

Cambridge courseware (CogBooks) Instructor Guide

Instructor Dashboard

This guide will review the instructor dashboard and highlight some of the key features in each report. The dashboard can be accessed by launching any assignment or by clicking “Advanced Tools” on the Courseware Tools page. The dashboard is divided into three different categories of reports: Enrollment and Usage, Activity and Progress, and Communication.



based on your courseware
Anatomy and Physiology I

Preview More Options

View class enrollment and usage trends.

- Class Enrollment and Activity Report:** View the enrollment and engagement of learners in this class.
- Content Effectiveness report:** View how content is being consumed by learners.
- Class Digest reports:** View weekly content usage trends of this class.

View all learner activity and progress in this class.

- Grade Center:** View learners' grade and progress with assignments in this course.
- Summary report:** View learners' progress with assignments in this course.
- Assessment report:** View learners' performance in the assessments.
- Progress report:** View the progress learners are making in this course.

Communicate with your class with one of these tools:

- Messaging tool:** Participate in and moderate learners' conversations.

Managing access to this class

- You can manage the access to this class for learners & Instructors using the college LMS. [Learn more](#)

Frequently accessed reports

- Download module report
- Download Assessment report

CogBooks Instructor Helpdesk
Find answers to common questions about using the instructor tools.

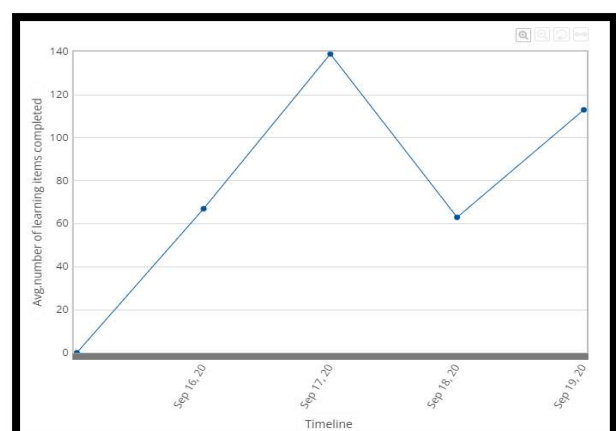
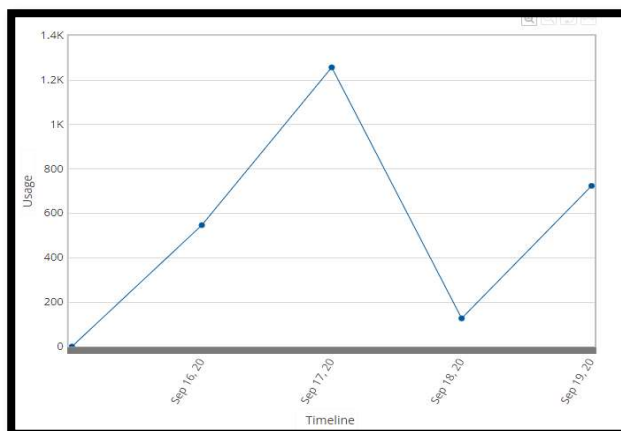
support@cogbooks.freshdesk.com
We reply within 24 hours on week days.

Enrollment and Usage Trends

Class Enrollment and Activity Report

This report reflects student engagement, it shows how often students are logging in and completing activities.

Institute	Course	Class	Signups	Logins	Usage	Items Completion	Avg. Time Spent (HH:MM:SS)
Cogbooks	Anatomy and Physiology I	Bio201 A&P I Test Class Fall 20	25	28	2656	382	00:00:04



Content Effectiveness Report

This report tracks how much time students are spending overall in the courseware and in each learning activity.

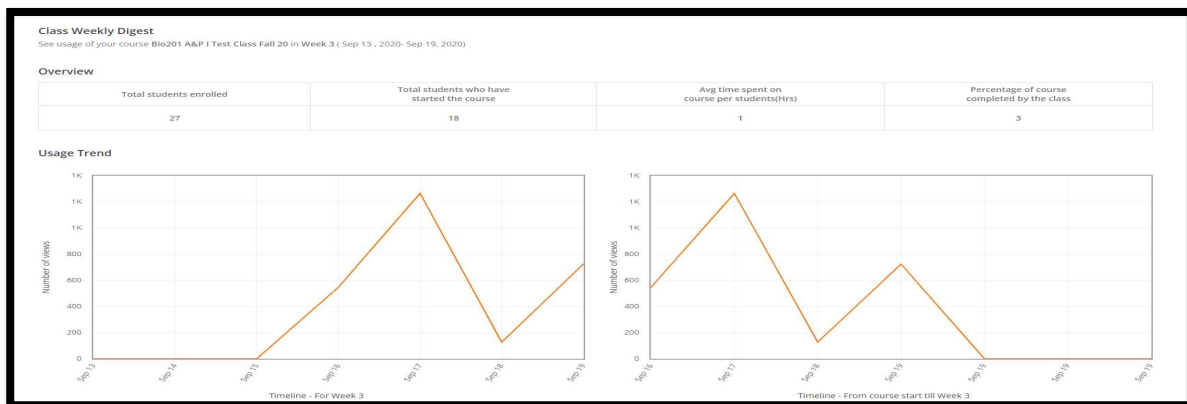
Content Engagement Data							
Course	Module	Learning Item	Content type	Total time spent (HH:MM:SS)	Avg time spent per user (HH:MM:SS)	Avg score per user	
Anatomy and Physiology I	Introduction to the Human Body	Exercise: Homeostasis - Glossary	TEXT	00:27:46	00:03:29	1	
Anatomy and Physiology I	Introduction to the Human Body	Anatomical Terminology	TEXT	00:03:07	00:00:04	1	
Anatomy and Physiology I	Chemical Level of Organization	Critical Thinking: Chemical Bonds	TEXT	00:05:18	00:00:16	1	
Anatomy and Physiology I	Chemical Level of Organization	Critical Thinking: Characteristics of Chemical Reactions	TEXT	00:01:04	00:00:06	1	
Anatomy and Physiology I	Chemical Level of Organization	The Behavior of Electrons in Human Body	TEXT	00:01:08	00:00:04	1	
Anatomy and Physiology I	Chemical Level of Organization	Chemical Bonds	TEXT	00:01:12	00:00:06	1	
Anatomy and Physiology I	Introduction to the Human Body	Exercise: Functions of Human Life - Glossary	TEXT	00:25:59	00:03:15	1	

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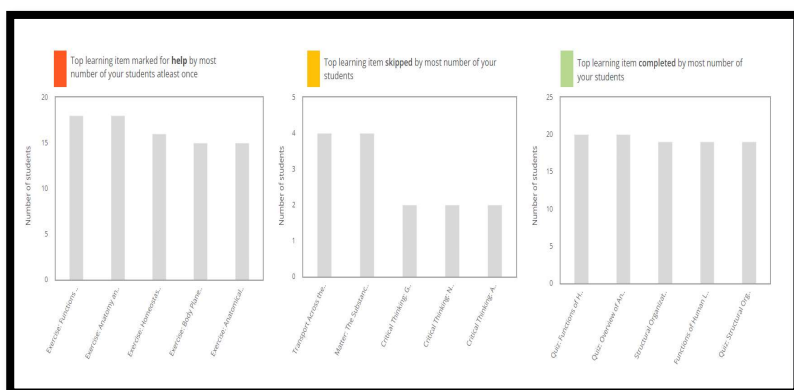
Class Digest Report

This report lets you view the weekly content usage trends of this class.

- There is a high-level overview of student engagement which shows the number of learning items viewed.



- The Topic Completion and Assessment Snapshots provide a more detailed breakdown of topic completions and show which assessments students struggled with the most.



Learner Activity and Progress

Grade Center

Allows instructors to see an overview of student's grades for each assignment. To see specifics, click on "View grade details" and the grade center for that student's assignment will open. There you can see the grade and what percentage of the assignment has been completed, as well as the completion status for each learning item

s | Grade Center

Dashboard_Demo

Note: It may take a few hours to recalculate and update the grades for learners' activity.

Gradebook [Download](#) View by Assignment Due Date: Oldest - Newest Search assignment

Student Name	Introduction to the Hum...	Chemical Level of Organi...	Cells
Ansar	0	0	0
QA test01	100.00	100.00	100.00
QAtest02	100.00	100.00	100.00
QAtest03	100.00	100.00	100.00
QAtest04	100.00	100.00	100.00
QAtest05	100.00	100.00	97.82
QAtest07	27.58 View grade details	0 View grade details	0 View grade details

CogBooks | Grade Center

DASHBOARD_DEMO Introduction to the Human...

Assignment: Introduction to the Human Body Worth 100 points

Grading Rubrics - Assignment Completion

- All learning items in this assignment should be **Viewed** to mark them as completed.
- All assessments in this assignment should be **Viewed** to mark them as completed.

Grade: 27.58 Grade is 27.58 of possible 100. Achieved by completing 8 out of 29 learning items.

Assignment Completion: 27.58% Achieved by completing 8 out of 29 learning items.

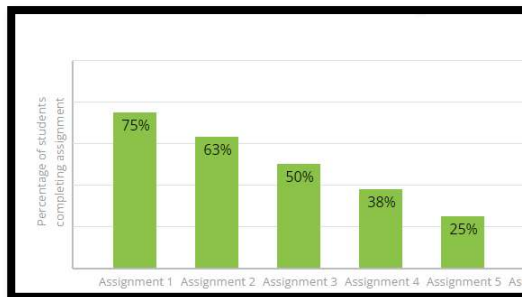
Grade Breakup

Course Material	Completion Status
Overview of Anatomy and Physiology	7 out of 7 items completed
Structural Organization of the Human Body	Not Started
Functions of Human Life	1 out of 7 items completed
Oxygen and Nutrients	Not Started

Summary Report

This report reflects the real-time progress of students, identifying which students are engaging with the material and which are not.

- The report can be downloaded by clicking the “**Download Details**” link in the top-right corner. It will show the progress as of any date and time.
- The first view once you enter this report from the dashboard shows an aerial view of progress at that moment in time.



[Download Details](#)

Complete

- After selecting a specific Topic and Sub-topic, you can then see a completion summary for each student. The left shows the percentage of the sub-topic that has been viewed and on the right, it shows the number of items that have been completed, viewed, need revision, and not viewed.

Overview of Anatomy and Physiology Overview of Anatomy and Physiology All Students Firstname.Lastname

Completion criteria

- All Learning Activities in this topic should be **VIEWED** to mark them as completed.
- All Assessments in this topic should have **VIEWED** to mark them as completed.

All Students - Completion Summary

Student	Percentage of Completion
Bio201_Demo18	100%
Bio201_Demo25	71%
Bio201_Demo03	100%
Bio201_Demo04	100%
Bio201_Demo08	100%
Sarah, Logan	43%

All Students - Learning Activity Summary

Sort by Student Completion

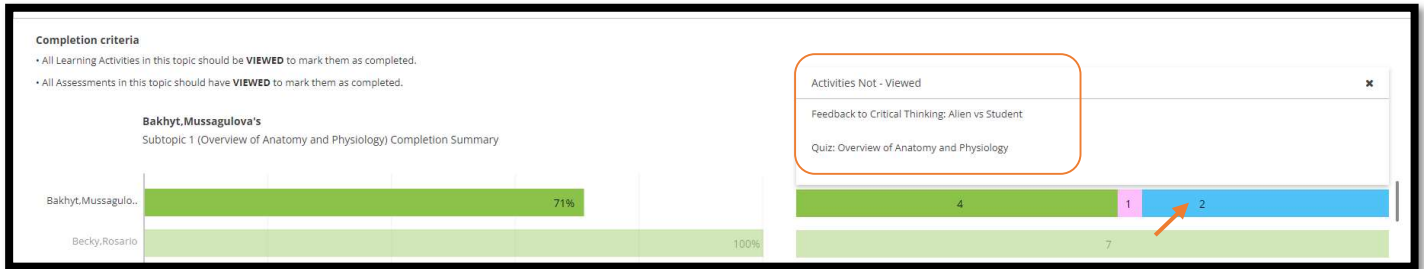
Student	Completed	Viewed	Needs-Revision	Not-Viewed
Bio201_Demo18	2	1	4	0
Bio201_Demo25	1	4	2	0
Bio201_Demo03	4	0	3	0
Bio201_Demo04	4	0	3	0
Bio201_Demo08	4	0	3	0
Sarah, Logan	1	2	4	0

Percentage of Completion of Overview of Anatomy and Physiology

Learning Activity

- Completed
- Viewed
- Needs-Revision
- Not-Viewed

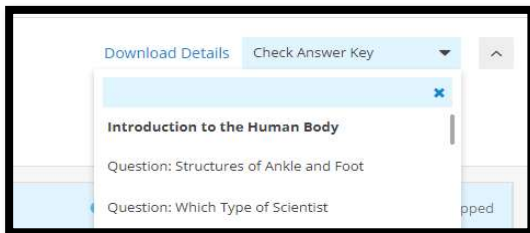
- Any student can be highlighted and by clicking on the color-coded category, you can see which specific learning items have been completed, viewed, needs revision, or not viewed.
- In this example, the student has viewed 71% of the learning items and there are two activities that have not been viewed.



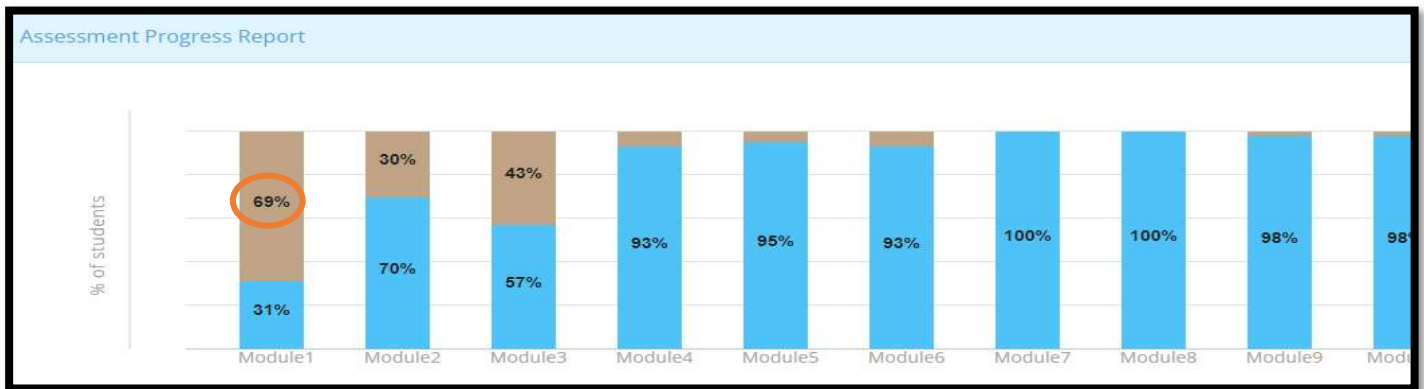
Assessment Report

This report reflects in real-time the Assessment performance of students. You can identify specific students that are struggling and understand item analysis. This is also another downloadable report.

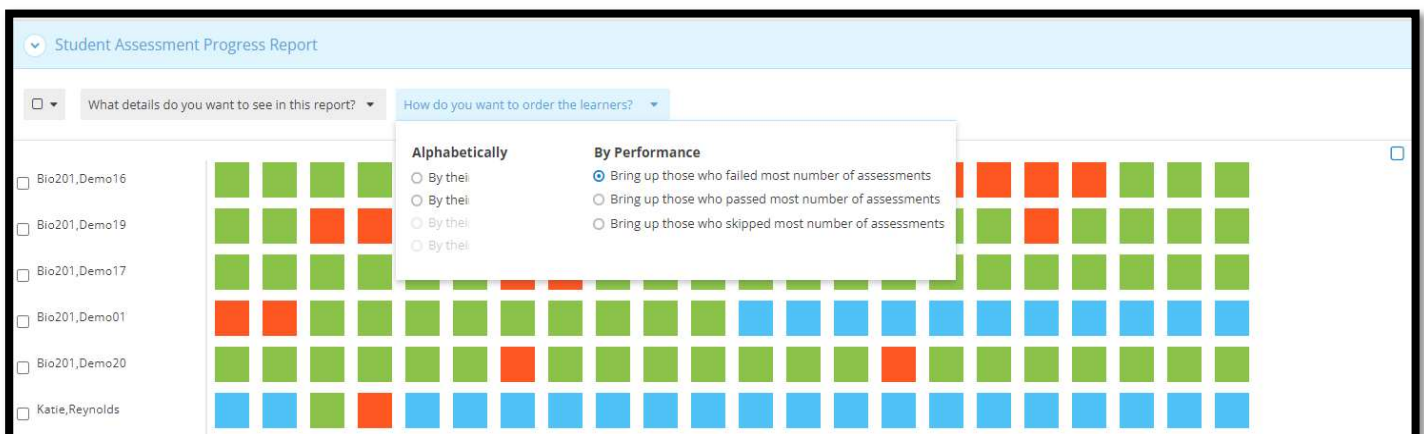
- An **answer key** is provided in the top right corner next to the **Download Details**.



- The **Assessment Progress Report** shows what percentage of the class has completed each topic. In the example below, 69% of students have completed Module 1.



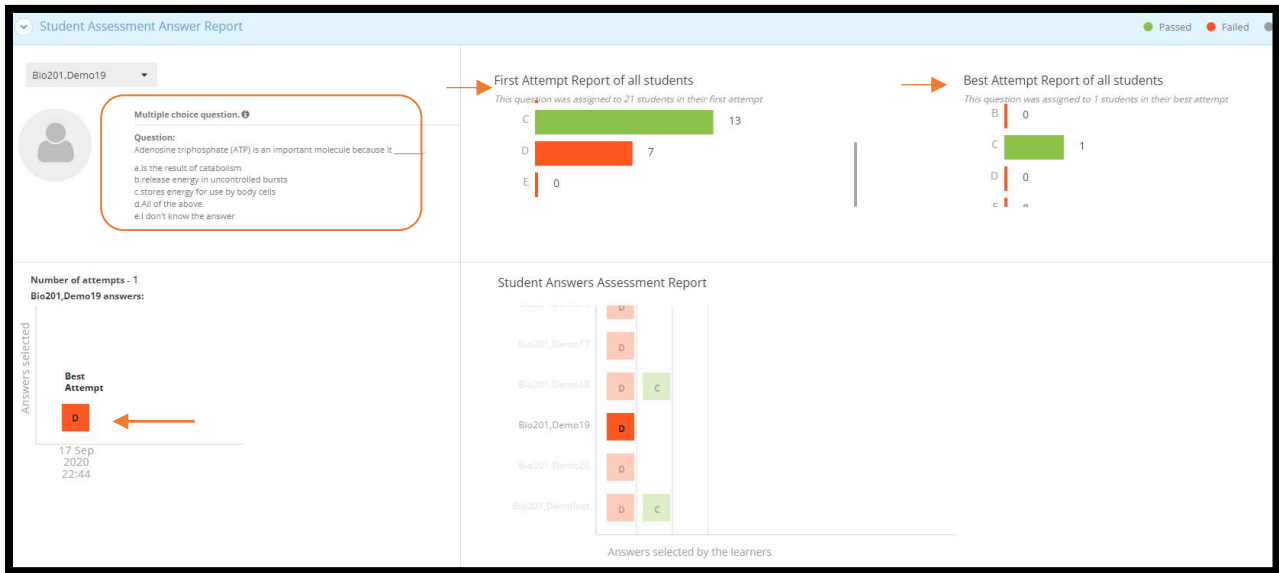
- Click on a topic to view class details in the **Student Assessment Progress Report**. This report shows the status of each of the assessments within that topic. Students can be sorted alphabetically and by performance.



- From the report, students can be selected and emailed.



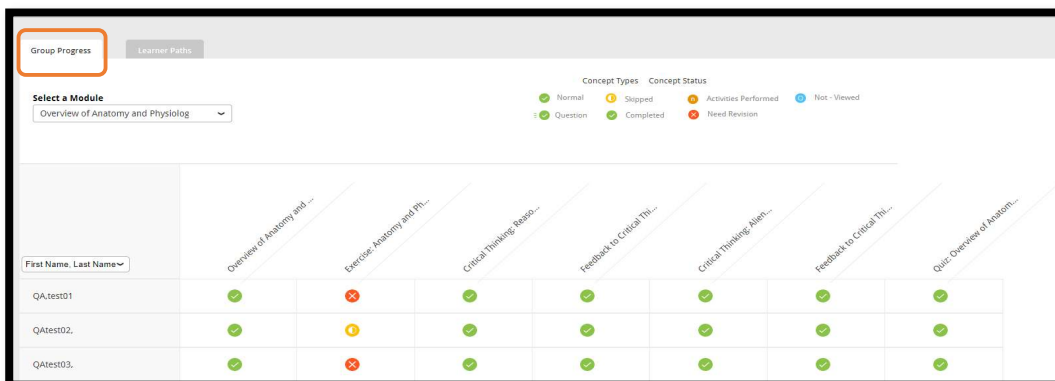
- Specific assessment questions can be analyzed by selecting the corresponding column and question. This can be done on a student level or class level.
 - **Student Assessment Answer Report** shows the question, the student's answer, the number of attempts, and which answer distractors caused students the most trouble.



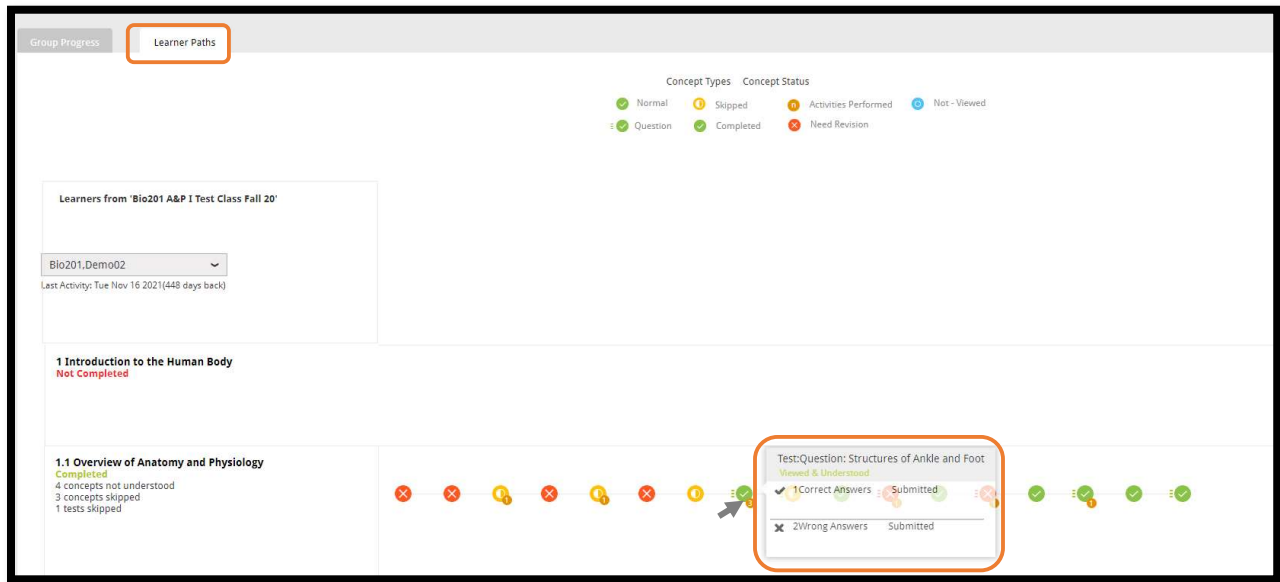
Progress Report

shows details about the learning path each student took, and helps identify students are failing and where they are succeeding.

- **The Group Progress** tab allows you to select a module and how well students performed on each item on the default learning path.



- **The Learner Path** tab allows you to isolate individual students and see how they performed on every activity in the course including which remediation they accessed. Hovering over each icon allows you to see the learning activity and clicking on ones that have a sub-script show you their specific response on an item.



Communication

Messaging Tool

This tool is used to receive messages from students. Within the courseware, students can use the “Ask your instructor” feature, and here is where the instructor can read and respond to these questions.

- New messages will be found in the inbox, click on the link to open and send a response.

