

## Master Template: Create Assignments and Linked Courses

After clicking on the “Part 2: Create Assignments” button, administrators arrive at an introductory page. In Part 2, administrators create assignments to add to the Master Template. Administrators have two options for creating a new assignment:

- **Create a new assignment** – This option will take administrators through the ALEKS assignment creation process.
- **Duplicate an existing assignment** – This option will allow administrators to view the course folder for all instructors with existing assignments and duplicate an assignment.

Part 2. Create Assignments - Introduction

All assignments created in the Master Template will be copied into each linked course. Instructors have the option of adding or editing assignments within their individual course.

**Select if you want to create a new assignment or duplicate an existing assignment**

Create a new assignment  
 Duplicate an existing assignment

**Select the assignment type**

Homework  
 Quiz  
 Test  
 ALEKS Assessment

Click on "**Create Assignments**" to start.

[Create Assignments](#) Or [View Master Template Summary](#)

```
graph TD; MT["Master Template  
Math 60  
Homework #1  
Quiz #1  
Test #1"] --> Text["Assignments set up in the Master Template will be applied to each linked course."]; Text --> LC1["Linked Course #1  
Math 60  
CRN / Section #5225  
Prof. G. Cadin  
Homework #1  
Quiz #1  
Test #1"]; Text --> LC2["Linked Course #2  
Math 60  
CRN / Section #7893  
Prof. T. Lee  
Homework #1  
Quiz #1  
Test #1"];
```

This is what administrators will see if they select the “Create a new assignment” option. Administrators will proceed to create the new assignment from scratch.

### New Homework

#### STEP 1: Name & Date

Name:

Status:  ?

Start Date: Month:  Day:  Year:  Time:

End Date: Month:  Day:  Year:  Time:

Location:  ?

Time Limit:  :

Publish this Homework to the student calendar

Allow student access to "Worked Example" while working on this Homework

#### STEP 2: Content

Please select the content for this Homework. You must choose a minimum of 1 questions, with a maximum of 60 questions.

Randomly add  questions from

|  | Points   |
|--|--|
| <ul style="list-style-type: none"> <li>Basic Math [<a href="#">open all</a>   <a href="#">close all</a>]</li> <li>Whole Numbers</li> <li>Fractions</li> <li>Decimals, Proportions, and Percents</li> <li>Measurement</li> <li>Geometry</li> <li>Data Analysis and Statistics</li> <li>Real Numbers</li> <li>Algebraic Expressions and Equations</li> </ul> | <div style="border: 1px solid gray; padding: 10px; width: 80%; margin: auto;"> <p>Drag questions here</p> <p>Questions for the Quiz</p> <p>-----&gt; Question Title</p> </div> |

This is what administrators will see if they select the “Duplicate an existing assignment” option. For example, if an administrator elected to duplicate a Homework assignment, he/she would see an interface that displays the folder names of the other instructors at the school. Then, administrators can click on the “+” sign to expand the folder and see the instructor’s courses. Clicking on the “+” sign by a course name will show the available Homework assignments that can be duplicated. Administrators will check the box beside the homework assignment(s) they want to duplicate.

### Duplicate Homeworks

Please select the **Homeworks** you would like to **duplicate**:

- All Homeworks [[open all](#) | [close all](#)]
- Courses to be assigned (no instructor)
  - Master Templates
  - Inst. Aayers
  - Mr. Abba
  - Prof. Abel
  - Basic Math / 3556 TTH 10-11AM (w/ I.O.) – sect 123
      - Homework 1
      - Homework 2
      - Homework 3

After creating an assignment, administrators will see a confirmation page with the assignments created in the Master Template. Administrators can next create another assignment, edit an assignment, or create a linked course.

✔ **The assignment has been added to the Master Template.**

**Assignment list**

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The assignments listed below were created within this Master Template and have been copied to all linked courses.

Currently displaying: All assignment categories Create another Assignment

[Edit all assignment dates](#)

| Assignment                                  | Start Date             | Due Date                | Action             |
|---|------------------------|-------------------------|--------------------|
| Homework 1<br><a href="#">edit homework</a> | Feb 23, 2012<br>5:07PM | Feb 23, 2012<br>11:59PM | Select Action... ▾ |

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Part 3: Create Linked Courses Or [View Master Template Summary](#)

### Part 3: Create Linked Courses

After clicking on the “Part 3: Create Linked Courses” button, administrators arrive at an introductory page.

**Part 3. Create Linked Courses - Introduction**

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Now that you have defined the Master Template settings and content and created assignments, you can create linked courses linked to the Master Template and assign instructors to these courses. Additional linked courses can be created within the template at any time.

Immediately after being created, each linked course is a copy of the template.

Each instructor has the ability to customize the individual course to which the instructor has been assigned at any time, including changing start and due dates, editing assignments, and creating additional assignments.

Please note, however, that any update to the Master Template will override customizations made by the instructor of the linked courses.

Click on "**Create Linked Courses**" to start.

The diagram illustrates the process of creating linked courses. At the top, a box labeled 'Master Template Math 60' contains three colored squares representing 'Assignment #1' (blue), 'Assignment #2' (yellow), and 'Assignment #3' (red). Below this, a box labeled 'Copy Master Template' has two arrows pointing down to two separate boxes representing 'Linked Course #1' and 'Linked Course #2'. Each linked course box contains the same three assignment items as the master template, demonstrating that the content is copied.

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Create Linked Courses Or [View Master Template Summary](#)

In Part 3, administrators create linked courses and assign them to instructors. A linked course contains the same content and settings as the Master Template. Once a linked course is created, all existing course settings and assignments from the Master Template will be applied to the linked courses.

First administrators enter the name of the Course CRN / Section. Administrators then assign an instructor to the individual linked course. Administrators have three options for setting the “Instructor” field for each linked course:

- **Existing ALEKS Instructor** – The drop-down menu contains a list of instructor names with existing ALEKS Instructor Accounts.
- **Instructor to be announced (TBA)** - If the name of the instructor is unknown, administrators can select “Instructor to be announced (TBA).” Once the instructor’s name is known, administrators can update the “Instructor” field. Administrators can find the linked course from the main navigation window in the folder called “Courses to be assigned (no instructor).” See the section called “Courses assigned with TBA instructor” for more details.
- **Create a new Instructor** – If the instructor does not have an existing ALEKS account, administrators can select “Create a new Instructor.” Administrators will enter the new instructor’s title, first and last names, and e-mail address. ALEKS will generate an e-mail message with the instructor’s login name and password to be sent to the instructor’s provided e-mail address.

**Part 3. Create Linked Courses - Confirmation**

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Each linked course listed here is a copy of the Master Template. It contains the same course settings, content and assignments. If you need additional linked courses, use the "Create another Linked Course" button.

Linked courses for: **Basic Math 100** [Create another Linked Course](#)

| CRN/Section | Instructor                             | Course Code | Linked Course Actions              |
|-------------|--|-------------|------------------------------------|
| 123         | Mr. Doe                                | FJ64K-XTRLQ | <a href="#">Edit Linked Course</a> |
| 456         | Courses to be assigned (no instructor) | 63CGP-YF4RK | <a href="#">Edit Linked Course</a> |
| 789         | Mr. Smith                              | WYWAF-TMUVN | <a href="#">Edit Linked Course</a> |

[I am done creating linked courses](#)

After a linked course has been created, the administrator as well as the instructor assigned to the course, receive a message in their ALEKS Message Center including important information about the linked course.

Below is an example of the message the instructor receives.

ReplyReply AllForward

This is a copy of the message sent to Mr. Smith.

This email contains your new ALEKS Course with the following information:

Your **Course Name** is: Basic Math 100 - 789  
Your **Course Code** is: PJEPC-XHGDA

Please give the Course Code to your students. They will need it to register in ALEKS and enroll in your course.

**IMPORTANT - This is a Linked Course:**  
\*\*We strongly recommend that you coordinate with your administrator before you start working on your course. \*\*

Your administrator created this Linked Course based on a Master Template. Linked Courses behave differently than regular ALEKS Courses.

- Updates made by the administrator within the Master Template will be updated immediately in all Linked Courses.
- Any customization to this course may be overridden by the administrator's updates in the Master Template. This includes customizations to any area of your course, including settings, Gradebook settings, assignments, course content, start and due dates, etc.
- You will receive courtesy notices whenever an administrator has made a change in the Master Template. Please coordinate with your administrator to learn more about the updates.

**Getting Started with Your Linked Course**

**(Strongly Recommended) - Visit your ALEKS Message Center first**

Please visit your ALEKS Message Center (labeled "Inbox" at the top of the ALEKS Instructor Module). Your administrator may have sent you specific instructions to coordinate with you in teaching this Linked Course.

**Verify your course settings**

1. Go to "Edit Course" in the Advanced Instructor module or "Edit this Course" in the Basic Instructor module. Review the current course settings. Click on "edit" to adjust settings.

**Verify your assignments:**

1. Visit each assignment tab (e.g. Homework, Quizzes, Tests, Assessments etc) to view all the assignments that your administrator created for this course.
2. Verify the start and due date for each assignment.
3. From the menu select the "Edit" option to view all the available assignment settings and options.

**Verify your Gradebook Settings**

1. Visit the Gradebook tab.
2. Click on Gradebook Setup to review the current assignment category weights and the grading scale.

Instructor Resources Teaching with ALEKS - [http://www.aleks.com/highered/math/teaching\\_waleks](http://www.aleks.com/highered/math/teaching_waleks)  
ALEKS Community - <http://www.aleks.com/community>  
ALEKS User Guides - [http://www.aleks.com/highered/math/user\\_guides](http://www.aleks.com/highered/math/user_guides)  
Instructor Training Center - [http://www.aleks.com/highered/math/training\\_center](http://www.aleks.com/highered/math/training_center)  
ALEKS Customer Support - <http://www.aleks.com/support>

ReplyReply AllForward

## Master Template Summary

Administrators will be able to save and edit information during the Master Template creation process. At the end of each part, administrators can view the Master Template Summary. This page may be used as a guideline to show which parts have been completed or require completion. Administrators can view or edit each part by selecting the appropriate link next to each part.

**Master Template Summary**

You have completed the Master Template.

✔ **Part 1. Template Basics** [Expand / Collapse](#)

You have completed Part 1: "Define Template Basics". [ [view/edit](#) ]

✔ **Part 2. Assignments** [Expand / Collapse](#)

You have completed Part 2: "Create Assignments". [ [view/edit](#) ] [ [create assignments](#) ]

✔ **Part 3. Linked Courses** [Expand / Collapse](#)

You have completed Part 3: "Create Linked Courses". [ [view/edit](#) ] [ [create linked courses](#) ]

## Courses assigned with “Instructor to be announced (TBA)”

If a course was assigned with “Instructor to be announced (TBA)”, the administrator receives a message in their ALEKS Message Center Inbox including important information about the linked course and steps on how to update the TBA instructor field.

Below is an example of the message the administrator receives with the instructions on how to update the TBA instructor field.

[Reply](#) [Reply All](#) [Forward](#)

This email contains your new ALEKS Course with the following information:

Your **Course Name** is: Basic Math 100 - 456  
Your **Course Code** is: ADT96-KN9QJ

Please give the Course Code to your students. They will need it to register in ALEKS and enroll in your course.

**NOTE: This course has not been assigned to an instructor.**

**To update a TBA Instructor:**

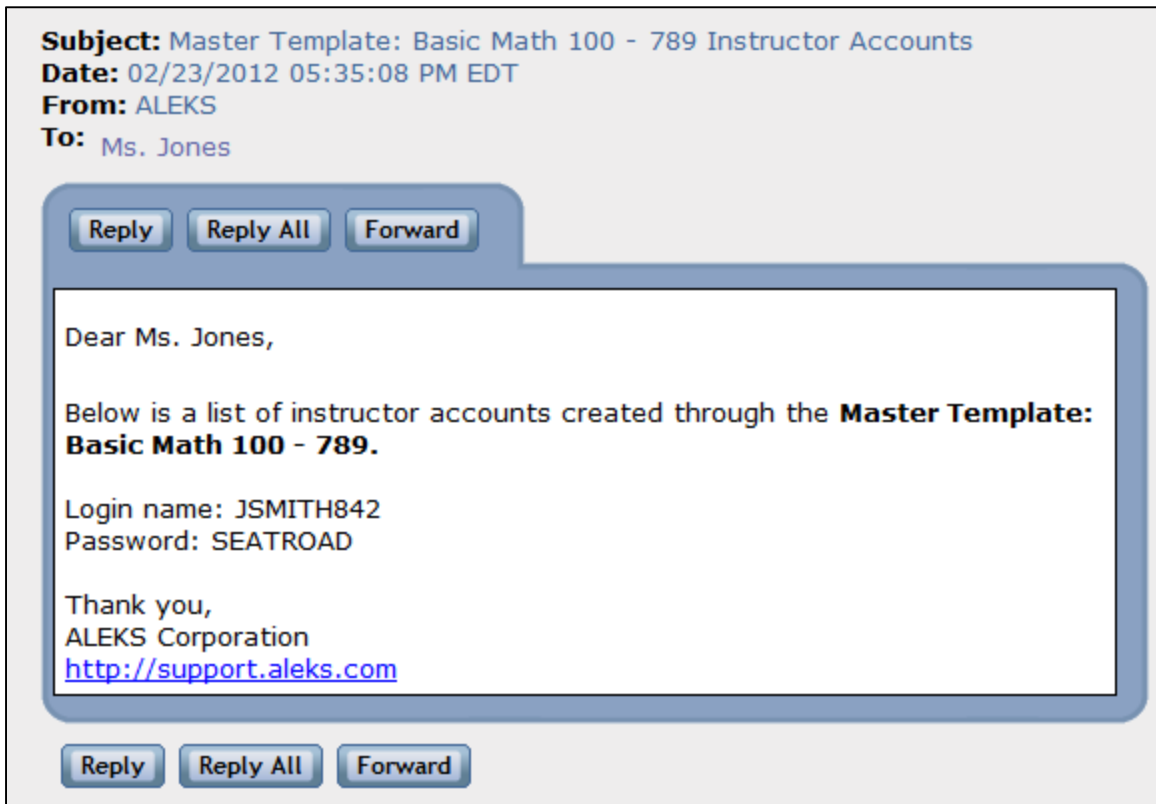
1. From the main navigation window, locate the folder called "Courses to be assigned (no instructor)".
2. Click on the "+" sign to expand the folder.
3. Click on the name of the linked course that needs an instructor.
4. Under the "Home" tab select the "Move Course" link.
5. Select the Instructor who will be teaching the linked course.

**IMPORTANT - This is a Linked Course:**  
\*\*We strongly recommend that you coordinate with your administrator before you start working on your course. \*\*

Your administrator created this Linked Course based on a Master Template. Linked Courses behave differently than regular ALEKS Courses.

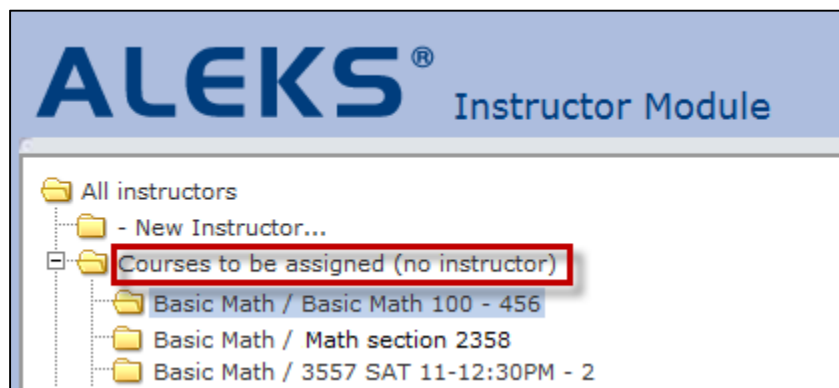
Below is an example of the message sent to administrators if new teacher accounts were created through the Master Template.

NOTE: It is the administrator's responsibility to communicate the login name and password to the instructor if the instructor's email address was not provided during account creation.



### How to update a course assigned with “Instructor to be announced (TBA)”

To update a linked course that was set to “Instructor to be announced (TBA),” administrators click on the folder called “Courses to be assigned (no instructor)” from the main navigation window. They will click on the “+” sign to expand the folder, and then click on the name of the linked course that needs an instructor.



Under the Home tab, administrators first click on “Actions.” Then, they will click on “Move Course,” and finally select the instructor who will be teaching the linked course.

