

# Navigating in Courseware

## Program Snapshot

Note: Data on this page updates every night. To see live data, drill down into the section details page by clicking a section name.



Select a different view of your program's students and sections.

This page gives you quick overview of your program's usage and how your students are progressing.

View program statistics and run the Courseware Audit Report.

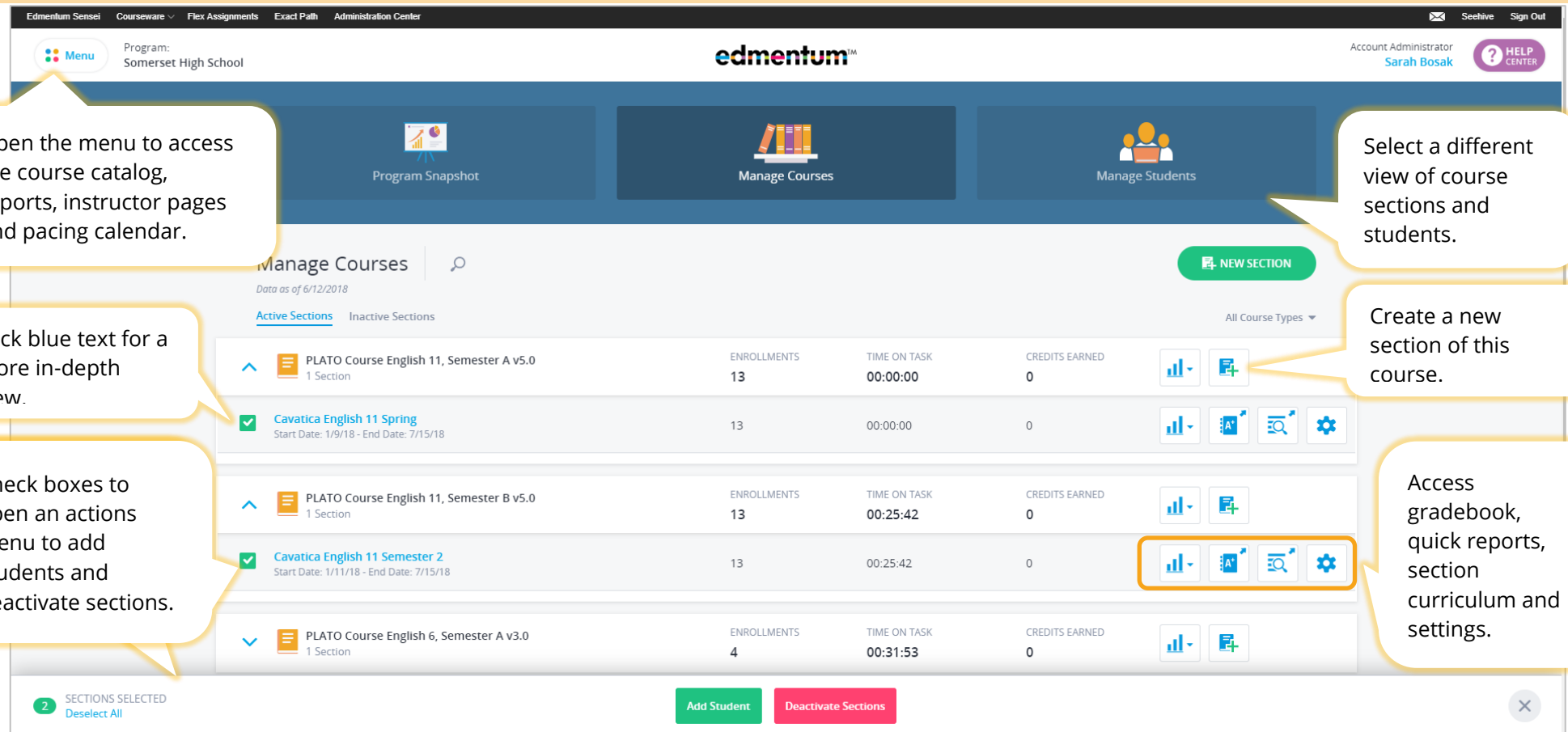
Gain insights into program usage and time on task.

Gauge your program's performance with data on number of modules mastered and completed and credits approved.

# Manage Courses

View all course sections in your program and take action on courses and sections like running reports, adding or dropping students, and deactivating sections.

Note: Data on this page updates every night. To see live data, drill down into the section details page by clicking a section name.



The screenshot shows the Edmentum Manage Courses interface for Somerset High School. The page includes a navigation menu, a program snapshot, and a table of course sections. Callouts provide instructions on how to use various features:

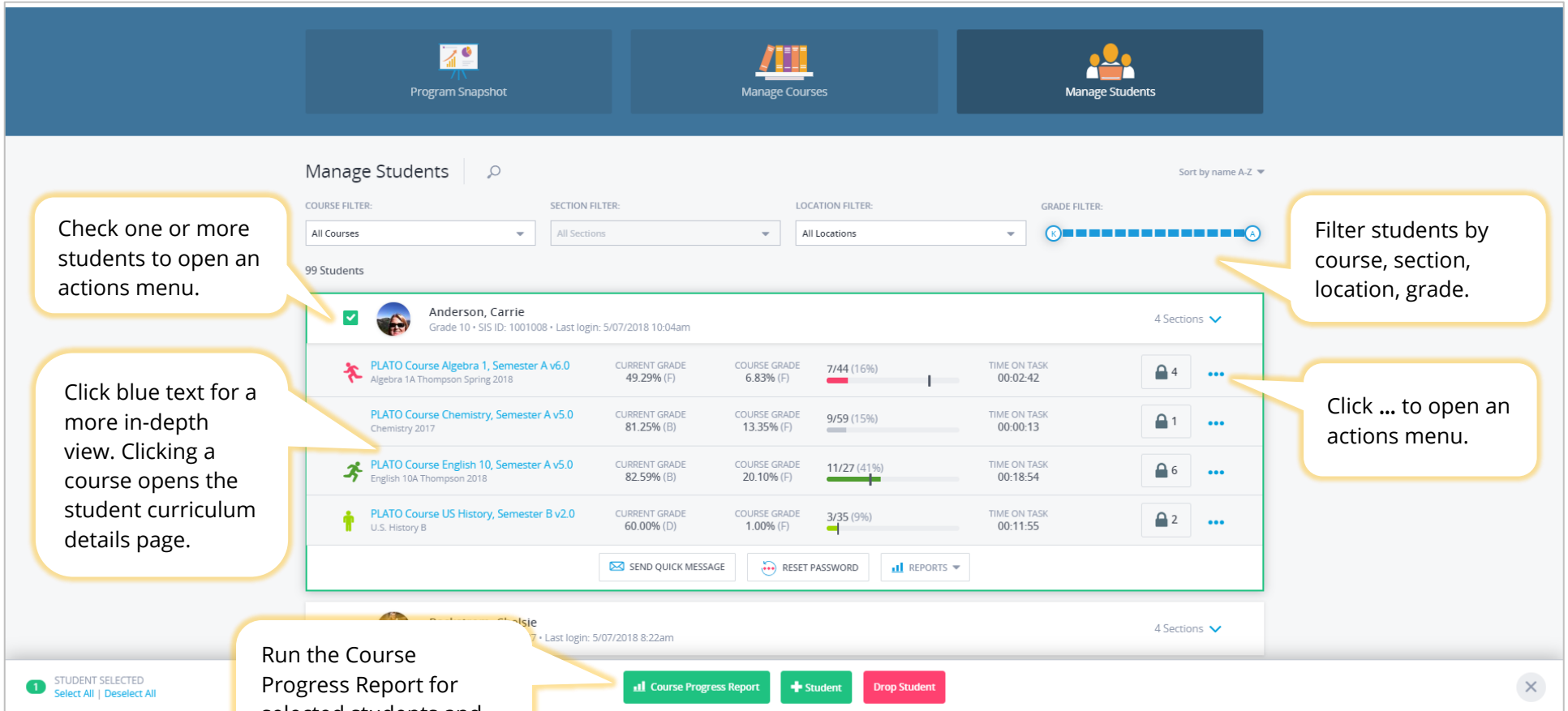
- Open the menu to access the course catalog, reports, instructor pages and pacing calendar.** (Points to the Menu icon)
- Select a different view of course sections and students.** (Points to the Manage Courses and Manage Students buttons)
- Click blue text for a more in-depth view.** (Points to the 'Cavatica English 11 Spring' section name)
- Check boxes to open an actions menu to add students and deactivate sections.** (Points to the checkmarks in the 'Active Sections' column)
- Create a new section of this course.** (Points to the '+ NEW SECTION' button)
- Access gradebook, quick reports, section curriculum and settings.** (Points to the icons in the course section row)

Course Name	Enrollments	Time on Task	Credits Earned	Actions
PLATO Course English 11, Semester A v5.0	13	00:00:00	0	Report, Add Student
<b>Cavatica English 11 Spring</b> Start Date: 1/9/18 - End Date: 7/15/18	13	00:00:00	0	Report, Add Student, Quick Reports, Settings
PLATO Course English 11, Semester B v5.0	13	00:25:42	0	Report, Add Student
<b>Cavatica English 11 Semester 2</b> Start Date: 1/11/18 - End Date: 7/15/18	13	00:25:42	0	Report, Add Student, Quick Reports, Settings
PLATO Course English 6, Semester A v3.0	4	00:31:53	0	Report, Add Student

## Manage Students

Manage and take action on students in your program.

Note: Unlike the Program Snapshot and Manage Courses, the data on Manage Students is live. Click your browser's refresh button to see updated student information.



The screenshot shows the 'Manage Students' interface. At the top, there are three navigation buttons: 'Program Snapshot', 'Manage Courses', and 'Manage Students'. Below these are filter options for 'COURSE FILTER', 'SECTION FILTER', 'LOCATION FILTER', and 'GRADE FILTER'. A search bar and a 'Sort by name A-Z' dropdown are also present. The main area displays a list of students, with the first student, 'Anderson, Carrie', highlighted. This student's record shows four sections of courses with their respective current and course grades, progress bars, and time on task. At the bottom, there are buttons for 'SEND QUICK MESSAGE', 'RESET PASSWORD', and 'REPORTS'. A status bar at the bottom left indicates '1 STUDENT SELECTED' with options to 'Select All' or 'Deselect All'. At the bottom right, there are buttons for 'Course Progress Report', '+ Student', and 'Drop Student'.

**Check one or more students to open an actions menu.**

**Filter students by course, section, location, grade.**

**Click blue text for a more in-depth view. Clicking a course opens the student curriculum details page.**

**Click ... to open an actions menu.**

**Run the Course Progress Report for selected students and their current sections.**