Students

To enroll in their placement cohort, students log in at www.aleks.com and click on the “SIGN UP NOW!” link.

Students enter the 10-character course code for their placement cohort in the space provided; this information is given to students by the institution. Students click on the “>> Continue” button.
NOTE: If students try to enter the course code before the placement cohort becomes available, they will see the message below.

After entering a valid course code, students verify the placement cohort information. Students click on the “>> Continue” link.
Students arrive at the following page and will be asked to make a selection from the following two options:

- **I have never used ALEKS before or I do not have an ALEKS login name.**
  - Selecting this option will take students through the new student registration flow.

- **I have an ALEKS login name.**
  - Selecting this option will allow students to enter an existing ALEKS account.

**First Option: I Have Never Used ALEKS Before or I Do Not Have an ALEKS Login Name**

The student selects the option “I have never used ALEKS before or I do not have an ALEKS login name” and clicks on the “>> Continue” button.
If applicable, the student enters a 20-character access code (if the placement cohort is access code based.) The student clicks on the “>> Continue” button.

After completing the purchase, the student enters her personal information and then, checks the box “I have read and agree to the terms of the ALEKS User Agreement”. Finally, the student clicks on the “>> Continue” button.
The student sees a confirmation message with her ALEKS login name. The student clicks on the “>> Continue” button.

After the student’s system is automatically checked for the ALEKS plug-in (if not present, the student will be prompted to install the ALEKS plug-in), the student sees the following introduction to ALEKS Placement, Preparation and Learning. The student clicks on the “Get Started Now >>” button.
Second Option: I Have an ALEKS Login Name

If the student already has an existing ALEKS account, selecting the “I have an ALEKS login name” option will expand the box and allow the student to enter her ALEKS login name and password. Then, the student clicks on the “>> Continue” button.

If applicable, the student enters a 20-character access code (if the placement cohort is access code based.) The student clicks on the “>> Continue” button.

When the registration is complete, the student clicks on the “>> Continue” button.
After clicking on the “>> Continue” button, students see the following introduction to ALEKS Placement, Preparation and Learning. Students click on the “Get Started Now >>” button.

![LEKS Placement, Preparation and Learning](image)

If survey questions were included in the placement cohort setup, students will be asked to answer them here. Students click on the “Next >>” button.

![Survey Questions](image)
Next, students will edit their answers to the survey questions or click on the “Next >>” button to continue to the placement assessment.

Password Protected Assessments

If a placement assessment is password-protected, a password must be entered before students can begin the assessment. The proctor responsible for administering the assessment must provide the correct password, and then click on the “Next >>” button.

If the proctor entered an incorrect password, the following message will be shown. The proctor must then enter the correct password, and click on the “Next >>” button.
NOTE: If students log out during the assessment, a password will be required to start the assessment again.

Once the proctor provides the correct password, the ALEKS tutorial will begin. This tutorial shows students how to enter their answers in ALEKS.

After students complete the ALEKS tutorial, the assessment directions are displayed. Students check the box to acknowledge that they have read the placement directions and agree to the terms of the assessment. Students click on the “Start Placement Assessment >>” button.
Students begin the placement assessment and proceed to answer all questions by entering an answer and clicking on the “Next >>” button, or clicking on the “I don’t know” button.

Students receive a confirmation message once they have completed the assessment. Students click on the “Next >>” button.
**Placement Result Pie**

After clicking on the “Next >>” button, students see their placement result. Students can read what the slices of the pie represent by clicking on the “Continue” button.

![Placement Result Pie](image)

**Placement Tab**

After clicking on the “Continue” button, students arrive at the page below. On this page, students can do several things:

- **Begin a Prep and Learning Module** - Students can begin a Prep and Learning Module by clicking on the “Start” button.

- **Retake the Placement Assessment** - Once students meet the requirements set up by their institution for the Prep and Learning Module or cool off period, they can retake the placement assessment. The “Start” button will become active once students have spent the required amount of time in the Prep and Learning Module. Refer to the section “Retake the Placement Assessment – When the Retake is Unavailable” further in this document to see where students can view the requirement for assessment retake.
• **Go to their institution’s placement webpage** - Students can visit their institution’s webpage to find out what courses they can place into by clicking on the link in the yellow box.

**Prep and Learning Module**

Below are examples of what students see when they access the Prep and Learning Module based on the option selected by their institution during the placement cohort set up.

**Automatically Assign Students to a Prep and Learning Module Based on Their First Placement Assessment Results (This option is the Default Setting)**

After clicking on the “Start” button, students see the following pop-up message. This message displays the date when access to the Prep and Learning Module ends (students have 6 weeks of access to the Prep and Learning Module). Students click on the “Yes, Start Now >>” button. They will arrive on the Prep & Learn tab shown further below in this document.
Students Choose a Prep and Learning Module

After clicking on the “Start” button, students select the Prep and Learning Module they want to work in. Students click on the “Continue >>” button.

Students see the following pop-up message. This message displays the date when access to the Prep and Learning Module ends (students have 6 weeks of access to the Prep and Learning Module). Students click on the “Yes, Start Now >>” button.
**Prep & Learn Tab**

Students arrive at the Prep & Learn tab. On this tab, students see their Prep and Learning Pie which is *different* from their Placement Pie. They can use the Prep and Learning Module to practice and improve their skills before retaking the placement assessment. This page also displays the expiration date for the Prep and Learning Module. Students can read what the slices of the pie represent by clicking on the “Continue” button. Students can click on a slice to work on a topic.

Students can navigate between the “Placement” tab and the “Prep & Learn” tab.
If students log out of ALEKS, the system will bring students back to where they were working in the system.

**Retake the Placement Assessment**

**When the Retake is Unavailable**

When the placement assessment is unavailable for retake, the “Start” button will be shown in the color grey and the button will be inactive. To learn more about the assessment retake requirements, students can click on the “Learn More” link. In this example, the student must spend 3 hours working in the Prep and Learning Module before the option to retake the placement assessment will become available.

**When the Retake is Available**

When the placement assessment is available for retake, the “Start” button will be shown in the color blue and the button will be active.
After clicking on the “Start” button, the assessment details will be displayed. Students check the box to acknowledge that they have read the placement directions and agree to the terms of the assessment. After Students click on the “Start Placement Assessment >>” button, the assessment will begin.

Visit the Institution’s Placement Webpage

After clicking on the “Visit Your Institution’s Placement Webpage to Learn More” link, a pop-up box will appear with a note from the student’s institution (if applicable). Students can continue to their institution’s webpage by clicking on the “Continue to Webpage >>” button.
**Student Account Home**

If students log out of ALEKS and log back in, they will see their Account Home. The Account Home lists the student’s latest placement assessment and progress in the Prep and Learning Module. It also includes a button to sign up for new ALEKS classes.

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**Logging Into a Placement Assessment**

Students can click on the name of the placement cohort to log into the placement assessment.
Reports

Students can view their ALEKS report by clicking on the “REPORT” link in the top navigation.

Students will see the following page. They can toggle between the “Placement Reports” tab and the “Prep and Learning Reports” tab to view their progress.

Another way students can view their report is by clicking on the “OPTIONS” link.

Students can click on the provided links to view their placement reports, last assessment learning report, and the last topics practiced.
Once the placement cohort ends, students can still view their assessment results by selecting “Download progress (PDF)” from the Actions drop-down menu in the Inactive section of their Account Home.

Below is an example of a student’s placement assessment results.
ALEKS Automated Emails

If enabled by the institution during the placement cohort set up, students will receive automated emails throughout their ALEKS Placement, Preparation and Learning experience.

Assessment Completion Email

After students complete their first placement assessment, they will receive an email informing them that they have completed the assessment and they have six weeks of access to the Prep and Learning Module. Students can work in the module to practice and improve their skills before they retake the placement assessment to increase their chances of placing into a higher level math course.

![Email Example](https://example.com/email.png)
Email to Inform Students that Access to the Prep and Learning Module has Begun

After students click on the “Yes, Start Now >>” button to begin access to the Prep and Learning Module, they will receive an email informing them that they have six weeks of access. The email displays the date when access to the Prep and Learning Module ends.

You have started your ALEKS Prep and Learning Module
Log in to improve your Math Success

You now have access to your Prep and Learning Module through 07/27/2012.

Work steadily to refresh previously learned material and to learn new material. Time spent working in your Prep and Learning Module will help you to improve your placement and success in your math class.

The Math Department at Mountain High College encourages you to take advantage of this opportunity to improve your math skills.

Log in to your ALEKS Account to improve your math success.

Need technical assistance? Contact ALEKS Customer Support

www.aleks.com

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Email to Inform Students that they Have Completed the Required Time Spent Working in the Prep and Learning Module (if applicable)

Weekly Email Reminder to Inform Students of the Date When Access to the Prep and Learning Module Ends
Email to Inform Students that their Access to the Prep and Learning Module will Expire in 5 Days

Email to Inform Students that their Access to the Prep and Learning Module has Expired