

FUNDAMENTALS OF

# Automotive Technology Online

**CDX** Learning Systems™

## Accessing a Course Gradebook

*Instructor Training Series*

## Topics covered in this tutorial:

- How view a course gradebook

### Need further instruction?

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

### Need support?

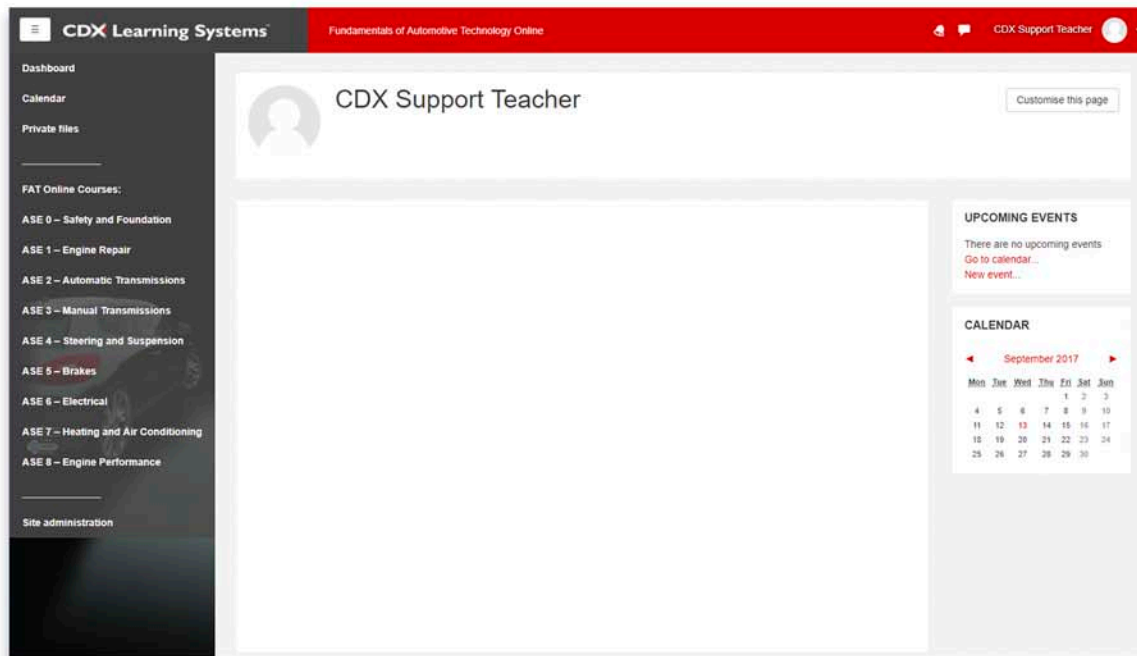
Contact the CDX Support Helpdesk

Email: [cdxsupport@partnerinpublishing.com](mailto:cdxsupport@partnerinpublishing.com)

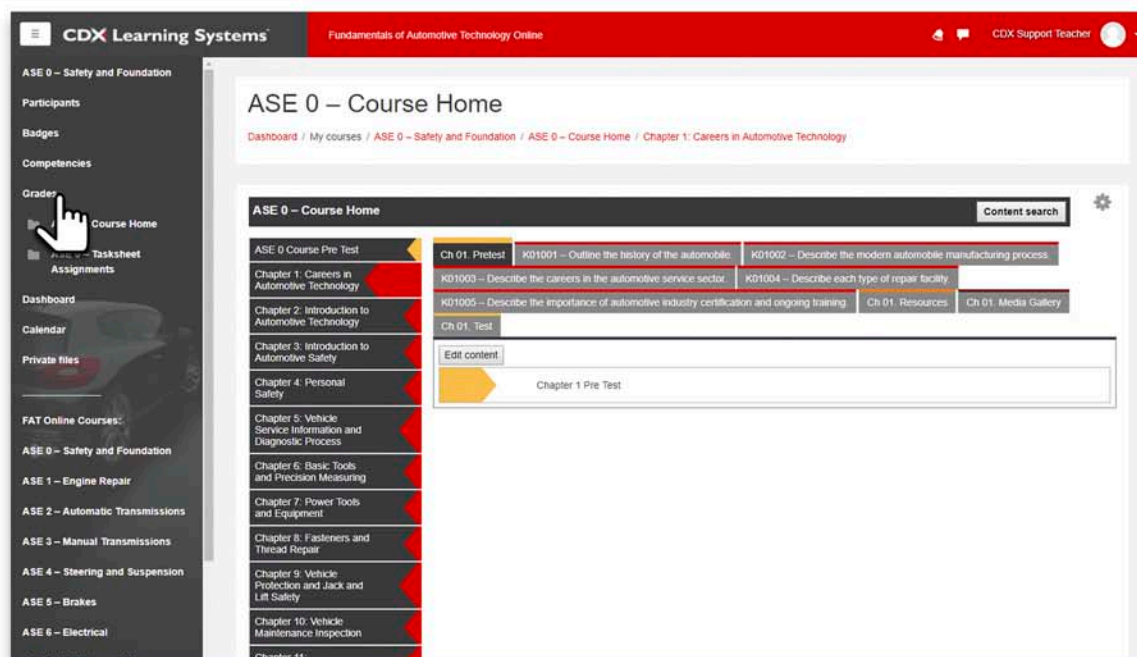
Phone: 1-844-273-7537

Begin by logging into your account at [cdxauto.com](http://cdxauto.com) and navigating to your CDX home page. **Please note that each course has it's own distinct gradebook.**

Then, from the navigation on the left, click on the course that contains the assignment you would like to see the gradebook 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.

The Grade book displays as a spreadsheet with student's names down the left side and with the Categories and the Assignments across the top

If you do not want to view a certain grade Category, you can collapse it by clicking on the minus sign button next to it<sup>1</sup>.

You can also reorder the way it displays students by clicking on Surname, First Name, or Email address to sort by any of those identifiers in ascending or descending order<sup>2</sup>.

If you would like to see only a specific group's grades, select that group name from the Visible Groups drop-down<sup>3</sup>.

Finally, if desired, you can export your gradebook using the Export tab along the top<sup>4</sup>. Please refer to our video on Exporting Grades to Excel Spreadsheet for more details.