

# ALEKS: Information and Step-by-Step Guide

# Accessing ALEKS

## TEACHERS

- › Sign into your District Google Account  
(.....@student.amphi.com)
- › Link Data
- › Open District Bookmarks
- › Slide down and select Google Apps
- › Select McGraw-Hill
- › Click on ALEKS

# Accessing ALEKS

## **STUDENTS**

- › Sign into District Google Account  
(.....@student.amphi.com)
- › Link Data
- › Open School Bookmarks
- › Slide down and select Google Apps
- › Select McGraw-Hill
- › Click on ALEKS

# Topics to Cover: **Teacher**

1. Dashboard
2. Selecting Classes
3. Reports
  - a. Reading and Using the PIE Reports.
  - b. Progress Report
  - c. Time and Topic
4. Assignments
  - a. Worksheets
  - b. Assignments
5. Adding Sub-courses

# The Dashboard

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**ALEKS**

Search for Classes, Students and Assignments

Hello Polly Ann | Community

**CLASS** »  
Enter Your Search

**STUDENT** »  
Enter Your Search

Instructor Administration Reports Insights

**Polly Ann - Dashboard**

**Instructor Information**

Polly Ann

Last Login Date: 03/23/2020

Email: pa@aleks.com

Total Students: 1,003

Total Classes: 35

Account Summary »

**Recently Viewed Classes**

	# of Students
Math 103	33
Math 133	35
Math 115	25
Math 117	26
Math 101	32
Math 106	26

View All »

**Announcements** NEW

**New Late Submission and Prerequisite Settings for Homework, Test, and Quiz Assignments**

Two new settings offer instructors greater flexibility for assignment management. Late Submission allows students to turn in an assignment late with a one-time penalty per late assignment. Set a Homework, Test, or Quiz as a prerequisite with a minimum score to unlock another assignment.

Learn More »

**Students Not Recently Logged In**

More than - 7 + days

Baker, Kevin Math 110	01/01/2020
Bush, Carlos Math 110	01/01/2020
Carter, Jill Math 110	01/01/2020
Carter, Jose Math 110	01/01/2020
Chang, David Math 110	01/01/2020
Clark, Jose	01/01/2020

View All »

**Avg. Progress by Course Product**

Highest	Lowest
76%	Algebra Readiness
74%	RII 8
73%	California Algebra 1
73%	High School Preparation for Algebra 1

**Avg. Progress by Class**

Highest	Lowest
76%	Math 122 Algebra Readiness
74%	Math 113 RII 8
73%	Math 134 California Algebra 1

View All »

Envelope is where you receive mail. This will include any report you download and worksheets to print.

List of all your classes. Once a class is selected, you will see all the students in that class under "Students"

Double Right Arrow will take you to more topics in your Dashboard.

Dashboard "boxes" are fairly self-explanatory. Explore them.

# Selecting Classes-1

Teachers and Courses are assigned ALEKS by contacting Polly Kimminau. Once an ALEKS course has been assigned to a teacher and class, it will show up in the ALEKS class list.

In order to be assigned ALEKS courses, students must be listed in a 6<sup>th</sup> grade or higher math class in Tyler.

For 5<sup>th</sup> graders taking advanced math, the school's registrar must open a class titled Course 1 or Course 2, and have those students placed in that class. Once that is completed, Tyler will upload the students into ALEKS.

The screenshot displays the ALEKS user interface. At the top, the ALEKS logo is on the left, and a search bar with the placeholder text "Search for Classes, Students and Assignments" is on the right. Below the logo is a green home icon and a grid icon. The "CLASS" tab is selected, showing a dropdown menu with the following options:

- Math 101 / Mathematics - LV 3 (with QuickTables) (32)
- Math 102 / Mathematics - LV 4 (with QuickTables) (26)
- Math 103 / Mathematics - LV 5 (with QuickTables) (33)
- Math 105 / Essential Mathematics (with QuickTables) (26)
- Math 106 / 3rd Grade Arithmetic (with QuickTables) (26)
- Math 107 / 4th Grade Arithmetic (with QuickTables) (29)
- Math 108 / 5th Grade Arithmetic (with QuickTables) (34)
- Math 109 / 6th Grade Arithmetic (with QuickTables) (31)
- Math 110 / QuickTables (30)
- Math 111 / RtI 6 (32)

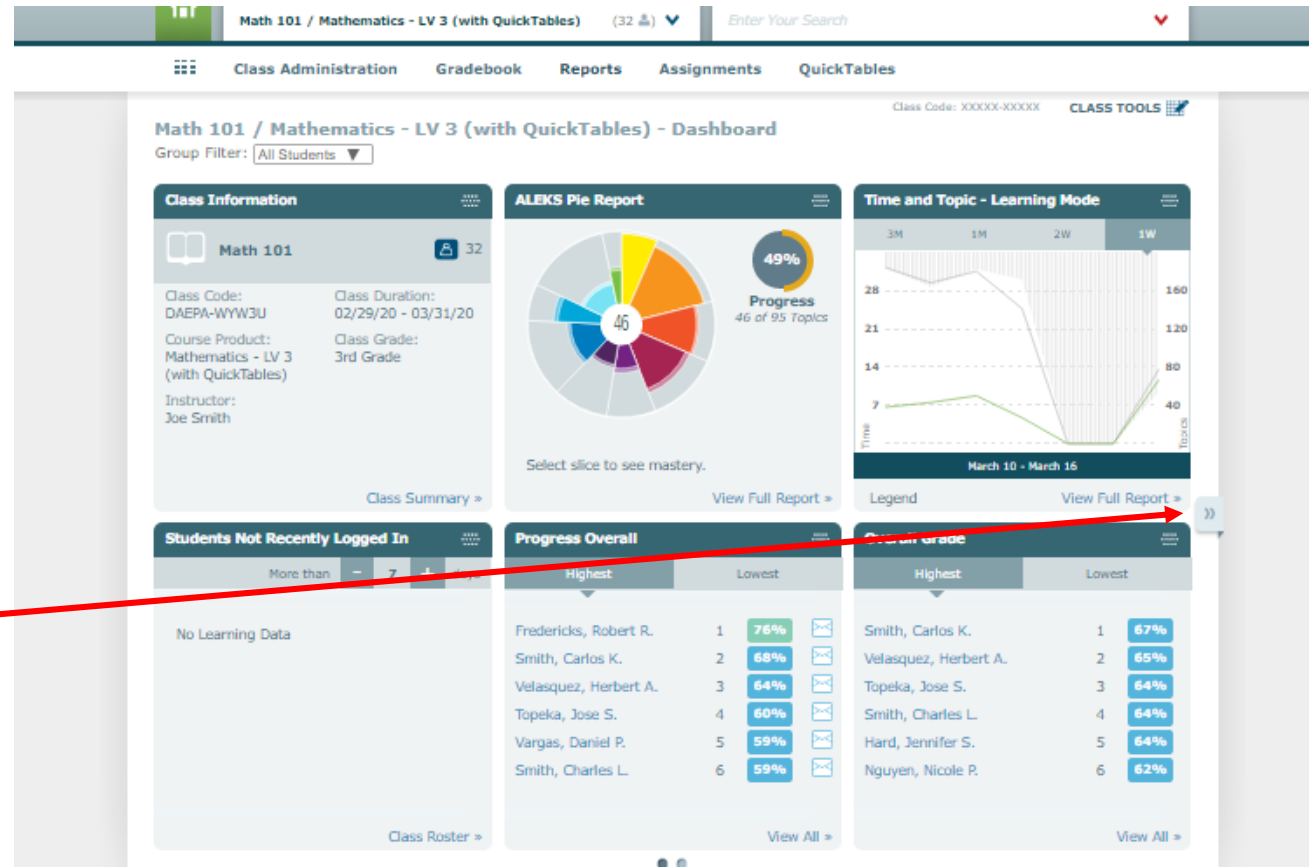
Below the dropdown menu, the "Instructor" section shows the name "Polly An" and a brief profile. To the right, a table lists the number of students for each class:

Class	# of Students
Math 110	33
Math 111	35
Math 117	25
Math 101	26
Math 106	32

# Selecting Classes-2

After a class is selected, the teacher will be able to see the Dashboard for that class.

This Dashboard provides teachers with a lot of information to support students. Don't forget to click on the Double Arrow for additional Dashboard boxes.



# Selecting Students

Students may be selected to track individual progress. Each student will have their own personal Dashboard.

The Student Dashboard will allow teachers and students to meet and discuss progress. Students also have a Dashboard to track their own progress.

The screenshot displays the ALEKS Student Administration interface. At the top, a navigation bar includes a home icon, the course title "Math 101 / Mathematics - LV 3 (with QuickTables)", and a dropdown menu showing 32 students. Below this, a "Student Administration" tab is active. A red arrow points from the "Students" dropdown menu to the "Ken Bourbaki - Dashboard" page. The dashboard for Ken Bourbaki includes several sections: "Account Information" (Last Login Date: 03/20/2020, Access Expires: 02/28/2021), "ALEKS Pie" (a circular progress chart showing 38% completion), "This Week's Activity" (Mar 23 - Mar 29, Time Spent: 0m 0s, Topics Learned: 0, Topics Attempted, Not Learned: 0), "Time and Topic - Learning Mode" (a bar chart showing time spent on various topics), and "Most Recent Activity" (a list of recent learning activities with status indicators).

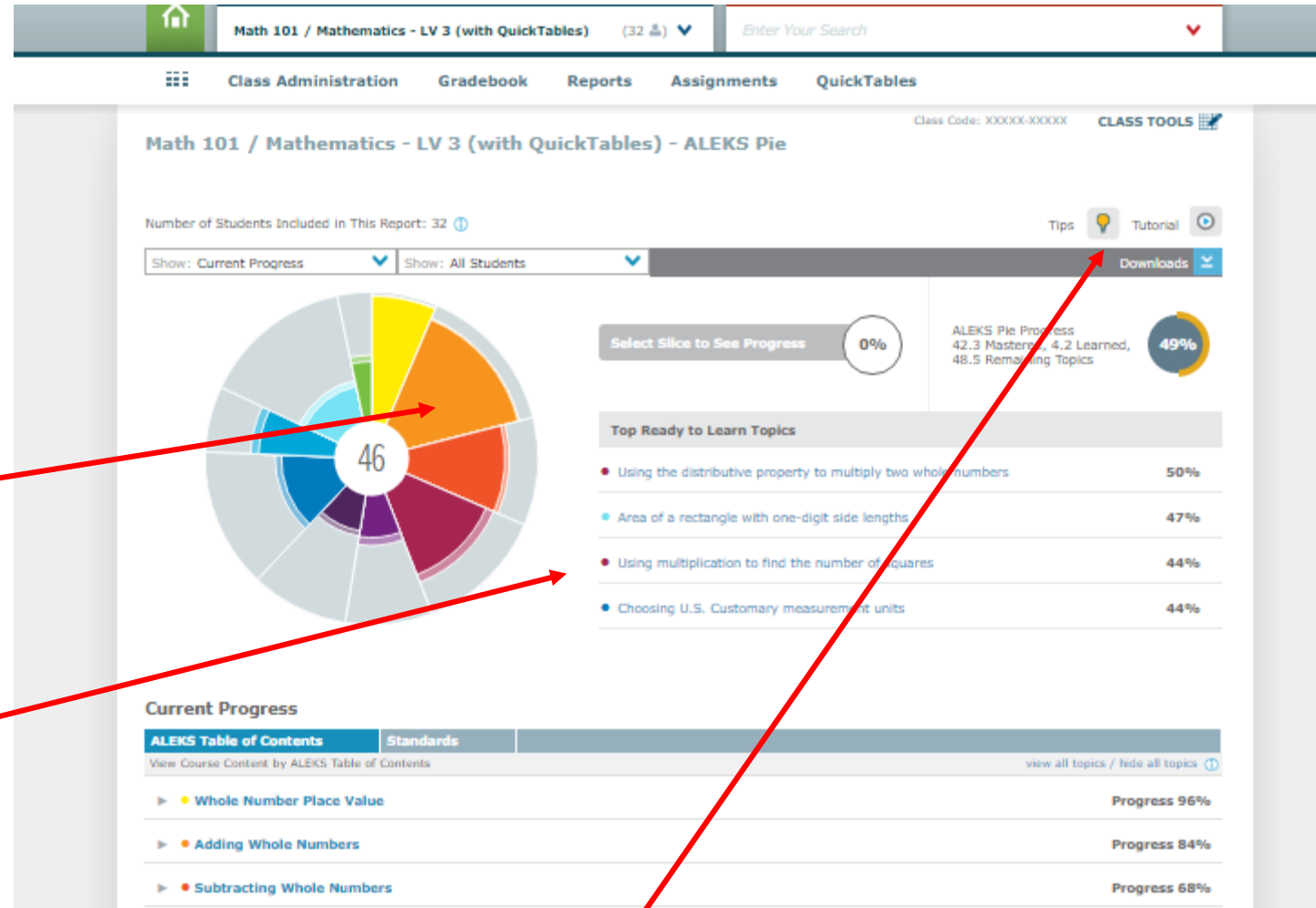


# Reports: ALEKS PIE-1

1. Click on Reports
2. Select ALEKS PIE

The ALEKS PIE report will probably be your most comprehensive guide for reviewing class/student progress.

Selecting a piece of the PIE will allow the teacher to see the “Top Ready to Learn Topics”. Selecting on a “Ready to Learn” Topic will give you questions students are ready to learn.



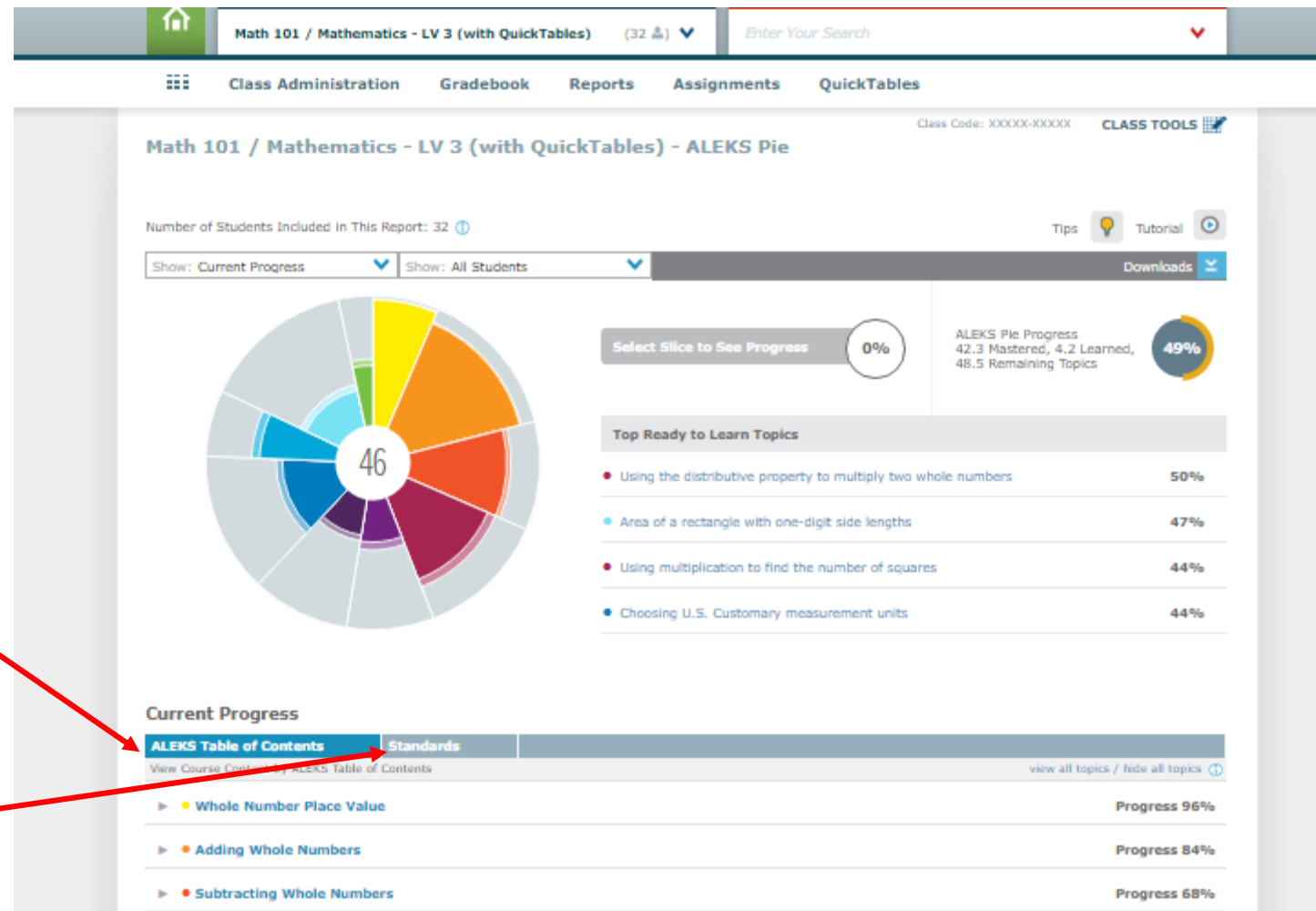
Please select the TIPS Lightbulb for helpful hints!

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# Reports: ALEKS PIE-2

Each section of the PIE gives you specific progress based on the Table of Contents for each slice.

In addition, the teacher may view the progress per standard.



# Reports: ALEKS PIE-3

## Current Progress

ALEKS Table of Contents		Standards			
View Course Content by ALEKS Table of Contents				view all topics / hide all topics	
▼ ● Whole Number Place Value				Progress 96%	
	Progress ⓘ	Remaining ⓘ	Ready to Learn ⓘ	Attempted, Not Yet Learned ⓘ	
Place Value (Progress 97%)					
● Whole number place value: Problem type 1	97%	3%	3%	0%	
Numeral Translation (Progress 100%)					
● Numeral translation: Problem type 1	100%	0%	0%	0%	
Expanded Form (Progress 91%)					
● Expanded form: 2 and 3-digit numbers	97%	3%	3%	0%	
● Whole number place value: Problem type 1	97%	3%	3%	0%	
1 student out of 32 (3%) is Ready to Learn this topic.				Message Student	
Trish, Carlos K. (18) Other topics that this student is Ready To Learn show »					

Selecting a section, such as *Whole Number Place Value*, allows you to see a breakdown of the different skills within that section. The best part of this section is the fact that you can select a category: Progress, Remaining, Ready to Learn, and Attempted, Not Yet Learned and see specific students who may need support or are ready to move on.

You may also select a skill, such as Whole Number Place Value: Problem type 1 and see a question. This is helpful when working one-on-one with students.

Problem Explanation

### Whole number place value: Problem type 1

? QUESTION

Give the digits in the thousands place and the hundreds place.

1,062

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# Reports: Progress Reports

1. Click on Reports
2. Select Progress Report

The ALEKS Progress Report allows the teacher to monitor student progress based on time in program and on Knowledge Checks.

Selecting a student from the class list will provide the teacher with more detail, including Topics Learned, Hours in ALEKS, and Topics Learned Per Hour.

Number of Students Included in This Report: 32

Logged-in Students: 0

Tips

Tutorial

Downloads

Show: Learning Progress Since Latest Knowledge Check

Show: All Students

Learning Progress Since Latest Knowledge Check

Most Recent Knowledge Check

Best Performance in Learning Mode Over Time

Progress in Knowledge Check Over Time

Detailed Progress History

Check

Progress made in Learning Mode

Content Remaining

Student logged in

Student Information					Performance		Since Last Knowledge Check		
Student	Total Time	Last Login	Knowledge Check Start	Knowledge Check Finish	Class Progress	Topics Learned	Time in ALEKS	Topics Learned Per Hour	
Name ID Login					Percent Topics				
<input type="checkbox"/> Bourbaki, Ken A.	14h 0m	03/20/2020 6:00 AM	03/18/2020	03/18/2020 36m 4s	<div><div></div></div> 33 ± 7 %	7	-	-	
<input type="checkbox"/> Bourbaki, Maria	12h 13m	03/20/2020 6:00 AM	03/19/2020	03/19/2020 37m 48s	<div><div></div></div> 35 ± 3 %	3	-	-	
<input type="checkbox"/> Bush, Ken R.	7h 30m	03/20/2020 6:00 AM	03/19/2020	03/19/2020 40m 3s	<div><div></div></div> 50 %	0	-	-	
<input type="checkbox"/> Carter, Jennifer L.	8h 48m	03/20/2020 6:00 AM	03/19/2020	03/19/2020 34m 8s	<div><div></div></div> 56 ± 3 %	3	-	-	
<input type="checkbox"/> Cauchy, Jane E.	13h 11m	03/20/2020 6:00 AM	03/18/2020	03/18/2020 37m 25s	<div><div></div></div> 45 ± 7 %	6	-	-	

# Reports: Time and Topic

1. Click on Reports
2. Select Time and Topic

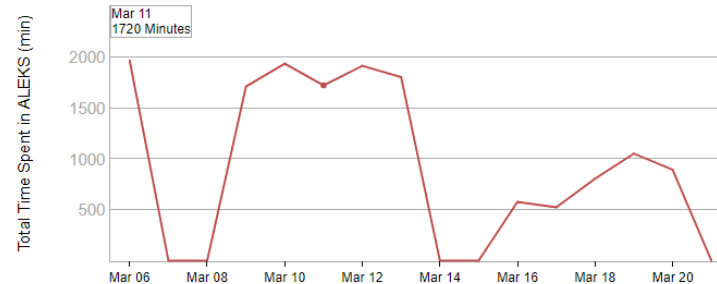
The ALEKS Time and Topic Report provides the teacher with the total time spent in ALEKS per class. Teachers are able to change the Date Range and view by day, week, or month.

Math 101 / Mathematics - LV 3 (with QuickTables) - Time and Topic Report

Report from 03/06/2020 to 03/20/2020 [\(Change Date Range\)](#)

Graph:

Class Total - Time Spent in ALEKS by Day



[Download Excel Spreadsheet](#)

Group Filter:

Scrolling down the page, the teacher will find specific time in ALEKS for each student in class. Selecting a student from the list will provide the teacher with a detailed bar graph on that student. What great data to discuss with students.

All	Name (Login\Student Id)	Total time in ALEKS (hrs)	Last Login	Total Time (for date range)	Fri 03/06	Sat 03/07	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Sun 03/15
1	Bourbaki, Ken A.	14h 00m	03/20/2020	9h 47m (16/51)	1h 30m (1/8)	-	-	1h 25m (1/8)	1h 11m (0/8)	1h 18m (1/7)	1h 29m (0/8)	33m (0/0)	-	-
2	Bourbaki, Maria	12h 13m	03/20/2020	8h 21m (9/44)	1h 12m (1/7)	-	-	58m (2/8)	1h 04m (1/8)	1h 25m (0/7)	1h 31m (0/8)	1h 00m (2/8)	-	-
3	Bourbaki, Ken A.	5h 05m	03/20/2020	31m	31m	-	-	53m	49m	38m	21m	33m	-	-



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# Assignments-1

1. Click on Assignments
2. Select Assignments

Through the assignments section, teachers are able to create various assignments based on the following:

1. Pie Progress Goal
2. Time Goal
3. Topic Goal
4. Homework
5. Test
6. Quiz
7. Scheduled Knowledge Check

To do this, select NEW ASSIGNMENT.

Math 101 / Mathematics - LV 3 (with QuickTables) - Assignment List [View in Calendar](#)

Class Code: XXXXX-XXXXX CLASS TOOLS

**NOTICE**  
Note: As a guest, changes you make will not be saved.

0 Assignments Selected Displaying 5 Assignments

Filter

[+ New Assignment](#) [Select one or more rows to perform an action](#)

	Name	Type	Start	Due	Status	Details	Report
<input type="checkbox"/>	Scheduled Assessment 2	Scheduled Knowledge Check	03/24/2020 8:00 am	03/31/2020 2:56 pm	Upcoming	-	
<input type="checkbox"/>	Scheduled Assessment 1	Scheduled Knowledge Check	03/12/2020 8:00 am	03/19/2020 11:59 pm	Closed	-	
<input type="checkbox"/>	Quiz 2	Quiz	03/06/2020 11:59 pm	03/20/2020 11:59 pm	Open - In Late Submission	15 Questions	
<input type="checkbox"/>	Test 1	Test	03/06/2020 12:00 am	03/20/2020 12:00 am	Closed	15 Questions	
<input type="checkbox"/>	Quiz 1	Quiz	02/29/2020 12:00 am	03/14/2020 12:00 am	Closed	15 Questions	

# Assignments-2

Many teachers find that the most useful sections are Homework, Test, Quiz, and Scheduled Knowledge Check. When creating a Homework, Test, or Quiz, teachers choose the specific topics to include.

Teachers may schedule Knowledge Checks and assign to the whole class or specific students.

1 Assignment Selected

Filter ▾

+ New Assignment Edit Quick Edit Duplicate

Pie Progress Goal

Time Goal

Topic Goal

Homework

Test

Quiz

Scheduled Knowledge Check

Duplicate from Another Class

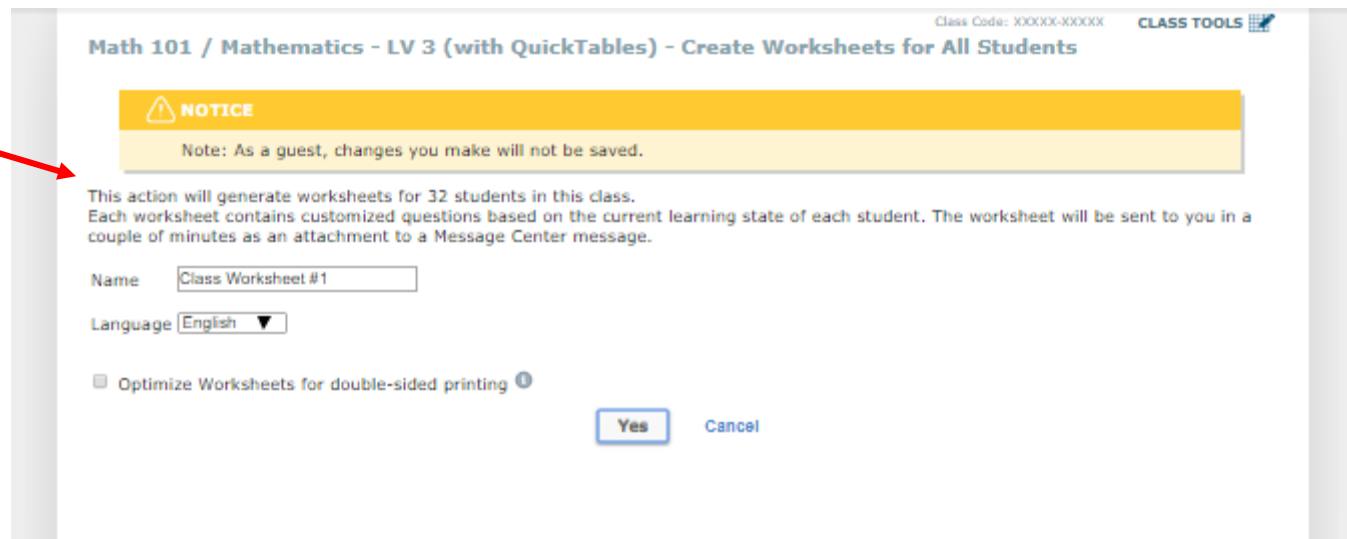
Type	Start ▾	Due
Scheduled Knowledge Check	03/24/2020 8:00 am	03/31/2020 2:56 pm
Scheduled Knowledge Check	03/12/2020 8:00 am	03/19/2020 11:59 pm
Quiz	03/06/2020 11:59 pm	03/20/2020 11:59 pm
Test	03/06/2020 12:00 am	03/20/2020 12:00 am
Quiz	02/29/2020 12:00 am	03/14/2020 12:00 am

Quiz 1

# Assignments-3

1. Click on Assignments
2. Select Worksheets

Teachers can generate worksheets based on the current Learning State of each student. These worksheets are generated by the ALEKS program.



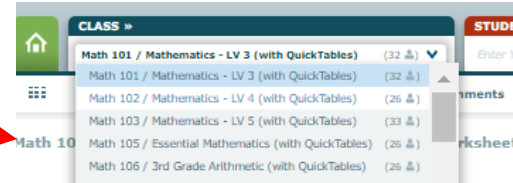
The screenshot shows the 'Math 101 / Mathematics - LV 3 (with QuickTables) - Create Worksheets for All Students' interface. At the top right, it displays 'Class Code: XXXXX-XXXXX' and a 'CLASS TOOLS' link. A prominent yellow 'NOTICE' box with a warning icon contains the text: 'Note: As a guest, changes you make will not be saved.' Below this, a message states: 'This action will generate worksheets for 32 students in this class. Each worksheet contains customized questions based on the current learning state of each student. The worksheet will be sent to you in a couple of minutes as an attachment to a Message Center message.' The form includes a 'Name' field with 'Class Worksheet #1', a 'Language' dropdown menu set to 'English', and a checkbox for 'Optimize Worksheets for double-sided printing' which is currently unchecked. At the bottom right, there are 'Yes' and 'Cancel' buttons.



# Adding Subclasses-1

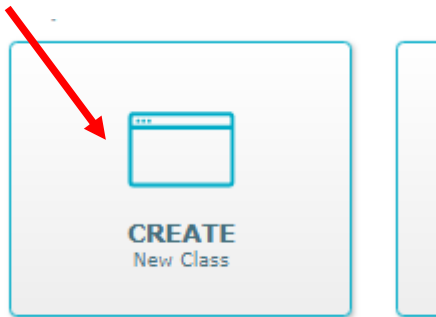
Adding Subclasses is a great way to place students in more advanced classes, as well as RTI courses. In order to do so, follow the step-by-step instructions below.

1. Choose a class to work with.



2. Open Class Administration and select NEW CLASS

3. Choose CREATE NEW CLASS



4. Select the course product for the new class.

A screenshot of a web application showing a form titled 'Class Information'. The form has several fields: 'Course product' (a dropdown menu with 'Middle School Math Course 1 / LV 6' selected), 'Grade' (a text input field with '0' entered), 'Name' (a text input field with '5 Math' entered), 'Section' (a text input field with 'Enter a period name, i.e. MW 10-12:30' entered), 'Start Date' (a date picker with '08/08/2019' selected), and 'End Date' (a date picker with '05/21/2020' selected). A red arrow points from the fourth step of the instructions to the 'Course product' dropdown menu.

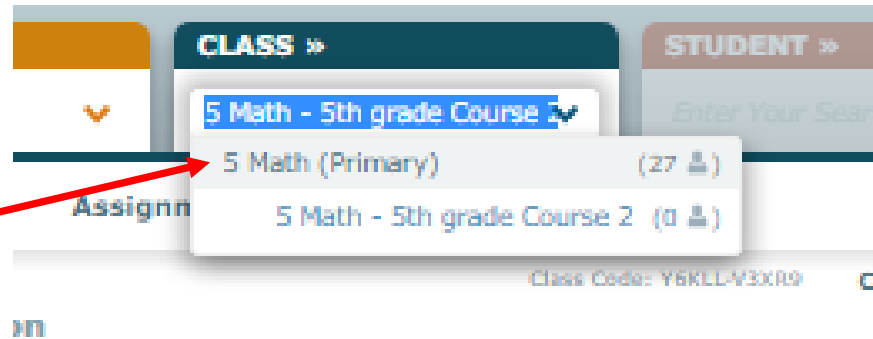
5. Create a section name.

6. Scroll to the bottom of the page and select CREATE CLASS.

A screenshot of a web application showing a section titled 'Incoming Students from Compatible ALEKS Classes'. The section has a heading 'Select an option for students moving between compatible ALEKS classes' and two radio button options. The first option is 'Carry Over Progress - Student progress gets carried over to the new class', which is selected. It has two sub-options: 'Calculate student Objective grades based on progress in the previous class' and 'Require a Comprehensive Knowledge Check'. The second option is 'New Initial Knowledge Check - Students are given an Initial Knowledge Check. No progress carries over'. A red arrow points from the sixth step of the instructions to the bottom of the page, where the 'CREATE CLASS' button is located.

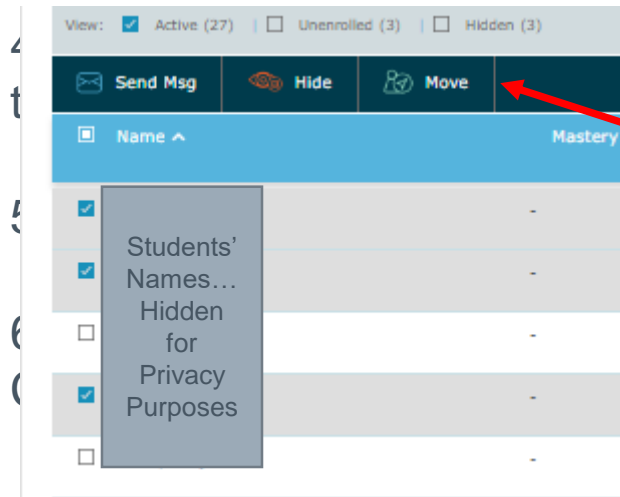
# Adding Subclasses-2

7. Go back to your classes and choose the class you're adding another course to. This class should say **PRIMARY** and select.



8. Under Class Administration, select CLASS ROSTER.

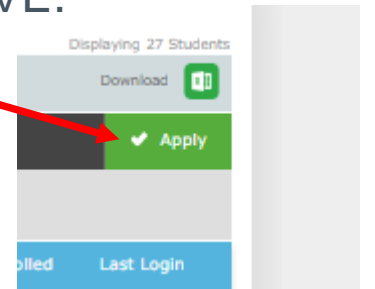
9. Select the students you would like to move into this new course.



or

10. Click on MOVE.

11. And APPLY



## *Questions?*

**Polly Kimminau**

District Math Coordinator

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520-696-5171

## **Additional Resources and Helpful Links**

**ALEKS Course standards**

[https://www.aleks.com/about\\_aleks/course\\_products?cmscache=detailed&detailed=gk12elem4\\_gr5m#k12\\_elem](https://www.aleks.com/about_aleks/course_products?cmscache=detailed&detailed=gk12elem4_gr5m#k12_elem)

**Teacher and Student User Guides**

[https://www.aleks.com/k12/user\\_guides](https://www.aleks.com/k12/user_guides)

**Webinars**

[https://www.aleks.com/k12/training\\_center](https://www.aleks.com/k12/training_center)