

Admin Quick Start Guide



ODYSSEYWARE®

Welcome to the Admin Quick Start Guide!

This guide is meant to help you quickly establish the settings needed to get school started. Please see the [Admin User Guide](#) (click **Help**) for additional instruction and information.

School Settings

Click **School Settings > Messages & Displays**.

- Enter the information in all textboxes.
- Click **Save**.

Click **Thresholds**. Use default settings or:

- Enter the information in all textboxes.
- Click **Save**.

Click **Weighting**. Use default settings or:

- Enter the information in all textboxes. (Must total 100)
- Click **Save**.

Click **Global Permissions**. Use default settings or:

- Click boxes to make desired changes (**Theme Selection, Allow Background, Allow Messaging**).
- Click [**Change**] to use a different **Default Theme**.
- Use drop-down menu to select a different **Default Background**.
- Click **Save**.

Click **Student Permissions**. Use default settings or:

- Click boxes to make desired changes.
- Click **Save**.

Click **Teacher Permissions**. Use default setting or:

- Click box to disallow this function.
- Click **Save**.

School Calendar

Click **School Calendar > Terms**.

- Enter **Name** of term.
- Select **Begin** and **End** Dates for term
- Click to make this term **Enrollable**
- Click **Add Term**
- Click if you want to make this the **Default** term

Click **Event**

- Click any school day (empty calendar day) to make a non-school day. (Use arrows beside the **today** button to move from one month to another.



Teacher/Admin

Click **Teacher/Admin**

- Click **Create Teacher/Admin**
- Complete all textboxes by typing in required information
- Click checkboxes to add (permit) or remove (disallow) permissions (scroll to bottom of form.)
- Click **Save**

Students

Click **Student**

To add multiple students:

- Click **Import Student**
- Click **Download Template**
- Enter required data in template
- Save template as a .csv file on your computer
- On **Import Student** window, click **Browse**
- Locate .csv file
- Click **Next**
- Click any duplicate **Username** and enter new **Username**
- Click any other field on grid to verify new **Username**
- Make changes as necessary on **Preview and Edit** window. (Any changes to settings apply to all imported students)
- Click checkbox in first column next to each student to import. (Click checkbox at top of first column to select all.)
- Click **Submit** button
- Click **Add Enrollments** link in the first student's **Controls** column (You are taken to the **Course Enrollment** tab for this individual student.)
- Click **Add Enrollment**
- Select **Subject**
- Select **Course**
- Select **Teacher**
- Change **Term** if necessary
- Click boxes to select **Enrollment Settings**
 - **CRx Mode** (Prescriptive Credit Recovery)
 - **Block Tests** (for this course only)
 - **Block Quizzes** (all in this course only)
- Click **Add Enrollment**



To add individual students:

- Click **Create Student**
- Complete all textboxes by typing in required information
- Select **Default Term**, if different than default shown
- Click checkboxes to add (permit) or remove (disallow) permissions (scroll to bottom of form.) The defaults shown are those you chose during School Setup. This modifies the settings for this student only.
- Click **Save**
- Click **Add Enrollments** link in **Controls** column (You are taken to the **Course Enrollment** tab for this individual student.)
- Click **Add Enrollment**
- Select **Subject**
- Select **Course**
- Select **Teacher**
- Change **Term** if necessary
- Click boxes to select **Enrollment Settings**
 - **CRx Mode** (Prescriptive Credit Recovery)
 - **Block Tests** (for this course only)
 - **Block Quizzes** (all in this course only)
- Click **Add Enrollment**

Messages

Click **Messages**

- Click **New Message**
- Click **To:** to select contacts who should receive the message.
Use drop-down menu to select other grouping.
Top box is used to search for a specific person.
Use the checkbox directly above the list of names to select all in group.
- Enter **Subject**
- Type text of message
- Click **Send**.



Feedback

Click **Feedback** link on bottom of any page.

- Scroll to bottom of window
- Enter **Email** address
- Enter **Phone** number
- Enter DETAILED information in **Feedback** box, including:
 1. Subject
 2. Unit
 3. Assignment
 4. Detailed message describing the issue you encounter

You can COPY the URL to provide the first 3 item listed.

- Click **Send**