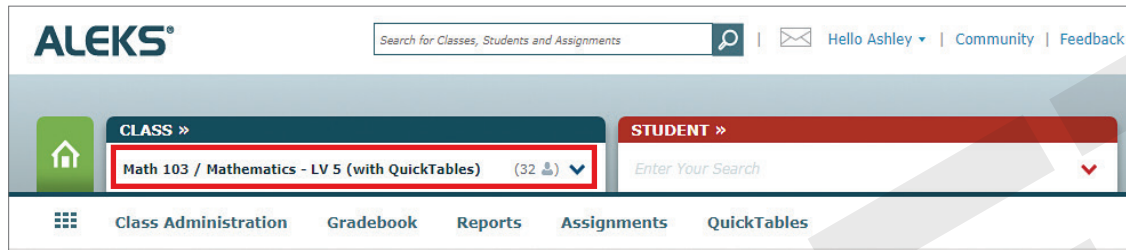


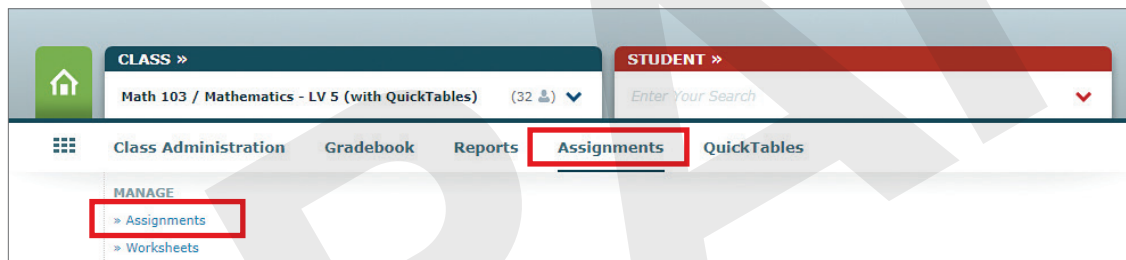
## SCHEDULING A KNOWLEDGE CHECK IN ALEKS

Set up and schedule progress-based or comprehensive Knowledge Checks to assess your students' mastery as they progress through the course.

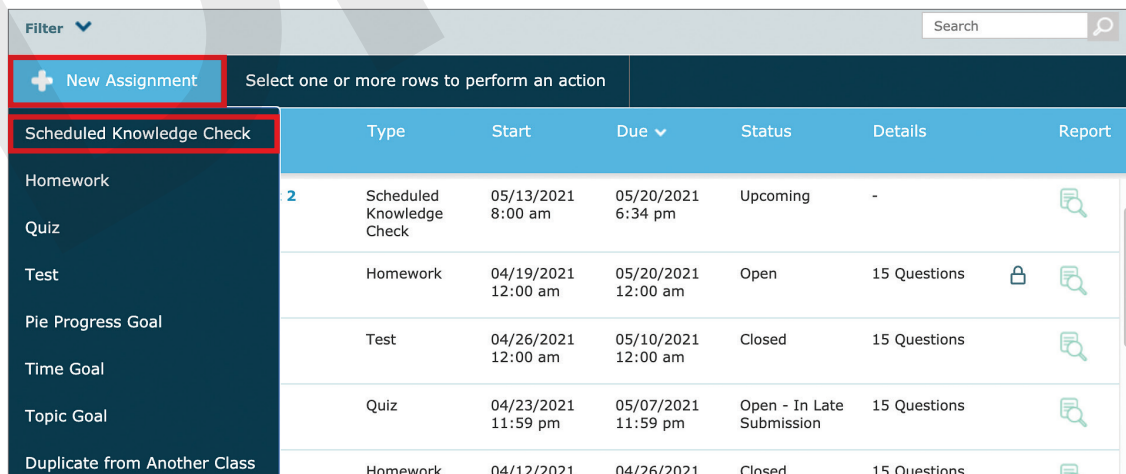
1. Select the class for which you want to schedule a Knowledge Check from the **Class** drop-down menu.



2. Hover over **Assignments** and select **Assignments**.



3. Click **+ New Assignment** and select **Scheduled Knowledge Check** from the drop-down menu.



**4. Name & Date**—Decide the type of knowledge check you want to assign, then complete the fields.

- a. Progress Knowledge Check** is similar to the Knowledge Checks that *ALEKS* automatically delivers after the student works for 5 hours AND learns 20 topics.
- b. Comprehensive Knowledge Check** is like the Initial Knowledge Check.

**STEP 1: Name & Date**  
Scheduled Knowledge Check Name:   
Status:  ⓘ  
Goal:  % ⓘ  
Scheduled Knowledge Check Type:  
☒ Progress Knowledge Check ⓘ  
☐ Comprehensive Knowledge Check ⓘ  
Scheduled Knowledge Check Dates:  
Start Date: Month Day Year Time:        
End Date: Month Day Year Time:        
☒ Publish this Scheduled Knowledge Check to the student calendar.

**Progress Knowledge Check** ⓘ  
These knowledge checks consist of approximately 25 questions and will assess your students on material relevant to their individual learning histories (primarily topics recently mastered).

**Comprehensive Knowledge Check** ⓘ  
These Knowledge Check consist of approximately 30 questions and will assess your students on all the material in the class.

**5. Advanced Options**—

Select options to specify which students can access the Knowledge Check and when.

**STEP 2: Advanced Options**  
☒ Prevent automatic Knowledge Checks  the assignment starts.  
Automatic Knowledge Checks will occur once the student submits the assignment OR once the due date passes.  
☒ Assign to entire class  
☐ Assign to specific student(s)  
**Assignment Access Options:** [Learn more](#)  
☒ Students choose when to start assignment after it is available  
☐ Require Password  [Show Password](#)  
10 characters max.  
No special characters.  
☐ Students must take assignment as soon as it is available  
☐ Require Password  [Show Password](#)  
10 characters max.  
No special characters.

**6. Grading Scale**—Since *ALEKS* is a mastery-based program, your grading will not follow a traditional scale. Use the sliding bars to create a grading scale.

**7. Click Save.**

**STEP 3: Grading Scale**  
Indicate the grading scale to use with this Scheduled Assessment. When choosing a grading scale, please keep in mind the expected mastery for your students on the Scheduled Assessment date. Since *ALEKS* is a mastery based program, your scale will not follow a traditional scale. You can adjust the categories by dragging the bars from left to right; add or remove categories by dragging the leftmost or rightmost bar.  
  
Display Options:  
☒ Do not show letter grades on reports  
☐ Show letter grades on instructor reports only  
☐ Show letter grades on instructor and student reports  
☐ Apply this grading scale and the selected Display Option to all future Scheduled Knowledge Check created in this course.

**Save** **Cancel**