



Getting Started with Interactive Cases

Thank you for purchasing Cogent Education's Interactive Cases. This Getting Started guide provides assistance with the following topics:

- Activating your Class Subscription(s)
- Setting up your teacher accounts
- Setting up your classes and adding your students
- Understanding the hardware and software requirements
- Installing the software for your students

What is a Class Subscription?

A single Class Subscription allows you the use of one, three, or ten Interactive Cases in a single course section at your school. You'll need a subscription for each course section that uses Cogent software. For example, if you have a first period Biology class and a second period Biology class, you'll need two Class Subscriptions.

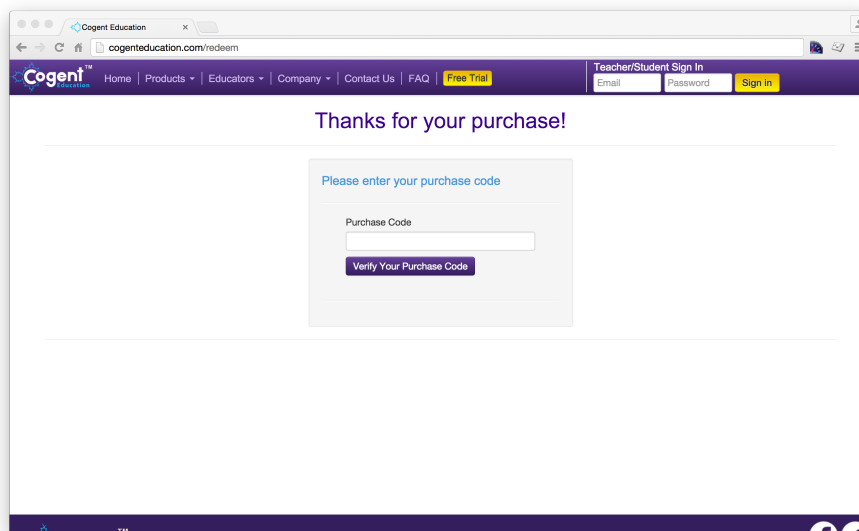
With a Class Subscription, you get:

- Unlimited installations — You can install Cogent Education software on laptops, school computer labs, student devices, and home machines.
- Unlimited usage for the term of your license — Your students can use Cogent Education's software as much as they want. You can use it as an introduction, homework, lab session, review, or for end-of-course test prep.
- Real-time access to student performance data at CogentEducation.com — Track your students as they use the scientific method to solve real-world problems.
- Formative analysis tools on CogentEducation.com — With these tools you can understand how your students improve or where they struggle.

Activating your purchase

a) Redeem your purchase code

To activate the account, go to <https://cogenteducation.com/redeem> and enter your purchase code. This purchase code is found on the welcome letter included in this packaging.



Important: Each Class Subscription provides access to one, three, or ten Interactive Cases for the 2015-2016 Academic School Year. The license terms begin once you click “Verify your Purchase Code”.

b) Create and verify your Cogent Education account

Once you’ve entered your purchase code, you’re asked for your first and last name, your school’s name, and your email address.

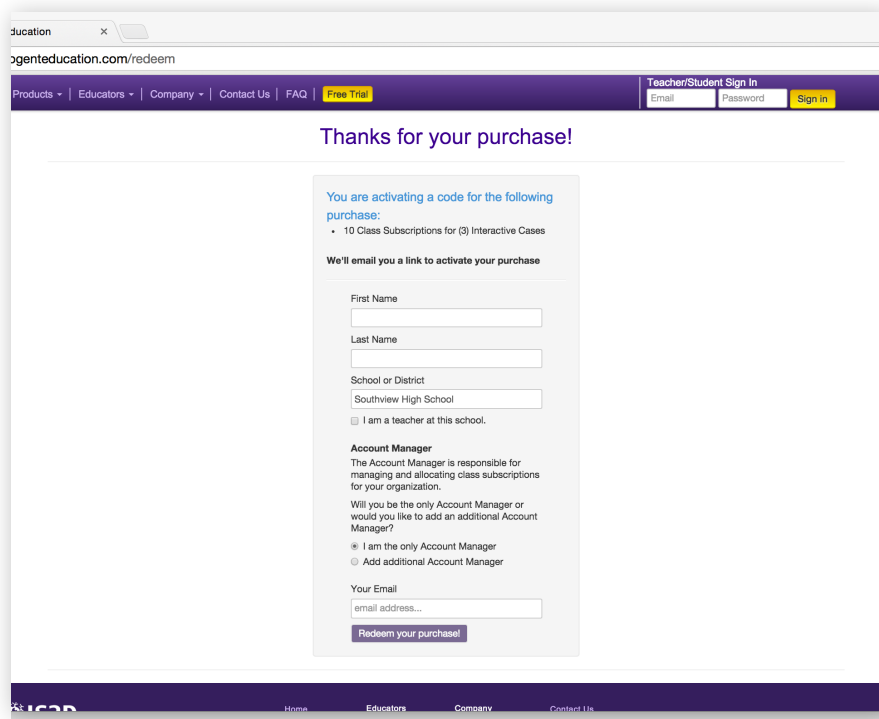
Are you a teacher?

Be sure to check the “I am a teacher at this school” checkbox if you’re a teacher and plan to use Cogent Education software in your classroom.

Do you want an additional Account Manager?

By activating the purchase, you're automatically an Account Manager for your organization. The Account Manager role can manage Class Subscriptions and has access to software downloads for the entire organization.

If you want someone else to also be an Account Manager — for example, an IT worker or another technically comfortable teacher — click “Add additional Account Manager.” Add that person's email address in the email address text box. This person will also receive an email invitation allowing him or her to create a CogentEducation.com account.



The screenshot shows a web browser window with the URL cogenteducation.com/redeem. The page has a purple header with navigation links: Products, Educators, Company, Contact Us, FAQ, and a Free Trial button. On the right of the header is a Teacher/Student Sign In section with fields for Email and Password, and a Sign In button. The main content area has a purple heading "Thanks for your purchase!". Below this is a light gray box containing the following text and form elements:

- You are activating a code for the following purchase:**
 - 10 Class Subscriptions for (3) Interactive Cases
- We'll email you a link to activate your purchase**
- Form fields: First Name, Last Name, School or District (with "Southview High School" entered).
- ☐ I am a teacher at this school.
- Account Manager**
The Account Manager is responsible for managing and allocating class subscriptions for your organization.
- Will you be the only Account Manager or would you like to add an additional Account Manager?
 - ☒ I am the only Account Manager
 - ☐ Add additional Account Manager
- Your Email
email address...
- Redeem your purchase!** button

The footer of the page is purple and contains links: Home, Educators, Company, and Contact Us.

Redeem your purchase

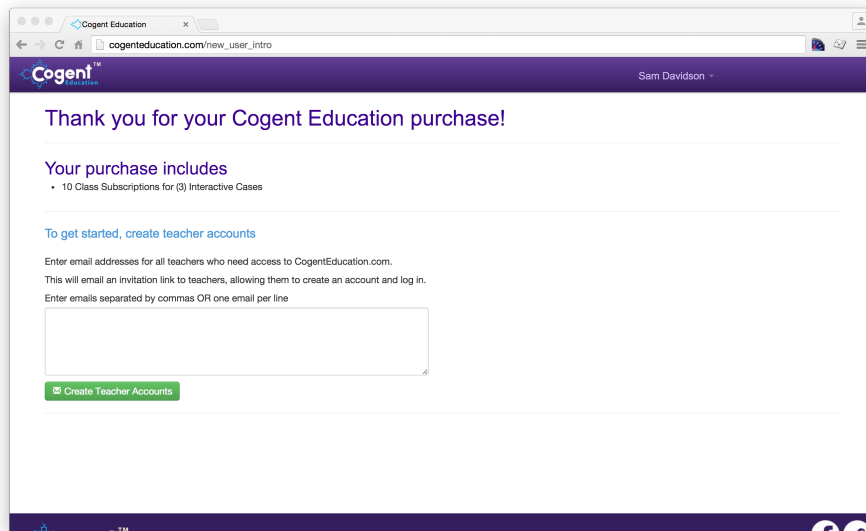
When you're done entering information in this activation window, click “Redeem your purchase!” An email will be sent to your email address to verify your email address. In that email, click Initiate Account to complete your Cogent Education account.

The email should arrive within a few minutes. If it doesn't, check your spam folders and contact help@cogenteducation.com for further help.

Set up Class Subscriptions

In the Cogent Education Account Invitation email you received when you activated your purchase, click the Initiate Account link. You're prompted to set a password for your CogentEducation.com account. Your login username is your email address.

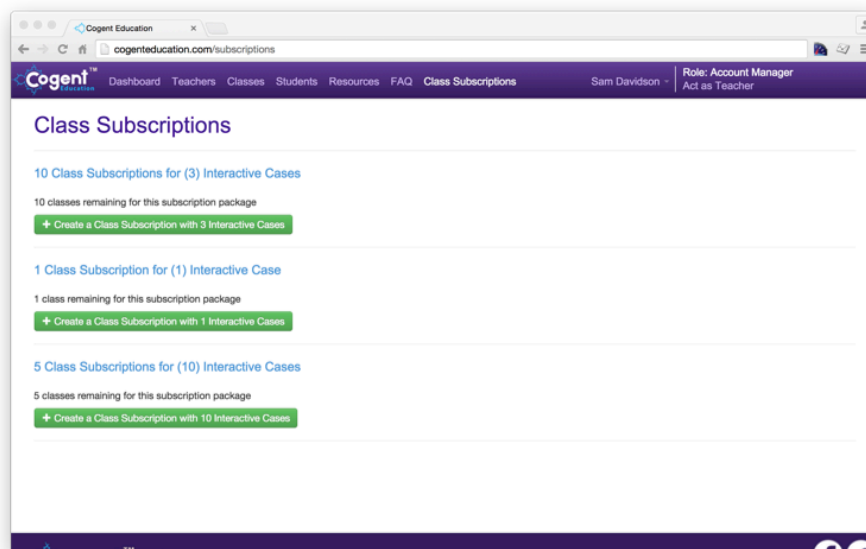
When you log in, you're prompted to add teacher accounts. Simply enter the email addresses of any teachers who should receive a Cogent Education Class Subscription. Each teacher then will receive an email invitation to create a Cogent Education account, similar to the email you received after activation.



After you add teacher accounts, you're ready to set up Class Subscriptions.

Click the green Create a Class Subscription button.

Take note of the number of Interactive Cases for each package, and be sure to assign the desired number of Interactive Cases to the appropriate teachers and classes.



The screenshot shows the 'Add a Class Subscription' page in the Cogent Education interface. The page has a purple header with navigation links: Dashboard, Teachers, Classes, Students, Resources, FAQ, and Class Subscriptions. The user is logged in as Sam Davidson, Role: Account Manager, Act as Teacher. The main heading is 'Add a Class Subscription' with a 'Cancel' link. Below the heading is a section 'Apply Subscription to a Class' with a 'Class Name' text input field and a 'Year' dropdown menu set to '2014-2015'. Under 'Teacher(s)', there is a note 'Choose multiple for co-teaching situations' and a list of email addresses with checkboxes: bsmith@southviewhigh.edu, kmiller@southviewhigh.edu, tfields@southviewhigh.edu, ljohnson@southviewhigh.edu, and Sam Davidson. At the bottom is a green button labeled '+ Save Class Subscription'.

Enter a name for the class, and assign it to a teacher. (You may choose multiple teachers if the class has co-teachers.)

Repeat these steps for each class that needs a subscription to Cogent Education software. The teacher chooses the Interactive Cases to use for each class when that teacher logs in to CogentEducation.com. (See “Teacher login.”)

The screenshot shows the 'Class Subscriptions' page in the Cogent Education interface. A green banner at the top says 'Class created'. The page title is 'Class Subscriptions'. Below the title is a link '10 Class Subscriptions for (3) Interactive Cases'. There is a table with the following data:

Edit Subscription	Teacher(s)	Class	Interactive Cases	Expiration Date
Edit Subscription	bsmith@southviewhigh.edu	Biology	This license doesn't have any Interactive Cases chosen yet (Teachers should add Interactive Cases)	05/22/2016

Below the table, it says '9 classes remaining for this subscription package' and there is a green button labeled '+ Create a Class Subscription with 3 Interactive Cases'.

Teacher login

Your teacher account

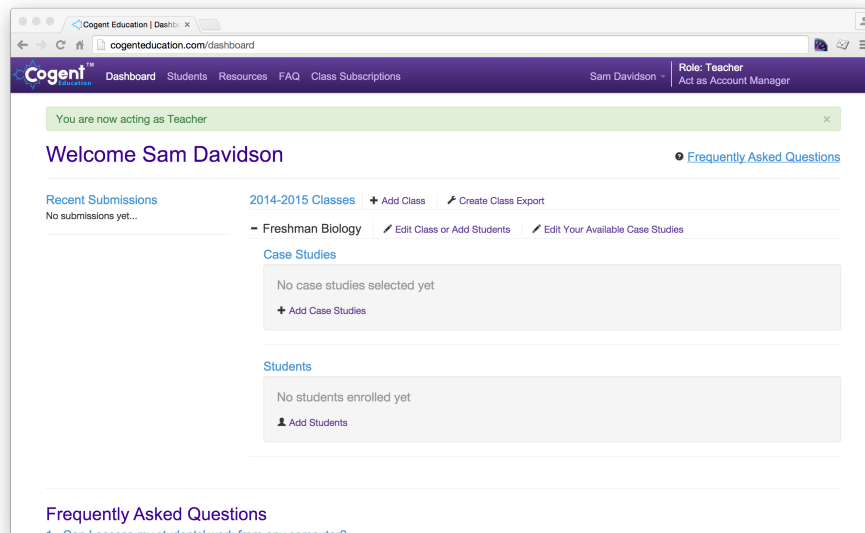
Currently, you're acting as an Account Manager, the role that allows you to manage Class Subscriptions and access all software your organization has access to. If you selected "I am a teacher at this school" during activation, you'll see an "Act as Teacher" link at the top right.

You use the Teacher role to add Interactive Cases to your class and invite students to your class.

Invited teachers

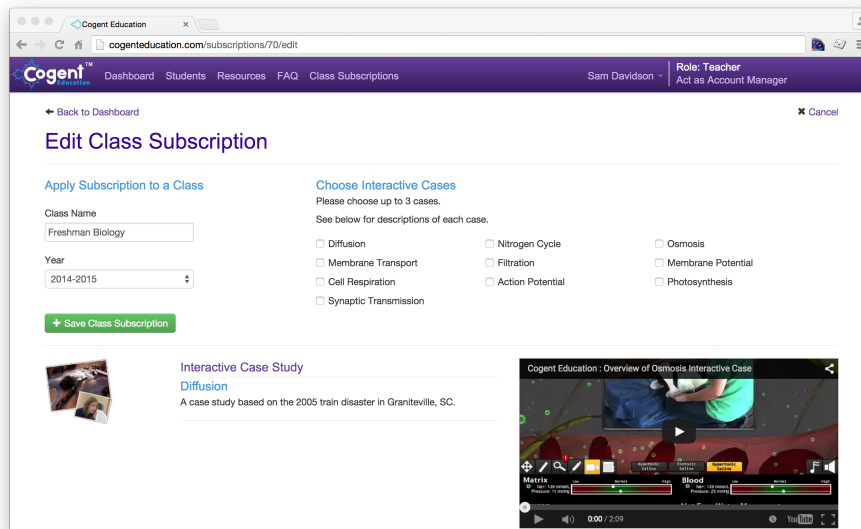
Teachers who you invited during the Class Subscription setup process receive an email invitation with a link allowing them to create a CogentEducation.com account. They set a password and log in just as you did during the activation process.

Setting up a class

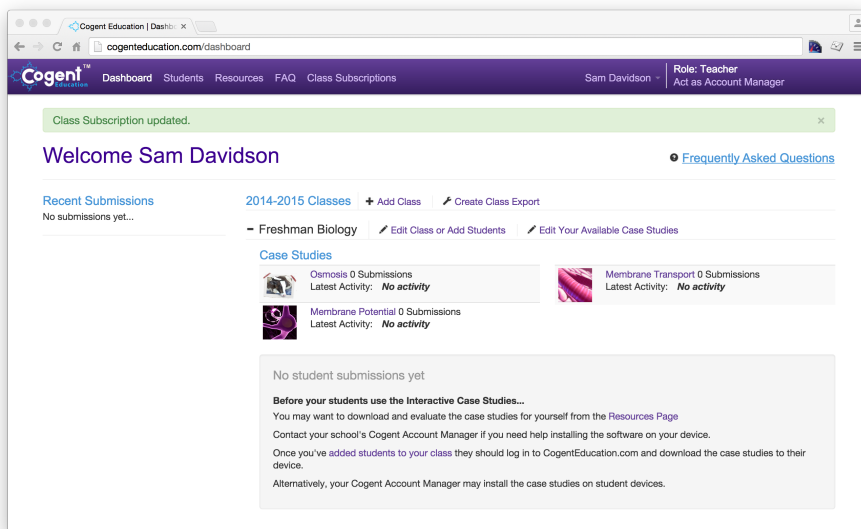


When you log in as a teacher, any classes the Account Manager has assigned to you are visible on the Dashboard. Click the Add Case Studies button below the "Case Studies" heading.

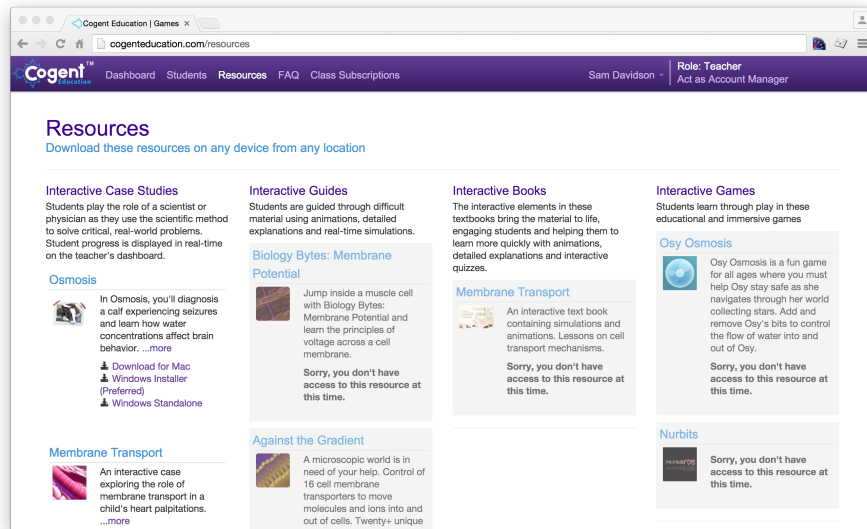
Choose the Interactive Cases you'd like to use in your class. Scroll down to see a preview video and brief description for each Interactive Case.



After selecting your Interactive Cases, you may want to download them from the Resources page and try them out for yourself. This way you'll know what to expect when your students use them.



All software downloads are accessible on the Resources page, which is linked in the hint paragraph below the Case Studies heading of a class.



Be sure to select the download appropriate for your device.

Adding students

Once you've selected Interactive Cases for a class, add students to the class by clicking the Add Students link below the class heading on the Dashboard. There are two ways students can be added to a classroom.

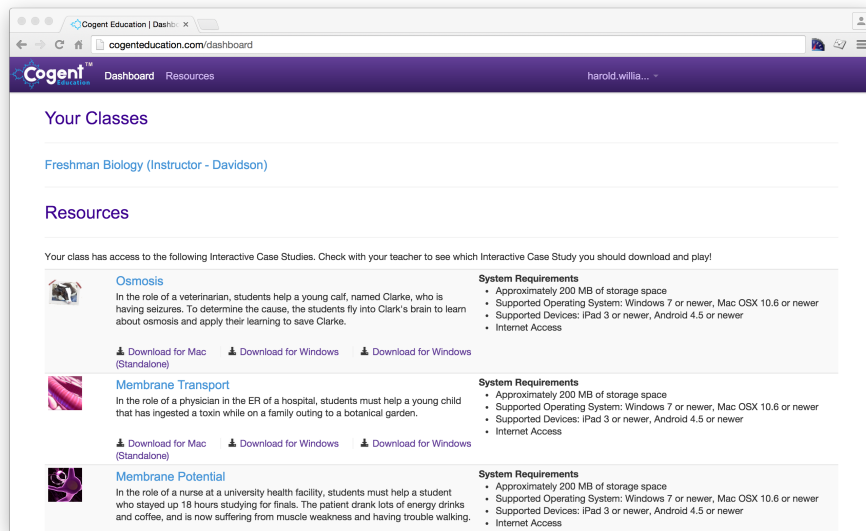
Add Students via Direct Email Invitation

Add your students' email addresses to the text box provided. This will send them an invitation to create an account on CogentEducation.com.

Add Students via Classroom Code

Direct students to <http://cogenteducation.com/studentsignup> and have them enter the code displayed on your class edit page under "Or let students add themselves." Students will then be prompted to enter an email address and set up a password for their account.

Once logged in, students can download any Cogent Education resources made available to them through the Class Subscription.



Hardware and software requirements

Cogent Education's Interactive Case applications require a one-time download and installation. We occasionally release updates to improve software reliability and will notify you of these updates through emails and our monthly newsletter. While recommended, installing these updates isn't required.

The applications may be installed on any school or student owned device for any registered Cogent Education user to run the application as part of the instruction of any licensed classroom. We recommend installing the application directly onto the device. We do not currently support installations using Windows Server's Application Server Role. Please refer to the Software Subscription License Agreement included with this packet for more details.

Platform recommendations

Platform	Windows PC	Apple OS X	Apple iOS Tablet	Google Android Tablet
Version	Windows 7 or later	OS X 10.7 or later	iPad 3 or later	Android 4.4 or later
Memory	2 GB	2 GB	–	–
Storage (per application)	400 MB	400 MB	200 MB	200 MB
Internet	Required	Required	Required	Required
Keyboard	Recommended	Recommended	Recommended	Recommended

Internet required

The Interactive Case applications require Internet access to authenticate student users and to send student answers and progress to teachers and administrators through CogentEducation.com. Without Internet access, your students won't be able to run these applications, and you won't receive reports on their activity.

Anytime, anywhere learning

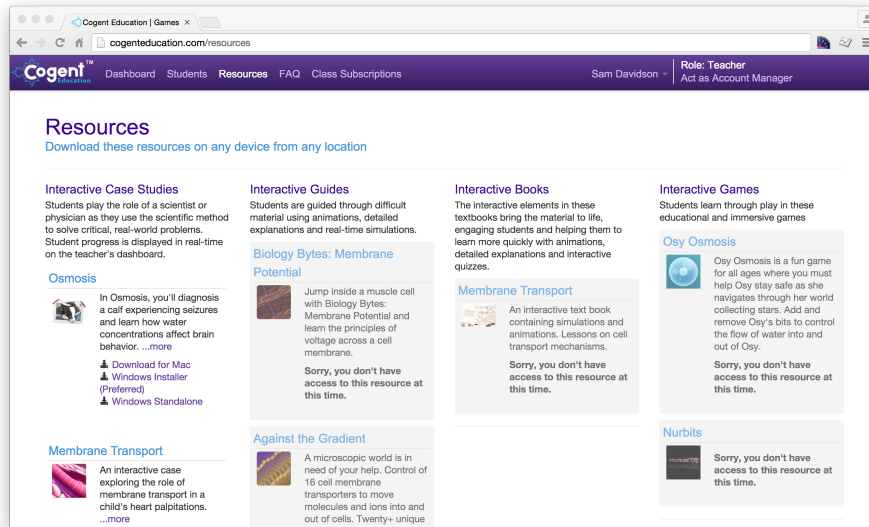
Students may run the applications from anywhere and on any applicable device. They're not tied to a single computer lab, laptop cart, or personal computer.

Platform support

Not all applications are available on all platforms. Some applications are restricted to Windows PCs and Apple's OS X systems. See the [FAQ](#) page for more detailed information at <https://CogentEducation.com/faq>.

Installing resources

To begin the installation process, log in to CogentEducation.com and go to the Resources page at <https://CogentEducation.com/resources>. The installation process varies for Windows, OS X, iOS, and Android users, so select the appropriate version.

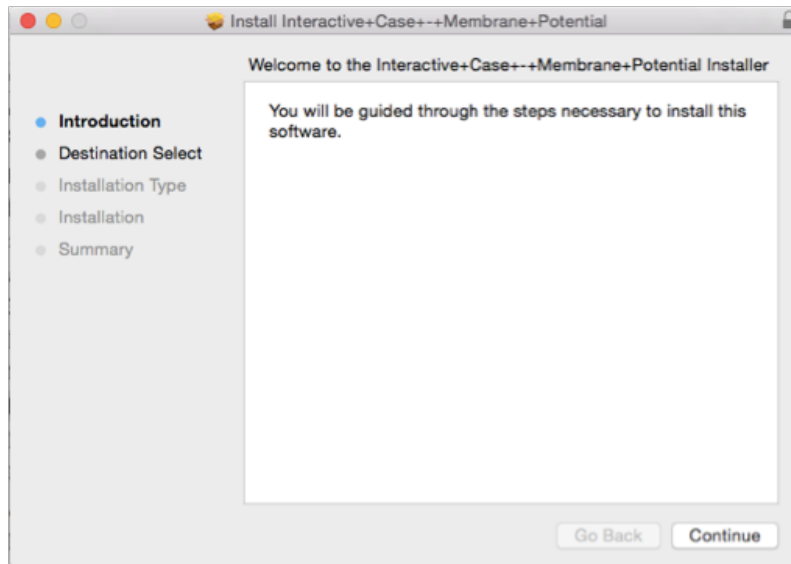


From the Resources page, you can download any resources licensed to you. When you click a platform link (e.g., “Download for Mac,” “Windows Installer,” or “Windows Standalone”), you’re directed to the appropriate downloadable files.

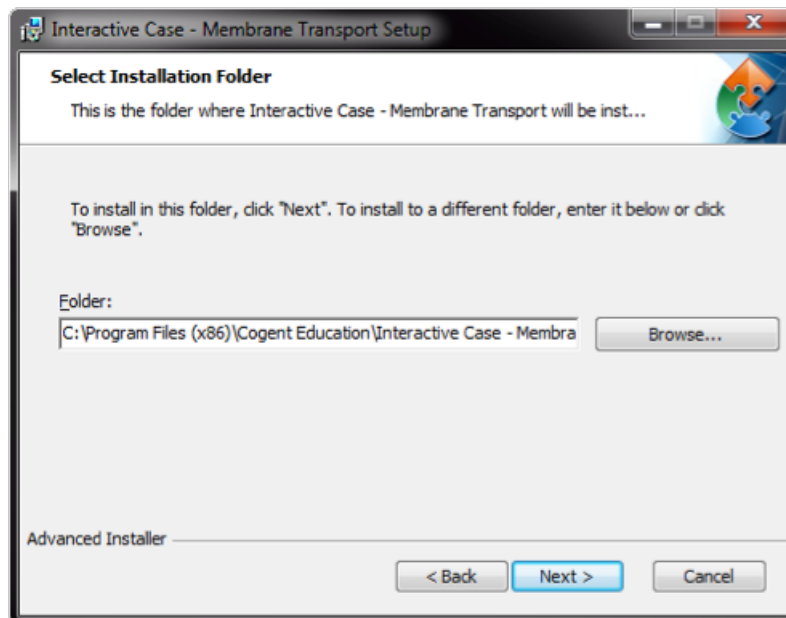
If your IT officer has a Cogent Education account, that person can download these files directly from the Resources page at <https://CogentEducation.com/resources>.

Download for Mac — A PKG installer will be downloaded. Once downloaded, double click the PKG to install the resource. Downloaded files are frequently saved to your Desktop or your Downloads directory. If you have trouble locating the file, use the OS X search bar found in the upper right corner of the screen and search for the resource topic. For example, search for 'Osmosis' if you downloaded the Interactive Case on Osmosis."

Once you double-click to run the installer, follow the instructions to add the resource to your Applications folder.



Windows Installer — These are Microsoft Installer (MSI) files. They're the formal installation method for Windows PCs and most appropriate when installing an application on a school computer for one or more users. IT administrators frequently use MSIs to simultaneously install an application on many devices. If you're installing your Cogent Education resources in a school computer lab or onto a laptop cart, you should deliver all MSIs to your school's IT officers.



Windows Standalone — These are compact downloads that can be run without installing them first. A standalone version can be very helpful if students lack administrative permission to install applications onto their Windows PC devices.

Testing your installation

Always test software after installation before directing students to use the application.

To test an application, start the installed application and attempt to log in using your Cogent Education teacher account. With a valid email and password, the application should authenticate and allow you to use the application as if you're a student user.

On Windows PCs, installed applications can be found under the Start Menu-> Cogent Education/Interactive Cases/.

On Apple OS X computers, installed applications can be found in the Applications folder in Cogent Education/Interactive Cases.

If you encounter a problem logging in, you may need to contact your IT officer or help@cogenteducation.com.

Common problems

- CogentEducation.com has been blocked by your institution.

Contact your IT officer to unblock the site.

- Your school is running a proxy server.

Contact help@cogenteducation.com. Your school will need additional configuration with help from Cogent Education.

Additional help

For more information, please refer to the FAQ link on Cogent Education's website. The FAQ includes helpful information for many commonly asked questions.

If you can't find what you need, call 1-877-654-1001, send an email to help@cogenteducation.com, or use the contact form at <https://CogentEducation.com/faq>.