

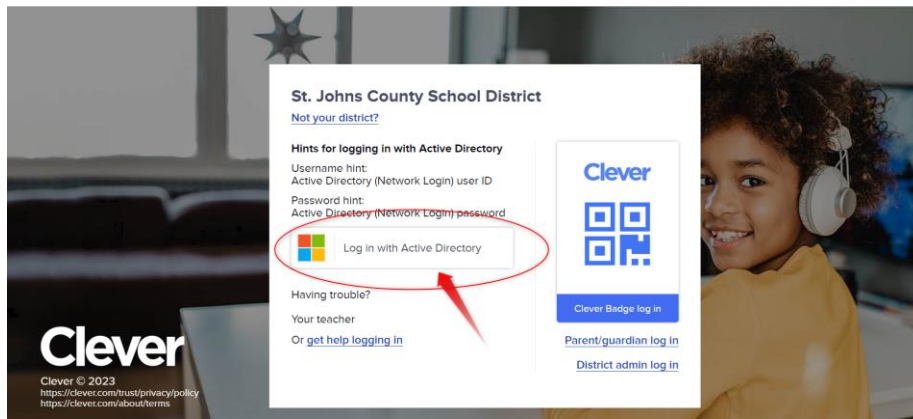
Welcome Program Administrators to Edmentum. Edmentum is a great resource for building Credit or Course Recover Courses for your students. Today we will go over the following:

1. Accessing Edmentum
2. Add Students and Staff to Section/Course Already Built

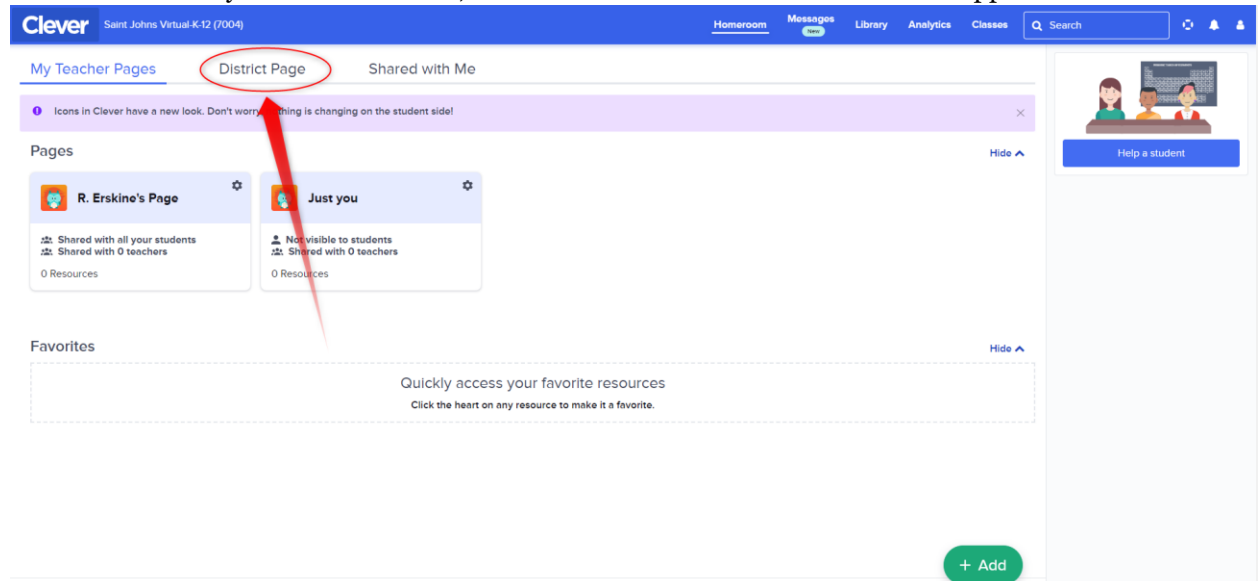
Accessing Edmentum

1. Login via CLEVER

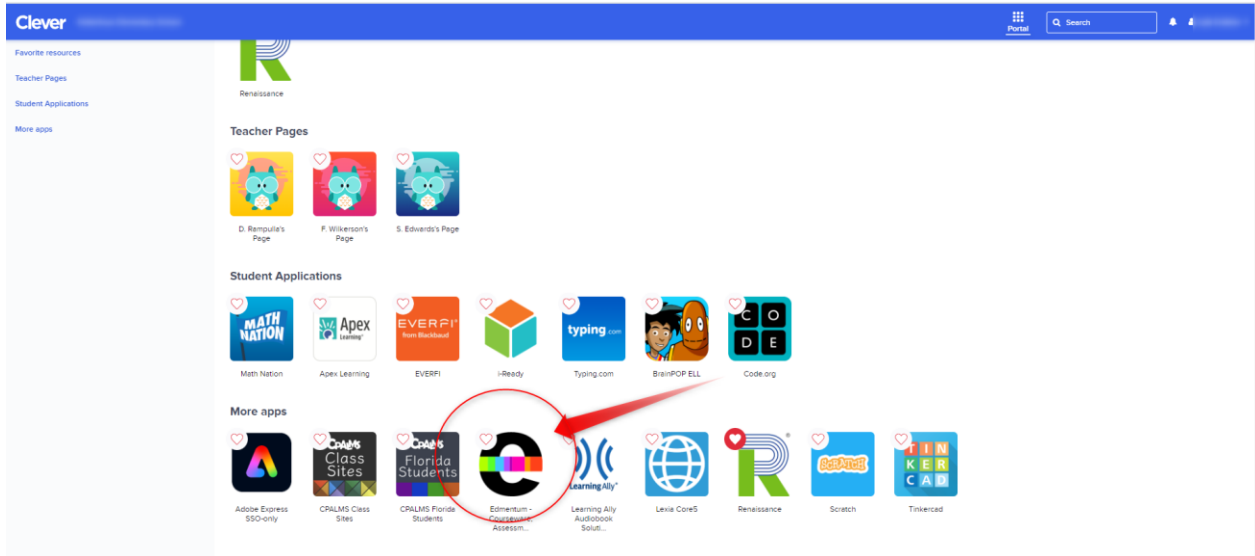
https://clever.com/oauth/authorize?channel=clever&client_id=4c63c1cf623dce82caac&confirm_ed=true&district_id=525d5d5f6fa558120c0010fc&redirect_uri=https%3A%2F%2Fclever.com%2Ffin%2Fauth_callback&response_type=code&state=13565287213deaaaa2bdd388db41d71a2aeb5a89b47daofa7347739f682297ca



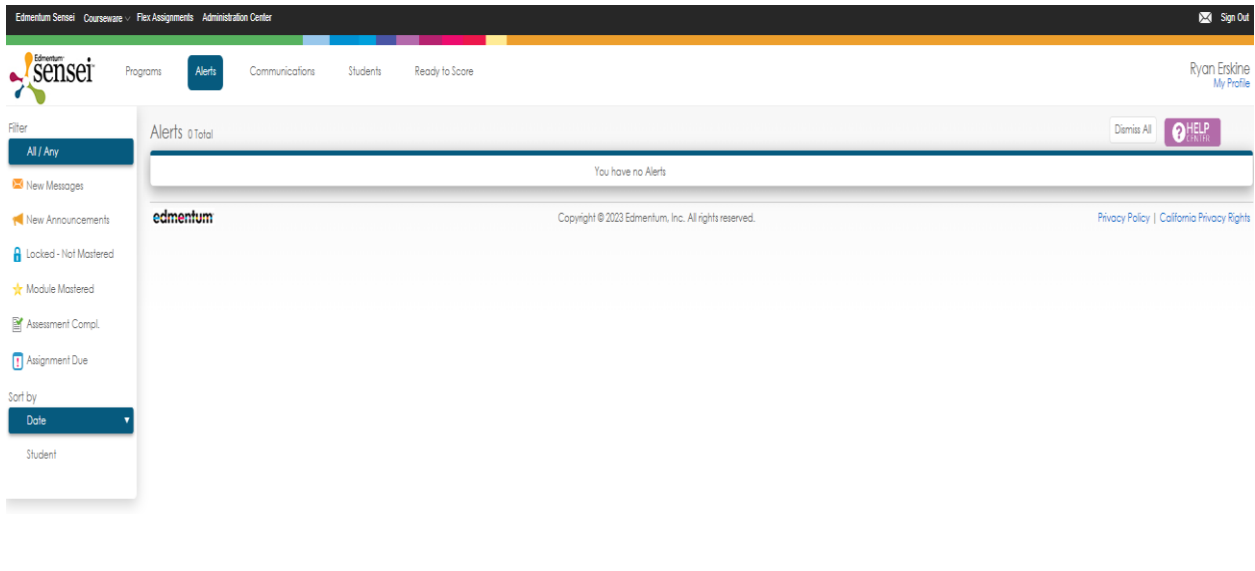
2. You will most likely see the dashboard, make sure to click on PORTAL to see the Apps



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



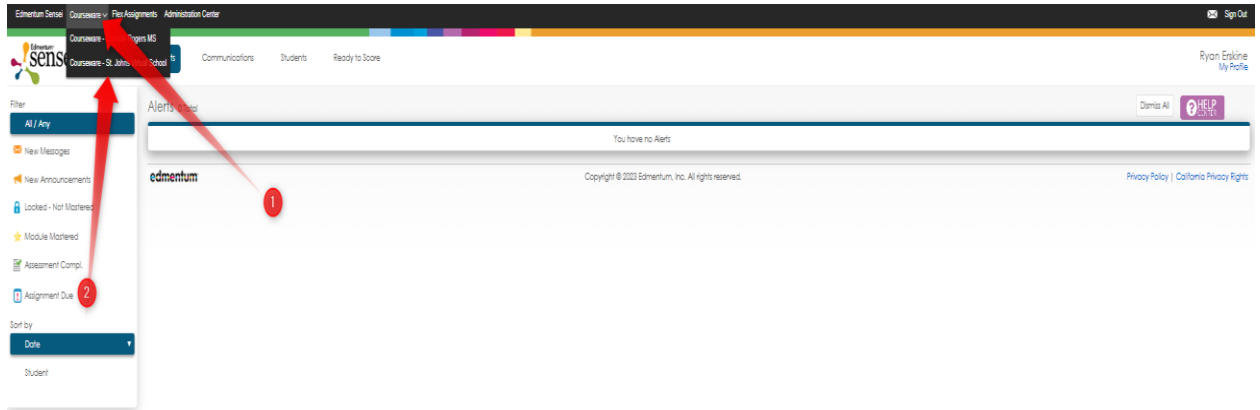
4. You now are in the Edmentum Dashboard



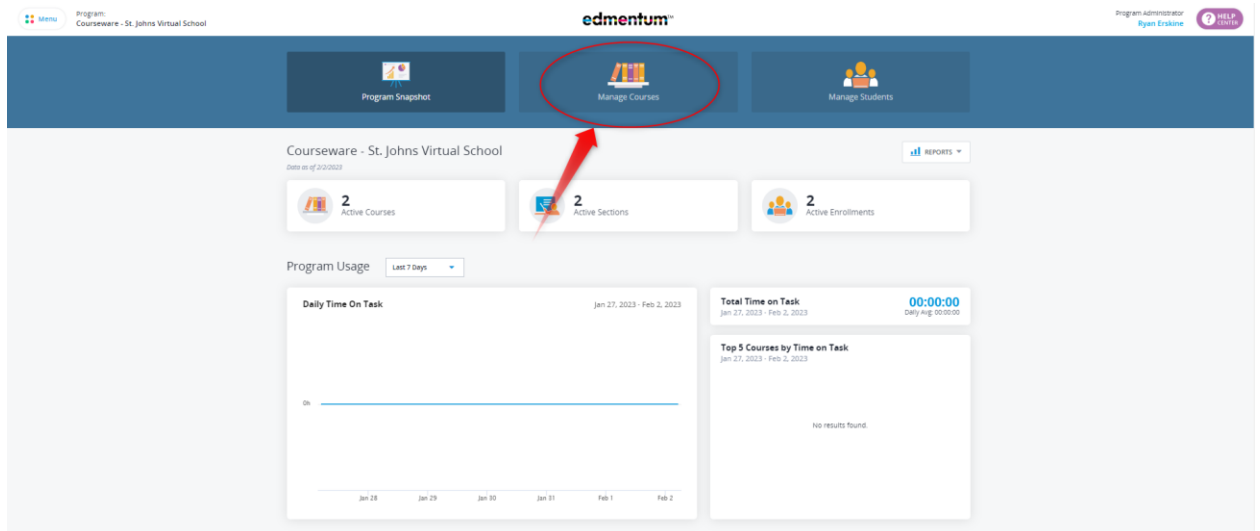
Add Students to Built Course/Section

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



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

Edmentum Sensei Courseware Flex Assignments Administration Center

Program: Courseware - St. Johns Virtual School

edmentum™

Program Administrator Ryan Erskine HELP CENTER

Program Snapshot Manage Courses Manage Students

Manage Courses NEW SECTION

Data as of 2/2/2023

Active Sections Inactive Sections All Course Types

	ENROLLMENTS	TIME ON TASK	CREDITS EARNED	
2022-23 Algebra 1 Sem 1 Credit Recovery v2 1 Section	1	00:07:41	0	
<input type="checkbox"/> Erskine Example Course Start Date: 1/19/23 - End Date: 5/19/23	1	00:07:41	0	
2022-23 Mj Language Arts 1 Sem 1 Course Recovery v2 1 Section	1	00:00:00	0	

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

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Program Administrator Ryan Erskine HELP CENTER

2022-23 Algebra 1 Sem 1 Credit Recovery v2
Erskine Example Course

End Date: 5/19/2023
1 Instructor

GRADEBOOK CURRICULUM

SECTION ACTIONS

All Students 1 Off pace 1 Slightly Off Pace 0 On Pace 0 Ahead of Pace 0 Locked 0 Read Import Progress

2022-23 Algebra 1 Sem 1 Credit Recovery v2 Module Mastery (PDF)

PACE	STUDENT	CURRENT GRADE	COURSE GRADE	ACTIVITIES COMPLETED	TIME ON TASK	TASKS
<input type="checkbox"/>	Student, Test	20.00% (F)	0.33% (F)	2/37 (5%)	00:07:41	

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**

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**

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