



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBAAH • SUPERINTENDENT OF SCHOOLS

ALEKS Step-by-Step Guide

Last updated 12.14.23. This document is a work in progress; it is evolving regularly.

Login Link:

<https://my.mheducation.com/login>

Table of Contents

[Teacher Login](#)

[Course Enrollment Choices](#)

[Creating a Course](#)

[Creating a Subcourse](#)

[Student Login](#)

[Student Beginning a Course](#)

[After the Initial Knowledge Check](#)

[Student Tools](#)

[Assigning Credits](#)

[Fidelity Guidelines](#)

[Data Reports](#)

[Printing Worksheets](#)

[Class Assignments](#)

[IS Folder Report](#)

[Quicktables](#)

[Resources](#)

Teacher Login

If you have not set up your account already, please email Jessica Gonzalez Martinez or Kristen Erickson.

Course Enrollment Choices

The first step in enrolling any student is to create the ALEKS course that you wish to enroll your student in. **Please view the student's transcript to determine what math credits the student needs.**

- Requirements for Graduation require 10 credits of Math I Integrated or Algebra I and an additional 10 credits that students can complete either to prepare for Math I or continue with advanced courses afterward.
- Admission to UC suggests a minimum of 30 credits but recommends 40 credits of UC (A-G) approved math. Math I Readiness and Business and Consumer Math are not part of the UC admission pathway.

After you review the transcript, you can create a course. A document has also been created about different [choices for course enrollment](#). If you have any questions, please contact Kristen Erickson.

Creating a course

From your main home page after logging in: click on the Create a Class button.

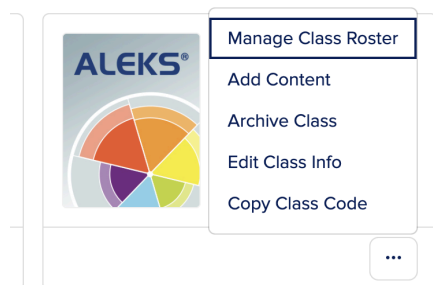
Create a Class

Type in the search box the name of the class you wish to create. Scroll down the page and click on the big blue "continue" button. Create a Class name that the students will see, and select a subject and a grade level of your choice. (the grade level does not matter). Enter Start and End Dates that will allow you to view this course for as long as you need. Finally, click "Create Class".

Student Login

It is extremely important to add students *before* an IS meeting or class time with a student. If you can not find a student on your current School Student Roster, please contact Jessica Gonzalez Martinez or Kristen Erickson.

To Manage Students, click the three dots under the class to have "Manage Class Roster."



Student Beginning a Course

When the student first logs in, they will be taken through a tutorial on how to use the program and then be asked to take an initial knowledge test with an additional tutorial. (Logging in to

beginning the initial knowledge check takes approximately 5-10 minutes). **It is extremely important to stress to the student that the knowledge test is based on the end of the completion of this course.** Thus, the students might find the check very challenging. The Initial Knowledge check is adaptive and students will face problems they don't know how to solve - and that is appropriate for the program to be able to level them correctly. Students will have the option to select "I don't know" when answering the questions.

We suggest that during the IS meeting/class time, make sure the student(s) can log in and take the knowledge check with you present. If they have any login issues contact Jessica or Kristen. After the knowledge check, the student can continue on their path and do the work before meeting with you.

[This 7-minute video](#) provides students with an introduction to ALEKS including their first login, what to expect, how to navigate the Student Module and their account, and key tips for success in ALEKS.

This [10-minute student video](#) can be shared with your students to get started in ALEKS. They will learn about the tools tutorial, Initial Knowledge Check, and their Learning Path.

After the Initial Knowledge Check

If a student scores above 11% on the Initial Knowledge Check, they are appropriately placed. The program adapts to fill in learning gaps from as early as 3rd grade.

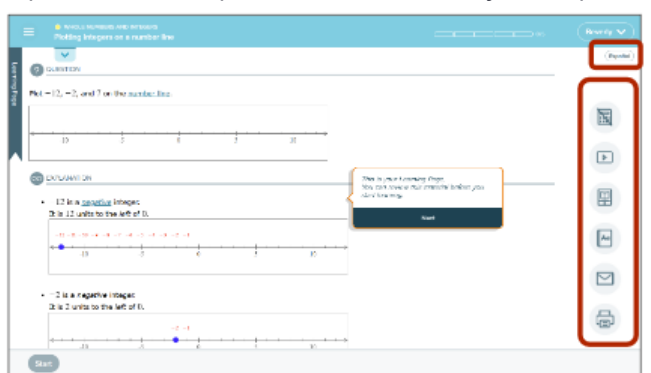
However, if the student scores less than 10% on the Initial Knowledge Check, then, they will need additional support as they likely are several grade levels below in content knowledge. Here is a list of pre-requisite courses to choose from: [link to doc](#). Focus on High School Foundations I seems to be very successful for Alt Ed students.

If a student scores above 90%, consider advancing them to the next appropriate level course in our [math pathway](#).

Should students need to be moved into a different course, [follow these directions](#) to create a subcourse.

Student Tools

On the left-hand column of the student lesson, they will have access to changing the text from English to Spanish, a calculator if appropriate to the task, a video that walks them through solving the problem, an explanation, a dictionary, the option to email you, and the option to print.



Assigning Credits

Assigning credits for student work in ALEKS is up to teacher's discretion and is complicated. Please reach out to Kristen Erickson if you need assistance.

Fidelity Guidelines



Fidelity Guidelines

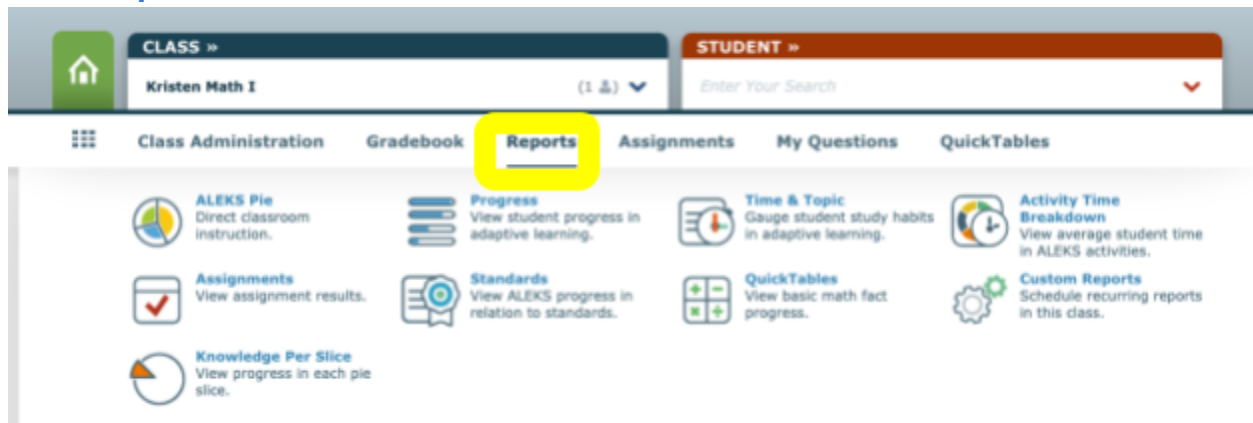
In ALEKS, we recommend that students spend about

- 3-5 hours/week
- Minimum of 2 hours/week

On average, students should be learning about

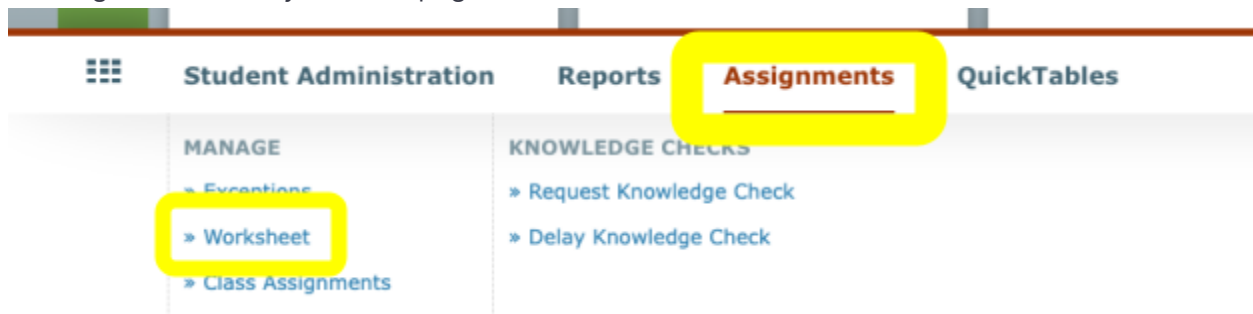
- 5-8 topics an hour when they first begin ALEKS
- 3-5 topics an hour when they complete about half of their ALEKS pie
- 1-3 topics an hour when they are close to completing their ALEKS pie

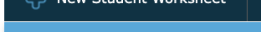
Data Reports



Printing Worksheets

Select the class and the student you wish to print a worksheet for. Click on the "Assignments" heading in the tab on your main page, then worksheets.



Then, you click on the +New Class Worksheet button . You can change the name of the worksheet if you wish and then click the green create button. As long as an initial knowledge check, you can generate a worksheet for your student.

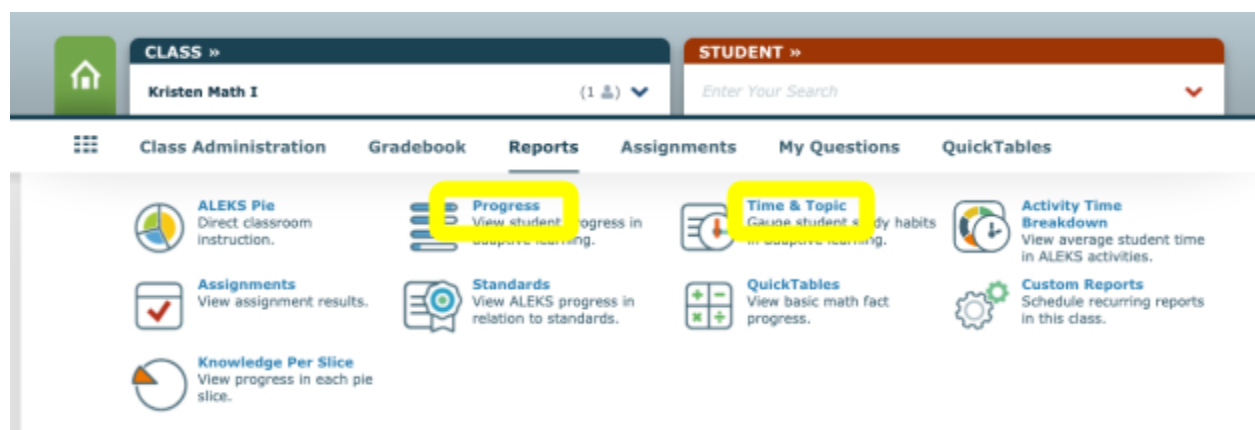
Class assignments

Click on the “Assignments” heading in the tab on your main page, then “class assignment”.

Finally, click on the +New Assignment button .

IS Folder Report

“Time and Topic” or the “Progress” reports are good to print for IS student work documentation.



Quicktables

ALEKS QuickTables is a math fact mastery program for multiplication, division, addition, and subtraction. There are 3 videos with all of the information linked below.

3 minute video on [how to enable quick tables](#)

2minute quicktables for [students video](#)

4 minute video about [Quicktable walk-through](#) in ALEKS interface

Resources

[Training Slide Deck](#)

[ALEKS Motivation Ideas](#)

[Instruction manual](#)

Link to Tutorial Videos:

<https://www.mheducation.com/prek-12/explore/product-trainings/math.aleks.html>

ALEKS Training Center: bit.ly/ALEKStc

ALEKS Padlet: bit.ly/ALEKS2021

ALEKS Customer Support: bit.ly/supportALEKS