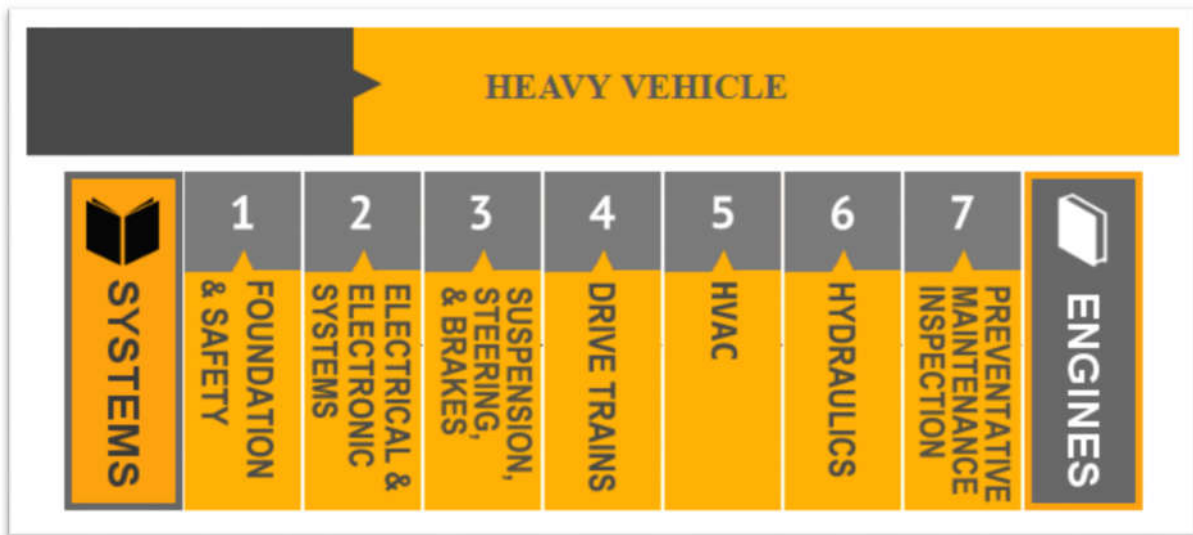


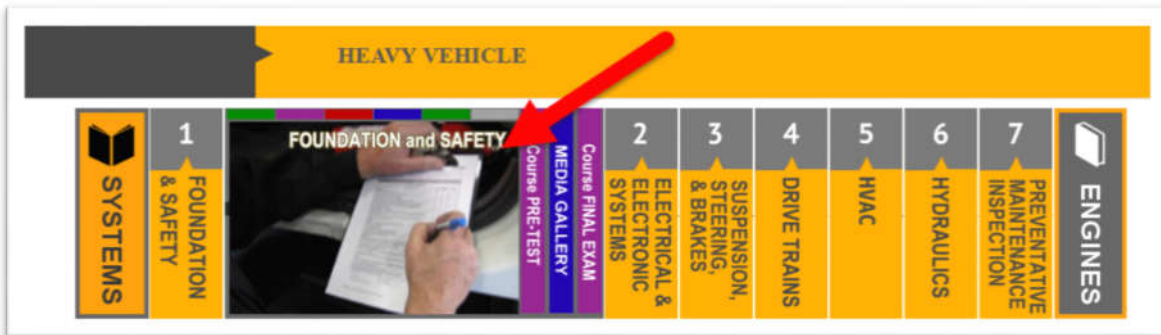
# Viewing the Gradebooks in your MHT2015 Site

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

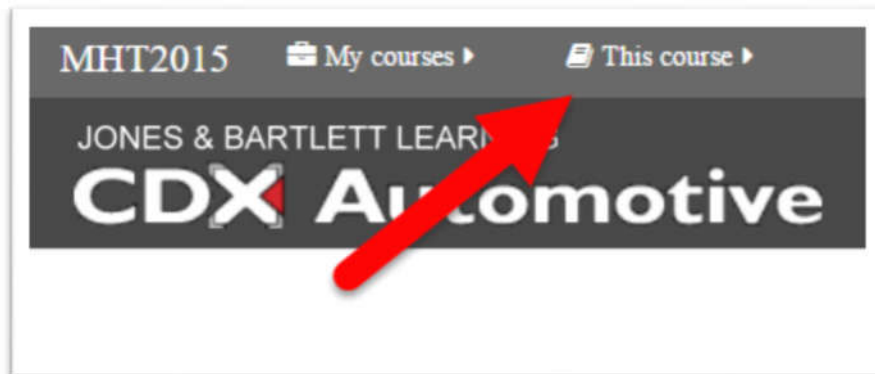


4. You will first want to determine which course you would like to see grades for. (For the purposes of this training, I will show the Gradebook for Foundation & Safety)

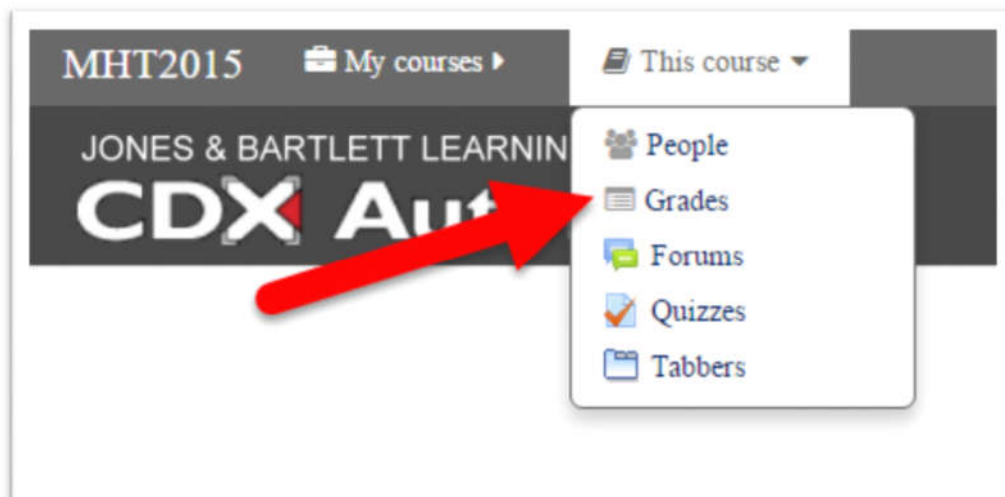
5. From the top of any page in your CDX course, click on the course that you would like to see grades for.



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

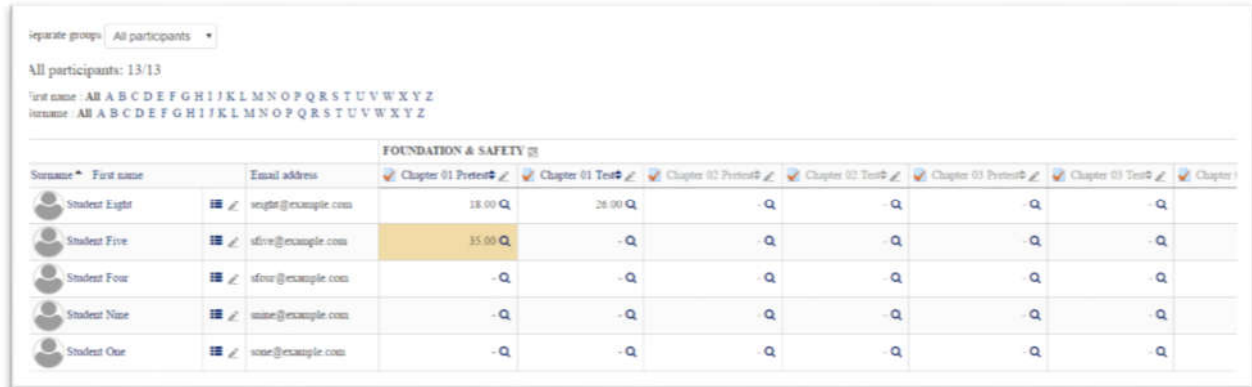


7. From the drop down menu that appears click on the option titled Grades



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

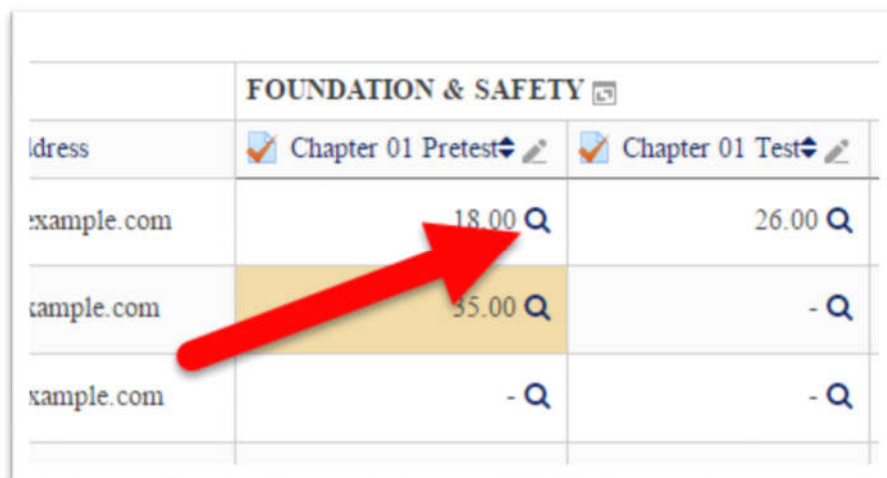
9. The gradebook displays as a spreadsheet with the students' names in a column on the left, with the assignments being listed in a row across the top.



The screenshot shows a gradebook interface with a dropdown menu set to 'All participants' and 'All participants: 13/13'. Below this are filters for 'First name' and 'Surname'. The main table is titled 'FOUNDATION & SAFETY' and has columns for 'Surname', 'First name', 'Email address', and several assignments: 'Chapter 01 Pretest', 'Chapter 01 Test', 'Chapter 02 Pretest', 'Chapter 02 Test', 'Chapter 03 Pretest', 'Chapter 03 Test', and 'Chapter 04 Test'. The rows list 'Student Eight', 'Student Five', 'Student Four', 'Student Nine', and 'Student One' with their respective scores and magnifying glass icons.

Surname	First name	Email address	Chapter 01 Pretest	Chapter 01 Test	Chapter 02 Pretest	Chapter 02 Test	Chapter 03 Pretest	Chapter 03 Test	Chapter 04 Test
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	-	-	-	-	-	-	-

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.



This is a close-up of the 'Chapter 01 Pretest' column in the gradebook. It shows three rows of student data. The second row, for 'Student Five', has a score of 35.00 and a magnifying glass icon. A red arrow points to this magnifying glass icon.

FOUNDATION & SAFETY	
Chapter 01 Pretest	Chapter 01 Test
18.00	26.00
35.00	-
-	-

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.



The screenshot shows a table with columns for Surname, First name, Email address, and a checkbox for 'Change'. The first row is for 'Student Eight' with email 'seight@example.com'. The second row is for 'Student Five' with email 'sfive@example.com'. A red arrow points to a menu icon (three horizontal lines) next to 'Student Eight', which is the 'Student Grades' button.

Surname	First name	Email address	Change
Student Eight		seight@example.com	<input type="checkbox"/>
Student Five		sfive@example.com	<input type="checkbox"/>