



ODYSSEYWARE®

Teacher User Guide



Table of Contents

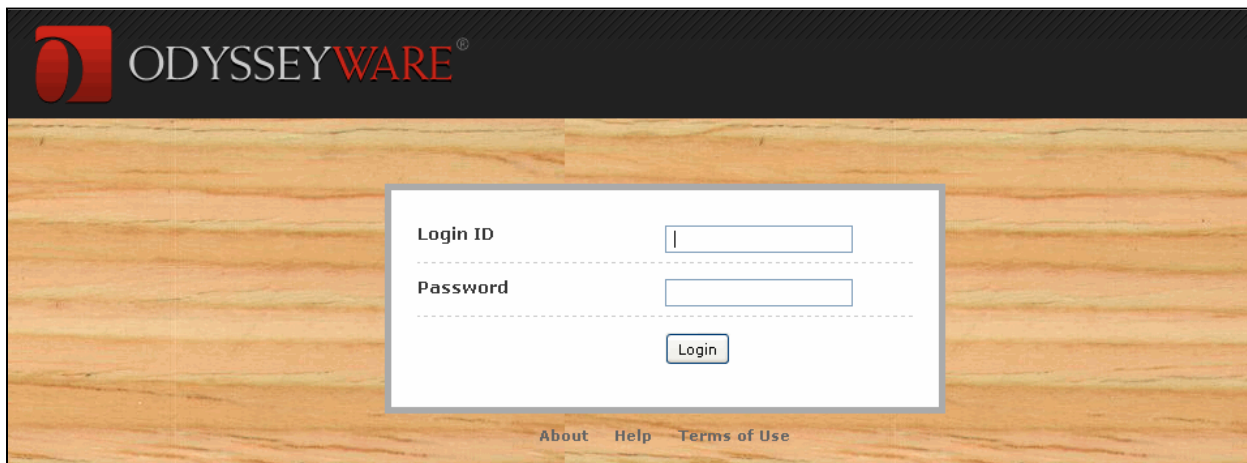
Welcome to ODYSSEYWARE Teacher	3
Help	3
Feedback	4
Home	5
My Preferences	6
Assignment Alerts Tab	8
Roles and Functions of the Teacher	10
Students	10
Student Options	11
Create Student	12
Import Student	15
Filtering the List	17
Disable/Enable Login	18
Controls	18
Course Enrollment	19
Add Enrollment	20
Reschedule	22
Place On Hold	22
Archive	23
Edit	23
Course Enrollment Filter / Search Function	26
Gradebook	27
Grading	27
Action Required	33
Courses	36
Custom Course / Create a Course	39
Custom Projects	45
Reports	49
Course Percentage Complete	49
Detailed Student Grading	49
Login / Logout Report	49
Student Activity Daily Breakdown	49
Student Activity Summary	49
Student Lesson Plan Report	49
Student Unit Grades	49
Messages	52
Appendix A – Report Examples	55

Note: For technical support, please contact Technical Support at 1-877-251-6662 or go to www.odysseyware.com/support.

Welcome to ODYSSEYWARE Teacher!

Your administrator provided you with a Login ID, password, and URL, probably in the format “<https://yourschoolname.owschools.com>” to access ODYSSEYWARE (OW). As soon as you go to that site, you see a screen similar to the one below.

ODYSSEYWARE has three modes, or applications; Administrator, Teacher and Student. The **Login** page for each looks the same. Your **Login ID** and **Password** used direct you to the correct mode.



Below the **Login** box, you see three links, **About**, **Help**, and **Terms of Use**. These links are on every page in both the Administrator and Teacher modes. Let's quickly walk through each of those links, starting with **About**.

About

The **About** page is where you find the active ODYSSEYWARE **Version** number. You can also find this information in the **Copyright** bar at the bottom of every page in the application. This page also gives you a link to contact our school setup team and access to the Teacher and Student Overviews of OW.

Help

This link is where you find the Admin, Teacher, and Student Quick Start and User Guides. You can also find links to our Technical Support database of frequently asked questions, as well as email and telephone contact information for Tech Support.

Terms of Use

Clicking this link allows you to access a copy of the “ODYSSEYWARE End User License”.

Once you login, you see these same three links in a bar across the bottom of every screen in the application, along with one additional link, **Feedback**.



Feedback

The **Feedback** page enables you to send ODYSSEYWARE suggestions, or issues you may encounter in the product.

When you click the **Feedback** link, a window like the one below opens.

The top section includes instructions about completing the form and an example of a completed form. Please complete the form at the bottom of the page.

Name: automatically filled in for you. You can type over this if you need to change it.

Email: the address we use to send you the issue number and respond to any questions you have regarding the issue.

Phone: A number where we can contact you about the issue, if necessary.

Feedback: Please use this space to give us as much information about the issue, suggestion, or problem as you are able. If this is an issue you are experiencing while in the application, we need: the subject, grade, unit and lesson, (copy and paste the URL address into this area) along with detailed information describing the issue you are experiencing.

Feedback

We value you as a customer and appreciate the time you take out of your schedule to inform us of any suggestions or issues concerning our materials.

Multiple issues should be submitted separately.

1. Enter your comments in the box below. Clearly describe the situation you are encountering.
2. Be sure to include:
 - o Subject
 - o Grade
 - o Unit
 - o Lesson
3. You may also copy and paste the URL address for the page you are writing about.

Name

admin admin

Email

Phone

Feedback

We will reply to you shortly. Be sure to provide a valid email address and phone number in case we have to contact you for additional information.

For a status update or if you have any further concerns regarding this matter, contact technical support at (877) 251-6662.

Thank you,
OdysseyWare Feedback
Product Development Department

Cancel

Send

Click **Send** to submit the form to our development team or **Cancel** to discard the form.

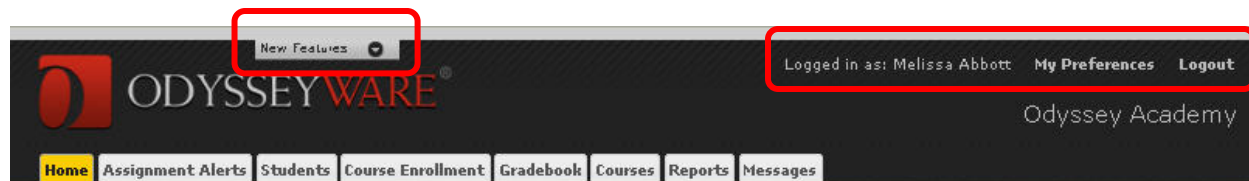
Home

After you login as a teacher, the first page you see is your **Home** page. Notice the box across the bottom of the page? This is where you find the links we just discussed on all subsequent pages in OW Teacher.

Copyright ©2010, Glynlyon, Inc. All rights reserved.

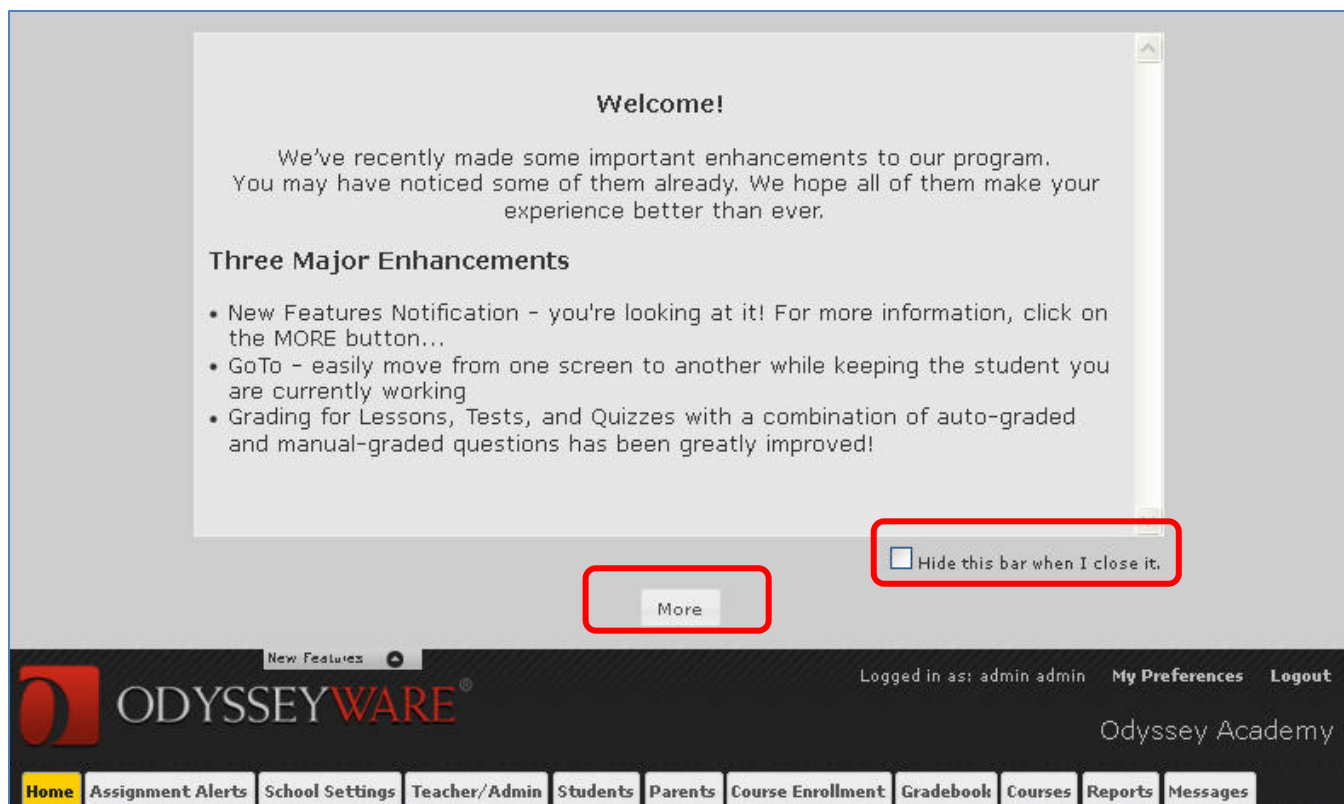
[About](#) [Help](#) [Terms of Use](#) [Feedback](#) Version: 2.0.0_b170

Let's take a look at the top banner of your **Home** page. This banner remains consistent, no matter what page you are on in the application. You can always see the name of your school and your login name. Additionally, there are two links on the right-hand side of the banner.



Above the ODYSSEYWARE logo, you see a gray **New Features** button. Clicking this expands the window to display a list of new features and a link (the **More** button), where you can see previous updates and changes to the application. If you do not want to see **New Features** button on your screen, click the button once to expand the window once and click the checkbox beside "**Hide this bar when I close it**". You can always see the **New Features** and **Updates** again by clicking the **Version** number in the lower right-hand corner of your screen.

The **New Features** button reappears each time ODYSSEYWARE has a new release.





My Preferences

Appearance tab – Click this tab to modify your **Theme** or **Background**. (You can only do this if your admin has permitted it.)

Change Password tab – Click this tab to change your password. (You can only do this if your admin has permitted it.)

Click the **Save** button to retain the changes you made. Click **Cancel** to return to your **Home** page and discard any modifications.

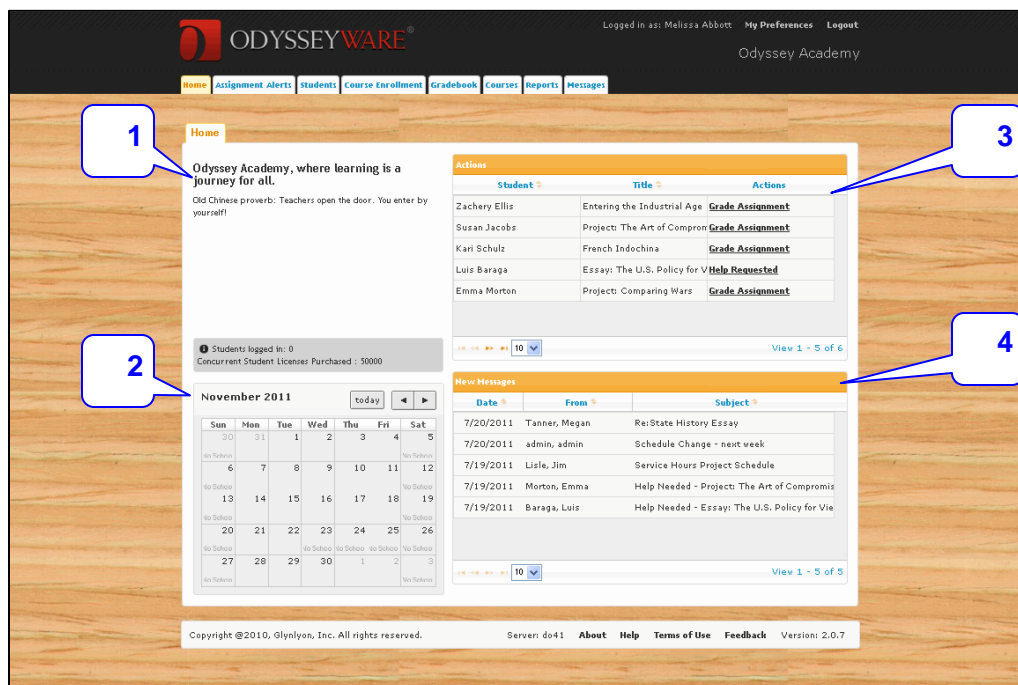
The screenshot shows a 'Preferences' dialog box with two tabs: 'Appearance' (selected) and 'Change Password'. Under the 'Appearance' tab, there are two sections. The 'Theme' section shows 'excite-bike' with a '[Change]' link and a calendar icon. The 'Background' section shows 'Wood 4 bg' with a dropdown arrow and a preview image of wood grain. At the bottom right are 'Cancel' and 'Save' buttons.

Logout – allows you to easily logout from anywhere in the application.

Another area that remains constant across all of the pages in Teacher mode is the row of tabs across the top of the page, enabling easy access to all functionality within the application. This guide walks you through each tab and the corresponding functions and features available when you click each one.



Let's begin on the far left with the **Home** tab.



The screenshot shows the OdysseyWare Home page. At the top, there is a navigation bar with tabs: Home, Assignment Alerts, Students, Course Enrollment, Gradebook, Courses, Reports, and Messages. The Home tab is selected. Below the navigation bar, the page is divided into several panels. Callout 1 points to the 'Message of the Day' panel, which displays a quote and a proverb. Callout 2 points to the 'Calendar' panel, which shows a monthly calendar for November 2011. Callout 3 points to the 'Actions' panel, which lists assignments needing to be graded. Callout 4 points to the 'New Messages' panel, which lists incoming messages.

Your **Home** page has several panels:

1. **Message of the Day** – think of this as your announcements bulletin board. Your administrator controls what displays in this panel on the **Home** page of everyone who has a login to your OW installation.
2. **Calendar** – your school calendar displays in the panel on the left side of the **Home** page. Right above the calendar, you see the number of student licenses you currently have or the current balance in your eCash account.
3. **Actions** – displays assignments needing to be graded by the teacher and messages sent when a student uses the **Help** button on an assignment problem. Shows the student name, the assignment type and title of the assignment needing to be graded; or the date, student name and subject of the message if a help request. Click the linked message to go directly to the question to be graded. Remember to check the question numbers for an asterisk (*). This is a reminder that question needs manual grading. Clicking a **Help** request takes you to the first help request in the assignment. Clicking an **Unlock** request allows you to unlock a quiz or test the student left, without submitting it as complete, and then tried to reenter within a two minute window. When the student attempts to reenter the quiz or test within this two minute window, he or she is presented a pop-up box asking if they want to submit the score they currently have on the quiz or test, or if they want the teacher to unlock it so they can complete the quiz or test. The choice to ask you to unlock it generates this action request type. Clicking an **Access Blocked Assignment** request takes you to the failed assignment. If you are not assigned a course, this area will be blank. Consider this as your reminder to check the **Gradebook** or **Message Inbox**.
4. **New Messages** – shows you a listing for each new, unread message in your OW Inbox. You see the date each message was sent, who sent it, and the subject line of the message. Click a new message to open the message.

Assignment Alerts Tab

The **Assignment Alerts** tab displays a page with a list of all student assignments with a status of “completed”, “graded”, “assigned” or are overdue. **Assignments** requiring manual grading appear on your Home tab in the **Actions** block and on the **Action Required** page under the **Gradebook** tab.

Home Assignment Alerts School Settings Teacher/Admin Students Parents Course Enrollment Gradebook Courses Reports Messages											
Show Progress for past 5 days and for my students ✓ Graded ↺ Re-Assigned ⚠ Overdue ⛔ Blocked/Failed											
Teacher	Student	Course	Unit	Title	Type	Campus	Activity	Date	Status	Attempts	Score
admin admin Megan Tanner	Earth Scienc	1	4. Competing Perspe	LESSON	A1	09/20 8:37AM	Graded	1/MAX	78.9%		
admin admin Megan Tanner	Earth Scienc	1	2. Introduction to E	LESSON	A1	09/20 8:29AM	Graded	1/MAX	85.7%		
admin admin Maria Baraga	English I (2C	2	20. Review	LESSON	A1	09/20 1:02AM	Not Started	0	0%		

You can choose to view a list for just today, or up to the past seven days. Just use the **Show Progress for** drop-down list to make your selection.

Use the drop-down list to the right of **Show Progress** list to filter the display to show all students or only students assigned to you.

There are 12 columns across the top of the **Assignment Alert** page. You can sort on any column with the arrowheads beside the column header.

For example, you can sort by **Teacher**, **Student**, **Course**, or assignment **Title**. Currently the list is sorted by **Teacher** in descending order. I know this because the downward facing arrowhead to the right of **Teacher** is darker than the other arrowheads.





- today
- past 2 days
- past 3 days
- past 4 days
- past 5 days
- past 6 days
- past 7 days

Teacher	Student	Course	Unit	Title



Teacher User Guide

You also see four symbols in the **Activity** column (and in the upper right corner of the page):


-  tells you the assignment is graded
-  lets you know the assignment is past due
-  indicates the assignment has been reassigned to the student
-  indicates the student was not able to achieve a passing grade on the assignment in the maximum number of attempts allowed.

You can sort by these activity symbols and the **Status** as well.

Using the blank textbox below the column headers, I can also narrow the list to display a specific teacher, student, course, or assignment title by entering the first 3 or more characters of the name I want in the textbox below the column heading.

Let's take a look at the columns starting on the left.

- Teacher Name
- Student Name
- Course Name
- Unit number
- Assignment Title
- Assignment Type
- Campus ID
- Activity (Graded, Reassigned or Overdue)
- Date the assignment was submitted as complete
- Status of the assignment - Assigned, Graded, Not Started (you may see this on overdue assignments). Assignments with these three status codes are the only ones you will see displayed on this page.
- Attempts
- Score – assignment score

You can adjust the width of the columns by hovering your mouse over the line to the right of each column header until it looks like this: . When your cursor looks like this, click and holding your mouse button down, drag the column to the width you prefer.

You can click any assignment title to go directly to that assignment.

You can also change the status of any assignment in the list by clicking the drop-down arrow beside the status displayed. The choice you see may differ depending on the current status of the assignment.

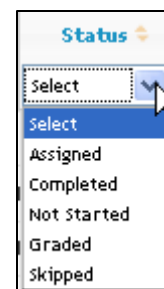
If an assignment shows the status as "Assigned" you can either mark it "Complete" or "Skipped". Complete indicates an assignment was completed by the student, but still has items requiring teacher grading. The status changes to "Graded" once this is done.

Assignments with a status of "Graded" can only be reassigned. Do this by changing the status to "Assigned".

Assignments showing a status of "Not Started" may be changed to "Assigned" or "Skipped".

Any assignment you change to "Skipped" drops off your list when you refresh your screen.

All assignments over five days old automatically drop off the list.





Roles and Functions of the Teacher

Your administrator selected your role; teacher or super teacher, when creating your account.

Teacher	Super Teacher
Sees only students enrolled in classes he or she is assigned or students he or she added or registered in the program. Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) ONLY for students enrolled in assigned classes.	Sees ALL enrolled students. Can perform the functions allowed by the admin (student maintenance, add students, assign courses, create/edit courses) for ALL enrolled students.

Your administrator also chose the functions you would be able to perform in the role assigned:

Student Maintenance - enables you to edit students (change permissions, modify name)

Add Students – allows you to create a new student and assign them to a course with you as the teacher.

Assign Courses – permits you to assign any course to any student you can see. This includes assigning students to courses taught by other teachers.

Create/Edit Courses – makes it possible for you to create a custom course or edit a custom course created by another teacher or admin, who has allowed others to edit their custom courses.

Change Thresholds and Weights – lets you change assignment type grade weights and pass thresholds for students

Students

This page displays the list of students. There are several ways to filter or sort the list of students. You can filter the list using the **View:** dropdown on the top line, immediately below the **Registration** tab. You can select to see only students enrolled in courses you are assigned (My students). What you see when you select all students depends on your role. If you are an admin or super teacher, you see all students enrolled in your school. If you are a teacher, you see only students enrolled in courses assigned to you and students you created.

You can display active students only (the default), on hold students, archived students, or all students (the combination of active and inactive students). Use the drop-down menu in the **Active** column to see the inactive or all students.

Remember, the students you see depend on the role assigned. Super teachers see ALL students registered in the school's application. Teachers see ONLY the students assigned to a course assigned to them. Either way, the list of registered students can get long, so we provide ways to easily locate the student you want.

Search Capability

Notice the row immediately below the column headings (Online, Login Enabled, Status, etc.). You see blank text boxes on this row in most of the columns. These are search filter boxes. Start typing in any of these boxes and the system begins filtering the list for you to meet your search criteria. This functionality is available on several other pages in the application as well. When you see the blank text boxes immediately below the column headers, you can use them to filter your list.



As we walk through what is on the **Student Registration** page, remember, you only see the options for functions your administrator assigned to you.

Before creating a student let's look at some available options. It is important to know the system is set up at two levels, school and student. If the administrator did not allow an option at the school level, it cannot be changed at the student level by a teacher regardless of permissions.

Student Options

Login Enabled allows you to disable or enable students ability to login to ODYSSEYWARE.

User Status lets you change the status of a student. Default is **Active**, options include **On Hold** and **Archive**. If a student is placed in either on hold or archived status, all of the enrollments for that student are also placed into that status automatically.

Threshold Settings – there are several:

Lesson Pass Threshold: the percentage students must achieve on lessons to continue to the next lesson in the course.

Quiz Pass Threshold: the percentage students must achieve on quizzes to continue to the next assignment in the course.

Test Pass Threshold: the percentage students must achieve on tests to continue to the next assignment in the course.

CRx Pass Threshold: the percentage students must achieve on pre-tests to test out of a unit in a CRx (credit recovery) mode assigned course.

CRx Pass Threshold applies only to the original test for each unit of a course assigned in **CRx mode**.

CRx lets you assign a course so students are presented with a pre-test for each unit in the course. If the student achieves a score at or above the **CRx Pass Threshold**, the other assignments in that unit are skipped and the student is assigned the pre-test for the next unit in that course. As long as the student achieves the **CRx Pass Threshold**, the assignments are skipped and the next pre-test is assigned. The score achieved on the pre-test is the unit score.

If the student does not achieve a score at or above the **CRx Pass Threshold**, the assignments in that unit are assigned to the student. When this happens, take note of these points:

1. The normal **Lesson, Quiz and Test Pass Thresholds** apply for all assignments.
2. Quizzes and the post-tests are treated as in any other course; meaning students have the maximum number of attempts set for this course to pass a quiz or test and the score they achieve is the recorded score.
3. The score for the pre-test is discarded and the unit score is the cumulative of all lessons, quizzes and the post-test for the unit.

If you have permission to change the thresholds, the **Personalize Thresholds** checkbox is enabled. Check this box to enable any of the **Pass Threshold** textboxes, to then change the settings for this student. If you have permission to change the pass thresholds, you can also change the maximum attempts and the block assignment type features.

Maximum Attempts: For each pass threshold setting, except **CRx**, there is an associated **Max Attempts** field. You can change the default setting for a student in a specific course. If the student fails to achieve the pass threshold for the assignment type, he or she is automatically reassigned that assignment. You have two options if the student fails the maximum number of times you allowed. The student continues in the course and takes the failing grade or you can block their progress in the course until you review the assignment and decide on a course of action.



Block Progress: Again, for each pass threshold setting, except **CRx**, you see an associated **Block Progress** field. If you check this box, once the student has failed the assignment for the maximum number of times you allowed for this course, he or she cannot continue in the course until you permit it. A message appears on your **Home** page in the **Actions** block, as well as on the **Action Required** page. The **Grading** page displays a checkmark in the **Block** column for the next assignment and the failed assignment shows “max” after the number of attempts, for example 3/max.

Flex CRx: permits the application to automatically skip lessons associated to the questions a student correctly answered on the pre-test in a **Flex Assessments** eligible course if the student is enrolled in CRx mode. It also skips the questions associated to the skipped lessons on the quiz. It does NOT skip any questions on the post-test.

Flex Skipped: lets you skip a lesson in any **Flex Assessments** eligible course where a student is enrolled and have the questions associated to that lesson skipped on the quiz and test.

Weighting: this function allows you to set different weighting percentages for student assignments; lessons, projects, quizzes, and tests. The total of the four must be 100. You can set one or more or assignment types to 0, but we do not recommend doing this, especially for projects, as all custom assignments are projects, so would carry no grade weight. You must click the **Personalize Weights** box to enable the individual assignment weight textboxes. If the **Personalize Weights** box is grayed-out, you cannot change the weighting percentages.

Review Test Quiz: permits the student to view completed tests and quizzes, including their answers.

Student Answer Key: enables students to see the answer key only in completed assignments.

Enable Grading View: permits students who have not achieved the Pass Threshold in a lesson to see which problems they answered correctly, which ones are partially correct, and which are incorrect. They CANNOT see the answer key.

Change Passwords: allows students to change their own password.

Randomize Questions: displays the questions in student lessons, quizzes and tests in a random order. If the student is required to do a lesson, quiz or test more than once, it is very unlikely the questions will display in the same order. If two students, seated beside each other are working on the same assignment, it is HIGHLY improbable they will see the questions in the same order.

You, as teacher always see questions in the same, original order. Once a student has successfully completed an assignment, the questions are always displayed in the original order.

Allow Background: permits students to select one of the other backgrounds provided.

Theme Selection: allows students to choose their own application theme.

Display Planner: enables the student planner (on the My Courses tab) to appear for the student. This allows them to easily see their progress through assigned courses, as well as any past due work.

Allow Messaging: this option can be edited at two levels, to enable students to send messages, but not receive them as well as to permit them to receive messages but not send them. You can also allow or disallow both functions.

Create Student

Let's start by creating a student, and then we'll look at the rest of this page. If you are adding more than a few students, you can download and use the template to enter multiple new students at once. We'll do one student so you can see what information is necessary.

Click the **Create Student** button on the top row. The **Create Student** window (shown on the next page) appears.



ODYSSEYWARE™

Teacher User Guide

Login Enabled: Default is enabled. Click the checkbox to remove the checkmark and prevent student ability to login.

User Status: Default is **Active**. Click the arrow to the right of “Active” to select “On Hold” or “Archived”.

First Name: Type in student's first name.

Last Name: Type in student's last name.

User Name: Type in the user name for this student. This field cannot be edited or changed.

Password: Type in the student password. It must be a minimum of 6 characters. Alphanumeric and some special characters are allowed.

Repeat Password: Enter the same password again to verify it.

Default Term: Select the term the student is to have automatically display when a student is enrolled in a course. Students can be assigned a custom term. Click the circle beside “Custom” and select the **Start** and **End** dates. You can choose the term when you enroll students in courses. Click the circle beside “Choose at enrollment.” Default term is set to school default term set during school setup.

If you want to use a custom term for this student as the default, you must set it up when you create the student. You cannot add this later, using the **Edit** link on the student profile.

Personalize Threshold Settings: Click this box to place a checkmark to change the **Pass Threshold** and/or **CRx Pass Threshold** settings for this student. Default is the student inherits the school-level settings.

CRx Pass Threshold: See page 11 of this document for a description of this function. The school CRx pass threshold is the default. To change it to a different setting for this student only, you must first check **Personalize Threshold Settings** and then type over the displayed number.

Lesson Pass Threshold: The school pass threshold is the default. If you want to change it to a different setting for this student only, click the box in **Personalize Threshold Settings** and type over the displayed number.

Max Lesson Attempts: Enter the maximum number of times you want a student to attempt to complete lessons (achieve the lesson pass threshold) before having the either continue in the subject or be blocked from continuing in this subject.

Block Lesson Progress: Click to place a checkmark in this box, if you want to prevent the student from continuing in the subject once the student has failed to achieve the lesson pass threshold score after completing the maximum number of attempts.

Notice the scroll bar to the far right of the **Create Student** page on the previous page. The lower half of the page is shown on the next page.

Quiz Pass Threshold, Max Quiz Attempts, Block Quiz Progress: These three fields are approached in exactly the same way as the **Lesson Pass Threshold, Max Lesson Attempts, and Block Lesson Progress**. The difference is that they apply only to quizzes.

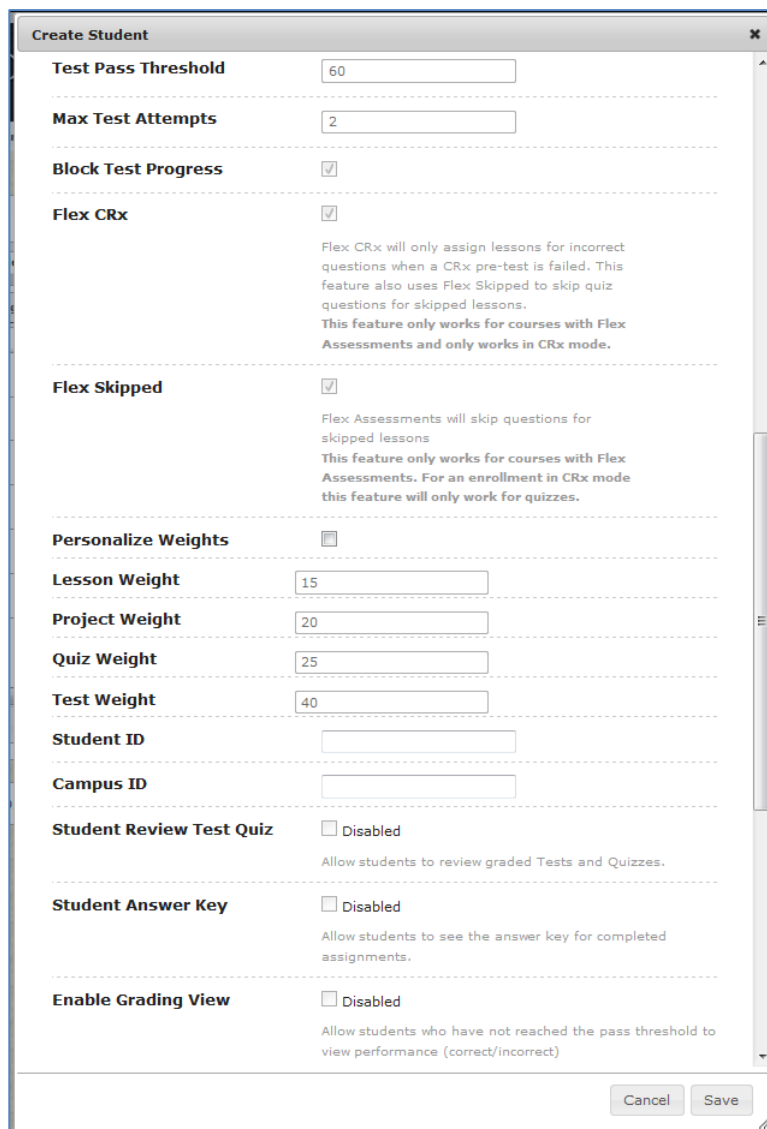
Test Pass Threshold, Max Test Attempts, Block Test Progress:

These three fields are approached in exactly the same way as the **Lesson Pass Threshold, Max Lesson Attempts, and Block Lesson Progress**. The difference is that they apply only to tests.

There must be a checkmark in the **Flex CRx** box to automatically skip lessons associated to questions answered correctly on the unit pre-test. This applies to any course in CRx mode, when all questions related to the lesson are answered correctly. All questions associated to skipped lessons are then skipped on quizzes but NOT on the post-test.

To have all questions associated to assignments you skip for a student to be skipped on quizzes and tests, a checkmark must be in the **Flex Skipped** box.

Personalize Weights: Click this box to permit changing the assignment-type weight percentages. See page 12 of this document for a description of this function. If this permission is not allowed at the school level, this box is not enabled.



Create Student

Test Pass Threshold 60

Max Test Attempts 2

Block Test Progress ☒

Flex CRx ☒
 Flex CRx will only assign lessons for incorrect questions when a CRx pre-test is failed. This feature also uses Flex Skipped to skip quiz questions for skipped lessons. This feature only works for courses with Flex Assessments and only works in CRx mode.

Flex Skipped ☒
 Flex Assessments will skip questions for skipped lessons. This feature only works for courses with Flex Assessments. For an enrollment in CRx mode this feature will only work for quizzes.

Personalize Weights ☐

Lesson Weight 15

Project Weight 20

Quiz Weight 25

Test Weight 40

Student ID

Campus ID

Student Review Test Quiz ☐ Disabled
 Allow students to review graded Tests and Quizzes.

Student Answer Key ☐ Disabled
 Allow students to see the answer key for completed assignments.

Enable Grading View ☐ Disabled
 Allow students who have not reached the pass threshold to view performance (correct/incorrect)

Cancel Save

Lesson Weight, Project Weight, Quiz Weight, Test Weight: Enter the percentage for each assignment type. All four must total 100. The **Personalize Weight** box must be checked to enable this.

Student ID: Optional field - Alphanumeric and special characters are allowed.

Campus ID: Optional field - Alphanumeric and special characters are allowed.

Student Review Test Quiz: Check this box to permit student to review completed and graded quizzes and tests.

Student Answer Key: See page 12 above for a description of this function. The school setting is the default. To a different setting for this student only, click the box. If this is not allowed at the school level, you cannot change it at the student level.

Enable Grading View: Click this box to allow students who have not achieved the pass threshold to view which questions they have correct or incorrect. See description on page 12. If this is not allowed at the school level, you cannot select it at the student level.

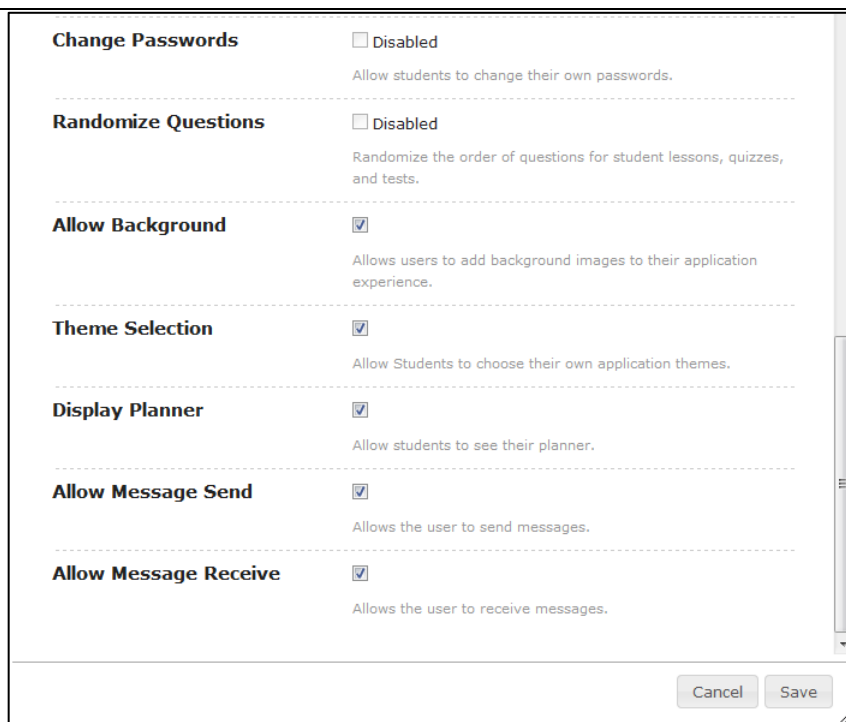
Change Passwords: See description non page 12. If this is not allowed at the school level, you cannot enable it at the student level.

Randomize Questions: See description on page 12. If this is not allowed at the school level, you cannot permit it at the student level.

Allow Background: If you permitted backgrounds at the school level, the associated box is checked enabling this student to add background images. Click the box to restrict this student only from using this feature.

Theme Selection: If you permitted theme selection at the school level, the associated box is checked enabling this student to choose their own application theme. Click the box to restrict this student only from using this feature.

Display Planner: Selecting this option displays a 4 square **Planner** tab for students, “Overdue”, “Schoolwork”, “Upcoming” and “Overall Progress”. Students can access their daily schoolwork from either the **Planner** tab or the **Courses** tab.



Change Passwords	<input type="checkbox"/> Disabled	Allow students to change their own passwords.
Randomize Questions	<input type="checkbox"/> Disabled	Randomize the order of questions for student lessons, quizzes, and tests.
Allow Background	<input checked="" type="checkbox"/>	Allows users to add background images to their application experience.
Theme Selection	<input checked="" type="checkbox"/>	Allow Students to choose their own application themes.
Display Planner	<input checked="" type="checkbox"/>	Allow students to see their planner.
Allow Message Send	<input checked="" type="checkbox"/>	Allows the user to send messages.
Allow Message Receive	<input checked="" type="checkbox"/>	Allows the user to receive messages.

Cancel Save

If you choose not to display the **Planner**, students see only see a **Courses** tab. No due dates are displayed for students without the **Planner** option; hence, they have no overdue assignments. All assignments are accessed using the course tree displayed on the left-hand side of this **Courses** tab page

Allow Message Send: If you selected **Allow Messaging** at the school level, this option is enabled. Click the box to restrict the student from sending messages within the application.

Allow Message Receive: If you selected **Allow Messaging** at the school level, this option is enabled. Click the box to restrict the student from receiving messages within the application.

Save / Cancel: Be sure to click the **Save** button when you are finished. Click **Cancel** to delete what you have entered and return to the **Registration** tab.

Import Students

To register multiple students at once, use the **Import Student** feature. All students automatically inherit school level settings and permissions. You can change them for each student during the **Preview and Edit** process. (See **Step 7** on next page.)

1. Click the **Import Student** button on the **Student Registration** tab.

2. Click the **Download Template** button on the **Import Student** pop-up window. MS Excel is the default application for the **Import Students** file.

3. Click **Open with** and **OK** to use the default. Four fields are required:

- Student first name
- Student last name
- User Name
- Password – you will get an error message if the password is less than 6 characters.

NOTE: **Student ID** and **Campus ID** are optional fields. Use **Student ID** to enter any student identification number. If your installation has multiple campuses, it is a very good idea to designate an identifier for each and enter it in the **Campus ID** field. You can use any alpha or numeric character in these fields.

4. Enter the information for each student. Save the file to a location from which you can upload.

5. Click the **Browse** button and locate the template file you just created and saved.

6. Click the **Next** button.

7. The **Preview and Edit** window opens.

Duplicate **Usernames** appear in red with a message at the top of the student list alerting you to this. Click each field you want to change, one at a time. A textbox opens allowing you to type over the existing entry. Be sure to click in another field after you make a change to verify your changes. You get an error message if the password is less than 6 characters long.

Preview and Edit

Login Enabled: ☒

Randomize Questions ☐

Allow Message Send ☒

Enable Grading View ☐

CRx Pass Threshold

Lesson Pass Threshold

Max Lesson Attempts

Block Lesson Progress ☒

Flex CRx ☒

Flex Skipped ☒

Default Term

☒ SchoolTerm 2012-2013 (08/06/2012 - 05/24/2013)
☐ Custom Start End
☐ Choose at enrollment

User Status: Active

Change Passwords ☐

Allow Background ☒

Allow Message Receive ☒

Display Planner ☒

Theme Selection ☒

Student Answer Key ☐

Quiz Pass Threshold

Max Quiz Attempts

Block Quiz Progress ☒

Test Pass Threshold

Max Test Attempts

Block Test Progress ☒

<input type="checkbox"/>	First Name	Last Name	Username	Password	Student Id	Campus Id
<input type="checkbox"/>	Andrew	Miller	miller	123456		
<input type="checkbox"/>	Bella	Mills	mills	123456		

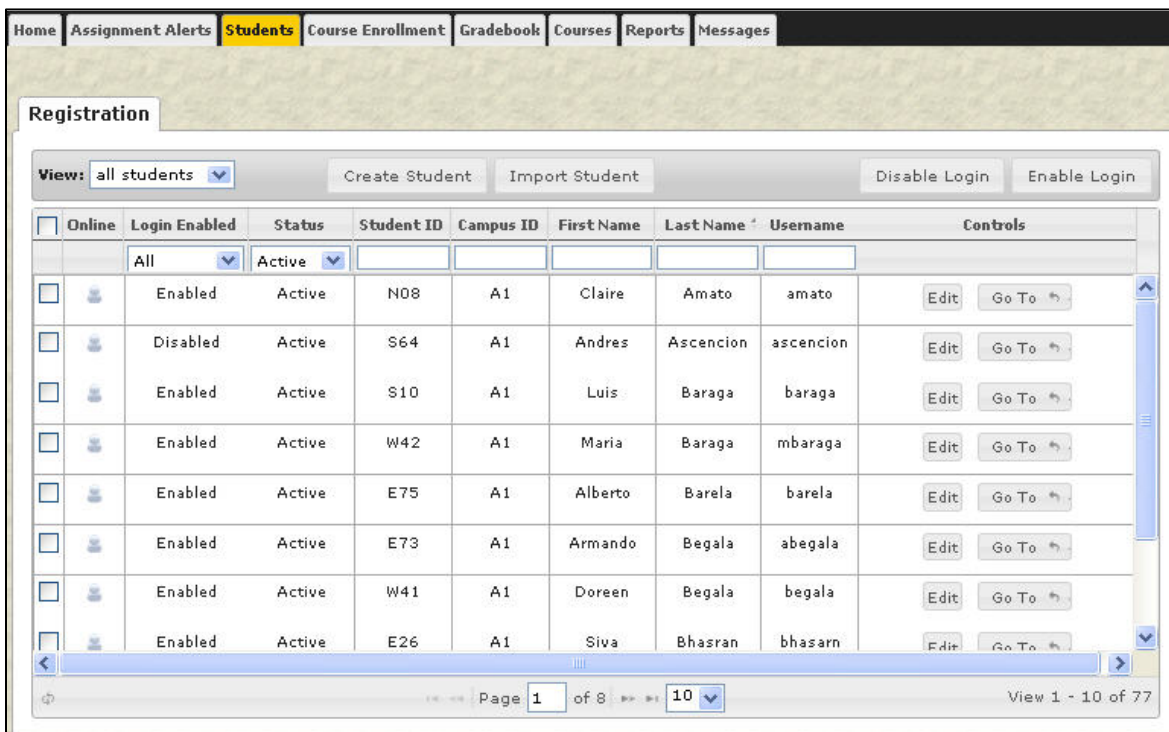
8. Make changes to settings at the top of the page. Any changes made here apply to all imported students.

NOTE: If you make changes to any settings while on this page, those fields are now customized for all of these students. If you later change a school setting that you customized on this page, it will NOT be applied to these students. You must change each individual student whose settings were customized.

9. Click the checkbox in the first column to select students on the page to import.

10. Click **Submit** when you are finished.

Your students should now appear in the student list on the **Registration** tab.



Filtering the List

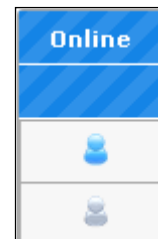
You may have noticed a drop-down menu on the far left side of the box immediately below the **Registration** tab. This allows you to filter the list of students to either “all students” registered or “my students”. If you select “my students”, only students assigned to courses where you are assigned as the teacher appear.

Notice the empty text boxes just below the column headings for **Student ID**, **Campus ID**, **First Name**, **Last Name**, and **Username**. Simply start typing in any of these boxes to filter the student list. You can also sort the list by who is Online. Simply click the header “Online” to display the sort arrow.

There are ten columns across the **Registration** page:

<input type="checkbox"/> Online	Login Enabled	Status	Student ID	Campus ID	First Name	Last Name	Username	Controls
<input type="checkbox"/>	All	Active						

1. **Selection Column:** Allows you to perform the same action to multiple students in one step. Click the checkbox in the row for each student you want included. A checkmark indicates the student is selected.
2. **Online:** Indicator tells you if the student is logged onto the application or not. If the indicator on the row with the student’s name is highlighted/darker this tells you the student is logged on the system. To log this student off the application, freeing up a license, simply click the icon on the row corresponding to the student you want to log off. Any user who is inactive for approximately 60 minutes is automatically logged off.
3. **Login Enabled:** Lets you sort the student list by students whose logins are enabled, disabled or see all students displayed.
4. **Status:** This column allows you to filter the list of displayed students. Use the drop-down menu to select, “All”, “Active”, “On Hold”, or “Archived”. The default is active.





5. **Student ID:** Student ID assigned to this student by your school. Optional field
6. **Campus ID:** The campus ID assigned to this student by your school. This is an optional field to use if your school chooses.
7. **First Name:** Displays the first name of the student
8. **Last Name:** Displays the last name of the student
9. **Username:** Displays the student's login username
10. **Controls:** Links to additional functionality for the student. See the "Controls" paragraph below

Disable Login/Enable Login

There are two buttons on the right side of this tab, **Disable Login** and **Enable Login**. If you want to prevent or permit student login:

1. Click the checkbox in the far left column of the same row as the student name
2. Click the appropriate button (**Disable Login** or **Enable Login**).

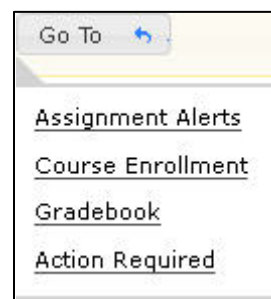
To change the status of multiple students, repeat **Step 1** for all students you wish to change, then go to **Step 2**.

Controls

Additionally, there are two buttons in the **Controls** column:

1. **Edit**
2. **Go To**

When you click the **Go To** button, a menu, like the one to the right displays. You can go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook**, or **Action Required** pages related to the student from here.



The easiest way to enroll a student in a course is click **Course Enrollments** on this menu. Alternately, you can click the **Course Enrollment** tab and search for the student. (See **Course Enrollment** on the next page.)

The fastest way to access grading tasks, or see tasks related directly to a single student is to use the links from this menu. You can also click the associated tabs for the items and search for a student.

Clicking **Edit** opens the **Edit Student** page for this student, which displays all of the student identification information and settings for this student as they are currently saved in the system. From this page, you can make changes to this student's settings as described in the tables on pages 13-15. The **Edit Student** page is the only place you can change a student's status to **On Hold** or **Archive**.

On the bottom of the tab you see the page number and a drop-down box with 10 displayed, you can use the drop-down arrow to choose to display more students (20 or 30) per page. The "View" message at the far right of this row lets you know which students you are viewing based on the either the total number of students or the total number of students that meet your filter specifications.

Course Enrollment

We **STRONGLY** recommend you enroll students by clicking the **Add Enrollments** link beside the student's name on the **Registration** tab. This links you directly to the student's current course enrollments and enables you to easily add another course, or unenroll the student from a course. You can also reschedule a course on this page.

Once you click the **Add Enrollments** link, that student's enrollment page displays. The top box is a **Search** box we will discuss shortly. For now, let's look at the bottom half of the screen.

Course Enrollments

☒ View by student
 ☐ View by course

Student Status: **All**

 Enrollment: **All**

 Status:

Student: **Claire Amato**

 Teacher: **-Select a teacher-**

 Subject: **-Select a subject-**

 Course: **-Select a course-**

☒ All Students
 ☐ All Enrolled Students
 ☐ All Non-Enrolled Students
 ☐ All for Time-frame:

2011-2012 (07/18/2011 - 05/24/2012)

Search

Goto Page **1** of 1 **Go**

Results: 1 to 1 of 1

Amato, Claire (Username: amato, User Status: Active)

Go To

Reschedule

Activate

Place On Hold

Archive

Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Digital Arts (2011)	Archived	Complete	Carney, Audrey	2011-2012 (07/18/2011 - 05/24/2012)	Edit
<input type="checkbox"/>	Elective	High School Health (2011)	Active		Hazen, Tyler	2011-2012 (07/18/2011 - 05/24/2012)	Edit
<input type="checkbox"/>	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	Edit
<input type="checkbox"/>	Elective	Art History (2011)	Archived	Drop	Carney, Audrey	2011-2012 (07/18/2011 - 05/24/2012)	Edit

The student name and user name display above the courses the student is already enrolled in. If this is the first course enrollment for the student, you see only the column headings, along with the function buttons:

- **Reschedule** – allows you to reschedule due dates for selected courses
- **Activate** – lets you activate a selected course
- **Place On Hold** – permits you to put the selected course into On Hold status
- **Archive** – lets you place the selected course in Archive status.
- **Add Enrollment** – allows you to add a new enrollment for the selected student(s)

Reschedule

Activate

Place On Hold

Archive

Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
--------------------------	---------	--------	--------	--------	---------	------	---------

Let's take a look at the above functions as well as the **Edit** link, found in the **Actions** column to the right of each student's name.



Add Enrollment

To add a course enrollment for a student from this page, click the **Add Enrollment** button to the right of the student's name to display the **Add Enrollment** window. The student's name is already displayed.

Click the **Subject** drop-down box and select the subject to assign.

Click the **Course** drop-down box and choose the specific course you want to assign.

Click the **Status** drop-down box and select the status for the course. Default is **Active**.

Click the **Teacher** drop-down box and select the teacher for this course.

Select the term to use for this course. The school default term displays automatically. Click the arrow to the right of the displayed term to see other available school-level terms. If you do not see the term you want, click the circle beside **Student** or **Custom** as appropriate to display those available terms.

To assign this course in prescriptive recovery mode, click the box to the left of **CRx Mode**.

To block all tests and/or quizzes in this course for this student, click the checkbox beside **Block Tests** and/or **Block Quizzes**.

To personalize any of the pass thresholds, click the **Personalize Thresholds** box and enter the new percentage in the appropriate **Pass Threshold** box.

To personalize the **CRx Pass Threshold**, enter the percent (number only) in the textbox.

After each of the **Lesson Pass Threshold**, **Quiz Pass Threshold**, and **Test Pass Threshold** fields, you see the option to determine the maximum number of times a student may attempt to successfully achieve the pass threshold before they are prevented from continuing in the course. Enter the maximum number of attempts for the selected assignment type in this course in the associated **Max Attempts** field.

Add Enrollment

Student: Andrew Ackers

Subject: -Select a subject-

Course: -Select a course-

Status: Active

Teacher: -Select a teacher-

Term: School Future Term (06/06/2011 - 12/08/2012)

Enrollment Settings

CRx Mode ☐

Block Tests ☐

Block Quizzes ☐

Personalize Thresholds ☐

CRx Pass Threshold: 70
Percentage required to pass the pretest for a unit when in credit recovery (CRx) mode.

Lesson Pass Threshold: 70

Max Lesson Attempts: 3

Block Lesson Progress ☐

Quiz Pass Threshold: 70

Max Quiz Attempts: 1

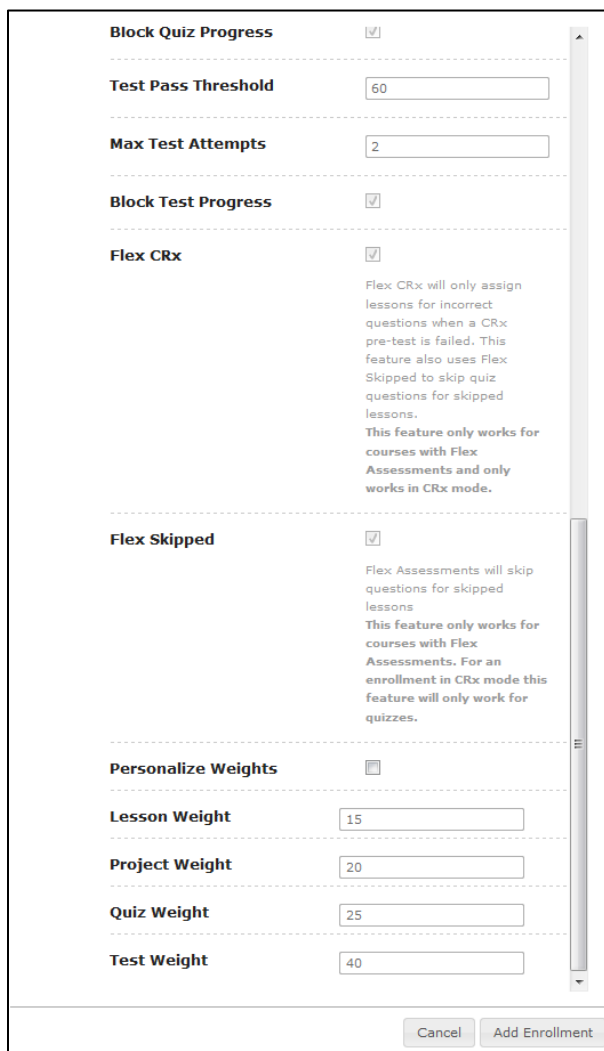
Cancel Add Enrollment

After the **Lesson Max Attempts**, **Quiz Max Attempts**, and **Test Max Attempts**, is an associated **Block Progress** field. Click the checkbox for the selected assignment type to prevent the student from continuing in this course, if the maximum attempts have been used without achieving the associated pass threshold.

Make sure there is a checkmark in the **Flex CRx** box to have the application skip any lessons where a student correctly answered all of the questions on the pre-test yet did not achieve the **CRx Pass Threshold**. This also skips questions associated with those lessons on the quizzes, but not the post-test.

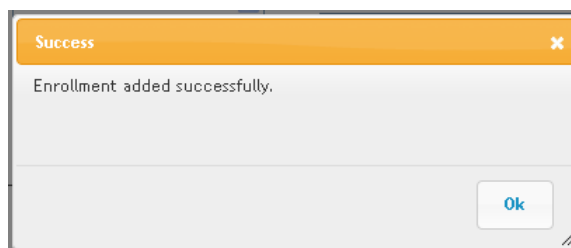
If you want to skip lessons and have the questions associated to those lessons skipped on the student's quizzes and tests, click the **Flex Skipped** box.

To personalize the assignment weighting percentage for lessons, projects, quizzes or tests, click the **Personalize Weights** box and then change the percentage weights in any of the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and/or **Test Weight** boxes. Remember, the total of these four boxes must equal 100.



Click **Add Enrollment** when you have selected the options you want or click **Cancel** to discard this enrollment.

After you click **Add Enrollment**, a confirmation window pops up, click **OK**.



Once you have enrolled the student in a course, it appears below the column headers described at the bottom of page 19.

<div> Reschedule Activate Place On Hold Archive Add Enrollment </div>							
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Science	Earth Science (2011)	Active		Thomas, Donna	Future Term (06/06/2011 - 12/08/2012)	Edit



Reschedule

To reschedule a single course for a student:

1. Click the checkbox in the far left-hand column beside the course you want to reschedule.
2. Click the **Reschedule** button.
3. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes.
4. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.

To reschedule multiple courses for a single student:

1. Click the checkbox in the first column beside the courses you want to reschedule.

Amato, Claire (Username: amato, User Status: Active)						
<div>Reschedule Activate Place On Hold Archive Add Enrollment</div>						
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term
<input type="checkbox"/>	Elective	High School Health (2011)	Active		Hazen, Tyler	2011-2012 (07/18/2011 - 05/24/2012)
<input type="checkbox"/>	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)

2. Click the **Reschedule** button at the top of the course list
3. Select the **Term** on the **Reschedule** window and then click the **Reschedule** button, or click **Cancel** to return to the **Enrollments** tab without making any changes
4. Click **Ok** on the **Success** box that appears when you click the **Reschedule** button.

NOTE: Rescheduling a course requires 24 hours for changes to appear.

Place On Hold

Place on Hold permits you to temporarily prevent the student from working in this course.

1. Click the checkbox in the first column beside the course you want to put in this status.
2. Click the **Place On Hold** button at the top of the course list.

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	Vietnam Era (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	Edit

3. Click the **Place On Hold** button on the confirmation window to remove the course for this student or click **Cancel** to leave the enrollment as is.
4. Click **Ok** on the **Success** box that appears when you click the **Inactivate** button.

NOTE: Depending on the search criteria you have set, the course may disappear from the course list. To view it, make sure you have the **Enrollment Status** in the **Search** box set to **All**.

To remove the hold, you need to change the status of the course. Do this by repeating the steps above, but click the **Activate** button instead of the **Place on Hold** button in **Step 3**.

To place multiple courses on hold for a student, you have two choices. If you are placing all courses on hold, consider either putting the student in **Place On Hold** status or **Disabling** the student's login. Otherwise, click the checkbox in the first column beside the courses you want to **Place on Hold** for the student and follow Steps 2-4 above.

NOTE: If you place a student in **On Hold** or **Archive** status, all of their enrollments (courses) are also changed to reflect that same status.



Archive

The **Archive** button allows you to archive this course for a student. To archive a course:

1. Click the checkbox in the first column beside the courses you want to **Archive** for the student.

Dowd, Colin (Username: dowd, User Status: Active) Go To ↗

Reschedule Activate Place On Hold Archive Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input checked="" type="checkbox"/>	English Language Arts	English I (2012)	Active		Abbott, Melissa	2012-2013 (08/06/2012 - 05/24/2013)	Edit

2. Click the **Archive** button at the top of the course list.

3. Using the **Reason** drop-down list, select why you are archiving the course:

- a. It is **Complete**
- b. It is **Incomplete** (and will not be completed)
- c. It is being **Dropped**
- d. It is **Void** (perhaps the wrong course was assigned)

Archive ✕

The following enrollments will be archived:

First	Last	Subject	Course	Teacher	Term
Colin	Dowd	English Language Arts	English I	Abbott	2012-2013 (08/06/2012 - 05/24/2013)

Reason: Complete ▾

Cancel Archive

4. Click the **Archive** button to complete the action or click the **Cancel** button to leave the enrollment as is.
5. Click **Ok** on the **Success** box that appears when you click the **Archive** button.

NOTE: Remember, there is a grace period after you archive an enrollment or a student. This period can range from 1 to 100 days, depending on what you, as the administrator set in the **School Settings / Archive**. The default is set to 28 days.

During this grace period, you can reinstate the enrollment or the student. After the grace period, you can view or pull reports on the data, but no work can be done and you cannot view the problem level of an assignment.

To **Archive** student enrollment from multiple courses, click the checkboxes beside the courses to archive, and follow Steps 2-5 above.

Edit

Let's take a look at the **Edit** link in the **Actions** column. Clicking this link opens an **Enrollment Settings** pop-up window. Before we look at this page, there are a couple of points to note.

Notice, the **Status** column after each course name. Depending on the **Enrollment Status** selected in the **Search** box at the top of the window, you see either **All** courses, **Active** courses, **On Hold** courses, or **Archived** courses.

Amato, Claire (Username: amato, User Status: Active) Go To ↗

Reschedule Activate Place On Hold Archive Add Enrollment

<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Elective	High School Health (2011)	Active		Hazen, Tyler	2011-2012 (07/18/2011 - 05/24/2012)	Edit
<input type="checkbox"/>	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	Edit



Teacher User Guide

Clicking the **Edit** link opens an **Enrollment Settings** pop-up window where you can:

Click the drop-down arrow to the right of the current teacher's name to change the **Teacher** of record. (This moves all pending action required from the current teacher to the new teacher.)

Change the **Status** by clicking the drop-down arrow in that box. If the course is in Archived status, you see a note to the side advising you the number of days left in the "grace period", before the course may no longer have the status changed back to **On Hold** or **Active**. (The length of the grace period is set in **School Settings > Archive**.)

Change the options you set for **CRx Mode**, **Block Tests** or **Block Quizzes**. If the checkbox beside the option has a checkmark, it is enabled. Click to remove the checkmark. No checkmark? Click the box to add one. Grayed-out? This option is not available for this course.

Enrollment Settings

Teacher: Carney, Audrey

Status: Archived You have 28 days to reactivate this enrollment.

One or more of the following enrollments has completed work.

Reason: Complete

Enrollment Settings

CRx Mode ☐

Block Tests ☐

Block Quizzes ☐

Personalize Thresholds ☐

CRx Pass Threshold
Percentage required to pass the pretest for a unit when in credit recovery (CRx) mod

Lesson Pass Threshold

Max Lesson Attempts

Block Lesson Progress ☐

To change any of the **Pass Threshold** settings, you must first click the **Personalize Thresholds** box to enable the other two. Enter the new percentage for the setting(s) you wish to change. (Archived courses cannot be modified.)

After the **Lesson Pass Threshold**, **Quiz Pass Threshold**, and **Test Pass Threshold**, is an associated **Max Attempts** field. Enter the maximum number of attempts for the selected assignment type in this course.

The lower half of the **Enrollment Settings** screen appears on the next page.



ODYSSEYWARE™

Teacher User Guide

After the **Lesson Max Attempts**, **Quiz Max Attempts**, and **Test Max Attempts**, is an associated **Block Progress** field. Click the checkbox for the selected assignment type to prevent the student from continuing in this course, if the maximum attempts have been used without achieving the associated pass threshold.

A checkmark in the **Flex CRx** box indicates that the application should not assign lessons if the student correctly answered all pre-test questions associated to those lessons. It also skips the questions associated to those lessons on quizzes, but NOT on tests.

A checkmark in the **Flex Skipped** box indicates that the questions corresponding to assignments skipped are skipped on quizzes and tests. If this box is blank, the questions corresponding to skipped assignments are still included on quizzes and tests.

Change the assignment-type weights by first clicking **Personalize Weights** to enable the **Lesson Weight**, **Project Weight**, **Quiz Weight**, and **Test Weight** text boxes. Next enter the weighting into these boxes, making sure the four boxes total 100.

Click **Save Enrollment** to retain the changes you made or click **Cancel** to discard them.

Click **Ok** on the **Success** box that appears when you click the **Save Enrollment** button.

To the right of the student's name, above the **Add Enrollment** button, you see the **Go To** button. Just like on the **Student** tab, the **Go To** button displays a list of pages linked to this student. Click any of the links to go directly to the **Assignment Alerts**, **Course Enrollment**, **Gradebook**, or **Action Required** page for this student.



Course Enrollment Filter/Search Function

If you choose to use the **Course Enrollment** tab, the box at the top of the **Enrollments** tab page is a SEARCH box, NOT where you actually enroll a student in a course. Use this feature to filter your course or student list.

<input checked="" type="radio"/> View by student	Student Status	Active	Student	Andrew Ackers	<input checked="" type="radio"/> All Students
<input type="radio"/> View by course	Enrollment Status	Active	Teacher	-Select a teacher-	<input type="radio"/> All Enrolled Students
			Subject	-Select a subject-	<input type="radio"/> All Non-Enrolled Students
			Course	-Select a course-	<input type="radio"/> All for Time-frame:
					Future Term (06/06/2)
<input type="button" value="Search"/>					

You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name.

Civil War (2011)								Go To
Reschedule Activate Place On Hold Archive Add Enrollment								
<input type="checkbox"/>	Student Name	Subject	Course	Status	Reason	Teacher	Term	Actions
<input type="checkbox"/>	Neely, Casandra (Username: cneely, User Status: Active)	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	Edit
<input type="checkbox"/>	Amato, Claire (Username: amato, User Status: Active)	Elective	Civil War (2011)	Active		Abbott, Melissa	2011-2012 (07/18/2011 - 05/24/2012)	Edit

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**.

Baraga, Maria (Username: mbaraga, User Status: Active)								Go To
Reschedule Activate Place On Hold Archive Add Enrollment								
<input type="checkbox"/>	Subject	Course	Status	Reason	Teacher	Term	Actions	
<input type="checkbox"/>	English Language Arts	English I (2011)	Active		admin, admin	2011-2012 (07/18/2011 - 05/24/2012)	Edit	
<input type="checkbox"/>	Elective	Personal Financial Literacy (2011)	Active		admin, admin	2011-2012 (07/18/2011 - 05/24/2012)	Edit	

You can also filter the list to see only the enrollment information for one student, by typing the name of a single student into the **Student** textbox. ((As you type, a list of students whose name begins with those letters appears. You can continue typing or select from the displayed list.) You can continue typing or select from the displayed list.

If you only want to see who is enrolled in a specific subject or course, use the drop-down menus beside **Subject** and/or **Course** to make your selection.

You can also narrow the list displayed by choosing only enrolled or non-enrolled students or by selecting a specific term. Just click the circle beside your choice. Once you make your filtering choice(s), be sure to click **Search** to see the list appear below the **Filter/Search** box.

The buttons and links in the displayed lists work as described on the previous pages no matter what filter or search you use.



Gradebook

There are two tabs in your **Gradebook**:

- **Grading** – enables you to keep track of how your students are progressing through their assigned course(s).
- **Action Required** – permits you to directly access any assignment needing your attention with a single click.

We'll walk through the features and functions of both pages, beginning with the **Grading** page.

A few points about grading first:

- Students and teachers see the current score of assignments with manually graded problems (assignments in the “completed” status).
- If essay type questions are left blank, they are automatically graded zero.
- If the application determines the student has no chance of achieving a passing score, even if all manually graded questions receive a 100%, the lesson is automatically reassigned to the student.
- The assignment is not sent to the teacher for grading until either the student has achieved the pass threshold or the maximum number of attempts is reached.
- If the student leaves all essay questions blank, the teacher receives a “Blank Essay Notification” instead of a request for Manual Grading.

Grading

The box at the top of the **Grading** tab page is a **SEARCH** box. Use this feature to filter your course or student list. You can then choose to narrow your list by selecting only one student, only one teacher, a single subject, a single course within a subject, or some combination of these choices. (You must choose a **Subject** before you can choose a single **Course**.)

Additionally, you can choose to view a selected term or identify a specific range of dates (**Begin** and **End**).

The screenshot shows the 'Grading' tab selected in the Gradebook interface. Below the tab are two sub-tabs: 'Grading' and 'Action Required'. The 'Grading' sub-tab is active. The search filters are organized into three columns. The first column has two radio buttons: 'View by student' (selected) and 'View by course'. The second column has two dropdown menus: 'Student Status' (set to 'Active') and 'Enrollment Status' (set to 'Active'). The third column has four dropdown menus: 'Student' (set to '-Select a student-'), 'Teacher' (set to '-Select a teacher-'), 'Subject' (set to '-Select a subject-'), and 'Course' (set to '-Select a course-'). To the right of these is a section for time frames with a radio button for 'All Time-frames' (selected) and a dropdown for 'Future Term (06/01)'. Below this are two date input fields labeled 'Begin' and 'End', each with a calendar icon. A 'Search' button is located at the bottom center of the filter area.

You have the choice of displaying the filtered list by student or by course. To see a list of all students enrolled in a specific course, click **View by course**. Each course displays in alphabetic order with all students enrolled in that course listed below the course name. In the example below, I selected one subject and one course.

In addition to the student name, you see the date the student started the course and the date they are to be finished with all course work. There is a bar chart to quickly see student progress through the coursework and finally the current score for all completed work in the course.

Essentials of Business (2011)						Go To
	Student Name	Enrollment Status	Start	End	Progress	Score
+	Neely, Casandra (Active)	Active	8/16/2011	5/24/2012	<div><div></div></div> 10%	79.5
+	Carter, Zoe (Active)	Active	7/13/2011	5/27/2011	<div><div></div></div> 10%	83.8
+	Gonzales, Carlos (Active)	Active	8/16/2011	5/24/2012	<div><div></div></div> 5%	98
+	Isley, Ryan (Active)	Active	8/16/2011	5/24/2012	<div><div></div></div> 15%	89.5
+	Dent, Julie (Active)	Active	8/16/2011	5/24/2012	<div><div></div></div> 7%	89.3
+	Zahner, Suzanna (Active)	Active	8/16/2011	5/24/2012	<div><div></div></div> 17%	80.7

Notice the **+** in the first column. Click this to expand a list of all unit titles for this course below a student's name. The far right column displays the student's current composite score for this entire unit.

You can skip an entire unit that has not been started. To skip an entire unit, click to place a checkmark in the unit to be skipped. All assignments in this unit show a status of "Skipped", when the unit is expanded. (See second example below.) You can also skip individual assignments as discussed on page 27.

#	Unit Title	Skipped	Start	Complete	Progress	Score
+	1 THE ORIGINS OF U.S. INVOLVEMENT	<input type="checkbox"/>	2/20/2012		<div><div></div></div> 100%	90.6
+	2 FROM MILITARY ADVISORS TO COME	<input type="checkbox"/>	2/21/2012		<div><div></div></div> 13%	97.5
+	3 A NATION DIVIDED BY WAR	<input type="checkbox"/>			<div><div></div></div> 0%	0
+	4 ACHIEVING PEACE WITH HONOR	<input type="checkbox"/>			<div><div></div></div> 0%	0
+	5 THE LEGACY OF VIETNAM	<input type="checkbox"/>			<div><div></div></div> 0%	0
+	6 COURSE REVIEW AND EXAM	<input type="checkbox"/>			<div><div></div></div> 0%	0

Click the **+** beside any unit title to expand the unit and see all assignments in that unit. At this level you see additional information:

- Assignment **Type**
- Assignment **Status**
- **Blocked** indicator
- **Due** date for the assignment
- Number of times the student has tried to successfully complete the assignment (**Attempts**)
- Assignment **Score**

Course Name			Enrollment Status	Start	End	Progress	Score		
-	Earth Science (2011)			Active	6/6/2011	12/8/2012	<div></div> 2%	93.4	
L	#	Unit Title	Skipped	Start	Complete	Progress	Score		
	- 1	ORIGIN OF THE EARTH	<input type="checkbox"/>	2/16/2012		<div></div> 25%	93.4		
	Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
	REFERENCE	1. Course Overview	<div>Assigned</div>	<input type="checkbox"/>				0	0
	LESSON	2. Introduction to Earth Science	<div>Graded</div>	<input type="checkbox"/>	2/15/2012	2/16/2012	2/16/2012	1	100
	PROJECT	3. Project: Research a Career	<div>Assigned</div>	<input type="checkbox"/>	2/16/2012			0	0
	LESSON	4. Competing Perspectives	<div>Graded</div>	<input type="checkbox"/>	2/17/2012	2/16/2012	2/16/2012	1	94.7
	LESSON	5. Science Weighs In	<div>Graded</div>	<input type="checkbox"/>	2/20/2012	2/16/2012	2/16/2012	1	100
	PROJECT	6. Project: Doppler Effect	<div>Assigned</div>	<input type="checkbox"/>	2/21/2012			0	0
	QUIZ	7. Quiz 1	<div>Graded</div>	<input type="checkbox"/>	2/22/2012	2/16/2012	2/16/2012	1	78.7



Teacher User Guide

Notice that in the unit skipped for this student, all assignments show a status of “Skipped”.

-	2	HISTORY OF THE EARTH	<input checked="" type="checkbox"/>			<div></div> 0%	0		
L	Type	Title	Status	Blocked	Due	Started	Complete	Attempts	Score
	LESSON	1. Determining Earth's Age	Skipped	<input type="checkbox"/>				0	0
	LESSON	2. Relative Dating	Skipped	<input type="checkbox"/>				0	0
	PROJECT	3. Project: Relative Dating	Skipped	<input type="checkbox"/>				0	0
	LESSON	4. Absolute Dating	Skipped	<input type="checkbox"/>				0	0
	QUIZ	5. Quiz 1: History of Life on Earth	Skipped	<input type="checkbox"/>				0	0
	LESSON	6. Geologic Time	Skipped	<input type="checkbox"/>				0	0
	PROJECT	7. Project: The Clock of Eons	Skipped	<input type="checkbox"/>				0	0
	LESSON	8. Mass Extinctions	Skipped	<input type="checkbox"/>				0	0
	PROJECT	9. Project: Before, During, and After	Skipped	<input type="checkbox"/>				0	0
	LESSON	10. Paleoclimatic Changes	Skipped	<input type="checkbox"/>				0	0
	PROJECT	11. Project: Greenhouse Effect	Skipped	<input type="checkbox"/>				0	0
	QUIZ	12. Quiz 2: Study of Earth's History	Skipped	<input type="checkbox"/>				0	0
	PROJECT	13. Special Project	Skipped	<input type="checkbox"/>				0	0
	LESSON	14. Review	Skipped	<input type="checkbox"/>				0	0
	TEST	15. Test	Skipped	<input type="checkbox"/>				0	0
	TEST	16. Alternate Test	Skipped	<input type="checkbox"/>				0	0
REFERENCE	17. Glossary and Credits	Skipped	<input type="checkbox"/>				0	0	

If you skip one or more lessons in a unit, but not all assignments, the questions associated with those lessons are also skipped on the associated quiz and test. The question numbers for quiz and test items associated to skipped lessons grayed out. They only need to answer the highlighted questions.

Section 1

Previous

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Next

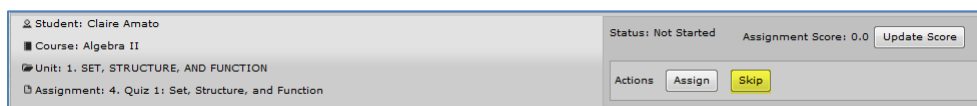
If you enroll a student in a standard ODYSSEYWARE course where you have skipped one or more lessons and the questions for skipped lessons still display, check the **Enrollment Settings** for this course or the student profile for the student and make sure the **Flex Skipped** box is checked.

At this **Assignment** level, you see:

- **Assignment Type** – options included: lesson, project, quiz or test
- **Assignment Title**
- **Status** – these are automatically assigned by the system. You can change them as necessary to meet your needs. Options include:
 - **Not Started** – status given to all assignments the student has in queue to work on
 - **Assigned** – status for currently assigned work
 - **Skipped** – status for assignments you or the application chose not to assign to the student. If you want to assign a skipped assignment, you must first change the status to “Not Started”, and then change it to “Assigned”.
 - **Completed** – status given to assignments the student has submitted as finished, but having teacher-graded problems. Once you or the teacher completes all grading tasks for the assignment, the status is automatically changed to **Graded**. If you want the student to redo the assignment, you can change the status to “Assigned”.
 - **Graded** - status for all assignments submitted by the student as complete having no teacher graded problems. If you want the student to redo the assignment, you can change the status to “Assigned”.

NOTE: When you skip an assignment, if **Flex Assessments** for this student and course are enabled (the **Ignore Skipped in Flex Assessments** box is checked), any questions related to this assignment in related quizzes and tests are grayed out and not accessible to the student to answer. If **Flex Assessments** is not enabled, the student will have the associated questions on quizzes and tests.

NOTE: You can also skip an assignment by opening the assignment from the **Grading** tab, and clicking the **Skip** button in the **Assignment Score** box in the upper right section of the window, opposite the student, course, unit, and assignment name; as shown below. The correct button is highlighted in yellow.



- **Blocked** – if this box has a checkmark, the assignment is blocked, preventing the student from continuing in this subject until you or the teacher removes the block. Click the box to remove the checkmark to unblock the assignment. Alternately, if you want to block an assignment, not currently blocked, click the box to add the checkmark.


NOTE: If you block an already posted assignment, the student CANNOT view the completed, posted assignment, but CAN move forward to future assignments in the course.

- **Due Date** – shows the date the assignment should be completed by the student
- **Completed Date** – Once the assignment has been fully completed
- **Attempt** – counter showing the number of times the student tried to successfully complete the assignment. If the student has reached the maximum number of attempts allowed, you see “max” after the number, for example 3/max.
- **Score** – percentage score the student has achieved on the most current attempt on the assignment



Teacher User Guide

To skip individual questions in an assignment, open the assignment from the **Grading** tab, go to the question you want to skip and click the **Skip** button to the right of the question number and question type (shown highlighted in yellow here.).

To collapse the assignment and/or unit views, returning to the student list, click the  to the left of the unit title or student name.

Alternately, you can choose to view the list by student, where you see each student's name with the list of courses they are enrolled in below. Click the circle beside **View by student**. When you choose to view by student you have the same options detailed above (View by Course), it just displays information under either the selected student or each student in a course. For example, on the next page is a picture of what you see if you select a single student:

View by Student – Individual Student

Course Name	Enrollment Status	Start	End	Progress	Score
+ High School Health (2011)	Active	7/28/2011	5/24/2012	3%	87.4
+ Civil War (2011)	Active	7/28/2011	5/24/2012	6%	95.1



Teacher User Guide

If you choose to view an entire course by student, you see a screen similar to this:

1

Goto Page 1 of 1 Go

Results: 1 to 6 of 6

Carter, Zoe (Username: carter, User Status: Active)

Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	7/13/2011	5/27/2011	10%	83.8

Dent, Julie (Username: dent, User Status: Active)

Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	7%	89.3

Gonzales, Carlos (Username: cgonzales, User Status: Active)

Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	5%	98

Isley, Ryan (Username: isley, User Status: Active)

Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	15%	89.5

Neely, Casandra (Username: cneely, User Status: Active)

Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	10%	79.5

Zahner, Suzanna (Username: szahner, User Status: Active)

Go To

Course Name	Enrollment Status	Start	End	Progress	Score
+ Essentials of Business (2011)	Active	8/16/2011	5/24/2012	17%	80.7

1

Goto Page 1 of 1 Go

Results: 1 to 6 of 6

In all views, the course can be expanded to display the unit and assignment views.

Now, let's go to the next page and take a look at the **Action Required** tab.

Action Required

The **Action Required** tab provides a list of all assignments requiring manual grading, and any assignments where a student has submitted a request for help. In the **Type** column you see either "Manual Grading" or "help Requested".

Just like other pages in the application, you can filter the list by typing into the textboxes below the column headings (**Student**, **Subject**, **Course**, **Unit**, or **Assignment**). Begin typing and a list of choices appears. You can continue typing to filter further or select one of the displayed items.

Grading		Action Required						
Unread ▾		Mark Unread Mark Read						
<input type="checkbox"/>	Student	Subject	Course	Unit	Assignment	Type	Event Date	Actions
<input type="checkbox"/>	* Claire Amato	Elective	Civil War	THE PRE-WAR Y	Quiz 2: Comprom	UNLOCK QUIZ	8/25/2011 6:03	View Lesson
<input type="checkbox"/>	* Claire Amato	Elective	Civil War	THE PRE-WAR Y	Political Comprom	MANUAL_GRADI	8/17/2011 10:50	View Lesson
<input type="checkbox"/>	* Luis Baraga	Elective	Vietnam Era	THE ORIGINS O	Essay: The U.S. F	HELP_REQUEST	7/19/2011 8:24	View Lesson
<input type="checkbox"/>	* Zachery Ellis	Elective	20th Century Am	COMING OF AGE	Entering the Indu	MANUAL_GRADI	5/2/2011 11:18	View Lesson
<input type="checkbox"/>	* Susan Jacobs	Elective	Civil War	THE PRE-WAR Y	Project: The Art c	MANUAL_GRADI	5/2/2011 11:22	View Lesson
<input type="checkbox"/>	* Emma Morton	Elective	Civil War	THE PRE-WAR Y	Project: Comparir	MANUAL_GRADI	7/19/2011 8:25	View Lesson
<input type="checkbox"/>	* Emma Morton	Elective	Civil War	THE PRE-WAR Y	Project: The Art c	HELP_REQUEST	7/19/2011 8:29	View Lesson
<input type="checkbox"/>	* Kari Schulz	Elective	Vietnam Era	THE ORIGINS O	French Indochina	MANUAL_GRADI	5/2/2011 11:25	View Lesson

There are four types of actions you see listed on this page, “Manual Grading” tasks, “Help Requests”, “Blocked/Failed Attempt” and a request to “Unlock” a quiz or test. These are the same items you see in the **Actions** block on your **Home** page. Once you select **Mark Read** for a “Blocked/Failed Attempt” item, it is removed from the **Actions** block on your **Home** page.

Unlock Quiz or Test Feature

If you are sure you want to unlock the quiz or test for the student, click the link in the Actions block on your Home page to immediately unlock it. If you want to view the quiz or test before unlocking it, click **View Lesson** from this page first, then go to your **Home** page to unlock it.

Tasks can be filtered by selecting **Read** or **Unread** items. The default is to display **Unread** items.

The box in the far left column is a selection checkbox. If you want to mark an item or group of items on the Unread list as read, click the checkbox beside each item to change, and then click the **Mark Read** button. You can use this same functionality to mark read items as unread.

The **Actions** column on the far right-hand side of the page provides a link, **View Lesson** directly into the first question in the assignment. You can then click through the questions in each section, either by clicking the individual question number buttons or by clicking the **Next** and **Previous** buttons. If there are multiple sections in the lesson, click **Next Section** to move to the next section. To go back to a previous section, click the section tab.

To see the lesson material, click **Show Lesson**. The question appears at the bottom of the lesson. Once you click **Show Lesson**, it toggles to read **Hide Lesson**. Click this to return to viewing only the questions. There is an asterisk beside the question number you need to

grade, like this: **7***.

Show Lesson Reference Teacher Notes Translate... Speak... Print
 Attempt: 1 of 5

Student: Alex Symon
 Course: Vietnam Era
 Unit: 1. THE ORIGINS OF U.S. INVOLVEMENT IN VIETNAM
 Assignment: 10. Falling Dominoes

Status: Completed Assignment Score: 82.1 [Update Score](#)
 Actions [Assign](#) [Skip](#)

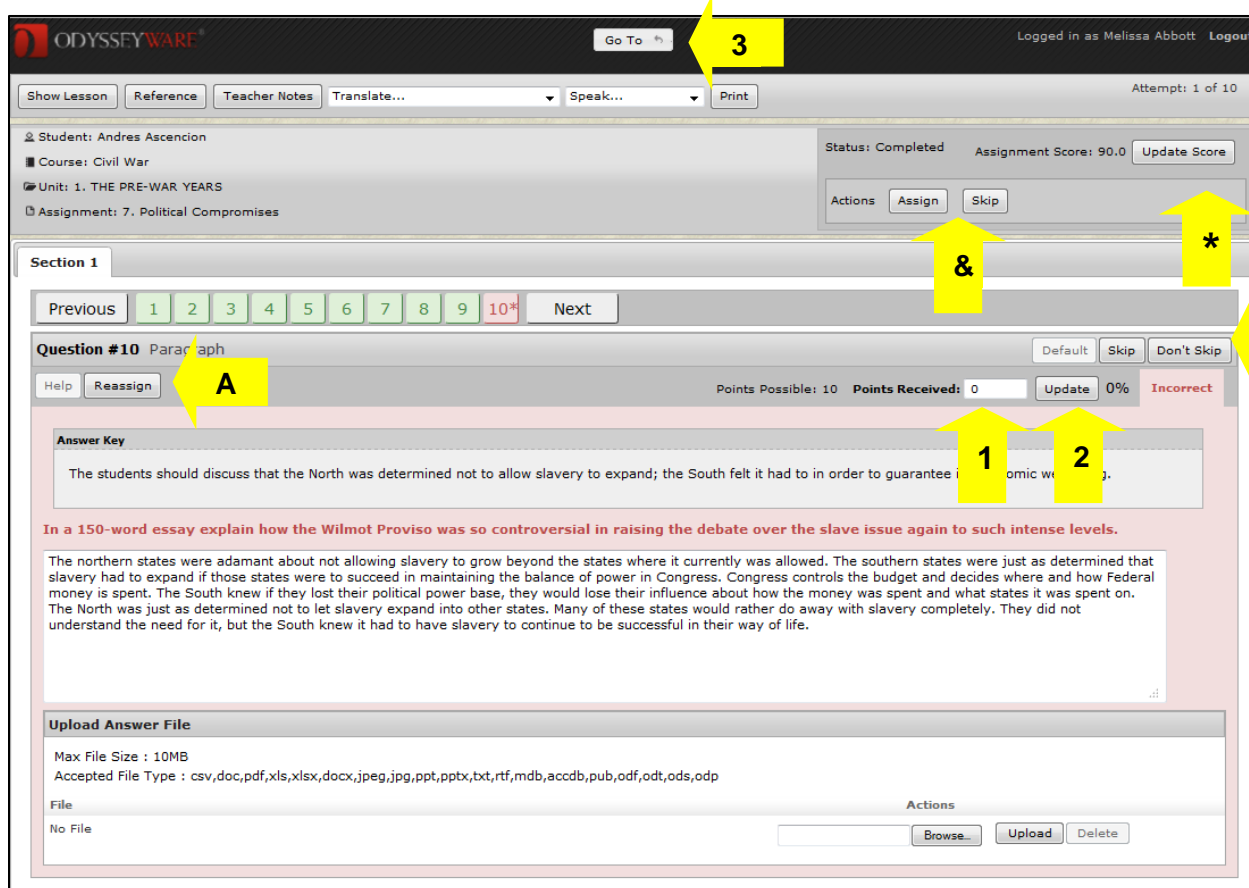
Section 1

Previous 1 2 3 4 5 6 **7*** Next

Notice the question numbers and background area around the question.

- Green indicates the answer to this question is correct.
- Red tells you the answer is either incorrect or not yet graded.
- Yellow shows you the student got the answer partially correct.
- Black number on a white background indicates the question is still to be answered (reassigned already)
- Gray means the question was skipped, either by you as the teacher or by the application because a lesson was skipped using Flex Skipped. Gray question numbers are also smaller in size.

Students also see this color coding when they view completed and graded assignments



The screenshot displays the Odysseyware interface for grading a question. At the top, the 'Go To' button is highlighted with a yellow callout '3'. Below the navigation bar, the student's name 'Andres Ascencion' and course 'Civil War' are shown. The assignment status is 'Completed' with a score of '90.0'. The question list shows 'Question #10' in red, indicating it is not yet graded, with a yellow callout '&'. The question details for 'Question #10' are shown below, with a yellow callout 'A' pointing to the 'Reassign' button. The 'Points Possible' is 10, and the 'Points Received' is 0, with a yellow callout '1' pointing to the 'Points Received' box. The 'Update' button is highlighted with a yellow callout '2'. The 'Assignment Score' is 90.0, with a yellow callout '#' pointing to it. The 'Assign' button is highlighted with a yellow callout '*'. The question text is a paragraph about the Wilmot Proviso. The 'Answer Key' section contains the text: 'The students should discuss that the North was determined not to allow slavery to expand; the South felt it had to in order to guarantee economic well-being.' The 'Upload Answer File' section shows a file upload area with a 'Browse...' button and 'Upload' and 'Delete' buttons.

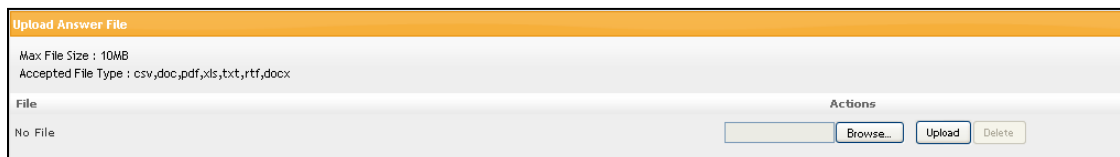
To grade the question:

1. Enter the number of points out of the total possible in the **Points Received:** box
2. Click the **Update** button to the right of the **Points Received** box to save the points and score the question. To see the updated score reflected for the entire assignment, you must refresh your screen.
3. Click the **Go To** button at the top of the screen and select where you want to go.

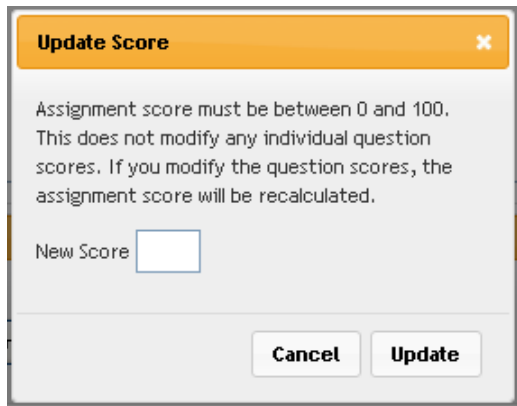
To change an existing score, do the same thing. (The assignment status must be either "Completed" or "Graded" to change a score)

1. Just type over the number of points in the **Points Received:** box
2. Click **Update**. The percentage beside the **Update** button automatically changes as do the assignment, unit, and course grades.
3. Click the **Go To** button at the top of the screen and select where you want to go.

If the student created a file containing the answer to the problem, click the **Browse** button in the **Upload Answer File** section and select the file.



See the arrows on the previous page for location of these fields.

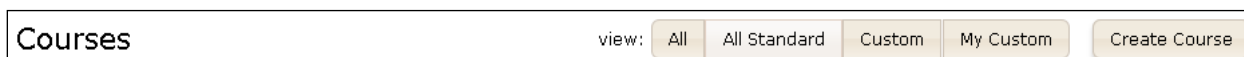
<p># - The Update button, on the top assignment score bar, allows you to change the score for the entire assignment without changing individual question scores. Click the button to open the Update Score window. Enter the new Score and click Update. The score you just gave the assignment appears as the assignment score.</p>	
<p>* The Attempts counter lets you know how many times the student has attempted to complete this lesson successfully. The student sees the same counter.</p>	
<p>& - Use these buttons to Assign or Skip the entire lesson</p>	
<p>A – Use these buttons to Reassign, Skip or Unskip the individual question.</p>	

Courses

Let's take a look at what you see when you click the **Courses** tab. First, you notice three sub-tabs on the left side of the page, **Courses**, **Custom Courses**, and **Custom Projects**.



Below these sub-tabs you see the **Courses** list (**Courses** sub-tab page). This initial display shows you only the standard ODYSSEYWARE course listing. To the right-hand side of this page you see a series of buttons. The first four, **All**, **All Standard**, **Custom**, and **My Custom** are filter buttons.



Once your school has created multiple custom courses, it may be simpler to view only a subset of all of the available courses. Use these buttons to filter what is displayed. The last button on the far right, **Create Course** enables you to create your own custom course. We'll take a look at that functionality shortly.



Teacher User Guide

There are two different types of courses available in ODYSSEYWARE, Standard courses and Custom courses. Standard courses are the default courses you automatically get with you purchase ODYSSEYWARE. Custom courses are those you create, either by recombining assignments from existing standard courses, by creating custom projects and developing a course based only on those, or some combination of pulling in existing assignments and adding custom projects. We will discuss how this is done beginning on page 38.

Courses					
view: All All Standard Custom My Custom Create Course					
Subject	Course	Author	Enrollable	Edit Permissions	Actions

The grid course listing (shown above) displays these headings; **Subject**, **Course**, **Author**, **Enrollable**, **Edit Permissions**, and **Actions**.

Subject – Math, Science, Elective, etc.

Course – Name of the actual course in the subject, Physical Fitness, Science 700, etc.

Edition – Year the course was created

Author – If this is a standard course, you see N/A. If this is a custom course, you see either admin, admin or the name of the teacher who created the course.

Enrollable – if this course is ready to have student enrolled, a green checkmark appears in the box in this column.

Edit Permissions – one of three choices displays;

Read-only – box is grayed-out, as these are standard courses

Admin-only – a custom course that only the admin can edit.

Admin-teachers – a custom course the admin and all teachers can edit.

Actions – contains links to actions available for this course. If you hold your mouse over any of the icons, a box will display reminding you what it is. Possible choices include:

– Preview, applies to all courses. Click this to open the course and preview the contents, including a list of the units in the course, the list of assignments in each unit. You can also click an assignment to open it and view the presentation and questions in preview mode.

– Copy, enables you to make a copy of a course

The 2 actions above are the only ones available for standard courses. Custom courses offer two additional actions:

– Edit, permits you to open the custom course and make edits to it.

– Delete, allows you to delete a custom course.

Courses		Custom Projects					
Instructions		All	All Standard	Custom	My Custom	Archived	Create Course
Subject	Course	Edition	Author	Information	Enrollable	Actions	
Custom	Culture of War	2012	admin admin	📖 👤 FLEX	<input checked="" type="checkbox"/>	👁 📄 ✎ 🗑	
Custom	Exploring New Worlds	2012	Melissa Abbott	📖 👤 ✎ FLEX	<input checked="" type="checkbox"/>	👁 📄 ✎ 🗑	
Custom	Migration	2012	Melissa Abbott	📖 👤 FLEX	<input checked="" type="checkbox"/>	👁 📄 ✎ 🗑	
Custom	My Integrated History and Geography	2012	Melissa Abbott	📖 👤 FLEX	<input checked="" type="checkbox"/>	👁 📄 ✎ 🗑	
Custom	Spelling	2012	admin admin	📖 👤	<input type="checkbox"/>	👁 📄 ✎ 🗑	

Notice the small arrow beside the **Subject** column heading? This tells you the list is sorted by that column and since the darker arrow head faces up, I know it is in ascending order. If the lower arrow head was darker, more prominent, I would know the list was sorted in descending order. Click once to change the sort order. This list can also be sorted by **Course**. Simply click the **Course** column heading once to sort it in ascending order, click it a second time to change to descending order.

At the bottom of the page you see the page number information:

⏪ ⏩
Page 2 of 4
⏪ ⏩
25
View 26 - 50 of 96

You can use the drop-down arrow to increase the number of items displayed per page. Choices include 25, 50, or 75 for this page. To the far right you see which items are being displayed out of the total items available.



Custom Course / Create Course

You can create a custom course by clicking the **Custom Courses** sub-tab or the **Create Course** button on the far right at the top of the grid. Clicking either one opens the **Create Course** window.

Use the **Edit** drop-down menu to select who can edit this course, **Admin-only** or **All Teachers**.

Type the **Course Name** in the associated textbox.

Type the **Subject** in the associated textbox.

The screenshot shows the 'Create Course' window. The 'Edit' dropdown menu is set to 'Admin-only'. The 'Course Name' and 'Subject' textboxes are empty. The 'Flex Assessments' checkbox is unchecked. At the bottom right are 'Cancel' and 'Submit' buttons.

If you ever plan to use this course with **Flex Assessments**, check this box NOW. You CANNOT add this feature later. If you do not check this box when you create the course, you cannot use it with Flex Assessments. If you do not plan to remove or add lessons to this course, you do not need to check the **Flex Assessments** box.

The screenshot shows the 'Create Course' window. The 'Edit' dropdown menu is set to 'Admin/Teachers'. The 'Course Name' textbox contains 'U S Geography' and the 'Subject' textbox contains 'Elective'. The 'Flex Assessments' checkbox is checked. At the bottom right are 'Cancel' and 'Submit' buttons.

Click the **Submit** button to save the information or the **Cancel** button to return to the **Courses** page, discarding any entries you have made on this window.

Once you have entered the course identifier information, you see the **Edit Course** page. (Notice the "Custom Course" sub-tab is now the "Edit Course" sub-tab.) This is where you drag units and/or assignments from existing courses into the custom course you want to create. (See example below.)

[Courses](#)
[Custom Projects](#)
[Edit Course](#)

Instructions

Edits made to this course will not affect students currently enrolled in this course.

2012 Courses

[All](#)
[All Standard](#)
[Custom](#)
[My Custom](#)

Subject	Course	Flex	Au
<input type="checkbox"/> Elective	2012 U S Geography (20:	<input checked="" type="checkbox"/>	admin,
<input type="checkbox"/> Mathematics	Algebra I (2012)	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Mathematics	Algebra II (2012)	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Elective	Art History (2012)	<input type="checkbox"/>	
<input type="checkbox"/> Science	Biology (2012)	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Elective	Business Computer Inform	<input type="checkbox"/>	

Units and Projects

[All](#)
[Projects](#)
[Lessons](#)
[Quizzes](#)
[References](#)
[Tests](#)
[My Projects](#)

expand all

Courses	Title	Type	Author
	Adventures Ahead	PROJECT	admin admin

Course Name

U S Geography - 2012

Subject

Elective

Edit Permissions

Admin/Teachers

Edition

2012

Enrollable

☐

CRx-able

☐

Flex Assessments

☒

New Unit

Preview

Validate

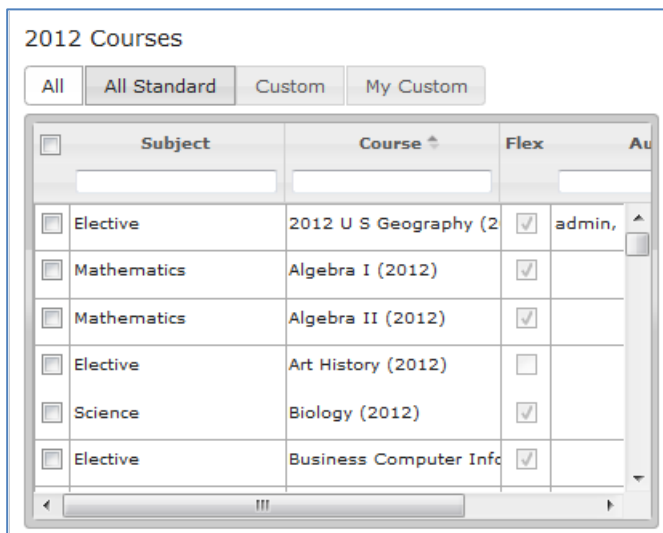
Drag units from left pane here. Projects and assignments can only be dragged inside open units.

Notice the **Flex Assessments** box is checked indicating that I can use this course in Flex Assessments mode. The box is checked because I selected the **Flex Assessments** option when I created the course. The checkmark is grayed out telling me I cannot edit this field.

Let's take a look at every section of this page, beginning with the left column, **Add to Course**.

Notice the row immediately below "2012 Courses". This series of buttons allows you to filter the display in the bottom panel (**Units and Projects**) by course type. Click the button to filter the course list.

Select the course(s) with units or assignments you want to use in your custom course by clicking the checkbox(es) in the far left column beside the course(s) you want.



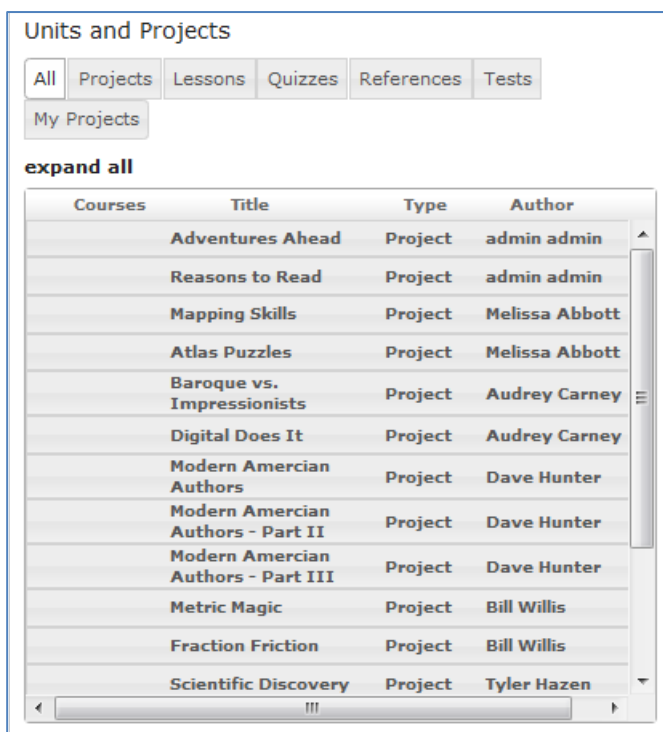
Subject	Course	Flex	Author
<input type="checkbox"/>	Elective	2012 U S Geography (2	admin,
<input type="checkbox"/>	Mathematics	Algebra I (2012)	
<input type="checkbox"/>	Mathematics	Algebra II (2012)	
<input type="checkbox"/>	Elective	Art History (2012)	
<input type="checkbox"/>	Science	Biology (2012)	
<input type="checkbox"/>	Elective	Business Computer Info	

All of the units for the selected subjects and courses display, along with any custom projects you have created in those subjects in the **Units and Projects** panel.

You can use the buttons below "Units and Projects" to filter the list based on the assignment type.

Click **expand all** below the filter buttons to open all units and display the assignment titles. You can also click the arrow to the left of each unit to display only one unit at a time.

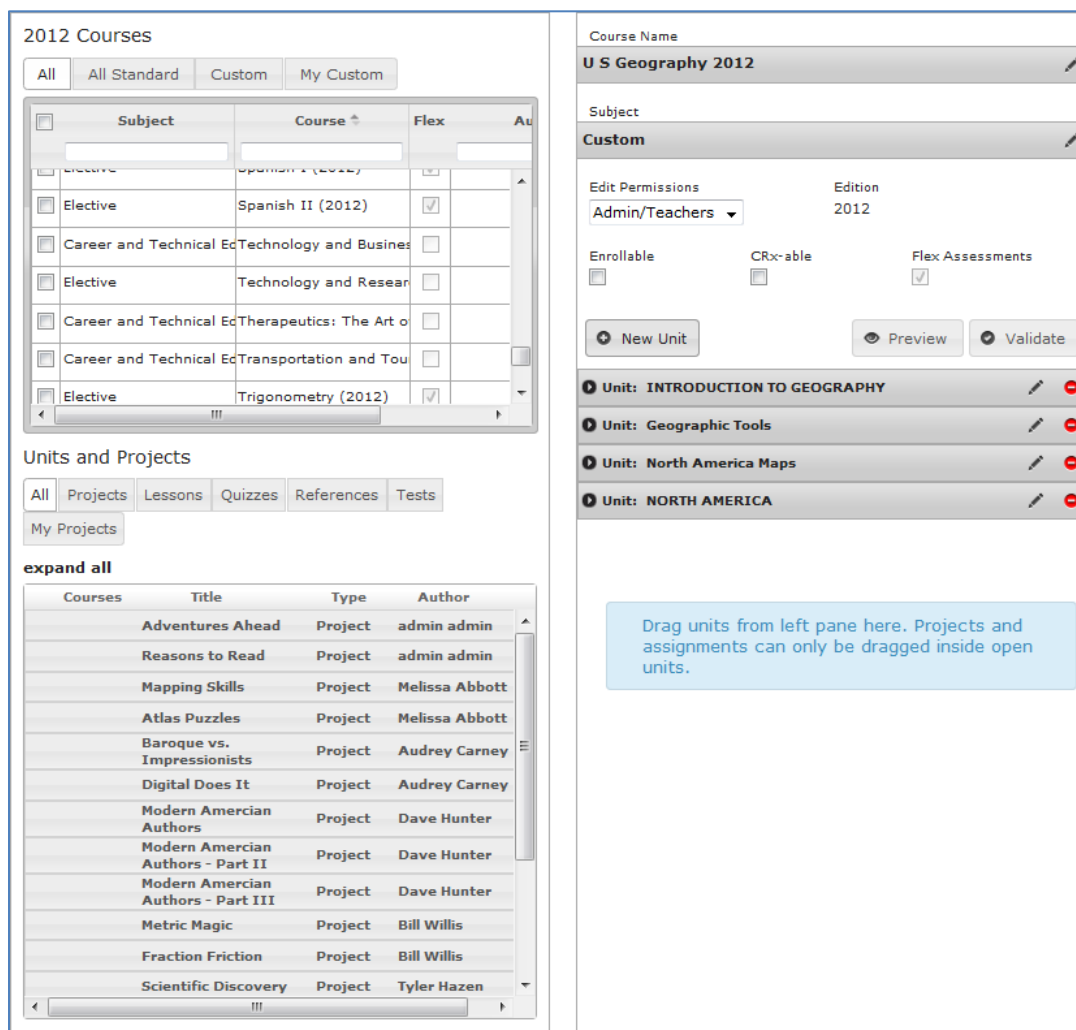
All of the custom projects created by teachers/admins in your school are listed below any courses you selected.



Courses	Title	Type	Author
	Adventures Ahead	Project	admin admin
	Reasons to Read	Project	admin admin
	Mapping Skills	Project	Melissa Abbott
	Atlas Puzzles	Project	Melissa Abbott
	Baroque vs. Impressionists	Project	Audrey Carney
	Digital Does It	Project	Audrey Carney
	Modern American Authors	Project	Dave Hunter
	Modern American Authors - Part II	Project	Dave Hunter
	Modern American Authors - Part III	Project	Dave Hunter
	Metric Magic	Project	Bill Willis
	Fraction Friction	Project	Bill Willis
	Scientific Discovery	Project	Tyler Hazen

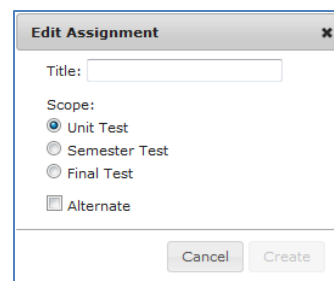
Once you have populated the **Units and Projects** section with units and assignments you want in your custom course, you are ready to begin creating the course. You use the course information in the left column to create your custom course in the right column.

If you want to use an entire unit, simply click the unit you want to use and holding your mouse button down, drag it from the **Units and Projects** panel to the right side of the screen, below the **New Unit** button.

I just moved the unit “North America” from the **Units and Projects** panel in the left column over to my new custom course, U S Geography 2012 in the right column. To use individual assignments from a unit, you must first decide what unit the assignments will be in. All assignments **MUST** be in a unit. If you want to drag an assignment into an existing unit, be sure the unit on the right side is expanded as well as the unit folder in the **Units and Projects** panel and drag the individual assignment as you did the entire unit.

When you open a unit you have placed in your new course, notice you can create a new project, quiz, or test to include in this unit by simply clicking the appropriate button on the bar immediately below the title of your unit. If you click **New Project**, a new project form opens as shown on page 58. If you click **New Quiz** or **New Test**, a pop-up, similar to the one to the right opens. Enter a **Title** for the quiz or test, select the **Scope** and click the checkbox if this is to be an **Alternate** quiz or test. Click the **Create** button. You can then move the project, quiz, or test to where you want it placed in sequence in the unit.



Edit Assignment [X]

Title:

Scope:

☒ Unit Test

☐ Semester Test


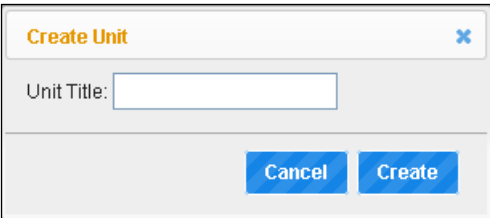
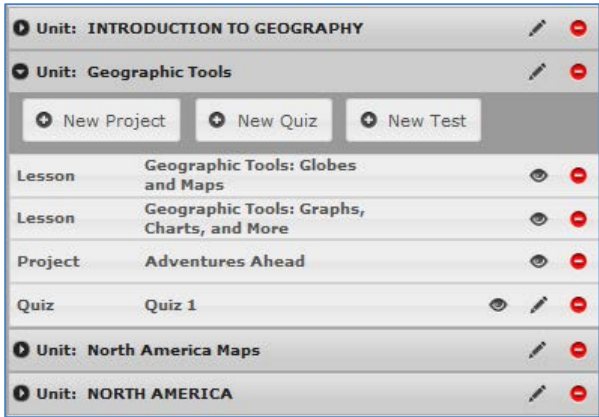
☐ Final Test

☐ Alternate

Cancel Create



NOTE: Newly created assignments are weighted according to type, as dictated by the school, student, or course weighting. That is to say, if you personalized the weighting for a student to have tests count for 50 percent of the student's grade and then create a new test, it is weighted at 50% of the student's grade.

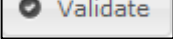
If you want to put the assignment into a new unit, you must first create the unit.

Click the New Unit button  .	
Enter the name of the unit in the Unit Title textbox.	
Click Create .	
I created a new unit, "Geographic Tools" and moved three assignments into that unit, by clicking and dragging them from the Units and Projects panel into my new unit. I decided to make the new unit the second unit in the course. I click and drag it into that position.	

I can drag custom projects in the same way I did the individual assignments. Just remember all assignments can only be placed in an open unit, even custom projects.

Once you have added all of the units and assignments to the custom course, you can rearrange assignments within a unit by clicking and dragging them. You can also move units into a different order in the same way.

Click  beside a unit name to change the title of the unit. Click  beside a unit or assignment if you decide you want to remove that unit or assignment.



If this course is available to use in Flex Assessments mode, click the  button when you are finished creating your course. This checks each unit and assignment you selected to make sure the application can associate the lessons to the appropriate quizzes and tests. If there are any issues or things you need to be aware of, the application lets you know. You see one of two icons:

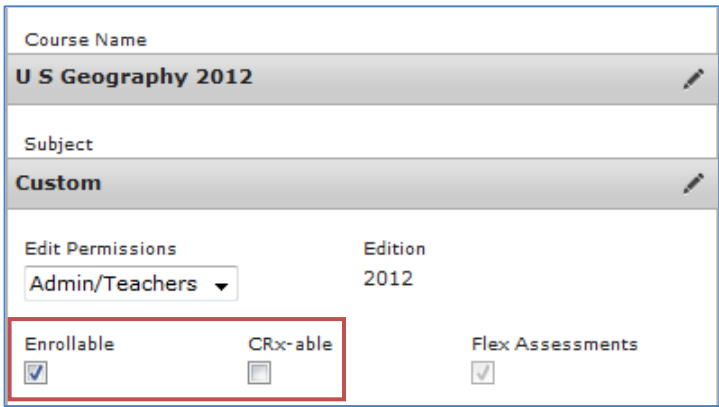


- If you see this icon, it is informational. It might mean that a lesson in the unit has no questions on the associated test. Click the icon to see exactly what information the validation process discovered. You can still make this course enrollable as it is. Before you finish, you have the option of previewing either an individual assignment or the entire course. To preview an individual assignment, click the **preview** link beside the assignment title you want to preview. To preview an entire course, click the **Preview Course** at the bottom of the right hand column.



- This red triangle tells you there is an error in this unit. Click the red triangle to see what the error is. You cannot mark a course enrollable (use it) with an error. You must resolve the error before it can be used. If you click **Enrollable** and the checkmark does not stay, there are still errors to resolve. For example, courses with two alternate exams cause errors, delete one of the alternate tests and the error is resolved. If you see the error beside a quiz, it likely means there are no lessons associated to the quiz, so the quiz is probably blank. Again, delete the quiz and you can complete the validation of the course and use it.

Before you determine you are finished, you have the option of previewing either an individual assignment or the entire course. To preview an individual assignment, click  beside the assignment title you want to preview. To preview an entire course, click the  **Preview** button at the top of the list of units to the right of the **New Unit** button.

If you want to be able to assign this course in CRx mode, click the checkbox below CRx-able .	
Remember, CRx courses must have alternate tests. If you are ready to make the course available for enrollment, click the checkbox below Enrollable at the top of the right column. Be sure you check Enrollable last!	Please see the paragraph below about courses that use Flex Assessments.

PLEASE NOTE if you are making a course using Flex Assessments and CRx:

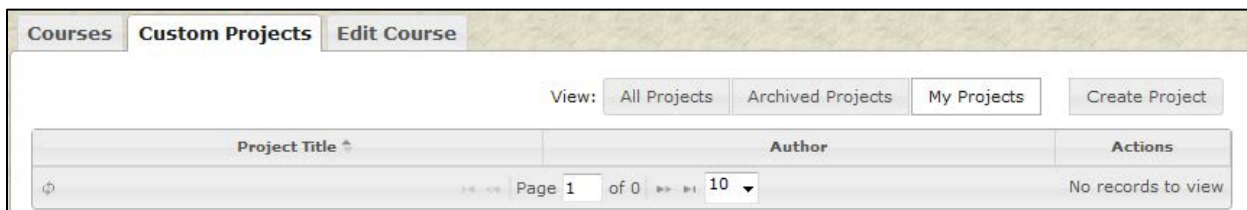
Custom courses with Flex Assessments selected and then made CRx-able and Enrollable:

- If the enrollment is done as a regular, standard enrollment (no Crx), the Flex Assessment capability is present. You are then able to skip lessons and have the associated questions not display for the student.
- If the enrollment is enrolled in CRx mode, Flex Assessment capability is NOT present. The course will function like a normal CRx course.
- If a student, enrolled in a custom course with Flex Assessments in CRx mode fails a pre-test, they automatically are assigned the individual assignments in that unit unless you selected **Flex CRx**, then it acts as any other **Flex CRx** enabled course; skipping any lessons the student answered all questions on the pre-test correctly. Questions on the associated quizzes are also skipped. NOTHING is skipped on the post-test unless you go into that test and manually skip questions.

Click the **Courses** tab or sub-tab to return to the **Courses** page.

Custom Projects


Let's take a look at the **Custom Projects** page. This is what you see the first time you open it.

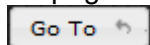


The four buttons on the row below the sub-tabs are:

- **All Projects** – displays a list of all custom projects created by the admin and teachers in your school
- **Archived Projects** – displays a list of any projects you, another admin or teacher in your school moved to the archive status
- **My Projects** – displays a list of the projects you created
- **Create Project** – click here to start working on a new custom project

Below these buttons is the area where you will see the project list you selected using the buttons. The three columns in this list are the **Project Title** (the list is sorted ascending by this column as a default. You can rearrange the list by clicking either the up/down arrow to the right of the column heading or by clicking “Author”). The second column is **Author**. This tells you who created the project. **Actions** is the last column. Your choices here are:



-  – Preview allows you to see the project the way your student will see it (along with the options you selected for status, title, edit permission and possible points). When you view the project in preview mode, a button appears in the top banner of the page so you can close the project and go to another page in the application.



-  – Edit permits you to make changes to the project.

If you chose to use a file you uploaded to your project, once it is uploaded and saved to the project, you can update or remove the file in edit mode using the **[Update] [Remove]** on the **Project File** line.

Project File	ShortStoryProject.doc	[Update]	[Remove]
---------------------	-----------------------	-----------------	-----------------

-  – Copy enables you to make an exact copy of the project. This is handy when you need to create similar projects... saves some typing!
-  – Archive lets you change the status of the project with a single click.

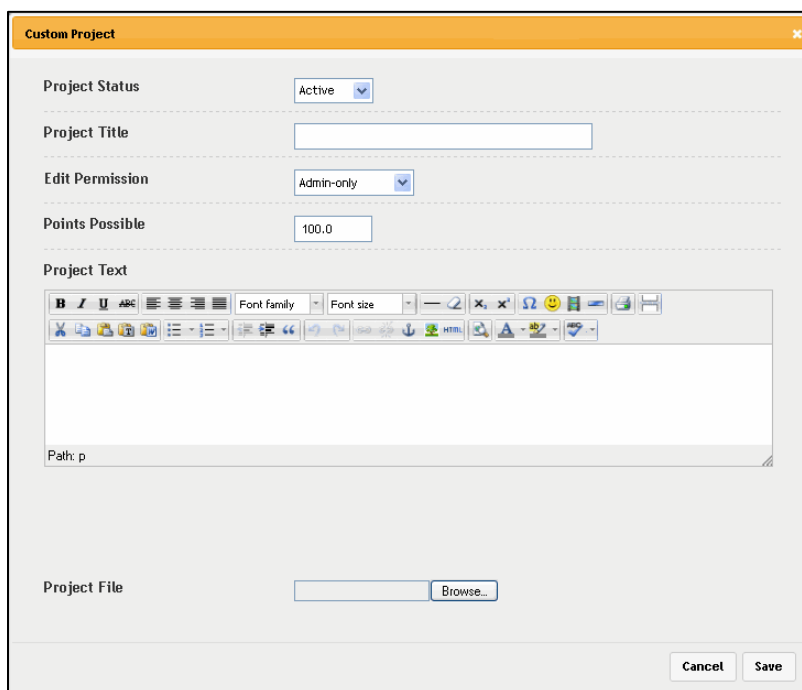
Let's start by clicking **Create Project**.

Project Status: **Active** (default) or **Archived** – Use the drop-down menu to choose.

Project Title: Type the title you want to give this project into the textbox.

Edit Permission: Use this drop-down menu to select who can edit this project, **All Admin** or **All Teachers**

Points Possible: Enter the number of points available for the student to earn on this project. 100 is the default.



Project Text: Enter student instructions for the project in the white space below the format bar. This is what the student sees when they open the project. There are a number of formatting options available to you as you enter the instructions for this project. See the chart below for further explanation of the options available. You can also copy a URL into this box, if you wish.

Project File: If you prefer to use a template or already have a file with project instructions, click the **Browse...** button to locate, select and upload the file to the system.



























If you choose to upload a file, you might want to put an instruction into the **Project Text** area advising the student to be sure to click the **Download Project Details** button, which will appear above the **Project Text** area if you use a file.












You can have your student upload a file to complete the project.

Click **Save** to retain your work or **Cancel** to return to the **Custom Projects** page discarding the work.

NOTE: It is important to remember that whenever you use a link or any type of media in your custom project, it **MUST** reside on a website to be accessible by students when working on the project.

Text Format Options































ICON	ICON DESCRIPTION
	Bolds highlighted text
	Italicizes highlighted text
	Underlines highlighted text
	Allows you to strike through highlighted text
	Aligns text to the left margin
	Centers text
	Aligns text to the right margin
	Justifies text across the line
Font family	Drop-down menu to select the font style
Font size	Drop-down menu to select the font size
	Inserts a horizontal ruler
	Removes all formatting
	Makes selected text subscript
	Makes selected text superscript
	Insert a special character
	Add an emoticon
	Lets you insert or edit embedded media
	Horizontal Rule
	Print a copy of your assignment
	Insert a page break
	Cut an item
	Copy a selected item
	Paste an item
	Paste an item as plain text
	Paste an item from MS Word
	Lets you create a bulleted list
	Creates a numbered list
	Allows you to indent text, one to the left, one to the right

	Enables use of block quotes
	Undo and Redo
	Insert or edit a link
	Unlink highlighted item
	Insert or edit an anchor
	Insert an image
	Allows editing of HTML
	Lets you preview the assignment
	Select color for highlighted text
	Select a background color
	Spell Checker

Once you have created a custom project they appear in the grid on the **Custom Projects** page. The default display is **My Projects**. If you want to see every project created in your school's installation, click **All Projects**.

Courses
Custom Projects

View:
 All Projects
Archived Projects
My Projects
Create Project

Project Title ↑	Author	Actions
Adventures Ahead	admin admin	  
Adventures Ahead	admin admin	  
Atlas Puzzles	Melissa Abbott	  
Baroque vs. Impressionists	Audrey Carney	  
Daily Fitness Diary	admin admin	  
Digital Does It	Audrey Carney	  
Fraction Friction	Bill Willis	  
Fun With Spelling	Loretta Flores	  
Mapping Skills	Melissa Abbott	  
Metric Magic	Bill Willis	  

Page 1
of 2
10
View 1 - 10 of 17

Reports

ODYSSEYWARE provides a variety of reports to help you manage and track student activity and progress. (See examples of reports in **Appendix A** beginning on page 55.)

- **Course Percentage Complete** – Enables you to quickly track how far along a student is in one or more assigned courses.
- **Detailed Student Grading** - Shows you current grade information for the student at a unit level.
- **Login/Logout Report** – Provides a list of selected users, their login and logout times, and the duration of each session, for each day during the selected date range.
- **Student Activity Daily Breakdown** – Lists the amount of time students worked on each course by day, along with the total time spent in all selected courses.
- **Student Activity Summary** – shows the total amount of time selected students spent in each course for the date range or selected term, along with the total time spent in all courses.
- **Student Lesson Plan**– provides a breakdown of all assignment(s) for each selected course for a student. Report lists the course, teacher assigned, assignment title, unit, status of assignment due date and completed date if appropriate.
- **Student Unit Grades** – displays the score for each unit by selected course for each student selected. (You have the option to select completed units only. Completed means all assignments (including projects) have been submitted and all items requiring teacher-grading have been scored.) Also displays the course score to date.

Home
 Assignment Alerts
 School Settings
 Teacher/Admin
 Students
 Parents
 Course Enrollment
 Gradebook
 Courses
 Reports
 Messages

Reports

Course Percentage Complete
 Detailed Student Grading
 Faculty Progress
 Login/Logout Times
 Student Activity Daily Breakdown
 Student Activity Summary
 Student Lesson Plan
 Student Unit Grades

Create a Report

Follow these simple instructions:

1. Choose desired report from the menu on the left.
2. Select what you would like your report to cover.
3. Select a format for your report
4. That's it.

Report Type	Report Description
Course Percentage Complete	Tracks student progress in each course
Detailed Student Grading	Current unit level grading information
Faculty Progress	Teacher's daily to-do list
Login/Logout Times	See how much time users spend online
Student Activity Daily Breakdown	Detailed daily student activity log
Student Activity Summary	Calculates time students spend on each course
Student Lesson Plan	Sums up daily student assignments
Student Unit Grades	Student grading information per unit



ODYSSEYWARE™

Teacher User Guide

All reports, except the **Login/Logout Report** require you to select the following information:

Time Period: You can select any **Term**, or **Start** and **End Dates** you wish to use.

Users: There are several ways you can select the people to include on the report. You can sort by **Name**, **Username**, **Student ID**, **Campus**, or **Status**.

Enrollments: Click the **Show/Refresh** button to display all courses for the selected users. Select any **Course**, **Edition**, **Student**, **Teacher**, **Status**, or **Reason**

Report Format: Use the drop-down menu to select:

- Web- opens a new browser window to display a formatted printable report
- CSV – comma separated file, use Excel or another spreadsheet application to most easily display the data
- PDF – formats a printable report in the same browser window as the application. Be sure to use the **Back** button or arrow on your browser to return to the application. Click **OK** to resend the data when prompted.

Export as: Web CSV PDF

Select Time-frame

Select	Term	Start Date	End Date
<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	2011-2012	02/14/2012	11/30/2012
<input type="checkbox"/>	Spring 2012	02/14/2012	06/20/2012

Record Count: 2

Start Date: End Date:

Select Users

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>	<input type="text"/>				Active <input type="button" value="v"/>
<input type="checkbox"/>	Amato, Claire	amato	N08	A1	Active
<input type="checkbox"/>	Ascencion, Andres	ascencion	S64	A1	Active
<input type="checkbox"/>	Baraga, Luis	baraga	S10	A1	Active
<input type="checkbox"/>	Baraga, Maria	mbaraga	W42	A1	Active
<input type="checkbox"/>	Barela, Alberto	barela	E75	N/A	Active
<input type="checkbox"/>	Begala, Armando	abegala	E73	A1	Active
<input type="checkbox"/>	Begala, Doreen	begala	W41	A1	Active
<input type="checkbox"/>	Bhasran, Siva	bhasarn	E26	A1	Active
<input type="checkbox"/>	Borelli, Christopher	cborelli	S91	A1	Active
<input type="checkbox"/>	Borelli, Seth	boorelli	W38	A1	Active
<input type="checkbox"/>	Cameron, Beatrice	cameron	E36	A1	Active
<input type="checkbox"/>	Carlisle, Madeline	carlisle	N54	A1	Active
<input type="checkbox"/>	Conrad, Joya	conrad	S33	N/A	Active

Record Count: 78

Select Enrollments

Select	Course	Edition	Student	Teacher	Status	Reason
<input type="checkbox"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Record Count: 0

As soon as you select the **Report Format**, the report generates in a separate window.



The **Login/Logout Report** requires the following information:

Time Period: Enter the **Start Date** and **End Date**.

Users: There are several ways you can filter the people to include on the report. You can sort by **Name**, **Username**, **Student ID**, **Campus**, or **Status**. Click the checkbox beside the name of anyone you want included on the report. To select all, click the checkbox at the top of the column.

Report Format: Use the drop-down menu to select:

- Web- opens a new browser window to display a formatted printable report
- CSV – comma separated file, use Excel or another spreadsheet application to most easily display the data
- PDF – formats a printable report in the same browser window as the application. Be sure to use the **Back** button or arrow on your browser to return to the application. Click **OK** to resend the data when prompted.

The screenshot shows the 'Login/Logout Report' interface. At the top, there is an 'Export as:' section with buttons for 'Web', 'CSV', and 'PDF'. Below this is a 'Choose Time-frame' section with 'Start Date:' and 'End Date:' input fields. The main section is 'Select Users', which contains a table with columns: 'Select', 'Name', 'Username', 'Student ID', 'Campus', and 'Status'. The table lists seven users: Abbott, Melissa; Carney, Audrey; Flores, Loretta; Hazen, Tyler; Hunter, Dave; Lisle, Jim; and Willis, Bill. Each user has a checkbox in the 'Select' column and a status dropdown in the 'Status' column, all set to 'Active'. A 'Record Count: 7' is shown at the bottom of the table. At the bottom of the interface, there is another 'Export as:' section with 'Web', 'CSV', and 'PDF' buttons.

Select	Name	Username	Student ID	Campus	Status
<input type="checkbox"/>					Active
<input type="checkbox"/>	Abbott, Melissa	abbott	N/A	N/A	Active
<input type="checkbox"/>	Carney, Audrey	carney	N/A	N/A	Active
<input type="checkbox"/>	Flores, Loretta	flores	N/A	N/A	Active
<input type="checkbox"/>	Hazen, Tyler	hazen	N/A	N/A	Active
<input type="checkbox"/>	Hunter, Dave	hunter	N/A	N/A	Active
<input type="checkbox"/>	Lisle, Jim	lisle	N/A	N/A	Active
<input type="checkbox"/>	Willis, Bill	willis	N/A	N/A	Active

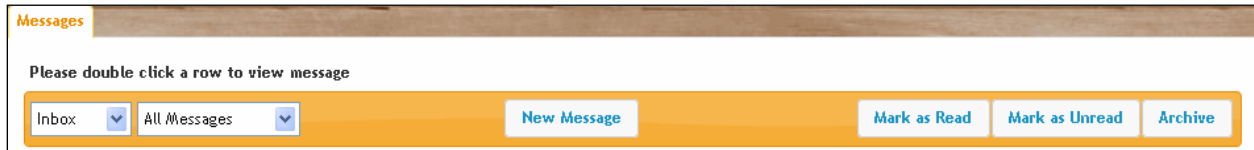
Record Count: 7

As soon as you select the **Report Format**, the report generates in a separate window.

Messages

ODYSSEYWARE provides an internal messaging system. Your administrator chooses if it will be used in your installation or not. Your administrator decides if the students and teachers can use it (school level). If the administrator decides to use it, you and the admin can then decide which students can send and or receive messages using it (student level).

When you click the **Messages** tab, your **Inbox** automatically displays. Notice across the top row there are several drop-down menus and buttons.



Let's briefly walk through each.

- **Inbox** – click this drop-down menu to display your **Sent items** or **Archive** items.
- **All Messages** – clicking this drop-down menu allows you to filter your Inbox to display only messages you have already read or ones you have not read yet.
- **New Message** – click this button to open a new message screen
- **Mark as Read** – click the box in the far right column of a row with an unread message and click this button to mark it as read.
- **Mark as Unread** – click the box in the far right column of a row with a message you have read and click this button to mark it as unread.
- **Archive** – click the box in the far right column of a row with a message and click this button to move the message out of your inbox and into the archive folder.

Inbox

Each message appears in a row of your **Inbox**. (See example on the next page.) To simply read the message, double-click the row containing the above information. Unread messages display in bolded text. Each row offers information about the message. Moving from left to right the columns include:

- **Selection column** – click the checkbox to select the message. Use this column to quickly perform the same action to multiple messages, for example, move several messages to the archive folder.
- **Date:** the date the message was received (Notice the arrowheads to the right of Date? This indicates you can sort your inbox in ascending or descending order based on the date the message was received.)
- **From:** Tells you who sent the message.
- **Subject:** Title of the message sent
- **Preview:** Gives you the first few words of the message.
- **Actions:** Click one of the three links, **Reply**, **Forward**, or **Archive** to handle the message.

Messages				
Please double click a row to view message				
Inbox	All Messages	New Message	Mark as Read	Mark as Unread
			Archive	
<input type="checkbox"/>	Date	From	Subject	Preview
<input type="checkbox"/>	11:39AM	Tanner, Megan	Re:Re:Re:State History Essay	Done - I left it in your box. On 2012-...
<input type="checkbox"/>	11:37AM	Morton, Emma	Help Needed - Project: The Art of Compromise - Pro Emma Morton: ok, thanks	Reply Forward Archive
<input type="checkbox"/>	08:52AM	admin, admin	Staff Development Day - April	Forward Archive View Lesson
<input type="checkbox"/>	07/19/2011	Lisle, Jim	Service Hours Project Schedule	Reply Forward Archive

Once you have dealt with a message, it is a good idea to either click the **Archive** link on the same line as the message, or click the checkbox in the first column and click the **Archive** button to move it out of your **Inbox** and into the **Archive**.

Archived

Just as with the **Inbox**, each message is on a separate row. The columns are the same, the two differences are:

1. The last link in the **Actions** column allows you to move the message back to the **Inbox**
2. The **Move to Archive** button is now **Move to Inbox**.

Sent

Again, as with the **Inbox**, each message appears on a separate row. The columns are the same. There are a few differences:

1. The only link in the **Actions** column allows you to forward the message to someone else within the system.
2. **New Message** is the only button available.



Help Request Messages

Messages sent by students from within an assignment have “Help Needed” in the **Subject** and give you a link in the **Actions** column to go directly to the problem in the assignment. These messages also appear in **New Messages** on your **Home** page, the **Help Messages** section of the **Actions** area on your **Home** page, and on the **Action Required** tab of your **Gradebook**, where the **Type** column says “Help Requested”.

<input type="checkbox"/>	● 7/19/2011	Morton, Emma	Help Needed - Project: The Art of Compromis	Emma Morton: Do I ha	Forward View Lesson Archive
<input type="checkbox"/>	● 7/19/2011	Baraga, Luis	Help Needed - Essay: The U.S. Policy for Viet	Luis Baraga: I am kind	Forward View Lesson Archive



Appendix A – Report Examples

Course Percentage Complete

Odyssey Academy				
Course Percentage Complete Report				
Report Start Date: Jul 18, 2011				
Report End Date: May 24, 2012		Date Feb 20, 2012		
Neely, Casandra [cneely, A1, W10]				
Current Score	Course Title	Total Assignments	Assignments	Course Completed %
94.6	Civil War(2011)	83	4	4.8
79.5	Essentials of Business(2011)	41	4	9.8
92.1	Earth Science(2011)	168	2	1.2
95.8	English II(2011)	178	3	1.7

Detailed Student Grading

Odyssey Academy

Detailed Student Grading Report

Report Start Date: Jul 18, 2011

Report End Date: May 24, 2012

Date Retrieved: Feb 20, 2012

Neely, Casandra [cneely, A1, W10]						
Course Name : English II (2011)						
Unit	Type	Assignment	Started *	Completed *	Time(h:m)	Score
1	LESSON	2. Language in Motion: Vocabulary	07/18/2011 03:33 pm	07/18/2011 03:44 pm	00:12	97.50
1	LESSON	3. Language in Motion: Word Meaning	07/18/2011 03:45 pm	07/18/2011 03:52 pm	00:07	90.00
1	LESSON	4. Language in Motion: Etymology	07/20/2011 11:01 am	07/20/2011 11:45 am	00:44	100.00
U		Unit Score:				95.80
C		Course Score:				95.80

* All Dates and Times are MST



Login/Logout Report

Odyssey Academy			
Login/Logout Times Report			
Report Start	Feb 20, 2012		
Report End Date:	Feb 21, 2012	Date Retrieved: Feb 21, 2012	
Torres, Esmie [torres]			
Date	Login Time (MST)	Logout Time (MST)	Session Duration
02/20/2012	9:13:51 AM	10:16:05 AM	01:02:14
02/20/2012	11:00:59 AM	11:35:39 AM	00:34:39
02/20/2012	11:41:09 AM	12:21:26 PM	00:40:16
02/20/2012	12:32:16 PM	1:05:00 PM	00:32:43
02/20/2012	1:32:58 PM	1:49:04 PM	00:16:06
02/20/2012	1:52:11 PM	2:49:09 PM	00:56:58
Total Time:			04:02:59
02/21/2012	8:07:49 AM	10:32:20 AM	02:24:31
02/21/2012	11:42:51 AM	12:09:45 PM	00:26:54
02/21/2012	1:48:57 PM	2:57:36 PM	01:08:38
Total Time:			04:00:03
Total Duration:			08:03:03

Student Activity Daily Breakdown

Odyssey Academy		
Student Activity Daily Breakdown Report		
Report Start	Feb 20, 2012	
Report End	Feb 21, 2012	Date Retrieved: Feb 21, 2012
Torres, Esmie [torres, N14]		
Date	Course Title	Total Navigation Time (hh:mm:ss)
02/20/2012		
	Earth Science (2011)	00:56:08
	Psychology (2011)	00:40:31
	Vietnam Era (2011)	00:55:20
Total Time:		02:31:59
02/21/2012		
	Earth Science (2011)	00:03:59
	Psychology (2011)	00:49:45
	Vietnam Era (2011)	01:04:34
Total Time:		01:58:18
Total Duration:		04:30:17

Student Activity Summary

Odyssey Academy	
Student Activity Summary Report	
Report Start	Feb 20, 2012
Report End	Feb 21, 2012
Date Retrieved: Feb 21, 2012	
Torres, Esmie [torres, N14]	
Course	Total Navigation Time (hh:mm)
Earth Science (2011)	01:20
Psychology (2011)	01:30
Vietnam Era (2011)	02:37
Total Activity Time :	05:27



Student Lesson Plan

Odyssey Academy		
Student Lesson Plan Report		
Report Start	Feb 20, 2012	
Report End	Feb 24, 2012	Date Retrieved: Feb 21, 2012

Torres, Esmie [torres, N14]						
Teacher	Course	Unit	Assignment	Status	Due Date	Completed
Hunter, Dave	Earth Science(2011)	1	2: Introduction to Earth Science	Graded	02/21/2012	02/20/2012
Hunter, Dave	Earth Science(2011)	1	3: Project: Research a Career	Assigned	02/21/2012	N/A
Hunter, Dave	Earth Science(2011)	1	4: Competing Perspectives	Graded	02/21/2012	02/20/2012
Lisle, Jim	Psychology(2011)	1	2: Introduction to Psychology	Graded	02/21/2012	02/20/2012
Lisle, Jim	Psychology(2011)	1	3: Experimental Psychology and	Graded	02/21/2012	02/20/2012
Abbott, Melissa	Vietnam Era(2011)	1	2: Vietnam	Graded	02/21/2012	02/20/2012
Abbott, Melissa	Vietnam Era(2011)	1	3: Early History	Graded	02/21/2012	02/20/2012
Hunter, Dave	Earth Science(2011)	1	5: Science Weighs In	Assigned	02/22/2012	N/A
Hunter, Dave	Earth Science(2011)	1	6: Project: Doppler Effect	Assigned	02/22/2012	N/A
Hunter, Dave	Earth Science(2011)	1	7: Quiz 1	Not Started	02/22/2012	N/A
Lisle, Jim	Psychology(2011)	1	4: More About Psychological	Completed	02/22/2012	02/21/2012
Abbott, Melissa	Vietnam Era(2011)	1	4: French Indochina	Completed	02/22/2012	02/21/2012
Hunter, Dave	Earth Science(2011)	1	8: A Sequence Of Events	Not Started	02/23/2012	N/A
Hunter, Dave	Earth Science(2011)	1	9: Planetary Motion	Not Started	02/23/2012	N/A
Hunter, Dave	Earth Science(2011)	1	10: Ability To Orbit	Not Started	02/23/2012	N/A
Lisle, Jim	Psychology(2011)	1	5: Report: Influential Psychologists	Assigned	02/23/2012	N/A
Abbott, Melissa	Vietnam Era(2011)	1	5: Quiz 1: Toward French	Graded	02/23/2012	02/21/2012
Hunter, Dave	Earth Science(2011)	1	11: Project: Newton's Law	Assigned	02/24/2012	N/A
Hunter, Dave	Earth Science(2011)	1	12: Quiz 2	Not Started	02/24/2012	N/A
Hunter, Dave	Earth Science(2011)	1	13: A Unique Planet	Not Started	02/24/2012	N/A
Lisle, Jim	Psychology(2011)	1	6: Psychological Fields and Careers	Assigned	02/24/2012	N/A
Abbott, Melissa	Vietnam Era(2011)	1	6: Nationalist Movement	Graded	02/24/2012	02/21/2012
Abbott, Melissa	Vietnam Era(2011)	1	7: World War II	Graded	02/24/2012	02/21/2012



Student Unit Grades

Odyssey Academy														
Student Unit Grades Report														
Report Start Feb 01, 2012														
Report End Date: Feb 21, 2012										Date Feb 21, 2012				
Esmie Torres,[torres, N14]														
	1	2	3	4	5	6	7	8	9	10	11	12	13	Course Score
Earth Science (2011)	84.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	84.4
	1	2	3	4	5	6	Course Score							
Psychology (2011)	91.8	0.0	0.0	0.0	0.0	0.0	91.8							
	1	2	3	4	5	6	Course Score							
Vietnam Era (2011)	97.8	100.0	0.0	0.0	0.0	0.0	98.9							