Edit Existing Questions

Instructor Training Series
Topics covered in this tutorial:

- How to edit existing questions in your CDX courses.

Need further instruction?
Visit http://www.cdxauto.com/TrainingLibrary

Need support?
Contact the CDX Support Helpdesk
Email: cdxsupport@partnerinpublishing.com
Phone: 1-844-273-7537
Begin by logging into your account at cdxauto.com and navigating to your CDX product.

Then, click on the course you would like to edit questions for from the navigation on the left.

From that same navigation, click on the Course Home Option.
If you’d like to filter to questions specific to a Chapter or Knowledge Area, click on the Select a Category Dropdown menu¹, and select the Chapter or Knowledge area.

To edit any questions, find that question in the list of questions, and click on the gear icon² next to it.

You will be brought to a page that lets you edit any aspect of the question.
You can change the wording of the question by editing the Question Text field.

And under the Answer section you can change the wording of any of the answer choices, as well as change which is the correct answer by finding the Grade drop down menu for that choice and setting it to 100%.

If you change the correct answer, you will also want to find the previously correct answer, and change its Grade value to 0%.
Once you have changed any question settings you’d like to change, scroll to the bottom of the page and click on Save Changes.

Your changes will be saved and you will be brought back to the list of questions.