



Instructor Getting Started Guide

Table of Contents

ABOUT DAVIS ADVANTAGE..... 3

LOGGING IN / CREATING AN ACCOUNT..... 3

 RESETTING PASSWORD..... 4

ACCESSING DAVIS ADVANTAGE..... 5

ACCESS YOUR CLASSES 6

CREATING A CLASS 6

 CLASS DETAILS 6

 Class Name..... 7

 Class Description..... 7

 Class Start and End Dates 7

 Auto-Enroll 7

 Independent Study..... 7

 Custom vs. Default Settings..... 8

 SELECT CONTENT MODEL – MED-SURG OR BASIC NURSING ADOPTERS ONLY* 8

 SELECT CONTENT 9

 Preview Content..... 9

 Reorder Topics..... 9

 CUSTOMIZE EXPERIENCE..... 10

 Learning Requirements..... 10

 Post-Assessment Preference..... 10

 SCHEDULE CONTENT..... 11

 Set dates..... 11

 Keep assignments open for the duration 12

 GRADING OPTIONS 12

 Participation approach 12

 Points approach 13

 VIEW SUMMARY 13

 Class ID..... 13

 Finalize the Class..... 14

 DAVIS EDGE CLASS CREATION – MED-SURG OR BASIC NURSING ADOPTERS ONLY* 14

PREVIEW STUDENT MODE 15

MANAGE YOUR CLASSES 16

 EDIT CLASS..... 16

 CLONE CLASS 16

 DELETE CLASS 17

 ADD / MANAGE INSTRUCTORS 18

 STUDENT ROSTER..... 19

 Unenroll Student..... 20

 Pending Students..... 20

DASHBOARD & VIEWING STUDENTS' WORK 21

- VIEW ASSIGNMENTS 21
 - Class Performance Averages* 22
 - View (Student) Details* 22
 - Student Progress / Completion* 23
- PERSONALIZED TEACHING PLAN (PTP) 24
 - Accessing the PTPs* 24
- GRADEBOOK 25
 - Filter by Assignment* 26
 - Filter by Student* 26
 - Accept Late Work* 26
 - Extend Due Date* 27
 - Reset Assignment* 28
 - Export the Gradebook* 29
- EBOOK 30**
- ADDITIONAL RESOURCES 31**
- TECHNICAL SUPPORT 32**

ABOUT DAVIS ADVANTAGE

Davis Advantage combines an innovative text with an online program that makes this challenging, but must-know content easier to master.

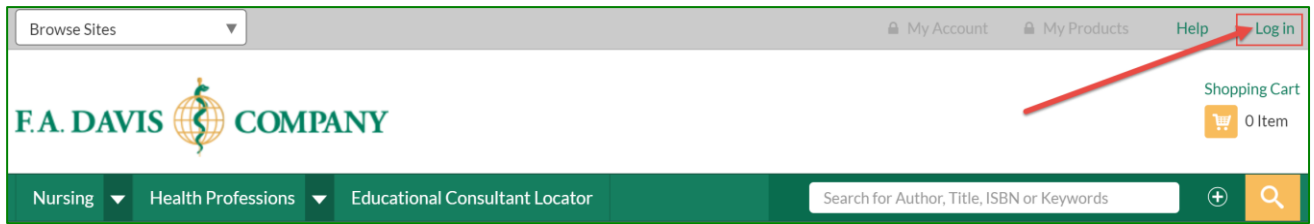
The functionality within **Davis Advantage** is generally the same no matter which title you are using. However, there are certain functions available only to certain F.A. Davis titles. We will note this in the Getting Started guide.

Davis Advantage is compatible with the most recent versions of Mozilla Firefox, Google Chrome, and Apple Safari, and with Internet Explorer 9+.

LOGGING IN / CREATING AN ACCOUNT

Creating an account only takes a moment or two. If you already have an F.A. Davis instructor account, your account credentials will log you into Davis Advantage.

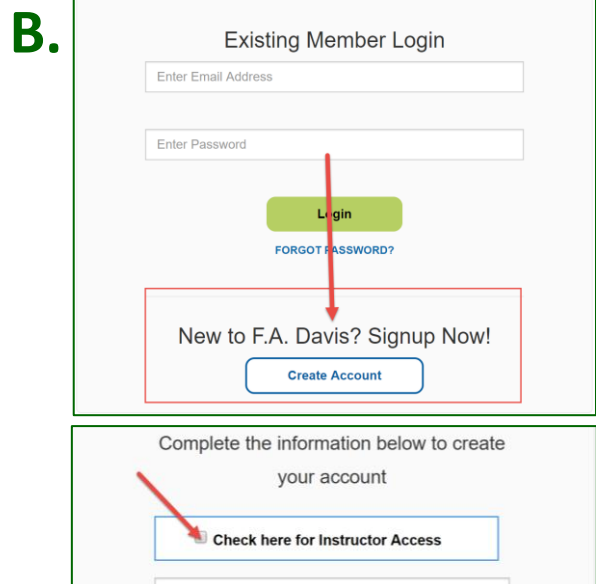
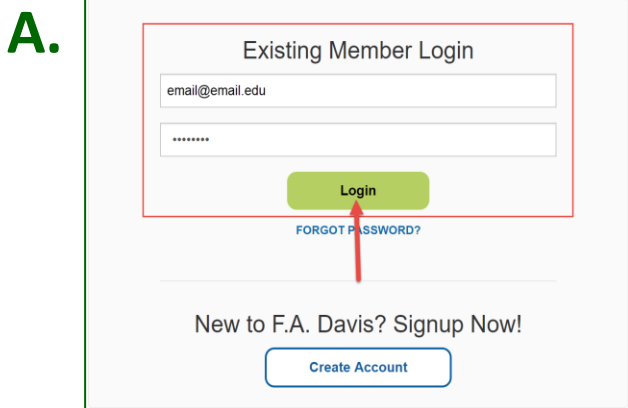
STEP 1 Go to www.FADavis.com and click the **Log in** button in the top right corner.



STEP 2

- A.** Enter your login credentials and click **Login**.
- B.** If you do not have an account, click **Create Account** and fill in your information.

Be sure to check off the box for **Instructor Access.

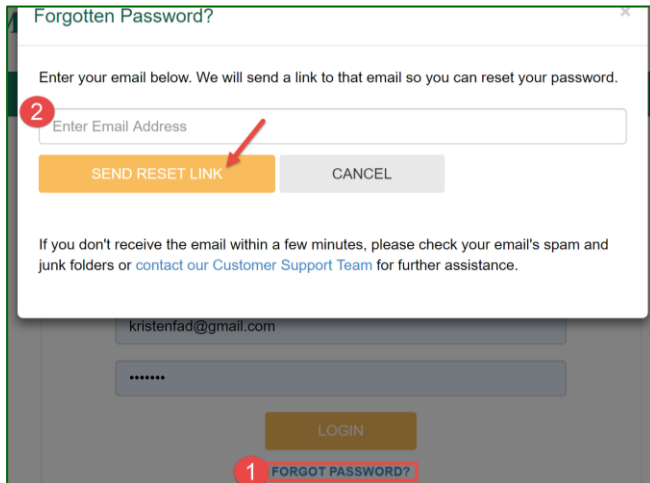


Resetting Password

You can reset your password at any time.

Option 1 Click the **FORGOT PASSWORD?** link on the login page and enter your e-mail address.

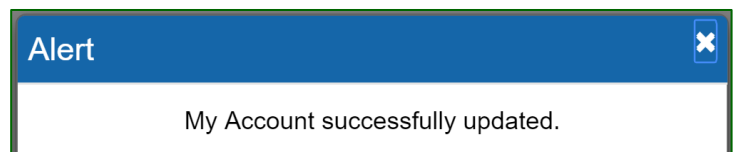
A link to reset your password will be e-mailed to you. If the e-mail doesn't arrive, please check your spam folder.



Option 2/STEP 1 If logged in, select the **My Account** link at the top right of your page.

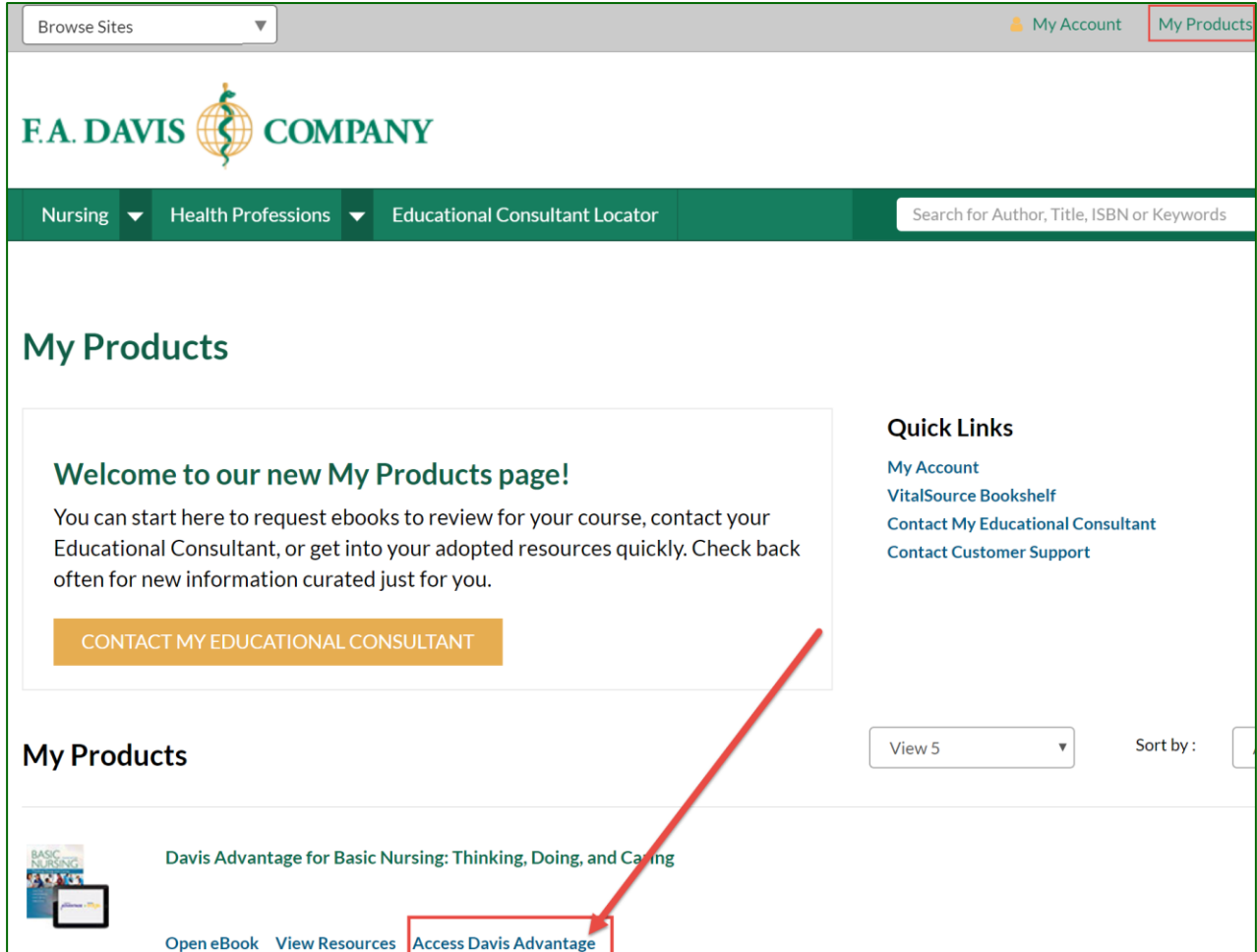


Option 2/STEP 2 Enter your new password and click **Save**. After the password successfully updates, a confirmation message will be displayed.

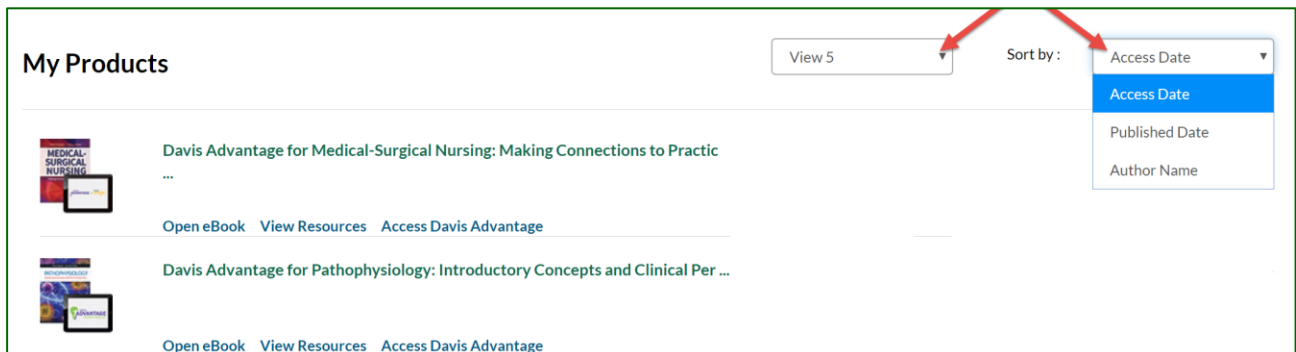


ACCESSING DAVIS ADVANTAGE

Once logged in at www.FADavis.com, the "My Products" page will display. Locate your Davis Advantage title, and click the **Access Davis Advantage** link to open the platform in a new tab.



When browsing your Products list, you can adjust the View filter to display 5, 10, 50 or all products you have access to. You can also sort by Access Date (most recent), Published Date (most recent), or Author Name (A-Z).

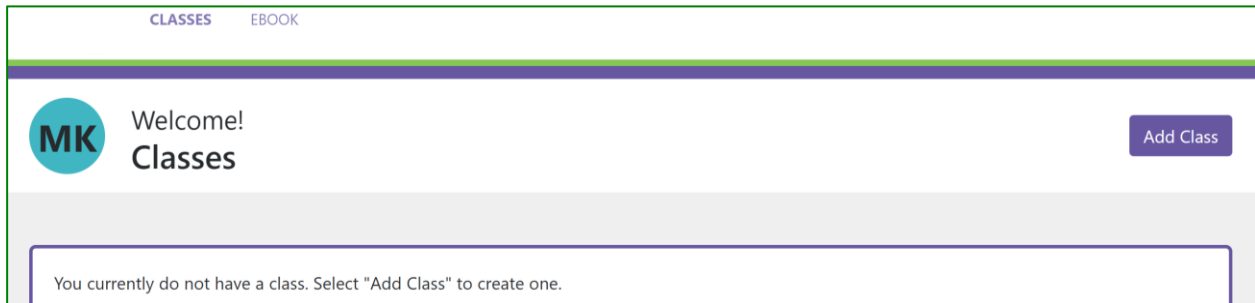


ACCESS YOUR CLASSES

After logging into Davis Advantage, you will need to “Launch” the product to begin creating your class. You can click “Preview Student View” to see an example view of the student experience.

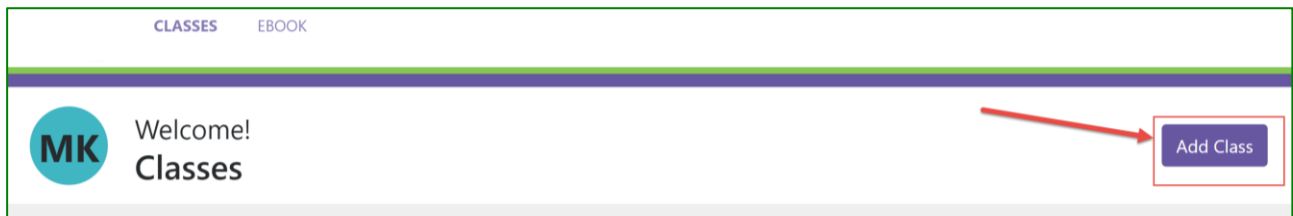


Then, your **Classes** page will be displayed.



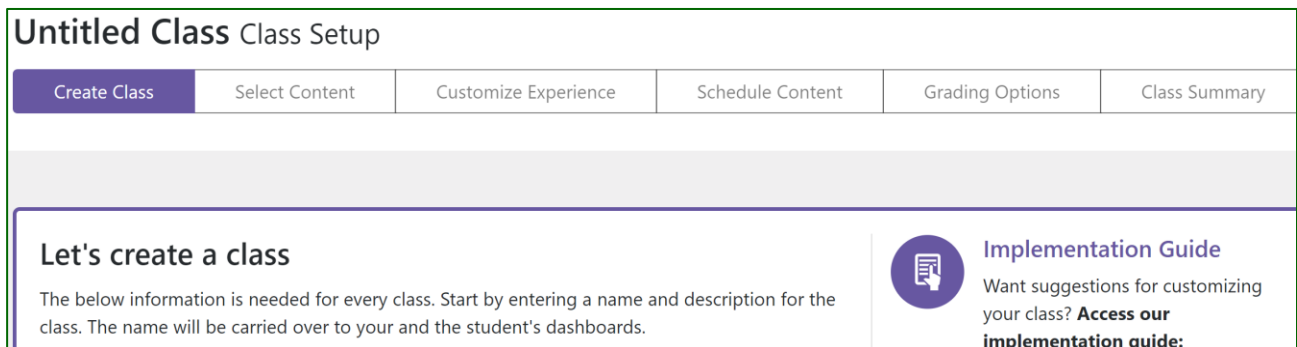
CREATING A CLASS

STEP 1 Click the **Add Class** button.



Class Details

After clicking the Add Class button, the “Class Setup” page will open.



STEP 2 Enter your class details.

Class Name

Enter the name of your course. This is a mandatory field.

Class Name: Limit 200 characters



Class Description

Include a description of the course for students. This field is optional.

Description:

Class Start and End Dates

Enter the start and end dates for the class by selecting the calendar icon. These are mandatory fields.

Class Start Date:  **Class End Date:** 

The Start Date is the date on which your class will become available to students. The End Date is the final day that students' work will be accepted. By default, the class will end at 11:59 p.m. Eastern on the chosen End Date.

Auto-Enroll

"Auto-Enroll Students" will be pre-selected so that your students are automatically enrolled in your class when they enter your **Class ID** (see section on *Class ID*). If you do not opt to Auto-Enroll, you will need to manually accept student requests (see section on *Student Roster*).

Auto-Enroll Students

Independent Study

Check this box if you want students' independent work (anything completed outside of a class) to be imported into your class upon enrollment. **Work from other classes cannot be imported.** Leave this un-checked if you want all students to begin with a "clean slate." We recommend starting fresh.

Include Independent Study

Custom vs. Default Settings

You will be asked to choose whether you would like to customize your class settings (this is recommended) or stick with the default settings. Once you have made your selection, select Next Step.

Please note you must select **Next Step** to save and advance to the next section of class creation.

Are you ready to customize your class?

- I am ready to customize my class (recommended).**
This includes setting my preferences for content, schedule and grading rules. You can skip steps within the customization.
- I am okay with the default settings.**
All content will be open to my students within the start and end dates of the class. The program will use default grading rules. If you select this, you will skip customization and go directly to the summary.

Next Step

If you have opted to keep the default settings, please skip to the [Class ID](#) section of this guide.

Select Content Model – Med-Surg or Basic Nursing Adopters Only*

This applies only to instructors using the *Medical-Surgical Nursing* book written by Janice Hoffman or the *Basic Nursing 2nd edition* text by Leslie Treas:

Please select a **content model**. There are two organizational models: (1) Traditional or (2) Concept-based. All Advantage topics (videos, activities, and assessments) are available in both models. Students will see only the view that you have chosen.

Let's select a content model.

Before selecting specific topics for your course, please select a content model. There are two organizational models, allowing you to choose the content model that best fits the needs of your program. All topics are pulled from one bank of Assessments, Videos, and Activities, and all topics are available in both models. Click on each of the below models to preview the organization. Students will see only the view that you have chosen.

Use the scroll bar to the right of the topics to scroll through the comprehensive list. When you have chosen your view (indicated by green highlight next to display), choose "Next Step" at the bottom of this screen.

DISPLAY: **TRADITIONAL** CONCEPT

How Nurses Think

- Nursing Past, Present, and Future
Chapter 1
- Critical Thinking
Chapters 2 and 8

T **Traditional Model**
If you are teaching content in a traditional approach, you may prefer content organized by this view.

C **Concept Model**
If you are teaching conceptually, you may prefer content organized by this view.

Icons
The icons next to the topic names represent topic families (topics often taught together).

Select **Next Step** to confirm the selection. Please note that the chosen content model cannot be changed later. However, you will have the option to re-order topics in the next step.

Next Step

Note: You can only set the content model for this class once. Current selection: Traditional

Select Content

You have the option to customize the course content. By default, all topics are included, but you may remove any of them by clicking the button in the Status column, turning it from "ON" to "OFF."

Status	Topic	Preview	Reorder
<input type="checkbox"/> ON	Nursing Past, Present, and Future Chapter 1	CONTENT PRE-ASSESSMENT POST-ASSESSMENT	
<input type="checkbox"/> OFF	Critical Thinking Chapters 2 and 8	CONTENT PRE-ASSESSMENT POST-ASSESSMENT	

Preview Content

To view the content within the topic (video, activity), as well as the assessment answer keys, click on the "Content," "Pre-Assessment," or "Post-Assessment" links.

Status	Topic	Preview	Reorder
<input type="checkbox"/> ON	Nursing Past, Present, and Future Chapter 1	CONTENT PRE-ASSESSMENT POST-ASSESSMENT	
<input type="checkbox"/> ON	Critical Thinking	CONTENT PRE-ASSESSMENT POST-ASSESSMENT	

Reorder Topics

To change the order of the topics to match your course, click and drag the topic using the arrow icons at the right of the page.

Status	Topic	Preview	Reorder
<input type="checkbox"/> ON	Nursing Past, Present, and Future Chapter 1	CONTENT PRE-ASSESSMENT POST-ASSESSMENT	
<input type="checkbox"/> ON	Critical Thinking Chapters 2 and 8	CONTENT PRE-ASSESSMENT POST-ASSESSMENT	
<input type="checkbox"/> ON	Nursing Process Chapters 2, 3, 4, 5, 6, and 7	CONTENT PRE-ASSESSMENT POST-ASSESSMENT	

To save and continue, please select **Next Step** at the bottom of the page.



Customize Experience

Each Davis Advantage topic includes a pre-assessment, video, activity, and post-assessment. On the “Customize Experience” tab, you will be able to choose the learning requirements and post-assessment preference. First, choose the learning requirements.

Learning Requirements

By default, if a student scores 80% or better on a pre-assessment (**green thumbs-up**), the student is not required to complete the video, activity, and post-assessment for that topic. Students who do not demonstrate competency on the pre-assessment are required to complete all four components to receive credit. This option is already selected for you.

Let's make sure the learning experience works for your course.

Choose how your student's will experience their Assignments.

Advantage Assignment

Learning Requirements
Each Advantage topic includes a pre-assessment, video, activity, and post-assessment. Is the student required to complete all the components to receive full credit?

No. If a student demonstrates competency on a pre-assessment (green thumbs up), the rest of the work is optional. This option allows students to prioritize time on areas of weakness.

Competency
The icons represent competency ranges.

- ≤ 69%
- 70-79%
- 80-100%

You may instead choose the second option, which is to require that students must always complete all four components to receive full credit, regardless of their pre-assessment performance.

Learning Requirements
Each Advantage topic includes a pre-assessment, video, activity, and post-assessment. Is the student required to complete all the components to receive full credit?

No. If a student demonstrates competency on a pre-assessment (green thumbs up), the rest of the work is optional. This option allows students to prioritize time on areas of weakness.

Yes. Even if a student demonstrates competency on a pre-assessment, he or she must complete the rest of the components to receive full credit.

Post-Assessment Preference

Next you will choose the post-assessment preference. By default, students have an unlimited number of attempts on the post-assessments. With this model, students are encouraged to refer back to the video and activity to find the answers, rather than the answers being revealed to them. This option is already selected for you.

Post-Assessment Preference
Do you want to limit the number of times the student may take the post-assessment?

Unlimited attempts. Allow the student unlimited attempts on the post-assessment. Competency reflected is the best attempt before the due date.

You may instead choose the second option, which is to allow a maximum of three attempts on a post-assessment. After the third attempt, the correct answers will be revealed to the student.

Post-Assessment Preference
Do you want to limit the number of times the student may take the post-assessment?

Unlimited attempts. Allow the student unlimited attempts on the post-assessment. Competency reflected is the best attempt before the due date.

Maximum of three attempts. Allow the student a maximum of three attempts on the post-assessment. After the third attempt, the correct answers are revealed. Competency reflected is the best attempt before the due date.

Whether post-assessment attempts are limited or unlimited, students' best attempt (by the due date) will be recorded.

To save and continue, please select **Next Step** at the bottom of the page.



Schedule Content

Next, you will be asked to schedule the course content. The two options are outlined in this section.

Set dates

If you choose to set dates, you will be able to manually enter start and end dates for each topic. This allows you to control the pacing of your course. This option is already selected for you.

Click the calendar icon to adjust the date. The Start Date is the date on which students can begin working on the assignment (the start time is 12am Eastern). The End Date is the final day that students can submit the work to be considered on-time (the end time is 11:59pm Eastern).

Set dates (recommended)
I want to set start and end dates for each assignment to control the pacing.

Keep assignments open for the duration of the class
I want my students to be able to access all assignments beginning on the start date of my class and have until the end date of the class to complete all assignments.

Use the scroll bar to the right of the assignments to scroll through complete assignment list.

Topic	Start Date	End Date
Nursing Past, Present, and Future Chapter 1	07/10/2019	12/11/2019
Critical Thinking Chapters 2 and 8	07/10/2019	12/11/2019

End Date selections may reorder the content, if they do not match the sequence on the "Select Content" page (i.e., assignments are shown to students based on what is next-due).

Work submitted after the End Date will be marked **Late** in the Gradebook (see [Accept Late Work](#)).

Keep assignments open for the duration

If you instead choose to keep assignments open for the duration of the class, all modules will be open as of the class start date, and will remain open until the end of the course – i.e., if your course ends on 12/31/2019, all assignments are due on 12/31/2019.

Set dates (recommended)
I want to set start and end dates for each assignment to control the pacing.

Keep assignments open for the duration of the class
I want my students to be able to access all assignments beginning on the start date of my class and have until the end date of the class to complete all assignments.

Use the scroll bar to the right of the assignments to scroll through complete assignment list.

Topic	Start Date	End Date
Nursing Past, Present, and Future Chapter 1	07/10/2019	12/11/2019
Critical Thinking Chapters 2 and 8	07/10/2019	12/11/2019

Once you've made your selections, please select **Next Step** at the bottom of the page to proceed.



Grading Options

Next, you will choose the grading style. The Grading Option dictates what will be recorded to your and your students' Gradebook.

Participation approach

By default, Davis Advantage is graded for participation. The Participation approach is already selected for you.

Advantage Assignments

Grading
Within each topic, students have the opportunity to practice applying what they learned. How would you like their work to be reflected in the gradebook and LMS export?

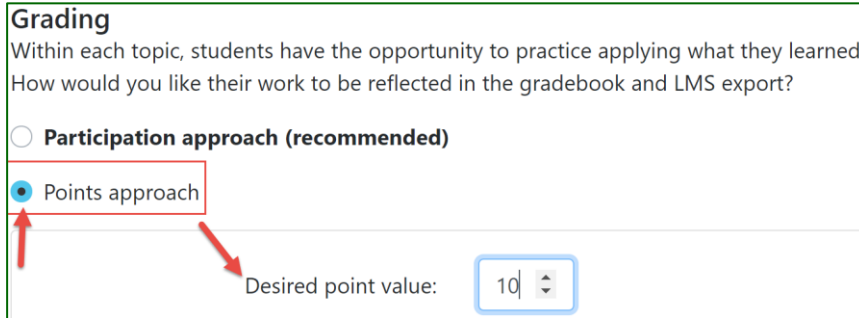
Participation approach (recommended)

Points approach

The **Participation approach** is defined below:
Students will be awarded a participation grade based on the amount of work they have completed within the topic, **regardless of their score**. For example, if they have only finished half of the content by the due date, they receive a 50%. If they have completed all of the content by the due date, they receive 100% for that topic.

Points approach

If you would instead like to use the points approach, click the bubble to select "Points approach." Set the desired point value by entering the numeral or clicking the up/down controls.



The **Points approach** is defined below:
Students will be awarded points based on the amount of work they have completed within the topic, **regardless of their score**. For example, if each topic is worth ten points, and a student completes 50% of the content, they would receive five points for that topic.

Once you've made your selection, please select **Next Step** at the bottom of the page to proceed.

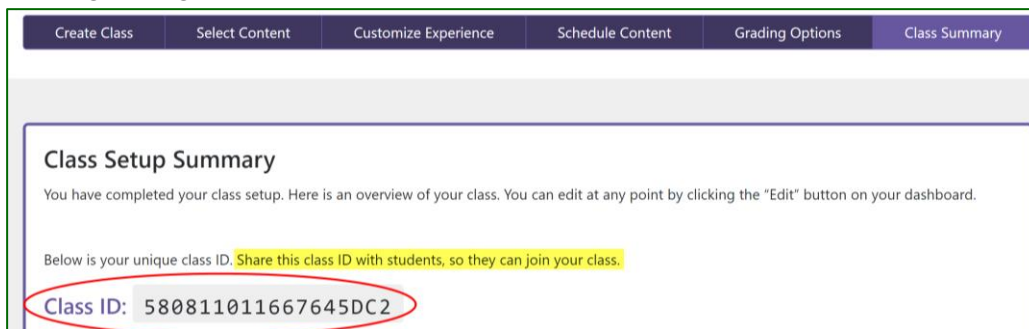


View Summary

The last step of class setup provides a Summary of all content you have chosen to include in the class. **Please take a moment to note your Class ID.**

Class ID

Each class created within Davis Advantage will have a unique **Class ID**. **You must provide the unique Class ID to students in order for them to access the Advantage class, take assignments, and submit their scores to your Gradebook.** It is recommended to paste your Class ID into your syllabus, learning management system, or an email to students.



The Class ID will also remain on your Classes page for future reference, and will be sent to the e-mail address associated with your account.

Class	Start Date	End Date	Instructors	Students	Class ID	PREVIEW STUDENT VIEW	View	Edit	Settings
Example class Fa2019	07/10/2019	12/11/2019	MANAGE	ROSTER	580811011667645DC2				

Finalize the Class

In the Summary tab, you may make any changes to the course Content, Dates, Experience, or Grading by clicking the “Edit” buttons, which will direct you back to the appropriate tab.

Class Setup Summary
You have completed your class setup. Here is an overview of your class. You can edit at any point by clicking the “Edit” button on your dashboard.

Below is your unique class ID. Share this class ID with students, so they can join your class.

Class ID: 580811011667645DC2

Class Information:
Class Name: Example class Fa2019
Class Description:
Start Date: 07/10/2019 **End Date:** 12/11/2019

Class Content:
Content Model: Traditional

Select the "Edit" buttons to make any necessary changes.

To print the summary outline (e.g., to distribute to the class as a syllabus), click on the blue “Print Summary” button at the bottom. Complete the class creation process by clicking “Go to Dashboard” at the bottom of the page.

[Go to Dashboard](#) [Print Summary](#)

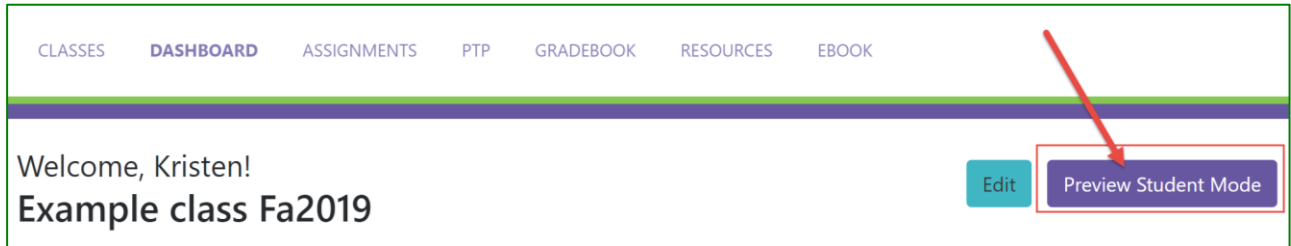
Davis Edge Class Creation – Med-Surg or Basic Nursing Adopters Only*

This applies only to instructors using the *Medical-Surgical Nursing* book written by Janice Hoffman or the *Basic Nursing 2nd edition* text by Leslie Treas:

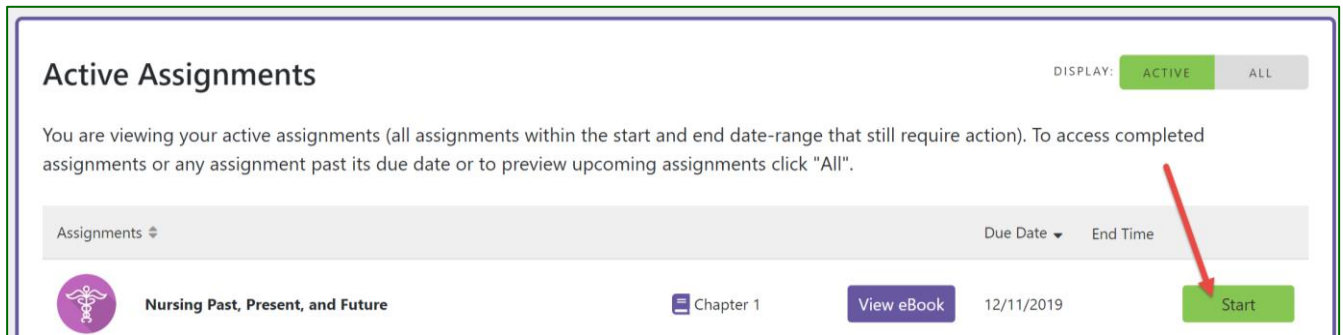
*Creating a class in Davis Advantage will also create a class in [Davis Edge](#) with the same Class Name and Class ID. Students will input the instructor’s Class ID into Davis Advantage and, once enrolled, they will automatically be granted access to the corresponding class in Davis Edge.

PREVIEW STUDENT MODE

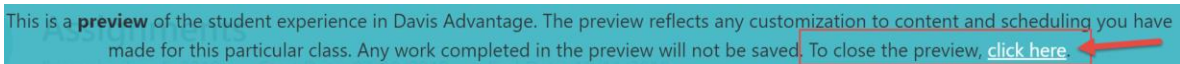
On the Dashboard, click the **Preview Student Mode** button to see the student experience as dictated by your class settings (selected content, due dates, etc.). The student view will open in a separate tab. This preview reflects what enrolled students will see once they've entered your unique Class ID.



To view a topic as a student, select the **"Start"** button next to the assignment. Each topic includes a pre-assessment, video, activity, and post-assessment.



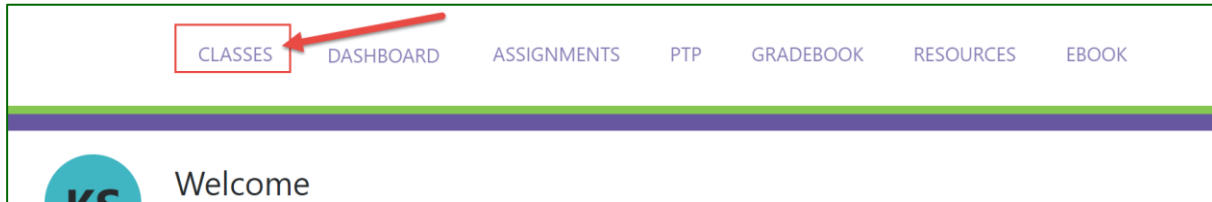
When finished browsing, click the blue message at the top of the page to close the tab.



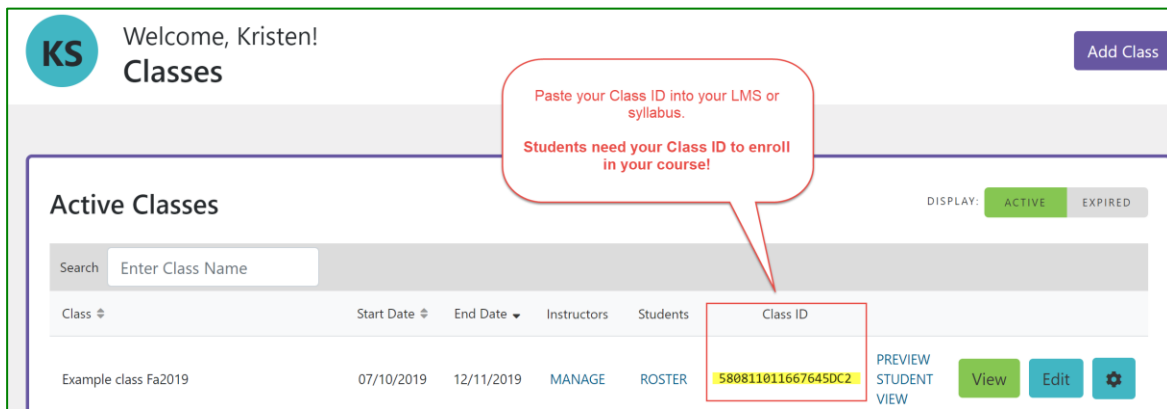
Please note that all topics and their content can also be viewed by selecting "Edit" for a created class, and navigating to the "Customize Content" tab (see previous section [Preview Content](#)).

MANAGE YOUR CLASSES

After creating your class(es), the class information will be displayed on the **Classes** page. **Access the Classes page at any time by clicking the “Classes” link at the top of your screen.** This is also the page that displays when you first launch your product.

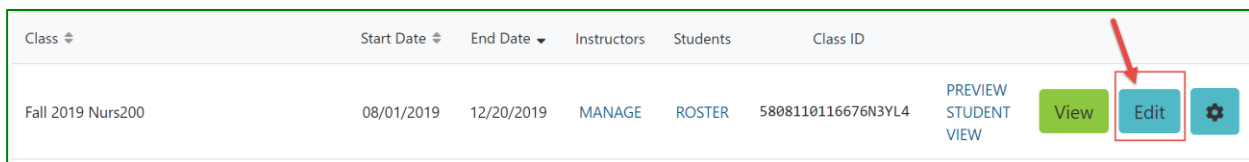


Each created class will have a unique **Class ID**. **Please remember to provide this to your students!**



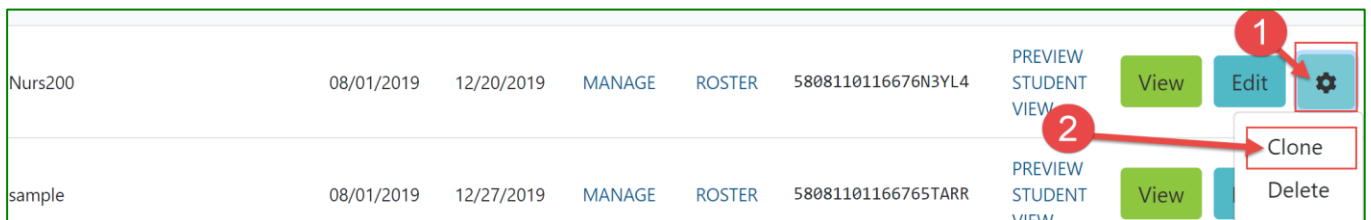
Edit Class

To make any adjustments to class settings (e.g. available topics, grading options, due dates), select the **Edit** button next to the class.



Clone Class

If you teach multiple sections of the same course, you may want “clone” an existing class. Cloning a class will create a copy with the same customization settings as the original. To Clone a class, (1) click the Settings icon at the right-hand side, then (2) select **Clone** from the settings dropdown.



After you click to "Clone" a class, you then will be asked to (1) enter a new class name and (2) set the appropriate start / end dates.

Let's create a class

The below information is needed for every class. Start by entering a name and description for the class. The name will be carried over to your and the student's dashboards.

Class Name: Limit 200 characters

Description:

Enter the class start and end dates. Then, choose an end time and the time zone of your location. Start time will always be 12:00 AM on the start day.

Class Start Date **Class End Date:**

Be sure to click "Next Step" at the bottom to save the new class. Each new class will have a unique **Class ID**. You will be able to make any necessary edits to the cloned course.



Delete Class

To delete a class, click **Delete** from the settings dropdown.

ss Fa2019	07/10/2019	12/11/2019	MANAGE	ROSTER	580811011667645DC2	PREVIEW STUDENT VIEW	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Settings"/>
	07/08/2019	12/31/2019	MANAGE	PENDING	58081101166768PGPV	PREVIEW STUDENT VIEW	<input type="button" value="View"/>	<input type="button" value="Clone"/>	<input type="button" value="Delete"/>

Then, click "Delete Class" to confirm deletion.

Delete Class

Are you sure you want to delete "Example class Fa2019"?

Add / Manage Instructors

To invite a colleague to join your class, click **"MANAGE"** next to the class. Then click **Add Instructor**.

	Start Date	End Date	Instructors	Students	Class ID
Fa2019	07/10/2019	12/11/2019	MANAGE	ROSTER	5808110116676

KS Manage Instructors
Example class Fa2019
Add Instructor

1. Enter your colleague's email address and click **"Search."**

a. If the **Instructor Email was found**, proceed to select the Access Type.

b. *If the **Instructor Email was not found**, please contact your F.A. Davis Educational Consultant to request access for that instructor.

Add Instructor
Search for Instructor by Email

Search 1

Instructor Email was found!

Add Instructor
Search for Instructor by Email

Search

Instructor Email was not found!

2. Click to choose the Access Type (permissions) for the instructor you are adding. You may choose between:

- a. **Full Access:** user has permission to edit the class, view students' work, add/remove instructors, or delete the class.
- b. **Edit Class:** user has permission to edit the class, view students' work; cannot add/remove instructors or delete the class.
- c. **Read Only:** user cannot make any changes to the class; can only view the setup and students' work.

Instructor Email was found!

What Access Type 2

Full Access

Allows an instructor to view and make changes to the class, delete the course and add or delete other instructors.

Edit Class Access

Allows an instructor to edit class and preview class content only.

Read Only Access

Allows an instructor to read only.

3. Click **"Add Instructor"** at the bottom to confirm.

3

Add Instructor
Cancel

The newly added instructor will now appear in the Instructors list. Select the **“Edit”** button to change an instructor’s Access Type, or **“Delete”** to remove an instructor from the class.

Add and edit instructors on this page. **Note:** There can only be one "Lead". The Lead instructor's name is associated with the class.

Search Instructors Associated with This Class <input type="text" value="Enter Instructor Name"/>				
Instructor Name	Email	Access Type	Status	Lead
Kristen S	@FADAVIS.com	Master	Active	<input checked="" type="checkbox"/>
Colleen K	@fadavis.com	Full Access	Active	<input type="checkbox"/>

[Edit](#) [Delete](#)

The Master instructor is the individual that originally created the class. The Lead is the instructor whose name/e-mail will be associated with the class. By default, the course Master is also the Lead. Click the checkbox next to an instructor to designate them as the Lead.

Student Roster

To view the list of enrolled students for a class, select the **ROSTER** link.

	Start Date	End Date	Instructors	Students	Class ID
Fa2019	07/10/2019	12/11/2019	MANAGE	ROSTER	580811011667645DC2

All enrolled students and their e-mail addresses will display in the class Roster.

To search for a particular student in the Roster, use the “Search” field to enter a first or last name.

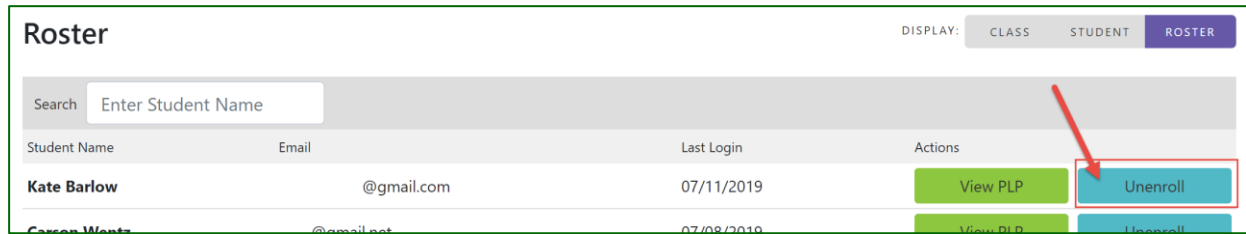
Roster DISPLAY: [CLASS](#) [STUDENT](#) [ROSTER](#)

Search

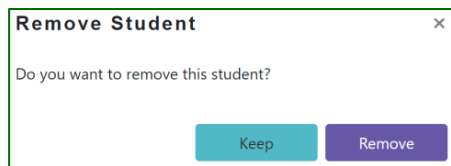
Student Name	Email	Last Login	Actions
Kate Barlow	kristen.scrib@gmail.com	07/11/2019	View PLP Unenroll
Christopher Breaux	kristenfad@gmail.com	01/31/2019	View PLP Unenroll
Holly Gee	onemoretest@gmail.net	01/24/2019	View PLP Unenroll
Luke Jackson	exwhyzee567@gmail.net	07/08/2019	View PLP Unenroll
Esuna Prueba	vamosaver@gmail.net	10/23/2018	View PLP Unenroll
Marco Reus	exwhyzee234@gmail.net	07/08/2019	View PLP Unenroll
Jon Snow	kascribner23@gmail.com	07/14/2019	View PLP Unenroll

Unenroll Student

To remove a student from the class, select the **“Unenroll”** button.

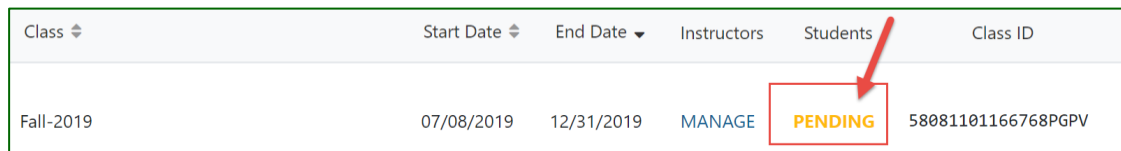


A validation message will appear – click **“Remove”** to confirm the unenrollment, or **“Keep”** to cancel.

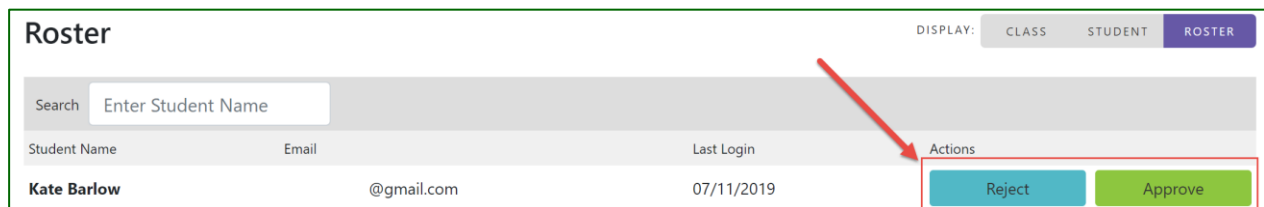


Pending Students

If you turned off Auto-Enroll in your class settings, students who enter your Class ID will be marked as pending until you accept or reject their enrollment. Click on the **“PENDING”** alert next to your class to manage pending enrollment requests.

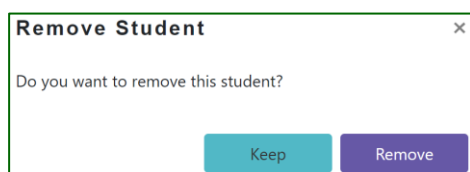


To respond to an individual student’s enrollment request, click the **“Approve”** or **“Reject”** button next to that student.



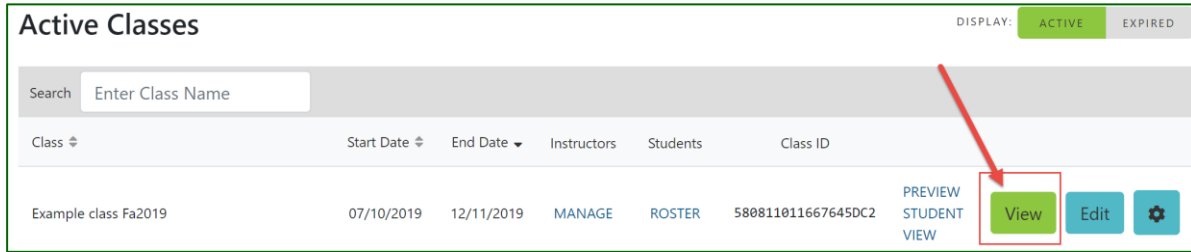
Approved students will be allowed entry to the course, and will remain in the Roster list.

If you’ve adopted to reject a student’s enrollment request, a validation message will appear. Click **“Remove”** to confirm, or **“Keep”** to cancel.

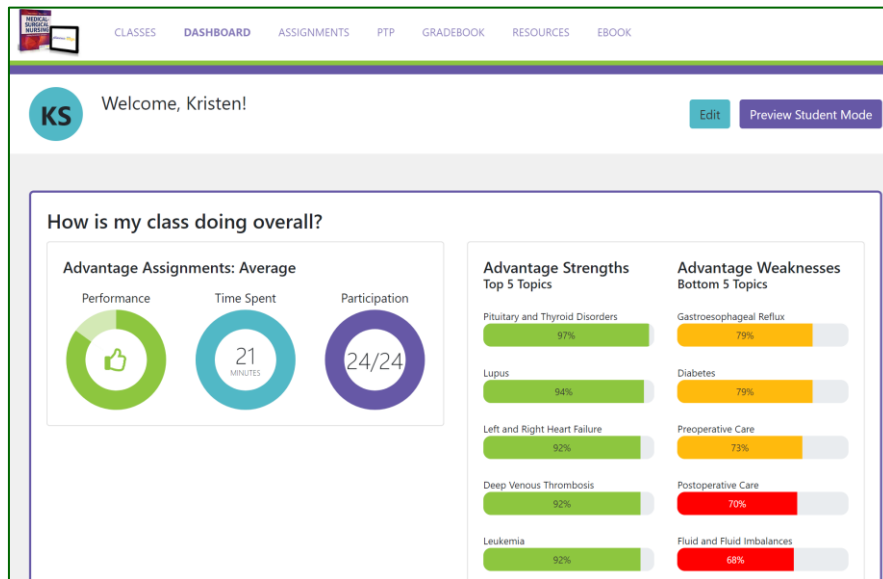


DASHBOARD & VIEWING STUDENTS' WORK

To access your Dashboard of student performance data, select the **View** button next to a class.

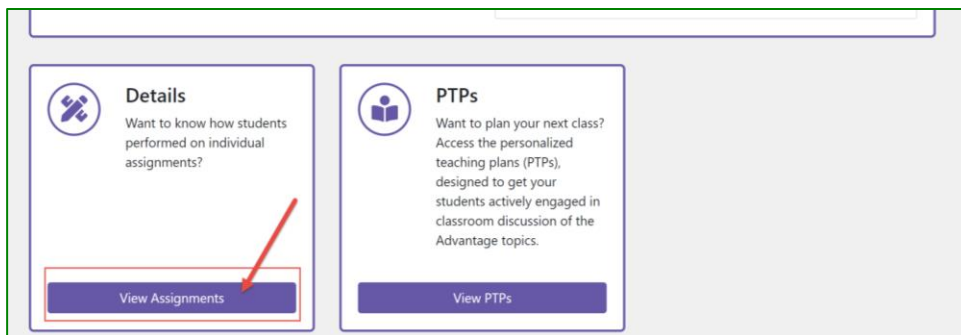


The **Dashboard** view provides at-a-glance, actionable analytics for instructors. Class performance indicators include participation rate, average assessment score, average time spent, and top 5 topic strengths/weaknesses.



View Assignments

To view students' performance on each assigned topic, click the **View Assignments** button, located in the Details panel at the bottom of the page.



In the **Assignments** view, you can review due dates, student participation/completion, and average time spent in each topic.

Class Performance Averages

For each topic, a quick glance reveals overall class performance on the pre- and post-assessments. For overall assessment performance, you may see the following:

- **Red thumbs-down:** The class average score for the assessment is less than, or equal to, 69%.
- **Yellow thumbs-up:** The class average score for the assessment is between 70 – 79%.
- **Green thumbs-up:** The class average score for the assessment is 80% or above.

KS Advantage Assignments

SELECT TOPIC: Display All [Edit Advantage Assignments](#)

Key: ≤ 69% 70-79% 80-100%

Assignments	Due Date	Participation	Completed	Average Time	Pre-Assessment	Post-Assessment	
Electrolyte Balance Chapter 8	04/28/2017	24 / 24	24 / 24	0:42:23			Add to PTP View Details
Acid-Base Balance Chapter 9	04/28/2017	24 / 24	24 / 24	0:27:39			Add to PTP View Details
Fluid and Fluid Imbalances Chapter 8	04/28/2017	24 / 24	24 / 24	0:28:00			Added View Details

To view a single topic, instead of the full list, you may use the "SELECT TOPIC" dropdown to choose the topic of interest.

KS Advantage Assignments

SELECT TOPIC: Asthma [Edit Advantage Assignments](#)

Key: ≤ 69% 70-79% 80-100%

Assignments	Due Date	Participation	Completed	Average Time	Pre-Assessment	Post-Assessment	
Asthma Chapter 26	04/28/2017	24 / 24	24 / 24	0:21:18			Add to PTP View Details

View (Student) Details

To view individual student results, click "View Details" next to the topic level.

Assignments	Due Date	Participation	Completed	Average Time	Pre-Assessment	Post-Assessment	
Nursing Process Chapters 2, 3, 4, 5, 6, and 7	12/31/2019	7 / 7	6 / 7	0:03:48			Added View Details

On the individual student level, students receive:

- **Red thumbs-down** if they score less than 80% on a pre- or post-assessment for a topic (demonstrating the need for remediation)
- **Green thumbs-up** if they score 80% or greater on a pre- or post-assessment for a topic (demonstrating competency)

Assignments	Due Date	Participation	Completed	Average Time	Pre-Assessment	Post-Assessment		
Nursing Process Chapters 2, 3, 4, 5, 6, and 7	12/31/2019	7 / 7	6 / 7	0:03:48			Added	Hide Details
Search <input type="text" value="Enter Student Name"/>								
Student Name	Pre-Assessment	Video	Activity	Post-Assessment	Progress	Date Complete	Time Spent	
11414018, Student					100%	12/06/2017	0:02:04	View Results
22648618, Student					100%	12/07/2017	0:01:34	View Results
36481348, Student					100%	12/06/2017	0:06:33	View Results

To view an individual student’s responses to the pre-and post-assessment, click **“View Results.”**

Student Name	Pre-Assessment	Video	Activity	Post-Assessment	Progress	Date Complete	Time Spent	
11414018, Student					100%	12/06/2017	0:02:04	View Results

Student Progress / Completion

Student completion is reflected based on the Learning Requirements you established in your class setup (see **Customize Experience** section of this guide).

Student Name	Pre-Assessment	Video	Activity	Post-Assessment	Progress	Date Complete	Time Spent	
Barlow, Kate			-		100%	09/06/2017	0:05:54	View Results
Reus, Marco		-	-	-	100%	03/20/2018	0:00:22	View Results
Snow, Jon				-	75%		0:01:22	View Results
Prueba, Esuna					100%	01/31/2018	0:02:20	View Results

If a student completes a topic after your set due date, the Date Complete stamp will be highlighted in **red** to designate late submission. For instructions on how to allow a student’s late work, please see the **Gradebook** section of this guide.

Assignments	Due Date	Participation	Completed	Average Time	Pre-Assessment	Post-Assessment		
Nursing Past, Present, and Future Chapter 1	02/05/2018	7 / 7	5 / 7	0:02:46			Added	Hide Details
Search <input type="text"/>								
Student Name	Pre-Assessment	Video	Activity	Post-Assessment	Progress	Date Complete	Time Spent	
Reus, Marco					0%	04/23/2018	0:00:55	View Results

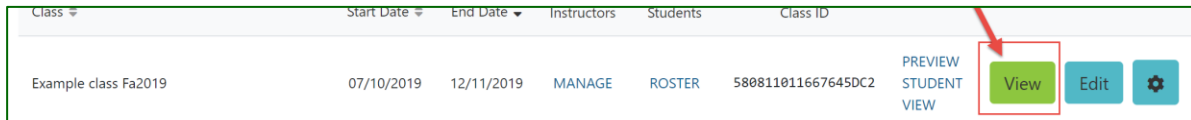
Personalized Teaching Plan (PTP)

Your class's pre- and post-assessment results can help drive your use of our Personalized Teaching Plans (PTPs).

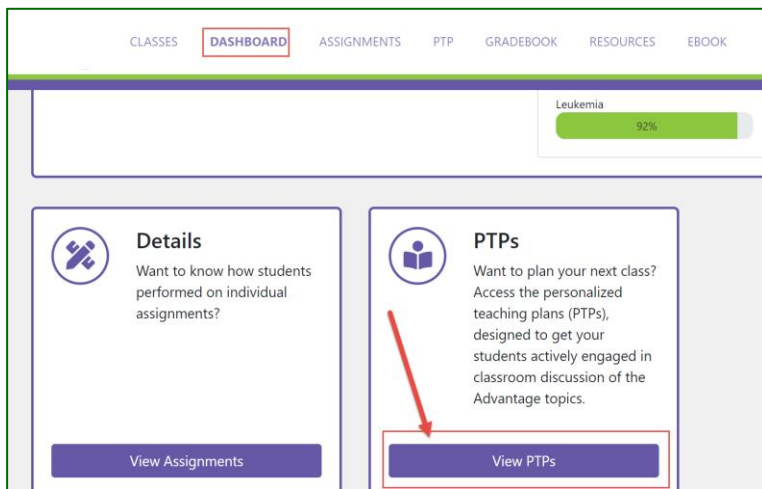
A PTP is offered for each topic, with a heavy focus on in-class activities, small group work, case studies, and discussions aimed at getting students more deeply connected with the content. This allows you to flip the classroom, have your students more active and engaged, and to spend valuable class time on items that meet the needs of both the students and instructors.

Accessing the PTPs

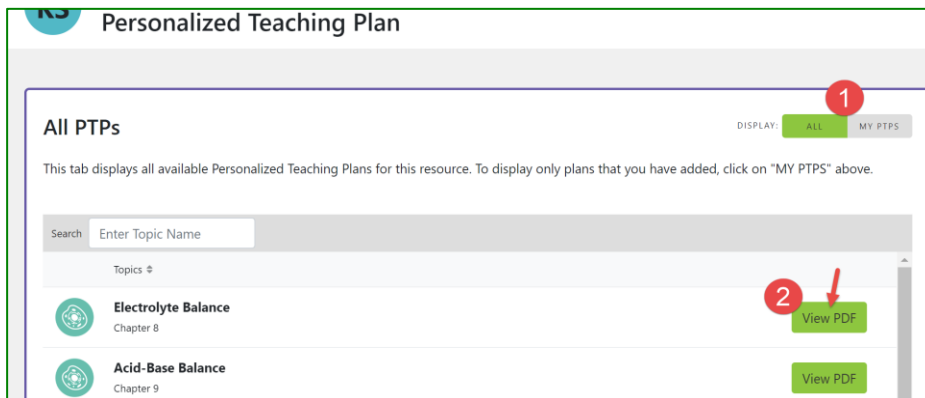
To access the entire library of Personalized Teaching Plans, click "View" next to your class.



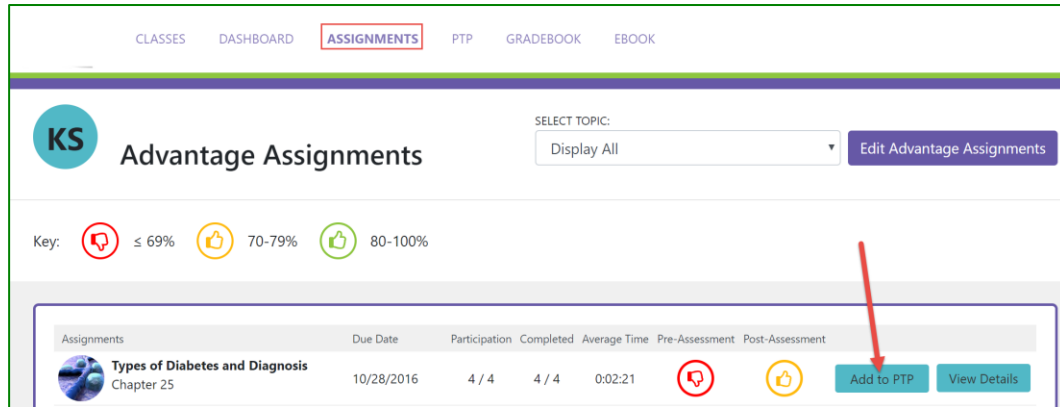
Then, click the **View PTPs** button at the bottom of the Dashboard page.



On the PTP screen, (1) filter to display "All" or "My PTPs," and then (2) click "View PDF" to explore the activities.



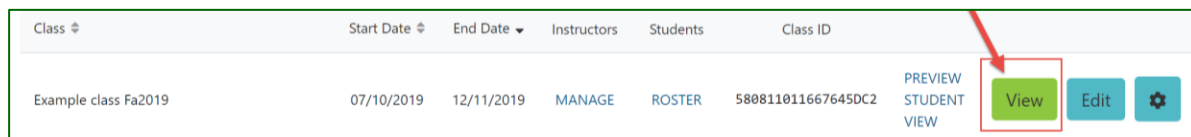
To add a PTP to your list of “My PTPs,” access the “ASSIGNMENTS” tab and select “Add to PTP” for that topic area.



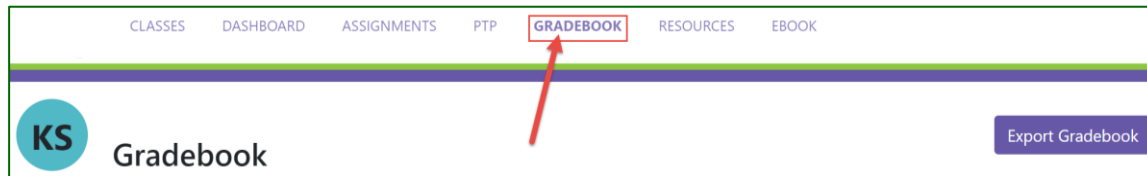
Gradebook

The **Gradebook** view provides a deeper dive into students’ recorded scores for each assigned topic.

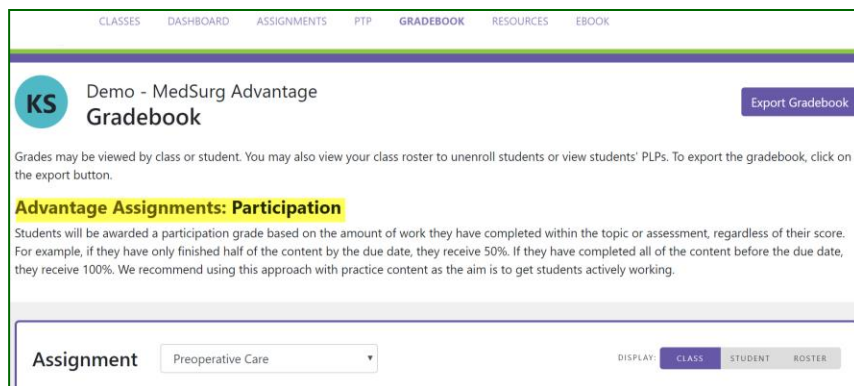
To access the Gradebook, click “View” next to your class.



Then, click the **GRADEBOOK** tab at the top of the page.



In the Gradebook tab, your selected grading rule will be displayed at the top of the page. Note that this is the rule you identified in your class setup (see **Grading Options** section of this guide). This rule dictates how student completion is scored in the Gradebook.



Filter by Assignment

In your Gradebook, the “Assignment” dropdown allows you to toggle between topics and see all class grades for the chosen topic. This view will also show each submission date relative to your due date.

The screenshot shows the 'Assignment' dropdown menu with 'Development in Infants and Toddler' selected. Below the dropdown is a search bar for 'Enter Student Name' and buttons for 'Accept Late Work', 'Extend Due Date', and 'Reset Assignment'. A table lists students with columns for Student Name, Due Date, Date Completed, Grade, and Actions.

Student Name	Due Date	Date Completed	Grade	Actions
Barlow, Kate	06/28/2018	10/31/2017	100	Accept Late Work, Extend Due Date, Reset Assignment
Snow, Jon	06/28/2018	10/31/2017	100	Accept Late Work, Extend Due Date, Reset Assignment

Filter by Student

If you wish to view one student’s grades for all completed topics, (1) select the “Student” filter at the right of the page next to “DISPLAY.” Then (2) use the “Student” dropdown to select an individual. This view will also include the submission dates and due dates.

The screenshot shows the 'Student' filter selected in the 'DISPLAY' menu. The 'Student' dropdown menu is set to 'Jon Snow'. Below the dropdown is a search bar for 'Enter Assignment' and buttons for 'Previous Student' and 'Next Student'. A table lists assignments with columns for Assignment, Due Date, Date Completed, Grade, and Actions.

Assignment	Due Date	Date Completed	Grade	Actions
Nursing Past, Present, and Future	02/04/2018	11/01/2017	100	Accept Late Work, Extend Due Date, Reset Assignment
Critical Thinking	06/28/2018	10/31/2017	100	Accept Late Work, Extend Due Date, Reset Assignment

Accept Late Work

Late work, or any assignments completed after your designated due date, will be marked with red text in your Gradebook. When viewing a topic, you may choose to allow a late submission from an individual student, or you may choose to accept late work from the entire class.

The screenshot shows the 'Assignment' dropdown set to 'Physical Assessment'. The 'Date Completed' column for 'Wentz, Carson' is highlighted in red, indicating a late submission. The 'Accept Late Work' button is highlighted with a red box and an arrow.

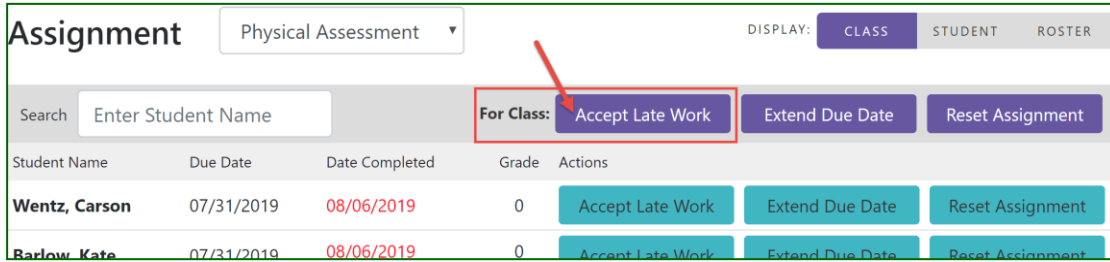
Student Name	Due Date	Date Completed	Grade	Actions
Wentz, Carson	07/31/2019	08/06/2019	0	Accept Late Work, Extend Due Date, Reset Assignment

To allow late work from an individual student, select the blue **Accept Late Work** button next to that student.

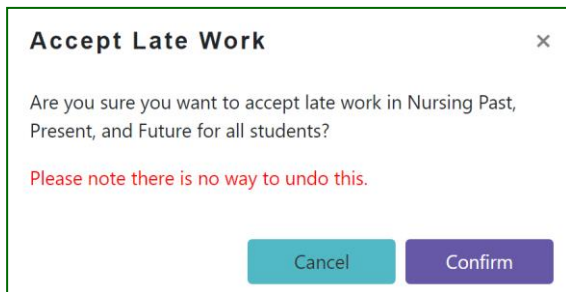
The screenshot shows the 'Accept Late Work' button highlighted with a red box and an arrow, indicating the action to allow late work from an individual student.

Student Name	Due Date	Date Completed	Grade	Actions
Wentz, Carson	07/31/2019	08/06/2019	0	Accept Late Work, Extend Due Date, Reset Assignment

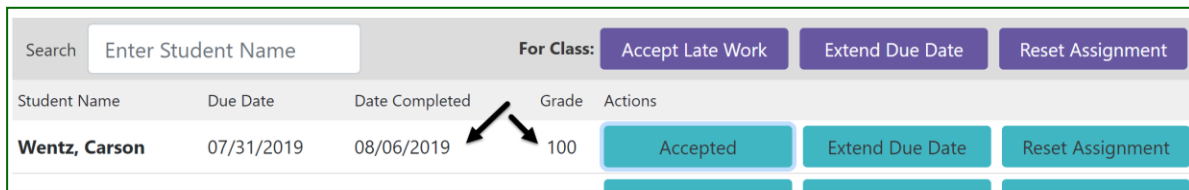
To allow late work from the whole class, click the purple **Accept Late Work** "For Class" button.



When opting to accept late work at the student or class level, please note the pop-up message. This action cannot be undone. Select "Confirm" to accept the late work.



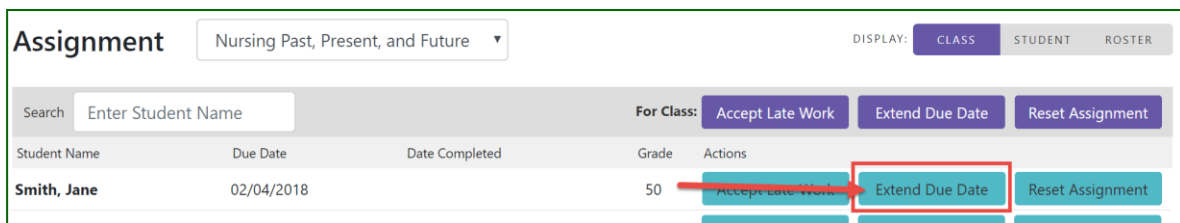
Late work that has been accepted will change from red text to **black**, and the grade will populate:



Extend Due Date

The Gradebook also gives you the option to extend your due date for an assignment. This can be done for an individual student, or for all students.

To extend a due date for an individual student, select the blue **Extend Due Date** button next to that student.



To extend a due date for the whole class, click the purple **Extend Due Date** "For Class" button.

Student Name	Due Date	Date Completed	Grade	Actions
Smith, Jane	02/04/2018		50	Accept Late Work Extend Due Date Reset Assignment
Marga, Rita	02/04/2018		25	Accept Late Work Extend Due Date Reset Assignment

Select the new due date with the calendar icon. Then, click "Confirm" to establish the new due date.

Are you sure you want to extend the due date?

10/14/2019

Please note that by accepting this change you are extending the due date.

Cancel Confirm

The updated due date will then be displayed in the gradebook for that module.

Student Name	Due Date	Date Completed	Grade	Actions
Marga, Rita	10/14/2019		25	Accept Late Work Extend Due Date Reset Assignment

Reset Assignment

In the Gradebook, you have the ability to reset an assignment (wipe student grades to a "clean slate").

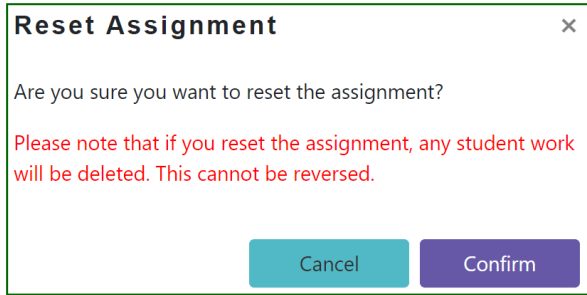
To reset an assignment for an individual student, select the blue **Reset Assignment** button next to that student.

Student Name	Due Date	Date Completed	Grade	Actions
Barlow, Kate	06/28/2018	01/18/2018	100	Accept Late Work Extend Due Date Reset Assignment

To reset an assignment for the whole class, click the purple **Reset Assignment** "For Class" button..

Student Name	Due Date	Date Completed	Grade	Actions
Barlow, Kate	06/28/2018	01/18/2018	100	Accept Late Work Extend Due Date Reset Assignment
Smith, Jane	06/28/2018	01/18/2018	100	Accept Late Work Extend Due Date Reset Assignment

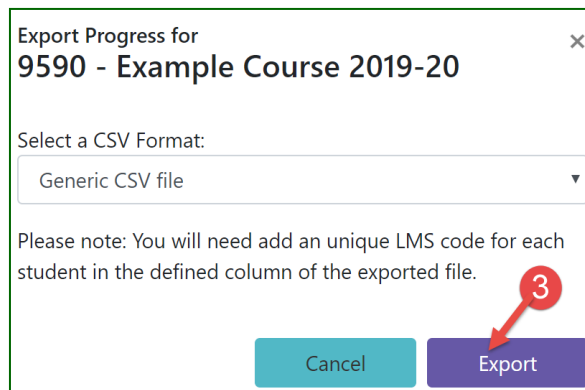
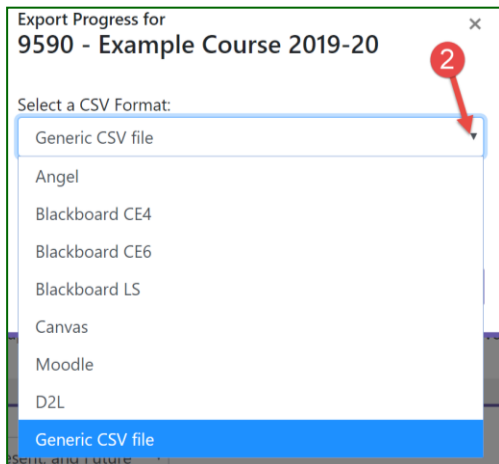
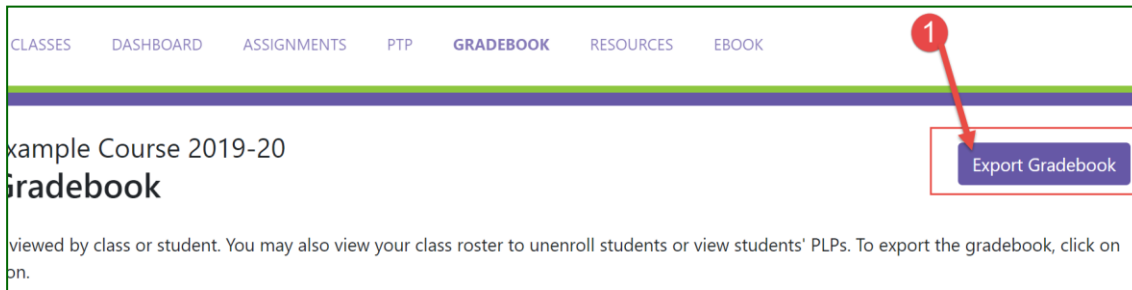
When opting to reset an assignment at the student or class level, please note the pop-up message. This action cannot be undone, and the student(s) who are reset will need to complete the topic from scratch. Select "Confirm" to reset the assignment.



Export the Gradebook

Davis Advantage provides the option to download student grades to an Excel spreadsheet. The exported scores may also be uploaded into a learning management system – such as Angel, Blackboard, Canvas, D2L, or Moodle.

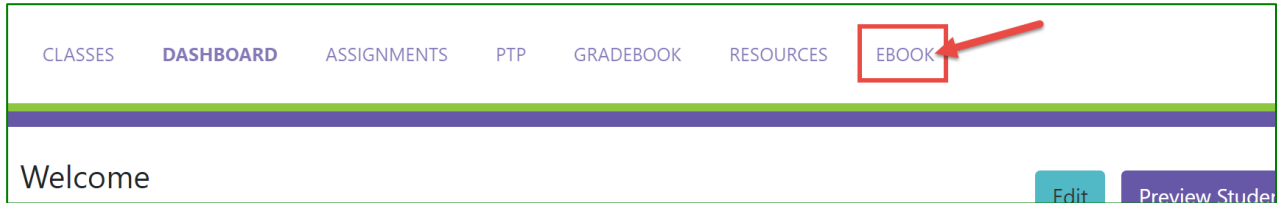
To download a spreadsheet of all student grades, (1) select **Export Gradebook**, (2) choose your preferred format from the dropdown menu, then (3) click "Export" to download the CSV file.



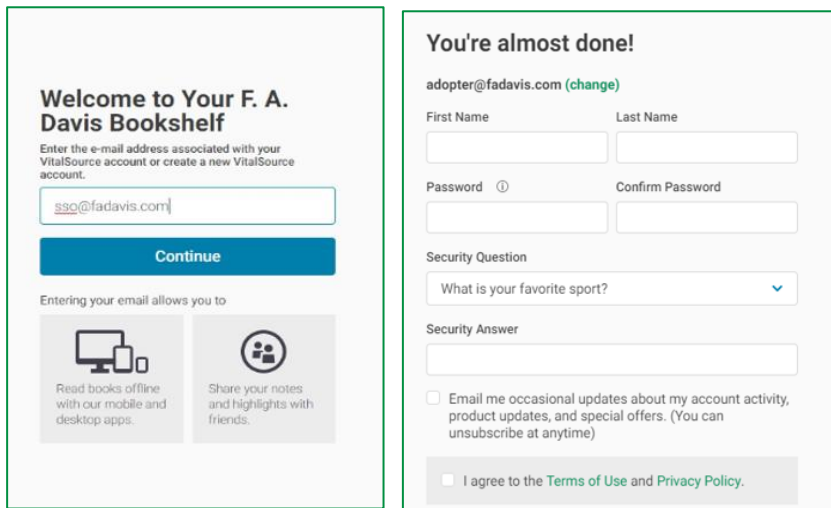
EBOOK

Davis Advantage has a built-in eBook. You will need a Vital Source account to access the eBook.

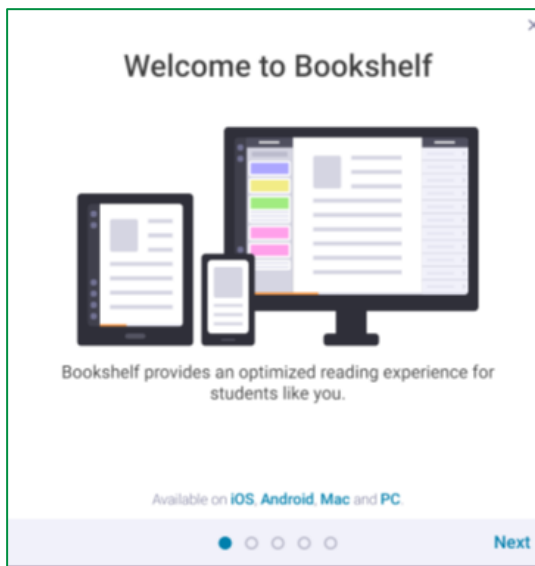
To access the eBook, click the **EBOOK** link at the top of the Davis Advantage page.



If you have an existing Vital Source account, you can login using your Vital Source credentials. Or, you can create a new account from within Davis Advantage.

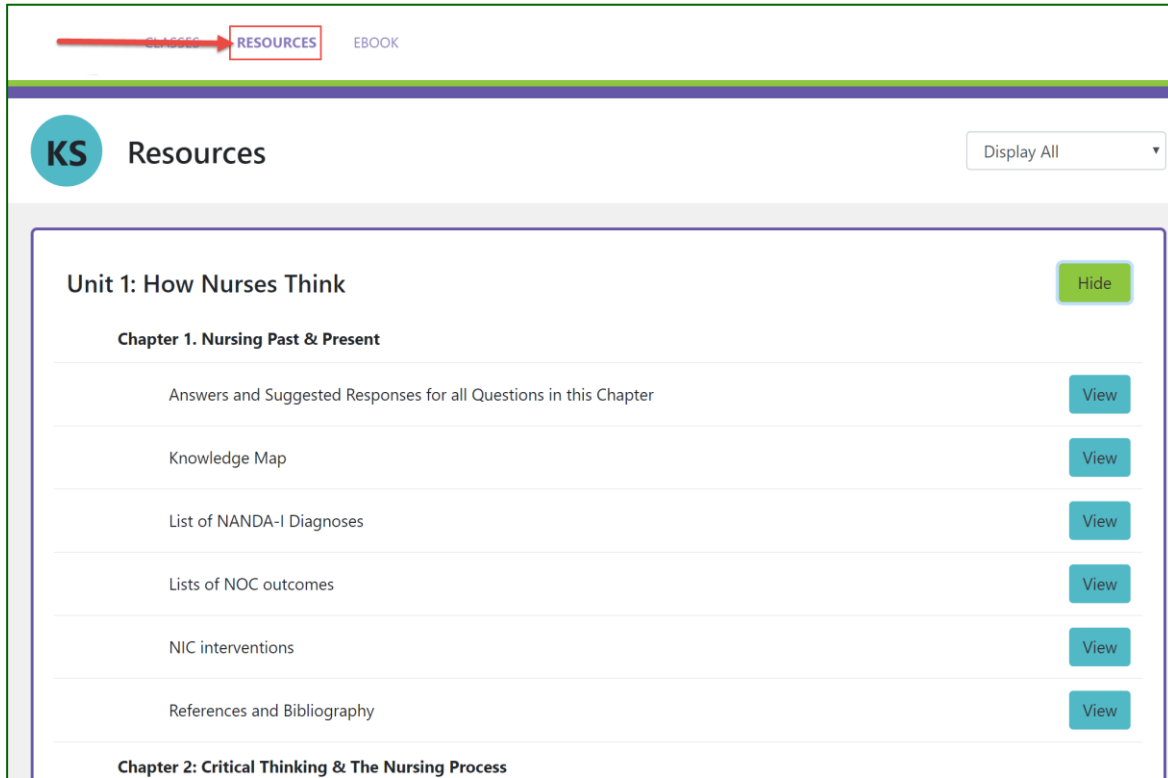


Add the book to your Vital Source bookshelf.



ADDITIONAL RESOURCES

Select titles within Davis Advantage offer access to additional student resources, such as chapter review questions and procedure checklists. To access these, click the **RESOURCES** tab at the top of the page. These resources are also available to students.

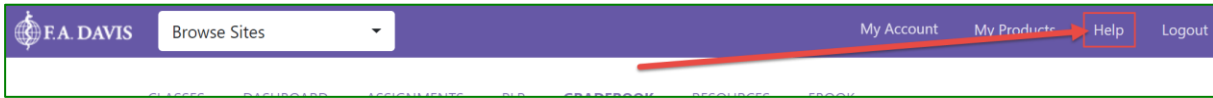


To access additional instructor resources available for your adopted title, visit your **"My Products"** page on www.FADavis.com, where you can "View Resources" associated with the product.



TECHNICAL SUPPORT

If you have any problems with the product, please call **888-323-2847** or e-mail support@fadavis.com. You may also review the online Help Center, which offers useful videos and other support information. The **Help** link is at the top right of any Davis page.



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

