CDX User Manual

Adding a Single Student or Teacher Account

For All CDX 2013 Products
For Secondary Schools
Note

THIS TUTORIAL COVERS THE PROCESS OF ADDING ONE STUDENT ACCOUNT AT A TIME. FOR INSTRUCTIONS ON HOW TO ENROLL LARGE NUMBERS OF STUDENTS WITH AN EXCEL SPREADSHEET, SEE OUR BULK USER UPLOAD TUTORIAL.
Log in with your *teacher* account that you were given.
You should see the *SITE ADMINISTRATION* block on the left-hand side of the page. If you don’t, contact our support team. Click **Users >> Accounts >> Add a new user.**
Fill out the required fields marked in red. Usernames are case-sensitive and must be unique for each student. Passwords must be a minimum of 4 characters. If the user does not have an email address, use a fake address as shown in the example below.
Scroll down to the bottom of the screen and click **Update profile**.

There are required fields in this form marked*. 
You should see the new account at the bottom of your user list.
Now you need to enroll the new user as a student. Click **Assign System Roles.**
Click on the **Student or CDX Teacher** role.

<table>
<thead>
<tr>
<th>Roles</th>
<th>Description</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CDX Teacher</strong></td>
<td>Teachers can do anything within a course, including changing the activities and grading students.</td>
<td>0</td>
</tr>
<tr>
<td><strong>Non-editing teacher</strong></td>
<td>Non-editing teachers can teach in courses and grade students, but may not alter activities.</td>
<td>0</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>Students generally have fewer privileges within a course.</td>
<td>0</td>
</tr>
</tbody>
</table>

[Click here to enter your course]
Click on your user’s name (or control-click to select multiple names), and then click **Add** to move the user from the *Potential Users* column to the *Existing Users* column. **Make sure to never enroll the teacher accounts as a student.**
You have now added and enrolled your student or teacher into your site!

Additional help and tutorials can be found at:

http://cdxauto.com/support