



ALEKS®

Extensions on Objectives and Assignments

User Guide

Table of Contents

Introduction	1
Instructor Side	1
How to Access the Extensions on Objectives and Assignments Feature	1
Method 1: Create Extensions One Student at a Time	1
Example 1: How to Give an Extension on an Assignment	2
Example 2: How to Give an Extension on an Objective	3
Method 2: Create Extensions for Multiple Students at Once	4
Example 3: How to Give an Extension on a Quiz.....	4
Class Gradebook	6
Student Side	6
Assignment Extensions	6
What the ALEKS Pie Looks Like for Objectives with Extensions	7
Current Objective	7
Previous Objective	8
Student Gradebook.....	9

Introduction

Instructors can now give students extensions on class Objectives and assignments which includes assessments, homework, tests, and quizzes.

This feature allows instructors to provide individual students with additional time to complete Objectives and/or assignments.

Instructor Side

How to Access the Extensions on Objectives and Assignments Feature

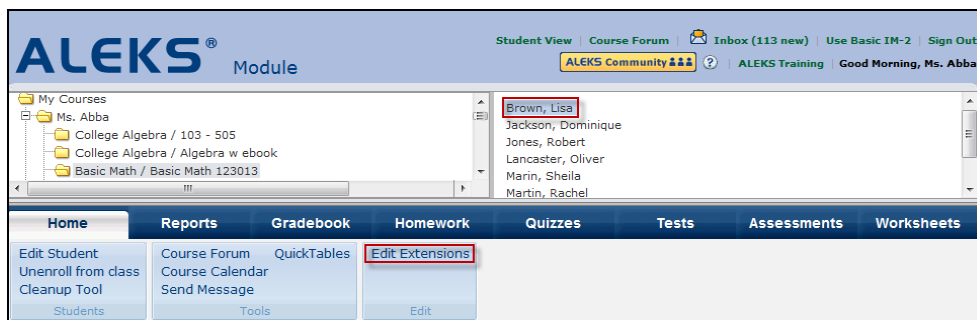
This feature is available for all Higher Ed classes in the Advanced Instructor Module.

There are two ways instructors can access the feature and give extensions:

- **Method 1** - Create extensions one student at a time. After selecting a class and student, the navigation menu allows access to the feature. Extensions can be given on assignments *and* Objectives.
- **Method 2** - Create extensions for multiple students at once. Edit the assignment that will be given an extension. Unlike method 1, extensions can be given on assignments, but not Objectives.

Method 1: Create Extensions One Student at a Time

Instructors click on a class, and then select the student to give the extension to. Finally, from the **Home** tab, they click on **Edit Extensions**.



Instructors arrive at the following page.

The screenshot shows the 'Edit Extensions' page for Lisa Brown. The page title is 'Edit Extensions: Lisa Brown'. Below the title, it says 'Edit Extensions for Lisa Brown'. A message box on the left states: 'This message reminds instructors of the course setting for post Objective assessments and how ALEKS will behave when students complete an Objective before the scheduled end date. Click to edit this assignment.' The main content area has a message: 'The Post Objective Assessment for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.' Below this is a 'View:' section with filters: 'All (21) | Assessments (2) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)'. A table lists assignments and objectives with columns for Name, Start, End, Time Limit, Type, and Extension. The table has three rows: 'Homework 1' (Homework), 'Ch. 1-Introduction to Whole Numbers' (Objective), and 'Ch. 2-Fractions' (Objective). Each row has an 'Add Extension' button. A message box on the right says: 'Click on an assignment type to filter the list below.' and another says: 'Click to add an extension for this assignment.'

Name	Start	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	Add Extension
Ch. 1-Introduction to Whole Numbers	12/31/2013	01/08/2014	-	Objective	Add Extension
Ch. 2-Fractions	01/09/2014	01/16/2014	-	Objective	Add Extension

Example 1: How to Give an Extension on an Assignment

Scenario: An instructor wishes to give student, Lisa Brown, an extension on Homework 1.

1. Click **Add Extension**.

Edit Extensions: Brown, Lisa
Login Name: LBROWN183

Edit Extensions for Lisa Brown

The **Post Objective Assessment** for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.

View: All (20) | Assessments (1) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)

Name	Start [▲]	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	Add Extension
Ch.1-Introduction to Whole Numbers	12/31/2013	01/08/2014	-	Objective	Add Extension
Ch.2-Fractions	01/09/2014	01/16/2014	-	Objective	Add Extension

After clicking on **Add Extension**, the window expands to give instructors a way to input the date and/or time for the extension.

NOTE: Instructors can extend the date *and* time for assessments, homework, quizzes, and tests, but can only extend the date for [Objectives](#).

2. Enter the date and/or time for the extension. For this example, the instructor gives an extension date of **1/13/2014** and a time of **5:00pm**.
3. Click **Save**.

Name	Start [▲]	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	<div style="display: flex; align-items: center;"> <input style="width: 100px;" type="text" value="01/13/2014"/> <input style="margin-left: 5px;" type="button" value="📅"/> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> 5 00 pm </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> Save Cancel Remove Extension </div>

The instructor receives a confirmation message.

✔
Your changes have been saved successfully.

The instructor sees the new extension date and she can click on **Edit Extension** to modify the extension if needed.

Edit Extensions for Lisa Brown

The **Post Objective Assessment** for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.

View: All (21) | Assessments (2) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)

Name	Start ▲	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	01/13/2014 (5:00 PM)

[Edit Extension](#)

Example 2: How to Give an Extension on an Objective

Scenario: An instructor wishes to give student, Lisa Brown, an extension on the Ch. 1 Introduction to Whole Numbers Objective.

1. Click **Add Extension**.

Edit Extensions: Brown, Lisa Login Name: LBROWN183

Edit Extensions for Lisa Brown

The **Post Objective Assessment** for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.

View: All (20) | Assessments (1) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)

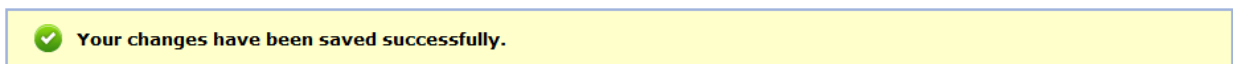
Name	Start ▲	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	Add Extension
Ch.1-Introduction to Whole Numbers	12/31/2013	01/08/2014	-	Objective	Add Extension
Ch.2-Fractions	01/09/2014	01/16/2014	-	Objective	Add Extension

After clicking on **Add Extension**, the window expands to give instructors a way to input the date for the extension.

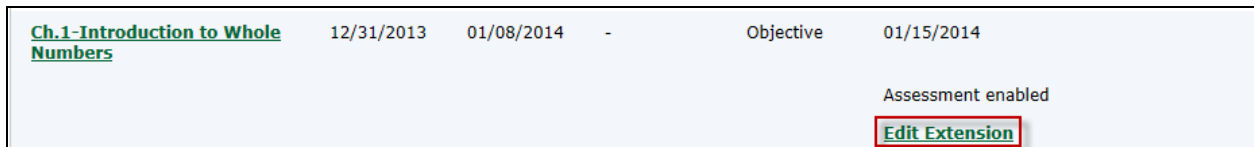
2. Enter the date for the extension. For this example, the instructor gives an extension date of **1/15/2014**.
3. Click **Save**.

Ch.1-Introduction to Whole Numbers	12/31/2013	01/08/2014	-	Objective	01/15/2014
					<input checked="" type="checkbox"/> Enable Assessment upon Objective completion
					Save Cancel Remove Extension

The instructor receives a confirmation message.

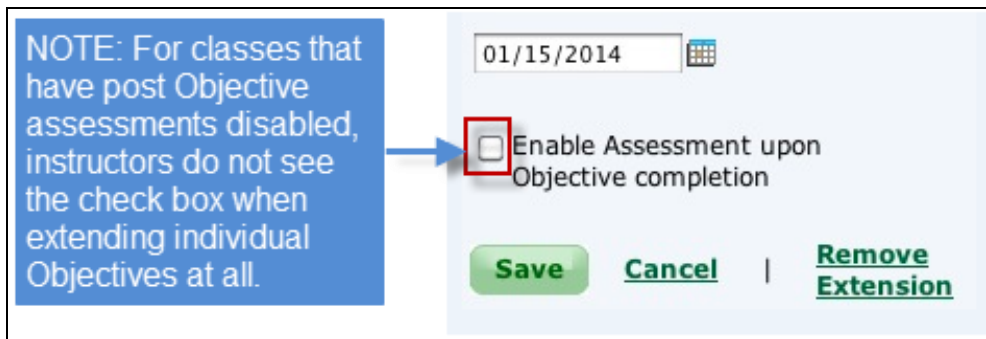


The instructor sees the new extension date for the Objective, including if the assessment is enabled or disabled. She can click on **Edit Extension** to modify the extension if needed.



NOTE: When setting up classes, instructors choose an option to enable or disable assessments upon Objective completion *before* the scheduled end date.

If instructors enable assessments (recommended setting), they have the option to disable each Objective's assessment individually. By default assessments are enabled, but unchecking the box for an Objective overrides class level settings. So in this example, by unchecking the box, Lisa Brown will NOT receive an assessment after completing that Objective.



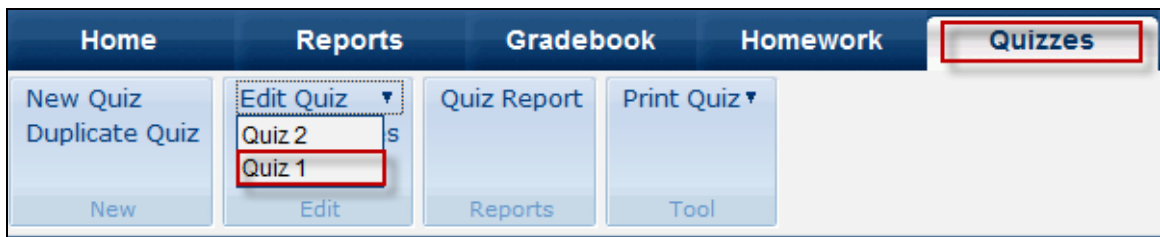
Method 2: Create Extensions for Multiple Students at Once

Instructors can give extensions on assignments for multiple students at once.

Example 3: How to Give an Extension on a Quiz

Scenario: An instructor wishes to give students, William Johnson and Keith Michaels, an extension on Quiz 1.

1. Click on the **Quizzes** tab. Under **Edit Quiz**, select **Quiz 1**.



2. Click **Create Extension**.

Edit Quiz

STEP 1: Name & Date

Name:

Status:

Start Date: Month: Day: Year: Time:

End Date: Month: Day: Year: Time:

Location:

Time Limit:

Allow students to save this assignment for later and go back to Learning Mode. (Not recommended)

Publish this Quiz to the student calendar

Allow student access to "Worked Example" while working on this quiz (Not recommended)

Extension:

1. Check the box beside William Johnson and Keith Michaels.
2. Enter the new extension date and/or time. For this example, the instructor gives an extension date of **4/10/2014** and a time of **9:00am**.
3. Click **Create Extension**.

Create Extension:

Extend end date until:

Month: Day: Year: Time:

Brown, Lisa

Jackson, Dominique

Johnson, William

Jones, Robert

Lancaster, Oliver

Marin, Sheila

Martin, Rachel

Michaels, Keith

Sawyer, Daniella

Te, Tes

Be sure to Click on "Save" on the Quiz page to validate this change.

- Review the extensions and then, click **Save** at the bottom of the page.

Note: Click "Save" at the bottom of this page to save your changes.

Johnson, William:	Apr 10, 2014, 9:00 am	<input type="checkbox"/> Delete this extension	New
Michaels, Keith:	Apr 10, 2014, 9:00 am	<input type="checkbox"/> Delete this extension	New

Class Gradebook

When students have been given an extension for an Objective or assignment, instructors see a clock icon near the student's score in the gradebook. Hovering over this icon displays the extension date for the student.

Course Gradebook: Basic Math 123013 / Basic Math

Gradebook

Show: All

Send Message to Selected Students | Display Options | Full Screen View

	Students (Name Login Student ID)	Total Grade	Homework 1 (Edit)	Ch.1-Introduction to Whole Num... (Edit)	Ch.2-Fractions (Edit)	Ch.3-Decimals (Edit)
			Jan 5, 2014	Jan 8, 2014	Jan 16, 2014	Jan 30, 2014
1	Brown, Lisa	86%	80%	91%	61%	
2	Jackson, Dominique	56%	0%	Extension Date: Jan 13, 2014		61%
3	Johnson, William	0%	0%	0%		
4	Jones, Robert	0%	0%	0%		
5	Lancaster, Oliver	54%	0%	91%	61%	
6	Marin, Sheila	0%	0%	0%		

Student Side

Assignment Extensions

When a student has been given an extension on an assignment, as outlined in [example 1](#), the extension date and/or time appears in the Due Date/Time column for Homework 1.

ALEKS®

HELP | WORKSHEET | INBOX | REPORT | OPTIONS | English | Lisa Brown

MyPie | Review | Dictionary | Calculator | Assignments | Gradebook | Calendar | Basic Math

Choose an assignment to complete. Click on "Done" to return to Learning Mode.

Assignments | Assignment Results

Show: All Assignment Types

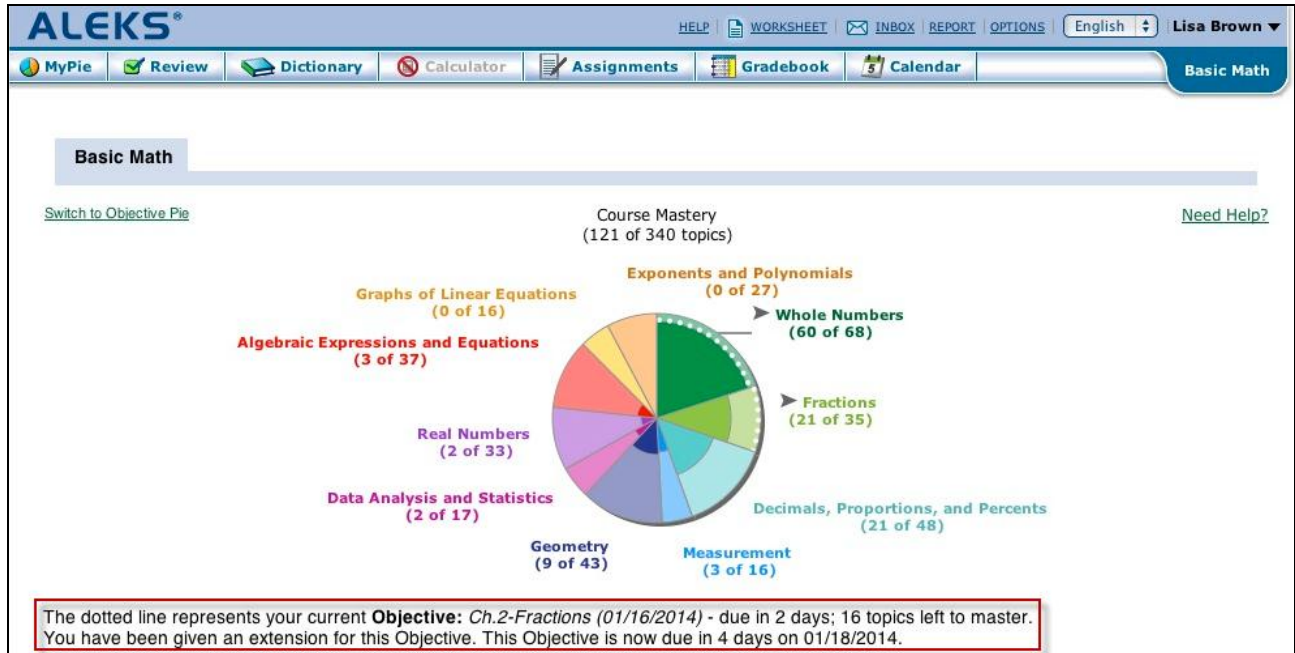
Name	Type	Time Limit	Times Taken	Start Date/Time	Due Date/Time
Homework 1	Homework	unlimited	0 of 1	12/31/2013 12:00 AM	01/13/2014 5:00 PM
Requested Assessment 1	Assessment	unlimited	0 of 1	02/15/2014 1:23 AM	02/15/2014 11:59 PM
Test 1	Test	unlimited	0 of 1	02/12/2014 1:18 AM	02/12/2014 11:59 PM
Quiz 1	Quiz	unlimited	0 of 1	04/05/2014 1:19 AM	04/05/2014 11:59 PM
Test 2	Test	unlimited	0 of 1	06/01/2014 1:18 AM	06/01/2014 11:59 PM
Quiz 2	Quiz	unlimited	0 of 1	07/14/2014 1:24 AM	07/14/2014 11:59 PM

= Password Required = Must be Completed at School = Quick Retake Available

What the ALEKS Pie Looks Like for Objectives with Extensions

Current Objective

When a student has been given an extension on the current Objective, the extension date appears below her pie.



ALEKS® HELP | WORKSHEET | INBOX | REPORT | OPTIONS | English | Lisa Brown ▾

MyPie | Review | Dictionary | Calculator | Assignments | Gradebook | Calendar | Basic Math

Basic Math

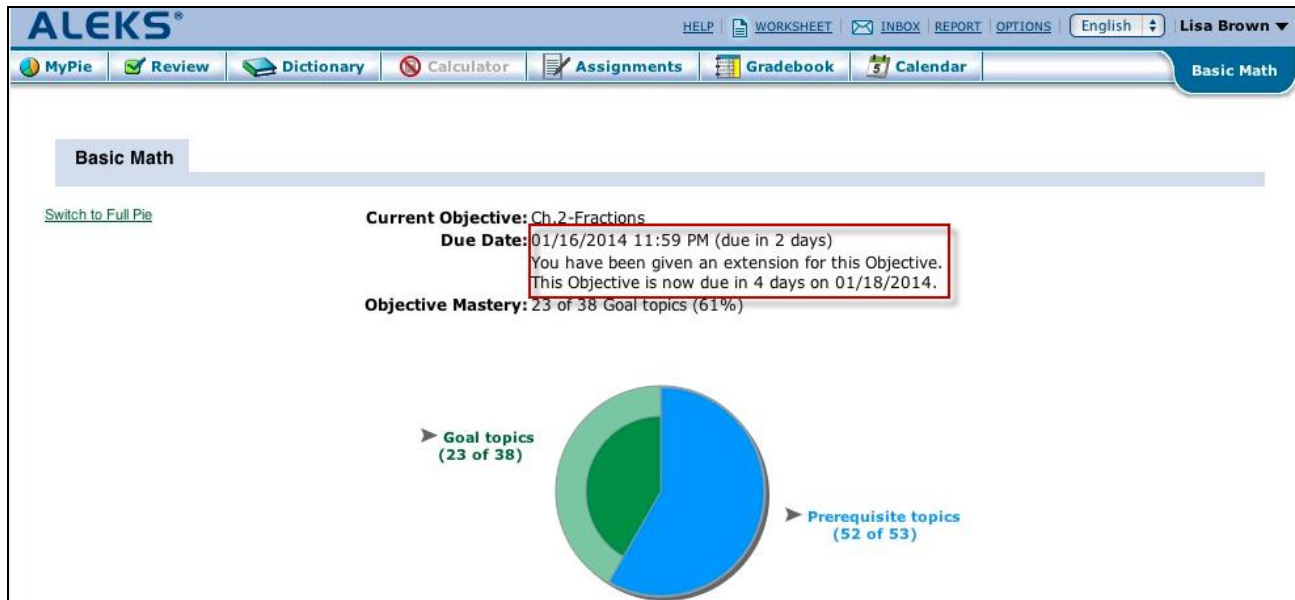
Switch to Objective Pie

Course Mastery (121 of 340 topics) [Need Help?](#)

Topic	Count	Goal
Whole Numbers	60	68
Fractions	21	35
Decimals, Proportions, and Percents	21	48
Measurement	3	16
Geometry	9	43
Data Analysis and Statistics	2	17
Real Numbers	2	33
Algebraic Expressions and Equations	3	37
Graphs of Linear Equations	0	16
Exponents and Polynomials	0	27

The dotted line represents your current Objective: Ch.2-Fractions (01/16/2014) - due in 2 days; 16 topics left to master. You have been given an extension for this Objective. This Objective is now due in 4 days on 01/18/2014.

If the student switches to the Objective Pie view, she sees the extension date above her pie.



ALEKS® HELP | WORKSHEET | INBOX | REPORT | OPTIONS | English | Lisa Brown ▾

MyPie | Review | Dictionary | Calculator | Assignments | Gradebook | Calendar | Basic Math

Basic Math

Switch to Full Pie

Current Objective: Ch.2-Fractions

Due Date: 01/16/2014 11:59 PM (due in 2 days)
 You have been given an extension for this Objective.
 This Objective is now due in 4 days on 01/18/2014.

Objective Mastery: 23 of 38 Goal topics (61%)

Category	Count	Goal
Goal topics	23	38
Prerequisite topics	52	53

Previous Objective

When a student has been given an extension to a previous Objective, as outlined in [example 2](#), the extension date and the topics from the previous Objective can be viewed from under the heading **Topics from a previous Objective that you haven't mastered yet**.

The screenshot shows the ALEKS interface for a student named Lisa Brown. At the top, there are navigation tabs: MyPie, Review, Dictionary, Calculator, Assignments, Gradebook, and Calendar. The main area displays a 'Basic Math' section with a 'Switch to Objective Pie' link. A pie chart titled 'Course Mastery (121 of 340 topics)' shows progress in various areas: Graphs of Linear Equations (0 of 16), Algebraic Expressions and Equations (3 of 37), Real Numbers (2 of 33), Data Analysis and Statistics (2 of 17), Geometry (9 of 43), Exponents and Polynomials (0 of 27), and Whole Numbers (60 of 68). A dotted line indicates the current objective: 'Ch.2-Fractions (01/16/2014) - due in 7 days; 16 topics left to master.' A pop-up window for 'Whole Numbers' is open, showing a list of topics. A red box highlights the heading 'Topics from a previous Objective that you haven't mastered yet' and a specific entry: 'Ch.1-Introduction to Whole Numbers: Goal topics (01/15/2014) - due in 6 days; 6 topics left to master. Ordering, Rounding, and Estimating'.

The dotted line represents your current **Objective: Ch.2-Fractions (01/16/2014)** - due in 7 days; 16 topics left to master.

You have been given extensions for previous Objectives. Topics from previous Objectives within each slice can be viewed from under the heading "Topics from a previous Objective that you haven't mastered yet." You can also switch to the Objective Pie view and reference "Previous Objectives topics" (brown slice.)

Students can switch to the Objective Pie view to work on previous Objectives topics found within the brown slice.

Switch to Objective Pie



This screenshot shows the 'Objective Pie' view. At the top, it displays 'Current Objective: Ch.2-Fractions' with a 'Due Date: 01/16/2014 11:59PM (due in 7 days)' and 'Objective Mastery: 23 of 38 Goal topics (61%)'. A 'Switch to Full Pie' link is visible. The pie chart shows 'Goal topics (23 of 38)' and 'Previous Objectives topics (6 topics)'. A pop-up window titled 'Previous Objectives topics' is open, listing several topics under the heading 'Ch.1-Introduction to Whole Numbers: Goal topics (01/15/2014) - due in 6 days; 6 topics left to master.' The topics listed are: Estimating a product or quotient of whole numbers, Order of operations with whole numbers and grouping symbols, Order of operations with whole numbers and exponents: Basic, Introduction to properties of addition, and Prime factorization.

Student Gradebook

For assignments or Objectives with extensions, students see a clock icon. Hovering over this icon displays the extension date. Students who have been given extensions can still work to improve their score until the extension date passes.

Gradebook

Show: [Display Options](#)

Total Grade	Homework 1 View	Ch.1-Introduction to Whole Num... View	Ch.2-Fractions View	Ch.3-Decimals View	
	Jan 5, 2014	Jan 8, 2014	Jan 16, 2014	Jan 30, 2014	Feb
86%	80% 	91% 	61%		
Extension Date: Jan 13, 2014					



15460 Laguna Canyon Road
Irvine, CA 92618 USA
E: <http://support.aleks.com>