



Courseware

Instructor Guide



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Welcome to Courseware's Instructor Guide!

Here at Edmentum, we want you to be successful in your Courseware implementation, and we know you need answers quickly. So, we designed our guides to be simple and fast to use.

Here are some tips for using this guide:

Ctrl+F

- Reading this guide online? Press **Ctrl+F** on your keyboard to bring up the search feature. Type in key words like “upload users,” “program gradebook,” or “reports.”

Versions

- Reading a paper copy? Check back in the Help Center periodically to ensure you have the most current version. Compare the date on the top right corner of your printed guide with the current guide in the Help Center.

We are here to support you.

- If you ever need additional help, contact Customer Support, whose contact information is at the bottom of every page of this guide.

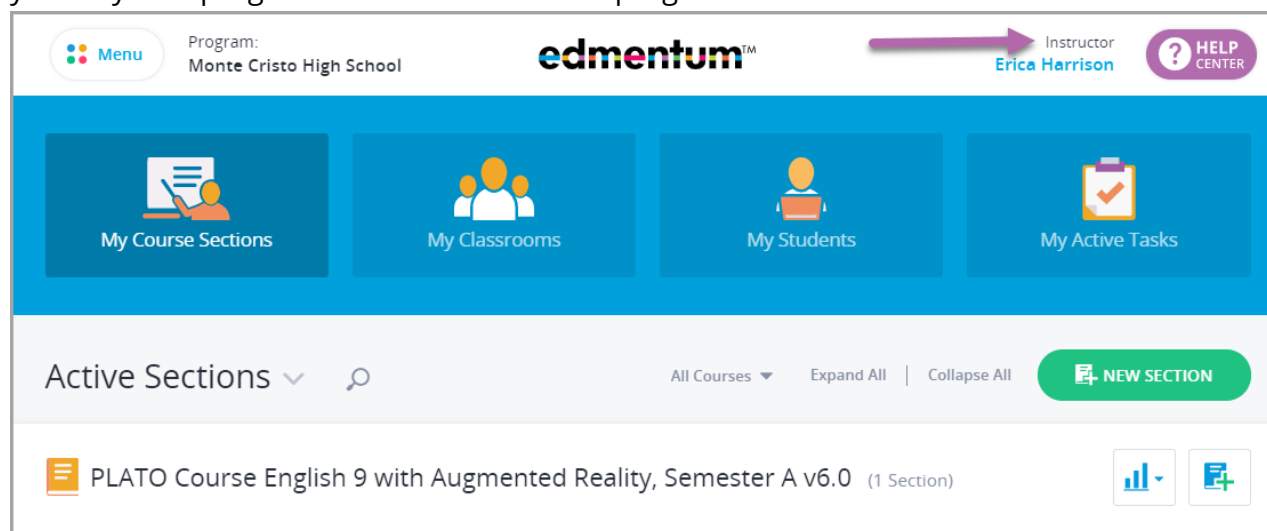
From all of us at Edmentum, thank you for all of your hard work supporting students to achieve success in learning.

Roles and Responsibilities

As an account or program administrator, you are in charge of the Courseware implementation in your district, school, or program.

Not sure what your Courseware role is?

In each Courseware program, find your name in the upper right corner of the screen. Your role appears directly above your name. Your role may vary depending on the program you are accessing. For example, you may be a program administrator in one program and an instructor in another.



The screenshot shows the Courseware interface. At the top, there is a navigation bar with a 'Menu' button, the program name 'Monte Cristo High School', the Edmentum logo, the user's name 'Erica Harrison' with the role 'Instructor' above it, and a 'HELP CENTER' button. Below the navigation bar is a blue section with four tiles: 'My Course Sections', 'My Classrooms', 'My Students', and 'My Active Tasks'. Below this is a white section with 'Active Sections' and a search icon, followed by 'All Courses', 'Expand All', and 'Collapse All'. A green 'NEW SECTION' button is also present. At the bottom, there is a section for 'PLATO Course English 9 with Augmented Reality, Semester A v6.0 (1 Section)' with a bar chart icon and a plus icon.

Account Administrator

The account administrator is the main contact for your organization's Courseware account.

This role is responsible for the following tasks:

- Initial set up and establishing role permissions, uploading users, and distributing credentials to teachers and program administrators.

Account administrator responsibilities include:

- Clearly explain the expectations for program administrators instructors in their online teaching roles.
- Understand school policies that determine which students are appropriate to enroll in each program.
- Support all educator roles and students with administrative and orientation requirements for technology.
- Ensure all educator roles receive appropriate training to do their jobs effectively.

Program Administrator

The account administrator can grant this role to any instructor. A program administrator oversees program-level implementations, including:

- Create new users
- Manage student status with enrollment and withdrawal
- Manage the course catalog for designated programs
- Create customized courses using Custom Course Builder

Instructor

As an instructor, you facilitate and monitor student learning using Courseware's online courses, learning platform, and communication tools. If the setting is enabled by the account administrator, you may also be able to create course sections and add students to your own sections.

Read-Only Roles

Read-only roles give insight into student progress to educators who may not need access to all the functions within Courseware.

Read-Only Program Administrator:

- Can view all students in the assigned program(s) and run reports.
- Cannot take actions on students or course sections.
- Ideal for counselors, assistant principals or principals, paraprofessionals, and program auditors.

Read-Only Instructor:

- Can only view students in assigned course sections and run reports.



- Cannot take actions on students or course sections.
- Ideal for any educator who only needs access to specific course sections.

Note: Unlike other user roles, read-only roles CANNOT be switched to other roles. If an educator is assigned a read-only account for one program but needs instructor access for another program, this individual will need two separate accounts.

Permissions

	Function	Account Administrator	Program Administrator	Read-Only Program Administrator**	Instructor	Read-Only Instructor***
Administration Center	Create programs	✓				
	Create Account Administrators	✓				
	Create Program Administrators	✓				
	Create instructors	✓	✓			
	Create learners	✓	✓			
Courseware	Create course sections (classes) and assign content	✓	✓		*	
	Build custom content	✓	✓			
	View section Gradebooks	✓	✓	✓	✓	✓
	View curriculum reports for own course sections	✓	✓	✓	✓	✓
	View program-wide curriculum and system reports	✓	✓	✓		
	Browse curriculum	✓	✓	✓	✓	
	View and configure settings	✓	✓			
NOTES:	*Instructors can only add students to course sections in which they are already listed as the instructor, unless the account admin has enabled course section creation by instructors. Account admins can adjust this setting in the Administration Center.					



**Read-Only Program Administrators can only view programs to which they're assigned.
***Read-Only Instructors can only view course sections to which they have been added by an admin.

Get Started

The instructions in this section will help you get started using Courseware right away.

All you need are your login credentials, which you should have received from your account administrator. If you do not have your login credentials, contact your account administrator.

Not sure who your account administrator is?

Contact Customer Support: 800.447.5286 or support@edmentum.com

Log Into Your Account

Bookmark the Edmentum login page for easy access:

<https://login.edmentum.com>.

1. Go to the Edmentum login page.
2. Enter your Account Login, User Name, and Password, and **click Log in to your Edmentum Account**.

If your school uses ClassLink, Clever, EdOptions Academy, Google, or Microsoft to log in, click the appropriate button to log in.

The screenshot shows the Edmentum login interface. At the top is the Edmentum logo. Below it are three input fields labeled 'Account', 'User Name', and 'Password'. A green 'Log in to Edmentum' button is positioned below the password field. To the right of the button is a link for 'Forgot password?'. Below the login button, there is a section titled '- or log in with -' containing five buttons: ClassLink, Clever, EdOptions ACADEMY, Google, and Microsoft. A 'Self-Enrollment' button is also visible at the bottom right.

Verify Your Email Address

If this is your first time logging in, you'll be required to verify your email address. This will allow you to reset your password yourself and ensures you receive important program information from Edmentum.

Here's what you'll need to do:

1. Enter an email address. If you have an email address associated with your account, it will automatically populate.
2. Click **Send Verification and Continue**. You'll now be logged into your account.

The screenshot shows the email verification page. At the top is a purple header with a white envelope icon containing a red 'A'. Below the header, the text reads: 'Please confirm that your email address is correct'. A paragraph follows: 'To ensure we have the most current information for your account, please confirm that your email address is correct or edit as needed. After confirmation, you will receive an email with a verification link. You'll need to verify your email within 7 days.' Below this is a line of text: 'Edmentum will never make any of your information available to anyone.' followed by a link to 'Privacy'. There is an 'Email' input field with a red asterisk. Below the field is a link: 'Help me with this process'. At the bottom is a green button labeled 'Send Verification and Continue'.



3. In a moment, you'll receive an email from an "@edmentum.com" address. Open this email and click **Confirm Email**. An Internet browser opens with a message confirming that you've completed the process.

Sign in with Google or Microsoft SSO

Single Sign On (SSO) allows you to sign into an account once to access multiple programs. Your account administrator will inform you how you should log into your Edmentum account. Here's how to log in using Google or Microsoft SSO.

1. Access your account using the URL provided by your account administrator.*
2. If you're not currently logged into your Google or Microsoft account, select your account, and you'll be logged in.
3. If you have multiple roles, select the role. If you only have one role, you'll be taken to your landing page automatically.

Select an account and role to continue

Account: [redacted]
Role: Account Administrator
User Name: [redacted] Continue

Account: [redacted]
Role: Instructor
User Name: [redacted] Continue

Account: [redacted]
Role: Program Administrator
User Name: [redacted] Continue

[Return to Login](#)

*Don't have a special URL? Don't worry. You can still log in. Just go to <https://login.edmentum.com/>. Now select **Google** or **Microsoft**. See Step 2 above.

edmentum™

Account
[text input]

User Name
[text input]

Password
[text input]

Log in to Edmentum

[Forgot password?](#)

- or log in with -

ClassLink Clever EdOptions ACADEMY
Google Microsoft Self-Enrollment

edmentum™

Account
[text input]

User Name
[text input]

Password
[text input]

Log in to Edmentum

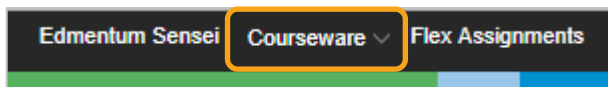
[Forgot password?](#)

- or log in with -

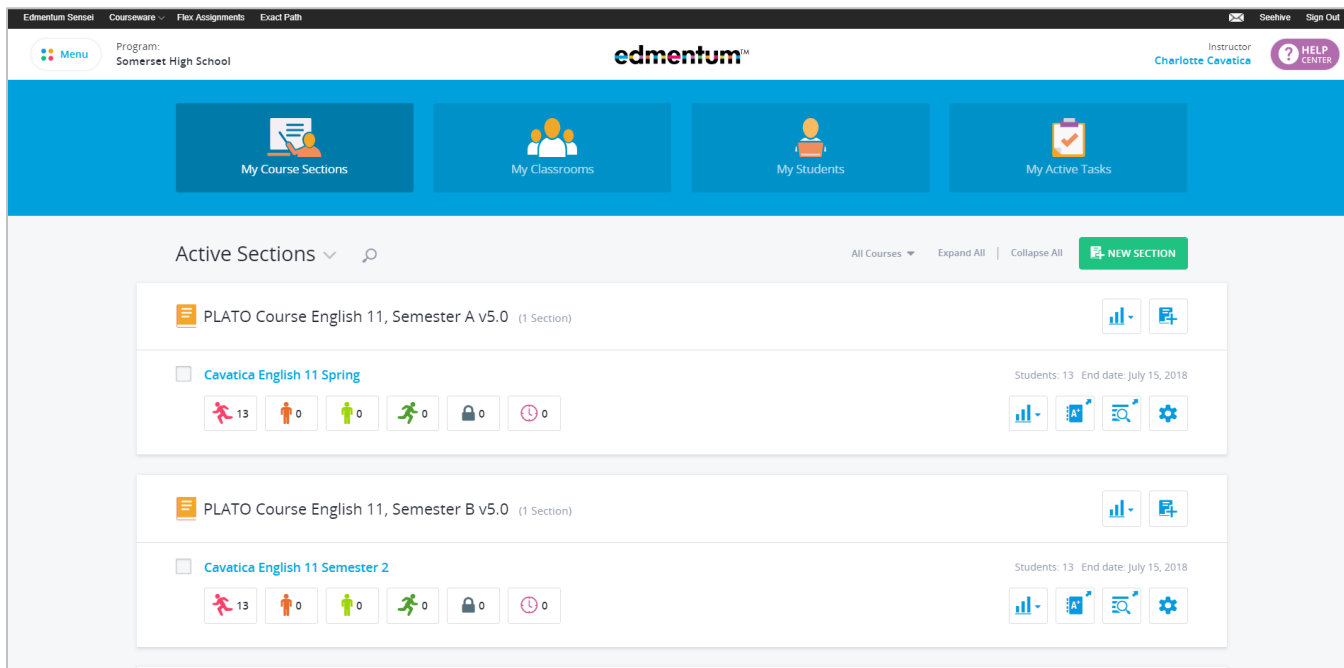
ClassLink Clever EdOptions ACADEMY
Google Microsoft Self-Enrollment

Access Your Course Sections

1. From the menu at the top of the page, click **Courseware**. If you teach in more than one program, select the program from the drop-down menu.



The **My Course Sections** page opens with a list of all your course sections.



If this is the first time you've logged in, you may not see any sections on My Course Sections, especially if you are expected to create your own sections.

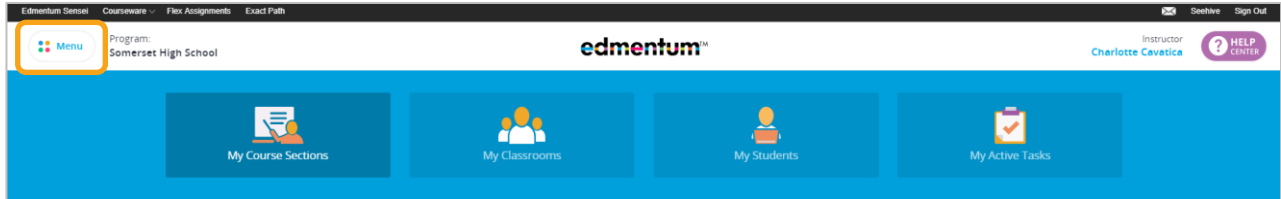
Continue to the next sections to browse the curriculum library and begin creating your sections.



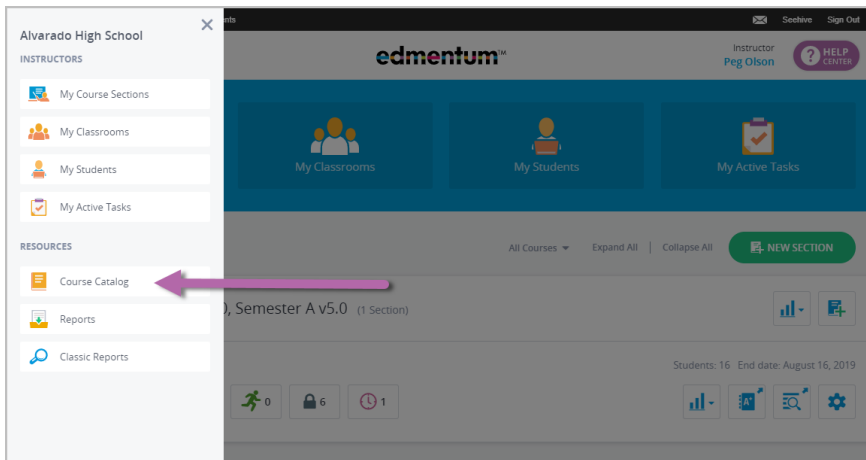
Browse Course Curriculum

You're excited to get started creating your course sections and adding your students, but before you can do that, you'll want to browse the courses and curriculum available in your program's library. You'll even be able to try out the activities and modules to help you decide which courses to use.

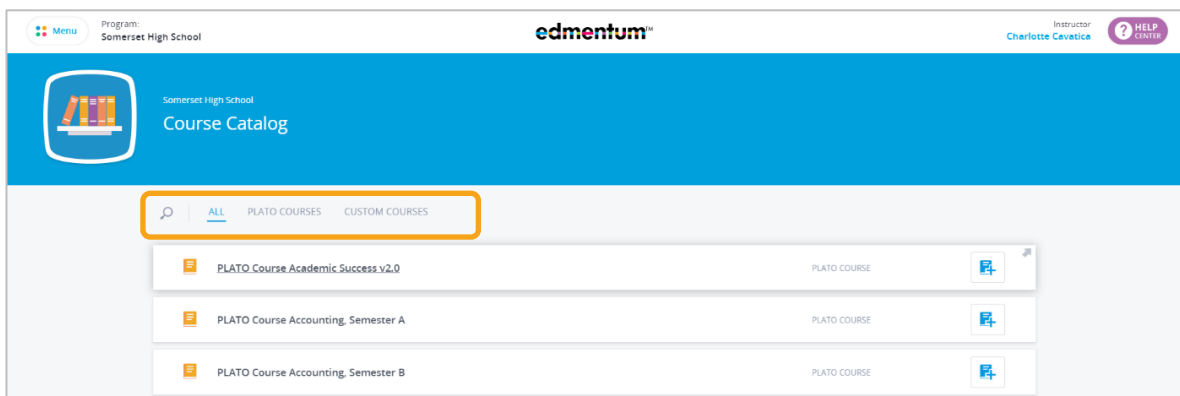
1. Click the **Menu** button in the top left corner.



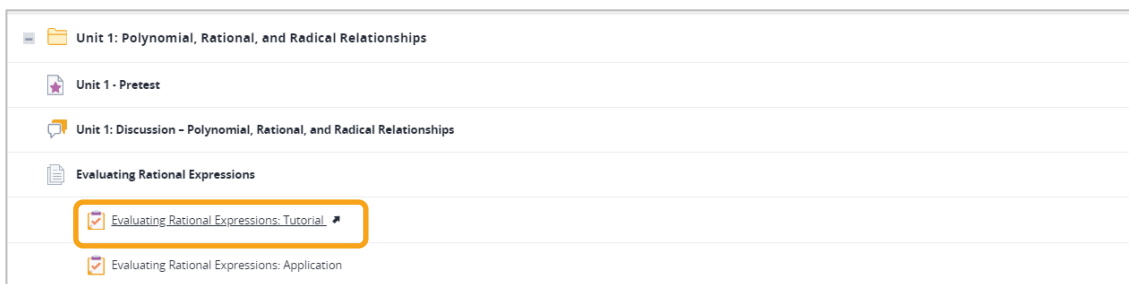
2. Click **Course Catalog**.



3. Use the options to filter or search the courses.
4. Click a course to view the curriculum. The course curriculum opens in a new tab.



5. Click an activity to view it. An arrow indicates items you can view.

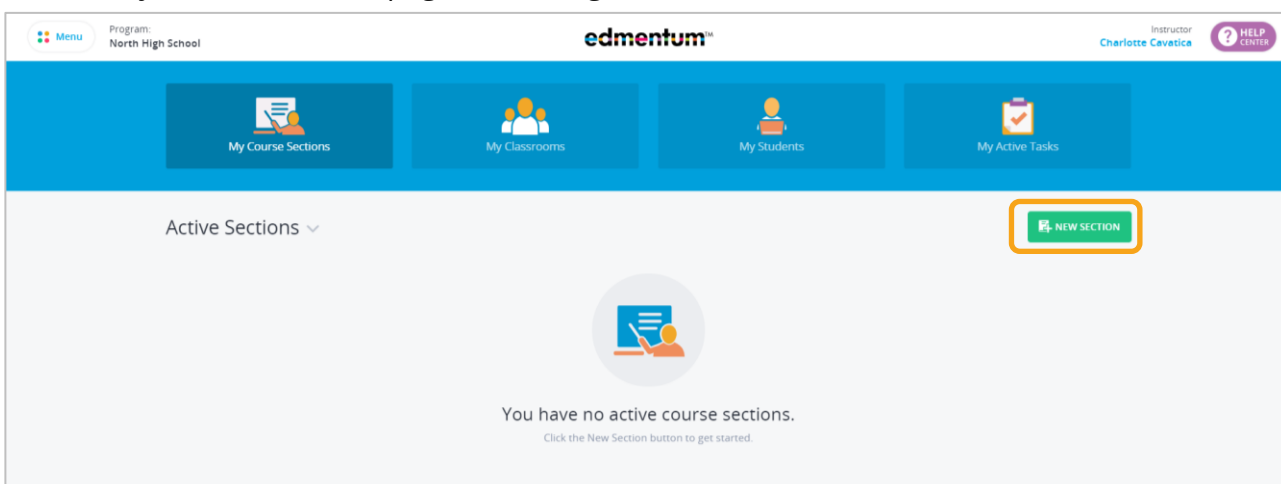


Once you decide which courses you want to use, you are ready to create your course sections.

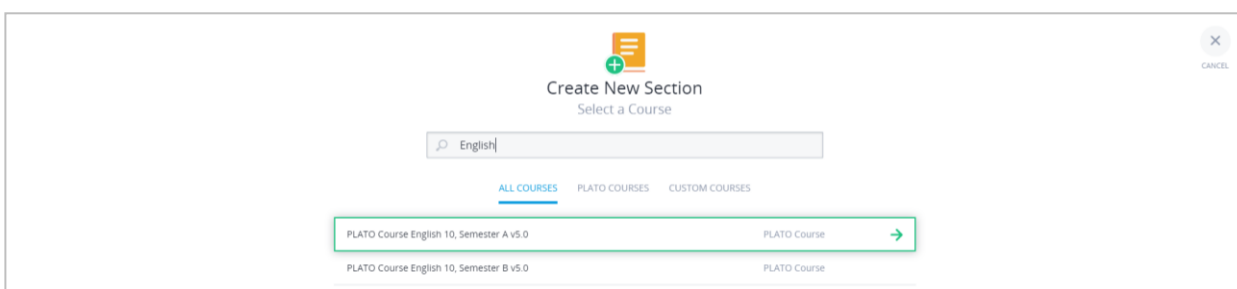
Create a New Course Section

Your account administrator must select to allow instructors permission to create their own course sections. If you do not see the green **New Section** button on your My Course Sections page, you do not have permission to create your own course sections and your account administrator needs to create your sections.

1. On the My Course Sections page, click the green **New Section** button.



2. Select the course. Search for a course by name or use the filters to display only PLATO courses or only custom courses.





- Enter the section details. Be sure to enter an **End Date** to make the pacing feature visible.

PLATO Course English 10, Semester A v5.0
Enter Section Details

SECTION NAME
Example: Algebra IA Fall 2018 Jacobson

START DATE 2/13/2018 **END DATE** Enter Date
☐ No End Date

INSTRUCTORS Browse Instructor Directory
Search and add instructors by name
Blackwood, Mary Katherine Username: mkblackwood

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.
500 Characters Remaining

Student Instructions
Instructions will be available to all students enrolled in this section.
500 Characters Remaining

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**

Give your section a unique name

Enter an end date to enable pacing

Automatically fills with your name

Select to lock course section after student's end date

Add a description to identify your section

Provide course instructions for students

Add students now or save the section without students

- Add students by typing in a name or SIS ID or browsing the student directory.

PLATO Course English 10, Semester A v5.0
Add Students to Blackwood English 10 Section A

Browse Student Directory
Search and add students by name or SIS ID

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

SAVE SECTION

Click here to search the student directory.

- Click **Save Section**. Your new section now appears on **My Course Sections**.



Grade Assignments and Monitor Progress

In this section, you'll learn how to grade assignments that require teacher grading, such as writing assignments. You'll also learn how to check grades in a section gradebook.

Grade an Assignment

From this page, you can access teacher-graded items and locked mastery tests for all your sections.

1. Click the ready-to-score icon for a section.

PLATO Course English 11, Semester A v5.0 (1 Section)

☐ Cavatica English 11 Spring

Students: 13 End date: July 15, 2018

Icons: 13, 0, 0, 0, 0, 0 (Ready to Score icon highlighted)

2. Click an activity.

READY TO SCORE

Edwards, Liz

PLATO Course Biology, Semester B v6.0

04/11/2018 9:14 AM

3. Select the assignment to grade, and click **Score Activity**.

Edwards, Liz

Ready to Score

04/11/2018 9:14 AM

PLATO Course Biology, Semester B v6.0

Biology B

Unit Activity: Energy Use and Organisms

SCORE ACTIVITY

IGNORE TASK

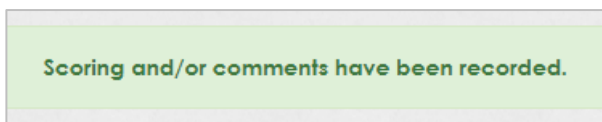


Assignments may require students to type text into their web browser or to upload a file. The image below shows both types of submissions for a single assignment.

- To grade a browser-based text assignment:
 - a. Click the assignment name. The assignment opens in a new tab.
 - b. Click the forward arrow until you reach the student submission page(s).



- c. After reviewing the student's submission, return to the **Graded Activity** tab.
- d. Enter a score in the **Score Activity** area, and click **Save and Send**. A confirmation message appears.



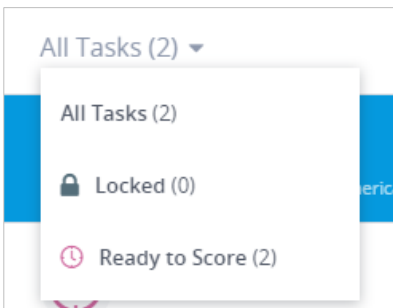
- To grade an uploaded assignment file:
 - a. Click the assignment file name to download it to your computer.
 - To write comments in the file and return it to the student, click **Upload Commented File**.
 - To write comments on the assignment in Courseware, type in the box underneath the **Review/Return without score** button. Do not click this button.
 - b. Enter the assignment's score in the **Score Activity** area, and click **Save and Send**.

Review an Assignment without Grading It

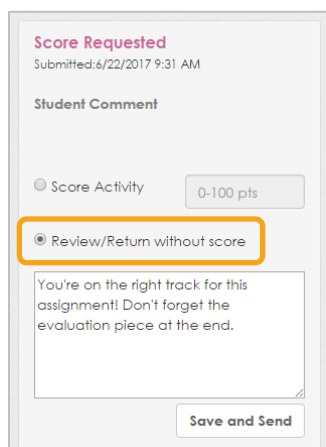
Students may ask for feedback on an assignment they are working on before they are ready to submit it. This feature is also useful if students accidentally upload the wrong file for an assignment.

1. From the Courseware home page, click **My Active Tasks**.

The Active Tasks page contains both assignments to be scored and locked mastery tests. To display only assignments, click the **All Tasks** drop-down, and select **Ready to Score**.



2. Select the assignment to grade and click **Score Activity**.
3. Click the assignment name to view the assignment. Assignments may require students to type text into their web browser or to upload a file.
 - a. To comment on a browser-based text assignment, type in the box underneath the **Review/Return without score** button.
 - b. To comment on an uploaded file and return it to the student, click **Upload Commented File**.
4. Click the **Review/Return without score** button, and click **Save and Send**.

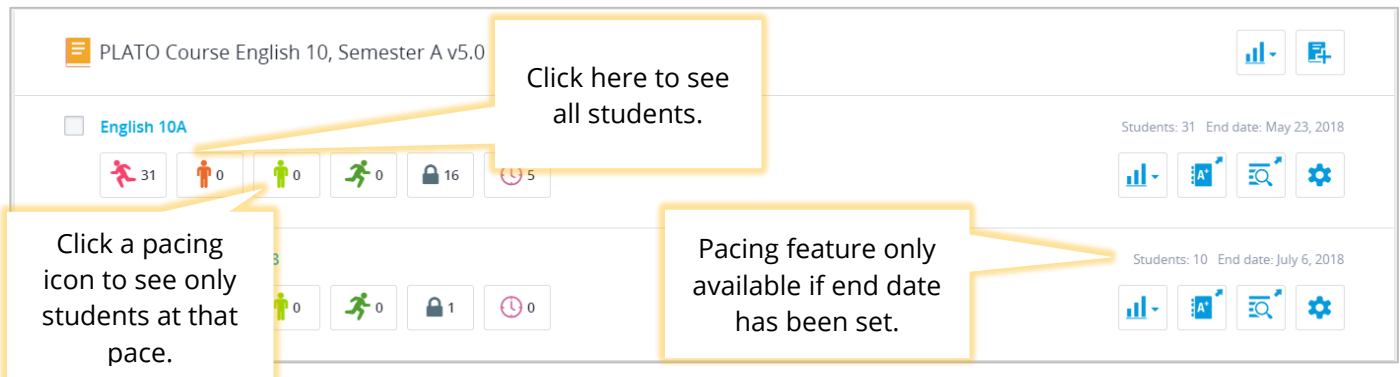
A screenshot of a web form titled "Score Requested" with a submission timestamp of "Submitted: 6/22/2017 9:31 AM". Below the title is a "Student Comment" section. There are two radio buttons: "Score Activity" (unselected) and "Review/Return without score" (selected). The "Review/Return without score" option is highlighted with an orange box. To the right of the radio buttons is a text input field containing "0-100 pts". Below the radio buttons is a text area with the text "You're on the right track for this assignment! Don't forget the evaluation piece at the end." At the bottom right of the form is a "Save and Send" button.

Monitor Student Pace and Progress

When a course section is set up with an end date, Courseware's pacing feature displays a visual representation of student progress. Pacing divides the number of course activities by the number of days students have to complete the course.

Weekends, major holidays, and any days designated by your account administrator do not count toward eligible days students have to complete work.

1. From the **My Course Sections** page, click a course section name to view all students' progress. (To view only students at a specific progress status, click the color-coded icon for that status.)

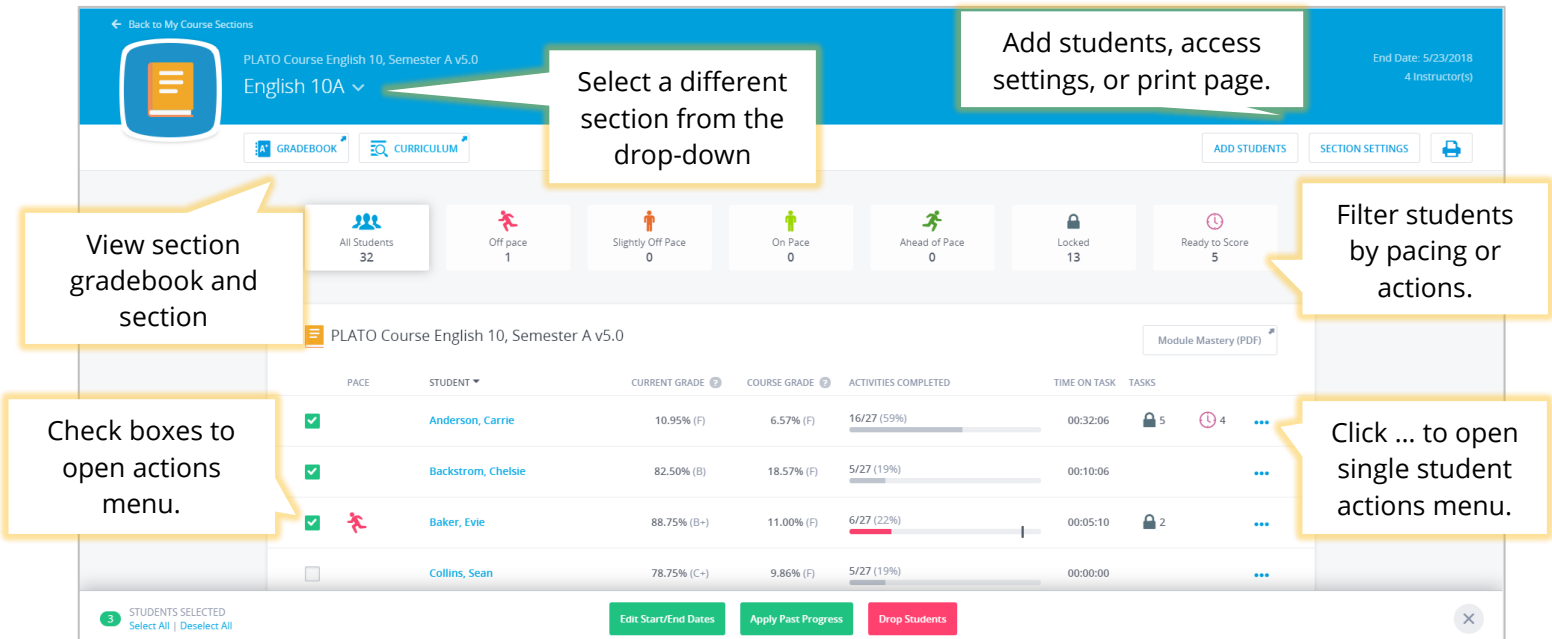


Click here to see all students.

Click a pacing icon to see only students at that pace.

Pacing feature only available if end date has been set.

A color-coded progress bar icon with a pacing goal line shows if students are on track with Edmentum's pacing to complete the course by its end date.



Back to My Course Sections

PLATO Course English 10, Semester A v5.0

English 10A

GRADEBOOK CURRICULUM

ADD STUDENTS SECTION SETTINGS

End Date: 5/23/2018 4 Instructor(s)

View section gradebook and section

Select a different section from the drop-down

Add students, access settings, or print page.

Filter students by pacing or actions.

Check boxes to open actions menu.

Click ... to open single student actions menu.

PACE	STUDENT	CURRENT GRADE	COURSE GRADE	ACTIVITIES COMPLETED	TIME ON TASK	TASKS
<input checked="" type="checkbox"/>	Anderson, Carrie	10.95% (F)	6.57% (F)	16/27 (59%)	00:32:06	5
<input checked="" type="checkbox"/>	Backstrom, Chelsie	82.50% (B)	18.57% (F)	5/27 (19%)	00:10:06	...
<input checked="" type="checkbox"/>	Baker, Evie	88.75% (B+)	11.00% (F)	6/27 (22%)	00:05:10	2
<input type="checkbox"/>	Collins, Sean	78.75% (C+)	9.86% (F)	5/27 (19%)	00:00:00	...

STUDENTS SELECTED: Select All | Deselect All

Edit Start/End Dates Apply Past Progress Drop Students

Note: Hover over Current Grade, Course Grade, and Activities Completed for more information.

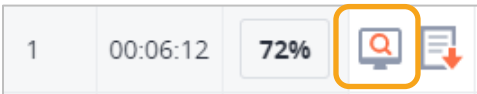
2. Click a student's name for more information about that student's progress. The student's curriculum details open in a new tab.



View a Student's Quiz or Test Responses

Some activities allow teachers to view student responses.

1. From the **My Course Sections** page, click the course section name.
2. Click the student's name.
The **Student Curriculum Details** page opens in a new tab.
3. Click the **View** icon (circled below) next to the assessment name.



The student's quiz results open in a new tab.

[Previous](#) **1** [Next](#) [Summary](#) [Reader Tools](#) [Info](#) [Report Issue](#) [Exit](#)

Viewing: **Learner's Answer** Answer Key Unanswered

1 Correct

Select the correct answer.

What is the correct definition of *motif*?

☒ **A.** an idea or object that recurs in a text

☐ **B.** the central idea or thesis of a text

☐ **C.** a universal idea explored in a text

☐ **D.** an idea that conveys varied meanings

[Next](#)



Manage Section Gradebooks

Section Gradebooks are covered in their own guide. See “Section Gradebook Guide” in the Help Center.

PLATO Course English 9 with Augmented Reality, Semester A v6.0
XD Usability Testing Augmented Reality Fall 2019

REPORTS

SETTINGS

HELP CENTER

100

Weighted Score

100

Non-weighted Score

e

Exempted Score

Dropped Score

Altered Score

Approve Credit

Omitted Activity

Locate Students by name

Adkins, Henrietta

CURRENT GRADE

0.00% ()

COURSE GRADE

0.00% (F)

TIME ON TASK

00:13:24

Unit 1: Foundations of Academic Success

Prettest: Foundations of Academic Success

Discussion: Foundations of Academic Success

Have a question?

grade

Q

Section Gradebook Guide

Learn how to manage your section Gradebooks.

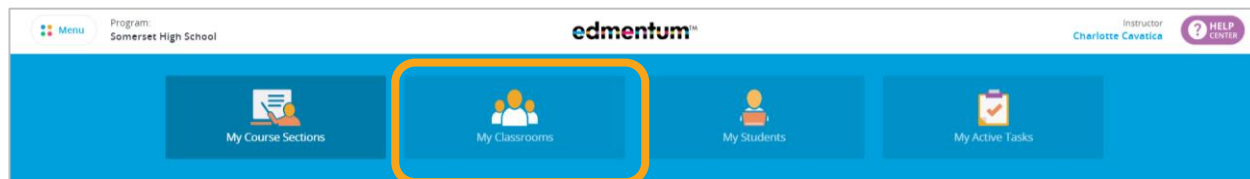


Overview: My Classrooms

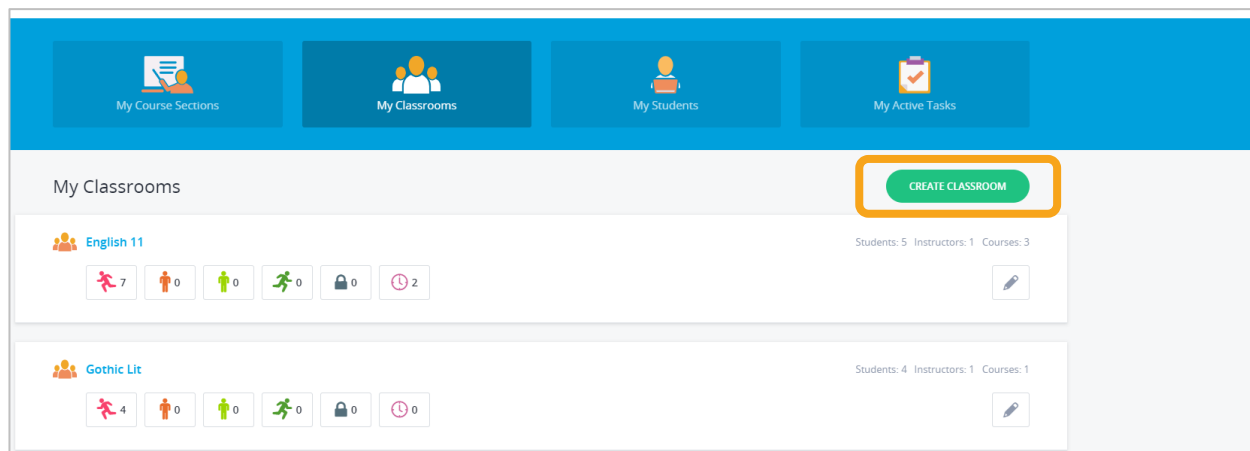
Creating classrooms is an optional Courseware feature designed for your convenience. Here, you can manage your students in groups based on something other than course section, such as a study hall or credit recovery program.

Create a Classroom

1. Click **My Classrooms**.



2. Click **Create Classroom**.



3. Enter the classroom name and instructor(s).

- a. Click the star to designate the lead instructor if the classroom has more than one instructor.

CLASSROOM INSTRUCTORS

Designate the classroom lead by clicking the star. A classroom must include at least one instructor.

<input checked="" type="checkbox"/>	Crane, Sophia	×
<input type="checkbox"/>	Thompson, Christine	×



4. Add students:

- Enter a student name into the search bar.

The student's name and the course sections she is enrolled in and that you teach. Courses for which you are not an instructor are not listed.

ADD STUDENTS AND SELECT COURSE SECTIONS

Search and add students to the classroom. Then, select which course section(s) you want to manage in this classroom.

1 student(s) added to this classroom [Remove All](#)

☒ Prince, Eileen
0 of 2 courses selected

☐ Prince, Eileen
REMOVE STUDENT

☐ PLATO Course African American Studies
Crane, 2017, African American Studies
End Date: 09/29/2017
Start Date: 06/07/2017

☐ PLATO Course Earth and Space Science,
Semester A v4.0
Crane, Earth and Space Science, Fall 2017
End Date: 11/30/2017
Start Date: 08/10/2017

- For each student, select the course(s) that will appear in the classroom.

ADD STUDENTS AND SELECT COURSE SECTIONS

Search and add students to the classroom. Then, select which course section(s) you want to manage in this classroom.

3 student(s) added to this classroom [Remove All](#)

☒ Prince, Eileen
1 of 2 courses selected

☒ Wood, Oliver
1 of 1 courses selected

☒ Potter, James
1 of 3 courses selected

☒ Wood, Oliver
REMOVE STUDENT

☒ PLATO Course Earth and Space Science,
Semester A v4.0
Crane, Earth and Space Science, Fall 2017
End Date: 11/30/2017
Start Date: 08/10/2017

- Click **Save Classroom**. The new classroom appears on the **My Classrooms** page, complete with pacing and scoring icons.

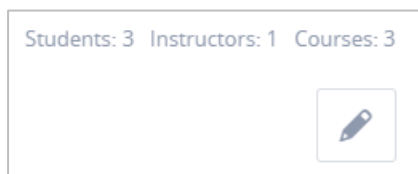
Note: Even if you do not teach students added by other classroom instructors, you will see them after they are added to your classroom.



Edit a Classroom

By editing a classroom, you can change its name, add or remove instructors, add or remove students, and change the students' course sections that appear.

1. Click **My Classrooms**.
2. Click the pencil icon next to the classroom name.

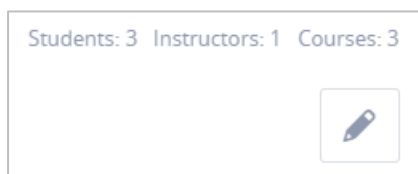


3. Edit the classroom as desired and click **Save Classroom**.

Delete a Classroom

Deleting a classroom removes it from your view. If the classroom has any other instructors listed, they will not see it anymore either. Deleting a classroom does not delete any student data, and students will stay enrolled in their course sections.

1. Click **My Classrooms**.
2. Click the pencil icon next to the classroom name.



3. Scroll down to the bottom of the page, and click **Delete Classroom**.
4. In the confirmation window that appears, click **Yes, Delete Classroom**. You return to the My Classrooms page with the classroom now deleted.



View Classroom Details

1. Click the classroom name to access the Classroom Details page.

Each Classroom Details page shows the students in the classroom, the sections they're in, and their work progress. You can also take action on students from this page:

- Go to Student Curriculum Detail, an overview for student progress through a course
- View locked mastery tests and ready-to-score items
- Send a quick message
- Open section gradebook
- Reset a student's password
- Edit start and end dates

English 11

5 Student(s) • 1 Instructor(s) • 3 Course(s)

STUDENTS

All Students 5

Off Pace 7

Slightly Off Pace 0

On Pace 0

Ahead of Pace 0

Locked 0

Ready to Score 2

PLATO Course English 11, Semester A v5.0

PACE	STUDENT	CURRENT GRADE	COURSE GRADE	ACTIVITIES COMPLETED	TIME ON TASK	TASKS
Off Pace	Grant, Joy Cavatica English 11 Spring	—	—	0/33 (0%)	00:00:00	...
Off Pace	Smith, Templeton Cavatica English 11 Spring	—	—	0/33 (0%)	00:00:00	...

PLATO Course English 11, Semester B v5.0

PACE	STUDENT	CURRENT GRADE	COURSE GRADE	ACTIVITIES COMPLETED	TIME ON TASK	TASKS
Off Pace	Grant, Joy Cavatica English 11 Semester 2	—	—	0/31 (0%)	00:00:00	...

Send Message

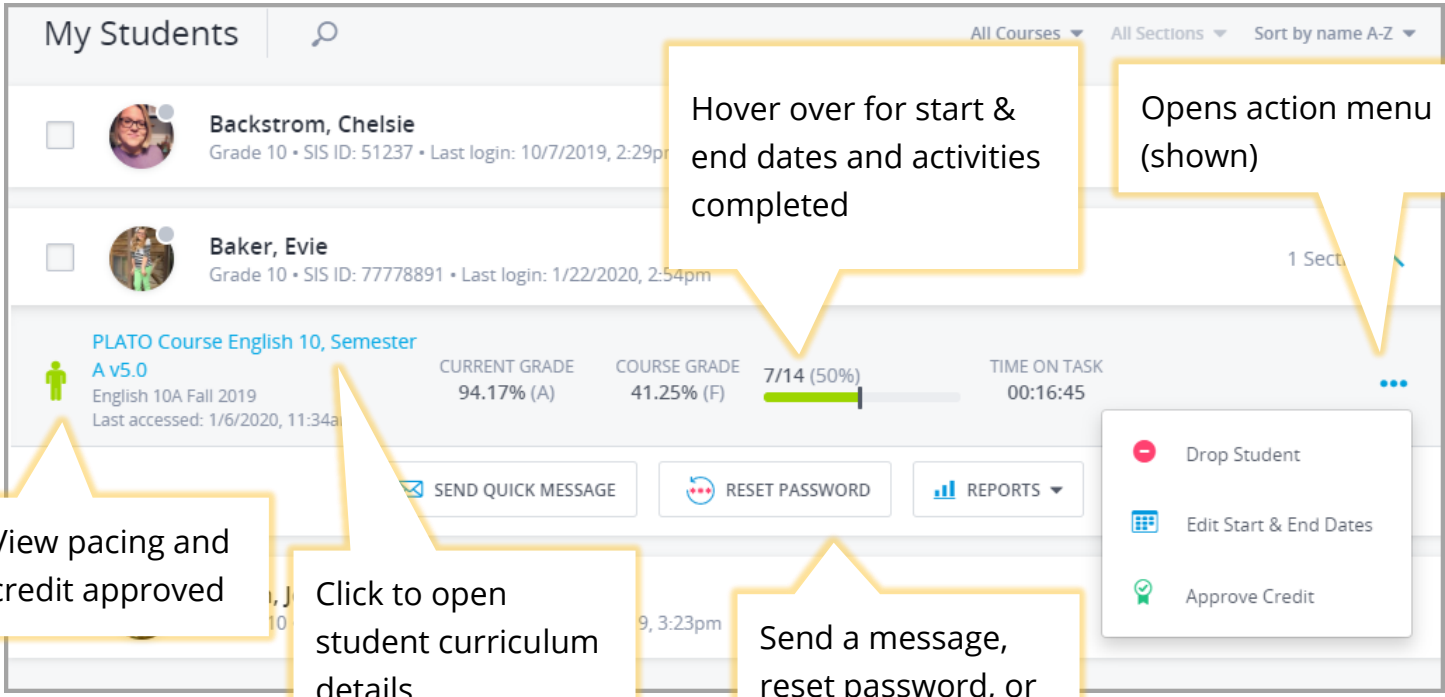
Open Gradebook

Reset Password

Edit Start & End Dates

Overview: My Students

This page allows you to focus in on your individual students. Here's what you can do from this page:



My Students | All Courses | All Sections | Sort by name A-Z

Backstrom, Chelsie
Grade 10 • SIS ID: 51237 • Last login: 10/7/2019, 2:29pm

Baker, Evie
Grade 10 • SIS ID: 77778891 • Last login: 1/22/2020, 2:54pm

PLATO Course English 10, Semester A v5.0
English 10A Fall 2019
Last accessed: 1/6/2020, 11:34am

CURRENT GRADE 94.17% (A) **COURSE GRADE** 41.25% (F) **7/14 (50%)** **TIME ON TASK** 00:16:45

SEND QUICK MESSAGE **RESET PASSWORD** **REPORTS**

Drop Student
Edit Start & End Dates
Approve Credit

Hover over for start & end dates and activities completed

Opens action menu (shown)

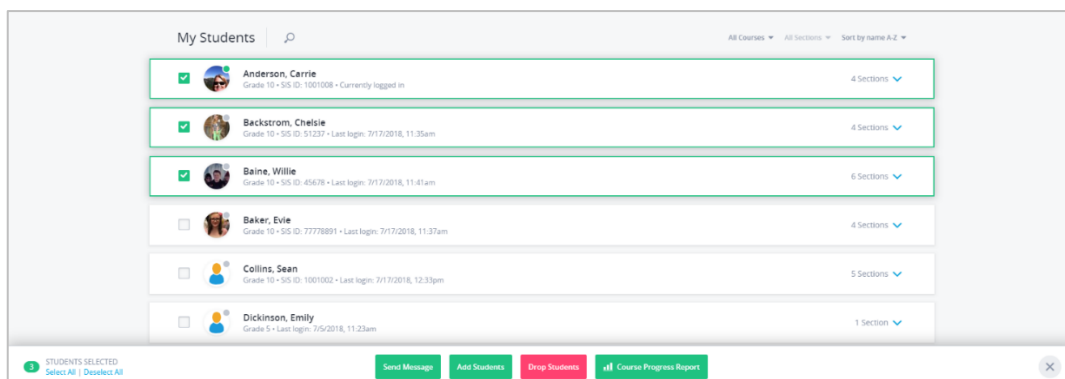
View pacing and credit approved

Click to open student curriculum details

Send a message, reset password, or run a quick report

In addition, take action on multiple students at a time by selecting each student:

- Run the Course Progress Report for selected students
- Select students to add to your sections
- Drop selected students from their course sections



My Students | All Courses | All Sections | Sort by name A-Z

☒ **Anderson, Carrie**
Grade 10 • SIS ID: 1001008 • Currently logged in 4 Sections

☒ **Backstrom, Chelsie**
Grade 10 • SIS ID: 51237 • Last login: 7/17/2018, 11:35am 4 Sections

☒ **Baine, Willie**
Grade 10 • SIS ID: 45678 • Last login: 7/17/2018, 11:41am 6 Sections

☐ **Baker, Evie**
Grade 10 • SIS ID: 77778891 • Last login: 7/17/2018, 11:37am 4 Sections

☐ **Collins, Sean**
Grade 10 • SIS ID: 1001002 • Last login: 7/17/2018, 12:33pm 5 Sections

☐ **Dickinson, Emily**
Grade 5 • Last login: 7/5/2018, 11:23am 1 Section

STUDENTS SELECTED Select All | Deselect All

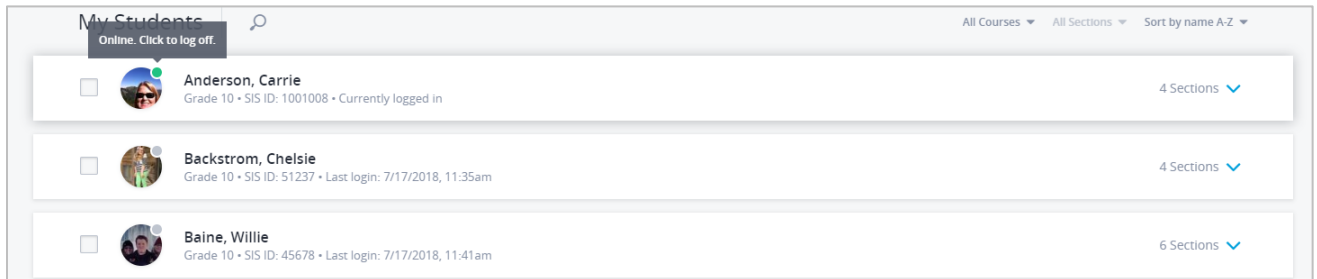
Send Message **Add Students** **Drop Students** **Course Progress Report**



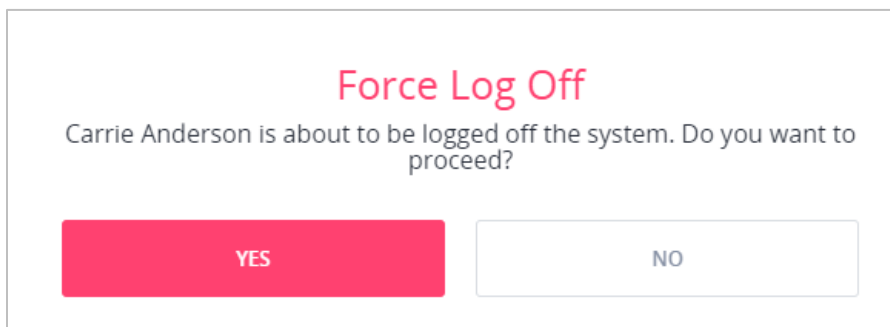
Log a Student Out of Their Account

It may sometimes be necessary to log a student off their account. When the forced log off is complete, the student will be logged out and will receive a message explaining that their instructor has logged them off.

1. Click **Manage Students**.
2. Click the green dot on the student's image.

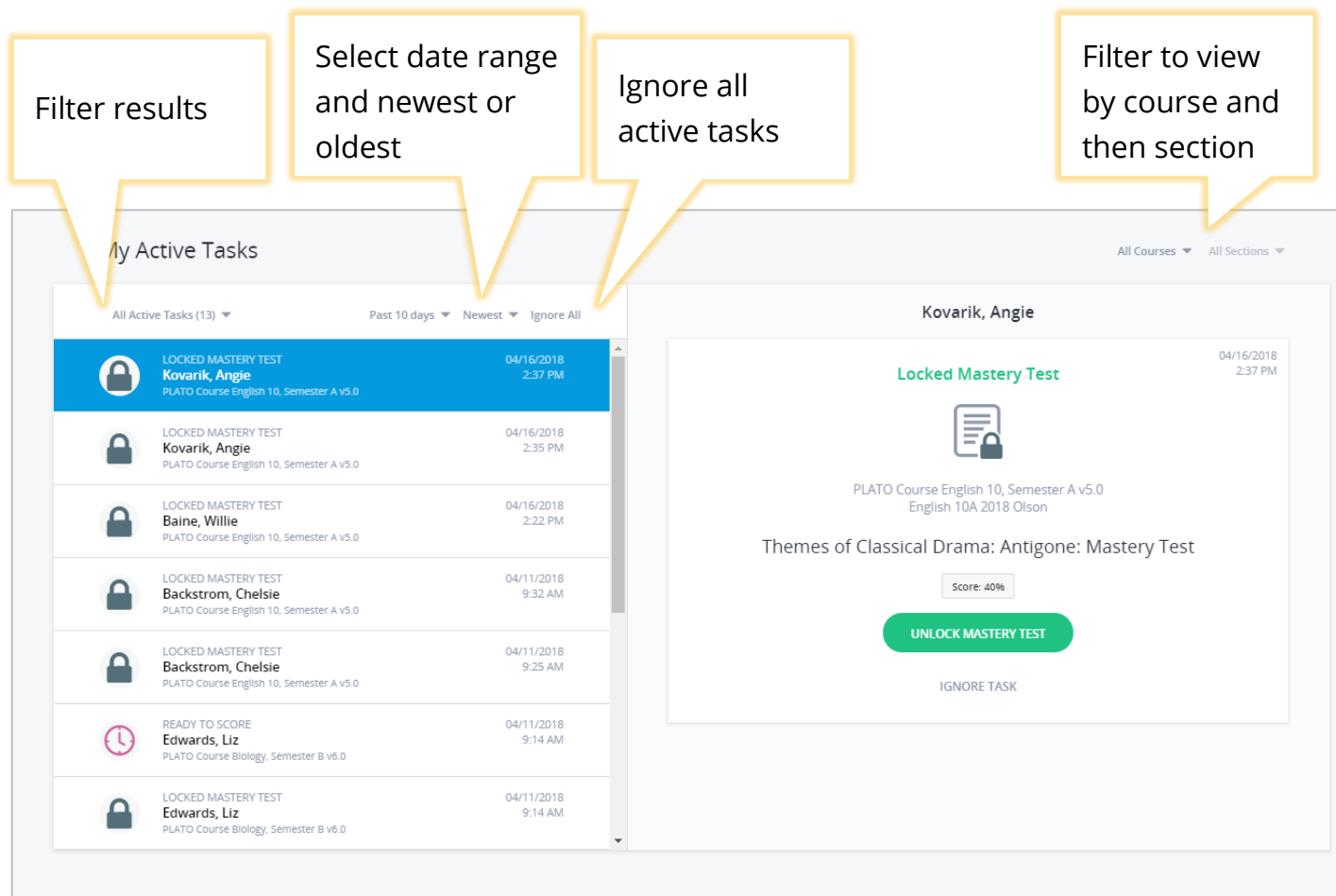


3. Click **Yes** to log the student off.



Courseware Homepage: My Active Tasks

On My Active Tasks, you'll find items that require teacher action, such as a teacher-graded activity or a locked mastery test.



The screenshot shows the 'My Active Tasks' page. Callouts point to the following features:

- Filter results:** Points to the 'All Active Tasks (13)' dropdown.
- Select date range and newest or oldest:** Points to the 'Past 10 days', 'Newest', and 'Ignore All' filters.
- Ignore all active tasks:** Points to the 'Ignore All' filter.
- Filter to view by course and then section:** Points to the 'All Courses' and 'All Sections' dropdowns at the top right.

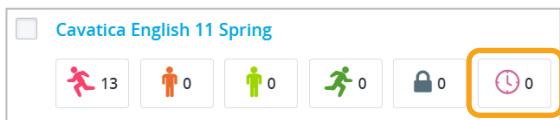
The task list includes:

- LOCKED MASTERY TEST** Kovarik, Angie (PLATO Course English 10, Semester A v5.0) - 04/16/2018 2:37 PM
- LOCKED MASTERY TEST** Kovarik, Angie (PLATO Course English 10, Semester A v5.0) - 04/16/2018 2:35 PM
- LOCKED MASTERY TEST** Baine, Willie (PLATO Course English 10, Semester A v5.0) - 04/16/2018 2:22 PM
- LOCKED MASTERY TEST** Backstrom, Chelsie (PLATO Course English 10, Semester A v5.0) - 04/11/2018 9:32 AM
- LOCKED MASTERY TEST** Backstrom, Chelsie (PLATO Course English 10, Semester A v5.0) - 04/11/2018 9:25 AM
- READY TO SCORE** Edwards, Liz (PLATO Course Biology, Semester B v6.0) - 04/11/2018 9:14 AM
- LOCKED MASTERY TEST** Edwards, Liz (PLATO Course Biology, Semester B v6.0) - 04/11/2018 9:14 AM

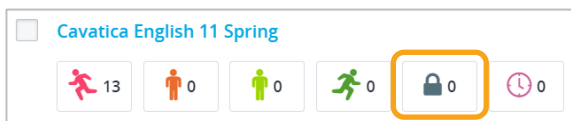
The right panel shows a detailed view of a 'Locked Mastery Test' for Kovarik, Angie, titled 'Themes of Classical Drama: Antigone: Mastery Test'. It shows a score of 40% and buttons for 'UNLOCK MASTERY TEST' and 'IGNORE TASK'.

Active Task Icons

- Access tasks on the other homepage views by clicking the **Active Tasks** icon, available on sections, student cards, and on classroom cards.



- Unlock mastery tests by clicking the **Locked Mastery Test** icon, available on sections, student cards, and on classroom cards.





Generate Bundled Reports

This page lets you customize, bundle, and schedule the reports listed below. This ensures that you get the data you need on your students, when you need it. For example, you can run a combination of the four available reports for multiple sections, or run a recurring report every week for one section.

The following reports are available from this page:

- **Course Progress Report:** Grade summary of all active courses, including last accessed dates.
- **Gradebook Report Card:** Audit of all course activities, including a summary of grades by category.
- **Weekly Progress Report:** Record of attempted and completed course activities, including a graph of progress.
- **Courseware Audit Report:** Comprehensive view of course completion, including demographic data.

Looking to run a quick report for a student?

Bundled reports may not immediately be ready to download, as they can contain a large amount of data. If you need a quick report for a student, run a Quick Report from the Manage Students page or the My Students page.

The screenshot shows the Courseware interface for a student named Anderson, Carrie (Grade 10, SIS ID: 1001008). The interface displays a list of courses with their current and course grades, progress bars, and time on task. A purple arrow points to the 'REPORTS' button in the course list.

Course	Current Grade	Course Grade	Progress	Time on Task
Credit Recovery English 10A CR English 10A Summer 18 Last accessed: 7/18/2018, 8:07am	60.00% (D)	1.11% (F)	1/18 (6%)	00:00:24
PLATO Course English 10, Semester A v5.0 English 10A Thompson 2018 Last accessed: 6/4/2018, 8:29am	85.41% (B)	70.57% (C)	26/27 (96%)	00:34:12
PLATO Course Spanish 1, Semester A v4.0 Spanish 1 Last accessed: 8/10/2018, 11:37am	0.00% (I)	0.00% (F)	0/46 (0%)	00:00:54
PLATO Course US History, Semester B v2.0 U.S. History B Last accessed: 6/4/2018, 8:33am	55.56% (F)	2.78% (F)	10/35 (29%)	00:18:35

Buttons: SEND QUICK MESSAGE, RESET PASSWORD, REPORTS (highlighted with a purple arrow)



Understanding the Reports Page

Your reports are categorized as “Current” or “Upcoming.” Click the **Current** or **Upcoming** tab to view those reports.

Current: Reports that are ready to be downloaded.

Upcoming: Reports that are scheduled but not yet ready to download. You can also preview what's going to run on next generation.

Below is a view of the Current Reports page. The Upcoming Reports page is similar, but shows your reports that are not yet ready to download (i.e. they're scheduled for a future date).

The screenshot shows the 'Reports' page in Courseware. It has a blue header with a 'CREATE REPORT' button. Below the header, there are two tabs: 'Current' (selected) and 'Upcoming'. A callout points to the 'Upcoming' tab: "Click here to view upcoming reports." The main area displays a list of reports. The first report is 'English: Week #2 Progress Update' (February 10, 2020 11:35 AM). A callout points to its 'History' link: "Click here to view the history of selected report." Below it is 'New Report #3' (February 1, 2020 5:00 PM). Then 'Audit Report for English' (February 1, 2020 5:00 PM). Then 'English - Course Progress Report' (January 29, 2020 9:00 AM). Then 'Report Card - English' (December 2, 2019 1:27 PM). A callout points to the date: "This indicates if the report is scheduled to generate at a future date." On the right, the 'Details' panel for the first report is shown. It lists 'Course Progress Report' and 'Gradebook Report Card' with download icons. A callout points to the download icon: "Click to download reports. Upcoming reports will say 'Pending'." Below this, it shows 'Generated: February 10, 2020 11:35 AM', 'Next Generation: None', 'Enrollments: 1', 'Expiration Date: May 10, 2020', 'Shared with: 1 Student Contacts' (with a 'View Details' link), 'Scheduled: No', and 'Sharing: Yes'. A callout points to the 'View Details' link: "If shared, you'll see the number of contacts and can click to view email statuses." At the bottom of the details panel, there are 'Edit', 'Generate', and 'Delete' buttons. A callout points to the 'Generate' button: "Click here to generate a new instance of selected report."

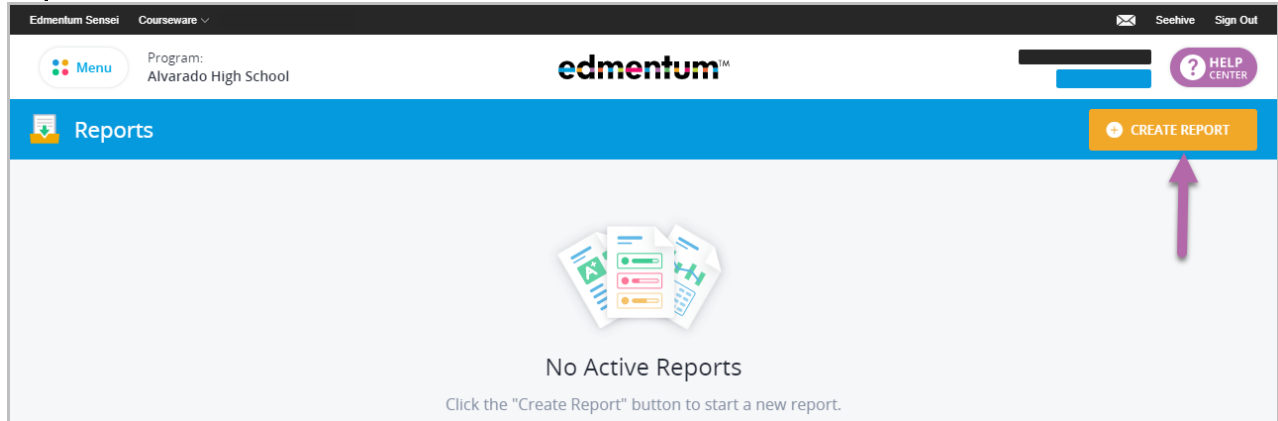
Generated	The date and time at which the report was last generated by the system.
Next Generation (Upcoming Reports only)	If regularly scheduled, this is the next date and time at which the report will be generated by the system. If a one-time report, the field will say "None," as there are no upcoming generations of the report.
Enrollments	The count of all student enrollments you're including in the report.
Scheduled	Yes – report is recurring No – report is not recurring (one-time report)
Expiration Date	After this date, the report will be unavailable. Create a new report to access the data.
Shared With	If this report is shared with student contacts, the total number of contacts is shown. Click View Details to see the email statuses. No matter the email status, the report will be available to student contacts on their Edmentum Sensei for Families account.
Sharing	Yes – you selected to share this report with student contacts No – you selected not to share this report with student contacts.



Create a Report

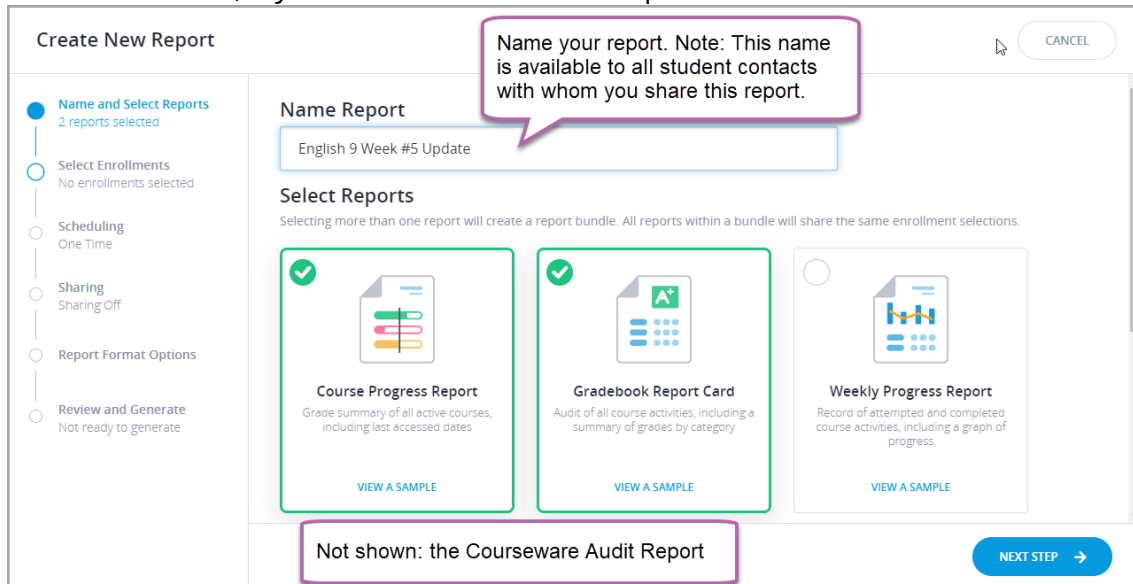
In this section, you'll learn how to create a new bundled report that you can schedule, share with student contacts, and download for your own use.

1. Select your program from the Courseware drop-down in the top menu.
2. Click **Menu**. Under the Resources section, click **Reports**.
3. If you have created reports in the past, they are listed here. To create a new report, click **Create Report**.



4. **Name and Select Reports.** Name your report and select which reports you want to include. Then click **Next Step**.

Note: This name helps you manage your reports. It will not appear when printed but it is visible to student contacts, if you choose to share this report.





5. Select enrollments. You can select by students and by course sections.

By students: Select the course sections for each student to include in the report. Then click **Done**.

Select Enrollments by Student

Search for Students: All Courses: All Sections: All Locations:

Displaying 36 students ? GRADE FILTER: Sort by name A-Z

Student	Grade	SIS ID	Sections Selected
Anderson, Carrie	Grade 10	SIS ID: 1001008	0/7 Sections Selected
Backstrom, Chelsie	Grade 10	SIS ID: 51237	0/4 Sections Selected

☐ ACTIVE SECTIONS

☐ PLATO Course Biology, Semester A v6.0
Biology A Thompson

☐ PLATO Course English 10, Semester A v5.0

ENROLLMENTS SELECTED: 0
[Select All](#) | [Deselect All](#)

DONE

Click **Done** to add the selected students.

By course sections: Select the course sections to include in the report. Then click **Done**.

Select Enrollments by Course Section

Search for Courses or Sections: All Course Types: Sort by name A-Z

Section	Enrollments	Instructors	Start Date	End Date
PLATO Course English 10, Semester A v5.0	0/2 sections selected			
English 10A Fall 2019	4	4	08/12/2019	12/20/2019
English 10A Thompson	16	4	05/29/2019	08/16/2019
PLATO Course Health v3.0	0/1 sections selected			
PLATO Course Physics, Semester B v3.0	0/2 sections selected			

☐ SECTION NAME

☐ English 10A Fall 2019

☐ English 10A Thompson

☐ PLATO Course Health v3.0

☐ PLATO Course Physics, Semester B v3.0

SECTIONS SELECTED: 0
[Select All](#) | [Deselect All](#)

DONE

Click **Done** to add students from the selected sections.

After you've made your selections, review all selected enrollments and click **Next Step**.

Select Enrollments

[+ Browse Student Directory](#) [+ Browse Course Directory](#)

PLATO Course English 10, Semester A v5.0 English 10A Fall 2019	View 4 Enrollments
PLATO Course English 10, Semester A v5.0 English 10A Thompson	View 16 Enrollments



6. **Scheduling.** Select how often you want this report to generate. If you select **One Time**, leave the selection at **One Time** and click **Next**.
If you select **Recurring**, see the section “



7. Schedule Reports for more further instruction.
8. **Sharing.** Select if you want to share this report with student contacts. Shared reports are available to families through their Edmentum Sensei for Families accounts. If you do not have the option to share, your account administrator can enable it. For info on how to share with contacts, see "Share Reports."

Sharing


Automatically share reports with student contacts in Family Sensei. Please note, the Courseware Audit Report will not be shared with student contacts.

☒ NO SHARING

YES, SHARE WITH CONTACTS

9. **Report Format Options.** Select which grades will be shown and add a note, if desired.
Note: When you enter a Report Note, the same note appears on each report. When the report is shared, this note is visible to student contacts.

Report Format Options



Course Progress Report

GRADE DISPLAY ?


☐ Display Current Grade and Course Grade

☒ Display Current Grade Only

☐ Display Course Grade Only

REPORT NOTE ?

Quarter 2 English Report



Gradebook Report Card

GRADE DISPLAY ?

☐ Display Current Grade and Course Grade

☐ Display Current Grade Only

☒ Display Course Grade Only

REPORT NOTE ?

Type note...

0/500 characters

[< Previous Step](#)

SKIP TO REVIEW & GENERATE

NEXT STEP →

Add information for all students included in the report, like what quarter the report applies to.

Select which grades to display.
Current Grade: grade earned on coursework completed scored to date.
Course Grade: final grade earned on all coursework



If you have selected the Courseware Audit Report, you'll also need to complete the options pictured below. For recurring audit reports, select **Past Number of Days**; if you select **Specific Range**, the recurring report will generate a report of the specific range each time.

The screenshot shows the 'Report Format Options' form for a 'Courseware Audit Report'. It includes a 'DATE RANGE' section with two options: 'Past Number Of Days' (selected with a green checkmark and a dropdown set to '30 Days') and 'Specific Range' (with date pickers for '12/16/2019' and '1/16/2020'). Below this is a 'FIELDS TO DISPLAY' section with three columns: 'Personal Profile', 'Course Information', and 'Demographics'. Each column has a 'Select All' and 'Deselect All' link, and a list of fields with green checkmarks indicating they are selected. At the bottom, there are navigation buttons: 'Previous Step', 'SKIP TO REVIEW & GENERATE', and 'NEXT STEP'.

10. **Review and Generate.** Review the details of the report. When you're ready, click **Generate Report**. For recurring reports, view your **Upcoming** reports to see when they will be available.

The screenshot shows the 'Review & Generate' screen. It features a large green checkmark icon at the top, followed by the title 'Review & Generate' and a green 'GENERATE REPORT' button. Below this, there are several rows of information: 'Name: English 9 Week #5 Update', 'Reports: Course Progress Report, Gradebook Report Card, Weekly Progress Report', 'Enrollments: 20', 'Schedule: One Time', and 'Sharing: Not Sharing'.



Schedule Reports

Decide the frequency of your scheduled report. You have three options: daily, weekly, or monthly. See the table below for details about each option

End Date: The report will stop generating on this date.

Time of Day: The report will begin generating. The report will not necessarily be ready to download, especially if the report included multiple reports and course sections.

Daily	<p>Scheduling Select how often you want this report to generate. You may edit this setting at a later time.</p> <p>ONE TIME <input checked="" type="radio"/> RECURRING</p> <p>Frequency: <input type="text" value="Daily"/></p> <p>Every: <input type="text" value="1"/> day</p> <p>Start Date: <input type="text" value="12/3/2019"/></p> <p>End Date: <input type="text" value="1/3/2020"/></p> <p>Time of Day: <input type="text" value="5:00 pm"/></p> <p>← Previous Step SKIP TO REVIEW & GENERATE NEXT STEP →</p>	<p>When you choose "Daily," you can choose how frequently the report will generate. For example, you can have the report generate every day by keeping "Every 1 day." Or, to have the report generated every third day, enter "3."</p>
Weekly	<p>Scheduling Select how often you want this report to generate. You may edit this setting at a later time.</p> <p>ONE TIME <input checked="" type="radio"/> RECURRING</p> <p>Frequency: <input type="text" value="Weekly"/></p> <p>Every: <input type="text" value="1"/> week</p> <p>On: <input type="text" value="S M T W T F S"/></p> <p>Start Date: <input type="text" value="12/3/2019"/></p> <p>End Date: <input type="text" value="4/1/2020"/></p> <p>Time of Day: <input type="text" value="5:00 pm"/></p> <p>← Previous Step SKIP TO REVIEW & GENERATE NEXT STEP →</p>	<p>In the Every ___ Week field, type how frequently you want your report to generate. For example, type "1" to receive an updated report once a week. Type "2" to receive one every two weeks. Select the day of the week to receive it, and the start and end dates.</p>
Monthly	<p>Scheduling Select how often you want this report to generate. You may edit this setting at a later time.</p> <p>ONE TIME <input checked="" type="radio"/> RECURRING</p> <p>Frequency: <input type="text" value="Monthly"/></p> <p>Every: <input type="text" value="1"/> month</p> <p>On: <input type="text" value="First"/> <input type="text" value="Day"/></p> <p>Start Date: <input type="text" value="12/3/2019"/></p> <p>End Date: <input type="text" value="4/1/2020"/></p> <p>Time of Day: <input type="text" value="5:00 pm"/></p> <p>← Previous Step SKIP TO REVIEW & GENERATE NEXT STEP →</p>	<p>Frequency: enter how often you'll receive the report: every 1 month or every 2 months.</p> <p>On field: when the report will generate.</p> <ul style="list-style-type: none"> Option 1: Date – select the number of the month you want the report to generate. For example, if you choose the 10th of each month, your report will appear December 10th, January 10th, etc. Option 2: Select First (or other non-Date option). Then select the Day, Weekday, Weekend, or day-of-the-week option.



Share Reports

When you come to the “Sharing” section, you have two options:

- **Share with all available contacts.** Automatically send report(s) to all contacts who have been invited to Family Sensei. To exclude any contacts, you need to exclude by deselecting each one you want to exclude. The number of excluded contacts appears at the bottom of this box.
- **Share with selected contacts.** Select which contacts will receive the reports. You will need to check each student contact to whom you want to send the report(s). The number of contacts you selected appears at the bottom of this box.

Sharing

Automatically share reports with student contacts in Family Sensei. Please note, the Courseware Audit Report will not be shared with student contacts.

NO SHARING

☒ YES, SHARE WITH CONTACTS

☒ **Share with all available contacts**

New student contacts will be added with new enrollments; only the deselected contacts will be excluded.

EDIT

Not sharing with: 0 contacts

☐ **Share with selected contacts**

Only selected student contacts will receive reports. No contacts from new enrollments will be added.

SELECT CONTACTS

Sharing with: 0 contacts

Don't have the option to share reports? Speak with your account administrator to enable sharing reports with your student contacts.

No student contacts showing up? Speak with your account administrator to add student contacts and invite them to Edmentum Sensei for Families.

Page 33 of 74

United States
800.447.5286
support@edmentum.com

International
+44(0)1572 492576
+44(0)7832 971396 (WhatsApp)
international@edmentum.com



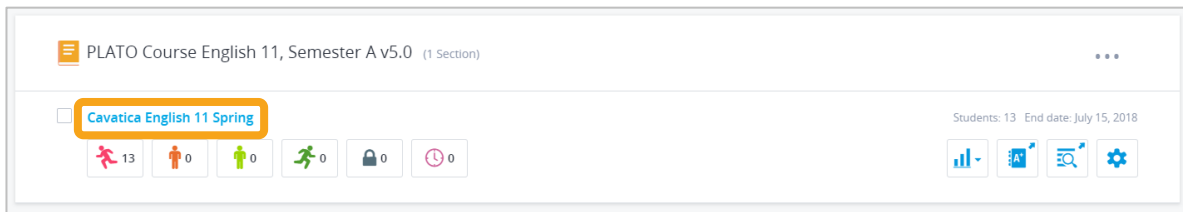
Manage Student Enrollment

In this section, you will learn how to manage student enrollment.

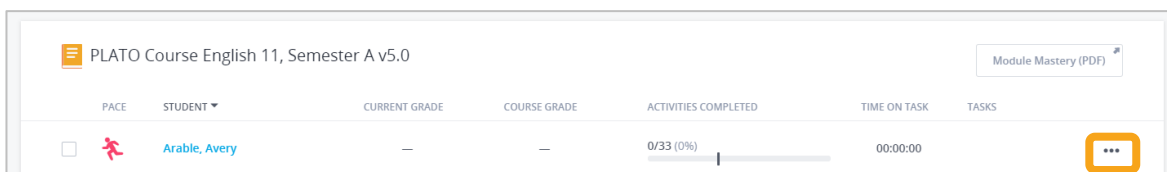
Edit a Student's Start and End Dates

You can edit a student's start and end dates while enrolling them in a course section, but if you need to edit the dates after students have been added to the section, follow these instructions.

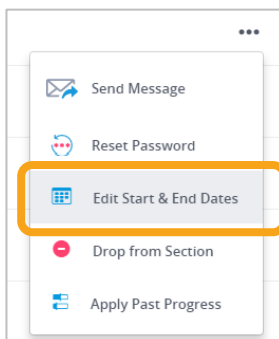
1. On My Course Sections, click the name of the section the student is enrolled in.



2. Click the **More Options (...)** button to the right of the student's information.



3. Click **Edit Start & End Dates**.



4. Edit the start and end dates as needed.
5. Click **Save Start & End Dates** to save the changes. Note that updating start and end dates recalculates student pacing.

Edit Start and End Dates for:

STUDENT	GRADE	USERNAME	SIS ID	START DATE	END DATE
Arable, Avery	Grade 11	AArable		1/9/2018	7/15/2018

Warning: Updating Start and End Dates will recalculate student pacing.

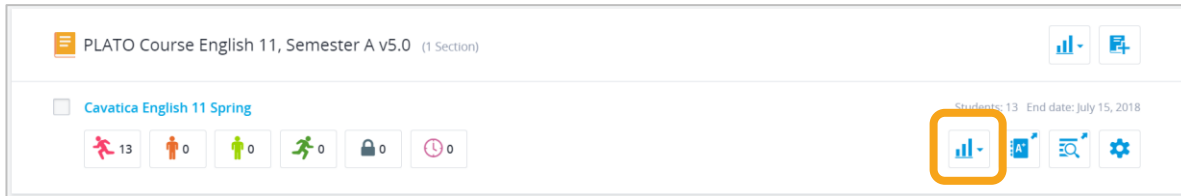
SAVE START & END DATES CANCEL



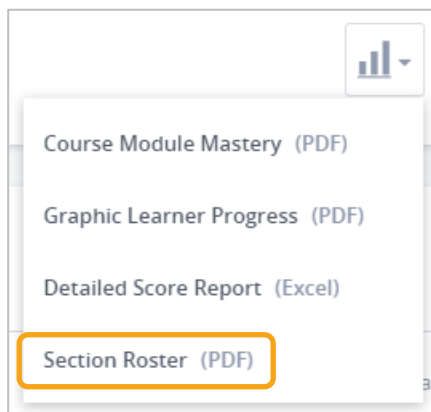
View a Roster

The class roster is a printer-friendly list of students' names, usernames, and SIS IDs.

1. From the **My Course Sections** page, click the **Quick Reports** icon next to the class name.



2. Select **Section Roster** from the drop-down. The roster opens in a new tab.





Drop Students from a Course Section

You can easily remove a student or students from your course sections on the My Course Section page. Dropping students from a section prevents them from access section activities.

1. From the My Course Sections page, click on a section name to view details.
2. Select one or more students.

Back to My Course Sections

10A English
English 10A SD 2020-2021

End Date: 9/25/2020
2 Instructors

GRADEBOOK CURRICULUM

SEND MESSAGE ADD STUDENTS SECTION SETTINGS

All Students 24 Off pace 22 Slightly Off Pace 0 On Pace 0 Ahead of Pace 1 Locked 2 Ready to Score 0

10A English

Module Mastery (PDF)

PACE STUDENT CURRENT GRADE COURSE GRADE ACTIVITIES COMPLETED TIME ON TASK TASKS

✓ Durant, Michael 74.29% (C) 7.43% (F) 8/27 (30%) 00:24:16 2

STUDENT SELECTED Select All | Deselect All

Send Message Edit Start/End Dates Show/Hide Target Dates Apply Past Progress Drop Student

3. Click the Drop Students button.
4. In the dialog box, click Drop Students.

Drop Students:

STUDENT	GRADE	SIS ID	ACTIVITIES COMPLETED	START DATE	END DATE
Arable, John	Grade 11		0/33	3/1/2018	7/13/2018
Arable, Fern	Grade 11		0/33	3/1/2018	7/13/2018
Arable, Avery	Grade 11		0/33	3/1/2018	7/13/2018
Allen, Barry	Grade 11		0/33	3/1/2018	7/13/2018
Abbott, Hannah	Grade 11		0/33	3/1/2018	7/13/2018

Warning: Dropping students from a section will prevent them from accessing the section activities.

DROP STUDENTS CANCEL



Reset a Student's Password

Resetting a password can be completed from My Course Sections and My Students. These instructions start on My Course Sections. The steps on My Students are similar to these.

1. On the My Course Section page, click the name of the course section the student is in.
2. Click **More Options (...)**.
3. Click **Reset Password**.

The screenshot shows the '10A English' course page. A table lists students with columns for PACE, STUDENT, CURRENT GRADE, COURSE GRADE, ACTIVITIES COMPLETED, TIME ON TASK, and TASKS. A dropdown menu is open for the student 'Backstrom, Chelsie', showing options like 'Send Message', 'Reset Password', 'Edit Start & End Dates', 'Apply Past Progress', and 'Drop from Section'. The 'Reset Password' option is highlighted with an orange box.

PACE	STUDENT	CURRENT GRADE	COURSE GRADE	ACTIVITIES COMPLETED	TIME ON TASK	TASKS
<input type="checkbox"/>	Adams, Susan	100.00% (A)	1.43% (F)	1/27 (4%)	00:00:44	...
<input type="checkbox"/>	Anderson, Carrie	0.00% (I)	0.00% (F)	0/27 (0%)	00:01:55	...
<input type="checkbox"/>	Backstrom, Chelsie	0.00% (I)	0.00% (F)	0/27 (0%)	00:00:00	...
<input type="checkbox"/>	Baine, Willie	0.00% (I)	0.00% (F)	0/27 (0%)	00:00:00	...
<input type="checkbox"/>	Baker, Evie	0.00% (I)	0.00% (F)	0/27 (0%)	00:00:00	...
<input type="checkbox"/>	Collins, Sean	0.00% (I)	0.00% (F)	0/27 (0%)	00:00:00	...
<input type="checkbox"/>	Durant, Michael	70.00% (C)	8.00% (F)	9/27 (33%)	00:39:48	...
<input type="checkbox"/>	Ebert, Amber	0.00% (I)	0.00% (F)	0/27 (0%)	00:00:00	...

4. Enter the new password, confirm it, and click **Reset Password**.



Apply Past Progress

Applying past progress brings over previously mastered or exempted modules only.

1. From My Course Section, click the name of the course section the student is in.
2. Select the student or students to apply past progress. You can also apply past progress for an individual student by clicking the **More Options** button (...).

The screenshot shows the Courseware interface for a course section titled "10A English" and "English 10A SD 2020-2021". The interface includes a top navigation bar with a "Back to My Course Sections" link, a course icon, and course details. Below this is a toolbar with buttons for "GRADEBOOK", "CURRICULUM", "SEND MESSAGE", "ADD STUDENTS", "SECTION SETTINGS", and a print icon. A status bar shows student counts for various progress levels: All Students (24), Off pace (22), Slightly Off Pace (0), On Pace (0), Ahead of Pace (1), Locked (2), and Ready to Score (0). The main content area displays a table of students with columns for PACE, STUDENT, CURRENT GRADE, COURSE GRADE, ACTIVITIES COMPLETED, TIME ON TASK, and TASKS. The student "Durant, Michael" is selected, and the "Apply Past Progress" button is highlighted in the bottom action bar.

3. Click **Apply Past Progress**.
4. In the dialog box that appears, select the amount of time you want the system to search for past progress. Then click **Apply Past Progress**.

The dialog box titled "Apply Past Progress:" contains the following information:

If a learner has previously mastered activities or earned exemptions that match activities in this course, you can choose to transfer those statuses to the learners' progress data for this course.

STUDENT	GRADE	USERNAME	SIS ID
Arable, Avery	Grade 11	AArable	
Allen, Barry	Grade 11	ballen	
Abbott, Hannah	Grade 11	habbott	

How far back to look for overlapping activities:

3 Months

Warning: Applying Past progress is an action that cannot be undone.

APPLY PAST PROGRESS CANCEL



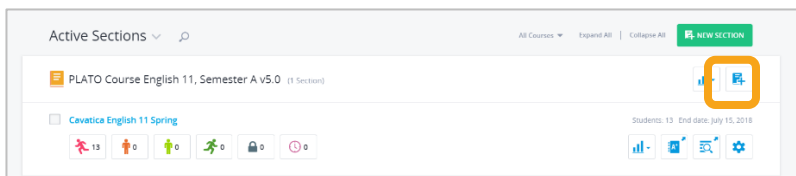
Manage Course Sections and Curriculum

In this section, you'll find topics related to managing and editing your course sections. You won't be doing these tasks every day, so you may want to mark this section to refer to it later, such as at the beginning or end of the semester.

Create a New Section from a Current Course

You can create new sections of a course from a current, active course. For example, if you know you will be teaching the same course the next semester, simply use a current section to create the sections for the next semester, without having to search all courses in the program.

1. On your **My Course Sections** page, click the **Create New Section** icon.



2. Complete the section details form. See [Create a New Course Section](#) for more info.

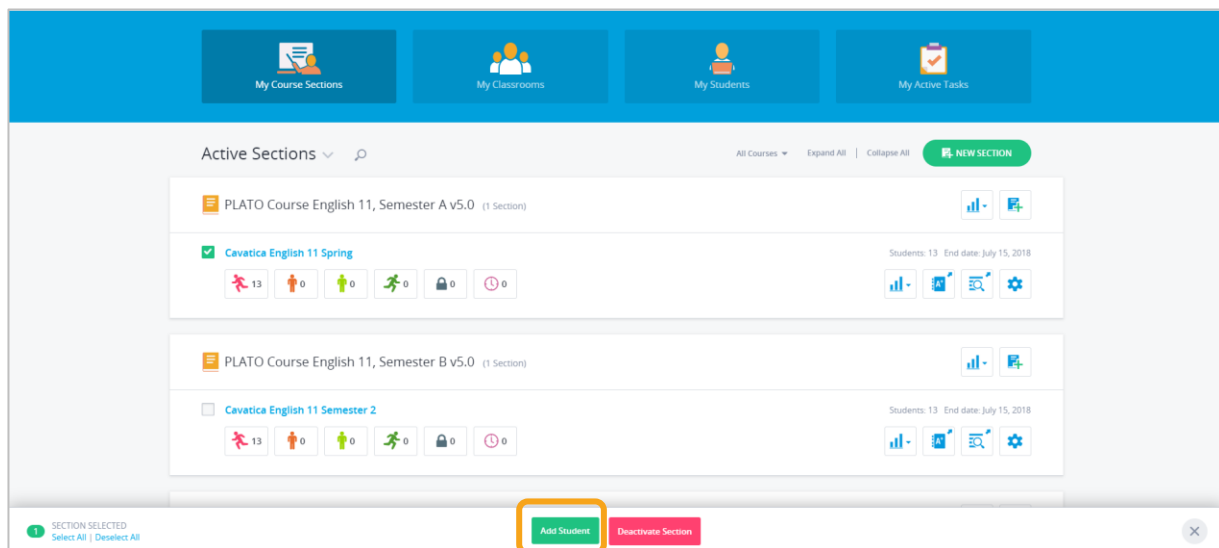


3. Add students or save the section and add students later.

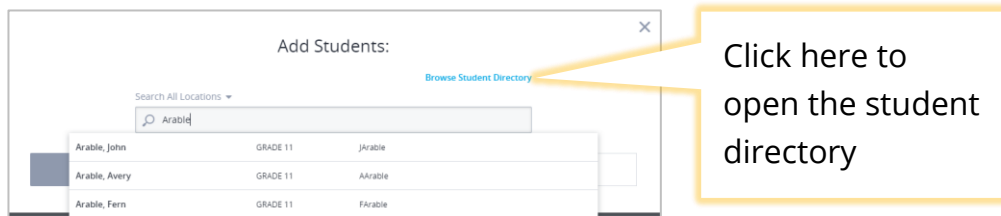
Add Students to a Course Section

If you created sections without adding students, you can come back any time and add those students using these instructions.

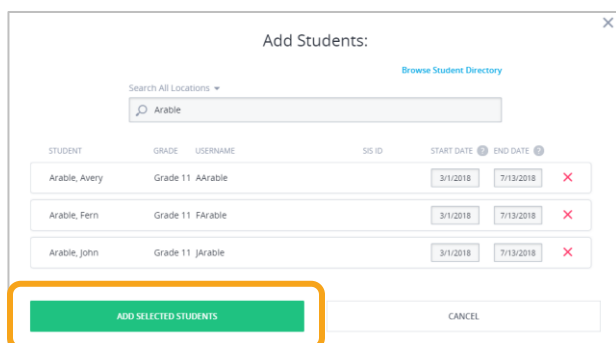
1. On My Course Sections, click the check box next to the section or sections to which you're adding students.



2. On the bottom ribbon, click **Add Students**.
3. Add students either by searching and adding by name, SIS ID, or browsing the directory.



4. Once you've added your students, click **Add Selected Students**.





View Section Curriculum

The curriculum for your course sections is easily accessible from My Course Sections.

You can edit global settings, such as locking, hiding, or omitting certain activities and adjusting the sequence of activities.

Locking and hiding activities does NOT remove the activities from a course or from the gradebook. Omit allows you to remove an activity from student view AND from pacing calculations and Current and Course Grade.

1. On My Course Sections, click the **View Curriculum** icon on the course section you want to view.

Active Sections ▾ English

PLATO Course English 10, Semester A v5.0 (2 Sections)

☐ English 10A Thompson 2018 Students: 26 End date: January 18, 2019

☐ NEW English 10A Students: 7 End date: May 24, 2019

Click here to open Section Curriculum.

2. Click the **Curriculum Settings** bar to view and edit global settings for the course section.

10A English
Total Activities: 28

CURRICULUM SETTINGS

EXPAND ALL | COLLAPSE ALL Last Saved: 7/10/2020 2:53:23 PM by Rachel Thompson Limit Attempts to Unlock Mastery Tests: Unlimited Edit

	TARGET DATE	STATUSES
English 10 Class Site		
Welcome to English 10 - Discussion Assignment		
Plato Student Orientation		
Syllabus: English 10A		
Unit 1: Literary Devices in Fiction		
Pretest: Literary Devices in Fiction	6/25/2020	
Discussion: Literary Devices in Fiction	6/29/2020	
Subject and Theme in Fiction	7/01/2020	

Click bar to open Curriculum Settings that apply to the course section globally.

Click Edit to change the number of times students can attempt to unlock a locked Mastery Test.

Click to adjust settings for a module.



Overview: Section Curriculum

Section Curriculum allows you to:

- adjust the section's global lock and hide settings,
- reorder and preview activities,
- and edit the number of attempts to unlock a Mastery Test.

The screenshot shows a list of activities in a curriculum. A context menu is open for the 'Tone and Mood in Fiction' activity, showing options: Lock, Unlock, Hide, Unhide, Omit Activity, and Include Activity. Callout boxes provide instructions:

- Click and drag to reorder.** (pointing to the drag handle icon)
- Target dates adjust automatically if you reorder modules.** (pointing to the date field)
- Module options** (pointing to the context menu)

Activity	Date
Pretest: Literary Devices in Fiction	6/25/2020
Discussion: Literary Devices in Fiction	6/29/2020
Subject and Theme in Fiction	7/01/2020
Subject and Theme in Fiction: Tutorial	
Subject and Theme in Fiction: Mastery Test	
Tone and Mood in Fiction	7/06/2020
Tone and Mood in Fiction: Tutorial	

Adjust Global Settings

Lock, hide, or omit all activities of a certain type in a course section.

The CURRICULUM SETTINGS interface shows settings for various activity types. Each type has options for Lock, Hide, and Omit, with 'All' and 'None' as choices.

Activity Type	Lock	Hide	Omit
Discussions	All None	All None	All None
Teacher Graded	All None	All None	All None
Mastery Tests	All None	All None	Omit not available
Pre Tests	All None	All None	All None
Post Tests	All None	All None	All None
End of Semester Test	All None	All None	All None

- **Lock:** prevents students from accessing the content. The locked activity will still appear on the students' course page, but the student won't be able to open it.
- **Hide:** removes it from the students' view. This feature is especially helpful if you want your students to complete work in a certain order or to have students move through the course at a similar pace.
- **Omit:** removes activity from the pacing calculation and Gradebook score for Current and Course Grades. It also removes it from student view.

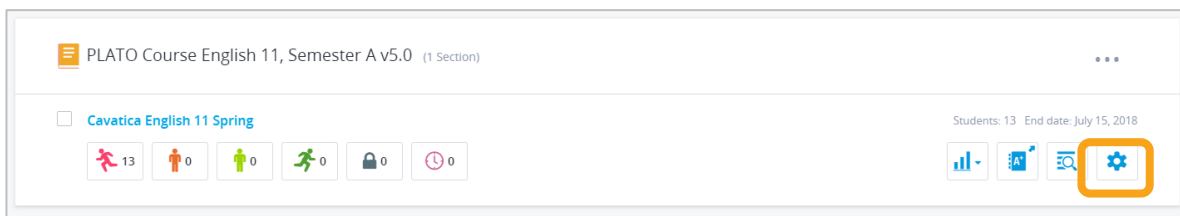


Edit a Section's Start and End Dates

You can edit the start and end dates for a whole section. See the section [Edit a Student's Start and End Dates](#) for instructions on editing start and end dates for an individual student.

Note: Editing the section start and end dates override any custom individual students start and end dates.

1. On My Course Sections, click the **Section Settings** icon on the section whose dates you're editing.




2. Edit the start and end dates as needed. If you select **No End Date**, you will not see pacing for the section. You can still enable individual student end dates, if desired.

START DATE ? END DATE ?

1/10/2018 7/15/2018

☐ No End Date

3. Click **Save Changes**. The **Save Changes** button will appear green only if changes have been made.

 The section start and/or end dates have been changed. All students' start and/or end dates will be updated.

SAVE CHANGES CANCEL



Deactivate a Course Section

As an instructor, you only have access to this feature if your account administrator has given you permission to create course sections. If you do not have the green **New Section**

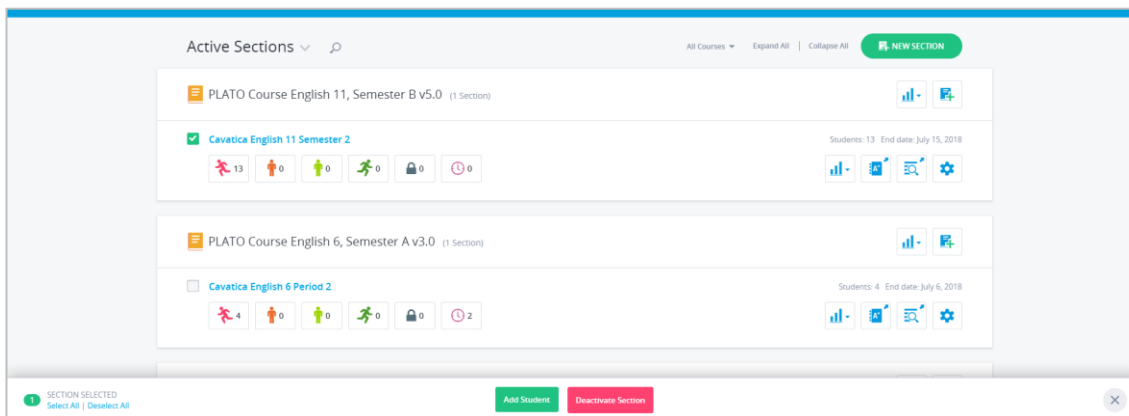
Tip: Deactivate completed course sections to hide them My Course Sections page.

Deactivating a class does the following:

- Removes it from the Active list on My Course Sections
- Allows you to filter between active or inactive classes on My Course Sections
- Deactivating sections does not delete student data.

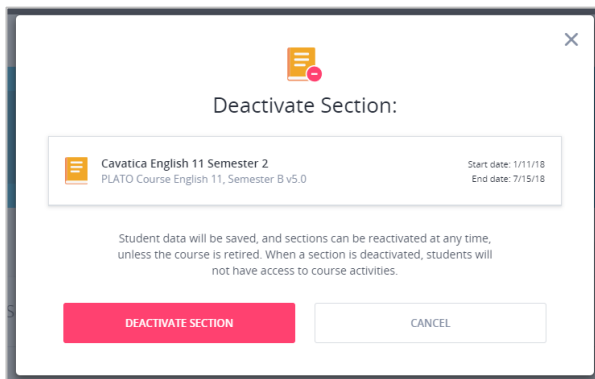
Note about retired courses: once you deactivate a retired course section, the section CANNOT be reactivated. Non-retired sections can be reactivated.

1. On My Course Sections, select the course section(s) you want to deactivate.



2. On the bottom menu ribbon, click **Deactivate Section**. The section is now inactive
3. In the dialog box, click **Deactivate Section**.

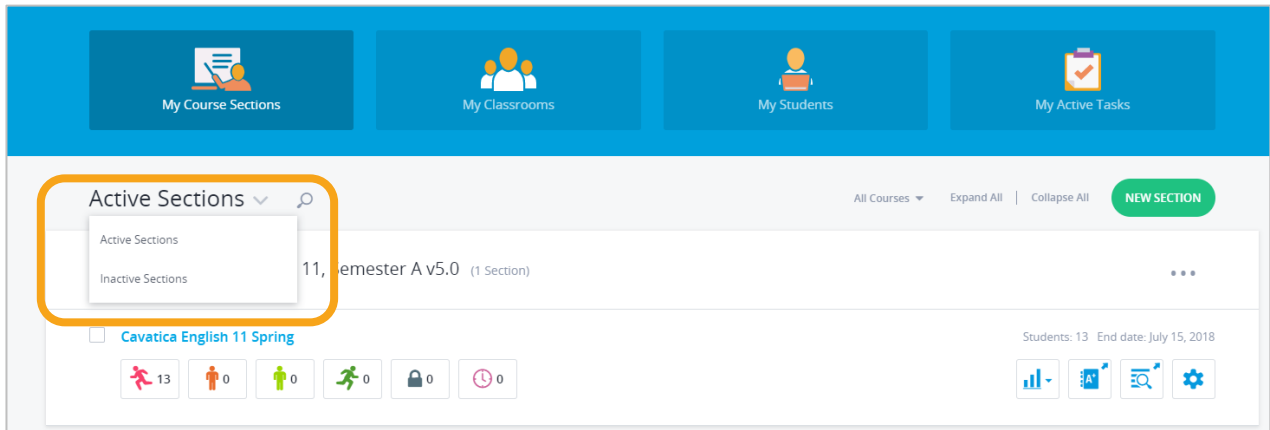
Note: Deactivating the section prevents instructors and learners from participating in section activities.





View Inactive Course Sections

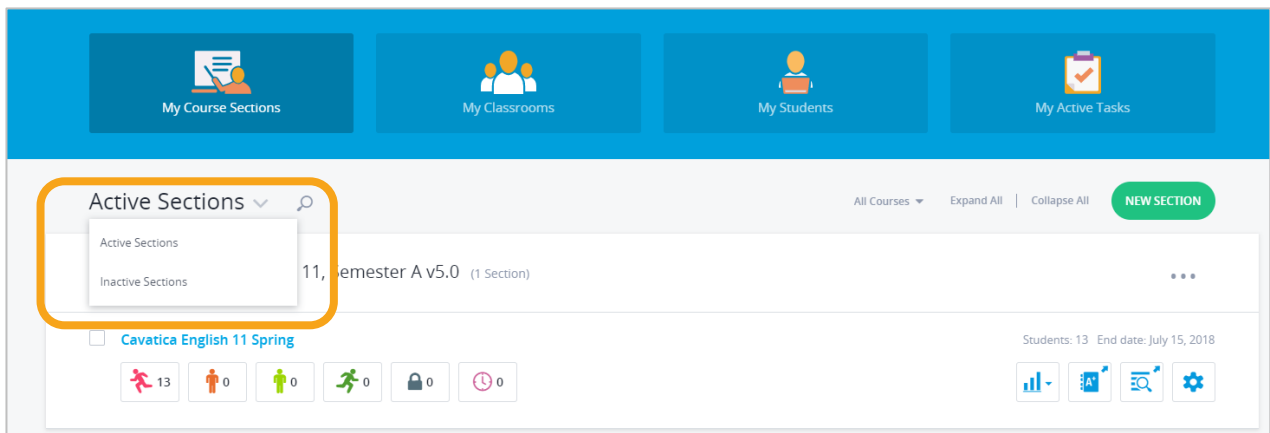
You can view inactive sections by using the filter at the top of the My Course Sections page.



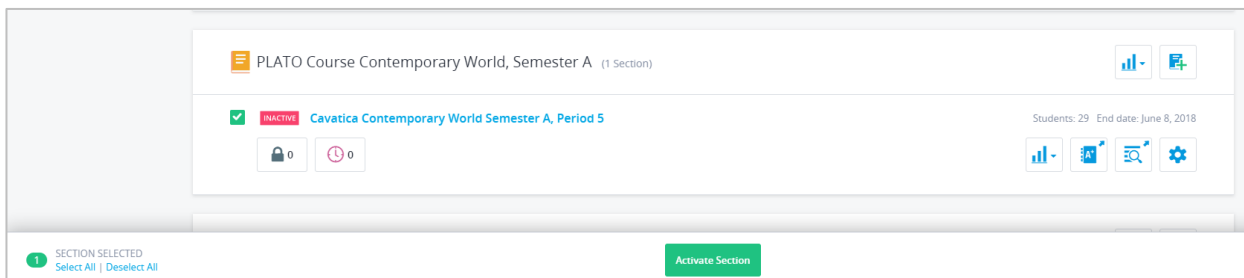
Reactivate a Course Section

Only sections of retired courses cannot be reactivated.

1. On the My Course Sections page, click the **Active Sections** and select **Inactive Sections**.



2. Select the section(s) and click **Activate Section**.



The section is now active, and students have access to activities again.

Manage Course Activities for Each Student

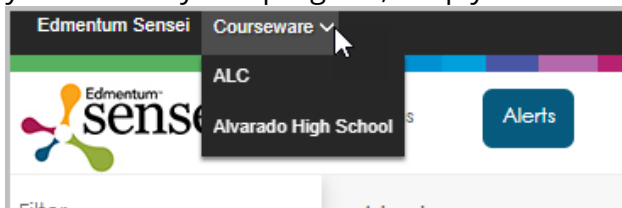
Learn how to manage and take action on course activities for individual students.

Access Student Curriculum Details

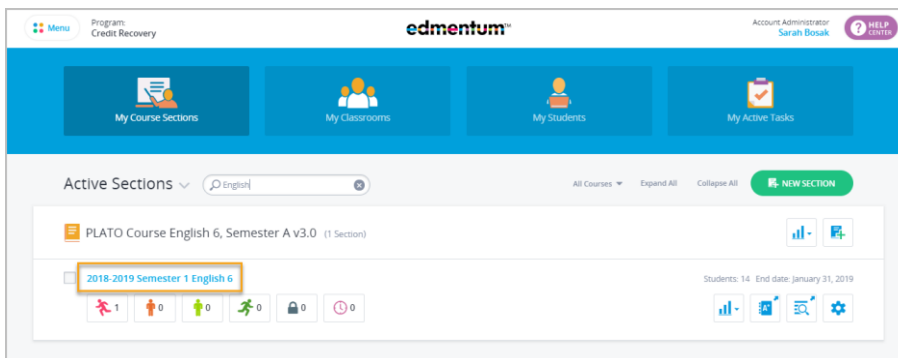
The Student Curriculum Details page gives you an in-depth view of a student's progress in a section. You can toggle the view to Weekly Progress, a week by week view of a student's activities and progress.

Student Curriculum Details allows you can take several actions on an individual student's activities: lock a course activity, unlock a course activity, hide/unhide an activity, exempt a student from an activity, unexempt a student from an activity, mark an activity as complete or as scored, reset an activity.

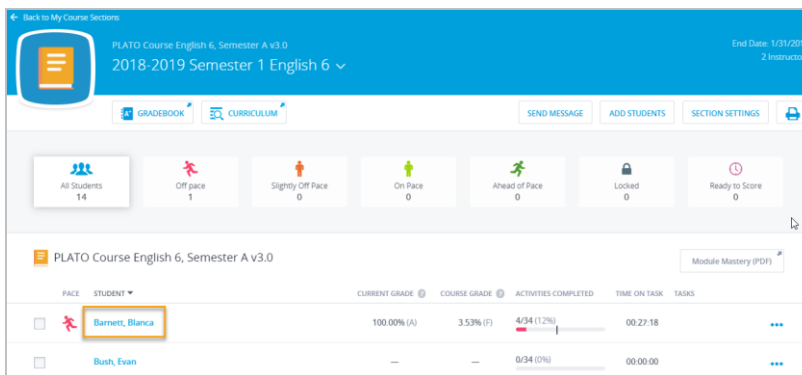
1. On the top bar menu, hover over **Courseware** and select your program from the drop-down. If you have only one program, simply click **Courseware** to go to your program.



2. On My Course Sections, click a section name.



3. Click a student's name.



This opens Student Curriculum Details. From here you can also access the Weekly Progress page. For more information on Weekly Progress, see [Weekly Progress](#).



10A English
English 10A SD 2020-2021

DONE

HELP CENTER

Michael Durant
Grade 10 • Last Accessed: 7/23/2020, 3:32pm

Start Date: 6/25/2020
End Date: 9/25/2020

PACING STATUS
 Slightly Off Pace

CURRENT GRADE
70.00% (C)

COURSE GRADE
8.00% (F)

ACTIVITIES COMPLETED
9/27 (33%)

PACING GOAL: 12/27 (44%)

TIME ON TASK
00:39:48

TRIES
18

Curriculum Details

Weekly Progress

PRINT

EXPAND ALL | COLLAPSE ALL

10A English	TARGET DATE	STATUSES	RESULTS			
		★ e 🔒 👁 📄	TRIES	TIME	SCORE	REVIEW
English 10 Class Site						...
Welcome to English 10 - Discussion Assignment			1	00:00:13	100%	...
Plato Student Orientation						...
Syllabus: English 10A						...
Unit 1: Literary Devices in Fiction			13	00:21:24		...
Pretest: Literary Devices in Fiction	6/25/2020		1	00:04:21	75%	...
Discussion: Literary Devices in Fiction	6/29/2020					...
Subject and Theme in Fiction	7/01/2020	★				...
Subject and Theme in Fiction: Tutorial		★				...
Subject and Theme in Fiction: Mastery Test		★				...
Tone and Mood in Fiction	7/06/2020	★	2	00:03:09	80%	...

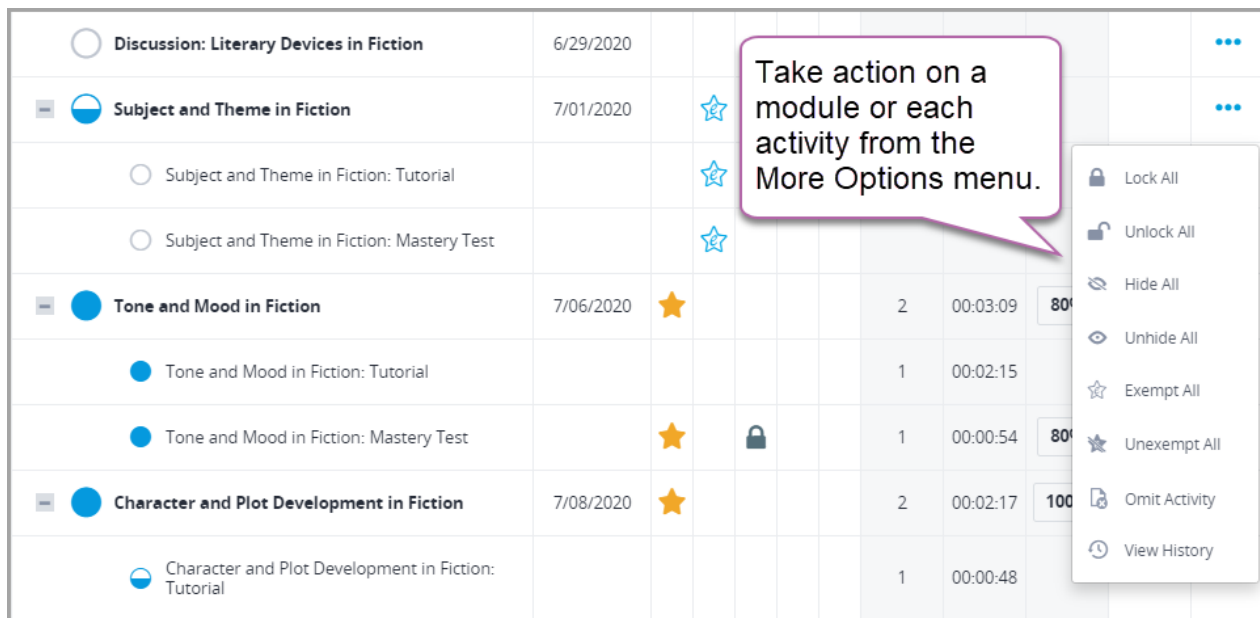
Lock/Unlock a Course Activity

Locking course activity prevents the student from accessing the content. The locked activity will still appear on the student's course page, but the student won't be able to open it.

To prevent the student from being able to see the activity at all, see [Hide/Unhide an Activity](#).

Locking an activity does NOT remove it from course progress or section gradebook. If you want to remove activities from a course entirely, contact your school's Account or Program Administrator to create a custom course.

1. Click the blue More Options (...) button in line with the activity and select **Lock** from the drop-down menu.



Activity	Date	Star	Lock	Count	Time	Progress	More Options
Discussion: Literary Devices in Fiction	6/29/2020						...
Subject and Theme in Fiction	7/01/2020	☆					...
Subject and Theme in Fiction: Tutorial							
Subject and Theme in Fiction: Mastery Test							
Tone and Mood in Fiction	7/06/2020	★		2	00:03:09	80%	...
Tone and Mood in Fiction: Tutorial				1	00:02:15		
Tone and Mood in Fiction: Mastery Test		★	🔒	1	00:00:54	80%	
Character and Plot Development in Fiction	7/08/2020	★		2	00:02:17	100%	...
Character and Plot Development in Fiction: Tutorial				1	00:00:48		

A lock appears in line with the activity that has been locked:

Subject and Theme in Fiction	★	🔒	2	00:11:17	80%	...
Subject and Theme in Fiction: Tutorial		🔒		00:01:48		...
Subject and Theme in Fiction: Mastery Test	★	🔒	1	00:09:29	80%	...

2. To unlock the activity, select **Unlock** from the drop-down menu.



Hide/Unhide an Activity

Hiding a course activity removes it from a single student's view. This feature is especially helpful if you want your students to complete work in a certain order or to have students move through the course at a similar pace.

To allow the student to see the content but not be able to access it, see the previous section on locking and unlocking activities.

1. Click the blue More Options (...) button in line with the activity and select **Hide** from the drop-down menu.

Take action on a module or each activity from the More Options menu.

Activity	Date	Star	Lock	Attempts	Time	Score	More Options
Discussion: Literary Devices in Fiction	6/29/2020						...
Subject and Theme in Fiction	7/01/2020	☆					...
Subject and Theme in Fiction: Tutorial		☆					
Subject and Theme in Fiction: Mastery Test		☆					
Tone and Mood in Fiction	7/06/2020	★		2	00:03:09	80%	...
Tone and Mood in Fiction: Tutorial				1	00:02:15		
Tone and Mood in Fiction: Mastery Test		★	🔒	1	00:00:54	80%	
Character and Plot Development in Fiction	7/08/2020	★		2	00:02:17	100%	...
Character and Plot Development in Fiction: Tutorial				1	00:00:48		

A hidden icon appears in line with the activity that has been hidden:

Activity	Star	Lock	Attempts	Time	Score	More Options
Subject and Theme in Fiction	★		2	00:11:17	80%	...
Subject and Theme in Fiction: Tutorial			1	00:01:48		...
Subject and Theme in Fiction: Mastery Test	★	🔒	1	00:09:29	80%	...

2. To unlock the activity, select **Unhide** from the drop-down menu.



Exempt/Unexempt a Student from an Activity

Exempting a student from an activity allows the student to complete the course without completing the activity. The activity will count towards the student's completed activities for pacing purposes, but it will not show as complete on the student curriculum details page. The activity will still appear on the student's course page, and the student can still access it if he/she wants to.

Note: Students automatically receive 100% for exempted activities.

1. Click the blue More Options (...) button in line with the activity and select **Exempt** from the drop-down menu.

Activity	Date	Star	More Options	Count	Time	Score
Discussion: Literary Devices in Fiction	6/29/2020		...			
Subject and Theme in Fiction	7/01/2020	☆	...			
Subject and Theme in Fiction: Tutorial		☆				
Subject and Theme in Fiction: Mastery Test		☆				
Tone and Mood in Fiction	7/06/2020	★		2	00:03:09	80%
Tone and Mood in Fiction: Tutorial				1	00:02:15	
Tone and Mood in Fiction: Mastery Test		★	🔒	1	00:00:54	80%
Character and Plot Development in Fiction	7/08/2020	★		2	00:02:17	100%
Character and Plot Development in Fiction: Tutorial				1	00:00:48	

A blue exempt icon appears in line with the activity that has been exempted:

Subject and Theme in Fiction	★		2	00:11:17	80%	...
Subject and Theme in Fiction: Tutorial	☆		1	00:01:48		...
Subject and Theme in Fiction: Mastery Test	★	🔒	1	00:09:29	80%	...

2. To unexempt a student from an activity, select **Unexempt** from the drop-down menu.

Omit an Activity

Courseware includes options which allow you to manage curriculum to meet your students' needs. In addition to locking or hiding activities, you can also omit activities at the course section level or student level. This gives you more flexibility to work with and accommodate your students, while ensuring these activities don't count against them in Courseware.

Note: If you do not see this feature in your account, your administrator may have disabled it.

What does omitting an activity do?

Omitting an activity removes it from the pacing calculation and for Current and Course Grades. It also removes the activity from student view.

How is this different from hiding an activity?

Hiding an activity simply hides it from student view but still includes it in pacing and Current and Course Grades. **Omitting** removes it from view AND from pacing and Current and Course Grades.

Why might you omit an activity?

This feature gives you more flexibility in the classroom and with your students, and you'll need to decide if this is the best action for your situation. Here are a few possible reasons you may omit an activity:

- You covered the material in class and do not want students to repeat the activity in Courseware or to have the activity count against their grade.
- A student has an IEP and requires accommodations.
- A standard has changed and the activity is no longer relevant to the scope of the course.

What will my students see if I omit an activity?

An omitted activity is not visible to students for whom the activity has been omitted. As mentioned above, the omitted activity will also not count in the pacing calculation and Current and Course Grades. Questions from omitted modules will NOT be included in course assessments.

How can I see which activities are omitted?

You can see which activities have been omitted in three locations:

- The Section Curriculum page and the Student Curriculum Details page: Look for the Omitted

Activity icon: 

The section Gradebook: Look for a pink slash mark.

STATUS LEGEND				
	Weighted Score		Altered Score	
	Non-weighted Score		Approve Credit	
	Exempted Score		Omitted Activity	
	Dropped Score			
<input type="text" value="Locate Students by name"/>				
	Anderson, Carrie			
CURRENT GRADE 6.75% (D)	COURSE GRADE 4.20% (F)	TIME ON TASK 00:03:47		



To omit an activity for a student:

1. On the Student Curriculum Details page, click the blue ... menu corresponding to the activity you want to omit. Select **Omit Activity**.

Take action on a module or each activity from the More Options menu.

Activity	Date	Star	Lock	Attempts	Time	Score	More Options
Discussion: Literary Devices in Fiction	6/29/2020						...
Subject and Theme in Fiction	7/01/2020	☆					...
Subject and Theme in Fiction: Tutorial		☆					
Subject and Theme in Fiction: Mastery Test		☆					
Tone and Mood in Fiction	7/06/2020	★		2	00:03:09	80%	...
Tone and Mood in Fiction: Tutorial				1	00:02:15		
Tone and Mood in Fiction: Mastery Test		★	🔒	1	00:00:54	80%	
Character and Plot Development in Fiction	7/08/2020	★		2	00:02:17	100%	...
Character and Plot Development in Fiction: Tutorial				1	00:00:48		

2. To include the activity again, click the activity's menu again, and click **Include Activity**.

Mark an Activity as Completed or Scored

Marking an activity as complete gives a student credit for completing the activity. For graded activities, you can enter a score. You can mark a mastery test as mastered or not mastered. The activity will show as complete on the student's course page and will be considered complete for pacing and progress purposes.

1. Click the blue More Options (...) button in line with the activity and select **Edit Activity** from the drop-down menu.

Activity	Date	Star	Lock	Attempts	Time	Score	More Options
Opinion in Informational Texts							...
Opinion in Informational Texts: Tutorial							...
Opinion in Informational Texts: Mastery Test							...
Audience in Informational Texts							...
Audience in Informational Texts: Tutorial							
Audience in Informational Texts: Mastery Test							
Purpose in Informational Texts							...
Purpose in Informational Texts: Tutorial							
Purpose in Informational Texts: Mastery Test							



- On the modal that appears, add a score (only applicable for some activities) and mark as mastered or complete.

Edit Activity
Opinion in Informational Texts: Mastery Test

☒ Completed

Score
Entering a score for the activity will mark it as complete: %

Mastery
Set activity status as Mastered or Not Mastered: ☒ Yes

SAVE RESULTS **CANCEL**

The activity will appear as completed and may have a score and a mastery star:

<input checked="" type="radio"/> Opinion in Informational Texts	★							80%	...
<input type="radio"/> Opinion in Informational Texts: Tutorial									...
<input checked="" type="radio"/> Opinion in Informational Texts: Mastery Test	★							80%	...

Reset an Activity

Resetting an activity erases a student's grade for the activity and sets the activity's status as Not Started. To receive a score for the activity, the student must complete it again from the beginning. If the student has entered text or submitted a file for the activity, this work will still be available when the student logs in, but the student will need to resubmit the work.

- Click the blue More Options (...) button in line with the activity and select **Reset Activity** from the drop-down menu.

<input type="radio"/> Syllabus: English 10A									...
<input checked="" type="radio"/> Plato Student Orientation									...
<input checked="" type="radio"/> Unit 1: Literary Devices in Fiction				11	00:42:10				...
<input type="radio"/> Pretest: Literary Devices in Fiction									...
<input checked="" type="radio"/> Subject and Theme in Fiction	★			2	00:11:17			80%	...
<input type="radio"/> Subject and Theme in Fiction: Tutorial				1	00:01:48				...
<input checked="" type="radio"/> Subject and Theme in Fiction: Mastery Test	★			1	00:09:29			80%	...
<input checked="" type="radio"/> Discussion: Literary Devices in Fiction				1	00:00:09			85%	...
<input checked="" type="radio"/> Tone and Mood in Fiction	★			1	00:00:32			60%	...
<input type="radio"/> Tone and Mood in Fiction: Tutorial									...
<input checked="" type="radio"/> Tone and Mood in Fiction: Mastery Test	★			1	00:00:32			60%	...

Lock
 Hide
 Exempt
 Edit Activity
Reset Activity
 View History



2. In the modal, click **Reset Activity**. You **CANNOT** undo this action.

Reset Activity

Subject and Theme in Fiction: Mastery Test

You are resetting a Learner's activity. Resetting the activity will force the Learner to restart it from the beginning, and it will reset their score and task progress. This cannot be undone.

Are you sure you want to proceed?

YES, RESET ACTIVITYNO, KEEP CURRENT PROGRESS

Any previous work done on this activity is cleared:

<input checked="" type="radio"/> Subject and Theme in Fiction					2	00:11:17			...
<input checked="" type="radio"/> Subject and Theme in Fiction: Tutorial					1	00:01:48			...
<input type="radio"/> Subject and Theme in Fiction: Mastery Test					1	00:09:29			...



View an Activity's History

1. Click the blue More Options (...) button in line with the activity and select **View History** from the drop-down menu.

Activity	Date	Star	Lock	Attempts	Time	Score
Discussion: Literary Devices in Fiction	6/29/2020					
Subject and Theme in Fiction	7/01/2020	☆				
Subject and Theme in Fiction: Tutorial		☆				
Subject and Theme in Fiction: Mastery Test		☆				
Tone and Mood in Fiction	7/06/2020	★		2	00:03:09	80%
Tone and Mood in Fiction: Tutorial				1	00:02:15	
Tone and Mood in Fiction: Mastery Test		★	🔒	1	00:00:54	80%
Character and Plot Development in Fiction	7/08/2020	★		2	00:02:17	100%
Character and Plot Development in Fiction: Tutorial				1	00:00:48	

All activity history appears, including any time the student reviewed a session:

Activity History

Character and Plot Development in Fiction

● Test Session ● Review Session

COMPLETION	MASTERY	EXEMPTION	LOCK	HIDDEN	TIME ON TASK	SCORE
1/3/2019 @ 9:25 AM by Lingen, Kali (Learner)						
Completed	Mastered	Not Exempt	Not Locked	Not Hidden	00:00:00	
1/3/2019 @ 9:25 AM by Lingen, Kali (Learner)						
Completed	Mastered	Not Exempt	Not Locked	Not Hidden	00:00:00	100%
1/3/2019 @ 9:23 AM by Lingen, Kali (Learner)						
In Progress	Not Mastered	Not Exempt	Not Locked	Not Hidden	00:00:00	

CLOSE

Weekly Progress

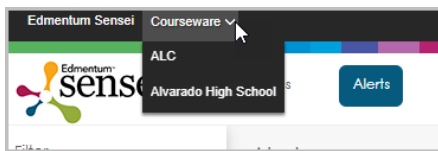
Weekly Progress gives you detailed insights into your students' progress, week over week. Use in conjunction with Student Curriculum Details for a fuller picture of student progress.

You'll see:

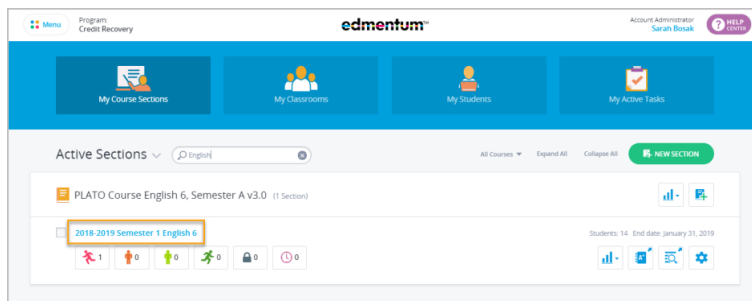
- the number of activities with which the student engages
- the total time spent in each activity, and
- actions taken on those activities.

Use in conjunction with Student Curriculum Details for a fuller picture of student progress.

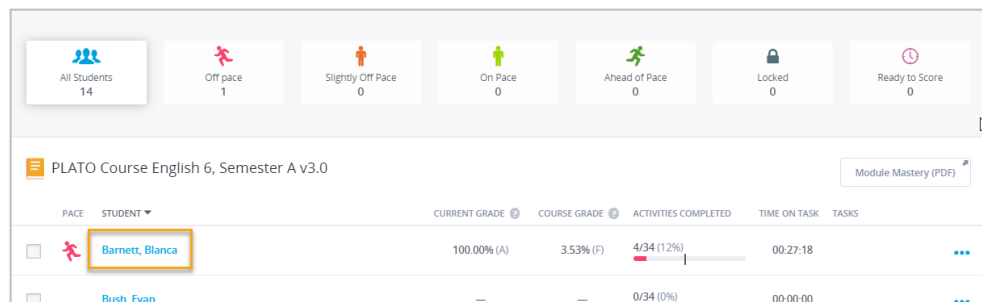
1. On the top bar menu, hover over **Courseware** and select your program from the drop-down. If you have only one program, simply click **Courseware** to go to your program.



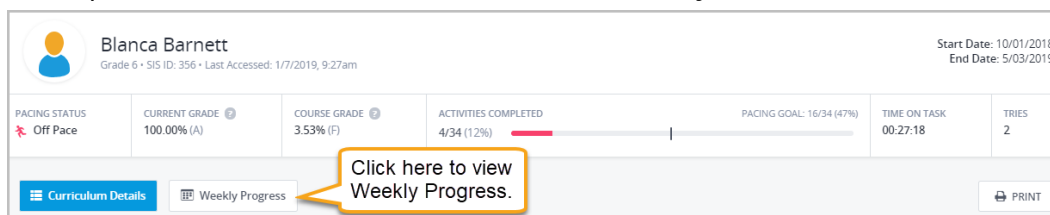
2. On My Course Sections, click a section name.



3. Click a student's name.



This opens Student Curriculum Details. From here you can also access the Weekly Progress page.





Weekly Progress: Overview

Weekly Progress gives you detailed insights into your students' progress, week over week. During the current week (Sunday to Saturday), the data is live and automatically updates. At the end of the week, the data freezes to provide you a history of the student's engagement and progress that week.

Note: No data is available in Weekly Progress before February 2019.

PLATO Course English 10, Semester A v5.0
English 10A Thompson 2018

Kali Lingen
Grade 10 • SIS ID: 1001001 • Last Accessed: 1/14/2019, 8:40am

Start Date: 12/03/2018
End Date: 6/14/2019

PACING STATUS: **Ahead Of Pace** | CURRENT GRADE: **72.78% (C)** | COURSE GRADE: **8.55% (F)** | ACTIVITIES COMPLETED: **9/27 (33%)** | PACING GOAL: **6/27 (22%)** | TIME ON TASK: **00:45:34** | TRIES: **13**

Curriculum Details | **Weekly Progress** | Toggle view | Print the current view. | PRINT

Weekly Trend

Weekly Activities (Blue bars) | Time on Task (Purple line)

Week 6 (01/06/2019 - 01/12/2019)
Weekly Activities: 8
Time on Task: 00:08:37
Current Grade: 71% (C)
Course Grade: 7.4% (F)

Note: Data collection for Weekly Progress begins February 2019. Data is not available before this date.

Weekly Details

12/02/2018 - 12/22/2018 | No data available.

Week 4
12/23/2018 - 12/29/2018 | Pacing Status: **Off Pace** | Weekly Activities: **0** | Weekly Time on Task: **00:00:00** | Course Progress: **0/27 (0%)** | Current Grade: **% (—)** | Course Grade: **0% (—)**

If the student does no work in the course for the week, the week will show no activities.

Week 5
12/30/2018 - 01/05/2019

DATE	ACTIVITY NAME	TIME ON TASK	SCORE
01/02/2019, 1:52 PM	Plato Student Orientation	00:00:00	—
01/02/2019, 1:52 PM	Discussion: Literary Devices in Fiction	00:00:09	85%
01/02/2019, 1:54 PM	Subject and Theme in Fiction: Tutorial	00:01:48	—
01/02/2019, 1:55 PM	Tone and Mood in Fiction: Mastery Test	00:00:31	60%
01/03/2019, 9:23 AM	Character and Plot Development in Fiction: Tutorial	00:09:45	—
01/03/2019, 9:25 AM	Character and Plot Development in Fiction: Mastery Test	00:00:37	100%
01/03/2019, 9:25 AM	Character and Plot Development in Fiction: Mastery Test (Review Session)	00:00:11	—

Note: Displays each activity accessed, the amount of time spent, and whether activity was completed or is still in progress.

- Pace Status:** When enabled, the pacing icon reflects the current status during a week.
- Weekly Activities:** A count of unique activity launches during the week, which indicates the activities the student worked on for the week. (Pretest Exemptions appear in the details, but do not count toward weekly activities).
- Time on Task:** The cumulative time the student worked on activities during the week.
- Course Progress:** A weekly snapshot of the existing activities complete out of the total activities in the course section.
- Current Grade:** Current grade at the end of the week.
- Course Grade:** Course grade at the end of the week.



View and Print Quick Reports

Quick reports give you access to your students' data from My Course Sections and My Students pages.

Quick Reports for a Whole Section

Access whole-section quick reports easily from My Course Sections.

1. On My Course Sections, click the Quick Reports button and select the report.

The screenshot shows the Courseware interface for 'PLATO Course Biology, Semester A v6.0 (1 Section)'. Below the course title, there are icons for various reports: a person icon with '1', a person icon with '0', a person icon with '0', a person icon with '0', a lock icon with '1', and a clock icon with '0'. To the right, a 'Quick Reports' button is highlighted, and a dropdown menu is open, showing options: 'Course Module Mastery (PDF)', 'Detailed Score Report (Excel)', 'Graphic Learner Progress (PDF)', and 'Section Roster (PDF)'. The interface also shows a 'PLATO Course Biology, Semester B v6.0 (1 Section)' section below.

Quick Reports for All Sections of a Course

Run quick reports for all sections of a course you teach right from My Course Sections.

The screenshot shows the Courseware interface for 'PLATO Course English 10, Semester A v5.0 (2 Sections)'. Below the course title, there are icons for various reports: a person icon with '1', a person icon with '0', a person icon with '0', a person icon with '0', a lock icon with '13', and a clock icon with '5'. To the right, a 'Quick Reports' button is highlighted, and a dropdown menu is open, showing options: 'Course Module Mastery (PDF)', 'Detailed Score Report (Excel)', and 'Graphic Learner Progress (PDF)'. The interface also shows a 'English 10A Spring 2018' section below.



Quick Reports for an Individual Student

Quick reports for an individual student are accessible from the My Students page.

1. Click **My Students**.
2. Select the students to include in the report by clicking the check box next to their name.

The screenshot displays the 'My Students' page for a user named Carrie Anderson, Grade 10, with SIS ID 1001008. The interface shows a list of courses with their respective grades and progress. A red box highlights the 'REPORTS' button in the bottom right corner of the course list. Below the course list, there are buttons for 'SEND QUICK MESSAGE', 'RESET PASSWORD', and 'REPORTS'. The 'REPORTS' button is highlighted with a red box. A dropdown menu is visible below the 'REPORTS' button, showing options: 'Course Progress Report', 'Learner Daily Usage (PDF)', and 'Learner Progress (PDF)'. The course list includes:

Course	Current Grade	Course Grade	Progress	Time on Task
Credit Recovery English 10A CR English 10A Summer 18 Last accessed: 7/18/2018, 8:07am	60.00% (D)	1.11% (F)	1/18 (6%)	00:00:24
PLATO Course English 10, Semester A v5.0 English 10A Thompson 2018 Last accessed: 6/4/2018, 8:29am	85.41% (B)	70.57% (C)	26/27 (96%)	00:34:12
PLATO Course Spanish 1, Semester A v4.0 Spanish 1 Last accessed: 8/10/2018, 11:37am	0.00% (I)	0.00% (F)	0/46 (0%)	00:00:54
PLATO Course US History, Semester B v2.0 U.S. History B Last accessed: 6/4/2018, 8:33am	55.56% (F)	2.78% (F)	10/35 (29%)	00:18:35

3. Select a report. The report will open in a new tab.



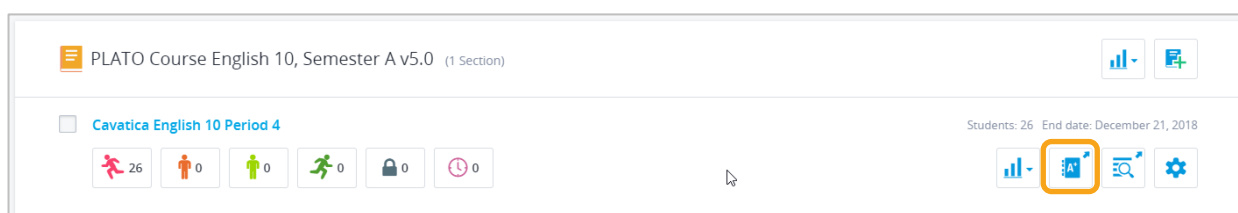
Section Gradebook Reports

Gradebook reports pull information from gradebook scores. They are helpful for tracking students' grades and progress and are available from each section gradebook.

Gradebook Report Card

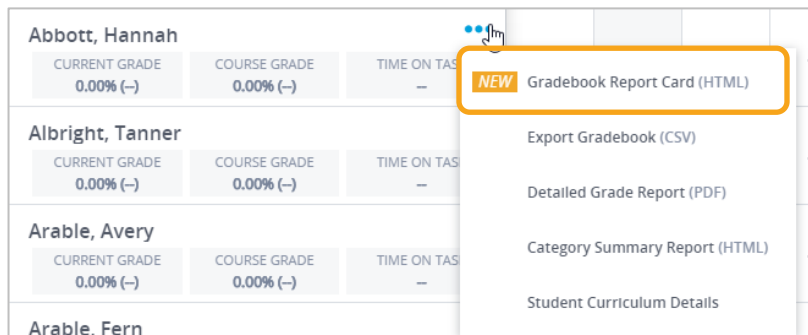
This new report gives you a detailed view of a student's performance. Print off a single student's grades to provide to parents or meet with a student, or print by course section to prepare for parent teacher conferences. Printing by section automatically separates students onto separate sheets.

1. Open a section gradebook.



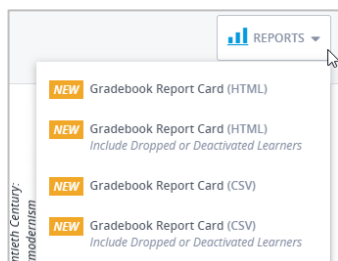
2. Open the Gradebook Report Card for a student:

- a. Click the blue dots next to the student's name and click **Gradebook Report Card**.



3. Open the Gradebook Report Card for the section:

- a. Click Reports in the top right corner of the screen and select **Gradebook Report Card**.



4. Download as a PDF or Print.



[PDF](#)
[Print](#)

Abbott, Hannah
 Grade 11 - SIS ID: None

Gradebook Report Card

edmentum™
 September 27, 2018, 04:23PM

Course: PLATO Course English 11, Semester B v5.0
Section: Cavatica English 11 Semester 2
Program: Somerset High School
Instructors: Charlotte Cavatica; Sarah Bosak

Start Date: 1/11/2018
End Date: 7/15/2018

Gradebook Report Card Overview

View key areas of the Gradebook Report Card.

Baker, Evie
 Grade 10 - SIS ID: 77778891

Gradebook Report Card

edmentum™
 August 27, 2018, 11:26AM

Course: PLATO Course English 10, Semester A v5.0
Section: English 10A Thompson 2018
Program: Alvarado High School
Instructors: Jane Walton; Rachel Thompson

Start Date: 6/1/2018
End Date: 8/31/2018

Course Summary

ACTIVITIES COMPLETE	TIME ON TASK	CURRENT GRADE	COURSE GRADE	CREDIT APPROVED
26/27 (96.30%) <div style="width: 96.3%; height: 10px; background-color: #007bff; display: inline-block;"></div>	01:50:44	84.79% (B)	84.79% (B)	YES

Grading by Category

Courseware Grading Category	Number of Activities	Activity Weighting	Score
Module	14	20%	82.86%
Discussion	3	10%	93.33%
Unit Activity	3	30%	92.5%
Post-Test	3	20%	83.33%
End of Semester Test	1	15%	65.79%
Participation	1	5%	92%

Grading Details

	Time on Task	Type	Score
Unit 1: Literary Devices in Fiction			
Pretest: Literary Devices in Fiction	00:00:07	Non-Weighted	—
Discussion: Literary Devices in Fiction	00:00:12	Weighted	95%
Subject and Theme in Fiction	00:08:09	Weighted	80%
Tone and Mood in Fiction	00:28:29	Weighted	100%
Character and Plot Development in Fiction	00:11:02	Weighted	80%
Narrative Techniques in Fiction	00:01:39	Weighted	80%

Course
section
overview
information

Displays
current score
for each
category

Activities
organized in the
order they
appear in the
gradebook

Individual Student Reports

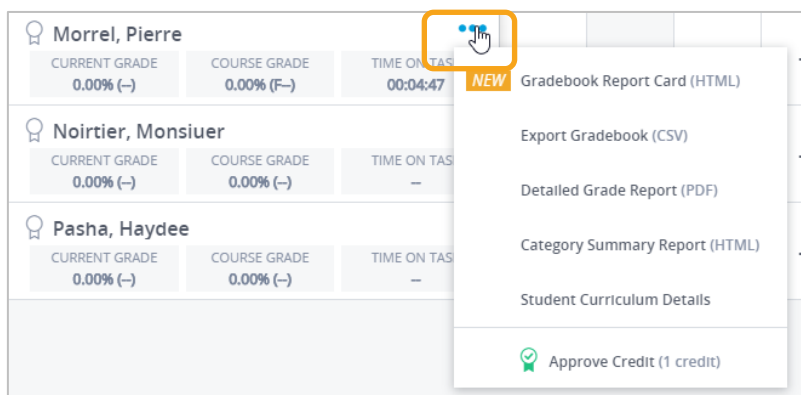
For individual students, you can run the Detailed Score Report and Category Summary Report. In addition, you can export the student's gradebook to an Excel spreadsheet or view Student Curriculum Details.

If your program uses the credit tracking feature, you will also be able to approve students for credit from this drop-down.

1. From the **My Course Sections** page, click the **Open Gradebook** icon next to the student's course section.



2. Click the **More Options** icon next to the student's name to open the drop-down menu.



3. Make a selection. The Detailed Grade Report and Category Summary Report open as PDFs in a new tab. Export Gradebook will export your grades to an Excel spreadsheet, and Student Curriculum Details will open this page in a new tab.

Whole-Section Gradebook Reports

You can pull reports from the gradebook, such as exporting grades or running the Category Summary Report. These reports can include just active learners, or you can choose to include dropped or deactivated learners.

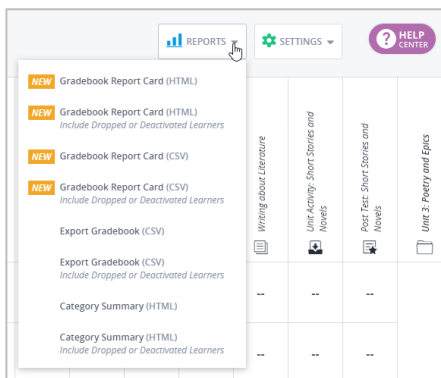
A category summary report gives a high-level overview of the entire class's performance. It is not as detailed as the section gradebook.

1. From the **My Course Sections** page, click the **Open Gradebook** icon next to the student's course section. The gradebook opens in a new tab.



2. From the **Reports** drop-down in the upper right corner of the gradebook, select **Category**

Summary. You have the option to include dropped or deactivated learners in the report.

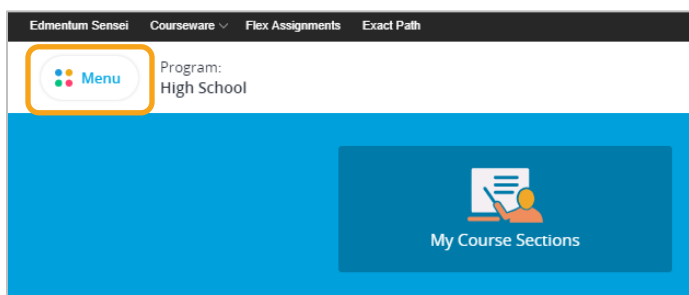


Curriculum Reports

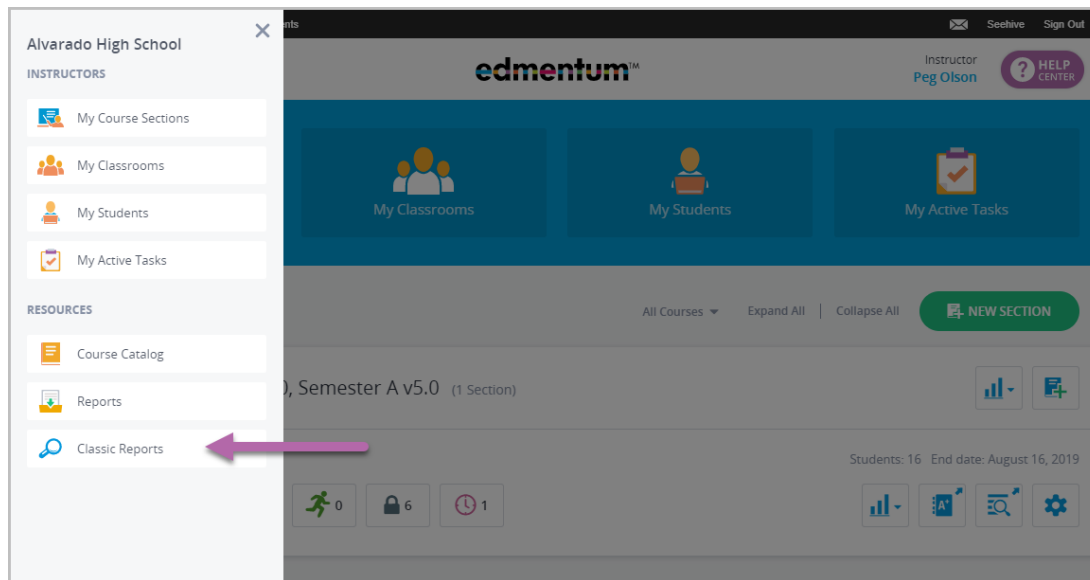
Like gradebook reports, curriculum reports contain information about student scores. However, they also go deeper into student usage and progress. They are helpful for in-depth views of student interactions with Courseware.

Access Curriculum Reports

1. From the **My Course Sections** page, open the **Menu**.



2. Under Resources, click **Classic Reports**. The Curriculum Reports page opens in a new page.



3. Select the desired report, complete the report filters, and view your report.

Courseware
 High School
 Curriculum Reports

 Course Module Mastery Report This report provides information about the modules mastered by learners for a particular class.	 Detailed Score Report This report provides mastery test and posttest scores for multiple learners in a class.
 Graphic Learner Progress Report This report allows you to see the progress of a learner in a class as a graphical progress bar.	 Learner Progress Report This report provides information on the completion status of every lesson and its related mastery test for a learner.
 Test Progress Report This report provides educators with a snapshot of how learners in a class are performing on tests for a Courseware assignment.	 Strengths and Needs by Class Report This report helps identify specific areas of strength and weakness for a class as a whole and for individual students, based on a single test.
 Class Usage Summary Report This report gives instructors and administrators information about how learners are spending their time in Courseware at a class level.	 Learner Portfolio Report This report provides information about all assignments and assessments the learner has ever performed within this product.
 Learner Daily Usage Report This report allows instructors to monitor the time a student has spent in their Courseware activities.	 Item Response by Class Report This report will show learner(s) responses for a selected test within an assigned course.
 Courseware Audit Report This report allows instructors to monitor learners' course completion data.	

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 Privacy Policy | Support



Communicate with Students

Courseware has multiple ways to communicate with your students, individually, at the section level, and across sections.

Message an Individual Student

These instructions start on the My Course Sections page, but you can also message students from My Classrooms and My Students.

1. From the **My Course Sections** page, click the student's section.
2. Click the envelope icon next to the student's name.

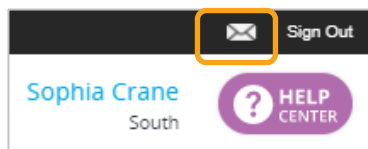


The **Send Quick Message** window opens.

3. Enter your subject and your message, and click **Send Message**.

Message an Entire Course Section

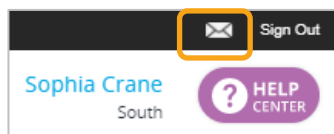
1. Click the envelope icon at the top right of the screen. This takes you to the Communication Center in Edmentum Sensei.



2. Click **New Message**.
3. Enter the course section name in the **To:** field.
4. Enter your subject and message, and click **Send**.

Message Multiple Course Sections

1. Click the envelope icon at the top right of the screen. This takes you to the Communication Center in Edmentum Sensei.





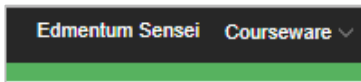
2. Click **New Message**. The **Create New Message** window opens.
3. Click the **To:** field to select from a list of your course sections.

4. Select the course sections you want to message.
5. Enter your subject and message and click **Send**.

Add a Student Photo

Student photos appear next to the student's name in Edmentum Sensei and Courseware for the program in which they are enrolled.

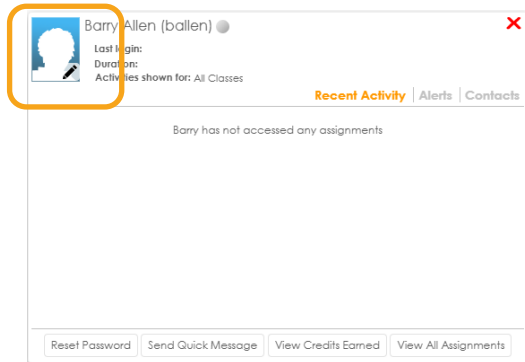
1. In the top menu bar, click **Edmentum Sensei**.



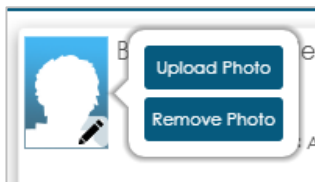
2. Select **Students** from the Sensei menu bar and click a student card.



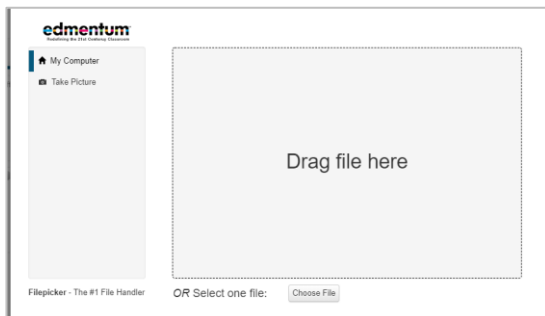
3. Click the image with the pencil icon.



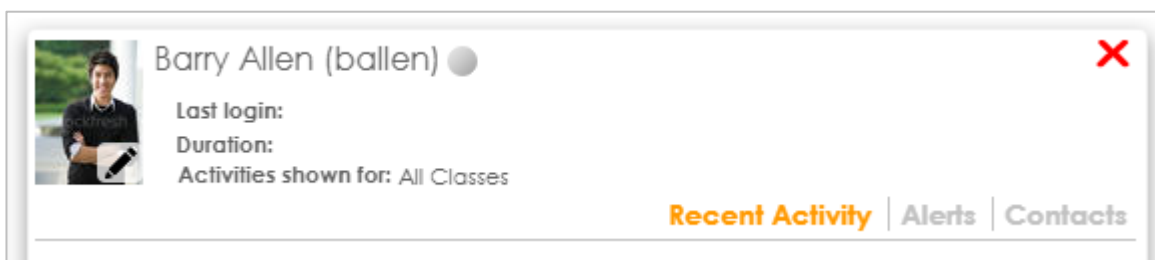
4. Click Upload Photo.



5. Locate the file on your computer and drag it to the area labeled **Drag file** here or upload it by clicking **Choose file**. The Image will now appear on the student card.



The image will now appear on the student card.



The image also appears on the Student Curriculum Details page and in My Students in the Courseware program in which the student is enrolled.



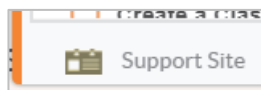
Find Teacher Guides and Answer Keys

Teacher guides describe the course content and provide recommendations for implementation. Answer keys provide answers and rubrics for teacher-graded unit activities.

1. Click **Help Center** (top right of the page).



2. Click **Support Site** at the bottom of the Help Center window.



The support site opens in a new tab.

3. Click **Courseware Instructor Materials**.
4. Select the desired subject. (A partial list is below.)

Courseware Instructor Materials

Last updated: 09:28, 14 Jun 2017

Note: Some materials are not available for all content.

For the difference between Course versions see [What are the differences between updated versions of Plato Courses?](#)

Instructor Materials - English	Instructor Materials - Math
Instructor Materials - Science	Instructor Materials - Social Studies
Instructor Materials - CTE	Instructor Materials - World Languages
Instructor Materials - Electives	Instructor Materials - Dev Ed

5. Select the course from the list of courses.
- The material available will vary.



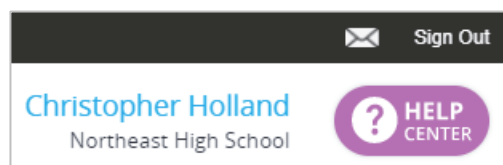
General Materials

- [Teacher's Guide](#)
- [Unit 1 Activity Answer Key](#)
- [Unit 3 Activity Answer Key](#)
- [Unit 4 Activity Answer Key](#)

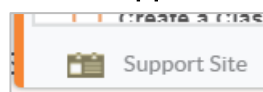
Find Correlation Coverage Reports

Correlation coverage reports demonstrate how Edmentum courses align to state standards. These instructions explain how to locate state correlations.

1. Click **Help Center** (top right of the page).



2. Click **Support Site** at the bottom of the Help Center window.



The support site opens in a new tab.

3. Click **Courseware Instructor Materials**.
4. Click **Correlation Coverage Reports (CCRs)**.





5. Click **State Correlation Coverage Reports (CCRs)**.

Note: National and Canadian standards are also located here.

Most popular (views)

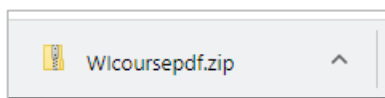
-  [State Correlation Coverage Reports \(CCRs\)](#)
-  [National Correlation Coverage Reports \(CCRs\)](#)
-  [Canadian Correlation Coverage Reports \(CCRs\)](#)

6. Locate your state and click **Standards**.

Wisconsin











[Standards](#)

The standards download to your computer in a .zip file.



7. Click the .zip file to open it. The .zip file contains a folder.

8. Open the folder. The folder contains correlation reports in PDF format for different grade levels and subjects.

-  WI CCSS PLATO Course English 6 v2.0
-  WI CCSS PLATO Course English 7 v3.0
-  WI CCSS PLATO Course English 8 v3.0
-  WI CCSS PLATO Course English 9 v4.0
-  WI CCSS PLATO Course English 10 v4.0
-  WI CCSS PLATO Course Math 8
-  WI CCSS PLATO Course Precalculus v3.0
-  WI High School Algebra 1 v6.0
-  WI High School Biology v6.0
-  WI High School Earth and Space Science

Appendix: Guided Notes

Guided Notes support student engagement in courses by providing a format to organize, understand, and apply lesson objectives. This can help students retain content better and improve outcomes on mastery tests.

View an online, interactive list of Guided Notes in Courseware here:

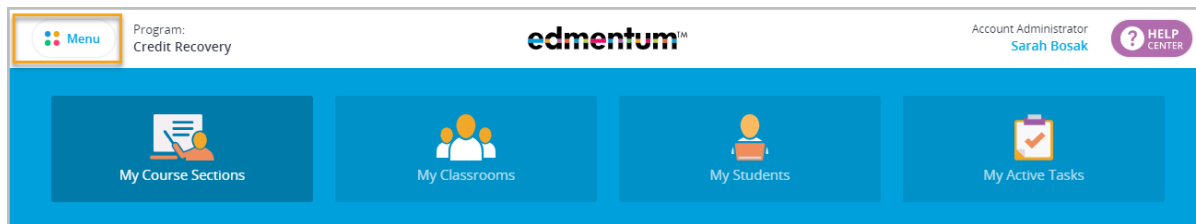
<https://airtable.com/shrkaDuGWDCYciloB/tblykfmU62syHHHTj?blocks=hide>

For a PDF printable version, access the Help Center and search “guided notes”.

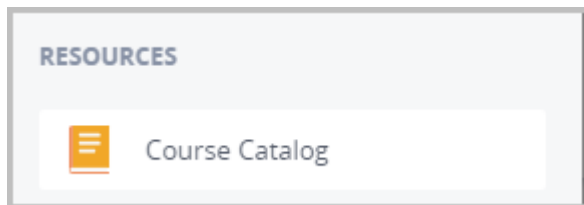
Access Guided Notes

You can access courses with Guided Notes in the Course Catalog. Note: the course must be in your program's course library. If you do not see the desired course present, contact your account administrator to see if it can be added to the course catalog.

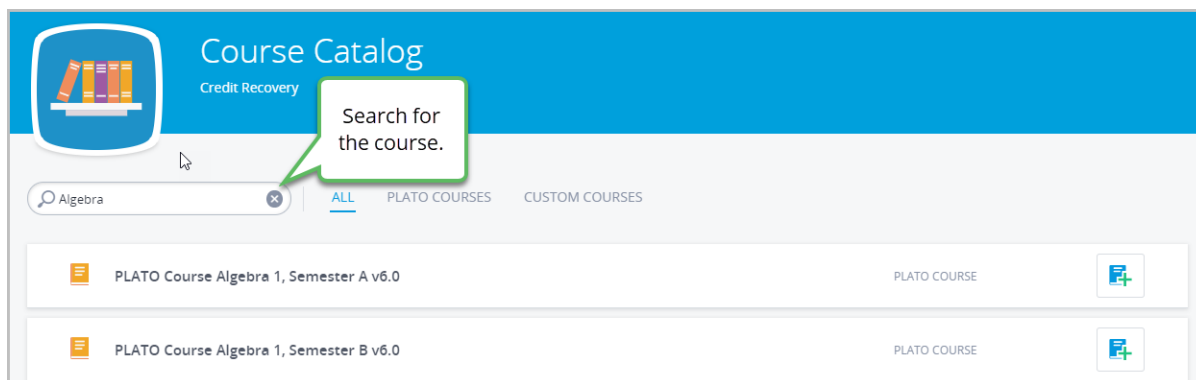
1. Open the Menu.



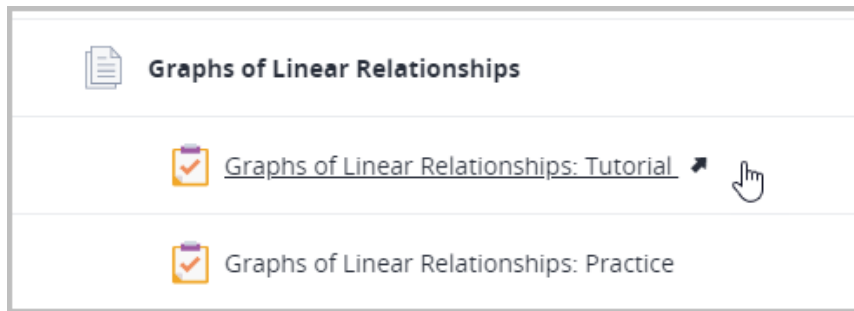
2. Under Resources, click Course Catalog.



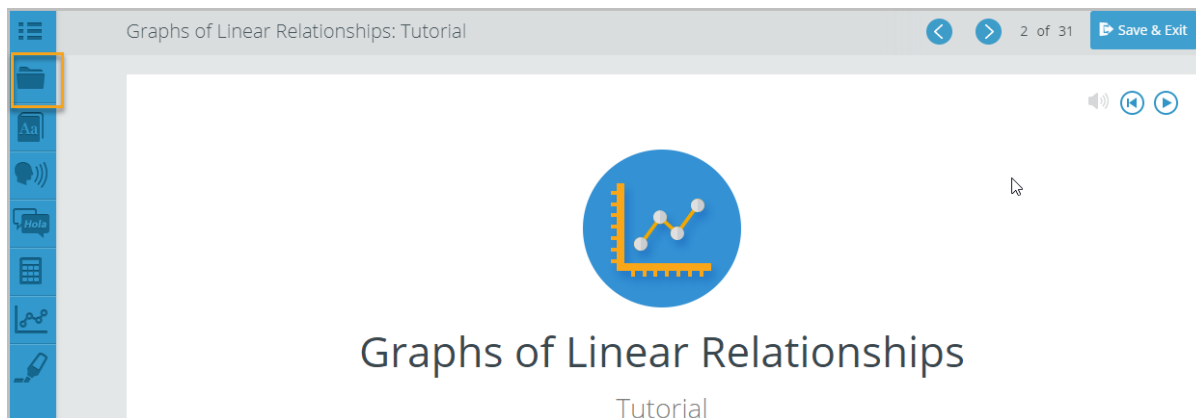
3. Search for the course (see the list above) and click on the course.



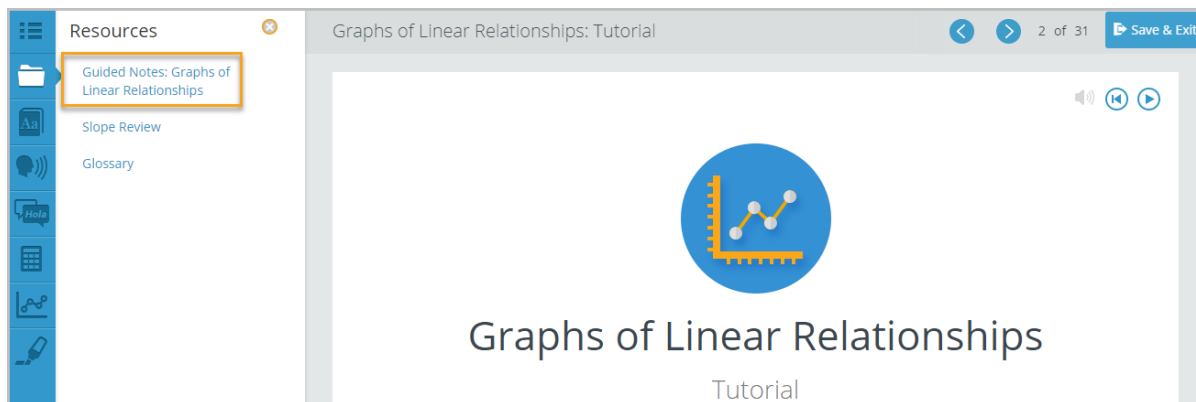
- Click a course module to preview.



- Click the **Resources** button on the left menu. This is also where students will find Guided Notes when they open a course module.

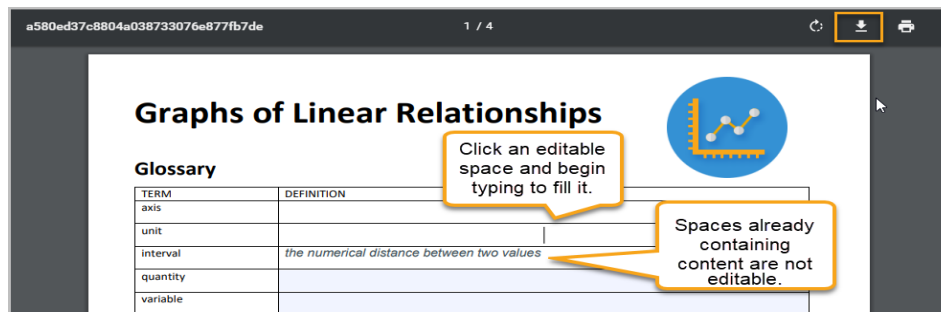


- Click the Guided Notes. This will open a PDF in a new tab.





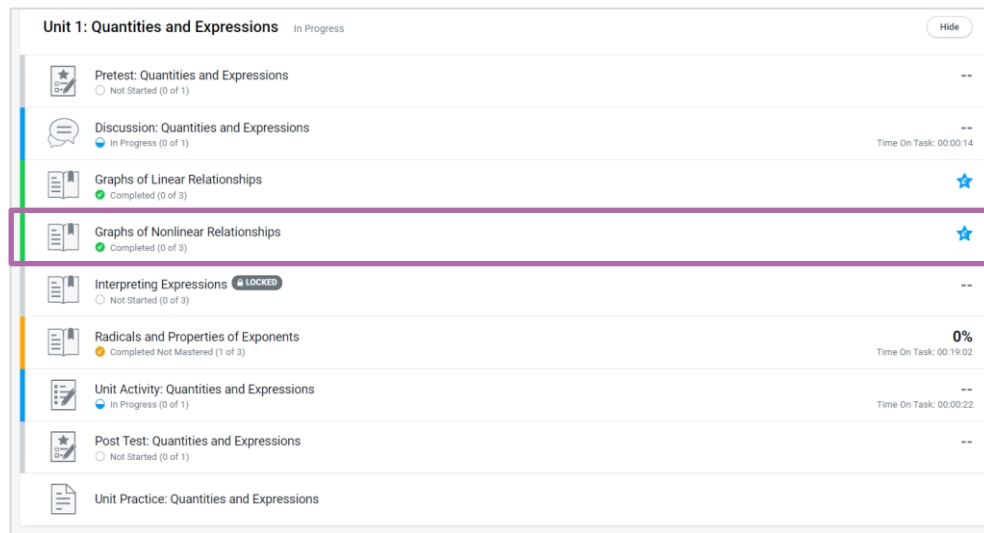
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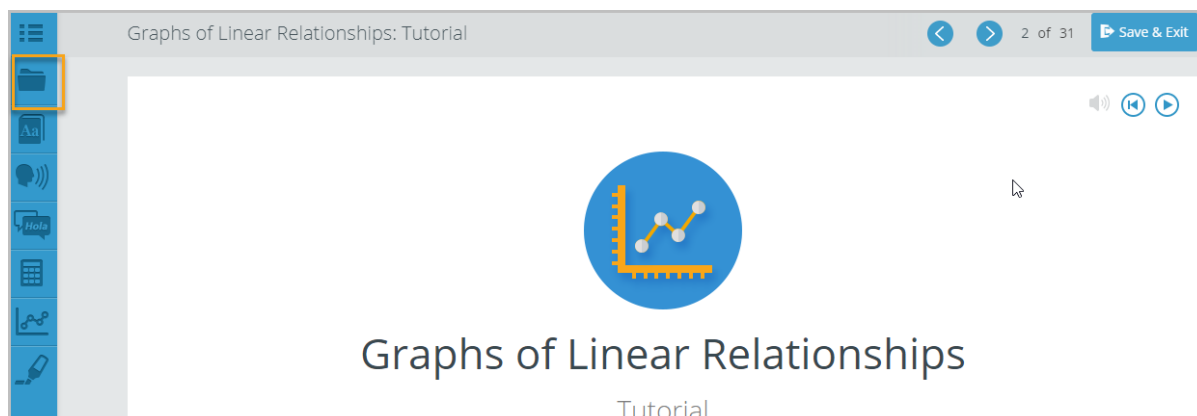
For Students: Guided Notes

Instructors: Share these instructions with your students so they have a resource on how to access and use Guided Notes.

- Open a course module.

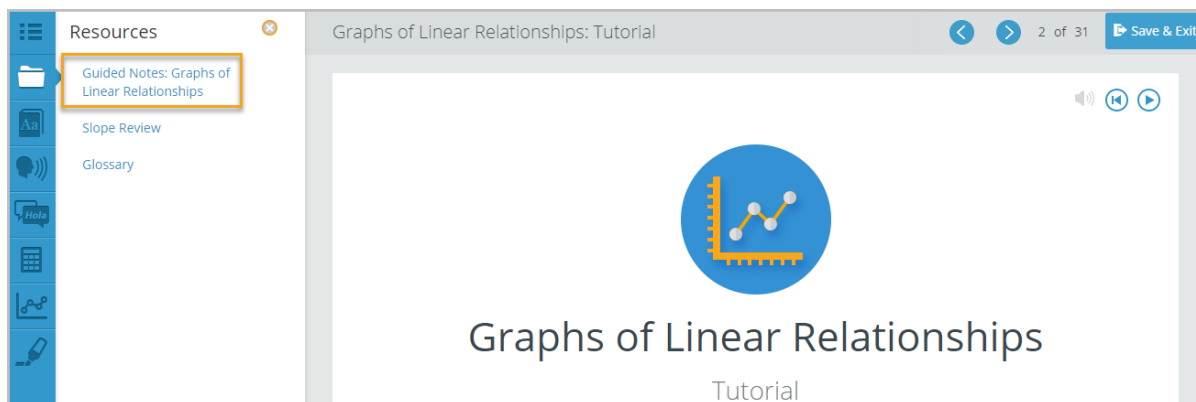


- Click the **Resources** button on the left menu.





3. Click the Guided Notes. This will open a PDF in a new tab.



4. Download the PDF and save the file. This allows you to fill in the editable sections of the PDF document.

