

# ALEKS<sup>®</sup>

## Training Guide

This training guide, developed in partnership with subject-matter experts and ALEKS users, will walk you through the fundamental and most critical steps to getting started with ALEKS. Upon mastery of this content, you will be ideally suited to set up, modify, and deliver a course that drives the outcomes you and your students desire.

For additional training resources, please visit

[http://www.ALEKS.com/highered/math/training\\_center](http://www.ALEKS.com/highered/math/training_center)



# Training Checklist

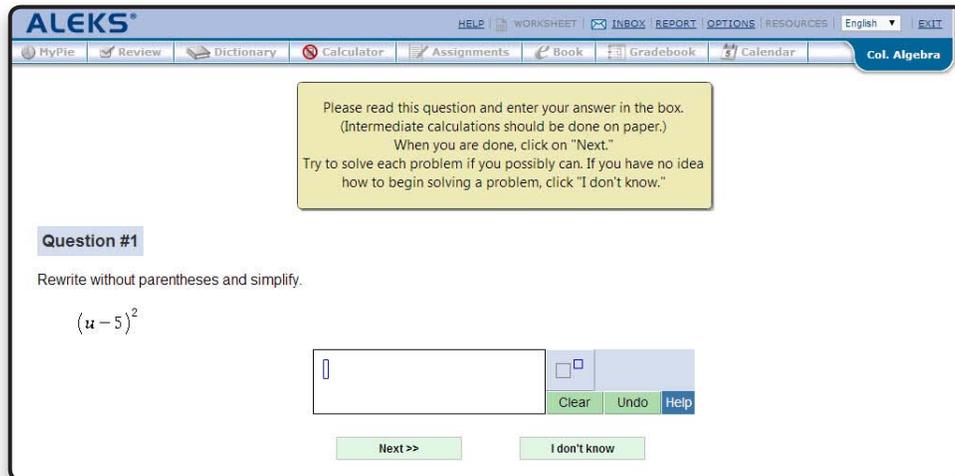
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# Section 1: ALEKS for Students

## Understanding ALEKS on the Student Side

### What is the initial assessment?

The ALEKS initial assessment will determine what topics students already know, the topics that they do not know, and most importantly, those they are ready to learn.

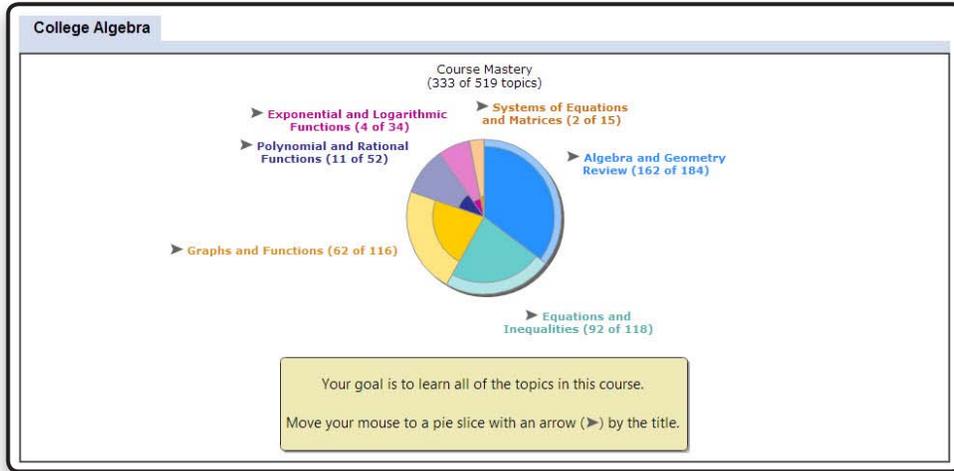


Here is some additional information about the assessment:

1. It consists of approximately 20 to 30 open-response questions (not multiple choice).
2. It has no time limit. Students may take breaks or stop the assessment and return to ALEKS at another time.
3. Student should have a pencil and paper with them in order to work through the problems.
4. They should not seek or receive any help during assessments. If they receive help, ALEKS will get a wrong idea of what they are most ready to learn and will present them with material they are not ready to learn. This will delay their progress in ALEKS.
5. Students should do their best on all questions. Students should not click the “I don’t know” button when answering a question unless they truly have no idea how to do the problem. When students click the “I don’t know” button, ALEKS assumes that they do not know how to do the problem type and possibly some of its prerequisite topics.
6. ALEKS will not provide feedback when students are taking the initial assessment in ALEKS. No messages will be displayed indicating whether they answered correctly or incorrectly during any of the assessment questions in ALEKS.

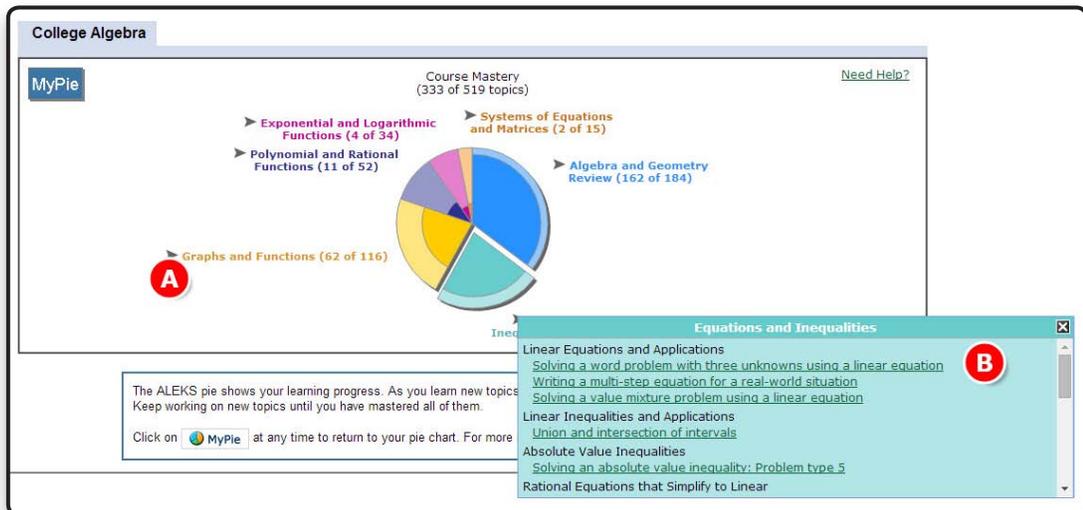
## How will students view their assessment results?

Assessment results are presented in the form of a color-coded pie chart. Slices of the pie chart correspond to parts of the syllabus. The solidly colored part of a slice indicates how close students are to mastering that part of the syllabus; the lighter portion represents the material they have left to master.



## How do students navigate through their pie?

- A** Students will click on the arrow next to the slice of the pie on which they would like to work. ALEKS will provide a list of topics they are ready to learn for that slice.
- B** Choose a topic.



## What is Learning Mode?

- A** In the Learning Mode, students are given problems based on the chosen topic.
- B** Additionally, they have access to explanations of how to solve the particular kind of problem and to a dictionary of mathematical concepts. ALEKS will require a number of correct answers before it assumes that students have mastered the concept. When the topic is mastered, ALEKS will add the topic to their pie. At that point, a revised pie chart will be shown reflecting their new knowledge. Students will be able to choose a new concept to begin learning. If a student makes a mistake, more correct answers may be required. Note: After a student spends at least 5 hours in the ALEKS Learning Mode **and** masters at least 20 topics, they will be given a progress assessment to ensure they are retaining the topics they learned.

The screenshot shows the ALEKS Learning Mode interface. At the top, there is a navigation bar with the ALEKS logo and several menu items: HELP, WORKSHEET, INBOX, REPORT, OPTIONS, RESOURCES, English, and EXIT. Below this is a secondary bar with icons for MyPie, Review, Dictionary, Calculator, Assignments, Book, Gradebook, and Calendar, along with a dropdown menu for Col. Algebra.

The main content area displays the instruction "Simplify." followed by a red circle with the letter "A" containing the math problem:

$$\frac{(4m^{-1}n^{-4})^2}{(m^{-5}n^{-2})^{-3}}$$

Below the problem, it says "Write your answer using only positive exponents." There is a large empty input box for the student's answer. To the right of the input box is a small toolbar with a fraction template icon and a square icon. Below the input box are three buttons: "Clear" (green), "Undo" (green), and "Help" (blue).

At the bottom of the interface, there are two buttons: "Next >>" (green) and "Explain" (green). To the right of the "Explain" button is a red circle with the letter "B".

## Section 2: Using ALEKS

### Logging In

- A** To log in to ALEKS go to [www.aleks.com](http://www.aleks.com). Enter your login name and password in the Registered Users box. Then click **Login**.

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 is divided into several sections. On the left, there is a 'REGISTERED USERS' section with a red 'A' icon. It contains a 'LOGIN NAME' field, a 'PASSWORD' field, and a 'LOGIN' button. Below this is a link for 'Forgot your login info?'. To the right of the login fields is a 'TO LEARN MORE:' section with two buttons: 'Take the Tour' and 'Begin Free Trial'. Below this is a 'WHAT'S NEW:' section with three bullet points: 'Check out the NEW K-12 Instructor Module', 'New Feature Enhances Flexibility to Meet Students' Needs', and 'McGraw-Hill Education Math Bundles Available'. The bottom of the page is divided into three columns: 'HIGHER EDUCATION', 'K-12', and 'INDEPENDENT USE'. Each column has a title, a brief description, and a list of links: 'Free Trial', 'Success Stories', and 'Implementations'. The 'HIGHER EDUCATION' column is for 'Instructors - Administrators', the 'K-12' column is for 'Teachers - Administrators', and the 'INDEPENDENT USE' column is for 'Parents - Students and Adult Continuing Educ. - Homeschoolers - Tutors'. There are also small images of people using the software in each column.



**User Tip:** Use the Free Trial to experience ALEKS as an instructor or student. This will allow you to try an initial assessment and see reports with data.

## Navigating ALEKS

- A** My Account houses account settings and helpful resources such as settings, message center, customer support, and training and resources.
- B** Search allows you to search for classes, students, and assignments.
- C** Select a class from the drop-down menu; student information will then become available.
- D** Additional reports and instructor administrator options become available based on the class chosen.
- E** The dashboard provides snapshots of important information about classes and students.

The screenshot shows the ALEKS dashboard for a user named 'Hello Demo'. The interface includes a search bar at the top, navigation tabs for 'CLASS' and 'STUDENT', and a main dashboard area with several widgets. Callouts A through E point to specific elements: A (My Account), B (Search), C (Class selection), D (Reports), and E (Dashboard).

**Search Bar:** Search for Classes, Students & Assignments

**Navigation:** CLASS » (with search input), STUDENT » (with search input)

**Dashboard Widgets:**

- Instructor Information:** Dr. Joe Smith, Last Login Date: N/A, Email Forwarding: [blank]. Includes an 'Account Summary' button.
- Recently Viewed Classes:**

Class	# of Students
Math 112 / ALEKS 360	29
Math 104 / ALEKS 360	28
Math 108 / ALEKS 360	27
Math 116	30
Math 114	27
Math 118	30
- Announcements:** Assignments. Create and assign homework, quizzes, tests, and assessments to specific students or an entire class. From the Assignments tab, you can create and manage your assignments. Includes a 'Learn More' button.
- Students Not Recently Logged In:**

Name	Last Login
Walker, Daniel (Math 137)	04/23/2014
Patel, Jennifer (Math 137)	04/23/2014
Baker, David (Math 137)	04/23/2014
Frankel, Karen (Math 137)	04/23/2014
- Community:**
  - 05/02/14: Academic Honesty (5 Posts)
  - 04/30/14: Beginning Algebra & Int. Algebra Upgrade Experience? (3 Posts)
  - 04/03/14: grant extension (2 Posts)
  - 03/06/14: Timing of the Progress Assessments (5 Posts)

- A** The full ALEKS Pie encompasses all topics in the course divided into the different course areas, or pie slices. Dotted lines represent the Objective goal and appear in the slices that contain the goal and prerequisite topics for the current Objective. The student will also have a dashboard in their Student Module that outlines how much they have left to complete for the current Objective and its due date.
- B** The Objective Pie encompasses only the topics in the current Objective divided into two slices: goal topics and prerequisite topics that students need in order to master the goal topics. This helps students focus on completing the current Objective and not be overwhelmed by the full pie. If you are using Objectives without end dates, students will see a third, tan slice that shows topics from earlier Objectives that have not yet been mastered.

**Objective Pie** **A**

Enable the Objective Pie view for students in this class  
**(Recommended)**

Make Objective Pie the default view for students.

When this option is enabled, students can switch between the full ALEKS Pie, encompassing all topics in this course, and the Objective Pie, encompassing only the topics involved in the current Objective. 

**Post Objective Assessment** **B**

Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material  
**(Recommended)**

Students who complete the current Objective before the end date will be allowed to move to the next Objective without being assessed

NOTE: After the Objective end date, all students will move to the next scheduled Objective.

[Back](#) [Save](#)

## Class Summary

- A** After selecting your course, you are now able to select Class Administration to access the Class Summary.
- B** Access your class syllabus to view the objectives and topics included in your course.

The screenshot shows the ALEKS interface for a class summary. At the top, there are navigation tabs: Class Administration, Gradebook, Reports, Assignments, and QuickTables. A red circle 'A' is placed over the 'Class Administration' tab. The page title is 'Math 102 / ALEKS 360 / Pre-Algebra - Class Summary'. A note states: 'Note: As a guest, changes you make will not be saved.' The main content is divided into two columns. The left column is titled 'Class Information' and contains a 'Basic Information' section with fields for 'Class Code: XXXXX-XXXXX', 'Instructor: I am teaching this class', 'Name: Math 102 / ALEKS 360', 'Section: N/A', 'ALEKS Course: Pre-Algebra', 'Start Date: 11/23/2013', 'End Date: 06/26/2014', 'Archival Settings: Archive after class end date.', and 'Subscription Length: Higher-Ed any access code'. Below this is a 'Settings' section with 'N/A'. The right column has a 'What's Next:' section with a list of links: 'Explore the Student View', 'Download the Getting Started Checklist (PDF)', 'View Resources and FDOC Materials', and 'Access the ALEKS Training Center'. Below that is a 'Syllabus' section with a red circle 'B' and a dropdown menu. At the bottom of the right column is a 'Class Options' section with 'Access Options' and 'Student Enrollment Status: Open', 'Class Access: Regular', and 'Archived Status: Not archived'.

## Section 3: Reports

### Accessing Reports

ALEKS offers a variety of automated reports that provide you with detailed information on student usage and learning. These dynamic reports will greatly help you to easily monitor progress, deliver data-driven instruction, and incorporate ALEKS into the grading system.

- A** To access class Reports, click **Reports** and choose the Report that you would like to use.
- B** **ALEKS Pie Report** shows average learning and can be used to direct instruction and group students based on topics they are currently ready to learn.
- C** **Progress Bar Report** shows overall student progress and average learning rates. It can be used to monitor progress and identify students who may need intervention.
- D** **Time and Topic Report** shows a daily breakdown of how students are spending their time in ALEKS. It can be used to monitor time on task and student learning patterns.
- E** **Knowledge Per Slice Report** shows a breakdown of student progress for each slice of the ALEKS Pie (or Objectives if they are used) and can help monitor progress.
- F** **Assignments Report** shows the results of automatically graded ALEKS assignments, which include Homework, Quizzes, and Tests.
- G** **Custom Reports** allow you to mix and match data from the existing ALEKS reports to create your own custom report.



**User Tip:** Reports can be run for the entire class or by individual student.

## Pie Report

- A** The Pie Chart represents average class mastery for each content area. The white dots represent the current objective goal.
- B** Below the pie chart you will see the ALEKS content organized by the Table of Contents or by Objectives.
- C** Selecting the Percentage Mastered link for an objective or pie slice will display the percentage of students who have mastered, not mastered, and are ready to learn each topic within the objective or pie slice.
- D** Selecting a percentage at the topic level will reveal exactly which students fall into the Mastered, Not Mastered, or Ready to Learn categories. You can send messages directly to these students and view other topics they are ready to learn.

**Math 108 / ALEKS 360 / College Algebra - ALEKS Pie** Class Code: XXXXX-XXXXX [CLASS TOOLS](#)

**Number of Students:** 27  
 This report shows data for 27 students who have taken an Initial assessment. ⓘ

Show: Current Learning Display

[Download Excel Spreadsheet \(Pie\) ⓘ](#)  
[Download Excel Spreadsheet \(Pie sub-slice\) ⓘ](#)  
[Download Excel Spreadsheet \(Objective\) ⓘ](#)

Course Mastery  
(323 of 519 topics)  
**Current Objective:** Chapter 5 (05/24/2014) **A**

ALEKS Table of Contents
**B** Objectives

View Course Content by Objectives
View All Topics / Hide All Topics ⓘ

<b>Ch.R-A Review of Basic Concepts and Skills</b>	77% Mastered <b>C</b>
<b>Ch.1-Equations and Inequalities</b>	71% Mastered
<b>Ch.2-Relations, Functions and Graphs</b>	64% Mastered
<b>Ch.4-Exponential and Logarithmic Functions</b>	32% Mastered
<b>Ch.5-Systems of Equations and Inequalities (Current Objective)</b>	61% Mastered

Section 5.1 (61% Mastered)	Mastered	Not Mastered	Ready to Learn <b>D</b>
Identifying solutions to a system of linear equations	100%	0%	0%
Classifying systems of linear equations from graphs	100%	0%	0%
Graphically solving a system of linear equations	78%	22%	22%
Solving a system of linear equations using substitution	78%	22%	22%
Solving a system of linear equations using elimination with addition	59%	41%	41%

## Progress Report

- A** You can change the view of the progress data directly from the View Menu. Views are categorized into three groups:
  - » Progress in Learning Mode: What students learned in the ALEKS Pie
  - » Progress in Assessment: What students master on an ALEKS Assessment
  - » Detailed Progress History: A combination of progress in Learning and Assessment
- B** Once a view is selected, the report will update to show the requested data. The report includes basic information, such as total time in ALEKS, last login, and when a student took the last assessment.
- C** The Performance and Learning data since latest assessment sections define the student's current progress and average learning rates.
- D** The bar graphs in the Performance section divide progress into three colors:
  - » **Blue:** Content mastered based on the most recent assessment
  - » **Green:** Progress made in Learning Mode since the latest assessment
  - » **Yellow:** Content that is not yet mastered

Math 108 / ALEKS 360 / College Algebra - Progress Report Class Code: XXXXX-XXXXX CLASS TOOLS

**A** View: Learning Progress Since Latest Assessment Show

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

[Download Excel Spreadsheet](#)

Number of Students: 27    Logged-in Students: 9

**B**  Send Message to Selected Students

All	Name (Login/Student Id)	Total time in ALEKS (hrs)	Last Login	Last Assessment	Performance <b>C</b>		Learning Data Since Last Assessment		
					Course Mastery Show: Percent / Topics	Current Objective	Topics Learned Since Last Assessment	Hours in ALEKS Since Last Assessment	Topics Learned per Hour Since Last Assessment
1	Black, Nicole J.	71.4	05/15/2014	05/02/2014	48 + 4 %	50 %	23	9.0	2.6
2	Black, Victoria J.	42.6	05/15/2014	04/29/2014	35 + 4 %	21 %	19	5.6	3.4
3	Bolzano, Kai B.	80.3	05/15/2014	04/26/2014	46 + 5 %	50 %	22	8.9	2.6
4	Bourbaki, Kelly S.	78.2	05/15/2014	05/03/2014	45 + 4 %	50 %	19	7.4	2.6
5	Cauchy, Paul C.	68.5	05/15/2014	04/27/2014	44 + 3 %	21 %	20	7.5	2.7
6	Clinton, Charles P.	155.2	05/15/2014	04/28/2014	93 + 4 %	100 %	21	12.1	1.7

**D** (Annotation pointing to the bar graphs in the Performance section)

## Time and Topic Report

- A** The Time Log shows daily time and number of topics mastered vs. attempted for the data range selected. You can adjust this range to include up to 20 weeks.
- B** Select a student's name to see that student's individual Time and Topic Report.

Report from 04/21/2014 to 04/27/2014 [\(Change Date Range\)](#)

Graph: Day Total Time Display Hide Graph

### Class Total - Time Spent in ALEKS by Day

Download Excel Spreadsheet ▾

Number of Students: 27    Logged-in Students: 9

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Click on the student name to view a detailed report. Refresh Report

[Send Message to Selected Students](#) <sup>1</sup>

All	Name (Login) Student Id	Total time in ALEKS (hrs)	Last Login	Total Time (for date range)	Time Log (Number of topics mastered / Number of topics attempted)						
					Mon 04/21	Tue 04/22	Wed 04/23	Thu 04/24	Fri 04/25	Sat 04/26	Sun 04/27
1	Black, Nicole J.	71h 26m	05/15/2014	1h 04m (5/5)	-	14m (1/1)	11m (1/1)	12m (1/1)	16m (1/1)	12m (1/1)	-
2	Black, Victoria <b>B</b>	42h 38m	05/15/2014	1h 13m (5/5)	15m (1/1)	15m (1/1)	-	12m (1/1)	16m (1/1)	-	16m (1/1)
3	Bolzano, Kai B.	80h 16m	05/16/2014	1h 29m (6/6)	-	14m (1/1)	16m (1/1)	15m (1/1)	16m (1/1)	17m (1/1)	12m (1/1)
4	Bourbaki, Kelly S.	78h 12m	05/15/2014	1h 25m (6/6)	13m (1/1)	16m (1/1)	17m (1/1)	-	13m (1/1)	16m (1/1)	11m (1/1)

- A** Once you are in the student's report, click on the link in the Topics Attempted column to see what topics the student attempted that day.
- B** Click on a date to see the Learning Sequence Log, which shows the sequence of actions a student took to learn the topic.



## Section 4: Additional Resources

In addition to utilizing Customer Support and the Training and Resources within ALEKS, here are additional resources that may be helpful:

**Implementation Strategies Database:** [www.aleks.com/highered/math/implementations](http://www.aleks.com/highered/math/implementations)

View a selection of implementation strategies from instructors who are successfully using ALEKS.

**Higher Education Training Center:** [www.aleks.com/highered/math/training\\_center](http://www.aleks.com/highered/math/training_center)

Learn more about ALEKS features and how to maximize your use. Pre-recorded videos and printable training guides are conveniently available.

**Instructor Resources:** [www.aleks.com/highered/math/instructors\\_resources](http://www.aleks.com/highered/math/instructors_resources)

Download sample syllabus language, a student orientation to ALEKS, and more.

**ALEKS Community:** [www.aleks.com/highered/math/community](http://www.aleks.com/highered/math/community)

Log in to share ideas and discuss best practices with your ALEKS colleagues.

**Adoption Information:** [www.aleks.com/highered/math/adoption\\_information](http://www.aleks.com/highered/math/adoption_information)

Find your local ALEKS Consultant.

**ALEKS Customer Support:** [www.aleks.com/support/contact\\_support](http://www.aleks.com/support/contact_support)

Contact ALEKS Customer Support directly for assistance with technical issues.