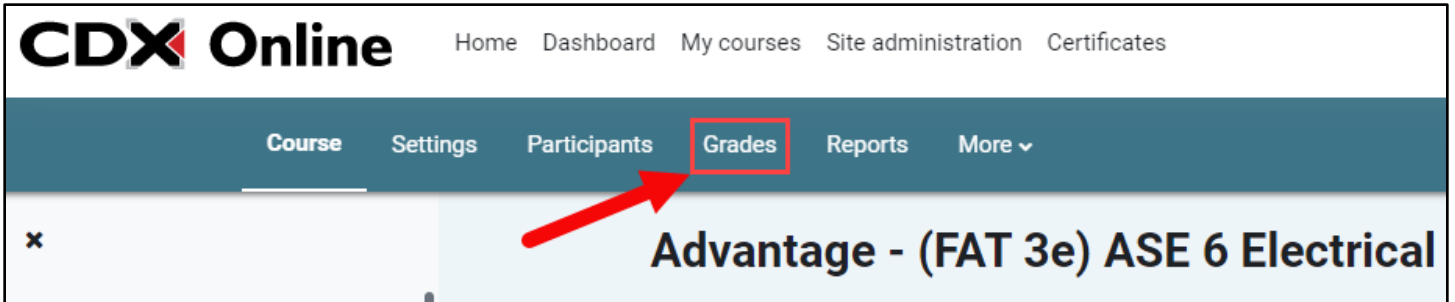# How to View the Gradebook

Follow the steps outlined below to access and view the course gradebook records as an instructor.

1. Log in to your CDX account and open the desired course. From the course homepage, click the **Grades** button in the navigation menu at the top of the page.

2. Your gradebook opens in the **Grader report** view by default, displaying all students and graded assignments in a table format. You may filter to see grouped or individual students and may toggle between different view options and access gradebook settings using the dropdown menu at the top of the page.

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www.cdxlearning.com/support/library
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Phone: 1-866-244-4CDX (4239)

3. To view a detailed breakdown of an individual's grades in the course, click the **Grades** button ⊞ next to the right of their name. To review a student's attempt on a specific assignment, click the **Grade analysis** button 🔍 next to the score for that assignment.

4. To easily review and change any results for an individual student or assignment, toggle the view menu to **Single View**. Then select between the **Users** (students) and **Grade items** (assignments) options to filter your results for the specific records of interest.
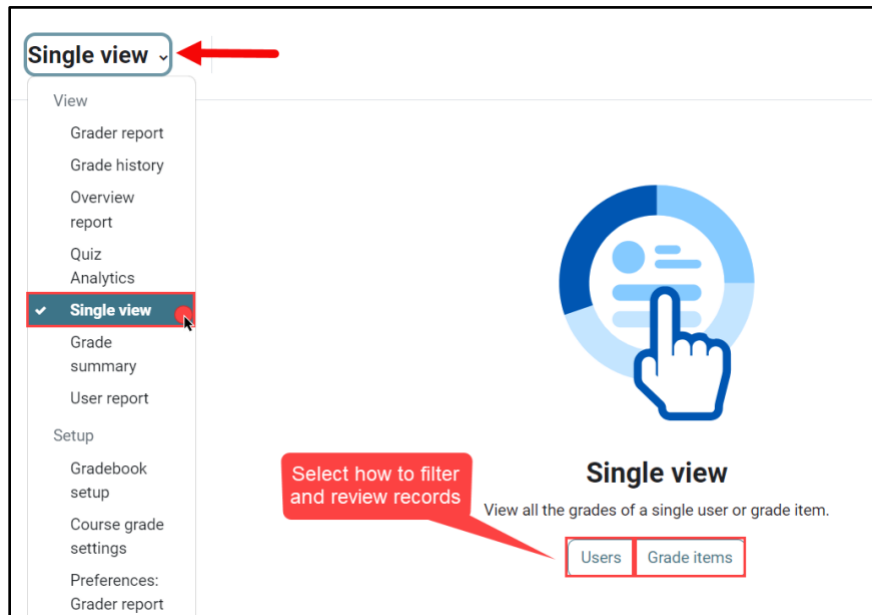
5. When you are finished viewing the gradebook, click the **Course** button in the navigation menu at the top of the page to return to the course homepage.