

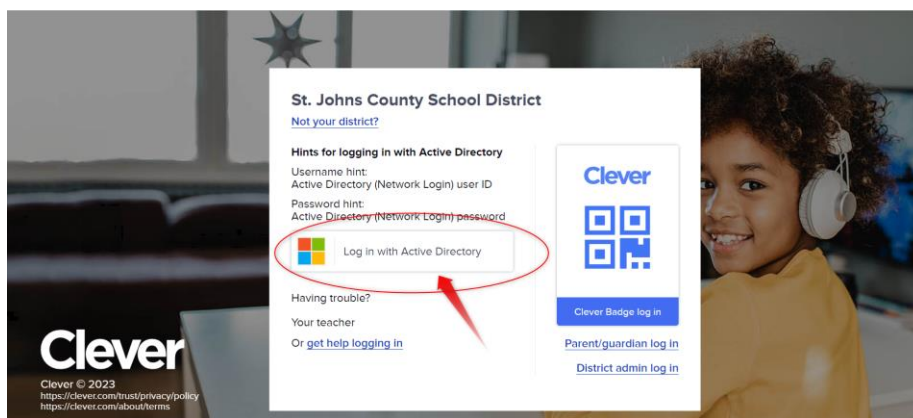
Welcome Program Administrators to Edmentum. Edmentum is a great resource for building Credit or Course Recover Courses for your students. Today we will go over the following:

1. Accessing Edmentum
2. Build a Course
3. Add Students and Staff

## Accessing Edmentum

1. Login via CLEVER

[https://clever.com/oauth/authorize?channel=clever&client\\_id=4c63c1cf623dce82caac&confirm\\_ed=true&district\\_id=525d5d5f6fa558120c0010fc&redirect\\_uri=https%3A%2F%2Fclever.com%2Ffin%2Fauth\\_callback&response\\_type=code&state=13565287213deaaaa2bdd388db41d71a2aeb5a89b47daofa7347739f682297ca](https://clever.com/oauth/authorize?channel=clever&client_id=4c63c1cf623dce82caac&confirm_ed=true&district_id=525d5d5f6fa558120c0010fc&redirect_uri=https%3A%2F%2Fclever.com%2Ffin%2Fauth_callback&response_type=code&state=13565287213deaaaa2bdd388db41d71a2aeb5a89b47daofa7347739f682297ca)



2. You will most likely see the dashboard, make sure to click on PORTAL to see the Apps

Clever St. Johns County School District

Dashboard Portal App Store Search

Tools and Support

- Customize school portal
- Badges
- Clever Academy
- Create portal notifications
- Updates and resources
- Troubleshoot Login
- View team members
- App sharing rules
- Create custom section

Clever in your school

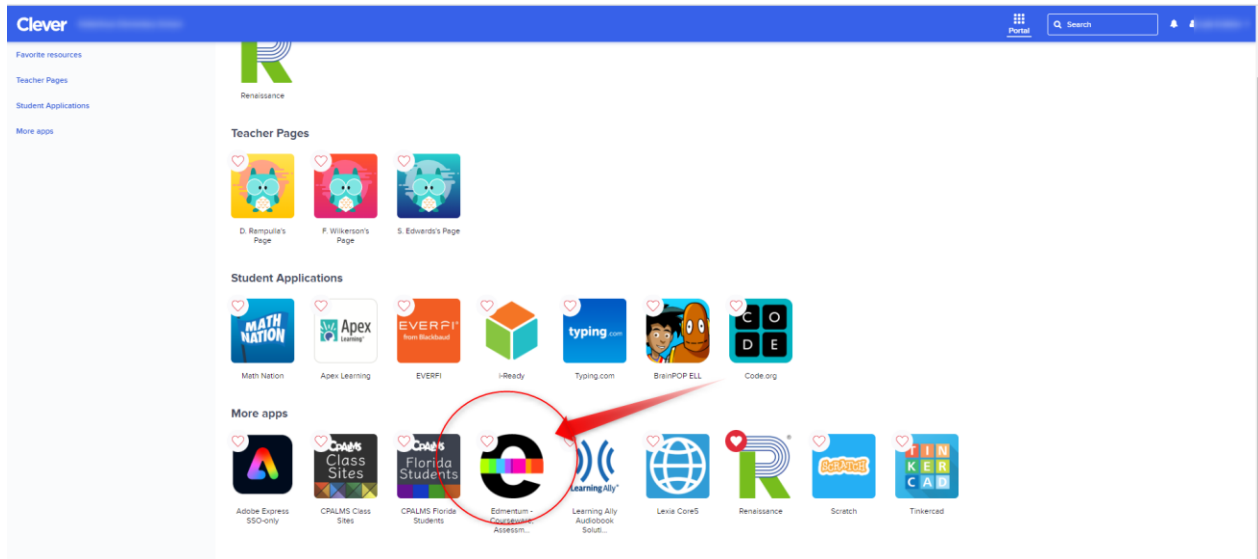
	Students	Teachers
Usage by scoped user	1.9%	26.9%
Unique users	8	7
Total logins	44	45

Upgrade your analytics!

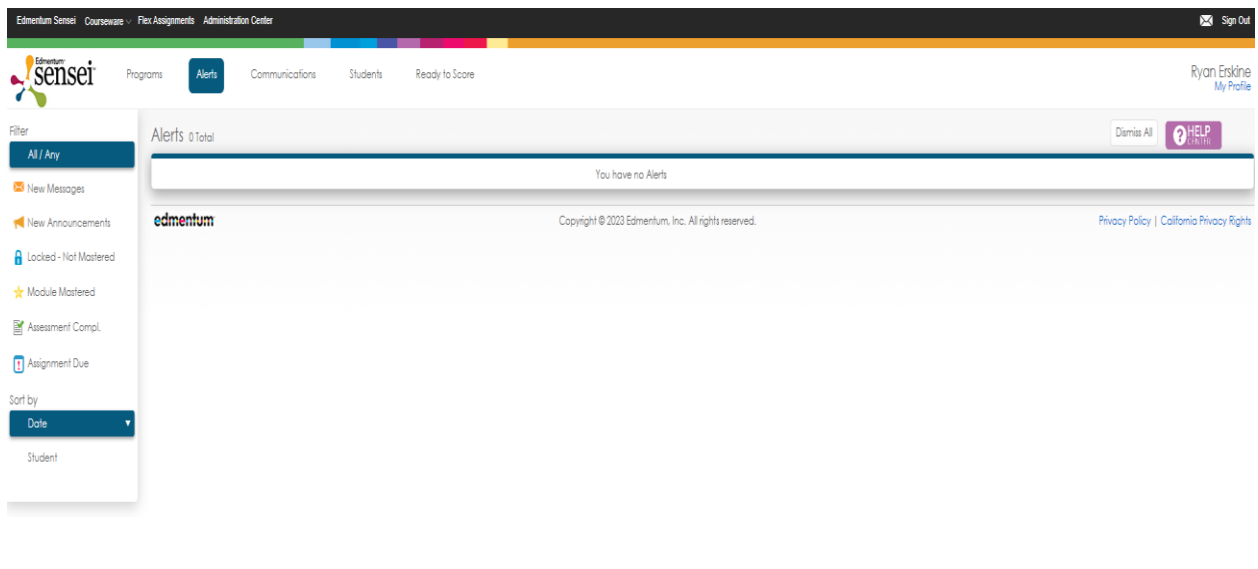
Get a holistic view of edtech in your school  
Including websites and off-Clever apps

Learn more!

3. From the Portal, click on Edmentum (*you can click the heart and make it a favorite resource* 😊)



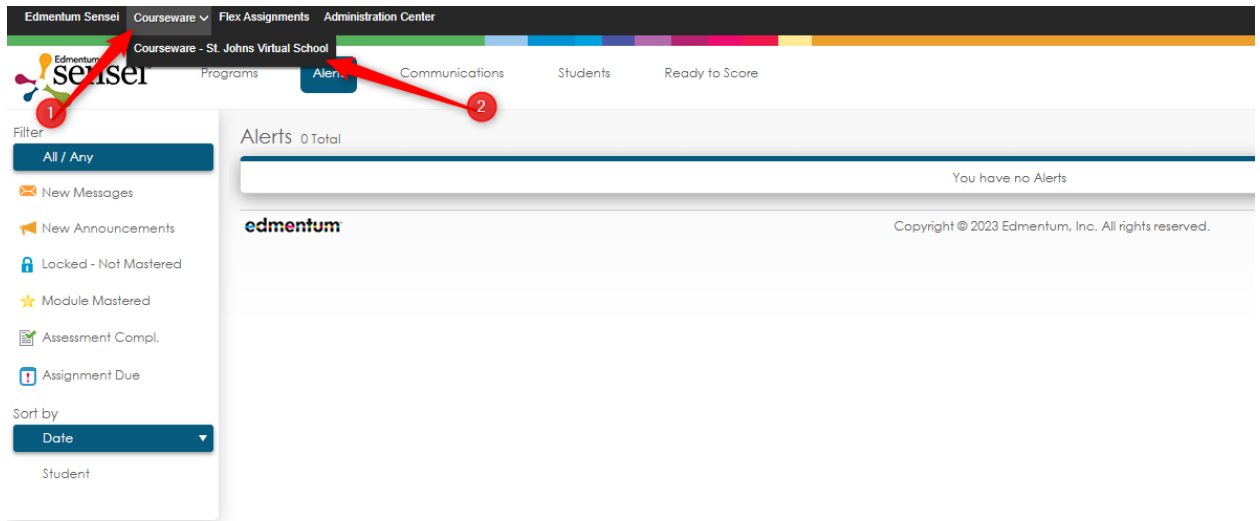
4. You now are in the Edmentum Dashboard



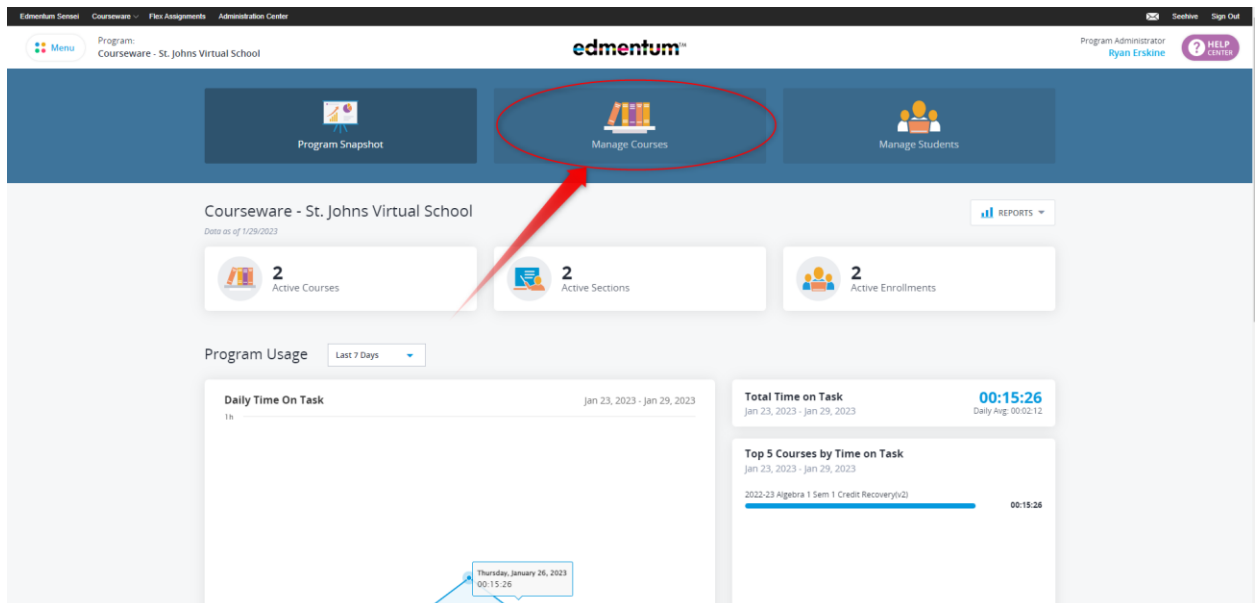
# Build a Course

Now that you are in the platform, you will want to build a course. We have gone in and modified courses already and you will be able to pull from the catalog. To build a course or section, we will need to follow the following steps:

1. Click **Courseware**, then dropdown click on **Courseware – School Name**



2. Here a new tab will open, which serves as a sort of hub of information, but here we are looking to build a section or a course. So, click on where it says **Manage Courses**



- If you have courses already built, you will see the here. If not, then we will need to click on the green tab that says New Section

The screenshot shows the Edmentum Administrator interface. At the top, there are navigation links for Edmentum Sensei, Courseware, Flex Assignments, Administration Center, and Integrations. The user is logged in as Account Administrator Ryan Erskine. The main navigation bar includes Program Snapshot, Manage Courses, and Manage Students. The 'Manage Courses' section is active, showing a search bar and a 'NEW SECTION' button highlighted with a red arrow. Below this, there are two course entries in a table:

Course Name	Enrollments	Time on Task	Credits Earned
2022-23 MJ Grade 6 Math Sem 1 Course Recovery v2 1 Section	2	00:00:00	0
2022-23 MJ Grade 6 Science Sem 1 Course Recovery v2 1 Section	2	00:00:00	0

- When it opens, you will see the course catalog that is available to you and has been adjusted to remove any teacher graded assignments and discussions. Perfect for CR. Search in the search tab for the course or simply scroll down. Once finding your course, you can click on that semester course to keep going.

The screenshot shows the 'Create New Section' page. At the top, there is a search bar with the text 'Search by course name' and 'Algebra' entered. Below the search bar, there are three tabs: 'ALL COURSES', 'PLATO COURSES', and 'CUSTOM COURSES'. The 'ALL COURSES' tab is selected. Below the tabs, there is a list of courses. The first course, '2022-23 Algebra 1 Sem 1 Credit Recovery v2', is highlighted with a green box and a red arrow pointing to it. The other courses in the list are '2022-23 Algebra 1 Sem 2 Credit Recovery v2', '2022-23 Biology Sem 1 Credit Recovery v2', and '2022-23 Biology Sem 2 Credit Recovery v2'. Each course entry has a 'CUSTOM COURSE' label and a right-pointing arrow.

5. Here you can make this course or section custom to a teacher, a period, etc.
  - a. Under section name type in for example, Period 1 CR for Algebra 1 Sem 1
  - b. Add a start date and end date. I have added the last Friday before the last day of school for the second semester. So in 2023, that would be 5/19/2023. This is important because it'll keep students on track and these students should not be going into the summer in these courses (typically).
  - c. Instructors, you can add via E# or name
    - i. *You can add multiple individuals to monitor the course and they will appear after selected under the search box.*
  - d. Optional is section description or student instructions
  - e. Last is to either save the section with no students (Green) or continue to add students (Blue)

2022-23 Algebra 1 Sem 1 Credit Recovery

Enter Section Details

SECTION NAME  
Period 1 CR for Algebra 1 Sem 1

START DATE  
2/3/2023

END DATE  
5/19/2023

INSTRUCTORS  
Search and add instructors by name

Erskine, Ryan  
Username: e Instructor

OPTIONS

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

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

Student Instructions  
Instructions can be viewed by all students enrolled in this section.

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

SAVE SECTION WITHOUT STUDENTS or CONTINUE TO STUDENTS

6. Add the students by typing in the student S# or last name (I recommend the S#, because sometimes you will have the same exact named students). *After searching, you must click on the student's name to enroll them.*

2022-23 Algebra 1 Sem 1 Credit Recovery

Add Students to Period 1 CR for Algebra 1 Sem 1

Search Student Directory

Student, Test GRADE 6 test@1234

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

SAVE SECTION

7. Now hit save. **Done**. Students can begin on their pre-test.