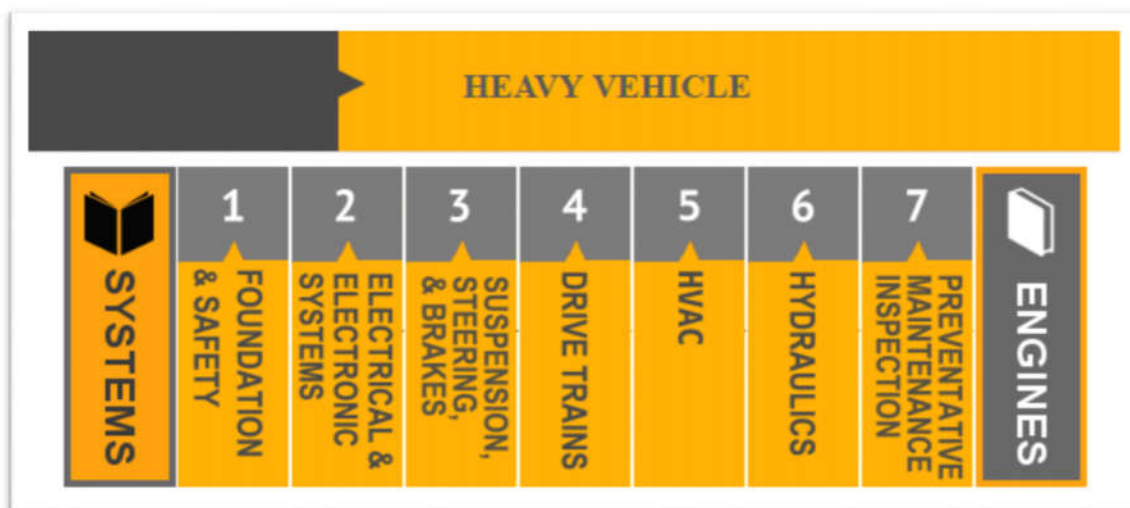# Manually Enter Grades in your MHT2015 CDX Courses.

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
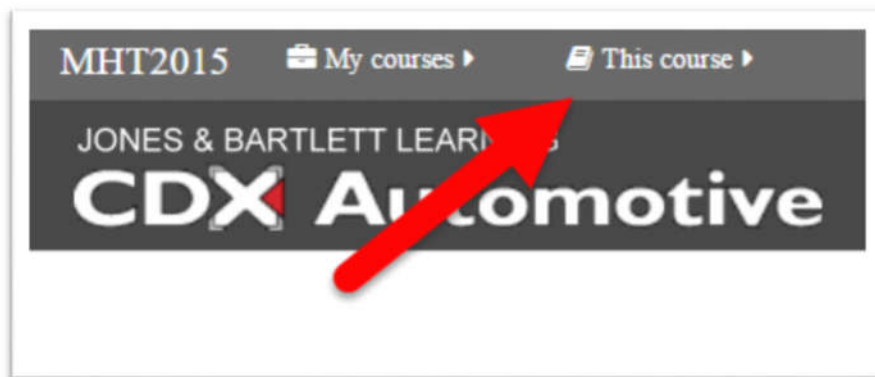

4. You will first want to determine which course you would like to see grades for. (For the purposes of this training, I will show the Gradebook for Foundation & Safety)
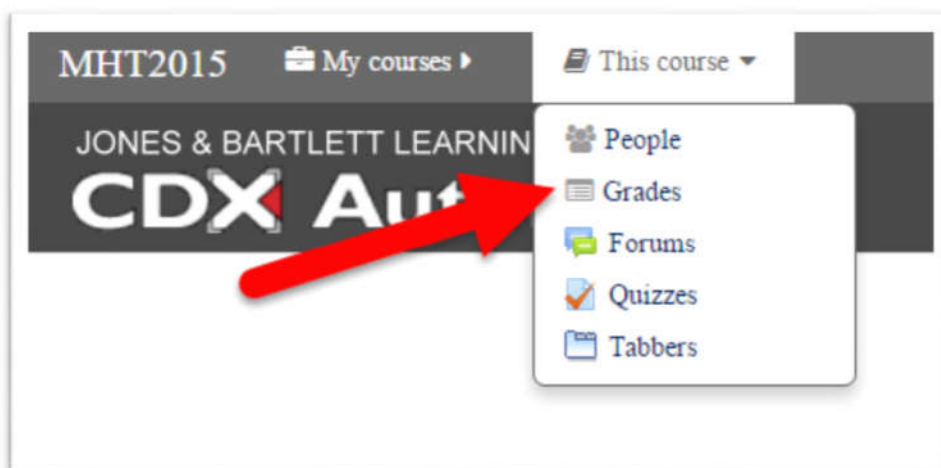
5. From the top of any page in your CDX course, click on the course that you would like to see grades for.

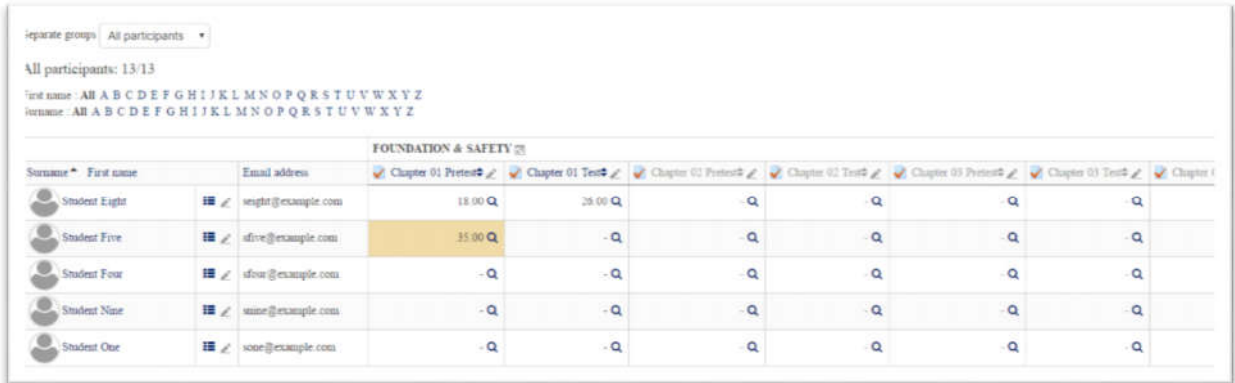6. Then hover your mouse over the drop down menu at the top of the page titled This Course

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

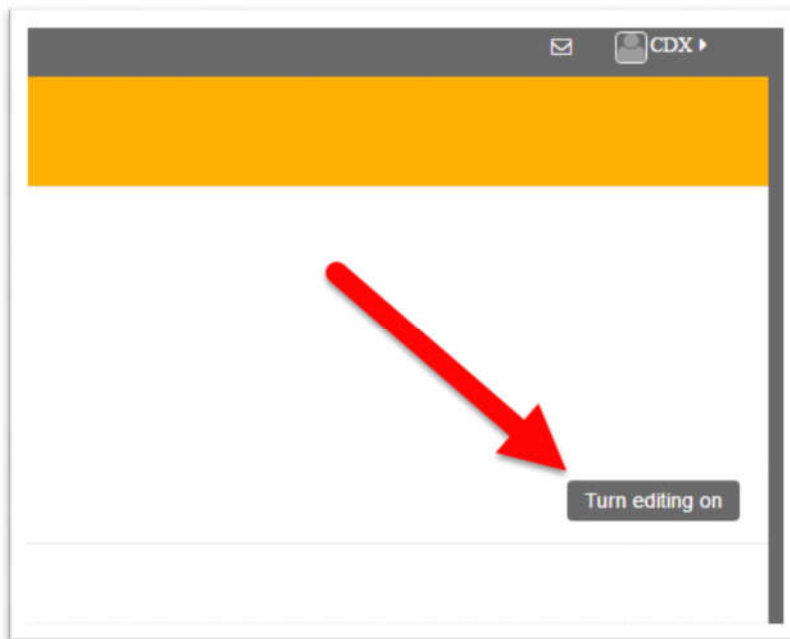8. This will bring you to the Gradebook for that course.

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.

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.
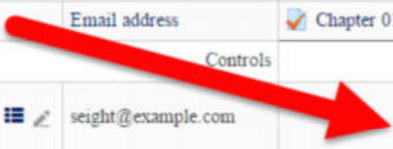
http://cdxlearning.com/support

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

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

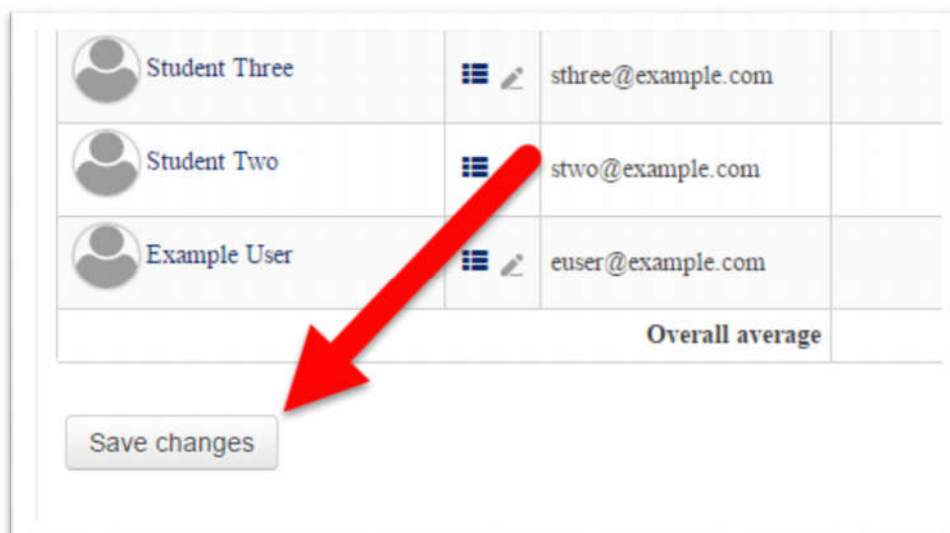13. To assign a grade to an item that does not already have one, you can type their new grade into that grade item field

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.