



Master Template: Lockout

Administrators can now lock Master Templates to prevent instructors from editing the course content or assignments in courses linked to the Master Template.

The Master Template Lockout feature is available at the Master Template level for all Higher Ed courses. This feature is available to ALEKS administrators and can be found in the Advanced Instructor Module when creating or editing a Master Template.

NOTE: Administrators who want to lock the course content or assignments should do so when creating the Master Template. However, administrators can still enable the lockout settings after the Master Template has been created. When the lockout features are eventually enabled, they will prevent instructors from making any *future* changes to the course content or assignments in the linked courses.

Administrator Side

When administrators have completed Part 1 of the Master Template creation process, they will see the confirmation page below. Lockout Options can be expanded by clicking on the “show more” link.

 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 101
- **ALEKS Course:** Basic Math
- **Subscription Type:** Higher-Ed any access code
- **Start Date:** 02/22/2012
- **End Date:** 02/21/2013
- **Textbook:** Aufmann/Barker/Lockwood: Basic College Mathematics: An Applied Approach, 8th Ed. (Houghton Mifflin, Paperback)
- **Objectives:** 14 out of 14 chapters selected
- **Course Content:** 340 topics
- **QuickTables:** n/a

[Download ALEKS Course Syllabus](#) ▼

Advanced Options [[show more](#)]

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.

Lockout Options [[show more](#)]

Use these options to prevent instructors from editing the course content or assignments in courses linked to this Master Template.

[Part 2: Create Assignments](#) Or [I will create assignments later](#)

Administrators can click on the “edit” link to display the Lockout Options.

Lockout Options [[show less](#)]

Use these options to prevent instructors from editing the course content or assignments in courses linked to this Master Template.

Lock Course Content or Assignments [edit](#)

Administrators have the following two lockout options:

- **Course Content** – If this option is selected, instructors of linked courses cannot edit the course content for their linked courses. Additionally, if administrators are using textbook integration or Objectives with the Master Template, instructors of linked courses can edit the due dates for each Objective, but cannot edit the content within each Objective.
- **Assignments** – If this option is selected, instructors of linked courses cannot edit or delete their assignments linked to the Master Template. However, they can adjust the dates for these assignments and also create additional assignments only for their linked courses.

Create Master Template: Basic Math 100 / Basic Math

Lockout Options

Course Content

Lock the course content in this Master Template [Learn more](#)

Assignments

Lock the assignments in this Master Template [Learn more](#)

[Save](#) [Cancel](#)

Administrators can check the box next to the option(s) they want to apply to the Master Template. For this example, the administrator checked the box next to each option. Clicking on the “Learn more” link by each option will open a pop-up that explains what it means to select that option. Administrators then click on the “Save” button.

Lockout Options

Course Content

Lock the course content in this Master Template [Learn more](#)

Assignments

Lock the assignments in this Master Template [Learn more](#)

[Save](#) [Cancel](#)

If this option is selected, instructors of linked courses cannot edit the course content for their linked courses. Additionally, if you are using textbook integration or Objectives with the Master Template, instructors of linked courses can edit the due dates for each Objective, but cannot edit the content within each Objective.

If this option is selected, instructors of linked courses cannot edit or delete their assignments linked to this Master Template. However, they can adjust the dates for these assignments and also create additional assignments only for their linked courses.

Instructor Side

Locked ALEKS Course

If the administrator has locked the course content of the Master Template, the ability for instructors to modify the course selection will be disabled.

Course Set-Up Wizard - Basic Information

Linked to Master Template: Basic Math 101

Section Name (example: 220): (Optional) [?](#)

ALEKS Course: **Basic Math**

Subscription Type: Higher-Ed any access code (Required)

Course Dates: Start:

Month	Day	Year
Feb	22	2012

 End:

Month	Day	Year
Feb	21	2013

[?](#)

Automatically archive this class after the end date. [?](#)

Locked Content

If the administrator has locked the course content of the Master Template, the ability for instructors to add or modify course content will be disabled. Instructors will see a lock icon and a message that they cannot modify the content.

Course Set-Up Wizard - Edit Content

 This course is linked to a Master Template and it has been locked by an administrator to prevent editing. The content of this course cannot be modified.

You have selected **340 topics** out of **395 available**.

Basic College Mathematics: An Applied Approach, 8th Ed. [[open all](#) | [close all](#)]

- Ch.1-Introduction to Whole Numbers
 - Section 1.1
 - 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
 - Introduction to inequalities
 - Ordering large numbers
 - Rounding to tens or hundreds
 - Rounding to thousands, ten thousands, or hundred thousands
 - Rounding to hundreds or thousands
 - Section 1.2
 - Single digit addition with carry
 - Addition of 2 or 4 single digit numbers

Locked Textbook, Objectives, and Modules

If the administrator has locked the course content of the Master Template, the ability for instructors to modify the textbook or Objectives will be disabled. Instructors will see a lock icon and message that they cannot modify these settings.

Course Set-Up Wizard - 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).

The textbook, Custom Objectives, and modules in this course are linked to a Master Template and they have been locked by an administrator to prevent editing. These settings cannot be modified in this course.

Do you plan to use a textbook with ALEKS?

Yes
 No

Select your textbook:

Aufmann/Barker/Lockwood: Basic College Mathematics: An Applied Approach, 8th Ed. (Houghton Mifflin, Paperback) my textbook isn't here...

Do you plan to use:

Chapter-based Objectives with optional Custom Objectives
 All Modules (Custom Objectives)
 No Objectives or Modules of any kind
(Students will see textbook references, but the textbook will not direct student learning and ALEKS topics not covered in the textbook will be turned off by default.)

Locked Objectives

If the administrator has locked the course content of the Master Template, the ability for instructors to include or exclude course content will be disabled, but they can still edit the due dates for Objectives. Instructors will see a lock icon and message that they cannot modify the content within each Objective.

Course Set-Up Wizard - Select Objectives

Objectives in this course are linked to a Master Template and they have been locked by an administrator to prevent editing. You can edit the due dates for each Objective, but cannot edit the content within each Objective.

Textbook(*) in use: Aufmann/Barker/Lockwood: Basic College Mathematics: An Applied Approach, 8th Ed. (Houghton Mifflin, Paperback)

Include	Objective	Start Date ?	End Date ?
<input checked="" type="checkbox"/>	Ch.1-Introduction to Whole Numbers	02/22/2012	02/22/2012
<input checked="" type="checkbox"/>	Ch.2-Fractions	02/23/2012	02/23/2012
<input checked="" type="checkbox"/>	Ch.3-Decimals	02/24/2012	02/24/2012
<input checked="" type="checkbox"/>	Ch.4-Ratio and Proportion	02/25/2012	02/25/2012
<input checked="" type="checkbox"/>	Ch.5-Percents	02/26/2012	02/26/2012

How to use this tool:

Step 1: Uncheck the "Include" box to remove Objectives you want to exclude.

Step 2 (optional): You can also make Custom Objectives to split chapters or to combine material across multiple chapters. To create these Objectives, click on the "Create a New Custom Objective" button as necessary.

Locked Assignments

If the administrator has locked the assignments of the Master Template, the ability for instructors to add or modify assignment content will be disabled, but they can still edit all other customizations, such as the Start and End Date of the assignment. Instructors will see a lock icon and message that they cannot modify the assignment.

Edit Homework

STEP 1: Name & Date

Name: Homework 1

Status: Enabled

Start Date: Month: Jul, Day: 18, Year: 2012, Time: 6:23 pm

End Date: Month: Jul, Day: 18, Year: 2012, Time: 11:59 pm

Location: Anywhere

Time Limit: 0:00

Allow students to "Take a Break" from this assignment.

Publish this Homework to the student calendar

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

STEP 2: Content

This assignment is linked to a Master Template and it has been locked by an administrator to prevent editing. The content of this assignment cannot be modified.

Questions	Points
1. Divisibility rules for 2, 5, and 10	1
2. Rounding to hundreds or thousands	1
3. Addition with carry	1
4. Addition of large numbers	1
5. Addition without carry	1
Total Points:	5

Additionally, instructors cannot delete assignments that are linked to the Master Template. The "Delete" option will NOT appear as an action in the drop-down menu.

Homework	Start Date	Due Date	Status	Action
Homework 1 edit homework	Jul 18, 2012 6:23PM	Jul 18, 2012 11:59PM	Current notify my students	<div style="border: 1px solid gray; padding: 5px;"> Select Action... <div style="background-color: #e0e0e0; padding: 2px;">Select Action...</div> Edit Homework View Homework Report Duplicate Homework Print Homework </div>
Homework 2 edit homework	Jul 18, 2012 6:23PM	Jul 18, 2012 11:59PM	Current notify my students	