



CDX Online Upgrade Guide

Everything you need to know about switching to our new CDX Online Platform

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Why the change?

As you know, this year we have introduced a brand-new version of our e-learning platform in CDX Online. This development is a direct result of feedback from our community of instructors and a move to improve the digital services we proudly provide. In CDX Online, we have created a uniform and user-friendly Learning Management System to assist instructors in their day-to-day teaching and administrative tasks, empowering you to devote more time in developing your students into certified professionals.

Please watch [this video](#) for a demonstration of important changes to your course access and what to expect in the new platform.

What does this change mean for me?

An important development to understand is how courses are now organized and accessed in the CDX Online environment. Going forward, all new CDX courseware will only be accessible through a CDX User Account at www.cdxlearning.com. No User Accounts may be created directly within the course site itself.

While both the FAT2e and MLR2e courseware is organized across nine distinct ASE courses, each ASE course is now listed as a standalone course on your My Account page rather than being grouped together in a single site for your institution. Each of your ASE courses are uniquely yours and they are individually assigned a course ID to identify and distinguish them from any others. The course ID is a 6-digit alphanumeric code automatically assigned to each course as it is setup under your CDX User Account.

FAT Online Users

If you teach using the Fundamentals of Automotive 2e courseware you will still have access to the same digital resources you are accustomed to working with in the FAT Online program. The content has simply been copied over into the new CDX Online platform where you and your students will find it easier to manage and navigate. One important enhancement to note is that the new version will also include our latest, improved version of the former FATO test bank where inconsistencies have been significantly reduced.

LV2014 Users

The Light Vehicle 2014 courseware is being officially retired. As you transition into the FAT2e curriculum, you will find many of the same tools and resources you're accustomed to working with are still there and it will mostly be a matter of learning where they are found in the new environment. In addition to scheduling a webinar with one of our training specialists, you may always explore a host of self-help resources to get started in the new system in our [Training Library](#).

MLR Users

If you currently use the Automotive Maintenance & Light Repair online curriculum, the Second Edition's curriculum resources will be presented in a similar format within the new CDX Online platform. The new

system offers far more flexibility and options in course customization for instructors and will be easy for your students to learn how to use and navigate. The most significant change you may experience as an MLR user is the student registration and course access process. These details are outlined in the following section.

How do I get access to the new platform?

Your new courseware will be requested on your behalf by your CDX representative. The course build process takes approximately 5 business days to complete, at which time you will receive an automated email notifying you that your courseware is available. Unless otherwise specified to your sales rep, your new course IDs will be populated under your current CDX User Account at www.cdxlearning.com. If you don't currently have a CDX User Account, one will be automatically be created for you using your email address on file. When your courses and/or account have been created you will receive a notification via email providing instructions on logging in to access your course IDs.

How do I switch my current students to the new platform?

High schools

During July 2019 our Customer Service Team will send you access codes for current students to redeem and enroll in your new courseware. The recipient of the codes will be the primary auto instructor we have on file at your institution. You should distribute one code per student.

Each student must then redeem their access code at www.cdxlearning.com. Any students with existing CDX User Accounts should redeem the access code within their current account. If your students are accessing CDX courses through our website for the first time, they must each create a new user account by redeeming their access code at www.cdxlearning.com.

Colleges

All students enrolled in your current FAT Online or LV2014 courseware who are returning to continue their studies will automatically be sent an access code to your new CDX Online courses. The access codes will be sent directly to the email addresses of your current students on August 9th. If a returning student has not received an access code, they may [contact us](#) to retrieve it. Your students will not be able to enroll in your new courses until they are provided with the course IDs of your courses.

How do my adjuncts get access to the new courses?

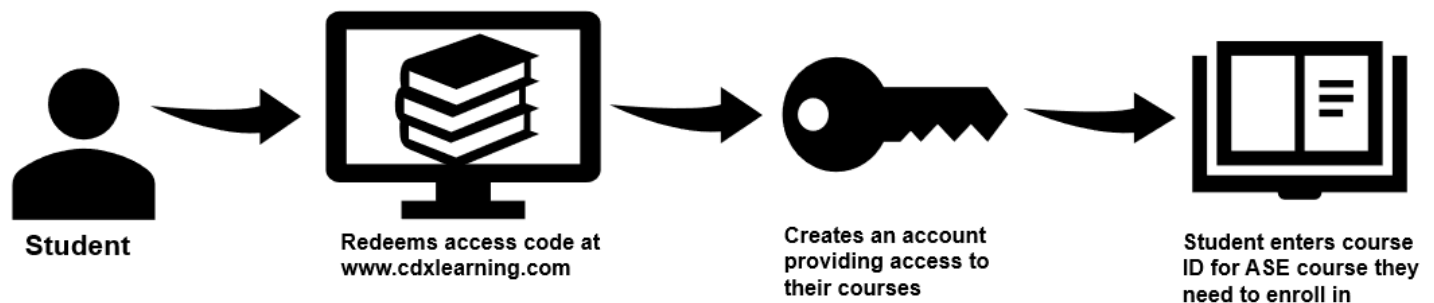
Your staff will gain access to the new courseware the same way your students do (see above). The primary instructor for whom the course IDs were originally created will have administrative control over the

permissions or role of the enrolled users in their courses. Once your adjuncts have enrolled in your course IDs, just as your students will, you may follow [these instructions](#) to upgrade them to an instructor role in your courses.

How do my students enroll in my courses?

In the previous course setup, your students would automatically have access to all ASE course material by default upon enrolling in your course site. Now that each ASE course is tracked by a unique ID, students must enroll in each ASE course by entering its course ID the first time they launch the course from their account.

This offers you, as the instructor, greater control over student courseware access and enrollment. By having exclusive knowledge of your course IDs, you may choose which students may enroll in a given course by sharing the course ID with them whenever you're ready for them to gain access.



Course IDs & Organization of Cohorts

The new course ID per ASE course setup offers a new approach for you to now organize and teach multiple cohorts within your programs. While the default course setup will provide you with one course ID per ASE course, we are able to create multiple copies of any course ID that you require.

For example, you may be teaching three concurrent classes learning Foundation and Safety material. In our previous systems, you would have needed to create three different groups of students within the Foundation and Safety course to organize and separate the cohorts. Now, however, you may request three separate course IDs of the Foundation and Safety course and then enroll your three separate cohorts by giving them their dedicated course ID.

In other words, your group work is done for you by keeping the cohorts in their designated course ID while you manage and monitor them independently.

While course copying is a new option that will benefit several higher education programs, we recommend that high school programs continue to use the Groups function within each course to organize multiple cohorts. High schools typically teach different sections of different ASE courses to students throughout their high

school careers. If you were to designate one curriculum set of course IDs per graduating class, your staff could potentially need to manage up to 36 different course IDs in their CDX User Accounts. Therefore, for an optimal user experience, using groups to organize the classes in each course is likely to be most manageable.

What is course copying and why is it important?

As you transition to the CDX Online environment and become more familiar with it, you'll learn that it has a host of editing options empowering you to heavily customize and tailor the course to best fit your teaching needs. As you become more adventurous and invest time in performing custom course work, you will likely want to see your changes carry over into new course IDs without having to repeat that effort any time you teach a new class; the course copying service we offer will do just that. Upon your request, we can create a copy of any course IDs of your choosing to mirror your changes in a brand-new course ID.

We recommend treating your first set of nine ASE course IDs as your master or template courses. After making the tweaks and changes you would like to implement in each of your template courses, you may then request us to make any number of copies of each course ID you need to enroll and teach your cohorts.

For high school programs, you may find over time that your course IDs become overwhelmed by the volume of students visible in the course after teaching several different classes. Please feel free to request a new course ID at any time you would like.

What happens to my current course site?

Through July 2019 as you receive access to the new online platform, we will ensure your current course records to date are securely downloaded and stored. If you require access to these records, please contact us at cdxsolutions@cdxlearning.com and we will provide you with these files.

Following your new course setup and the move of all current students into the new platform, we will remove access to your former course site. Upon request, you will be allowed to regain temporary access through October 2019. Please notify your [CDX Account Manager](#) if you have any questions or concerns regarding this timeline.

How do I save student records and progress in my current CDX courses?

While we are ensuring a secure export and retention of all your student records automatically before your former site is decommissioned, you may choose to proactively export these records yourself at any time by following the instruction sets below:

Exporting grades

- [LV 2014](#) (page 39)
- [MLR](#)
- [FATO](#)

What if I have completed custom work in my current program?

You may have created custom assignments or assessments within your current CDX site; perhaps you have even uploaded your own documents and files to the site you've been using. Depending on the type and extent of your custom work, there may be limitations in automatically transferring the changes to the new environment. While the new platform provides a comprehensive curriculum solution out-of-the-box, we understand you may have concerns regarding the possibility of losing the work and time you may have invested in making your current site your own. If you have questions regarding your course customizations, please contact us at cdxsolutions@cdxlearning.com well in advance of your next class's start date so that we may work with you to ensure your custom work is carried over into the new environment.

How do I get training and what resources are available to help me?

We understand perfectly that change can be difficult, and we are fully committed to ensuring that your upgrade to the CDX Online platform is as seamless as possible. To help you quickly acclimated and learn how to use the new system, you have the option of pursuing two distinct learning paths based on your preference.

Learn at your own pace

If you like the do-it-yourself approach, we've put together a prescribed path of self-starting resources to help you quickly build an expertise of our online courseware.

- 1) Read the [Getting Started Guide](#)
- 2) Watch the [CDX Online introductory tutorial](#) (12 minutes)
- 3) Watch our [Instructor Training](#) video (35 minutes)
- 4) Browse our [Training Library](#) to find targeted tutorials on the topic of interest

1-on-1 training webinar

We also offer complimentary 1:1 training sessions upon request. This hour-long webinar covers fundamental topics such as instructor access and student enrollment, platform navigation and content, default course settings and core operations, customization, the gradebook and reports. You may request a webinar through your Account Manager or by contacting us at support@cdxlearning.com or 1-866-244-4239.

Please note, if you would prefer a personal training session, we strongly recommend scheduling your webinar as soon as possible to avoid the last-minute rush during August and September.

What resources are available to help my students?

Your classroom time is valuable, and we certainly don't want you to have to teach your students to use our platform on top of an already demanding curriculum. Below you will find a series of student-focused videos that walk students through everything from setting up a CDX User Account to completing assignments and tracking their grades.

- [First Day of Class Tutorial](#)
- [CDX Online Student Walkthrough](#)
- [Student Help Videos](#)