

CDX User Manual

Adding a Single Student or Teacher Account

For All CDX 2013 Products
For Secondary Schools

JONES & BARTLETT LEARNING

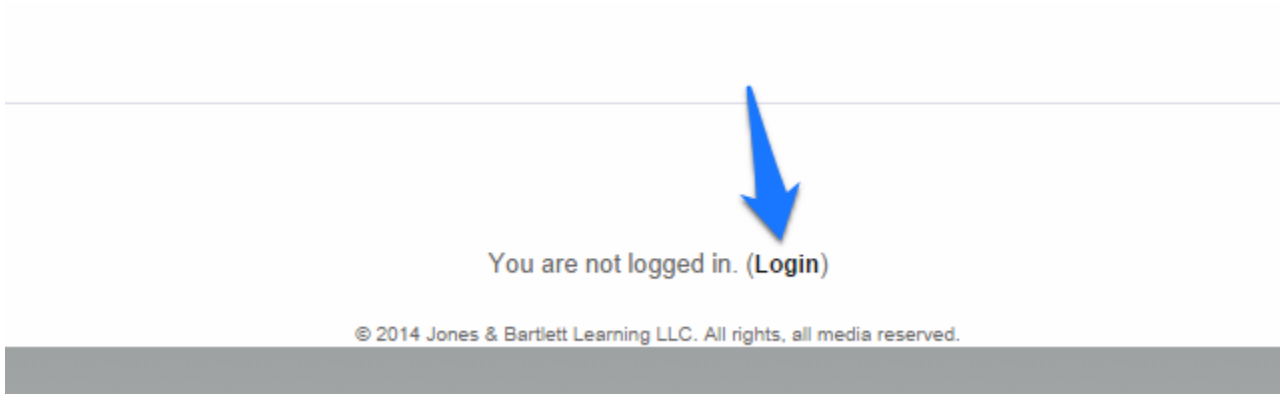
CDX  **Automotive**

www.cdxauto.com/TrainingLibrary

Note

THIS TUTORIAL COVERS THE PROCESS OF ADDING ONE STUDENT ACCOUNT AT A TIME. FOR INSTRUCTIONS ON HOW TO ENROLL LARGE NUMBERS OF STUDENTS WITH AN EXCEL SPREADSHEET, SEE OUR *BULK USER UPLOAD* TUTORIAL.

Log in with your *teacher* account that you were given.



You should see the *SITE ADMINISTRATION* block on the left-hand side of the page. If you don't, contact our support team. Click **Users >> Accounts >> Add a new user**.

SITE ADMINISTRATION

- Users
 - Accounts
 - Browse list of users
 - Bulk user actions
 - Add a new user
 - Upload users
 - Upload user pictures
 - Permissions
- Courses
- Grades
- Front Page
- Reports

My courses

CDX ASE 0 Foundation & Safety

- CDX Teacher: Amber Conti
- CDX Teacher: Karyn Fancher
- CDX Teacher: James Harrington
- CDX Teacher: Randy Haubner
- CDX Teacher: Magi Khoo
- CDX Teacher: Ken Miller
- CDX Teacher: Jesse Mitchell
- CDX Teacher: Jon Smith
- CDX Teacher: Tim Spurlock
- CDX Teacher: CDX Teacher
- CDX Teacher: Video Team
- CDX Teacher: Kirk VanGelder
- CDX Teacher: Ed Weaver

CDX ASE 1 Engine Repair

- CDX Teacher: Amber Conti
- CDX Teacher: Karyn Fancher
- CDX Teacher: James Harrington
- CDX Teacher: Randy Haubner
- CDX Teacher: Magi Khoo

Fill out the required fields marked in red. Usernames are case-sensitive and must be unique for each student. Passwords must be a minimum of 4 characters. If the user does not have an email address, use a fake address as shown in the example below.

General * [Show Advanced](#)

Username*

The password must have at least 4 characters

New password* Unmask

Force password change

First name*

Surname*

Email address*

Email display

Email activated

City/town*

Select a country*

Timezone

Preferred language

Description

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~

Path:


Scroll down to the bottom of the screen and click **Update profile**.

Picture of

Current picture None


Delete

New picture (Max size: 128MB) no file selected


 ?

Picture description

Interests

List of interests  ?

Optional

 *



There are required fields in this form marked*.

 Moodle Docs for this page

You are logged in as **CDX Supervisor** ([Logout](#))

You should see the new account at the bottom of your user list.

SITE ADMINISTRATION

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ADMIN BOOKMARKS

bookmark this page

6 Users

New filter

Full name 

[Add filter](#) [* Show Advanced](#)

[Add a new user](#)

First name / Surname	Email address	City/town	Country	Last access	
Admin User	support@cdxauto.com	Phoenix	United States	39 days 17 hours	Delete
CDX Supervisor	supervisor@cdx.com	Boston	United States	1 sec	Edit
CDX Teacher	cdxteacher@cdxauto.com	Burlington	United States	49 days 20 hours	Edit Delete
CDX Admin	support@cdxauto.com	Boston	United States	6 mins 11 secs	Edit Delete
Teacher Account	jberkompas@cdxauto.com	Portland	United States	Never	Edit Delete
Test Student	cdxstudent1@cdx.com	Portland	United States	Never	Edit Delete

[Add a new user](#)

 [Moodle Docs for this page](#)

You are logged in as **CDX Supervisor** ([Logout](#))

Now you need to enroll the new user as a student. Click **Assign System Roles**.

The screenshot shows a web application interface. On the left is a navigation menu titled "SITE ADMINISTRATION" with a sub-menu "Users" containing "Accounts" and "Permissions". The "Permissions" sub-menu includes "Assign system roles", which is highlighted by a blue arrow. To the right of the menu is a table with two columns: "First name / Surname" and "Email address". The table contains three rows: "Denise Test" with email "denisepellegrino@me.co", "Test User" with email "a916178@trbvm.com", and "Test User" with email "testuser@example.com". Above the table is an "Active filters" section.

First name / Surname	Email address
Denise Test	denisepellegrino@me.co
Test User	a916178@trbvm.com
Test User	testuser@example.com

Click on the **Student** or **CDX Teacher** role.

Locally assigned roles

Assign roles in Course: CDX Light Vehicle

Roles	Description	Users
CDX Teacher	Teachers can do anything within a course, including changing the activities and grading students.	0
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	0



[Click here to enter your course](#)

Click on your user's name (or control-click to select multiple names), and then click **Add** to move the user from the *Potential Users* column to the *Existing Users* column.
Make sure to never enroll the teacher accounts as a student.

Assign roles in Course: CDX Light Vehicle ?

Role to assign **Student**

Enrolment duration **Unlimited** Starting from **Today (9 October 2012)**

0 existing users

6 potential users

Teacher Account, jberkompas@cdxauto.com
CDX Admin, support@cdxauto.com
Test Student, cdxstudent1@cdx.com
CDX Supervisor, supervisor@cdx.com
CDX Teacher, cdxteacher@cdxauto.com
Admin User, support@cdxauto.com

?

◀ Add
Remove ▶

Search

You have now added and enrolled your student or teacher into your site!

Additional help and tutorials can be found at:

<http://cdxauto.com/support>