

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

Enter Grades in the Gradebook

Instructor Training Series

Topics covered in this tutorial:

- How to enter grades manually in the Gradebook in your CDX courses

Need further instruction?

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

Need support?

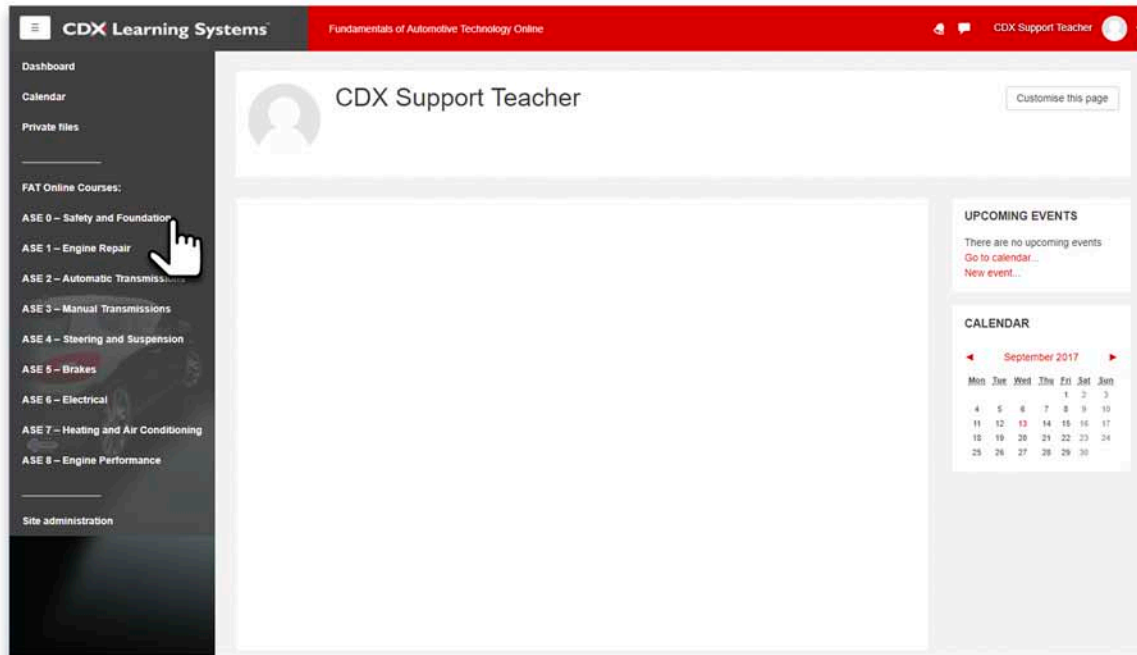
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

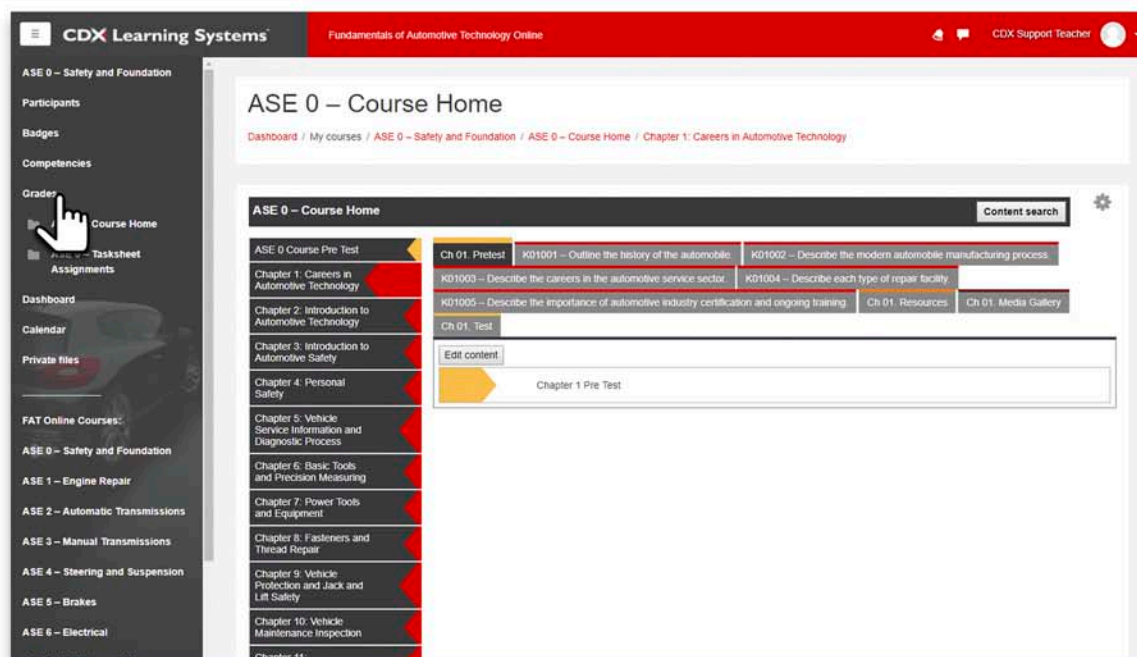
Phone: 1-844-273-7537

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

Then, from the navigation on the left, click on the course that contains the assignment you would like to enter grades for.



Then, click on the Grades button that appears in the navigation on the left.



This will bring you to the gradebook for that course.

If you would like to see only a specific group's grades, select that group name from the Visible Groups drop-down.

Find and click on the Turn Editing On¹ button in the Upper Right Corner of the page. The page will reload and you will see that the grade entries have become editable fields.

CDX Learning Systems Fundamentals of Automotive Technology Online CDX Support Teacher

ASE 0 – Safety and Foundation: View: Preferences: Grader report

Dashboard / My courses / ASE 0 – Safety and Foundation / Grade administration / Grader report

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Single view User report

Visible groups: All participants

All participants: 1/1

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Email address	ASE 0 Course Pre Test	ASE 0 Course Pretest total	Chapter 1 Pre Test
fatonlinestudent1	fatonlinestudent1	fatonlinestudent1@mailinator.com	-	-	-
Overall average			-	-	-

Find the grade items you would like enter values for², and enter those values. Once you have entered any values, click on the Save Changes³ button at the bottom right of the page.

CDX Learning Systems Fundamentals of Automotive Technology Online CDX Support Teacher

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Single view User report

Visible groups: All participants

All participants: 1/1

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Email address	ASE 0 Course Pre Test	ASE 0 Course Pretest total	Chapter 1 Pre Test
fatonlinestudent1	fatonlinestudent1	fatonlinestudent1@mailinator.com	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall average			-	-	-

Save changes

This will save the updated values and will highlight any manually entered values, so that you know which grades you entered.

When you are done, click Turn Editing Off¹ to remove the editing options.

The screenshot displays the 'Grader report' interface in CDX Learning Systems. The top navigation bar shows 'Fundamentals of Automotive Technology Online' and 'CDX Support Teacher'. The sidebar on the left lists various course options under 'FAT Online Courses'. The main content area is titled 'ASE 0 - Safety and Foundation: View: Preferences: Grader report'. A red circle with the number '1' highlights the 'Turn editing off' button. Below the title, there are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. The 'Grader report' tab is active, showing 'All participants: 1/1' and a table with columns for 'Surname', 'First name', and 'Email address'. Below the table, there are sections for 'ASE 0 - Safety and Foundat...', 'ASE 0 Pretests', 'ASE 0 Course Pretest', and 'ASE 0 Chapter Pretests'.