Mc Graw Hill Education | **ALEKS**®

Setting Up a Course Without Textbook Integration, and How to Create Custom Objectives and Modules

User Guide

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Use ALEKS Without a Textbook

This document describes the steps for setting up a new course without textbook integration, including how to create Custom Objectives and Modules. This feature is available for all Higher-Ed Math and Business courses.

From the Course Set-Up wizard, instructors select "No" to indicate they will *not* be using a textbook with ALEKS.

Instructors have two options for their course:

1. **ALEKS Modules (Custom Objectives)** – There are no pre-built chapter Objectives. Organization is based on the ALEKS pie rather than a textbook. Instructors start with a clean slate and build all Objectives using the Custom Objectives feature.

2. **No Modules** - Student learning will not be directed in any way. After selecting this option, instructors arrive at the Content Editor .

   Instructors can adjust the content they want to include in the course. They will continue with the course set-up process until they arrive at a confirmation page indicating that the course set-up is complete.

1. ALEKS Modules (Custom Objectives)

How to Create a New Custom Objective and Split Chapters

After selecting the "ALEKS Modules (Custom Objectives)" option, instructors arrive at a page where they can create the Custom Objectives they want to include in the course.

Below are three examples of how instructors can create Custom Objectives to use with their course.

Instructors click on the "Create a New Custom Objective" button.

Instructors arrive at a page where they can select the topics they would like to include in the Custom Objective.

Checking the box at the folder level automatically checks all sections and topics in that folder. Clicking on the "+" sign by the folder expands the view so instructors can see the sections. Clicking on the "+" by the section folder displays topics.

Example 1: In this scenario, an instructor wants to create a Custom Objective with topics from different sections of the ALEKS Curriculum.

1. First, the instructor checks the box next to the sections to be included.

2. Next, the instructor enters a name for the Custom Objective. The system automatically generates a default name, but the instructor can overwrite the default with a preferred name.

3. Finally, the instructor clicks on the "Done" button.

Create a Custom Objective

Select the chapters, sections, and topics that you would like to include in this Custom Objective. Please enter a relevant name for your Custom Objective. The name will be reflected in the gradebook, reports, and other areas visible to you and your students.

(Required) **Custom Objective Name:** [Custom Objective #1] 25 characters max

You have selected **18 topics** out of **395 available.** **Reset Changes**

📁 ALEKS Curriculum [open all | close all]
- ⊞ 📁 ☐ Whole Numbers
- ⊞ 📁 ☐ Fractions
- ⊞ 📁 ☐ Decimals, Proportions, and Percents
- ⊟ 📁 ☐ Measurement
  - ⊞ 📁 ☑ Customary Units of Measurement
  - ⊞ 📁 ☑ Metric Units of Measurement
  - ⊞ 📁 ☑ Time and Temperature
  - ⊞ 📁 ☐ Converting Between Customary and Metric Units
- ⊞ 📁 ☐ Geometry
- ⊞ 📁 ☐ Data Analysis and Statistics
- ⊞ 📁 ☐ Real Numbers
- ⊞ 📁 ☐ Algebraic Expressions and Equations
- ⊞ 📁 ☐ Graphs of Linear Equations

Done or **Cancel**

The instructor then returns to the Course Setup Wizard. Custom Objective #1 can be found at the top of the table.

Course Set-Up Wizard - Select Objectives

Switch to Objectives without End Dates ⓧ

Objective	Start Date	End Date ⓧ
Custom Objective #1 **Edit** (18 goal topics)	12/03/2013	[ ]
		[ ]
		[ ]
		[ ]
		[ ]
		[ ]

Create a New Custom Objective

How to use this tool:

Step 1:
Click on the "Create a New Custom Objective" button to create as many Objectives as needed for this course.

Step 2:
Drag and drop your Objectives so they are in the order in which your students should take them — the first Objective at the top and the last Objective at the bottom.

Step 3:
Select the end dates. Objectives are due by 11:59pm on the end date.

ALEKS will automatically assign a start date for each Objective to follow the previous Objective's end date.

Example 2: In this scenario, an instructor wants to create a Custom Objective including the section that was excluded from Custom Objective #1 (i.e. Converting Between Customary and Metric Units) and all of the next section (i.e. Geometry).

After clicking on the "Create a New Custom Objective" button, the instructor arrives at a page to select the sections and topics to be included in the Custom Objective.

The instructor completes steps 1-3 as outlined in Example 1.

Example 3: In this scenario, an instructor wishes to create a Custom Objective with a combination of sections (i.e. Whole Numbers, Fractions, and Decimals, Proportions, and Percents) for students to review before a mid-term.

After clicking on the "Create a New Custom Objective" button, the instructor arrives at a page to select the sections and topics to be included in the Custom Objective.

The instructor completes steps 1-3 as outlined in Example 1.

Once created, all Custom Objectives can be found in the table. Instructors can now order and assign end dates for these Custom Objectives.

Course Set-Up Wizard - Select Objectives

Switch to Objectives without End Dates ⑦

Objective	Start Date	End Date ⑦
Custom Objective #1 Edit (18 goal topics)	12/03/2013	
Custom Objective #2 Edit (68 goal topics)		
Custom Objective #3 Edit (159 goal topics)		

Create a New Custom Objective

How to use this tool:

Step 1:
Click on the "Create a New Custom Objective" button to create as many Objectives as needed for this course.

Step 2:
Drag and drop your Objectives so they are in the order in which your students should take them — the first Objective at the top and the last Objective at the bottom.

Step 3:
Select the end dates. Objectives are due by 11:59pm on the end date.

ALEKS will automatically assign a start date for each Objective to follow the previous Objective's end date.

Instructors can select a preference for how ALEKS will behave when students complete an Objective before the scheduled end date.

When students complete an Objective assignment *before* the scheduled End Date, they can either be automatically assessed on this material or moved to the next Objective.

Choose your preference below:

○ Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material. (Recommended)

○ Students who complete the current Objective before the End Date will be allowed to move to the next Objective without being assessed.

Note: After the Objective End Date, all students will move to the next scheduled Objective.

Objective Pie

☑ Enable the Objective Pie view for students in this class. (Recommended)

☐ Make Objective Pie the default view for students.

When this option is enabled, students can switch between the full ALEKS Pie, encompassing all topics in this course, and the Objective Pie, encompassing the topics involved in the current Objective. ⑦

[Save for Later]   Previous Step   Next Step

Please note: If instructors are using the Basic Instructor Module, they continue through the course creation wizard with the additional page below.

Instructors click on the "Next Step" button.

Course Set-Up Wizard - Select Objectives (Review)

Your custom syllabus is shown below:

Objective	Start Date	End Date
Custom Objective #1	12/04/2013	12/17/2013
Custom Objective #2	12/18/2013	12/27/2013
Custom Objective #3	12/28/2013	12/31/2013

To make changes, please click the "Previous Step" button below.

Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.

[Save for Later]   Previous Step   Next Step

Topic Recommendation (TREC) Tool

If instructors do not select the appropriate prerequisite topics in their course content to optimize student learning, the Topic Recommendation (TREC) tool appears and provides instructors with a way to add prerequisite topics to their content. See the "Topic Recommendation (TREC) Tool" document for details.

The course details are displayed on the Review and Save page. Instructors conclude the course set-up by clicking on the "Save" button.

Course Set-Up Wizard - Review and Save

Here is how your course will be set up:

- **Course Name:** Basic Math (edit)
- **Section Name:** ALEKS Modules Custom Objectives (edit)
- **ALEKS Course:** Basic Math (edit)
- **Subscription Type:** Higher-Ed any access code (edit)
- **Start Date:** 12/04/2013 (edit)
- **End Date:** 12/03/2014 (edit)
- **Textbook:** n/a (edit)
- **Objectives:** 3 custom Objectives selected (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

Instructors arrive at a confirmation page where the course details are displayed. There is a link to "Download ALEKS Course Syllabus." Clicking on this link generates a PDF or HTML webpage that includes the Course Syllabus, topics, Custom Objectives, and due dates.

ALEKS Course Syllabus

Below is an example of the ALEKS Course Syllabus.

2. No Modules

After selecting the "No Modules" option, instructors arrive at the Content Editor (see Content Editor section below). The Content Editor appears when the course has been set-up with *no* Objectives. Instructors can adjust the content they want to include in the course.

Content Editor

The Content Editor should be used to completely remove topics from the course. Any topics or sections taken out of the Content Editor will be removed completely from the course. After making any necessary selections, the instructor clicks on the "Next Step" button.

Instructors continue with the course set-up process until they arrive at a confirmation page indicating that the course set-up is complete.

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