



Admin FAQ

Where can I assign students and teachers to courses?

Select the course under “Manage Courses” from your admin account. This will open a page where you can assign students and teachers to courses, as well as change many other course settings.

Can I edit the names of courses?

Yes, if you select the course in your admin account you can edit the name under “Class Name”.

What is a Teacher Early Access Period?

This gives teacher access to courses a specified number of days prior to the course start date. This allows teachers to begin planning and previewing the curriculum to prepare for the school year.

What is a Teacher Grading Grace Period?

This gives teachers access to courses and student work for specified number of days after the course end date. This setting allows for teachers to continue grading student work after the course has ended.

Do I need to set course start and end dates?

These are not required but recommended. A start date ensures that students do not start their work prior to the start of their program. An end date allows the progress for each course to calculate and show if the student is on track to complete the required lessons before the program ends.

Can I view Calvert courses from my account?

Yes, when logged into your admin account you can select “View Courses” from the home page

What types of reports can I run?

We have seven different reports that you can run:

- Attendance
- Performance and Progress Summary
- Scores Export
- Detailed Activity
- Class Set Up
- Teacher Grading
- Target Percent Complete

What is the difference between default class enrollment and manual?

Default Class Enrollment will place students in default courses in CTN based on what courses were ordered. Manual Class Enrollment does not place students into courses, but rather requires the admin to create class sections and assign students manually to each.