



# Course and Topic Resources

## User Guide

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## Course and Topic Resources

Instructors can add resources for students to access in ALEKS at the course or individual topic level. With this feature, instructors can share files, links, and notes to aid student learning. For example, instructors can add a link to a video they found online or created themselves that supports a particular lesson in ALEKS. Students can access resources through the Resources page and/or the Explain pages of ALEKS topics based on the accessibility options selected by their instructor. Additionally, instructors can organize their resources in folders.

This feature is available for all Higher Ed courses in the Basic and Advanced Instructor Modules.

## How to Access the Feature in the Instructor Module

### Basic Instructor Module

Instructors can access the feature after selecting a course, clicking on **Administrator Center**, and then clicking on **Course Resources**.

The screenshot shows the ALEKS Instructor Module interface. At the top, there is a navigation bar with links for Student View, Inbox, Use Advanced IM-2, and Sign Out. Below this, the user's name "Good Morning, Ms. Smith" is displayed. The main navigation menu includes Home, Reports, Gradebook, Homework, Quizzes, Tests, Assessments, and Worksheets. The "Administrator Center" tab is selected and highlighted with a red box. Underneath, there are several links: "Student Account preferences", "Move a student from this course to another.", "Unenroll a student from this course.", "Delete this course", "QuickTables Home", "View all your courses and course codes.", and "Financial Aid Code". A "Course Resources" link is also highlighted with a red box. On the right side, there is a "Course Calendar" widget showing upcoming due dates for January 2012.

### Advanced Instructor Module

Instructors can access the feature after selecting a course, clicking on the **Home** tab, and then clicking on **Course Resources**.

The screenshot shows the ALEKS Instructor Module interface with the "Home" tab selected and highlighted with a red box. The main navigation menu includes Home, Reports, Gradebook, Homework, Quizzes, Tests, Assessments, and Worksheets. Below the navigation menu, there are several tool buttons: "Edit Course", "Course Options", "Advanced Options", "Textbook Selection", "Objectives Editor", "Course Content", "Enroll Students", "Cleanup Tool", "Financial Aid Code", "Course Roster", "Course Forum", "Course Calendar", "Send Message", "QuickTables", and "Course Resources". The "Course Resources" button is highlighted with a red box. On the left side, there is a tree view showing a list of courses, including "Basic Math / Math 101", "Pre-Algebra / Math 102 / ALEKS 360", "Beginning Algebra / Math 103 / ALEKS 360", "Introduction to Geometry / Math 104", "Intermediate Algebra / Math 105 / ALEKS 360", "Beginning and Intermediate Algebra Combined / Math 106 / ALEKS 360", and "College Algebra / Math 107 / ALEKS 360". On the right side, there is a list of names: Anderson, Bill; Black, Victoria C.; Chang, Daniel C.; Clinton, Charles S.; Doyle, Herbert B.; Ellison, Paul K.; Frankel, Jose P.; Fredericks, Kai A.; and Fredericks, Ken B.

When first accessing this feature, the following ALEKS Course Resources Agreement appears. After reading and agreeing with the terms, instructors check the box and click on **>> Continue**.

**ALEKS Course Resources Agreement**

**\*\* IMPORTANT \*\*** [Print this document](#)

By clicking in the box below, Customer acknowledges and agrees that Customer is solely responsible for (a) the content all resources added by Customer to any ALEKS Class Resources page ("Content"), and (b) compliance with all requirements established by any owner of any Content or by applicable law. Customer also acknowledges and agrees that ALEKS Corporation will under no circumstances be responsible for (i) the quality, functionality, usability, suitability, accessibility, educational value or any other attribute of the Content, or (ii) any loss or liability of any kind whatsoever arising in connection with the Content, including (without limitation) any loss or liability arising from the Content's being defamatory or infringing on any copyright, trademark or other intellectual property rights.

I have read and agree to the terms of the ALEKS Course Resources Agreement.

[» Continue](#)

When no resources have been added, the page below appears. Instructors can begin by first adding resources or by creating folders to organize the resources. Resources and folders can be added at any time and in any order.

**Resources**

Add resources for students to access through the Resources page and/or the Explain pages of ALEKS topics.

[Add Resource](#) Click to add a resource.

Total Number of Resources: 0 | File Space Remaining for this Class: 100 MB

Open All / [Close All](#) [Add Folder](#) Click to add a folder to organize the resources.

Actions ▼ Select one or more rows to perform an action.

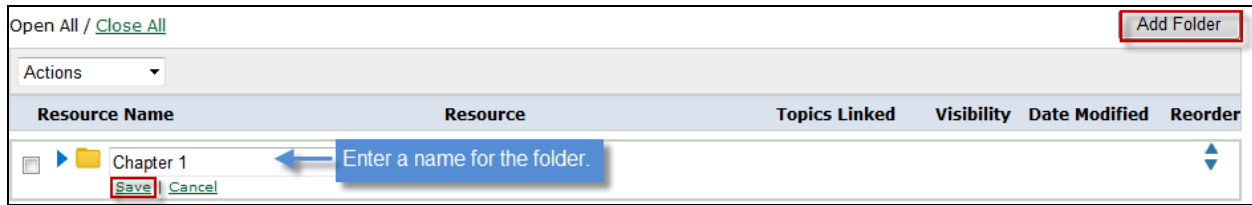
| Resource Name                                    | Resource | Topics Linked | Visibility | Date Modified | Reorder |
|--|----------|---------------|------------|---------------|---------|
| There are currently no resources for this class. |          |               |            |               |         |

Legend: 👁 This resource is visible on each student's Resources page

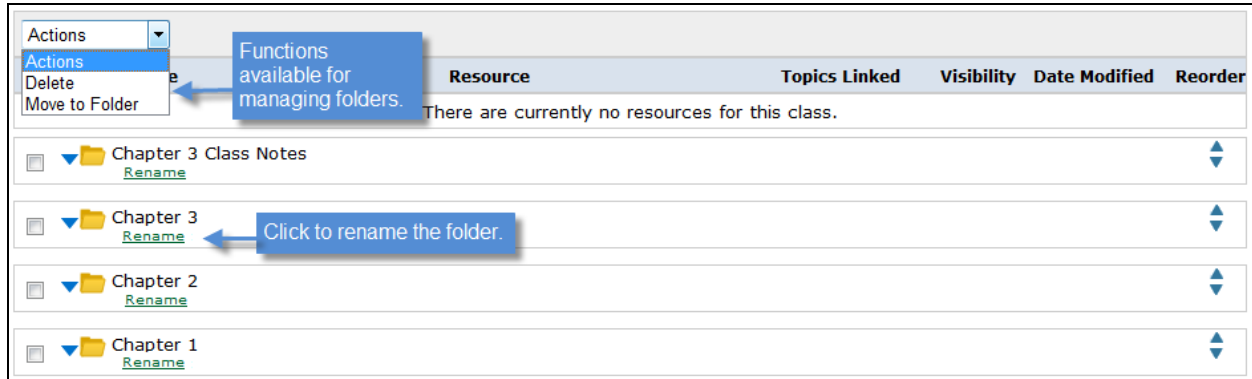
## How to Add Folders

### Add a New Folder

1. Click **Add Folder**
2. Enter a name for the folder
3. Click **Save**



Below is an example of what the page looks like when many resources have been added. Instructors can manage folders with the functions available from the Actions drop-down menu.

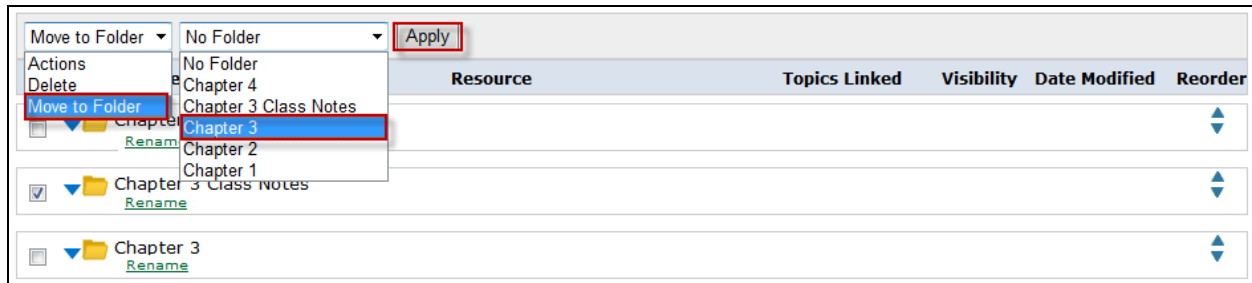


### Create a Subfolder

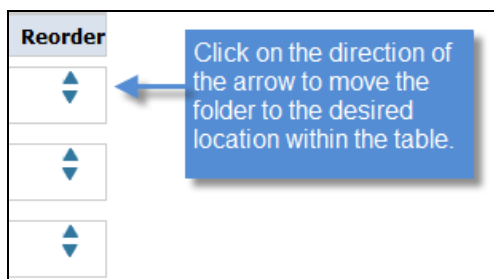
Folders can be further organized by creating subfolders. Folders can be moved through the following three ways:

#### A. Use the Actions Drop-Down Menu

1. Check the box next to the folder that you wish to move under a main folder
2. Under the Actions drop-down menu, select **Move to Folder**
3. Select the name of the folder to move the folder under
4. Click **Apply**



#### B. Use the Arrows Under the Reorder Column to Move the Folder Under the Desired Folder



### C. Drag and Drop the Folders to the Desired Location Within the Table

Below is an example of a course with several subfolders:

| Resource Name  | Resource | Topics Linked | Visibility | Date Modified | Reorder |
|--|----------|---------------|------------|---------------|---------|
| There are currently no resources for this class.                           |          |               |            |               |         |
| <input type="checkbox"/> ▼ Chapter 4<br><a href="#">Rename</a>             |          |               |            |               | ▲▼      |
| <input type="checkbox"/> ▼ Videos<br><a href="#">Rename</a>                |          |               |            |               | ▲▼      |
| <input type="checkbox"/> ▼ Chapter 4 Class Notes<br><a href="#">Rename</a> |          |               |            |               | ▲▼      |
| <input type="checkbox"/> ▼ Chapter 3<br><a href="#">Rename</a>             |          |               |            |               | ▲▼      |
| <input type="checkbox"/> ▼ Videos<br><a href="#">Rename</a>                |          |               |            |               | ▲▼      |
| <input type="checkbox"/> ▼ Chapter 3 Class Notes<br><a href="#">Rename</a> |          |               |            |               | ▲▼      |
| <input type="checkbox"/> ▼ Chapter 2<br><a href="#">Rename</a>             |          |               |            |               | ▲▼      |
| <input type="checkbox"/> ▼ Chapter 1<br><a href="#">Rename</a>             |          |               |            |               | ▲▼      |

## Add Resource

Below are the resource requirements:

- Instructors can add three types of resources:
  - Upload a file
  - Type or paste a link
  - Type a text-only note up to 250 characters
  
- The total amount of resources that can be uploaded per topic is unlimited, but ALEKS recommends a maximum of three resources to enable a student-friendly view in the Student Module
  
- Valid URLs must begin with `http://`, `https://`, or `www`.
  
- File uploads can be up to 4MB per file
  - The following extensions are accepted for file upload:  
 .gif, .jpg, .jpeg, .png, .bmp, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .ps, .pdf, .pps, .psp, .rtf, .txt, .xml, .swf, .jnt, .csv.
  
- The total amount of resources that can be uploaded in each course is up to 100MB

From the Add Resource page, instructors can perform several actions:

**Add Resource**

**Name and Type**

Enter a Resource Name  **Enter a name for the resource.**

**Choose a Resource Type**

File:

Link (URL):

Note:

**Organize Resource (Optional)**

Add this resource to an existing folder in the Resources table  **The drop-down menu contains a list of folders that have been created.**

**Student Resource Visibility**

Display this resource on each student's Resources page when student is in Learning Mode. The resource will be accessible and organized in the order specified by the instructor.

**Link Resource to Topics**

Link this resource to individual topics. Students will be able to view this resource on the Explain pages for the selected topics.

Select one or more topics below. Preview topics by double clicking on the topic name.

Topics selected: 0 Resources linked

- Basic Math
  - Whole Numbers
    - Expanded form and Numeral Translation
      - Whole number place value: Problem type 1
      - Whole number place value: Problem type 2
    - Expanded form
    - Expanded form with zeros
    - Numeral translation: Problem type 1
    - Numeral translation: Problem type 2
  - Addition and Subtraction
    - One-digit addition with carry
    - Addition of 3 or 4 one-digit numbers
    - Adding a 2-digit number and a 1-digit number with carry
    - Addition without carry
    - Addition with carry
    - Addition with carry to the hundreds place

**Callouts:**

- Click on an option to select the type of resource that will be added.
- Check the box to add the resource to an existing folder.
- Check the box to add the resource to individual topics so that students can see it on the Explain page.
- NOTE: The interface becomes active after checking the box.
- Instructors then check the topics to link the resource to.

Below is an example of a course with many resources. Resources can be moved within the table in the same way as folders described on page 3. Instructors can perform several actions from this page:

Open All / Close All Total Number of Resources: 6 | File Space Remaining for this Class: 100 MB

| Resource Name  | Resource  | Topics Linked            | Visibility               | Date Modified | Reorder |
|--|---|--------------------------|--------------------------|---------------|---------|
| <input type="checkbox"/> <a href="#">Link to YouTube</a><br><small>Edit   Rename</small>   | <a href="http://www.youtube.com">http://www.youtube.com</a> | No topics                | <input type="checkbox"/> | 07/29/13      | ↑ ↓     |
| <input type="checkbox"/> <a href="#">How to Use ALEKS</a><br><small>Edit   Rename</small>  | <a href="http://www.aleks.com">http://www.aleks.com</a>     | No topics                | <input type="checkbox"/> | 07/29/13      | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Chapter 4</a><br><small>Rename</small>                |   |                          | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Videos</a><br><small>Rename</small>                   |   |                          | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Chapter 4 Class Notes</a><br><small>Rename</small>    |   |                          | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Instructor's Note</a><br><small>Edit   Rename</small> | <a href="#">Display Note</a>                                | No topics                | <input type="checkbox"/> | 07/29/13      | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Class Notes</a><br><small>Edit   Rename</small>       | <a href="#">Class_Notes.pdf</a> (12 KB)                     | No topics                | <input type="checkbox"/> | 07/29/13      | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Chapter 3</a><br><small>Rename</small>                |   |                          | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Videos</a><br><small>Rename</small>                   |   |                          | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Chapter 3 Class Notes</a><br><small>Rename</small>    |   |                          | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Instructor's Note</a><br><small>Edit   Rename</small> | <a href="#">Display Note</a>                                | <a href="#">2 topics</a> | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Class Notes</a><br><small>Edit   Rename</small>       | <a href="#">Class_Notes.pdf</a> (12 KB)                     | <a href="#">2 topics</a> | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Chapter 2</a><br><small>Rename</small>                |   |                          | <input type="checkbox"/> |               | ↑ ↓     |
| <input type="checkbox"/> <a href="#">Chapter 1</a><br><small>Rename</small>                |   |                          | <input type="checkbox"/> |               | ↑ ↓     |

**Callouts:**

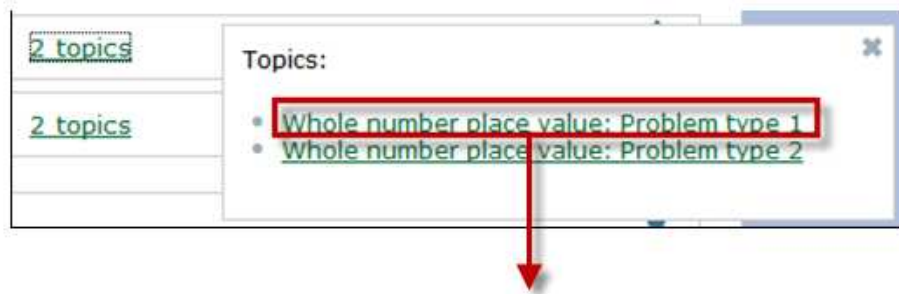
- Use these links to expand or collapse the view for all folders.
- To collapse the view for individual folders, click on the arrow beside a folder.
- Click on the direction of the arrow to move the folder or resource to the desired location within the table.
- Click to see the topic(s) the resource is linked to.

**Topics:**

- Whole number place value: Problem type 1
- Whole number place value: Problem type 2

## How to Preview Resources from the Instructor Module

From the resources table, clicking on the topic name within the pop-up shows what the resource looks like for students when they click on the Explain button.



**Whole number place value: Problem type 1**

Give the digits in the hundreds place and the tens place.

8,740

Here are the digits of the number and their places.

| Thousands | Hundreds | Tens | Ones |
|-----------|----------|------|------|
| 8         | 7        | 4    | 0    |

[More](#)

The digit in the hundreds place is 7 .

The digit in the tens place is 4 .

Here is the answer.

|           |   |
|-----------|---|
| hundreds: | 7 |
| tens:     | 4 |

**Resources From Your Instructor**

- Instructor's Note
- Please use the class notes as reference while working on the chapter 3 assignment.
- [Class Notes](#)

**Additional Resources**

For additional explanation, see your textbook:

Section 1.1: Introduction to Whole Numbers



## View of Resources from the Student Module

Students will see the RESOURCES link after their instructor has added at least one resource. (The link will not show if resources have not been added to the course.)

Below are examples of the two places where students can view resources based on the accessibility options selected by their instructor.

### a. From the Resources Link

Students will see a table with the folders and resources that their instructor has added. Students can click on the resource or folder they want to view. By default, all folders are collapsed when arriving at this page.

The screenshot shows the ALEKS interface with the 'RESOURCES' link highlighted in the top navigation bar. Below the navigation bar, the 'Resources' section is visible with a table containing links to YouTube, 'How to Use ALEKS', and folders for Chapter 4 and Chapter 3.

Example of the **Open All** view.

The screenshot shows the ALEKS interface with the 'Resources' section expanded. A blue callout box points to the 'Open All / Close All' link, stating: "Students can use these links to expand or collapse the view for all folders." The expanded view shows folders for Chapter 4 and Chapter 3, each containing class notes and instructor's notes.

### b. From the Individual Topic

If resources are linked to a topic, students click on the **Explain** button to see the resources.

The screenshot shows the ALEKS interface with a math problem: "Whole number place value: Problem type 1". The problem asks for the digits in the thousands and hundreds places of the number 3,027. The "Explain" button is highlighted in red.

From the Explain page, students see the resources added by their instructor.

**Whole number place value: Problem type 1**

Give the digits in the thousands place and the tens place.

2,836

Here are the digits of the number and their places.

| Thousands | Hundreds | Tens | Ones |
|-----------|----------|------|------|
| 2         | 8        | 3    | 6    |

More

The digit in the thousands place is 2 .

The digit in the tens place is 3 .

Here is the answer.

|            |   |
|------------|---|
| thousands: | 2 |
| tens:      | 3 |

Practice

**Resources From Your Instructor**

Instructor's Note

Please use the class notes as reference while working on the chapter 3 assignment.

[Class Notes](#)

**Additional Resources**

For additional explanation, see your textbook:

Section 1.1: Introduction to Whole Numbers



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