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Sync Your ALEKS Gradebook with Canvas

Liberty University Digital Training Series

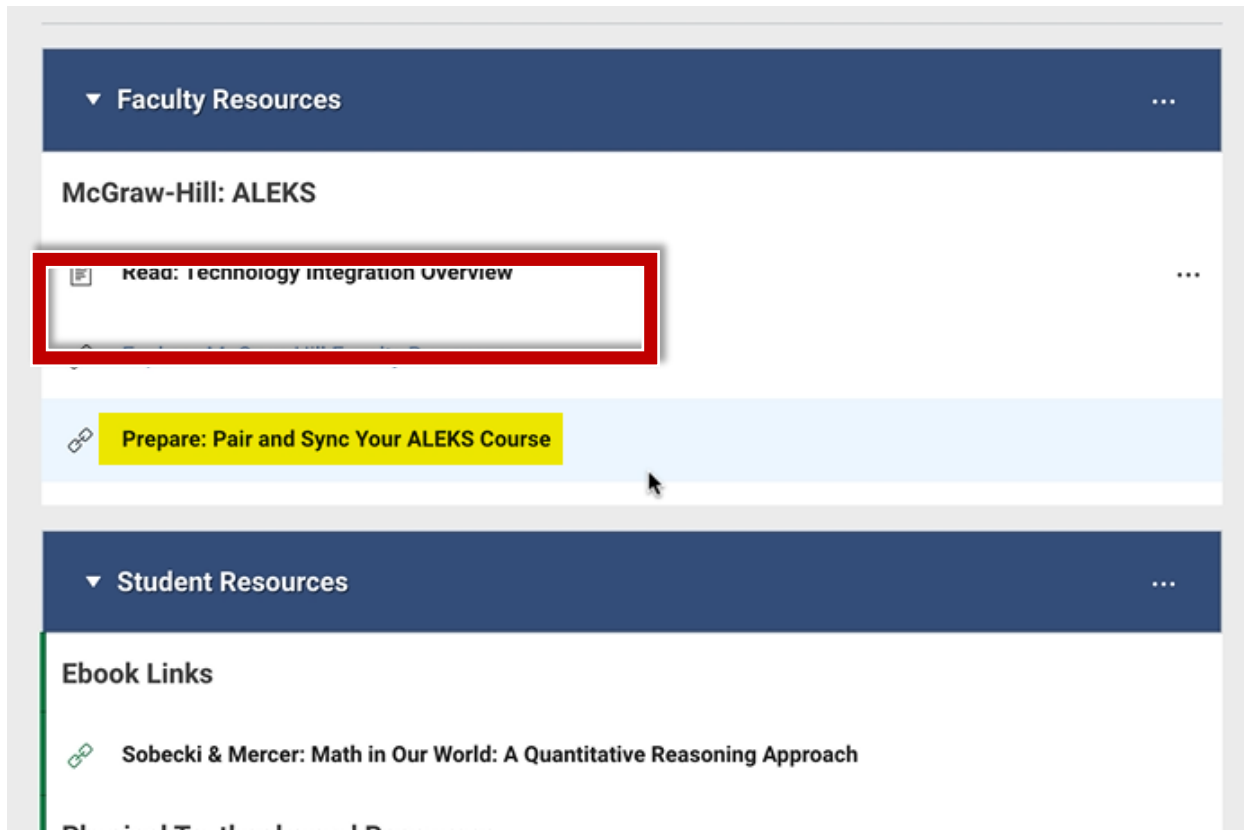
Instructor



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.





Step 1b

Click the “**Load**” button to launch ALEKS.

The screenshot shows a navigation bar at the top with links for Online, Residential, Athletics, Alumni, Parents, and a menu icon. On the right side of the navigation bar are links for Request Info, Apply Now, Visit Us, Create Guest Account, and Sign In. Below the navigation bar is a secondary navigation bar with the Liberty University logo and the Canvas logo, followed by links for Account, Dashboard, Courses (which is underlined), Calendar, Inbox, History, Commons, and Resources. 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 the main content area is a sidebar menu with links for Home, Announcements, and Assignments. In the center of the main content area, there is a message that says "This tool needs to be loaded in a new browser window" and a button labeled "LOAD PREPARE: PAIR AND SYNC YOUR ALEKS COURSE IN A NEW WINDOW". A large red arrow points from the "Home" link in the sidebar menu to the "LOAD PREPARE" button.



Step 1c

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

The screenshot shows the ALEKS course homepage for 'MATH 114 - Spring D 2022'. At the top, there is a search bar and a notification icon with the number 24. Below the search bar, there are two tabs: 'CLASS' and 'STUDENT'. The 'CLASS' tab is active, showing the course name and a dropdown menu with '(0)' and a person icon. Below the tabs, there is a navigation menu with the following items: 'Class Administration', 'Gradebook', 'Reports', 'Assignments', and 'QuickTables'. The 'Gradebook' item is highlighted in yellow. A red arrow labeled 'A' points to the 'Gradebook' item. Below the navigation menu, there is a dropdown menu for 'GRADEBOOK' with the following options: 'Class Gradebook', 'Gradebook Setup', and 'Gradebook Log'. The 'Gradebook Setup' option is highlighted in yellow and enclosed in a red box labeled 'B'. Below the dropdown menu, there is a dashboard with several widgets. The first widget shows class information: 'Class Code: PWYD3-GGTL3', 'Class Duration: 03/14/22 - 05/06/22', 'Course Product: Quantitative Reasoning', and 'Instructor: McGraw Support_i'. The second widget shows a progress indicator: '0%' and 'Progress 0 of 6 Topics'. The third widget shows 'No Current Objective'. At the bottom of the dashboard, there are three buttons: 'Students Not Recently Logged In', 'Assignments', and 'Overall Grade'.



Step 1d

Select “Automatically synchronize ALEKS grades with your LMS gradebook”. Then, select the categories that have a weighting.

Note: Weighted categories vary from course to course.

The screenshot shows the 'View Gradebook' interface. At the top, there is a checkbox labeled 'Automatically synchronize ALEKS grades with your LMS gradebook' which is checked. A red arrow points to this checkbox. Below this is a table of gradebook categories. The 'Test' and 'Homework' rows are highlighted with a red box. The 'Test' row has a weight of 57.1% and the 'Homework' row has a weight of 42.9%. Both have their 'Sync' checkboxes checked. Below the table is a section for 'Gradebook External Assignment Category' with an 'Add New Row' link. At the bottom right, there is a 'Total: 100%' label.

Gradebook Category	Category Weight (%)	Sync
Pie Progress	0 %	<input type="checkbox"/>
Time	0 %	<input type="checkbox"/>
Topic	0 %	<input type="checkbox"/>
Objective	0 %	<input type="checkbox"/>
Video	0 %	<input type="checkbox"/>
Scheduled Knowledge Check	0 %	<input type="checkbox"/>
Quiz	0 %	<input type="checkbox"/>
Test	57.1 %	<input checked="" type="checkbox"/>
Homework	42.9 %	<input checked="" type="checkbox"/>
External Assignment	0 %	<input type="checkbox"/>
Total: 100 %		<input type="checkbox"/>



Step 1e

After making your selection(s), scroll to the bottom of the page and click **“Save”**.

Gradebook External Assignment Category [Add New Row](#)

External Assignment	%	
Edit Name Edit Add External Assignment	0 %	<input type="checkbox"/>
Total: 100 %		<input type="checkbox"/>

Total Grade Display Settings

Show total grades to students
 Hide total grades from students ⓘ

Grading Scale for Total Grade

* Note that this scale is only for the total class grade. It does not apply to individual assignments (quizzes, tests, etc.).

Do not show letter grades on the instructor or student gradebook.
 Show letter grades on instructor gradebook only.
 Show letter grades on both instructor and student gradebooks.

Using this Tool:
To change the grading scale, drag the green triangles to the desired percentages.
To create a new grading category, drag an end triangle toward the middle.
You can change the letter of a grade category by selecting it and typing a new letter.

0 10 20 40 50 60 70 80 90 100

Save [Cancel](#)



Step 2

To manually Synchronize your ALEKS gradebook, navigate to your 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.

Class Administration Gradebook Reports Assignments QuickTables

Class Code: XALKN-JVY9M CLASS TOOLS

MATH 114 - Spring B 2022 - B01 - Gradebook

Last Sync: 02/22/2022 7:11 PM ⚠

Jan 10, 2022 - Mar 4, 2022

<input type="checkbox"/> All Students	Total							
Name Login Id Email		HW: Sections 2.1...	HW: Section 2.2 an...	HW: Sections 2.1 ...	Quiz: Exam 1 Secti...	HW: Sections 3.7...	H	3.
		01/17/2022	01/24/2022	01/24/2022	01/24/2022	01/31/2022		02
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%		97
<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

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** Clear and Resync



Step 4

The Gradebook Sync will show as completed once finished. Click **“Refresh to See Updates”** to review progress, if needed.

Class Code: XALKN-JVY9M CLASS TOOLS

MATH 114 - Spring B 2022 - B01 - Gradebook

Sync in Progress | Refresh to See Updates

Jan 10, 2022 - Mar 4, 2022

<input type="checkbox"/> 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
<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 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 interface includes a search bar, navigation tabs for 'CLASS' and 'STUDENT', and a main content area displaying the 'Assignment List' for the class. A green notification bar indicates 'Exceptions applied.' and a toolbar contains buttons for 'New Assignment', 'Copy', 'Edit Dates', 'Exceptions', and 'Delete'. The assignment list table is as follows:

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 Exceptions	

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:

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