



Courseware

Quick Start Guide

Instructors



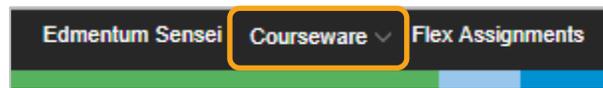
Get started with Courseware in six simple steps!

1 Log In

1. Go to <https://login.edmentum.com/>
2. Enter your Account, User Name, and Password.
3. Click **Log in to Edmentum**.

2 Access Your Programs

1. In the top menu bar, hover over **Courseware** to open a drop-down menu.
2. Select a program to view.



Note: If you only teach in one program, click **Courseware** to view your course sections.

3 Create Your Course Sections

1. On My Course Sections, click the green **New Section** button.
2. Select your course from the list.
3. Complete the section details form. Be sure to add an end date to view the pacing feature.
4. Click **Continue to Students**.
5. Add students and click **Save Section**.

4 Access the Gradebook

1. On My Course Sections, click the **Open Gradebook** icon to the right of the class name. The gradebook for the class opens in a new tab.



2. If permissions have been granted by your account administrator, edit categories and weights, change grading scales, or manage credits by clicking the **Settings** button.
3. Access reports by click the **Reports** button.
4. Edit a score by clicking in the corresponding space and typing in a grade.
5. If needed, drop a score by clicking the individual score or the activity and selecting **Drop Score**.



5 Monitor Student Progress

1. On My Course Sections, click the name of a section. The Section Details page opens.
 - View student pacing at the top of the page, if enabled.
 - View current and course grades, activities completed, and total time on task.
 - Click the clock icon to view current tasks and teacher-scored activities.
 - Click the **More Options (...)** icon for additional options.

6 Run the Course Progress Report

1. Click **My Students**.
2. Select the name of the student.
3. Click **Reports** at the bottom of the student window and c desired reports.

The report opens in a new tab. You can print the report or download it as a PDF.

Need Your Account Info in a Snap? Keep This Page Handy

Your Courseware account information for quick reference

Account _____

User Name _____

Password _____



Get Help with Using Courseware

Edmentum offers three different resources to help you use Courseware.

1

Help Center Menu

The Help Center menu has easy-access resources for you, your students, and their families.

1. Click **Help Center** (top right of page).
2. Resources are organized into sections based on the audience.

2

Learn and Support Site

The Courseware Learn and Support Site contains in-depth how-to guides, technical information, and instructor resources such as teacher guides, guided notes keys, and worksheet keys.

1. Click **Help Center** (top right of page).
2. From the Help Center menu, select **Learn and Support - Courseware**.
3. **Administration Center, Administrator,** and **Instructor** how-to guides are available from their respective buttons.
4. **Instructor Resources** are available by selecting a state or National.
5. You can search all of Learn and Support from the search bar at the top.

3

Customer Support

If you need additional help, contact Edmentum Customer Support:

- 800.447.5286 (7am to 6pm Central Standard Time)
- support@edmentum.com