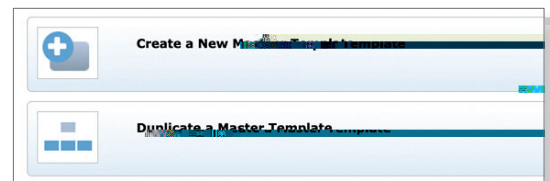
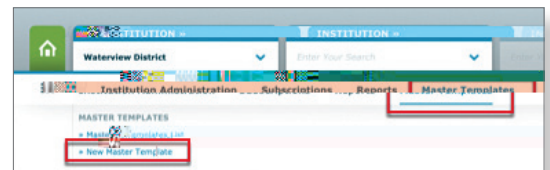
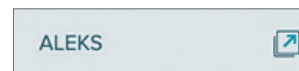


CREATING A MASTER TEMPLATE

Master Templates can be created by a district or school administrator to set up multiple classes with the same *ALEKS* Course Product. This saves time when adding/editing assignments, setting up resources, etc. Any changes made to the Master Templates will also update all linked classes. We recommend making any necessary edits before teachers begin linking classes to the Master Template. This article will walk through how administrators can create Master Templates at the district or school level for *ALEKS* on Open Learning.

To create a Master Template, follow these steps:

1. SSO or log into your administrator account at my.mheducation.com. You may need to toggle between roles and organizations in order to get to your **Admin Tools**.
2. In the left-hand menu, click the menu option for *ALEKS*. You will see this menu option if you are an administrator and your organization has licenses for *ALEKS* on Open Learning.
3. On your *ALEKS* administrator account, first select the institution you wish to work with from the **Institution** dropdown. You can create Master Templates at the district level or at the school level.
4. Hover over **Master Templates** and select **New Master Template**.
5. Select **Create a New Master Template** to create a brand new template, or you can select **Duplicate a Master Template** if you wish to make a copy of an existing Master Template.
6. To create a new Master Template, enter the following information:
 - Name:** Give your Master Template a title
 - Grade:** Select a grade level for the Master Template
 - Dates:** Select the start date and end date for your Master Template. Here, you can also select the option to auto-archive the Master Template after the end date.
 - ALEKS Course Product:** Select the course product that you are creating the Master Template for.
 - Integrate Textbook:** You can select or de-select this option to use an existing textbook.



7. Click the

