CDX User Manual

Setting up Groups

All CDX 2014 Products
Secondary and Post-Secondary
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If you have used previous versions of CDX LV or MLR, please pay attention to text highlighted in blue.
About Groups
About Groups:

• Groups can be seen in the Gradebook, Participants List, Calendar, and quiz Results.

• **Group set up must be done for each Course (ASE area) you wish to add groups to, as each Course has a separate set of groups.**

• Students can be a part of multiple groups.

• Groups can be organized into Groupings.

• Groupings can be used to limit access of tests and other items to certain
You can see groups in various areas (Grades, Participants, Results, Etc.) by selecting the group from the drop down menu:
Assigning Student Roles

If you have already enrolled all students as a “student”, you may not need to assign roles.

But please take note of the process in case it is ever necessary.
To set up or edit groups, you must be logged in as a Teacher. This is generally the account you received from CDX Support when your site was set up:
Once you are logged in, select the Course (ASE Area) you wish to add a group to, from the vertical list.

Each course has its own set of groups, groups are not shared across the courses.
You are now at the Course Home page.
Before creating any groups, you’ll need to make sure your students have been assigned to the current course, or you will not see them in the potential group member list. Under the **ADMINISTRATION** block, click **Assign roles**.
Click the **Student** role.

### Assign roles in Course: CDX Light Vehicle

<table>
<thead>
<tr>
<th>Roles</th>
<th>Description</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-editing teacher</td>
<td>Non-editing teachers can teach in courses and grade students, but may not alter activities.</td>
<td>0</td>
</tr>
<tr>
<td>Student</td>
<td>Students generally have fewer privileges within a course.</td>
<td>6</td>
</tr>
</tbody>
</table>

[Click here to enter your course](www.cdxauto.com/TrainingLibrary)
Verify that the *Existing users* column on the left contains all the students you want assigned to your course. If there are some missing, find them in the *Potential users* column on the right.
Shift-click or control-click to select their names, and then click **Add**. Make sure not to assign the *CDX Supervisor* account to the course as a student.
Now you should see all your students listed in the *Existing users* column.
Now that all your students are assigned to the course, you can create groups. Click CourseHome.
Creating Groups and Adding Users

This must be done for each course (ASE area) you wish to add groups to, as each Course has a separate set of groups.
You are now back at the Course Home page. Select “Groups” from the admin panel on the left:
Click **Create group**.
Type in a name for your group. Then click **Save changes**.
Your new group will appear in the list. The number in parentheses indicates how many members the group has. Click on the group name and then click **Add/remove users**.
Shift-click or control-click to select your students, and click **Add**. If you have a long student list, use the **Search** box to find specific students. If you don’t see a student’s name in the **Potential members** list, make sure they are properly assigned to the course as explained earlier.
Check that your *Existing members* column looks correct, then click **Back to groups**.
In your list of groups, you should now see your new group and its members. To create another group, click **Create group** and repeat the previous steps.

**CDX Light Vehicle Groups**

<table>
<thead>
<tr>
<th>Groups:</th>
<th>Members of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Group 1 (9)</td>
<td>CDX Teacher</td>
</tr>
<tr>
<td></td>
<td>Teacher Account</td>
</tr>
<tr>
<td></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>Karyn Rancher</td>
</tr>
<tr>
<td></td>
<td>Scott Graham</td>
</tr>
<tr>
<td></td>
<td>Randy Haubner</td>
</tr>
<tr>
<td></td>
<td>Ken Miller</td>
</tr>
<tr>
<td></td>
<td>Robert Pearson</td>
</tr>
<tr>
<td></td>
<td>Test Student 1</td>
</tr>
<tr>
<td></td>
<td>Test Student 2</td>
</tr>
<tr>
<td></td>
<td>Kirk VanGelder</td>
</tr>
</tbody>
</table>

- Show members for group
- Add/remove users
- Edit group settings
- Delete selected group
- Create group
- Auto-create groups
Creating a Grouping
A Grouping is a Group of Groups. To create one, click “Groupings” tab within Groups:
Click “Create grouping”
Add a grouping name, and description (if wanted), and save changes.
Click the people icon under the edit section of the grouping you created. This will allow you to add a group to the groupings.
Similar to the Assign Roles and Groups pages, you can add or remove groups from your new grouping. Click “back to groupings” when you are finished.
You will now see the groups in your grouping:
For more tutorials and support, please visit our support pages:

http://cdxauto.com/support