

# CDX User Manual

## Adding a Single Student or Teacher Account

CDX Medium-Heavy  
For Secondary Schools

JONES & BARTLETT LEARNING

**CDX** **Automotive**

[www.cdxauto.com/TrainingLibrary](http://www.cdxauto.com/TrainingLibrary)

## Note

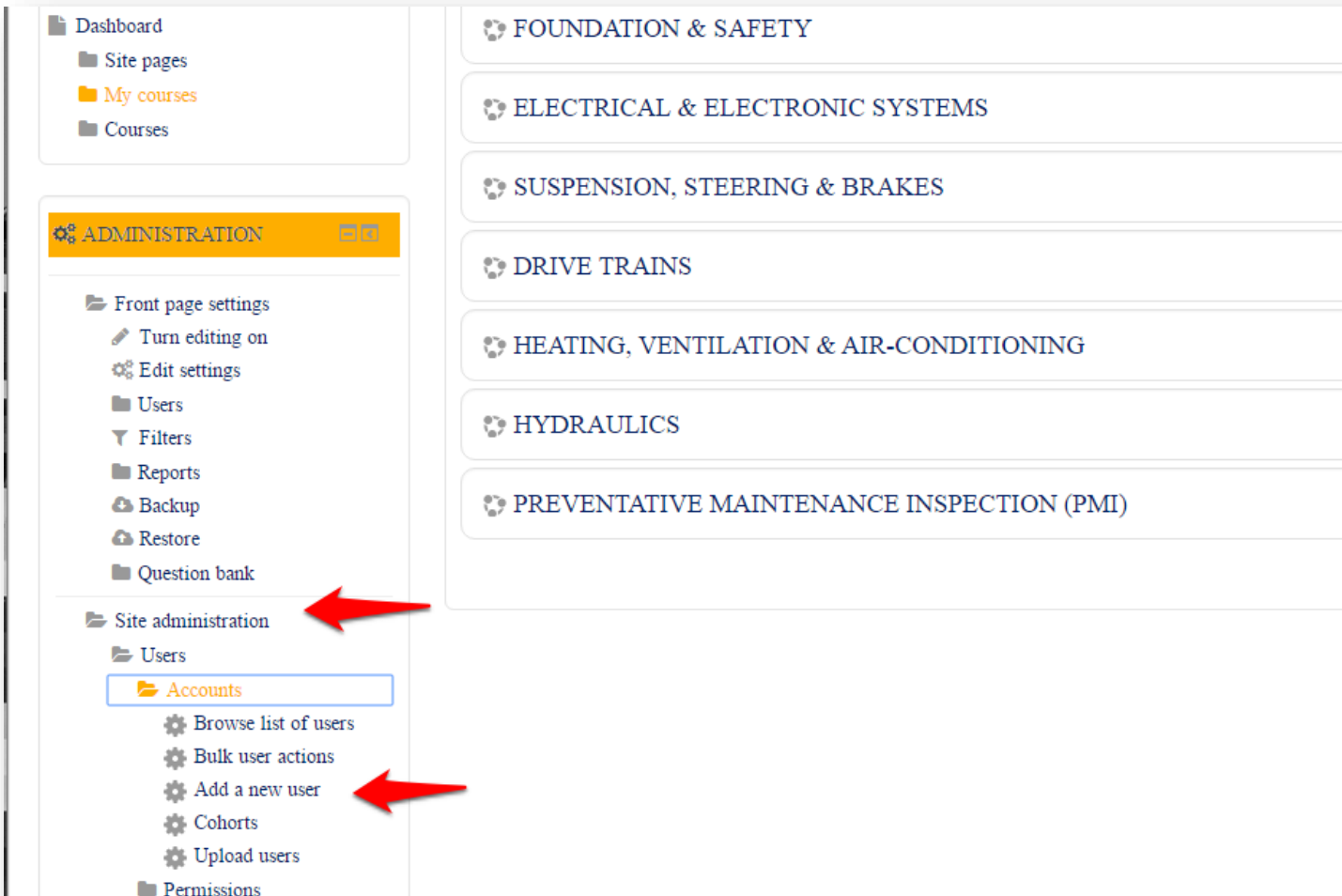
**THIS TUTORIAL COVERS THE PROCESS OF ADDING ONE STUDENT ACCOUNT AT A TIME. FOR INSTRUCTIONS ON HOW TO ENROLL LARGE NUMBERS OF STUDENTS WITH AN EXCEL SPREADSHEET, SEE OUR *BULK USER UPLOAD* TUTORIAL.**

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

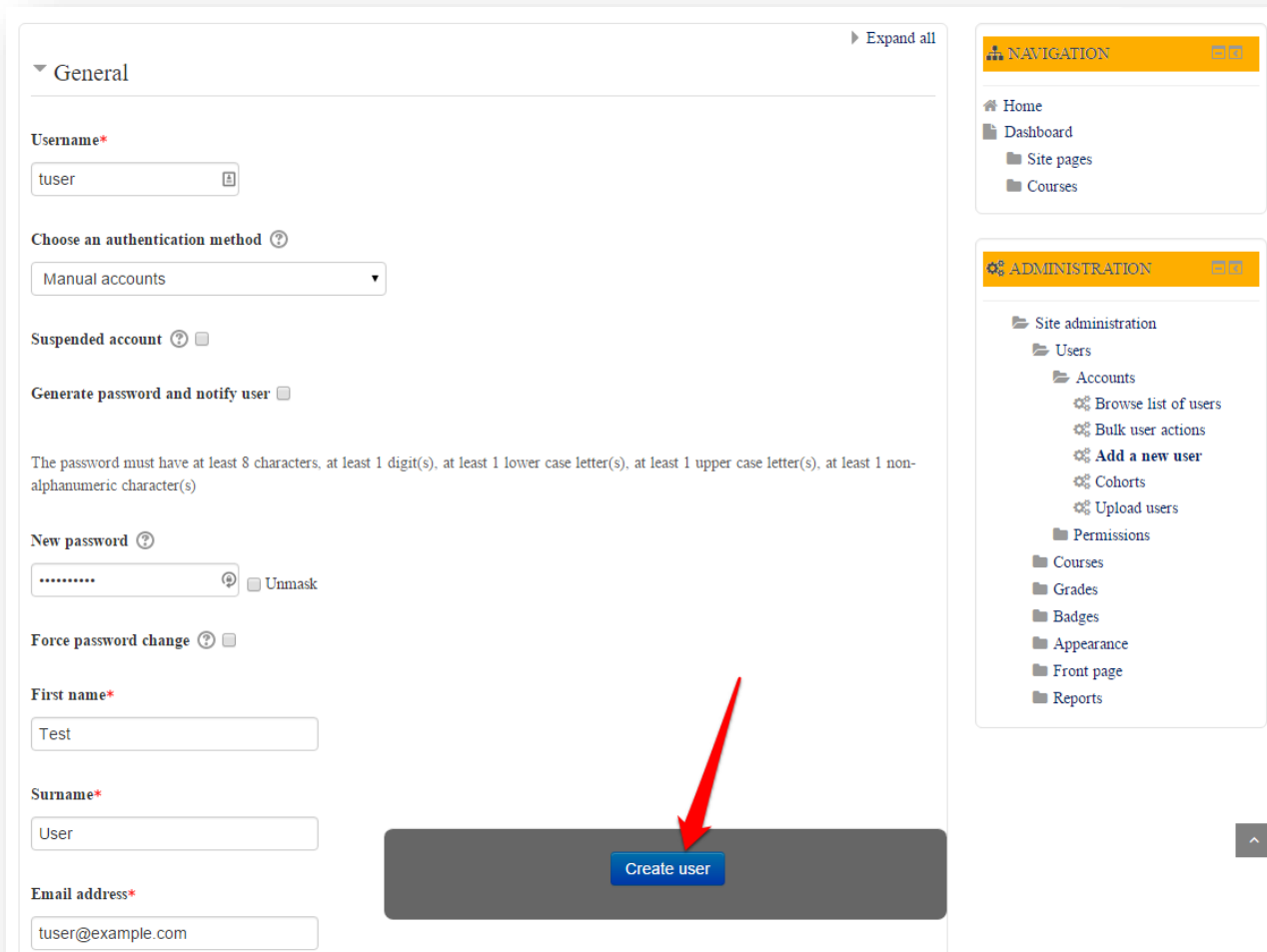
The screenshot shows the CDX Automotive website interface. At the top right, there is a "Log in" link with a right-pointing arrow icon. Below this is a yellow banner with the text "HEAVY VEHICLE". A red arrow points from the "Log in" link towards the "HEAVY VEHICLE" banner. Below the banner is a navigation menu with five items: "3 SUSPENSION, STEERING," "4 DRIVE TRAINS", "5 HVAC", "6 HYDRAULICS", and "7 PREVENTATIVE MAINTENANCE INSPECTION". To the right of the menu is a large image of a truck on a lift with the text "PREVENTATIVE MAINTENANCE INSPECTION" overlaid. Below the image are two vertical purple buttons labeled "Course PRE-TEST" and "Course FINAL EXAM". At the bottom of the page, there is a white box with the text "Available courses".

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

*Be sure to click the correct users box, under Site Administration*



Fill out the required fields marked with a red asterisk and click Create User. Usernames are case-sensitive and must be unique for each student. If the user does not have an email address, use a fake “@example.com” address as shown in the example below.



The screenshot shows a user creation interface. The main form is titled "General" and includes the following fields and options:

- Username\***: Input field containing "tuser".
- Choose an authentication method ?**: Dropdown menu set to "Manual accounts".
- Suspended account ?**: Checkbox, currently unchecked.
- Generate password and notify user**: Checkbox, currently unchecked.
- New password ?**: Input field containing "....." with an "Unmask" checkbox.
- Force password change ?**: Checkbox, currently unchecked.
- First name\***: Input field containing "Test".
- Surname\***: Input field containing "User".
- Email address\***: Input field containing "tuser@example.com".

At the bottom of the form is a large grey button labeled "Create user", which is highlighted by a red arrow. To the right of the form is a navigation sidebar with two main sections: "NAVIGATION" (Home, Dashboard, Site pages, Courses) and "ADMINISTRATION" (Site administration, Users, Accounts, Browse list of users, Bulk user actions, Add a new user, Cohorts, Upload users, Permissions, Courses, Grades, Badges, Appearance, Front page, Reports).

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

The screenshot shows the 'Browse list of users' page in the CDX Automotive system. The breadcrumb trail is: Home > Site administration > Users > Accounts > Browse list of users. A 'Blocks editing on' button is in the top right. The main content area is titled '5 Users' and includes a 'New filter' section with a dropdown set to 'contains' and an empty input field, followed by an 'Add filter' button. Below this is a 'Show more...' link and a table of users. The table has columns for First name / Surname, Email address, City/town, Country, Last access, and Edit. The 'Test User' row is highlighted, and a red arrow points to the email address 'tuser@example.com'. At the bottom left of the table is an 'Add a new user' button. On the right side, there are two navigation panels: 'NAVIGATION' with links for Home, Dashboard, Site pages, and Courses; and 'ADMINISTRATION' with a tree view for Site administration, including Users, Accounts, and a 'Browse list of users' option.

First name / Surname	Email address	City/town	Country	Last access	Edit
CDX Admin	cdxadmin@cdxauto.com			7 mins 49 secs	
CDX Support	cdxsupport@cdxauto.com			Never	✕ 👁 ⚙
CDX Account Manager	cdxsales@cdxauto.com			Never	⚙
Example User	euser@example.com			Never	✕ 👁 ⚙
Test User	tuser@example.com			Never	✕ 👁 ⚙

Part 2

# **ASSIGNING ROLES AND ENROLLING USERS**

If you added a teacher, you must make sure they are assigned a Teacher Role, in order to have proper teacher-level access. Otherwise, they will have Student role, by default.

First, Open **Site Administration > Users > Permissions > Assign System Roles**

The screenshot shows the Moodle Site Administration interface. On the left, there is a table of users with columns for 'Address', 'City/town', 'Country', 'Last access', and 'Edit'. The 'Edit' column contains icons for deleting, viewing, and editing user profiles. On the right, there is a navigation menu with a search bar at the top. The menu items are: Site pages, My courses, Courses, ADMINISTRATION (highlighted in orange), Site administration, Users, Accounts, Permissions, Assign system roles (highlighted with a red arrow), Check system permissions, Courses, Grades, Badges, Appearance, Front page, and Reports.

Address	City/town	Country	Last access	Edit
cdxauto.com			22 mins 28 secs	
@cdxauto.com			Never	✕ 👁 ⚙
lxauto.com			Never	⚙
ple.com			Never	✕ 👁 ⚙
ple.com			Never	✕ 👁 ⚙



Next, choose either Teacher or Non-Editing Teacher.

## Assign roles in System ?

**WARNING!** Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Please choose a role to assign

Role	Description	Users with role
Teacher		0
Non-editing teacher		0
Student		1 Test User

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.

Assign role 'Teacher' in System ?

WARNING! Any roles you assign from this page will apply to the assigned users throughout the entire system, including the front page and all the courses.

Existing users		Potential users
<p>Existing users (2)</p> <ul style="list-style-type: none"><li>Example User (euser@example.com)</li><li>Test User (tuser@example.com)</li></ul>	<p>◀ Add</p> <p>Remove ▶</p>	<p>Potential users (3)</p> <ul style="list-style-type: none"><li>CDX Account Manager (cdxsales@cdxauto.com)</li><li>CDX Admin (cdxadmin@cdxauto.com)</li><li>CDX Support (cdxsupport@cdxauto.com)</li></ul>
<p>Search <input type="text"/></p> <p>Clear</p>		<p>Search <input type="text"/></p> <p>Clear</p>

It is not necessary to manually enroll your students. But if you would like to:  
Go back to Home, and choose the course they need access to.

The screenshot displays a user interface with a left-hand navigation menu and a main content area. The navigation menu is divided into two sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' section includes links for 'Home', 'Dashboard', 'Site pages', 'My courses', and 'Courses'. The 'ADMINISTRATION' section includes links for 'Front page settings', 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Reports', 'Backup', and 'Restore'. The main content area is titled 'Available courses' and lists seven courses, each with a trash icon on the left and a right-pointing arrow icon on the right. A red arrow points to the first course, 'FOUNDATION & SAFETY'. The other courses listed are 'ELECTRICAL & ELECTRONIC SYSTEMS', 'SUSPENSION, STEERING & BRAKES', 'DRIVE TRAINS', 'HEATING, VENTILATION & AIR-CONDITIONING', 'HYDRAULICS', and 'PREVENTATIVE MAINTENANCE INSPECTION (PMI)'.

Course Name	Icon
FOUNDATION & SAFETY	🗑️ →
ELECTRICAL & ELECTRONIC SYSTEMS	🗑️ →
SUSPENSION, STEERING & BRAKES	🗑️ →
DRIVE TRAINS	🗑️ →
HEATING, VENTILATION & AIR-CONDITIONING	🗑️ →
HYDRAULICS	🗑️ →
PREVENTATIVE MAINTENANCE INSPECTION (PMI)	🗑️ →

In the Administration block, open **Course Administration > Users > Enrolled Users**.

The screenshot displays a course administration interface. On the left, there is a 'News forum' icon and a section titled 'FOUNDATION & SAFETY'. Below this section is a list of chapters and tests, including 'Systems Chapter 1 - Introduction to Heavy-Duty Commercial Vehicles', 'Systems Chapter 2 - Careers, Employability Skills, and Workplace Practices', 'Systems Chapter 3 - Safety, Personal Protection Equipment, and First Aid', 'Systems Chapter 4 - Basic Tools and Lubricants', and 'Systems Chapter 5 - Fasteners, Locking Devices and Lifting Equipment'. There are also several 'Chapter 01' and 'Chapter 02' pretests and tests, some with checkmarks. On the right, there is a sidebar with navigation options. The 'ADMINISTRATION' section is highlighted in orange. Underneath, there are several options: 'Course administration', 'Turn editing on', 'Edit settings', 'Users', 'Enrolled users', 'Enrolment methods', 'Groups', 'Permissions', 'Other users', 'Unenrol me from FOUNDATION', 'Filters', 'Reports', 'Grades', and 'Badges'. A red arrow points to the 'Users' option.

First, click Enroll Users. The Enroll Users box will pop up. Make sure you have student selected, and then click Enroll next to the student's name.

The screenshot shows the 'Enroll users' modal box overlaid on the training library interface. The modal has a title bar with 'Enroll users' and a close button. Below the title bar, there is a section for 'Assign roles' with a dropdown menu set to 'Student'. Underneath, there is a section for 'Enrolment options' with a dropdown menu set to 'All participants'. The main area of the modal displays a list of 4 users found, each with a profile icon, name, email address, and an 'Enrol' button. The users listed are: 1. CDX Account Manager (cdxsales@cdxauto.com), 2. CDX Admin (cdxadmin@cdxauto.com), 3. CDX Support (cdxsupport@cdxauto.com), and 4. Test User (tuser@example.com). A red arrow points to the 'Student' role in the 'Assign roles' dropdown. Another red arrow points to the 'Enrol' button for the 'Test User'. At the bottom of the modal, there is a search bar and a 'Finish enrolling users' button. The background interface shows a navigation menu with 'Home', 'Dashboard', 'Site pages', 'Current course', and 'FOUNDATION & SAFETY' (with sub-items: Participants, Badges, My courses, Courses). There is also an 'ADMINISTRATION' section with sub-items: Course administration (Turn editing on, Edit settings), Users (Enrolled users, Enrolment methods), and Groups.

You can click Enroll next to more students' names, and then click Finish Enrolling Users.

The screenshot shows a Moodle course page with a modal dialog box titled "Enrol users". The dialog box has a close button (X) in the top right corner. Below the title, there is a section for "Assign roles" with a dropdown menu set to "Student". Underneath, there is a section for "Enrolment options". A search bar indicates "4 users found". The list of users is as follows:

ID	Name	Email	Action
1	CDX Account Manager	cdxsales@cdxauto.com	Enrol
2	CDX Admin	cdxadmin@cdxauto.com	Enrol
3	CDX Support	cdxsupport@cdxauto.com	Enrol
	Test User	tuser@example.com	

At the bottom of the dialog box, there is a search bar and a "Search" button. Below that is a button labeled "Finish enrolling users", which is highlighted by a red arrow.

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>