

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

Export the Gradebook

Instructor Training Series

Topics covered in this tutorial:

- How to export grades from your CDX courses.

Need further instruction?

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

Need support?

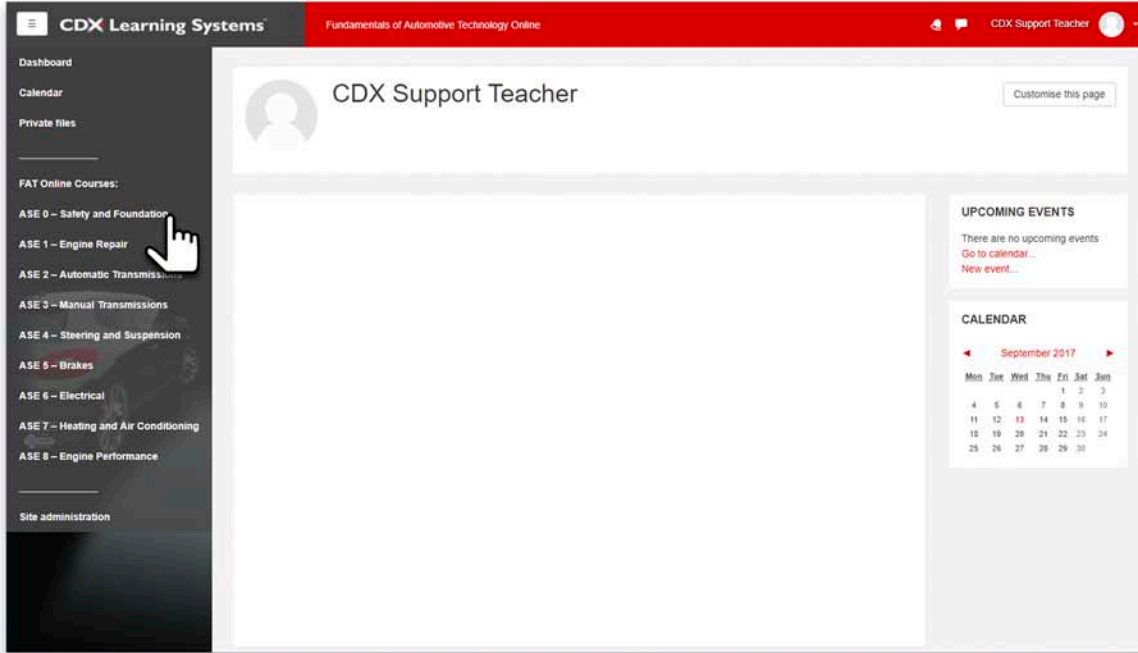
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

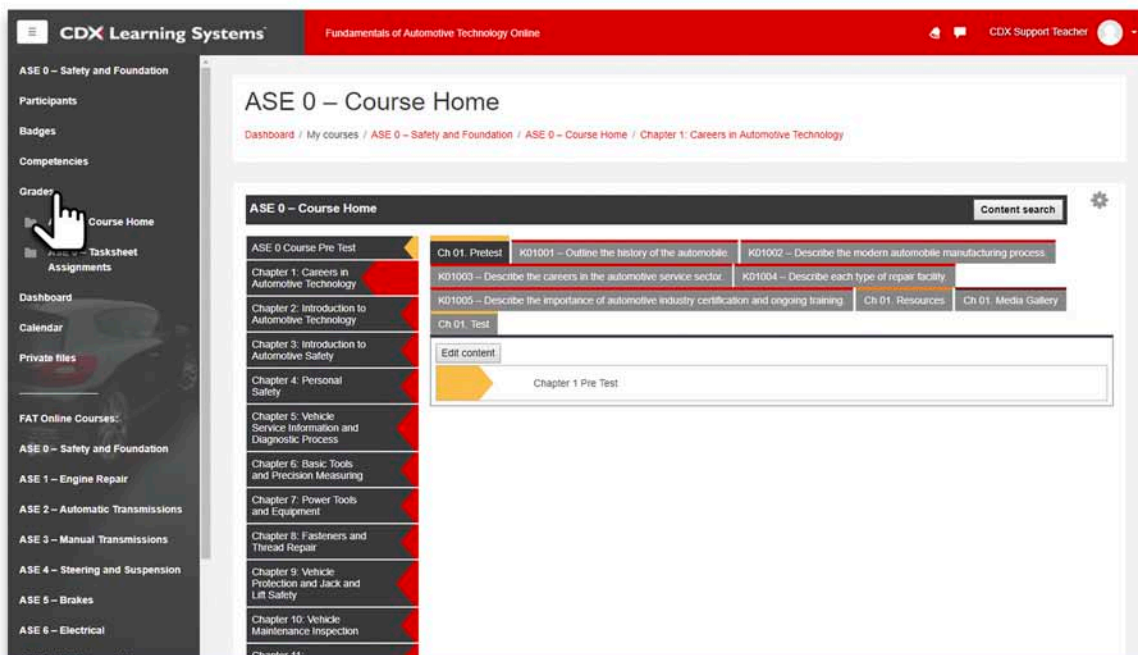
Phone: 1-844-273-7537

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

Then, from the navigation on the left, click on the course that you would like to export grades from.



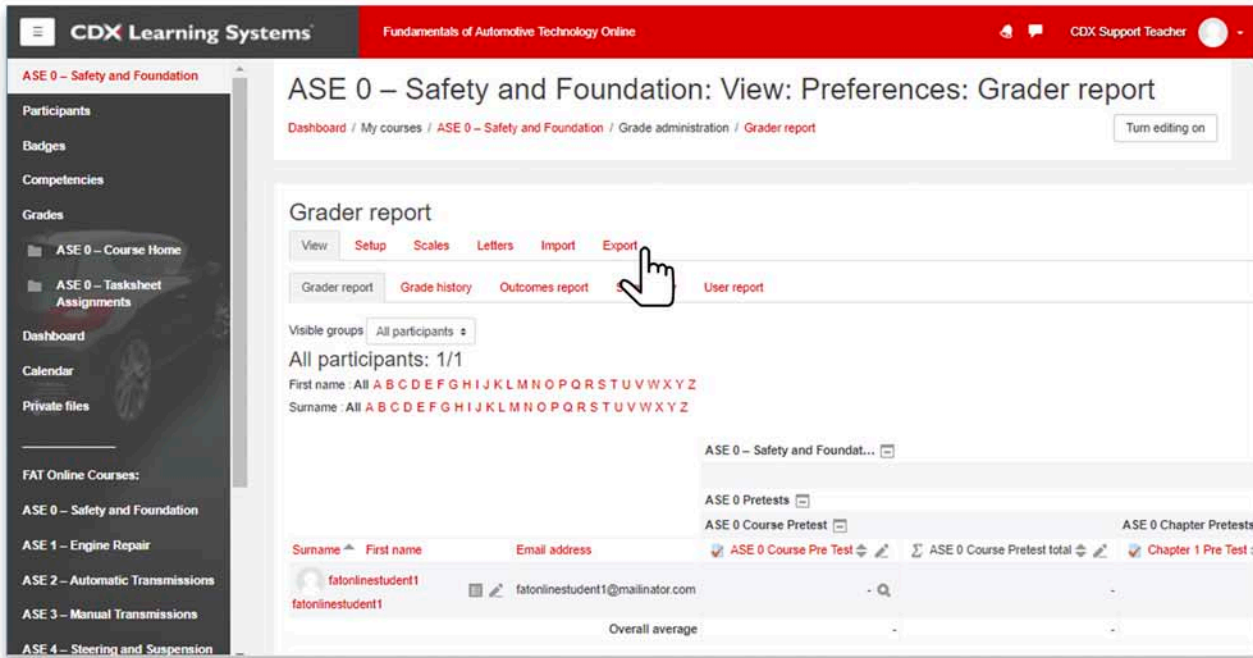
Then, click on the Grades button that appears in the navigation on the left.



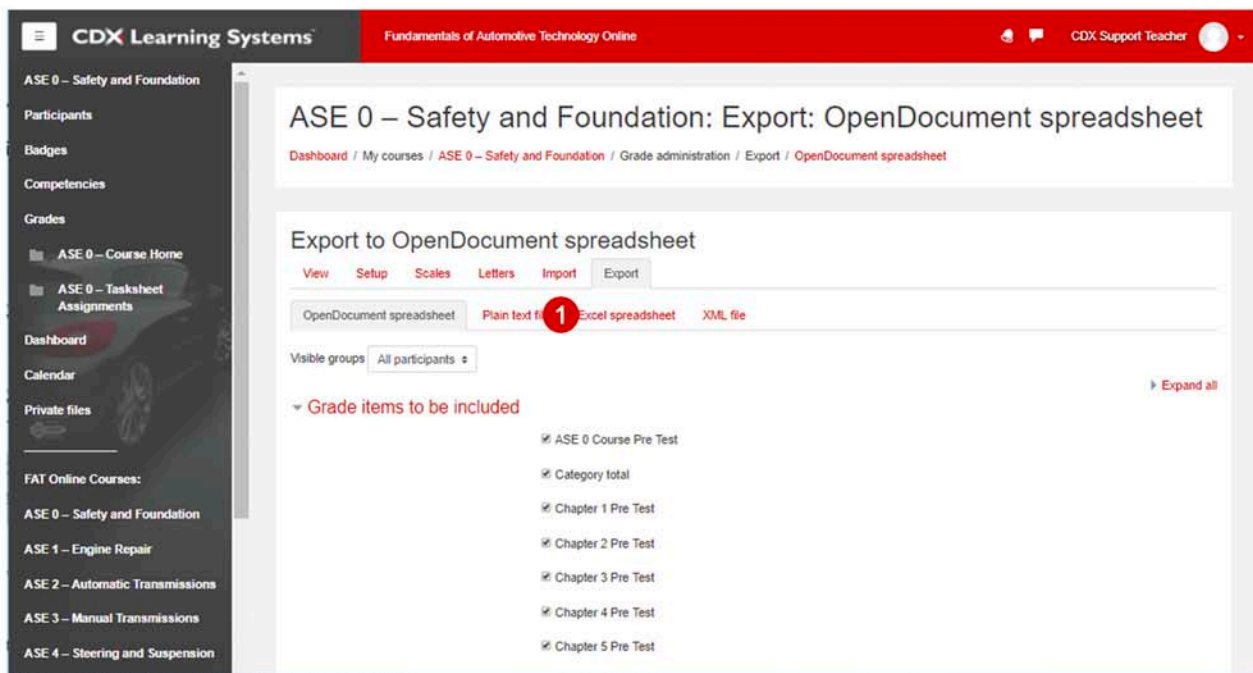
This will bring you to the gradebook for that course.

Find and click on the Export tab near the top of the page.

This will bring you to a page where you can select which graded items you would like to appear on your exported file.



Begin by selecting the file format that you would like your exported file to be in. It is recommend to use Excel¹, as this is the most commonly used format for gradebooks.



If you have used the Groups setting to organize your classes, select the group that you would like to export grades for¹, or leave it set to all participants if you would like grades for all students.

Then select or deselect any graded assignments you would like to have included on your exported file². By default all graded items will be selected.

When you have selected what graded items you would like to see, scroll to the bottom of the page and click on the Download button to download the exported file.

Tip/Trick: If you plan to attempt importing this file into your school's gradebook software, please consult with that software to learn how to edit this export to be in a format usable by your software.