



Courseware
Quick Start Guide
Account Administrators



As the **Courseware Account Administrator**, you are responsible for creating users, both teachers and learners, and overseeing the administrator actions in Courseware. Follow this guide to begin using Courseware right away.

1

Sign In

1. Go to <http://login.edmentum.com>
2. Enter your Account Login, Plato Name, and Password.
3. Click **Log in to your Edmentum Account**.
4. Complete the security settings fields.
5. Click **Save and Apply**.

2

Set Time Zone

1. Click **Administration Center** in the app switcher bar.
2. Hover over the **Settings** tab and select **Application**.
3. Select your time zone from the drop-down.
4. If applicable, select to have times automatically adjust for daylight savings.

3

Create a Program

1. Click the **Programs** tab.
2. Click **Create a Program**.
3. Complete the **Create Program** form:
 - a. Using your chosen naming convention, create a name for the program, and select **Courseware**.
 - b. If desired, choose a location if the program is limited to that location.
4. Click **Save & Close**.

The new program will now show up in the Programs list.

4

Batch Import Users

1. Select **Batch Processing** from the **Users** drop-down.
2. Click the **File Format Specifications** tab to view the formatting requirements for the document you will be uploading.
3. If desired, download the sample file and input your own users' information.
4. Click the **Upload** tab.
5. Click **Browse** and locate your file.
6. Click **Import the Selected File**.
7. As the file is uploading, click the **History** tab to view the import progress.
8. Click the refresh button to see if your file has successfully uploaded.



5

Browse Course Curriculum

Browsing the curriculum before creating classes is a great way to preview the course and gain a better understanding of the courses offered.

1. Go to your Courseware Program.
2. Click the Menu button and select Browse Curriculum.

6

Create Classes and Enroll Learners

1. Click the **Menu** button and select **Course Catalog**.
2. Choose a course and under the **Quick Actions** column, click the **Create Class** icon (the notebook with the green plus sign).
3. Name your class. For best practices, use a consistent naming convention for all courses in the program.
4. Enter a start and end date. This ensures that you will be able to view your students' pacing data.
5. Add a class description.
6. Add one or more instructors to the class.
7. Click **Save & Close**. You can now enroll learners in a class.
8. Select the class you just created.
9. Under the **Actions** menu, select **Enroll Learners**.
10. Select the students to enroll and click **Enroll selected Learners**.



Need Your Account Info in a Snap? Keep this Page Handy

Your Courseware account information for quick reference

Account Login _____

User Name _____

Password _____

Get Help with Using Courseware

Edmentum offers three different resources to help you use Courseware.

1

How To/Tours

How To/Tours give you step-by-step how to perform the most important tasks in Courseware. These tutorials are built into your Courseware system, so you are performing the task as you complete the tutorial.

1. Click **Help Center** (top right of page). The Help Center pop-up appears.
2. Select one of the **How To/Tours**. Pop-up windows guide you through the task.

2

Support Site

The Courseware Support Site contains how-to topics and technical information.

1. Click **Help Center** (top right of page).
2. From the Help Center pop-up, click **Support Site**.
3. Click **Plato Courseware**. The most popular help articles appear at the top, with an alphabetized list below. The Search bar allows you to search by keyword.

3

Customer Support

If you encounter problems using Courseware that the above resources do not cover, contact Edmentum Customer Support:

- 800.447.5286 (7am to 6pm Central Standard Time)
- support@edmentum.com