# ALEKS®

Master Template: Create a new Master Template

An ALEKS Master Template is a collection of course settings that can be created once and applied to multiple courses linked to the Master Template to create uniformity and consistency for a course across instructors.

In the Instructor Module, administrators can create a Master Template, add assignments, and update any number of linked courses based on the Master Template. Administrators have the ability to define course content, settings, and assignments at any time while using a Master Template. Once linked courses are created based on the Master Template and assigned to instructors, the Master Template settings will apply to all linked courses. Instructors teaching the linked courses can edit anything in their individual course settings and assignments, including adding their own assignments.

The Master Template is available for all Higher Ed courses. This feature is available to ALEKS administrators. Administrators can find the feature in the Advanced Instructor Module under the "Master Templates" folder.

Advanced Instructor Module
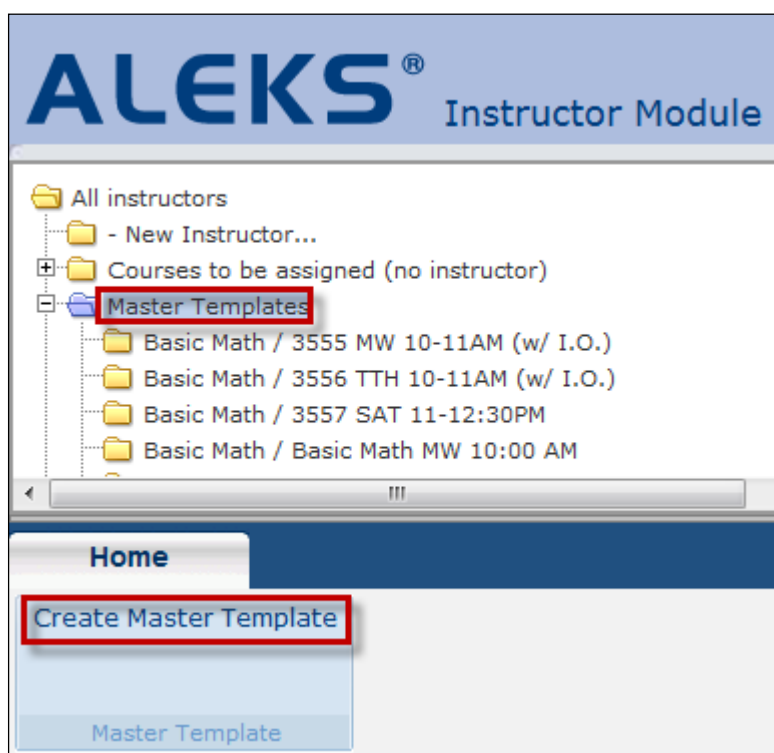
After clicking on the "Create Master Template" link in the Home tab, administrators will arrive at an introductory page. Administrators can either click on the "Continue" button to create a new Master Template, or click on the provided link to create a Master Template based on an existing course.

Option A: Create a Master Template from scratch

After clicking on the "Continue" button, administrators will see "Part 1. Define Template Basics – Introduction."

Part 1: Define Template Basics

In Part 1 of the Master Template set-up wizard, administrators can set up their Master Template with basic information.

Administrators can also set up the Master Template with or without a textbook. If administrators choose to set up the Master Template without a textbook, the box below will expand and they can select if they plan to use "ALEKS Modules (Custom Objectives) or "No Modules."

If administrators choose "No Modules", they will select the topics they want to include or exclude.

Part 1. Define Template Basics - (Optional) Edit Content

Review the topics that will be included in your Template Basics. Check the box next to content you want to include. Uncheck the box next to content you want to exclude.

You have selected **278 topics** out of **395 available.**

Reset Changes

Basic Math [open all | close all]
Whole Numbers
☑ Expanded Form and Numeral Translation
☑ Addition and Subtraction
☑ Multiplication and Division
☑ Ordering, Rounding, and Estimating
☑ Exponents and Order of Operations
☑ Properties of Operations
Prime Numbers, Factors, and Multiples
☑ Even and odd numbers
☑ Divisibility rules for 2, 5, and 10
☑ Divisibility rules for 3 and 9
☑ Factors
☑ Prime numbers
☑ Prime factorization
☑ Greatest common factor
☑ Least common multiple

Previous Step   Next Step

Course Wizard Progress Indicator

Administrators can select if they want to use ALEKS QuickTables.

Part 1. Define Template Basics - (Optional) QuickTables

Do you plan to use ALEKS QuickTables? ⑦

No ▼

Previous Step   Next Step

Course Wizard Progress Indicator

Administrators will then see a Review and Save page. They can edit information here, or click the "Save" button to continue with the Master Template set-up process.

Part 1. Define Template Basics - Review and Save

Here is how your Template Basics will be set up:

- **Master Template Name:** Basic Math 100 (edit)
- **ALEKS Course:** Basic Math (edit)
- **Subscription Type:** Higher-Ed any access code (edit)
- **Start Date:** 02/22/2012 (edit)
- **End Date:** 02/21/2013 (edit)
- **Textbook:** n/a (edit)
- **Objectives:** n/a (edit)
- **Course Content:** 278 topics (edit)
- **QuickTables:** n/a (edit)

Please click on "**Save**" below to finalize your course, or click on "**Previous Step**" to make any changes.

[Previous Step]   Save

Course Wizard Progress Indicator

When administrators have completed Part 1 of the Master Template creation process, they will see a confirmation page. Advanced Options can be expanded to show additional options for Content, Course, Gradebook (see NOTE), Worksheets, or Assessment settings. Customizing the settings for these options in the Master Template will apply then to all linked courses. Instructors can then edit these settings for their individual courses.

NOTE: If administrators want to create external assignments for the Master Template, they can do this after clicking on the "[edit]" link by "Gradebook Setup." Only the assignment name and date can be set at the Master Template level; the student grades and maximum point values are set at the linked course level.

✔ You have completed Part 1 of 3. Proceed to Part 2: "Create Assignments".

Part 1. Define Template Basics - Confirmation

Your Master Template has been successfully set up:

Template Basics Details:

- **Master Template Name:** Basic Math 100
- **ALEKS Course:** Basic Math
- **Subscription Type:** Higher-Ed any access code
- **Start Date:** 02/22/2012
- **End Date:** 02/21/2013
- **Textbook:** n/a
- **Objectives:** n/a
- **Course Content:** 278 topics
- **QuickTables:** n/a

Download ALEKS Course Syllabus ▼

Advanced Options [show less]

Customize these options as needed. Please note that these settings will be copied to all linked courses within the Master Template. Select the "show more" link to edit additional options for your Content, Course, Gradebook, Worksheets, or Assessment.

Course
Student Learning Options [edit]
Access Options [edit]
Course Resources [edit]

Worksheets
Worksheet Options [edit]

Gradebook
Gradebook Setup [edit]

Assessment
Assessment Options [edit]

Content
Intermediate Objectives [edit]

Part 2: Create Assignments   Or I will create assignments later

All steps were completed
Course Wizard Progress Indicator

Option B: Create a Master Template based on an Existing Course

This is what administrators will see if they click on the "create a Master Template based on an existing course" link from the introductory page. Administrators will use the drop-down to select the existing course they want to create a Master Template from.

Create Master Template from Existing Course

You can create a Master Template based on an existing course. The course settings and its assignments will be copied. Please select from the list of existing courses below:

Existing Courses: (Choose one) ▾

Click **"Create Master Template"** to create a template based on the selected course, or click **"Cancel"**.

[Create Master Template]   [Cancel]

After clicking on the "Create Master Template" button, a confirmation message will appear to inform administrators that their Master Template has been created. All course settings and assignments from the existing course are copied into the Master Template.

✓ **Your changes have been saved successfully.**

Create Master Template from Existing Course

The Master Template **Template of Statistics** has been created. It has 2 assignments already created.

You can add more assignments to this template by going to the Master Template Summary page.

[Go to Master Template Summary]

Administrators can view the Master Template summary page after clicking on the "Go to Master Template Summary" button. This page may be used as a guide 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. Assignments that were copied from the existing course will be displayed in "Part 2. Assignments" of the Master Template Summary page.

Master Template Summary

You have completed Parts 1 and 2. Please proceed to Part 3: "Create Linked Courses".

✔ Part 1. Template Basics   Expand / Collapse

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

Here is how your Template Basics will be set up:

- **Master Template Name:** Template of Basic Math
- **ALEKS Course:** Basic Math
- **Subscription Type:** Higher-Ed any access code
- **Start Date:** 04/07/2010
- **End Date:** 06/10/2011
- **Textbook:** Baratto/Bergman/Hutchison: Basic Mathematical Skills with Geometry, 8th Ed. (McGraw-Hill, Paperback)
- **Course Content:** 395 topics
- **Selected Chapters:** 10 out of 13 chapters selected

Chapter	Start Date	End Date
Ch.1-Operations On Whole Numbers	04/07/2010	04/07/2011
Ch.2-Multiplying and Dividing Fractions Ch.6-Percents	04/08/2011	04/15/2011
Ch.7-Measurement	04/16/2011	04/29/2011
Ch.8-Geometry	04/30/2011	05/05/2011
Ch.9-Data Analysis and Statistics	05/06/2011	05/19/2011
Ch.10-The Real Number System	05/20/2011	05/25/2011
Ch.11-An Introduction to Algebra	05/26/2011	05/27/2011
Supplemental Topics on Exponents and Polynomials (not in textbook)	05/28/2011	05/28/2011
Supplemental Topics on Graphing (not in textbook)	05/29/2011	06/01/2011

✔ Part 2. Assignments   Expand / Collapse

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

Edit all assignment dates

Assignment	Start Date	Due Date	Action
Homework 8 ☑ edit homework	Feb 2, 2012 5:59AM	Feb 16, 2012 5:59AM	Select Action... ▼
Homework 9 ☑ edit homework	Jan 16, 2012 5:10PM	Jan 30, 2012 11:59PM	Select Action... ▼
Homework 1 ☑ edit homework	Oct 10, 2011 1:50AM	Oct 27, 2011 8:59AM	Select Action... ▼

Part 3. Linked Courses

Click on "Create Linked Courses" to start adding linked courses to your Master Template. [learn more]

Create Linked Courses

After a Master Template has been created, administrators can view it in the Master Templates folder. The Master Templates folder is structured by ALEKS Course / Master Template name.