

How to Hide the Grade Book in ALEKS-

Purpose, when assigning a makeup midterm or early final, the assessment name is displayed in the grade book to all members of the class instead of the individual student. To avoid confusion, hide the grade book.

Step 1- Click on desired class in which grade book is to be hidden.

Step 2- Click on Grade Book Tab

Step 3- Click on Grade Book Set Up link (First Column)

The screenshot shows the ALEKS Instructor Module interface. At the top, there is a navigation bar with links for Student View, Course Forum, Inbox, Use Basic IM-2, and Sign Out. Below this is a search bar and a list of courses. The selected course is "Math 10024 - Basic Algebra IV - 005 H1 F12 / College Algebra". The interface is divided into several sections: a navigation menu with tabs for Home, Reports, Gradebook, and Assessments; a main content area with a "Gradebook Setup" section; and a sidebar with "Upcoming Due Dates". The "Gradebook Setup" section contains a message: "The Gradebook is currently disabled for this course. To show the Gradebook, click on the 'Show the Gradebook for this course' link." The "Upcoming Due Dates" section shows "October 2, 2012" and "Midterm 2 Oct 3".

Step 4- Click on “[Hide the Gradebook for this course](#)” (Near the date Oct 2 2012, toward the right)

The screenshot shows the ALEKS Gradebook Setup interface. At the top, there are navigation tabs for Home, Reports, Gradebook, and Assessments. The Gradebook tab is active, showing options for Course Gradebook, Gradebook Setup, Gradebook Log, and External Assignments. The main content area is titled 'Gradebook Setup: Math 10020 - 005 H1 F12 / Pre-Algebra' with a course code of X6NWT-PBXWV. A link 'Hide the Gradebook for this course' is located near the date 'October 2, 2012'. The 'Gradebook Setup' section includes a table of categories and weights, a 'Total Grade Display Settings' section, and a 'Grading Scale for Total Grade' section. A 'Using this Tool' box provides instructions on how to adjust the grading scale.

| Gradebook Category | Category Weight (%) |
|--|---------------------|
| Assessment Edit Weight for Each Assessment | 25 % |
| Intermediate Objective Edit Weight for Each Intermediate Objective | 0 % |
| Gradebook External Assignment Category Add New | |
| External Assignment Edit Name Edit Weight for Each Assignment Add External Assignment | 0 % |
| The total percentage adds up to less than 100%. Total: 25 % | |

Total Grade Display Settings

Show total grades to students
 Hide total grades from students

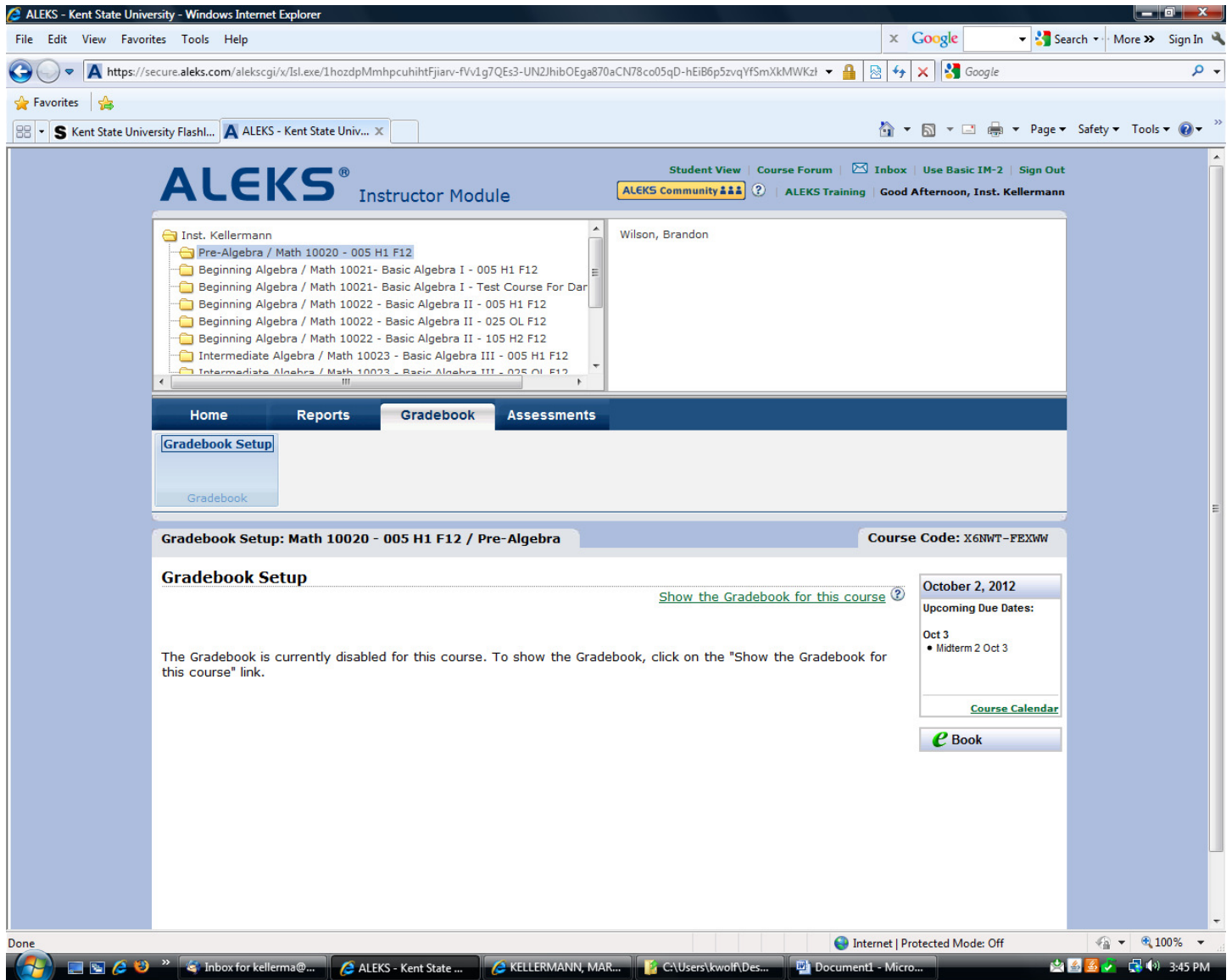
Grading Scale for Total Grade

* Note that this scale is only for the total course 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

Step 5- Read the message that stated the grade book is disabled for this course.



Step 6- Repeat for each course.