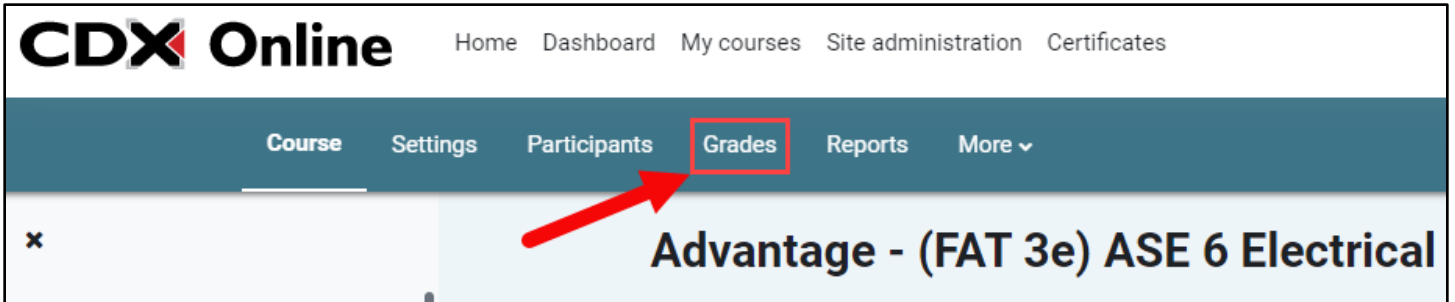


How to View the Gradebook



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

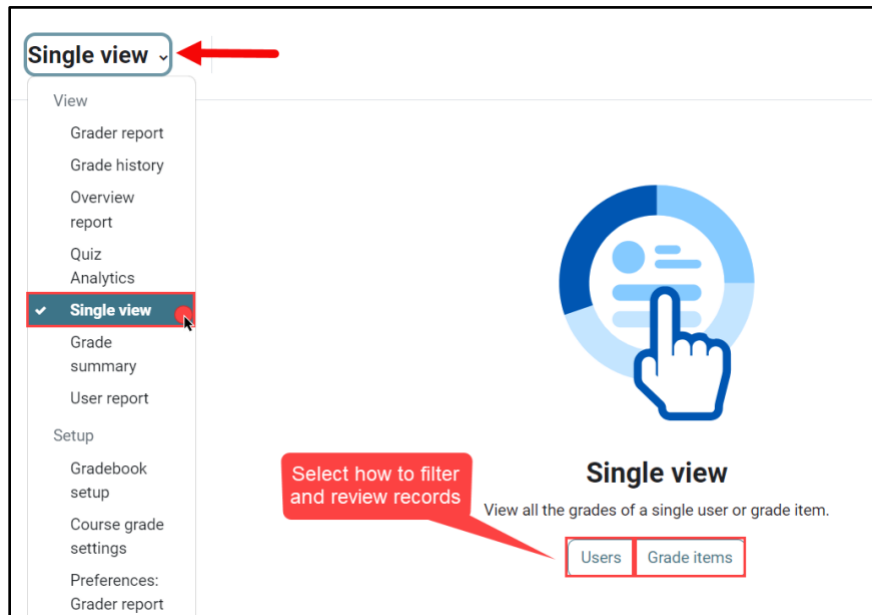
1. Log in to your CDX account and open the desired course. From the course homepage, click the **Grades** button in the navigation menu at the top of the page.



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.

The screenshot shows the 'Grader report' interface. At the top, there is a dropdown menu labeled 'Grader report' with a red callout box pointing to it that says 'Toggle between alternative views and access settings'. Below this, there is a section for 'All participants: 1/1' with a dropdown menu for 'Separate groups' set to 'All participants'. There are two rows of filters for 'First name' and 'Last name', each with an 'All' button and a grid of letters A-Z. A red callout box points to these filters saying 'Filter to specific students based on groups and/or names'. Below the filters is a table with columns for 'First name / Last name', 'Email address', 'Course Pretest', 'Chapter Pretest', and 'Overall average'. A red callout box points to the first row of the table saying 'Student name and email'. The table shows data for 'Mel Brooks' with an email address 'mbrooks@jblearning.com' and scores for 'Course Pretest', 'Chapter 56 Pretest', and 'Chapter 57 Pretest'. A red callout box points to the scores saying 'Student scores are horizontally displayed per assignment. Bolded labels represent distinct grade categories and aggregations.'.

- 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.
- 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.



- 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.

