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.

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.