

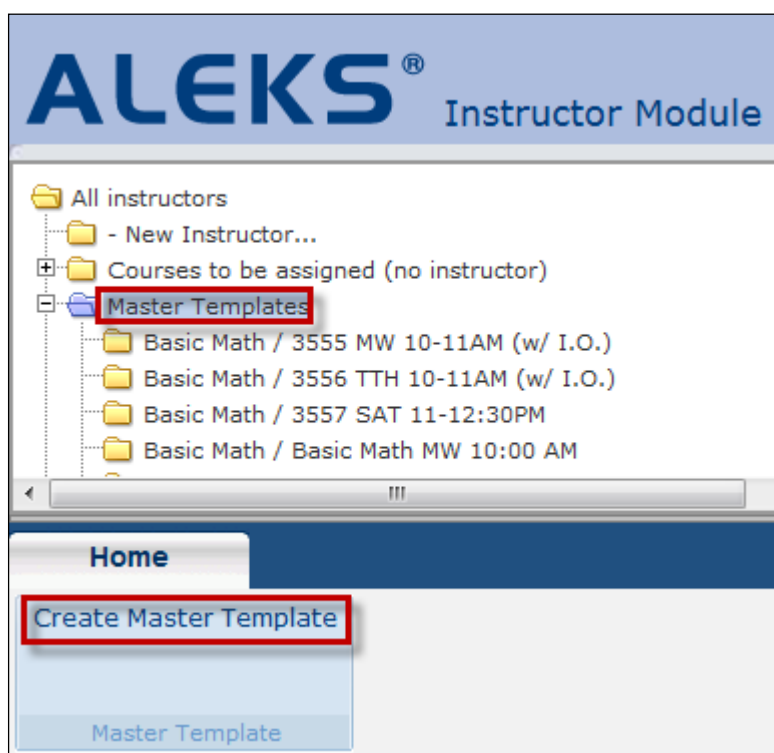
Master Template: Create a new Master Template

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.

Introducing the Master Template

How it works

Creating a Master Template is a 3-part process. Each part will involve multiple steps. You will be able to save and edit your information in the process.

Part 1. Define Template Basics - Define the course settings and subject matter content and select a textbook for the Master Template.
Part 2. Create Assignments - Set up assignments that will be applied to each course linked to the Master Template.
Part 3. Create Linked Courses - Create and link courses to the Master Template and assign them to instructors.

Once linked courses have been assigned, instructors will be able to customize their own individual courses to suit their needs by:

- a. Adding and editing additional assignments.
- b. Editing assignment start dates and due dates.
- c. Making other setting changes.

Alternatively, you have the option to [create a Master Template based on an existing course](#).

To create a Master Template from the beginning, click on “Continue”.

Continue

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 - Introduction

In Part 1, you will select a textbook and define the course content and settings.

Before you begin, please have the following information ready:

1. The name of the Master Template (e.g., Math 100)
2. The name of the ALEKS course product that the Master Template will be using
3. The start and end dates of the Master Template
4. The name of the Textbook used with the Master Template (if any)
5. The course syllabus

Previous Step
Start Template Basics

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.

Part 1. Define Template Basics - Basic Information

Master Template Name: (example: Math 60) ?

ALEKS Course: (Required)

Course Dates: Start:

Month	Day	Year
Feb	22	2012

 End:

Month	Day	Year
Feb	21	2013

?

Course Wizard Progress Indicator

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.”

Part 1. Define Template Basics - Textbook Integration, Custom Objectives and Modules

You have the option to integrate a textbook(*) with your course and to create objectives.

(1) *Textbook Integration.* With Textbook Integration, ALEKS will automatically place chapter and section references on the ALEKS explanation pages. This way, your students can easily look up parallel material in their textbook to expand on what they are doing in ALEKS.

Using Textbook Integration, you can also create Objectives (with due dates) based on the textbook chapters. These chapter objectives include all the ALEKS topics that correspond to the textbook chapter. The students' goal is to master all of these topics by the due date for the objective, and the percentage of topics mastered by the due date is automatically sent to the gradebook.

(2) *Custom Objectives.* When using Textbook Integration you also have the option to create and assign Custom Objectives, where an Objective can contain material across multiple chapters of the textbook.

(3) *ALEKS Modules.* You also have the option to create a set of Modules, which are all Custom Objectives. You determine the entire content of each Module without regard to the organization of the material in the ALEKS Pie or the textbook (if you are using a textbook).

Do you plan to use a textbook with ALEKS?

Yes

No

Do you plan to use:

ALEKS Modules (Custom Objectives)

No Modules

(*)References to any part of any textbook are for identification purposes only. No implication is intended that ALEKS Corporation is endorsing any textbook, or that any textbook author or publisher is endorsing ALEKS. ALEKS Corporation is solely responsible for the development, selection, and sequencing of all ALEKS content.

Course Wizard Progress Indicator

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? ?

[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:

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.

