



Share Course Access

Instructors can share access to their courses and students with TAs or other instructors by assigning access levels through the Share Course Access feature.

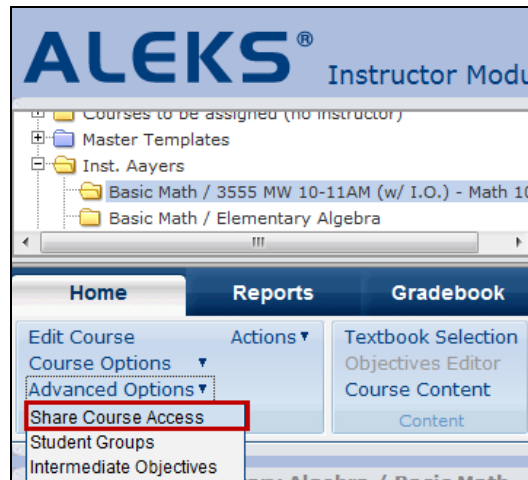
This feature is available for all IM-2 Higher-Ed courses.

Instructors can find the feature in the Administrator Center of the Basic or Advanced Instructor Module after selecting a course.

Basic Instructor Module

The screenshot displays the ALEKS Instructor Module interface. At the top, the ALEKS logo and 'Instructor Module' are visible. The navigation bar includes links for Student View, Course Forum, Inbox, Use Advanced IM-2, and Sign Out. Below this, there are links for ALEKS Community, ALEKS Training, and a user greeting 'Good Afternoon, Ms. Pham'. The main navigation menu includes Home, Reports, Gradebook, Homework, Quizzes, Tests, Assessments, and Worksheets. The 'Administrator Center' link is highlighted with a red box. The main content area is titled 'Administrator Center' and lists various course administration options: View course roster, Student account preferences, Move a student from this course to another, Unenroll a student from this course, Access this course Forum, Delete this course, QuickTables Home, Financial Aid Code, Student Groups, Share Course Access (highlighted with a red box), Edit Extensions, and Course Resources. A calendar widget on the right shows the date April 24, 2013, and a message 'No event due in the future'.

Advanced Instructor Module



After selecting “Share Course Access,” a pop-up window will appear with a summary of how to use the feature. The pop-up window will continue to appear each time the feature is selected until instructors assign access levels.

Share Course Access

Introducing Share Course Access

How it works

The primary instructor for a course can give access to their course to any TA or instructor with an existing ALEKS account.

For each shared course, the instructor can choose one of these four permission levels: Full, Gradebook, Read Only, or Assign per Student. Depending on the permission level, the other instructors with access can view or edit the shared course.

The Assign per Student permission level assigns Read Only access to selected students.

Note: School administrators always have full access to all courses within the school.

Important note about TA accounts

Before assigning an access level to a TA through the Share Course Access feature, it is important TAs have the correct account type. Administrators creating a new instructor account for their TA should always select the “TA (Instructor)” account type. With this account, TAs will only be allowed access to other instructors’ courses, they will not be able to create their own course.

[Start using Share Course Access now](#)

```
graph LR; A["Share Course Access  
Math 60  
CRN / Section #5225  
Prof. R. Jones  
Instructor shares access to this course with TAs or other instructors by assigning access levels:  
- Full  
- Gradebook  
- Read Only  
- Assign per Student"] --> B["Instructor or TA  
Full  
Prof. T. Lee"]; A --> C["Instructor or TA  
Gradebook  
Ms. K. Smith"]; A --> D["Instructor or TA  
Read Only  
Mr. M. Doe"]; A --> E["Instructor or TA  
Assign per Student  
Mrs. C. Brown"];
```

Instructors will arrive at the Share Course Access page. All TAs and other instructors with an existing ALEKS account at the school will be listed here. Access levels will be defaulted to “No Access” for each instructor for the selected course.

Instructors can use the drop-down next to the name of the TA or other instructor they want to share their course with and assign an access level.

The instructor of the course will have four options for assigning an access level:

- **Read Only** – TAs and Instructors cannot modify the Gradebook, assignments, or any other course settings.
- **Gradebook** - TAs and Instructors can only change Gradebook scores (cannot modify assignments or any other course settings).
- **Full** – TAs and Instructors can modify the Gradebook, assignments, and many other course settings. Only a few settings cannot be modified, such as "Delete Course" and "Move Course."
- **Assign per Student** - TAs and instructors have read only access to selected students.
NOTE: This option becomes available once students are enrolled in the course.

Note: School administrators always have full access to all courses within the school.

Share Course Access

Use the drop-down to select the access level for the Instructor(s) that will also be able to access this course.
To assign access per student or to all students within a student group, select the Assign per Student option from the drop down.

Instructor	Access Level
Aayers, Alice	No Access
Abba, Lawrence	No Access
Abel, Jennifer	No Access
Anderson, Monica	No Access
Anderson, Lynn	No Access
Anderson, Sharmaine	No Access
Angelo, Mary	No Access
Ant, Adam	No Access
Banner, Bruce	No Access
Barnes, John	No Access
Brandt, Lisa	No Access
Bridget Test, Bridget	No Access

Access Legend

Read Only: Cannot modify the gradebook, assignments, or any other course settings.

Gradebook: Can only change gradebook scores (cannot modify assignments or any other course settings).

Full: Can modify the gradebook, assignments, and many other course settings. Only a few actions cannot be taken, such as "Delete Course" and "Move Course".

Assign per Student: Read only access per student.

* School administrators always have full access to all courses within the school.

After instructors assign an access level, they will see a green check mark and “Saved” by the name of the instructor or TA who has access to their course.

Instructor	Access Level	
Aayers, Alice	Full	✓ Saved
Abba, Lawrence	No Access	

Instructors can access the feature again if they want to edit the access levels for their courses. The name of the TAs and other instructors with access to the course will be highlighted for easy location, and will remain highlighted anytime instructors return to this page.

Instructor	Access Level	
Aayers, Alice	Full	
Abba, Lawrence	No Access	
Abel, Jennifer	Gradebook	
Anderson, Monica	No Access	
Anderson, Lynn	No Access	
Anderson, Sharmaine	No Access	
Angelo, Mary	Read Only	
Ant, Adam	No Access	
Banner, Bruce	Edit students Assign per Student	
Barnes, John	No Access	
Brandt, Lisa	No Access	

Assign Per Student Access Level

Select Individual Students

If instructors select the “Assign per Student” access level, a “Select students” link appears. Instructors click on this link to select individual students or student groups.

Instructor	Access Level	
Abba, Lawrence	Select students Assign per Student	✓ Saved
Ayers, Amanda	No Access	

After selecting the “Select students” link, instructors check the name next to the students they wish to share with TAs or other instructors and then, click on the “Continue” button.

Assign Access per Student

Select Students [select all](#) / [clear all](#) / [select student group](#)

- Doe, John
- Jones, Chris
- Smith, Lisa

Total students selected: 3

Continue Or **Cancel**

Select Student Groups

After clicking on the “select student group” link, instructors can select a student group in the drop-down menu and click on the “OK” button.

[select all](#) / [clear all](#) / [select student group](#)

Include all students from: (Choose one) **OK**

(Choose one)
After School Program
Study Group

Doe, John

The boxes next to the names of the students included in the selected student group will be checked. Instructors click on the “Continue” button.

Assign Access per Student

Select Students [select all](#) / [clear all](#) / [select student group](#)

Include all students from: Study Group

(Choose one)
After School Program
Study Group

Doe, John
 Jones, Chris
 Smith, Lisa

Total students selected: 2

Or [Cancel](#)

Instructors click on the “Save” button to confirm.

Confirm Access Assigned per Student

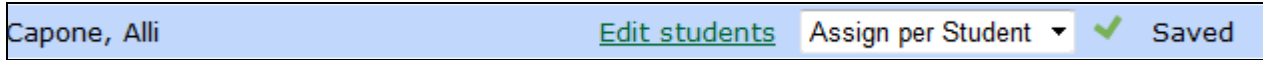
You are about to assign **read only** access for **Inst. Abba** to the following students:

Doe, John
Jones, Chris

Total students selected: 2

Or [Cancel](#)

Instructors will then see a green check mark and “Saved” next to the TA or instructor who was given access. Clicking on the “Edit students” link will open the pop-up again and instructors can edit the selected students at any time when returning to this feature.



TA (Instructor) Account Type

As part of this feature, administrators will be able to create a new type of instructor account called “TA (Instructor).” This account type should be selected when an administrator creates an account for a TA.

Basic Instructor Module

Administrators can create a new instructor account from the Administrator Center of the Basic Instructor Module.

School Administration:

- [View all your courses and course codes.](#)
- [Create a new instructor account:](#) A new instructor account can be used, for instance, by a colleague or a teaching assistant.
- [Password issues:](#) Change my password, the password of another instructor, or of a teaching assistant.
- [Instructor account preferences:](#) Change account preferences (name, messaging options, email forwarding, etc...) of an instructor.
- [Move a course from one instructor to another.](#)
- [Delete an Instructor Account.](#)

Advanced Instructor Module

Administrators can create a new instructor account from the Home tab after selecting the “All instructors” folder in the Advanced Instructor Module.

The screenshot shows the ALEKS Instructor Module interface. At the top, there's a navigation bar with 'ALEKS® Instructor Module' on the left and 'Student View | Course Forum | Inbox (36 new) | Use Basic IM-2 | Sign Out' on the right. Below the navigation bar, there's a sidebar with a tree view of folders: 'All instructors', 'Courses to be assigned (no instructor)', 'Master Templates', '223', and 'Mr. Abba'. The main content area has a 'Home' tab selected, and a 'Reports' tab is also visible. Under the 'Reports' tab, there are several buttons: 'Add Instructor' (circled in red), 'Instructor Resources', 'View Course Codes', 'Schedule Domain Upgrade', 'Enrollment List', and 'Edit Subscription'. At the bottom, there are labels for 'College', 'Instructor', 'Course', 'Students', and 'Subscriptions'.

With this account, TAs will only be allowed access to other instructors' courses and will not be able to create their own courses. The TA (Instructor) account type has the following permissions:

- Can only access other instructors' courses
- Course access is given by the instructor of the course
- Course access permissions are: Read Only, Gradebook, or Full and can be assigned through the Share Course Access feature.

Create a New Instructor Account

Please fill-in the following information:

Title: (no title) ▾

Name: First:
Initial:
Last:

Type of instructor account:

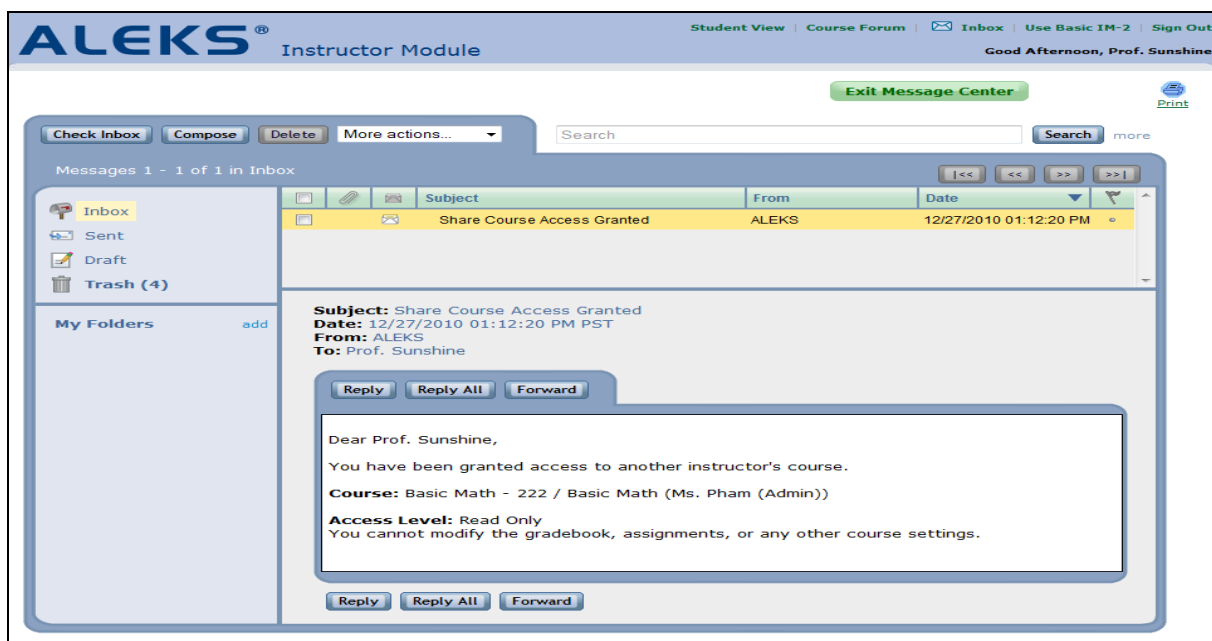
Instructor
 Instructor and Administrator
 TA (Instructor)

TA (Instructor) permissions [learn more](#)

- Can only access other instructors' courses
- Course access is given by the instructor of the course
- Course access permissions range from read only to full edit capabilities

Once the TA (Instructor) account is created, administrators should communicate the completion of the TA's account to the instructor of the course. It is important for instructors to remember to use the Share Course Access feature to assign the TA an access level immediately following the creation of the instructor account.

After an access level has been assigned, the TA will receive an email in their ALEKS Message Center Inbox including the name of the course that has been shared and their access level.



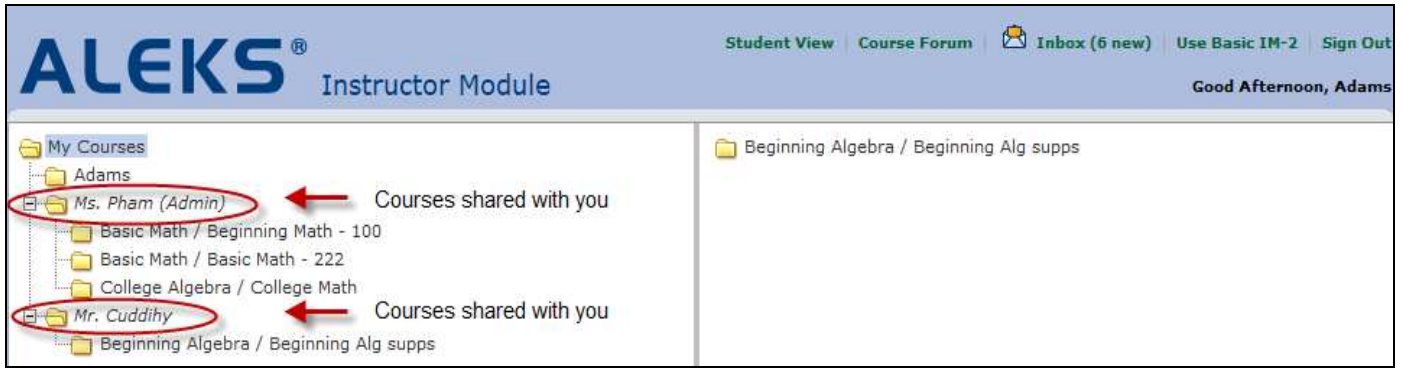
In the Basic Instructor Module, if a TA has only been assigned one course, the shared course will be automatically selected.

The screenshot shows the ALEKS Instructor Module interface. At the top, the navigation bar includes "Student View", "Course Forum", "Inbox (1 new)", "Use Advanced IM-2", and "Sign Out". The user is identified as "Good Afternoon, Prof. Sunshine". Below the navigation bar, the "My Course" dropdown menu is set to "Basic Math - 222 / Basic Math (Ms. Pham (Admin))", which is circled in red. The main content area displays the course title "Basic Math - 222 / Basic Math" and a "Course Mastery" pie chart showing 0 of 307 topics completed. The pie chart is divided into six segments: Signed Numbers and Introduction to Algebra (red), Whole Numbers (green), Fractions (blue), Decimals, Proportion and Percent (purple), Measurement and Data Analysis (orange), and Geometry (yellow). A "Learning Progress" bar is visible at the bottom, along with links for "Detailed Learning Progress", "Overall Progress in Assessment", and "Individual Progress". A calendar widget on the right shows "December 28, 2010" with "No event due in the future".

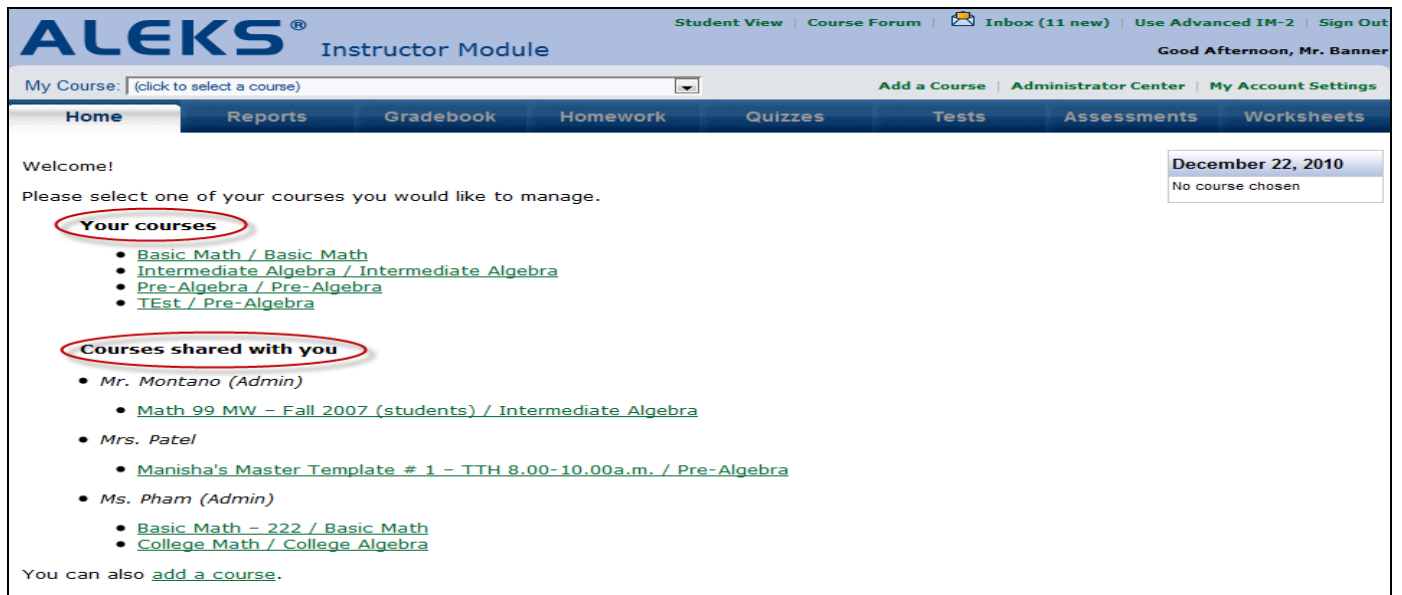
When TAs have been assigned more than one course, they will be able to locate courses they have access to from the Home tab. The name of the instructor who has shared their course will be in italics.

The screenshot shows the ALEKS Instructor Module interface with the "Home" tab selected. The navigation bar includes "Student View", "Course Forum", "Inbox (5 new)", "Use Advanced IM-2", and "Sign Out". The user is identified as "Good Afternoon, Adams". The "My Course" dropdown menu is set to "(click to select a course)". The main content area displays a "Welcome!" message and a prompt: "Please select one of your courses you would like to manage." Below this, a section titled "Courses shared with you" is circled in red. This section lists two instructors: "Mr. Cuddihy" and "Ms. Pham (Admin)". Under "Mr. Cuddihy", there is a link for "Beginning Alg supps / Beginning Algebra". Under "Ms. Pham (Admin)", there are three links: "Basic Math - 222 / Basic Math", "Beginning Math - 100 / Basic Math", and "College Math / College Algebra". A calendar widget on the right shows "December 22, 2010" with "No course chosen".

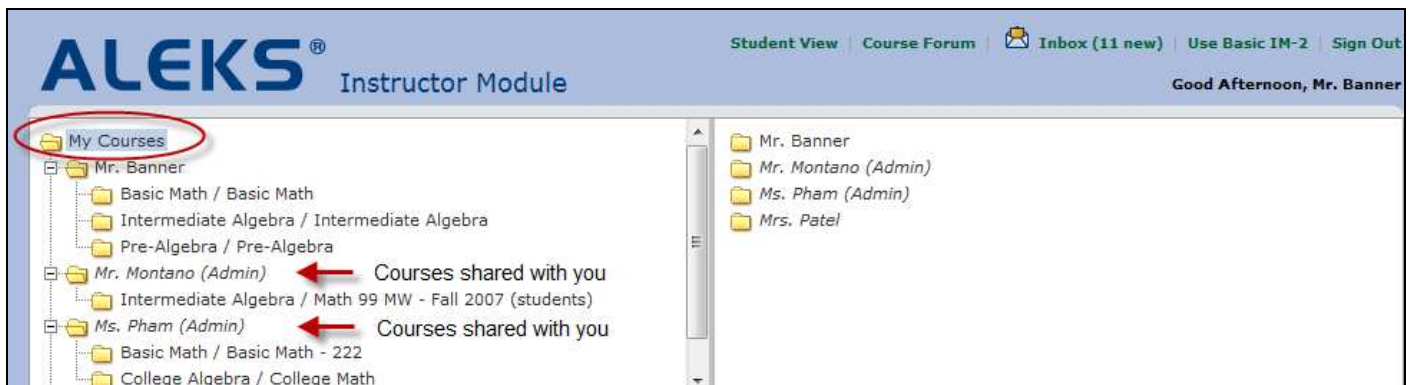
From the Advanced Instructor Module, TAs will be able to locate courses they have access to after selecting their folder name. The name of the instructor who has shared their course will be in italics.



In the Basic Instructor Module, instructors will be able to view their own courses and the shared courses they have been given access to from the Home tab. The name of the instructor who has shared their course will be in italics.

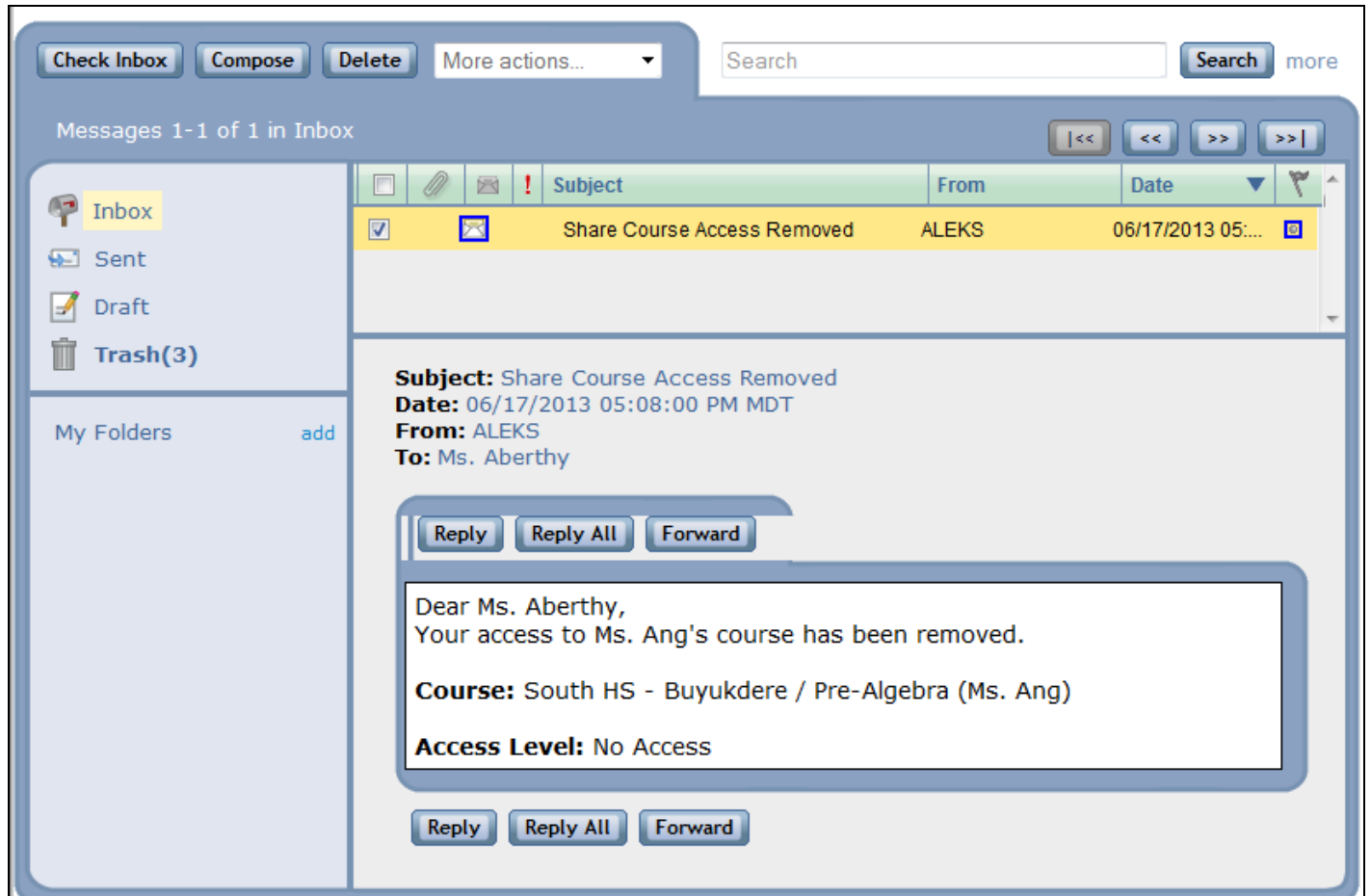


From the Advanced Instructor Module, instructors will be able to view their own courses and the shared courses they have been given access to after clicking on their folder name. The name of the instructor who has shared their course will be in italics.

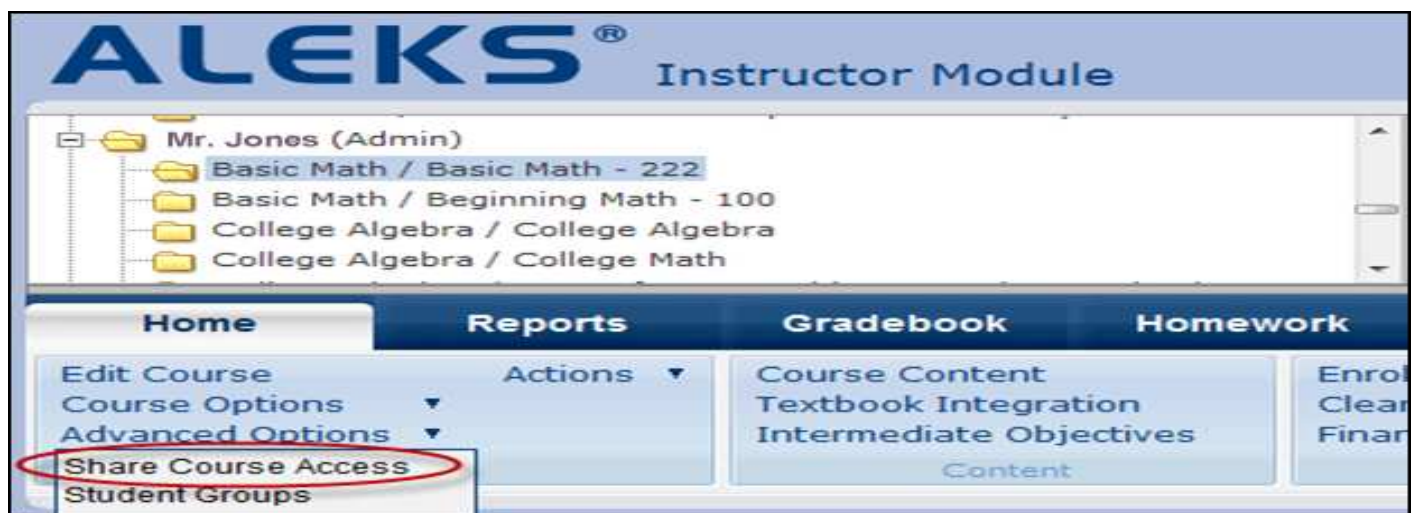


Additional Notes

If an access level is removed, the instructor will receive an email in their ALEKS Message Center Inbox including the name of the course that was removed and their access level.



Please note, the options under the Home tab in the Advanced Instructor Module were consolidated. There is now an "Advanced Options" menu containing the Share Course Access feature.



Previously, the Home tab contained separate links for New Course, Move Course, Delete Course, and Duplicate Course.



These options are now grouped under the “Actions” menu under the Home tab.

