

Courseware Getting Started for Instructors

TO CREATE A COURSE SECTION

If you do not see your Course Sections or do not have the ability to create a new section, contact your Account Administrator.

- Click COURSEWARE in the app switcher bar at the top of the screen.
- Select the appropriate PROGRAM.
- Click the NEW SECTION button.
- You may search by course name or browse All Courses, Plato Courses, and Custom Courses.
- Once you locate the course, click it. (Note: If there are two versions of a course, choose the most recent version).
- Enter the SECTION NAME.
- Choose the START DATE and END DATE. (Note: If you do not enter an end date, pacing visuals will not be available for this course).
- Add INSTRUCTORS by searching by name or browsing the Instructor Directory.
- Fill in and select the course OPTIONS.
- Click CONTINUE TO STUDENTS to add students to the Course Section.
- Search and add students by name or SIS ID or click BROWSE STUDENT DIRECTORY to add students.
- You may set individual START DATES and END DATES for each student. Click on the field and select the start or end dates.
- Click SAVE SECTION once you've finished adding students.

TO CREATE ANOTHER SECTION FOR A COURSE

- Click COURSEWARE in the app switcher bar at the top of the screen.
- Select the PROGRAM.
- Locate the Course and click the ADD SECTION button to the right of the Course title.
- Complete the SECTION DETAILS.
- Enter the SECTION NAME.
- Choose the START DATE and END DATE. (Note: If you do not enter an end date, pacing visuals will not be available for this course).
- Add INSTRUCTORS by searching by name or browsing the Instructor Directory.
- Fill in and select the course OPTIONS.
- Click CONTINUE TO STUDENTS to add students to the Course Section.
- Search and add students by name or SIS ID or click BROWSE STUDENT DIRECTORY to add students.
- You may set individual START DATES and END DATES for each student. Click on the field and select the start or end dates.
- Click SAVE SECTION once you've finished adding students.

TO VIEW COURSE CURRICULUM

- From the MY COURSE SECTIONS screen, click the VIEW CURRICULUM icon to the right of the section name.
- Click on the PLUS or MINUS symbol to expand and collapse each unit in the course or by clicking on EXPAND ALL or COLLAPSE ALL at the top of the screen.
- To view content, including tests, discussions, tutorials, and practice modules, click on the title of the activity.
- Click DONE at the top of the screen to exit.

TO LOCK AND HIDE CONTENT IN A COURSE

- From the MY COURSE SECTIONS screen, click the VIEW CURRICULUM icon to the right of the section name.
- Click the LOCK ALL/HIDE ALL dropdown menu, located in the upper right corner of the screen.
- From here, you may choose to lock and hide or unlock and unhide the following: Discussions, dropboxes, mastery tests, pretests and posttests.
- To lock or hide an individual unit or activity, click the options menu to the right of the unit or activity title.
- Click LOCK or HIDE.
- You may unlock or unhide the content at any time by following the same steps.
- Click DONE at the top of the screen when you are finished.

TO EDIT ATTEMPTS TO UNLOCK MASTERY TESTS

- From the MY COURSE SECTIONS screen, click the VIEW CURRICULUM icon to the right of the section name.
- Click EDIT next to Limit Attempts to Unlock Mastery Tests, located below the Lock All/Hide All dropdown menu.
- Click the dropdown menu and choose the number of attempts.
- Click SAVE.
- Click DONE at the top of the screen when you are finished.

TO CREATE A CLASSROOM

- Click COURSEWARE in the app switcher bar at the top of the screen.
- Select the PROGRAM.
- Click MY CLASSROOMS.
- Click CREATE CLASSROOM.
- Enter the CLASSROOM NAME.
- Choose additional CLASSROOM INSTRUCTORS, if desired. Click the search and add instructors by name box and select the appropriate instructor.
- Add students by clicking on the QUICK STUDENT ADD box. Begin typing the student's name to locate the student. Click their name to add them to the classroom.
- Click the COURSE SECTION.
- Click SAVE CLASSROOM.

TO VIEW QUICK REPORTS

- Click COURSEWARE in the app switcher bar at the top of the screen.
- Select the PROGRAM.
- Click MY COURSE SECTIONS.
- Click the QUICK REPORTS icon to the right of the section name.
- Choose from the following reports: Course Module Mastery, Graphic Learner Progress, Detailed Score Report, and Section Roster.
- The report will open in a new tab.

HELP AND SUPPORT



Have a question? Need assistance? Contact our award-winning Support team Monday-Friday, 7am to 6pm Central at 800.447.5286 or support@edmentum.com. Visit the Help Center while logged into your Courseware account to access walkthroughs, documents, videos and more!