



Instructor Getting Started Guide

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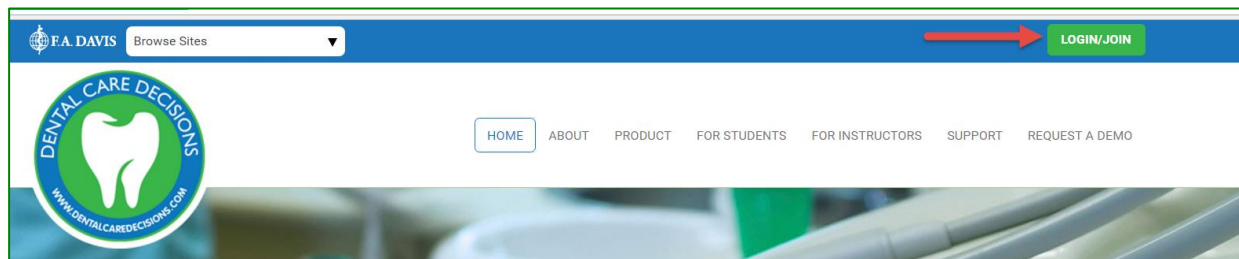
CREATE A DENTAL CARE DECISIONS ACCOUNT

Dental Care Decisions is web based and compatible with Internet Explorer 9.0 or greater, Safari 6.0 or greater, or the latest versions of Mozilla Firefox and Google Chrome.

This program utilizes responsive design and provides full functionality on Windows, Mac, Android or iOS computer, tablet, or smartphone.

Creating an 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 begin, go to www.DentalCareDecisions.com click the “Login / Join” button in the top right corner of the screen.



To create an account, click the “Create Account” button.

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.

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

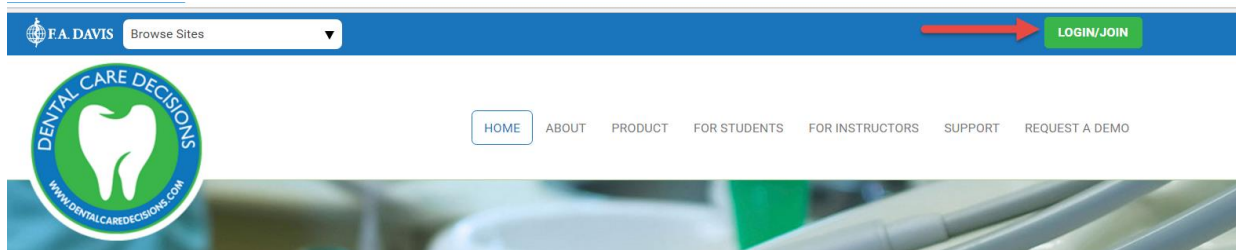
Select your Institution ▼

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

[CREATE ACCOUNT](#) [CANCEL](#)

EXISTING DAVISPLUS MEMBERS

Once you have created an account, log into Dental Care Decisions by clicking the “Login / Join” link. Enter your e-mail address and password and click the “login” button.



RESETTING PASSWORDS

You can reset your password by clicking the **"FORGOT PASSWORD"** link. Enter your e-mail address, and a link to reset your password will be e-mailed to you. If the e-mail doesn't arrive, please check your spam folder.

The 'Existing Member Login' form contains two input fields: 'Enter Email Address' and 'Enter Password'. Below the email field is the text 'Email is required.' and below the password field is 'Password is required.'. A green 'LOGIN' button is positioned below the password field, with a red arrow pointing to it. Below the 'LOGIN' button is a blue link labeled 'FORGOT PASSWORD?'. At the bottom of the form, there is a heading 'New to F.A. Davis? Signup Now!' and a blue 'CREATE ACCOUNT' button.

The 'Forgotten Password?' dialog box has a title bar with a close button. The main text reads: 'Enter your email below. We will send a link to that email so you can reset your password.' Below this is an 'Enter Email Address' input field. At the bottom are two buttons: 'SEND RESET LINK' (green) and 'CANCEL' (grey). A footer note states: '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.'

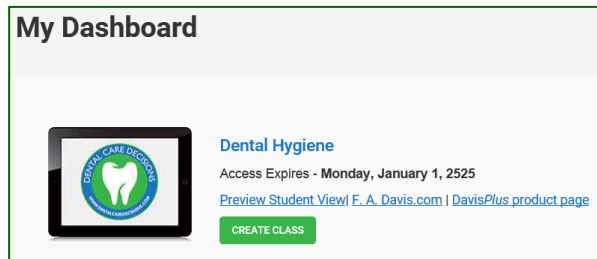
Or, you can log in and change your password at any time by going to "My Account" using the dropdown in the upper right corner. Here, enter and confirm your new password, then click "Save."

A dropdown menu is shown over a 'Welcome' header. The menu items are: 'My Account', 'Gradebook', 'Support Center', 'Shopping Cart', and 'Log Out'. Each item is on a green background with white text.

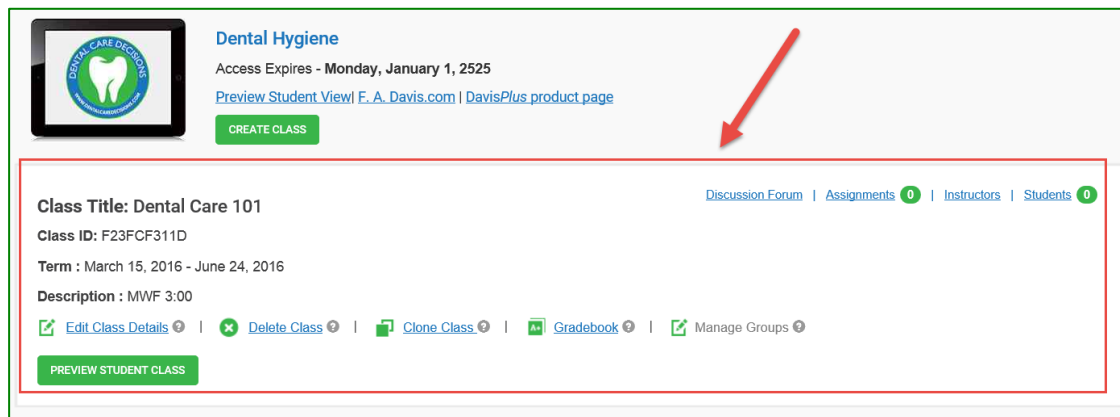
The 'MY ACCOUNT' page shows a profile form. Fields include: 'First Name' (Eric), 'Last Name' (Van Osten), 'Email Address' (evo@fadavis.com), 'New Password' (New Password), and 'Confirm Password' (Confirm Password). The password fields are highlighted with a red box. Below these is a 'Reviewer Name' field with a help icon and the text 'Provide display name for product reviews sub'. At the bottom are 'Save' (yellow) and 'Cancel' (grey) buttons.

DASHBOARD

After logging into Dental Care Decisions, the dashboard will be displayed.

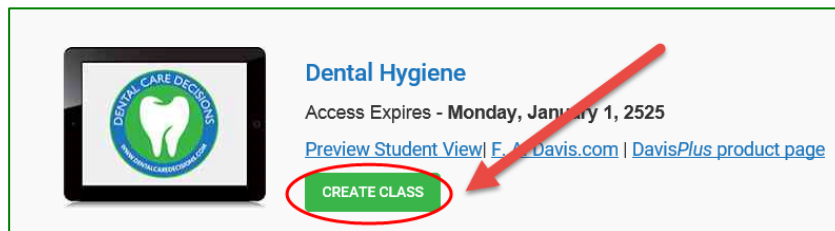


After creating a class, the class information will be displayed on the dashboard.



CREATE A CLASS

To assign exercises and activities, track students' progress, and have students' grades submitted to the gradebook, the instructor must create a class by clicking the "Create Class" button. Failure to create a class results in student work not being submitted to the instructor gradebook.



Class Details

After clicking the "Create Class" button, the "Create Class" page opens. This page is also referred to as the "Class Management Wizard." This is where the instructor will enter the class details.

Class Title

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

Class Title :

Class Description

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

Description :

Class Start and End Dates

Instructors enter the start and end dates for the class. This is a mandatory field.

Start Date: End Date:

The start date is the date the class will become available to the students. The end date is the date students will no longer be able to access the class or enter work into the instructor’s gradebook. The students will still have access to Dental Care Decisions as a resource after the end date, through the duration of their access.

Auto-Enroll Students and Auto-Import Grades

Instructors will select “Auto-Enroll Students” to automatically add students to the class when they submit the Class ID. The instructor will receive a notification for each enrollment. If instructors do not choose to check this box, they will have to approve each student into the class after they enter the Class ID. If the students completed activities in the product prior to being enrolled in the class, the instructor can choose to import those grades. The instructor will select “Auto-Import Grades” to allow students’ progress to be automatically copied into the class gradebook when the students enroll in the class.

Auto-enroll students: Auto-import grades:

Class ID

Each class created within Dental Care Decisions will have a unique Class ID. Instructors must provide students the Class ID for them access their Dental Care Decisions class, take the assignments, and submit work to the instructor’s gradebook. It is recommended that instructors distribute the Class ID to their students by e-mail, because the program does not distribute the codes to students.

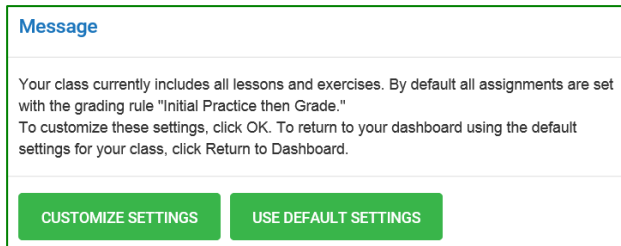
Confirming Class Creation

There are three elements that confirm that the class has been successfully created. Within each option, the Class ID number is displayed.

1. After entering the class details and clicking the "Save and Continue" button, a pop-up message will open. The Class ID will be included within the confirmation message.
2. The instructor will receive a confirmation e-mail, which also includes the Class ID.
3. The Class ID will be included within the Dashboard view.

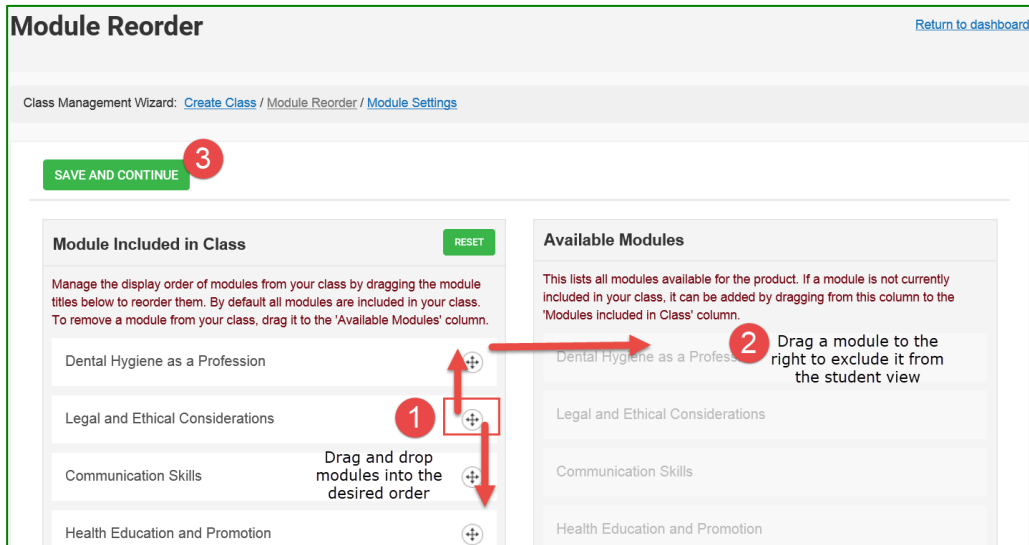
Using Default or Customized Settings

After a class is created, instructors will be asked if they prefer to customize the settings or use the default settings. Using default settings means that **all** of the content of Dental Care Decisions will become available to students in the class at the start date. However, if instructors would like to make adjustments to the settings — such as reordering or removing modules, choosing different start and end dates for activities, and removing activities the instructors are not interested in using — they should choose to customize settings.



Module Reorder

Instructors drag and drop the modules within the "Modules Included in Class" column into the desired order; move those modules that are not to be included into the "Available Modules" column to the right; and then click "Save and Continue." There is also an option to "Reset" if the user would like to start from scratch.



Module Settings

Default Settings

Default Start and End Dates

From the initial drop-down menu, instructors choose the module to focus on. They set the default start and end dates for all assignments within the module. After the assignment due date passes, the students cannot submit work to the instructor's gradebook for that module. If the instructor decides not to customize this field, the assignment due date will default to the last day of the class.

Default Grading Rules


The instructor can set universal grading rules for all exercises within a module. They may choose (1) "Grade on First Attempt then Practice" to have the students graded on the first attempt (and then continue to practice without being graded); (2) "Initial Practice then Grade" to allow the students to practice an activity as many times as they would like, view the results, and retake the activity until they are comfortable with submitting work for a grade by the due date; or (3) have student "Practice Only" without submitting grades.


Group Assignments

For Communication Exercises, students enter text in a free text box to answer the questions. These exercises are not graded by the program; instructors must manually grade these. Instructors might wish to make these exercises "group assignments." Choosing this feature allows student submissions to be posted to the Group Discussion Forum, where other students in the group may view the submission and make comments and suggestions.

Select Module here

Dental Hygiene as a Profession ▼

Set Assignment Start Date for All Assignments in this module: 08/31/2017 

Set Assignment Due Date for all Assignments in this module: 06/29/2018 

Grading rules for all assignments within this module

Grade on first attempt then Practice

Initial Practice then Grade

Practice Only

Set All Communication Exercises in this Module as Group Assignment

CONTINUE TO NEXT MODULE

Customized Settings

Instructor can choose to “Continue to Next Module” after setting the default settings; however they may also choose to scroll to the bottom of the Module Settings screen and fine-tune the settings for individual exercises.

Each type of activity can be expanded and contracted to reveal the exercises included. Users may click on the link of the exercise to view its content in a separate tab. Start and end dates, grading rules, and group activity settings will populate automatically based on the default settings previously chosen; however, the user can make adjustments on an individual level here. Un-check the box to the left of the activity name to exclude it from the student view.

Once the settings of one module are complete, instructors click “Continue to Next Module” to save those settings and move forward to the next module. If they have completed all of their settings, they instead choose “Exit Module Settings” to return to the dashboard.

Audio Scenario

Communication Exercises

Exercise	Start Date	End Date	Grading Rules
<input checked="" type="checkbox"/> Communication Exercise 1 <input type="checkbox"/> Group Assignment	Assignment Start Date 10/27/2017	Assignment End Date 06/29/2018	Grading Rules: Manual Grade Only
<input type="checkbox"/> Communication Exercise 2 <input type="checkbox"/> Group Assignment	Assignment Start Date 10/27/2017	Assignment End Date 06/29/2018	Grading Rules: Manual Grade Only

Flash Cards

Module Test

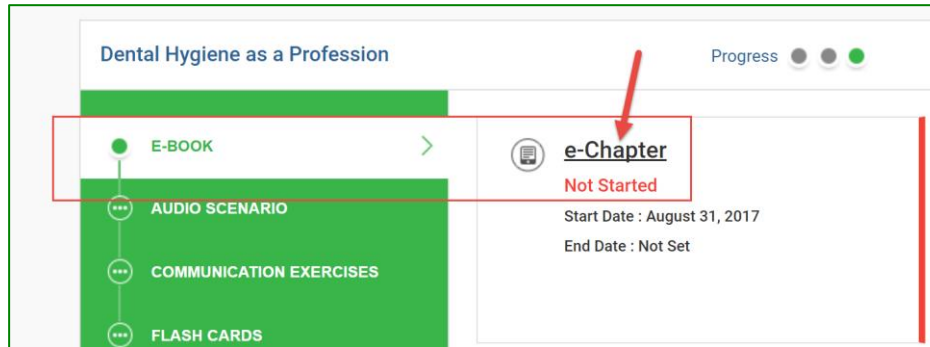
CONTINUE TO NEXT MODULE **EXIT MODULE SETTINGS**

Activity Types

Dental Care Decisions offers a number of activity types for the students to complete.

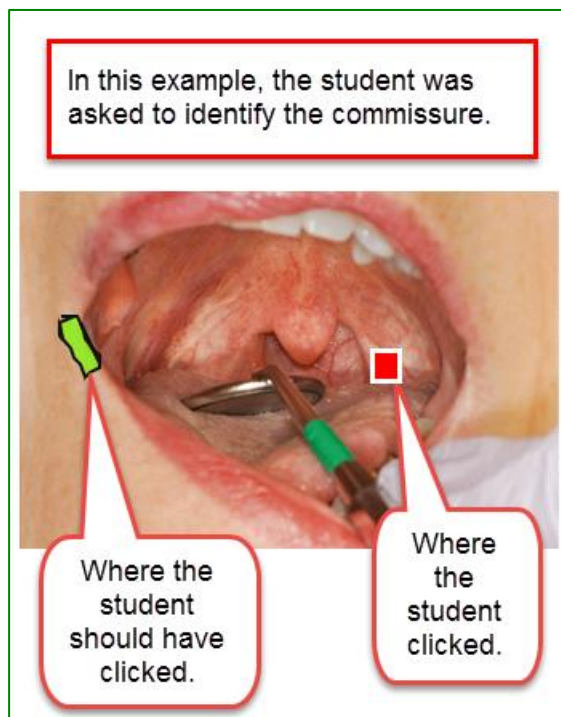
e-Book by Module

The interactive e-Book can be accessed directly in the product, divided by module.



Hot Spot

Hot Spot exercises introduce students to both anatomy and physiology as well as equipment. Students will be asked to identify specific aspects of the anatomy or the specific pieces of equipment by moving their cursor to the correct location on the screen and clicking on it. The results screen will show if students have selected the correct location. If students select the incorrect location, the result screen will show where they should have selected (shaded in green).



Fill-In Procedure

Students use this activity to practice the procedures that they read in the text by selecting the missing step. The student has to know the procedure well enough to select the missing step over the distractors.

1. Identify the missing step in the procedure for detecting calculus when conducting the patient assessment.

1. Put on personal protective equipment.
2. Place the working end of the explorer above the gingival margin, flush with the tooth.
3.
4. Gently move the explorer to the base of the pocket.
5. Move the explorer in small up-and-down, or "walking," strokes.
6. Move the explorer across the entire root surface, covering every area.
7. Use the side of the tip of the explorer for assessment of the mesial and distal surfaces of the tooth.
8. Record subgingival calculus deposits on assessment form.

Keeping the explorer modified to the tooth surface, lightly slide the tip under the gingival margin.

Ease the tip under the lip of the gingiva and "curl" around to the interproximal spaces.

Tip the explorer handle to a 90-degree angle to the tooth before activating the stroke.

A callout box with a red border and a red arrow pointing to the blank space in step 3. The callout box contains the text: "Students drag and drop the correct answer to the blank space."

Audio Scenario

These case studies introduce students to various scenarios that they are likely to encounter in professional practice, where they would need to make a decision. They are professionally recorded audio scenarios (one to four minutes long) between either a Dental Hygienist and a patient, or a Dental Hygienist and a colleague. These teach important aspects of dental hygiene care and expose students to situations that they might not be exposed to within their regular clinical rotations. The student can listen to the audio as many times as they need to and will be prompted to answer critical thinking questions directly related to what they just listened to. A rationale is provided for the answer to each question.

A screenshot of an audio player interface. The play button is circled in red. A red arrow points from the play button to a callout box containing the text: "Students click to listen, then continue to the questions." Below the audio player is a green button with the text "CONTINUE TO QUESTIONS" in white, which is also circled in red.

Communication Exercises

Students type answers to the question in the free text field provided, then click "Submit." Communication Exercises gives students the opportunity to freely write how they would impart patient education or how they might communicate with their health care colleagues. Instructors may

choose to assign these activities to small groups, which allow students to view and respond to the submissions of others.

1. You and another dental hygienist are discussing your practice goals. The other hygienist is thinking about practicing in other states. Describe one consideration about licensure requirements that should factor into her decision.


SUBMIT

← Question 1 of 1 →


Interactive Electronic Flash Cards

Key terminology is presented in electronic flash cards. Like the rest of the product, these can be accessed on handheld devices so that students on-the-go can review them wherever they are, whenever they want.

Autonomy



Self-determination of the patient



Module Test

Each module has a comprehensive test of 20 multiple choice questions that will assess students' understanding of the content within the chapter. If instructors are using the flipped classroom model, they can look at their students' results from the module test prior to lecture in order to focus on those topic areas during lecture that challenged their students the most.

1. Which of the following statements describes decision-making in health care today?

- A. It is paternalistic.
- B. It is dentist-centric.
- C. It is maternalistic.
- D. It is shared.

SUBMIT

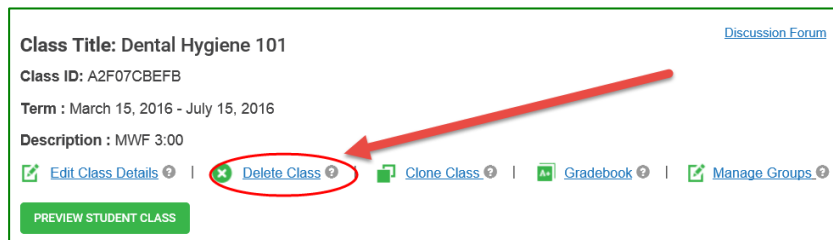
EDIT CLASS

To edit a module after the class is created, instructors click the **"Edit Class Details"** button on the dashboard.



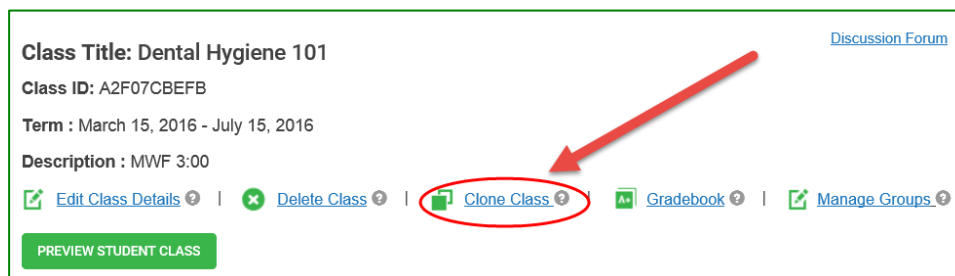
DELETE CLASS

To delete the class, instructors click **"Delete Class"** on the dashboard and approve the validation message.



CLONE CLASS

If an instructor teaches the same class to multiple sections or from semester-to-semester, they may want to copy, or "clone," the class. To clone a class, instructors click **"Clone Class"** on the dashboard, and then adjust class customization settings as needed to create a new class with its own Class ID.



CLASS ADMITTANCE

Once an instructor has created a class and shared the Class ID with the students, the students will "Insert Class ID" within Dental Care Decisions to join the class. **If the instructor did not check the "auto-enroll students" checkbox when they created that class, they must admit the students into the class before the students can view assignments and submit work to the gradebook.**

When a student is waiting to be admitted into a 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.

Student Enrollment

To begin admitting students into a class, instructors locate the student's name on the Notifications area on the Manage Students page.

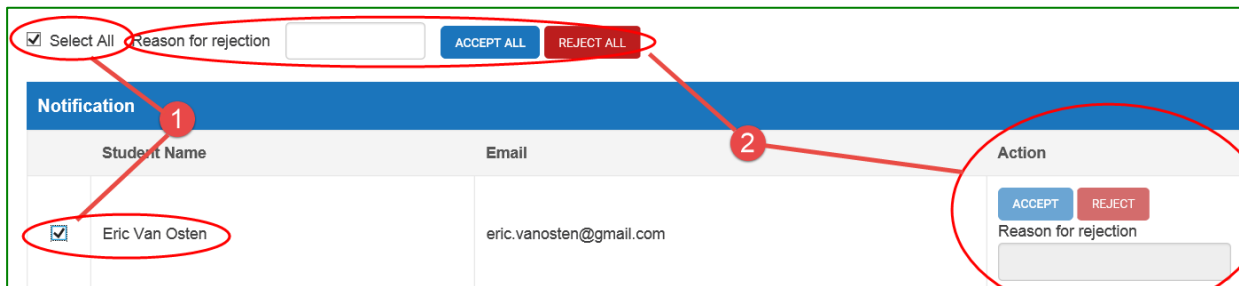


Admitting/Rejecting Admittance

To accept a student into the class, instructors click the "Accept" button to the right of the student's name. Next, they confirm the student enrollment by clicking "OK." An "Enrolled" confirmation message will be displayed after the instructor has accepted a student into the class.

An instructor may choose to prevent a student from joining their class. To do this, the instructor clicks the "Reject" button next to the student's name. The instructor may also enter a reason for rejecting a student prior to rejecting them from the class; this is an optional field. A confirmation message will be displayed after the student is rejected from the class.

Instructors can bulk-approve or -reject students by clicking the "Select All" button and then clicking "Accept All" or "Reject All."



MANAGE INSTRUCTORS

Instructors have the ability to add multiple instructors to a class by clicking on "Manage Instructors," and then "Add New." Instructors enter an e-mail address to invite another instructor to the class. If the instructor is already registered on DavisPlus, their information will be populated on the next page; otherwise, the user enters the info.



Manage Instructors [Return to dashboard](#)

ClassID: A2F07CBEFB
Class Name: Dental Hygiene 101
Class Description: MWF 3:00
Class Term: March 15, 2016- July 15, 2016
Master Instructor: Eric Van Osten

Course Instructors

Instructor Name	Email	Access Type	Status	Lead	Action
Eric Van Osten	evo@fadavis.com	Master	Approved	True	ADD NEW

The instructor will be prompted to choose the type of access to grant to the new instructor (Click the question mark icon for help). If the instructor is already a registered user of DavisPlus, their status will change to “approved” after closing the alert window. If the instructor is not yet a registered user of DavisPlus, their status will remain “pending” until they complete their registration, which will then be followed by our internal approval process (24 business hours) before the status is updated to “approved.”

Add Instructor to class [X]

Search Instructor: cvk@FADAVIS.com

1 SEARCH

Search Results

Name	Email
Colleen Keenan	cvk@fadavis.com

Select Access Type : **2**

- Full Access
- Full Access
- Edit Class
- Read Only

Lead : ? **?** Click for explanations of Access Types

3 ADD

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 a class.

'PREVIEW STUDENT VIEW' VS. 'PREVIEW STUDENT CLASS'

On your Dashboard, select **Preview Student View** to review all lessons and activities “out of the box” – in the standard layout presented to the students.

Dental Hygiene
 Access Expires - Monday, January 1, 2525
[Preview Student View](#) | [F. A. Davis.com](#) | [DavisPlus product page](#)
 CREATE CLASS

Or, select **Preview Student Class** to review content for a specific class you’ve created and customized.

Class Title: Dental Hygiene 101 [Discussion Forum](#)
Class ID: A2F07CBEFB
Term : March 15, 2016 - July 15, 2016
Description : MWF 3:00
[Edit Class Details](#) | [Delete Class](#) | [Clone Class](#) | [Gradebook](#) | [Manage Groups](#)
 PREVIEW STUDENT CLASS

ASSIGNMENT

Communication Exercises are not graded by the tool. When a Communication Exercise needs to be graded by an instructor, an alert will appear on their dashboard with the number of assignments that are waiting to be graded.

Grading Communication Exercises Manually

To grade a Communication Exercise manually, the instructor clicks “Assignment” and then the exercise name. “Assignments” will populate with the number of student submissions that are available to assess.

Class Title: Dental Hygiene 101 [Discussion Forum](#) | [Assignments 1](#) | [Instructors](#) | [Students 0](#)
Class ID: A2F07CBEFB
Term : March 15, 2016 - July 15, 2016
Description : MWF 3:00
[Edit Class Details](#) | [Delete Class](#) | [Clone Class](#) | [Gradebook](#) | [Manage Groups](#)
 PREVIEW STUDENT CLASS

Student Name	Email	Module Name	Exercise Name
Eric	eric.vanosten@gmail.com	Dental Hygiene as a Profession	Communication Exercise 1

Instructors can enter a score and feedback in the text boxes provided. This feedback will appear in the “Instructor’s Feedback” area of the student’s dashboard.

Question:
In one to two sentences, explain to a new patient what the dental hygienist's role is in the practice.

Answer:
1. removing calculus and plaque (hard and soft deposits) from all surfaces of the teeth 2. applying preventive materials to the teeth (e.g., sealants and fluorides)

Score :

Feedback/Comment :

(Max. 1000 characters)

Class Title : Dental Hygiene 101
Instructor Name : Eric Van Osten
Description : MWF 3:00
Class Term : March 15, 2016 - July 15, 2016
Last Access : March 15, 2016
Remaining Days : 123
[Next Due Assignment](#) | [Instructor's Feedback](#) | [Discussion Forum](#) | [My Gradebook](#)

Student dashboard (red box) with arrow pointing to [Instructor's Feedback](#) (red circle)

Group Assignments

If instructors choose to make the Communication Exercises a group exercise, they can create groups within the class by clicking "Manage Groups" on the dashboard and then the "Custom Create Groups" or "Auto Create Groups" button. The option to delete groups is also available.

Class Title: Dental Hygiene 101
Class ID: A2F07CBEFB
Term : March 15, 2016 - July 15, 2016
Description : MWF 3:00

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

Discussion Forum (top right) with arrow pointing to [Manage Groups](#) (red circle)

Class Name : Dental Hygiene 101
Class Term : March 15, 2016 - July 15, 2016
Class Description : MWF 3:00
Product Name : Dental Hygiene

Arrow from [Manage Groups](#) (previous block) points to **CUSTOM CREATE GROUPS** and **AUTO CREATE GROUPS** (red circles)

DISCUSSION FORUM

If instructors chooses to make the Communication Exercises "group assignments," student submissions will be posted to the Group Discussion Forum, where other students in the group may view the submission and make comments and suggestions. Instructors choose whether they want to access the class discussion forum to create a topic for the students to comment on (with the ability to attach a file) or the group discussion forum where they can assess student group work.

Class Title: Dental Hygiene 101
Class ID: A2F07CBEFB
Term : March 15, 2016 - July 15, 2016
Description : MWF 3:00

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

[PREVIEW STUDENT CLASS](#)

[Discussion Forum](#) | [Assignments](#) 0 | [Instructors](#) | [Students](#) 0

Class Discussion Forum Group Discussion Forum

[CREATE TOPIC](#)

Topic:

Description:

Rich text editor toolbar with options: Styles, Format, Font, Size, and a dropdown menu.

Attach File: [Browse...](#)

[PUBLISH](#) [SAVE](#) [Cancel](#)

GRADEBOOK

Each class within Dental Care Decisions has a gradebook that can be incorporated into a Learning Management System (LMS).

Opening the Gradebook

From the instructor dashboard, instructors click "Gradebook."

Class Title: Dental Hygiene 101
Class ID: A2F07CBEFB
Term : March 15, 2016 - July 15, 2016
Description : MWF 3:00

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

[PREVIEW STUDENT CLASS](#)

[Discussion Forum](#) |

Selecting Product/Gradebook

Two drop-down menus allow instructors to choose a version of the product as well as class they want to view.

Select Product/ Select Class Gradebook

Dental Hygiene Dental Hygiene 101

Class Level Details

Student performance reports appear across the bottom of the page. Information there includes names, e-mail addresses, progress status, overall average grade, time spent on the module, and links to be able to view more details of individual students and compare them against the class average.

Gradebook Details

Reveal grade: All Assignments ?

Name	Email	Status	Grade (%)	Details	Time Spent	Compare
Van Osten, Eric	eric.vanosten@gmail.com	In Progress	14	View Details	0h 1m 38s	Compare

Reviewing Student Performance

There are a number ways to review student work.

Module Level

The "Student Search" option allows the instructor to find a particular student by using the student's name or e-mail address.

Student Search

Name Search

Clicking "View Details" allows instructors to see a student's grades broken down by each module.

Gradebook Details

Reveal grade: All Assignments ?

Name	Email	Status	Grade (%)	Details	Time Spent	Compare
Van Osten, Eric	eric.vanosten@gmail.com	In Progress	14	View Details	0h 1m 38s	Compare

Details in this view include the module name, status, grade for each individual module, time spent on the module, and a link to view more details of each module.

Activity Level

From the Module Level screen, clicking “View Details” will bring instructors to the Activity Level page, where they can see the student’s status, score, number of attempts, time spent, and any feedback for each activity within a module.

Module Name	Status	Grade (%)	Details	Time Spent
Dental Hygiene as a Profession	Completed	14	View Details	0h 1m 38s
Legal and Ethical Considerations	Not Started	NA	View Details	0h 0m 0s
Communication Skills	Not Started	NA	View Details	0h 0m 0s

COMPARE WITH CLASS										SAVE FINAL SCORES
Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Final Scores	Feedback /Comments	
E-book	e-Chapter			Viewed/ Attempted	Non-gradeable exercise	NA	NA			
Audio Scenario	Audio Scenario Exercise 1	March 25,2016		Incomplete		0	0h 0m 0s			
Audio Scenario	Audio Scenario Exercise 2	March 25,2016		Incomplete		0	0h 0m 0s			
Communication Exercises	Communication Exercise 1	March 25,2016	March 15,2016	Completed	70	1	0h 1m 38s	<input type="text" value="70"/>	View Details	
Communication Exercises	Communication Exercise 2	March 25,2016		Incomplete		0	0h 0m 0s			

Instructors can override scores of any completed activity 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.

COMPARE WITH CLASS										SAVE FINAL SCORES
Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Final Scores	Feedback /Comments	
Communication Exercises	Communication Exercise 1	March 25,2016	March 15,2016	Completed	70	1	0h 1m 38s	<input type="text" value="70"/>	View Details	

Compare

There are two ways to compare a student’s work against the average score of the full class either from Gradebook Details, clicking the “Compare” link in the last column, or from the “Compare with Class” button on the Module Level and Activity Level pages.

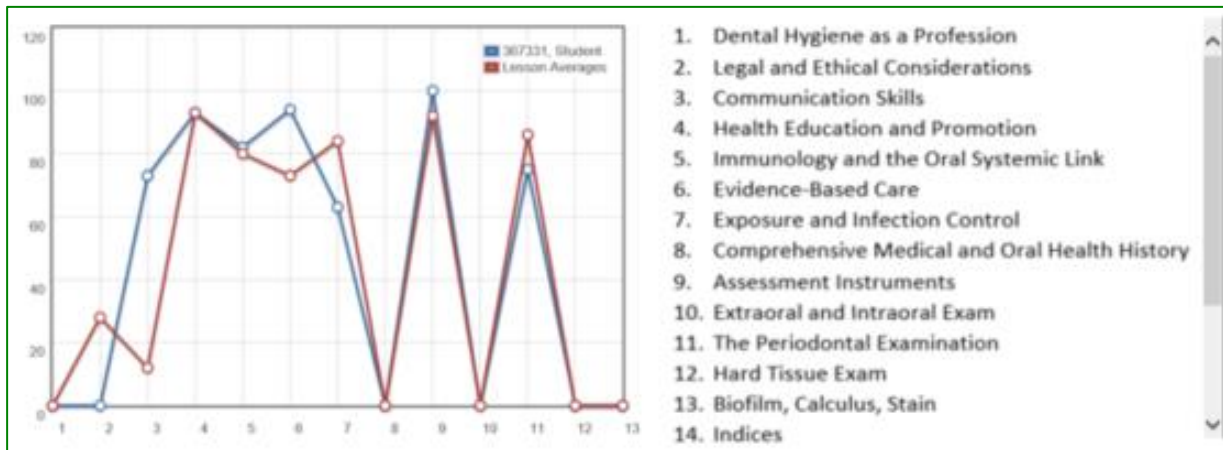
Gradebook Details

Reveal grade: ?

Name	Email	Status	Grade (%)	Details	Time Spent	Compare
Van Osten, Eric	eric.vanosten@gmail.com	In Progress	14	View Details	0h 1m 38s	Compare

COMPARE WITH CLASS **SAVE FINAL SCORES**

Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Final Scores	Feedback /Comments
Communication Exercises	Communication Exercise 1	March 25, 2016	March 15, 2016	Completed	70	1	0h 1m 38s	<input type="text" value="70"/>	View Details



Learning Management System Functionality

Dental Care Decisions has the ability to integrate with a number of learning management systems (LMSs).

Export Gradebook

Clicking the "Export Gradebook" button allows instructors to choose which LMS they use. A spreadsheet is generated that can be edited and uploaded to the LMS. The question mark icon next to the button provides links to more details about each option. For students to appear correctly in the instructor's exported gradebook, the instructor must assign each student an LMS username using the Batch Manage LMS User Names or Manage Students function.

EXPORT GRADEBOOK ?

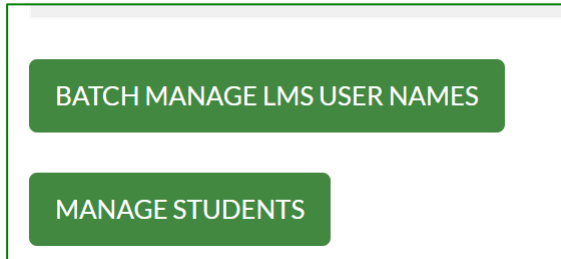
Batch Manage LMS User Names

If instructors want to integrate their student gradebook records into their LMS, they can click "Batch

Manage LMS User Names,” which links the students to their LMS usernames. Step-by-step directions are provided.

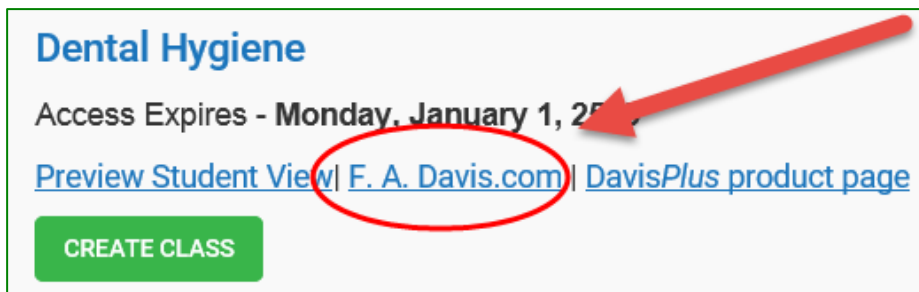
Manage Students

The “Manage Students” button allows the instructor to manage enrollments and gradebook LMS usernames for the class.



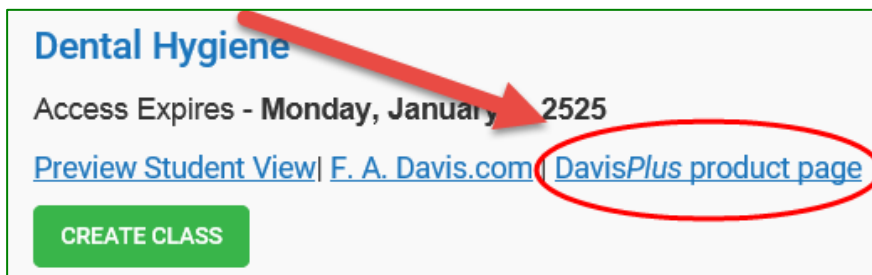
FADAVIS.COM

Instructors may peruse other F. A. Davis offerings and information on the company’s main web page.



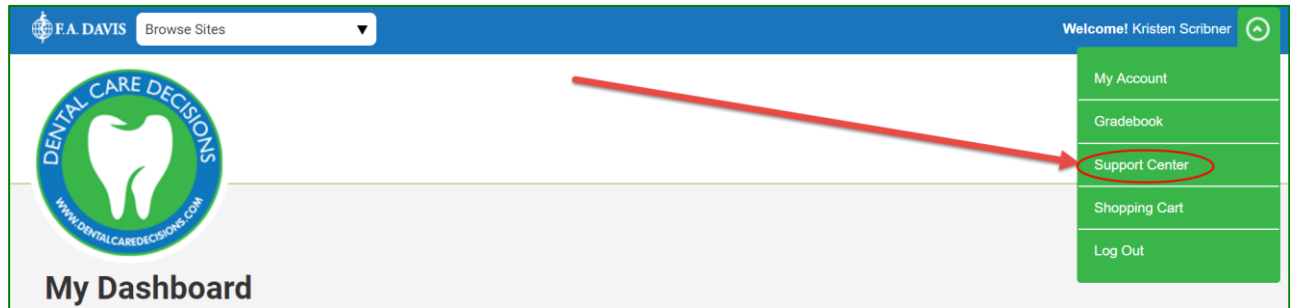
DAVISPLUS PRODUCT PAGE

The DavisPlus product page contains instructor resources for lecture planning, testing, and reference related to the Dental Hygiene title.



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.

