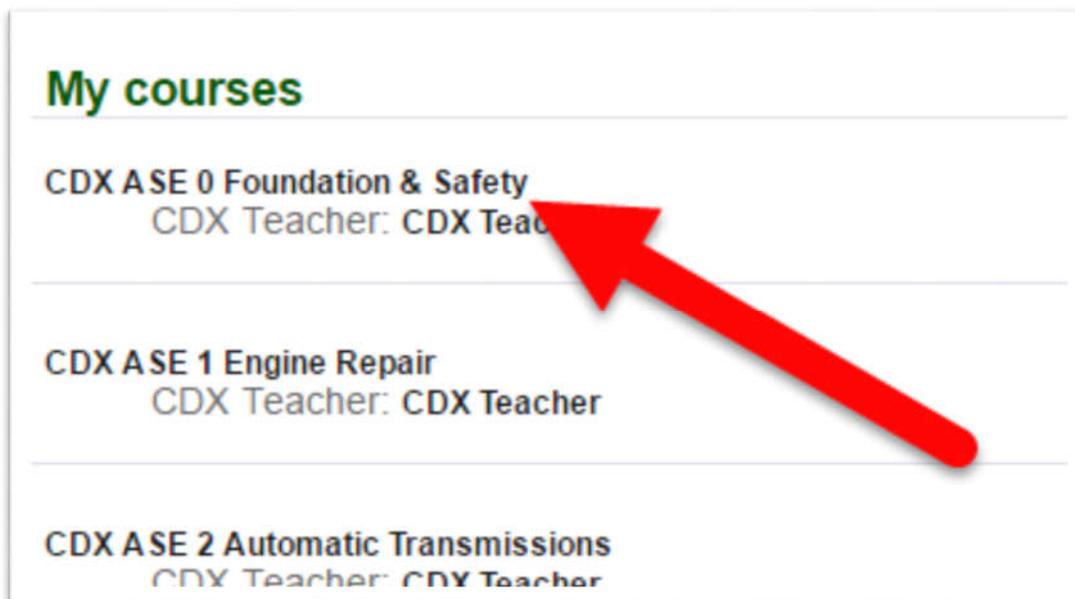
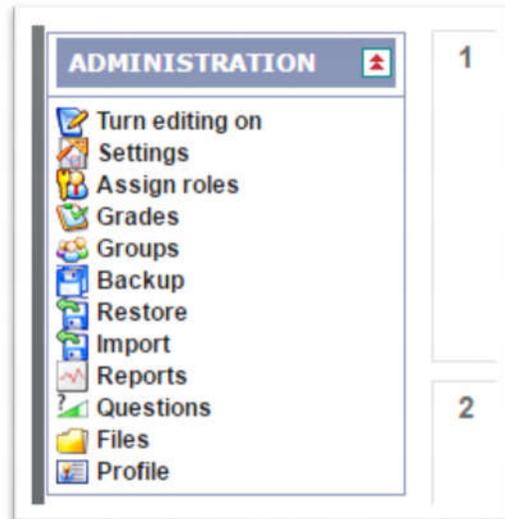


Exporting the Gradebook in your MLR2014 CDX Course

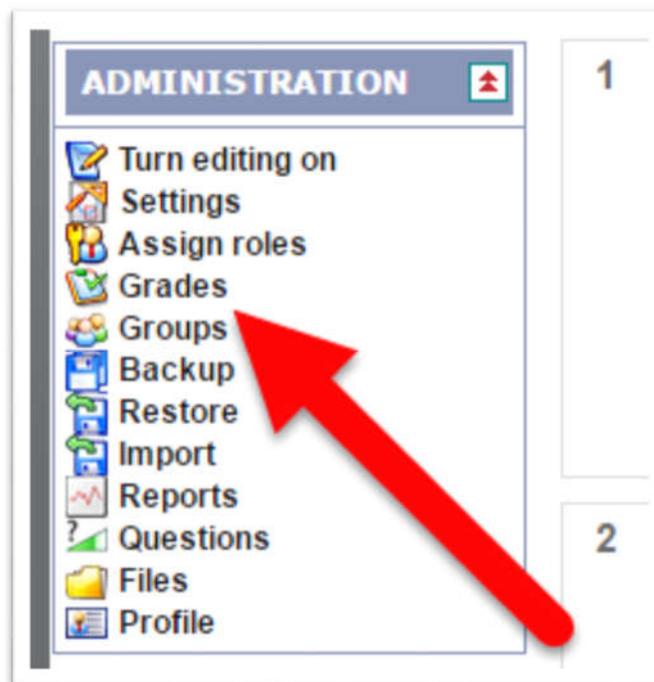
1. To begin, navigate to your CDX site page and log in to your instructor account.
2. Your CDX site will have a separate gradebook for each course section. To see the gradebook for one of those course sections, click on that course section from the list found under the heading My Courses.



3. This will bring you to the course home page for that course. On the left side of the page, find the blue box labeled Administration.



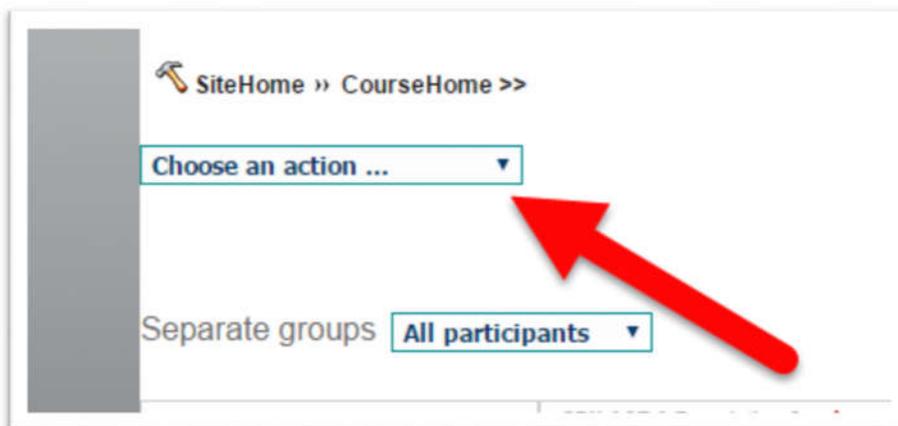
4. Under the Administration box, find and click on the Grades option. This will bring you to the gradebook for that course.



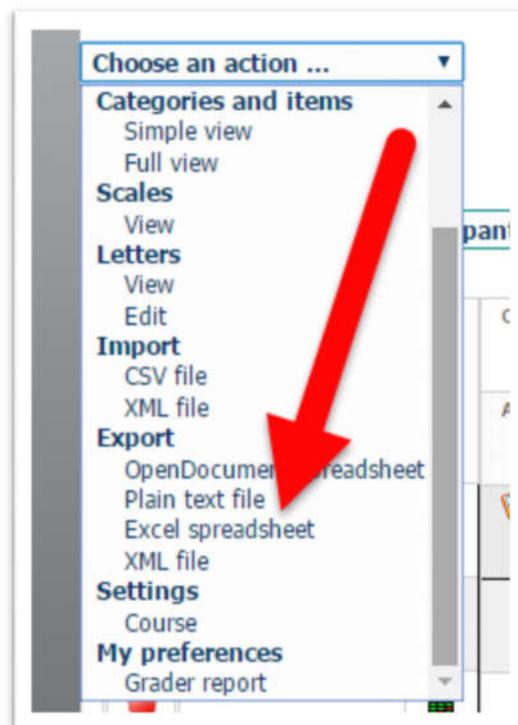
- You will see the students of the course listed on the left side of the page, with the Assignments listed across the top.

		CDX ASE 0 Foundation & ...			
		ASE 0 Pretest		Chapter Pretests	
First name / Surname		Foundation and Safety ...	Category total	Careers in Automotive ...	Introducti
Student One		38.73 % (3.67)	(0.00)	90.00 % (9.00)	
CDX Student		-	-	-	
Training Student		-	-	-	
Student Three		24.49 % (2.45)	(0.00)	-	
Student Two		28.53 % (2.65)	(0.00)	-	
Overall average		29.25 % (2.93) (3)	(0.00) (3)	90.00 % (9.00) (1)	

- At the top left of the page, you will see a drop down menu titled Choose an Action.

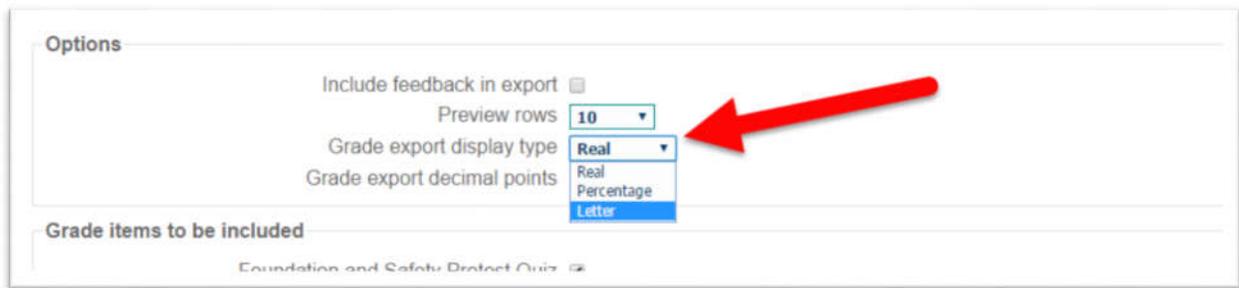


7. Clicking on that drop down menu with a series of headings. Near the bottom of that drop down menu there will be a heading that says Export. Under that heading find and click on the option for Excel Spreadsheet.



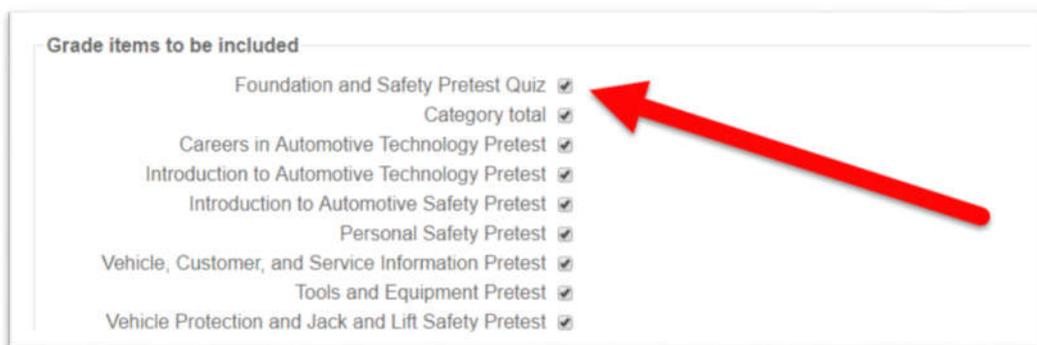
8. This will load a page where you can adjust the settings for the exported gradebook.

9. From the Options menu, please take note of the Grade Export Display Type option. If you would like to see the number of points a student received on the assignment, you will want to make sure that setting is set to Real. If you would like to see a percentage grade set that setting to Percentage.



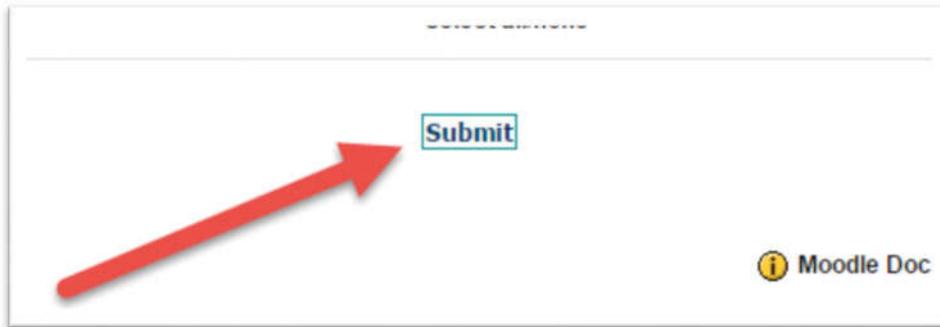
The screenshot shows the 'Options' section of a software interface. It includes several settings: 'Include feedback in export' with a checked checkbox, 'Preview rows' set to '10', and 'Grade export display type' set to 'Real'. A red arrow points to the 'Grade export display type' dropdown menu, which also shows 'Percentage' and 'Letter' as options. Below this is the 'Grade items to be included' section, which is partially visible and shows 'Foundation and Safety Pretest Quiz' with a checked checkbox.

10. Under the Grade Items to be included heading, you will see a list of all assignments from that course. Any assignments that you would like to see in your exported gradebook should have a check mark next to them. If you would not like a grade to appear in your exported gradebook, uncheck the box next to that assignment.



The screenshot shows the 'Grade items to be included' section. It contains a list of assignments, each with a checked checkbox: 'Foundation and Safety Pretest Quiz', 'Category total', 'Careers in Automotive Technology Pretest', 'Introduction to Automotive Technology Pretest', 'Introduction to Automotive Safety Pretest', 'Personal Safety Pretest', 'Vehicle, Customer, and Service Information Pretest', 'Tools and Equipment Pretest', and 'Vehicle Protection and Jack and Lift Safety Pretest'. A red arrow points to the 'Category total' checkbox.

11. Once you've chosen your grade type and selected the assignments you would like to see, navigate to the bottom of the page and click the Submit button.



12. This will bring you to one last confirmation page. Click the Download button to download the file.

