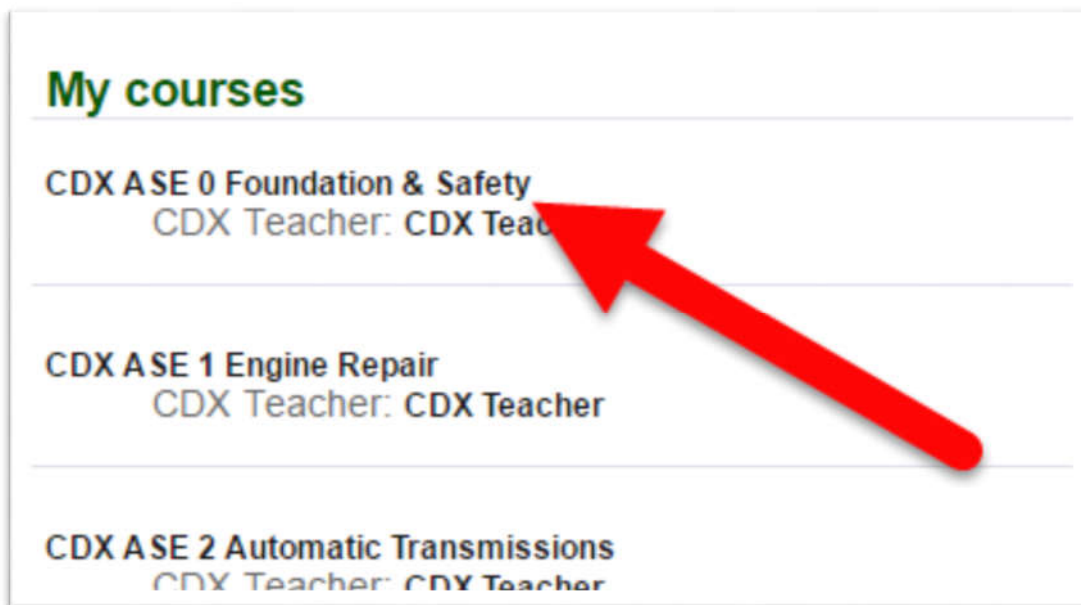
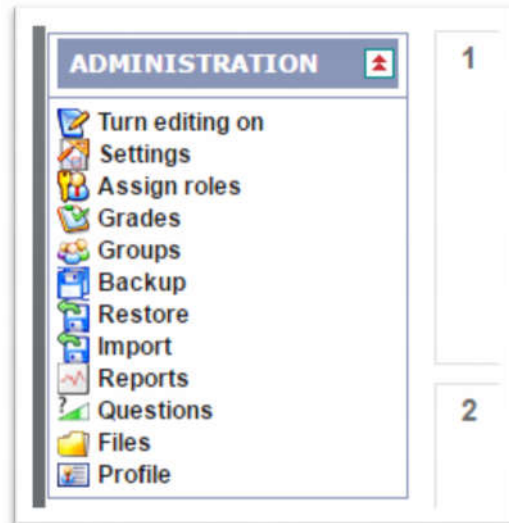


Manually Entering Grades in your MLR2014 CDX Course

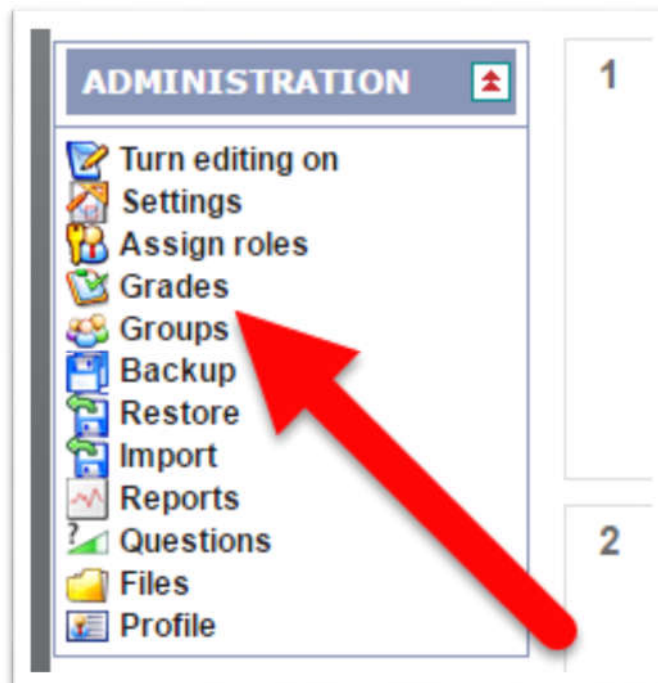
1. To begin, navigate to your CDX site page and log in to your instructor account.
2. Your CDX site will have a separate gradebook for each course section. To see the gradebook for one of those course sections, click on that course section from the list found under the heading My Courses.



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.



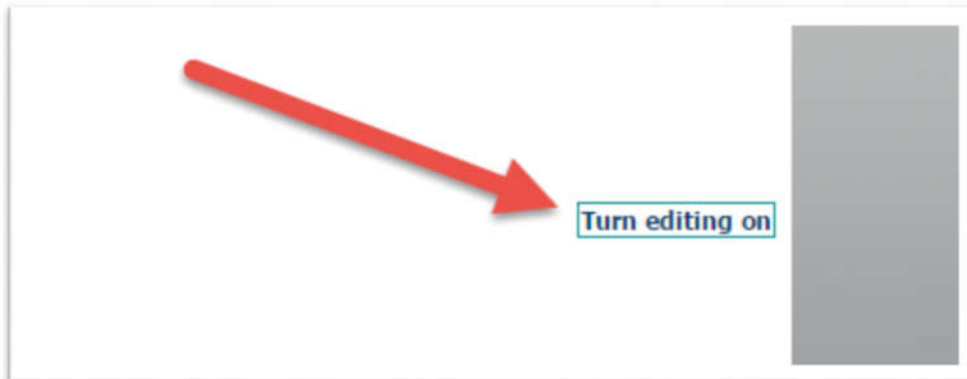
4. Under the Administration box, find and click on the Grades option.



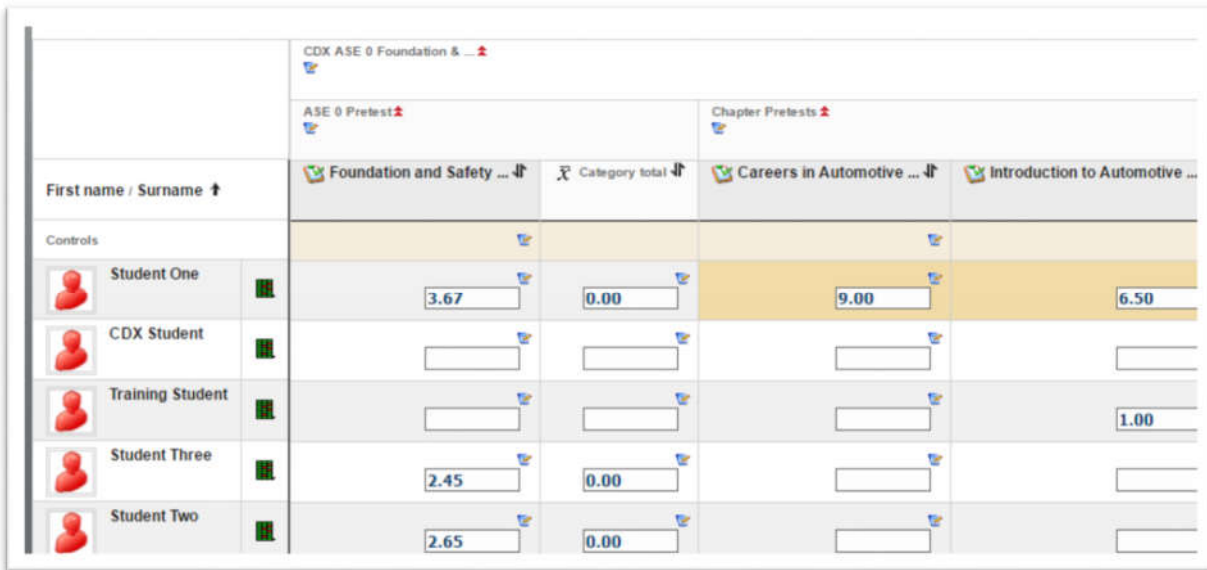
- This will bring you to the gradebook for that course. You will see the students of the course listed on the left side of the page, with the Assignments listed across the top.

		CDX ASE 0 Foundation & ...		Chapter Pretests	
		ASE 0 Pretest		Chapter Pretests	
First name / Surname		Foundation and Safety ...	Category total	Careers in Automotive ...	Introduct
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		26.53 % (2.65)	(0.00)	-	
Overall average		29.25 % (2.93) (3)	(0.00) (3)	90.00 % (9.00) (1)	

- To manually enter grades, navigate to the top of the page and find the Turn Editing On button that is on the right side.



7. Clicking on that button will reload the page with all grade items containing an editable text field.



The screenshot shows a Moodle gradebook interface. At the top, there are navigation tabs for 'CDX ASE 0 Foundation & ...', 'ASE 0 Pretest', and 'Chapter Pretests'. Below these are course categories: 'Foundation and Safety ...', 'Category total', 'Careers in Automotive ...', and 'Introduction to Automotive ...'. The main table has a 'Controls' row and several student rows. Each student row has a name, a status icon, and four columns for grades. The 'Student One' row is highlighted in yellow and shows grades of 3.67, 0.00, 9.00, and 6.50. Other students have empty or partially filled grade fields.

First name / Surname	Foundation and Safety ...	Category total	Careers in Automotive ...	Introduction to Automotive ...
Student One	3.67	0.00	9.00	6.50
CDX Student				
Training Student				1.00
Student Three	2.45	0.00		
Student Two	2.65	0.00		

8. Fill in any grades that you would like to manually enter.
9. Then click the Update button at the bottom of the page. The page will reload and save any changes that you made in the gradebook.

