

## **Accessing and Using Edmentum (for High Plains Regional Educational Cooperative #3)**

- 1. If your district has never used the High Plains/Edmentum software follow the steps below:**
  - Download and complete the enrollment spreadsheet at <http://hprec-nextgen.com/wp-content/uploads/2020/03/Enrollment-Template-for-Import-1.xlsx> in order to be added to the Edmentum system. At a minimum, one district/school-level administrator needs to be on the list. (Schools can have more than one administrator.) This administrator will serve as the instructor of record (overseeing enrolled students from their district) and will be able to add students, courses, adjust course settings, etc.
  - Please return the completed spreadsheet to Kelly Kennedy at [kelly@ns4ed.com](mailto:kelly@ns4ed.com). She will set everyone up in the system and send a welcome email to the administrator(s) with additional details on how to use the system.
  - If you would like Kelly to enroll your students so they can begin immediately, those students will need to be included on spreadsheet along with course requests. (See <http://hprec-nextgen.com/wp-content/uploads/2020/02/Pathway2Careers-Catalog-PDF-Oct-2019.pdf> for list of courses available.) Courses will be assigned with an immediate start date and a "soft" end date 12 weeks later (semester).
- 2. If your district already has students enrolled in Edmentum, your district administrators can enroll additional students and/or add courses, by following the steps included in the videos located at <http://hprec-nextgen.com/index.php/courseware-training-videos/>. If you do not know who serves as your district/school-level administrator(s), please email Kelly Kennedy at [kelly@ns4ed.com](mailto:kelly@ns4ed.com) and she will let you know.**

### **How to Log into Edmentum**

#### **To enter Edmentum:**

1. Go to <https://login.edmentum.com/>
2. The account name is P2C.
3. Each person's user name is \_\_\_\_\_ (assigned by Kelly Kennedy when entered into the system).
4. The password is \_\_\_\_\_. (Passwords will be assigned by Kelly Kennedy when entered into the system.) Passwords can be changed, if desired.

#### **If Kelly Kennedy enrolls students for your district/school:**

- All first time students and administrators will be assigned the Orientation module, which is only about 15 minutes long. It will help students navigate through coursework and give administrators an understanding of the program so they can better support students.
- If students were enrolled in courses by Kelly Kennedy, those courses (in addition to the Orientation module) will show up for students after they log in.
- Initially, all district/school-level administrators are shown as Instructor of record for all courses, but that can be changed.
- All post-tests and end-of-semester tests for courses will be locked so students must go through content prior to taking tests and cannot skip to tests.
- All courses will be set to "end" 12 weeks after initialization date (one semester). However, they are not locked, so students can access/complete tasks after that date. If district/school-level administrators would like to set a different end date and/or lock content after the end date, please view training videos at <http://hprec-nextgen.com/index.php/courseware-training-videos/>.

For any questions, please contact Kelly Kennedy at [kelly@ns4ed.com](mailto:kelly@ns4ed.com) or David Disko at [david.disko@edmentum.com](mailto:david.disko@edmentum.com).