Calvert Teachers & Admin: Frequently Asked Questions

Calvert Learning

Questions	Answers	Resources
How are the Teacher and Family Learning Guide roles different?	Teachers make all instructional decisions. Family Learning Guides tend to the day-to-day needs of students.	Educator Program Overview
How do I reset my password?	Select 'Click here to Recover your Password' on the login page. Enter your email address or login to recover your password though a private email. To email a password reset to students, go to 'Students', 'Active Students', search for the student, select the student's name then Reset Password.	Click here to recover your password
How do I add a student?	To add a student, verify the student is not already in the program under 'Active Student'. If the student is not in the system, go to 'Students', select 'Add Student' and complete the form, including the affiliation.	Adding a Student
How do I drop a Student?	Go to 'Enrollments', search and select the Student. Select 'Current Enrollments'. Select the checkbox for the student then choose 'Change Dates, Drop Selected,' or 'Complete Selected'.	Dropping Enrollment
What version of iPad is recommended for use?	We recommend using iOS 13.3.1 or newer on iPad and the Safari Browser when accessing our content and 3rd party links.	Viewing on an iPad
I'm unable to launch my course. What should I do?	Review the System Requirements for basic troubleshooting and contact support@edmentum.com if the problem persists.	System Requirements Support Page
What do I do if a book/e-text is not displaying?	The first time a student clicks into an eText resource, it takes 24 hours for the materials to push from the 3rd party provider into the student/parent/teacher's portal. If the problem persists, please email support@edmentum.com.	

How do I find the page numbers in eTexts?	Links in the Calvert Learning lessons generally take you to the appropriate page. If not, use the menu or navigation arrows within the digital textbook to find the needed pages. Print textbooks and digital textbooks do not always have the same page numbers so use the text within the lesson to guide you.	[Navigating your eTools](#)
How do I turn on teaching notes?	If they are available for the lesson, there is a teaching note toggle 'on' at the top right of the page. You can only see this toggle if logged in as a Family Learning Guide or teacher. Some lesson parts have no teaching notes because they contain other resources, such as rubrics, as support.	
How do I review progress?	Once in Calvert, select the 'Performance' or 'Progress' tabs. 'Performance' will show you how the student is scoring, while 'progress' will show you how far the student is along in their courses.	[Reviewing Student Progress](#) [Reporting](#)
How do I skip or omit a lesson?	Teachers can skip or omit any lesson from instruction. Skipping a lesson removes it from students' daily schedules, but students can still access it from within the course; omitting a lesson altogether removes it from the schedule, prevents students from viewing the content anywhere in Calvert, and excludes the lesson from course grading. You can skip or omit lesson parts from the Progress tab in Calvert. Select the lesson(s) you wish to skip or omit, and click the appropriate icon to perform the desired action. Students' daily schedules will automatically update.	Click this icon to skip a lesson part Click this icon to omit a lesson part
When does a student's activity sync to Genius from Courseware and Calvert?	Updates in Genius, such as new enrollments, sync to Calvert at least once every hour. Student activity completed in Edmentum Courseware and Calvert sync back to Genius nightly. Any activities completed in classes will appear in Genius the next day.	

How can I differentiate for my students?	Teachers should make any adjustments to the curriculum needed to best serve their students. This includes, but is not limited to, skipping lesson parts or activities, adding extension activities, or modifying activities for students with IEPs.	Planning Instruction with Calvert Learning Accommodations and Modifications
How can an administrator adapt pacing for school breaks (holiday, etc.)?	The pacing guide is not attached to a calendar. For example, if a student ends on day 75 before a break, when they pick back up, it will pick up on day 76. There is no way to 'lock' the system, so please encourage your students and families to use this time to get caught up, not work ahead.	
How do I email students?	To email students in Genius, there is an option to 'Send Email' in the bottom left-hand menu. To email a group of students, under the Students tab, click 'Bulk Email' in the menu on the left-hand side of the screen.	Sending an email in Genius Sending bulk emails in Genius
How do I extend the length of a course?	Teachers are free to add or extend activities as needed. This may mean your students' pacing will appear behind because they are taking longer within lessons.	
What should be turned in and graded?	The system will only ask for Quick Checks, Use for Mastery, Unit Quiz, and Project items to be graded. Teachers are free to select any additional activities they would like to be submitted for a grade. Teachers also can add their own gradable activities by selecting the Plus icon (+) from the Performance tab in Calvert and entering the activity information on the next screen. Teachers should set expectations with families that some work is part of the learning experience and will not be turned in and graded. This is similar to brick-and-mortar schools.	