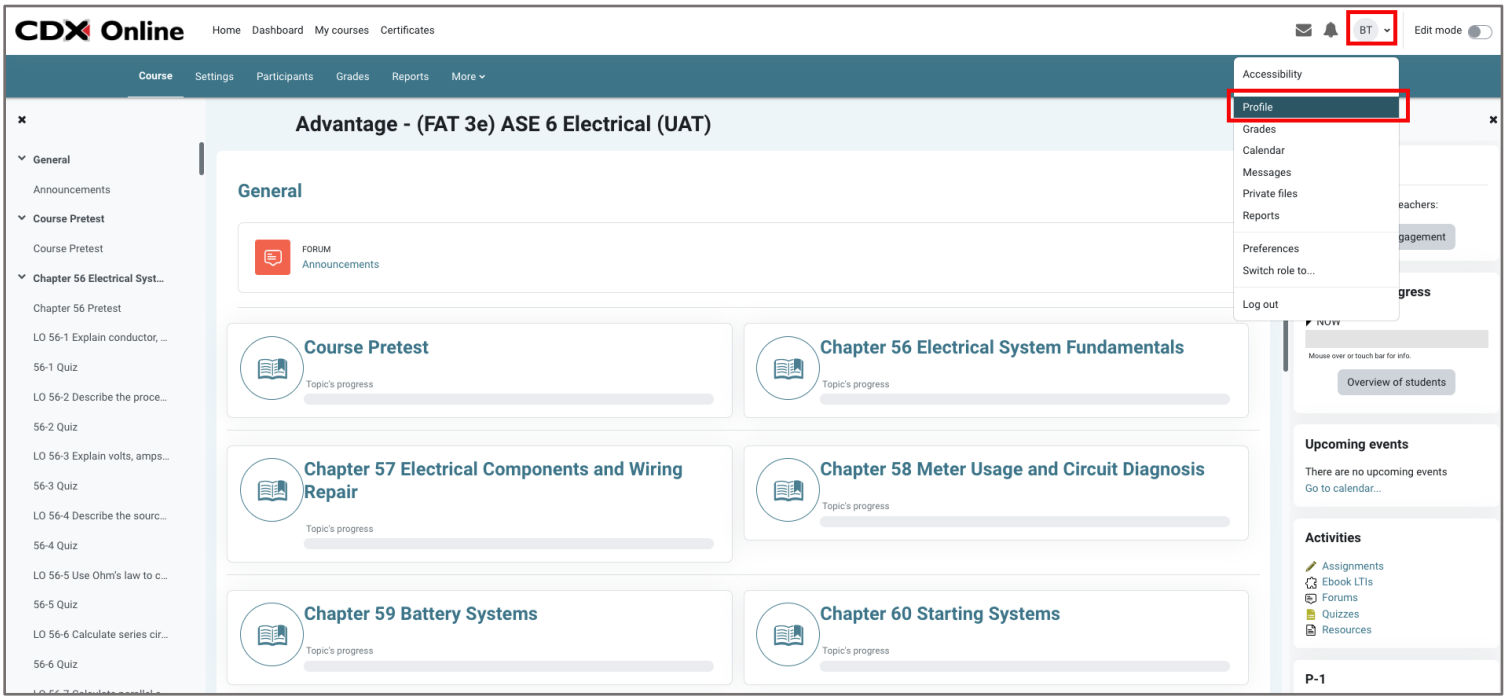
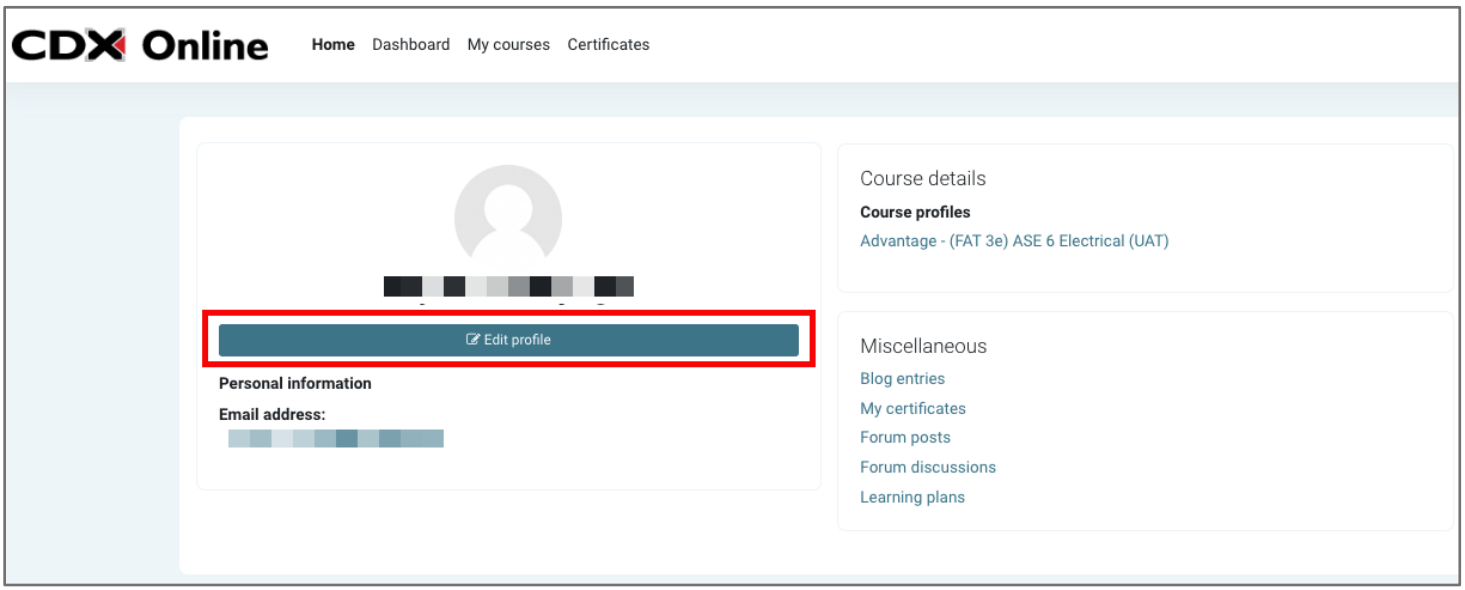
Student Tutorial

*This document walks you through important details about using CDX Online as a student after enrolling in a course. The appearance of your course may vary slightly from the screenshots used in this document depending on changes made by your instructor. Note, this document **does not** cover access and registration. For those instructions, please review the First Day of Class tutorial.*

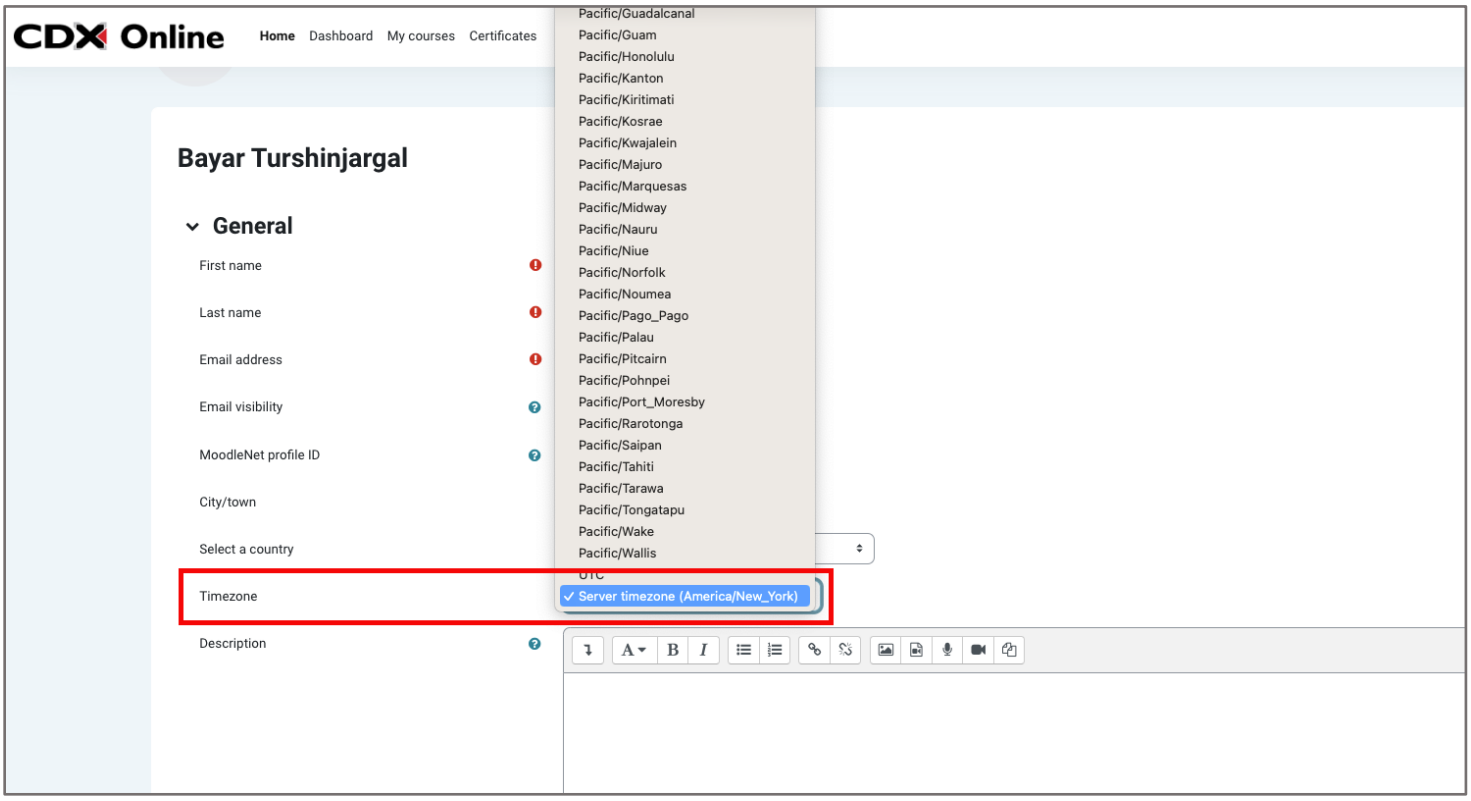
1. Launching the course opens the homepage in a new window. Before beginning any work, it may be necessary to adjust your profile's time zone (if you haven't already). Your profile's time zone is set to Eastern Standard Time by default. If you are located in a different time zone, click on the **Profile button** at the top right of the page and select the **Profile** option from the dropdown menu.



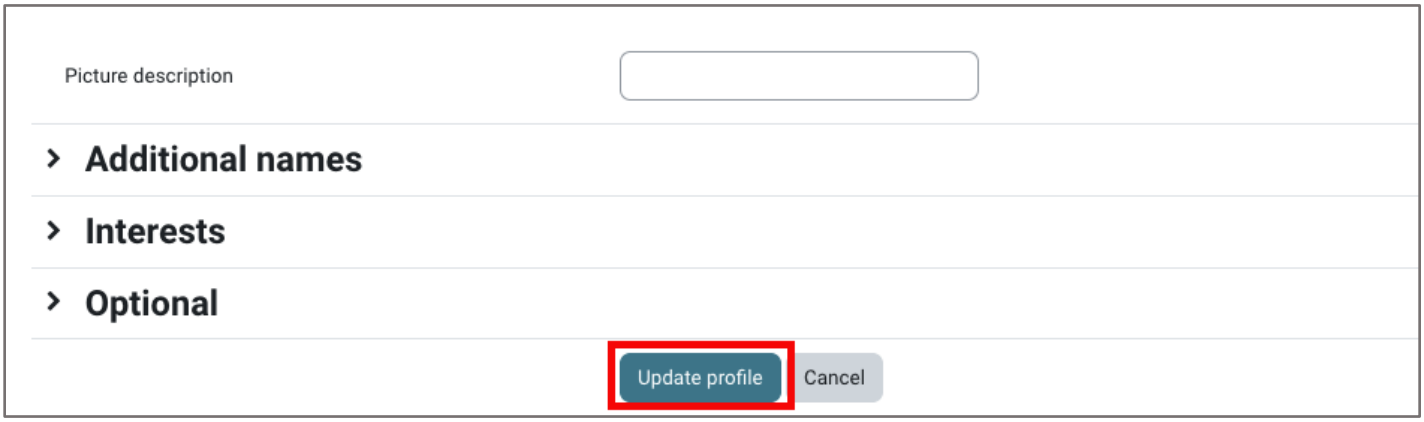
2. On the next page, under User details, click the **Edit profile** option.



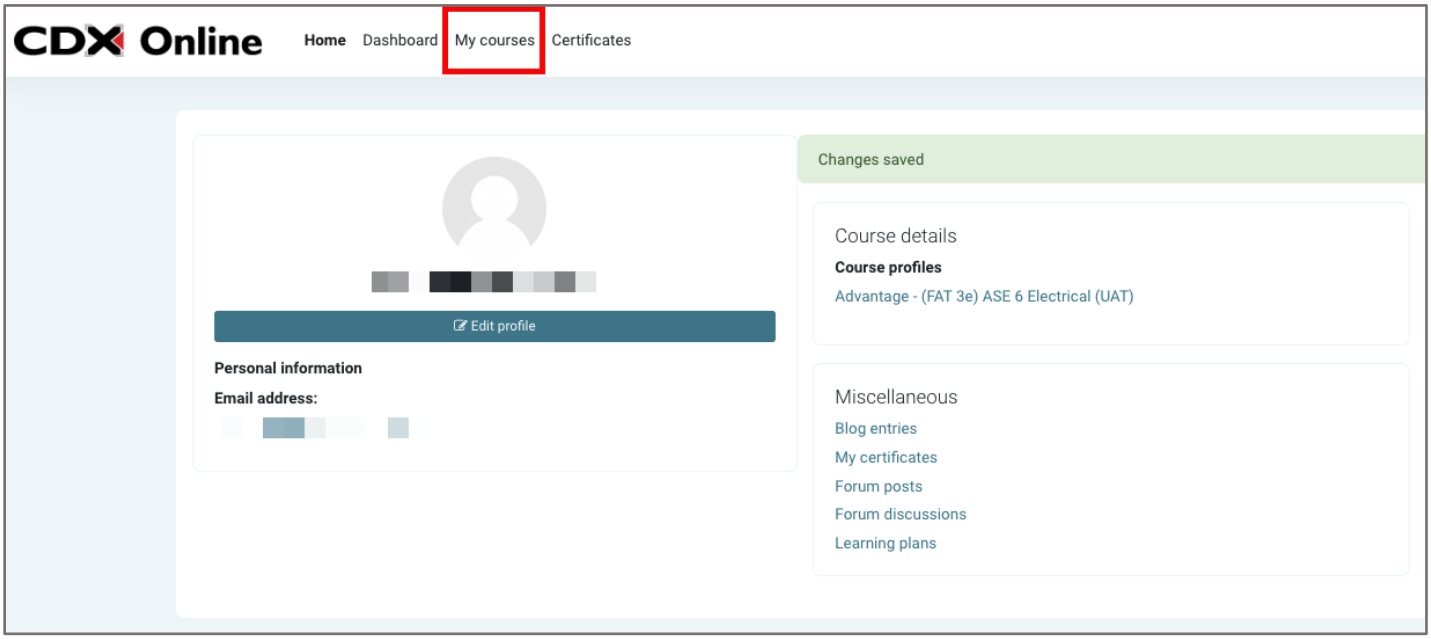
3. On the following **Edit Profile** page, scroll as needed to find the setting for **Time zone.** Click on the dropdown menu its right and select an option that is nearest to you or shares your local time zone. Note, options are listed in alphabetical order.



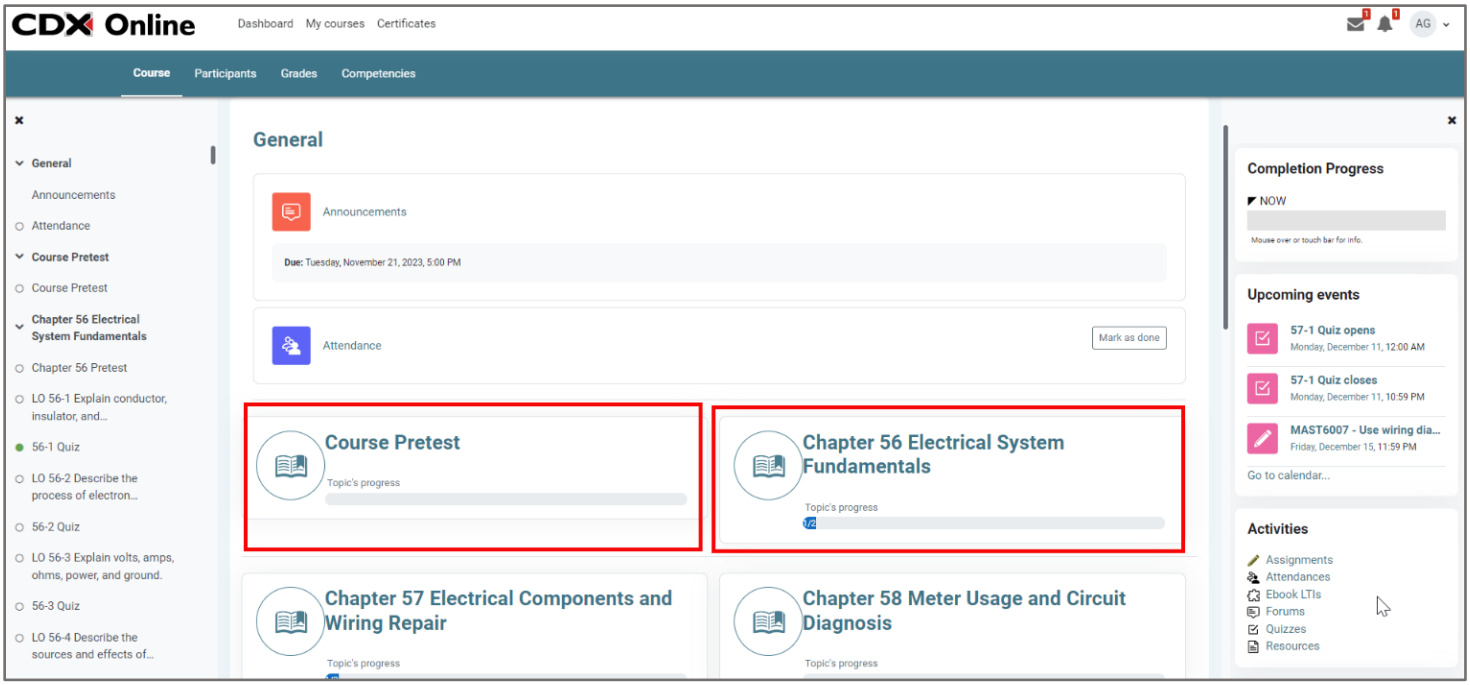
4. After you have selected the appropriate time zone, scroll to the bottom of the page and click the **Update profile** button to save your changes.



5. Then, to return to the course homepage, click on the **My courses** button at the top of the page and then select your course.

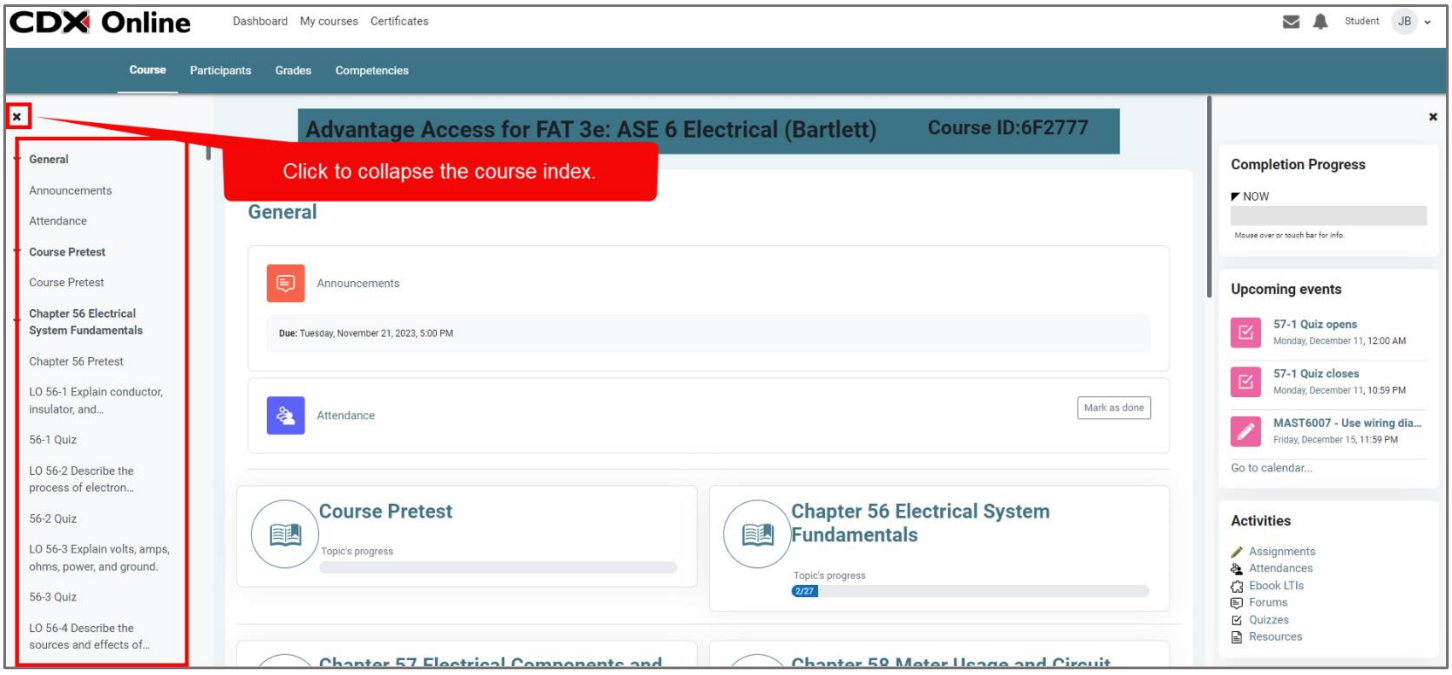


6. Within each course, all content is organized into topic blocks on the course homepage. Each chapter from the textbook has a matching topic dedicated to storing its corresponding activities and resources.

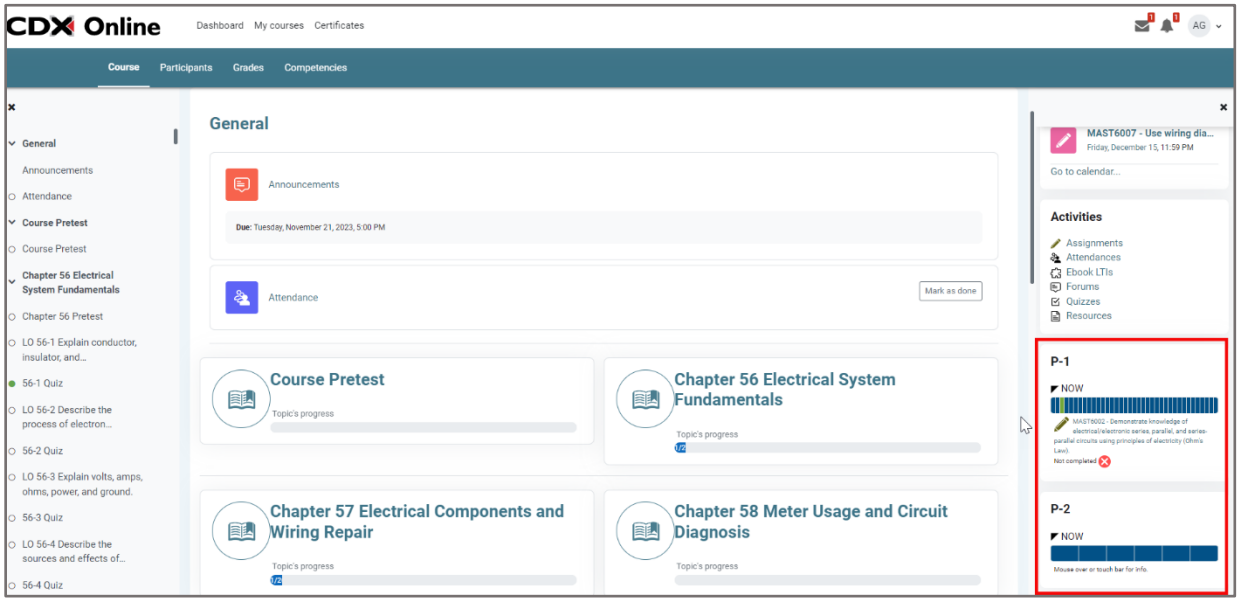


7. Towards the top of the page, your **Navigation menu** displays links to important pages in the course, such as your **Course** (Homepage) and **Grades**. Note that this menu is contextual to the course item/page being viewed; in other words, options in this menu pertain to the item or page displayed.

8. On the left side of the page, the **course index** can be used to quickly navigate to different sections and resources within your course. The course index can be collapsed at any time by clicking the **x** at the top. You can make it re-appear again whenever you'd like.



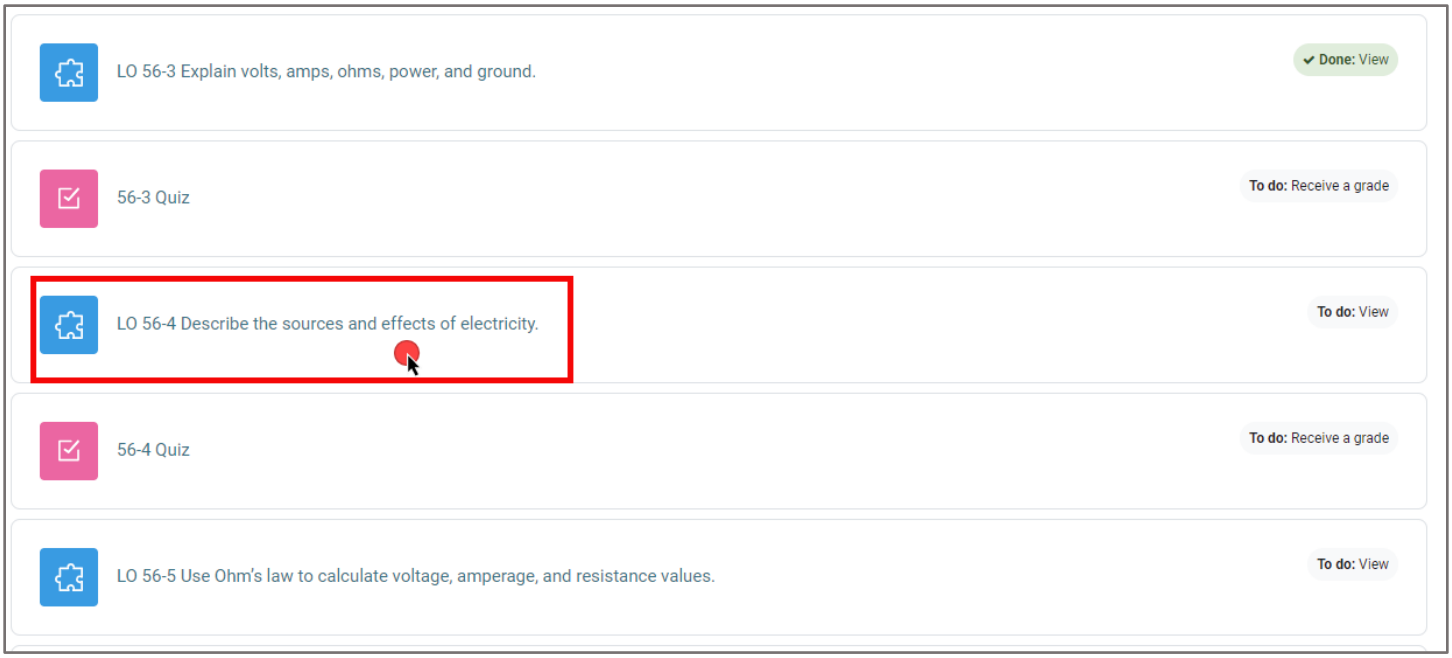
9. On the right side of the page is your **course blocks** menu. Assignment tracking blocks, which reflect your completion of tasksheets in the course, are found here (depicted in the screenshot below). You can also view **Activities** and **Upcoming events** (i.e., upcoming assignments, quizzes, etc.) in this block. Like the course index, the course blocks menu can be collapsed at any time by clicking the **x** at the top.



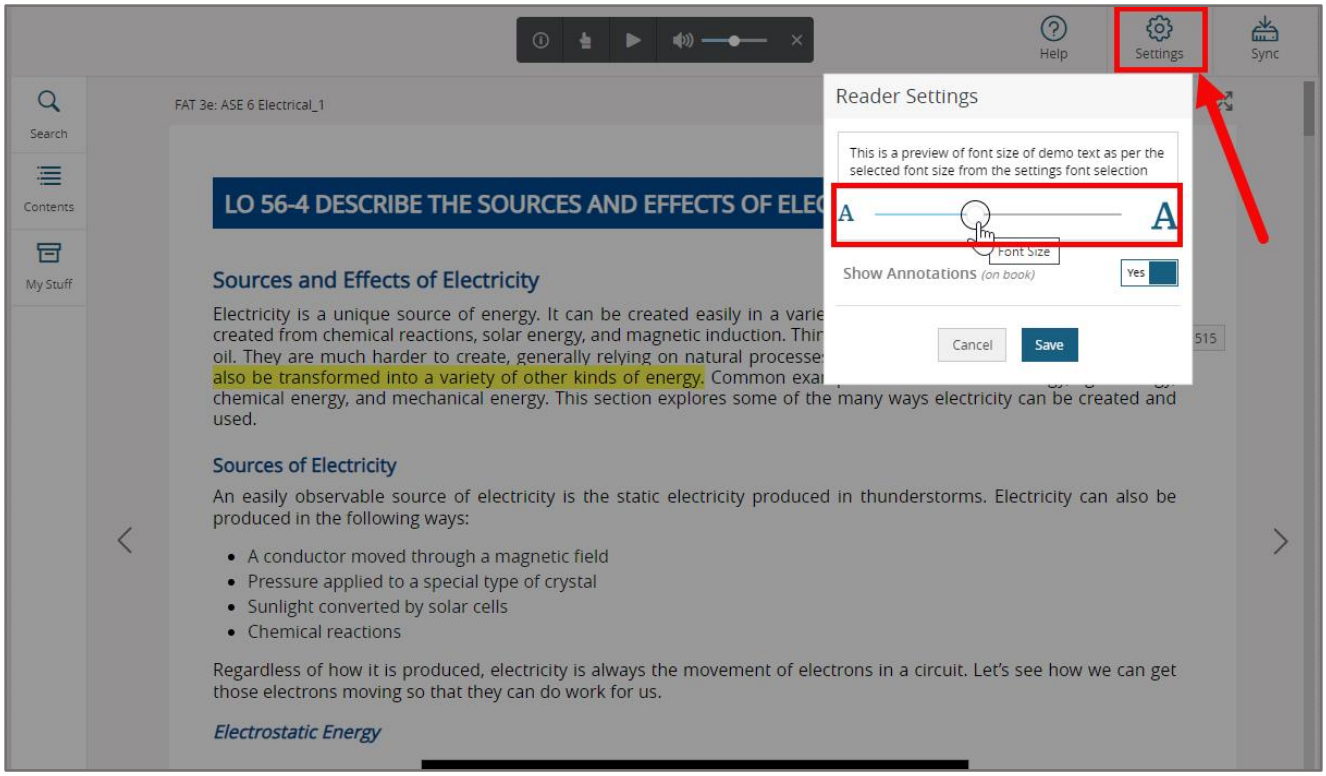
10. Click on any topic of your choosing to open a page displaying its contents. Contents are presented in a list format organized by its learning objectives.

11. At the bottom of the chapter contents page are the chapter's resources (slide decks, audiobook, flashcards, etc). Beneath the topic's contents at the bottom of the page, you can use navigation buttons to move to the previous or next topics within the course as needed.

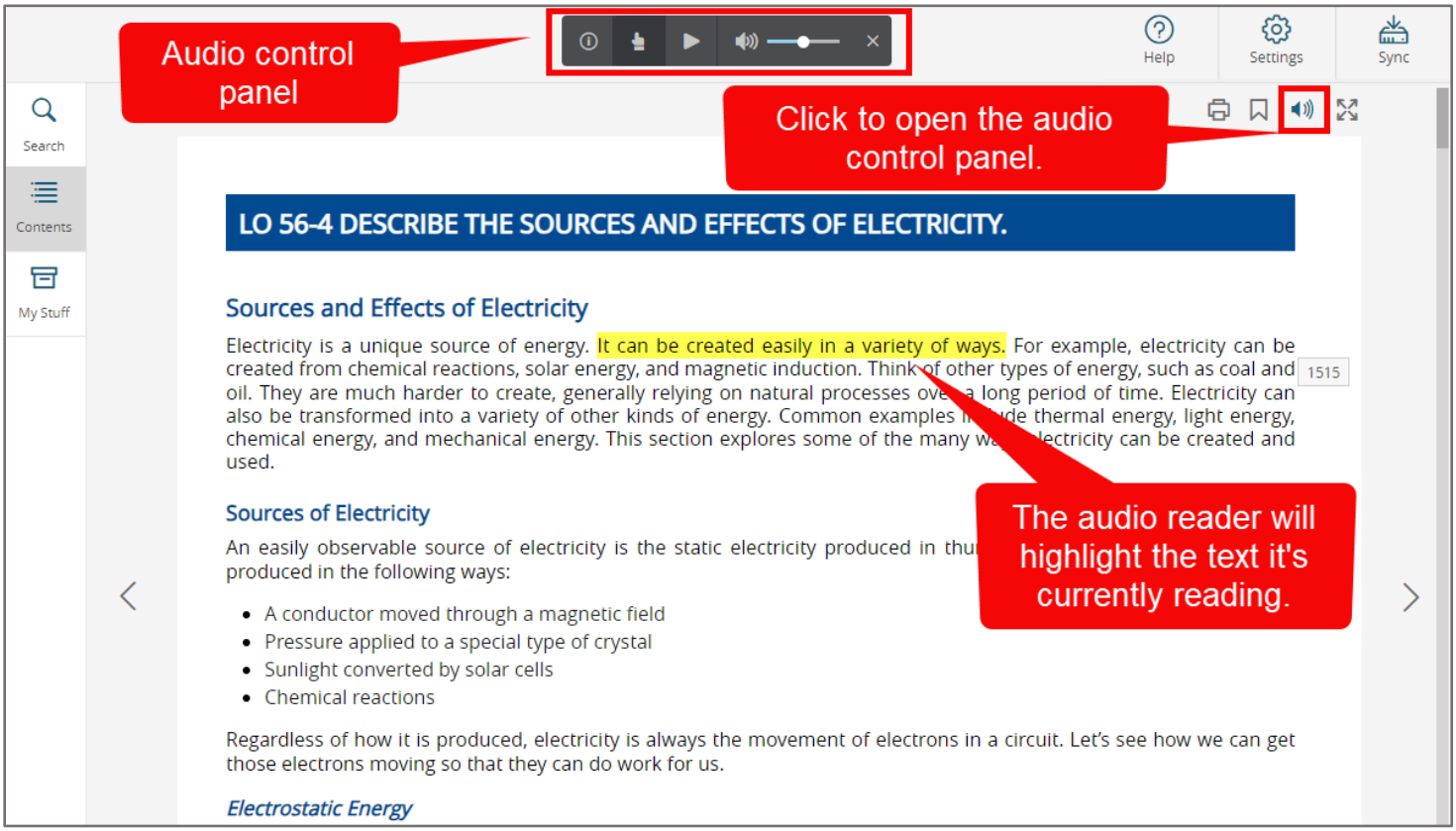
12. To access the reading material, click on one of the blue **LOs** (Learning Objectives) to open that excerpt from the eBook. Note that the eBook will open in a new tab or window, so please make sure to disable any popup blocker functions in your browser, if needed.



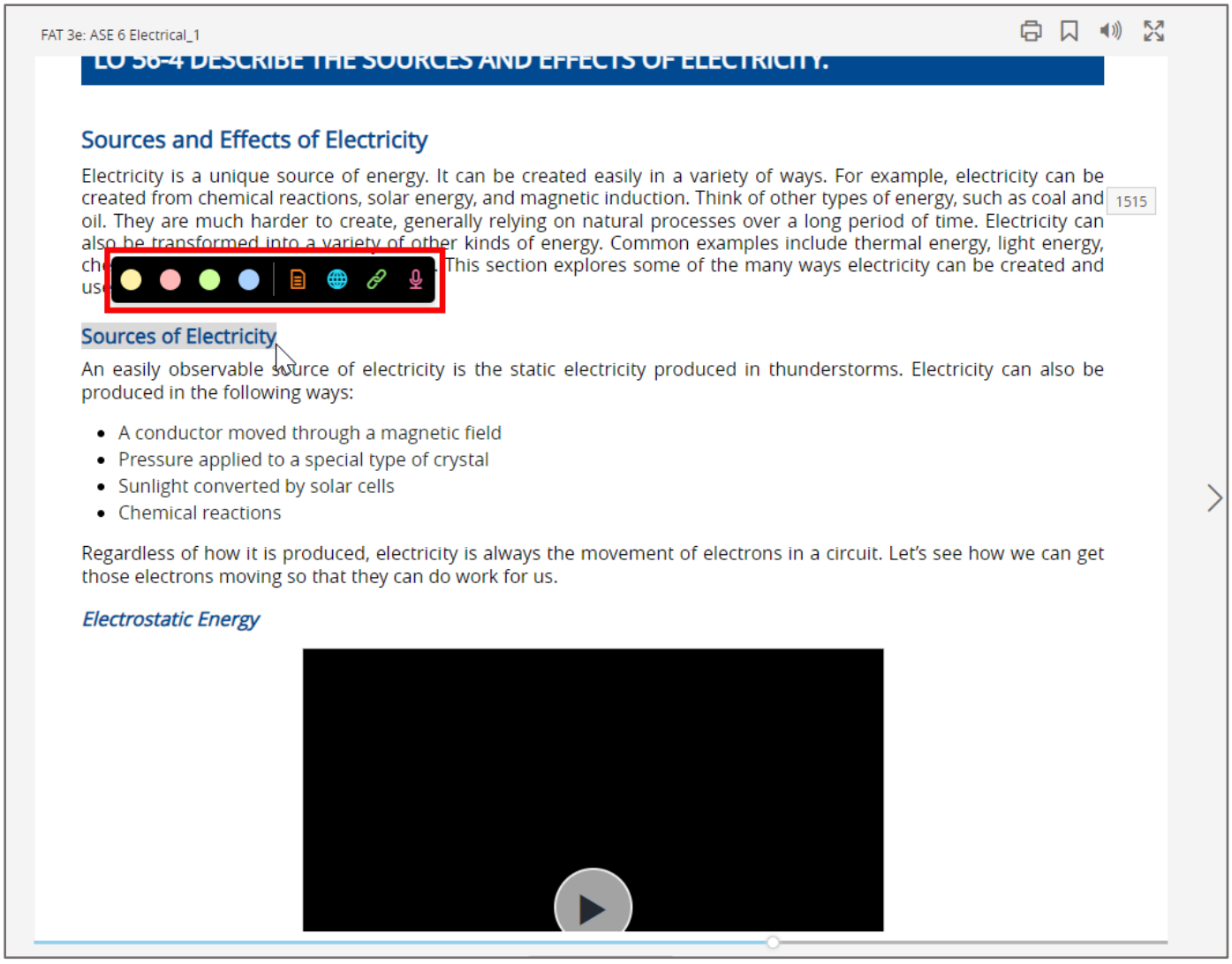
13. The eReading platform gives you the option to adjust text size for viewing preference. To adjust the text size, click on **Settings** in the top right corner, then move the slider to your desired setting.



14. There is also a text-to-speech feature which can be enabled by clicking the **listen icon** in the top right. A small **control panel** can then be used to pause the reading, adjust the volume, and indicate where you'd like the reading to begin on the page. By default, reading begins at the top of the page, unless you indicate otherwise.

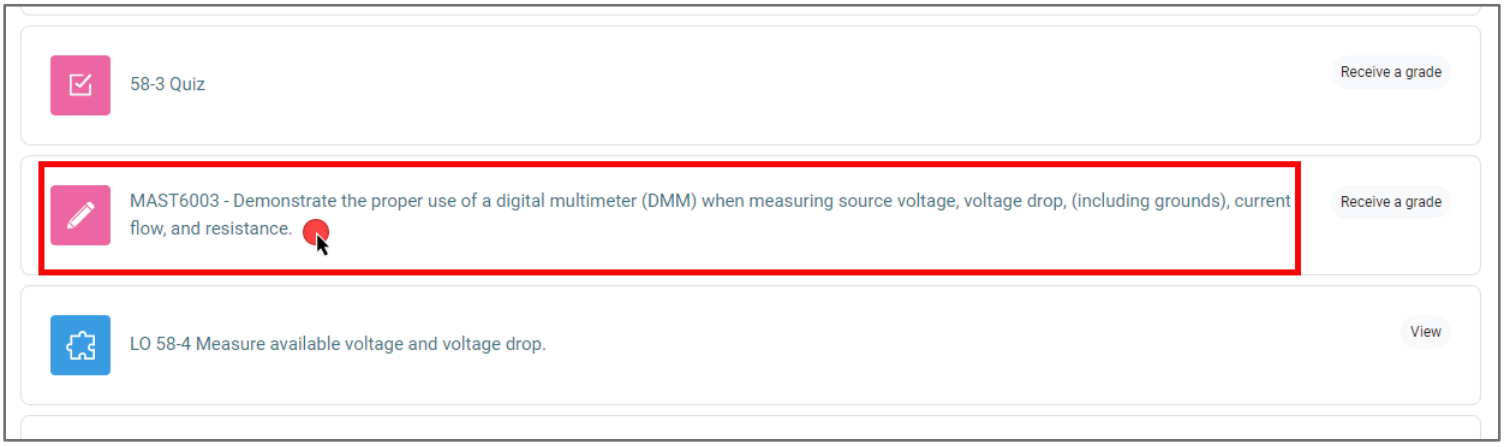


15. You may also take notes or make highlights on these pages by selecting any section of text and choosing the desired annotation method. Hover your mouse over each option to reveal its functionality.

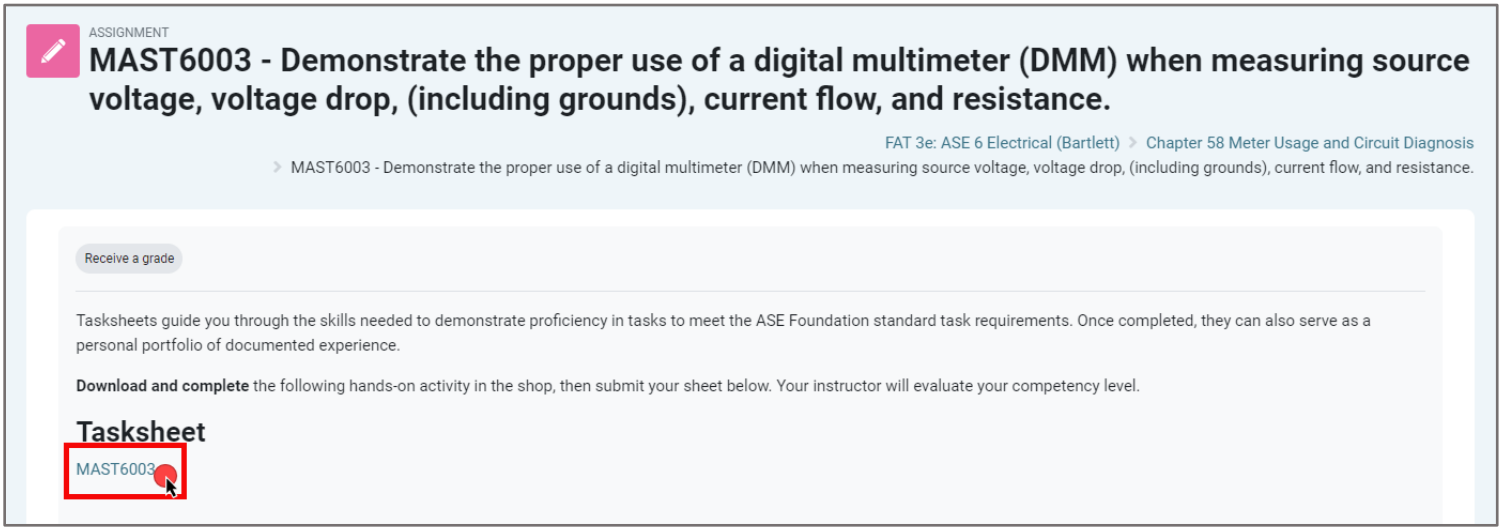


16. Supplemental media, such as videos, animations, and images, are embedded directly within the e-text. We recommend clicking the **launch** button in the bottom right for a full view of videos and animations. These same resources can also be viewed independently from the **Media Gallery** under chapter resources.

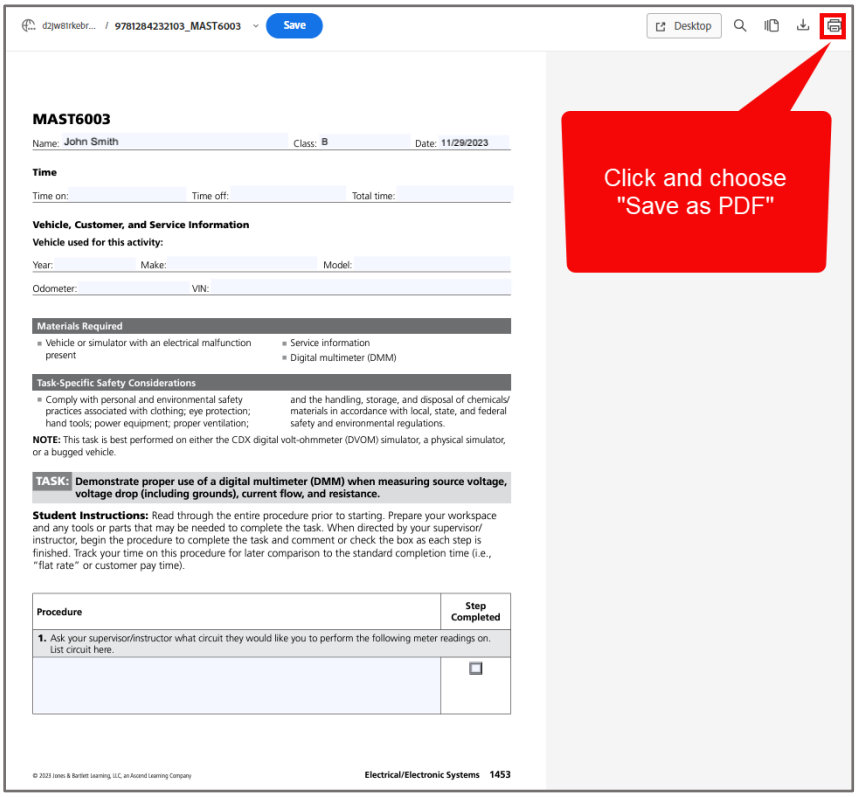
17. To complete a tasksheet assignment, begin by clicking on the **tasksheet**.

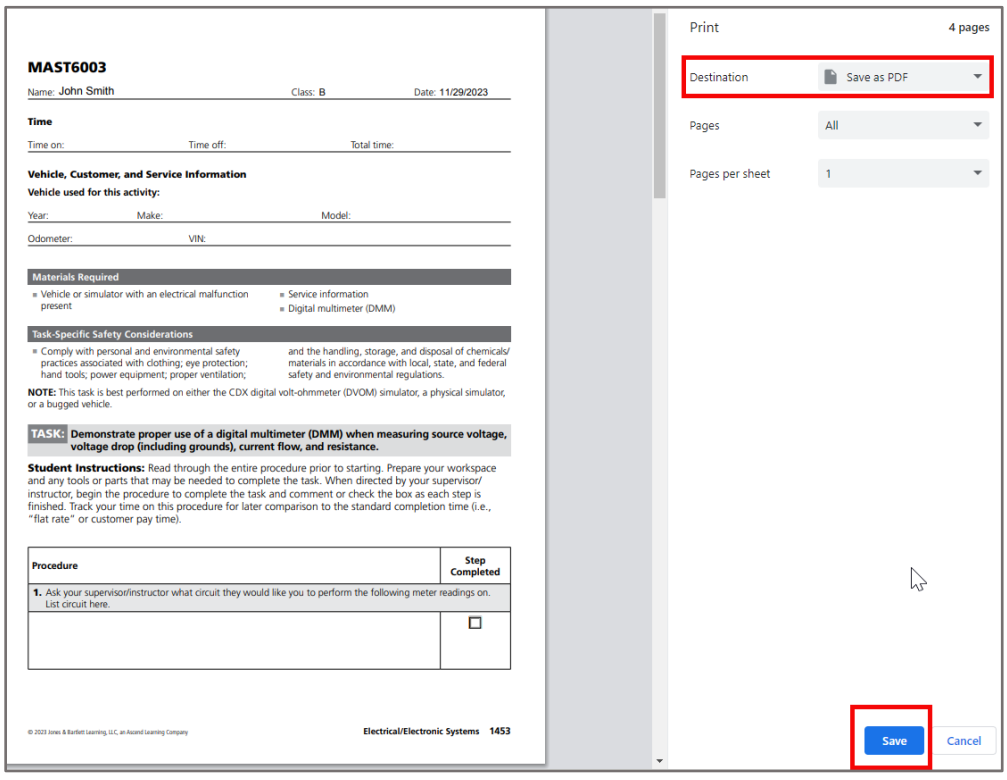


18. On the assignment page, click to download the PDF tasksheet required.



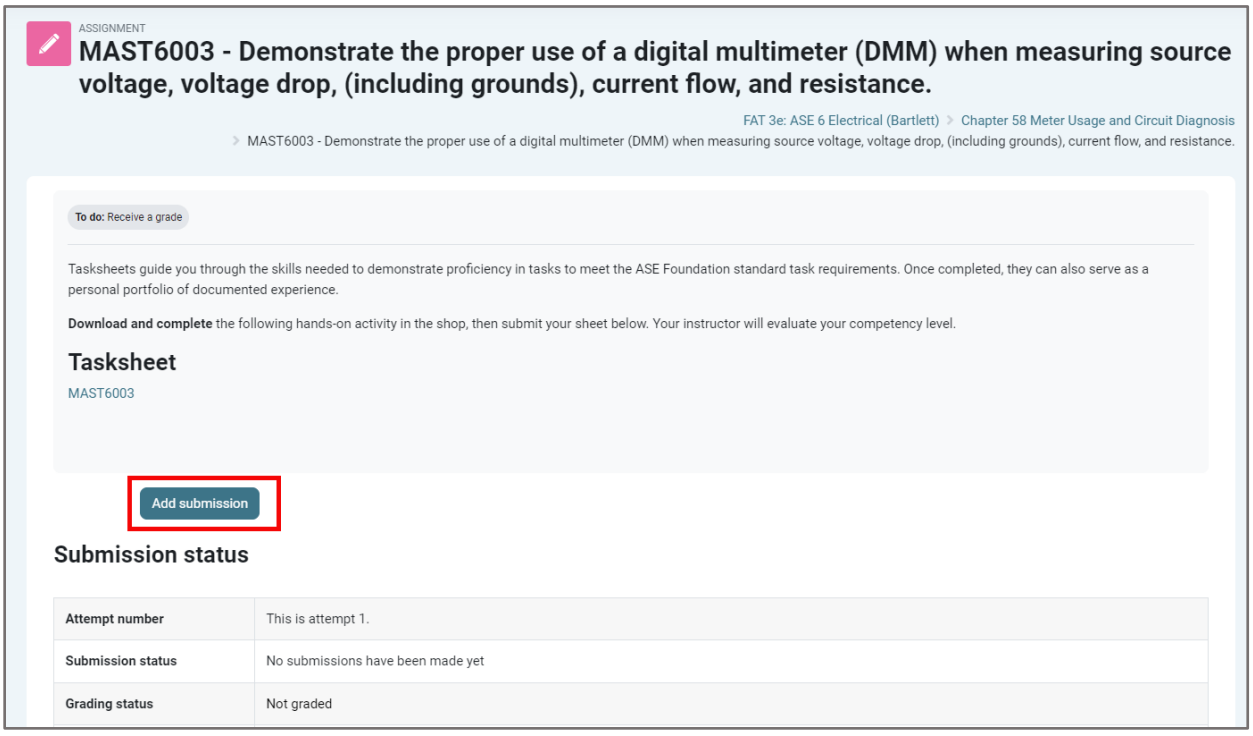
19. If you are using Chrome or Firefox as your web browser, you may edit the tasksheet PDF directly in the browser. Note, this experience and capability will vary between browsers. Chrome is used in this example. Once done, you can save your changes by clicking the **printer icon** and changing the destination to **Save as PDF**. Then click **Save**.

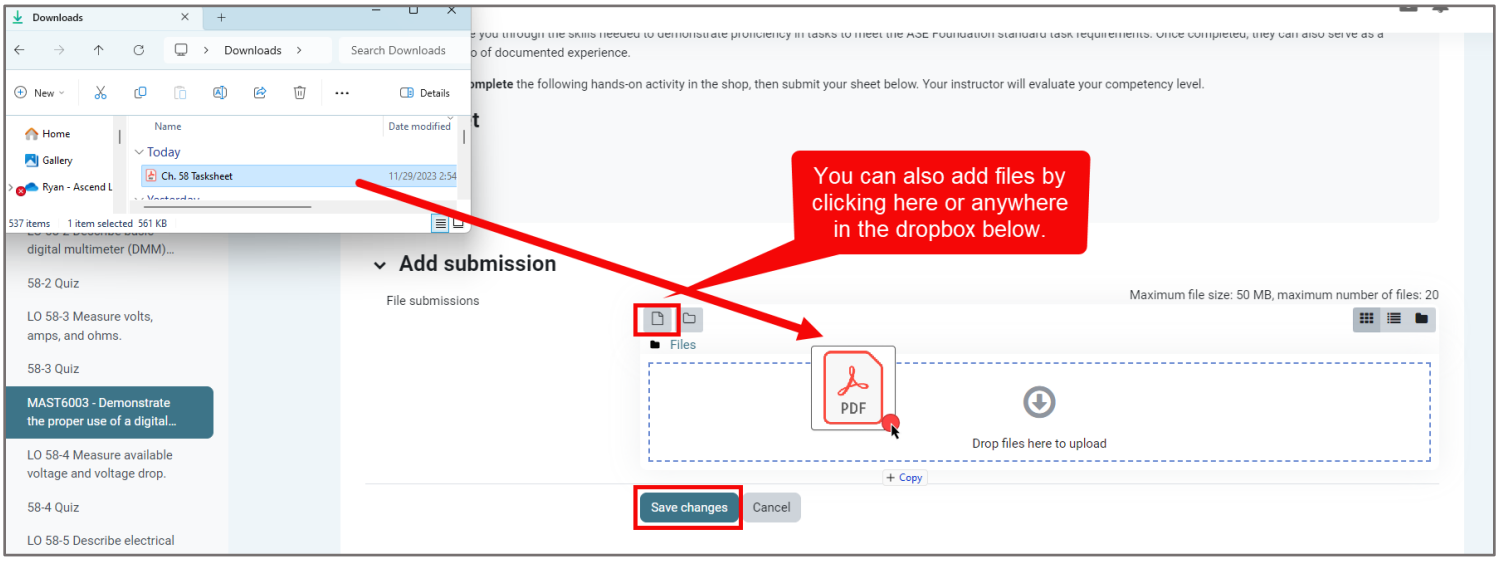




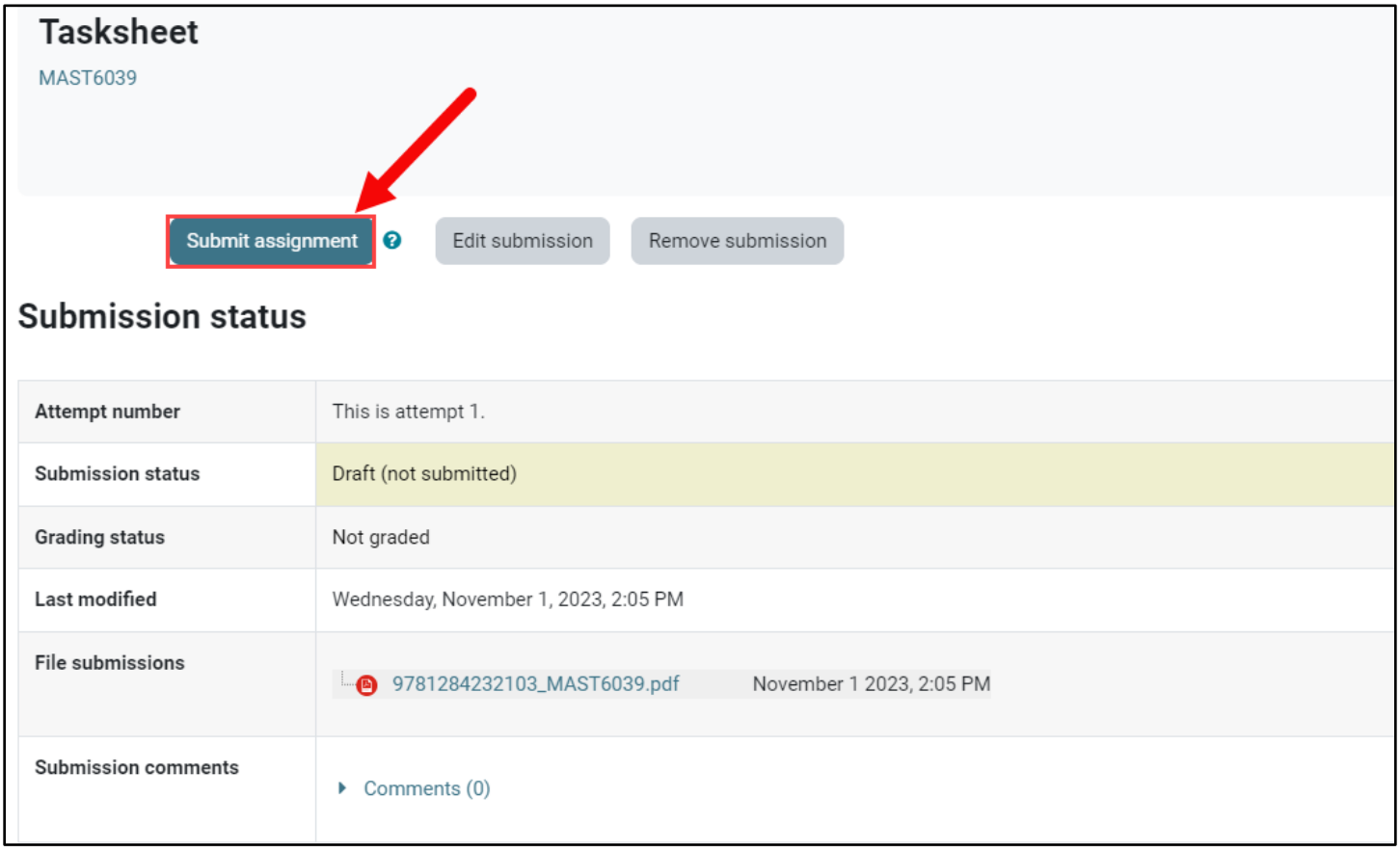
20. When ready, you can submit your tasksheet by clicking **Add submission** and then adding your tasksheet to the assignment dropbox. To add your assignment to the dropbox, you can:
    - Drag and drop the tasksheet from your folders/desktop directly into the **dropbox** (pictured below).
    - Click anywhere in the **You can drag and drop files here to add them box** and then click **Choose File** in the **Upload a file** tab.
    - Click the **file icon** right above Files to add a file similar to the method described above.

    Once you've added your file, click **Save changes**.

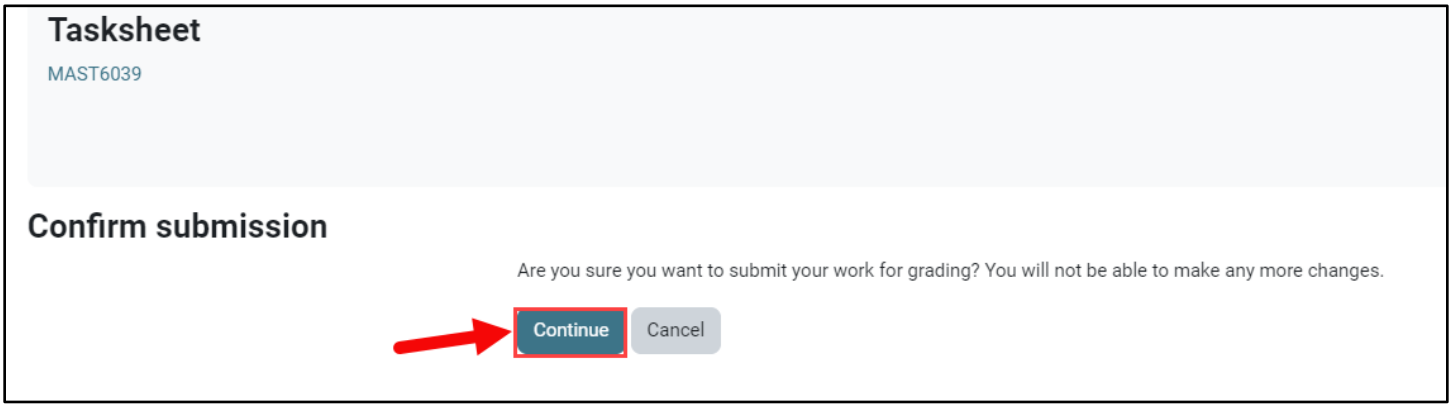




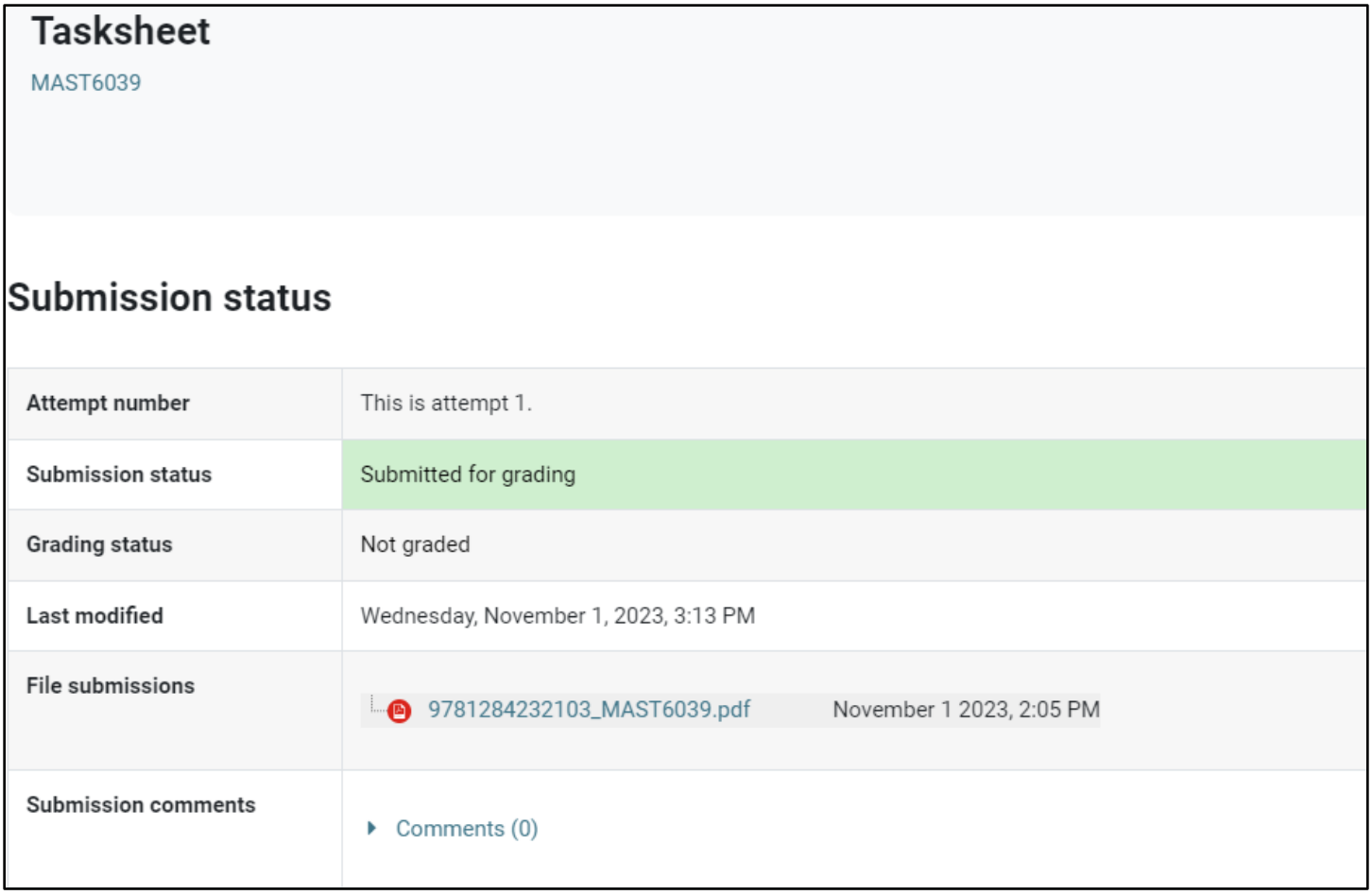
21. The page automatically refreshes, displaying the details of your submission status in a grid. Submission status reflects as “Draft (not submitted)” where you may use the **Edit or Remove submission buttons** as needed to make changes. When satisfied, click the **Submit assignment** button.



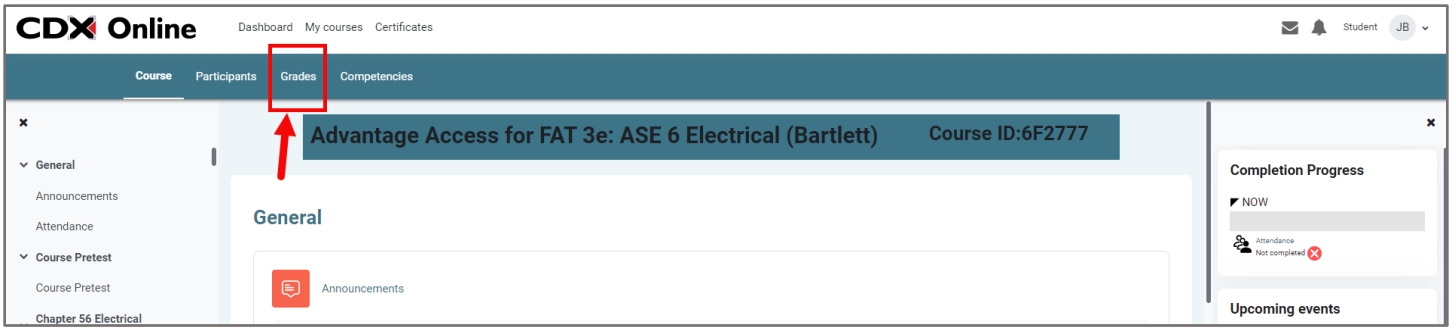
22. You are then taken to confirmation page where you must click **Continue** to finalize your submission.



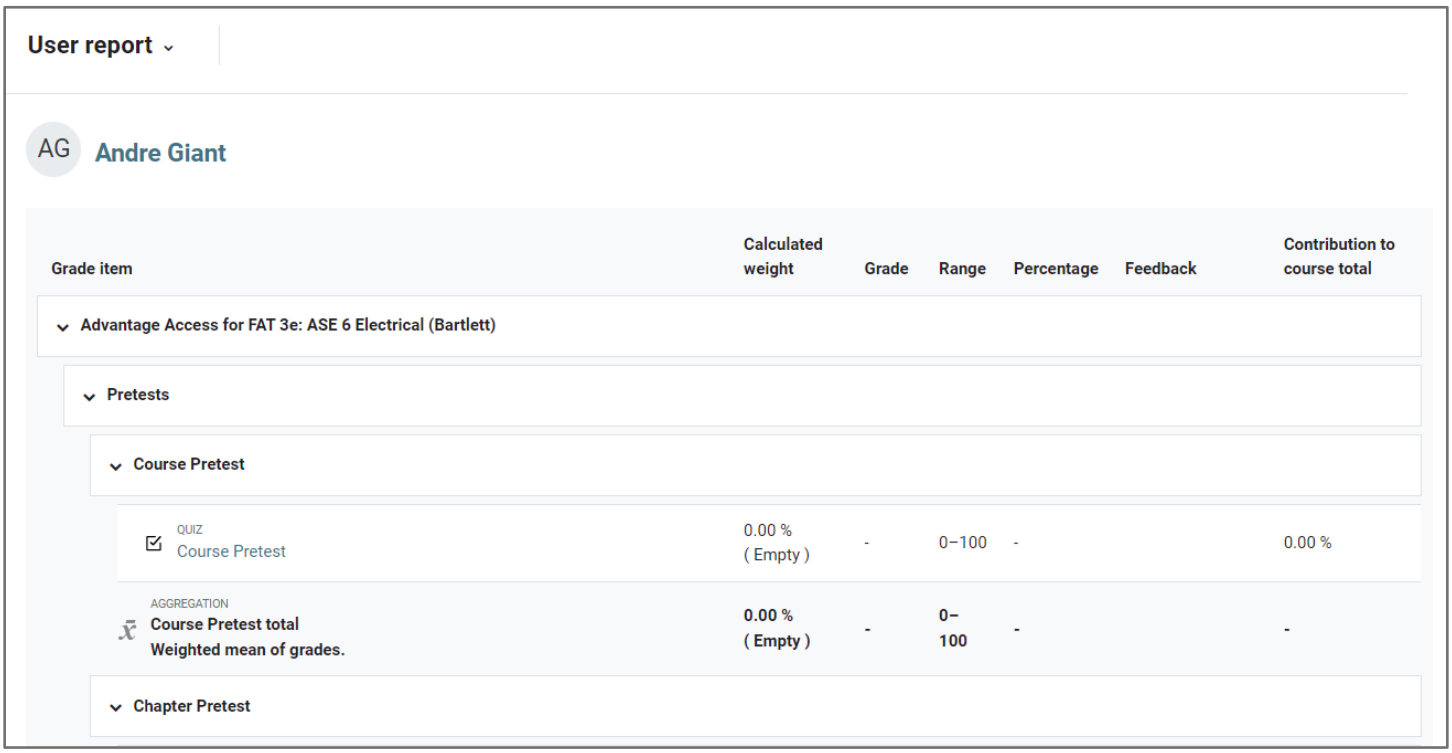
23. Upon clicking “Continue,” you are returned to the main assignment page where your **Submission status** will reflect as “Submitted for grading” for this assignment. You may return to other course pages and continue your work.



24. You may review and track your individual results at any time by navigating to your gradebook under **Grades**.



25. Here, you will find the **User Report**, which displays all your course work and scores.



26. You may also use the **Quiz Analytics** tool to retrieve a graphical analysis of your quiz results, which can be helpful in identifying areas of strength or weakness.