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# Sync Your ALEKS Gradebook with Canvas

Liberty University Digital Training Series

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Instructor



## Step 1a

If you have not yet enabled your Gradebook Sync, the next few steps will show you how to do so. You may have completed this step during the pairing process.

Log into your Canvas account and navigate to your course. Click on any ALEKS link to get started.

The screenshot displays a Canvas interface with a dark blue header bar containing a dropdown menu labeled "Faculty Resources" and a three-dot menu icon. Below this, the section is titled "McGraw-Hill: ALEKS". It lists three items: "Read: Technology Integration Overview" with a document icon and a three-dot menu icon; "Explore: McGraw Hill Faculty Resources" with a link icon; and "Prepare: Pair and Sync Your ALEKS Course" with a link icon. This last item is highlighted with a red rectangular border. Below the Faculty Resources section is another dark blue header bar for "Student Resources" with a three-dot menu icon. Underneath, the section is titled "Ebook Links" and lists "Sobecki & Mercer: Math in Our World: A Quantitative Reasoning Approach" with a link icon. The bottom of the screenshot shows the beginning of a section titled "Physical Textbooks and Resources".



# Step 1b

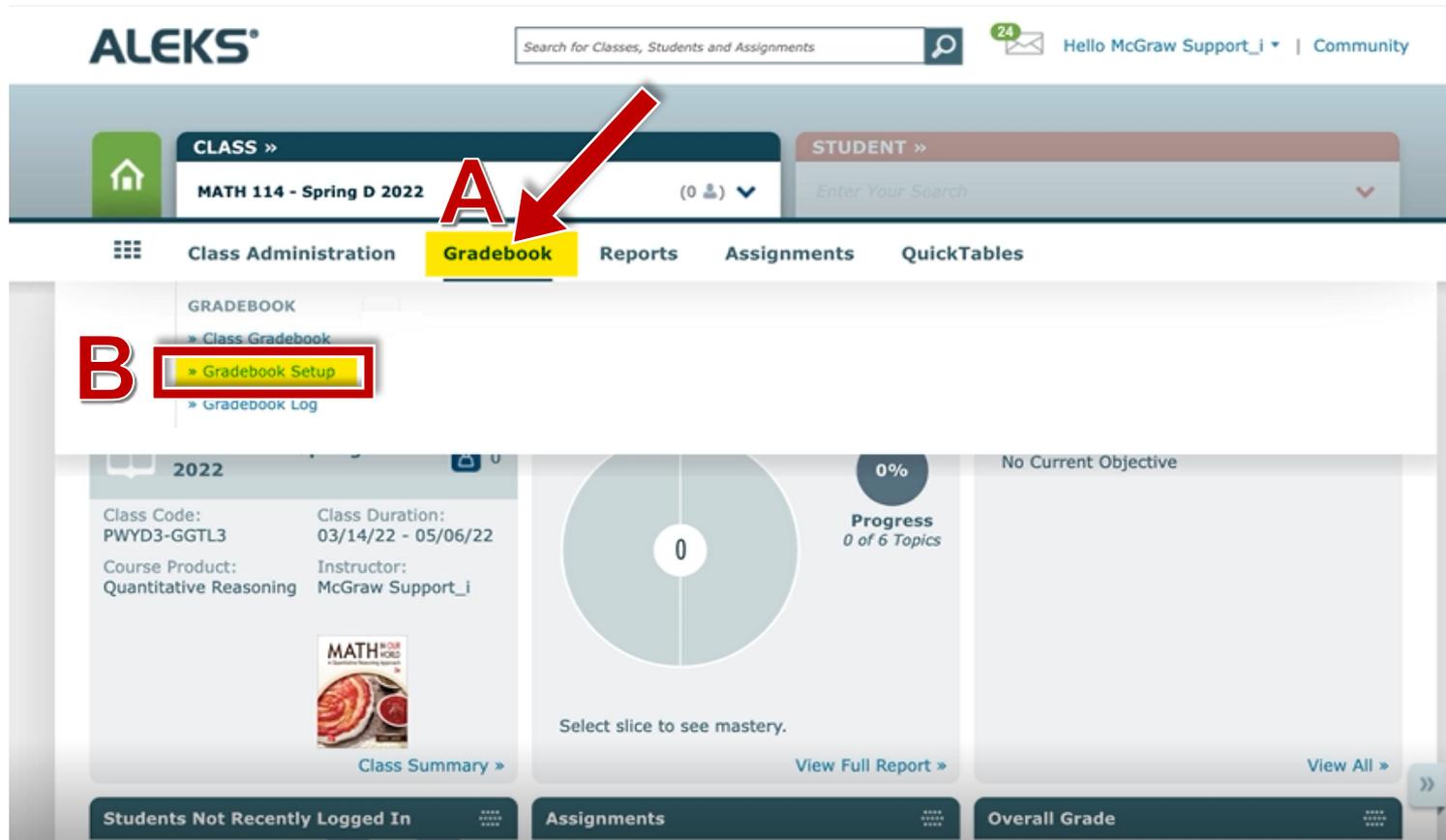
Click the “Load” button to launch ALEKS.

The screenshot shows a Canvas LMS interface. At the top is a navigation bar with links for Online, Residential, Athletics, Alumni, Parents, and a menu icon. On the right side of this bar are links for Request Info, Apply Now, Visit Us, Create Guest Account, and Sign In. Below this is a secondary navigation bar with the Liberty University logo and CANVAS logo on the left, and links for Account, Dashboard, Courses (which is underlined), Calendar, Inbox, History, Commons, and Resources on the right. The main content area shows a breadcrumb trail: COURSE MENU > MATH114\_LU... > Modules > Faculty Reso... > Prepare: Pair and Sync Your ALEKS Course. On the left side of this area is a sidebar menu with Home, Announcements, and Assignments. A red arrow points from the Home link to a message box that says "This tool needs to be loaded in a new browser window". Below this message is a button labeled "LOAD PREPARE: PAIR AND SYNC YOUR ALEKS COURSE IN A NEW WINDOW".



# Step 1c

From your ALEKS course homepage, hover over “**Gradebook**” and click on “**Gradebook Setup**”.





## Step 1d

(1) Select “**Synchronize grades and add direct links for ALEKS assignments to LMS**”. (2) Check that the “**Synchronize on assignment submission**” Sync Time setting is selected. (3) Confirm the gradebook categories that have a weighting are selected under Assignment Sync. **Note:** The correct categories should be preselected. Weighted categories vary from course to course. (4) Click “**Save**”.

The screenshot shows the 'LMS Sync Settings' and 'Gradebook Settings' sections. In the 'LMS Sync Settings' section, the 'Sync Grades' checkbox is checked, and the 'Sync Time' is set to 'Synchronize on assignment submission'. The 'Assignment Sync' section shows a list of categories: 'Test' and 'Homework'. The 'Save' button is highlighted with a red box.

**LMS Sync Settings**

Sync Grades  Synchronize grades and add direct links for ALEKS assignments to LMS

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

Assignment Sync Synchronize grades and add direct links for assignments in the following categories. Assignments in categories with 0% weight will not synchronize.

Test × Homework ×

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.

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**Gradebook Settings**

Total Grade Display  Show total grades to students in their gradebook  
 Hide total grades from students ⓘ

Letter Grades  Enable letter grading scale for total grade in gradebook

Cancel Save



## Step 2

To manually Synchronize your ALEKS gradebook, navigate to your Gradebook by clicking on "Gradebook". Locate the "Last Sync" link above the Gradebook. If you see a caution triangle, you will need to re-sync your Gradebook. Click this link to continue.

MATH 114 - Spring B 2022 - B01 - Gradebook

Class Code: XALKN-JVY9M CLASS TOOLS

Last Sync: 02/22/2022 7:11 PM ⚠

Jan 10, 2022 - Mar 4, 2022

All Students	Total	HW: Sections 2.1	HW: Section 2.2	HW: Sections 2.1	Quiz: Exam 1	HW: Sections 3.7	H
<input type="checkbox"/> All Students							
<input type="checkbox"/> Student, 1080-02342	89%	100% EX	100% EX	100% EX	79% EX	90% LS	10
<input type="checkbox"/> Student, 1080-29032	89%	100%	100%	100%	96%	100%	10
<input type="checkbox"/> Student, 1080-45292	90%	98%	100%	100%	92%	100%	9
<input type="checkbox"/> Student, 1161-71256	98%	100%	100%	100%	99%	100%	10

LS Late Submission EX Exceptions D Dropped EC Extra Credit NA Not Assigned to This Student *Italics: Not due yet (not part of grade)*



## Step 3

To re-sync your Gradebook, click **“Clear and Resync All Records” (A)**. ALEKS will prompt you with a warning. Read the message before clicking **“Clear and Resync” (B)** to continue.

**Gradebook Sync Status**

Last Sync Update: 02/22/2022 7:11 PM

Sync Status: ⚠ Failed

Students: ✔ Paired Students: 28 of 28

Scores: ✔ Scores up-to-date: 27 of 28  
⚠ Scores failed to sync: 1 of 28

Resync **A**

**CLEAR AND RESYNC ALL RECORDS**

You are about to clear and resync all ALEKS grades in your LMS gradebook.

This action will update ALEKS grades in your LMS gradebook, including any grades that you may have manually updated in your LMS gradebook.

Cancel **B**



## Step 4

The Gradebook Sync will show as completed once finished. Click **“Refresh to See Updates”** to review progress, if needed. If you still see a Synchronization failure, please contact ALEKS Support or your McGraw Hill team.

The screenshot shows the ALEKS Gradebook interface for the class "MATH 114 - Spring B 2022 - B01". The top navigation bar includes "Class Administration", "Gradebook", "Reports", "Assignments", and "QuickTables". The class code is "XALKN-JVY9M". A "CLASS TOOLS" button is visible in the top right. The main heading is "MATH 114 - Spring B 2022 - B01 - Gradebook". A date range selector shows "Jan 10, 2022 - Mar 4, 2022". A red box highlights a status bar that says "Sync in Progress" and a yellow button labeled "Refresh to See Updates" with a circular refresh icon. Below this is a table of student performance data.

All Students		Total	HW: Sections 2.1...	HW: Section 2.2 an...	HW: Sections 2.1...	Quiz: Exam 1 Secti...	HW: Sections 3.7...	H 3.	
Name	Login	Id	Email						
Class Average		66%	90%	89%	84%	72%	80%	66%	
<input type="checkbox"/>	Student, 1080-02342	○	89%	100% EX	100% EX	100% EX	79% EX	90% LS	10
<input type="checkbox"/>	Student, 1080-29032	○	89%	100%	100%	100%	96%	100%	10
<input type="checkbox"/>	Student, 1080-45292	○	90%	98%	100%	100%	92%	100%	91
<input type="checkbox"/>	Student, 1161-71256	○	98%	100%	100%	100%	99%	100%	10

Legend: LS Late Submission, EX Exceptions, D Dropped, EC Extra Credit, NA Not Assigned to This Student, *Italics*: Not due yet (not part of grade)



## Step 5

Your Gradebook is now Synchronized. When you are ready to return to Canvas, simply close your browser tab to return.

The screenshot shows the ALEKS interface for the class 'MATH 114 - Spring D 2022'. The browser tab is highlighted with a red arrow. The main content area displays the 'Assignment List' for this class, including a table with columns for Name, Type, Start, Due, Status, Details, and Report.

Name	Type	Start	Due	Status	Details	Report
<input type="checkbox"/> Initial Knowledge Check	Knowledge Check	-	-	Open		
<input checked="" type="checkbox"/> HW: 2.1, 2.3 – 2.4, and 2.6 Assignment	Homework	03/14/2022 12:00 AM	03/21/2022 11:59 PM	Upcoming	56 Questions <a href="#">Exceptions</a>	

# Support and Resources

## **TECH SUPPORT & FAQ:**

**CALL:** (800) 258-2374

**EMAIL:** [aleks.com/support/form/](https://www.aleks.com/support/form/)

**MONDAY-THURSDAY:** 7 AM – 1 AM ET

**FRIDAY:** 7 AM - 9 PM ET

**SUNDAY:** 4 PM – 1 AM ET

**SUBMIT A SUPPORT TICKET:**

<https://www.aleks.com/support/form/>

## **FIND MORE SUPPORT:**

[supportateverystep.com](https://supportateverystep.com)

## **FIND MORE TIPS:**

[mheducation.com/highered/aleks](https://mheducation.com/highered/aleks)