

How Do I Add Instructors to My CDX Online 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 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



3. You may then use the filter fields to help locate the user you want to promote to an instructor role in the course.
4. **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.

The screenshot shows a table of users with filters. The filters include 'By Date Redeemed' (MM/DD/YYYY), 'By Product', and 'By Course ID'. A 'Clear Filters' button is also present. The table has columns for 'FIRST NAME', 'LAST NAME', 'PRODUCT', and 'COURSE ID'. A red box highlights the first row of the table, which contains the following data:

FIRST NAME ↓	LAST NAME ↓	PRODUCT ↓	COURSE ID ↓
Santi	Carzola	CDX FAT ONLINE 2017-4	2A78BA

5. 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”

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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

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

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SUBSCRIPTION DETAILS:
Product: **CDX FAT ONLINE 2017-4**
Course ID: **2A78BA**
Redemption Date: **10/03/2018**
Last Visit: -

Are you sure you want to promote this student?

YES **NO**

GRADE
-

COURSE COMPLETION STATUS
-

SKILLS COMPLETION STATUS
Yes / No

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