

Odyssey Quick Start Guide for Teachers

URL: _____

Username: _____

Password: _____

School Code: _____

DASHBOARD: Student Status information will be updated daily (24 hours).

Left Panel: Student Status: (Average score for)

1. Click on **All Activities Assigned by Me**: Completed Yesterday, last 7 days, last 30 dates, year to date.
2. The icons on the left represent 3 status levels:
Red Icon: 0-59%, Yellow Icon: 60-69%, Green Icon: 70-100%
3. Locate the student on the list, click on the student name.
4. The pop up window will display the student's last **10 activities with lowest score grouped by assignment**.
5. Scroll down on the pop up window and select **Student details** if you would like to further report on this student's progress. This takes you to My Students, Students & Classes where you can use the Run Report shortcut.

Right Panel: At A Glance: (Select applicable Tab as per Implementation Model in your School/District.)

1. Select **Assignments** tab and see the pie chart results. **Use the left and right arrows or the selection arrow for assignments.**
2. Select **Assessments** tab and see the pie chart results. (If you have not assigned any assessment, there will be no data available.) **Select the Standard set, state, and assessment assignment.**
3. Click on a section of the pie chart to drill down further to a student fly out list and results.

Entering Teacher Email Address: *Required

1. Click on the teacher name link on upper right.
2. Enter appropriate email address in the required field.
3. Depending on permissions, other fields may/may not be available.

Need Help:

1. Click **Help** link on upper right.
2. Type search word(s) in the search field.
3. Click on search icon.

MY STUDENTS:

Creating a Class (Where applicable)

1. Select **My Students** option on navigation bar.
2. Select **Students & Classes** in sub-navigation bar.
3. Select **New → Class**.
4. Class pop up box appears → Type in a class name (use school naming convention) ***Required Field**.
5. If this class is specific to a grade level and subject area, you may label as such.
6. Include a Class ID, if available
7. Attach a secondary teacher to this class, if applicable.
8. Click **Save**. (Your new class will save under My Classes.)

Adding an existing student to your class

An existing student is one who is already in the student database, but not in your class.

1. Click **My School** on left panel → **Students**
2. Search by grade level by selecting **Narrow by Attributes** on the lower left hand side of screen. Select the grade(s) and click **Narrow**.
3. Check the box(es) next to student(s) you want to add to your class (Can choose multiple students on multiple pages).
4. **Option 1:** Select **Actions → Add to Class OR**
5. **Option 2:** **DRAG** selected students and **DROP** into the correct class in **My Classes**. (Once you place the cursor over student names, you see a little hand and you will see the number of students. selected as confirmation. (Example: 3 Students Selected)

***If you do not find the student you are looking for in the Student database, follow the procedures set up for your school or contact your System Administrator.**

BUILDING ASSIGNMENTS – Assignment Builder

1. Select **Courses and Assignments** on the **Navigation Bar**.
2. Click **Assignment Builder** on the **sub-Navigation Bar**.
3. Select the **tab** (Odyssey Curriculum, Common Core, etc.).
4. Select the desired **subject** and **level**.
5. Select to search by **Sequences, Skills, or Standards**.
6. Enter a key word in the search box and search - or
7. Click **topic titles** to view content and descriptions.
8. Click **lesson titles** to reveal the activities.
9. Click individual **activity titles** to preview the online activity (activity #s appear on this level).
10. **To assign activities, click in the box to the left of the title** (multiple activities may be selected).

11. Click on the **Add Selected Tasks** button.
12. Enter a unique assignment name for easy reference.
13. Choose assignment order **Sequential, Self-Select (default)**, or **Auto-Launch**.
14. Click **Complete Assignment**.
15. Include a description of this assignment in the box.
16. Select **Availability, Subject, Level**.
17. Change additional assignment options if necessary.
 - a. Apply assignment order to all folders – default is No. (Select Yes if the desired assignment order should be applied to all folders in this assignment.)
 - b. Suppress Duplicate Activities – default is Yes. (Students will not receive passed activities within the same assignment more than once.)
18. Choose to **assign** now or later – **Next**
19. Confirm assignment – **Close**

ASSIGNMENT ARCHIVE

View, edit, or assign saved assignments

1. Select **Courses & Assignments** on the **Navigation Bar**
2. Click **Assignment Archive** on the **sub-Navigation Bar**
3. Select **Availability, Subject, Level - Search**
4. Click the button in front of the assignment

Assigning a saved assignment

1. Click **Assign to students**
2. Select the box next to class name to assign to all students or click on the plus(+) sign to check selected students

Un-assigning an assignment:

1. Select **Courses & Assignments – Assignment Status**
2. Select **Availability, Level - Search**
3. Make selection by *assignment or student*
4. Select the button in front of the assignment or search for the student
5. Click **View Status**
6. Check the box in front of choice - **Unassign**

ASSIGNMENTS – Creating a Course Assignment with Gradebook Access

***Refer to Odyssey Help for more details on Courses and Gradebook and for using the Course Catalog.**

NOTE: To create a course, you may use multiple assignments from the Assignment Archive to be included in one course. Before creating a course, build your assignment using Assignment Builder (Follow steps outlined for Building Assignments using Assignment Builder.)

1. Select **Courses & Assignments** on the **Navigation Bar**.
2. Click **Courses** on the **sub-Navigation Bar** to access the Course Manager.
3. **Select the Odyssey Course Catalog** if the courses apply to your implementation. If not, Select **New Course** and enter Course Profile Information

Details Tab:

4. Enter the course **Name**.
5. Select the desired **Subject and Grade Level**.
6. Select the **Availability** (My Course, School Course, District Course)
7. Enter **Course Code, Number of Credits, Complexity Level (Not Required)**.
8. **Subscribe Only** (check box) means that other teachers can use the assignment.
9. **Certified Course** (check box) (based on permissions) If Certified, this course appears with a Gold Star on Course list.
10. Enter a **Course Description** of up to 1000 characters.

Grading Tab:

11. Select **Yes** to Use Grade Weighting
12. *Select other options (notice the default options)*

Assignments Tab:

13. Select **Add** tab.
14. Select the assignment creation date range - **Created Between**.
15. Check **Availability** (My Assignments, My School, My District).
16. Click **Search**.
17. Scroll down to find the assignments you want to include in your course and Click the **+ sign** next to each assignment that you want to add to the assignments list to be included in the course. A check mark will appear next to each assignment that will be included plus an assignment count on top.
18. Click the **Remove/Reorder** tab option (Use if you need to reorder the sequence of the assignments in your course or remove any assignments.)
19. Click **Save**.
20. Once assignments are selected, you will see the **My Course Manager** where My courses are listed by Subject/Grade.
21. Click on the course name. This displays course details on the bottom panel. This is where the course can be assigned.
22. To assign the entire course, Click on the **Assign All** option.
23. To assign individual assignments from within the course, select the **Assignment** tab and click on the **Assign** option next to the appropriate assignment.
24. From My Course Manager select the **Gradebook** icon. Gradebook tabs are (Grade Overview, Assignment Grades, Manually Entered Grades, student Grades)
25. **Grade Overview tab has these columns Overall Grade** (the weighted completed activities), **Completion %**, and **If Course Ended Now** (Click on **Calculate** to get the grade for student, if course ended now or for final grade.)

Course Archive: To access courses, select **My Courses**, **School Courses**, or **District Courses** on the left panel.

Class Progress

1. Select **Courses & Assignments – Class Progress**
2. Click **Details** for class or individual results

PROGRESS REPORT

Generating a Student Progress Report:

1. Select **Reports** on **Navigation Bar**
2. On left under Odyssey Reports select **Progress Reports**
3. You will see the Default Templates listed in the center pane OR
4. 3a. Create a **New Report** by clicking on the **New Report** option from the data grid menu
5. To use the Default Student Progress Report Template click the **Settings** option on the right of the selected report
6. Within the reports options selector window, select the options needed for each tab: *(Depending on the report type, there will be similar tabs and criteria to select.)*
 - a. **Details**
 - b. **Curricula**
 - c. **Assignments** (Tip: Select the assignment(s) and CLICK on **+Add Selected Items.**)
 - d. **Students** (Tip: Select My Classes and select an entire class or more than one class or My Students and select the student(s) and CLICK on **+Add Selected Items.**)
 - e. **Schedule & Send**
7. You may save this as your own **Template** → Click **Save As (Type in a template name.)** (Your report templates will save in the My Templates areas where appropriate. Example: A Progress Reports Template will save in **All My Reports** as well as **My Progress Reports** under the Reports Option.)
8. Click **Run**. The two options are: Run Now or Run Offline (Report will be added to Reporting Queue)
9. ***To Schedule reports enter report settings: Follow steps 1-6.** In the **Schedule and Run Tab** - Select the **ON** option for **Status** and enter the required **Start** and **Stop** dates.
10. Select the number of times you want the report to run during the time frame scheduled.
11. **Note:** The User's email address with default as checked for **notifications**.
12. Enter additional email addresses separated by a comma for those to receive this notification and/or the report.
13. Include whether you want the actual report files emailed to those addresses and select a format of PDF or CSV.
14. Enter a **message** for recipients.
15. **Save Template** – Saves these options in your templates folder.

16. If you want to generate a report immediately, select **Run Now**. If not, close out the box. (Teachers have two options **Run Now** or **Run Offline.**)

RESOURCES

1. Select the **Content** option from the **Navigation Bar**.
2. Select **Resources** from the sub **Navigation Bar**. This page contains resource documents such as:
 - a. Release Notes
 - b. Support Options
 - c. Parent Letter
 - d. Quick Start guide for parents and students
 - e. Scope and Sequence documents
 - f. Resources based on licensing
3. To Access **Scope and Sequence** documents, enter the appropriate Odyssey Tabs labeled Language Arts, Math, Odyssey High School or Middle School Science. (Only purchased courses will be available.)
4. **Math Tab** – access Math Toolkit for demonstration and instruction.

Notes: