Edmentum Teacher Guide

This guide will give you instructions or direct you to where to find the instructions to complete the teacher tasks you will be responsible for in Edmentum

Sensei

Once you login to Edmentum you will arrive at what is referred to as the "Sensei" dashboard. An overview of this dashboard can be found by clicking "Help Center – Sensei Overview" on the right when logged in as a teacher. From this area you can see student Alerts, Unlock mastery tests, and view student progress.

Unlocking Mastery Tests:

In Edmentum if a student does not receive and 80% or better the test is locked. They can still progress forward if you would like them too or they or you can unlock their test. A student can unlock a mastery test by completing the tutorial again. You will want to be sure they take their time going through it and take notes. You can unlock a test by clicking on the blue lock under alerts. If the blue lock does not appear on your dashboard:

- Click on "Edmentum Courseware – Choose the location"
- Click the "My Students" tab
- Click on the student
- Click the name of the course you need to reset the test in
- Find the assignment you would like to change
- Click the three dots to the right of the locked assignment
- Choose "Unlock"

Changing the Status of an Assignment

You can make an assignment exempt, hide it, change the progress, reset the activity, mark it mastered, or view the history by following the instructions below:

- Click on "Edmentum Courseware – Choose the location"
- Click the "My Students" tab
- Click on the student
- Click the name of the course you need to reset the test in
- Find the assignment you would like to change
- Click the three dots to the right of the locked assignment
- Choose the action you would like for the assignment
- To mark mastered – choose "Edit Activity", then enter the grade (it is auto-populated with the grade earned), click the button to choose mastered.

Viewing Progress:

Viewing student progress in Edmentum Sensei is very easy.

- Login as a teacher
- Click on "Students"
- Click on the student you would like to view
- Click on "View All Assignments"

You can now see the progress for each class.

Viewing Progress Reports:

There are many different reports available in Edmentum. The easiest to view is the Learner Progress Report. To view and print this report:

- Login as a teacher
- Click on "Students"
- Click on the student you would like to view
- Click on "View All Assignments"
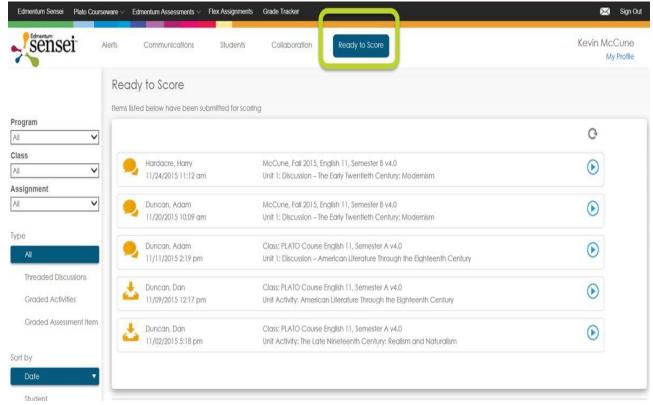- Click on "Learner Progress Report"

To view the other reports available:

- Click on "Courseware – Choose the location"
- Click on "My Course Sections"
- Click on "Reports" button to the right of the course you would like to see a report for
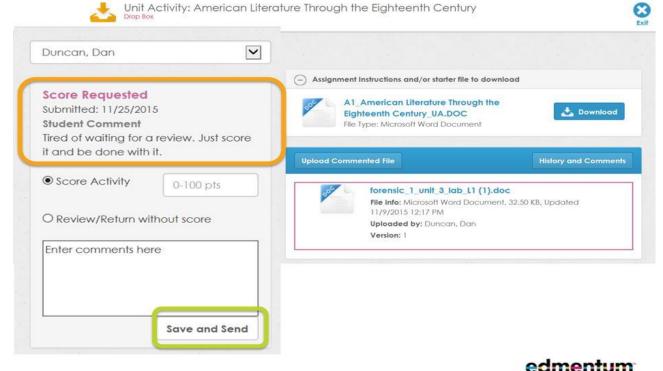- Choose the report you would like

Grading Assignment

You will receive alerts on the **Ready to Score** page in Edmentum Sensei each time your students submits a Constructed Response item, threaded discussion response, as well as when students submit dropbox activities. You can click directly on the Ready to Score alert to review, comment on, return and/or score the activity.

Clicking on a Ready to Score alert will take you to the scoring page for the activity. You can then choose to review, return, comment on, and/ or score the activity. Once the activity has been scored, the alert will automatically delete from the Ready to Score page. If you comment on, and/ or return the activity without scoring it, the alert will remain on the Ready to Score page.

You can also grade by:

1. Click on **Courses** tab
2. Click on **My Active Tasks**
3. Click on the task to complete it

Gradebook:

Edmentum has a gradebook application for each course.   To view the gradebook

- Login as a teacher
- Click on "Courseware – Choose Location"
- Click on "My Course Sections"
- Click the Gradebook Icon to the right of the course you would like to see the gradebook for

Enter or Changing Assignment Grades:

You can enter grades or change grades for any assignment by:

1. Following the instructions for "Changing the Status of an Assignment" above
2. Enter the gradebook and for a course and click the box for the assignment grade you would like to enter or change.

Please note the system will reflect that the grade was manually changed and who changed it.

Answer Keys

Edmentum provides answers keys for many of the drop box or offline activities. To access the answer keys:

- Login to Edmentum as a teacher
- Click "Help Center"
- Click "Support Site" (bottom left corner once you click help center)
- Click Courseware Instructor Materials

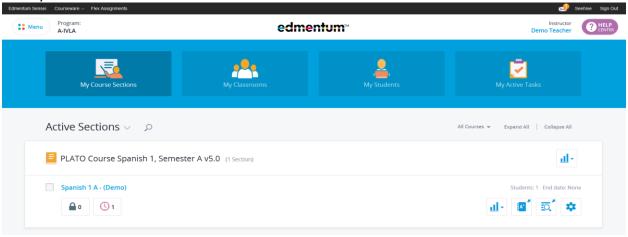You will find many valuable resources and materials here.

Technical Support:

For technical support with Edmentum:

- Login as a teacher
- Click "Help Center"
- Click on "Edmentum Courseware"
- If you do not find the answer to your question in the Knowledge Base click on "Contact Us" across the top.

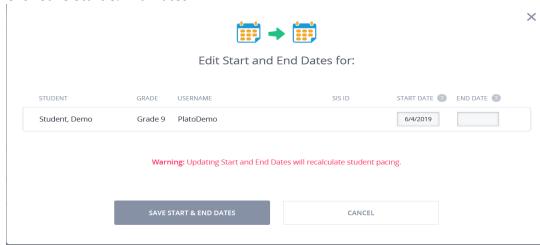**Changing Start and End Dates:**

- Click on Courseware
- Choose location
- On My Course click section name in blue

- Click the horizontal 3 dots next to student
- Click Edit Start & End Dates
- Update Start & End Dates

- Click Save Start & End Dates

Edit Start and End Dates for:

STUDENT	GRADE	USERNAME	SIS ID	START DATE ❓	END DATE ❓
Student, Demo	Grade 9	PlatoDemo		6/4/2019	

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

SAVE START & END DATES	CANCEL

IMPORTANT:
Edmentum Courseware Users are NOT permitted to assign courses, assignments, assessments or any other content without permission from GSN. Accounts will be monitored by our enrollment specialists for misuse of our system. Any misuse as stated above will be removed by GSN and any and all progress will be lost. All course additions and withdrawals MUST be made through your "My Account" area.