Viewing the Gradebooks in your MHT2015 Site

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. Clicking on the magnifying glass next to a student’s grade allows you to see their attempt including what questions they answered, what answer they chose, and what was the correct answer.
11. If you would like to see just the grades received by one student, you can click on the Student Grades button next to their name.