



Calvert Learning

School Starter Guide

Throughout a school year, you may have a variety of questions regarding the program. Things such as, what expectations do I need to give the students; how do I enroll a student; where do I go when I need to update a student documentation or put in a drop/extension? This guide is here to help you answer those questions so that your school year can be run as smoothly as possible.

The [Getting Started for Teachers and Administrators website](#) includes guides, videos, and documentation to help you understand how to perform many of the functions that are covered in this document. It will be a helpful resource for you to refer to as you are getting started as well as throughout the year.

Once you're ready to go (and even throughout the year you'll be expected to perform three main actions to enroll a student:

- Creating the Student
- Requesting their Course(s)
- Approving the Previous Request(s)

Uploading Initial Data: Edmentum is working hard to get your students and staff into the program as quickly as possible. We expect to provide you access to doing this independently as quickly as possible. This will be provided to you in a separate Technical Set Up documentation. In the meantime, reach out to support@edmentum.com for resources.



Edmentum.com
800.447.5286
info@edmentum.com
09.03.2020

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Bloomington, MN 55437
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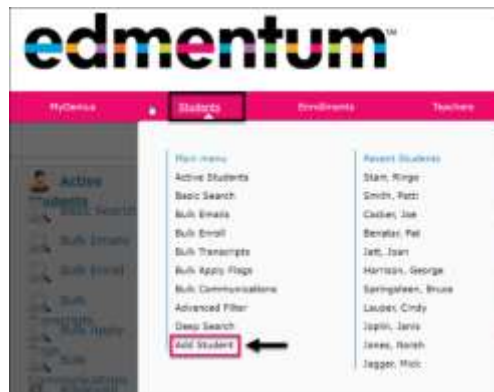
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Creating an Individual Student

Tip: It's best practice to ensure that the student is not already enrolled in Genius. Use the Search Bar located in the upper right corner of the screen to search for the student to check if they are currently enrolled in Genius.



1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Add Student**.



3. The screen refreshes to enable you to add in the information for your student. You must add the following information:
 - First Name
 - Last Name
 - Affiliation (the school)
 - Email Address
 - Guardian Contact Information
 - Login
 - Password

Basic Information

First Name: Last Name:

 Preferred Name: Middle Name:

 Gender: Date of Birth:

 SSN: Attention:

 Secondary Address:

 State:

Address

Street: City:

 State: Country:

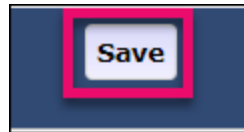
 ZIP: Dwelling Type:

 Email: Floor:

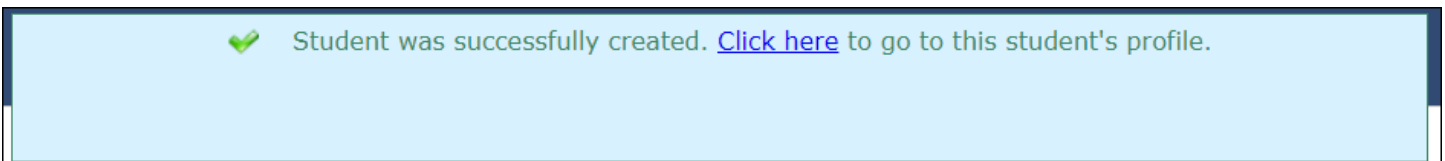
 Country of Birth: Citizenship:

 Race: Hispanic:

4. Once you have completed the required fields, select **Save** at the bottom of the screen.

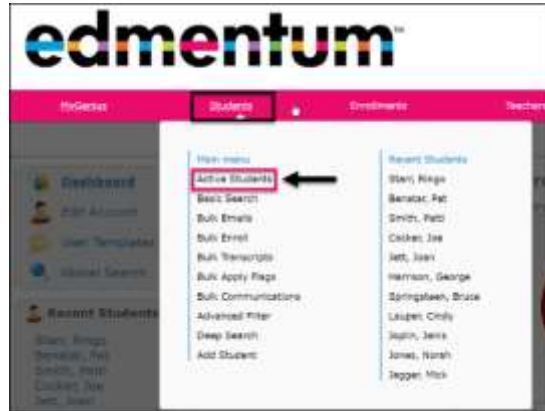


5. A notification will appear to signify the student has been added.

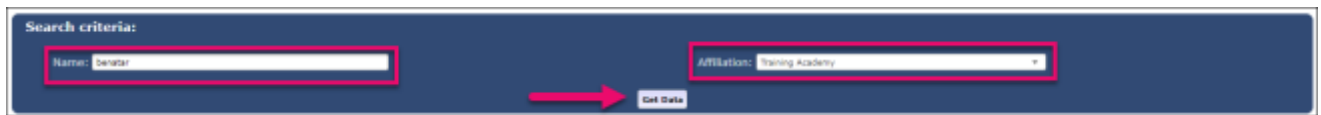


Editing a Student's Information

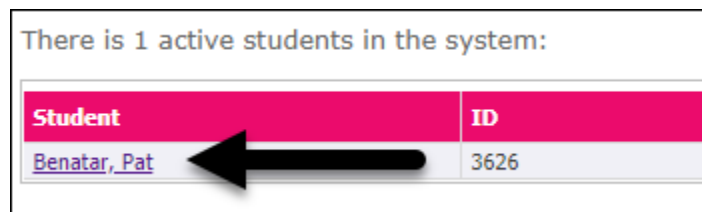
1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



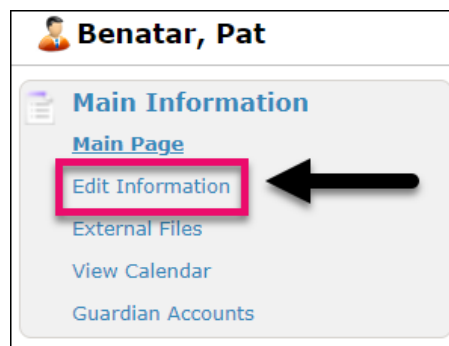
3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.



4. Click on the **student's name**.



5. The student's information page will load. Click the **Edit Information** link, which is located on the left side of the screen under **Main Information**.



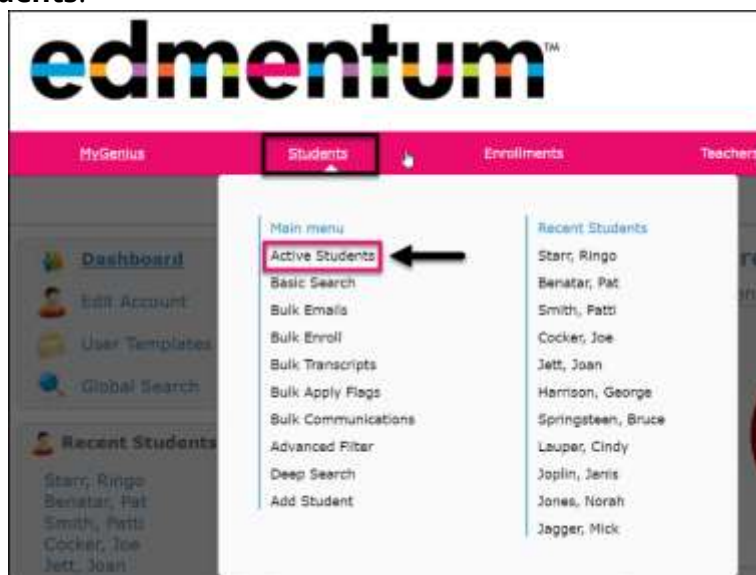
- The student's information page will load. Make the necessary changes and click **Save** at the bottom of the screen. You'll receive a message confirming that the changes were saved.

✔ Student profile was saved.

Adding Documentation for an IEP/504

When creating your student, you may have marked them as having an IEP or 504. If this is the case, we ask that you please add the appropriate documentation to their account. This is where the student's teacher will access and review the documentation.

- Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
- Click **Active Students**.



- Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

Search criteria:

Name: Affiliation:

[Get Data](#)

- Click on the **student's name**.

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

- Click on **External Files**, located on the left side of the screen under **Main Information**.

Benatar, Pat

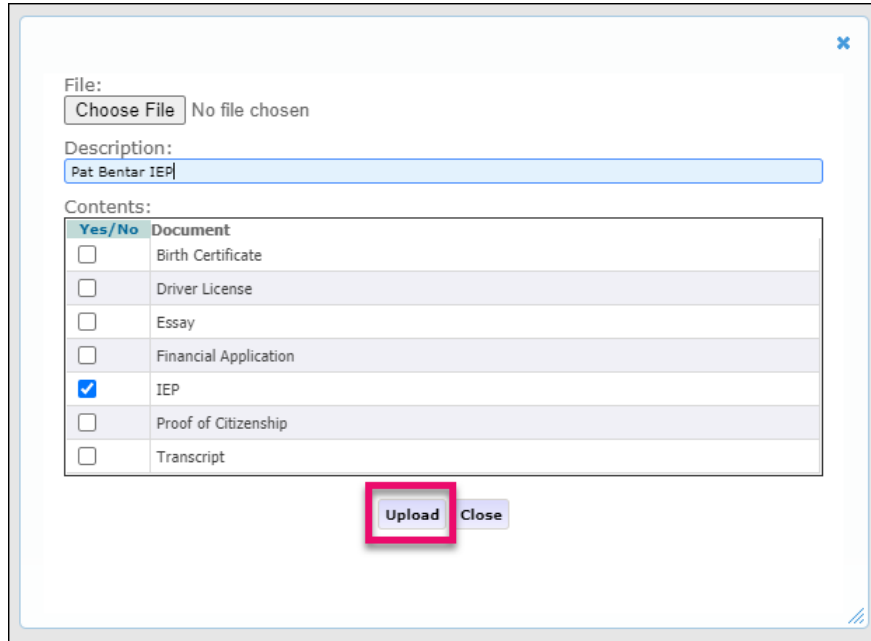
- Main Information
 - Main Page
 - Edit Information
 - External Files**
 - View Calendar
 - Guardian Accounts

- Click **Upload New File**.

[Upload new file](#)

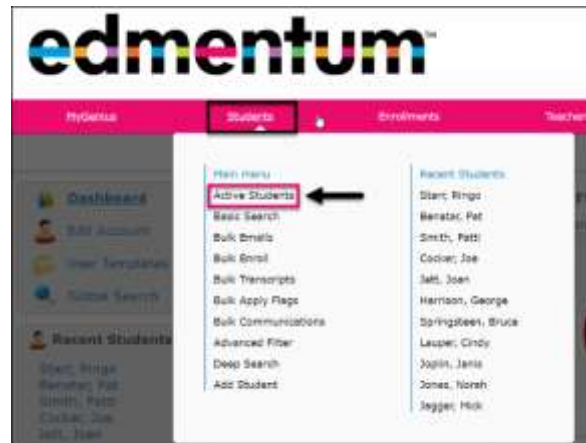
There are no file(s) associated with this student.

- Click **Choose File** and select the appropriate file.
- Enter the description of the file that you are uploading.
- Place a check in the box next to **IEP**.
- Click **Upload**. The screen will refresh and will show the file that you uploaded. Click the magnifying glass icon to view or delete the document.



Direct Enrolling an Individual Student

1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

Search criteria:

Name: Affiliation:

[Get Data](#)

4. Click on the **student's name**.

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

5. The **Academic Snapshot** section will show you which courses the student is currently enrolled in.

Academic Snapshot

This student is currently enrolled in 4 section(s):

Section	Section	Teacher	StartDate	Grade	Assessments	LastActivity
2020 Grade 2 Math in Focus - Training	Ongoing	Teacher, Training	08/22/2020	2%	1 of 188	
2020 Grade 2 Science - Training	Ongoing	Teacher, Training	08/22/2020	3%	1 of 188	
2020 Grade 2 Social Studies - Training	Ongoing	Teacher, Training	08/22/2020	100%	17 of 157	
2020 Grade 2 ELA - Training	Ongoing	Teacher, Training	08/27/2020	88%	8 of 184	

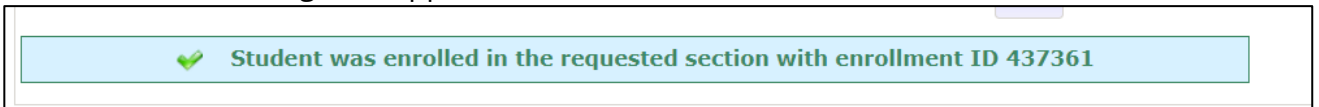
6. To enroll in a new Section, click on **Enroll in Section** located under **Actions** on the left side of the screen.

Actions

- [Enroll in Section](#)
- [Transfer Sections](#)
- [Send Email](#)
- [Reinstate](#)
- [Withdraw](#)
- [Associate to Coach](#)
- [Flags](#)

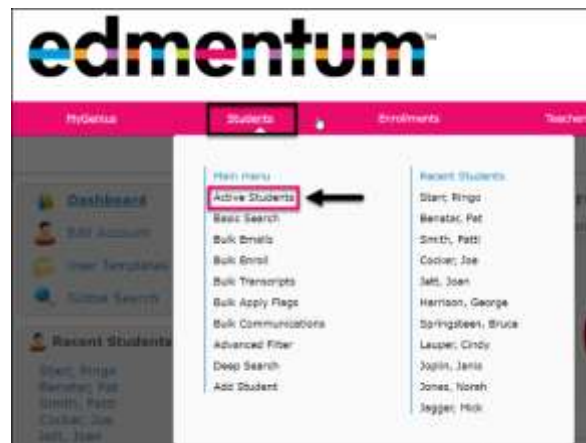
- If the course was already **Requested** before, enter the information in the top drop down. If not, complete the bottom section of this form, including selecting the **Course** and **Section**. Then click, **Enroll**.

- A confirmation message will appear.



How to Transfer a Student Between Sections

- Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
- Click **Active Students**.



- Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

Search criteria:

Name: Affiliation:

- Click on the **student's name**.

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

- In the left navigation menu under "Actions," click **Transfer Sections**.
- Select** the original section from the first drop down.
- Select** the destination section in the second drop down and complete all areas. NOTE: you must assign the student to a different section of the SAME subject and grade.

Step 1: Select original section

Select a section:

Step 2: Select destination section

Select a School:

Term:

Course:

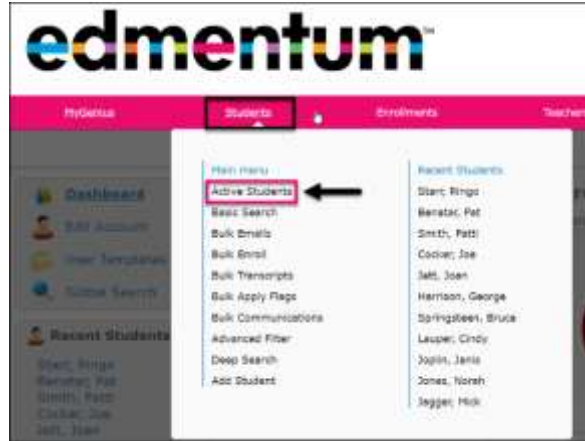
Section:

- Click **Transfer**. A notification will appear when successful.

How to Drop a Student

Due to a variety of reasons a student may need to be dropped from a section or may need a few more days to complete their course. Because of this we offer both drops and extensions for every student and enrollment.

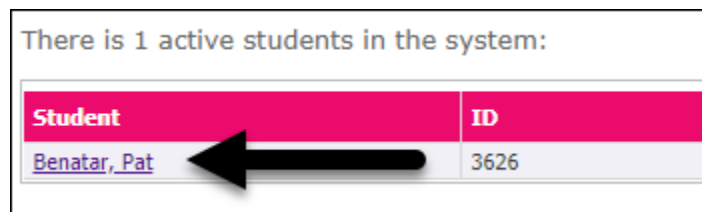
1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.



4. Click on the **student's name**.



5. The active enrollments for the student will appear. Place a check in the box next to the enrollment that you'd like to drop and click **Drop Selected**.

There is 1 active enrollments for this student:

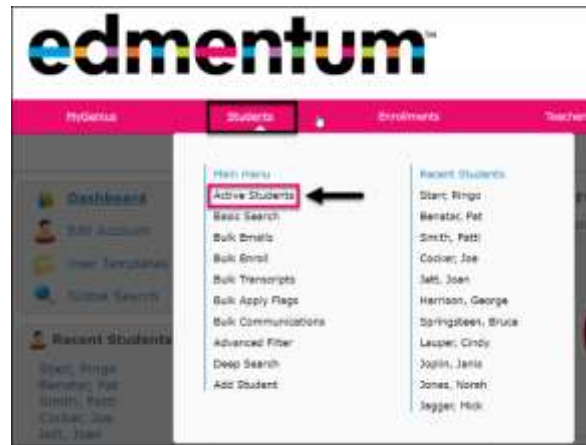
Check All

Search:

Student	ENR	Section	Start	End	Credits	Assignments	Books	Teachers	School	Term/Year	Last Activity
<input checked="" type="checkbox"/>		2020 Grade 1 Math in Texas - Thomas (G2)	08/11/2020	06/25/2021		0 of 181	28	Teacher, Training	EDM	Spring	0

How to Reinstate Dropped Courses

1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

Search criteria:

Name:

Affiliation:

4. Click on the **student's name**.

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

5. Click **Reinstate**, located on the left side of the screen under Actions.

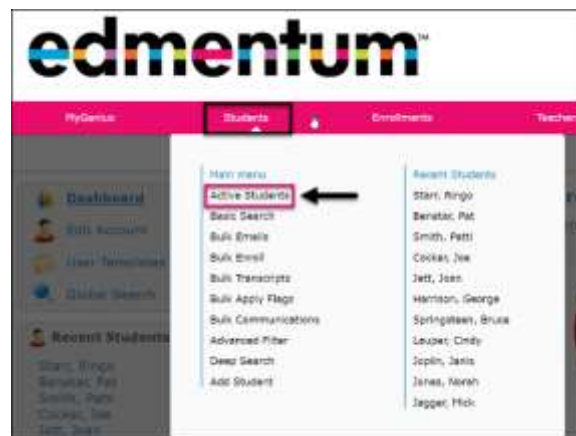


6. Select the dropped course(s) that you'd like to reinstate or check Select All and click **Reinstate**. A message will appear confirming that the selected enrollments were reinstated.

✔ All selected enrollments were reinstated.

Extending an Enrollment

1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

Search criteria:

Name: Affiliation:

[Get Data](#)

4. Click on the **student's name**.

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

5. Click Current Enrollments, located on the left side of the screen under Enrollments.

- Enrollments**
 - Current Enrollments**
 - Snapshot
 - Pacing
 - Gradebook
 - Student Activity
 - Activity Heatmap
 - Requested Courses
 - Drop Requests
 - Enrollment History
 - Gradebook History

1. Place a check in the box next to the enrollment that you'd like to extend. Click Change **Dates**.

There is 1 active enrollments for this student:

Check All

Search:

Select	Edit	Section	Start	End	Grade	Assignments	Weeks	Teachers	School	Semester	LastActivity
<input type="checkbox"/>		820 Grade 1 Math in Focus: Towers (522)	8/11/2020	8/31/2021	1 of 8K		26	Teacher, Training	EDH	Ongoing	3

2. Select the start and end dates and click **Save**.

Edit Dates

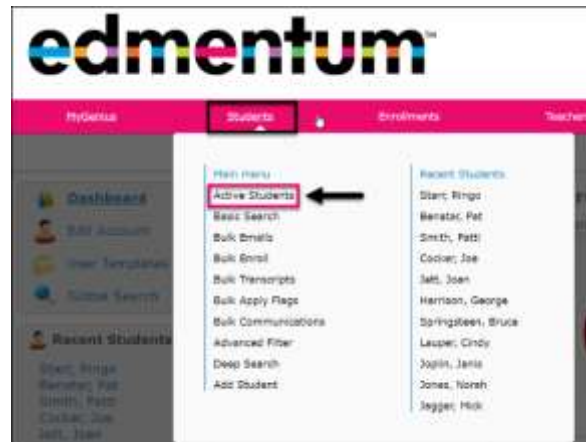
Start Date:

End Date:

How to Withdraw a Student

In the previous section we covered what to do if a student needs to be dropped from a section. If a student is transferring out of your school or just needs to be completely withdrawn from the program, we recommend the following steps instead:

1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

Search criteria:

Name:

Affiliation:

[Get Data](#)

4. Click on the **student's name**.

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

5. Click **Withdraw**, located on the left side of the screen under Actions.

Actions

- Enroll in Section
- Transfer Sections
- Send Email
- Reinstate
- Withdraw**
- Associate to Coach
- Flags

6. Select the **Withdrawal reason** and click **Withdraw**. You'll receive a confirmation that the student was withdrawn.

Confirm withdrawn

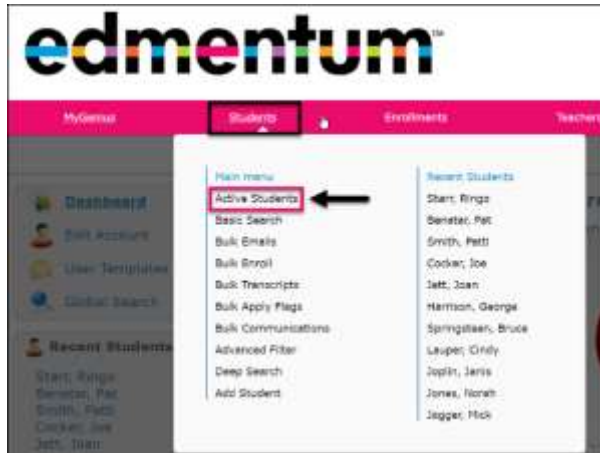
Clicking on the "Withdraw" button will drop the student from his/her current courses, change his/her status to Withdrawn and remove the student from the LMS.

Withdrawal reason:

✔ Student was withdrawn.

How to Reactivate a Withdrawn Student

1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

Search criteria:

Name:

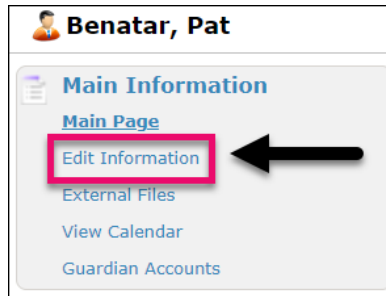
Affiliation:

4. Click on the **student's name**.

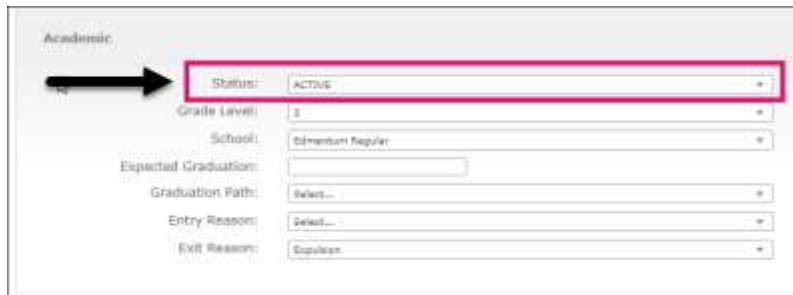
There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

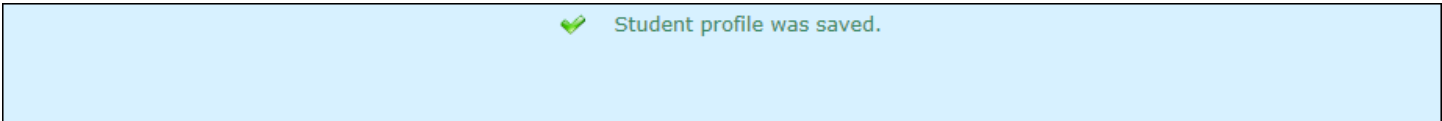
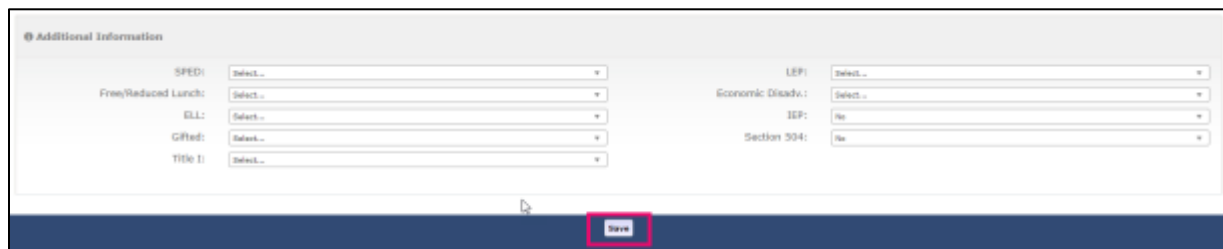
- The student's information page will load. Click the **Edit Information** link, which is located on the left side of the screen under **Main Information**.



- The student's information page will load. Choose **Active** from the **Status** dropdown under the **Academic** section.

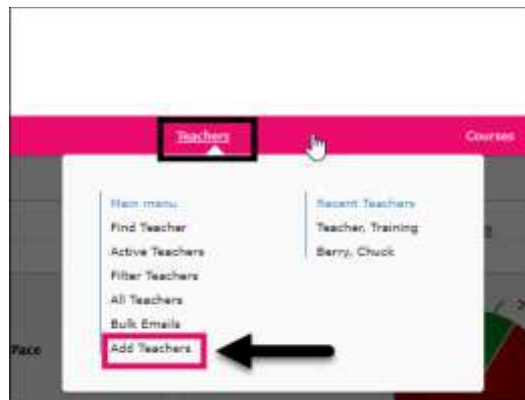


- Click **Save** at the bottom of the screen. You'll receive a message confirming that the changes were saved.



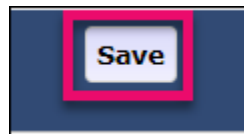
Creating a Teacher

1. Hover your mouse over the **Teachers** tab, located in the pink bar across the top of the screen.
2. Click **Add Teachers**.



3. The screen refreshes to enable you to add in the information for the Teacher. You must add the following information:
 - First Name
 - Last Name
 - Affiliation (the school)
 - Cap
 - User Name
 - Password
 - Email

- Once you have completed the required fields, select **Save** at the bottom of the screen. A notification will appear to signify the teacher has been added.



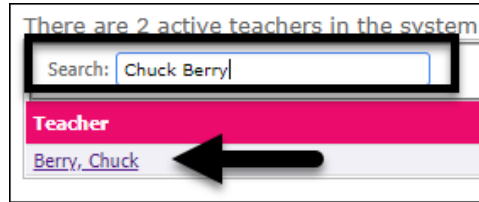
✔ Teacher was successfully created. [Click here](#) to go to this teacher's profile.

Editing a Teacher

- Hover your mouse over the **Teachers** tab, located in the pink bar across the top of the screen.
- Click **Active Teachers**.



- Search for the teacher in the **Search bar**. Click on the **teacher's name**.



- The teacher's information page will load. Click the **Edit Information** link, which is located on the left side of the screen under **Main Information**.

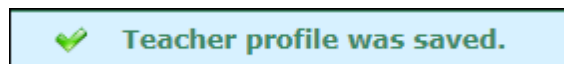


- Make the necessary changes and click **Save** at the bottom of the screen. You'll receive a message confirming that the changes were saved. Tip: This is also where you can select **Archive** to make a teacher no longer active.

Contact Information

Email: <input type="text" value="cberry@edmentum.com"/>	Phone: <input type="text" value="333-867-3204"/>
Street: <input type="text"/>	City: <input type="text"/>
State: <input type="text" value="Select..."/>	Country: <input type="text" value="Select..."/>
ZIP: <input type="text"/>	

←



Monitoring Student Progress

This section will show you how to monitor progress for all enrollments and individual students. We will start with how you can view information for multiple enrollments at once, which will provide you with a holistic view of what's happening across all enrollments. Then we will look at how to view more detailed progress information for an individual student.

How to Monitor Attendance (Individual)

1. Click **Students**
2. **Select** your Student
3. In the left navigation under the Enrollments Section, click **Student Activity** OR **Student Activity Report**. Student Activity will provide the dates and activity. The Student Activity Report will show more of a detailed view.

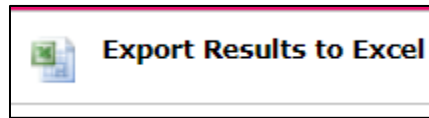


4. Fill in the date range you need, and click **Get Data**



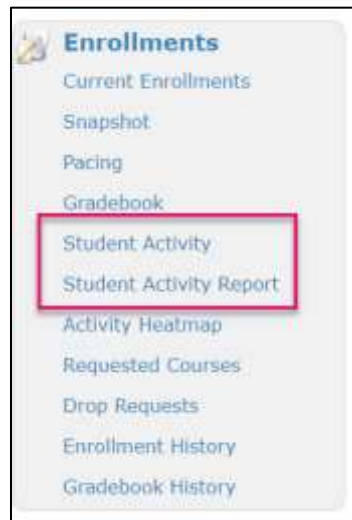
The image shows a dark blue search criteria form. It has two radio button options: "Show activity in the last" with a dropdown menu set to "1 Week", and "Show activity between the following dates:" with two empty text input fields separated by the word "and". A "Get Data" button is located in the bottom right corner of the form.

5. You can export this data using the **Export Results to Excel** link in the top right.



How to Monitor Attendance (Affiliations Level)

1. Click **Affiliations**
2. **Select** your affiliation
3. In the left navigation under the Academic Section, click **Student Activity** OR **Student Activity Report**.



Student Activity will provide the dates and number of activities for all students in the Affiliation.

There are 64 students with activities in the selected period:

Student	2020 Grade 1 Math in Focus	2020 Grade 2 Science DEMO Titan	2020 Grade 3 Social Studies (WJ)_c373	2020 Grade 4 ELA e440	2020 Grade 4 Math in Focus Texas Demo	2020 Grade 5 Math in Focus (MI) 5622	2020 Grade 5 Art & Art History 854	Total
AgoodTrainingDemo16, Student [14116]	0	0	0	0	0	0	0	0
AgoodTrainingDemo43, Student [104985]	0	0	0	0	0	0	0	0
AgoodTrainingDemo15, Student [110325]	0	0	0	0	0	0	0	0
AgoodTrainingDemo6, Student [13326]	0	0	0	0	0	0	0	0
AgoodTrainingDemo56, Student [37476]	0	0	0	0	0	0	0	0
AgoodTrainingDemo49, Student [73737]	0	0	0	0	0	0	0	0
AgoodTrainingDemo45, Student [16883]	0	0	0	0	0	0	0	0
AgoodTrainingDemo25, Student [16883]	0	0	0	0	0	0	0	0



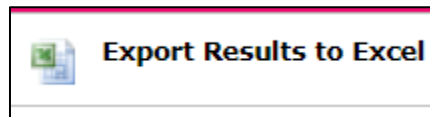
The Student Activity Report will show more of a detailed view. This view includes: Attendance date, Section, Section Type, ID, Student, Organization, LMS Attendance, Physical Attendance, Tardy Minutes, Absence Reason, Comments, Attended Status

There are 7 students with activities in the selected period:

Attendance Date	Section	Section Type	ID	Student	Organization	LMS Attendance	Physical Attendance	Tardy Minutes	Absence Reason	Comments	Attended
9/2/2020 12:00:00 AM	2020 Grade 2 Science DEMO T5am Section	Virtual	133154	Calvert Jr, Cal	CalvertLearning Demo Account	00:01:00	Present	0			True
9/2/2020 12:00:00 AM	SV 20-21 Grade 3 Social Studies	Virtual	133154	Calvert Jr, Cal	CalvertLearning Demo Account	00:01:00	Present	0			True
9/2/2020 12:00:00 AM	2020 Grade 4 Math in Focus_Texas Demo	Virtual	133154	Calvert Jr, Cal	CalvertLearning Demo Account	00:01:00	Present	0			True
9/2/2020 12:00:00 AM	2020 Grade 1 HFO	Virtual	133154	Calvert Jr, Cal	CalvertLearning Demo Account	00:01:00	Present	0			True
9/2/2020 12:00:00 AM	2020 Grade 5 Art Bando; Art History_TX Demo	Virtual	133154	Calvert Jr, Cal	CalvertLearning Demo Account	00:01:00	Present	0			True
9/2/2020 12:00:00 AM	Grade 1 ELA Demo	Virtual	133154	Calvert Jr, Cal	CalvertLearning Demo Account	00:01:00	Present	0			True
9/2/2020 12:00:00 AM	2020 Grade 3 Math in Focus	Virtual	133154	Calvert Jr, Cal	CalvertLearning Demo Account	00:01:00	Present	0			True

Note: Attendance date will always show a time of 12:00 a.m. since the Genius system only updates once per day at midnight Central.

- Fill in the date range you need, and click **Get Data**
- You can export this data using the **Export Results to Excel** link in the top right.



How to View Progress for Multiple Enrollments

- Click **Enrollments**, located in the pink bar across the top of the screen.



- Fill in each dropdown box with the appropriate search criteria for the enrollments that you'd like to view and click **Get Data**.

Search criteria:

Affiliation: Partnership in Empowering Futures	Grade between: Select... AND Select...
School: Edmonkton Regular	Term: Select...
Department: Select...	Start Date: Select...
Course: Select...	End Date: Select...
Teacher: Select...	Grade Level: Select...
Special Ed: Select...	Catalog: Select...
LEP/ELL: Select...	Pacing: Select... D Select... Select...
Free/Reduced Lunch: Select...	Logins: Select... Select... In Select... (days)
Couch: Select...	

Get Data

3. The enrollments will load below. You can view the following information:

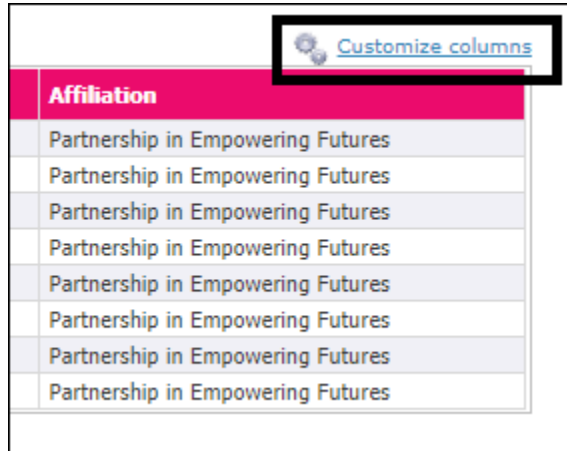
- Student Name
- Section
- Teacher
- Start Date
- End Date
- Grade
- Current Week
- Number of Assignments Behind
- Affiliation

There are 8 enrollments matching your criteria

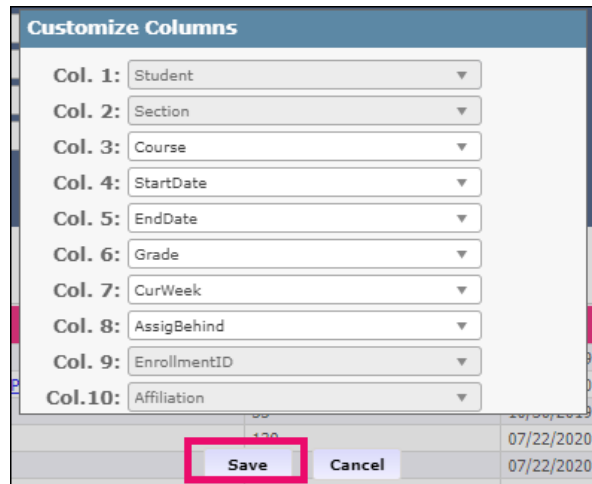
Student	Section	TotalAssignments	StartDate	EndDate	Grade	CurWeek	AssignBehind	Affiliation
Stacy, Anthony D	DESOPT - Physics 1 Semester A v1.0 in Partners	55	10/26/2019	07/24/2020	11.00	44	23	Partnership in Empowering Futures
Carra, Marianne	DESO - Evolve 1 in Assembled Health Semester A v1.0 in Partners	39	07/29/2019	12/01/2019	8	3	11	Partnership in Empowering Futures
Jata, Benny	DESOPT - Physics 11 Semester A v1.0 in Partners	33	10/26/2019	07/24/2020	10.00	44	0	Partnership in Empowering Futures
Smith, John	11Desu - ChemieA	139	07/22/2019	11/20/2019	100	6	46	Partnership in Empowering Futures
Smith, John	11Desu - ChemieB	134	07/22/2019	11/20/2019	6	42	40	Partnership in Empowering Futures
Smith, John	11Desu - ChemieA	120	07/22/2019	11/20/2019	6	40	40	Partnership in Empowering Futures
Smith, John	11Desu - ChemieB	113	07/22/2019	11/20/2019	6	40	40	Partnership in Empowering Futures
Scott, John D	DESOPT - Spanish 1 Semester A v1.0 in Partners	46	10/26/2019	03/29/2020	20	44	28	Partnership in Empowering Futures

[Customize columns](#)

4. You can customize these columns, which will allow you to edit the columns that you can view. Click **Customize columns**.

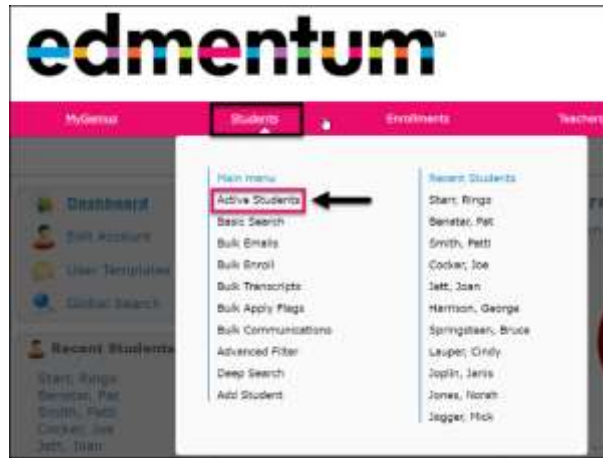


5. You may select from any of the dropdown boxes that are not “greyed out”. Select the information that you would like to add from the dropdown box(es) and click **Save**. Note that you can select which column the information appears in.

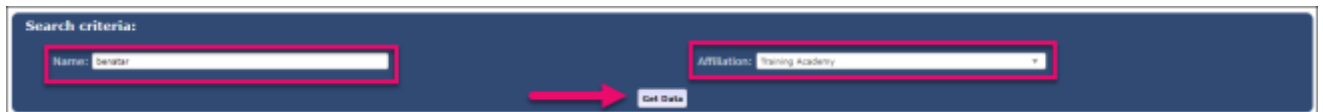


How to View Progress for an Individual Student

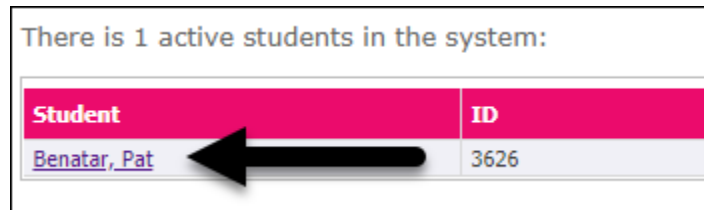
1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.



4. Click on the **student's name**.



5. The student's information page will load. Scroll to the **Academic Snapshot**. The Academic Snapshot will show you the following information:

- Section
- Semester
- Teachers
- Start Date
- End Date
- Grade Assignments
- Last Activity

Academic Snapshot ←

This student is currently enrolled in 1 section(s):

Section	Section#	Teacher	Start Date	Grade	Assignments	Last Activity
U250259 - Grade 11 Science (A, B, & C) (Fr)	03494	Teacher: Placeholder	10/30/2019	11.88%	8 of 21	04/05/2019

6. Below the Academic Snapshot, you can see recent communications and recent activity.

Recent Communications ←

Here are the last communications with this student:

User	Date	Category	Subject	Contents
Demo, Site Coordinator	9/2/2019 12:54:28 PM	Email	Course Dropped	Dear Anthony XP, This e-mail is being

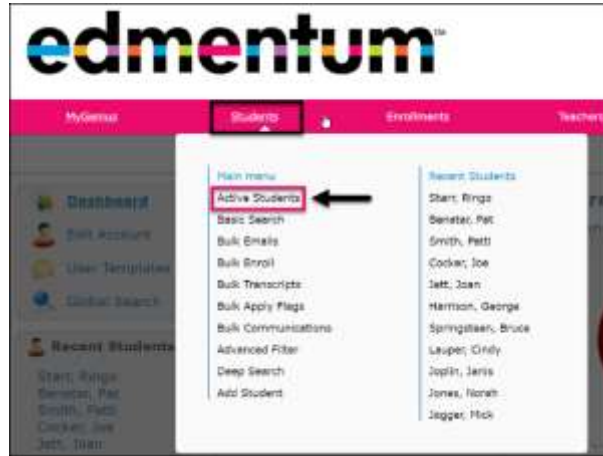
Recent Activity ←

Here is the student's activity in the last 7 days:

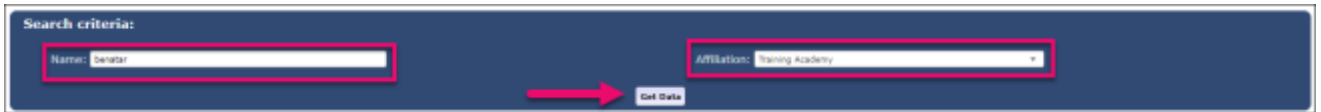
Date	Total
Tue, Sep 1	0
Mon, Aug 31	0
Sun, Aug 30	0
Sat, Aug 29	0
Fri, Aug 28	0
Thu, Aug 27	0
Wed, Aug 26	0
Total	0 (0%)

How to View the Gradebook for an Individual Student

1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.




4. Click on the **student's name**.


There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

5. Click **Gradebook**, located under Enrollments on the left side of the screen.



Enrollments

- Current Enrollments
- Snapshot
- Pacing
- Gradebook 
- Student Activity
- Student Activity Report
- Activity Heatmap
- Requested Courses
- Drop Requests
- Enrollment History
- Gradebook History

- At the top of the screen you can view the Course, Start and End Dates, Grade, Number of Assignments Completed/Total Number of Assignments, Number of Weeks, and the Teacher.



GRADEBOOK

Here you can see information about your grades and assignments.

Select	ID	Course	Start	End	Grade	Assignments	Weeks	Teachers
	2021		18/09/2019	02/06/2021	<div style="width: 100px; height: 10px; background: linear-gradient(to right, yellow, orange, red);"></div> 31.88	2 of 58	142	Teacher, Placeholder

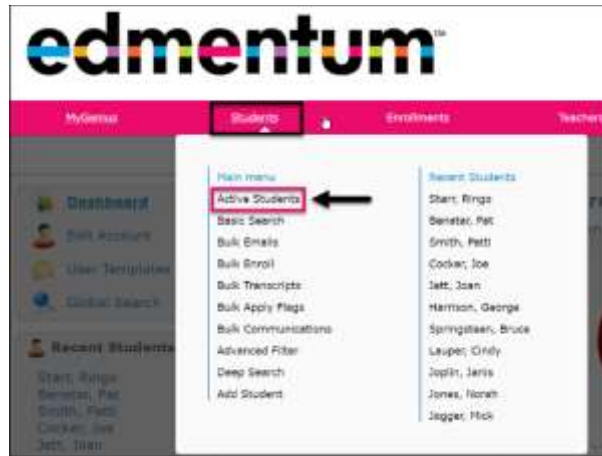
Select a course to view unit grades

- Below that, you can view details about each assignment, including possible points, earned points, grade, and the date the assignment was completed.

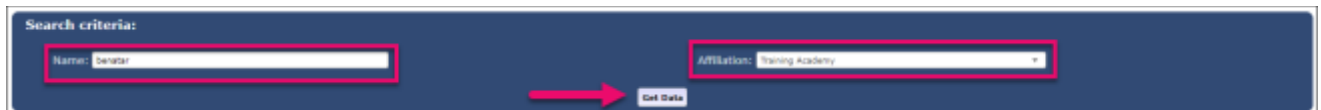
Assignment	Possible Points	Earned Points	Grade	Completed
Course Activity: Relationships Between Real Numbers	100			
Discussion: Special Linear Relationships	100			
Discussion: Linear Equations	100			
Linear Equations	100			
End of Semester Test: Algebra 1A	100			
Comparing Data Sets	100			
Radical Expressions	100			
Unit Activity: Systems of Linear Equations and Inequalities	100			
Writing Linear Functions and Equations	100			
Project: Descriptive Statistics	100			
Solving Advanced Linear Equations	100			
Unit Activity: Special Linear Relationships	100			
Project: Linear Equations	100			
Solving Linear Inequalities	100			
Unit Activity: Functions	100			
Linear Inequalities	100			
Post Test: Descriptive Statistics	100			
Project: The Real Number System	100	38.38	38.38	Oct 30, 2019
Post Test: Functions	100			

How to View Pacing for an Individual Student

1. Hover your mouse over the **Students** tab, located in the pink bar across the top of the screen.
2. Click **Active Students**.



3. Enter the **student's name** and select their **affiliation** (school). Click **Get Data**.

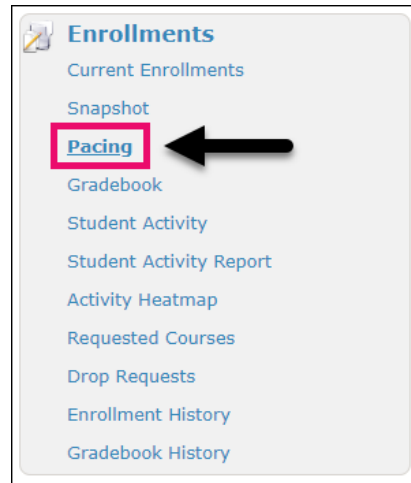


4. Click on the **student's name**.

There is 1 active students in the system:

Student	ID
Benatar, Pat	3626

5. Click Pacing, which is located under Enrollments on the left side of the screen.



6. The Suggested Pacing will load. This screen allows you to view how many assignments per week the student must complete in order to complete the course on time. You can view the following information:

- The Dates of Each Week
- Original Assignments
- Extra Assignments
- Total Assignments

7. Click the green arrows to move to the next course that the student is enrolled in.

The screenshot shows the "SUGGESTED PACING" interface. At the top, it says "Here you can see how many assignments the student must complete per week in order to finish the course on time." Below this, there are navigation arrows and a course title: "Algebra 1 Semester A v7.0 w/ Pretests" with a progress indicator showing "15 assignments behind".

Week	Original Assignments	Extra Assignments	Total Assignments
Aug 02 - Aug 08	0	2	2
Aug 09 - Aug 15	0	2	2
Aug 16 - Aug 22	0	2	2
Aug 23 - Aug 29	0	2	2
Aug 30 - Sep 05	0	2	2
Sep 06 - Sep 12	1	0	1
Sep 13 - Sep 19	0	0	0
Sep 20 - Sep 26	0	0	0
Sep 27 - Oct 03	0	0	0
Oct 04 - Oct 10	1	0	1
Oct 11 - Oct 17	0	0	0
Oct 18 - Oct 24	0	0	0
Oct 25 - Oct 31	0	0	0
Nov 01 - Nov 07	0	0	0
Nov 08 - Nov 14	0	0	0
Nov 15 - Nov 21	0	0	0
Nov 22 - Nov 28	0	0	0
Nov 29 - Dec 05	0	0	0
Dec 06 - Dec 12	0	0	0
Dec 13 - Dec 19	0	0	0
Dec 20 - Dec 26	0	0	0
Dec 27 - Jan 02	0	0	0
Jan 03 - Jan 09	0	0	0
Jan 10 - Jan 16	0	0	0
Jan 17 - Jan 23	0	0	0
Jan 24 - Jan 30	0	0	0
Jan 31 - Feb 06	0	0	0
Feb 07 - Feb 13	0	0	0
Feb 14 - Feb 20	0	0	0
Feb 21 - Feb 27	0	0	0
Feb 28 - Mar 06	0	0	0
Mar 07 - Mar 13	0	0	0
Mar 14 - Mar 20	0	0	0
Mar 21 - Mar 27	0	0	0