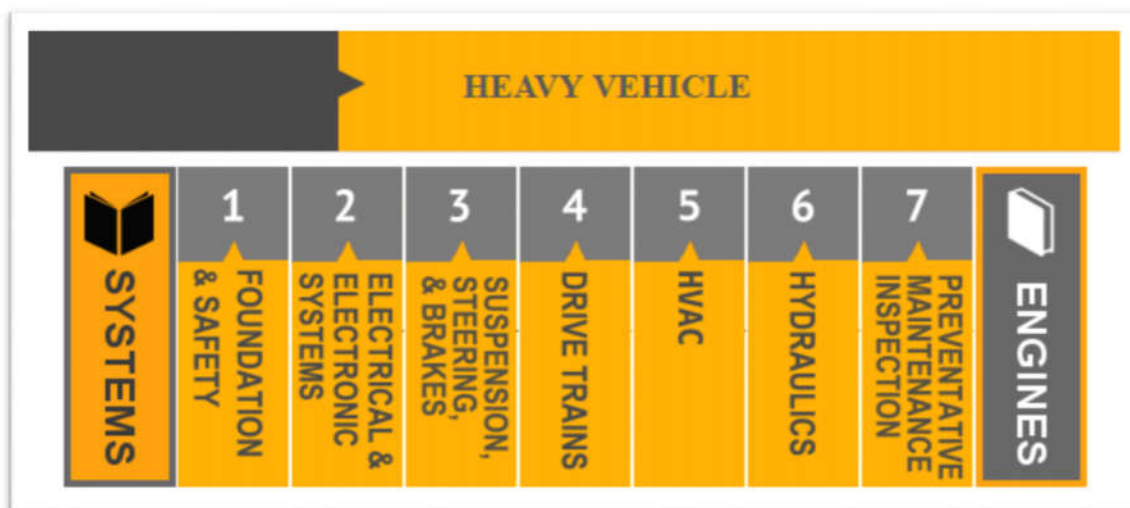


Manually Enter Grades in your MHT2015 CDX Courses.

1. Navigate to your CDX Course page.
2. Then log in to your instructor account.
3. The CDX Gradebook is separated into one Gradebook for each Course in CDX

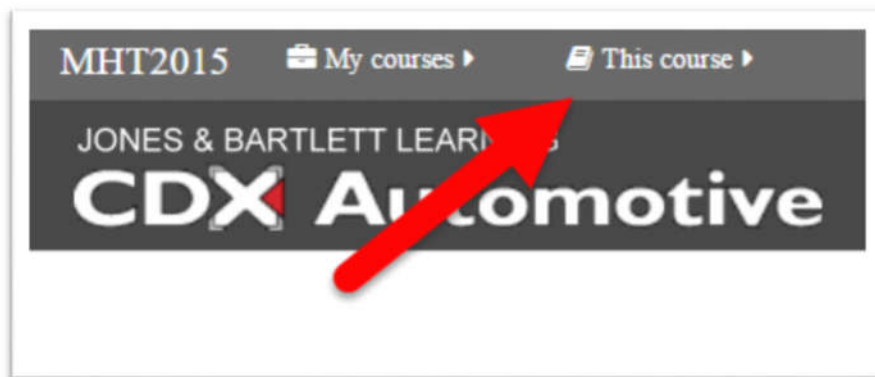


4. You will first want to determine which course you would like to see grades for. (For the purposes of this training, I will show the Gradebook for Foundation & Safety)

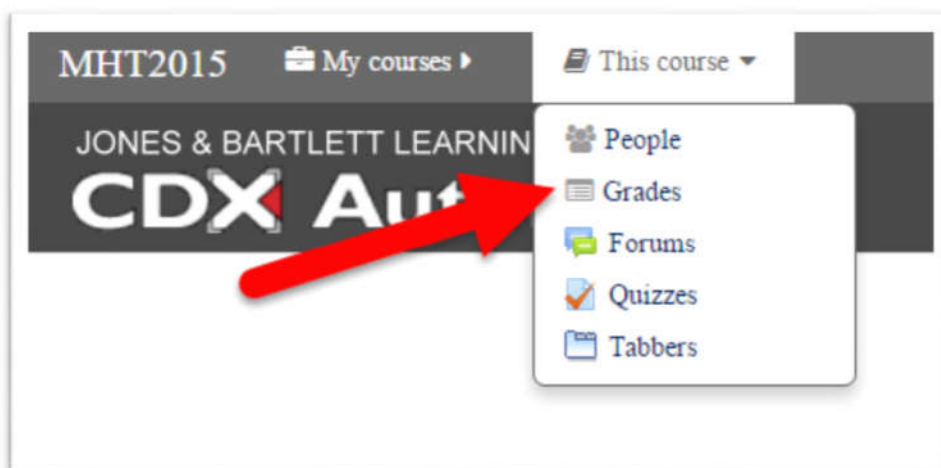
5. From the top of any page in your CDX course, click on the course that you would like to see grades for.



6. Then hover your mouse over the drop down menu at the top of the page titled This Course

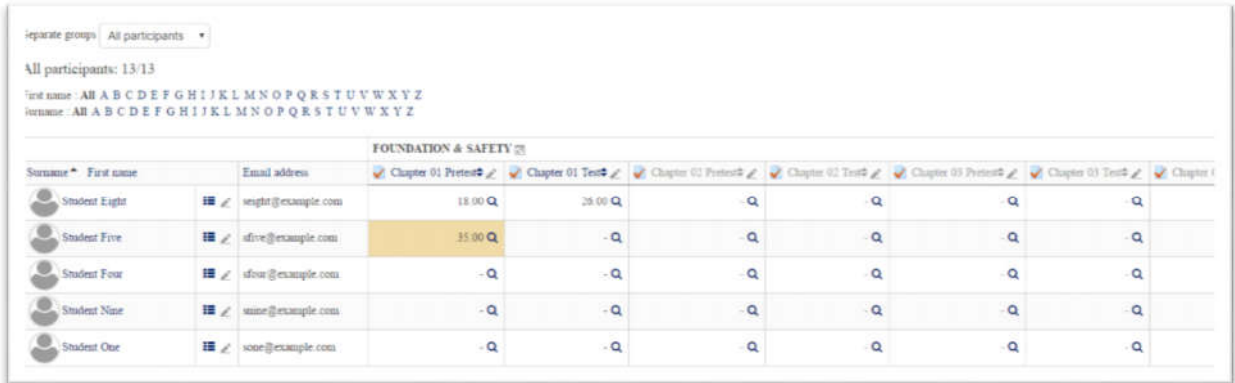


7. From the drop down menu that appears click on the option titled Grades



8. This will bring you to the Gradebook for that course.

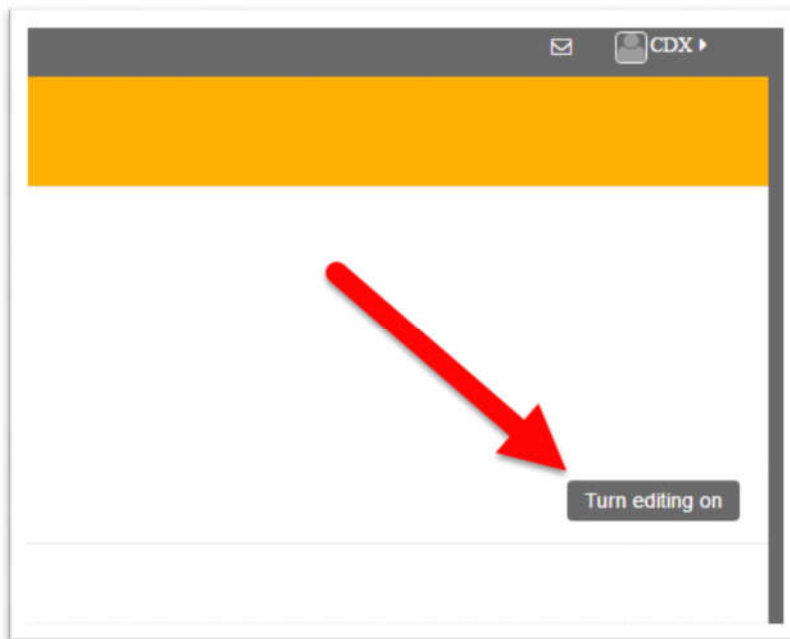
9. The gradebook displays as a spreadsheet with the students' names in a column on the left, with the assignments being listed in a row across the top.



The screenshot shows a gradebook interface. At the top, there is a dropdown menu for 'separate groups' set to 'All participants'. Below this, it says 'All participants: 13/13' and provides search filters for 'first name' and 'surname'. The main area is a table with the following structure:

Surname * First name		Email address	FOUNDATION & SAFETY						
			Chapter 01 Pretest	Chapter 01 Test	Chapter 02 Pretest	Chapter 02 Test	Chapter 03 Pretest	Chapter 03 Test	Chapter 04 Pretest
Student Eight		seight@example.com	18.00 Q	28.00 Q	-Q	-Q	Q	Q	Q
Student Five		sfive@example.com	35.00 Q	-Q	-Q	-Q	Q	-Q	-Q
Student Four		sfour@example.com	-Q	-Q	-Q	-Q	Q	-Q	-Q
Student Nine		snone@example.com	-Q	-Q	-Q	-Q	Q	-Q	-Q
Student One		sone@example.com	-Q	-Q	-Q	-Q	Q	-Q	-Q

10. To Manually enter grades into the gradebook, you will want to click on the Turn Editing On button at the top right side of the page.



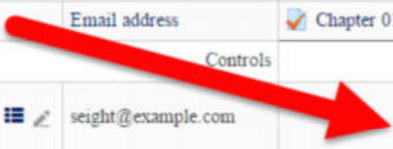
11. This will reload the page, turning each grade item into a box that you can type in.

All participants: 13/13
 First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		FOUNDATION & SAFETY						
Surname	First name	Email address	Chapter 01 Pretest	Chapter 01 Test	Chapter 02 Pretest	Chapter 02 Test	Chapter 03 Pretest	Chapter 03 Test
			Controls					
Student Eight		seight@example.com	18.00	26.00				
Student Five		sfive@example.com	35.00					
Student Four		sfour@example.com						
Student Nine		snine@example.com						
Student One		sone@example.com						

12. If you would like to edit a preexisting grade, delete the number that appears in that box and type in the new grade.

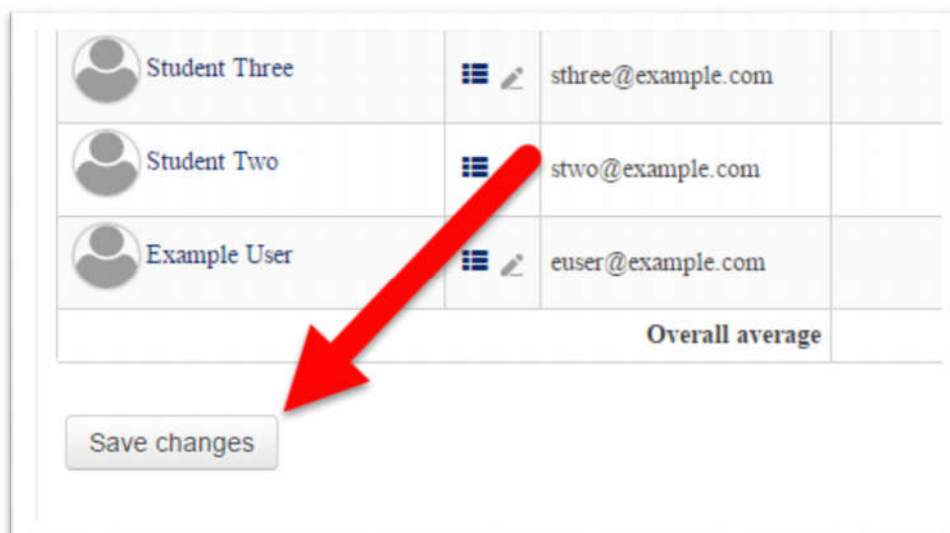
		FOUNDATION & SAFETY			
Surname	First name	Email address	Chapter 01 Pretest	Chapter 01 Test	Chapte
			Controls		
Student Eight		seight@example.com	18.00	26.00	
Student Five		sfive@example.com	35.00		
Student Four		sfour@example.com			
Student Nine		snine@example.com			



13. To assign a grade to an item that does not already have one, you can type their new grade into that grade item field

Surname ^ First name		Email address	Chapter 01 Pretest	Chapter 01 Test	Chapte
		Controls			
Student Eight		seight@example.com	18.00	26.00	
Student Five		sfive@example.com	35.00		
Student Four		sfour@example.com			
Student Nine		enine@example.com			

14. Once you have entered any grades that you would like to enter, navigate to the bottom of the gradebook and click on the Save Changes button on the left side of the page.



15. This will save any grades that you have entered into the Gradebook.