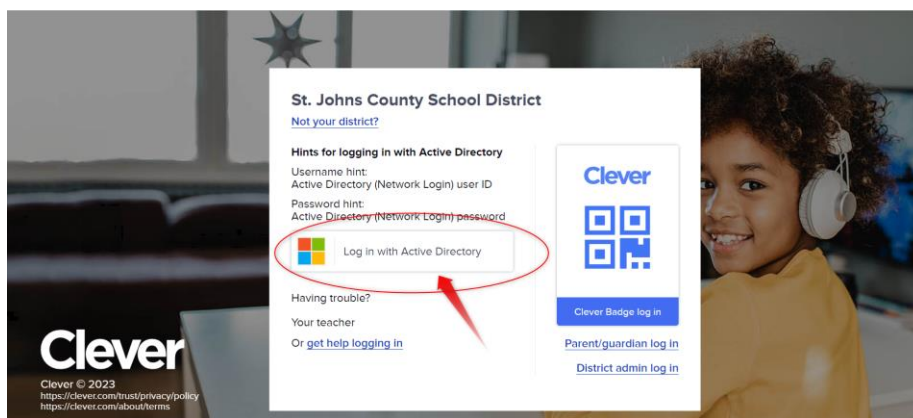Welcome Program Administrators to Edmentum. Edmentum is a great resource for building Credit or Course Recover Courses for your students. Today we will go over the following:

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&confirmed=true&district_id=525d5d5f6fa558120c0010fc&redirect_uri=https%3A%2F%2Fclever.com%2Fin%2Fauth_callback&response_type=code&state=13565287213deaaaa2bdd388db41d71a2aeb5a89b47da0fa7347739f682297ca

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

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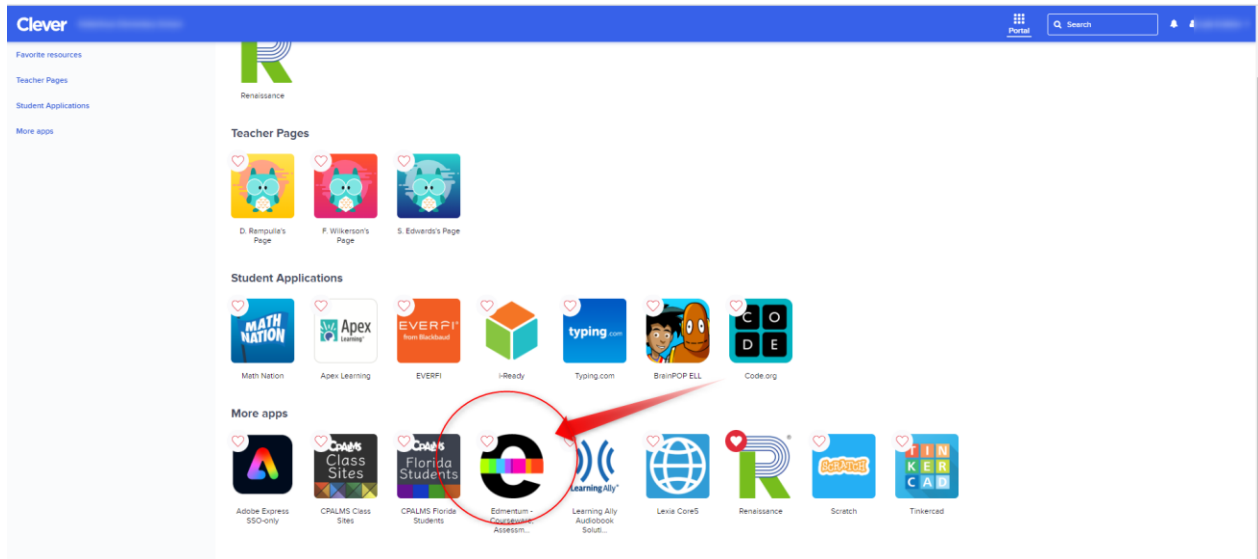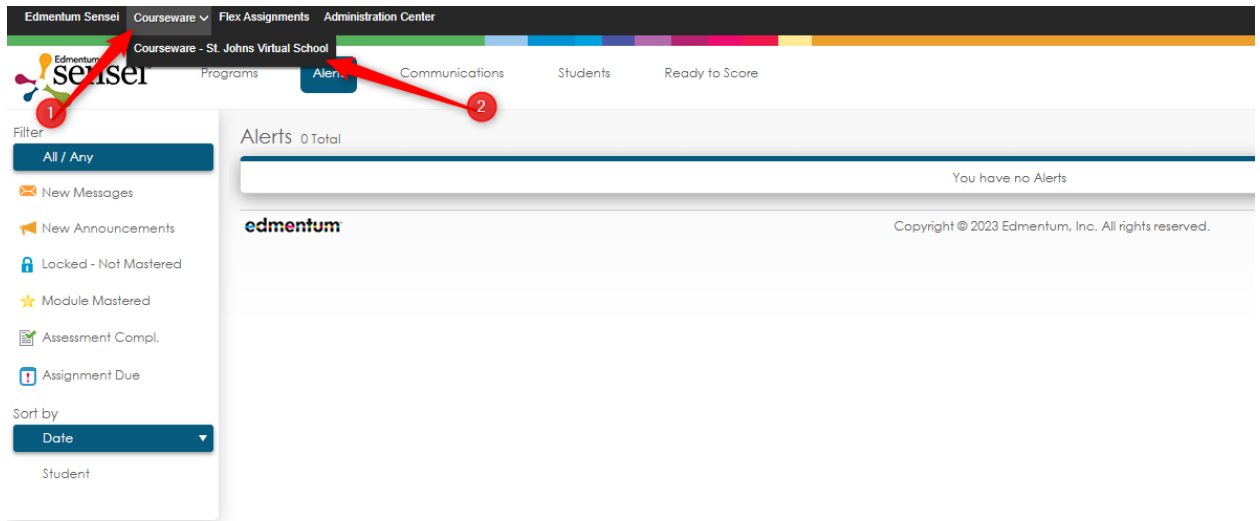

4. You now are in the Edmentum Dashboard
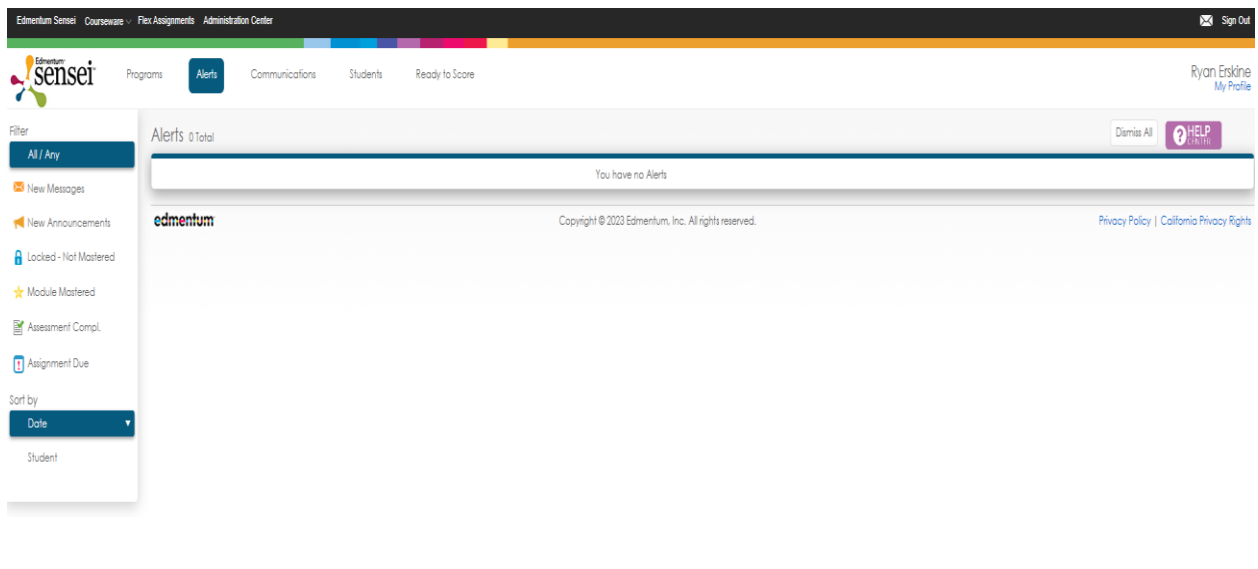
Build a Course

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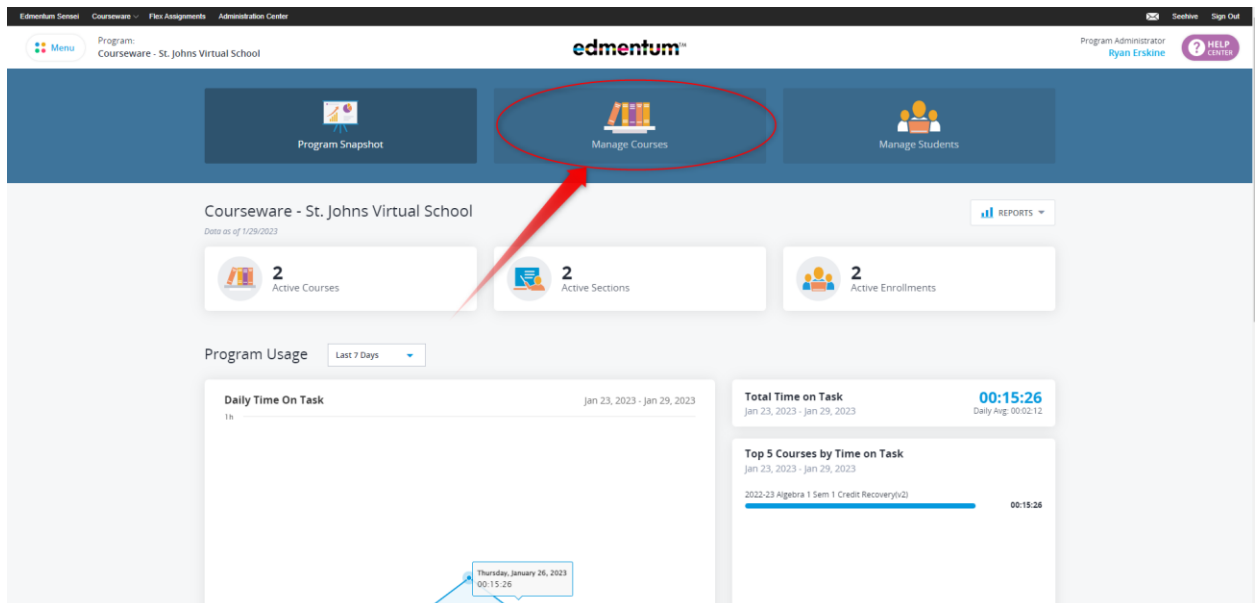
3. If you have courses already built, you will see the here. If not, then we will need to click on the green tab that says New Section

4. 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.

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)

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.*

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