



## **Getting Started with CDX Plus Online**

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## Getting Started with CDX Plus Online

There are two components of CDX Plus Online

1. CDX Content, featuring hundreds of videos and thousands of illustrations covering automotive theory and procedures, structured to make it easy to teach to standards
2. CDX Assessments, featuring Activity Quizzes, Practice Tests and Final Exams

This illustrated user guide will walk you step-by-step through the key tasks required to get started with CDX Plus Online

1. Getting access to your CDX Plus Online Site
2. Setting up your students in CDX Plus Online
3. Using CDX Plus Online

There are 3 types of logins, or roles, to CDX Plus Online, with different rights and responsibilities

1. **Student** - Students can login, see the CDX courseware, and undertake Activity Quizzes, Practice Tests and Final Exams. Students can only see their own grades.
2. **Instructor** - Instructors can login, see the courseware, see all student grades, preview Activity Quizzes, Practice Tests and Final Exams for group work, analyze student results, delete a student's quiz attempts, and export information to Excel®.
3. **Supervisor** - Supervisors can do everything that Instructors can do, plus they can add or delete students. Additionally, they can set the default menu for all students, and allocate the role of instructor. They can also enroll students into Activity Quizzes, Practice Tests and Final Exams so that instructors can see their results.



## **Quick Summary:**

### **Getting Access to your CDX Plus Online Site**

1. Open the email from CDX which contains your Supervisor credentials:
  - a. Access Code – a 4 letter code
  - b. Username
  - c. PIN / Password
2. Download and install the CDX Launcher program from the CDX site [www.cdxglobal.com/launcher](http://www.cdxglobal.com/launcher)
3. Run the CDX Launcher program and enter your Access Code/Username and Password

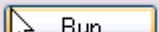
### **Setting up your students in CDX Plus Online**

4. If your users have not been entered into CDX Plus Online then use the template supplied by CDX to import your all your student data in the correct format from a “.csv” file, or you can enter it manually if you prefer
5. Decide what menu you want to be the standard menu that students see for your online offering

### **Using CDX Plus Online**

6. Issue login credentials to your students
7. Enroll your students in the Quizzes, Tests and Exams you want them to complete
8. Review grades in Quizzes, Tests and Exams
9. Review and analyze student performance on specific questions

## Accessing Your CDX Plus Online Site as Supervisor

1. Open the email from CDX which contains your supervisor credentials
  - a. Access Code – a 4 letter code
  - b. Username – the word “supervisor”, please do not change this
  - c. PIN / Password
2. Download the CDX Launcher program from the CDX site  
[www.cdxglobal.com/launcher](http://www.cdxglobal.com/launcher) (You will need this program on every PC that is going to access CDX Plus Online). If your IT security settings prevent you from saving the Launcher select 

3. Run the CDX 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 or for administrative / supervisor functions.

A screenshot of a web browser window titled "CDX Plus Online Login". The window has a light purple background. At the top, it says "Please enter your login details and click Login". Below this are three input fields: "Access Code", "Username", and "Pin / Password". The "Access Code" field is highlighted with a red rectangle. Below the input fields are two radio buttons: "Resume" and "Home page". At the bottom left is a link "What is this?" and at the bottom right is a "Login" button.

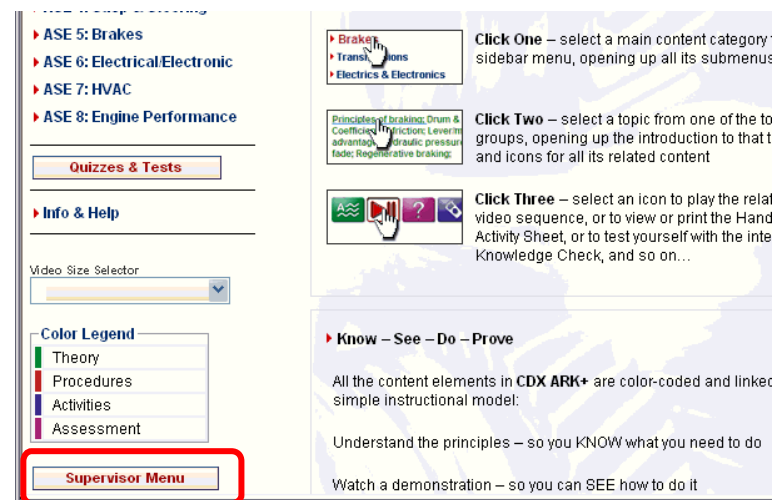
## Setting up your Users in CDX Plus Online

### Setting Up CDX Plus Online

Before you and your students and instructors can start using 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 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. Enter your user data into CDX Plus Online.  
(You can import a file with all the data or you can enter data one at a time)
3. Update the user database
4. Enroll Instructors and students in specific courses so their grades are visible

Logon and click on the  button.

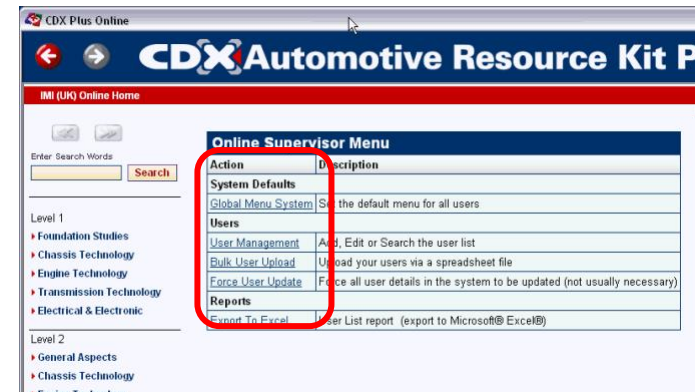




## The Online Supervisor Menu

The Online Supervisor Menu allows you to:

1. Set the Default Menu
2. Add, Update and Delete Users
3. Export a list of users



## Setting Up the Default Menu for All Users

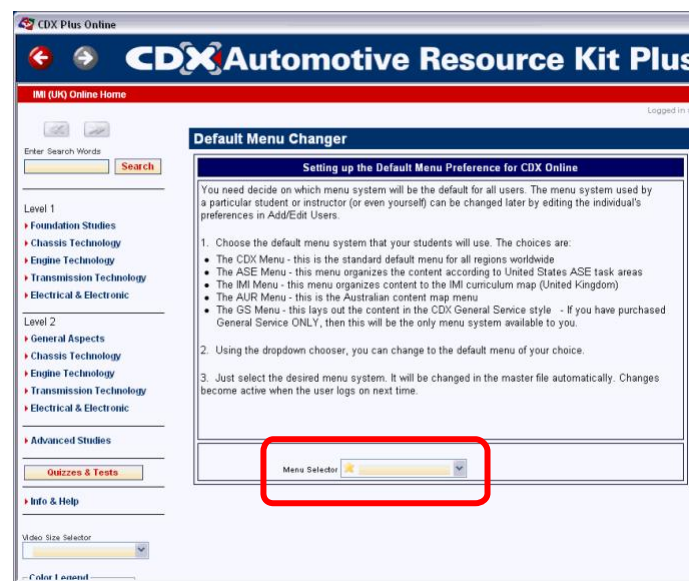
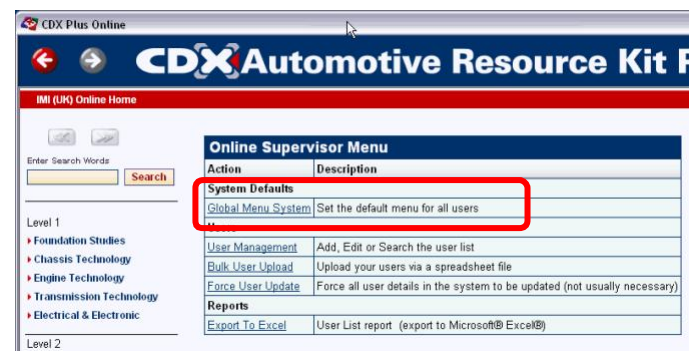
From the Online Supervisor menu select “Global Menu System” to set the default menu.

Follow the instructions to select the menu of your choice to align CDX Quizzes and Tests to your local standards. If you have purchased ARK Plus then your choices are:

- **The CDX Menu** - this is the standard default menu for all regions worldwide
- **The ASE Menu** - this menu organizes Courseware, Quizzes and Tests to the ASE task areas (USA).
- **The IMI Menu** - this menu organizes Courseware, Quizzes and Tests to the IMI curriculum map (UK).
- **The AUR Menu** - this menu organizes Courseware, Quizzes and Tests to the Australian AUR curriculum map.
- **The GS Menu** - this lays out the Courseware, Quizzes and Tests aligned to CDX General Service, covering foundation knowledge and skills.

(Later you can change the default menu displayed for an individual student if required)

If you have only purchased CDX General Service, then the GS Menu will be the only menu system available to you.

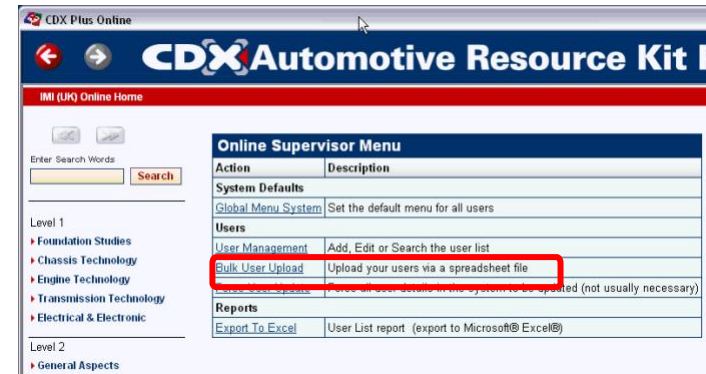


## Entering Your User Data

You can import your user data from a file, or enter it manually if you prefer.

### Adding Multiple Users – from a file

From the Online Supervisor Menu select “Bulk User Upload”



The data for import needs to contain the information the CDX Plus Online system requires, and to 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:

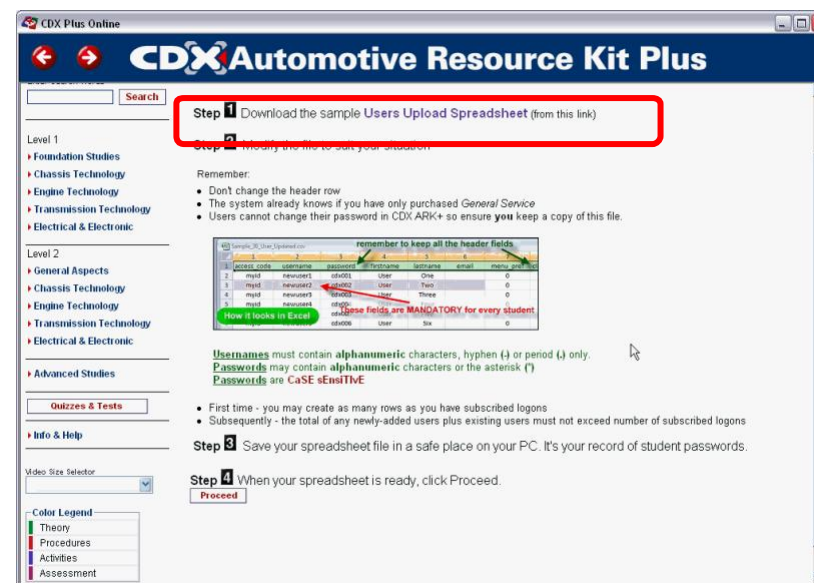
### Step 1: Download the Sample Users Upload Spreadsheet

### Step 2: Modify the file to suit your situation


Follow the instructions to create a .csv file like the sample:

- The first column must contain your 4 letter Access Code
- The 2nd column is the username the student will log on with. Usernames must be unique and can only contain alphanumeric characters, hyphens (-) or periods (.).
- The 3rd column is their password. Passwords may contain alphanumeric characters or the asterisk (\*) Passwords are CaSE sEnSiTiVe.
- The 4th column is their first name.
- The 5th column is their last name. You must change the name from the sample name e.g. "newuser1" in the .csv template.
- The 6th column is their email address (this does not have to be a real email address, but it cannot be blank. You can enter a "X").
- The 7th column is their city.
- The 8th column is the country.
- The 9th column is the institution name.

### 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.

**Step 4:** After you have saved your file select  to import the file into CDX Plus Online.

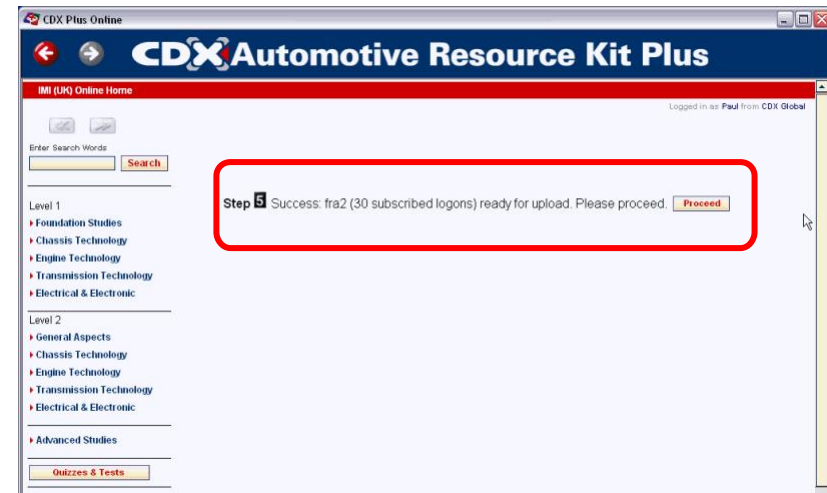
Use this file format whenever you are adding bulk users.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	access_code	username	password	firstname	lastname	email	menu_pref	class_gro	instructor	year_level	city	country	institution	
2		newuser1	newuser1	Newuser	One	email@ourcollege.com					Brisbane	AU	CDX	
3		newuser2	newuser2	Newuser	Two	email@ourcollege.com					Brisbane	AU	CDX	
4														
5														

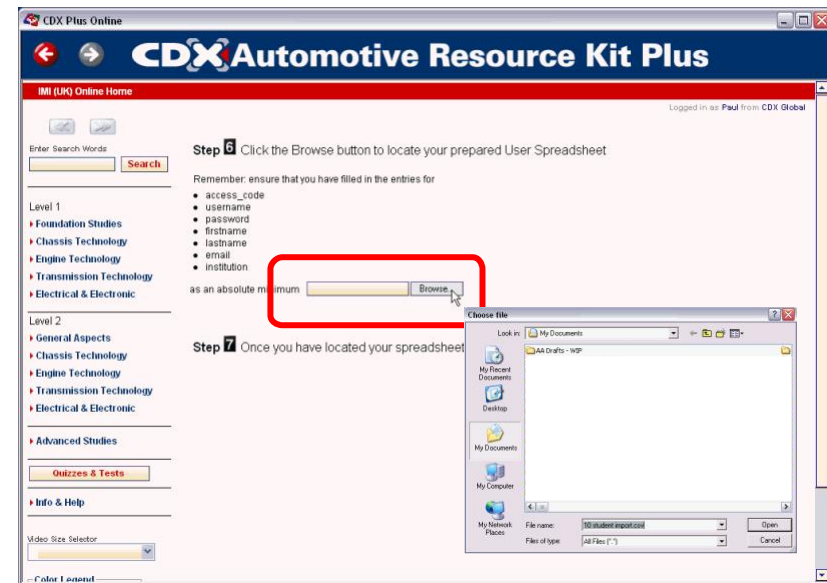
**Remember:**


- Don't change the header row
- Save the file as a .csv file, not as standard excel .xls file
- Users cannot change their password but a supervisor can change a student's password if the student has forgotten it.
- You can only import as many users as you have online licenses for. You do not need to import all users at once. If you import more users than you are licensed for you will receive an error message.

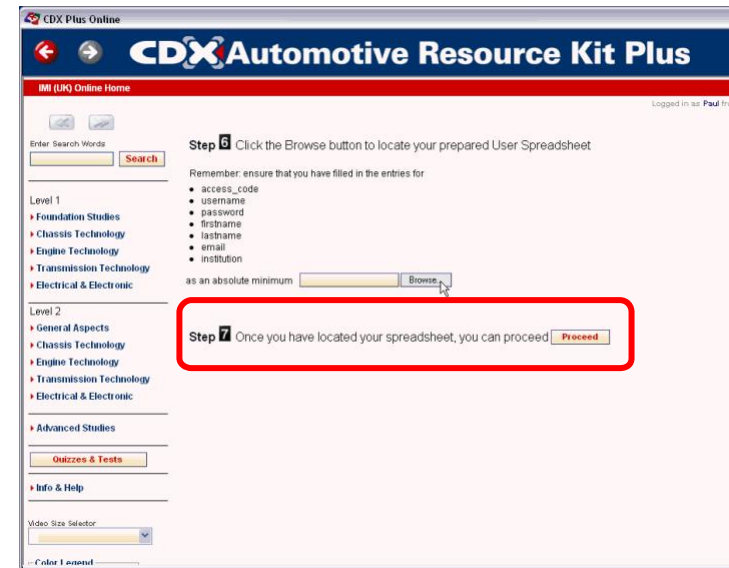
**Step 5:** You will get a message confirming that your file is ready for upload.



**Step 6:** Use the "Browse" button to locate the copy of the .csv file that you saved.



**Step 7:** Then select 



CDX Plus Online  
CDX Automotive Resource Kit Plus  
IMI (UK) Online Home  
Logged in as Paul from CDX

Enter Search Words

Level 1  
 • Foundation Studies  
 • Chassis Technology  
 • Engine Technology  
 • Transmission Technology  
 • Electrical & Electronic

Level 2  
 • General Aspects  
 • Chassis Technology  
 • Engine Technology  
 • Transmission Technology  
 • Electrical & Electronic

Advanced Studies

Info & Help

Video Size Selector:

Color Legend

**Step 6** Click the Browse button to locate your prepared User Spreadsheet

Remember, ensure that you have filled in the entries for

- access\_code
- username
- password
- firstname
- lastname
- email
- institution

as an absolute minimum

**Step 7** Once you have located your spreadsheet, you can proceed

**Step 8:** Your file is uploaded to the CDX Plus Online Server in preparation for analysis to ensure the data is in the correct format and that you have sufficient unused logins available. You will get a message if your upload is successful.

**Step 9:** Click  to complete the process.



CDX Plus Online  
CDX Automotive Resource Kit Plus  
IMI (UK) Online Home  
Logged in as Paul from CDX

Enter Search Words

Level 1  
 • Foundation Studies  
 • Chassis Technology  
 • Engine Technology  
 • Transmission Technology  
 • Electrical & Electronic

Level 2  
 • General Aspects  
 • Chassis Technology  
 • Engine Technology  
 • Transmission Technology  
 • Electrical & Electronic

Advanced Studies

Info & Help

Video Size Selector:

Color Legend

**Step 8** Your spreadsheet was successfully uploaded to the CDX+ Online server. Step 8 completed.

Okay, let's see if your spreadsheet is properly configured. When you proceed, your spreadsheet will be analysed and your users will be inserted into the database. If there are any errors or attempted duplicate entries, you will be informed. If you get an error, fix your spreadsheet and try again.

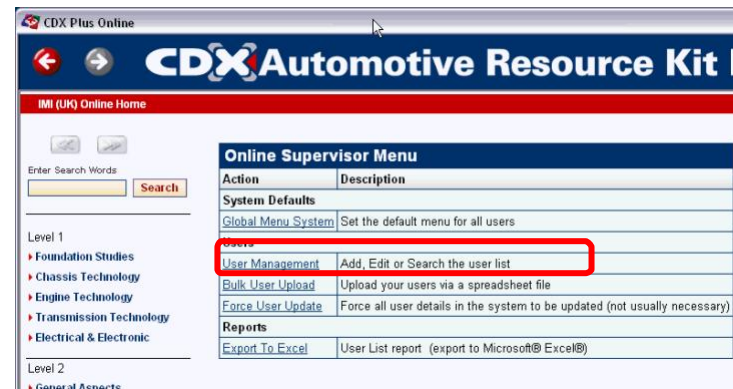
**Step 9** Click 'Insert Users' when ready.

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

Then click on  to finish.

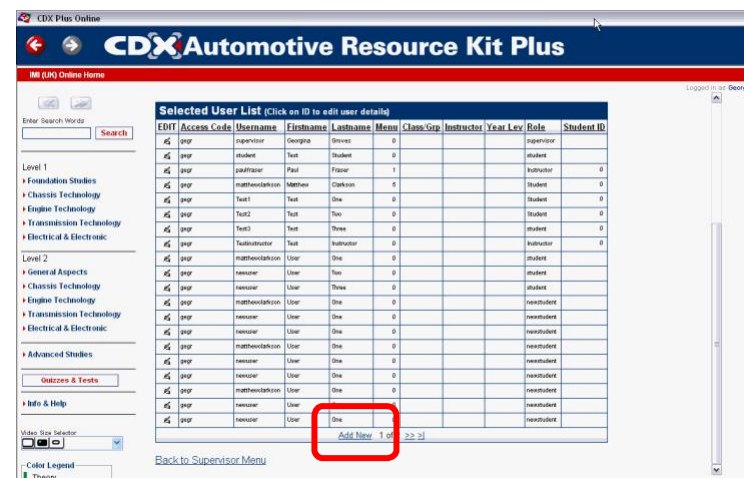
## Adding a Single New User

From the Online Supervisor's Menu select "User Management"





Select "Add New" from the bottom of the user list



Use the Add/Edit User details form to enter a new user's information. As a minimum the fields highlighted in **red** must be completed.

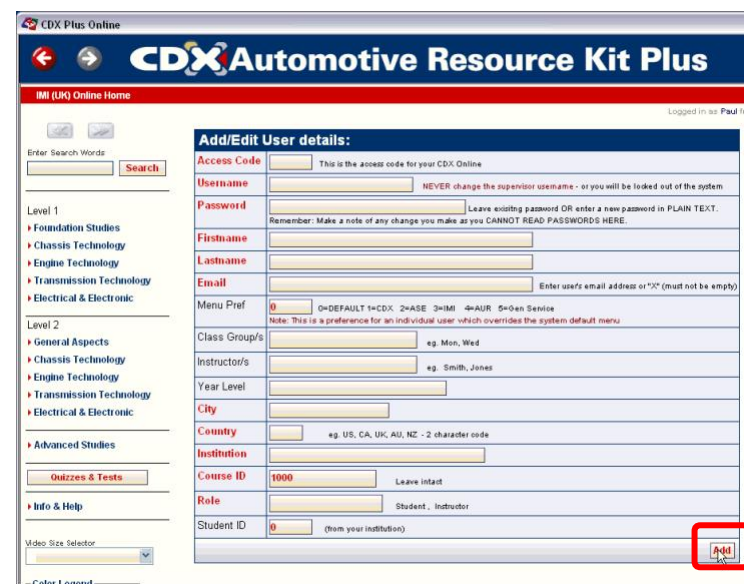
Here you can also change the menu that an individual user sees, so they do not see the default / standard menu. Note that this individual menu setting overrides the default menu.

Do not change the Course ID.

**Note:** Class groups, Instructors, Year Level and Roles are currently not implemented

Select **Add** to add or update a user's record.

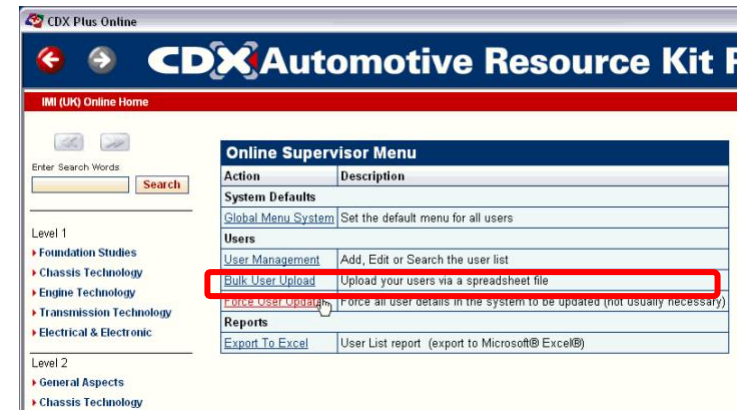
Select **Supervisor Menu** to return.



## Synchronizing Users.

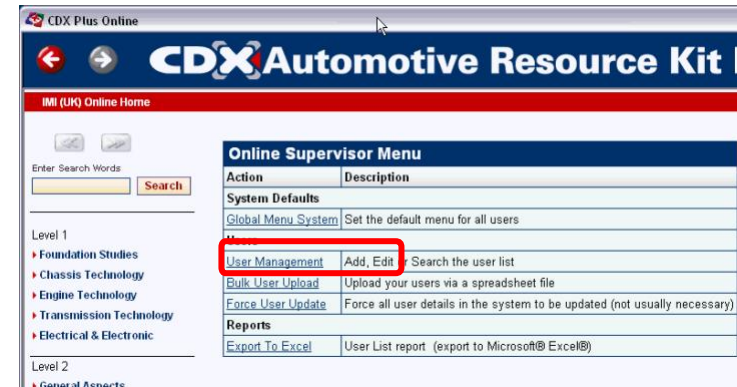
To complete the user import/add process select “Force User Update” from the Online Supervisor’s Menu

You will receive a message “User synchronization is complete”




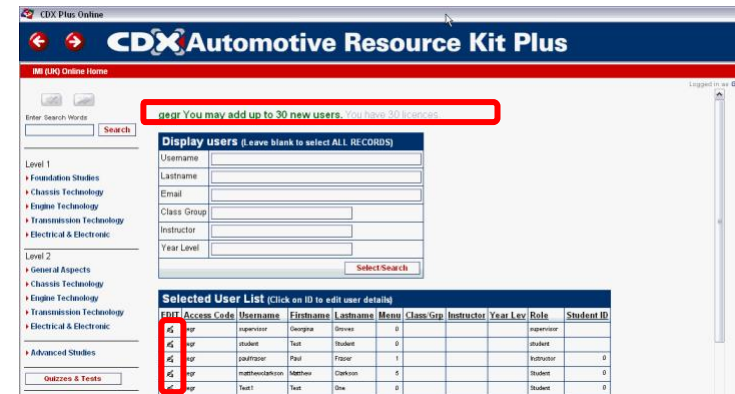
## Updating / Deleting User Information.

From the Online Supervisor’s Menu select “User Management”








The first line will tell you how many online subscriptions 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 login available by deleting a user or you can purchase additional logins from CDX.

To update or delete a User’s information search for the individual using any of the fields in the search box and then select the Edit icon  to access their information page.



The screenshot shows the CDX Automotive Resource Kit Plus web interface. At the top, a message states: "You may add up to 30 new users. You have 30 logons." Below this, there is a "Display users" section with a search form containing fields for Username, Lastname, Email, Class Group, Instructor, and Year Level, along with a "Select Search" button. To the left of the search form is a navigation menu with categories like Level 1, Level 2, and Advanced Studies. Below the search form is a "Selected User List" table. The table has columns for Edit, Access Code, Username, Firstname, Lastname, Menu, Class/Sec, Instructor, Year Lev, Role, and Student ID. The first row of the table is highlighted with a red box, and the "Edit" icon in the first column of this row is also highlighted with a red box.

Edit	Access Code	Username	Firstname	Lastname	Menu	Class/Sec	Instructor	Year Lev	Role	Student ID
	supervisor	George	Drives		0				supervisor	
	student	Test	Student		0				student	
	instructor	Paul	Fisher		1				instructor	0
	mathewclarkson	Mathew	Clarkson		5				Student	0
	Test1	Test	One		0				Student	0

## Updating / Deleting User Information.

Use the Add/Edit User details form to update user's information or to delete the user. The fields highlighted in **red** must be completed. Here you can:

- Change a User's Name, First Name and Last Name.
- Reset their Password
- Change the menu that an individual user sees, so they do not see the default /standard menu
- Delete a student, releasing their online subscription for re-allocation

Select **Submit** **Delete** to update or delete a user's record.

Select **Supervisor Menu** to return.

**Note:** Class groups, Instructors, Year Level and Roles are currently not implemented

## Enrolling Students in Quizzes and Tests and Nominating Instructors

A key role of the Supervisor is to assign roles. When you add users to the CDX Plus Online they all start as students, with the ability to take Quizzes, Tests and Exams and to see their own grades.

The students must be assigned to the topic areas so that their grades become visible to the instructor. To see these student grades an individual must be assigned the role of instructor by the supervisor.

Select **Quizzes & Tests** from the Home page.

**Click One** – select a main content category sidebar menu, opening up all its submenus

**Click Two** – select a topic from one of the groups, opening up the introduction to that and icons for all its related content

**Click Three** – select an icon to play the related video sequence, or to view or print the Hand Activity Sheet, or to test yourself with the interactive Knowledge Check, and so on...

**Know – See – Do – Prove**

All the content elements in CDX ARK+ are color-coded and linked simple instructional model:

Understand the principles – so you KNOW what you need to do

Watch a demonstration – so you can SEE how to do it

You will see a list of Quizzes and Tests based on your default menu selection.

If you select **Assign roles** you can nominate instructors and students for all the Activity Quizzes, Practice Tests and Final Exams in the topic area.


**Note:** If you have changed your menu selection in Add/Edit then the list that you see here will be your personal topic list. You should change back to the default menu, logoff and then logon again to assign students to the default topic activities.

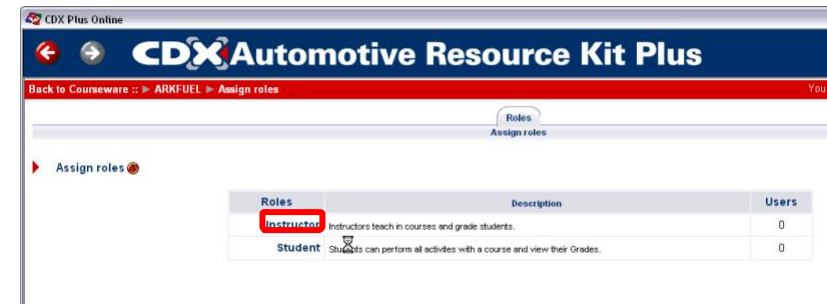


Selecting **Assign role** brings up a window where you can see the total of instructors and students who are assigned to the topic area. The initial total is 0 for each.

Select “Instructor” to assign instructors to a topic area so that they can see grades.

Select “Instructor” from the “Role to Assign” dropdown menu.

Highlight the individual(s) you want to promote to instructor then select the LEFT arrow .



Roles	Description	Users
Instructor	Instructors teach in courses and grade students.	0
Student	Students can perform all activities with a course and view their Grades.	0



CDX Plus Online

CDX Automotive Resource Kit Plus

Back to Courseware :: Home :: Quiz and Test categories :: UK IMI Quizzes & Tests :: Assign roles

Assign roles

Role to assign: **Instructor**


0 existing users

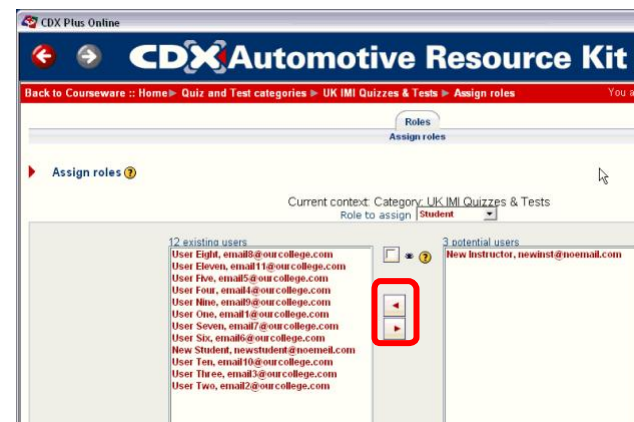
0 potential users

- CDX Administrator, geoff@cdxglobal.com
- Mattew Clarkson, test@cdxglobal.com
- Paul Fraser, paul@cdxglobal.com
- Georgia Groves, georgiag@cdxglobal.com
- Test Instructor, testinstructor@gmail.com
- Test One, paer1@gmail.com
- Test Student, studentuser@cdxglobal.com
- Test Student, studentuser@cdxglobal.com

Search

Repeat the process for assigning students. Select “Student” from the “Role to Assign” dropdown menu.

Highlight the individual(s) you want to select then select the LEFT arrow . Any student may undertake a Quiz or test but the Gradebook will only show results for students who have been assigned to a topic.

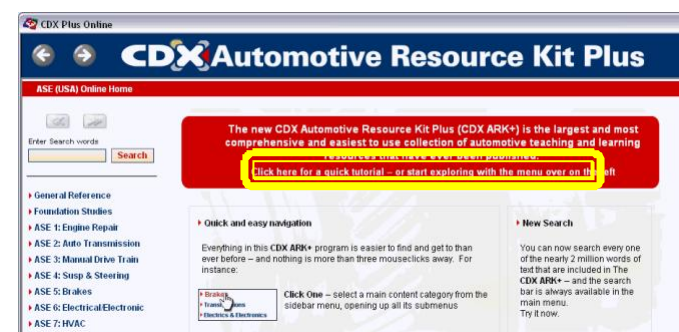


## Using CDX Plus Online

There are two components of CDX Plus Online:

1. The CDX Content
2. The CDX Activity Quizzes, Practice Tests and Final Exams

There is a comprehensive tutorial on how to use the CDX content on the Home page.






## About Quizzes, Tests and Exams

There are nearly 1,000 quizzes, tests and exams in CDX Plus Online. To make these easy to navigate they are grouped into topic areas, depending on the menu selected by the supervisor for the site.

- Activity Quizzes – learning activities requiring students to “fill in the missing word” reinforce the lessons learnt in the CDX courseware. Students are initially provided with three opportunities to complete the Activity Quizzes, which deliver a specific set of questions and are untimed.
- Practice Tests – these short tests allow students to practice for their final exams, they deliver randomized questions from the CDX question bank and are also untimed. Practice Tests may be undertaken as many times as necessary by a student.
- Final Exams – these are comprehensive exams, covering more questions and with a fixed time limit. Students are initially provided with three opportunities to complete the Final Exams.

The CDX Activity Quizzes. Practice Tests. Final Exams, Grades and Reports are accessed from the  button.





The default menu choice will determine which Quizzes and Tests you see, unless you have nominated an individual menu choice in Add/Edit Users.

Selecting a topic area opens up a list of all the Activity Quizzes in that topic, access to grades and access to the other topic areas Activity Quizzes, Practice Tests and Final Exams.

The information presented by CDX Plus Online differs depending on whether you are logged on as a student or as an instructor. Students can only see and complete Quizzes, and view their own grades.

Instructors see additional information.



## The Instructor's View

If an instructor selects an "Activity Quiz" the instructor will see three tabs:

1. Info – summarizing the number of students and attempts
2. Results – detailing student progress
3. Preview – allowing a preview of the Activity Quiz



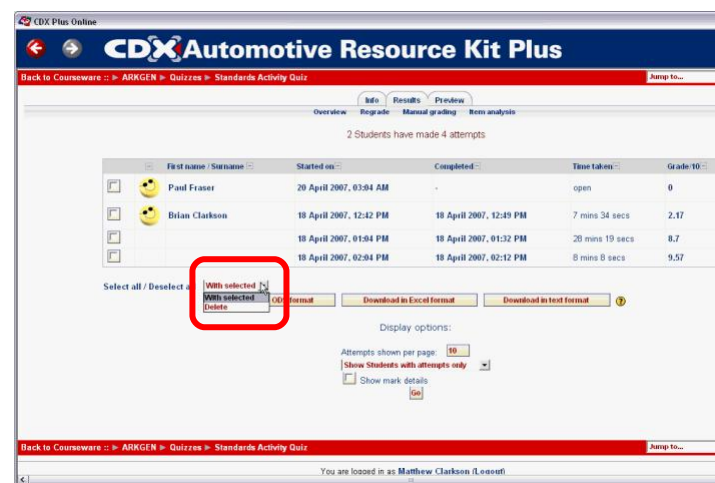
## Results

Selecting the "Results" tab provides a summary of student progress in this Activity Quiz. Instructors can see which students have attempted the quiz, how long they spent on the quiz and their grades.

Students are limited to 3 attempts. However using the checkbox and selecting "Delete" from the drop down menu allows an instructor to delete an attempt which permits the student to attempt the quiz again.

Download buttons allow the data to be exported in common formats.

Instructors can view any student's individual, graded quiz attempt by selecting the date started, the completed date or the grade and see the student's attempt.



When the Instructor reviews the student's attempt they can see the results, and also the student's answers, with the correct answer nominated for questions that were answered incorrectly.



**CDX Automotive Resource Kit Plus**

Back to Courseware :: > ARKGEN > Quizzes > Standards Activity Quiz > Review

You are logged in as M...

Info Results Preview

[Start again](#)

Started on: Wednesday, 25 April 2007, 03:33 AM  
 Completed on: Wednesday, 25 April 2007, 03:37 AM  
 Time taken: 3 mins 26 secs  
 Raw score: 17/23 (74 %)  
 Grade: 7.39 out of a maximum of 10

Page: 1 2 3 (Next)

[Show all questions on one page](#)

**1** For almost every contact in a car there is a number code to standardize car .....

Marks: 1

Answer:  

**Incorrect**  
 Correct answer: hiring  
 Marks for this submission: 0/1

**2** Engine oils classified for use in ..... engines have an 'A' prefix.

Marks: 1

Answer:  

**Correct**  
 Marks for this submission: 1/1

## Item Analysis

At the top of the “Results” tab is the link to the “Items Analysis” screen.

This provides a summary and statistical analysis of all results for that quiz. The correct answers from the quiz database are in dark blue, and student answers are in red.

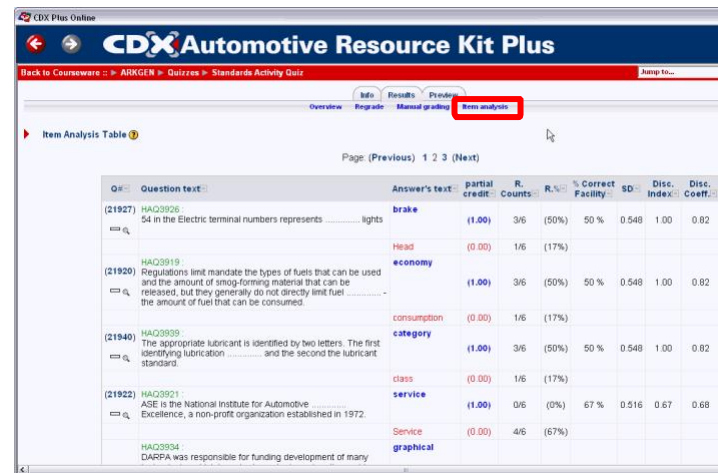
R Counts shows the number of answers/the number of students starting the quiz. E.g. 3/6 means 3 students gave this answer of 6 who have started the quiz.

% Correct Facility shows the % of students who answered correctly.

Note: Totals and percentages may not equal 100% since the number of students answering may be less than the number starting the quiz, either because they skipped the question, or have not completed the quiz at the time of the report.

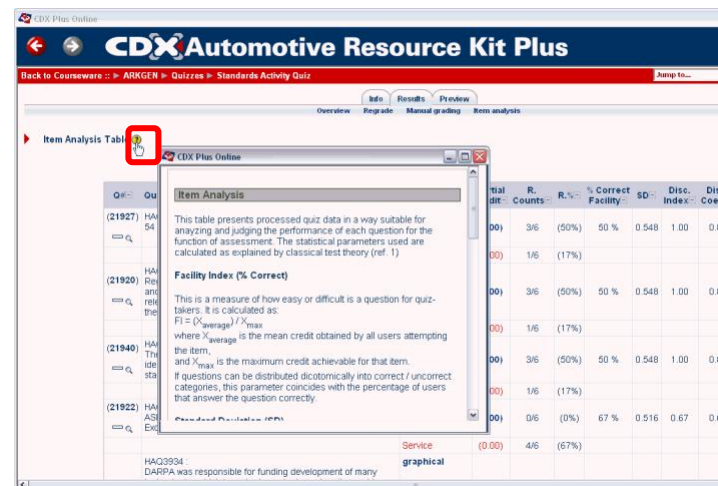
The additional statistical functions covered in Item analysis are explained in the online help.

Download buttons allow the data to be exported in common formats.



The screenshot shows the 'Item Analysis Table' in the CDX Automotive Resource Kit Plus. The table lists quiz questions with their IDs, question texts, correct answers (in dark blue), and student answers (in red). Statistical data is provided for each question, including R Counts, R.%, % Correct Facility, SD, Disc. Index, and Disc. Coeff.

Q#	Question text	Answer's text	partial credit	R. Counts	R. %	% Correct Facility	SD	Disc. Index	Disc. Coeff.
(21927)	HAQ3925: 54 in the Electric terminal numbers represents _____ lights	brake	(1.00)	3/6	(50%)	50 %	0.548	1.00	0.82
		Head	(0.00)	1/6	(17%)				
(21920)	HAQ3919: Regulations limit mandate the types of fuels that can be used and the amount of smog-forming material that can be released, but they generally do not directly limit fuel _____ the amount of fuel that can be consumed.	economy	(1.00)	3/6	(50%)	50 %	0.548	1.00	0.82
		consumption	(0.00)	1/6	(17%)				
(21940)	HAQ3939: The appropriate lubricant is identified by two letters. The first identifying lubrication _____ and the second the lubricant standard.	category	(1.00)	3/6	(50%)	50 %	0.548	1.00	0.82
		class	(0.00)	1/6	(17%)				
(21922)	HAQ3921: ASE is the National Institute for Automotive _____ Excellence, a non-profit organization established in 1972.	service	(1.00)	0/6	(0%)	67 %	0.516	0.67	0.68
		Service	(0.00)	4/6	(67%)				
	HAQ3934: DARPA was responsible for funding development of many _____	graphical							



The screenshot shows the 'Item Analysis Table' with a pop-up window titled 'Item Analysis' providing detailed information about the Facility Index (% Correct). The table is the same as in the previous screenshot.

**Item Analysis**

This table presents processed quiz data in a way suitable for analyzing and judging the performance of each question for the function of assessment. The statistical parameters used are calculated as explained by classical test theory (ref. 1)

**Facility Index (% Correct)**

This is a measure of how easy or difficult a question for quiz-takers. It is calculated as:

$$FI = \frac{X_{\text{average}}}{X_{\text{max}}}$$

where  $X_{\text{average}}$  is the mean credit obtained by all users attempting the item, and  $X_{\text{max}}$  is the maximum credit achievable for that item.

If questions can be distributed dichotomically into correct / incorrect categories, this parameter coincides with the percentage of users that answer the question correctly.

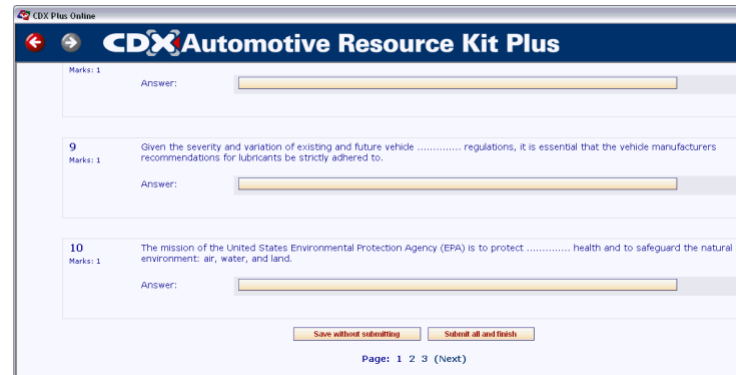
**Download Population (PDF)**

## Completing an Activity Quiz


The “Preview” tab allows an instructor in a class to show the Activity Quiz for group interaction.

Note: Activity Quizzes and Practice Tests can be saved without submitting them for grading, allowing students to resume the activity in the next scheduled class or at home.

**Note:** The “Submit and Finish” button should only be used when the whole test is completed. Most Activity Quizzes and Practice Tests are more than 1 page long. Students should ensure they answer all questions before selecting the “Submit and Finish” button that is at the bottom of every page.



Immediately after selecting “Submit and Finish” the Activity Quiz, Practice Test or Exam is graded and students can see their results. They can also see correct answers for questions that they answered incorrectly.



**CDX Automotive Resource Kit Plus**

Back to Courseware :: > ARKGEN > Quizzes > Standards Activity Quiz > Review

You are logged in as M...

Info Results Preview

Start again

Started on: Wednesday, 25 April 2007, 03:33 AM  
 Completed on: Wednesday, 25 April 2007, 03:37 AM  
 Time taken: 3 mins 26 secs  
 Raw score: 17/23 (74 %)  
 Grade: 7.39 out of a maximum of 10

Page: 1 2 3 (Next)

Show all questions on one page

**1** For almost every contact in a car there is a number code to standardize car .....

Marks: 1

Answer:  X

Incorrect  
 Correct answer: wiring  
 Marks for this submission: 0/1

**2** Engine oils classified for use in ..... engines have an 'A' prefix.

Marks: 1

Answer:  ✓

Correct  
 Marks for this submission: 1/1

## Practice Tests and Final Exams

So far we have only looked at Activity Quizzes, which are a learning aid. Each set of menus also has a section devoted to Practice Tests and Final Exams.

- Practice Tests – allow students to practice for their final exams, and are untimed. Practice tests may be undertaken as many times as necessary by a student.
- Final Exams – these are comprehensive exams, covering more questions and with a fixed time limit.

All the Practice Tests and Final Exams are grouped together.

Selecting “Grades” provides a snapshot of all students’ results for Practice Tests and Final Exams.





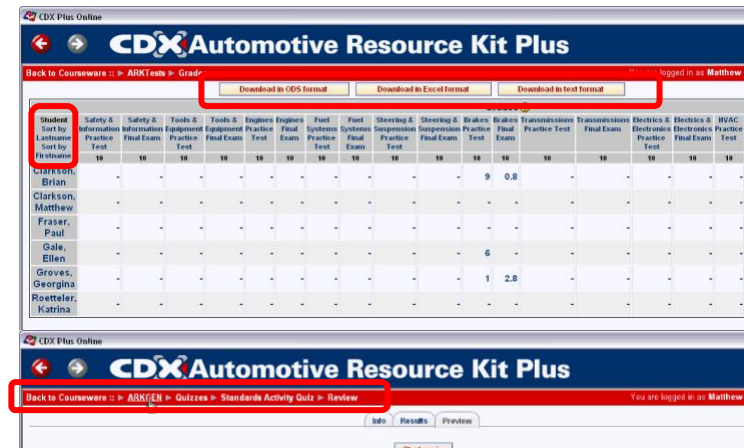
Download buttons allow the data to be exported in common formats.

Students can be sorted by First Name or Last Name.

Selecting a Grade or an Activity name will show information about the number of attempts and results.

## Navigation

The “Breadcrumb Trail” along the top of every screen provides a simple reminder as to where you are and you can use it to jump back to a previous screen.



The screenshot displays the CDX Automotive Resource Kit Plus interface. The top navigation bar includes a breadcrumb trail: **Back to Courseware > ARKTests > Grade**. Below this, there are three download buttons: **Download in CSV format**, **Download in Excel format**, and **Download in text format**. The main content area is a table with columns for various automotive topics and rows for individual students. The table is sorted by Last Name. The bottom section shows another breadcrumb trail: **Back to Courseware > ARKTest > Quizzes > Standards Activity Quiz > Review**, along with buttons for **Info**, **Results**, and **Previous**.

Student	Safety & Information Practice	Safety & Information Final Exam	Tools & Equipment Practice	Tools & Equipment Final Exam	Engines Practice	Engines Final Exam	Fuel Systems Practice	Fuel Systems Final Exam	Steering & Suspension Practice	Steering & Suspension Final Exam	Brakes Practice	Brakes Final Exam	Transmissions Practice	Transmissions Final Exam	Electrics & Electronics Practice	Electrics & Electronics Final Exam	MVAC Practice	MVAC Final Exam
Clarkson, Brian	-	-	-	-	-	-	-	-	-	-	-	9	0.8	-	-	-	-	-
Clarkson, Matthew	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Frazer, Paul	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gale, Ellen	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-
Groves, Georgina	-	-	-	-	-	-	-	-	-	-	1	2.8	-	-	-	-	-	-
Rotteler, Katrina	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-





## Minimum Requirements – CDX Plus Online

You can access CDX Plus Online from any PC connected to the internet, however your institution's security settings may require you to specifically allow this program to run, and allow it to access the internet.

**PC Requirements** The following is a list of the minimum requirements for CDX Plus Online:

1. Have a connection to the Internet.
2. Windows 2000 SP4 or later (Windows XP SP2 recommended).
3. Sound card and speakers, or headphones.
4. Monitor resolution 800x600 or above.
5. Adobe Acrobat Reader 5 or later.
6. Macromedia Flash Player 7 or later.
7. Internet Explorer 5.5 or later.

**Internet Access Proxy Requirements** Firewalls and Proxy Servers must allow access to the following domain URLs:

1. cdxplus.net
2. cdxhosting.com
3. cdx-online.com
4. cdxetextbook.com
5. audiovideoweb.com

Firewalls and Proxy Servers must allow access to the following files or file types:

- |                |            |            |
|----------------|------------|------------|
| 1. CDXPlus.exe | 8. *.gif   | 15. *.mpeg |
| 2. *.asx       | 9. *.htm   | 16. *.mpg  |
| 3. *.bak       | 10. *.html | 17. *.pdf  |
| 4. *.bmp       | 11. *.ico  | 18. *.php  |
| 5. *.css       | 12. *.jpg  | 19. *.swf  |
| 6. *.dcr       | 13. *.jpeg | 20. *.wmv  |
| 7. *.dwt       | 14. *.js   | 21. *.xml  |

## Troubleshooting.

Note: check that your PC meets the minimum specifications. – see [Minimum Requirements – CDX Plus Online](#)

### Launcher

I cannot download the CDX Online Launcher.

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

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

If it works at home see [Minimum Requirements – CDX Plus Online](#)

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 Plus is at <http://www.cdxglobal.com/launcher/>

### CDX Content

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  $\frac{1}{4}$  along 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 that 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](http://audiovideoweb.com).

## CDX Online

I can no longer see the Supervisor Menu

*Are you logged on as Supervisor? Not as an Instructor or Student?*

*Did you change the supervisor's username – if so contact CDX by email to: [support@cdxglobal.com](mailto:support@cdxglobal.com)*

I get an error message when I use “Bulk Upload”

*Have you used all your logins? If so you can delete any old students to release their logins for reassignment.*

*Are you saving the file as a .csv file, not as an .xls file? (Change the file type from the dropdown box when naming and saving your file)*

*Are you entering duplicate names? You can have two students with the same name, e.g. John Smith, but they must have different usernames e.g. johnasmith1 and johnbsmith . If you are re-using a .csv template you have used before ensure you delete the old information first.*

*Do you have one or more spaces in any of your usernames and passwords? There can be no spaces in usernames and passwords.*

*Do you have any commas in your imported data, eg Fred Smith, Jr. There can be no commas in your data.*

*Have you left any of the mandatory fields blank? Even if you do not know a student's email the field cannot be blank, use an “x” instead. – see [Adding Multiple Users - from a File](#)*

*You cannot use the name “Newuser”*

I can't see my students or

I can't see my students' results.


*Have you entered student names and passwords? – see [Entering Student Data](#)*

*Have you synchronized the database? - see [Synchronizing Users](#).*

*Have you enrolled students in the Quizzes and Tests? – see [Enrolling Students in Quizzes and Tests and Nominating Instructors](#)*

*Have you changed the default menu? – If you change the default menu 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. – see [Setting Up the Default Menu for All Users](#)*

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

*Close the screen with the  and log in again.*

## CDX Quizzes and Tests

Students can start a test or final exam at anytime.

*A student who is not enrolled may undertake any Activity Quiz, Practice Test or Final Exam. The Activity Quizzes are learning exercises, and do not change. The questions and answers for the Practice Tests and Final Exams are randomized, so these change.*

*However their results will not be visible to any instructor unless they have been enrolled in the activity. At the time of enrollment, or any time subsequently, a supervisor can decide whether to:*

- a) support self paced learning and keep the record of student test results, or*
- b) mandate group testing, and delete any quiz or test undertaken by a student prematurely.*



NOTES:

