



## 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.



Edmentum Sensei | Plato Courseware | Edmentum Assessments | Flex Assignments | Grade Tracker | Sign Out

Edmentum sensei | Alerts | Communications | Students | Collaboration | **Ready to Score** | Kevin McCune My Profile

### Ready to Score

Items listed below have been submitted for scoring

Program	Class	Assignment	Type	Sort by
All	All	All	All	Date
Threaded Discussions	Graded Activities	Graded Assessment Item		
Student				

  

	Hardacre, Harry 11/24/2015 11:12 am	McCune, Fall 2015, English 11, Semester B v4.0 Unit 1: Discussion – The Early Twentieth Century: Modernism	
	Duncan, Adam 11/20/2015 10:09 am	McCune, Fall 2015, English 11, Semester B v4.0 Unit 1: Discussion – The Early Twentieth Century: Modernism	
	Duncan, Adam 11/11/2015 2:19 pm	Class: PLATO Course English 11, Semester A v4.0 Unit 1: Discussion – American Literature Through the Eighteenth Century	
	Duncan, Dan 11/09/2015 12:17 pm	Class: PLATO Course English 11, Semester A v4.0 Unit Activity: American Literature Through the Eighteenth Century	
	Duncan, Dan 11/02/2015 5:18 pm	Class: PLATO Course English 11, Semester A v4.0 Unit Activity: The Late Nineteenth Century: Realism and Naturalism	

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.



Unit Activity: American Literature Through the Eighteenth Century



Duncan, Dan

**Score Requested**  
Submitted: 11/25/2015  
**Student Comment**  
Tired of waiting for a review. Just score it and be done with it.

Score Activity

Review/Return without score

Enter comments here

**Save and Send**

Assignment Instructions and/or starter file to download

**A1\_American Literature Through the Eighteenth Century\_UA.DOC**  
File Type: Microsoft Word Document **Download**

**Upload Commented File** **History and Comments**

**forensic\_1\_unit\_3\_lab\_l1 (1).doc**  
**File info:** Microsoft Word Document, 32.50 KB, Updated 11/9/2015 12:17 PM  
**Uploaded by:** Duncan, Dan  
**Version:** 1

edmentum

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.

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

### Answer Keys

Edmentum provides answer 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

A screenshot of the Edmentum instructor interface. The top navigation bar includes 'Edmentum Sensei', 'Courseware', and 'Flex Assignments'. The user is logged in as 'Instructor Demo Teacher' with a 'HELP CENTER' button. The main dashboard features four tiles: 'My Course Sections', 'My Classrooms', 'My Students', and 'My Active Tasks'. Below these is a section for 'Active Sections' with a search icon and options to 'Expand All' or 'Collapse All'. A specific course section is highlighted: 'PLATO Course Spanish 1, Semester A v5.0 (1 Section)'. Underneath, a student entry for 'Spanish 1 A - (Demo)' is shown with a lock icon, a clock icon, and a '1' indicating one student. To the right of the student entry, it says 'Students: 1 End date: None' and includes icons for a bar chart, a calendar, a magnifying glass, and a settings gear.

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



- Click Save Start & End Dates

The screenshot shows a dialog box titled "Edit Start and End Dates for:". At the top, there are two calendar icons with a green arrow pointing from the first to the second. Below the title is a table with the following columns: STUDENT, GRADE, USERNAME, SIS ID, START DATE, and END DATE. The table contains one row of data: Student, Demo; Grade 9; PlatoDemo; (empty); 6/4/2019; (empty). Below the table, there is a red warning message: "Warning: Updating Start and End Dates will recalculate student pacing." At the bottom of the dialog, there are two buttons: "SAVE START & END DATES" and "CANCEL".

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.**