F.A. DAVIS COMPANY

INSTRUCTOR GUIDE
GETTING STARTED

Kinesiology
IN ACTION

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ABOUT KINESIOLOGY IN ACTION

Kinesiology in Action is the online, interactive program designed to make this complex subject matter easier for students to master.

Kinesiology in Action is compatible with Internet Explorer 9+, and the most recent versions of Mozilla Firefox, Google Chrome, and Apple Safari. Its responsive design also makes it accessible from most laptops, tablets, and mobile devices.

Adobe Acrobat or Adobe Reader is required to view the PDF files on **Kinesiology in Action**. JavaScript needs to be enabled to view certain features of the program.

LOGGING INTO KINESIOLOGY IN ACTION/CREATING AN ACCOUNT

Creating an account only takes a moment or two. If you have a **Davis*Plus*** account, you do not need to create a new one. Your **Davis*Plus*** account credentials let you log into **Kinesiology in Action**.

STEP 1 | Go to http://www.KinesiologyinAction.com/ and click the **LOGIN/JOIN** button.
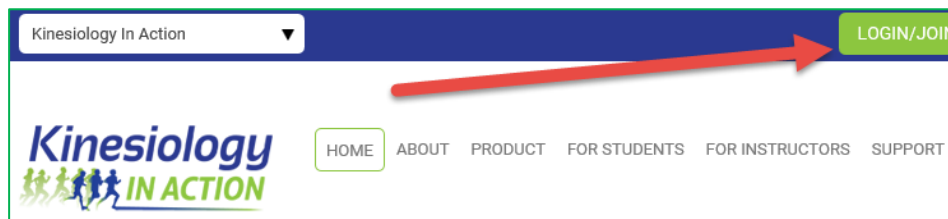
STEP 2 | **A.** Enter your login credentials and click **LOGIN.**

B. If you do not have an account, click **CREATE ACCOUNT** and fill in your information.

B.

New to F.A. Davis? Signup Now!

CREATE ACCOUNT

Complete the information below to create your account

☑ Check here for Instructor Access

Enter Email Address

Enter Email Address To Confirm

Enter Password

Enter Password To Confirm

Enter First Name

Enter Last Name

United States ▼

Enter Institution zip code
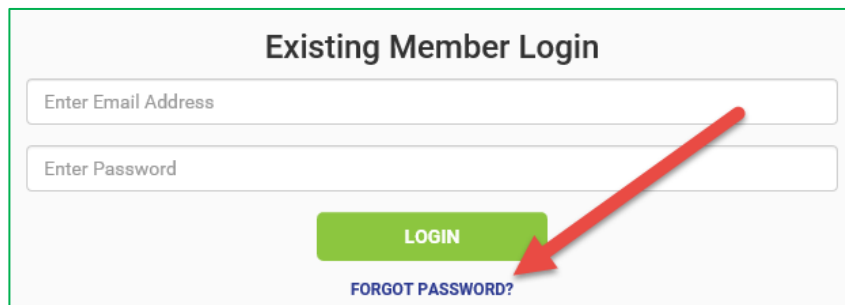
Select your Institution ▼

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

CREATE ACCOUNT   CANCEL

RESETTING PASSWORDS

You can reset your password at any time.

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

Existing Member Login

Enter Email Address

Enter Password

LOGIN

FORGOT PASSWORD?

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 Click the dropdown arrow located by the **Welcome** message and select "My Account."

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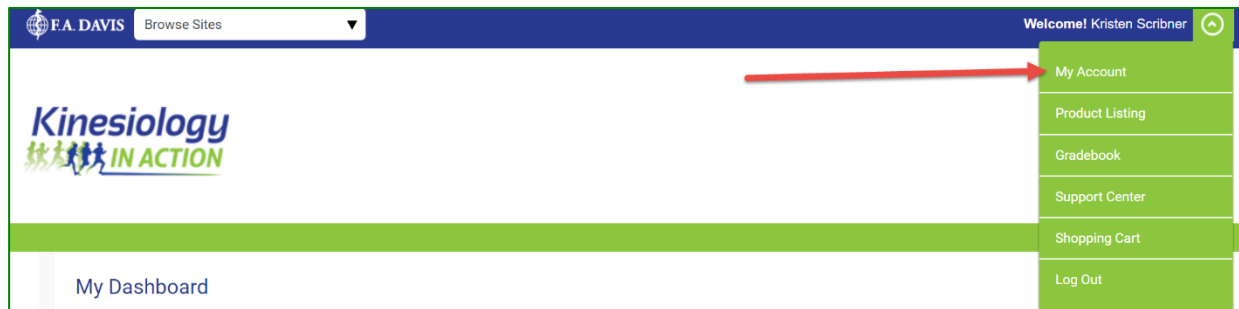
Option 2/STEP 2

Enter and confirm your new password and click **SAVE.** After the password successfully updates, a confirmation message will be displayed.
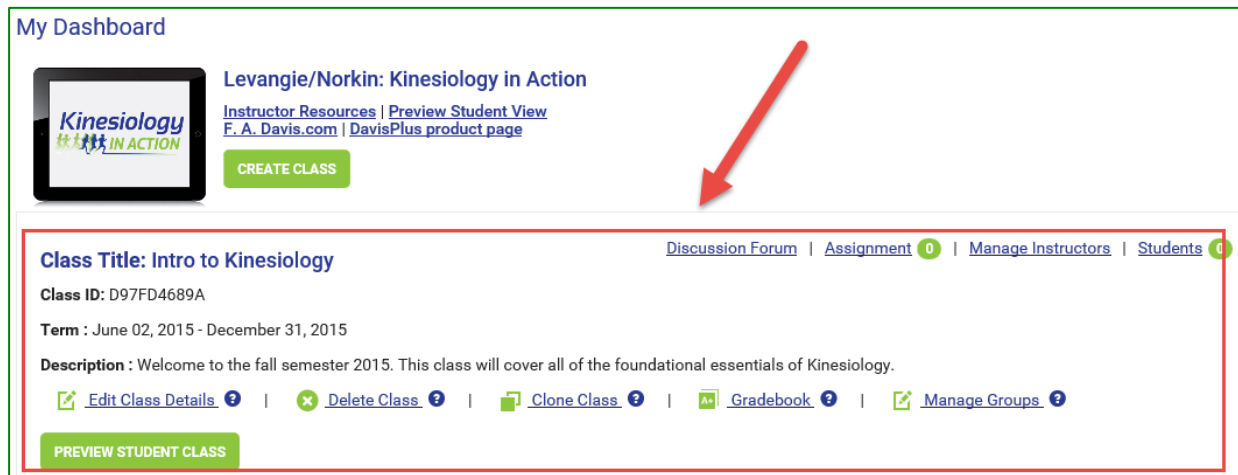
DASHBOARD

After logging into **Kinesiology in Action**, your Dashboard will display the title of the product you have adopted.

After creating a class within **Kinesiology in Action**, the class information will be displayed on the Dashboard.
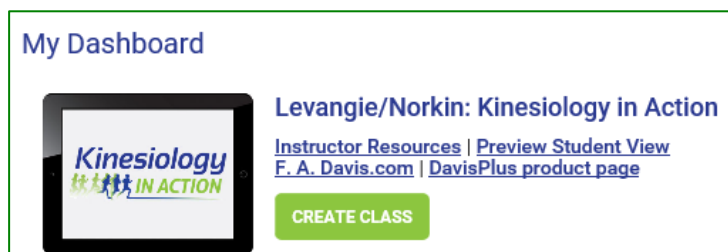

CREATING A CLASS

Creating a class enables you to track your students' progress. Your students' grades will be submitted to your **Gradebook**.

STEP 1 Click the **CREATE CLASS** button located on your dashboard.

STEP 2 The **CREATE CLASS** screen will open. Enter the information about your class.

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Select Products:

Foundation in Kinesiology and Biomechanics ▼

Class Title :

Description :

Start Date: 09/28/2017   End Date: 11/30/2018

Auto-enroll students: ☐   Auto-import grades: ☐

Allow late submissions: ☐

Class ID : C256E97786

Please copy and distribute this class id to your students. This code will also be emailed to you.

SAVE AND CONTINUE

STEP 3   Enter the name of your course in the **CLASS TITLE** field.

This is a mandatory field.

Class Title :

STEP 4   Enter a description of your class in the **CLASS DESCRIPTION** field.

This is an optional field.

Description

Welcome!

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STEP 5

Enter the **START DATE** and **END DATE** for your class.

These are mandatory fields. The start date is the date that your **Kinesiology in Action** class will be available to your students. The end date is the date on which students will no longer be able to submit work to your gradebook.

Start Date:	End Date:
09/28/2017 📅	11/30/2018 📅

STEP 6

**A.** Check **AUTO-ENROLL STUDENTS** if you want your students to be automatically added to the class when they submit the **Class ID** you provide to them.

B. If students complete activities prior to being enrolled in your class, you can choose to import those grades by checking **AUTO-IMPORT GRADES**. Each student's progress will be automatically copied into the instructor class gradebook when the student enrolls into the class.

C. You can also opt to **ALLOW LATE SUBMISSIONS** to your gradebook (see Late Submissions section, pg. 22).

Auto-enroll students:	☑ ❓	Auto-import grades:	☐ ❓
Allow late submissions:	☐ ❓		

STEP 7

Each class created within **Kinesiology in Action** will have a unique **CLASS ID**.

*(Please note!) You must provide your students with this Class ID in order for them to access your **Kinesiology in Action** class, take **Assignments**, and submit work to your **Instructor Gradebook**.

It is recommended that you distribute the Class ID to the students by e-mail or pasting it into your Learning Management System, as the program will not distribute this code to the students.

Class ID : C256E97786

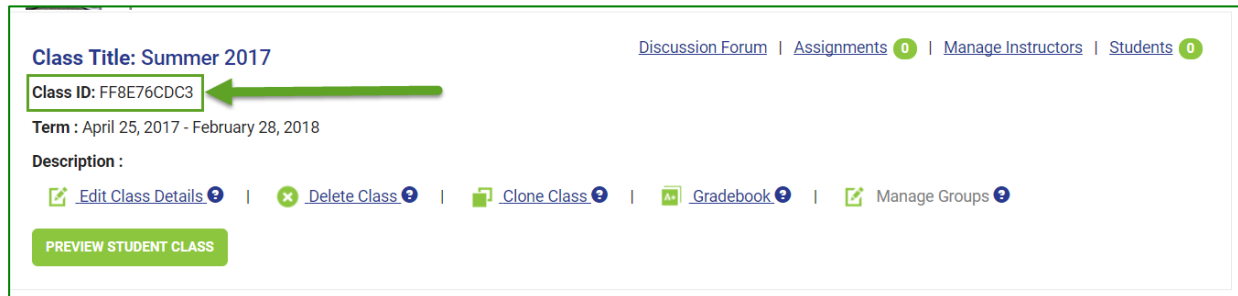Please copy and distribute this class id to your students. This code will also be emailed to you.

STEP 8

After you have entered the information about your class details, click the **SAVE AND CONTINUE** button at the bottom.

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CONFIRMING CLASS CREATION WITH CLASS ID

To confirm that your class has been created, check your Dashboard. The **CLASS ID** will be included on your Dashboard view. It will also be e-mailed to you.

Class Title: Summer 2017   Discussion Forum | Assignments ⓪ | Manage Instructors | Students ⓪

Class ID: FF8E76CDC3 � ⟵

Term : April 25, 2017 - February 28, 2018

Description :

✏ Edit Class Details ❓ | ✖ Delete Class ❓ | 🗐 Clone Class ❓ | 🅰 Gradebook ❓ | ✏ Manage Groups ❓

PREVIEW STUDENT CLASS

CUSTOMIZING YOUR CLASS

Kinesiology in Action offers the option to customize your class.

You can customize your class immediately after creating it or you can customize it later. After creating a class, you'll see a message asking you if you would like to continue customization. If you wish to continue, click "Customize Settings."
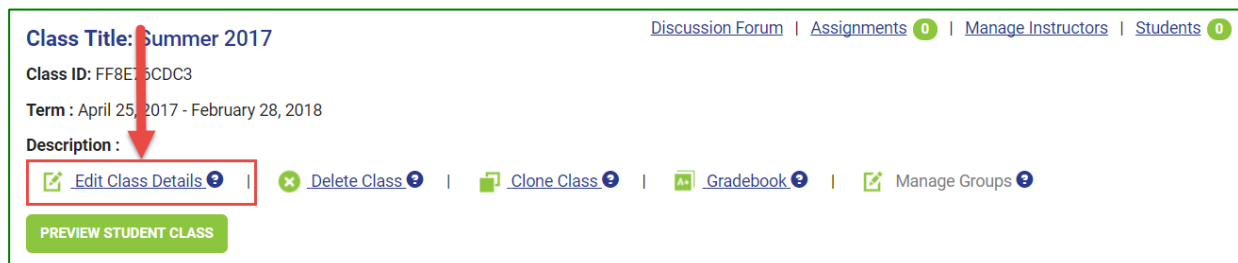
Message

Your class currently includes all lessons and exercises. By default all assignments are set with the grading rule "Initial Practice then Grade."
To customize these settings, click OK. To return to your dashboard using the default settings for your class, click Return to Dashboard.

CUSTOMIZE SETTINGS   **USE DEFAULT SETTINGS**

You can customize the class later by clicking "Edit Class Details" from your Dashboard.

Class Title: Summer 2017   Discussion Forum | Assignments ⓪ | Manage Instructors | Students ⓪

Class ID: FF8E76CDC3

Term : April 25, 2017 - February 28, 2018

Description :

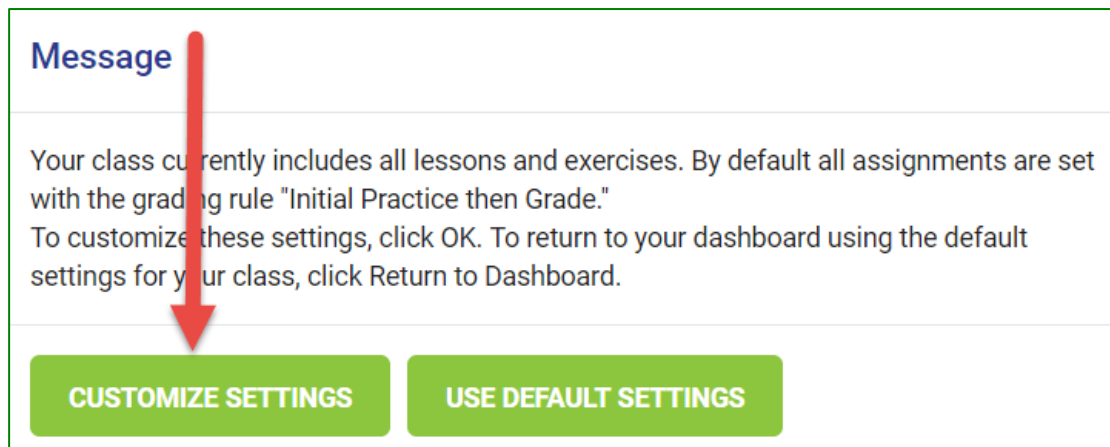✏ Edit Class Details ❓ | ✖ Delete Class ❓ | 🗐 Clone Class ❓ | 🅰 Gradebook ❓ | ✏ Manage Groups ❓

PREVIEW STUDENT CLASS

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Reorder the Lessons

You can choose which lessons to include/exclude in the class. By default, all lessons are included—but you can move selected lessons to the "Available Lessons" column on the right to remove them from the class.

You can also set the order of the lessons in the class by dragging and dropping them in the desired order.

Customize the Lesson & Assignment Settings

Kinesiology in Action Lessons and Assignments can be customized. The steps taken to customize Lessons and Assignments are the same no matter which Lesson you are working in.

To begin, use the dropdown menu to select the lesson you wish to focus on.

When customizing a Lesson, you may adjust settings for all Assignments contained within that Lesson, including start/end dates and the grading rule.

Select Lesson here

Chapter 1: Principles of Kinesiology and Biomechanics ▾

Set Assignment Start Date for All
Assignments in this lesson: 09/28/2017   📅

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

Grading rules for all assignments within this lesson

○ Grade on first attempt then Practice

◉ Initial Practice then Grade

○ Practice Only

▪ **Universal Lesson Start and End Dates**

You can set universal start and end dates for all Assignments within the Lesson. The Lesson start and end dates will determine when students can submit work to the Gradebook. Date settings in **Kinesiology in Action** function according to the **Eastern time** zone. Work completed AFTER the due date will not be recorded in your Instructor Gradebook, unless you previously opted to **ALLOW LATE SUBMISSIONS** (see Late Submissions section).

Set Assignment Start Date for All
Assignments in this lesson: 09/28/2017   📅

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

- **Universal Lesson Grading Rules**

  You can set universal **Grading Rules** for all Assignments. You may choose to have students graded on their first attempt, allow them to practice and review before being graded, or practice only.

  Grading rules for all assignments within this lesson

  ◯ Grade on first attempt then Practice

  ⦿ Initial Practice then Grade

  ◯ Practice Only

- **Group Assignments for Generation Exercises**

  Generation Exercises prompt students to write a sentence or two in a free text box to answer a question. Generation Exercises are **not** automatically graded.

  You can choose to make these assignments a **Group Assignment**. If you decide to use this feature, the students' submissions will be posted to the Group Discussion Forum where other students in the small group may view the submissions and make comments and suggestions to their peers.

  ☐ Set All Generation Exercises in this Lesson as Group Assignment

- **Individual Assignment Settings**

  You may choose to take a more granular approach and customize a Lesson "exercise-by-exercise." At the bottom of the page, click to expand the Assignment that you would like to customize.

  View the assignment in another tab by clicking on the link. To remove an assignment from the students' view, un-check the box to the left of the assignment name. The assignment start/end dates and grading rules will default to the universal settings for that lesson, unless you decide to change them.

Un-check the box to remove an exercise

Click to view the exercise

Pretest

Exercise	Start Date	End Date	Grading Rules
☑ Pretest	Assignment Start Date 08/01/2018	Assignment End Date 12/29/2018	Grading Rules Initial Practice then (▼

- **Class Resources**

  For select titles you have the option to add your own resources for each Lesson.

  Click on the Class Resources tab and the **ADD FILE OR LINK** button. You may upload a single document or insert a link to an external source. The upload file size may be no larger than 2 MB and the file formats allowed are doc(x), ppt(x), pdf, jpeg, and png.
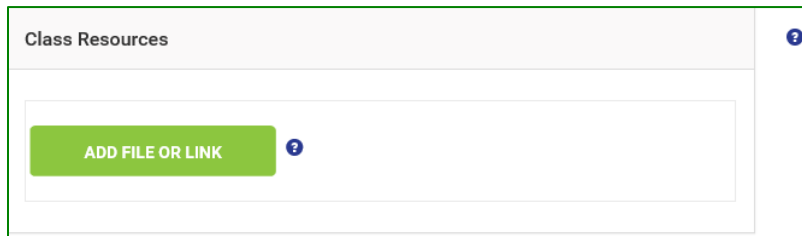
Class Overview

The **Class Overview** provides an outline of the content you have chosen to include in the class.

Once finished, you can print or navigate back to your Dashboard using the link toward the top right of the Class Overview screen.

'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 that would be presented to the students.

My Dashboard

Kinesiology in Action for Clinical Kinesiology and Anatomy, 6th Edition
Instructor Resources | Preview Student View
FADavis.com | Davis*Plus* product page

CREATE CLASS   E-BOOK
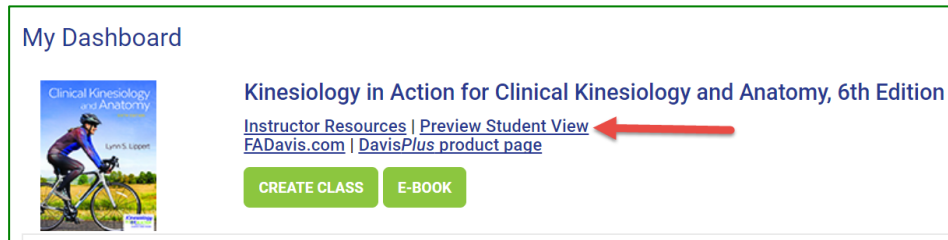
Or, select **PREVIEW STUDENT CLASS** to review content for a specific class you've created and customized.

Class Title: My New Class

Class ID: 612299D988

Term : June 08, 2015 - August 31, 2015

Description : Introductory class to kinesiology

Edit Class Details ❓ | ✖ Delete Class ❓ | Clo

PREVIEW STUDENT CLASS
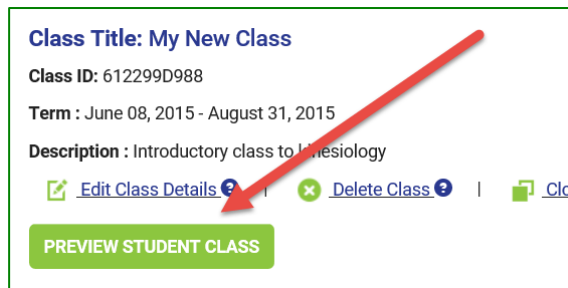
CLONE A CLASS

If you teach the same class to multiple sections or from semester-to-semester, you may wish to copy, or clone the class. Click **CLONE CLASS** on the dashboard; then adjust the class customization settings as needed.

Class Title: Testing testing 123   Discussion Forum | Assignment ⓪ | Students ⓪

Class ID: D97FD4689A

Term : June 02, 2015 - August 31, 2015

Description : hola

Edit Class Details ❓ | ✖ Delete Class ❓ | Clone Class ❓ | Gradebook ❓ | Manage Groups ❓

PREVIEW STUDENT CLASS
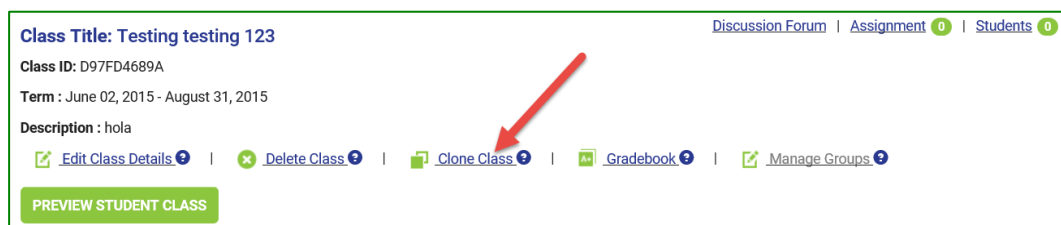
DELETE CLASS

To delete a class, click **DELETE CLASS** on the dashboard and approve the validation message.

Class Title: Intro to Kinesiology
Discussion Forum | Assignment **0** | Students **0**

Class ID: D97FD4689A

Term : June 02, 2015 - December 31, 2015

Description : Welcome to the fall semester 2015. This class will cover all of the foundational essentials of Kinesiology.

☑ Edit Class Details ❓ | ❌ Delete Class ❓ | 🔲 Clone Class ❓ | 🅰 Gradebook ❓ | ☑ Manage Groups ❓

PREVIEW STUDENT CLASS

CLASS ADMITTANCE

Once you have created a class and shared the Class ID with your students, students will enter a request in **Kinesiology in Action** to join the class. You must admit each student into the class *before* they can view your Assignments and submit work to your Gradebook. **Note: this step is not required if the "auto-enroll students" option was chosen during class creation.**

Student Enrollment

While a student is waiting to be admitted into the class, an alert will be displayed on the Dashboard. The number of students waiting to be admitted will be displayed next to **Students**. To admit or reject a student into your class, click the **STUDENTS** button.

Discussion Forum | Assignment **17** | Students **1**

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

☐ Select All   Reason for rejection [   ]   **ACCEPT ALL**   **REJECT ALL**

Notification			
	Student Name	**Email**	**Action**
☐	Sample Student	Sample@yahoo.com	**ACCEPT** **REJECT** Reason for rejection [ ]

Admitting/Rejecting Student Enrollment

To accept a student into the class, click the **ACCEPT** button located to the right of the student's name. Next, confirm the student's enrollment by clicking **OK.** An **Enrolled** confirmation message will be displayed after you have accepted a student into the class. You **do not** have to check the box next to the student's name to accept them into the class.

You may choose to prevent a student from joining a **Kinesiology in Action** class. To prevent a student from entering a class, click the **REJECT** button located to the right of the student's name. A confirmation message will be displayed after the student is rejected from the class. The box next to the student's name **does not** have to be checked to reject them from the class. Additionally, you may enter a reason for rejecting a student prior to rejecting them from the class; this is an optional field.

Group Approvals or Rejections

You can approve or reject students as a group by clicking **SELECT ALL** and then **ACCEPT ALL** or **REJECT ALL**.

MANAGE INSTRUCTORS

You can add multiple instructors to a class.

- Click on **MANAGE** Instructors.

- Click on **ADD NEW.**
- Enter the instructor's email address.
- Select an access type.
- Click **ADD** at the bottom of the window to invite that instructor to the Class. If the instructor is already registered on Davis*Plus*, their information will be pre-populated after the initial instructor enters the email address; otherwise, you will be prompted to enter additional information.

As noted, you will be prompted to choose what type of access to grant to the newly-invited instructor. Click on the question mark **?** for help that explains the different types of access that can be granted.

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 have, or remove Instructors from the class.

ASSIGNMENTS

Generation Exercises are not automatically graded. When a Generation Exercise needs to be graded, an alert will appear on the Dashboard notifying you that there are Assignments waiting to be graded.

To access the Assignment, click **ASSIGNMENT,** and then click the **EXERCISE** name.

Enter a score and feedback in the text box.
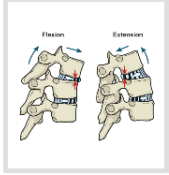
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Axial Skeleton

Generation

Text Generation 1

Question:

Motion Analysis
Identify whether FLEXION or EXTENSION is occurring in the following situations:
- Intervertebral foramen gets smaller
- Anterior annulus bulges slightly
- Inferior articular process (superior portion of motion segment) glides superiorly
- Spinous processes approximate
- Nucleus pulposus migrates posteriorly
- Posterior annulus becomes taut
- Superior vertebral body translates anteriorly
- Ligamentum flavum bulges into spinal canal

Answer:

Flexion

Score :

Feedback/Comment :

(Max.1000 characters)

SUBMIT   CANCEL

This information will appear in the Instructor's Feedback area of the Student's Dashboard.

MANAGE GROUPS

If you choose to make the Generation Exercises a Group Exercise, you can create groups within the Class by clicking **MANAGE GROUPS** on the dashboard.

Discussion Forum | Assignment 0 | Students 0

Class Title: Intro to Kinesiology

Class ID: D97FD4689A

Term : June 02, 2015 - December 31, 2015

Description : Welcome to the fall semester 2015. This class will cover all of the foundational essentials of Kinesiology.

Edit Class Details ❓ | ❌ Delete Class ❓ | Clone Class ❓ | Gradebook ❓ | Manage Groups ❓

PREVIEW STUDENT CLASS

Then click on the **CUSTOM CREATE GROUPS** or **AUTO CREATE GROUPS**.

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Manage Groups

Class Name : Beta Testing Class   **Class Description :** This class is intended for the collection of feedback on the student side by our beta testers.

Class Term : June 17, 2015 - July 31, 2015

Product Name : Levangie: Kinesiology in Action

CUSTOM CREATE GROUPS   AUTO CREATE GROUPS

Group Name	Student	Action
Testing Group	View Student	⊗ Delete Group
KIA Demo Group	View Student	⊗ Delete Group
Tuesday's Group	View Student	⊗ Delete Group

INSTRUCTOR GRADEBOOK

Each class within Kinesiology in Action has an Instructor Gradebook that can be incorporated into a Learning Management System (LMS). **To access the gradebook, click Gradebook.**

Class Title: Intro to Kinesiology

Class ID: D97FD4689A

Term : June 02, 2015 - December 31, 2015

Description : Welcome to the fall semester 2015. This class will cover all of the foundational essentials of Kine

📝 Edit Class Details ❓ | ⊗ Delete Class ❓ | 🗐 Clone Class ❓ | 🄰 Gradebook ❓

PREVIEW STUDENT CLASS

Gradebook Details

Summaries of each student's performance in a class feature each student's name, e-mail address, status, overall average grade, and time spent in the program. Click on **VIEW DETAILS** to review more detailed information about each student's performance.

Gradebook Details

You can choose whether you want to review grades through the **STUDENT VIEW** or **CLASS VIEW**.

The **STUDENT VIEW** shows cumulative grades for all of your students as well as the time they spent in the program.

Click on **VIEW DETAILS** to display a student's grades for each Lesson or Lesson Level.

From the Lesson Level screen, click on **VIEW DETAILS** to view the Activity Level, where you can review the student's status, score, number of attempts, time spent, and any feedback for each activity within a lesson.

Lesson Name	Status	Grade (%)	Details	Time Spent
Foundational Concepts of Kinesiology	Completed	67	View Details	0h 6m 27s
Spine	Completed	58	View Details	0h 16m 53s
Thoracic Cavity and Temporomandibular Joint	Completed	61	View Details	0h 10m 31s

Dashboard / Class Level Details / Lesson Level / Activity Level

Reveal grade: [All Assignments ▼] ❓

[COMPARE WITH CLASS]

Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Feedback
Pretest	Pretest			Not Started	NA	0	0h 0m 0s	
Generation	Text Generation 1	June 12,2015		Incomplete	0	0	0h 0m 0s	
Generation	Text Generation 2	June 12,2015		Incomplete	0	0	0h 0m 0s	

At the Activity Level, you can override the scores of any completed Activities by clicking in the **FINAL SCORES** column to replace the percentage score. Then, click **SAVE FINAL SCORES**. These scores will be reported in both the Instructor and Student Gradebooks.
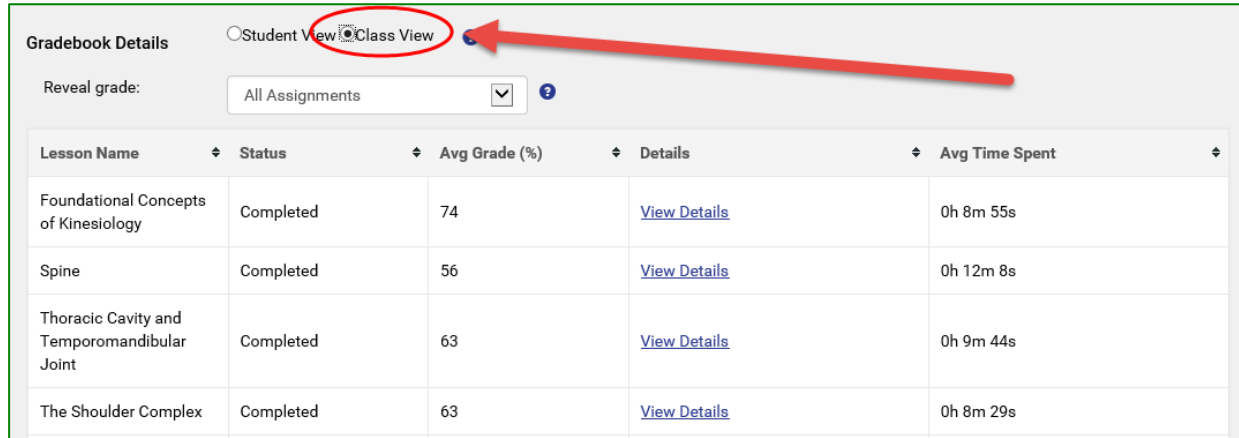
[COMPARE WITH CLASS]   [SAVE FINAL SCORES]

Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Final Scores	Feedback /Comments
Pretest	Pretest	August 28,2015	August 4,2015	Completed	40	1	0h 1m 16s	40	
Generation	Text Generation	August 28,2015	August 4,2015	Completed	NA	1	0h 0m 52s	0	

Class View

Selecting the **CLASS VIEW** shows you the average score and time spent in each lesson for the entire class.
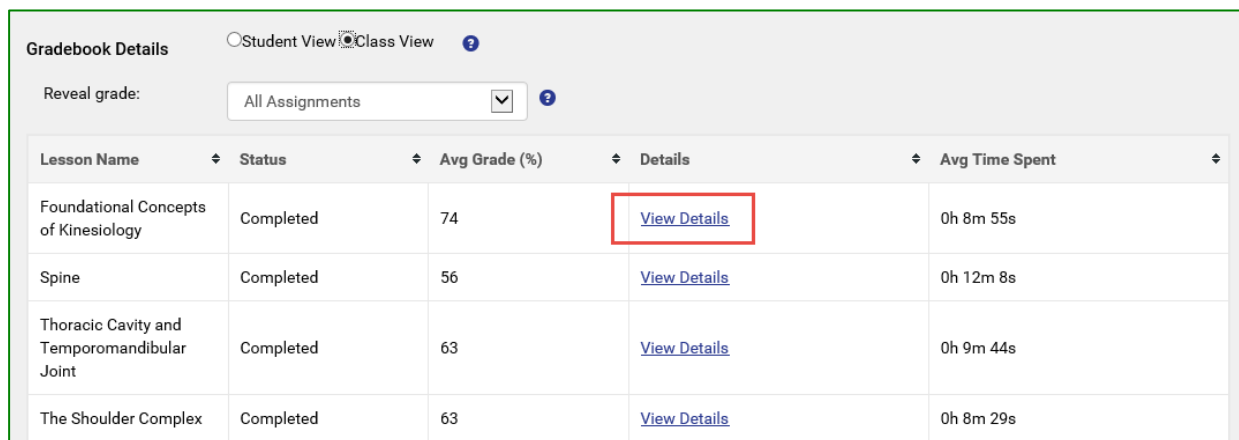
Gradebook Details	○ Student View ● Class View ❷			
Reveal grade:	All Assignments ▾ ❷			

Lesson Name ⇕	Status ⇕	Avg Grade (%) ⇕	Details ⇕	Avg Time Spent ⇕
Foundational Concepts of Kinesiology	Completed	74	View Details	0h 8m 55s
Spine	Completed	56	View Details	0h 12m 8s
Thoracic Cavity and Temporomandibular Joint	Completed	63	View Details	0h 9m 44s
The Shoulder Complex	Completed	63	View Details	0h 8m 29s

Click **VIEW DETAILS** to view the average grade, rate of student activity completion, and average time spent per activity at the Activity level for the entire class.

Gradebook Details	○ Student View ● Class View ❷			
Reveal grade:	All Assignments ▾ ❷			

Lesson Name ⇕	Status ⇕	Avg Grade (%) ⇕	Details ⇕	Avg Time Spent ⇕
Foundational Concepts of Kinesiology	Completed	74	View Details	0h 8m 55s
Spine	Completed	56	View Details	0h 12m 8s
Thoracic Cavity and Temporomandibular Joint	Completed	63	View Details	0h 9m 44s
The Shoulder Complex	Completed	63	View Details	0h 8m 29s

Type ⇕	Title ⇕	Due Date ⇕	Status ⇕	Avg Grade(%) ⇕	Completion	Avg Time Spent ⇕	Details ⇕
Practice	Labeling 1	December 31,2016	Completed	100	3 of 3	0h 0m 57s	View Details
Practice	Labeling 2	December 31,2016	Completed	100	3 of 3	0h 1m 27s	View Details
Practice	Labeling 3	December 31,2016	Completed	89	3 of 3	0h 1m 27s	View Details
Practice	Hotspot	December 31,2016	Completed	87	3 of 3	0h 1m 5s	View Details

Click on **VIEW DETAILS** to see the **Class Comparison** where each student's final score is displayed. You may override final scores here by replacing the score and clicking on **SAVE FINAL SCORES**.

Type	Title	Due Date	Status	Avg Grade(%)	Completion	Avg Time Spent	Details
Practice	Labeling 1	December 31,2016	Completed	100	3 of 3	0h 0m 57s	View Details
Practice	Labeling 2	December 31,2016	Completed	100	3 of 3	0h 1m 27s	View Details
Practice	Labeling 3	December 31,2016	Completed	89	3 of 3	0h 1m 27s	View Details
Practice	Hotspot	December 31,2016	Completed	87	3 of 3	0h 1m 5s	View Details

SAVE FINAL SCORES

Student Name	Student Email	Due Date	Completed Date	Status	Score (%)	Attempt	Time Spent	Final Scores	Feedback /Comments
946665, Student	student946665@FADDEMO.com	December 31,2016	September 15,2015	Completed	100	1	0h 0m 30s	100	
263717, Student	student263717@FADDEMO.com	December 31,2016	November 4,2015	Completed	100	1	0h 0m 32s	100	
747679, Student	student747679@FADDEMO.com	December 31,2016	November 19,2015	Completed	100	1	0h 1m 51s	100	

Late Submissions

If you opted to **ALLOW LATE SUBMISSIONS** in the class setup, then students who've submitted any assignment(s) after the designated due date will be highlighted in your Instructor Gradebook.

Gradebook Details ● Student View ○ Class View ❓

Late submissions have been highlighted

100 ▼ ❓

Prev 1 Next

Name	Email	Status	Grade (%)	Details	Time Spent	Compare
Barlow, Kate	kristen.scrib@gmail.com	In Progress	92	View Details	0h 19m 52s	Compare
Breaux, Christopher	kristenfad@gmail.com	In Progress	80	View Details	0h 0m 34s	Compare
Snow, Jon	kascribner23@gmail.com	In Progress	64	View Details	1h 19m 24s	Compare

Prev 1 Next

Late submissions have been highlighted

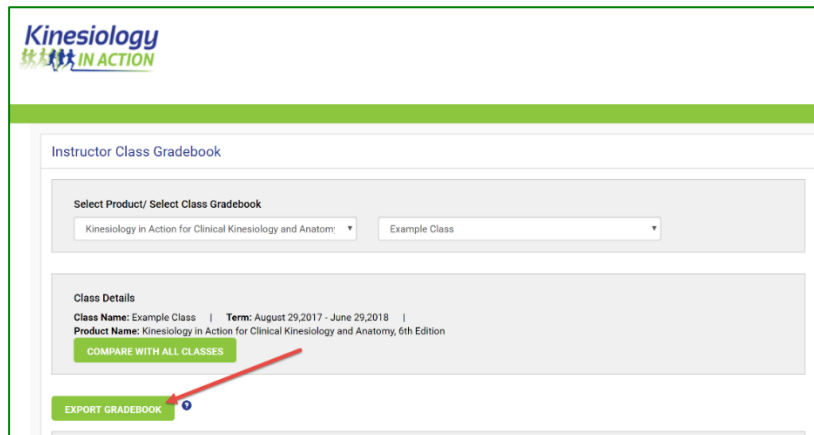| Lesson Name	Status	Grade (%)	Details	Time Spent
Chapter 1: Principles of Kinesiology and Biomechanics	In Progress	70	View Details	0h 0m 18s
Chapter 2: Structure and Function	In Progress	90	View Details	0h 0m 16s

If you did not **not** opt to allow late submissions for the class, late work will be marked 'Incomplete' in the gradebook and a score will not be recorded.

LMS FUNCTIONALITY (EXPORT GRADEBOOK)

You can export the Kinesiology in Action **Gradebook** and then incorporate it into a Learning Management System (LMS) by downloading it from Kinesiology in Action and uploading it into the LMS.

From the **Instructor Class Gradebook** screen, click **EXPORT GRADEBOOK** to generate a spreadsheet that you can edit and then upload to your selected LMS.

E-BOOK (FOR CERTAIN PRODUCTS)

Select **KINESIOLOGY IN ACTION** titles include an integrated e-Book. To view this, click on the **E-BOOK** button next to the product on your Dashboard.

To access the e-Book, you will need a Vital Source account. If you have an existing Vital Source account, you can login using your Vital Source credentials.

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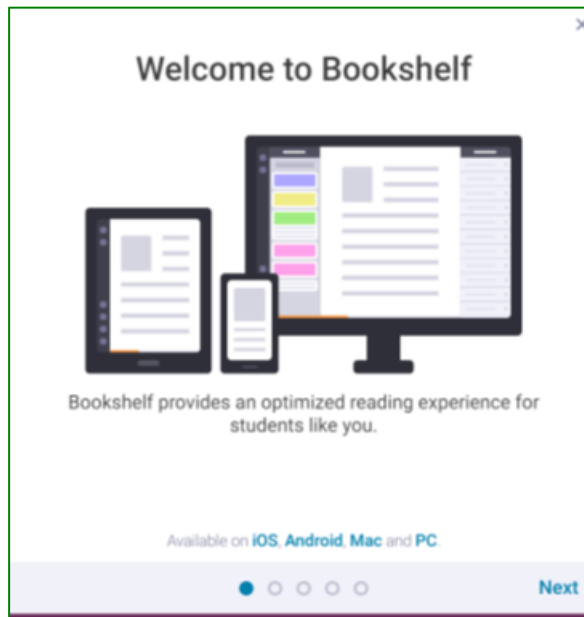
TECHNICAL SUPPORT

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 can be found 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.