

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

Edit Existing Questions

Instructor Training Series

Topics covered in this tutorial:

- How to edit existing questions in your CDX courses.

Need further instruction?

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

Need support?

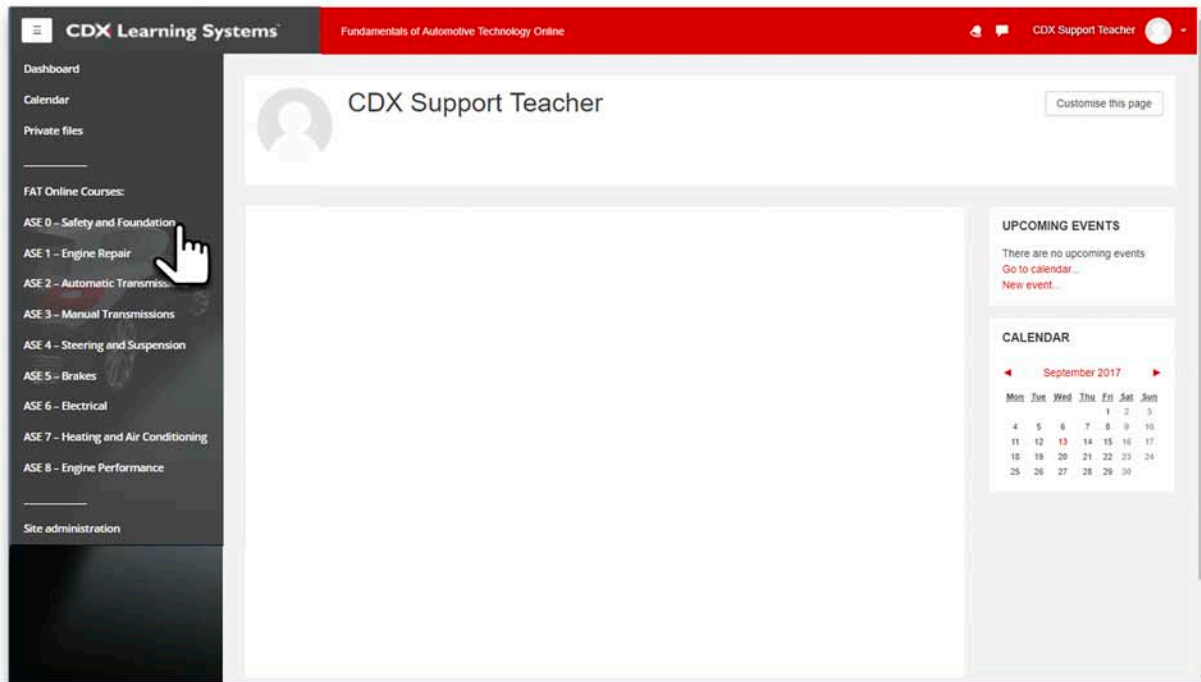
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

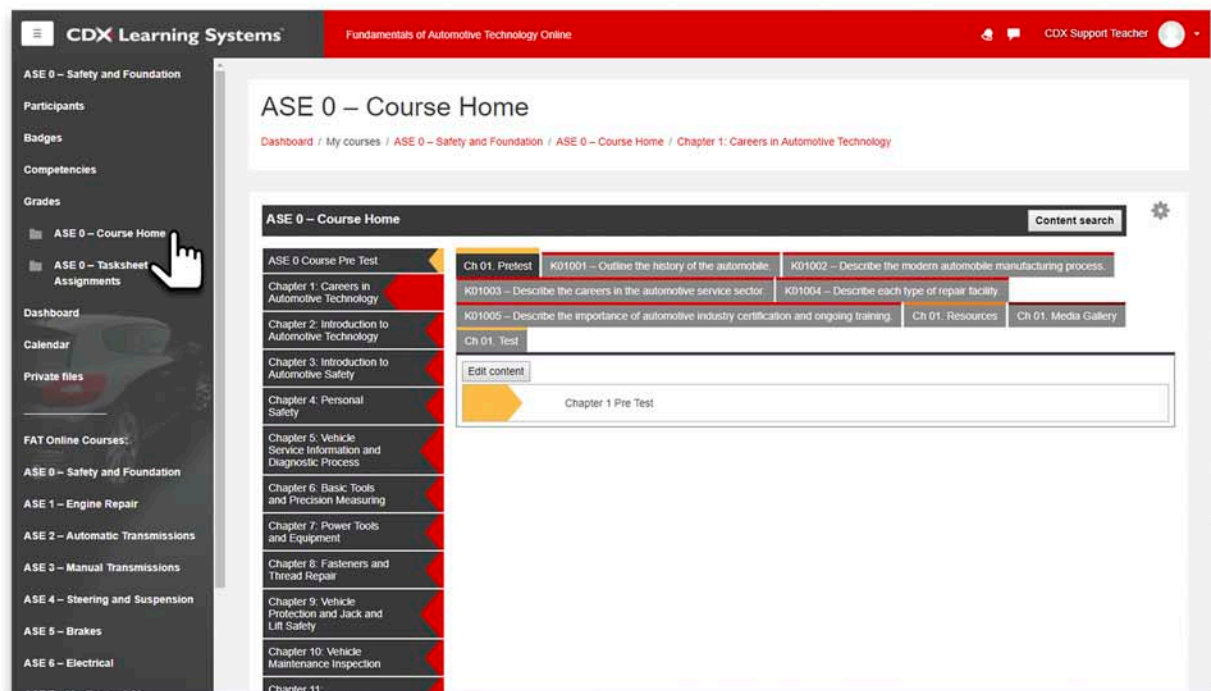
Phone: 1-844-273-7537

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

Then, click on the course you would like to edit questions for from the navigation on the left.



From that same navigation, click on the Course Home Option.



If you'd like to filter to questions specific to a Chapter or Knowledge Area, click on the Select a Category Dropdown menu¹, and select the Chapter or Knowledge area.

The screenshot shows the 'Question bank' interface. At the top, there are tabs for 'Questions', 'Categories', 'Import', and 'Export'. Below the tabs, there is a 'Select a category' dropdown menu set to 'ASE 0'. A hand cursor is pointing to this dropdown. Below the dropdown are several checkboxes for filtering options: 'Show question text in the question list', 'Search options', 'Also show questions from subcategories', and 'Also show old questions'. There is a 'Create a new question ...' button and a pagination bar with numbers 1 through 10 and '88'. Below this is a table of questions:

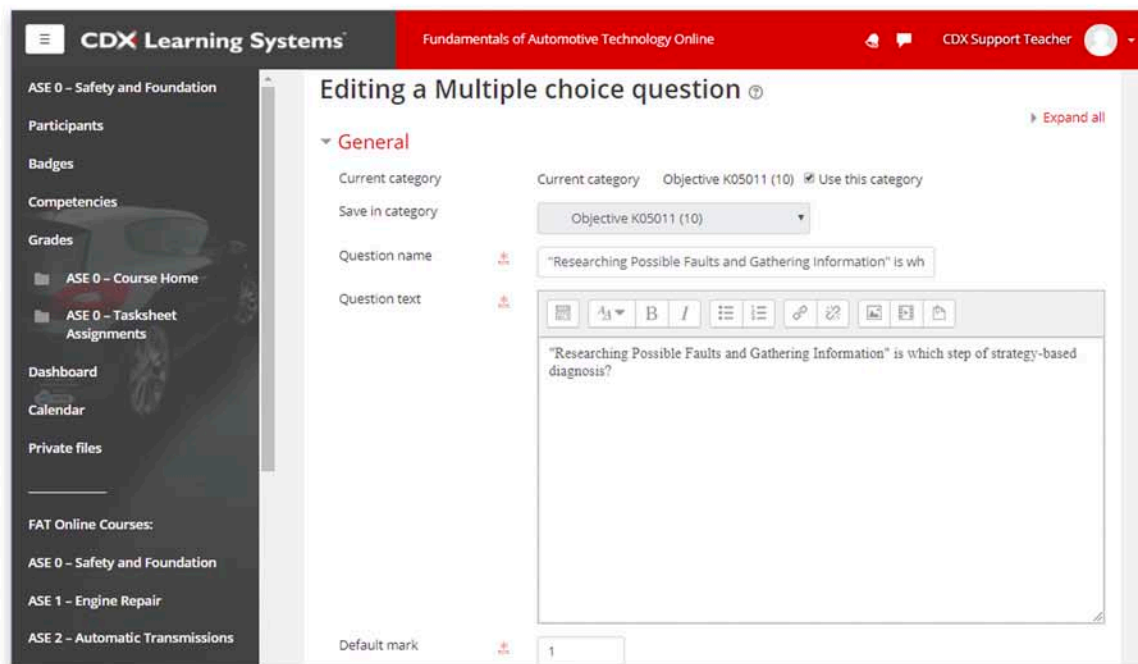
Question	Created by	Last modified by
	First name / Surname / Date	First name / Surname / Date
☐ "Researching Possible Faults and Gal	Admin User 14 June 2017, 8:14 PM	Admin User 14 June 2017, 8:14 PM
☐ "_____ " is the term used when e	Admin User 14 June 2017, 8:13 PM	Admin User 14 June 2017, 8:13 PM
☐ A brake technician typically visually li	Admin User 14 June 2017, 8:13 PM	Admin User 14 June 2017, 8:13 PM
☐ A brake technician typically visually li	Admin User 14 June 2017, 8:13 PM	Admin User 14 June 2017, 8:13 PM
☐ A business letter should include all o	Admin User 14 June 2017, 8:14 PM	Admin User 14 June 2017, 8:14 PM
☐ A business letter usually concludes v	Admin User 14 June 2017, 8:14 PM	Admin User 14 June 2017, 8:14 PM
☐ A cold chisel has a flat blade made o	Admin User 14 June 2017, 8:14 PM	Admin User 14 June 2017, 8:14 PM
☐ A coupe has _____ doors.	Admin User 14 June 2017, 8:13 PM	Admin User 14 June 2017, 8:13 PM
☐ A critical change in the procedure th	Admin User 14 June 2017, 8:14 PM	Admin User 14 June 2017, 8:14 PM
☐ A diagnosis is the conclusion a techn	Admin User 14 June 2017, 8:14 PM	Admin User 14 June 2017, 8:14 PM

To edit any questions, find that question in the list of questions, and click on the gear icon² next to it.

This screenshot is identical to the one above, but with a hand cursor pointing to the gear icon next to the question 'A brake technician typically visually li' in the table.

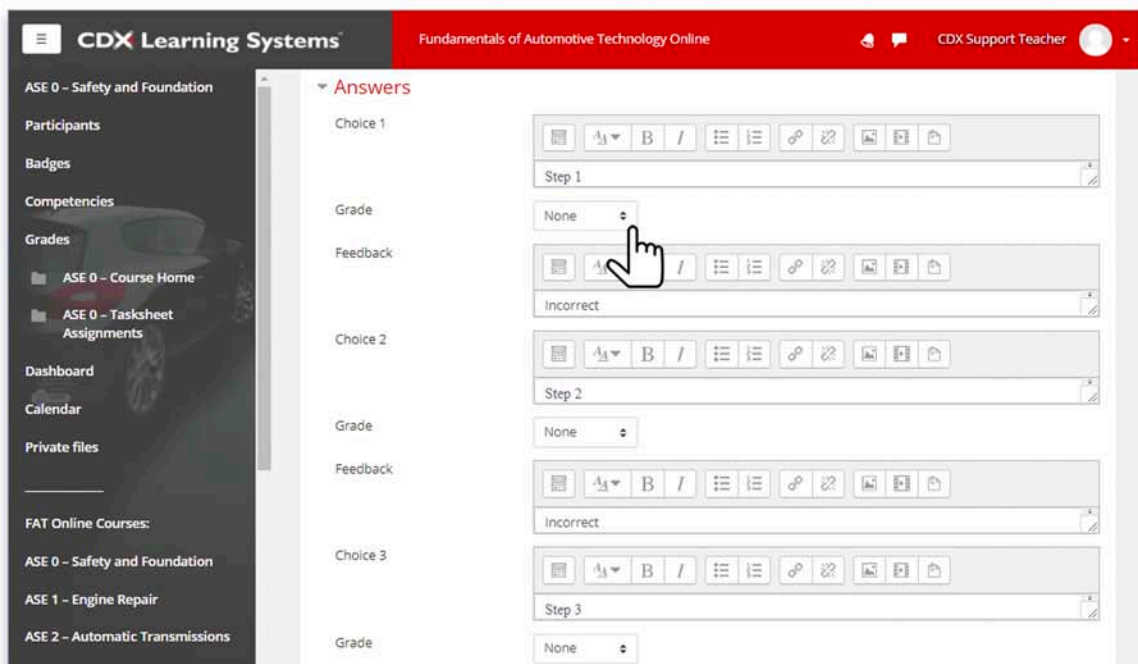
You will be brought to a page that lets you edit any aspect of the question.

You can change the wording of the question by editing the Question Text field¹.



And under the Answer section you can change the wording of any of the answer choices, as well as change which is the correct answer by finding the Grade drop down menu for that choice and setting it to 100%.

If you change the correct answer, you will also want to find the previously correct answer, and change its Grade value to 0%



Once you have changed any question settings you'd like to change, scroll to the bottom of the page and click on Save Changes.

Your changes will be saved and you will be brought back to the list of questions.

CDX Learning Systems

Fundamentals of Automotive Technology Online

CDX Support Teacher

Choice 4

Step 4

Grade: 100%

Feedback: Correct

Blanks for 3 more choices

- ▶ Combined feedback
- ▶ Multiple tries
- ▶ Tags
- ▶ Created / last saved

Save changes and continue editing Preview

Save changes Cancel

There are required fields in this form marked *