



**ALEKS<sup>®</sup>**

Because learning changes everything.<sup>®</sup>

# The ALEKS Gradebook

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ALEKS Training Series



# Navigating to the ALEKS Gradebook

To locate your gradebook, select your Class, then roll over “Gradebook” in the top navigation bar. You’ll see Gradebook Setup, which is where you can set up your categories and weighting, the Gradebook Log, which lists adjustments made to the students’ scores by any instructors with access to the class, and finally the Class Gradebook, which will take you into the gradebook. You can also click the Gradebook header to take you directly in.

The screenshot shows the ALEKS user interface. At the top left is the ALEKS logo. To its right is a search bar with the placeholder text "Search for Classes, Students and Assignments" and a magnifying glass icon. Further right is a user profile section with an envelope icon, the text "Hello Meg Smith", and a "Community" link. Below this is a navigation bar with two main sections: "CLASS" and "STUDENT". The "CLASS" section is active and shows "Math 101 / ALEKS 360 / Basic Math" with a dropdown arrow and "(32)" next to it. The "STUDENT" section is inactive and shows "Enter Your Search" with a dropdown arrow. Below the navigation bar is a horizontal menu with five items: "Class Administration", "Gradebook", "Reports", "Assignments", and "QuickTables". The "Gradebook" item is circled in red. Below the menu is a sidebar with the heading "GRADEBOOK" and three sub-items: "» Class Gradebook", "» Gradebook Setup", and "» Gradebook Log". At the bottom of the page, there is a dashboard area for the class "Math 101 / ALEKS 360" with 32 students. It includes a table with "Class Code: JKXDH-VRLVD" and "Class Duration: 10/08/20 - 02/04/21". To the right of the table is a circular progress gauge showing 72% progress (257 of 358) and a bar chart showing a score of 16 out of 120.



# What's inside the Gradebook?

Math 103 / ALEKS 360 / Pre-Algebra - Gradebook

Objectives X Scheduled Knowledge Checks X Homework X Quizzes X Tests X Pie Progress Goals X Time Goals X Topic Goals X Clear All

Aug 17, 2020 - Dec 31, 2020

All Students

	Total	Topic - Week 1	Topic - Week 1	Quiz 1	Time - Week 2	Topic - Week 2	C
Class Average	79%	82%	86%	81%	88%	90%	79%
Cauchy, Karen V.	85%	74%	100%	87%	49%	100%	85%
Diaz, Paul R.	81%	91%	100%	80%	100%	100%	81%
Doyle, Maria K.	76%	93%	100%	87%	99%	100%	81%
Fisher, Jose P.	84%	74%	100%	67%	97%	100%	86%
Hard, Charles	74%	88%	100%	87%	100%	83%	72%
McArthur, Maria B.	81%	100%	100%	93%	85%	67%	81%
McArthur, Maria K.	83%	56%	100%	87%	78%	100%	78%

LS Late Submission EX Extension D Dropped EC Extra Credit Scores in Italics: Not due yet (not part of grade)

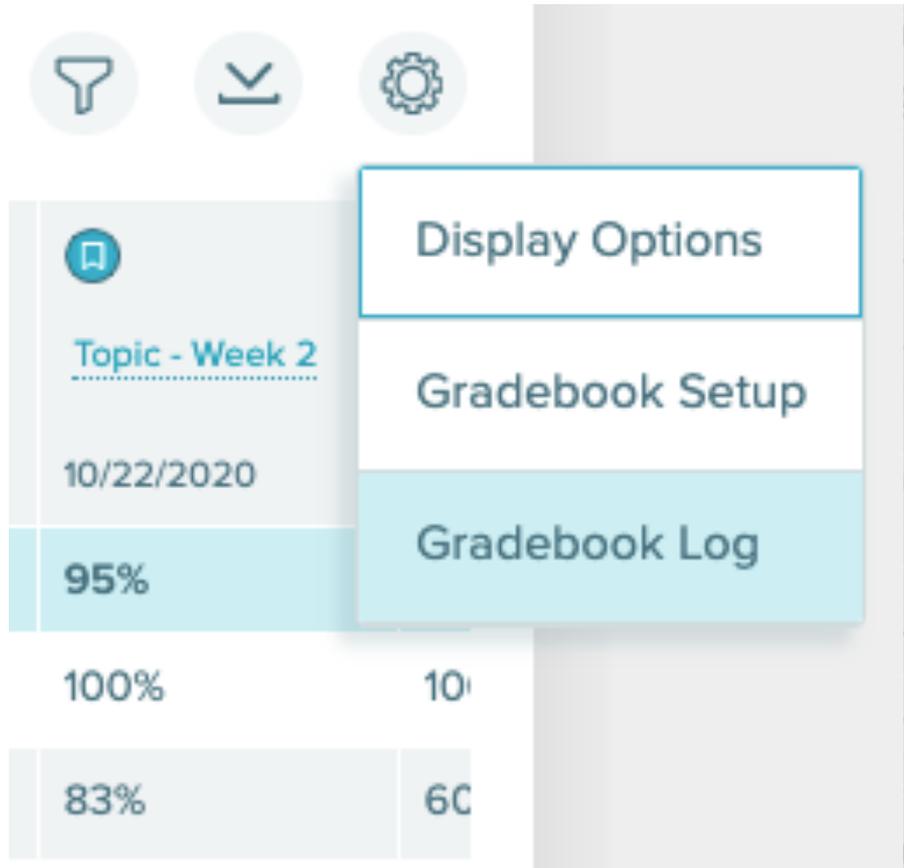
1. The date range selector, which will help you streamline the assignment view.

2. You'll use this toggle to change the view of your student list to display by name, login, ID, or email. *Note that the email displayed will be the one students used to register.*

3. Change your columns to be sorted in ascending or descending order, or view alphabetically.

4. Select the filter to show specific assignment categories. To remove filters, simply click the X on the yellow bubble above the date range.

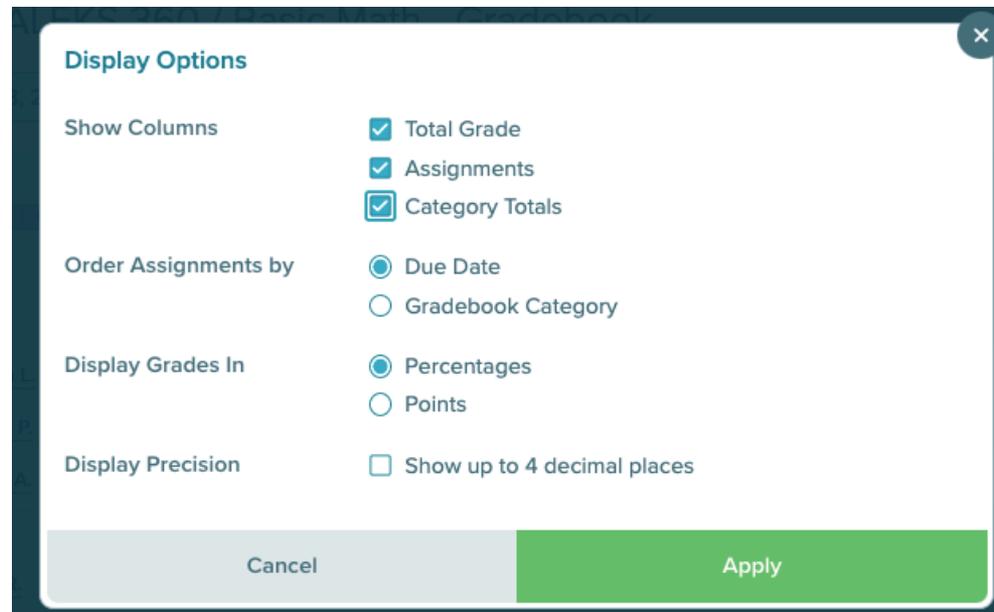
# What's inside the Gradebook?



Other tools in the top right include an option to download your data and navigate to the gradebook log or gradebook setup. By clicking on the settings wheel, you'll find more options including navigating to the gradebook log or gradebook setup.

## What's inside the Gradebook?

With the Display Options, you'll see the option to show Category Totals. When **Category Totals** is selected, a column to show the totals for each Gradebook Category by student is inserted into the Gradebook table before the columns of assignments.



**Display Options**

Show Columns

- Total Grade
- Assignments
- Category Totals

Order Assignments by

- Due Date
- Gradebook Category

Display Grades In

- Percentages
- Points

Display Precision

- Show up to 4 decimal places

Cancel Apply



# What's inside the Gradebook?

With Settings -> Display Options, you'll see the option to show Category Totals. When **Category Totals** is selected, a column to show the totals for each Gradebook Category by student is inserted into the Gradebook table before the columns of assignments.

### Display Options

Show Columns

- Total Grade
- Assignments
- Category Totals

Order Assignments by

- Due Date
- Gradebook Category

Display Grades In

- Percentages
- Points

Display Precision

- Show up to 4 decimal places

Cancel Apply

Math 101 / ALEKS 360 / Basic Math - Gradebook

Aug 7, 2020 - Dec 4, 2020

<input type="checkbox"/> All Students	Total	Tests	Pie Progress Goals	Time Goals	Topic Goals	Time - Week 1	Top
NAME LOGIN ID EMAIL						08/14/2020	08/1
<b>Class Average</b>	<b>81%</b>	<b>80%</b>	<b>-</b>	<b>75%</b>	<b>86%</b>	<b>80%</b>	<b>86%</b>
<input type="checkbox"/> <a href="#">Bolzano, Maria L.</a>	87%	87%	-	76%	99%	77%	100
<input type="checkbox"/> <a href="#">Bolzano, Tracy P.</a>	84%	87%	-	81%	91%	90%	100
<input type="checkbox"/> <a href="#">Cauchy, Maria A.</a>	80%	77%	-	70%	95%	75%	100
<input type="checkbox"/> <a href="#">Clinton, Ken T.</a>	77%	80%	-	54%	78%	71%	100
<input type="checkbox"/> <a href="#">Davis, Daniel R.</a>	80%	87%	-	62%	78%	89%	100
<input type="checkbox"/> <a href="#">Fisher, Cindy K.</a>	83%	97%	-	89%	83%	91%	67%
<input type="checkbox"/> <a href="#">Fisher, Karen R.</a>	77%	67%	-	88%	75%	69%	67%
<input type="checkbox"/> <a href="#">Frankel, Herbert J.</a>	83%	70%	-	75%	98%	73%	92%
<input type="checkbox"/> <a href="#">Frankel, Kelly E.</a>	81%	80%	-	73%	94%	94%	100
<input type="checkbox"/> <a href="#">Green, Bill T.</a>	82%	80%	-	70%	88%	61%	92%
<input type="checkbox"/> <a href="#">Hard, Jennifer S.</a>	77%	60%	-	79%	88%	79%	67%
<input type="checkbox"/> <a href="#">Knuth, Bill T.</a>	82%	73%	-	71%	96%	85%	100

Legend: **LS** Late Submission **EX** Extension **D** Dropped **EC** Extra Credit *Scores in Italics: Not due yet (not part of grade)*



# What's inside the Gradebook?

Math 103 / ALEKS 360 / Pre-Algebra - Gradebook

Objectives X Scheduled Knowledge Checks X Homework X Quizzes X Tests X Pie Progress Goals X Time Goals X Topic Goals X Clear All

Aug 17, 2020 - Dec 31, 2020

All Students

	Total	Topic - Week 1	Topic - Week 1	Quiz 1	Time - Week 2	Topic - Week 2	C
Class Average	79%	82%	86%	81%	88%	90%	79%
Cauchy, Karen V.	85%	74%	100%	87%	49%	100%	85%
Diaz, Paul R.	81%	91%	100%	80%	100%	100%	81%
Doyle, Maria K.	76%	93%	100%	87%	99%	100%	81%
Fisher, Jose P.	84%	74%	100%	67%	97%	100%	86%
Hard, Charles	74%	88%	100%	87%	100%	83%	72%
McArthur, Maria B.	81%	100%	100%	93%	85%	67%	81%
McArthur, Maria K.	83%	56%	100%	87%	78%	100%	78%

LS Late Submission EX Extension D Dropped EC Extra Credit Scores in Italics: Not due yet (not part of grade)

6. Checking the box next to All Students selects all students listed in the Class Gradebook and presents the option to message students in ALEKS.

7. The Gradebook Legend defines the colored badges within the gradebook that indicate late submission, extension, dropped, and extra credit. Scores in Italics indicate that the due date hasn't passed yet, therefore they aren't part of the grade.

8. Selecting the assignment name in a column opens a popup with details about the assignment and edit options.

9. The first row shows Class Average.

10. To help you orient yourself, note that hovering over a row or column header outlines the header in dark blue.



# What's inside the Gradebook?

If you're using an LMS, you'll also see sync status above these three icons. It will tell you when a sync is in progress and when the last sync occurred.

AEH December 2020 - Gradebook

Sync in Progress | Refresh to See Updates

Nov 2, 2020 - Aug 31, 2021

<input type="checkbox"/> All Students	Total	Objectives	Scheduled Knowledge Checks	Homework	Tests	Pie Progress Goals
Name   Login   Id   Email						
<b>Class Average</b>	54%	65%	22%	22%	-	75%
<input type="checkbox"/> Crandalling, Dave	0%	0%	0%	0%	-	100%
<input type="checkbox"/> Luna, Maria	0%	0%	89%	53%	-	100%
<input type="checkbox"/> Mies, Jonah	79%	100%	0%	33%	-	100%
<input type="checkbox"/> Smith, Chris	0%	0%	0%	0%	-	0%

Late Submission | Extension | Dropped | Extra Credit | Scores in Italics: Not due yet (not part of grade)

AEH December 2020 - Gradebook

Last Sync: 6/21/2020 12:35 PM

Nov 2, 2020 - Aug 31, 2021

<input type="checkbox"/> All Students	Total	Objectives	Scheduled Knowledge Checks	Homework	Tests	Pie Progress Goals
Name   Login   Id   Email						
<b>Class Average</b>	54%	65%	22%	22%	-	75%
<input type="checkbox"/> Crandalling, Dave	71%	100%	0%	0%	-	100%
<input type="checkbox"/> Luna, Maria	66%	60%	89%	53%	-	100%
<input type="checkbox"/> Mies, Jonah	79%	100%	0%	33%	-	100%
<input type="checkbox"/> Smith, Chris	0%	0%	0%	0%	-	0%

Late Submission | Extension | Dropped | Extra Credit | Scores in Italics: Not due yet (not part of grade)



# Navigating from the Gradebook

To get to the Student Gradebook from the Class Gradebook, click on the linked name. Note, you can also message the student or a group of students by clicking the check box next to the name.

Navigation: Jul 23, 2020 - Nov 19, 2020

All Students		Total	<a href="#">Quiz 2</a>	<a href="#">Time - Week 5</a>	<a href="#">Topic - Week 5</a>
<input type="checkbox"/>	Name	Login	Id	Email	
			08/24/2020	08/27/2020	08/27/2020
	<b>Class Average</b>	<b>80%</b>	<b>83%</b>	<b>77%</b>	<b>84%</b>
<input checked="" type="checkbox"/>	<a href="#">Bolzano, Maria L.</a>	86%	93%	65%	83%

1 Student Selected

[Message](#)

[View Student Gradebook](#)



# Navigating from the Gradebook

You can also quickly navigate to assignment-level reporting from the Gradebook by selecting the assignment name in the Class Gradebook, then selecting View Report. As you can see, you're also able to quickly edit the assignment, scores, and weights from this pop out.

<input type="checkbox"/> All Students	Total					
NAME	LOGIN	ID	EMAIL	Week 2	Ch.1-Whole Numbers	Homework 1
				20	08/24/2020	08/31/2020
<b>Class Average</b>	<b>79%</b>			<b>79%</b>		<b>80%</b>
<input type="checkbox"/> <a href="#">Browning, Karen K.</a>	80%			79%		93%
<input type="checkbox"/> <a href="#">Carter, John E.</a>	76%			77%		40%
<input type="checkbox"/> <a href="#">Carter, Robert J.</a>	79%			78%		93%
<input type="checkbox"/> <a href="#">Carter, Tracy</a>	74%			77%		93%

### Homework 1

Due Aug 31, 2020 12:00 AM

Total Points: 10  
Class Average: 8 / 10 (80%)

- [View Report](#)
- [Edit Assignment](#)
- [Edit Student Scores](#)
- [Edit Weights](#)

# Support and Resources

## **TECH SUPPORT & FAQ:**

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

**EMAIL & CHAT:** [aleks.com/support](https://aleks.com/support)

**MONDAY-THURSDAY:** 7 AM – 1 AM EST

**FRIDAY:** 7 AM – 9 PM EST

**SUNDAY:** 4 PM – 1 AM EST

## **FIND MORE SUPPORT:**

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

## **FIND MORE TIPS:**

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