



Instructor Getting Started Guide



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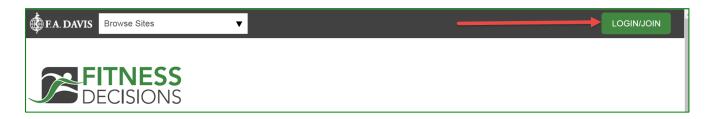
CREATE A FITNESS DECISIONS ACCOUNT

Fitness 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.

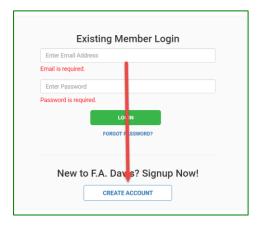
This program utilizes responsive design and provides full functionality on Windows, Mac, Android or iOS computer, tablet, or smartphone.

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 <u>www.FitnessDecisions.com</u> click the "**Login / Join**" button in the top right corner of the screen.



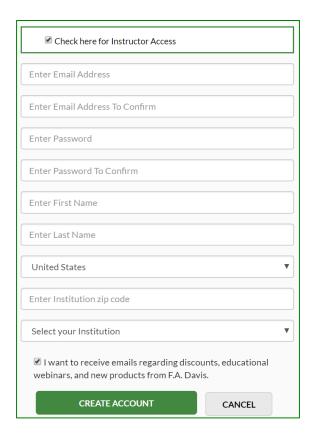
To create an account, click the "Create Account" button.



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.





EXISTING DAVISPLUS MEMBERS

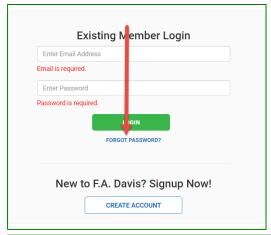
Once you have created an account, log into Fitness Decisions by clicking the "Login / Join" link. Enter your e-mail address and password and click the "login" button.

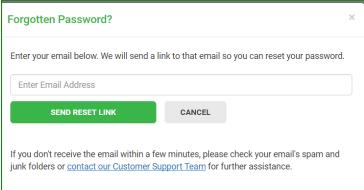


RESETTING PASSWORDS

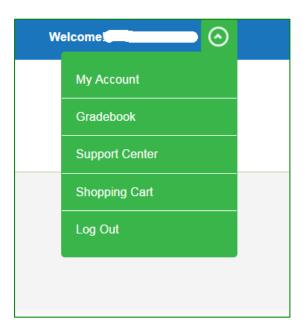
You can reset your password by clicking the "FORGOT PASSWORD" link. Enter your e-mail address, and a link to reset your password will be e-mailed to you. If the e-mail doesn't arrive, please check your spam folder.

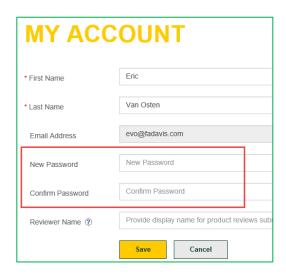






Or, you can log in and change your password at any time by going to "My Account" using the dropdown in the upper right corner. Here, enter and confirm your new password, then click "Save."

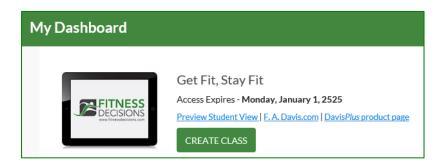




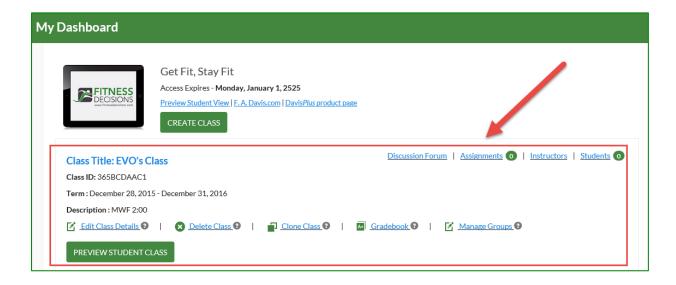


DASHBOARD

After logging into Fitness Decisions, the dashboard will be displayed.



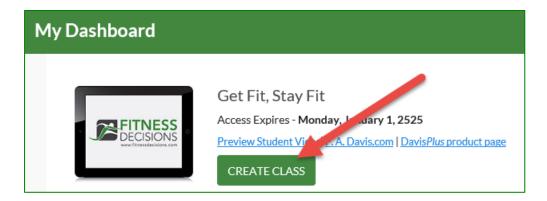
After creating a class, the class information will be displayed on the dashboard.



CREATE A CLASS

In order to assign exercises and activities, track students' progress, and to 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 writing to the instructor gradebook.



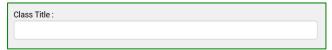


Class Details

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 Description

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



Class Start and End Dates

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



The start date is the date that the class will become available to the students. The end date is the date the students will no longer be able to access the class or enter work to the instructor's gradebook. After the class end date, the students will still have access to Fitness Decisions as a resource for the duration of their subscription.

Auto-Enroll Students and Auto-Import Grades

Instructors should 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 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:	□ 0

Class ID

Each class created within Fitness Decisions will have a unique Class ID. Instructors must provide students the unique Class ID in order for them access their Fitness 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, as the program will not distribute the codes to students.

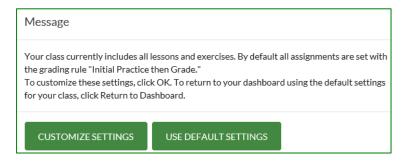
Confirming Class Creation

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

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

Using Default or Customized Settings

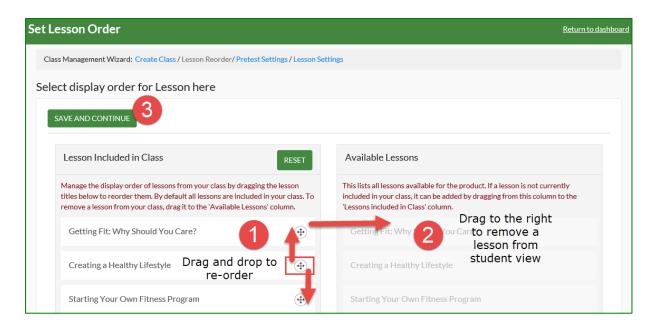
After class creation, instructors will be asked if they prefer to customize settings or use default settings. Using default settings means that all of the content of Fitness Decisions will become available to students in the class at the start date, and will cease at the end date. However, if instructors would like to make adjustments to the settings – such as reordering or removing Lessons, choosing different start and end dates for activities, and removing activities the instructors are not interested in using – then they would want to choose to customize settings.



Lesson Reorder

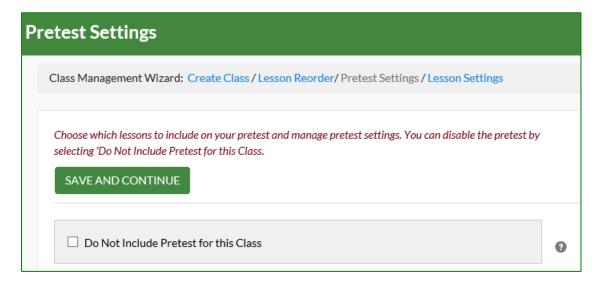
Instructors can drag and drop Lessons within the "Lessons Included in Class" column into their desired order; move those Lessons that are not to be included into the "Available Lessons" column to the right; then click "Save and Continue." There is also an option to "Reset" if the user would like to start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





Pretest Settings

If instructors include a pretest, they can choose which Lessons to include, whether the questions should be randomized, and whether the students should receive a study plan. To exclude the pretest, click the button next to "Do Not Include Pretest for this Class."



Select Pretest Lessons

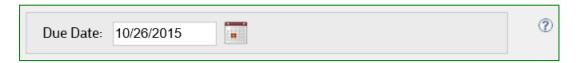
Instructors include all Lessons or a combination of Lessons within the pretest by clicking the box next to the Lesson.





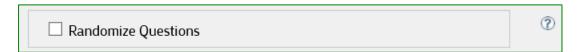
Pretest Due Date

Instructors select the submission date. After the submission date passes, student grades for the pretest will not be submitted to the instructor gradebook.



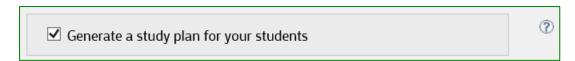
Randomize the Pretest Questions

Instructors can randomize the question order within the pretest by clicking the box next to "Randomize Questions."



Generate Study Plan

Instructors may choose to provide students with a study plan, which is a high level overview of the student's strengths and weaknesses based on their performance on the pretest.



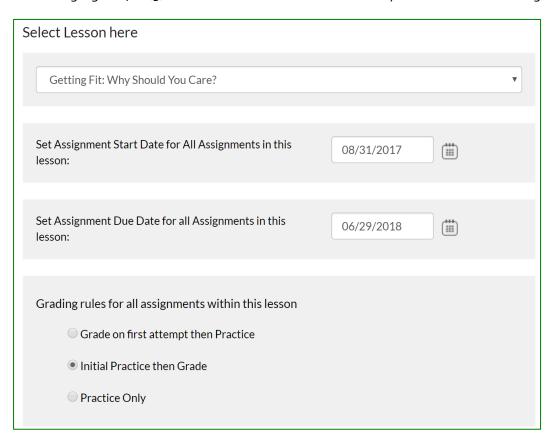
After completion of pretest customization, instructors click "Save and Continue."



Lesson Settings

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

The instructor can set universal grading rules for all exercises within a Lesson. They may choose to (1) have the students graded on the first attempt, (2) to allow the students to practice and review before submitting a grade, or (3) have students work in a 'Practice Only' environment without grades.



Group Assignments for Personal Reflection Exercises

For Personal Reflection exercises, students write in a free-text box to answer the question. These exercises are not graded by the tool.

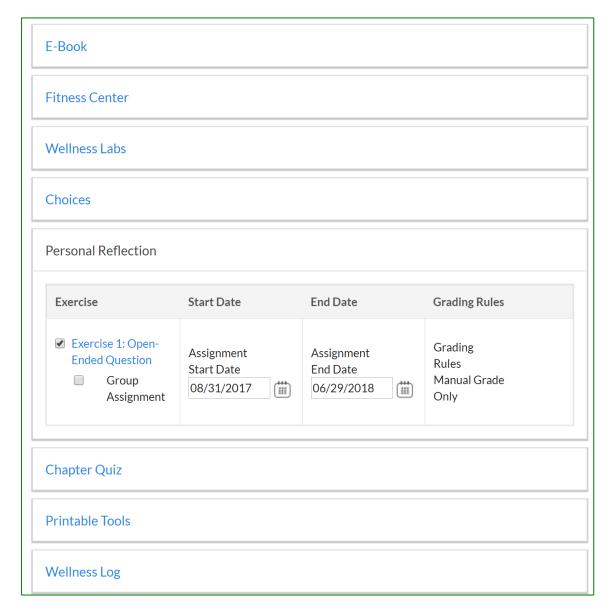
Instructors can choose to make these exercises "group assignments." Choosing this feature allows the students' submissions to be posted to the Group Discussion Forum where other students in the small group may view the submission and make comments and suggestions.

Set Personal Reflection in this Lesson as Group Assignment	6
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Exercise Start and End Dates

Each type of assignment can be expanded and retracted 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, as well as grading rules, will populate automatically based on the default settings previously chosen; however, the user can make adjustments to any particular assignment here. To remove an activity from the student view, un-check the box next to the activity name.





Activity Types

Fitness Decisions offers a number of activity types that contain exercises for the students to complete.

Pretest

This allows students/instructors to see how much information the student(s) already knows when starting the wellness course.

e-Book

The interactive e-Book can be accessed directly in each Lesson.

Fitness Center

Each Lesson includes selected step-by-step narrated exercise videos from the larger video library, followed by multiple choice questions that test student understanding and retention of the information presented in those videos. A larger video library that includes over 350 step-by-step exercise videos is available to the student at all times from the student dashboard.

Wellness Labs

Additional lab activities are available, which are similar to those in the back of every chapter in the textbook, emphasizing active learning. They start with a multiple choice quiz of foundational information needed to effectively participate in a lab. They consist of a series of open-response questions to encourage active learning. Instructors can eliminate the open response questions if they choose, so that the system will only include the multiple choice questions that are automatically graded.

Choices

Professionally recorded audio scenarios ask students to make wise choices in situations they are likely to find in college environments. This includes both open-ended and multiple choice questions.

Personal Reflection

These open response questions ask students to reflect on personal experiences and challenges with wellness. May be used with the small-group functionality.

Chapter Quiz

This is a multiple-choice guiz on chapter content.

Printable Tools

Printable PDFs of current information/guidance on wellness topics, including specific guidance on nutrition, fitness, and other aspects of a healthy life are offered here.

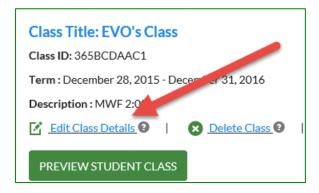
Wellness Log

This is a downloadable PDF for logging weekly totals for fitness, nutrition, and sleep. Students may type totals directly into the document, or they may print the document, hand-write their totals, and then scan the document/upload back into the system. The document is then sent to instructor for review. If a program has another document (limited to a single pdf file) that it wishes to use instead, then that document can still be uploaded by the student and sent to the instructor using our system.



EDIT CLASS

To amend or edit a Lesson after the class is created, instructors click the "Edit Class Details" button on the dashboard.



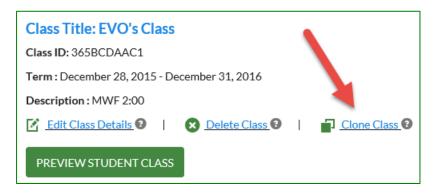
DELETE CLASS

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 the class, instructors click "Clone Class" on the dashboard, then adjust the class customization settings as needed.





CLASS ADMITTANCE

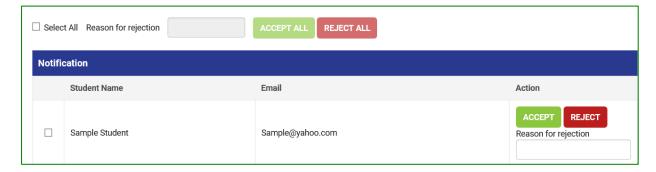
Once an instructor has created a class and shared the Class ID with the students, the students will place a request within Fitness Decisions to join the class. If the instructor did not check the "autoenroll students" checkbox when they created that class, they must admit the students into the class before the students can view the instructor's assignments and submit work to the instructor's 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 the 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 located 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 located to the right of the student's name. Additionally, the instructor may 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 "Select All" button and then "Accept All" or "Reject All."



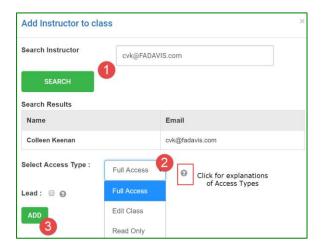
MANAGE INSTRUCTORS

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





The instructor will be prompted to choose what 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 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 (24 business hours) 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.

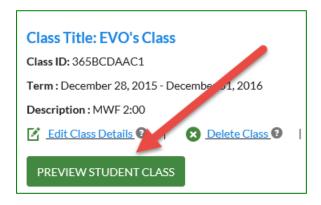


'PREVIEW STUDENT VIEW' VS. 'PREVIEW STUDENT CLASS'

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.



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



ASSIGNMENT

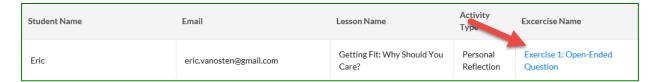
Personal Reflection exercises are not graded by the tool. When a Personal Reflection exercise needs to be graded by the instructor, an alert will appear on their dashboard that there are assignments waiting to be graded.

Grading Personal Reflection Exercises Manually

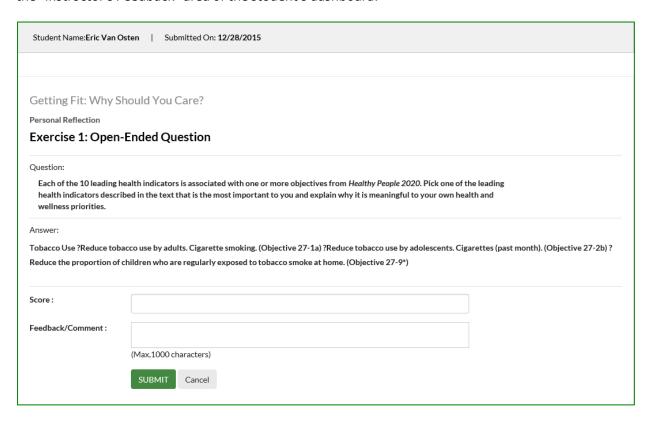
To access the assignment, the instructor clicks "Assignment," and clicks the Exercise name.

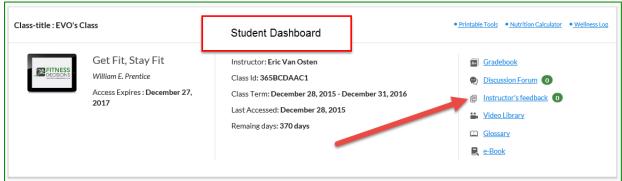






Instructors can enter a score and feedback in the free text boxes provided. This feedback will appear in the "Instructor's Feedback" area of the student's dashboard.





Group Assignments

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

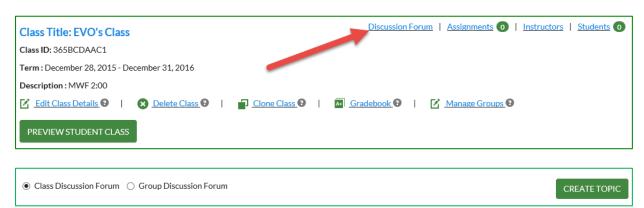




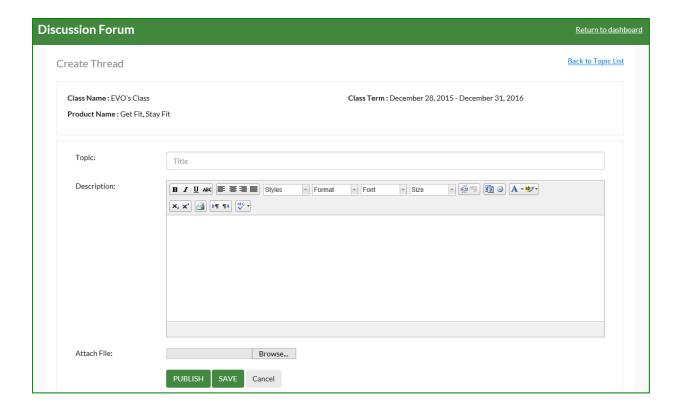


DISCUSSION FORUM

If instructors choose to make the Personal Reflection exercises "group assignments," then the students' submissions will be posted to the Group Discussion Forum where other students in the small group may view the submission and make comments and suggestions. Instructors click on whether they want to start a class or group discussion forum, clicks on "Create a Topic," and completes the fields on the following page.







GRADEBOOK

Each class within Fitness Decisions will have a gradebook that can be incorporated into a Learning Management System (LMS).

Accessing the Gradebook

To access the information, there are a few simple steps to follow.

Opening the Gradebook

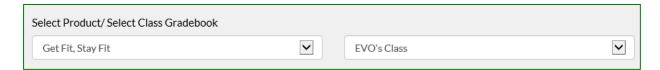
From the instructor dashboard, instructors click on the link for "Gradebook."



Selecting Product/Gradebook

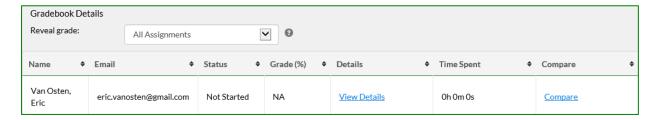
Two drop-down menus allow instructors to choose the version of the product as well as class they want to access.





Class Level Details

The students' performance reports appear across the bottom of the page. Included are their names, e-mail addresses, status, overall average grades, and time spent. Additionally, there are links to "View Details" of individual student work and to "Compare" students against the class average.



Reviewing Student Performance

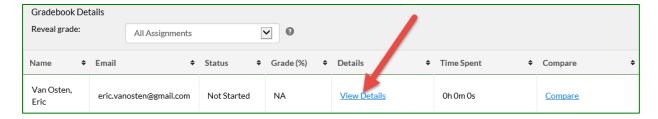
There are a number of ways to review student work at a high level or in detail.

Lesson Level

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



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

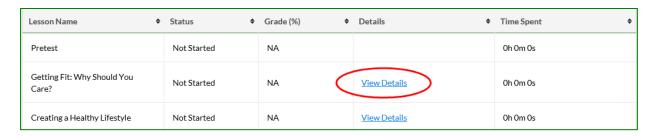


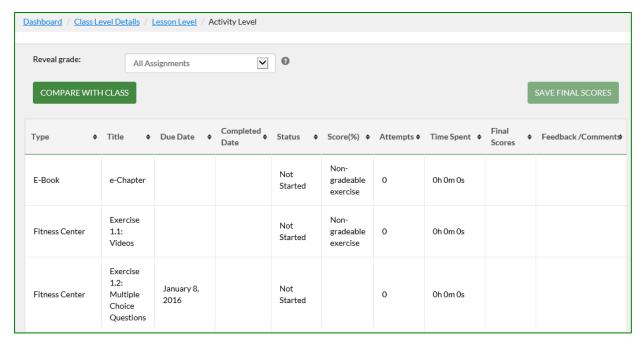
Details in the Lesson Level view include the Lesson name, status, grade for each individual Lesson, time spent, and a link to view more details of each Lesson (Activity Level).

Activity Level

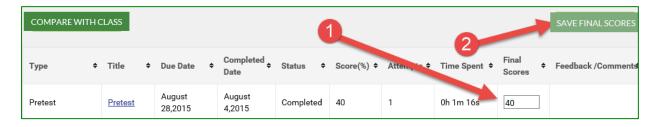
From the Lesson Level screen, clicking on "View Details" will bring instructors to the Activity Level page, where they can see the student's status, score, number of attempts, time spent, and any feedback for each activity within a Lesson.







Instructors have the ability to override scores of any completed 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.



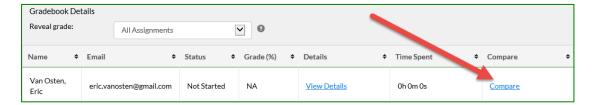
Compare

There are two ways to compare a student's work against the average score of the full class:

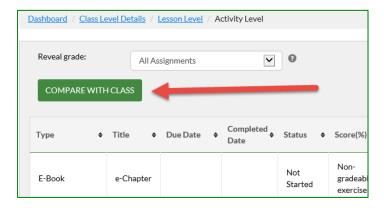
- 1. From the Gradebook Details (Class Level), click on the "Compare" link in the last column.
- 2. Click the "Compare with Class" button on the Lesson Level or Activity Level pages.

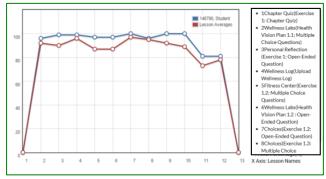


Option 1:



Option 2:





LMS Functionality

Fitness Decisions has the ability to integrate with a number of Learning Management Systems.

Export Gradebook

Clicking on the "Export Gradebook" button allows instructors to choose which LMS they use and then have a spreadsheet generated that can be edited and then uploaded to an LMS. The question mark icon next to the button provides links to more details about each option.





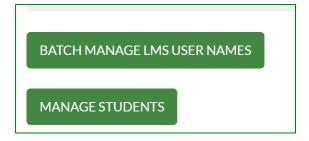
In order for students to appear correctly in the instructor's exported gradebook, the instructor must assign each student a LMS username to students using the Batch LMS User Names or Manage Students function.

Batch Manage LMS User Names

If instructors want to integrate their student gradebook records into their LMS, they can click on "Batch Manage LMS User Names" to link the students to their LMS usernames. Step-by-step directions are provided.

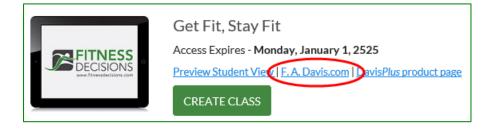
Manage Students

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



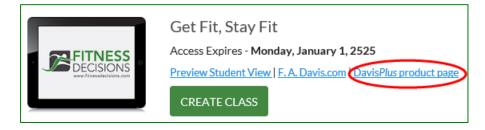
FADAVIS.COM

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



DAVISPLUS PRODUCT PAGE

The Davis*Plus* product page contains instructor resources for lecture planning, testing, and reference related to the Get Fit, Stay Fit 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.

