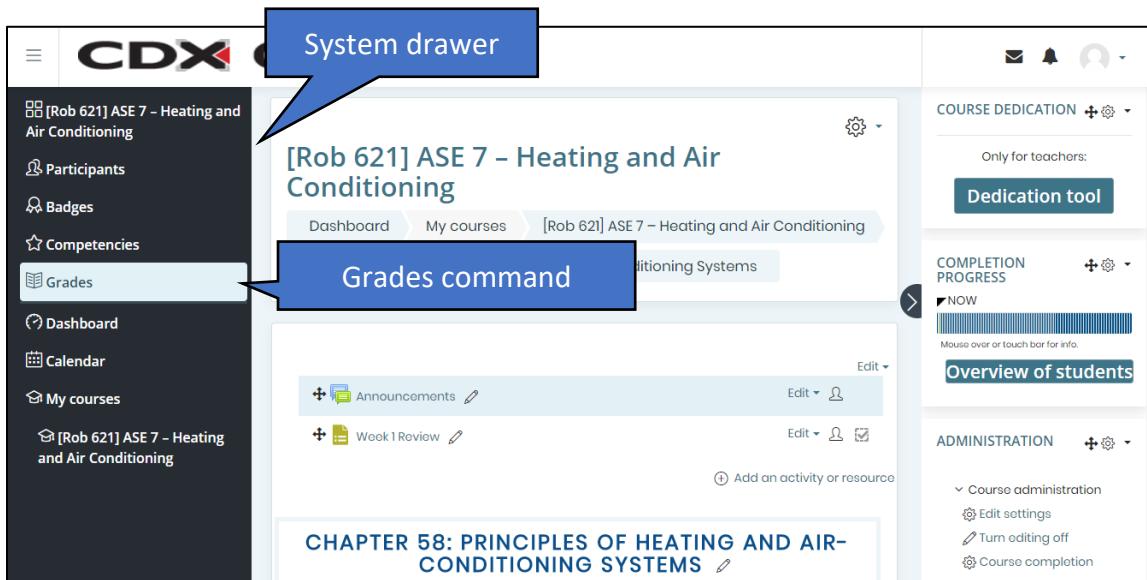


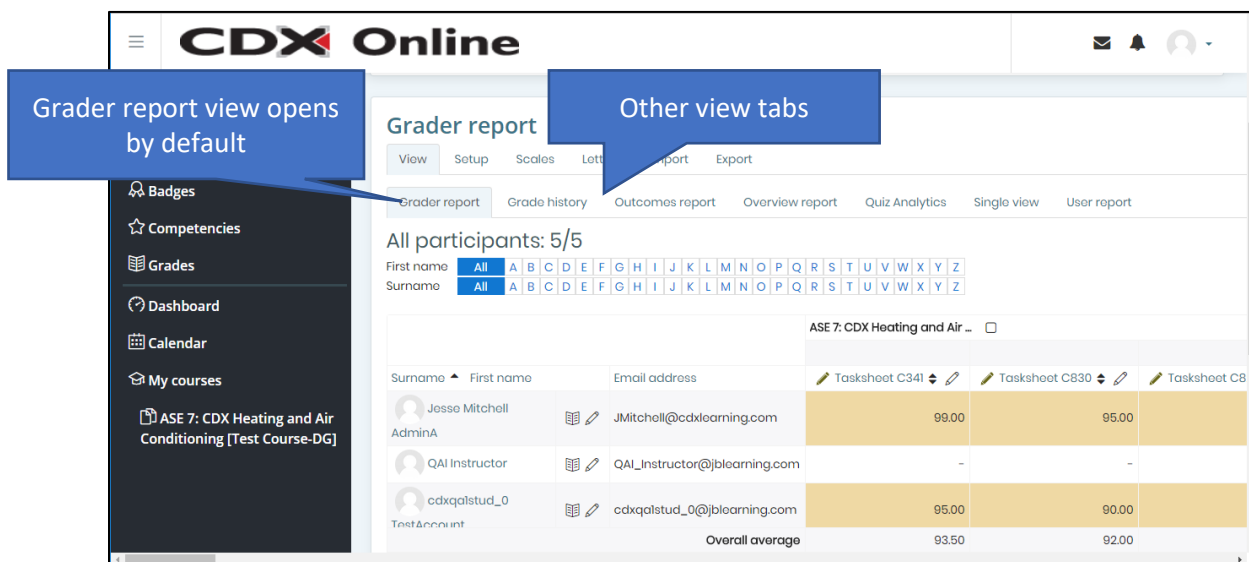
## How Do I View the Gradebook?

You can view the gradebook to review individual grades or overall assignment averages using the Grades command in the system drawer.

1. Log in to your CDX account as an instructor and navigate to the desired course. The system drawer on the left includes the **Grades** command.





2. In the system drawer, click **Grades**—or, if the system drawer is minimized to show only icons, click the **Grades icon**. The gradebook opens in Grader report view, which displays all students and assignments in a grid format, though you can click a different view tab to see other details such as Grade history.



## How Do I View the Gradebook?

3. Scroll if necessary to see more of the page. Participant names and email addresses appear on the left, and assignments are listed across the top.

4. To view a breakdown of an individual’s grades for the entire course, click the **Grades button**  next to their name.
5. To view a student’s attempt on a specific assignment, click the **Grade analysis button**  next to the grade for that assignment.
6. To easily review and change any results for an individual student or assignment, click the **Single View tab**.

7. When you are finished viewing the gradebook, click the course name in the system drawer to return to the course page.