

How to Share Access and group students per TA.

After the instructor courses are created and the grad accounts are created, go to an instructor and click on a course. Go to home tab then click on *Advanced Options* then click on *student groups*.

The screenshot displays the ALEKS Instructor Module interface. At the top, the browser address bar shows a URL starting with 'https://secure.aleks.com'. The page header includes 'ALEKS® Instructor Module' and navigation links like 'Student View', 'Course Forum', and 'Inbox'. A sidebar on the left lists various algebra courses, with 'Beginning Algebra / Math 00021 - Fall 2013-14 - 000' selected. The main content area features a navigation menu with tabs for 'Home', 'Reports', 'Gradebook', 'Assessments', and 'Worksheets'. Under the 'Home' tab, there are buttons for 'Edit Course', 'Course Options', and 'Advanced Options'. The 'Advanced Options' section is active, showing 'Advanced Options: Math 00021 - Fall 2013-14 - 000 / Beginning Algebra' and 'Course Code: XCEGH-E4LK3'. Below this, the 'Student Groups' section is visible, with a description: 'Student Groups can be used to group together students in this course. The groups can then be used to filter reports and gradebook scores.' A green button labeled 'Add Student Group' is present. To the right, there is a 'Course Calendar' section for 'August 15, 2013' showing 'No event due in the future' and a 'Book' section for 'Beginning Algebra, 4th Ed.' by Miller, Julie; O'Neill, Holly; Hyde, Nancy. The Windows taskbar at the bottom shows the system clock as 3:25 PM on 8/15/2013.

Click on *Add Student Groups*:

Click on desired students for group 1 then hit save.

The screenshot shows the ALEKS Instructor Module interface. The main content area is titled "Add Student Group" and includes the following elements:

- Course Code: XCB08-E4LK3
- Course Name: Advanced Options: Math 00021 - Fall 2013-14 - 000 / Beginning Algebra
- Form: "Enter a name for the Student Group. Then, select the students you want to add to this Student Group." The "Student Group:" field contains "Group 1".
- Buttons: "Save" and "Cancel".
- Table: "Total # of Students Enrolled in Course: 1 Total # of Students in this Group: 0".

Add	Student	Login	Student ID	Email	Other Groups the Student Belongs to
<input checked="" type="checkbox"/>	Kellerman, Mary	MKELLERMAN5		Kellema@Math.Kent.Edu	No Other Groups

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After saving screen looks like this:

The screenshot shows the ALEKS Instructor Module interface. At the top, there is a navigation bar with the ALEKS logo and "Instructor Module" text. Below this is a course tree on the left and a user profile for "Kellerman, Mary" on the right. A central navigation bar contains tabs for Home, Reports, Gradebook, Assessments, and Worksheets. Below these tabs are several action buttons grouped into "Course", "Content", "Students", and "Tools".

The main content area displays "Advanced Options: Math 00021 - Fall 2013-14 - 000 / Beginning Algebra" and "Course Code: XCEGH-E4LK3". A yellow notification banner states "Your changes have been saved successfully." Below this, there is a "Student Groups" section with an "Add Student Group" button. A "Current Student Groups" section includes a link to "Show all Students and Groups" and a brief instruction. A table lists the current student groups:

Student Group	# of Students	Action
Group 1 <a href="#">Edit Student Group</a>	1	Select an Action

On the right side, there is a "Course Calendar" section showing "August 15, 2013" with "No event due in the future" and a "Book" section featuring the cover of "Beginning Algebra, 4th Ed." by Miller, O'Neill, and Hyde.

The bottom of the screen shows a Windows taskbar with several open applications, including "Inbox - keller...", "excalibur.ma...", "Mary Keller...", "How to crea...", and "ALEKS - Ken...". The system clock shows "3:27 PM 8/15/2013".

You can select an *action*: (View, Edit or Delete the group)

The screenshot shows the ALEKS Instructor Module interface. At the top, there is a navigation bar with the ALEKS logo and "Instructor Module" text. Below this is a sidebar with a tree view of course folders, including "Beginning Algebra / Math 00021 - Fall 2013-14 - 000". The main content area has a header with "Kellerman, Mary" and a navigation menu with tabs for Home, Reports, Gradebook, Assessments, and Worksheets. A sub-menu is open under "Reports", showing options like "Edit Course", "Course Options", and "Advanced Options". Below the navigation is a section for "Advanced Options: Math 00021 - Fall 2013-14 - 000 / Beginning Algebra" with a "Course Code: XCEGH-E4LK3". A yellow notification banner states "Your changes have been saved successfully." To the right, there is a calendar for "August 15, 2013" showing "No event due in the future" and a "Book" section for "Beginning Algebra, 4th Ed." by Miller, Julie, O'Neill, Holly, Hyde, Nancy. The main content area features a "Student Groups" section with an "Add Student Group" button and a "Current Student Groups" section with a link to "Show all Students and Groups". Below this is a table with columns for "Student Group", "# of Students", and "Action". The table contains one row: "Group 1 Edit Student Group" with 1 student. A context menu is open over the "Action" column, listing "Select an Action", "Edit Student Group", "View Student Group", and "Delete Student Group". At the bottom, there is a Windows taskbar with various application icons and a system tray showing the time as 3:27 PM on 8/15/2013.

Student Group	# of Students	Action
Group 1 <a href="#">Edit Student Group</a>	1	<ul style="list-style-type: none"> <li>Select an Action</li> <li>Edit Student Group</li> <li>View Student Group</li> <li>Delete Student Group</li> </ul>

Now let us assign a grad student to the group 1.

On home tab go to advanced options and select *share course access and find your grad students*:

The screenshot shows the ALEKS interface for a course. The navigation menu includes Home, Reports, Gradebook, Assessments, and Worksheets. The 'Advanced Options' menu is expanded, showing options like Edit Course, Course Options, and Advanced Options. The course code is XCBGE-B4LK3. The 'Share Course Access' section is active, showing a list of instructors and their access levels. The 'Access Legend' on the right explains the access levels: Read Only, Gradebook, Full, and Assign per Student. The table below shows the current access levels for various instructors.

Instructor	Access Level
Freeman, Jean	No Access
Gallo, Deb	No Access
Gorospe, Andrea	No Access
Hanlon, William	No Access
Harrison, Anthony	No Access
Havens, Paul	No Access
Henderson, Aleks	No Access
Higgins, David	No Access
Hoffman, John	No Access
Keller, Marie	No Access
Kellermann, Mary	No Access
Kiteu, Marco	No Access
Kratch, Darci	No Access

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3:34 PM 8/15/2013

Click on learn more or this screen may appear:

**Share Course Access**

### Introducing Share Course Access

**How it works**

The primary instructor for a course can give access to their course to any TA or instructor with an existing ALEKS account.

For each shared course, the instructor can choose one of these four permission levels: Full, Gradebook, Read Only, or Assign per Student. Depending on the permission level, the other instructors with access can view or edit the shared course.

The Assign per Student permission level assigns Read Only access to selected students.

*Note: School administrators always have full access to all courses within the school.*

**Important note about TA accounts**

Before assigning an access level to a TA through the Share Course Access feature, it is important TAs have the correct account type. Administrators creating a new instructor account for their TA should always select the "TA (Instructor)" account type. With this account, TAs will only be able access to other instructors' courses, they will not be able to create their own course.

[Start using Share Course Access now](#)

**Share Course Access Diagram:**

The diagram shows a central box for "Share Course Access" (Math 50, CRN / Section #5225, Prof. R. Jones) with arrows pointing to four TA roles:

- Instructor or TA Full (Prof. T. Lee)
- Instructor or TA Gradebook (Ms. K. Smith)
- Instructor or TA Read Only (Mr. M. Doe)
- Instructor or TA Assign per Student (Mrs. C. Brown)

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Taskbar: C:\Users\Mary..., Inbox - kellerm..., Write: ALEKS Gr..., ALEKS - Kent St..., https://by2prd0..., How to create ... 12:20 PM 8/13/2013

Now click on lower right link Start Using Share Course Access Now:

**Share Course Access**

### Introducing Share Course Access

**How it works**

The primary instructor for a course can give access to their course to any TA or instructor with an existing ALEKS account.

For each shared course, the instructor can choose one of these four permission levels: Full, Gradebook, Read Only, or Assign per Student. Depending on the permission level, the other instructors with access can view or edit the shared course.

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**Important note about TA accounts**

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[Start using Share Course Access now](#)

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Math 50  
CRN / Section #5225  
Prof. R. Jones

Instructor or TA  
Full  
Prof. T. Lee

Instructor or TA  
Gradebook  
Ms. K. Smith

Instructor or TA  
Read Only  
Mr. M. Doe

Instructor or TA  
Assign per Student  
Mrs. C. Brown

Full  
Gradebook  
Read Only  
Assign per Student

Administrator always have full access to all courses within the school.

Find the grad students for the instructor and select assign per student:

The screenshot shows the ALEKS system interface for a course. The browser address bar displays the URL: [https://secure.aleks.com/alekscgi/x/!sl.exe/!o\\_u-!gNslkasNW8D8A9PVVfpVDgzTeVnti](https://secure.aleks.com/alekscgi/x/!sl.exe/!o_u-!gNslkasNW8D8A9PVVfpVDgzTeVnti). The page title is "ALEKS - Kent State University".

The navigation menu includes: Home, Reports, Gradebook, Assessments, Worksheets. The "Advanced Options" menu is expanded, showing options like Edit Course, Course Options, and Advanced Options.

The course breadcrumb is: **Advanced Options: Math 00021 - Fall 2013-14 - 000 / Beginning Algebra**. The course code is: **XC0GH-E4LK3**.

The section is titled "Share Course Access". The instructions state: "Use the drop-down to select the access level for the Instructor(s) that will also be able to access this course. To assign access per student or to all students within a student group, select the Assign per Student option from the drop down."

Instructor	Access Level
Freeman, Jean	No Access
Gallo, Deb	No Access
Gorospe, Andrea	No Access
Hanlon, William	No Access
Harrison, Anthony	No Access
Havens, Paul	No Access
Henderson, Aleks	No Access
Higgins, David	No Access
Hoffman, John	No Access
Keller, Marie	<u>Select students</u> Assign per Student <span style="color: green;">✔ Saved</span>
Kellermann, Mary	No Access
Kiteu, Marco	No Access
Kracht, Darci	No Access

**Access Legend**

- Read Only:** Cannot modify the gradebook, assignments, or any other course settings.
- Gradebook:** Can only change gradebook scores (cannot modify assignments or any other course settings).
- Full:** Can modify the gradebook, assignments, and many other course settings. Only a few actions cannot be taken, such as "Delete Course" and "Move Course".
- Assign per Student:** Read only access per student.

\* School administrators always have full access to all courses within the school.

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The taskbar at the bottom shows the system clock as 3:36 PM on 8/15/2013, and several open applications including "Inbox - keller...", "excalibur.ma...", "Mary Keller...", "How to crea...", and "ALEKS - Ken..."



Now select student link:

Either click the boxes or select student group:

The screenshot shows the ALEKS web interface for a course. The main content area is titled "Assign Access per Student". A modal dialog box is open in the center, titled "Select Students". Inside the dialog, there is a list of students with checkboxes. Only one student, "Kellerman, Mary", is visible with an unchecked checkbox. Above the list are links for "select all", "clear all", and "select student group". Below the list, it says "Total students selected: 0". At the bottom of the dialog are "Continue" and "Or Cancel" buttons. The background interface includes a navigation menu with "Home", "Reports", "Gradebook", "Assessments", and "Worksheets". On the left, there is an "Instructor" list with names like Freeman, Jean; Gallo, Deb; Gorospe, Andrea; Hanlon, William; Harrison, Anthony; Havens, Paul; Henderson, Aleks; Higgins, David; Hoffman, John; Keller, Marie; Kellermann, Mary; Kiteu, Marco; and Kracht, Darci. On the right, there is a "Legend" section with various permissions. The browser address bar shows "https://secure.aleks.com/alekscgi/...". The Windows taskbar at the bottom shows the time as 3:36 PM on 8/15/2013.

I am selecting student group 1:

The screenshot shows the ALEKS web interface. At the top, the browser address bar displays [https://secure.aleks.com/alekscgi/x/!sl.exe/!o\\_u-!gNslkasNW8D8A9PVVfpVDgzTeVntf](https://secure.aleks.com/alekscgi/x/!sl.exe/!o_u-!gNslkasNW8D8A9PVVfpVDgzTeVntf). The main navigation bar includes 'Home', 'Reports', 'Gradebook', 'Assessments', and 'Worksheets'. A sidebar on the left contains 'Edit Course', 'Course Options', and 'Advanced Options'. The main content area is titled 'Assign Access per Student'. A modal dialog box is open, titled 'Select Students', with links for 'select all', 'clear all', and 'select student group'. Inside the dialog, there is a dropdown menu labeled 'Include all students from:' with 'Group 1' selected and an 'OK' button. Below this is a list of students with checkboxes, including 'Kellerman, Mary'. At the bottom of the dialog, it says 'Total students selected: 0' and has 'Continue' and 'Or Cancel' buttons. The background interface shows an 'Advanced Options: Math 00...' section, a 'Share Course Access' section with a dropdown, and an 'Instructor' list with names like Freeman, Jean; Gallo, Deb; Gorospe, Andrea; Hanlon, William; Harrison, Anthony; Havens, Paul; Henderson, Aleks; Higgins, David; Hoffman, John; Keller, Marie; Kellermann, Mary; Kiteu, Marco; and Kracht, Darci. A 'Legend' section is also visible on the right.

https://secure.aleks.com/alekscgi/1s1.exe/1o\_u-IgNskasNW8D8A9PVVfpVDgzTeVNHf Kent State University | Undergr... ALEKS - Kent State University

Beginning Algebra / Math 00021 - Fall 2013-14 - 000  
Beginning Algebra / Math 00022 - Fall 2013-14 - 000  
Intermediate Algebra / Math 00023 - Fall 2013-14 - 000  
College Algebra / Math 00024 - Fall 2013-14 - 000  
College Algebra / Math 00024 - Fall 2013-14 - Test 004  
Pre-Algebra / Math 10020 - 180 Topics  
Pre-Algebra / Math 10020 - Pre - Basic Algebra

Home Reports Gradebook Assessments Worksheets

Edit Course Course Options Advanced Options Course

### Assign Access per Student

Select Students [select all](#) / [clear all](#) / [select student group](#)

Include all students from:

Kellerman, Mary

Total students selected: 0

Or [Cancel](#)

Course Code: XCEGH-E4LK3

the drop down.

#### Legend

Cannot modify the assignments, or any other things.

Can only change scores (cannot modify tests or any other course

modify the gradebook, tests, and many other course only a few actions cannot be such as "Delete Course" and "rase".

Student: Read only access it.

Administrators always have full access to all courses within the school.

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C:\Users\Ma... C:\Users\Ma... Inbox - keller... exalibur.ma... Mary Keller... How to crea... ALEKS - Ken... 3:38 PM 8/15/2013

Hit ok! Then Continue and Save:

The screenshot shows the ALEKS interface for 'Advanced Options: Math 00021 - Fall 2013-14 - 000 / Beginning Algebra'. The 'Share Course Access' section is active, displaying a table of instructors and their access levels. The instructor 'Keller, Marie' is highlighted, and her access level is set to 'Assign per Student', with a green checkmark and the word 'Saved' next to it. The 'Access Legend' on the right explains the access levels: 'Read Only' (cannot modify settings), 'Gradebook' (cannot modify scores), 'Full' (can modify all settings), and 'Assign per Student' (read-only access per student). The bottom of the screen shows a Windows taskbar with the time 3:39 PM on 8/15/2013.

Instructor	Access Level
Freeman, Jean	No Access
Gallo, Deb	No Access
Gorospe, Andrea	No Access
Hanlon, William	No Access
Harrison, Anthony	No Access
Havens, Paul	No Access
Henderson, Aleks	No Access
Higgins, David	No Access
Hoffman, John	No Access
Keller, Marie	Assign per Student
Kellermann, Mary	No Access
Kiteu, Marco	No Access
Kracht, Darci	No Access

You can edit the students assigned to grad student any time.

Now do this per grad student. See list emailed to you or posted on instructor website. Three grads are assigned per instructor.

Grad student logs in and clicks on instructor course with assigned group of students:

The screenshot shows the ALEKS Instructor Module interface. At the top, there are navigation links for Student View, Course Forum, Inbox, Use Basic IM-2, and Sign Out. The user is identified as Ms. Kellerman. The course selected is 'Beginning Algebra / Math 00021 - Fall 2013-14 - 000'. The interface includes a progress bar, a 'View' dropdown set to 'Learning Progress Since Latest Assessment', and a 'Show' button. Below this, there is a table with columns for Name, Total time in this course, Last login, Last assessment, Performance, and Learning data since last assessment. The table shows data for Ms. Kellerman, with a performance of 55% and 0 topics learned since the last assessment. A 'Send Message to Selected Students' button is also visible.

**Progress Report**

View: Learning Progress Since Latest Assessment **Show**

View each student's progress in Learning Mode since the latest assessment.

[Download Excel Spreadsheet](#)

Group Filter: All Students

Number of Students: 1 Logged-in Students: 0

[Send Message to Selected Students](#)

Name (Login/Student Id)	Total time in this course (hrs)	Last login	Last assessment	Performance Course Mastery Show: Percent / Topics	Learning data since last assessment		
					Topics learned since last assessment	Hours in ALEKS since last assessment	Topics learned per hour since last assessment
Kellerman, Mary	0.0	07/03/2013	07/03/2013	55 %	0	-	-

Book: Beginning Algebra, 4th Ed. by Miller, Julie; O'Neill, Molly; Hyde, Nancy

Grad students can view reports and email the students in aleks.