points cannot go below zero. ALEKS considers a topic learned when a student earns a total of five points for that topic. The bars in the progress indicator represent how many points you have earned for the current topic (top right of the Learning Page). The progress bars change color to show how the topic is going: green to show success, yellow, orange, and red to indicate difficulty.

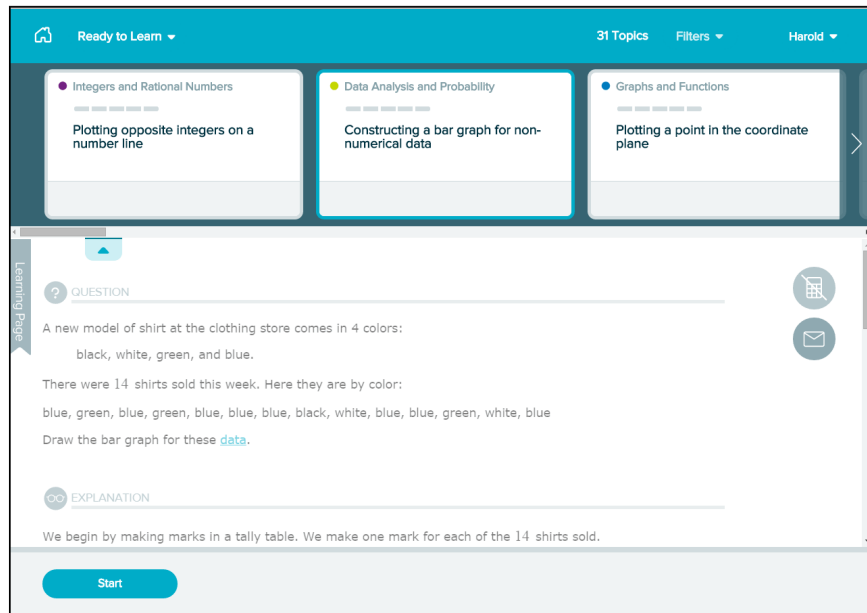


Figure 8: Topic Carousel

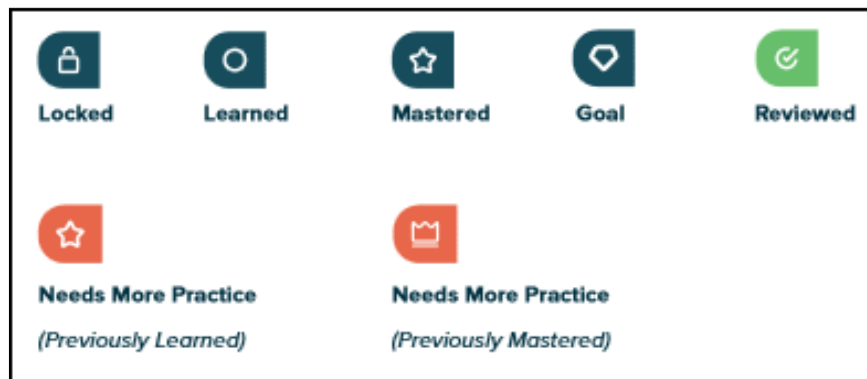


Figure 9: Topic Icons






Ch.9-Systems of Equations and Inequalities	
Appendix A-A Review of Basic Concepts and Skills 	67% Completed
Ch.1-Relations, Functions, and Graphs 	68% Completed
Ch.2-More on Functions 	100% Completed
Ch.3-Quadratic Functions and Operations on Functions 	38% Completed
Ch.4-Polynomial and Rational Functions 	20% Completed

Figure 10: Objectives/Ready to Learn Drop-Down Menu

7.3 Topic Carousel

In Learning Mode you can access the Topic Carousel by selecting the downward arrow tab in the upper left corner of your screen (Fig. 8). The Carousel lists topics that you are currently ready to learn, sorted by degree of difficulty or complexity, with the most accessible first. Each topic has its own card containing the slice name, the topic name, and attributes (if any) indicated by icons (Fig. 9). The Topic Carousel shows three cards at a time and is scrolled using the scroll bar or the back/forward arrows.

Filters

You can filter topics by selecting **Filters** in the upper right corner of the screen (Fig. 8). The Filters feature lets you search for topics

by name and type.

Switching Topics

You can switch topics at any time by selecting a new topic card in the Topic Carousel. When you select a card, a sample problem is previewed in the bottom half of the window. Switching topics mid-way through a topic will not cause you to lose work; when you return to the topic, ALEKS will resume where you left off.

Objectives/Ready to Learn Drop-Down Menu

The drop-down menu above the Topic Carousel allows you to see progress in Objectives (if used in the class) or Ready to Learn pie slices. To see this drop-down menu, select the Ready to Learn/Objectives drop-down menu in the upper left (Fig. 10).

Review

You can review previously-learned topics by choosing **Review** (rather than **Ready to Learn**) in the filter. Note that you will also be prompted to review when you receive the notification for a new Knowledge Check (Sec. 5.3).

7.4 Classes with Objectives

Objectives are sections of the material in your class, similar to chapters in a textbook or units or modules in a lecture course. If your ALEKS class uses Objectives, they will be in a definite order and you will need to work through them in that order. They may have individual due dates, or there may be one due date for all the Objectives; the following paragraphs explain how the Objectives work on both cases. Note that when the next Objective begins, you will be notified by tool tips appearing on the Home page and in the Topic Carousel.

Objectives with Due Dates

In Learning Mode, the Topic Carousel will display Ready to Learn topics in the current Objective. If you complete the current Objective before the scheduled due date, you will move into Open Pie Mode, which unlocks all Ready to Learn topics until the start of the next Objective. During this time, you can return to previous Objectives and work on topics you did not learn or may have lost during a Knowledge Check. For example, if you missed an Objective, did not complete all topics in an Objective by the due date, or lost topics from previous Objectives in a Knowledge Check, you can go back to the previous Objectives and learn or

re-learn those topics. After you learn all topics in a given Objective, the Topic Carousel will be empty. You can select another Objective to work on from the Objectives drop-down menu, or use the review filter to practice previously learned and mastered topics in the selected Objective.

Objectives with One Final Due Date

In Learning Mode, the Topic Carousel will display Ready to Learn topics in the current Objective. The Objectives drop-down menu conveniently displays the breakdown for the number of topics that must be learned to complete the current Objective. Future Objectives are locked. Completing the current Objective at the level specified by your teacher (e.g., 90%) will unlock the next Objective.

7.5 Locked Topics

Some topics that appear in the Topic Carousel may be locked. This occurs when there is one or more prerequisite topic that must be learned prior to attempting the topic. A lock icon appears in the topic card to distinguish the locked topics.

8 Reports

You can access a wide range of reports in your ALEKS account by selecting the Main Navigation Menu in the upper left corner and then selecting **Reports**.

The Report dashboard displays quick overviews of important data applicable to your progress in ALEKS (Fig. 11). You can move the tiles around by selecting the icon in the upper-right corner of a tile. Selecting **View Full Report** on a tile will give you more detailed information about that report.

Reports that may be available in your account include:

- ALEKS Pie (Sec. 6.2)
- Timeline (Sec. 6.1)
- Progress History (Sec. 8.1)
- Time and Topic Report (Sec. 8.2)
- Objective Details Report (Sec. 8.3)

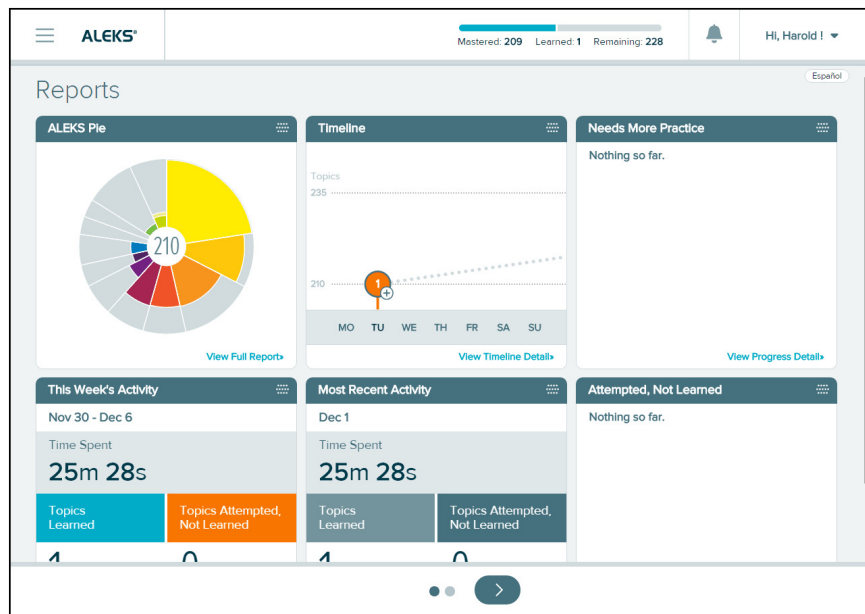


Figure 11: Report Dashboard

- QuickTables Report (Sec. 8.4)

8.1 Progress History

This report shows your progress on Knowledge Checks and in Learning Mode. Clicking on the **Current Class** tab shows the progress for the current class. Clicking on the **All Classes** tab shows the progress for all classes that you have been enrolled in.

- The dark blue bar shows the content mastered based on your most recent Knowledge Check.
- The light blue bar shows progress made in Learning Mode since your last Knowledge Check.
- The gray bar shows the content remaining to be learned.

8.2 Time and Topic Report

This report gives a daily breakdown of time spent in ALEKS. The view can be adjusted to a weekly, monthly, or cumulative view or to a

specific date range.

- Hover over a bar to see how much time was spent and which topics were attempted and learned on a given day.
- Select a bar to view the Learning Sequence Log, which shows the sequence of actions you followed to learn the topic, including the exact problems practiced and the answers entered.
- Select the magnifying glass icon to see the answer that you entered with the correct answer if different.

8.3 Objective Details Report

This report helps you track your progress towards Objective completion for classes set up to use Objectives. The report displays goal topics, prerequisite topics, and locked topics (topics not yet Ready to Learn). You can scroll through the Carousel to view details on past, current, or future objectives.

8.4 QuickTables Report

This report shows your progress in QuickTables (Sec. 11) based on Knowledge Checks and Learning Mode. The report displays the following information:

- The total time spent in Quicktables since completion of the typing tutorial.
- The last login date.
- The date the last Knowledge Check was completed.

9 Assignments

The Assignments link on the Navigation Menu allows you to view all current, upcoming, and past assignments in your class. Assignments are displayed in a table that includes the assignment type, start date, due date, score, and details about the specific assignment. Assignments are sorted by due date. Assignments can be started by selecting an assignment name. ALEKS indicates when assignments are **In Progress** or **Saved for Later**; clicking on such assignments lets you pick up

The Assignments page displays a table with the following data:

Name	Type	Start	Due	Score	Details
Upcoming					
Progress Goal #2	Progress Goal	-	07/15/2015 11:59 PM	-	
Test 2 - Evaluation of Ratios	Test	06/27/2015 1:04 PM	06/30/2015 11:59 PM	-	1 of 1 Remaining
Current & Past					
Progress Goal #1	Progress Goal	-	06/30/2015 11:59 PM	99%	
Test 1 - Fractions	Test	06/19/2015 10:56 AM	06/19/2015 11:59 PM	100% <small>Best</small>	0 of 1 Remaining

Figure 12: Assignments

where you left off. Clicking on an assignment score (for assignments that have been completed) will display detailed information about that assignment (Fig. 12).

10 Gradebook

The Student Gradebook page displays a table with the following data:

Name	Type	Due	Grade	Points
Current & Past				
Chapter 1	Objective	09/30/2015 11:59 PM	100%	
Chapter 2	Objective	09/30/2015 11:59 PM	91%	
Chapter 3	Objective	09/30/2015 11:59 PM	84%	
Progress Goal #1	Progress Goal	06/30/2015 11:59 PM	99%	
Test 1 - Fractions	Test	06/19/2015 11:59 PM	100%	

Figure 13: Student Gradebook

The ALEKS Gradebook allows you to check your overall grade in the class as well as individual assignment scores. The Gradebook link will be available on the Navigation Menu for classes where the Gradebook

has been enabled. Selecting the Gradebook link displays assignments in your ALEKS class, e.g., tests, quizzes, and Objectives. You can click on the Filters drop-down to customize the Gradebook display to show specific assignment types (Fig. 13).

11 QuickTables

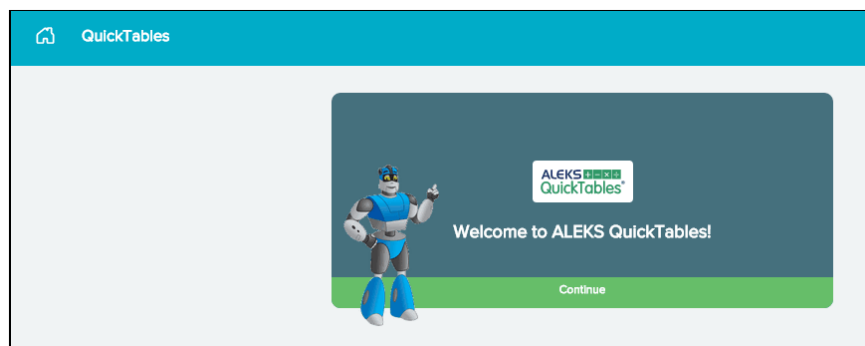


Figure 14: ALEKS QuickTables

QuickTables is a special tool in ALEKS for learning the math facts of Addition, Subtraction, Multiplication, and Division. It is available where needed as a component in ALEKS classes.

When you log in to an ALEKS class where QuickTables is enabled, you will see the **QuickTables** link in the Main Navigation Menu. Clicking on this link will switch you into the QuickTables environment (Fig. 14).

The first time you use QuickTables, you will have a short training session before starting to practice. The purpose of the training is to make sure that you are comfortable typing and entering numbers in ALEKS. There will be a series of quick drills in which you are asked to type numbers that appear on the screen. If you make a mistake, QuickTables will stop to let you correct it. You can enter the numbers by pressing either your computer's Enter key or the Space bar (the long bar at the bottom of the keyboard).

You will need to enter the numbers quickly; QuickTables wants you to learn the math facts so well that you can answer easily and smoothly. If you prefer to click numbers using the onscreen keypad, contact your teacher to turn on this feature.

After this training, you will begin a Knowledge Check of what you know now about the math facts. Do not be anxious about this Knowledge Check; just relax and do your best. The results of the Knowledge Check will tell QuickTables where you should start off in your math facts table. **This Initial Knowledge Check must be finished in one login session. Logging out before it is complete will require restarting the test.**

You may have more than one table set up. If so, you will see different tabs on your screen with the names of the tables: Addition, Subtraction, Multiplication, Division. Simply click on the tab for the table you wish to work in. You will need to take a brief Knowledge Check when you first start working in any table.

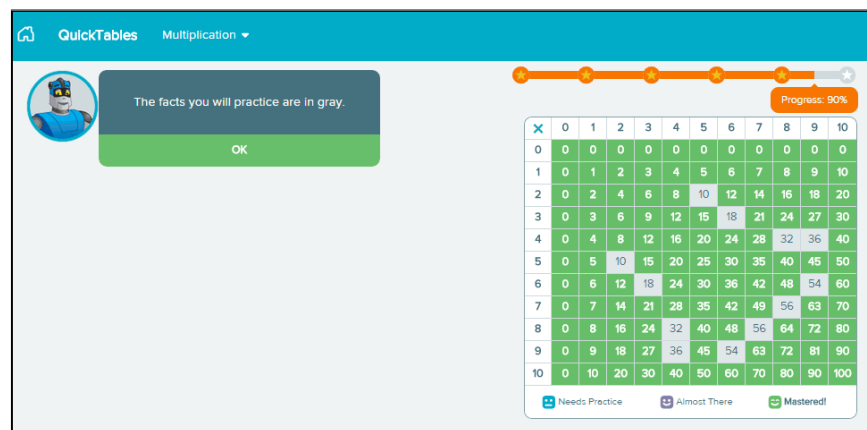


Figure 15: QuickTables Learning Display

Once you finish the test, you will see a colored display that shows all the facts in the table (Fig. 15). The colors in the cells show whether you have learned that fact, and how well you know it. In general, you will see that the colors fill in through the table diagonally, from the top left corner down. The **hardest** facts are the ones you get to last, in the lower right-hand corner.

Above the table is a Progress bar that gives your overall percentage of the table. Notice that there are gold stars on the bar. Every time you reach one of these stars, there will be a new game for you to play. You earn access to the games by the progress that you make filling in your table. Any time you want to play a game that you have earned,

click on the **Games** link top right. These are fun games that give you extra practice on the math facts that you have been learning.

NOTE. You will only be able to use QuickTables for a certain amount of time on any day, and only a certain number of times per week. These limits are set for the best possible progress in learning and remembering math facts.

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