

---

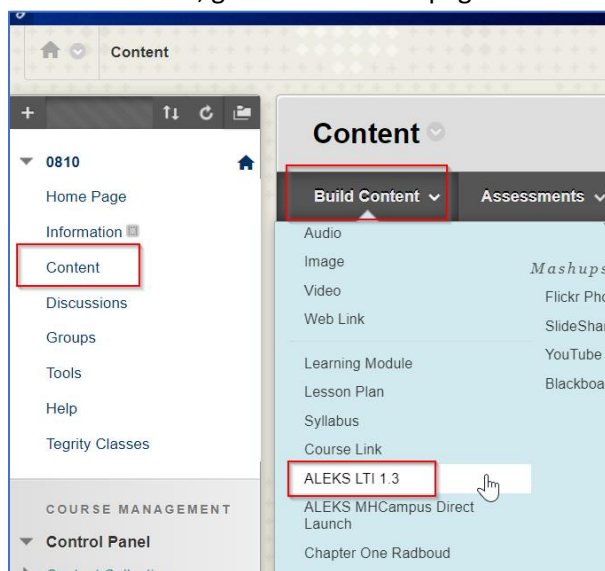
## Adding the ALEKS Tool Link to Blackboard (Instructor)

---

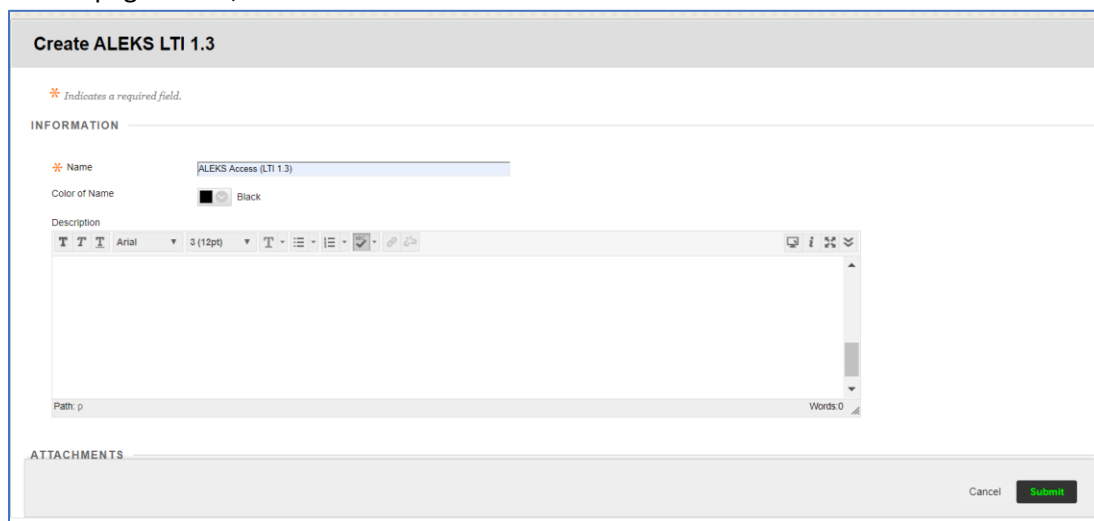
This document will guide Instructors to add the ALEKS LTI 1.3 tool to their course from the Content page.

### Adding Content Tool to Initiate Pairing

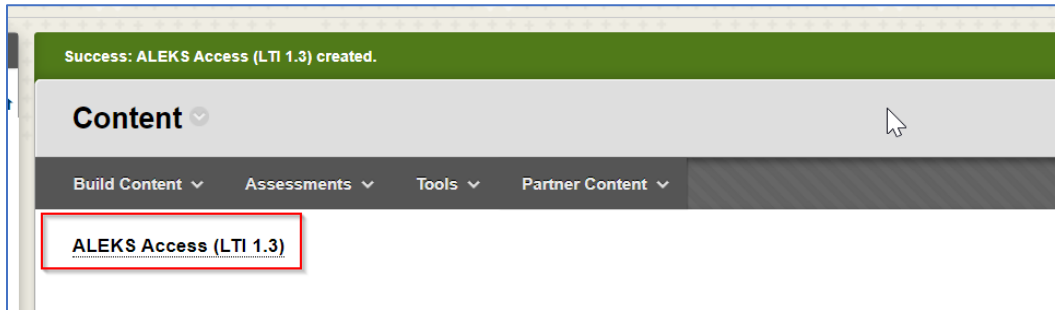
1. In a course shell, go to the Content page. Select **Build Content** and then look for the ALEKS tool.



2. On the page below, fill in a name for the tool. Select **Submit**.

A screenshot of the 'Create ALEKS LTI 1.3' form. The form has a title bar 'Create ALEKS LTI 1.3' and a sub-header 'INFORMATION'. Below the sub-header, there are several fields: 'Name' (filled with 'ALEKS Access (LTI 1.3)'), 'Color of Name' (set to 'Black'), and 'Description' (a rich text editor). At the bottom of the form, there is an 'ATTACHMENTS' section and two buttons: 'Cancel' and 'Submit'.

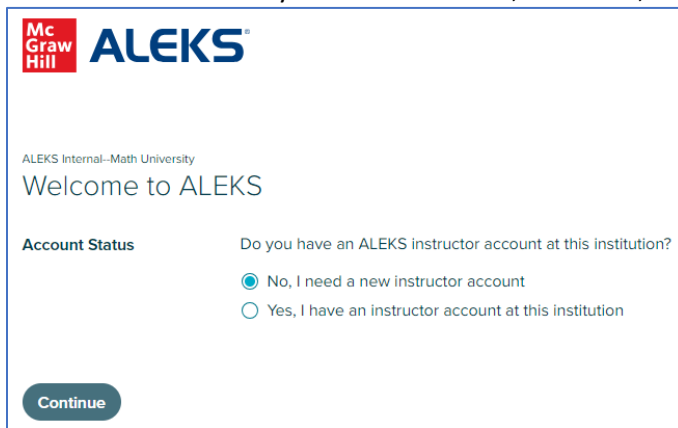
3. Back at the **Content** page, select the ALEKS tool link to launch.



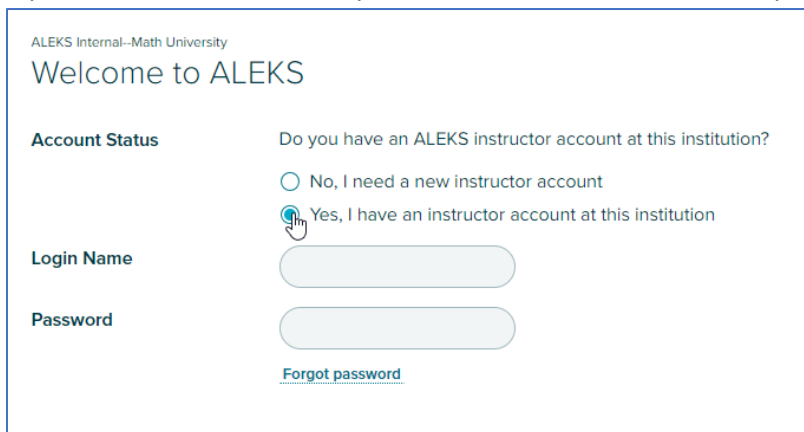
4. You will arrive at the **Welcome to ALEKS** page to pair your account.

### Pairing an ALEKS Account to Blackboard or Creating a New ALEKS Account

1. The first time you click through the ALEKS tool as an instructor you will be asked to pair your Blackboard account to your ALEKS account, if it exists, or to set up an instructor account in ALEKS.



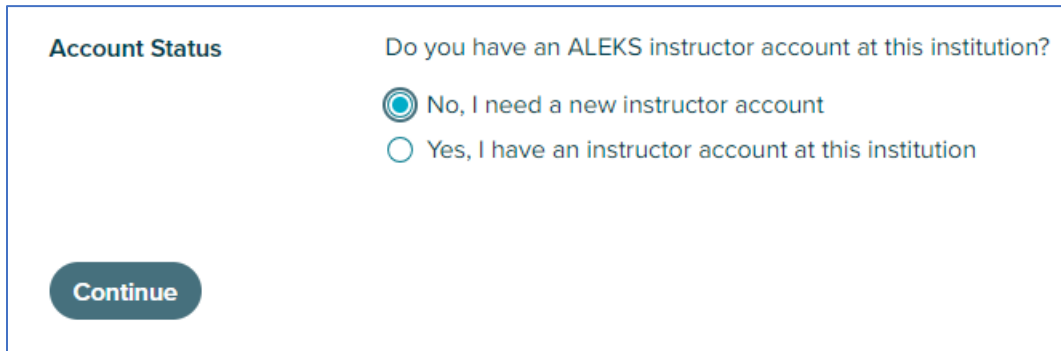
If you have an account already, make sure to select the second option to use your existing account.



- Submit your login name and password, then click Continue to [jump to the course pairing options](#).

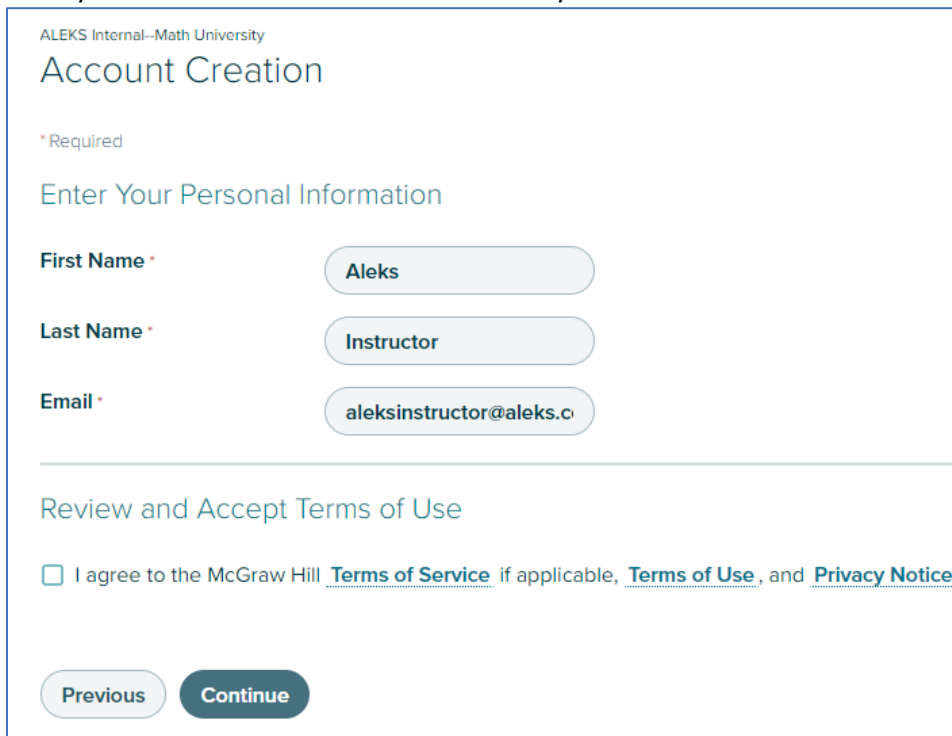
If you do not recall the password to your account, or did not create one previously, you can use the “Forgot Password” link and submit your university email to retrieve your login and set a new password. Then, return to this page by launching the tool again from Blackboard.

- If you do not have an ALEKS account, one will be created for you by selecting “No, I need a new instructor account”.



The screenshot shows a form titled "Account Status" with the question "Do you have an ALEKS instructor account at this institution?". There are two radio button options: "No, I need a new instructor account" (which is selected) and "Yes, I have an instructor account at this institution". A "Continue" button is located at the bottom left of the form.

- ALEKS will try to pull your account details from Blackboard, but if they do not populate make sure to enter your name and email address to use for your ALEKS account.



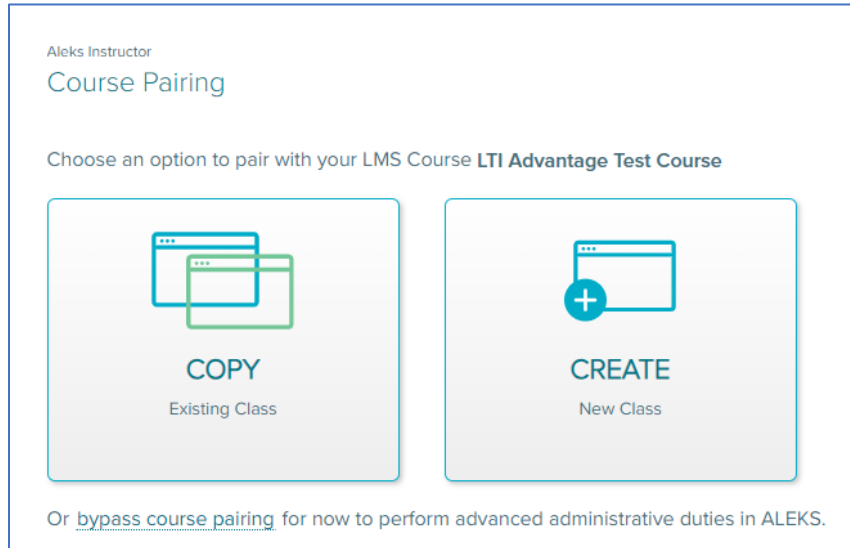
The screenshot shows the "Account Creation" page for "ALEKS Internal--Math University". It includes a section for "Enter Your Personal Information" with three required fields: "First Name" (filled with "Aleks"), "Last Name" (filled with "Instructor"), and "Email" (filled with "aleksinstructor@aleks.c"). Below this is a "Review and Accept Terms of Use" section with a checkbox and the text "I agree to the McGraw Hill [Terms of Service](#) if applicable, [Terms of Use](#), and [Privacy Notice](#)". At the bottom, there are "Previous" and "Continue" buttons.

- Agree to the Terms of Service and click Continue to finalize your account.

## Pairing Your Blackboard Course to an ALEKS Course

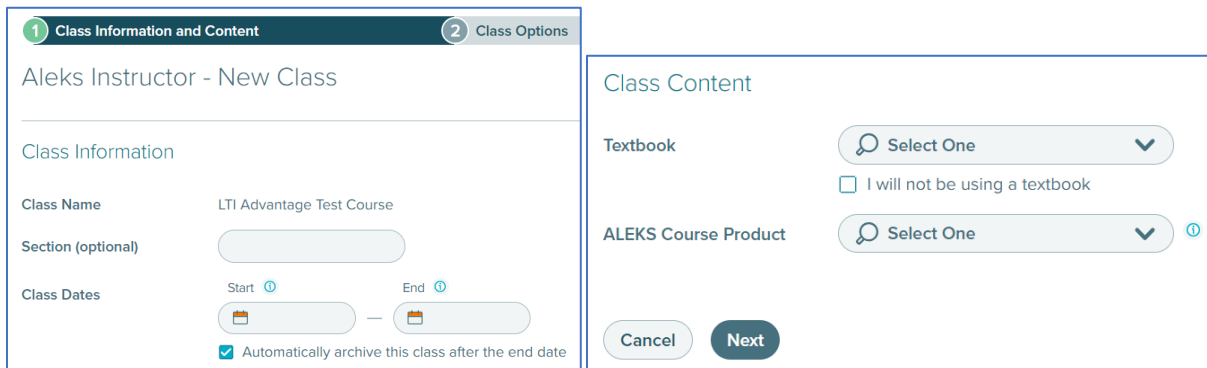
If this is your first time using ALEKS

1. If you just created your ALEKS account, you will be presented the option to make a new course and pair it immediately or you may create a copy of an existing course that is publicly visible and pair the copy.

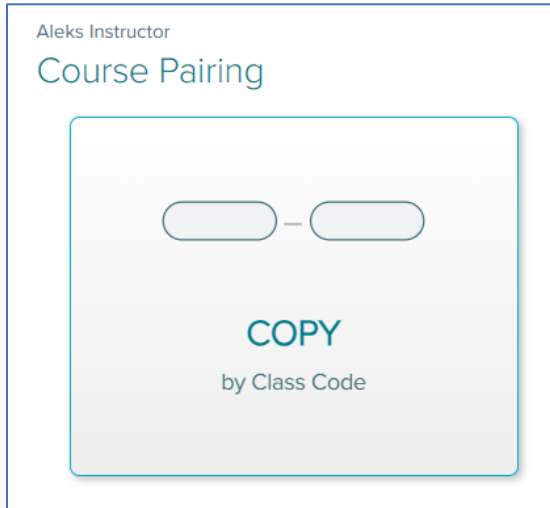


You may also select the “bypass course pairing” link for now if you just want to head into ALEKS without setting up a course just yet. After bypassing the class creation and pairing step, ALEKS will still prompt you to pair your Blackboard shell the next time you login over the content item from Blackboard.

2. Selecting Create – New Class will take you into ALEKS’ class creation process where you will select your ALEKS course product, textbook (if using one) and set your Start and End dates for the term.



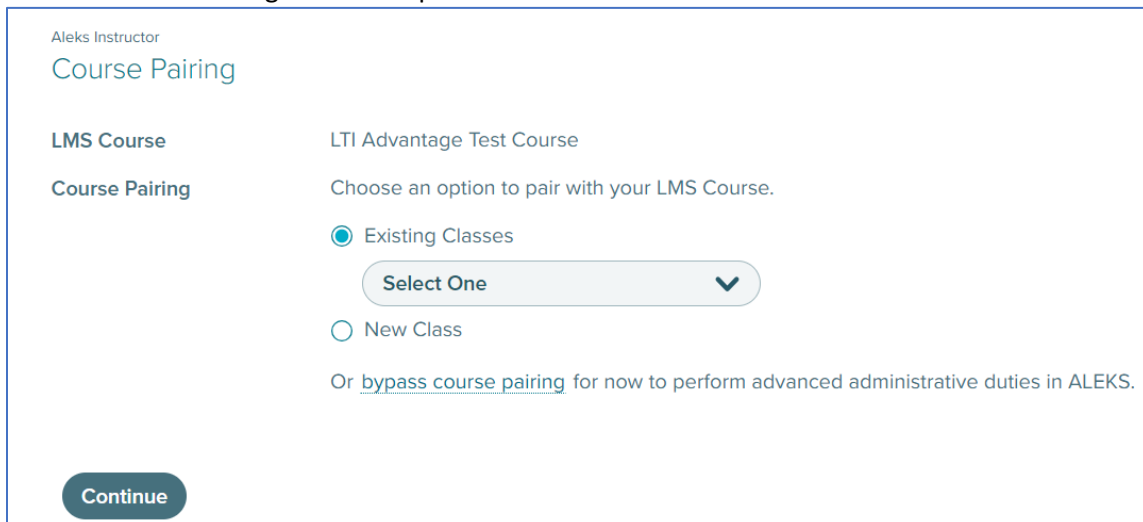
- Once you fill out all required fields and create your course, the ALEKS link from your Blackboard content item will proceed to the class in ALEKS when clicked. Students will access ALEKS the exact same way, however, they see the ALEKS course from a student perspective.
- Selecting Copy – by Class Code will prompt you to submit the ALEKS Class Code of a publicly visible ALEKS course.



- Once you enter the Class Code and select the intended Start and End dates for your term, your ALEKS course will be created and paired with the Blackboard shell.

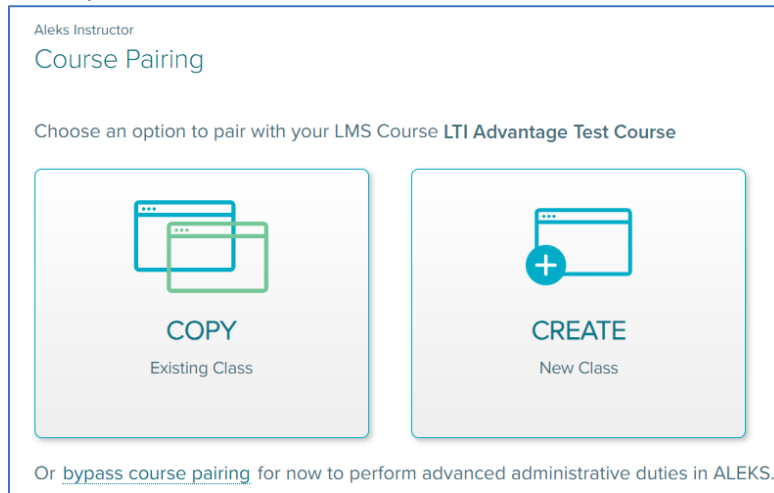
If you paired an existing ALEKS account

- If you have a course already created in ALEKS, or one was copied to your account, you can select these from the Existing Classes drop-down menu.

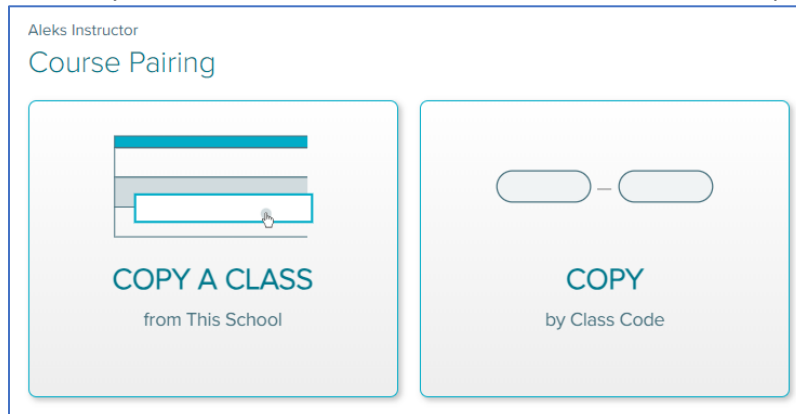


- Press Continue to complete the pairing.

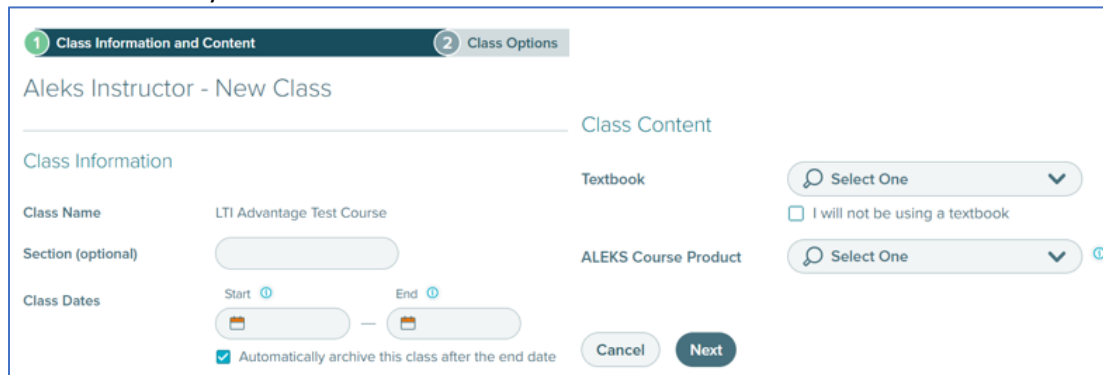
3. Selecting New Class will present you with the option to copy an existing ALEKS course or to create an entirely new ALEKS course.



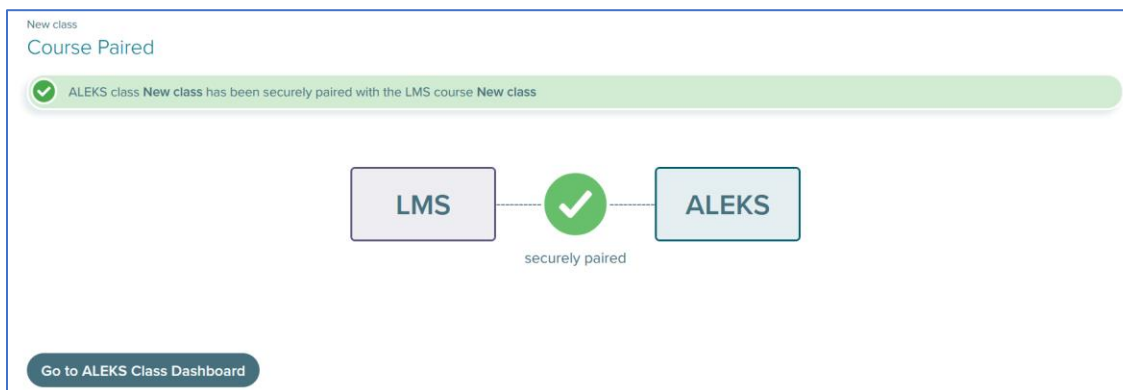
4. Selecting Copy – Existing Class will prompt you to select a course from a drop-down of ALEKS sections you have access to or submit the ALEKS Class Code of a publicly visible ALEKS course.



5. Creating a new class will require you to fill out the Start and End Dates, ALEKS Course Product and the textbook for your course.



Once you fill out the basic details of your course, it will be created and paired to your Blackboard shell.

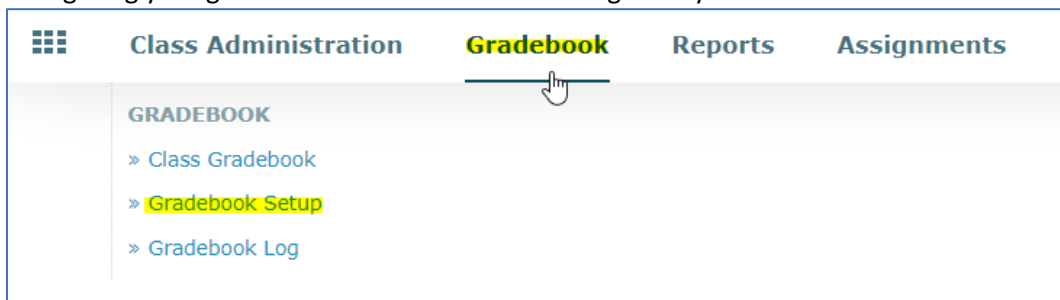


The ALEKS link from your Blackboard content item will return you to the ALEKS course when clicked without needing to submit your login credentials again. Students will access ALEKS the exact same way, however, they see the ALEKS course from a student perspective.

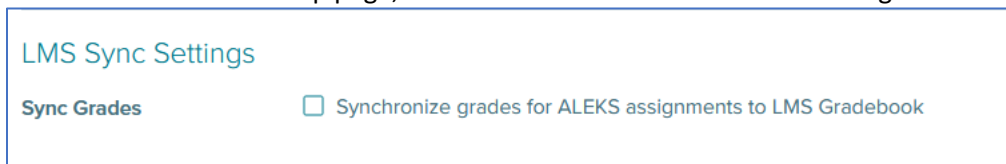
Now that your course is paired, it is recommended to confirm how you want the ALEKS gradebook to sync with Blackboard.

### Enabling Gradebook Sync from ALEKS

1. From your paired ALEKS course, hover over Gradebook and select Gradebook Setup to begin configuring your gradebook and enable automatic grade sync.



2. From the Gradebook Setup page, first check the box to enable automatic gradebook sync.



This will expand the list of settings associated with your gradebook sync. Changes to these settings will not update your class until you click the Save button at the bottom of the page.

### LMS Sync Settings

**Sync Grades**  Synchronize grades for ALEKS assignments to LMS Gradebook

**Sync Time**  
 Synchronize on assignment due dates  
 Synchronize on assignment submission ⓘ

**Assignment Sync** Synchronize assignment grades in the following categories. Assignments in categories with 0% weight will not synchronize.  
  ▼

**Total Grade Sync**  Synchronize ALEKS Total Grade to LMS gradebook

**Direct Links** ⓘ Check [user guides](#) to learn about adding direct links for ALEKS assignments to LMS.

Under Assignment Sync, you can choose which categories to send back into Blackboard from the drop-down menu:

**Assignment Sync** Synchronize assignment grades in the following categories. Assignments in categories with 0% weight will not synchronize.

▼

Search

All (10)

ALEKS Categories

- Module
- Scheduled Knowledge Check
- Pie Progress Goal
- Time Goal

Check the boxes next to each category and they will be added to the Assignment Sync field. All assignments with a non-zero point value in each category will be included in the sync.

Further control of the sync behavior is now available through the Sync Time setting:

**Sync Time**


Synchronize on assignment due dates

Synchronize on assignment submission ⓘ

- The option to Synchronize on assignment due dates will not pass over grades until the actual assignment due date passes in ALEKS. This is the original default behavior for grade sync.
- With Synchronize on assignment submission selected, student actions like submitting an assignment or making progress on a module will trigger an update of the corresponding Blackboard assignment grades.



You may also opt to send over a column in your gradebook using the calculated ALEKS total grade:

**Total Grade Sync**  Synchronize ALEKS Total Grade to LMS gradebook

Column name in LMS gradebook for ALEKS total grade:

Column point value for ALEKS total grade:  points

This column can be customized with a different name and point value, which are both passed to Blackboard. Your gradebook weights in ALEKS only apply to this column.

3. Click Save at the bottom of the page to complete your gradebook setup. Assignment point values in ALEKS will sync over at this time to corresponding assignments in Blackboard.