

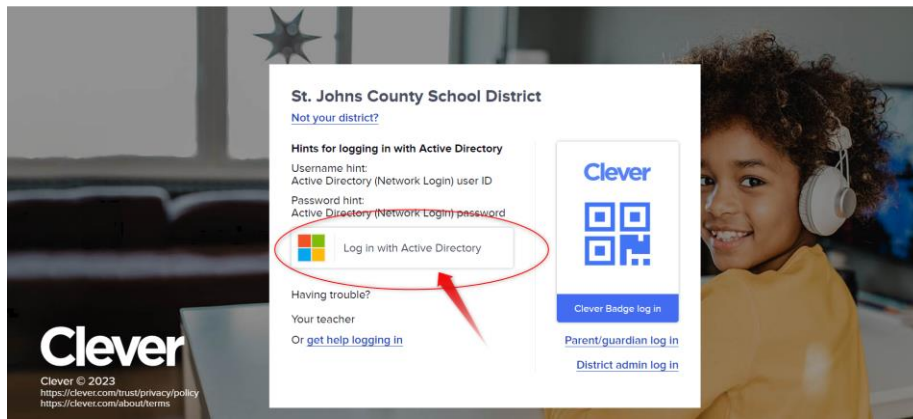
Welcome Program Administrators to Edmentum. Edmentum is a great resource for building Credit or Course Recover Courses for your students. Today we will go over the following:

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

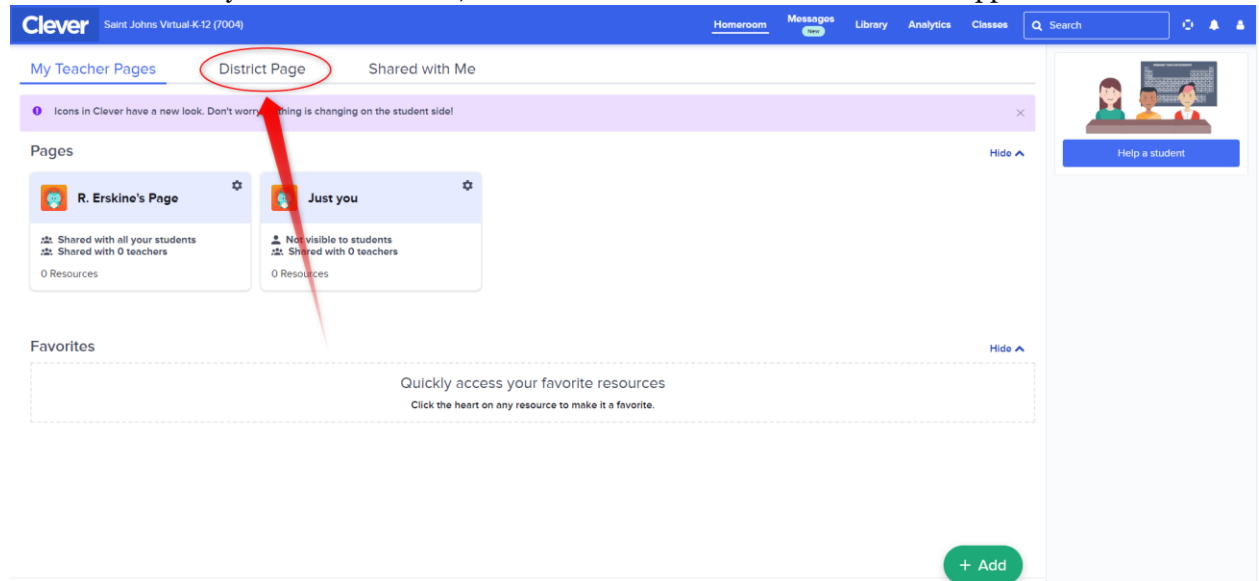
## Accessing Edmentum

1. Login via CLEVER

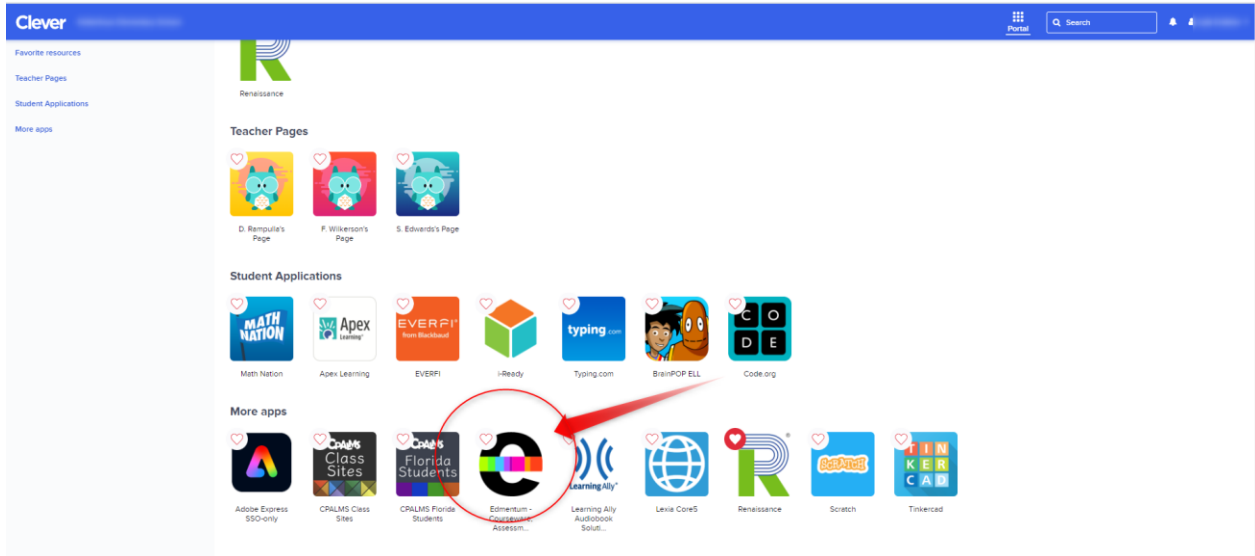
[https://clever.com/oauth/authorize?channel=clever&client\\_id=4c63c1cf623dce82caac&confirm\\_ed=true&district\\_id=525d5d5f6fa558120c0010fc&redirect\\_uri=https%3A%2F%2Fclever.com%2Ffin%2Fauth\\_callback&response\\_type=code&state=13565287213deaaa2bdd388db41d71a2aeb5a89b47daofa7347739f682297ca](https://clever.com/oauth/authorize?channel=clever&client_id=4c63c1cf623dce82caac&confirm_ed=true&district_id=525d5d5f6fa558120c0010fc&redirect_uri=https%3A%2F%2Fclever.com%2Ffin%2Fauth_callback&response_type=code&state=13565287213deaaa2bdd388db41d71a2aeb5a89b47daofa7347739f682297ca)



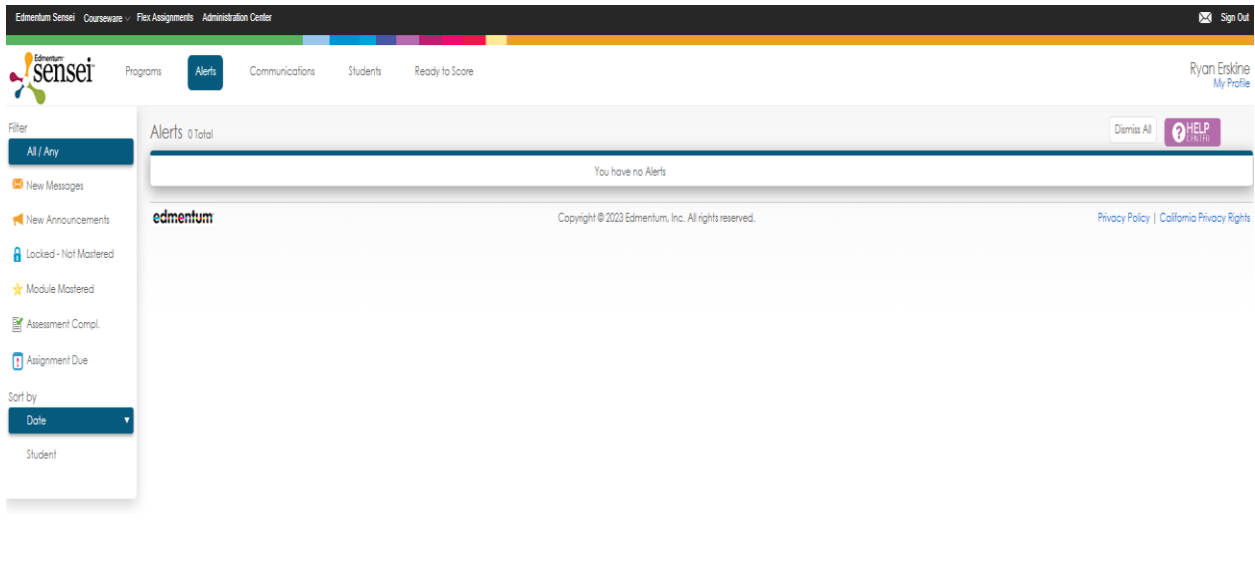
2. You will most likely see the dashboard, make sure to click on PORTAL to see the Apps



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



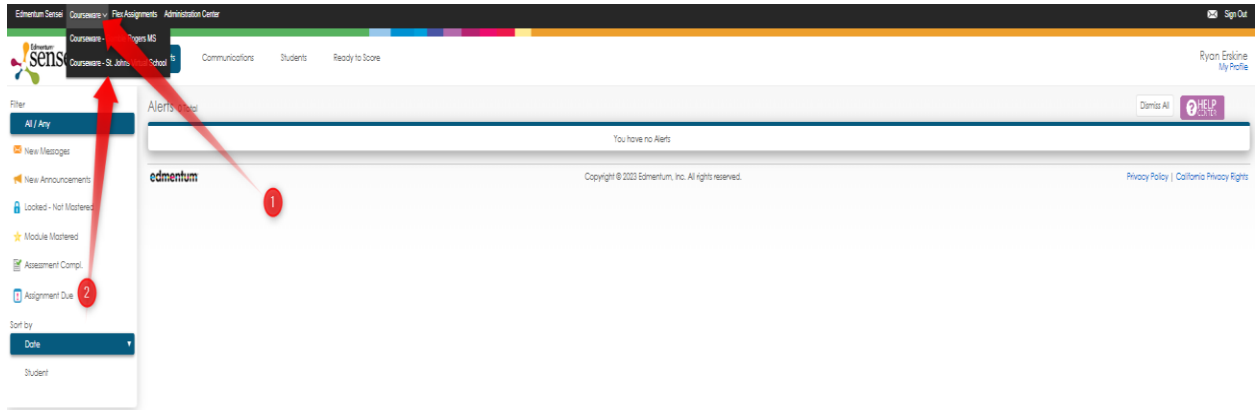
4. You now are in the Edmentum Dashboard



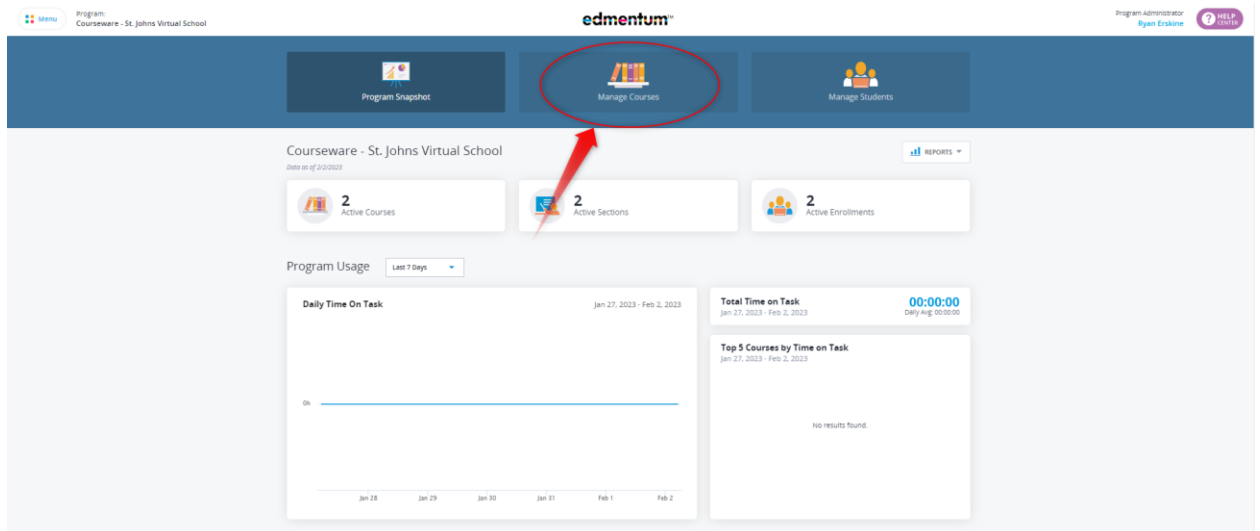
# Add Staff to Built Course/Section

You are here because you need to add staff 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 three blue dots to the right (1)
  3. Next you will click on Section Settings (2)

Manage Courses |

Data as of 3/11/2024

Active Sections | Inactive Sections | All Course Types ▾

Course	ENROLLMENTS	TIME ON TASK	CREDITS EARNED	Actions
Credit Recovery - Algebra 1 Semester 1 2 Sections	5	30:18:52	0	[Bar Chart] [Pie Chart]
<input type="checkbox"/> Alg. 1 Sem 1 CR Start Date: 2/27/24 - End Date: 5/31/24	1	00:00:00	0	[Bar Chart] [Pie Chart] [Magnifying Glass] [Three Dots] (1)
<input type="checkbox"/> Algebra 1 Semester 1 Start Date: 8/13/23 - End Date: 5/1/24	4	30:18:52	0	[Section Settings] (2) [Copy Section]

4. On the new screen you will see the sections settings. You will click in the search box under Instructors and then add the needed staff (1)
5. Once complete, scroll to the bottom and click SAVE (2)

Credit Recovery - Algebra 1 Semester 1  
Enter Section Details

**SECTION NAME**

Alg. 1 Sem 1 CR

**START DATE**  **END DATE**

No End Date (Disable Pacing)

**INSTRUCTORS** [Browse Instructor Directory](#)

(1)

Instructor  ×

Program Administrator  ×

Program Administrator  ×

**OPTIONS**

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

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

(2)

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