

# CogniFit Manual for Schools and Teachers

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*This document serves as a reference for Schools whose interest is to evaluate and stimulate their students through an online platform for Schools. This manual contains a user guide for managing and using the education platform for schools and teachers*

Cognitive Assessment and Stimulation Programs for  
Schools and Educators Worldwide

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# 1 Introduction

This manual has been developed by the CogniFit team of scientists to provide schools and education professionals with useful guidance on how to use the [CogniFit Platform for Schools and Teachers](#).

Within the different sections of this guide, the educator will find all the information regarding CogniFit products, the use and operation of the platform, the process of acquiring and assigning licenses, as well as any relevant information that interferes with the proper use of the platform.

## 2 CogniFit Products

### 2.1 Cognitive Assessments

CogniFit assessments measure a range of cognitive skills from different cognitive processes such as memory, attention, perception, coordination, and reasoning. The cognitive assessments from CogniFit help to measure more than 20 cognitive abilities and generate a complete profile of the student/user.

CogniFit assessments consist of two parts, a questionnaire and an online task battery. Each of these tasks measures one or more cognitive skills.

The CogniFit program records student responses and measures results based on variables such as time, accuracy, or distance.

At the end of each evaluation, the educator can download a full results report. The report organizes quantitative information and presents it in easy-to-understand graphs.

### 2.1.1 General Cognitive Assessment (CAB)



The General Assessment Battery (CAB) helps schools precisely evaluate a wide range of abilities and detect cognitive well-being (high-moderate-low) in students.

With this tool, the educator can identify strengths and weaknesses in the areas of memory, concentration/attention, executive functions, planning, and coordination, as well as, discover the general cognitive profile of the

student.

For more information on the tasks and questionnaire involved in this test, as well as the cognitive skills measured, click [here](#).

This test is suitable for children 7+, teens, adults or seniors. The battery can be used cross-culturally, and for both males and females.

### 2.1.2 Driving Cognitive Assessment (DAB)



The Driving Cognitive Assessment (DAB) helps the educator evaluate the cognitive/ psychological processes involved in driving and assesses the driver's skills, abilities and performance. Educators use this assessment to evaluate the risk level or accident tendency index. This assessment takes 30-40 minutes to complete.

To find out more about the tasks and questionnaire involved in this test as well as the cognitive skills measured please click [here](#).

This assessment is appropriate for adolescents looking to obtain their license, as well as adults and seniors. The battery can be used cross-culturally, and for both males and females. It can be used to assess teens learning how to drive, driving adults, and seniors.

### 2.1.3 Concentration Cognitive Assessment (CAB-AT)



The Concentration Cognitive Assessment (CAB-AT) studies brain function, performs a complete cognitive screening and assesses the cognitive processes that influence concentration. This assessment takes 15-20 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click [here](#).

This assessment is suitable for children over 7 years of age, youth, adults, or seniors. The assessment can be used cross-culturally, and for both men and women.

### 2.1.4 Perception Cognitive Assessment (CAB-PC)



The Perception Cognitive Assessment (CAB-PC) helps educators to carry out a complete cognitive screening, to understand the weaknesses and strengths related to the functioning of perception. This assessment takes 20-30 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click [here](#).

This assessment is suitable for children over 7 years of age, youth, adults, or seniors. The assessment can be used cross-culturally, and for both men and women.

### 2.1.5 Memory Cognitive Assessment (CAB-ME)



The Memory Cognitive Assessment (CAB-ME) assesses the cognitive processes that influence the different types of memory. Educators can use this evaluation to quickly and accurately assess the cognitive processes associated with memory. This assessment takes 15-20 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click [here](#).

This assessment is suitable for children over 7 years of age, youth, adults, or seniors. The assessment can be used cross-culturally, and for both men and women.

### 2.1.6 Reasoning Cognitive Assessment (CAB-RS)



The Reasoning Cognitive Assessment (CAB-RS) tool helps educators quickly and accurately assess the cognitive processes associated with executive functions. This test allows us to carry out a complete cognitive analysis to understand the weaknesses and strengths of the functions related to reasoning. This assessment takes 20-25 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click [here](#).

This assessment is suitable for children over 7 years of age, youth, adults, or seniors. The assessment can be used cross-culturally, and for both men and women.

### 2.1.7 Coordination Cognitive Assessment (CAB-CO)



The Coordination Cognitive Assessment (CAB-CO) is a scientific tool that allows educators to carry out a complete screening, understand the cognitive strengths and weaknesses related to coordination, and evaluate motor-related ability. This assessment takes 20-30 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click [here](#).

This assessment is suitable for children over 7 years of age, youth, adults, or seniors. The assessment can be used cross-culturally, and for both men and women.

### 2.1.8 Reading Comprehension Cognitive Assessment (CAB-RC)



The Reading Comprehension Cognitive Assessment (CAB-RC) is a leading professional tool that allows to understand, through digitized neuropsychological tasks, the state of the different mental abilities related to reading comprehension. The results obtained in this test show relevant information about the state of the cognitive skills involved in reading comprehension (low-medium-high). This assessment takes 10-15 minutes to

complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click [here](#).

This assessment is suitable for children over 7 years of age, youth, adults, or seniors. The assessment can be used cross-culturally, and for both men and women.

### 2.1.9 Academic Cognitive Assessment (CAB-A)



The Academic Cognitive Assessment (CAB-A) was created specifically for schools, with the objective of exploring the cognitive profile of each student to observe their cognitive abilities. In addition to this, the assessment also measures students' motivation in school and academics. This assessment takes 30-35 minutes to complete.

For more information on the tasks and questionnaire involved in this assessment, as well as the cognitive skills measured, click [here](#).

This assessment is suitable for school-aged children from 7-18 years old. The assessment can be used cross-culturally, and for both boys and girls.

## 2.2 Cognitive Training

CogniFit's cognitive training tools help activate, exercise, and strengthen important cognitive processes (attention, memory, executive functions, coordination, reasoning, and perception) and the cognitive skills that integrate them. The duration of the training sessions is between 10 to 15 minutes.

After each session, the educator can review the scores obtained through different tables and graphs. These indicate the evolution of the student session after session. This brain training program is based on cognitive reserve and [brain plasticity](#) to improve cognitive performance through online games. CogniFit offers a series of fully personalized online cognitive stimulation trainings tailored to the strengths and weaknesses of each student/user.

CogniFit training sessions consist of two games, whose function is to train the weakest cognitive skills and an assessment task, which measures one or more of the cognitive skills based on the results of the training games.

The system is ready to collect the results that the user will obtain. The results of each session are recalculated and the training is adjusted to each student's level. This allows the educator to monitor their cognitive status in real time.

### 2.2.1 Personalized Brain Training



The Personalized Brain Training option allows the educator to stimulate, train, and rehabilitate the principal cognitive abilities (perception, attention, memory, reasoning, etc.).

The Personalized training option permits the educator to select a specific training program. To do this, the educator must choose the **Personalized Cognitive Training** option on the CogniFit Platform for Schools. It is important to keep in mind that the educator can choose the amount of time the student will train, as well as the period of time between training sessions.

For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.2 Cognitive Training for Standardized Exam Preparation



This is a training designed to help develop a broad range of mental processes involved in studying, such as: working memory, non-verbal memory, planning, or processing speed. All of these cognitive abilities are necessary for completing assignments, projects, or studying, and the help improve mental agility.

As with the other trainings, the training for exam preparation is a personalized training that adapts to the user's needs.

For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.3 Memory Brain Training



This training is designed specifically to measure and train the different types of memory such as working memory, phonological short-term memory, contextual memory, visual memory, short-term memory, non-verbal memory, and naming.

CogniFit automatically modulates the complexity and type of memory rehabilitation tasks, adjusting the cognitive demands of games to the unique characteristics of each student.

For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.4 Reasoning Brain Training



This training is designed to stimulate planning and other cognitive skills related to executive functions. It has been designed to help the student mentally anticipate the actions they take during their daily life. The executive functions used for mental planning are a series of processes which allow us to perform complex activities such as planning our daily tasks, adapting to change, or process complicated information. Each of the sessions that the student carries out will be totally personalized and adapted to their needs.

This tool measures and trains a total of 3 cognitive skills through various games and tasks. The cognitive skills that it trains are: shifting, planning, and processing speed.

For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.5 Reading Comprehension Brain Training



This training helps to stimulate reading comprehension skills. It measures and trains a total of 3 cognitive skills and like all other workouts, the reading comprehension training is fully personalized.

The cognitive skills that this training measures and trains are: short-term visual memory, working memory and short-term phonological memory.

For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.6 Concentration Brain Training



Concentration training helps develop a wide range of cognitive processes such as inhibition, divided attention, focused attention and updating.

Concentration training is specifically focused on training cognitive skills needed to process information and perform in daily activities. The training adapts the level of tasks to the student's needs.

For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.7 Driving Brain Training



This training can help improve cognitive skills that studies have found are linked to driving. These skills are: divided attention, focused attention, width of field of view, hand-eye coordination, visual scanning, estimation, shifting, inhibition, short-term visual memory, reaction time, focused attention, and divided attention.

This training for driving skills is completely personalized and adapts to the student's needs. For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.8 Perception Brain Training



This training is specifically designed to help strengthen perception skills, specifically spatial, visual, and auditory perception, as well as visual scanning, estimation, visual field, and recognition.

The perception training from CogniFit can help to stimulate, exercise, and rehabilitate the various types of perception. Each session adapts to the level and needs of the student. For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

## 2.2.9 Coordination Brain Training



CogniFit has developed a training specifically for training motor coordination, with the aim of helping to stimulate and rehabilitate our physical coordination. This training consists of diverse exercises for children, adolescents, adults, and seniors.

This training measures and trains hand-eye coordination, response time, and more, through a series of games and tasks. As with our other training tools, the coordination training adapts to the level of each student. For more information about this brain training and the cognitive abilities it helps to stimulate, click [here](#).

# 3 General Information

## 3.1 Introduction

This manual provides a step-by-step guide to accessing the [CogniFit Platform for Schools and Teachers](#), testing the cognitive skills, and analyzing results.

The CogniFit Education Platform was designed to help educators track the cognitive activity of a student throughout the course of the sessions. Through various exercises and assessments, CogniFit for Schools provides the educator with information about the evolution or cognitive changes in the student during the treatment.

- ❑ The Education Platform for Schools and Teachers can be used for students of any age (7+)\*, from any country or background, any gender, race, or culture.
- ❑ Students may require previous understanding of internet or technology usage. If the student does not have the required knowledge, they may not be able to complete the training correctly.

*\*Some tests are only for adults, 18+*

The student will perform the test either in their home or at a testing center supervised by the education professional or a team member. It is not necessary to have a supervisor present while the student performs the assessment, however it is highly recommended.

## 3.2 Customer Support

For help of any kind, the educator or the student may contact support staff at [support@cognifit.com](mailto:support@cognifit.com).

There is a messaging service (chat) available on the CogniFit homepage to answer any questions the educator or their students may have.

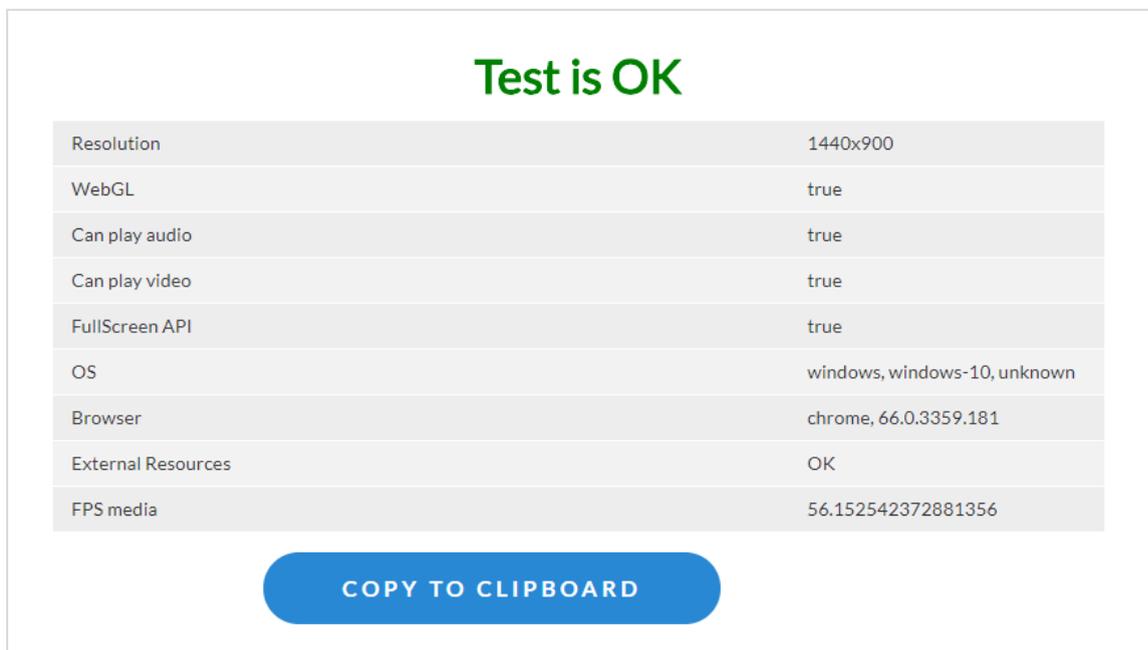
Additional copies of this manual are available on the CogniFit Education Platform and upon request.

## 3.3 System Requirements

### 3.3.1 Automatic Systems Check

In order to properly complete the program, the educator and the student will need to ensure that their computer is compatible with CogniFit online platform. Please review the following requirements below or [click here](#) to do an automatic system check (recommended). For more information, see below.

If the computer is suitable for CogniFit, the following image will appear:



The screenshot displays a system check interface. At the top, it says "Test is OK" in green. Below this is a table with the following specifications:

Resolution	1440x900
WebGL	true
Can play audio	true
Can play video	true
Fullscreen API	true
OS	windows, windows-10, unknown
Browser	chrome, 66.0.3359.181
External Resources	OK
FPS media	56.152542372881356

At the bottom of the interface is a blue button labeled "COPY TO CLIPBOARD".

### 3.3.2 Technical Requirements

#### Computer (CPU)

- Check to make sure that the computer is turned on and connected to the Internet, either via WiFi or Ethernet cable.
- CogniFit recommends that the assessments and trainings be done on a desktop computer, but the students may also use a laptop computer.

- ❑ The CogniFit Education Platform is not available for iPhone, iPad, or Android. However, the student platform is available for these devices.
- ❑ Please make sure that the students are training on one of the devices supported by CogniFit.

CogniFit is a multi-platform tool available for desktops. For specific computer requirements, please click [here](#). If there are any questions, contact our support team at [support@cognifit.com](mailto:support@cognifit.com).

## Internet

- ❑ CogniFit is an online program and requires a stable broadband internet connection, preferably 1.5 Mbit/s or better and an Internet browser that can play audio and video and allow WebGL.
- ❑ Google Chrome, Mozilla Firefox, Safari, or Edge are recommended web browsers.
- ❑ Unsure if the system meets the requirements for the educator or student? Contact the CogniFit support team or the education professional in charge.

## Auxiliary Devices

- ❑ The student will need a keyboard, a mouse, and access to speakers, preferably headphones.
- ❑ Check that all of these devices are properly connected to the computer. Try typing, clicking, and testing the volume before starting.
- ❑ If the mouse and keyboard are wireless, make sure that the batteries work and will not fail during the assessment.

# 4 Session Preparation

This section explains how to create an account, add students, and change profile settings. The educator must take into account the entire process including the prerequisites they need and perform a test before sending a license to their students. We recommend that you continue to read to make better use of this tool.

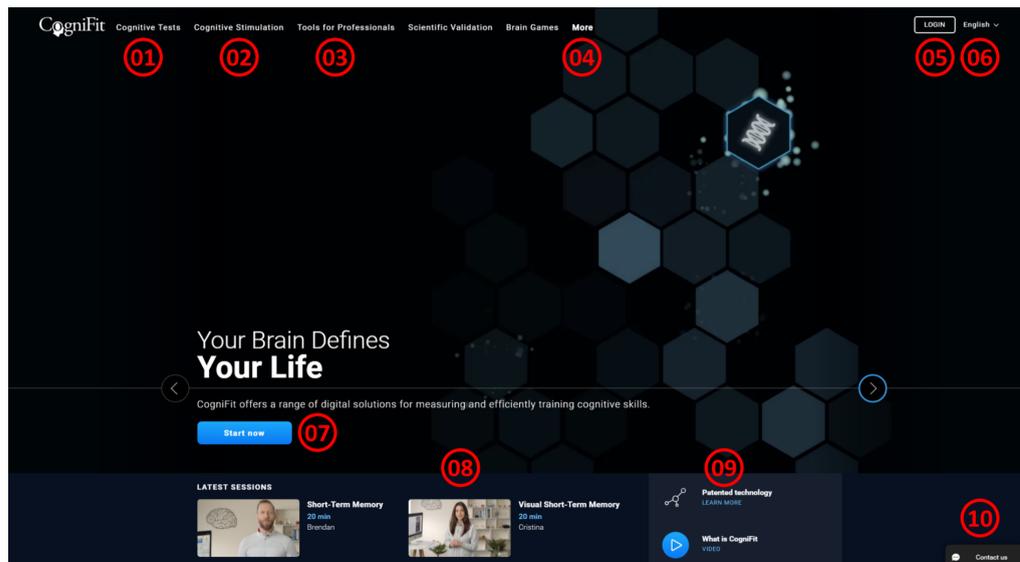
## 4.1 Homepage

The homepage is: [www.cognifit.com](http://www.cognifit.com)

On the top right the user will see the language (English) (this setting will change depending on the location from which the web page is opened).

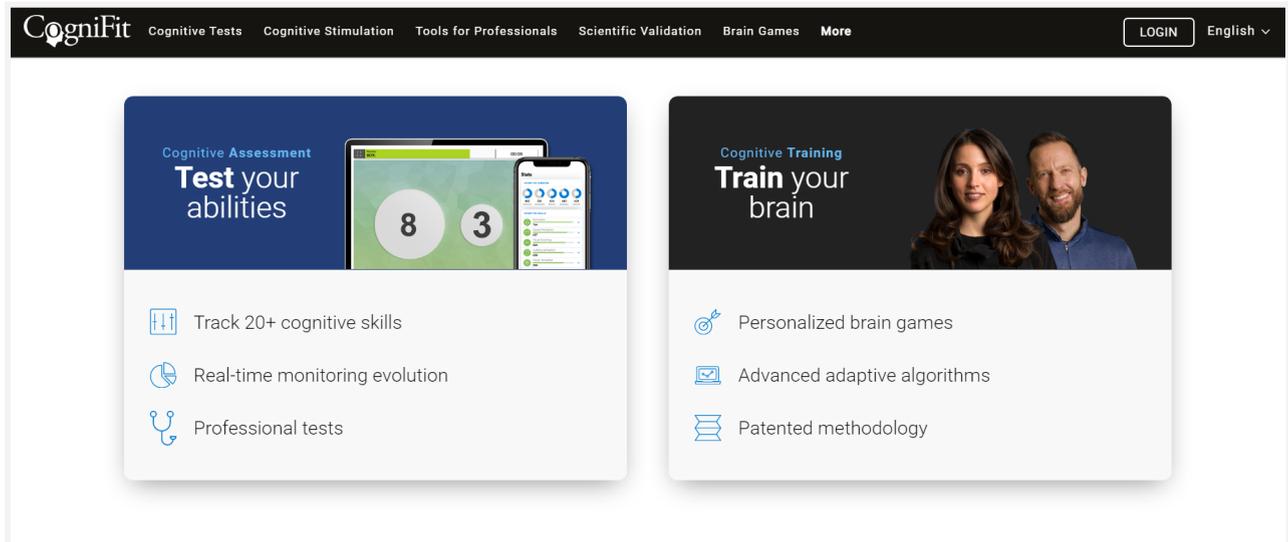
Click on the language that appears on the screen and a drop-down menu will appear. Change this option to translate the page into any of 18 languages available.

Described below are the different parts that make up the CogniFit home page.

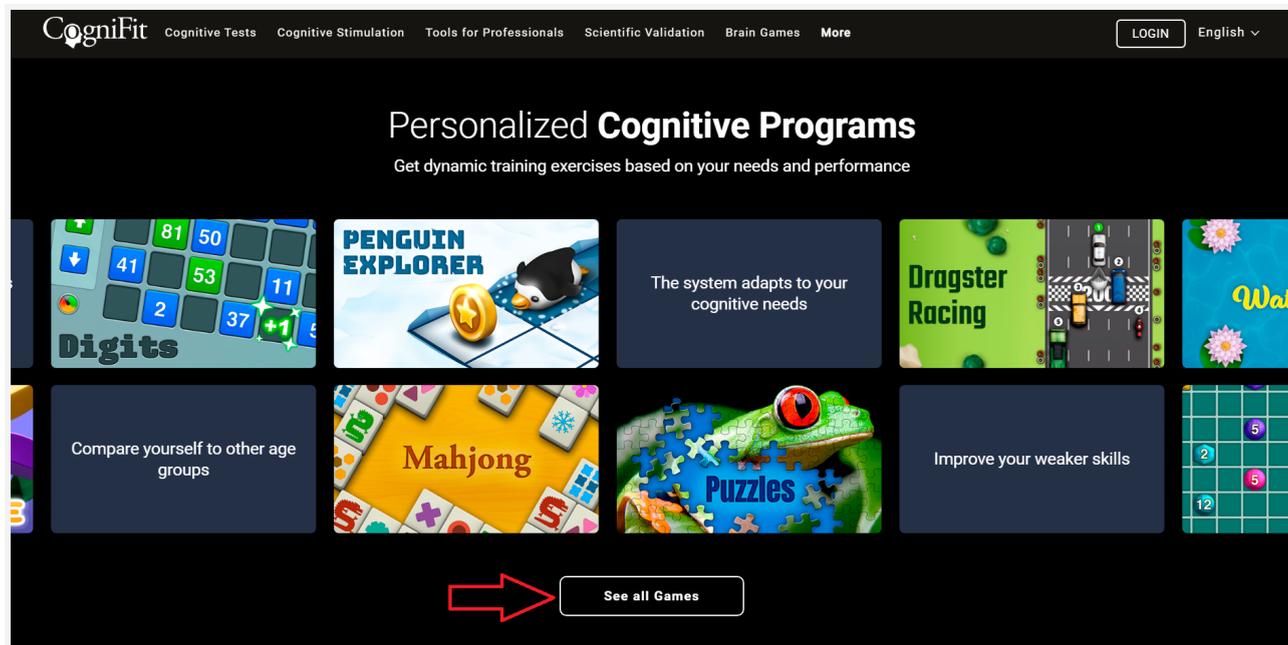


1. **Cognitive Tests:** Here the user can see the cognitive tests CogniFit offers.
2. **Cognitive Stimulation:** Information about the various types of training programs for children and adults and the cognitive abilities the cognifit evaluates and stimulates.
3. **Tools for Professionals:** This section contains detailed information regarding the different types of CogniFit professional accounts (Healthcare Professionals, Educators, and Researchers).
4. From this tab you can find more information about CogniFit, read our scientific studies, view news on our Blog, explore help articles, consult our prices, and find contact information.
5. **Login** button for registered users.
6. Dropdown menu for **changing the language** of the platform.
7. **Registration button for individual users** (non-professionals). This button for individual registration may also be used by people who have been invited by professional users or owners of a family account.
8. **Latest Video Coach sessions** from CogniFit.
9. Information about **scientific validation** and a **video about CogniFit**.
10. **Real time chat:** Both educators and students can contact us with any questions and the team will respond as soon as possible.

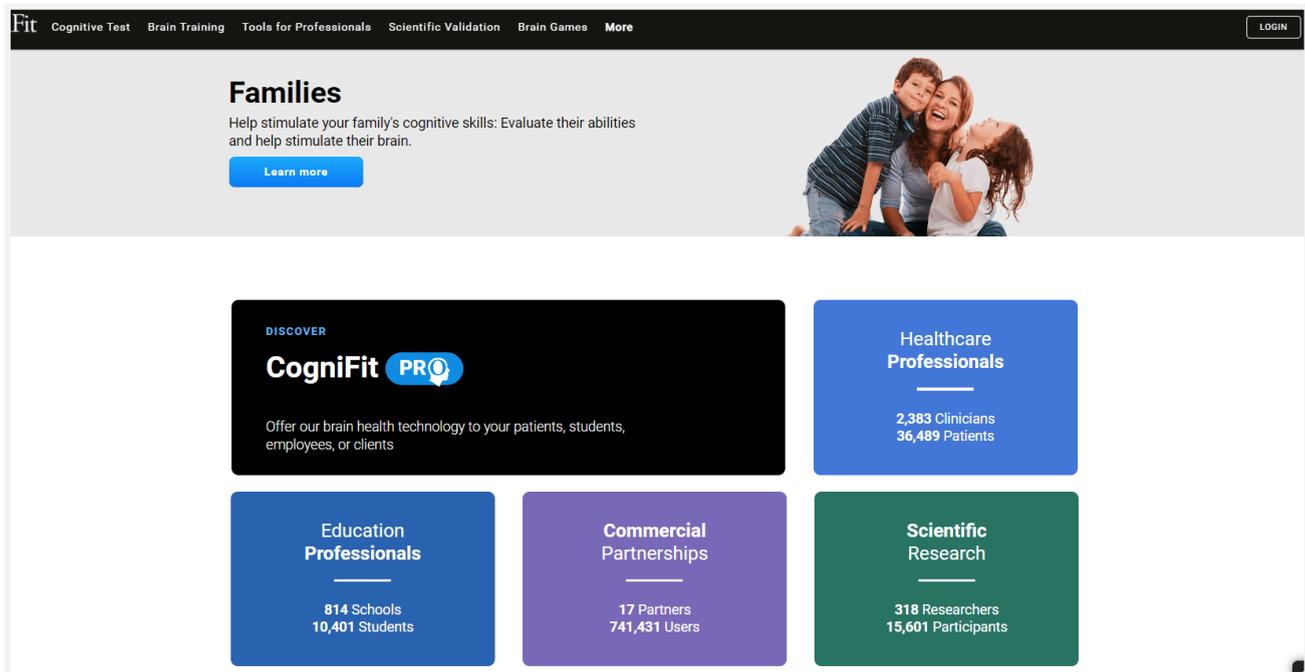
If you scroll down the page, you will also see information about all the programs available on the platform. To view information on all available assessments or training programs, select and click the appropriate option.



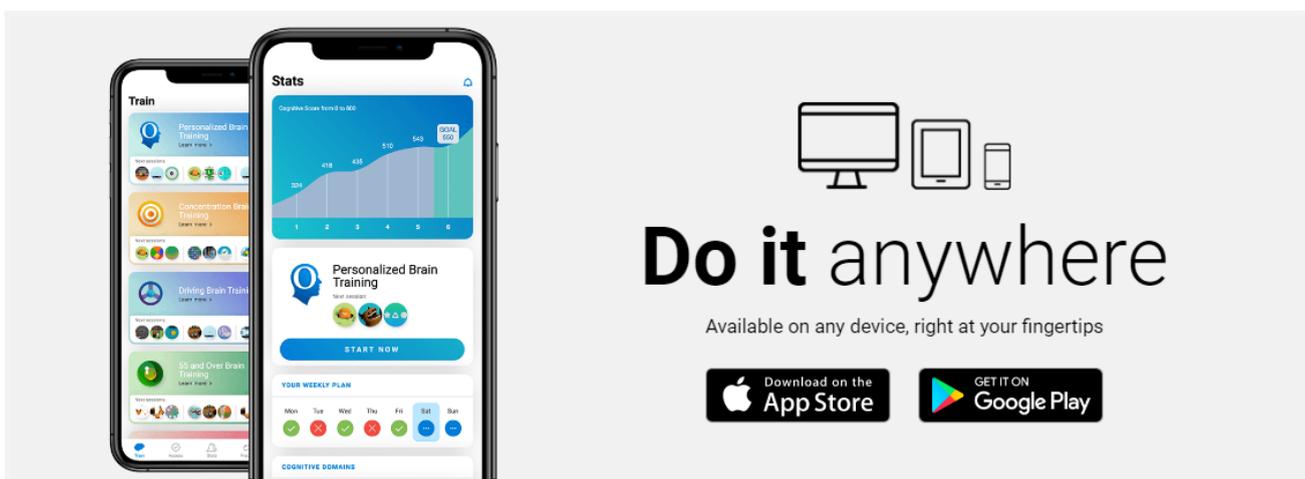
On the CogniFit home page there is also the possibility to try our cognitive games for free, by clicking on the icon of the game you are interested in, and read the information about each game.



At the bottom of the home page you will see a list of available platforms. Clicking on the platform icon will take you to that platform's page.



The Platform for Education Professionals is only available on the web version of CogniFit. However, your students may also use mobile devices for assigned assessments and training. Students can download our application for iOS and/or Android by clicking on the link at the bottom of the home page.



## 4.2 Creating a School account for educators

### School Account (for Educators)

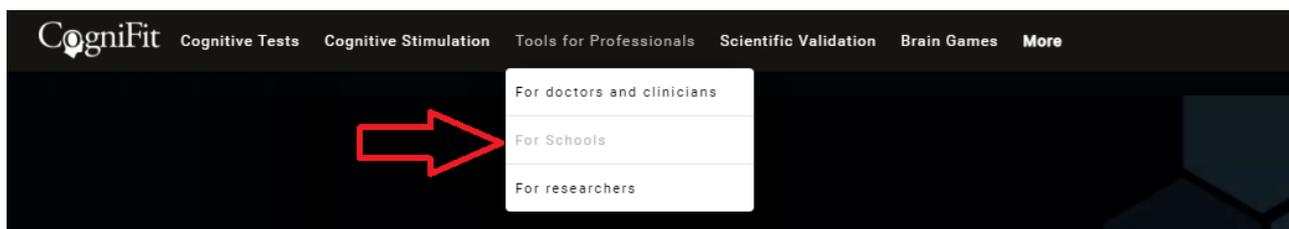
CogniFit has a program designed specifically to help educators to evaluate and train the cognitive capabilities of their students. Before beginning, the educator should create an account in the [Educator platform](#).

**Attention:** It is only possible to register for the Platform for Schools and Teachers using a personal computer or laptop browser. This option is not available in the CogniFit mobile apps.

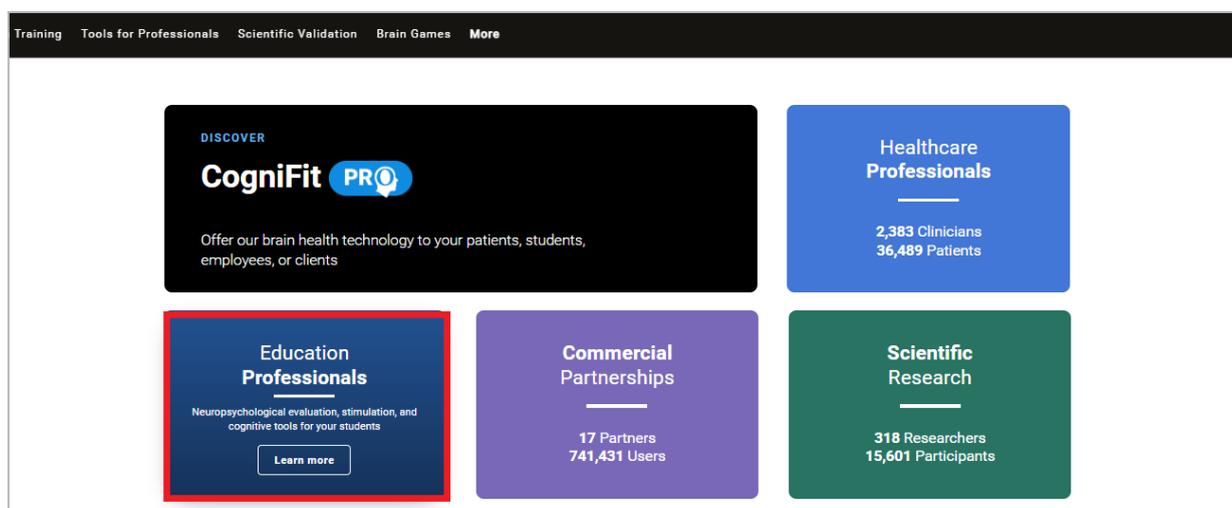
#### 1) Access the CogniFit Education Platform

You can create an educator account on the Platform for Schools and Teachers by [accessing the platform directly](#) or from the [CogniFit home page](#).

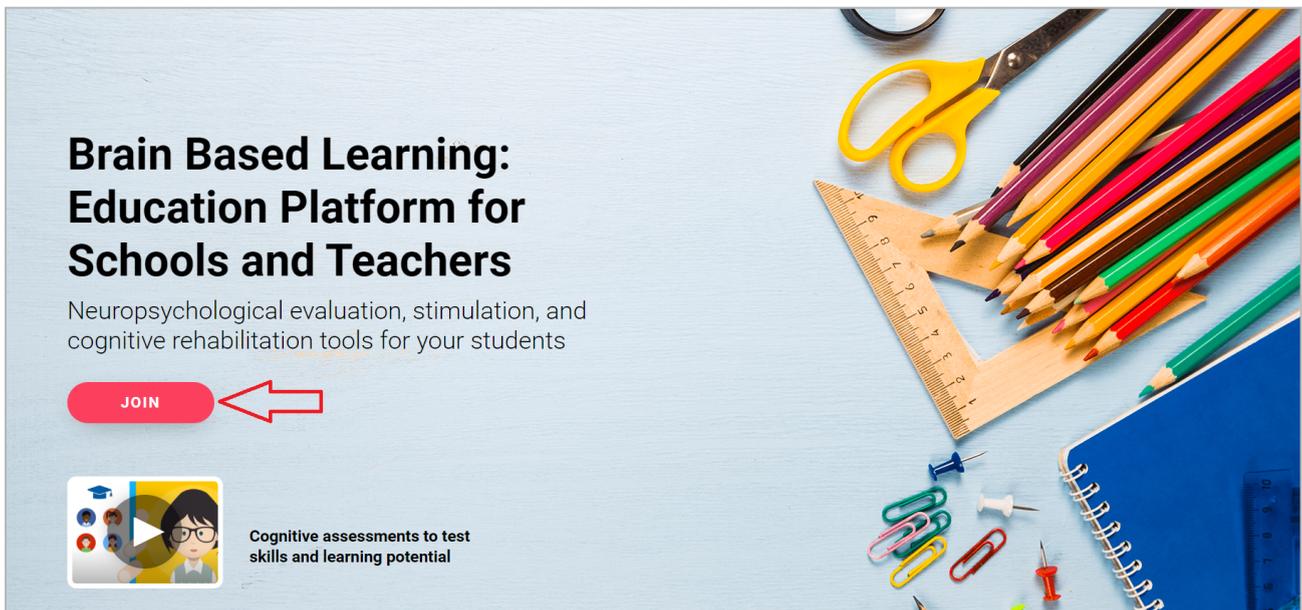
To register from the CogniFit home page choose the option "**For Schools**" in the "**Tools for Professional**" tab at the top of the screen.



Or scroll down the CogniFit home page until you reach the "**Education Professionals**" section, hover your mouse over the platform icon and click the "**Learn More**" button.



2) From the [Education platform page](#), click on the JOIN button.



**Brain Based Learning:  
Education Platform for  
Schools and Teachers**

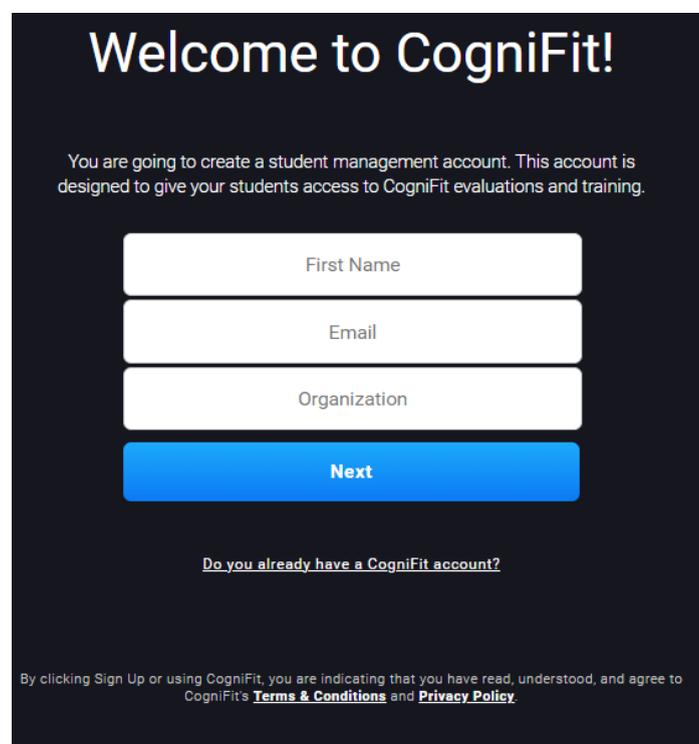
Neuropsychological evaluation, stimulation, and cognitive rehabilitation tools for your students

**JOIN**

Cognitive assessments to test skills and learning potential

3) Enter the requested information

Enter your name, email address, and education center and click **Next**. This email address will be used to send you important account information and student progress.



**Welcome to CogniFit!**

You are going to create a student management account. This account is designed to give your students access to CogniFit evaluations and training.

First Name

Email

Organization

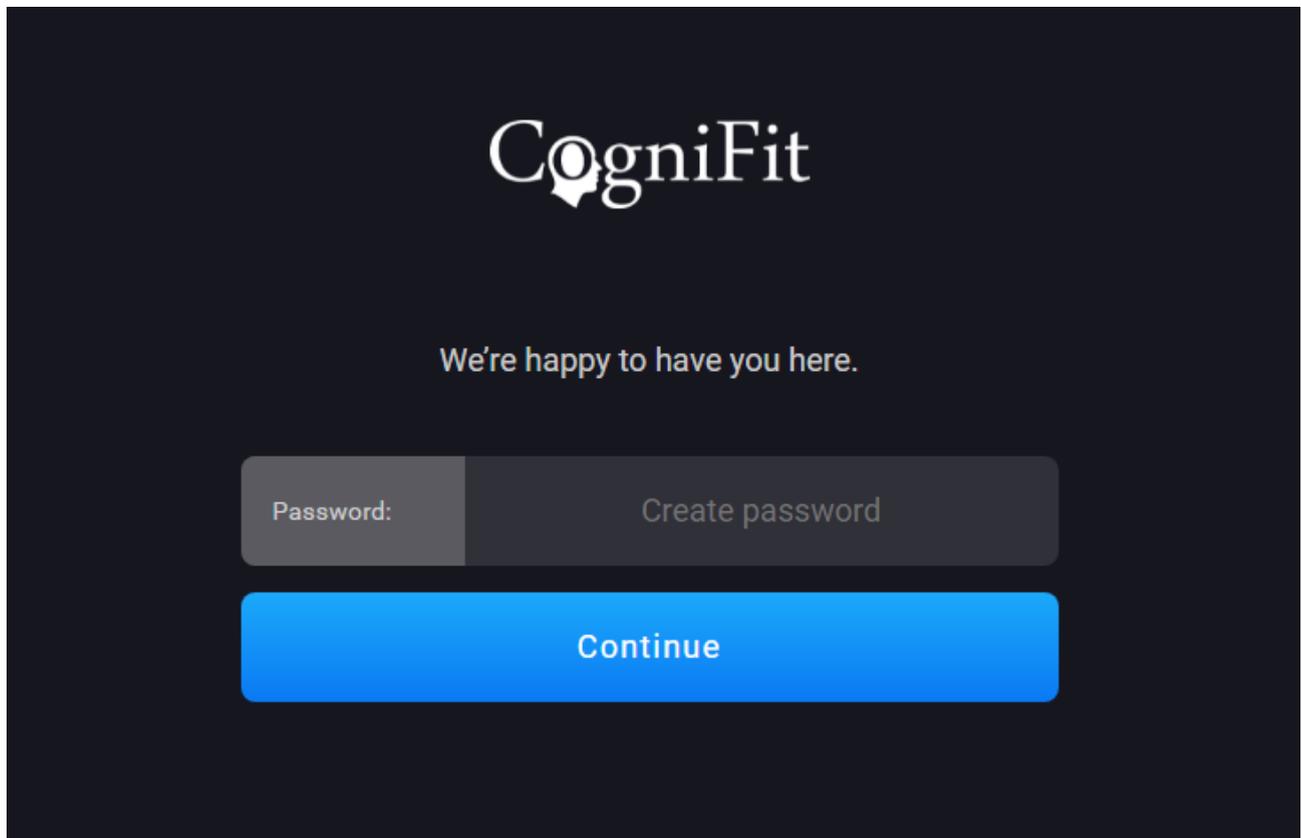
**Next**

[Do you already have a CogniFit account?](#)

By clicking Sign Up or using CogniFit, you are indicating that you have read, understood, and agree to CogniFit's [Terms & Conditions](#) and [Privacy Policy](#).

#### 4) Create a password

Choose a password. Please note that the password must be at least 6 characters long.  
Click on **Continue**.

A screenshot of the CogniFit password creation interface. The background is dark blue. At the top center is the CogniFit logo in white. Below the logo, the text "We're happy to have you here." is displayed in a light grey font. There are two input fields: the first is a grey box with the label "Password:" and the second is a grey box with the label "Create password". Below these fields is a large, bright blue button with the word "Continue" written in white text.

Congratulations, your account is now set up!

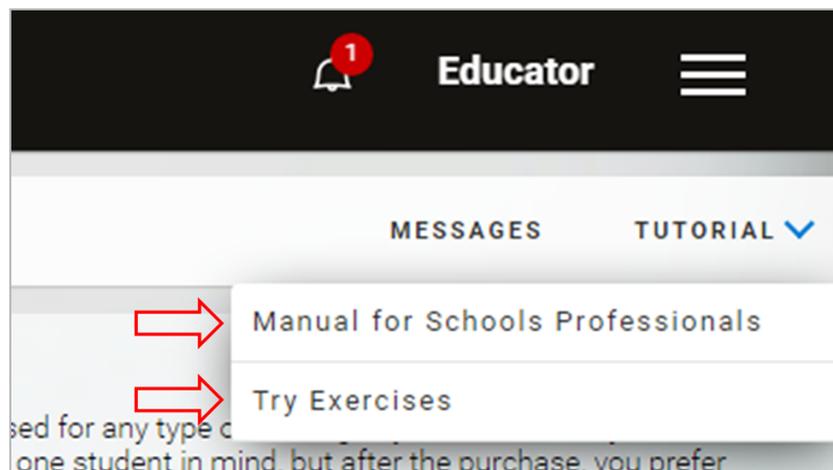
If you have any questions, you can contact our support team by writing to the online chat from the home page, or by sending an email to [support@cognifit.com](mailto:support@cognifit.com).

CogniFit products are available in 18 languages and tests may vary slightly from language to language. Also, some products may not currently be available in the desired language.

### 4.2.1 Purchasing Licenses (Assessment and/or training)

- ❑ Before adding the student to the account, the educator needs to purchase assessment and/or training licenses.
- ❑ We recommend that the educator use one or two licences to configure 'tester accounts' and do a walk-through of the platform before using the tool with their students.
- ❑ When the educator assigns an assessment or training program (subscription) to a student, they will use one license. These licenses are transferable, but the educator will not be able to see the information once a student is deleted. For more information, see the FAQ section.

On the home page of their account, the educator can test the cognitive games included in the CogniFit programs for free and also download this user manual.



To be able to assign licenses to students, for evaluation and/or training, the educator will need to purchase them. Follow the steps below to purchase licenses.

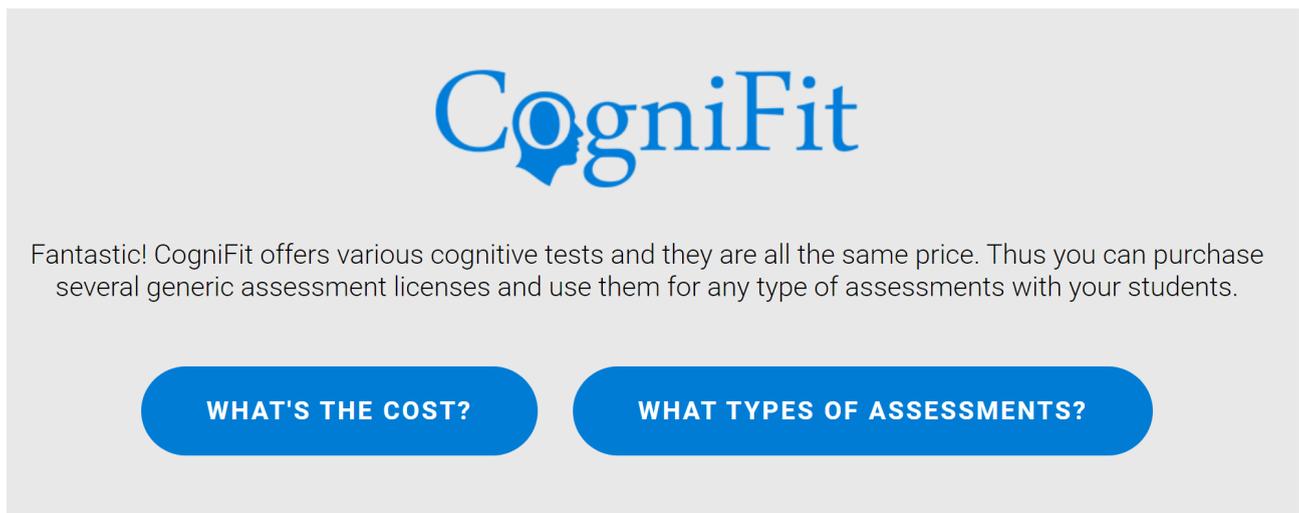
### 1) To get assessments/evaluations

The licence allows the use of any assessment. The educator may purchase the number of necessary licenses and afterwards select the desired assessment. Click on the **Cognitive Assessment** button to purchase the assessment licenses.



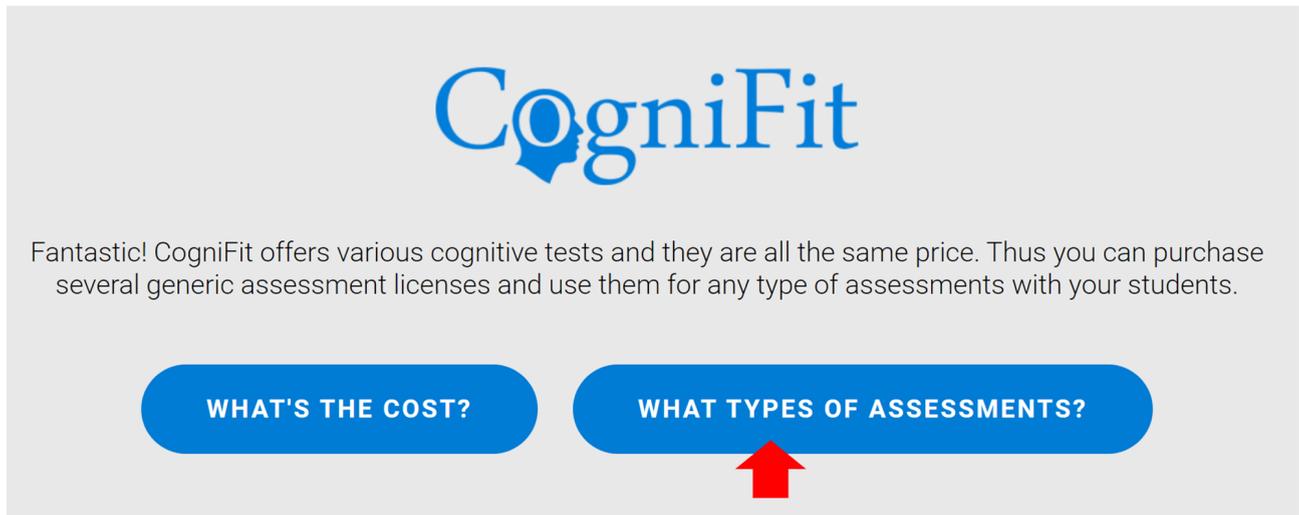
The screenshot shows the CogniFit logo at the top. Below it, the text reads: "Welcome to the CogniFit School platform." This is followed by a paragraph: "This technology is designed to help teachers detect cognitive development problems in students. As well as to promote the development of learning-related brain functions during childhood and adolescence through particular cognitive exercises." Below this is another paragraph: "CogniFit is a world leader in digital cognitive tests and stimulation programs. Educator, what are you interested in?" At the bottom, there are three blue buttons with white text: "COGNITIVE ASSESSMENT", "COGNITIVE TRAINING", and "BOTH".

In the page that opens, you will see buttons for **What's the Cost?** and **What Types of Assessments?**

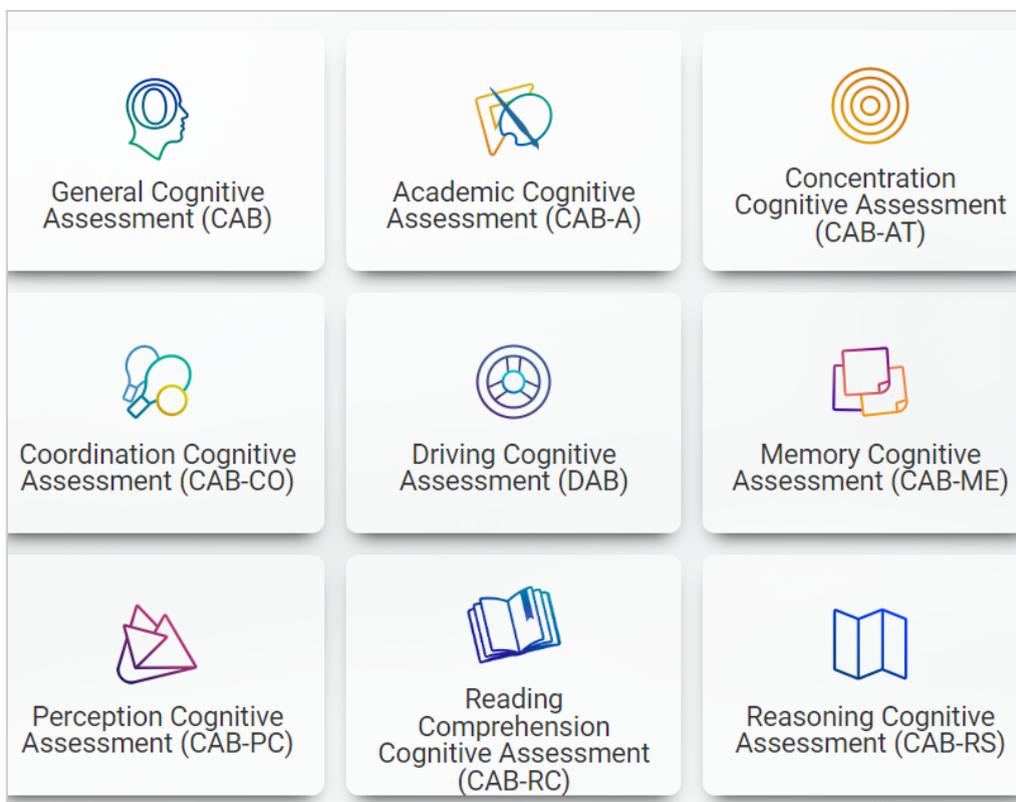


The screenshot shows the CogniFit logo at the top. Below it, the text reads: "Fantastic! CogniFit offers various cognitive tests and they are all the same price. Thus you can purchase several generic assessment licenses and use them for any type of assessments with your students." At the bottom, there are two blue buttons with white text: "WHAT'S THE COST?" and "WHAT TYPES OF ASSESSMENTS?".

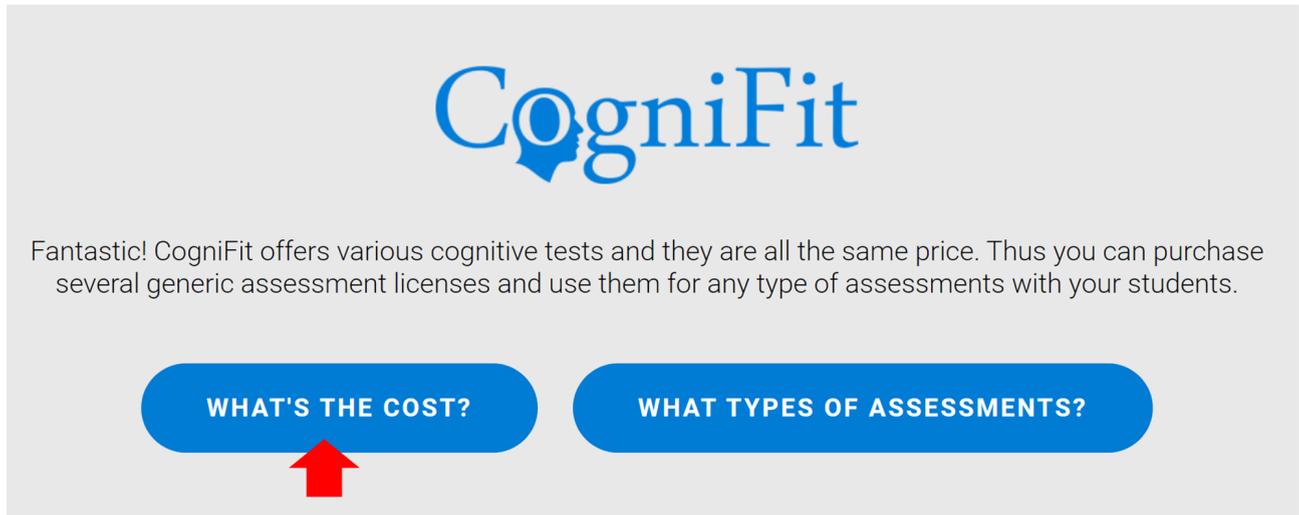
To get more information about the available assessments, click on the **What Types of Assessments?** button.



You will be taken to the main dashboard, where you can find information pertaining to the available assessments. You can acquire the assessments of your choice by clicking on them from the menu.



If you select the **What's the Cost?** button from the welcome page, you will be directed to the payments page.

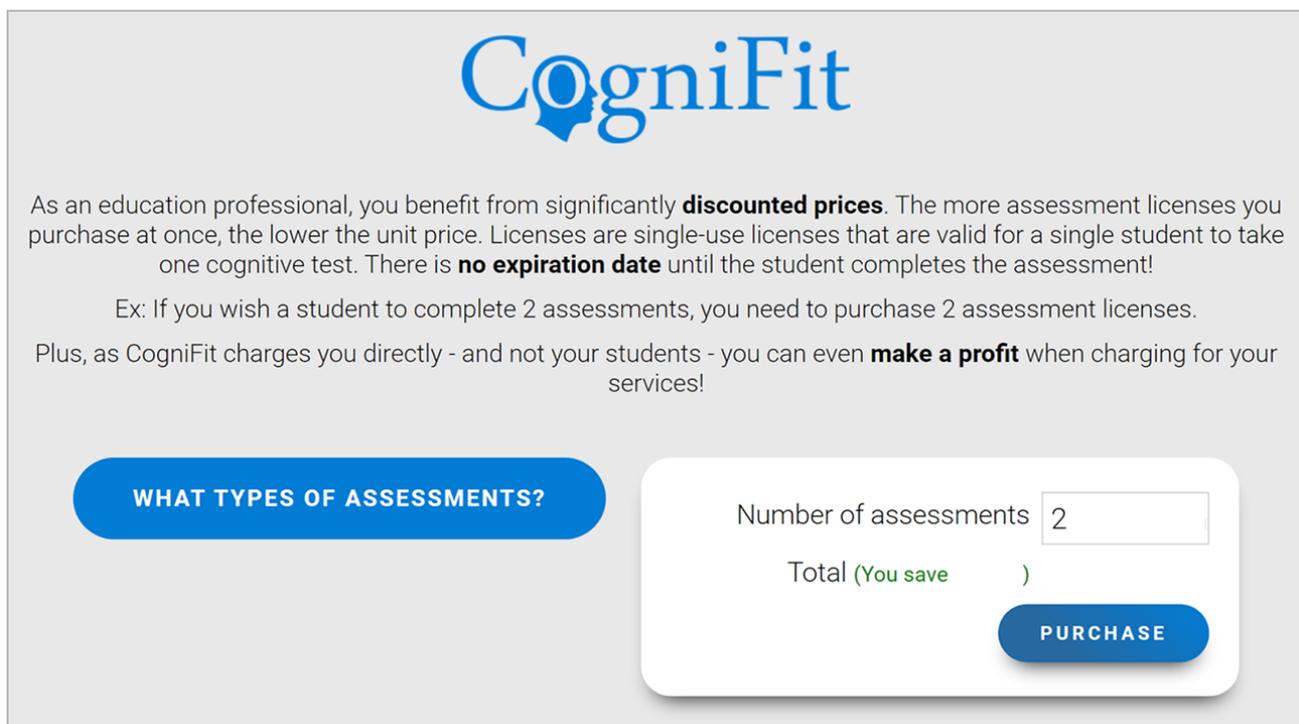


**CogniFit**

Fantastic! CogniFit offers various cognitive tests and they are all the same price. Thus you can purchase several generic assessment licenses and use them for any type of assessments with your students.

**WHAT'S THE COST?**      **WHAT TYPES OF ASSESSMENTS?**

Next, select the number of licenses you would like and click **Purchase** to purchase these licenses. The licenses for evaluations do not expire and permit a single student to complete a single evaluation.



**CogniFit**

As an education professional, you benefit from significantly **discounted prices**. The more assessment licenses you purchase at once, the lower the unit price. Licenses are single-use licenses that are valid for a single student to take one cognitive test. There is **no expiration date** until the student completes the assessment!

Ex: If you wish a student to complete 2 assessments, you need to purchase 2 assessment licenses.

Plus, as CogniFit charges you directly - and not your students - you can even **make a profit** when charging for your services!

**WHAT TYPES OF ASSESSMENTS?**

Number of assessments

Total (You save )

**PURCHASE**

## 2) To get trainings

Click on the **Cognitive Training** button to purchase the training licenses needed. The licence allows the use of any training. The educator may purchase the number of necessary licenses and afterwards select the desired training.



The screenshot shows the CogniFit logo at the top. Below it, the text reads: "Welcome to the CogniFit School platform. This technology is designed to help teachers detect cognitive development problems in students. As well as to promote the development of learning-related brain functions during childhood and adolescence through particular cognitive exercises. CogniFit is a world leader in digital cognitive tests and stimulation programs. Educator , what are you interested in?". At the bottom, there are three blue buttons: "COGNITIVE ASSESSMENT", "COGNITIVE TRAINING", and "BOTH".

In the page that opens, you will see buttons for **What's the Cost?** and **What Types of Training Programs?**



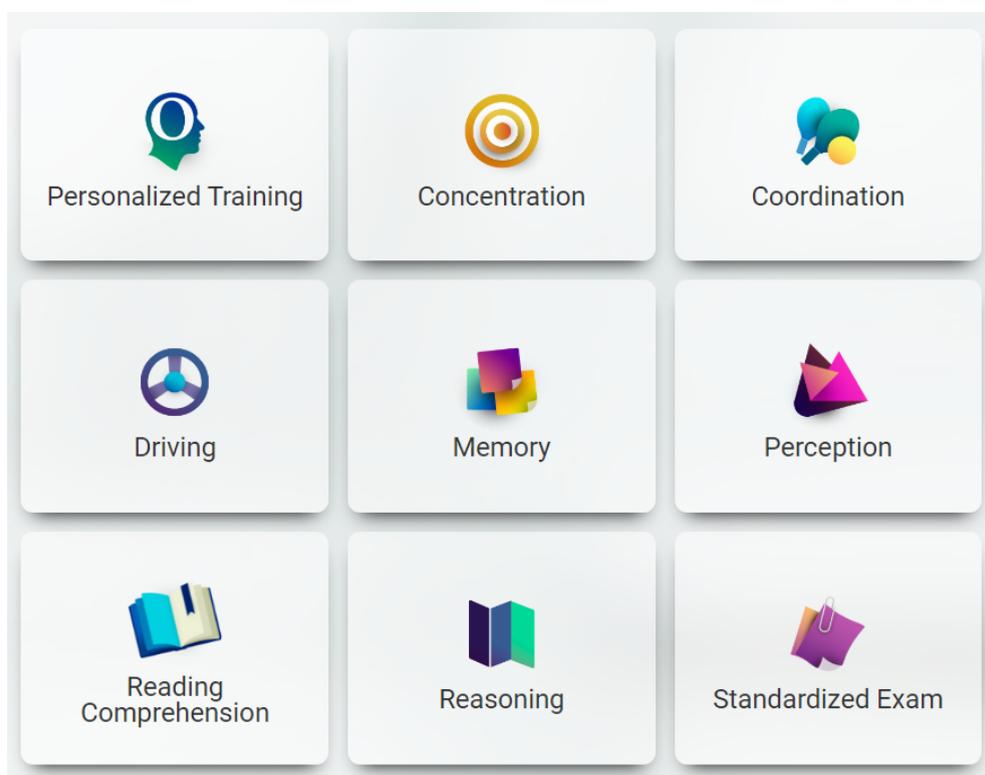
The screenshot shows the CogniFit logo at the top. Below it, the text reads: "Wonderful! CogniFit offers various brain training programs and they are all the same price. Thus you can purchase several monthly training licenses and use them for any type of training. CogniFit recommends people to complete at least one training sessions every other day and they may see improvements after 3 months. Every training session takes an average of 20 minutes to complete." At the bottom, there are two blue buttons: "WHAT'S THE COST?" and "WHAT TYPES OF TRAINING PROGRAMS?".

Para obtener información sobre los entrenamientos disponibles, haga clic en el botón **¿Qué tipos de programas de entrenamiento?**



The screenshot shows the CogniFit logo at the top. Below it, there is a paragraph of text: "Wonderful! CogniFit offers various brain training programs and they are all the same price. Thus you can purchase several monthly training licenses and use them for any type of training. CogniFit recommends people to complete at least one training sessions every other day and they may see improvements after 3 months. Every training session takes an average of 20 minutes to complete." Below the text are two blue buttons: "WHAT'S THE COST?" and "WHAT TYPES OF TRAINING PROGRAMS?". A red arrow points to the second button.

You will be taken to the main dashboard, where you can find information pertaining to the available training programs. You can acquire the training of your choice by clicking on them from the menu.



If you select the **What's the Cost?** button from the welcome page, you will be directed to the payments page.



**CogniFit**

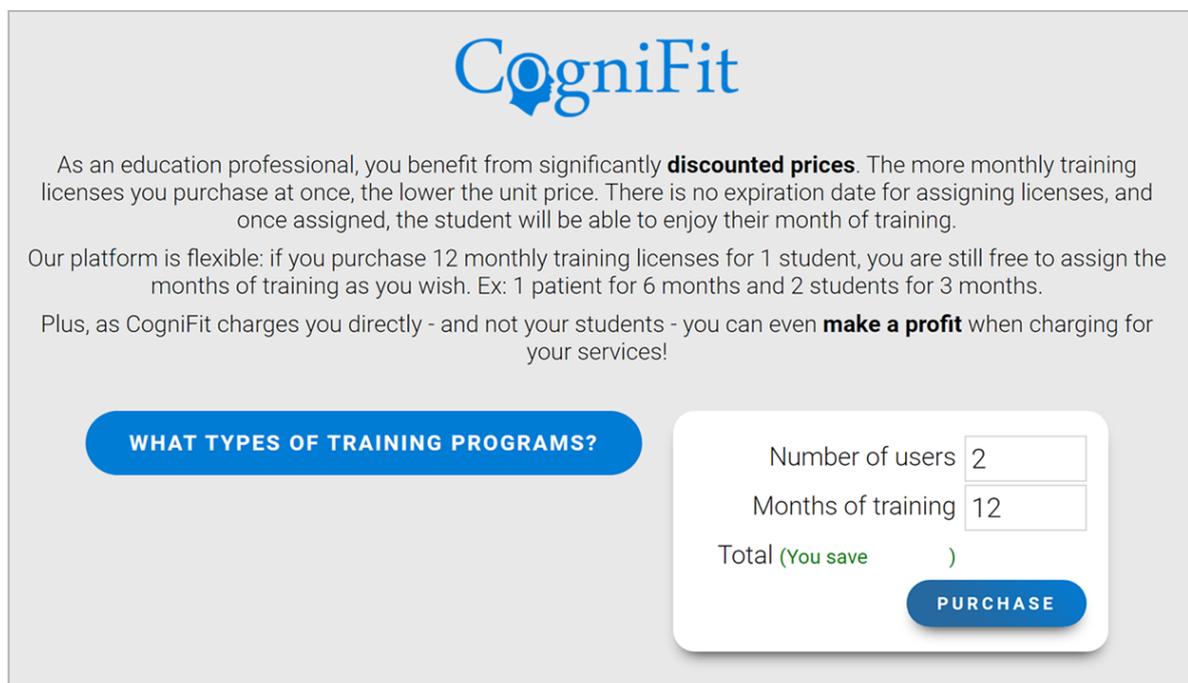
Wonderful! CogniFit offers various brain training programs and they are all the same price. Thus you can purchase several monthly training licenses and use them for any type of training.

CogniFit recommends people to complete at least one training sessions every other day and they may see improvements after 3 months. Every training session takes an average of 20 minutes to complete.

WHAT'S THE COST?
WHAT TYPES OF TRAINING PROGRAMS?



Next, select the number of licenses you would like and click **Purchase** to purchase these licenses. The licences for training programs do not expire.



**CogniFit**

As an education professional, you benefit from significantly **discounted prices**. The more monthly training licenses you purchase at once, the lower the unit price. There is no expiration date for assigning licenses, and once assigned, the student will be able to enjoy their month of training.

Our platform is flexible: if you purchase 12 monthly training licenses for 1 student, you are still free to assign the months of training as you wish. Ex: 1 patient for 6 months and 2 students for 3 months.

Plus, as CogniFit charges you directly - and not your students - you can even **make a profit** when charging for your services!

WHAT TYPES OF TRAINING PROGRAMS?

Number of users

Months of training

Total (You save    )

PURCHASE

Our platform is flexible: If you acquire 12 licences for monthly training for a student, you will be still able to assign the available months of training however you choose. For example: 1 student for 6 months plus 2 students for 3 months each. The way the licences are assigned will be up to the educator.

### 3) To get training and evaluations

If you would like to get information about all of the available training and evaluations at the same time, click on the **Both** button from the welcome page.



**CogniFit**

**Welcome to the CogniFit School platform.**

This technology is designed to help teachers detect cognitive development problems in students. As well as to promote the development of learning-related brain functions during childhood and adolescence through particular cognitive exercises.

CogniFit is a world leader in digital cognitive tests and stimulation programs. Educator, what are you interested in?

**COGNITIVE ASSESSMENT**      **COGNITIVE TRAINING**      **BOTH**

En la página que se abre podrá leer toda la información necesaria sobre las evaluaciones y entrenamientos de CogniFit haciendo click en el botón correspondiente.



**CogniFit**

Excellent! In order to provide your students with an optimal training, we first need to identify their cognitive strengths and weaknesses. We recommend them to complete one of our cognitive tests.

Using the results of the cognitive assessment, the CogniFit patented methodology personalizes the training regimen specifically for your students, providing them with an optimal brain training regimen from the very beginning.

**LEARN MORE ABOUT COGNITIVE ASSESSMENTS**

**LEARN MORE ABOUT TRAINING PROGRAMS**

Next, , click on the button and follow the instructions on subsections 1 and 2 of this section **(To get assessments, To get Training)**.

For more information about the prices, click [here](#).

From this point forward, when opening the platform, the educator will see the main dashboard for the Education Platform for Schools and Teachers. In addition, they will see the options to select the different products. Each product is explained in more detail in the section CogniFit Products (Section 2). The educator always has the option to purchase additional licences from the main dashboard by clicking on the desired program from the menu.

#### Assessments

You have 2 assessment licenses. [GET MORE](#)

Assessment licenses are single-use licenses for a single student to take one cognitive test. The assessment license is valid for any of our cognitive tests and doesn't expire until it's been used. If you wish a student to complete 2 assessments, you need to purchase 2 assessment licenses. [LEARN MORE](#)

General Cognitive Assessment (CAB)	Academic Cognitive Assessment (CAB-A)	Concentration Cognitive Assessment (CAB-AT)
Coordination Cognitive Assessment (CAB-CO)	Driving Cognitive Assessment (DAB)	Memory Cognitive Assessment (CAB-ME)
Perception Cognitive Assessment (CAB-PC)	Reading Comprehension Cognitive Assessment (CAB-RC)	Reasoning Cognitive Assessment (CAB-RS)

#### Training Programs

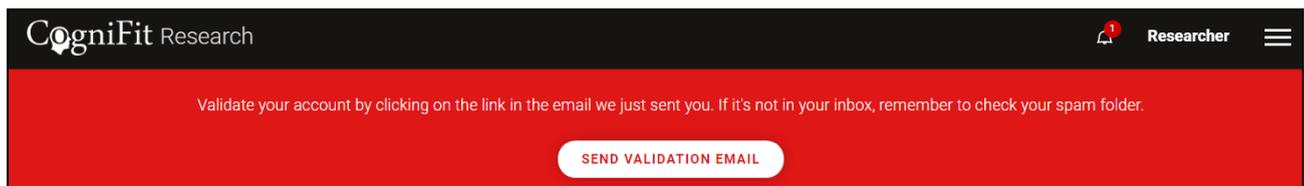
You have 2 training month licenses. [GET MORE](#)

Monthly training licenses can be used for any type of training. If you decide to buy 12 monthly training licenses with only one student in mind, but after the purchase, you prefer to distribute it among other students, you will be able to allocate the training months however you deem fit. Example: 1 student for 6 months and 2 students for 3 months. [LEARN MORE](#)

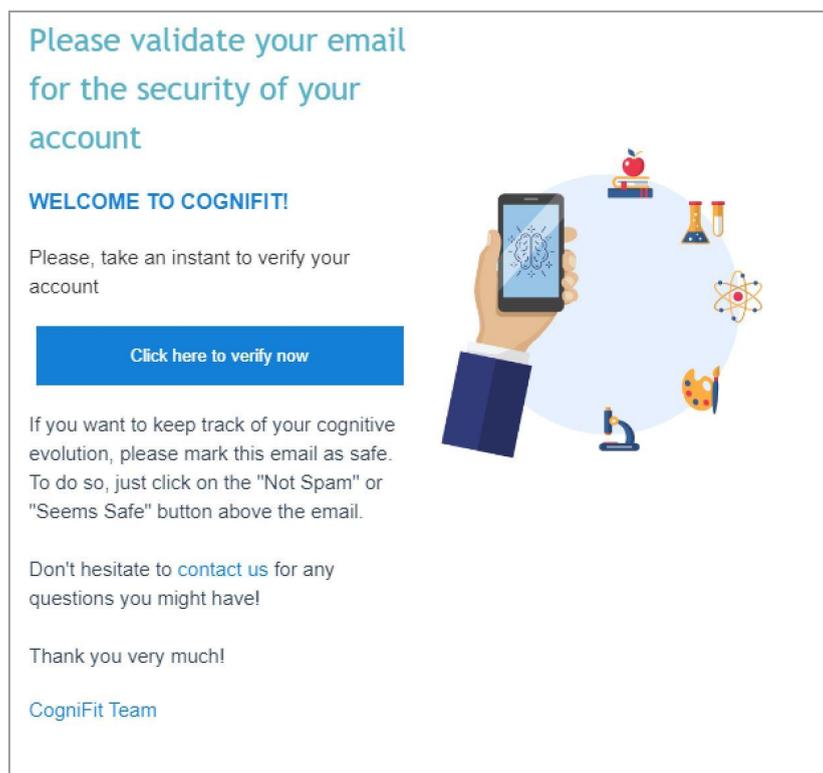
Personalized Training	Concentration	Coordination
Driving	Memory	Perception
Reading Comprehension	Reasoning	Standardized Exam

## 4.2.2 Validation of the Educator Account

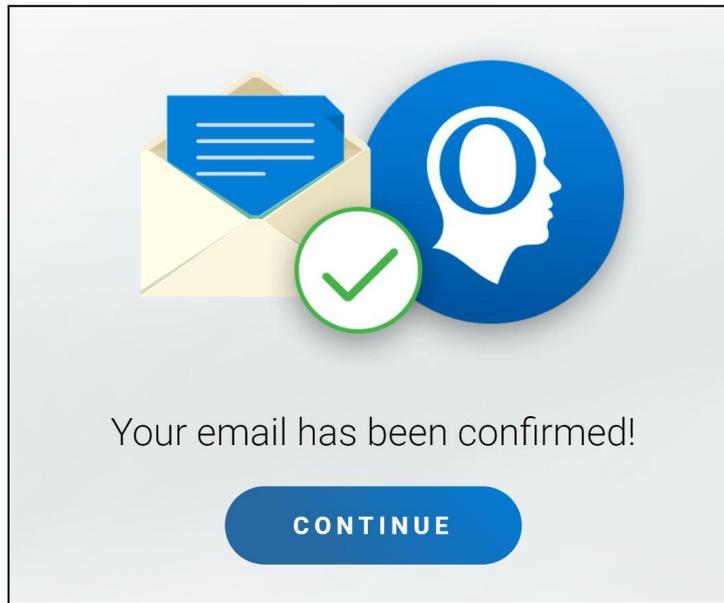
After purchasing licenses or logging in, the educator will see the Education Platform home page. For security reasons, the platform will ask you to validate your account. To do this, click the button **Send validation email** at the top of the screen:



By clicking the button, you will receive the email. To validate your account, click on the link provided in the email. If you do not receive the email, please check your spam or promotions folder.



Clicking the link in the email will take you to your account confirmation page. Congratulations!! Your account has been verified. Then click the button **Continue**.



Now you can add your students and assign the desired interventions.

### 4.2.3 Create a student profile within the education platform

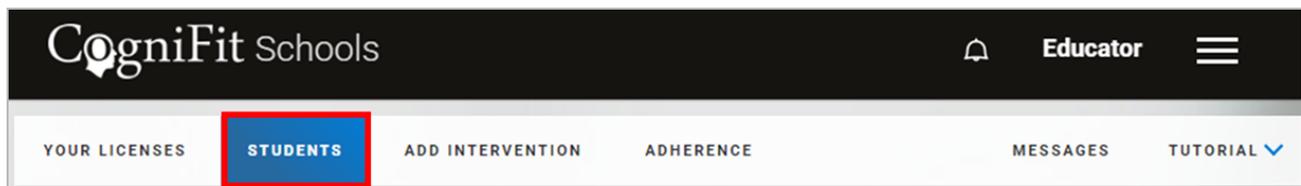
Once you have obtained the licenses for evaluations or training plans, you will be ready to add students to your account and select the desired intervention in only a few steps.

- ❑ In order to avoid issues and maintain anonymity, CogniFit suggests that the professional use the student's initials.
- ❑ To do this, when adding students, add the name or initials of the student, and enter their email address. Be sure to keep in mind that the student's email address is the one they will use to do the assessment or training. If the student does not have an email address the educator can add an email address connected to their email. The educator must inform the student of their login credentials so they are able to enter the account
- ❑ The Educator can also import students by means of a csv file following the platform instructions.

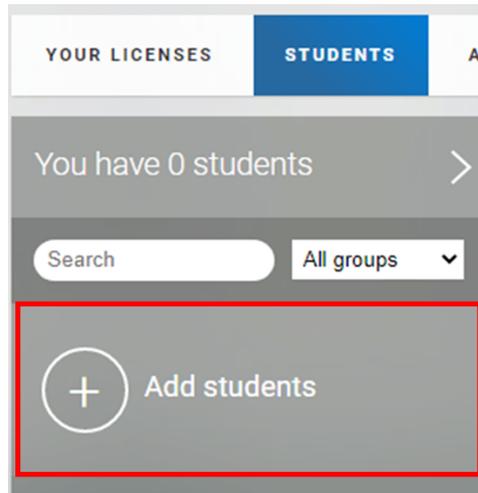
Follow these steps to add new students and assign programs to then:

#### 1) Go to the Students page

Log in to your CogniFit account and select the Students tab in the navigation menu.

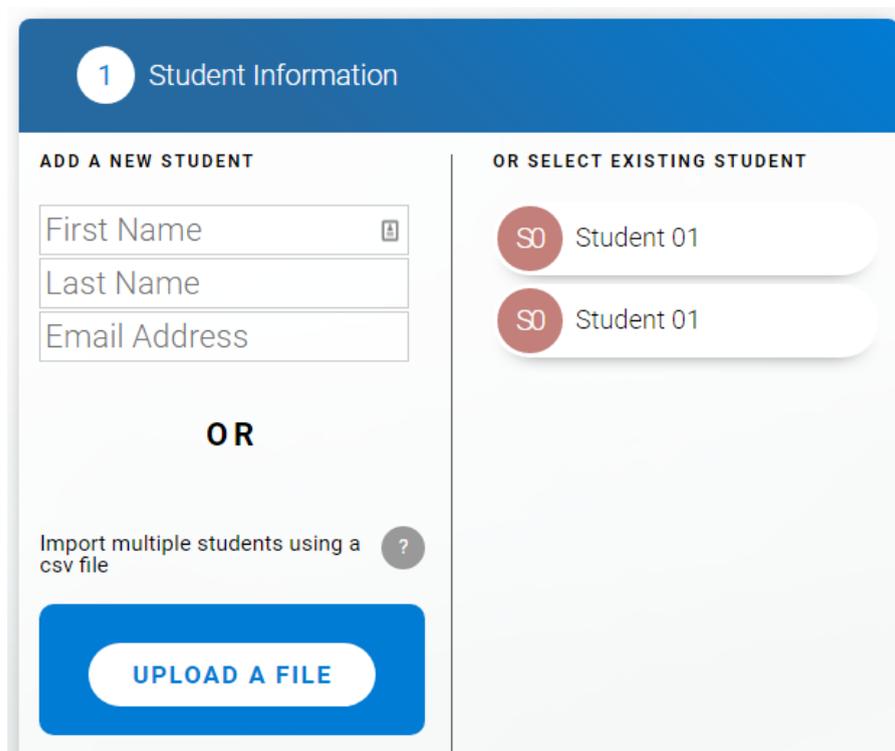


## 2) Click on the “Add Students” button



## 3) Add student information

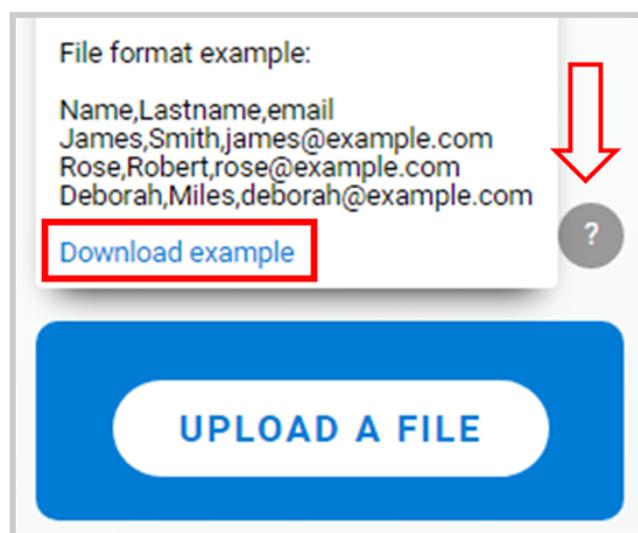
After clicking on **Add Students**, the following page will appear:



The educator will have various options to add students to the platform: They can import a list of students using a CSV spreadsheet file or they can manually add one or multiple students.

3.1) If the educator wishes to add a list of students via CSV file, they can click on the **Upload a File** button. The system will ask you to upload a file from your computer.

Attention: The file should contain one contact per line. For more information and to download an example, click on the button with a question mark.

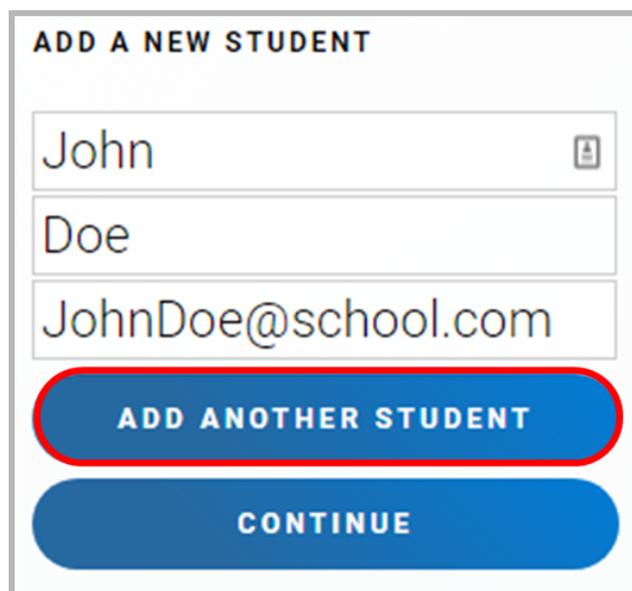


3.2) If the educator only wishes to add a single student, they should introduce the required details and click on **Continue**.

The screenshot shows a form titled "ADD A NEW STUDENT". It contains three input fields: the first contains "John", the second contains "Doe", and the third contains "JohnDoe@school.com". Below the input fields are two blue buttons: "ADD ANOTHER STUDENT" and "CONTINUE". The "CONTINUE" button is highlighted with a red border.

3.3) If the educator would like to add multiple students, simply introduce the information for the first student and click on **Add Another Student**. Repeat this process until you have added all of your students and select **Continue**.

It is important to remember that with this method, you will be assigning each of your students the same type of intervention with the same details. If you would like to personalize each intervention, you should add each student individually as shown in the previous step.



**ADD A NEW STUDENT**

John

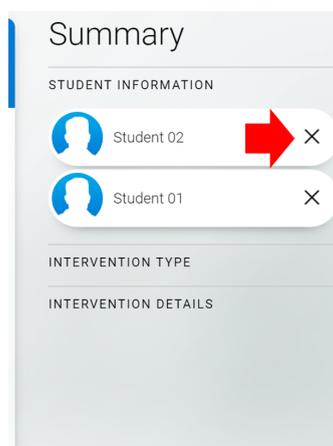
Doe

JohnDoe@school.com

**ADD ANOTHER STUDENT**

**CONTINUE**

3.4) You can eliminate a student, even after clicking on the **Continue** button, by clicking on the **X** next to their name.



**Summary**

STUDENT INFORMATION

Student 02 X

Student 01 X

INTERVENTION TYPE

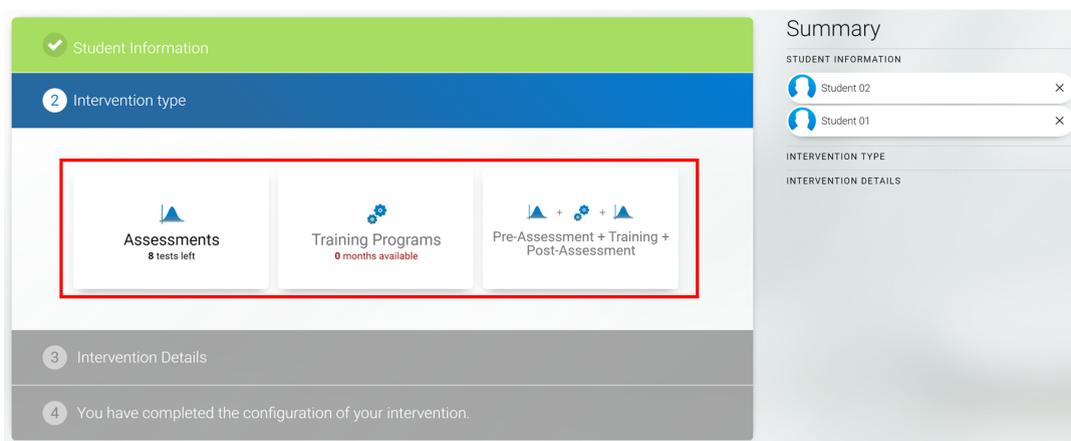
INTERVENTION DETAILS

## Why does CogniFit ask for the email address of the students?

If students used the educator’s account to complete their intervention, they could see the results of other students. To avoid this, students need their own individual account registered with CogniFit. An email address is a unique identifier and the best way to link your educator account with your students and give you access to their results.

For privacy reasons, you can use fake email addresses. In that case, students will not be able to reset their password themselves. The educator will need to make a request on their behalf by contacting [support@cognifit.com](mailto:support@cognifit.com).

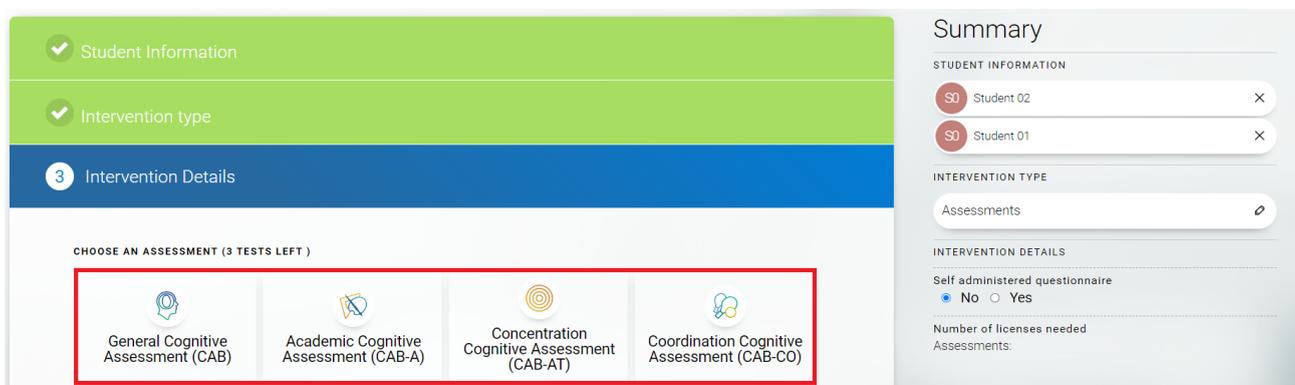
## 4) Select the type of intervention



## 5) Select the details of the intervention

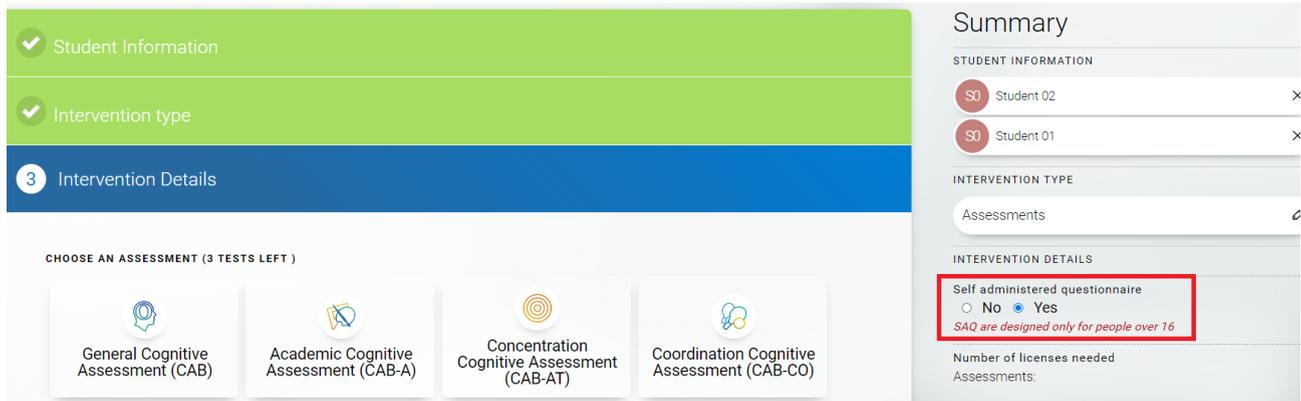
5.1) When selecting an evaluation for your student:

Select the type of evaluation you need for the student.



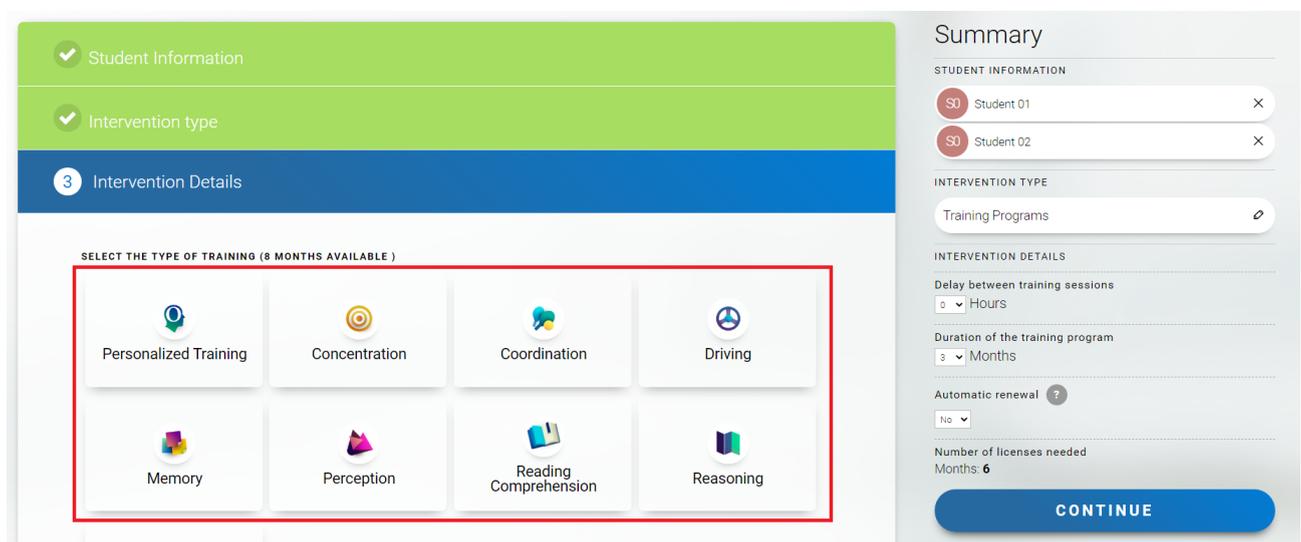
Keep in mind that all evaluations begin with a questionnaire. If you want to complete the questionnaire yourself, and not the student, click the "no" option in the "self-administered questionnaire" area.

Attention: the self-administered questionnaire option is not available for students under 16 years of age.



5.2) When selecting a Training Program for your student:

Select the type of training you need for the student.



You can personalize the training regimen:

- Rest between training sessions: You can prevent students from completing multiple training sessions in a row. For example, if you want students to train only when they are in your classroom, set a 24-hour delay between training sessions. If you do not want to limit the frequency of each training session, choose the option of 0 hours between sessions. There is no difference in price whether a break is added between training sessions or not.
- Duration of the training program: During the training period, students will have access to the training regimen that they have customized. All the scientific articles in which CogniFit has been used show that the improvements begin to be visible after an average of three months of training, if they do at least one training session every other day.
- Automatic renewal: You should choose this option if you want the students to automatically renew their training month when the current one ends. The most flexible combination is to set a one-month training period with automatic renewal.

The screenshot displays a form titled 'STUDENT INFORMATION' and 'INTERVENTION DETAILS'. The 'STUDENT INFORMATION' section includes a dropdown menu for 'Student 01'. The 'INTERVENTION TYPE' section has a dropdown menu for 'Training Programs'. The 'INTERVENTION DETAILS' section includes a red-bordered box containing the following fields: 'Delay between training sessions' with a dropdown set to '0' and the unit 'Hours'; 'Duration of the training program' with a dropdown set to '3' and the unit 'Months'; 'Automatic renewal' with a dropdown set to 'Yes' and a help icon; and 'Number of licenses needed' with the value 'Months: 3'. A blue 'CONTINUE' button is located at the bottom of the form.

5.3) You can also set up a pre- and post-intervention evaluation to formally monitor the progress of students after the training period.

It is important to note that pre- and post-intervention evaluation are parallel forms of the same type of evaluation.

Choose the type of assessment and training you want the student to do.

✓ Student Information

✓ Intervention type

3 Intervention Details

**CHOOSE AN ASSESSMENT (9 TESTS LEFT)**

 <b>General Cognitive Assessment (CAB)</b>	 <b>Academic Cognitive Assessment (CAB-A)</b>	 <b>Concentration Cognitive Assessment (CAB-AT)</b>	 <b>Coordination Cognitive Assessment (CAB-CO)</b>
 <b>Driving Cognitive Assessment (DAB)</b>	 <b>Memory Cognitive Assessment (CAB-ME)</b>	 <b>Perception Cognitive Assessment (CAB-PC)</b>	 <b>Reading Comprehension Cognitive Assessment (CAB-RC)</b>
 <b>Reasoning Cognitive Assessment (CAB-RS)</b>			

**SELECT THE TYPE OF TRAINING (6 MONTHS AVAILABLE)**

 <b>Personalized Training</b>	 <b>Concentration</b>	 <b>Coordination</b>	 <b>Driving</b>
---------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

### Summary

**STUDENT INFORMATION**

S0 Student 02 ✕

S0 Student 01 ✕

**INTERVENTION TYPE**

Pre-Assessment + Training + Post-Assessment ✎

**INTERVENTION DETAILS**

PRE Academic Cognitive Assessment (CAB-A) ✕

 Concentration ✕

POST Academic Cognitive Assessment (CAB-A) ✕

**Self administered questionnaire**

No  Yes

**Delay between training sessions**

0 ▼ Hours

**Duration of the training program**

1 ▼ Months

**Number of licenses needed**

Months: **2**  
Assessments: **4**

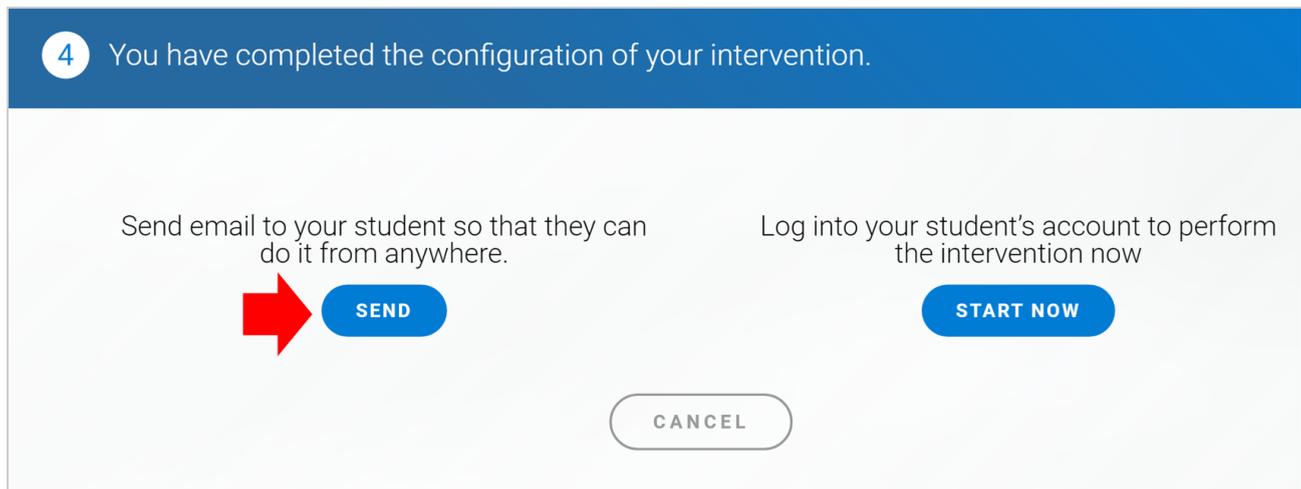
CONTINUE

## 6) Click the "Continue" button

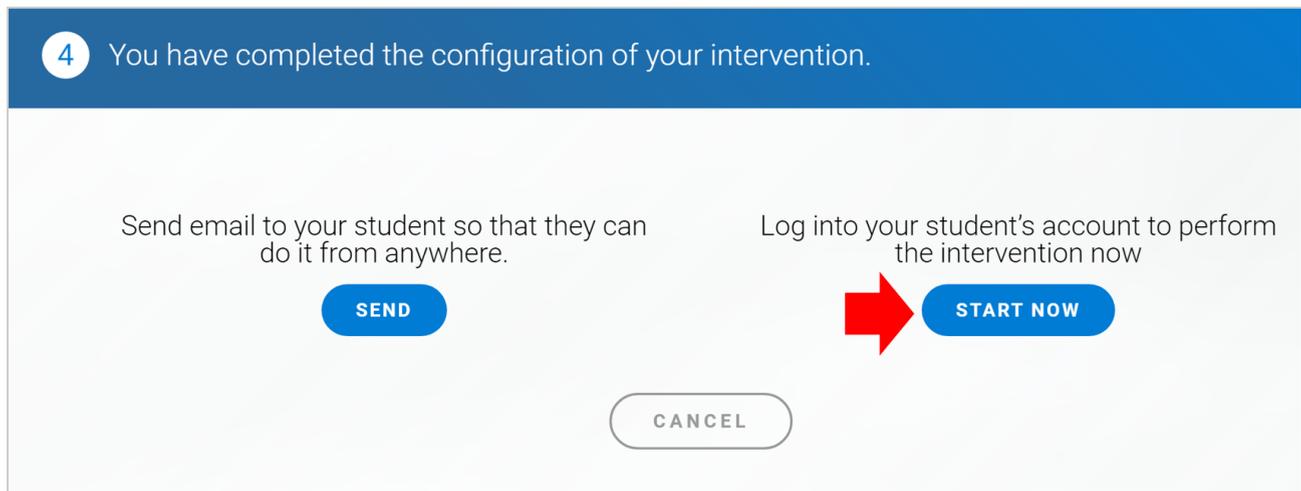
Finally, you can choose if you want your students to create their own accounts or if you prefer to create them yourself.

6.1) If you click the "Send" button, an email will be sent to your student with a link. When the student clicks the link, they will be able to register their own CogniFit account and begin their intervention.

It is important to note that if the student has not received the email, it may also be in the spam or junk folder.



6.2) If you click the “**Start Now**” button, you will be able to create an account on behalf of the student that you can use to start your procedure.



In a new screen you will be able to create the account. Please make sure to use the same email address that you used to invite the student. In this way, your professional account and the individual student's account will be connected, allowing you to see your results and receive the activities that you recommend.

Hi Student

Educator recommended that you complete a cognitive program.

Student

01

student01@school.edu

SIGN UP

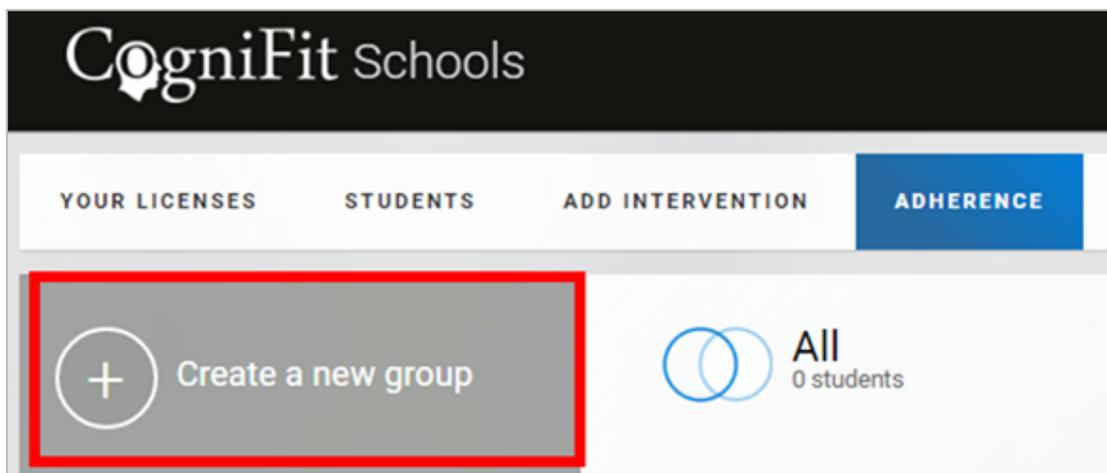
[Do you already have a CogniFit account?](#)

For more information, consult the article in our Help Center “[How to Activate a Student Account](#)”

#### 4.2.4 Create groups and add students to groups

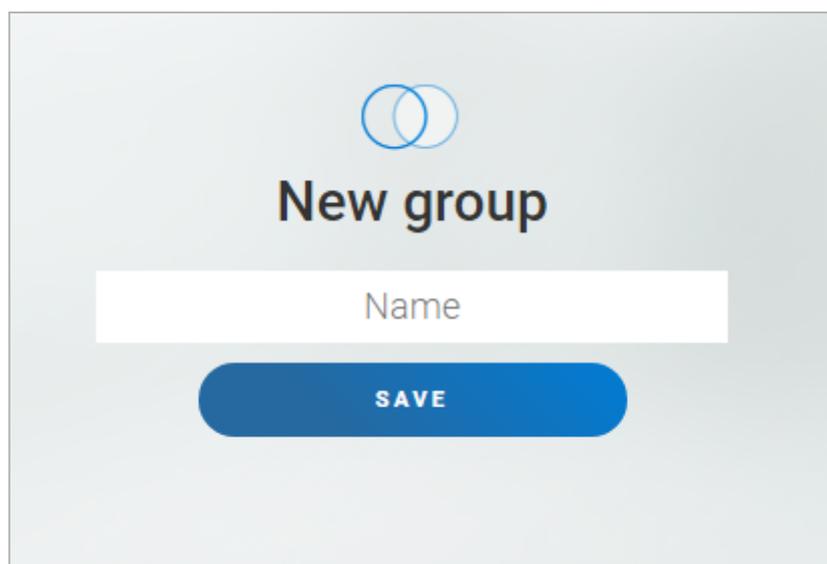
The CogniFit Platform for Schools and Educators allows you to add students to a group so you can manage them more conveniently. This can be helpful in dividing students based on their cognitive condition, age, or many other factors.

- ❑ You can create groups in the **Adherence** tab of the control panel of your account home page, by clicking the **Create a new group** button.

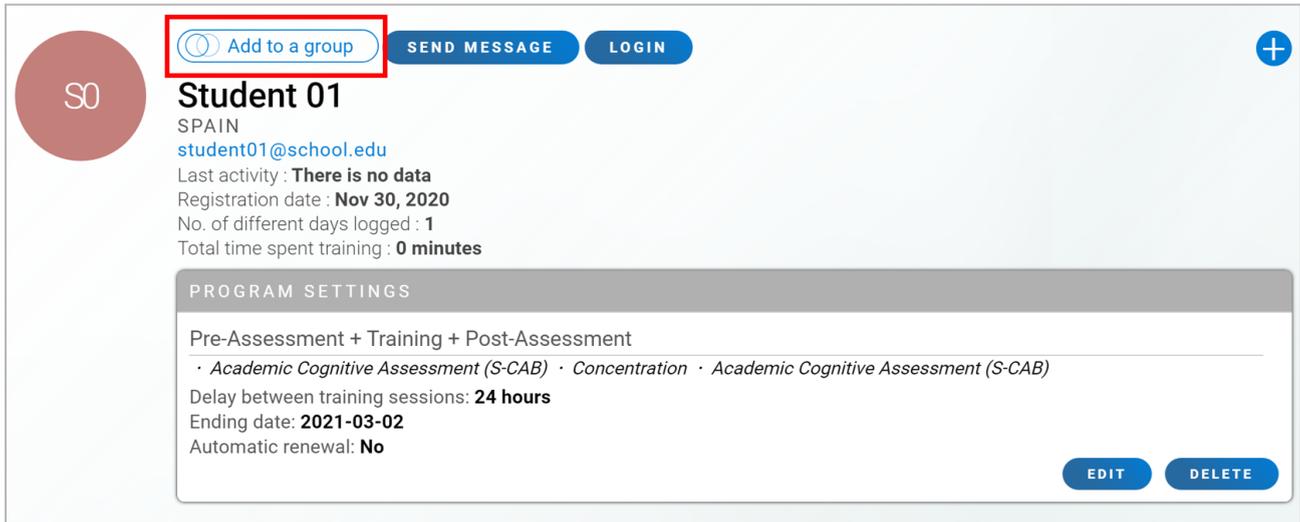


Next, introduce the name of the group and click **Save**.

Attention: Before creating a group, you will need to add students in the **Students** tab.

The image shows a 'New group' form. At the top, there is a logo consisting of two overlapping circles. Below the logo, the text 'New group' is displayed. Underneath, there is a text input field with the placeholder text 'Name'. At the bottom of the form, there is a blue button with the text 'SAVE' in white capital letters.

- ❑ If the educator wishes to add the student to a group, click the student profile button and press **“Add to a Group”**



**Add to a group** SEND MESSAGE LOGIN

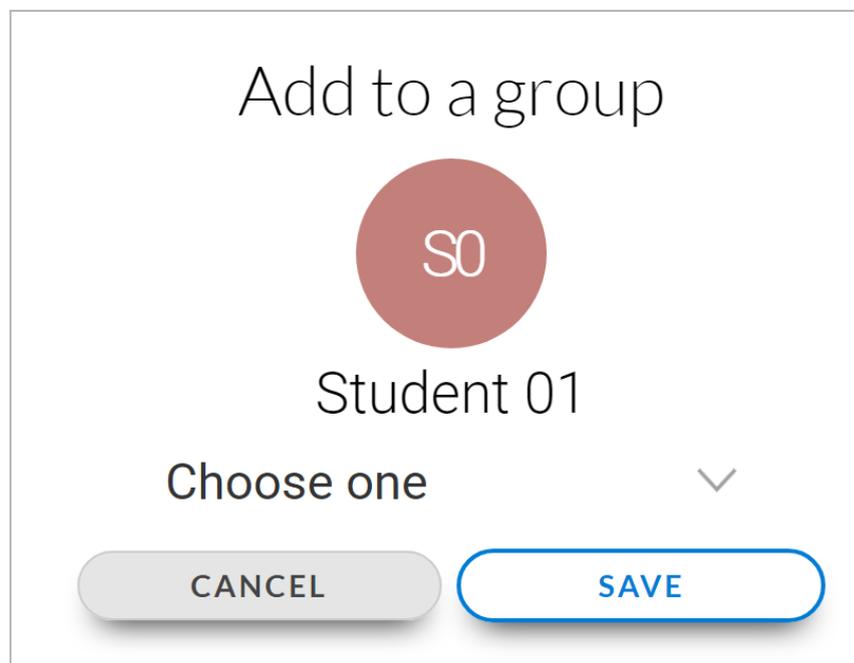
**Student 01**  
SPAIN  
student01@school.edu  
Last activity : **There is no data**  
Registration date : **Nov 30, 2020**  
No. of different days logged : **1**  
Total time spent training : **0 minutes**

PROGRAM SETTINGS

Pre-Assessment + Training + Post-Assessment  
· Academic Cognitive Assessment (S-CAB) · Concentration · Academic Cognitive Assessment (S-CAB)  
Delay between training sessions: **24 hours**  
Ending date: **2021-03-02**  
Automatic renewal: **No**

EDIT DELETE

- ❑ Follow the steps to name the group and click **Save**. The educator can create as many groups as they need.



Add to a group

S0

Student 01

Choose one

CANCEL SAVE

## 4.3 Create a student account

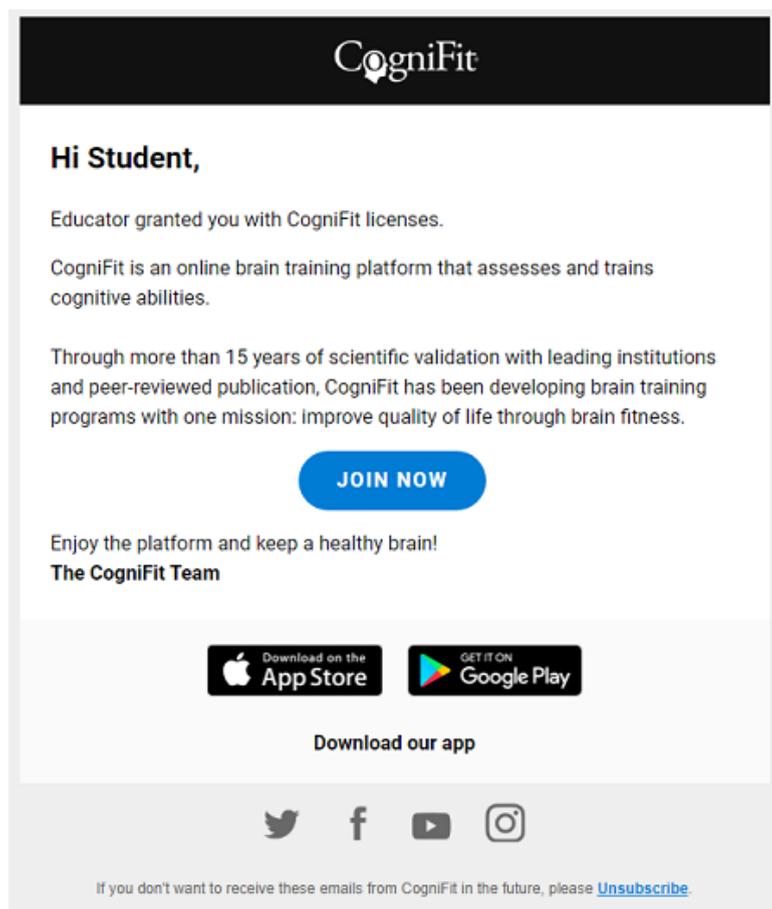
In order to send an assessment or training license to the participant, they will need a CogniFit account. **The Educator can create the student's account to verify the reception of the license by following the steps outlined in section 4.2.3.** The student account can also be created by the student themselves. The steps are the following:

After the educator has added students to their account, the students receive an email invitation to register for CogniFit.

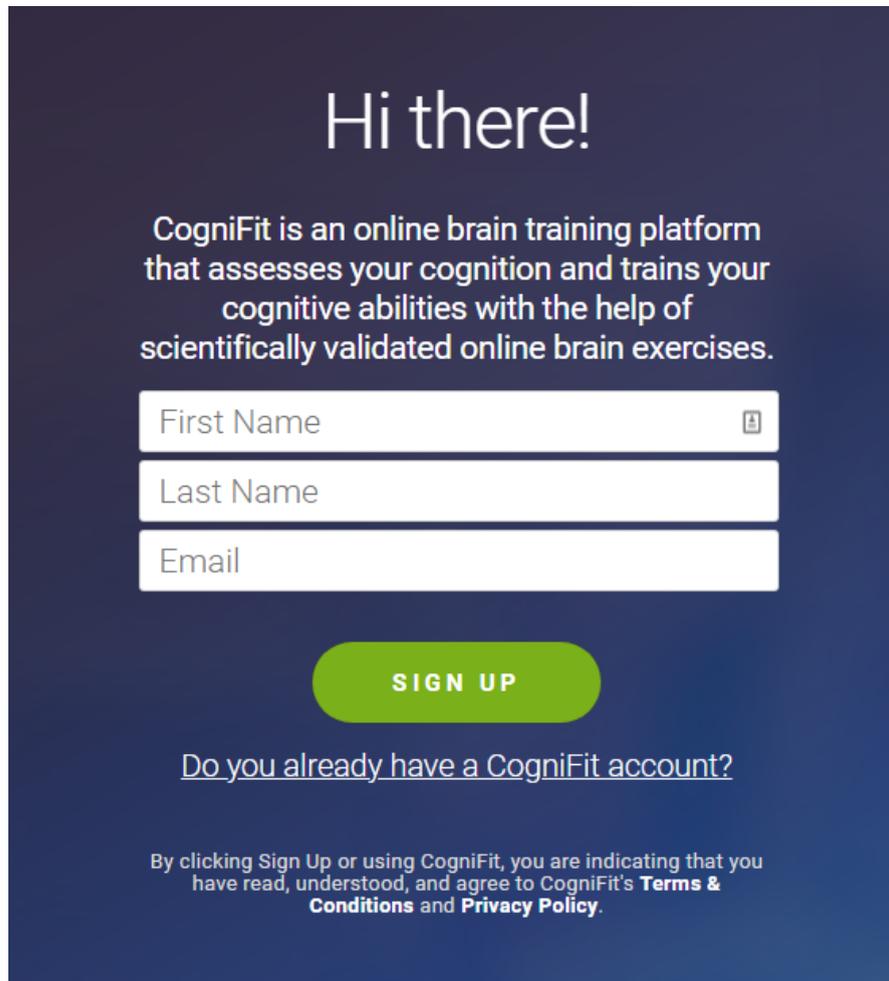
Attention: the student can activate their account regardless of whether or not they received the invitation email. The activation email may be in the spam or junk folder.

### 1) Register through an invitation from the educator.

- Open the email with the invitation and click the **Join Now** button.



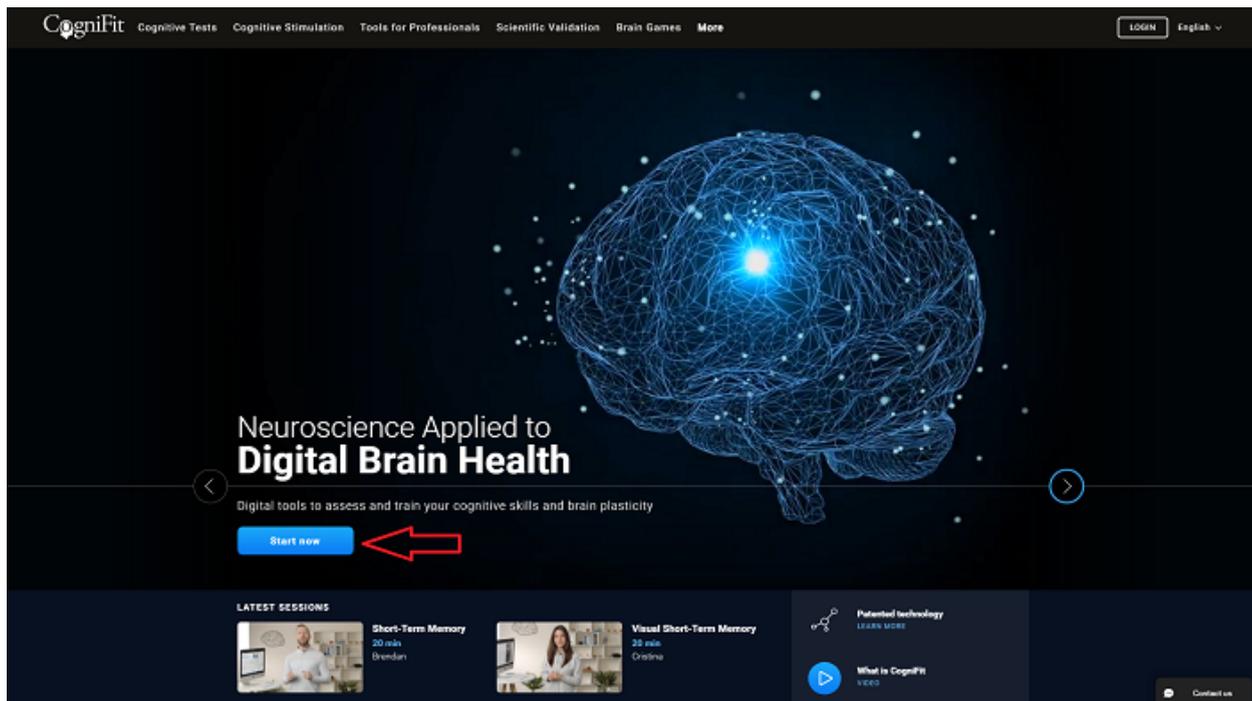
- On the page that opens, review the data and click on the **Sign Up** button.

A screenshot of the CogniFit sign-up page. The background is dark blue. At the top, it says "Hi there!" in white. Below that, a paragraph describes CogniFit as an online brain training platform. There are three white input fields for "First Name", "Last Name", and "Email". A green rounded button with "SIGN UP" in white text is centered below the fields. At the bottom, there is a link "Do you already have a CogniFit account?" and a disclaimer: "By clicking Sign Up or using CogniFit, you are indicating that you have read, understood, and agree to CogniFit's Terms & Conditions and Privacy Policy."

To continue, skip ahead to part 3 of this section.

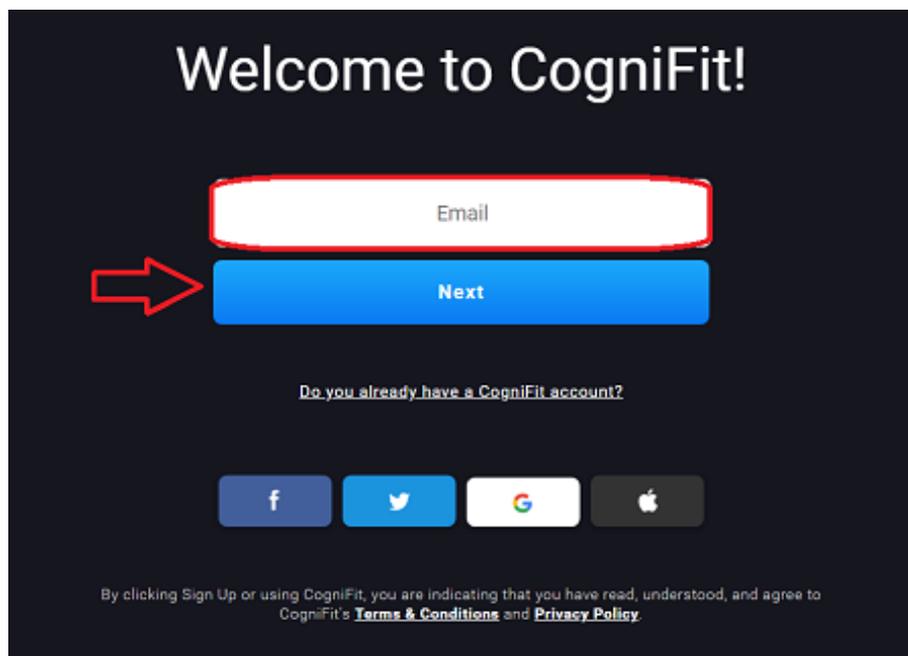
## 2) Register from the CogniFit home page

- To begin, go to the [home page](#) and press the **START NOW** button.



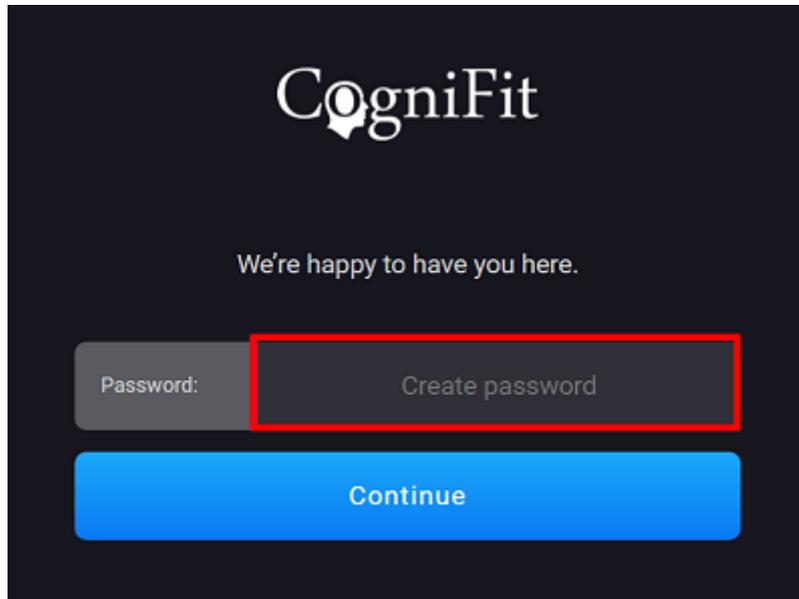
- Add the email address and click the Next button.

**The email address must be exactly the same as the one added by the educator when adding you to their account.** The email address is the only way to link the student account with the educator account.



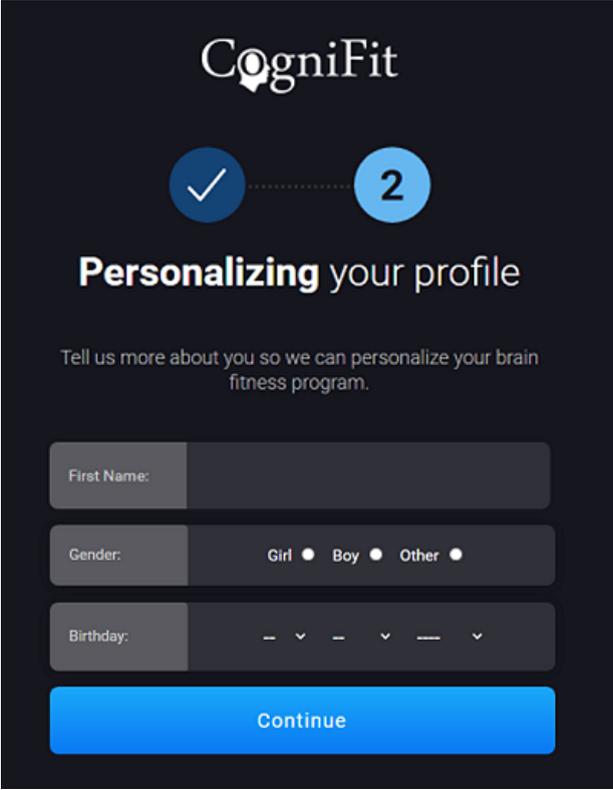
### 3) Create a password

Please note that your password must be at least 6 characters long.

A screenshot of the CogniFit password creation interface. The background is dark. At the top center is the CogniFit logo. Below it, the text "We're happy to have you here." is displayed. There are two input fields: a "Password:" label on the left and a "Create password" field on the right. The "Create password" field is highlighted with a red border. Below these fields is a large blue button labeled "Continue".

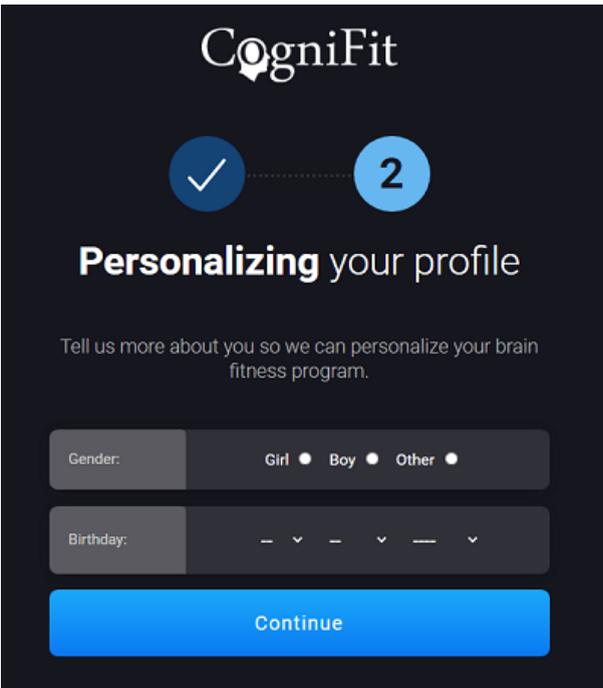
Click on the **Continue** button.

4) Enter your name, gender, date of birth and click the Continue button.



The screenshot shows the CogniFit registration interface. At the top, the CogniFit logo is displayed. Below it, a progress indicator shows a checkmark in a blue circle followed by a blue circle containing the number '2'. The main heading is 'Personalizing your profile'. Below this, a sub-heading reads 'Tell us more about you so we can personalize your brain fitness program.' The form consists of three input fields: 'First Name:' with a text input box, 'Gender:' with radio buttons for 'Girl', 'Boy', and 'Other', and 'Birthday:' with three dropdown menus for day, month, and year. A large blue 'Continue' button is positioned at the bottom of the form.

Attention: if you have registered through the invitation, the system will ask you to indicate only your gender and date of birth.

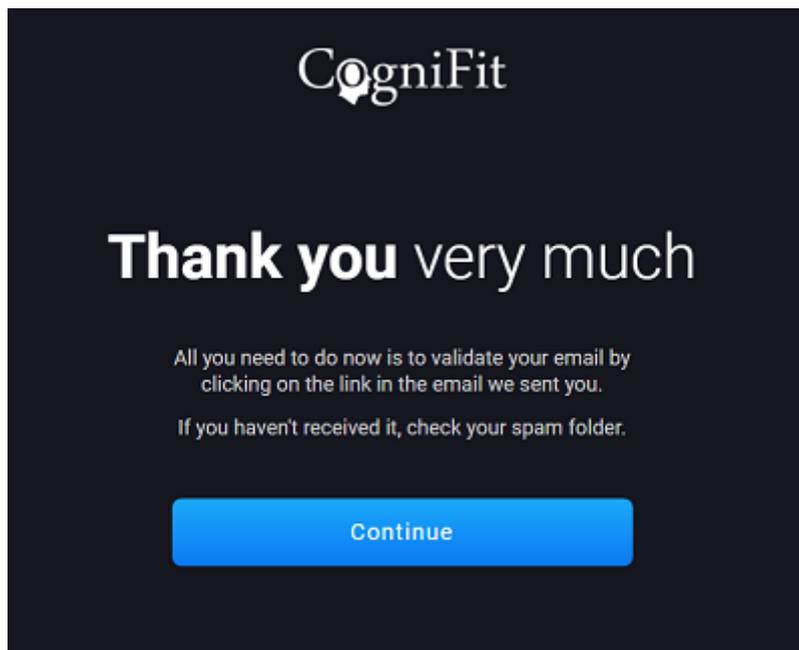


This screenshot shows the CogniFit registration interface for users who registered through an invitation. It features the same CogniFit logo and progress indicator (checkmark and '2') as the previous screenshot. The heading 'Personalizing your profile' and the sub-heading 'Tell us more about you so we can personalize your brain fitness program.' are also present. However, the 'First Name' field is absent. The form only includes the 'Gender:' field with radio buttons for 'Girl', 'Boy', and 'Other', and the 'Birthday:' field with three dropdown menus for day, month, and year. A large blue 'Continue' button is at the bottom.

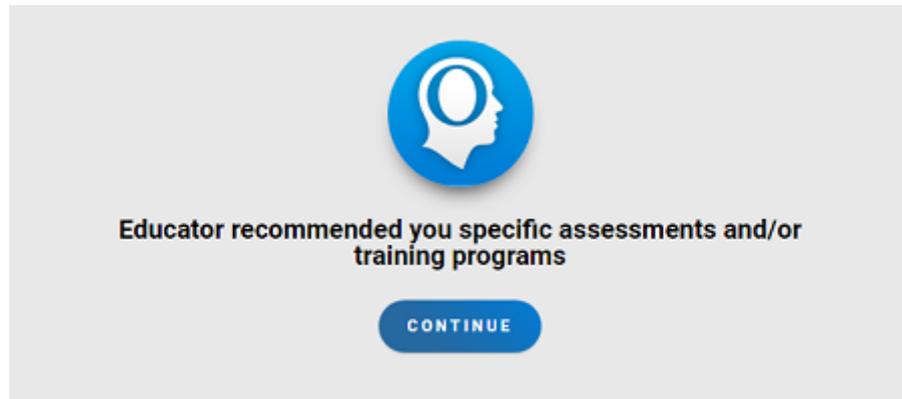
### Why is CogniFit requesting this personal information?

CogniFit provides each user with normalized results that automatically compare them to people of the same age range and gender. The scale is 0-800. 400 is the average score for an individual's age group, and any result above 400 is considered above average. Read more about the CogniFit [scoring system](#).

**5) Follow the instructions on the platform to validate your account. Click on Continue.**

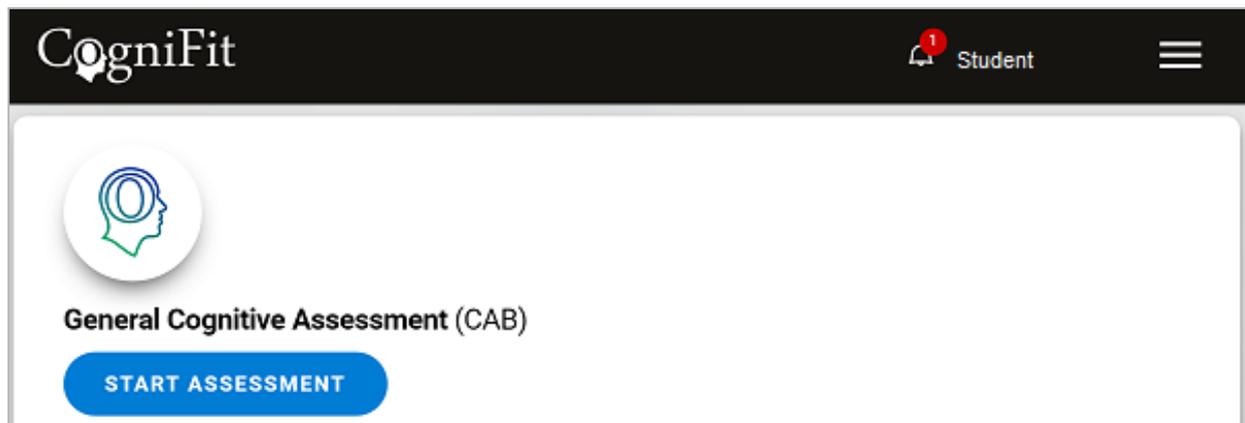


6) The platform will inform you that the educator has assigned programs to you. Click Continue.



7) Congratulations, the participant account is now set up!

In their account, the student will see the program assigned to them by the educator. They can press the button to start the assigned assessment or training session.



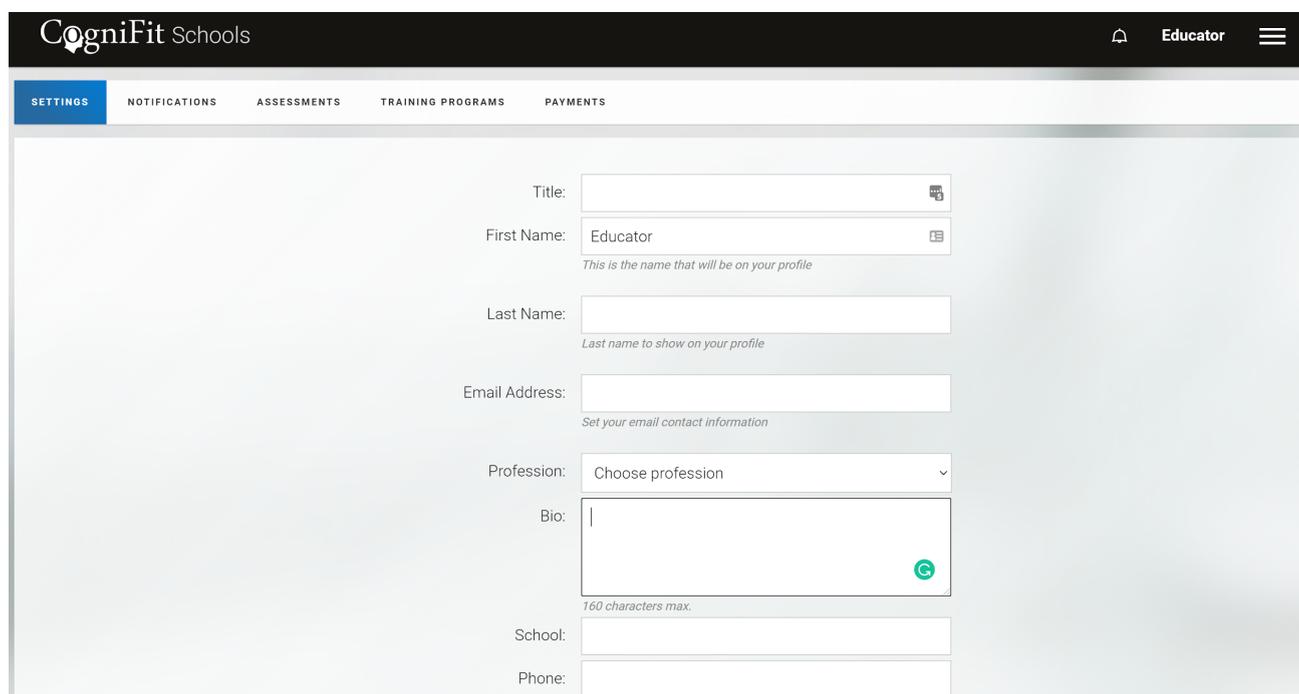
Students can also use mobile devices. If the student prefers to use the mobile application, they have to follow the steps in section 2 of [this article](#) to register for CogniFit.

## 4.4 Settings

### 4.4.1 Account settings for educators

The educator is able to change some settings in the **Account Settings** tab, located in the drop-down menu on the top right of the screen.

From here it is possible to change the country, time zone, language, phone number, etc. If you have any questions about the options, contact [support@cognifit.com](mailto:support@cognifit.com)

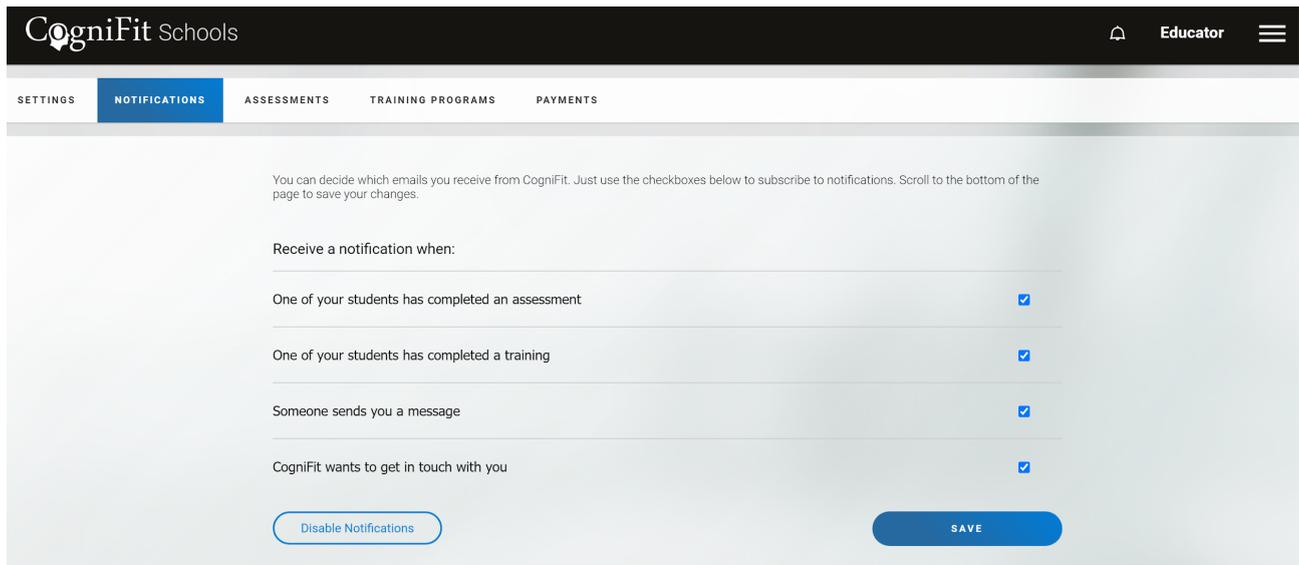


The screenshot shows the 'CogniFit Schools' interface. At the top, there is a navigation bar with the logo on the left and a user profile section on the right labeled 'Educator' with a bell icon and a menu icon. Below this is a secondary navigation bar with tabs: 'SETTINGS' (highlighted in blue), 'NOTIFICATIONS', 'ASSESSMENTS', 'TRAINING PROGRAMS', and 'PAYMENTS'. The main content area displays a form for account settings. The form includes the following fields and labels:

- Title:** An empty text input field with a small icon on the right.
- First Name:** A text input field containing the text 'Educator' and a small icon on the right. Below the field is the text: *This is the name that will be on your profile*.
- Last Name:** An empty text input field. Below the field is the text: *Last name to show on your profile*.
- Email Address:** An empty text input field. Below the field is the text: *Set your email contact information*.
- Profession:** A dropdown menu with the text 'Choose profession' and a downward arrow.
- Bio:** A text area with a vertical cursor and a green circular icon on the right. Below the field is the text: *160 characters max.*
- School:** An empty text input field.
- Phone:** An empty text input field.

## 4.4.2 Notifications settings for educators

While logged in to your account, you can access the Notifications settings, where you can edit the notifications and messages that CogniFit sends. These settings can be adjusted at any time.



The screenshot shows the CogniFit Schools interface. At the top, there is a navigation bar with the CogniFit Schools logo on the left and a user profile labeled 'Educator' on the right. Below the navigation bar, there is a menu with options: SETTINGS, NOTIFICATIONS (highlighted), ASSESSMENTS, TRAINING PROGRAMS, and PAYMENTS. The main content area is titled 'Notifications' and contains the following text: 'You can decide which emails you receive from CogniFit. Just use the checkboxes below to subscribe to notifications. Scroll to the bottom of the page to save your changes.'

Below this text, there is a section titled 'Receive a notification when:' followed by four rows of notification options, each with a checkbox:

- One of your students has completed an assessment
- One of your students has completed a training
- Someone sends you a message
- CogniFit wants to get in touch with you

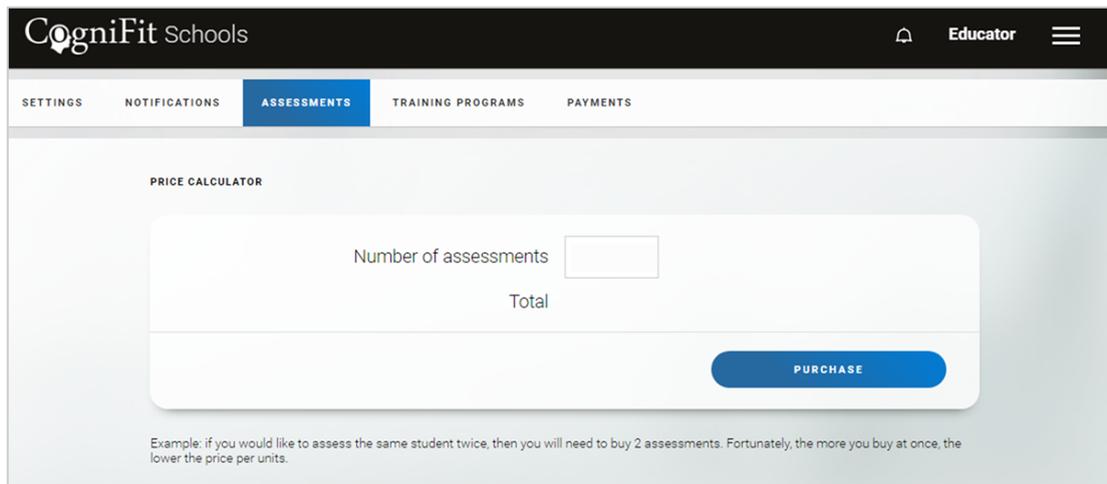
At the bottom of the notification settings, there are two buttons: 'Disable Notifications' (a light blue button) and 'SAVE' (a dark blue button).

You can read more about how to adjust the notification settings in [this article](#).

### 4.4.3 Assessments settings for educators

The **Assessments** tab is another way of accessing the purchase platform, where you have the option to buy one-time evaluations.

The educator can change the type of assessment when assigning it to a student.



CogniFit Schools Educator

SETTINGS NOTIFICATIONS **ASSESSMENTS** TRAINING PROGRAMS PAYMENTS

PRICE CALCULATOR

Number of assessments

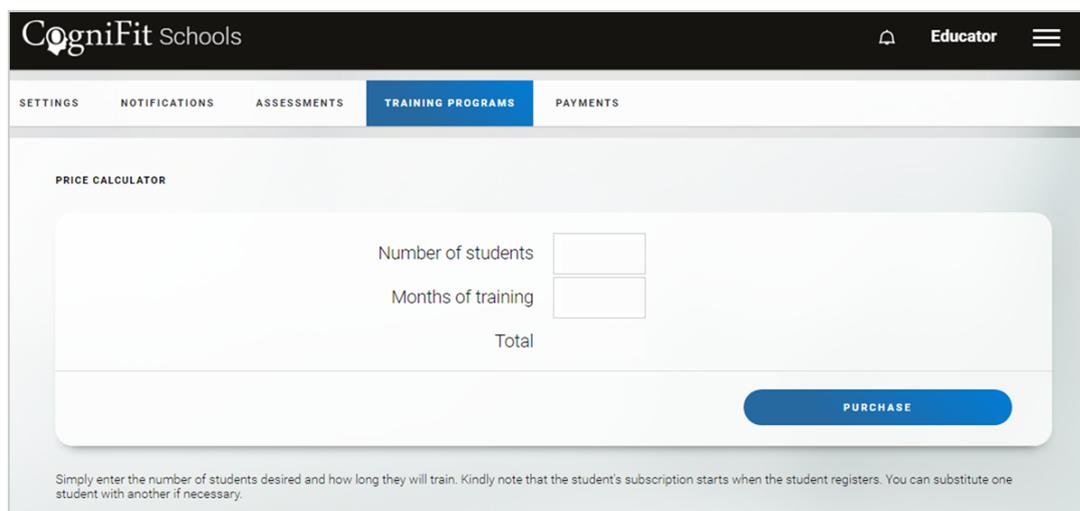
Total

**PURCHASE**

Example: if you would like to assess the same student twice, then you will need to buy 2 assessments. Fortunately, the more you buy at once, the lower the price per units.

### 4.4.4 Training programs

The **Training Programs** tab offers the option to buy subscriptions to CogniFit by months of training and number of students. Just enter the number of students desired and how long they will train for (months). Note that the student's subscription starts when the student registers. The educator can substitute one student with another if necessary. Choose the option that best suits the intervention chosen.



CogniFit Schools Educator

SETTINGS NOTIFICATIONS ASSESSMENTS **TRAINING PROGRAMS** PAYMENTS

PRICE CALCULATOR

Number of students

Months of training

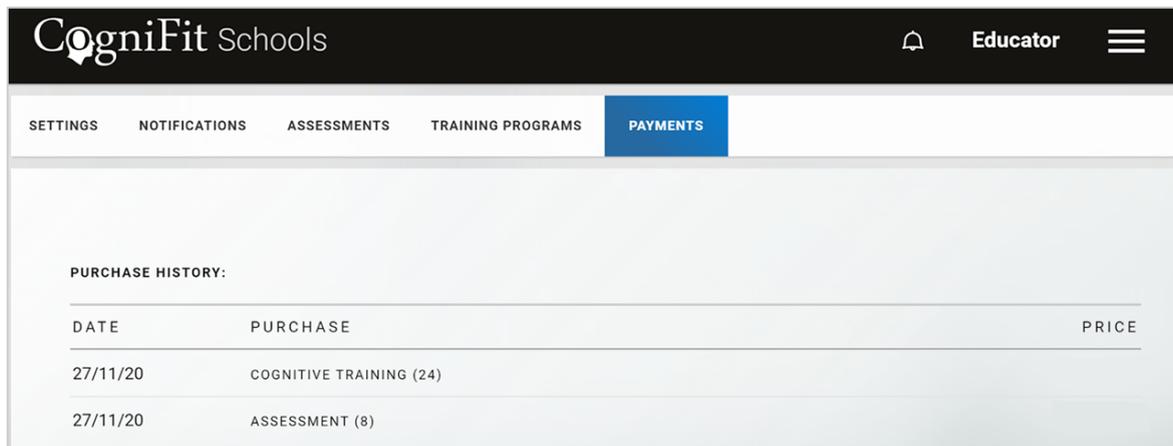
Total

**PURCHASE**

Simply enter the number of students desired and how long they will train. Kindly note that the student's subscription starts when the student registers. You can substitute one student with another if necessary.

## 4.4.5 Payments

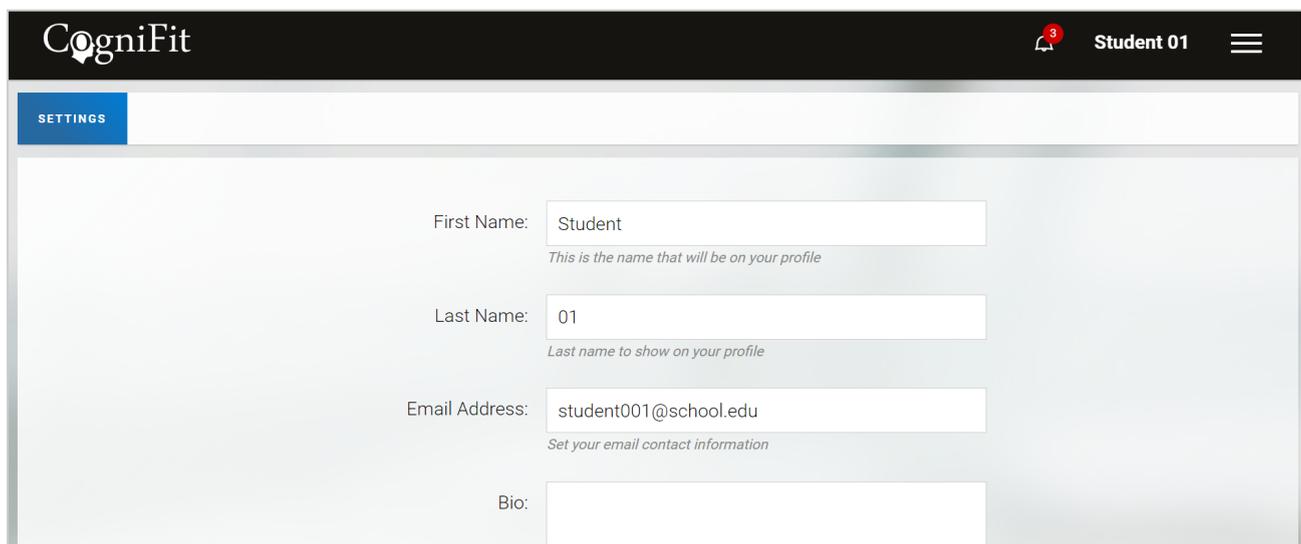
The **Payments** tab will show all of the purchases that the educator has on CogniFit.



DATE	PURCHASE	PRICE
27/11/20	COGNITIVE TRAINING (24)	
27/11/20	ASSESSMENT (8)	

## 4.4.6 Account settings for students

The **Settings** tab in the student account will show the students' email, name, birth date, etc. This information can be modified at any time. This tab is where the student can change the password after the educator reviews the reception of the license.



First Name:   
*This is the name that will be on your profile*

Last Name:   
*Last name to show on your profile*

Email Address:   
*Set your email contact information*

Bio:

# 5 Student session

This section of the manual explains the optimal environment the student needs to perform the session. Throughout this section, you will find the recommendations that the educator has to follow before, during, and after so that the student can efficiently perform the session.

Si aparecen dudas durante el proceso de realización de la sesión, el equipo de educadores de CogniFit estarán dispuestos a ayudar. Las consultas serán a través de nuestro chat web o a través del correo [support@cognifit.com](mailto:support@cognifit.com).

## 5.1 Student session

- ❑ The testing environment should be completely free from distractions.
- ❑ The room should be quiet and comfortable. Make sure that there is nothing around that could distract the student (for example, telephones, tablets, extreme temperatures, or bothersome movement and noises)
- ❑ If the student has other people around, ensure that they can be left alone until completing the assessment/training (10-40 minutes).
- ❑ The chair should be comfortable and at an appropriate height for the computer.

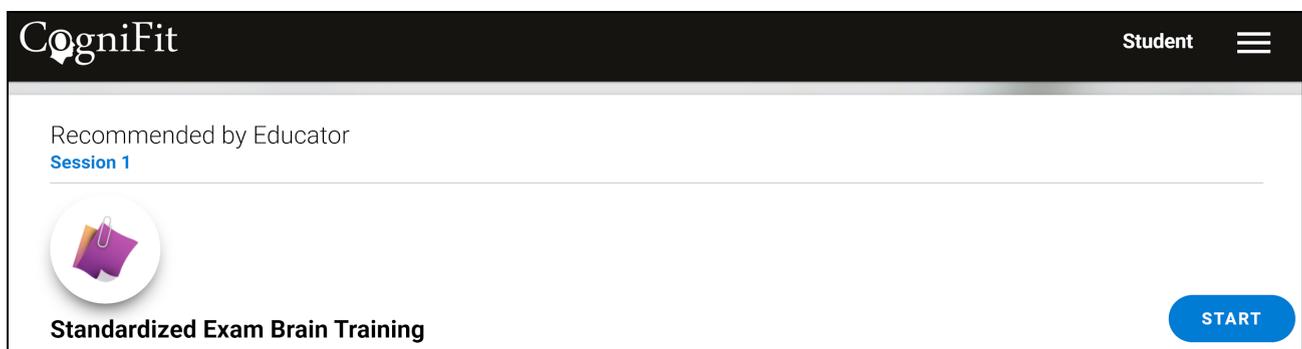
## 5.2 Session preparation

Recommendations for students before starting the assessment or the training session.

- ❑ Turn on the computer. We strongly recommend that they use a desktop PC, if unable, then use a laptop computer on a sturdy and cleared desk.
- ❑ Ensure that the computer is plugged in (or has full battery) and is connected to the Internet. Access to either WiFi or an Ethernet cable are necessary.
- ❑ Close all other desktop applications that use bandwidth.
- ❑ Plug in keyboard, mouse, and headphones and make sure that they work properly. Check to make sure the sound is at the right level.
- ❑ Be prepared to be seated for 10-40 minutes.
- ❑ Open [www.cognifit.com](http://www.cognifit.com) and log in.

## 5.3 Starting the session

- ❑ When the student logs into their account for the first time, they will automatically be prompted with the training or assessment assigned by the educator.
- ❑ The student will only see the tasks assigned to them.
- ❑ A screen will appear that will ask the student to complete the assessment or training.
- ❑ Click **Start Assessment or Training**.



- ❑ If the educator has assigned to the student an assessment and the educator has chosen the self-administered questionnaire option, the student will see a questionnaire that must be completed before performing the assessment tasks.
- ❑ A screen will appear prompting the student to do the assessment or training.
- ❑ A screen giving instructions will appear. Read the directions thoroughly. If the student has any questions, they have to ask them before clicking Next.
- ❑ The last screen will give a brief objective. Read it carefully before clicking Next.
- ❑ The game will begin automatically.
- ❑ Once started, the assessment and exercises should not be paused or closed.

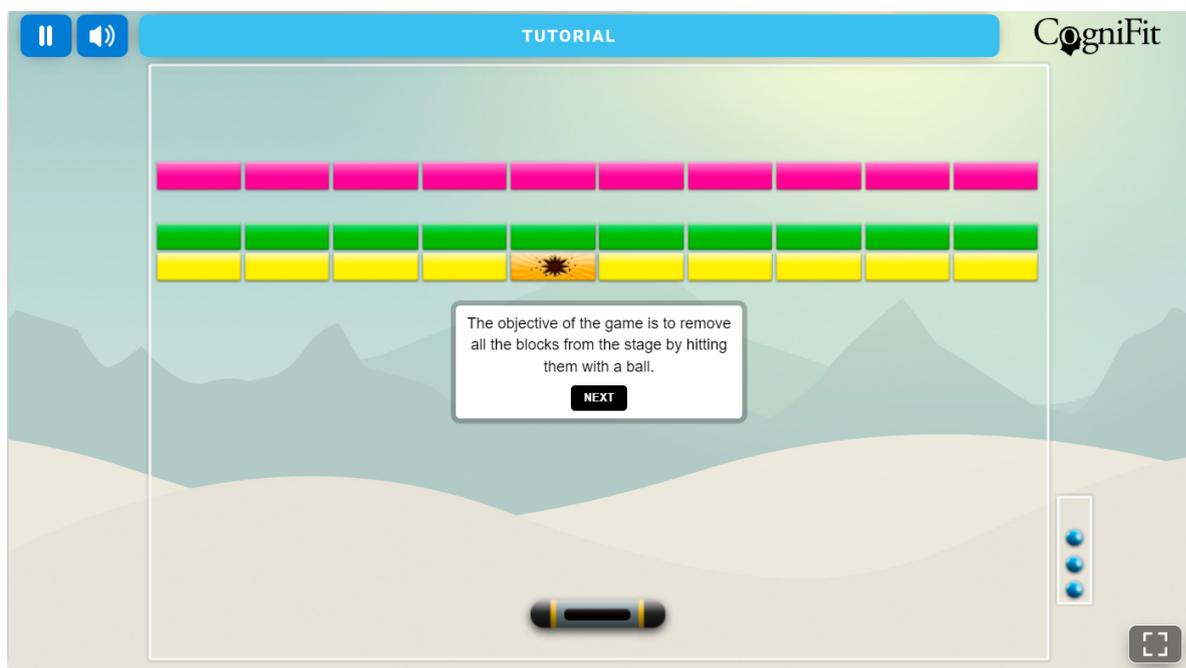
## Interruptions

- ❑ Once the assessment or training is started, it should not be paused.
- ❑ Make sure that there are no distractions and avoid interruptions (phone calls, computer, mouse or keyboard glitches, etc.). Be sure the student uses the restroom before starting.
- ❑ If the student has to leave the room during testing, make it as short as possible. The tasks are created to be performed in one sitting.

## 5.4 Relevant information

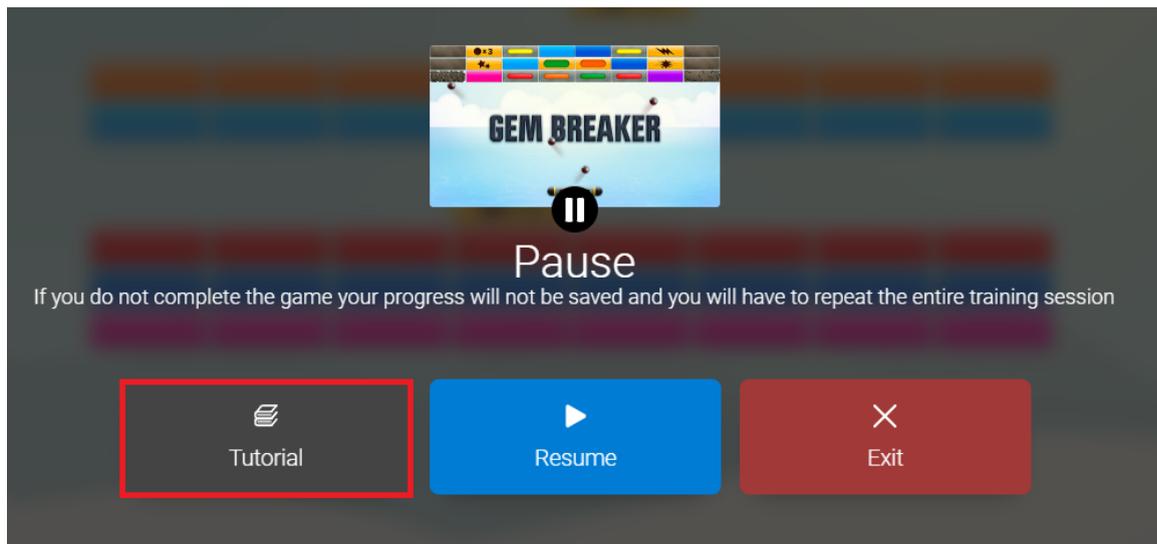
### 5.4.1 Instructions

- ❑ Before starting a new assessment task or training game, the student will receive prior instructions.

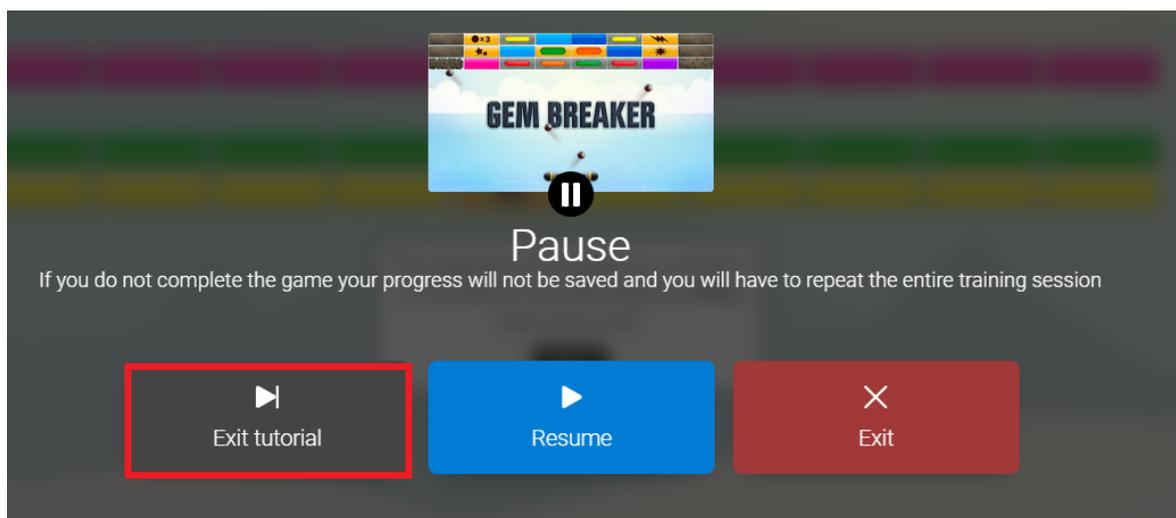


- ❑ These instructions will only appear the first time a new task/game is played.

**Attention:** However, the student can consult the instructions at any time by pressing the pause button. In the menu that opens, press the **TUTORIAL** button. This option is only available for games.

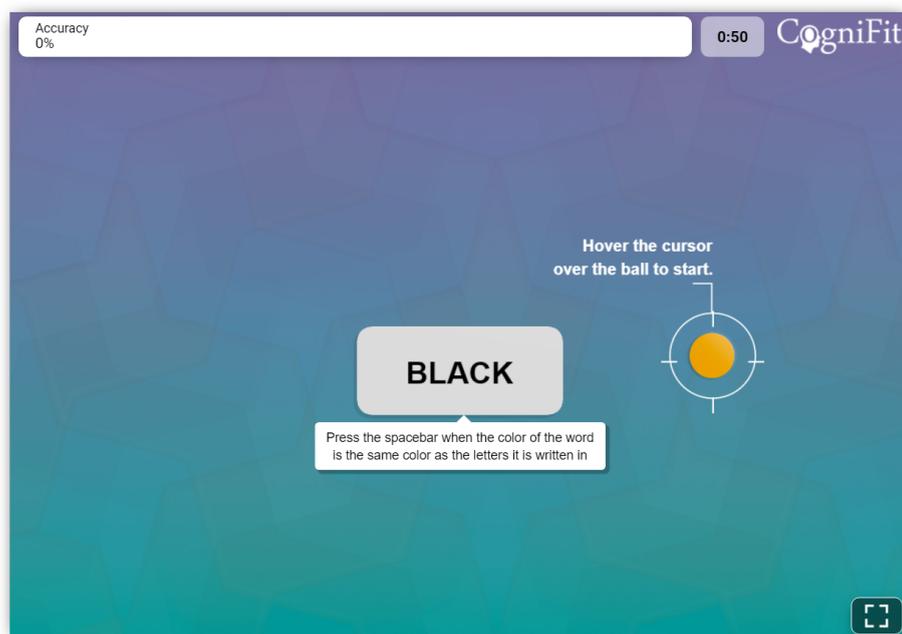


- To return to the task, press the pause button again and then the **EXIT** button.



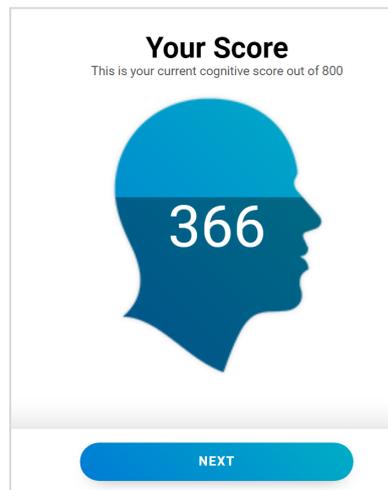
### 5.4.2 Previous session

- ❑ When a new task starts, instructions and a short trial period will be provided. This will only happen the first time a new exercise starts.
- ❑ During the assessment, the student has either a certain amount of time or moves (depending on the task) that helps them get acquainted with the task. The remaining time/moves can be found at the top right of the screen.

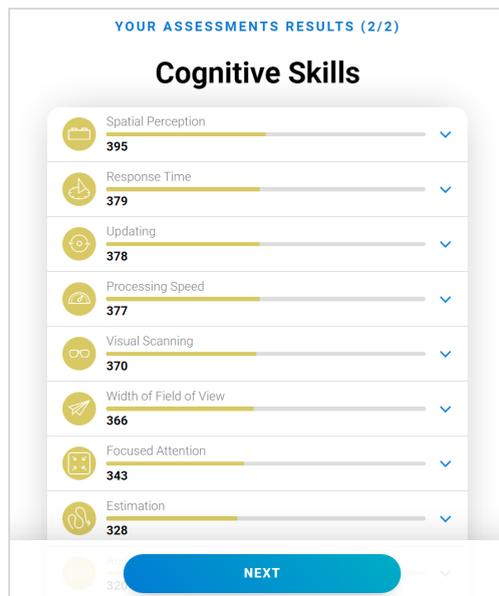


### 5.4.3 Results

- ❑ The results obtained by the student will be sent directly to the educator in charge.
- ❑ The student will not have access to the complete results from their account.
- ❑ At the end of **the assigned evaluation** the student will be able to see their score. Click **Next**.

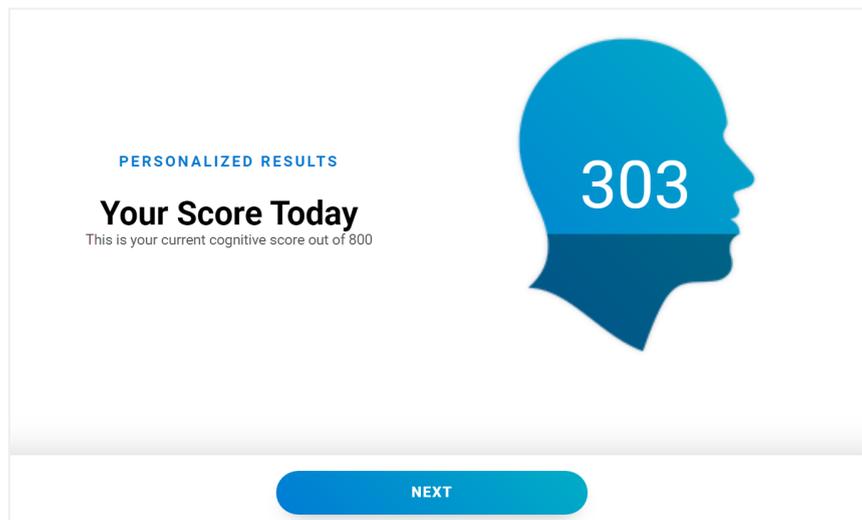


By clicking the button **Next**, the student can find out the scores for each cognitive ability.

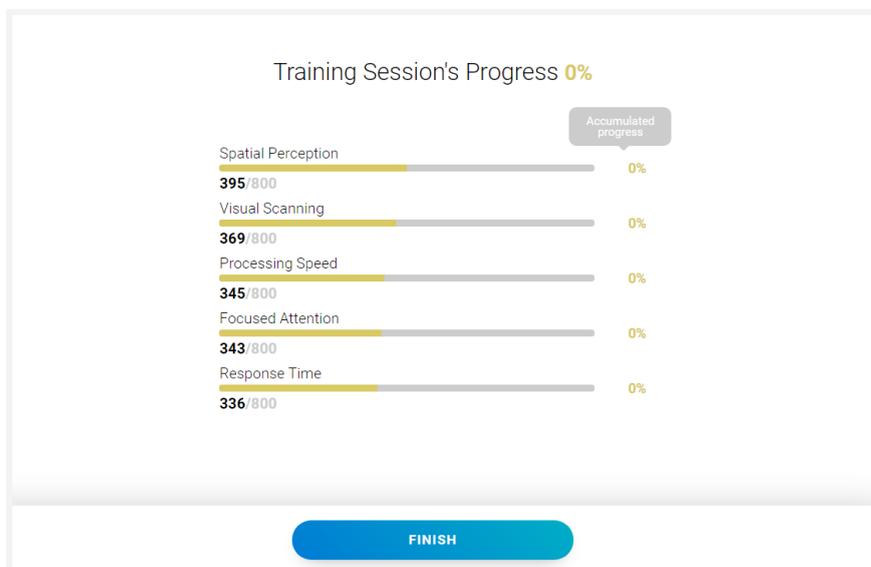


Click **Next** to exit.

- ❑ At the end of **the assigned training** the student will be able to see their current score.



By clicking the **Next** button, the student will see the progress of their training. Press **Finish** to exit.

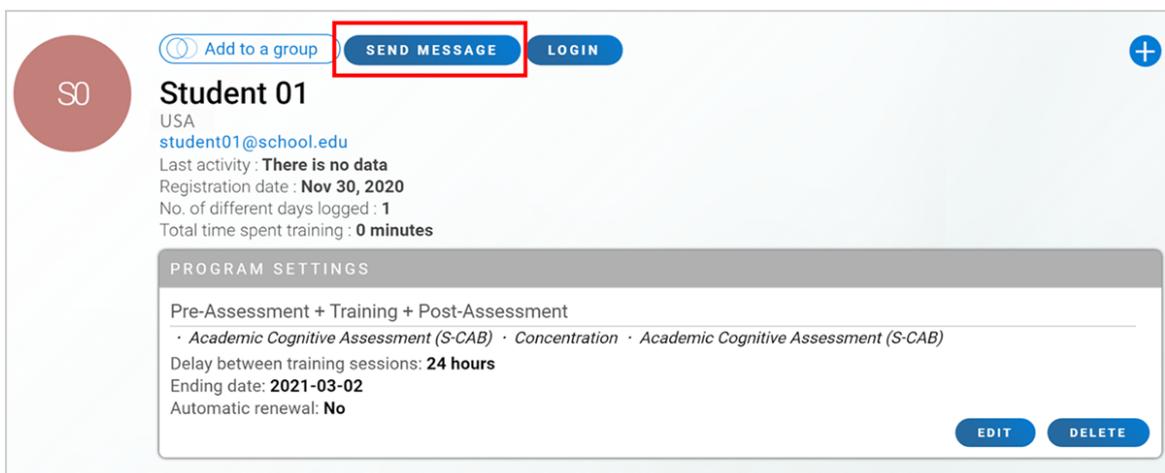


- ❑ If the educator has recommended that the student take a break between training sessions, when the training program ends, the student will see a message indicating the time until a new training session begins.
- ❑ The educator will be able to see a summary of all the results of the students from the platform on the student page, by clicking on the student's profile.
- ❑ The results will also be saved in the CogniFit database.

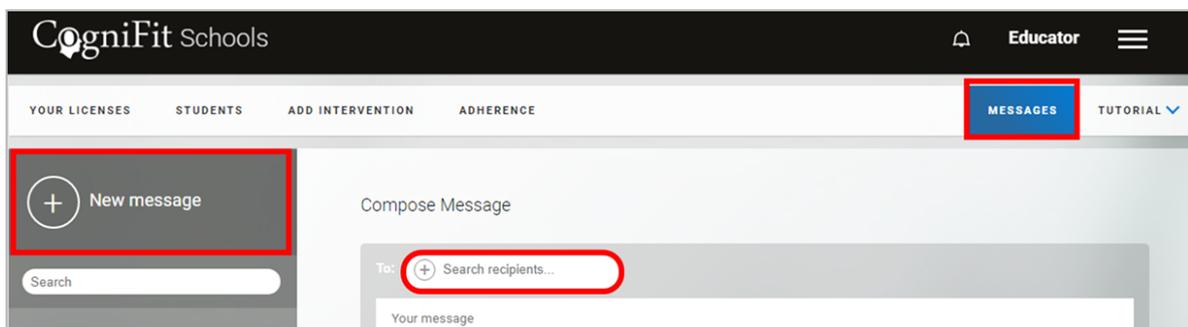
# 6 Results

## 6.1 Send reminders or other messages to students

- ❑ Click on the student's name to see their profile. There is an option to send the user a message. Keep in mind that the message will be sent to the e-mail address associated with the account.



- ❑ The educator can also send messages by selecting the **Messages** tab on their account home page.



## 6.2 After testing a student

Open the **Student** tab. The educator will see a list of all the current students. If any student has recently finished an assessment or training, their results will appear on the student's profile.

PROGRAM SETTINGS	
Training Programs	
- Exams	
Delay between training sessions:	0 hours
Ending date:	2021-03-02
Automatic renewal:	Yes

Latest results		Session	Training Exercises	Assessment Exercise	Date	Skill Tested	Score
	General Cognitive Assessment (CAB)	3	--	Test Battery	08/04/2021 10:51	All	302
	General Cognitive Assessment (CAB)	1	--	Test Battery	08/04/2021 10:49	All	308

In "**Latest results**" you will see the number of **Sessions** completed by the student, the program they have completed (a training or an evaluation), the **Date** of the session, and the **Score** obtained.

If the student has completed a training session, they will see the icons of the exercises they completed during the session (the "**Training exercises**" section), the icon of the assessment task included in the training (the "**Assessment exercise**" section ) and a list of the cognitive skills trained and assessed during the session (the section "**Skills tested**").

If the student has completed an evaluation, the educator will be able to download a results report. This option is only available for assessments.

Please note that only assessment and / or training assignments are available for students under the age of 16. To complete the test and obtain the cognitive results, the educator must fill in the questionnaire.

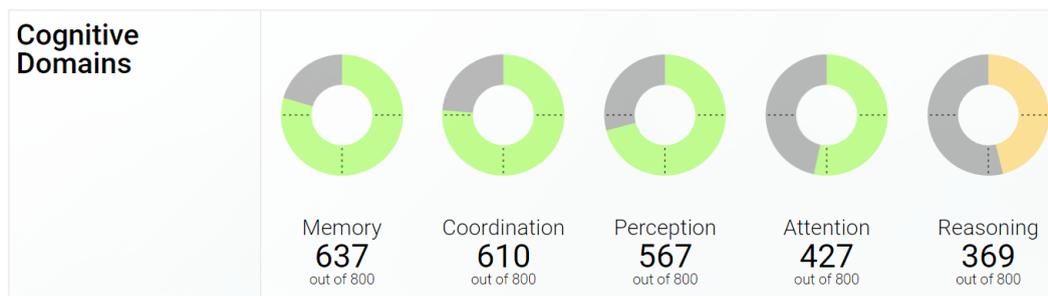
This must also be done if the educator chose the "No" option in "Self-Administering Questionnaire" when assigning the assessment to the student.

	General Cognitive Assessment (CAB)	<b>COMPLETE QUESTIONNAIRE</b>	1	--	Test Battery	08/04/2021 10:49	All	308
--	------------------------------------	-------------------------------	---	----	--------------	------------------	-----	-----

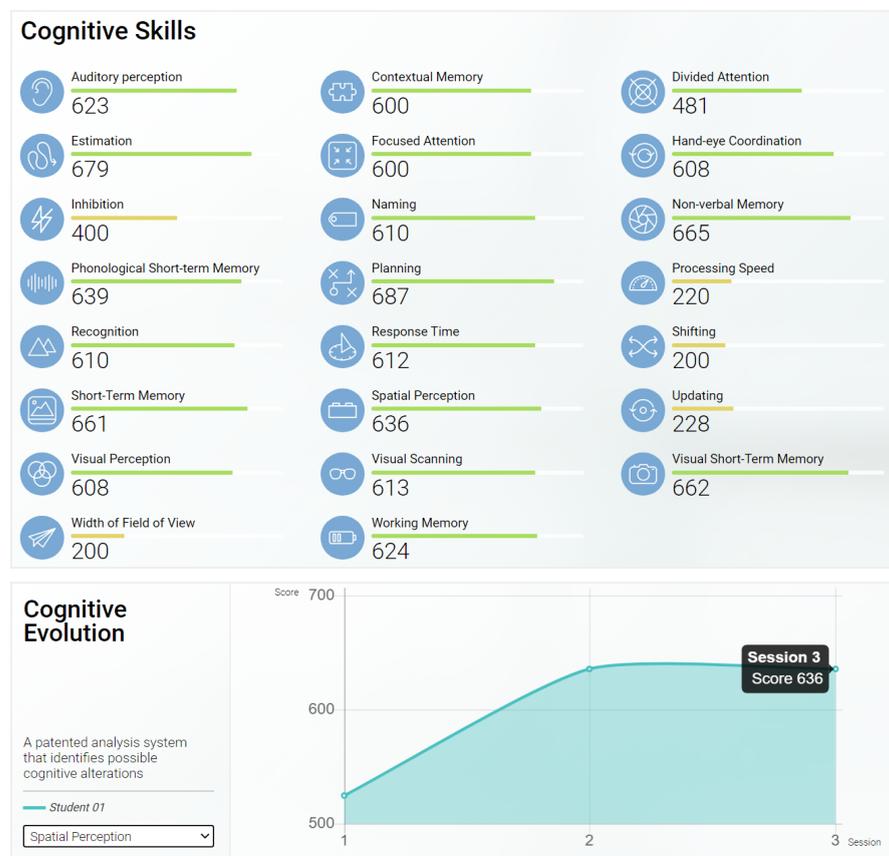
## 6.3 Cognitive results

As explained before in each student's profile, the educator will find the student's results compiled to provide a wide view of their overall cognitive profile or level.

Below are the overall scores of the student. The educator will see the last results and the cognitive domains scores like this:



By scrolling down, the educator will see the detailed cognitive skills scores and a graph of the evolution of each cognitive skill from one session to the next.:



## 6.4 Results report

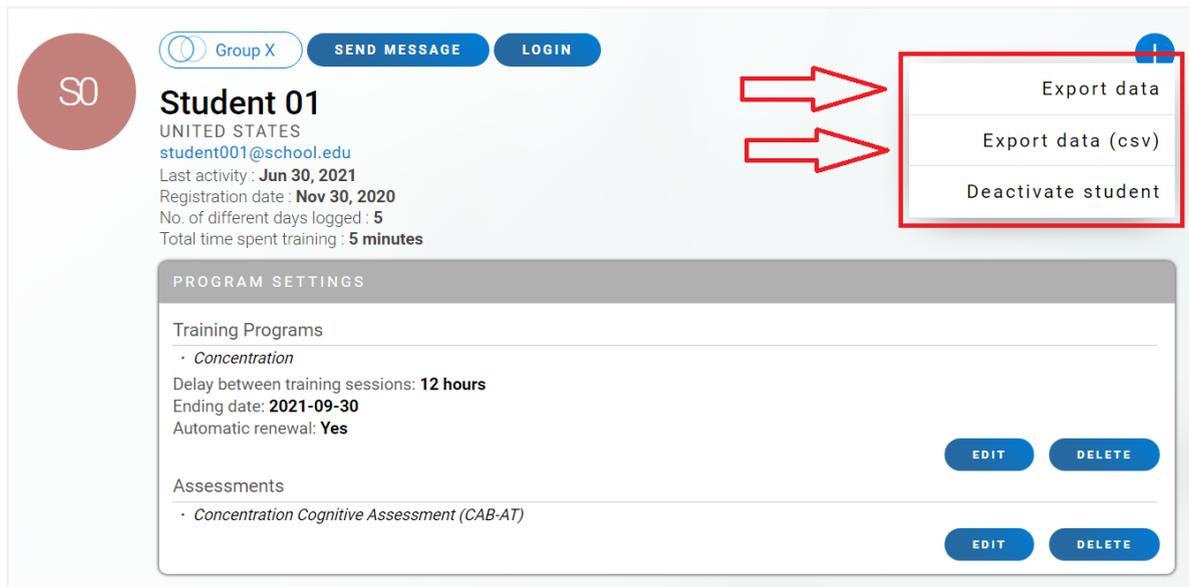
From the student profile, the educator will see the latest student results. In addition, the educator will be able to download a full results report to show the student or their family members in a more convenient way. You can download the report by clicking on **Download** from the student profile. The report can only be downloaded after the student has completed the questionnaire and evaluation. A student report can only be downloaded when the student has performed an assessment, but not for a training program. This report contains the user's cognitive state, signs and symptoms, neuropsychological profile, results analysis, and recommendations.\*

*\*The sections on this report vary according to the cognitive assessment.*

To see an example results report, press [here](#).

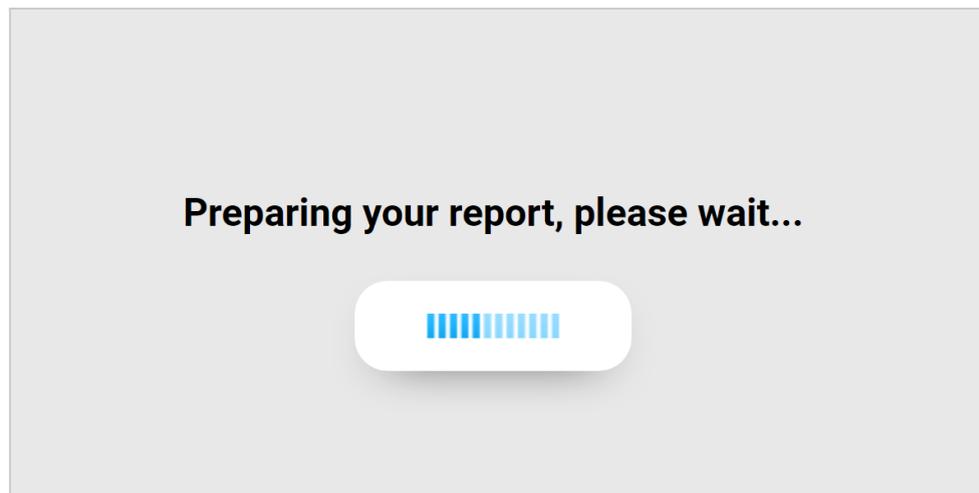
## 6.5 Exporting results

By clicking on the blue plus sign (+) in the participant's profile, the researcher will be able to download the user's data in PDF or CSV (spreadsheet) format.



The screenshot shows a student profile for 'Student 01' with a profile picture 'S0'. The profile includes a 'Group X' label, 'SEND MESSAGE' and 'LOGIN' buttons, and a blue plus sign in the top right corner. A red box highlights the plus sign, with two red arrows pointing to a dropdown menu that contains three options: 'Export data', 'Export data (csv)', and 'Deactivate student'. Below the profile information is a 'PROGRAM SETTINGS' section with 'Training Programs' and 'Assessments' subsections, each containing details and 'EDIT' and 'DELETE' buttons.

Pressing the button **Export data** the platform will automatically generate the data report with scores for each cognitive capacity. Please wait while it loads.



Once the download is complete, you will see a results report in PDF format with the essential profile data of the user.

## Student 01

student001@school.edu

UNITED STATES

Last activity: Jun 30, 2021

Registration date: Nov 30, 2020

Sessions completed

3

### Latest sessions

		Session	Training Exercises	Assessment Exercise	Date	Tested skills	Score
	Concentration Brain Training	3			30/06/2021 14:49	Updating	<b>228</b>
	Concentration Cognitive Assessment (CAB-AT)	2	--	Test Battery	30/06/2021 14:48	All	<b>549</b>
	Standardized Exam Brain Training	1			30/11/2020 22:51	Planning	<b>681</b>

### Cognitive Skills Score (0-800)

Overall Score	549
Estimation	679
Planning	687
Non-verbal Memory	665
Processing Speed	220
Visual Short-Term Memory	662
Spatial Perception	636
Short-Term Memory	661
Response Time	612
Phonological Short-term Memory	639
Auditory perception	623
Contextual Memory	600
Visual Perception	608
Working Memory	624

Selecting the option **Export Data (CSV)** if you wish to download the user's information in CSV format. The spreadsheet will open automatically. It is important to save the document with the name or number of the student in order to identify the use later.

You can read more about how to export the results in [this article](#).

## 6.6 Group Adherence

In the **Adherence** tab, the educator can review the adherence data for the students in the intervention: total training time for the group, how much each student has trained, shortest and longest training time, etc.

In the dropdown menu the educator can choose between different groups that have been created. For example, to see only the results of Group 01, the educator must click on the corresponding option.

The screenshot shows the 'ADHERENCE' tab in the CogniFit interface. On the left, there is a sidebar with a 'Create a new group' button and a search bar. Below the search bar, there are two options: 'All' and 'Group 01' (1 Student), with 'Group 01' highlighted in red. The main content area shows 'Group 01' with '1 Student' and buttons for 'EDIT GROUP' and 'DELETE GROUP'. Below this, it states 'You have 1 active participant' and 'Total time spent training: 1 minutes'. A table displays adherence data for Jane Doe:

You have 1 active participant		Total time spent training: 1 minutes	
		HIGHEST TIME	LOWEST TIME
No. of different days logged	1	J.D. Jane Doe 1 minutes	J.D. Jane Doe 1 minutes
No. of assessments	2		
No. of training programs	1		

The educator will see their students on the right side of their screen. This should click on the name of the student and the individual profile of the student will appear.

## 7 FAQ

For more FAQs, the educator can visit our support website at:  
<http://support.cognifit.com/>

### 7.1 How do I log in from the website?

Click on the **Login** button on the top-right of the page.

- Remember that the password is case sensitive, so check that the Caps Lock key is not activated.
- If you are using a safe computer, click the “**remember me**” box to remember your information.

Login using your email and password.

### 7.2 How do I assign a training session to a student?

You can read the detailed instructions for how to add students to your account and assign them training licences in [this article](#).

### 7.3 Can a hearing/visually impaired student perform the evaluations and/or training program?

Yes, but many of the tests require the use of sounds or distinguishing colors, so we cannot promise to maintain the reliability of the results. If this is the case, please contact us directly at [support@cognifit.com](mailto:support@cognifit.com)

## 7.4 Can a license be transferred from one student to another?

Yes. As long as the student hasn't started using that license. If the educator sends their student an evaluation or training license and decides to take it back and assign it to another student, the educator may remove the license from their student in order to assign it to another student.

## 7.5 Can I buy an unlimited number of months of Subscription?

Yes, you can buy as many licenses as you need for training with your students. Then those licenses can be distributed, for example: 12 months for one student or 6 months each for two students.

## 7.6 If a number of licenses are purchased and then treatment is extended, can more licenses be purchased?

Yes, you can buy the licenses you need and then assign them back to your students.

## 7.7 What are groups for?

This function makes it possible for the educator to break students into groups in order to organize students or for intervention purposes. This may be useful when breaking students into groups based on their cognitive condition, the day you see them, age, or any other number of factors. Students can only be in one group at a time.

## 7.8 How do I log out?

To log out, hover the mouse over your name on the top right of the screen. There is a drop-down menu, the last option should be log out. Click **Log out**.

If the educator or student has any other questions, please click [here](#).

# 8 Annex

## 8.1 Quick Start Guide

To ensure maximum efficiency, each educator should be familiar with the assessment and follow-up training prior to starting. A quick user guide has then been added to the manual so that the educator or student can consult it at a glance.

### 8.1.1 Create an educator account

Create an Educator account on the Platform for Schools and Teachers, [accessing the platform directly](#) or from the [CogniFit home page](#) ("Tools for professionals" menu section).

- Fill name, email address, and education center.
- Create a password (minimum of 6 characters).
- Upon entering the platform, the program will give the educator a summary of the most important steps when using the tool.
- Press **Purchase Licenses** to finish.

### 8.1.2 Purchasing Assessment and Training Licenses

- Follow the steps indicated in section 4.2.1 of this manual.

### 8.1.3 Inviting a student

The educator needs to add students in order to send assessments and/or training programs. Follow the steps indicated in section 4.2.3 of this manual.

- Once logged in to the educator account, the educator will see a tab labeled **Students**.
- Choose the test and assign it to the student.

- ❑ Below, the educator will be asked to enter the student's name and email address.
- ❑ Press send.

### 8.1.4 Preparing the session

The educator needs to keep in mind certain aspects of the session and inform their students if the session is done outside of a controlled environment.

- ❑ Read the description and get familiarized with each test.
- ❑ Get to know the testing equipment.
- ❑ If the student is using noise canceling headphones, check that the red light appears when they turn the headphones on. If it does not, the educator may need to replace the battery.
- ❑ Plug the headphones into the computer or laptop.
- ❑ Make sure the volume is at an appropriate level.
- ❑ Make sure that the mouse is plugged in and works properly. If the mouse is wireless, ensure that it has new batteries and works properly.
- ❑ The assessments can be used with any online browser and multi device.

### 8.1.5 Requirements for students

The student must log in before receiving instructions from the educator. The educator should give the following instructions to their students so that they can complete the evaluation and/or training session.

- ❑ Open the web browser. To see our recommended web browsers and system requirements, please go to the [System Requirements](#) article.
- ❑ In the search bar on the top of the browser, enter [www.cognifit.com](http://www.cognifit.com).
- ❑ Press the **Login** button and enter the student's credentials. If this information is not available, they will need to ask the education professional in charge or click on the **Start Now** button on the homepage to create a new account.

- ❑ Enter the email address and follow the steps shown on the platform.
- ❑ If the assessment is needed in another language other than English, the language can be changed on the top right of the homepage. Language settings can also be adjusted once logged in.

## 8.2 Instructions before, during and after testing

### 8.2.1 Before starting the test

- ❑ To avoid interruptions, all electronic devices (phones, tablets, etc.) should be turned off and put away.
- ❑ Make sure that the computer is plugged in or has full battery, in the case of a laptop.
- ❑ If students will use auxiliary tools, like a mouse or keyboard, and make sure that they work properly.
- ❑ Ensure that the volume is at an appropriate level.
- ❑ If the student wears glasses, make sure that they have them available.
- ❑ Make sure the student uses the restroom before starting the assessment.
- ❑ If the student is using the program from home or has other people nearby, ensure they can be left uninterrupted for the duration of the assessment/training.
- ❑ CogniFit is an online program, so be sure to close all other Internet applications that will use bandwidth (Spotify, Netflix, etc.).
- ❑ Before starting, check that the student is using the proper account associated with the educator's account.
- ❑ Begin testing only after checking that none of the problems above will interfere with testing.

### 8.2.2 During the test

- ❑ Make sure the student understands how to perform each task. Instructions are given upon starting each task.
- ❑ If the user has questions as to how to perform a task, the educator can explain how to complete the task, as long as they do not provide them with any additional assistance.

### 8.2.3 After the test

- ❑ Results will appear automatically in the Results section of the educator homepage.
- ❑ The educator will have access to these results right away.
- ❑ The student will not receive the results, unless the educator provides it.
- ❑ All results are automatically saved on the CogniFit database.
- ❑ CogniFit suggests that the educator contact the student to inform them that their scores have been received if the assessment is done remotely.
- ❑ The educator will be able to download a detailed report of the results that the student has obtained in the assessment.
- ❑ The results of the training sessions will be displayed on a graph on the student's profile on the educator's platform.

*Thank you for choosing CogniFit for Schools and Teachers. CogniFit is an online platform that helps assess, train and track a user's cognitive performance.*