Adding a Teacher or Assistant to your MLR2014 CDX Course

1. Navigate to your CDX Site and log in to your instructor account.

2. On the left side of the page. Find the box labeled Administration. Under the Administration box, click on the Users folder.

3. Then click on the Accounts folder.
4. Click on the Add a New User Button.

5. This will bring you to a form where you will put in the necessary information for adding an account. All required fields will have a red lettering with a red asterisk next to them.

6. The first necessary field is the Username field. Here you will fill out the username that the Teacher will enter when they log in.
7. The next field is the New Password Field. Here you will enter the password that the Teacher will use to log in.

8. If you check the box where it says Force Password Change, the next time that teacher logs in, it will bring them to a page where they are asked to change their password to whatever they would like it to be.
9. Then, fill in the First Name, Surname, Email Address, and City/Town fields.

10. Once you have filled in all those fields, scroll to the bottom of the page and click on the Update profile button to create the teacher’s account.

11. This will create their account with the username and password that you set for them and reload the page to a page that lists all user account in your CDX Site.
12. Although their account has been created, at this stage it will only have student level permissions. To give their account student permissions, start by find the administration box on the left side of the page.

13. Under the administration, Click on the Users folder to expand it.

14. Then click on the Permissions folder.
15. Then click on the Assign System Roles option.

16. This will bring you to the System Roles page. Click on the bolded CDX Teacher Link.

17. This will bring you to the page where you can give account Teacher permissions.
18. Find the teacher that you would like to give teacher permissions to in the list of Potential Users and click on their name to highlight them.

19. Then click the add button in the center of the page.
20. This will move their name to the list of Existing Users. Finally click the Assign Roles in System button at the bottom of the page to finalize the permissions setting. Their account will now have full teacher permissions.