



Because learning changes everything.®

# How To Share an ALEKS Course

ALEKS Training Series

---

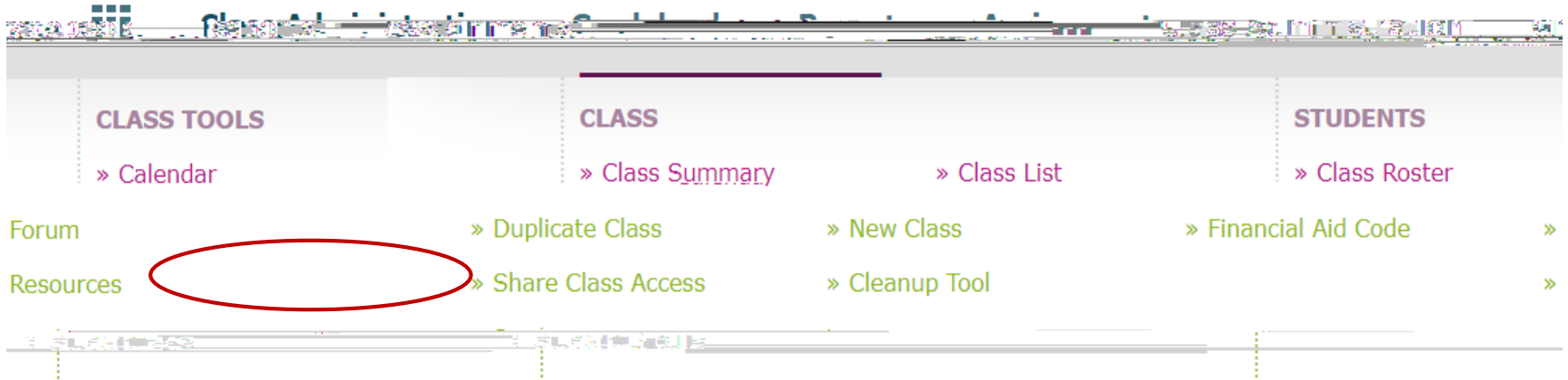
Instructors





# Sharing Class Access

Navigate to your course homepage and click on Class Administration. Select Share Class Access.





# Assigning Permissions

Next to a list of instructors and teaching assistants with ALEKS accounts at your institution, there is a drop-down box.

There are four levels of permission for each person. Select the level of access you wish to provide them.

Instructor	Access Level
Admin Course	No Access
Bartlett, Jimmy	No Access
Haris, Joey	Read Only
Yanovi, Laura	Full

**Access Legend**

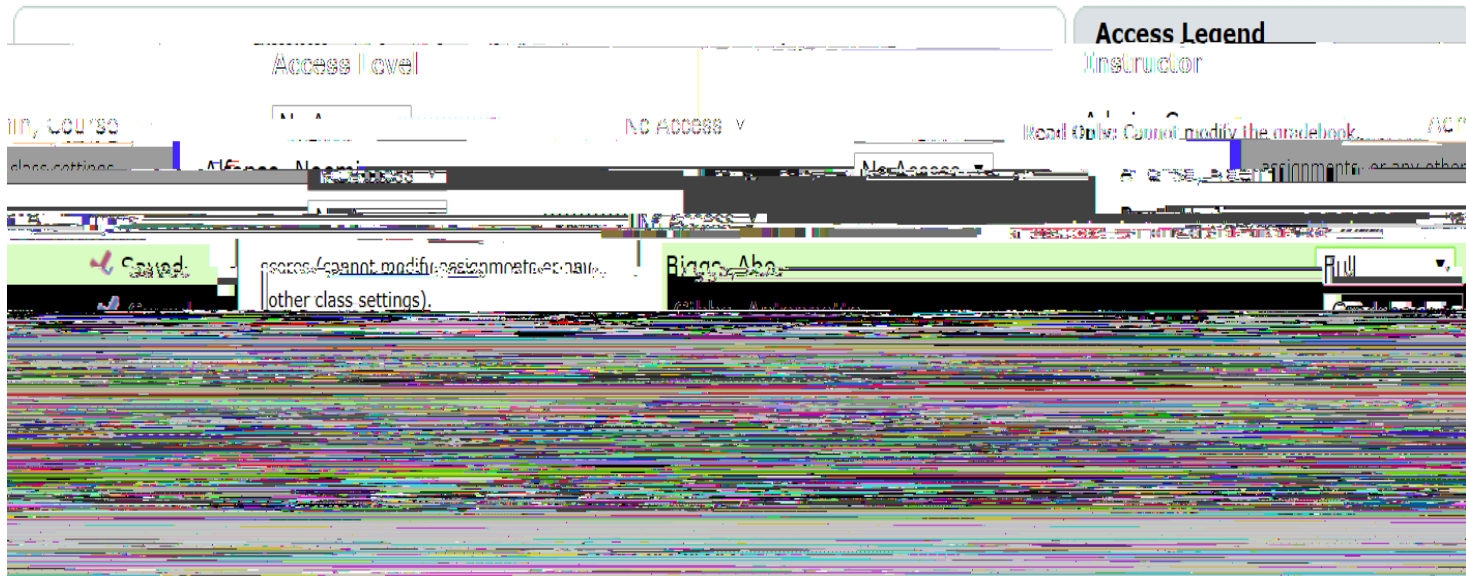
- Read Only: Can view the gradebook, assignments, or any other class settings.
- Full: Can modify the gradebook, assignments, or any other class settings.



# Saving New Assigned Positions

You may repeat the process on the same screen with multiple people.

After access has changed, you will see a check mark and a Saved label to the right of the selection, indicating your change was successfully saved.



# Support and Resources

TECH SUPPORT & FAQ:

**CALL:** (800) 258-2374

**EMAIL & CHAT:** [aleks.com/support](https://aleks.com/support)

**MONDAY-THURSDAY:** 7 AM – 1 AM EST

**FRIDAY:** 7 AM – 9 PM EST

**SUNDAY:** 4 PM – 1 AM EST

FIND MORE SUPPORT:

[supportateverystep.com](https://supportateverystep.com)

FIND MORE TIPS:

[mheducation.com/highered/ideas](https://mheducation.com/highered/ideas)