



Instructor Getting Started Guide

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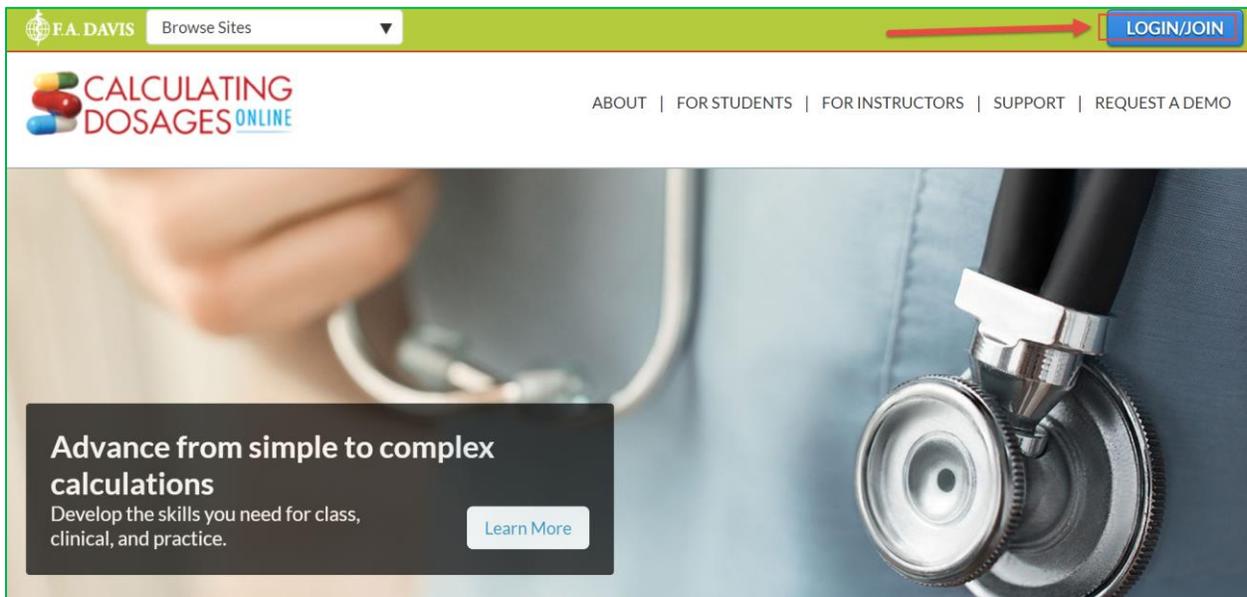
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LOG IN

Calculating Dosages Online is web-based and compatible with Internet Explorer 9 or greater and the latest versions of Apple Safari, Mozilla Firefox, and Google Chrome.

To begin, go to the website, www.DosageCalc.com, and click the “Login/Join” button, located in the top right corner of the screen.



If you have an existing account with F. A. Davis, log into Calculating Dosages Online by entering your e-mail address and password, then clicking the “login” button.

Existing Member Login

CREATE A DAVISPLUS ACCOUNT

Creating an instructor account only takes a moment. Please note that if you are an **existing** DavisPlus member, you do not need to create a new account. Your DavisPlus account credentials will work here. To create an account, click the "Create Account" button.

Existing Member Login

Enter Email Address

Email is required.

Enter Password

Login

[FORGOT PASSWORD?](#)

New to F.A. Davis? Signup Now!

Create Account

Next, enter your account credentials:

1. Check the box next to "**Check here for Instructor Access.**"
2. Enter your e-mail address.
3. Create your password.
4. Enter your name.
5. Enter your school information.
6. Click the "Create Account" button.

Complete the information below to create your account

Check here for Instructor Access

Enter Email Address

Enter Email Address To Confirm

Enter Password

Enter Password To Confirm

Enter First Name

Enter Last Name

United States ▼

Enter Institution zip code

Select your Institution ▼

I want to receive emails regarding discounts, educational webinars, and new products from F.A. Davis.

Create Account Cancel

RESETTING PASSWORDS

You can reset your password by clicking the “**FORGOT PASSWORD**” link at the login page. Enter your e-mail address, and a link to reset your password will be sent to you. If the e-mail doesn’t arrive, please check your spam folder.

Existing Member Login

Enter Email Address

Enter Password

Login

FORGOT PASSWORD?

Forgotten Password?

Enter your email below. We will send a link to that email so you can reset your password.

Enter Email Address

SEND RESET LINK Cancel

If you don't receive the email within a few minutes, please check your email's spam and junk folders or [contact our Customer Support Team](#) for further assistance.

Or, you can change your password at any time by going to the “**My Account**” area of [DosageCalc.com](https://www.dosagecalc.com).

Calculating Dosages Online

Welcome, Colleen Keenan

My Account

Gradebook

Support Center

Logout

Home

Access Expire - August 06, 2847

My Account

* First Name: Colleen

* Last Name: Keenan

Email Address: cvk@fadavis.com

New Password: New Password

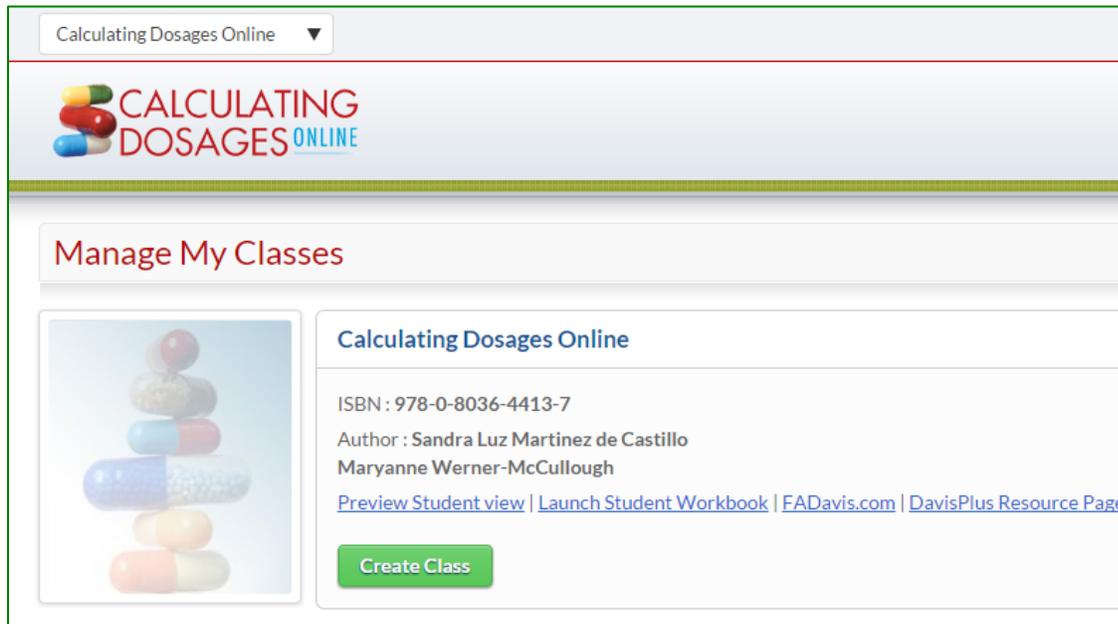
Confirm Password: Confirm Password

Reviewer Name: Provide display name for product reviews submitted on FADavis.com

Save Cancel

DASHBOARD

Upon logging into DosageCalc, instructors will be taken to the dashboard.



Calculating Dosages Online

CALCULATING DOSAGES ONLINE

Manage My Classes



Calculating Dosages Online

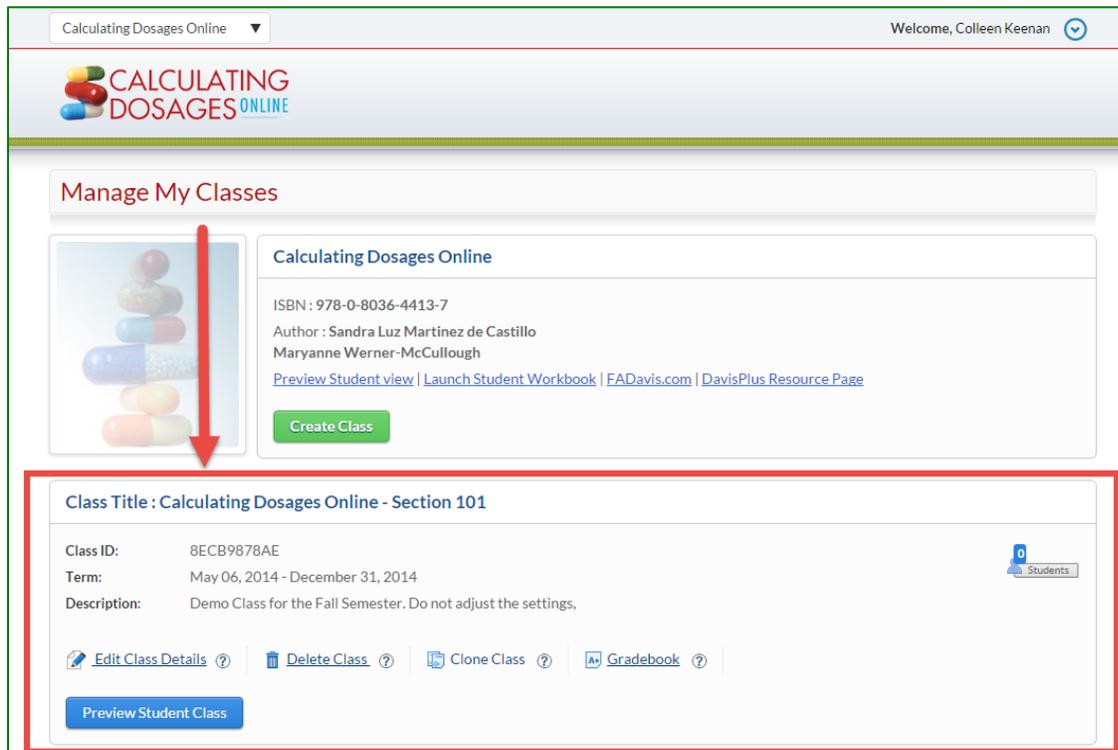
ISBN : 978-0-8036-4413-7

Author : Sandra Luz Martinez de Castillo
Maryanne Werner-McCullough

[Preview Student view](#) | [Launch Student Workbook](#) | [FADavis.com](#) | [DavisPlus Resource Page](#)

[Create Class](#)

After creating a class in [DosageCalc.com](https://dosagecalc.com), the class information will be displayed on the dashboard.



Calculating Dosages Online Welcome, Colleen Keenan

CALCULATING DOSAGES ONLINE

Manage My Classes



Calculating Dosages Online

ISBN : 978-0-8036-4413-7

Author : Sandra Luz Martinez de Castillo
Maryanne Werner-McCullough

[Preview Student view](#) | [Launch Student Workbook](#) | [FADavis.com](#) | [DavisPlus Resource Page](#)

[Create Class](#)

Class Title : Calculating Dosages Online - Section 101

Class ID: 8ECB9878AE  0 Students

Term: May 06, 2014 - December 31, 2014

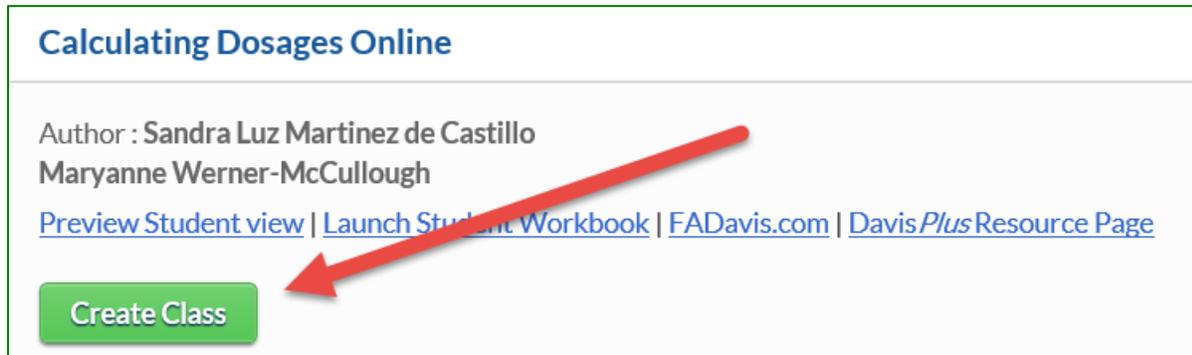
Description: Demo Class for the Fall Semester. Do not adjust the settings,

[Edit Class Details](#) |
 [Delete Class](#) |
 [Clone Class](#) |
 [Gradebook](#)

[Preview Student Class](#)

CREATING A CLASS

To create a class, instructors click the green “**Create Class**” button located on the dashboard.



After clicking the green “Create a Class” button, the “**Class Management Wizard**” page opens. This is where instructors will enter their class details.

Class Title

Instructors add the title of the class. This is a **mandatory** field.

Class Description

Instructors include a description of the course. This field is optional.

Description		
-------------	--	---

Class Start and End Dates

Instructors enter the **start** date for the class. The start date is the date that the class will become available to the students. This is a **mandatory** field.

Instructors enter the **end** date for the class. This is a **mandatory** field. Please note that after the end date has passed, students will no longer be able to access your **class** within [DosageCalc.com](https://dosagecalc.com). However, the students **will** be able to continue to work within [DosageCalc.com](https://dosagecalc.com) for the remainder of their subscription period.

Class Start Date*	08/25/2015		
Class End Date*	08/25/2015		

Auto-Enroll and Auto-Import Grades

Instructors select "Auto-enroll students" if they want their students to be automatically added to the class when they submit the Class ID. Instructors will receive a notification for each enrollment. If the students completed activities in the product prior to being enrolled in the class, instructors can choose to import those grades by selecting "Auto-Import Grades" to allow students' progress to be automatically copied into the class gradebook when the students enroll into the class.

Auto-enroll students	<input type="checkbox"/>	
Auto-import grades	<input type="checkbox"/>	

Class ID

Please note that each class instructors create within this product will have a **unique Class ID**. Instructors must provide the students the **unique Class ID** in order for them to join the class within [DosageCalc.com](https://dosagecalc.com).

Class ID	F20784CB4D 
----------	---

After instructors have entered the class details, they click the **“Save and Continue”** button to save.

Confirming Class Creation

There are three different ways to confirm that the class has been successfully created. Each option also includes the **Class ID** number.

Pop-up window: After instructors have entered the class details and clicked the **“Save and Continue”** button, a pop-up message will appear to confirm that the class has been created.

Congratulations!

Your class has been successfully created.

Please note your Class ID [3D10B267DC].

This class ID will be displayed on your Dashboard and emailed to you. You will need to distribute it to your students to enable them to join your class. You will be required to approve student enrollment requests for this class when students redeem this ID.

Note: End times are 11:59 p.m. Eastern of the end date selected.

[Continue](#)

E-mail confirmation: Instructors will also receive an e-mail confirming that the class has been created.



Dear Eric Van Osten,

Here are your new Class details:

User Name: evo@fadavis.com

Product Name: Calculating Dosages Online

Class Name: Lauren's Class

Class ID: **FEB63B7DDF**

Please distribute this ID to your students.

If you believe you received this email in error, please contact Customer Support at Support@FADavis.com.

Note: End times are 12:00 am ET of the date selected.

Dashboard view: Instructors will also see the class details on the dashboard.

Class Title : 5/6 Test Class

Class ID: 8ECB9878AE
Term: May 06, 2014 - December 31, 2014
Description: 5/6 Test class

 [Edit Class Details](#)  |  [Delete Class](#)  |  [Clone Class](#)  |  [Gradebook](#) 

CLASS CUSTOMIZATION

It's easy to customize a class within DosageCalc.com. Features that can be customized include module start and end dates, assignment due dates, and grading methods. Instructors can begin to customize their class immediately after creating it. Or, they can customize the class at a later time.

If instructors choose **not** to customize the modules, the class start and end dates will be applied to the module due dates for tests and reviews. Additionally, the system will automatically apply "grade on first attempt" as its grading method.

After creating a class, a confirmation message will display. Instructors access the "Module Settings" area by clicking "OK" to customize the module settings. They can also access the "Module Settings" area by clicking "Edit Class Details" on the dashboard.

Confirmation

Your class currently includes all module content, module review assignments, and module test assignments with the start date and due dates set to the class start and end dates.

By default all assignments are set with the grading rule 'Grade on First Attempt.'

To customize these settings, click **Customize Settings**. To return to your dashboard using the default settings for your class, click **Use Default Settings**.

[Customize Settings](#) [Use Default Settings](#)

Class Title : Linda's Class

Class ID: C47D8A3F05
Term: June 23, 2015 - August 31, 2015
Description: Calculating Dosage

 [Edit Class Details](#) 
 [Delete Class](#) 
 [Clone Class](#) 
 [Gradebook](#) 

Module Reorder

Instructors can choose which available modules to include/exclude in the class. By default, all modules are included – but instructors can move selected lessons to the “Available Modules” column to remove them from their class.

Instructors can set the order of the modules included in the class by dragging and dropping them in the desired order.

Set Module Order

Class Management Wizard : 1: Create Class > **2: Module Reorder** > 3: Module Settings > 4: Class Overview [Return to Dashboard](#)

Select display order for module here

[Save and Continue](#)

Module Included in Class [Reset](#)

Manage the display order of modules from your class by dragging the module titles below to reorder them. By default all modules are included in your class. To remove a module from your class, drag it to the 'Available Modules' column.

- Basic Math Review 
- Methods of Calculation 
- Systems of Measurement 

Available modules

This lists all modules available for the product. If a module is not currently included in your class, it can be added by dragging from this column to the 'Modules included in Class' column.

- Basic Math Review
- Methods of Calculation

Drag and drop modules in the order preferred or remove from the class by dragging to the "Available modules" column to the right.

Module Settings

Instructors begin customization of a Module by selecting which one to work on from the drop-down list in the Module Settings page.

Customize Modules

Select Module Here

Class Management Wizard : 1 : Create Class 2 : Module Reorder 3 : Module Settings 4 : Class Overview

Basic Math Review
Methods of Calculation
Systems of Measurement
Intake and Output

Universal Module Settings

When customizing a Module, instructors may choose the same settings for all Exercises contained within that Module. For example, instructors may want to have the same grading approach for all Exercises within a Module.

Universal Module Start and End Dates

Instructors can set universal start and end dates for all Exercises in a Module by choosing dates for “Module Start Date” and “Due Date for All Assignments in this Module.” This will be the date range in which the students can submit work from the Module to the gradebook. If instructors decide not to customize these fields, the Assignment start date will default to the first day of the class, and the end date will default to the last day of the class.

Module Start Date*	08/31/2017		
Due Date for All Assignments in this module	06/29/2018		

Universal Module Grading Rules

Instructors can set universal grading rules for all Exercises within a Module. They may choose (1) to have the students graded on the first attempt, (2) to allow the students to practice and review before submitting for a grade, or (3) have the students in a ‘Practice Only’ environment without grading.

Set Grading Rules for All exercises in this module	<input type="radio"/> Grade on first attempt then Practice 
	<input checked="" type="radio"/> Initial practice then grade.
	<input type="radio"/> Practice Only

After instructors have completed customizing the Module, click the “Continue to Next Module” button and view the confirmation message.

Individual Assignment Settings

Assignments can be customized to start or end on different dates than the universal settings. The grading rules can be individualized, and assignments can be removed entirely.

Exclude a Review or Test

Instructors can exclude a Review or Test by unchecking it.

Assignment Start and End Dates

Instructors change the start and end dates for each Review or Test by clicking in the calendar icons.

Assignment Grading Rules

Instructors change the grading method for each Review or Test by clicking on the arrow button and then the desired grading method.

Saving the Customized Settings

After instructors have completed the customization of the modules, there are two different ways to save work.



Save and Continue

The "Save and Continue" button will save the Module settings and **automatically** take the instructor to the next Module. Instructors choose this feature if they would like to continue to customize the course. After they click the "Save and Continue" button, they will receive a pop-up message that will confirm that work has been saved.

Exit Module Settings

The "Exit Module Settings" button will save the Module settings and **automatically** take the instructor to the Class Summary page.

Class Summary

Class Summary

Class Management Wizard :
1 : Create Class
2 : Module Reorder
3 : Module Settings
4 : Class Overview

[Return to Dashboard](#)

Class Name : Example Class

Class Description:

Term : 08/31/2017 - 06/29/2018

Product Name: Calculating Dosages Online

Print

Basic Math Review ▼

Exercise	Grading rules	Date Last Modified	Start Date	End Date
Module Tests				
Module Test - I	Initial Practice then Grade	08/31/2017	08/31/2017	06/29/2018
Module Test - II	Initial Practice then Grade	08/31/2017	08/31/2017	06/29/2018
Module Review				
Module Review	Initial Practice then Grade	08/31/2017	08/31/2017	06/29/2018

CLASS ADMITTANCE

Once instructors have created a class and shared the Class ID with their students, the students will place a request **within** DosageCalc.com to join the class. Instructors must admit the students into their classes **before** the students can view the Module Reviews and Tests and submit work to the instructor gradebook.

If the instructor has not chosen to automatically enroll students in the class, when a student is waiting to be admitted into the class, an alert will be displayed on the Dashboard. The number of students waiting to be admitted will be displayed next to "Students." To admit or reject students into a class, instructors click the "Students" button.

Class Title : 2014 Fall Semester Demo Class

Class ID: 8ECB9878AE

Term: May 06, 2014 - December 31, 2014

Description: Demo Class for the Fall Semester. Do not adjust the settings,

[Edit Class Details](#) ?
 [Delete Class](#) ?
 [Clone Class](#) ?
 [Gradebook](#) ?

To begin admitting students into the class, instructors locate the student's name on the "Manage Students" page and click "accept" or "reject."

Student Name	Email	Action
Colleen Keenan	colleenkeenan21@gmail.com	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Accept Reject </div>
Jane Smith	colleenfad2@gmail.com	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Accept Reject </div>

To accept or reject students in bulk, instructors can click the "select all" box and then click "accept all" or "reject all".

Select All

Accept All
Reject All

	Student Name	Email	Action
<input checked="" type="checkbox"/>	Colleen Keenan	colleenkeenan21@gmail.com	Accept Reject
<input checked="" type="checkbox"/>	Jane Smith	colleenfad2@gmail.com	Accept Reject

CLONING A CLASS

Once a class has been created, instructors may want to “clone” or copy the class. This feature is helpful when they are teaching the same class to multiple sections or for multiple semesters. Please note that when cloning a class, the instructor is duplicating the class settings but **not** the dates within a particular class. To clone a class, instructors click the “Clone Class” button on the dashboard.

Class Title : Lisa's Class

Class ID: 8CA1CA842A
Term: June 11, 2015 - August 31, 2015
Description: Dosage Calc



 [Edit Class Details](#) ?
  [Delete Class](#) ?
  [Clone Class](#) ?
  [Gradebook](#) ?

Instructors enter the class details for the “cloned” class. All classes must have original names. Instructors should consider including the semester information or section number as part of the class naming convention. **All classes**, even cloned classes, have **unique Class ID numbers**. Instructors must provide their students with the class ID number so that they can join the class within DosageCalc.com. Creation and customization of the cloned class is just like creating a class. Instructors should follow the same instructions noted above.

DELETING A CLASS

To delete a class from DosageCalc.com, instructors click the “Delete class” button on the DosageCalc.com dashboard. When they click “Delete Class,” a pop-up message will open asking to verify deletion.

Class Title : 5/6 Test Class

Class ID: 8ECB9878AE
Term: May 06, 2014 - December 31, 2014
Description: 5/6 Test class



 [Edit Class Details](#) ?
  [Delete Class](#) ?
  [Clone Class](#) ?
  [Gradebook](#) ?

[Preview Student Class](#)

MULTIPLE INSTRUCTORS

The ability to add multiple instructors to a class is available. Instructors click on “Instructors,” then click on “Add New,” and enter an e-mail address to invite another instructor to the Class.

If the instructor is already registered to DavisPlus, their information will be pre-populated on the page; otherwise, the user enters the info.

Class Title : DOSAGE_CALC123 - Demo Course

Class ID: DEMO_MNC Instructors 0

Term: July 07, 2014 - December 31, 2015 Students 0

Description: This is a demo course

[Edit Class Details](#) ?
 [Delete Class](#) ?
 [Clone Class](#) ?
 [Gradebook](#) ?

[Preview Student Class](#)

Add Instructor to class

Search Instructor : 1 [Search](#)

Search Results

Name	Email
Colleen Keenan	cvk@fadavis.com

Select Access Type * : 2 ? [Click here for explanations on Access Types](#)

Full Access

Full Access

Edit Class

Read Only

Lead :

[Add](#) 3

Users are prompted to choose what type of access to grant to the instructor (Click the question mark icon for help). If the instructor is already a registered user of F. A. Davis, their status will change to “approved” upon closing this alert window. If the instructor is not yet a registered user of F. A. Davis, their status will remain “pending” until they complete their registration, which will then be followed by our internal approval process (two business days) before the status is updated to “approved.”

The initial instructor (and any instructors who have been granted “Full Access” rights) always has the option to add more instructors, edit the type of access of existing instructors, or remove instructors from the class.

STUDENT PREVIEW

The student preview function provides a view of how the course will be experienced by the student.

Class Title : 5/6 Test Class

Class ID: 8ECB9878AE
Term: May 06, 2014 - December 31, 2014
Description: 5/6 Test class

[Edit Class Details](#) ? |
 [Delete Class](#) ? |
 [Clone Class](#) ? |
 [Gradebook](#) ?

[Preview Student Class](#)

GRADEBOOK

To access the gradebook, instructors click the Gradebook link from the dashboard. Please note that the gradebook feature only becomes viewable **after** class creation.

Class Title : Lisa's Class

Class ID: 8CA1CA842A
Term: June 11, 2015 - August 31, 2015
Description: Dosage Calc

[Edit Class Details](#) ? |
 [Delete Class](#) ? |
 [Clone Class](#) ? |
 [Gradebook](#) ?

The class details are displayed at the top of the gradebook.

Class Details

Class Name : DOSAGE_CALC_EVO - Demo Course
Class Description: This is a demo course
Term : July 07, 2014- December 31, 2015
Product Name: Calculating Dosages Online

Multiple Gradebooks

If instructors have created multiple classes, they will have a gradebook for each of those classes. They can navigate between the gradebooks by using the dropdown feature in the "Select Class Gradebook" area.

Instructor Class Gradebook

Select Class Gradebook: DOSAGE_CALC_EVO - Demo Course ▼

Compare with All Classes

If instructors have multiple classes in their dashboard, they may generate a graph that compares one class against the average of the others by clicking on the "Compare with all classes" button.

Compare with all Classes

Learning Management Systems

The DosageCalc.com gradebook is compatible with most Learning Management Systems, such as Blackboard or Angel. To incorporate the DosageCalc.com gradebook into a Learning Management System, instructors download the gradebook in a spreadsheet and then upload the spreadsheet into the Learning Management System.

To download the DosageCalc.com gradebook, instructors (1) click the "Export Gradebook: button, (2) select the correct Learning Management System, and (3) click "OK."

Export Gradebook

Search Feature

Instructors can locate the grades of a particular student by using the search feature contained within the gradebook. They can search for a student either by name or by e-mail address.

Student Search

Name ▼

Search

Reset

Student Search

Name

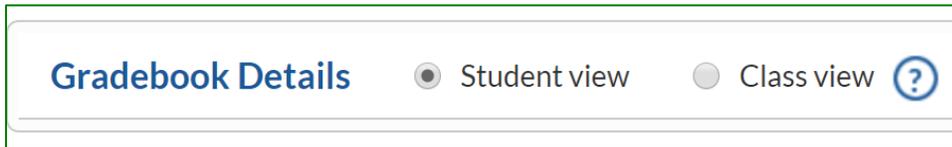
Email

Search

Reset

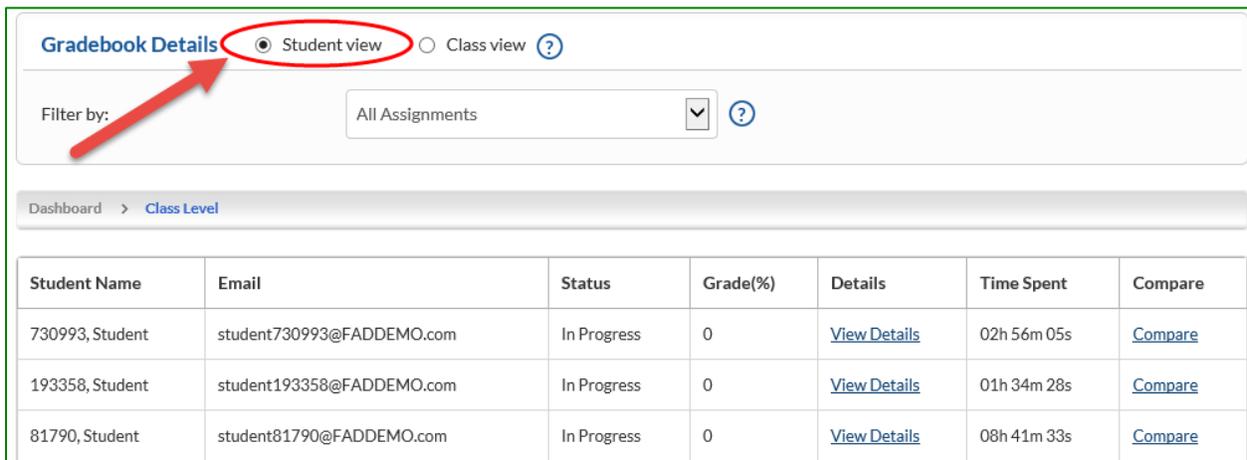
Gradebook Details

Instructors choose whether they want to review grades through the “Student View” or “Class View.”

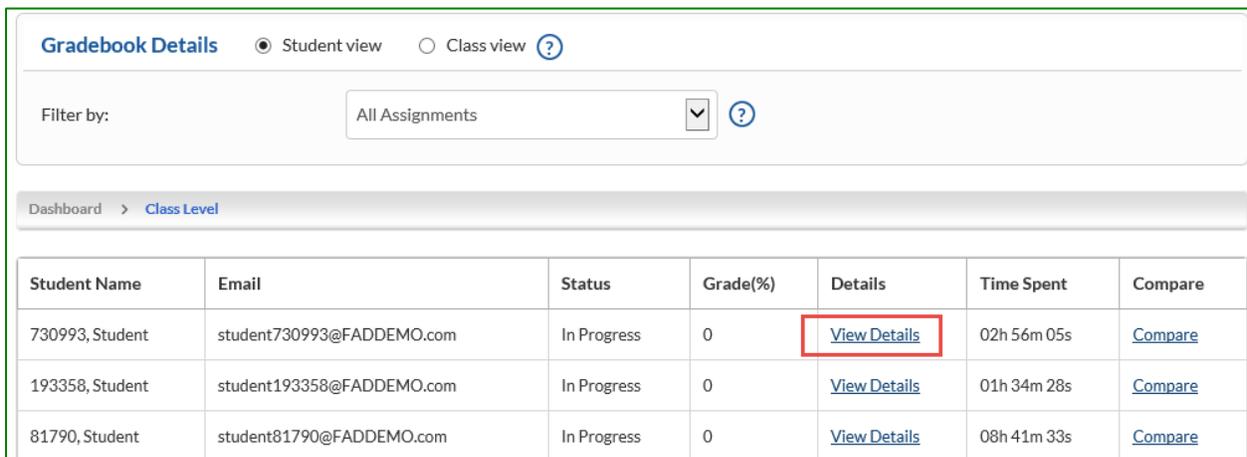


Student View

Choosing the Student View will allow instructors to see overall grades and time spent by each student.



Clicking on “View Details” allows the instructor to see a student’s grades broken down by each module (“Module Level”).



Module Name	Status	Grade(%)	Details	Time Spent
Administration of Oral Medications	Complete	49.17	View Detail	01h 22m 10s
Administration of Parenteral Medications	Complete	0	View Detail	01h 40m 39s
Basic Math Review	Complete	53.33	View Detail	10h 32m 36s

From the Module Level screen, clicking on “View Detail” will bring the instructor to the “Section/Topic Level,” where they can see the student’s status, score, number of attempts, time spent, and any feedback for each activity within a lesson.

Module Name	Status	Grade(%)	Details	Time Spent
Administration of Oral Medications	Complete	49.17	View Detail	01h 22m 10s
Administration of Parenteral Medications	Complete	0	View Detail	01h 40m 39s
Basic Math Review	Complete	53.33	View Detail	10h 32m 36s

Module Name	Status	Grade(%)	Details	Time Spent
Administration of Oral Medications	Complete	49.17	View Detail	01h 22m 10s
Administration of Parenteral Medications	Complete	0	View Detail	01h 40m 39s
Basic Math Review	Complete	53.33	View Detail	10h 32m 36s

From the Section/Topic Level, instructors can filter to display only “Gradable Assignments” (Module Reviews and Module Tests) using the dropdown menu.

Instructor Section/Topic Gradebook

Name: Snow, Jon Term: August 31, 2017 - June 29, 2018
 Email: kascrigner23@gmail.com Product Name: Calculating Dosages Online
 Class Name: Example Class

Dashboard > Class Level > Module Level > Section/Topic Level

Display grades for: All Assignments All Assignments All Gradable Assignments SAVE FINAL SCORES

Section	Topic	Due Date	Completed Date	Status	Score	Attempts	Time Spent	Final Scores
Module Review	Module Review	06/29/2018	N/A	Not Started	N/A	0	00h 00m 00s	
Module Tests	Module Test - I	06/29/2018	09/13/2017	Completed	95	1	00h 02m 37s	95
Module Tests	Module Test - II	06/29/2018	N/A	Not Started	N/A	0	00h 00m 00s	
Fractions	Introduction to Fractions	06/29/2018	Practice Assignment	Not Started	Practice Assignment	Practice Assignment	00h 00m 00s	

Instructors also have the ability to override scores of any completed, gradable Activities by clicking in the “Final Scores” column, replacing the percentage score, and then clicking “Save Final Scores.” These scores will report back to both the instructor and student gradebooks.

Section	Topic	Due Date	Completed Date	Status	Score	Attempts	Time Spent	Final Scores
Module Review	Linear Ratio and Proportion	12/31/2015	N/A	Not Started	N/A	0	00h 00m 00s	
Module Review	Fractional Ratio and Proportion	12/31/2015	N/A	Not Started	N/A	0	00h 00m 00s	
Module Review	Dimensional Analysis	12/31/2015	09/03/2014	Completed	100	1	00h 16m 47s	100

Class View

Choosing the Class View will allow instructors to see all of the class average scores and time spent in each lesson.

Gradebook Details Student view Class view

Filter by: All Assignments

Module Name	Status	Avg Grade(%)	Details	Avg Time Spent
Administration of Oral Medications	In Progress	13	View Detail	00h 27m 54s
Administration of Parenteral Medications	In Progress	4	View Detail	00h 25m 10s
Basic Math Review	In Progress	6	View Detail	00h 46m 37s

Clicking on “View Detail” brings the instructor to the Activity Level to see the average grade, the number of students who have completed the activity, and the average time spent on the activity.

Module Name	Status	Avg Grade(%)	Details	Avg Time Spent
Administration of Oral Medications	In Progress	13	View Detail	00h 27m 54s
Administration of Parenteral Medications	In Progress	4	View Detail	00h 25m 10s
Basic Math Review	In Progress	6	View Detail	00h 46m 37s

Section	Topic	Due Date	Status	Avg Grade(%)	Completion	Avg Time Spent	Details
Module Review	Dimensional Analysis	12/31/2016	In Progress	86	7 of 47	00h 03m 36s	View Detail
Module Review	Fractional Ratio and Proportion	12/31/2016	Not Started	N/A	0 of 47	00h 00m 00s	View Detail
Module Review	Linear Ratio and Proportion	12/31/2016	Not Started	N/A	0 of 47	00h 00m 00s	View Detail

Clicking on "View Detail" here will bring an instructor to the "Class Comparison," where they can see each student's final score. Instructors may override final scores here by replacing the score and clicking on "Save Final Scores."

Section	Topic	Due Date	Status	Avg Grade(%)	Completion	Avg Time Spent	Details
Module Review	Dimensional Analysis	12/31/2016	In Progress	86	7 of 47	00h 03m 36s	View Detail
Module Review	Fractional Ratio and Proportion	12/31/2016	Not Started	N/A	0 of 47	00h 00m 00s	View Detail
Module Review	Linear Ratio and Proportion	12/31/2016	Not Started	N/A	0 of 47	00h 00m 00s	View Detail

SAVE FINAL SCORES

Student Name	Student Email	Due Date	Completed Date	Status	Score	Attempts	Time Spent	Final Scores
265708 Student	student265708@FADDEMO.com	12/31/2016	09/01/2014	Complete	93	1	00h 28m 12s	<input type="text" value="93"/>
752550 Student	student752550@FADDEMO.com	12/31/2016	09/03/2014	Complete	100	1	00h 16m 47s	<input type="text" value="100"/>
338917 Student	student338917@FADDEMO.com	12/31/2016	09/03/2014	Complete	60	1	00h 11m 59s	<input type="text" value="60"/>

Class Comparison

Instructors can compare a student against the rest of the class (Class Level, Student View). To compare a student to the rest of the class, instructors click the "compare" button.

Student Name	Email	Status	Grade(%)	Details	Time Spent	Compare
730993, Student	student730993@FADDEMO.com	In Progress	75	View Details	02h 56m 05s	Compare
193358, Student	student193358@FADDEMO.com	In Progress	85	View Details	01h 34m 28s	Compare
81790, Student	student81790@FADDEMO.com	In Progress	94	View Details	08h 35m 42s	Compare

After instructors click the “compare” button, a chart will be displayed comparing a student’s scores to the average scores of the rest of the class.



Managing the Class

Instructors can easily manage their classes by clicking the “manage students” button in the class gradebook.

The screenshot shows the 'Class Details' section with the following information:

- Class Name:** 5/6 Test Class
- Class Description:** 5/6 Test class
- Term:** May 06, 2014- December 31, 2014
- Product Name:** Calculating Dosages Online - (2 Year Access)

Below the details is an 'Export Gradebook' button. The 'Student Search' section includes a dropdown menu for 'Name', a search input field, and 'Search' and 'Reset' buttons. At the bottom, there are two buttons: 'Batch Manage LMS User Names' and 'Manage Students', with a red arrow pointing to the latter.

Here, you can un-enroll a student, edit their LMS user name, or edit the entry of their name.

The screenshot shows a table with student information and a 'Batch Manage LMS Users' button in the top right corner.

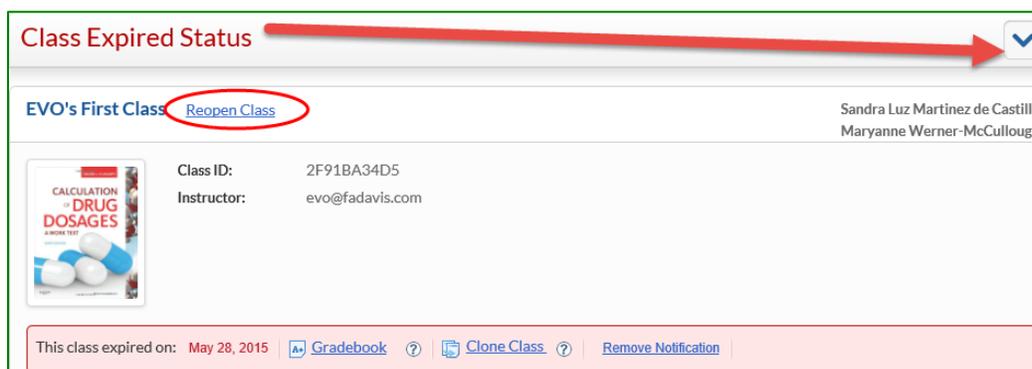
Student Name	Email	Action
Colleen Angel- Colleen	student1@gmail.com	Unenroll Edit LMS User Name
Betty Nurse Blackboard LS- BettyN	student2@gmail.com	Unenroll Edit LMS User Name
kirk	student3@gmail.com	Unenroll Edit LMS User Name

Reopening an Expired Class

Instructors who want to grant more time to students to complete activities who may have missed the initial due date within an expired class have the option of reopening the class.

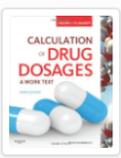
Instructors will expand the “Expired Classes” section at the bottom of their dashboard to expose their collection of expired classes, find the class in question, then click “Reopen Class.” Instructors will be prompted to choose a new end date for the class. This will make the class available to the associated students again.

Instructors will need to edit/extend the due dates of any activities within the class that they wish to grant additional time to students who missed the initial due date. Note: any work that was completed between the initial end date and the time the instructor reopened the class will not have been recorded in the gradebook; students who want to take advantage of an extended activity will need to complete the work for a grade after the class is reopened.



Class Expired Status 

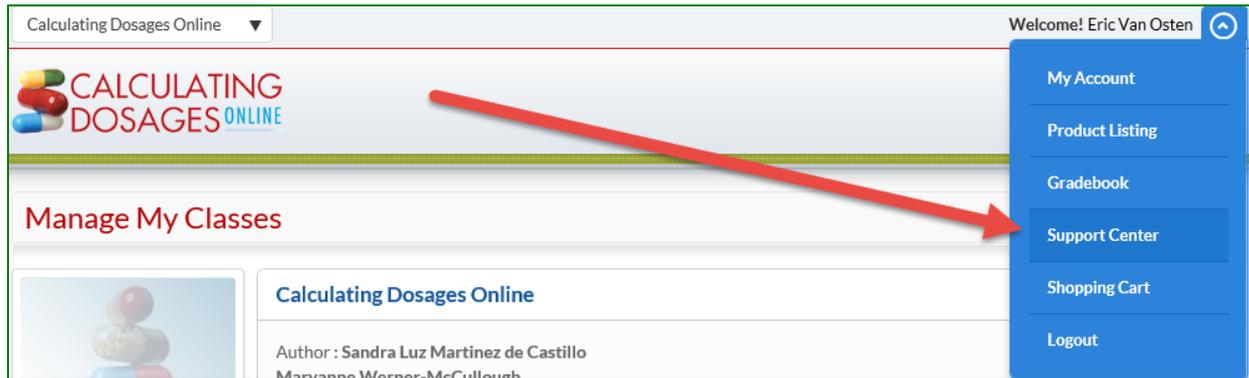
EVO's First Class [Reopen Class](#) Sandra Luz Martinez de Castillo
Maryanne Werner-McCullough

 Class ID: 2F91BA34D5
Instructor: evo@fadavis.com

This class expired on: May 28, 2015 [Gradebook](#)  [Clone Class](#)  [Remove Notification](#)

TECHNICAL SUPPORT

If instructors have any problems with the product, they should call 888-323-2847 or e-mail support@fadavis.com. They should also review the online Support Center, which offers helpful videos and other support information. The Support Center link is at the top right of the dashboard, in the drop-down menu.



Instructors may choose from a variety of sources for help and support, including videos, documents, and connections to our customer service representatives.

