

COURSEWARE

Student Management

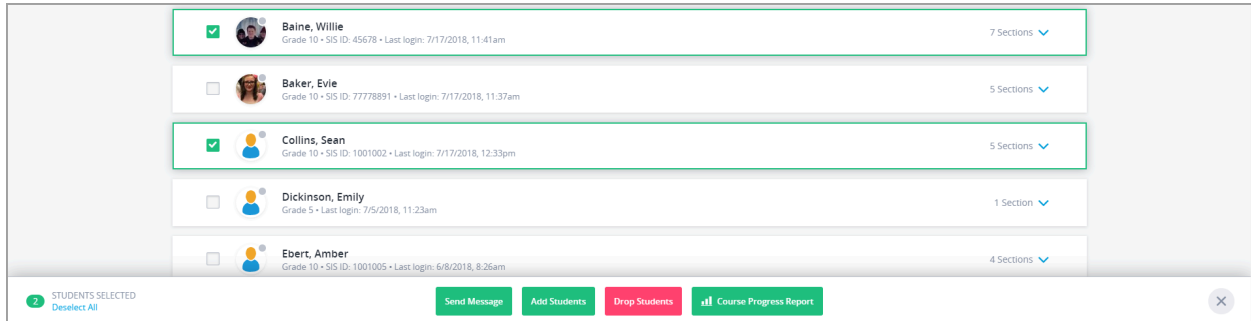
Overview: Courseware is a resource that can be used as an alternative to Breakthrough National-provided curriculum resources or Affiliate-developed curriculum resources. If you are unfamiliar with Edmentum please review the background and context on the [Research & Evaluation Website](#). **NOTE: You do not have to upload students to Courseware if they have already been uploaded to Exact Path. Please [click here](#) to view how to upload students to Exact Path.**

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Add Students to Sections

1. Log into Courseware and click Manage Students
2. On Manage Students, select and click **add students**. All selected students will be added to the course sections you select in the next step.



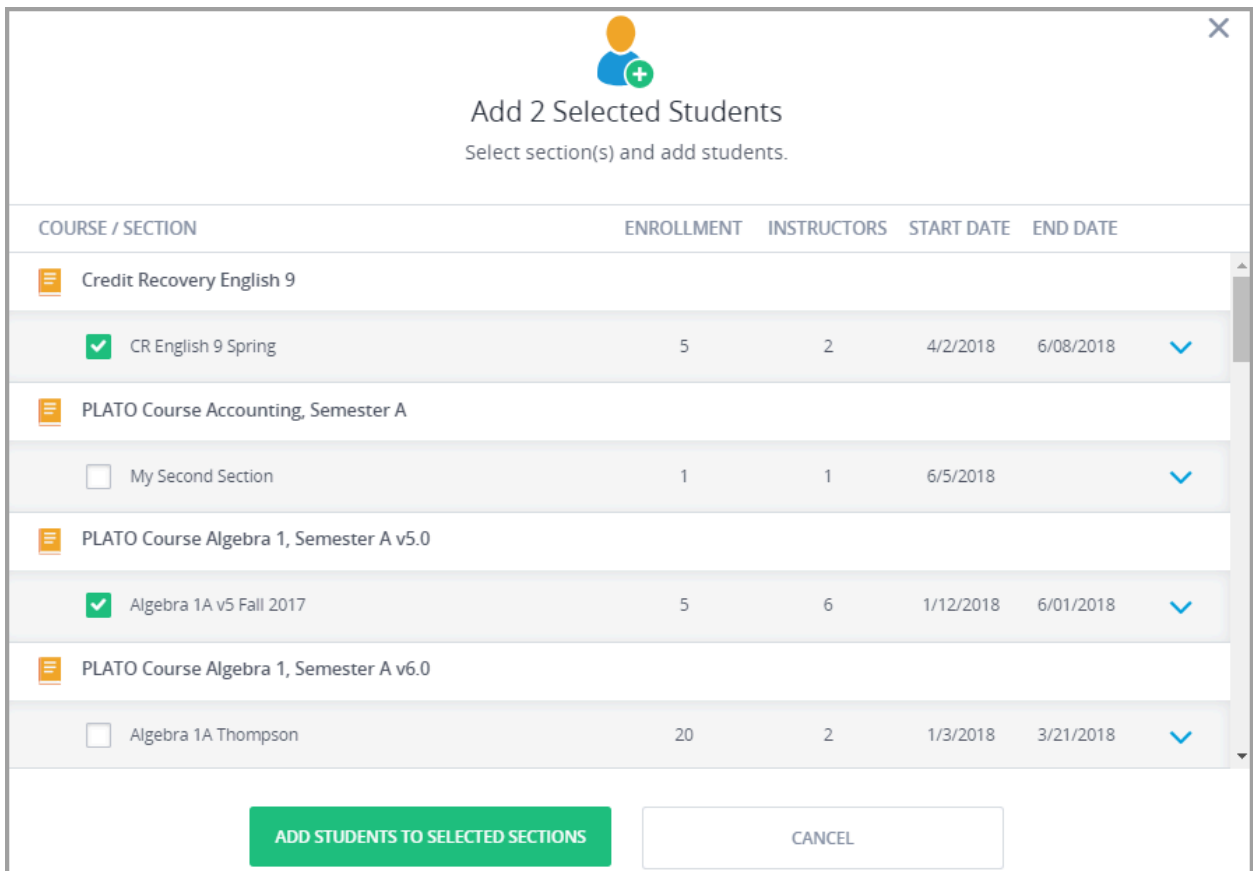
The screenshot shows a list of five students in a table. Each row includes a checkbox, a student profile picture, the student's name, grade, SIS ID, last login time, and a dropdown menu for selecting sections. The first student, Baine, Willie, is selected. Below the table, there is a status bar indicating '2 STUDENTS SELECTED' and a 'Deselect All' link. To the right of the status bar are four buttons: 'Send Message', 'Add Students', 'Drop Students', and 'Course Progress Report'.

	Student	Grade	SIS ID	Last login	Sections
<input checked="" type="checkbox"/>	Baine, Willie	Grade 10	45678	7/17/2018, 11:41am	7 Sections
<input type="checkbox"/>	Baker, Evie	Grade 10	77778891	7/17/2018, 11:37am	5 Sections
<input checked="" type="checkbox"/>	Collins, Sean	Grade 10	1001002	7/17/2018, 12:33pm	5 Sections
<input type="checkbox"/>	Dickinson, Emily	Grade 5		7/5/2018, 11:23am	1 Section
<input type="checkbox"/>	Ebert, Amber	Grade 10	1001005	6/8/2018, 8:25am	4 Sections

2 STUDENTS SELECTED
Deselect All

Send Message Add Students Drop Students Course Progress Report

3. From the list of eligible sections, select the sections to which you want students added.
4. Click **Add Students to Select Courses**.



The screenshot shows a dialog box titled 'Add 2 Selected Students' with the instruction 'Select section(s) and add students.' Below the title is a table with columns: COURSE / SECTION, ENROLLMENT, INSTRUCTORS, START DATE, and END DATE. The table lists five course sections. The first section, 'Credit Recovery English 9', is expanded, showing two subsections: 'CR English 9 Spring' (selected) and 'My Second Section' (not selected). The second section, 'PLATO Course Accounting, Semester A', is also expanded, showing 'My Second Section' (not selected). The third section, 'PLATO Course Algebra 1, Semester A v5.0', is expanded, showing 'Algebra 1A v5 Fall 2017' (selected). The fourth section, 'PLATO Course Algebra 1, Semester A v6.0', is expanded, showing 'Algebra 1A Thompson' (not selected). At the bottom of the dialog box are two buttons: 'ADD STUDENTS TO SELECTED SECTIONS' and 'CANCEL'.

COURSE / SECTION	ENROLLMENT	INSTRUCTORS	START DATE	END DATE
Credit Recovery English 9				
<input checked="" type="checkbox"/> CR English 9 Spring	5	2	4/2/2018	6/08/2018
<input type="checkbox"/> My Second Section	1	1	6/5/2018	
PLATO Course Accounting, Semester A				
<input type="checkbox"/> My Second Section	1	1	6/5/2018	
PLATO Course Algebra 1, Semester A v5.0				
<input checked="" type="checkbox"/> Algebra 1A v5 Fall 2017	5	6	1/12/2018	6/01/2018
PLATO Course Algebra 1, Semester A v6.0				
<input type="checkbox"/> Algebra 1A Thompson	20	2	1/3/2018	3/21/2018

ADD STUDENTS TO SELECTED SECTIONS CANCEL

Edit a Student's Start or End Date

1. Log into Courseware
2. Go to My Students. Then click a student card to expand it.
3. Go to Manage Students. Then click a student card to expand it.
4. Click the three dots at the end of the row for the section you want to edit the dates.

The screenshot shows the 'My Students' interface. At the top, there's a search bar and filters for 'All Courses', 'All Sections', 'All Statuses', and 'Sort by name A-Z'. Below this, a student card for 'Chang, Lin' (Grade 6, Currently logged in) is expanded. The card shows 'Active Sections (1)' and 'Completed Sections (0)'. The active section is 'PLATO Course Biology, Semester A v6.0' (Ortero Biology, Last accessed: 7/31/2023, 11:37am). The card displays performance metrics: ON-TARGET GRADE 83.57% (B), CURRENT GRADE 87.75% (B), and COURSE GRADE 60.52% (D). A progress bar shows 20/30 (67%). The 'TIME ON TASK' is 00:29:03. A dropdown menu is open, showing options: Complete Student, Drop Student, Edit Start & End Dates, Hide Target Dates, and Approve Credit.

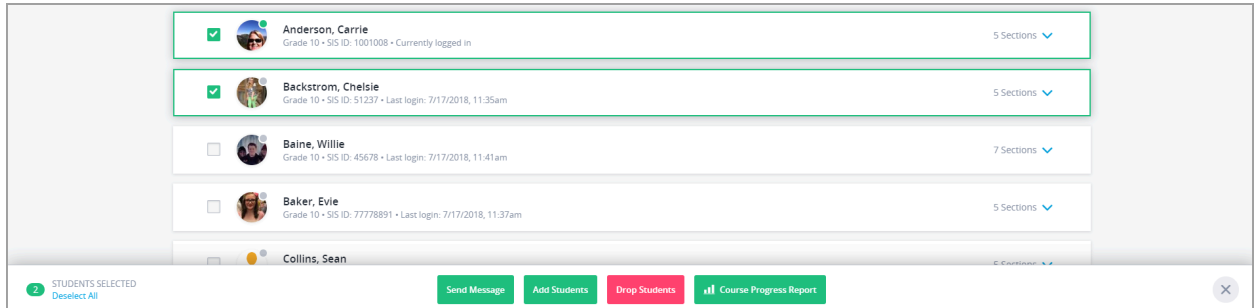
5. Edit the dates and click **Save Start & End Dates**.

The screenshot shows the 'Edit Start and End Dates' dialog box. At the top, there's a close button (X) and a calendar icon with a green arrow. The title is 'Edit Start and End Dates for:'. Below this is a table with columns: STUDENT, GRADE, USERNAME, SIS ID, START DATE, and END DATE. The row for 'Chang, Lin' (Grade 6, LC) has start and end dates of 5/25/2023 and 8/25/2023 respectively. A warning message states: 'Updating start and end dates will re-calculate student pacing and target dates.' Buttons for 'SAVE START & END DATES' and 'CANCEL' are at the bottom.

6. Start and end dates will be updated. This will recalculate student pacing and reset any edited target dates.

Drop Student from a Course Section

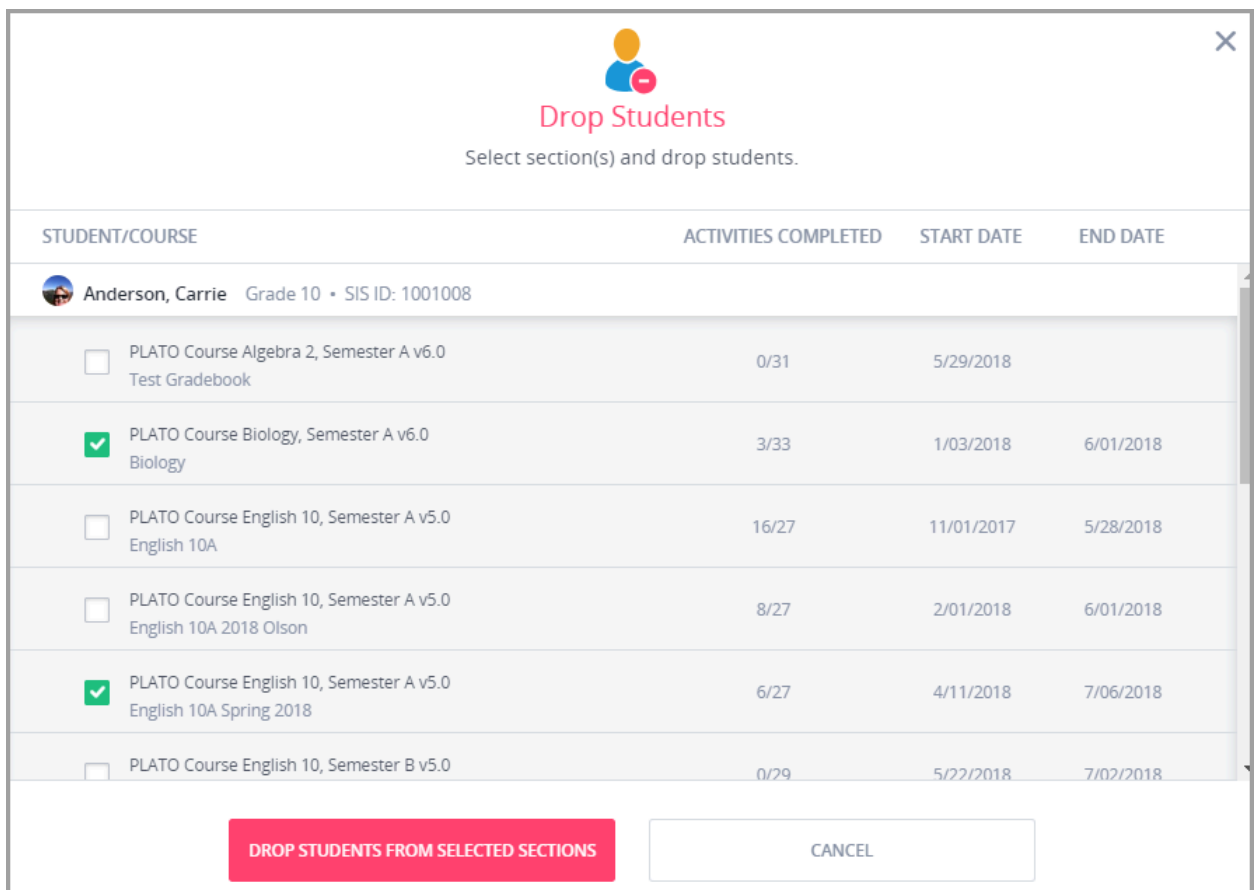
1. Log into Courseware
2. On the Manage Student page, select a student or students.



The screenshot shows a list of students in a table. Each row includes a checkbox, a student profile picture, the student's name, grade, SIS ID, and last login time. The first two students, Anderson, Carrie and Backstrom, Chelsie, have their checkboxes selected. Below the table, there are buttons for 'Send Message', 'Add Students', 'Drop Students' (highlighted in red), and 'Course Progress Report'. A status bar at the bottom indicates 'STUDENTS SELECTED' and 'Deselect All'.

Check	Student	Grade	SIS ID	Last Login	Sections
<input checked="" type="checkbox"/>	Anderson, Carrie	Grade 10	SIS ID: 1001008	Currently logged in	5 Sections
<input checked="" type="checkbox"/>	Backstrom, Chelsie	Grade 10	SIS ID: 51237	Last login: 7/17/2018, 11:35am	5 Sections
<input type="checkbox"/>	Baine, Willie	Grade 10	SIS ID: 45678	Last login: 7/17/2018, 11:41am	7 Sections
<input type="checkbox"/>	Baker, Evie	Grade 10	SIS ID: 77778891	Last login: 7/17/2018, 11:37am	5 Sections
<input type="checkbox"/>	Collins, Sean				6 Sections

3. Select courses from which each student will be dropped. You may have to scroll to access all students and sections.
4. Click **Drop Students from Select Sections**.



The screenshot shows a modal dialog titled 'Drop Students' with the instruction 'Select section(s) and drop students.' It contains a table with columns: STUDENT/COURSE, ACTIVITIES COMPLETED, START DATE, and END DATE. The student 'Anderson, Carrie' is selected. The table lists several PLATO Course English 10 sections. The first two sections are selected with checkboxes. At the bottom, there are two buttons: 'DROP STUDENTS FROM SELECTED SECTIONS' (highlighted in red) and 'CANCEL'.

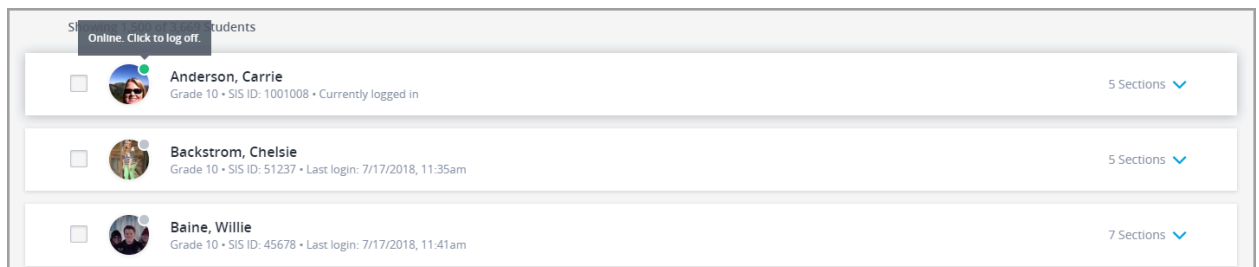
STUDENT/COURSE	ACTIVITIES COMPLETED	START DATE	END DATE
Anderson, Carrie Grade 10 • SIS ID: 1001008			
<input type="checkbox"/> PLATO Course Algebra 2, Semester A v6.0 Test Gradebook	0/31	5/29/2018	
<input checked="" type="checkbox"/> PLATO Course Biology, Semester A v6.0 Biology	3/33	1/03/2018	6/01/2018
<input type="checkbox"/> PLATO Course English 10, Semester A v5.0 English 10A	16/27	11/01/2017	5/28/2018
<input type="checkbox"/> PLATO Course English 10, Semester A v5.0 English 10A 2018 Olson	8/27	2/01/2018	6/01/2018
<input checked="" type="checkbox"/> PLATO Course English 10, Semester A v5.0 English 10A Spring 2018	6/27	4/11/2018	7/06/2018
<input type="checkbox"/> PLATO Course English 10, Semester B v5.0	0/29	5/22/2018	7/02/2018

Log a Student out of Their Account

It may sometimes be necessary to log a student off their account. This functionality is available on both the Manage Students page and My Student page.

When the forced log off is complete, the student will be logged out and will receive a message explaining that their instructor or administrator 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.

