

How to add Instructors or TAs in ALEKS new view Fall 2020

Step 1) Log into the Admin account

Step 2) Select Institution Administration

Step 3) Then Select New Instructor

The screenshot shows the ALEKS Admin interface for Kent State University. The user is logged in as Prof. Mary Kellermann. The navigation menu includes 'Institution Administration', 'Subscriptions', 'Reports', and 'Master Templates'. Under 'Institution Administration', the 'INSTRUCTORS' section is expanded, and 'New Instructor' is selected. The main content area displays 'Kent State University' statistics (Total Students: 294, Instructors: 56, Classes: 17, TAs: 82, Master Templates: 13), 'Updated Course Products Available!' (Introduction to Statistics, etc.), 'Avg. Progress by Course Product' (Intermediate Algebra: 81%, Pre-Algebra: 52%), 'Community' (Online Textbook, etc.), and 'Instructors Not Recently Logged In'.

Step 4) Then select instructor type, default is instructor but select down arrow for TA.

The screenshot shows the 'New Instructor / Administrator' form in the ALEKS Admin interface. The 'Account Type' dropdown menu is open, and 'TA' is selected. The form includes sections for 'Basic Information' (Title, First Name, Middle Initial, Last Name, ID, Login Name, New Password, Verify Password) and 'Contact Information' (Address, City, State, Zip Code, Phone Number, Email). The 'Instructor Permissions' section is also visible, listing permissions such as 'Can view and add their own class', 'Can view their own gradebook', and 'Can view and add their student accounts'.

Step 5) Fill in TA name and email address, the admin could create login and password but ALEKS usually created this!!