# User's Manual

January 2016

## ABOUT CMX

CMX is a user interface that gives students access to thousands of activities, exercises and resources all aligned to standards and curricular concepts.  EdGate Correlation Services (EdGate) is the company that has created and maintains the CMX for you.

Your version of the CMX comes pre-loaded with your state standards and links to thousands of grade-specific pieces of content. All the content in CMX has been evaluated and reviewed for educational value and also correlated by a team of expert teachers who have reviewed each and every resource.

CMX is secure and your account is password-protected. You must login to view all the features of CMX unless your district has created a by-pass through other systems. We recommend that you print a copy of this Help document for your files and keep your login with the document. The following is a summary of the basic functionality and attributes of the tool:

1. **CMX Resources:** Find games, videos, interactive exercises, quizzes and more - all grouped by grade level and subject area.  CMX is a searchable database of vetted web-based resources that have been aligned to educational standards by subject matter expert professional educators.  The EdGate team continually goes through the process of locating, reviewing and aligning new resources to add to the extensive collection.  The content in CMX covers all subjects in grades K-12 and consists of many content types and formats such as video, interactive exercises, quizzes and more.  Each resource includes a link to its location on the web.

2. **Categorization:** Resources in CMX are arranged via categories for ease of locating the subject specific content for the user. Users can easily find resources that will reinforce their learning by selecting subjects and categories to see a list of the resources available.

3. **Search Tool:** The Search function allows users to input a search term to locate resources.  All the CMX resources have been reviewed for specific attributes (metadata) to help locate resources by content type, format, grade, source, and language.

4. **Customer Care:** The EdGate team is always ready to help and provides the following to support end-users:

   1. Help Document and FAQ's published in the Customer Care system

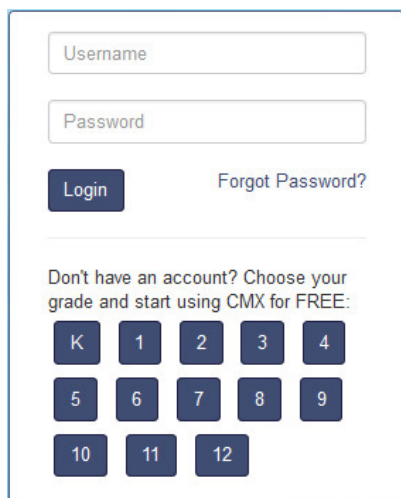   2. Help Ticket Procedure to ensure that your questions are answered immediately

## LOGGING IN TO CMX

### BOOKMARK THE URL

Start by bookmarking this url as your launch page:
http://correlation.edgate.com/cmx/sp You can access this url by 1) typing in a browser or by having it bookmarked and always available as part of your Internet Tool Bar.

### HOW DO I LOGIN?

Resources can be previewed without a subscription by visiting http://correlation.edgate.com/cmx/sp  To view all the features available with the CMX resources, a user ID and password are required every time you enter. As part of the registration process, you will create a user name and password which you may change by viewing your account once logged in.
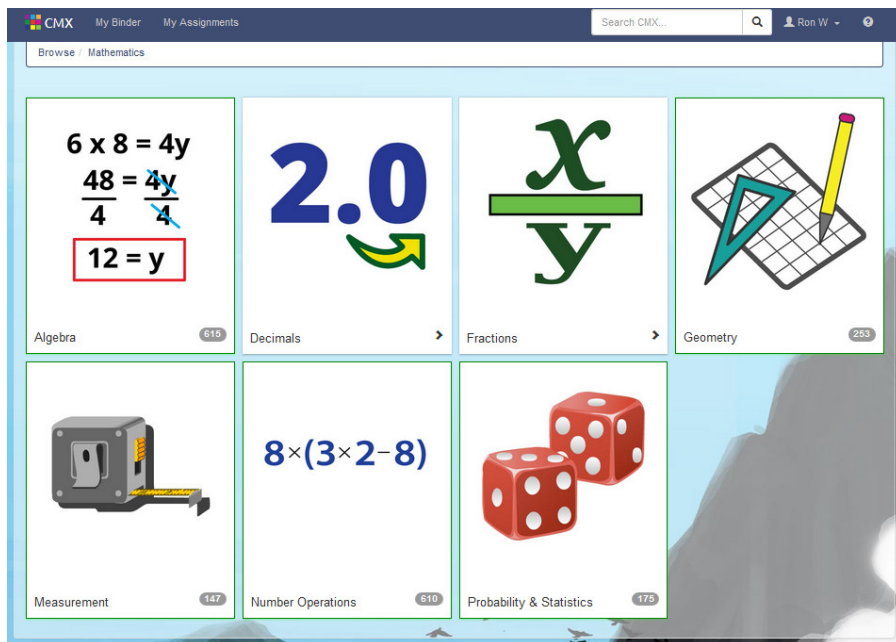


Click in the first text box and type your User ID. Next, then tab or click in the password box and type it. Then click Login.

## HOW DO I KNOW IF I AM LOGGED IN?

Once you have successfully logged in, the Login box will be replaced by the CMX homepage. Now you are ready to start using all of the CMX resources. Your name will appear up in the right hand corner.



## WHAT HARDWARE AND SOFTWARE DO I NEED TO USE THE CMX?

Anyone with an Internet connection and current Web browser can use the CMX. We support the following browsers: Internet Explorer 7+, Firefox 3+, Safari 3+, Opera 9+, and Google Chrome. We **highly recommend Firefox** as the browser of choice as this browser has excellent browsing capabilities.

## GETTING AROUND THE SITE

The CMX interface is designed to give you fast access to all the resources that you need. On each page, you have access to your user account and also to several functions that you will use on a regular basis.

**User Account**

When you login, your user name will appear on each page in the upper right hand corner. If you click on your name, you can 1) change your display name, 2) change your e-mail address, 3) change your password or 4) Logout

## USER MENU

The User Menu is always available at the top of the screen and provides you with easy access to the major actions and functions that you will perform on CMX. Each of these functions is described in detail in this User's Guide.
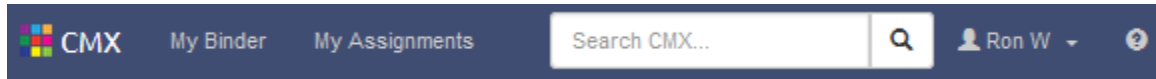


**My Binder:** This link opens a display of Favorites, Folders, and Bookmarks.

Favorites are those resources that you have selected using the heart icon on a resource.

Folders are collections of resources that can be accessed from the My Binder folder tab.

Bookmarks are saved searches that can be displayed by clicking on any of the bookmarks.

**My Assignments**: Takes you to the list of resources assigned by your teacher. To complete your assignments, you will need to click on each resource and watch the associated videos or complete the exercises as appropriate for each assignment.

**Search CMX:** You can search resources in CMX by inputting a search term or phrase in the search bar.

**My Account:** Using the dropdown menu next to your name, you can update your name, e-mail address, or password using the My Account link.

**Online Help:** The question mark icon will provide you with a link to this document.

**Log Out:** To log out of your CMX account, use the Log Out link in the dropdown next to your name.
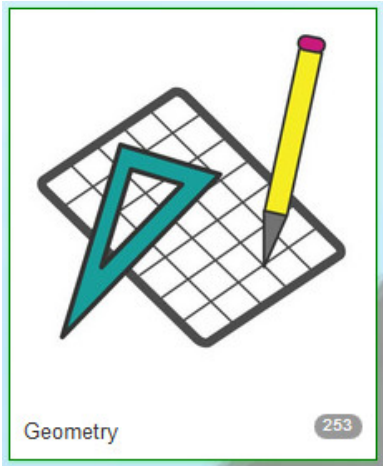
## CMX CATEGORIES
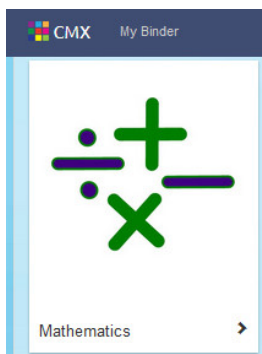


Resources in CMX can quickly be located using the subjects and categories provided. Resources are available for Arts Education, Health and PE, Language Arts, Mathematics, Science, Social Studies and World Languages. Simply click on a subject, for example "Mathematics" and choose from the categories that display.

For example, the user can make a selection from these math categories: Algebra, Decimals, Fractions, Geometry, Measurement, Number Operations or Probability & Statistics.

Geometry 253
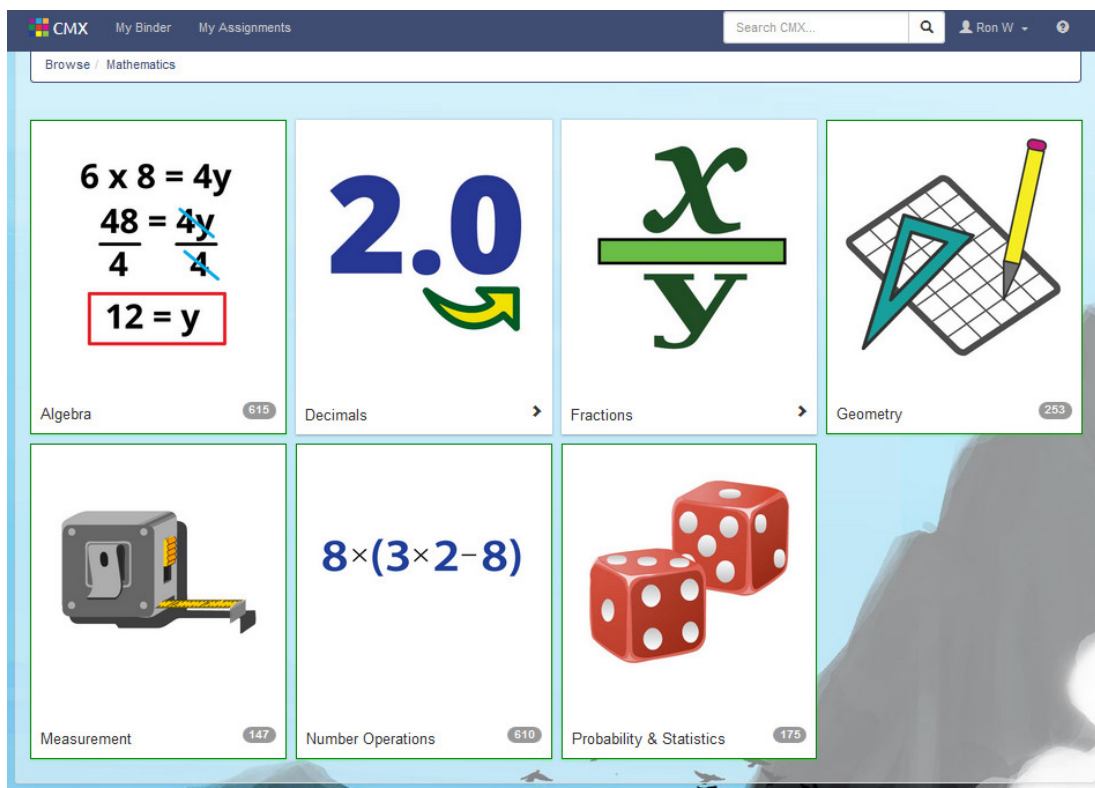
Categories bordered in green when clicked on will display the first 25 resources.  Click on additional page numbers to see the next 25 results.

Categories not bordered in green have additional sub-categories available for the user to choose from.



Decimals

## RESOURCE TILES



Each resource tile displays the name of the resource and has a thumbnail of the resource's source.  Additionally, each tile is clickable and will link the user to the specific webpage for the resource.

Icons on the resource tiles provide the user with features and more information for the resource.

♥ The heart icon allows the user to select this as a favorite.  Favorites are saved in the My Binder link.

🎓 The graduation cap links the user to the academic standards to which this resource is aligned.

📁 Resources can be added to folders or collections of resources that can be accessed from the My Binder folder tab.

↪ The forward icon allows the user to e-mail the link to another user.

ⓘ The information icon displays additional information for the resource.  Information includes: Content Type, Format, Grade Range, Language, Source, and the Source's url for Terms of Use.

## USING THE SEARCH BAR

The search bar allows you to find resources using a search term or phrase.  For example if you want to find resources that contain "fractions", input this term in the Search Bar and click on the search icon 🔍.  Search results will display in groups of 25 resources per page.
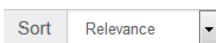
| Sort | Relevance ▾ | The search results are by default in relevance order. |
|---|---|---|

| Sort | Title ▾ | You can change the order to see the resources displayed alphabetically by using the dropdown Sort dropdown menu. |
|---|---|---|

## CUSTOMER SUPPORT CENTER

Further assistance: At any point, you may visit the Customer Support Center to:

1)      Submit a Support Ticket if you have a specific question or problem that has not been addressed by this document

2)      Check the Status of any Ticket that you have sent to EdGate

Visit: http://correlation.edgate.com/support/


## GLOSSARY AND INTERNET TERMS

**Aligned Resources:** Lessons, resources and assessments, which relate directly to a specific standard in CMX.

**Assessment:** An instrument to evaluate learning such as a test, portfolio or teacher-generated essay.

**Area:** A defined list of disciplines for a specific subject area that is taught i.e. Algebra is an "area" of Mathematics.

**Back button:** The button on your Web browser toolbar that can be clicked to display the previously viewed Web page.

**Boolean Search:** Words that help refine your search: **and**, **or**, **not**. To see an illustration of these delimiting terms see:
http://rockwellschrock.com/rbs3k/boolean/index.htm
An example of a Boolean search:

   a) **black AND red** : When using AND, you only receive search results including both of your search terms not necessarily next to one another
   b) **black OR red**: When using OR, you will receive search results including either of your search terms
   c) **black NOT red**: When using NOT you will receive search results which include the first term and exclude the second term

**Bookmark:** To bookmark a Web site is to save the address to a menu so it can be easily accessed in the future without typing the address. You can bookmark a site by using the Favorites menu in Internet Explorer or the Bookmarks menu in Netscape Navigator.

**Browser:** Short for Web browser; this is the software that allows you to view Web pages and surf the World Wide Web. The most popular Web browsers are Mozilla Firefox, Apple's Safari and Microsoft's Internet Explorer.

**Cookie:** A small piece of information in a text file that is stored on your computer from a Web site. A cookie can make your Web surfing easier by storing preferences you have chosen.

**Copyright:** The exclusive right to reproduce, publish and sell certain material.

**Cursor:** The blinking vertical line that appears when you are typing that indicates where the next character will appear.

**Dialog box:** Special window displayed by a program to provide information, present available options or request a response.

**Domain name:** The main part of the address of a Web site. For example, EdGate.com is the domain name of the national EdGate Web site.

**Double-click:** To press and release a mouse button twice in rapid succession.

**Download:** The transfer of information from the Internet to your computer. Every time you instruct your computer system to retrieve your e-mail, you are downloading your mail to your computer. You also can download software programs from the Internet to your computer.

**Dragging:** To move your mouse by holding down the mouse button and moving the mouse.

**E-mail (electronic mail):** Electronically transmitted messages. E-mail is transferred over the Internet in seconds to anywhere in the world.

**E-mail address:** A string of letters used to indicate a person who can send and receive electronic mail messages over the Internet. An example of an e-mail address is [tomsmith@halcyon.com](mailto:tomsmith@halcyon.com).

**Folder:** A location to organize and store electronic files.

**GIF (Graphics Interchange Format):** A way graphics files can be stored. It is one of the two most common types of images used on the World Wide Web (the other is JPG).

**Hard drive:** Also called a hard disk drive, an area of a computer system where files and programs are organized and stored.

**Hardware:** The physical components that comprise the computer system.

**HTML (Hypertext Mark-up Language):** The special code that allows Web browsers to display most Web pages. You do not need to know any HTML to use the CMX.

**http (hypertext transfer protocol):** Rules for how computers transfer information over the Internet. Most Web page addresses begin with http://.

**ISP (Internet Service Provider):** A company that provides people access to the Internet, often for a subscription fee. You need an ISP to connect to the Internet every time you log on.

**Internet:** A worldwide collection of networks that links millions of businesses, governments, educational institutions and individuals using modems, telephone, cable lines and other devices. The World Wide Web is the best-known part of the Internet.

**JPG (Joint Photographic Experts Group, also abbreviated as JPEG):** A way graphics files can be stored. It is one of the two most common types of images used on the World Wide Web (the other is GIF).

**Keyword:** A meaningful word or phrase that can be used to search for a Web site.

**Lesson:** A set of procedures to teach a specific unit of study. Generally a lesson will include step-by-step procedures, assessment, materials and teacher notes.

**Link (Hyperlink):** Text or graphic that can be clicked to access another Web page or another Web site. Text links will usually be underlined and a different color than the rest of the text on the screen. A graphic link will often have a frame around it.

**Login:** The process of typing in a user name and password to access a computer system or Web site. You need to login to CMX to access any of the resources and standards.

**Network:** Two or more computers connected to share information.

**Online:** Being connected to the Internet.

**Operating System:** Software that manages the internal functions of a computer. Common operating systems are Windows 98 and Mac OS.

**Plug-Ins:** Special programs that must be downloaded to run multimedia elements within a Web browser window. The only plug-in which may be needed to view lessons or resources in CMX is Adobe Acrobat to read "pdf" files or Adobe Flash to view some websites and games.

**Pointer:** Often shaped as an arrow, the onscreen device that moves when you move your mouse. Your pointer can change shape when different options are available. For example, when your pointer is on a link on Web page, it will appear as a hand.

**Resource:** A link to a Web site, which has excellent information, which will help you meet a specific standard.

**Scrolling:** The process of moving different portions of a Web page or document on the screen into view.

**Scroll bar:** A vertical or horizontal bar on a Web page or document that can be used to see all parts of the screen.

**Server:** A computer that manages the resources on a network and provides a centralized storage area for software programs and data.

**Site:** Short for Web site, a collection of pages on the World Wide Web. Every site has an address, and it often begins with http://.

**Software:** Applications or programs that direct a computer to perform various operations.

**Tabs:** Sections on a dialog box that contain related commands or features. When a dialog box has tabs, they are often displayed at the top.

**Toolbar:** A strip of buttons often at the top of a software programs that can be clicked to perform certain commands.

**URL:** An acronym for Uniform Resource Locator. It's the address of each Web site. It usually begins with http://.

**Web browser:** Also called "browser," this is the software that allows you to view Web pages and surf the World Wide Web. The most popular Web browsers are Netscape Navigator and Microsoft's Internet Explorer.

**Web page:** A single document in a Web site.

**Web site:** A collection of pages on the World Wide Web. Every site has an address, and it often begins with http://.

**World Wide Web (WWW):** Also referred to as the Web, the World Wide Web is a global system of linked documents (Web pages) containing text and graphics and sometimes sounds, animation and video. The World Wide Web is part of the Internet. When you create online lessons, they are part of the World Wide Web.