Modify Question Categories

Instructor Training Series
Topics covered in this tutorial:

- How to modify question categories 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 FAT Online Course.

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.
At the top right of the page, click on the gear icon, then select More.

You will be brought to the Course Administration page.

On this page, find the Heading for Question Bank, and click on Categories.

You will be brought to a list of all Question Categories in the course.
By default they will be divided by Chapter, and then Objective.

You can move categories up or down in the list or make them the child of another category using the options on the right.

You can change the name and info of a category by clicking on the gear icon next to it.

You may also delete a category, but we caution against this as all included questions will be deleted if you do this.

To work with the questions in a category, click on the number next to the category title.

You will be presented with list of all questions in that category.
From this page you can preview questions, copy questions, edit questions, delete questions of create new questions.

For a more detailed overview on editing questions please view our training materials on Adding New Questions or Editing Existing Questions.