An abstract graphic of a circle divided into several segments of different colors: orange, teal, yellow, light blue, and grey. The circle is partially cut off by the top and right edges of the page.

Digital Teacher & Student Guide

Use this *ALEKS* digital guide if you have:

Tools Tutorial

1.

Knowledge Check

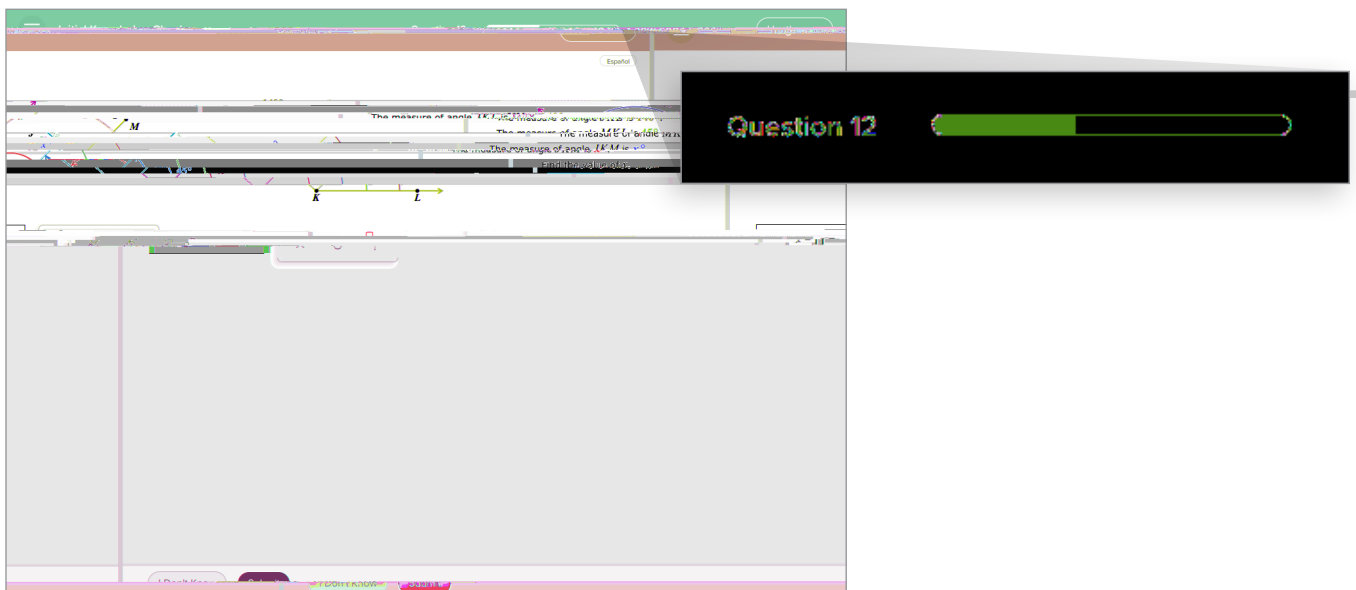
2. Upon completion of the Tools Tutorial, students should click **Continue**, which will redirect them to the **Initial Knowledge Check** screen. Click **Start Knowledge Check** to begin.



The **Initial Knowledge Check** identifies:

- Class topics mastered.
- Class topics not mastered.
- Class topics ready to be learned.

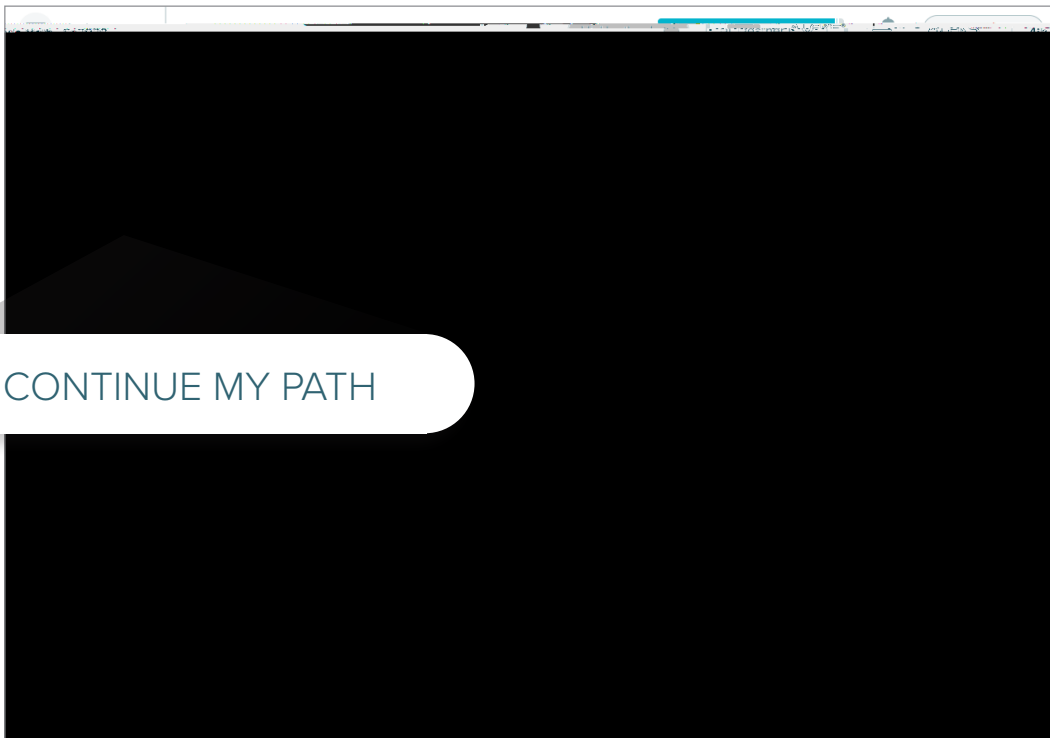
3. A progress bar on the top right of the screen displays progress through the knowledge check.



-
4. Upon completion, the **Initial Knowledge Check** provides an *ALEKS Pie* that depicts the Knowledge State. Click the **Continue** button located below the graphic to navigate to the student's homepage.

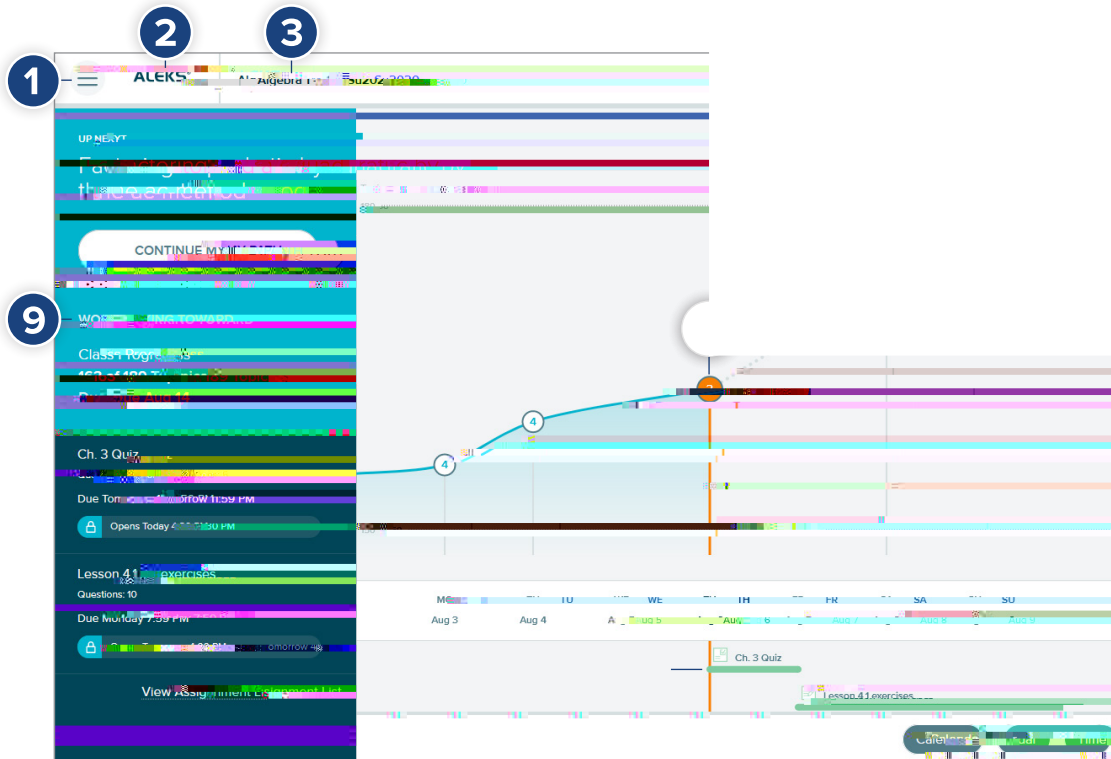


5. The student's homepage displays the *ALEKS Pie* from the **Initial Knowledge Check**. Clicking a slice of the *ALEKS Pie* provides information on topics mastered, learned, and remaining in that slice.



Individualized Learning Path | Personal

6. Upon completion of the **Initial Knowledge Check**, each student is directed to their **Personal Learning Path** on their personal homepage. Click the toggle switch from the student's **Timeline** to their **ALEKS Pie chart**.



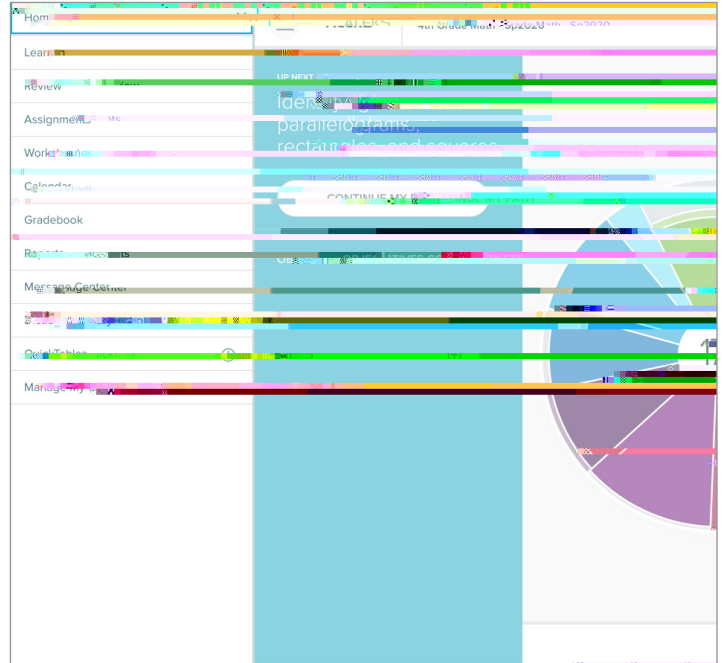
Personal Homepage Navigation and Information Features:

1. **Menu** – Accesses ALEKS features.
2. **ALEKS Logo** – Returns to student homepage from any page in the student module.
3. **Class Name Display** – Displays class the student is enrolled in.
4. **Progress Bar** – Displays topics mastered, learned, and remaining in real-time.
5. **Notifications** – Provides real-time alerts such as new assignments, messages, Knowledge Checks, etc.
6. **Account Settings** – Displays student's account settings.
7. **Next Knowledge Check Indicator** – Displays when the next Knowledge Check will occur.
8. **Timeline/ALEKS Pie Chart** – Students can toggle between viewing their Learning Mode progress (depicted on the Timeline), or the ALEKS Pie to view their progress within each slice. The toggle that is selected will be the default view on the homepage.
9. **Primary Guidance** – Contains learning path guidance, topics students can work on, what's coming up, and goals and deadlines.
10. **Timeline Marker** – Shows student's progress on the timeline.
11. **Assignments** – Displays assignments, and where they start and end.
12. **Calendar** – Calendar view of assignments.
13. **Timeline Detail** – Student's timeline that can be filtered by week, month, or day.

9.

The screenshot shows the ALEKS interface for a lesson. At the top, the ALEKS logo is visible. Below it, the text "UP NEXT" is displayed. The main title of the lesson is "Identifying parallelograms, rectangles, and squares". A button labeled "COMPLETED" is shown below the title. Underneath, the text "OBJECTIVES COMPLETED" is visible. On the right side, there is a circular progress indicator with a yellow segment. At the bottom, a progress bar shows "15 mins day 2 done week 7" and "3 min 34s Remaining (Total 18m 05s)". A button labeled "View Assignment List" is located at the bottom right.

11. Click on the hamburger menu on the top right of the **Primary Guidance Menu** to open the **Navigation Menu**.

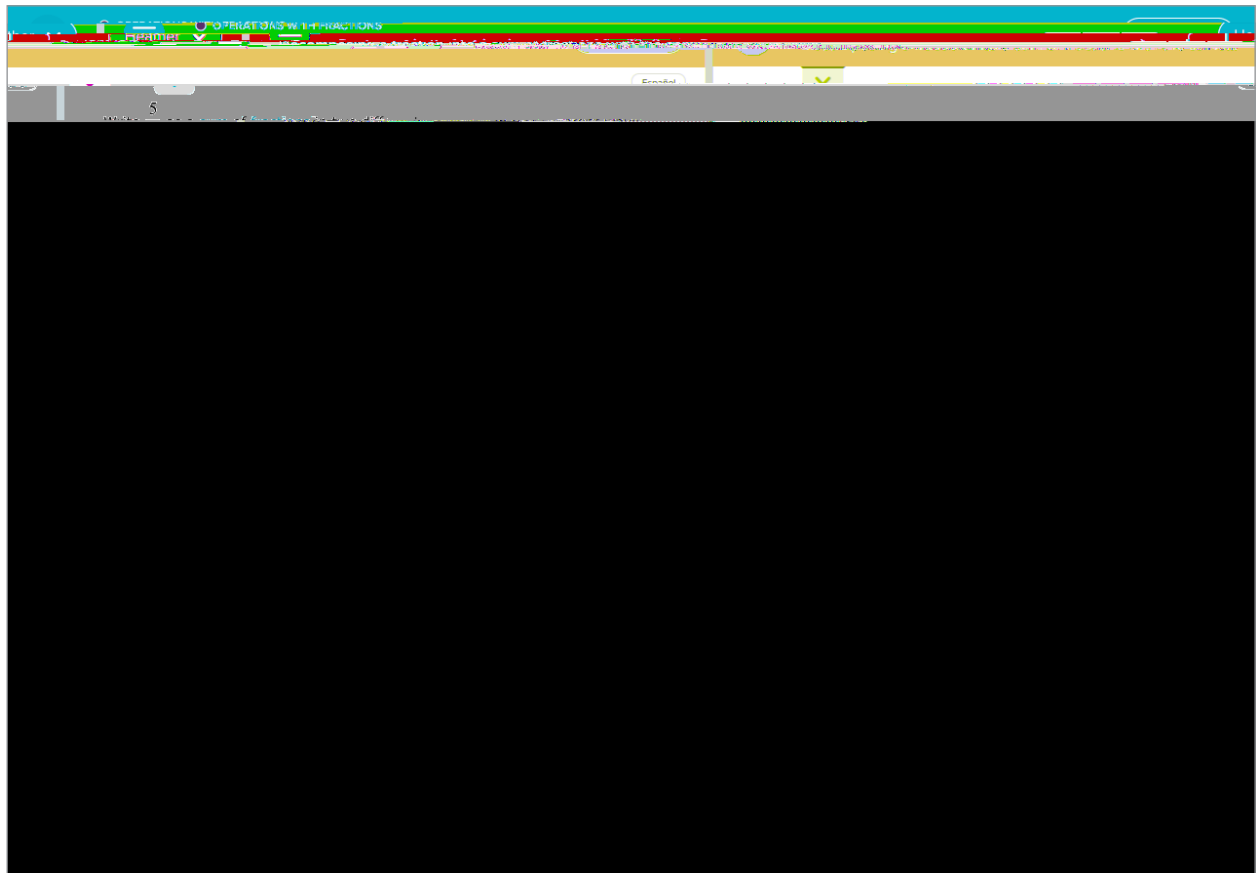


12. The Navigation Menu

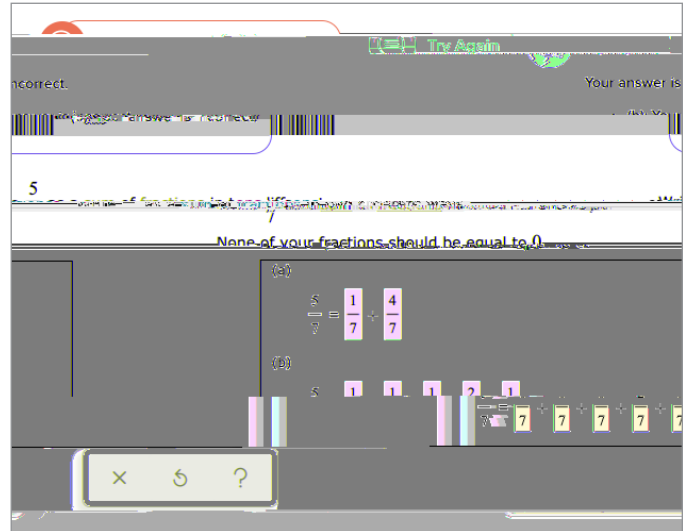
Practice Page

13. Clicking **Start My Path** or **Continue My Path** in the **Primary Guidance Menu** accesses a **Learning Mode Practice Page**.

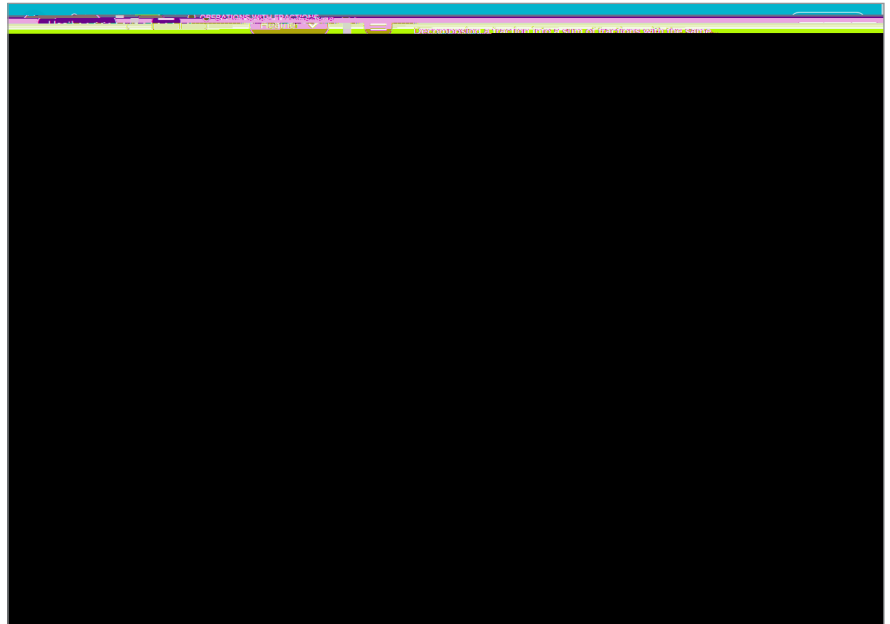
14. The **Practice Page** helps the student learn the topic being studied, and has a number of features:
 1. **Home** – Click to navigate to the homepage.
 2. **Slice Name** – Name of the slice on the *ALEKS* Pie Chart.
 3. **Topic Name** – Name of the topic that the student is learning.
 4. **Topic Carousel Tab** – Click to open or close the Topic Carousel that displays topics the student can work on.
 5. **Underlined Mathematical Terms** – These items link to a dictionary definition of the term.
 6. **Progress Indicator** – Displays student’s progress on answering problems.
 - 7.



15. After an answer is entered in the space provided on the **Practice Page**, click the **Check** button located at the bottom of the screen.
- “Correct” will display if the answer is correct. Click **Next** to start a new problem.
 - If the answer is incorrect, an opportunity is provided to correct the answer by clicking the **Try Again** button.



16. For detailed information on how to solve the problem, students can click the



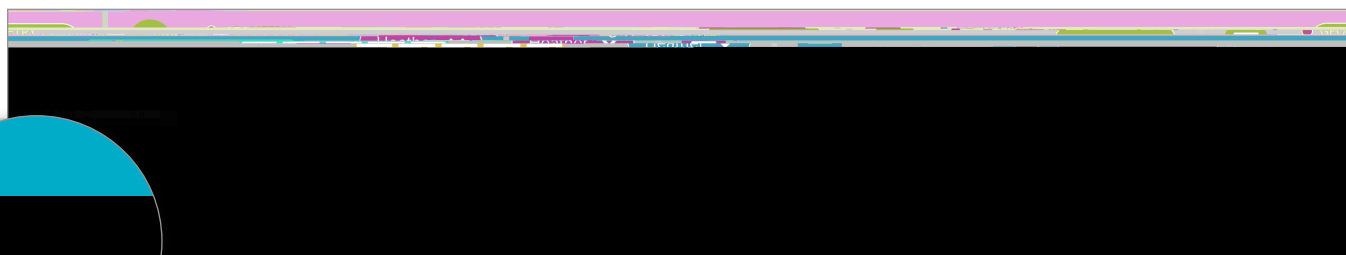
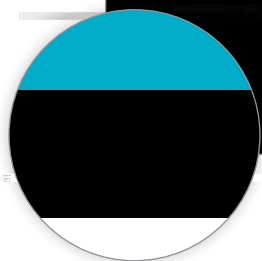
Tracking Levels of Learning

17. The Progress Indicator



24. The **Topic Carousel** is an important resource that can be accessed from a **Practice Page**. The **Topic Carousel** lists topics that students are ready to learn. Topics are sorted by degree of difficulty or complexity. The topics with the highest probability for successful learning are listed first.

To access the **Topic Carousel**, click the “down arrow” tab located under the title of the topic in the upper left-hand corner of the **Practice Page**.



Ready to Learn

6 Topics

Filter

Geometry

Naming segments, rays, and lines

Drawing angles and arcs with the protractor

Classifying angles, isosceles, and equilateral triangles by side lengths

Tags: Video

Tags: Video

Tags: Video

Answer the questions about the figures below.

Figure A

6 mm

4 mm

6 mm

Figure B

5 mm

5 mm

Figure C

6 mm

6 mm

3 mm

3 mm

(a) Which figures are **parallelograms**?
Mark all that apply.

Figure A Figure B Figure C None of the figures

(b) Which figures are **squares**?
Mark all that apply.

Figure A Figure B Figure C None of the figures

(c) Which figures are **rectangles**?
Mark all that apply.

Figure A Figure B Figure C None of the figures

Continue

25. Topic Carousel features include:



1. **Home** – Click to navigate to the homepage.
2. **Ready to Learn/Objectives Drop-Down Menu** – Displays progress in Ready to Learn pie slices or Objectives.
3. **Slice Name** – Name of the slice on the **ALEKS** Pie Chart.
4. **Progress Indicator** - Displays student's progress on answering problems.
5. **Topic Name** – Name of the topic that the student is learning
6. **Topic Icons** – Click to display "topic icons" and information about each icon.
7. **Tags** – Displays applicable attributes of a topic, such as videos, instructor resources, needs more practice, goal topic, etc.
8. **Topic Carousel Tab** – Click to open or close the **Topic Carousel** that displays topics the student can work on.
9. **Number of Topics** – Displays the number of topics in the **Topic Carousel**.
10. **Topic Carousel Filter** – Allows students to sort or filter the **Topic Carousel**.
11. **Right Arrow** – Click to scroll through topics at a time.
12. **Scroll** – Use to scroll quickly through topics.

Reviewing Topics and Worksheets

- 26.** Students wishing to review topics they've mastered can open the Filter dropdown menu in the Topic Carousel and select **Review**.

Note: Review work does not affect the student's pie chart or progress record.

- 27.** Students can click the **Worksheet** button in the upper left of the **Main Navigation Menu** to generate a printable homework sheet with questions based on their most recent work in *ALEKS*.

Assignments

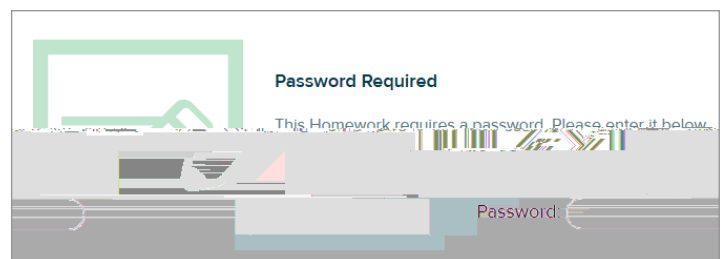
28. Students can start or continue instructor-created assignments (homework, tests, quizzes, requested Knowledge Checks, etc.) as they appear on the Primary Guidance Menu.



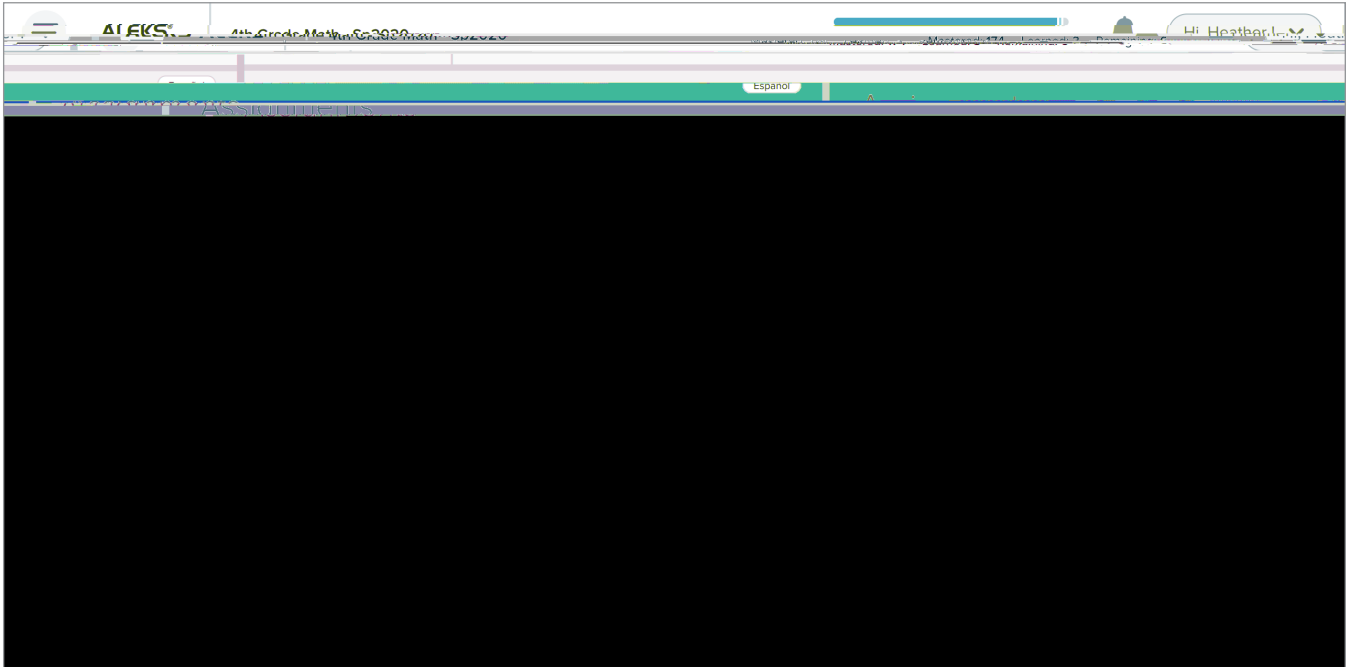
29. When a student begins an assignment, an introduction provides due dates, the number of attempts possible, the number of questions, and time allotted for the assignment.



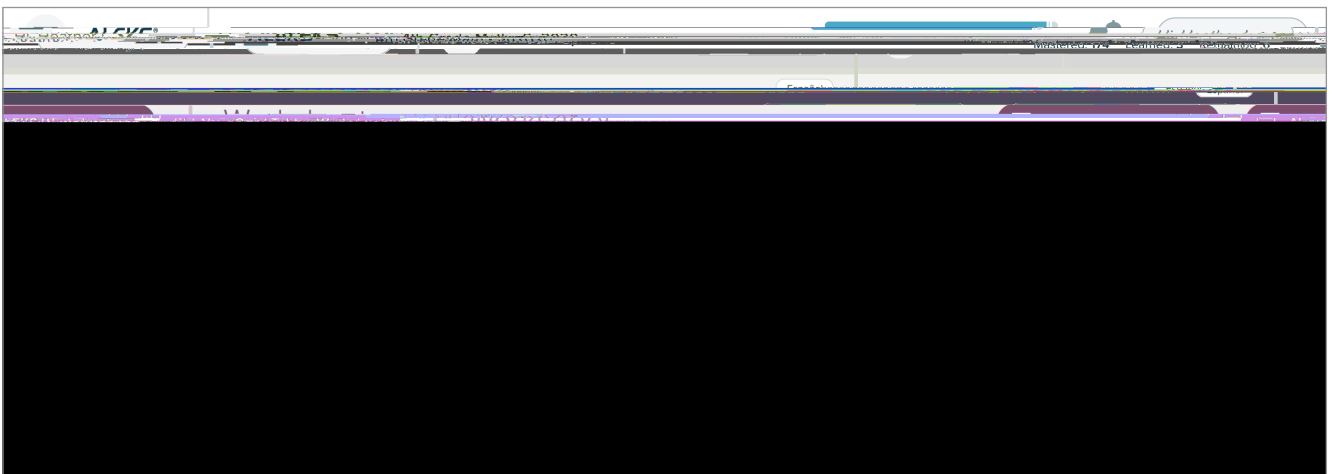
30. Assignments can be password protected, requiring the student to enter the password.



31. After submitting an assignment, students may have access to topics if the teacher has provided access.
32. Students can also view all current, upcoming, and past assignments by selecting the **Navigation Menu** in the upper-left corner, and then clicking **Assignments**.



33. In addition to assignments, students can find instructor-assigned worksheets by selecting the **Navigation Menu** in the upper-left corner and clicking **Worksheet**.



Assessments

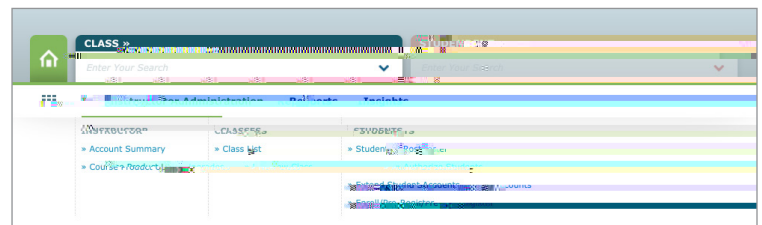
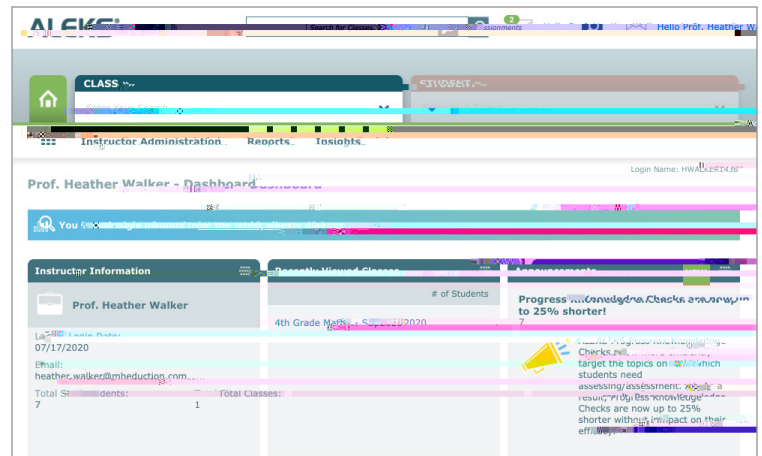
34. Student assessments are provided throughout *ALEKS*.
35. The **Initial Knowledge Check** takes place after students log in and complete the **Tools Tutorial**. The **Initial Knowledge Check** measures each student's topic knowledge and mastery.



Instructor Module

40. The **ALEKS Instructor Module** provides access to classes or students for simple class management and teaching options. The Initial Knowledge Check takes place after students log in and complete the Tools Tutorial. The Initial Knowledge Check measures each student's topic knowledge and mastery of the course topics.

- a. To open the **Class Dashboard** or the **Student Dashboard**, select the **appropriate tab** (Class or Student tab) on the **Main Navigation Menu**. Then click on the class or student you'd like to review.



- b. Each dashboard includes sub-categories with important data, such as:
 - i. Class Information
 - ii. ALEKS Pie Report
 - iii. Time and Topic – Learning Mode
 - iv. Students Not Recently Logged In
 - v. Progress Overall
 - vi. Overall Grades

(Additional dashboard items can be viewed by clicking the navigational arrow button to the right or left of the dashboard.)



Reports

41. Click **Reports** to view automated reports for individual students and class data:

a. ALEKS Pie

Shows topics students have mastered, are ready to learn, have regressed in according to the Knowledge Check, or have attempted but not mastered.

b. Progress

View student progress on Knowledge Checks and in Learning Mode. Allows instructors to monitor progress and provide intervention when it's needed most.

c. Time and Topic

View the amount of time spent by each student in *ALEKS* daily and topics attempted and mastered each day.

d. Knowledge Per Slice

Shows either the class or individual student's level of mastery for each *ALEKS* pie slice.

e. Assignments

Displays all Knowledge Check, or have attempted pie slice.



Note: Report does not include the student's pie chart or progress record.

43. Insight Overview

ALEKS Insights provides information on students who might be at risk of falling behind and may require immediate action from the teacher. A notification appears on the instructor dashboard upon login when new student insights are available. New student insight messages, along with a summary of the new insights, also appear in the **ALEKS Message Center**.

To access **Insights**:

From the homepage of the administrator account, move the cursor over

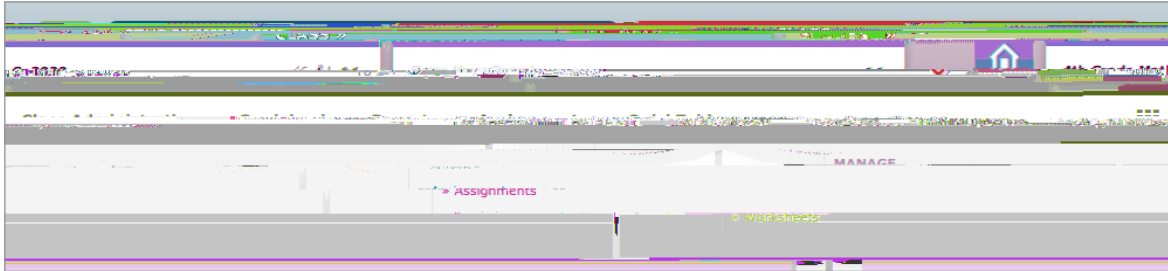
The screenshot displays the ALEKS instructor dashboard. At the top, there is a search bar and navigation links. Below the search bar, there is a 'CLASS' section with a search input. The main content area features a 'Prof. Heather Walker' profile card with the following details:

Prof. Heather Walker		# of Students
Last Login Date:	07/23/2020	4
Email:	heather.walker@unh.edu	
Total Students:	7	Total Credits: 1

Below the profile card, there is a 'Progress Knowledge Checks are now up to 25% shorter' notification. The notification text reads: 'ALEKS Progress Knowledge Checks are now up to 25% shorter. Checks now more efficiently target the work that students need to do. Assessing/assessing result, progress now. Checks are now up to 25% shorter without impact on their efficacy.'

Creating Assignments

45. Click on + **New Assignment** button in the toolbar and select the type of assignment you want to create.



a. Create Homework, Tests, and Quizzes (Similar process)

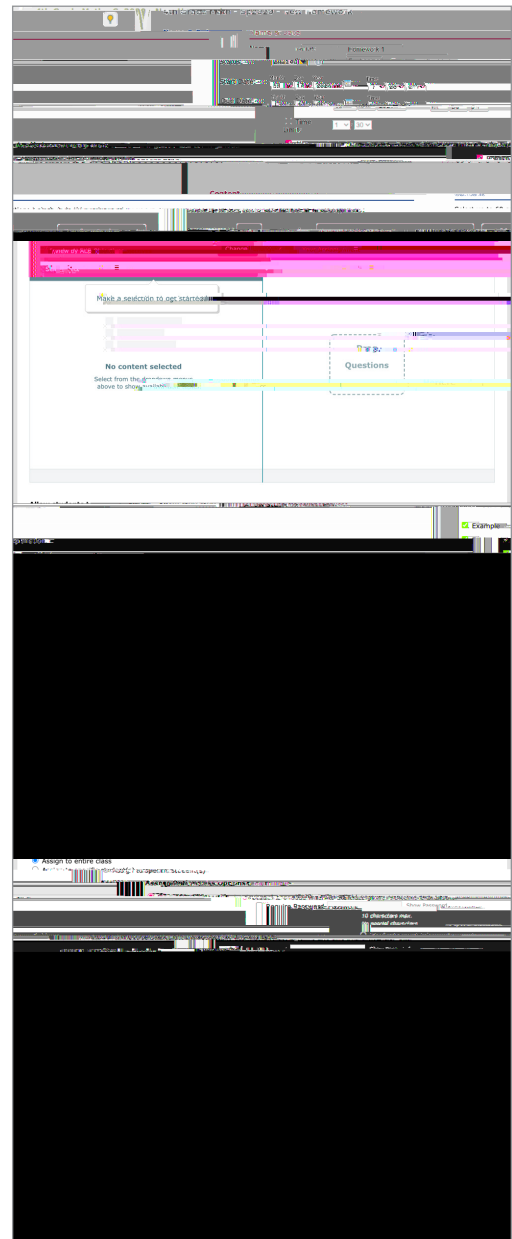
Click **New Homework**, **New Test**, or **New Quiz** and fill out the following:

1. **Name & Date** - Name the item and specify the date it's available.
2. **Content** - Add content.
3. **Gradebook Settings** - Specify when students can see their grades, or if multiple attempts are permitted for completing the item.
4. **Advanced Options** - Control student access to the item.

b. Create a Scheduled Assessment

Click **New Scheduled Assessment** and fill out the following:

1. **Name & Date** - Name the item and specify the date it's available. This section also includes **Assessment Type**, where you will select either **Progress Assessment** or **Comprehensive Assessment**. **Progress Assessments** are shorter and focus on students' recent learning. **Comprehensive Assessments** are longer and look at students' overall knowledge of class content.
2. **Advanced Options** - Control student access to the assessment.
3. **Grading Scale** - Specify the grading scale for the assessment.



Need More *ALEKS* Information or Training?

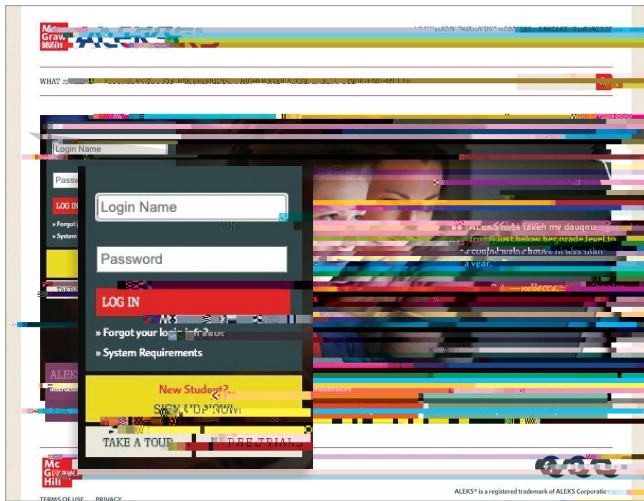
- 46.** Have questions? Need more info? Explore these Student, Teacher, and Administrator *ALEKS* training resources:
- a. Teacher/Administrator Basic Session – Register Now**
This complimentary one-hour session provides an overview, reviews best practices, and answers any questions about the program. Participants will explore *ALEKS* as both a teacher and a student.
 - b. Teacher/Administrator Advanced Session – Register Now**
Complimentary one-hour session provides an overview of advanced features, including reports, creating assignments, and using data to drive instruction.
 - c. At-A-Glance Task Guide**
Step-by-step instructions on how to find and perform commonly used tasks within the Instructor Module.
 - d. On-Demand Videos and Tutorials**
Videos and printable tutorials on how to use a number of popular *ALEKS* features are available on the *ALEKS* Training and Resources For K-12 Educators webpage.

Student Registration Instructions for ALEKS®

Note: These instructions are for students registering through aleks.com

Step 1:

Navigate to aleks.com and click **Sign Up Now**.

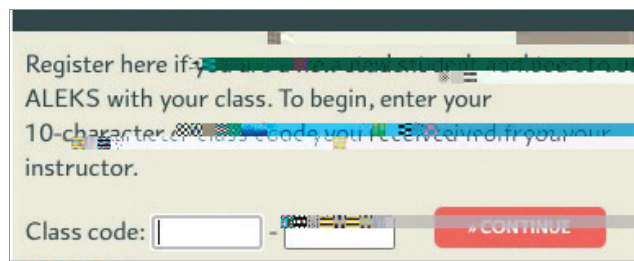


Step 2:

Enter your class code:

Class	Code

Click **Continue**.



Step 3:

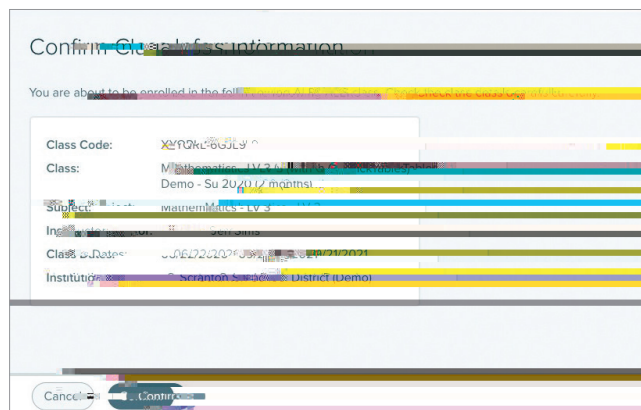
Verify that your enrollment information is correct.

Information is correct:

Click **Confirm** at the bottom of the screen.

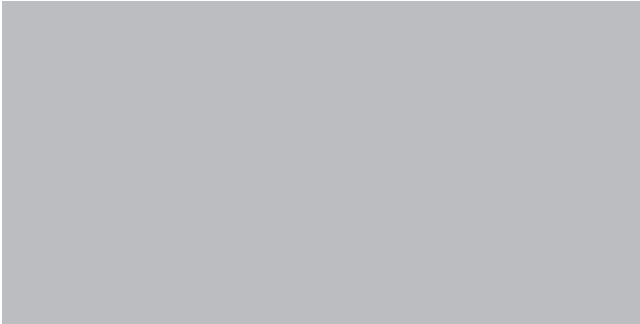
Information is not correct:

Check the class code. If code is incorrect, click **Cancel** at the bottom of the screen to return to Step 1.



Step 4:

Select the radio button option that applies to you.



Click **Continue** at the bottom of the screen.

Step 5:

If you selected "No, I have never used *ALEKS* before." You'll be asked to enter your personal information.

Note: Your first and last name are required. Your email address isn't required, but is necessary if you need to retrieve your login name and password (passwords are reset via email).

Student Login Instructions for *ALEKS*®

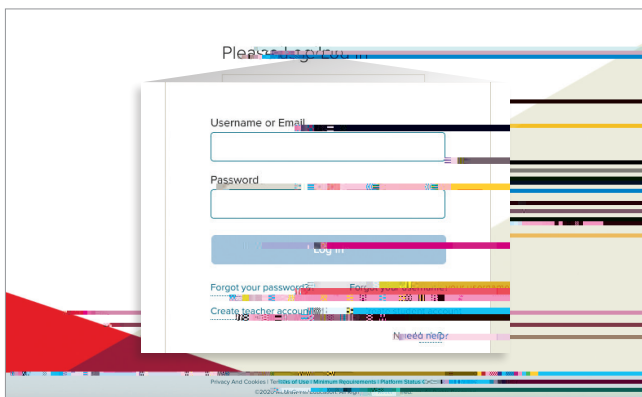
Note: These instructions are for students logging in through my.mheducation.com

Step 1:

Navigate to my.mheducation.com.

Enter your Username and Password in the required fields.

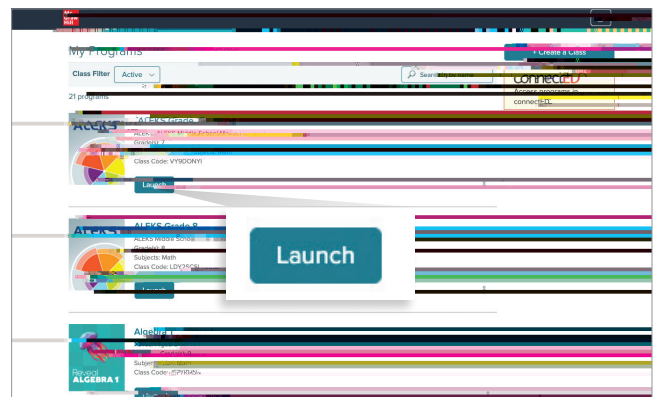
Click **Log In**.



Step 2:

Locate *ALEKS* in **My Programs** (scroll through programs or enter "ALEKS" in the search field).

Click **Launch** to access *ALEKS*.



Next Steps

- Log in to *ALEKS* using your login name and password
- Take the **Guided Tour**
- Complete the **Tools Tutorial**
- Take an **Initial Knowledge Check**
- Enhance your learning with your **Personalized Learning Path**

Enjoy your learning journey with *ALEKS*!

