Welcome to CDX Online!

This Beginner's User Guide will help get you started with the CDX Online courseware.

The guide contains important basics about accessing your ASE courses, enrolling your students, and managing their online coursework in the CDX platform.

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Video & Support Library

Student CDX Online courseware tutorial

By now you should have received an email from your CDX Sales Representative containing details on your course access. This email includes your login information, available courses, and their Course IDs (a unique 6-digit alphanumeric code needed for student enrollment).

Navigate to www.cdxlearning.com in your browser and click the "Login and Get Started" button. Upon logging into your account, you will see your courses.

For security reasons, it is strongly recommended that you change your account password by clicking **Account -> Login Credentials**.

Click on a course to open the Launch screen, then click the red "Launch" button on the following page.

How do my students enroll?

Tutorial videos:

How to redeem an access code in a new account

How to redeem an access code in an existing account

Students will need to redeem their 10-digit access code to create a User Account on our website at www.cdxlearning.com. The access code is a digital key that is needed before students can enter their Course IDs. When you are ready for your students to enroll, you must share the Course ID with your students so they can enter it and gain access to the course.

This instructional flyer will help guide both new and returning students through the account creation and enrollment process. You can check to see which students have signed up for your class by clicking on the "Participants" link in the course navigation drawer to the left.

Please note: *You will not see the student as an active participant in the online course until they have launched the course from their account page.*

How do I add other instructors to my CDX Online courses?

Tutorial videos:

How to add other instructors to my courses

**Please note: Each instructor must first enroll in the course as a student. To retrieve complimentary access codes for your staff, please contact support@cdxlearning.com. Once they are enrolled in the course as a student, the lead instructor can follow the below instructions to promote access to instructor level.

1. Log in to your CDX User Account at www.cdxlearning.com
2. Click on the "Learners" Tab

3. You may then use the filter fields to help locate the user you want to promote to an instructor role in the course. Please note, if the contact is in multiple courses you will need to make sure you find the correct user and Course ID. If you want to promote the instructor in all of the courses in which they are enrolled, you will need to follow these steps for each Course ID.

4. Click on the user you would like to promote in the applicable course ID. On the following page, click the option to "Promote Student to Instructor"

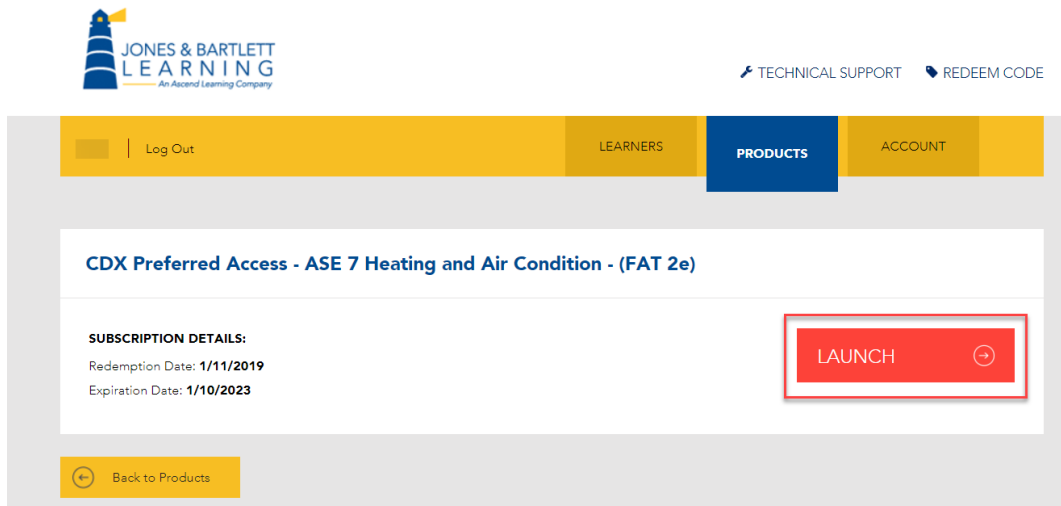5. Click "Yes" to confirm that you want to change this user's role to an instructor in the course.

**Please note: The promoted individual will show as an instructor in your course after launching the course from their account.
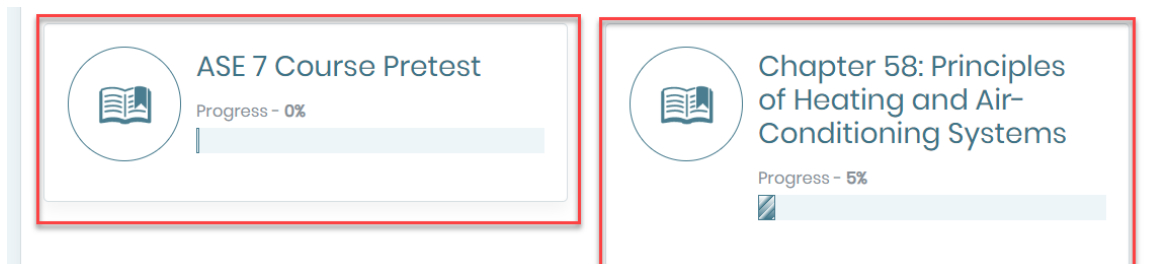
Basic course navigation

Tutorial videos:

[Student Walkthrough](#)

Getting around the CDX course site is easy! Begin by clicking on and launching the ASE course you wish to open from your CDX user account.

Launching any course will open a new tab in your browser and start you off the on the course homepage. From there, you may click on any topic or titled box to view and access its contents on the following page.

At the bottom of any topic's content page, you can move to the previous or next sections using the arrow buttons or simply jump to another topic by selecting its name from the dropdown menu.
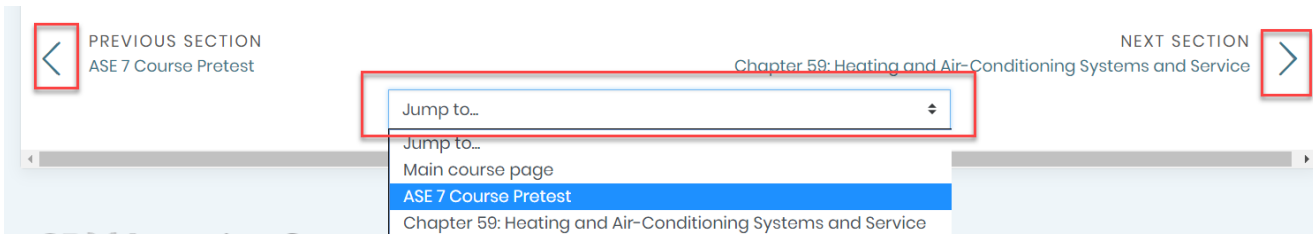
On the left-hand side of the page, you will find your course Navigation Drawer, which contains links to frequently-visited pages in the course such as your Participants, Grades, or Calendar. **Please Note:** *The first option at the top of this menu will always bring you back to the course homepage.*
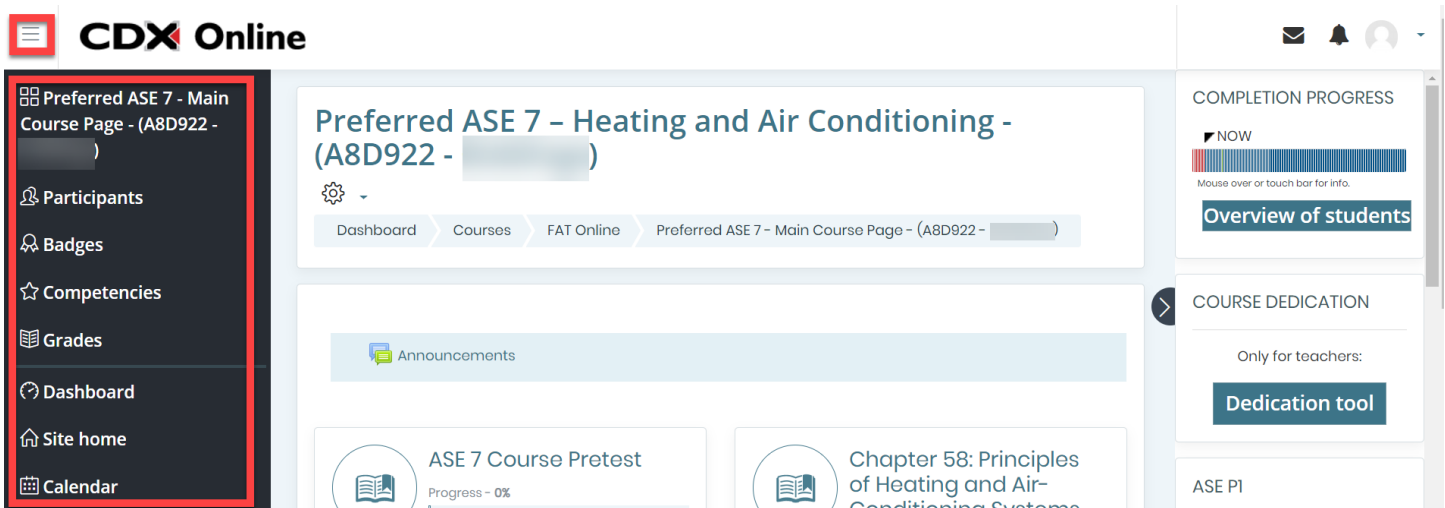
Finally, another option for easy course navigation is the breadcrumb trail.

At the top of any page, directly under the course title, is a list of links in sequential order. These may be used to go back or retrace your steps from any area of the course simply by clicking on any of the options.
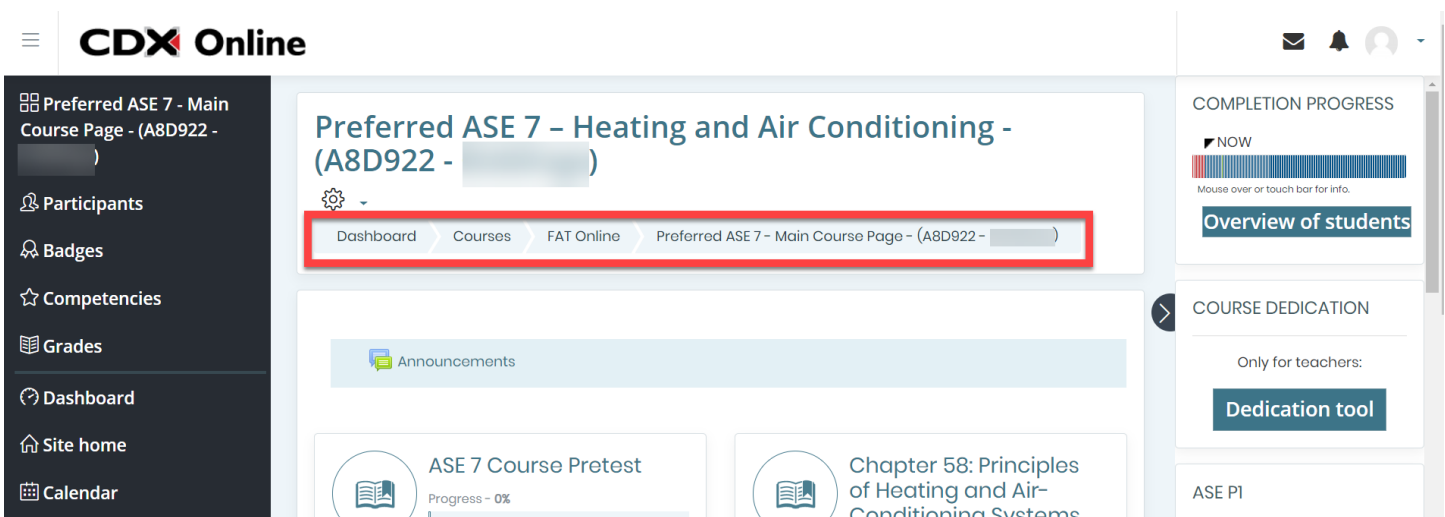
First step: Confirm your time zone

The course clock defaults to <u>U.S. Eastern Standard Time</u>. If you are in a different time zone, the first task you'll need to accomplish is to adjust the course clock so that it lines up with your local time. To do this, click on the profile button at the top right of the page and select "Preferences."
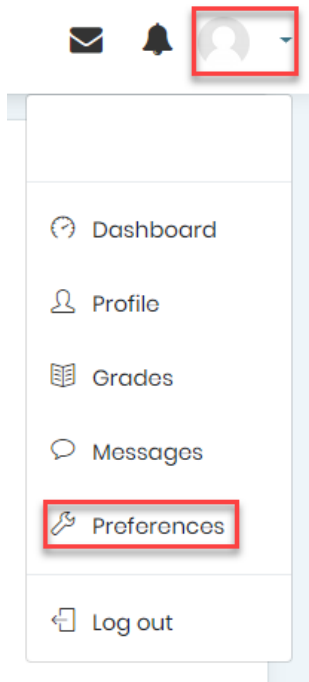
Then, click the "Edit profile" option under the User account section.
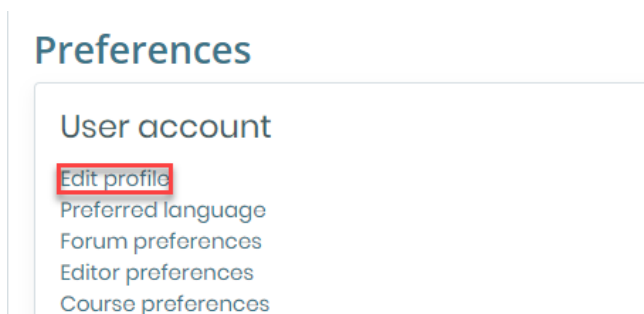
Find the "Timezone" setting on this page and select the time zone in which you are located. Then, click "Update profile" at the bottom of the page. **Please note:** *You must instruct your students to make the same change as the course time zone is assigned to each individual user*.

How do I control what my students see and do?

To manage student access to the course content, you will rely on the course editing options. To make any changes to your course material, begin by clicking the actions button (gear icon) ⚙ ▾ at the top of any content page and click 🖉 Turn editing on

Once editing has been turned on, you'll notice editing options and tools are now available to make changes to the course content. If you want to keep your students from viewing or accessing any item, click the "Edit" menu to the right of the item and select "Hide."

Please Note: *You may hide any one individual item at a time or you may hide a whole topic/placard at one time which will automatically prevent students from seeing or accessing all content within the topic.*

Can I upload my own files?

Tutorial videos:

How to upload custom files into my courses

Yes! When you have editing turned on, you may upload your custom content (PDFs, Word docs, PowerPoints etc.) by dragging the files from your desktop directly into the course in your browser.

Use the compass arrow ✛ to the left of items to nest them wherever you need.

How do quizzes and tests work?

Tutorial videos:

How to change or manage quiz settings

How to create a custom quiz

Tests and quizzes have been prebuilt into each chapter for your convenience. You'll find pretests, quizzes, and comprehensive exams, all of which deliver random sets of questions for each student's attempt *(check the Anatomy of Your Course section below for more details).*

If you don't want your students to take a quiz, turn editing on and use the hide option to discount it.

To manage how your students take a quiz, such as applying due dates, time limits, or changing how many attempts they'll get, click on the quiz and select the gear icon ⚙ at the top right of the quiz page. Choose the "Edit Settings" option here to apply or tweak any aspect of how the quiz functions. **Note**: *You can use the bubble icons next to the setting to see more information about it.*

One section you're likely to tweak is the Review Options. This is where you can control what feedback students are able to see on their quiz results, such as the correct answer. Below is a screenshot of the Review Options section on the quiz settings page:

▾ Review options ❓

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☑ The attempt ❓	☑ The attempt	☑ The attempt	☑ The attempt
☐ Whether correct ❓	☑ Whether correct	☑ Whether correct	☑ Whether correct
☐ Marks ❓	☑ Marks	☑ Marks	☑ Marks
☐ Specific feedback ❓	☑ Specific feedback	☑ Specific feedback	☑ Specific feedback
☐ General feedback ❓	☑ General feedback	☑ General feedback	☑ General feedback
☐ Right answer ❓	☐ Right answer	☐ Right answer	☐ Right answer
☐ Overall feedback ❓	☑ Overall feedback	☑ Overall feedback	☑ Overall feedback

**Please Note: These default settings are uniform for every quiz in the course. This approach withholds the correct answers from student until you are ready for them to be revealed.

When you would like your students to be able to review the correct answers for questions they got wrong, check off the "Right answer" boxes under each column and Save your changes.

What's the tasksheet situation?

Tutorial videos:

How to adjust tasksheet assignment settings

All ASE tasksheets in the course are programed as digital assignments underneath their associated learning objective within the chapters. Look for the pencil icon ✏ to their left to identify them. Students will find a link in these assignments that they can use to download the tasksheet. **Note:** *When using Chrome as your browser, the tasksheet is fillable directly in the browser.*

When the sheet is completed, the student can Print-to-PDF to save the tasksheet to their computer. They can then drag and drop the completed PDF right into the assignment dropbox to submit their work online.

When you're ready to grade the submissions, open the tasksheet assignment and click "View all submissions." You can then work your way down the "File submissions" column to view each student's worksheet and type a grade into the grade field. Click "Save" to apply your changes. You may also provide students with qualitative feedback by scrolling to the right and using the field provided.

How do I know what my students are doing and when?

Tutorial videos:
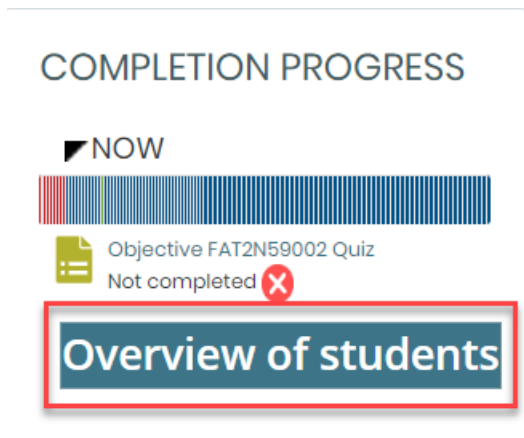
How to read the gradebook

How to see how much time students are spending online

As your students complete quizzes and tasksheet assignments, you will receive automatic notifications by email or within the course itself in the bell button 🔔 at the top right of course page. **Please Note:** *In-course notifications for quizzes and assignments are switched OFF by default. To turn these on, click the bell icon and click 'Preferences' to adjust which notifications you want to receive and how.*

On the tracking tab to the right-hand side of the course front page you will see several tracking blocks which will display your individual completion statuses for all the course activities.
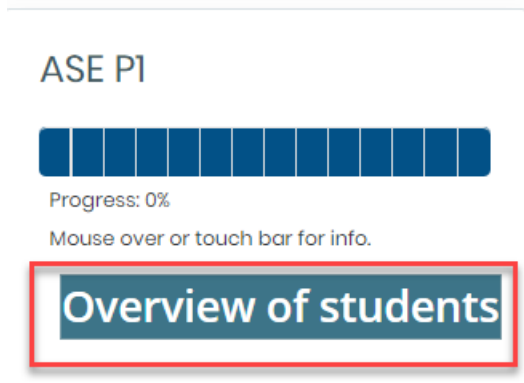
Simply click on "Overview of Students" to view the activity completion bar for each student enrolled in your course. You'll find that the course tasksheets have dedicated completion trackers that group practical evaluations by ASE priority. **Note:** *While the progress color coding is intuitive, you may hover your mouse over any one item in the meter to view more details on its status.*

Using the Gradebook

Tutorial videos:

[How to read the gradebook](#)

[How to export your gradebook to file](#)

[How to change the gradebook setup and aggregations](#)

From your navigation drawer on the left side of the course front page, click the "Grades" button to open your gradebook. The gradebook, or Grader Report, may seem challenging to navigate, but there are some quick tips and tricks that will make it easier for you.

Your gradebook displays student scores for all the courses gradable items in a grid format, student names stacked vertically on the left and gradable items across the top. For more convenient viewing, try the following:

1) To easily review an individual student's scores, click the "User report" tab along the top right. Then, select any one student's name from the dropdown at the top right of the page under "Select all or one user."
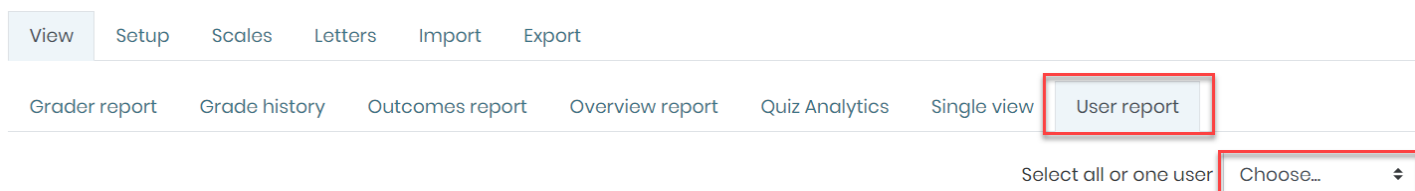
2) To view all student scores for one individual activity, click the "Single view" tab. Then, select any one gradable item from the dropdown menu at the top right of the page under "Select grade item."
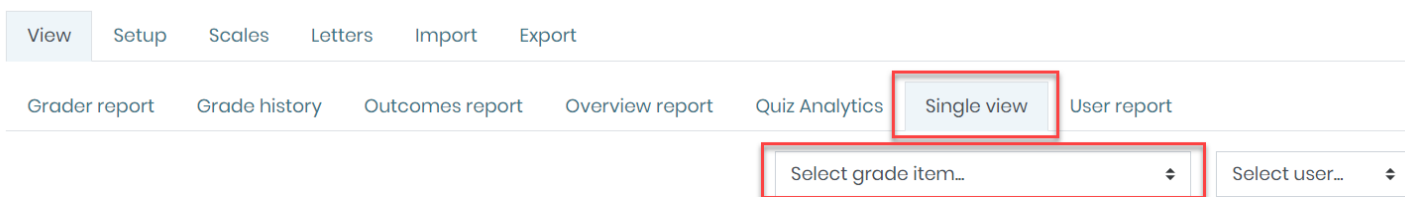
Note: *You can use the Single view tab to override any student's results. Click the Override checkbox to the right of any student's score field to enter in a a score of your choosing. Then, click Save to apply your changes. You may also select "Perform bulk insert" and use the provided field to enter in the same grade for all your students.*

Exporting the gradebook to a file is also a helpful trick to review select student records easily or to transfer student online records to your own internal gradebook outside of the CDX online platform. To perform a grades export, find and click on the "Export" tab at top of the Grades page. Then, select the file format you wish to export in. **Note:** *Excel Spreadsheet is recommended for ease of use.*

Export to Excel spreadsheet

View   Setup   Scales   Letters   Import   **Export**

OpenDocument spreadsheet   Plain text file   **Excel spreadsheet**   XML file

By default, ALL graded items will be included in the report. To narrow the results down to just what you need, scroll to the bottom of this page and select the "Select all/none" link to automatically deselect all items. Then you can work your way down the list and select only the items you would like to have included in your export file.

Please Note: *If you would your export to show all scores as a percentage, click "Export format options" at the bottom of the page and choose "Percentage" next to the "Grade export display types" setting.*

When satisfied with your selections, click "Download" to export the file.

Default Gradebook Setup

Each graded activity in the course is worth an automatic 100 points. All graded activities are organized into categories, each of which represent a graded component of the course gradebook's total.

Please refer to the table below for a detailed breakdown of the gradebook default structure and weights. The grading setup can be customized at any time by an instructor.

ASE Course - Weighted Grading										
Aggregate of all subcategories - **100%**										
Pretests 0%		**Tests and quizzes** 35%			**Tasksheets/Labs** 50%				**Employability Skills** 15%	**End of Chapter Questions** 0%
Course Pretest	Chapter Pretests	Chapter Tests	Objective Quizzes	Final Exam	P1	P2	P3			
50%	50%	25%	50%	25%	33%	33%	33%			
Includes only the Course Pretest	Includes all Chapter Pretests	Includes all Chapter Tests and Anatomy of a Car quizzes	Includes all Objective Quizzes	Includes only the Final Exam	Includes all NATEF P1 Tasksheet assignments	Includes all NATEF P2 Tasksheet assignments	Includes all NATEF P3 Tasksheet assignments		Includes all Employability Skills assignments	Includes all graded employability criteria

**Please Note: If you need help customizing your gradebook, please refer to the "How do I customize the gradebook" video on our Support Library page or contact us for support.

Anatomy of your CDX Online FAT 2e Course

ASE 7 Course Pretest

ASE 7 Course pretest

ASE Course Pretest: An optional 50 question (*number of questions may vary from course to course*) introductory assessment designed to evaluate your students' existing knowledge prior to them beginning the course curriculum. Students have 2 attempts by default and, while the highest of the scores will report to the gradebook for review, the reported grade will not impact your students' total course score.

CDX Online Chapters

Chapter 58: Principals of Heating and Air-Conditioning Systems

Progress – 17%
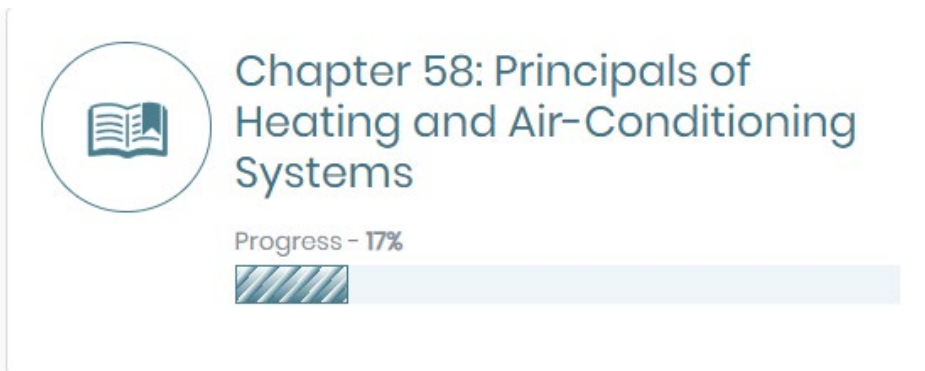
Chapter 58 Pre – Test

Chapter pre-test: An optional 10 question assessment intended to evaluate your students' existing knowledge or be used in preparation for the chapter test. Students have 2 attempts by default and, while the highest of the scores will report to the gradebook for review, the grade will not impact your students' total course score.

S59003 – Repair compressor failure

Learning Objectives: A reading module presenting a chapter's Learning Objective. Students will find related media, such as animations and videos, embedded within the text. Students have options of adjusting text size, using a text-to-speech e-reader, taking notes or highlights, and saving bookmarks.

Objective FAT2S59002 Quiz

Objective Quiz: Each Learning Objective is followed by a quiz (*indented underneath it*) designed to assess your students' comprehension of the subject. The Objective Quizzes will be approximately 5 questions (*number of questions may vary*). Students have 2 attempts on each, the highest of which will be calculated in your students' total score by default.

Tasksheet C347 – Leak test A/C system; determine needed action

ASE Tasksheets: Learning Objectives that apply to practical evaluations will be followed by indented worksheets in the form of an assignment. Students may download the worksheet PDF, fill it out, and submit/upload the tasksheet to the assignment dropbox. Tasksheet submissions should then be manually graded by the instructor.

Chapter 58 End of Chapter Questions

End of Chapter Questions: 20 review questions taken from the end of chapter in the textbook and built into a ready-made assessment. Students have 2 attempts by default.

Chapter 58 Test

Chapter Test: An end-of-chapter test is available to evaluate your students' comprehensive knowledge of the chapter. The Chapter Tests will be approximately 20 questions in length. Students have 2 attempts, the highest of which will be calculated in your students' total score by default.

Anatomy of a Car Quiz – Condenser

Anatomy of car quiz (*only available in select chapters*): A drag and drop image labeling exercise related to content presented throughout the chapter. These are ungraded exercises which students may attempt as many times as they would like by default.

Chapter 58 Resources

Chapter 58: Resources

Chapter resources: A general resource page including a Key Word review, a PowerPoint slide deck covering all content presented in the chapter, a lecture outline as a recommended lesson plan, and a downloadable or streaming audiobook of the chapter.
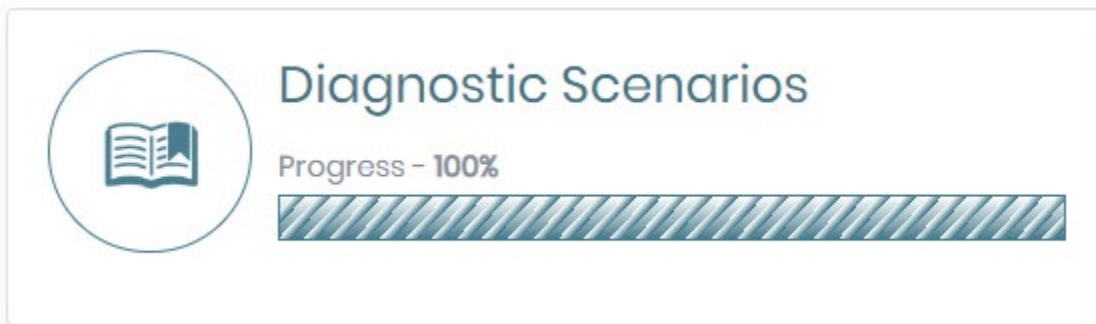
Flashcards: A self-study tool based on key terms introduced in the chapter.

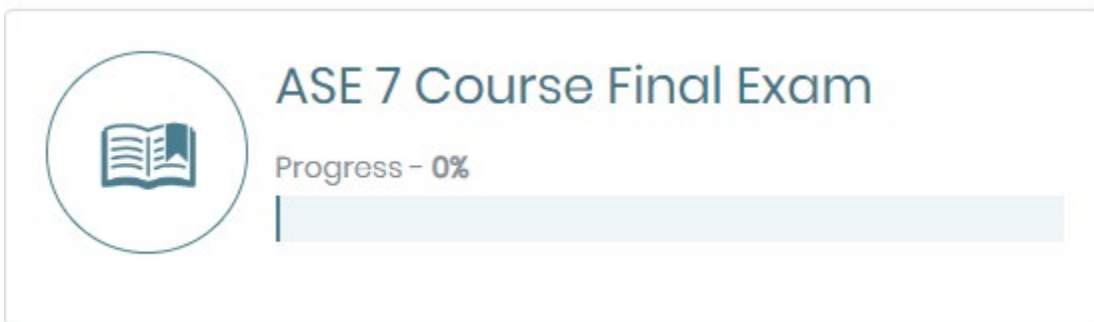**Media Gallery:** A catalogue of all media resources supporting the chapter's Learning Objectives.

Diagnostic Scenarios

Ungraded deductive reasoning exercises:
- Verify problem via symptoms
- Identify resolution
- Resolve

ASE Course Final Exam

ASE Course: A 50 question (*number of questions may vary depending on course Objectives*) comprehensive exam to test student knowledge and competency. Students will only have one attempt on the Course Final Exam by default.

ASE Education Foundation Tasksheets Master List
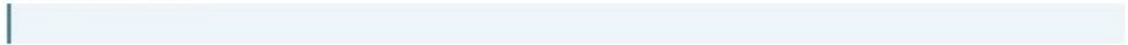

ASE Tasksheet: A reference guide to all course tasksheets used to evaluate practical skills required by ASE.

Employability Skills

Employability Skills: Gradable criteria intended to evaluate student professionalism and job-readiness. These are programmed as assignments and, although your students will not submit any work for it, you may grade each of them on their employment-readiness based on your observations during the course.