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 DavisPlus account, you do not need to create a new one. Your DavisPlus 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.
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.

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.”
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.
### STEP 3
Enter the name of your course in the **CLASS TITLE** field.
This is a mandatory field.

```plaintext
Class Title: 
```

### STEP 4
Enter a description of your class in the **CLASS DESCRIPTION** field.
This is an optional field.

```plaintext
Description:
Welcome| 
```
**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.

![Date Selection](image)

**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).

![Gradebook Options](image)

**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](image)

**STEP 8**

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

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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.”

---

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

---
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.
### 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).
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.

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.

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.
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.

Or, select PREVIEW STUDENT CLASS to review content for a specific class you’ve created and customized.

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.

DELETE CLASS

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

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

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 DavisPlus, 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.
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.

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

<table>
<thead>
<tr>
<th>Lesson Name</th>
<th>Status</th>
<th>Grade (%)</th>
<th>Details</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundational Concepts of Kinesiology</td>
<td>Completed</td>
<td>67</td>
<td>View Details</td>
<td>0h 6m 27s</td>
</tr>
<tr>
<td>Spine</td>
<td>Completed</td>
<td>58</td>
<td>View Details</td>
<td>0h 16m 53s</td>
</tr>
<tr>
<td>Thoracic Cavity and Temporomandibular Joint</td>
<td>Completed</td>
<td>61</td>
<td>View Details</td>
<td>0h 10m 31s</td>
</tr>
</tbody>
</table>

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.
Class View

Selecting the **CLASS VIEW** shows you the average score and time spent in each lesson for the entire class.

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.

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**.
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.
If you did 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.
Or, you can create a new account from within **KINESIOLOGY IN ACTION**.

Add the book to your Vital Source bookshelf.
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.