



V5

Supervisor Guide



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Welcome to CDX ARK Plus Online 5.0

Just like a good set of tools CDX ARK Plus Online 5.0 makes your job easier, faster and more satisfying.

This guide will show you how to use the Supervisor role to set up your CDX ARK Plus Online V5 so that you can take maximum advantage of its features.

The companion Instructor guide shows you all of the different ways you can use CDX ARK Plus Online V5. It will help you to integrate CDX into your daily lessons to make teaching and managing your class easier.

CDX ARK Plus Online V5 can be accessed from any PC connected to the internet, at home, at work or at school.

If you have a comment, a suggestion or a tip you'd like to share with thousands of teachers all over the world please let us know by sending an email to support@cdxglobal.com.

By taking advantage of all CDX ARK Plus Online 5.0 has to offer, you can expect to:

- Increase student interest, involvement and therefore performance

- Enhance your own teaching by using the very latest learning aids

- Manage your classroom better, and improve your ability to meet administration and accountability requirements

- Produce results that the automotive industry needs

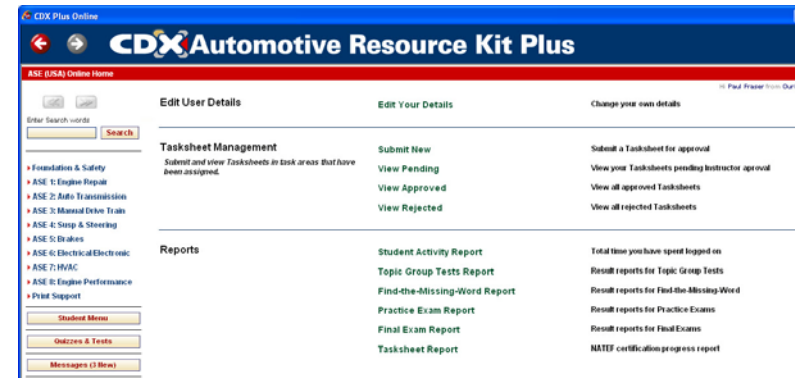


Tip: Setup tips like this will give you an idea of how other teachers are using CDX. You can print this guide out and use it as a reference while you are setting up you CDX ARK Plus Online 5.0.

Setting Up CDX ARK Plus Online 5.0

For CDX ARK Plus Online 5.0 there are 3 types of logins, or roles, with different rights and responsibilities. Each role has its own menu,

Student - Students can login, see the CDX courseware, and undertake Find the Missing Word Quizzes, Topic Group tests, Practice Exams and Final Exams. Students can only see their own grades and reports.

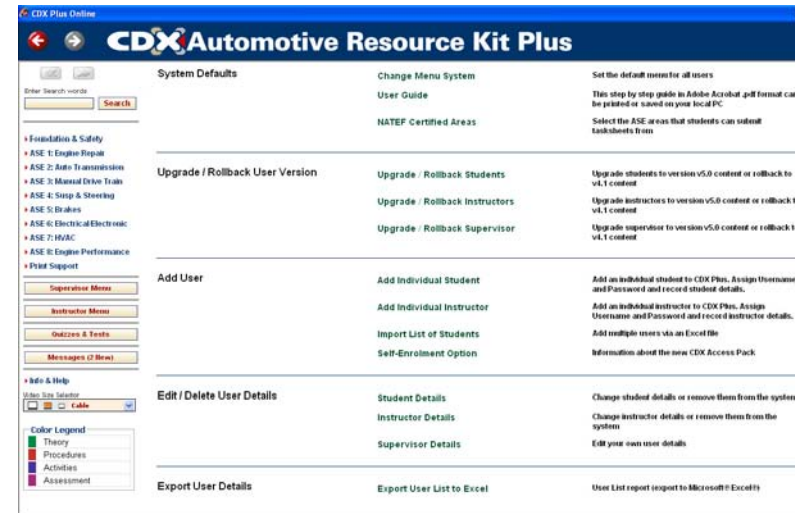


Instructor - Instructors can login, see the courseware, see all student grades, preview Find the Missing Word Quizzes, Topic Group tests, Practice Exams and Final Exams for group work, analyze student results, delete students' quiz attempts, view reports and export information to Excel®.



Supervisor - Supervisors can do everything that Instructors can do, plus add or delete students, set the default menu and allocate the role of instructor.

NOTE: If you are the only teacher in your program you will be the Supervisor, and you will also use that login as an instructor.



The screenshot shows the CDX Automotive Resource Kit Plus web application. The interface includes a top navigation bar with the CDX logo and the title 'Automotive Resource Kit Plus'. Below the navigation bar, there is a sidebar on the left with a search bar and a list of categories: Foundation & Safety, ASE 1: Engine Repair, ASE 2: Auto Transmission, ASE 3: Manual Drive Trains, ASE 4: Suspension Steering, ASE 5: Brakes, ASE 6: Electrical/Electronic, ASE 7: HVAC, ASE 8: Engine Performance, and Print Support. The main content area is divided into several sections: System Defaults, Change Menu System, Upgrade/Rollback User Version, Add User, Edit/Delete User Details, and Export User Details. Each section contains a list of links and buttons for managing the system.

System Defaults	Change Menu System	Upgrade/Rollback User Version	Add User	Edit/Delete User Details	Export User Details
<ul style="list-style-type: none"> Set the default menu for all users This step by step guide in Adobe Acrobat pdf format can be printed or saved on your local PC Select the ASE areas that students can submit task sheets from 	<ul style="list-style-type: none"> Upgrade students to version v5.0 content or rollback to v4.1 content Upgrade instructors to version v5.0 content or rollback to v4.1 content Upgrade supervisor to version v5.0 content or rollback to v4.1 content 	<ul style="list-style-type: none"> Upgrade/Rollback Students Upgrade/Rollback Instructors Upgrade/Rollback Supervisor 	<ul style="list-style-type: none"> Add Individual Student Add Individual Instructor Import List of Students Self-Enrollment Option 	<ul style="list-style-type: none"> Student Details Instructor Details Supervisor Details 	<ul style="list-style-type: none"> Export User List to Excel



Quick Summary:

Getting Access to your CDX Plus Online 5.0 Site

1. Locate the information from CDX which contains your Supervisor credentials:
 - a. Access Code – a 4 letter code
 - b. Username
 - c. PIN / Password
2. Use the supplied USB drive or download and install the CDX Launcher program from the CDX site www.cdxglobal.com/launcher
3. Run the CDX Launcher program and enter your Access Code/Username and Password

Overview - Setting CDX Plus Online as Supervisor

1. Enter your users into CDX Plus Online
 - a. use the template supplied by CDX to import your all your student data in the correct format from a “.csv” file, or
 - b. you can enter them manually if you prefer
2. Decide which menu you want to be the standard menu that students see for your online offering
3. Enter your instructors details
4. Set up classroom PCs to access CDX Plus Online
5. Issue login credentials to your students and instructors



Accessing Your CDX ARK Plus Online 5.0 Site as a Supervisor

Locate the information from your CDX Online Supervisor which contains your Instructor credentials, your:

Access Code – a 4 letter code

Username

PIN / Password

To use CDX ARK Plus Online 5.0 you will need the CDX ARK Plus Online 5.0 Launcher. This is available from the CDX website www.cdxglobal.com/launcher. You may also have it available on a CDX jump drive. You will need this program on every PC that is going to access CDX ARK Plus Online 5.0 Online.

If you are getting the CDX Launcher from the internet you can either

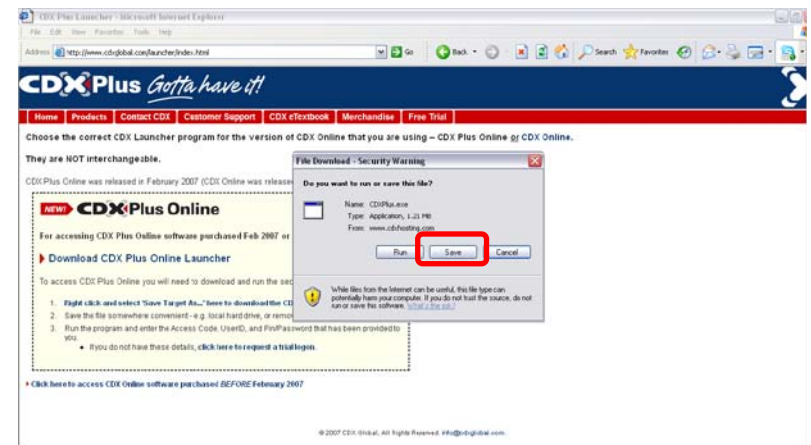
1. Follow the onscreen instructions to download and save the file to your PC.

or

2. If your institution's IT security settings prevent you from saving the Launcher go to the CDX website www.cdxglobal.com/launcher and select "Run" to run the CDX Launcher from the internet.



Teaching Tip: Find CDX Online – If you need to get the launcher and you don't have these instructions handy you can also go to the CDX website www.cdxglobal.com or just type CDX into Google, CDX Global should come up pretty much at the top.



Locate the CDX Launcher Icon and run the CDX ARK Plus Online 5.0 Launcher program and enter your :

Access Code

Username and

Password.

NOTE: The “Resume” button allows users to resume their place in the CDX courseware. It does not provide a resume facility for quizzes and tests.



You will see the CDX Online Home Page. The central menu gives you 10 options:

How to Navigate CDX Plus (*See Instructor Guide*)

The Video Size Selector (*See Instructor Guide*)

The Quizzes and Tests (*See Instructor Guide*)

What's new in V5.0

Know – See – Do – Prove Color Codes (*See Instructor Guide*)

Teaching with CDX Plus

Learning with CDX Plus (*See Instructor Guide*)

View the V5.0 User Guide (*See Instructor Guide*)

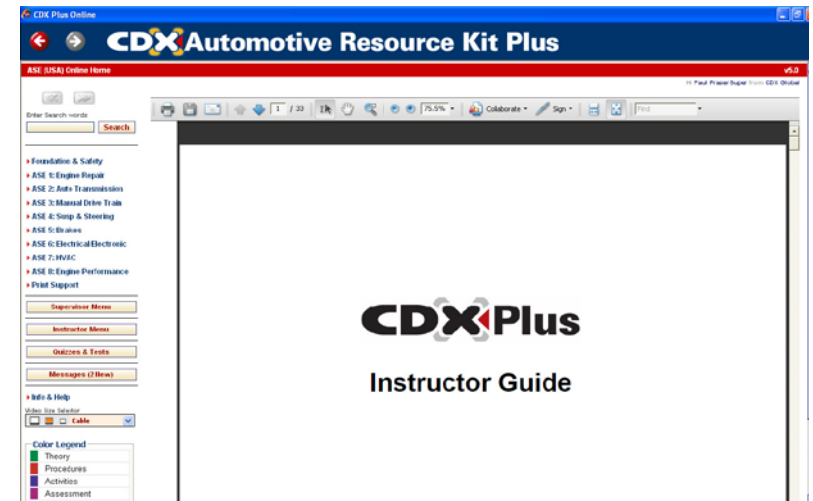
Show me how to upgrade (or rollback) other users

Go back to V4.1





Selecting “Teaching with CDX Plus” or “Learning with CDX Plus” opens the Instructor and Student guides. These can be printed if required.



Selecting “What’s new in CDX Plus Online 5.0” provides a summary of the changes in this release.

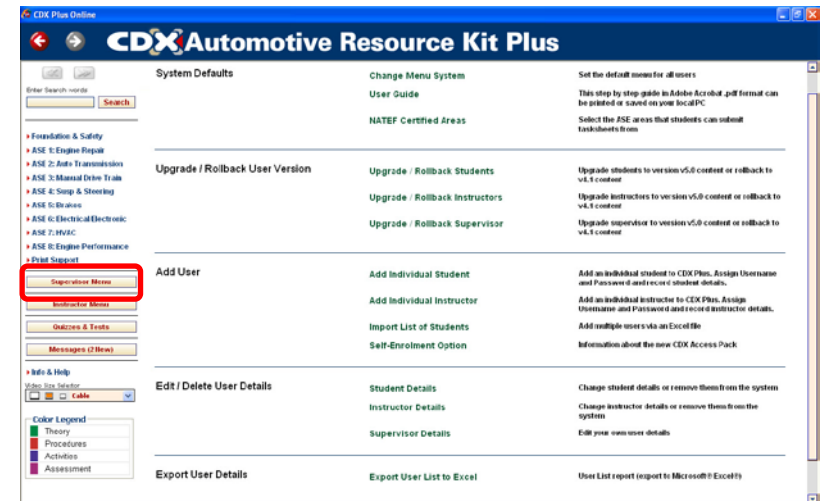


Setting up Your Students and Instructors in CDX Plus Online 5.0

You can start teaching with CDX immediately if you want, and refer to the CDX Instructors Guide. However, before your students and instructors can start using the advanced testing and reporting features of CDX Plus Online you need to logon as Supervisor, access the Supervisor Menu and complete 5 steps.

1. Select the default or standard menu aligning CDX Content, Quizzes and Tests to your local standards. This is the menu that all students and instructors will see. (You can change individual menus later)
2. Determine if any students from a previous version of CDX Online still require access to the menus, quizzes, tests and reports form that version, and adjust their menu accordingly
3. Enter new students and instructors data into CDX Plus Online.
(You can import a file with all the data or you can enter data one at a time)
4. Select the NATEF Areas that will be reported on in the NATEF tracking application.

Logon and click on the Supervisor Menu button.



The Online Supervisor Menu

The Online Supervisor Menu allows you to:

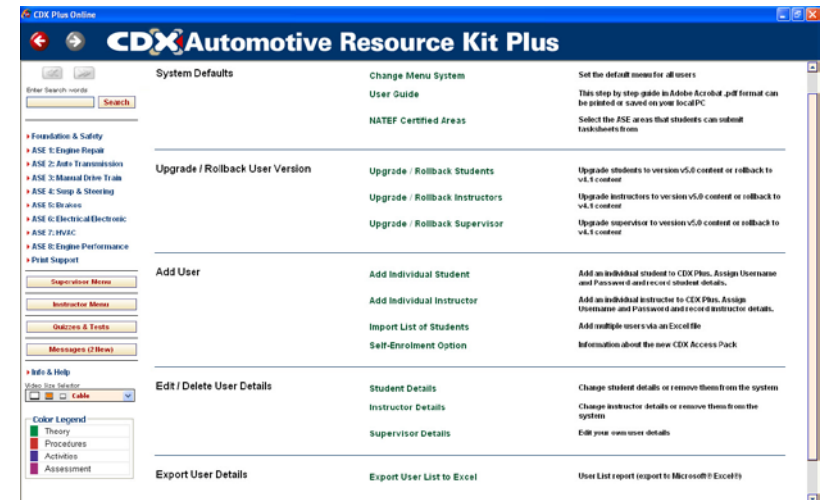
Set System Defaults

Upgrade / Rollback User Version

Add User

Edit / Delete User Details

Export User Details



Setting System Defaults

Setting the Default Menu System – This allows the Supervisor to set the default menu for all users. Your CDX Plus Online site will have been set up with the default menu for your national standards. You can change also the menu setting for individual users.



Teaching Tip: Individual Learning Plans – You may find that some of your students benefit from working with the CDX General Service menu, it provides information covering the basic theory and procedures associated with vehicle warranty service tasks.

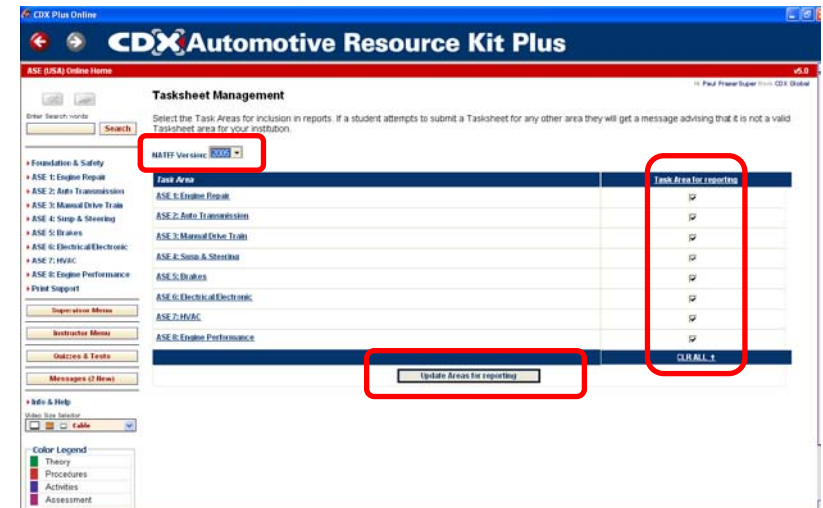


User Guide - This step by step summary guide in Adobe Acrobat .pdf format can be printed or saved on your local PC



Setting NATEF Certified Areas

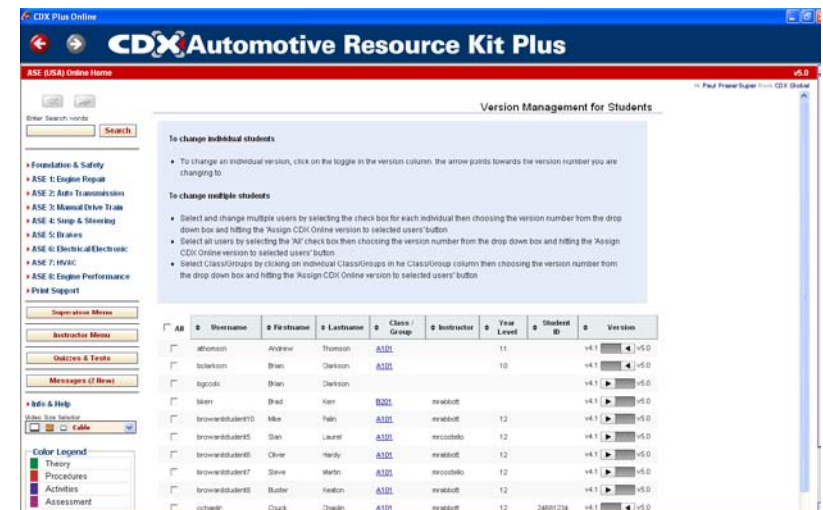
Select the appropriate year and the ASE areas that students can submit tasksheets from for tracking by CDX Plus Online 5.0, then select "Update Areas for reporting"



Upgrade / Rollback User Version

This option is only relevant if you have used CDX Plus Online V4.1. It allows you to manage the migration to V5.0 at a time of your choosing. Select the appropriate menu item to change the menu and test selection for the Supervisor, the instructors or the students. You can change all Instructors and Students, or just selected individuals.

Follow the instructions on the screen and move the slider bar to select the appropriate menu structure. You can sort the data by any column by simply clicking on the column header. You can select all, or select individuals.



Upgrade / Rollback Students: Upgrade students to version v5.0 content or rollback to v4.1 content

Upgrade / Rollback Instructors: Upgrade instructors to version v5.0 content or rollback to v4.1 content

Upgrade / Rollback Supervisor: Upgrade supervisor to version v5.0 content or rollback to v4.1 content

To upgrade students:

1. Open your supervisor menu
2. Select 'Upgrade/rollback Students'
3. Select a student to edit, then click the Version button to set the default version to either V4.1 or V5.0
4. Select all students by clicking 'All' or select a whole group of students by clicking on a Class/Group or selecting individual students. Then choose the version number from the drop down box.

To upgrade instructors:

1. Select 'Upgrade/rollback Instructors'
2. Select an Instructor to edit, then click the Version button to set the default version to either V4.1 or V5.0
3. Select all Instructors by clicking 'All' or select a whole group of Instructors by clicking on a Class/Group or selecting individual Instructors. Then choose the version number from the drop down box.

To upgrade yourself (supervisor):

1. Select 'Upgrade/rollback Supervisor'
2. Click the Version button to set the default version to either V4.1 or V5.0

Remember, your students won't lose their test results when you upgrade them, but the tests in the new version are different, so the data cannot be combined into one single report.

- When students want to look at results from the different versions, they must select the V4.1 tab or the V5.0 tab when they go to the reports area. The extra tab will not be visible if there is no relevant data for that student.

Instructors need to do the same when they are creating a results report.

Adding Users

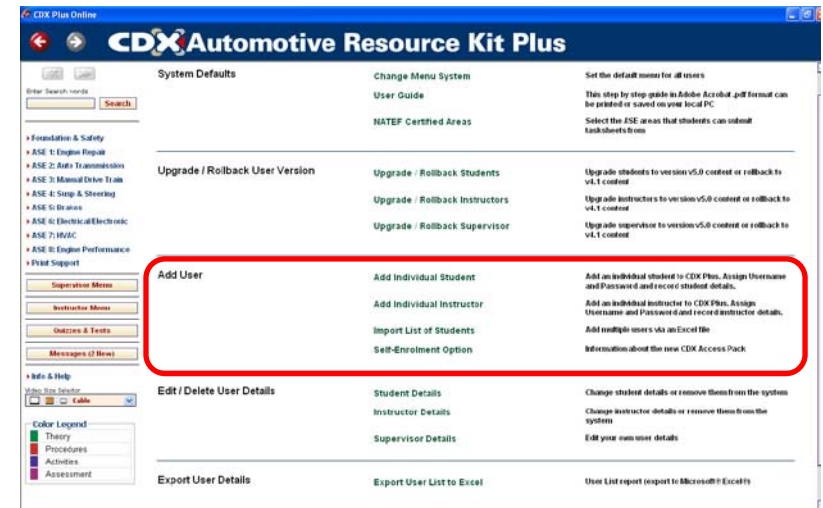
There are several ways you can add users to CDX Plus Online V5. You can:

Add Individual Student: Add an individual student to CDX Plus. Assign Username and Password and record student details.

Add Individual Instructor: Add an individual instructor to CDX Plus. Assign Username and Password and record instructor details.

Import a List of Students: Add multiple users via an Excel file

Self-Enrolment Option: Information about the new CDX Access Pack



Entering Your User Data

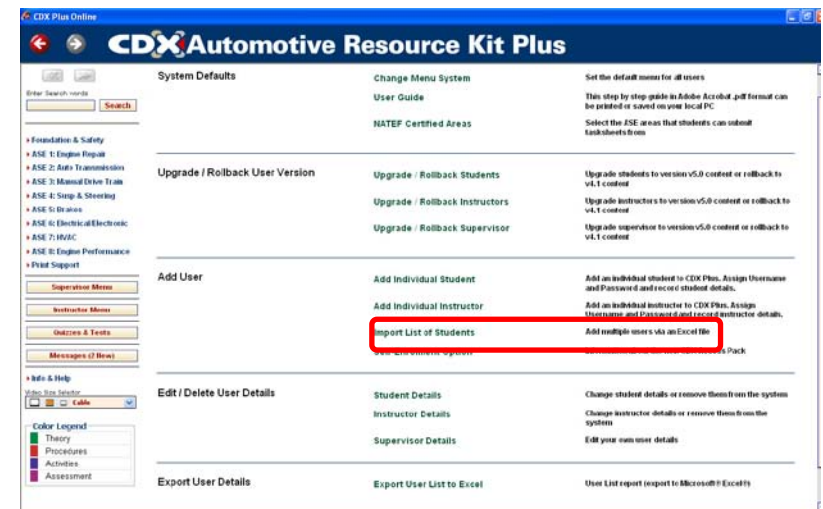
You can import your user data from a file, processing all your students at once, or enter it manually, one-at-a-time if you prefer.

Adding Multiple Users – from a file

From the Online Supervisor Menu select “Import List of Students”

The data for import must contain the information the CDX Plus Online system requires, and be in the right format. It’s easiest to use Microsoft Excel to create the file, and you will need to save the file as a .csv or “comma separated variable” file so that you can import it.

NOTE: You cannot use commas in your data.

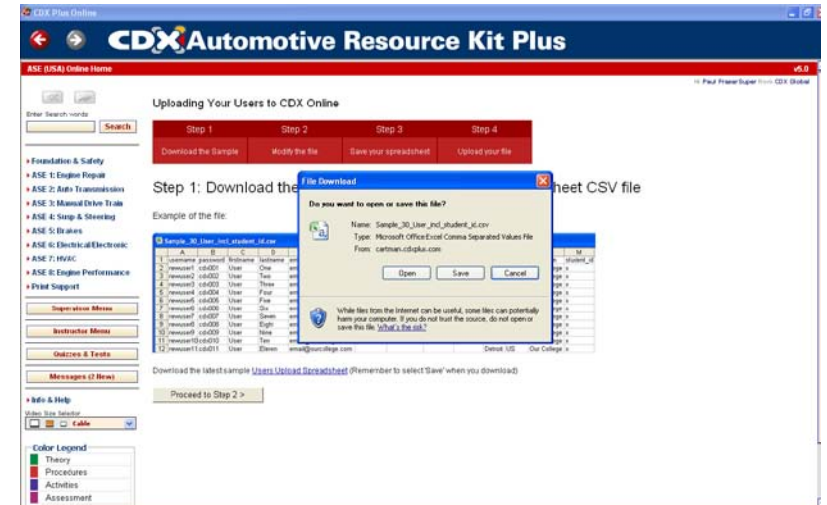
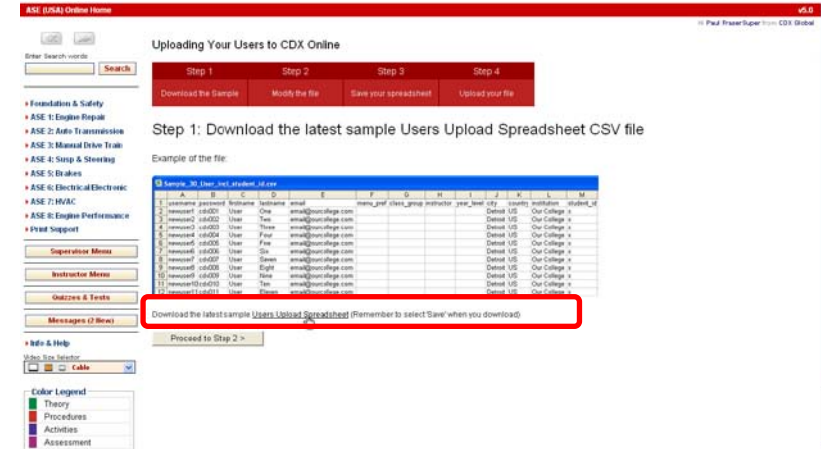


CDX supplies a template Excel spreadsheet which you can open, save and complete with your student data. There are 4 steps:

1. Download the sample template
2. Enter the student data
3. Save the file
4. Upload the file to CDX

Step 1: Download the Sample Users Upload Spreadsheet. Click the underlined link to download the latest “Users Upload Spreadsheet”.

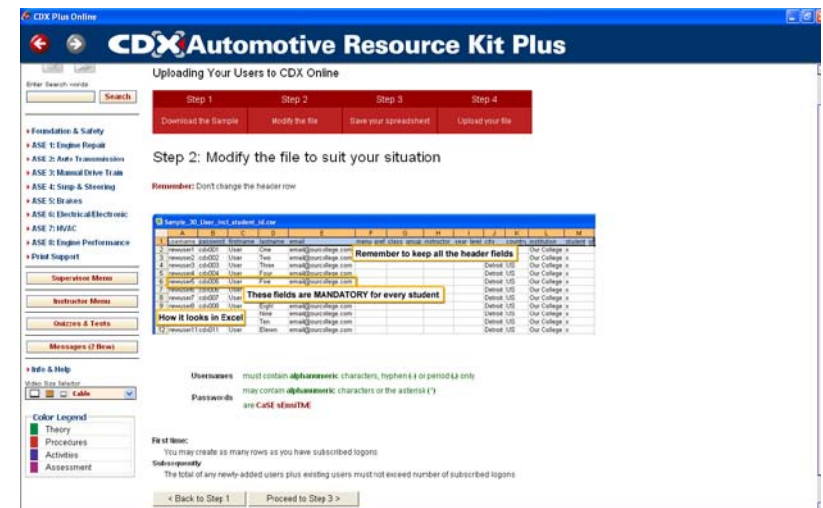
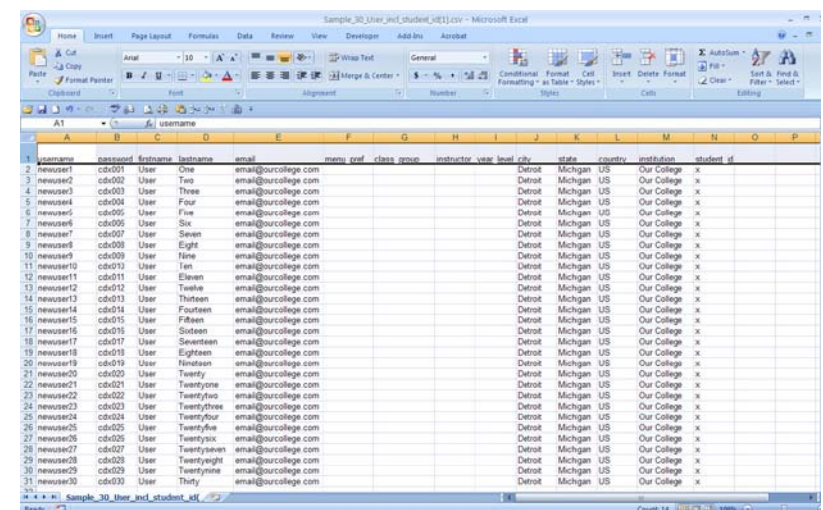
You can choose to either open it immediately or save it. In this example we will open it, complete it and save it.



Step 2: Modify the file to suit your situation. Some fields are mandatory. Follow the instructions to create a .csv file like the sample. Note that information can be changed or corrected later.

NOTE: Do not change the column headings.

- The first column is the **username** the student will log on with. Usernames must be unique and can only contain alphanumeric characters, hyphens (-) or periods (.) (Mandatory)
- The 2nd column is their **password**. Passwords may contain alphanumeric characters or the asterisk (*) Passwords are CaSE sEnSiTiVe. Passwords can be changed later. (Mandatory)
The 3rd column is their **first name**. (Mandatory)
- The 4th column is their **last name**. You must change the name from the sample name e.g. "newuser1" in the .csv template. (Mandatory)
- The 5th column is their **email address**, you can leave it blank. CDX messaging does not use email addresses.
- The 6th column is their **menu preference**, leave this blank for now.
- The 7th column is their **class**. You can leave this blank, but if you enter a class identifier you will have more flexibility in reporting.
- The 8th column is the **instructor name**. You can leave this blank, but if you enter the instructors CDX username you will have more flexibility in reporting and Tasksheet management
- The 9th column is the student's grade or year.
- The 10th column is the student's city.

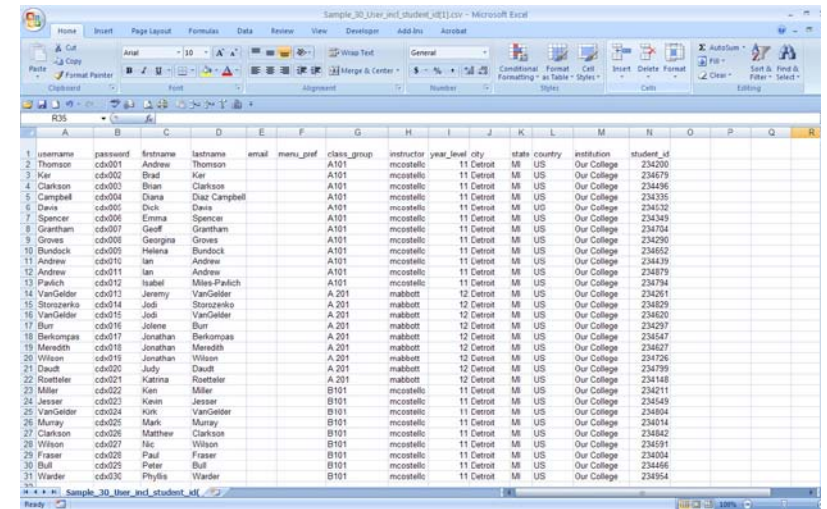
Username	Password	First Name	Last Name	Email Address	Menu Preference	Class	Instructor	Year Level	City	State	Country	Institution	Student ID
newuser1	cds001	User	One	email@ourcollege.com									
newuser2	cds002	User	Two	email@ourcollege.com									
newuser3	cds003	User	Three	email@ourcollege.com									
newuser4	cds004	User	Four	email@ourcollege.com									
newuser5	cds005	User	Five	email@ourcollege.com									
newuser6	cds006	User	Six	email@ourcollege.com									
newuser7	cds007	User	Seven	email@ourcollege.com									
newuser8	cds008	User	Eight	email@ourcollege.com									
newuser9	cds009	User	Nine	email@ourcollege.com									
newuser10	cds010	User	Ten	email@ourcollege.com									
newuser11	cds011	User	Eleven	email@ourcollege.com									
newuser12	cds012	User	Twelve	email@ourcollege.com									
newuser13	cds013	User	Thirteen	email@ourcollege.com									
newuser14	cds014	User	Fourteen	email@ourcollege.com									
newuser15	cds015	User	Fifteen	email@ourcollege.com									
newuser16	cds016	User	Sixteen	email@ourcollege.com									
newuser17	cds017	User	Seventeen	email@ourcollege.com									
newuser18	cds018	User	Eighteen	email@ourcollege.com									
newuser19	cds019	User	Nineteen	email@ourcollege.com									
newuser20	cds020	User	Twenty	email@ourcollege.com									
newuser21	cds021	User	Twentyone	email@ourcollege.com									
newuser22	cds022	User	Twentytwo	email@ourcollege.com									
newuser23	cds023	User	Twentythree	email@ourcollege.com									
newuser24	cds024	User	Twentyfour	email@ourcollege.com									
newuser25	cds025	User	Twentysix	email@ourcollege.com									
newuser26	cds026	User	Twentyseven	email@ourcollege.com									
newuser27	cds027	User	Twentyeight	email@ourcollege.com									
newuser28	cds028	User	Twentyeight	email@ourcollege.com									
newuser29	cds029	User	Thirtynine	email@ourcollege.com									
newuser30	cds030	User	Thirtynine	email@ourcollege.com									



- j) The 11th column is the student's state
- k) The 12 column is the student's country
- l) The 13th column is the institution's name. You can leave this blank, but if you enter an institution name you will have more flexibility in reporting.

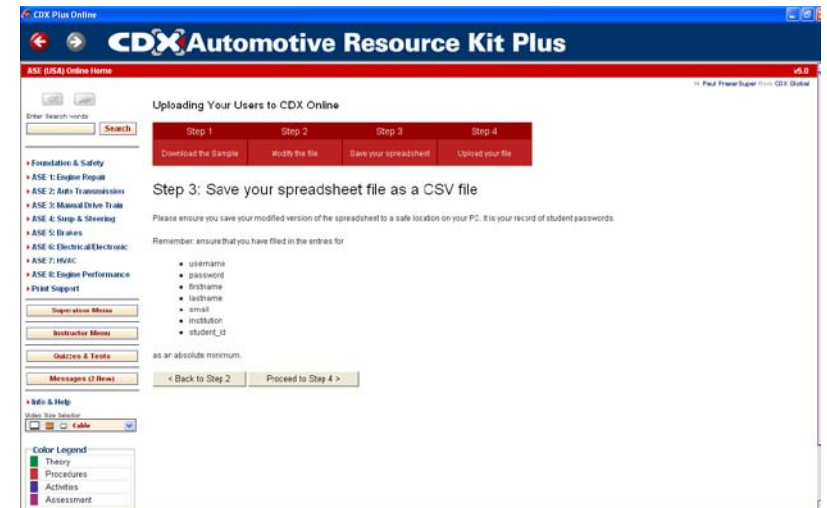


Teaching Tip: Do it the Easy Way – If you are not familiar with excel you may want to seek some help from administration. If you have access to a list of student names in word, excel or almost any other format you should be able to complete filling in the template in only a few minutes.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	username	password	first name	last name	email	menu_prof	class_group	instructor	year_level	city	state	country	institution	student_id				
1	Thomson	cd001	Andrew	Thomson			A101	mcastello	11	Detroit	MI	US	Our College	234290				
2	Kier	cd002	Brad	Kier			A101	mcastello	11	Detroit	MI	US	Our College	234296				
3	Clarkson	cd003	Brian	Clarkson			A101	mcastello	11	Detroit	MI	US	Our College	234496				
4	Campbell	cd004	Diana	Diaz Campbell			A101	mcastello	11	Detroit	MI	US	Our College	234335				
5	Davis	cd005	Dick	Davis			A101	mcastello	11	Detroit	MI	US	Our College	234332				
6	Spencer	cd006	Emma	Spencer			A101	mcastello	11	Detroit	MI	US	Our College	234349				
7	Grantham	cd007	Geoff	Grantham			A101	mcastello	11	Detroit	MI	US	Our College	234704				
8	Groves	cd008	Georgia	Groves			A101	mcastello	11	Detroit	MI	US	Our College	234290				
9	Bundock	cd009	Helena	Bundock			A101	mcastello	11	Detroit	MI	US	Our College	234652				
10	Andrew	cd010	Ian	Andrew			A101	mcastello	11	Detroit	MI	US	Our College	234479				
11	Andrew	cd011	Ian	Andrew			A101	mcastello	11	Detroit	MI	US	Our College	234479				
12	Pravich	cd012	Isabel	Miles-Pravich			A101	mcastello	11	Detroit	MI	US	Our College	234794				
13	VanGelder	cd013	Jenny	VanGelder			A 201	mabbott	12	Detroit	MI	US	Our College	234261				
14	Storozhenko	cd014	Jodi	Storozhenko			A 201	mabbott	12	Detroit	MI	US	Our College	234829				
15	VanGelder	cd015	Jodi	VanGelder			A 201	mabbott	12	Detroit	MI	US	Our College	234820				
16	Burr	cd016	Jolene	Burr			A 201	mabbott	12	Detroit	MI	US	Our College	234297				
17	Berkunpas	cd017	Jonathan	Berkunpas			A 201	mabbott	12	Detroit	MI	US	Our College	234547				
18	Meredith	cd018	Jonathan	Meredith			A 201	mabbott	12	Detroit	MI	US	Our College	234627				
19	Wilson	cd019	Jonathan	Wilson			A 201	mabbott	12	Detroit	MI	US	Our College	234726				
20	Dault	cd020	Judy	Dault			A 201	mabbott	12	Detroit	MI	US	Our College	234795				
21	Rotteler	cd021	Katrina	Rotteler			A 201	mabbott	12	Detroit	MI	US	Our College	234148				
22	Miller	cd022	Kan	Miller			B101	mcastello	11	Detroit	MI	US	Our College	234211				
23	Jessie	cd023	Karin	Jessie			B101	mcastello	11	Detroit	MI	US	Our College	234549				
24	VanGelder	cd024	Kirk	VanGelder			B101	mcastello	11	Detroit	MI	US	Our College	234804				
25	Murray	cd025	Mark	Murray			B101	mcastello	11	Detroit	MI	US	Our College	234014				
26	Clarkson	cd026	Matthew	Clarkson			B101	mcastello	11	Detroit	MI	US	Our College	234842				
27	Wilson	cd027	Nic	Wilson			B101	mcastello	11	Detroit	MI	US	Our College	234991				
28	Fraser	cd028	Paul	Fraser			B101	mcastello	11	Detroit	MI	US	Our College	234004				
29	Bull	cd029	Peter	Bull			B101	mcastello	11	Detroit	MI	US	Our College	234466				
30	Wardner	cd030	Phyllis	Wardner			B101	mcastello	11	Detroit	MI	US	Our College	234954				

Step 3: Save the file as a .csv file, and remember where you have saved it, you will import it into CDX Plus Online later.



CDX Automotive Resource Kit Plus

Uploading Your Users to CDX Online

Step 1: Download the Sample | Step 2: Modify the file | Step 3: Save your spreadsheet | Step 4: Upload your file

Step 3: Save your spreadsheet file as a CSV file

Please ensure you save your modified version of the spreadsheet to a safe location on your PC. It is your record of student passwords.

Remember, ensure that you have filled in the entries for:

- username
- password
- first name
- last name
- email
- institution
- student_id

as an absolute minimum.

< Back to Step 2 | Proceed to Step 4 >

Replace Image after correction

Step 4: After you have saved your file then browse to where you saved it and select “Upload CSV File” to upload and import the file into CDX Plus Online V5.

Use this file format whenever you are adding bulk users.

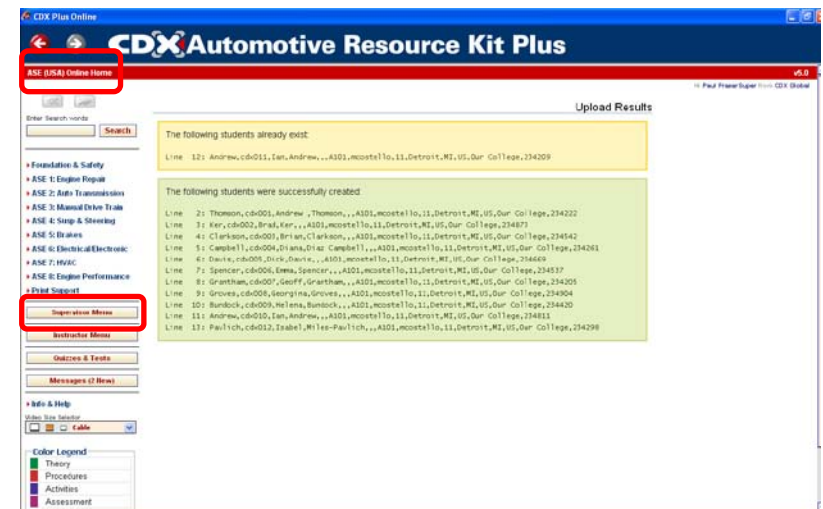
Remember:

- Don't change the header row
- Save the file as a .csv file, not as standard excel .xls file

NOTE: You can only import as many users as you have online logons for. You do not need to import all users at once. If you import more users than you have available logons, or import the same user twice, you will receive an error message.

You will get a message confirming the names of the students if your upload is successful.

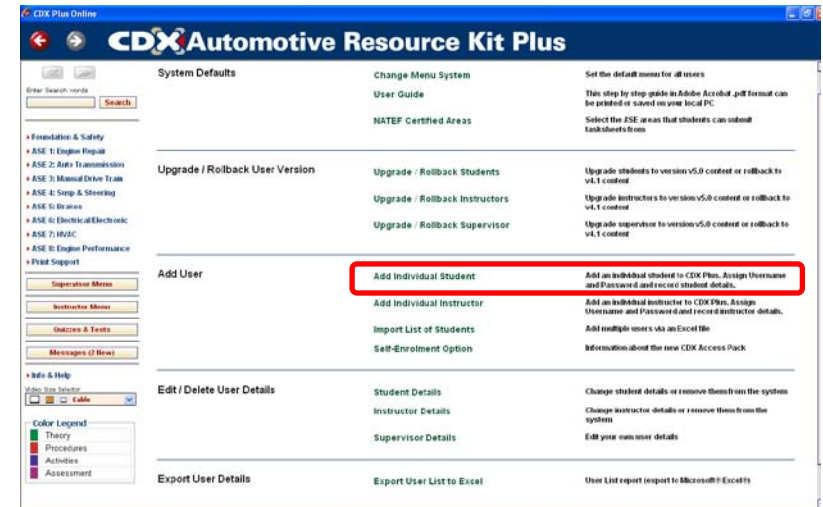
You can then return to the Supervisor Menu button or to the CDX Online Home page using the link on the red breadcrumb trail.



Adding Users One-at-a-Time

Adding a Single New Student

From the Online Supervisor's Menu select "Add Individual Student".



The items in RED are mandatory. The first line will tell you how many online logons are available for allocation to users. If you have used all your logins you will get a message "You have no free logons". You can make a logon available by deleting a user or you can purchase additional logons from CDX.

NOTE: Here you can also change the menu that an individual user sees, so they do not see the default / standard menu. This individual menu setting overrides the default menu. Specific Tests and quizzes are linked to each menu.



Teaching Tip: Plan Ahead – If you enter all your instructors first then you will be able to select them from a drop-down menu when you enter the student data.



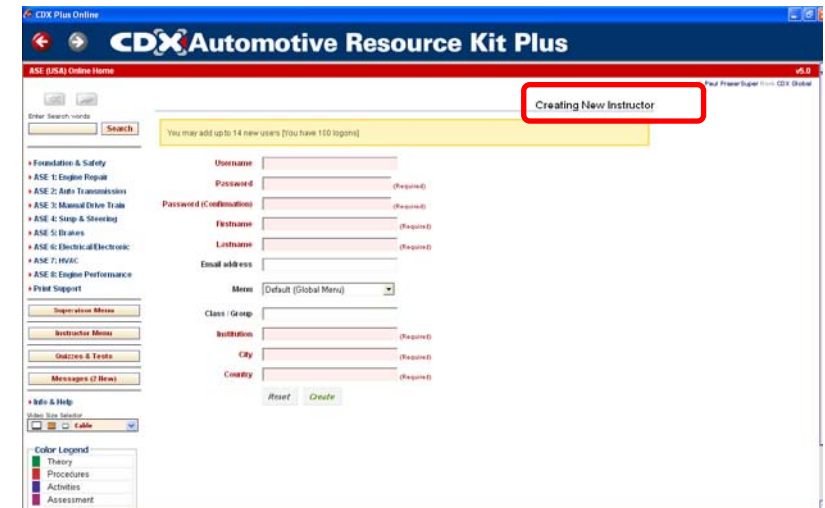
Teaching Tip: Plan Your Reports – Entering the Class/Group, Instructor's username, year level and Student ID number will make it easier to search and format the printable reports later. It will also make it easier to export the data for use in another reporting system.



Adding a Single New Instructor

From the Online Supervisor's Menu select "Add Individual Instructor and follow the same approach as adding students.

NOTE: Instructors have special access, so do not give a student instructor access.



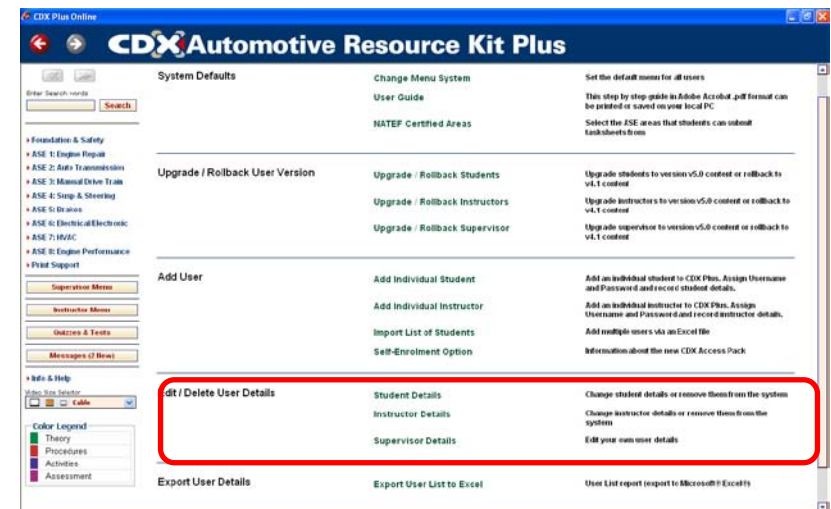
The screenshot shows the 'Creating New Instructor' form in the CDX Automotive Resource Kit Plus. The form includes fields for Username, Password (Required), Password (Confirmation) (Required), Firstname (Required), Lastname (Required), Email address, and Menu (Default (Global Menu)). There are also fields for Class / Group, Institution (Required), City (Required), and Country (Required). A 'Reset' button and a 'Create' button are at the bottom right. A yellow banner at the top states 'You may add up to 14 new users (You have 100 logins)'. A red box highlights the 'Creating New Instructor' title.

Edit/Delete User Details.

You can edit details for students, instructors and supervisors.

You can only delete students and instructors.

From the Online Supervisor's Edit/Delete options select "Student Details".



The screenshot shows the 'Edit/Delete User Details' section in the CDX Automotive Resource Kit Plus. It features a table with three columns: 'System Defaults', 'Change Menu System', and 'Set the default menu for all users'. The 'System Defaults' column includes links for 'Upgrade / Rollback User Version', 'Add User', and 'Export User Details'. The 'Change Menu System' column includes links for 'User Guide', 'NATEP Certified Areas', 'Upgrade / Rollback Students', 'Upgrade / Rollback Instructors', 'Upgrade / Rollback Supervisor', 'Add Individual Student', 'Add Individual Instructor', 'Import List of Students', and 'Self-Enrolment Option'. The 'Set the default menu for all users' column includes instructions for upgrading students, instructors, and supervisors to version 5.0 content or rolling back to v4.1 content, and adding new users. A red box highlights the 'Edit/Delete User Details' section.

Edit/Delete Student Details.

The first line will tell you how many online logons are available for allocation to users. If you have used all your logons you will get a message "You have no free logons". You can make a logon available by deleting a user or you can purchase additional logons from CDX.

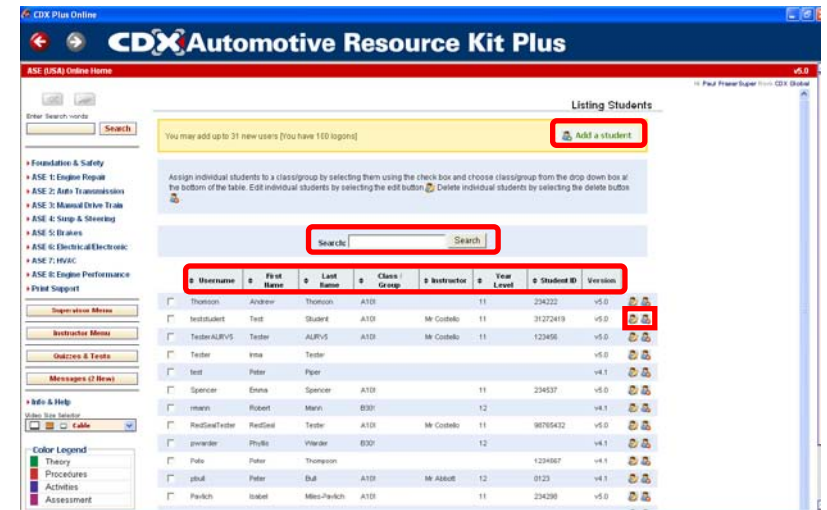
You can assign multiple students to a class by selecting the checkbox on the left and then selecting class or group from the dropdown box at the bottom of the table.

Select the edit button to update individual student information.

Select the delete button to delete an individual student.

You can sort the information by selecting the heading on any of the columns.

You can search for an individual or group using any of the fields in the search box, e.g. typing Mr Costello into the search box would list only students assigned to Mr Costello.


























Listing Students

You may add up to 31 new users (You have 100 logons)

Add a student

Assign individual students to a class/group by selecting them using the check box and choose class/group from the drop down box at the bottom of the table. Edit individual students by selecting the edit button. Delete individual students by selecting the delete button.

Search

<input type="checkbox"/>	Username	First Name	Last Name	Class Group	Instructor	Year Level	Student ID	Version	
<input type="checkbox"/>	Thompson	Andrew	Thompson	ATD		11	234222	v5.0	 
<input type="checkbox"/>	Instructor	Test	Student	ATD	Mr Costello	11	31272419	v5.0	 
<input type="checkbox"/>	TesterALRVIS	Tester	ALRVIS	ATD	Mr Costello	11	123456	v5.0	 
<input type="checkbox"/>	Tester	Inna	Tester					v5.0	 
<input type="checkbox"/>	Test	Peter	Peter					v4.1	 
<input type="checkbox"/>	Spencer	Emma	Spencer	ATD		11	234537	v5.0	 
<input type="checkbox"/>	rmann	Robert	Mann	B3D		12		v4.1	 
<input type="checkbox"/>	RedLeadTester	RedLead	Tester	ATD	Mr Costello	11	90705432	v5.0	 
<input type="checkbox"/>	proverder	Phyllis	Ureider	B3D		12		v4.1	 
<input type="checkbox"/>	Pete	Peter	Thompson				1234567	v4.1	 
<input type="checkbox"/>	ptul	Peter	Bul	ATD	Mr Abbott	12	0123	v4.1	 
<input type="checkbox"/>	Parish	Isabel	Miss-Parish	ATD		11	234288	v5.0	 

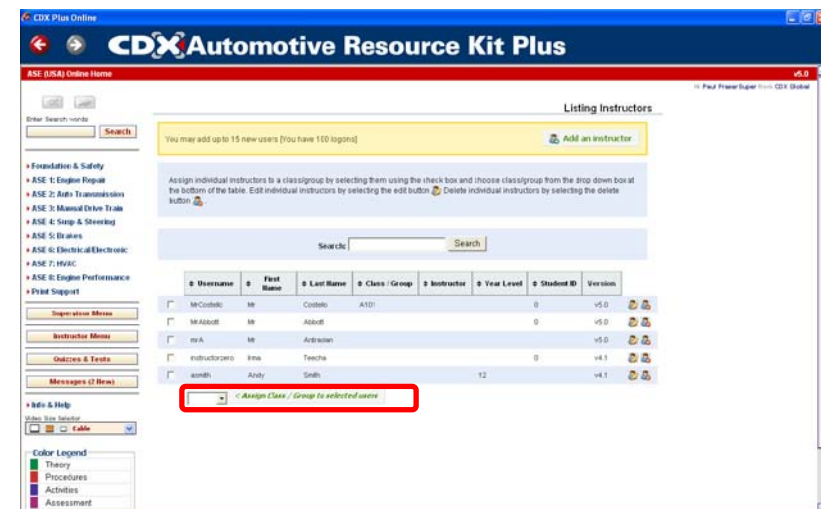
Assign Class / Group to selected users

Edit/Delete Instructor Details.

Editing instructor and Supervisors details is done the same way.

Deleting Instructors is done the same way.

You can assign an instructor to a class/group by selecting the checkbox next to the instructors name and then selecting the class from the drop down list box at the bottom of the screen.













Listing Instructors

You may add up to 15 new users (You have 100 logons)

Add an instructor

Assign individual instructors to a class/group by selecting them using the check box and choose class/group from the drop down box at the bottom of the table. Edit individual instructors by selecting the edit button. Delete individual instructors by selecting the delete button.

Search

<input type="checkbox"/>	Username	First Name	Last Name	Class Group	Instructor	Year Level	Student ID	Version	
<input type="checkbox"/>	MrCostello	Mr	Costello	ATD		0		v5.0	 
<input type="checkbox"/>	MrAbbott	Mr	Abbott			0		v5.0	 
<input type="checkbox"/>	mrA	Mr	Anderson					v5.0	 
<input type="checkbox"/>	instructorpro	Inna	Teacher			0		v4.1	 
<input type="checkbox"/>	smith	Andy	Smith			12		v4.1	 

Assign Class / Group to selected users



Quizzes and Tests

Accessing Quizzes and Tests

Instructors and students can self- enroll in Quizzes and Tests.



Select the Quiz or Test





Select “Yes “ to proceed



Using CDX Plus Online

Please review the comprehensive Instructor Guide to CDX Online.



Minimum Requirements – CDX ARK Plus Online 5.0

You can access CDX ARK Plus Online 5.0 from any PC connected to the internet, however the CDX Online programs require an application, the CDX Online Launcher, that prevents students from accessing any unauthorized websites while using CDX Online programs. You can be confident that students using the CDX Online Launcher can only reach CDX Online, and other sites as specifically authorized by your school's CDX Online supervisor. However, access to CDX Online within your school system may require specific permissions under your school's internet security policy. The following information may assist you to set up and use CDX Online while maintaining the integrity and security of your system.

1. Security

A. If your school's policy only allows access to specific websites from your network you will need to ensure that you permit unrestricted access to the following URLs:

- www.cdxglobal.com
- www.cdxhosting.com
- www.cdxweb.com
- www.cdxautowiki.net
- www.cdxetextbook.com
- audiovideoweb.com

B. If your school's policy disables access to specific file types you will need to ensure that you permit users access to the following files or file types:

- CDXOnlineLauncher.exe
- *.mpeg
- *.mpg
- *.wmv
- *.pdf
- *.html
- *.htm
- *.css
- *.js

To preserve your existing security ensure that these file types are only permitted from URLs in the list A above.

C. Your policy may require you to set specialized port access for web-based programs to operate correctly. The CDX Online Launcher obtains its settings directly from your default browser's configuration. If you are able to access the internet and can reach the domains listed above, you don't need to set or change any specialized port settings in your browser configuration.

2. Network Performance and Minimum Hardware Specifications



A. Your Network connection to the internet should be capable of providing modest broadband speed to about 40% of your users simultaneously. For a 20 user site this means you need approx 3-5Mbit data transfer rate.

It can also be beneficial to performance if your LAN accesses the internet through a proxy server. When CDX Online accesses its content through a proxy server, downloaded content will be cached locally on your proxy server. If the TTL (time to live) on your proxy server cache is set to be quite long, with continued use this cache should eventually contain most of the videos and other material. Your network would then not need to continually get content from the CDX Online server, increasing performance, and reducing internet traffic and cost.

B. The CDX Online Launcher must be used to access the CDX Online courses and should be been installed on all the computers that will be accessing CDX Online. To install, please follow these steps:

1. Download the secure CDX Online Launcher from <http://www.cdxglobal.com/launcher/>
2. If you see the **File Download - Security Warning**, press
 - **Run:** if you have privileges to install programs on your PC, or
 - **Save:** if you require a computer administrator to install the program.
3. Follow the **Setup - CDX Online Launcher** prompts to install the program
If you accept the default folder installation location, it will be easier for the program to regularly update itself.
4. Enter the **Access Code**, **Username**, and **Pin/Password** that has been provided to you.

C. The CDX Online program requires a minimum hardware and software specification, as follows:

- | | |
|--|---|
| • Internet Access | • Microsoft Internet Explorer V6.0 or later |
| • Preferred monitor resolution 1024x768 | • Microsoft Windows Media Player |
| • Sound card and speakers, or headphones | • Adobe Flash & Shockwave Player ® |
| • Microsoft Windows 2000 or later | • Adobe Acrobat Reader ® |

Troubleshooting.

NOTE: Check that your PC meets the minimum specifications listed on the previous page.

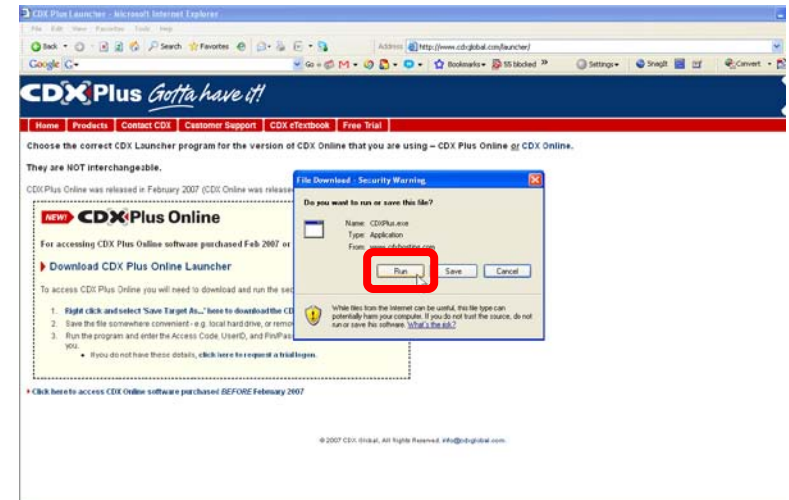
Launcher

I cannot download the CDX Online Launcher.

You schools IT policy may prevent you from saving an executable file. Try selecting “Run”

Try downloading the launcher at home to see if it is an issue with your school's IT settings.

Download the Launcher to a USB drive/Jump drive (at school or at home) and then try running the launcher from the drive
If it works at home see Minimum Requirements – CDX ARK Plus Online 5.0 Online



Diagnostics

If you can download the launcher but the program doesn't not work as you expect: then make sure you have entered your login details correctly and select the '**Not starting?**' system diagnostics button.





This will bring up a new box, select '**Start Tests**'. This should tell you why the program is not loading.

You can save the test results for discussion with your IT department or with CDX Support.

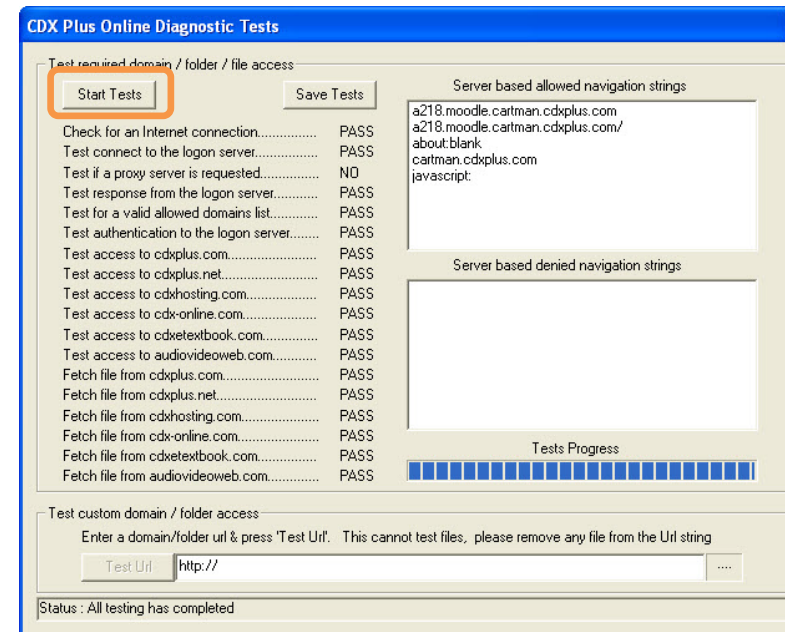
Please contact your IT Department first. In almost all cases the issue is internal to your IT system and only they will be able to resolve it, however the diagnostics should make this easier for them.

CDX Contact/Customer Support

Web support: www.cdxglobal.com/support

Email support: support@cdxglobal.com

Contact information: www.cdxglobal.com/contact



The CDX Online Launcher won't accept my Access Code

Make sure you are using the correct launcher for CDX Plus, not the launcher for an earlier CDX Program. The latest launcher for CDX ARK Plus Online 5.0 is at <http://www.cdxglobal.com/launcher/>

CDX Content – Video Display

I can't see video

a) On a projector connected to my laptop:


If video is visible on your laptop but not on your projected image you may need to change the video hardware acceleration settings on your PC.

1. Click **Start**, click **Control Panel**, and then click **Display**.
2. Then click the **Settings** tab.

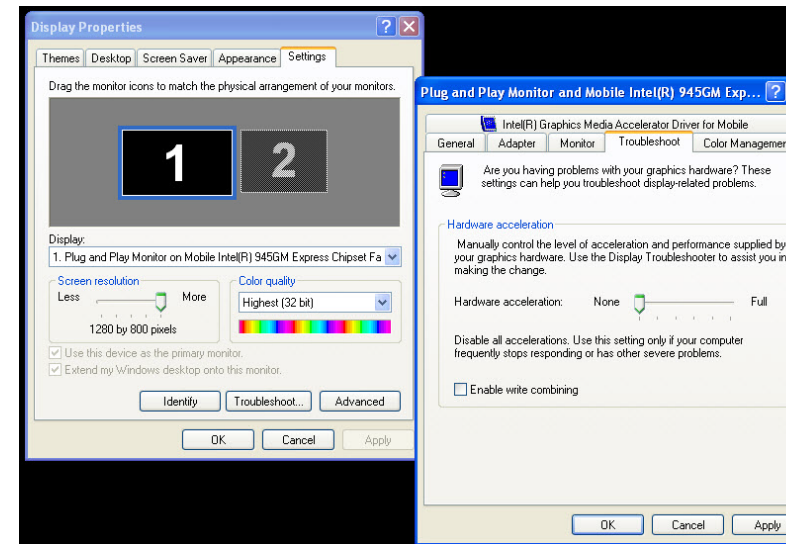
3. Click **Advanced**, click the **Troubleshooting** tab, and then move the **Hardware Acceleration** slider to the left of the sliding bar.
4. Click **OK**, and then click **OK** again.

b) On my PC:

First check if you can see any video from the internet

1. Go to <http://www.cdxetextbook.com/video/video.html> and click the play button 
2. Can you see the video? If you can't then see *Minimum Requirements – CDX ARK+ Online*

NOTE: Your IT department must permit access to video files in the following formats: .wmv, .mpg and .mpeg and the specific domain URLs including audiovideoweb.com.



CDX Online


*I can't see my students or
I can't see the changes I made to student data or
I can't see my students' results.*

Has your CDX Supervisor entered student names and passwords?

Has your CDX Supervisor changed the default menu? – If the default menu is changed after students have started taking quizzes and tests their results will “disappear”. They haven't really disappeared, but you are now looking at results for a different set of quizzes and tests. Change the default menu back to recover the original data.

Have you had students entered in one version of CDX Online e.g. V4 and then selected reports for a different version, e.g. V5. In the report menu change the information display to the appropriate version and select “Filter Results”

I see a screen with a message like “Database Error”

Close the screen with the  and log in again.

A screenshot of a web application interface. It features a light blue background. At the top, there is a purple header bar. Below the header, there are four input fields: "Category:" with a dropdown menu showing "All Categories", "Start Date:" with a text box and a calendar icon, "End Date:" with a text box and a calendar icon, and "Content Version:" with a dropdown menu showing "Version 5.0". At the bottom of the form, there are three buttons: "Filter Results", "PDF Export", and "CSV Export".

Notes:

