



ODYSSEYWARE®

## Upload Download User Guide

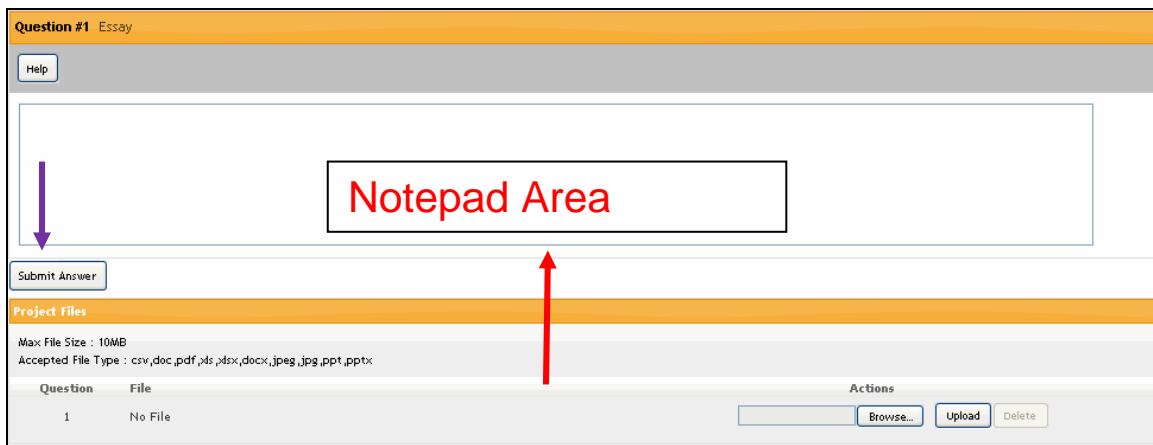
When approaching essay questions using ODYSSEYWARE, there are three points to keep in mind.

1. The student can work directly on the **Assignment** page or upload their work.
2. The Teacher can see what the student has saved (direct or uploaded)
3. Any changes to the work require the page to be saved or a new file to be uploaded.

Let's take a look at the Student mode first.

### Student

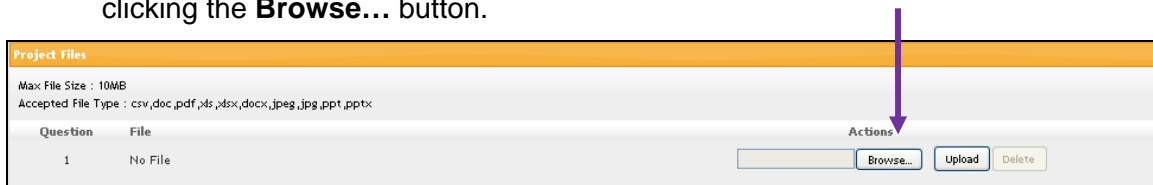
To begin, the student can work on any essay just by typing into the Notepad Area of the screen as if using any basic text editor.



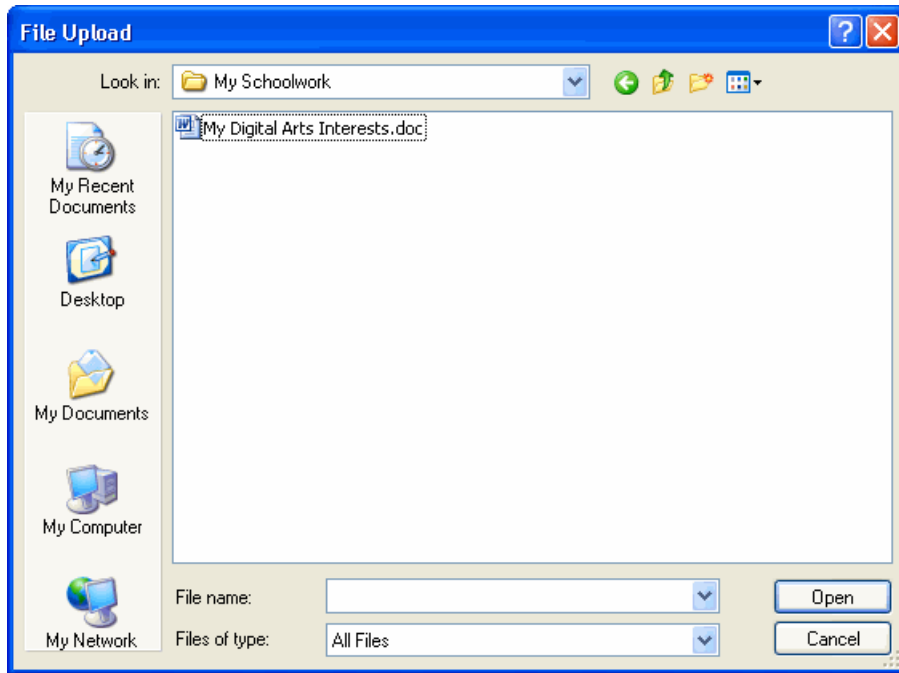
After typing in the notepad area, a small message appears above the **Submit Answer** button to remind the student that the work in the Notepad Area has not been saved yet. Clicking the **Submit Answer** button saves any text in the Notepad Area for the student and the teacher to retrieve.

For convenience, students have the ability to upload their essays using a word processor.

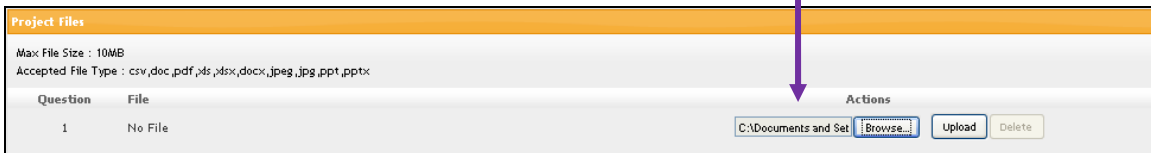
1. When uploading your work as a student, you first must find the file to upload by clicking the **Browse...** button.



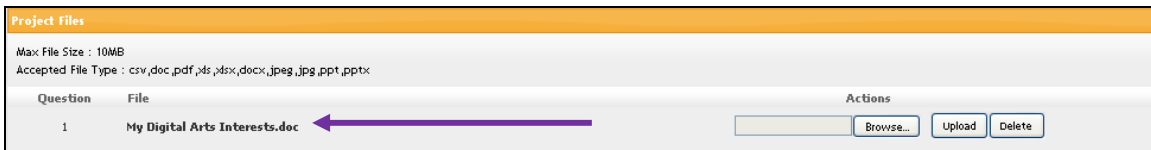
A new window appears allowing you to search for the file on your computer.



2. Double-click the file and the **File Upload** window disappears. The name of the file you selected displays beside the **Browse** button.



3. Click **Upload** to finish. You can see the file has been uploaded successfully when you see the name of your file under **File** on the far left of the browse button.



4. Click **Submit Lesson** if all questions are done.



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### Teacher

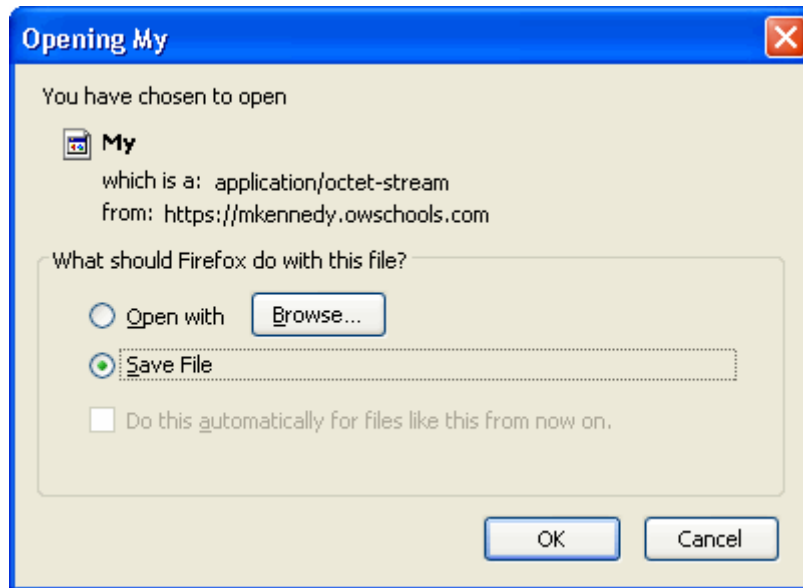
To view the file that has been uploaded by your student for grading:

1. Open the lesson to be graded.
2. If the student used the **Notepad Area** to enter the answer, simply read the essay and enter the number of points you want to assign in the **Points Received** box above the **Notepad Area**. You are done with this question.

If the student uploaded a file, the name of the file the student created and uploaded displays on the left-hand side of the **Upload Answer File** box at the bottom of the question. Continue to step 3.



3. Click the title shown under **File** on the left side of the Upload Answer File box.
4. The **Opening** window displays giving you the option to either open the file or to save the file. Click the button beside your choice and click **OK**.



5. The file opens or is saved to the location you selected. We suggest you save it to your preferred location, so you can open and edit the file, making any changes, additions, or comments. Save the work to your computer and upload using Steps 1-3 in the Students section to return the file to the student.
6. When you are finished, you can grade the assignment by entering the number of points you want to assign in the **Points Received** textbox at the top of the Notepad Area.



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### Frequently Asked Questions:

**Q: How many files can be uploaded?**

A: Each student can only upload one file per assignment.

**Q: What if I make changes to my work later on?**

A: You can always upload a new or edited file to overwrite the old one.

**Q: I uploaded the wrong file, how do I upload a new one?**

A: To upload a new file, click refresh on your browser. This will bring back the upload buttons.