

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

Adding a Grade Item

Instructor Training Series

Topics covered in this tutorial:

- How to add custom Grade Items as columns in your gradebook

Need further instruction?

Visit <http://www.cdxauto.com/TrainingLibrary>

Need support?

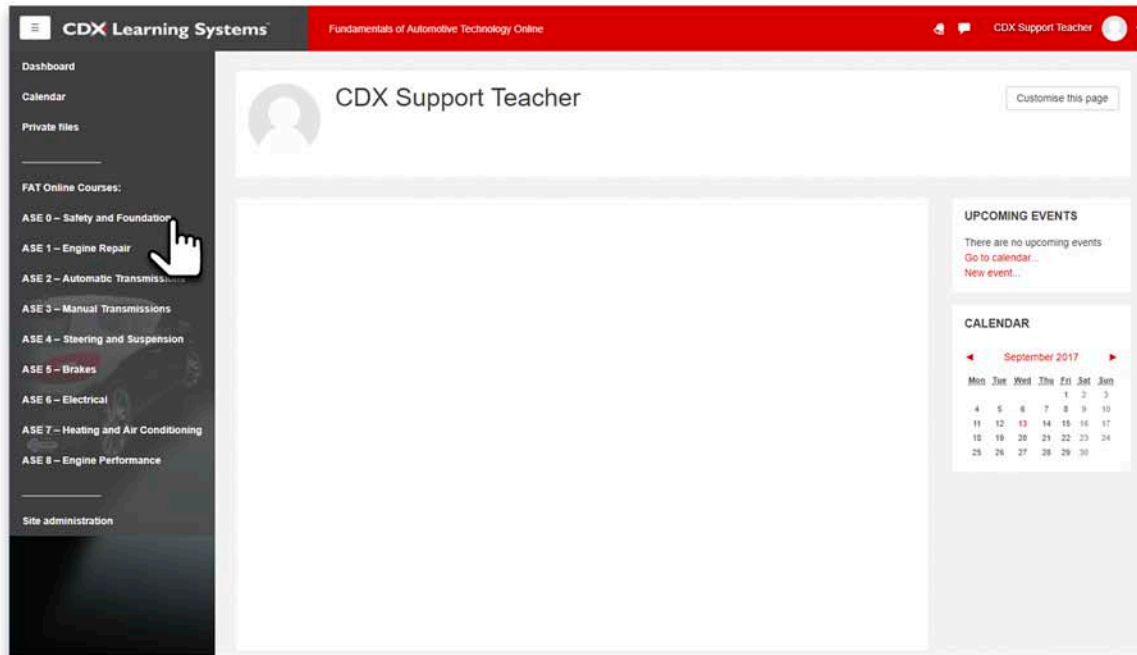
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

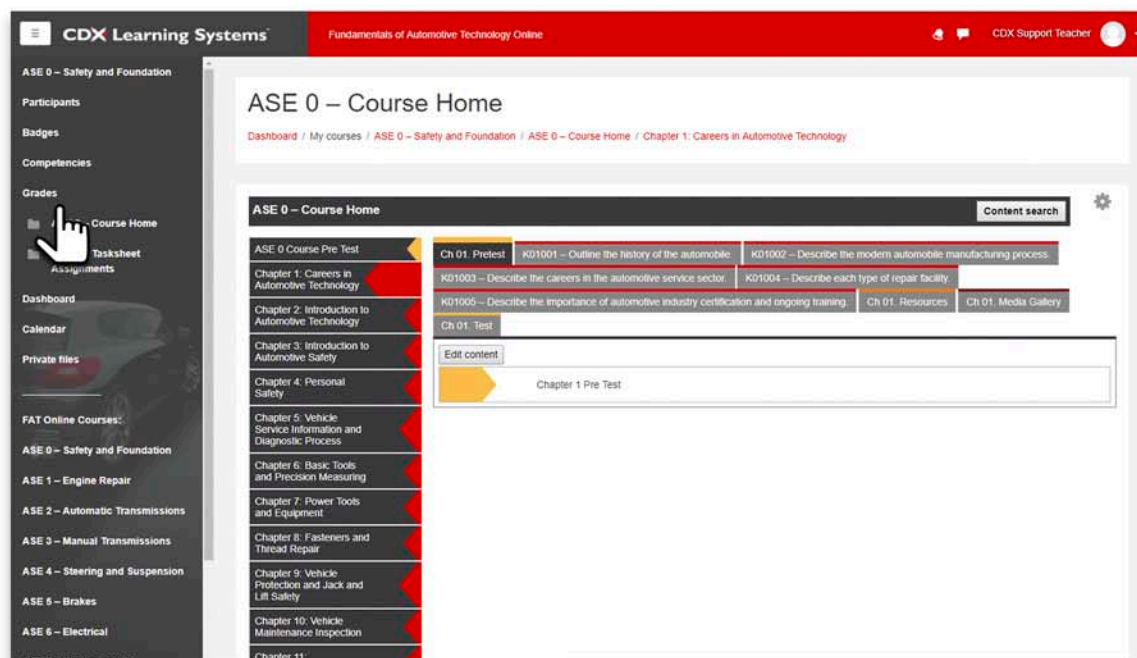
Phone: 1-844-273-7537

Begin by logging into your account at cdxauto.com and navigating to your CDX product

Then, click on the course you would like to add a grade item to from the navigation to the left.

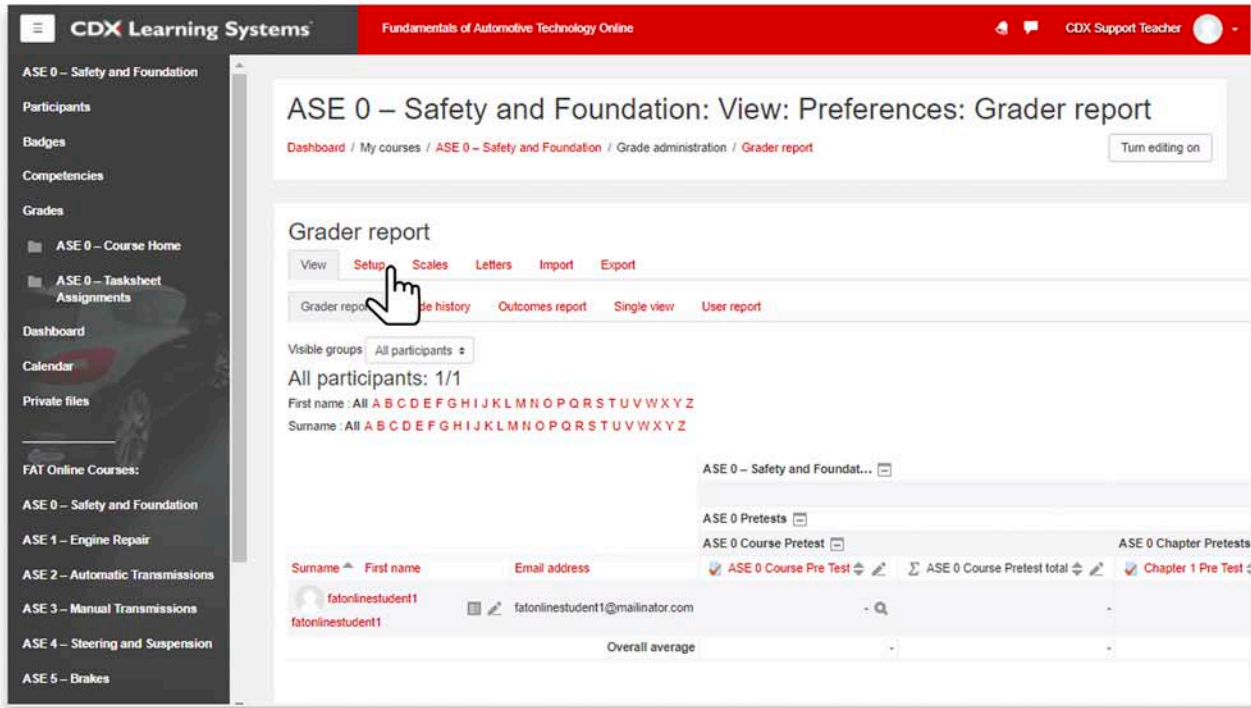


From the same navigation, click on the Grades option.

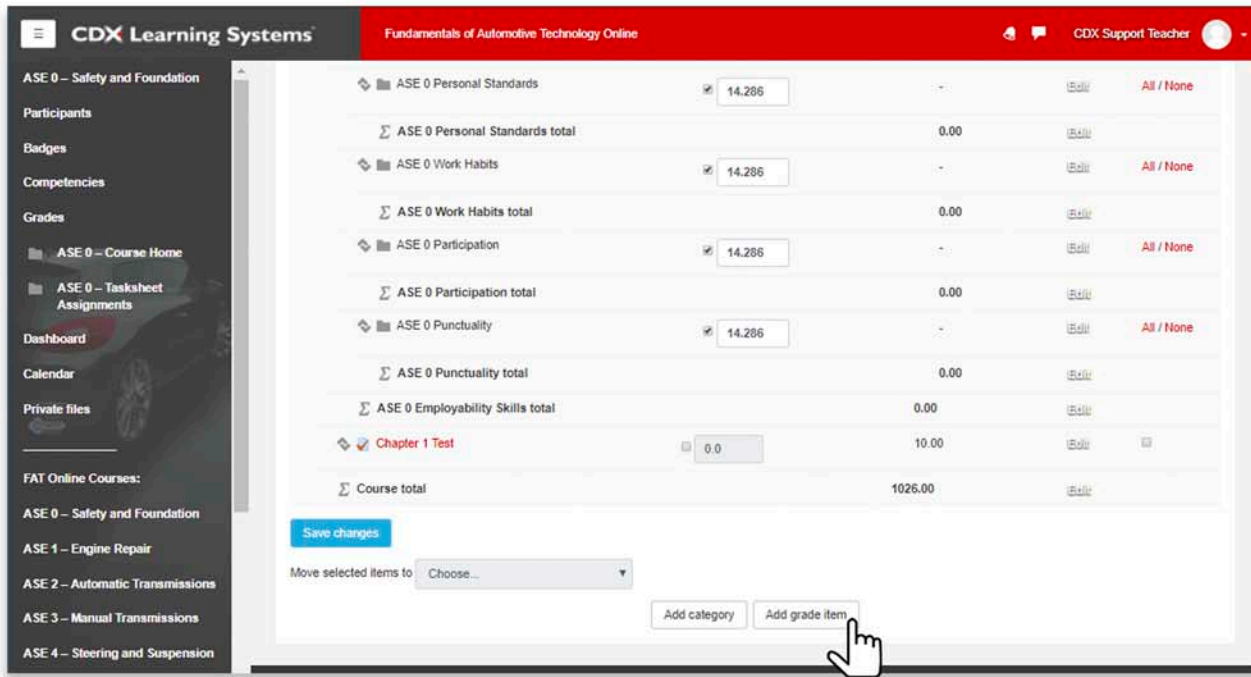


This will bring you to the gradebook for that course.

Under the Grader Report heading, find and click on the Setup tab.



On the setup page, scroll to the bottom of the page and click on the Add Grade Item button. You will also want to select which grade category you would like it to be in.



This will bring you to a page where you can name your new Grade Item, set its Maximum Grade, as well as any other settings.

Once you have named your Grade Item, adjusted any settings, and chosen the grade category it will be in, click Save Changes. Your gradebook will quickly recalculate to account for any point values or weighting that may be changing.

CDX Learning Systems Fundamentals of Automotive Technology Online CDX Support Teacher

ASE 0 – Safety and Foundation

Participants

Badges

Competencies

Grades

ASE 0 – Course Home

ASE 0 – Tasksheet Assignments

Dashboard

Calendar

Private files

FAT Online Courses:

ASE 0 – Safety and Foundation

ASE 1 – Engine Repair

ASE 2 – Automatic Transmissions

ASE 3 – Manual Transmissions

ASE 4 – Steering and Suspension

Grade item

Item name: Grade Item Name

Grade type: Value

Scale: Use no scale

Maximum grade: 100.00

Minimum grade: 0.00

Hidden:

Locked:

Show more...

Parent category

Weight adjusted:

Weight: 0.0

Grade category: ASE 0 – Safety and Foundation

Save changes Cancel

When it says 100%, click on the Continue button. This will reload you back to the gradebook Setup page, where you will now find your new Grade Item. If this Grade Item is one that is manually graded it is recommended that you view our training materials on entering grades manually.

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ASE 0 – Safety and Foundation

Dashboard / My courses / ASE 0 – Safety and Foundation / Gradebook setup

Recalculating grades

100%

Continue