



Welcome to CDX Online!

This user guide will help get you started with the CDX Online courseware.

The guide contains important basics about accessing your ASE courses, enrolling your students, and managing their online coursework in the CDX platform.

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Where do I get started?

Recommended resources:

[Instructor Tutorial](#)

[Training Library](#)

By now you should have received an email from your CDX Sales Representative containing details on your course access. This email includes your login information, course names, and their Course IDs (a unique 6-digit alphanumeric code needed for student enrollment).

Navigate to www.cdxlearning.com in your browser and click the “Login and Get Started” button. Upon logging into your account, you will see your courses.

For security reasons, it is strongly recommended that you change your default account password by clicking **Account -> Login Credentials**.

Click on a course to open the Launch screen, then click the red “Launch” button on the following page.

How do my students enroll?

Recommended videos:

[How to redeem an access code in a new account](#)

[How to redeem an access code in an existing account](#)

Students will need to redeem their 10-digit access code to create a User Account on our website at www.cdxlearning.com. The access code is a digital key that is needed before students can enter their Course IDs. When you are ready for your students to enroll, you must share the Course ID with your students so they can enter it and gain access to the course.

This [instructional flyer](#) will help guide both new and returning students through the account creation and enrollment process. You can check to see which students have signed up for your class by clicking on the “Participants” link in the course navigation drawer to the left.

Please note: *You will not see the student as an active participant in the online course until they have launched the course from their account page.*

How do I organize multiple cohorts?

You have two options for managing multiple cohorts in the CDX courseware. While you can feel free to select the approach that works best for your program, we recommend the following solutions based on the institution you teach at.

High Schools

Recommended videos:

[How to create student groups](#)

As a secondary school program, you will likely be teaching multiple ASE courses concurrently with different graduating classes. You may find that using a one-to-one relationship of one course ID per student cohort will quickly snowball into a potential pool of 36 different course IDs to track and manage independently. Therefore, we recommend sticking to a full curriculum set of 9 course IDs and using the Group function in each course to organize and separate your cohorts.

Colleges

For college-level programs, we recommend using a one course ID per student cohort approach. This avoids having to manually group your students in each course and allows you to better manage the enrollment timing of each cohort. Using multiple course IDs for any one ASE course will also give you better flexibility in customizing assignments and course resources as needed for any individual cohort of students in their dedicated course.

At the end of the day, these are only our recommendations. We want you to use whichever option best suits your needs and teaching style.

How do I add other instructors to my CDX Online courses?

Recommended videos:

[How to add other instructors to my courses](#)

****Please note:** Each instructor must first enroll in the course as a student. To retrieve complimentary access codes for your staff, please contact support@cdxlearning.com. Once they are enrolled in the course as a student, the lead or primary instructor can follow the below instructions to promote their access to instructor level.

1. Log in to your CDX User Account at www.cdxlearning.com
2. Click on the "Learners" Tab


 Ian | [Log Out](#)
[LEARNERS](#)
[PRODUCTS](#)
[RECERT](#)
[ACCOUNT](#)

- You may then use the filter fields to help locate the user you want to promote to an instructor role in the course. Please note, if the contact is in multiple courses you will need to make sure you find the correct user and Course ID. If you want to promote the instructor in all of the courses in which they are enrolled, you will need to follow these steps for each Course ID.

By Date Redeemed <input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/> By Product <input type="button" value="v"/> By Course ID <input type="button" value="v"/> <input type="button" value="Clear Filters"/>			
Most recent shown first			
FIRST NAME ↓	LAST NAME ↓	PRODUCT ↓	COURSE ID ↓
Santi	Carzola	CDX FAT ONLINE 2017-4	2A78BA

- Click on the user you would like to promote in the applicable course ID. On the following page, click the option to “Promote Student to Instructor”

Santi Carzola
 scarzola@ascendlearning.com

SUBSCRIPTION DETAILS:

Product: **CDX FAT ONLINE 2017-4**

Course ID: **2A78BA**

Redemption Date: **10/03/2018**

Last Visit: -

PRODUCT ACTIONS:

Promote Student to Non-editing Instructor →

Promote Student to Instructor →

Unenroll Student →

GRADE

-

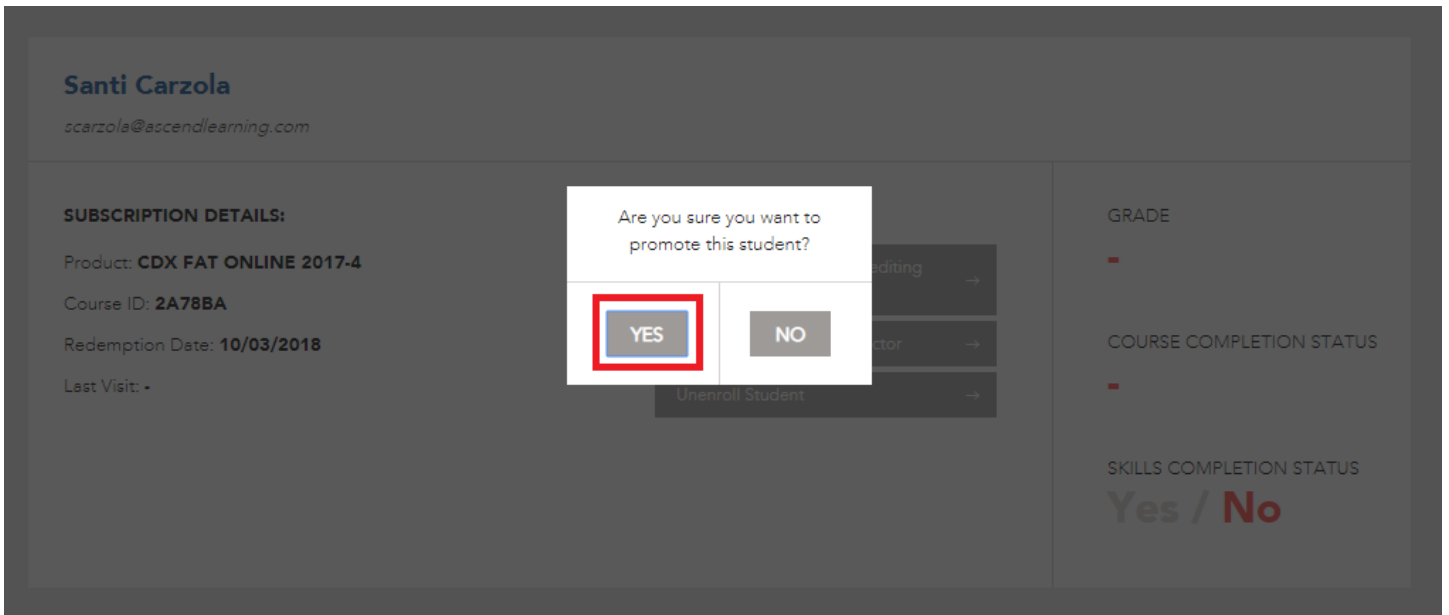
COURSE COMPLETION STATUS

-

SKILLS COMPLETION STATUS

Yes / No

- Click “Yes” to confirm that you want to change this user’s role to an instructor in the course.



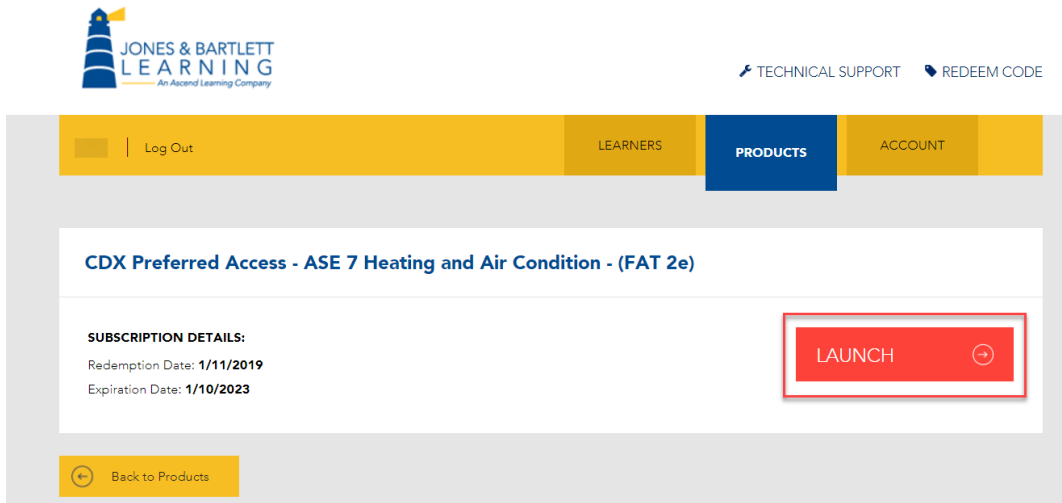
****Please note:** The promoted individual will show as an instructor in your course after launching the course from their account.

Basic course navigation

Recommended videos:

[Student Walkthrough](#)

Getting around the CDX course site is easy! Begin by clicking on and launching the ASE course you wish to open from your CDX user account.



JONES & BARTLETT LEARNING
An Aspen Learning Company

TECHNICAL SUPPORT REDEEM CODE

Log Out LEARNERS **PRODUCTS** ACCOUNT

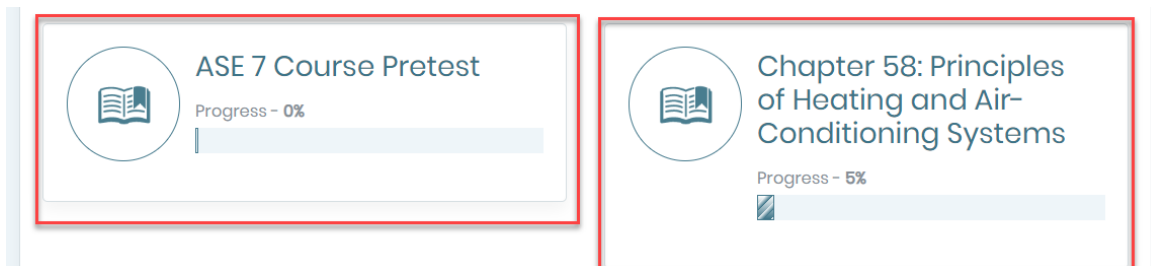
CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)

SUBSCRIPTION DETAILS:
Redemption Date: 1/11/2019
Expiration Date: 1/10/2023

LAUNCH

Back to Products

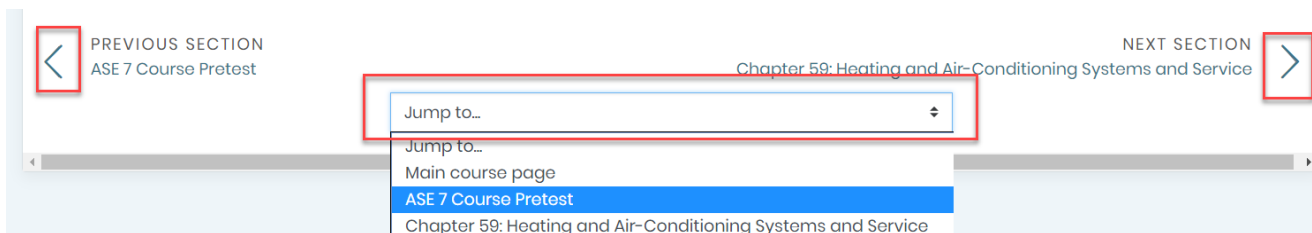
Launching any course will open a new tab in your browser and start you off on the course homepage. From there, you may click on any topic or titled box to view and access its contents on the following page.



ASE 7 Course Pretest
Progress - 0%

Chapter 58: Principles of Heating and Air-Conditioning Systems
Progress - 5%

At the bottom of any topic's content page, you can move to the previous or next sections using the arrow buttons or simply jump to another topic by selecting its name from the dropdown menu.



PREVIOUS SECTION
ASE 7 Course Pretest

Chapter 59: Heating and Air-Conditioning Systems and Service

NEXT SECTION

Jump to...

Jump to...

Main course page

ASE 7 Course Pretest

Chapter 59: Heating and Air-Conditioning Systems and Service

On the left-hand side of the page, you will find your course Navigation Drawer, which contains links to frequently-visited pages in the course such as your Participants, Grades, or Calendar. **Please Note:** The first option at the top of this menu will always bring you back to the course homepage.

CDX Online

Preferred ASE 7 - Heating and Air Conditioning - (A8D922 -)

Dashboard > Courses > FAT Online > Preferred ASE 7 - Main Course Page - (A8D922 -)

Announcements

ASE 7 Course Pretest
Progress - 0%

Chapter 58: Principles of Heating and Air-Conditioning Systems

COMPLETION PROGRESS

NOW

Overview of students

COURSE DEDICATION

Only for teachers:

Dedication tool

ASE P1

Finally, another option for easy course navigation is the breadcrumb trail.

At the top of any page, directly under the course title, is a list of links in sequential order. These may be used to go back or retrace your steps from any area of the course simply by clicking on any of the options.

CDX Online

Preferred ASE 7 - Heating and Air Conditioning - (A8D922 -)

Dashboard > Courses > FAT Online > Preferred ASE 7 - Main Course Page - (A8D922 -)

Announcements

ASE 7 Course Pretest
Progress - 0%

Chapter 58: Principles of Heating and Air-Conditioning Systems

COMPLETION PROGRESS

NOW

Overview of students

COURSE DEDICATION

Only for teachers:

Dedication tool

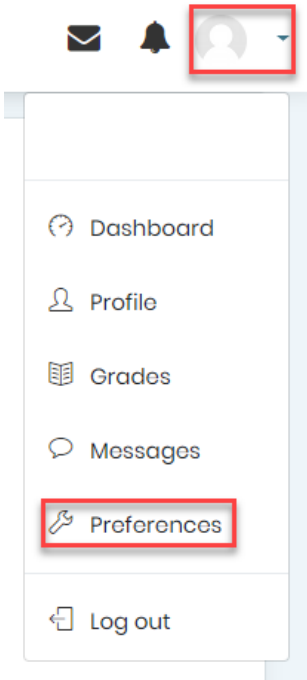
ASE P1

First step: Confirm your time zone

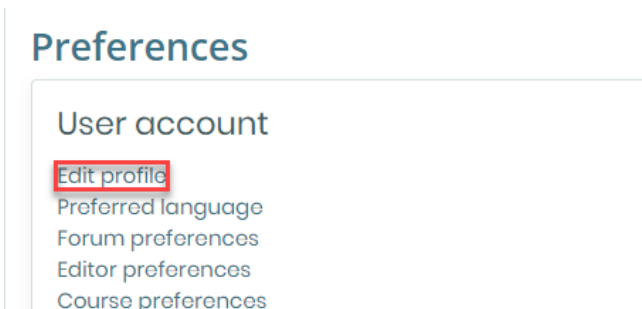
Recommended videos:

[Changing your time zone](#)

The course clock defaults to U.S. Eastern Standard Time. If you are in a different time zone, the first task you'll need to accomplish is to adjust the course clock so that it lines up with your local time. To do this, click on the profile button at the top right of the page and select "Preferences."



Then, click the “Edit profile” option under the User account section.





Find the “Timezone” setting on this page and select the time zone in which you are located. Then, click “Update profile” at the bottom of the page. **Please note:** *You must instruct your students to make the same change as the course time zone is assigned to each individual user.*

How do I control what my students see and do?

Recommended videos:

[Hiding course items from your students](#)

[Applying student access requirements](#)

To manage student access to the course content, you will rely on the course editing options. To make any changes to your course material, begin by clicking the actions button (gear icon)  at the top of any content page and click  Turn editing on

Once editing has been turned on, you'll notice editing options and tools are now available to make changes to the course content. If you want to keep your students from viewing or accessing any item, click the "Edit" menu to the right of the item and select "Hide."


Please Note: *You may hide any one individual item at a time or you may hide a whole topic/placard at one time which will automatically prevent students from seeing or accessing all content within the topic.*

Can I upload my own files?

Recommended videos:

[How to upload custom files into my courses](#)

Yes! When you have editing turned on, you may upload your custom content (PDFs, Word docs, PowerPoints etc.) by dragging the files from your desktop directly into the course in your browser.

Use the compass arrow  to the left of items to nest them wherever you need.

How do quizzes and tests work?

Recommended videos:


[How to manage quiz settings](#)

[How to modify quiz content](#)

[How to create a custom quiz](#)

Tests and quizzes have been prebuilt into each chapter for your convenience. You'll find pretests, quizzes, and comprehensive exams, all of which deliver random sets of questions for each student's attempt (*check the [Anatomy of Your Course](#) section below for more details*).

If you don't want your students to take a quiz, turn editing on and use the hide option to discount it.

To manage how your students take a quiz, such as applying due dates, time limits, or changing how many attempts they'll get, click on the quiz and select the gear icon  at the top right of the quiz page. Choose the "Edit Settings" option here to apply or tweak any aspect of how the quiz functions. **Note:** *You can use the bubble icons next to the setting to see more information about it.*

One section you're likely to tweak is the Review Options. This is where you can control what feedback students are able to see on their quiz results, such as the correct answer. Below is a screenshot of the Review Options section on the quiz settings page:

▼ Review options?

During the attempt

- ☒ The attempt ?
- ☐ Whether correct ?
- ☐ Marks ?
- ☐ Specific feedback ?
- ☐ General feedback ?
- ☐ Right answer ?
- ☐ Overall feedback ?

Immediately after the attempt

- ☒ The attempt
- ☒ Whether correct
- ☒ Marks
- ☒ Specific feedback
- ☒ General feedback
- ☐ Right answer
- ☒ Overall feedback

Later, while the quiz is still open

- ☒ The attempt
- ☒ Whether correct
- ☒ Marks
- ☒ Specific feedback
- ☒ General feedback
- ☐ Right answer
- ☒ Overall feedback

After the quiz is closed

- ☒ The attempt
- ☒ Whether correct
- ☒ Marks
- ☒ Specific feedback
- ☒ General feedback
- ☐ Right answer
- ☒ Overall feedback

****Please Note:** These default settings are uniform for every quiz in the course. This approach withholds the correct answers from student until you are ready for them to be revealed.

When you would like your students to be able to review the correct answers for questions they got wrong, check-off the "Right answer" boxes under each column and Save your changes.


What's the tasksheet situation?

Recommended videos:

[How to grade my students' tasksheets](#)

[How to track student tasksheet progress](#)

[How to adjust tasksheet assignment settings](#)

All ASE tasksheets in the course are programed as digital assignments underneath their associated learning objective within the chapters. Look for the pencil icon  to their left to identify them. Students will find a link in these assignments that they can use to download the tasksheet. **Note:** *When using Chrome as your browser, the tasksheet is fillable directly in the browser.*

When the sheet is completed, the student can Print-to-PDF to save the tasksheet to their computer. They can then drag and drop the completed PDF right into the assignment dropbox to submit their work online.

When you're ready to grade the submissions, open the tasksheet assignment and click "View all submissions." You can then work your way down the "File submissions" column to view each student's worksheet and type a grade into the grade field. Click "Save" to apply your changes. You may also provide students with qualitative feedback by scrolling to the right and using the field provided.


How do I know what my students are doing and when?


Recommended videos:

[How to view the gradebook](#)

[How to see how much time students are spending online](#)

[How to track student activity completion](#)

As your students complete quizzes and tasksheet assignments, you will receive automatic notifications by email or within the course itself in the bell button  at the top right of course page. **Please Note:** *You may click the bell icon and click 'Preferences' to adjust which notifications you want to receive and how.*

For a quick and convenient overview of the work your students have been doing we recommend using the Activity completion report. This can be accessed by clicking the actions button  at the top of the course page and selecting the "More..." option from the dropdown menu. This opens the Course Administration page where, under the "Reports" section, you'll want to click on the "Activity completion" option. This will display a report listing all course items tracked for completion and reveal each of your student's completion status against them.

First name / Surname	Email address	ASE 7 Course Pretest	Chapter 58 Pretest	FAT2K58001 - Describe the ...	Objective FAT2K58001 Quiz	FAT2K58002 - Explain the ...	Objective FAT2K58002 Quiz	FAT2K58003 - Explain the ...	Objective FAT2K58003 Quiz	FAT2K58011 - Explain the ...	Objective FAT2K58011 Quiz	FAT2K58014 - Explain the ...	Objective FAT2K58014 Quiz	Chapter 58 End of Chapter	Chapter 58 Test	Anatomy of a Car: Condenser
Santi Carzola	scarzola@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mesut Ozil	mozil@ascendlearning.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
default student	default@cdxlearning.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


<

First name


Surname


On the tracking tab to the right-hand side of the course front page you will also find tracking blocks which will display your individual completion statuses for all tasksheet assignments in the course.

ASE P1



Progress: 0%

 Tasksheet C824

Not completed 

Overview of students

Simply click on “Overview of Students” to view the activity completion bar for each student enrolled in your course. **Note:** While the progress color coding is intuitive, you may hover your mouse over any one item in the meter to view more details on its status. Clicking on any will bring you to that assignment.

Using the Gradebook

Recommended videos:

[How to view the gradebook](#)

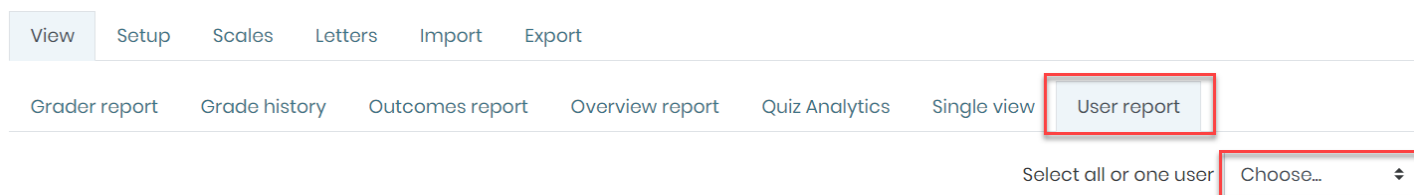
[How to export your gradebook to file](#)

[How to change the gradebook setup and aggregations](#)

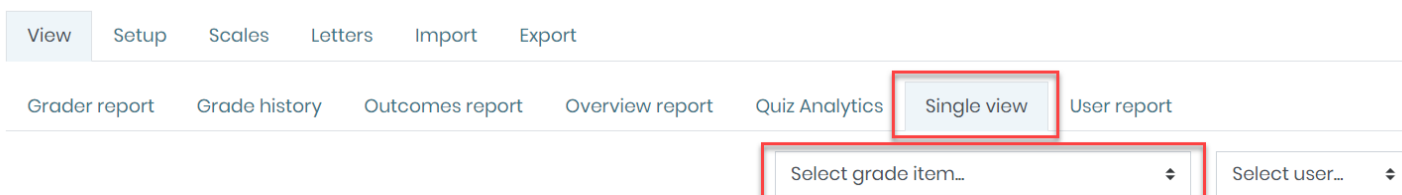
From your navigation drawer on the left side of the course front page, click the “Grades” button to open your gradebook. The gradebook, or Grader Report, may seem challenging to navigate at first but there are some quick tips and tricks that will make it easier for you.

Your gradebook displays student scores for all the courses gradable items in a grid format, student names stacked vertically on the left and gradable items across the top. For more convenient viewing, try the following:

- 1) To easily review an individual student’s scores, click the “User report” tab along the top right. Then, select any one student’s name from the dropdown at the top right of the page under “Select all or one user.”



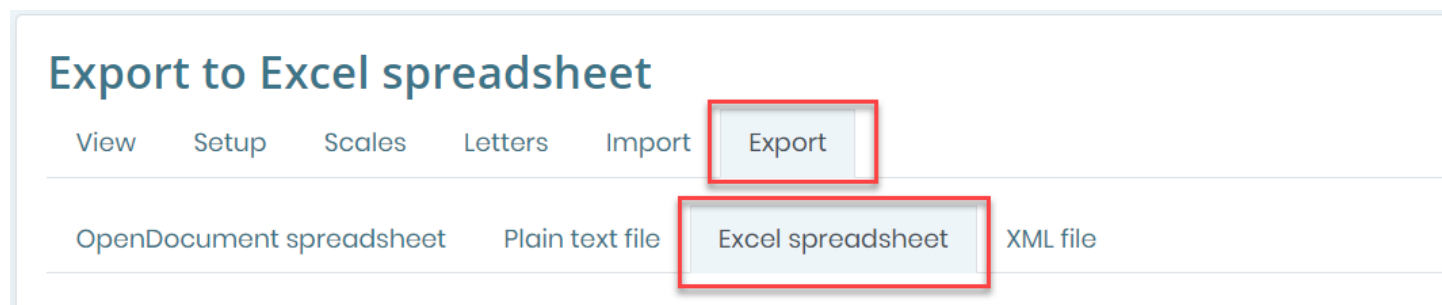
- 2) To view all student scores for one individual activity, click the “Single view” tab. Then, select any one gradable item from the dropdown menu at the top right of the page under “Select grade item.”



Note: You can use the Single view tab to override any student’s results. Click the Override checkbox to the right of any student’s score field to enter in a score of your choosing. Then, click Save to apply your changes. You may also select “Perform bulk insert” and use the provided field to enter in the same grade for all your students.

Exporting the gradebook to a file is also a helpful trick to review select student records easily or to transfer student online records to your own internal gradebook outside of the CDX Online platform. To perform a

grades export, find and click on the “Export” tab at top of the Grades page. Then, select the file format you wish to export in. **Note:** *Excel Spreadsheet is recommended for ease of use.*



By default, ALL graded items are included in the report. To narrow the results down to just what you need, scroll to the bottom of this page and select the “Select all/none” link to automatically deselect all items. Then you can work your way down the list and select only the items you would like to have included in your export file.

Please Note: *If you would your export to show all scores as a percentage, click “Export format options” at the bottom of the page and choose “Percentage” next to the “Grade export display types” setting.*

When satisfied with your selections, click “Download” to export the file.

Default Gradebook Setup

Each graded activity in the course is worth an automatic 100 points. All graded activities are organized into categories, each of which represent a graded component of the course gradebook's total.

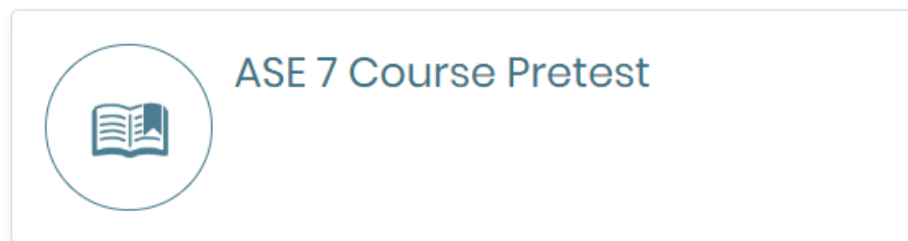
Please refer to the table below for a detailed breakdown of the gradebook default structure and weights. The grading setup can be customized at any time by an instructor.

ASE Course - Weighted Grading									
Aggregate of all subcategories - 100%									
Pretests		Tests and quizzes			Tasksheets/Labs			Employability Skills	End of Chapter Questions
0%		35%			50%			15%	0%
Course Pretest	Chapter Pretests	Chapter Tests	Objective Quizzes	Final Exam	P1	P2	P3		
50%	50%	25%	50%	25%	33%	33%	33%		
Includes only the Course Pretest	Includes all Chapter Pretests	Includes all Chapter Tests and Anatomy of a Car quizzes	Includes all Objective Quizzes	Includes only the Final Exam	Includes all NATEF P1 Tasksheet assignments	Includes all NATEF P2 Tasksheet assignments	Includes all NATEF P3 Tasksheet assignments	Includes all Employability Skills assignments	Includes all End of Chapter Questions Assessments

****Please Note:** If you need help customizing your gradebook, please refer to the "[How to customize the gradebook](#)" page on our Support Library or contact us for assistance.

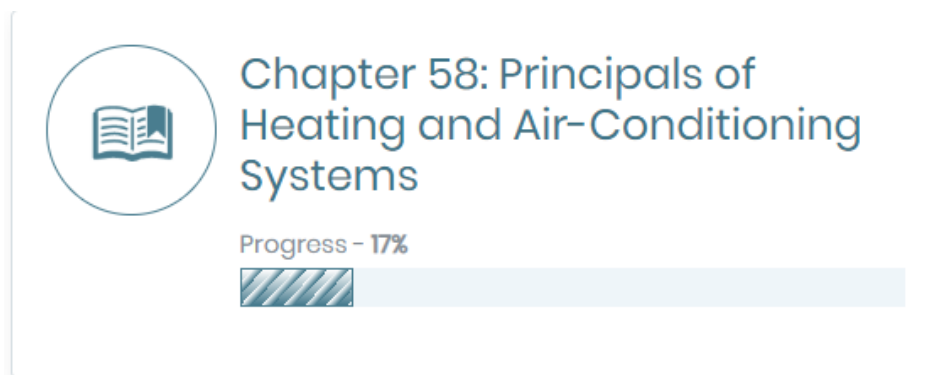
Anatomy of your CDX Online FAT 2e Course

For this example, we will be using a CDX Online Fundamentals of Automotive Technology 2e Course. Your course may differ in name and contents, however, the principals, navigation, settings, etc still apply!



Course Pretest: An optional 50 question (*number of questions may vary from course to course*) introductory assessment designed to evaluate your students' existing knowledge prior to them beginning the course curriculum. Students have 2 attempts by default and, while the highest of the scores will report to the gradebook for review, the reported grade will not impact your students' total course score.

CDX Online Chapters



Chapter pre-test: An optional 10-20 question assessment intended to evaluate your students' existing knowledge or be used in preparation for the chapter test. Students have 2 attempts by default and, while the highest of the scores will report to the gradebook for review, the grade will not impact your students' total course score.

S59003 – Repair compressor failure

Learning Objectives: A reading module presenting a chapter's Learning Objective. Students will find related media, such as animations and videos, embedded within the text. Students have options of adjusting text size, using a text-to-speech e-reader, taking notes or highlights, and saving bookmarks.

Objective FAT2S59002 Quiz

Objective Quiz: Each Learning Objective is followed by a quiz (*indented underneath it*) designed to assess your students' comprehension of the subject. The Objective Quizzes will be approximately 5 questions (*number of questions may vary*). Students have 2 attempts on each, the highest of which will be calculated in your students' total score by default.

Tasksheet C347 – Leak test A/C system; determine needed action

ASE Tasksheets: Learning Objectives that apply to practical evaluations will be followed by indented worksheets in the form of an assignment. Students may download the worksheet PDF, fill it out, and submit/upload the tasksheet to the assignment dropbox. Tasksheet submissions should then be manually graded by the instructor.

Chapter 58 End of Chapter Questions

End of Chapter Questions: 20 review questions taken from the end of chapter in the textbook and built into a ready-made assessment. Students have 2 attempts by default.

Chapter 58 Test

Chapter Test: An end-of-chapter test is available to evaluate your students' comprehensive knowledge of the chapter. Chapter Tests are approximately 20 questions in length. Students have 2 attempts, the highest of which will be calculated in your students' total score by default.

Anatomy of a Car Quiz – Condenser

Anatomy of car quiz (*only available in select chapters and courses*): A drag and drop image labeling exercise related to content presented throughout the chapter. These are ungraded exercises which students may attempt as many times as they would like by default.

Chapter 58 Resources

Chapter 58: Resources

Chapter resources: A general resource page including a Key Word review, a PowerPoint slide deck covering all content presented in the chapter, a lecture outline as a recommended lesson plan, and a downloadable or streaming audiobook of the chapter.

Chapter 58 Flashcard


Flashcards: A self-study tool based on key terms introduced in the chapter.

Chapter 58 Media Gallery

Media Gallery: A catalogue of all media resources supporting the chapter's Learning Objectives.

Diagnostic Scenarios

Depending on the courses you have (for example, Automotive vs Diesel courses), you may or may not have diagnostic scenarios.




Diagnostic Scenarios

Progress - 100%

Ungraded deductive reasoning exercises:

- Verify problem via symptoms
- Identify resolution
- Resolve

Course Final Exam



ASE 7 Course Final Exam


Progress - 0%



ASE 7 Course Final Exam

ASE Course: A 50 question (*number of questions may vary*) comprehensive exam to test student knowledge and competency. Students will only have one attempt on the Course Final Exam by default.

Tasksheets Master List



ASE Education Foundation Tasksheets Master List

ASE Tasksheet Master List: A reference guide to all course tasksheets used to evaluate practical skills required by ASE.

Employability Skills



Employability Skills

Progress - 0%

Employability Skills: Gradable criteria intended to evaluate student professionalism and job-readiness. These are programmed as assignments and, although your students will not submit any work for it, you may use these to quickly grade each of them on their employment-readiness based on your observations during the course.

Student Registration Made Easy

Recommended videos:

[First Day of Class](#)

[Student Walkthrough](#)

[Student Help Videos](#)

[Student Access Worksheets](#)

We understand that it can be challenging for instructors to manage student enrollment and Course IDs and for students to keep track of their CDX Account login information. To help make the enrollment and account access process a little easier, we've provided basic registration forms at the Student Access Worksheets link above which can be filled in and printed out for each student in your class.

You will need to enter in the Course IDs for the classes you are teaching so that your students have the information they need to enroll. Students may also write down the login credentials for their accounts to reference when needed. If passwords are ever forgotten or lost, all users may reset them by clicking the "[Forgot your password](#)" link on the login page.

Where can I find more help?

If you need further assistance, please reach out to our US-based Technical Support Team through the following channels:

Toll Free: **1-866-244-4CDX (4239)**

Monday - Friday 8:30a.m. to 8:00p.m. EST

Email: support@cdxlearning.com

Our online [Training Library](#) also contains dozens of targeted support videos and documentation and may be accessed at any time.

All CDX support information is also displayed within each course content page towards the bottom.

CDX Learning Systems™



Email: support@cdxlearning.com



Helpline: 1-866-244-4CDX (4239), M - F 8:30a.m. to 8:00p.m. EST



Training Library



CDX Blog

