

# Minnesota Adult Education



# Courseware

## What is Courseware?

Digital **curricula** for grade 6 through adult learners. Help students reach high school equivalency and career goals through flexible, personalized first-time credit, credit recovery, and CTE (career and technical education) course access.

## When to use Courseware

Edmentum Courseware is recommended for learners with **reading levels of ABE 2+ or ESL 4+**. Content can supplement pre-HSE, HSE, and career pathways classes, or be used for standalone distance learning.

Courseware offers full-length courses. Typically, it is recommended that a learner take the entire course. Courses contain pretests to opt learners out of content they may already know.

## Popular Courses in MN ABE Programs

- Preparation for the GED (Math, RLA, Science, Social Studies)
- TABE (Levels L, E, M, D, A)
- Accuplacer Mathematics
- Principles of Health Science and TEAS test preparation
- Entrepreneurship
- Computer Science
- English 9-12

## Customizing Content

**Flex Assignments** allow teachers to assign 1 or more pieces of content from a Courseware Course.

**Custom Courses** allow teachers to select relevant content from multiple courses in the Courseware catalog.

# Edmentum Courseware Training

2025

Andrew Kappel, Edmentum Customer Success Manager – [Andrew.Kappel@edmentum.com](mailto:Andrew.Kappel@edmentum.com)

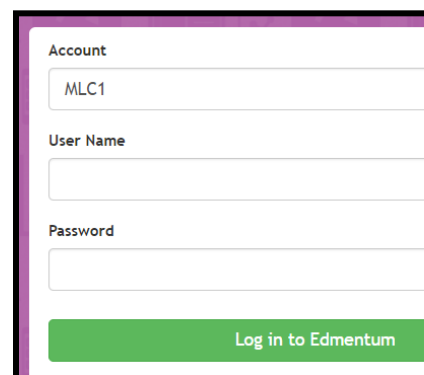
HELP

Email the Digital Learning helpdesk with your questions about Edmentum, other DL platforms and technology.

[support@mnabedistancelearning.zendesk.com](mailto:support@mnabedistancelearning.zendesk.com)

## Edmentum Courseware Resources

- Recording of [New User & Refresher training](#), September 21, 2023
- Recording of [Flex Assignments training](#), May 9, 2024
- Login URL: <https://auth.edmentum.com/elf/login>
  - All staff and learners use the same URL.
  - The Account is always MLC1 (not case sensitive), as shown.
- [Edmentum page](#) on the Distance Learning website
- Custom MN ABE lower-level courses (CCRS levels A-C): [descriptions document](#) and [newsletter article](#)
- [Spreadsheet](#) of all custom MN ABE courses (CCRS levels A-E)

A screenshot of the Edmentum login interface. It features three input fields: 'Account' with the value 'MLC1', 'User Name', and 'Password'. Below these fields is a green button labeled 'Log in to Edmentum'.

## Reporting Proxy Hours for Courseware

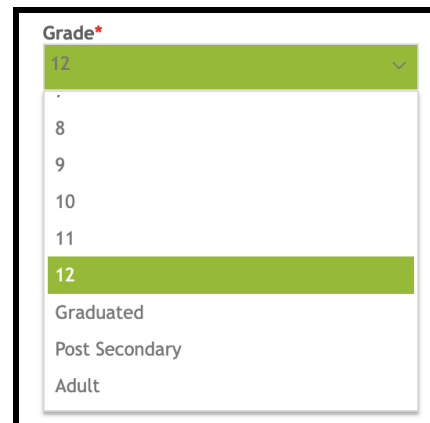
In general, you will run the **Learner Daily Usage** report and use the **Total Time on Activities** column. **However, if learners are using Flex Assignments, the process is different.**

- [This handout](#) (updated July 2025) provides detailed guidance.
- Use the time-on-task platform [spreadsheet](#) to calculate the extra 25% time to enter in SID.

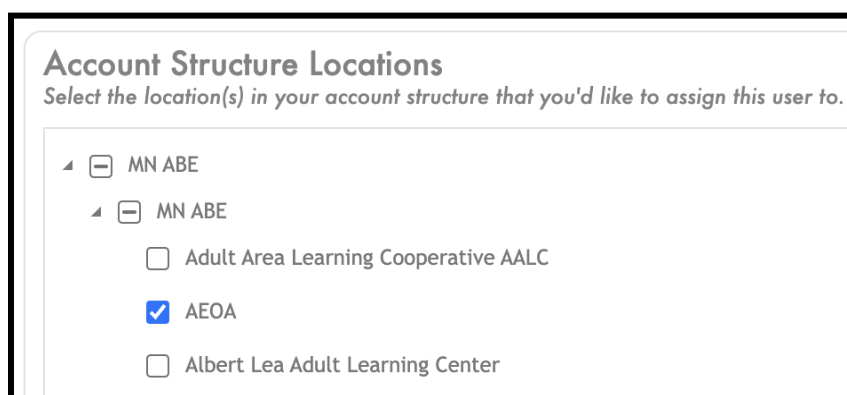
If learners are using Edmentum during synchronous class time, be very careful to **avoid double-counting** time entered in SID. The easiest way to do this is to have learners “sign out” of class when they start using Edmentum. For example, Jess teaches an in-person class from 7 to 9 PM. She wants learners to take a unit pre-test in her Edmentum course during the last half hour of class. When she enters that night’s attendance in SID, she records the time as if all learners “left early” at 8:30 PM. The 8:30–9:00 time using Edmentum will be captured in her Edmentum DL proxy hours class instead. (Learners’ answers to the “Are you in class?” prompt upon login are irrelevant; all time using Edmentum Courseware will be included in the Learner Daily Usage report.)

## Best Practices for Creating Learner Accounts

- Please [view this short video](#) about user account creation.
- If you anticipate using [Exact Path](#), assign all learners **grade level 12**. If you select “Adult,” learners will not be able to access Exact Path.
- Please remember to scroll down to **Account Structure Locations**, expand the menu under MN ABE, and assign the learner to your location. This ensures that staff will only see learners from their own consortium, rather than hundreds of learners from all over the state! If your location is not listed, please contact [Andrew.Kappel@edmentum.com](mailto:Andrew.Kappel@edmentum.com).



A screenshot of a grade selection dropdown menu. The title is "Grade\*" in red. The dropdown is open, showing a list of grades: 12 (highlighted in green), 8, 9, 10, 11, 12 (highlighted in green), Graduated, Post Secondary, and Adult.



A screenshot of the "Account Structure Locations" selection screen. The title is "Account Structure Locations" in bold. Below the title is the instruction: "Select the location(s) in your account structure that you'd like to assign this user to." The screen shows a tree view of locations. Under "MN ABE", there is a sub-menu "MN ABE" which is expanded. Under this sub-menu, there are four checkboxes: "Adult Area Learning Cooperative AALC" (unchecked), "AEOA" (checked), and "Albert Lea Adult Learning Center" (unchecked).

## General Digital Learning Resources

- [Digital Learning website](#)
- [All DL platforms](#) approved for MN Adult Education
- Distance & Blended Learning YouTube [playlist](#)
  - Note that you can **apply for 1 CEU** for viewing recordings from the MN Adult Education PD YouTube channel.
    - [Apply here](#) for events sponsored by Literacy Minnesota.
    - [Apply here](#) for events sponsored by ATLAS.
    - [Apply here](#) recordings from Summer Institute.