Courseware

Instructor Guide

Table of Contents

Welcome to Courseware's Instructor Guide!

Here at Edmentum, we want you to be successful in your Courseware implementation, and we know you need answers quickly. So, we designed our guides to be simple and fast to use.

Here are some tips for using this guide:

Ctrl+F

- Reading this guide online? Press **Ctrl+F** on your keyboard to bring up the search feature. Type in key words like "upload users," "program gradebook," or "reports."

Versions

- Reading a paper copy? Check back in the Help Center periodically to ensure you have the most current version. Compare the date on the top right corner of your printed guide with the current guide in the Help Center.

We are here to support you.

- If you ever need additional help, contact Customer Support, whose contact information is at the bottom of every page of this guide.

From all of us at Edmentum, thank you for all of your hard work supporting students to achieve success in learning.

Roles and Responsibilities

As an account or program administrator, you are in charge of the Courseware implementation in your district, school, or program.

Not sure what your Courseware role is?

In each Courseware program, find your name in the upper right corner of the screen. Your role appears directly above your name. Your role may vary depending on the program you are accessing. For example, you may be a program administrator in one program and an instructor in another.

Courseware

Account Administrator

The account administrator is the main contact for your organization's Courseware account.

This role is responsible for the following tasks:

- Initial set up and establishing role permissions, uploading users, and distributing credentials to teachers and program administrators.

Account administrator responsibilities include:

- Clearly explain the expectations for program administrators instructors in their online teaching roles.
- Understand school policies that determine which students are appropriate to enroll in each program.
- Support all educator roles and students with administrative and orientation requirements for technology.
- Ensure all educator roles receive appropriate training to do their jobs effectively.

Program Administrator

The account administrator can grant this role to any instructor. A program administrator oversees program-level implementations, including:

- Create new users
- Manage student status with enrollment and withdrawal
- Manage the course catalog for designated programs
- Create customized courses using Custom Course Builder

Instructor

As an instructor, you facilitate and monitor student learning using Courseware's online courses, learning platform, and communication tools. If the setting is enabled by the account administrator, you may also be able to create course sections and add students to your own sections.

Read-Only Roles

Read-only roles give insight into student progress to educators who may not need access to all the functions within Courseware.

Read-Only Program Administrator:

- Can view all students in the assigned program(s) and run reports.
- Cannot take actions on students or course sections.
- Ideal for counselors, assistant principals or principals, paraprofessionals, and program auditors.

Read-Only Instructor:

- Can only view students in assigned course sections and run reports.

Courseware

- Cannot take actions on students or course sections.
- Ideal for any educator who only needs access to specific course sections.

Note: Unlike other user roles, read-only roles CANNOT be switched to other roles. If an educator is assigned a read-only account for one program but needs instructor access for another program, this individual will need two separate accounts.

Permissions

	Function	Account Administrator	Program Administrator	Read-Only Program Administrator**	Instructor	Read-Only Instructor***
Administration Center	Create programs	✓				
	Create Account Administrators	✓				
	Create Program Administrators	✓				
	Create instructors	✓	✓			
	Create learners	✓	✓			
Courseware	Create course sections (classes) and assign content	✓	✓		*	
	Build custom content	✓	✓			
	View section Gradebooks	✓	✓	✓	✓	✓
	View curriculum reports for own course sections	✓	✓	✓	✓	✓
	View program-wide curriculum and system reports	✓	✓	✓		
	Browse curriculum	✓	✓	✓	✓	
	View and configure settings	✓	✓			
NOTES:	*Instructors can only add students to course sections in which they are already listed as the instructor, unless the account admin has enabled course section creation by instructors. Account admins can adjust this setting in the Administration Center.					

	**Read-Only Program Administrators can only view programs to which they're assigned. ***Read-Only Instructors can only view course sections to which they have been added by an admin.

Get Started

The instructions in this section will help you get started using Courseware right away.

All you need are your login credentials, which you should have received from your account administrator. If you do not have your login credentials, contact your account administrator.

Not sure who your account administrator is?

Contact Customer Support: 800.447.5286 or support@edmentum.com

Log Into Your Account

Bookmark the Edmentum login page for easy access: https://login.edmentum.com.

1. Go to the Edmentum login page.

2. Enter your Account Login, User Name, and Password, and **click Log in to your Edmentum Account**.

If your school uses ClassLink, Clever, EdOptions Academy, Google, or Microsoft to log in, click the appropriate button to log in.

Verify Your Email Address

If this is your first time logging in, you'll be required to verify your email address. This will allow you to reset your password yourself and ensures you receive important program information from Edmentum.

Here's what you'll need to do:

1. Enter an email address. If you have an email address associated with your account, it will automatically populate.

2. Click **Send Verification and Continue**. You'll now be logged into your account.
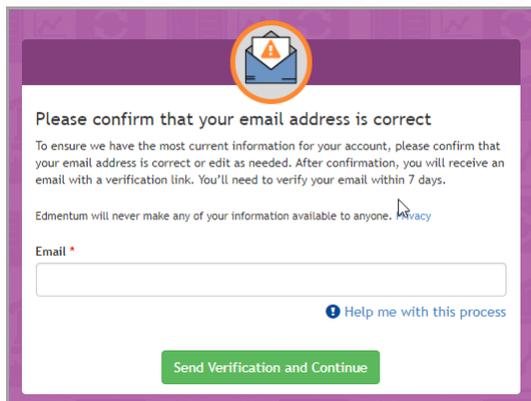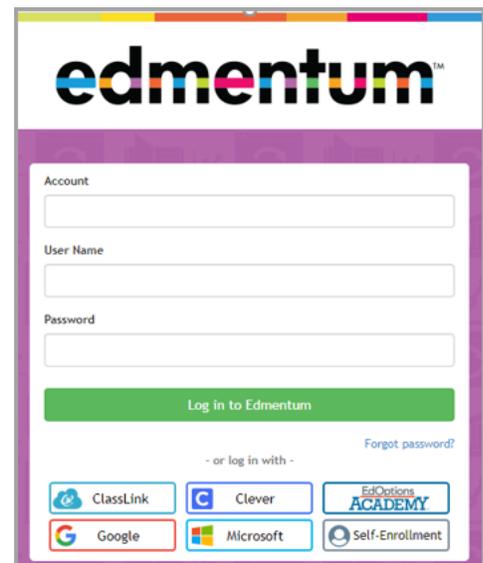
3. In a moment, you'll receive an email from an "@edmentum.com" address. Open this email and click **Confirm Email**. An Internet browser opens with a message confirming that you've completed the process.

Sign in with Google or Microsoft SSO

Single Sign On (SSO) allows you to sign into an account once to access multiple programs. Your account administrator will inform you how you should log into your Edmentum account. Here's how to log in using Google or Microsoft SSO.

1. Access your account using the URL provided my your account administrator.*

2. If you're not currently logged into your Google or Microsoft account, select your account, and you'll be logged in.

3. If you have multiple roles, select the role. If you only have one role, you'll be taken to your landing page automatically.
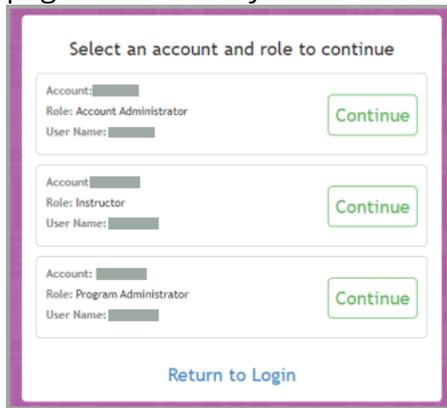
*Don't have a special URL? Don't worry. You can still log in. Just go to https://login.edmentum.com/. Now select **Google** or **Microsoft**. See Step 2 above.

Courseware

Access Your Course Sections

1. From the menu at the top of the page, click **Courseware**. If you teach in more than one program, select the program from the drop-down menu.
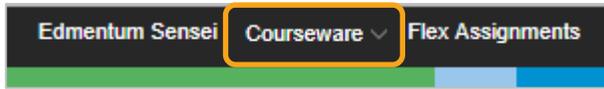
The **My Course Sections** page opens with a list of all your course sections.
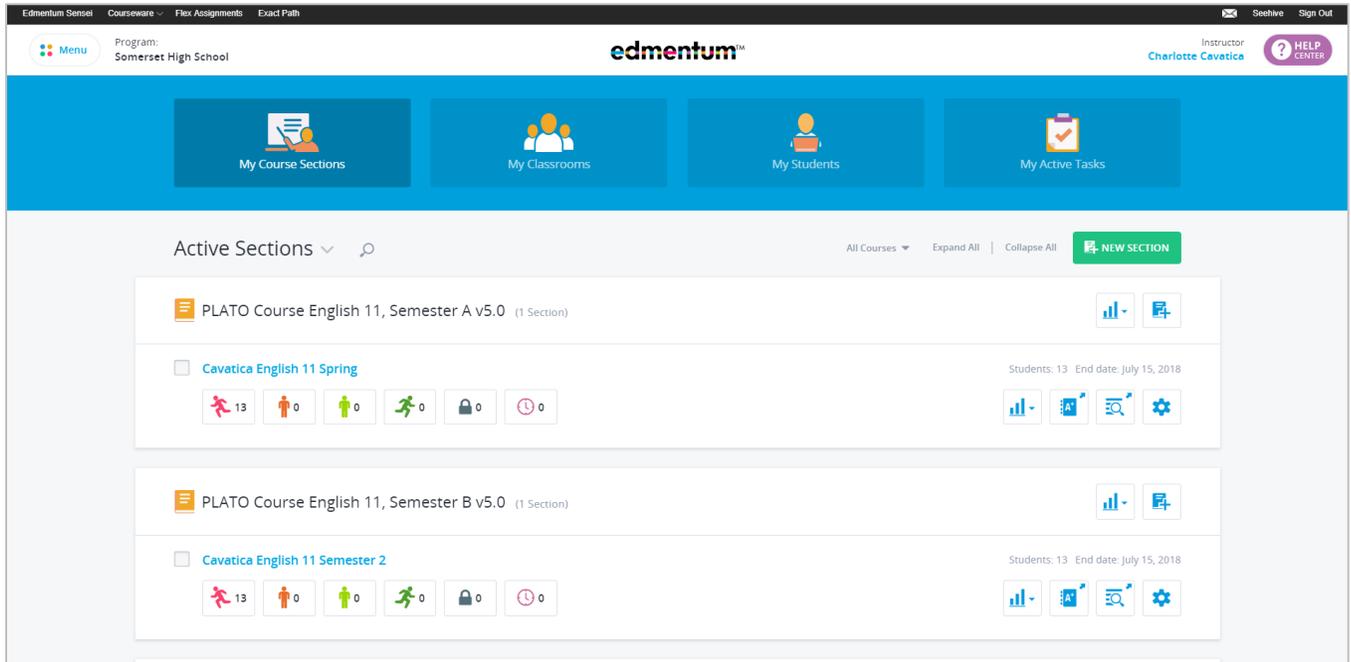
If this is the first time you've logged in, you may not see any sections on My Course Sections, especially if you are expected to create your own sections.

Continue to the next sections to browse the curriculum library and begin creating your sections.

Browse Course Curriculum

You're excited to get started creating your course sections and adding your students, but before you can do that, you'll want to browse the courses and curriculum available in your program's library. You'll even be able to try out the activities and modules to help you decide which courses to use.

1. Click the **Menu** button in the top left corner.
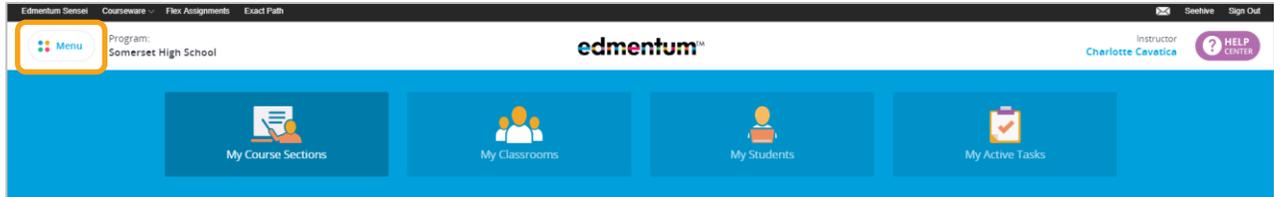
2. Click **Course Catalog**.
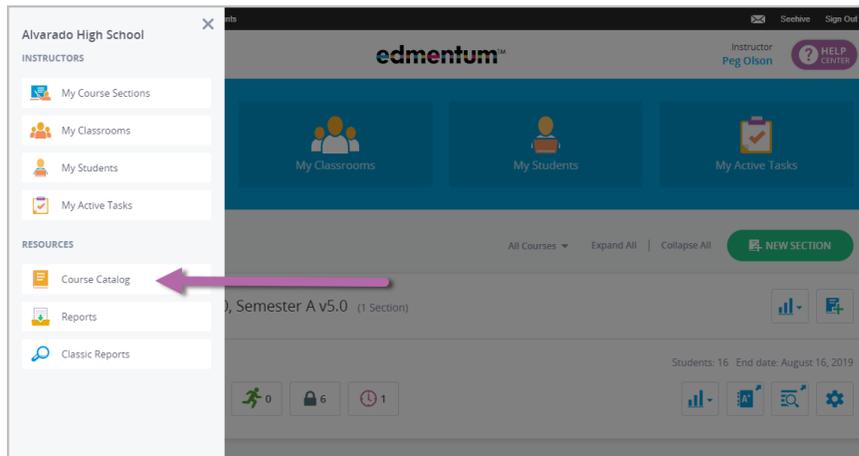
3. Use the options to filter or search the courses.

4. Click a course to view the curriculum. The course curriculum opens in a new tab.
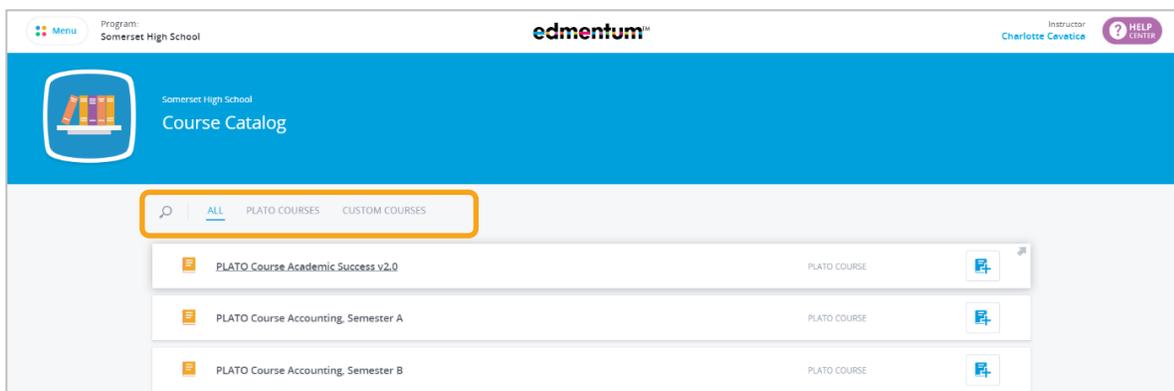
5. Click an activity to view it. An arrow indicates items you can view.
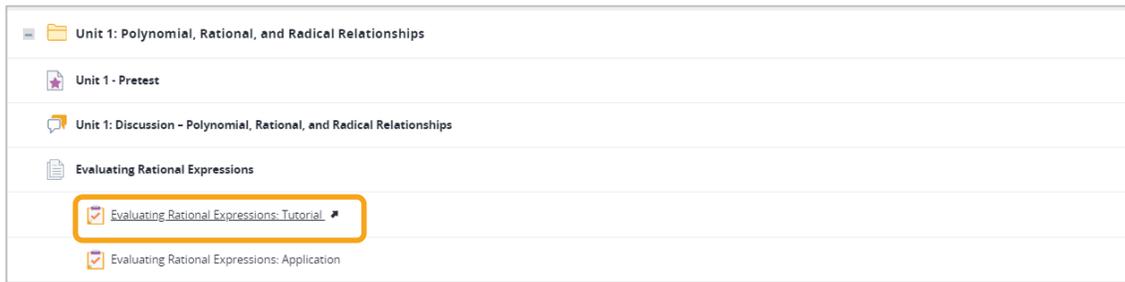
Once you decide which courses you want to use, you are ready to create your course sections.

Create a New Course Section

Your account administrator must select to allow instructors permission to create their own course sections. If you do not see the green **New Section** button on you My Course Sections page, you do not have permission to create your own course sections and your account administrator needs to create your sections.

1. On the My Course Sections page, click the green **New Section** button.
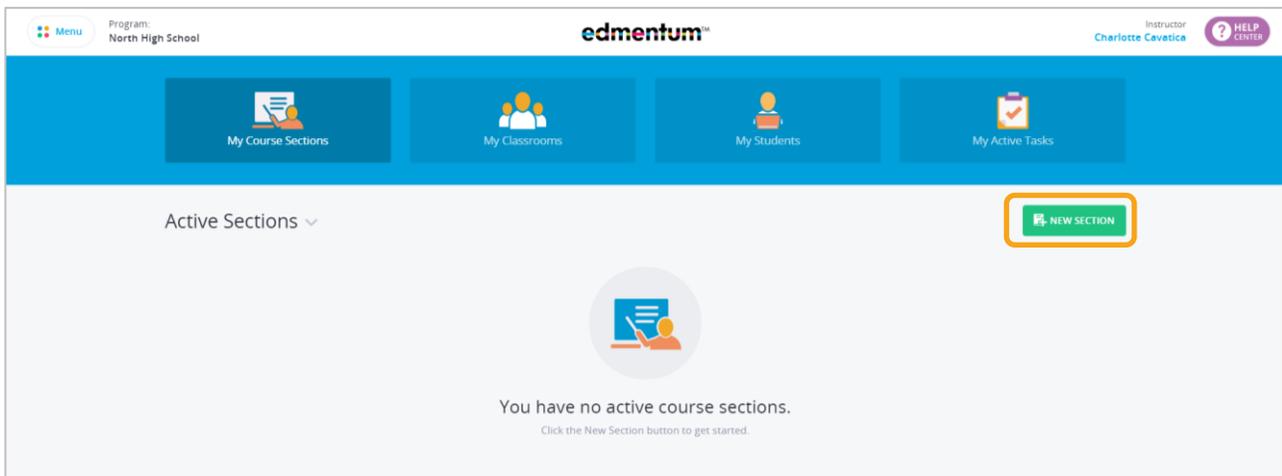
2. Select the course. Search for a course by name or use the filters to display only PLATO courses or only custom courses.
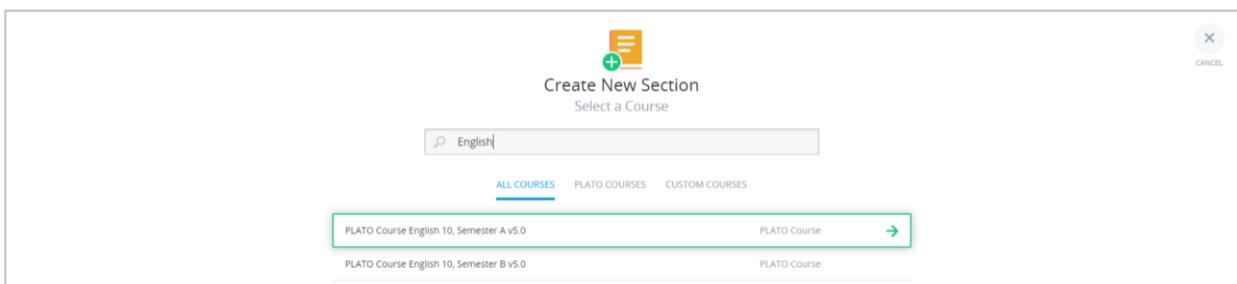
3. Enter the section details. Be sure to enter an **End Date** to make the pacing feature visible.
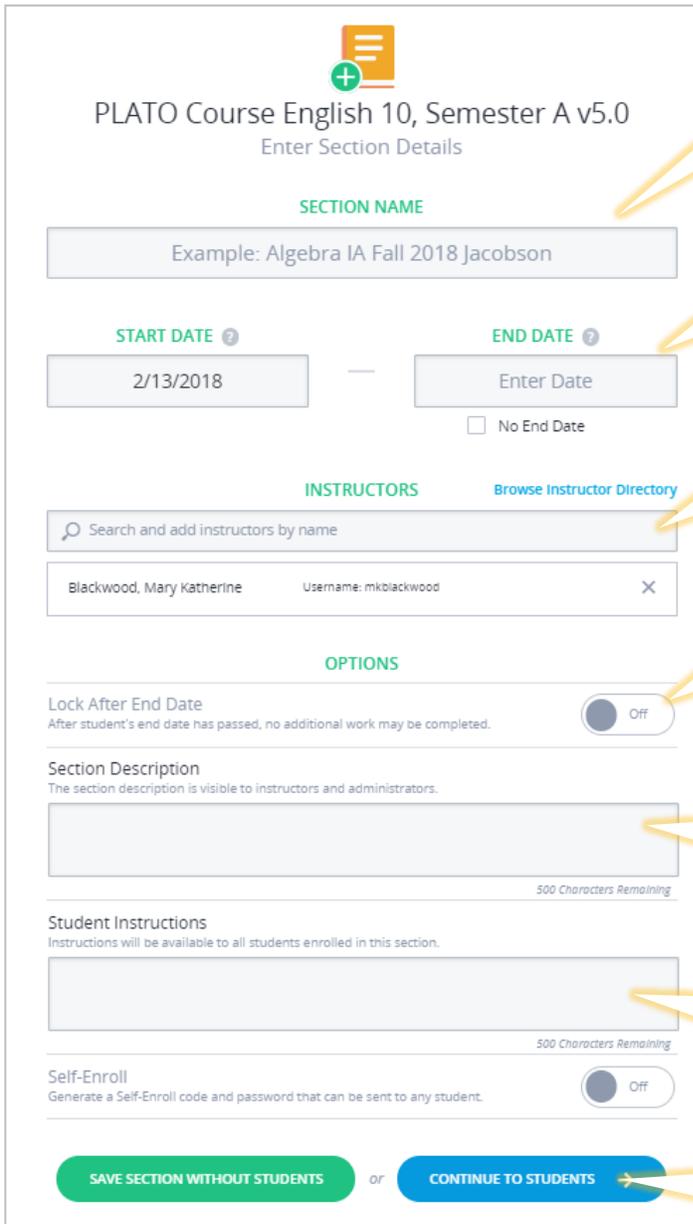
PLATO Course English 10, Semester A v5.0
Enter Section Details

SECTION NAME

Example: Algebra IA Fall 2018 Jacobson

> Give your section a unique name

START DATE ❓   **END DATE** ❓

2/13/2018   —   Enter Date

☐ No End Date

> Enter an end date to enable pacing

INSTRUCTORS   Browse Instructor Directory

🔍 Search and add instructors by name

Blackwood, Mary Katherine   Username: mkblackwood   ✕

> Automatically fills with your name

OPTIONS

Lock After End Date   Off
After student's end date has passed, no additional work may be completed.

> Select to lock course section after student's end date

Section Description
The section description is visible to instructors and administrators.

500 Characters Remaining

> Add a description to identify your section

Student Instructions
Instructions will be available to all students enrolled in this section.

500 Characters Remaining

> Provide course instructions for students

Self-Enroll   Off
Generate a Self-Enroll code and password that can be sent to any student.

SAVE SECTION WITHOUT STUDENTS or **CONTINUE TO STUDENTS** →

> Add students now or save the section without students

4. Add students by typing in a name or SIS ID or browsing the student directory.
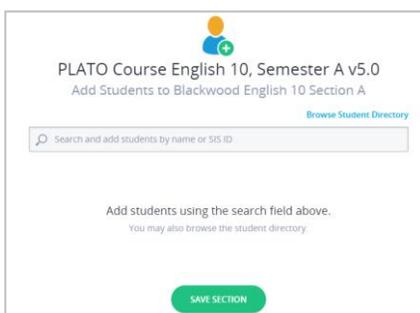
PLATO Course English 10, Semester A v5.0
Add Students to Blackwood English 10 Section A

Browse Student Directory

🔍 Search and add students by name or SIS ID

Add students using the search field above.
You may also browse the student directory.

SAVE SECTION

> Click here to search the student directory.

5. Click **Save Section**. Your new section now appears on **My Course Sections**.

Grade Assignments and Monitor Progress

In this section, you'll learn how to grade assignments that require teacher grading, such as writing assignments. You'll also learn how to check grades in a section gradebook.

Grade an Assignment

From this page, you can access teacher-graded items and locked mastery tests for all your sections.

1. Click the ready-to-score icon for a section.
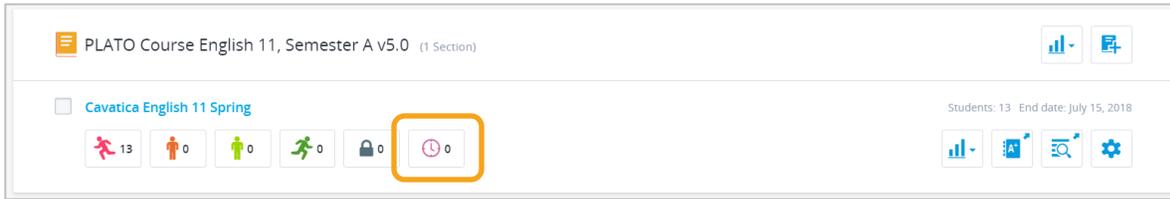
   PLATO Course English 11, Semester A v5.0 (1 Section)

   Cavatica English 11 Spring   Students: 13   End date: July 15, 2018

2. Click an activity.

   READY TO SCORE   04/11/2018
   Edwards, Liz   9:14 AM
   PLATO Course Biology, Semester B v6.0

3. Select the assignment to grade, and click **Score Activity.**

   Edwards, Liz

   04/11/2018
   9:14 AM
   Ready to Score

   PLATO Course Biology, Semester B v6.0
   Biology B

   Unit Activity: Energy Use and Organisms

   SCORE ACTIVITY ↗

   IGNORE TASK

Assignments may require students to type text into their web browser or to upload a file. The image below shows both types of submissions for a single assignment.

Score Requested
Submitted: 8/14/2017 12:36 PM

Student Comment
Please grade my assignment.

◉ Score Activity   [0-100 pts]

○ Review/Return without score

Font Sizes ▾ **B** *I* U x² x₂ A ▾ A ▾
≡ ≡ ≡ ≡ ≡ ≡ ≡ 🖼 √ ▦ ▾

Enter Comments Here

Save and Send

History and Comments

Course Activity: Modeling the Moon Phases
Crane, Earth and Space Science, Fall 2017

→ *Browser-based text assignment*

Upload Commented File

Eileen Prince assignment submissio...
File info: Microsoft Word Document, 11.56 KB, Updated 8/14/2017 7:36 AM
Uploaded by: Prince, Eileen
Version: 1 Upload a new version of this file

→ *Uploaded assignment file*

- ■ To grade a browser-based text assignment:

  a. Click the assignment name. The assignment opens in a new tab.

  b. Click the forward arrow until you reach the student submission page(s).

  ⊗ ⊙   1 of 6

  c. After reviewing the student's submission, return to the **Graded Activity** tab.

  d. Enter a score in the **Score Activity** area, and click **Save and Send**. A confirmation message appears.

  Scoring and/or comments have been recorded.
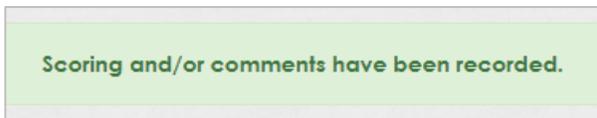
- ■ To grade an uploaded assignment file:

  a. Click the assignment file name to download it to your computer.

  - To write comments in the file and return it to the student, click **Upload Commented File**.

  - To write comments on the assignment in Courseware, type in the box underneath the **Review/Return without score** button. Do not click this button.

  b. Enter the assignment's score in the **Score Activity** area, and click **Save and Send**.

Review an Assignment without Grading It

Students may ask for feedback on an assignment they are working on before they are ready to submit it. This feature is also useful if students accidentally upload the wrong file for an assignment.

1. From the Courseware home page, click **My Active Tasks**.

   The Active Tasks page contains both assignments to be scored and locked mastery tests. To display only assignments, click the **All Tasks** drop-down, and select **Ready to Score**.

   All Tasks (2) ▼

   All Tasks (2)

   🔒 Locked (0)

   🕐 Ready to Score (2)
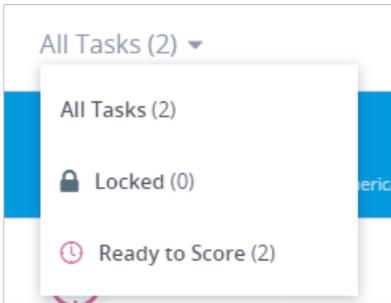
2. Select the assignment to grade and click **Score Activity**.

3. Click the assignment name to view the assignment. Assignments may require students to type text into their web browser or to upload a file.

   a. To comment on a browser-based text assignment, type in the box underneath the **Review/Return without score** button.

   b. To comment on an uploaded file and return it to the student, click **Upload Commented File**.

4. Click the **Review/Return without score** button, and click **Save and Send**.
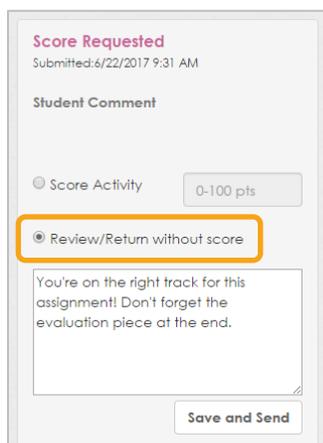
   Score Requested
   Submitted:6/22/2017 9:31 AM

   Student Comment

   ○ Score Activity   [0-100 pts]

   ◉ Review/Return without score

   You're on the right track for this assignment! Don't forget the evaluation piece at the end.

   [Save and Send]

Monitor Student Pace and Progress

When a course section is set up with an end date, Courseware's pacing feature displays a visual representation of student progress. Pacing divides the number of course activities by the number of days students have to complete the course.

Weekends, major holidays, and any days designated by your account administrator do not count toward eligible days students have to complete work.

1. From the **My Course Sections** page, click a course section name to view all students' progress. (To view only students at a specific progress status, click the color-coded icon for that status.)

PLATO Course English 10, Semester A v5.0
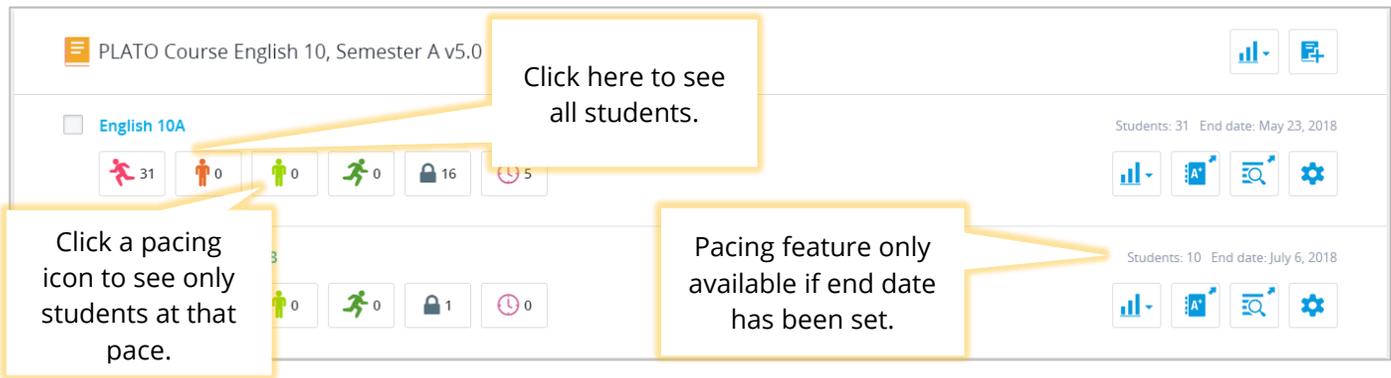
Click here to see all students.

English 10A

31 0 0 0 16 5

Students: 31 End date: May 23, 2018

Click a pacing icon to see only students at that pace.

0 0 1 0

Pacing feature only available if end date has been set.

Students: 10 End date: July 6, 2018

A color-coded progress bar icon with a pacing goal line shows if students are on track with Edmentum's pacing to complete the course by its end date.

← Back to My Course Sections

PLATO Course English 10, Semester A v5.0

English 10A ⌄
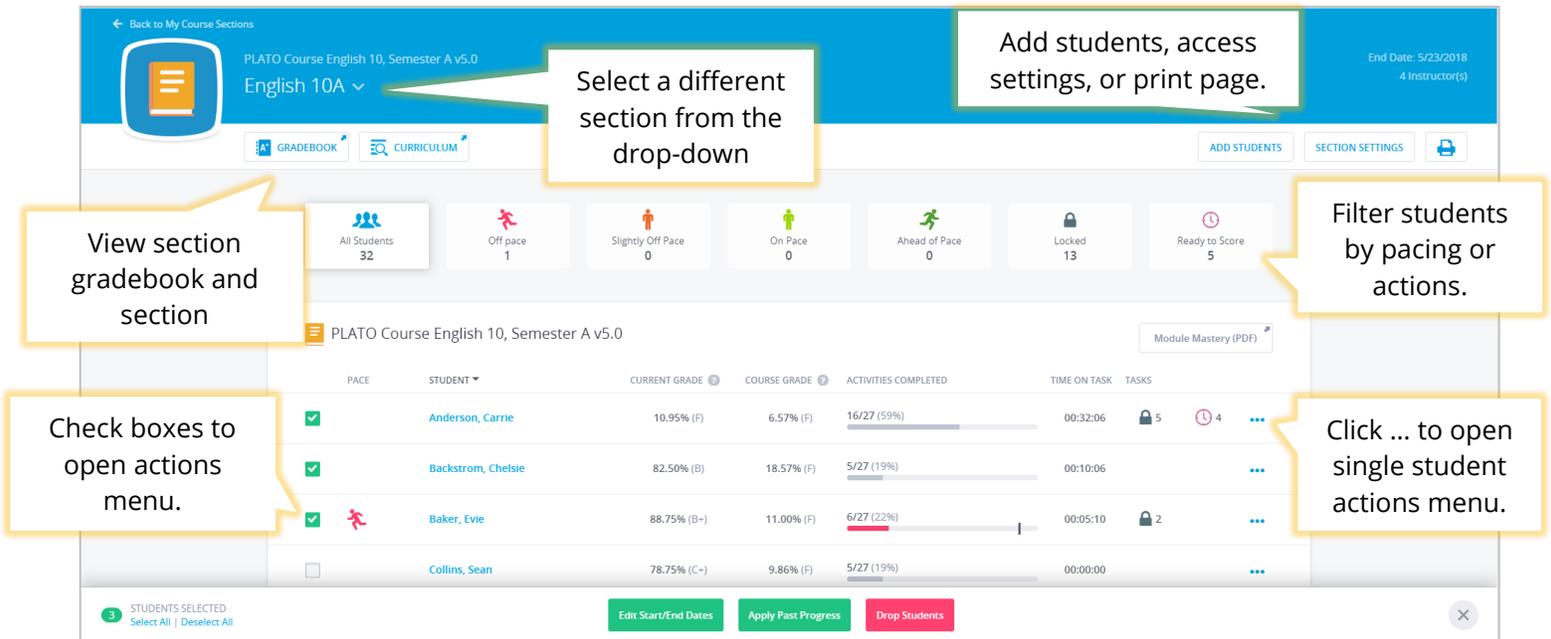
Select a different section from the drop-down

Add students, access settings, or print page.

End Date: 5/23/2018
4 Instructor(s)

GRADEBOOK   CURRICULUM

ADD STUDENTS   SECTION SETTINGS

View section gradebook and section

| | All Students 32 | Off pace 1 | Slightly Off Pace 0 | On Pace 0 | Ahead of Pace 0 | Locked 13 | Ready to Score 5 |

Filter students by pacing or actions.

PLATO Course English 10, Semester A v5.0

Module Mastery (PDF)

PACE	STUDENT	CURRENT GRADE	COURSE GRADE	ACTIVITIES COMPLETED	TIME ON TASK	TASKS	
☑	Anderson, Carrie	10.95% (F)	6.57% (F)	16/27 (59%)	00:32:06	🔒 5 ⏱ 4	...
☑	Backstrom, Chelsie	82.50% (B)	18.57% (F)	5/27 (19%)	00:10:06		...
☑	Baker, Evie	88.75% (B+)	11.00% (F)	6/27 (22%)	00:05:10	🔒 2	...
☐	Collins, Sean	78.75% (C+)	9.86% (F)	5/27 (19%)	00:00:00		...

Check boxes to open actions menu.

Click ... to open single student actions menu.

3 STUDENTS SELECTED
Select All | Deselect All

Edit Start/End Dates   Apply Past Progress   Drop Students   ✕

Note: Hover over Current Grade, Course Grade, and Activities Completed for more information.

2. Click a student's name for more information about that student's progress. The student's curriculum details open in a new tab.

View a Student's Quiz or Test Responses

Some activities allow teachers to view student responses.

1. From the **My Course Sections** page, click the course section name.

2. Click the student's name.

   The **Student Curriculum Details** page opens in a new tab.

3. Click the **View** icon (circled below) next to the assessment name.
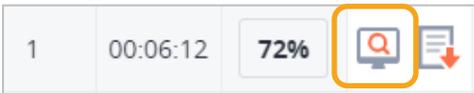
The student's quiz results open in a new tab.

Manage Section Gradebooks

Section Gradebooks are covered in their own guide. See "Section Gradebook Guide" in the Help Center.

Overview: My Classrooms

Creating classrooms is an optional Courseware feature designed for your convenience. Here, you can manage your students in groups based on something other than course section, such as a study hall or credit recovery program.

Create a Classroom

1. Click **My Classrooms**.
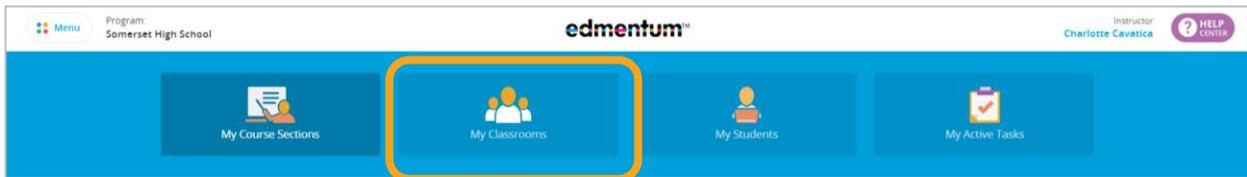
2. Click **Create Classroom**.
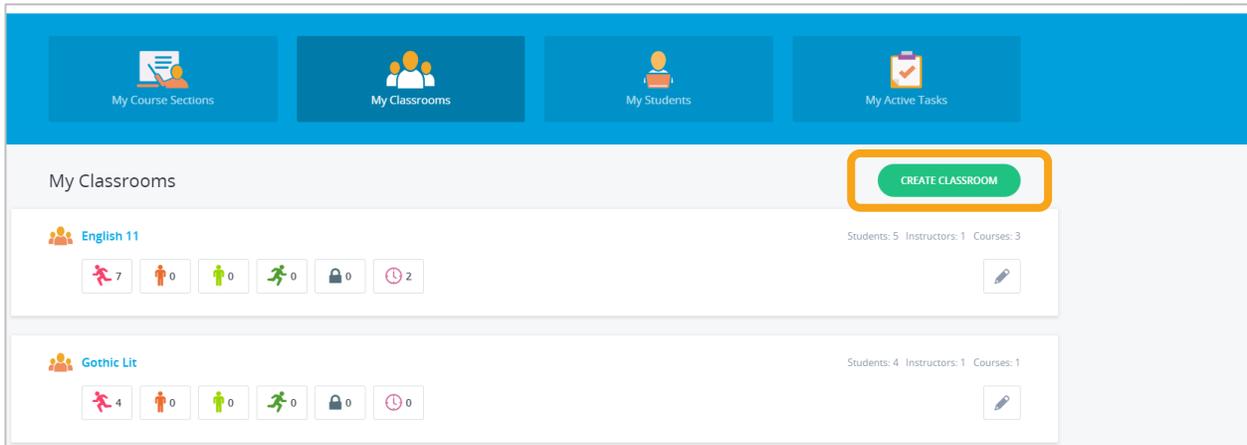
3. Enter the classroom name and instructor(s).

   a. Click the star to designate the lead instructor if the classroom has more than one instructor.

edmentum™

United States
800.447.5286
support@edmentum.com

International
+44(0)1572 492576
+44(0)7832 971396 (WhatsApp)
international@edmentum.com
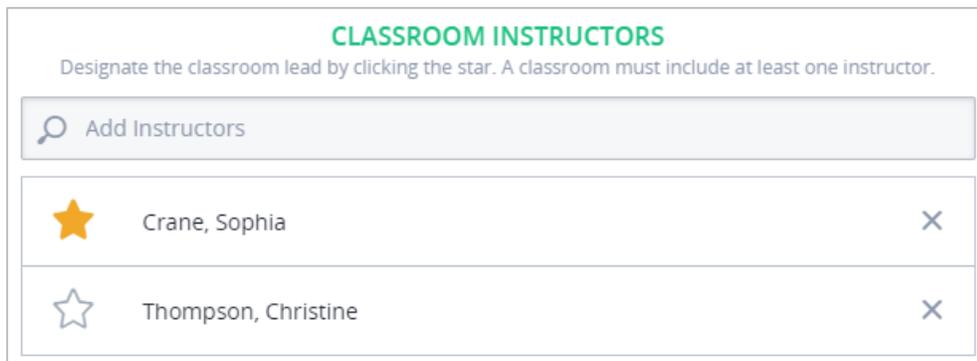
4. Add students:

   a. Enter a student name into the search bar.

   The student's name and the course sections she is enrolled in and that you teach. Courses for which you are not an instructor are not listed.

   b. For each student, select the course(s) that will appear in the classroom.

5. Click **Save Classroom**. The new classroom appears on the **My Classrooms** page, complete with pacing and scoring icons.

Note: Even if you do not teach students added by other classroom instructors, you will see them after they are added to your classroom.

Edit a Classroom

By editing a classroom, you can change its name, add or remove instructors, add or remove students, and change the students' course sections that appear.

1. Click **My Classrooms**.

2. Click the pencil icon next to the classroom name.
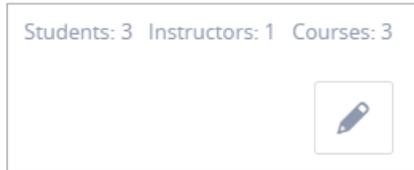
3. Edit the classroom as desired and click **Save Classroom**.

Delete a Classroom

Deleting a classroom removes it from your view. If the classroom has any other instructors listed, they will not see it anymore either. Deleting a classroom does not delete any student data, and students will stay enrolled in their course sections.

1. Click **My Classrooms**.

2. Click the pencil icon next to the classroom name.
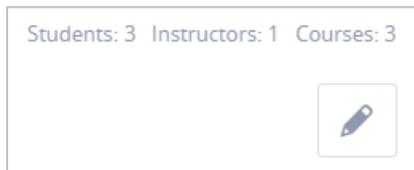
3. Scroll down to the bottom of the page, and click **Delete Classroom**.

4. In the confirmation window that appears, click **Yes, Delete Classroom**. You return to the My Classrooms page with the classroom now deleted.

View Classroom Details

1. Click the classroom name to access the Classroom Details page.

Each Classroom Details page shows the students in the classroom, the sections they're in, and their work progress. You can also take action on students from this page:

- Go to Student Curriculum Detail, an overview for student progress through a course
- View locked mastery tests and ready-to-score items
- Send a quick message
- Open section gradebook
- Reset a student's password
- Edit start and end dates

Courseware

Overview: My Students

This page allows you to focus in on your individual students. Here's what you can do from this page:

> Hover over for start & end dates and activities completed

> Opens action menu (shown)

> View pacing and credit approved

> Click to open student curriculum details

> Send a message, reset password, or run a quick report

In addition, take action on multiple students at a time by selecting each student:

- Run the Course Progress Report for selected students
- Select students to add to your sections
- Drop selected students from their course sections

Log a Student Out of Their Account

It may sometimes be necessary to log a student off their account. When the forced log off is complete, the student will be logged out and will receive a message explaining that their instructor has logged them off.

1. Click **Manage Students.**

2. Click the green dot on the student's image.
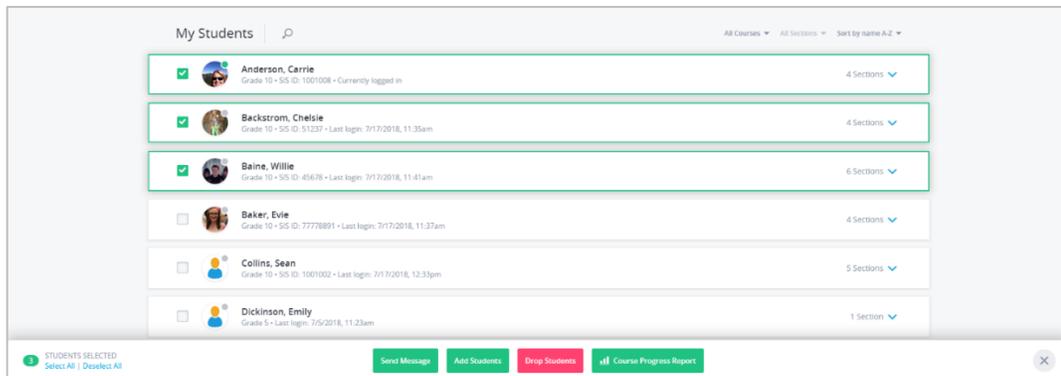
My Students	🔍		All Courses ▾ All Sections ▾ Sort by name A-Z ▾

Online. Click to log off.

☐	Anderson, Carrie Grade 10 • SIS ID: 1001008 • Currently logged in		4 Sections ⌄
☐	Backstrom, Chelsie Grade 10 • SIS ID: 51237 • Last login: 7/17/2018, 11:35am		4 Sections ⌄
☐	Baine, Willie Grade 10 • SIS ID: 45678 • Last login: 7/17/2018, 11:41am		6 Sections ⌄
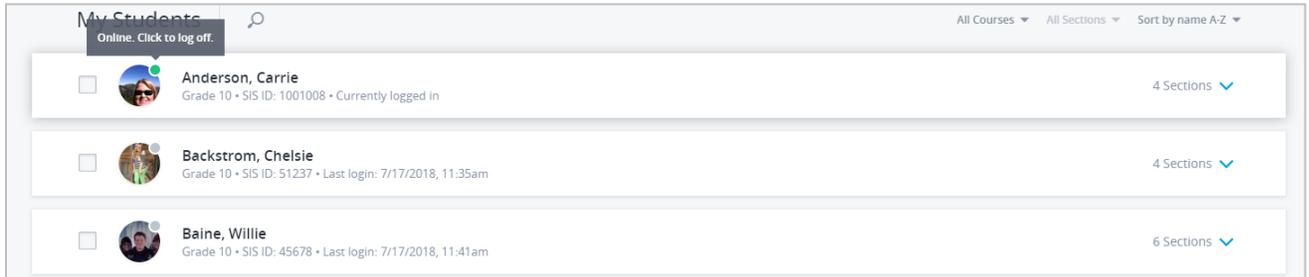
3. Click **Yes** to log the student off.

Force Log Off

Carrie Anderson is about to be logged off the system. Do you want to proceed?

YES	NO
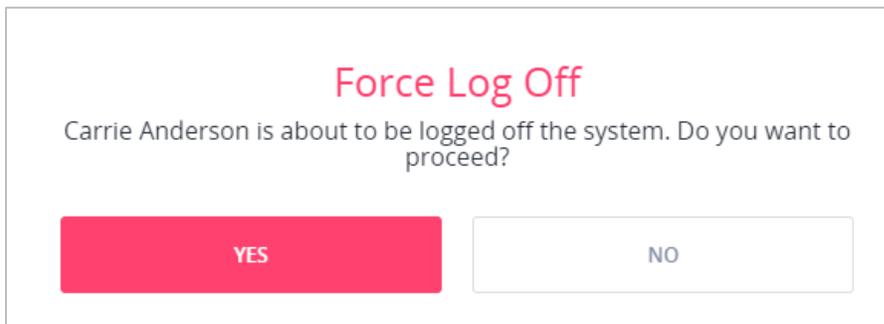
Courseware Homepage: My Active Tasks

On My Active Tasks, you'll find items that require teacher action, such as a teacher-graded activity or a locked mastery test.
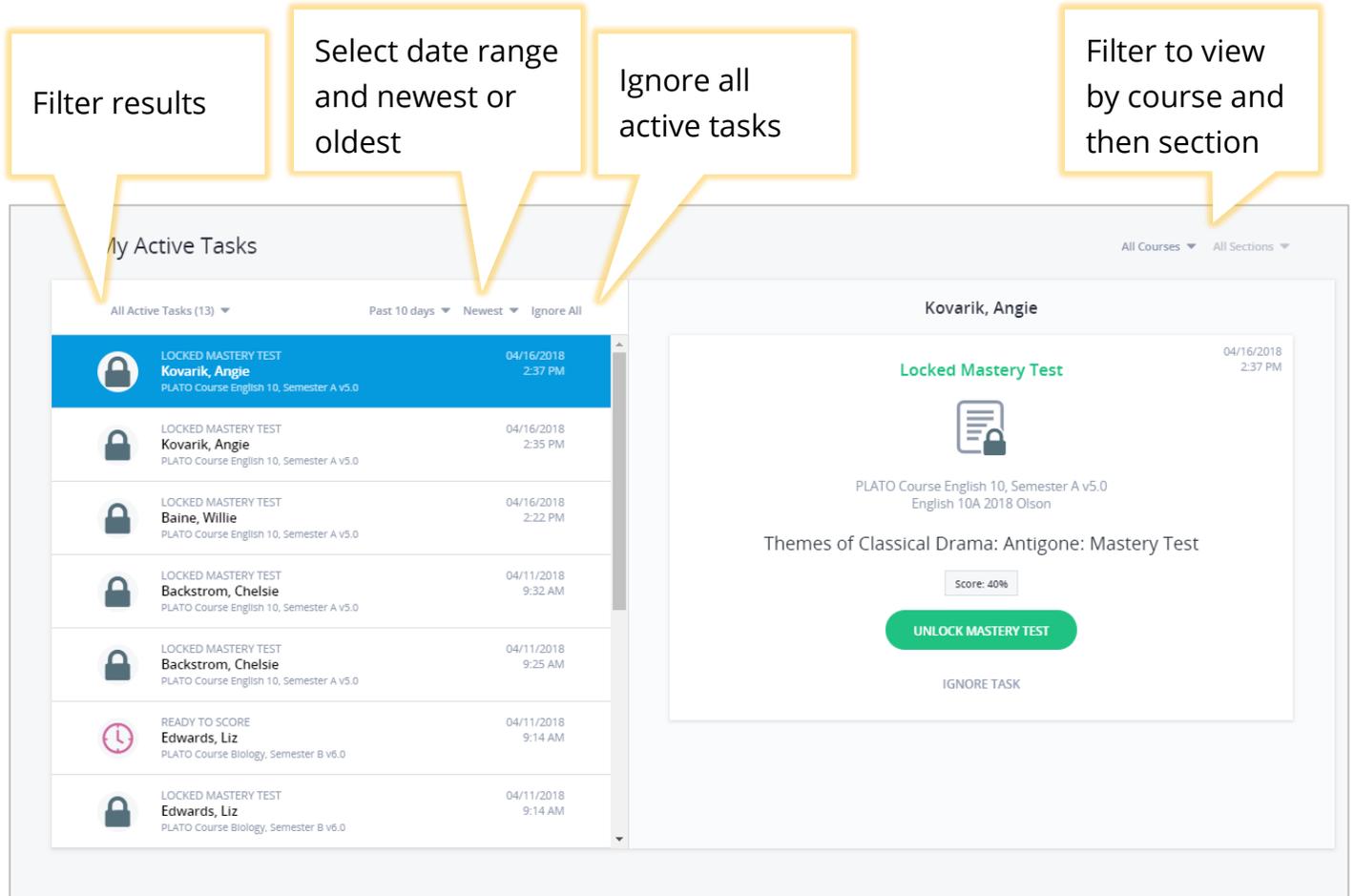
Filter results

Select date range and newest or oldest

Ignore all active tasks

Filter to view by course and then section

My Active Tasks

All Courses ▼   All Sections ▼

All Active Tasks (13) ▼   Past 10 days ▼   Newest ▼   Ignore All

🔒	**LOCKED MASTERY TEST** **Kovarik, Angie** PLATO Course English 10, Semester A v5.0	04/16/2018 2:37 PM
🔒	LOCKED MASTERY TEST Kovarik, Angie PLATO Course English 10, Semester A v5.0	04/16/2018 2:35 PM
🔒	LOCKED MASTERY TEST Baine, Willie PLATO Course English 10, Semester A v5.0	04/16/2018 2:22 PM
🔒	LOCKED MASTERY TEST Backstrom, Chelsie PLATO Course English 10, Semester A v5.0	04/11/2018 9:32 AM
🔒	LOCKED MASTERY TEST Backstrom, Chelsie PLATO Course English 10, Semester A v5.0	04/11/2018 9:25 AM
🕐	READY TO SCORE Edwards, Liz PLATO Course Biology, Semester B v6.0	04/11/2018 9:14 AM
🔒	LOCKED MASTERY TEST Edwards, Liz PLATO Course Biology, Semester B v6.0	04/11/2018 9:14 AM

Kovarik, Angie

Locked Mastery Test   04/16/2018 2:37 PM

PLATO Course English 10, Semester A v5.0
English 10A 2018 Olson

Themes of Classical Drama: Antigone: Mastery Test

Score: 40%

UNLOCK MASTERY TEST

IGNORE TASK

Active Task Icons

■ Access tasks on the other homepage views by clicking the **Active Tasks** icon, available on sections, student cards, and on classroom cards.

Cavatica English 11 Spring

🏃 13   🧍 0   🧍 0   🏃 0   🔒 0   🕐 0

■ Unlock mastery tests by clicking the **Locked Mastery Test** icon, available on sections, student cards, and on classroom cards.

Cavatica English 11 Spring

🏃 13   🧍 0   🧍 0   🏃 0   🔒 0   🕐 0
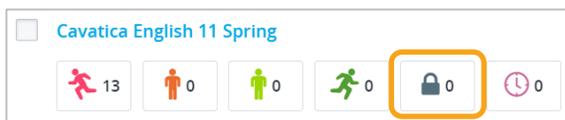
Generate Bundled Reports

This page lets you customize, bundle, and schedule the reports listed below. This ensures that you get the data you need on your students, when you need it. For example, you can run a combination of the four available reports for multiple sections, or run a recurring report every week for one section.

The following reports are available from this page:

- **Course Progress Report**: Grade summary of all active courses, including last accessed dates.
- **Gradebook Report Card**: Audit of all course activities, including a summary of grades by category.
- **Weekly Progress Report**: Record of attempted and completed course activities, including a graph of progress.
- **Courseware Audit Report**: Comprehensive view of course completion, including demographic data.

Looking to run a quick report for a student?

Bundled reports may not immediately be ready to download, as they can contain a large amount of data. If you need a quick report for a student, run a Quick Report from the Manage Students page or the My Students page.

Understanding the Reports Page

Your reports are categorized as "Current" or "Upcoming." Click the **Current** or **Upcoming** tab to view those reports.

Current: Reports that are ready to be downloaded.

Upcoming: Reports that are scheduled but not yet ready to download. You can also preview what's going to run on next generation.

Below is a view of the Current Reports page. The Upcoming Reports page is similar, but shows your reports that are not yet ready to download (i.e. they're scheduled for a future date).

| Generated	The date and time at which the report was last generated by the system.
Next Generation (Upcoming Reports only)	If regularly scheduled, this is the next date and time at which the report will be generated by the system. If a one-time report, the field will say "None," as there are no upcoming generations of the report.
Enrollments	The count of all student enrollments you're including in the report.
Scheduled	Yes – report is recurring No – report is not recurring (one-time report)
Expiration Date	After this date, the report will be unavailable. Create a new report to access the data.
Shared With	If this report is shared with student contacts, the total number of contacts is shown. Click **View Details** to see the email statuses. No matter the email status, the report will be available to student contacts on their Edmentum Sensei for Families account.
Sharing	Yes – you selected to share this report with student contacts No – you selected not to share this report with student contacts.

Create a Report

In this section, you'll learn how to create a new bundled report that you can schedule, share with student contacts, and download for your own use.

1. Select your program from the Courseware drop-down in the top menu.

2. Click **Menu.** Under the Resources section, click **Reports**.

3. If you have created reports in the past, they are listed here. To create a new report, click **Create Report**.
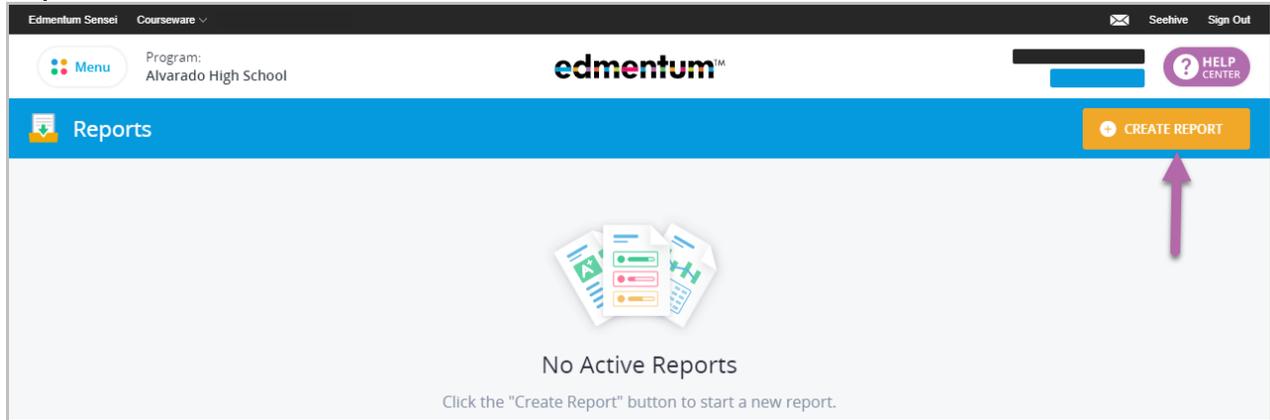
4. **Name and Select Reports.** Name your report and select which reports you want to include. Then click **Next Step**.
Note: This name helps you manage your reports. It will not appear when printed but it is visible to student contacts, if you choose to share this report.
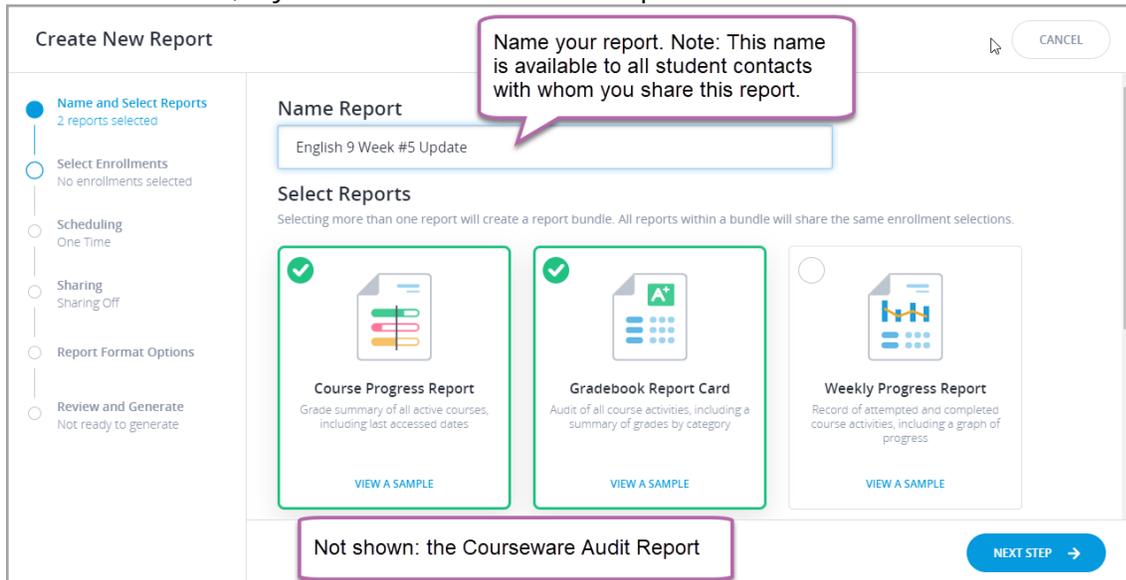
5. **Select enrollments.** You can select by students and by course sections.
By students: Select the course sections for each student to include in the report. Then click **Done.**
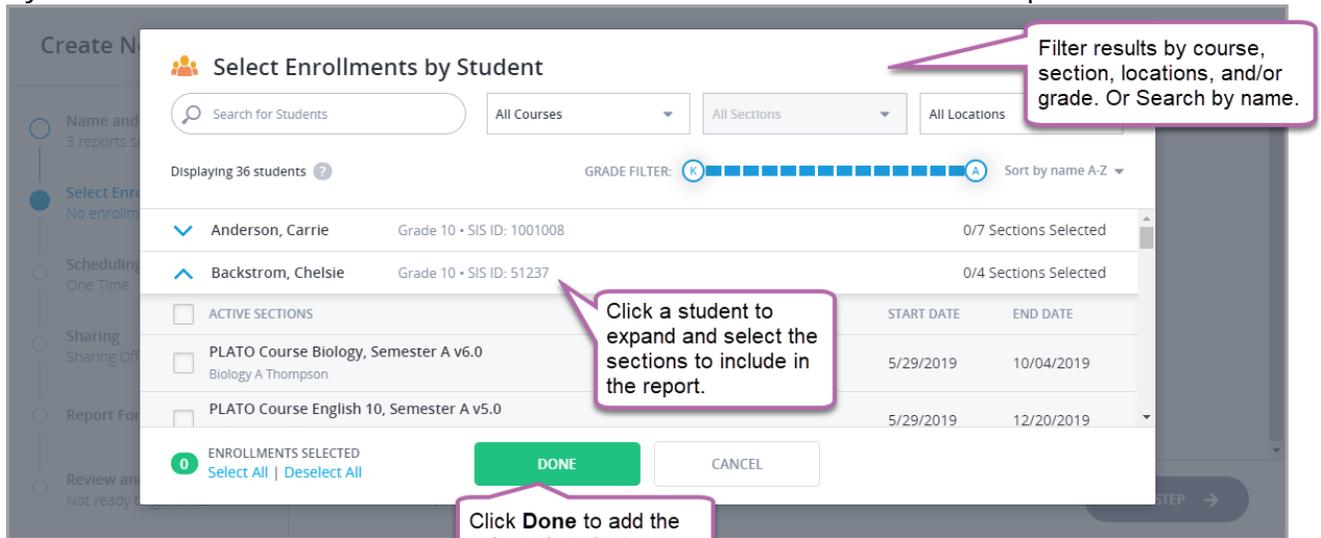
Select Enrollments by Student

Search for Students | All Courses | All Sections | All Locations

Filter results by course, section, locations, and/or grade. Or Search by name.

Displaying 36 students   GRADE FILTER: K — A   Sort by name A-Z

Anderson, Carrie   Grade 10 • SIS ID: 1001008   0/7 Sections Selected
Backstrom, Chelsie   Grade 10 • SIS ID: 51237   0/4 Sections Selected

	ACTIVE SECTIONS	START DATE	END DATE
	PLATO Course Biology, Semester A v6.0 Biology A Thompson	5/29/2019	10/04/2019
	PLATO Course English 10, Semester A v5.0	5/29/2019	12/20/2019

Click a student to expand and select the sections to include in the report.

0 ENROLLMENTS SELECTED
Select All | Deselect All   **DONE**   CANCEL

Click **Done** to add the selected students.

By course sections: Select the course sections to include in the report. Then click **Done.**
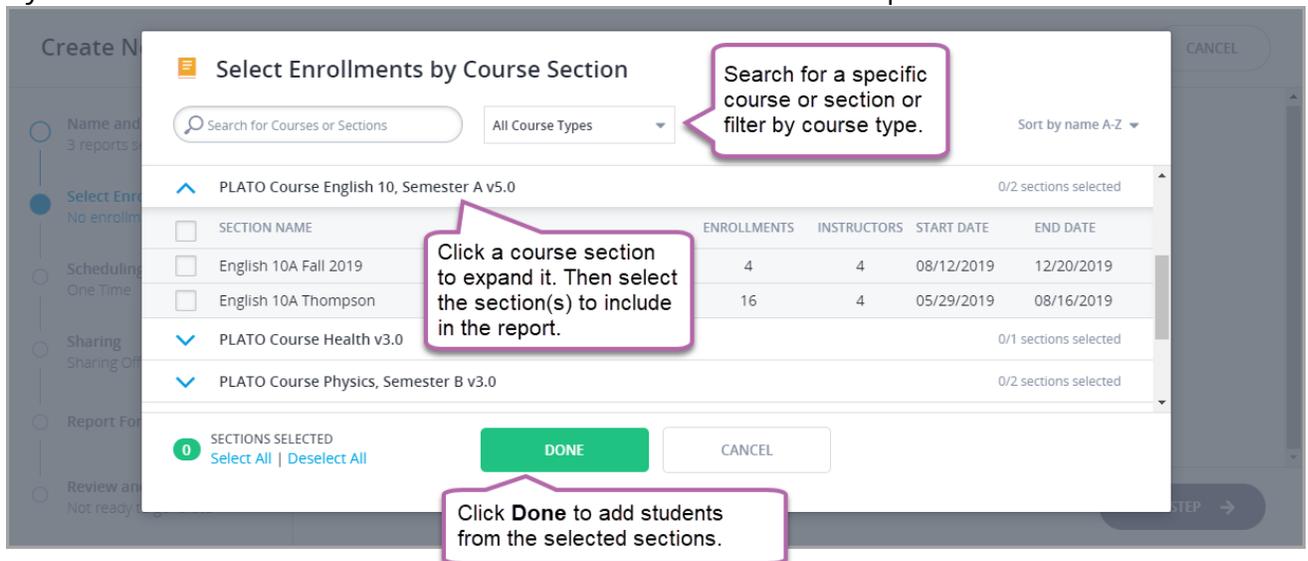
Select Enrollments by Course Section

Search for Courses or Sections | All Course Types | Sort by name A-Z

Search for a specific course or section or filter by course type.

PLATO Course English 10, Semester A v5.0   0/2 sections selected

	SECTION NAME	ENROLLMENTS	INSTRUCTORS	START DATE	END DATE
	English 10A Fall 2019	4	4	08/12/2019	12/20/2019
	English 10A Thompson	16	4	05/29/2019	08/16/2019

Click a course section to expand it. Then select the section(s) to include in the report.

PLATO Course Health v3.0   0/1 sections selected
PLATO Course Physics, Semester B v3.0   0/2 sections selected

0 SECTIONS SELECTED
Select All | Deselect All   **DONE**   CANCEL

Click **Done** to add students from the selected sections.

After you've made your selections, review all selected enrollments and click **Next Step**.
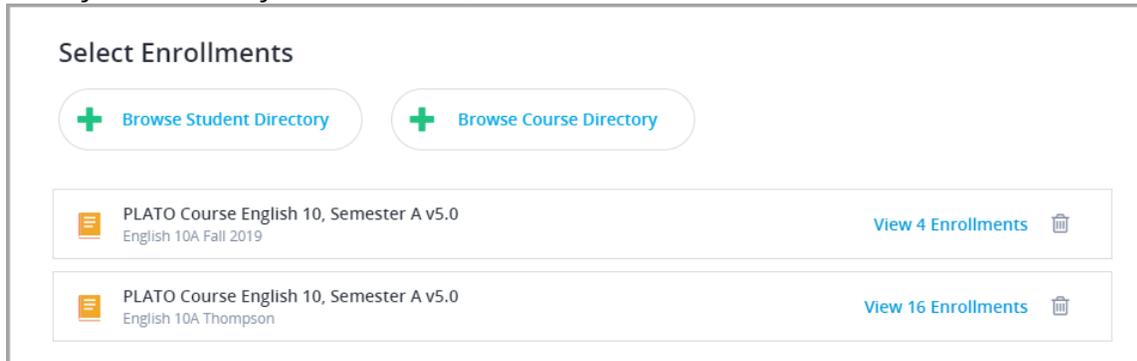
Select Enrollments

➕ Browse Student Directory   ➕ Browse Course Directory

PLATO Course English 10, Semester A v5.0
English 10A Fall 2019   View 4 Enrollments 🗑

PLATO Course English 10, Semester A v5.0
English 10A Thompson   View 16 Enrollments 🗑

6. **Scheduling**. Select how often you want this report to generate. If you select **One Time**, leave the selection at **One Time** and click **Next**.
   If you select **Recurring**, see the section "

7. Schedule Reports" for more further instruction.

8. **Sharing**. Select if you want to share this report with student contacts. Shared reports are available to families through their Edmentum Sensei for Families accounts. If you do not have the option to share, your account administrator can enable it. For info on how to share with contacts, see "Share Reports."

Sharing
Automatically share reports with student contacts in Family Sensei. Please note, the Courseware Audit Report will not be shared with student contacts.

✓ NO SHARING   YES, SHARE WITH CONTACTS

9. **Report Format Options**. Select which grades will be shown and add a note, if desired.
Note: When you enter a Report Note, the same note appears on each report. When the report is shared, this note is visible to student contacts.

Report Format Options

Add information for all students included in the report, like what quarter the report applies to.

Course Progress Report
GRADE DISPLAY ?   REPORT NOTE ?

○ Display Current Grade and Course Grade
● Display Current Grade Only
○ Display Course Grade Only

Quarter 2 English Report

Select which grades to display.
Current Grade: grade earned on coursework completed scored to date.
Course Grade: final grade earned on all coursework

Gradebook Report Card
GRADE DISPLAY ?   REPORT NOTE ?

○ Display Current Grade and Course Grade
○ Display Current Grade Only
● Display Course Grade Only

Type note...

0/500 characters

← Previous Step   SKIP TO REVIEW & GENERATE   NEXT STEP →

If you have selected the Courseware Audit Report, you'll also need to complete the options pictured below. For recurring audit reports, select **Past Number of Days**; if you select **Specific Range**, the recurring report will generate a report of the specific range each time.

10. **Review and Generate**. Review the details of the report. When you're ready, click **Generate Report**. For recurring reports, view your **Upcoming** reports to see when they will be available.

Schedule Reports

Decide the frequency of your scheduled report. You have three options: daily, weekly, or monthly. See the table below for details about each option

End Date: The report will stop generating on this date.

Time of Day: The report will begin generating. The report will not necessarily be ready to download, especially if the report included multiple reports and course sections.

Daily	**Scheduling** Select how often you want this report to generate. You may edit this setting at a later time. ONE TIME · ✔ RECURRING Frequency: Daily Every: 1 day Start Date: 12/3/2019 End Date: 1/3/2020 Time of Day: 5:00 pm ← Previous Step · SKIP TO REVIEW & GENERATE · NEXT STEP →	When you choose "Daily," you can choose how frequently the report will generate. For example, you can have the report generate every day by keeping "Every 1 day." Or, to have the report generated every third day, enter "3."
Weekly	**Scheduling** Select how often you want this report to generate. You may edit this setting at a later time. ONE TIME · ✔ RECURRING Frequency: Weekly Every: 1 week On: S M **T** W T F S Start Date: 12/3/2019 End Date: 4/1/2020 Time of Day: 5:00 pm ← Previous Step · SKIP TO REVIEW & GENERATE · NEXT STEP →	In the **Every ___ Week** field, type how frequently you want your report to generate. For example, type "1" to receive an updated report once a week. Type "2" to receive one every two weeks. Select the day of the week to receive it, and the start and end dates.
Monthly	**Scheduling** Select how often you want this report to generate. You may edit this setting at a later time. ONE TIME · ✔ RECURRING Frequency: Monthly Every: 1 month On: First · Day Start Date: 12/3/2019 End Date: 4/1/2020 Time of Day: 5:00 pm ← Previous Step · SKIP TO REVIEW & GENERATE · NEXT STEP →	**Frequency**: enter how often you'll receive the report: every 1 month or every 2 months. **On** field: when the report will generate. • Option 1: Date – select the number of the month you want the report to generate. For example, if you choose the 10th of each month, your report will appear December 10th, January 10th, etc. • Option 2: Select **First** (or other non-Date option). Then select the Day, Weekday, Weekend, or day-of-the-week option.
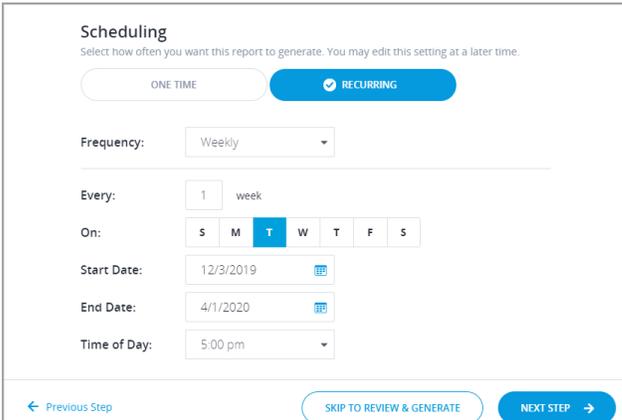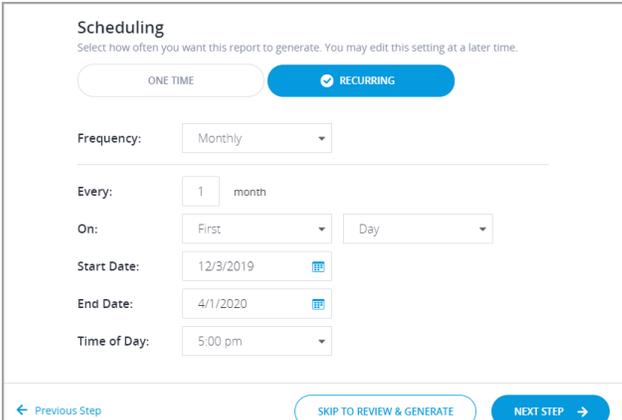
Share Reports

When you come to the "Sharing" section, you have two options:

- **Share with all available contacts**. Automatically send report(s) to all contacts who have been invited to Family Sensei. To exclude any contacts, you need to exclude by deselecting each one you want to exclude. The number of excluded contacts appears at the bottom of this box.

- **Share with selected contacts**. Select which contacts will receive the reports. You will need to check each student contact to whom you want to send the report(s). The number of contacts you selected appears at the bottom of this box.

Sharing

Automatically share reports with student contacts in Family Sensei. Please note, the Courseware Audit Report will not be shared with student contacts.

NO SHARING   ✔ YES, SHARE WITH CONTACTS

✔ Share with all available contacts

New student contacts will be added with new enrollments; only the deselected contacts will be excluded.

EDIT

Not sharing with: 0 contacts

Share with selected contacts

Only selected student contacts will receive reports. No contacts from new enrollments will be added.

SELECT CONTACTS

Sharing with: 0 contacts

⚠ **Don't have the option to share reports?** *Speak with your account administrator to enable sharing reports with your student contacts.*

No student contacts showing up? *Speak with your account administrator to add student contacts and invite them to Edmentum Sensei for Families.*

Manage Student Enrollment

In this section, you will learn how to manage student enrollment.

Edit a Student's Start and End Dates

You can edit a student's start and end dates while enrolling them in a course section, but if you need to edit the dates after students have been added to the section, follow these instructions.

1. On My Course Sections, click the name of the section the student is enrolled in.
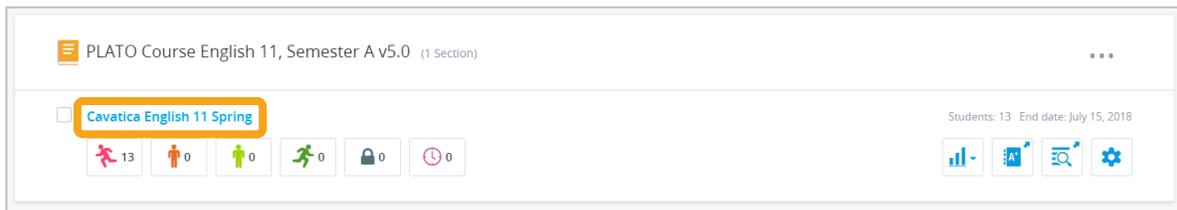
2. Click the **More Options (...)** button to the right of the student's information.
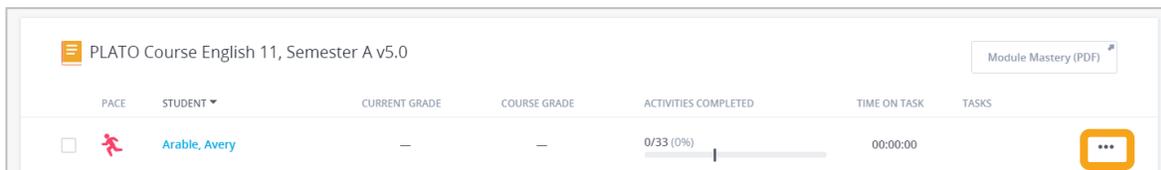
3. Click **Edit Start & End Dates**.
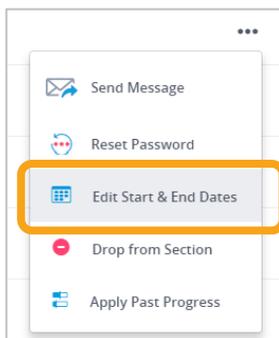
4. Edit the start and end dates as needed.

5. Click **Save Start & End Dates** to save the changes. Note that updating start and end dates recalculates student pacing.
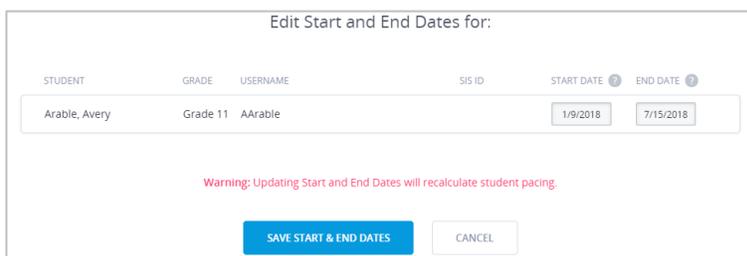
View a Roster

The class roster is a printer-friendly list of students' names, usernames, and SIS IDs.

1. From the **My Course Sections** page, click the **Quick Reports** icon next to the class name.
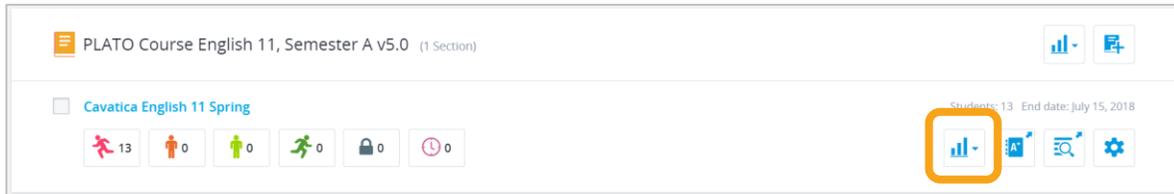
2. Select **Section Roster from the drop-down**. The roster opens in a new tab.

edmentum™

United States
800.447.5286
support@edmentum.com

International
+44(0)1572 492576
+44(0)7832 971396 (WhatsApp)
international@edmentum.com
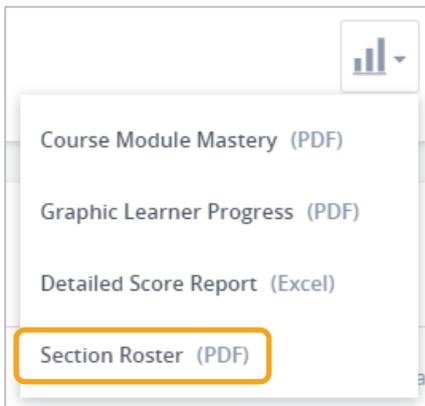
Drop Students from a Course Section

You can easily remove a student or students from your course sections on the My Course Section page. Dropping students from a section prevents them from access section activities.

1. From the My Course Sections page, click on a section name to view details.

2. Select one or more students.

3. Click the **Drop Students** button.

4. In the dialog box, click **Drop Students**.

Reset a Student's Password

Resetting a password can be completed from My Course Sections and My Students. These instructions start on My Course Sections. The steps on My Students are similar to these.

1. On the My Course Section page, click the name of the course section the student is in.
2. Click **More Options (…)**.
3. Click **Reset Password**.

4. Enter the new password, confirm it, and click **Reset Password**.

edmentum

United States
800.447.5286
support@edmentum.com

International
+44(0)1572 492576
+44(0)7832 971396 (WhatsApp)
international@edmentum.com

Apply Past Progress

Applying past progress brings over previously mastered or exempted modules only.

1. From My Course Section, click the name of the course section the student is in.

2. Select the student or students to apply past progress. You can also apply past progress for an individual student by clicking the **More Options** button (**...**).

3. Click **Apply Past Progress**.

4. In the dialog box that appears, select the amount of time you want the system to search for past progress. Then click **Apply Past Progress**.

t

Manage Course Sections and Curriculum

In this section, you'll find topics related to managing and editing your course sections. You won't be doing these tasks every day, so you may want to mark this section to refer to it later, such as at the beginning or end of the semester.

Create a New Section from a Current Course

You can create new sections of a course from a current, active course. For example, if you know you will be teaching the same course the next semester, simply use a current section to create the sections for the next semester, without having to search all courses in the program.

1. On you **My Course Sections** page, click the **Create New Section** icon.

2. Complete the section details form. See Create a New Course Section for more info.

3. Add students or save the section and add students later.

Add Students to a Course Section

If you created sections without adding students, you can come back any time and add those students using these instructions.

1. On My Course Sections, click the check box next to the section or sections to which you're adding students.
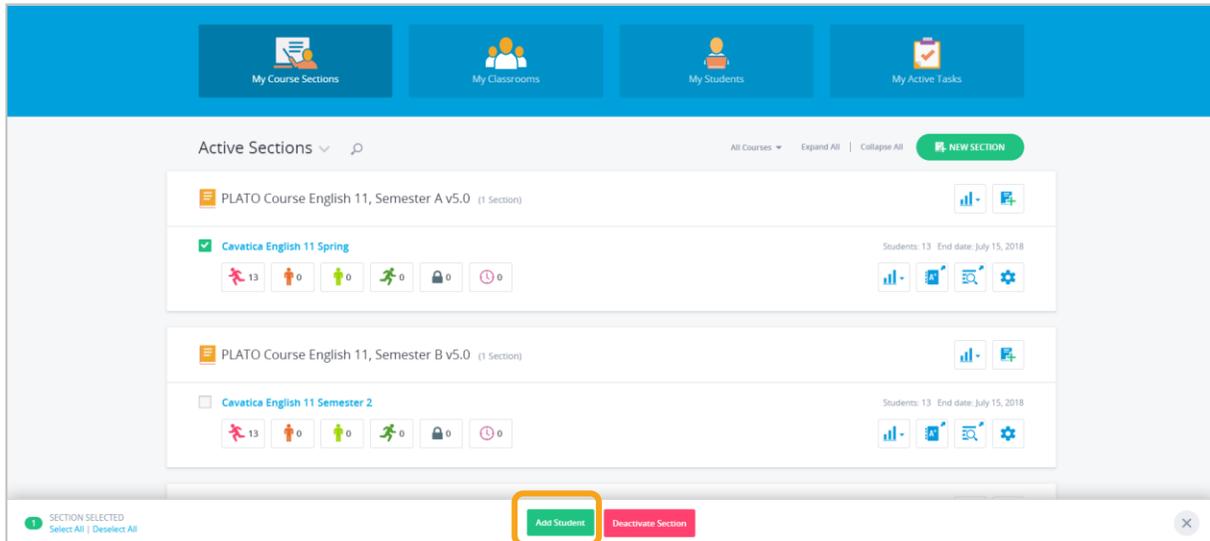
2. On the bottom ribbon, click **Add Students**.

3. Add students either by searching and adding by name, SIS ID, or browsing the directory.

Click here to open the student directory
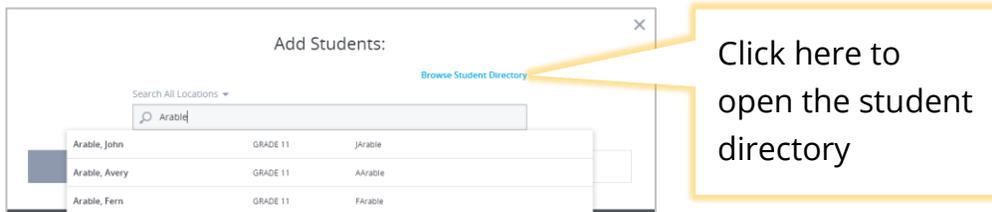
4. Once you've added your students, click **Add Selected Students**.
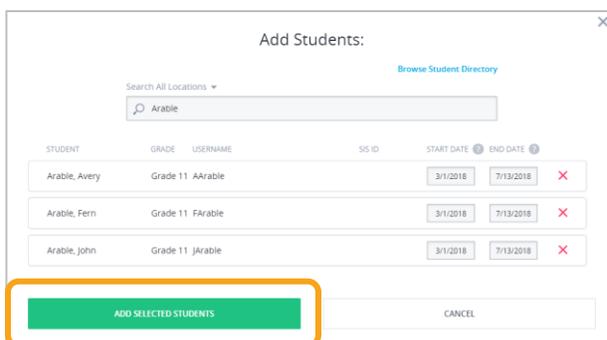
View Section Curriculum

The curriculum for your course sections is easily accessible from My Course Sections.

You can edit global settings, such as locking, hiding, or omitting certain activities and adjusting the sequence of activities.

Locking and hiding activities does NOT remove the activities from a course or from the gradebook. Omit allows you to remove an activity from student view AND from pacing calculations and Current and Course Grade.

1. On My Course Sections, click the **View Curriculum** icon on the course section you want to view.

2. Click the **Curriculum Settings** bar to view and edit global settings for the course section.

Overview: Section Curriculum

Section Curriculum allows you to:

- adjust the section's global lock and hide settings,
- reorder and preview activities,
- and edit the number of attempts to unlock a Mastery Test.

Adjust Global Settings

Lock, hide, or omit all activities of a certain type in a course section.

- Lock: prevents students from accessing the content. The locked activity will still appear on the students' course page, but the student won't be able to open it.
- Hide: removes it from the students' view. This feature is especially helpful is you want your students to complete work in a certain order or to have students move through the course at a similar pace.
- Omit: removes activity from the pacing calculation and Gradebook score for Current and Course Grades. It also removes it from student view.

Edit a Section's Start and End Dates

You can edit the start and end dates for a whole section. See the section <u>Edit a Student's Start and End Dates</u> for instructions on editing start and end dates for an individual student.

> Note: Editing the section start and end dates override any custom individual students start and end dates.

1. On My Course Sections, click the **Section Settings** icon on the section whose dates you're editing.

PLATO Course English 11, Semester A v5.0   (1 Section)   ...

Cavatica English 11 Spring   Students: 13   End date: July 15, 2018

13   0   0   0   0   0
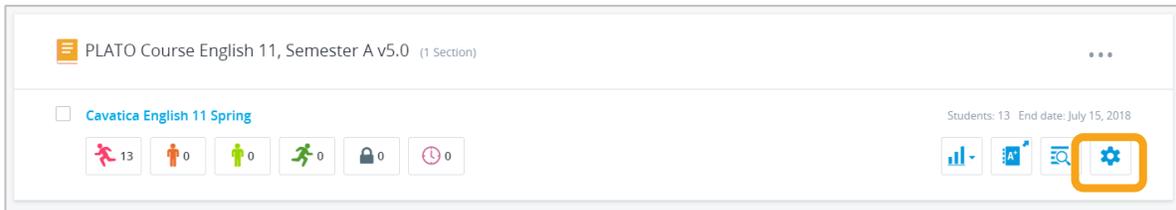
2. Edit the start and end dates as needed. If you select **No End Date**, you will not see pacing for the section. You can still enable individual student end dates, if desired.

START DATE ?   END DATE ?

1/10/2018   —   7/15/2018

☐ No End Date
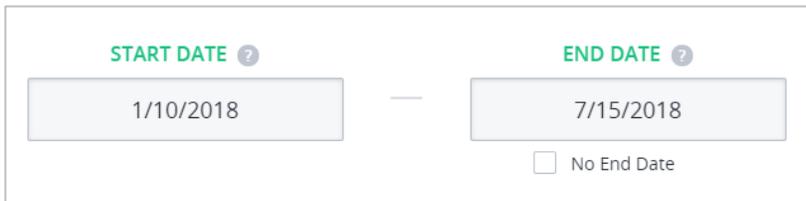
3. Click **Save Changes**. The **Save Changes** button will appear green only if changes have been made.

⚠ The section start and/or end dates have been changed. All students' start and/or end dates will be updated.

SAVE CHANGES   CANCEL
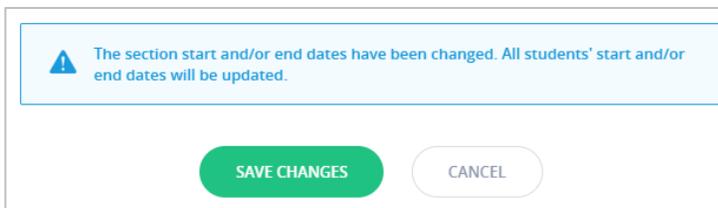
Deactivate a Course Section

As an instructor, you only have access to this feature if your account administrator has given you permission to create course sections. If you do not have the green **New Section**

Tip: Deactivate completed course sections to hide them My Course Sections page.

Deactivating a class does the following:

- Removes it from the Active list on My Course Sections
- Allows you to filter between active or inactive classes on My Course Sections
- Deactivating sections does not delete student data.

Note about retired courses: once you deactivate a retired course section, the section CANNOT be reactivated. Non-retired sections can be reactivated.

1. On My Course Sections, select the course section(s) you want to deactivate.
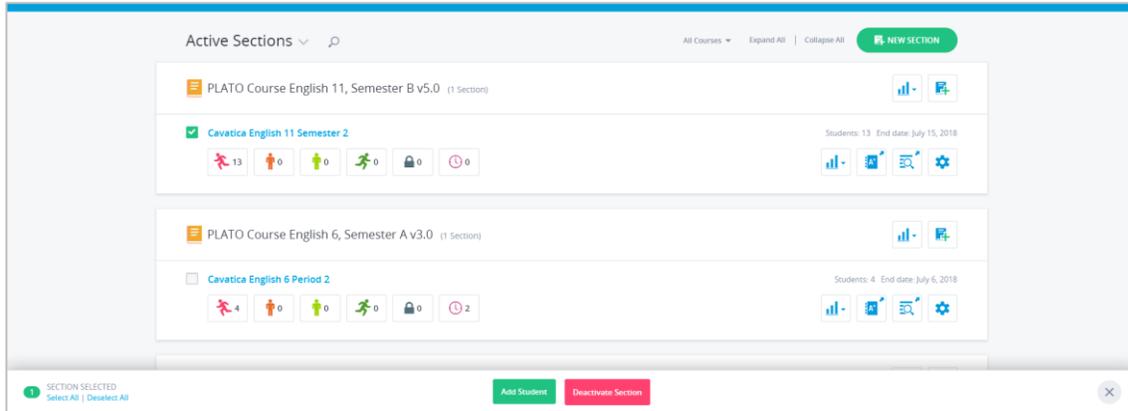
2. On the bottom menu ribbon, click **Deactivate Section**. The section is now inactive

3. In the dialog box, click **Deactivate Section**.

Note: Deactivating the section prevents instructors and learners from participating in section activities.
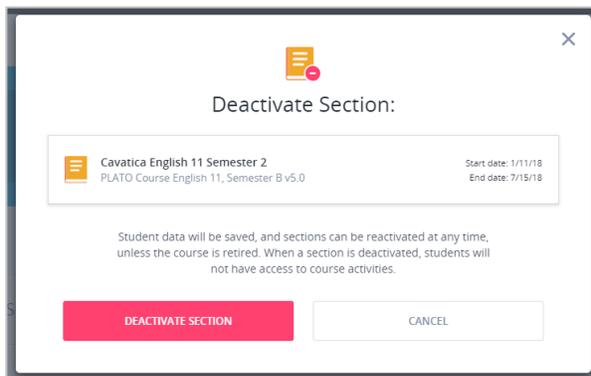
View Inactive Course Sections

You can view inactive sections by using the filter at the top of the My Course Sections page.
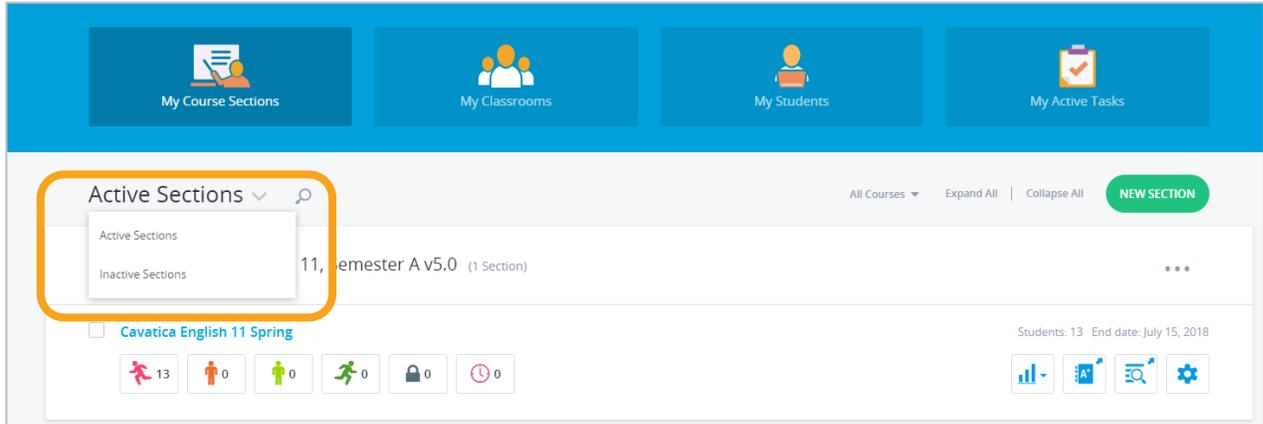
Reactivate a Course Section

Only sections of retired courses cannot be reactivated.

1. On the My Course Sections page, click the **Active Sections** and select **Inactive Sections**.
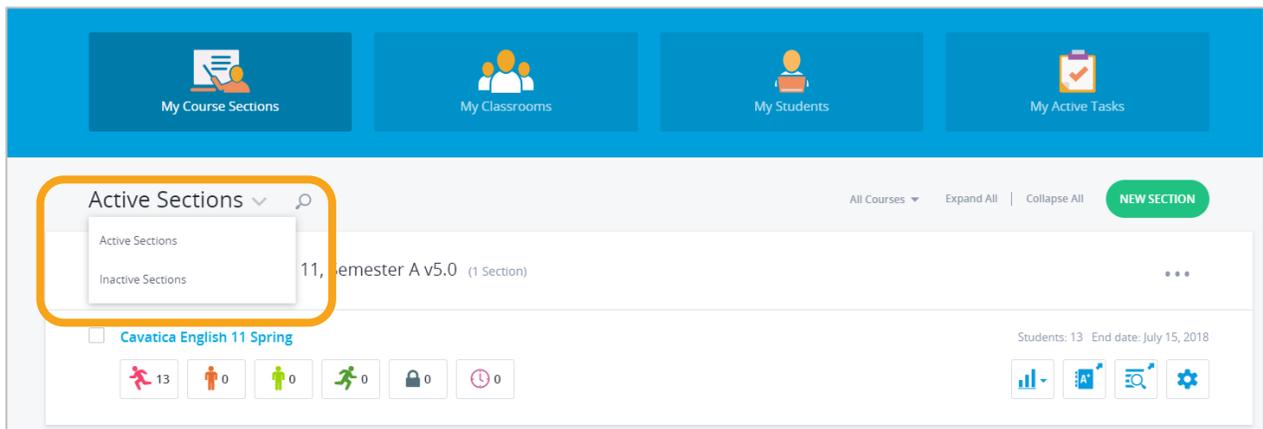
2. Select the section(s) and click **Activate Section**.
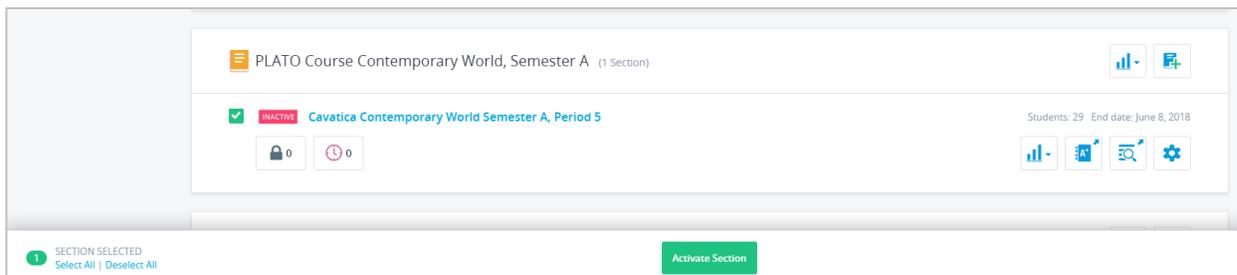
The section is now active, and students have access to activities again.

Manage Course Activities for Each Student

Learn how to manage and take action on course activities for individual students.

Access Student Curriculum Details

The Student Curriculum Details page gives you an in-depth view of a student's progress in a section. You can toggle the view to Weekly Progress, a week by week view of a student's activities and progress.

Student Curriculum Details allows you can take several actions on an individual student's activities: lock a course activity, unlock a course activity, hide/unhide an activity, exempt a student from an activity, unexempt a student from an activity, mark an activity as complete or as scored, reset an activity.

1. On the top bar menu, hover over **Courseware** and select your program from the drop-down. If you have only one program, simply click **Courseware** to go to your program.
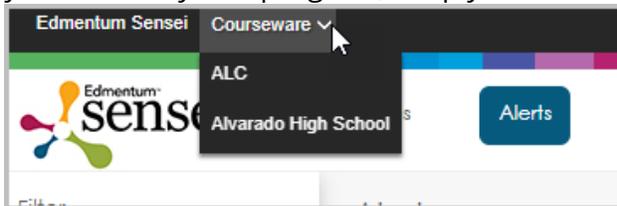
2. On My Course Sections, click a section name.
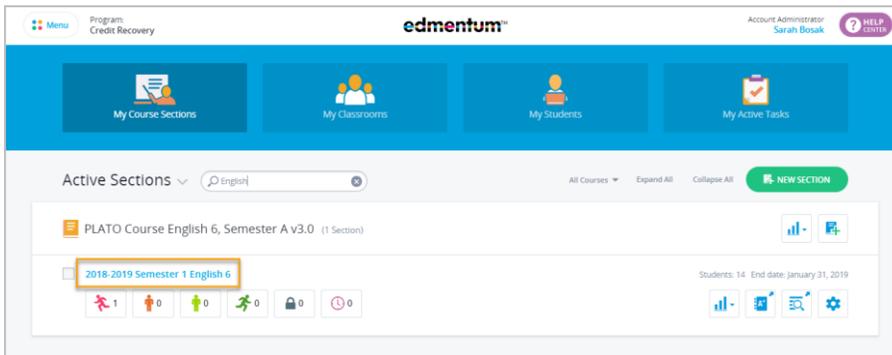
3. Click a student's name.
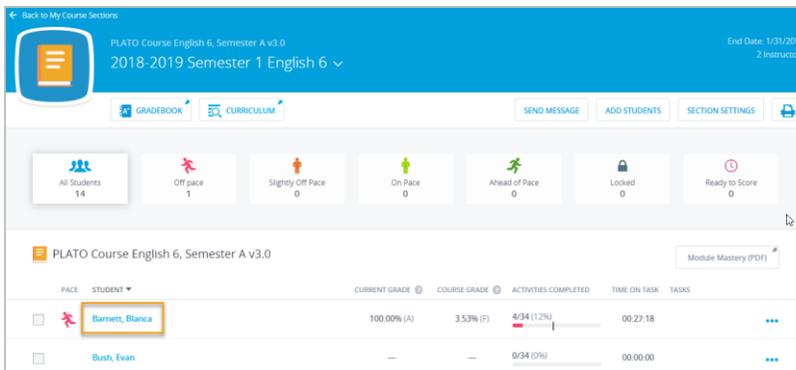
This opens Student Curriculum Details. From here you can also access the Weekly Progress page. For more information on Weekly Progress, see Weekly Progress.

Courseware

10A English
English 10A SD 2020-2021

DONE

HELP CENTER

Michael Durant
Grade 10 · Last Accessed: 7/23/2020, 3:32pm

Start Date: 6/25/2020
End Date: 9/25/2020

Sections with end dates show the color-coded progress bar with pacing goal line.

PACING STATUS	CURRENT GRADE	COURSE GRADE	ACTIVITIES COMPLETED	PACING GOAL: 12/27 (44%)	TIME ON TASK	TRIES
Slightly Off Pace	70.00% (C)	8.00% (F)	9/27 (33%)		00:39:48	18

Click here to view weekly progress details and student engagement.

Curriculum Details

Weekly Progress

PRINT

EXPAND ALL | COLLAPSE ALL

10A English	TARGET DATE	STATUSES ★ ℓ 🔒 👁 📄		RESULTS TRIES	TIME	SCORE	REVIEW	
English 10 Class Site		📄						•••
Welcome to English 10 - Discussion Assignment		📄		1	00:00:13	100%	🖥	•••
Plato Student Orientation		📄						•••
Syllabus: English 10A		📄						•••
— Unit 1: Literary Devices in Fiction				13	00:21:24			•••
Pretest: Literary Devices in Fiction	6/25/2020			1	00:04:21	75%	🖥 📋	•••
Discussion: Literary Devices in Fiction	6/29/2020							•••
— Subject and Theme in Fiction	7/01/2020	☆						•••
Subject and Theme in Fiction: Tutorial		☆						•••
Subject and Theme in Fiction: Mastery Test		☆						•••
— Tone and Mood in Fiction	7/06/2020	★		2	00:03:09	80%		•••

Target date: helps students stay on track.
Statuses (left to right) Mastered, exempt, locked, hidden, omitted

Click here (...) to open a menu to take action on student's course activities.

Lock/Unlock a Course Activity

Locking course activity prevents the student from accessing the content. The locked activity will still appear on the student's course page, but the student won't be able to open it.

To prevent the student from being able to see the activity at all, see Hide/Unhide an Activity.

> Locking an activity does NOT remove it from course progress or section gradebook. If you want to remove activities from a course entirely, contact your school's Account or Program Administrator to create a custom course.

1. Click the blue More Options (...) button in line with the activity and select **Lock** from the drop-down menu.

A lock appears in line with the activity that has been locked:

2. To unlock the activity, select **Unlock** from the drop-down menu.

Hide/Unhide an Activity

Hiding a course activity removes it from a single student's view. This feature is especially helpful is you want your students to complete work in a certain order or to have students move through the course at a similar pace.

To allow the student to see the content but not be able to access it, see the previous section on locking and unlocking activities.

1. Click the blue More Options (...) button in line with the activity and select **Hide** from the drop-down menu.

A hidden icon appears in line with the activity that has been hidden:

2. To unlock the activity, select **Unhide** from the drop-down menu.

Exempt/Unexempt a Student from an Activity

Exempting a student from an activity allows the student to complete the course without completing the activity. The activity will count towards the student's completed activities for pacing purposes, but it will not show as complete on the student curriculum details page. The activity will still appear on the student's course page, and the student can still access it if he/she wants to.

Note: Students automatically receive 100% for exempted activities.

1. Click the blue More Options (...) button in line with the activity and select **Exempt** from the drop-down menu.

A blue exempt icon appears in line with the activity that has been exempted:

2. To unexempt a student from an activity, select **Unexempt** from the drop-down menu.

Omit an Activity

Courseware includes options which allow you to manage curriculum to meet your students' needs. In addition to locking or hiding activities, you can also omit activities at the course section level or student level. This gives you more flexibility to work with and accommodate your students, while ensuring these activities don't count against them in Courseware.

Note: If you do not see this feature in your account, your administrator may have disabled it.

What does omitting an activity do?

Omitting an activity removes it from the pacing calculation and for Current and Course Grades. It also removes the activity from student view.

How is this different from hiding an activity?

Hiding an activity simply hides it from student view but still includes it in pacing and Current and Course Grades. **Omitting** removes it from view AND from pacing and Current and Course Grades.

Why might you omit an activity?

This feature gives you more flexibility in the classroom and with your students, and you'll need to decide if this is the best action for your situation. Here are a few possible reasons you may omit an activity:

- You covered the material in class and do not want students to repeat the activity in Courseware or to have the activity count against their grade.
- A student has an IEP and requires accommodations.
- A standard has changed and the activity is no longer relevant to the scope of the course.

What will my students see if I omit an activity?

An omitted activity is not visible to students for whom the activity has been omitted. As mentioned above, the omitted activity will also not count in the pacing calculation and Current and Course Grades. Questions from omitted modules will NOT be included in course assessments.

How can I see which activities are omitted?

You can see which activities have been omitted in three locations:

- The Section Curriculum page and the Student Curriculum Details page: Look for the Omitted Activity icon:

The section Gradebook: Look for a pink slash mark.

To omit an activity for a student:

1. On the Student Curriculum Details page, click the blue ... menu corresponding to the activity you want to omit. Select **Omit Activity**.

2. To include the activity again, click the activity's menu again, and click **Include Activity**.

Mark an Activity as Completed or Scored

Marking an activity as complete gives a student credit for completing the activity. For graded activities, you can enter a score. You can mark a mastery test as mastered or not mastered. The activity will show as complete on the student's course page and will be considered complete for pacing and progress purposes.

1. Click the blue More Options (...) button in line with the activity and select **Edit Activity** from the drop-down menu.

2. On the modal that appears, add a score (only applicable for some activities) and mark as mastered or complete.

The activity will appear as completed and may have a score and a mastery star:

Reset an Activity

Resetting an activity erases a student's grade for the activity and sets the activity's status as Not Started. To receive a score for the activity, the student must complete it again from the beginning. If the student has entered text or submitted a file for the activity, this work will still be available when the student logs in, but the student will need to resubmit the work.

1. Click the blue More Options (...) button in line with the activity and select **Reset Activity** from the drop-down menu.

2. In the modal, click **Reset Activity**. You **CANNOT** undo this action.

Any previous work done on this activity is cleared:

View an Activity's History

1. Click the blue More Options (...) button in line with the activity and select **View History** from the drop-down menu.

All activity history appears, including any time the student reviewed a session:

Courseware

Weekly Progress

Weekly Progress gives you detailed insights into your students' progress, week over week. Use in conjunction with Student Curriculum Details for a fuller picture of student progress.

You'll see:

- the number of activities with which the student engages
- the total time spent in each activity, and
- actions taken on those activities.

Use in conjunction with Student Curriculum Details for a fuller picture of student progress.

1. On the top bar menu, hover over **Courseware** and select your program from the drop-down. If you have only one program, simply click **Courseware** to go to your program.
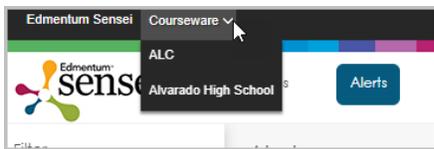
2. On My Course Sections, click a section name.
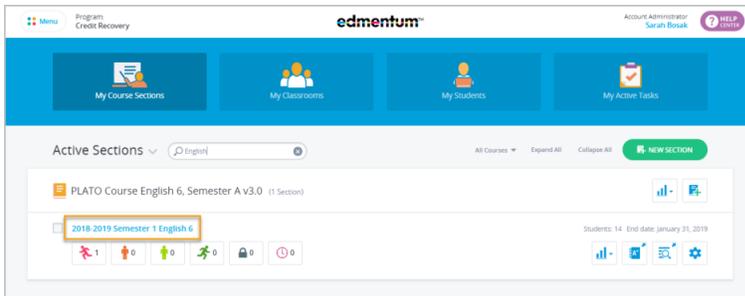
3. Click a student's name.
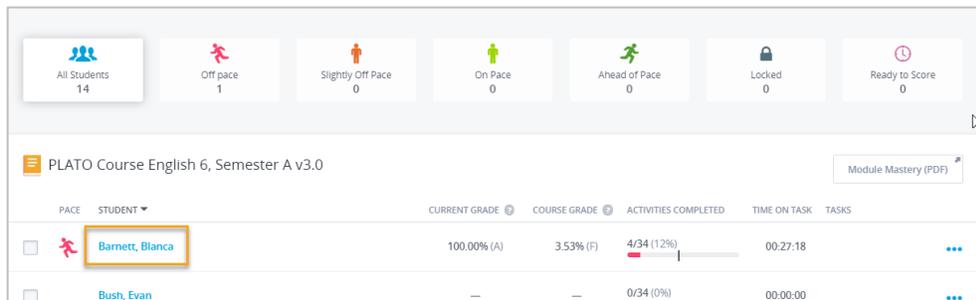
This opens Student Curriculum Details. From here you can also access the Weekly Progress page.
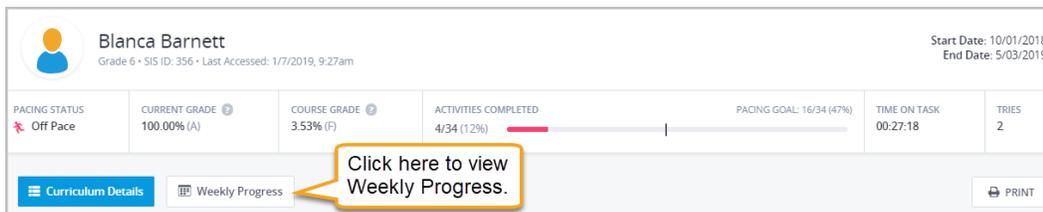
Weekly Progress: Overview

Weekly Progress gives you detailed insights into your students' progress, week over week. During the current week (Sunday to Saturday), the data is live automatically updates. At the end of the week, the data freezes to provide you a history of the student's engagement and progress that week.

Note: No data is available in Weekly Progress before February 2019.

1. **Pace Status:** When enabled, the pacing icon reflects the current status during a week.

2. **Weekly Activities:** A count of unique activity launches during the week, which indicates the activities the student worked on for the week. (Pretest Exemptions appear in the details, but do not count toward weekly activities).

3. **Time on Task:** The cumulative time the student worked on activities during the week.

4. **Course Progress:** A weekly snapshot of the existing activities complete out of the total activities in the course section.

5. **Current Grade:** Current grade at the end of the week.

6. **Course Grade:** Course grade at the end of the week.

View and Print Quick Reports

Quick reports give you access to your students' data from My Course Sections and My Students pages.

Quick Reports for a Whole Section

Access whole-section quick reports easily from My Course Sections.

1. On My Course Sections, click the Quick Reports button and select the report.

PLATO Course Biology, Semester A v6.0 (1 Section)

Biology

Quick Reports   dents: 8   End date: None

Course Module Mastery (PDF)

Detailed Score Report (Excel)

Graphic Learner Progress (PDF)

Section Roster (PDF)

PLATO Course Biology, Semester B v6.0 (1 Section)

Biology B   ts: 12   End date: June 1, 2018
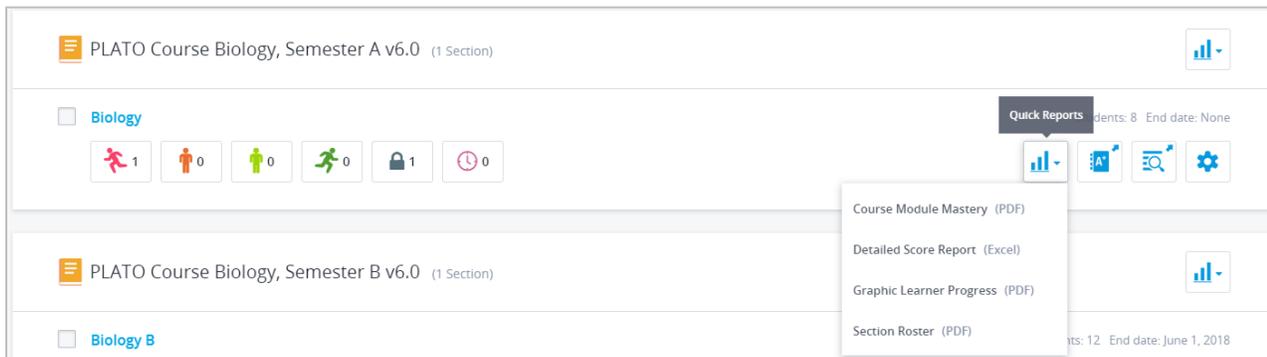
Quick Reports for All Sections of a Course

Run quick reports for all sections of a course you teach right from My Course Sections.

Quick Reports

PLATO Course English 10, Semester A v5.0 (2 Sections)

English 10A

Course Module Mastery (PDF)   y 23, 2018

Detailed Score Report (Excel)

Graphic Learner Progress (PDF)

English 10A Spring 2018   Students: 11   End date: July 6, 2018
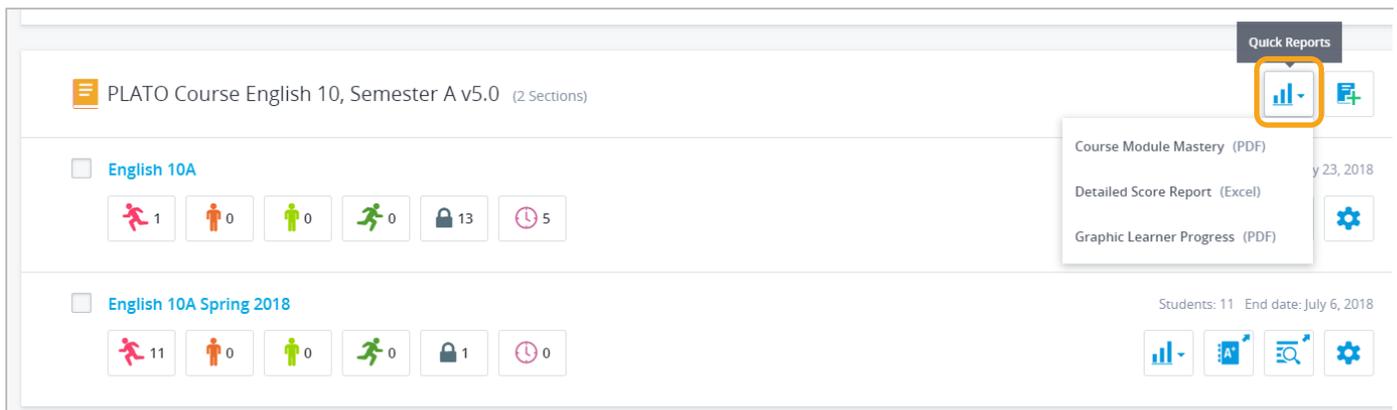
Quick Reports for an Individual Student

Quick reports for an individual student are accessible from the My Students page.

1. Click **My Students**.

2. Select the students to include in the report by clicking the check box next to their name.

3. Select a report. The report will open in a new tab.

Section Gradebook Reports

Gradebook reports pull information from gradebook scores. They are helpful for tracking students' grades and progress and are available from each section gradebook.

Gradebook Report Card

This new report gives you a detailed view of a student's performance. Print off a single student's grades to provide to parents or meet with a student, or print by course section to prepare for parent teacher conferences. Printing by section automatically separates students onto separate sheets.

1. Open a section gradebook.
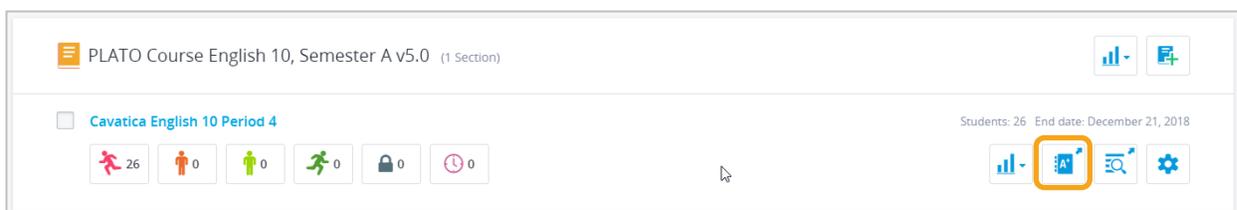
2. Open the Gradebook Report Card for a student:

    a. Click the blue dots next to the student's name and click **Gradebook Report Card**.
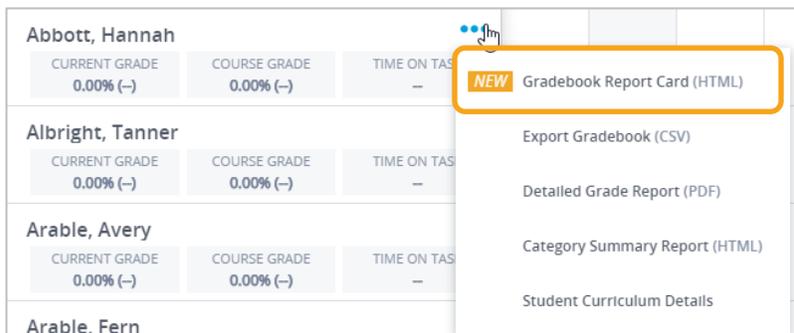
3. Open the Gradebook Report Card for the section:

    a. Click Reports in the top right corner of the screen and select **Gradebook Report Card**.
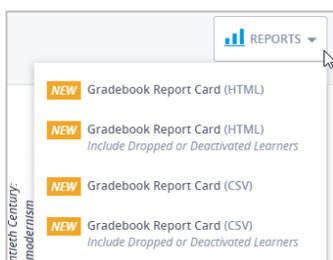
4. Download as a PDF or Print.

Courseware

⬇ PDF	🖨 Print	

Abbott, Hannah
Grade 11 - SIS ID: None

Gradebook Report Card

edmentum
September 27, 2018, 04:23PM

Course: PLATO Course English 11, Semester B v5.0
Section: Cavatica English 11 Semester 2
Program: Somerset High School
Instructors: Charlotte Cavatica;Sarah Bosak

Start Date: 1/11/2018
End Date: 7/15/2018

Gradebook Report Card Overview

View key areas of the Gradebook Report Card.

Baker, Evie
Grade 10 - SIS ID: 77778891

Gradebook Report Card

edmentum
August 27, 2018, 11:26AM

Course: PLATO Course English 10, Semester A v5.0
Section: English 10A Thompson 2018
Program: Alvarado High School
Instructors: Jane Walton;Rachel Thompson

Start Date: 6/1/2018
End Date: 8/31/2018

> Course section overview information

Course Summary

ACTIVITIES COMPLETE	TIME ON TASK	CURRENT GRADE	COURSE GRADE	CREDIT APPROVED
26/27 (96.30%)	01:50:44	84.79% (B)	84.79% (B)	YES

Grading by Category

Courseware Grading Category	Number of Activities	Activity Weighting	Score
Module	14	20%	82.86%
Discussion	3	10%	93.33%
Unit Activity	3	30%	92.5%
Post-Test	3	20%	83.33%
End of Semester Test	1	15%	65.79%
Participation	1	5%	92%

> Displays current score for each category

Grading Details

	Time on Task	Type	Score
Unit 1: Literary Devices in Fiction			
Pretest: Literary Devices in Fiction	00:00:07	Non-Weighted	—
Discussion: Literary Devices in Fiction	00:00:12	Weighted	95%
Subject and Theme in Fiction	00:08:09	Weighted	80%
Tone and Mood in Fiction	00:28:29	Weighted	100%
Character and Plot Development in Fiction	00:11:02	Weighted	80%
Narrative Techniques in Fiction	00:01:39	Weighted	80%

> Activities organized in the order they appear in the gradebook

Individual Student Reports

For individual students, you can run the Detailed Score Report and Category Summary Report. In addition, you can export the student's gradebook to an Excel spreadsheet or view Student Curriculum Details.

If your program uses the credit tracking feature, you will also be able to approve students for credit from this drop-down.

1. From the **My Course Sections** page, click the **Open Gradebook** icon next to the student's course section.

2. Click the **More Options** icon next to the student's name to open the drop-down menu.
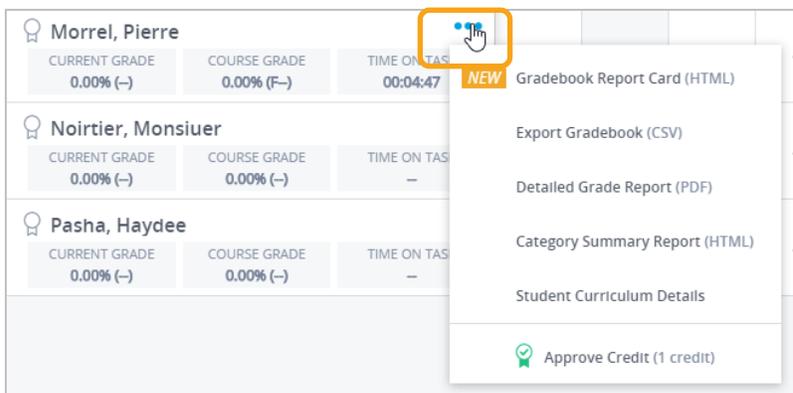
3. Make a selection. The Detailed Grade Report and Category Summary Report open as PDFs in a new tab. Export Gradebook will export your grades to an Excel spreadsheet, and Student Curriculum Details will open this page in a new tab.

Whole-Section Gradebook Reports

You can pull reports from the gradebook, such as exporting grades or running the Category Summary Report. These reports can include just active learners, or you can choose to include dropped or deactivated learners.

A category summary report gives a high-level overview of the entire class's performance. It is not as detailed as the section gradebook.

1. From the **My Course Sections** page, click the **Open Gradebook** icon next to the student's course section. The gradebook opens in a new tab.

2. From the **Reports** drop-down in the upper right corner of the gradebook, select **Category**

Summary. You have the option to include dropped or deactivated learners in the report.
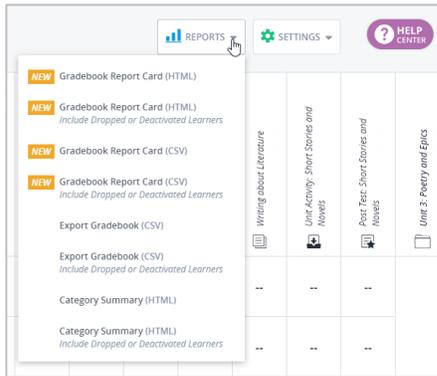

Curriculum Reports

Like gradebook reports, curriculum reports contain information about student scores. However, they also go deeper into student usage and progress. They are helpful for in-depth views of student interactions with Courseware.

Access Curriculum Reports

1. From the **My Course Sections** page, open the **Menu**.
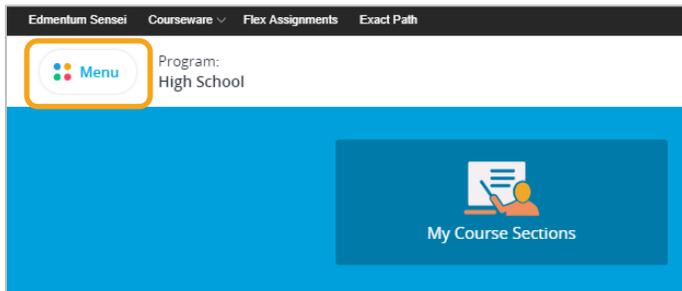
2. Under Resources, click **Classic Reports**. The Curriculum Reports page opens in a new page.
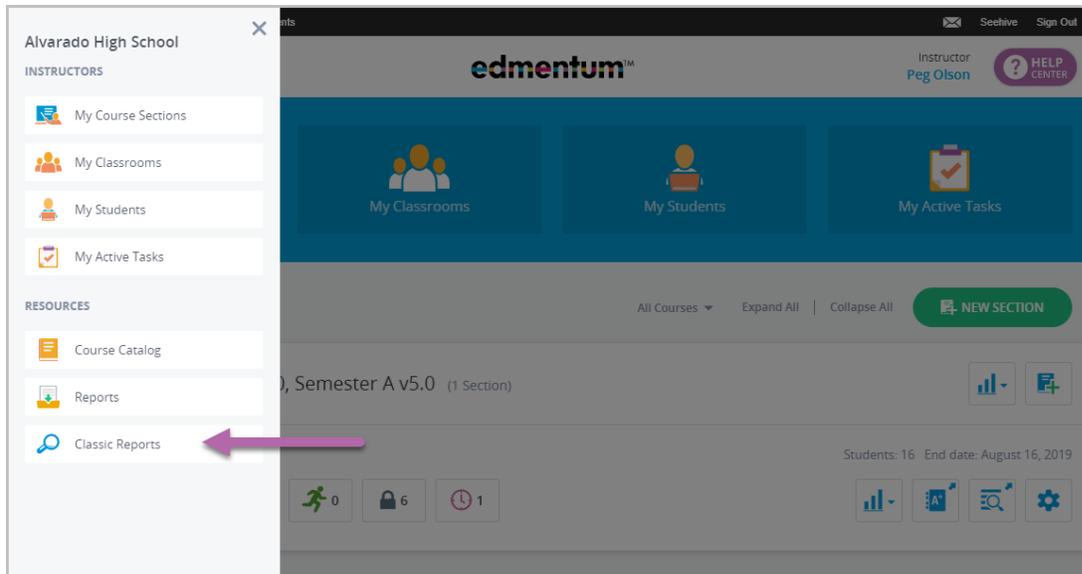
Courseware

3. Select the desired report, complete the report filters, and view your report.

Communicate with Students

Courseware has multiple ways to communicate with your students, individually, at the section level, and across sections.

Message an Individual Student

These instructions start on the My Course Sections page, but you can also message students from My Classrooms and My Students.

1. From the **My Course Sections** page, click the student's section.

2. Click the envelope icon next to the student's name.

    The **Send Quick Message** window opens.

3. Enter your subject and your message, and click **Send Message**.

## _{47B}Message an Entire Course Section

1. Click the envelope icon at the top right of the screen. This takes you to the Communication Center in Edmentum Sensei.
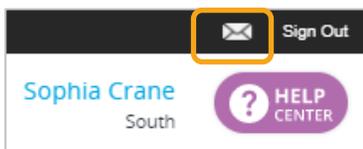
2. Click **New Message**.

3. Enter the course section name in the **To:** field.

4. Enter your subject and message, and click **Send**.

Message Multiple Course Sections

1. Click the envelope icon at the top right of the screen. This takes you to the Communication Center in Edmentum Sensei.
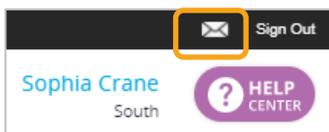
2. Click **New Message**. The **Create New Message** window opens.

3. Click the **To:** field to select from a list of your course sections.
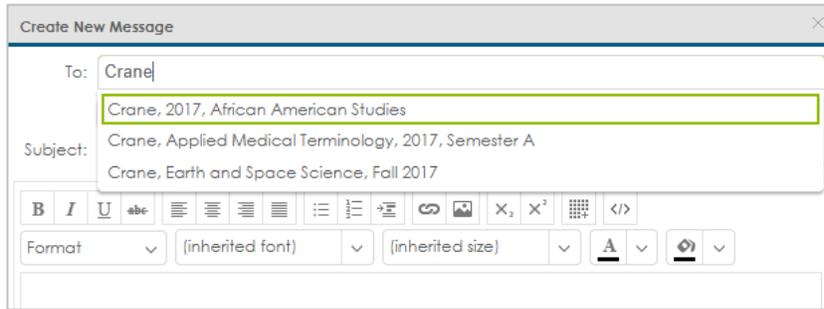
4. Select the course sections you want to message.

5. Enter your subject and message and click **Send**.

Add a Student Photo

Student photos appear next to the student's name in Edmentum Sensei and Courseware for the program in which they are enrolled.

1. In the top menu bar, click **Edmentum Sensei**.
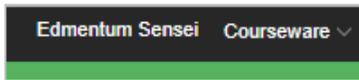
2. Select **Students** from the Sensei menu bar and click a student card.
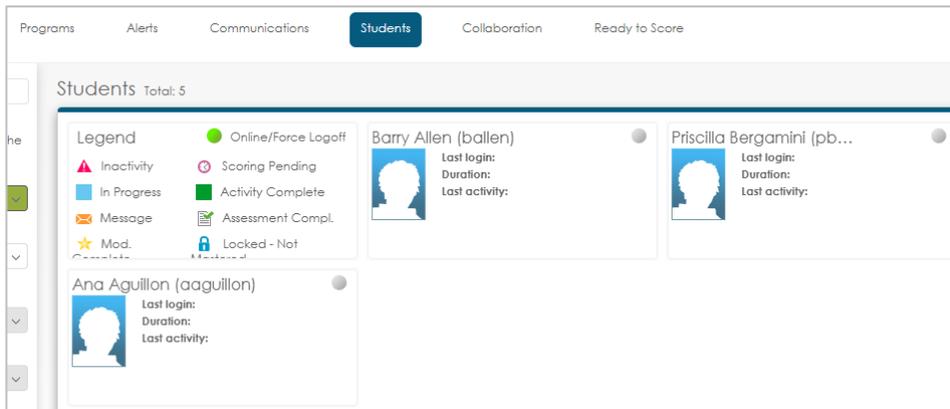
3. Click the image with the pencil icon.
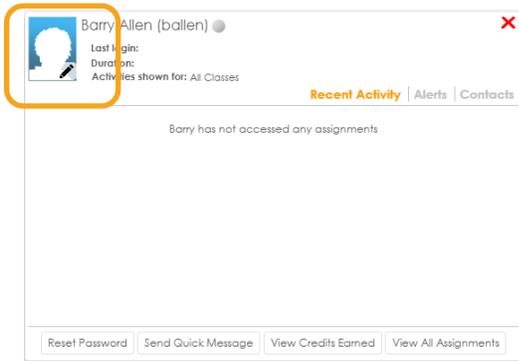
4. Click **Upload Photo**.
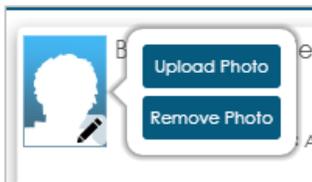
5. Locate the file on your computer and drag it to the area labeled **Drag file** here or upload it by clicking **Choose file**. The Image will now appear on the student card.

The image will now appear on the student card.
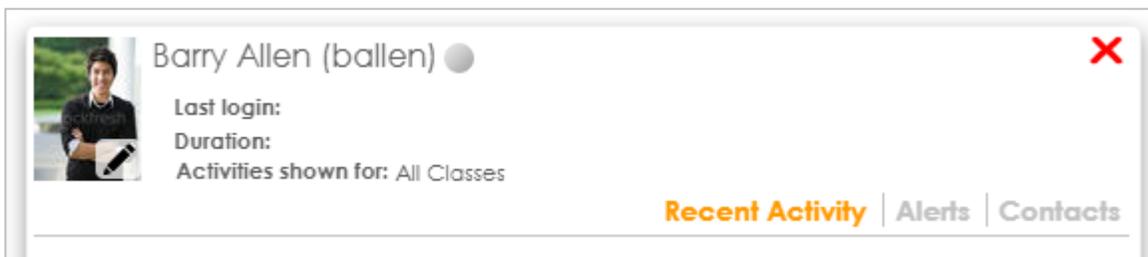
The image also appears on the Student Curriculum Details page and in My Students in the Courseware program in which the student is enrolled.
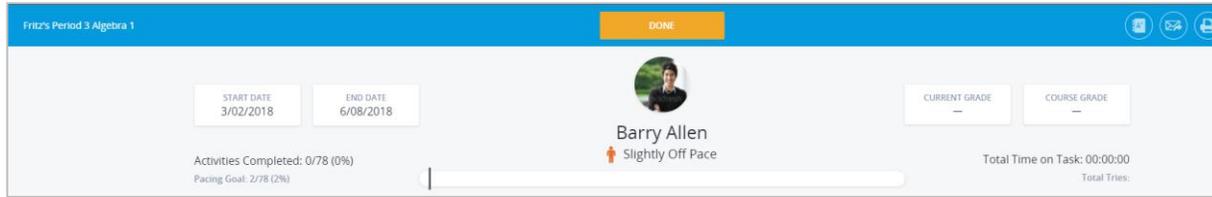
Find Teacher Guides and Answer Keys

Teacher guides describe the course content and provide recommendations for implementation. Answer keys provide answers and rubrics for teacher-graded unit activities.

1. Click **Help Center** (top right of the page).

2. Click **Support Site** at the bottom of the Help Center window.
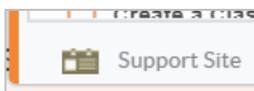
    The support site opens in a new tab.

3. Click **Courseware Instructor Materials**.

4. Select the desired subject. (A partial list is below.)

Courseware Instructor Materials

Last updated: 09:28, 14 Jun 2017

Note: Some materials are not available for all content.

For the difference between Course versions see What are the differences between updated versions of Plato Courses?

Instructor Materials - English	Instructor Materials - Math
Instructor Materials - Science	Instructor Materials - Social Studies
Instructor Materials - CTE	Instructor Materials - World Languages
Instructor Materials - Electives	Instructor Materials - Dev Ed

5. Select the course from the list of courses.

    The material available will vary.

General Materials

- Teacher's Guide
- Unit 1 Activity Answer Key
- Unit 3 Activity Answer Key
- Unit 4 Activity Answer Key

Find Correlation Coverage Reports

Correlation coverage reports demonstrate how Edmentum courses align to state standards. These instructions explain how to locate state correlations.

1. Click **Help Center** (top right of the page).

2. Click **Support Site** at the bottom of the Help Center window.
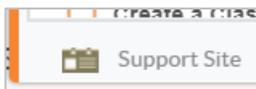
   The support site opens in a new tab.

3. Click **Courseware Instructor Materials**.

4. Click **Correlation Coverage Reports (CCRs)**.

5. Click **State Correlation Coverage Reports (CCRs)**.

Note: National and Canadian standards are also located here.

Most popular (views)

📄 State Correlation Coverage Reports (CCRs)
📄 National Correlation Coverage Reports (CCRs)
📄 Canadian Correlation Coverage Reports (CCRs)
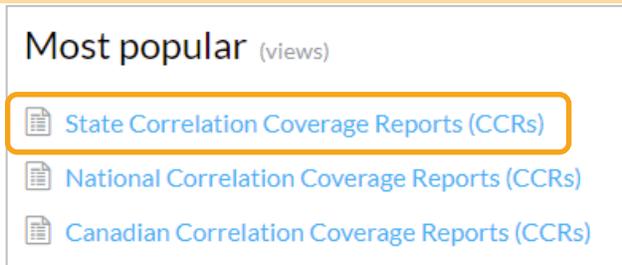
6. Locate your state and click **Standards**.

Wisconsin	Standards

The standards download to your computer in a .zip file.

📦 WIcoursepdf.zip   ∧
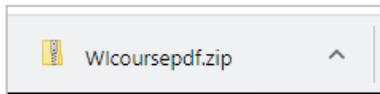
7. Click the .zip file to open it. The .zip file contains a folder.

8. Open the folder. The folder contains correlation reports in PDF format for different grade levels and subjects.

📄 WI CCSS PLATO Course English 6 v2.0
📄 WI CCSS PLATO Course English 7 v3.0
📄 WI CCSS PLATO Course English 8 v3.0
📄 WI CCSS PLATO Course English 9 v4.0
📄 WI CCSS PLATO Course English 10 v4.0
📄 WI CCSS PLATO Course Math 8
📄 WI CCSS PLATO Course Precalculus v3.0
📄 WI High School Algebra 1 v6.0
📄 WI High School Biology v6.0
📄 WI High School Earth and Space Science

Appendix: Guided Notes

Guided Notes support student engagement in courses by providing a format to organize, understand, and apply lesson objectives. This can help students retain content better and improve outcomes on mastery tests.

View an online, interactive list of Guided Notes in Courseware here: https://airtable.com/shrkaDuGWDcYciloB/tblykfmU62syHHHTj?blocks=hide

For a PDF printable version, access the Help Center and search "guided notes".

Access Guided Notes

You can access courses with Guided Notes in the Course Catalog. Note: the course must be in your program's course library. If you do not see the desired course present, contact your account administrator to see if it can be added to the course catalog.

1. Open the **Menu**.
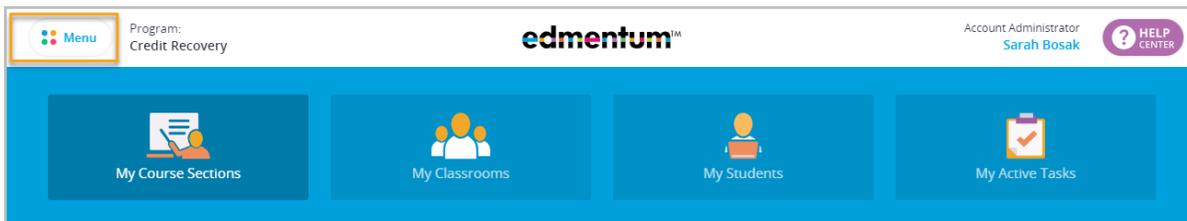

2. Under Resources, click **Course Catalog**.
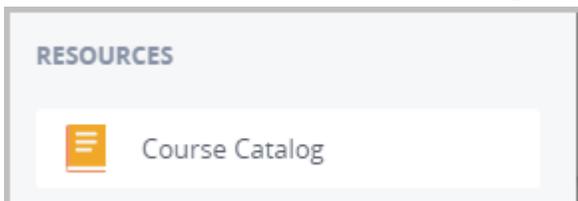
3. Search for the course (see the list above) and click on the course.

Courseware
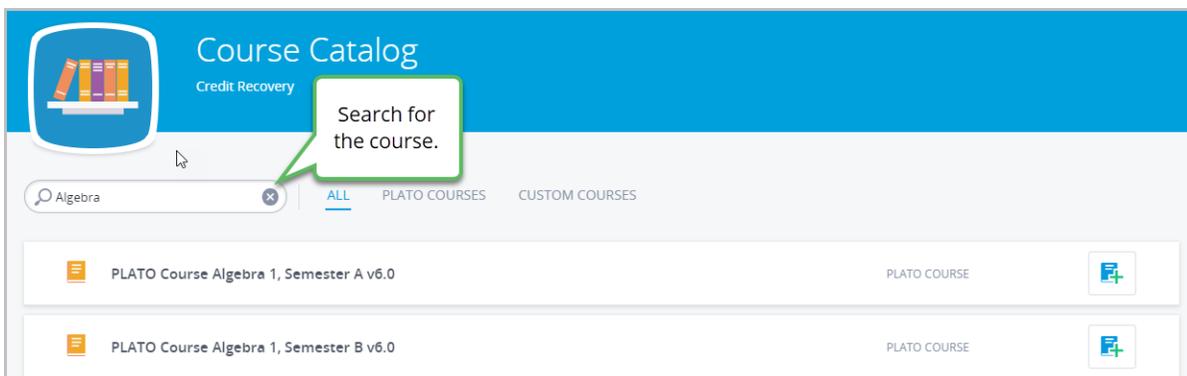
4. Click a course module to preview.

Graphs of Linear Relationships

Graphs of Linear Relationships: Tutorial ↗

Graphs of Linear Relationships: Practice
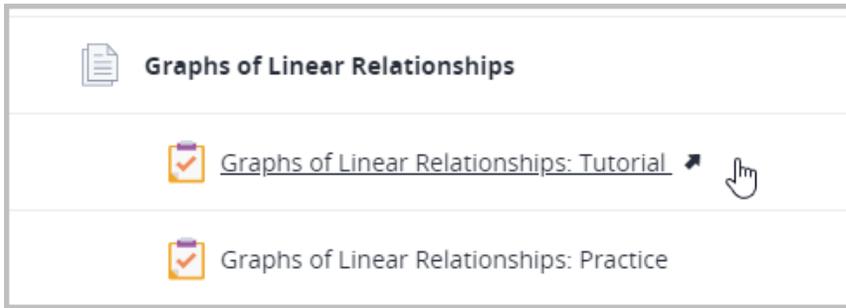
5. Click the **Resources** button on the left menu. This is also where students will find Guided Notes when they open a course module.
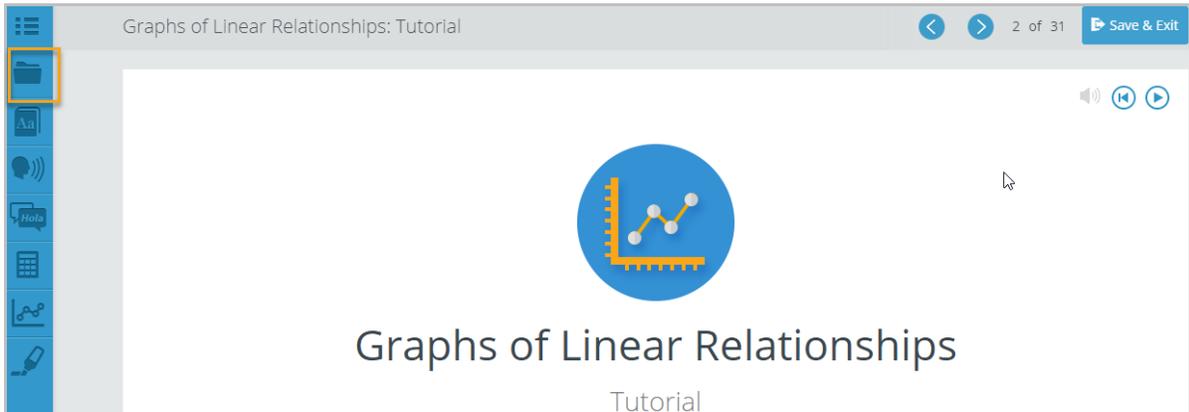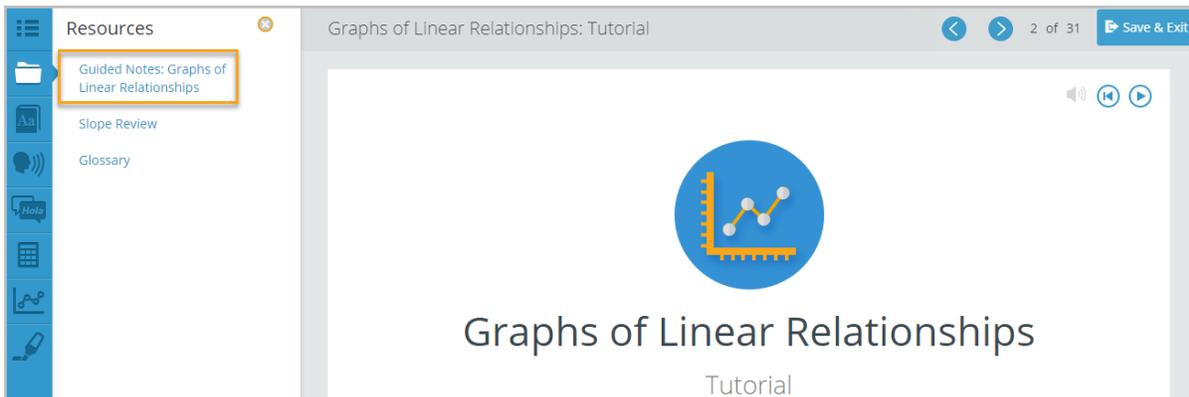
Graphs of Linear Relationships: Tutorial   2 of 31   Save & Exit

Graphs of Linear Relationships

Tutorial

6. Click the Guided Notes. This will open a PDF in a new tab.

Resources

Guided Notes: Graphs of Linear Relationships

Slope Review

Glossary

Graphs of Linear Relationships: Tutorial   2 of 31   Save & Exit

Graphs of Linear Relationships

Tutorial

7. Download the PDF and save the file. This allows you to fill in the editable sections of the PDF document.
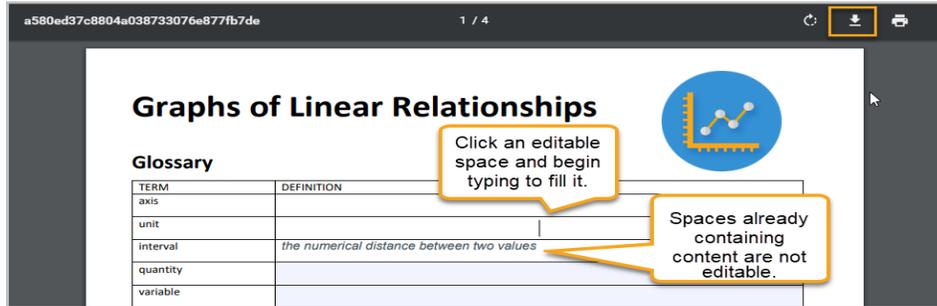

For Students: Guided Notes

Instructors: Share these instructions with your students so they have a resource on how to access and use Guided Notes.

1. Open a course module.

2. Click the **Resources** button on the left menu.

3. Click the Guided Notes. This will open a PDF in a new tab.

4. Download the PDF and save the file. This allows you to fill in the editable sections of the PDF document.