



# ALEKS<sup>®</sup>

## Quick Start Guide

Mc  
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Education

# ALEKS Quick Start Guide



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# Teacher Login and Password

To access your Teacher Account, go to [www.aleks.com](http://www.aleks.com). Enter your login name and password in the Registered Users Box. Then click on the "LOGIN" button.

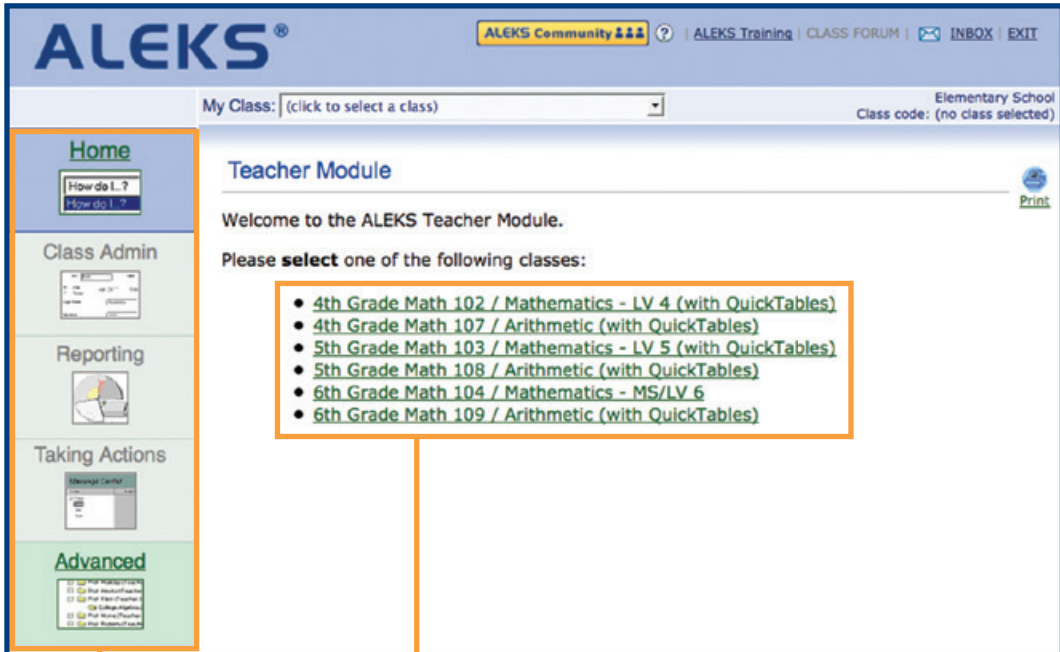
The screenshot shows the ALEKS website homepage. At the top, there is a navigation bar with links for LOGIN, ABOUT US, CAREERS, CONTACT US, NEWS, SUPPORT, and DOWNLOADS. Below this is a secondary navigation bar with links for HOME, WHAT IS ALEKS?, COURSE PRODUCTS, HIGHER EDUCATION, K-12, INDEPENDENT USE, and HOMESCHOOL. The main content area features a 'REGISTERED USERS' login box on the left, which is highlighted with a red border. To the right of the login box, there are sections for 'TO LEARN MORE:' with links for 'Take the Tour' and 'Begin Free Trial', and 'WHAT'S NEW:' with links for 'Updated Reporting Page', 'New K-12 Subscription Management System', and 'New Courses Ensure Success on FL EOC Exams'. Below these are three columns for 'HIGHER EDUCATION', 'K-12', and 'INDEPENDENT USE', each with a brief description and links for 'Free Trial', 'Success Stories', and 'Implementations'. A red arrow points from the 'REGISTERED USERS' box in the screenshot to a larger, detailed view of the same box below.

A detailed view of the 'REGISTERED USERS' login box. It contains the following elements:

- REGISTERED USERS** (Section Header)
- LOGIN NAME** (Text label above a text input field)
- PASSWORD** (Text label above a text input field)
- LOGIN** (Green button)
- [Forgot your login info?](#) (Link below the button)

Enter your login name and password, and then click on the "LOGIN" button.

# Teacher Module Overview



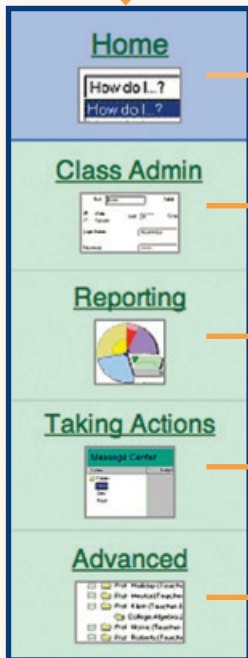
## Teacher Module

Welcome to the ALEKS Teacher Module.

Please **select** one of the following classes:

- [4th Grade Math 102 / Mathematics - LV 4 \(with QuickTables\)](#)
- [4th Grade Math 107 / Arithmetic \(with QuickTables\)](#)
- [5th Grade Math 103 / Mathematics - LV 5 \(with QuickTables\)](#)
- [5th Grade Math 108 / Arithmetic \(with QuickTables\)](#)
- [6th Grade Math 104 / Mathematics - MS/LV 6](#)
- [6th Grade Math 109 / Arithmetic \(with QuickTables\)](#)

All of your ALEKS classes will be listed here.  
*To learn how to create additional classes, see page 7.*



The **Home** link takes you to the main page for the selected class.

The **Class Admin** link allows you to customize your class, set additional preferences, and move students.

The **Reporting** link allows you to view numerous reports at both the class and individual student level.

The **Taking Actions** link lets you create quizzes and manage worksheets for your students.

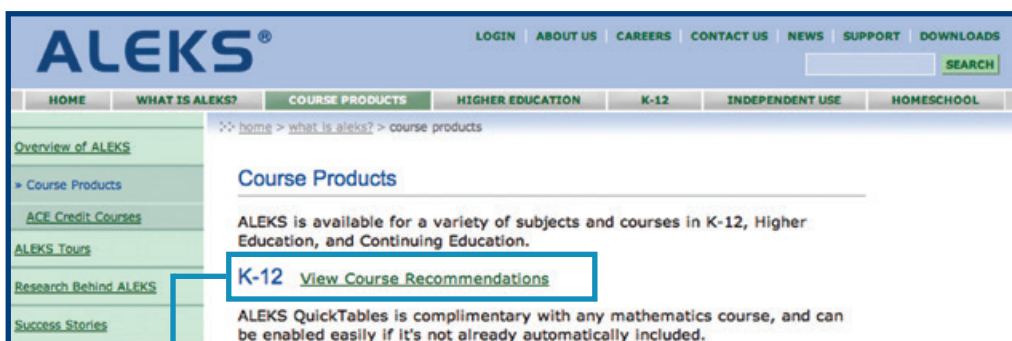
The **Advanced** link is for users who want to take full advantage of ALEKS. For instance, the Advanced Teacher Module provides the most efficient way to move students from one class to another using a simple drag-and-drop method. It is the ultimate tool for the ALEKS power user.

# Course Selection

When using ALEKS, course selection is very important. The selected course should be one that best fits the needs of your students as well as the goals set for those students. Students need to be in the correct ALEKS course in order to succeed. At any time, you may move students to a new course.\*

**Students should spend at least 3-5 hours per week working in ALEKS.** The more time spent making progress, the more dramatic your students' learning outcomes will be.

For the Course Recommendations Guide, go to [www.aleks.com/k12/course\\_products](http://www.aleks.com/k12/course_products) and click on the "View K-12 Course Recommendations" link.



You can also go directly to:

[www.aleks.com/k12/course\\_products/recommendations](http://www.aleks.com/k12/course_products/recommendations)

## 15/85 RECOMMENDATION:

If students complete over 85% of their pies after the Initial Assessment, we recommend moving them to a more advanced course; if students complete less than 15%, we recommend moving them to a less challenging course.

As soon as your students have completed the Initial Assessment, view the **Learning Progress Since Latest Assessment Report** to get their scores. See *page 11* for details.

\* ALEKS is a subscription-based product, so a student may be moved to a new course at any time for no additional cost during the duration of their subscription.



# Creating a Class

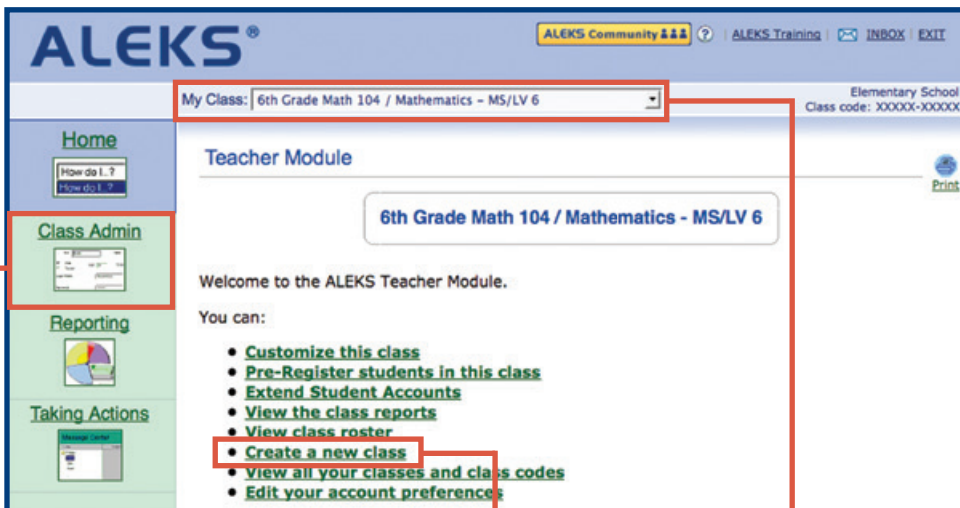
ALEKS allows you to create as many classes as you need.

If the class you want to enroll students in has not already been created, click on the “Home” link and then click on the **Create a new class** link. Fill out the required information and click on the “Save” button.

Your class has now been created and may be viewed by clicking on the **My Class** drop-down box.

If you would like to move an existing student to a new class, click on the **Class Admin** link and then click on the **Move a student from this class to another** link. Click on the name of the student you wish to move from one class to another, then click on the name of the class you want to move the student into. The student has now been moved.

**NOTE:** You can create as many classes as you need. For example, if you are teaching three periods of Algebra 1, you can create three Algebra 1 classes and name them Period 1, Period 2, and Period 3.



To move students from one class to another, click on the **Class Admin** link.

To create a new class, click on the **Create a new class** link.

Your classes may be viewed by clicking on the **My Class** drop-down box.

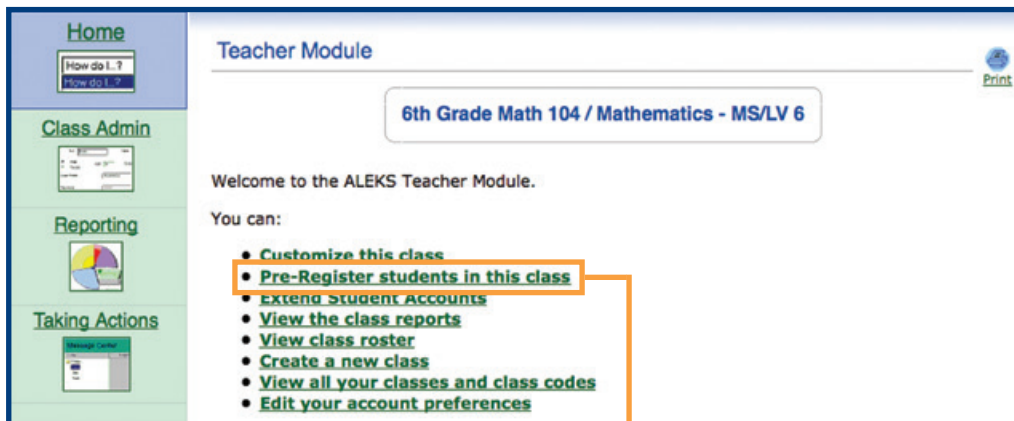
# Student Registration

To register students into your ALEKS classes, select one of the following registration methods:

1. **Single Class Batch Registration** is done by the teacher. Teachers can easily pre-register their students into one of their classes (*see below*).
2. **Student Self-Registration** is done by the students. Students independently register for their ALEKS class with a class code provided by their teacher. Teachers will need to authorize the students before a subscription is used (*see page 9*).

## SINGLE CLASS BATCH REGISTRATION

To register your students, select the class you would like to register them for and click on the **Pre-Register students in this class** link.



Select **Pre-Register students in this class** to enter the students' information by copying and pasting from a spreadsheet or by typing.

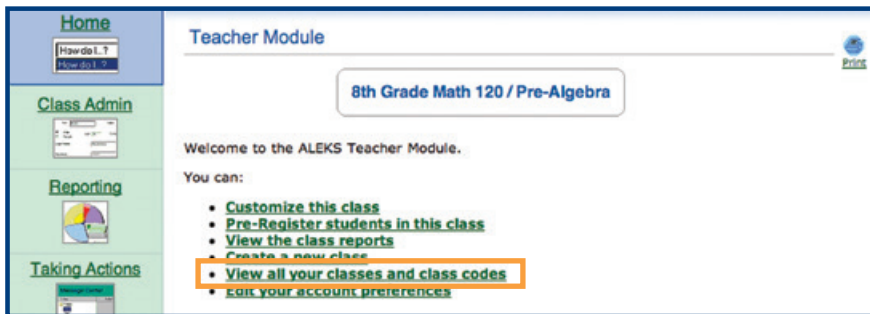
Once you have entered in all of the information you will get a list of the registered students' names, login names, and passwords. The registered students can begin using ALEKS immediately.

NOTE: When teachers use the Single Class Batch Registration option, all enrolled students are automatically given a subscription and placed into their ALEKS class.



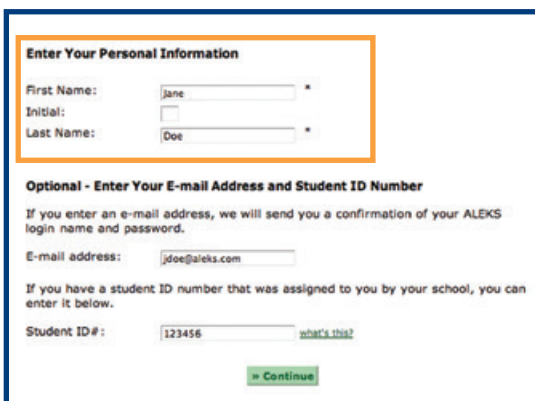
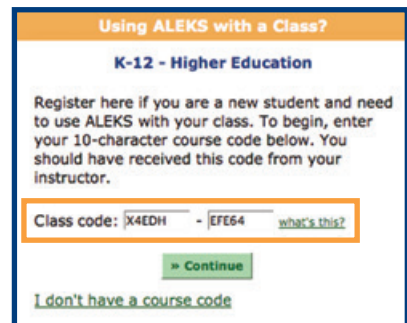
## STUDENT SELF-REGISTRATION

To enable students to register independently, provide the students with the class code for their class.



Then, have each student follow these steps:

1. Go to [www.aleks.com](http://www.aleks.com) and click on the **SIGN UP NOW!** link.
2. Enter the class code in the **Using ALEKS with a Class?** box and then click on the "Continue" button.
3. Confirm the class enrollment information. If the information is correct, click on the "Continue" button. If the information is incorrect, click on the "modify" link.
4. Enter in your personal information. The student's first and last name are the only required pieces of information. Once the information has been entered, click on the "Continue" button.



5. The student will be given a login name and password. The student then has the option to change the password, then click on the "Continue" button.

6. The student will receive the message: "Your registration needs to be authorized by your teacher."

# Student Registration

Now that the student has created an ALEKS Student Account (see page 9), you need to authorize the student by following these steps:

## Authorizing Student Accounts

1. Go to [www.aleks.com](http://www.aleks.com) and log into your Teacher Account.
2. Click on the **Authorize student accounts** link.

Authorize	Delete	Student Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Doe, Jane (JDOE473)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doe, Jane (JDOE474)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michaels, Andrea (AMICHAELS22)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smith, John (JSMITH3812)

3. Check the box next to **Authorize every account below** or put individual check marks in the **Authorize** column for selected students. If there is a student that should not be authorized, or if a duplicate account has been created by a student, place a check mark in the "Delete" column. Click on the "Next" button when you are ready to authorize or delete the students.

4. A list of the students who will be authorized, along with their user names, will be shown. A list of the students who will be deleted will also be shown.

Additionally, the number and type of subscriptions being used and the total number of subscriptions remaining will be listed. Review the information and click on the "Next" button. To make any adjustments, click on the "Back" button.

Subscription type	To be used now	Remaining (school wide)
K12 - 40 Week	3	41

List of students that will be **authorized**.

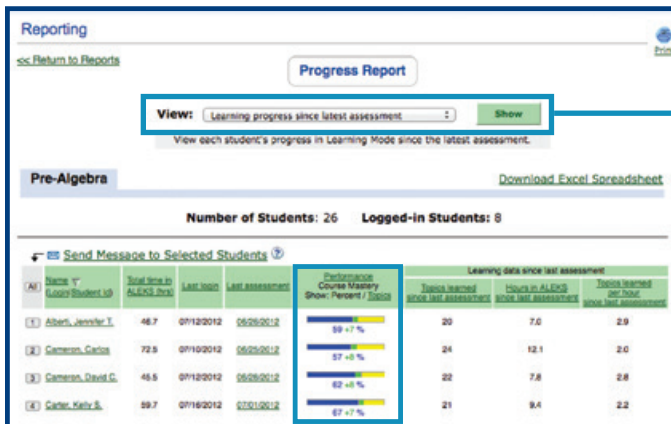
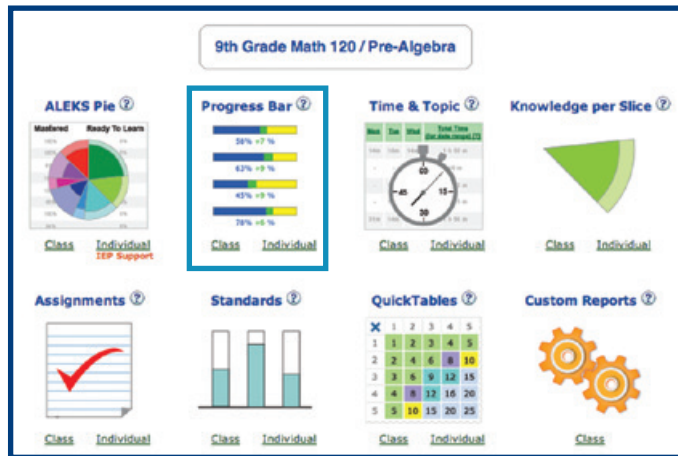
List of students that will be **deleted**.

The **number** and **type** of subscriptions being used and the total number subscriptions **remaining**.

To view reports, first select the class you would like to view. Then, click on the **Reporting** box.

## LEARNING PROGRESS SINCE LATEST ASSESSMENT

Next, click on the **Class** link below the Progress Bar icon.



From the **View** drop-down box, select **Learning progress since latest assessment** and click on the “Show” button.

The report will show the students’ total time in ALEKS, their last login dates, and the dates of their last assessments. The bar graph under the “Performance Course Mastery” section represents 100% of the course. The blue portion shows what the student has mastered on the most recent assessment, the green shows the student’s progress in Learning Mode, and the yellow shows what the student still has left to learn.

# Reports

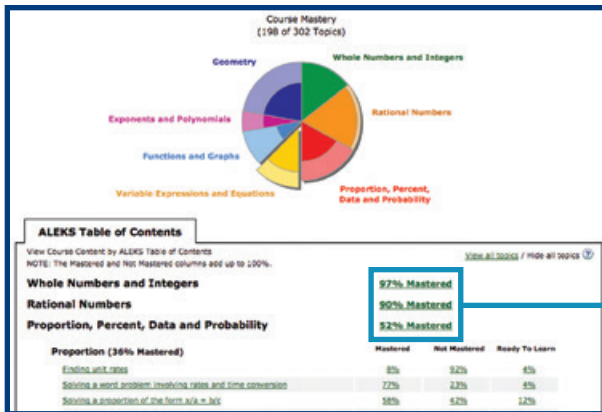
## ALEKS PIE REPORT (CLASS LEVEL)

The **ALEKS Pie Report (Class Level)** shows the average learning rates and a detailed view of what students have mastered, have not mastered, and are ready to learn. The pie chart identifies the average progress toward completion of the course.

Click on the **Reporting** box.

Next, click on the **Class** link below the ALEKS Pie icon.

Beneath the pie chart is a breakdown of course topics and the mastery percentage of each topic.



View a percentage breakdown of students who have mastered, not mastered, or are ready to learn a topic by clicking on the percentage mastered link. Clicking on the percentage mastery link for that specific column will provide a list of students, who have mastered, not mastered, or are ready to learn the selected topic.

### QUICK TIP:

By using the **ALEKS Pie Report (Class Level)**, you are able to see what topics your students are ready to learn and which students are ready to learn them. This allows you to customize your lesson plans to match exactly when your students are ready to learn new material.

You can also use this report to create smaller “Ready to Learn” groups. While you work with a “Ready to Learn” group, another group can be on computers working in ALEKS, and a third group can be working on an ALEKS worksheet.

## TIME AND TOPIC REPORT

The **Time and Topic Report** allows you to view the amount of time spent by each student in ALEKS on a daily basis and provides a detailed log of topics attempted and mastered.

Click on the **Reporting** box.



Pre-Algebra														
Number of Students: 26    Logged-in Students: 8														
Click on the student name to view a detailed report. <a href="#">Refresh Report</a>														
Send Message to Selected Students														
ID	Name	Total time in ALEKS (hrs)		Last Date	Time Log (Number of topics mastered / Number of topics practiced)									
		ALEKS (hrs)	ALEKS (mins of School)		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Total Time (hrs:mins)	
1	Albert, Jordan T.	40h 43m	32h 42m	07/12/2012	28*	15*	29*	16*	12*	23*	14*	2h 15m	(10/14)	
2	Cameron, Cedric	72h 33m	43h 32m	07/10/2012	26*	10*	39*	30*	12*	27*	21*	2h 45m	(13/20)	
3	Cameron, David C.	45h 29m	27h 18m	07/12/2012	28*	15*	29*	16*	12*	23*	14*	2h 15m	(10/14)	
4	Davis, Nicole Y.	37h 09m	66h 00m	07/12/2012	11*	26*	16*	25*	16*	23*	14*	2h 15m	(10/20)	
5	Elison, Nicole B.	51h 48m	41h 26m	07/14/2012	15*	15*	30*	12*	28*	15*	16*	2h 05m	(9/15)	

Next, click on the **Class** link below the Time & Topic icon.

To see a detailed report for a single student, click on the student's name. The student level view of the Time and Topic Report displays the following information:

- The total hours and minutes the student has spent working in ALEKS during the date range selected (please note that the report at this level can be viewed at an interval of up to six months);
- The number of topics the student attempted in Learning Mode; and
- The number of topics the student mastered.

Date	Time Spent in ALEKS [2]	Topics Attempted [2]	Topics Mastered
7/01/12	21 minutes	2 topics	2 topics
<b>List of topics attempted on 7/01/12:</b> Optional: You may click on the topic titles to have ALEKS display an example of the topic.			
<ul style="list-style-type: none"> <li>• Functions and Graphs / Functions and Sequences                             <ul style="list-style-type: none"> <li>◦ <i>Interpreting the graphs of two functions*</i></li> </ul> </li> <li>• Functions and Graphs / Properties of Lines                             <ul style="list-style-type: none"> <li>◦ <i>Finding a solution to a linear equation in two variables*</i></li> </ul> </li> </ul>			

By clicking on the number of topics attempted or mastered, the teacher will see a detailed list of these topics. An **asterisk** denotes which topics were mastered.

### QUICK TIP:

You can use the **Time and Topic Report** to monitor your students' activity in ALEKS. You can see what topics each student attempted versus mastered and then work one-on-one with students on any topics that were attempted but not mastered. When you click on the name of a topic in a student's report, ALEKS will algorithmically generate a sample problem you can use in your one-on-one session.

## COURSE SELECTION

Review your students' Initial Assessment results and follow the **15/85 recommendation** to ensure they are in the correct course. The first thing you should always do after your students take the Initial Assessment is view the **Learning Progress Since Latest Assessment Report**. For more information on this report, see page 11.

Progress Report

View: Learning progress since latest assessment. Show

View each student's progress in Learning Mode since the latest assessment.

Pre-Algebra Download Excel Spreadsheet

Number of Students: 26 Logged-in Students: 0

Send Message to Selected Students

Student ID	Last Score	Last Date	Last Assessment	Performance (Show, Review, Learn)	Hours in ALEKS	Days in ALEKS
101	48.7	07/16/2012	07/16/2012	59.47%	20	7.0
102	72.9	07/16/2012	07/16/2012	67.48%	24	12.1
103	48.9	07/16/2012	07/16/2012	52.45%	20	7.8
104	58.7	07/16/2012	07/16/2012	67.47%	21	8.4
105	101.2	07/16/2012	07/16/2012	85.17%	21	12.8

## MAKING ALEKS PART OF THE GRADE AND SYLLABUS

In order to solicit the maximum amount of student enthusiasm and participation, it is important to make ALEKS part of the syllabus and grade. **Students should spend at least 3-5 hours per week in ALEKS.** The more time spent making progress, the more dramatic your students' learning outcomes will be. We recommend making ALEKS worth at least 15-20% of the students' overall course grade to ensure student usage of the program. For ideas about how to incorporate ALEKS into your syllabus and for grading strategies, see the Implementation Strategies Database at [www.aleks.com/k12/implementations](http://www.aleks.com/k12/implementations)

## ALEKS NOTEBOOK

ALEKS questions are open-ended free response. Therefore, all work must be done on a separate sheet of paper with pencil. By having a dedicated ALEKS notebook, students can keep all their ALEKS work in one location and can use the notebook as a reference point when reviewing course material. This also provides another opportunity for a graded element in ALEKS, if needed.

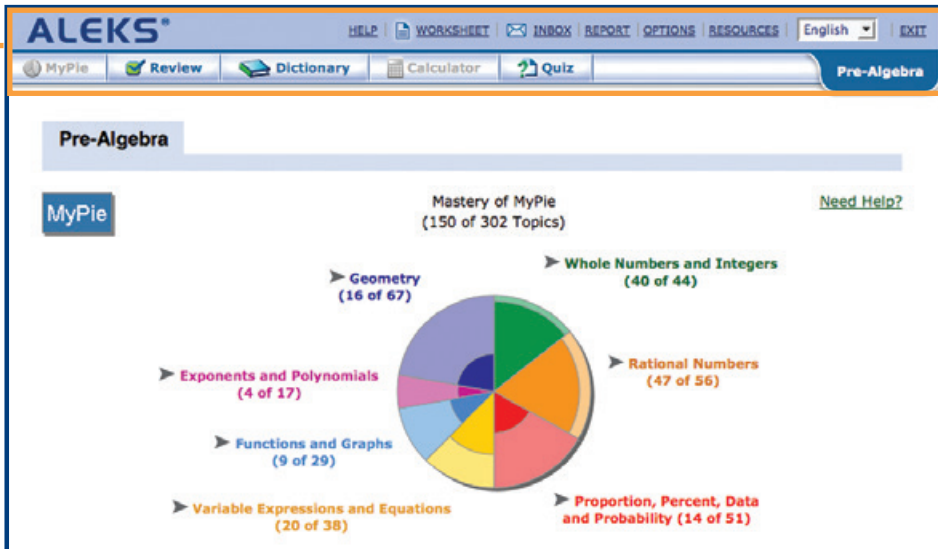


## USING REPORTS TO INCORPORATE ALEKS INTO YOUR CLASSROOM

By using the **ALEKS Pie Report (Class Level)**, you can see exactly which topics your students are ready to learn and which students are ready to learn those topics. This allows you to lecture on topics your students are ready to learn, group students based on what they are ready to learn, or even work one-on-one with students based on their individual learning needs. For more information on this report, see page 12.



# Student Module Overview

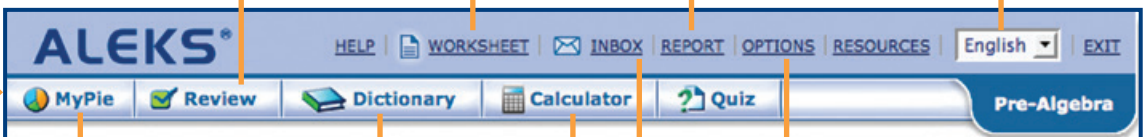


The **Worksheet** link generates an individualized, 16-question review worksheet. Each student's worksheet is customized based on what that student has been learning.

The **English – Spanish Toggle** allows students to switch between English and Spanish. The entire interface and all content are translated.

The **Review** button provides access to topics already added to the pie chart.

Students can view a custom **Report** that details current course mastery and time spent working in ALEKS.



Students can return to their pie by clicking on the **MyPie** button.

Students can look up mathematical terms by searching for a term or by browsing topic areas in the **Dictionary**; the definition often provides links to other related terms and an example problem.

The **ALEKS Calculator** will be available only when ALEKS deems its use to be appropriate.

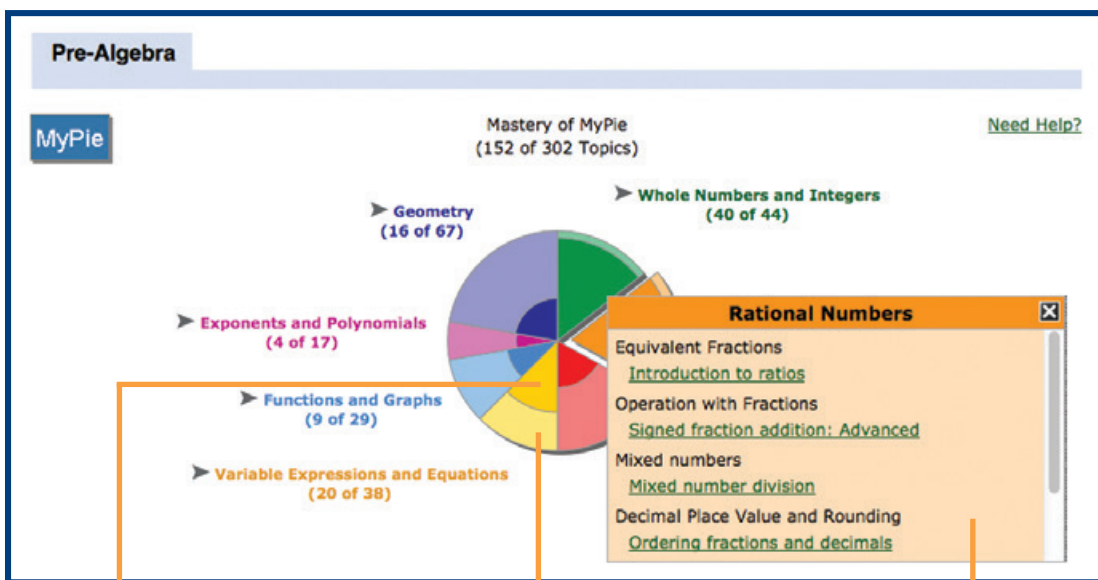
Students can edit/view account **Options** (e.g., change password, add /change email address).

The **Inbox** goes to the ALEKS messaging system. Students can ask their teacher a question using ALEKS' sophisticated palette of math tools. Students can only communicate with the teacher using this tool; they cannot email each other.

# Student Module Overview

Every ALEKS course begins with an adaptive, artificially-intelligent assessment. The purpose of the Initial Assessment is to determine precisely what the student knows, does not know, and is ready to learn next. The Initial Assessment results are presented in the form of a color-coded pie chart that represents 100% of the course curriculum.

Each slice in the pie chart represents a different topic area. The dark part of each pie slice shows what the student knows in that particular topic area; the light part represents what the student still has to learn. As students work through the course, they fill in their pie charts.



**Dark portion** represents what the student knows.

**Light portion** represents what the student still has to learn.

**Ready to Learn Topics** appear in pop-up boxes when a student hovers over a pie slice.

As a student works through the **Ready to Learn Topics** and adds them to the pie chart, ALEKS will reassess the student automatically at regular intervals of progress. These progress assessments occur each time a student adds approximately 20 topics to the pie chart, which ensures that course material is being mastered. Topics in which a student does not demonstrate mastery and retention go back into the pie chart for the student to practice again.

- **The ALEKS Training Center:** [www.aleks.com/k12/training\\_center](http://www.aleks.com/k12/training_center)  
*View pre-recorded training videos, download PDFs, or request a customized training*
- **Free Online Webinar Training:** [www.aleks.com/k12/training\\_center](http://www.aleks.com/k12/training_center)  
*View daily Webinar schedule*
- **ALEKS Course Products:** [www.aleks.com/k12/course\\_products](http://www.aleks.com/k12/course_products)  
*View ALEKS K-12 courses, course content, and course recommendations*
- **ALEKS Implementation Strategies:** [www.aleks.com/k12/implementations](http://www.aleks.com/k12/implementations)  
*View a small selection of implementation strategies from educators who are successfully using ALEKS to achieve dramatic learning outcomes*
- **ALEKS Customer Support:** [www.aleks.com/support](http://www.aleks.com/support)  
*View answers to frequently asked questions*
- **ALEKS Customer Support Web Form:** <http://support.aleks.com>  
*Contact ALEKS Customer Support directly for assistance with technical issues*
- **Additional Resources:** [www.aleks.com/k12/teachers\\_resources](http://www.aleks.com/k12/teachers_resources)  
*View professional development information, grant information, discussion forums, and the eNewsletter archive*
- **Adoption Information:** [www.aleks.com/k12/adoption\\_information](http://www.aleks.com/k12/adoption_information)  
*Find your ALEKS Sales Consultant*