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. Add Students and Staff to Section/Course Already Built

## **Accessing Edmentum**

## 1. Login via CLEVER

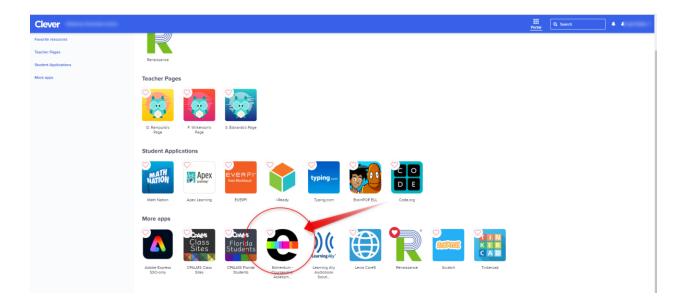
https://clever.com/oauth/authorize?channel=clever&client\_id=4c63c1cf623dce82caac&confirm\_ed=true&district\_id=525d5d5f6fa558120c0010fc&redirect\_uri=https%3A%2F%2Fclever.com%2 Fin%2Fauth\_callback&response\_type=code&state=13565287213deaaaa2bdd388db41d71a2aeb5a 89b47da0fa7347739f682297ca

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	St. Johns County School Dis Not your district?	trict	
	Hints for logging in with Active Directory Username hint: Active Directory (Network Login) user ID Password hint: Active Directory (Network Login) password Log in with Active Directory	Clever	
Clever © 2023 https://dvec.com/htus/pr/wacy/policy https://dvec.com/htus/pr/wacy/policy	Having trouble? Your teacher Or <u>get help logging in</u>	Clever Badge log in Parent/guardian log in District admin log in	

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

Clever Saint Johns Virtual-K-12 (7004)	Homeroom Circo Library Analytics Classes Q Search	^
My Teacher Pages District Page Shared with Me		
Icons in Clever have a new look. Don't worry thing is changing on the student side!	× <b>×</b>	
Pages	Hido 🔨 Help a student	
😨 R. Erskine's Page 🌣 💽 Just you 🌣		
22: Shared with all your students 22: Shared with 0 teachers 23: Shared with 0 teachers		
0 Resources 0 Resources		
Favorites	Hido 🔺	
Quickly access your favorite resources Click the heart on any resource to make it a favorite.		
	+ Add	

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



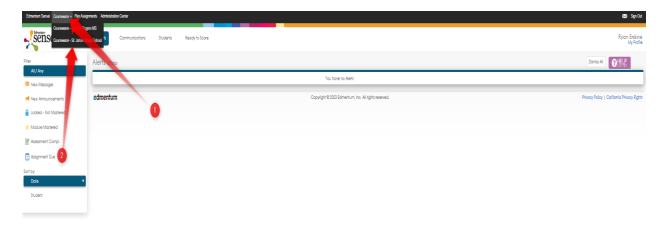
4. You now are in the Edmentum Dashboard

Edmentum Sensei Courseware V	Flex Assignments Administratio	n Center			🔀 Sgn Out
sensei	rograms Alerts	Communications Student	Ready to Score		Ryan Erskine My Hotle
Filter All / Any	Alerts ototal				Diamits All
New Messages	·			You have no Alerts	
📢 New Announcements	edmentum			Copyright © 2023 Edmentum, Inc. All rights reserved.	Privacy Policy   California Privacy Rights
Locked - Not Mastered					
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Assessment Compl.					
Assignment Due					
Sort by Date 🔻	1				
Student					

## Add Students to Built Course/Section

You are here because you need to add a student(s) to a course or section that has already been built. Great. Let's begin

1. After you are logged into your account (see above for accessing Edmentum) you will need to click on the top header on Courseware and then click Courseware (School Name)



2. Here we now should see your school specific information. You will want to click on Manage Courses

Courseware - St. Johns	Virtual School	e	dmentum		Program Administrator Ryan Erskine	CENTER
	Program		Manage Courses	Manage Students		
	Courseware - St. Jo	hns Virtual School		11 REPORTS 👻		
	Active Courses	2 ACOV	e Sections	Active Enrollments		
	Program Usage	st 7 Days 💌				
	Daily Time On Task		Jan 27, 2023 - Feb 2, 2023 Jan 27, 2023 - Feb 2, 2023	3 Datity Arg: 00:00:00		
			<b>Top 5 Courses by Tir</b> Jan 27, 2023 - Feb 2, 202	ne on Task 3		
	0a		_	No results found.		
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- 3. You now should see all the course sections under your school (If you see nothing here, it means that either you are not listed as a teacher or there are no custom built sections from the course catalog). If you do see the course you are looking for, then please click on the course
- 1. Click on Course
- 2. Then you need to click on the Custom name that was given for that section
- 3. A new window will open

Menu Program: Courseware - St. J	ohns Virtual School	edmentur	n™			Program Administrator Ryan Erskine	
	Program Snapshot	Manage Courses		Manaş	e Students		
٩	Manage Courses Data as of 2020233 Active Sections				R NEW SECTION	5 *	
	2022-23 Algebra 1 Sem 1 Credit Recovery      1 Section	ENROLLMENTS 1	TIME ON TASK 00:07:41	CREDITS EARNED O	al -		
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	<ul> <li>202-23 MJ Language Arts 1 Sem 1 Course Recovery 12 Section</li> </ul>	enrollments 1	TIME ON TASK 00:00:00	CREDITS EARNED 0	<u>al</u> -		
	0						
		Privacy Policy   California Priv	acy Rights				

4. On the new screen, to the right, you will see Section Actions. Click on this and then Add Students

Edmonthum Sensei Courseware - Flex Assigned Sensei Program: Courseware - St. Jo	a das a structure	Program Administrator Ryan Erskine	ieehive Sign Out
	13 Agebra 1 Sem 1 Credit Recovery 😒 ine Example Course V		
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	Rain ann Robert I. Paideanain Robert Robert		

- 5. Now is the important pieces. Adding a student. Here you can also adjust the start and end date (recommend you do each time)
  - 1) Search Student
  - 2) Student will appear below.
  - 3) To the right the start and end date will auto populate from when the section was created. Here we highly recommend changing the start date to today and if the end date is appropriate, leave that alone
  - 4) Lastly make sure to always click the now Green button to **ADD SELECTED STUDENTS**

		Ade	d Students:	:				×
	Search All Locati	ons 🔻		Browse	Student Director	у		
2 STVD T	GRADE	add students		SIS ID	START DAT	3 END DATE 2		
Erskine,					1/19/2023	5/19/2023	×	
4	ADD SI	ELECTED STUDENTS		CANCEL				

6. There you have it; you now added a new student to a course/section that was already built. 😊