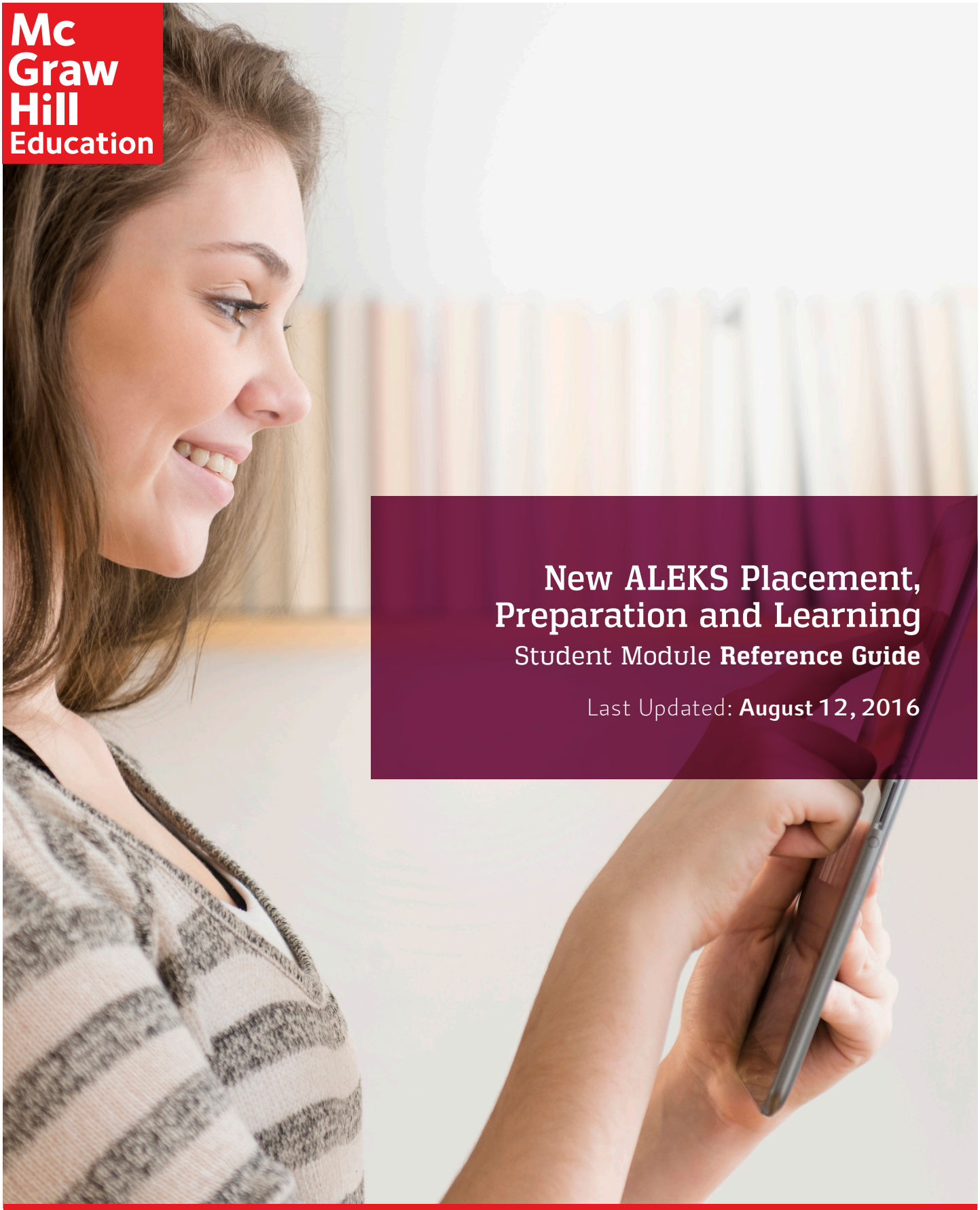

Mc Graw Hill Education

New ALEKS Placement, Preparation and Learning

Student Module **Reference Guide**

Last Updated: **August 12, 2016**

Because learning changes everything.™

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INTRODUCTION

The Placement, Preparation and Learning (PPL) new ALEKS Student Module is available to all Higher Education students for the ALEKS Placement Assessment course product. The new Student Module will accurately assess, prepare, and place students into mathematics courses where they are most likely to succeed. The new Student Module provides an adaptive learning environment focused on guidance, transparency, engagement, and motivation. Students will always know exactly what they should be working on in ALEKS.

This Reference Guide provides an overview of the new Student Module and its features, including how to find each feature. This document is written for PPL administrators and can be used to help students get started in ALEKS.

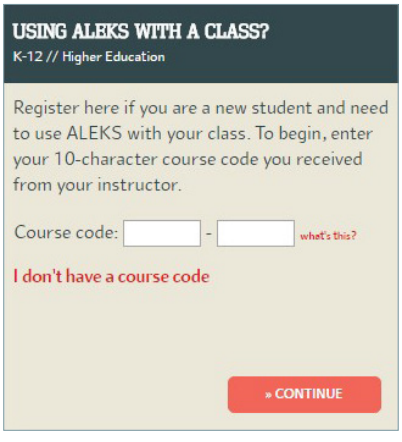
The new Student Module is optimized for desktops and tablets. Please refer to the ALEKS website for current system requirements: **http://www.aleks.com/support/system_requirements.** ALEKS is accessible to visually-impaired students using an assistive listening system (screen reader technology) for Higher Education Math Placement Assessment. Students will need the following system requirements: Microsoft Windows 7+, JAWS 17, and Firefox 25. For additional questions, please contact ALEKS Customer Support at **http://support.aleks.com**.

REGISTRATION

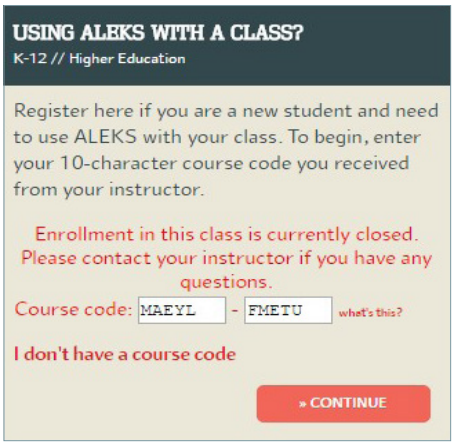
To enroll into a placement cohort, students go to **www.aleks.com** and select SIGN UP NOW!

Students enter the 10-character course code for their placement cohort in the space provided; this information is given to students by the institution.

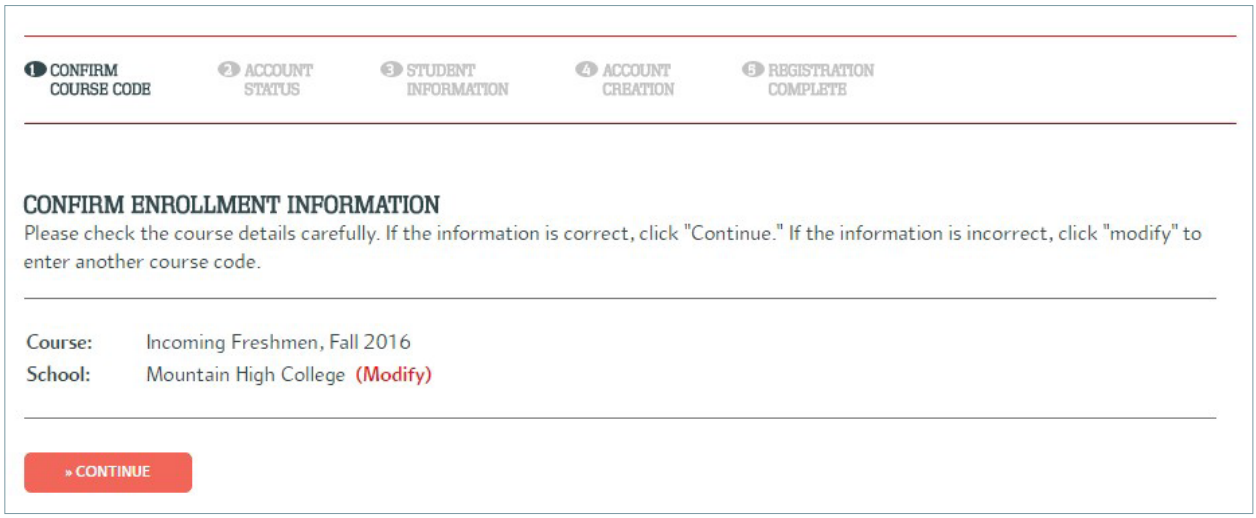
Note: Students who are using Single Sign On (SSO) to access ALEKS do not register for their PPL Cohort with a class code. SSO students can skip to the First Time Use Experience section.



Note: If students try to enter the course code before the start date of the cohort, they will see a message that says enrollment is closed and they should contact their instructor.

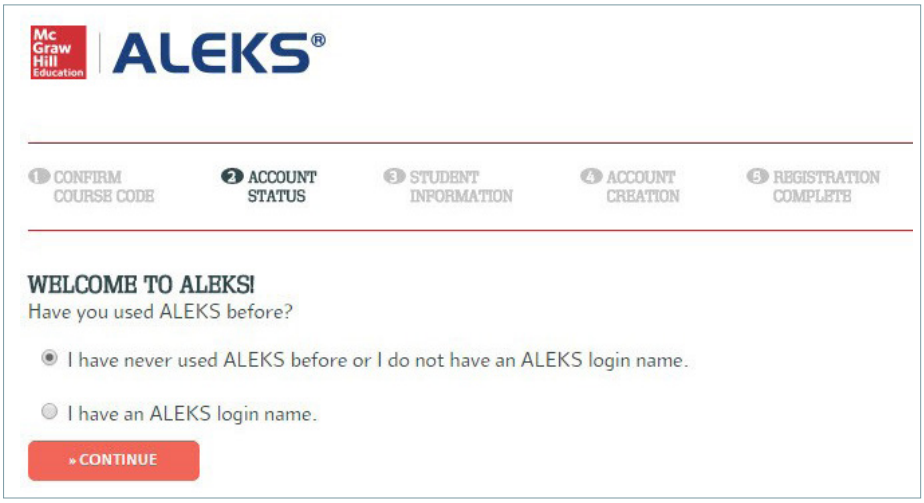


After entering a valid course code, students verify the placement cohort information.



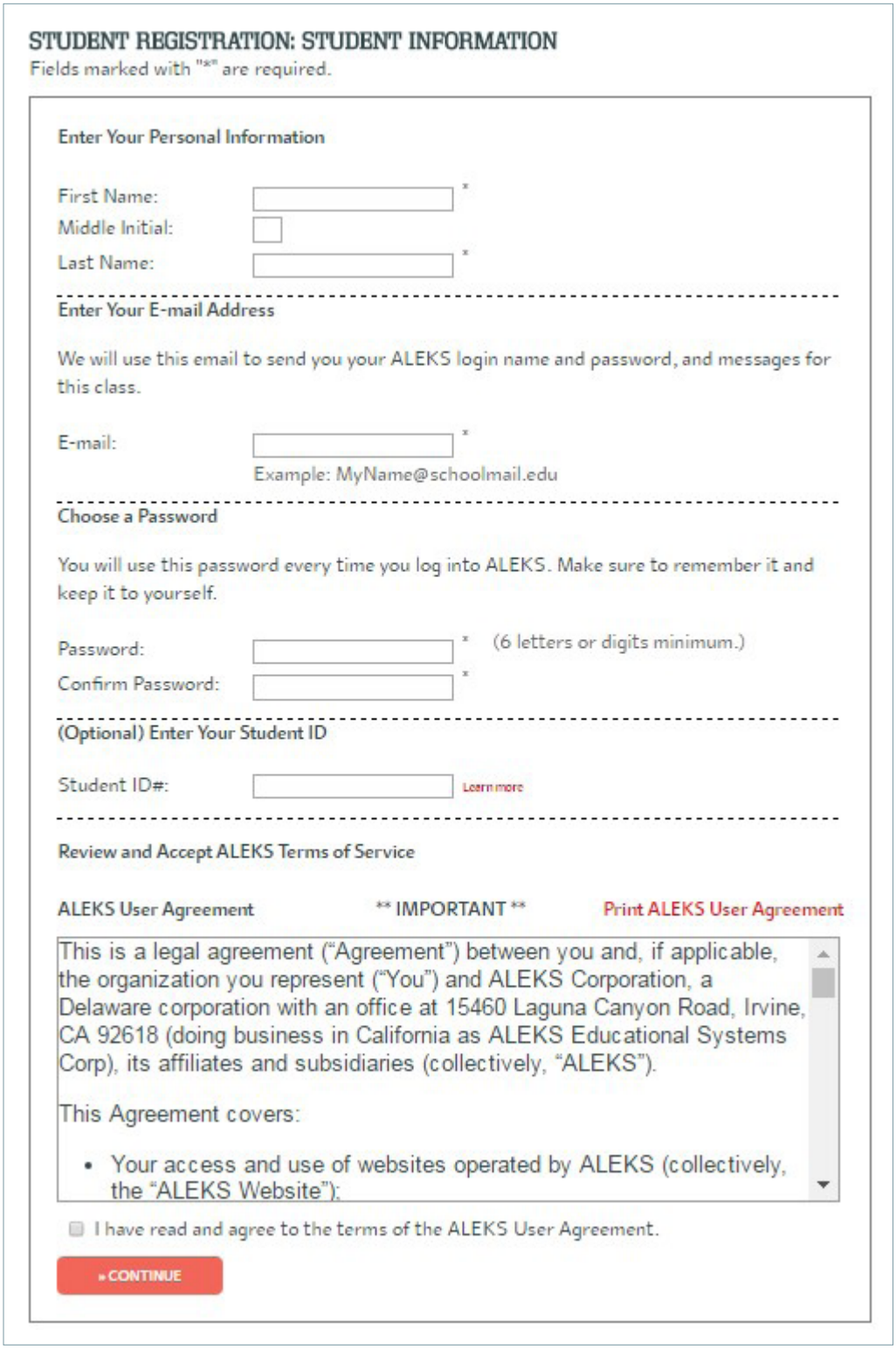
Students arrive at the following page and will be asked to make a selection from the two options below. Select a link to follow the applicable registration workflow.

- **I have never used ALEKS before or I do not have an ALEKS login name:** Selecting this option will take students through the new student registration flow.
- **I have an ALEKS login name:** Selecting this option will allow students to enter an existing ALEKS account.

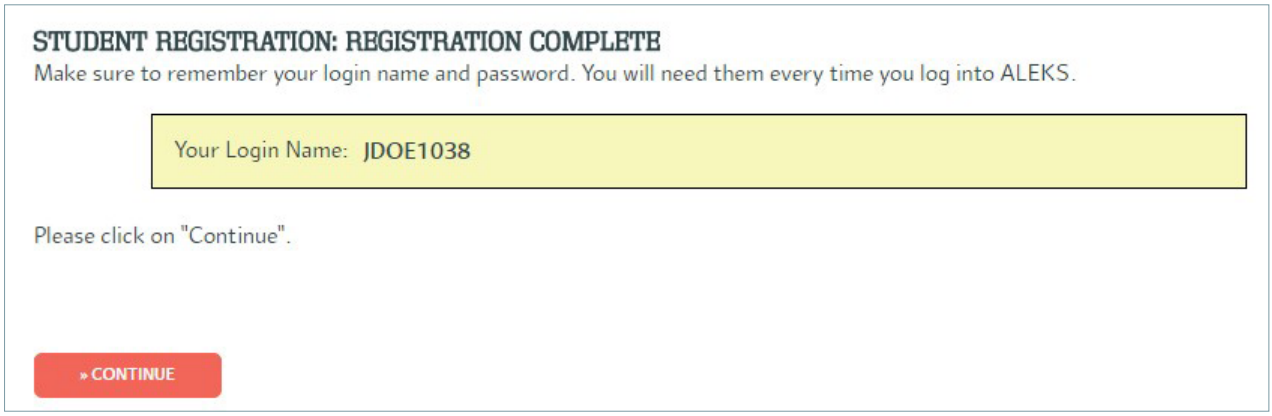


First Option: I Have Never Used ALEKS Before or I Do Not Have an ALEKS Login Name

If applicable, the student enters a 20-character access code (if the placement cohort is access code based.) After completing the purchase, the student enters her personal information and then, checks the box "I have read and agree to the terms of the ALEKS User Agreement".



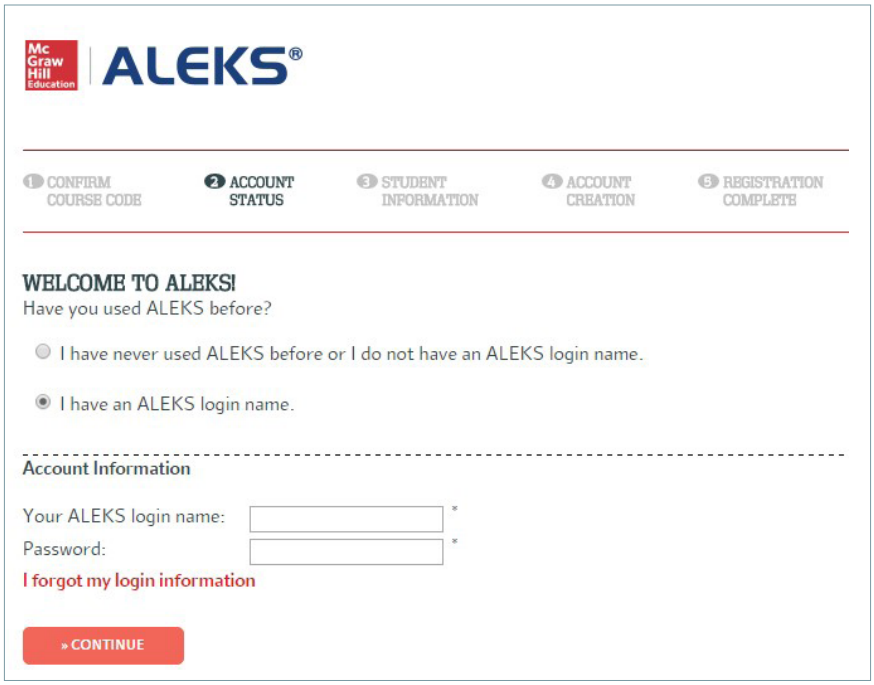
The student sees a confirmation message with her ALEKS login name. A welcome email will be sent to the student with the student's ALEKS login name and password. See the Email section for an example.



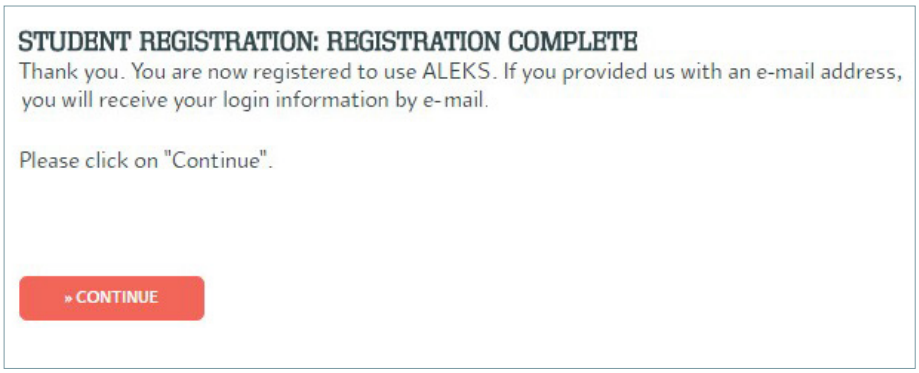
After the student is logged into ALEKS, he or she is taken through to the ALEKS Placement, Preparation and Learning **First Time Use Experience.**

Second Option: I Have an ALEKS Login Name

If the student already has an existing ALEKS account, selecting the "I have an ALEKS login name" option will expand the box and allow the student to enter her ALEKS login name and password.

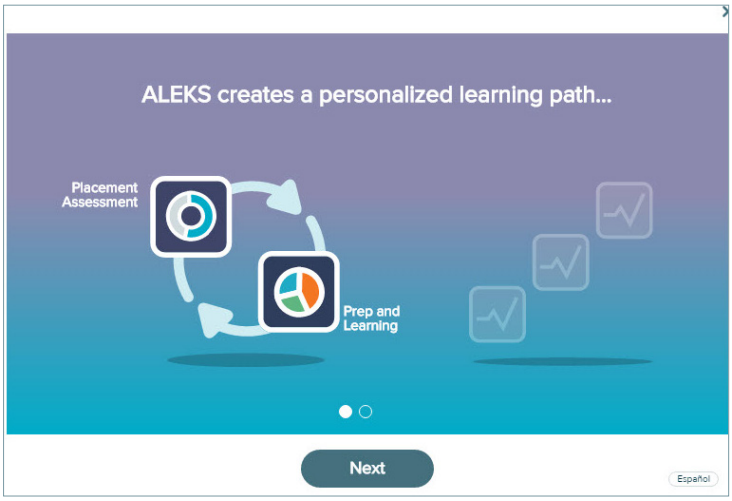


The student will receive a registration complete confirmation message. Then, the student is taken through the **First Time Use Experience** to ALEKS Placement, Preparation and Learning.



FIRST TIME USE EXPERIENCE

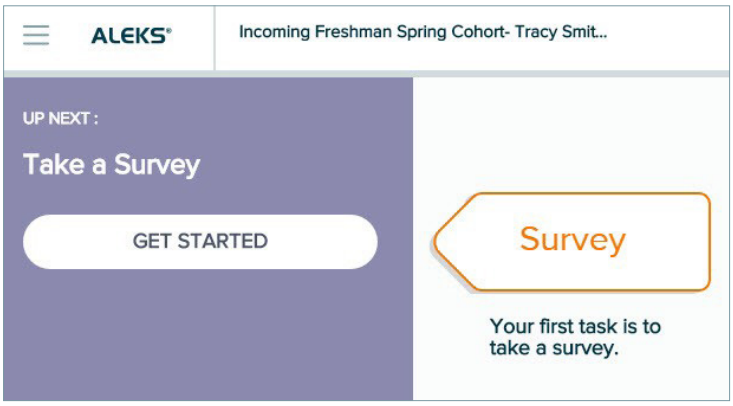
Introduction to ALEKS



After logging into ALEKS for the first time, students go through a first time use experience consisting of animated pages which introduce ALEKS PPL. Students then take a survey, take the ALEKS Tools Tutorial, complete an Initial Placement Assessment and see the results, and finally, explore some features on their personal homepage.

The introduction gives a brief overview about ALEKS and how PPL works. The Espanol toggle appears in the bottom-right corner for students who prefer to view ALEKS in Spanish. Selecting the toggle changes the language from English to Spanish. The toggle appears on the Homepage and most pages of the Student Module. Students can toggle back to English or Spanish at any time.

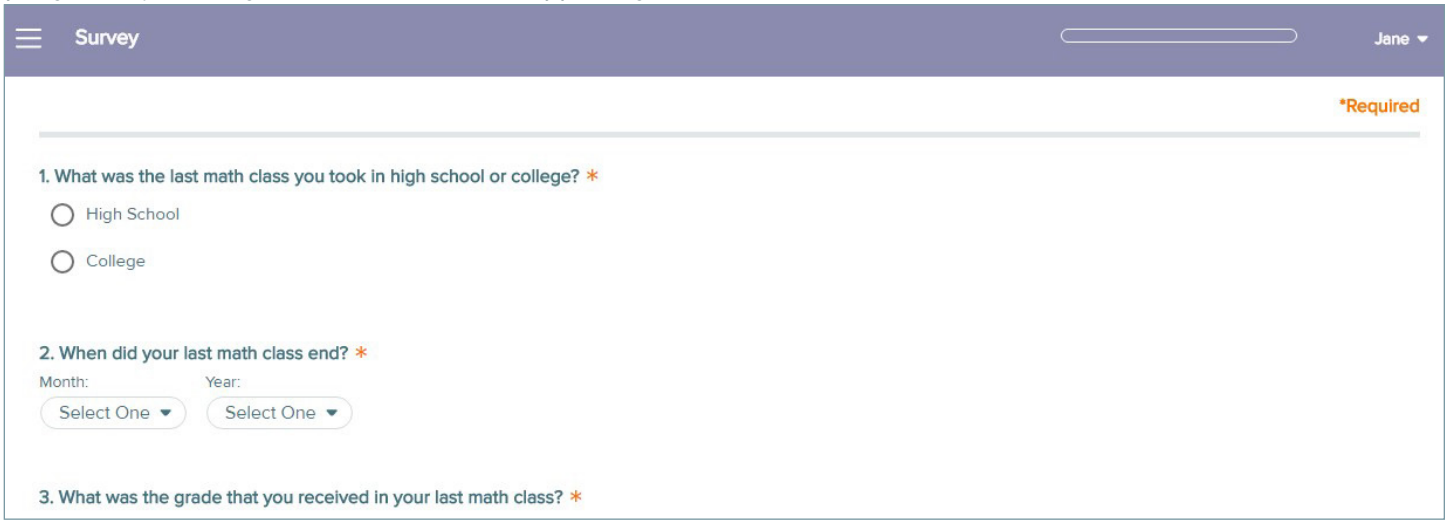
Student Survey



If survey questions were included in the cohort setup, students will be asked to answer them here.

ALEKS offers quick tips when students encounter features for the first time. Quick tips point out important features and how they can be used. They also guide students to what they should work on next. Here is an example of a quick tip that directs the student to take the survey. Selecting **GET STARTED** begins the survey.

Below is an example of the survey questions. As students answer the survey questions, they can see their survey progress by viewing the status bar in the upper-right corner.

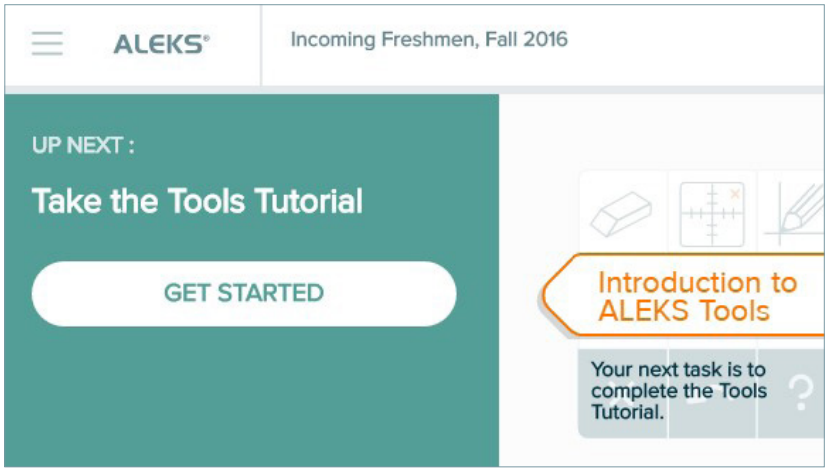


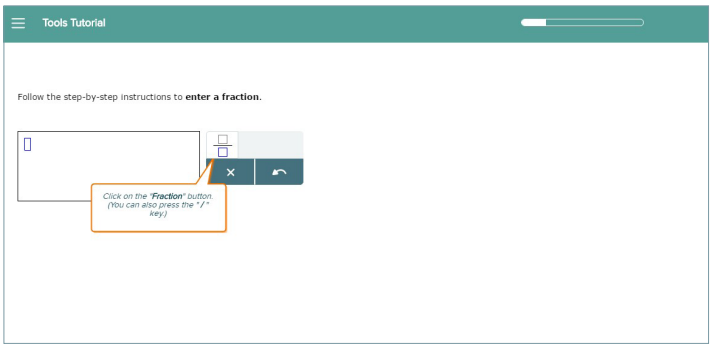
Tools Tutorial

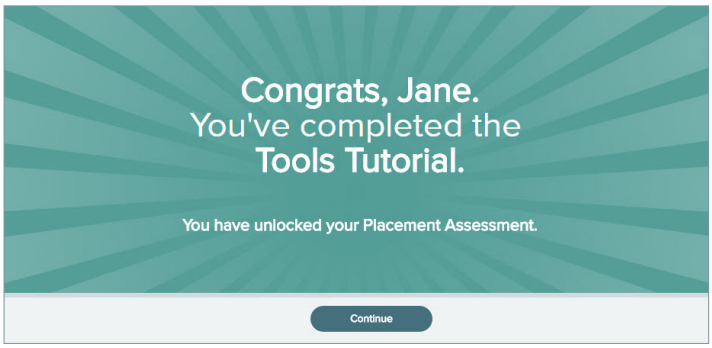
The Tools Tutorial shows students how to enter their answers into ALEKS. Selecting **GET STARTED** begins the Tools Tutorial.

Students can see their progress in the Tools Tutorial by viewing the status bar in the upper-right corner.

After completing the Tools Tutorial, students receive a congratulatory message. Selecting **Continue** brings them back to their homepage and they will be prompted to start their Placement Assessment.

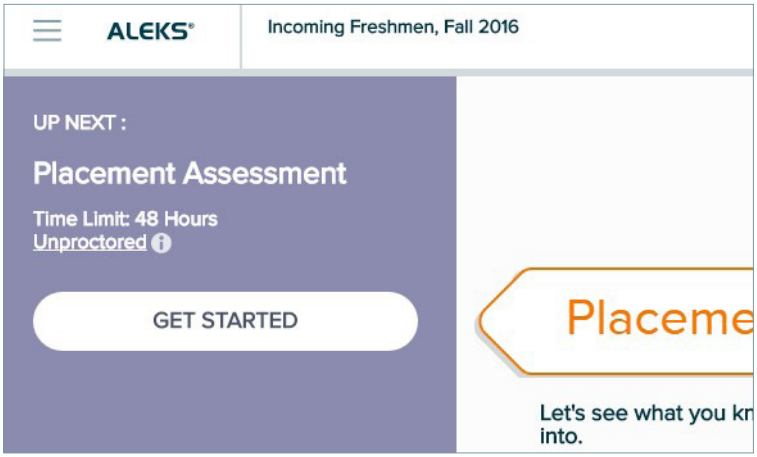






PLACEMENT ASSESSMENT

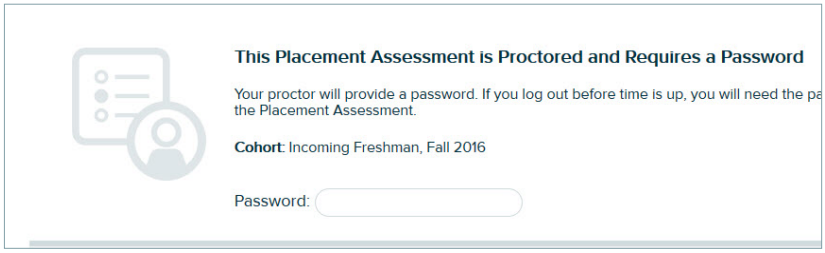
Next, students are directed to take a Placement Assessment so that ALEKS can determine which class the student can place into.



Unproctored Placement Assessments

Placement Assessments by default are designed as unproctored, which allow students to take an assessment without a proctor present to administer it. Selecting **GET STARTED** begins the Placement Assessment.

Proctored (Password Protected) Placement Assessments

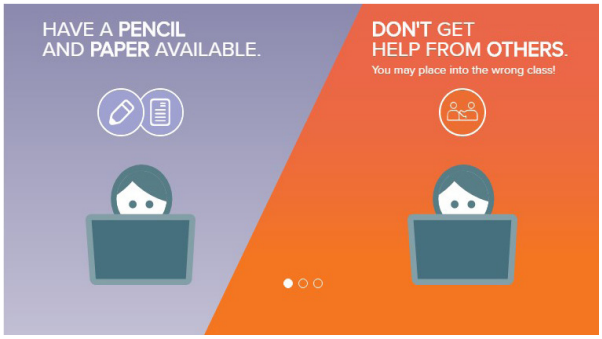


Proctored Placement Assessments require a password before students can begin the assessment. After selecting **GET STARTED,** a password must be entered by the proctor responsible for administering the assessment. The password that was set up for proctored assessments unlocks the Placement Assessment and allows students to begin.

Note: If students log out during the Placement Assessment, a password will be required to start the assessment again.

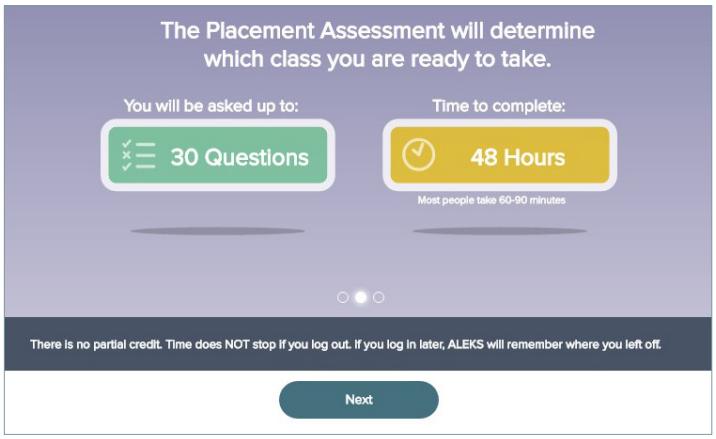
Placement Assessment Introduction

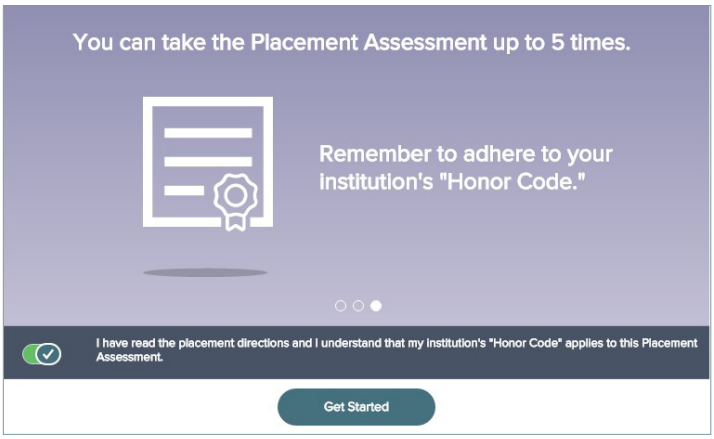
To prepare students for their Placement Assessment, they are presented with several animated introduction pages that give them tips on how to take the Placement Assessment.



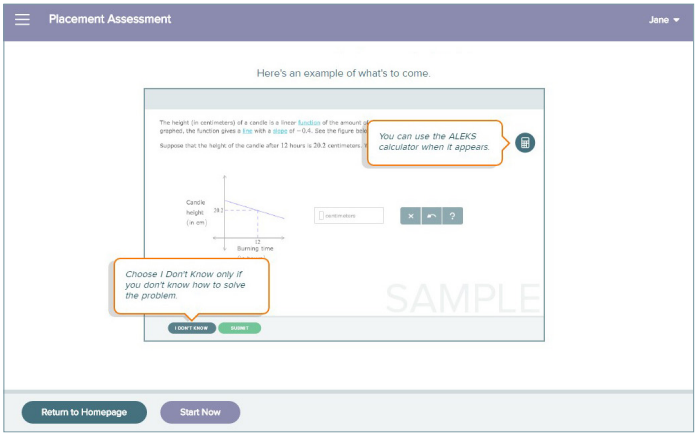
Next, students view a page with a few details about their Placement Assessment. The text on this page is contextual to the placement cohort setup. The information displayed is based on the cohort settings the administrator selected in the ALEKS Administrator Module.

Students are informed of the number of times they can retake the Placement Assessment, if any. After agreeing to their institution's honor code, they select **Get Started** to begin the Placement Assessment.





Next, students see a sample problem in the Placement Assessment with quick tips to describe how to use the I DON'T KNOW and the calculator button (when available) on the page. Selecting **Start Now** begins the Placement Assessment.

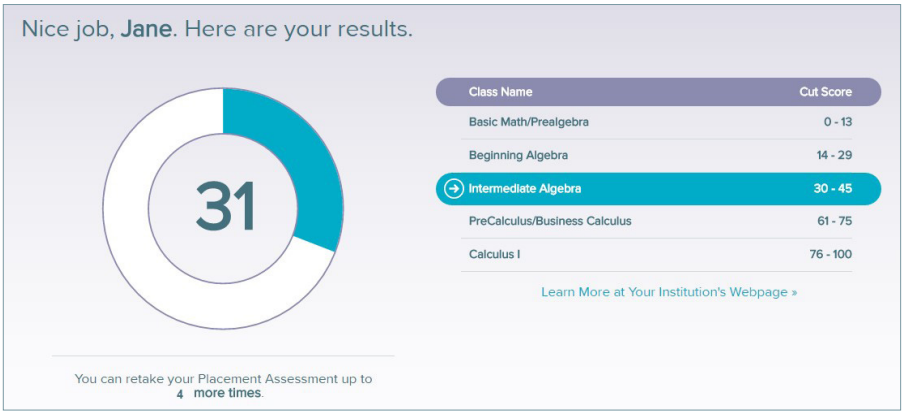


Example of a Problem in the Placement Assessment

During the Placement Assessment, students can see their progress by viewing the status bar in the upper-right corner. They can also see the time remaining on the assessment, if applicable.

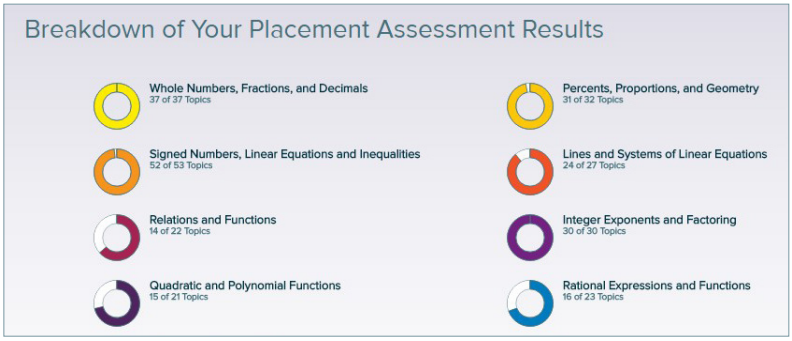
Post Placement Assessment Results

Upon completion of the Placement Assessment, students see their results. The text on this page is contextual to the student's performance. The information displayed is based on the cohort settings the administrator selected in the ALEKS Administrator Module upon setup (e.g., administrator entered cut scores, administrator included a link to the institution's placement webpage, etc.). In this example, the student is able to see what class he or she placed into, view cut score information, and the number of times that the Placement Assessment can be retaken.



Placement Assessment Results Breakdown

Next, students view a breakdown of their Placement Assessment Results by topic category, and how they performed in each.



What's Next?

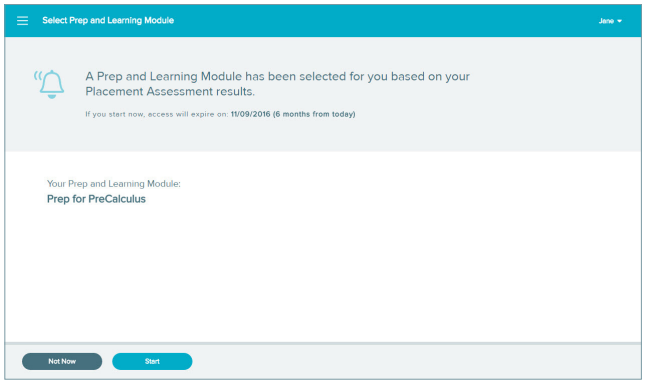
Students view a page to explain that they will be working in a Prep and Learning Module to help practice topics and improve their knowledge. The text on this page is contextual to the student and displays information based on how the student performed (e.g., student placed into the highest cut score, student did not place into the highest cut score, etc.) The Prep and Learning Module will prepare them for their next Placement Assessment and their upcoming class. Students are also informed of the number of times they can retake the Placement Assessment, if any.

PREP AND LEARNING MODULE

Depending on their cohort setup, students will automatically be placed into a Prep and Learning Module based on their Placement Assessment results, or they will have the option to choose the Prep and Learning Module they want to work in. The page students see is based on the cohort settings. Below are examples of both scenarios:

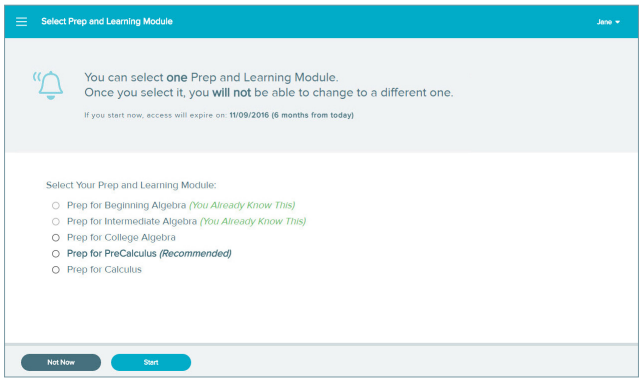
Automatically Assign Students to a Prep and Learning Module Based on Their First Placement Assessment Results (Default Setting)

Students view a page with the name of the Prep and Learning Module they are assigned to, including the date access to the Prep and Learning Module expires. If students choose to begin working now, access to the Prep and Learning Module expires 6 months from the date the student began working in the Prep and Learning Module.



Allow Students to Choose a Prep and Learning Module

Students view a page with the Prep and Learning Modules offered, including the recommended course. Students are allowed to choose the Prep and Learning Module they want to work in by selecting an option. If students choose to begin working now, access to the Prep and Learning Module expires 6 months from the date the student began working in the Prep and Learning Module.

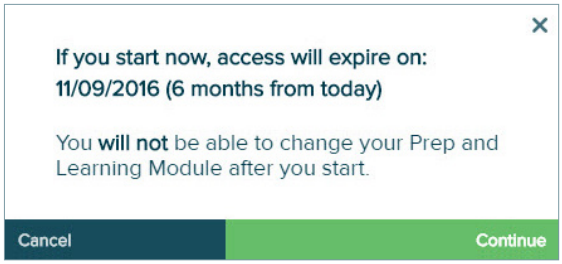


Start Button: Shows the confirmation message below.

Not Now Button: Brings Students to their Homepage.

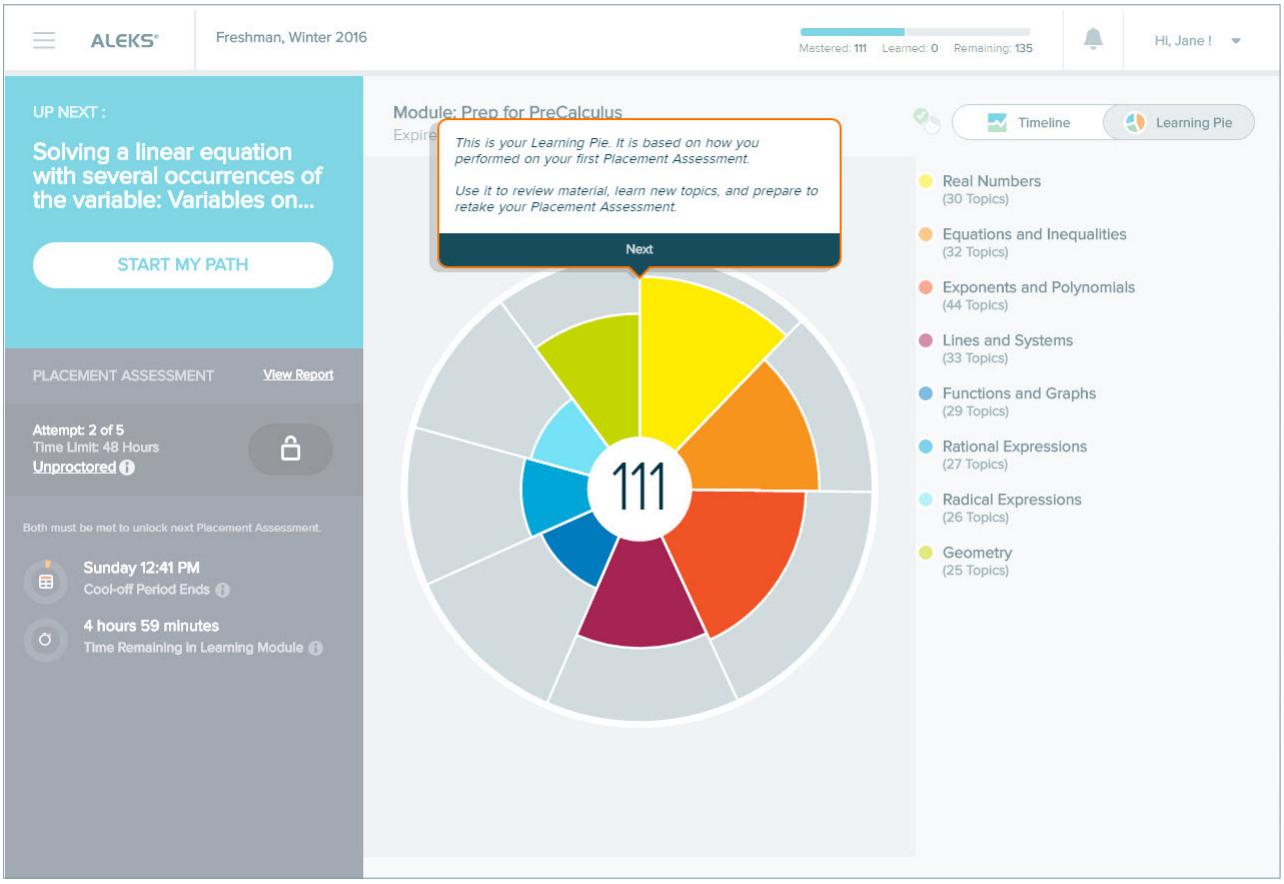
Confirmation Message

Students are reminded that they will not be able to change the Prep and Learning Module after starting.

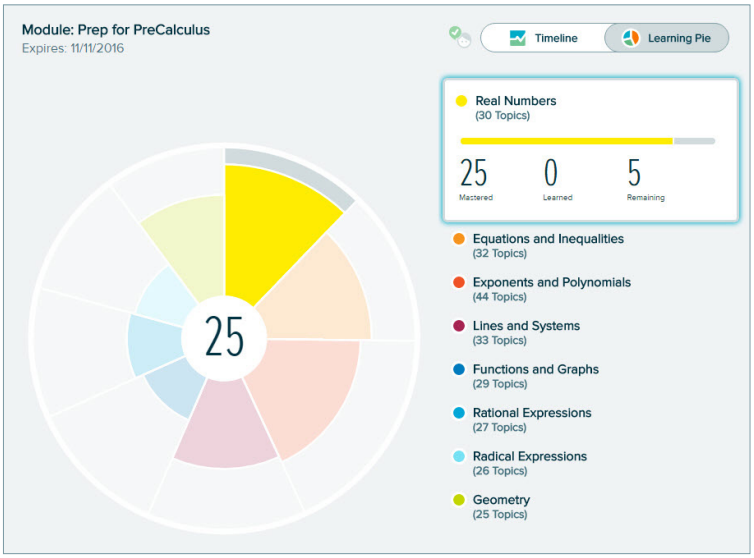


HOMEPAGE

Students transition to their personal homepage. Upon first time use, students see quick tips that point out important features of the homepage, including the ALEKS Learning Pie and how it works. The number in the center of pie represents the total number of topics the student mastered in the Prep and Learning Module based on their Initial Placement Assessment.



Selecting a slice in the Learning Pie opens more information about the slice, including the number of topics Mastered, Learned, and Remaining in each slice.



Key Areas of the Homepage

Below are some key areas of the homepage, and an overview description of each feature. For more details, please select the links to go to the applicable section in this document.

1) **Navigation Menu:** Provides access to important features in ALEKS.

2) **ALEKS Logo:** Returns students to their homepage from any page in the new Student Module.

3) **Cohort Name Display:** Displays the name of the cohort the student is enrolled in.

4) Progress Bar: Displays the number of topics Mastered, Learned and Remaining in real-time.

5) **Notifications:** Students are alerted with real-time notifications such as new messages.

6) **Account Settings:** Displays the student's account settings.

7) **Next Knowledge Check Indicator:** Displays when the next Knowledge Check will occur.

8) **Timeline/Learning Pie:** Students can toggle their view between the timeline to see their progress in the Prep and Learning Module (default view), or the Learning Pie to see their progress within each slice.

9) **Primary Guidance Menu:** Contains the primary call to action, which is working on the learning path. It also contains secondary tasks, such as taking additional Placement Assessments or viewing past assessment results.

10) T**imeline Marker:** Shows where the student is on the timeline.

11) **Timeline Detail:** Students can view their timeline detail and filter their view by week, month, or day.

Header Bar

The header bar area allows access to the Navigation Menu, displays the cohort name that the student is enrolled in, provides real-time cohort progress information, Message Center alerts, and access to the student's account settings.

How to Find It: Located at the top of first-level pages in the New Student Module.

Account Information

Students can access their account settings and log out of ALEKS by selecting their account name in the upper-right corner.

Settings

This page contains the setting to show the English/Spanish toggle on the First Time Use pages, homepage, and most pages of the New Student Module, the student's email address, allows students to change their password, and High Contrast and Grayscale color settings.

How to Find It: Select the account name in the upper-right corner | Select **Settings**

Help

This page contains **ALEKS Keyboard Shortcuts**.

How to Find It: Select the account name in the upper-right corner | Select **Help**

Logout

How to Find It: Select the account name in the upper-right corner | Select **Logout**

Notifications

The header bar displays a counter for real-time notifications and messages from administrators and ALEKS Customer Support. Students are alerted when there is a new notification. A number appears above the bell to show the number of unread notifications. When the bell icon is selected, a box displays a list of chronological notifications with the newest at the top. After viewing the new notification, the number disappears.

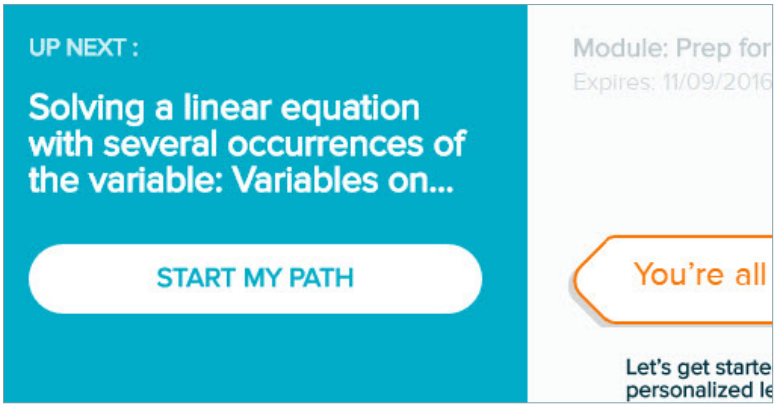
How to Find It: Located in the header bar at the top of first-level pages in the Student Module.

WORKING IN THE PREP AND LEARNING MODULE

The Prep and Learning Module is where students practice Ready to Learn topics, and review previously learned and mastered topics to improve their knowledge. Students can start their individualized learning path from the Primary Guidance Menu by selecting **START MY PATH**.

How to Find It: Go to the Primary Guidance Menu | Select **START MY PATH**

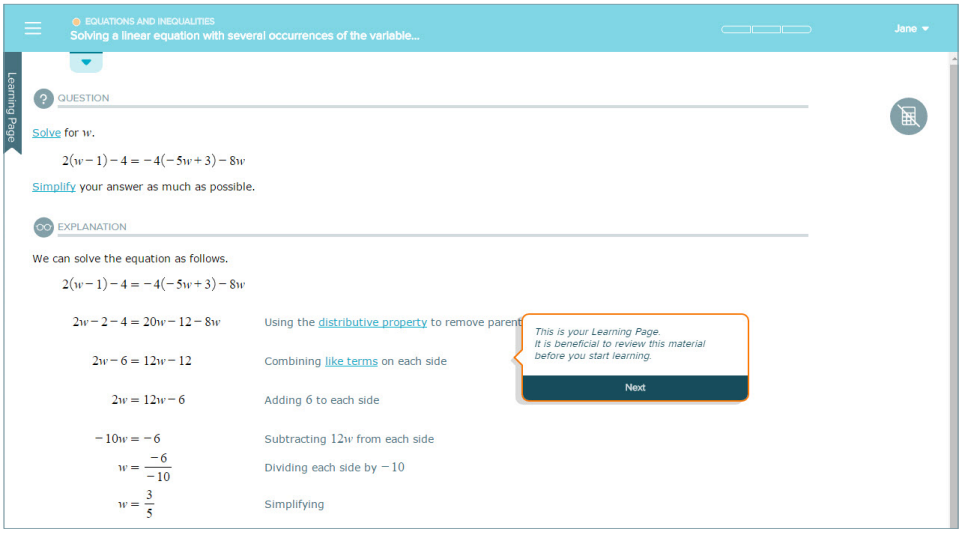
Alternate Navigation Route: Select the Menu in the upper-left corner | Select **Learn**



Learning Page

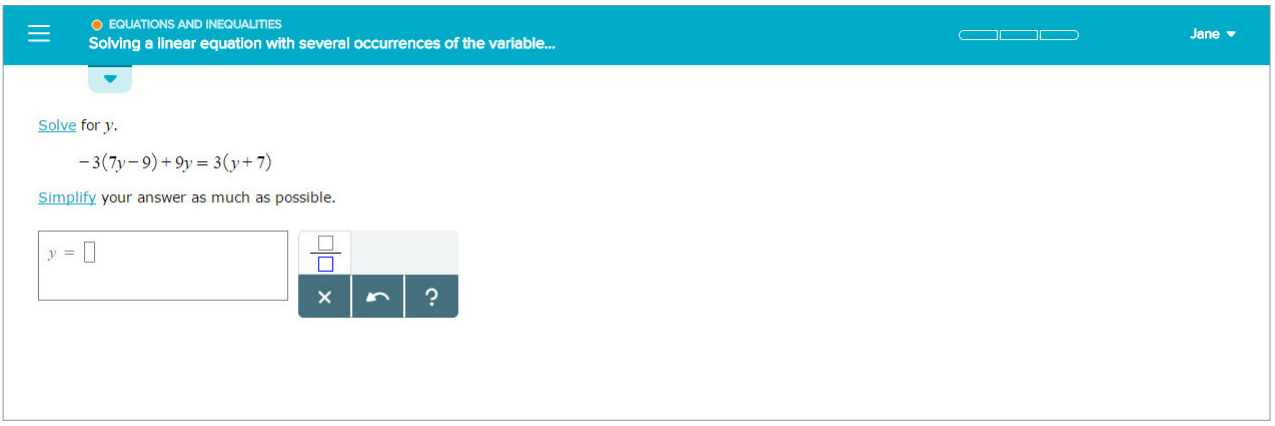
Before starting to work on a topic, students see a learning page that provides an example of the problem and explains how to solve it.

ALEKS offers quick tips when students encounter a Learning Page for the first time. The first problem in the topic begins after selecting **Start**.



Example of a Problem in Learning Mode

Below is an example of a problem in the Prep and Learning Module that points out key areas of the page with a description. For more details, please select on the links to go to the applicable section in this document.

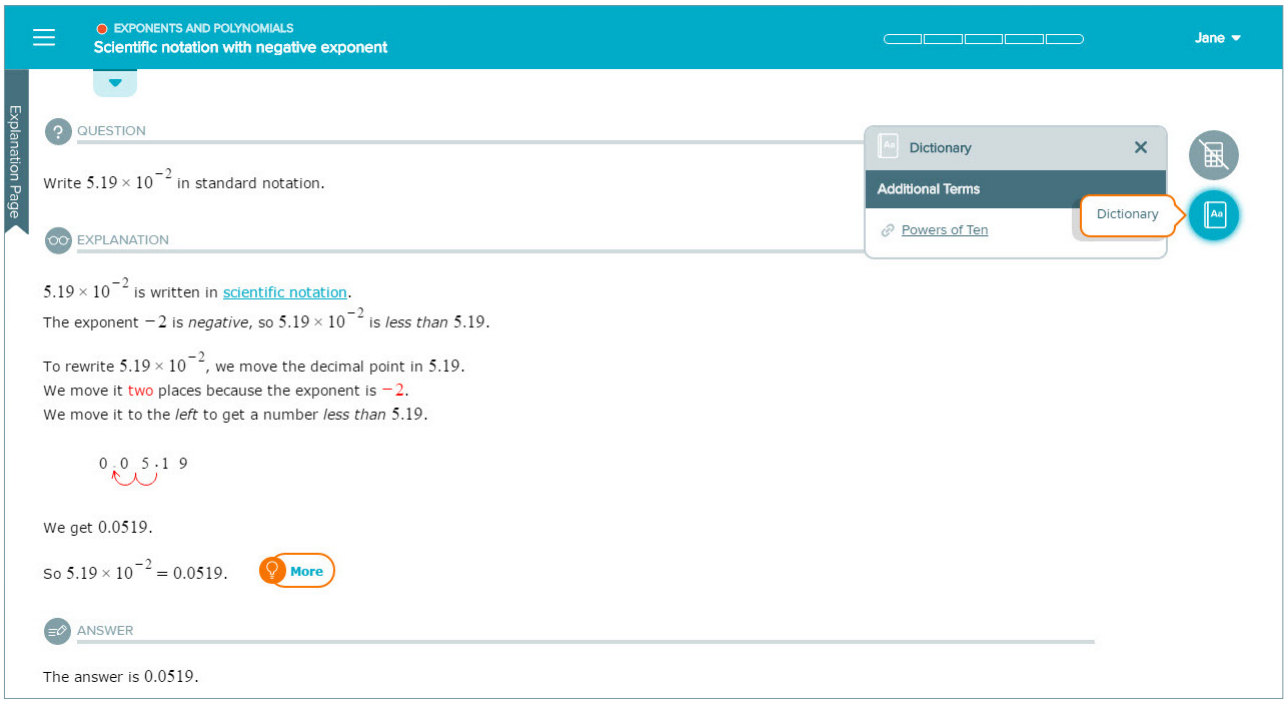


1. **Home**: Returns students to the homepage.
2. **Slice Name**.
3. **Topic Name**.
4. **Topic Carousel Tab**: Opens/closes the Topic Carousel where students can choose other topics to work on.
5. **Underlined Mathematical Terms**: Links to the dictionary. Students can select any term to get a complete definition.
6. **Progress Indicator**: Displays immediate feedback messages and a counter to show how many correct answers students need in a row.
7. **Explanation**: Opens a pop-up with an explanation of how to solve the problem. Using this button does not count against the student's score.
8. **Check**: Checks the answer submitted by the student.

Resources Available on Problem Pages and Explanation Pages

For help on a problem or Explanation Page, students may have access to learning resources (i.e., tools on the right side of the page) such as the ALEKS dictionary or calculator (when available).

Below is an example showing resources available on a problem in the Prep and Learning Module. Selecting an icon opens a pop-up with more details about the resource.



Progress Indicator

When students answer a problem in the Prep and Learning Module, they can immediately see how they performed. The progress indicator in the top-right corner displays messages and a counter to show when problems are answered right or wrong.

How the Progress Indicator Works

Problems are based on a point system. ALEKS considers a topic learned when a student achieves a total of 5 points per topic. The bars in the progress indicator represent how many problems the student needs to answer correctly in a row before the topic is considered learned. The student is then moved on to the next topic in the Topic Carousel. This is helpful for students as they can visually see how close they are to achieving their goal. Students receive one point for each correct answer, and one point subtracted for each incorrect answer. If two problems are answered in a row correctly without using the **Explanation Page**, double credit (2 points) is received. The number of points cannot go below zero.

The progress bars are dynamic and change colors. Bars are shaded in green based on the number of points achieved after a correct answer. The goal is for students to have a fully shaded progress indicator:

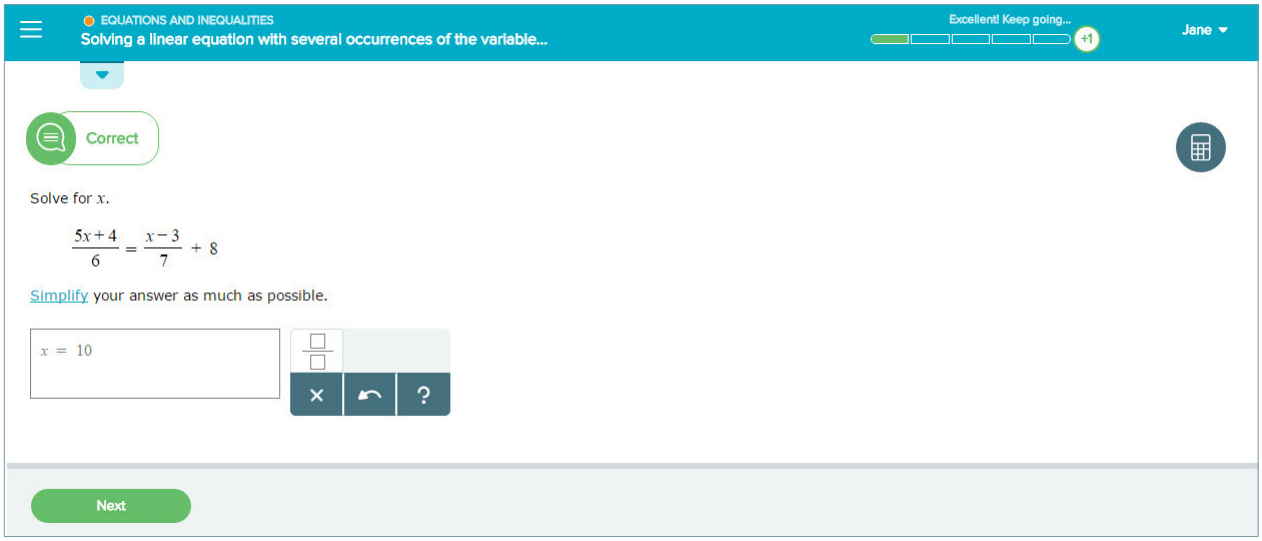
The progress indicator changes in an array of colors and moves from yellow to orange, and finally, to red with each incorrect attempt.

Sometimes students may see that their progress indicator contains three bars instead of five; this is normal. ALEKS adjusts the progress bars based on the student's knowledge of the topic. Below are examples to demonstrate how the progress indicator works.

Example #1: Student Answers an Entire Topic Correctly

1st Attempt The student receives the first problem in the topic. The student answers correctly. The following events occur: The message "**Excellent! Keep going...**" displays by the progress indicator to motivate students

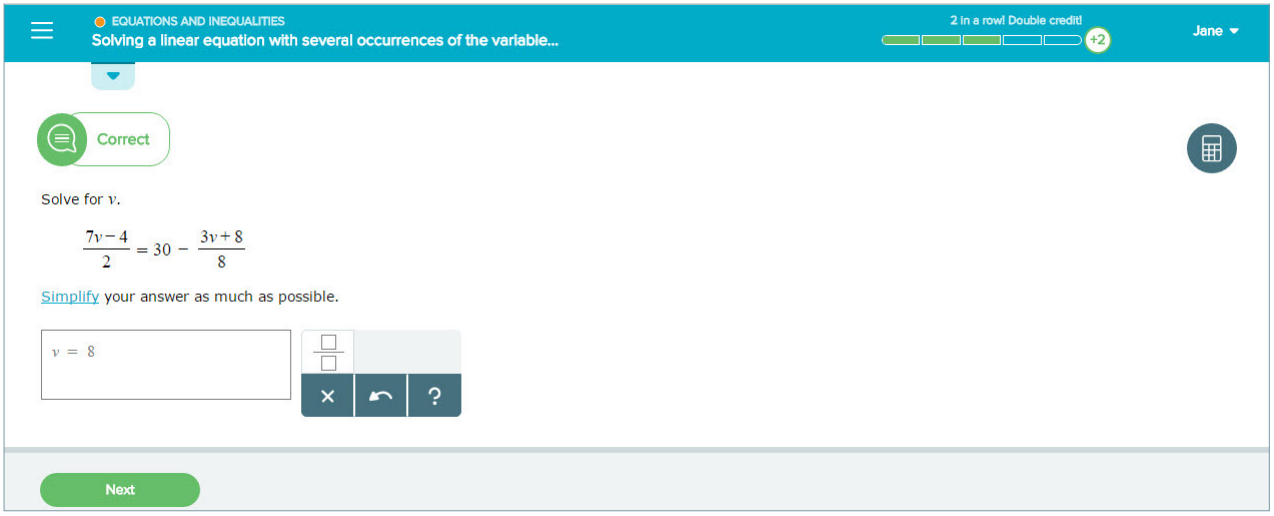
- The first bar on the progress indicator fills in with the color green
- "**+1**" point is displayed by the progress indicator
- "**Correct**" is displayed on the page
- The "**Next**" button moves the student to a new problem in the current topic



2nd Attempt The student answers the problem correctly without selecting Explanation. The following events occur:

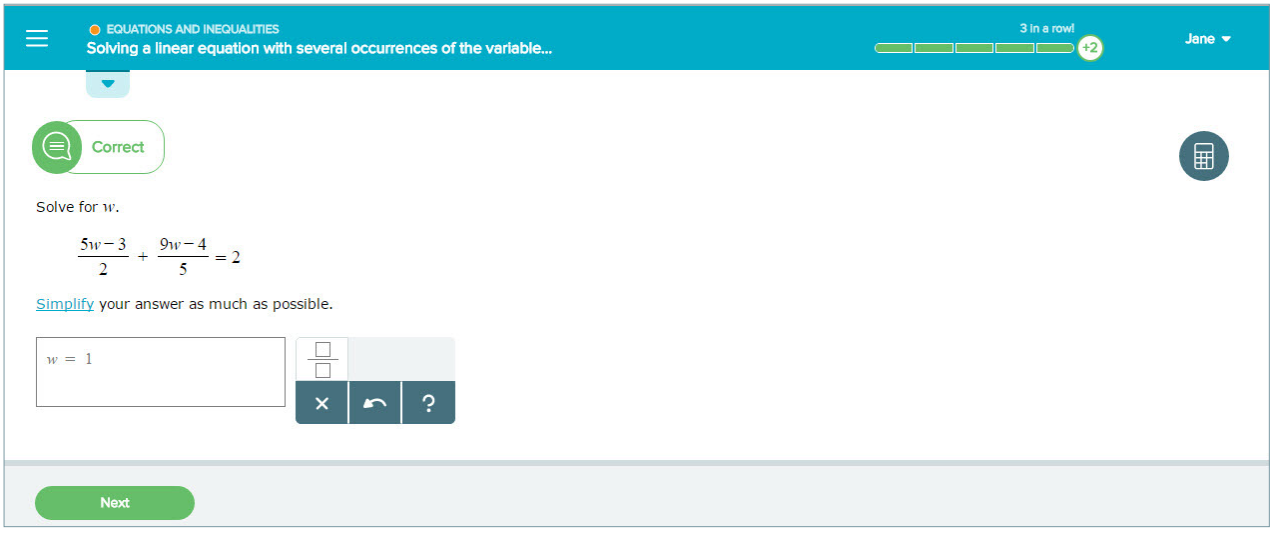
The message "**2 in a row! Double credit!**"displays by the progress indicator to congratulate the student

- The next two bars on the progress indicator fill in with the color green
- "**+2**" points are displayed by the progress indicator
- "**Correct**" is displayed on the page
- The "**Next**" button moves the student to a new problem in the current topic



3rd Attempt On the next problem the student answers correctly. The following events occur:

- The message "**3 in a row!**" displays by the progress indicator to congratulate the student
- The last two bars on the progress indicator fill in with the color green
- "**+2**" points are displayed by the progress indicator
- **Correct** is displayed on the page
- The "**Next**" button student moves the student to the next topic in the Topic Carousel



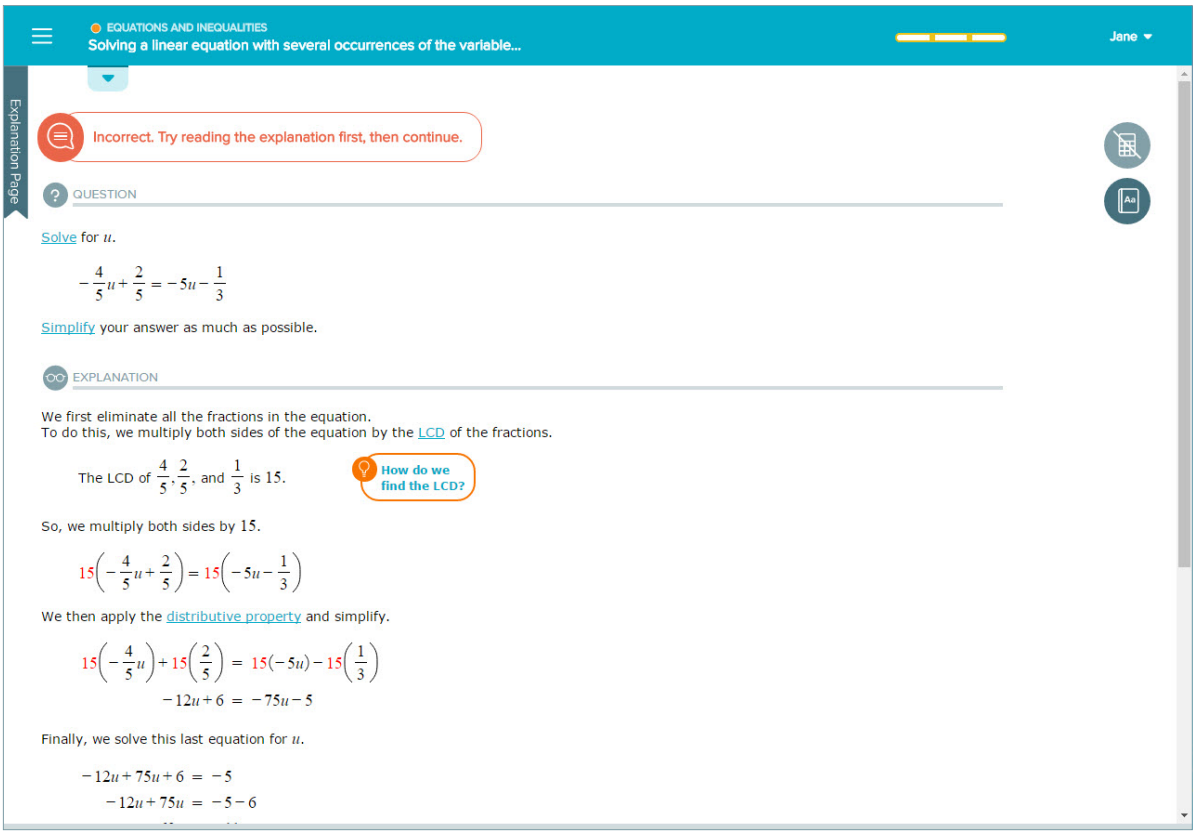
Example #2: Student Answers an Entire Topic Incorrectly

1st Attempt The student receives the problem below and answers incorrectly. The following events occur:

- The message "**Try again…**" displays by the progress indicator
- "**Try Again**" is displayed on the page
- The student has another attempt at the same problem in the current topic
- The "**Check**" button is replaced with "**Re-Check**"

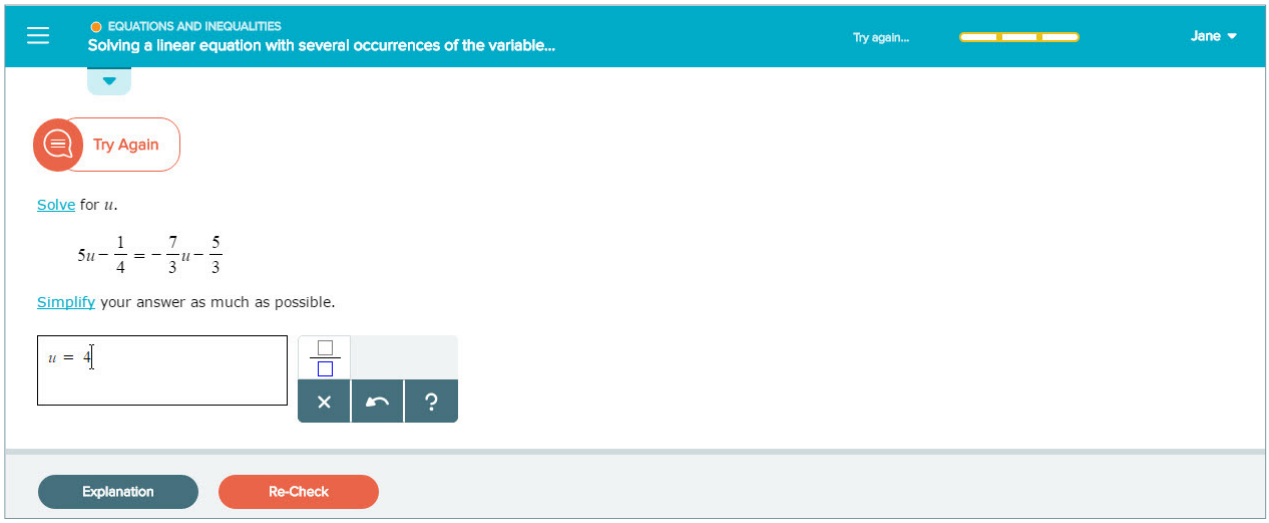
2nd Attempt The student answers incorrectly. The following events occur:

- The progress indicator turns yellow
- "**Incorrect. Try reading the explanation first, then continue**" is displayed on the page
- The Explanation Page for the current problem is shown
- After two missed attempts at the same problem, the "**Continue**" button takes the student to a new instance of the problem in the current topic



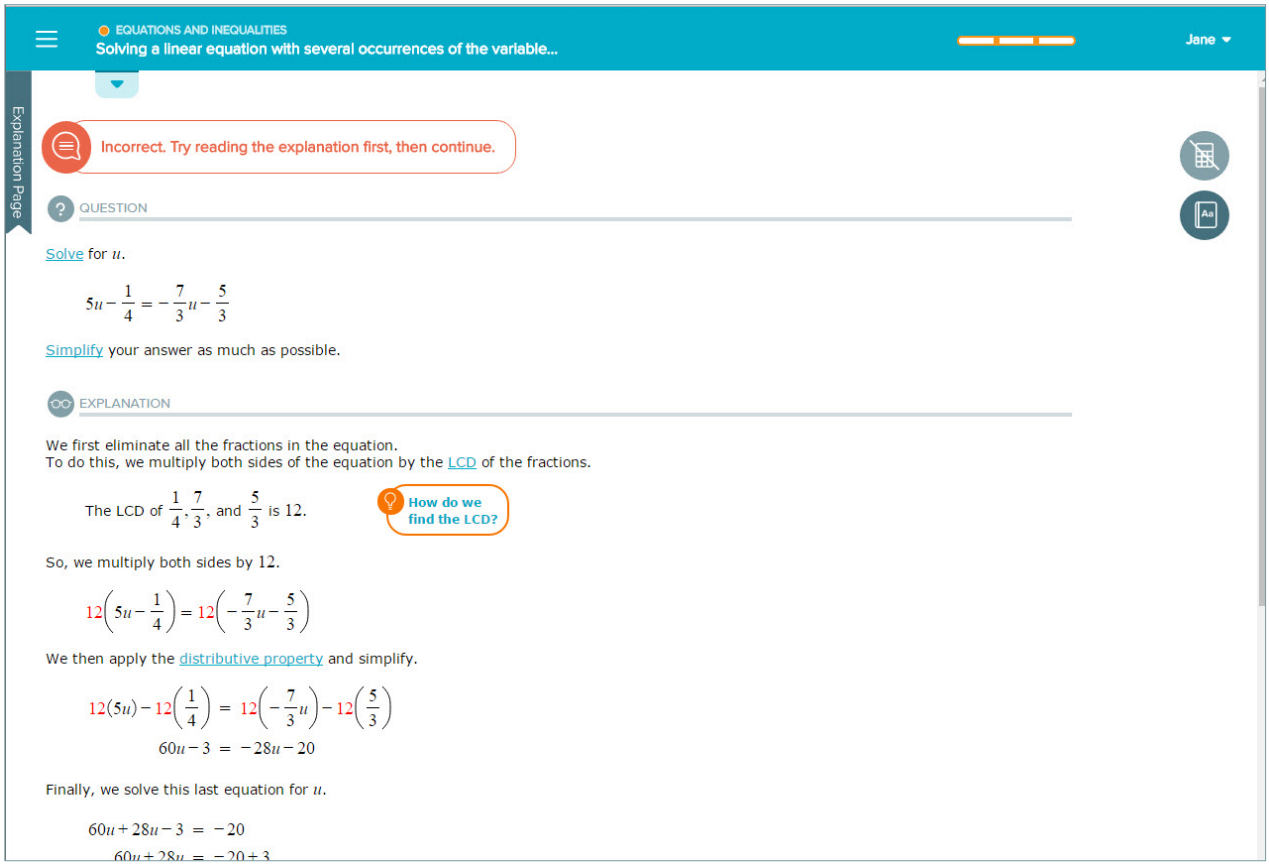
3rd Attempt The student receives a new instance of the problem. The student answers incorrectly. The following events occur:

- The message "**Try again...**" displays by the progress indicator
- "**Try Again**" is displayed on the page
- The student has another attempt at the same problem in the current topic
- The "**Check**" button is replaced with "**Re-Check**"



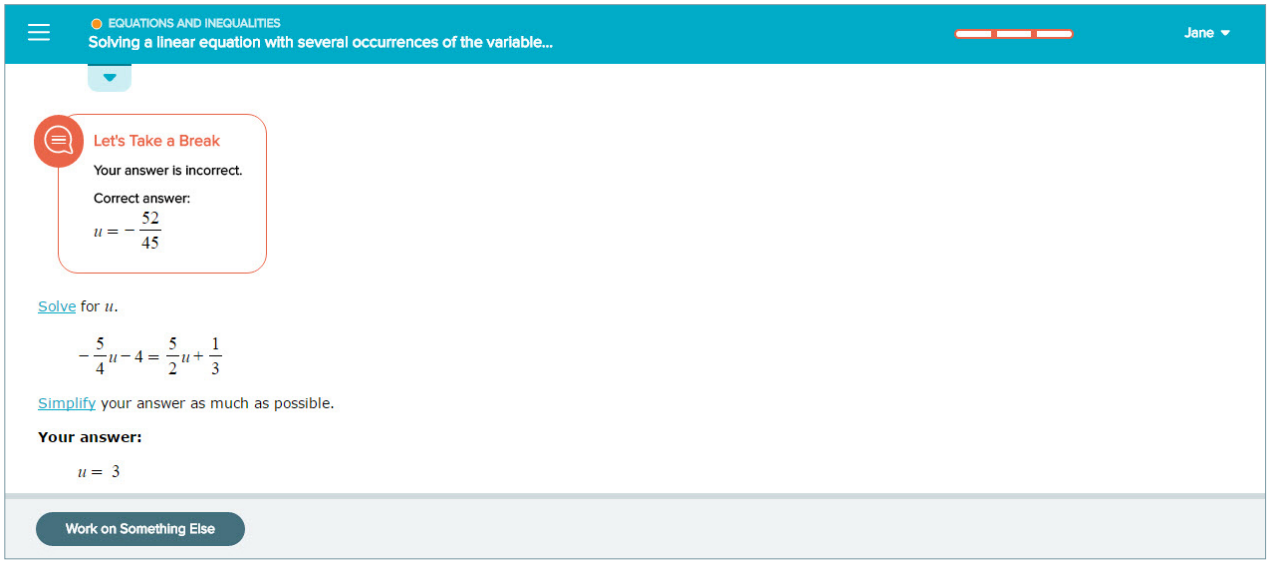
4th Attempt The student answers incorrectly. The following events occur:

- The progress indicator turns orange
- "**Incorrect. Try reading the explanation first, then continue**" is displayed on the page
- The Explanation Page for the current problem is shown
- After two missed attempts at the same problem, the "**Continue**" button takes the student to a new instance of the problem in the current topic



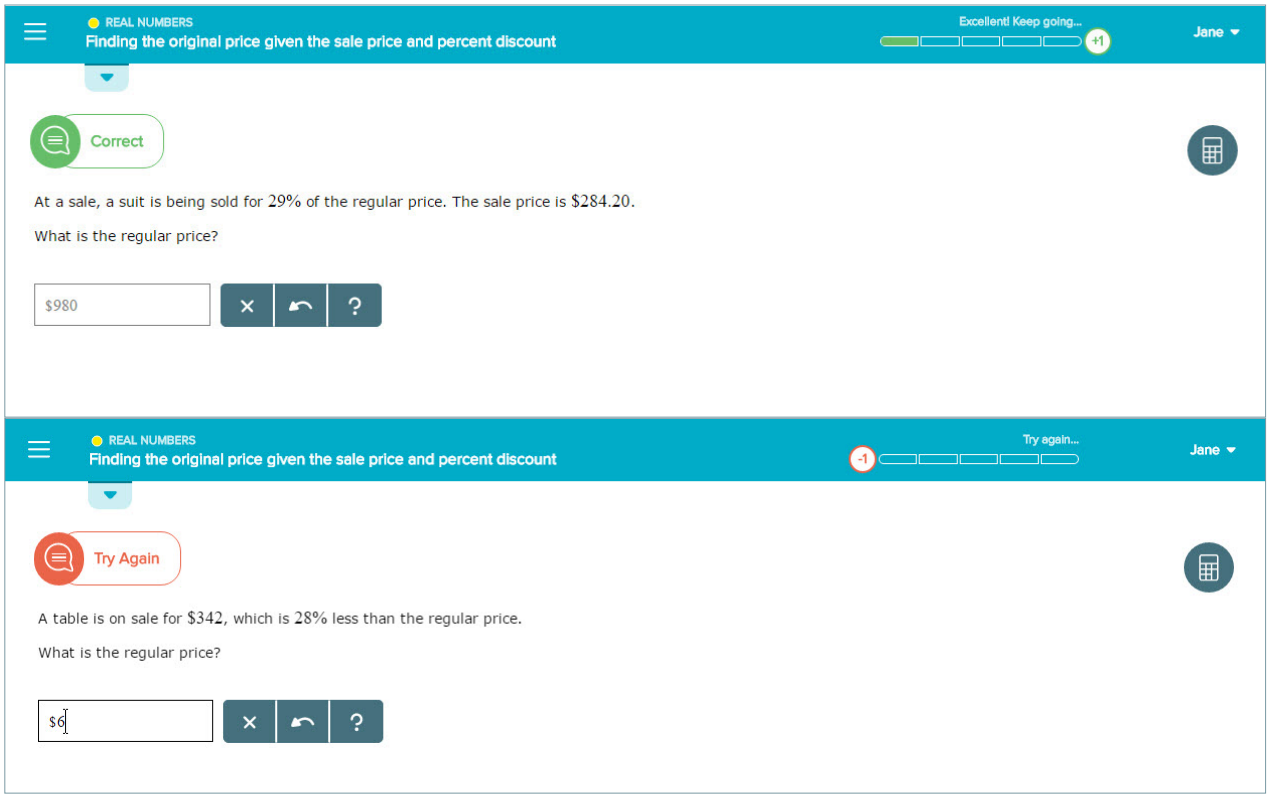
5th Attempt The student receives a new instance of the problem. The student answers incorrectly. The following events occur:

- The progress indicator turns red
- **"Let's Take a Break. Your answer is incorrect."** is displayed on the page
- The correct answer is presented on the page
- The **"Work on Something Else"** button, directs the student to take a break from the current topic he/she is struggling with and try a new one. The current topic is moved to the last card in the Topic Carousel and the student starts on the next topic in the carousel.



Example #3: Student Answers a Topic with a Combination of Correct and Incorrect Answers

Below are examples of the progress indicator when points are added or deducted from the total points received. One point is received for each problem answered correctly. Double credit (2 points) is received when two problems in a row are answered correctly without selecting Explanation. One point is subtracted from the point total when a problem is answered incorrectly.

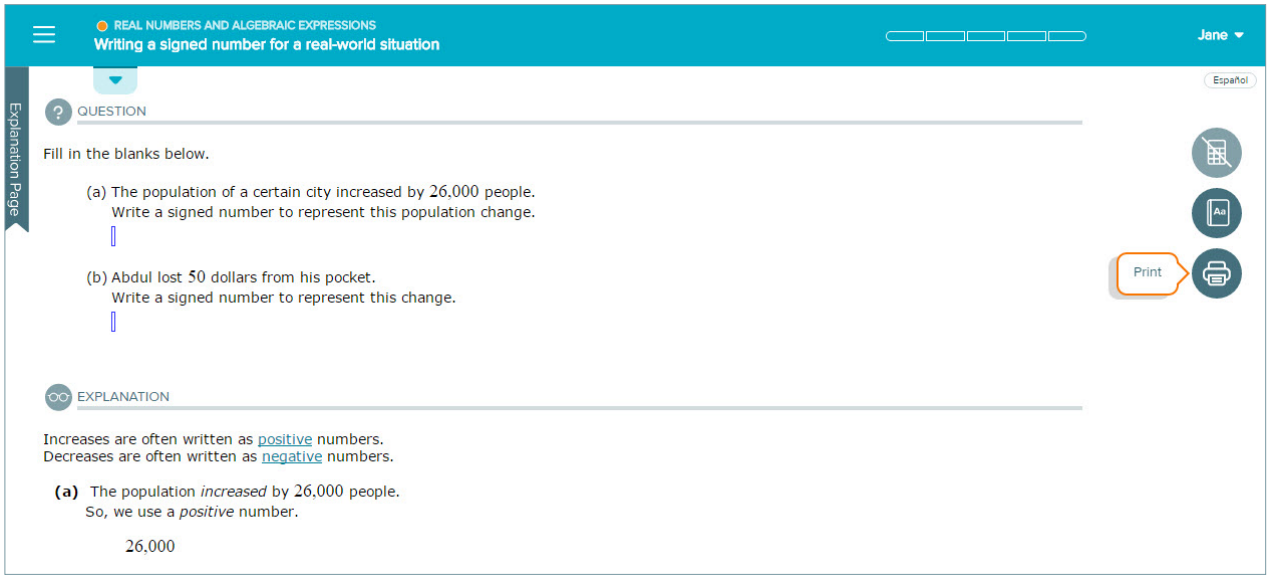


EXPLANATION PAGE

Students can view a detailed explanation of how to solve the problem after selecting **Explanation**. Blue underlined words within the explanation link to the dictionary. Students can select Print to receive a formatted PDF version of the explanation for that topic instance.

Topic Carousel

In the Prep and Learning Module, students can access the Topic Carousel by selecting the downward arrow tab.



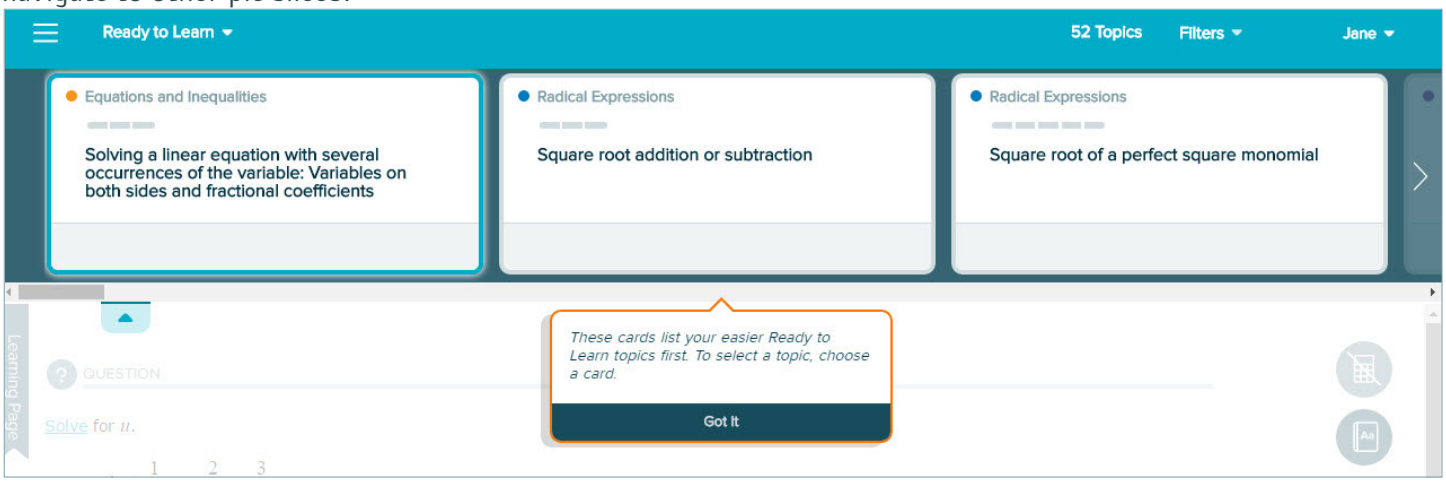
Topics are sorted from easiest to hardest so students first work on topics with the highest likelihood of being learned and retained. Each topic has its own card containing the slice name, the topic name, and attributes (if any). The Topic Carousel shows three cards at a time and is easy to scroll through by using the scroll bar or back/forward arrow. ALEKS offers quick tips when students encounter the Topic Carousel for the first time.

How to Find It: Go to Learning Mode | Select the Topic **Carousel pull-down** tab

Below are some key areas of the Topic Carousel with an overview description of each area. More details about each feature are provided in respective sections in this document.

1) **Home:** Returns students to the homepage.

2) **Ready to Learn Drop-Down Menu**: Allows students to see progress in Ready to Learn pie slices. It is also used to navigate to other pie slices.



3) **Slice Name**.

4) **Progress Indicator**: Shows how much progress the student has made on the topic and matches the progress indicator in the Prep and Learning Module.

5) **Topic Name**.

6) **Topic Icons**: Appear as applicable to display quick information about the topic. Selecting the icon slides it to the left and displays the icon label.

7) **Tags:** Topics are tagged to display attributes (if any). (e.g., Previously Mastered, Needs More Practice).

8) **Topic Carousel Tab**: Opens/closes the Topic Carousel.

9) **Number of Topics**: Displays the number of topics that are loaded in the Topic Carousel.

10) **Topic Carousel Filter**: Opens a filter menu to allow students to sort or filter the Topic Carousel by tags.

11) **Right Arrow**: Use to scroll through a set of three topics at a time. Tip: Double clicking or tapping on the arrows go to the start/end of the list.

12) **Scroll:** Use to quickly scroll through topics.

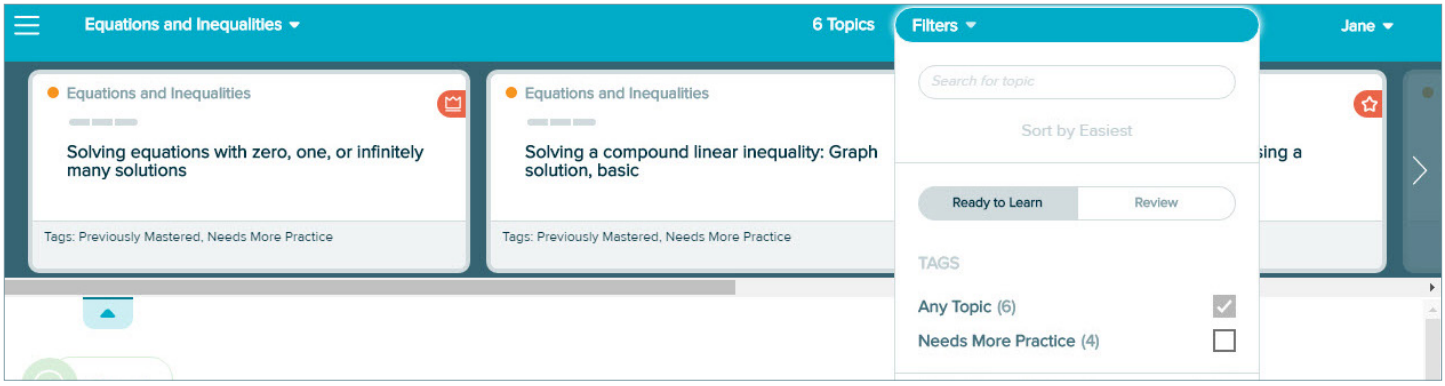
How to Switch Topics

Topics can be switched at any time by selecting a new topic card in the **Topic Carousel**. After selecting a card, a sample problem is available for preview in the bottom half of the window. Students can begin working on the new topic after selecting **Start** from the Learning Page or the Preview.

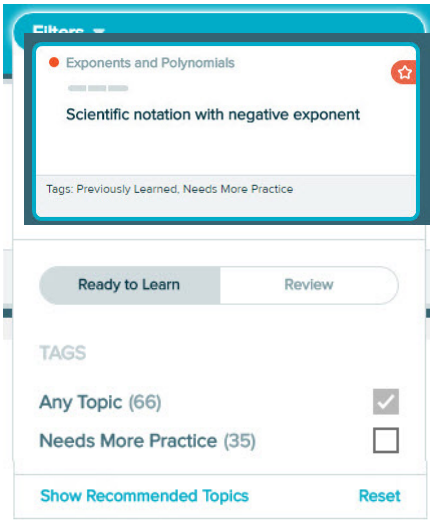
Note: Switching topics mid-way through working on a topic will not cause students to lose their work. ALEKS remembers the progress made on the topic and the next time students return to that topic, they can resume where they left off.

TOPIC CAROUSEL FILTER

The Topic Carousel is useful for filtering specific topics, reordering topics in the carousel, or filtering topics by specific attributes, such as needs more practice, goal topic, etc. Students can also enter words to search for topics by name. Topics are tagged to display attributes (if any). Here is an example of a topic that is tagged with attributes.



How to Find It: Go to Learning Mode | Select **Filters** in the upper-right corner

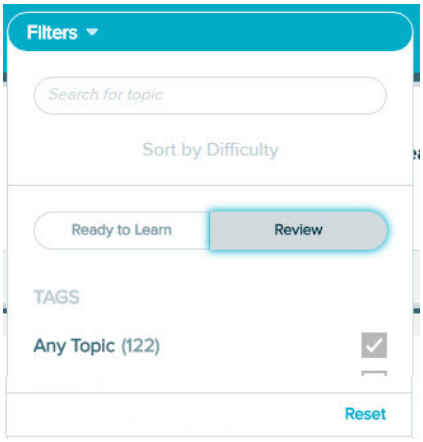


By default, the Topic Carousel is sorted from the easiest to hardest Ready to Learn topics. However, if students prefer to work on Ready to Learn topics by pie slice, they can use the filter to reorder the Topic Carousel by selecting Pie Slice.

By default, the **Show All Topics** filter is selected to show all Ready to Learn topics in the Topic Carousel. Students can select **Show Recommended Topics** to filter the Topic Carousel to approximately 30 topics and focus on a limited amount of problems.

Note: The sort setting is saved until a change is made, meaning that if the filter default settings are modified, they will remain as such until the student resets or updates the filter or logs out of ALEKS.

REVIEW FILTER

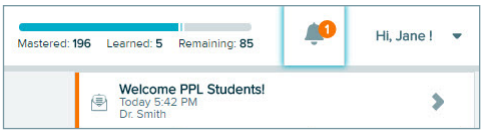


By default, the Topic Carousel displays Ready to Learn topics. However, if students want to review and practice previously learned and mastered topics, they can use the filter to load the Topic Carousel with review topics by selecting Review.

How to Find It: Go to the Prep and Learning Module | Select **Filters** | Select **Review**

Alternate Navigation Route: Select the Menu in the upper-left corner | Select **Review**

NOTIFICATIONS



Notifications appear on the homepage or in Learning Mode. The notification appears in the upper-right corner of the page the student is currently on.

Most notifications are actionable and students can navigate to the corresponding content by selecting on the notification. For example, students can select on a new message notification to open the message in the ALEKS Message Center.

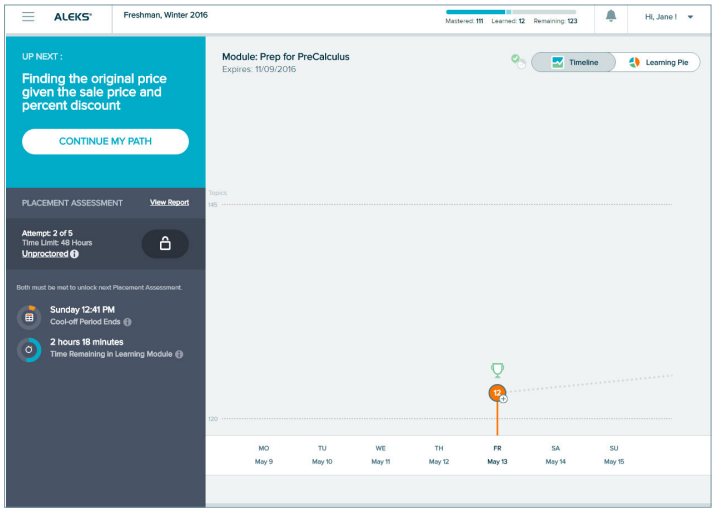
Notifications must be closed with the **X** button. They do not close on their own and will stay open until closed by the student or when the student navigates to a different screen.

TIMELINE AND ALEKS PIE

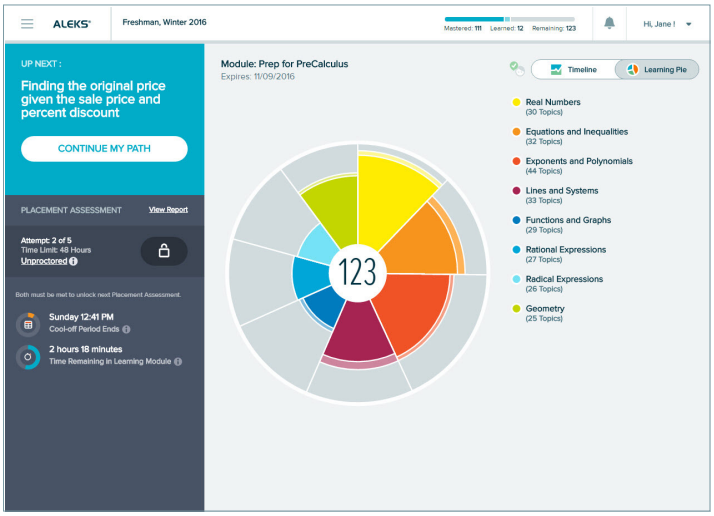
There are two different views for the homepage: **Timeline** or **Learning Pie**. Students can toggle between views and choose their default view by selecting a tab. This view will be displayed on their homepage each time they log into ALEKS; the display can be changed at any time.

How to Find It: Located on the upper-right side of the homepage.

Timeline



Learning Pie



Timeline

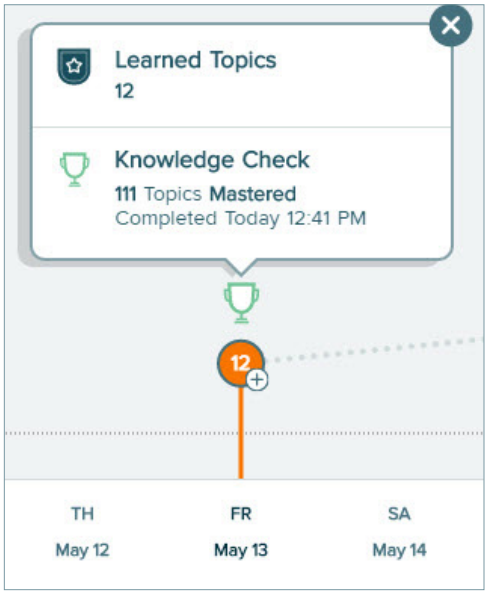
The timeline is a visual tool that graphs students' progress and growth over time. The timeline shows only work completed in the Prep and Learning Module, and not in the Placement Assessments. It helps students understand how to achieve learning goals and reach milestones. Students can use the timeline to view what they worked on in the past and where they are at on the timeline so that they can plan their work accordingly. As students learn or lose topics, the timeline is updated with real-time information.

How to Find It: Go to the homepage | Select the **Timeline** button

1) The orange marker depicts the student's progress today.

2) The timeline is intended to show information at a macro level. Students can select on points on the graph to access information.

3) Selecting the orange marker shows what was completed on that day.



Learning Pie

The Learning Pie provides an opportunity for students to see their overall progress toward completion of the Prep and Learning Module. Slices represent topic categories. Mastered, Learned, and Remaining topics are shown as different colors within each slice. Each pie slice is color-coded to match up with learning progress information shown in the list next to the Learning Pie. The darker color in the slice represents topics Mastered; the lighter color represents topics Learned, and the outer space without color represents the topics Remaining to be learned and mastered.

How to Find It: Go to the homepage | Select the **Learning Pie** button

Learning Progress Information

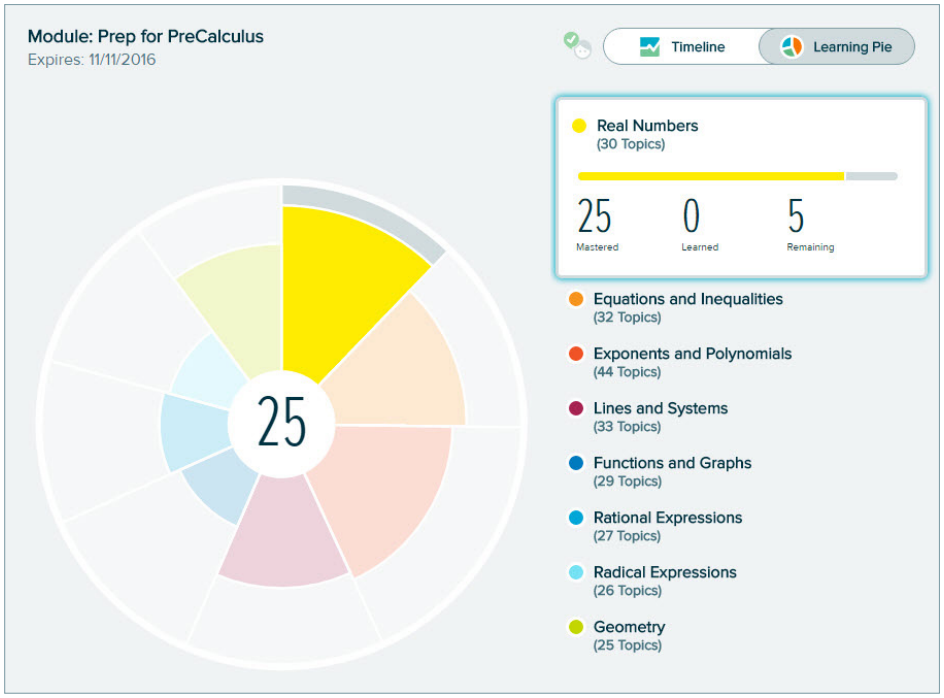
Students can view their real-time learning progress information by selecting a pie slice. The area to the right is a legend that updates with the slice name and the number of topics Mastered, Learned, and Remaining in each category for the correlated slice. The delineation is helpful for understanding that topics learned in the Prep and Learning Module are not considered mastered until retention is demonstrated in a **Knowledge Check**.

Mastered—The number of topics the student has demonstrated mastery of in a Knowledge Check.

Learned—The number of topics that the student has practiced successfully in the Prep and Learning Module, but has not yet been assessed on through a Knowledge Check.

Remaining—The number of topics the student has left to learn.

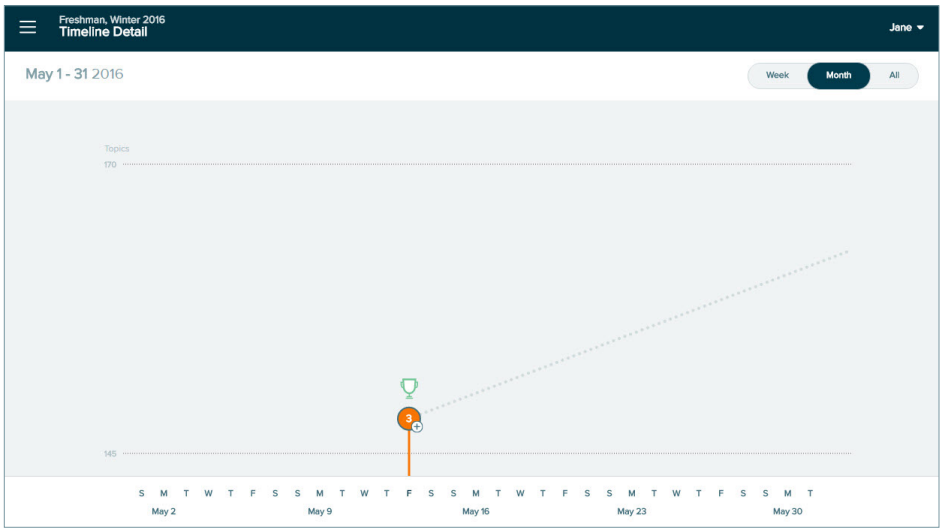
The number in the middle of the Learning Pie is a counter that represents the number of topics the student has **mastered plus learned**.



TIMELINE DETAIL BUTTON

This view of the timeline provides a more detailed full-screen view and longer time range than the timeline shown on the homepage. Students can filter their timeline view by day, week, or month.

How to Find It: The Timeline Detail button is located on the bottom-right corner of the homepage



HOW TO NAVIGATE

There are two ways to navigate the New Student Module: The Primary Guidance Menu and the Navigation Menu, indicated on the upper-left corner of the screen by this icon: ☰

Primary Guidance Menu

The Primary Guidance Menu is the most important area on the homepage because it contains what the student should work on next. Generally, the most important task for students is to continue on their personalized learning path. Items that appear in this menu are contextual to each student's unique learning path and update according to priority, which also include Knowledge Checks. Students are directed to the task by buttons that appear on the Primary Guidance Menu.

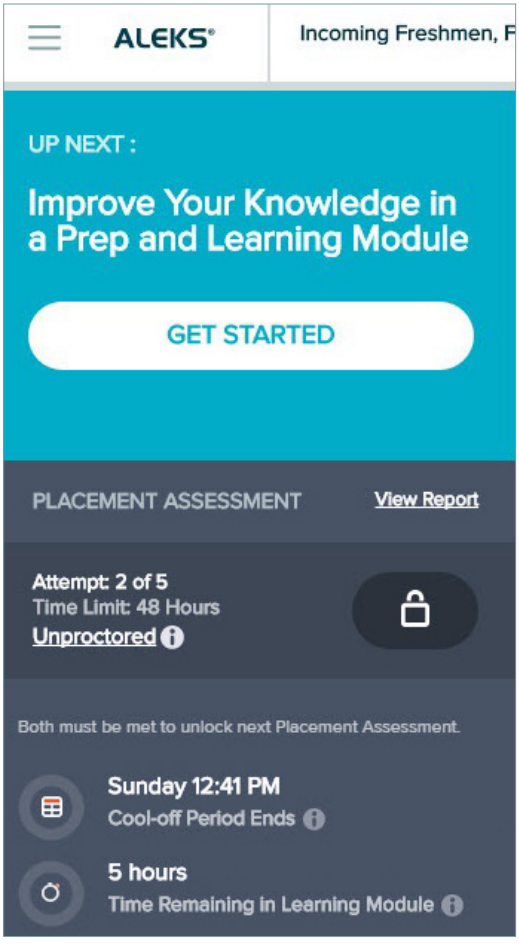
The Primary Guidance Menu also contains secondary tasks which allow students to retake Placement Assessments when they become available and view past Placement Assessment Results.

How to Find It: Locate the blue navigation bar on the student's homepage

The Primary Guidance Menu is broken down as follows:

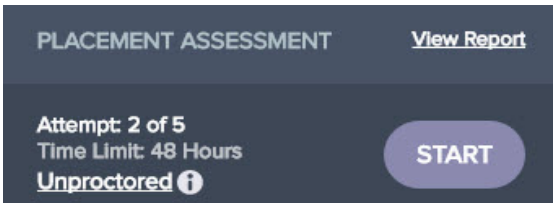
1) **UP NEXT**—Contains buttons such as **START MY PATH/CONTINUE MY PATH** primary call to action buttons to direct students to the Prep and Learning Module where they will practice problems that they are Ready to Learn.

2) **Placement Assessment**—This section contains additional Placement Assessment attempts, if any. By default, Placement Assessments are locked until students meet the requirements set up by their institution to unlock the next attempt. For example, in the screenshot to the right, the student is informed that the next Placement Assessment is available after meeting both requirements: spending 5 hours in the Prep and Learning Module AND after the cool off period has ended on Sunday at 12:41 PM.



Unlocking Placement Assessments

After students meet the requirements to unlock the next Placement Assessment, the lock icon will be replaced with a START button.



Proctored vs Unproctored Placement Assessments

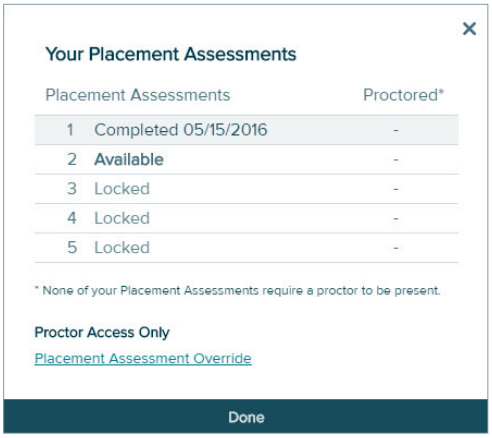
Students can view details about their Placement Assessments and if future assessments are proctored or unproctored by selecting the Proctored/Unproctored link. A pop-up box appears which displays the total number of Placement Assessments in the cohort and their status: Completed, Available, or Locked.

Placement Assessment Override

This pop-up box also contains the Placement Assessment Override that enables Proctors to change a Placement Assessment from unproctored to proctored so that a student can take a Placement Assessment immediately.

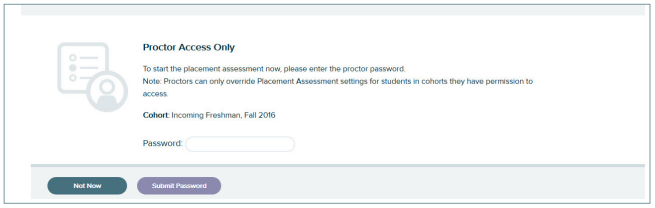
Note: The override setting appears only if the Administrator configured the Placement Cohort to enable this setting.

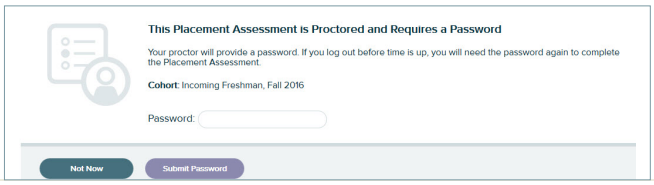
After selecting the Placement Assessment Override link, proctors must enter the designated password to begin the assessment.



Proctored Placement Assessments (Password-Proctected)

Placement Assessments are unproctored by default. Meaning that students can take the Placement Assessment without a proctor present. However, when Placement Assessments are setup as proctored, a password must be entered to begin the assessment. Designated Proctors who have been given access to the cohort must enter the correct password that was set up for the assessment.





NAVIGATION MENU

The left-side navigation menu (☰) provides access to features in the New Student Module.

How to Find It: Select the menu in the upper-left corner | The menu slides open to display menu options | Close the menu by selecting the **X** or selecting the menu icon again.

Home

When the menu is open, students can return to their homepage by selecting **Home**.

How to Find It: Select the menu in the upper-left corner | Select **Home**

Learn

Takes students to the Prep and Learning Module where they can practice topics.

How to Find It: Select the menu in the upper-left corner | Select **Learn**

Review

Takes students to review mode where they can practice previously mastered and learned topics.

How to Find It: Select the menu in the upper-left corner | Select **Review**

Reports

Takes students to their Reports Dashboard

How to Find It: Select the menu in the upper-left corner | Select **Reports**

Message Center

Students have access to the ALEKS Message Center. Students can only send messages to ALEKS Customer Support, but an also receive messages from their Placement Administrator.

How to Find It: Select the menu in the upper-left corner | Select **Message Center**

Dictionary

Students can search an online dictionary of terms relevant to their course subject.

How to Find It: Select the menu in the upper-left corner | Select **Dictionary**

Manage My Classes (Student Account Home)

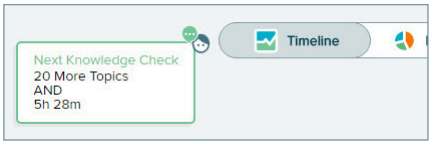
Students can manage their Placement Cohorts from their Student Account Home. The Account Home groups all cohorts and ALEKS classes for a single student under the same umbrella account, meaning students can manage past and current cohorts and sign up for more ALEKS classes within their umbrella account. With Student Account Home, students have one ALEKS login name and password for all their ALEKS classes. Current and previous cohorts /classes are listed and include options to sign up for new classes, switch classes, etc.

How to Find It: Select the menu in the upper-left corner | Select **Manage My Classes**

PROGRESS KNOWLEDGE CHECK

Within the Prep and Learning Module, students are prompted to complete Knowledge Checks to confirm mastery of topics learned.

Next Knowledge Check Indicator



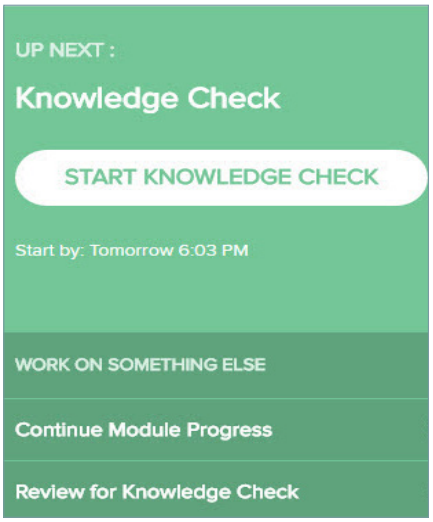
The Knowledge Check indicator is always available and located on the homepage. This indicator allows students to check when their next Knowledge Check will occur so that they are not surprised, and they have time to prepare for it. Selecting the indicator expands the box and displays information about the Knowledge Check, including the number of topics that must be completed and the time spent in ALEKS before a Knowledge Check triggers.

When it is time for a Knowledge Check, a notification appears in the Prep and Learning Module or on the homepage. Students have up to 24 hours to start the Knowledge Check. During the 24 hours, students can continue working in the Prep and Learning Module, start the Knowledge Check, or prepare for the Knowledge Check by reviewing previously learned and mastered topics through the Review feature. Students can easily navigate to those pages by selecting on the provided links from the Primary Guidance Menu.

Starting a Knowledge Check

Students can begin a Knowledge Check from the Primary Guidance Menu by selecting on **START KNOWLEDGE CHECK**.

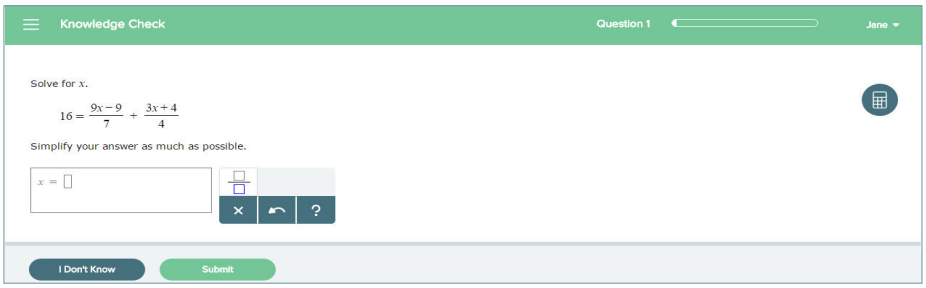
If they are prompted while working in Learning Mode, they can start the Knowledge Check through the **Start Knowledge Check** button.



Review for Knowledge Check

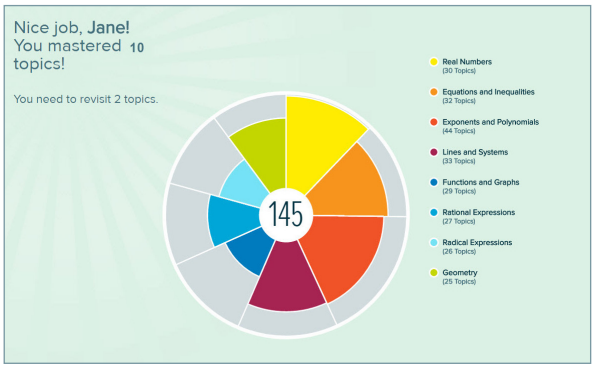
Students can optionally review previously mastered and learned topics through the Primary Guidance Menu or Review link from the left navigation Menu.

In Review Mode, students will begin working on previously mastered or learned topics.



Topics Lost in Knowledge Check

After completing a Knowledge Check, students may gain or lose topics from their mastery count. This is normal as the Knowledge Check is meant to ensure learning retention, and students do not retain everything they learn. The topics in the Learning Pie are updated after a Knowledge Check to show the student's current knowledge state. The topics lost in Knowledge Check are tagged as **Needs More Practice**. In general, ALEKS will automatically queue up these topics in the beginning of the **Topic Carousel** to help students quickly relearn them.

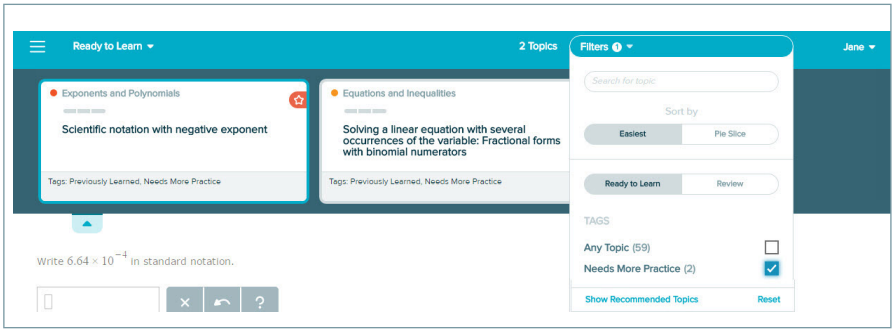


Review Topics Lost in Knowledge Check (Needs More Practice)

Needs More Practice Filter

If students want to practice the topics that were lost in a Knowledge Check, they can use the Needs More Practice filter in Learning Mode.

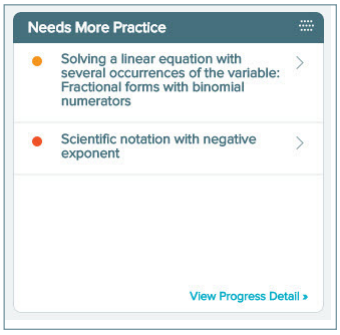
How to Find It: From the Topic Carousel, select **Filters** | Select **Needs More Practice**

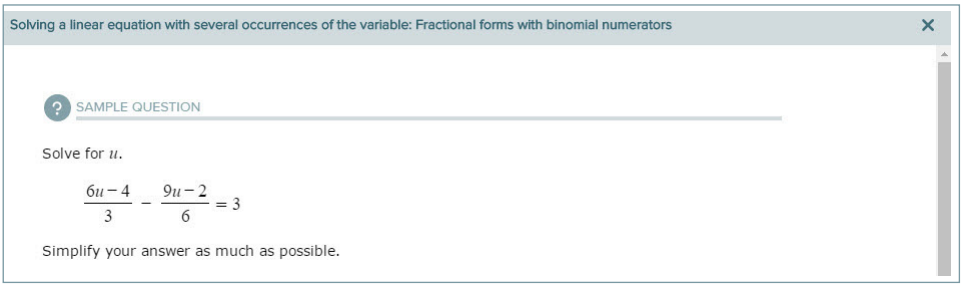


Needs More Practice Sample Problems

From their Reports dashboard, students can view the Needs More Practice tile to see the topics they need more practice on. Selecting a topic displays a pop-up with a sample of the problem.

How to Find It: Select the menu in the upper-left corner | Select **Reports** | Locate the Needs More Practice tile



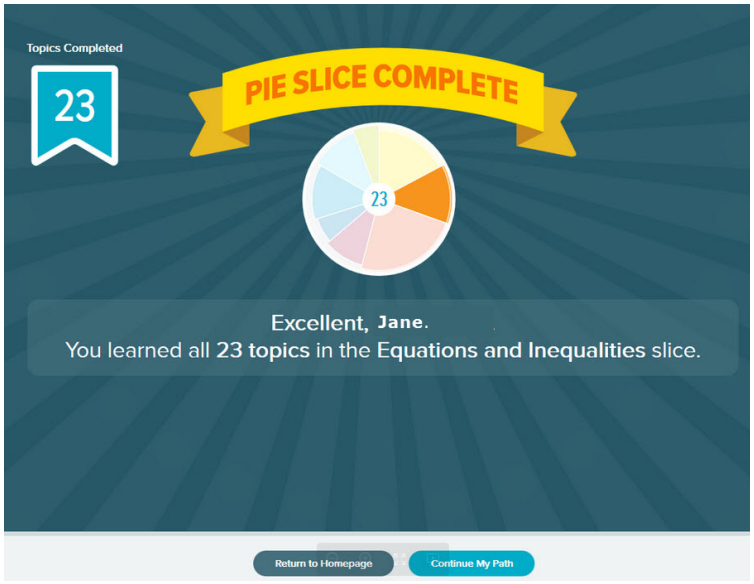


CELEBRATION

When students complete milestones such as Topic goals, ALEKS acknowledges their accomplishments by displaying congratulatory messages. Feedback is given to highlight all the topics the student has learned.

Below are some examples of various celebration pages:

Pie Slice Completion



Learning Streak

REPORTS

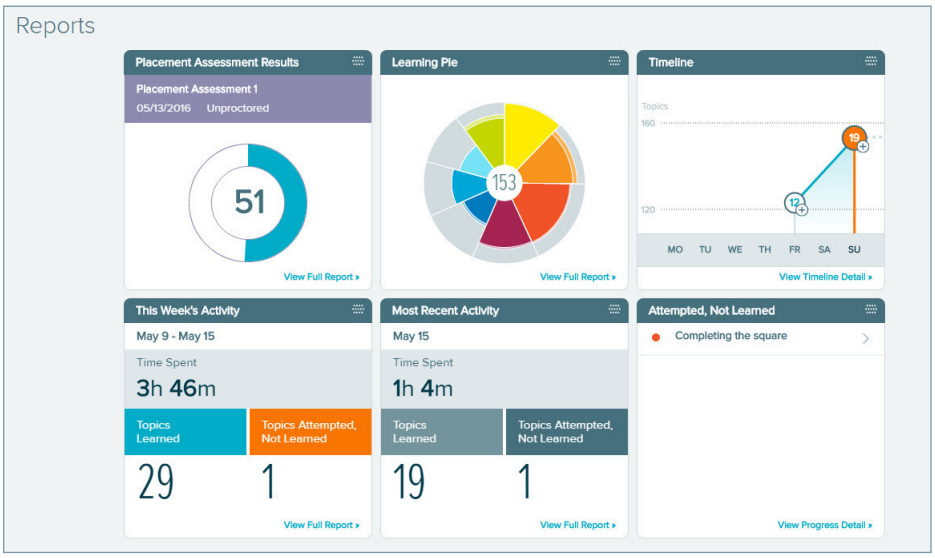
Reports can be accessed through the Reports dashboard. A dashboard displays snapshots that provide quick overviews of important data applicable to students. Students can use the dashboard to navigate to pages containing more detail regarding the information listed on the dashboard tile.

How to Find It: Select the menu in the upper-left corner | Select **Reports** | From the Report dashboard, select **View Full Report** on the applicable tile

The tiles can be moved around on the page and placed in order of importance by selecting the tiles icon in the upper-right corner of each tile to move it into a new position on the page or onto the second page.

How to Find It: Select the menu in the upper-left corner | Select **Reports**

Below are examples of the tiles on a student's dashboard.



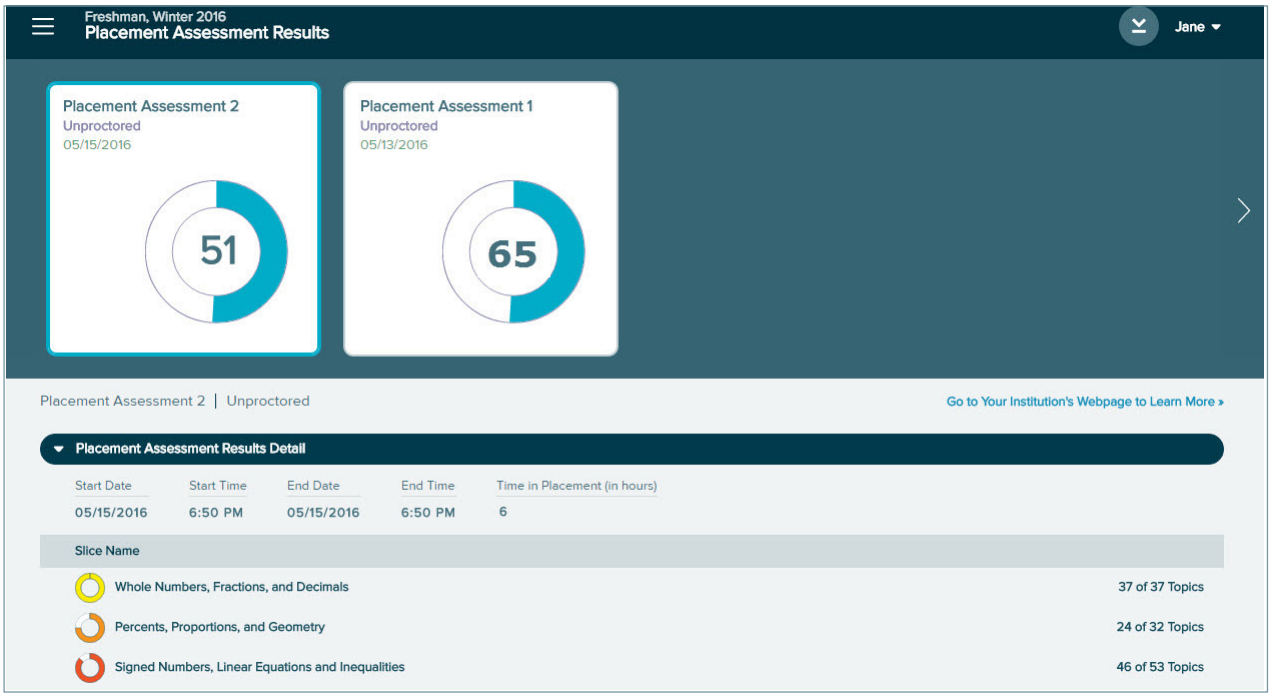
Most Common Reports

Reports provide students with reflection on how they performed on past activities and allow them to see their class progress. Popular reports viewed are the Placement Assessment Results, Learning Pie, Learning Progress History, and Learning Time and Topic reports

How to Find It: Select the menu in the upper-left corner | Select **Reports** | From the Report dashboard, select **View Full Report** on the applicable tile

Placement Assessment Results

This report shows the student's result on Placement Assessments taken, cut score information, Placement Assessment details, and the slice names. Students can also select the provided link to navigate to their institution's placement webpage.

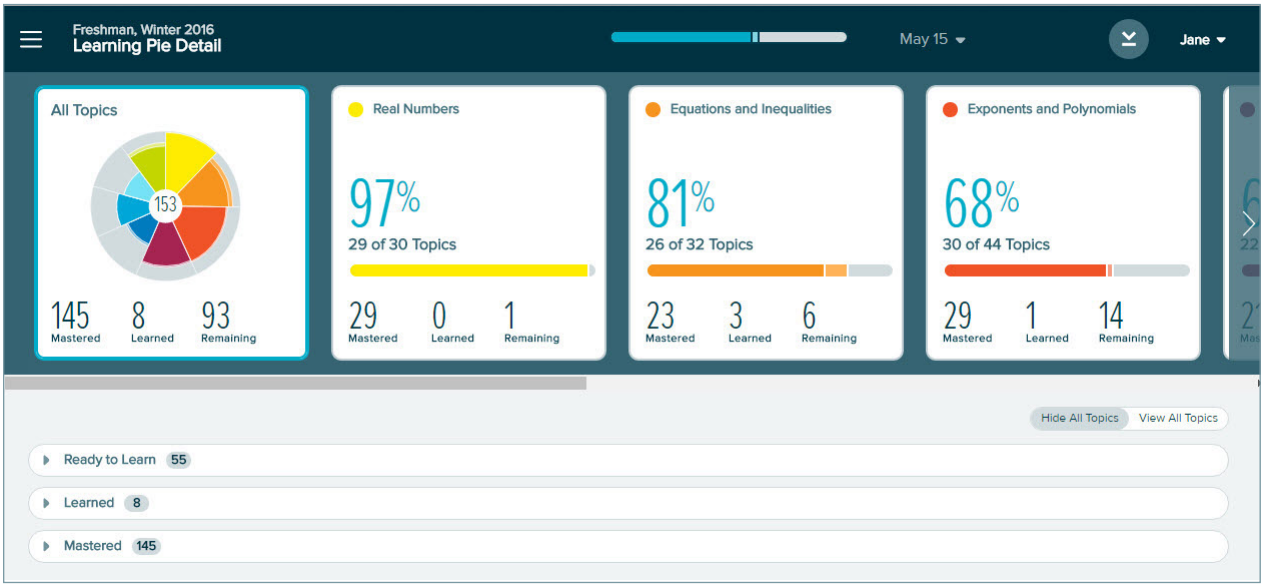


Learning Pie

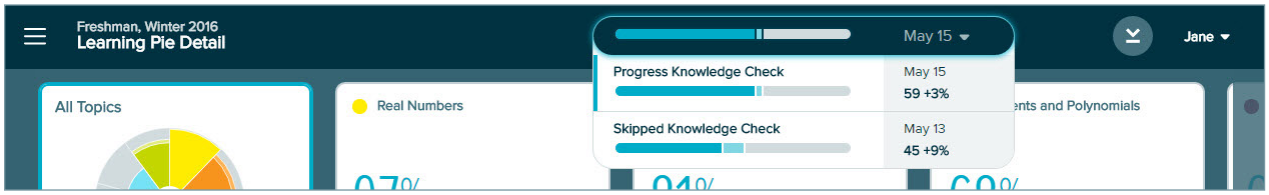
This report shows the Learning Pie progress broken down by the topics the student has Mastered, Learned, and Remaining in each pie slice.

How to Find It: From the Report dashboard, locate the Learning Pie tile | Select **View Full Report**

Category headings can be expanded to view progress and sample problems from the Ready to Learn, Learned, or Mastered categories.



The drop-down menu at the top of the report displays progress in Knowledge Checks. Students can use this drop-down to track how they have performed across all Knowledge Checks in their Prep and Learning Module.

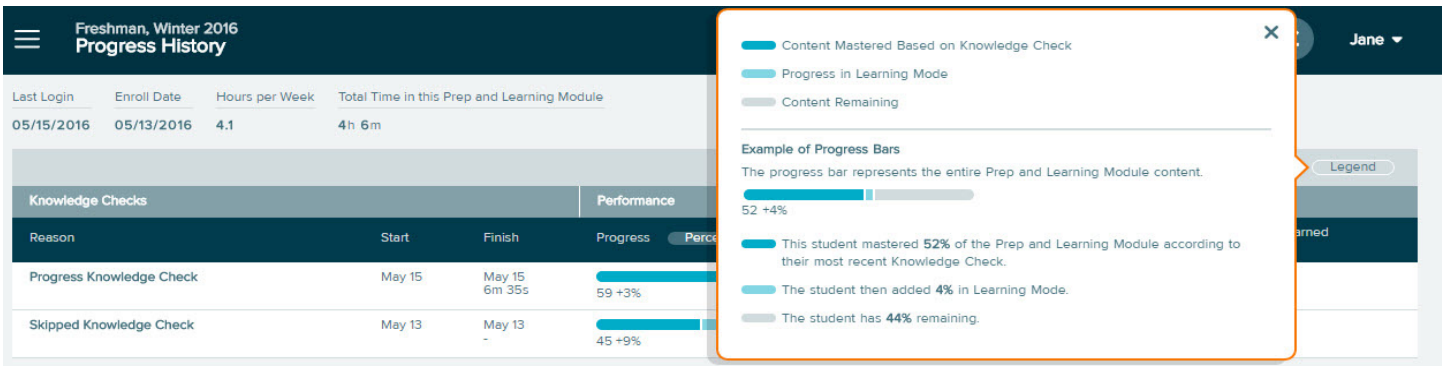


Learning Progress History

Students can see their progress on Knowledge Checks and in the Prep and Learning Module

How to Find It: From the Report dashboard, locate the Progress History tile | Select **View All**

Selecting on the Legend above the report opens a pop-up legend that displays the meaning of the colors in the progress bar.



Learning Time and Topic

This report helps students see their accomplishments, including a daily breakdown of time spent in the Prep and Learning Module. The view can be adjusted to a weekly, monthly, cumulative view, or a specific date range.

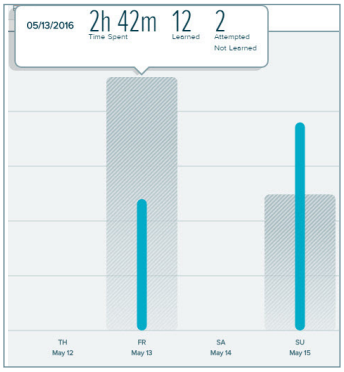
How to Find It: From the report dashboard, locate the This Week's Activity tile | Select **View Full Report**

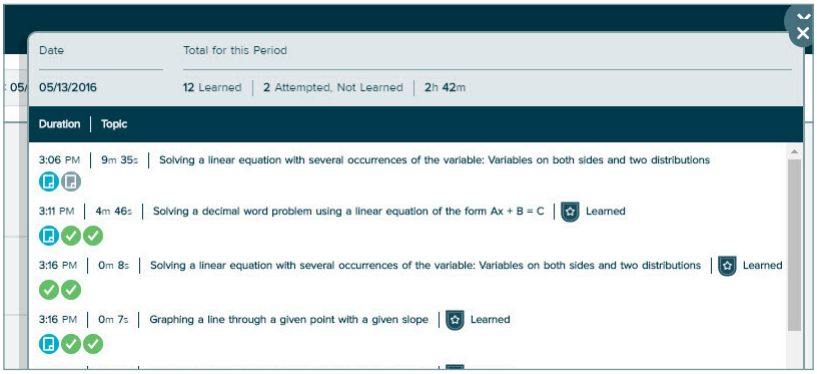
1) Hovering over the bars shows a snapshot of how much time was spent and which topics were learned vs. attempted on that day.

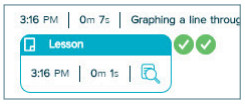
2) Students can select on a bar to see the Learning Sequence Log, which shows the sequence of actions they took to learn the topic.

3) The exact problems practiced and the answers entered can be viewed from the Learning Sequence Log.

4) Selecting the magnifying glass shows the student's answer and the correct answer if different.





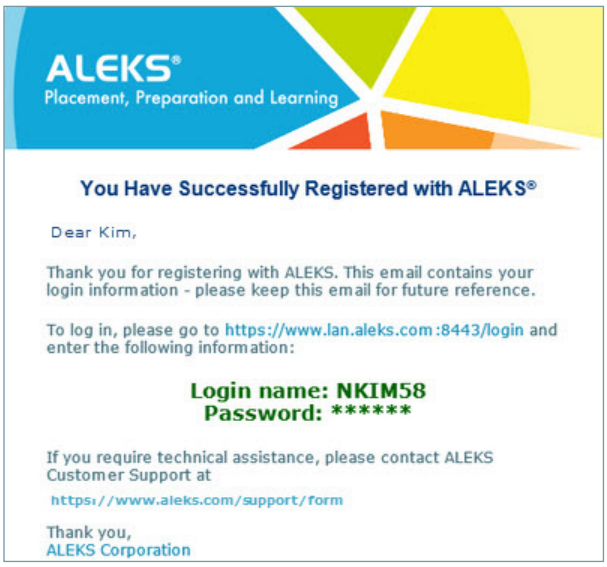


ALEKS AUTOMATED E-MAILS

If enabled by the institution during the placement cohort setup, students will receive automated emails throughout their ALEKS Placement, Preparation, and Learning experience. Below are examples of the emails that students will receive.

ALEKS Welcome Email

After students successfully register in ALEKS, they will receive an email with their ALEKS login name and password.


ALEKS®
Placement, Preparation and Learning

You Have Successfully Registered with ALEKS®

Dear Kim,

Thank you for registering with ALEKS. This email contains your login information - please keep this email for future reference.

To log in, please go to https://www.lan.aleks.com:8443/login and enter the following information:

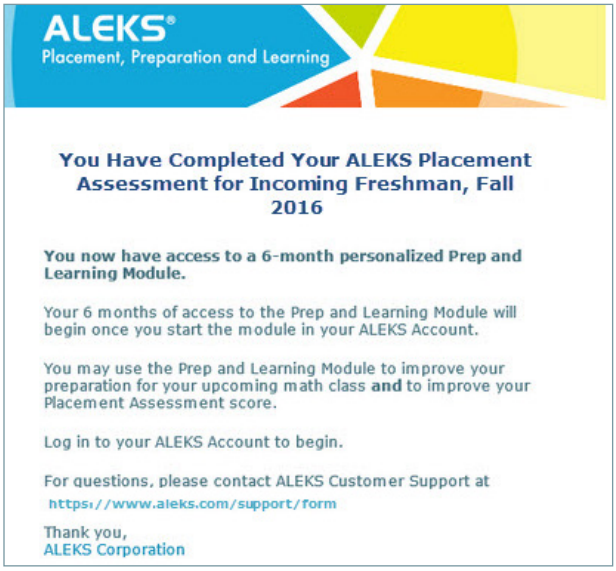
Login name: NKIM58
Password: ****

If you require technical assistance, please contact ALEKS Customer Support at
https://www.aleks.com/support/form

Thank you,
ALEKS Corporation

ALEKS Placement Assessment Completion Email

After students complete their first Placement Assessment, they will receive an email informing them that they have completed the assessment and they have 6 months of access to the Prep and Learning Module. Students can work in the module to practice and improve their skills before they retake the Placement Assessment to increase their chances of placing into a higher level math course.


ALEKS®
Placement, Preparation and Learning

You Have Completed Your ALEKS Placement Assessment for Incoming Freshman, Fall 2016

You now have access to a 6-month personalized Prep and Learning Module.

Your 6 months of access to the Prep and Learning Module will begin once you start the module in your ALEKS Account.

You may use the Prep and Learning Module to improve your preparation for your upcoming math class **and** to improve your Placement Assessment score.

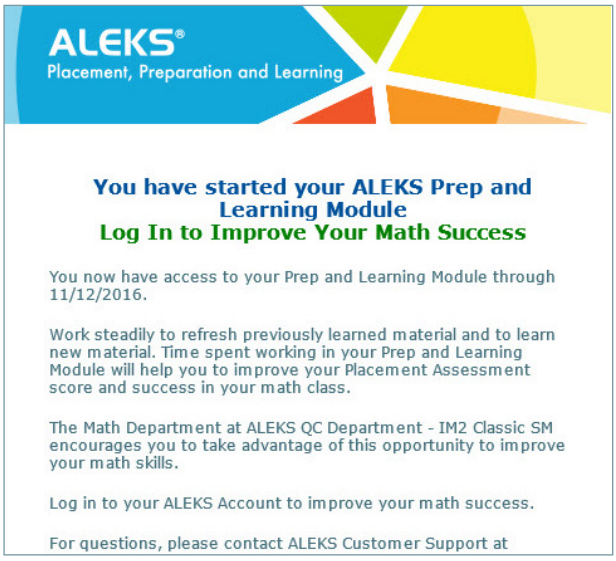
Log in to your ALEKS Account to begin.

For questions, please contact ALEKS Customer Support at
https://www.aleks.com/support/form

Thank you,
ALEKS Corporation

Email to Inform Students that Access to the Prep and Learning Module has Begun

After students begin access to the Prep and Learning Module, they will receive an email informing them that they have 6 months of access. The email displays the date when access to the Prep and Learning Module ends.


ALEKS®
Placement, Preparation and Learning

You have started your ALEKS Prep and Learning Module
Log In to Improve Your Math Success

You now have access to your Prep and Learning Module through 11/12/2016.

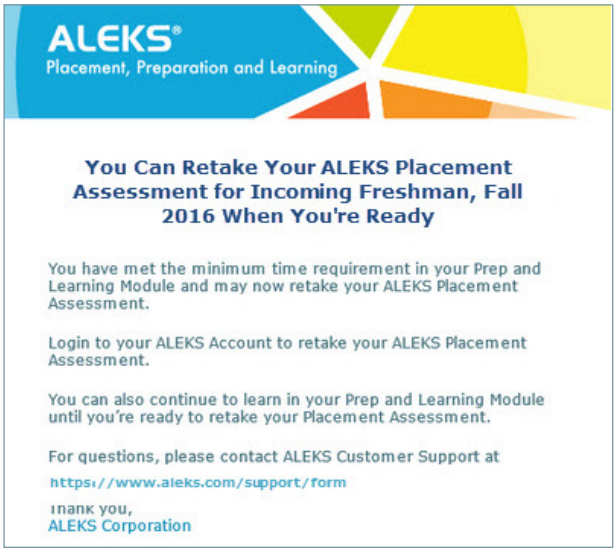
Work steadily to refresh previously learned material and to learn new material. Time spent working in your Prep and Learning Module will help you to improve your Placement Assessment score and success in your math class.

The Math Department at ALEKS QC Department - IM2 Classic SM encourages you to take advantage of this opportunity to improve your math skills.

Log in to your ALEKS Account to improve your math success.

For questions, please contact ALEKS Customer Support at

Email to Inform Students that they Have Completed the Required Time Spent Working in the Prep and Learning Module (if applicable)


ALEKS®
Placement, Preparation and Learning

You Can Retake Your ALEKS Placement Assessment for Incoming Freshman, Fall 2016 When You're Ready

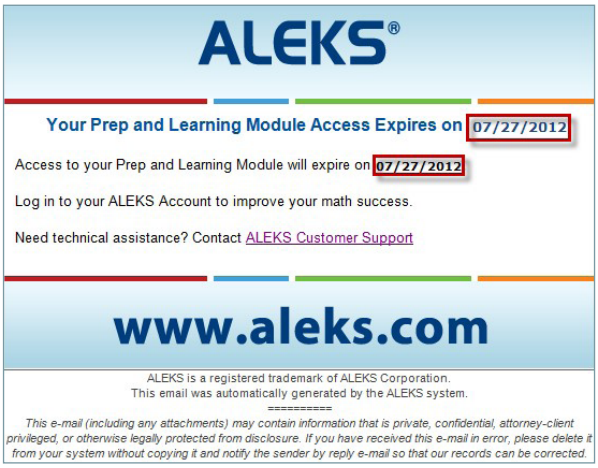
You have met the minimum time requirement in your Prep and Learning Module and may now retake your ALEKS Placement Assessment.

Login to your ALEKS Account to retake your ALEKS Placement Assessment.

You can also continue to learn in your Prep and Learning Module until you're ready to retake your Placement Assessment.

For questions, please contact ALEKS Customer Support at
https://www.aleks.com/support/form
Thank you,
ALEKS Corporation

Monthly Email Reminder to Inform Students of the Date When Access to the Prep and Learning Module Ends



ALEKS®

Your Prep and Learning Module Access Expires on 07/27/2012

Access to your Prep and Learning Module will expire on 07/27/2012

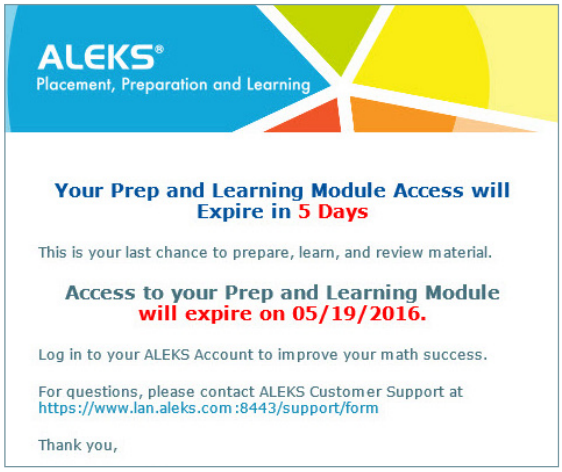
Log in to your ALEKS Account to improve your math success.

Need technical assistance? Contact ALEKS Customer Support

www.aleks.com

ALEKS is a registered trademark of ALEKS Corporation.
This email was automatically generated by the ALEKS system.
==========
This e-mail (including any attachments) may contain information that is private, confidential, attorney-client privileged, or otherwise legally protected from disclosure. If you have received this e-mail in error, please delete it from your system without copying it and notify the sender by reply e-mail so that our records can be corrected.

Email to Inform Students that their Access to the Prep and Learning Module will Expire in 5 Days



ALEKS®
Placement, Preparation and Learning

Your Prep and Learning Module Access will Expire in 5 Days

This is your last chance to prepare, learn, and review material.

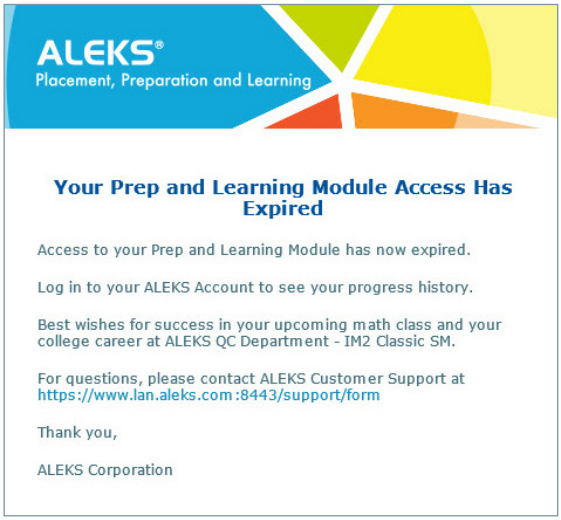
Access to your Prep and Learning Module will expire on 05/19/2016.

Log in to your ALEKS Account to improve your math success.

For questions, please contact ALEKS Customer Support at https://www.lan.aleks.com:8443/support/form

Thank you,

Email to Inform Students that their Access to the Prep and Learning Module has Expired



ALEKS®
Placement, Preparation and Learning

Your Prep and Learning Module Access Has Expired

Access to your Prep and Learning Module has now expired.

Log in to your ALEKS Account to see your progress history.

Best wishes for success in your upcoming math class and your college career at ALEKS QC Department - IM2 Classic SM.

For questions, please contact ALEKS Customer Support at https://www.lan.aleks.com:8443/support/form

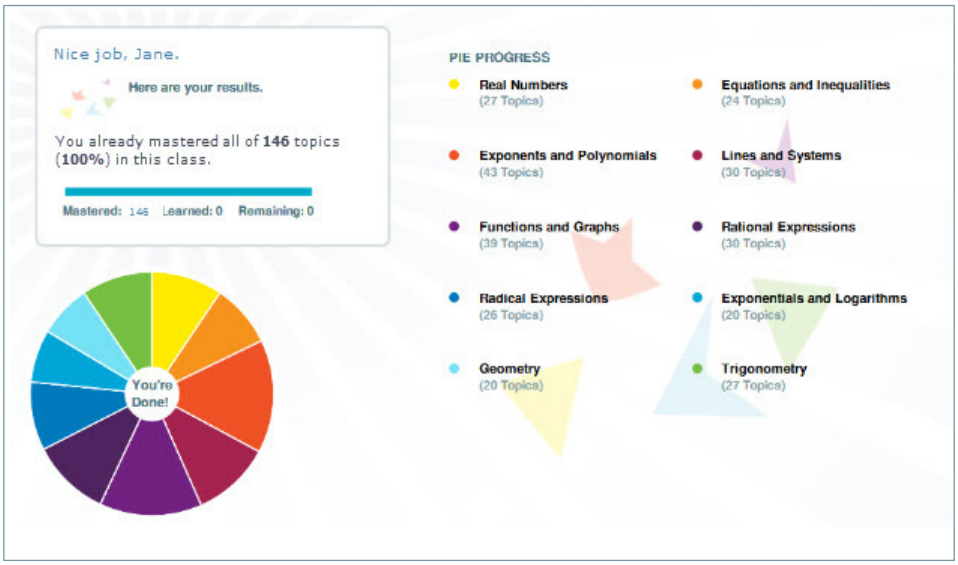
Thank you,

ALEKS Corporation

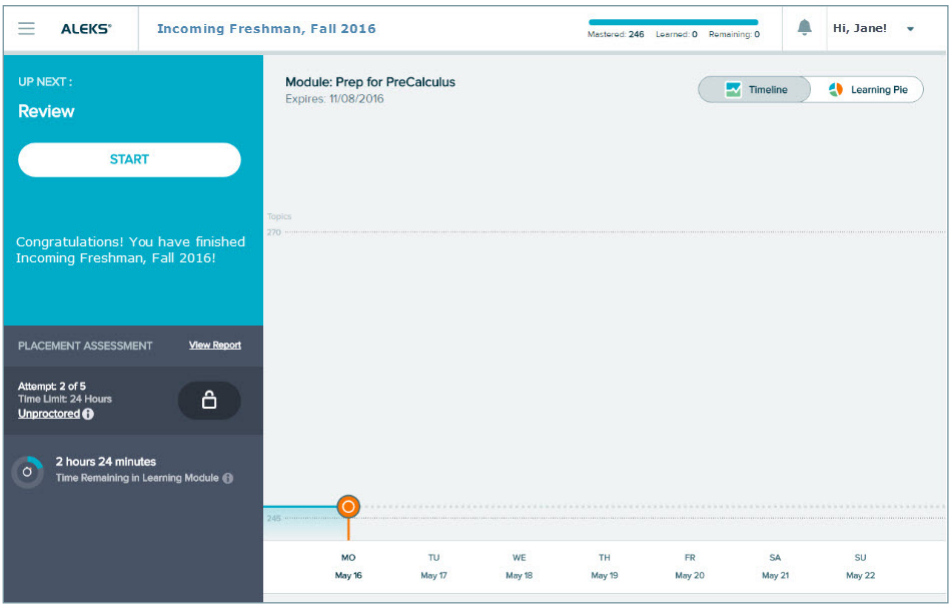
PREP AND LEARNING MODULE COMPLETION

After students learn all topics in the Prep and Learning Module and complete a final Knowledge Check, their Learning Pie will be completely filled in. Students can print their Learning Pie report by selecting the print button.

Here is an example of the report.



The homepage will show that all topics have been mastered and a congratulatory message to indicate that the student has completed the Prep and Learning Module. From the Primary Guidance Menu, the student can choose to review mastered topics.

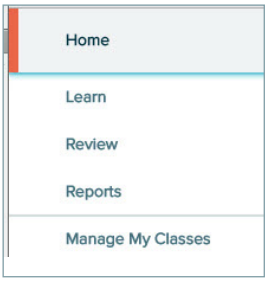


ACCESSIBILITY

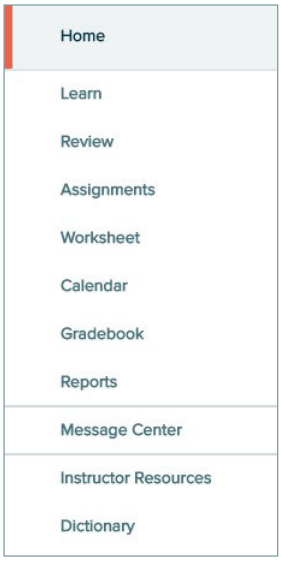
Students enrolled in a placement cohort with accessibility, will for the most part, fuction the same way compared to a placement cohort without accessiblity. However, there are some differences explained below.

For example, features that are not yet accessible in the New Student Module have been removed (e.g., ALEKS Calculator, Dictionary, Calendar, Class Form, etc). The features that have been removed are typically found in the navigation menu of the student interface, as well as the Learning Pages and practice problems of topics.

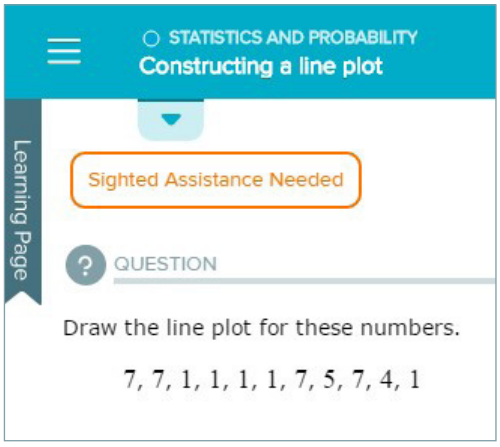
Navigation Menu in an Accessible Cohort



Navigation Menu in a Non-Accessible Cohort



Note: If a student is enrolled in a cohort with accessibility, the student could have both accessible and non-accessible topics in the ALEKS Pie (depending on which topics were excluded or included by the instructor during the cohort setup). When the student arrives at a non-accessible topic, she will be prompted to seek sighted assistance.

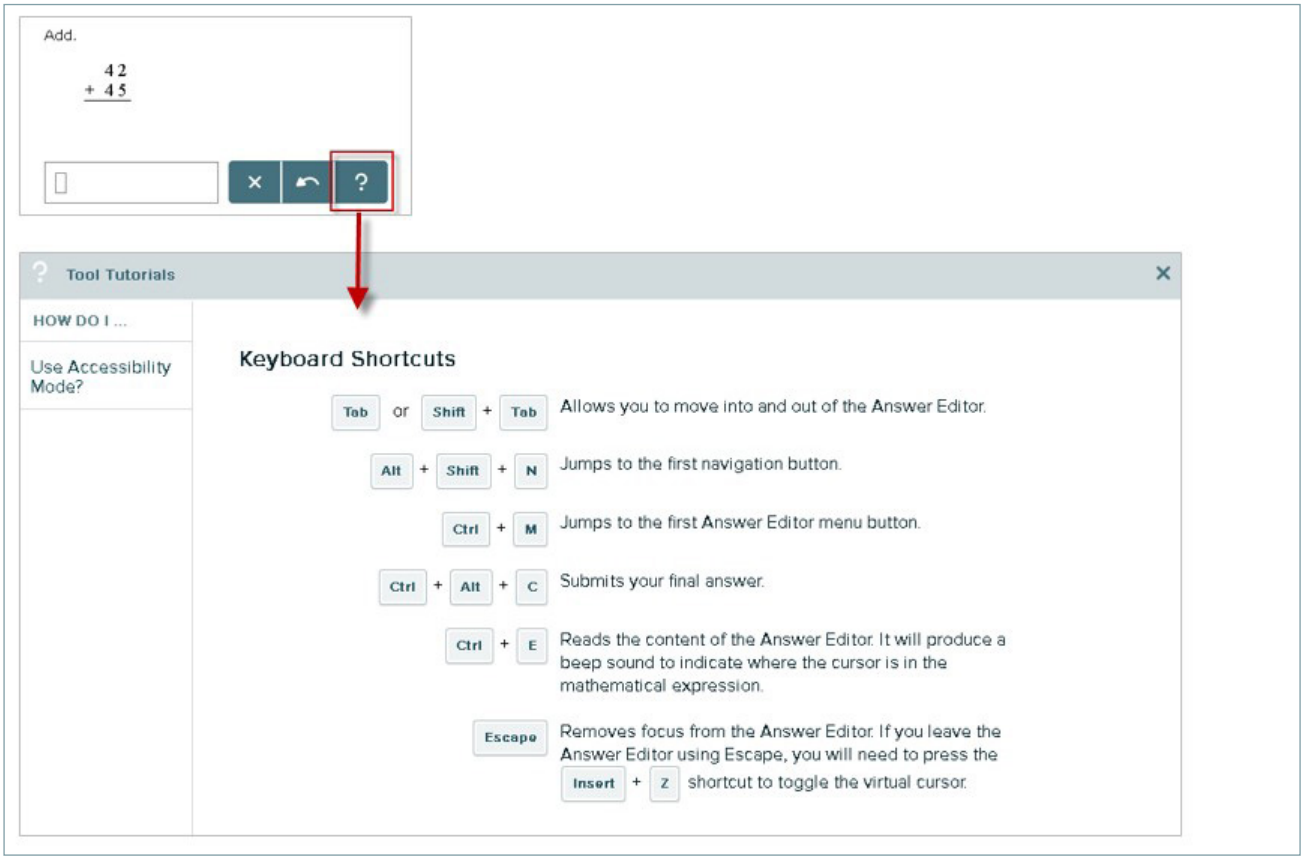


ALEKS KEYBOARD SHORTCUTS

ALEKS keyboard shortcuts are available to assist students with ALEKS specific actions. These ALEKS keyboard shortcuts along with common JAWS shortcuts can be found on the Help page.

How to Find It: Select the ? icon in the toolbox

Alternate Navigation: Open the list beside the account name in the upper-right corner by selecting on the grey arrow | Select **Help**



HIGH CONTRAST AND GRAYSCALE COLOR SETTINGS

There are two color settings that can be enabled for all ALEKS course products supported in the New Student Module. These settings are available to all students, regardless if accessibility settings have been enabled for the cohort.

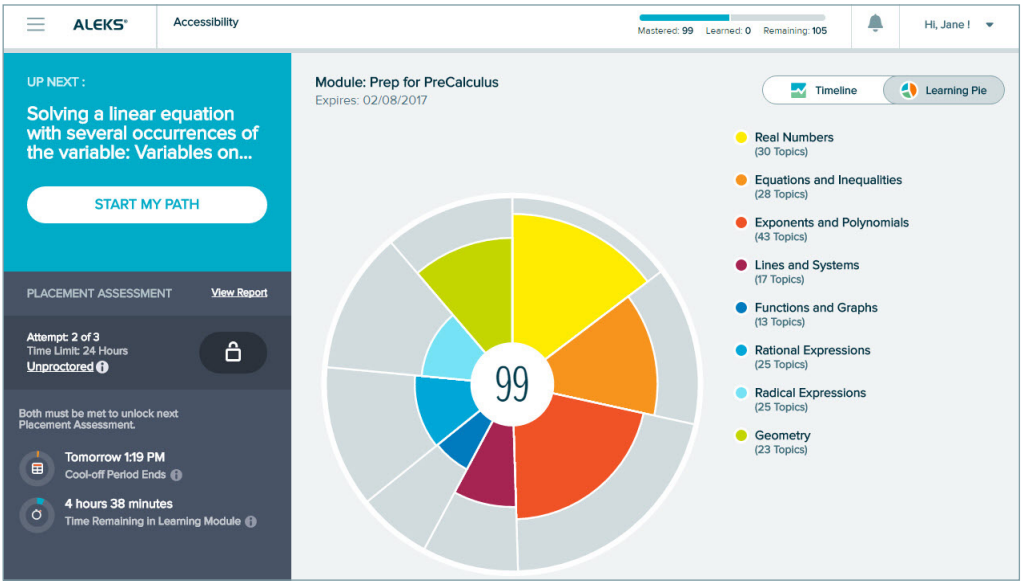
1 | **Increase Contrast:** Changes the screen to use high contrast colors (e.g., green, blue, white) to conform with specific ratios specified by WCAG AA.

2 | **Grayscale:** Changes objects on the screen to shades of gray, black, and white. The grayscale display setting is an alternate high contrast / low contrast setting for accessibility. The grayscale display seting works on all supported browsers except Internet Explorer 11.

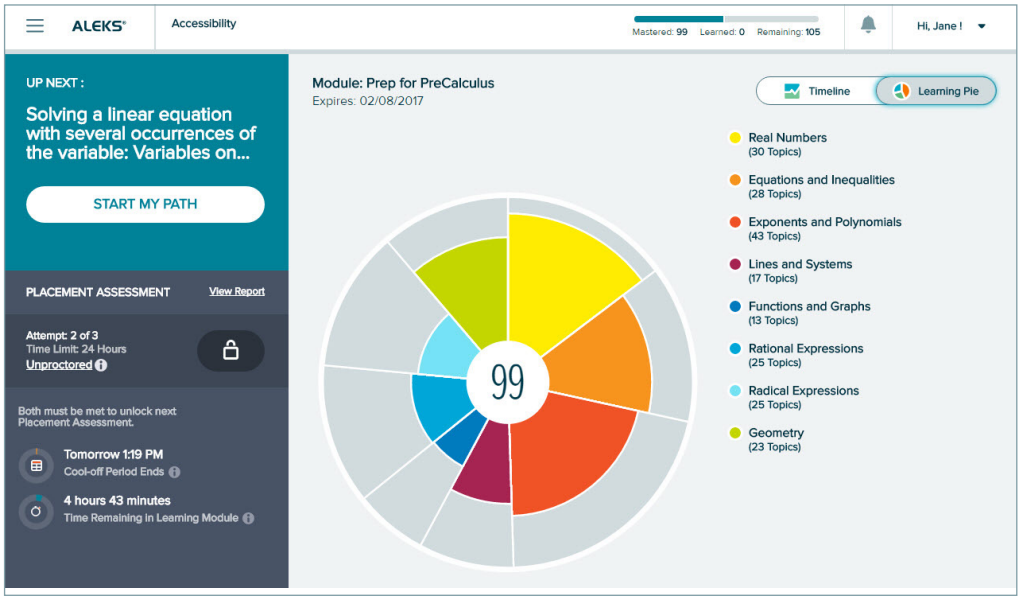
Increase Contrast

Below are examples of what the screen looks like when the High Contrast color setting is off (**default setting**) vs. on.

Off



On

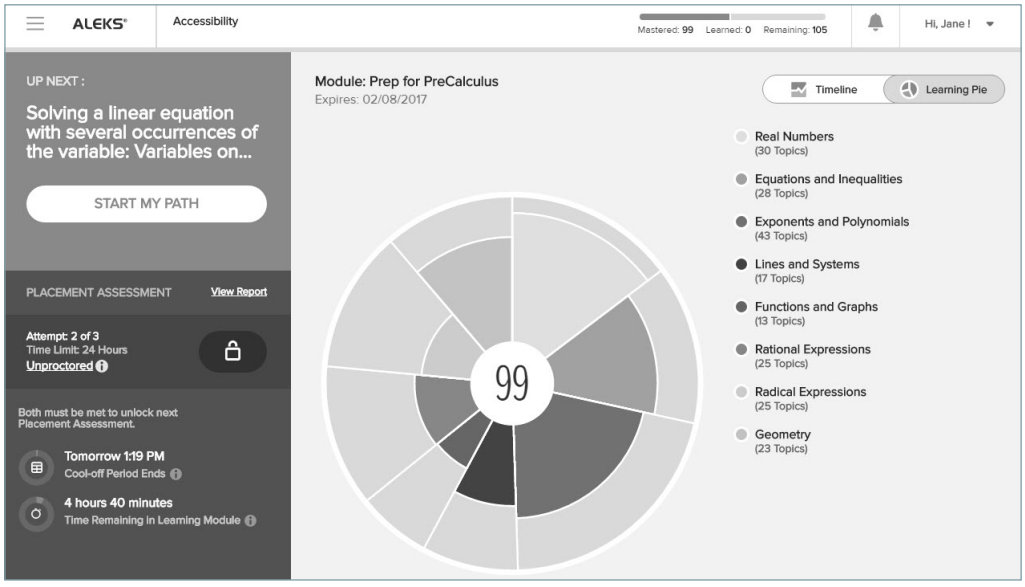


Grayscale

Below are examples of what the screen looks like when the Grayscale color setting is off (**default setting**) vs. on.

Off

On



15460 Laguna Canyon Road
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