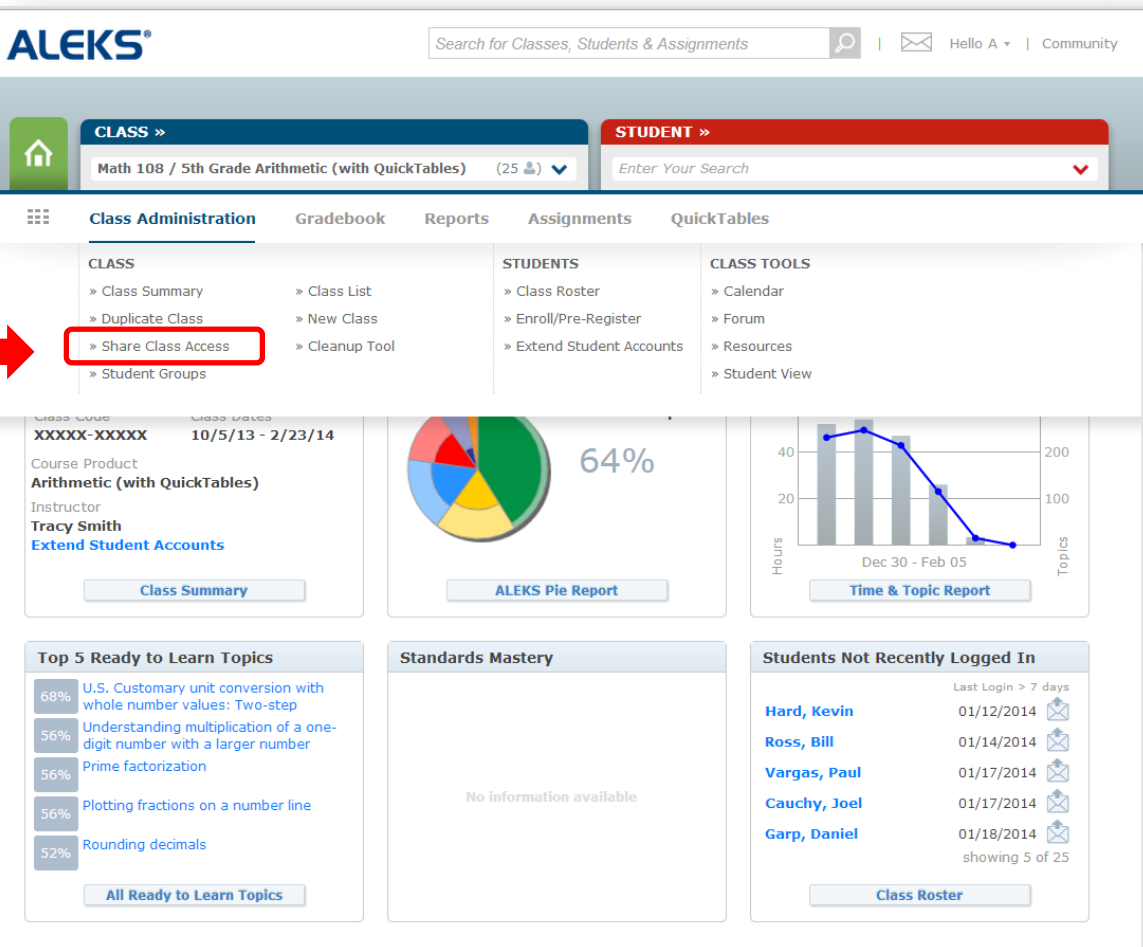


## Sharing Class Access in ALEKS

The option to *Share Class Access* in ALEKS is available in the “Class Administration” tab.



The screenshot displays the ALEKS web interface. At the top, there is a search bar and user information. Below this, the 'CLASS' tab is active, showing the course 'Math 108 / 5th Grade Arithmetic (with QuickTables)'. The 'Class Administration' tab is selected, and the 'Share Class Access' option is highlighted with a red box and a red arrow. Other options in the 'Class Administration' menu include 'Class Summary', 'Duplicate Class', and 'Student Groups'. The 'STUDENTS' menu includes 'Class Roster', 'Enroll/Pre-Register', and 'Extend Student Accounts'. The 'CLASS TOOLS' menu includes 'Calendar', 'Forum', 'Resources', and 'Student View'. Below the menu, there are several reports: 'Class Summary', 'ALEKS Pie Report' (showing 64%), and 'Time & Topic Report'. At the bottom, there are sections for 'Top 5 Ready to Learn Topics', 'Standards Mastery', and 'Students Not Recently Logged In'.

### Sharing Class Access:

- The primary teacher (in most cases that is the regular classroom teacher) logs into the course.
- Under Class Administration, select Share Class Access
- Read the introduction and click on “Start using Share Class Access now”
- Find name of teacher with whom he/she wants to share access. (That person must already have an ALEKS instructor account.)
- Choose to give that person *Read-Only*, *Gradebook*, *Full*, or *Assign by Student* access. Refer to the legend to decide which level of access is appropriate for your situation.

## Share Class Access

[X]

### Introducing Share Class Access

#### How it works

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

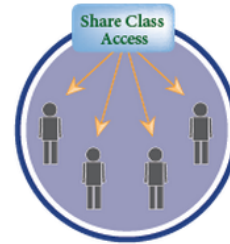
For each shared class, the instructor can choose one of these four permission levels: Full, Gradebook, Read Only, or Assign per Student. Depending on the permission level, the other instructors with access can view or edit the shared class.

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

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

#### Important note about TA accounts

Before assigning an access level to a TA through the Share Class Access feature, the TA must have an existing ALEKS account. If they do not have an account, ask your school administrator to create a new TA (Instructor) account for them.



[Start using Share Class Access now](#)

ALEKS®

Search for Classes, Students & Assignments



Hello A ▾

Community



CLASS »

Math 108 / 5th Grade Arithmetic (with QuickTables)

(25 👤) ▾

STUDENT »

Enter Your Search



Class Administration

Gradebook

Reports

Assignments

QuickTables

Class Code: XXXXX-XXXXX

CLASS TOOLS

### Math 108 / 5th Grade Arithmetic (with QuickTables) - Share Class Access

**Note: As a guest, changes you make will not be saved.**

Use the drop-down to select the access level for the Instructor(s) that will also be able to access this class.

Instructor	Access Level
ALEKS,	No Access ▾
Summers, Jennifer	No Access ▾
	No Access
	Read Only
	Gradebook
	Full
	Assign per Student

#### Access Legend

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

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

**Full:** Can modify the gradebook, assignments, and many other class settings. Only a few actions cannot be taken, such as "Delete" and "Move to Another Instructor".

**Assign per Student:** Read only access per student or student group.

\* Institution administrators always have full access to all classes within the institution.