

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

Editing Gradebook Category Settings

Instructor Training Series

Topics covered in this tutorial:

- How to edit gradebook category settings in your CDX courses.

Need further instruction?

Visit <http://www.cdxauto.com/TrainingLibrary>

Need support?

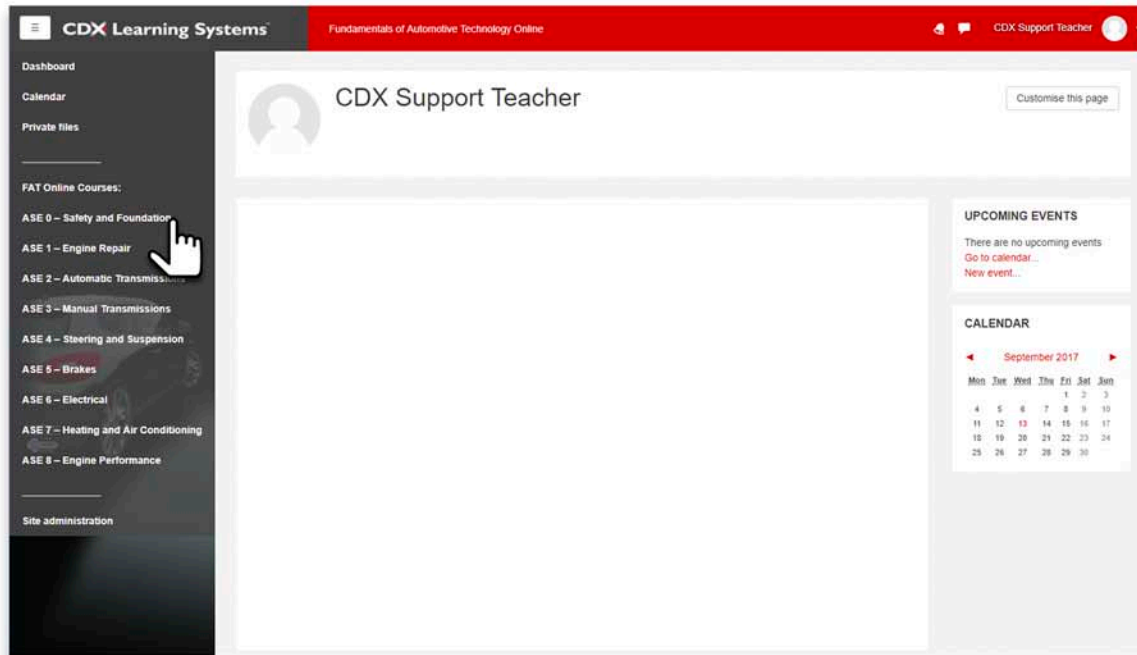
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

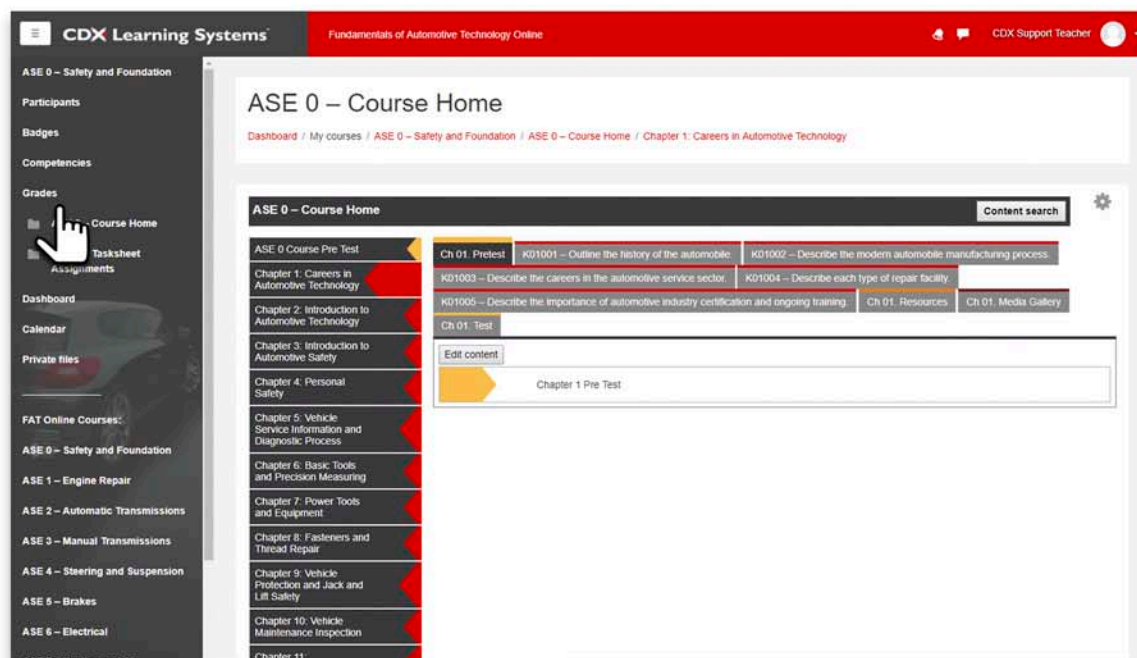
Phone: 1-844-273-7537

Begin by logging into your account at cdxauto.com and navigating to your CDX product

Then, click on the course you would like to edit gradebook category settings for from the navigation on the left.

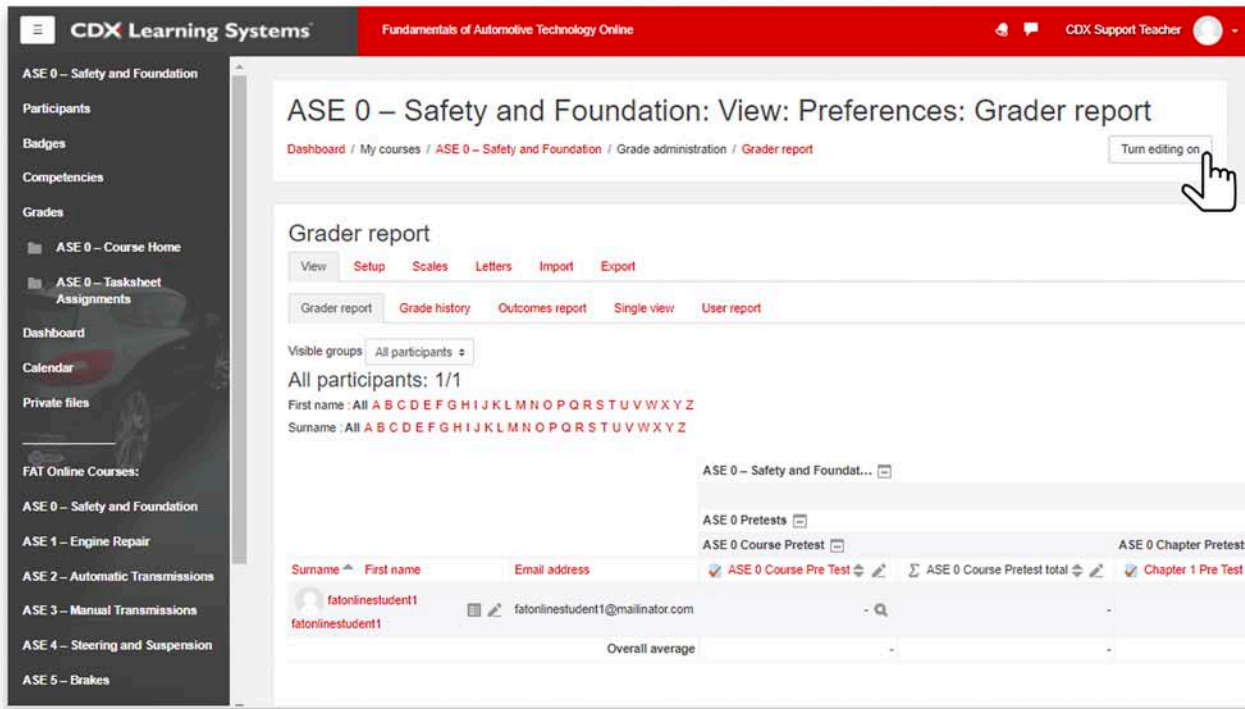


From the same navigation, click on the Grades option.

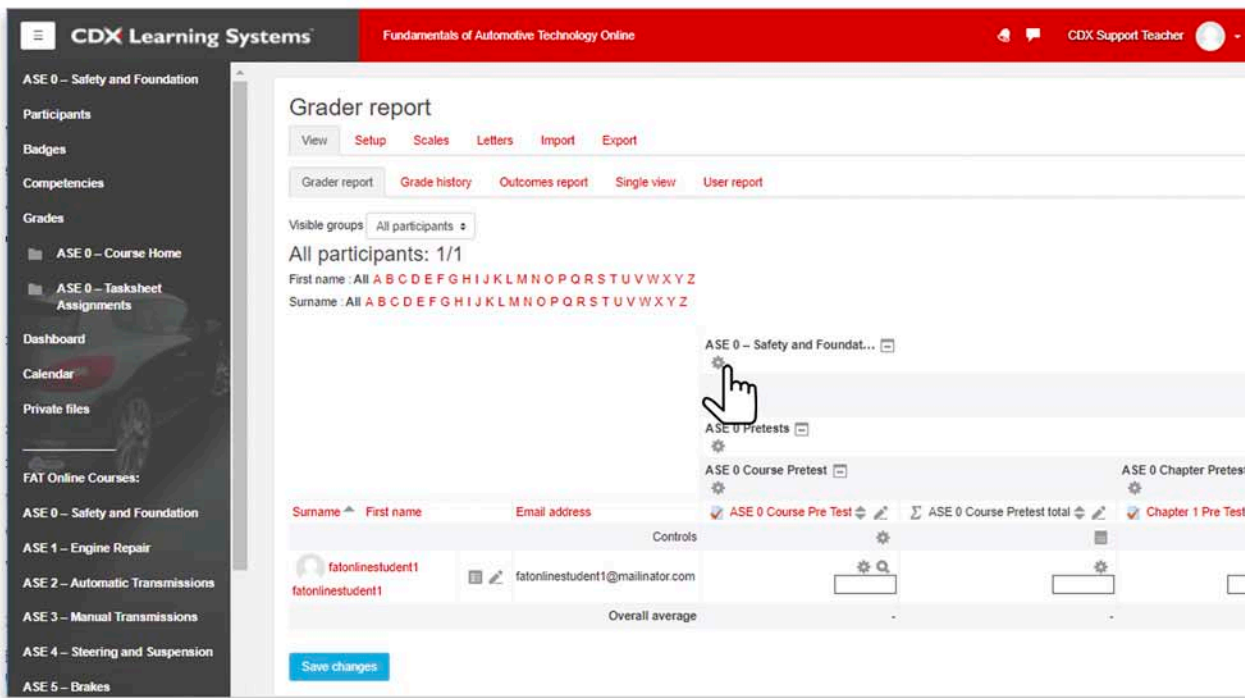


This will bring you to the gradebook for that course.

Find and click on the Turn Editing On button at the top right of the page. The page will reload and include additional editing options.



You will find the gradebook categories as bold headings across the top of the gradebook. To edit the settings for a Category click on the gear icon that is below the Category heading.



This will bring you to the settings page for that Gradebook Category.

You should see 3 sections of settings for that category. Click on a heading if you'd like to expand that section¹.

Some sections will only show you a few of the settings for that section, to see all settings for those sections, click on Show More².

ASE 0 – Safety and Foundation: Setup: Edit category

Dashboard / My courses / ASE 0 – Safety and Foundation / Grade administration / Setup / Gradebook setup / Edit category

1 ▶ Grade category

2 Show more...

3 Locked

4 Save changes Cancel

There are required fields in this form marked *.

If you do not know what a setting is for, click on the question mark icon next to it to receive a small window explaining that setting³.

Once you have changed any settings you would like to change, click Save Changes⁴. Your settings will be saved and you will be redirected back to the Gradebook.