FUNDAMENTALS OF
AutomotiveTechnology Online
CDX Learning Systems ™

Enter Grades in the Gradebook

Instructor Training Series

CDX

Topics covered in this tutorial:

- How to enter grades manually in the Gradebook in your CDX courses

Need further instruction?

Visit http://www.cdxauto.com/TrainingLibrary
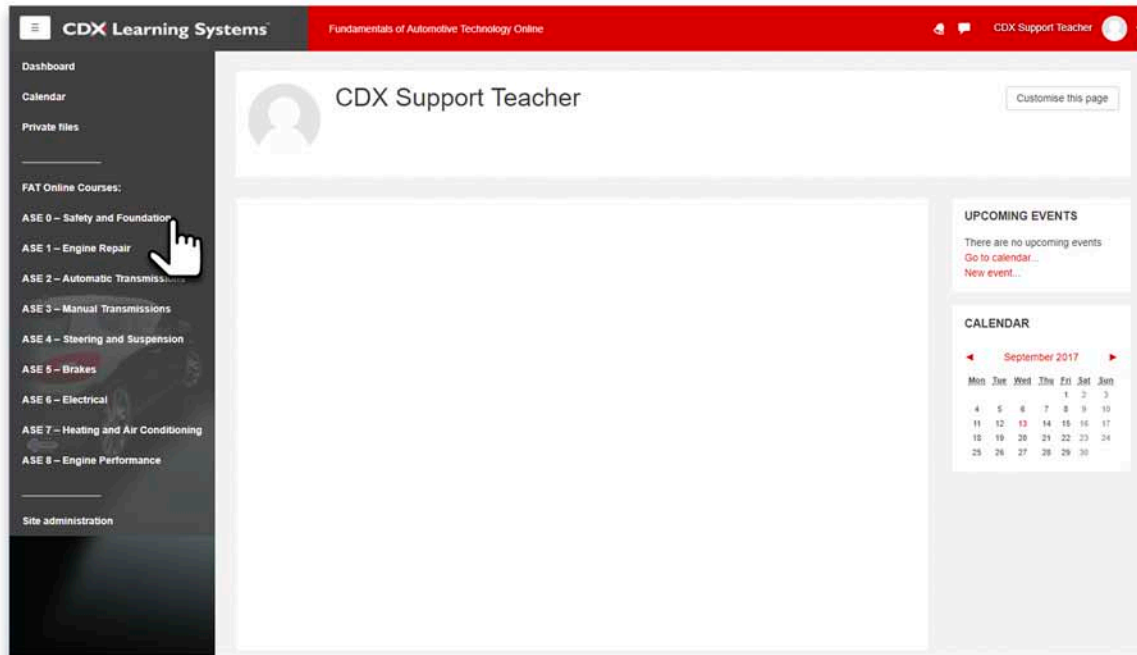
Need support?
Contact the CDX Support Helpdesk
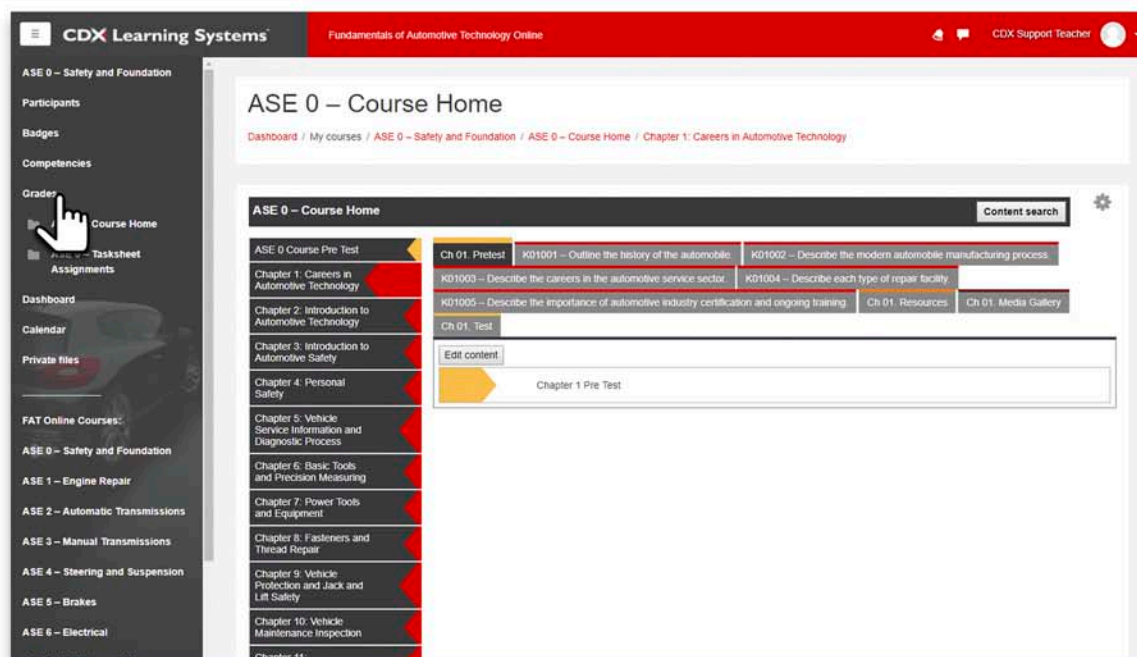Email: cdxsupport@partnerinpublishing.com
Phone: 1-844-273-7537

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

Then, from the navigation on the left, click on the course that contains the assignment you would like to enter grades for.

Then, click on the Grades button that appears in the navigation on the left.

This will bring you to the gradebook for that course.

If you would like to see only a specific group's grades, select that group name from the Visible Groups drop-down.

Find and click on the Turn Editing On[1] button in the Upper Right Corner of the page. The page will reload and you will see that the grade entries have become editable fields.

Find the grade items you would like enter values for[2], and enter those values. Once you have entered any values, click on the Save Changes[3] button at the bottom right of the page.

This will save the updated values and will highlight any manually entered values, so that you know which grades you entered.

When you are done, click Turn Editing Off[1] to remove the editing options.