



How to Synchronize your ALEKS Gradebook with your Blackboard Course

During the term, you may need to manually sync your gradebook.

Step 1: Log into your Blackboard account and navigate into the appropriate course. Click on "Link to ALEKS" in the left menu.

The screenshot shows the Blackboard interface for a course titled "CLST 103". The top navigation bar includes "LIBERTY UNIVERSITY" and "Blackboard". Below this, there are tabs for "Student Dashboard", "myBlackboard", "Resources", "JFL Library", and "My Profile". The main content area features a banner for "CLST 103 Individualized Curriculum to Support Academic Success" with a quote: "An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge." - Proverbs 18:15. Below the banner, there is an "Announcements" section with a "Create Announcement" button. The left-hand navigation menu is visible, and the "Link to ALEKS" option is highlighted with a red box.

Step 2: Hover over Gradebook and click on "Class Gradebook".

The screenshot shows the top navigation bar with tabs for Class Administration, **Gradebook**, Reports, Assignments, and QuickTables. A red arrow points to the Gradebook tab. On the left sidebar, under the GRADEBOOK section, the "Class Gradebook" option is highlighted with a red box. Below this, there are options for "Gradebook Setup" and "Gradebook Log".

Step 3: Underneath your Gradebook, expand Gradebook Sync and click on "Clear and Resync All Records".

The screenshot displays the Gradebook Sync interface. At the top, there's a "Show:" dropdown set to "All" and "Display Options" for "Full Screen View". A "CLASS TOOLS" icon is visible. The main area contains a table with the following columns: Students (Name | Login | Student ID), Total Grade, Weekly Time Goal - 1 (with an edit icon), Weekly Topics Learned Goal - 1 (with an edit icon), Weekly Time Goal - 2 (with an edit icon), Weekly Topics Learned Goal - 2 (with an edit icon), and a final column partially visible. The table lists 9 students with their respective grades and goal completion percentages. A red arrow points to the "Gradebook Sync" section below the table, which shows a "Completed" status with a green checkmark. Below this, a "Detailed Status" panel provides the following information:

- Last sync update: 01/30/2019 12:10:46 PM
- Total Number of Students in Class: 15
- Paired students: 15
- Students with all grades up-to-date: 15

At the bottom of the "Detailed Status" panel, the "Clear and Resync All Records" button is highlighted with a red box. A "Download to Excel" button is also visible to the right of the sync status.

Step 4: Gradebook Sync will show as Completed once finished. Click Refresh to update Progress, if needed.

CLST 103 - Spring B 2019 - B01 - Gradebook Class Code: ACXDT-UHGLJ CLASS TOOLS

Show: All Display Options Full Screen View

All	Students (Name Login Student ID)	Total Grade	Weekly Time Goal - 1	Weekly Topics Learned Goal - 1	Weekly Time Goal - 2	Weekly Topics Learned Goal - 2	Weekly Time Goal - 3
			Jan 21, 2019	Jan 21, 2019	Jan 28, 2019	Jan 29, 2019	Feb 5, 2019
1	Student, 073...	100%	100%	100%	100%	100%	
2	Student, 065...	96%	78%	100%	100%	100%	
3	Student, 065...	50%	1%	0%	100%	100%	
4	Student, 064...	100%	100%	100%	100%	100%	
5	Student, 008...	52%	100%	50%	62%	15%	
6	Student, 064...	0%	0%	0%	0%	0%	
7	Student, 065...	79%	100%	30%	100%	100%	
8	Student, 072...	100%	100%	100%	100%	100%	
9	Student, 008...	50%	100%	100%	0%	0%	

Gradebook Legend

- eeeee: Dropped score
- +score: Extra credit
- score: Submitted but not due yet (not part of grade)

Gradebook Sync: Completed  Download to Excel

Step 5: Your Gradebook is now Synchronized. When you are ready to return to Blackboard, click on the name of your Blackboard Course in the upper-left corner.

LIBERTY UNIVERSITY | Blackboard McGrawHill_IA Instructor_Support 221

Student Dashboard myBlackboard Resources JFL Library My Profile

CLST103_LUO_8WK_TXTDEV ALEKS - CLST103

ALEKS Search for Classes, Students and Assignments | Hello McGrawHill_IA Instructor_Sup... | Community | Feedback

CLASS » CLST 103 - Spring B 2019 (0 ↓) STUDENT » Enter Your Search

Class Administration Gradebook Reports Assignments QuickTables

CLST 103 - Spring B 2019 - Gradebook Setup Class Code: AGEIX-RUMTC CLASS TOOLS

COMPLETE Your changes have been saved successfully.

[View Gradebook](#) [Disable the Gradebook for this Class](#)

Automatically synchronize ALEKS grades with your LMS gradebook

Gradebook Category	Category Weight (%)	Sync
Pie Progress Edit	0 %	<input type="checkbox"/>
Time Edit	40 %	<input checked="" type="checkbox"/>
Topic Edit	60 %	<input checked="" type="checkbox"/>

Need a suggestion? The guides below can help you set up a basic weighting system.

[Gradebook Setup Guide](#)

Need Help? Contact ALEKS Customer Support:

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

Phone: (800) 258-2374

Hours (EST):

Sunday | 4 PM – 1 AM

Monday – Thursday | 7 AM – 1 AM

Friday | 7 AM – 9 PM