



FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

Creating Groups

Instructor Training Series

Topics covered in this tutorial:

- Creating groups in Fundamentals of Automotive Technology Online
- Adding users to groups

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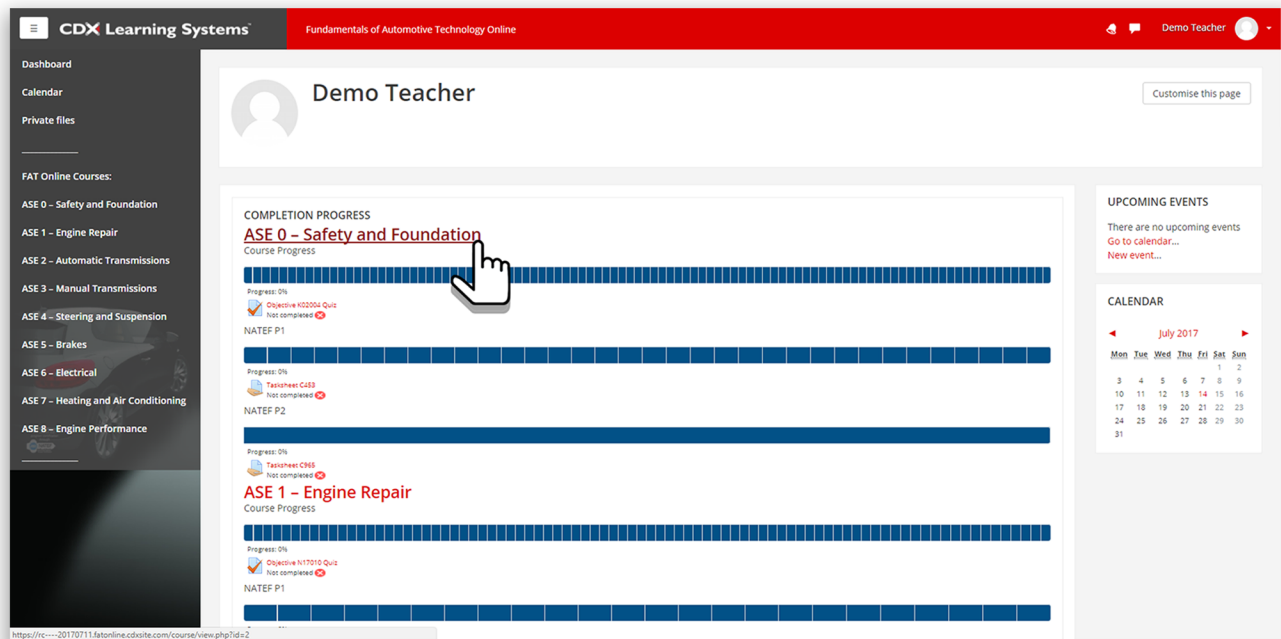
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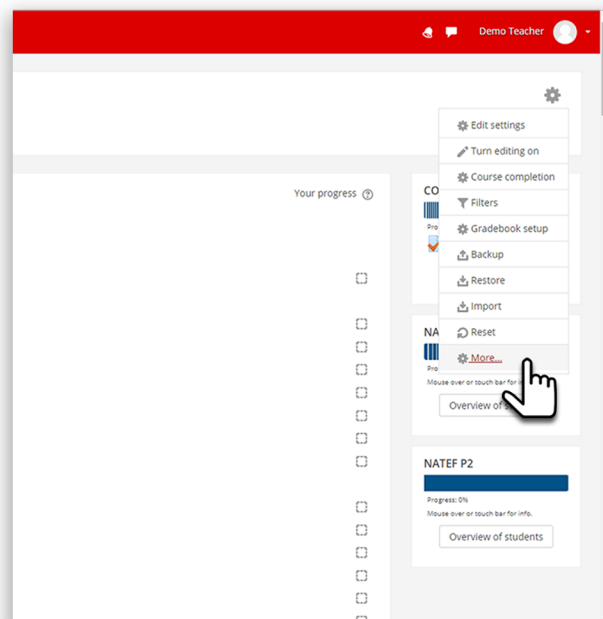
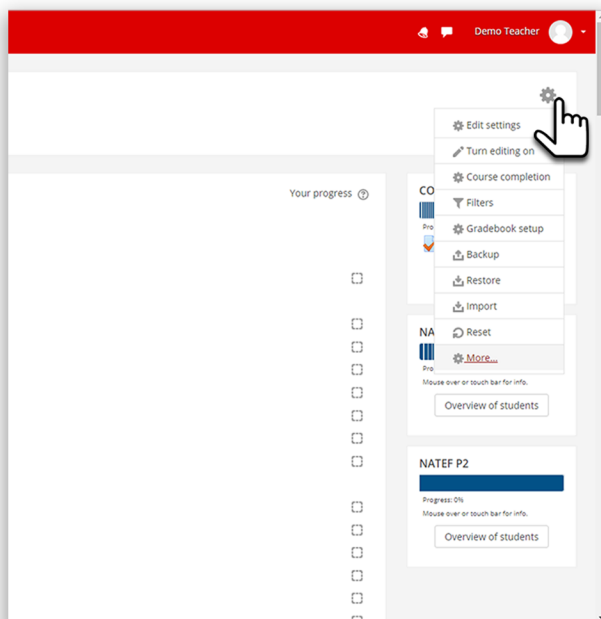
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Begin by clicking on the Course you would like to create the group in from the Course Overview list.



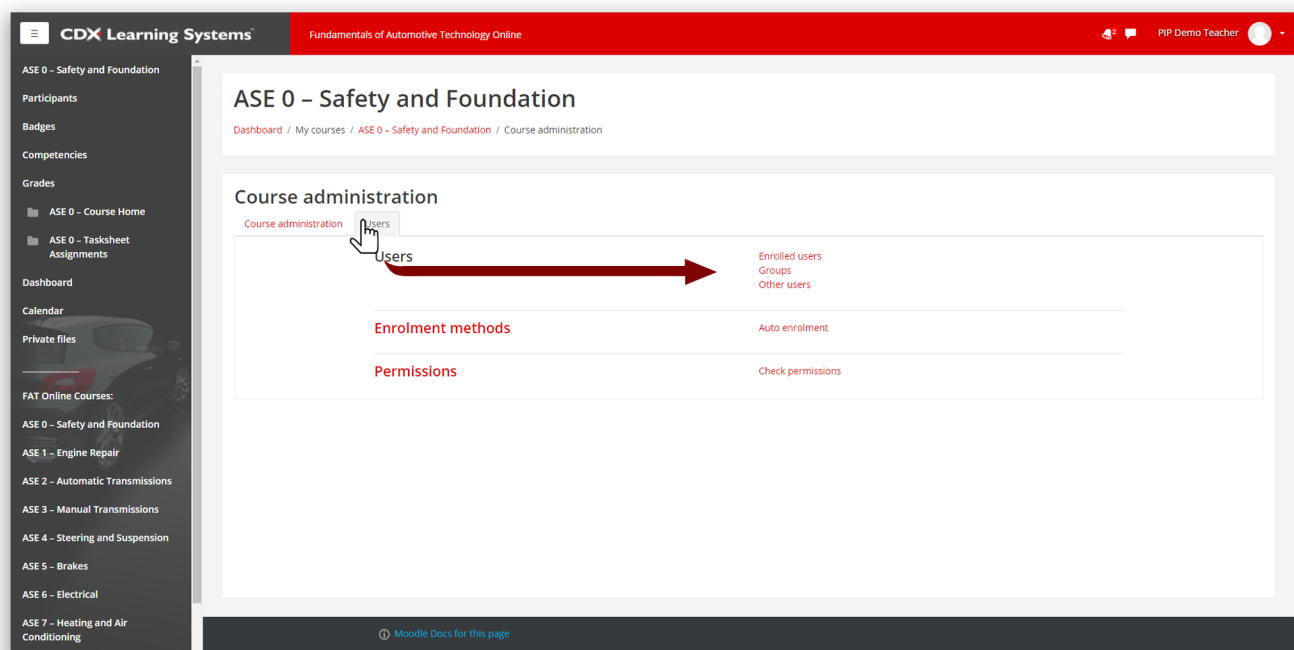
This will bring you to the Course Home page for that course.

Find and click on the **gear icon** at the top right of the page. From the drop-down menu that appears, click on the **More** option.



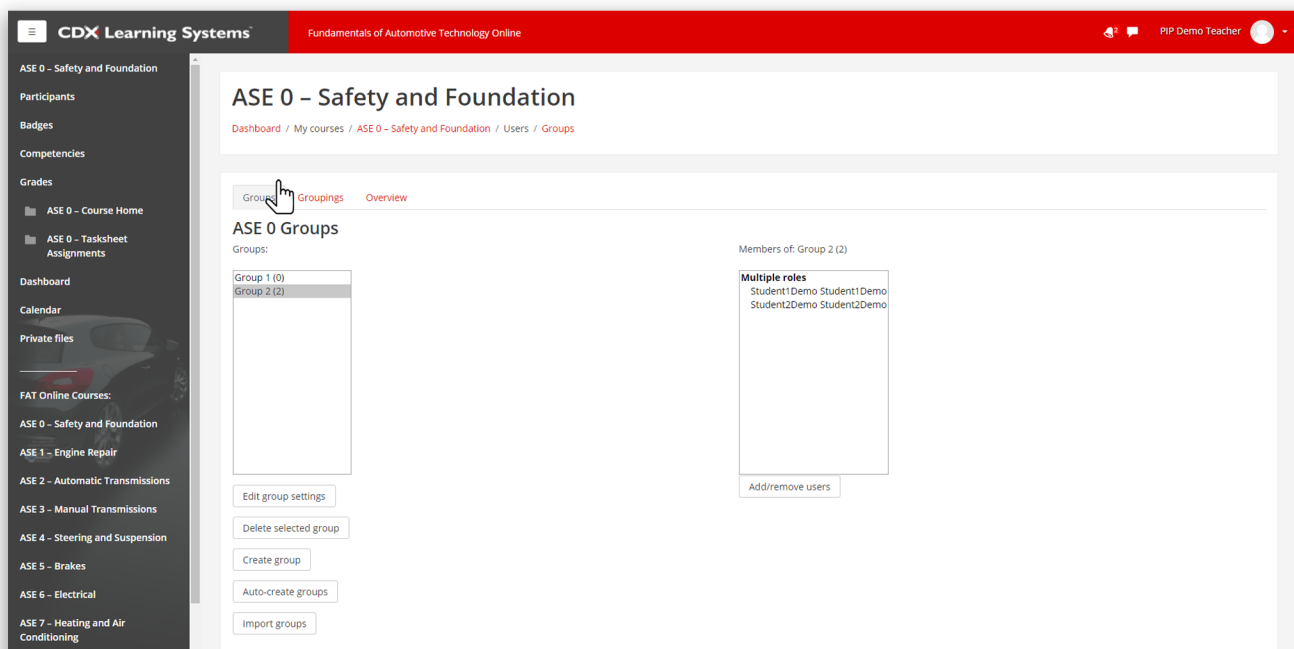
This will bring you to the Course Administration page.

Under Course Administration, find and click on the **Users Tab**.
Once in the **Users Tab**, click on the **Groups** option.

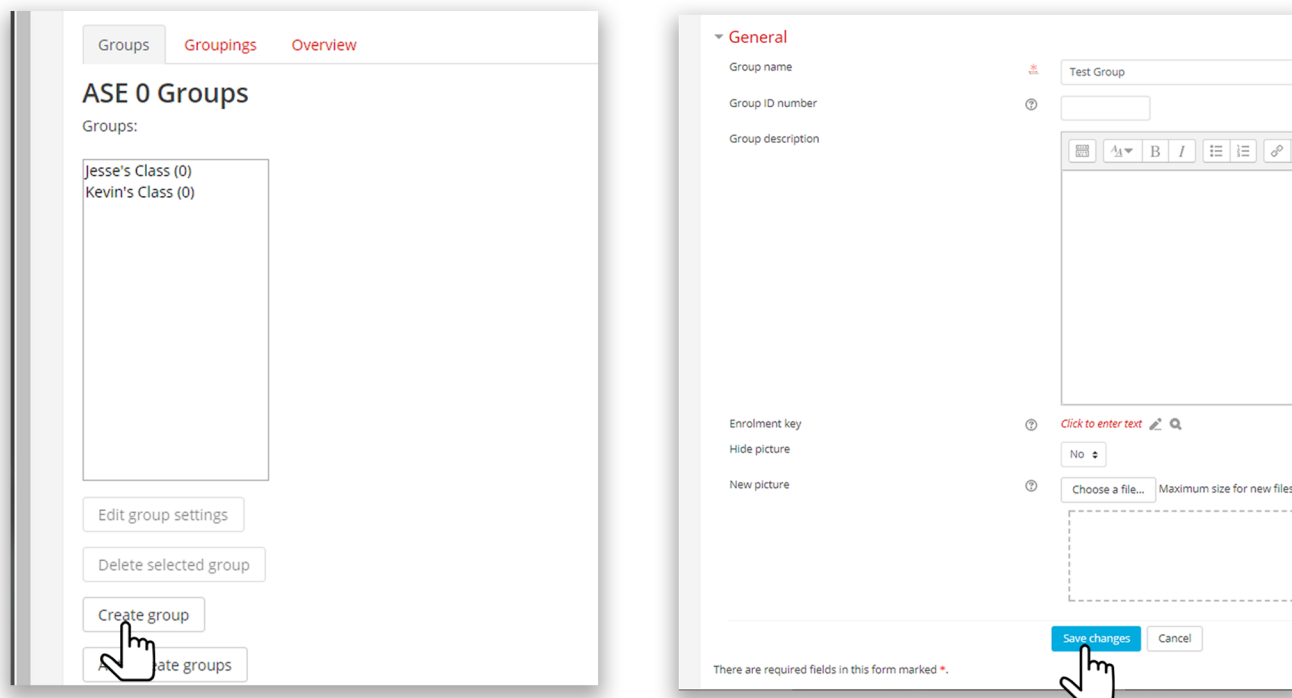


This will bring you to the Groups page where you can create and manage groups.

On the left side, you will find the **groups list**.
Clicking on a group will populate the “**Members Of**” Column with a list of all members of that group.

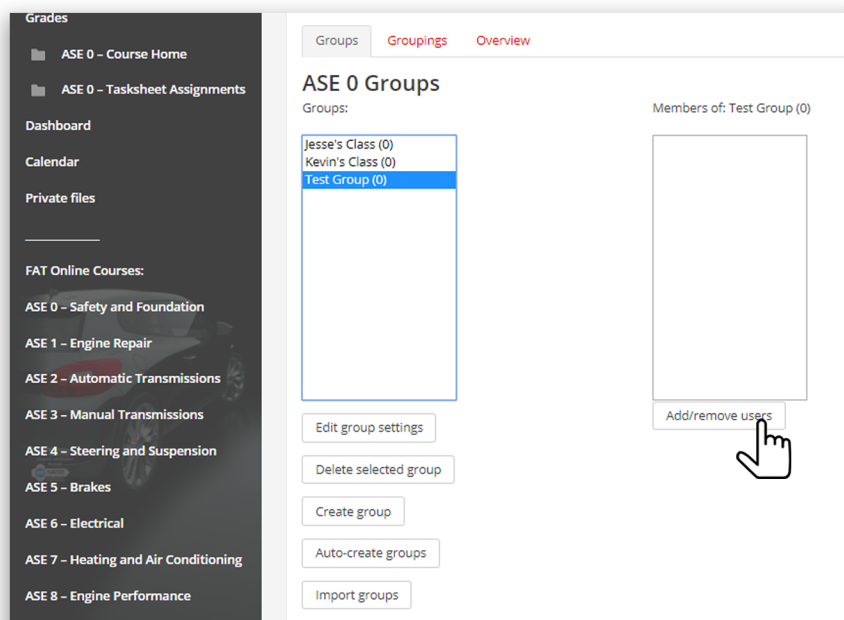


To create a group, find and click on the Create Group Button under the Groups column. Then, fill out the Group Name field and click the **save changes** button.

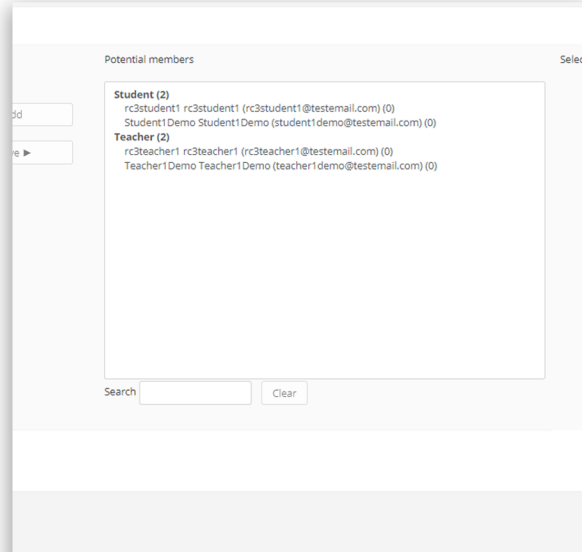
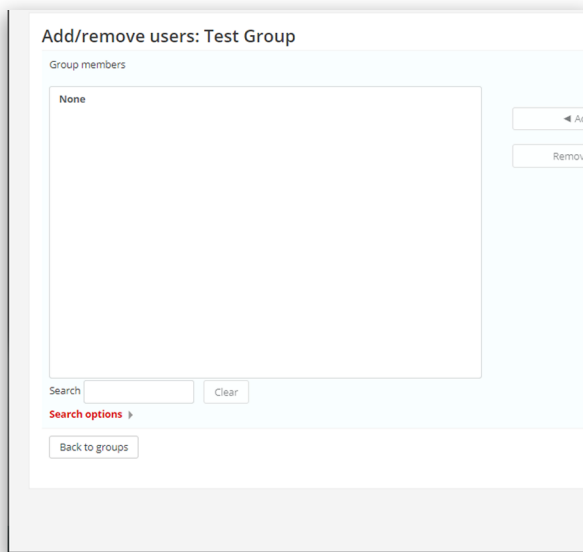


You will be brought back to the Groups page, and you will see that your new group has been added to the Groups list

To add students to your group, first click on the group in the Groups list. Then click on the **Add/remove** users button under the Members Of column.



On the Add/Remove Users page, you will find two columns:

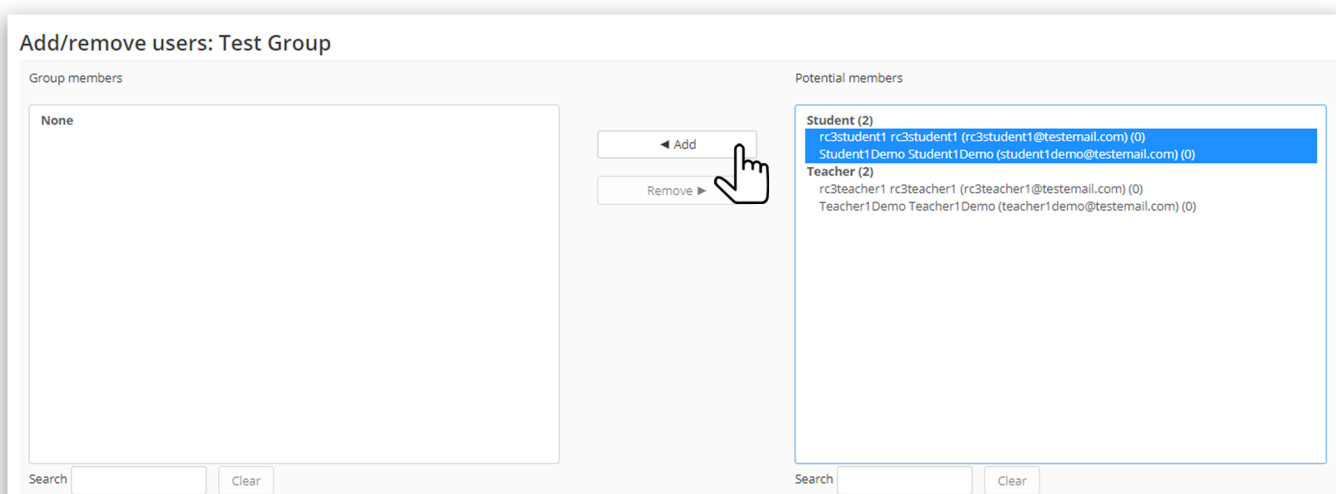


The **Group Members** column will show all students in the group, when creating a new group this column will initially be empty.

The **Potential Members** column will display with all users that are enrolled in the current course.

***if a student has an account but has not accessed the course yet, they will not display in this list.*

On the **Potential Members** column, select the students you would like to add to your group by clicking on them. By holding down the Control key on your keyboard while clicking, you can select multiple students at once. Then, click on the Add button in the center of the page.



Once you have clicked add, your group will be filled with the students you have selected.